

Hinsdale Public Library

Gifts to the Library

Purpose

The Hinsdale Public Library (HPL) Board of Trustees actively encourages gifts and contributions that will help the Library better serve the community. All donations and gifts to HPL are subject to applicable Illinois statutes as well as the Library's existing policies and guidelines. HPL, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access of or to the gift. HPL is granted unconditional ownership of each gift.

HPL staff and Board will not accept any gifts, goods, or services that are prohibited by Illinois' State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.

Acceptance of Gifts

A. Undesignated Monetary Gifts

The Executive Director is authorized to act for the HPL Board in accepting offers of undesignated monetary gifts. In some circumstances, the Executive Director may ask that the Board review the donation before accepting an undesignated monetary gift.

If accepted, monetary gifts given for use at HPL's discretion ("general gifts") shall be reported to the Board of Trustees.

B. Designated Monetary Gifts

1. General

The Executive Director is authorized to act for the HPL Board in accepting or declining offers of monetary gifts to be used for a designated purpose. The Executive Director shall accept any such gift, and apply it as directed by the donor, if they determine that the designated purpose would enhance HPL or help HPL better serve the community.

2. Commemorative Gifts

Monetary gifts given for the purchase of library materials as an honorarium or memorial are classified as commemorative gifts. The Executive Director or a staff member designated by the director will work with donors as appropriate in the selection and processing of purchases associated with such gifts.

3. Securities

Gifts of marketable securities may be accepted by the Executive Director in accordance with the provisions of this policy regarding the acceptance of monetary gifts. Such securities will be sold as soon as practicable at the market rate, and the net proceeds used as provided here with regards to general and designated gifts. Gifts offered to the HPL consisting of securities which are not readily marketable will be submitted to the Board for a decision as to acceptability.

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4. Gifts to the Art Advisory Commission

Monetary donations designated for HPL's art initiatives, will be used in accordance with HPL's Art Advisory Commission Policy.

Donations of Goods

A. Library Materials

The Executive Director, in accordance with existing HPL policies and guidelines, may exercise discretion concerning which donated materials shall be accepted or retained for the Library's collection.

B. Furniture, Technology, Etc.

The Executive Director is authorized to act for the HPL Board in accepting gifts of furniture and other articles. In some circumstances, the Executive Director may ask that the Board review the donation before accepting a gift of furniture, technology, or other material item.

C. Art

Gifts of paintings, statuary, or other works of art will be considered in accordance with HPL's Art Advisory Commission Policy.

D. Conditions

Any conditions attaching to a proposed gift, including—but not necessarily limited to—the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for further negotiation with the donor or for rejection of the gift.

Valuation of Non-Monetary Gifts

While the deemed value of non-monetary gifts may be a factor for consideration, neither HPL staff nor the Board will issue a written or verbal statement of monetary value to the donor. The Executive Director, or a staff member designated by the Director, may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

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Use and Recognition of Gifts

A. Use of Gifts

While it is the Board's intention that all honorary names for library facilities, collections, programs, or services will be used for many years to come, neither the Board nor the Executive Director shall promise that a name, or even that the facilities, collections, services, or programs so named, will be used in perpetuity. Similarly, all gifts to the HPL shall be given and accepted with the understanding that they may someday be altered, sold, or disposed of in the best interest of HPL.

B. Recognition of Gifts

The Board has sole authority to determine how donors will be formally recognized in HPL or on HPL property.

All monetary donations shall be recognized with an acknowledgement letter and publication in HPL's newsletter, unless the donor requests anonymity. In addition, items purchased for the collection shall receive a bookplate listing the donor and the honoree and an acknowledgement letter shall be sent to the person(s) or family of the person being honored. A gift report shall be included in each monthly board packet.

Related Library Policies

[Art Advisory Commission Policy](#)

[Prohibited Gift and Political Activity Policy](#)

Hinsdale Public Library Board of Trustees

Approved and Adopted by the Library Board on August 26, 2008.

Revised 1/24/12, 4/28/15, 06/26/18, 09/21/21, 11/19/24.