



Minutes of Meeting For Friends of North Plains Public Library October 11, 2021

Officers Present: Debbie Olson, President; Carolyn Leavitt, Secretary; Norma Tucker, Treasurer

Members at Large Present: David Hatcher, Sheila Nelson

Others Present: Robin Doughty

Friends Meeting called to order by Debbie Olson at 7:30 p.m.

APPROVAL OF MINUTES:

Sheila Nelson made a motion; David Hatcher seconded the motion to approve the July 2021 minutes. Approval was unanimous by all members.

LIBRARY DIRECTOR REPORT: Robin Doughty

Robin reported how well the library is doing with checkouts although the door counts are down. The Summer Reading program was very successful. 450 books were distributed and many events and classes took place. 200 books were given to the new Elementary School in North Plains. WCCLS initiated a new protocol for automating checkout renewals much to everyone's delight. The Library has received two large grants to improve Wi-Fi connectivity for patrons and promote bilingual programs and materials, among other things. [See the Full Report.](#)

LIBRARY BOARD REPORT: Robin Doughty

The number of Board Members have been increased from 5 to 7. So far, there has been one new applicant. The Board plans to begin its strategic planning in the coming months.

COMMITTEE REPORTS: Treasurer –Norma Tucker

From July to September 2021 we had an income of \$3,384.30. Expenses were \$5,796.84. Our current bank balance is \$27,795.66. [See Full Report](#)

Carolyn Leavitt handed out 3 copies of the 2020-2021 Fiscal Year 990 tax forms for review. They should be mailed to the IRS by next week.

COMMITTEE REPORTS: Online Book Sales – Debbie Olson

Debbie reported that sales of books has declined recently, however sales of DVD's has increased. Sheila Nelson reported that the Book Sale cart in the library has seen an increase in sales. We discussed how we might increase the visibility of the cart or get a bigger cart. [See Full Report](#)

COMMITTEE REPORTS: Membership – Carolyn Leavitt

Carolyn reported letters were mailed to all members and so far 40 members have renewed their membership. She will send out follow-up emails to remind members to renew.

OLD BUSINESS: Web Hosting – Carolyn Leavitt

Carolyn reported that the Friends' website was successfully transferred to Blue Host at a much reduced price.

NEW BUSINESS:

Welcome Packets are being made up for the Chamber of Commerce to distribute to the many new residents in North Plains. We looked over our Friends' brochure which we plan to update and include in the packet, along with a coupon for one free book from the book cart. It needs to be done by Oct 28. Chris Lantz has offered to help with the update.

We discussed what to do with the room full of books at the Yellow House due to the cancellation of the EGF book sale. We still have a storage unit available which is being emptied now, so we plan to store as many books there as possible for next year's book sale. The many boxes of paperbacks will be offered to the library to give away to patrons. Debbie will contact some volunteer groups to try to get help and set up a moving day to transfer the books to the storage unit. In the meantime, we will move boxes of books individually to get the process underway of clearing the YH back room which is currently overflowing.

Sheila brought up the idea of asking the city to consider the Friends' need for space as they plan new City developments. Eventually the Yellow House may need to be torn down.

Meeting adjourned at 9:00 pm

Next Meeting Date:

Monday Jan. 10, 2022 @ 7:00 pm – Quarterly Friends Meeting

LIBRARY DIRECTOR REPORT



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: Oct 18, 2021
To: Mayor and City Council
From: Library Director, Robin Doughty
Subject: Monthly Staff Report - Library

STATISTICS FOR AUGUST 2021 AND RECENT MONTHS

HISTORICAL COMPARISON DATA FY 2012 – 2021

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Average monthly door count	2,953	3,100	3,137	3,264	3,384	3,961	3,688	2,595	251	1,689
Average monthly circulation	5,087	5,257	5,062	5,074	5,508	6,100	6,444	5,137	4,393	5,606

RECENT MONTHS 2020 – 2021

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Door Count	0	0	0	51	110	997**	1,853	1,657	1,721	1,574
Previous Year Door Count	3,480	3,651	3,359	0	0	0	0	0	0	0
Circulation	4,540	4,670	4,107	5,070	4,473	4,685	5,178	5,593	5,620	6,106
Previous Year Circulation	6,133	6,963	6,128	5,359	1,134	1,126	1,980	3,040	3,378	4,469

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

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

*Pre-pandemic open hours, some restrictions still in place.

