

Friends of the Petoskey Public Library

Position Descriptions for:

- Board Member
- President
- Secretary
- Treasurer
- Historian

Procedures for:

- First Grade, First Visit
- Used Book Sale
- Summer Indoor/Outdoor Used Book Sale
- Friends at the Carnegie
- Staff Appreciation Brunch Card Parties
- Nominating Committee
- Annual Dinner
- Candy Cane Village

BOARD MEMBER

- Member in good standing of FoPPL
 - Attend all meetings unless absence is excused (notify president)
 - Actively promote FoPPL
 - Know and support mission and goals of FoPPL
 - Take active part in and prepare for meetings by reading materials sent before meeting
 - Be willing to accept position of leadership on the board (officer, committee chair, etc.)
 - Review financial statements carefully, and question explanations when necessary
 - Be aware of and explore potential funding sources
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President

Position Summary

The President provides leadership and direction for the Friends to further the mission and goals. The President works in concert with the Executive Council, the Friends board, the library staff, and library commissioners, insuring adherence to the bylaws of FoPPL.

Position Responsibilities

- Presides at meeting of the Board of Directors
- Sets agenda for board meetings
- Convenes Executive Committee meetings.
- Appoints 3 directors to Nominating Committee.
- Appoints and dissolves additional committees as indicated, consistent with missions and goals. Communicates with committee chairs routinely.
- Serves as ex officio member of all committees except Nominating
- Appoints a CPA or committee to conduct a compilation of financial records within 60 days of annual meeting.
- Solicits input from board members, committee members, library commission, and/or library staff as indicated.
- Composes President's message for newsletters Conducts annual membership meeting.

Position Requirements

- Is a member of FoPPL
- Represents the mission, vision and goals of FoPPL
- Is able to conduct meetings and delegate tasks

Time Commitment

- Standing meetings 3-4 hours per month
- Follow through on projects 3-4 hours per month
- Agenda preparation & correspondence 1-2 hours per month

Secretary

Position Summary

The secretary is responsible for recording accurate minutes at monthly Board of Directors meetings and ensuring minutes are stored electronically and readily accessible.

Position Responsibilities

- Take minutes at monthly board meetings
- Prepare minutes on computer and send to the treasurer a week prior to board meetings.
- The minutes will be included in the consent agenda, which will be sent electronically to board members and the Library Director.
- Serve as a member of the Executive Committee and attend meeting accordingly.

Position Requirements

- Is a member of the Friends of the Petoskey Public Library
- Represents the mission, vision, goals of the Friends
- Ability to succinctly summarize verbal communication
- Ability to type and electronically send minutes on a computer

Time Commitment

- Board Meeting: 2-3 hours per month
- Preparation of minutes for consent agenda: 2 hours per month

TREASURER

Position Summary

From the Friends of the Petoskey Public Library Bylaws: "The treasurer shall receive all moneys, prepare a proposed annual budget, maintain financial records, disburse funds in accordance with the budget, and present financial reports at the meeting of the board of directors."

Position Responsibilities

- Receive and deposit all checks
- Record all financial transactions in computer software program such as Quicken
- Reconcile bank account monthly
- Issue checks for expenses
- Issue checks for donations to the library as approved by the board
- Prepare annual budget, with a committee, to be approved by the board
- Prepare monthly financial reports and send electronically to board members. Prepare year-end report for accountant
- File Form 990-N sent electronically; sign and mail Renewal Solicitation Registration Form. Accountant prepares both
- Prepare, remit and file Michigan State Sales Tax report yearly for taxable money received. This includes money received from Used Book Sales and money received for auction items sold at the annual meeting
- Prepare, remit and file Nonprofit Corporation Annual Report yearly
- Keep on file all copies of government forms

Other duties: Membership

- Receive, record and deposit all dues from Friend's members
- Record member's address, phone and e-mail addresses (if shared by the member)
- Send acknowledgement thank you letters with proper wording stating we are a 501 (c)(3)

