

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - June 19, 2018

The meeting was called to order at 9:00 by President Pamela Wang. Attending were Board members Ken Guerra, Barbara Isley, Mardee Richardson, Bev Stehley, Lyn Waterhouse and Arne Werchick; Head Librarian Denise Stromberg was also present. The Board welcomed Keala Richard [pronounced *ri-shard'*] (Keala.Richard@librarieshawaii.org), new head librarian at Kealakekua branch (no eponym intended, we are led to understand),

The minutes of the May 19 meeting were approved. MSA

Treasurer Barbara Isley reported total assets at the end of May of \$65,538.79 and an Ameritrade account balance of \$38,030 as of this morning. The May Profit & Loss Statement is attached to these minutes. Lobby sales were very good in May. The Community Seed Library *chocolate* program was very successful in attendance and donations. Barbara also reports that the F.O.L.K. scholarship award checks were just written so will reduce the assets total. Financial report accepted. MSA

Lyn Waterhouse reports trying to get a UH Geology Department speaker but difficult to schedule.

Bev Stehley mentions that K.F.L.P., which helps with Books for Babies, has asked if F.O.L.K. children's programs would co-sponsor a toddler program. Denise reports we already are doing a toddler program. Bev will introduce children's librarian Jenn Losalio to the K.F.L.P. representative to coordinate.

While Suzanne Dmytrenko is away, Bev will introduce the F.O.L.K. program on June 26th.

The Book Club this month discusses *The Heart Healers* by James Forrester. Next month's selection is *The Other Einstein* by Marie Benedict

Ken Guerra reports that he just received a run of 1000 bookmarks for this year. He and Head Librarian Denise Stromberg have agreed on a tentative book sale calendar for 2019: January 12, February 9, March 9, April 13, May 11, August 10, September 14, November 16 and December 14. He suggests we find a new picture to put on the new bookmarks for next year. Discussion of cost of printing a membership application on obverse of bookmarks concluded it probably does not generate enough new memberships to justify doubling cost of bookmark printing. The committee met to discuss issues involving book sales. One on-going problem continues to be the limited supply of volunteers. There was very little turnout with students this year. Adult volunteer numbers are quite variable. Ken has 120 adult volunteers on the e-mail roster; he is lucky to average 15 for any given sale. The various rewards program don't seem to have

brought in more volunteers. Bev mentions Oahu which has one 9-day book sale per year. Discussion of lanai versus lobby sales. One suggestion is to cut hours by one for lanai sales to 9:00 a.m. - noon. We need to see how much business we do in the final hour. In the past the National Honor Society has been the main source of student volunteers and is a small pool. Ken reports it has been decided to raise book sale prices. All lobby paperbacks will be at least \$1; hard bound will be \$2 and up. For lanai sales all paperbacks will be \$1, hard bound \$2, children's books \$0.50, and teen/young adult \$1.

Mardee Richardson supplemented her previously submitted book sale summaries (attached below). She asks if we should consider raising the book sale members' discount to 50%.

Keala Richard suggests tapping into the masters degree distance program for volunteers. Degree applicants are required to do a certain amount of volunteer work. Palamanui has strong English department and might also be a source for volunteers. Target has a semiannual volunteer program and might be worth contacting. Bev Stehley will talk to the General Manager at Target about providing book sale volunteers.

The undersigned was tasked to write a response to an e-mail from the T-Mobile representative to Ken Guerra about providing volunteers.

Treasurer Barbara Isley will be traveling and will not be here for the August sale and could use some help with banking while gone. Ken and Mardee will be doing substitute duties. Barbara will run a *West Hawaii Today* ad again in August for book sale dates through 2018.

In October the Board will continue the discussion of hours, number of sales, and sources of volunteers.

Mardee reported re membership. (Report attached below, with member names redacted). A new member sent a note thanking Eleanor Pearson for her work on book sales and included a sustaining membership check. Mardee will need to order a new run of membership application forms. Mardee questioned a long-standing category of "friend" on her membership rosters, and it was determined that the designation simply signified either a person contributing additional funds or services than the usual member categories. The undersigned renewed the discussion of creating major donor categories but noted that such programs require an agreed list of major capital projects first. The *ad hoc* Capital Allocation Committee will be asked to continue its work formulating such a list. Major donors may be urged to earmark larger donations to specific projects.

