

# **BARRINGTON PUBLIC LIBRARY**

## *Donations / Fundraising / Sales Procedure*

### **Donations**

The Library will accept donations of books, supplies, furniture, cash, securities, or bequests to the library. The library reserves the right to refuse donations of materials it cannot use or support in perpetuity due to insurance needs or specialized housing needs.

Materials, Equipment: Acceptance of donations is at the discretion of the Library Director. The library does **NOT** accept the following items: moldy, tattered, water damaged, or coverless books, old text books, encyclopedia sets over 5 years old, Reader's Digest Condensed books, Harlequin romances, records, cassettes, or VHS tapes, magazines over 1 year old, or outdated computer hardware.

If the Library Director is not present, and the item being offered is questionable, the donor will be informed that the Director will make the decision upon return to the library, and the item will not be accepted pending the Director's approval. The donor's name should be taken along with phone number and all the information on the item being offered, so the Director may contact the person at a later date. Donations of large items such as furnishings or computer equipment will not be accepted without the Director's approval, since these items may have costs attached for disposal if the library cannot use them. It is necessary that any gift which requires or will require special attention, i.e. security, climate control, etc., be given along with an endowment to provide that attention.

All donors should be offered a "Gift Acknowledgment Form" (attached) for tax deduction purposes. This form also lets them know that once the library accepts the donation, it may do as it sees fit with the items. If a donor wishes to stipulate how items are used, they must speak to the Director to make sure the library can fulfill the donor's wish. If the library cannot accommodate the request, the donation will not be accepted. Donations of books should be clearly marked with the donor's name and set aside in the back office for the staff to go through as time allows. All donors of books will be asked whether they would like a cover insert put in the books recognizing their donation. Staff should thank all donors, and large donations may be acknowledged by a letter from the Director.

Cash donations: All monetary donations will be tracked in the cash register and added to the daily deposit. These funds will be deposited in the library savings account until such time as the Board votes on how to use the donation. Cash donations given with restrictions on their use will be managed and expended in accordance with the restrictions. If the Trustees determine that the restrictions cannot be followed, the donor will be so informed and the funds returned. Large monetary contributions will be acknowledged in writing by the Trustees and/or the Director.

Gifts of real property and/or stock will be accepted subject to any applicable laws, and if the conditions attached thereto are amenable to the Board of Trustees. All such gifts must be given to the Board of Trustees specifically, not the Trustees of the Trust Funds for the Town. Personal property, art objects, antiques, etc., will be accepted only on the approval of the Board of Trustees. Optionally, donors can, at their discretion, choose to donate cash, securities, etc. to any of the 501-C3 groups created to support the mission of the library. Acceptance and tracking of these donations will fall solely under the purview of the non-profit entity accepting the donation.

Shielding Clause: The library is required by the NH Right to Know law to reveal the names and amounts donors have given if that information is kept on file, but the Library Board chooses to shield donors personal information from such requests in order to maintain the privacy of personal information such as address, phone, e-mail, or other such information which could be used to locate or harass donors.

## **Fundraising**

### **Friends of the Library**

The library will help the Friends of the Library and Barrington Public Library Foundation in their endeavors to raise money for the library by selling raffle tickets, posting information about plant sales or other fund raisers, and keeping the money raised through these endeavors separate from other receipts. All funds from Friends and Foundation functions belong to the Friends group or Foundation and will NOT be added to daily library income tallies.

### **Fundraising Events Offered Through Private Companies**

Should the library elect to participate in fundraising programs offered through a private sales company, the following rules will apply:

- The library will either get cash back from sales of items, or “in-kind” products from the company if the materials fit the collection needs of the library. Examples would be books, music CDs, audio books, magazines, and any other media the Director considers valuable to the collection.
- The library must have the requisite space and staff time needed to hold the fundraising event, as determined by the Director and Board of Trustees.
- If the seller decides to leave product out in a public area for display to attract buyers, the library will NOT be held responsible for any theft or loss that may occur.
- The library may request a seller to be at the library during busy times in order to take orders and money when staff has other duties to attend to.
- The library has the right to deny any fundraising event offered.

### **Book Sale**

Book sale items are found in the computer area on three sets of shelves and in the hallway. Items will be sold on a per donation basis with a minimum donation of 25 cents. Book sales may also be held at the polls on voting days and in conjunction with the Friends annual plant sale. Funds will be deposited into the library miscellaneous funds bank account. Should the Friends group run a sale at Voting Day and do all the work; funds from that sale will be deposited into the Friends bank accounts.

### **Bag Sale & Art Sales**

The library has imprinted BPL tote bags for sale; they are housed under the circulation desk. All funds to be deposited into the library misc. checking account. Those displaying art must agree to a minimum 25% donation of any sales to the library in order to post prices. See the full exhibit display policy for details.

### **Historical Society Material Sales**

The library sells some Historical Society materials as a service to the Historical Society. The materials are kept in the file drawer under the circulation desk. There is a file folder in the cabinet with a list of prices of the materials available. Proceeds from Historical Society book sales are kept in this folder; and representative from the Society will periodically come by to pick up funds and leave change. These funds are **NOT** to be added to the library’s daily income sheet.

No other fundraising events, or solicitation, by non-profit groups are permitted in the library, or on library grounds. The library may choose to partner with another non-profit for a joint fundraiser which benefits both parties.