

# DONATION GUIDELINES

## FRIENDS OF THE LIBRARY

### YAKIMA VALLEY LIBRARIES

The Board of Trustees and staff of Yakima Valley Libraries highly value the fund-raising efforts of Friends. The resulting donations enhance library services and facilities in many ways. Below are some guidelines and procedures for Friends and the library district to use when considering potential gifts:

#### SUGGESTIONS FOR GIFTS:

Gifts from Friends enable the libraries to complement or supplement their regular services. Gifts should be for a project, program, or special equipment, rather than supplies that the library district would provide as part of the regular budget.

Some examples of appropriate donations:

- Special programs for all ages, such as author visits, musical groups, storytellers, puppeteers, lectures
- Teas, refreshments, open houses to celebrate library occasions
- Special furniture and equipment, such as children's tables and chairs, teen furniture, computers for young children, colorful area rugs, wall hangings
- Landscaping improvements, such as shrubs, trees or outdoor furniture
- Prizes for summer reading or other library activities
- Contributions toward special library book or media collections
- Contributions toward library outreach programs or services, such as outreach to hospitals, literacy programs, detention centers, shelters

#### GIFT ACKNOWLEDGEMENT

Yakima Valley Libraries will acknowledge gifts from Friends with press announcements, plaques, thank-you letters, or other means, as appropriate to the gift.

#### USE OF GIFT

Yakima Valley Libraries reserves the right to discontinue the use of any gift when it is no longer needed or appropriate. The Library district also reserves the right to determine when a proposed gift does not meet its current needs.

#### HOW TO MAKE A GIFT:

- A. First, the Friends and the supervisor for the community library discuss ideas and decide on the gift to be proposed.
- B. The supervisor submits a request to the Community Libraries Manager and the Executive Director for approval, with a copy to the Finance and Operations Manager for the fiscal records.

- C. After the Executive Director has approved the idea, library staff coordinate the gift purchase.
- D. In some circumstances and specifically in the area of purchasing books and/or materials, the library district may have access to special library discounts from vendors. For this reason, as well as audit and financial purposes, it is requested that the Friends make a gift of money prior to purchase, and the library district will make the actual purchase.
- Checks should be made to Yakima Valley Libraries.
  - If the gift is to be used for a specific library, that information should be noted on the check and agreed upon prior to any transactions.
  - Library staff will assist the Friends to complete a Gift and Memorial Form (9.2).
  - The Business Office will notify the Friends when items have been purchased.
- E. If it is determined between YVL Administration and the Friends that the Friends have the opportunity to make a purchase with a better discount than the library district, they may do so and present the item to the Library.

### QUESTIONS?

If you have a question about a specific gift idea or a procedure, just ask!

Approved 2/25/08  
M. Weyhe