

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - December 18, 2018

The meeting was called to order at 9:00 by President Pamela Wang. Attending Shirley David, Suzanne Dmytrenko, Ken Guerra, Fred Hornbruch, Barbara Isley, Joyce Kimball, Mardee Richardson, Bev Stehley, Lynn Waterhouse and Arne Werchick; librarian Denise Stromberg and LA3 Stacy Bisgard were also present.

The minutes of the November 20 meeting were approved as corrected. MSA

Treasurer Barbara Isley previously e-mailed the treasurer report and an account summary for November, both attached below, and provided a few additional comments. Our balance at the end of November is \$39,563.76; our Ameritrade account stood at \$35,085. She transferred some cash to the checking account, so as of this a.m. the Ameritrade account stood at \$30,122. Unpaid allocations currently amount to \$12,000 (see attached below). She has given Librarian Denise Stromberg \$3000 grant money to purchase Amazon gift certificates. The checking account stood at \$4428 at the end of November. She received a \$200 donation in November. The November lanai book sale generated \$1426.

Turning to a discussion of the Standing Rules for 2019, she suggested events programming also include the possibility of duplicating programs at Kealahakua. We spent \$1600 (\$400 more than the amount appropriated in the Standing Rules) on events last year. We received \$460 in events donations for the year. It was decided we separate Allocations from the Standing Rules and publish them separately each year. The Book Club allocation in the past has been \$900 per year; in 2018 we spent only \$354 cash because we were able to use accumulated "points". Allocation for scholarships for next year are raised from \$4000 to \$6000. It was moved and seconded that F.O.L.K. delete its Facebook page. MSA New proposed Standing Rules and Allocations for 2019 were discussed. MSA

Head Librarian Denise Stromberg discussed the Community Seed Library annual report (attached) submitted by Youth Librarian Kipapa Kahelahela. Average attendance of 40 at CSL meetings, with \$49 average donation collection. CSL has about 180 registered members, a 71% increase from 2017. The seed cabinet has been greatly expanded. CSL again requests \$1200 for events. Barbara suggested a budget reduction from \$200 for supplies to \$100; President Wang suggests we nonetheless approve \$200 for supplies so they don't have to request more. MSA Kipapa will be asked to put out clearer donation envelopes and an appropriate sign suggesting donations for CSL in the lobby.

Shirley David reports donating surplus children's books. She personally paid the cost of postage to send additional books to schools in the Philippines and intends personally to send additional books; President Wang has received a request for children's books for an ashram in India from a donor willing to pay the shipping

and will provide details to to Shirley.

Suzanne Dmytrenko reports on events. Seventy people (and 27 musicians) attended the Ukulele Kanikapila on Tuesday, December 4. Twelve people attended the Saturday, December 15, Neil Paulsen Blue Grass performance. Upcoming events:

Saturday, January 26 – 3:00-4:00 Michaela Larson – Talk Story, Stories & Lessons Learned from my Ohana (Family), Na Kupuna (Elders) & Na Kumu (Teacher).

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! Na Leo TV will 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.

Lynn Waterhouse reports because the library will be closed on February 5th for Institute Day, Dr. Susan Jarvi's update on rat lung disease once again will have to be rescheduled.

Bev Stehley reports that the Book Club today is discussing *Hillbilly Elegy* by J.D. Vance, and the January selection is *Checking You Out* by local author Peter Chaput. In accordance with the plan to have at least one classic on the program each year, the February book will be *Frankenstein* by Mary Shelley. Bev shortly will circulate the calendar for the rest of the year.

Since Barbara Isley was able to locate suitable Books for Babies for \$2 at Costco we have a suitable supply and in November Bev took about a quarter-year supply of books to the hospital.

Joyce Kimball reports being about halfway through with the annual Orchid newsletter. The website is working satisfactorily -- for now. Joyce will be absent for the January meeting.

Ken Guerra reports a very successful December book sale, generating \$1126. There were no student helpers (except for President Wang's visiting foreign student Maftuna) apparently due to conflicting fall school activities. Students living at Ulu Wini will return for the January book sale; Ken is continuing to work on programming with Kipapa and Anthony. Kipapa's program in January will be for the young general public, not exclusively for Ulu Wini youth. Starting with January we are going to the new hours for book sale: 9:00 a.m. to noon. New bookmarks for 2019 have been printed (distributed). Discussion was had regarding sales reports as gross figures, not showing taxes to be paid. Customers

are separately charged taxes at lanai sales (because of the use of a cash register which automatically calculates the tax), but for lobby sales taxes are included in the sales price. Ken reports that other libraries all seem to absorb the tax. After discussion it was decided we will not change our policy.

Previously there were three sign boards for use in publicizing the book sales. One was run over by car in November and will need to be replaced; in addition the new times need to be inserted. Ken will go to Alvins Signs and report cost. Bev Stehley reports that she has an "Open House" signboard she doesn't need and will contribute it. We also will need to get something to paste on the book sale banner as well showing the new book sale times.

Fred Hornbruch reports that the Website/E-mail Committee (Fred, LA3 Stacy Bisgard, and yours truly) had a pre-meeting this morning. Joyce Kimball will be added to the e-mail circulation as we proceed. Our goal is to separate from Yahoo and find more suitable web hosting (perhaps at reduced rates for non-profits) and stronger e-mail support permitting sending notices to more than 50 people in one bundle.

Fred has looked into the ship schedule for vessels docking in Kona because experience shows some passengers to find their way to the library to buy lobby books. He finds that for 2019 only two ships will be docked on book sale days and he will explore ways to inform passengers of the book sale within short walking distance from the pier.

Lastly Fred demonstrated the PATH ad (10" x 10") in West Hawaii Today as an example of how F.O.L.K. could advertise. (A large ad would cost \$960.) The cost to a non-profit for a smaller ad would be only \$160 for weekdays, \$190 on weekends. We need to be taking advantage of their reduced column inch rate for non-profits. Fred will handle the January ad which will feature the book sale calendar but can also include additional F.O.L.K information. A budget not to exceed \$250 for January to include both ad design and publishing was suggested. MSA

Mardee Richardson submitted a membership report (attached below without member names).

The undersigned Secretary reports that the Capital Allocation/Major Donor, met again on Thursday, December 6th. A report has been circulated. Eight Capital Allocation categories have been identified and will be recirculated for final Board approval. Yours truly recommends publish notice of the Board's intention to establish a Major Donor Circle; a proposed text was again distributed. We are awaiting establishing a suitable e-mail address to insert before publishing the notice.

Kealakekua LA3 Stacy Bisgard reports lots of people have been attending branch events. Movie events get 30+ people each time, with great variety in attendees -- youth to seniors. Stacy reports that Judy Andrews has been hired as a new librarian; this most likely was Stacy's last Board meeting. She request \$150 for additional block printing supplies for additional program. MSA Carpets need cleaning. Kona Carpet Cleaning quoted \$680.41, a generously discounted price. Not to exceed \$700 MSA. President Wang reports we received about \$80 income

from Kealakekua last month.

Librarian Denise Stromberg reports the Friendly Bus brought 338 students to the library in 2018. Funding requests: we need a book press for our two volunteer menders to do the best possible work. A commercial press costs \$350-500, but our two talented book repair volunteers will build a book press for \$200. MSA Denise requests a compact digital camera for library events. Not to exceed \$200, with the proviso that it must be wireless capable. MSA Children's Librarian Jenn Young requests \$200 for programming for January and February for story time, crafts, and miscellaneous expenses. Not to exceed \$200 MSA Denise discusses the planting budget currently at \$250/month. Some Board members felt this was quite high. Denise notes we could cut back; the consensus was for a compromise figure of \$150 per month. MSA

This led to a discussion of vendors who provide generous discounted goods and services, and it was agreed that we could add a section to the newsletter thanking commercial supporters.

Your humble Secretary notes that the NJABCTCC meets Saturday.

The next meeting of the F.O.L.K. Board is January 15th, 2019 at 9:00 a.m. Your humble servant will be absent, as will Mardee, Barbara, Joyce and Lynn. President Wang reminds of the Board meeting on Feb 12th (second Tuesday) and the February 17th Annual.

Meeting adjourned 11:20 a.m.

Respectfully submitted
ARNE WERCHICK
Secretary

YOU HAVE BEEN TASKED:

The undersigned Secretary, Fred Hornbruch, Stacy Bisgard (keeping Joyce Kimball in the loop) will continue to look into cost of hiring a consultant to handle integrating website and email.

Ken Guerra will investigate and report the cost of replacing the book sale sign boards as needed.

Reports attached:

Monthly financial

Report: Monthly
11/1/2018 -
11/30/2018
100 Categories

Category	11/1/18 - 11/30/18	
INCOME	3,320.10	3,320.10
DONATIONS	201.95	201.95
- Donation Sales	1.95	1.95
- Individuals	200	200
FUNDRAISING		
INCOME TAXABLE	2,746.94	2,746.94
- Kailua Kona		
Lobby Sales	1,265.09	1,265.09
- Lanai Book Sale	1,425.85	1,425.85
- Merchandise	56	56
Interest on		
Savings	0.01	0.01
Investments	0.2	0.2
- Dividend Income	0.2	0.2
Membership Dues	279	279
PROGRAM		
DONATIONS	92	92
- Events	92	92
EXPENSE	-3,991.39	-3,991.39
ADMINISTRATIVE		
EXPENSES	-176.24	-176.24
- FACEBOOK	-9.96	-9.96
- MEMBERSHIP		
EXPENSES	-35	-35
- - Postage	-35	-35
- Website	-131.28	-131.28
COST OF SALES	-27.47	-27.47
- Equipment	-27.47	-27.47
F.O.L.K. EVENTS	-200	-200
- Presenters	-200	-200
F.O.L.K.		
PROGRAMS	-1,362.46	-1,362.46
- Books for Babies	-104	-104
- Community		
Seed Library	-183.46	-183.46
- - Presenters	-100	-100
- - Seeds	-75.15	-75.15
- - Supplies	-8.31	-8.31
- Friendly Bus	-1,075.00	-1,075.00
LIBRARY		
ASSISTANCE	-2,225.22	-2,225.22

