

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

- 1) Call to order
- 2) Approval of agenda
- 3) Approval of minutes from April 12, 2023 Meeting
- 4) Treasurer's Report: Pam
- 5) Book Sale Report: Vicki
- 6) Librarian's Report: Rachel
- 7) Old Business
 - a. Bylaws Committee: Pam
 - b. Streamlining Funding of Smaller Requests:
- 8) New Business
 - a. Planning for Progress Days – Saturday July 22 from 10 am to 4 pm
- 9) President's Report: Joan

In this month's board packet:

- Minutes April 12, 2023, Monthly Meeting
- Treasurer's Report and Budget vs Actual Report

Reminders:

- Next Book Sale May 25, 2023, from 2-6 pm
- Next Board Meeting June 14, 2023, at 10:15 am

Treasurer's Report

Soldotna Library Friends

4/30/2023

Bank Balance, beginning of month		\$ 35,217.43
Revenue		
Book Sales	\$919.00	
Book Sales, front of library box	63.05	
Donations	9.00	
Art Sales	0.00	
Bake Sales	0.00	
Donations - Pick Click Give	0.00	
Special Donation	0.00	
Memberships	<u>10.00</u>	
Total Revenue	<u>1,001.05</u>	
Expenses		
Contributions to Library	\$114.74	
Fundraising (PCG, marketing and promotion)	30.01	
Domain fee	0	
Bank Charges and Fees	12.50	
Dues & Subscriptions	0.00	
Stamps	0.00	
Signs	0.00	
Office Equipment and Supplies	24.98	
Printing	0.00	
Licenses (St of AK fee)	0.00	
Pick Click Give	0.00	
P.O. Box rental	0.00	
Wild Apricot	<u>0.00</u>	
Total Expenses	<u>182.23</u>	
Total Revenue in Excess of/(Less Than) Expenses		<u>\$818.82</u>
Bank Balance End of month		<u>\$36,036.25</u>
Til Balance		<u>120.00</u>
Total Cash		<u>\$36,156.25</u>

Soldotna Library Friends
2023 Budget to Actual Report

Expenses	2023 Budget	2022	April	2023 YTD	Over/under Budget
Office equipment and Supplies (Bookshop)	\$700.00	\$197.46	\$24.98	\$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		0.00	200.00
Wild Apricot Membership Software or Similar	648.00	638.00		0.00	648.00
State Licensing and Fees	200.00	45.00		0.00	200.00
Credit Card Merchant and bank fees	150.00	231.32	12.50	41.72	108.28
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 December sale	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	30.01	96.56	143.44
Outreach Flyers and Posters and Signs	200.00	442.12		0.00	200.00
Soldotna Chamber Ad	325.00				
Professional fees (web design/attorney)	2500.00				
Patron Perks (Direct Purchased: USBs, earbuds, etc.)	100.00	0.00		0.00	100.00
Pick, Click, Give and Advertising Co-op	400.00	389.00		278.75	121.25
Subtotal Expenses	\$6,959.00	\$2,955.71	\$67.49	\$1,241.49	\$5,717.51

Expenses	2023 Budget	2022	April	2023 YTD	Over/under 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		0.00	1,000.00
Summer Reading Program	1400.00	500.00		0.00	1,400.00
Story Walk	200.00	200.00		0.00	200.00
Other Library Programs	0.00	5,750.00		0.00	0.00
Sewing Program	900.00	1,400.00	84.74	596.74	303.26
Seed Program			30.00	30.00	-30.00
Designated Gifts (Rosie Reeder and Pioneers)	0.00	1,050.00		0.00	0.00
Subtotal Distributions	\$4,500.00	\$8,900.00	\$114.74	\$626.74	\$3,873.26
Revenue					
Memberships	\$1,000.00	\$1,090.00	\$10.00	\$175.00	\$825.00
Book Sales (Monthly and Front of House)	7000.00	8,095.28	982.05	4,168.97	2,831.03
Donations (General and Front of House)	1000.00	1,433.98	9.00	526.16	473.84
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	500.00	176.10		0.00	500.00
Fall/Winter Fundraisers	3000.00	2,806.00		0.00	3,000.00
Subtotal Revenue	\$14,000.00	\$17,126.36	\$1,001.05	\$5,670.13	\$8,329.87
Total Expenses and Distributions	\$11,459.00	\$11,855.71	\$182.23	\$1,868.23	\$9,590.77
Cash Revenue Over/Under Expenses	2,541.00	5,270.65	818.82	3,801.90	(\$1,260.90)
Cash beginning of month/year		26,963.70	35,217.43	32,234.35	
Cash in Bank		32,234.35	36,036.25	36,036.25	
Til		120.00	120.00	120.00	
Cash End of Month/year		\$32,354.35	\$36,156.25	\$36,156.25	

SOLDOTNA LIBRARY FRIENDS
BYLAWS COMMITTEE REPORT

RECOMMENDATIONS TO THE BOARD OF DIRECTORS
FEBRUARY 2023

The bylaws committee has reviewed the Soldotna Library Friends Articles of Incorporation, Bylaws and policies and would like to make the following recommendations to the Board of Directors.

We recommend that the Board approve to amend the Articles of Incorporation for the following items:

1. Correct the fiscal year by amending Article X to read:
"...following the conclusion of the fiscal year, December 31.
2. Increase the number of board members to allow for a total of nine by changing the wording of Article IX to read:
"The management of the affairs of the Corporation shall be vested in a board of directors consisting of at least seven (7) and not more than nine (9) members."
3. Increase the number of terms a director may serve from two to three by amending Article X to read:
"...Board members may serve three successive terms.

Amendments to the Articles of Incorporation require a vote of two-thirds (2/3) of the members of Board of Directors at an annual or special meeting.

We recommend that the Board approve the recommended changes, as presented, to update and clarify the Bylaws of the Soldotna Library Friends.

Amendments to the Bylaws require a two-thirds (2/3) majority of the SLF's board of directors.

We recommend that the Board of Directors call a special meeting in connection with our regular March meeting to vote on these changes.

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* _____

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 [Soldotna Public] 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* [members of the surrounding communities] 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.* [General members will vote at the annual membership meeting.]

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* [Secretary] 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.

ARTICLE IV – MEETINGS

Section I. Meeting Schedule and Location

Meeting of SLF *Board of Directors* shall be held *monthly* [on the first Tuesday of each month] at a time *and place* convenient to all SLF Board Members. [Meeting of SLF shall be held at the Library.]

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 [II] *III.* Meeting Rules

Meetings shall be guided by Robert's Rules of Order. [A copy of the previous meeting's minutes shall be filed with the secretary and made available to any member upon request.]

Section [III] *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 [of Directors]. 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 [I] *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.

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.* [at least five days before the next scheduled meeting.]

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

Section [II] *IV*. Removal of *Director* [Officer]

A *two thirds* majority of Board of Directors may remove any *director* [officer] 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* [officer] is removed prior to the normal expiration of the *director's* [officer'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: _____