



Woodstock Public Library Policy

Policy Name: Donations, Gifts, and Donor Recognition Policy

Category: Finance

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library welcomes and encourages contributions from individuals, groups, foundations, and businesses for the purpose of enriching and enhancing the programs and services that the Library provides for the residents of Woodstock.

Woodstock Public Library is committed to maintaining its reputation for integrity and ethical fundraising practices in order to retain such financial support. The Library, in all its fundraising practices, will maintain its reputation for open, honest, and transparent reporting involving raising, investment, and disbursement of funds.

SCOPE

The intent of this policy is to provide specific gift acceptance guidelines to Woodstock Public Library employees, Board members, and donors regarding gift acceptance by Woodstock Public Library in accordance with the Canada Revenue Agency (CRA) and the Canadian Income Tax Act. In all gifts and donations, the donor's intent will be taken into account while ensuring the integrity of Woodstock Public Library and its best interest.

This policy does not apply to corporate sponsorships or book/materials donations.

DEFINITIONS

Bequest means a specific provision in a will directing assets from an estate to the Woodstock Public Library.

Designated Gift is a gift that a donor indicates where they would prefer the money to be allocated.

Donation means a voluntary transfer of real or personal property or funds from a donor who freely disposes of his or her property or funds to a recipient who received the property given. The transaction shall not result directly or indirectly in a right, privilege, material benefit, or advantage to the donor or to the person designated by the donor.

In Kind Gift or **In Kind Donation** is charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

Planned Gift or **Legacy Gift** is any major gift, made in lifetime or at death, as a part of a donor's overall financial or estate planning. These include gifts of equity, life insurance, personal property, or cash.

Sponsorship is a gift from an individual, corporation, or foundation in support of a Woodstock Public Library project, program, event, or corporate asset in return for an arrangement that benefits both parties. Sponsorships are not covered by this policy.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Acceptance of Donations and Gifts

1.1 Principles

The Woodstock Public Library practices a donor-centered approach to communications and recognition. This means that the interests and sensibilities of donors are paramount in the design and delivery of all communications and recognition, whether written or in person. Specifically, the Library's donor-centered communications and recognition adhere to the following principles:

- Donors can expect to receive prompt acknowledgement of gifts they make to Woodstock Public Library.
- Donors can express preferences for the allocation of their donation, however, the Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition, and eventual disposal of all donations.
- Donors will be encouraged to consult a professional advisor of their choice to work with Woodstock Public Library on facilitating a planned gift or bequest. In order to avoid a conflict of interest by the Library and its representatives, it is the responsibility of the donor's advisor to provide advice on tax, legal, or financial planning to the donor.

1.2 What is Accepted and How

Donations can include outright gifts of cash, pledges, bequests, gifts of life insurance, stocks, and such other gift arrangements as the Board may from time to time approve.

All donations made become property of the Woodstock Public Library. The Library reserves the right to decide the disposition of all gifts received.

The Library Board will be informed of individual cash donations of \$5,000 or more. Donations of \$25,000 and more will be brought to the Board for a

recommendation for use of the funds such as transfer to Reserves and/or used for specific purposes as approved by the Board.

Acceptance and handling of cash donations can be made as follows:

- Online through Canada Helps, accessed at: www.mywpl.ca/about-the-library/donations
- By mail:
Chief Executive Officer
Woodstock Public Library
445 Hunter St.
Woodstock ON N4S 4G7
- Delivered in person to the Library.
Cheques should be made payable to the Woodstock Public Library Board.
A charitable tax receipt will be mailed to the donor once the gift has been processed.

1.3 Refusing a Gift

Woodstock Public Library may refuse the acceptance of a gift if deemed not beneficial to the organization. Donors will be advised accordingly. Woodstock Public Library would decline a gift if any one of the following conditions were known:

- The gift is artwork of any kind. Artwork donation inquiries will be respectfully referred to the Woodstock Art Gallery.
- There are conditions to a gift and/or its designation which are not consistent with the Woodstock Public Library Vision, Mission, or Values.
- The gift is seeking to unduly influence access to Library business.
- The gift could financially jeopardize the donors and/or Woodstock Public Library.
- The gift or terms are illegal.
- Woodstock Public Library does not have the resources to honour the gift term or determine its value.
- Misrepresentation has been made.
- The gift could jeopardize the Library's charitable status.

2.0 Fundraising

Woodstock Public Library may develop fundraising strategies to support fund development for capital projects. Fundraising projects must be consistent with the Library's Mission and objectives, and funds raised will only be used as determined by the Library fundraising strategy.

3.0 Recognition

The Donations and Gifts policy recognizes all individuals, corporations, service clubs, community organizations, and philanthropic foundations that make monetary and in-kind donations to the Library as an unsolicited goodwill gesture.

Donor recognition programs for special initiatives, such as capital projects, will be developed as part of the fundraising strategy.

Each donor reserves the right to remain anonymous and decline public (or private) recognition at all times. In lieu of placing a name on any public listing of donations, the word "Anonymous" shall be inserted in place of the individual's name.

In cases where donors request no public acknowledgement, the Woodstock Public Library will honour their request, subject to any disclosure that may be required pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

4.0 Tax Receipts

Charitable receipts are issued upon request for donations above \$20. Deadlines may be applied to ensure that donations are received in time for a receipt to be issued in the current tax year. Receipts cannot be backdated.

Donors using Canada Helps for their online donation will receive a receipt directly from Canada Helps. The Library cannot reissue tax receipts for online donations.

5.0 Donor Records

The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (MFIPPA) and the Library's Access to Information and Protection of Privacy Policy.

Donor names and contact information will not be sold, leased, rented, or shared in any way with parties outside of the Library.

The Library may use donor lists for the solicitation of future gifts (donations).

RELATED DOCUMENTS AND POLICIES

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Access to Information and Protection of Privacy Policy
Collection Development Policy
Corporate Sponsorship Policy
Purchasing and Disposal Policy

DOCUMENT REVISION RECORD

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