

Donations Policy

The library acknowledges the importance of gifts and donations to the Library's future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, equipment, furnishings or real property. These gifts help enrich and improve the Library's resources.

Acceptance of Gifts:

1. Any donations or gifts to the library must be consistent with the library's policies, goals and objectives, and/or master plan.
2. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the library sees fit.
3. The Library Board of Trustees makes the decision as to the acceptance of furnishings and equipment on the advice of the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.
4. The Library Board of Trustees makes the decision as to the acceptance and location of gifts of landscaping items on the advice of the Library Director. The major criterion on which the decision shall be based is the appropriateness and consistency of the proffered gifts to the library's landscape plan.
 1. The Library Board of Trustees makes the decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage on the advice of the Library Director.
 2. Gifts of cash, securities, real property and bequests that support the mission of the Library will be deposited in the appropriate account by the Library Director and who, with the Board of Directors, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.
 3. The Library Director or an appropriate representative of the library will acknowledge all gifts by a personal note to the donor. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree or to his or her family to let them know about the tribute. A letter of acknowledgement goes to the donor as well.
4. The library will not appraise items for tax purposes. Establishing accurate prices can be a complex procedure, requiring a time-consuming search in auction records and price guides, which are not readily available in libraries. Patrons who wish to have items appraised must themselves acquire and pay a professional appraiser.

5. Monetary contributions are added to the Library's donation fund used for the purchase of materials, programs or equipment not included in the normal operating budget approved through the Village of Monticello from public monies.

Adopted June 12, 2018