

FRIENDS OF THE OLYMPIA LIBRARY

May 19, 2009

Board Meeting Agenda

Mission Statement: " To support, promote and augment the operations of the Olympia Library"

1. Call to Order Noon

2. New and Old Business, and Discussion

3. Library Manager's Report

4. Minutes of the April Meeting

5. Treasurer's Report

6. Book Sale Report

7. Membership Report

8. Communications Report

9. Outreach Report

10. Adjourn 1:00 P.M.

June 16, 2009 Board Meeting at the Olympia Library, noon to 1 p.m.

FRIENDS of the OLYMPIA LIBRARY

NEW and OLD BUSINESS for DISCUSSION

May 19, 2009

1. Board Members:
 - Elect Elaine Nelson to the Board
 - New Logo: What it looks like, How it will be used, Who can use it
 - Email List: Marissa will compile it, When it will be used (Book Sale Alert; Welcome Letter, Call for Volunteers, Call to Action), Ability to Unsubscribe
 - Website update
 - How and when to sell our Note Cards and Puzzles
2. Create and/or modernize the Friends' Brochure, Book Templates, Library Bags, Free Book Coupons, Name Tags
3. Create a FOL "Brand." Mark will take on this assignment using Mimi Williams' woodcut.
4. Coffee Cart?
5. Update Friends' Property List
6. Committee Report Template – please use so the Committee Reports can be posted on the Website
7. Committee Job Descriptions Template – We'll work on these over the summer
8. Facepage

Library Manager's Report

Friends' Meeting

Olympia Timberland Library

May 19, 2009

Service Story:

Prior to our closure for the remodel, a couple came to the reference desk requesting information about dietary supplements. It turns out that they were the owners of a Miniature Pinscher (Min Pin) and he had just been diagnosed with Legg's Perthes Disease, an affliction that is due to the aseptic death of the head of the femur. The first veterinarian that they took the pooch to shared with them their options, which were grim, and that one of the main causes was a rare variation on a nutrient deficiency. So, in true *Lorenzo' Oil* style, they were determined to prolong the life of their pet by isolating one of the amino acids that he was lacking and supplement it through his diet. We helped them with this information, which included determining the amino acid in question and how it can be supplemented, and then provided the name of a Veterinarian from Washington State University who was researching Legg's Perthes. After we re-opened the library, the couple came in with their dog and explained to us that through the information we had provided, their dog was one of the first Min Pins to receive a limited bone marrow transplant and was now incorporated into the study on the disease. – Jason A., Library Associate

Olympia Library News:

1. New open hours begin June 1

Monday 11-8

Tuesday 11-8

Wednesday 11-7

Thursday 11-7

Friday 10-5

Saturday 10-5

2. **Enterprise for Equity** is a non-profit organization that helps low income people start their own businesses in Thurston County. I have been offering market research training to students for 5 years. In their recent online newsletter, a recent graduate wrote:

Enterprise for Equity gave me all of the tools I need to Make my business a success. One of the tools I have found incredibly useful is how to use the resources at the library to research my industry, the local demographics and my competitors. Researching how landscape designers across the county are staying competitive during this recession has provided me with tips, direction and inspiration that is making my business a success."

3. **2009 Family Read Aloud Month** – Olympia Youth Services staff made up of 3 FTEs, reached 159 families, 26 classes, and 523 youth!
4. Ongoing **Economic Survival Materials display** on the table near the checkout stations. Job searching, frugal living and books on other topics can be found here. There are also bookmarks of lists of books Sara created for the Economic Survival Fair. Sara is working on creating resource lists that include websites (local and national) and titles of books in our collection on topics like: “Bills Piling Up?” “Just Laid Off” “Searching for a Job?” “Struggling Small Business?”
5. Adult Services staff continue to offer **free computer classes** such as Introduction to Computers, Introduction to the Internet, Intermediate Internet, Introduction to Email, Introduction to the Library Catalog and other, more specialized classes. Classes are by appointment on Wednesday, Friday and Saturday mornings before the library opens. To register, call 360-352-0595 and ask for Jason, Kelsey or Sara.
6. **Cheryl’s Annual Booklist: 2009 Intriguing Titles in Literary Fiction and First-time Writers** (for an annotated list, please speak with Cheryl):

