

Financial Gifts and Gift Form Instructions:

Include copy of form

Gift Form: For when patron walks in with financial donation in check form

1. Complete form and attach check.
2. Submit to Admin for deposit.
3. If the gift is a directed purchase of specific materials, make a copy of the form and forward to the appropriate selection team:
 - a. Children's – Olivia
 - b. Fiction – Sara
 - c. Large Print – Elizabeth
 - d. Museum Passes – Valerie / Lucy
 - e. Music/Video – Jamie
 - f. Non-Fiction – Kath / Jocelyn / Andrea
 - g. Teens/Young Adult – Meghan
4. Once items are selected, the selection team will forward to Collection Services for bookplate.
5. Collection Services will track and report on gift acquisitions.
6. Completed form with selected materials noted is filed in Admin

Admin

1. Make a copy of the letter, card, or form for the Gift paper files.
2. Enter donor information in the Eleo database. The database record of the donation includes full names and addresses of donors, the amounts, date of check, date entered into MUNIS, the purpose, dates of thank you mailing, who should be acknowledged (and date acknowledged), and any special instructions.
3. Donations are entered into MUNIS and sent to Accounting every Thursday morning. Checks are stamped "For Deposit Only Town of Reading 32 Treasurer" on the back and details recorded on Cash Drop spreadsheet. While awaiting deposit, checks are kept in the safe at Borrower Services to

be included with other weekly cash drop receipts. Cash drops must be approved by Amy, Michelle, Jamie, or Andrea.

4. Gifts are entered into the General Gift Fund, unless noted otherwise.
5. Meaghan creates thank you cards to donors when the check has been sent to Town Hall for deposit. These are usually signed by Amy, but may also be signed by Michelle.
6. As needed, Meaghan creates an acknowledgement card to the family of the deceased noting a gift but not the amount. These are usually signed by Amy, but may also be signed by Michelle. Like thank you cards, acknowledgement cards are also prepared when donation funds are deposited. Selecting materials may take time. Currently, families are not generally notified of bookplates or specific material selections.
7. Card templates are located on the S: drive under Div-Administrative/Gifts-Donors-Cards/Thank you/TY Cards or Acknowledge.