San Juan Island Library Board of Trustees
Facility Work Session #4
Wednesday, September 7, 2016
Windermere Conference Room,   9:00-3:00

FINAL AGENDA

Work Session Focus:
Continue to develop public input process and information for any facility solutions, as part of Library Facility Exploration begun at Work Session #1 on May 26, 2015

9:00 a.m.	Open meeting call to order	Mark Madsen
	Introductions, Agenda and meeting process review	Lynne Hobbs
	Review Principles of this Process [poster]	Mark

9:20 a.m.   Review Actions from 12/15/15 Work Session #3,
as **Updated on 6/6/16, specifically**

#16	**led by**	**Mark**	
#17	**led by**	**Laurie**	
#18	**led by**	**Laurie**	
#2	**led by**	**Fred**	
#5	**led by**	**Mark**	
#7	**led by**	**Mark**	Lynne

Lynne
11:30 a.m.   Clarify next steps in public process and library exploration

12:00 p.m.   *Lunch break*

12:45 p.m.   Continue discussion of prioritized Actions and decisions
for Library Facility exploration and public input, including
how/what to develop for Focus Group materials   All

2:20 p.m.   Action Planning   Lynne

3:00 p.m.   Adjournment of Work Session #4   Mark

ACTIONS FROM DECEMBER 15, 2015 Library Facility Work Session 3

Action	Description	Owner	Complete by
1	**Develop Actions List for Facility Exploration not related directly to Public Input process:** • **cost projections for possible facility scenarios (current facility, new facility, renovated facility—architectural, property, furniture, cost per sq. ft.)** • **Foundation development** • **Possible Bond campaign** • **[add others]**	ALL	At January 2016 Board Meeting
2	Develop statement or visual graph depiction of building cost trends and impact on library service delivery	FH	Work Session #4 July 19, 2016
3	Monitor EMS election date	MM	February Board Meeting
4	Send Laurie additional names for first Advisory Group list particularly for balanced community representation	ALL	2016
5	Present Data from School Dist.	MM	Work Session #4 July 19, 2016
6	Gather Data re meeting requests received by staff, computer class space needs, electrical outlets need, etc. Send Laurie other data needs re: facility process	LO ALL	Work Session #4 July 19, 2016 asap
7	Report population trends impacting library services and tax revenue	MM	Work Session #4 July 19, 2016
8	Invitations [and phone calls?] to all on list to attend one of three Focus Group dates.		Invitations sent early December 2016
9	Focus Groups conducted to: • Share background of Facility Exploration process		Second week January 2017

	• Have them take 'test' survey • Listen to participant questions and recommendations • Ask for feedback: "Are we considering everything we should?"		
10	Refine survey based on Focus Group input		Complete by March 31, 2017
11	Send out surveys (4 weeks to return by early May, 2017)		April 5, 2017
12	Complete analysis of survey results and develop report of results for public posting		By May 21, 2017
13	Public Hearing to take official responses to Report for the record [this can be reopened later for additional responses] *Determine date required for public notice of this Official Hearing		Early June 2017
14	Board Decision	ALL	June-July 2017
15	*If* filing for Bond election is an outcome of the public input, determine timeline and Actions for that process		

16	Contact new Exec. Dir. Of Community Foundation	MM	
17	Research Friends vs. Foundations, distribute information (check ALA Magazine article on cost canvas and Library Journal architectural issue)	LO	
18	Contact Phil of OIPL to inquire how he estimated for new addition	LO	
19	Resend rough building cost projections to Board	MM	

LIBRARY FRIENDS GROUPS AND FOUNDATIONS—Summary
September 2016

FRIENDS

1. "Membership" Organization
2. Volunteer-driven
3. Core Mission:
   - Specific funding goals and a book-sale dependent budget;
   - Develop community goodwill and personal commitments;
   - Finance a range of library projects;
   - Volunteer in Library
4. How?
   a. Book sales
   b. Online book sales
   c. Fundraising activities—raffles, etc.
5. Support:
   a. Library programs
   b. Staff needs
      1) Scholarships to continue educations
      2) Staff Day continuing education programs
      3) Staff recognition events
      4) Annual staff holiday dinner
   c. Special equipment or supplies
   d. Library newsletter
   e. Library advocacy

FOUNDATIONS

1. "Donor" Organization
2. Tend to have paid Staff of fundraising professionals—usually influential individuals well connected in community
3. Core Mission: Higher-level fundraising activities from individuals, foundations and corporations for library improvements and expansion; creating endowment funds for future stability and support
   a. Annual fund solicitations from individuals for special programs and projects
   b. Planned giving activities
   c. Corporate foundation grant writing and sponsorships
   d. Capital campaign fundraising for new and renovated buildings
   e. Major gift solicitation from individuals
4. Support:

a. Renovating, expanding, & building new libraries
b. Furnishing libraries
c. A/V materials
d. Electronic resources—databases, ebooks
e. Revamped teen area
f. Authority control project
g. Hire a consultant

