Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

City of Homer
Agenda

Library Advisory Board Worksession
Tuesday, September 3, 2019 at 3:30 PM
City Hall Cowles Council Chambers

CALL TO ORDER, 3:30 P.M.

APPROVAL OF AGENDA

DISCUSSION TOPIC(S)

A. Gift Acceptance Policy
   i. Memo from Library Director Berry Re: Gift Acceptance Policy **Page 3**
   ii. Draft Donation Acceptance and Management Policy **Page 5**
   iii. Draft Donor Recognition Policy **Page 7**
   iv. Informational Materials Relating to Library Gift Policies **Page 9**
   v. Informational Materials Related to Existing Homer City Policies **Page 29**

COMMENTS OF THE AUDIENCE (3 minute time limit)

ADJOURNMENT

Next Regular Meeting is TUESDAY, OCTOBER 1, 2019 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

City of Homer
www.cityofhomer-ak.gov

Homer Public Library
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library@cityofhomer-ak.gov
(p) (907)-235-3180
(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: DAVID BERRY, LIBRARY DIRECTOR

DATE: AUGUST 14, 2019

SUBJECT: NEW LIBRARY DONATION ACCEPTANCE AND MANAGEMENT POLICY

Over the past two weeks I have compiled library gift policies from numerous libraries across Alaska. I have also solicited advice from librarians who have existing Library Endowment Funds and spoken to the manager of one such fund.

All the sources I have spoken to unanimously recommend setting up a Library Endowment Fund managed by a community foundation rather than through the city government. This arrangement offers four key advantages:

- The administrative burden on city staff is minimal.
- Community foundations usually achieve higher returns than funds managed by city personnel.
- As a nonprofit charity, a community foundation is able to accept donations from outside grantors as well as individuals.
- Donations to a community foundation are tax-deductable, which is attractive to donors.

I have rewritten (and renamed) the Homer Library Gift Policy to incorporate this advice. I have also created a separate Donor Recognition Policy on the advice of the same individuals.

RECOMMENDATION

Discuss and revise the proposed policies.

HOMER PUBLIC LIBRARY

DONATION ACCEPTANCE AND MANAGEMENT POLICY

AUGUST 14, 2019

The library welcomes donations of materials, funds and other real property. Donations will be managed differently depending on the type of donation and its uses. **[The sections on Materials and Equipment, etc. still require reconciliation with HCC 2.48.050.e. The Funds and Securities, etc. sections avoid this problem because donations to these funds are to the community foundation, not to the city.]**

MATERIALS

The Library Director shall be authorized to accept gifts of materials on behalf of the library. The library adds gift materials to the collection with the understanding that such material is an integral part of the collection. The library will not set up special collections and will not permit circulation restrictions or stipulations for future use. Books and other materials not deemed appropriate for inclusion in the library collection may be offered to other libraries or institutions or offered for sale.

ARTWORK

All donations of artwork are referred to the Parks, Art, Recreation and Culture Advisory Commission (PARCAC), which evaluates donations in accordance with their policies.

EQUIPMENT AND OTHER PHYSICAL ITEMS

When considering any gift, the Library Director may solicit the recommendation of a gift acceptance committee, a group made up of advisors knowledgeable about financial, legal, and community matters, to be chosen by the Library Director. Authority for accepting or rejecting gifts resides with the Library Director, although some gifts may require further approval of the Library Advisory Board and/or the Homer City Council. Gifts that may require an opinion from the gift acceptance committee include, but are not limited to, the following:

- Any gift with recognition requirements other than those ordinarily provided by the library or Friends of the Library.
- Gifts of valuables that will encumber the library either financially or administratively.
- Large or highly specialized equipment, which requires operator expertise beyond that normally held by library staff.

Because of limited space, as a general rule the library is unable to accept donations of furnishings or other tangible personal property given on condition that they be retained by or displayed at the library.

FUNDS

Financial donations are directed to the Library Endowment Fund, which is managed by **XXXX** Foundation. The Endowment Fund provides revenue to support library operations and cannot accept restrictions for specific purposes, such as particular collections or programs. Donors who wish to make a restricted gift should contact the Library Director to discuss options.

SECURITIES, REAL ESTATE AND OTHER NON-CASH DONATIONS

The Library Endowment Fund will also accept donations in all of the following categories, with the understanding that such donations will be liquidated and the resulting monies deposited in the Endowment Fund:

- Securities. Marketable securities are strongly preferred, but the Endowment Fund will also consider closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Life insurance policies. Any proposed gift of life insurance must be examined on its merits, including, but not limited to, the type of insurance, the status (paid-up, vanished, etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance company.

The library does not accept donations that are not outright gifts. The library and the Library Endowment Fund reserve the right to decline any gift that interferes with the library's ability to fulfill its mission or that unduly encumbers either the library or the City of Homer.

The library cannot legally appraise gifts for tax purposes. Donors will be provided a signed and dated gift statement as a receipt.

HOMER PUBLIC LIBRARY

DONOR RECOGNITION POLICY

AUGUST 14, 2019

RECOGNITION

Homer Public Library appreciates all donations of money, time, materials and other real property. The library recognizes donors in the following ways:

BOOKPLATES

Materials which are accepted for inclusion in the library's collection will be fitted with a bookplate on the inside front cover, displaying the donor's name.

YEAR-END SUMMARY

At the end of December the library produces a Year-End Summary, thanking all the individuals and organizations that have contributed to the library's success during the calendar year.

FISH PLAQUE

Donors who contribute $500 or more are eligible to have their name embossed on a plaque and added to the "Fish Wall" outside the library's main entrance. [Note: the Fish Wall was maintained by the Friends of the Library but nothing new has been added in years. I believe the original intent was only for donations toward construction.]

