

Pioneer Quilters Guild Library Committee

1) Committee Responsibilities

Maintaining and upgrading the books available for members use. The books are stored on a cart left in the church storage room, along with the supplies necessary for checking out the books. A table is needed for the check-in and check-out process, also kept in the church storage room. A basket for returns should be on the table and the rules for borrowing the books should be displayed. Members may check out three books per month. The guild has established a late fee of \$1 per book, per month. When a book has been late for one month, a reminder may be sent by email to the member.

It is also the responsibility of the committee to purchase new books for the Library and purge/sell old books that have not been checked-out for years. New books can be purchased from many different vendors at discounts of at least 40%, for example Joann's, Connecting Threads and Beverly's. Announcements of the new books can be made in the newsletter and at the meeting during the committee reports. When a new book is purchased, an envelope with a card for check-out must be added to the front of the book. The date on the top line, with the book title, is the date the book came into our library. The book must be added to the lists we maintain of the library books. There are three lists maintained of the books, one by author, one by title and one by category. Note: a book may appear in more than one category. They are maintained using Microsoft Word and printed for use at the table. They are also maintained on our website by notifying the webmaster of the updates.

2) Approximate time commitment 2-3 hours monthly.

3) A minimum of 2 members is needed for the committee.

4) Job responsibilities may be divided between members with the exception of the review of the reimbursement form. Committee chairs must review and sign all reimbursement forms.

5) Forms used: PQG Reimbursement/Payment Request; PQG Committee Revenue Submittal Form

Software used: Microsoft Works/Word

6) Yearly Tasks

- Give budget proposal to treasurer.
- Space on the library cart is limited, therefore an annual review of the books for popularity and value to our members keeps the library useful. Suggested criteria for purging is copyright date 12-15 years old and date book was last checked out more than 2 years ago. Purge as necessary to make room, not mandatory every year. Books removed from the library may be sold at the library table and the funds used to purchase new books. Amazon was used to determine the approximate value of the books and place a reasonable price for selling them to our members.

7) Quarterly tasks - update the lists by author, title and category if changes have been made, also notify the webmaster of the updates.

8) Monthly tasks

- write an article for the newsletter,
- send reminders of overdue books,
- make committee announcements,
- purchase new books,
- review and submit forms to treasurer

9) Financial Information: Using prior years as examples, determine budget for the year to be given to treasurer.

10) Transition: This document can be given to incoming committee at the last meeting of the outgoing committee. The listings of the books and other documentation can be given to incoming committee at their first meeting. An outgoing committee member should demonstrate the set-up process and sit at the library table and train the incoming committee on the check-in and check-out process during the transitional meeting.