

# Gift Acceptance Policy

As part of its fundraising initiatives, such as appeals, capital campaigns or other similar endeavors, the Skaneateles Library encourages financial contributions from individuals, estates, foundations, businesses and other organizations (collectively, 'donors'). The library may also accept unsolicited and/or unrestricted contributions, as well as bequests and other gifts.

Exceptions to this policy may be made with approval of the board of trustees under special circumstances.

## **Routine Gifts**

Unrestricted contributions not made in anticipation of naming opportunities will be credited to such purposes as the library director shall, in his or her discretion, determine after due regard for any wishes expressed by a donor.

The library strives to process all gifts within seven business days of receiving the gift and to issue timely acknowledgement to the donor.

## **Restricted Gifts/Endowments**

Gifts to the library may be restricted in their use if such proposed use is consistent with the library's mission and the restrictions do not violate the library's ethical standards or require illegal discrimination. Designated gifts of any size may be made to an existing program, collection or related fund of the library, and may be pooled with other such gifts that have been designated for a like purpose.

The board president, fundraising committee and/or development staff are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of the library, types of gift commitments and options for payment. The President or designee will have authority to sign all giving agreements on behalf of the library. All restricted gifts, endowments and pledges must be received in writing from the donor or grantor or their attorney or financial advisor. The library may refuse any gift that constitutes a conflict of interest, gives an appearance of impropriety or is not in the best interests of the library. The library will not accept any gifts that will place encumbrances on future boards, or result in unreasonable additional or hidden costs to the library. The board may, if it deems it necessary, request that gifts of equipment, facilities or any item that requires upkeep and maintenance include funds to carry out maintenance for the foreseeable life of the donation.

An endowment fund refers to any fund, or any part thereof, not wholly expendable by the library on a current basis under the terms of the applicable gift instrument. The endowment funds are invested in a manner conducive to appreciation of capital and in accordance with the library's investment policies and practices as set forth by the finance committee. In designating an endowment gift for a specific purpose, the donor is encouraged to describe that purpose as broadly as possible and to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, the library will apply the funds in a manner consistent with donor intentions and the library's mission as approved by the board. The minimum dollar

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requirement to establish a named endowed fund must be sufficient to generate adequate funds to meet the desired objective based on the library's mission and spending policies.

## **Naming Opportunities for Library Facilities and Programs**

Naming opportunities provide the library with occasion to recognize exceptional contributions to the library and the community. Consideration of a naming opportunity will be left to the discretion of the board of trustees. Contributions made in anticipation of naming opportunities will be reviewed and recommended on a case-by-case basis by the executive committee.

This policy encompasses opportunities for the naming of buildings and definable portions of buildings (collectively termed "facilities"); endowed funds for programs, collections and services (collectively termed "programs") to support the mission and operation of the library; endowed funds within the general endowment or for the upkeep and improvement of library facilities or programs.

An agreement between the library and a donor shall be prepared in writing by the library and approved by the executive committee to memorialize the conditions associated with the donation. Any naming opportunity gift that the donor requests to run over a period of years during the lifetime of the donor shall be secured by an agreement. All such naming opportunities are subject to approval by the board of trustees.

The naming of facilities or any portions of a facility shall have a set number of years to the naming, to be determined by the board of trustees and noted in the signed gift agreement. Naming associated with a particular facility or space shall not preclude further naming of a subdivision within the facility or space.

In the event a building or facility is completely replaced with new construction or its purpose is drastically altered through remodeling, the board of trustees reserves the right to add to, or alter, the naming opportunities of the facility. In such a case, the original naming recognition shall be suitably commemorated in the new facility, e.g., by a plaque placed in a prominent location. When a facility or portion of a facility is proposed for renaming, the library shall make all reasonable efforts to inform in advance the original donors or honorees and/or their immediate family members.

*Removing a Name:* Library naming opportunities shall only bear the names only of individuals or entities that exemplify the attributes of integrity, character and leadership consistent with the highest values of the library. If, in the determination of the board of trustees, circumstances change substantially so that the continued use of the name may compromise the public trust, such as actions by the donor or activities which are inconsistent with the library's mission or ethical standards, the board reserves the right to remove the name at any time and offer the return of any unspent funds remaining in the account.