NAMING

For large donations the City will consider naming a feature or building. Naming requests must be consistent with current policies on naming of City property. The Homer City Council makes the final decision on assigning names to City property.

GENERAL CONSIDERATIONS

EXPIRATION

The library reserves the right to expire names and/or recognition plaques and to remove or relocate artwork after 25 years or upon the closure or redesign of a public place or area or the replacement of the named item.

EXCEPTIONS

Exceptions or waivers to the provisions of this policy will be considered in exceptional circumstances only, and will be subject to approval by the Homer City Council. The City reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

Advice on Library Endowment Funds

(from librarians in Alaska, Oregon and Michigan, and a fund manager in a different part of Michigan)

The best procedure for handling large and complicated gifts is to set up an endowment fund with a community foundation. This arrangement offers four key advantages:

- The administrative burden on city staff is minimal.
- Community foundations usually achieve higher returns than funds managed by city personnel.
- As a nonprofit charity, a community foundation is able to accept donations from outside grantors as well as individuals.
- Donations to a community foundation are tax-deductable, which is attractive to donors.

When it comes to setting up the fund, people offered advice on some key things to remember:

- Make it easy to donate. You must be able to accept payments online.
- Provide simple and clear guidance to donors, without a lot of legalese. Make certain you recognize donors and show your appreciation.
- Whenever you get donations of stocks, real estate or other physical property, liquidate it immediately and put the money into the fund. Donated stocks are typically worth very little and the administration is a hassle.
- There will probably be a minimum amount needed to start up the fund. (Homer Foundation requires $10,000.) A challenge grant is a great way to get started.
- Most donations are small, in the range of $100. Juneau PL estimates they receive one large donation about every 3-5 years.
- If at all possible, try to prevent donors from placing restrictions on how money can be spent.
- There is a variety of management structures. Some libraries leave all administration to the foundation. Others have a board consisting of the library director and some other representatives.
- Some funds allow withdrawals from the principal, others don't. Pay close attention to the terms of the agreement between the city and the foundation.

ANCHORAGE PUBLIC LIBRARY

Donor and Naming Policy

Purpose

The Anchorage Public Library, in conjunction with its support organizations, provides ways to publicly identify and acknowledge the generosity of individuals, families, corporations, foundations, donors and volunteers. A sound policy provides meaning, significance and uniformity by recognizing individuals or organizations who have substantially contributed to the Anchorage Public Library.

The naming of buildings, fixed facilities and public places is addressed in the *Municipal Code*, Chapter 3.97. This policy augments the Code for issues unique to the library.

Definitions

Feature: Areas within or associated with a library public place such as a fountain, monument, plaza, garden, landscaped area, collection of material or program.

Use-related generic names: Designates a library interior or component space based on use such as "Youth Services" or "Adult Fiction."

Plaque: A tablet usually made of metal or wood, which is fixed to a wall or other surface to commemorate a person(s) or event.

Art: All forms of original art creations including but not limited to sculpture, painting, photography. (See Municipal Code Chapter 7.40).

Support organization: An organized group whose purpose is to promote and support the Anchorage Public Library such as the Anchorage Library Foundation, Friends of the Library, or a neighborhood library support group.

Recognition

Recognition of financial donors and volunteer contributions will be done in a manner that acknowledges these gifts. Recognition may not interfere with the safety of patrons and staff, obstruct or otherwise inconvenience patrons, staff and normal library operations, and conforms to all applicable library, municipal, state or federal rules and regulations.

Any form of recognition, the purpose of which is commercial or promotional will not be permitted. Corporate logos on public buildings will not be considered. Exceptions will be considered at the request of the donor or due to special circumstances and will be reviewed by the Library Director or designee, the Library Advisory Board, its support organizations and if required, the Legal Department of the Municipality of Anchorage. The Library Director, or designee, with input from the Library Advisory Board, reserves the right to accept or reject recognition or naming proposals.

Standard language for plaques which recognize financial contributions will read, "This <XXXX> was <partially> funded by a generous contribution by <NAME(S)>." Standard language for a public place or program that is created/named for a donor shall include the name and the area, e.g. the Ann Stevens Room or the Kathryn Cotton Volunteer Program. Corporate logos on plaques (appropriately sized and placed) may be included at the discretion of the Library Director, or designee, with input from the Library Advisory Board.

The granting of named recognition pursuant to this policy confers no property rights or interest upon the donor, individual or entity, either in law or equity, actual or implied, real or personal, whether past, present or future. Maintenance, restoration, repair and/or security of items, i.e. artwork with a significant dollar value will be assumed by the Library based on budget. Donors or organizations who wish to assist the Library and ensure that recognition is maintained or secured on a level that is deemed necessary may include these costs as part of the donation.

A collection accepted under APL's *Collection Development Policy* may be given name recognition, but the donation shall not be conditioned upon receipt of name recognition without the consent of the Library Director, or designee, with input from the Library Advisory Board. Recognition will be determined by the size and disposition of the collection. Collections will be maintained as long as they are relevant to Library service needs of the community.

Naming

As stated in the Municipal Code (3.97.020) the "existing name of any public place is presumed to be the best name of that public place. Continuity of name and common usage are presumed to increase sense of neighborhood." The preferred practice for naming branches is location and geographic significance in order to maintain a "sense of community" and to easily and appropriately establish location. In instances where a decision was made to recognize an individual(s) the geographical name will be included in the library name.

Named spaces must include the use-related term, i.e. the Gottstein Family Children's Learning Center.

Criteria for Naming

Honorary naming will be done according to Municipal Code 3.97.025. Naming for financial contributions are at the discretion of the Library Director, or designee, with input from the Library Advisory Board and, if appropriate, its support organizations. Naming based on financial contributions will be based (and ranked) according to: size of donation (at least 25% of assessed current value), length of commitment to the library. Private donor names will be placed before corporate donors if the size of the donation is the same.

