



**Friends of the North Plains Public Library (FNPPPL)**  
**Friends Regular Board Meeting Agenda**  
**North Plains Library or Zoom @ 7:00 pm**  
**July 27, 2023**

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FNPPPL Board meeting called to order by President Susan Brown at 7:05 PM

**Officers present:** Susan Brown, President; Donna Medica, Treasurer; Carmen Daskalos, Secretary

**Members at Large present:** Sheila Nelson, David Hatcher, Tracy Finsterbusch (Zoom)

**Approval of Minutes:**

- David made a motion to approve minutes from the June 12<sup>th</sup>, 2023, meeting with the following corrections:
  - Correct the spelling of Dustin's last name from Carey to Caley
  - Remove the proposed meeting dates as they were not discussed at the meeting.
- Sheila seconded the motion.
- Motion passed; minutes from the June 12<sup>th</sup>, 2023, FNPPPL meeting are approved.

**Library directors report** - Sheila Nelson in place of Robin Doughty

- Robin provided handouts to Susan prior to the meeting.
- North Plains check out are up 3.6% over the prior year. Numbers include e-books if the home library tied to the card is North Plains
- Summer reading sign ups are up to almost 500.
  - This weeks' spin and win has been very popular. The Pythians donated bikes and there are other prizes
- The last of the "Letters from Home" series for adults is coming up and will be featuring a library staff member sharing about India.
- North Plains library retrospective handout also shows volunteer hours broken down by library volunteer, board and FNPPPL volunteer hours.
- See full report.

**Library board update** – Donna Medica

- There is a new board chair – Tim. Donna Medica is acting as co-chair
- Library board would like to set up a time for the FNPPPL and Library boards to get together.
  - FNPPPL board supports this idea.
  - The library board will discuss it at the August meeting.
  - Donna will provide an update at the next FNPPPL meeting.

**Committee Reports**

- **Finance Committee** – Donna Medica
  - Proposed budget updates:
    - Income changes:
      - Interest income increased to \$10 to match what is being earned from the Money Market account.
        - If Vanguard account is approved, interest income will increase to \$1000
      - Cart sales income was increased to \$700.
        - In the previous 3 weeks the cart sales have generated \$229 in sales.
        - It is likely the \$700 will be exceeded, but board agreed it should remain at \$700 for this year

- Garage sale income of \$400 was added.
- Expense changes:
  - Budget now includes expenses related to online book sales: Amazon fees, eBay fees, etc.
    - These fees were previously subtracted from the profit and only net profit was reported.
    - The new budget is reporting gross profit as income and includes fees associated with sales as an expense.
  - Expenses are now broken down by type of expense.
    - Fundraising includes expenses related to online book sales and the Garlic Festival.
    - Business expenses include related to FNPPL including banking fees, office supplies, taxes, and other expenses.
    - Membership/Volunteer expenses include all expenses related to membership and volunteer recruitment including postage and supplies for the membership secretary and refreshments for member meetings.
    - Library expenses include financial commitments made to the library for books and other programs.
      - Library collection expenses have increased to \$9,500 to include sizzler copies for the library.
      - Adult programs were removed from the budget and the youth programs are being reduced to \$750. Sheila reported the summer reading program signups were more than expected this year. The board agreed to increase the \$500 requested for Youth Summer Reading Program books to \$750 in anticipation of next year's sign ups being higher.
      - The library now has a budget for adult and youth programs and does not rely on the library to fund these programs.
      - Susan proposed adding a new line for the library expenses for "Special Programs" in case the library does have an unanticipated need.
      - Donna will add a a line to the budget for \$1000 for special programs.
  - Technology expenses
    - New laptop for treasurer that will have the accounting software.
    - Upgrading Windows on the computers at the Yellow House.
      - This may also mean replacing the computers.
      - The library will be replacing their computers and there may be the potential to get the old library computers.
      - The timeline is likely around 6 months, but Sheila will have more information in the coming months.
- Budget voting
  - David asked if the board is able to vote on the budget without the general membership present.
  - Susan shared the bylaws and only the board is required for a vote on the budget. The general membership votes for the Board of Directors, amending the Articles of Incorporation, and the Bylaws, but the board votes on all other issues. The

bylaws do not indicate the budget needs to be reviewed or approved by general membership.

