

Allegan District Library Gifts and Donations Policy

The Allegan District Library welcomes and encourages gifts and donations to support its current operations and future development. The Library accepts gifts of money, property, print and non-print materials, and bequests which are consistent with the Library's mission.

Gifts of Books and Non-Print Materials:

The Library welcomes gifts of books and non-print materials (DVDs, CDs, etc.) with the understanding that items which are not added to the collection will be added to items for sale by the Friends of the Allegan District Library at their book sale or disposed of at the Library's discretion.

All items that are accepted by the Library become the absolute and unconditional property of the Library and cannot be returned to the donor for any reason. Once the Library takes possession of an item, the Library is free to make all decisions in accordance with its established policies and procedures with respect to the retention, storage, processing, use, and disposition of that item.

Monetary Gifts:

The Library welcomes gifts of cash, stock or securities. The Library is also happy to be named benefactor of an insurance policy or pension plan. If the gift is used to purchase library materials, the Library Director will try to accommodate the donor's subject preferences as long as they are consistent with the requirements of the Library's collection management policies.

Gifts of Real estate or Other Personal Property:

The Library will accept gifts of real property that either supports or could be sold to support the mission of the Library. Such offers should be handled by the Director, who in consultation with the Board of Library Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Valuation:

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to recognize an individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

Recognition of Gifts:

Library bookplates will be placed (whenever possible) in library materials purchased with gift funds. Programs and services made possible by gift funds will include recognition of benefactors in their supporting literature. Recognition of gifts may be made through the library's newsletter; major donations may also be announced in the local newspaper.

Recognition through Naming:

The Allegan District Library Board of Trustees considers the naming of a space in honor or memory of an individual, family, foundation, corporation, or organization to be one of the highest distinctions it can bestow.

Therefore, the Board of Trustees seeks to recognize such individuals, families, foundations, corporations, and organizations who have supported the Library through distinguished effort or substantial financial contributions by naming a space in their honor.

A “space” is defined as an internal feature, which may be a room or area, or an external feature, which may be gardens or an outdoor area.

Authority for Naming Opportunities

The Board of Trustees of the Allegan District Library shall have sole responsibility for naming or renaming library facilities; parts of facilities and/or properties; and endowments for new capital projects, renovation projects, programs, equipment, collections, and/or other library services.

Process for Consideration of Naming Opportunities

Naming Opportunity requests may be initiated by the Library, an individual, family, charitable organization, foundation, and/or corporation who submits a Letter of Interest to the Library District’s Executive Director. No proposals will be accepted from political or religious organizations.

A Naming Committee, exclusively made up of Trustees from the Library Board, will be appointed by the President of the Board of Trustees and will consist of at least one officer of the Library Board and two additional Trustees as well as the Executive Director as a non-voting member of the Committee. The Naming Committee will consider all proposals regarding the naming of library facilities; parts of facilities and/or properties; and endowments for new capital projects, renovation projects, programs, equipment, collections, and/or other library services.

All Naming proposals will be submitted to the Naming Committee in writing, and each shall contain justification compliant with the criteria, terms, and purposes set forth in this policy.

Based on criteria and procedures outlined in this policy, the Naming Committee will make a detailed recommendation to the Library Board for approval, refinement, or rejection of each Naming Committee proposal. Unless further deliberation is needed, the Library Board will vote on the recommendation. If additional deliberation is needed, the vote will be postponed until the next regular Library Board meeting. The Naming Committee will clarify its recommendation before that board meeting and present the recommendation to the Library Board for approval.

A standard legal agreement between the donor and the Library Board containing terms and conditions (including the conditions under which the naming recognition may be rescinded) must be reviewed and signed by both parties. The naming agreement will outline the amount of the gift, period of naming recognition, payment terms, and any other terms pertinent to the naming opportunity.

No publicity on the recommendation for naming shall be given until it is approved by the Library Board.

Criteria Used to Evaluate Naming opportunities:

The following criteria and guidelines will help guide both the Naming Committee as well as the Board of Trustees but is not meant to be exhaustive. Other criteria not stipulated can and will be considered at the discretion of the Naming Committee and Library Board of Trustees

1. When prospective donors are willing to enter into an agreement to contribute at least 51% of the actual or projected costs of the specific project of interest, including but not limited to costs for land, project design, construction, necessary equipment and/or collections, as determined by library executive staff and project design consultants using metrics such as fair market value property appraisals; construction or renovation costs per square foot; furniture, fixture and equipment quotes; collection cost estimates; signage cost estimates; ongoing maintenance costs; and/or project design and/or construction cost estimates.
2. The naming of a space may honor or memorialize an individual who has given distinguished and exceptional service to the Library that merits recognition in the Library's history. A proposal for naming a space in honor of such an individual shall contain specific information in support thereof including the credentials, character, and reputation of the individual.
3. In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the Board that the use of the benefactor's name for the space be discontinued.
4. If an individual or organization, after which a space has been named, comes into disrepute at the Library or in the community at large, the use of the name be discontinued.
5. All contract documents must be finalized before the Library issues final approval for a naming opportunity and declares the officially recognized name of the space.
6. Naming rights shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation. In the event the space is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the Library Board shall roll the name forward in a similar capacity.

Deferred Gifts with Naming Rights: Deferred gifts are those gifts that are committed for Library use in the present, but received by the Library in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by the Library when a donor transfers cash or assets to the Library and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust. Each deferred gift plan shall have a mutually signed agreement that specifies the type of plan, amount of the income payments, and the purpose and use of the deferred gift. People interested in developing this type of gift are encouraged to contact the Library Director to discuss their options. All plans for Deferred Gifts shall contain a written statement of intent with full details of the gift. Once a deferred gift has received formal acceptance by the Board, the gift shall be considered as irrevocable.

Gift Recognition Replacement - Special Considerations:

A request to rename, add a second name, or remove a name from a space shall conform to the following principles: Any request to rename, add, or remove a name from a space should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor

names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement. In the event a building is drastically altered through construction, the Allegan District Library Board shall reserve the right to add or alter gift recognition, including the name of the space. Any donor plaques displaced as a result of this shall 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 shall 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 in or adjacent to new, renovated or redeveloped spaces.

Dedication Ceremony and Plaque:

Upon approval of the naming by the Allegan District Library Board, an appropriate dedication ceremony may be planned and conducted. A dedication plaque or comparable marking may be erected at the ceremony. The size and placement of any such plaques or signs will be determined by the Library Director in conjunction with the Allegan District Library Board based upon the design, location, materials, and content of said plaque or sign and will be consistent with Library District signage standards.

Approved Nov. 21, 2017