The Assassin’s Song by M.G. Vassanji

The Boat by Nam Le

Borges and the Eternal Orangutans by Luis Fernando Verissimo

Cutting for Stone by Abraham Verghese

The Elegance of the Hedgehog by Muriel Barbery

Family Planning by Karan Mahajan

Finding Nouf by Zoe Ferraris

A Fraction of the Whole by Steve Toltz

The Girl With the Dragon Tattoo by Stieg Larsson

A Golden Age by Tahmima Anam

The Guernsey Literary and Potato Peel Pie Society by Mary Ann Shaffer and Annie Barrows

A Guide to the Birds of East Africa by Nicholas Drayson

The Hakawati by Rabih Alameddine

How Fiction Works by James Wood

How the Soldier Repairs the Gramophone by Saša Stanišić

In Other Rooms, Other Wonders by Daniyal Mueenuddin

The Last Flight of the Scarlet Macaw: One Woman's Fight To Save the World's Most Beautiful Bird by Bruce Barcott

A Map of Home by Randa Jarrar

Metropole, by Ferenc Karinthy, translated from the Hungarian by George Szirtes

My Revolutions by Hari Kunzru

New Lives by Ingo Schulze

The Outlander by Gil Adamson

The Painter from Shanghai by Jennifer Cody Epstein

Passion on the Vine: A Memoir of Food, Wine, and Family in the Heart of Italy by Sergio Esposito

The Principles of Uncertainty by Maira Kalman

The Reluctant Fundamentalist by Mohsin Hamid

The Road of Lost Innocence by Somaly Man

Say You're One of the Them by Uwem Akpan

Sea of Poppies by Amitav Ghosh

The Wasted Vigil by Nadeem Aslam

The Thing Around Your Neck by Chimamanda Ngozi Adichie

Unaccustomed Earth by Jhumpa Lahiri

The Vagrants by Yiyua Li

What Happened to Anna K. by Irina Reyn

Wolf Totem by Jiang Rong

When The Ground Turns In Its Sleep by Sylvia Garcia-Sellers

On the Internet: Three Percent

Anyone interested in fiction in translation should visit [www.rochester.edu/College/translation/three percent/](http://www.rochester.edu/College/translation/three_percent/), a website sponsored by the University of Rochester and its new all-translation press, Open letter. The site offers links to an array of articles on literature in translation. As its creators point out, “Unfortunately, only about 3% of all books published in the United States are works in translation. That is why we have chosen the name Three Percent for this site.”
(The Seattle Times, January 13, 2009, p.13)

Upcoming Friends’ sponsored Youth and Adult Programs:

1. Living Library, Saturday, May 30 12:30-4:30

Description:

Borrow a real life experience. Explore the lives of others at the Thurston County Living Library. Check out a human 'book' and engage in a 30 minute conversation with a person from your community that you might not otherwise meet. Sponsored by the Friends of the Olympia Timberland Library.

Here’s additional information about this program:

- Sara and I first heard about this program years ago when we read about a Living Library session that took place in a public library in Sweden. It sounded like an innovative community building program. Started in Denmark by an anti-violence youth group, the Living Library has been popular in Europe and Australia for a few years now. Recently there have been a number of events in the U.S. as well, including an event at the Kitsap Regional Library on Bainbridge Island a few months ago.
- This educational program was designed to address stereotypes and prejudices that currently exist and to hopefully provide an opportunity for meaningful discussions about them. The Living Library exists to build bridges by providing community members who may not normally have many chances for interaction and dialogue a chance to meet and speak one-on-one or in small groups.
- At the first event in Olympia there will be five types of living “books,” and at least two “books” in each “genre.” For instance, participants will be able to check out an Immigrant story and there will be two or three different Immigrant stories to choose from. We are still confirming the “books” who will participate in our first session but at the moment we have confirmed several Immigrant and Transgender stories. If our first event goes well we will most likely hold future sessions and host new types of books. Cheryl is a confirmed “book.”
- Readers will arrive at the event and register for their Living Library card with the Living Library librarians. At that time they will learn the rules of the program and take a look at the Living Library catalog which will feature the available books and a brief description. Among the rules, of course, is that “books” must be returned in the same condition in which they were checked out. Like all library materials, they should be treated with respect. After the reader chooses a book they will get to have a 30 minute discussion with their living “book” at a table in the library. Participants will also be given a list of questions and

discussion starters to help break the ice and facilitate a meaningful dialogue. Participants are strongly encouraged to check out many “books.”