- Since FNPPL is a private organization and not a government entity the same rules do not apply as they do to voting on city budgets.
- Donna requested to hold making a motion to approve the budget until after reviewing the Vanguard account proposal.

- **Vanguard Account Opening** – Donna Medica

- Current finances
  - FNPPL has about \$20,000 in money market account which is making .05% interest. This comes to approximately \$.87 per month and \$10 per year.
  - There is an additional \$11,000 in the FNPPL checking account.
    - The largest expense has been paid to the library for books and the next payment is not due until January.
    - There will be other expenses in the next few months, but the largest expense is for the library book collection.
    - The Garlic Festival income is expected to be about \$5,500, increasing our balances at the bank.
- Local banks and credit unions do not offer better interest rates and online banks will not accept non-profits.
- Donna is recommending the FNPPL make an investment of \$25,000 in US treasury securities.
  - These are considered one of the safest and most secure investments as they are backed by the US government.
  - We are looking at short-term investment options as 3 to 6 months securities are paying the best rates currently at 5.4%.
- Nonprofits can only buy through brokerage firms.
  - Charles Schwab requires one board member have at least \$250,000 invested with Schwab.
  - Vanguard will take an account with no minimum requirements.
    - No annual fee if you agree to download statements.
    - Can retrieve an electronic statement once per month.
  - Once purchased we can sell on open market if needed with no penalty
  - A brokerage account will be opened with Vanguard Group.
    - FNPPL will be holder of the account with Susan, Donna and Carmen as signers
    - Signers will be Carmen, Susan, Donna
    - The board minutes will need to be provided to Vanguard.
- Donna recommended an initial investment of \$25,000 which will provide about \$1300 per year in return.
  - An investment of \$25,000 would leave \$6,000 plus Garlic festival money.
  - Next payment of \$4,750 for books is not due until January.
- Sheila and David recommended an initial investment of \$20,000 since that is the balance of the Money Market account.
  - The board agrees to start with an initial investment of \$20,000.
  - After the Garlic Festival the board will review the earnings and discuss an additional investment.
- Agenda item for next board meeting: discuss long term strategy for investment and set minimum threshold for cash on hand.
- Susan Brown made a motion that the Friends of the North Plains Public Library open an account with Vanguard Group for the purpose of purchasing US treasuries with maturity dates of 12

months or less. The authorized signers are Treasurer, Donna Medica; President, Susan Brown; and Secretary, Carmen Daskalos. The initial investment will not exceed \$20,000.

- Carmen seconded the motion.
- Motion approved; Donna will open an investment account with the Vanguard Group
  
- David makes a motion to adopt the budget with following changes:
  - Increase investment income to \$1,000.
  - Add \$1,000 line item for Library Special Programs.
  - Increase Youth Program Summer Reading to \$750
- Tracy seconded the motion.
- Motion passed; new budget approved.
  
- **Elephant garlic festival** – Susan Brown, Donna Medica
  - The committee meets weekly on Tuesdays.
  - Planning is coming along; all the big stuff is squared away.
  - Layouts are done and volunteers signed up to work. All days covered, but we still need additional volunteers.
  - Going very well considering this is the first time for most of the committee.
  - Still looking for volunteers
  - Sheila shared graphics that are up in the library and being shared on social media.
  - Carmen is working on a volunteer checklist so the leader for the day can easily see what needs to be done.
  
- **Online sales** – Tracy Finsterbusch, Susan Brown
  - Over the last few weeks we've seen a lot of recent listings selling fast.
  - Tracy removed all the 2017 listings, there was not much selling and prices were low. These have been added to the Garlic Festival sale.
  - New donations over last few weeks, Susan picked up a large donation from a local family. Need to work on getting them listed or in sale boxes.
  - Need to continue to keep back some of the inventory to keep the library book cart stocked.
  - Tracy is doing a great job at the Yellow House.
    - Susan shared her thanks for all the work Tracy has put in for online book sales.
  - Book sale numbers FY 22-23 were \$8,600 net profit.
  - Susan would like to set a goal of \$10,000 in online book sales for the next fiscal year.
    - We should consider adding the library cart book sales to this figure.
  
