



Friends of the North Plains Public Library (FNPPL)
Friends Regular Board Meeting Agenda
North Plains Library February 12, 2024 @ 7:00 pm
Or via [Zoom](#)

- **Call to Order** (Susan Brown)
 - Meeting called to order at 7:00 PM by Susan Brown, President
- **Roll Call** (Carmen Daskalos)
 - Present: Susan Brown, Carmen Daskalos, Maryann Spady, Sheila Nelson, David Hatcher, Robin Doughty, and Tracy Finsterbusch (Zoom)
- **Approve Consent Agenda** (Group)
 - Agenda
 - Minutes
 - July 2023
 - September 2023
 - November 2023
 - Carmen made a motion to add approval of November minutes to the agenda
 - David made a motion to approve the agenda with the addition of the November minutes and approve the minutes from the July, September and November 2023 board meetings.
 - Maryann seconded the motion.
 - Motion passed.
 - The agenda is approved with the addition of the November minutes and the July, September and November minutes are approved.
 - Carmen will update the minutes from “Draft” to “Final” on the website.
- Welcome to Maryann, the newest board member.
 - The board voted unanimously via email to appoint Maryann to the board.
 - Susan has saved all board member email responses; Carmen will add them to the meeting notes.
- **Library Director Report** (Robin Doughty)
 - Computer upgrade is in progress.
 - New tables, computers, monitors were purchased with a grant from the ALA & Association for Small & Rural libraries.
 - 3 old ones are still in use.
 - The library is working with new IT providers, contracting with Genuine IT, a company who provides 24/7 IT support for the City of North Plains.
 - The city received a grant that covers the 1st year of IT support.
 - Robin helped the city manager write the grant.
 - Set up is taking longer than hoped because the new company needs to work with Washington county as well as the city, since library is on the county network, not just the city network.
 - The library’s radiant heating system is no longer working.

- The heat pump has stopped working and needs to be replaced, but the system is obsolete, and parts cannot be ordered.
 - The cost to repair the existing system will be around \$10,000 but since the system is obsolete the library is looking into upgrading to a type of heating.
 - 3 HVAC companies are coming to give quotes on adding heating for the library.
 - Duct work is in place and air-conditioning has previously been installed.
 - The library was awarded \$5K grant from Oregon Humanities Organization
 - The program will be like the “Letters from Home” series from last summer and will be taking place at Jessie Mays.
 - Will include participative elements (music, food, etc).
- **Library Board Report (Robin)**
 - No January meeting was held.
 - Robin will ask the library board liaison to attend the Friends meetings.
- **Committee Reports:**
 - **Finance (Susan Brown)**
 - Financial Statements
 - After paying out full amount for materials for the year, we have a net Revenue \$3400 YTD.
 - Can we help pay for the library’s heater replacement?
 - Robin will provide quotes to the Friends once they have been received.
 - The board will review at a future meeting.
 - Self-Storage Unit we need an insurance policy.
 - This is a free unit donated by North Plains RV and Storage and is being actively used.
 - The liability policy for the library building had a rider that covered the storage unit.
 - Since the library is not owned by the Friends any longer, the existing policy for the library will not cover the storage unit.
 - If we go through a private insurance carrier, the price would be \$1400 per year.
 - North Plains RV and Storage can provide a policy for \$3.50 per month.
 - Since this was not previously included in the approved budget, the board will need to approve the additional cost for the insurance.
 - Susan made a motion to pay \$50, up to \$60, per year to get an insurance policy through North Plains RV and Storage to cover the storage unit.
 - David seconded the motion.
 - Motion passed.
 - The Friends will purchase a policy through North Plains RV and Storage for the storage unit.
 - **Book Sales: (Tracy Finsterbusch)**
 - Online book sales.
 - January sales were down, but this could be partly due to bad weather in January.

