

- **Call to Order**
 - Meeting called to order at 7:03 PM by president, Susan Brown

- **Roll Call**
 - Officers present: Susan Brown (president), Carmen Daskalos (Secretary)
 - Board members present: Sheila Nelson, David Hatcher, Tracy Finsterbusch (Zoom)
 - Others present: Brianna Sowinski (in place of Robin Doughty)

- **Agenda and Minutes Approval**
 - Minutes from the October 9th membership meeting were sent with the agenda and other pre-meeting documents.
 - David made a motion to adopt the agenda as written and approve the minutes from the October 9th board meeting.
 - Tracy seconded the motion.
 - Motion passed; agenda and minutes from October 9th meeting are approved.
 - Minutes from July and September board meetings still need to be approved by the board.
 - Since only the October 9th minutes were included with the pre-meeting documents, board agreed to hold approval until December meeting.
 - Susan will include the minutes from July and September with the pre-meeting documents for December.

- **Library Director Report – Brianna Sowinski**
 - The city is having holiday mixer, and the Friends board is invited.
 - December 18th at Jessie Mays
 - Others invited include City Council, library board and the parks and rec board.
 - Mixer is in place of the City Council meeting, start time is likely 7:00 but will need to confirm.
 - 2 holiday giving opportunities at the library
 - Food drive for North Plains food pantry
 - Giving tree for senior plaza
 - Staff recently made 85 new library cards for new students.
 - Mostly Kindergartners at Atfalati and North Plains elementary schools.
 - New furniture has been ordered. Will be getting some new chairs and new computers.
 - Once new computers are installed, there may be at least one of the old computers that can be donated to the Friends.
 - Craft fair
 - The library will be holding the craft sale 12/01 to 12/23
 - Will be raising funds for new kids' area tables.
 - Tables can fold so they can be stored to make more room story time and other group activities.
 - Tables will be able to be pulled out when needed giving more room for crafts.

- Circulation is up 15% over last year.
 - Funds donated by Friends are helping with the circulation numbers.
 - The library can buy multiple copies of the “sizzlers” so one copy can stay at the library for local patrons.

- **Library board**
 - No library board report out.

- **Committee Reports**
 - **Finance** – Susan Brown
 - Financial Statements
 - Statement of financial position: as of 10/31, assets are \$37.9K
 - Net revenue YTD: \$4700
 - Statement of Activity: net loss of \$490 for month of Oct
 - Net loss was due to officer omission and error insurance being paid in October.
 - Yearly expense of around \$1,200.
 - This was included in the budget for the year.
 - Tax Return filing
 - Oregon DOJ tax filing has been completed.
 - Due by November 15th.
 - Revised budget
 - Budget was revised to reflect original request from Robin for the year and includes an increase of \$1,250.
 - Library collection – decrease of \$500 to \$9,000.
 - Special programs – increase of \$500 to \$1,500.
 - Youth programs, Summer reading – increase of \$1,250 to \$2,000
 - Summer reading program
 - WCCLS has pulled back some funding.
 - Expenses are mostly kids’ books to hand out at the beginning and end, but there may be some programming costs too (authors, etc).
 - David made a motion to approve revised budget.
 - Sheila seconded the motion.
 - Motion passed; revised budget is approved.
 - **Book Sales** – Tracy Finsterbusch
 - Online book sales
 - October was a low month.
 - This was due in large part to a very large refund that needed to be issued.
 - The listing that resulted in the refund has been pulled from online listings.

