

FRIENDS OF THREE CREEKS COMMUNITY LIBRARY

Meeting Minutes September 28, 2023

Members present: Tanya Cecka, Leslie Clute and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

Minutes: Tanya postponed the vote on accepting the June meeting minutes to next meeting.

Treasurer's Report:

- There is about \$1300 of summer expenses still pending. The storage unit company now wants insurance of \$12/month as of 9/1/23. We are asking the FVRL Foundation to cover that charge.
- As of 9/26/23 the bank account balance was \$33,086.43. The mutual fund balance was \$31,400.24 as of 9/26/23.

Branch Report:

- Elizabeth has put in a budget request to the District, and hasn't heard back.
- All of the pieces of the train table came. It is now up and running.
- The library now has an electric fireplace by the Fiction section. They will turn it on when the weather gets colder.
- Summer Reading participation increased by 26% across the District. Three Creeks had a larger increase, with the highest participation in the District.
- Outreach at the Parks was presented every week during the summer, with morning and afternoon performers. There were about 100 attendees at each event. The Reptile Guy at Hazel Dell School drew 416.
- In October there will be an event for learning to fight spam e-mail.
- The library is partnering with the Willamette Writers Group for a monthly program (hybrid on-line / in-person). Last week 35 people attended.
- A needle felt program is coming.
- The Kids Book Group is starting in October (hybrid on-line / in-person program). Books have been ordered.
- The branch is now fully staffed as of August 16.

Business

Book Sales:

- The Pop-up sales are still in progress. Karen K and Sherry have agreed to pre-screen Bargain books prior to the Pop-up sales, which should reduce the number of books in the sales and generate additional funds.
- The 4/\$1 Clearance Sale to reduce remainders began September 28 and ends October 4.
- Booktique will be held Saturday, November 4, 10 am – 4 pm. Since a Kids group is meeting on November 2, 4 – 5 pm, the load-in for the sale will be after 5 pm that day. Set-up will be on Friday, November 3, after 9 am.
The Webmaster will check with Marj for an up-to-date email list for Publicity.

BookStore:

- The BookStore is averaging about \$200 a week. Sales were \$254 one week.

Thriftbooks:

- We sent 10 boxes (331 lbs.) of pre-screened books to Thriftbooks, including: Pop-up remainders, foreign language, Time-Life set, and “Vintage” (no ISBN number). They accepted 125 books, which are now up for sale.

Little Free Library:

- The LFL has unfortunately been wiped out twice in the past week. The decision was made not to restock it for the next 2 – 3 weeks. A sign was put up on the door.

Webmaster:

- The Webmaster is working on a master e-mail list to use for Publicity for book sales.

New Business:

- Meeting dates for next year will be in January, April, June and September.
- We need more boxes (Avon size), preferably with handles.
- Gardner School (near WSU) is having a book swap the weekend of the Authors & Illustrators Dinner. We will get the leftover books.
- We plan to have crafts (cards) and plants for Booktique.

Foundation Reminder:

- The A&I Dinner is scheduled for October 17 with featured speaker David Balducci. Tickets are on sale through the 10th. There are openings at both tables with Three Creeks Friends. We will have five Silent Auction baskets: Australia, Birds, Entertaining, Tots, Alaska.

Next Meeting: Thursday, January 25, 2024, 6 – 7 pm

Next Book Sale: Pop-up Sale in January 2024?

Minutes by: Leslie Chartrand

FRIENDS OF THREE CREEKS COMMUNITY LIBRARY

Meeting Minutes

June 22, 2023

Members present: Tanya Cecka, Dennis Johnson, Karen Johnson, Judy Pruitt, Leslie Clute, Mary Stender and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

Dennis (and Karen) showed the group a book, which won a contest for selection to be published: *Into the Fire* (by Natalie Moss, their granddaughter). It is available on Amazon and soon to be added to the library's collection.

Minutes: Karen moved to accept the April meeting minutes as distributed; all voted in favor.