Social Media Engagement

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Facebook Reach	2,006	1,969	4,944	2,661	1,595	2,259	1,812	2,719	8,549	3,863	2,567
Facebook Followers	717	722	725	725	729	733	739	743	750	759	767
Facebook Interactions	345	321	443	356	230	482	249	383	917	471	70

Instagram Reach	293	344	212	248	219	249	148	169	387	321	230
Instagram Followers	160	163	163	167	167	167	171	174	179	184	189
Instagram Inter.	39	52	39	70	52	65	17	65	107	239	451

ANNOUNCEMENTS:

Indoor Service Status Quo

The library is open via the front entrance **10 a.m. – 7 p.m. Mon-Fri & 10 a.m. – 5 p.m. on Sat** for all services. Face coverings over nose and mouth are required inside the library for all staff, volunteers, and visitors. All programming has reverted to virtual venues only until further notice due to surge in COVID-19 infections.

ANNOUNCEMENTS: YOUTH SERVICES

Library Tours for Homeschoolers

Homeschooling families can book a library tour tailored to their needs, whether longtime homeschoolers or pandemic-related “accidental” homeschoolers, we have great resources and expertise to share! Sign up for a Thursday morning or Saturday afternoon slot here <http://wccls.bibliocommons.com/events>

Storytimes & Kindergarten Readiness/Support

Storytimes have resumed on Tuesday mornings at 10 a.m. live via Zoom. Kindergarten Readiness Classes Levels I & II have resumed on Thursdays. We introduced “Kindergarten Continuation” to support new kindergarteners with 11 kids in the first session! This adaptive class is designed to help kindergarteners whose preschool education was disrupted by COVID-19 or who desire more of a challenge. Kindergarten Continuation is offered on Wednesdays after school at 3:30 p.m. Register on-line.

***New* Bilingual Hindi/English Storytime!**

Offered by library staff member Bakul Godbole, this family storytime will meet **every other** Wednesday at 10 a.m. through December 8th. Register online for link to join the live Zoom sessions.

Teen Book Club

Teens do you love reading and talking about the books you've read? Join us for Teen Book Club on Zoom the 3rd Thursday of each month at 4:30PM starting September 16th! Pick up a snack pack at the library and have a chance to win a free copy of each book. Come with suggestions for future books, all genres are welcome!

Register online for youth classes and events at <https://wccls.bibliocommons.com/events> No library card required.

ANNOUNCEMENTS: ADULT SERVICES

Fernhill Wetlands Bird Walk Sunday, Oct. 24th from 8:00-10:00 a.m.

Enjoy a fun and informative walk through a wetlands area teeming with birds – including egrets, herons, hawks, and eagles. Learn how to identify the species we'll see along the way, and take in the scenery and the crisp Fall air. Our host Ryan Gilpin will guide us through Forest Grove's Fernhill Wetlands and share his knowledge of our feathered friends living there – or just passing through. **8 a.m. Sunday October 24th**

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 at 7 p.m. now back on Zoom.

October 27 – **Caste** by Isabel Wilkerson

November 17 – **Anxious People** by Frederick Backman

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

Libraries Transform Small & Rural Focus Grant Report

Goal: To address loneliness and isolation by offering ways for people to connect over shared

interests. The grant paid for a laptop, circulating hotspots, and additional staff time to edit video, plan, and facilitate the following:

- Engaging Conversation in Word and Song
- Habiba! A West African Music, Movement & Storytelling event
- Book Wanderers, an opportunity for people to connect over their love of travel in a monthly discussion group.

