

# **Donations Policy**

The Mid-Hudson Library System (MHLS) welcomes financial donations that help fulfill the mission of our organization.

## **Financial Donations from Community Members**

MHLS accepts monetary donations in the form of cash, checks, or electronic payments through PayPal from any legal source, however, reserves the right to decline any gifts from sources that are not in alignment with the board's stated mission, vision, or values. All donations will be used at the Library System's discretion unless a donor requests a restricted use for their donation that necessitates a special use agreement. For donations of \$5,000 or less this agreement can be made between the donor and the Executive Director, in consultation with the MHLS Executive Committee. For gifts of more than \$5,000 the MHLS Board must approve the agreement.

## **Bequests and Beneficiary Designations**

Donors may make bequests to MHLS:

- Charitable Remainder Trusts: MHLS will accept designation as a remainder beneficiary of charitable remainder trusts which will receive the assets of a trust when the donor dies.
- Charitable Lead Trusts: MHLS will accept designation as an income beneficiary of charitable lead trusts, which will allow MHLS to receive income from a trust until the donor dies.
- Life Insurance: MHLS will accept gifts of life insurance where MHLS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premiums owing on the policy.

## **Financial Donations from MHLS Board Members**

The MHLS Board, from time to time, will make a resolution to raise funds to be used for a specific purpose through donations from its members. Such funds will be kept in the separate account and will be accounted and recorded in the "Board Donation Fund" in the accounting system. Expenses from the account will be authorized by the Board.

## **Donations Procedures**

MHLS staff have established a separate bank account entitled the "Donation Fund."

All funds are to be received by the MHLS Finance Manager & Personnel Officer and deposited in a timely manner in either the Donation Fund, or, if designated by the MHLS Board, the "Board Donation Fund."

The Library System will acknowledge all donations in writing.