

GIFTS AND DONATIONS POLICY

The Pewaukee Public Library welcomes donations and gifts from individuals, businesses, corporations, foundations and other community organizations. Any donations or gifts accepted by the Library will be viewed as an addition to, not a reduction of, the Library's operating budget and will be accepted/used in accordance with the Library's mission and related Library policies.

Donations may be made to one of the following:

- The Library – donations for specific purchases such as memorials, donations made in honor of a friend or family member, donations made for a specific program or event, etc. will be made directly to the Pewaukee Public Library.
- The Pewaukee Public Library Foundation, Inc. (Foundation) – The Foundation is a 501(c)3 non-profit organization. It raises funds through various campaigns and fund raising events. A list of gift and naming opportunities is available. The Foundation has established a procedure to honor contributors on a donor wall.

TYPES OF DONATIONS

Cash

Currency donations (cash or checks) will be accepted by the Library or Foundation.

- Restricted – gifts under \$1000 earmarked for a specific purchase or project (including Memorials, see Appendix A – Pewaukee Public Library Donation Form) will be accepted by the Library directly. Gifts earmarked for a specific project/purchase over \$1000 will be accepted by the Library Foundation.
- Unrestricted – general cash donations will be directed to the Library Foundation unless otherwise specified.

Materials

The Pewaukee Public Library accepts donations of new or gently used books, audio books on CD, DVDs, magazines, and music CDs. Donated materials will be evaluated for addition to the library's collection and must meet library collection standards. Donations added to the collection must be items the library would purchase, have current significance or permanent value, and be in good physical condition.

If an item is not added to the library's collection it will be given to the Friends of the Library (FOL), a support group of the Library, for resale at one of their book sales or in the Book Nook. Funds raised through these book sales will be used to purchase special items for the Library or to fund special Library programs. Items not added to

the collection may also be transferred to one of the other Waukesha County Federated Library System member libraries where Pewaukee residents would still have access to the material. Items not sold by the FOL may be recycled or discarded.

Materials donations may not be made in lieu of payment for lost materials or to pay outstanding fees/fines.

Due to the quantity of donations, materials donated to the Library cannot be accepted on a conditional basis and items not added to the collection cannot be returned to the donor. Also, arrangements for the delivery of significant materials donations (more than one box) should be made in advance.

(Note: Specific guidelines for what items the Library will and will not accept are available on the Library's website or on bookmarks available at any of the public service desks.)

Magazine Subscriptions

Those wishing to donate the subscription of a magazine, newspaper or other periodical should contact the Library Director. The Library Director will provide a list of periodicals available for gift subscriptions.

Equipment

Donations of computers, printers, equipment and software are generally not accepted because it is in the best interest of the Library to standardize its computer equipment, and to adhere to software licensing agreements. Those wishing to donate equipment to the Library should contact the Library Director.

Securities, Stocks or Bonds

Donations of securities, stocks, bonds, etc. will be accepted by the Foundation. Gifts of securities should be restricted to market securities that are publicly traded and will be sold immediately through the Foundation.

Real Estate

Gifts of real property will be accepted by the Foundation only when a buyer for the property has been identified and the acceptance and sale is accomplished in a three way transaction to immediately transfer title from the giver through the Foundation to the new owner.

Art and Jewelry

Donations of jewelry and artwork may be accepted by the Foundation and will be sold with the proceeds of the sale going to the Foundation, unless such pieces are expressly approved by the Library Board for display in the library building.

Donations of art must be unconditional, transferring ownership and all the rights of ownership to the Foundation. Donations are accepted only with the understanding that the Foundation has the right to determine retention and other considerations relating to the use or disposition of the gift. If a piece of art is donated for display in the Library, the Library Board of Trustees will approve acceptance of the piece and will determine the placement/location. The Library Foundation may still sell the item for value and use the proceeds for any purpose appropriate to the Library's vision. The Library may transfer ownership to any other agency it deems appropriate.

In-kind Gifts

The Library may accept in-kind donations such as merchandise coupons, complimentary admissions in support of Library programs, building/maintenance products/services, or free or reduced-fee consulting services. In-kind donations will be acknowledged in the Library's promotional materials. In-kind donors will be provided with written acknowledgment of the donation but it is the donor's responsibility to determine the monetary value of the in-kind gift.

Other

Gifts in addition to the pre-established list may be accepted subject to Board approval. Such gifts should provide for complete funding of costs related to installing the gift.

LEGAL DISCLAIMERS

- The Library Board of Trustees reserves the right to accept or refuse all gifts.
- The Library accepts gifts with the understanding that no restrictions will be applied to the gift, except such restrictions jointly agreed upon.
- Once an item is accepted by the Library, the item becomes the sole property of the Library and may be handled in any way the Library deems appropriate.
- The library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the staff, such item no longer serves the purposes of the library.
- 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. Only the legal entity known as the Pewaukee Public Library Foundation, Inc. is a 501(c)3 tax-exempt organization. Donations by check should be made out to the Pewaukee Public Library Foundation and should be mail to P.O. Box 97, Pewaukee, WI 53072.

- Donor, sponsor and/or partner names are public information unless the donor requests anonymity.
- The Library will follow generally accepted accounting principles (GAAP) relating to the accounting and crediting of all contributions.
- Upon receipt of any donation, the Library may acknowledge it promptly. Acknowledgement of a donation may take any or none of the following forms at the discretion of the Library and/or the donor.
 - a) A special program or media campaign to announce the donation.
 - b) Library bookplate(s) with the donor's name, format permitting.
 - c) A small, standardized plaque placed on or near a physical object or feature in the Library building.
 - d) Acknowledgement in a Library promotional publication, e-newsletter, display, advertisement, or on the Library's web page.
 - e) Announcement at a Library program.

Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005

Revised by the Pewaukee Public Library Board of Trustees: September 15, 2010

Pewaukee Public Library DONATION FORM

DATE:	
Name of Donor:	
Address:	
City, State & Zip:	
Phone:	

In memory of... In honor of...

NAME:	
AMOUNT:	<input type="checkbox"/> Check # <input type="checkbox"/> Cash

Note: Minimum donation is \$20 for a Children/YA item and \$35 for an Adult item.

Is there any special subject or type of material that you would like us to consider purchasing with this donation?

Book DVD Book-on-CD Music CD
 Other

Subject Area:	
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Please write below what you would like to see on the book plate:

If you would like us to notify the family of a memorial or notify someone that you have made a donation in their name please list their name and address: