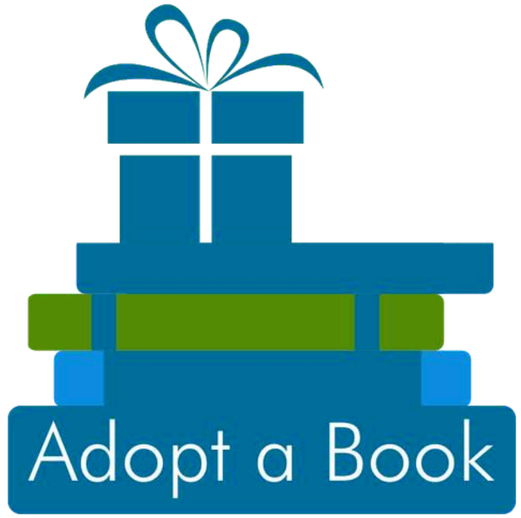
ADOPT A BOOK, FORGIVE A FINE



PUBLIC LIBRARY PROGRAMS THAT INVITE GIVING

Loutit District Library

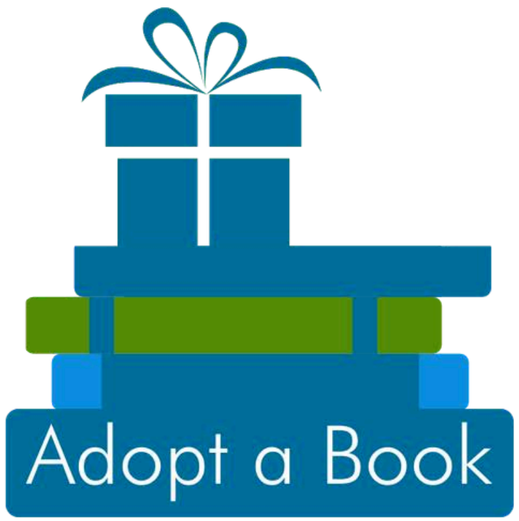
Presented by:
Allison Boyer, Head of Youth Services
Loutit District Library, Grand Haven

Why Invite Giving?

- People like to support libraries in small ways
  - Not everyone can afford large donations
- People like to help others
- People like to support local businesses but…
  - People also like convenience

Loutit District Library

Adopt A Book





Kindness Month

ADOPT A BOOK

November 20 - December 24, 2026

Give the gift of books each holiday season to help our permanent collection grow!



Purchase a book from The Bookman bookstore or online through our Amazon wishlist, and it will be automatically donated to the library for our community to enjoy.

How It Started



2004-2014:

- Christmas Tree with paper ornaments

2014:

- No tree
- Books available for purchase at local independent bookstore
- Online Amazon Wish List

Adopt a Book

Today

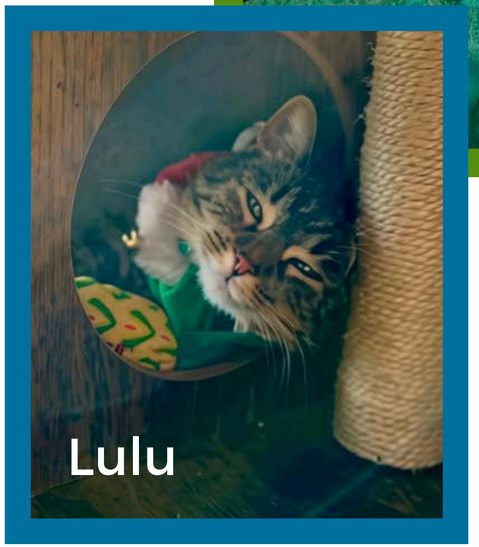
More than just books!

- Puppets, vinyl records, video games, and more!

Three ways to adopt an item:

- Display at The Bookman
- Amazon Lists
  - Adopt a Book
  - Adopt a Craft Supply
  - Adopt a Makerspace Supply
- Bookshop.org Wish List





Adopt a Book

Schedule

- **All Year**
  - Selectors collect ideas
  - Youth and Adult Dept. heads monitor Amazon list
- **September**
  - Confirm with local bookstore
  - Review Amazon list
  - Begin spreadsheet to collect wish list ideas
- **October**
  - Information to marketing
- **November (Middle)**
  - Library staff pick books from local bookstore's shelves for in-store display
  - Give copies of donation form and display sign to the bookstore

Adopt a Book

Schedule cont.

- **November - December**
  - Pick up books purchased from bookstore weekly
  - Send fresh eyes to refill bookstore display
  - Process donation forms
  - Monitor shipments for donations through online wish lists
- **January**
  - Monitor online lists for items that have not arrived
  - Document and share stats
  - Send thank you letters to people who adopted books
    - Send letters to any honorees

Adopt a Book

The Process: The Bookman



1. Donor selects the book(s) from the physical display
2. Purchase items and fill out donation form
3. Library staff regularly pick up items and forms

