

Davenport Public Library Gift Acceptance Policy

The Davenport Public Library Board of Trustees establishes this Gift Acceptance Policy in accordance with the Library's mission to connect a diverse community to resources that inform, enrich, educate, and entertain. The Library welcomes donations from local businesses, corporations, and individuals to support and enhance the Library's collection, events, programs, activities, spaces, and services. Trustees believe that gifts of revenue, items, and/or in-kind contributions are consistent with the Library's role in the Davenport community and will help the Library maintain or increase its level of service to the community.

This policy governs the acceptance of gifts by the Library, and provides guidance to prospective donors and their advisors when making gifts to the Library. The scope of this policy includes gifts and donations of:

1. Money;
2. Books, and other print materials;
3. Audiovisual materials;
4. Art and photographic works;
5. Equipment;
6. Other in-kind gifts or services;
7. Property of significant value, including but not limited to, real estate or securities;
8. Planned gifts, such as willed donations, bequests, or endowments;
9. Remainder Interests in Property;
10. Oil, Gas, and Mineral Interests;
11. Bargain Sales;
12. Life Insurance;
13. Charitable Gift Annuities;
14. Charitable Remainder Trusts;
15. Charitable Lead Trusts;
16. Retirement Plan Beneficiary Designations; and
17. Life Insurance Beneficiary Designations.

Definitions

Partner: An institution, organization, business, or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to, and in support of, the missions of both the Library and the partner, and without the exchange of money.

Sponsor: An institution, organization, business, or individual who financially contributes to the Library in support of a collection, service, or program.

Sponsorship: A mutually beneficial exchange, whereby the sponsor receives a benefit or reciprocal value in return for providing cash or in-kind gift to the Library. Sponsorships do not imply library endorsement of the sponsor's product or service.

Outright Gift: A current gift that involves the donor's transfer of money or property to the Library without the receipt of consideration or economic benefit. Although the donor may place restrictions on the use of the property, the donor must retain no control over the money or property transferred to the

Library to qualify as an outright gift. Examples of outright gifts include cash, securities, tangible personal property, and some real estate.

Deferred Gift: A gift whereby a commitment is made, but the gift is not received until the death of the donor or the passage of a term of years (e.g., bequests, life insurance death benefits, and retirement plan assets).

Planned Gift: A gift for any purpose, outright or deferred, where the involvement of a professional advisor is required (e.g., split-interest gifts, gifts of securities, and real estate).

Split-Interest Gift: A split-interest gift involves the donor's irrevocable transfer of an interest in an asset to the Library, but the donor generally retains either an income stream or the remainder interest. The Library's planned giving program includes the following types of split-interest gifts:

1. Charitable gift annuity – A contract between the charity and the donor. The donor transfers property to the charity and the charity promises to pay the annuity for one life or two lives;
2. Gifts of remainder interest in a personal residence or farm – Also referred to as a “life estate”, this is an arrangement in which the donor deeds personal residence property to charity while retaining the right to reside in that property until death;
3. Charitable remainder trust – An arrangement in which assets are placed in a trust, with income paid to the donor and/or other beneficiaries during lifetime(s) or for a term of years, after which charity receives the remaining principal; or
4. Charitable lead trust – An arrangement in which assets are placed in a trust, with distributions to a charity while the donor is living or for a term of years, after which the principal returns to the donor or passes to other designated persons.

Bequest: A charitable gift that involves the donor's transfer of money or property to the Library at the donor's death, either through the donor's will or trust. The donor uses or controls the asset during their lifetime.

Tangible Personal Property: Tangible personal property includes art, furniture, coin collections, stamp collections, livestock, jewelry, equipment, cars, boats, clothes, and any other personal property item owned by a donor.

Implementation

All gifts will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the Library.

The Library cannot provide appraisals of gifts it accepts for income tax or other purposes.

Recognition of gifts, including naming opportunities, will be determined by the Board on a case by case basis.

Direct donations may be submitted to the FRIENDS of the Davenport Public Library. The FRIENDS is a tax-exempt 501(c)(3) organization. Gifts to the FRIENDS are tax deductible as provided by law.

For questions regarding specific donations, contact Library Administration for procedural guidelines related to a gift. The Library reserves the right to refuse any gift.

General Considerations

The Library shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements;
2. Documents naming the Library as Trustee;
3. Gifts involving contracts, such as bargain sales or other documents requiring the Library to assume an obligation;
4. Transactions with potential conflict of interest that may invoke IRS sanctions; and
5. Other instances in which use of counsel is deemed appropriate by the Board.

The Library will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

The Library will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with the Library's stated mission, purposes, and priorities. The Library will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive include:

1. Gifts that are too difficult to administer.
2. Gifts that are for purposes outside the Library's mission.

All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board.

Responsibility

The Board is charged with the responsibility of reviewing, screening, and accepting all planned gifts, when appropriate.

The Library Director, or their designee, is responsible for carrying out the recommendations of the Board.

Termination

The Board reserves the right to terminate any existing sponsorships if conditions arise that conflict with this policy or if the sponsorship no longer supports the best interest of the Library.

Adopted by the Library Board of Trustees: 02/16/2016
Reviewed/Revised: 07/16/2019 | 04/18/2023