

**Fund Development Committee Meeting  
October 22<sup>nd</sup>, 2025 12:00pm to 12:30pm**

The Fund Development Committee met via Zoom on Wednesday, October 22<sup>nd</sup> at 12:00pm. The meeting was officially called to order at 12:03pm. Present were Tai Nixa Peterson (Committee Chair), Dan Groberg (Executive Director), Carrie Cleveland (Development Manager), Hunter Thiers and Sarah Swift.

The agenda was approved by consent. Peterson moved to approve the September Meeting Minutes, Swift seconded. Motion carried.

The FDC welcomed Carrie Cleveland, the new Development Manager. Cleveland went over the development report. Individual giving is looking great so far. Business sponsorship will take place later in the fiscal year. Book shop sales are starting to pick up, pulling in around \$500 a week. The Red Sox ticket silent auction brought in \$750. There was one bidder. The next fundraising event will be the Library After Dark event on Saturday, 10/25. There will be another book in-take event on 11/8. Swift added that it would be good to get a large group of volunteers for this and Cleveland responded saying she is working on planning the day as well as debating whether the library should move to regularly occurring in-take. The Montpelier Foundation grant for \$10,000 for the outdoor play structure is still pending. Groberg has been communicating with them. One thing not in the initial report – we were notified that we are the beneficiary of a trust and should be receiving around \$30,000. Overall, we are enjoying a strong start to the year.

Next, Cleveland walked the FDC through the appeal letter. The focus this year is on community building both within the library and within our member towns. Previous donors and sustaining donors will receive customized notes. Cleveland is hoping to have FDC members help sign the customized notes. Cleveland will send the letter draft to the FDC for review. Peterson asked when we should schedule the letter signing party. Cleveland will have the letters to the printer this week, so letters should be in hand the week before Thanksgiving, around the 13<sup>th</sup> or 14<sup>th</sup>. Peterson and Thiers are both available the evening of 11/13, but Swift will be out of town so she will write notes ahead of time. Cleveland will share a list of recipients and send it to the Board so they can mark who they would like to write to. Once the letters are in the mail, phase II will be Giving Tuesday. Cleveland will be meeting with major donors before the letters go out so she can speak with them.

Groberg started discussion on the strategic plan. The goals that fall under the FDC are growing the endowment, cultivate support, and create opportunities to engage the next generation of financial supporters. Groberg added that the library will be doing a capital needs assessment in the next 3 to 4 months, which should lend some light as to what improvements require funding. Some ideas for these goals include:

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- Grow the endowment
  - Launch an endowment campaign
  - Capital campaign (“Give the Library a Lift”)
  - A combined endowment and capital campaign (“Preserve the Past, Plan for the Future?”)
- Cultivate support
  - Donor outreach and appreciation
  - Being good ambassadors
- Create opportunities to engage the next generation of financial supporters
  - Host an educational event for planned giving & philanthropy
  - Visibility around sustaining gift program
  - Emphasizing “friendraiser” events

Peterson asked if anyone was interested in hosting a friendraiser. Thiers will see if she can put together an event with co-workers. Peterson is planning to reach out to Board members to see if anyone else is interested.

The appeal letter signing party will take place on November 13<sup>th</sup>, 5:00pm to 7:00pm. Peterson will pick up pizza. The next meeting of the full Board will be November 19<sup>th</sup> at 5:00pm in person. The next meeting of the FDC will be on November 13<sup>th</sup> at 4:15pm to 5:00pm before the signing party. The meeting was adjourned at 1:05pm.