



## Minutes of Meeting For Friends of North Plains Public Library July 12, 2021

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Officers Present: Debbie Olson, President; Carolyn Leavitt, Secretary,

Members at Large Present: David Hatcher, Sheila Nelson

Others Present: Robin Doughty, Carol Aldrich

Friends Meeting called to order by Debbie Olson, at 7:00 p.m.

### APPROVAL OF MINUTES:

David Hatcher made a motion; Debbie Olson seconded the motion to approve the June 2021 minutes. Approval was unanimous by all members.

### LIBRARY DIRECTOR REPORT: Robin Doughty

Robin reported on how well the library is doing with checkouts and programs since lifting the Covid restrictions. The staff is comfortable with how it's going. The Summer Reading program is underway. So far, 40 books have been distributed and 2 picnic events with prizes are scheduled. [See the Full Report.](#)

### LIBRARY BOARD REPORT: Robin Doughty and David Hatcher

Tim Shallich was selected as the new Library Board Member replacing Stefanie Ferris whose term ended.

### COMMITTEE REPORTS: Treasurer – Given by Debbie Olson (Norma Tucker Absent)

From April to June 2021 we had an income of \$2928.90. Expenses were only \$1190.21. Our bank balance at the end of this fiscal year was \$30,207.70. [See Full Report](#)

The Proposed projected 2021-2022 Friend Budget was reviewed with a comparison chart of the previous 5 years' budgets. David Hatcher made a motion to approve the new budget as presented. Carolyn Leavitt seconded it. Approval was unanimous by all members present. [See Budget Comparison Chart.](#)

### COMMITTEE REPORT5: Online Book Sales – Debbie Olson

Debbie reported that in 2021 we made \$6,280.25 selling books and CD's through Amazon and eBay. Sale number are slowly coming back to pre-Covid numbers. With the library reopening, we will return the Book Sale Cart to the library. [See Full Report](#)

### COMMITTEE REPORT5: EGF Book sale – Debbie Olson

Debbie reported that the Friends will be holding its annual book sale Aug 13-15. David Hatcher has made up a Google Doc spreadsheet to sign-up volunteers to work the setup and book sale. The books will be moved to Jessie Mays on Aug. 9<sup>th</sup> beginning at 10 am. Books will then be sorted on

tables for the sale. Sale hours will match the vendor hours for the EGF. A sale poster will be made either by Chris Lantz or Carolyn Leavitt and Library volunteers will distribute the posters. A notice will be put on NextDoor requesting volunteers. Also, notices will be posted at the different local HOA sites for volunteers. The Fire Dept. will be contacted for possible help in moving the books on Aug. 9<sup>th</sup>.

NEW Business:

A slate of Friends Board Officers and Members was presented by Debbie Olson. There were no nominations from the floor.

**Proposed Slate of Board Officers and Members for 2021-22**

President – Debbie Olson  
Treasurer – Norma Tucker  
Secretary – Carolyn Leavitt  
Member at Large – Sheila Nelson  
Member at Large – David Hatcher

David Hatcher made a motion to accept the slate of Board Officers, seconded by Carolyn Leavitt. Approval was unanimous by all members.

NEW BUSINESS: Web Hosting – Carolyn Leavitt

Currently our website is hosted by Just Host. Yearly fees have risen to \$215/yr. Carolyn reported that we can move our site to Blue Host for \$35.00/1<sup>st</sup> yr and then \$120/yr after that. It was agreed that moving our hosting service would be beneficial for us. Carolyn will proceed with the transfer of our website.

The question of the North Plains Garlic Festival Parade was brought up and suggested that the Library contact WCCLS about driving their van in the parade to represent the Library. The Friends could help by purchasing candy to be distributed by young Library volunteers.

