

Friends of Baker County Library AGENDA
October 17, 2012 - 4 p.m., Riverside Meeting Room

>**Minutes**

>**Treasurer's Report**

>**Old Business**

Library Grounds and Building Maintenance - successful hiring of person? - Stokes

Arcadia Publishing - Book Order - Stokes

Proposal:

Wallspace art for branch libraries--historic photos - Pearson and Stokes, with research provided by Dielman

Proposal:

Adult library book carts - "Versa Carts" - Stokes

Proposal:

Baby changing tables - Stokes

Proposal:

American Library Association Winter Conference in Seattle/ Summer Conference in Chicago-
Stokes

Automatic Meeting Reminders

>**New Business**

Proposal:

BIG READ Matching Grant - Stokes

Proposal:

Overstocks/Discard Sales - Stokes

>**Other**

Our next meeting would normally be scheduled on Weds., November 21st--as this is the day before Thanksgiving, we probably need to change it???

**Friends of Baker County Library
Board Meeting**

September 26, 2012

Present: Kata Bulinski, Kirsten Badger, Eloise Dielman, Diana Pearson (BCL), Nancy Johnson, Carmen Wickam (BCL), Barbara Prowell, Perry Stokes (BCL Dir.), Julianne Williams.

Meeting was called to order by Pres. Bulinski at 4:00 PM.

Minutes: Accepted as submitted.

Treasurer's report: Johnson distributed copies of the bank statement. Balance was \$11,831.80. Williams and Bulinski moved to accept this report as submitted. Motion passed.

Old Business:

- Grounds maintenance: Stokes has no news regarding prison crew, so a job listing has been posted with the unemployment office for 16 hours/week, a temporary job for one year. Person hired will work on both grounds and indoor building projects. Library is funding position.
- Courtney Snyder reported the teen "Hunger Games" event was very successful. No expense report provided at this date. Friends need expense reports for future events we fund.
- Branch libraries wall space art: Pearson has contacted branches about it, but no responses yet. Dielman will research cost of digital picture frames.
- Adult patron library book carts: Williams asked if they could be alarmed like books. Stokes will submit proposal for complete costs for a minimum order of 6 carts at next meeting. Costs will include baskets, advertising plates, stands. Estimated to be approximately \$820 for 6 carts.
- Baby changing tables: Library currently has one in the women's restroom. Tables are needed in men's rooms and other restroom for a total of 3 at \$190.00 each. Williams moved that the Friends allocate \$600 for three tables with the Library paying for shipping. Tables to be labeled as "Provided by the Friends of the Library." Prowell seconded the motion. Motion passed.

New Business:

- Big Read grant: Registration not open yet. Tabled for next meeting.
- ALA Winter Conference in Seattle, January 2013: Stokes estimated attendance cost at \$1,073/person. He will look into cost for summer conference in Chicago. Library budget for all staff development is \$2,000.00. Tabled for next meeting.
- FOL meeting announcements: Bulinski will send out a draft agenda about one week before the meeting for comments and input. Stokes is sending out automated reminder, and will try to send it one week before scheduled meeting. Planned meeting time to be 4:00 PM to 5:00 PM.

- *Historic Baker City* royalties: Stokes presented the Friends with a check from Arcadia Publishing for \$83.40 for royalties from book sales. Williams will review information from phone conversation she had with the publisher regarding reordering more copies.

The next meeting of the FOL will be October 17, 2012, at 4:00 PM at the Library.

Respectfully submitted by:

Julianne Williams

Secretary

Addendum to minutes regarding *Historic Baker City* book:

Email received October 1, 2012, by Williams from Stokes and Bulinski:

Here are the ordering terms on the HBC photo book. Seems to me there's not a huge price break between the levels. The shipping charge essentially adds 20 cents to the cost per copy (\$12.95 wholesale). With a suggested retail price of \$21.99, the Friends makes \$9.04 profit for each one we sell. I propose ordering just 80 copies. When running low, we can just place another order.

I also suggest selling copies to other outlets (museum, Interpretive Center) at a 20% discount (\$17.60 each), basically splitting the profit.

Perry

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Reports

HUNGER GAMES EVENT – EXPENSE REPORT

Prizes

| | |
|-----------|---------------|
| Etsy | 83.95 |
| Amazon | 83.84 |
| Hot Topic | 116.56 |
| Wal-mart | 11.88 |
| | <u>296.23</u> |

Food

| | |
|--|---------------|
| Fruit & vegetable tray | |
| Misc breaks/rolls/pitas/crackers | |
| Cheese & salsa spread | |
| Berry shortbread with whipped cream sherbert punch | |
| | <u>256.10</u> |

Decorations / Make-up

| | |
|--|---------------|
| Paint from Thatchers | |
| Make-up from Dollar Tree & Rite-Aid | |
| Cups, plates, silverware, napkins, table decorations | |
| | <u>104.57</u> |

TOTAL \$656.90

Split cost, Friends - District **\$328.45**

BABY CHANGING TABLES – EXPENSE REPORT

[Rubbermaid® Commercial Sturdy Station 2 Baby](#)

[Changing Table Liners, 320/Carton](#)

[Rubbermaid FG781888 Horizontal](#)

[Baby Changing Station, 33.25" Length x 21.5" Width x 4" Height, Light Platinum](#)

| | | |
|---|--------|---------------|
| 1 | 93.78 | 93.78 |
| 3 | 185.36 | <u>556.08</u> |
| | | 649.86 |



Order Placed: September 27, 2012

Status: Items received. Installation to be done by new maintenance employee.

