

# FRIENDS OF THE LIBRARIES, KONA

## F.O.L.K. BOARD MEETING MINUTES - February 18, 2020

The meeting was called to order at 9:06 by Vice President Shirley David in the excused absence of President Wang. Secretary Arne Werchick, and Board members Ken Guerra, Fred Hornbruch III, Joyce Kimball, John Kitchen, and Mardee Richardson were present. Also excused: Treasurer Barbara Isley and Board members Suzanne Dmytrenko and Donna Monti. Head librarian Denise Stromberg and Kealakekua librarian Judy Andrews also were present.

Vice President Shirley David presented retiring Head Librarian Denise Stromberg with a lei in gratitude for her close cooperation with F.O.L.K.

Treasurer Barbara Isley previously submitted an e-mail report which is attached and upon motion was accepted. MSA

Suzanne Dmytrenko submitted an e-mail report on the February 8 book sale (see attached) and an events activity report (also attached).

Ken Guerra notes that Barbara will be gone for the next two months, so he will act on her behalf with deposits, checks, and credit card for purchases.

Vice President David reports that the Big Friends annual meeting has been postponed. The F.O.L.K. annual Library and Information Scholarships for 2020 are now posted on the F.O.L.K. website; the deadline for applications this year is May 15. She has already received one application from a former scholarship recipient who continues her studies. Joyce Kimball will include the announcement for scholarship applications in the F.O.L.K. newsletter. Lastly V.P. David mentions Auntie's Angels very nice thank you letter to F.O.L.K. for our donating remaining children's books to their program after the book sale.

Ken Guerra will chair the book club today, and the subject is "Yokohama Yankee" by Leslie Helm. Next month is "Save Me the Plum" by Ruth Richel.

Joyce Kimball reports the F.O.L.K. PayPal is not working right. Funds are getting to our account but she is not receiving notices and is working on the problem.

Ken Guerra reports on Ways & Means. Income of \$975 from the last lanai book sale, even using the lowest inventory in a long time. Fred Hornbruch notes we did not have as much advertising or promotion as we had in January so perhaps had fewer buyers. Mardee Richardson observes that we had double the number of new memberships and renewals at the February lanai sale. Ken observes we had good volunteer turnout with the Konawaena High School Honor Society students sending an increasing number, recently more students than

Kealakehe High School. Fred notes lobby sales are keeping pace with or exceeding lanai sales; Pit Crew volunteers Alice Goo and Darla Galagher have been handling restocking of lobby shelves. Mardee would like to send a special e-mail blast requested by Alice Goo for additional volunteer help for lobby stocking, approved by the Board with the caution not to send more than a few F.O.L.K. blasts per month to avoid member annoyance.

In Ken's recent absence, Fred filled in for him. He reiterates the need to recruit more Pit Crew volunteers, particular to occupy managerial functions.

Mardee Richardson reports on membership (report for January attached): 391 total members, 280 in good standing. She also reports that at the February lanai book sale thirteen new members joined and seven renewed.

John Kitchen asks whether there are any limits on numbers or ideal number of volunteers. The undersigned observes we are open to increasing membership to be able to add volunteers to each of our committees and also references the idea of a major donor program which was tabled last year. Currently the only perk for membership, other than being on the e-mail circulation list for the newsletter, is the 20% discount at book sales. We will continue the discussion and possibly raise the issue through the Affiliates meeting when rescheduled.

The NJABCTCC meets next Saturday. Regarding discussions about improving the outside library signage to bring more attention and possibly include mention of the lobby book sale, we will need to find out who with HSPLS could authorize inclusion of F.O.L.K. lobby sales on signage. The undersigned is tasked with investigating the rules which would govern the library getting better signage, including the possibility of referencing the lobby book sales. It was suggested that "Signs by Jackie" might be a source for recommendations.

