

Ames Public Library Policy**Section: Administration****Subject: Gifts****Board****Approved: 12/96****Reviewed 4/03, 8/05****Revised: 8/00, 8/05, 10/08****POLICY**

The Ames Public Library welcomes gifts and donations to enhance library services. The library coordinates an active development program for gifts of cash, annuities, and real property through the Ames Public Library Foundation. This policy serves to set guidelines for the gifts of cash, securities, real property, and tangible goods that are accepted for the benefit of the library service.

[Iowa Code §392.5 and Ames Municipal Code §15.7 (9)]

Gift Funds: Unless otherwise specified by the donor, the Board of Trustees of the Ames Public Library will coordinate the receipt of gifts, such as cash and securities received as gifts, memorials, bequests, with the Ames Public Library Foundation, which operates exclusively for the benefit of the Ames Public Library. Donations will be used for the public benefit of the library service as approved by the library board of trustees.

The Ames Public Library, in cooperation with the Ames Public Library Foundation, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

Real Property: Gifts and bequests of real property are accepted upon approval of such gift by the library board of trustees. Trustees may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

Works of Art and Other Personal Property of Value: Works of art or other personal property of value (e.g. collectibles) received as a gift or bequest may be accepted by the library board of trustees. The donor is responsible for an appraisal when an art work, collectible, or other personal item is donated to the library to obtain a tax benefit.

Such works of art and other personal property of value may either be retained as property of the library or liquidated for cash funds, at the discretion of the library board of trustees.

Books and Other Media: The library accepts the donation of books and contemporary media formats applicable to the library's collections policy. Items will be added to the collection in accordance with the collections policy of the Ames Public Library. Once donated, items become the property of the Ames Public Library and may be added to the collection; donated to other libraries or non-profit agencies; sold through the Friends of the Ames Public Library for the benefit of the library; or discarded. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library reserves the right to decide when a gift added to the collection must be withdrawn.

The library will provide a receipt of the donated items but will not set a fair market or appraised value to any item. If items are donated to obtain a tax benefit, it is the donor's responsibility to establish such value.

Acceptance of gifts: Acceptance of any gift, including cash, securities, real or personal property, will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to meet the requirements, if any, associated with the donation. The library board reserves the right to refuse or reject any gift.

The library will not accept gifts which would require or cause the library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, sex, sexual orientation, religion, physical or mental disabilities, race, ethnicity, or national origin.

Donor Recognition:

Bookplates: At the request of the donor, bookplates, identification plaques, or other appropriate recognition identifying the donor or person being honored may be displayed on items acquired through funds received by bequests or gifts, subject to the approval of the director.

Donor boards, publications: The Library Board of the Ames Public Library and its affiliate, the Ames Public Library Foundation, reserve the right to list donors on wall placards, donor boards, and publications for distribution at their discretion. Upon request, the library board and foundation board will honor requests to refrain from such acknowledgement in conformance to applicable state laws on confidentiality. [*Iowa Code §22.7. 52 a (5)*]

References:

Municipal Code §15.7 (9). Powers, Duties of Trustees

The board of library trustees has and exercises the following powers:

(9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.

Iowa Code §392.5 Library Board.

A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section.

In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 1972 Iowa Acts, chapter 1088.

A library board may accept and control the expenditure of all gifts, devises, and bequests to the library.

Iowa Code §22.7 52 (a) (5) Donor Confidentiality.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

52. a. The following records relating to a charitable donation made to a foundation acting solely for the support of an institution governed by the state board of regents, to a foundation acting solely for the support of an institution governed by chapter 260C, to a private foundation as defined in section 509 of the Internal Revenue Code organized for the support of a government body, or to an endow Iowa qualified community foundation, as defined in section 15E.303, organized for the support of a government body:

(5) Portions of records disclosing the identity of a donor or prospective donor, including the specific form of gift or pledge that could identify a donor or prospective donor, directly or indirectly, when such donor has requested anonymity in connection with the gift or pledge. This subparagraph does not apply to a gift or pledge from a publicly held business corporation.

Relationship Agreement Between the Ames Public Library Board of Trustees and the Ames Public Library Foundation. See attached.

Agreement
Between the Ames Public Library Board of Trustees
and the Ames Public Library Foundation

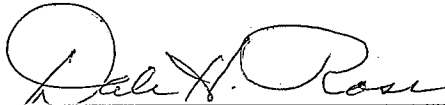
1. **Background:** The Ames Public Library Foundation (APLF) was incorporated in 1995 as a 501c3 nonprofit corporation "to operate exclusively for charitable, scientific and educational purposes." It is the intent of the board of directors that APLF operates exclusively for the public benefit of the Ames Public Library (APL).
2. **Purpose:** The Ames Public Library Foundation provides an ongoing, tax-exempt, not-for-profit repository for the accumulation of funds in support of the Ames Public Library. These funds may be used for capital improvements to the library, for a fund for meeting short-term budget contingencies, special projects of the library, or for an endowment fund. This support is considered to be in addition to the continuing tax-support responsibilities of the City of Ames and other funding jurisdictions. APLF will also be prepared to organize and conduct major fund-raising efforts initiated or endorsed by the APL Board of Trustees. APLF will not attempt to define the needs of the Library, but it will respond as appropriate to needs defined by the Library Board of Trustees
3. **Goals**
 - a. To establish a financially secure investment fund for the receipt of major gifts for the benefit of the Ames Public Library.
 - b. To promote deferred giving through estate planning, life insurance beneficiary designation, trusts and other mechanisms.
 - c. To develop broad recognition in the community that will serve as a base of support for future fundraising efforts.
4. **Fundraising Objectives**
 - a. In support of the actions of the Board of Trustees, APLF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Board of Trustees within the ability of the APLF.
 - b. APLF will be responsible for determining the extent to which its fundraising is feasible within the community.

5. Relation to the Board of Trustees

- a. Although APLF exists as an independent fundraising body, the purposes for which those funds are solicited and the timing and nature of major fundraising activities are to be determined by the Board of Trustees of the Ames Public Library. Two members of the Board of Trustees serve on the Foundation's board of directors and a regular liaison is established between the two boards. The board of directors of APLF recognizes the role of the Library Board of Trustees as the body responsible for the operations of the Ames Public Library, the establishment of library policy and the development of plans and budgets for the library.

- 6. Duration of the Agreement:** This agreement shall take effect immediately and will stay in force in perpetuity, or upon the dissolution of either entity. The agreement may be revised at any time, but shall be reviewed by both parties at least every three years.

Approved by the Ames Public Library Board of Trustees at the meeting on the seventeenth day of April, 2008

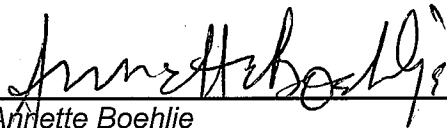


Dale Ross

President of the Ames Public Library Board of Trustees

July 10, 2008
Date

Approved by the Ames Public Library Foundation Board of Directors at the meeting on the twenty-second day of April, 2008



Annette Boehlje

President of the Ames Public Library Foundation Board of Directors

7/21/08
Date