

BARABOO PUBLIC LIBRARY

Gift Policy

Approved by Library Board November 19, 2013

Purpose

Charitable gifts provide an important source of support for the Baraboo Public Library. The purpose of the Baraboo Public Library's Gift Policy is to guide the Library in the solicitation, acceptance, and expenditure of gifts within the context of the Library's vision, values, mission, and strategic directions.

Principles

- The Library's fundraising methods shall promote trust in its stewardship of charitable gifts. Solicitations, promotional materials, and grant applications shall be accurate, honest, and ethical.
- The purpose of all fundraising activities shall be clearly stated in advance.
- Money raised shall be spent for the designated purpose. If more money is raised than is needed for the designated purpose, then a related purpose shall be determined by the Library Director or her/his designee.
- To the greatest extent possible, the Library shall follow the intentions of a donor regarding the use of donated funds and grants.
- The Library shall comply with all reporting requirements of any funding agency.
- Administrative costs for any fundraising activity shall be kept to a minimum.
- The Library shall respect the privacy of donors. Gifts may be publicly acknowledged with the permission of the donor.
- Donors shall be thanked and acknowledged verbally and/or in writing.
- Gifts may be used for any expense, including but not limited to collection materials, programs, speakers, capital campaign, equipment, furniture, staffing, promotional items (e.g., posters, bookmarks, prizes, refreshments), or other items deemed appropriate by the Library Director.

Types of Gifts

The Baraboo Public Library Board of Trustees encourages and appreciates all monetary gifts, donations, endowments, bequests, trusts, and other assets for Library purposes, to provide and enhance services in ways not financially possible within the annual operating budget.

Direct Monetary Donations

The Library welcomes gifts of cash or stock. Checks shall be payable to the Baraboo Public Library. Publicly traded securities may be accepted. Unless otherwise directed by the Library Board of Trustees, all securities will be liquidated for cash as soon as practicable.

Materials

Books or materials that meet library criteria are accepted with the understanding that items that are not added to the collection will be disposed of at the discretion of the Library Director or her/his designee. See the Materials Selection Policy for details. Collections may be accepted only by the Library Director or her/his designee and with the understanding that the collection might not be kept intact.

In-Kind Gifts

The Library welcomes gifts of goods and services that are consistent with the mission of the library, its day-to-day operation, or improvement of the Library's amenities.

Memorials, Honoraria, and Recognition Gifts

The Library welcomes monetary gifts for purchases of materials to honor, memorialize, recognize, or commemorate an individual or organization. Donors may designate their gift for a particular subject area. A bookplate acknowledging the gift may be affixed to these materials at the donor's request.

Real Estate and Other Personal Property

The Library accepts gifts of personal property and real estate. Such offers will be handled on a case-by-case basis by the Library Director, who in consultation with the Library Board of Trustees will determine the suitability of the gift and terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws. Gifts of tangible personal property shall have no restrictions on their use, display, or sale.

Art and Decorative Objects

In general, gifts of art shall be of local interest to the community, of a professional quality, and in good condition. The Library cannot guarantee that the gift will be part of the collection or furnishings permanently.

Bequests, Endowments, and Estate Planning

Bequests, endowments, and inclusion of the Library in estate planning are welcome to provide continuing support of the Library. Donors should consult with their attorney to establish these gifts to the Library.

Acceptance of Gifts

Unconditional gifts to the Library may be accepted by the Library Director or her/his designee on behalf of the Library Board. Donors may designate their gift for an area of interest or an existing fund. Gifts made with other restrictions shall be accepted only with the approval of the Library Board.

All donations are irrevocable and will become the sole property of the Library. The Library Director, with the Library Board of Trustees, shall determine how to best handle, utilize, shelve, display, sell, or dispose of any item in the best interest of the Library.

Library policy and IRS regulations prohibit the Library from appraising or otherwise placing a value on gifts. However, the Library will provide a written acknowledgment of receipt on request.

The Baraboo Public Library Board of Trustees reserves the right to accept or reject any gift.

Fundraising Activities by Others

The Baraboo Public Library welcomes fundraising activities by individuals, businesses, and organizations that benefit the Library. However, such activities do not represent an endorsement by the Library or its staff of any product, business, or organization.

In accordance with the City of Baraboo's ethics policy, Library staff may not accept goods, services, or discounts as part of any fundraising promotion by an outside group or individual.

Outside groups or individuals may not sell products on library property except at library-sponsored events.

Questions concerning application of this policy and the City of Baraboo's ethics code may be referred to the City Attorney.