



# Friends of the North Plains Public Library (FNPPPL)

## Friends Regular Board Meeting Agenda

North Plains Library **May 13, 2024 @ 7:00 pm**

Or via [Zoom](#)

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- **Call to Order** – Susan Brown
  - Meeting called to order by Susan Brown, President, at 7:00 PM
- **Roll Call** – Carmen Daskalos
  - In-person: Maryann Spady, Carol Aldrich, David Hatcher, Doug Trobough
  - On Zoom: Timothy Schallich (library board), Jeanne Baldwin, Craig Baldwin
- **Approve Consent Agenda** – Group
  - Agenda
  - Minutes
    - February 12, 2024
  - Minutes from February 12<sup>th</sup> not available to review at meeting, will table approving minutes until next meeting.
  - David made a motion to approve the agenda as written.
  - Maryann seconded the motion.
  - Motion passed, agenda approved.
- **Library Director Report** – Carol Aldrich
  - Gearing up for the launch of summer reading
    - June 8th is the official kick off
    - 1:00 PM at Jessie Mays
    - Theme is read, renew, repeat
  - Immigrant stories is continuing
    - Next installment is May 23rd at Jessie Mays
    - Will include Persian food and stories.
  - Budget request for 24-25 Fiscal year
    - Total requested initially was \$14,300.
    - Susan requested to add an additional \$1000 contingency fund and \$1000 extra for summer reading
    - Requested budget will be reviewed by the budget committee for final approval.
  - 3 new volunteers onboarded
    - The library is using a new scheduling program
- **Library Board Report** – Tim Schallich
  - Thank you for the support of the Friends!
    - This group has been very important to success of the library.
  - County updates:
    - 2025/2026 the extra tax for library support is going to the voters again for WCCLS
    - County is doing a study making sure the libraries throughout the county are meeting the needs of the population.
    - Requesting group to meet with the library board to share wants/needs of the community.
    - Request from Tim: can a representative from the Friends attend meeting with the group doing the review (or provide ideas to share).
      - Board agreed, a representative from the Friends will attend the meeting with the county.
- **Committee Reports**
  - **Finance** – Susan Brown
    - See Financial Statements
    - The Friends received an \$1900 donation from Intel for volunteer hours.
    - Statements do not include Garage Sale money
    - Sale took place in May, statement is through April.
    - Net Revenue YTD is \$8,600, budgeted was \$3,500
  - **Budget committee**
    - The budget committee needs to meet to review the budget for next fiscal year.
    - Doug, Susan and David will serve on the committee.
    - Susan will check with Tracy and Sheila to see if either is interested.
    - Budget will be ready for voting by June meeting.
  - **Book Sales** – Susan Brown
    - YTD net profit of \$5,438 from eBay & Amazon
      - net profit of \$9.38/sale
    - Garage Sale
      - The sale was a success!
      - Moved at the last minute to the Yellow House as it couldn't be held outside due to the rain.
      - \$525 in sales - 18% increase over prior year.
  - **Garlic Festival Book Sale** – Steering Committee Members
    - The success of the garage sale prompted a discussion about having the GF book sale at the yellow house.
      - Would save on volunteer hours as books would not be need to hauled to and from Jessie Mays.
    - The board agreed overall it would be best to continue at Jessie Mays Center for now but look additional opportunities to streamline the event.

