

GIFTS POLICY

The Fremont County Library System is a legally qualified charitable organization and encourages the private support of the Library's mission through gifts of money, real property, personal property, mixed property, bequests, and trust funds. Donors may designate a particular branch, department or service of the Library System as a recipient. All accepted gifts become the property of the Library System.

The fundamental guidelines for the management of gifts made to County Libraries are codified in Wyoming Statute **18-7-104 Authority of board to receive and dispose of property...**

The library board of directors may receive and be responsible for real estate, money or other property to aid the establishment, maintenance or operation of the county library system. If received as a donation, they shall carefully observe as the trustee the conditions accompanying every such gift. When the board of directors determines it is in the best interests of the county library and in keeping with the purpose of the donor, it may with the approval of the board of county commissioners sell, exchange or otherwise dispose of such real estate or other property.

A receipt for all accepted gifts or donations will be provided to the donor upon request. It is the responsibility of the donor to understand and manage all tax-related concerns including, but not limited to: the valuation of gifts and the procedure for filing deductions with the proper taxing authorities.

The Library System retains the right to reject or return any gift or donation if the Library Director and library staff determine that it is not consistent with the mission or capability of the Library. Non-monetary gifts may be disposed of at any time; the approval of the Library Board of Directors is required for the disposal of any non-monetary gift with an estimated value of \$1,000 or more.

Donors may designate any Friends group organized to support a particular branch of the Fremont County Library System as a recipient. Friends groups are separate, charitable, private organizations. Donations and gifts made to a Friends group become their property; they determine the maintenance, use and disposal of donations and gifts according to their own policies and standards.

Gifts of library material(s) are appreciated. Gift material(s) will be added to the Library's collection based on the standards described in the Library's Materials Acquisition Policy. Gift material that is not added to the Library's collection will be offered to a Library Friends group.

Library Friends groups are separate, private charitable organizations. Donors who wish to contribute directly to a Friends group must contact that organization for information.