

AGENDA FOR THE ANNUAL GENERAL MEMBERSHIP MEETING

Soldotna Library Friends

January 10, 2024 at Noon

- 1) Call to order and introductions
- 2) Approval of agenda (Packet A)
- 3) Treasurer's Report for 2023: Pam
 - Annual Treasurer's Report as of 12/31/2023 (Packet B)
 - 2023 Budget vs Actual Report (Packet C)
- 4) President's Report on 2023 Accomplishments and 2024 Goals: Joan (Packet D)
- 5) 2023 Fundraising Recap: Barbara (Packet E)
- 6) 2023 Membership Report: Barbara (Packet F)
- 7) Member of the Year Announcement: Barbara (Packet G)
- 8) Librarian's Presentation: Rachel (Packet H)

Reminders:

- The regular Board of Directors meeting will be held following the Annual General Membership Meeting

Known Absences:

- Mary Lou left October 29 and will return late March 2024
- Jane Gabler will be returning in late January
- Heather Rasch will miss the January meetings
- Vicki will miss the January meetings

Packet Includes:

- A – Agenda
- B – Annual Treasurer's Report as of 12/31/2023
- C – 2023 Budget vs Actual Report
- D – 2023 Accomplishments and 2024 Goals
- E – 2023 Fundraising Recap
- F – 2023 Membership Report
- G – Member of the Year

Annual Treasurer's Report

Soldotna Library Friends

12/31/2023

Bank Balance, beginning of year		\$ 32,234.35
Revenue		
Book Sales	\$8,091.91	
Book Sales, front of library box	1,225.77	
Donations	1,176.77	
Art Sales	1,680.00	
Bake Sales	1,187.25	
Donations - Pick Click Give	3,637.00	
Special Donation	500.00	
Memberships	<u>1,150.00</u>	
Total Revenue	<u>18,648.70</u>	
Expenses		
Contributions to Library	\$4,226.74	
Fundraising	133.86	
Domain fee	17.17	
Bank Charges and Fees	150.03	
Dues & Subscriptions	200.00	
Stamps	66.00	
Signs	369.62	
Office Equipment and Supplies	883.53	
Printing	0.00	
Soldotna Chamber Ad	775.00	
Licenses (St of AK fee)	65.00	
Pick Click Give	512.34	
P.O. Box rental	294.00	
Wild Apricot	810.00	
	<u>0.00</u>	
Total Expenses	<u>8,503.29</u>	
Total Revenue in Excess of/(Less Than) Expenses		<u>\$10,145.41</u>
Bank Balance End of year		<u>\$42,379.76</u>
Til Balance		<u>120.00</u>
Total Cash		<u>\$42,499.76</u>

Soldotna Library Friends
2023 Budget to Actual Report

Expenses	2023 Budget	2022	December	2023 YTD	Over/under Budget	Approved 2024 Budget
Office equipment and Supplies (Bookshop)	\$700.00	\$197.46	\$33.89	\$841.18	(\$141.18)	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	-18.00	300
Postage(Avg 5-6 year to full database of 150-200)	100.00	60.00		66.00	34.00	100
Memberships					0.00	
United for Libraries & AK Library Assoc	50.00	50.00		0.00	50.00	200
Chamber of Commerce	200.00	200.00		200.00	0.00	200
Wild Apricot Membership Software or Similar	648.00	638.00	810.00	810.00	-162.00	810
State Licensing and Fees	200.00	45.00		65.00	135.00	200
Credit Card Merchant and bank fees	150.00	231.32	43.54	150.03	-0.03	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	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	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	7.53	133.86	106.14	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	10.50	512.34	-112.34	350
Subtotal Expenses	\$6,959.00	\$2,955.71	\$785.46	\$4,276.55	\$2,682.45	\$5,975.00