- The Garlic Festival draws a lot of people, if the sale is at the yellow house only it may take just as many or more hours to recruit volunteers, manage and advertise.
    - Not all of the yellow house is ADA accessible.
    - Being at the Garlic Festival gives people a sense of community.
    - The yellow house may be far enough away that people will not want to walk there from the festival.
    - 30-35% of overall revenue comes from GF, losing sales could have a big impact on income.
    - Volunteerism is about bringing a community together to do a thing, in this case it's put on the book sale.
  - The company that took the leftover books last year, Discover Books, is out of business.
    - Susan spoke with the president of the Hillsboro friends and after the Brookwood sale they rented dumpster & recycle bin. Clean up was very quick this year.
    - The Garlic Festival committee is still exploring options for getting rid of books that don't sell after the Garlic Festival.
  - Is there opportunity for monthly book sales at the yellow house?
    - This is still in talks. There are potential complications & opportunities.
    - We do want to explore how to do pop-up sales.
    - Sales more often would grow our sales.
    - The garage could potentially be used for sales, and the inside for storage.
- **Technology** - Carmen Daskalos
  - No new updates
- Membership – Susan Brown
  - No new updates
- Marketing and Communication - Carmen Daskalos
  - New URL
    - The Friends are no longer the library and our URL should reflect that.
    - With looking at opening an online store, now is a good time to get a new URL set up.
    - Online store for selling memberships will be set up under new the new URL without disrupting our current site.
    - Will this impact other things? Amazon, etc?
      - It should not have any impact on Amazon or eBay, but we will need to set up a redirect to ensure the new URL gets routed to our existing site until the new one is live.
      - Will also need to update the links to our website on existing sites, like Amazon.
    - Proposed new URL: friendsnplibrary.org
      - David made a motion to register the URL friendsnplibrary.org
      - Maryann seconded the motion.
      - Motion passed, Carmen will register the new URL for the Friends.
  - Ecommerce
    - Carmen has been researching options for improving the membership application process on the website.
    - The three options researched so far are:
      - Wordpress & BlueHost (current)
      - Shopfiy
      - Squarespace
    - Any of the 3 will result in higher yearly costs.
      - Current costs are about \$150.
      - New costs will be about \$300.
    - Carmen will have a demo of the preferred choice ready for next board meeting.
  - Logo
    - Committee decided on final logo.
    - Karen at Twist Creative is working on updating the logo.
    - Logo should be ready to present at the member meeting in June.
- Board Elections next month (June)
  - Positions:
    - President
    - VP
    - Secretary
    - Treasurer
    - Members at Large
  - Carmen will head up the nominating committee.
  - Maryann will hang a post at the lending library encouraging people to attend the meeting in June.
- **Adjourn**
  - Meeting adjourned at 8:24 PM
- **Confirmed meeting dates** – all are the 2<sup>nd</sup> Monday of each month at 7:00 pm at the Library and Zoom
  - Monday, June 10, 2024 ANNUAL MEMBERSHIP MEETING/BOARD ELECTION

# Friends of the North Plains Public Library

## Statement of Financial Position FYTD

As of April 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Checking 7127 - 1	4,455.12
1020 Checking 7119 - 1	2,519.90
1030 Vanguard Money Market	36,680.77
1049 Petty Cash	0.00
1060 PayPal Cash	0.00
<b>Total Bank Accounts</b>	<b>\$43,655.79</b>
Other Current Assets	
1100 Treasury Note	0.00
1210 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$43,655.79</b>
<b>TOTAL ASSETS</b>	<b>\$43,655.79</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
3000 Opening balance equity	34,977.96
3010 Retained Earnings	0.00
Net Revenue	8,677.83
<b>Total Equity</b>	<b>\$43,655.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$43,655.79</b>

