



DONATIONS POLICY

Gifts Acceptance Policy

The mission of the Galena Public Library District can be supported through gifts in the form of materials or financial support. Monetary gifts are welcome and are used to advance the Library's reach and enhance its services, not to fund normal operating expenses. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy.

Book and Audiovisual Donations: Library staff will evaluate donated materials to decide which are appropriate to add to the collection; other materials will be put in the book sale or discarded. Proceeds from the Friends of Galena Public Library, Inc. book sale benefit the Library collection in general and/or other Library projects and services. A receipt of acknowledgment may be requested by the donor. However, the Library cannot appraise books and audiovisual materials or indicate a dollar value for the donation.

All gifts become property of the Library. The library reserves the right to use, sell or dispose of gift materials according to its needs for collection development and available space.

Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Director and/or Board of Trustees.

GENERAL GUIDELINES:

Acknowledgement of gifts, publicly or otherwise, are subject to the policies for donations and acknowledgement and may require further approval by the Board of Trustees.

Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements will be evaluated carefully before the gift is accepted.

Restricted gifts, or those given for a specific purpose designated by the donor, may be used only for the designated purpose intended, unless written permission is granted otherwise by the donor or designee.

Unrestricted gifts are donations with no specific limitations placed on them by the donor. Gifts of less than \$1,000 may be placed in the general fund and expended as needed for operating expenses, equipment or placed in a reserve fund. The use of gifts exceeding \$1,000 require approval of the Board of Trustees.

In-Kind Gifts:

In-kind charitable contributions may be accepted, providing they meet the needs and general standards used by the library. The decision to include in-kind gifts to the library collection will be based on the following considerations:

- 1) the item meets the library's standards of selection or current need;
- 2) the physical condition is satisfactory; and
- 3) the library needs the gift.

The donor is responsible for providing the fair market value of this type of donation, if valued at less than \$5,000.

In-kind charitable contributions valued at \$5,000 or more must meet the following criteria:

- The donor must pay for an appraisal by a qualified appraiser to determine fair market value of the property.
- The library must acknowledge the value of the written appraisal for the donor's tax records.
- The library is required to notify the Internal Revenue Service of the sale price of any property gift sold within two years of the date of the gift.

TRIBUTE GIFTS

Monetary gifts for the purchase of a memorial, honorarium, or other tribute may be used in a way mutually acceptable to the library and donor. Unless otherwise specified by the donor, gifts under \$100.00 are usually spent on books or materials. Undesignated gifts over \$100.00 may be used for furniture, equipment or special projects as well as books.

Gift Acknowledgement Policy

Purpose and Overview: The Galena Public Library shall acknowledge all donations within a timely and appropriate manner, and in accordance with the value of the contribution and wishes of the donor.

General Guidelines:

- Each gift made to the library will be acknowledged by letter, receipt, or the Librarian's Report during the monthly Board of Trustees meeting.
- Unless requested otherwise by the donor, gifts may be acknowledged by the library in publications, through press releases, or in the form of more permanent displays such as plaques, signage, etc.
- All requests by a donor for anonymity shall be honored at all times and every effort shall be made to ensure privacy prevails.
- Gifts valued at \$100 or more shall be thanked more personally, either in person or by phone, with gifts of \$500 or more receiving a personalized letter from the president of the Board of Trustees.
- Naming opportunities for gifts shall be determined by the library director in consultation with and approval by the Board of Trustees.
- Special projects, including capital expansion, that may involve special naming opportunities, will be reviewed and a formal plan for potential naming, including gift levels, shall be developed, pending approval by the Board of Trustees.
- Recognition levels may be developed and are subject to approval by the Board of Trustees.

Pledges:

- Pledges are valuable and allow many donors the opportunity to contribute at or above their usual levels of gift giving.
- Gift contributions may be pledged over a period of time, with payment amounts acknowledged by a letter of intent signed by the donor. It is customary for payment reminders, or invoices, to be sent in order to secure fulfillment of the pledge.
- The total value of the pledge is honored in the year the pledge commitment is made.

Approved by the Board of Trustees: 2/10/2004

Revised: 3/17/2009