

# Booneslick Trail Quilters' Guild

## Job Description: Library Committee

**Librarians:** Recommend there be two co-chairs. **Committee members:** recommend there be at least two. At minimum two people are needed at each meeting, one of which should have computer skills to update the database.

**About our library:** BTQG has over one thousand items including books, DVDs, and non-consumable tools. Many of the books are heirloom, which means they are of historical significance and no longer in print. The library has 3 bookshelf units and books are filed alphabetically by author, editor or publisher.

### General responsibilities of library committee:

- Set up library desk at least 30 minutes before the scheduled starting time for each chapter meeting.
- Check books in and out, assist guild members with library questions, locating books, etc.
- Keep library bookshelves orderly.
- Write a monthly newsletter article of books related to chapter programs or new books.
- Maintain and update the database.
- Provide the library's list of books to the website chairperson for inclusion on our website.
- Manage budget, including purchase of new books and replacements.
- Contact members with late books; see section 4 of guild policies.

### **Processes**

**Set up:** The Librarian has the keys to the church and to each cabinet. Arrive about an hour prior to the Day and Starlight chapter meeting and use the time during the Sit and Sew on Mondays for inventory or general clean up. Arrange one table near the library doors leaving enough space for members to have easy access to the library itself. On another table, set out the box with book cards, pens, or pencils, lists of books, and the blue plastic bin to collect items returned by members. Display several interesting books, CDs, or tools that you think are related to the day's program.

### **Check books in and out:**

**Check out:** Only BTQG members may check out items from the library. Members may check out no more than four (4) items at a time and they are due back two (2) months after check out. If no one else has requested the book or item, it can be renewed for two (2) more months. Be sure member has put her name and the date checked out on the item's check out card. Place the card in the box behind the current month's index card. If the item is to be renewed, put the check in date on the card and check it back out with the new date; otherwise, it will be filed incorrectly.

**Check in:** Members can return books to the blue bin. Upon return of an item, look in the card box for the corresponding check-out card, add the date returned, put it in the card pocket in the

book, and return the book to the correct place on the shelves. If a book is returned in poor condition or has loose pages, set it aside for repair.

**Assist guild members:** Assist guild members with library questions, locating books, etc. Keep a list of the inventory handy to allow the member to browse or to aid in finding books by topic or author.

**Keep library orderly:** Return books to their proper places. If books are damaged or have loose pages, they can be taken to an office supply store and spiral bound. Tidy up the shelves and area around the shelves so that members can get to the cabinets and find books easily. Ensure that there is enough space in front of the cabinets for handicap accessibility. If church equipment needs to be moved, be sure it is moved back after the meeting.

**Write monthly newsletter:** Send an update to the newsletter of new books purchased or books that go with the upcoming program themes that might interest the members. The library also puts in a memorial notice of books donated to the Columbia Library. Usually these are short notices.

**Maintain databases, Inventory:** The database and inventory are to be updated when new books or items are bought. New printouts, by author or keywords are used by the library to help the librarians and members look for books of interest to them. Have the printouts on the library table for easy access.

The library committee should do a yearly inventory before April of books and items, update the databases, and upload the new inventory to the Website.

**Provide the library's list of books to the Website Chairperson for inclusion on the website:** A copy of the database is forwarded to the Website Chairperson when new books are added, to update the Website for member use.

**Manage budget, including purchase of new books and replacements; Audit:** The Library has a budget at the beginning of each fiscal year. To keep the library current, consider purchases of books, media materials, visual tools, and non-consumable quilting aids. Use tax exempt letter when possible as BTQG is a federal tax exempt 501(c)(3) corporation. Keep original receipts, complete a check request form, and give both to the treasurer at the next Board meeting to be reimbursed for expenditures. Library expenses are under Operations, Library.

Get input from committee members and from Guild members on new books or items that would be useful purchases by the library for upcoming classes and programs. Compare suggestions made of new books or items with the current inventory lists and see if there is a gap that could be filled.

If a book is damaged and is considered 'a keeper,' find out what it would cost to fix or replace it. If a member has caused the damage, they should pay for it; otherwise, it is a Library expenditure.

Keep a budget plan, showing expenditures and deposits that are to be submitted to the audit committee at the end of the fiscal year (June). Note: All cash on hand returns to the Guild at the end

of the year. Give all expenditure slips and cash on hand to the Treasurer at the June board meeting. Periodically during the year, give accumulated cash to the Treasurer, not just at the end of the fiscal year.

**Contact members with late books:** When going through the overdue book cards, first check the shelves to see if it has been returned. Then make a phone call or give the member a reminder at the next chapter meeting to return the item. If still not returned, send a reminder letter or email. If the item has still not been returned, the member's name and title of book will be published in the newsletter. After four months overdue, members who lose or fail to return a book are responsible for reimbursing the library for the cost of replacement and will be billed and will lose Library privileges until the matter is resolved.

**Notes on heirloom books:** Heirloom books are of historic interest and out of print. When one is checked out, a member needs to be told that replacement cost may be considerable if the book is not returned. Be sure that these books have a special label placed on the spine to make it readily identifiable. Some of these books can only be used at the Guild meeting and not checked out. The card pocket should say if it is able to be taken home. If a member wishes to take it and use it for reference during a meeting, take the pocket card out and have them sign and date it, while reminding them that it cannot leave the room. At the end of meeting, check to see that it has been returned.

**Manage donations and sales of donated items:** The 2014-2015 Board of Directors made a motion that the library will no longer manage donations and the sales of the donated items as it negatively impacted the use of the library.

Submitted by Merrill Winfield, Librarian, 2013 – 2014

Updated by "Hank" Botts, and Robin Heider, Co-librarians, 2014 – 2015

Updated by Elaine Keely and Nancy Antonio, Co-librarians, 2019 – 2023

Updated by Jeanne Sanchez – 2023-2024