Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 4013 Gift Donation

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) is grateful for gifts and recognizes that both the collection and the facility have been enriched by donations of materials and by monetary contributions. Through donations, WNPLD has been able to enhance facilities and acquire materials that might not otherwise have been possible.

ARTICLE 2. DONATIONS OF MATERIALS

When accepting a gift of materials, WNPLD reserves the right to decide whether items donated will be added to its collection. Of the many books and other materials which are generously given to WNPLD, a significant portion can be used. Some materials, however, are not added to the collection for one or more of the following reasons:

- The donation is a duplicate of an item already owned in a sufficient number.
- The donation is outdated or not of sufficient reference or circulation value.
- The donation is in such poor condition that cataloging and preparing it for circulation would not justify the expense of processing it.

Donated material will be judged by the same standards of selection as those applied to the purchase of new materials. WNPLD accepts gift materials with the understanding that materials that are useful to the library collection will be retained while other materials may be disposed of in whatever manner WNPLD deems best. WNPLD necessarily reserves

the right to interfile gifts with other collections on the same subject so that all collections are organized and classified according to the library standards for the most effective public service. It is also understood that any book or other material accepted for and added to the collection may be withdrawn from the collection in the future. Upon the request of the donor, WNPLD will provide a receipt to confirm a donation of materials. (Exhibit A)

ARTICLE 3. GIFT BOOK/MATERIAL PROGRAM

WNPLD welcomes monetary contributions specifically for book/material purchases in memory of or in honor of named individuals. When such a donation is made, the donor may request to have the names of the memorial, honoree, and/or donor placed within the material. To ensure that a donor's generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

ARTICLE 4. DONATIONS OF WORKS OF ART

Although works of art and other such gifts are usually welcomed and valued, the final decision on their acceptance rests with the Board of Trustees. Items donated to WNPLD or purchased with monetary donations to WNPLD might be sold or disposed of in the best interest of WNPLD. WNPLD cannot commit itself to house a donation in perpetuity.

ARTICLE 5. MONETARY DONATIONS

WNPLD welcomes gifts of cash, insurance proceeds, bonds, stocks, and real estate. It is the custom of WNPLD to expend cash gifts on material, equipment, or a project that is acceptable to the donor. A donor may request that such material, equipment, or projects be named in memorial to or in honor of named individuals. To ensure that a donor's

generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

All donations to WNPLD are accepted only if, in the opinion of the Board of Trustees, the donations are in the best interest of WNPLD. No restricted gift can be accepted unless the Board of Trustees has specifically approved the agreement. All gifts may be used, sold, or disposed of in the best interest of WNPLD as determined by the Board of Trustees.

Small gifts for book are placed in the Corporate Fund. Otherwise, unrestricted gifts are initially placed in the Expendable Trust Fund and may later be moved to the Endowment Fund. These funds are fully described in policies 2020 Expendable Trust Fund and 2022 Endowment Fund.

ARTICLE 6. RECOGNITION OF GIFTS

All identifiable and/or known donors will receive an acknowledgment of the gift in the form of a thank you letter from the Executive Director or their designee. Should the donor of a gift less than $250 indicate they would prefer not to be acknowledged, no such thank you letter will be sent. When WNPLD accepts a gift or gifts with a value of over $500, the donor will be honored on the WNPLD Legacy Tree.

ARTICLE 7. LEGACY TREE PROGRAM

The Legacy Tree was established in 1998 by former WNPLD Board President Carol McConnell for the purpose of recognizing the generosity of donors to WNPLD. Donors and memorials reaching specific dollar levels, whether through a one-time contribution or through multiple contributions, will have their names engraved on a decorative leaf or boulder to honor their level of giving as follows:

- Bronze Leaf ..... $ 500.00
- Silver Leaf ..... $ 1,000.00
- Gold Leaf ..... $ 3,000.00
- Small Boulder ..... $ 5,000.00
- Large Boulder $10,000.00

ARTICLE 8. INCOME TAX STATEMENTS

Upon receipt of a donation, WNPLD will issue the known or identifiable donor a letter of acknowledgement that can be used for tax purposes. Should the donor of a gift less than $250 indicate they would prefer not to be acknowledged, no such thank you letter will be sent. This acknowledgement will not appraise the value of a donation. Obtaining an appraisal or otherwise determining the value of such a donation is the responsibility of the donor.

ARTICLE 9. DONOR PRIVACY

Information concerning donors or prospective donors, including their names or any other information for which there is a reasonable expectation of privacy and/or confidentiality, is kept strictly confidential by WNPLD, its Board of Trustees, staff, and volunteers, unless written permission is obtained from the donor to release such information.

Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.

Adopted: June 15, 1999

Reviewed/Revised: April 10, 2003, November 17, 2009, June 18, 2013; September 21, 2015; November 21, 2017; January 16, 2018; March 19, 2019; May 17, 2022; April 15, 2025

Warren-Newport Public Library District

Lake County, Illinois

RECEIPT OF DONATED MATERIALS

Date _____

Name _____

Address_____ City _____

State _____ Zip _____

Phone_____Email _____

Thank you for your donation of material to the Warren-Newport Public Library District! We are always grateful to receive such gifts.

We appreciate your donation and will consider adding it to our collection. Gifts that do not fit our collection needs are donated to the Friends of the Library for their sale, and proceeds from the sale come back to the Library.

Sincerely,

/s/ Ryan Livergood

Executive Director

MATERIALS DONATED

Due to IRS regulations, the Library cannot appraise the value of a donation of materials.

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Warren-Newport Public Library District

Lake County, Illinois

GIFTS TO THE LIBRARY

Submit completed form to Warren-Newport Public Library Administration Office.

Date: _____ Attach check # or $_____

Staff Member:_____

I would like to give a gift:

- ☐ in memory of _____
- ☐ in honor of _____
- ☐ other (please specify) _____

Gift Given by:

Name_____

Address_____ City _____

State_____Zip_____

Name_____

Address_____ City _____

State_____Zip_____

Please use this gift:

- ☐ as the Library sees fit _____
- ☐ for a book in the suggested subject area: _____
- ☐ other (specify, please) _____
- ☐ Place the following amount or percentage in the Endowment Fund _____

  A gift to the Endowment Fund contributes to the future of the Library. The interest earned on the Endowment Fund is available to be used for Library projects.
- ☐ Please do not send acknowledgement for my gift of less than $250.
- ☐ Please send acknowledgement to:

Name_____

Address_____ City _____

State_____Zip_____

Name_____

Address_____ City _____

State_____Zip_____

FOR STAFF USE ONLY

- ☐ Money received $ _____
- ☐ Fund set up (if needed)_____
- ☐ Forward to selector_____
- ☐ Thank you sent_____
- ☐ Acknowledgement sent to family_____
- ☐ Title selected_____
- ☐ Title received _____
- ☐ Bookplate inserted_____

List title(s) received:

_____

_____

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