

Purpose

This memorandum establishes the policies and procedures governing the acceptance, management, and recognition of gifts made to the Warren Library Association (“the Library”). The Library gratefully considers gifts of all types and seeks to ensure that all contributions are handled in a manner consistent with donor intent, fiduciary responsibility, and organizational need.

A. Undesignated / Unrestricted Gifts Over \$500

Cash or stock* gifts valued at more than five hundred dollars (\$500), and not designated or restricted by the donor, shall be accepted and deposited into the Library’s unrestricted custodial investment account.

Exception: If the Library’s building account balance is below fifty thousand dollars (\$50,000), fifty percent (50%) of the gift shall be deposited into the building account until the balance reaches \$50,000.

B. Undesignated Gifts Under \$500

Undesignated, unrestricted, or general operating gifts valued at less than five hundred dollars (\$500) shall be accepted and deposited into the Library’s general operating checking or savings accounts. These funds may be used by Library management to support the current year’s operations.

C. Memorial and Honor Gifts

Memorial or honor tribute gifts—typically designated for the acquisition of books, library materials, or technology—shall be accepted and deposited into the Library’s general operating accounts or, when appropriate, into existing endowment funds.

Use of these funds shall comply with:

- donor designation,
- applicable fund restrictions, and
- Library need.

Recognition: Gifts of fifty dollars (\$50) or more qualify for a memorial or tribute bookplate placed in an item selected in accordance with the Library’s Collection Development Policy.

D. Donor-Designated / Restricted Gifts

Cash or stock* gifts designated or restricted by the donor for a specific purpose shall be accepted and deposited into the appropriate Library investment account.

E. Establishment of New Endowment Funds

New endowment funds may be established by donors who wish the Library to preserve principal in perpetuity and apply income according to written donor instructions.

Requirements:

- Written donor direction at the time of fund creation.
- Approval by the Board of Directors.
- A minimum initial principal of one thousand dollars (\$1,000).

F. Major Gift Recognition

Gifts exceeding two hundred fifty thousand dollars (\$250,000) shall be recognized with a bronze plaque displayed in the Library's lobby, unless the donor requests otherwise.

G. Unsolicited Gifts of New or Used Items

The Library may accept unsolicited donations of books, magazines, audio/visual materials, artwork, furnishings, or equipment under the following conditions:

1. The Library retains full authority over the final disposition of donated items, including whether they are added to the collection and how they are used.
2. The Library cannot accept items accompanied by a request for a memorial plaque.
3. Donors are responsible for assigning their own valuation of donated items.
4. Items not added to the Library's collection may be offered to other libraries or included in Library sales of materials not needed.
5. Donors must complete the Library's gift agreement form as part of the donation process. See Appendix A.

H. Gifts of Stock or Securities

All gifts of stock or other securities shall be transferred immediately to the Library's fiscal agent(s) for immediate sale, with proceeds deposited and managed in accordance with this policy.

I. Administration

Library management is responsible for implementing this policy and ensuring compliance with donor intent, accounting standards, and Board directives. Questions regarding interpretation or application of this policy shall be referred to the Board of Directors.

*Adopted by Warren Library Association Board of Directors on May 20, 2002
Last Revision on August 17, 2026*

Appendix A: Gift Agreement

Scope of Agreement: The Warren Public Library may collect materials which relate to Warren County, Pennsylvania. This shall include objects owned, made, or used by residents of the county which reflect their lives and activities. This collection shall only include materials which contribute to the exhibition, research, or educational goals of the Warren Public Library.

Acceptance of Gifts by the Warren Public Library is subject to the following conditions:

1. Because of limited space, the Library cannot promise the permanent exhibition of any object or that the collection will be kept intact.
2. The objects accepted become property of the Warren Public Library.

Gifts to the Warren Public Library are deductible from taxable income in accordance with the provisions of the Federal Income Tax law.

Library Use Only	
Date Received:	Received By:

Donor's Name: _____

E-Mail: _____

Address: _____ **Phone:** _____

City: _____ **State & Zip:** _____

If items are not taken into the collection, ☐ I DO or ☐ I DO NOT want them returned to me.

Conveyed By (if other than donor): _____

This gift agreement transfers legal title of the gift to the Warren Public Library. I have read the Warren Public Library Gifts Policy provisions and accept them.

Donor's Signature: _____

Executive Director's Signature: _____

*The following has been donated as a gift to the Warren Public Library,
located at 205 Market Street, Warren, PA 16365, in agreement with the conditions listed above.*

Object Type	Description	Date