

## Frances Banta Waggoner Community Library

### Gift and Donation Policy

The Frances Banta Waggoner Community Library appreciates and welcomes gifts of all types including, but not limited to donated materials, money, and/or real property. Gifts from individuals and organizations help the library grow the library collection and establish or improve on existing library services and programs. The Library Board must approve receipt of any special or unusual gift items such as financial endowments, furnishings, paintings, personal collection, or any monetary gifts donated towards a specific purpose. The Library and Library Board of Trustees hold the right to refuse or reject any donation. All gifts are tax deductible. The following policy outlines the various ways in which the library can be supported:

#### **Materials Donations and Gifts:**

Gently used books, DVDs and other materials donations to the Frances Banta Waggoner Community are greatly appreciated. At the time of the donation, the library evaluates donated items to determine if and how they can be best used to meet the library's mission and Collection Development policy. Items that are not added to the collection or used for library programming needs will be forwarded to the Friends of the Library for their used book sales.

The library will not accept encyclopedias, outdated text books, Reader's Digest Condensed books or books that are moldy or in poor condition. The library reserves the right to evaluate, recycle, or dispose of donations in accordance with the criteria listed here. Gifts of items which do not accord with the library's objectives and policies may be refused or recycled. No conditions may be imposed relating to any item after its donation/acceptance.

The library welcomes monetary gifts for the purchase of books and materials as memorials. Gift items will be withdrawn from the collection according to the same principles as purchased items. The library cannot assume responsibility for notifying the donor of their withdrawal or replacement. Books purchased as memorials will be identified by a bookplate placed in the book if the donor wishes. A patron may request a written statement acknowledging the date and number of items donated, but no monetary valuation will be made of the materials.

#### **Monetary Gifts:**

Monetary gifts are also greatly appreciated, and often help improve existing or create new programs and services. Patrons interested in making monetary contributions are able to support the library with four different options:

##### *1. Monetary Donation to the Library's General Fund:*

Donations made directly to the library will be spent the same fiscal year in which the donation was made. Monetary donations towards the library's operating budget will be applied to supporting library programming efforts and purchasing library materials that would not otherwise be purchased without

additional support. Library Board of Trustees will review any monetary donations that are made towards a specific purpose to ensure it supports the library's mission and goals.

### *2. The Library Long Terms Need "Endowment" Fund*

Gifts of \$1,000 or greater will be invested within the Frances Banta Waggoner Community Library "Endowment" Fund. These donors will be recognized on a special endowment plaque in the front entrance area of the library.

The project fund principal is intended only to be used for long-term capital improvements and/or expansion. The income may be used, if necessary, due to lack of other available funding, for enhancement and/or maintenance of the library collection materials. Gifts designated by the donor for a specific use, will be honored and expended for that intended use, pending Library Board of Trustees approval. The funds of this endowment will not replace funding for the library's ongoing operating budget.

The responsibility for the specific investment decisions shall rest with the Finance Director of the City of DeWitt, in accordance with the City's adopted investment policy according to the Code of Iowa. The Board of Trustees may make recommendations.

In the event that funds donated to the endowment fund through the DeWitt Area Community Foundation or other community foundation, the responsibility for the specific investment decisions shall rest with and "endowment committee" assigned for this purpose. This committee shall consist of two Trustees designated from the library board of trustees, along with the Chairman and Treasurer of the respective Foundation.

### *3. Friends of Frances*

The Friends of Frances is a nonprofit advocacy organization intended to support the DeWitt Library. All funds raised by this organization is used by the Library for programs and services not ordinarily covered under the Library's operating budget.

Donations under \$1,000 to this organization will enable Friends of Frances to help meet current needs through assistance with special events, fund-raising activities, membership dues and gifts to the Library.

### *4. LincolnWay Project Fund*

All proceeds donated to the LincolnWay Foundation Fund will be applied towards library capital improvements, including the building expansion project announced in fall of 2016. The building expansion project is to help update the library's physical space to accommodate a growing library collection, allow for more community meeting room space, and to increase the library's technology offerings.

Approved by the Board of Trustees on 9/12/16