

MONROE PUBLIC LIBRARY GIFT AND LIBRARY ACCOUNTS POLICY

APPROVED: 8/4/05, 2/18/10

REVIEWED: 7/16/09, 10/20/09

REVISED: 2/18/10

I. DONATIONS TO THE LIBRARY

The Monroe Public Library welcomes gifts and donations for library materials, money, and real property. The Board and Staff acknowledge that these gifts greatly enhance present and future library services and resources.

To encourage gifts and donations while ensuring that all gifts are appropriate to the Library's mission and goals, the Board of Trustees of the Monroe Public Library has established the following policy:

- 1). All gifts and donations must be approved by the Board of Executive Director or a staff member that the Director designates to accept the gift or donation before being added to library resources or facilities.
- 2). Unrestricted monetary gifts given directly to the Library are deposited in a Library account. (Library established accounts and funds and reference to related Wisconsin Statutes are provided in this policy under Section II, titled Library Funds.
- 3.) Monetary gifts that are offered with explicit restrictions regarding a fund or account within which it may be placed and restrictions on subsequent use of the donated funds require Board approval of such restrictions before the monetary gifts will be accepted.
- 4.) Gifts of non-collection items and gifts purchased from gift funds that are placed in the Library or Library grounds may be withdrawn if they are no longer useable to support or forward the Library's mission and goals.
- 5.) Gift items or items purchased through monetary donations by the Library are accepted and used subject to the following conditions:
 - a). The Library Director, or member of the staff designated by the Director, must approve all donations that are made specifically for adding to the Library's collection, building or grounds. The acceptance and use of gift items will be based on consideration of the Library's needs and its collection development, and selection policies.
 - b). The Library retains ownership of an accepted gift.
 - c). The Library reserves the right to decide the conditions of display, housing, use and access of donated material(s).
 - d). Gift items placed in the collection or used for other Library purposes may be withdrawn from use by the Library Director or the Director's designee in accordance with the Library's selection and withdrawal procedures and policies and the current usefulness of the items to the Library without notification of the donor. Withdrawn gifts will not be returned to the donor. The Library will not automatically replace worn out or lost gift items.
 - e). Donated items accepted by the Library that are not used by-in Library collections, facilities, or grounds or that are originally used by the Library and subsequently withdrawn from use will be placed in the Friends of the Library book sale, discarded, recycled or donated to other organizations.

- 6). Gifts from individuals or groups for personal use are not accepted by staff. Gifts of food and other consumables may be accepted by staff member for sharing with other staff member or with library attendees of programs or other library events.

II. LIBRARY ACCOUNTS

The present Monroe Public Library Policy is written with the scope of Wisconsin Statute 43.58 (1) which states that:

The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

The Monroe Public Library Board approves the annual budget of the Library and delegates the responsibility for the management of Library monies to the Library Board Financial Secretary or the Library Board Financial Secretary designee according to this Gift Policy and the Monroe Public Library Purchasing Policy. All accounts of the Monroe Public Library are audited annually in accordance with accepted accounting practices as part of the annual audit of the School District of Monroe, the municipality for the Monroe Public Library. Through its annual report process, the Monroe Public Library meets requirements of Wisconsin Statute 43.58(6) (a) that states the following:

Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the library during that fiscal year.*

If donations or trust funds are transferred to a separate 501 (c) (3) organization, as permitted under state statute 43.58 (7) (b), those funds would no longer be under the direct control of the Library Board and the audit responsibility would be maintained by that charitable organization.

The Library Board may establish accounts and funds for deposit, use, or investment of Library funds received from gifts, donations, bequests, devises, or endowments. Monthly activity report of Library accounts are presented to the Library Board each month at its regular meeting and to the School District of Monroe as the Library municipality.

