



**Friends of the Library Annual Meeting—July 21, 2025 | 4:00pm**  
**Anahuac Library, 608 Washington Avenue, Anahuac, TX**

Meeting called to order by Friends of the Library President Elaine Byrd at 4:00pm

Those in attendance: Elaine Byrd, Connie Lee, Jean Forrest, Kim Hart, Chris Jircik, Nellie Lunsford, Mandy Sheffield, Molly McGinty, and Aquilia DeLaCruz

Elaine announced that Patty Long is not able to attend today's meeting and neither are Jennifer Sheffield and Yolie Belt.

**Welcome**

Board President Elaine Byrd welcomed everyone in attendance.

**Approve April Minutes**

The April minutes were presented to those in attendance. The minutes were previously approved by the board so no approval was needed at this meeting. No questions were presented during this meeting.

Aquilia asked about the minutes being posted to the website, but Mandy indicated that they haven't been posted yet due to delays with the Summer Reading Program. With the new process, it was stated that the minutes would be posted as soon as they are approved, going forward.

**Treasurer's Report**

Chris Jircik provided the treasurer's report. Instead of sharing 14 pages of an excel sheet detailing each transaction, the new treasurer's report will be provided in a summarized one-page going forward. Chris proceeded to review and explain the one-page summary report. For meeting purposes, the group agreed to receiving the one-page summary rather than the previously shared 14-page detailed treasurer report. Molly and Mandy requested the details for their recordkeeping purposes. A motion was made by Jean Forrest and seconded by Kim Hart to accept the report as presented. Motion carried.

**Bookplate Fundraiser**

Kim Hart provided a report on the bookplate fundraiser (35 books were purchased with the starting \$500 seed money). Kim reported that 27 bookplates were sold, 10 individual memberships, and one small business membership; there was also an additional donation received. Kim also highlighted Amber from Winnie and all other volunteers. Books not selected during the fundraiser were donated to branches who requested them.

## **Librarian Report**

Chambers County Librarian Molly and Asst. Mandy provided an update about the Summer Reading Program. There were 75 programs offered this year in comparison to last year's 59 programs that were offered (27% more). Numbers are still being updated. Connie shared her experience with the SRP. Next year's theme will likely be themed around archeology or dinosaurs (Unearth a Story). Back to School events and outreach will be happening in August; September 6th is an Emergency Preparedness Fair at the Winnie Library; NerdCon is scheduled for November 15th and the Fall Program Guide from Sept - December will be coming out mid-August.

## **OLD BUSINESS**

### **NerdCon**

NerdCon is scheduled for November 15th. Mandy mentioned that money is being collected. The Mont Belvieu grant is pending at this time (under the Friends of CCLS). Vendors and celebrities are being booked. Kim and Elaine would like to set up a Friends of CCLS table at NerdCon to bring membership forms. Mandy shared with the group that this would be a good opportunity for the Friends to sell items at the event. Mandy and Molly showed this group a copy of this year's NerdCon logo. Aquilia suggested book bags or shirts. Elaine and Kim will visit to discuss details surrounding this event.

### **Membership Committee**

Elaine shared with the group that Kim Hart was appointed as Membership Chair for the group. Kim is looking to start engaging the Friends of CCLS members so she will be developing a program or manner of recruiting members for activities. Molly asked for volunteers for September 6th at the Emergency Preparedness event in Winnie; Chris suggested that Molly send details to Kim so she can start recruiting volunteers.

### **Friend Board Members on the Website**

Chris asked about updating the Friends of CCLS portion of information to the CCLS website. Mandy indicated that she would reach out to Sidney Rexroat (county employee) to learn more about the capabilities of updating the current website with Friends of CCLS information. Mandy will review the Friends of Kingwood website and provide input on the possibility of this group having their own website.

### **Bylaws Committee Update**

Elaine shared the bylaws proposal with the group and advised that there would not be a vote at this time. Chris and Nellie shared some of the major revisions made to the proposal from the prior version. Elaine suggested that the Bylaws proposal be voted on at either the Fall or January meeting.

## **NEW BUSINESS**

### **Approval of Thank You Letter**

Kim presented a draft thank you letter for the group to review and provide feedback. The letter was drafted in a way to perform mail merge. There was a question regarding the Friends

of CCLS already being enrolled in the Kroger rewards program. Molly will research this information and share it with Kim. The Donation Receipt form was also reviewed and the group discussed removing the Receipt Number line item. It was also decided that the receipt form may be issued upon request, as indicated in the Bylaws proposal. A motion was made by Jean Forrest and seconded by Chris Jircik to approve the Thank You Letter. Motion carried.

### **Appreciation Lunch for each branch**

Chris advised those in attendance that the Friends of CCLS would like to purchase lunch for each of the library branch staff in appreciation for all they do. The staff just need to decide where they want lunch from and Chris will make the purchase for each branch. Mandy offered the staff to schedule a date and time when the staff could leave at 4pm to enjoy an early dinner and the technical staff could fill in for the branch staff. Present staff were encouraged to look at dates and share that information with Chris so meals can be coordinated.

### **Create a Friends Social Media Page**

Elaine shared interest in creating a Friends of the CCLS Facebook page to post about various activities and event information. It was decided that a board member would remain an administrator to the page.

### **Create a Friends of Library email**

Kim suggested that the Friends of CCLS create a generic email address to be used by the group instead of using their personal email addresses. This generic email address could be used to operate the social media page(s) as well. Chris Jircik made a motion and Jean Forrest seconded the motion to create a generic email address. Motion carried. Kim will create this generic email and user information (password) and share it with board members.

### **Display Stands for Bookstore**

Kim demonstrated clear book bins that she proposes purchasing for the bookstore in Mont Belvieu to make it easier to flip through smaller (thinner) books. Elaine asked Connie if she needed books for the bookstore in Winnie, but Connie indicated that she just received books from a recent donation. Another display stand (sold in a set of 24) was also presented by Kim for purchase to hold the paperback books. A motion was made by Chris Jircik and seconded by Jean Forrest to purchase two of the clear book bins and one set of the 24 pack of book holders. Motion carried.

### **Funds for Fall Programming**

Molly presented the group with a list of gift cards requested for the fall programs from the Anahuac and Winnie branches (Mont Belvieu is not included in the list). Elaine voiced concern against writing checks to individuals and handling cash directly with staff. Mandy suggested that any donations received through library branches be given to the Friends of CCLS, then the Friends write a check back to Chambers County Library Systems so that the deposits could be earmarked for individual branches. A motion was made by Jean Forrest and seconded by Nellie Lunsford to donate \$300 per each library branch for fall 2025 and an additional \$300 for each library branch for spring 2026 programming (a total of \$1,800). The donation will go into the Chambers County Library System's branch budget and the county will track/receive receipts. Molly will share deadlines with the group on future library

programming requests.

A motion was made by Jean Forrest and a seconded by Kim Hart to purchase gift cards as presented by Molly for fall programs, pending the requests from Mont Belvieu. Motion carried.

**Funds Proposal from County Librarian - Molly McGinty**

Discussed in the above section (Funds for Fall Programming)

**OTHER**

**Next meeting is October 28, 2025 at the Mont Belvieu Branch starting at 4:00pm**

The group was advised that in the future, the entire meeting packet will be emailed. The agenda and limited handouts will be made available at the meeting. The group was also encouraged to bring fundraiser ideas to the next meeting. The bylaws will also be discussed at the October meeting.

**Meeting Adjourned at 5:56pm.**

***August 2, 2025:***

***A motion was made by Chris Jircik and seconded by Kim Hart to approve the minutes as presented. Motion carried.***