

NAMING POLICY

PURPOSE

The Henika District Library (the “Library”) considers the naming of a space in honor or memory of an individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. This policy outlines the expectations and criteria for the assignment of names to buildings, meeting rooms, reading areas, study rooms, special use areas, other interior or exterior spaces, or equipment (a “Space”) of the Library.

GENERAL DEFINITIONS

The Naming Rights Policy includes internal features, which may be rooms, and outdoor areas, which may be gardens. Other items may be recommended for naming after consultation with the Library Director.

1. A *room or area* may include an enclosed room, designated areas such a story-time corner, or interior wall and includes but is not limited to those listed in Addendum A.
2. A *designated plaque or nameplate* may include an inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.
3. A *collection* is groups of books, media, and other information items.
4. *Furnishings and equipment* include furniture, computers, microfilm readers, and similar articles that are not a fixed part of the building and have a short life span.
5. *Financial contributions or donations* include outright gifts of money, securities, in kind donations and endowments.
6. *Donor* includes the individual or entity that provides the financial contribution.
7. A *Naming Opportunity* shall consist of the naming rights to any room, area, or item that the Library Board has approved for naming rights.

RESPONSIBILITY AND AUTHORITY

The authority to name any Library building, building addition, or feature or amenity within a building or property owned or operated by the Henika District Library rests solely with the Library Board of Trustees (the “Board”). The granting of naming rights conveys no authority, special privileges, or influence over Library operations, policies, or decisions.

All contractual documents, including a Naming Agreement, must be finalized prior to the Board’s final approval of any naming opportunity and before a name is officially recognized.

The Board reserves the right to discontinue, revoke, or alter a donor-designated name or recognition if circumstances arise in which the name or donor comes into disrepute or is determined to conflict with the Library’s mission, values, or purpose.

The Library Director shall assist the Board in identifying naming opportunities and shall be responsible for determining the manner of recognition, including signage and other acknowledgments.

GUIDELINES AND REGULATIONS

All Naming Opportunities must be consistent with the Library's mission and goals. Henika District Library shall use the following guidelines to make decisions on the merits of each naming opportunity:

- a. Donations — The Board may approve naming rights for individuals, families, foundations, organizations, and/or corporations making a significant financial contribution to a project as determined by the Board. In order to be eligible for Naming Opportunities, the Library Board will determine the level of donation that would qualify for a particular Naming Opportunity, as set forth in Exhibit A (which may be amended from time to time). A Donor may contribute multiple financial contributions that merit recognition.
- b. Distinguished Effort — The Board may choose to honor or memorialize an individual for significant, outstanding contributions in keeping with the nature and mission of the Library that merits recognition in the Library's history (in which case the name should be generally recognized within the community and be able to stand the test of time). The Library Board has exclusive authority to determine whether these naming rights are terminable at the exclusive authority of the Library Board.
- c. Review - There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection of the Library. The Library Board reserves the right to accept or reject any naming proposal based on this review.
- d. No Endorsement - No names should be approved that will imply the library's endorsement of a partisan political or ideological position. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products.
- e. No Property Interest - A Naming Opportunity is not intended to and does not create a property interest.
- f. Contract Required - The Donor and the Library shall enter into a contract that establishes the naming rights, term, termination, and other issues that the Library determines are relevant to the Naming Opportunity. The contract documents must be finalized before the Library Board issues final approval for a Naming Opportunity.
- g. Name Selected - The room or area may be named by the Donor, or it may retain or be given a functional title and the Donor will be recorded as its sponsor. The name of the area shall be agreed upon and included in the Contract.
- h. Duration - Naming Opportunities will not extend beyond the normal life of the room or area. Naming Opportunities will normally remain in place for a period of no longer than ten (10) years, although a plaque acknowledging the donation will remain in the location in perpetuity, so long as it aligns with the Library's missions and goals. However, the duration of any specific Naming Opportunity shall be set forth in the Contract and the term of the Contract shall govern.

- i. Deferred Gifts with Naming Rights - Deferred gifts are those gifts that are committed for Library use in the present but received by the Library in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by the Library when a donor transfers cash or assets to the Henika District Library and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include but are not limited to charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan will have a mutually signed agreement that specifies the type of plan, amount of the income payments, and the purpose and use of the deferred gift. Once accepted, the Library Board may determine whether naming rights are provided with the gift.

- j. Termination or Change of Naming Rights - The Contract shall set forth the reasons for termination of any naming rights, including but not limited to non-payment of funds to the Library. The Library also reserves the right to terminate the Contract if the Library Board determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the Library.

Any request to rename, add, or remove a name from a Naming Room or Area within the Library should include documentation pertaining to the original approval and subsequent name change proposal.

- k. Change in Library Structure or Use - If Names must be removed for new construction, or in the event the building is drastically altered through construction, the Library Board shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced because of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift. When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated, or redeveloped facilities.

Adopted: 2/10/2026