



Minutes of Meeting For Friends of North Plains Public Library January 10, 2022

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 7:03 p.m.

APPROVAL OF MINUTES:

David Hatcher made a motion; Norma Tucker seconded the motion to approve the Oct 11, 2021 minutes. Approval was unanimous by all members.

LIBRARY DIRECTOR REPORT: Robin Doughty

Robin reported that door counts and checks-out are steadily increasing. Facebook interactions have also risen with >1000 social media followers. The annual Craft Faire netted \$574 this year. The library hours remain normal so far during this COVID-19 surge and staff are staggering "cohort style" for safety. The library received a \$1,000 Ready to Read grant to help pay for summer reading 2022. The library has held an amazing number of on Zoom reading programs for pre-school to youth and there are several adult program scheduled for later this month. [See the Full Report.](#)

LIBRARY BOARD REPORT: Robin Doughty

In October Darci Hanning, an Oregon State Library consultant met with the Board to discuss strategic planning. The Board has begun the process and hope to have the plan completed by April or May 2022. Debbie Olson will be participating in the Stakeholder meetings.

COMMITTEE REPORTS: Treasurer –Norma Tucker

From October to December 2021 we had an income of \$4,685.93. Expenses were \$1,527.18. Our current bank balance is \$31,011.62. [See Full Report](#)

Norma Tucker reported that our End of Year giving letters generated \$2000 in donations.

The Financial books for 2021 were successfully audited in December by Debbie Olson and Carolyn Leavitt.

Carolyn Leavitt reported that the 2020-2021 Fiscal Year 990 tax forms and the Oregon CT-12 Tax forms were mailed in on time.

COMMITTEE REPORTS: Online Book Sales – Debbie Olson

Debbie reported sales were much increased during December with the addition of more volunteers listing more books. Books still need to be moved from the yellow house to the storage unit to make space for additional donated books.

Sheila Nelson reported that the Book Sale cart is back in the library following the Craft Fair. We still need to increase the visibility of the cart or get a bigger cart.

Sheila also suggested the possibility of holding small “genre specific” Saturday book sales at the library. No decision was made. [See Full Report](#)

COMMITTEE REPORTS: Membership – Carolyn Leavitt

Carolyn reported that we now have 52 members, which includes a few new members.

OLD BUSINESS:

Welcome Packets including our brochure were distributed by the Chamber of Commerce to the many new residents in North Plains.

45 bundles of paperback books were made up as gift bags and distributed by Meals on Wheels.

NEW BUSINESS:

Robin Doughty had no library requests at this time.

Meeting adjourned at 8:00 pm

Next Meeting Date:

Monday, April 11, 2022 @ 7:00 pm – Quarterly Friends Meeting

Monday, June 13, 2022 @ 7:00 pm – End of year planning meeting

Monday, July 11, 2022 @ 7:00 pm - ANNUAL MEMBERSHIP MEETING/BOARD ELECTION

LIBRARY DIRECTOR REPORT



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

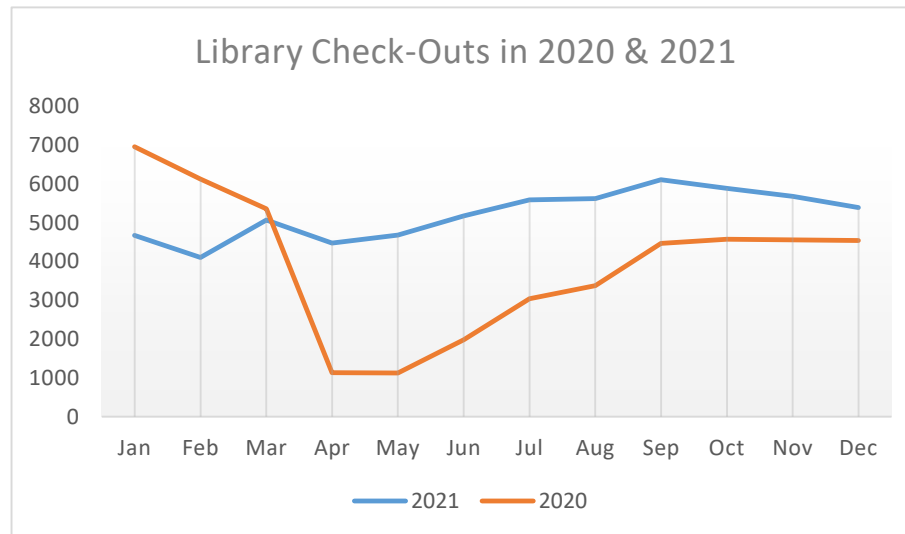
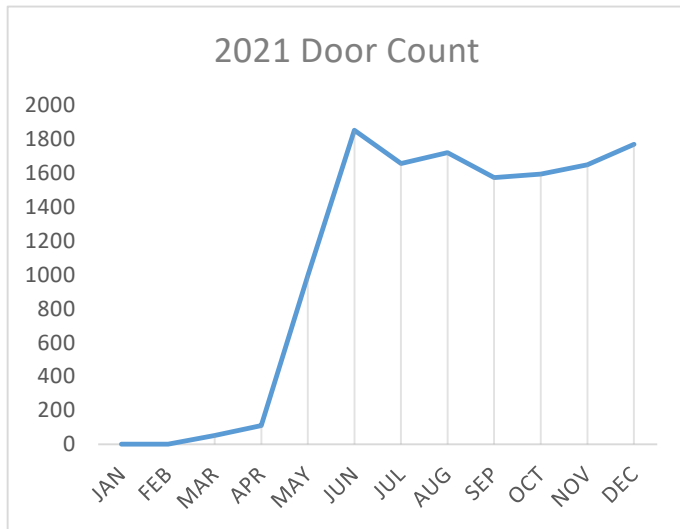
Date: January 18, 2022
To: Mayor and City Council
From: Library Director, Robin Doughty
Subject: Monthly Staff Report - Library

