

GIFT & MEMORIAL POLICY

The Crystal Lake Public Library appreciates donations from individuals and groups. Such gifts enhance the services and facilities available to the community.

I. Gift & Memorial Fund

Donations to the Gift & Memorial Fund shall be two types: restricted and unrestricted.

Restricted gifts, which normally designate the use of the money, shall be part of the Gift & Memorial Fund and shall be spent as soon as possible in the manner agreed to by the donor and the Library Director.

Unrestricted gifts shall become part of the Gift & Memorial Fund. Expenditures from the Unrestricted Gift & Memorial Fund will be by prior Library Board approval based on a specific recommendation from the Library Director. The Library Director is authorized to expend up to \$150 on behalf of the Library for a memorial for a Staff or Board member, a member of their immediate family as defined in our Personnel Policy, or for others especially close to the Staff or Board member.

All interest earned by the Restricted and Unrestricted gifts shall be applied to the Unrestricted portion of the fund.

II. Monetary Gifts

Monetary gifts will be used to enhance Library services. When possible, the gifts will be used in accordance with the stated preferences of the donor, subject to Library policies and needs. The selection of items to be purchased will be made by Library staff. If the donor's stated preferences are inconsistent with Library policy or needs or are not feasible to implement, then the Library Board may decline the donation.

III. Gifts of Personal and/or Real Property

Donations of books, periodicals, and audiovisual materials will be individually reviewed by Library staff, subject to final approval by the Library Director, or by the Library Board where appropriate, before being accepted by the Library.

Donated material may be added to the collection if it meets selection guidelines, fills a need in the collection, is in good physical condition, and/or otherwise enhances Library services. Donated material, not added to the collection, or property may be sold or otherwise disposed of in any manner deemed appropriate by the Library Director or the Library Board.

The Library will not assess the value of donated personal and/or real property for income tax or any other purposes.

IV. Conditional Gifts

Conditional gifts will only be accepted upon the approval of the Library Board.

V. The Legacy Tree

1. The Legacy Tree, established with a bequest from Esther and Percy Lodtz, is a permanent display recognizing the generosity of donors to the Crystal Lake Public Library. The Tree offers friends, families, organizations and businesses a way to memorialize, honor, thank, or acknowledge individuals or events.

2. Donor Recognition

Leaves:	\$500	silver
	\$1,000	brass
	\$3,000	bronze
Plaques:	\$5,000	brass
	\$10,000	bronze

Imprint: Max 3 lines of 20 spaces each (font type 12 pt or 3/16" high)

Donor receives imprinted leaf/plaque when money is actually received by the Library. On-going gifts are accepted and donor recognition level changed, as appropriate. Donations >\$50,000 will be honored in a manner to be determined by the Library Board.

3. Only cash or stock or bond certificate donations are recognized; in-kind donations, or donations of goods, are not recognized on The Legacy Tree. Previous donors will be included on The Legacy Tree when the donation can be documented. Funds given to the Friends/Foundation of the Library will be recognized on The Legacy Tree when those funds are given to the Library.

VI. Miscellaneous

The Library will acknowledge donations promptly by letter.

All gifts are made and accepted with the understanding that the Library has complete discretion regarding their housing and/or care. Gifts may be withdrawn from use, sold, or otherwise disposed of in the best interest of the Library.