- Total of 49 sales in January.
 - This month, sales are picking up again.
 - More of the recent listings are selling and volunteers are working on purging older books.
 - Donation shelves are full, so we need to get working on listing
 - Susan is meeting some new volunteers this week.
- Accuracy in listing and shipping
 - Need to continue being accurate in listing and shipping.
 - A few instances recently of incorrect items being shipped.
- Book donations
 - Susan picked up 755+ books last week from one donor who has an estimate 4000 total to donate.
 - Can only pick up as many books as will fit in the yellow house at one time.
 - Need volunteers to help pick up books, this Thursday (2/15) after 12:30 or anytime Friday (2/16)
 - Books are boxed and read to move.
 - Could potentially look at storing some in the storage unit, but would mean moving them twice. Once from the donor's house and once from the storage unit.
- Book Cart
 - Sales are going really well.
 - Budget was \$700 for the year, YTD sales are \$900
 - The first baskets went on sale and 2 of the 3 have sold.
 - Looking for donations for upcoming baskets.
 - Upcoming themes:
 - Spring gardening.
 - Bird feeding
 - Tracy and Heidi are making alcohol ink coasters, these can be used in baskets or sold on the cart.
- **Garlic Festival Book Sale** (Sheila Nelson)
 - Need a designated committee.
 - Last year's committee was 6 people, which was a good size.
 - The group began meeting in March, would like to aim for that again this year.
 - The layout is done.
 - Tracy documented last year's lay out, so we know where all the books will be place.
 - Need a message crafted for communication about garlic festival planning committee.
 - Will work communication at the marketing & communications meeting next week (02/21)
- **Technology** (Carmen Daskalos)

- New website pages added for the new corporate giving programs the Friends are enrolled with:
 - Give with Bing
 - Giving program through Microsoft.
 - Once enrolled, the Friends will receive a donation for web searches done using Microsoft Bing.
 - Walmart Sparkgood
 - Two giving options:
 - Round up: when checking out enrolled members can round up to the nearest dollar and donate to the Friends.
 - Registry: can create a registry for items needed. People can purchase the items through Walmart for the Friends.
- WooCommerce
 - Carmen has been researching options to replace the current online membership form.
 - Current process is two steps:
 - Complete the online form.
 - Go to PayPal and make a payment to the Friends for the amount of the membership.
 - Woocommerce is a free, open source plug in designed to run on Wordpress and would allow the Friends to create an online store.
 - Memberships can be listed as virtual products.
 - Woocommerce can integrate with PayPal, Square and Quickbooks.
 - The plug in is free, but there are additional upgrades that can be purchased in the future which would allow the Friends to set up recurring subscriptions.
 - Woocommerce's recommended hosting company is BlueHost, which is what the Friends use.
 - The Friends currently have the most basic Wordpress hosting plan so this may need to be upgraded.
 - Carmen is still researching pricing, but it may be as much as \$15.99/month.
 - The current plan is \$11.99/month.
 - The increase in monthly hosting cost will not exceed the technology budget for the year.
- **Computer update** (David Hatcher)
 - The Friends received 5 microcomputers donated from the library.
 - David rejected 1 because it comes up with an error message that can't be resolved.
 - The remaining 4 have been wiped and reloaded with windows 10
 - Can't be updated to Windows 11 due to age of the hardware.
 - David is getting the scan gun working. Once everything set up and working will finish getting the remaining stations set up.
 - David's company will be providing adapters for the monitors.

- **Membership** (Susan Brown)
 - Susan will be meeting some new volunteers at the Yellow House this week.
- **Marketing and Communication** (Carmen Daskalos)
 - The team is continuing to work on new logos and color palettes.
 - It has been narrowed down to 3 logo designs and 7 or 8 color palettes.
 - Next meeting is Wednesday, February 21st.
 - Goal is to have new logo and color palettes to share with board for approval at the March meeting and have the unveiling at the April membership meeting.
- **Adjourn** –
 - Meeting adjourned 8:18

Confirmed meeting dates – all are the 2nd Monday of each month at 7:00 pm at the Library and Zoom

- February 12, 2024 - Monthly Board Meeting
- March 11, 2024 - Monthly Board Meeting
- Monday, April 8, 2024 - Quarterly Friends Meeting
- May 13, 2024 - Monthly Board Meeting
- Monday, June 10, 2024 - ANNUAL MEMBERSHIP MEETING/BOARD ELECTION

