



## Friends of the Library Board of Trustees Application

Deadline to express interest:  
September 30, 2023



## **About Columbus Metropolitan Library**

Columbus Metropolitan Library (CML) has served the people of Franklin County, Ohio since 1873. CML is driven by its strategic plan and customer-centric philosophy to strive to make a positive impact in the lives of library customers. With its Main Library and 22 branches, CML is well known for signature services and programs like School Help Centers, 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.

---

## **About Friends of the Columbus Metropolitan Library**

Friends of the Library is a non-profit 501(c)(4) organization whose mission is to build awareness and resources to champion to vision of Columbus Metropolitan Library.

Through the collection of annual membership dues and oversight of entrepreneurial activities, the Friends generate revenue that is used to enhance the library customer experience and support grassroots advocacy initiatives that help ensure the library remains open to all for generations to come. These ventures help secure critical public funding that accounts for more than 70% of the library's operational budget. Additionally, Friends are library ambassadors—sharing their passion and enthusiasm for Columbus Metropolitan Library with everyone around them. Friends of the Library make a tremendous difference in the life of our library.

---

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

The Friends of the Library Board of Trustees is a self-nominated volunteer board whose work is guided and supported by Columbus Metropolitan Library's Government Relations & Advocacy department. Board projects and activities are driven by four committees: Business, Community Relations, Finance, and Governance. The Board is highly active and engaged – trustees dedicate their time to managing and growing lines of business, recruiting and engaging Friends of the Library members, establishing and monitoring short-term and long-term financial goals, and advocating on behalf of Columbus Metropolitan Library as directed.

## Friends of the Library Board of Trustees

### Functions

The Board is responsible for defining and upholding Friends of the Library's mission, vision, and values. In addition to setting policies and maintaining the organization's overall direction, the Board establishes priorities, crafts strategies, and ensures that plans and programs are implemented.

### Responsibilities

#### *Organization*

- Serve in accordance with the organizational mission and Code of Regulations
- Serve with respect to the values, purpose, and vision of Columbus Metropolitan Library
- Ensure that Friends of the Library is run in an ethical and legal manner and maintain good governance practices that establish accountability
- Annually review and evaluate the Board and take steps to improve its performance

#### *Board Participation*

- Attend at least 75% of Board and committee meetings
- Actively participate on at least one committee
- Maintain a Friends of the Library membership at a level that is personally meaningful
- Make efforts to volunteer for book sales and Friends of the Library events

#### *Community Outreach*

- As appropriate, promote Friends of the Library and Columbus Metropolitan Library when talking about your community involvement

#### *Financial Oversight*

- Set and approve the annual budget
- Review and understand financial statements as they are submitted to the Board
- Stay familiar with the organization's policies and procedures
- Sign a conflict of interest statement and disclose all potential conflicts in advance
- Serve as a member of the Board in a manner that promotes the best interests of the organization

## Friends of the Library Board of Trustees

### Committees

Committees maximize the Board's productivity by matching members with particular expertise and skills to appropriate areas. Committees allow Trustees to engage with initiatives more deeply and consistently than the Board as a whole.

*Executive Committee:* Composed of Board officers and committee chairs, the Executive Committee oversees operations of the Board; provides strategic direction; oversees Trustee engagement and accountability; acts on behalf of the Board during on-demand activities that occur between meetings; facilitates cross-committee conversation and connection.

*Business Committee:* The Business Committee oversees and manages Friends of the Library retail and warehouse operations; supervises Friends of the Library staff; optimizes net revenue.

*Community Relations Committee:* The Community Relations Committee develops and manages the membership program; creates and implements marketing and public relations initiatives; oversees Friends of the Library events.

*Finance Committee:* The Finance Committee provides strategic direction and oversight for the financial operations of Friends of the Library; leads development of the operating budget; ensures accurate tracking/monitoring/accountability for funds; monitors investment performance and progress towards long-term financial goals; facilitates audit activities; ensures internal controls.

*Governance Committee:* The Governance Committee conducts periodic reviews of Friends of the Library policies and procedures; leads Board recruitment and engagement; assists with the oversight of board and committee activity.

### Time Commitment

- Trustees are asked to commit to one three-year term. Trustees may serve up to three consecutive terms.
- The full Board meets approximately five times per year. Meetings are generally held on Wednesday evenings from 6:00-7:30 p.m.
- Trustees are required to serve on at least one committee. Committees meet in between board meetings, approximately eight times per year. Meetings are generally held over the lunch hour.
- On average, Trustees spend 3-5 hours per month supporting Friends of the Library.

## Friends of the Library Board of Trustees

### Ideal Candidates

Friends of the Library is committed to building an inclusive board. Candidates from all backgrounds with all types and levels of experience who can contribute to the work of the Board are encouraged to apply. We are always seeking applicants who demonstrate:

- A passion for the library and its vital role in our community
  - Knowledge of financial management best practices, specifically investment management
  - Experience with entrepreneurial activities, specifically retail operations
  - Experience with member recruitment, engagement, and retention
  - Comfort with participating in grassroots advocacy activities
- 

### Application Process

Interested candidates should submit the following:

- Completed Friends of the Library Board of Trustees application
- Current resume

Applications should be submitted to the attention of Kristin Sutton, Columbus Metropolitan Library Government Relations Manager, at [ksutton@columbuslibrary.org](mailto:ksutton@columbuslibrary.org) by the **September 30, 2023 deadline**.

---

### Selection Process

- Top candidates will be interviewed by members of the Governance Committee during the month of November.
- Nominations will be made to the Board of Trustees at the December 13, 2023 board meeting. Candidates will be notified of the result immediately following this process.
- New Trustees will attend their first board meeting in January 2024.



**Friends of the Columbus Metropolitan Library Board of Trustees Application**

*Materials must be received by September 30, 2023.*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

*If you need more space to answer these questions, please submit on a separate page.*

**1. Why are you interested in serving as a Friends of the Library Trustee?**

**2. How did you learn about Friends of the Library?**

**3. Please list any boards/committees that you have served on, in what capacity, and dates of service:**



**4. Area(s) of expertise/contributions you believe you can make to Friends of the Library as a Trustee:**

**5. What is your library story—how has the library impacted your life or your community?**

**6. Do you have the ability and willingness to participate on this active board and dedicate at least 3-5 hours per month in support of Friends of the Library?**

To be considered for nomination to the Friends of the Columbus Metropolitan Library Board of Trustees please submit a completed Friends of the Library Board of Trustees Application and current resume to [ksutton@columbuslibrary.org](mailto:ksutton@columbuslibrary.org).

Questions about Friends of the Library or the application process can be submitted to the email above.