



**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 19, 2025**  
**Re: Donations policy**

#### **Purpose/Need**

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The Wauwatosa Public Library (WPL)'s Donations policy is being presented to the Library Board for review with a few updates.

#### **Background**

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The Library Board approved the current Donations policy in 2021. My goal is to have policies brought before the Board for review when they have not been updated for about four years, with the goal of having no policy go more than five years with Library Board review.

The Donations policy outlines the conditions under which the Library accepts donations of books, other material, and other items.

Library staff is proposing a few modifications:

- "Donations are tax deductible" is modified to "Donations may be tax deductible." While donations are likely deductible, we do not want to make a hard claim.
- Two sentences about promptly acknowledging and utilizing donations are eliminated. WPL staff will continue acknowledging monetary donations, but the library does not provide written acknowledgements of many material donations. Timely use is also subjective, and is not needed.
- The word media is changed to materials. This reflects the wide range of donations. WPL receives more than just books, DVDs, and CDs; it also receives donations of items like puzzles.
- The sentence regarding donated material being added to the collection is clarified to state that donated material may be added in accordance with the Collection Development policy.

#### **Recommendation**

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To approve the Donations policy. The Library Board Policy Committee reviewed the policy on March 6 and recommended approval 3-0.