Procedure

Naming of a library public place or feature will be done according to Municipal Code 3.97.030 and will require the establishment of a citizen naming panel.

Placement of a plaque or other donor recognition will be based on the recommendation of support organizations and the Library Director, or designee, with input from the Library Advisory Board. The Library Director will have final approval and placement responsibility.

Art that is created under the funding requirements for public buildings and facilities according to Municipal Code 7.40 shall be selected, implemented and placed according to the Code.

Art that is created, donated, and/or purchased for the purposes of display and use in any library that is not part of the public building fund requirement may be accepted upon juried review and may be placed with the recommendation of the Library Director, or designee, with input from the Library Advisory Board. The Library Director will have final approval and placement responsibility.

Expiration

Anchorage Public Library reserves the right to expire names and/or recognition plaques, remove or relocate art work after twenty-five (25) years or upon closure or redesign of a public place or area or replacement of the item that is named. In such instances the original name shall be honored in an appropriate manner and whenever feasible existing dedication and cornerstone plaques will be moved to a replacement facility for display.

The Library reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

Recommended for approval: Library Advisory Board. September 21, 2011
Approved by: Karen Keller, Library Director. September 21, 2011

Book and Media Donation Policy & Procedure

The Library accepts donations of like-new materials. The library is especially interested in donations of hardcover bestselling titles and authors in both fiction and nonfiction, picture books, juvenile and teen series and DVDs.

Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. The Library reserves the right to dispose of donated material through sales at Library fundraising events or discarding.

The Library does not accept the following materials: video cassettes (VHS), audio cassettes, magazines, text books, law books, encyclopedias, or condensed editions. Print materials without an ISBN (International Standard Book Number) will not be added to the collection.

The Head of Collection Management is responsible for the acceptance of all donations to be added to the collection. Any condition or restriction on donated material must be agreed to and stated in writing by the Head of Collection Management in advance of the Library's receipt of the donation.

Appraisal of value is the responsibility of the donor. A gift receipt providing for a description of the material donated and date of the donation is provided when requested.

How to donate your items to the Library
Donations must be delivered to the Library in boxes or bags; boxes and bags will not be returned to the donor.

Donations of any size can be delivered to the loading dock at the Z.J. Loussac Library (facing Barrow Street, near the book drops) Monday through Friday between 9 a.m. and 4 p.m. (excluding holidays). Small donations (one bag or less) are accepted at any library circulation desk during open hours. Large donations are to be coordinated with the Loussac or Neighborhood Library Manager or delivered to the Loussac loading dock during hours specified above.

Updated 4/26/2012

Fairbanks North Star Borough PUBLIC LIBRARY
1215 Cowles Street • Fairbanks, Alaska 99701-4313 • 907/459-1020

GIFTS

NAME OF GROUP OR MEMORIAL _____

CONTACT PERSON _____

ADDRESS _____

_____

PHONE _____FAX_____ AMOUNT OF GIFT _____

1. Is there a specific item you would like us to acquire? _____
   If so, please list the item(s), giving author, title, and as much additional information as possible. Attach a separate list if you need to or a catalog if you have one.

2. Is there a particular subject, age level or type (i.e., reference books, videos, etc.) of material you would like us to acquire? _____
   If so, please describe it.

3. Do you want the library to acquire the item, or do you want to acquire it and give it to the library? _____

4. Do you want us to put a bookplate in the book? _____
   If so, please give us the EXACT wording for the plate.

5. Do you want to see a list of the items acquired? _____

6. Do you want to be notified when the items are available for use? _____

7. Do you plan to arrange for a formal presentation of the material with newspaper coverage? _____

Date received_____ Staff initials_____ Acknowledgement sent_____

Donations

Gifts and donations may be made to the Library in a number of ways:

- By participating in the Adopt-an-Author and/or Adopt-a-Magazine program
- By purchasing Memorial and Celebratory books
- Local collection donations by local authors and artists
- By donating used books and media
- Through the Library Foundation

Adopt-an-Author

You can "adopt" one or more of your favorite authors. By adopting an author, you agree to purchase all copies of the books published by the author, OR, you may opt to purchase only the first copy of each title. Any discount the library receives on purchased items is applied to the cost you pay. As an adopter, you will have the option of being the first to check out your author's books, and each adopted book will have a bookplate inscribed with your name.

If you are interested in adopting an author, please print the **ADOPT AN AUTHOR** form and return it to the Library. (This is a PDF document and requires Adobe Reader to access and read).

Adopt-a-Magazine

You can "adopt" one or more of your favorite magazines. By adopting a magazine, you agree to pay for a subscription for three successive fiscal years (July 1 – June 30) . Any discount the library receives on purchased items is applied to the cost you pay.

If you are interested in adopting an author, please print the **ADOPT A MAGAZINE** form and return it to the Library. (This is a PDF document and requires Adobe Reader to access and read).

Memorial & Celebratory Books

Consider honoring someone special. Congratulate a graduate, honor an anniversary, thank a co-worker, or present a memorial.

The library accepts monetary donations for the purchase of library materials to honor the memory of individuals or to celebrate a special occasion. Bookplates are placed in the materials acknowledging the honoree and the donor. Notification is sent to the memorial family or the honoree, listing the items purchased. For your convenience, a form has been included that you may download and print. Complete the form and return it to the library by mail, FAX or email, as indicated on the form. For questions, call the Administration Office at 907-459-1022.

MEMORIAL DONATION FORM (This is a PDF document and requires Adobe Reader to access and read).

Local Collection

In recognition of local literary and creative efforts, the Fairbanks North Star Borough Public Libraries Noel Wien Branch is pleased to include the works of local individuals in the collection. We have dedicated space on the shelves to make these works visible and accessible to the community. Materials selected for this collection are based on the guidelines below.

