

Millstadt Library Board Minutes- Fundraising Committee  
August 26, 2024  
4:00 p.m.  
Millstadt Library

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

**Guests and Appearances:**

**Old Business:**

- 1) Menu and Additional costs
  - a. We received quotes from
    - i. Roy-El for \$1,728.70 which includes staff, tableware, setup
    - ii. Lillian Judith for \$1,326.64 which included delivery, setup, and tableware
    - iii. At cost for \$755.34 which did not include staff, tableware, or setup
  - b. It was decided to stay local and have Roy-El complete the catering. Some items were changed which may lessen the overall cost, however, if attendee numbers increase, we will need to increase that cost as well.

**New Business**

- 1) 60<sup>th</sup> Anniversary Dinner/Gala
  1. Current Sponsors and ticket sales
    - 1) \$8335.00 in Donations
    - 2) 44 Tickets sold for \$1130.00 in Sales
    - 3) \$925.00 in expenses (not final)
    - 4) Donations of pictures, glass figures, a Total Wine private tasting package, NT Nails, Cardinals tickets, a signed Chicago White Sox print, several local baskets, and a 3-month pass to the Monroe County YMCA
  2. Costs for tables and tablecloth rentals
    - 1) \$368 to rent 12 round tables, tablecloths, and for delivery and pickup
  3. Decorations
    - 1) \$377 for additional decorations. Thank you Liz Lange for bringing in items!
  4. Quote for Balloons from Kayla Beyer
    - 1) \$170 for marquee letters and half balloon arch
    - 2) Discussion was had on having two half balloon arches with inflatable “60” on each side of the stage. A further quote will be requested.
  5. Favors
    - 1) Prices were discussed for edible favors and Jenny Bernstein suggested doing commemorative glasses instead. Nichole will look at costs.
  6. Program Draft
    - 1) The initial draft consists of sponsor pages, a thank you page, auction donation pages, an “About the Night” page, pages about the new library project, and how to help.
  7. Auction

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- 1) A discussion was held on whether the auction should just be available to the attendees. Nichole suggested to use the online platform, GiveButter, to host an online auction and to have items available for bidding the week of the event. There is no cost to host on the site and the only fees are credit card fees. Bidding will end at 7:45 p.m. Attendees unable to bid online will be assisted by a Friend of the library.
8. Next steps
- 1) Need to reach out to a past library member to talk about the history of the library, a current patron to talk about the library, and figure out images for the projector. Jenny Bernstein will see about a mic setup for the night.

The next Friends and Fundraising meeting will be held Friday, September 13 at 4 p.m.

Respectfully submitted by Nichole Lauko