

Approved: 1/14/16

**EMPORIA PUBLIC LIBRARY  
GIFT AND MEMORIAL POLICY**

The library encourages donations of money, securities, equipment, real property, books, and other items of value. Because of the nature of donations made to the library, the following guidelines should be used to evaluate acceptance of gifts and donations.

**GENERAL GUIDELINES**

1. All gifts that meet the criteria of this policy will be acknowledged and accepted by the director and/or appropriate personnel.
2. Donations should be free from unreasonable restrictions. The library will, whenever possible, encourage unrestricted donations.
3. The library should incur no liability as a result of the donation.
4. The Emporia Public Library Board of Trustees retains the right to decline the acceptance of a gift.
5. Proceeds from non-restricted gifts will be used at the discretion of the library director to support the library's mission.
6. The Emporia Public Library will furnish a signed receipt acknowledging donated items. It is the donor's responsibility to provide the list of items donated and their value.

**GIFTS OF FIXED ASSETS**

1. The donor must possess clear title to the property. The library must receive clear title to donations of property. All legal fees incurred in the conveyance of property shall be the responsibility of the donor.
2. In situations where the donor retains title to the property but contributes monetary proceeds produced by the property to the library, such donations shall be considered to be cash donations.
3. Donated property shall be recorded at its fair market value at the date of the gift. All donations of fixed assets must be appraised by a professional appraiser at donor expense before acceptance by the board.
4. Donated land/or buildings will be sold at the discretion of the board.
5. All donations of land must be free of environmental hazards. Land must be certified as being free of environmental hazards by federal, state, and or/local environmental agencies (whichever agency has primary jurisdiction). Costs for certification and associated legal fees shall be paid by the donor.

6. Donated equipment not used by the library will be disposed of at the discretion of the library director.

#### CASH GIFTS

1. Gifts may be accepted from individuals, companies, or community organizations.
2. For non-endowed funds, the donor may request that the proceeds be restricted or non-restricted. If the proceeds are restricted, the board retains the right to decline the gift because of the nature of the restriction.
3. A minimum initial gift of \$1,000 is required to establish an endowment fund. The principal will be invested and the interest gained will be used per agreement with the donor. The donor may request that the proceeds be restricted or non-restricted. If the proceeds are restricted, the board retains the right to decline the gift because of the nature of the restriction. All endowment funds must be established by contract between the donor and the board.

#### NON-CASH GIFTS

1. Securities may be accepted if they have a cash value or are being traded on a major stock exchange.
2. Securities will be sold at the discretion of the board.
3. Gifts of paintings, antiques, rare books, and other collectibles may be accepted. The donor must possess clear title to the property. The library must receive clear title to the donation. If the gift requires a professional appraisal, the donor will be responsible for the cost of the appraisal. The board retains the right to dispose of such gifts at their discretion. All legal fees incurred in the conveyance of such property shall be the responsibility of the donor.

#### INVESTMENT OBJECTIVES AND GUIDELINES

The Emporia Public Library Board of Trustees has established various gift and memorial funds which are owned and managed by or in behalf of the library. In the process of organizing and administering the investment of these funds, the following objectives and guidelines shall be used.

Goals. There are two goals which can be stressed for potential achievement in the management of Emporia Public Library investments. These goals are listed in priority as follows:

1. Capital protection
2. Capital appreciation

Investment Objectives: Funds should be managed on a total rate of return basis (combining interest and dividend income with appreciation/depreciation) to provide consistent growth over time.

It is recognized and recommended that the performance of the endowment and other investment funds should be measured over a period of years as opposed to immediate and short-term performance.

Investment Guidelines: To meet the investment objective, the Library Board or their designated investment manager should select an asset mix from the following eligible categories:

1. Cash reserves and short-term liquid assets shall be limited to insured amounts in financial institutions, obligations of the U.S. Government, or money market funds with average maturities of 60 days or less and rated A1.
2. U.S. Government securities and insured Certificates of Deposit at financial institutions. Average maturities in this category should not exceed five years. Consideration should be given to local banks and financial institutions when investing in certificates of deposit.
3. Corporate bonds. All corporate bonds shall be "A" rated or better by Moody or Standard and Poor's with maturities of no longer than ten years.
4. Mutual funds. Funds purchased should be of high quality such as those rated 4 or 5 stars by Morningstar.
5. Gifts of stocks: In order to invest gifts according to the above categories, the Emporia Public Library Board of Trustees authorized the liquidation of gifts of stocks upon acceptance and receipt. The stocks should be liquidated in a reasonable time if a market exists. If a liquid market does not exist or if the Library Board deems it appropriate, these assets may be held until maturity or until an appropriate time when liquidation will result in the capture of the true value of the assets.

Investment Policy: Non-endowed funds are funds which are given to the Emporia Public Library without restriction by the donor on how they are spent. Endowed funds are funds which are given to the Emporia Public Library by a donor with restrictions on how the money may be spent. Additionally, the donor may request that the funds be invested for perpetuity and only the interest and/or dividends will be used to purchase specific goods or services.

#### Non-Endowed Funds:

1. Unless a gift is specified as endowed, it normally will be invested in short-term, cash equivalents, including bank deposit, Treasury and U.S. Government obligations, and money market mutual funds.

#### Endowed Funds:

1. If a donor specified that a gift be endowed and the Library Board accepts the gift and its restrictions, the principal and capital gains shall be invested, and the income (interest and dividends) will be paid to the library.
2. The Emporia Public Library's investment strategy is long term in nature. Speculation and market timing are to be avoided.

#### Spending Policy:

1. The Library Board is responsible for securing adequate funding to carry on the work of the library and investing those funds, making sure gift instructions are followed, and making available funds to the library.
2. Funds available to the library shall be transferred to the library within a reasonable time to ascertain the funds available. It is the responsibility of the Emporia Public Library Director to spend the funds.

#### Conflict of Interest Policy:

1. No member of the Emporia Public Library Board of Directors may experience a personal monetary gain as a result of actions of the Emporia Public Library Board.