Meeting adjourned at 8:15 pm

Next Meeting Date:

Monday Oct 11, 2021 @ 7:00 pm – Quarterly Friends Meeting

LIBRARY DIRECTOR REPORT



**CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: July 19, 2021  
To: Mayor and City Council  
From: Library Director, Robin Doughty  
Subject: Monthly Staff Report - Library

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## STATISTICS FOR JUNE 2021 AND RECENT MONTHS

**52,713** Items Checked Out from NPPL in FY 2020-2021.

### HISTORICAL COMPARISON DATA FY 2012 – 2021

	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
Average monthly door count	2,977	2,953	3,100	3,137	3,264	3,384	3,961	3,688	2,595	
Average monthly circulation	5,167	5,087	5,257	5,062	5,074	5,508	6,100	6,444	5,137	

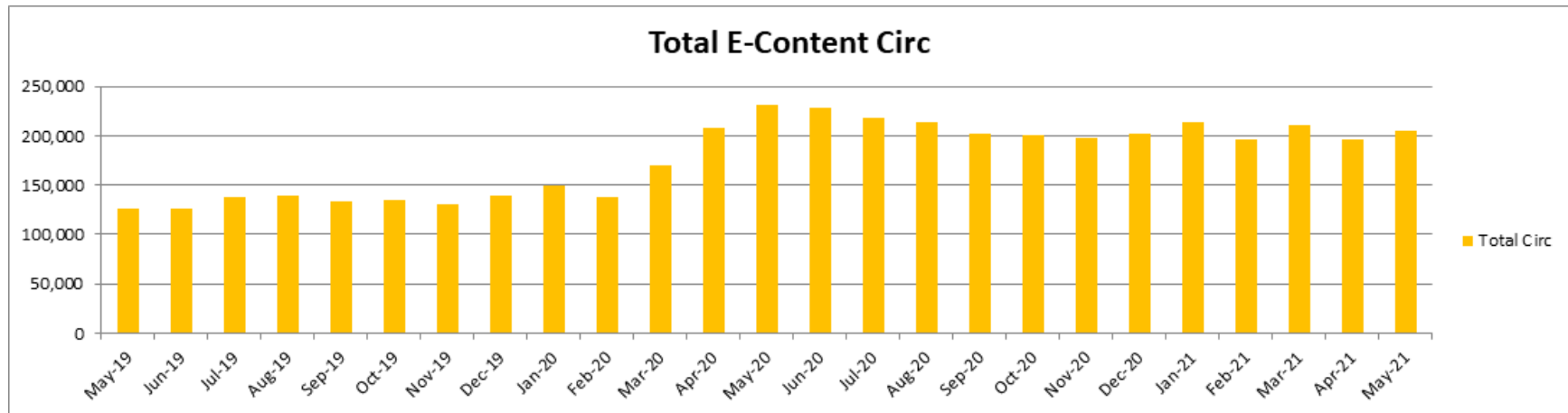
### RECENT MONTHS 2020 – 2021

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Door Count	0	0	0	0	0	0	51	110	997**	
Previous Year Door Count	3,487	4,206	3,540	3,480	3,651	3,359	0	0	0	
Circulation	4,469	4,572	4,561	4,540	4,670	4,107	5,070	4,473	4,685	5,178
Previous Year Circulation	6,356	6,805	6,186	6,133	6,963	6,128	5,359	1,134	1,126	1,980

\*COVID-19 Affected Statistic, Library Building Closed 3/14/20 - 3/14/21.

\*\* First month post-COVID back to using 3M gate counter.

## E-Content Statistics for WCCLS – May 2021



## Social Media Engagement

	<b>AUGUST</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
Facebook Reach	4,379	4,744	3,371	2,006	1,969	4,944	2,661	1,595	2,259	1,812
Facebook Followers	617	623	628	717	722	725	725	729	733	739
Facebook Interactions	1,314	728	577	345	321	443	356	230	482	249

Instagram Reach  
Instagram  
Followers.  
Instagram Inter.