Head Librarian Denise Stromberg announces that the library quadrennial birthday party is Saturday, February 29<sup>th</sup>. The magic show is at 10:00. FOLK in past has hosted a table and sold book bags and membership; Mardee has volunteered to do this starting at 10:00. Birthday cake will be served on the lanai around 11:30-12:00; Shirley has volunteered to serve cake. It is time for annual carpet cleaning, and Ed's Cleaning has kindly to charge the same price as in the past, higher only because of the increased local tax. A total of \$1406.80 is needed. MSA

Teen librarian Kipapa Kahelahela like to extend Dungeons & Dragons team program with four additional sessions, two in March and two in April, and requests a \$50 honorarium each session plus \$50 for snacks for all four, \$250 total. MSA

Children's librarian Jenn Young would like to order promotional materials from the American Library Association for National Library Week and requests \$164.05 which includes a 10% discount. MSA

Shirley recommends we all read "The Library Book" by Susan Orlean about the Los Angeles Public Library but is very relevant to services and challenges libraries face currently.

Kealakekua Librarian Judy Andrews would like to continue with the leather craft series in March making book marks; with shipping, the cost for materials for 25 bookmarks will be \$67.58. MSA She notes that the 100<sup>th</sup> birthday of 19<sup>th</sup> amendment is this year and in conjunction with Women's History Month would like a budget of \$100 for cake and balloons on March 25<sup>th</sup>. MSA. The League of Women Voters will have a table at the event.

Denise mentions that our branch janitor Carmen is also retiring at the end of March and will definitely be difficult to replace.

John Kitchen reports on the developing science program schedule. "Diving with Tiger Sharks" is scheduled for June. Future program ideas being considered include "Comets or Asteroids: when will one hit the earth?", "Hualalai, when next?" and a program featuring the robotics science fair winners.

Future absences noted: Treasurer Barbara Isley will be away until the end of April. Suzanne and the undersigned will be absent in May. Fred plans to be absent in July and August.

The next meeting of the Board will be March 14<sup>th</sup> at 9:00 a.m. Meeting adjourned 10:57 a.m.

Respectfully submitted  
ARNE WERCHICK  
Secretary

Reports attached:

**Membership Report**  
**January's data for February's Board Meeting**

*Book Sale*

Revenue from January Lanai Sale: \$1,128.66 with 105 boxes of book brought out for sale

Revenue from new and renewal memberships @ book sale: \$128

Merchandise sold @ book sale: 0 none brought out

Teachers/Literacy Programs: 7

FOLK Members who shopped: 35

**Membership**

There were 391 members on our roster this month, of those **280** are members in good standing.

**New Members**

8 new members this month.

1 of the 8 new members would like to volunteer

**Renewals, Edits, Updates, Issues**

31 renewal reminder postcards were mailed out.

There were **14** renewals. Of the 14 renewals, 0 has offered to become a **new** volunteer.

