

**Soldotna Library Friends – Board of Directors**  
**Meeting Agenda**  
**October 11, 2023, at 10:15 am – Library Conference Room**

- 1) Call to order
- 2) Approval of agenda
- 3) Approval of minutes from September 13, 2023, Monthly Meeting  
(These minutes were emailed to all board members)
- 4) Treasurer's Report: Pam
- 5) Book Sale Report: Vicki
- 6) Librarian's Report: Rachel
- 7) Old Business
  - a. Soldotna Visitor Guide Advertisement: Rachel/Barbara
  - b. Board to proofread the changes to Articles of Incorporation and to Bylaws: Pam
  - c. Using Square to keep track of all money received be it cash or credit: Mary Lou
- 8) New Business
  - a. Holiday Event – Book/Art/Bake Sale plans
  - b. Proposed calendar for 2024 fund raising events and meetings: Barbara
  - c. Start planning the budget for 2024:
  - d. Board seats expiring at end of 2023:  
Seat A (Pam), Seat D (Barbara), Seat G (Jane Gabler)
  - e. Information sheet about Soldotna Library Friends: Barbara
  - f. Plan to put future packets on our website for board members: Barbara
- 9) President's Report:

**In this month's board packet:**

- Agenda for this October 11, 2023 Meeting
- Treasurer's Report and Budget vs Actual Report
- Visitor Guide Advertisement – Final version
- Amendments to Articles of Incorporation approved May 10, 2023- DRAFT
- Bylaws updated with changes approved May 10, 2023- DRAFT
- Proposed calendar for 2024
- Board of Directors – Terms of Office as of April 12, 2023
- Information sheet about Soldotna Library Friends

**Reminders:**

- October 16, 2023 – Library Advisory Board Meeting at 5:15 pm
- October 26, 2023 – Next book sale
- November 8, 2023 – Next Board Meeting at 10:15 am
- December 2, 2023 - Holiday Book/Art/Bake Sale 10 am to 4 pm

**Known absences:**

- Jane Gabler will miss October 11 and possibly November 8 meetings
- Romi will miss October 11 meeting
- Joan will miss November 8 meeting
- Mary Lou is leaving Oct 29 until late March, 2024

