

Recognition and Bereavement Gift Policy

Approved: April 27, 2026

Effective: April 27, 2026

Revisions: N/A

Review: N/A

Overview

The Library Board finds that the recruitment and retention of qualified personnel and the maintenance of high staff morale are essential to the efficient operation of the Amery Area Public Library. Library staff and Library board members wish to recognize major life events and professional milestones such as graduations, hospitalizations, or the death of family members. Recognizing significant life events and professional milestones fosters a collaborative work environment, which constitutes a valid public purpose for the benefit of the community. The purpose of this policy is to create a standard for the Library Director and Library Board to follow when such occasions occur.

Funding Source

The Library Director or Library Board President shall use the Amery Area Public Library's donation account to pay for qualifying gifts. Such expenditures are intended to be de minimis in nature, meaning they are so small as to make formal accounting for them as individual income unreasonable or administratively impractical, and are considered incidental to the broader public purpose of workforce stability.

Immediate Family Member Definition

- Immediate family is defined as parent, stepparent, spouse, child, stepchild

Qualifying Events and Gifts

- Staff birthday – Card and cake/cupcakes/cookies - \$20
- Wedding/Baby shower - Card
- High School/College graduation – Card and \$25 gift
- Hospitalization of staff or library Board member – Card and Flowers \$50
- Death of immediate family member of staff or library Board member – Card and flowers or memorial donation \$75
 - Library Director and/or designee may attend the funeral

- Death of a former library Board member or former library staff member – Card and flowers or memorial donation \$30
 - Library Director and/or designee may attend the funeral
- Death of library staff member – Card and flowers or memorial donation \$75
 - The Library Director may choose to close the library for up to 3 hours so all staff members may attend the funeral