

Proposed revisions to Endowment Policy (9/10/2020)

TOWN OF CHESTER PUBLIC LIBRARY ENDOWMENT POLICY

Policy Statement

The Town of Chester Public Library (hereafter known as The Library) has established an Endowment Fund (hereafter known as The Endowment Fund) to ensure the sustainability of the Library.

Procedures

In 2005 an Endowment Fund was established to contribute to the sustainability of the Town of Chester Public Library. The Town of Chester Public Library Endowment is managed by The Town of Chester Public Library Board of Trustees (hereafter referred to as the Library Board).

The Library Board holds the exclusive right to determine and modify how Endowment funds are invested or spent. Should the Endowment be dissolved, the Library Board is responsible for the disposition of its funds.

Approved use of monies from the Endowment Fund include any projects relevant to the sustainability of the Library, its services and its physical plant, such as, but not exclusively, capital projects, operations, programs, materials, fixtures and technology.

By resolution of the Library Board, a portion of the Endowment Fund has been invested with the Adirondack Foundation (hereafter known as the ADK Foundation) P.O. Box 288, Lake Placid, NY 12946. The Adirondack Foundation was formerly known as the Adirondack Community Trust. Other financial institutions, as determined by the Library Board, may be utilized.

Deposits into the ADK Foundation Endowment Fund shall be managed jointly by the Library Board Financial Officer and the President of the Library Board. Donations received for the Endowment Fund shall be directed to the Financial Officer for deposit in the Fund.

All withdrawals from the ADK Foundation Endowment Fund must be approved by the Library Board, and in accordance with ADK Foundation guidelines. Funds withdrawn will be mailed to the Town of Chester Public Library to the attention of the Financial Officer.

The Trustees' Financial Officer will be responsible for keeping records of deposits and withdrawals from the Endowment Fund. The Financial Officer's quarterly report to the Trustees will include Endowment Fund activity, including a comparison of present value to value at the beginning of the current year. (At present this differs from the ADK Foundation fiscal year of July

1 to June 30). The Financial Officer's records will be transferred to the new Financial Officer at the end of his/her term and be kept for seven years.

The Secretary (or the chair of the endowment committee? Or who?) of the Library Trustees will maintain a list of past and present donors including addresses, email addresses, and amount of contribution. This list will be transferred to the new Secretary at the end of his/her term.

The Endowment Fund's annual earnings may be withdrawn each year consistent with ADK Foundation policies and as approved by the Library Board.

The Library Board is the official sponsor of all Endowment Fund fund-raising projects.

An Endowment Fund checking account has been established at the Glens Falls National Bank. A percentage of donations to the Endowment Fund are retained in the Endowment Fund checking account to cover Endowment Fund fund-raising expenses. These expenditures must be approved by the Financial Officer of the Library Board in consultation the Board of Trustees. There must be two signers on this account at all times, the President and Financial Officer. Should either of these officers become unable to fulfill their duty the Vice President will become the second signer until an official replacement is appointed at the next regularly scheduled board meeting. Changing the signer at the bank requires contacting the bank and making the necessary arrangements.

The Library Board, in consultation with the Library Director, will determine whether or not to accept any gift designated to the Endowment Fund. If accepted, the designated gift will be invested in the Endowment Fund.

The Library Board holds the exclusive right to determine whether or not to accept any bequest or memorial gift and to determine if some or all of the bequest or memorial gift shall be invested in the Endowment Fund. Similarly, the Library Board, will determine whether some or all of any other gifts of money should be invested in the Endowment Fund.

The Secretary or Endowment Committee Chair will recognize donors. The ADK Foundation is responsible for sending tax acknowledgements to donors.

When the principal of the Endowment Fund managed by the ADK Foundation exceeds \$100,000 the Library Board will revisit the policy.

Approved by the Library Board October 18, 2005.

Amended March 24, 2009, and November 20, 2012

Revised and approved by the Library Board September 17, 2019

Revised and approved by the Library Board September 23, 2020