

Soldotna Library Friends – Board of Directors
Meeting Agenda
September 13, 2023, at 10:15 am – Library Conference Room

- 1) Call to order
- 2) Approval of agenda
- 3) Approval of minutes from August 9, 2023, Monthly Meeting
- 4) Treasurer's Report: Pam
- 5) Book Sale Report: Vicki
- 6) Librarian's Report: Rachel
- 7) Old Business
 - a. Soldotna Visitor Guide Advertisement: Rachel
 - b. Attorney Review of changes to Articles of Incorporation and to Bylaws: Pam
- 8) New Business
 - a. Using Square to keep track of all money received be it cash or credit.
- 9) President's Report:

In this month's board packet:

- Minutes August 9, 2023, Monthly Meeting
- Treasurer's Report and Budget vs Actual Report

Reminders:

- October 11, 2023 – Next Board Meeting at 10:15 am
- September 28, 2023 – Next book sale

Known absences:

- Joan will miss September 13 and November 8 meetings.
- Barbara will miss September 13 meeting.
- Jane Gabler will miss October 11 and possibly November 8 meetings.
- Romi will miss October 11 meeting.

Treasurer's Report

Soldotna Library Friends

8/31/2023

Bank Balance, beginning of month	\$ 34,834.49
Revenue	
Book Sales	\$0.00
Book Sales, front of library box	128.59
Donations	132.21
Art Sales	0.00
Bake Sales	0.00
Donations - Pick Click Give	0.00
Special Donation	0.00
Memberships	<u>300.00</u>
Total Revenue	<u>560.80</u>
Expenses	
Contributions to Library	\$0.00
Fundraising (PCG, marketing and promotion)	8.53
Domain fee	0
Bank Charges and Fees	2.30
Dues & Subscriptions	0.00
Stamps	0.00
Signs	0.00
Office Equipment and Supplies	0.00
Printing	0.00
Licenses (St of AK fee)	40.00
Pick Click Give	0.00
P.O. Box rental	0.00
Wild Apricot	0.00
Progress Days Til	<u>0.00</u>
Total Expenses	<u>50.83</u>
Total Revenue in Excess of/(Less Than) Expenses	<u>\$509.97</u>
Bank Balance End of month	<u>\$35,344.46</u>
Til Balance (Book Sale and Progress Days)	<u>120.00</u>
Total Cash	<u>\$35,464.46</u>

**Soldotna Library Friends
2023 Budget to Actual Report**

Expenses	2023 Budget	2022	July	August	2023 YTD	Over/under Budget
Office equipment and Supplies (Bookshop)	\$700.00	\$197.46			\$807.29	(\$107.29)
Printing (Qtrly Member Newsletter or Postcards)	250.00	175.00			0.00	250.00
PO Box Rental	276.00	276.00			0.00	276.00
Postage(Avg 5-6 year to full database of 150-200)	100.00	60.00			0.00	100.00
Memberships						0.00
United for Libraries	50.00	50.00			0.00	50.00
Chamber of Commerce	200.00	200.00	\$200.00		200.00	0.00
Wild Apricot Membership Software or Similar	648.00	638.00			0.00	648.00
State Licensing and Fees	200.00	45.00		40.00	65.00	135.00
Credit Card Merchant and bank fees	150.00	231.32	18.26	2.30	77.75	72.25
Appreciation Events						0.00
Annual Membership Meeting	100.00				0.00	100.00
Library Workers Day - Staff & Volunteer Luncheon	100.00				0.00	100.00
2nd til for Progress Days	200.00	0.00	-120.00		0.00	200.00
Marketing & Promotion						0.00
Fundraiser Supplies(Progress Days, Fall and/or Winter Events	200.00	0.00			0.00	200.00
Domain Name Renewal (hotsing incl w/ member software)	20.00	16.17			17.17	2.83
Facebook Boosted Posts (monthly for books sale + extra for events)	240.00	235.64	16.47	8.53	121.56	118.44
Outreach Flyers and Posters and Signs	200.00	442.12			369.62	-169.62
Soldotna Chamber Ad	325.00					325.00
Professional fees (web design/attorney)	2500.00					2,500.00
Patron Perks (Direct Purchased: USBs, earbuds, etc.)	100.00	0.00			42.35	57.65
Pick, Click, Give and Advertising Co-op	400.00	389.00			278.75	121.25
Subtotal Expenses	\$6,959.00	\$2,955.71	\$114.73	\$50.83	\$1,979.49	\$4,979.51

	2023				2023	Over/under
Expenses	Budget	2022	July	August	YTD	Budget
Grant Distributions						
Early Literacy/literacy Programs	\$1,000.00	\$0.00			\$0.00	\$1,000.00
1000 Books Before Kindergarten	1000.00	0.00	1,000.00		1,000.00	0.00
Summer Reading Program	1400.00	500.00	1,400.00		1,400.00	0.00
Story Walk	200.00	200.00	200.00		200.00	0.00
Other Library Programs	0.00	5,750.00			0.00	0.00
Sewing Program	900.00	1,400.00	300.00		896.74	3.26
Seed Program			400.00		430.00	-430.00
Designated Gifts	0.00	1,050.00	500.00		500.00	-500.00
Subtotal Distributions	\$4,500.00	\$8,900.00	\$3,800.00	\$0.00	\$4,426.74	\$73.26
Revenue						
Memberships	\$1,000.00	\$1,090.00	\$35.00	\$300.00	\$530.00	\$470.00
Book Sales (Monthly and Front of House)	7000.00	8,095.28	1,028.44	128.59	6,532.93	467.07
Donations (General and Front of House)	1000.00	1,433.98	78.20	132.21	1,063.16	-63.16
Designated Gift Donations		1,650.00			500.00	-500.00
Pick, Click, Give Donations	1500.00	1,875.00			300.00	1,200.00
Fundraisers					0.00	0.00
Progress Days (Bake Sale)	500.00	176.10	590.25		590.25	-90.25
Fall/Winter Fundraisers	3000.00	2,806.00			0.00	3,000.00
Subtotal Revenue	\$14,000.00	\$17,126.36	\$1,731.89	\$560.80	\$9,516.34	\$4,483.66
Total Expenses and Distributions	\$11,459.00	\$11,855.71	\$3,914.73	\$50.83	\$6,406.23	\$5,052.77
Cash Revenue Over/Under Expenses	2,541.00	5,270.65	-2,182.84	509.97	3,110.11	(\$569.11)
Cash beginning of month/year		26,963.70	37,017.33	34,834.49	32,234.35	
Cash in Bank		32,234.35	34,834.49	35,344.46	35,344.46	
Til		120.00	120.00	120.00	120.00	
Cash End of Month/year		\$32,354.35	\$34,954.49	#####	\$35,464.46	