

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL: BAGGING/PACKING AND TAKE-DOWN ASSISTANTS

During the Sale, these volunteers help with customers bagging or packing of non-Friends boxes provided. The take-down is extensive in removing all books from the meeting room and returning those chosen to store to storage areas.

LOCATION: The main meeting room in the lower level and storage rooms.

DATE: On the Sale dates. It is extremely important to have help in the take-down process and packing. A "Remainder" person will come to pick up books not chosen to be re-stored.

REPORT TO:

TIME NEEDED: 2-3 hours

ITEMS NEEDED FOR PREPARATION/TRANSPORTATION NEEDED:

Book carts, flatbed, extra cardboard boxes donated by local stores, tape.

CONTACT PERSON FRIENDS

Carolyn Vallieres 860-529-1112

NUMBER OF VOLUNTEERS NEEDED: 2 for bagging help during the sale.

6-8 for Take-Down. We encourage recruitment of students needing credit for volunteering to help with this function.

BENEFIT: Volunteers helping with this Opportunity are essential to the success of the Sales, clearing the meeting room and re-stocking the storage areas.

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL. BOOK SALE ROVING ASSOCIATE/TABLE MONITOR

During book sales, these volunteers make sure the books on the tables are orderly and re-stocked if necessary. They are available to answer reasonable questions politely. During the \$5.00 bag sales, they carry bags around the area and offer bags for sale, and return earnings to the Sales Table.

LOCATION. Lower Level designated sales areas – the main meeting room, and two storage areas which will be opened for the sale.

DATE. The Book Sales are usually scheduled in April and November. Extra specialized sales may be scheduled.

REPORT TO.

TIME NEEDED. During the sale, which is usually 10:00 a.m. to 4:00 p. m. on Saturday and 1:00 to 4:00 p.m. on Sunday. Arriving early is helpful.

CONTACT PERSON/TEL. FRIENDS
Carolyn Vallieres 860-529-1112

NUMBER OF VOLUNTEERS NEEDED: 2-3 volunteers for periods of 2 Hours during the sale.

BENEFITS. Early-arriving volunteers have preview and choice of books to buy . The Book Sales are of primary importance in gaining funds for the Friends support of the library and its programs.

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL, STOCK THE LIBRARY'S SALE SHELVES WITH
WITHDRAWN LIBRARY BOOKS

LOCATION. Main Floor, in the hallway past the glass-windowed meeting room.

DATE, This stocking is done by stamping a date in each book. that is shelved. After a month, the books are removed from the shelves. Scheduling is arranged to the volunteer's time available.

REPORT TO.

TIME NEEDED, 2-3 hours during a month.

TRANSPORTATION NEEDED, wooden and metal book carts are available at the library. The books are in storage in the lower level of the library.

CONTACT PERSON/TEL FRIENDS
Carolyn Vallieres 860-529-1112

NUMBER OF VOLUNTEERS NEEDED - 4 - friends or couples can do this together.

BENEFITS, Volunteers enjoy preview and choice of books on sale. These funds earned are for the library exclusively.

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL : STOCK THE BOOK NOOK

There are two bookcases at the front entrance to the library which are called the Book Nook. We stock them with donated books so that the Public can buy books at any time. Payment is made at the library desk.

DATE , The Book Nook needs to be stocked once a month. This can be done sometime in the beginning of each month, according to the volunteer's time.

TIME NEEDED , 1 – 2 hours.

ITEMS FOR PREPARATION/TRANSPORTATION NEEDED : wooden and metal carts are available in the library and the donated books are stored in the three rooms allotted on the lower level. Note, there is an elevator!

NUMBER OF VOLUNTEERS NEEDED, 1 - 2. friends or couples can do this together.

<u>CONTACT PERSON/TEL.</u>	<u>FRIENDS</u>
Carolyn Vallieres	860-529-1112
Volunteer Coordinator	

BENEFITS ,Volunteers enjoy preview and choice of books for sale. These sales at the Book Nook are bringing in \$200. - \$300. per month for the benefit of the library.

8/12/12

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL : SELLING AT THE BOOK SALES

LOCATION : The main meeting room on the library's lower level, at the Corn Fest, and other locations as designated.

DATES : As scheduled. The two primary sales are presently a two-day sale, the Corn Fest is on one day. Other locations are to be determined.

TIMES NEEDED : Usually a 2 to 3-hour amount, to be chosen by the volunteer off of the scheduled times allotted.

ITEMS FOR PREPARATION : Cash boxes and a beginning amount of change will be provided by the Friends' Treasurer. There will be inserts for books sold, and bags available. On the second day of the main sales, library imprinted bags will be for sale for \$5.00 and the patron can get as many in the bag as is feasible – overloading is discouraged.

The bankers' boxes marked "Friends of the Wethersfield Library" are not available for sale, as they are to be reused. Flattened boxes from local stores and tape plus dispenser will be used instead.

Funds at the end of the day should be locked up or given to the Treasurer.

NUMBER OF VOLUNTEERS NEEDED : 4 in the first two hours of the main sale, plus one for the biography room. Thereafter, 2 are sufficient.

(Roving associates and monitors can assist when needed).

