



## Fundraising Policy

### **Purpose and Scope**

The Burlington Public Library Board has the responsibility to advocate for appropriate resources for the Library. One component of securing appropriate resources is through philanthropic giving. The Burlington Public Library Board welcomes and encourages fundraising, gifts and donations from individuals, groups, foundations and corporations undertaken to enhance the services that the Library provides to the citizens of Burlington.

### **Statement of Policy**

- Fundraising is an ongoing responsibility of the Burlington Public Library Board.
- The intent is to support the Library's mission and objectives, specifically providing additional funding for non-core and value added public library services, programs and capital enhancements. Fundraising is to be considered supplemental to the library's core funding.
- The Library accepts support for collections, programs, and services only when the content is determined by the Library.
- The Library, in all its fundraising practices, will maintain its reputation for open, honest and transparent reporting involving the raising, investment, and disbursement of donated funds.
- The Library does not accept gifts of any kind from an individual, company, or organization for purposes that are inconsistent with the Library's mission or values.

### **Development and Approval of Fundraising Plans**

- The Burlington Public Library Board may from time to time develop a variety of fundraising strategies including the establishment of endowment funds and capital campaigns for new and for renovated facilities.
- The Burlington Public Library Board has a long standing relationship with the Burlington Foundation and has established endowment funds with the Burlington Foundation. The Library will actively promote the growth of these funds.
- All proposed fundraising activities must be approved by Burlington Public Library. Activities with a fundraising goal of \$50,000 and over must be approved by the BPL Board; activities with fundraising goals under \$50,000 must be approved by the Chief Executive Officer. Activities with a fundraising goal over \$250,000 will be discussed with City Council.
- The Burlington Public Library Board reserves the right to reject any fundraising initiative deemed inappropriate or not in keeping with the Library's policies.
- The Chief Executive Officer will track all fundraising initiatives in order to coordinate activities and eliminate duplication of funding requests and solicitations.
- The Burlington Public Library Board will require all of its fundraising partners to respect Burlington Public Library applicable policies.

- The Burlington Public Library Board retains the right to set policies on issues related to fundraising.

**Official Donation Receipts**

- The Library is a registered charity with Canada Revenue Agency and will issue official donation receipts for cash gifts that exceed \$10.
- Tax receipts for donations of real property and gifts in kind will be issued in accordance with Canada Revenue Agency regulations.
- It will be the responsibility of the donor to submit proof of fair market value assessment.
- The Library reserves the right to secure and rely on its own appraisal in determining the acceptability of a gift and the fair market value of an item.

**Donor Records**

- The Library will maintain records of all donors giving to the Library.
- The information contained in these records will be confidential and will not be shared with other agencies unless the donor agrees otherwise.
- Donor lists may be used by the Library for the solicitation of future gifts to the Library.

Effective Date: Jan 18/01	Projected Review Date: 2021
Motion #/Date: #01-07, Jan 18/01	Amended Dates: #02-14, Feb 21, 2002 #17-58, June 15, 2017
Associated Procedures:	