Friends of the Petoskey Public Library

Job descriptions

Position Descriptions:
Board Member
President
Secretary
Treasurer
Historian

Procedures:
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

Library Board:
Library Board members
Library departments and department heads
Library staff member list
Friends of the Petoskey Public Library

BOARD MEMBER

Member in good standing of FoPPL

Attend all meetings unless absense is excused (notify president)

Actively promote FoPPL

Know and support mission and goals of FoPPL

Take active part in long-range planning

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, request explanations when necessary

Be aware of and explore potential funding sourcec
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 Required.
Standing meetings 3-4 hr per month
Follow through on projects 3-4 hr per month
Agenda preparation & correspondence 1-2 hr per month
Friends of the Petoskey Public Library
Position Description-Secretary
Board of Directors

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 PC 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 PC

Time Commitment Required per month
Board Meeting: 2-3 hours per month
Preparation of minutes for consent agenda: 2 hours per month
FRIENDS OF THE PETOSKEY PUBLIC LIBRARY
TREASURER – JOB DESCRIPTION

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.”

Duties
Receive and deposit all checks.
Record all financial transactions in a computer sofware 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).
Friends of Petoskey Public Library

Historian Chairman

Duties and Responsibilities

Chairman maintains published reports of FOPPL's activities in scrapbooks and other files.

Chairman preserves relevant 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 of 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. Shelve 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
Large Paperbacks: $2
Hardcover Fiction: $3
Non-fiction: $1 - $5
July UBS Indoor/Outdoor Sale Procedures
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 lawn signs.
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 signs 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 if 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.

WEDNESDAY MEMBERS ONLY SALE PRESALE 4:30-6:30 in Classroom & Saleroom
Need 3-5 volunteers.
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 cookies & lemonade.

INDOOR SET-UP
Ask Tuesday UBS team to help set up on Monday.
Label book bins by genres; hang ceiling genre signs in classroom above.
Set up checkout table outside LL 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 Sale. 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 & 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. 9x12 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 silverware, 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: ______________?
Friends of Petoskey District Library

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 enews, 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 enews to thank the patrons for their support
Duties of the 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.

March 2018
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.
Annual Friends of the Library Dinner Party Fund Raiser Committee Checklist

OCTOBER 12-31
Select Date_______
Reserve Venue_______
Decide on Speaker_______

NOVEMBER-MAY
Enjoy!

JUNE
Set Meeting Dates and Times for Committee___________
Set timeline for Sponsors and Donations _____________
Set Timeline for Letters, Reservations, Program_________
Select Responsibilities __________

JULY
Meet with Director to Determine Goal for the Event_________
Produce letters for sponsors, silent auction items, individual donations and Friends to solicit donations___________
Sign up for book baskets __________
Plan live auction items and auctioneer___________
Contact speaker and collect his/her information for the program_________
Update spreadsheet of Responsibilities and Donors________
Collect sponsor funds___________

AUGUST
Deliver letters to prospective donors, sponsors___________
Plan table decorations and posters
Prepare and put on the Italian Dinner
Prepare newsletter and Petoskey News Review articles and Reservation Forms
Collect sponsorship funds and dinner reservations
Update spreadsheet of donors

SEPTEMBER
Collect auction items
Take pictures with baskets
Collect individual used books for the auction
Send basket article and pictures to PNR
Make posters for live auctions
Make list of used books and value for bid sheets
Contact PBVCC and Author to be sure
Reserve tables of guests
Plan Heads or Tails Game or 50/50
Order Basket Tags from Printer
Collect sponsorship funds and dinner reservations
Update spreadsheet of donors

OCTOBER 1-7
Submit donor lists for program to Lauren and Printer
Make Bid Sheets
Decorate Bid Sheets at Library
Prepare used books for transport
Collect auctions items that are perishable
Prepare seating chart and name tags
Prepare donor poster to display at event

**DAY OF DINNER**

Take all auction items to Venue

Set up décor and auction

Set up tables for display and check out

Have materials for volunteers

Check out sound system

Be back by 5:00 to greet guests

**OCTOBER 8-12**

Take winners info to Fustinis

Schedule Italian Dinner

Place AD in PNR to thank all Donors

Meet at breakfast to critique for the next year

Write letter to editor to praise donors and event
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.

January 2017
The Library Board is made up of five residents of the City of Petoskey appointed by the Mayor. The Board is responsible to hire the Director, create policies and oversee the budget. Members serve without compensation.

Ann Ingles, President (January 31, 2019)
Jodi Adams, Secretary (January 31, 2019)
John Smith, Treasurer (January 31, 2021)
Sue Fantini, (January 31, 2021)
Ken Winter (January 31, 2021)

To contact the Library Board, send an email to:

library@petoskeylibrary.org
Departments and Staff

Library Director (231-758-3120)
Valerie Meyerson

Public Services Librarian (231-758-3121)
Jodi Haven

Children’s & Youth Services Librarian (231-758-3123)
Megan Goedge

Programming Librarian (231-758-3144)
Sarah Biskup

Reference (231-758-3114)
Drew Cherven

Technology Supervisor (231-758-3124)
Mary Sue Prantera

Tween/Teen Services (231-758-3148)
Nisa Kesseler

Facilities Manager/Community Service Contact (231-758-3116)
Neil Ahrens

Collection Development Librarian & Volunteer Contact (231-758-3114)
Mary Beauchamp
LIBRARY STAFF MEMBERS
January 2018

Full Time Employees

VALERIE MEYERSON
Library Director
director@petoskeylibrary.org

NEIL AHRENS
Facilities Manager
nahrens@petoskeylibrary.org
nlahrens@charter.net

MARY BEAUCHAMP
Adult Services Librarian
810-941-5336

DREW CHERVEN
Adult Services Supervisor
dcherven@petoskeylibrary.org
halfmoonacres@charter.net

MEGAN GOEDGE
Youth Services Librarian
mgoedge@petoskeylibrary.org

JODI HAVEN
Circulation Services Librarian
jhaven@petoskeylibrary.org
jodihaven@gmail.com

MARY SUE PRANTERA
Technology Services Supervisor
mprantera@petoskeylibrary.org

Permanent Part-Time Emp.

SARAH BISKUP
Programming Librarian
sbiskup@petoskeylibrary.org

NISA KESSELER
T(wee)en Librarian
nkesseler@petoskeylibrary.org

MARTY SAMSON
Library Assistant - Youth
msamson@petoskeylibrary.org

LISA M. SCHOLL
Children’s Librarian
lscholl@petoskeylibrary.org

DONNA P. SMITH
Library Assistant
231-535-2085 (H)

HOLLY ANGILIERI
Library Assistant

JON D. BAUGHAN
Library Assistant

PATRICIA GRACE
Library Assistant
pgrace329@hotmail.com

ISAAC GREEN
Shelver
231-881-8155

SEAN GUIREY
Shelver & Library Assistant
sguirey@sbcglobal.net

MARY HOHLBEIN
Library Assistant-Shelver

GABE MEYERSON
Tech Assistant

JANE MOORADIAN
Library Assistant

MARY OLMSTED
Library Assistant

JENNIFER RIGBY
Library Assistant

KATE SCOLLIN
Library Assistant

Substitutes

JUDY HARVEY (Sub)
Library Assistant
jharv_jharv@hotmail.com

NIKKI RUSSELL (Sub)
Library Assistant
nrussell@nemich.edu

Part-Time Employees