

GIFT AND DONATION POLICY To Comply with State of Michigan Act 136 of 1921

The Bridgman Public Library (BPL) is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library to better serve the community. Donations to the Library may qualify for a charitable deduction. However, the responsibility and cost for such assessment lies with the donor and the Library recommends that donors consult a tax professional with their questions. All gifts will be acknowledged, if the donor wishes.

MATERIAL DONATIONS

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. See Collection Development Policy for details.

MONETARY DONATIONS

BPL accepts monetary donations given In Memory Of, In Honor Of or general donations. All monetary donations are deposited into the Library General Fund. Requests are considered but the Library determines the final use.

TRIBUTE BOOKS

Monetary donations made for the purchase of books to be added to the collection are accepted by the Library. Individuals may select from a list of items that have been pre-approved by the Library. Each book will have a designated cost. A bookplate recognizing the donor (or In Honor Of / In Memory Of) will be placed in each book. Acknowledgement of all Tribute Books will be sent to the donor and to the family of the person for whom the book is given.

RESTRICTED MONETARY DONATIONS

Restricted monetary donations will be accepted on condition that the specific use requested is approved by the Library Director and/or Joint Board of Directors: donations greater than \$500 must be reviewed and approved by the Library Board. Proposed restrictions must be submitted in writing. Donations with restrictions must be consistent with the mission, goals and objectives of the Library. Monetary donations received from a will or trust will be used as directed by the donor, subject to library policies and Board approval, or if received without conditions, may be used as approved by the Board. The "Bridgman Public Library" name is permanent and any donation given with the restriction to change the name of the Library will be refused.

The Library welcomes monetary gifts to be used as an endowed gift fund. Such funds require a minimum donation of \$1,000 for an expendable trust, and \$5,000 for a non-expendable trust. Such gifts will be accepted on the condition that if a specific use is requested, that it is consistent with the mission, goals and objectives of the Library, and must be approved by the Board.

The Library Board may authorize expenditure of the balance of a Gift Fund, without regard to restrictions when it has been reduced to a level of \$500 or less.

The Library Board may remove all restrictions from a specific Gift fund when, as a result of restriction, there has been no expenditure from such Fund for at least two years, and the Board, by a majority vote of the entire Board, decided that the restrictions do not reasonably provide a benefit for the Library.

The Treasurer or the Library Director shall report quarterly to the Board on the status of the Gift Fund accounts.

BERRIEN COMMUNITY FOUNDATION

BPL established an endowment fund at the Berrien Community Foundation, known as the Bridgman Public Library Endowment Fund. This Fund was established to act as a depository for gifts, conveyances and other transfers intended to assist BPL in achieving its purpose. This purpose is to provide materials and services which will furnish opportunities for educational, information and inspirational enrichment to all the people of the communities served by the Library. Donors may contribute directly to the fund. Information about BCF may be found at www.BerrienCommunity.org.

PROPERTY DONATIONS

The decision to accept donations of personal and real property, including real estate, exterior ornamentation, artwork, sculpture or signage shall be made by the Board. Among the criteria on which the decision will be based is need, space, impact on staff time, expenses, insurance, frequency of maintenance, and consistency with the Library mission and values. The Director will prepare a written proposal for the Board for any property donation valued over \$500. The acceptance of gifts designated for public display on the Library property shall be considered with attention to the ongoing cost of display, maintenance, and security, as well as suitability, including location. No guarantee is made that any gift will be permanently displayed or kept by the Library. Placement of items will be determined by the Board, in conjunction with the Library Director. Once a gift has been made it becomes the property of the Library and as such may be retained, sold, discarded, or given away at the discretion of the Library Board. Proceeds of the sale of a gift maybe used in any way consistent with the mission, goals and objectives of the Library. An appropriate deed of gift, or similar document, transferring sole and exclusive ownership of the property to the Library will be required.