

Standing Rules: Friends of the Lacey Library (FOLL)

September 5, 2018

Last Revision: December 30, 2014

1. Annual Dues:           Individuals           \$5.00/year  
                              Families             \$10.00/year  
                              Life membership. \$100.00
2. Meetings:           Meetings of the Board of Directors will be held on the second Wednesday of the month at twelve noon in January, March, May, July, September and November in the meeting room at the library. Committees may meet on the second Wednesday of the month when the Board of Directors is not in session.
3. Newsletter:         A quarterly newsletter will be made available to all members. The Newsletter Chairperson shall be responsible for the timely publication of this letter. Members may be asked for input.
4. Chairpersons:       **Membership**-duties include maintenance of current membership records; issuing lists to officers; preparing the list used for Friday Book Sales.  
**Book Sales**-duties include organizing and coordinating Book Sales; placing appropriate signage regarding the sales; insuring appropriate monies are in the cash box at the beginning of each sale; assisting with the enlisting/training of new  
**Book Sale Staffing**- duties include insuring appropriate volunteers are assigned as “rovers” for each sale; insuring two cashiers are assigned for Friday PM and Saturday AM/PM sales.  
**Book Sort/Book Sale Set-up/Take-down**-duties include organizing and coordinating the Monday Sorting; coordinating each Book Sale Set-up and Take-down; assisting with the enlisting/training of new volunteers.  
**Publicity**-duties include arranging media advertising, leaflets, posters, etc., not provided by the Service Center.  
**Internet Sales**-duties include organizing and maintaining the FOLL Internet Sales inventory; reviewing donations for possible Internet Sales; review the pricing of items in the inventory; packaging and mailing ordered materials.  
**Newsletter**-duties include writing, compiling, printing and distributing the newsletter on a quarterly basis.  
**Book Place/Lobby**-duties include organizing and maintaining the Book Place shelving and book rotation; ensure the collection of donated materials from the library cart are safely collected and stored; organize and maintain the lobby cart.  
**Historian**-duties include the collection and organization of newsletters; collecting and recording other related activities; coordinating the transition of current materials to a different format.  
**Webmaster**-duties include creating and managing the content and organization of the Friends of the Lacey Library website.
5. Amendments:       The standing rules may be amended, rescinded, or suspended temporarily or indefinitely, by a two-thirds vote.
6. Ethics:             Volunteers who help with presorting the donated books or set up for the book sale may purchase or borrow up to eight books on the day they volunteer.