A. Checking Account, Wisconsin Community Bank, Monroe, Wisconsin

The Library Director, as a designee of the Financial Secretary, is authorized to deposit or designate a staff member to deposit gifts, donations, bequests, devises, or endowments into this fund. Whenever the balance in the checking account exceeds \$10,000, the Library Board may decide to transfer funds from the checking to another account or Fund to bring the checking account balance to \$10,000. The Library Director is authorized to expend from this account in accordance with the Monroe Public Library Purchasing Policy. Checks written from this account are signed by both the Library Director and the Financial Secretary.

B. South Central Library System (SCLS) Foundation, Madison, WI

On approval of the Board, the Financial Secretary or the financial Secretary designee may deposit funds from gifts, donations, bequests, devises, or endowments into the Monroe Public Library designated Fund with the SCLS Foundation. The Library Board may decide to transfer either a portion or the balance of this Fund into an alternative Fund or spendable account and may designate the Financial Secretary or the Financial Secretary designee to implement this transaction. Transfers are made from this Fund only if preapproved by the Library Board.

C. Local Government and Investment Pool, Wisconsin State Treasurer

On approval of the Board, the Financial Secretary or the financial Secretary designee may deposit funds from gifts, donations, bequests, devises, or endowments into the Monroe Public Library designated Fund with the LGIP. The Library Board may decide to transfer either a portion or the balance of this Fund into an alternative Fund or spendable account and may designate the Financial Secretary or the Financial Secretary designee to implement this transaction. Transfers are made from this Fund only if preapproved by the Library Board.

** The submission of monthly activity statements of library accounts is not required by Chapter 43.58. However, Monroe Public Library does, as a matter of course, provide these statements each month to both the Library Board and to the School District of Monroe as its municipality.*

*** Reports used for showing dates of receipts and expenditures, interest and other income earned and balances are available in Board approved minutes and are consistent*

GIFT AND SPECIAL ACCOUNTS:

APPROVED: 7/16/09

REVIEWED:

REVISED:

Section 43.58 of the Wisconsin Statutes, grants public library boards' exclusive control of the expenditure of all monies collected, donated, or appropriated to the Monroe Public Library. The present Monroe Public *Library policy* is within the scope of this statute.

The Monroe Public Library Board approves the annual budget of the Library and delegates the responsibility for the management of Library monies to the Library Board Financial Secretary and the Library Director according to this Gift Policy and the Monroe Public Library Purchasing Policy. Monroe School District serves as the municipality of the Monroe Public Library. All accounts of the *Monroe* Public Library are audited annually in accordance with accepted accounting practices as part of the annual audit of the School District of Monroe, the municipality for the Monroe Public Library. Through its annual report process, the Monroe Public Library meets requirements of Wisconsin Statute 43.58(6) (a) that states the following:

Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the library during that fiscal year.

If donations or trust funds are transferred to a separate 501 (c) (3) organization as *permitted* under s. 43.58 (7)(b), those funds would no longer be under the direct control of the Library Board and the audit responsibility would be maintained by that charitable *organization*.

The Library Board may establish new accounts and investments from time to time through transfers from existing Library accounts or to receive new Library funds from gifts, donations, bequests, *devises*, or endowments. In the event that accounts are established, procedures specific to each account will be established by the Library Board.

An annual report showing dates of deposits, transfers, interest, and balance will be provided to the Library Board and to the School District of Monroe as the municipality of the Library for presentation to the School District Board within 60 days of the conclusion of the fiscal year.

*(See sample Gift Fund Report.)

The submission of monthly statements of library accounts to municipalities is not required by Chapter 43.58. Monroe Public Library does as a matter of course provide these statements to the administration of the School District of *Monroe, the Library* municipality.

** The attached sample report titled Sample Library Trust/Gift Fund Report provided by the Department of Public Instruction, Division of Public Libraries, includes dates or receipts and expenditures, a list of new deposits, interest earned, and balances.*

Sample Library Trust/Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See Trustee Essential #9 for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds held by the library board.

<i>Date</i>		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expeditures	Balance
	Anytown National Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Anytown National Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 6,000	\$ 1,100	\$ 300	\$ (1,000)	\$ 6,400