240	198	312	293	344	212	248	219	249	148
150	154	159	160	163	163	167	167	167	171
26	43	78	39	52	39	70	52	65	17

## **ANNOUNCEMENTS:**

### **Indoor Service Expansion**

The library is open via the front entrance **10 a.m. – 6 p.m. Mon-Fri & 10 a.m. – 5 p.m. on Sat** for all services. Patrons may retrieve their own holds from the holds shelf or request contact free pick-up. Once we staff 6 p.m. – 7 p.m. Mon-Fri, we will be back to pre-COVID hours which we are planning by the end of summer or when we see demand return. As of the week of 6/14/21, we are still requiring masks indoors and are limiting available computers for distancing. We are encouraging short visits to keep occupancy flowing, but have dropped the “two family at a time” rule.

*Each Washington County Cooperative Library Services (WCCLS) member library is governed by their local jurisdiction, so reopening looks slightly different at each library.*

## **ANNOUNCEMENTS: YOUTH SERVICES**

**The 2021 Summer Reading Program, “Reading Colors Your World”** is in full swing with **130 books** given to kids and teens in the first 2 weeks of the program.

- Library staff are visiting North Plains Elementary virtual classrooms again this year to showcase the program and answer questions. For classes we are not able to visit, we created a video for the teachers to show. Here is the link! <https://www.youtube.com/watch?v=dMFU-kzo7s&t=4s>
- Storytimes and a Summer edition of Levels 1 and 2 of Letters, Sounds, and Math continue weekly through July.
- Our first off-site Book Giveaway of the summer will be Sat, July 10 12:30 p.m. – 3 p.m. at Jessie Mays Park.

### **Elementary Super Summer Session: “Explore the Historic Journey of Pie!”**

You may know pie as just a dessert served after dinner - but it is so much more! Join us to learn about the historic journey of the hand pie from the Middle East to the Americas.

June 30, 5 p.m. – 6 p.m. via Zoom.

Register online for youth classes and events at <https://wccls.bibliocommons.com/events>

## **ANNOUNCEMENTS: ADULT SERVICES**

### **African Dance & Music with Habiba**

Join Habiba and North Plains Public Library for a joyful and uplifting morning of storytelling, dancing and music. Come, elevate and celebrate one another. All bodies are beautiful, cherished and welcome! **Saturday, June 26 at 10 a.m.** on the Jessie Mays Park lawn. This program is for adults and teens.

### **Bookwanderers – A Travel-themed Bookclub**

Join North Plains Public Library's new book group to embark on a journey through books! We'll read fiction and nonfiction about all manner of voyages, travels, and journeys - and enjoy friendly discussion on the second Saturday of the month at 10:00 a.m. via Zoom.

July 10 – ***The Geography of Bliss*** by Eric Weiner

August 14 – ***The Lost Vintage*** by Ann Mah

### **North Plains Public Library Bookclub**

Hosted by the Friends of the North Plains Public Library, all are welcome to our monthly bookclub on the last Wednesday of the month. Discuss ***The Keeper of Lost Things*** by Ruth Hogan on June 30 at 7 p.m.

July 28 – ***The Night Watchman*** by Louise Erdich

August 25 – ***The Wonder Boy of Whistle Stop*** by Fannie Flag

Register for bookclubs at <https://wccls.bibliocommons.com/events>

## **ANNOUNCEMENTS: UPCOMING MEETINGS**

### **Library Board**

The library board meets on the third Wednesday of each month to discuss the library, its goals, and objectives. The next meeting will be held on July 21, 2021 in the library or via Zoom at 7 p.m.



TREASURER REPORT

**Friends of the North Plains Public Library  
Balance Sheet  
As of June 30, 2021**

Accrual Basis

	<u>Jun 30, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 - Assets	
1010 - FNPL Checking	10,196.43
1013 - Money Market 2011	20,011.27
Total 1000 - Assets	<u>30,207.70</u>
Total Checking/Savings	<u>30,207.70</u>
Total Current Assets	<u>30,207.70</u>
<b>TOTAL ASSETS</b>	<u><u>30,207.70</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

*Apr - June 2021*

*Income*

<i>Online Sales</i>	\$ 2220.82
<i>Donations</i>	556.96
<i>F. Meyer Rewards</i>	97.12
<i>used books</i>	4.00
	<u>41 2928.90</u>
<i>Total Income</i>	

