

THE WAUKEGAN PUBLIC LIBRARY WELCOMES YOUR GIFTS!

Thank you for thinking of us. We encourage and accept private support of the library. Your gifts allow the library to enrich its services by supplementing the operating fund for special projects, collections and/or programs. Your gift may honor or memorialize a donor, family member or friend, and at the same time, contribute to the cultural enrichment of our community.

Gifts to the Waukegan Public Library are tax-deductable as provided by law. In addition to making direct library donations, you may direct your gift to the Waukegan Public Library Foundation, a 501(c)(3) organization. All donations must be accepted by the Waukegan Public Library Board of Trustees or Executive Director, as described below.

To encourage private support and to ensure that all gifts are appropriate to the Waukegan Public Library's mission, please follow these guidelines:

- If you or your company wishes to donate money, please consider unrestricted gifts.
- Any restrictions on gifts (donations of money, books, periodicals, audio-visual/ technology materials or art work) must be submitted in writing and approved by the Executive Director.
- Gifts of books and other materials will be accepted on the condition that the Library may place, display, acknowledge, and/or sell or dispose of such material at the Executive Director's discretion.
- Gifts of money over \$20,000, real property, and/or stock must be approved by the Board of Trustees. Non-cash gifts will be converted to cash as soon as possible.
- The Library does not evaluate or document the worth of gifts for tax purposes.

All donations will be gratefully recognized in an appropriate manner including, but not limited to: recognition in Waukegan Public Library publications, book plates, special plaques, named gift opportunities, or donor recognition events.

The Waukegan Public Library and its Foundation adhere to all rights listed in the "Donor Bill of Rights" developed by the Giving Institute (formerly the American Association of Fundraising Council (AARFC)), <http://aafr.org>.

Policies that are required by statute are automatically amended to reflect any changes in said statute.

Website of the Waukegan Public Library
Revised and maintained by:

Richard Lee, Executive Director

Send comments to richardlee@waukeganpl.info