

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOOK'N'IT! COMMITTEE MEETING
5:30 P.M., Tuesday, July 27, 2004
Library Conference Room

Present: Alice Hensen, Terry Weisensel, Michael Allen, Tom Diener, Jeanie Farmer, Sharon Zindars, Bob Kincaid, Gloria Cavil, Pat Wende, Sharon Meier.

Absent: Dawn Marie Loos

The meeting was called to order at 5:30 P.M.

1. RUN ENTRANTS

Sharon Zindars reported that there are presently ten entrants for the run. A discussion followed concerning fun walk adults with children. It was agreed that children walking with an adult must pay the entry fee, but children being pushed in strollers would not be charged. However, a waiver must be signed for all entrants including all children.

There was a suggestion that a comment sheet should be available at the end of the run so participants may give suggestions for next year's run/walk.

Bob Kincaid informed the committee that the trophies have been ordered and paid for. It was decided that the first entrant for the race will receive some special recognition such as free entry to next year's event.

2. VOLUNTEERS

A partial list of volunteers was shown to Bob Kincaid by Sharon Zindars. Volunteers will also have to sign waivers. Volunteers under the age of 16 years must have an adult supervisor. Gloria Cavil announced that the Friends of the Library will provide bagels and fruit for participants. They will volunteer to cut the fruit and pick up the bagels. "Big AppleBagels" is donating the bagels.

The committee discussed whether volunteers would be offered t-shirts or the option of purchasing them. The committee decided to wait until later to make this determination. The number of entrants and number of shirts will help in this decision.

3. T-SHIRT DESIGN

Sharon Zindars presented examples of designs for the t-shirts. The committee agreed that the design on the posters will be placed on the front. Major sponsors design will be placed on the back. Sharon Zindars suggested including the library foundation on the back of the shirts. After a brief discussion it was decided to place "The Library Foundation would like to thank the following sponsors": Sharon Zindars will check with sponsors for revisions to their art work. 2004 will also be included on the back of the shirts.

4. SPONSORS

The amount donated so far is \$400.00 short of the \$10,000 goal.

The banner for sponsor acknowledgements will wait until all donations are in, which should be two weeks prior to the run.

5. PUBLICITY

Sharon Zindars reported that an ad will be placed in the Corn Fest flyer which will go out in the local paper. The exterior banner is finish and has been hung as well as the banner for the interior of the library. A press release is also prepared and ready for use. Information will also be included in the Wisconsin State Journal and Capital Times in an insert about Sun Prairie. Kids 4 will have a public service announcement. Pat Wende will coordinate this and the Corn Fest parade. CATV and The Rhythm section of Madison newspapers will also be informed in order to include the run in their calendars of events. Alice Hensen agreed to give an interview to The Star. Sharon Zindars will distribute flyers and applications to City Hall.

6. BUDGET

An amended budget was presented by Sharon Zindars. It was suggested that In Kind gift amounts be included. In Kind donors are to be included on the sponsor banner.

7. BOOK SALE

The book sale sponsored by the Friends of the Library will be limited and in the parking lot of the library with purchasers being directed to the book store. The sale will use the community room in event of rain. Since it is not known how many entrants there will be for the run the t-shirt order will wait until there is a better idea of the number of participants. The cut-off date for printing the shirts is August thirteenth.

MOTION: Pat Wende made a motion to adjourn the meeting. The motion was seconded and passed unanimously.

The meeting was adjourned at 6:45 P.M.

Respectfully submitted by Sharon Meier