Librarian Denise Stromberg submits four requests. Outside Landscaping is dying. Carmen has prepared a list of things she would like to purchase, including plants, soil, palm food etc. And requests \$200. MSA Carmen is asked to make sure the sprinkler system is working properly. Denise would like to double or triple number of live plants inside library, called "air scrubbers". We presently pay \$124.99/month for seventeen plants, which includes plants and services. A

motion was made to raise the monthly plants budget from \$125 to \$250 through the end of the year. MSA

Fred Hornbruch arrives, having been unavoidably detained.

Scholarship recipient Penny Brumbaugh is re-introduced. She just attended the Conference on *Literature and Hawaii's Children* at Chaminade University in Honolulu as part of F.O.L.K.'s efforts to underwrite additional staff training and development expenses. She described it as a good networking event and will prepare summary for inclusion in minutes and newsletters to reflect importance of our expenses in professional development.

Denise request funds for a new commercial grade cross-cut shredder; she has found a good prospect at Costco on sale \$50 off and needs \$150. MSA With respect to the Ross \$8095 donation, Denise has conferred with children's librarian Jenn Losalio and young adult librarian Kipapa Kahelahela re spending of the grant and so far has earmarked \$5000 to Jenn for kids' programs and \$3000 to Kipapa for teen programs. This will represent an expansion of established programs. Approved. MSA

Keala Richard reports re Kealakekeua. She plans to open up a corner to be a reference and special collections area, especially for Hawaiiana. Currently there is no reference desk there; she is rearranging furniture to create a space. She has requested some conservation materials already. No appropriation needed yet. She is also planning on expanding the young adult collection. Funding requests: Stacy reports a need for a new blue ray player for movie days, costing \$82. MSA She would like to purchase an antique style popcorn maker cart costing \$230, and it would be a fixture. MSA She renews the request for a charging station, noting that the Building Code prevents daisy chaining power cords. Cost would be \$590 for the unit she targeted. Not approved. Further study requested after it was noted that Kona branch does not have a charging station and functions without one.

Denise passes along the CSL quarterly report from Kipapa, attached below.

Mardee reports there is an occasional excess of donated children's books, more than can be sold at the lanai sales. She has suggested that a special box or basket be devised (similar to the magazines available in the lobby sale area) and that Jenn advise families they can take a book to start a home library.

The next meeting of the F.O.L.K. Board is July 17. Meeting adjourned 11:05 a.m.

Respectfully submitted
ARNE WERCHICK
Secretary

ATTACHMENTS TO MINUTES:

May Profit and Loss Statement

Report: Category Summary by Month			
5/1/2018 - 5/31/2018			
79 Categories			
Category		5/1/18 - 5/31/18	
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INCOME		2,179.37	2,179.37
	DONATIONS	-29.47	-29.47
	- Amazon	-29.47	-29.47
	FUNDRAISING INCOME TAXABLE	1,833.37	1,833.37
	- Kailua Kona Lobby Sales	1,007.05	1,007.05
	- Kealakekua Lobby Sales	92.16	92.16
	- Lanai Book Sale	734.16	734.16
	Interest on Savings	1.94	1.94
	Membership Dues	255.28	255.28
	PROGRAM DONATIONS	118.25	118.25
	- Book Club	20	20
	- Community Seed Library	98.25	98.25
EXPENSE		-3,945.16	-3,945.16
	F.O.L.K. EVENTS	-179.37	-179.37
	- Presenters	-179.37	-179.37
	F.O.L.K. PROGRAMS	-925	-925
	- Community Seed Library	-100	-100
	- - Presenters	-100	-100
	- Friendly Bus	-825	-825
	LIBRARY ASSISTANCE	-2,840.79	-2,840.79
	- Books	-2,000.00	-2,000.00
	- - Kailua Kona	-2,000.00	-2,000.00
	- Events	-200	-200
	- - Kailua Kona	-100	-100
	- - Kealakekua	-100	-100
	- Maintenance	-166.67	-166.67
	- - Kailua Kona	-166.67	-166.67
	- Programs	-454.17	-454.17
	- - Kailua Kona Children's Library	-98.99	-98.99
	- - Kailua Kona Summer Reading	-355.18	-355.18
	- Subscriptions	-19.95	-19.95
	- - Kailua Kona	-19.95	-19.95
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TOTAL		-1,765.79	-1,765.79

May book sale data for June's Board Meeting

Revenue from new and renewal memberships @ book sale: \$40.
Merchandise: \$0.

