



## **2019 Board of Trustees Recruitment**

Friends of the Columbus Metropolitan Library

Deadline to express interest: Monday, October 15, 2018

Friends of the Library  
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Columbus, OH 43215  
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## **About: Columbus Metropolitan Library (CML)**

Columbus Metropolitan Library has served the people of Franklin County, Ohio since 1873. With its Main Library and 22 branches, CML is well known for signature services and programs like Homework Help, Reading Buddies, Summer Reading Challenge and Ready for Kindergarten. The library's Strategic Plan supports the vision of "a thriving community where wisdom prevails," which positions CML to respond to areas of urgent need: kids unprepared for kindergarten, third grade reading proficiency, high school graduation, college and career readiness and employment resources.

CML was named a 2011 National Medal Winner by the Institute for Museum and Library Services for work in community service, the highest honor for libraries and museums. CML was also named 2010 Library of the Year by *Library Journal*.

CML understands that great libraries create stronger communities and each branch is an essential hub that reflects the unique needs of the neighborhood it serves. Its aspirational building program to rebuild or renovate seven urban branches (Driving Park, Whitehall, Parsons, Martin Luther King, Northside, Northern Lights, Shepard), two suburban branches (Hilliard and Dublin) and Main Library is nearing completion with two branches to go. The transformative renovations to Main Library marked a major investment in downtown Columbus and the Discovery District, which is still reaping benefits of continued growth and innovation.

Canal Winchester (Dedicated 1/25/16)	Martin Luther King (Opening 10/18/18)
Driving Park (Dedicated 7/12/14)	New Albany
Dublin (Broke ground 12/6/17)	Northern Lights (Dedicated 9/24/16)
Franklinton	Northside (Dedicated 6/22/17)
Gahanna	Parsons (Dedicated 6/4/16)
Hilliard (Dedicated 6/21/18)	Reynoldsburg
Hilltop	Shepard (Dedicated 10/13/16)
Karl Road	South High
Linden	Southeast
Livingston	Whetstone
Main Library (Dedicated 6/25/16)	Whitehall (Dedicated 4/11/15)
Marion-Franklin (Dedicated 9/15/14)	

As a vital civic institution, an externally-appointed board of seven community leaders governs the library. Its annual budget is supported through a portion of the State of Ohio Income Tax and a local property tax. CML has close ties to its affinity organizations – the Columbus Metropolitan Library Foundation (CMLF) and the Friends of the Library (FOL).

## **About: Friends of the Library (FOL)**

### **Mission**

Friends of the Library's mission is to build awareness and resources to champion the mission of Columbus Metropolitan Library.

## **Values**

The values of Friends of the Library mirror those of the library, “Respect, Integrity and Inspiration.”

Friends of the Columbus Metropolitan Library is a voluntary non-profit, 501(c)4 organization of over 1,000 supporters whose membership contributions and advocacy efforts reflect their strong support of the library’s purpose. In addition to paying annual membership dues, many Friends also volunteer their time and talents in the branch libraries and at Main Library.

Through annual dues and entrepreneurial activities like book sales, a gift store and coffee service, FOL raises money to support CML. Traditionally, the Friends Board designates revenue to support the library in three important ways:

1. Branch-level support for Young Minds programming and services.
2. System wide strategic initiatives and signature library programs. Friends have become major annual supporters of Summer Reading Challenge, Teen Read Week and have had a dramatic impact on expansion of the library’s Homework Help Centers in all 23 locations.
3. Gifts to the political action committees (PACs) organized to conduct the library’s levy campaigns. Friends have been called upon to support levy campaigns every 10 – 15 years, specifically in 1986, 2000 and 2010. In each case, Friends has been a primary source of funding for those campaigns.

## **About: Friends of the Library Board of Trustees**

Friends of the Library is governed by a Board of Trustees and guided by a Code of Regulations. The number of trustees has fluctuated over the years but currently includes 23 members. The Board is self-selecting. In composition, the Board seeks to reflect the diverse neighborhoods, ages, occupations, skills, and interests of the community the library serves. The activities of the Friends Board and organization are facilitated with the help of library employees, designated as the Friends’ liaisons. Currently, the Library’s Director of Development & Affinity and Affinity Associate serve in this capacity.

