

## Hamburg Public Library

### Gift Acceptance Policy

#### Purpose

- I. The Hamburg Public Library strongly encourages and actively seeks gifts to the library. Gifts and donations are essential to extending and enriching the library's services. Gifts are encouraged from private individuals, corporations, foundations, and other entities to supplement library operating funds, endowments, and other activities. The library also generates specific fundraising campaigns to better accomplish its mission and extend its services.
- II. The purpose of this Gift Acceptance Policy is to establish guidelines for accepting gifts, donations, bequests, and other forms of philanthropic support by the Hamburg Public Library.
- III. Any exceptions to or variance from this Policy shall be made on an individual basis, and shall require the approval of the Board.

#### Principles

- I. **Transparency:** All gift acceptance decisions shall be made transparently, with clear documentation and communication between the Library and donors.
- II. **Stewardship:** The Library is committed to responsible stewardship of all gifts received, ensuring that they are used in accordance with donor intent and to further the Library's mission.
  - a. The Library shall maintain accurate records of all gifts received, including donor information, gift amounts, restrictions, and intended use.
- III. **Mission Alignment:** Gifts accepted by the Library must align with its mission, values, and strategic priorities.
- IV. **Legal and Ethical Compliance:** The Library shall comply with all relevant laws, regulations, and ethical standards governing the acceptance and use of charitable contributions.

#### Types of Gifts Accepted:

- I. The Library may accept the following types of gifts:
  - a. Cash donations
  - b. Marketable securities
  - c. Real estate or personal property
    - i. subject to review and approval by the Library Board of Trustees
  - d. Bequests and planned gifts

- e. In-kind contributions, such as books, equipment, and services, deemed beneficial to the Library's operations and programs

**Gift Acceptance Guidelines:**

- I. **Donor Intent:** The Library shall respect the donor's intent regarding the use of their gift, subject to the Library's mission and priorities. Donors may specify the purpose of their gift, which will be honored to the best of the Library's ability.
- II. **Restricted and Unrestricted Gifts:** Donors may designate their gifts as restricted (for a specific purpose or program) or unrestricted (to be used at the discretion of the Library). The Library encourages unrestricted gifts to provide flexibility in addressing emerging needs and opportunities.
  - a. The Executive Committee, in consultation with the Library Director, will make a recommendation to the Board regarding the restrictive nature of a gift, and its acceptance or refusal. Such acceptance or refusal is within the purview of the Board.
- III. **Valuation of Gifts:** The Library will provide donors with acknowledgment letters for tax purposes but will not provide appraisals of donated items. Donors are responsible for obtaining independent appraisals for tax purposes, as required by law.
- IV. **Acceptance Review Process:** The Library Director, in consultation with the Library Board of Trustees, shall review all proposed gifts to ensure they comply with this policy and are consistent with the Library's mission and priorities.
- V. **Refusal of Gifts:** The Library reserves the right to decline gifts that are inconsistent with its mission, values, or strategic priorities, or that impose unreasonable administrative or financial burdens.
- VI. **Recognition and Stewardship:** The Library will acknowledge and recognize donors in accordance with established stewardship practices, including donor acknowledgment letters, public recognition, and participation in donor appreciation events.