STATISTICS FOR DECEMBER 2021 AND RECENT MONTHS

HISTORICAL COMPARISON DATA FISCAL YEAR 2012 – 2022

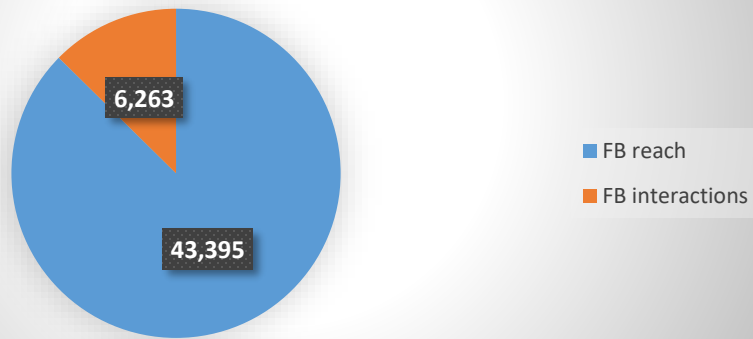
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Average monthly door count	2,953	3,100	3,137	3,264	3,384	3,961	3,688	2,595	251	1,639
Average monthly circulation	5,087	5,257	5,062	5,074	5,508	6,100	6,444	5,137	4,393	5,778

2021 Highlights

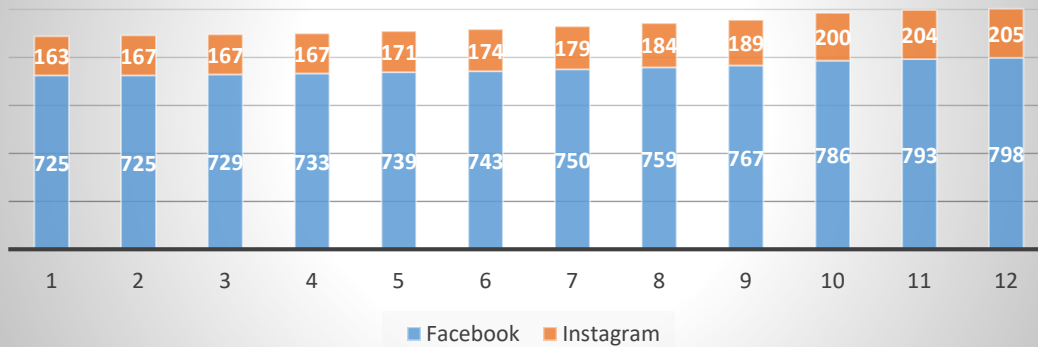


Social Media Update

Facebook Reach and Interactions in 2021



1,003 Social Media Followers in 2021



ANNOUNCEMENTS:

- The library will be closed on **January 17th** in observance of Martin Luther King Jr. Day.
- The 2021 Annual Craft Faire raised **\$574!**
- The library open hours remain normal so far during this Omicron variant surge of COVID-19. We are staffing at a minimal level with “cohort-style” staggering in place.

ANNOUNCEMENTS: YOUTH SERVICES

The library received **\$1,000** in Ready to Read grant funds from the State Library of Oregon. These funds will help pay for summer reading 2022.

Storytimes & Kindergarten Readiness Classes Levels I-III are growing each week. Ms. Emily is in demand by other libraries to train them in live Zoom sessions for preschoolers.

Upcoming Battle of the Books Practice

Tuesdays 4-5 p.m. on Zoom let by Emily West. Please register for link to join. January 25th for **Save Me a Seat** by Sarah Weeks & Gita Varadarajan

Bilingual Hindi Storytime continues every other Wednesday at 10 a.m. **January 19th, February 2nd & 16th, and March 2nd & 16th at 10:00a.m.** Kids will learn new Hindi words, enjoy rhymes and stories. Stories will be told in both Hindi and English.

