



Mondovi Public Library Gift Acceptance Policy

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Article I

Mission of the Mondovi Public Library

The Mondovi Public Library will provide free and full access to diverse quality materials and services in a variety of formats which fulfill educational, informational, cultural, and recreational interests for all ages in the community.

Values: Access, Community, Creativity, Growth, Learning, and Service

Article II

Purpose of the Gift Acceptance Policy

Section 1. The Mondovi Public Library welcomes the support of the community through gifts. These gifts help enrich and improve the public library resources.

Section 2. The purpose of these guidelines is to govern the acceptance of charitable gifts and provide guidance to donors and their professional advisors in completing gifts. Gift funds collected by the Mondovi Public Library and their fiscal agent the City of Mondovi, are subject to this policy. Capital campaign gifts are also subject to this

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policy. Donors are encouraged to consult their own legal and/or tax advisors to ensure an independent evaluation of a proposed gift.

Section 3. The Board of Trustees reserves the right to seek legal counsel before acceptance of a gift. The Board of Trustees will operate in compliance with federal, state, and local laws and regulations along with the policies of the Mondovi Public Library.

Article III

Gifts to the Mondovi Public Library

Section 1. Gifts to the Mondovi Public Library are tax deductible to the fullest extent of the law. Gift funds will not be comingled with tax payer funds provided for operational support of the Library. Gift funds shall remain separate and distinct from any other source of revenue received by the Library.

Section 2. The Mondovi Public Library is governed by the Library Board of Trustees. This Board has responsibility for the organization's financial giving process along with related management and reporting requirements.

Section 3. The IRS requires donors to submit Form 8283 for gifts of property valued at more than \$500.00 (single or in the aggregate) for which a charitable deduction is sought. In addition, for items valued at more than \$5,000.00, the IRS requires that "Qualified Appraisals" be obtained if the donor wished to take a tax deduction for the value of the gift. The Mondovi Public Library requires the donor to place a value on gifts of property, in conjunction with the donor's own tax advisor or attorney. The Library does not place value on gifts of property. Donors of gifts to the capital campaign valued at more than \$500.00 are required to complete a donor form through the City of Mondovi – City Hall.

Article IV

Gifts to the Capital Campaign

Section 1. Community support in achieving the goal of a library expansion for the Mondovi community is greatly appreciated. All gifts to the capital campaign will be recognized as such. Acceptance of non-monetary gifts to the capital campaign are subject to the Mondovi Public Library Gift Acceptance Policy and Library Board approval. Potential donors of non-cash items are requested to contact the Library Director for additional information.

Section 2. Gifts of \$1,000.00 or more can be pledged over multiple years to be paid in installments, the length of which will be determined at the time of gifting. Large gifts can be used to name a specific section of the Library from the Naming Opportunities list included in the campaign materials. These naming rights are subject to approval of the Library Board of Trustees.

Article V

Restrictions

- Section 1.** Donations for unrestricted, general purposes are encouraged due to the flexibility they provide in meeting the Library's greatest needs. The Board of Trustees and the Library Director will evaluate gifts on a case-by-case basis, with the Board of Trustees having final determination on acceptance of gifts.
- Section 2.** Gifts subject to donor restrictions, directives, or expenditure requirements may be accepted when consistent with the Library's mission and priorities, and not burdensome to administer. Gifts may be declined if subject to unacceptable requirements. Once a gift is accepted, any directives or restrictions imposed by the donor(s) will be honored by the Mondovi Public Library to maintain the intent of the donor(s).
- Section 3. Named Gifts:** A contribution in a spendable or pledged amount of \$5,000.00, or an endowed gift of \$15,000.00 or more may be placed into a named gift fund and will be used for the purposes intended by the donor, after review and approval by the Board of Trustees.
- Section 4.** Mondovi Public Library staff members may not accept items of substantial value from patrons for their personal benefit. Small gifts of nominal value, such as food, may be accepted for the enjoyment of the entire staff. If a staff member is given a cash gift during the course of their duties, the money must be logged with other incoming funds as a gift to the library. Staff members given prohibited non-monetary gifts must turn the matter over to the Library Director.

Article VI

Donor Relations

- Section 1.** The Mondovi Public Library serves the interests of donors to make financial gifts by...
1. Maintaining the donor's goal as the primary concern and the cornerstone of the plan and execution of the gift, subject to applicable conditions.
 2. Encouraging donors to seek independent, professional counsel and representation in making the gift and insist that the donors acquire such counsel and representation should a donor have general or specific questions.
 3. Cooperating with donors and their professional counsel in exploration of opportunities, costs, and alternatives surrounding financial giving decisions to assure the goals of the donor relations policy are achieved.
 4. Maintaining donor confidentiality throughout the entire giving process. Pertinent information will be shared to the extent that is necessary with professional counsel, Mondovi Public Library staff and Library Board Trustees. Information which is not of public record will not be made public without the express written permission of the donor.