*Expenses*

<i>Summer Reading</i>	\$ 350.00
<i>Online Sales</i>	222.10
<i>Community Outreach</i>	300.00
<i>Muldoon Program</i>	200.00
<i>Volunteer Rewards</i>	64.66
<i>State Tax</i>	50.00
<i>Postage</i>	3.45
	<u>\$ 1190.21</u>
<i>Total Expenses</i>	

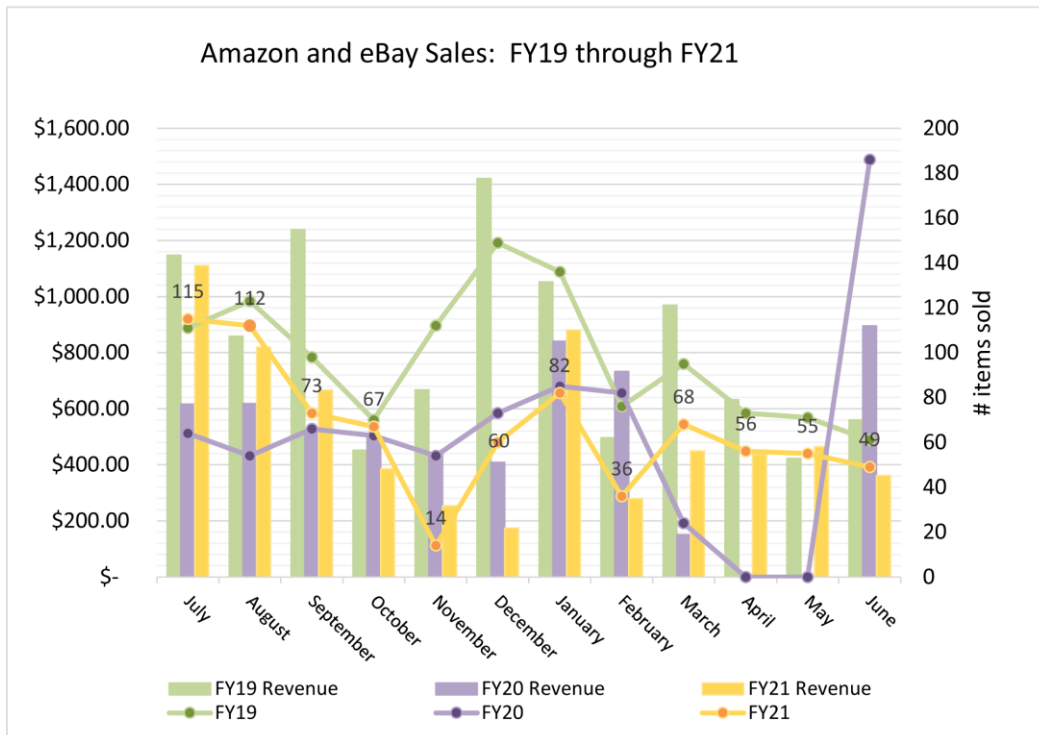
BUDGET COMPARISON CHART

FRIENDS PROPOSED BUDGET  
2017-18-19

INCOME	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Interest	4	4	4	4	4	4
Membership	1500	1600	1500	1000	1000	1500
Donations	4326	5500	4300	2000	2000	4000
F. Meyer rewards	650	600	600	600	600	400
Amazon Smile	200	100	100	100	100	250
Lib materials (dedicated)	400	800	500	500	500	100
Art of Storytelling	500	750	1000	1000	1000	0
Used Book sales	800	400	400	400	0	100
Garlic Festival	2000	1300	2000	2000	0	3000
Online Sales	3500	5750	8400	10000	10000	8000
Grants	2000	0	0			
Operating reserves					3001	2401
Contingency				601		
<b>Total</b>	<b>15880</b>	<b>16804</b>	<b>18804</b>	<b>18205</b>	<b>18205</b>	<b>19755</b>
<b>EXPENSES</b>						
Fundraising Ex	500	300	500	800	800	600
Liability Insurance	1100	1100	1100	1100	1100	1000
State Taxes	20	20	20	20	20	20
State Corporate Fee	50	50	50	50	50	50
Community Outreach	250	350	400	400	400	400
Postal Expense	150	150	150	150	150	150
Office Supplies	200	150	150	150	150	150
Banking Fees	35	35	35	35	35	35
Equipment-Tech	500	1000	1000	1000	1000	1000
Library collection	6000	6000	7000	7000	7000	8000
Volunteer rewards	500	500	500	500	500	250
Lib materials (dedicated)	1000	2000	500	500	500	100
Adult programs	2000	1500	1500	1500	1500	2500
Youth programs	2500	2500	2000	2000	2000	2500
Other expenses	75	75	0			
Contingency	1000	1074	899	0	0	
Capital Improvements			3000	3000	3000	3000
<b>Total</b>	<b>15880</b>	<b>16804</b>	<b>18804</b>	<b>18205</b>	<b>18205</b>	<b>19755</b>

