



Huron Public Library
333 Williams St.
Huron, Ohio 44839
(419)433-5009

Huron Public Library Memorial Form

The Huron Public Library gratefully accepts memorial donations. The donation may go into the General Fund or be put toward a specific department. Please complete the following form and then take the form to the Circulation Desk or send it to the Library by mail or as an email attachment to huron@huronlibrary.org. You are welcome to contact us with any questions.

Once a staff member has received the donation, letters will be sent to the family with notification of materials selected for memorial plaques.

Average cost for a Children's book is \$25.

Average cost for an Adult book is \$35.

Checks may be made payable to the Huron Public Library

In memory of: _____

Family's Name **(REQUIRED)**: _____

Family's Address **(REQUIRED)**: *If a name and address are not provided, a notice will not be sent to the family.

Donor's Name: _____

Donor's Address: _____

☐ Children's (\$25*) ☐ General Fund Suggested Topics: _____

☐ Adult (\$35*) ☐ Other _____

*Suggested prices _____

☐ Date: _____ Staff Initial: _____ Donation Amount \$ _____ check # _____ Receipt# _____

☐ Date: _____ Staff Initial: _____ Fiscal Officer

☐ Date: _____ Staff Initial: _____ ☐ Youth Service ☐ Adult ☐ Other

☐ Date: _____ Staff Initial: _____ Letter A Sent (Donor Thanks/ Title Notice)

☐ Date: _____ Staff Initial: _____ Letter B Sent (Receipient Title Notice)

☐ Date: _____ Staff Initial: _____ Added to Memorial Database

☐ Date: _____ Staff Initial: _____ Newsletter _____

STAFF USE ONLY

