



SCUGOG MEMORIAL PUBLIC LIBRARY

POLICY TYPE / NUMBER:	BOARD 'B08'		
POLICY TITLE:	Donation Policy		
AUTHORITY / CREATED:	Board	April 15, 2021	Rev: October 20, 2022

Policy Statement

The Scugog Memorial Public Library (SMPL) encourages the contributions of residents and organizations through bequests and donations of monetary or other tangible assets which adhere to the values of the Library in order to advance its mission and meet its strategic goals.

It is understood that such donations should not take the place of public support, but should enable the Library to provide and enhance the physical building, services and collections in ways not financially possible within the current municipal operating budget.

The purpose of the policy is to ensure that informed decisions are made regarding:

- the acceptance of gifts to benefit SMPL and the donor
- the appropriate expenditure of donated funds including allowances for maintenance and replacement
- the investment of donated funds
- fundraising efforts.

Definitions

Donation: a gift, contribution of cash, goods or property given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit.

Designated Funds: are donated funds designated as a gift for a specific purpose.

Undesignated Funds: are donated funds, which have not been identified by the donor for a specific purpose.

Cash: includes cheques, money orders, bank drafts, and money (bills & coin). Donations made by debit card, by credit card, via the Library website or by direct bank transfer are also considered cash gifts.

Gifts in Kind: also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural property. A contribution of service, that is, of time, skills or effort, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts.

Sponsorship: a mutually beneficial exchange between the SMPL and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations.

Conditions for Acceptance and Refusal

The Library Board gratefully accepts and encourages donations, gifts and sponsorships from individuals, groups, foundations and corporations, for the purposes of enhancing library services subject to this policy.

Scugog Memorial Public Library will work closely with the donor to ensure there is a mutually beneficial agreement on the donor's intent for the gift designation. The Library will communicate information on the dispensation of their gifts as effectively as possible.

Donations will become the exclusive property of the Library and must be clear and unencumbered when given. The library may accept conditions on the use and/or disposition of the donations only where it deems the proposed conditions to be reasonable and feasible.

While initially honoring the wishes of donors as appropriate, the Library reserves the right to make decisions in the future regarding the investment, disposition and eventual disposal of all donations. The final decision to accept or refuse donations, gifts and sponsorships rests with the CEO in conjunction with the Library Board.

Acknowledgement of Gifts

The Scugog Memorial Public Library (SMPL) Library will recognize all donations and extend thanks to all donors for their generosity. Gifts of greater than \$20 and under \$5,000 will be acknowledged by the CEO. Gifts of over \$5,000 will be acknowledged by the Board Chair.

When requested, (SMPL) will work closely with the donor to ensure there is a mutually beneficial agreement on the donor's intent for the gift designation. The

library will communicate information on the dispensation of their gifts as effectively as possible.

In accordance with CRA regulations, the Township of Scugog will issue a tax receipt for any cash donations of \$20 or more on behalf of the Library.

Gifts-in-kind that are added to the Library's collections will be receipted based on the fair market value. For gifts greater than \$1,000, an independent appraisal is required. The donor will generally be responsible for the cost of obtaining an independent appraisal. The Board may authorize payment of valuation costs by exception.

Management of Donated Funds

Donations of funds where the total amount is greater than \$5000 will be deposited in an account separate from the normal operating bank account of the Library. The intent of this account is to fund capital line items, special projects and any budget shortfall due to unplanned for emergencies. These funds will be administered by the Library Board with recommendations from the CEO and the Finance, Policy & Personnel (F, P & P) committee.

Requests for the expenditure of donated funds will typically be made to the Board by the CEO as part of the annual budget or strategic planning processes. Requests for the expenditure of donations should be accompanied by a replacement/maintenance plan, recognizing that such plans may be somewhat speculative. The board may, at its discretion, set aside some portion of the donated funds in anticipation of replacement or maintenance needs.

The F, P & P Committee may, at its discretion, recommend investment of donated funds in low risk vehicles, such as savings accounts or guaranteed investment certificates, bearing in mind the potential need for access to some portion of the fund at short notice.

Interest earned from donated funds will be added to the fund.

Contact Person: Board Chair, Chief Executive Officer
Cross Manual Reference:
Relevant Forms:

Approval Date: April 15, 2021
Review Dates:
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Approved by: