

# FRIENDS OF THE LIBRARIES, KONA

## F.O.L.K. BOARD MEETING MINUTES - November 20, 2018

The meeting was called to order at 9:03 by President Pamela Wang. Attending were Board members Shirley David, Suzanne Dmytrenko, Ken Guerra, Fred Hornbruch, Joyce Kimball, Mardee Richardson, Lynn Waterhouse and Arne Werchick; librarian Denise Stromberg and LA3 Stacy Jeffrey Bisgard were also present.

The minutes of the October 16 meeting were approved as corrected. MSA

Treasurer Barbara Isley sent the following treasurer report:

ACCOUNT SUMMARY – OCTOBER 31, 2018

CHECKING: \$ 5,099.87

SAVINGS: \$ 50.03

TDAMERITRADE: \$34,305.73

\$39,455.63

Grant Balances:

Cranes \$ 563.55

Ross \$4,551.26

Nelsons \$3,000.00

Sierra Book Club \$ 125.00

\$8,239.18 (all meant for KK branch)

Unpaid Allocations:

Unpaid checks: \$1,715.39

Unpaid Visa: \$1,610.91

Allocated, not yet purchased: \$ 963.04

\$3,426.29

September and October Profit and Loss Statements are attached below. Three grants have been received. For Kealahou: \$50 from the Sierra Sundays Book Club in Reno recommended by Petey Douglas; \$125 from Alpha Delta Kappa. For Kailua Kona: \$125 from Alpha Delta Kappa. Both letters indicate the grant is for “books for children and youth”. Lastly, the Atherton Foundation declined our request to fund the Friendly Bus. Report accepted. MSA

The undersigned Secretary reports that the Capital Allocation Committee, now mission-expanded to Capital Allocation/Major Donor, met on Thursday, October 25<sup>th</sup>. President Wang requests that the minutes be circulated to the entire Board which will be done forthwith. The need to create major donor categories and the possibility of including corporate and underwriter categories was briefly discussed and will be considered at the next meeting of the CA/MD Committee. Ken Guerra reminds that we need to make sure Kealahou is included in the

discussions and that earmarking be permitted to a specific branch library.

Shirley David reports she has recruited a new volunteer helping with sorting children's books. She is also looking into making children's books available to donate to a local charter school. Holuaba Elementary School is having a holiday party for lower income families with different community groups bringing in foods and products parents can select as gifts for their children; Shirley will see if we can donate some good condition children's books. She requests backup help selling CDs for the program Saturday, December 1, at 10:45 in case she is unable to get back from another prior commitment.

Lynn Waterhouse reports that the speaker on rat lung disease scheduled for tonight had to cancel and will come February instead. She is arranging a monk seal recovery lecture in April.

Suzanne Dmytrenko reports the following upcoming events:

Tuesday, December 4 – 5:30-6:30 Ukulele Kanikapila

Saturday, December 15 – 3:30-4:30 Neil Paulsen Blue Grass performance

Saturday, January 26 – 3:00-4:00 Michaela Larson – Talk Story, Growing up in old Hawaii

Tuesday, January 8 – 5:00-6:30 Kiko Johnstom-Kitazawa Hawaiian Canoe voyages from Polynesia to Hawaii (Event will have Kiko's 28' outrigger canoe in front of Library entrance! We'll try to get Na Leo TV to videotape the event.)

Saturday, March 2 – 3:00-4:00 Carol Zakahi – Orchid Origami – Conservation, Compassion and Creativity of Orchids

Tuesday, March 12 5:30-6:30 La Bella Cello Quartet – Valentine's Day Music Celebration

Tuesday, April 9 5:30-6:30 PISCES – Women's STARS Program (Pacific International Space Center for Exploration Systems). STARS program is offering women high school students the opportunity to participate in the STARS (STEM Aerospace Research Scholars) program. This is a week-long summer educational experience designed to expose high school girls to STEM careers and work with successful women in the field.

She confirms that the lecturer on Hawaiian Canoe Voyages will bring a large canoe he has made and put it in parking lot with big sail to attract passersby. She hopes to have Na Leo videotape this program as well.

She supplies book sale statistics for this sale and for the year by email (attached below).

Barbara Isley had reported that books for the Books for Babies program had doubled in price; she then discovered a suitable supply at low cost at Costco and bought all in stock (26 boxes at about \$2 each), giving the program a supply for several months.

Joyce Kimball presents a final design of 2018-2019 bookmarks. Stacy Jeffrey Bisgard (congratulations from all around on her nuptials) had established the QR code for inclusion. Small final changes are proposed and will be made. Joyce discusses the need to coordinate membership lists as prepared by Mardee

Richardson with her newsletter/email list. The undersigned Secretary, Fred Hornbruch, and Stacy are assigned to look into cost of hiring a consultant to handle integrating website and email and perhaps changing the F.O.L.K.'s entire web and email hosting arrangements. Lastly Joyce notes the need to put out the annual Orchid in January so each Board member needs to submit proof-read copy for inclusion in annual Orchid by December 15th.

Ken Guerra reports an outstanding November lanai book sale: \$1425.85 for books, \$56.00 merchandise, and \$129 dues, along with a \$200 donation. Moreover there was a tremendous volunteer turnout. Having started the F.O.L.K. cooperation program with Ulu Wini, this was second month; this time Anthony Savvis (social worker with Ulu Wini) brought in group of young people by bus which F.O.L.K. underwrites. Kipapa Kahelahela worked with the teens with a one hour program in the library, doing an orientation on databases and library resources. Many signed up for library cards. At the book sale closing the older teens participate. There were about 16 or 17 total pre-teen and teen; nine were teens old enough to help with sale and signed in. Denise had previously sent Elizabeth and Kipapa to Ulu Wini to do outreach, which was very successful. As for the book sale, there was a cruise ship in town last Saturday, and at least two visitors responded to signs and came to the library and bought books. Ken will be getting new signs with the correct new book sale hours. We will also run a West Hawai'i Today ad for the January sale with the new hours and a list of programs coming up for the year. The Wednesday meet and greet programs (Books and Coffee) run weekly in October were attended by around half dozen people each week, some repeaters. Although books were offered for sale, the main goal was a space for community interaction and conversation. The events appear to have produced two new members and one new volunteer. Ken is considering reviving the weekly program for the summer months when there are no book sales.

Fred Hornbruch reports on the article about F.O.L.K. in West Hawai'i Today which received considerable favorable feedback..

Mardee Richardson submitted a membership report (attached below without member names). Current membership stands at 392, 318 in good standing. Two members qualified for book plates. Four new members last month willing to volunteer. The undersigned asks if it would be practical to offer members the opportunity to enter two e-mail address so more than one member of the household can receive the newsletter without having to print it out so more people in the household will be made aware of programs at the libraries. Mardee will do this in the future for people paying Family Membership or higher. Regarding book sale statistics, she notes 62 book sale customers were resident; 45 non-resident. There were 205 total customers, seven teachers. (Resident/nonresident count didn't run throughout the sale so surveyed less than 100%.) There were 149 boxes of books taken out, 95 back. Children's books are not selling well. Forty-five percent of fiction paperbacks sold; 83% of Hawaiiana returned, indicating it is not worth hauling that many books out.

Kealakekua LA3 Stacy Bisgard, nee Jeffrey, reports. President Wang notes \$120

from Kealakekua book sales. Stacy discusses ideas for distributing audio books. Emails the same. Children's librarian Jenn Losalio's email address changed: Jennifer.Young@libraries.hawaii.org. Stacy intends to keep the same email address for now. Kealakekua branch needs funds for a Christmas tree: not to exceed \$100. MSA The old manual paper cutter is now too dull to repair; a new one will be cheaper than attempting sharpening: Amazon \$76 plus shipping if not included. MSA She requests funding for December programming supplies: block printing, photo tree ornament, waterless snow globes, earring craft, Bingo for the holidays -- total \$300. MSA

Librarian Denise Stromberg would like funding for a Christmas tree and wreath, cost not to exceed \$100. MSA ALA library promotional graphics including bookmarks to share with patrons, posters, software to make our own READ posters, total \$381.70. MSA Per Kipapa she requests funding not to exceed \$50 for Young Adult section 36x24 bulletin board. MSA For small mystery prizes for teens for a December 22 program funds are appropriated for eighteen \$10 gift cards. MSA It is time for renewal of our Breakout.edu subscription costing \$50; Kipapa has been using the Hawaiiana room for breakout sessions. MSA

Your humble Secretary notes that the NJABCTCC meets Saturday.

The next meeting of the F.O.L.K. Board is December 18<sup>th</sup> at 9:00 a.m. Meeting adjourned 10:59 a.m.

Respectfully submitted  
ARNE WERCHICK  
Secretary

**YOU HAVE BEEN TASKED:**

**Each Board member needs to submit proof-read copy for the annual Orchid by December 15th.**

**The undersigned Secretary, Fred Hornbruch, and Stacy are assigned to look into cost of hiring a consultant to handle integrating website and email.**

Reports attached:

September profit & loss:

Category Summary - "2018-10-19"						
Filter Criteria:	Dates:	Custom Dates (9/1/2018 - 9/30/2018)				
	Accounts:	SHARE DRAFT CHECKING				
	Tags:					
Money In					\$6,479.89	Money In Total
FUNDRAISING INCOME TAXABLE					\$2,233.89	FUNDRAISING INCOME TAXABLE Total
Kailua Kona Lobby Sales					\$1,231.89	Kailua Kona Lobby Sales Total
	9/4/2018	Multiple Ca	FUNDRAISII	Kailua Kona	\$344.00	
	9/18/2018	Multiple Ca	FUNDRAISII	Kailua Kona	\$538.36	
	9/18/2018	Cash Receiv	FUNDRAISII	Kailua Kona	\$1.00	
	9/18/2018	Share Depo	FUNDRAISII	Kailua Kona	\$58.73	
	9/18/2018	Cash Receiv	FUNDRAISII	Kailua Kona	\$129.00	
	9/26/2018	Multiple Ca	FUNDRAISII	Kailua Kona	\$160.80	
Kealakekua Lobby Sales					\$141.00	Kealakekua Lobby Sales Total
	9/18/2018	Multiple Ca	FUNDRAISII	Kealakekua	\$141.00	
Lanai Book Sale					\$861.00	Lanai Book Sale Total
	9/18/2018	Multiple Ca	FUNDRAISII	Lanai Book	\$861.00	
Membership Dues					\$57.00	Membership Dues Total
	9/4/2018	Multiple Ca	Membership Dues		\$19.00	
	9/18/2018	Multiple Ca	Membership Dues		\$38.00	
PROGRAM DONATIONS					\$189.00	PROGRAM DONATIONS Total
Book Club					\$9.00	Book Club Total
	9/4/2018	Multiple Ca	PROGRAM	Book Club	\$9.00	
Community Seed Library					\$65.00	Community Seed Library Total
	9/4/2018	Multiple Ca	PROGRAM	Community	\$20.00	
	9/18/2018	Multiple Ca	PROGRAM	Community	\$45.00	
Events					\$115.00	Events Total
	9/4/2018	Multiple Ca	PROGRAM	Events	\$115.00	
Transfer					\$4,000.00	Transfer Total
	9/25/2018	Td Ameritr	Transfer		\$4,000.00	
Money Out					(\$2,884.85)	Money Out Total
ADMINISTRATIVE EXPENSES					(\$305.50)	ADMINISTRATIVE EXPENSES Total
Assistance to Individuals					(\$150.00)	Assistance to Individuals Total
	9/11/2018	Share Draft	ADMINISTR	Assistance	(\$150.00)	
EQUIPMENT & SUPPLIES					(\$28.11)	EQUIPMENT & SUPPLIES Total
	9/26/2018	Share Draft	ADMINISTR	EQUIPMEN	(\$28.11)	
FACEBOOK					(\$36.76)	FACEBOOK Total
	9/21/2018	Chase Auto	ADMINISTR	FACEBOOK	(\$36.76)	
MEMBERSHIP EXPENSES					(\$90.63)	MEMBERSHIP EXPENSES Total



	INCOME TAXABLE		
	- Kailua Kona	1,232.69	1,232.69
	Lobby Sales		
	- Kealakekua	67.12	67.12
	Lobby Sales		
	- Merchandise	35	35
	Interest on		
	Savings	0.03	0.03
	Investments	146.96	146.96
	- Dividend		
	Income	0.2	0.2
	- Reinvest		
	Dividend	146.76	146.76
	Membership Dues	195	195
	PROGRAM		
	DONATIONS	46	46
	- Book Club	26	26
	- Community		
	Seed Library	20	20
EXPENSE		-20,005.30	-20,005.30
	ADMINISTRATIVE		
	EXPENSES	-177.1	-177.1
	- Assistance to		
	Individuals	-64.58	-64.58
	- FACEBOOK	-27.2	-27.2
	- MEMBERSHIP		
	EXPENSES	-85.32	-85.32
	- - Postage	-7.2	-7.2
	- - Printing	-78.12	-78.12
	COST OF SALES	-64.76	-64.76
	- Equipment	-64.76	-64.76
	F.O.L.K.		
	PROGRAMS	-302.89	-302.89
	- Book Club	-22.89	-22.89
	- Books for		
	Babies	-280	-280
	LIBRARY		
	ASSISTANCE	-19,460.55	-19,460.55
	- Discretionary		
	Funds	-522.17	-522.17
	- - Kealakekua	-522.17	-522.17
	- Equipment	-919	-919
	- - Kealakekua	-919	-919
	- Furnishings	-16,380.10	-16,380.10
	- - Kealakekua	-16,380.10	-16,380.10
	- Maintenance	-1,190.57	-1,190.57
	- - Kailua Kona	-1,190.57	-1,190.57

- Programs	-238.43	-238.43
- - Kailua Kona Children's Library	-238.43	-238.43
- Supplies	-210.28	-210.28
- - Kealahou	-210.28	-210.28
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TOTAL	-14,893.52	-14,893.52

## **Membership Report**

**F.O.L.K.**

### **September data for October's Board Meeting**

#### *Book Sale:*

Revenue from new and renewal memberships @ book sale: \$216.

Merchandise: 0

#### Shopper Demographics:

9-10:00: 31 sales (\$319.)

10-11:00: 40 sales (\$343.)

11-12:00: 20 sales (\$213.)

12-1:00: 11 sales (\$38.)

Number of Sales: 102

Average sale: \$8.24

Current Members: 20 (28)

Past Due Members: 8

Teachers: 6

### **Membership**

There were 387 members on our roster this month, of those 313 are members in good standing.

### **New Members**

8 new members this month

None of the 8 new members would like to volunteer

## Book sale statistics: November lanai sale

Category	Subject- F.O.L.K. Book Categories for Book Sales	Max # Boxes	# Boxes Out	# Boxes Restored	# Boxes Left	% Boxes Left	# Boxes Sold	% Boxes Sold
1	HAWAIIANA (INDIVIDUALLY PRICED) *	Unlimited	27	23	19	83%	4	17%
2	SPECIAL BOOKS (INDIVIDUALLY PRICED)*	4	4	4	2	50%	2	50%
2A	SEASONAL	4	2	2	1.5	75%	1	25%
3	AUDIO-VISUAL (CD'S)	4	2	2	1	50%	1	50%
4	CHILDREN/TEENS	10	16	14	11	79%	3	21%
5A	RECREATION/LEISURE/GAMES	4	1	1	1	0%	0	0%
5B	HOBBIES/CRAFTS	4	4	4	3	75%	1	25%
5C	PHOTOGRAPHY	4	1	1	1	0%	0	0%
5D	FINE ART/MUSIC/DANCE/FILM/THEATRE/TV	4	4	2	1	50%	1	50%
5E	SPORTS	4	2	1	1	100%	0	0%
5F	TRAVEL/GEOGRAPHY	4	4	4	3	75%	1	25%
6A	HOME IMPROVEMENT/DECORATING	4	2	2	2	100%	0	0%
6B	GARDENING/PLANTS	4	1	1	1	100%	0	0%
7A	HEALTH/MEDICINE	4	2	2	1	50%	1	50%
7B	NUTRITION/FOOD/COOKBOOKS/DIET	4	4	4	3	75%	1	25%
8A	SCIENCE/ENVIRONMENT/NATURE	4	1	1	0.5	50%	1	50%
8B	ANIMALS/PETS	4	3	2	2	100%	0	0%
9A	HISTORY (WORLD/AMERICAN/WARS/POLITICS)	4	4	3	2	67%	1	33%
9B	BIOGRAPHY/AUTOBIOGRAPHY/MEMOIRS	4	4	3	2.5	83%	1	17%
10A	PSYCHOLOGY/PHILOSOPHY	4	0	0	0	0%	0	0%
10B	SELF-HELP	4	2	2	1	50%	1	50%
10C	WOMEN'S ISSUES	4	2	1	0.5	50%	1	50%
10D	PARENTING/CHILD CARE	4	1	1	0.5	50%	1	50%
10E	SEX/EROTICA	4	1	1	0.5	50%	1	50%
11A	EDUCATION	4	1	1	1	0%	0	0%
11B	WRITING/SPEAKING	4	1	1	1	100%	0	0%
11C	REFERENCE	4	2	1	1	100%	0	0%
11D	FOREIGN LANGUAGE	4	3	3	3	100%	0	0%
12A	RELIGION	4	4	4	3	75%	1	25%
12B	ASTROLOGY/OCCULT	4	0	0	0	0%	0	0%
13A	COMPUTER/INTERNET/BUS/FINANCE/ECON	4	1	1	1	0%	0	0%
13B	NON-FICTION (HARD & SOFT COVER)	4	4	3	2	67%	1	33%
13C	HUMOR	4	2	1	1	100%	0	0%
14	CLASSICS/POETRY	4	4	4	4	94%	0	6%
15	FICTION (PAPERBACK/SCIFY/FANTASY)	20	33	31	17	55%	14	45%
11/17/2018	\$1430.25-Books; \$56-Merch; \$129 Memberships	173	149	131	95	72%	36	28%

