



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:

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| 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 within one week of each meeting. Works to keep accurate record of all Friends members contact information Assists in preparation of quarterly newsletter |

January, 2019
July, 2017
Reviewed June, 2015
Reviewed September, 2011
Reviewed October, 2009
Reviewed September, 2007
Reviewed July, 2004