



## GLENCOE PUBLIC LIBRARY

### **“ROOTED IN HISTORY, BUILDING FOR TOMORROW” CAPITAL CAMPAIGN NAMING AND RECOGNITION POLICY**

#### **Overview**

The Glencoe Public Library (Library) wishes to recognize the generosity of donors who make monetary gifts to the “Rooted in History, Building for Tomorrow” campaign. The following guidelines describe the procedure for acknowledging the generosity of such donors by offering naming opportunities for gifts at various levels.

The guidelines also seek to ensure consistency and the fair and equitable distribution of donor recognition so as to:

1. Best represent the interests of the donor;
2. Guide recognition discussions with prospective donors, and
3. Reflect the best interests of the Library and this policy.

#### **Naming Guidelines**

1. **Naming Opportunities.** A list of naming opportunities for facilities and spaces will be determined by the Glencoe Public Library Board of Trustees (Board). Any changes to the approved list of naming opportunities must be approved by the Board.
2. In no event shall the Library be renamed.
3. **Type of Gift.** Naming opportunities will be awarded in recognition of both lump sum gifts and gifts paid over a period of time not to exceed three years.
4. **Gift Agreement.** The donor and Library will enter into a gift agreement in the form of Exhibit A to this Policy. The donor and Library will each receive an original executed copy. The Library’s Executive Director is responsible for the safekeeping and administration of all gift agreements.
5. **Duration of Named Facilities or Spaces.** The period of time a donor’s name will be attached to a facility or space will be determined at the time the gift is made. Naming will not be offered in perpetuity; rather the duration of the naming rights generally will be commensurate with what the Library deems the life span of the facility or space.

In general, this period will be for 36 years or as long as the use of the facility or space remains substantially the same as specified at the time of the naming, whichever is shorter.

In the event of demolition, rebuilding, or substantial renovation of the named facility or space before completion of the established duration of the naming rights, the Library may transfer the existing name to the new or renovated facility or space or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by the donor’s name.

6. **Removal of Name.** If the donor does not fulfill the terms of the gift agreement upon which the naming was approved, the Library, with the approval of the Board, reserves the right to remove the previously approved name and allow the facility or space to be renamed.

If at any time the donor, his, her, or their name, or the name designated for a facility or space may compromise the public trust or reputation of the Library including acts of moral turpitude, the Library, with the approval of the Board, has the right to remove the name. Under no circumstances shall the Library have any financial responsibility to the donor.

#### **Other Donor Recognition**

Donor recognition outside of naming opportunities will be offered to those who donate gifts that are below the monetary threshold for naming. Recognition may include bricks and/or a recognition display on the interior of the building in a centralized location. Recognition may vary according to the level of respective support.

All donors, whether they obtain naming rights or other forms of recognition may choose to remain anonymous.

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| Adopted  | August 20, 2025    |
| Reviewed |                    |
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