



Friends of the Mediapolis Public Library

Mission: To support the Mediapolis Public Library by increasing and maintaining community awareness of it's resources and services, by raising funds for special projects, programs, and materials and by volunteering our time to help in the operation of the library.

There are five voting members of the Friends of the Library Board. The Library Director sits in on meetings to advise the Friends on library positions. Friends board members are nominated by the current Friends of the Library Board. Standard term lengths are four years, ending June 30th of the 4th year of the term.

Meetings are held on a quarterly basis.

Election of Officers: Friends of the Library by-laws dictate that new officers must be elected during the first meeting of each fiscal year. There are four offices to fill each year. Officers may be re-elected to hold the position they held in previous years or new officers may be selected. The offices are as follows:

President Works with the Library Director to help prepare meeting agendas
Opens and closes official meetings
Oversees all major projects
Is the first contact on most emergency projects

Vice President Fills in for duties of President when unavailable
Assists President as needed
Places news articles, thank you notes, etc. in Mediapolis News as necessary

Treasurer Keeps track of financial records for group
Responsible for writing of checks and making deposits
Bills are to be presented to the Librarian to be paid by the Library Board then reimbursed by the Friends

Secretary Takes minutes of each meeting and gives a copy to the Library Director for the file with in one week of each meeting.
Works to keep accurate record of all Friends members contact information
Assists in preparation of quarterly newsletter

Reviewed June, 2015
Reviewed September, 2011
Reviewed October, 2009
Reviewed September, 2007
Reviewed July, 2004