

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: JENNIFER SALAS,
LIBRARY DIRECTOR

Subject: NAMING LIBRARY FACILITIES

Effective Date: 07/19/2023

Prepared by: RICHARD REILLY

PURPOSE

The purpose of this policy is to establish responsibility and criteria for naming opportunities of library facilities and rooms therein.

POLICY

Martin County Library System continues to improve library services to its residents through the renovating, expanding, and addition of new library facilities. The library system is fortunate to have a number of supportive citizens groups working within the community to supplement county tax monies. The Library Foundation of Martin County, Inc. was established February 15, 1992 as the primary private sector fund-raiser for the library system as a whole. When the Library System (Master Construction) Plan was adopted by the Board of County Commissioners in October 1995, the Library Foundation pledged to take sole responsibility for fund-raising effort for the citizen construction contributions outlined in the plan. The Foundation identified naming opportunities for buildings and areas therein as an effective tool for raising funds for the construction or expansion of libraries within our system. This policy confirms the Library Foundation's pledge for raising private sector funds for each library construction project as well as the privilege for naming buildings and the rooms within.

AUTHORITY

Martin County Board of County Commissioners

PROCEDURE

For each library construction project, renovation, or for future buildings or additions, the naming opportunities and their costs will be determined and agreed upon by the Library Director, Library Board of Trustees, and the Library Foundation of Martin County. The criteria used will be:

- a) Percentage of fund-raising goal,
- b) Square footage,
- c) Room or area location, and
- d) Current fund-raising environment.

In accordance with the Board Directed Establish Naming of County Sites and Facilities Policy, the naming of the facility must be approved by the Board of County Commissioners.

APPROVED BY: _____ DATE: _____
Jennifer Salas, Library Director

APPROVED BY: _____ DATE: _____
Library Board of Trustees

Suppression History:

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05/23/2000 - Board of County Commissioners - Agenda Item lib00a.001
01/05/2015