

**Soldotna Library Friends – Board of Directors
Annual Meeting Agenda
January 11, 2023 10:15 am**

- 1) Call to order
- 2) Approval of agenda
- 3) Treasurer’s Annual Report – Pam
- 4) Membership Report for 2022 - Barbara
- 5) Holiday Event Report – Michelle/Barbara
- 6) Book Sale Recap for 2022 - Vicki
- 7) President’s Report - Joan
- 8) Presentation of Sewing Machines to the Library - Joan
- 9) Librarian’s Report – Rachel
- 10) Member of the year

Reminders:

- Regular board meeting will be held immediately following the annual meeting

Annual Treasurer's Report

Soldotna Library Friends

12/31/2022

Bank Balance, beginning of year		\$ 26,963.70
Revenue		
Book Sales	\$6,505.30	
Book Sales, front of library box	1314.98	
Donations	1433.98	
Art Sales	2,863.00	
Bake Sales	394.10	
Donations - Pick Click Give	1,875.00	
Special Donation-Soldotna Elks	1650.00	
Memberships	<u>1090.00</u>	
Total Revenue	<u>17,126.36</u>	
Expenses		
Contributions to Library	\$8,900.00	
Fundraising (PCG, marketing and promotion)	235.64	
Domain fee	16.17	
Bank Charges and Fees	231.32	
Dues & Subscriptions	250.00	
Stamps	60.00	
Signs	442.12	
Office Equipment and Supplies	197.46	
Printing	175.00	
Licenses (St of AK fee)	45.00	
Pick Click Give	389.00	
P.O. Box rental	276.00	
Wild Apricot	<u>638.00</u>	
Total Expenses	<u>11,855.71</u>	
Total Revenue in Excess of/(Less Than) Expenses		<u>\$5,270.65</u>
Bank Balance End of year		<u>\$32,234.35</u>
Til Balances		<u>120.00</u>
Total Cash		<u>\$32,354.35</u>

**Soldotna Library Friends
2022 Budget to Actual Report**

Expenses	2022 Budget	2021	December	2022 YTD	Over/under Budget	Proposed 2023 budget
Office equipment and Supplies (Bookshop)	\$200.00	\$156.83		\$197.46	\$2.54	700
Printing (Qtrly Member Newsletter or Postcards)	250.00			\$175.00	\$75.00	250
PO Box Rental	246.00	246.00		\$276.00	(\$30.00)	276
Postage(Avg 5-6 year to full database of 150-200)	100.00	58.00		\$60.00	\$40.00	100
Memberships					\$0.00	
United for Libraries	50.00	50.00		\$50.00	\$0.00	50
Chamber of Commerce	200.00	200.00		\$200.00	\$0.00	200
Wild Apricot Membership Software or Similar	648.00	1,174.24	638.00	\$638.00	\$10.00	648
State Licensing and Fees	100.00	105.00		\$45.00	\$55.00	200
Credit Card Merchant and bank fees	150.00	150.43	106.74	\$231.32	(\$81.32)	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	100
2nd til for December sale	200.00	0.00	-120.00	\$0.00	\$200.00	200
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	15.17		\$16.17	\$3.83	20
Facebook Boosted Posts (monthly for books sale + extra for events)	240.00	145.90	15.00	\$235.64	\$4.36	240
Outreach Flyers and Posters and Signs	200.00	560.84		\$442.12	(\$242.12)	200
Soldotna Chamber Ad						325
Professional fees (web design/attorney)						2500
Patron Perks (Direct Purchased: USBs, earbuds, etc.)	100.00	51.94		\$0.00	\$100.00	100
Pick, Click, Give and Advertising Co-op	350.00	345.25		\$389.00	(\$39.00)	400
Subtotal Expenses	\$3,454.00	\$3,259.60	\$639.74	\$2,955.71	\$498.29	\$6,959.00

