



Annual Meeting

February 4, 2023 at the Sam and Carmena Goss Memorial Branch, Mont Belvieu

Those in attendance: Librarians Valerie Jensen & Annie Vass. Board members present: Susanne Bogan, Elaine Byrd (immediate Vice President), A. Lynette Parsons (Treasurer), Jean Forrest (President), & Patti Long. Board members absent: Lena Yopez & Vickey Gaulding. Guests: Nellie Lunsford & Mary Johnson. Staff members present: Cindy Alegria, Yolie Belt, Shelby Fielding, & Aquilia De la Cruz.

The meeting was called to order at 9:07 by Forrest with a welcome to all members and guests and recognition of those members present and absent.

The group reviewed the minutes of the 2022 Annual Meeting, which reflect the year 2021. A motion to approve the minutes as written was made by Parsons with a 2nd by Bogan.

Annual report of Friends' activities, President Jean Abshire Forrest:

Forrest gave the annual report of Friends activities. 2022 was a great year with regular quarterly meetings scheduled and attended by members. Biggest support from the Friends was the Summer Reading Program. The libraries had a great summer and the Friends supported with program supplies and program expenses. Grants were written on behalf of the Friends. Those include ONEOK & AMDD (Anahuac Municipal Development District) done by staff member Aquilia De la Cruz, Exxon donation done by staff member Shelby Fielding, and the rest (HEB, Entergy, Dollar General, etc.) done by librarians Annie Vass and Valerie Jensen. Total grants received for summer was \$5300. Staff is currently soliciting coupons/monetary donations for the 2023 program year from local businesses and groups. A grant that was not summer reading related was from the Hancher Foundation. Valerie wrote a grant for three Little Free Libraries and awarded \$2600 for the purchase. Each little library will be going up at the three local parks very soon. Chambers County HOT funds (hotel/motel) were provided again in 2022 in the amount of \$7000 for Nerd Con. Valerie does that application and quarterly reports each year. Nerd Con takes place in November or December each year at Mont Belvieu (Eagle Pointe Recreation Complex).

On Feb. 22, Jean presented commissioners court with goody bags and thanked them for their support of the Friends. This will take place again at the Feb. 14 court. Jean helped at the summer reading program at Anahuac. The friends funded renting out a local movie theater for a showing of Where the Crawdad's Sing for the Cork Dork book club. An invitation was extended to all library staff. Those attending paid for their own ticket. The Friends are sponsoring the Vine and Verse book club at Anahuac, and Happy hour crafting at Mont Belvieu. Because wine is served at these two programs, they must be sponsored by the Friends

State of the Library System report: Valerie Jensen & Annie Vass:

Jensen introduced staff member Shelby Fielding and gave a quick summary of her new position as Community Engagement Library Technician. Her new job focuses on the promotion and marketing of the library through social media and other outlets. Fielding thanked the group and voiced her excitement for the opportunity. She spoke of her enjoyment soliciting sponsors and getting out in the community to increase the public's awareness of the library. Fielding offered to promote the Friends as needed. Fielding is the previous Teen Programmer at Goss with Jinnie McLennan moving into that role. Jensen mentioned the 2023 summer program being in the planning stages with a bulk of the work done. The theme for 2023 is Camping – Camp Read-A-Lot. First planning meeting took place in October of 2022. Staff is currently sponsor hunting for donations, coupons, etc.

Annie Vass gave a presentation of the library's new website. She walked through new features including the reserve a room function, digital collections, Friends page, etc. Vass also mentioned the new EZproxy feature that will streamline the way the public authenticate our 100+ databases with one username/login. This has been a long time coming and credit goes to Vass for working through that process. Lastly, Vass went over three new databases that were purchased in 2022: Mango Languages, Scholastic Teachables, and Udemy (online video courses through TexShare).

Jensen then continued and spoke briefly about outreach programs and the importance of staff (as time/coverage allows) to get out into the community at events or other locations to promote the library. Anahuac and Mont Belvieu have very successful Book Box subscriptions with the public and day cares. Winnie visits the local assisted living facility, and received students for field trips from the local elementary school. Staff member Aquilia De la Cruz goes to Magnolia Place in Liberty to do monthly crafts, she also participates in community events (Boo to the flu, Met Head Start). Mont Belvieu had the opportunity to attend bilingual night at one of the elementary schools promoting the library's different resources that could benefit them. Fundraising events took place in December: Santa Paws raised \$165 for the Friends. The staff has another fundraiser planned in April with a pet parade.

