



Friends of the Dwight Foster Public Library

209 Merchants Ave., Fort Atkinson, WI 53538 • (920) 563-7790 • www.fortlibrary.org

Friends of the Dwight Foster Public Library Board Member Job Descriptions

The purpose of the Friends of the Dwight Foster Public Library is to assist the public library in meeting community needs, promoting knowledge of and participation in library programs, and to aid in providing funds for special library needs.

Friends Board Members are expected to:

- Attend monthly meetings.
- Participate in Friends events and activities, including contributing articles for the Friends' semiannual newsletters.
- Promote membership in the Friends organization.
- Provide oversight of Friends revenue and expenses.
- Serve as friendly, positive supporters of the library's staff and mission.

President

- Prepare monthly meeting agenda in consultation with library director and library staff liaison.
- Distribute the monthly meeting agenda and related items to Board members in a timely manner.
- Preside at all Friends meetings.
- Reserve the meeting room for Friends meetings.
- Maintain current contact list of all board members.
- Coordinate, with Board members and library staff, the creation, editing, printing and mailing of the Friends' semiannual newsletter.
- Call special meetings as necessary.

Vice President

- Perform all the duties of the president in the absence of the president.
- Perform other duties as necessary to assist the Board.

Treasurer (revised August 2019)

- Deposit and record all monies received by the Friends organization, including online direct deposits made by Amazon Smile and Square.
- Pay all bills in a timely manner.
- Reconcile the checkbook with monthly bank statements.
- Prepare and present a monthly treasurer's report for each board meeting.
- Prepare and present an annual treasurer's report for the Friends' annual meeting.
- Provide change for all Friends events in which money will change hands.
- Maintain records for credit card payments made through the Square application; be responsible for the Square credit card reader and ensure that it is available for any functions that include sales of memberships, books or other Friends merchandise; train board members as needed in using the credit card reader to process sales; work with the Library Director and other board members as needed to maintain the Square application pages on the Library's website.
- Prepare and file, no later than Sept. 30th, the annual report required by the Wisconsin Dept. of Financial Institutions.

- Prepare and file, by May 15th of each year, IRS Form 990-N, “Electronic notice (e-postcard) for tax-exempt organizations not required to file Form 990 or 990EZ”.
- Handle any special donations and ask president or secretary to write a thank you note.
- Maintain files (either paper, online or both) for monthly bank statements, paid invoices, treasurer’s reports, federal and state filings, and tax-exempt status materials.

Secretary (revised August 2019)

- Take minutes at Friends monthly meetings and at the annual meeting in September.
- Send draft minutes to President who will include them with the Board packet sent out prior to the next regularly occurring Board meeting.
- Once approved, ensure that approved versions of the monthly and annual minutes are posted in the shared Google Drive maintained for Board documents.
- Maintain a print copy of all minutes.
- Regularly check the Friends “mailbox” for any correspondence; share, distribute or follow up as needed.
- Write thank you notes and other correspondence as needed on behalf of the Friends.

Membership Chair (revised August 2019)

- Organize the annual membership drive and help set attainable membership goals for the year. Write and send a membership renewal appeal letter to current business/organizational members, including accomplishment and benefits of Friends. Write and send membership appeal letter to selected businesses/organizations that are prospective members.
- Develop and/or update membership brochures, one for individuals/families and a separate one for businesses/organizations. Distribute membership brochures at library and at selected community locations.
- Receive all membership forms. Work with treasurer who deposits the monies and with library staff liaison to maintain a current membership list.
- Send membership thank you/receipt card and Oops card (as needed) to each new or renewing member as memberships are received.

- Provide Volunteer Coordinator with contact information of any members who join/renew online in order to facilitate providing information about options for volunteering.
- Promote Friends membership through Friends newsletters and Library, Friends, and community social media sites, as well as related websites. Write a membership thank you or other promotional piece for the Daily Jefferson County Union.
- Work with library staff liaison to maintain a business/organization member list on the website.
- Provide monthly membership reports to Board members and keep library community informed of membership goals and progress.
- Help staff membership table at events and activities; provide membership information to selected community organizations and at special events.

Publicity Coordinator

- Gather information, get photos and write publicity articles for all Friends programs and activities.
- Write press releases announcing the positive contributions the Friends make to the library.
- Contact news outlets and send them all information needed to promote Friends activities.
- Promote Friends activities by being interviewed on WFAW radio broadcast either by phone or in studio.

Volunteer Coordinator

- Work with Membership chairman to maintain the Friends volunteer list.
- Contact volunteers to help with various Friends programs and activities.

Used Book Sales Coordinator (revised August 2019)

- Recruit, train and communicate with volunteers to assist with sorting donations, setting up and staffing book sales.
- Schedule sorting sessions as needed to manage donations and prepare for book sales.
- Recommend any new policies for the used book sale for the Board's consideration.

- Ensure that book sale revenue is deposited in a timely manner.
- Maintain an area in the library for the on-going used book sale display; coordinate with Library Director to ensure that area is well-stocked and neat.
- Work with Publicity Coordinator to publicize book sales – using print media, posters, yard signs, Chamber electronic sign, etc.
- Work with Library Director in arranging for shipping of discarded materials.

Coffee Cart Coordinator

- Order coffee and related supplies to keep Friends coffee cart in operation.
- Organize coffee supplies so staff can easily respond to coffee requests.
- Maintain the Keurig machine and cart.
- Update the signs reflecting coffee cart choices.
- Work with treasurer to handle coffee receipts and pay coffee cart expenses.

Adopt-a-Shelf Coordinator (revised August 2019)

- Recruit and coordinate volunteers to read shelves and reshelve misplaced items.
- Maintain a check-in recording sheet for volunteers.

Kitchen Coordinator (revised August 2019)

- Regularly monitor and replenish kitchen supplies used for Friends events; provide Treasurer with receipts for reimbursement.
- Twice a month check for soiled tablecloths, aprons, dishtowels; launder as needed.
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Historian (current as of August 2019)

- Collect and preserve articles and news regarding the Friends
- Work with library staff to maintain library scrapbooks