



MANAGEMENT REPORT

DATE: October 4, 2016
AUTHOR: Corinne McConchie – *Manager, Collection Management and Access*
MEETING DATE: October 27, 2016
To: NVDPL Library Board
FROM: Jacqueline van Dyk – *Director, Library Services*
SUBJECT: **OPERATING POLICY UPDATE – MOTION REQUIRED**
B-OP-20 RESOURCE DEVELOPMENT

SUMMARY

Staff recommend the addition of an additional section to the B-OP-20 RESOURCE DEVELOPMENT policy. The addition is to clarify that items purchased for the Library from donated funds are managed by the Library and are subject to the Library’s related policies and practices governing Library operations. For instance, collection items purchased with donated funds will be managed according to the Collection Policy, and thus will be organized, assessed and retained according to regular collection development criteria. Likewise, equipment and furnishings that may be acquired by donated funds, e.g., Daisy Readers, devices, toys, will also be deployed for best use and then will be subject to withdrawal when they cease to function, or become obsolete and reach their end of life. The fact that items are acquired by donation, even those via an ‘In Memorium’ donation, does not guaranteed them a place at the Library in perpetuity.

PURPOSE

This report is for decision.

ATTACHMENTS

This report includes the following appendices:

I. Updated B-OP-20 RESOURCE DEVELOPMENT

RECOMMENDATION

The Board is asked to pass the following motion:

THAT the updated policy B-OP-20 RESOURCE DEVELOPMENT be approved and adopted.

FINAL REMARKS

Operating Policies assist the Library to manage responsibly and to provide stakeholders like prospective donors the information they need to collaborate with us.

POLICY: **RESOURCE DEVELOPMENT**

POLICY #: **B-OP-20**

COMMITTEE: Library Board

PASSED: July 13, 2006

TOPIC: Resource Development

AMENDED: 23 June 2016; [\[2016\]](#)

REVIEW PERIOD: As required

PURPOSE

To describe the principles and terms under which the Library pursues resource development.

DEFINITIONS

Gift or Donation: An arrangement whereby a donor contributes cash and/or in-kind goods or services to the Library without expectation of a reciprocal benefit. While most donors will expect recognition as a result of the gift, the recognition is minor in value relative to the value of the gift as defined by the Canada Revenue Agency (CRA).

Endowment Fund: An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes. Endowment funds are often used by non-profits such as universities, hospitals and churches.

Fundraising: The process of gathering voluntary contributions of money or other resources by requesting donations from individuals, businesses, charitable foundations or governmental agencies.

SCOPE

This policy applies to the Library Board and Library staff.

POLICY

North Vancouver District Public Library is a public institution funded primarily by taxes from municipal and provincial governments. While recognizing public funding as the principal source of support, the Library will explore other sources of funding for defined projects in order to supplement and enhance the quality and level of library service to the community and to assist the Library to fulfill its mission.

Right to Refuse

The Library reserves the right to refuse gifts or donations that may not be in keeping with the mission, vision, values, goals or policies of the Library.

[Any restrictions or exceptional terms attached to a donation must be specified at the time of the initial offer.](#)

Recognition

The Library values and respects all of its donors and will recognize all donations made to support the Library. The purpose of the recognition program is to thank donors, to encourage others to give, and to build healthy, long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition of donors will be in accordance with the established Management Guidelines on Donor Recognition (MG-OP-20). Donors reserve the right to remain anonymous and decline public or private recognition at all times.

Tax Receipts

Donors will be issued with tax receipts for all eligible gifts over \$25.

Grants

The Library actively pursues applications for grant support from potential funders that reflect a match between the values of the funding source and those of the Library.

Library Endowment Fund

The Library Board approved the formation of the North Vancouver District Public Library Endowment Fund in 1999 as a vehicle to raise funds for the enhancement of library service for present and future generations. In 2000, the Library Board signed an agreement with the North Shore Community Foundation whereby the North Vancouver District Public Library Endowment Fund is maintained and managed by the North Shore Community Foundation.

The income from the Fund is disbursed to the Library each year and shall be used for the purpose of enhancing library services in the District of North Vancouver. The responsibility for overseeing the ongoing relationship with the North Shore Community Foundation, the management of the Library's Endowment Fund, and the recommendations for the use of the annual income, rests with the Library Board.

The Library and the North Shore Community Foundation recognize all donations to the North Vancouver District Public Library Endowment Fund. All donations are acknowledged by a personalized letter from the Library and a tax receipt is issued by the Community Foundation.

Naming Opportunities

As a general rule, the Library Board does not consider specific naming opportunities for buildings, rooms or discrete areas in the Library. If a name is proposed as a result of a gift or bequest, recognition may take the form of a wall plaque or name plate for the donation received.

Naming Libraries: All library branches are designated with names that are descriptive of the geographic service area, and naming a library for a person would normally not be considered. In the rare case where recognition of a unique and substantial contribution to the Library or the community would be considered, the decision would be left to the discretion of the Library Board in consultation with Council.

Fundraising

All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library Board. A particular use specified by the donor may be taken into account, subject to Library Board approval.

Use of funds raised for fundraising operating expenses will be within the Canada Revenue Agency (CRA) taxation guidelines and every reasonable effort will be made to maximize dollars raised in relationship to dollars spent.

All research on established and potential donors will be confined to information relative to the cultivation and solicitation process. Research methods will respect the individual's right to privacy. All records pertaining to established and potential donors will be considered confidential.

Retention and Disposal of Items Purchased with Donated Funds

Items acquired with donated funds, whether collection items, equipment or furnishings, become the property of the North Vancouver District Public Library. The Library reserves the right to determine the final disposition of such material.

The Library does not guarantee items acquired with donated funds will remain in the Library in perpetuity. Maintenance and retention of items purchased for the collection is guided by the Collection Policy.

RESPONSIBILITIES

The Library Board is responsible for this policy.

The Director of Library Services is responsible for the implementation of this policy.

RELATED POLICIES

- B-HR-14 CONFLICT OF INTEREST
- **B-OP-07 COLLECTION POLICY**
- B-OP-09 LIBRARY GIFTS IN KIND DONATIONS
- B-OP-21 FRIENDS OF THE LIBRARY
- B-OP-22 SPONSORSHIPS
- BG-GOV-BD-02.1 TERMS OF REFERENCE: FINANCE AND INFRASTRUCTURE COMMITTEE