- Books	-16.66	-16.66
- - Kealakekua	-16.66	-16.66
- Events	-50	-50
- - Kailua Kona	-50	-50
- Maintenance	-384.19	-384.19
- - Kailua Kona	-384.19	-384.19
- Programs	-1,091.48	-1,091.48
- - Kailua Kona	-1,091.48	-1,091.48
Children's Library		
- Subscriptions	-85.94	-85.94
- - Kealakekua	-85.94	-85.94
- Supplies	-596.95	-596.95
- - Kealakekua	-596.95	-596.95

TOTAL -671.29 -671.29

ACOUNT SUMMARY NOVEMBER 30, 2018

Checking: \$ 4,428.37
Savings: \$ 50.04
TDAmeritrade \$35,085.35
\$39,563.76

Grant Balances:
Crane \$ 563.55
Ross \$ 4,433.10
Nelsons \$ 3,000.00
\$ 7,996.65

Unpaid allocations:
Unpaid checks \$ 1,566.21
Unpaid Visa \$ 2,921.57
\$ 4,487.78

\$27,079

Membership Report

November's data for December's Board Meeting

Book Sale:

Revenue from new and renewal memberships @ book sale: \$129.
Merchandise sold @ book sale: \$56.

Shopper Demographics:

9-10:00: 69
10-11:00: 48
11-12:00: 42
12-1:00: 46

Number of Sales: 205
Average sale: \$6.97
Current Members: 26
Past Due Members: 4
Teachers: 7

Membership

There were 392 members on our roster this month, of those 316 are members in good standing.

New Members

5 new members this month – all joined at the November book sale
1 of the 5 new members would like to volunteer

Renewals, Edits, Updates, Issues

24 renewal reminder postcards were mailed out.
There were 9 renewals in total this month and of the 9 renewals, 1 offered to volunteer
Deletions: 5

Community Seed Library

CSL Activity Summary for 2018

Programming

The CSL hosted a range of programs related to the project's efforts:

Tree Grafting Members' Meeting Gardening Tips with Margo
Lundstrom
Seed Saving 101 Vanilla Orchids Making Chocolate Growing Medicinals
Nutritious Soil Starting from Seed Container Gardening 3rd Year Anniversary
Seed Exchange

- Average attendance at each program: 40 people (25% increase from 2017)
- Average amount of donations/program: \$49. (63% increase from 2017)
- 3rd Anniversary Seed Exchange on the lanai included an interactive plant and seed exchange and a laptop featuring a looping video of Diana Duff/CSL Coordinator talking about seed saving. Many tasty dishes made by our CSL volunteers and members were shared with all on the lanai.

Membership

Currently there are about 180 registered CSL members; that is a 71% increase from 2017. These people have voluntarily completed a membership form which elicits input for programming and seed suggestions. Membership benefits: they are contacted

by email about upcoming programs and events and are allowed to take 5 packets of seeds each time they visit the CSL seed cabinet.

CSL Seed Cabinet

The seed cabinet, which is actually a classic card catalog, stands in the makai corner of the inner lobby, next to the photocopier. The 30 wooden drawers contain the following:

- Herb, vegetable, fruit, flower, tree and native seeds
- Seed saving information
- Envelopes for donating money and seeds
- The CSL binder on the cabinet contains:
 - Membership forms
 - Seed packets with planting and other information particular to those seeds
 - Seed saving information
 - List of current inventory

Diana and her volunteers (aka The Seed Sisters) have done a commendable job of developing and maintaining the CSL seed cabinet. Their consistent weekly meetings at the library are spent maintaining the seed cabinet's contents, updating membership matters, processing donated seeds, and updating seed information. We appreciate their generous volunteerism at the library.

REQUISITION FOR F.O.L.K. FUNDING

Date 12/18/18

Area Library: Kailua-Kona

Purpose of Funding: Community Seed Library Project January - December 2019:
Programming \$1200.
Office supplies \$200.
Total amount requested: \$1400.
We would like to thank FOLK for its continued support of the CSL project!

Name to whom check is issued: Honoraria checks made to presenters; see Note below.

Amount of Check: NTE \$1400.

Please itemize and attach bills, invoices, etc. for speedy issuance.

Check Number: [REDACTED]

Transfer Confirmation Number: [REDACTED]

Note: Please reimburse CSL volunteers or Kipapa for purchases of office supplies, upon submission of receipts.