

PAULINE HAASS PUBLIC LIBRARY

POLICY: Donations and Gifts to the Library

Adopted by Library Board: August 21, 2024

The Pauline Haass Public Library Board of Trustees welcomes and appreciates donations and gifts from individuals, businesses, corporations, foundations and other community organizations. This policy was developed to ensure fair and equitable treatment of all gifts and donations, and to provide guidance to those who wish to support the library through monetary or material contributions.

Contents

Authority.....	1
General Regulations.....	1
Types of Donations.....	2
Acknowledgment of Gifts and Donations.....	3

Authority

According to the Wisconsin State Statutes s. 43.58 (Power & Duties), “the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund.” The Library Board of Trustees designates the Library Director to administer and manage contributions.

General Regulations

- The Library Board of Trustees will accept gifts and donations in a manner that benefits and enhances the library’s mission and is consistent with the library’s service goals.
- Gifts are accepted with the understanding that no restrictions will be applied to the gift, except those expressly defined and approved by the Library Board of Trustees.
- The acceptance of gifts does not constitute or imply endorsement by the Trustees of any service, product, or business of the donor.
- Any gift to the library will be viewed as an addition or supplement to, not a reduction of, the library’s operating budget.
- Gifts and donations may be refused if the expenditure of library funds is necessary to make the gift item usable, or if they result in ongoing operating costs to PHPL such as staffing or special maintenance.
- Once an item is accepted, the item becomes the sole property of the library and may be handled in any way the Library Board of Trustees deems appropriate, including donating them

for resale to the Friends of the Library or discarding them if conditions warrant without notification to the donor.

- Donations are tax deductible to the extent provided by law. Library staff cannot place a value on donated items but upon request will provide a donation slip at time of intake of items. It is the responsibility of the donor to determine the tax implications of a donation.
- Donor, sponsor and/or partner names are public information unless the donor requests anonymity.
- Gifts and donations shall be handled in a manner consistent with PHPL's Collection Development Policy.
- The Library Board of Trustees reserves the right to accept or refuse any gift or donation.
- No solicitation of funds may be undertaken by any outside or independent party on behalf of the library without the prior approval of the Library Board of Trustees.

Types of Donations

MONETARY GIFTS

- Monetary gifts may be used to purchase materials, to support programs or services, or in other ways the Library deems appropriate. When monetary gifts are intended for the purchase of materials, staff will determine what to purchase using the same criteria for all other purchases.
- Donors may request that a monetary gift be applied to an existing library initiative, department, or line item in the library's budget. Final decision rests with the Library Board of Trustees to determine the most appropriate use of the funds.
- Monetary gifts may be designated as memorials. A gift plate may be placed in items purchased as memorials.

MATERIALS (OR IN-KIND DONATIONS)

- A variety of new or gently used books and multimedia are accepted. Materials donated to the library are not automatically added to the collection. The items are reviewed by staff responsible for collection development according to the Collection Development Policy. Specific criteria include space constraints in the library, duplication of existing collection, publication date, physical condition, need, and appropriateness to the scope of the library's collection.
- Items are accepted with the understanding that they may or may not be added to the collection, used in library programming, given to the Friends of the Library for resale, or disposed of in another manner deemed appropriate.

PERSONAL PROPERTY, ART OR OTHER OBJECTS

- Gifts of personal property, art, antiques, or other objects are accepted or not accepted on the basis of considerations of need, appropriateness, maintenance, and precedence.
- All gifts in this category are subject to the approval of the Library Board of Trustees.

ENDOWMENTS

All endowments should be made directly to the Pauline Haass Public Library Foundation, which is a registered 501(c)(3) non-profit organization.

MATCHING GIFT PROGRAMS

Employers, former employers, and community organizations may match donations that you make to nonprofit organizations. Please contact them to find out if they offer this type of program.

BEQUESTS AND OTHER PLANNED GIVING

You can choose to leave a portion of your estate to the Pauline Haass Public Library by naming it in your will or trust. Bequests can be made in the form of a specific gift of cash or property, or as a percentage of an estate. Consult your attorney or financial advisor to learn more about your options.

Acknowledgment of Gifts and Donations

Donor, sponsor, and partner names are public information. Upon receipt of any donation, the Library will acknowledge it promptly. Acknowledgment of a gift may take any or none of the following forms at the discretion of the Library Board of Trustees.

- A thank you letter and/or donation receipt
- A special program or media campaign to announce the donation
- Library bookplate(s) with the donor's name, format permitting
- Acknowledgement in a Library promotional publication, e-newsletter, display, advertisement, or on the Library's web page
- Announcement at a Library program

The Gift (Unrestricted Donations) Fund balance is reported regularly to the Library Board. Any expenditures from this fund are approved at the monthly Library Board meeting. All gift expenditures must be handled in compliance with the Library's Purchasing Policy.

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