# Treasurer's Report

## Soldotna Library Friends

### 9/30/2023

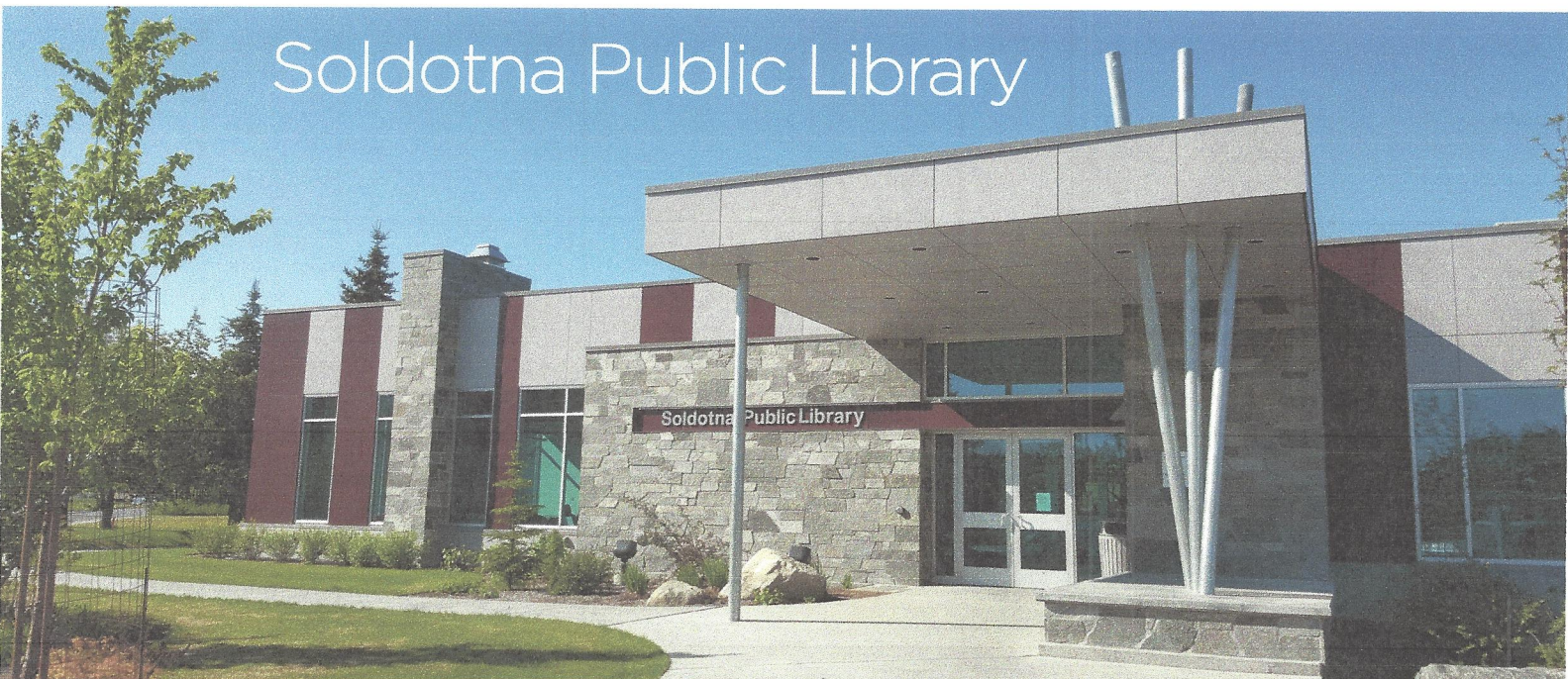
<b>Bank Balance, beginning of month</b>		<b>\$ 35,344.46</b>
<b>Revenue</b>		
Book Sales	\$1,104.20	
Book Sales, front of library box	106.60	
Donations	23.35	
Art Sales	20.00	
Bake Sales	0.00	
Donations - Pick Click Give	0.00	
Special Donation	0.00	
Memberships	<u>30.00</u>	
<b>Total Revenue</b>	<b><u>1,284.15</u></b>	
<b>Expenses</b>		
Contributions to Library	\$0.00	
Fundraising (PCG, marketing and promotion)	0.00	
Domain fee	0	
Bank Charges and Fees	16.83	
Dues & Subscriptions	0.00	
Stamps	0.00	
Signs	0.00	
Office Equipment and Supplies	0.00	
Printing	0.00	
Soldotna Chamber Ad	775.00	
Licenses (St of AK fee)	0.00	
Pick Click Give	0.00	
P.O. Box rental	0.00	
Wild Apricot	0.00	
Progress Days Til	<u>0.00</u>	
<b>Total Expenses</b>	<b><u>791.83</u></b>	
<b>Total Revenue in Excess of/(Less Than) Expenses</b>		<b><u>\$492.32</u></b>
<b>Bank Balance End of month</b>		<b><u>\$35,836.78</u></b>
<b>Til Balance (Book Sale and Progress Days)</b>		<b><u>120.00</u></b>
<b>Total Cash</b>		<b><u>\$35,956.78</u></b>

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

Expenses	2023		2022		September	2023	Over/under
	Budget					YTD	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	0.00
Wild Apricot Membership Software or Similar	648.00		638.00			0.00	648.00
State Licensing and Fees	200.00		45.00			65.00	135.00
Credit Card Merchant and bank fees	150.00		231.32		16.83	94.58	55.42
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			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			121.56	118.44
Outreach Flyers and Posters and Signs	200.00		442.12			369.62	-169.62
Soldotna Chamber Ad	325.00				775.00	775.00	-450.00
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
<b>Subtotal Expenses</b>	<b>\$6,959.00</b>		<b>\$2,955.71</b>		<b>\$791.83</b>	<b>\$2,771.32</b>	<b>\$4,187.68</b>

	2023		2022		September	2023	Over/under
	Budget	YTD	Budget	September	YTD	Budget	
<b>Expenses</b>							
<b>Grant Distributions</b>							
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	0.00	
Summer Reading Program	1400.00	500.00			1,400.00	0.00	
Story Walk	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			896.74	3.26	
Seed Program					430.00	-430.00	
Designated Gifts	0.00	1,050.00			500.00	-500.00	
<b>Subtotal Distributions</b>	<b>\$4,500.00</b>	<b>\$8,900.00</b>			<b>\$0.00</b>	<b>\$4,426.74</b>	<b>\$73.26</b>
<b>Revenue</b>							
Memberships	\$1,000.00	\$1,090.00		\$30.00	\$560.00	\$440.00	
Book Sales (Monthly and Front of House)	7000.00	8,095.28		1,230.80	7,763.73	-763.73	
Donations (General and Front of House)	1000.00	1,433.98		23.35	1,086.51	-86.51	
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	-90.25	
Fall/Winter Fundraisers	3000.00	2,806.00			0.00	3,000.00	
<b>Subtotal Revenue</b>	<b>\$14,000.00</b>	<b>\$17,126.36</b>		<b>\$1,284.15</b>	<b>\$10,800.49</b>	<b>\$3,199.51</b>	
<b>Total Expenses and Distributions</b>							
<b>Cash Revenue Over/Under Expenses</b>							
Cash beginning of month/year	\$11,459.00	\$11,855.71		\$791.83	\$7,198.06	\$4,260.94	
Cash in Bank	2,541.00	5,270.65		492.32	3,602.43	(\$1,061.43)	
Till		26,963.70		35,344.46	32,234.35		
Cash End of Month/year		32,234.35		35,836.78	35,836.78		
		120.00		120.00	120.00		
		\$32,354.35		\$35,956.78	\$35,956.78		

