

Friends of the William Jeanes Memorial Library BOARD RECRUITMENT INFORMATION PAGE

The *Friends of the William Jeanes Memorial Library* was founded in 1950 as an independent nonprofit organization, however its mission is closely tied to the library: to promote and supplement the services, programs, and facilities of the library through various fundraising and volunteer activities.

Membership in the Friends stands at approximately 900.

The organization is governed by a Board of Directors, and that board meets monthly, September through June. The board carries out the Friends mission by guiding the organization in a variety of endeavors, each of which benefits from the leadership and participation of committee chairpersons and members.

Several long-time board members have recently moved from the community into retirement facilities, leaving key positions vacant. For this reason, we are actively recruiting to fill seats on the board, with the hope that new board members will bring skills and experience that can support the work of the following committees:

Membership Committee

Plans and executes the annual membership drive, and promotes membership throughout the year.

Skills and interests needed—

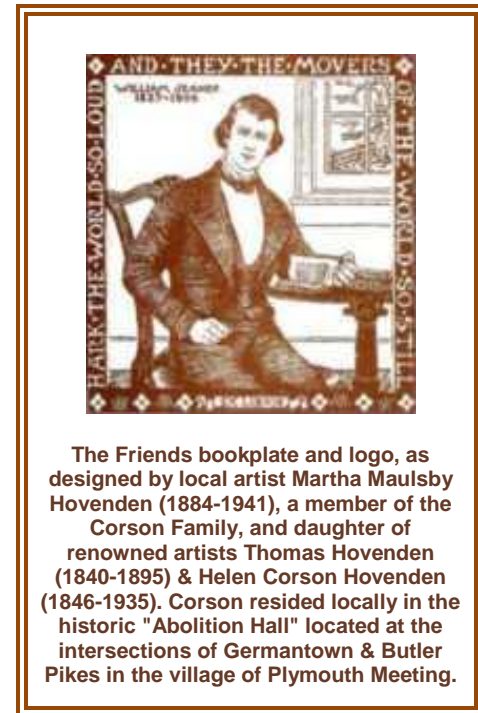
- Enjoys working with others in support of the library
- Familiarity with basic word processing software; comfort with email, including attaching and opening documents
- Ability to write an engaging membership letter, which requires gathering information from other committees
- Willingness to work with a local commercial printer and bulk-mail vendor

Publicity Committee

Develops all publicity for the twice-yearly Friends Book Sale, plus the Annual Meeting. This includes press releases, leaflets, bookmarks, and postings to FaceBook, the library's website, and other online/social media sources. Create Newsletter and post to Friends page on library website.

Skills and interests needed—

- Excellent editing and writing skills, good communicator; detail oriented
- Familiarity with computers and basic software, including word processing and email; ability to create and attach PDFs
- Promotional writing experience
- Basic graphic design experience
- Access to and familiarity with a digital camera or other digital imaging device; comfort with basic photo manipulation (cropping, adjusting contrast, etc.)
- Willingness to take on additional PR tasks as they arise



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Book Sale Committee

Coordinates the twice-yearly Friends Book Sale (April and September).

Skills and interests needed—

- Willingness to sort donated used books, some of which have been collecting dust on donor's shelves
- (not a job for allergy sufferers)
- Event planning experience and willingness to participate in set up, which includes displaying books and packing unsold books
- Availability during Book Sales-5 days:2 days set-up; 2 days sale and break-down event; 1 day for boxed books pick-up
- Familiarity with book values, or ability to engage in online research (e.g., ebay) for some titles

Biennial Membership Meeting Event Chairperson

Every EVEN calendar year in March, the Friends Board hosts a meeting of the membership, which is open to the public. During this event, the board holds a brief business meeting, which includes reporting on the year's activities and fundraising results, election of officers, and welcoming new board members.

The business portion of the meeting is immediately followed by a special program. Light refreshments and socializing top off the evening.

Skills and interests needed—

- Event planning experience
- Interest in identifying appropriate guest speakers or other general-audience programming
- Willingness to coordinate refreshments, which might include securing food donations
- Willingness to assist with room set up and break down
- Basic word processing experience with the ability to create the event program

Please keep in mind that the work of these committees is a collaborative effort, with responsibilities shared by committee members. Duties align with interests, skills, and volunteers' availability.

You can contact the Friends via email at FriendsWmJeanesMemorialLibrary@gmail.com, or by dropping a note at the library, addressed to "Friends of the Library, ATTN: President".

Thank you for your interest!