Josephine Community Library District
Workshop Minutes
Thursday, October 6, 2017, 9-10:30 am
Main Reading Room, Grants Pass Branch Library

**District board members in attendance:** Jennifer Roberts, John Harelson, Judy Williams, and Laurel Samson

**District board members absent:** Beecher Ellison

**Josephine County Library Foundation board members in attendance:**
Randy Richardson, Kay Moline, Charlie Seagraves, Steve Swearingen, Sue Cohen, and David Mannix

**Others present:** Shad Shriver of Josephine Community Libraries, Inc. (JCLI), Michael Kosmala of Coraggio Group, JCLI Executive Director Kate Lasky, and Interim Board Secretary Teresa Stover

**CALL TO ORDER.** The workshop started at 9:05 am.

**FUNDRAISING WORKSHOP.** This was a joint workshop with the boards of the Josephine County Library Foundation and the Josephine Community Library District. The purpose of the meeting was to align the vision for library fundraising between the foundation and the district and to determine the purpose of the 2017 end-of-year fundraising drive. See the attached notes for details of workshop results.

**ADJOURNMENT**
The workshop adjourned at 10:30 am.

Respectfully submitted,

Teresa J. Stover, Interim Board Secretary
Josephine Community Library District
Josephine Community Library System Fundraising Meeting
October 6, 2017 Summary Notes/Submitted by Coraggio Group

Meeting Purpose

Members of the Josephine Community Library District (JCLD) Board and the Josephine Community Library Foundation (JCLF) Board met on October 6, 2017 from 9 to 10:30 am with Michael Kosmala of the Coraggio Group. Meeting outcomes included:

- **Near-Term**: Establish clear agreements on next steps for the end-of-year fundraising drive
- **Long-Term**: Align on board vision for fundraising efforts between the district and foundation

Near-Term: End of Year Campaign Agreements

The following agreements were reached about the end-of-year campaign:

- **Priorities**: The campaign will focus on three priorities: scholarships, renovations and deferred maintenance (i.e. deferred maintenance), and planning for long-term building needs.
- **Bridge group**: Jen Roberts and Judy Williams of JCLD and Sue Cohen and Steve Swearingen of JCLF will serve on a Bridge Group to focus on end of year campaign coordination and communications between both organizations.

During the course of conversation, updates were shared with JCLD about JCLI/JCLF MOU including:

- **Donor information**: Donor information in the JCLI database will not be shared with JCLF without donor permission. A letter was recently sent out to donors to initiate this process.
- **Key changes**: End of year donations will be deposited in a JCLF Bank account for future disbursement to JCLD.

Long-Term: JCLD and JCLF Vision for Fundraising

JCLD and JCLF Board members reviewed and agreed in principle to the following:

- **Donor database**: Will be transferred from JCLI to JCLF (already in process per JCLI/JCLF MOU)
- **Donor management**: Fundraising staff will be employed by JCLD and expenses related to ongoing donor management (i.e. staffing, supplies) would be funded by JCLF. Kate Lasky and Teresa Stover will draft a Community Partnership Project Proposal that will further outline the costs and proposed approach for this relationship (more details below)
- **Establishing fundraising priorities**: Future fundraising efforts and priorities for the library system will be coordinated between JCLD and JCLF. JCLD recognizes JCLF’s history in providing support to the system. JCLD’s new strategic plan – planned for adoption in November 2017 – will provide direction for future priorities.
- **Grants**: Both organizations expect to seek grant funds in the future. An approach to addressing grant writing needs will be addressed in the proposal mentioned above.

Additional details to be considered as part of the Community Partnership Project Proposal include:

- **Staffing**
  - Partnership Manager
  - Communications Coordinator
  - Library Director
  - Grant Writer (contracted)

- **Activities**
  - Manage the partnership/donor database
- Coordinate fundraising campaigns (e.g. develop budgets, secure sponsorships, develop communications/media, direct mail, organize/attend events, database entry, donor acknowledgements)
- Build, coordinate, and maintain partnerships (includes donors)
- Community outreach (i.e. programs and communications)
- Research, develop, secure and report on grants

- Related Expenses
  - Ads, Printing, Bulk Mail, Postage, Cow Scrabble, Donor Relations, Signage, Supplies

- Timeline *(The timeline aligns with the Library District Staffing Plan)*:
  - Kate/Teresa draft proposal (November)
  - Proposal presented for review and approval by Foundation Board (11/21)
  - Foundation distributes funds to Library District (pending approval from Foundation in December 2017)