

Memorial Gift Information  
(please print all information)

Complete name and mailing address, including ZIP code of person(s) making gift:

Complete name of the person being honored or memorialized:

Reason for gift (in honor, birthday, thank you, memorial for deceased):

Suggested use of donation:

Name and complete address, including ZIP code, of person to be notified of gift:

Amount of donation:

Check      Cash      Please bill me  
Check #

*Please note that when choosing "bill me," the order will not be placed until the bill is paid.*

**Thank you for your gift!**

Cuba  
Circulating  
Library

GIFT AND  
MEMORIAL  
GIVING



39 East Main Street  
Cuba, NY 14727  
(585) 968-1668

## GIFT AND MEMORIAL PROGRAM

Giving a gift to the Library in the name of a friend or relative becomes a lasting tribute to that special individual. Your gift may honor someone on their birthday or anniversary or you may make a gift in memory of the deceased. Giving a gift also enables the Library to acquire material needed to serve the community.

The Cuba Circulating Library is a non-profit, charitable organization under Section 501 (c)(3) of the Internal Revenue Service code. Gifts made to the Cuba Circulating Library are usually tax exempt for the donor.

### HOW MUCH DOES IT COST?

Your gift may be large or small. Your gift can be used to buy a book, audio-visual material or periodical subscription. Your gift may be added to the Endowment Fund, which, as it grows, will add income to the Library. The amount of the gift is up to you.

### HOW DO I KNOW WHAT TO GIVE?

You can suggest a book or material on a particular subject.

You can make a selection from materials already ordered or received.

You can make a donation to the general Memorial Fund for purchase of materials.

You can make a donation to the Endowment Fund. Gifts of \$100 or more go into this fund.

You can ask the librarian what is most needed at the present time in either the adult collection or juvenile collection.

### HOW IS THE TRIBUTE RECOGNIZED?

A bookplate is placed in or on the front of the item selected, giving the name of the person being honored and the name of the donor.

The honoree or his/her family receives an acknowledgment.

The gift is recorded permanently in the *Gift and Memorials* book.

The gift is listed in the *Patriot* newspaper.

The donor receives an acknowledgment.

### HOW DO I MAKE MY DONATION?

Please complete the form on the back and mail or bring it to:

*Cuba Circulating Library*

*Memorial Fund*

*39 East Main Street*

*Cuba, New York 14727*

Make checks payable to: Cuba Circulating Library, and indicate name of honoree or deceased on memo line.