## **February 8 Book Sale**

Category	Subject- F.O.L.K. Book Categories for Book Sales	Max # Boxes	# Boxes Out	# Boxes Resorted	# Boxes Left	% Boxes Left	# Boxes Sold	% Boxes Sold
1	HAWAIIANA (INDIVIDUALLY PRICED) *	Unlimited		17	14	82%	3	18%
2	SPECIAL BOOKS (INDIVIDUALLY PRICED)*	4		1	1	100%	0	0%
2A	SEASONAL (\$0.25 books)	4		0	0.0	0%	0	0%
3	AUDIO-VISUAL (CD's)	4		3	2.0	67%	1	33%
4	CHILDREN/TEENS	10	17	15	12.0	80%	3	20%
5A	RECREATION/LEISURE/GAMES	4		0.5	0.25	50%	0	50%
5B	HOBBIES/CRAFTS	4		0.5	0.50	100%	0	0%
5C	PHOTOGRAPHY	4		0.0	0.0	0%	0	0%
5D	FINE ART/MUSIC/DANCE/FILM/THEATRE/TV	4		2	2	88%	0	13%
5E	SPORTS	4		0.5	0.25	50%	0	50%
5F	TRAVEL/GEOGRAPHY	4		1	0.75	75%	0	25%
6A	HOME IMPROVEMENT/DECORATING	4		1	0.50	50%	1	50%
6B	GARDENING/PLANTS	4		0.5	0.250	50%	0	50%
7A	HEALTH/MEDICINE	4		1	1.000	100%	0	0%
7B	NUTRITION/FOOD/COOKBOOKS/DIET	4		3	3	83%	1	17%
8A	SCIENCE/ENVIRONMENT/NATURE	4		0.5	0.25	50%	0.25	50%
8B	ANIMALS/PETS	4		0	0.00	0%	0	0%
9A	HISTORY (WORLD/AMERICAN/WARS/POLITICS)	4		2	1	50%	1	50%
9B	BIOGRAPHY/AUTOBIOGRAPHY/MEMOIRS	4		4	3.5	88%	1	13%
10A	PSYCHOLOGY/PHILOSOPHY	4		0.5	0.5	100%	0	0%
10B	SELF-HELP	4		1.5	1.0	67%	1	33%
10C	WOMEN'S ISSUES	4		0.5	0.5	0%	0	0%
10D	PARENTING/CHILD CARE	4		1	1	100%	0	0%
10E	SEX/EROTICA	4		0	0.0	0%	0	0%
11A	EDUCATION	4		0.25	0.125	50%	0	50%
11B	WRITING/SPEAKING	4		0.125	0	0%	0.13	100%
11C	REFERENCE	4		1	0.5	50%	1	50%
11D	FOREIGN LANGUAGE	4		2	1	50%	1	50%
12A	RELIGION	4		2	1.5	75%	1	25%
12B	ASTROLOGY/OCCULT	4		0.00	0	0%	0	0%
13A	COMPUTER/INTERNET/BUS/FINANCE/ECON	4		0.50	0.25	50%	0	50%
13B	NON-FICTION (HARD & SOFT COVER)	4		1	0.5	50%	1	50%
13C	HUMOR	4		1	0.5	50%	1	50%
14	CLASSICS/POETRY	4		1.5	1	100%	1	33%
15	FICTION (PAPERBACK/SCIFY/FANTASY)	20		20	15	75%	5	25%
	<b>Feb 8, 2020: \$975-Sales, Memberships \$358</b>	<b>173</b>		<b>85.375</b>	<b>64.875</b>	<b>76%</b>	<b>20.5</b>	<b>24%</b>
<b>Opening:7 adults,5 students; Closing: 6adults,4 students (2 of closing adults ELK's)</b>				<b>All boxes out</b>				
<b>Memberships: 12-New, 7-Renewals, 0-Totes, 5</b>				<b>Opening/Closing: Opening 7-8:20; Closing 12-30</b>				
<b>Board Members Present: 7</b>				<b>Customers:9am-17 in line, 10am-34, 11am-21, 11:45: 13</b>				

**Year to date:**

Stats - 2020	jan	feb	mar	apr	may	aug	sep	oct	nov	dec	Totals
# Boxes of Books Out	103	n/a									103
# Boxes of Books Resorted For Sale	103	85									188
# Boxes Returned	65	65									130
% Boxes Returned	63%	76%									139%
# Boxes of Books Sold	38	20.5									58.5
% Boxes of Books Sold	37%	24%									61%
Amount Collected Books	\$1,128.66	\$975.00									\$ 2,103.66
Number of Sales	n/a	Beginning February, 2019 information no longer collected							n/a	n/a	
Merchandise Sold at Sale	\$0	\$0									\$0
Memberships New & Re	\$128.00	\$358									\$486.00
# Customers at Opening	25	17									n/a
# Customers at Closing	6	13									n/a
Volunteers Opening	A-7, S-5	A-6,S6									n/a
Volunteers Closing	A-7, S-1	A-6,S-4									n/a
Board Members Particip	5	7									n/a
Note: Beginning August, 2018, prices doubled for books except for individually marked specials and Hawaiiana.											
# boxes rounded up											

## Program Chair

### January Events:

Wednesday, January 8 3:30-4:30 - Brian Shiro, Geologist Talk on Living with Earthquakes in Hawaii (Lynn's Event) 48 attended, \$18 in donations.

