

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - February 12, 2019

The meeting was called to order at 9:00 by President Pamela Wang; Board members and officers Shirley David, Suzanne Dmytrenko, Ken Guerra, Fred Hornbruch, Barbara Isley, Joyce Kimball, Mardee Richardson, Bev Stehley, and Arne Werchick attending; librarians Denise Stromberg and Judy Andrews were also present.

President Wang circulated thank you notes to the librarians from second graders for Friendly Bus visits to the library.

The minutes of the January 15th meeting were approved with a notation that current sales tax rate in Hawaii County actually is 4.4386%. MSA

Treasurer Barbara Isley reports that assets as of the end of January totaled \$35,393, and liabilities are \$5783. January financial summary is attached. Lobby sales for January were \$1710, and lanai sales \$935; the Kealakekua total was \$93.49. The 2018 audit has been prepared, and the only possible issue is Facebook charges which seem to persist after the account was closed. All end-of-year tax and other required reports have been filed. Treasurer report accepted. MSA

Suzanne Dmytrenko reports - About 70 people attended the Woody Plaut, Steven Cline American Roots Concert last Saturday and contributions were \$32. Total donations at events in January were about \$40. This afternoon 5:30-6:30, Cella Bella Cello Quartet, a Valentine's Day Music Celebration. Saturday, March 2 3:00-4:00, Carol Zakahi presents Orchid Origami: Conservation, Compassion and Creativity of Orchids. On 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. On Saturday, June 29 3:30-4:30, Jane Shroyer, a harp music performance.

Fred Hornbruch has scheduled the next meeting of the website/e-mail/tech subcommittee for the 19th at 11:00 a.m. to follow the Annual Meeting.

Head Librarian Denise Stromberg reviews the Community Seed Library pruning workshop as "amazing" producing \$114 in donations. Mardee Richardson inquires if signage for the seed library has been updated to remind users that they can make donations when they take seeds.

Bev Stehley reports the Book Club next week will discuss Mary Shelley's *Frankenstein*. The March selection is *The Japanese Lover* by Isabel Allende. In January the Book Club discussed *Checking You Out* by local author Peter Chaput. The Books for Babies reported being out of books, so Bev has prepared about 50 bags to cover the next month or so. The program now about 2 years old. Expenditures for 2017 were \$1400, and in 2018 \$1035. It was agreed F.O.L.K. will continue to underwrite the program. President Wang expressed hope we can find a sponsor for the program; the undersigned observed that this would be something the major donor program would likely be used to support. Bev will develop a brief description of the program for our records and will seek another West Hawaii Today article, this time specifically featuring the Books for Babies program. She intends to follow-up with Elks, Rotary and AAUW as potential sponsors.

Mardee Richardson announced the start of the Kona Literacy and Interaction Program in the Children's Library here on Wednesdays targeting infants and their parents. She will inquire about the possibility of interesting a philanthropic organization to underwrite Books for Babies.

Barbara Isley will order more stationary; the undersigned is to see if a formatted page of stationary can be transmitted for computer use.

Joyce Kimball reports everything about the website and e-mail server is working at the moment. Ken Guerra asks if it is possible to insert something resembling a table of contents or index at top of Newsletters to ease finding particular events. The Board was reminded that people should be encouraged to use Amazon Smile when shopping on Amazon, designating F.O.L.K. as the recipient charity. Joyce will include a reminder describing the procedure in the next newsletter.

Ken Guerra reports on Ways & Means. Target Store donated four \$25 gift cards. He asks the undersigned to send a thank you letter. The book sale last Saturday was very successful, producing \$1039.32 for a three hour sale, surpassing January. The new shortened hours seem to be working well. There was only one student volunteer. Gerry Anderson, the librarian from Kealahou, says the student volunteer program may not get much future participation. The Ulu Wini experiment seems to have run aground; we are only required to pay for a bus if they request it, but none has been hired for the past three months. There is some indication (Shirley David references input from Toni Simons) of internal enthusiasm for the program, but Ken will require follow up before resuming it. Kipapa Kahelahela is not planning a March Saturday teen program unless there is some expression of interest. At the lanai book sale, there were twelve volunteers for closing (including some Board members); everything was done by 12:35, so an excellent result. Lobby sales are skyrocketing, surpassing lanai sales. Lobby book prices are the same for paperbacks and routine hard bound as at lanai sales, even though we absorb the sales tax for lobby sales.

Fred Hornbruch reports -- in the following order -- first, that he will reconvene the website/e-mail/tech committee. We are presently looking at Wix as a possible replacement for Yahoo per the recommendation of LA3 Stacy Bisgard.

Secondly, Fred has been promoting lobby sales to interested people and has a flyer to try to attract cruise ship passengers to visit the library for inexpensive books. He contacted people who volunteer at the dock so our flyer will be available at information booth at pier. Fourth, in January he requested short autobiographies of Board members bios small photos with zero response. Please! Third, the Hawaii State Public Library System Institute Day for Big Island libraries took place last Tuesday, February 5th at IMIN Center. Stacy Aldrich, State Librarian, chaired the program. This is a biennial institute day; all libraries are closed and there are programs on each island. Statewide there are 51 libraries, with 43 Friends affiliates. The programs are sponsored by the *Big Friends* (Friends of the Library of Hawaii). Barbara Isley reports that *Big Friends* is working on insurance which would cover all affiliate Boards; our policy has been renewed for \$1250, but we may be able to reduce this in the future. There are apparently plans for three new Bis Island libraries: Waikaloa, Puna, and Mountain View areas.

Barbara Isley reports that Mardee Richardson was chosen as the F.O.L.K. *volunteer of the year* by library staff at appreciation tea last week.

