

Gift Acceptance Policy

The John G. McCullough Free Library (the "Library") encourages the solicitation and acceptance of gifts from numerous generous supporters that will help the Library to further and fulfill its mission.

Purpose: The purpose of the Policy is to govern the acceptance by the Library of lifetime gifts, pledges, bequests, naming opportunities and other planned gifts, and to provide guidance to prospective donors. The Policy applies to all gifts received by the Library.

1. Gift Review

Any gift that does not comply with this Policy must be reviewed by the Library Director and Treasurer and approved by the Library Board of Trustees.

Considerations in accepting tangible gifts include but are not limited to:

- Alignment with Library Mission and Strategic Goals
- Storage and maintenance capacity

2. Compliance with Tax Laws and Requirements

The Library shall comply with all tax laws and other legal requirements and reporting regarding gifts.

The Library will not knowingly facilitate a donor claiming an improper tax deduction or other benefit. No proposed gift shall be knowingly accepted if it generates an improper private benefit for the donor.

The Library shall comply with all Internal Revenue Service reporting requirements. The Library shall acknowledge all gifts in writing.

Donors are responsible for obtaining appraisals of gifts where required for the donor's tax return. The Library does not select the appraiser, hire the appraiser, or pay for such appraisals.

Donors are responsible for seeking independent legal and tax advice in advance of making a gift to the Library.

3. Gift Agreements and Pledges

A gift agreement is required for all gifts and pledges of \$50,000 or more, and may be required for gifts or pledges below that level.

Pledges for specific gifts must be paid within the fiscal year in which the purchase is made.

All other pledges must be paid within five (5) years. The pledge payment schedule for a particular gift will be recorded in the applicable gift agreement.

4. Endowment Gifts

A minimum gift of \$100,000 is required to create a separate endowment fund at the Library. Gifts at lower levels may be added to existing endowment funds.

5. Naming Opportunities

Library Director maintains a list of current naming opportunities at the Library. Naming opportunities are generally available in the following areas, such as:

- Library Rooms or Spaces
- Program Series
- Furnishings
- Grounds landscaping, gardens
- Staff positions

Reference: John G. McCullough Free Library Room or Space Naming Policy

6. Recognition Opportunities

The Library Director maintains a list of current recognition opportunities, which are generally available in the following areas, such as:

- Library content
- Furnishings
- Education Programs
- Grounds landscaping, gardens

7. Restrictions on Gifts

At the discretion of the Library Director, any proposed gift to the Library that is subject to restrictions pertaining to use may be reviewed by the Treasurer and Board of Trustees to ensure that the restrictions are consistent with the mission and administration of the Library. In the event that the restrictions are inconsistent with the Library's mission, its administrative principles, policy, or the law, the Library shall decline the gift.

8. Book Donations

Reference: Book donations will be managed by the Library Policy on Collection Development (2/17/21)

9. Other Gifts

The Library may accept other types of gifts on a case-by-case basis with the approval of the Treasurer and Board of Trustees. Examples include:

- Publicly traded securities
- Stocks or Interests in Partnerships
- Tangible Personal Property
- Real Estate
- Life Income Gifts
- Life Insurance

Attachment: Listing of Gift Definitions

10. Deaccessioning of Gifts

All proceeds from the sale or auction of Library items or gifts received, will be maintained in a Collections Fund. The sole purpose of the Collections Fund is for purchase of new items to be added to the Library Collection.

11. Public Relations

The Library Director will conduct all marketing and Public Relations regarding any gift announcements.

This policy will be reviewed by the Board of Trustees every two years or as needed.

Prepared by: Trustees of John G. McCullough Free Library

Initiated: 06/2021

Reviewed: 11/2022

Revised: 12/2022

Board of Trustees – Chair

Date

Library Director

Date

Attachment: Gift Definitions

1. Monetary gifts - The Library welcomes gifts of cash or other investments with a preference for unrestricted gifts. The Library Director and Board of Directors will try to accommodate restricted gifts when feasible. Donors are encouraged to discuss such restrictions with the Library Director in advance of gifting.
2. Materials - Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries or organizations, or discarded.
3. Collections - Gift collections will be accepted only by the Library Director in consultation with the Board of Directors and with the understanding that the collection may not be kept intact.
4. Memorial gifts - The Library welcomes monetary gifts for the purchase of materials for the building, grounds, services or collections given in recognition or memory of individuals or organizations. Whenever possible, the Library will choose items which accommodate the donor's preferences. The name(s) of the donor(s) and those recognized by the gift will be listed if so desired. These gifts must support the mission of the Library. The Board of Directors may provide a list of opportunities for memorial and recognition donations.
5. Real estate or other personal property - The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Directors and legal counsel will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.
6. Art and decorative objects - In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Directors.

7. Valuation - The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of a non-cash gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

8. Future disposition of gifts - Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be permanently part of the collection or furnishings.