- Library sponsored programs:

1. ***Seattle Noir: An Evening With Authors***, Friday, June 5, 6:30-8:00 p.m.
Launched by the summer '04 award-winning bestseller, "Brooklyn Noir," Akashic Books continues its groundbreaking series of original city noir anthologies. Join in an evening with the editor and several contributors to the brand new "Seattle Noir" anthology (June 2009). Authors Curt Colbert, Lou Kemp, and Brian Thornton will read from their works, answer questions and sign books. Orca Books will have copies of "Seattle Noir" available for purchase at the event.
2. ***Community Drum Circle with Planet Percussion***, June 25, 10 a.m.
Join in a Community Drum Circle with Planet Percussion to kick off the library's 2009 Summer Reading Program: Get Creative @ the library. The library will be closed during this program, so please use the entrance on Adams St. near 9th. This program will be in the library atrium. Pick up a ticket at the youth services desk a week prior to the event. Sponsored by the Friends of the Olympia Timberland Library. This event is part of the Timberland Regional Library annual districtwide summer reading program for children.

Timberland Regional Library News:

1. **2008 Annual Report, “Changing With You” – Highlights**

- Power search is a new search tool for the online reference databases – helps find information in multiple resources as well as the library catalog with a single search. Search results are categorized and can be emailed or saved.
- TRL has a two-year financial consumer education initiative called “Your Money: A Guide to Reaching Your Financial Goals,” paid for by the Financial Industry Regulatory Authority (FINRA). There are 75 clear and concise modules in print and CD formats and on the TRL website.
- A grant from Target helped develop a series of 10 new early learning library programs for families with children ages 3 to 8. Staff developed literature-based Math Play, Science Play and Nature Play programs.
- 2008 Revenues = \$18,136,159.47 and expenditures totaled \$19,477,325.58 (to balance the 2008 budget withdrew \$1,341,166.11 from cash reserves).
- Copies available at the meeting

TRL Statistics:

- Library cardholders - 318,964
- Visitors to libraries – 2,734,319

- Computer use in libraries – 700,297
- Visitors accessing TRL's website – 6,404,888
- Online reference database sessions – 185,344
- Reference questions answered – 524,426
- Cardholders borrowed 4,841,244 items
- TRL added 183,288 books, magazines, DVDs, talking books, music CDs and more for a total of 1,620,837 items
- 54,258 children and families attended 2,623 programs
- 3,566 adults attended 439 programs
- 13,113 teens attended 1,259 programs
- **2,314 volunteers** gave more than 15,591 hours of their time toward making library services better

2. Timberland Reads Together:

TRL budget constraints have eliminated the planned speakers for the 2009 **Timberland Reads Together** program around the book, **Three Cups of Tea**, by Greg Mortenson and David Oliver Relin. However, TRL would like to schedule book discussion groups. Could the Friends fund a \$200 book discussion kit (like a Page Turner kit)? \$200 will go towards a Young Readers Edition, and a picture book of the story entitled **Listen to the Wind.**

3. TRL now has a **flickr** account with photos from events from all libraries, including Olympia. To see photos of the events such as the grand Re-Opening or the PAWS to Read program held recently at the library go to www.flickr.com/photos/timberland

Requests:

1. Framing the two “Ya Otter Read” woodblocks:

- The one going into the atrium – museum glass (for UV rays/non-glare), security hangers- \$152 (the original glass that came with the painting will be used for the second copy in Amy's office)
- For second copy – matte \$81, frame \$120., \$10 security hangers - \$211
- Total \$363 + 30.49 tax = **\$393.49**

2. Youth Services Budget - Summer 2009 request

- \$150 for season tickets to Page to Stage performances at Capital Playhouse this summer – we will give two tickets in a weekly drawing as we have in past years. **\$150**
- 3. TRL Page Turner Kit for *Three Cups of Tea* **\$200**
- 4. 2,000 Fridge magnets with new open hours, and Friends' website **\$500**
As give-aways at community events and to new library card holders.
- 5. **Laptop case** – our current case is ripped open and can hardly be used. **\$150**

We want an expandable case that has two pockets, plus the warranty is very good.
<http://www.officedepot.com/a/products/638735/McKlein-Lexington-Leather-Expandable-Briefcase-Black/>

6. Friday, June 12th 5:30-7:00 p.m.

"The Eternal Smile: Three Stories" creators Gene Luen Yang and Derek Kirk Kim!

