

Supplemental Services Fund

Peru Public Library

Introduction

The Peru Public Library welcomes financial contributions supportive of the library's mission, programs and services. Support of this kind is essential to the library's future, allowing the library to keep pace with the community's needs for services, space, resources and opportunities for cultural enrichment.

In 2002, the library created the Supplemental Services Fund to support the future of the library. The Supplemental Services Fund supports and promotes a permanent endowment fund to accept contributions, memorials and gifts for the long term benefit of the Peru Public Library. Generally, the Supplemental Services Fund is used to purchase special items for the library, such as artwork or furniture. However, the board reserves the right to use the Supplemental Services Fund as necessary to financially support the library.

The Peru Public Library is a legally established public library district under Illinois Compiled Statutes (75 ILCS 16/ *et seq*). Under Illinois law, the library board is authorized to accept donations of books and other material, cash and other monetary donations (75 ILCS 16/30-75). Financial contributions may be made to the library's supplemental services fund.

The library board reserves the right to accept or decline any financial donation. Once accepted, a donation becomes the sole property of the Peru Public Library. The library board reserves the right to decide upon the disposition of all financial donations received. However, suggestions for designations of donated funds shall be considered.

Financial Donations

Donors may earmark monies for the purchase of specific materials, supplies, equipment, furnishings, and other items according to the library's needs. These donations are restricted or specified donations. Donors may also request that the Peru Public Library select the appropriate use of a monetary donation. This is an unrestricted or unspecified donation. Regardless of restricted or unrestricted, all financial donations are used to support the mission and services of the Peru Public Library.

Recognition Program

The Peru Public Library formally thanks each donation. All financial donations made to the Peru Public Library are acknowledged by a letter of thanks. Receipts for cash contributions shall be provided upon request.

In addition to the formal acknowledgement, the library identifies items purchased with specified or restricted donations with the addition of a label or plaque.

Procedures & Guidelines

The Library Director accepts inquiries about monetary donations.

The library board reviews all substantial donations for action. The Library Director provides a copy of the Financial Donation Form to potential donors. Upon receipt of this completed form, the donor information shall be placed on the next board agenda.

The library board reviews all substantial donations to determine accepting or declining the donation. Each acceptance shall include a description of how the donation benefits library patrons. Such benefits may include increasing literary awareness, ongoing building needs, expanding a collection, promoting cultural and historical interests of the Illinois Valley community, raising awareness of the arts or increasing access to equipment and other materials.

Adopted 10 November 2011
Revised 8 June 2017

Financial Donation to the Peru Public Library



Peru Public Library		1409 11th Street, Peru, Illinois 61354
Donor Name	Street	City/State/ZIP
Contact Person (if different from Donor)	Telephone / E-mail	
The Peru Public Library receives this donation as a gift. The owner or his agent gives, assigns and conveys finally and completely, and without any limitation or reservation, the donation described below to the Peru Public Library and its successors and assigns permanently and forever.		
Description of Donation		
Credit Line		
Signatures		
Donor _____		Date _____
Printed Name		
Library Director _____		Date _____
Board of Trustees Acknowledgment _____		Date _____
Conditions Governing Gifts		
<ol style="list-style-type: none"> 1. All gifts are outright and unconditional unless otherwise noted upon this gift agreement. 2. Gifts to the library may be deductible in accordance with provisions of federal income tax laws. 3. The donor name on this form has not received any goods or services from the library in return for this gift. 4. Appraisals by library staff are not permitted. 5. The Peru Public Library gratefully acknowledges your gift. 6. Please indicate in CREDIT LINE how you would like to be acknowledged in any publicity regarding this donation. 		