Treasurer's Report:

- Leslie Cl prepared an estimated 2023-2024 budget and reviewed it with the group. The BookStore has been doing well due to increased traffic in the branch for tax preparation help and the art exhibit. The book sales have also been doing well. She is increasing the estimated BookStore income and Children's programming funding, and she will send out the final budget spreadsheet at the end of June. The group voted to accept the estimated budget.
- As of 6/22/23 the bank account balance was \$31,677.64. The mutual fund balance was \$32,226.82 as of 6/22/23.

Branch Report:

- Over 300 people came to the Summer Reading kick-off on June 15. The program gives a free book for every sign-up. There will be prize stickers for each reader's progress and a Grand Prize drawing at the end.
- The first live performers since the pandemic will be appearing at the branch this week. Performance programs will be on Tuesdays – no reservations, limited tickets at the door. Programs will not be held outdoors if the temperature is over 95 degrees F.
- The branch is ramping up its program schedule. Dia de los Niños was a big success.
- The Three Creeks Open House on May 20 had about 45 attendees. Tanya and Dennis ran the Friends table. The bilingual comedy/magic show was a big success. There was also a discussion group about a book on immigration.
- The Thursday Outreach at the Parks will present The Reptile Guy on July 6 at Hazel Dell School.
- The library will present "Cinematic Guitar Poetry" on Monday, July 10, 5:30 – 6:30 pm.
- Amelia Shelley is retiring from the Board (Executive Director) at the end of July. A national recruitment for her replacement is under way. The Board will hold a special session on Monday at the branch for hiring an Interim Director. They are also recruiting for a Deputy Director.
- Circulation at the branch is up to 75% of pre-COVID levels. Foot traffic is gradually increasing.
- For the Three Creeks branch "Refresh" in 2024, the library will get an evaluation for better ADA access.
- Purchases funded by the Friends this past year include a battery-powered bubble machine for festive events.
- The branch is ordering two new Activity Tables with storage bins for the children's area to replace the old, worn table.

Foundation Report:

- There is no estimated time yet for the FVRL Foundation's move to their new location near the Operations Center.
- The A&I Dinner is scheduled for October 17 with featured speaker David Balducci. There has been no further update regarding Silent Auction baskets.
- Dennis was able to get a lot of nice boxes from the Foundation.

Business**Book Bin / Donations:**

- The Bin has been modified to accept small donations through the slot in the Bin. The Bin is filled and emptied weekly.
- Website / Porch Pick-up donations are averaging 1 – 2 per week.

BookStore:

- The BookStore is averaging about \$170 a week.

Book Sales:

- Booktique (Holiday) Sale was successful – with limited PR and short hours.
- The Pop-up quarterly sales have been successful, and have increased the income and recognition for the BookStore.

Hospitality:

- For the Staff Appreciation Day in April, we gave \$25 Fred Meyer gift cards to the 14 employees.

Little Free Library:

- We received donations from Buy Nothing. The LFL is being actively used and maintained.

Membership:

- The program is on hold. It needs reconfiguration with on-line payments and a new Coordinator.

Publicity:

- The position is currently open.

Webmaster:

- The Webmaster is working on a master e-mail list to use for Publicity.

FO3CL Board and Coordinators:

- We voted in a new slate of Officers and Coordinators. The new term starts on July 1. The Publicity Coordinator position is open.

OFFICERS

| | |
|----------------|------------------|
| President | Tanya Cecka |
| Vice-President | Mary Stender |
| Treasurer | Leslie Clute |
| Secretary | Leslie Chartrand |

COORDINATORS

| | |
|---------------------|--------------------------|
| Book Sale | Open |
| BookStore Dep | Elaine Gilbert |
| Hospitality | Judy Pruitt |
| Little Free Library | Sheila McGee/Judy Pruitt |

Loading crew Dennis Johnson
 Membership Open
 Publicity Open
 Vol hours/FB Lee Michael
 Webmaster Jim Clute