ONLINE BOOKSALE REPORTS

Compare Fiscal Years Revenue and #Items Sold

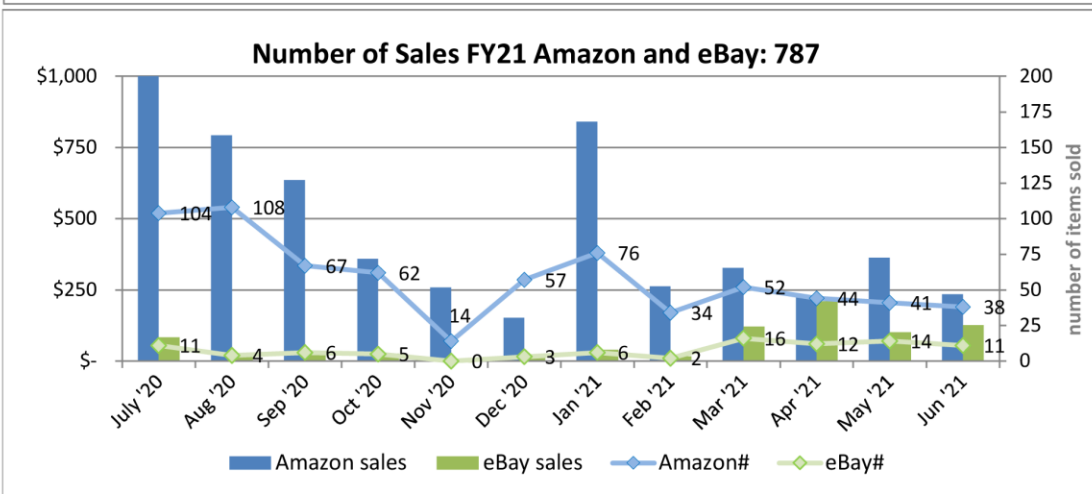
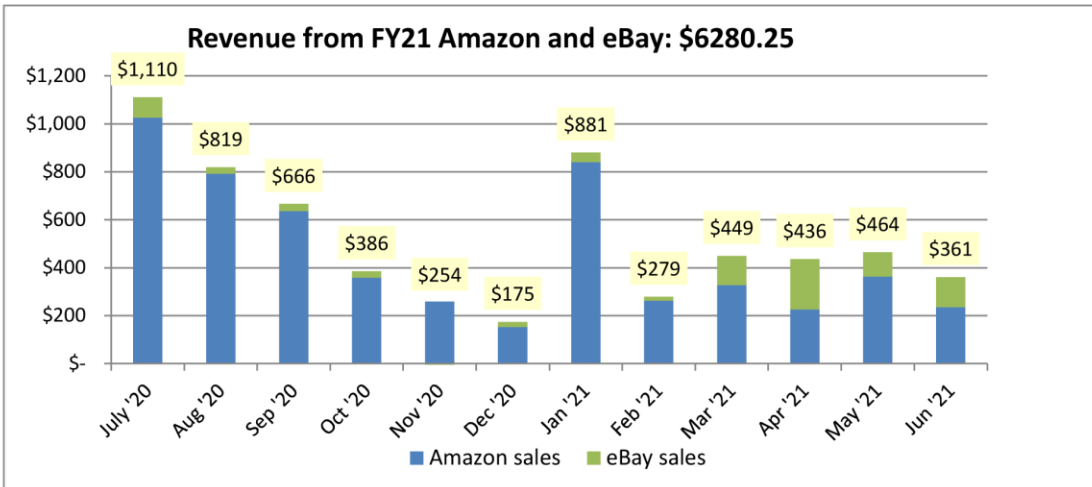


