



105 Perimeter Road
Mt. Horeb, WI 53572
www.mhpl.org
(608) 437-5021

Mount Horeb Public Library Donor Recognition Policy

Through proper recognition, the Mount Horeb Public Library can acknowledge financial support in a consistent and meaningful way, nurture existing donors, and cultivate new relationships. Visible and tangible recognition for gifts allows the Mount Horeb Public Library to recognize its most generous donors and provides examples of generosity to others. The library will, however, respect and abide by a donor's wish to remain anonymous.

The donor recognition policy is intended to:

- Define the ways to donate to the library
- Provide appropriate, timely and donor-centered recognition of all charitable donations.
- Cultivate future support among the current donor base.
- Stimulate interest and support among potential donors.
- Ensure that donors are treated with fairness and consistency.

I. Ways to Donate

- Donations may be made out to the "Mount Horeb Public Library." These donations will go directly into the library operating budget through the Village of Mount Horeb (within the fiscal year in which the donation is made).
- Donations may be made out to the "Mount Horeb Public Library Endowment Fund." These donations will go into the library's endowment fund, which allows the Library Board to sustain, raise and distribute funds to the Library in a manner that will complement, but not replace, the ongoing critical support roles of the Village of Mount Horeb and Friends of the Library.
- Donations may be made out to the "Friends of the Mount Horeb Public Library." These donations go directly to the Friends of the Mount Horeb Public Library, a 501c(3) organization that whose mission is to enrich and enhance the library's services to the community through contributions over and above the library's operating budget.

II. General Recognition Practices

- Donors receive prompt acknowledgement of their gifts.
- The Friends of the Library is recognized in the same way as other groups.



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- Gifts from a family or group of individuals are recognized as a group and for the combined total of the gift.
- Only gifts accepted in accordance with Mount Horeb Public Library's gift acceptance policy qualify for recognition.

III. Types of Recognition

A. Physical Space Recognition

- The library board does not grant physical space recognition within the library proper.
- The library will accept funding without stipulation for building enhancements, but cannot accept actual items (i.e. furniture, tables, etc.)

B. Program Recognition

- Program or Event Sponsorships will be recognized via marketing for the event and during the event.

C. Donor Recognition

- All donors whose gifts exceed \$25 will be recognized:
 - via a donation acknowledgement letter on official library letterhead
 - via the library website during the year in which their donation is made
 - via an annual donor recognition library column in the Mount Horeb Mail
- The library will not hang plaques or other forms of recognition in the library. Dollar amounts and dates will not appear on recognition.
- Gift plates to recognize honorary or memorial gifts are placed in or on the items donated and added to the collection or in items purchased by the library with monetary donations at the request of the donor.
- The library retains the prerogative to determine when the use of a gift/book plate for recognition is feasible and appropriate.

D. Endowment Recognition

- Gifts to the endowment will be placed in the endowment account. Donors will be recognized via the same method as other donors outlined in Section C above.

E. Gifts in Kind Recognition



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- Gifts in Kind (with the exception of book donations) will be subject to Board approval and will be recognized as outlined in Section C above if the Board approves.

Disclaimers

- Due to the unique nature of donor relationships, exceptions to the stated recognition policy may be appropriate and may be approved by the Library Board.
- The Library Donor Recognition Policy is reviewed and amended on a regular basis in response to changing circumstances. Any exceptions or donations of a type not listed in this policy are considered by the director or Library Board on a case-by-case basis.
- Recognition policies apply to gifts or pledges received or committed from individuals, groups, businesses, service clubs, and organizations.
- The library reserves the right to maintain, replace, relocate, or remove any form of donor recognition at its discretion.

Approved by the Library Board: 12.19.24