Next Meeting: Thursday, October 26, 6 – 7 pm

Next Book Sale: Booktique Sale on Saturday, November 4, 10 am – 4 pm

Minutes by: Leslie Chartrand

| Friends of Three Creeks Community Library | | | | | | | |
|--|--------------------|--------------------|---|---|--------------------|--|--|
| | <u>May</u> | <u>JUNE</u> | <u>Total 2022- 2023</u> <u>Income and</u> <u>Expenses</u> | <u>Budget</u> <u>Proposal 2022-</u> <u>2023</u> | Over/under | <u>Budget</u> <u>Proposal</u> <u>2023-2024</u> | |
| Ending balance for April 2023 | \$30,939.78 | \$31,677.64 | | | | | |
| Income | | | | | | | |
| Book Sales | \$0.00 | \$0.00 | \$1,233.88 | \$ 2,000 | | \$ 2,000 | |
| Memberships | | | \$0.00 | | | | |
| Bookstore | \$873.06 | \$915.86 | \$9,842.96 | \$ 8,000 | | \$ 10,000 | |
| Donations/baskets | \$0.00 | | \$1,119.00 | \$ 500 | | \$ 500 | |
| Bank Interest | \$0.80 | \$0.79 | \$7.73 | | | | |
| Income Total | 873.86 | 916.65 | \$12,203.57 | \$ 10,500 | \$1,703.57 | \$ 12,500 | |
| Library Expenditures | | | | | | | |
| Children/Youth Programs | 136.00 | 956.04 | \$2,136.90 | \$ 4,000 | | \$ 4,500 | |
| Adult Programs | | 324.00 | \$1,368.86 | \$ 2,000 | | \$ 2,000 | |
| Books, Library Resources | | | \$0.00 | \$ 2,000 | | \$ 2,000 | |
| Library Enhancements | 0 | 23.94 | \$1,006.60 | \$ 1,000 | | \$ 1,000 | |
| Library Expenditure Total | 136.00 | 1,303.98 | \$4,512.36 | \$ 9,000 | -\$4,487.64 | \$ 9,500 | |
| Other Expenditures | | | | | | | |
| Friends Operation Expenses | 0.00 | 87.45 | \$216.69 | \$ 200 | | \$ 200 | |
| Book Storage | 0.00 | | \$1,923.90 | \$ 2,200 | | \$ 2,200 | |
| Fundraising | | | \$0.00 | | | | |
| Hospitality | | | \$350.00 | \$ 500 | | \$ 500 | |
| Miscellaneous/transfer | | | \$0.00 | \$ 100 | | \$ 100 | |
| Other Expenditures Total | 0.00 | 87.45 | \$2,490.59 | \$ 3,000 | -\$509.41 | \$ 3,000 | |
| Expense Grand Total | 136.00 | 1,391.43 | \$7,002.95 | \$ 12,000 | -\$4,997.05 | \$ 12,500 | |
| Balance on Hand | \$31,677.64 | \$31,202.86 | | | | | |
| Mutual Fund | \$32,226.82 | \$32,985.15 | | | | | |

FRIENDS OF THREE CREEKS COMMUNITY LIBRARY

Meeting Minutes

April 27, 2023

Members present: Tanya Cecka, Dennis Johnson, Karen Johnson, Judy Pruitt, Leslie Clute, Elaine Gilbert, Mary Stender and Leslie Chartrand. Elizabeth Moss (librarian) was also present. First meeting using Owl virtual meeting technology.

Minutes: Karen moved to accept the January meeting minutes; all voted in favor.

Treasurer's Report:

- The Bookstore has made \$2300 since the last meeting.
- As of 4/27/23 the bank account balance was \$31,289.02. The mutual fund balance was \$32,307.17 as of 4/27/23.