	2023		2022		2023		Over/under		Approved	
	Budget	2022	December	YTD	Budget	2024	Budget	Budget	2024	Budget
Expenses										
Grant Distributions										
Early Literacy/literacy Programs	\$1,000.00	\$0.00		\$0.00	\$1,000.00		\$1,000.00			1000
1000 Books Before Kindergarten	1000.00	0.00		1,000.00	0.00		0.00			1400
Summer Reading Program	1400.00	500.00		1,400.00	0.00		0.00			
Story walk	200.00	200.00		0.00	200.00					2000
Small project fund (story walk)										2000
STEM										2000
Special Performers/presenters										1000
Other Library Programs	0.00	5,750.00		0.00	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					
Subtotal Distributions	\$4,500.00	\$8,900.00	\$0.00	\$4,226.74	\$273.26					\$7,400.00
Revenue										
Memberships	\$1,000.00	\$1,090.00	\$280.00	\$1,150.00	(\$150.00)					1000
Book Sales (Monthly and Front of House	7000.00	8,095.28	57.00	9,074.72	-2,074.72					8000
Donations (General and Front of House)	1000.00	1,433.98		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	150.00	3,637.00	-2,137.00					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
Subtotal Revenue	\$14,000.00	\$17,126.36	\$3,006.96	\$18,648.70	(\$4,648.70)					\$15,000.00
Total Expenses and Distributions										
Cash Revenue Over/Under Expenses	\$11,459.00	\$11,855.71	\$785.46	\$8,503.29	\$2,955.71					\$13,375.00
Cash beginning of month/year	2,541.00	5,270.65	2,221.50	10,145.41	(\$7,604.41)					1,625.00
Cash in Bank		26,963.70	39,958.26	32,234.35						
Till		32,234.35	42,179.76	42,379.76						
Cash End of Month/year		120.00	120.00	120.00						
		\$32,354.35	\$42,299.76	\$42,499.76						

2023 Accomplishments and 2024 Goals - Soldotna Library Friends Annual Meeting on January 10, 2024

Accomplishments in 2023

- Funded the following programs:
 - 1000 Books Before Kindergarten (1KBK)
 - Summer Reading Program
 - Story Walk® maintenance
 - Sewing Program
 - Seed Library
- Presented 7 sewing machines to the library for the "Sew Fun at the Library" program.
- Received a designated donation to support the banned book club.
- Purchased a banner to promote the Summer Reading Program.
- Purchased advertising of the library that will appear in the 2024 Soldotna Visitors Guide.
- Held 7 Thursday Used Book and Art Sales, and 2 Saturday sales (Progress Days in July and the Holiday event in December).
- Supported the new Seed Library until it could be relocated to another non-profit group.
- Donated books as follows:
 - Cart full of paperbacks to give away on "Give a Book Day" held 2/14/2023.
 - Appropriate books to several local senior living homes.
 - 3 boxes of books to the Soldotna Chamber of Commerce for their book giveaway.
 - Artwork and a book basket to the Soldotna Chamber's Pie Auction
- Held several one-week book sales at the Book Sale Shelf specializing in various topics such as Crafts and Quilting, History, and Favorite Fiction Authors.
- Housekeeping for our organization:
 - Basement reorganization of files along with construction of new bookshelves.
 - Filled 2 board positions to have a full board of 9 members.
 - Developed and distributed "Board of Director Information Binders" that contain our organization's structure and policies.
 - Drafted changes to the Bylaws and Articles of Incorporation.
 - Redesigned the Friends website providing access to news, book sale dates, volunteer opportunities, contact information, minutes of meetings, and more.
 - Transitioned to placing meeting packets on the Friends website for board and public access.
 - Began using the Square Application for both cash and credit card sales.
 - Maintained our eligibility as a non-profit corporation for Pick.Click.Give. We received over \$3,000 from 40 people.

Goals for 2024

- Continue holding used book and art sales for our continuous source of revenue.
- Expand the library presence in the Soldotna Visitors Guide, perhaps a free articles on the library.
- Fine tune the tracking of cash and credit card sales in the Square Application for quick totals.
- Finalize the changes to the Bylaws and Articles of Incorporation after attorney review.
- Fund the following programs:
 - 1000 Books Before Kindergarten (1KBK)
 - Summer Reading Program
 - STEM Kits
 - Special Performers/Presenters
 - Small Project Fund.
- Take steps to show our volunteers our appreciation.
- Take an informal survey to find out how people hear about the book sales, so we know how to direct our advertising efforts.