Mardee Richardson reports on membership. Her report, with member names redacted, is attached. Three new members joined at the book sale, with five renewals. Mardee has also been instrumental in bringing a new Kona Family Literacy Interaction Program to our library.

Denise Stromberg reports \$175 approved last month for shirts for Institute Day will go back in pot because the shirts were sold out. She displays the book presses built by F.O.L.K. stalwart volunteers Jim Martin and Joyce Pearson. Although only one press was commissioned, they in fact built two, one for Kealahou as well, and still came in under budget! Denise would like to purchase a wet/dry canister vacuum to be used by Carmen, not to exceed \$85. MSA Denise spoke to Ed of Ed's Carpet Cleaning who quoted the same price as before, but with new tax the total will be \$1402.63. MSA Jenn Losalio requests \$1300 for the children's summer reading program. (Last year's appropriation was \$1265.) MSA For the young adult summer reading program (space theme this year) Kipapa requests an appropriation not to exceed \$450 for decorations bookmarks, programming, incentives. MSA Last, Denise asks for \$100 for the adult summer reading program. MSA

Kealahou librarian Judy Andrews reports that Kiko and the canoe will repeat the presentation for the Kealahou branch. She requests funding \$125 for practice pieces, luggage tag kits for a program about how to make your own luggage tags. MSA The branch needs more soil and mulch for outside ginger plants -- \$200. MSA There was discussion about funding an artist for the Statewide Cultural Extension Program (SCEP) national library program at Kealahou in April which would require that F.O.L.K. fund \$200, the remainder of expenses covered by SCEP, the particular event to be chosen by librarian. MSA Agreed that \$200 is allowed for Kona branch as well. MSA President Wang commented that the program by Cody the Magician was nice but more costly than hiring one of several local magicians and suggests that in the future we hire

entertainment locally when possible. Kealakekua lobby sales were \$128 to date.

The F.O.L.K. Annual Meeting is next week. Bev Stehley asks that we commence a search for a possible Board replacement for her to step in and take over oversight of the Book Club and Books for Babies.

Your humble Secretary notes that the NJABCTCC next convenes on Saturday, February 23rd.

The Annual Meeting of Friends of the Libraries, Kona, is next Tuesday, February 19th at 10:00 a.m., and next meeting of the F.O.L.K. Board of Directors is March 19th at 9:00 a.m.

Meeting adjourned 11:20 a.m.

Respectfully submitted
ARNE WERCHICK
Secretary

YOU HAVE BEEN TASKED:

All Board members: in January Fred requested photos and short autobiographies. Please provide.

The undersigned is to work on formatted F.O.L.K. stationary which could be used for correspondence. Also to send a thank you letter for the four \$25 gift cards from Target Store.

Reports attached:

Amazon Smile data:

Total Customers Supporting Your Charity

34

As of 02/17/2019

That ever made an eligible* AmazonSmile purchase

(Eligible purchases include products marked "Eligible for AmazonSmile donation" on their product detail pages.)

Donations from AmazonSmile

Cumulative

\$334.71

Received to date

Most Recent

\$34.87

Received in Feb 2019

Report: CSL

1/1/2019 - 1/31/2019
2 Accounts, 100 Categories

<i>Category</i>	<i>1/1/19 - 1/31/19</i>
INCOME	\$3,311.79
DONATIONS	\$81.00
Individuals	\$81.00
FUNDRAISING INCOME TAXABLE	\$2,737.71
Kailua Kona Lobby Sales	\$1,710.50
Kealahoukua Lobby Sales	\$92.49
Lanai Book Sale	\$994.72
Interest on Savings	\$0.01
Membership Dues	\$309.30
PROGRAM DONATIONS	\$183.77
Book Club	\$11.00
Community Seed Library	\$120.77
Events	\$52.00
EXPENSE	-\$9,900.89
ADMINISTRATIVE EXPENSES	-\$97.60
EQUIPMENT & SUPPLIES	-\$80.89
FACEBOOK	-\$16.71
COST OF SALES	-\$428.48
Newspaper Ads	-\$336.29
Printing	-\$92.19
F.O.L.K. EVENTS	-\$200.00
Presenters	-\$200.00
F.O.L.K. PROGRAMS	-\$1,118.17
Community Seed Library	-\$388.17
Presenters	-\$250.00
Seeds	-\$78.15
Supplies	-\$40.02
Friendly Bus	-\$760.00
LIBRARY ASSISTANCE	-\$7,579.15
Books	-\$3,000.00
Kailua Kona	-\$3,000.00
Discretionary Funds	-\$512.29
Kailua Kona	-\$512.29
Equipment	-\$108.43
Kailua Kona	-\$108.43
Events	-\$76.82
Kealahoukua	-\$76.82
Maintenance	-\$1,607.42
Kailua Kona	-\$925.23
Kealahoukua	-\$682.19
Programs	-\$2,278.19
Kailua Kona Children's Library	-\$511.37
Kailua Kona Young Adults Library	-\$1,764.82
Taxes	-\$477.49
TOTAL	-\$6,589.10

Membership Report

F.O.L.K.

January's data for February's Board Meeting

January's Book Sale:

Revenue from new and renewal memberships @ book sale: \$143.

Merchandise sold @ book sale: \$0.

Shopper Demographics:

9-10:00: \$

10-11:00: \$

11-12:00: \$

12-1:00: \$

Number of Sales: 125

Average sale: \$7.47

Current Members: 29

Past Due Members: 5

Teachers: 5

Membership

There were (391) members on our roster this month, of those (310) are members in good standing.

New Members

7 new members this month with 4 of them joining at the January book sale.

1 of the 7 new members would like to volunteer.

Renewals, Edits, Updates, Issues

29 renewal reminder postcards were mailed out.

There were 15 renewals this month and of the 15 renewals, 0 offered to become a new volunteer.