# Soldotna Public Library



## Services:

- Wifi
- Computers and Printing
- Borrow books, DVDs, CDs and more
- Meeting rooms  
([soldotna.libcal.com/spaces](http://soldotna.libcal.com/spaces))
- Library events  
([soldotna.libcal.com/calendar](http://soldotna.libcal.com/calendar))
- Monthly used book sales
- Volunteer with the Soldotna Library Friends  
([SoldotnaLibraryFriends.com](http://SoldotnaLibraryFriends.com))

**S** SOLDOTNA  
Soldotna Public Library

Hours: Mon-Sat 10am-6pm, Tue/Thur Open until 8pm

Story times: Tue, Wed, Thur at 10:30am

235 N. Binkley St., Soldotna, AK 99669 • 907-262-4227 • [Soldotna.org/library](http://Soldotna.org/library)

Soldotna Library Friends  
Amendments to Articles of Incorporation approved May 10, 2023  
Changes are in *red italics*.

#### Article IX

*The affairs of the Corporation shall be managed by the Board of Directors. The Board of Directors shall consist of at least seven (7) and no more than nine (9) members.* The executive offices of the Corporation shall consist of a President, Vice President, Secretary, and Treasurer, and such offices and assistants as the By Laws may provide. The officers shall be elected annually by and from the Board of Directors, and shall hold their offices until their successors are qualified and have been elected.

#### Article X

The Board of Directors shall meet as the business of the Corporation shall/may require, and shall hold an annual meeting for the election of officers at the next scheduled board meeting following the conclusion of the fiscal year, *December 31*. The terms for the board members shall be three-year staggered terms, the stagger to be determined immediately following the election of officers at the first business meeting. Should any seat be vacated the replacement shall sit for the balance of the remaining (partial) term. Board members may serve *three* successive terms. Vacancies on the Board of Directors for any cause may be filled by a majority vote of the members of the Board, and the election of any person as a member of said Corporation shall ipso facto make him/her a member of said Board of Directors. The absence of any member of the Board of Directors from three (3) or more consecutive meetings of the Board, after receiving due oral or written notice by one of said executive officers of such meeting not less than twenty-four (24) hours prior thereof, shall be deemed a resignation at the vote of the majority of the members of the Board present at the third or subsequent consecutive meeting from which said member shall be absent.

#### Article XI

The Articles of Incorporation may be amended by vote of two thirds (2/3) of the members of the Board of Directors. *Amendments may be suggested at any annual or special meeting.*

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# FRIENDS OF THE JOYCE K. CARVER MEMORIAL LIBRARY (SLF)

P. O. Box 4134 \* Soldotna, Alaska 99669

## BYLAWS

Adopted 09/30/2005/ Updated 1/08/2015 and May10, 2023

### ARTICLE I – NAME AND PURPOSE

#### Section I. Name

The name of this organization shall be The Friends of the Joyce K. Carver Memorial Library, known as Soldotna Library Friends (SLF).

#### Section II. Principal Office

The principal office of this organization is located at the Joyce K. Carver Memorial Library, 235 N. Binkley Street, Soldotna, Alaska.

#### Section III. Purpose

SLF operates in accordance with the existing guidelines, policies, and priorities of the Joyce K. Carver Memorial Library (hereafter referred to as the Library) and the City of Soldotna. Use of any funds, gifts, or grants under the control of SLF shall be at the discretion of SLF Board of Directors for the benefit of the Library, and shall be in accordance with existing Library and City of Soldotna guidelines, policies, and priorities. There shall be no remuneration for any member of SLF for services rendered to the Library or to SLF.

### ARTICLE II – MEMBERSHIP

#### Section I. General Membership

General members of SLF consist of interested persons who have paid their annual dues. General members are encouraged to volunteer their time to SLF and/or the Library, attend monthly Board of Directors meetings, and offer input. An annual general membership meeting shall be held following conclusion of the fiscal year.