- Author or artist must be a current library card holder or be a current resident of the Fairbanks North Star Borough.
- Book submissions must be professionally printed and bound. Media submissions must have professionally printed covers. Unpublished works such as manuscripts, pamphlets, and other unbound materials will not be accepted.
- Submissions must be donated to the library and will become the property of the Fairbanks North Star Borough Public Libraries. We will accept no more than one copy. Because they are donations, they fall under the Donations Policy. No items can be held for or returned to individuals.
- All materials considered for addition to the collection are subject to the Materials Selection Policy. In addition, they are subject to the same standards as any other library material and may be reconsidered, weeded and withdrawn over the course of time.
- Materials found to be a better fit for a different part of the library's collection will be cataloged accordingly.
- Materials not accepted for addition into the Library's collection are sold in the library's book sale which, in turn, provides funding for the purchase of library materials.
- Materials donated for the Local Collection must be accompanied by a fully completed **LOCAL COLLECTION SUBMISSION** Form.

Used Books and Audio-visual Material

The libraries accept donations of used books and audio-visual materials. Items that meet the libraries' selection policy and are in good condition are added to the collection. Those items not selected are sold in the libraries' ongoing book sale, and all proceeds from the book sale are used to purchase library materials. Alaska Magazine is the only used magazine the libraries accept.

Please bring donations to the Noel Wien Library Circulation Desk, or to the North Pole Branch library. Let staff know if you would like a receipt so they can confirm the number and type of items donated. Please be aware that we are not qualified to determine the value of your donation for tax purposes.

Library Foundation

The Library Foundation is a non-profit organization that accepts contributions in any form, raises money through selling specialty items, and maintains an endowment fund to ensure ongoing financial support for the library. The members serve to promote the library by providing assistance and funding for special projects, programs, and services that enrich the lives of borough residents.

Book tiles are one of the Foundation's specialty sale items. Nancy Hausle-Johnson, a noted local ceramic artist, makes the tiles in a variety of sizes and colors. The shelves holding the ceramic tiles are located just inside Noel Wien Library's main entrance, and generate positive comments from visitors. The tiles make wonderful gifts to recognize individuals and families, or may be purchased as a memorial.

For more information about the Book Tile Project, write the Foundation in care of Noel Wien Library, 1215 Cowles St., Fairbanks, AK 99701, or call 907-459-1020 and select Administrative offices.

Juneau PL Gift Policy

The Library is grateful for gifts and donations. In accepting used items, the library reserves the right to decide whether they should be added to its collection, given to another library, or sold in the Friends of the Library book sales.

The library will issue a receipt for the number of books donated, but it will not place a value on those books.

The library appreciates any monetary donations for purchasing library materials. To arrange for a donation in someone's memory or to discuss other gifts, please call 586-0439 or email: junacq@juneau.org.

Endowment Fund of Juneau PL

The Endowment Fund of the Juneau Public Library was established in 1992 as the direct result of a generous bequest from the estate of Verna Hurley Carrigan. The Endowment Fund is a non-profit organization that works to promote and enhance public library services in Juneau.

The Endowment Fund supports supplemental library programs and projects which the library would otherwise be unable to fund. It serves as a vehicle for donations to the library. All gifts to the fund are used to build the fund's principal. Only a portion of the interest from the fund is spent on projects. Thus, a gift to the fund will continue to serve the Juneau Public Libraries for many years in the future.

The Endowment Fund Maintains Four Subfunds:

- The Verna Carrigan Estate–Verna Hurley Carrigan, a long-time Juneau resident, died July 24, 1992. The public library received a bequest from her trust to be used exclusively for the purchase of books, equipment, and related furniture for the library (no particular branch specified).
- Douglas Public Library Subfund–The Douglas Library board, when it disbanded in 1992, transferred remaining monetary assets to the Library endowment fund, to be used exlusively for the upgrading of the Douglas Public Library.
- Friends of the Juneau Public Library Subfund–The Friends of the Juneau Public Libraries provided a third subfund in 1993 with the intent of encouraging others to donate as they did, with no restrictions on use.
- Gomar Children's Fund–Subfund in memory of Miguel and Maria Vides Gomar purchases books and other library materials to augment the children's collections in all branches of the Juneau Public Libraries.

The Library and the Library Endowment Fund welcome gifts in any amount.

- Gifts of $2000 or more go directly to the Endowment Fund.

- Gifts of less than $2000 may also go to the Endowment Fund if they are designated for an existing subfund or if they are undesignated for any specific program or enhancement.
- The Library is grateful for all gifts and donations. In accepting used items, the library reserves the right to decide whether they should be added to its collection, given to another library, or sold in the Friends of the Library book sales. Money raised through the Friends of the Library book sales go to fund library materials, programs, and equipment.
- Monetary gifts may be made for designated purposes, such as the purchase of books or magazine subscriptions. The library will select the specific items purchased in accordance with its collection development policy.
- To arrange for a donation in someone's memory or to discuss other gifts, please call 586-0443.

Tax Deduction for Gifts to the Library or the Endowment Fund

The library and the Endowment Fund are part of the City and Borough of Juneau, and are not non-profits in the strict sense. However, gifts given for "community benefit" are normally tax-deductible.

The library will give a signed and dated receipt for gifts upon request. Non-cash gifts, including book donations, for less than $5000 must be valued by the donor.

The Board of the Endowment Fund

The board of the Endowment Fund is appointed by the Assembly of the City and Borough of Juneau and includes two public members and the Director of the Juneau Public Libraries. The current board members are:

- Donna Pierce, Public Member
- Barbara Berg, Friends of the Library Member
- Robert Barr, Library Director

shall submit a written report to the clerk making a recommendation to the assembly on whether the committee should continue to exist.

