

Village Quilters Job Description

Librarian

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

Duties & Responsibilities:

- Monitor library area so it remains neat, clean and organized.
- Most of the books are donated to the Guild. Monitor these donations and handle according to Standard Duties above regarding Donations.
- Prep all new donations which will need a new number assigned, card completed and placed inside the book or ruler before being placed on the shelf.
- Inventory all books and rulers in the library at least once a year. Any item that received no usage may be purged from the library and disposed of by donating to the TV Library, charity, any store that accepts used books or through book sales for VQ members at the Librarian's discretion.

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- Reorder library supplies as needed.
- From time to time purchase books that would be good assets for the library. Used books should be purchased if possible.
- Follow-up on books that have been checked out and not returned for over 6-months.
- Maintain a spreadsheet of the titles, authors, and categories of all items in our library by adding new items and/or deleting old ones that are lost, damaged, donated or disposed of. Provide to Webmaster for posting on website in a view format of Librarian's choice.