

Frequently Asked Questions

Why would my library want to participate?

Sometimes, foundation and organization require 501 (c)(3) status from institutions to whom they give donations or grants. These foundations and organizations require this status for their tax reporting purposes. Attaining and maintaining 501(c)(3) status requires specific annual reports and many libraries just are not prepared to initiate and maintain such status on their own.

Does every donation to the library need to go through the Fund?

No. Only those donations from foundations or organizations requiring 501(c)(3) status for taxing purposes need go through the fund. Donations from individuals should be given directly to the Library. Individuals can write such donations off on their income tax forms just like other charitable donations.

Why is ILSDO assessing an administrative fee?

Because of the amount of money that flows through the Fund, ILSDO now is required to perform an annual audit. To cover the expenses of the audit, ILSDO is assessing a \$25.00 fee for every donation after the first five donations in one calendar year per library.

How are checks to be written?

When instructing donors on how to make donations, please be sure that they make checks payable to **ILSDO Fund**, with a **notation that the donation is being made for your specific library**. An example is provided below. This is very important because if the check is made to your library we will have to return it and request another which only delays when your library receives donations. Additionally, if the donor does not note which library the donation is for, we will have no idea to whom to send the funds.

Fabulous Donor 123 Fourth Street Anytown, USA		
Pay to the Order of	<u>ILSDO FUND</u>	<u>\$\$\$</u> <u>Date</u>
Plenty of dollars and zero cents		
For	<u>"X" Public Library</u>	<u>Signature</u>

Where should checks be sent?

ILSDO Fund
c/o Lewis & Clark Library System
6725 Goshen Road
Edwardsville, IL 62025

How long before my library receives the donation from the Fund?

Generally, it will take about 2 weeks from the ILSDO receipt of the donation until you receive a check from ILSDO. This is to allow time for the donation to clear the bank.

Who do I contact if I have questions?

Initially, you should contact your Regional Library System Director. Once you are a Fund participant you will want to contact Amanda McKay, ILSDO Special Projects Coordinator, at 618-656-3216 ext. 143 or amandamckay@lcls.org, or Tina Hubert, ILSDO Treasurer, at 618-656-3216 ext. 120 or tinah@lcls.org.