

5.1.1 – Appropriation of Memorial and Honorary Gifts

Effective: August 20, 2021

Last Reviewed: August 6, 2021

A. Purpose

To expedite the use of certain donations when they are designated as memorial or honorary (in-the-name-of) gifts given through the Jacksonville Public Library Foundation or directly from a donor.

B. Gifts From the Jacksonville Public Library Foundation

All financial gifts to the Jacksonville Public Library from the Jacksonville Public Library Foundation which are given with the intent of adding physical or digital materials and content to the Library's collection, and which are given in-the-name-of, in memory of, in honor of, or with the express intent of acknowledging an individual or group, shall be appropriated into the **Board Trust - Honor Book** account upon receipt. Neither the BOLT's Finance Committee nor the full BOLT shall be required to take additional action to enable library staff to encumber or spend such gift funds.

C. Gifts Directly to the Library

Financial gifts matching the description provided in Section B, above, but which are given directly to the Library, shall follow this policy for appropriation.

D. Reporting

Library staff shall report to the BOLT and to the Board of Directors of the Jacksonville Public Library Foundation monthly the gifts received to, allocated within, and expended from the Board Trust - Honor Book account.

Associated Policies:

- N/A

Relevant Legislation:

- [Ord. 90-102](#)