- **Technology update and domain name** – Carmen Daskalos
  - FNPPL has been approved for a Canva account for non-profits. This will provide additional tools for creating flyers, posters, and other graphics.
  - FNPPL is also now enrolled with Powered by Percent which helps with fundraising and provides discounts to technology. One discount available is a Google Business Workspace. This would allow FNPPL to:
    - Have email addresses tied to our domain name vs using a @gmail.com address.
    - Video Conferencing
    - Other communication tools
    - Cloud storage
  - Through tech soup we can also get Microsoft 365 which will give us very similar features to the Google Workspace, but it has a fee.
  - The current domain name for FNPPL is nplibrary.org. This domain was set up when FNPPL was the library, but since then the city has taken ownership of the library and FNPPL is a separate

entity. Would like to have a domain name that identifies us as the Friends of the North Plains Public Library.

- Susan proposes adding a new committee to review technology needs for the FNPPL.
- Carmen and David will meet to discuss technology needs and provide proposals at a future board meeting.
  
- **Marketing & Communications** – Carmen Daskalos
  - FNPPL now has access to Canva which will allow us to create more graphics for marketing.
  - A Garlic Festival volunteer has expressed interest in helping FNPPL with branding and marketing, Carmen will be reaching out to her to set up a time to meet.
  - FNPPL now has a Facebook account as well and is up to 24 followers. The account is being used to promote the Garlic Festival Book Sale.

#### **Proposed Meeting dates for FY 2024**

- Prior meetings were combined between membership and board members.
- For FY 2024 the proposed meeting schedule is quarterly membership meetings with the board meeting monthly on during months with no membership meeting.
- Meeting Schedule:
  - Thursday, July 27, 2023 @ 7:00 PM Monthly Board Meeting
  - August - no board meeting
  - Monday, September 11, 2023 @ 7:00 PM Monthly Board Meeting
  - Monday, October 9, 2023 @ 7:00 PM Quarterly Friends Meeting
  - Monday, November 13, 2023 @ 7:00 PM Monthly Board Meeting
  - Monday, December 11, 2023 @ 7:00 PM Monthly Board Meeting
  - Monday, January 8, 2024 @ 7:00 PM Quarterly Friends Meeting
  - Monday, February 12, 2024 @ 7:00 PM Monthly Board Meeting
  - Monday, March 11, 2024 @ 7:00 PM Monthly Board Meeting
  - Monday, April 8, 2024 @ 7:00 PM Quarterly Friends Meeting
  - Monday, May 13, 2024 @ 7:00 PM Monthly Board Meeting
  - Monday, June 10, 2024 @ 7:00 PM ANNUAL MEMBERSHIP MEETING/BOARD ELECTION

Meeting adjourned at 9:15

# NORTH PLAINS PUBLIC LIBRARY

## FY 2022-2023 RETROSPECTIVE

### COLLECTION

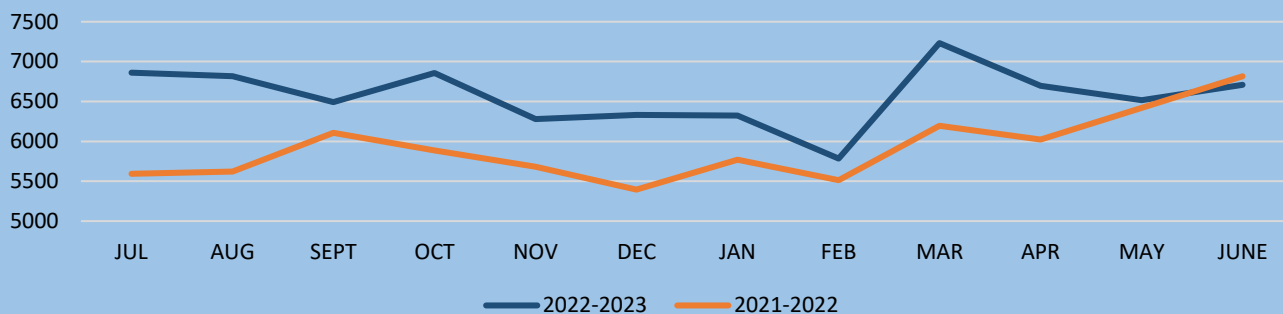
Borrowed in  
2022-2023:

**78,894**

2021-2022:

**71,020**

Items Borrowed From NPPL



BEST MONTH:

March 2023  
7,232 items!