Friends of the North Plains Public Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Book Sales				
4020 EGF Sales	6,851.84	5,500.00	1,351.84	124.58 %
4030 Online Book Sales	4,631.25	7,500.00	-2,868.75	61.75 %
4040 Book Cart Sales	1,002.58	700.00	302.58	143.23 %
4045 Garage Sale		400.00	-400.00	
Total 4000 Book Sales	12,485.67	14,100.00	-1,614.33	88.55 %
4049 Basket Sales	-11.33		-11.33	
4050 Interest Earned	890.79	1,000.00	-109.21	89.08 %
4100 Contributed income				
4109 Membership Dues	2,287.00	1,500.00	787.00	152.47 %
4110 Donations from Companies	1,600.00		1,600.00	
4120 Donations from Individuals	1,529.82	4,000.00	-2,470.18	38.25 %
4125 Fred Meyer Rewards	272.63	400.00	-127.37	68.16 %
Total 4100 Contributed income	5,689.45	5,900.00	-210.55	96.43 %
Total Revenue	\$19,054.58	\$21,000.00	\$ -1,945.42	90.74 %
GROSS PROFIT	\$19,054.58	\$21,000.00	\$ -1,945.42	90.74 %
Expenditures				
5000 Library Support				
5001 Materials	9,000.00	9,000.00	0.00	100.00 %
5002 Summer Reading		2,000.00	-2,000.00	
5003 Volunteer Program	351.09	500.00	-148.91	70.22 %
5004 Special Program		1,500.00	-1,500.00	
Total 5000 Library Support	9,351.09	13,000.00	-3,648.91	71.93 %
5009 Advertising & marketing	67.00	450.00	-383.00	14.89 %
5200 Insurance				
5210 Directors & officers insurance	1,221.00	1,081.00	140.00	112.95 %
Total 5200 Insurance	1,221.00	1,081.00	140.00	112.95 %
5250 Meetings	69.96	300.00	-230.04	23.32 %
5300 Office expenses				
5301 Online Book Sale Supplies	334.08	800.00	-465.92	41.76 %
5305 Elephant Garlic Festival Supplies	23.25	150.00	-126.75	15.50 %
5310 Bank fees & service charges	0.38	35.00	-34.62	1.09 %
5325 Merchant account fees	53.38	650.00	-596.62	8.21 %
5330 Office supplies	144.41	50.00	94.41	288.82 %
5340 Shipping & postage	8.59	200.00	-191.41	4.30 %
5355 Technology	757.02	1,000.00	-242.98	75.70 %
Total 5300 Office expenses	1,321.11	2,885.00	-1,563.89	45.79 %
5410 Repairs & maintenance	6.97		6.97	
5650 Tax - State and Federal	20.00	20.00	0.00	100.00 %
5651 State Corporate Filing Fees		50.00	-50.00	
Total Expenditures	\$12,057.13	\$17,786.00	\$ -5,728.87	67.79 %

Friends of the North Plains Public Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$6,997.45	\$3,214.00	\$3,783.45	217.72 %
NET REVENUE	\$6,997.45	\$3,214.00	\$3,783.45	217.72 %

