



Lemont Public Library District Gift and Donation Policy

The Lemont Public Library District Board of Trustees “the Board” actively encourages gifts and contributions which will help the Lemont Public Library District to 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 related to the selection of, and the 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, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing, or access. The Lemont Public Library District is granted unconditional ownership of each gift.

Acceptance of Gifts

Gifts of Books and other Library Resources

The Library Director is authorized to act on behalf of the Board in accepting or declining offers of gifts in the form of books, recordings, and other library materials or resources. 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.

Monetary Gifts

Monetary gifts given for the purchase of library materials as an honorarium or memorial may be accepted by the Library Director. The Library Director or a designated staff or Board member will work with the donors in the selection and processing of such purchases.

Monetary gifts given for the sponsorship of library programs may be accepted by the Board according to the library’s *Naming Rights and Sponsorship Policy*.

Monetary gifts given in exchange for naming rights may be accepted by the Board according to the library’s *Naming Rights and Sponsorship Policy*.

Monetary gifts received from a Last Will and Testament or other bequest type may be accepted by the Board and used as directed by the donor, subject to library policies. If received without restrictions, the funds may be used as approved by the Board.

Gifts in Kind

Gifts of furniture, art, or other décor, equipment, technology, or any material or resource may be accepted by the Board with advice and counsel from the Library Director. Gifts of project work to improve or to add to the existing library facility must be done in accordance to the library's *Prevailing Wage Policy*.

Any conditions attached to the proposed gift including – but not limited to – the type of recognition provided, the location, disposition, handling or display will be considered by the Board. Any conditions that the Board regards to be inappropriate or impractical may provide a basis for further negotiation with the donor or for rejection of the gift.

Gifts of Securities

Marketable securities received by the library as gifts may be accepted by the Board. Such securities will be sold or held at the discretion of the Board, and the net proceeds used as directed by the donor, subject to library policies, or if received without restrictions, used as approved, by the Board. Gifts offered to the library consisting of securities which are not readily marketable will be submitted to the Board for a decision as to acceptability.

Valuation of Non-Monetary Gifts

Neither the library staff, nor the Board, will issue a written or verbal statement of monetary value to the donor. The Library Director, or designated staff member, may provide on request, a letter of acknowledgment to the donor describing the gift and its apparent condition.

Use and Recognition of Gifts

Use of Gifts

All gifts are accepted with the understanding that it may be necessary at some point to alter, sell, or dispose of them in the best interest of the library. The library cannot commit to perpetually housing a donation. Restricted gifts can be accepted only with the specific approval of the Board. Donations will be accepted only if, in the opinion of the Library Director and the Board, that they are in the best interest of the library and fit into the library's strategic planning initiatives.

Recognition of Gifts

All monetary gifts are recognized with an acknowledgement letter. Monetary gifts (other than those associated with *naming rights and sponsorships*) above \$250 will (with permission from the donor) be recognized on the Library's Donor Recognition Display.

Approved by the Lemont Public Library District Board of Trustees

February 09, 2021

Reviewed