

Monetary Donations to the Kimball Library and Acknowledgements

The Library is very grateful for the financial generosity of community members and organizations in support of the Library overall and of specific collections, programs or initiatives. Per RSA 202-A:4-c, financial donations to the Library require a vote to accept the gift by the Board of Library Trustees. Annual gifts must be accepted each calendar year.

All aspects of the library's facility, collections, programs and services represent the Kimball Library. Therefore, collections, programs or spaces shall not be named for individuals, organizations or corporations. The Trustees may make exceptions for major capital campaigns such as a building project.

Once a monetary gift has been accepted by the Trustees, the details of expenditure is determined by library staff with the appropriate expertise. For example, if a gift is made to purchase circulating materials, library staff select the titles. Similarly, if a gift is made to sponsor a program, library staff determine the performer, timing, venue, publicity, introduce the program and handle all other details. Once accepted, the intent of any gift will be honored with the understanding that once a donation is made, the donor plays no active role in the manner or details of how the gift is used.

Acknowledgements:

Acknowledging a gift may occur in a number of ways at the Library in addition to a letter of appreciation. For example, circulating items may have a book plate installed to acknowledge a donor or an item given as a memorial. For programs, the generosity of the donor can be acknowledged in library publicity and when staff introduce the program. If a donor does not wish to be thanked publicly, their preference will be respected.

Beyond the specific requirements above, the Library follows the general guidance contained in the town's policy regarding donation acceptance in the areas of signage acceptance, types of recognition and donation recognition guidelines:

- Any expected signage must be considered as part of the Trustees' acceptance of the gift and must include specific details regarding the sign such as size, text, graphics and material.
- The sign must fit aesthetically within library surroundings. The visual focus will be on the gift, not recognition of the donor.
- The cost and installation of the original sign and any replacement are the donor's responsibility. This will be stipulated by the Trustees in their acceptance of the gift.
- In consultation with the donor, a removal date or timeframe will be determined by the Trustees at the time of acceptance.
- The Library reserves the right to remove and not replace a sign that has become damaged in any way including by time.
- The location of any signage (permanent or temporary) is at the Library's discretion.
- Per town policy, only one sign may be placed at a municipal address.

If you are interested in donating to the Library, please contact the Director or Trustee Chair. The Kimball Library enjoys wonderful community support.

Note: Depending on the size and intention of the gift, the Friends of the Kimball Library, a 501c nonprofit organization may be the appropriate vehicle to receive gifts of cash in support of a specific program. You may also donate directly to the Friends.

Approved by the Board of Library Trustees on November 14, 2023