ARPA Funding

Distributed by LSTA and the State Library of Oregon of \$3,700 for the following projects:

- Bilingual Hindi/English storytime series (underway)
- Atfalati informational resources for students, teachers, and parents, as well as circulating materials. (completed)
- Cost of cabling for a wi-fi extender (in process)

Distributed to North Plains by Washington County and allocated to the library department for the following projects:

- Drinking fountain bottle filler (completed)
- Additional Wonderbooks (in process)
- Large Print and Playaway books (in process)
- Spanish language and Latinx-positive materials (in process)
- More hotspots for circulation (10 ordered)
- Webcams & headsets for staff desktop computers (completed)
- Volunteer coordinator cell phone (completed)
- Picnic tables for front of library (completed)

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 October 20, 2021, via Zoom at 7 p.m.

TREASURER REPORT

Balance Sheet
As of September 30, 2021

accrual Basis

Sep 30, 21

ASSETS	
Current Assets	
Checking/Savings	
1000 - Assets	
1010 - FNPL Checking	7,783.89
1013 - Money Market 2011	20,011.77
Total 1000 - Assets	27,795.66
Total Checking/Savings	27,795.66
Total Current Assets	27,795.66
TOTAL ASSETS	27,795.66
LIABILITIES & EQUITY	0.00

July - Sept

Income

Online Sales	\$ 2,001.78
Membership	797.15
In/out	252.00
Donations	182.60
Amz Smile	97.66
Fred Meyer Recd	93.11
<u>Total Income</u>	<u>\$ 3,384.30</u>

Expenses

Summer Recd	949.20
Library Collection	4,000.00
In/out	252.00
Online Sales	218.26
Community Debt	150.00
Volunteer Recd Rewards	60.17
Postage	58.75
EGT Exp	36.81
Bank fee (chq)	35.76
Web Host	35.40
Office Supplies	3.99
<u>Total Expenses</u>	<u>\$ 5,796.84</u>

ONLINE BOOKSALE REPORTS



Display name: FriendsOfNorthPlainsPublicLibrary
 Legal name: Friends of the North Plains Public Library

Account activity from Jul 1, 2021 00:00 PDT through Sep 30, 2021 23:59 PDT

All amounts in USD, unless specified

Summaries		Totals
Income	Net sales, credits, and refunds	2,704.03
Expenses	Net fees, including Amazon service fees, selling fees, FBA fees, shipping, and taxes	-1,303.30
Tax	Net taxes collected on product sales and services	0
Transfers	Net deposits and withdrawals	-1,564.67

Account Types Included - Standard Orders, Invoiced Orders

Income		2,704.03	Expenses		-1,303.30
	Debits	Credits		Debits	Credits
Product sales (non-FBA)		2,174.99	Seller fulfilled selling fees	-686.09	
Product sale refunds (non-FBA)	-57.49	0	FBA selling fees	0	
FBA product sales	0	0	Selling fee refunds		14.02
FBA product sale refunds	0	0	FBA transaction fees	0	
FBA inventory credit	0	0	FBA transaction fee refunds		0
FBA liquidation proceeds	0	0	Other transaction fees	0	
FBA Liquidations proceeds adjustments	0	0	Other transaction fee refunds		0
Shipping credits		598.50	FBA inventory and inbound services fees		0
Shipping credit refunds	-11.97	0	Shipping label purchases	-523.58	
Gift wrap credits	0	0	Shipping label refunds		12.32
Gift wrap credit refunds	0	0	Carrier shipping label adjustments		0
Promotional rebates	0	0	Service fees	-119.97	
Promotional rebate refunds	0	0	Refund administration fees	0	
A-to-z Guarantee claims	0	0	Adjustments		0
Chargebacks	0	0	Cost of Advertising	0	
Amazon Shipping Reimbursement	0	0	Refund for Advertiser		0
SAFE-T reimbursement	0	0	Liquidations fees	0	
			subtotals	-1,329.64	26.34
subtotals	-69.46	2,773.49			
Transfers		-1,564.67	Tax		0
	Debits	Credits		Debits	Credits
Transfers to bank account	-1,564.67	0	Product, shipping and gift wrap taxes collected		165.55
Failed transfers to bank account	0	0	Product, shipping and gift wrap taxes refunded	-1.05	
Disburse to Amazon Gift Card balance	0	0	Amazon Obligated Tax Withheld	-164.50	
Charges to credit card	0	0	subtotals	-165.55	165.55
subtotals	-1,564.67	0			