Branch Report:

- Seasonal tax help ended on April 15. The library will partner with Renlocus to provide year-round Vita tax assistance on Saturdays.
- One of the branch staff members is retiring.
- The back work room has been flooding. Contractors tried to identify the source of inflow from groundwater. Civil engineers are working on sealing the leak.
- The Dia de los Niños is coming on May 6. There will be stories and popsicles.
- The Three Creeks Open House on May 20 will publicize library card benefits. It will include a Friends table and bilingual comedy/magic show.
- The Master Gardeners program will present "Color in the Garden" on June 3.
- Summer Reading program starts on June 15. Staff will go out to the schools to promote it. Every student gets a book when they sign up, and there will be a drawing for prizes at the end.
- Amelia is retiring from the Board (Executive Director) at the end of July. They are also recruiting for a Deputy Director starting May 5.
- The branch will request security cameras in their budget for the Library refresh in 2024. The budget request will start in August.

Foundation Report:

- The FVRL Foundation made about \$1700 from Cash-back day at Beaches.
- The A&I Dinner is scheduled for October 17 with featured speaker David Balducci. Five Silent Auction baskets will be accepted from each Friends group. The baskets are due in September, and should be worth at least \$50. So far, our planned basket themes are: Australia (Judy), Entertaining (Tanya), Birds (Dennis). We can have two others.
- The Foundation is moving from the Operations Center to a smaller building on Grand Ave.

Business

- Three Creeks Open House on Saturday, May 20 – we will have a table 10 am – 12 pm to provide information about FO3CL.
- On Tuesday, May 23 – at about 1:30 pm Jane Higgins and the Battle Ground Friends will be touring Three Creeks and talking with other Friends.

FO3CL Board and Coordinators:

- The new term starts on July 1. The Publicity Coordinator position is open.

Book Sales:

- The Pop-up bargain sale in early February was a success. The next one will probably be late May/early June.
- Booktique Sale is scheduled for November 4, 2023.

Bookstore:

- The Donation Bin has been remodeled with a locking lid and donation slot on the side.
- Discussion of possible purchase of narrow book cart for the Friends closet.

Donations:

- We received two large donations (unfiltered). Future requests should be through the FO3CL e-mail list.
- Foreign language donations all go to the Food Bank.
- We began accepting small donations through the slot in the Bin. We will continue with large donations through non-contact Porch Pick-ups.

Little Free Library:

- Repairs have been completed; the hinges and lock were upgraded.

New Business:

- Suggestion to consider building shelves above the Donation Bin during the Library refresh in 2024.
- Discussion of idea to install a door into the closet from the foyer by the Bookstore.

Next Meeting: Thursday, June 22, 6 – 7 pm

Next Book Sale: Pop-up Bargain table

Minutes by: Leslie Chartrand

FRIENDS OF THREE CREEKS COMMUNITY LIBRARY

Meeting Minutes

January 26, 2023

Members present: Tanya Cecka, Dennis Johnson, Karen Johnson, Judy Pruitt, Leslie Clute, Elaine Gilbert, Mary Stender, Penny Gutierrez and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

Minutes: The October meeting minutes were accepted by the group.

Treasurer's Report:

- Leslie Cl reviewed the fund balances and the income and expenses. The expenses include the BookPages subscription. She will make sure that Tanya has access to view statements on-line.
- As of 1/25/23 the bank account balance was \$29,075.21. The mutual fund balance was \$32,416.15 as of 1/24/23.

Branch Report:

- The HVACs that were ordered last spring arrived yesterday. One was hooked up today on the roof. There will be air conditioning this summer.
- The branch has been very busy as the downtown branch was closed. The Storytime sessions filled up way ahead of time. The downtown branch is open again, so attendance here has gone back down somewhat.
- Tax service this year will be provided on Saturdays by Vita. There will be a special finances for children program this Saturday.
- The FVRL District will be paying for the BookPages subscriptions for all the branches in the future.
- A needle-felting demo series is coming, starting in February.
- The Master Gardeners program is coming in June.
- Día de Niños/Libros Books reading program is coming in May.
- Summer performers have been set up, including T-Science, Jugglemania and Reptile Man. Attendance will be limited as the programs cannot be outside if the temperature is more than 94 degrees. There will also be outreach programs in the parks on Thursdays.
- The branch is looking at re-introducing movie nights.
- The monthly Legos meeting has restarted.
- OWL meeting equipment – the branch is trying to arrange to get it.
- The branch refresh is coming in 2024. Elizabeth is looking for ideas. No budget has been set yet. They are hoping for ADA improvements and an additional security camera.

