

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

**Use the packet from 11/8/2023 meeting with the addition of item I**

- 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  
Bake Sale/Art Sale Report: Barbara
- 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):
- 8) New Business
  - 2023 Budget to Actual with 2024 Proposed Budget (Packet I)
  - Plan for annual meeting
- 9) President's Report:

**Reminders:**

- January 10, 2024 – Annual Meeting at 10:15 am
- January 25, 2024 – Next Book Sale from 2 to 6 pm

**Known absences:**

- Mary Lou left October 29 and will return late March 2024
- Joan will miss December 13 meeting due to work
- Jane Gabler will be returning in January

Soldotna Library Friends  
 2023 Budget to Actual Report  
 With 2024 Proposed Budget

Expenses	2023	2022	October (Revised)	November	December (estimated)	2023	Over/under	Proposed
	Budget	Budget				YTD	Budget	2024 Budget
Office equipment and Supplies (Bookshop)	\$700.00	\$197.46			\$40.00	\$847.29	(\$147.29)	500
Printing (Qtrly Member Newsletter or Postcards)	250.00	175.00				0.00	250.00	200
PO Box Rental	276.00	276.00		\$294.00		294.00	-18.00	300
Postage(Avg 5-6 year to full database of 150-200)	100.00	60.00	\$66.00			66.00	34.00	100
Memberships							0.00	
United for Libraries & AK Library Assoc	50.00	50.00			\$200.00	200.00	-150.00	200
Chamber of Commerce	200.00	200.00				200.00	0.00	200
Wild Apricot Membership Software or Similar	648.00	638.00			648.00	648.00	0.00	810
State Licensing and Fees	200.00	45.00				65.00	135.00	200
Credit Card Merchant and bank fees	150.00	231.32	10.91	1.00	10.00	116.49	33.51	150
Appreciation Events							0.00	
Annual Membership Meeting	100.00					0.00	100.00	100
Library Workers Day - Staff & Volunteer Luncheon	100.00					0.00	100.00	350
2nd til for Progress Days/holiday sale	200.00	0.00	120.00		-128.00	-8.00	208.00	
Marketing & Promotion							0.00	
Fundraiser Supplies(Progress Days, Fall and/or Winter Events	200.00	0.00				0.00	200.00	200
Domain Name Renewal (hotsing incl w/ member software)	20.00	16.17				17.17	2.83	40
Facebook Boosted Posts (monthly for books sale + extra for events)	240.00	235.64	4.77			126.33	113.67	200
Outreach Flyers and Posters and Signs	200.00	442.12				369.62	-169.62	200
Soldotna Chamber Ad	325.00					775.00	-450.00	775
Professional fees (web design/attorney)	2500.00						2,500.00	1000
Patron Perks (Direct Purchased: USBs, earbuds, etc.)	100.00	0.00				42.35	57.65	100
Pick, Click, Give and Advertising Co-op	400.00	389.00	223.09			501.84	-101.84	350
<b>Subtotal Expenses</b>	<b>\$6,959.00</b>	<b>\$2,955.71</b>	<b>\$424.77</b>	<b>\$295.00</b>	<b>\$770.00</b>	<b>\$4,261.09</b>	<b>\$2,697.91</b>	<b>\$5,975.00</b>

H

Expenses	2023 Budget	2022	October (Revised)	November	December (Estimated)	2023 YTD (Estimated)	Over/under Budget	Proposed 2024 Budget
<b>Grant Distributions</b>								
Early Literacy/literacy Programs	\$1,000.00	\$0.00				\$0.00	\$1,000.00	1000
1000 Books Before Kindergarten	1000.00	0.00				1,000.00	0.00	1400
Summer Reading Program	1400.00	500.00				1,400.00	0.00	
Story walk	200.00	200.00				0.00	200.00	
Small project fund (story walk)								2000
STEM								2000
Special Performers/presenters		5,750.00				0.00	0.00	1000
Other Library Programs	0.00	1,400.00				896.74	3.26	
Sewing Program	900.00					430.00	-430.00	
Seed Program						500.00	-500.00	
Designated Gifts	0.00	1,050.00						
<b>Subtotal Distributions</b>	<b>\$4,500.00</b>	<b>\$8,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,226.74</b>	<b>\$273.26</b>	<b>\$7,400.00</b>
<b>Revenue</b>								
Memberships	\$1,000.00	\$1,090.00	\$60.00	\$250.00		\$870.00	\$130.00	1000
Book Sales (Monthly and Front of House)	7000.00	8,095.28	1,138.62	115.37		9,017.72	-2,017.72	8000
Donations (General and Front of House)	1000.00	1,433.98		90.26		1,176.77	-176.77	1000
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	2000
Fundraisers						0.00	0.00	
Progress Days (Bake Sale)	500.00	176.10				590.25	-90.25	500
Fall/Winter Fundraisers	3000.00	2,806.00			2,519.96	2,519.96	480.04	2500
<b>Subtotal Revenue</b>	<b>\$14,000.00</b>	<b>\$17,126.36</b>	<b>\$4,385.62</b>	<b>\$455.63</b>	<b>\$2,519.96</b>	<b>\$18,161.70</b>	<b>(\$4,161.70)</b>	<b>\$15,000.00</b>
<b>Total Expenses and Distributions</b>								
Cash Revenue Over/Under Expenses	\$11,459.00	\$11,855.71	\$424.77	\$295.00	\$770.00	\$8,487.83	\$2,971.17	\$13,375.00
Cash beginning of month/year	2,541.00	5,270.65	3,960.85	160.63	1,749.96	9,673.87	(\$7,132.87)	1,625.00
Cash in Bank		26,963.70	35,836.78	39,797.63	39,958.26	32,234.35		
Til		32,234.35	39,797.63	39,958.26	41,708.22	41,908.22		
Cash End of Month/year		120.00	240.00	240.00	112.00	120.00		
		\$32,354.35	\$40,037.63	\$40,198.26	\$41,820.22	\$42,028.22		