Historian

Duties and Responsibilities

- Chairman maintains published reports of FOPPL's activities in scrapbooks and other files
- Chairman preserves relative historical information related to the Petoskey Public Library.
- Chairman attends to awards, plaques, certificates and creates displays at the request of the President
- The Chairman retains a copy of monthly FOPPL Newsletter in the designated yearly scrapbook
- The Chairman shall regularly check the *Petoskey New Review* for articles to file
- The Chairman shall routinely add photographs of FOPPL activities, the Board and Friend's members to files

First Grade First Visit

Friends of the Petoskey Library responsibility: October 15, 2018

This is a brief explanation of the tour portion of the library during First Grade, First Visits. There are staff and FOPPL responsibilities. These responsibilities are outlined below. The tours can require a bit of ad-libbing and talking to the students.

STAFF: will welcome the students, give introductions, and point out the compass. Point out the circle that they are sitting on and let them guess what the arrows stand for (compass). Talk about how the library is like a compass; there is a lot of information on different subjects that can lead you in different directions.

FRIEND: Introduce yourself, explain what a Friend of the Library is and how you are involved with the Friends and the library.

STAFF: Continue the tour past the checkout desk and book return explaining what happens at this desk; checkout, returns, where you get a library card. Tell students there's a special book drop off Waukazoo Street that's like a drive through! Tour the second floor, explaining this floor is for grownups. Tour the lower level and talk briefly about the Makerspace and teen area.

FRIEND: Show the students the Friends of the Library book sale and explain what it is.

STAFF: The tour should continue back to the first floor where you can stop in front of the children's room to point out the owl and the owl shape above the entrance. If there is time, take a group photo on the stairs. If there are two classes, the classes will switch halfway and the tour will start over with the other class.

Ongoing Used Book Sale: Guidelines and Procedures

Weekly (Tuesday mornings)

1. Get donation cart from the circulation desk. Sort clean, sale-able books and apply price stickers.
2. Shelf books alphabetically in designated areas (fiction, non-fiction, biography, etc).
3. Refill/refresh UBS bookcase on mail level.
4. Set aside vintage, specialty, unique donations for possible Amazon listing.
5. Place unacceptable donations either in the large bin in storage room for recycling, or on shelves designated for UBS Free Carts, or donation to Gold Mine, Senior Center, etc.

Pricing Guidelines:

- Children's/Teen: .25-\$3.00
- Large Paperbacks: \$2.00
- Hardcover Fiction: \$3.00
- Non-fiction: \$1.00 – 2.00

July UBS Indoor/Outdoor Book Sale

Procedures for Wednesday, Thursday, Friday of Petoskey Sidewalk Days

PRE-SALE

- Reserve LL classroom for following year, Mon-Sun, immediately after the sale
- Locate UBS materials, signs, etc. in storeroom shelf boxes.
- Order numerals needed for red lawnsigns.
- Call for volunteers June 1.
- Contact city for lawn sign stickers at City Hall.
- Contact library director for set up needs.
- Borrow 3-4 banquet folding tables from members.
- Put up easel Sale promo sign in library, 2 weeks prior.
- Ready bins of categorized books 3 months prior.
- Advertise in local newspapers, Express, Community Calendar, Email, Facebook, Website, & purchase PNR & Graphic ads

VOLUNTEERS

- Time Slots:
 - Monday/Tuesday Setup by the Tuesday UBS Team
 - Thursday Indoor: 10:00-1:00 & 1:00-4:00
 - Friday Outdoor: 10:00-12:30 & 12:30-3:00
 - Sunday Classroom Cleanup: 1:00-2:00
- Job Description:
 - Help bring out **books** & return to classroom.
 - Help customers
 - Refill & neaten bins as needed
 - Greet customers in lobby area directing customers to LL classroom
 - Greet customers in teen area directing them to classroom & sales room
- Other
 - Allow Tuesday team to sign up first
 - Call those on volunteer list who didn't reply to email.
 - Thank you small gift to all who helped.

