Gifts & Donations Policy

The Geneva Public Library ("the Library") welcomes donations and gifts from individuals, corporations, foundations, and community groups to support its purpose and mission. The Internal Revenue Service (IRS) has recognized the Library as a charitable organization under IRS Section 501 (c)(3) and determined that donations to the Library are tax-deductible under IRS Section 170. The IRS Letter of Determination is available upon request.

The Library reserves the right to decline any gift which does not further its mission or support its purpose, or which would result in excessive expense or administrative effort in the opinion of the Executive Director or Board of Trustees ("the Board").

1. Recognition of Gifts and Donations

Monetary and Deed of Gift donations are acknowledged in writing via mailed letter, provided the address of the donor has been supplied. Others may be notified of a memorial or honorary donation via mailed letter if the donor supplies a name and address. The Library will strive to maintain a patron's right to privacy in this matter.

Upon request, bookplates indicating the sponsor of an item, and/or who the sponsorship is in honor of, may be attached to items.

2. Monetary Donations

Undesignated donations under $10,000 will be directed to the Library's general operating funds. Use of undesignated donations of $10,000 or more shall be determined by the Board.

Monetary donations that are to be restricted in purpose may be accepted only if those intentions are written and are consistent with the Library's mission. Restricted monetary donations of less than $10,000 may be accepted by the Executive Director on condition that they fall within the Library's budgetary goals and objectives. Restricted monetary donations of $10,000 or more may only be accepted with the approval of the Board.

3. Donations of Personal Property

The Library does not provide donors with an estimated value for any gifts of personal property. A receipt acknowledging your donation may be available upon request.

Gifts of personal property, such as books and videos, shall be accepted on the condition that the Library reserves the right to add these gifts to its collection, distribute the items to other libraries, or sell, donate, or discard these gifts. No agreement will be made to waive this control.

Requests to add gifts of personal property to the Library's collection require a completed Deed of Gift form. Items added to the collection shall meet the same selection criteria stated in the Library's *Collection Policy*. Donors are encouraged to consult with the Library's Collection Management staff prior to donating.

Gifts of personal property with an estimated value exceeding $500, such as real estate, art, landscaping items, gifts of exterior ornamentation, sculpture or signage, must be approved by the Board.

Artwork, local author/artist materials, or local history documents may be accepted if accompanied by a Deed of Gift form, or similar documentation transferring sole and exclusive ownership of the work to the Library without restrictions.

4. Securities, Stocks, and Bonds

The Library encourages individuals considering a gift of securities, stocks or bonds to first consult legal and/or financial counsel. Donors are also encouraged to discuss their plans with the Executive Director prior to donating.

The Library may accept donated securities or stocks, and may hold them temporarily, but will liquidate them in a timely manner. Proceeds may then be reinvested according to *General Municipal Law §11* or spent within the current fiscal year in accordance with established financial policies.

5. Gift Planning

The Library encourages individuals considering making a planned gift to the Library to first consult legal and/or financial counsel. Donors are also encouraged to discuss their plans with the Executive Director prior to donating.

The Library accepts many forms of planned giving, including, but not limited to, bequests, life insurance policies in which the Library is a named beneficiary, gift annuities, and charitable trusts. A codicil naming the Geneva Public Library as a

beneficiary can be added to an existing will. Additional methods of planned giving to the Library may be restricted in accordance with this policy.

6. Program Sponsorships

Monetary sponsorships of Library programs shall be approved by the Executive Director or their designee on the condition that the Library's association with the sponsor will not negatively affect the public image of the Library in the community and that the sponsor is generally aligned with the purpose and mission of the Library.

The Library encourages donors to consult with staff before making a donation, particularly since some events are sponsored by the Foundation for Geneva Public Library, which may impact the designation of funds.

7. Foundation for Geneva Public Library

The Library maintains the right to consult with donors of both restricted and unrestricted funds regarding the option of redirecting the donation to the Foundation for Geneva Public Library (FGPL). In such instances, the Executive Director or their designee will outline the mission and investment structure of FGPL and the procedures by which they direct funds to the Library. At no time will the Executive Director or any other Library employee make a recommendation about whether a donor should direct their funds to FGPL or the Library.

Adopted by the Board of Trustees: April 28, 2010
Amended by the Board of Trustees: 9/28/2011, 11/16/2016, 11/29/2017, 5/30/2018, 11/28/2018, 11/20/2019, 8/26/2020, 8/25/2021, 8/31/2022, 10/25/2023, 10/30/2024, 12/17/2025, 10/28/26
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