2023 Fundraising Recap - Soldotna Library Friends

Month	Notes	Visitors	Book Sales	Book Sale Shelf Box	Donation Box	Art Sales	Bake Sales	Totals
January		89	\$ 1,045.25	\$ 45.40	\$ 233.88	\$ 100.00	\$ -	\$ 1,424.53
February		102	\$ 714.25	\$ 164.11	\$ 68.84	\$ -	\$ -	\$ 947.20
March		114	\$ 714.00	\$ 103.91	\$ 214.50	\$ 300.00	\$ -	\$ 1,332.41
April		106	\$ 919.00	\$ 63.05	\$ 9.00	\$ -	\$ -	\$ 991.05
May	Cancelled due to fire alarm malfunction	-	\$ -	\$ 58.52	\$ 109.09	\$ -	\$ -	\$ 167.61
June		109	\$ 931.70	\$ 186.71	\$ 17.50	\$ 30.00	\$ -	\$ 1,165.91
July	Progress Days	158	\$ 934.25	\$ 29.19	\$ 78.20	\$ 65.00	\$ 590.25	\$ 1,696.89
August	No book sale scheduled	-	\$ -	\$ 128.59	\$ 132.21	\$ -	\$ -	\$ 260.80
September		110	\$ 1,104.20	\$ 106.60	\$ 23.35	\$ 20.00	\$ -	\$ 1,254.15
October		112	\$ 971.30	\$ 167.32	\$ -	\$ -	\$ -	\$ 1,138.62
November	No book sale scheduled	-	\$ -	\$ 115.37	\$ 90.26	\$ -	\$ -	\$ 205.63
	Holiday Event - Book sale had 109 visitors, Bake/Art sale had 163 visitors	163	\$ 757.96	\$ 57.00	\$ -	\$ 1,165.00	\$ 597.00	\$ 2,576.96
TOTALS		1,063	\$ 8,091.91	\$ 1,225.77	\$ 976.83	\$ 1,680.00	\$ 1,187.25	\$ 13,161.76



Soldotna Library Friends Annual Meeting 1/10/2024 2023 Membership Report

Accomplishments:

- Used Wild Apricot membership software for our database and web site for the 5th full year.
- Increased the number of contacts to 157. Software cost will increase if we go above 250 contacts.
- Sent out approximately 2,000 emails with information on book sales, events, and renewals.
- Continued the use of social media (Facebook and Instagram) to advertise book sales and more. Michelle Blackwell continues to take care of this for us.
- Archived 9 records who are not Lifetime Members, have not opened an email from us in over a year, and have not had a financial transaction with us in over 3 years.
- Archived 3 Lifetime Members who are no longer living.

Current Database: Total 157

- 82 members at the following levels:
 - Family 16
 - Individual 8
 - Lifetime 28
 - Patron 4
 - Senior 26
 - Student 0
- 75 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 12 people who are non-member volunteers.
- 17 members are more than 6 months delinquent and have not responded to renewal requests.

Volunteers by Group:

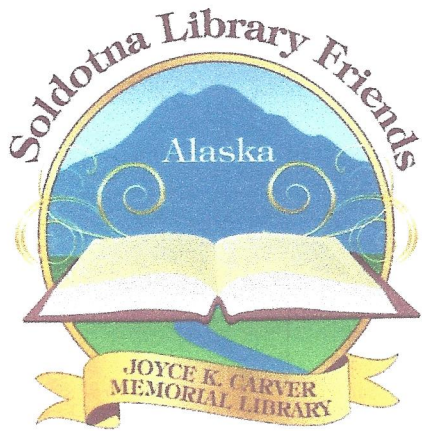
- Art Displays 4 people
- Bake Sales and Special Events 34 people
- Book Sales 25 people
- Bulletin Board 2 people
- Sew Fun at the Library 3 people

