



Gleason Public Library

Recognition Policy

Approved by the Library Board of Trustees November 10, 2016

The Gleason Public Library acknowledges and recognizes the generosity of an individual or group. Donations accepted by the Board are subject to the following policy:

1. Buildings and interior areas may not have individual or group donor names attached to them by the Board of Trustees.
2. A plaque designating the name of a substantial contributor may be attached to an internal or external area or building of the library by the Board of Trustees. The Board of Trustees shall determine the design, size, and location of all plaques and designations.
3. Plaques and other designations may be granted for individual gifts of \$20,000 and above.
4. In the case of a major project or renovation, a single plaque containing the names of all substantial donors, amounts and donor categories as defined in the project plan by the Board of Trustees, may be attached to a building or area.
5. The Board of Trustees reserves the right to initiate, decline, terminate, or alter any designation for recognition. The Board of Trustees reserves the right to move and display plaques in archival conditions as necessary.
6. The Board of Trustees will review this policy and reserves the right to change it as needed.