# Friends of the North Plains Public Library

## Statement of Activity FYTD

July 2023 - April 2024

	TOTAL
Revenue	
4000 Book Sales	
4020 EGF Sales	6,851.84
4030 Online Book Sales	5,670.49
4040 Book Cart Sales	1,178.58
<b>Total 4000 Book Sales</b>	<b>13,700.91</b>
4049 Basket Sales	28.67
4050 Interest Earned	1,183.18
4100 Contributed income	
4109 Membership Dues	2,312.00
4110 Donations from Companies	3,488.30
4120 Donations from Individuals	1,718.16
4125 Fred Meyer Rewards	272.63
<b>Total 4100 Contributed income</b>	<b>7,791.09</b>
<b>Total Revenue</b>	<b>\$22,703.85</b>
<b>GROSS PROFIT</b>	<b>\$22,703.85</b>
Expenditures	
5000 Library Support	
5001 Materials	10,500.00
5003 Volunteer Program	318.21
<b>Total 5000 Library Support</b>	<b>10,818.21</b>
5009 Advertising & marketing	121.49
5200 Insurance	
5210 Directors & officers insurance	1,221.00
<b>Total 5200 Insurance</b>	<b>1,221.00</b>
5250 Meetings	220.43
5300 Office expenses	
5301 Online Book Sale Supplies	334.08
5305 Elephant Garlic Festival Supplies	23.25
5310 Bank fees & service charges	1.37
5325 Merchant account fees	53.54
5330 Office supplies	144.41
5340 Shipping & postage	202.20
5355 Technology	757.02
<b>Total 5300 Office expenses</b>	<b>1,515.87</b>
5410 Repairs & maintenance	6.97
5500 Shipping	102.05
5650 Tax - State and Federal	20.00
<b>Total Expenditures</b>	<b>\$14,026.02</b>
<b>NET OPERATING REVENUE</b>	<b>\$8,677.83</b>
<b>NET REVENUE</b>	<b>\$8,677.83</b>

# Friends of the North Plains Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Book Sales				
4020 EGF Sales	6,851.84	5,500.00	1,351.84	124.58 %
4030 Online Book Sales	5,670.49	6,250.00	-579.51	90.73 %
4040 Book Cart Sales	1,178.58	583.30	595.28	202.05 %
4045 Garage Sale		333.30	-333.30	
<b>Total 4000 Book Sales</b>	<b>13,700.91</b>	<b>12,666.60</b>	<b>1,034.31</b>	<b>108.17 %</b>
4049 Basket Sales	28.67		28.67	
4050 Interest Earned	1,183.18	833.30	349.88	141.99 %
<b>4100 Contributed income</b>				
4109 Membership Dues	2,312.00	1,250.00	1,062.00	184.96 %
4110 Donations from Companies	3,488.30		3,488.30	
4120 Donations from Individuals	1,718.16	3,333.30	-1,615.14	51.55 %
4125 Fred Meyer Rewards	272.63	333.30	-60.67	81.80 %
<b>Total 4100 Contributed income</b>	<b>7,791.09</b>	<b>4,916.60</b>	<b>2,874.49</b>	<b>158.47 %</b>
<b>Total Revenue</b>	<b>\$22,703.85</b>	<b>\$18,416.50</b>	<b>\$4,287.35</b>	<b>123.28 %</b>
<b>GROSS PROFIT</b>	<b>\$22,703.85</b>	<b>\$18,416.50</b>	<b>\$4,287.35</b>	<b>123.28 %</b>
<b>Expenditures</b>				
<b>5000 Library Support</b>				
5001 Materials	10,500.00	7,500.00	3,000.00	140.00 %
5002 Summer Reading		1,666.70	-1,666.70	
5003 Volunteer Program	318.21	416.70	-98.49	76.36 %
5004 Special Program		1,250.00	-1,250.00	
<b>Total 5000 Library Support</b>	<b>10,818.21</b>	<b>10,833.40</b>	<b>-15.19</b>	<b>99.86 %</b>
5009 Advertising & marketing	121.49	375.00	-253.51	32.40 %
<b>5200 Insurance</b>				
5210 Directors & officers insurance	1,221.00	900.80	320.20	135.55 %
<b>Total 5200 Insurance</b>	<b>1,221.00</b>	<b>900.80</b>	<b>320.20</b>	<b>135.55 %</b>
5250 Meetings	220.43	250.00	-29.57	88.17 %
<b>5300 Office expenses</b>				
5301 Online Book Sale Supplies	334.08	666.70	-332.62	50.11 %
5305 Elephant Garlic Festival Supplies	23.25	125.00	-101.75	18.60 %
5310 Bank fees & service charges	1.37	29.20	-27.83	4.69 %
5325 Merchant account fees	53.54	541.70	-488.16	9.88 %
5330 Office supplies	144.41	41.70	102.71	346.31 %
5340 Shipping & postage	202.20	166.70	35.50	121.30 %
5355 Technology	757.02	833.30	-76.28	90.85 %
<b>Total 5300 Office expenses</b>	<b>1,515.87</b>	<b>2,404.30</b>	<b>-888.43</b>	<b>63.05 %</b>
5410 Repairs & maintenance	6.97		6.97	
5500 Shipping	102.05		102.05	
5650 Tax - State and Federal	20.00	16.70	3.30	119.76 %
5651 State Corporate Filing Fees		41.70	-41.70	

