



To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 4/17/24  
Re: Gifts & Recognition Discussion Notes

*With the dissolution of the Foundation, it is time for the Library Board to revisit monetary donations and subsequent recognition. As part of my goals this year, I need to develop the financial base of the support organization the Friends of the Library, and more specifically, how that ties into general donations to the Library. The recognition wall, which was established predominantly as part of our capital campaign to raise funds for FFE in the new library is starting to fill up. While some additional sections of tree branches can be purchased, the trees will at some point be so tall that engravings will not be able to be read. Many organizations have shifted to digital signage for donor recognition because it is easier to update and maintain, and can also include a specific time allocation. At this point, we don't have any formal documentation that says how long a plaque remains up in the building or what the lifespan of a donation is. Our current scale of donations is both interior and exterior with many options. It would likely be in our best interests to simplify the entire process. Below I have attached our current policy, which was last updated in the spring of 2023. My recommendations may include the move to digital signage for the future once the last of the leaves are full, reestablish donation levels, make a distinction between donations to the library and capital campaigns of the library, and to establish a lifespan of gifts, as well as note that gifts to the Friends are separate.*

### **Kaukauna Public Library Gifts and Donation Policy**

**Memorial Books:** Patrons may make a donation to purchase materials in memory of a person. The donor may select an appropriate subject or genre; library staff will select a title based on the library Collection Development Policy. Bookplates are personalized through wishes expressed on the Memorial Book Donation Form and applied only to that specific purchase. The Library reserves the right to nameplate books in just name or memory regardless of requested donor text. When provided in the Memorial Book Donation Form, library staff will send an acknowledgement of the title addition to the individual listed in the form. Memorial items are subject to the Collection Development Policy and may be withdrawn, lost, or damaged. A minimum donation of \$25 is required. Checks written for this program should reference Memorial Books in the memo section. Online donations for this program should note memorial information. Donations to this program are tax deductible.

**Material Gifts:** Book and media donations become property of the library and may or may not be added to the collection. Materials donated may be sold at book sales or discarded. A blank receipt will be supplied upon request, but no monetary value will be placed on any donations, which are tax deductible. The library will not accept damaged or moldy items. The library does not accept VHS or cassette tapes, magazines, encyclopedia sets, textbooks, travel guides, or manuals more than five (5) years old.

Any donations of a historical nature will be assessed by the Local Historian. Items accepted may be turned over to other agencies. The Library will only accept photos, maps, documents, and books that

directly pertain to Kaukauna history. We do not accept donations of artifacts or framed art. If the framed art references Kaukauna specific history, we accept on a case-by-case basis.

Donations of additional items including, but not limited to art, furnishings, dioramas or displays, plants, electronics or equipment, or any other sizable objects must first reach out to the Library Director via phone or email to discuss the possible donation. Donors should not bring items into the library without first consulting the Library Director. Items of this nature are rarely accepted.

The library reserves the right to refuse gifts. Any items donated become the property of the library and may or may not be retained.

**Monetary Gifts:** All monetary donations are tax deductible and receipts will be provided so long as no goods or services are exchanged. Donations can be accepted as cash, check, or through our online donation portal on the library website. Cash and check donations should include information about what the funds are intended for. Donation envelopes are available at the Library.

Monetary Gifts can support the library in three capacities and are tax deductible so long as no goods or services are exchanged:

*Friends of the Kaukauna Public Library:* The Friends of the Kaukauna Public Library is a 501(c)3 organization that provides financial support for programs and operations through volunteerism. Through membership, books sales, and special events, the Friends help the library add programs, materials, and services beyond those funded by the municipal budget.

*Kaukauna Public Library:* General donations to the library go into a Special Use account held for the library through the City of Kaukauna. This fund also helps the library add programs, materials, and services beyond those funded by the municipal budget.

