DONATIONS, GIFTS AND FUNDRAISING REVENUES POLICY

The Tay Township Public Library Board welcomes financial support from the community in the form of monies, gifts of supplies, equipment and furnishings. Gifts of books, movies, or audio materials are covered by the Collection Policy. Tay Township Public Library will actively engage in fund raising to support and enhance the quality of library service.

1. Acceptance of Donations and Gifts

1.1. Gift offers of supplies, equipment and furnishings are accepted or rejected at the discretion of the C.E.O. and/or the Head Librarian on the basis of suitability to the Library's mission, policies, décor, and availability of space for housing or display

1.2. The Library reserves the right to refuse a gift under certain conditions which include but are not limited to:

- when the cost of ownership would be prohibitive;
- if the donor wishes to exert unacceptable conditions over the donation of the gift or over the disbursement of revenue realized from the disposal of the gift;
- when there are unacceptable risks associated with the receipt of the gift

1.3. Any gift accepted by the Library is accepted subject to the following terms and conditions:

- Upon request, the Library must receive evidence that the donor has the authority to make a gift of the donated item(s);
- The Library retains unconditional ownership of the gift; and
- The Library makes all decisions regarding the use or disposal of the gift and has no obligation to inform the donor of such decisions.
- The C.E.O. and/or the Head Librarian have the authority to establish all of the terms and conditions of the acceptance of a temporary loan or gift.

1.4. The Library actively solicits and encourages the business community, service clubs and other organizations to become donors and/or sponsors of Library events, programs and services, which will benefit the community by allowing the Library to increase the level of service it can provide to the residents of Tay Township.

1.5. The Board may establish special conditional donation categories and donors may designate funds to a particular category. These donations shall be used for the purpose identified and this designation shall be recorded in the donation records. Monetary donations over $10.00 receipted in accordance with Canada Revenue Agency.

- Personalized Thank You(standardized form) letter will be sent by the Branch Librarian
- Public recognition will be given in appreciation of gifts and contributions unless otherwise specified by the donor
- The purpose of the recognition program is to thank donors, to encourage others to give, and to build healthy, long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

1.6. Funds donated on a general basis to the branch will remain within the donations account for that branch, and may be used for any of the following, with the exception of the annual discretionary $500 limit allotted to the branch librarian (see Section 3.1):

- Special book collections and collection development
- Programming
- E-book or electronic materials collections/contributions (i.e. SCL)
- Purchases that result in an increase in service level to patrons beyond the existing service level

1.6.1 Funds raised through library programming, etc. that are retained in the general fundraising fund may be used for the same purposes outlined in Section 1.6

1.7 In the instance that the library receives a large donation (over $1,000), in memoriam or for other reasons, the donor will be requested to specify (if not already provided) for situations in which the donation funds may be used.

The following existing donation funds are subject to the following conditions/provisions for their use:

- Sheila Hamilton Fund – Fund to be used for the provision of services or materials for children
- Louis Tremblay Fund – Fund to be used for the benefit of seniors in the area of collection development, outreach and programming

- J.G. Young Fund – Fund to be used for unexpected branch incidentals at the Port McNicoll branch not covered by the current budget, but not to replace operating funds, such as special display furniture & equipment, furniture for programming purposes (excluding shelving and storage), specialized programming, purchases that result in an increase in service level to patrons beyond the existing service level

2. Library Board /Staff Fundraising Objectives

2.1. To raise funds for the purchase of library materials to enhance and further develop the collection for public use.

2.2. To raise funds to operate Tay Township Public Library programmes which support literacy skills and/or educate residents on topics that will improve their quality of life and contribute to the building of healthy communities.

2.3. To undertake from time to time major fundraising campaigns for capital improvements such as furniture, equipment and building construction and renovation.

2.4. These funds will only be expended to further the objectives outlined in this Policy and will not be donated to organizations other than Tay Township Public Library.

3. Expenditures of Donated Funds

3.1. The Branch Librarian, shall have input and discretion respecting the spending of branch donated funds with a $500 annual limit per item, without seeking Board approval.

The Branch Librarian, can request a special consideration beyond the threshold limit from the Head Librarian and/or Library C.E.O. on a case by case basis if the proposed purchase would be only slightly beyond the approved $500 limit

3.2. Any proposed uses of general branch donations or large donation funds, with the exception of the annual discretionary $500 limit allotted to the branch librarian (see Section 3.1), shall be approved in the annual budget or approved by the Board at a subsequent Board meeting by separate report.