

Communications

Purpose: Tell the library's story, keep members informed, and amplify outreach.

Focus Areas:

- Internal communication (meeting reminders, minutes distribution, updates)
- External promotion (social media posts, library newsletter blurbs, flyers)
- Maintaining a Friends section on the library website
- Managing a private Facebook/email group for Friends communication

Volunteer Coordination

Purpose: Match people with the right opportunities and prevent burnout.

Focus Areas:

- Manage the task-based sign-up system (digital + physical)
- Track ongoing volunteer roles (legacy roles + backups)
- Recruit for library events, programs, and booths
- Provide quick orientation/training for new volunteers

Outreach/Advocacy (Community)

Purpose: Build goodwill and visibility locally.

Focus Areas:

- Represent Friends at local fairs, farmers markets, and community booths
- Promote library programs and services through word-of-mouth campaigns
- Coordinate Friends presence at school nights, civic clubs, or local business events
- Share positive library stories in local media

Legislative Advocacy (State & Local Policy)

Purpose: Speak up for public library funding and rights.

Focus Areas:

- Stay informed on South Dakota library legislation and policies
- Organize letter-writing or phone campaigns to legislators
- Train members on how to share personal impact stories with officials
- Coordinate with the Library Foundation and SD Library Association for aligned messaging

Book Sale / Materials

Purpose: Manage donated materials and ongoing sales to generate funds.

Focus Areas:

- Oversee sorting, pricing, and shelving of donated books
- Create simple "what we accept" guidelines
- Schedule shifts for book room monitoring or special sale days
- Track sales proceeds and share reports

Fundraising & Events

Purpose: Plan engaging events that raise money and friends.

Focus Areas:

- Signature fundraiser(s) like the chili feed competition
- Brainstorm and pilot new fundraising ideas (silent auction, trivia night, etc.)
- Secure donations/sponsorships from local businesses
- Coordinate event logistics and volunteer needs with other committees
- Ensure donor/volunteer thank-yous happen promptly

Training & Development Committee

Purpose: Equip Friends members and volunteers with the knowledge and confidence to succeed in their roles.

Scope:

- Identify training needs (e.g., advocacy basics, book room sorting, event set-up, how to staff a booth).
- Host short orientation sessions for new volunteers.
- Partner with the Library Director/staff on specialized trainings (e.g., technology, early literacy).
- Build a simple "training library" (handouts, checklists, short videos).
- Encourage leadership development – preparing future officers and committee chairs.