Article VII

Donations

Section 1. Donations of money, real property, equipment, or services to the Mondovi Public Library may be accepted when such a gift or its acceptance:

1. Contributes to the achievement and success of the Mondovi Public Library.
2. Does not conflict with Mondovi Public Library policies.
3. Does not impose any restriction on the Mondovi Public Library as a condition of donation, unless such restriction is formally accepted by the Library Board of Trustees.
4. May be used or disposed of at the discretion of the Mondovi Public Library, unless otherwise mutually agreed to by the donor and the Library Board at the time of the donation.
5. Does not result in excessive expense, risk of expense, or administrative effort, as determined in the sole discretion of the Mondovi Public Library Board.

Article VIII

Types of Gifts

Section 1. Cash. Gifts made in the form of cash or check will be accepted. Checks should be made payable to “Mondovi Public Library”. Checks for the capital campaign should also be made payable to “Mondovi Public Library”.

Section 2. Securities. The Mondovi Public Library will accept donations of shares of stock of corporation or limited partnership interests only if Mondovi Public Library has received appropriate assurances that such assets can be liquidated and will be done so as quickly as possible.

Publicly Traded Securities: Unless otherwise directed by the Board of Trustees, all gifts of publicly traded stocks, mutual funds, and bonds will be sold upon receipt to benefit the Library.

Closely Held Securities: As a general rule, the Library will not accept securities that are not publicly traded. However, the Board of Trustees may, in its sole discretion, choose to do so after review of the ability to convert the asset to cash in a reasonable timeframe.

Section 3. Tangible Personal Property and Intangible Personal Property. Tangible personal property includes books, historical documents, art, furniture, jewelry, collections, or any other personal property owned by a donor.

Tangible Personal Property: All gifts of tangible personal property shall have no undue restrictions on the use, display, or immediate or subsequent sale by the

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Library. Donors may consult with the Library Director for more information on donating library materials.

Intangible Personal Property: This includes intellectual property, royalties, contracts, and promissory notes. These may be accepted with evidence of marketability or an income stream. A qualified appraisal may be required.

Section 4. Charitable Remainder and Charitable Lead Trusts. Distributions shall be made in accordance with the donor's intent with respect to trusts having assets in excess of \$10,000.00, subject to approval by the Board of Trustees. The Library shall not act as personal representative or trustee. Donors should select an outside institutional trustee, such as a bank, to name the Mondovi Public Library as the sole or primary charitable beneficiary. The charitable beneficiary of the trust, namely the Mondovi Public Library, cannot be changed during the term of the trust.

Section 5. Real Estate. The Mondovi Public Library may accept real estate under certain circumstances but reserves the right to decline. The Mondovi Public Library will accept gifts of real estate if a buyer for that real estate has been identified and that buyer is prepared to enter into a contract for the purchase of the real estate, subject to the Mondovi Public Library acquiring the title and the buyer furnished a satisfactory Environmental Impact Statement; or the Mondovi Public Library has received appropriate assurances that such assets can be liquidated with a time frame and expenses acceptable to the Library Board of Trustees. The buyer or donor would assume costs associated with the real estate transaction. The Board of Trustees reserves the right to inspect any potential gift of real estate.

- 1. Retained Life Estate:** A letter of agreement will be required for the enactment of a retained life estate agreement. Unless otherwise stated, the donor will be responsible for payment of taxes, capital repairs, maintenance, insurance, and other fees related to the donated property. The paragraph above regarding real estate gifts also apply here.
- 2. Bargain Sales.** Bargain sales of real estate (i.e. transfer of property to the Mondovi Public Library at less than fair market value) are subject to the same policies governing all other financial gifts and gifts of real estate.

Section 6. Testamentary Gifts: Bequests, Wills, or Trusts. Donors are encouraged to name the Mondovi Public Library as beneficiary in their wills or trusts and are also encouraged to make unrestricted bequests. Bequests should be specified to "Mondovi Public Library, 146 West Hudson St, Mondovi Wisconsin."

The Mondovi Public Library shall accept testamentary gifts either made outright or trusts. Any gifts made to the Mondovi Public Library through a trust mechanism shall follow the policies set forth herein. All outright testamentary gifts to the Mondovi Public Library shall be held as part of its gift fund and used to further the terms and provisions of such a gift.

