

# Memo

To: Kilton Public Library Building Committee (KPLBC)  
From: Lou Ungarelli  
CC: [Click **here** and type name]  
Date: February 10, 2006  
Re: February 2, 2006 Meeting Highlights

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The Kilton Public Library Building Committee (KPLBC) met on February 2, 2006, to discuss an update of the Kilton Public Library (KPL) project. A total of 16 committee members were in attendance. Highlights of the meeting are as follows:

## VOLUNTEER LIST

A volunteer list (32 members) was handed out for everyone to review and make corrections. This list will be used as the master list for all future communications. Special thanks to Bev Damren and Mary Vargas for editing and compiling the master list.

## FEASIBILITY STUDY

The KPLBC discussed the recent feasibility study conducted by Christine Graham, consultant, CPG Enterprises, Inc. A copy of the feasibility study packet sent to the study's interviewees was given to those in attendance. The packet contained: a letter introducing Christine Graham and the library's need to conduct a feasibility study, a case statement on the KPL project, a rendering of the front of the new KPL, a floor plan, and two newspaper articles.

The group discussed the results of the feasibility study. The feasibility study convinced the library's Board of Trustees to proceed forward with a capital campaign to raise the necessary funds (\$4.2 million) to construct the new Kilton Public Library located in West Lebanon.

Lou Ungarelli will have parts of the feasibility study document available to the KPLBC members at their next meeting.

## LEBANON PUBLIC LIBRARIES FOUNDATION (LPLF)

The LPLF is a 501(c)3 non-profit corporation formed for the purpose to accept gifts and enable donors to claim a tax exemption. The LPLF will develop a leadership team in charge of the KPL capital campaign. Members of the LPLF are:

- Steve Christy – Director and President
- Walter Paine – Director and Vice President/Treasurer
- Daniel Smith – Director and Secretary
- Al Michalovic – Director and Lebanon Library Board of Trustees
- Lianne Moccia – Director and Lebanon Library Board of Trustees

The capital campaign committee will develop a campaign budget, create schedules for projects and meetings, update a list of volunteers, and create committees.

## KPL PROJECT VOLUNTEERS

In order for any capital campaign to be successful, it must have an active corps of volunteers. The leadership team (Capital Campaign Committee) will recruit volunteers to serve on various committees needed to run a capital campaign. For example:

### Public Relations Committee(s)

- Develop a communications plan
- Run special events
- Hold focus groups and informational parties
- Write a campaign newsletter
- Write newspaper articles
- Develop flyers
- Set-up meetings with local service clubs and community groups

### Fundraising Committee

- Form a corporate team
- Form a commercial team
- Form special professional teams for various occupational groups, e.g., lawyers, doctors, teachers, etc.
- Develop a donor database

### Building/Landscape Committee

- Assist Fundraising and Public Relations Committees in the capital campaign process

## ORGANIZATIONAL CHART/COMMITTEE STRUCTURAL TASK OVERVIEW TIME LINE

The KPLBC briefly reviewed two charts developed by Mary Vargas with regard to a KPL project committee structure and KPL project major task overview timeline. Both documents are very useful as they give a visual road map as to what needs to be accomplished by each committee (major task) and a time-frame to be guided by. These documents will be reworked after the campaign consultant is hired and meets with the Capital Campaign Leadership Committee.

With no further business to conduct, the meeting was adjourned at 8:35 pm. Special thanks again to Mary Vargas for her participation in jointly running the meeting with me.