Join us for an evening with award-winning graphic novel authors Gene Luen Yang and Derek Kirk Kim as they talk about and sign their new book "The Eternal Smile: Three Stories." Gene Luen Yang was nominated for a National Book Award and won the American Library Association's Printz Award for his book "American Born Chinese". Derek Kirk Kim won both the Harvey and Eisner awards in 2004 for his book "Same Difference and Other Stories." Both artists are in town for the Olympia Comics Festival which takes place on Saturday, June 13th from 12 to 8 p.m. This program is sponsored by the Olympia Comics Festival and the Friends of the Olympia Library. Copies of the book will be available for sale from Danger Room Comics.

Cost to Friends: \$200 for each author, a total of \$400

<http://derekkirckim.blogspot.com/2008/08/eternal-smile.html>

\$400

7. Friday July 31st (evening)

Vaudevillian Mime Artist Mikael Rudolf!

In "Swim Home" Mikael shares the contents of his suitcase and through them his story in a high-paced and hilarious, yet touching non-verbal Vaudevillian physical comedy show. Audiences around the nation and world have delighted in his warmly interactive, vigorously animated one-man show reminiscent of European street cabaret and silent film. Each performance features beautiful classical mime and astounding magic, charming mask and puppet characters and plenty of audience interaction!

Cost to Friends:

\$300

8. Carafe for coffee – one of our carafes broke

\$40

TOTAL= \$2,133.49

Thanks,
Cheryl Heywood

April Board Minutes

Recorded April 21, 2009 by Elaine Nelson, Secretary

[DRAFT: items in italics need to be updated]

Present: *[missing list]*

Guests: Lila Shadeen, frequent with Pageturners, interested in being involved; Lydia Franzen, support & transportation for a sister, Jean Finely asked if they would attend; Cynthia Stage, sister of Lydia, interested in volunteering

Introduced new secretary, Elaine Nelson

Minutes: Review of March minutes. Typo on cost of the earbuds, total should be \$148/200. Will be selling for \$2. Moved & seconded, minutes approved.

Treasurer's report: Checking account has \$3287, about another \$300 on hand since then. CD renews this week, \$14,937, 2.71% interest. Do we want to put some of it into operating expenses? Discussion of how much to take out. Beth recommends holding off on expenditures until after the book sale. Cheryl said the one big thing is the summer reading budget, but don't make payments on items until June or July, Pageturners is for this fall, picture frames could wait another month. Last item (*missed exactly what it was*) would be best. Cheryl and Beth will determine order of priorities. Beth will be away during the book sale, now would be a good time to change signers. Irene Osborn, Wanda Hendrick and Beth Dubey are current signers. Discussion of whether to add or change signers. Adding Mary Belz as signer, Irene moved, Elaine seconded, approved.

Book Sale report by Irene. This Thursday would like to bring in antique books donated by Larry *Bauman (sp?)*, so staff/vols can see them at the volunteer brunch, then get some publicity to purchase. Powell's is not interested in buying. Will wait until we can get at least the minimum amount. An item similar to one sold (*on eBay?*) for about \$1500. Flier from Portland book sale included volunteer positions on the back, an interesting idea.

Membership report by Mary F. 340 members, but more are in the post box. Always fluctuating. We have about 190 emails on file. A lot of folks belong to groups that only email their newsletters. Mailing less than 200 newsletters puts us at regular rate vs. bulk mail. Current mail cost is about \$45. Many members may have never given an email address, esp if they pay dues in person. Marissa's idea: we call new members to make a connection, it might be nice to email as well. Should think about email as a way of staying in contact. Discussion, including the volunteer issue, who calls whom, etc. Mary emails new member info to Ross and copies to areas of interest. Membership list also has if someone is volunteering.

Communications report by Emmett. Draft of newsletter going around. *[missed a chunk while futzing with projector]* Some things about what's in the volunteer story. Edits to

Emmett today! New direction where we're going, but maybe not final design. Reviewed features in next newsletter. Discussion of book sale mailing invitation, members were not sure exactly when it went out, Ross is handling, generally 2 1/2 weeks before. Presentation of new website. Suggestion to have "Home" button. Discussion of whether to post board packet, decided it was a good idea. Emmett brought up the idea of online membership applications, using Google Checkout, would be about \$0.45 on a \$5 membership. Discussion of costs, perhaps a category of "web membership" at \$10, like sustaining or family memberships. Eve moved, Irene seconded, voted to add online membership applications, with \$10 as the bottom level, plus all the levels above that. Approved.

