The purpose of this notebook is to serve as a guide for the

Library Chairperson

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Previous Chairpersons

For

Library Committee

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Peggy Sue Jackson |  |
| 2006-2007 | Sharon Pollock |  |
| 2007-2008 | Sharon Pollock | Marsha Walper |
| 2008-2009 | Marsha Walper |  |
| 2009-2010 | Marsha Walper | Susan Tatum |
| 2010-2011 | Susan Tatum |  |
| 2011-2012 | Shirley Shields |  |
| 2012-2013 | Shirley Shields |  |
| 2013-2014 | Shirley Shields |  |
| 2015 | Shirley Shields | Wanda Crowe |
| 2016 | Jeanne Brenner |  |
| 2017 | Jeanne Brenner |  |
| 2018 | Jeanne Brenner |  |
| 2019 | Jeanne Brenner |  |
| 2020 |  |  |
| 2021 |  |  |

Guidelines

Per the Bylaws, "The Library Committee shall manage a selection of quilting books, to be checked out by members. The chairperson shall keep an updated database of books and acquire new books for the guild library."

This position could be filled by one or two people.

The database of Guild books is kept on an Excel spreadsheet. Therefore, the person who fills this role needs to have access to a computer, with software that can read and manipulate Excel files. They should also have email capability.

**Library Shelves:**

The guild owns two bookcases used by the Library Chairperson to store library books at their own home. The guild does not have storage space available at the meeting site or elsewhere for storage. You will need to transport a selection of books to and from the meetings, many that you choose yourself as well as any that have been specifically requested by members. Your selection should include an assortment of different styles and techniques.

**Table Set Up at Guild Meeting:**

The Library Chairperson should plan on arriving at the guild meeting site between 6:10 and 6:20 p.m. to allow adequate time for meeting set-up. The social half hour is between 6:30 and 7:00 and is a busy time for guild members who may wish to review and sign out library books. Being ready before the rush will greatly diminish the number of books that could end up lost and misplaced due to members not signing books in/out while you are busy trying to set up your table.

If not already set up when you arrive, move a table to a side location in the meeting room. You will need ample room around the table for members to maneuver. You will arrange on the library table you have brought for members to peruse. Place your library book card box on the table along with 3-5 pencils. You will “man” the table at all times.

**Conducting Library Inventory:**

Twice a year, the Library Committee should conduct an inventory of all books, magazines, and any other material. Compare the findings against the most recent database file. It may be handy to have a large-scale print-out of the file available to use for checkout. Later, add/delete corrections from the database file, but only after making sure you have a back-up of the original. A tip is to have each copy of the file include the date in its file name, e.g.,

QU-LibraryInventory-2014-Nov-5th.xls.

**Adding to the Guild Library:**

Additions to the Library can occur in several ways:

* Library Chair purchases new books/ within the allotted budget
* QU members donate new or used books
* Non-QU members donate new or used books

The Library Chair will assess the quality of any books that are donated and check for duplicates. Books that are deemed outdated or duplicates can be sold to QU members at a price determined by the Library Chair. Monies collected from those sales will be added to the Library budget to purchase new materials.

Before placing a new book into the Library, place a pocket card in the back, and make notes so that you can add the name and author to the inventory list.

**Deleting Books from Guild Library:**

When adding new books to the Library, it may be necessary to remove some older books to make room. The following criteria should be used to determine if a book should be deleted:

* Book still refers to cutting by scissors and using cardboard templates for pieces that nowadays are normally cut by rotary cutter and/or using acrylic/plastic/freezer paper templates.
* Book is ragged, the spine is fraying, or pages are falling out.
* Use your judgment.

Remove the library pocket card from the back inside page of the book and determine a fair price to sell the book to QU members.

**Communicating Library News:**

The QU website and the QU newsletter are the best methods of communicating the addition of new books to the library or other library information.

However, do make periodic announcements at the Guild Meeting when you have new books, and give a name or two. Announcements at the guild meetings should be kept to a minimum to avoid adding length to meetings which are usually quite busy. Members are more likely to remember news presented in writing.

Send an updated file listing to the Website Coordinator at webcoord@quilttallahassee.com and ask that this information be posted.

**Newsletter submissions:**

Every three months or so, send an article to the Newsletter editor with the names and authors of new publications. The email address for the Newsletter editor is [newsletter@quilttallahassee.com.](mailto:newsletter@quilttallahassee.com.)

Note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to mention something about a certain topic. Newsletter deadlines are posted in every newsletter and can be viewed at [www.quilttallahassee.com](http://www.quilttallahassee.com).

**Website Submissions**

Website articles or dates are submitted to the website coordinator at [webcoord@quilttallahassee.com](mailto:webcoord@quilttallahassee.com). As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time but expect a delay from the submittal of your item until its actual appearance on the website. You can request that urgent messages be sent via “email blast”, remembering that these will only reach Guild Members who have email.

**Review of Website , Library Link**

Review all pages and posts on the Website that have references to the Library on a regular basis (at least monthly). This is to assure that there are no errors or duplications, and that the information has been published in a logical place on the Website. If information has changed or is out-of-date, advise the website coordinator. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL. If information has changed or is out-of-date, advise the website coordinator. As of October 2019, the Library information was located at:

http://quilttallahassee.com/about-quilters-unlimited/guild-library/

There are links on that page to a Library-database file, and one to the Librarian's email address for the purpose of reserving books. Currently, this is a personal email address. If you do not wish your personal email address to be used, contact the website coordinator about the possibility of a dedicated @quilttallahassee.com email address, or some sort of redirect address. If you choose to just use your personal address, and you are new to this position, contact the website coordinator to have that link for reserving books changed to your preferred email address.

**Budget:**

Please refer to the previous year-end reports for budgets in the years prior. The Treasurer will provide you with your current annual budget. Be prepared to make a recommendation to the Treasurer to modify the budget as needed. Remember, budget amounts are estimates. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions.

**Guild Property:**

1. The guild notebook for the Library Chairperson.
2. Library shelves (2 bookcases)

**Other Information**

The Guild is a tax exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects our handling of funds, and other matters.

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Library Chairperson?**

No, you do not. However, it is your responsibility to arrange for someone in your absence.

1. **Do I have to attend the steering committee meetings?**

You are not required to attend the steering committee meetings, but all chairpersons and officers comprise the steering committee and you should therefore plan to attend as many as possible. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

1. **How do I handle a situation with an overdue book?**

It is helpful to notify by email any member whose book will be due at the next meeting. Books are generally due back no later than 3 months after being checked out. An email reminder sent on the weekend before the meeting at which the book’s return is due may prevent the member from forgetting to return the book on time.

End of Year Report \_\_\_\_\_\_\_ Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(year)

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Were there unusual expenditures?\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase/decrease in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reimbursement Guidelines**

Use the QU Request gor Reimbursement form. A master from which to make copies is on the following page. Attach originals of receipts, using additional blank paper if needed. Tape the receipts to the form and circle the totals for reimbursement.

Normally, the Treasurer will be at the meetings and will have the Guild checkbook with her. If so, turn in the completed form with receipts to the Treasurer at the meeting. She should provide you with a check for the total reimbursement before the end of the meeting.

If the Treasurer is not present at the meeting, or you have elected to send in the request by mail, you may want to call the Treasurer if you need reimbursement to be expedited.

It is helpful to keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and the quantities to purchase.