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DIGITAL FRAMES

Eloise research

Here's a [website](#) with NIX brand digital photo frames:

15 inch is \$139;

18.5 inch is \$29. (Shipping is free)

Perry research

14" Aluratek [\\$99](#)

15" Aluratek [\\$149](#) [\\$169](#)

Filemate [\\$99](#)

ViewSonic [\\$165](#)

19" Aluratek [\\$270](#) [\\$280](#) [\\$290](#)

VERSACARTS

| | QTY | PRICE | TOTAL |
|------------------------|-----|--------|-----------------|
| Rack & Sign | 2 | 23.95 | 47.90 |
| Baskets size 28L dozen | 1 | 119.00 | 119.00 |
| Ezcart | 6 | 89.25 | 535.50 |
| Cart logo plates | 6 | 6.99 | 41.94 |
| Lg advertising plates | 6 | 10.50 | 63.00 |
| Shipping | 1 | 510.00 | 510.00 |
| | | | 1,317.34 |



Note: Oct 3 quote shipping for \$337.32 (good for 7 days). Oct 10 quote \$510.00

DEMCO

| | QTY | PRICE | TOTAL |
|--|-----|--------|----------------|
| Browsing Basket No Logo Blue 17"L x 12"W x 9"D | 12 | 18.54 | |
| Browsing Baskets: Sign/Rack - Blue 20/Set | 1 | 379.99 | 379.99 |
| Hand Basket Browsing Cart 36"H x 18"W x 16 1/2"D | 6 | 199.99 | 1199.94 |
| | | | 1579.93 |



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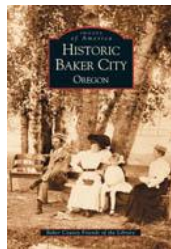
ARCADIA PUBLISHING – BOOK ORDER (HISTORIC BAKER CITY)

| Historic Baker City | QTY | Disc | Disc per bk | Price per bk | Shipping | Price per bk +ship | TOTAL COST | TOTAL PROFIT | PROFIT PER BK | PROFIT PER YEAR (avg 10 sales) |
|---------------------|-----|------|-------------|--------------|----------|--------------------|-----------------|--------------|---------------|--------------------------------|
| 21.99 | 40 | 40% | 8.80 | 13.19 | 0.00 | 13.19 | 527.76 | 351.84 | 8.80 | 87.96 |
| | 80 | 42% | 9.24 | 12.75 | 16.00 | 12.95 | 1,036.34 | 722.86 | 9.04 | 90.36 |
| | 160 | 42% | 9.24 | 12.75 | 32.00 | 12.95 | 2,072.67 | 1,445.73 | 9.04 | 90.36 |
| | 200 | 44% | 9.68 | 12.31 | 0.00 | 12.31 | 2,462.88 | 1,935.12 | 9.68 | 96.76 |

*Note: Standard discount on less than 80. Could order copies as needed from Ingram.

Customer Order History

| Doc Date | Title | Qty |
|------------|---------------------|-----|
| 06/07/2005 | Historic Baker City | 40 |
| 09/19/2002 | Historic Baker City | 40 |



ALA CONFERENCE

| ALA MIDWINTER | Seattle | ALA ANNUAL | Chicago |
|--------------------|---------------------|-----------------------|---------------------|
| January 25-28 2013 | DAYS | June 28 - July 2 2013 | DAYS |
| | 3 | | 6 |
| | DISTANCE (mi.) | | |
| | 370.00 | | |
| | ONE WAY | | RT FLIGHT |
| | 166.50 | | 552.00 |
| | TOTAL TRAVEL | | TOTAL TRAVEL |
| | 333.00 | | 552.00 |
| | HOTEL | | HOTEL |
| | 120.00 | | 120.00 |
| | LODGING | | LODGING |
| | 360.00 | | 720.00 |
| | BREAKFAST | | BREAKFAST |
| | 8.50 | | 8.50 |
| | LUNCH | | LUNCH |
| | 8.50 | | 8.50 |
| | DINNER | | DINNER |
| | 18.00 | | 18.00 |
| | TOTAL MEALS | | TOTAL MEALS |
| | 105.00 | | 210.00 |
| | REGISTRATION | | REGISTRATION |
| | 270.00 | | 255.00 |
| | TOTAL | | TOTAL |
| | 1,068.00 | | 1,737.00 |

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BIG READ

“...Eligible organizations may apply for grants ranging from \$2,500 to \$20,000. Grants must be matched 1 to 1 with nonfederal funds.”

[Application Guidelines](http://www.neabigread.org/guidelines.php) <http://www.neabigread.org/guidelines.php>

Deadline: February 5, 2013 - 4:00 p.m. CST