



Gift Acceptance and Donor Stewardship Policy

Date Adopted: February 20, 2025

Dates Amended: August 21, 2025; August 20, 2026

PURPOSE

To encourage private support for the Gardiner Library, while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission, the Board of Trustees has adopted a gift acceptance policy.

MONETARY GIFTS

The Gardiner Library will accept unrestricted gifts of cash without prior review by the Board Trustees. Unrestricted monetary gifts will be used at the discretion of the Board of Trustees and the Library Director. Unrestricted gifts are encouraged because they provide the Gardiner Library with maximum flexibility in the pursuit of its mission.

Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Gardiner Library. The Board of Trustees, in consultation with the Library Director, will make this determination prior to acceptance of the gift.

Marketable securities (i.e., publicly traded securities) may be received and transferred through a third-party converter. Marketable securities shall normally be sold as soon as practical following receipt.

NON-MONETARY GIFTS

All gifts of tangible property (e.g., cars, computers, other assets) must be reviewed by the Board of Trustees in consultation with the Library Director prior to acceptance, unless the gift falls within a category that this policy specifically identifies as one that may be accepted without review. All such gifts will be accepted only on the condition that they may be sold, kept, given away, or discarded at the discretion of the Board of Trustees. A non-monetary gift is commonly identified as a “gift-in-kind.”

Gifts of library materials (e.g., books, magazines, DVDs) may be accepted by the Library Director without Board of Trustee review with the understanding that the Gardiner Library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them, or discard them.



Gifts of landscaping items, exterior ornamentation, sculpture, and signage shall be accepted based on review by the Board of Trustees in consultation with the Library Director. The decision shall be based on the appropriateness of the offered gifts to the landscaping plan for the building as well as the consideration of the cost to maintain the gift. Art, art objects, portraits, antiques, and other collectibles shall be accepted based on the review of the Board of Trustees in consultation with the Library Director, and only on the condition that they may be sold, kept, given away, or discarded at the discretion of the Board of Trustees. The Board of Trustees may delegate its review to an individual trustee or committee of the Board of Trustees.

Gifts of real estate will be reviewed by the Board of Trustees based on factors that may include marketability, encumbrances, etc. prior to any decision to accept the gift.

GIFTS IN MEMORIAM

The Gardiner Library welcomes monetary donations made in memory of a loved one. Gifts in memoriam will follow the terms set by this policy. Donors wishing to donate non-monetary gifts may be provided with the current “wish list” maintained by the Library Director.

VALUATION OF GIFTS

Non-monetary gifts to the Gardiner Library shall be valued by the donor for IRS reporting purposes. For all gifts-in-kind of \$5,000 or more, the donor shall be responsible for obtaining a qualified appraisal of the property or some comparable form of independent determination of fair market value as required by the IRS.

RECOGNITION OF GIFTS

All gifts to the Gardiner Library shall be recorded in the Library's designated donor management system and/or other electronic records maintained by the Library.. The Board of Trustees or the Library Director shall provide written acknowledgement of all gifts received and shall comply with current IRS requirements regarding charitable gift acknowledgments.. Donor records shall be maintained in accordance with this policy and the Library's Privacy Policy. Restricted gifts shall be accompanied by a *Restricted Donation Agreement* or similar gift instrument which will be maintained by the Gardiner Library.

DONOR PRIVACY AND STEWARDSHIP

The Gardiner Library is committed to maintaining the confidentiality, integrity, and responsible stewardship of donor information. Donor records shall be collected,



maintained, and used solely for legitimate Gardiner Library purposes, including gift administration, donor stewardship, fundraising, financial reporting, and legal compliance.

Donor Information and Confidentiality

The Gardiner Library does not sell, rent, trade, or otherwise distribute donor information to third parties for marketing or commercial purposes. Donor information shall be shared only with individuals who require access to perform authorized Gardiner Library duties and with service providers engaged to support library operations in accordance with applicable agreements and privacy practices.

