

Donation/Pledge Form

Re-Imagining Our Library
Youth Services

DONOR INFORMATION

Name: _____

Business/Organization: _____

Mailing Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

How should we recognize you online and on the donor wall?: _____

I would like my gift to remain anonymous

DONATION/PLEDGE INFORMATION

I (we) pledge a total of \$ _____ (as indicated by my donation level selection on the reverse side of this form) to be paid in full by _____ (date).

****Pledges must be fulfilled by Dec. 31, 2026 unless otherwise approved by SPL directors.****

I (we) will meet this pledged total by making payment(s):

___one time. ___monthly, ___quarterly, ___yearly,
beginning: _____ (date).

I (we) will make this contribution by:

___Cash ___Check ___Credit Card, electronically via salinapubliclibrary.org/re-imagining-our-library



By signing below, you are affirming that you agree to fulfill the pledge above and you understand and agree to all terms of the donor agreement.

Donor Signature

Date

Signature - SPL Director

Date

-----All gifts are tax deductible to the extent allowed by law-----

Please make checks payable to & send donor agreement form and payment to:

Salina Public Library
301 W. Elm
Salina, KS 67401

For Office Use Only

Approved Denied

Donation Received Date: _____

Notes: _____



Re-Imagining Our
Library: Youth Services

For Office Use Only - Library Board - Library Benefactor Naming

Approved Denied

Date: _____

DONATION LEVELS

Library Benefactor: \$150,000+ *Naming Opportunities!*

- ~~\$450,000 - Youth Programming Room FULFILLED!~~
- ~~\$250,000 - Meeting Room FULFILLED!~~
- ~~\$250,000 - Teen Room FULFILLED!~~
- ~~\$200,000 - Early Literacy Play Area FULFILLED!~~
- \$150,000 - Nursing Room

- Library Benefactors may have their name prominently displayed and recognized on the outside of the room or play area donated to.
- Library Benefactors will be recognized with signage prominently displayed inside the room or play area. Inscription on the signage will be: "The *room/area* was possible by a generous contribution from *donor name*."
- Library Benefactors will be recognized on the donor wall.
- Library Benefactors will also be recognized in other areas online or printed materials for the Library.
- Library Benefactors will be listed in the full donors list online.
- If preferred, Library Benefactors may contract with the Library for payments over a 3 year period.

Library Advocate: \$70,000 - \$149,999 *Naming Opportunities!*

- \$75,000 - Teen Materials Area: Shelving
- \$75,000 - Elementary Materials Area: Shelving
- \$75,000 - Early Literacy Materials Area: Shelving
- \$75,000 - Teen Materials Area: Furniture
- \$75,000 - Elementary Materials Area: Furniture
- \$75,000 - Early Literacy Materials Area: Furniture

- Library Advocates will be recognized with signage prominently displayed on the shelving or furniture in the area donated to. Inscription on the signage will be: "Shelving/furniture made possible by a generous contribution from *donor name*."
- Library Advocates will be recognized on the donor wall.
- Library Advocates will also be recognized in other areas online or printed materials for the Library.
- Library Advocates will be listed in the full donors list online.

Library Supporter: \$15,000 - \$69,999 *Naming Opportunities!*

- \$50,000 - Teen Technology Area
- \$15,000 - Meeting Room Technology
- \$50,000 - Youth Technology Area

- Library Supporters will be recognized on signage on the technology equipment. Inscription on the signage will be: "Technology equipment made possible by a generous contribution from *donor name*."
- Library Supporters will be recognized on the donor wall.
- Library Supporters will also be recognized in other areas online or printed materials for the Library.
- Library Supporters will be listed in the full donors list online.

Library Ally: \$1,000 - \$14,999

- Library Allies will be recognized on the donor wall.
- Library Allies will also be recognized in other areas online or printed materials for the Library.
- Library Allies will be listed in the full donors list online.

Library Contributor: \$100 - \$999

- Library Contributors will be recognized on the donor wall.
- Library Contributors will be listed in the full donors list online.

Library Partner: any amount up to \$99

- Library Partner donors will be listed in the full donors list online.

Donor Agreement

Donors

The Salina Public Library seeks to recognize persons who have supported the library remodel. Recognition may include first and last name, company name, organization or honoree. All items purchased with donation monies will remain in the library for the item's normal lifespan through wear and tear or for as long as the item remains appropriate to the mission of the Library.

Donor Wall

The Donor Wall will be in the newly remodeled area listing the top five donation levels and corresponding donors. The donor wall will remain in the area for 15 years. The donor wall will be scaled and formatted appropriately to the aesthetics of the Youth Services remodeled area.

**Any donor wishing to remain anonymous may do so.*

Library Benefactors

Library Benefactors may have a name* placed prominently in recognition of their donation. The room or area can have the name of the donor or a name to honor an individual, corporation, foundation or organization on the wall. The name will be displayed on the outside of the room, in the area, on or near the furniture/fixture. Signage holding the name for the Library Benefactor, will have lettering that is scaled and formatted appropriate to the aesthetics of the room or area as well as adhering to Salina Public Library's brand. Rights for this naming will not extend beyond the normal life of the room or area. The duration of the name on the wall will typically remain in place for a period of twenty years. If at any time, Salina Public Library determines the donors activities reflect negatively on the Library's public image or are in conflict with its mission, the Library will have the right to terminate naming rights. Naming rights are non-transferrable. For example, when a company changes its name or sells, signage with the approved name may not be guaranteed to change. **Any donor wishing to remain anonymous may do so.*

**The Library Board of Trustees are provided naming requests from donors. The Library Board of Trustees makes the final decision by vote, on the requested naming from a donor. If a name is not approved, the Library Board of Trustees may request a change which is then presented to the donor by a Library Director. If agreed upon, that change is then voted on by the Library Board of Trustees. Donors will be notified by a Library Director of all naming decisions.*