Expenses	2022 Budget	2021	December	2022 YTD	Over/under Budget	Proposed 2023 budget
Grant Distributions						
Early Literacy/literacy Programs	\$0.00	\$995.00		\$0.00	\$0.00	1000
1000 Books Before Kindergarten	1,000.00	800.00		\$0.00	\$1,000.00	1000
Summer Reading Program	1,400.00	1,400.00		\$500.00	\$900.00	1400
Story Walk	200.00	2,500.00		\$200.00	\$0.00	200
Other Library Programs	2,000.00	0.00		\$5,750.00	(\$3,750.00)	0
Sewing Program				\$1,400.00	(\$1,400.00)	900
Designated Gifts (Rosie Reeder and Pioneers)	550.00	300.00		\$1,050.00	(\$500.00)	0
Subtotal Distributions	\$5,150.00	\$5,995.00	\$0.00	\$8,900.00	(\$3,750.00)	\$4,500.00
Revenue						
Memberships	\$1,000.00	\$1,065.00	\$55.00	\$1,090.00	(\$90.00)	1000
Book Sales (Monthly and Front of House)	7,000.00	7,647.10	1,178.02	\$8,095.28	(\$1,095.28)	7000
Donations (General and Front of House)	1,000.00	1,281.08	162.75	\$1,433.98	(\$433.98)	1000
Designated Gift Donations		850.00		\$1,650.00	(\$1,650.00)	
Pick, Click, Give Donations	1,000.00	1,250.00		\$1,875.00	(\$875.00)	1500
Fundraisers				\$0.00	\$0.00	
Progress Days	500.00	179.25		\$176.10	\$323.90	500
Fall/Winter Fundraisers	2,500.00	2,486.00	2,806.00	\$2,806.00	(\$306.00)	3000
Subtotal Revenue	\$13,000.00	\$14,758.43	\$4,201.77	\$17,126.36	(\$4,126.36)	\$14,000.00
Total Expenses and Distributions	\$8,604.00	\$9,254.60	\$639.74	\$11,855.71	(\$3,251.71)	\$11,459.00
Cash Revenue Over/Under Expenses	4,396.00	5,503.83	3,562.03	5,270.65	(\$874.65)	2,541.00
Cash beginning of month/year		21,459.87	28,672.32	26,963.70		
Cash in Bank		26,963.70	32,234.35	32,234.35		
Til		120.00	120.00	120.00		
Cash End of Month/year		\$27,083.70	\$32,354.35	\$32,354.35		

Soldotna Library Friends Annual Meeting 1/11/2023

Membership Report

Accomplishments:

- Used Wild Apricot membership software for our database and web site for the 4th full year.
- Increased the number of contacts to 149. Software cost will increase if we go above 250 contacts.
- Sent out over 1,200 emails with information on book sales, events, and renewals
- Improved our web site at www.SoldotnaLibraryFriends.com
 - Redesigned menus and pages. Did a lot of testing to verify screens work as intended.
 - Added a link for board members only where we can store information that needs to be available to the board but not to the public
- Increased the use of social media (Facebook and Instagram) to advertise book sales and more

Current Database: Total 149

- 81 members at the following levels:
 - Family 19
 - Individual 8
 - Lifetime 28
 - Patron 4
 - Senior 21
 - Student 1
- 68 Non-members (these are either non-member volunteers, non-member donors, or people who have signed up to receive our mass emails/newsletters). We have 10 people who are non-member volunteers.
- 13 members are more than 6 months delinquent and have not responded to renewal requests

Volunteers by Group:

- Art Displays 4 people
- Bake Sales 27 people
- Book Sales 22 people
- Bulletin Board 2 people
- General Volunteer 12 people
- Progress Days 1 person

Membership is steadily increasing:

Date	1/2019	1/2020	1/2021	1/2022	1/2023
Members	54	57	59	65	81
Non-Members	17	33	41	52	68
Total Records	71	90	100	117	149

Plans:

- Cross train another system administrator
- Set up business reference for use with Google Search Engine
- Solidify the web site so that we can dive into a membership drive
- Ask board members to:
 - Use our website at www.SoldotnaLibraryFriends.com
 - Login so you have access to **Board Only** menu item
 - Check for spelling/grammar errors
 - Suggest content changes – I especially need help with wording “Why Join”
 - Renew your membership using the website
 - Make a small donation using the website
 - Basically, help find problems that can be fixed before the public finds them
 - Use the mobile app for Wild Apricot Admin if you have a smartphone

Soldotna Library Friends
Notes from Holiday Fundraiser on December 3, 2022

Bake sale and art sale was held from 10 am to 4 pm in the community room. The book sale was held in the basement bookstore. The community room was reserved for December 2-3. Refer to the Dec 2021 Holiday Art Sale Recap done by Elaine Woodburn for detailed information.

