

# COLUMBUS PUBLIC LIBRARY

## APPLICATION FORM FOR THE LIBRARY FOUNDATION

The purpose of the Library Foundation (Foundation) is to solicit and receive or reject gifts, bequests, grants, and property of any kind for the benefit of the Columbus Public Library (the library) to enhance projects and activities outside the library's regular operating budget. The Foundation trustees (also called members) serve three-year terms.

### Duties and Responsibilities of Foundation Trustees

- To solicit and receive gifts, bequests, grants and property
- To enhance projects for the benefit of the Library
- To oversee the Library's Endowment Fund
- To set investment goals and policies
- To set funding goals
- To organize fund raising events
- To advocate for the library
- To sign a conflict of interest questionnaire
- To make a financial pledge of any amount to the Foundation

**Prospective Foundation members/trustees should be aware of the following criteria that will be used by current members to evaluate candidates for vacant positions. A Foundation trustee must:**

1. Commit the time necessary to carry out the duties of a member. This includes a commitment to learning about public library issues, to attend Foundation meetings, to serve on a subcommittee(s), and to carry out Foundation assignments.
2. Be genuinely interested in public libraries and understand their importance in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate these needs to the Foundation.
4. Be able to collaborate with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and to effectively implement the plans.
7. Be able to support intellectual freedom and equal access.
8. Have personal experience in one of the following areas: a) education, b) grant writing, c) architecture/construction, d) accounting/finance, e) technology, f) law/government, g) humanities, h) fund raising, or i) special interest groups, such as seniors, teens, college students, non-English speaking populations, and families.

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Cell or Business phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Street Address (if different than above): \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_ Resident of Platte County      \_\_\_\_\_ Resident of Columbus (Inside City Limits)

\_\_\_\_\_ Live outside Platte County, but work or go to school in Platte County.

What skills and experiences would qualify you to serve on the Library Foundation?

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Affiliations/Clubs: \_\_\_\_\_

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On what other boards have you served? \_\_\_\_\_

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Name charitable or community activities in which you have been involved. \_\_\_\_\_

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Do you have a current library card?      \_\_\_\_\_yes      \_\_\_\_\_no

If yes, please specify which of the library's services and/or equipment you use. \_\_\_\_\_

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**Your Availability to Serve**

Could you regularly attend Foundation meetings? \_\_\_\_\_yes \_\_\_\_\_no

How many hours per month, could you serve the library? \_\_\_\_\_

Would you attend a training session for new Foundation members? \_\_\_\_\_yes \_\_\_\_\_no

Please write a brief statement explaining your understanding of the Columbus Public Library's purpose. \_\_\_\_\_

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Briefly explain why you would like to serve: \_\_\_\_\_

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**References:**

(Please list three names, addresses, and phone numbers)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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(Signature)

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(Date)

Submit completed application to the Columbus Public Library Foundation

2419 14th St., Columbus, NE 68601