

GIFT AND DONATION POLICY

The Lewes Public Library (“the Library”) welcomes unrestricted gifts of library materials, money or real property. These gifts may enrich and improve public library resources. The Library’s Director and/or Board of Commissioners shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials and in-kind donations specifically designated or solicited for existing projects. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor. All prospective major donors are encouraged to consult with their legal, tax and/or financial advisers before making a gift to the Library. The tax deductibility of gifts can be a complex issue and the Library is not in the position to advise potential donors with respect to such matters. Those donors in need of a receipt of contribution must preset an itemized list with their donations.

I. Donors may place restrictions on gifts. Any restrictions must be clearly communicated, in writing, to the Library’s Director and/or the Board of Commissioners before the gift is accepted. Restrictions may be placed on gifts under the following conditions:

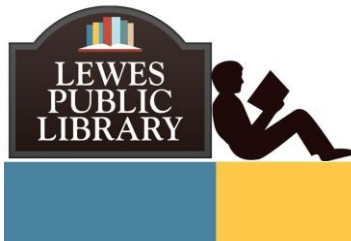
- The restriction must be considered compatible with the overall mission of the Library.
- The restriction shall not impede the ability of the Library to acquire gifts from other sources.
- The restriction shall not place an undue burden on the Library’s resources.
- The restriction shall not subject the Library to adverse publicity.
- The restriction shall not require the Library to violate other existing policies, local, state and/or federal laws.

II. GENERAL GIFT AND DONATION PROVISIONS:

A. ACCEPTANCE - The Library reserves the right to refuse any gift that the Library Director and Board of Commissioners deem to be not in the best interests of the Library to accept.

B. ETHICS - Commissioners, employees and/or volunteers may not make any promise to a donor or agree to any donor-directed changes in the vision, policies, services, collections, or programs of the Library as a result of a solicitation or contribution. All contributors have the right to obtain timely information on how their donation was/will be used.

C. DIRECT MONETARY GIFTS - UNRESTRICTED – The Library welcomes gifts of cash or stock. If the donated funds are unrestricted, they may be expended by

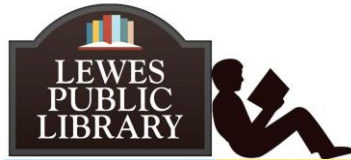


authorization of the Library Director, under the supervision of the Board of Commissioners.

- D. **DIRECT MONETARY GIFTS – RESTRICTED** – If donated funds are restricted, funds must be expended according to the donor’s conditions.
- E. **MEMORIAL GIFTS** – The Library welcomes monetary gifts for purchase of materials for the collections given in recognition or memory of individuals. Whenever possible, the Library staff will choose items which accommodate the donor’s subject or title preferences if the recommendations are consistent with the Collection Development Policy. Additional memorial gift opportunities are available for purchase and guidelines relating to their specifications can be obtained by contacting the Library’s Development Director.
- F. **NON-MONETARY GIFT – BOOKS AND LIBRARY MATERIALS** – The Library accepts donations of materials in good condition, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. Those items not added to the collection may be offered for sale or utilized for promotional purposes. Special collections will be accepted only by the Library Director in coordination with the Library’s Book Selection Committee.

Library materials are used extensively by customers and sustain losses through ordinary wear, theft, and mutilation. Resources with obsolete and/or misleading information are discarded. The Library, therefore, cannot guarantee that any gift or donation will be part of the collection permanently.

- G. **REAL ESTATE OR OTHER PERSONAL PROPERTY** – The Library may 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 Library Director in coordination with the Development Director and the Board of Commissioners, to determine the suitability of the gift and the gift’s compatibility with the Library’s mission and policies, the donor’s intent, and applicable laws. The proposed gift of real estate must be examined on its individual merit, including, but not limited to the title of the property and its insurability, the results of any environmental investigations and marketability.
- H. **ART AND DECORATIVE OBJECTS** – In general, gifts of art objects shall be of local interest to the community, of professional quality, well-executed, and in good condition. If the gift is approved, a current appraisal completed by a qualified third party appraiser must be provided by the donor. The Library is not responsible for reviewing or authenticating the validity of such appraisals. As with all other gifts, art objects will only be accepted 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 Library. Specific

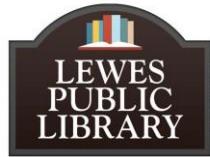


arrangements may be made, on a case-by-case basis, which limit the Library's ability to dispose of a work of art to benefit the Library.

- I. 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. For non-monetary gifts, income tax regulations leave the determination of the gift's monetary value to the donor. Donor's wishing to have an appraisal of their gifts for income tax purposes should do so prior to donation.
- J. IN-KIND DONATIONS – the Library may accept in-kind donations such as merchandise, coupons, or complimentary admissions in support of Library programs and fundraisers. In-kind donations will be acknowledged in the Library's promotional materials and supplemental press, when noted.
- K. ENDOWMENT GIFT AND DONATION PROVISIONS -

Individual donors may dictate the specific purpose/use for donations – which must be acceptable to the Library.

- When not so dictated by the donor, the Board will determine whether funds received from donors are to be used as contributions to the endowment or to the annual operating budget.
- Contributions in - kind to the Endowment Funds will be sold immediately and reinvested in conformity with this Policy.
- The Library's planned giving program encompasses all types of gifts whose benefits do not fully accrue to the Library until some future time (such as the death of the donor or other income beneficiaries or the expiration of a predetermined period of time) or whose benefits to the Library are then followed by the interests of non-charitable beneficiaries.
- The common types of planned giving opportunities offered by the Library are:
 1. Gifts by Will or Living Trust: the Library encourages such donors to contact their professional advisors during their lifetime to discuss their charitable intent. Sample bequest language is also available from the Library.
 2. Gifts of Life Insurance: In general, the Library will not accept ownership of life insurance policies on which the Library itself must make payments, now or in the future, in order to keep the policy intact.
 3. Charitable Gift Annuities
 4. Charitable Trusts: The Library will not serve as a trustee for charitable trusts
 5. Life Estate Agreements



III. DONOR PRIVACY POLICY – The Library respects the privacy of donors:

1. The Library shall not sell or otherwise make available the contact information of its donors, except where disclosure is required by law.
2. The Library shall not send mailings on behalf of other organizations, except in cases when the organization is collecting donations for the express purpose of enhancing the Library, i.e., the Friends of the Lewes Public Library.

Approved and adopted by the Board of Commissioners August 27, 2019