ANNOUNCEMENTS: ADULT SERVICES

A New You in '22 Adult Series!

January 5th, 6:30-7:30 – *Start a Bullet Journal had a waiting list and 20 people attended!*
January 19th, 6:30-7:30 – Create a Vision Board has a lot of interest and we increased spots to 30.

In February & March look for Tai Chi with Mindfulness Breathing & a Nutritionist-led class.

Everyone Can Cook!

Learn to make **Mrs. Emily's Award-winning Chili with Southern Cornbread** on January 26th 5-6:30 p.m. on Zoom. Register for link to join. For all ages!

Register for all library programs and classes online at

<https://wccls.bibliocommons.com/events>

or by calling the library at 503.647.5051.

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 January 19, 2022, via Zoom at 7 p.m.

Strategic Plan Stakeholders Meeting

This meeting has been delayed until March due to Omicron. It will be led by Darci Hanning, Oregon State Library consultant and Robin Doughty, Library Director. We hope to have the new plan for your approval by late April, early May 2022.

Treasurer's Report

**Friends of the North Plains Public Library
Balance Sheet
As of December 31, 2021**

Accrual Basis

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Assets	
1010 - FNPPL Checking	10,942.64
1013 - Money Market 2011	20,012.10
1000 - Assets - Other	56.88
Total 1000 - Assets	<u>31,011.62</u>
Total Checking/Savings	<u>31,011.62</u>
Total Current Assets	<u>31,011.62</u>
TOTAL ASSETS	<u><u>31,011.62</u></u>
LIABILITIES & EQUITY	0.00

Oct - Dec 2021

Income

Donation	\$ 2121.72
Online Sales	1739.10
Used Books	327.50
Membership	240.00
Amazon Smile	149.40
Fred Meyer Rewards	112.21

Total \$ 4685.93

Expenses

Insurance	\$ 1081.00
Online Sales Eq	192.78
Postage	140.79
Office supplies	42.09
Pay Pal	45.52
State Tax	20.00