Friends of the North Plains Public Library

Statement of Activity by Class

July 2023 - February 2024

	01 LIBRARY SUPPORT	02 COMMUNITY OUTREACH	98 ADMINISTRATION	99 FUNDRAISING	TOTAL
Revenue					
4000 Book Sales					\$0.00
4020 EGF Sales				6,851.84	\$6,851.84
4030 Online Book Sales				4,200.65	\$4,200.65
4040 Book Cart Sales				970.58	\$970.58
Total 4000 Book Sales				12,023.07	\$12,023.07
4049 Basket Sales				-11.33	\$ -11.33
4050 Interest Earned				839.40	\$839.40
4100 Contributed income					\$0.00
4109 Membership Dues				1,287.00	\$1,287.00
4110 Donations from Companies				1,600.00	\$1,600.00
4120 Donations from Individuals				1,529.82	\$1,529.82
4125 Fred Meyer Rewards				272.63	\$272.63
Total 4100 Contributed income				4,689.45	\$4,689.45
Total Revenue	\$0.00	\$0.00	\$0.00	\$17,540.59	\$17,540.59
GROSS PROFIT	\$0.00	\$0.00	\$0.00	\$17,540.59	\$17,540.59
Expenditures					
5000 Library Support					\$0.00
5001 Materials	9,000.00				\$9,000.00
5003 Volunteer Program	351.09				\$351.09
Total 5000 Library Support	9,351.09				\$9,351.09
5009 Advertising & marketing				67.00	\$67.00
5200 Insurance					\$0.00
5210 Directors & officers insurance			1,221.00		\$1,221.00
Total 5200 Insurance			1,221.00		\$1,221.00
5250 Meetings		69.96			\$69.96
5300 Office expenses					\$0.00
5301 Online Book Sale Supplies				334.08	\$334.08
5305 Elephant Garlic Festival Supplies				23.25	\$23.25
5310 Bank fees & service charges				0.38	\$0.38
5325 Merchant account fees				53.38	\$53.38
5330 Office supplies		24.99	93.93	25.49	\$144.41
5340 Shipping & postage				8.59	\$8.59
5355 Technology			757.02		\$757.02
Total 5300 Office expenses		24.99	850.95	445.17	\$1,321.11
5410 Repairs & maintenance			6.97		\$6.97
5650 Tax - State and Federal			20.00		\$20.00
Total Expenditures	\$9,351.09	\$94.95	\$2,098.92	\$512.17	\$12,057.13
NET OPERATING REVENUE	\$ -9,351.09	\$ -94.95	\$ -2,098.92	\$17,028.42	\$5,483.46
NET REVENUE	\$ -9,351.09	\$ -94.95	\$ -2,098.92	\$17,028.42	\$5,483.46

Friends of the North Plains Public Library

Statement of Financial Position

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking 7127 - 1	5,104.53
1020 Checking 7119 - 1	2,519.79
1030 Vanguard Money Market	22,888.49
1049 Petty Cash	0.00
1060 PayPal Cash	0.00
Total Bank Accounts	\$30,512.81
Other Current Assets	
1100 Treasury Note	9,948.61
1210 Undeposited Funds	0.00
Total Other Current Assets	\$9,948.61
Total Current Assets	\$40,461.42
TOTAL ASSETS	\$40,461.42
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000 Opening balance equity	34,977.96
3010 Retained Earnings	0.00
Net Revenue	5,483.46
Total Equity	\$40,461.42
TOTAL LIABILITIES AND EQUITY	\$40,461.42

Friends of the North Plains Public Library

Statement of Financial Position

As of March 10, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking 7127 - 1	6,567.13
1020 Checking 7119 - 1	2,519.79
1030 Vanguard Money Market	32,888.49
1049 Petty Cash	0.00
1060 PayPal Cash	0.00
Total Bank Accounts	\$41,975.41
Other Current Assets	
1100 Treasury Note	0.00
1210 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$41,975.41
TOTAL ASSETS	\$41,975.41
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000 Opening balance equity	34,977.96
3010 Retained Earnings	0.00
Net Revenue	6,997.45
Total Equity	\$41,975.41
TOTAL LIABILITIES AND EQUITY	\$41,975.41

Fiscal Year '23 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 '23	\$744.22	60	\$539.23	48	\$204.99	12
Aug '23	\$562.10	63	\$456.03	54	\$106.07	9
Sep '23	\$684.70	64	\$635.11	58	\$49.59	6
Oct '23	-\$62.05		-\$103.66		\$41.61	
Nov '23	\$723.31	48	\$618.03	45	\$105.28	3
Dec '23	\$473.88	51	\$433.60	47	\$40.28	4
Jan '24	\$380.59	49	\$330.43	42	\$50.16	7
Feb '24	\$550.13	56	\$236.51	32	\$313.62	24
Mar '23						
Apr '24						
May '24						
Jun '24						
Total	\$4,056.88	391	\$3,145.28	326	\$911.60	65

