Chelsea District Library

Policy Section: **5. Budget and Finance**
Board Approval Date: January 21, 2003

Subject: **530 Gifts**

The Chelsea District Library acknowledges the great importance of private gifts and donations to the library's future development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. This policy statement is designed to guide prompt, consistent and appropriate acceptance of gift and donation offers in terms of the nature of the facilities and purposes of the library.

Donors may make contributions:

1. directly to the library general operating fund, or

2. to the Chelsea District Library endowment fund with the Community Foundation of Southeast Michigan, or

3. to any active, defined library fund.

No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts those restrictions or conditions.

Donations to the Friends of the Chelsea District Library, a private, non-profit 501c(3) organization, will benefit the library through Friends activities in the community and in the library. Tax advantages for gifts to the Friends are different than those for gifts directly to the library. The library does not necessarily accept conditions on gifts accepted by the Friends of the Chelsea District Library.

1. Tax Deductions for Public Library Gifts

All Donations to the Chelsea District Library (the general fund, a defined library fund or the Chelsea District Library Fund within the Community Foundation of Southeast Michigan) are eligible for tax deductions. Donations may be eligible for a Michigan tax credit**.**

The library does not appraise or value gifts in kind or non-cash gifts. For recognition purposes, the library will accept a third party credible valuation supplied by the donor.

Donors should consult with their tax advisor in order to obtain the best possible tax recognition for their gift to the library.

2. Solicitation of Gifts to the Chelsea District Library

The solicitation of gifts and donations for the library by outside parties must have the prior approval of the Board of Trustees of the library. Use of the names Chelsea District Library or Chelsea Public Library, McKune Memorial Library or McKune House for purposes of solicitation of gifts or for any other reason may only be made with the express permission of the Chelsea District Library Board of Trustees.

3. Criteria For Receipt Of Donations and Appropriate Recognition

- All donations become the property of the Chelsea District Library.

- The fiscal impact of any condition on a gift to the library is one of the criteria to be considered in making the decision on its acceptance.

- The library reserves the right to refuse any gift for any reason or for no reason.

A. Naming of library building or rooms in a library building

The following standards may be used in determining the appropriateness of the designation. The name should honor:
- A noteworthy public figure or official;
- Historical or cultural significance to the area served by the district library;
- Special benefactor(s)

B. Books and Materials

Gift materials will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

The Chelsea District Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use will be given to other organizations, sold, exchanged or recycled.

C. Equipment

The decision on acceptance of equipment with a value of greater than $500.00 will be made by the Library Board of Trustees or by the Library Director and staff, as appropriate. If denied equipment donations have a value of less than $500.00, there is no appeal. Among the criteria on which the decision shall be based is need, space, impact on time of staff (e.g., must it be recharged or frequently serviced?), and expense and frequency of maintenance.

Decision on acceptance of computer equipment will be based on criteria to include age of the equipment, compatibility with existing library equipment and

networks, ability of library staff to assist public in use of the equipment and space to house the equipment for use by staff or public.

D. Art and Travelling Exhibits

The decision as to the acceptance of an art object and the determination of its location in the library shall be made by the Board of Trustees of the Library, and if necessary, on the advice of an ad hoc Advisory Art Committee, to be appointed by the Board.

Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact and impact on the operations of the library. The Library Director will judge non-permanent or travelling exhibits for appropriateness.

E. Planned Giving

Persons desiring to make a gift of money, real estate, securities, or personal property (including art objects) to the Chelsea District Library, as a part of their estate planning, may do so by making the gift in the name of the Chelsea District Library with the expressed condition that the funds or property be used exclusively for the benefit of the Chelsea District Library. The library will accept such gifts subject to provisions stated elsewhere in this section.

F. Landscaping

The Library Director shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the landscaping plan for the building.

4. Policy For The Disposition Of Gifts

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to the library are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects and landscaping. Since all gifts to the Chelsea District Library become the property of the library, appropriate library disposition procedures shall be followed.

5. Gift Recognition

While the gifts may come to the library from a variety of circumstances, it is believed that a uniform method of recognizing contributions is necessary to promote fairness and equity in recognition of library donors.

It is the policy of the Chelsea District Library to publicly recognize contributions. In order to implement recognition in a consistent manner, donors and potential donors should be directed to the Library Director. All Donors will be recognized by a letter from the library and by mention in library public reports.

If the donor wishes to remain anonymous, it is the responsibility of the donor to inform the Library Director of this desire.

An inscribed gift plate will be placed in books or other appropriate library materials donated or purchased with donated funds. The plate will acknowledge that the materials were presented to the library by the donor(s).

A token of appreciation, not to exceed $10.00, will be given for gifts of $1,000 or more.

Donors of $1,000 or more will be recognized on a perpetual plaque in the library.

Newly constructed or renovated library facilities may be named with a minimum donation of $50,000.

Gifts at a minimum of $3,000 may name landscaping or architectural features.

The Board of Trustees of the Chelsea District Library adopts these recognition levels for all gifts:

PORTAL DONOR – Gifts of a value of less than $1,000.

CORBEL DONOR – Gifts of $1,000-$4,999.

KEYSTONE DONOR – Gifts of $5,000 to $9,999

PILLAR DONOR – Gifts of $10,000 to $99,999

CORNERSTONE DONOR – Gifts of $100,000 to $499,999

FOUNDATION DONOR – Gifts of $500,000 and higher