

Gifts and Donor Recognition Policy

REDWOOD CITY PUBLIC LIBRARY | redwoodcity.org/library | 650.780.7020



Redwood City Public Library Gifts and Donor Recognition Policy

The Redwood City Public Library encourages and welcomes gifts, donations and bequests (hereinafter “Gifts”) to the Library. Such gifts may include time, money, art, equipment, or services rendered free or below cost, among other valuable commodities. Gifts may be given to the Redwood City Public Library (Library) or to any of the nonprofit support groups that raise funds for Library programs and services.

Gifts given to the Library shall supplement existing funds appropriated for use by the Library, and shall not supplant funds appropriated for Library salaries or maintenance or operations of the Library. If a donor wishes to make a Gift contingent upon the acceptance of certain terms and conditions, these terms and conditions must be described in writing and agreed upon before the Gift is given. Library staff can assist donors in designing Gifts that match donors’ interests and objectives with those of the Library.

The Library Director is authorized to accept Gifts that support the Library’s program and mission. When a Gift is accepted, the Library Director may elect to use such Gift within the framework of the Library’s operations or to dispose of non-cash Gifts in conformance with City policies and procedures. The Library Director may accept or refuse any Gift.

In order to inspire exceptional Gift giving at levels that enable the Library to attain its goals, Gifts exceeding \$5,000 may result in a recognition plaque or marker in a designated room or area of a Library building. The Library reserves the right to maintain, replace, relocate or remove any donor recognition plaque or other form of donor recognition at its discretion, unless explicitly restricted in the terms of the Gift.

Naming of Library facilities or amenities is governed by the City of Redwood City’s Donations, Sponsorships, and City-related Foundations Grant Policy.

Foundation Gifts

A. The Redwood City Library Foundation is a 501(c) 3 organization. All donors who contribute \$1,000 or more to the Foundation shall be recognized through a donor recognition system listed below. Donors who prefer to remain anonymous will indicate this preference on a campaign pledge form. Other donors will be recognized as follows:

Donor Levels:

- \$1,000 to \$2,499: inclusion in Foundation newsletter, invitation to donor event, lunch with Foundation Board Member
- \$2,500 to \$4,999: all of the above plus a personal tour of the Library with the Library Director or his/her designee
- \$5,000 or above: all of the above plus a recognition plaque and/or recognition on the electronic board in the Downtown Library lobby for a specified time period

Donor generosity at any level may be recognized in the following ways in addition to the above at the discretion of the Foundation Board:

- Listed on the Foundation’s newsletter
- Listed on the Foundation’s web page
- Invitations to various Foundation events
- Listed on Foundation marketing posters and event displays
- Receipt of small recognition gifts from Foundation whose value will not exceed 2% of the donation amount.
- Bookplates to be placed in new books in the Library collection.

B. A special section of the donor recognition system shall recognize Gifts of \$1,000 or more made in memory or in honor of an individual.

C. All organizations or companies who collectively donate \$1,000 or more shall be recognized by the organization or company name in the donor recognition system.

D. 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.