

# Friends of the Lacey Timberland Library

## Webmaster Job Description

We use WordPress to manage the Friends of the Lacey Library webpage.

Web address: [REDACTED]

Username: [REDACTED]

Password: [REDACTED]

The primary job of the webmaster is maintaining and updating the Friends of the Lacey Timberland Library web page. This includes:

- **Top primary menu:** This menu is more-or-less permanent and requires few changes, except as may be directed by the board (example: cost of membership). One exception is the *Books for Sale* page which needs to be updated at the beginning of each year with the book sale dates.
- **Secondary menu on left sidebar:** These items need to be updated occasionally whenever changes are made, i.e. when new officers are elected, posting agendas and minutes of meetings, changes in bylaws, etc.
- **Content sidebar widget on the right:** This text widget contains the calendar of events for the year. It will need to be updated at the end of each year with the following year's schedule of book sorts, book sales, and meetings.
- **Featured Posts:** There is room for six featured posts in the middle of the web page. These were designed to be used for blog posts.
  - Currently these posts are used to highlight library activities sponsored by the Friends of the Library, to create awareness of how the money from the FoLL book sales is being used to help the library. Examples of sponsored activities are: Teen Creative Club, Animal Allies Club, BINGO at the Library, Sewing Club, etc. Each post includes a picture and text describing the particulars of the event.
  - This space is also used for any announcements such as board meetings, upcoming book sales, special fundraising activities, thanks to members of the community, etc.
  - Updating the featured posts is probably the most time-consuming part of the job, requiring visiting the Lacey Library

Facebook page and Timberland Library events calendar page to look for upcoming events. Each post needs a picture (sometimes the Lacey Library Facebook page will have an image that can be copied) and text describing the event (usually copied & pasted from the Lacey Library Facebook page, or Timberland Library events calendar). Upcoming events are usually posted to the FoLL page a week or two ahead, and taken down after they occur.

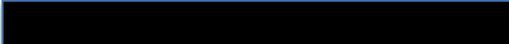
- If regular updating is not practical, you may wish to consider creating six year-round featured posts on the webpage, featuring important information that does not need updating. For example: membership information, how to donate, books sales, etc.

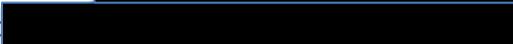
Our web hosting service is GoDaddy.com. It is usually not necessary to communicate with them, but if you do, you may need some of this information:



## **MailChimp**

The webmaster also does other tasks requiring technology. This includes sending out MailChimp email notices about once a month: before each board meeting, and before each book sale (The publicity chair creates a brochure, which can be posted on the webpage and pasted into the MailChimp email.) Occasionally, others notices may be sent out, as directed by the board.

Internet address: 

Username: 

Password: 

The job of Webmaster has grown over the years to cover most things dealing with technology.

- If you need to deal with email, the email address is:

[Redacted] The password is [Redacted]  
(Password is case sensitive).

## Example of web page

**Friends of the Lacey Library**

News, programs and membership information for the Friends of the Lacey Timberland Library

HOME ABOUT US MEMBERSHIP VOLLUNTEER HOW TO SUPPORT US BOOKS FOR SALE OUR BUSINESS PARTNERS

OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

AGENDAS & MINUTES

HISTORY OF THE LACEY FRIENDS

BYLAWS

STANDING RULES

OUR PRIVACY POLICY

CONTACT US

LINKS

**Thank you, Lacey**

NOTEWORTHY  
THANK YOU, LACEY

**WHALE RIDER**

SUPPORTED BY THE FRIENDS OF THE LACEY LIBRARY  
MOVIE NIGHT AT LACEY LIBRARY, MAR. 5, 5:30-7:00 P.M.

**AUTHOR TALK WITH JANINE GATES**

EVENTS  
AUTHOR TALK WITH JANINE GATES: MAR. 6, 4:00 P.M.

**Florence and the Uffizi Gallery**

SUPPORTED BY THE FRIENDS OF THE LACEY LIBRARY  
THE PAINTED SCREEN: FLORENCE AND THE UFFIZI GALLERY, MAR. 7, @ 2-4 PM

**ALL-AGES BOARD NIGHT**

SUPPORTED BY THE FRIENDS OF THE LACEY LIBRARY  
ALL-AGES BOARD GAMES: MAR. 9, 4:30-5:30

**LEGO BRICK BUILDERS**

SUPPORTED BY THE FRIENDS OF THE LACEY LIBRARY  
LEGO BRICK BUILDERS: MAR. 11, 4:00-5:00

Timberland Regional LIBRARY



## **Attending Board Meetings**

The Web Master is a member of the Board of Directors, and usually attends board meetings. The Web Master is asked for a report at each meeting. The report is brief, usually highlighting changes that have been made to the web page, and Mail Chimp emails that were sent out in the previous month, and how many were successfully delivered. The Web Master report is probably not terribly important, but it is helpful to attend the meetings as there may be discussion of items that you will want to make a note of to be posted on the web page and the Mail Chimp emails.