Committee Reports

Book Bin/Donations:

- Vintage books – Carl sold two on eBay. He is looking at options for selling others. Mary will research book values.

Book Sales:

- Pop-up bargain sales – Clara will set the next on February 2.

New Business:

- A separate Booktique meeting will be held after the meeting to review/debrief and plan for 2023 Booktique. Minutes for that meeting will be published separately.

Next Meeting: Thursday, April 27, 6 – 7 pm

Next Book Sale: Pop-up Bargain table on February 2

Minutes by: Leslie Chartrand

FRIENDS OF THREE CREEKS COMMUNITY LIBRARY
Meeting Minutes
October 27, 2022

Members present: Tanya Cecka, Leslie Clute, Elaine Gilbert, Judy Pruitt, Karen Johnson, Penny Gutierrez and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

Minutes: The June meeting minutes were already accepted by the group via e-mail.

Treasurer's Report:

- Leslie Clute reviewed the fund balances and the income and expenses. A few donations were received; they are included in the Book Sales income amount. We need a process for tracking donations. The book storage rent has been paid through October 2023.
- As of 10/25/22 the bank account balance was \$24,839.98. The mutual fund balance was \$29,007.94.

Branch Report:

- There will be a Volunteer Appreciation event at 10:30am on Saturday, November 12 at the Cascade branch.
- This Saturday, October 29 from 1 to 4 pm, will be a Fall Harvest Festival at the Three Creeks Library. This will be our first big festival since the pandemic, with crafts and other activities.
- The staff is preparing for Winter Festival, to be held the first Saturday of December. (The time is not yet set.) They are trying to arrange for the Skyview orchestra and chorus to perform.
- Adult music programs will be offered on November 15 (Tuesday) and November 19 (Saturday) in the meeting room at the branch.
- Family Storytime started three weeks ago. It is held four times a week at the branch with one more at a local elementary school. The branch is working to schedule more sessions at schools.

Foundation Report:

- The Authors & Illustrators Dinner is scheduled for November 4 at the Hilton. Susan Orlean will be the keynote speaker. FO3CL has reserved two tables. Five Silent Auction baskets have been delivered to the Foundation (estimated value about \$500).
- We gave about 90 boxes of books to FVRL Foundation. FO3CL received a large donation of DVDs, CDs and puzzles from FVRL Foundation.

Committee Reports

Book Bin/Donations:

- Donations trickle in through the FO3CL website and in the Bin. We are updating our guidelines for donations: we will accept one small bag at the branch or for porch pick-ups.
- SHARE made a 20-box donation of nice quality books. Most were children's books.

Book Store:

- The Book Store is averaging about \$150/week.
- We are near the end of the batch of Logo totes. We do not plan to order more.
- Storage unit – the move was made to a smaller unit (10' x 10' for \$160/month).

Membership:

- The program is under review; it is expensive to take payments on-line. The Foundation has been approached about an umbrella-type program for the Friends groups.

Book Sales:

- We plan to set up Pop-up Bargain Sale tables at the branch, starting with an October 24 “Spooktacular” Sale (2 for \$1). After that, Vintage Children’s Books on November 19 for International Children’s Day (\$2 each).
- Holiday Booktique sale – scheduled for Saturday, December 10, 10 am – 2 pm. Prices will be \$4 for most books and DVDs. We may also sell some crafts and gift baskets.

New Business:

- It was proposed to have quarterly meetings for next year (2023) in person at Three Creeks Library. Dates/times are: Jan 26, April 27, June 22 and Oct. 26, 6–7 pm. Additional meetings – either in person, Zoom or email – may be scheduled if needed.

Next Meeting: December 8, 6 – 7 pm (tentatively). Tanya will send out an e-mail.

Next Book Sale: Holiday Booktique Sale on Saturday, December 10

Minutes by: Leslie Chartrand