* Section 7. Effective date. This resolution shall be effective immediately upon adoption.

Adopted this 20th day of July, 1992.

Serial No. 1589

A Resolution Amending Resolution No. 1362, the International Relations Advisory Committee of the City and Borough of Juneau, to Change the Composition of the Membership.

WHEREAS, Resolution Serial No. 1362, adopted on February 6, 1989, established the International Relations Advisory Committee, and

WHEREAS, the assembly committee on committees through the request of the international relations advisory committee has recommended that the composition of the committee membership be amended;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

* Section 1. Amendment of resolution. Section 1 of Resolution No. 1362 is amended to:

1. Committee established. There is established the international relations advisory committee for the City and Borough of Juneau. The committee shall consist of nine members appointed by the assembly to serve for three-year staggered terms; provided the terms of the initial committee members shall be as follows: three members shall be appointed for a three-year term, three [members] shall be appointed for a two-year term, and three [members] shall be appointed for a one-year term. The composition of the membership shall be as follows:

(a) One member from the Juneau World Affairs Council;

(b) One member from the Juneau School District; and

(c) Seven members from the general public.

* Section 2. Effective date. This resolution shall be effective immediately upon adoption.

Adopted this 14th day of September, 1992.

Serial No. 1609

A Resolution Establishing a "Juneau Public Libraries Endowment Board" to Administer a Bequest of Verna Carrigan, and Future Gifts from Donors for the Benefit of the Libraries.

WHEREAS, the Juneau Public Library has received a generous bequest from Mrs. Verna Carrigan, a longtime resident of Juneau, and

WHEREAS, it was Mrs. Carrigan's intent that the bequest be used for certain enumerated library purposes, and

WHEREAS, it is important that the City and Borough of Juneau honor Mrs. Carrigan's intentions in making the gift, and carefully oversee the stewardship of Mrs. Carrigan's gift as well as the gifts of future library donors so that all donors to the Juneau Public Libraries may be assured that their gifts will be used for their intended purposes, and for the benefit of the library and the public, and

WHEREAS, the assembly joins with the Friends of the Library in expressing gratitude for the generosity of Mrs. Carrigan and in resolving to honor it;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

* Section 1. Library endowment board established. There is established a board of three persons, which shall be known as the Juneau Public Libraries Endowment Board.

(a) The assembly shall appoint members of the board to three-year terms. One member shall be the Director of the Juneau Public Libraries, one shall be a member of the Friends of the Library, and one shall be a member of the general public. The term of the director shall be for as long as they hold that position with the library. Of the two other members, of those members first appointed, one shall be appointed for a term of two years, and one for a term of three years. A member chosen to fill a vacancy other than by

expiration of a term shall be appointed for the unexpired term of the member whom he or she is to succeed. A member of the board shall be eligible for reappointment

(b) The presence of all members shall be required for a quorum and any action of the board shall require two or more affirmative votes to be approved.

(c) The Director of the Juneau Public Libraries shall be chair and conduct the meetings of the board.

(d) Regular meetings. The board shall meet annually in September of each year for the purpose of making recommendations in accordance with paragraph 3.

* Section 2. Board powers.

(a) The board shall advise the director of libraries regarding the Juneau Public Libraries Endowment Fund, which shall be composed of all gifts and donations over $2,000.00 made to the Juneau Public Libraries. Fund monies shall be maintained in a trust account managed by the City and Borough treasurer for the purposes of augmenting the Juneau Public Libraries' budget and not supplanting normal operational funds.

(b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended each year for the benefit of the libraries and to accomplish the goals of the donors to the fund.

* Section 3. Board rules and procedures. The board shall establish written rules and procedures in accordance with this resolution to guide it in administering endowments to the libraries, and for the information of potential donors.

* Section 4. Deposit of bequest. The bequest from Verna Carrigan shall be deposited in the fund for use in accordance with the requirements of this resolution and subject to the restrictions of the bequest.

* Section 5. Effective date. This resolution shall be effective immediately upon adoption.

Adopted this 16th day of November, 1992.

Serial No. 1611

A Resolution of the City and Borough of Juneau Adopting the Determination of Population of the Municipality as of July 1, 1992.

WHEREAS, in accordance with 19 AAC 30.043(d), the City and Borough of Juneau has conducted a housing unit method population estimate of the population of the municipality indicating the population of permanent residents of the municipality as of July 1, 1992, and

WHEREAS, state law requires that the assembly adopt by resolution the results of the estimate for use by the Alaska Department of Community and Regional Affairs;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. That the assembly finds that on July 1, 1992, the population of permanent residents of the City and Borough of Juneau was 29,251.

2. Effective date. This resolution shall be effective immediately upon adoption.

Adopted this 7th day of December, 1992.

Serial No. 1615am

A Resolution Creating a City and Borough of Juneau Human Rights Commission, and Urging the State of Alaska to Reestablish Alaska Human Rights Commission Support for Southeast Alaska.

WHEREAS, discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, and

WHEREAS, this discrimination not only threatens the rights and privileges of the inhabitants of the municipality but also menaces the institu-

The library encourages donations of materials or the money to purchase them. Donations are accepted with the proviso that they will be evaluated for inclusion in the collection in the same manner as other materials, and unusable gifts will be disposed of or sold. The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated gift tax statement as a receipt.

What Happens to My Book Donation?

- If the book or audiovisual material is in excellent shape and will fill a gap in the library's collection, it will be added to the collection.

- If the book or audiovisual material is not needed for the library, it will be given to the Kodiak Public Library Association (KPLA). KPLA will process the material according to the following guidelines:
    - Books and audiovisual materials that are in good condition and up-to-date will be sold to raise money for the Kodiak Public Library Association or donated to another reading-related program or cause.