HOW THEY WORK TOGETHER SEPARATELY

1. Board members of all 3 boards service as ex-officio members on the other boards (Trustees, Friends, Foundation)
2. Important to involve Friends in discussions of the structure of the new entity to assure them that their role is not threatened
3. Have an annual joint meeting
4. Sign letters of agreement about their fundraising responsibilities
5. Careful wording in communications to public to indicate complementary purposes, not conflicting—clarify differences between them
6. Policy on use of Friends membership lists (share software for consolidated mailing list: membership info & renewal info, donors, volunteers, all get library newsletter)

POSSIBLE REASONS TO COMBINE FRIENDS AND FOUNDATIONS

1. Only one nonprofit organization that needs to recruit board members and file annual papers, reducing administrative overhead to run two organizations
2. Time devoted by library director and staff to assist library support organizations is reduced
3. Combines advocacy activities with the ability to provide matching funds, which increases the effectiveness of an advocacy effort
4. Comprehensive committee structure that allows each person to engage in the activities for which they have the greatest passion
5. Less confusion about distinction between the two organizations
6. Can solicit members more than once per year for higher financial support
7. A higher-profile, robust organization providing support for the library

CHALLENGES IN HAVING A LIBRARY FOUNDATION

1. Getting the right board that is responsive to the library director and board of trustees
2. Needs to pay its own operating costs before it can provide support to the library, which may take at least three years
3. Needs to recruit and orient a continual stream of new board members; adhere to strict accounting policies; file annually with local and state regulatory agencies; have a regular means of communicating with donors; annual audits of its finances; keep up-to-date gift acceptance policies and investment polices

4. May conduct more non-fundraising activities than raising money to support the library (e.g., cultural programming, advocacy, and public awareness)
5. Involves more trustee, director and staff time

SOME BENEFITS IN HAVING A LIBRARY FOUNDATION

1. Fundraising professionals
2. Marketing professionals
3. Links to people of influence in the community
4. Financial support for big enhancements to library
5. Conduit to policy makers and decision makers
6. Can ask Friends members for higher donations beyond modest membership fees, and solicit planned giving which Friends don't do

REASONS TO HAVE A LIBRARY FUND WITH A COMMUNITY FOUNDATION

1. No separate board, bylaws, tax filings, 501©3 organization
2. Can focus on fundraising rather than operational and investment concerns
3. Still have control of the money and can use as wished, whenever liked
4. Professionals invest the funds

Creating a Library Foundation: Your Magnum Opus (part 1 of 2) from Washington State Library--The first hour of a two-hour discussion on creating your own library foundation. Presented as a preconference to the Washington Library Association (WLA) Conference in Yakima Washington, April 6, 2011. Hosted by the WLFFTA interest group of WLA. Filming by the Washington State Library.
https://vimeo.com/24845782

Creating a Library Foundation: Your Magnum Opus (part 2 of 2) from Washington State Library
https://vimeo.com/24846510

http://www.cof.org/page/community-foundation-programs-services

[From Anacortes Public Library Friends Newsletter]—January 2016

Who do I give to? The Friends of the Library or the Library Foundation?

The good news is that either group is the right choice. The Anacortes Public Library is lucky to have two fabulous organizations in place to support our wonderful library.

The Friends of the Anacortes Public Library is the 2nd oldest Friends organization in Washington State. They provide support to the library through your memberships and when you purchase used books (including many library discarded items) at the FriendShop Bookstore in the lobby of the library. Funding from the Friends supports the library's book budget, pays for most of the magazine and periodical subscriptions, and underwrites the majority of the Kids Summer Reading performers, activities, including a few speakers and performers for Adults too. The last two years we have been lucky to have the Friends underwrite our participation in Skagit Reads!

The Library Foundation was established when the community started thinking about building our new library. Since the completion of the new building, their focus has been primarily to purchase additional A/V materials (such as DVDs and audiobooks) and the library's online/digital/electronic resources such as Overdrive downloadable ebooks, Mango languages, and other library databases. They also are the fiduciary for the Manieri Endowment, Maritime Endowment, Jeane Thompson Read N Grow Fund, and the Legacy Endowment Fund. Funds from Love at the Library in 2014 were used to revamp the Teen Zone.

So once again, there is no wrong answer when you ask which organization you should give to when supporting the library. Both are wonderful organizations that help make our library the best around!

With gratitude for your continued support,
Sheri Miklaski
Library Director