

Monetary Donations Policy

Donations may be made by cash, check, or card. These “regular” monetary donations do not include memorial/honorarium donations (see previous), but may be earmarked for specific intended purposes; for example, someone may donate toward improvements of the children’s area, development of the Young Adult collection, toward a program, etc.

Monetary donations may also be made as part of a fundraising campaign, such as the Week of Giving, Summer Reading Appeal, and End of Year Campaign.

Procedure:

1. Patrons or staff should complete a Donation Form at the time the donation is received.
2. The Donation Form must be earmarked if the donation is for a specific intention, or if the donation is part of an ongoing campaign.
3. Donation Forms should be submitted to the Library Director.
4. For regular donations in the amount of \$100 or more, the library will send the donor a thank you letter to be used for tax purposes. For donations \$50 and under, the library will send a thank you card. Memorial/Honorary donations will be sent correspondence as with Memorial/Honorary Book Donations as listed above.
5. For cash donations that are hand-delivered, library staff shall provide the donor with a receipt upon request.