Information in this statement does not constitute accounting, tax, legal, or other professional advice.

eBay Friends Online Book Sales (FOBS) July 2021 - September 2021

Report for Jul 1, 2021 - Sep 30, 2021

Compared to Jul 1, 2020 - Sep 30, 2020 (92 days)

[Print report](#)

[Download listings sales report](#)

Total sales (Includes taxes) ⓘ \$578.78 ▲ 145.7% vs. prior time period	Taxes and fees ⓘ \$0.00 \$34.57 Collected by seller Collected by eBay	Selling costs ⓘ \$140.39 24.3% of your total sales	Net sales (Net of taxes and selling costs) ⓘ \$403.82 ▲ 184.7% vs. prior time period
Quantity sold ⓘ 33 ▲ 57.1% vs. prior time period	Avg. sales price per item \$17.54 ▲ 56.4% vs. prior time period	Sales via Auction ⓘ \$0.00 0.0% vs. prior time period	Sales via Fixed Price ⓘ \$578.78 ▲ 145.7% vs. prior time period

Selling costs	Breakdown	Amount	Percent of selling cost
\$140.39	Selling costs:	\$140.39	100.0%
24.3% of your total sales	eBay fees ▾	\$36.74	26.2%
▼ 11.0% pts vs. prior time period	Shipping labels ⓘ	\$103.65	73.8%

Compare with previous year:

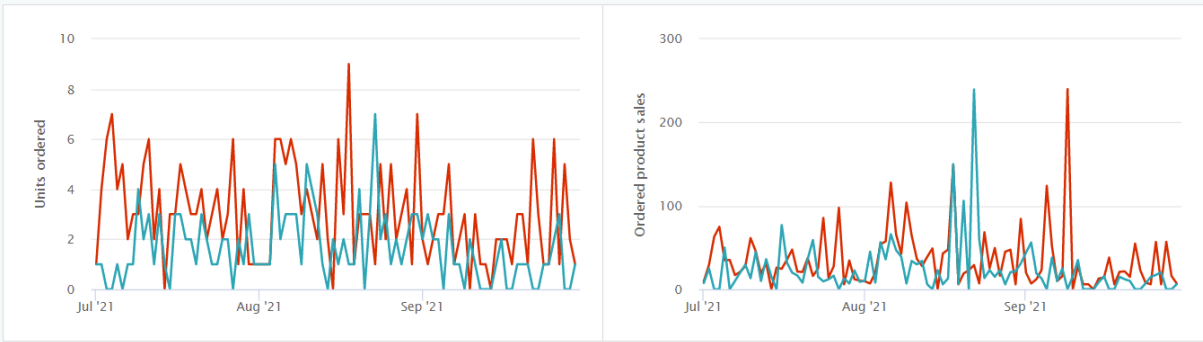


	Total Order Items	Ordered Product Sales	Average sales/ order item
July 1, 2021 through Sept 30, 2021	150	\$2,171.03	14.47
Same date range one year ago	279	\$3,285.66	11.78
% change from same date range one year ago	-46%	-33.92%	22.84%

Total order items	Units ordered	Ordered product sales	Avg. units/order item	Avg. sales/order item
150	150	\$2,171.03	1	\$14.47

Compare Sales

Graph view Table view



Compare	<input checked="" type="checkbox"/> Selected date range	<input checked="" type="checkbox"/> Same date range one year ago
What's this	150 Units \$2,171.03	279 Units \$3,285.66