

**Meeting Packet for November 8, 2023**  
**Soldotna Library Friends**

- A - Agenda
- B - Treasurer's Report
- C - Budget vs Actual
- D - Analysis of 2023 PickClickGive Donations
- E - 2024 Budget Request – Literacy Programs
- F - 2024 Budget Request – STEM Programs
- G - 2024 Budget Request – Support for Special Presenters
- H - 2024 Budget Request – Software and Miscellaneous

**Soldotna Library Friends – Board of Directors  
Meeting Agenda  
November 8, 2023, at 10:15 am – Library Conference Room**

- 1) Call to order
- 2) Approval of agenda (Packet A)
- 3) Approval of minutes from October 11, 2023, Monthly Meeting  
(These minutes were emailed to all board members and are on the website)
- 4) Treasurer's Report: Pam
  - Treasurer's Report (Packet B)
  - Budget vs Actual (Packet C)
  - Analysis of 2023 PickClickGive Donations (Packet D): Barbara
- 5) Book Sale Report: Vicki
- 6) Librarian's Report: Rachel
- 7) Old Business
  - Attorney review of Articles of Incorporation and to Bylaws – status: Pam
  - Calendar for 2024 fund raising events and meetings - status: Barbara
  - 2024 Budget Requests (Packet E, F, G, H):
  - Holiday Event – Book/Art/Bake Sale on Saturday Dec 2 from 10 am to 4 pm
- 8) New Business
  -
- 9) President's Report:

**Reminders:**

- December 2, 2023 - Holiday Book/Art/Bake Sale 10 am to 4 pm
- December 13, 2023 – Next Board Meeting at 10:15 am
- January 10, 2024 – Annual Meeting at 10:15 am

**Known absences:**

- Mary Lou left October 29 and will return late March 2024
- Joan will be gone Nov 10 through Dec 11

# Treasurer's Report

## Soldotna Library Friends

### 10/31/2023

Bank Balance, beginning of month \$ 35,836.78

#### Revenue

Book Sales	\$971.30
Book Sales, front of library box	167.32
Donations	0.00
Art Sales	0.00
Bake Sales	0.00
Donations - Pick Click Give	3,187.00
Special Donation	0.00
Memberships	<u>40.00</u>

**Total Revenue** **4,365.62**

#### Expenses

Contributions to Library	\$0.00
Fundraising (PCG, marketing and promotion)	4.77
Domain fee	0
Bank Charges and Fees	10.91
Dues & Subscriptions	0.00
Stamps	66.00
Signs	0.00
Office Equipment and Supplies	0.00
Printing	0.00
Soldotna Chamber Ad	0.00
Licenses (St of AK fee)	0.00
Pick Click Give	223.09
P.O. Box rental	0.00
Wild Apricot	0.00
Progress Days Til	<u>0.00</u>
<b>Total Expenses</b>	<u><b>304.77</b></u>

**Total Revenue in Excess of/(Less Than) Expenses** **\$4,060.85**  
**Bank Balance End of month** **\$39,897.63**

**Til Balance (Book Sale and Progress Days)** **120.00**  
**Total Cash** **\$40,017.63**

Soldotna Library Friends

2023 Budget to Actual Report

Expenses	2023		2022		October	2023		Over/under Budget
	Budget	YTD	2022	YTD		YTD	Budget	
Office equipment and Supplies (Bookshop)	\$700.00	\$807.29	\$197.46	\$807.29				(\$107.29)
Printing (Qtrly Member Newsletter or Postcards)	250.00	0.00	175.00	0.00				250.00
PO Box Rental	276.00	0.00	276.00	0.00				276.00
Postage(Avg 5-6 year to full database of 150-200)	100.00	66.00	60.00	66.00				34.00
Memberships								0.00
United for Libraries	50.00	0.00	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	0.00	638.00	0.00				648.00
State Licensing and Fees	200.00	65.00	45.00	65.00				135.00
Credit Card Merchant and bank fees	150.00	105.49	231.32	105.49				44.51
Appreciation Events		0.00		0.00				0.00
Annual Membership Meeting	100.00	0.00		0.00				100.00
Library Workers Day - Staff & Volunteer Luncheon	100.00	0.00		0.00				100.00
2nd til for Progress Days	200.00	0.00	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	0.00				200.00
Domain Name Renewal (hotsing incl w/ member software)	20.00	17.17	16.17	17.17				2.83
Facebook Boosted Posts (monthly for books sale + extra for events)	240.00	126.33	235.64	126.33				113.67
Outreach Flyers and Posters and Signs	200.00	369.62	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	42.35	0.00	42.35				57.65
Pick, Click, Give and Advertising Co-op	400.00	501.84	389.00	501.84				-101.84
<b>Subtotal Expenses</b>	<b>\$6,959.00</b>	<b>\$3,076.09</b>	<b>\$2,955.71</b>	<b>\$304.77</b>				<b>\$3,882.91</b>



	2023	2022	October	2023	Over/under
Expenses	Budget			YTD	Budget
<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	\$40.00	\$600.00	\$400.00
Book Sales (Monthly and Front of House	7000.00	8,095.28	1,138.62	8,902.35	-1,902.35
Donations (General and Front of House)	1000.00	1,433.98		1,086.51	-86.51
Designated Gift Donations		1,650.00		500.00	-500.00
Pick, Click, Give Donations	1500.00	1,875.00	3,187.00	3,487.00	-1,987.00
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>\$4,365.62</b>	<b>\$15,166.11</b>	<b>(\$1,166.11)</b>
<b>Total Expenses and Distributions</b>	<b>\$11,459.00</b>	<b>\$11,855.71</b>	<b>\$304.77</b>	<b>\$7,502.83</b>	<b>\$3,956.17</b>
<b>Cash Revenue Over/Under Expenses</b>	<b>2,541.00</b>	<b>5,270.65</b>	<b>4,060.85</b>	<b>7,663.28</b>	<b>(\$5,122.28)</b>
<b>Cash beginning of month/year</b>		26,963.70	35,836.78	32,234.35	
<b>Cash in Bank</b>		32,234.35	39,897.63	39,897.63	
<b>Till</b>		120.00	120.00	120.00	
<b>Cash End of Month/year</b>		\$32,354.35	\$40,017.63	\$40,017.63	

Soldotna Library Friends  
Analysis of PickClickGive Donations

D

Year	Member Donors		Non-Member Donors		Anonymous	Total Donors	Total Donated	Net 7% fee
	New	Previous	New	Previous				
2018	4		10		6	20	\$ 875.00	\$ 813.75
2019	1	3	8	4	7	23	\$ 1,075.00	\$ 999.75
2020	2	4	4	4	6	20	\$ 975.00	\$ 906.75
2021	0	4	3	4	10	21	\$ 1,250.00	\$ 1,162.50
2022	2	5	10	9	10	36	\$ 2,175.00	\$ 2,022.75
2023	1	6	13	9	11	40	\$ 3,187.00	\$ 2,963.91

The above chart shows donations received through the PickClickGive program for the past 6 years.

For 2023:      14 new donors  
                   15 repeat donors  
                   11 anonymous donors

Of the 29 non-anonymous donors:  
       7 are members of SLF  
       22 are not members

3 from Anchorage  
 1 from Girdwood  
 1 from Kasilof  
 1 from Kenai  
 21 from Soldotna  
 2 from Sterling

D



**JOYCE K. CARVER MEMORIAL  
SOLDOTNA PUBLIC LIBRARY**

**E**

Soldotna Library Friends  
235 N. Binkley St.  
Soldotna, AK 99669

Friday, November 03, 2023

Re: Literacy Programs 2024-2025

Dear Soldotna Library Friends:

I am writing today to request funds to support Soldotna Public Library's literacy efforts including One Thousand Books Before Kindergarten (1KBK) and Summer Reading 2024 and 2025. Both of these programs help us meet our priorities of preparing children for school, helping them explore topics of interest, and reading for pleasure.

1KBK is a unique program that promotes literacy, encourages bonding between parents and child, and introduces parents to community resources. In the years of development between birth and kindergarten, a child's brain will develop faster than at any other time in their life. Early childhood experiences and education shape, influence, and predict a child's success at school and at work. Children who are read to at home are more likely to finish high-school, stay out of prison, avoid welfare, and read to their own children later in life. We are asking for \$1000 to purchase book bags and prize books to continue offering this program to local families.

Every year library staff offer Summer Reading Programs for the children, teens, and adults of the greater Soldotna community. Children quickly lose the reading skills they acquire during the school year, so our Summer Reading Program serves an important purpose in encouraging children to practice reading over the summer. This also supports the State's Alaska Read's Act which focuses on helping Alaskan students read at grade level by 3rd grade. We are currently beginning to plan the 2024 Summer Reading Program, "Adventure Begins at Your Library," for individuals of all ages. In 2023 over 1,000 people participated, and we are requesting \$1,400 to help us continue offering this program for all ages.