GED classes continue at Mont Belvieu and Anahuac. Jensen continued with a personnel update. New staff members added in 2022 were Diego Mares (Winnie), Madison Wilkins (Anahuac), and Mackenzie Martin (Winnie). Voting takes place at the Goss library. Great to have that collaboration with the Clerk's office for an important civic duty. The Winnie branch will no longer host voting, that will move to the old library, which is now the Mark Huddleston Community Building. In July Annie and Valerie attend budget hearings to request money for items needed. In August, the Houston Museum of Natural Science brought an inflatable planetarium that ran movies every 30 minutes on the solar system and earth science. During the freeze in December (23rd) the library was contacted to turn into a warming center at all three branches. Several people took advantage of the opportunity and received the resources needed. Jensen then thanked the Friends for their dedication and time helping at the library. Lastly, Jensen thanked the library system staff for the great job they do.

Each branch manager gave a brief summary of activities and personnel at their respective locations.

Old business: None

Board elections: moved down in the agenda

Friends' membership file update/deletion:

Parsons gave an update on memberships requesting to drop those members who have not renewed since 2013 (30). Current membership stands at 462 members. By dropping 2018, this gives 5 active years. A motion to drop 2018 members was made by Byrd, with a 2nd by Parsons

Purchase of envelopes – not needed.

Bylaws – Bogan wanted to provide members with a copy of the current bylaws. At the first quarterly meeting of 2023, any changes would be discussed. Bogan added to decide how often bylaws need to be updated.

Bookstore report – Bogan mentioned the bookstore was doing very good. In January, they had already made \$200. Donations are coming in, and currently they have two full time volunteers. Bogan mentioned a local artist would provide hand painted bookmarks that could be sold at the branches with proceeds for the Friends. Bogan also worked hard creating three baskets worth over \$100 each. Raffle tickets will sell for \$5/each or five for \$20 for a fundraiser. Baskets will display Monday, Feb. 6 and run through Friday, March 3 with the drawing at 10am that day.

ESL: Board member Patti Long discussed her current ESL class currently in trial and error phase with 8 students from a local business. This is a 6-week beginner course to extend soon. Patti's goal is basic through fluency. She wants to open the class to anyone (businesses/county employees). She encouraged the branches to consider doing the same (no longer need to have certification). Jean asked what type of funding would be needed. Long said later in the course she may need workbooks. A motion by Lynette was made to provide funding when the time comes with a 2nd by Forrest. Long then mentioned that depending on the class size, it would be capped at a certain number.

Board elections: No new members were elected. Forrest mentioned those in current positions: Forrest, President; Byrd, Vice President; and Parsons, Treasurer. Forrest requested a suggestion from the group for a new President. Bogan offered to step into the role. Parsons made a motion to accept Bogan, with a 2nd by Forrest.

Budget and financial considerations: Parsons mentioned she is currently working on the 990 form with the IRS. If the entire income reaches \$50,000, the Friends would have to hire a CPA. The Friends have three accounts: Library account (481) for items such as memorials, Friends account (885) for items such as dues, etc. and HOT funds account required by the county to separate money designated for Nerd Con. As of January, the totals are: 481 account: \$4,105.18; 885 account: \$11,010 (minus \$5k-ish due to Nerd Con income that needs to be transferred out), and HOT funds: \$7,112. Parsons mentioned sales tax payments and their increases over the years. Goes to show bookstore/book cart sales are working: 2020 payment was \$39.41; 2021: \$102; & 2022 \$538.33

Giving Tuesday total: \$1,253

Santa paws - \$165

Expenses – In 2022, wish list items totaled \$1700-ish, Library materials: \$700, & programming costs: \$323.

A motion to approve the Treasurer's report was made by Bogan, with a 2nd by Byrd.

Nerd Con funding request: Jensen requested the Friends fund \$2k towards Nerd Con. Income for Nerd Con is approximately \$24,000 and expenses approximately \$25,000. No request for Summer Reading funding needed, instead the need is Nerd Con. A motion was made to accept by Bogan with a 2nd by Parsons.

Library System wish list: Much discussion was made over the library's wish list. Parsons commented on some items that were more luxury than a need – ex: air fresheners, computer duster, Swiffer's. Those items were removed from the list and it was suggested that the branches purchase that with the petty cash money given monthly (or as needed). Forrest offered to purchase a rolling pin. Bogan donated air fresheners from the bookstore. Parsons is donating an iron to the Anahuac branch. After discussion, the total needed for all wish list items equaled: \$1,228.44. A motion to approve was made by Parsons, with a 2nd by Lunsford.

Quarterly meeting dates were then set for 2023:

May 4th, 5pm at Anahuac. August 3, 5pm at Winnie. November 2, 5pm at Mont Belvieu.

Meeting adjourned at 11:05am.

Respectfully submitted, Valerie Jensen