

The Monroe Public Library is appreciative of the intent of prospective donors. However, terms and procedures for donation are necessary to ensure consistency and protect the best interests of the library and its patrons.

### **Gifts of Money**

Gifts of money without restrictions on use are always accepted. The Library Director will determine the best use of the funds, with the understanding that purchases which directly benefit the library's patrons are strongly preferred.

Under Wisconsin State Statutes 43.58 (Power and Duties), "the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund."

### **Gifts of Items Intended for Circulation**

Unsolicited donations of materials intended for addition to the collection are accepted on a case-by-case basis. The *Policy on Collection Development & Maintenance* will be used in selecting donated materials for the collection.

Donors wishing to purchase specific titles for inclusion in the library's collection must consult with the Library Director or appropriate area selector prior to donation. The Library Director or appropriate area selector can work with the prospective donor to select a title agreeable to both parties.

Gift or memorial plates may be mounted in materials added for circulation at the discretion of the library. The presence of gift or memorial plates in circulating materials will not be a consideration in future removal from the collection at the end of their appropriateness for circulation.

### **Items for Deposit**

Requests to house materials at the library without surrender of ownership by the donor are generally not acceptable. Such arrangements will only be considered if the Library Director determines that the benefit to the community outweighs the complicated nature of honoring the requests.

## **Gifts to Staff Members**

Consistent with policy of the School District of Monroe, staff members may not accept items of substantial value from patrons for their personal benefit. Small gifts of nominal value, such as food, may be accepted for the enjoyment of the entire staff. If a staff member is given a cash gift during the course of his or her duties, the money must be logged with other incoming funds as a gift to the library. Staff members given prohibited non-monetary gifts must turn the matter over to the Library Director.

## **Gift Deposit Accounts**

Please see the separate *Policy on Gift Deposit Accounts*.

## **Gifts of Art, Decorative Objects, and Furniture**

The unsolicited donation of art, decorative objects, or furniture is discouraged. The Library Director can work with prospective donors to select items agreeable to both parties. The library is under no obligation to accept a gift.

Acceptance of gifts of art, decorative objects, or furniture does not guarantee permanent display within the library. Items may be accepted specifically for the purpose of circulation or sale. At such time the library determines that the items have reached the end of their usefulness to the library, the Library Director will select a method of disposition. Such methods may include, but not be limited to, return to the donor, sale, or transfer to another facility.

## **Gifts of Real Estate or Securities**

Gifts of real estate or securities will only be accepted by action of the Board of Trustees after consideration of the implications of acceptance.

## **Donation Receipts**

Upon request, the Library Director will provide a receipt for donations, but will not provide a determination of value for non-monetary gifts. The library's staff and Board of Trustees are not qualified to determine the tax implications of donations. Donors concerned with tax implications should consult a tax professional or seek legal counsel prior to donation.

Donors desiring a professional appraisal of donations should have one conducted prior to the donation.

## **Donor Tree in Library Lobby**

The minimum requirement for addition to the donor tree is \$1000. Additions to the donor tree are only available until such time the donor tree is full. Such additions should not be considered permanent.

## **Plaques and Nameplates**

The mounting of plaques and nameplates may be added at the sole discretion of the Library Director. An agreement to the mounting of plaques and nameplates does not guarantee permanent display.

## **Anonymity of Major Donors**

Major donors may request anonymity, with the Library Director and Board of Trustees making every effort to honor this request. However, anonymity cannot be guaranteed. Library records not involving confidential patron information are open to the public. The identity of donors may also be revealed by outside parties through legal proceedings, conversations including parties with knowledge of the matter, or other events.