

## Library Gift and Donor Policy

The Newport Beach Public Library Board encourages and welcomes gifts and bequests to the Library. Gifts may be given to the Newport Beach Public Library, to the Newport Beach Public Library Foundation and/or to the Friends of the Newport Beach Public Library.

It is the position of the Board of Library Trustees that gifts and bequests given to the Library shall be used to supplement those funds appropriated for use by the Library, and shall not in any way supplant such funds appropriated for Library salaries and maintenance and operations of the Library.

### Foundation Gifts

The Newport Beach Public Library Foundation ("Foundation") is an [Internal Revenue Code Section 501\(c\) \(3\)](#) organization. The Foundation solicits funds and properties and disburses monies for the benefit of the Newport Beach Public Library.

All donors who contribute \$2,500 or more to the Foundation shall be recognized in a manner as designated by the Foundation and approved by the Board of Library Trustees.

All service clubs, Parent Teacher Associations, schools or other organizations who collectively donate \$2,500 or more shall be recognized by the [organizational-organization's](#) name.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library [on behalf of the Foundation](#). Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately, but will be integrated into the collection.

Recognition of pledges shall be based upon the total amount pledged. Donors of gifts of \$5,000 or greater shall have no more than five (5) years to complete the pledge, and recognition may be implemented after the pledge has been fulfilled. Appropriate recognition of items will be given to donors at the discretion of the Newport Beach Public Library Foundation Board. Any modification to the foregoing dollar amounts and exception to this policy concerning Foundation gifts will require the express approval of the Newport Beach Library Board of Library Trustees.

### Donor Recognition Walls

At the February 4, 2013 regular meeting, the Board of Library Trustees approved donor recognition walls within the Central Library. A donor recognition wall consists of a listing of the name of a person (or persons) or a company that contributed funds to a capital campaign or other major fundraising . The fundamental purposes of a donor recognition wall are to honor the major financial contributors of an organization, and to serve as an incentive for potential donors to contribute. The Foundation has established the funding level for each designated donor wall. The donor recognition walls within the Central Library include the following locations:

- Children's Activities Area (\$500,000)
- Media Center (\$250,000)

- Sound Lab (\$75,000)
- Media Lab (\$100,000)
- Grand Stairway (\$500,000)
- Second Floor Reading/Study Area (east side) (\$150,000)
- Second Floor Self-Checkout Area (\$100,000)

At the February 4, 2013 regular meeting, the Board of Library Trustees also approved guidelines for the letter size and banner length of the donor recognition walls:

- Children's Activities Area: 2.5" letters up to 13' banner length
- Media Center: 2" letters up to 10' banner length
- Sound Lab: 2" letters up to 5' banner length
- Media Lab: 2" letters up to 8' banner length
- Grand Stairway: 3" letters up to 13' banner length
- Second Floor Reading/Study Area (east side): 2.5" letters up to 13' banner length
- Second Floor Self-Checkout Area: 2" letters up to 8' banner length to be located above the video screen

The Board further approved a guideline to limit the lettering on donor walls, with the exception of "Study Area B", to a single line. The design and content of donor recognition walls must be reviewed and approved by the Board of Library Trustees. Recognition will consist of ~~stainless steel~~stainless-steel lettering that adheres to the parameters approved by the Board of Library Trustees (size of letters and length of single line on wall). Donors shall have no control over the size, location, materials or any other aspect of the recognition sign.

Recognition shall be permanent unless a corresponding pledge is not fulfilled over five years. Additional names shall not be added to a named wall. If a pledge payment is not paid within 30 days following written notice to the most recent address provided to the Library, the Board of Library Trustees shall have the right to remove the name recognition permanently. No payments made prior to that time shall be refundable in any event.

In the event the area of the ~~library~~Library with the donor's name is significantly renovated, demolished, or is no longer used for ~~library~~Library purposes, either voluntarily or involuntarily, the donor shall have no further rights related to the name recognition, at the sole discretion of the Board of Library Trustees. In such case, any payments not yet paid by the donor shall no longer be due.

Any modification to the foregoing dollar amounts or to the letter size and banner length, or any exception to this policy concerning donor recognition walls will require the express approval of the Board of Library Trustees.

## Friends Gifts

The Friends of the Newport Beach Public Library is a an Internal Revenue Code Section 501(c) (3) organization.

The Friends accept donations of used books to be sold in the Friends Book Store. The disposition of donated books is determined by the Bookstore Manager. Other gifts offered to the Friends will be

reviewed and considered for acceptance by the Friends Board. Recognition of donations shall be recommended by the Friends Board and considered for approval by the Board of Library Trustees.

## **Library Gifts**

Gifts offered directly to the Library will be reviewed and considered for acceptance by the Board of Library Trustees. Gifts to the Library are also tax deductible. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board of Library Trustees.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library on behalf of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately, but will be integrated into the collection.

All donations of gifts and property to the Newport Beach Public Library not covered by the Collection Development Policy (NBPL 2) must be approved by the Board of Library Trustees. The Board reserves the right to decide the time and place for display and use of any gift. The ultimate disposition of the gift lies within the sole province of the Board of Library Trustees.

**Adopted March 11, 1991**

**Amended October 28, 1991**

**Amended February 10, 1992**

**Amended January 24, 1994**

**Amended March 9, 1998**

**Reassigned April 8, 2003**

**Amended October 18, 2005**

**Amended October 10, 2006**

**Amended August 20, 2018**

**Amended January 21, 2020**

**Amended January 18, 2022**

**Formerly 0-8**

**Formerly 1-17**

**Formerly I-4**

**Formerly I-5**

*This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on January ~~21~~18, ~~2020~~2022.*