    - Books and audiovisual materials that meet one or more of the following criteria will not be accepted as donations, and, if received, will be discarded or recycled:
        - In very poor condition
            - Pages torn, falling out, or breaking due to brittleness
            - Missing pages or significant parts of pages
            - Broken bindings
        - Out of date
            - Computer and software manuals, almanacs, medical, and health materials that are more than 3 years old
            - Materials that are no longer accurate or reliable (textbooks, reference materials, travel guides, science, medical, health, and other materials that reflect information that is no longer accurate or accepted to be true)

Kodiak Public Library Association * P.O. Box 1824, Kodiak, AK 99615
kodiaklibrary@gmail.com
http://www.kodiakpubliclibraryassociation.org

Sitka Public Library

4.12 Gifts

Gifts of library materials are accepted with the understanding that they will be considered for addition to the collection if they meet selection criteria. Gifts not retained for the collection may be given to other libraries, schools, or nonprofit organizations, sold, or otherwise disposed of. No condition or restriction placed on gifts can be honored unless agreed upon by the Librarian and donor. The Library does not appraise gifts for tax purposes. Monetary donations, used to purchase new materials, are accepted.

4.13 Memorials and Endowments

The Library encourages donors of financial gifts, real property, and/or stocks to consider the Endowment Fund, which is maintained and managed by the Library Endowment Board. The Endowment Fund was established to acquire and invest contributions that provide, in perpetuity, income used to enhance the Library's collections. It may include distinct funds established in honor or memory of an individual.

Donations

Support for our Library comes, in part, from the generous donations of its patrons and their loved ones. Monetary gifts should be made payable to Sitka Public Library, and may be made in recognition of others. When donors wish their funds to be used toward a particular purpose, the Library will make all reasonable efforts to honor those wishes.

Sitka Public Library also accepts donations of books, DVDs, and CDs that may be added to our circulating collection. Those persons with 6 or fewer items to donate may leave them at the front desk. Those with larger numbers of items are asked to provide us a list of titles and publication dates first. Donated items will be reviewed by the Director and/or Youth Services Librarian to determine whether to add the materials. Criteria for adding materials include:

* Publication date
* Number of like materials available in the Sitka Public Library collection and/or Alaska's Joint Library Consortium
* Condition
* Type (for example hardcover or softcover)
* Likelihood of interest to SPL patrons
* Local historical significance

In regard to books, we typically look for good condition hardcovers published within the past 3 years, Alaskana, and/or subject matter of particular interest to Sitkans. Materials selected for addition to the collection may either be added anonymously, or upon donor request, may include a book plate commemorating the donation. Those materials not selected for addition may either be held for the Friends of Sitka Public Library Book Sale, or returned to the donor upon their request. The Library also maintains a revolving exchange of mass market paperbacks that patrons may add to, by bringing them to the circulation desk. For questions or further information regarding library donations, please contact the Library Director at (907) 747-8708 or library@cityofsitka.org.

Library Commission (not clear if this is the Library Endowment Board):

https://www.cityofsitka.com/government/clerk/boards/info/library/index.html

SOLDOTNA PUBLIC LIBRARY

DONATIONS – MATERIALS & MONEY

Gifts of materials and money to purchase materials are greatly appreciated, and should be made through the Soldotna Library Friends, a 501(c)(3) non-profit organization. All gifts of books and other items are accepted with the understanding that they may be used or disposed of as determined by the Soldotna Library Friends.

- Monetary donations to the library are accepted at the Service Desk as well as in our donation receptacles.
- Checks should be made out to the "Soldotna Library Friends"
- Monetary donations will be used at the discretion of the Soldotna Library Friends.
- Material donations become the property of the Soldotna Library Friends.

Instructions for book & magazine donations:

- The library accepts books and magazines on behalf of the Soldotna Library Friends, according to the Soldotna Library Friends Donations Policy.
- Bring donations to the Service Desk of the library during regular library service hours.
- Due to storage space constraints and staff availability, drop-in donations are limited to **no more than 2 small or medium sized boxes.**
- Please **DO NOT DUMP** items outside the library or in the book drops.
- If items meet the Soldotna Library Friends Donations Policy, patrons may contact a Soldotna Library Friends representative who will assist them with larger volume donations.
- Receipts are available – library staff or a Friends representative will note the number of boxes or bags received.

Adopted by the Library Board: 09/15/2014
Approved by the City Librarian: 09/15/2014

Book Donations

The Valdez Consortium Library accepts donations of books, CDs, and DVDs. We do not accept magazines. It is the decision of the library staff what donated items will be placed in the collection.

City of Homer Accession, Gift & Donation Policies & Procedures for Works of Art

The Parks, Art, Recreation and Culture Advisory Commission is charged with the responsibility of evaluating the suitability of proposed artwork and making recommendation to the City Council as to whether or not to accept it as a gift. If accepted, the donated work becomes the responsibility of the City of Homer, which will inventory, insure, maintain and repair it as required by Homer City Code and Alaska State Law.

Definitions

"Gifts" are personal or real property that is donated, devised or bequeathed with or without restrictions to the City of Homer. Gifts can be actual artwork, property for placement of artwork or funds for the acquisition of artwork.

"Gift Policy" is the policy that identifies the procedure and criteria for reviewing proposed gifts of artwork to the City of Homer.

"Accession Policy" is the policy that defines an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection insuring that the collection is comprised of artwork of the highest quality.
(Reso. 10-80, 2011.)

ACCESSION POLICY

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

Definition
Accession is to accept artwork in to the Municipal Art Collection

Policy
1. Accession procedures insure that the interests of all concerned parties are represented including the Parks, Art, Recreation and Culture Advisory Commission, the Public, the Artist, the Arts Community and the City of Homer.

