



Douglas County Libraries Foundation

DIRECTOR RECRUITMENT

THE FOUNDATION'S PURPOSE

The corporation is organized and shall be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code and exclusively for the benefit of, to perform the functions of, and to carry out the purposes of the Douglas County Libraries. The specific purposes and objectives of the corporation shall include but not be limited to the following:

1. To receive, hold, manage and invest monies, properties, endowments and other grants and contributions for the support of the Douglas County Libraries, its programs and services;
2. To foster a constituency for and a broad community awareness and appreciation of the Douglas County Libraries and its needs; and
3. To sponsor programs and conduct other activities that will enhance the Library's contribution to education and culture within the community.

MISSION

The Douglas County Libraries Foundation delivers funding and resources to help sustain Douglas County Libraries to positively impact our community members so they can grow and thrive.

INSPIRING A LOVE OF...



BOARD ROLES AND RESPONSIBILITIES

RESPONSIBILITIES

Foundation Directors have, in addition to requirements of law, three main responsibilities with the Foundation as an entity formed to support Douglas County Libraries (District):

1. **FUNDRAISING:** The Foundation Board is a fundraising board. By securing funds for District programs and amenities, the Foundation directly supports the District.
2. **ADVOCACY:** The Foundation Board advocates for the District, aligning itself with the District Vision and Strategic Plan, and representing the tenets of libraries in general.
3. **SPONSORSHIP:** The Foundation Board sponsors events and programs to raise funds and awareness for the District.

To fulfill all these roles, Foundation Directors work with staff and in the community making appeals and representing the Foundation as advocates for the District.

MEETINGS

The annual meeting of the Foundation is January of each year. At the annual meeting, the Chair and Vice-Chair are elected. Meetings are held quarterly, the fourth Monday of each quarter. Special meetings may be called as needed.

TIME COMMITMENT ESTIMATE PER YEAR

- 8 hours of Board Meetings
- 6 hours of Community Work
- 10 hours of Fundraising/
Public Relations Events

**24 hours Total Commitment
Estimate per Year**



JOB DESCRIPTION AND EXPECTATIONS

- Length of Term: 2 years.
- Responsible to: Entire Board; "Reports to Chair of the Board."
- Financial Commitment: Seek to acquire \$10,000 or more in donations to the Foundation over the course of the two-year term.
- Make a meaningful annual donation to the Foundation.
- Purchase one or more ticket(s) to the annual Foundation Fête des Fables Gala.
- Donate at least one item valued at \$50 or more for each annual fundraising event (Gala or other).
- All Board members are responsible for the fulfillment of the mission of the Douglas County Libraries Foundation and are accountable for its operation. Board members have the overall responsibility for the organization. They are expected to be effective leaders in terms of visionary planning and capable stewards.

PERSONAL CHARACTERISTICS:

Accountability, responsibility, team player; willingness to open doors for DCL Foundation; personal integrity, honesty; creative and clear thinker; generous with time, talent and money; proactive, positive thinker but willing to question; fun-loving and friendly with a sense of humor, but serious about our mission; respectful of other's views and opinions; willingness to learn about DCL in depth.

OTHER RESPONSIBILITIES INCLUDE:

1. Assume a leadership role in fundraising through the identification, cultivation, and solicitation of donations, grants, bequests, and in-kind contributions to the Foundation.
 - Actively participate in fundraising and public relations activities.
2. Support the Foundation through donation of time, expertise, and money.
 - Regularly attend quarterly Board meetings and other important related meetings.
 - Assume leadership positions willingly.
 - Contribute financially. Goal: 100% Board participation.
3. Enhance the public image of the Foundation
 - Be informed regarding DCLF mission, and the services, policies, and programs of DCL.
 - Be a goodwill ambassador for the DCL Foundation and DCL, informing others of our mission, excellent programs and successes.
4. Approve and evaluate the long-range plans and the programs of the Foundation.
5. Approve the budget and allocation of resources of the Foundation.
6. Be willing to evaluate your performance as a board member and participate in evaluations of the performance of the success of the board.
7. Serve at least one two-year term.

DOUGLAS COUNTY LIBRARIES FOUNDATION

Foundation work is important to our libraries. Our team's efforts will create visibility, excitement, community partnerships and fundraising revenue. The bridges we build will help us reach our libraries' goals and strategies. With that in mind, we present the following ideas for your consideration as well as your efforts.

CURRENT PRIORITIES

Sustain the Gala

- This signature annual event demonstrates to the community that we are an active and exciting organization.
- Board members will purchase at least one ticket and try to sell at least one table sponsorship each, and lend help where possible in acquiring silent auction items.

Build Bright Futures

- Surprise and Delight: What specialties can we bring to our libraries to surprise and delight young and old alike?
- Scholarships: Affordable and fun library camps enable young minds to grow, and give parents a much needed "place for the kids" during school breaks.

Board Recruitment

- Our current members will capitalize on a solid base for Foundation efforts to build our Board for our future. We will seek prospects from the community who have a passion for our libraries plus talents that complement those of our highly talented DCLF Board of Directors.

Investment

- We will seek counsel from our Board toward wise investment of Foundation monies. We will continue to grow revenue through fundraising efforts and building a strong investment portfolio.

Endowment

- An endowment can ensure the longevity of our libraries and help us leave a legacy for the future. We believe that our current revenue streams will continue to prosper in the years ahead, and that an endowment provides a safety net should any one of these streams be discontinued.
- Engaging with donors and prospective donors now will help us prepare for the future. We will actively encourage the inclusion of the Foundation in estate planning, from simple Last Wills and Testaments to more complex gift planning.