




**Minutes of Meeting For
Friends of North Plains Public Library
North Plains Library  North Plains, OR
June 12, 2017**

Annual Board Meeting

Officers Present: Carolyn Leavitt, President; Margaret Reh, Vice President; Norma Tucker, Treasurer; Marrina Ablen, Secretary

Members at Large Present: Mark Susbauer, Sheila Nelson, Chris Lantz, Marianne Vandervelden

Others Present: Debbie Olson, Ricki Manrique, Mark Leavitt, Ruth Voelker, Martin Voelker, Teri Lenahan, Pat Susbauer, Diane Link

Friends Meeting called to order by Carolyn Leavitt at 7:10 p.m.

Carolyn started out the meeting welcoming all in attendance to our annual meeting, where new officers are elected to the board and the budget is reviewed and approved. Carolyn shared the history of the North Plains Library and the focus of the Friends being fund raising to support the library. This year the Friends will meet quarterly instead of monthly. All minutes are posted on the Library website.

APPROVAL OF MINUTES:

Norma Tucker made a motion; Sheila Nelson seconded the motion to approve the May minutes. The minutes of the meeting were unanimously approved.

LIBRARY DIRECTOR REPORT: (Will Worthey)

No formal report was prepared due to Will's extra duties with the City of North Plains serving as a finance officer, and also on a committee to select a new city manager. In his oral report, Will stated that our library has shown a 15% increase in circulation last month while the countywide circulation showed a 4% decrease in the last month. Tasket count is higher in the North Plains library, which means more books are going out of our library. Will is confident that the book budget will pass as written; there seems to be no concerns with the funds requested. Two adult programs have been held each month and the attendance at our last first Friday Flick movie was 56. Will is looking forward to getting back to the library duties once the City budget duties are complete.

LIBRARY BOARD REPORT: Mark Susbauer

Will gave the report for the Library Board since Mark was on vacation; the main topic of conversation was reviewing the Library budget. The board reviewed the stats and saw the progress of the re-cataloging of the picture book section. The goal is to have that project complete by September.

COMMITTEE REPORTS:

Treasurer: Norma Tucker

Friends' Finance Report 2016-2017

TOTAL ASSETS \$25,000

MAJOR INCOME SOURCES

Online Sales	\$6,500
Membership	\$1,700
Intel Matching Funds	\$2,800
Garlic Festival Book Sale	\$1,100
Donations	\$8,000
Fred Meyer Rewards	\$600

MAJOR EXPENSES

New library materials	\$7,000
Summer reading	\$1,300
Art of storytelling	\$1,265
Liability insurance	\$1,081
Video Equipment	\$768
Youth Programs	\$800

Online Book Sales Update – Chris & Debbie

With six volunteers, sales are going very well Debbie went in and shipped 12 books today. To date the total sales for the year as of May has been \$6342.02. The donations along with library books withdrawn from the Library have given them a large assortment of books to review and post online. Debbie and Chris have also reached out and received donations from other outside sources. We have received, from a library patron, rare finds that include 5000 comic books still in plastic. We have 4000 books listed, and with the book drive and a huge donation from the Tigard Middle school the back room is packed full of books to list and prepare for the annual Garlic Festival book sale. Rubbish Works is a business that clears out estates and regularly donates books to the online sales. Anyone that wants to assist with the online sales can contact Chris or Debbie; there is always room for additional volunteers.

OLD BUSINESS and Reports:

Vote in Proposed Budget

The finance committee consists of Norma Tucker, Mark Susbauer, Dick Vandehey and Carolyn Leavitt met, reviewed, and prepared the fiscal budget. The friends have maintained a balanced budget for the last several years. Carolyn went on to present the budget and stated that when the items are not purchased the money remains in those funds. Some of the line items have been increased and there is always a contingency fund to cover any unexpected expenses. Last year Norma reported that the Friends took in more income than the expenses dispersed. There will be a new pamphlet published to go out with the welcome baskets that are presented to the new residents. Financially, the Friends are doing very well.

Friends of the North Plains Public Library

2017-2018 Fiscal year Financial Forecast of Activities

Income

Online book Sales	\$5750
Elephant Garlic Festival	\$1300
Membership	\$1600
Library materials (dedicated)	\$800
Donations	\$5500
Fred Meyer Rewards	\$600
Amazon Smile	\$100
Used book sales from cart	\$400
Art of Storytelling	\$750
Bank Interest	\$4

Total Income **\$16,804**

Expenses

Library collection	\$6000
Adult programs	\$1500
Youth programs	\$2500
Library materials	\$2000
Liability insurance	\$1100
Community outreach	\$350
Library equipment	\$1000
Fundraising Expense	\$300
Volunteer rewards	\$500
Postal expense	\$150
Office supplies	\$150
Other expense	\$75
State fees	\$50
State taxes	\$20
Banking fees	\$35
Contingency	\$1074

Total Expenses **\$16,804**

CHANGE IN NET ASSETS **\$0**

NET ASSETS BEGINNING OF FISCAL YEAR (7/1/2017) **\$25,000**

NET ASSETS END OF FISCAL YEAR (6/30/2018) **\$25,000**

Upon conclusion of the discussion for the budget, Carolyn asked for a motion to approve the 2017-2018 Friends' budget for the year.

Mark Susbauer made a motion; Margaret Reh seconded the motion to approve the 2017-2018 budget. A vote was taken and the budget was unanimously approved.

Nominations from the floor for Friends' Board

Carolyn opened the floor to take nominations for the board to serve for this next fiscal year. She went on to introduce each member that has agreed to serve on the board this year.

Slate of Board Members and Officers 2017-2018

President Chris Lantz
Vice President Carolyn Leavitt
Secretary Marrina Abeln
Treasurer Norma Tucker
Member-at-Large Mark Susbauer
Member-at-Large Sheila Nelson
Member-at-Large Marianne Vandervelden
Member-at-Large Debbie Brodie
Member-at-Large Ruth Voelker
Member-at-Large Martin Voelker

Vote on Friends' Board Nominations

Upon introductions and some final discussion, Carolyn asked for a motion to approve the board members.

Mark Susbauer made a motion; Margaret Reh seconded the motion to approve the elect the slate of board members. A vote was taken and was unanimously approved.

NEW Business and Announcements:

Garlic Festival Book Sale Report and Sign-up – Marianne

Marianne has agreed to chair the committee for the Garlic festival annual book sale. She has prepared a plan and signup sheets, thanks in part to the information provided from previous year sales, and is requesting all who would like to volunteer with set up and coordination of the sale to sign up. The Jessie Mays Community Building has been reserved for this event and there will be times set up to move books and set up tables with the books. Since there will not be a formal meeting before the sale, emails will announce the meeting times and dates. Discover books has agreed to come out and take all the books not sold at the sale, which allows the annual book sale to have fresh books to sell each year.

Dates for Quarterly Board Meetings – 9/11, 12/11, 3/12, 6/11

Dates listed are the current dates for the Friends meetings. An email will be sent out announcing each meeting with the agenda. There will be some things decided through email for events taking place in between the meeting times.

Membership Forms and Dues

Starting July membership dues are due. Carolyn provided membership forms to pass out to those who wanted to renew their membership with the Friends. These forms will also be left at the library front desk for those who want to renew, not in attendance at the Friends Meetings.

- ✦ The evening was completed with a drawing for Door Prizes, which were selected books and a book bag donated by Carolyn Leavitt

Next Meeting: Monday 9/11/2017, 7pm at the North Plains Public Library