

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOOK'N'IT! COMMITTEE MEETING
5:30 P.M., Monday, July 12, 2004
Library Conference Room

Present: Alice Hensen, Mike Allen, Bob Kincaid, Sharon Zindars, Jeanie Farmer, Sharon Meier

Absent: Tom Diener, Terry Weisensel, Pat Wende, Gloria Cavil, Dawn Marie Loos

The meeting was called to order at 5:35 P.M..

1. SPONSORS

The anonymous sponsor has agreed to being acknowledged on the t-shirt as "Faith Connections." Sharon Zindars agreed to contact Veridian Homes concerning what they want to represent them on the t-shirts. To date, we have \$9,6000 committed from sponsors. Sharon agreed to contact/follow up on three more and the Friends to support the remaining banner and food items.

2. APPLICATIONS

The completed applications, waivers, posters, and bookmarks were reviewed and distributed to members present. A brief discussion followed concerning distribution of these materials. All sponsors will receive "thank you" letters and a packet containing these materials by the end of July.

3. BUDGET

Sharon Zindars presented a revised budget. Sharon explained the revisions. The committee agreed that in-kind donations should be included in acknowledgements. Jeanie Farmer requested that dollar amounts be included in the budget for in-kind donations

4. BANNERS

An 8'X8' banner will be placed on the exterior of the library fireplace facing Linnerud Drive. Another banner which will be placed under this banner will include information about the run. An indoor banner will cost \$100.00. A banner with sponsors names will be hung later and will cost \$135.00. After a brief discussion the committee agreed that the Friends of the Library will be asked if they will match the Library Board contribution.

5. PUBLICITY

Alice Hensen will take care of calling The Star.

6. VOLUNTEERS

Bob Kincaid suggested a meeting of volunteers the evening before the run. Volunteers will also be required to sign a waiver. The number and duties of volunteers will be firmed up at the next meeting. Sharon Zindars also noted that the traffic barriers will be delivered early the morning of the run by the City Public Works Department.

A letter notifying homes along the run route will be discussed at the next meeting. Gloria Cavil suggested this at a previous meeting and would deliver to her street.

7. BOOK SALE

Sharon Zindars reported that the Friends are collecting books and have a plan in place for the book sale, which will be from 8:00 A.M. to 12:00 P.M. in the library parking lot.

The next meeting date was set for Tuesday, July 27, 2004 at 5:30 P.M.

Th meeting was adjourned at 6:50 P.M.

Respectfully submitted by Sharon Meier