

XXII. Gifts and Donations to the Library (042021)

The Forest Lodge Library welcomes donations which support their mission and goals, collection development, library programming and services, The Facility Expansion Project and the future of the library.

All donors will be recognized with dignity, respect, appreciation and according to their wishes, including those who prefer to have their donations remain anonymous. Donors should expect to receive a timely, written acknowledgment of their gift. The Forest Lodge Library KFE/Katie Flowers Endowment/Forest Lodge Library will record the receipt of the gift as the day the gift was received.

The Katie Flowers Endowment, created and named for one of the Forest Lodge Library's long-term librarians, is a formal association with its own legal establishment and by-laws. It is considered to be the fund-raising arm of the Forest Lodge Library. The Katie Flowers Endowment is a 501c3 organization and donations made to the Katie Flowers Endowment or to its trade name, Forest Lodge Library KFE, may be tax deductible.

Donations in support of The Library Expansion Project or the future of the library or any general donations should be made to The Katie Flowers Endowment or to its Trade Name, Forest Lodge Library KFE. For more information on support of the Facility Expansion Project including in-kind donations, please see section A, below.

Donations intended specifically to purchase books or other items for our circulating collection or to support programming or service efforts or general operations can be made payable to The Forest Lodge Library.

Material donations are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable. For more information please see Library Policy VIII, Materials Selection and Collection Development Policy; Section E. Gifts and Donations to the Collection; 1 a and b.

Donations may be delivered to the Forest Lodge Library at 13450 County Highway M in downtown Cable or mailed to P O BOX 176, Cable, WI 54821 or made online via the library's website: forestlodgelibrary.org.

To discuss a transfer of stock funds or to include the Forest Lodge Library in estate planning or please contact the Library Director at cablelibrary@cable.wislib.org or 715-798-3189, or any member of the Forest Lodge Library Board of Trustees. . Donors are advised to seek professional, independent financial advice in determining the value and type of their gift or to review any questions they might have about making a charitable gift in support of the library's Facility Expansion Project.

A. Facility Expansion Project

The Boards of the Forest Lodge Library and the Katie Flowers Endowment encourage philanthropic support of their Facility Expansion Project through monetary gifts, bequests and other planned gifts, securities, property, insurance and gifts-in-kind

1. Direct donations to the project. The Boards of the Forest Lodge Library and the Katie Flowers Endowment encourage donors to achieve their philanthropic goals through outright gifts or pledges towards completion of the project. Fulfillment of a pledge to the project can be made over a 3-5 year period. Donations in support of the project will be publicly and permanently acknowledged with the Facility Expansion unless the donor prefers that it remain anonymous. Gifts of any denomination are greatly valued.
2. Naming Opportunities. A number of naming opportunities have been identified within the Facility Expansion Project. Some of these naming opportunities have already been pledged. To learn more about available naming opportunities and/or to pledge one, please contact Library Director or a member of the Board of Directors of the Katie Flowers Endowment or the Forest Lodge Library.

The Board of Trustees reserves the right to remove a naming opportunity if, following a comprehensive review of the circumstances, it is determined that an individual or entity for which a naming commitment has been made is deemed to have behaved in a manner not reflective of the mission and/or best interests of the Forest Lodge Library or the Cable and Namakagon Townships. Any previously approved naming designation can only be revoked by the Forest Lodge Library Board of Trustees. Donated funds shall not be returned.

3. In-Kind Gifts. In-Kind gifts in support of the Facility Expansion Project are valued and appreciated. Local individuals who would like to donate labor or materials for the Facility Expansion or any library project are encouraged to contact the Library Director or a member of the Library Board.

The Board of Trustees reserves the right to accept or reject any donations based on the needs of the library. Donations of building materials or labor for any library building project must meet the design specifications determined by the project architect and management and coordinate with the project's construction timeline.

In the case that multiple businesses or individuals offer donations for the same goods or services, the Library Board will select what donations to accept based on the same criteria that would be used in selecting a contractor for any paid project. These criteria include, but are not limited to: experience, quality of work, quality of materials, and references.