- November sales are going well.
 - There have been some big sales and recent listings are going fast.
 - People listing are doing an excellent job.
 - Tracy is weeding out the 2018 or 2019 books.
 - Volunteers are showing up and engaged.
 - Donations are coming in regularly.
- **Book Cart**
 - The cart is doing well.
 - Seeing \$20-\$100 in sales per week.
 - Will be taking the cart down as of 12/01 for craft fair. Will go back up after the holidays
- **Technology** – Carmen Daskalos
 - Carmen has finished setting the Friends up with Microsoft 365
 - Each board member has been sent a username and password.
 - All documents have been copied from Dropbox to Microsoft SharePoint.
 - The two Microsoft Apps we are using now are:
 - Microsoft Teams
 - Microsoft SharePoint
 - Website updates
 - Carmen has been working with Colleen (former library volunteer) to refresh the website.
 - New home page has been finished and will be live in the next week.
 - New domain name
 - Current domain is nplibrary.org
 - When the Friends were first established they operated the library, but that is no longer the case and our domain name should reflect that.
 - Potential options:
 - friendsnpl.org
 - It may not be obvious to most people what the “npl” stands for.
 - “ppl” looks like an abbreviation for people.
 - friendsnorthplainslibrary.org
 - This is pretty long
 - friendsnplibrary.org
 - This one is a good balance between the two above.
 - Why are we going with .org instead of .com?
 - .org indicates non-profit.
 - No decision on domain name at this time, will discuss more in depth at future meeting.
 - New computers for the yellow house

- Since the library may have computers that can be donated to the Friends, will hold off on pricing new hardware for the yellow house.
- **Membership** – Susan Brown
 - Membership drive resulted 17 new and renewing members!
 - Basket Project
 - Membership raffle
 - The baskets looked great!
 - Basket winners were chosen at random from new and renewing members and winners were notified.
 - All the baskets have been picked up.
 - People coming into the library had heard about them, library staff did not need to explain much.
 - Basket sales
 - First basket event is scheduled for 11/14.
 - Heidi is coordinating a group event to start putting together baskets.
 - The first baskets go on sale after 1st of the year.
 - Email to membership
 - Now that membership drive has ended, follow up email should be sent to membership.
 - Susan will follow up with Heidi.
- **Marketing & Communication** – Carmen Daskalos
 - Branding
 - Team is working on developing a new logo for the Friends.
 - Some potential options were shared at the membership meeting in October and there was some great feedback and discussion.
 - After hearing member feedback and researching logo design more, the group may look at refreshing the current logo vs creating a new one.
 - Marketing team will be meeting again 11/14 to discuss next steps.
 - Social Media
 - Friends Facebook page is live!
 - We are up to 38 followers.
 - October focus was on the membership drive.
 - Team will be discussing what to highlight for November/December
 - Suggestion from Sheila to highlight online sales as 2 gifts in one – a book and supporting the library.
 - The Friends account has also joined local community pages on Facebook and is sharing posts on those pages as well.
- **Meeting adjourned 8:06**

Library Director Report



ANNOUNCEMENTS:

- **Local Holiday Giving 2 Ways**

The library is helping the new **North Plains Food Pantry** with their first Food Drive December 4th-30th! Donate non-perishable food items in marked bins during open hours in the library or city hall.

- Fulfill holiday wishes for local seniors by claiming a tag from the library's Giving Tree benefiting the **North Plains Senior Plaza** residents.

The Annual Holiday Craft Faire returns to the library from December 1-23. Donated handcrafted items will be sold to raise funds for 2 new nesting craft tables for the children's area.



70 North Plains Kindergarteners received student library cards through a partnership between WCLS, HSD, and our library. 15 new students in other grades received cards as well.

UPCOMING PROGRAMS

4-H Explorstation Workshop for kids on December 13th at 3:00 p.m. in the library. Enjoy STEAM hands-on exploration while making holiday gifts and wreaths!

The **Dickens Carolers** will perform at the Jingle at 7p.m. at the Tree Lighting courtesy of the library programming team.

WEEKLY PROGRAMS & SERVICES

Storytime Wednesdays at 11:00 a.m. Time for stories, bubbles, and songs! Following storytime Mrs. Emily will teach children to identify and sound out letters of the alphabet and counting basics. Parents

and caregivers learn meaningful techniques that will help expand learning experiences at home with your child. *Holiday Break Weeks: November 19th-24th and December 20th-Jan. 5th.*

Bookbabies Fridays at 10:00 a.m. Miss Chris guides parents and caregivers through inspirational early development activities for babies and toddlers. *Holiday Break Weeks: November 19th-24th and December 20th-Jan. 5th.*

Homework Help each Monday at 5:00 p.m. & 5:30 p.m. in the library We're happy to offer free homework help! Homework Help is offered for all subjects, specializing in English, French, Math, and Science for all grade levels, K through College Level.