The Friends’ Board of Trustees meets five times a year almost always on the third or fourth Wednesday of the month at 6:00 p.m. at Main Library to address a variety of agenda items reflecting its central responsibilities:

- The Board has fiduciary responsibility for all funds raised through Friends’ book sales and other activities. It oversees lease arrangements for Carnegie’s Café (Main Library), Kerr’s Café (Hilliard Branch) and the Gahanna Branch café. It also operates the Library Store at Main Library.
- It conducts a continuous membership recruitment campaign to enlist new Friends and Fans, maintains a website and Facebook page, and hosts events such as book sales.
- It seeks effective ways to build a well-informed constituency of support at those times when public funding of the library is on the ballot.
- Friends employs five individuals: a full-time Store Manager, a full-time Sales and Warehouse Associate, a part-time Sales Associate, a part-time Database Associate, and a part-time Administrative Assistant.

## **About: Candidates for Friends of the Library Board**

In composition, the board reflects the diverse neighborhoods, ages, occupations, skills, and interests of the Friends of the Library. Its composition also reflects the qualities required by the tasks that lie before the board:

- A passion for the library and its vital place in our community
- Financial-management knowledge and competence
- An entrepreneurial flair (professionally or as a volunteer)
- Advocacy skills
- Links within the diverse communities and groups served by the library
- Membership recruitment and retention

Perhaps, though, the essential qualification for membership on the Friends Board is recognition of the enormous value of your library to Columbus and an eagerness to contribute to the library's present and future success.

## **About: Trustee Commitment**

A trustee will serve a three year term for board service, which can be renewed for two additional three-year terms for a maximum of nine years, unless the trustee is filling a vacancy, resigns or is removed from office. The trustee is expected to prepare for and attend all board meetings. Failure to attend three consecutive Board of Trustees meetings may, in the Board's discretion, be deemed cause for removal from office. Presently, there are four committees of the board that meet periodically throughout the year on an as-needed basis. Those committees are Business, Community Relations, Finance, and Governance. Board members are expected to serve on at least one committee.

Trustees are asked to volunteer time for Friends and Library events (e.g. Big Book Sales, Summer Reading Challenge, PBJ & Jazz) and attend events (e.g. Celebration of Learning) as they are able. Certain committee assignments and/or special projects will require additional time commitments above and beyond scheduled board and committee meetings.

## **Desired Role and Responsibilities:**

- The Board of Trustees will serve in accordance with the mission, values and Code of Regulations of Friends of the Library.
- The Board has fiduciary responsibility.
- The Board will provide strategic and fiscal oversight and guidance to Friends of the Library.
- The Board is responsible for maximizing long-term value of Friends of the Library for future years.
- The Board will act as ambassadors of Columbus Metropolitan Library and Friends of the Library in the community.
- Board members will help identify and facilitate the introduction and cultivation of key partners, donors and community leaders.
- Board members are required to be a paid Friends of the Library member at a level that is personally meaningful. We encourage board members to join at the "Best Friend" level or higher. If board members wish to contribute financially above and beyond the highest membership levels, we encourage them to make additional contributions to CML Foundation.

## **Desirable Characteristics, Experience and Expertise:**

The Friends Board is interested in recruiting well-respected community members and leaders who have outstanding reputations and skill sets who represent all aspects of the community, which can be helpful to Friends of the Library. A strong passion for the library and time for meetings and subsequent work are necessary characteristics.



## *Express Your Interest!*

We would like to know more about you, your strengths and your interest in the Friends of the Library Board. **Deadline is Monday, October 15, 2018 by 5:00 p.m.**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

Email address: \_\_\_\_\_

Company/Affiliation: \_\_\_\_\_

\_\_\_\_\_ No, I'm not able to serve at this time but contact me again in the future.

\_\_\_\_\_ Yes, I would like my name to go to the Nominating Committee for consideration, and I am enclosing a resume and letter of interest/personal statement that addresses the following areas:

- Work or profession, present or past
- Volunteer activities and personal interests
- Experience on other boards
- Specific committee experience (fundraising, special events, membership)
- Educational background, any other relevant learning experiences

Please include a resume and letter of interest/personal statement. And don't hesitate to call Shannon Hoepf, Affinity Associate, in the Friends' office (614.849.1056) with any questions or comments.

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