

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	INDEX: B-13
TOPIC:	Donor Recognition Program	PAGE: 1 of 1
DATE:	September 2002	REVIEWED: December 2010 REVISED: February 2018

Purpose

The Donor Recognition Program was created to thank donors, to encourage others to give, and to enhance relationships between the Lincoln Public Library Board and its donors. Every effort will be made to ensure that recognition is meaningful, appropriate for the donation and done in a timely manner.

Policy Statement

1. Charitable donation receipts will be issued only for donations \$25 or more or for new materials with a proper receipt in accordance with government guidelines. Receipts for donations of less than \$25 shall be issued at the donor's request.
2. Financial gifts of \$25 or more and other gifts of significant value shall be acknowledged with a thank you letter signed by the CEO. If appropriate, the CEO or Board Chair may acknowledge the donation with a personal telephone call.
3. Donors may be invited to participate in library activities and special events, as appropriate.
4. Donors and donations may be highlighted in Lincoln Public Library publications or on its website. Donors reserve the right to remain anonymous. In lieu of including a name on any public listing of donation, "Anonymous" will be inserted.
5. Bookplates may be placed in solicited and unsolicited books upon request. A special bookplate may be made for memorial gifts.

Related Policies: B-12 – Gift Acceptance

B-14 – Planned Giving

B-15 - Sponsorships