



Truckee Library Joint Powers Authority Named Gift Policy

1. Introduction

The purpose of this document is to outline the policies and procedures for named gift opportunities in connection with the *capital campaign for the New Truckee Regional Library*, led by Friends of the Truckee Library (FOTL) to support the building of the new Truckee Regional Library. Named gifts honor those who have made substantial monetary contributions; other types of recognition may be considered on a case-by-case basis.

2. Form of Gift

Only current gifts will be considered for naming approval. Gifts may take the form of cash, outright gifts of stock, and pledges paid within the designated time frame. Gifts of real estate, life insurance, charitable gift annuities, estate pledges, and other forms of deferred gifts are not considered current gifts and are therefore not acceptable for naming opportunities. Named Gift Opportunities are available for outright gifts as well as pledges, with pledges not to exceed 5 years from the date of the donor's signed gift agreement.

3. Confidentiality

All proposals related to the naming of building elements or programs will be handled by the Friends of the Truckee Library staff and will be held in confidence during the approval process. No public announcement will be made during the negotiation period between the FOTL and potential donors.

4. Approval

All building naming requests will be directed through the Friends of the Truckee Library who will discuss request details and ensure adherence to this policy. Once naming request details have been negotiated a naming agreement will be drafted by the FOTL and brought to the JPA

Chair and Vice-Chair for final approval. Once approved the proposed naming details will be included in the Library Project Design and construction plans.

5. *Gift Agreements*

Each named gift must be accompanied by a gift agreement. The agreement outlines the form of the gift (outright or pledge), the pledge period, if appropriate, the purpose of the gift, including the named space within the facility, and how the donor or donors wish to be acknowledged in various formats. The gift agreement is subject to approval by the JPA Chair and Vice-Chair and must be signed by the donor or donor's designated representative. Naming will take place once a pledge has been fulfilled. Pledges not fulfilled within the designated time frame will forfeit the naming opportunity.

6. *Timeframe for Named Gifts*

A capital gift can only be named after a pledge has been completed by the donor. A named gift can be expected to last for the normal useful life of the facility/space or 50 years, whichever comes first unless the library has a special agreement with the donor. No named gift shall be used in perpetuity.

7. *Qualifying Amounts*

Named gift opportunities can not be based on previous donations to FOTL. Qualifying amounts are determined by gifts made to the *capital campaign for the New Truckee Regional Library* during the period of the capital campaign, starting November 2024 and extending until the formal conclusion of the campaign.

8. *Project Changes*

The Board of the JPA reserves the right to change or eliminate elements of the building program in accordance with its mission and values, without the involvement or consultation with the donor or donors. Information regarding such changes will be shared with named gift donors in a timely and respectful manner, and alternative opportunities will be presented.

9. *Gift Recognition*

Named gifts will be recognized with appropriate signage developed in consultation with building designers and architects, and consistent with the general style of the building. Public recognition in the form of events, print, and online materials will be planned and coordinated by FOTL staff.