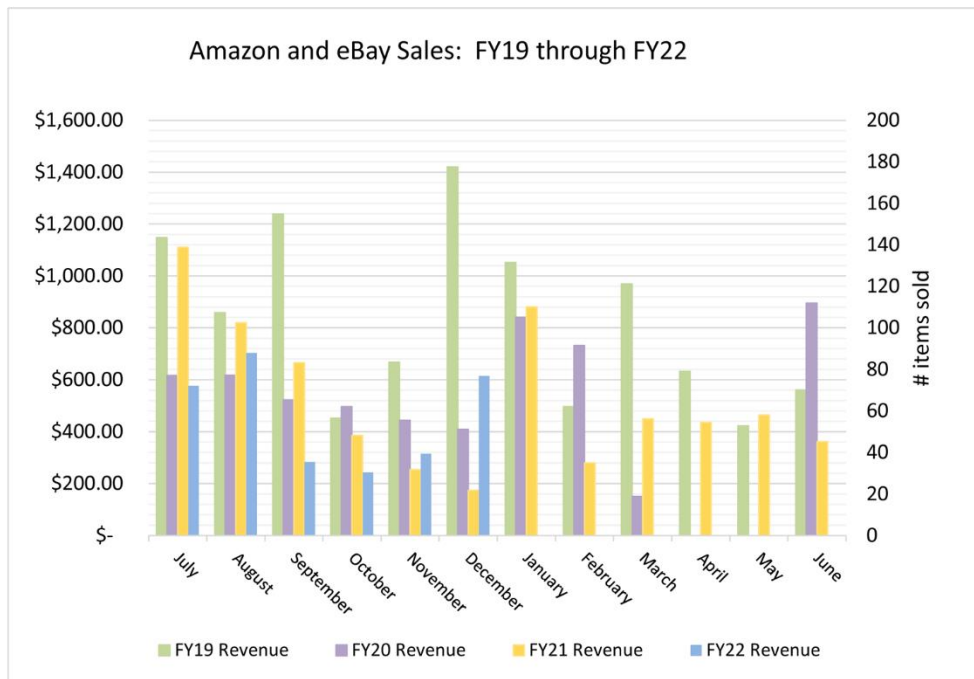
Total \$ 1521.18

ONLINE BOOKSALE REPORTS

Friends Online Book Sales (FOBS)
FY 19-22

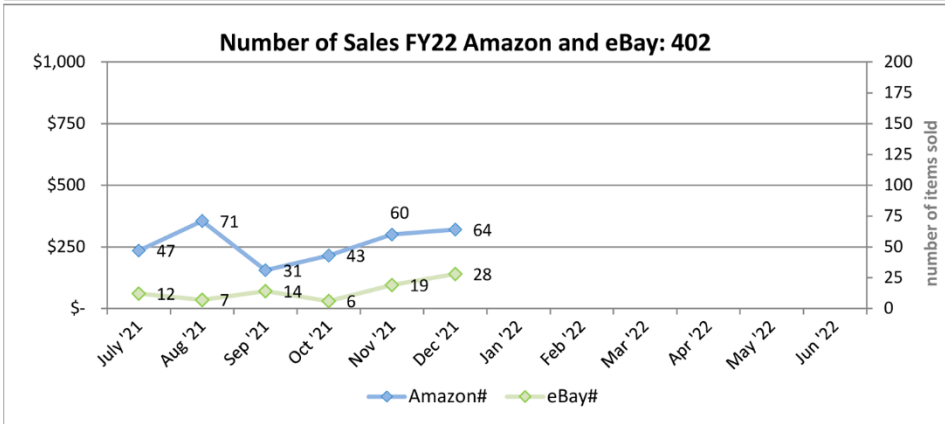
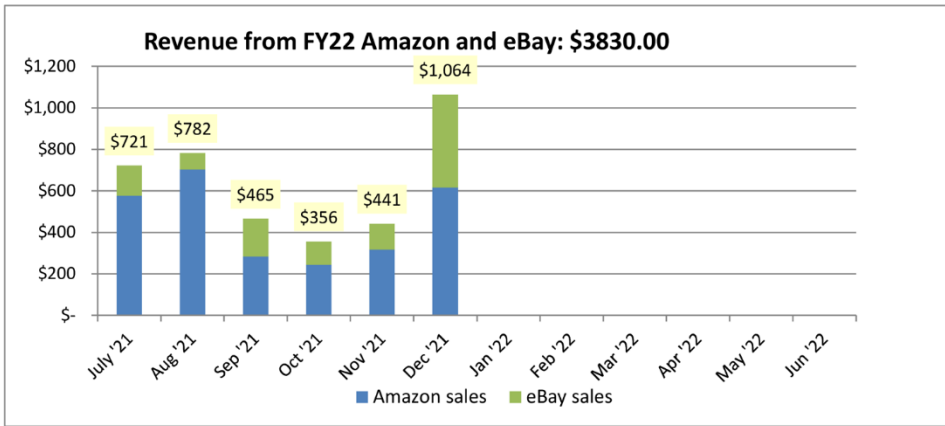
Compare Fiscal Years Revenue and #Items Sold

	FY 2019		FY 2020		FY 2021		FY 2022	
July	\$ 1,147.65	111	\$ 616.83	64	\$ 1,110.45	115	\$ 577.32	47
August	\$ 858.21	123	\$ 617.93	54	\$ 819.41	112	\$ 703.78	71
September	\$ 1,238.85	98	\$ 522.53	66	\$ 665.86	73	\$ 283.57	31
October	\$ 452.02	70	\$ 496.39	63	\$ 385.64	67	\$ 243.82	43
November	\$ 667.46	112	\$ 444.10	54	\$ 253.55	14	\$ 315.89	60
December	\$ 1,420.45	149	\$ 408.56	73	\$ 174.50	60	\$ 614.89	64
January	\$ 1,051.96	136	\$ 840.63	85	\$ 880.69	82		
February	\$ 496.25	76	\$ 732.33	82	\$ 279.27	36		
March	\$ 969.09	95	\$ 150.70	24	\$ 449.10	68		
April	\$ 631.94	73			\$ 436.13	56		
May	\$ 422.38	71			\$ 464.24	55		
June	\$ 560.15	61	\$ 895.72	186	\$ 361.41	49		
	<u>\$9,916.41</u>	<u>1175</u>	<u>\$5,725.72</u>	<u>751</u>	<u>\$6,280.25</u>	<u>787</u>	<u>\$2,739.27</u>	<u>316</u>



Fiscal Year '22 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 '21	\$721.47	59	\$577.32	47	\$144.15	12
Aug '21	\$782.08	78	\$703.78	71	\$78.30	7
Sep '21	\$464.94	45	\$283.57	31	\$181.37	14
Oct '21	\$355.84	49	\$243.82	43	\$112.02	6
Nov '21	\$441.28	79	\$315.89	60	\$125.39	19
Dec '21	\$1,064.39	92	\$614.89	64	\$449.50	28
Jan '22						
Feb '22						
Mar '22						
Apr '22						
May '22						
Jun '22						
Revenue from FY21	\$3,830.00	402	\$2,739.27	316	\$1,090.73	86



Number of Sales FY22 Amazon and eBay: 402
 \$ 1090.73 from 86 eBay Sales . Average profit \$ 12.68
 \$ 3830. from 402 all Sales . Average profit \$ 9.53