Thank you for your consideration.

Sincerely,



Rachel Nash  
City Librarian  
(907) 714-1252  
[mash@soldotna.org](mailto:mash@soldotna.org)



**JOYCE K. CARVER MEMORIAL  
SOLDOTNA PUBLIC LIBRARY**

Soldotna Library Friends  
235 N. Binkley St.  
Soldotna, AK 99669

Thursday, November 02, 2023

Re: STEM Kits

Dear Soldotna Library Friends:

I am writing today to request funds to support Soldotna Public Library's efforts regarding curiosity, exploration, and STEM (Science, Technology, Engineering, and Math) opportunities to the children of our community.

Three years ago in the midst of the COVID pandemic, we purchased twenty STEM kits to encourage open and equal access to subjects that are more prevalent in our society than ever. From green energy to coding, to kindergarten readiness, outdoor exploration and money, these kits proved more popular than we could have prepared for. Since the program's launch in January of 2021, the children's STEM kits have circulated over 400 times.

The pandemic's peak has since crested, but the lasting effects of these kits are ongoing. We are requesting \$2,000 to put toward purchasing new STEM kits to help us continue to offer new and inspiring resources our community's children can use to build life-long skills. Circulating STEM kits follows our mission statement of increasing digital literacy, encouraging development of an educated society, and promoting life-long learning.

Thank you for your consideration.

Sincerely,

Leslie Meyer  
Youth Services Librarian  
(907) 2624227  
[lmeyer@soldotna.org](mailto:lmeyer@soldotna.org)



Soldotna Library Friends  
235 N. Binkley St.  
Soldotna, AK 99669

Friday, November 03, 2023

Re: Support for special presenters

Dear Soldotna Library Friends:

In 2023 one of our Strategic Currents focused on programs, especially for teens and adults. Our community has responded enthusiastically by attending our new programs in record numbers. During September 2023 we held an all staff training and discussed best practices for library programming. Staff highlighted the need to occasionally bring experts in to help lead programs on topics outside our staff members' expertise. While we have and will continue to work with our existing community partners to provide quality programs, staff expressed interest in being able to pay presenters or performers for their time spent providing library events.

In order to expand our high quality recreational and educational programs, we're requesting up to \$1,000.00 to spend on hiring special performers and/or presenters in 2024. If possible, we'd like to submit our requests for funding to the Friends for each individual presenter or performer as the need arises.

Thank you for your consideration.

Sincerely,



Rachel Nash  
City Librarian  
(907) 714-1252  
[mash@soldotna.org](mailto:mash@soldotna.org)

# 2024 Budget Requests – Software and Miscellaneous

Barbara Olson for the 11/8/2023 Meeting

### Wild Apricot Software – 2024 price increase:

This web-based software stores our database, houses our website, allows mass emails, tracks memberships/donations/volunteer groups, and more. We currently have 157 contacts in our database.

Group size up to 250 contacts:	
2023 annual cost was	\$648
2024 annual cost will be	\$810

If we go above 250 contacts (up to 500 contacts), 2024 annual cost would be \$1,512.

### Domain Name Registration:

We currently pay about \$20 per year for domain SoldotnaLibraryFriends.com  
Add an additional \$20 per year for domain SoldotnaLibraryFriends.org

Non-profits typically have a .ORG designation whereas commercial entities usually have .COM. We would eventually phase out the .COM domain.

### Soldotna Chamber Ad:

Budget for ½ page ad in the visitor’s guide	\$775
---	-------

### Paper Supplies:

Thick 110-pound paper for Calendar Handouts	\$25
Labels, Note Cards	\$50

### Volunteer Appreciation Items:

Supplies to reproduce the Community Cookbook 50 copies	\$150
Other perks – volunteer bag, pen, tokens of some sort	\$200

### Funding for Smaller Projects:

In 2023, we set a trial policy on streamlining funding for smaller projects. We authorized \$2,000 for the year. Projects \$100 or less could be authorized by treasurer but items over \$100 would need to be authorized by the board. Treasurer could pay vendors directly on behalf of the library. Consider placing this in the 2024 budget and creating a policy for its use.