

San Juan Island Library Board of Trustees
Library Funding Work Session #1
Tuesday, October 1, 2019
Friday Harbor Suites (San Juan Room), 9:00 am – 5:00 pm

Work Session Focus:

Potential costs; current and future budgeting; methods of funding; fundraising, bonding, and state capital campaign timelines; fundraising start

In preparation: Watch “Fundraising 101: The Fundraising Cycle” by CharityHowTo

9:00 am	Call to Order Visitors Public Access Adoption/Amendments to Agenda	<i>Lynn Weber-Roochvarg</i>
9:05 am	Discuss potential cost ranges of new building project	<i>Howard Ryan, Mark Madsen</i>
10:05 am	Review current status of operational reserve funds and budget planning, impact of pre-site-purchase costs and fundraising costs during next 1-3 years	<i>Mark Madsen</i>
10:45 am	Review funding sources and determine numerical targets	<i>Mark Madsen</i>
11:00 am	Community Foundation discussion with Carrie Unpingco—Next steps with the Foundation	<i>Carrie Unpingco</i>
12:00 pm	LUNCH	
12:30 pm	Other libraries’ experiences with state capital budget process and fundraising—Joy Neal, Director of La Conner Regional Library, and Phil Heikkinen, Director of Orcas Island Public Library	<i>Joy Neal, Phil Heikkinen</i>
2:00 pm	Develop draft timeline for future workshops, and for fundraising, bonding, and state budget campaigns	<i>Laurie Orton, Howard Ryan</i>
3:15 pm	Role and acquisition of dedicated fundraising chair/professional/committee/new board member; demonstration of FlipCause (fundraising software/website)	<i>Laurie Orton, Leslie Baker</i>
4:30 pm	Action Planning	<i>Lynn Weber-Roochvarg</i>
5:00 pm	Adjournment of Library Funding Work Session #1	<i>Lynn Weber-Roochvarg</i>