

## Edward U. Demmer Memorial Library – Library Policies

### Donation Policy

Approved by Library Board: 06/2023

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### Background:

The Edward U. Demmer Memorial Library values donors. Private donations have an important role in extending and enriching the service and environment of the library. As authorized by Wisconsin State Statute 43.58, all monies allocated to a public library by a municipality during a fiscal year, through private donation, grants or other revenue, are held and controlled by the Library Board of Trustees in perpetuity, not returned to a general fund or otherwise managed by other governing bodies. It is by this authority that the Edward U. Demmer Memorial Library Board of Trustees has established this policy to set guidelines for receiving and managing donations. All donations, designated and undesignated, are subject to the terms of this policy.

### Designated Donations:

*Designated donations* are given for a specific purpose. These donations may include, but are not limited to, memorials, celebrations, recognitions, requested items or books, and program funding. Donations may also be directed to the physical needs of the library building or to other requested financial needs. Depending on the wishes of the donor, the Board of Trustees may work in cooperation with the Three Lakes Public Library Foundation to accept bequests, endowments, real estate, stocks or other large donations.

### Undesignated Donations:

*Undesignated donations* are given with no specific purpose in mind. These non-restricted donations are usually monetary. The Library Director is authorized to manage these donations, on behalf of the Board of Trustees.

### Policy:

The Edward U. Demmer Memorial Library may accept private donations from individuals or organizations. These supplemental donations cannot be counted on as reliable revenue, may come with donor restrictions, and are not factored into routine operational budgets.

The Edward U. Demmer Memorial Library Board of Trustees has direct control over these donations which are currently held in separate bank accounts managed by the Treasurer of the Board of Trustees and the Demmer Library Director. Management of this account is reported at monthly Board meetings.

The Edward U. Demmer Memorial Library Director has the authority to manage the process of accepting donations on behalf of the Board of Trustees. The Library Director shall consistently follow the steps

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outlined in the donation procedure, the Financial Policy and the Collection Development Policy when handling all donations, both designated and undesignated.

The Mission Statement of the Edward U. Demmer Memorial Library must always be considered when decisions are made by the Library Director and the Board of Trustees in regard to handling donations, large and small.

Donations or requests for specific items may be refused if our Mission Statement is compromised. Donations may also be refused if expenditure of Demmer Library funds would be necessary to make the donation usable or if the donation would result in ongoing operational costs to the library, such as staffing or maintenance. Any such donation requires Demmer Library Board of Trustees approval.

Donations of art, personal property, other objects or collections may be accepted if such items have a use within the library or if sale of such items can benefit the Demmer Library's mission. Acceptance of these items does not guarantee display within the Demmer Library. The library does not accept materials for permanent use which are not given as outright gifts. The Edward U. Demmer Memorial Library does not assign monetary values to these donations, and the appraisal of these donations for tax purposes is the responsibility of the donor.

The Edward U. Demmer Memorial Library appreciates purposeful donations and the thoughtfulness of its donors. The Demmer Library will furnish appropriate acknowledgement for donations, when requested. Programs and services made possible by donated funds will include recognition of such benefactors in supporting literature.

Naming Recognition for large sums of monies received for Demmer Library spaces are subject to approval of the Demmer Library Board of Trustees.

The Edward U. Demmer Memorial Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.