

# Middleton Public Library

## Gift and Special Accounts Policy

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### **I. Authority**

- (A) According to the Wisconsin State Statutes s. 43.58 (Power and Duties), “the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund.”
- (B) The funds described in this policy are included within the scope of this statement of authority.

### **II. Types of Gifts and Terms of Acceptance**

- (A) Books, pamphlets, periodicals, audiovisual materials, and other items are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable, discarding them if conditions warrant.
  - 1. Out of the many items which citizens so generously give, a considerable portion can hardly be used to full advantage by the library. A particular item may be a duplicate of what the library already owns, outdated, or in poor physical condition. Staff responsible for the evaluation and selection of gift materials will base their decisions on the guidelines set forth in the collection development policy.
  - 2. Gift plates will be mounted in used materials at the discretion of the library.
- (B) Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, decor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.
- (C) Special collections of gift books that are deemed usable may be integrated into the regular collection rather than be kept together as a separate entity.
- (D) Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

### **III. Deposit Materials**

- (A) 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.

IV. **Special Library Funds**

- (A) The **Lost Book Account**, designated as 204-4519-00 on the City of Middleton's Income Statement as maintained by the Finance Director, is where income are deposited. Lost book revenues are deposited here; and associated expenditures will be transacted in Fund 204.
- (B) The **Library Gift Account**, designated as 204-4851-00 on the City of Middleton's Income Statement as maintained by the Finance Director, is where monetary contributions from individuals and groups to the library are deposited. Gifts for a designated purpose will be expended within 1 year of their receipt. Undesignated gifts may be allowed to accumulate over a longer period of time, until an appropriate use is determined. Money from the sale of real property, art objects, portraits, antiques, and other museum objects donated to the library will also be deposited in this account. The Library Board may decide to transfer a portion of the Gift account to an endowment fund whenever the balance exceeds \$10,000.
- (C) **Middleton Public Library Foundation Endowment Fund** was established in 2004 through the Madison Community Foundation for the purpose of focusing public attention on public library services, facilities and needs in the Middleton area; to promote the growth of the Middleton Public Library by developing and administering an active gift and memorial program for the library; and to stimulate and encourage gifts of funds, bequests, and endowments for the benefit of Middleton Public Library.

Adopted June 13, 1974  
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Amended November 12, 1991  
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