CONTACT PERSON/TEL. FRIENDS

Carolyn Vallieres 860-529-1112

BENEFITS : Preview of books and sales. Volunteers are essential for this function of the main fund-raising for the Friends' contributions to the library.

8/12/12

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

HOSTING FRIENDS' AND LIBRARY PROGRAMS :

This opportunity generally includes Saturday afternoon (once a month) and Tuesday (once a month) movies, and scheduled literature discussions, plus any special planned event.

LOCATION : Usually in the lower level meeting room.

DATE : As scheduled.

NUMBER OF VOLUNTEERS NEEDED : 2 – 3. This is ideal for two or three friends or a couple.

TIME NEEDED : 2-3 hours per event.

ITEMS NEEDED : For movies, the popcorn maker and lemonade (juice) and paper goods. For other events, refreshments as specified. Seating and equipment is done by the library staff.

TASKS : Contacting library staff, setting up refreshments, welcoming attendees, being attentive to attendees during the event, assist with clean-up.

<u>CONTACT PERSON/TEL</u>	<u>FRIENDS</u>
Carolyn Vallieres	860-529-1112

BENEFITS : Volunteers enjoy the movies and programs as attendees, and as always, help the library offer this enrichment to the community.

8/12/12

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL , COMPUTER MESSAGING TO MEMBERS AND OTHERS

LOCATION , From your home or from the library

DATES , Choose a weekly day to complete the tasks specified below.
(one volunteer for each day will complete the day's intake and output).

TASKS , Send approved messages to membership, library web site and broadcast. Send test mailing prior to mass mailings. Routinely check daily e-mails sent to the Friends. Responding or forwarding any of your day's messages. Criteria for messages (whom to report to) is the following, Financial and financial donations - Friends' Treasurer, Book Donations , any Friends' Board member. Library and Friends' schedules, library staff. Volunteering , the Friends' volunteer coordinator. Membership, re. joining the Friends, the Membership Chairman. All other messages are referred to the Friends' President.

TIME NEEDED , ½ to 2 hours on your day.

REPORT TO , The Friends' President, who will give full orientation.

NUMBER OF VOLUNTEERS NEEDED , 5 -6 (choose one day of the week)

BENEFITS , The opportunity to work from your home, to learn the functions of the library and the Friends' organization, and to fulfill a crucial need for the operation of the Friends' purpose to serve the community.

8/12/12

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL , SET-UP FOR BOOK SALES

Move books from the storage areas (located in the library's lower floor) to the main meeting room in this floor. Tables will have been set up.

Markers for subject categories will be distributed on the tables, with bookends. All childrens' books go to the separate meeting room off of the main meeting room. Biographies will be in the small storage room for sale with a separate sales volunteer at a table .

DATES , This function starts several days before the sale days because of the volume of books available for sale. A variety of days and hours are available.

REPORT TO . Supervision will be available by assigned Friends at all times In the main meeting room.

TIME NEEDED , 2-3 hours each day are available

ITEMS FOR PREPARATION/TRANSPORTATION NEEDED , Rolling book carts are available. Many books are boxed in Friends' boxes, so they need to be unpacked onto the tables, or place and uncover the boxes under the tables.

CONTACT PERSON/TEL. FRIENDS
Carolyn Vallieres 860-529-1112

NUMBER OF VOLUNTEERS NEEDED 6 EACH DAY (Friends or Couples can do this together)

BENEFITS , Volunteers enjoy preview and choice of book sales while helping to maintain the principal source of income for the Friends' donations to the library.

8/12/12

FRIENDS OF THE WETHERSFIELD LIBRARY
DESCRIPTION OF VOLUNTEER OPPORTUNITY

TITLE AND GOAL: POPCORN PREPARATION & SERVING

Prepare and serve popcorn at movies and other events offered by the Library for which the Friends serve as host

LOCATION: Wethersfield Library, popcorn popper is in kitchen on lower level of library, most events and movies occur in rooms on lower level

DATE: as scheduled: -for movies, Tuesday nights or Saturday afternoons;
-other events, TBD

REPORT TO:

TIME NEEDED: directions in bottom compartment; approx. 1 hour needed to prepare 3 batches of popcorn and serve up in bags ready for audience. After finished with popper, 30-45 minutes to clean it and stow materials.

ITEMS FOR PREPARATION/TRANSPORTATION NEEDED: popper & popcorn is stored in kitchen, bags stored in popper; batches can be prepared in kitchen or event room while moving paper goods, cups also stored in kitchen to event room; popper is very fast, takes 3-5 minutes to make a batch and should be attended; volunteer provided beverage (soda, lemonade, etc.) would be set-up as well after popcorn is served up in small bags.

Cleaning: use the water bottle in lower compartment to half fill kettle with water, follow cleaning directions in users manual (lower compartment), carefully empty hot water into pitcher available in kitchen, wipe inside of kettle w/ paper towels; be careful kettle will still be hot

CONTACT PERSON/TEL

NUMBERS OF VOLUNTEERS NEEDED: 1 or 2 people can do this, friends or couples can do this together

BENEFITS: Providing refreshments at Library events creates a interactive atmosphere and a chance for participants to socialize and discuss the program or movie, or just visit briefly. This serves the Library's objective of serving as gathering place for the community.

9/8/12