Introduction to Qi Gong & Tai Chi Thursdays at 6:30 p.m. extended through December 21st at Jessie Mays Community Center. Designed for beginning students, the class introduces qi gong and tai chi concepts to enhance well-being. Practice meditative mind-body exercise with slow rhythmic movements to increase balance, flexibility, and muscle strength. All ages are welcome. *No class Nov. 23rd and Dec. 7th*

MONTHLY MEETUPS

Library Bookclub

Meets the last Wednesday of the month at 7:00 p.m. to discuss a variety of books selected by club members. Now in a hybrid format! Join in person in the library or Zoom in from elsewhere. 2023 Selections are posted on our website [here](#).

Nov. 29 – *The Personal Librarian* by Marie Benedict

Dec. 27 – *The Seed Keeper* by Diane Wilson

In January, new selections will be chosen!

Library Craft Guild

Meets in the library on the first Wednesday of the month at 5:30 p.m. until close. All are welcome to join in crafting at the library. Next meeting is December 5th. No formal instruction. Drop-in, no registration required.

Teen Council

Meets in person on the 3rd Friday of the month for a variety of activities and opportunities. Next meeting is Friday, December 8th at 4:30 p.m. in the library. Contact briannas@wcccls.org for more details. All teens welcome!

UPCOMING MEETINGS

Library Board

The Library Board meets on the third Wednesday of each month to discuss the library, its goals, and objectives. The December meeting is cancelled. The next meeting is January 17th at 7 p.m. in the library (Please note: this is MLK week).

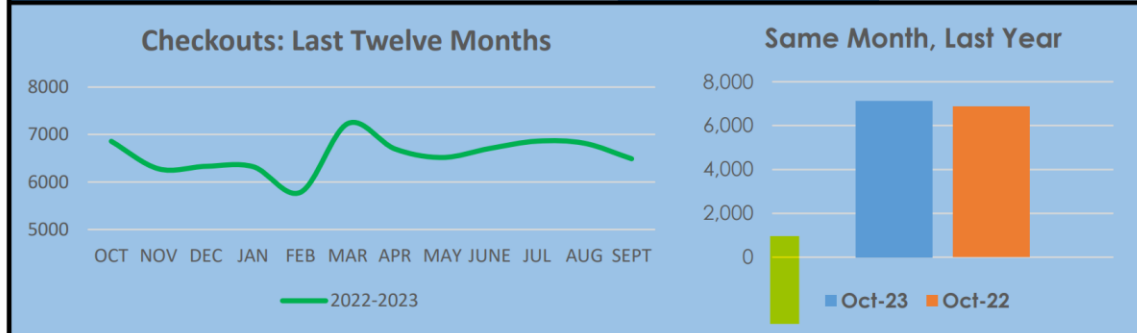
NORTH PLAINS PUBLIC LIBRARY

MONTH-AT-A-GLANCE

2023
OCTOBER

COLLECTION

BORROWED FROM OUR LOCATION:	7,128	SAME MONTH, LAST YEAR:	6,858
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Items Added to Our Local Collection	Holds Sent	Holds Received
241	6,189	4,230

USAGE AND PATRONAGE

OPEN HOURS:	226	VISITORS:	2,741
<i>SAME MONTH, LAST YEAR:</i>			2,445

NEW PATRONS	OUTREACH PACKETS DISTRIBUTED
98	57

ITEMS BORROWED FROM THE NPPL COLLECTION:	8,900	HOURS OF FREE COMPUTER AND INTERNET ACCESS:	342
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PARTICIPATION

	PROGRAMS	BOOK BABIES	PRESCHOOL STORYTIME	EARLY LITERACY CLASSES
# OF SESSIONS	10	4	3	2
ATTENDEES	84	73	72	32
	VOLUNTEER HOURS		STAFF HOURS	
THIS MONTH	TBA		961	
<i>SAME MONTH, LAST YEAR</i>	467		921	