Membership is steadily increasing:

Date	1/2019	1/2020	1/2021	1/2022	1/2023	1/2024
Members	54	57	59	65	81	82
Non-Members	17	33	41	52	68	75
Total Records	71	90	100	117	149	157

Plans:

- Cross train another system administrator
- Set up business reference for use with Google Search Engine
- Encourage use of our website



GIFT CERTIFICATE

*LIFETIME Membership to
Soldotna Library Friends
Value \$250*

Presented to: *Christine DeCourtney*

Authorized by: *Barbara S. OLson*

Date Issued: *1-10-2024*

Certificate Number: *48*

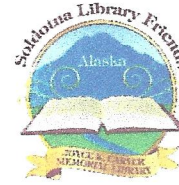
SOLDOTNA LIBRARY FRIENDS

PO Box 4134

Soldotna, AK 99669

www.soldotnalibraryfriends.com

January 10, 2024



Soldotna Library Friends

Christine DeCourtney
48953 Daniels Lake Rd
Kenai, AK 99611

Dear Christine DeCourtney:

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 spent countless hours in our book sale room, sorting and organizing the donated books. You manage to turn the unloaded boxes of books into an organized bookstore for each monthly book sale.

Because of your efforts, we have been able to fund many programs at the library that have enhanced our community. The basement bookstore is the key to our organization's financial success.

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

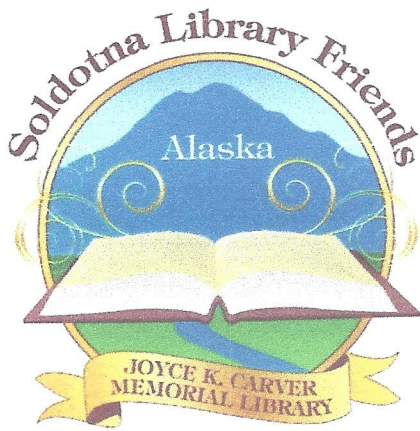
Sincerely,

A handwritten signature in black ink that reads "Barbara S. Olson".

Barbara S. Olson
Secretary
Soldotna Library Friends

Soldotna Library Friends
P.O. Box 4134
Soldotna, AK 99669

www.SoldotnaLibraryFriends.com
Email: SoldotnaLibraryFriends@gmail.com



GIFT CERTIFICATE

*LIFETIME Membership to
Soldotna Library Friends
Value \$250*

Presented to: *Jim O'Neill*

Authorized by: *Barbara S. Olson*

Date Issued: *1-10-2024*

Certificate Number: *49*

SOLDOTNA LIBRARY FRIENDS

PO Box 4134

Soldotna, AK 99669

www.soldotnalibraryfriends.com



2023 YEAR IN REVIEW

Soldotna Public Library

Numbers at a glance

Checkouts



134,858

Visitors



86,512

Computer Use



9,924

Digital Checkouts



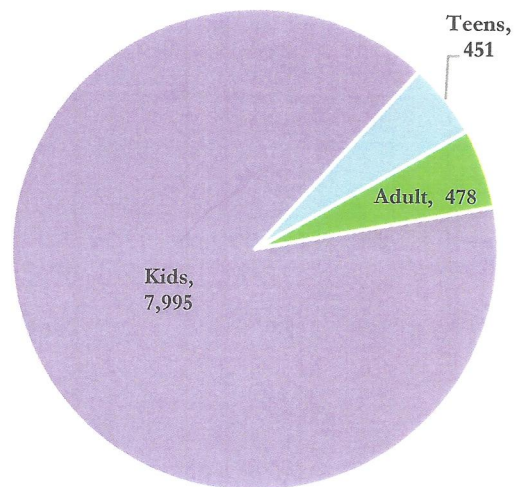
28,700

Fun stuff

Highlights:

- New Patrons Added: 946
- Items added: 4,162
- Library Programs: 369
- Summer Reading Participants: 1,047

Program Attendance



Total attendance = 6,583



Community members saved an estimated
\$2.5 million by using Library resources this year!

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