



Gifts Policy

Purpose:

The Kling Memorial Library welcomes gifts. These gifts help enrich and improve library resources and further the library's mission. The following policy provides guidance for the acceptance and management of gifts and donations and ensures responsible stewardship of donated resources.

Policy:

Monetary contributions are accepted by the Library Board of Trustees and, under its direction, allocated to the budget line that best serves the mission of the library. The funds are then treated like the general library budget and selection occurs based on the Collection Development Policy, Technology Plan, and Long Range Plan. Donors may request that funds be used for a specific purpose, but the Library Board of Trustees has the final decision on whether to accept the gifts with stipulations based on the needs of the missions and goals of the library.

The library does not accept all donations. A decision on whether to accept a gift of items, materials or programs will be made by the Library Director based on the Collection Development Policy, Technology Plan, and Long Range Plan. The Kling Memorial Library reserves the right to decline any gift which does not further the mission or goals of the library, would result in the incurrence of excessive expense of library funds, or would create barriers to access or unequal access for the community. The Library Director will determine how gifts will be used and how and when they will be disposed of by the library. The Kling Memorial Library will not place a monetary value on gifts.

Bequests and memorials can also be directed to the Kling Memorial Library Foundation which has been established as a 501c(3) group to support the library and provide an additional revenue stream to enrich library services for the community.

Gifts and contributions to the library will be acknowledged appropriately. Contributions designated for special projects may be recognized in connection with those projects. Memorial books may include a commemorative nameplate.

Adopted: April 10, 2014

Revised and Adopted: May 14, 2026