



CITY OF APPLETON

Appleton Public Library
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Memo

To: Appleton Public Library Board of Trustees

From: Colleen Rortvedt, Library Director

Date: January 13, 2025

Subject: Approval of naming recognition for new library

The Naming Opportunities Policy describes the procedure for approving named spaces in the new library:

Naming Opportunities must be approved by the Board in accordance with the Naming Recognition Agreement.

- 1. The Friends will verify that all donors are in good standing in accordance with this policy.*
- 2. Upon verification, the Library Director will provide a written summary of the Naming Opportunities that are recommended for approval including the name of the donor, their donor tier, and how they would like to be publicly acknowledged.*
- 3. Upon approval by the Board, a Naming Recognition Agreement shall be finalized and signed by the Library Director and a donor representative.*

The attached documents represent a partial list of the named spaces that meet the requirements of the Naming Opportunities Policy. The remaining spaces will be brought for approval at a meeting to be scheduled in the near future.

Please let me know if you have any questions.