Questionnaire – Treasure Hunt
Score your library from one to ten.

1. We know how much it costs to manage donations:
   a. Staff time: Employees, supervisors, and managers
   b. Space: Utilities, cleaning, value of “real estate”
   c. Supplies, postage, printing, shipping, disposal
2. We have a current inventory and know what it is worth.
3. We have written, enforced policies regarding the handling of donations.
4. We have written financial goals and deadlines.
5. We have a person in charge.
6. We have a qualified person to manage our donation project
7. We have written orientation, guidelines, and evaluation for volunteers.
8. We have written guidelines for handling cash.
9. We have written policies for handling money that is raised by the sale of donations.
10. We have outside auditors who review donations and sales, including periodic, unannounced audits.
11. Our policies have been reviewed by our legal counsel.
12. We have means to evaluate the donation process each year and to make changes in policies and procedures as needed.
13. We ensure that there are no conflict of interests regarding how library trustees, staff, or volunteers benefit from the gifting or sale of donations.