	FY 2019			FY 2020			FY 2021		
	profit	#items	accrued profit	profit	#items	accrued profit	profit	#items	accrued profit
July	\$1,147.65	111	\$1,147.65	\$616.83	64	\$616.83	\$1,127.85	115	\$1,127.85
August	\$858.21	123	\$2,005.86	\$617.93	54	\$1,234.76	\$825.53	112	\$1,953.38
September	\$1,238.85	98	\$3,244.71	\$522.53	66	\$1,757.29	\$680.49	73	\$2,633.87
October	\$452.02	70	\$3,696.73	\$496.39	63	\$2,253.68	\$384.32	67	\$3,018.19
November	\$667.46	112	\$4,364.19	\$444.10	54	\$2,697.78	\$253.55	14	\$3,271.74
December	\$1,420.45	149	\$5,784.64	\$408.56	73	\$3,106.34	\$174.50	60	\$3,446.24
January	\$1,051.96	136	\$6,836.60	\$840.63	85	\$3,946.97	\$880.69	82	\$4,326.93
February	\$496.25	76	\$7,332.85	\$732.33	82	\$4,679.30	\$279.27	36	\$4,606.20
March	\$969.09	95	\$8,301.94	\$150.70	24	\$4,830.00	\$449.10	68	\$5,055.30
April	\$631.94	73	\$8,933.88			\$4,830.00	\$436.13	56	\$5,491.43
May	\$422.38	71	\$9,356.26			\$4,830.00	\$464.24	55	\$5,955.67
June	\$560.15	61	\$9,916.41	\$895.72	186	\$5,725.72	\$361.41	49	\$6,317.08
<b>average \$\$/item</b>	<b>9916.41</b>	<b>1175</b>		<b>\$5,725.72</b>	<b>751</b>		<b>\$6,317.08</b>	<b>787</b>	
		<b>\$ 8.44</b>			<b>\$ 7.62</b>			<b>\$ 8.03</b>	

Updated 7/12/2021

## Fiscal Year 2021 Combined Amazon and eBay Online Book Sales

	Combined Sales		Amazon sales		eBay sales	
	Amazon & eBay profit	total # items sold	profit	# items sold	profit	# items sold
July '20	\$1,110.45	115	\$1,026.03	104	\$84.42	11
Aug '20	\$819.41	112	\$791.95	108	\$27.46	4
Sep '20	\$665.86	73	\$635.89	67	\$29.97	6
Oct '20	\$385.64	67	\$359.11	62	\$26.53	5
Nov '20	\$253.55	14	\$258.50	14	-\$4.95	0
Dec '20	\$174.50	60	\$152.63	57	\$21.87	3
Jan '21	\$880.69	82	\$840.54	76	\$40.15	6
Feb '21	\$279.27	36	\$262.29	34	\$16.98	2
Mar '21	\$449.10	68	\$327.47	52	\$121.63	16
Apr '21	\$436.13	56	\$226.33	44	\$209.80	12
May '21	\$464.24	55	\$363.20	41	\$101.04	14
Jun '21	\$361.41	49	\$235.06	38	\$126.35	11
<b>Total</b>	<b>\$6,280.25</b>	<b>787</b>	<b>\$5,479.00</b>	<b>697</b>	<b>\$801.25</b>	<b>90</b>



Number of Sales FY21 Amazon and eBay: 787  
 \$ 801.25 from 90 eBay Sales . Average profit \$ 8.9  
 \$ 6280.25 from 787 all Sales . Average profit \$ 7.98