
Mission Statement

The Charlevoix Public Library provides inspiration, information, and education for the community.

The Charlevoix Public Library adheres to the State of Michigan, Gifts and Donations – Act 136 of 1921. The Charlevoix Public Library encourages the interest and involvement of citizens and organizations through contributions of book or non-book materials, real or personal property, gifts that will enhance the physical environment of the library, and bequests, trusts, or other donations of monetary value.

Books or other library materials

- Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted, provided they meet the library's selection policies and procedures.
- Materials that do not meet the library's selection criteria will be disposed of at the discretion of the library. Items not added to the library's collection may be sold at the Friends of the Library sale.
- Accepted gift items will be integrated into the regular library collection in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.
- Upon a donor's request, a gift bookplate will be affixed to those materials accepted by the librarian.

Event or program

- Donations of monies may be accepted by the library for use of a program or event.
- Once funds are received, the programming staff will work with the donor to come up with a suitable timeframe and subject matter of the program/event. The planning and implementing of the event is at the sole discretion of the staff.
- Donations of \$5,000 or more for an event will be offered a naming opportunity. Once funds are received, the donor and director will agree upon verbiage for the naming, which would then be approved by the Board of Directors.

Art donations

- Authorization to accept art gifts lies with the Board of Trustees. The Art Committee, as defined by the Board, may make recommendations on the acceptance or refusal of such gifts.
- Circumstances under which a gift may be refused include but are not limited to: 1. the cost to manage the asset will exceed the benefit of the gift, 2. the gift is not the appropriate size, or 3. the gift or gift purpose does not meet the mission of the library.
- Art gifts are subject to appraisal by an appraiser approved by both the library director and donor and paid for by the donor.

General

- Naming opportunities within the library are available for monetary donations at or above \$15,000. The donor and director will agree upon verbiage for the naming, which would then be approved by the Board of Directors. All nameplates are to be purchased through the library.
- Endowed gifts must meet the mission of the library and be accepted by the Library Board of Trustees. Money that is to be endowed will be deposited at the Charlevoix County Community Foundation.
- The Library director will assist patrons in devising a planned giving statement to direct funds so the planned gift meets the mission of the library. The library will accept no gift unless it is freely given so that the library may use the gift as it sees fit. The library board reserves the right to make the final decision on the disposition of any gift.
- All donations (money or materials) become the sole property of the library. The library may or may not put materials into the collection based on their physical condition and usefulness to library patrons. The library is not obligated to keep donated materials for any designated length of time.
- The library will not appraise items for tax purposes. The library will provide, on request, a receipt to the donor for the gift.
- The library retains documentation of donations that exceed \$1,000 for seven years. Documentation of art donations over \$ \$ 1,000 will be kept permanently. The Library Board of Trustees will be notified of the disposal of items where value exceeds\$1,000. It will be discussed at the following board meeting.
- A personal note from the librarian to the donor shall acknowledge all gifts.