

Fundraising and Donations

Approved January 2020

The Liberty Lake Municipal Library Board of Trustees realizes the importance of fundraising and donations in forwarding the goals and objectives of the library. To ensure that all fundraising projects and handling of donations are done in a manner that provides a level of consistency and meets all legal requirements, the Board declares as a matter of policy that:

As a department of the City of Liberty Lake, the library will follow Ordinance No. 168(A), "Establishing Criteria for Accepting Donations for Parks, Facilities, and Recreation Programs."

Acceptance of Donations of Cash or Tangible Items

1. The Library Director will review the acceptability of any donation and determine if the benefits to the library are appropriate and acceptable under all city rules and regulations, and applicable federal and state law.
2. Evaluation criteria may include:
 - a. Consideration of any immediate or initial expenditure required in order to accept the donation
 - b. The potential and extent of the library's obligation to maintain the donation
 - c. The community benefit derived from the gift or donation
 - d. Current criteria used for purchasing library collection materials and equipment
 - e. Current needs and standards of the library
 - f. The ethical appropriateness of the donation
3. The City Council shall maintain the final authority to accept or deny any gift or donation.

Types of Donations

1. Cash gifts or donations \$500 or less may be reviewed and accepted by a supervisor (i.e. Library Director) and approved by the Mayor or City Administrator.
2. Cash gifts or donations over \$500 will be referred to the City Council.
3. Donations of real or personal property valued under \$500 may be accepted by a supervisor (i.e. Library Director) and approved by the Mayor or City Administrator. Such donations will be brought before the City Council at their next regularly scheduled City Council Meeting, under the City Administrator's report to Council section of the City Council Agenda.
 - a. Real or personal property includes but is not limited to:
 - i. Equipment, furniture, books, DVDs and other library materials, land

Right to Deny

1. The library reserves the right to deny any donation if, upon review, acceptance of the donation is determined not to be in the best interest of the library. The City Council maintains the final authorization to accept or deny any donation.
2. The library reserves the right to dispose of any donations that are given to the library unless directed otherwise by the donor.
3. Materials not added to library collections may be used for programs or given to other local organizations such as schools, senior centers, or Friends of the Library groups.

Receipts & Acknowledgement

1. The library will use the City of Liberty Lake Donation Form, which for IRS purposes will serve as written acknowledgement of the donation.
2. The library is not responsible for any public or formal acknowledgement of donations. If such a response is called for, the City, FOLLML, or Foundation will take action.

Fundraising

1. Liberty Lake Municipal Library and its Board has no organized fundraising role.
2. The non-profit organization, Friends of the Liberty Lake Municipal Library (FOLLML) and the Foundation are primarily responsible for ongoing fundraising efforts.
3. The Library Director may inform the FOLLML and Foundation of the needs of the library and ways that these organizations may help achieve library goals and objectives.
4. In their roles as fundraisers, FOLLML and Foundation are solely responsible for managing the fundraising effort, to include the scope of fundraising, how the money is managed, how, when, and to what general area the funds are dispersed, how the fundraising is advertised and how donors are recognized for their contributions when appropriate. Neither the Library Board nor library staff play any role in the above-cited management tasks.

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