

GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

01.06 POLICY – CONTRIBUTIONS

Policy Statement: It is the policy of The Galway Public Library to accept financial contributions from individuals, groups, donor families, and organizations to benefit the Library.

Policy Interpretation and Implementation:

The processing of all financial contributions is as follows:

- A. After receiving the contribution, the Library Director or individual designated by the Library Director will prepare and send a letter of thanks and acknowledgement to the contributor. The value of the donation will be indicated in the letter.
- B. Contributions not designated for a specific purpose by the donor will be deposited into the Library's Capital Fund. The Library Director will record contributions in the receipt log. The Bookkeeper will record the amount of each contribution, the donor, and the account benefitting from the contribution.
- C. Donors may designate their contribution to be used for a specific purpose or deposited in one of the Library's existing accounts (Operating, Story Quilt, Capital...). Any unusual stipulations associated with a contribution must be reviewed and approved by the Board before the contribution is accepted.
- D. Non-monetary contributions The Library has a separate policy with respect to non-monetary contributions, as stated in Section 01-16 of these Policies and Procedures.

I certify our Board of Trustees adopted the above on 19 October 2022

Cate La Barre (PRESIDENT) 10/19/22 DATE