

GIFTS POLICY

New Ulm Public Library welcomes gifts that help to further its mission.

According to the City Charter, the New Ulm Public Library Board shall have control of the expenditure of all moneys collected for or placed to the credit of the library fund. All moneys received for the library shall be paid into the City treasury, credited to the library fund, accounted for separately from other moneys of the City, and paid out in accordance with Section 135 of the Charter with a monthly report of payments provided to the Library Board. The annual levy for library purposes shall not be diminished by reason of gifts, legacies, and donations.

All property given, granted, conveyed, donated, devised, or bequeathed to or otherwise acquired by the City for library purposes shall vest in and be held in the name of the City of New Ulm, and any conveyance, grant, donation, devise, bequest, or gift made to or in the name of the public library shall be deemed to have been made directly to the City.

MATERIALS IN GENERAL

Gifts of materials will be accepted or added to the collection only if they meet the selection criteria as outlined in the library's Collection Policy. If the decision is made to add a gifted item to the collection, the Library reserves the right to place the item in the general collection because the library does not have the space to provide separate shelving or special treatment for the item. Materials are accepted with the understanding that any group or collection of items may not be kept intact. The Library reserves the right to make final disposition of all gifts received. They may be added to the collection, given to other organizations, sold in the library or Friends of the New Ulm Public Library book sale or discarded.

PERIODICALS

Gift periodical subscriptions will be evaluated by library staff to determine their suitability for adding to the collection.

RETURN OF ITEMS

Once the library accepts a gift, it will not be returned.

MONETARY GIFTS

The library welcomes gifts of cash for the direct purchase of library materials and will make every effort to accommodate the purchase preferences of the donor.

Substantial cash offerings, securities, and bequests will be handled by the Library Board, who, with the Library Director, will work out terms of acceptance compatible with library policies, the donor's intent and collection needs.

Undesignated cash gifts will be deposited in the Donations Miscellaneous account. Cash gifts are used only for the purchase of library materials or to support patron service activities, never for such things as staff salaries, building operations, etc. All purchases

using cash gifts are at the discretion of the Library Director with approval by the Library Board.

REAL ESTATE OR OTHER PERSONAL PROPERTY

The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Library Board, who, with the Director, will determine the suitability of the gift and work out terms of acceptance compatible with library policies, the donor's intent and collection needs.

RECOGNITION

The names of the donor(s) and the individual(s) or organization(s) recognized by the gift will be listed on a bookplate and affixed to the material if so desired. A gift form will be filed with the Director, and an appropriate recognition note will be sent to the donor and family members listed on this form. The Library Board and City Council will be notified regularly of gifts. See Form 930 Receipt for Cash Gifts.

EVALUATION

At the request of the donor, the Library will provide a written acknowledgment of the receipt of gifts of materials but in accordance with income tax regulations will leave the determination of a value of the gift to the donor. See Form 935 Receipt for Materials Gifts.

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