

Donation and Recognition Policy

The Solvay Public Library Foundation graciously welcomes donations to support the Solvay Public Library.

1. Purpose

The purpose of this policy is to

- provide clear governance for accepting donations
- ensure alignment with organizational mission and values
- establish consistent guidelines for donor recognition and naming opportunities
- protect the Solvay Public Library and its Foundation from unintended obligations or reputational risk
- This policy applies to donations as of September 1, 2026.

2. Guiding Principles

The Solvay Public Library and its Foundation's Board of Trustees (hereafter SPL)

- retains full discretion over acceptance and recognition of donations.
- Donor intent will be respected when feasible but must align with operational realities.
- Recognition is a privilege, not an automatic right tied to donation amount.
- Naming and tribute decisions require appropriate review and approval.

3. Types of Donations

A. Unrestricted Donations

- No specified use
- May be used at the discretion of SPL

B. Restricted Donations

- Designated for specific purpose or program
- Restrictions must be documented in writing.

- Subject to approval

C. Tribute/Honor Donations

- Given in memory or honor of an individual
- Recognition format determined by SPL.

4. Acceptance Authority

- Authority to accept donations rests with SPL.

5. Recognition Levels

A. Core Principle

- Financial contributions do not automatically confer naming rights or permanent recognition.

B. Recognition Levels

- Level 1 – Acknowledgement (up to \$4,999)
 - o Thank-you letter/note
- Level 2 – Enhanced Recognition (\$5,000 - \$24,999)
 - o Thank-you letter/note
 - o Social media recognition (as long as the donor does not instruct the Library otherwise).
- Level 3 – Tribute Recognition (\$25,000 +)
 - o Subject to SPL approval:
 - Naming of program, scholarship, or initiative
 - Limited-term naming (3-10 years)
 - Naming of physical spaces, major funds, endowed programs.
 - Must include a written donation agreement, duration of clause, maintenance expectations.
 - Naming rights will be reviewed every five years.

6. Tribute Recognition Standards

- Tribute wording approved by the SPL

- Recognition may be modified if operational needs change.
- SPL retains final authority over placement and duration.

7. Donation Agreement Requirements

There are four categories of donations that must be accompanied by a donation agreement signed by the donor or their representative. In cases of posthumous donations, a written explication containing a description and any restrictions will suffice. Approval rests with SPL.

- Required when any are present;
 - o Donation exceeds \$10,000
 - o Naming requested
 - o Tribute recognition included
 - o Restricted use specified

Agreement should include:

- Donation amount
- Purpose
- Recognition
- Duration
- Modification clause
- Physical description and provenance in cases of art or antiques

8. Right to Decline Donations

- SPL reserves to the right to decline a donation
 - o that is inconsistent with the mission of SPL or,
 - o creates disproportionate obligations or,
 - o whose recognition request is inconsistent with policy.

Policy approved by the **Board of Trustees of the Solvay Public Library Foundation** _____
date and effective date September 1, 2026.