Procedures for WEDNESDAY MEMBERS ONLY SALE 4:30-6:30

Classroom & Saleroom

- Need 3-5volunteers
- Set up bins
- Treasurer brings cash box & cash, membership forms & current member list
- Have informational flyer to give buyers -Annual Dinner, Year-round sales, Carnegie Programs, Card Parties. (Also give to Th & Fr buyers) Perhaps serve cookie-s & lemonade

INDOOR SET-UP

- Ask Tuesday UBS team to set up on Monday
- Label book bins by genres
- hang ceiling genre signs in classroom above
- Set up checkout table outside lower level double glass doors
- Hang ceiling checkout sign above
- Enlist 3 volunteers to help w/cash, check or square transactions
- Post signs directing customers back to the classroom.
- Hang signs in classroom to direct customers to also visit sales room.
- Thursday- Put up neon green sale signs on each floor & departments using museum adhesive.
- Tape 'paper feet' on floor from entrances to stairs showing way down to the Safe.
- Tie banner & balloons on outside fence.

OUTDOOR SET-UP

- Get variety of book bins ready on Thursday to take out Friday morning
- Building manager sets up tent and 3 tables on Friday by 9am.
- Put out sandwich board
- Hang banner/sign to let public know of inside sales.
- Hang signs on tent to 'shop inside'
- Provide chairs, water & change for volunteers.
- Bring in tables, books, signs at 3:00

FRIENDS @ THE CARNEGIE

Friends will:

Form a committee to meet with the Programming Librarian starting in the fall to help develop a list of speakers for the next calendar year

Stock the Friends box in the Carnegie (in the mural room kitchenette in the lower cabinet to the left of the sink) with water bottles, wrapped tiles, Friends membership information, and Carnegie note cards for writing thank you notes.

Provide hosts for each program, using a sign-up sheet at FOPPL Board meetings and the membership volunteer list. The list of hosts will be shared with the Programming Librarian.

Hosts will:

- Arrive at the Carnegie at 6:15 to greet the speaker and the audience and help with final prep of the area for the speaker's individual needs.
- Decide who will introduce the speaker, who will present the gift, and who will write the thank you note.
- Start the program by welcoming the audience, making announcements, and introducing the speaker.
- At the end of the program present the speaker with a wrapped tile and a thank you note. Return speakers receive a gift card, which will be purchased ahead of time by a committee member. Speakers who charge a fee will receive a check instead of a tile or gift card. The Friends Treasurer will provide the check to the Programming Librarian, who will pay the speaker.
- Help speaker with sales of books, etc. if needed.

Programming Librarian will:

- Meet with the Friends@ the Carnegie committee starting in the fall to help develop a list of speakers for the next calendar year.
- Reserve all the dates for the programs with CTAC by December 15 for the following year.
- Handle all publicity. Arrange for set-up of the venue.
- Be the contact person for each speaker once they have agreed to participate.

- This includes sending them a speaker agreement, arranging for their technology and facility needs, and soliciting their information for publicity purposes.
- Open and close the building and be in attendance during the program, greeting the speaker, displaying information, and assisting with technology as needed.
- Provide a written introduction for the hosts.

Friend's Staff Appreciation Brunch

2nd Thursday in February, 9:00 am - Chairperson's Responsibilities

Preparation for the Brunch:

December Board Meeting:

- Discuss the February appreciation brunch,
- remind members that a sign-up sheet will be passed around at the January meeting.

January Board Meeting:

- Pass around the sign-up sheet for food and other items for the brunch.
- Send an email to members who were absent, with a list of items yet needed for the brunch.
- Send an email invitation to the staff through Val.
- Put up a poster on the staff bulletin board.

February:

- On the Sunday before the brunch, send emails to the Friends reminding them what they signed up to bring.
- On the Monday before the brunch, order quiches from GTPCo, to be picked up by 8:30 on Thursday morning.
- On Wednesday set up and decorate the staff room. Arrange this with Val and Neil.
- Pick up the floral centerpiece at Skies the limit on Wednesday, and take it to the staff room.

Thursday morning:

- arrive by 8:30 to set up the food.
- Double-check to be sure the library doors will be open for us by 8:30 that morning.

