

MARTIN COUNTY LIBRARY SYSTEM

TO: ALL LIBRARY STAFF

FROM: JENNIFER SALAS, LIBRARY DIRECTOR

PREPARED BY: RICHARD REILLY, DEPUTY LIBRARY DIRECTOR

SUBJECT: LIBRARY FOUNDATION POLICY

EFFECTIVE DATE: 11/18/1999

Revised 03/18/2009

Revised 05/25/2018

PURPOSE:

The purpose of this policy is to describe the role of The Library Foundation of Martin County Inc. ("Foundation") and establish guidelines for operations in relation to the Library System.

AUTHORITY:

Library Board of Trustees

POLICY:

The Martin County Library System shall have a Library Foundation to:

- Benefit from and provide support to the Library System, its branches, and its successors by providing goods and services which include but are not limited to: books and other library materials, equipment, monies, endowment funds, and other real and personal property, or grants for any such purposes.
- Provide funds through an annual funding request developed by the Library for enhanced services and facilities that are not met by traditional tax base funding of the Library System.
- Provide mechanisms to receive, manage, and distribute monies, endowments, trusts, estates, grants, and other real and personal property.

GUIDELINES:

It is expected that The Library Foundation of Martin County, Inc. will adhere to all local state and federal regulations that apply to nonprofit organizations and to the provisions of the organization's bylaws and articles of incorporation.

It is requested the Library Foundation submit annually an update that details the organization's mission, programs, board members, and financial condition. This annual report shall be submitted to the Library Board of Trustees by the end of the calendar year.

The Martin County Library System will in turn provide necessary and useful information about Library services and activities, funding priorities, professional staff to participate in Library Foundation activities when possible and funding and/or grant leads when appropriate. The Library System will also provide reasonable office space and, when possible, meeting room space for special meetings and events.

The Martin County Board of County Commissioners has agreed to support The Library Foundation's fundraising efforts by providing permission to use the naming of Library buildings and areas therein as an incentive for raising private funds.

Ethics Statement:

- Foundation Board members must observe a high ethical standard.
- Maintain a cooperative relationship with the Library staff.
- Promote the Martin County Library System.
- No paid employee of the Martin County Library System may serve on the Board of Directors as a voting member.
- Conflicts of interest shall be governed by Section 617.0832 Florida Statutes. A Board member must disqualify himself/herself immediately whenever the appearance of a conflict of interest exists, and he or she may not be counted as quorum for the matter under discussion.
- Foundation Board members must distinguish clearly by their actions and statements between their personal philosophies and attitudes, and those of the Library System.

Organizational Relationships:

With the Library Director:

The relationship between the Library Director and the Foundation should be characterized by mutual respect and by an understanding of library goals and the Foundation's potential for sharing in the achievement of these goals. There should be a clear understanding of how the Foundation fits into the legal and organizational structure of the Library System. The Library Director or a designated liaison should be at Foundation meetings, whether they are executive committee, board, or membership gatherings. The Director should encourage board-based and varied Foundation activities.

With the Library Board of Trustees:

The Library Board of Trustees must serve as a liaison between the Library and the public. A broad base of support can be strengthened through coordinated activities of the Foundation.

APPROVED BY: _____
Jennifer Salas, Library Director

DATE: _____

APPROVED BY: _____
Library Board of Trustees

DATE: _____

APPROVED BY: _____
Michael Kenny, Library Foundation Executive Director

DATE: _____

See Also:

Naming Library Facilities

(05/23/2000 - Board of County Commissioners - agenda item [lib00a.001](#))