

PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT GUIDELINES

The purpose of the Petersburg Public Library Art Education Endowment Fund is to support art education programs for children, teenagers and adults using the Petersburg Public Library. The Art Education Endowment guidelines and a report of the annual distributions is available from the library upon request. The guidelines are posted on the library's website. Funds received by the library from the Art Education Endowment (AEE) must be allocated for art education materials, activities, and programs in generally accepted art domains such as visual arts, writing and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund held and managed by the Alaska Community Foundation.

GENERAL GUIDELINES

- AEE funds may not be used to purchase or maintain general office supplies or equipment.
- Up to fifty percent of the AEE spendable funds received by the Petersburg Public Library can be utilized to fund library personnel who are assigned, with Board approval, specified units of time and salary to implement, coordinate, or conduct art education programs.
- Oversight for disbursements of AEE spendable amounts is provided by the elected Board of the Petersburg Public Library; the guidelines for fund disbursements are noted in this document; the disbursement of spendable funds is independent of the Borough Assembly or other governing bodies.
- It is the responsibility of the Director and the Library Board to ensure that the AEE guidelines are followed, and violations of the guidelines do not occur.
- Per the Alaska Community Foundation (ACF) rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

RELEASE OF FUNDS

Procedures for release of funds:

- The Library Director will recommend to the Library Board activities and programs to be funded by the AEE.
- The Library Director will, at a minimum, present to the Board for its approval one AEE activity or program within a two-year period that follows the last Board approved AEE activity or program.
- Board members will receive a printed or electronic copy of the AEE guidelines for review when making decisions regarding AEE funds for an activity or program.

- When funding for an activity or program is approved by the Board, the Library Director will request the ACF to release funds from the AEE spendable balance to the Petersburg Public Library.
- Any AEE funds received by the Library, and not expended for art education materials, activities or programs must be reinvested in the AEE Fund.

FUND INTEGRITY

If a violation of the guidelines occurs it should be reported immediately in writing to the Alaska State Librarian. The State Librarian will determine if the guidelines have been violated and, if so, inform the Petersburg Public Library and the Petersburg Borough. If needed, the State library can consider extenuating circumstances. The Petersburg Public Library and the Petersburg Borough must correct violations within one year.

If the State Librarian finds that the fund guidelines have been violated or the Petersburg Public Library Board and/or the Petersburg Public Library is dissolved, or terminated by the Petersburg Borough, the following criteria below must be followed:

- The Alaska State Librarian will decide which library will be awarded the AEE Fund.
- The Alaska State Librarian is not required to consult, or have approval, of the ACF in decisions related to the dissolution, or termination, of the Petersburg Library Board, or any successor Library Boards.
- The Alaska State Librarian is authorized to decide whether the Petersburg Library Board has been dissolved, or terminated, using the criteria listed in the section of this document titled: Dissolution/Termination of the Petersburg Public Library.
- The Alaska State Librarian will use the following guidelines when selecting an Alaskan public library to award the AEE Fund:
 - A public library in a community of more than 5,000 citizens that is established as an incorporated city or borough in the state of Alaska.
 - Preference given to a public library from Southeast Alaska.
 - If there is not a public library in Southeast Alaska that meets the above AEE selection criteria, the Alaska State Librarian will select an Alaska public library from a community with a population of more than five thousand citizens.
 - Should any successor library awarded the AEE fund be dissolved or terminated the Alaska State Librarian will use the criteria in these guidelines, to award the AEE Fund to a library that meets the selection criteria.
 - The Alaska State Librarian will inform, in writing, the Alaskan public library awarded the AEE Fund, and require this library to submit to the Alaska State Library written notice that this library will accept the AEE Fund and follow the AEE guidelines when administering the fund.

- After the termination or dissolution of the Petersburg Public Library the Alaska State Librarian will notify the Alaska Community foundation of the name of the Alaska public library that he/she has chosen to become the controlling entity of the former Petersburg Public Library Art Education Endowment Fund.

DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY

For the purposes of the AEE Fund the Petersburg Public Library Board (PPLB) is considered to be dissolved or terminated if one or more of the following events occur:

- The PPLB is no longer an elected library board, that is, Borough Library Board members are not voted into office as a result of an official Petersburg Borough public election.
- The Borough government reduces the number of Library Board members below five board members.
- The PPLB has a majority of appointed board members beyond the next Borough public election that allows voters to elect people to the Library Board.
- The PPLB, or the Petersburg Borough Government fails to follow or implement the AEE Fund per the AEE Guidelines.

John J. McCabe, AEE Fund Founder

Date

Marilyn Menish-Meucci, Library Board Chair

Date

Patience Frederiksen, Alaska State Library

Date