NEW ITEMS ADDED TO OUR  
COLLECTION:

**2,678**

BOUGHT WITH GRANTS:

175 items

### USAGE AND PATRONAGE

#### VISITORS

2022-2023:

**29,618**

2021-2022:

**21,718**

NEW PATRONS:

**253**

STUDENT CARDS:

**67**

OPEN  
HOURS:

**2,608**

HOLDS OBTAINED  
FOR OUR PATRONS:

**46,603**

### PARTICIPATION

ADULT PROGRAM  
ATTENDANCE

22-23

**1,123**

21-22

1,683

YOUTH AND TEEN PROGRAM  
ATTENDANCE

**1,599**

4,131

STORYTIME ATTENDANCE

**1,523**

1,659

VOLUNTEER HOURS

22-23

**3,780**

21-22

2,803

BOARD HOURS (THANK YOU!)

**90**

78

FRIENDS HOURS

**1,641**

938



Washington County  
Cooperative Library Services



# NORTH PLAINS PUBLIC LIBRARY

## MONTHLY STATISTICS: JUNE 2023

### LIBRARY FACILITY



Open Hours:	217	Computer Usage (Hours):	75
Visits:	2831	Holdings Received:	3755
Visitor Checkouts:	6707		

### LIBRARY COLLECTION



Items Added:	300	Holdings Sent:	5484
Items Withdrawn:	441	Items Borrowed From NPPL Collection:	8278

### PROGRAMS AND EVENTS



Number of Programs:	10	Outreach Visits:	36
Program Attendance:	376	Outreach Packets Distributed:	3

### EARLY LITERACY



Storytime Sessions:	4	Class Sessions:	4
Book Babies Sessions:	4	Total Attendance:	204

### STAFF AND VOLUNTEERS



Staff Hours:	791	Volunteer Hours:	404
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## Fiscal Year 2022-2023 CheckOuts with Overdrive Reflected - Per Library

Library	Jul - Dec 2022	Jan - Jun 2023	FY 22-23 Total	FY 21-22 Total	Percent Change
Aloha Community Library	83,670	99,169	182,839	178,719	2.31%
Banks Public Library	36,122	36,319	72,441	74,138	-2.3%
Beaverton City Libraries	1,259,174	1,296,471	2,555,645	2,552,924	0.1%
Cedar Mill Libraries	1,126,820	1,137,629	2,264,449	2,268,019	-0.2%
Cornelius Public Library	55,702	59,475	115,177	114,253	0.8%
Forest Grove City Library	138,540	167,963	306,503	288,181	6.4%
Garden Home Community Library	108,519	108,520	217,039	219,566	-1.2%
Hillsboro Public Libraries	1,138,598	1,206,565	2,345,163	2,316,716	1.2%
Interlibrary Loans (External)	5,610	6,652	12,262	12,967	-5.4%
Library Outreach Services	9,535	7,842	17,377	17,436	-0.3%
North Plains Public Library	34,283	39,259	73,542	71,020	3.6%
Sherwood Public Library	189,471	207,946	397,417	390,728	1.7%
Tigard Public Library	533,844	576,138	1,109,982	1,107,225	0.2%
Tualatin Public Library	255,592	282,176	537,768	527,764	1.9%
West Slope Community Library	84,577	100,975	185,552	173,543	6.9%
WCCLS-Unallocated to libraries	16,304	49	16,353	16,304	0.0%
<b>Library Totals</b>	<b>5,076,361</b>	<b>5,333,148</b>	<b>10,409,509</b>	<b>10,329,503</b>	<b>0.77%</b>

Library	Jul - Dec 2022	Jan - Jun 2023	FY 21-22 Total	FY 20-21 Total	Percent Change
Beaverton Main	949,812	960,637	1,910,449	1,917,813	-0.4%
Beaverton Murray Scholls	309,362	335,733	645,095	635,111	1.6%
Beaverton BookMobile	0	101	0	0	0.0%
Cedar Mill	725,119	772,246	1,497,365	1,480,491	1.1%
Bethany Library	401,701	365,383	767,084	787,528	-2.6%
Hillsboro Main	974,777	1,029,297	2,004,074	1,979,319	1.3%
Hillsboro Shute Park	161,308	176,007	337,315	333,057	1.3%
Hillsboro Civic Plaza BookOMat	1,015	669	1,684	2,117	-20.5%
Hillsboro Hidden Crk NovelBranch	1,498	592	2,090	2,223	-6.0%