Section 7. Life Insurance. Donors are encouraged to name the Mondovi Public Library as beneficiary or contingent beneficiary to their life insurance policies.

The Mondovi Public Library may accept the irrevocable transfer (ownership) of whole life insurance policies where it is named as beneficiary of 100% of the policy. Mondovi Public Library shall not accept ownership of term life insurance or gifts of life insurance encumbered by loans against them.

The Board of Trustees may choose to convert the policy to a paid-up policy, which will capture its value on the date of the gift; exchange the policy for its cash value; or sell the policy to a viatical company which buys policies when the insured is 65 years of age or older and may pay more than the cash surrender value.

Section 8. Retirement Plan Beneficiary Designations. Donors are encouraged to name the Mondovi Public Library as beneficiary of their qualified retirement plans and IRAs. Such gifts will not be recorded until they become irrevocable and will be valued as of that date.

Section 9. Gifts-In-Kind. The Mondovi Public Library welcomes gifts of goods and services that are consistent with the objectives of the Library, its operation, or the improvement of its amenities. The Mondovi Public Library requires the donor to place a value on gifts-in-kind. The Library does not place value on gifts-in-kind.

Section 10. Materials Donation. The Mondovi Public Library accepts donations of books and other materials. The library retains the authority to accept or reject gifts. The same criteria for selection which are applied to purchased materials are applied to gifts. Library staff and/or representatives of the Mondovi Public Library make all decisions as to the use, housing and final disposition of donations.

Gifts or donations shall not be accepted in trust for a specific purpose, except upon formal written acceptance by the Library Board as to the terms of trust keeping.

The Library does not evaluate or appraise the value of gift materials, but it can provide an acknowledgement of receipt of item if requested by the donor.

Guidelines for Donations:

1. All materials must be in like-new or at most gently used condition. They cannot have torn, yellowed, water-damaged, or marker pages; no broken bindings or stained covers. Donated materials should be in safe condition, free of mold other contaminants.
2. Non-fiction, informational books (including encyclopedias) should be no more than 3-5 years old to avoid providing outdated or inaccurate information to customers. Some topics, like technology or medical information must be newer than 3 years old.
3. Magazines, record albums, 8-tracks, VHS, and cassettes are not accepted.

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4. The Mondovi Public Library does not collect any adult-rated videos/DVDs or pornography in any format.

The Mondovi Public Library reserves the right to dispose of donated materials in any way including by not limited to the adding of materials to the circulation collection, adding materials to the non-circulating collection, providing the materials to the Friends of the Mondovi Public Library for the purpose for selling at the Friends of the Library books sales, or recycling them. Items cannot be accepted for donation under the condition that they must be added to the circulating collection.

Article IX

Gift Recognition, Valuation, and Taxes

- Section 1.** Thank you letters are sent in response to most donations and are prepared by the Library Director and/or Friends of the Mondovi Public Library. All forms of donor recognition are subject to the Library Board of Trustees determination. Receipts as required by the IRS rules are also provided.
- Section 2.** Donors are generally recognized by name when bestowing gifts to the Library, though the Library Board respects the preference of donors who wish to remain anonymous, subject to any legal or other requirement for disclosure. However, the identity of donors must be known by the Library Director and at the time of the gift, the Board of Trustees.
- Section 3.** In general, donors should consult with their own tax advisors with respect to determining the value of any non-cash donations. Donors considering a tax deduction should have an appraisal prior to making the donation. The Mondovi Public Library reserves the right to secure a current appraisal of any marketable gift property.
- Section 4.** In order for the Mondovi Public Library to formally credit a donation as part of a gift, an appraisal is required. Appraisals are the responsibility of the donor. The cost of appraisal may be tax deductible. In accepting an appraisal, the Mondovi Public Library is not undertaking to determine that it is a “Qualified Appraisal” as required by the Federal Income Tax Regulation.

Article X

Records, Retention, Accounting, and Reports

- Section 1.** The Mondovi Public Library keeps records of donations received. A master list of all giving agreements and all written expressions of intent to make testamentary gifts to the Library will be maintained by the Director. Use and investment of donated funds will be reviewed and approved by the Library Board at their monthly meeting.
- Section 2.** Federal tax law does not permit donors to dictate or restrict investment decisions with regard to irrevocable gifts. For gifts of \$15,000.00 or more, the Library may, in its

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discretion, furnish a year-end account of the gift and its uses, but the gift will not be in a separate identifiable account.

Adopted by the Mondovi Public Library Board of Trustees on May 7th, 2019.