[discussion of moving around order of agenda]

Outreach report by Marijo. Calling list changes, 8 people on the list now, 9-12 is good. Usually about 2 events per month. Membership form gives a lot of options for volunteering, maybe remove Outreach and/or Children's Events? Remove children's events, esp in re: background checks. Also concerns about the money, volunteers where we don't know their background. Cheryl can have that done for Friends volunteers, as they do for Library volunteers. Eve was at the book fair, called about 12-15 new members from the event, actually spoke to about 3 of them, left a message for others with Mary B's phone number. Discussion of how to organize contacts for volunteering for new members. Mary B asked for this to be the main topic for next month.

Library Manager's report by Cheryl. Carpooling for forum event. New open hours will hopefully be decided for sure tomorrow at Library Board Meeting, substitutes budget is being eliminated. Cheryl just got \$100 to put to whatever, so now memorial gift request is *[missed amt]*. Only asking for summer reading budget out of requests in report for this month. Least amount they've ever asked for summer reading. Eve moves spend of \$2,375, amended allotting entire amount (\$3473) to be determined as needed by Cheryl & Beth.

Discussion & New Business

Mary F: Announced rearrangement of duties in membership committees, as described in Mary F's report. Mary will stay for one more year until everyone feels comfortable.

Emmett: announced new members of committee.

Gail introduced Elaine (again), best introduction was the packet.

Applause for all new committee members, etc.

Mary B asks all committee heads to think about best ways to organize volunteers.

Adjourned.

Friends of the Olympia Library Register Report

4/21/2009 through 5/19/2009					
Date	Num	Description	Memo	Amount	
Adult				-41.71	
5/12/2009	EFT S	Haggen Inc	Page Turners	-41.71	
Community				-291.04	
4/21/2009	1193	Marijo Loftis	Outreach supplies	-30.35	
4/21/2009	1194 S	Mary Belz	Clipboards	-26.98	
5/1/2009	EFT S	Safeway	Nikki McClure event	-7.58	
5/12/2009	EFT S	Haggen Inc	Book Fair	-226.13	
Donations				50	
5/4/2009	DEP S		Holland	50	
Equipment				-100.83	
5/12/2009	EFT	Timb. Reg. Lib.	New Books sign	-100.83	
Interest		1.07		1.07	
4/30/2009		Interest Earned		1.07	
Membership				230	
4/21/2009	DEP S	Deposit	Lafferty/Talleious FFL	150	
			Horn	50	
4/21/2009	1194 S	Mary Belz	Change for Membership events	-100	
4/23/2009	DEP	Deposit		110	
5/4/2009	DEP S			20	
P&P				-287.87	
5/12/2009	EFT	Postmaster	Bulk Mail deposit	-100	
5/15/2009	EFT S	Olympia Copy & Printing	Newsletters	-139.97	
			Book Sale Materials	-47.9	
Rent				-250	
5/1/2009	EFT	Quality Self Storage	May	-250	
Sales				-65	
5/1/2009	DEP	Deposit	Amazon	70	
5/11/2009	1196	Cash	Change for Book Sale	-135	
Shelves				503.5	
4/24/2009	DEP	Deposit		162.5	
4/30/2009	DEP	Deposit		172	
5/7/2009	DEP	Deposit		169	
Staff				-28	
5/1/2009	EFT S	Safeway	BBQ pot luck	-28	
Youth				-4.38	
5/1/2009	EFT S	Safeway	Reading Explorers	-4.38	
OVERALL TOTAL				-424.26	

Friends of the Olympia Library Balance Sheet

BALANCE SHEET 04-09 - As of 5/19/2009						
(Includes unrealized gains)						
As of 5/19/2009						
Account	12/31/2008	1/31/2009	2/28/2009	3/31/2009	4/30/2009	5/19/2009
ASSETS						
Cash and Bank Accounts						
CD #3	\$14,827.46	\$14,827.46	\$14,827.46	\$14,827.46	\$14,827.46	\$14,827.46
OFS Checking	\$7,184.93	\$3,721.03	\$7,906.99	\$5,576.50	\$3,944.96	\$3,032.46
TOTAL Cash and Bank Accounts	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,772.42	\$17,859.92
TOTAL ASSETS	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,772.42	\$17,859.92
LIABILITIES & EQUITY						
LIABILITIES						
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUITY	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,772.42	\$17,859.92
TOTAL LIABILITIES & EQUITY	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,772.42	\$17,859.92