Customers: 9:00-25; 9:30-43; 10:00-28; 11:00-34; 12:00-23; 12:45-15

Book Prep: 11/16/18-Mardee 4 Hours

All books in Pit were put out on Lanai

Volunteers: Opening-9 Adults, 6 Students; Closing-7 Adults, 9 Students

Opening/Closing: Opening finished @ 8:45, Closing finished @ 1:45

Memberships: 4-New, 6-Renewals

Resident/Non-Resident Customers: Res-62; Non-Res-45

See Tab 2 Below for Hourly Sales Data (Before Tax & Discounts)

Total Amt Sold	# People	# Volunteers	# FOLK Members	# \$6 Bags Sold	Teachers
\$1,430.25	205	6	49	5	1

Note: Prices doubled beginning with August, 2018 sale, except for specially priced items.

## Book sale statistics: Year to Date

Stats	jan	feb	mar	apr	may	aug	sep	oct	nov	dec	Totals
# Boxes of Books Out	163	130	146	179	152	166	104	No Book Sale in October - 4 Coffee on the Lanai Sales	149		1189
# Boxes of Books Resorted For Sale	143	105	117	150	121	156	81		131		1004
# Boxes Returned	57	76	78	111	89	117	60		95		683
% Boxes Returned	40%	73%	67%	75%	73%	75%	74%		72%		68%
# Boxes of Books Sold	86	29	38	39	32	39	21		36		320
% Boxes of Books Sold	60%	27%	33%	33%	26%	25%	26%		28%		32%
Amount Collected Books	\$1,240	\$896	\$1,267	\$927.20	\$736.16	\$1,415	\$861.00		\$1,430.25		\$8,772.12
Number of Sales	n/a	n/a	n/a	n/a	n/a	158	102		205		307
Merchandise Sold at Sale	\$114	\$70	\$20	\$31	\$0	\$0	\$0		\$56		\$291.00
Memberships New & Renewed	\$273	\$110	\$307	\$177	\$40	\$109	\$216		\$129		\$1,361.00
Number of Customers at Opening	n/a	n/a	n/a	n/a	n/a	50	16		25		91
Number of Customers at Closing	n/a	n/a	n/a	n/a	n/a	13	6		15		34
Volunteers Opening	A-13, S-5	A-7, S-6	A-9, S-2	A-9, S-9	A-11, 7-S	A-16, S-3	A-7, S-4	A-9, S-6			
Volunteers Closing	A-6, S-2	A-6, S-4	A-6, S-0	A-6, S-3	A-7, 2-S	A-10, S-2	A-7, S-9	A-7, S-9			
Board Members Participating at Sale	4	4	4	6	2	6	7	6			