

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 20, 2020 FUNDRAISING COMMITTEE MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM
OF THE PLANO COMMUNITY LIBRARY**

Committee Chair Ceil Carey called the meeting to order at 7:21 p.m. Present were Trustee Natalie Kollmann and Library Director Deanna Howard. Trustee Adrian Frost was absent.

CITIZENS TO BE HEARD

None.

BINGO IN THE BOOKS

Deanna reported that 2 tickets have been sold so far. Deanna and Ceil met prior to the meeting to prepare the FAQ sheet, which was reviewed. Flyers have been distributed to local businesses. Information regarding the event is on the library's webpage and Facebook page. It has also been shared on other local Facebook pages. Natalie suggested taking the flyer to senior housing facilities. Deanna will take care of this. Ceil suggested including the information in WSPY's "Daily Evening Express". Deanna will look into this.

The Committee reviewed the list of businesses to approach for prize donations. It was decided who would approach each business. Business should be approached before the March 19 meeting so we have an idea what prizes will be available.

The committee discussed volunteers that would be needed during the event:

1. Front door-ask Chrissy or Jane?
2. Food table-Natalie
3. Raffle basket table-Adrian
4. MC and 50/50 raffle tickets-Ceil
5. Bingo caller-Lydia Boring
6. Bingo software program-Deanna

Deanna noted that when we received the Bingo license from the Illinois Department of Revenue it included paperwork for paying a 5% tax on the gross proceeds of the event.

Friends members will be asked to donate bake goods for sale at the event.

OTHER

Committee will meet again after March Board Meeting.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:50 p.m.

Notes submitted by Deanna Howard

Approved as submitted 5/21/2020