

Pine River Public Library District

Donations and Gifts Policy

General:

The Pine River Public Library District (PRL) greatly appreciates donations, gifts, and memorials through its 501(c)3 Friends of the Pine River Library (FOL). These donations supplement and support the Library, its collection, and its services.

For monetary donations there is a form to be used for record-keeping and designation of funds.

In-kind donors may receive a receipt if desired. It is up to the donor to assign a value to any in-kind donation.

Monetary Donations

PRL accepts monetary donations. All monetary gifts are deposited in the FOL account, after which the gift is relayed to the Library to support programs, collections, or capital improvements. Donors may request that their gift be used for a specific purpose. Although unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the donation or use it for the requested purpose.

Memorial Donations

Memorial donations may be made in the name of a relative or friend. FOL acknowledges all memorial gifts by sending a letter to the family of the person being remembered. An appropriate memorial nameplate may also be placed on the donated item. Other options may be discussed with the Library Director.

In-Kind Donations

PRL is most appreciative of in-kind donations, when appropriate. It is the donor's responsibility to determine the value of an in-kind donation or use an independent appraiser for that purpose.

Book and Media Donations

Books and media in good condition are accepted as storage space allows. The Library does not accept magazines, newspapers, or VHS tapes.)

PRL reserves the right to decide whether or not donated items should be added to its collection. The decision to keep the item will be based on four factors: (1) the item's value (2) whether or not the Library already holds that item or has access to it (3) whether or not it is current and (4) the condition of the item.

If the Library does not want to add items to their collection, the FOL will have the option to sell them at their book sales or use them to stock their free community bookshelves. Money raised from the sale of the donations will be used to benefit the Library. Some items may be recycled or sent to a charitable organization that distributes books.

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Material Donations

Other donations of items such as computers, paintings, and various equipment are often not suitable for PRL use. Each item will be evaluated and if it cannot be used it may be sold at semi-annual FOL sales or given to another agency where the item can be used.

Recognition of Gifts

FOL will acknowledge all cash donations with a form for taxes and a thank you letter. In addition, PRL has a donor wall and other options to recognize larger donations.

Long-Term Use of Gifts

All gifts are accepted with the understanding that they may someday be sold or disposed of in the best interest of the Library. The Library cannot commit to perpetually housing a donation. No donation will be disposed of in a careless manner, and every donor can be assured that the Library will respect their donation and house it as long as is feasible.

Gifts Given

PRL is a non-profit, publicly-funded quasi-Governmental institution and as such, cannot, in general, use its monies to make contributions to other agencies. PRL strives to be a viable member of the community and to work with other community organizations in outreach projects. PRL may contribute to jointly-sponsored community events that help to promote the Library.

Guidelines

1. Under special circumstances, PRL may provide support to a non-profit organization. The amount should not exceed \$100 unless approved by the Director.
2. PRL may also place books in the collection in honor of an individual or group who has given outstanding service to the Library. Books placed in honor, memory, or recognition of an individual or group may be chosen from within the collection or purchased if the area of interest is not well-represented in the collection. An appropriate plate will be placed in the chosen book.
3. When staff, a Board member, or a FOL member experiences a life-changing event (death, birth, etc.) PRL may buy flowers, make a donation to an organization (not to exceed \$100) or place a book in the collection in memory of or in honor of that person.
4. PRL may choose to give a small token gift to an individual who has given special service to PRL (e.g. volunteers). This must always be approved by the Director. PRL should be consistent in the values of these gifts.

Pine River Library reserves the right to refuse a donation.

Concerns about the Donations and Gifts Policy must be presented in writing with specifics to the Library Director. Please provide your name and contact information. The Library may amend or supplement this policy from time to time and reserves the right to do so.

Pine River Public Library District

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