

RULES AND PROCEDURES

December 2025

ARTICLE I – STANDING COMMITTEES

Section 1. Membership

The membership chairperson and committee shall:

- Record membership data and maintain membership files
- Report to the Board of Directors
- Keep an up-to-date email list
- Enter new members in the newsletter database
- Check memberships and sell memberships at members' preview night for book sales

Section 2. Book Store

The book store manager shall be responsible for organizing volunteers to perform the following duties:

- Train book store volunteers
- Schedule volunteers to cover book store hours
- Stock the book store
- Box books for storage as needed
- Replenish forms as needed including daily account sheets, book holds, deposit sheets and donation forms
- Update signage as needed

Section 3. Book Sales

The vice-president and committee shall:

- Schedule book sales and reserve rooms and items as needed, such as tables
- Coordinate with the membership, book donations, marketing and volunteer chairpersons to plan and conduct the semi-annual book sales and other sales
- Receive cash boxes containing a draw from the treasurer and verifying the amount of cash in each box with the treasurer
- Supervise daily count of cash intake with the treasurer and one additional person
- Report results to the Board of Directors

Section 4. Children's Book Sales

The chairperson and committee shall:

- Schedule book sales with Scholastic and/or Usborne or similar vendors, reserve the Rotary Room
- Coordinate marketing activities with the BPL marketing staff and the marketing chairperson to market the sale through newspaper, radio, and/or website and other means as appropriate
- Arrange tables, display books and related items
- Train and schedule volunteers to take sales per the vendor's requirements
- Clean up after sales
- Supervise daily count of cash intake with the treasurer and one additional person
- Report results to the Board of Directors

Section 5. Book Donations

The chairperson and committee shall:

- Replenish and distribute FOL business cards requesting donations
- Pick up donations as needed
- Box books as needed for storage
- Transport boxed books to and from storage
- Act as liaison with Reader Link or similar organizations and collect donations
- Sort and process newly received materials

- Arrange for the transportation of books from and to storage for book sales
- Report donation totals monthly to the treasurer

Section 6. Marketing

The chairperson and committee shall:

- Supervise updates to the Facebook, webpage, and Instagram accounts.
- Coordinate marketing activities with the BPL marketing staff

Section 7. Volunteer Coordinator

The chairperson and committee shall:

- Collect volunteer application forms
- Welcome new volunteers and communicate volunteer requirements
- Coordinate background checks with BPL staff and chairpersons
- Distribute volunteer information to appropriate chairperson
- Schedule volunteers for sales and other activities

Section 8. Financial Committee

The treasurer and committee shall:

- Appoint an assistant treasurer to assist and serve as back-up
- Develop an annual budget and report to the membership
- Coordinate the financial support for the book sales
- Perform audit/tax preparation
- Coordinate technology and software needs of the organization

ARTICLE II – OTHER COMMITTEES

Section 1. The president shall appoint other committees as needed.

Section 2. The nominating committee will present a slate of officers and board members at the November monthly meeting. The slate will be presented again at the December meeting for vote.

ARTICLE III – MEETINGS

Section 1. Meetings shall take place the first Monday of the month, January through December, unless a holiday conflicts with the meeting. In that event, the president may choose an alternate date.

Section 2. In the event of bad weather, meetings may be cancelled. Generally, if the library is closed due to hazardous conditions, the meeting will be cancelled.

Section 3. The meeting location will be the library at an assigned room, unless otherwise noted.

Section 4. The slate of officers will be presented initially at the November meeting.

Section 5. The annual meeting will be December and will include voting on the slate of officers and board members and voting on the dues schedule.

ARTICLE IV – MEMBERSHIP

Section 1. Active members volunteer for offices, committees, or the board, and attend meetings, whereas supportive members may donate resources and/or attend meetings.

Section 2. Dues are renewed on an annual basis. Term of membership is one year (12 months) running from January 1-December 31.

Section 3. Dues schedule is as follows:

\$15	Individual
\$25	Family
\$50	Bronze
\$100	Silver
\$250	Gold

ARTICLE V – RECORD RETENTION

Section 1. Membership records shall be retained on the library premises.

Section 2. Bylaws, Tax Exempt 501(c)(3) determination letter, and Articles of Incorporation shall be retained on the library premises.

Section 3. Seven years of financial records and ten years of meeting minutes shall be retained on the library premises.

ARTICLE VI – OTHER

Section 1. Causes for removal of a board member or officer may include failure to attend two or more meetings without a valid excuse, political activity during a meeting, or criminal activity.

Section 2. Rules and Procedures may be amended at any general meeting by majority vote of those present.

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