

## Policy Statement

The library board recognizes the importance of planned gifts in enhancing the library's programs, facilities and collections and has established the Endowment Fund.

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## Regulations

1. CMPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Clinton-Macomb Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a tax deduction; the donor will have to consider his or her particular circumstances for the specific effect and should consult with his or her tax advisor.
5. The library board's finance and audit committee shall govern and be responsible for the supervision of all activities of the Endowment Fund. The Endowment Fund is part of the CMPL's assets. Investments shall be made in accordance with the library's *Investment* policy.
6. The library may accept a wide variety of Endowment Fund gifts such as:
  - A. Readily marketable securities, such as those traded on a stock exchange
  - B. Closely held securities
  - C. Real estate
  - D. Life insurance
  - E. Tangible personal property, such items as jewelry, artwork, collections, and equipment
7. Planned giving can be bequests or other deferred giving through estate planning or outright gifts.
8. The library encourages deferred gifts in its favor through any of a variety of vehicles such as:
  - A. Charitable or deferred gift annuity
  - B. Pooled income fund
  - C. Charitable remainder trust
  - D. Charitable lead trust

## E. Bequest

## F. Retained life estate

9. The library or its agent shall not act as a personal representative or executor for a donor's estate or as a trustee of a charitable remainder trust.
10. An Endowment Fund gift may be any vehicle by which assets are transferred to the CMPL directly by the donor or by the donor's agent upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, or real property and should identify the CMPL as the beneficiary.
11. Endowment Fund gifts may be of two general types:
  - A. *Unrestricted*: These are gifts with no specific donor requirements or restrictions as to how they are to be used. Expenditures of these funds are made at the discretion of the library's finance and audit committee for purposes consistent with the mission of the library.
  - B. *Restricted*: These are gifts for specific objectives or interests of the donor and acceptable to the CMPL. These gifts may be in response to a specific request or unsolicited. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment or library materials.
12. Endowment Fund gifts may also express the following:
  - A. *Designated as currently expendable*: In the absence of specific donor or finance and audit committee instructions to the contrary, all gifts are considered to be available for current expenditures.
  - B. *Designated as a quasi-endowment*: Gifts between \$1,000 and \$4,999 may be directed to a named, quasi-endowment fund. Gifts will be treated as a permanent fund except that the finance and audit committee, by special deliberation or in response to donor instructions, may direct the withdrawal and expenditure of some or all of the corpus at some future time. Quasi-endowment funds will be added to the Endowment Fund's general fund.
  - C. *Designated as a true endowment*: Donors may direct that a gift be placed into a permanent fund, the corpus of which may not be withdrawn. Gifts of over \$5,000 may be used to set up a named, true endowment.
13. Donor Recognition
  - A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift.
  - B. Unless anonymity is specifically requested and with full respect for donor privacy:

- i. Donor names may be published in reports to the board, press, library newsletters or via bookplates.
- ii. Donors contributing \$1,000 or more will have their names listed by gift category on the library's donor wall.
- iii. Endowment and quasi-endowment fund gifts will be named according to the donor's wishes.

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Approved: December 21, 2011  
Clinton-Macomb Public Library Board of Trustees