
**BARRIE PUBLIC LIBRARY
DONOR RECOGNITION POLICY**

MOTION #16-34

Reviewed June 23, 2016

TABLE OF CONTENTS

1. PHILOSOPHY	2
2. WHO IS RECOGNIZED	3
3. DONATIONS	3
4. PLANNED GIVING DONOR RECOGNITION.....	3

**BARRIE PUBLIC LIBRARY
DONOR RECOGNITION POLICY**

MOTION #16-34

Reviewed June 23, 2016

1. PHILOSOPHY

- 1.1 Voluntary contributions to the Barrie Public Library are a means of supporting enhanced services and programs, and help ensure the Library's long-term financial stability.
- 1.2 Barrie Public Library recognizes that a philanthropic gift is one whose worth is relative to means and that only the donor can define generosity.
- 1.3 Barrie Public Library recognizes that our organization and its volunteer leaders and professional staff play an important role in introducing individuals and/or corporations to the privilege and opportunity of giving.
- 1.4 Barrie Public Library practices an approach to communications and recognition that is donor-centered. This means that the fundamental interests and sensibilities of donors are paramount in the design and delivery of all communications and recognition, whether written or in person. Specifically, our donor-centered communications and recognition activities adhere to the following principles:
 - our donors can expect to receive prompt acknowledgement of the gifts they make to the Barrie Public Library;
 - our donors can expect to be informed of the specific destination of their gifts;
 - our donors can expect to receive meaningful and measurable information on their gifts at work prior to being asked to give again to the Barrie Public Library;
 - our donors do not receive solicitations along with gift acknowledgement or information about their gifts;
 - Barrie Public Library welcomes designated giving to specific programs or services.
 - monetary gifts over \$10.00 will be acknowledged, if requested, by tax receipts. gifts of money not designated for a specific purpose will be transferred to a reserve.
- 1.5 Barrie Public Library will:
 - issue personalized thank you letters to donors within a reasonable time;
 - acknowledge donors' generosity from time to time through personal calls and visits;
 - design and execute donor recognition events that show-case donors' gifts at work as a priority, that adhere to a stringent budget to avoid real or perceived criticisms about cost, and which in tone and delivery acknowledge the collective generosity and importance of all our donors;
 - communicate information on their gifts at work to all our donors as effectively as possible.

**BARRIE PUBLIC LIBRARY
DONOR RECOGNITION POLICY**

MOTION #16-34

Reviewed June 23, 2016

2. WHO IS RECOGNIZED

- 2.1 The donor recognition policy recognizes all individuals, corporations, service clubs, community organizations and philanthropic foundations who make monetary donations to the Library.
- 2.2 The Lamplighter Society recognizes the special role of individuals who make a long-term commitment by establishing a charitable gift to the Barrie Public Library through their estate plans.
- 2.3 The donor recognition policy does not include recognition for sponsorship, fundraising events or campaign, and foundation grants that involve individualized recognition programs.
- 2.4 The 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.

3. DONATIONS

- 3.1 A professional, written, third party appraisal must be provided by the donor for any gifts-in-kind. In-kind donations are not attributed a cash value for recognition purposes.
- 3.2 The recognition policy does not track cumulative giving.
- 3.3 Donations can include outright gifts of cash, pledges, bequests, gifts of life insurance and such other gift arrangements as the trustees may from time to time approve.

4. PLANNED GIVING DONOR RECOGNITION

Lamplighter Society

The Lamplighter Society has been established to recognize and honour patrons who have made provisions for the Barrie Public Library in their estate plans. The long term commitment of members of the Lamplighter Society enables the Library to plan for the future and ensures that the lifelong learning needs of our community will continue to be met.

**BARRIE PUBLIC LIBRARY
DONOR RECOGNITION POLICY**

MOTION #16-34

Reviewed June 23, 2016

Motion #01-51	Revised July 5, 2001
Motion #02-45	Revised October 10, 2002
Motion #03-38	Revised October 23, 2003
Motion #04-39	Reviewed October 28, 2004
Motion #06-39	Reviewed November 23, 2006
Motion #09-20	Reviewed June 25, 2009
Motion #11-16	Revised April 28, 2011
Motion #14-36	Revised November 27, 2014
MOTION #15-27	Reviewed June 25, 2015
MOTION #16-34	Reviewed June 23, 2016