

## **Gifts (Monetary)**

### **1. Records Kept**

The Treasurer will maintain a Public Memorial Book that includes the donor's name, the nature of the gift and, if applicable, the name of the individual memorialized. The Public Memorial Book is available at the Jordanville Public Library.

### **2. Condition of Acceptance**

A. Monetary gifts will be accepted. All gifts shall be made without attached restrictions or limiting conditions and may be used for purchases of general expenses.

B. Monetary gifts will be formally acknowledged with a thank you note written by the Library Board's Secretary. Donors' canceled check will be considered receipt for income tax considerations, which lie with the donor.