### ARTICLE III – NON-BUDGETED FUNDING REQUESTS

Non – Budgeted Funding Requests from the Library will be considered by the Board of Directors at monthly meetings. Requests shall be submitted to the President and circulated to the Board of Directors via e-mail one week prior to the meeting. A majority vote by the SLF Board of Directors is required for approval of the funding requested. The decision of and voting on those funding requests will take place at regularly scheduled SLF meetings.

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## **ARTICLE IV – MEETINGS**

### **Section I. Meeting Schedule and Location**

Meeting of SLF Board of Directors shall be held monthly at a time and place convenient to all SLF Board Members.

### **Section II. Annual Meeting**

An annual meeting of the Board of Directors shall be held at the next scheduled Board meeting following the conclusion of the fiscal year.

### **Section III. Meeting Rules**

Meetings shall be guided by Robert's Rules of Order.

### **Section IV. Quorum**

A quorum will consist of a simple majority of SLF Board members. If a quorum is not present at the posted starting time, an informal business meeting shall be declared.

## **ARTICLE V. FISCAL YEAR**

The fiscal year of the organization shall start January 1 and end December 31.

## **ARTICLE VI. BOARD MEMBERS AND OFFICERS**

### **Section 1. General Powers**

The affairs of the organization shall be managed by its Board of Directors.

### **Section II. Number, Tenure and Qualifications**

The Board of Directors shall consist of at least seven and no more than nine members. No member of the SLF Board of Directors shall hold a position on the City of Soldotna Library Advisory Board. The group shall be known as Soldotna Library Friends Board of Directors. Each Director shall be a member of the organization. Directors are elected at the annual meeting of the Board of Directors and serve three year staggered terms. Should any seat be vacated, the replacement will be appointed by the Board of Directors and will sit for the balance of the remaining partial term. Board members may serve three successive terms.

### **Section III. Officers**

The officers shall be President, Vice President, Treasurer and Secretary and are elected annually by and from the Board of Directors. Should any seat be vacated, the replacement shall be appointed by the Board of Directors to serve until the next annual meeting.

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The responsibilities of the SLF officers are as follows:

The President shall coordinate SLF business, chair meetings, and officially represent the SLF to the public and to local, state, and federal governments and submit an annual operating budget.

The Vice-President shall serve as a substitute in the case of absence of the President.

The Treasurer shall have custody of all money and securities of the SLF and shall keep a detailed account of all its revenues and expenditures. The Treasurer shall present a financial report at monthly meetings and the annual general membership meeting. The Treasurer shall also ensure annual filings with the IRS.

The Secretary shall keep detailed notes of all meetings and shall prepare and e-mail the minutes to all board of Directors members within ten working days of the close of the meetings. A copy of the approved minutes, with corrections if any, shall be placed in the Book of Minutes.

A Board member will be appointed to represent SLF at the City of Soldotna Library Advisory Board meetings.

Section IV. Removal of Director

A two thirds majority of Board of Directors may remove any director of the corporation at any time, provided they determine that such removal is in the best interests of the corporation. In the event a director is removed prior to the normal expiration of the director's term of office a substitute may be appointed by the Board of Directors to fill the unexpired term and until a successor is elected.

ARTICLE VII. AMENDMENT OF BY-LAWS

The By-Laws of the SLF may be amended, repealed, or replaced in part or whole by a two-thirds (2/3) majority of the SLF's Board of Directors. Amendments may be suggested at any regularly scheduled SLF-Board of Directors meeting.

In witness whereof, we have hereunto set our hands and seals at Soldotna, this \_\_\_\_\_ Day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

I, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, do hereby certify that the above persons appeared before me this day and signed these Bylaws as their free and voluntary act and deed for the use and purposes Theron set forth.

Witness my hand and notarize seal at Soldotna, Alaska, this \_\_\_\_\_ Day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

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# Soldotna Library Friends Calendar 2024 (As of 10/7/2023)

## Used Book and Art Sales

*Normally held from 2-6 pm in the Library Basement last Thursday each month*

October 26, 2023	2:00-6:00 pm
December 2, 2023	Holiday Book-Bake-Art Sale from 10 am to 4 pm Saturday
January 25, 2024	2:00-6:00 pm
February 29, 2024	2:00-6:00 pm
March 28, 2024	2:00-6:00 pm
April 25, 2024	2:00-6:00 pm
May 30, 2024	2:00-6:00 pm
June 27, 2024	2:00-6:00 pm
July 27, 2024	Progress Days Book/Bake Sale from 10 am to 4 pm Saturday
August	No book sale in August
September 26, 2024	2:00-6:00 pm
October 31, 2024	2:00-6:00 pm
November	No book sale in November
December 7, 2024	Holiday Book/Bake/Art Sale from 10 am to 4 pm Saturday