The attached sign-up sheet contains all the food and supplies needed for the brunch. Most of the supplies will be brought by the Friend's board members. Some will be available from the staff room.

Friends Library Staff Appreciation Brunch Thursday, Feb .9:00 a.m.

Please sign up for one or more items for the February brunch. Thank you!

Egg Dish:

1. Quiche (vegetarian) _____

2. Quiche (spinach, bacon)

3. Quiche (other) _____ ~~4~~ 12 egg

casserole dish _____ Potato

Casserole _____

Fruit Bowl (large bowl of mixed fruit) _____

Fruit Platter (mixed fruit, grapes, strawberries, etc.) _____

Cheese platter _____

Coffee Cake, muffins, sweet breads, bagels, cookies, etc. (please specify)

1. _____

2. _____ 3. _____

Butter, Jam, cream cheese. _____ Orange

juice and small cups _____ Candy

(hearts or chocolate kisses) _____

Medium red plastic plates and valentine theme napkins ____

Plastic Tablecloth, plastic silver ware, center piece-

Staff Goody Bags _____

*Coffee, cream, sugar, cups may be provided.

*Use disposable serving dishes when possible, especially for the hot dishes.

Please have your food there by 8:40 or sooner if possible.

Amount to plan for: _

The Friends' Luncheon/Card and Games Party Fundraiser (spring and fall)

- * Select location, date, and purpose for benefit.
- * If at the Petoskey Bay-View Country Club, select a club member to be the sponsor.
- * Determine menu and cost **per person**
- * Determine mailing list, print **labels, purchase stamps**
- * Print invitations (Mail at least 2 wks in advance); set reservation deadline
- * Ask for volunteers to provide cookies for the dessert and to act as hostesses. Board members wear nametags.
- * Advertise and promote the event with article and photo in newspaper and library news, and poster and handouts at the library
- * Designate cashier for the event; have adequate cash
- * Provide cards, pencils and score cards for bridge
- * Choose table centerpieces, table cloths and napkins and game table prizes
- * Note of "thanks" to venue management and to newspaper and library news to thank the patrons for their support

Nominating Committee

1. Prior to the annual meeting, the nominating committee will prepare a slate of officers for the upcoming year.
2. This slate will be voted on by the board at a FOPPL meeting prior to the annual meeting.
3. Copies of this slate should be placed at each table at the annual meeting.
4. The president will then ask for a vote on the slate by the general membership of FOPPL.

Procedures for Nominating Candidates to the Friends' Board

1. The Nominating Committee will take candidate suggestions from board members. Candidates' background information should be included.
2. Suggested requirements for board members will be membership in the Friends, year-round residency, having email access, and willingness to assume leadership roles.
3. The Committee will meet to discuss the candidates.
4. The Committee will select a candidate and invite the candidate to visit a board meeting.
5. At the next board meeting, the Nominating Committee will recommend a candidate. A vote will be taken.
6. After acceptance, the Nominating Committee will inform the candidate of acceptance, and invite her/ him to the next board meeting.
7. The secretary will send a letter welcoming the new board member.
8. The Committee will prepare a Friends' notebook and present it to the new member, along with a name tag.

CANDY CANE VILLAGE

This event is held in conjunction with the annual first Friday in December Downtown Holiday Open House, offering a book give-away for children and teens, Santa Claus, craft activities, music, refreshments, and candy canes from 6 to 8 PM in the Carnegie building.

- Reserve the Carnegie building through the library by December 15 of the previous year
- Check the book supply; order new books, stamp and sort them
- Plan decorations
- Arrange for Santa and music
- Decide on refreshments; get volunteer bakers if necessary; arrange for donation of coffee
- Purchase candy canes and other refreshments as decided
- Assign someone to handle publicity; contact the Downtown office about being included in their publicity
- Sign up volunteers to decorate and to supervise during the event
- Prepare craft materials
- Contact CTAC Facilities Manager about set-up

On the day of the event decorate and set up ahead of time. Don't forget to place the new feather flag and spotlight outside to attract visitors.