

No: GO16	Title: Donations
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	<ul style="list-style-type: none"> • GO10: CEO Appointment and Responsibilities • GO12: Financial Oversight • OP10: Cash On Site
Associated Documents	<ul style="list-style-type: none"> •
Implementation Procedures	<ul style="list-style-type: none"> • Appendix C: Donor Documentation

SECTION I: Ethics of Donations and Support

1. As a non-profit organization, Schreiber Public Library requires the support of individuals, businesses, organizations, and governments. As such, the Chief Executive Officer (CEO) of Schreiber Public Library will be responsible for:
 - 1.1. Identifying grant opportunities and applying on behalf of the Library;
 - 1.2. Accepting monetary donations as well as those of materials and in-kind;
 - 1.3. Accepting and assisting community members in "planned giving" and bequeaths;
 - 1.4. Working with interested partners and sponsors to support the initiatives of the Library.
2. The Library recognizes philanthropic gifts which support the initiatives of the Library. As such, the Library welcomes and is thankful for monetary and material donations of all size and worth.
3. Communication and recognition of donations are donor-centered. Individuals, businesses, and organizations may make donations publicly or anonymously.
 - 3.1. Anonymous donations are still recorded for auditing purposes but will not receive a public thanks;
 - 3.2. Public donations will be recognized in accordance with the size of the donation. This may include a letter, certificate, plaque, permanent display, or listing in public documents, such as the Library's website or newsletters.
4. Donors can expect to:
 - 4.1. Receive prompt acknowledgement of the gifts they make, either in person or by written acknowledgement;
 - 4.2. Have monetary donations used in the manners they request; or, if no request has been made, according to the best needs of the Library and the patrons;
 - 4.3. In the case of large or ongoing donations, receive meaningful and measurable information on the use of their gifts and the impact within the Library and community.
5. The Library will use any monetary or material donations in accordance with any conditions, limitations, or requests of said donation. Conditions, limitations, or requests must be reasonable and meet the Library's Mission and goals in order to be accepted. In these cases, a Donations Form shall be completed by the donor and CEO. Larger donations may include an MOU between the Library Board and donor.

6. The Library does not accept donations, partners, or sponsors as trade for any promises of ownership, control, or collection management.
7. The Library, by way of the CEO, will enter into agreements and accept donations which are legal and meet all auditing standards.
8. The Library may reject donations or requests for partnerships or sponsorships.
9. The Library may defer acceptance of donations to the municipality for the purpose of offering charitable receipts.

SECTION II: Donations

1. For safe practices, the Circulation Desk may not accept cash donations over five hundred dollars (\$500.00).
 - 1.1. Cash donations at the Circulation Desk in excess of fifty dollars (\$50.00) must be accompanied by the individual's name and contact information;
 - 1.2. The Circulation Desk is able to give cash receipts for any donation;
 - 1.3. A tax receipt for donations may be issued upon request.
2. The Chief Executive Officer (CEO) may accept cash donations below ten thousand dollars (\$10,000.00).
 - 2.1. Donations will be accompanied with the name and contact information of the individual, group, or business donation;
 - 2.2. A cash receipt will be given at the time of the donation.
3. All donations are tracked.
4. The CEO makes all final decisions on the acceptance of monetary donations.

SECTION III: Sponsorship

1. A sponsor is an individual or organization who gives cash or in-kind donations in exchange for public promotion within Library materials beyond the standard level of thanks offered to any individual or business by the Library.
2. Schreiber Public Library will actively solicit and encourage the business community, services, and other organizations to become sponsors, providing:
 - 2.1. The sponsor, its staff, products, or services must not present an obvious Conflict of Interest with the mandate and/or operations of the Library;
 - 2.2. The products and/or services of the sponsor must not be deemed hazardous to the health of the community;
 - 2.3. The sponsor must have no expectation of having any impact on the Collection Policies or other Policies of Schreiber Public Library.
3. Sponsors must be approved by the Library Board and be accompanied with an MOU.

SECTION IV: Planned Giving

1. "Planned giving" is a philanthropic act by which a donor can arrange a gift to the Library. This may be in a one-time bequeath or made on an ongoing and regular basis.
 - 1.1. Planned giving, such as monthly, quarterly, or annual gifts, are important to the Library as they are used in planning programs, Collection Development, and services provision;
 - 1.2. Unrealized bequeaths are also key to affecting the Library's goals.

2. The Chief Executive Officer (CEO) is authorized to negotiate planned gift arrangements with prospective donors in accordance with this Policy.
3. The Library, in partnership with the Foundation, will offer an official tax receipt for any donation that qualifies as charitable gifts under the *Charities Act, Income Tax Act*, and Canada Revenue Agency's Charitable Registries Directorate procedures.
4. Donations will be transferred to a reserve fund or to the Foundation accounts.
5. In accepting a donation, bequeath, or gift, the Library shall abide by any conditions, restrictions, or designations associated with the donation, bequeath, or gift.