2. Artwork shall be distinctive artistic merit and aesthetic quality and will enhance the diversity of the Municipal Art Collection.

3. Artwork shall be appropriate in and for its site, scale, material, form, and content for both its immediate and general social and physical environment.

4. Artwork shall be reasonably durable against theft, vandalism, weather, and excessive maintenance costs.
5. Accession implies the responsibility to preserve, protect, and display the artwork for public benefit.

6. Accession implies a work's permanency within the Municipal Art Collection, providing that the work retains its physical integrity, identity and authenticity.

7. Artwork will be acquired without restrictions as to its future use and disposition except as provided in contracts with artists.

8. Artwork will be accessioned into the City of Homer's Municipal Art Collection only upon completion of all facets of the Commissioning or purchasing contract and final approval of City Council.

9. Each accessioned work into the Municipal Art Collection will be documented to the fullest extent possible, including artist's last known address and when available, photograph.

10. The artist's signed contract or release transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every accessioned work and shall be in the documented records of the work.

11. In the case of interagency or inter-local agreements a copy of the agreement and signatures of all parties will be kept in the office of the City Clerk.

12. Accession results from projects and purchases generated as part of the Municipal Art program except in case of donations which will be reviewed in accordance with the City of Homer Public Arts policy on gifts and if accepted will be accessed pursuant to this accession policy. (Reso. 10-80, 2011.)

GIFT POLICY

Purpose
To identify a procedure and criteria for the Parks, Art, Recreation and Culture Advisory Commission to review proposed gifts of artwork.

Definition
Gifts are personal or real property that is donated or bequeathed with or without restrictions to the City of Homer for actual artwork, property for placement or funds for the acquisition of artwork.

Policy
1. The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts as defined above and will evaluate the suitability of proposed gifts and make recommendations to the Homer City Council in accordance with Homer City Code which allows acceptance of donations.

2. Each Proposed gift will be reviewed for the following:
   a. Aesthetic Quality – the proposed gift has significant aesthetic merit.
   b. Appropriateness of Chosen Site or Location – scale of artwork is appropriate for the site including relationship between the artwork and the site and obstacles of the site.
   c. Restrictions from the Donor – any restrictions must be clearly identified and may be a factor in determining whether to accept gift.

d. Originality of Artwork – artwork must be one of a kind or part of an original series. Reproductions of originals are not considered eligible for acceptance.
e. Relationship to the Collection as a Whole – the Parks, Art, Recreation and Culture Advisory Commission is committed to creating a diverse collection of art. The proposed gift must be compatible with the Municipal Art Collection without being over represented.
f. Technical Feasibility – the realistic ability for the proposed project to be built and installed as proposed in the selected location.
g. Technical Specifications – the Parks, Art, Recreation and Culture Advisory Commission must review the actual work if available or a scale drawing and/ or model consisting of site plans and elevations describing the following:

1. Surrounding site conditions if applicable
2. Dimensions
3. Materials and finishes
4. Colors
5. Electrical, Plumbing, or other utility requirements
6. Construction and installation method
7. Additional support material such as text verbally describing the artwork and specifications, models, or presentation drawings by a licensed engineer may be required.

h. Budget – cost to manage the project, prepare the site, deliver and or install the work, funds for signage/recognition, and any other cost should be disclosed by the donor in a budget. The Commission will determine if the costs are accurate and realistic and that the donor has clearly delineated responsibility for all costs associated with the project.
i. Timeline – expected timeline for donation or installation should be proposed by the donor. The Commission will determine if the timeline is realistic.
j. Durability – expected lifetime and staying power of the material used to create the artwork especially if set in the out of doors or in a non-archival exhibition setting and exposed to the elements.
k. Warranty – the donor agrees to be responsible for a warranty period of one (1) year from the date of final installation of the artwork to insure the integrity of the material, fabrication and installation when installed in or on a city owned facility or property.
l. Vandalism and Safety – the artwork will not be prone to vandalism or pose a safety hazard.
m. Maintenance and Preservation – donor's agreement to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs to maintain artwork.

3. Donors proposing gifts will be informed of the importance of the above criteria in the Commission's consideration.

4. The Parks, Art, Recreation and Culture Advisory Commission will have final authority through the City Manager to review and recommend to Homer City Council to accept or reject the donated artwork.

5. All gifts that are recommended for acceptance will only be accessed into the Municipal Art Collection pursuant to the Accession Policy. (Reso. 10-80, 2011.)

PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF HOMER

Process

The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts according to the Gift Policy. They will evaluate the suitability of the proposed gifts and make recommendations to the Homer City Council through the City Manager.

In order to provide the Commission with the information necessary to evaluate the proposed artwork in accordance with the Gift Policy and Accession Policy the potential donor or donor's representative must complete the Gift Proposal Application and submit to the City of Homer, City Clerk's Office. (Reso. 10-80, 2011.)

Presentation to the Parks, Art, Recreation and Culture Advisory Commission

If applicable the donor will be scheduled to present his or her proposal to the Commission at the next regular meeting. The donor is expected to present the actual artwork, model or scale drawings of the proposed piece. If it is not possible depending on the artwork a photograph may be accepted upon approval of a majority vote of the Commission.

The Parks, Art, Recreation and Culture Advisory Commission will review the proposal, consider the presentation and make a recommendation at the meeting. If the proposal materials do not give the Commission enough information to make an educated recommendation they may request to postpone recommendation until further information is provided by the donor.

CITY OF HOMER
HOMER, ALASKA

City Manager
Parks and Recreation Commission

RESOLUTION 06-68

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA ESTABLISHING A PARKS AND RECREATION POLICY REGARDING NAMING OF MUNICIPAL PARK AND RECREATION FACILITIES.

