DONATIONS, GIFTS, AND MEMORIALS

The James Kennedy Public Library welcomes gifts, donations and memorials. These gifts help enrich and improve public library resources.

Monetary Donations:

Monetary contributions are deposited in the Library Trust Account. Funds from this account are appropriated by the City Council and allocated by the Library Board to fund the purchase of materials, programs, or services that are beyond the scope of the regular budget. These funds may also be used to supplement the general operating budget due to a short-term budget shortfall. Donors may request that their donations be used for specific purposes, as long as they are compatible with the purpose and goals of the library.

Adopt-a-book Program:

In addition to general monetary contributions, the library has a program to encourage the donation of funds for the purchase of specific materials. Persons interested in "adopting" a book, magazine, author, genre, format, etc. are asked to complete a form indicating what they would like the library to purchase and the maximum they are able to contribute. Library staff then order and process the specified items. The person "adopting" donates the purchase price and has the first opportunity to check the item out. Recognition book plates are placed in all items if format allows.

Books and Other Materials:

Gifts of books and other materials are accepted on behalf of the Friends of the JKPL. Donated items are evaluated by the Friends members or their designee. Donated materials may be added to the library collection, sold at the Friends book sale, or disposed of in some other manner.

Gifts of items other than books and materials will be accepted at the discretion of the Library Art and Furnishings Committee. Among the criteria on which the decision shall be based is the appropriateness of the item to the building and its décor, and the impact on the operations of the library. The Library Art and Furnishings Committee consists of Library Trustees and community members appointed by the Library Board President.

Memorials:

The Library accepts monetary donations in memory of individuals, families, organizations, etc. Persons wishing to donate physical items are encouraged to contact the library prior to selecting the item(s) to donate to ensure that it can be utilized in the collection. Recognition Book Plates are placed in all items if format allows.

All donations, gifts, and memorials are tax deductible to the extent provided by law. The library, upon request, will furnish a donation statement, but will not place a financial value on any items.

All gifts become the sole and absolute property of the James Kennedy Public Library and may be utilized, sold, or disposed of in the best interests of the library. In all cases, the library reserves the right to refuse a gift of any kind, memorial or otherwise, if it is not compatible with the purpose and goals of the library. Such decisions will rest exclusively with the Board of Trustees.

Recognition for Gifts:

It is the policy of the James Kennedy Public Library to recognize the generosity of an individual(s) and/or corporation(s), foundation and/or other donor(s) for significant financial donations by choosing to create a specific naming designation for a collection, facility or portion of a facility. Naming opportunities are also available to honor a person's significant service to the Library or to the society at large.

The Board of Trustees of the Library has the sole right to name or rename rooms, areas, collections, or facilities. The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance; therefore, making these decisions is undertaken with an appreciation for that significance.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

A. Larger areas of the James Kennedy Public Library, such as the Genealogy / Iowa History Room or Adult Reading / Periodicals Room may be named or renamed upon receipt of a donation of $125,000.00 or more.

B. Study rooms, special use areas such as the teen area or reading areas, and other interior and exterior spaces may be named or renamed upon receipt of a donation of $75,000.00 or more.

C. Collections such as large print, audiobook, Iowa history, etc. may be named or renamed upon receipt of a donation of $50,000.00 or more.

D. Endowment proposals such as those for a collection or special programming may also include naming rights. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by cost of materials, staff, on-going operating costs, etc. depending on the specific program or collection.

Gifts may be acknowledged by any of the following forms at the discretion of the Library and/or the donor.

- A plaque placed in a room or area or near a physical object, or collection in the library (primarily for naming gifts)
- A special program or media campaign to announce the donation.
- Library bookplate(s) with the donor's name, format permitting.
- Acknowledgement in a Library promotional publication, e-newsletter, display, advertisement, social media, or on the Library's web page.
- Announcement at a Library program.
- A thank you letter from the Library Board of Trustees

The Board may name or rename library buildings. The Board will review, consider and approve or decline a proposal that a library building bear a designated name only when a prospective donor wishes to make a substantial gift to the Library or when the naming opportunity is to honor a person who has contributed significantly to the social, academic, scholarly, research or political life of the community.

The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

The Board reserves the right to name a collection, room, or portion of the library facility to honor individuals who have contributed significantly to the social, academic, scholarly, research or political life of the community.

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Adopted 10/1988; revised 10/1998; 9/01 name revision only 02/02, revised 6/06, reviewed 2/2012, revised 2/2014, revised 3/2026, revised 4/2026