COMMITTEE REPORTS

COMMITTEE: Communications

DATE: 5-14-09

CHAIR: Emmett O'Connell

COMMITTEE MEMBERS: Elaine Nelson, Mark Derricot, Marissa Tsaniff

WHAT THE BOARD NEEDS TO KNOW:

- The newsletter went out recently, you should have received a copy of it. If you didn't, I can get you one.
- We are working on a new strategy for email communications to our membership. Our overall strategy is to have email compliment what we are doing, and in some small instances, replace some current communication.
- Sub-points for the email strategy include
 - Researching possible technical tools. We have a relatively long list of emails already and we want to grow it. A email campaign tool is the right way to go. But, which one?
 - Drafting stock emails regularly for new members and to introduce the new email campaign.

DECISIONS THE BOARD NEEDS TO MAKE:

- Mark should have information on the greeting cards with the new logo that we will eventually sell.

THE COMMITTEE NEEDS HELP WITH:

- We would like to eventually coordinate with the membership and volunteer committees to make sure the email strategy will dovetail with their efforts.

Please use bullets rather than narrative to report the above.

Friends of the Olympia Library
May 14, 2009

Proposal for FOL Note Cards

The attached quotation from Minuteman Press in West Olympia details the expenses required for the production of note cards that the Friends will sell for an additional income stream.

The quotation contemplates 500 cards with the Williams' artwork on one side. The envelopes included will feature *Friends of the Olympia Library* on the reverse.

As the quotation states, the cost to the Friends is \$337.20 payable Net 10 after invoiced.

If sold in lots of five for \$5.00, the Friends will need to sell 67 lots of five in order to recoup the outlay (or break even). If all 500 are sold, the gross income to the friends will be approximately \$163.00.

Considering this modest income, the greater purpose behind this effort is to expand the brand and appeal of the Friends and the enthusiasm surrounding the Olympia Library. Should the cards be distributed, echoes of the new logo and brand appeal will proliferate even if there is not an immediate monetary benefit.

The relatively few number of cards ordered will also enable the board to minimize the downside financial risk, should the note cards fail to generate interest among the members of the library's community.

Therefore, should the worst case scenario unfold, the modest investment ensures that the financial commitment is minimal even though the positive exposure of the logo and branding generally is assured.



Minuteman Press - Westside
1025 Black Lake Blvd., Suite 1E
Olympia, WA 98502-1120
(360)-754-8779 / Fax: (360)-357-7457
Web: www.olympia.minutemanpress.com / E-mail:
olympia@minutemanpress.com

Quotation

Date: 04-May-2009

Bill To: Friends of The Olympia Library
Mary Belz
Olympia WA 98502

Phone: 360-491-9047

Ship To: Friends of The Olympia Library
Mary Belz
Olympia WA 98502

Phone: 360-491-9047

WE NOW OFFER PROMOTIONAL AND AD SPECIALTY ITEMS TO HELP YOU
PROMOTE YOUR BUSINESS.
CHECK OUT OUR WEB SITE FOR THOUSANDS OF IDEAS
WWW.OLYMPIA.MINUTEMANPRESS.COM

500 Thank You Cards & A-2 Envelopes (Job ID 53036)

\$335.70

Component: Cards
Graphic Design
1 one-sided originals, produce as one-sided copies
250 Color Copies of 1 Pages
Letter (8.5 x 11) • 12pt Kromekote CC1S • White
Cut to 5.5 x 8.5
Scored

Component: A-2 Announment Envelopes
1 side
Envelope • A-2 60# Boise Opaque • White
Side 1 Ink(s): Any Standard

Price does not include applicable sales taxes.

Terms: 50% Deposit, COD Quote valid for 30 days.

Thank you,
Minuteman Press: _____

FRIENDS of the OLYMPIA LIBRARY

COMMITTEE REPORTS

COMMITTEE: Outreach

DATE: May 14, 2009

CHAIR: Marijo Loftis

COMMITTEE MEMBERS: Nine current and former board members

WHAT THE BOARD NEEDS TO KNOW:

- No Friends sponsored events since the April Board meeting
- Notecards and puzzles will be on sale at the Outreach table at events

DECISIONS THE BOARD NEEDS TO MAKE:

-

THE COMMITTEE NEEDS HELP WITH:

- Outreach table at the Living Library event
- Saturday, May 30
- First shift: 12:30 – 1:30
- Second shift: 1:30 – 2:30
- Third shift: 2:30 – 3:30
- Last shift: 3:30 – 4:30