Michelle Blackwell coordinated the Bake Sale and Art Sale. She recruited Elaine Woodburn to handle the Art Sale and Jane Fuerstenau to handle the Bake Sale.

Day before:

- Set up the community room – tables, etc
- Set up art displays, decorations
- Accept baked goods from volunteers
- Set up payment processing devices and verify functionality
- Lay down pre-cut “footprints” directing patrons to the elevator for the book sale
- Hang up the Friends banner

During the sale:

- Accept baked goods from volunteers
- Count the shoppers by hour
- Pass out 2023 Book Sale Date Cards
- Live music was performed which was fantastic. People lingered
- Starbucks donated coffee which we provided complimentary to attendees
- Take notes on things that can be improved upon
- Take pictures and post on social media during the event

Shoppers by Hour	
10-11 am	- 41
11-12 pm	- 39
12-1 pm	- 33
1-2 pm	- 28
2-3 pm	- 20
3-4 pm	- 11
Total Shoppers	- 172

Ideas for next time:

- Live music should be played from 10 am to 3 pm. Very few people came after 3 pm
- Refer to this event as a Holiday event rather than a Christmas event
- Sell some items via Silent Auction
- Solicit jewelry donations – perhaps people will donate jewelry they no longer wear
- Make sure people in the community room know there is a book sale going on downstairs. Perhaps additional signage would help. The footprints helped direct people to the book sale.
- Keep better track of how much cash was received for art vs baked goods. We used one cash box for both. The credit card payments were separated for art vs baked goods, but the cash was not.

List of supplies to bring to the sale:

Tablecloths	Scissors	Sani wipes	Power strip for iPad
Baskets	Push pins	Paper towels	Music source & speaker
Platters	Tablet	Rags	Surgical gloves
Saran Wrap	Markers	Napkins	Pack yourself a lunch!
Baggies	Pencils/Pens	Trash bags	Aprons for workers
Sacks/Bags	Stickers for pricing	Serving plates/forks	

Soldotna Library Friends Annual Meeting 1/11/2023
Fundraising Event Recap for 2022

9 Book Sales were held in 2022

- 7 held on last Thursday of month 2-6 pm
- 2 held on Saturday 10 am – 4 pm (Progress Days and Holiday Event)

Books sold in library lobby “For Sale Bookshelves” area are called “Front of House” in our financial reports

2022 Fund Raising	Number of People	Art Sales	Bake Sales	Book Sales and Front of House Proceeds
1/27/2022	85			\$ 536
2/24/2022	90			\$635
3/31/2022	Cancelled			\$194
4/28/2022	100			\$772
5/26/2022	63			\$535
6/30/2022	101			\$755
7/23/2022 Progress Days	207		\$176	\$1,225
August	No book sale			\$203
9/29/2022	139			\$1,298
10/27/2022	95			\$680
November	No book sale			\$82
12/3/2022 Holiday Event	172	\$2,588 Art and Bake Combined		\$1,063
Totals	1,050 Shoppers			\$7,978

2021 included for comparison:

2021 Special Events	Number of People	Art Sales	Bake Sales	Book Sales and Front of House Proceeds
7/24/2021 Progress Days	106		\$180	\$1,037
12/4/2021 Holiday Event	150	\$1,986	\$500	\$982



Soldotna Library Friends

January 11, 2023

Rachel Nash, Librarian
Soldotna Public Library
235 N Binkley St
Soldotna AK 99669

Dear Mrs. Nash:

The Soldotna Library Friends would like to present seven Janome My Style 100 Sewing Machines to the Library. Six of these machines will be used in sewing classes. The seventh machine will be available for checkout by library patrons.

The purchase of these machines was made possible through donations from the Soldotna Elks Lodge 2706, Soldotna City Council Member Linda Hutchings, and from our organization the Soldotna Library Friends.

We are excited to kick off the new sewing program SEW FUN AT THE LIBRARY program in 2023.