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*Library Building:* As determined at the sole discretion of the library board, the naming of the library building may be considered in the event of an extraordinary contribution toward the construction of a new building or the complete renovation of an existing building. The entity known as Skaneateles Library Association shall not be subject to naming, but the building housing the library may be so named. Such naming shall only be considered for an individual or family.

## **Securities**

Publicly traded securities will be valued at the average of the high and low market value on the day the library receives the asset. Securities that are not readily marketable (closely held stock, limited partnerships, joint venture interests, etc.) must be approved by the executive committee of the board of trustees and may be valued at the per-share cash purchase price of the most recent transaction, or as established by a qualified appraisal at the donor's expense. The library reserves the right to liquidate donated securities at any time.

## **Noncash Gifts**

Gifts of real and personal property may be accepted on a case-by-case basis subject to approval by the executive committee when the gift is consistent with the library's mission, when the library can utilize the gift in its operations and/or when it is expected the gift can be converted into cash within a reasonable amount of time. Such gifts will be accepted only upon release of all title or other claim to the property by the donor. The library retains the right to require valuation by an accredited, independent appraiser at the donor's expense. Property encumbered by a mortgage or other indebtedness cannot normally be accepted unless the donor agrees to assume all maintenance costs until the property is liquidated. Any gift that will cause the library to incur annual or periodic maintenance costs must be separately endowed by the donor to the satisfaction of the library. The library reserves the right to liquidate, relocate, remove or dispose of any accepted gift at any time in the future.

Information regarding gifts of collection materials or funds designated for the purchase of collection materials can be found in the Collection Materials Policy. Information regarding gifts of art or artifacts can be found in the Art and Artifacts Policy.

## **Bequests and Planned Gifts**

The library accepts gifts from annuities, charitable remainder trusts and charitable lead trusts and life insurance policies, but does not serve as an administrator or guarantor for such gifts. The library encourages all donors to disclose their bequest intentions to the library in writing to ensure the library is able to carry out the donor's wishes and that the gifts conform to the library's overall policy statement. The library reserves the right to refuse gifts from anonymous donors.

Upon request, the library may provide to the donor sample bequest language for restricted and unrestricted gifts to ensure that a bequest is properly designated. The library may also provide upon request IRS-approved prototype trust agreements for review and consideration by the donor and his or her advisors. The library cannot act as a professional advisor and shall encourage donors to seek their own counsel in matters related to bequests, life income gifts, tax planning and estate planning.

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The following gifts cannot be accepted by the library:

- Gifts that violate any federal, state or local statute or ordinance
- Gifts that contain unreasonable or impractical conditions (e.g. a lien or other encumbrance) or gifts of partial interest in property
- Gifts that are financially unsound or cannot be converted into cash within a reasonable amount of time
- Gifts that could expose the library to liability

## **Pledges**

A pledge agreement shall be binding to the donor's personal representatives, trustees, heirs, beneficiaries and/or assigns. In the event of the donor's passing prior to the full payment of the pledge, the entire remaining unpaid balance shall be due within a reasonable time after the donor's passing and shall be considered a claim against the donor's estate. In this circumstance, fulfillment of the pledge is in addition to any charitable donations that are provided for in the donor's estate plan for the benefit of the library.

*Naming Considerations for a Pledge:* If a naming will be the result of a total gift pledged to be paid over a period of years, this must be clearly articulated in a pledge agreement. If a naming will be the result of a total gift made in whole or in part through an irrevocable planned gift, this must be clearly articulated in a pledge agreement. Whether a gift may be satisfied through a pledge and/or an irrevocable planned gift will be determined on a case-by-case basis.

The naming will be installed after the pledge is fulfilled and the required total amount has been received by the library. The board may consider installation of a naming after completion of the pledge agreement on a case-by-case basis, with a clear and documented understanding that the naming will be altered or removed if the full pledge is not paid in a mutually agreed upon time frame. If only partial funding is received that is less than the required naming threshold, yet sufficient for an available alternative naming opportunity, renegotiation may occur for a suitable naming opportunity.

## **Adherence to the Law**

The board of trustees will assure itself that fundraising activities comply with local, state and federal laws.

## **Required Reporting of Gifts to the Internal Revenue Service**

Should the library sell, exchange or otherwise dispose of any gift (other than checks, cash or publicly traded stocks or bonds), within two years after the date of the gift, the library will furnish the IRS and the donor with a completed Form 8282 (Donee Information Return).

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