

**POLICIES GOVERNING THE
ACCEPTANCE AND RECOGNITION OF GIFTS TO THE LIBRARY**

The Board of Trustees [the “Board”] of the Lincolnwood Public Library District actively encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Illinois statutes as well as the Library’s existing policies and guidelines, including those relating to the selection of—and provision of access to—books and other resources. The Library, through the Board or the Board’s delegated authority, makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, and access. The Library is granted unconditional ownership of each gift. In all instances, the Library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the Library.

1. The Development Committee

In accordance with the Library’s Bylaws, “...the Development Committee shall work to identify, develop, expand and advance major sources of non-tax revenue for the Library, primarily through gifts, bequests and special fundraising activities. It will ... have initial jurisdiction over all donations, bequests, and gifts to the Library, whether in the form of money, securities, real estate, books or other articles or materials. All decisions of the Committee concerning the acceptance, recognition, use, display and disposition of gifts shall be subject to review and approval of the Board.” The Library Director will serve as staff advisor to the Committee.

2. Acceptance of Gifts

A. Gifts of Books and Other Library Resources: The Library Director is authorized to act for the Committee in accepting or declining offers of gifts in the form of books, recordings and other library materials or resources, including gifts of this type that are offered through such agencies as the *Friends of the Lincolnwood Public Library*. The Library Director, in accordance with existing Library policies and guidelines, may exercise discretion concerning which materials shall be retained for the Library’s own collection. In accepting gifts of books and other library materials or resources, the Library Director will decide whether or not use of gift recognition plates is appropriate.

B. Monetary Gifts: We welcome donations of money and encourage unrestricted gifts so that contributions can be used in ways that best support the Library’s strategic plan and the needs of the community. The Library will consider the wishes of donors when accepting restricted gifts, especially if such contributions have been given for the purchase of items contained in a *wishlist* approved by, and disseminated on behalf of, the Board. When the Library receives a cash gift for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library. Similarly, all such gifts will be processed in accordance with administrative procedures developed by the Library.

C. Gifts in Kind: Gifts of furniture, paintings, statuary, other tangible personal property, and professional services may be accepted or declined by the Committee with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, including—but not

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necessarily limited to—the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Committee. Any such conditions which the Committee regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor. Its decisions regarding *gifts in kind* will be included in the Committee's periodic reports to the Board.

D. Gifts of Securities: Marketable securities received by the Library as gifts may be accepted by the Committee on behalf of the Board. Such securities will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts may be used as recommended by the Committee and approved by the Board. The net proceeds of restricted gifts will be used as directed by the donor, subject to Illinois statutes, the policies outlined herein, and other relevant Board policies. Gifts offered to the Library consisting of securities that are not readily marketable will be submitted to the Board for a decision as to acceptability.

3. Valuation of Non-Monetary Gifts

Neither the library staff, the Committee, nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. Where recognition is dependent upon the value of a gift—whether a gift in kind, a book or collection of books or other type of non-monetary gift—an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. As a courtesy, the library staff may offer a donor, at the latter's request, pricing source materials or a list of appraisers. In the absence of an appraisal, and for purposes of donor recognition as provided for below only, the Committee will exercise its discretion in establishing a gift's value. The Library Director, or a staff member designated by the Director, may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

4. Recognition of Gifts

A. Written Acknowledgement: The Library shall provide prompt written acknowledgement of all gifts to donors, including the amount of all monetary gifts.

B. Annual Honor Roll of Givers Donors: Each year the Library shall produce an *Honor Roll of Donors* listing all those—individuals, families, organizations, and businesses—that made gifts to the Library during the previous calendar year totaling \$25.00 or more. This list shall be prominently displayed as part of the Library's Donor Wall until it is replaced by the subsequent year's list. The annual *Honor Roll of Givers Donors* shall also list the names of all individuals, families and other entities in whose honor or memory gifts were received.

Upon request of the donor, gifts to the Library can be made anonymously, and donor information will be kept confidential.

C. Acknowledgment of Major Donors: The Library shall maintain a cumulative record of gifts from individuals, families, organizations, and businesses. Major donors shall be included in a permanent display honoring their support. This display, the Library Donor Wall, is prominently located within the Library. Names will be listed according to the following categories:

- **GATEWAY GIVERS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$1,000 and \$2,500.

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- **KEYSTONE DONORS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$2,500 and \$10,000.
- **PATRONS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$10,000 and \$25,000.
- **BENEFACTORS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$25,000 and \$50,000.
- **EXEMPLARS:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$50,000 and \$100,000.
- **LUMINARIES:** Individuals, families, organizations, and businesses who have made cumulative gifts valued at \$100,000 or more.

D. Other Types of Recognition: Generally, gift recognition plates will be affixed to books and other library resources to acknowledge gifts that have been used to purchase these materials. Recognition of gifts by affixing donor plates to items of equipment, shelving, or furniture, or by naming areas of the Library for donors, is not within the authority of the Committee and is contrary to the stated policy of the Board. Exceptions to this policy may be made only by majority vote of the Library trustees present at a duly convened Board meeting.

E. Membership Dues and Other Donations to the Friends of the Library: Each year the Library shall display, as a component of the Donor Wall, a listing of all members of the Friends of the Lincolnwood Library during the most recently completed membership year. In addition, any donation to the Friends of the Library that exceeds the basic membership dues for a given year shall be treated as if it were a gift to the Library itself, and appropriate recognition for it will be provided elsewhere on the Donor Wall. The Friends of the Library shall be responsible for maintaining and submitting the information needed by the Library to provide all such recognition on the Donor Wall.