Sincerely,

Joan Merrick
President
Soldotna Library Friends

P.O. Box 4134
Soldotna, AK 99669

www.soldotnalibraryfriends.com
Email: memberships.slf@gmail.com



2022 YEAR IN REVIEW

Soldotna Public Library

Numbers at a glance

Checkouts



130,621

Visitors



80,390

Computer Use



7,330

Digital Checkouts



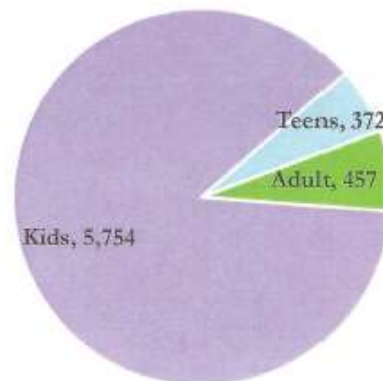
28,789

Fun stuff

Highlights:

- New Patrons Added: 910
- Items added: 7,507
- Library Programs: 295
- Summer Reading Participants: 1,075

Program Attendance



Total attendance= 6,583



Community members saved an estimated
\$2.8 million by using Library resources this year!

<http://www.ilovelibraries.org/what-libraries-do/calculator>



January 11, 2023

Soldotna Library Friends

Jane Fuerstenau
35555 Kenai Spur Hwy #357
Soldotna, AK 99669

Dear Jane,

The Soldotna Library Friends would like to award you a LIFETIME MEMBERSHIP. We want to express our appreciation for your volunteer efforts for our organization and for the library.

You have organized the bake sale held during our holiday fundraiser for the past two years. You've been successful in recruiting bakers to donate homemade goodies that we sell during our holiday fundraiser. Because of your efforts, we have been able to fund many programs at the library that have enhanced our community.

You have served on the Library Advisory Board and have chaired that board for several years. We appreciate people like you who are willing to step up and participate in making our community the amazing place that it is to live and raise families.

Thank you for all that you have done and continue to do to support our local library.

Sincerely,

Barbara S. Olson
Vice President and Membership Chair
Soldotna Library Friends

P.O. Box 4134
Soldotna, AK 99669

www.soldotnalibraryfriends.com
Email: memberships.slfg@gmail.com

Soldotna Library Friends

Appreciation of our Book Sale Volunteers

January 2023

Our Board of Directors should understand what is involved in keeping our book sales alive. The basement bookstore is the key to our organization's financial success. There are more things involved with managing the book sale room, but here is an overview of what's involved.

Maintaining the Book Sale Room:

- Vicki makes herself available to meet people at the back door to accept book and art donations. If she isn't in town, she arranges someone to do this for her. Her personal telephone number and email address is advertised for donors to contact her.
- Vicki weeds through all the donations. Not all items are suitable for sale. She arranges with Mike Morgan to pick up the unsuitable items which will either be recycled, trashed, or passed on to other organizations.
- Vicki has an active group of dedicated volunteer "shelvers" who place books in the appropriate areas. The books in the basement bookstore are organized like any library is. These people are working every Monday morning and for as many days as it takes to keep the donations organized.
- A volunteer keeps the "For Sale Bookshelf" located in the library lobby stocked with books including those that are appropriate for the season (such as gardening, sports, holidays).
- Vicki even has a retired shop teacher in her volunteer group who built beautiful and functional shelves on the back wall for paperback books. She has him lined up to expand the shelves this year.

Holding a Book Sale:

- Vicki arranges to have the book signs displayed outside on the day of each book sale.
- Signs are setup inside the library to direct people to the book sale.
- Signs advertising the book sale are also placed on community bulletin boards.
- Vicki schedules volunteers to work at the book sales in 2-hour shifts.
- A volunteer stays upstairs at the elevator to help direct people to the Book Sale Room. This was critical during COVID when we were limited to 10 shoppers at a time.
- A volunteer stays in the book sale room to track the number of shoppers, assist shoppers, keep an eye on things, and total up each shopper's purchase.
- A volunteer processes the payments via cash or credit card.

This dedicated group of volunteers is the key to our success as Soldotna Library Friends. The proceeds from the basement bookstore allow us to fund community programs at our library. Without them, we simply would not have the money to fund programs such as the Summer Reading Program, the Story Walk, One Thousand Books Before Kindergarten, Mobile hotspots, and the new program "Sew Fun at the Library".