

East Troy Lions Public Library Donations Policy

Original Policy Approved: 10-11-2022
Policy Updated and Reviewed:
Updated Policy Approved:

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the handling of donations, gifts and memorials to the East Troy Lions Public Library in the form of cash or property donations.

In general, East Troy Lions Public Library welcomes gifts of money, books, materials, qualified charitable distributions, etc., from individuals and groups, both public and private, which promote the mission of the Library. The Library reserves the right to decline to accept any gift that the Board of Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Trustees and memorialized in writing.

Gifts of \$250 or more shall be acknowledged by letter. Gifts under \$250 may be acknowledge by receipt.

Monetary Donations

Contributions to the Donations Fund shall be of two types: restricted and unrestricted.

Restricted donations are those in which donors designate the use of the money. Acceptance of a Restricted donation for the purchase of library materials or in support of Library programming shall be subject to approval by the Library Director. The library staff will choose items which accommodate the donor's subject or title preferences when they fit the needs of the library's collection. Acceptance of a Restricted donation for uses other than materials purchases or Library programming shall be subject to approval by the Library Board of Trustees. Once accepted Restricted donations shall be spent as soon as possible in the manner agreed to by the donor and the Library Director or Board of Trustees.

Unrestricted donations are those in which the donors rely on the discretion of the Library Director and/or Board of Trustees to determine the needs of the Library and use the money accordingly. Expenditures exceeding \$250 from an Unrestricted donation will be by prior Board of Trustees approval based on specific recommendations by the Library Director.

All interest earned by the Restricted and Unrestricted donations shall be applied to the Unrestricted portion of the Donations Fund.

Materials Gifts

Gifts of books, periodicals, and audiovisual materials in good condition from a smoke free environment are made to the Friends of the East Troy Lions Public Library. Donated materials are accepted with the understanding that they may or may not be added to the collection. Items that are not added may be included in the Friends book sale which supports Library programming or used as prizes and incentives for reading. Items that do not sell or have no resell value may be distributed to other organizations or otherwise disposed of.

Gift Donations

Donations of other types of physical gifts such as art work or real estate are usually welcomed and valued. Final acceptance shall be subject to approval by the Library Board of Trustees.

Memorial & Honorary Donations or Gifts

For books added to the collection, the Library may place within the book the name of the donor or honoree if desired.

Miscellaneous

All gifts are made and accepted with the understanding that the Library has complete discretion regarding their housing and/or care. Gifts may be withdrawn from use, sold, or otherwise disposed of in the best interest of the Library.

The Library will not assess the value of donated personal property for income tax or other purposes.

**East Troy Lions Public Library
Donations & Gifts Form**

Donor

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Description of Donation:

Wording on inscription or acknowledgement

My signature below indicates that I have received a copy of the Donations & Gifts Policy and agree to all the provisions and procedures as outlined.

Signature of Donor: _____ Date: _____

Print Name: _____

Library representative signature, Director or Board President, when required for Restricted donations or specific physical donations.

Signature from Library: _____ Date: _____

Printed Name: _____

Title: _____