

# Friends of the Poestenkill Library

## Policies & Procedures

### FRIENDS Policies & Procedures for 3 fundraisers and yearly gifts:

Spring Market Day;  
Fall Market Day;  
Holiday Lights Appeal;  
Automatic Yearly Gifts to the Library;  
Friends' College Scholarship

### Market Day

1. Friends of the Poestenkill Library present two Market Days each year. The spring event takes place in May. The fall is usually the third Saturday in September.
2. It is the duty of the Friends' President to appoint an overall chair. The chair working with the president and/or membership, should inventory all requirements and duties involved, e.g. cash boxes, sufficient tables, chairpersons, and assistants, publicity chair, cleanup committee. Reports of previous Market Days can be found in the Friends' file drawer in the second floor office and can be a great help in planning a successful Market Day.
3. Bake Goods and Collectables have their own cash box or use the main cash box. A responsible adult should be in charge at all times.
4. There are to be absolutely no sales or layaways for "early birds." **The sale opens promptly at 9:00 a.m.** (note: 'early bird' folks complain about this each year).

### Responsibilities of the General Chairperson for Market Day

1. Ensure that there is a chairperson for each booth and that each these chairpersons have enough people to handle the booth.
2. Reserve the Town Green for the dates with the Town secretary.
3. Check with the Town about lawn mowing.
4. Assign tables fairly among the booths, knowing that books will require many.
5. Be available during the event to answer questions and run errands.
6. Contact the treasurer who shall collect, keep over the weekend, and deposit money earned into the bank account.
7. Assign two or three people to be "floaters" to take a turn at a table when necessary to give main workers a break.
8. Ensure that the new tent is set up and request the small tent for cashier.
9. Announce when all booths are ready for sale time, usually 9:00 a.m.
10. Publicize this event by posting signs/flyers, asking for volunteers, advertising.
11. Contact Boys Scouts to help with moving cartons from the porch and setting up books.
12. Request through donation from Hannafords and other sources for the Food Table
13. Request volunteers to make chili.
14. Request volunteers to pick blueberries and to bake items for sale.

## **Holiday Lights Policies**

1. Starting in 2001, Friends of the Poestenkill Library mounted an annual campaign they called "Light Up the Library" and more recently "Holiday Lights Appeal." This fund raiser offers the community an opportunity to give a gift to the library, and at the same time, to honor a special person or organization. Friends' volunteers acknowledge the gift to donor and honoree.
2. It is the duty of the President to appoint a person to chair the campaign who, in turn, should appoint committee members to complete the multitude of tasks involved.
3. By the end of November the mailing list from the previous year is checked to delete those who have moved or are deceased, and to add any new patrons.
4. On Thanksgiving weekend a brochure is mailed to a long list of prospective donors. The brochure contains a description of the event and its benefit to the library as well as a form for the donor to complete his/her name and address as well as that of the honoree. Note: Chairperson will ensure that an updated brochure is printed.
5. By early December colored lights should be mounted on the library.
6. At about the same time, donations begin to arrive and a designated volunteer completes the acknowledgement forms and mails them to donor and honoree. The volunteer records each donation and maintains a display list-excluding amount of donation. The check or PayPal printout is copied and placed in a file with the list of donors.
7. The Friends voted to display an electric candle in a library window to honor those who contribute \$100 or more. Furthermore, that donor would automatically become a member of Friends of the Library for the coming year.
8. Proceeds to be presented to the Board of Trustees.
9. Please see attached "Tasks and Duties."

### **Holiday Lights Tasks and Duties**

#### October

- Update mailing list against library patrons list and Friends membership list.
- Circulate mailing list for changes (moved, died, include new to town).
- Decide on changes to brochure.
- Confirm volunteers for tasks that follow on this list.

#### November

- Check number of names on mailing list to decide printing batch.
- Get brochure printed and folded.
- Mail brochures-usually in time to arrive over Thanksgiving weekend.
- Watch returned brochures for forwarding addresses, and correct mailing list.
- Put up lights.
- Begin publicizing Holiday Lights.

- Put brochures out on circulation desk.
- Update and print acknowledgement forms.
- Get other supplies such as stamps, envelopes, decorated stationery, and labels.

#### December

- Process gifts received:
- Record on list, and post donor list.
- Copy checks.
- Give checks to Friends' treasurer, alert treasurer that checks are there. Checks should be processed ASAP.
- Give gift slips to acknowledgement volunteer to recognition person for \$100 donors and to Membership chair since they receive 1 year membership.
- Keep volunteers informed of gift total.
- Complete Acknowledgements:
- Fill out forms with name of donor, amount of gift, date, information about person honored by the gift.
- Hand address envelopes, mail forms, note that forms were sent.
- Maintain file with copies of checks attached to acknowledgment letters.
- Monitor supplies, request more when needed.
- Complete special recognition such as cards and candles in windows for \$100 donors.
- Continue publicity.
- Check lights-bulbs, cords, timers, batteries, etc.

#### January-February

- Make sure gift checks have been deposited.
- Announce final gift total and provide spreadsheet of campaign.
- Give Friends' check to Library trustees.

#### March-April

- Make corrections to mailing list based on returns, donor information, etc.

## **Automatic Gifts to the Library**

1. It shall be the policy of Friends of the Poestenkill Library to automatically transfer to the library the total proceeds from the sale of books at both spring and fall Market Days.
2. At the conclusion of the annual Holiday Lights Appeal campaign, the campaign chair will present all proceeds of that fundraiser event to the Library Board of Trustees.
3. At the Friends' Annual Meeting, ten percent of those funds currently in the Friends' treasury are to be transferred to the Poestenkill Library's Endowment Fund.
4. The above paragraphs, 1, 2, and 3 of "Automatic Gifts" are contingent upon maintaining a treasury balance to be determined at the Annual Meeting.

## **Scholarship**

Funds for this scholarship will provide an unrestricted award of not less than \$500 and no more than \$1,000 to an individual who has shown a true commitment to the Poestenkill Library.

The Friends of the Poestenkill Library Scholarship is created to provide financial assistance to an individual pursuing a secondary education. In sponsoring this scholarship, the Friends wish to recognize the effort by an individual who has demonstrated hard work and commitment to his or her studies, but who is not necessarily an outstanding student reflected by GPA.

### **Candidates must meet the following eligibility requirements:**

1. Matriculated to a two or four year college, trade school or program certificate.
2. Employee of the library for a minimum of two years, or library volunteer with a minimum of four hours work per month for a period of not less than two years. Hours worked should not include community service for school.

### **Selection Process**

The Poestenkill Library Director will identify a candidate who is eligible for the scholarship and will forward a recommendation to the President of the Friends of the Poestenkill Library for consideration.

### **Award Process**

At the Friends of the Poestenkill Library's meeting, the Friends' President will present the recommendation to the members in attendance for a vote by simple majority. In the event that the candidate is related to the President, the President Elect will make the presentation to membership. Any member related to the candidate will be ineligible to vote.

Reviewed October 19, 2015