Donors may request that their gifts or identities remain anonymous. The Gardiner Library will make reasonable efforts to honor such requests, except where disclosure is required by law, regulation, audit requirements, or the administration of the gift.

Access to Donor Records

Access to donor records and fundraising systems shall be limited to authorized individuals designated by the Gardiner Library Board of Trustees. Authorized users may include the Library Director, Board President, Treasurer, Stewardship Committee Chair, and other staff members, trustees, or volunteers assigned donor stewardship or gift administration responsibilities.

Administrative access privileges shall be granted only as necessary to perform assigned duties and shall be reviewed periodically.

Gift Recording and Database Management

The Library Director or designee shall be responsible for ensuring that gifts are accurately recorded and acknowledged in a timely manner. Donor records shall be maintained in the Gardiner Library's designated donor management system and supporting financial records.

Donor information shall be reviewed periodically to promote accuracy, completeness, and consistency with Gardiner Library records.

System Security and Data Protection

Donor records maintained in electronic systems shall be protected through reasonable administrative and technical safeguards, including password-protected access, role-based permissions, and other security measures as appropriate. The Library shall utilize data backup and recovery capabilities provided through approved software vendors and technology systems.



Leadership and Personnel Transitions

Whenever a trustee, officer, staff member, volunteer, or contractor with access to donor information leaves their position or changes responsibilities, access privileges shall be reviewed promptly and modified or revoked as appropriate.

Passwords, administrative credentials, donor files, and related records shall be transferred securely to authorized successors to ensure continuity of donor stewardship and proper management of Gardiner Library records.

Stewardship of Donor Intent

The Gardiner Library shall make reasonable efforts to administer gifts in accordance with donor intent and the terms of any applicable gift instrument. Restricted gifts shall be managed in accordance with the terms established by the donor and accepted by the Gardiner Library.

The Gardiner Library values long-term relationships with donors and is committed to acknowledging gifts appropriately, maintaining accurate records, communicating responsibly, and exercising prudent stewardship of all donated funds and property.

DISCLAIMER

The Gardiner Library will urge all prospective donors to seek the assistance of independent legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The Gardiner Library and its staff and agents are prohibited from advising donors about the tax consequences of their donations. Gifts are also subject to the provisions of other Library policies, including adopted conflict of interest policies. Library staff and Board of Trustees members are forbidden from accepting gifts personally from members of the community or vendors.



RESTRICTED DONATION AGREEMENT

PURPOSE

The purpose of the Agreement is to summarize the mutual understanding between _____ (hereinafter, "Donor(s)") and the Gardiner Library Board of Trustees for the benefit of, and regarding a charitable gift to, the Gardiner Library. This Agreement will be made a part of the Gardiner Library's permanent records and is intended to serve as a guide to those who will administer these funds both now and in the future. This Agreement may be substituted with a similar gift instrument that clearly outlines the terms and conditions of a restricted donation.

UNDERSTANDING

The Gardiner Library has adopted a *Gift Acceptance Policy* to encourage private support for the Gardiner Library, while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission. It is the understanding that the Donor(s) have been provided with and understand/s the conditions of the *Gift Acceptance Policy*.

DESCRIPTION OF INTENT

The Donor(s) wish/es to demonstrate support for the Gardiner Library by donating a gift of _____ to be used by the Gardiner Library for the following purpose(s):

UNFORESEEABLE CIRCUMSTANCES

In the event that, at some future time, it becomes impossible for the gift described above to serve the specific purpose(s) for which it was given, the Gardiner Library Board of Trustees shall direct that the funds be devoted to purposes that are deemed to be most consistent with the wishes of the Donor(s).



RESTRICTED DONATION AGREEMENT (cont.)

SIGNATURES

Donor Name(s): _____

Donor Signature(s): _____

Date: _____

For the Gardiner Library

Name: _____

Title: _____

Signature: _____

Date: _____

Tracking Number: _____ of _____ (year)