

Millstadt Library Board Minutes- Fundraising Committee

June 24, 2024

4:00 p.m.

Millstadt Library

The Fundraising Committee Meeting was held to discuss upcoming fundraising events. Those in attendance were committee members, Patti French and Bob Englebretson, library director, Nichole Lauko, Roxanne Amos, Arlene Glaeser, Mary Agnes Schlather, and Jennifer Bernstein.

Guests and Appearances:

Old Business:

New Business

1) 60th Anniversary Dinner/Gala

1. Will host the Booked for the Evening event on September 21 at the VFW.
 - 1) Event will be vintage, book theme
2. Will start at 6 p.m. with silent auction and raffle sales. Presentations and silent auction end around 8 p.m.
 - 1) Changed dinner to appetizers and confirmed with Roy-El

- Nichole Lauko will get an estimate on cost for 75-100.

- 2) Cash bar with a free drink to all attendees

3. Belleville Philharmonic is confirmed for \$500

- 1) Need sponsors and donations – finish letter and images to have ready to send by next meeting
 1. Platinum Sponsor \$1000+
 2. Diamond Sponsor \$500 | Gold Level \$250 | Silver Level \$150
 3. Table Sponsor \$100 | \$50 per couple | \$30 per ticket
 4. Venue, food, Music sponsors are automatically Diamond Sponsors
- 2) Invites to past library people, board, town organizations, village board
- 3) Goal is for members to start listing possible donors, sponsors, auction items, addresses, and speakers
- 4) Talk about a mystery gift card raffle or cash/scratch-off raffle

2) Preliminary ideas for raffles, sponsorship levels

- It was discussed to reach out to people who would have items to donate, like Avon reps.

- Nichole Lauko will reach out online to corporations for donations.

3) Approve sponsorship documents including levels and request letters

- Documents were changed to remove the Venue, Music, and Food sponsors to Diamond across the levels. A Platinum sponsor category was added. The part that explains the sponsorship list will be moved to the top of the document.

4) Approve imagery

- Imagery approved

5) Finalize list of those who should receive a letter

- Patti French edited the list. Discussion was had on how to send invites and after discussing costs, it would be most cost-prohibitive to mail envelopes ourselves. Each

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envelope will have a letter, invite, sponsorship level list, and room naming list. It was asked that members who have connections with anyone or businesses reach out personally.

- Sponsorships and RSVPs are needed by August 31. Phone calls will be made late July early August to readdress possible donors or sponsors.
- Members will meet on Friday at 1 p.m. to stuff envelopes.
- Patti French will start looking through historical documents for names of former Civic Club and library members to invite.

The next Friends and Fundraising meeting will be held Monday, July29 at 4 p.m.

Respectfully submitted by Nichole Lauko