

Sophia Lyon Fahs Library Committee

PURPOSE:

To create and sustain a lending library that provides resources which support our compassionate, welcoming community that nurtures spiritual growth and practices justice.

DUTIES:

1. Solicit requests for materials from individuals and committees, set priorities for acquisitions, and purchase materials.
2. Organize and catalog materials obtained for the library.
3. Maintain a circulation system that tracks the location and encourages the return of loaned materials.
4. Staff the library on Sunday mornings in order to help patrons find materials.
5. Publicize the materials available in the library through various venues of church communication.

ORGANIZATION:

1. The Chair is appointed by the Committee and approved by the Board for a term of 1 year, with up to 3 consecutive terms.
2. The Committee is comprised of at least 3 members.
3. The Chair or a designee represents the Committee at Program Council meetings.

MEETINGS AND REPORTS:

1. A list of Committee members is submitted to the church office each September.
2. The Committee meets quarterly or as needed.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program Council.
5. The Committee submits an annual budget to the Finance Committee in the month of January, unless the committee is notified otherwise by the Finance Committee.
6. The Committee submits a report to the congregation at the annual meeting.