Shopper Demographics:

Number of Total Sales: 163

Current Members: 27

Past Due Members: 2

Teachers: 6

2017-2018 Averages for our Monthly Book Sales

Average number of boxes of books sold: 58

(The high sold was 106 boxes in January and the low was 29 boxes in February)

Opening 17 Volunteers: (6 Students & 11 Adults) took out an average of 178 boxes

Closing 9 Volunteers: (3 Students & 6 Adults) returned an average of 120 boxes

- 2 of the 3 students worked from opening-closing most months and
- 2 of the 6 adults worked from opening-closing

Average revenue from books: \$1,108.

Average revenue from memberships (new & renewing): \$181.

FOLK BOOK SALE REVENUE 2017-2018									
AUGUST	SEPTEMBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	GRAND TOTAL
\$1,278.00	\$1,072.00	\$1,124.00	\$1,437.00	\$1,240.00	\$896.00	\$1,266.00	\$927.20	\$736.16	\$9,976.36
\$89.00	\$147.00	\$270.00	\$169.00	\$227.00	\$200.00	\$307.00	\$177.00	\$40.00	\$1,626.00
					\$70.00	\$20.00	\$31.00	\$0.00	\$121.00
\$1,367.00	\$1,219.00	\$1,394.00	\$1,606.00	\$1,467.00	\$1,166.00	\$1,593.00	\$1,135.20	\$776.16	\$11,723.36

Membership Report

There were 389 members on our roster this month, of those 302 are members in good standing.

1 member in total expressed interest in various F.O.L.K. volunteer opportunities in May.

2 paid via Paypal

1 paid using the bookmark membership form

New Members

8 new members this month. Of those, 1 joined at our May Book Sale

Renewals, Edits, Updates

14 renewal reminder post cards were mailed out.

There were 6 renewals in total this month.

3 of the 6 were paid for at the May book sale.

Deletions (4)

CSL Quarterly Report to FOLK/April-June, 2018

- April 7: Guy Cellier talked about growing and harvesting vanilla orchids on his vanillerie in North Kona. Attendance was 55 people, donations totaled \$72.

- May 8: Celeste Makrevis talked about and demonstrated how to make chocolate from cacao nibs. Attendance was 87 people, donations totaled \$98.25.
- June 2: How to grow nutritious vegetables by Dr. Jana Bogs. Attendance was 31 people, donations came in at \$29.

Upcoming programs/events:

- July 7:
 - Program, 10am-11am: Starting from Seed by the CSL Seed Sisters volunteers who have been meeting weekly for more than one year to order and package the CSL seeds. They'll share their growing experiences, how to save seeds from grown plants, as well as share samples of their plants and recipes they've tried.
 - CSL Members Meeting, 11:30am-12pm: Sharing growing experiences and possible focal topic of discussion.
- August 4: awaiting confirmation for either a presentation on Hawaiian herbs/plants, or native forest restoration at Palamanui.
- September 8: Container gardening by Diana Duff.
- October 27: 3rd anniversary with plans for: indoor program about growing issues and sharing of experiences, followed by a seed/recipe/food exchange on the lanai.
- No CSL programs in November and December, but activity will return in January 2019.

YOU HAVE BEEN NOTIFIED LIST:

A summary of the specific tasks assigned at this Board meeting.

The Secretary (me) to write a response to the T-Mobile e-mail regarding volunteers

Keala to contact the remote learning Masters program about possible volunteers; will also check with Palamanui.

Bev will talk to the general manager at Target about volunteers.

PrezPam will talk to Eleanor Pearson about getting additional gift cards for this coming season.

I will make an effort to activate the Capital Allocation committee on a more regular basis with an eye ultimately towards building a major donor program.