# Friends of the North Plains Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Expenditures</b>	<b>\$14,026.02</b>	<b>\$14,821.90</b>	<b>\$ -795.88</b>	<b>94.63 %</b>
NET OPERATING REVENUE	<b>\$8,677.83</b>	<b>\$3,594.60</b>	<b>\$5,083.23</b>	<b>241.41 %</b>
NET REVENUE	<b>\$8,677.83</b>	<b>\$3,594.60</b>	<b>\$5,083.23</b>	<b>241.41 %</b>

# Friends of the North Plains Public Library

## Statement of Activity by Class

July 2023 - April 2024

	01 LIBRARY SUPPORT	02 COMMUNITY OUTREACH	98 ADMINISTRATION	99 FUNDRAISING	TOTAL
<b>Revenue</b>					
4000 Book Sales					\$0.00
4020 EGF Sales				6,851.84	\$6,851.84
4030 Online Book Sales				5,670.49	\$5,670.49
4040 Book Cart Sales				1,178.58	\$1,178.58
<b>Total 4000 Book Sales</b>				<b>13,700.91</b>	<b>\$13,700.91</b>
4049 Basket Sales				28.67	\$28.67
4050 Interest Earned				1,183.18	\$1,183.18
4100 Contributed income					\$0.00
4109 Membership Dues				2,312.00	\$2,312.00
4110 Donations from Companies				3,488.30	\$3,488.30
4120 Donations from Individuals				1,718.16	\$1,718.16
4125 Fred Meyer Rewards				272.63	\$272.63
<b>Total 4100 Contributed income</b>				<b>7,791.09</b>	<b>\$7,791.09</b>
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,703.85</b>	<b>\$22,703.85</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,703.85</b>	<b>\$22,703.85</b>
<b>Expenditures</b>					
5000 Library Support					\$0.00
5001 Materials	10,500.00				\$10,500.00
5003 Volunteer Program	318.21				\$318.21
<b>Total 5000 Library Support</b>	<b>10,818.21</b>				<b>\$10,818.21</b>
5009 Advertising & marketing				121.49	\$121.49
5200 Insurance					\$0.00
5210 Directors & officers insurance			1,221.00		\$1,221.00
<b>Total 5200 Insurance</b>			<b>1,221.00</b>		<b>\$1,221.00</b>
5250 Meetings	150.47	69.96			\$220.43
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			0.00	1.37	\$1.37
5325 Merchant account fees			0.00	53.54	\$53.54
5330 Office supplies		24.99	93.93	25.49	\$144.41
5340 Shipping & postage			170.00	32.20	\$202.20
5355 Technology			757.02		\$757.02
<b>Total 5300 Office expenses</b>		<b>24.99</b>	<b>1,020.95</b>	<b>469.93</b>	<b>\$1,515.87</b>
5410 Repairs & maintenance			6.97		\$6.97
5500 Shipping				102.05	\$102.05
5650 Tax - State and Federal			20.00		\$20.00
<b>Total Expenditures</b>	<b>\$10,968.68</b>	<b>\$94.95</b>	<b>\$2,268.92</b>	<b>\$693.47</b>	<b>\$14,026.02</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -10,968.68</b>	<b>\$ -94.95</b>	<b>\$ -2,268.92</b>	<b>\$22,010.38</b>	<b>\$8,677.83</b>
<b>NET REVENUE</b>	<b>\$ -10,968.68</b>	<b>\$ -94.95</b>	<b>\$ -2,268.92</b>	<b>\$22,010.38</b>	<b>\$8,677.83</b>