

Policy on Acceptance of Gifts, Grants and Bequests to the Library

(Adopted:)

The Library Board of Trustees may accept gifts, donations, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of the Library, provided that such acceptance is in accordance with existing laws and regulations. Donations to the Library are fully tax deductible so long as the gift is used exclusively for public purposes. However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the Library. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety. At the same time, the Board will safeguard the Library, the staff and patrons from commercial exploitation, from special interest groups, and the like.

The Board will not accept gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the Library. The Board may, if it deems it necessary, request that gifts of equipment, facilities or any item that requires upkeep and maintenance include funds to carry out such maintenance for the foreseeable life of the donation.

The Board will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor or their attorney/financial advisor. Any such gifts or grant donated to the Board and accepted on behalf of the Library must be by official action and resolution passed by Board majority. The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board would suggest that the donor/grantor work first with the Library Director in determining the nature of the gift or grant prior to formal consideration for acceptance by the Board. However, the Board, in its discretion, may instruct the Director to apply such gift or grant for the benefit of a specific department or Library program.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with Library funds.

Library staff who receive a gift or grant directly from a donor/grantor must turn over the money, in whatever form it was received, along with any correspondence or information about the donor/grantor, to the Head of Circulation so it can be entered into the Library's cash receipt system. The Head of Circulation will then forward the gift or grant along with any correspondence to the Business Office. Alternatively, staff can turn over the gift or grant, along with any documentation, directly to the Business Office where it will be entered into the cash receipt system and the Library's accounting system. The Business Office will forward a record of the gift or grant, along with any accompanying documentation, to the Library Director so that it can be communicated to the Board at the following Board meeting.

All gifts, grants and/or bequests shall become Library property. A letter of appreciation, signed by the Business Office Manager (if less than \$250 in value) or by the Library Director (if \$250 or greater in value), will be sent to the donor/grantor in recognition of the contribution to the

Library. Letters will be sent in a timely manner and will acknowledge the possible tax deduction available to donors whose gifts qualify under IRS regulations.