WHEREAS, The Parks and Recreation Advisory Commission tasked staff to establish a policy for naming municipal facilities of the City of Homer.

NOW, THEREFORE BE IT RESOLVED, That the Homer City Council establishes the following Parks and Recreation Policy Regarding Naming of Municipal Park and Recreation Facilities:

PARKS AND RECREATION POLICY REGARDING NAMING OF MUNICIPAL PARK AND RECREATION FACILITIES

A. Names are a means of adding meaning, significance and uniformity to the facilities of the City of Homer, by developing names that embody the values and heritage of the local community. The naming process is intended to recognize that such facilities belong to the public and that the naming be in the public interest. Names of facilities are intended to remain unchanged for long periods of time and will be changed only after careful consideration of the public interest.

B. An attempt should be made to provide names for parks, recreation facilities, and other municipal facilities that aid in locating the properties. Accordingly, names should be for the following categories:

- Geographic influences, such as streets, schools or natural features;
- Descriptive attributes;
- Historical influences;
- Cultural influences;
- Deceased people;
- Living people or organizations.

C. Names should be chosen to avoid confusion such as caused by similarity of names.

D. Deceased or living person, or organization, whose name is proposed for a park, recreation property or city facility should be a person or organization who, through exemplary and substantial effort, has made a significant contribution to the community; and/or has made a substantial donation to acquisition or development of the property; and, except in extraordinary cases, who has not been honored by name associated with another public facility or place. Written verifiable background information regarding the proposed honoree shall be provided in support of the proposal.

E. In extraordinary circumstances and after careful consideration, names may be changed provided:

1. The name conforms to the above policies.
2. A public hearing is held.
3. The name is recommended for approval by a majority of the appropriate Commission.
4. The name is approved by the City of Homer City Council.
5. The change is not contrary to terms related to the acquisition of the property.

F. Names for certain facilities, improvements or accessories or the inclusion of commemorative plaques for inscriptions may be approved by the City Council provided:

1. The facility is one of the following:
   a. Gardens
   b. Shelters
   c. Playgrounds
   d. Trees
   e. Parks
   f. Similar facilities, accessories or improvements as determined by the Council.
2. The name conforms to A-F above.
3. The proposal is supported by a majority vote of the Parks and Recreation Advisory Commission.
4. The item to be named is consistent with the overall facility plan and is installed in accordance with applicable standards and guidelines as to design, location, construction and maintenance.

G. This policy is subject to review of the Homer City Council should there be a need for updating.

H. General Procedure. Applicants wanting to name a facility shall work with the Parks and Recreation Advisory Commission:

1. The name shall conform with the above policies.
2. The Parks and Recreation Advisory Commission will hold a public hearing.
3. The name will be recommended for approval by a majority of the Parks and Recreation Commission.
4. The matter will be forwarded to the City Council for a final decision.
5. The name will be adopted by Resolution.

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this 12th day of June, 2006.

CITY OF HOMER

Val McLay

VAL MCLAY, MAYOR PRO TEMPORE

Mary L. Calhoun

ATTEST: MARY L. CALHOUN, CMC, CITY CLERK

Fiscal Note: NA

HOMER PUBLIC LIBRARY
GIFT ACCEPTANCE POLICY

Gifts not retained for the collection will be added to the Friends of the Homer Public Library's book sale.

The Library director shall be authorized to accept gifts on behalf of the Library and will, in most cases, accept on her sole authority unrestricted gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

No conditions or restrictions on donations of Library materials can be honored. The Library adds gift materials to the collection with the understanding that such material is an integral part of the collection. The Library will not set up special collections and will not permit circulation restrictions or stipulations for future use. Books and other materials not deemed appropriate for inclusion in the Library collection may be offered to other libraries or institutions or offered for sale. The Library will be glad to provide a list of needed material.

Donors may place restrictions on other categories of gifts under the following conditions:

- The restriction must be compatible with the overall mission of the Library.
- The restriction shall not impede the ability of the Library to acquire gifts from other sources.
- The restriction shall not place undue burden on the Library's resources.
- The restriction shall not subject the Library to adverse publicity.

When considering any gift, the Library director may solicit the recommendation of a gift acceptance committee, a group made up of advisors knowledgeable about financial, legal, and community matters, to be chosen by the Library director. Authority for accepting or rejecting gifts resides with the Library director, although some gifts may require further approval of the Library Advisory Board and/or the Homer City Council. Gifts that may require an opinion from the gift acceptance committee, include, but are not limited to the following:

- Any gift with recognition requirements other than those ordinarily provided by the Library or Friends of the Library.
- Cash given to create a new library program.
- Gifts of art or other valuables that will encumber the Library either financially or administratively.
- Securities which are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.

- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Life insurance policies. Any proposed gift of life insurance must be examined on its merits, including, but not limited to, the type of insurance, the status (paid-up, vanished, etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance company.

The Library's acceptance of a non-monetary gift does not guarantee its retention as Library property in perpetuity. All non-monetary gifts are subject to disposition. Because of limited space, as a general rule the Library is unable to accept donations of art, furnishings, or other tangible personal property given on condition that they be retained by or displayed at the Library. The Library does not accept for deposit materials that are not outright gifts. The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers either the Library or the City of Homer.

The Library cannot legally appraise gifts for tax purposes. Donors will be provided a signed a dated gift statement as a receipt.

Approved by the LAB December 6, 2011
Adopted by HCC on January 23, 2012

2.48.050 Library Advisory Board – Powers and duties.

The Library Advisory Board shall:

a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.

b. Assist the Librarian in preparation and presentation of the annual budget request to the City Council.

c. Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.

d. Make recommendations through the City Manager to the Mayor and City Council concerning the library and its programs.

e. Solicit donations of money and/or property for the benefit of the library. Any money donations shall be deposited to the City treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].