

Tyendinaga Township Public Library

Policy Type: Public Service Policies

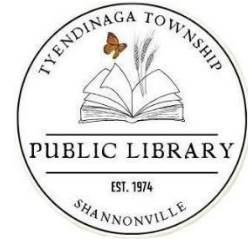
Policy Number: 5.8

Policy Title: Community Support and Fundraising

Initial Policy Approval Date: April 21, 2026

Last Review/Revision Date:

Year of next review: 2030



Purpose

The purpose of this policy is to establish a clear and consistent framework for how the Library engages with external individuals and groups who wish to support the Library through fundraising, donations, advocacy, or related activities. This framework is intended to encourage community involvement while ensuring accountability, transparency, and alignment with the Library's mandate under the Public Libraries Act.

Policy Statement

The Library values and encourages community support that enhances services, programs, and facilities. Individuals and groups may contribute to the Library through fundraising initiatives, donations, or other supportive activities, provided such efforts align with the Library's priorities and are conducted in accordance with Library policies.

All external support activities must respect the Library's operational authority and governance structure. No individual or group may represent itself as affiliated with, or acting on behalf of, the Library without appropriate authorization.

Scope

This policy applies to any external individual, organization, or informal group that raises funds intended to benefit the Library, undertakes activities in support of the Library, uses Library space or resources for such purposes, or represents itself as connected to the Library.

Definitions

Community Support Group is any external organization or informal group that undertakes activities intended to support the Library, including fundraising, advocacy, or event coordination.

Recognized Group is a Community Support Group that has been formally approved by the Library Board.

Unrecognized Group is any individual or group that has not received such approval.

Principles

Community support is an important component of a responsive and engaged public library. At the same time, the Library Board retains full authority over Library operations, resources, and strategic direction. External groups operate independently and may not direct Library services or decision-making.

Activities conducted in support of the Library are expected to be transparent, well-coordinated, and consistent with the Library's mission, policies, and operational capacity.

Authorization and Recognition

All organized activities or fundraising initiatives intended to benefit the Library require prior review and approval by the Chief Executive Officer or designate. This ensures appropriate coordination, avoids duplication, and confirms alignment with Library priorities.

Where an individual or group proposes ongoing, structured, or long-term involvement in supporting the Library, the Library Board may grant formal recognition by resolution.

In considering recognition, the Board will require the group to demonstrate an appropriate level of organization and accountability consistent with the nature and scope of its activities. This includes, where applicable, a defined leadership structure, documented governance practices such as a constitution or terms of reference, and the ability to maintain basic financial records and transparency.

Recognized groups are expected to maintain regular communication with the Library through the Chief Executive Officer or designate and to conduct their activities in a manner that reflects positively on the Library and aligns with its mission and priorities.

Recognition may be reviewed or withdrawn at the discretion of the Board where the relationship is no longer aligned with Library interests or where the expectations of this policy are not met.

Use of Name and Representation

The Library's name, identity, and reputation are important public assets. Only groups that have been formally recognized by the Board may use the Library's name in an official capacity, and such use must be accurate and not misleading.

Individuals or groups that have not been recognized may not present themselves as affiliated with the Library, undertake activities on its behalf, or use its branding in any form.

Fundraising and Financial Contributions

Fundraising activities must be conducted with prior approval and in a manner that reflects positively on the Library. Requests to undertake fundraising must clearly identify the intended purpose of the funds, including the program, service, collection, or initiative to be supported. This purpose is subject to review and approval by the Chief Executive Officer or designate to ensure alignment with Library priorities and operational feasibility.

Funds raised by external groups remain under their control until such time as they are formally donated to the Library. Where funds are raised for an approved purpose, that purpose will be documented at the time of acceptance.

The Library will make reasonable efforts to apply donated funds in accordance with the approved purpose for which they were raised. Where it becomes impractical or no longer feasible to use the funds as originally intended, the Library will work with the donating individual or group, where possible, to identify an alternative use that is consistent with the original intent. Final authority for the acceptance and allocation of funds rests with the Library Board.

Use of Library Space and Resources

Requests to use Library space or resources in support of fundraising or related activities are subject to approval and must comply with applicable Library policies. Such use must not interfere with regular operations or place undue demands on staff or facilities.

Liability and Insurance

External individuals and groups are responsible for their own activities and, where appropriate, for obtaining insurance coverage. The Library assumes no liability for independently organized or conducted activities.

Accountability

The Library Board is accountable for ensuring that appropriate policies and frameworks are in place to govern relationships with external individuals and groups supporting the Library.

The Chief Executive Officer is responsible for the administration of this policy, including the review and approval of activities, ongoing coordination with external groups, and monitoring compliance with policy requirements.

External individuals and Community Support Groups are accountable for conducting their activities in a transparent and responsible manner, in accordance with approved purposes, applicable Library policies, and any conditions established through the approval or recognition process.

Failure to comply with this policy may result in the withdrawal of approval for specific activities, the refusal or revocation of group recognition, or restrictions on the use of the Library's name, space, or resources.

Transitional Provision

Any individual or group currently undertaking activities in support of the Library is expected to comply with this policy within six (6) months of its adoption. Following this period, no individual or group may represent itself as affiliated with the Library without formal recognition.

Discontinuing Activities/Disbanding

A Community Support Group may choose to discontinue its activities at any time. Where a group has been formally recognized or has undertaken organized activities in support of the Library, the group is expected to notify the Library of its intent to discontinue and provide any relevant information to support an orderly conclusion of its activities.

Where applicable, groups may be asked to provide a summary of recent activities and any available financial information. Any remaining funds or assets that were intended to support the Library are to be transferred to the Library, unless otherwise directed by agreement or documented purpose.

Where a group becomes inactive, is no longer able to meet the expectations of this policy, or is not operating in a manner consistent with the Library's policies or interests, the Library Board may withdraw recognition and require that activities cease.

The Library Board retains the authority to determine whether a group continues to be recognized under this policy.

Review

This policy shall be reviewed by the board at least once every four years or as required to ensure alignment with legislation, Board governance practices, and the operational needs of the library.