

Carter Lake Public Library

Memorial Wall Policy

Purpose:

The Memorial Wall at Carter Lake Public Library serves as a cherished space to honor and remember individuals through engraved plaques. This policy outlines the guidelines for memorial donations to be eligible for a plaque on the Memorial Wall, specifically in the Teen Area.

Donation Requirement:

To have a plaque engraved and displayed on the Memorial Wall in the Teen Area, a minimum donation of \$500 is required. This donation will cover the cost of engraving and ensure a lasting tribute to the honoree.

Donation Process:

Donors are required to submit their donation in the form of a check or money order.

Checks and money orders should be made payable to Carter Lake Public Library.

Donations can be submitted in person at the Carter Lake Public Library main office during regular business hours.

Designation of Funds:

If a donor has specific preferences regarding how the donation should be used, they must inform Carter Lake Public Library staff members at the time of making the donation. Any specific instructions will be honored to the best extent possible, ensuring the funds are used in accordance with the donor's wishes.

Acknowledgment:

Upon receipt of the donation, Carter Lake Public Library will provide a written acknowledgment to the donor, expressing gratitude for their contribution and specifying any instructions provided regarding the use of funds.

Engraving and Display:

Once the donation is received, the engraving process will commence, and the plaque will be displayed on the Memorial Wall in the Teen Area. The design and content of the plaque will be coordinated with the donor, adhering to any specific requests within reason.

Policy Amendments:

Carter Lake Public Library reserves the right to amend this policy as necessary. Any changes will be communicated to donors and posted prominently in the main office and on the library's website.

We appreciate the generosity of our donors and their commitment to honoring the memories of loved ones through contributions to the Memorial Wall.

For any inquiries or further assistance, please contact library staff at 712/347-5492.

Adopted by the Library Board
Nov. 2023