Tuesday, January 28 5:30-6:30 - Louise Riofrio talk on her book The Speed of Light (Lynn's Event) 30 attended, \$17 in donations.

### Upcoming:

Tuesday, February 25 5:30-6:30 - Marine Life Talk- Jack's Diving Locker (John's Event)

Tuesday, March 24 5:30-6:30 - Boyd Bond Life of Prince Kuhio (Have Na Leo Videotape)

Saturday, April 18 3:00-4:00 - Clear Englebert on Bedroom Feng Shui

Tuesday, April 28 5:30-6:30 - STARRS Presentation on Women in Astronomy by PISCES (Pacific International Space Center for Exploration Systems) (To be confirmed)

Saturday, May 30 3:00-4:00 - Hawaii Ukulele Ensemble (To be confirmed by the group)

## Treasurer

### ACCOUNT SUMMARY Month ending: January, 2020

Checking: \$ 6,431

Savings: 50

TD Ameritrade: 28,244

\$ 34,725

### Grant Balances:

Crane \$ 531

ELKS 645

\$ 1,176

Unpaid Visa charges and checks: \$ 3,001  
 Approved, not yet purchased: \$ 4,631 (Summer Reading, Birthday, Children's Librarian etc.)

Ongoing:

Maintenance \$ 2,712  
 Discretionary Funds \$ 2,400  
 Presenters \$ 3,400  
 Living Interiors \$ 1,880  
 Scholarships \$ 6,000

\$25,200

Please note that \$25k of \$34k is already committed.

**Report: Accounts Summary Copy**

1/1/2020 - 12/31/2020  
 2 Accounts, 87 Categories

Category	SHARE DRAFT CHECKING
<b>INCOME</b>	<b>\$4,094.46</b>
FUNDRAISING INCOME TAXABLE	\$3,338.00
Ebay Sale	\$289.71
Kailua Kona Lobby Sales	\$1,425.03
Kealahou Lobby Sales	\$376.20
Lanai Book Sale	\$1,247.06
Membership Dues	\$668.96
PROGRAM DONATIONS	\$87.50
Book Club	\$36.00
Community Seed Library	\$15.50
Events	\$36.00
<b>EXPENSE</b>	<b>-\$6,591.32</b>
ADMINISTRATIVE EXPENSES	-\$127.26
MEMBERSHIP EXPENSES	-\$127.26
Annual Meeting	-\$14.92
Newsletter	-\$52.50
PAYPAL	-\$5.34
Postage	-\$54.50
COST OF SALES	-\$123.90
Ebay/PayPal expenses	-\$123.90
F.O.L.K. EVENTS	-\$1,555.30
Equipment	-\$1,455.30
Presenters	-\$100.00
F.O.L.K. PROGRAMS	-\$1,471.38
Books for Babies	-\$354.88
Community Seed Library	-\$116.50
Community Seed Library (Other)	-\$100.00
Seeds	-\$16.50
Friendly Bus	-\$1,000.00
LIBRARY ASSISTANCE	-\$3,313.48
Books	-\$2,000.00
Kailua Kona	-\$2,000.00
Discretionary Funds	-\$545.20
Kailua Kona	-\$545.20
Maintenance	-\$175.89
Kailua Kona	-\$175.89
Programs	-\$325.51
Kailua Kona Children's Library	-\$213.96
Kealahou Crafts Program	-\$111.55
Subscriptions	-\$266.88
Kailua Kona	-\$266.88

Taxes	\$0.00
State Tax	\$0.00
<b>ADJUSTMENT</b>	<b>-\$136.99</b>
Adjustment	-\$136.99
<b>TOTAL</b>	<b>-\$2,633.85</b>