

Starr Library

GIFT ACCEPTANCE POLICY

Purpose

This policy provides guidance for the acceptance, classification, and use of gifts to ensure alignment with the Library's mission and responsible financial stewardship.

I. Monetary and Financial Gifts

A. Unrestricted Monetary Gifts

1. Annual Appeal Gifts

Unrestricted monetary gifts received in connection with the Annual Appeal will be recorded as operating revenue in the Annual Appeal line of the budget.

For budgeting and internal accounting purposes:

- All unrestricted gifts received within 90 days of the start of the Annual Appeal are considered Annual Appeal donations.
- Unrestricted gifts received at any other time of year that are accompanied by an Annual Appeal form will also be recorded in that year's Annual Appeal line.

At the close of each fiscal year, 10% of the total funds raised through the Annual Appeal will be transferred to the Endowment. This transfer represents a Board-designated allocation and does not create a donor-restricted endowment unless specified by the donor.

2. Other Unrestricted Gifts

All other unrestricted monetary gifts—including unsolicited donations—will be recorded in the Unsolicited Donations budget line. These funds may be used to support operating expenses or other priorities as determined by the Director and, when appropriate, approved by the Board of Trustees.

3. Unrestricted Bequests

Unrestricted monetary bequests will be allocated as follows, unless otherwise specified by the donor or governing gift instrument:

- The first \$5,000 may be used for operating purposes or added to the fund for capital improvements.

- Any amount in excess of \$5,000 will be placed in the Endowment.

Rationale: This approach allows the Library to meet immediate operational needs while ensuring that larger bequests contribute to long-term financial sustainability through the Endowment.

B. Restricted Monetary Gifts

1. Restricted monetary gifts will be accepted provided that the specified purpose is consistent with the Library's mission, goals, and policies.
2. Accepted restricted gifts will be used in a manner that aligns as closely as possible with the donor's stated intent. The Library will maintain appropriate records to ensure that such funds are tracked and used in accordance with donor intent.
3. Restricted gifts will be treated as enhancements to existing services or projects and will not typically be used to replace budgeted operating funds unless explicitly approved by the Board of Trustees.

C. Gifts of Securities

Gifts of stocks, bonds, or other marketable securities may be accepted. Unless otherwise directed by the Board of Trustees, such gifts will be liquidated upon receipt and the proceeds allocated in accordance with this policy. In some cases, the Board may elect to retain securities as part of the Endowment portfolio. Endowment funds will be managed and invested in accordance with applicable New York law.

II. Non-Monetary Gifts

A. Library Materials

Gifts of books and other library materials may be accepted with the understanding that the Library retains full discretion over their use and disposition. Items may be added to the collection, shared with other libraries, sold, donated, or otherwise disposed of. Final decisions rest with the Library Director.

B. Gifts of Personal Property

Gifts of personal property (such as artwork, antiques, or collectibles) may be accepted with approval of the Board of Trustees. The Library reserves the right to retain, display, sell, donate, or otherwise dispose of such items.

C. In-Kind Donations

In-kind gifts may be accepted when they support the Library's mission and operational needs. Acceptance decisions are made by the Board of Trustees following a recommendation from the Library Director.

D. Valuation and Acknowledgment

The Library will acknowledge all gifts in accordance with applicable IRS requirements. The Library does not assign monetary value to non-cash gifts; donors are responsible for obtaining any necessary appraisals.

E. Permanent Displays

The Library does not typically accept gifts intended for permanent exhibition.

III. Endowment

The Endowment is a long-term investment fund intended to support the Library's financial sustainability through ongoing investment returns. Endowment funds may include gifts as well as Board-designated funds and are managed in accordance with applicable law and Library policy.

IV. General Provisions

1. Gift Acceptance

The Library reserves the right to decline any gift that is inconsistent with its mission, creates undue financial or administrative burden, or imposes unacceptable restrictions.

2. Donor Advisement

The Library does not provide legal, tax, or financial advice. Donors are encouraged to consult their own professional advisors regarding the implications of their gifts.

Adopted by the Starr Library Board of Trustees: May 19, 2014

Revised and Approved: July 20, 2023; March 26, 2026