

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 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.

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.

- A. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board of Library Trustees.
- B. Dedication opportunities exist for those donors who make gifts to specific areas 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 of the Library. Items purchased for a specific subject will not be kept separately, but will be integrated into the collection.

FOUNDATION GIFTS

- A. The NBPL Foundation is a 501(c)3 organization. All donors who contribute \$1,000 or more to the Foundation shall be permanently recognized on a donor recognition system as follows:

Donor Levels

- 1 \$ 1,000 to \$ 2,499
- 2 \$ 2,500 to \$ 4,999
- 3 \$ 5,000 to \$ 9,999

- 4 \$ 10,000 to \$24,999
- 5 \$ 25,000 to \$49,999
- 6 \$ 50,000 to \$99,999
- 7 \$100,000 and above

- B. A special section of the donor recognition system shall be titled "Memorials" recognizing gifts of \$1,000 or more made in memory of an individual.
- C. All service clubs, PTA'S, schools or other organizations who collectively donate \$1,000 or more shall be recognized by the organizational name.
- D. Dedication opportunities exist for those donors who make gifts to specific areas 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 of the Library. Items purchased for a specific subject will not be kept separately, but will be integrated into the collection.
- E. Recognition of pledges shall be based upon the total amount pledged. Gifts of \$5,000 or greater shall have five (5) years to complete the pledge, and recognition shall be implemented after the pledge has been fulfilled.
- F. Appropriate recognition items will be given to donors at the discretion of the Newport Beach Public Library Foundation Board. The cost of such items may not exceed one to two percent (1 - 2%) of the total amount of the gift.
- G. Any exception to this policy will require the express approval of the Newport Beach Library Board of Trustees.

FRIENDS GIFTS

The Friends of the Newport Beach Public Library is a 501(c) 3 organization.

- A. 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.

- B. Other gifts offered to the Friends will be reviewed and considered for acceptance by the Friends Board.
- C. Recognition of donations shall be recommended by the Friends Board and considered for approval by 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

Formerly O-8

Formerly I-17