



## **LIBRARY COMMITTEE DESCRIPTION**

### **ORIGIN**

This is standing committee established per MGCA Bylaws, Article VIII, Section 3

### **PURPOSE**

To create and maintain a gathering place with a peaceful, friendly atmosphere, that promotes a love of reading and a sense of community, creativity and inspiring conversation for the entire Mount Gretna community.

### **MEMBERSHIP**

Per MGCA Bylaws Article VIII, Section 13, “The Library Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) Member of the Association plus additional Members and non-Association Members as deemed appropriate by the committee chair.” Committee membership may include interested volunteers.

### **MEETINGS**

Meetings are normally called by the committee chair on an as-needed basis.

### **RESPONSIBILITIES**

Include but are not limited to:

- Develop policies for the execution of their responsibilities
- Ensure all library volunteers have state-mandated clearances and coordinate document retention with MGCA office
- Schedule volunteers
- Order books and supplies
- Collect donations of materials, gifts, and cash
- Organize library-related community events, (ie: book reviews, childrens’ activities)
- Set and publicize library-related events. This includes providing updates to the MGCA website and updating the official Mt. Gretna website ([mtgretna.org](http://mtgretna.org)).
- Set and publicize library schedule. This includes providing updates to the MGCA website and updating the official Mt. Gretna website ([mtgretna.org](http://mtgretna.org)).
- Manage stewardship of our Little Free Libraries.

- Maintain library interior.
- Where outside vendors may be required for library programs, the committee will choose vendors and obtain prices. All vendor contracts must be signed by the President.
- Responsible to fundraise as appropriate in consultation with the Finance Committee and any other pertinent committee.
- The Chair will establish purchase rates for items to be approved by the Finance Committee.
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers

### **AUTHORITY**

The committee has full authority to carry out all responsibilities listed above.

### **FINANCING/BUDGET**

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

Any cash donations are submitted to the MGCA Treasurer to be deposited in the appropriate fund; these funds may be accessed by special request to the Board of Managers.

### **Dates:**

Adoption: December 21, 2021  
Revision: Policy: September 17, 2024  
Rescission: