

## **PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT FUND GUIDELINES - PETERSBURG, ALASKA**

The purpose of the Petersburg Borough Public Library Art Education Endowment Fund (AEE) is to support art education programs for children, teenagers and adults using the Petersburg Borough Public Library. The Alaska Community Foundation (ACF) is the financial agent for the AEE, and it authorizes AEE spendable amounts to the Petersburg Borough Public Library (PPL). The AEE guidelines, and a report of the ACF spendable amount distributions to the PPL, is available from the library upon request. The AEE guidelines will be posted on the library's website. The AEE spendable amount (SA) distributions received by the PPL, from the ACF, must be allocated for art education materials (materials), activities, and programs in art domains such as visual arts, writing, music and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund, and it is awarded to the Petersburg Borough Public Library, and it is managed by the Petersburg Borough Public Library Advisory Board (Board). **For the purposes of this document, the term "director" shall be understood to refer to the highest-ranking Petersburg Public library administrator, including but not limited to individuals holding the title of manager, supervisor, head, or lead, in the event that the official job title is modified.**

### **1. GENERAL GUIDELINES**

- A. The available SA cannot be used to purchase, or maintain, general library office supplies or equipment.
- B. Up to fifty percent of the available SA can be used to fund PPL personnel who are assigned, with Board approval, for specified units of time and salary, to implement, coordinate, or conduct art education programs.
- C. Oversight of SA distributions is provided by the Board. SA expenditures are independent of the Petersburg, Alaska, Borough Government (Borough), other governing bodies or individuals.
- D. If equipment and/or facilities are not available at the PPL for an AEE activity or program that the director has submitted to the Board for consideration and possible approval, the Board is authorized to approve SA funds for an AEE activity or program that will not occur at the PPL.
- E. In notices, publications, press releases, or promotional materials, the AEE should be referred to as the Petersburg Public Library Art Education Endowment.**
- F. Per ACF rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

### **2. PROCEDURE FOR RELEASE OF FUNDS**

- A. The director will recommend to the Board materials to be purchased, and activities and programs to be funded by SA distributions. The SA requested for materials, activities or programs must not exceed the SA balance.

- B. The director will, at a minimum, present to the Board, for its approval, one AEE activity, or program, within a one-year period that follows the last Board approved AEE activity or program.
- C. Board members will receive a printed, and/or electronic copy, of the AEE guidelines for review, when making decisions regarding an AEE SA expenditure for materials, an activity, or a program.
- D. Program funding is reimbursement based. Once an AEE activity, program or purchase of materials is approved by the Board, the director must:
  - I. Spend the funds approved by the Board from the PPL's General Fund budget.
  - II. Execute the program as approved.
  - III. Provide a summary to the Board of the approved activity, or program, and the total amount spent. The report will include information about participation levels and other feedback.
  - IV. The director will request reimbursement for the activity from the ACF.
  - V. Any AEE funds not expended for a Board approved AEE activity, or program, must be returned to the AEE Fund.

### **3. Fund Integrity**

- A. When the director position is vacant, no requests for funding for materials, activities or programs can be submitted to the Board, and the Board cannot authorize SA expenditures for materials, activities or programs.
- B. If there is a violation(s) of the AEE guidelines, as necessary, and in the following order, it is the responsibility of the Board, or a Board member, or the director to correct the violation(s) as soon as possible, such that there is compliance with the AEE guidelines. After six months, if a violation(s) of the AEE guidelines is not corrected:
  - I. All AEE activities and programs must immediately cease operating.
  - II. Requests for AEE SA expenditures for materials, activities or programs cannot be submitted to the Board by the director.
  - III. The Board cannot authorize SA expenditures for materials, activities or programs.
  - IV. To formally resolve a violation(s) of the AEE Guidelines, at a public meeting of the Board, the Library director will include resolution of a violation of the AEE Guidelines as an agenda item to be voted on by the Board, and the Library director will prepare, as part of this agenda item, a written report for Board, and public review, that documents the facts related to the AEE Guidelines violation and how the violation was resolved.
  - V. When an AEE guidelines violation(s) is corrected, and there is compliance with the AEE guidelines, AEE activities and programs will resume. The Board, and the director will resume their AEE duties as outlined in the AEE guidelines.
- C. If the PPL is dissolved or terminated, per AEE guidelines, Section 4, all AEE activities and programs must immediately cease operating, until the Borough reestablishes the PPL. When the reestablished PPL is in compliance with the AEE, Section 4 guidelines, all AEE activities and programs will immediately resume operating.

- D. If the Board is dissolved, or terminated, per AEE guidelines, Section 4, Board AEE duties must immediately cease, and Board approved AEE activities and programs must immediately cease operating. When the Borough reestablishes the Board, and the Board is in compliance with the AEE, Section 4, the reestablished Board will immediately resume its AEE duties, and Board approved AEE activities and programs will immediately resume operating.
- E. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is dissolved or terminated per AEE guidelines, Section 4.
- F. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is reestablished by the Borough, and the PPL and/or the Board is in compliance with AEE, Section 4.
- G. The Alaska Community Foundation, the Borough, other agencies or individuals, do not have the authority to be involved in AEE decisions related to a violation(s) of AEE guidelines, and/or violation(s) of AEE guidelines, Section 4.

#### **4. DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY AND/OR THE PETERSBURG PUBLIC LIBRARY BOARD**

For the purposes of the AEE, the PPL, and/or the Board, is considered to be dissolved, or terminated, if one or more of the following events occur:

- A. The Petersburg Borough Public Library is dissolved, or terminated, as it is defined in the Petersburg Borough Municipal Code.
- B. The Borough government reduces the number of Board members below five Board members.
- C. The Board is no longer an elected library board, that is, Board members are not voted into office as a result of an official Borough public election.
- D. The Board has a majority of appointed Board members following a Borough public election that allows voters to elect people to the Board.

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John J. McCabe, AEE Fund Founder

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Date

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Marilyn Menish-Meucci , Library Board Chair

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Date