## Board Meetings

*Normally held at the Library the second Wednesday each month*

November 8, 2023	10:15-11:15 am
December 13, 2023	10:15-11:15 am
January 10, 2024	10:15 am – ANNUAL MEETING AND ELECTIONS
February 14, 2024	10:15-11:15 am
March 13, 2024	10:15-11:15 am
April 10, 2024	10:15-11:15 am
May 8, 2024	10:15-11:15 am
June 12, 2024	10:15-11:15 am
July 10, 2024	10:15-11:15 am
August 14, 2024	10:15-11:15 am
September 11, 2024	10:15-11:15 am
October 9, 2024	10:15-11:15 am
November 13, 2024	10:15-11:15 am
December 11, 2024	10:15-11:15 am

## Special Events

Annual Meeting of Soldotna Library Friends - January  
Progress Days Book/Bake Sale – 4th weekend in July  
Holiday Book/Bake/Art Sale – Between Thanksgiving and Christmas

**Soldotna Library Friends**  
**Board of Directors – Terms of Office**

As of April 12, 2023

The Board of Directors shall consist of at least seven and no more than nine members. Directors are elected at the annual meeting of the Board of Directors and serve three year staggered terms. Should any seat be vacated, the replacement will be appointed by the Board of Directors and will sit for the balance of the remaining partial term. Board members may serve three successive terms.

<b>Seat</b>	<b>Name</b>	<b>Terms Served</b>
<b>A</b>	Pam Joslin	Partial Term 2020 1 <sup>st</sup> Three-year term - 2021-2023
<b>B</b>	Joan Merrick	1 <sup>st</sup> Three-year term - 2019-2021 2 <sup>nd</sup> Three-year term - 2022-2024
<b>C</b>	Mary Lou Wilcox	Partial Term 2015-2016 1 <sup>st</sup> Three-year term - 2017-2019 2 <sup>nd</sup> Three-year term - 2020-2022 3 <sup>rd</sup> Three-year term - 2023-2025 (Final Term)
<b>D</b>	Barbara Olson	1 <sup>st</sup> Three-year term - 2018-2020 2 <sup>nd</sup> Three-year term - 2021-2023
<b>E</b>	Heather Rasch	Partial Term 2021 1 <sup>st</sup> Three-year term - 2022-2024
<b>F</b>	Vicki Johnston-Freese	Partial Term 2015-2016 1 <sup>st</sup> Three-year term - 2017-2019 2 <sup>nd</sup> Three-year term - 2020-2022 3 <sup>rd</sup> Three-year term - 2023-2025 (Final Term)
<b>G</b>	Jane Gabler	1 <sup>st</sup> Three-year term - 2021-2023
<b>H</b>	Romi Haseo	1 <sup>st</sup> Three-year term - 2022-2024
<b>I</b>	Jane Fuerstenau	Term 2023-2025



## Soldotna Library Friends

### Who are the Soldotna Library Friends?

We are a non-profit organization dedicated to providing funding for programs and enhancements at the Soldotna Public Library. We encourage participation and support in the planning, development and growth of this unique and valuable community resource.

### How do we raise money?

We raise funds by holding monthly book and art sales in the library basement. People donate books and art to us. We maintain a basement bookstore and recycle these donated items back into the community for bargain prices. Hardbacks sell for \$1 and paperbacks sell for 25 cents each or 5/\$1.

### What do we spend the money on?

- Annual Summer Reading Program
- One Thousand Books Before Kindergarten (1KBK)
- Story Walk at Parker Park
- Mobile Hotspots for remote connectivity
- Alaskan books, books that support diversity and tolerance, large print books
- Sewing program – purchase of 7 sewing machines and supplies for classes
- Seed Library – free seeds to reduce barriers to entry level gardening
- STEM Kits for checkout for children, teens, and adults
- Book re-binder machine to assist with book repairs
- . . . and in so many other ways

### Why Join the Soldotna Library Friends?

- Libraries need community support to survive and thrive
- You will be supporting children, teen, and adult programs
- You will receive information about our book sales and special events
- You will learn more about what our library provides to our community
- You will receive a \$5 book sale coupon when you join and again each year when you renew
- You'll learn about volunteer opportunities such donating your used books or even helping at our book sales. It's a great way to support our community and meet really fun people

P.O. Box 4134  
Soldotna, AK 99669

[www.soldotnalibraryfriends.com](http://www.soldotnalibraryfriends.com)  
Email: [SoldotnaLibraryFriends@gmail.com](mailto:SoldotnaLibraryFriends@gmail.com)