

## KENOSHA PUBLIC LIBRARY GIFT AND NAMING RIGHTS ACCEPTANCE POLICY

### Purpose:

To protect the interests of the Kenosha Public Library (“Library”), Kenosha Library Foundation (“Foundation”), and the individuals and entities that support the Library, this policy will ensure that all gifts to, or for the use of, the Library are structured to be consistent with the mission and goals of the Library.

Donations to Kenosha Public Library are welcomed and appreciated. The goal of this policy is to encourage donating without encumbering the Library with gifts that may prove to generate more cost than benefits or are not in keeping with the mission and goals of the Library.

This policy will enable the Library Board of Trustees, The Library Foundation Board, and staff to respond promptly, and in the affirmative where possible, to all gifts offered by prospective donors. It is understood that, except where stated otherwise, this policy is intended as a guideline. Flexibility shall be maintained as some gift situations can be complex, and decisions will be made only after careful consideration of a number of interrelated factors. This policy will, in some instances, require or allow that the Library Board of Trustees, The Library Foundation Board, and/or staff consider the merits of a particular gift.

### General Provisions

Gifts of materials and subscriptions will be reviewed and handled per the Collection Development and Materials Selection Policy.

Anonymous gifts from individuals or entities may be accepted. Except as may otherwise be required by law, if requested, the Library and Foundation shall maintain the highest confidentiality standards for all donor files and records. Such files and records may be used only by the Library and Foundation, and their officers, trustees, employees, and volunteers.

Undesignated cash gifts under \$500 will be deposited to the Gifts and Memorials Fund. Funds will be handled according to the Fiscal Policy of Kenosha Public Library.

The Library Board may approve the disbursement of trust funds, bequests, or cash donations of \$500 or more received or held by the Library to the Kenosha Public Library Foundation on the following conditions: 1) that such transfers take place only with the consent of the donor or the authorized representative of the donor’s estate, and 2) that such transfers require the Kenosha Public Library Foundation Board to agree that all transferred funds and any future interest or investment earnings from those funds be used exclusively for the intent and purpose stipulated by the donor or the authorized representative of the owner’s estate.

Non-monetary donations such as furniture, art, landscaping items, and equipment will be evaluated by the Library Director and Senior Management Team. The decision to accept such a donation is based on need, space, and appropriateness.

A tangible item with conditions attached will not be accepted by the Library. Once donated, items belong to the Library to use, archive, or dispose of as the Board and staff see fit. No tangible personal property shall be accepted if the gift obligates the Library to perpetual ownership.

Donated items that will require maintenance must be donated with a maintenance fund to provide for their upkeep.

An appropriate acknowledgement of gratitude will be given to any donor of an accepted gift.

Compliance with current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Library Director and the Foundation Treasurer. Assets gifted, devised, or bequeathed to the Library shall not be used, by propaganda or otherwise, to attempt to influence legislation. No restriction placed upon an asset donated to the Foundation by the donor shall be honored that does not comply with the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or any subsequent corresponding provisions of the Internal Revenue Code).

### **Restrictions on use of gifts**

No restrictions on how monetary gifts may be used by the Library will be honored without prior approval of the Library Board. No gift shall be accepted subject to restrictions that would prohibit, or tend to inhibit, other gifts.

### **NAMING RIGHTS POLICY**

The Kenosha Public Library Board of Trustees considers the naming of a space, such as a room or outdoor area, but not including a building, etc. henceforth to be called ( "space") in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. Naming rights for a Library Branch will not be considered.

The Kenosha Public Library seeks to recognize persons who have supported the Library through distinguished effort or substantial financial endowment by naming space(s) in their honor.

The Kenosha Public Library Board of Trustees shall have sole responsibility for naming or renaming library space.

#### **General Definitions:**

**Naming opportunities for distinguished effort:** A naming shall honor or memorialize an individual who has achieved exceptional distinction in service to Kenosha. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process.

**Naming opportunities due to a financial donation or endowment:** The space may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor.

#### **Guidelines for Naming:**

Naming rights will remain in place for a period of at least 10 years and not extend beyond the normal life of the space, whichever comes first. If, as a result of changed conditions in the future, the life of the space does not reach 10 years, naming rights will be individually determined each time.

A proposal for naming a space in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

**General Guidelines:**

To insure the appropriateness of the honor, the Kenosha Public Library will adhere to the following guidelines to make decisions on the merits of each opportunity with regard to naming spaces: When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy requires the endorsement of the Kenosha Public Library Board of Trustees.

**Request Procedure**

All requests for naming shall be submitted to the Kenosha Public Library Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The Kenosha Public Library Board of Trustees will review and consider each submitted naming nomination on its individual merits.

No publicity shall be given the recommendation for naming until it is approved by the Kenosha Public Library Board of Trustees.

**Gift Recognition Replacement-Special Considerations**

In the event a building is drastically altered by construction, the Kenosha Public Library Board of Trustees shall reserve the right to add or alter gift recognition, including the space's naming. Any donor signage displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named space has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included on a comprehensive donor recognition sign.

**Management of Gifts of Cash or Other Assets in Exchange for Naming Rights**

Gifts of cash or other assets in exchange for naming rights will be turned over to the Foundation of the Kenosha Public Library to manage and disburse according to the terms of the gift.

**Dedication Ceremony and Signage**

Upon approval of the naming by the Kenosha Public Library Board of Trustees, an appropriate dedication ceremony may be planned and conducted. The donor, guests, and the Kenosha Public Library Board of Trustees will be notified at an early date to ensure attendance and participation. A dedication sign or comparable marking may be erected at the ceremony. All building signage must conform to the signage that has been selected for the area in size, design, location, materials and content.

Adopted  
Kenosha Public Library Board of Trustees

**The Kenosha Public Library  
Gift Agreement for Naming Rights**

In recognition of the efforts being made by the Kenosha Public Library Board of Trustees to obtain additional funds to develop and construct, and to support the future enhancements of the library, the undersigned intends to establish by a gift of \$[insert amount of gift commitment here], a naming opportunity to be known as [insert name here]. It is the donor's wish that the [insert space] located [insert location description] be named [insert] and marked with appropriate signage.

This naming right will remain in place for a period of at least 10 years. Naming rights will not extend beyond the normal life of the space. If, as a result of changed conditions in the future, the life of the space does not reach 10 years, naming rights will be individually determined each time.

The Kenosha Library Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

**Ethics Clause**

If at any time the donor or the name associated with the space may compromise the public trust or the reputation of the library, the library, with the approval of the Board of Trustees, has the right to remove signage and may also rename the space/room.

\_\_\_\_\_  
Printed Name of Donor

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acknowledged by Library Board President

\_\_\_\_\_  
Date

Adopted  
Kenosha Public Library Board of Trustees