



## GIFT ACCEPTANCE POLICY

Adopted 12/09/2020; Revised 07/12/2023

### Purpose

The Jefferson County Library District welcomes and encourages donations that support the mission and priorities of the Library. The purpose of this policy is to provide guidance to those who wish to support the library system through a financial or other donation.

### Principles

- Donations are welcomed and valued expressions of support for the Jefferson County Library District, an independent Rural County Library District established according to the laws of the State of Washington. The District's Board of Trustees have the authority to accept gifts of money or property on behalf of the District, which is a qualified government entity under Section 170(c)(1) of the Internal Revenue Code. The Board may choose to confer with legal counsel before accepting a gift. Any gift made to the District may be tax deductible for the donor. Donors should consult a professional tax advisor or legal counsel with questions prior to making a donation.
- Any gift may be accepted provided it can be used or sold to advance the District's mission or priorities. Gifts that cannot be readily used or sold may be declined.
- The Board of Trustees authorizes the Library Director to accept any unrestricted non-cash/material gifts up to \$1,000 in value. Acceptance of non-cash/material gifts with a value of \$1,000 or more requires approval of the Board of Trustees.
- The Jefferson County Library District recognizes that while donations enhance the District's services and programs, they cannot replace public tax support.
- Planned and legacy gifts help sustain the vision and mission of the Jefferson County Library District.

### General Policy

All gifts – individual, corporate, foundation, or government agency – become the property of the Jefferson County Library District upon receipt. The District respects the rights of donors and subscribes to the Association of Fundraising Professionals' [Donor Bill of Rights](#). The District will make a good faith effort to honor every donor's intent within the organization's constraints.

Unrestricted gifts of cash are generally accepted without limitation. Stocks, bonds, and other securities may be accepted at the discretion of the Director and/or the Board of Trustees. The

Jefferson County Library District is not in a position to hold stocks or their equivalent. It is the District's policy to liquidate such gifts upon receipt

Gifts for restricted purposes may be accepted when those restrictions are consistent with the mission of the District and/or when a donor's restrictions do not significantly diminish the value of the gift. The Director will provide a recommendation to the Board of Trustees regarding the disposition of any such offer, and the Board of Trustees will have final approval.

Gifts of property or material goods (library materials, furnishings, artwork, equipment, real estate, etc.) may be accepted if they support the mission and priorities of the District. Items that cannot be readily used or sold may be declined. Gifts of books or other library materials are accepted according to the criteria outlined in the [Materials Selection and Management Policy](#).

### **Memorials and Honors**

The Jefferson County Library District welcomes monetary donations for the purchase of library materials in memory of deceased friends and loved ones or to honor living persons. While the library welcomes suggestions regarding titles, subjects, and genres, the final decision for purchases rests with the Director and must ultimately comply with the District's [Materials Selection and Management Policy](#).

All donations will be formally acknowledged by mail or email, and the family of the deceased or honoree will be notified.

### **Declining Gifts**

At the recommendation of the Director, the Board of Trustees may decline any gift determined to present unacceptable challenges or undue expense, or that conflicts with or does not support the District's mission or priorities.

### **Recognition of Gifts**

The Director and Board of Trustees may, in some cases, wish to recognize extraordinary generosity of an individual or organization. The library retains the right to confer naming of meeting rooms, special use areas, garden features and walkways, artworks, and other items in recognition of significant contributions.

### **Donor Responsibilities**

District staff, Director, and Board of Trustees are unable to assign monetary value to non-cash gifts. The ultimate responsibility regarding appraisals, tax deductibility, and any legal compliance issues rests solely with the donor.