The Bookman
Books • Toys • Gifts and More

Adopt a Book

The Process: Online Orders

1. Donor selects the item(s) from the online lists
2. Purchase items
    a. option to include any honoree information
3. Items ship to library

amazon

Bookshop

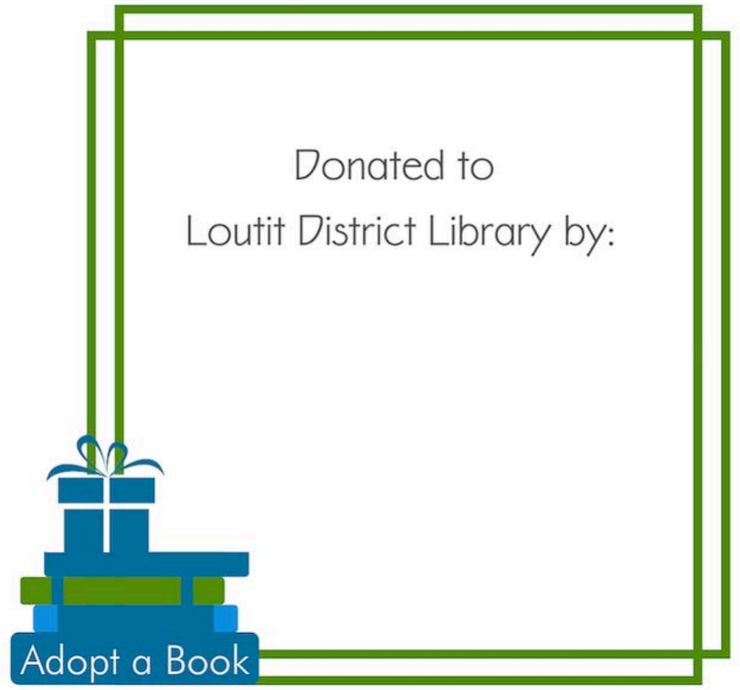
Adopt a Book

The Process: Staff Side

1. Incoming items go through program coordinator
2. Spreadsheets updated with donors and honorarium/memorial names
3. Items given to selectors to review
4. Items go through catalog and processing

Documents:

- Spreadsheet
- Donation Form
- The Bookman Display Sign
- Bookplate
- Letter Templates
  - Thank you
  - Honoree notification



Popular with Donors

Youth Books

- Classics
- Popular characters
- Anniversary editions
- Hobbies
- Holiday
- Michigan
- Religious

Adult Books

- Cookbooks
- Popular fiction
- Biography
- History
- Religious
- Fun niche themes

Adopt a Book

The Numbers

Items adopted in 2025: 242

- 182 Youth
- 60 Adult
- 163 from The Bookman
- 79 from Amazon

Adopt a Book

There are **898** Adopt a Book items on our shelves.

Of those, **659** are youth materials.

KINDNESS MONTH

February 1st - 28th

Contribute to an entire month of community and connection by performing random acts of kindness!

Loutit District Library

Sponsor the replacement of lost, or damaged library items, donate to our Essentials Micro-Pantry, and attend kindness-themed programs all month long.

Opportunities for Giving:

1. Sponsor a book in billing by paying the cost of its replacement
2. Quietly donate to the micro pantry
3. Contribute to a sense of community and encourage a culture of giving

Loutit District Library



The heart of this program is to create a sense of community and encourage a culture of giving.

- Started February 2021
- Occurs every February
- Staff shirts



Loutit District Library



Continues to Grow:

- Micro Food Pantry includes essentials
- Knitting group donates scarves and hats
- **Opportunities to sponsor books:**
  - Birch Tree Ornaments
  - Amazon Wish List
  - Bookshop.org
- **Kindness themed events:**
  - Crafts to share
  - Storytimes
  - Yoga

Loutit District Library

Schedule

Early January:

- Run a report of items in billing October or later
- Share with selectors to pick books that are the most vital to replace
    - Selectors decide most cost effective option to order from:
        - Amazon
        - Ingram
        - Specialty sources

Mid-January: Create ornaments

February 1st:

- Trees are put up and decorated with ornaments

Schedule

February:

- Monitor trees and online lists, restock as needed
- Order sponsored items weekly from appropriate vendor

March:

- Monitor shipments and lists for final arrivals
- Email patrons who’s fines are cleared by a sponsored book
- Mail thank you letters to sponsoring patron

The Process: Tree Ornaments



1. Ornaments have picture, title, author, and price of item
2. People bring ornament to Check Out desk to pay and fill out donation form
3. Ornament and form are given to the coordinating staff person and spreadsheet updated
4. Notations are made for bookplate for Cataloging
5. Item is removed from billed patron's account

Loutit District Library

The Process: Tree Ornaments



Staff Documents:

- Spreadsheet
- Canva ornament template
- Kindness donation form
- Donor thank you letter
- Kindness Month Bookplate

The Numbers

There are 289 items on our shelves that were sponsored during Kindness Month.

Items sponsored in 2025: **87**

Items sponsored in 2026: **65**

Lessons Learned

- Ornaments are a lot of work - buy them pre-cut.
- Be open to adjusting dates:
  - We changed the start date of Adopt A Book based on a suggestion from The Bookman.
  - We have kept the micro pantry up all year long in 2026 to help meet community needs.
- Add names and book plate information on spreadsheets instead of passing around the donation forms.
- Include donor and honoree names in a note field only staff can see.

How Can You Invite Giving at Your Library?

Questions?

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