

A. PURPOSE

Elkhart Public Library encourages gifts consistent with the Library's mission, policies and priorities. Donations are not intended to replace regularly-budgeted operating expenditures but rather to extend and enrich library services.

This policy is a component of the Library's Internal Controls process.

B. DEFINITION(s)

1. Gifts-in-kind: refers to the provision of goods, services, or time to an organization, such as furnishings, equipment, supplies, artwork, professional expertise, administrative support, etc.
2. Gifts of significance: refers to sizable donations of real property, stocks, annuities, bequests, and large monetary gifts.
3. Restricted and Unrestricted gifts: refers to gifts that are either designated to be used for a particular purpose, project, or program (restricted) or gifts that may be used for any legitimate organizational purpose (unrestricted), including operating expenses.
4. Sponsorship: Gifts in support of a library event or initiative to fund programs and/or bring greater awareness to the community.

C. POLICY

1. Acceptance of Gifts
 - a. Unrestricted
 - (1) Unrestricted gifts of money: Monetary gifts without restrictions are gratefully accepted by the Library to be used at its discretion. The Executive Director of the Library will consult with the EPL Board of Trustees on the use of gifts greater than \$3,000.
 - (2) Gifts of significance: will be considered individually and accepted at the discretion of the Library Executive Director in consultation with the Board of Trustees. Staff members who become aware that someone wishes to make such a gift will direct the person to the Executive Director and inform the Executive Director as well. The Library may seek legal advice before accepting these types of gifts. Donors are strongly encouraged to make these gifts to the Library through the Community Foundation of Elkhart County (see below).
 - (3) Community Foundation of Elkhart County: Gifts may be made to the Elkhart Public Library Fund at the Community Foundation of Elkhart County. Donors should contact the Foundation for information on how to donate.
 - b. Restricted
 - (1) Monetary gifts for circulating material: The Library accepts monetary gifts to purchase books and other materials for the circulating collections subject to the Collection

Development Policy. These gifts do not need to be brought to the Executive Director's attention.

- (2) Monetary gifts for other items: The Library recognizes that a donor may wish to give money for a designated purpose other than circulating materials, e.g. furniture, specific projects, programs, services, etc., and welcomes such gifts. Donors wishing to make these gifts must contact the Executive Director or an appointed designee.
- (3) Sponsorships: Contributions intended to underwrite the costs associated with a specific event or initiative will be considered individually and accepted at the discretion of the Library Executive Director or an appointed designee.
- c. Other
 - (1) In memory gifts: Monetary gifts given in the memory of a loved one may be restricted or unrestricted depending on the wishes, conditions and/or instructions (or lack thereof) set by the donor.
 - (2) Gifts-in-kind will be considered individually and accepted at the discretion of the Library Executive Director or an appointed designee. Employees are discouraged from making Gifts-in-kind for programs.
 - (3) The Library does not generally accept donations of materials for inclusion in collections. Donations of books, DVDs, CDs and other media can be made to the Friends of the Elkhart Public Library. Exceptions may be made for material in exceptional condition and/or with unique value.

2. Acknowledgement of Gifts

- a. The following gifts will be acknowledged in writing by the Library:
 - (1) Restricted and Unrestricted gifts of money
 - (2) Gifts of significance
 - (3) Contributions to the Library's Fund at the Community Foundation of Elkhart County
 - (4) Sponsorships
 - (5) In memoriam gifts
- b. The Library cannot assume responsibility for estimating the value of donated materials or Gifts-in-kind for income tax or other purposes. Donors should consult their tax advisers.

3. Refusal and Disposal of Gifts

- a. The EPL Board of Trustees and/or the Library Executive Director reserve the right to decline any gift offered or rendered.
- b. Once a gift is accepted by the Library, it becomes the property of the Library and may be disposed of accordingly. The gift will not be returned to the donor.

D. ADOPTION

1. Adopted by the Elkhart Public Library Board of Trustees: February 21, 2023
2. Supersedes Gift Policy adopted August 17, 2021
3. Supersedes Gift Policy adopted June 18, 2019