A. Donations supporting library operations.

1. Monetary gifts or donations to the library, including, but not limited to monies collected as donation for copier or printer use, donations for books from the ongoing “entryway book sale,” donations for souvenir merchandise or contributions placed in the library donation jar, providing these gifts or donations are not designated specifically for the Katie Flowers Endowment, shall be accounted for on a monthly basis and delivered to the Town of Cable Treasurer for deposit into the Forest Lodge Library’s checking account. Fifty dollars shall be retained each month, as a change fund, to be called a Miscellaneous Fund. Monies received as replacement costs for lost materials or in lieu of fines levied by other libraries under the amount of five (5) dollars shall be accounted for within this Miscellaneous Fund. Reimbursement for small operating expenses may be made from this Miscellaneous Fund., with receipts provided as verification.
2. When and if these donated funds exceed the donation amount budgeted as income for any calendar year, excess funds may be expended at the discretion of the Library Director or be transferred to the Katie Flowers Endowment, subject to Board approval.
3. The Library Board may transfer donations or bequests to the Katie Flowers Endowment, a charitable organization described in section 501(c) (3) of the Internal Revenue Code whose purpose is to provide financial or material support to the Forest Lodge Library; *Wis. Stat. 43.58(7)*
4. It shall be the policy of the Forest Lodge Library to restrict donations accepted to those designated for the Forest Lodge Library or the Katie Flowers Endowment. The Forest Lodge Library will not display donation jars for other events or entities or sell merchandise the proceeds of which benefit another event or entity.
5. The Forest Lodge Library is occasionally the recipient of special “grants.” Monies received shall be delivered to the Town of Cable as fiscal agent. The Library Director shall be responsible for ascertaining that funds are expended as per the terms of the grant and that any necessary reporting is completed on a timely basis.

B. Memorial Funds.

The Forest Lodge Library and the Katie Flowers Endowment are occasionally the recipients of memorial money. Memorial monies received without specific designation shall be transferred to the Katie Flowers Endowment. If the memorial donor has designated that the donation be used to purchase materials to add to the collection or some other specific request,

the donated funds will be transferred to the Town of Cable to be placed in the Forest Lodge Library's operating revenue account, subject to Forest Lodge Library Board of Trustee approval. Requests from the donor for specific designations will be honored whenever possible and in accordance with existing Collection Development Policy. (VIII.)

C. All Other Gifts.

All other gifts such as real property, art objects, portraits, antiques, and other objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the Library Director and/or the Library Board of Trustees has the authority to make whatever disposition is deemed advisable, which may include the sale of, transfer to another agency, or other such disposal, in accordance with (to) Wisconsin State Statutes.

D. Katie Flowers Endowment Fundraisers

Monies raised from events sponsored and/or organized by the Katie Flowers' Endowment will be deposited into the Endowment's account to be managed in accordance with the Endowment Bylaws. All events sponsored by the Katie Flowers Endowment should clearly indicate that it is a "Katie Flowers' Endowment Event" in support of the Forest Lodge Library.

E. Continuing Fund.

1. Those wishing to discuss a financial gift to support the ongoing and future operations of the Forest Lodge Library should contact the Library Director or a Board Trustee of the Forest Lodge Library or the Katie Flowers Endowment.
2. Donors may choose to establish a permanently Endowed Fund, which requires a minimum gift of \$25,000. Only the investment income earned by the fund, not the principal, shall be made available to be used for specific purpose(s). Gifts of any size may also be accepted for or directed to The Katie Flowers Endowment or an identified account in the Forest Lodge Library/Town of Cable General Operating Fund.

Additional Terms of Acceptance (see also Library Policy VIII)

(A) Special collections of gift books that are deemed usable may be integrated into the regular collection rather than kept together as a separate entity.

(B) Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.


Deposit Materials

1. Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community, as determined by the library director, outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other source.

Tax Receipts. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Adopted: 4/15/2021

FLL Board President: _____


Laurie St. Aubin-Whelihan

KFE Board President: _____

Kathy Bergin

To be reviewed every three to five years.

Review dates: May 2024 to 2025