**FRIENDS OF THE BUDA LIBRARY**

Minutes of Board Meeting—Tuesday, Oct. 10, 2023

Buda Library classroom

Board Members Present: Bill Altmann, Kevin Garraway, Jaime Lee Kirkpatrick, Zach Teegardin

Board Members Absent: Cheryl Bollish

Others Present: Carla Woodworth and Melinda Hodges

**CALL TO ORDER**

Meeting called to order at 6:33 pm by Bill Altmann, President. The meeting was conducted in person.

**Board minutes:** Motion made by Kevin and seconded by Zach to accept minutes from the September 2023 Board meeting. All were in favor.

**Treasurer’s report:** Zach Teegardin provided emailed reports and reviewed. A donation was received from Ed and Nancy Pier of $500. Acknowledgement will be sent by Zach. Zach received an iPad on loan for the December book sale for Square credit card sales from Carla Woodworth. Zach is working on completing the setup the Square account.

**LIBRARIAN’S REPORT**

Melinda Hodges, Librarian, presented her monthly report.

**Library Activity for FY 2023:**

Circulation:  209,107

Including digital items: 32,591

Computer usage:   7,296

Study room usage: 2,320

Programs: 902 programs or events; 21,248 participants

Children and all ages: 584 programs; 17,348 attendees

Teens: 61 programs; 515 attendees

Adult: 245 programs; 2,207 attendees

Outreach: 12 events; 1,178 participants

Visitor: 95,515

The library’s website was visited 60,681 times in FY 2023. The wireless connection was used 24,071 times.

**Upcoming events:**

ESL Conversation Class (in partnership with Community Action) - Mondays and Wednesdays at 10:30 am (Classroom).

Toddler Storytime: Mondays and Tuesdays (Program Room) at 10:30 am

Read to Maeby, the Therapy Dog: Mondays (Program Room) at 4:00 pm.

Teen Club will meet on Mondays at 4:30 pm (Craft Room).

Makers’ Lab Classes – Mondays at 6:30 pm (Makers’ Lab)

October 2 – Cricut Club

October 16 – 3D Print and Design

October 23 – Polymer Clay Jack-O'-Lanterns

October 30 – Cricut Club

Homeschool Adventures: Tuesdays (Craft Room)

* 6–8-year-olds at 1:30 pm
* 9–11-year-olds at 3:00 pm

Preschool Storytime: Wednesdays and Thursdays (Program Room) at 10:30 am

Bilingual Storytime: Thursdays at 1:00 pm for toddlers, preschoolers, and their families (Program Room)

Come-and-Go Programs: Thursdays from 3:30 pm – 5:00 pm (Craft Room) for elementary school aged children. Families are welcome to come and go at their convenience during this time.

Family Storytime: Thursdays at 6:00 pm (Program Room)

\*\*\*NEW PROGRAM\*\*\* Baby Lapsit: Fridays at 10:30 am (Program Room). This program is for babies that are not yet walking confidently and their caregivers. We ask caregivers coming with older siblings to attend one of our other storytimes. Babies are always welcome at any storytime.

Self-Care Saturdays – 1st and 3rd Saturdays at 10:30 am.

October 7 – Indian Henna Design with Sari from Mindful Living

October 21 – Plant Swap and Share

November 4 – Grief and the Holidays (with Dr. Rebecca Farrell Ewing)

Anxiety and Depression Peer Support Group – 1st and 3rd Tuesdays at 6:30 (Classroom)

Wednesday, October 4th – Beginner Cooking Class at 6:00 pm (Craft Room).

Wednesday, October 4th – Buda Bibliophiles Book Club at 6:30 pm (Classroom). They will discuss Mad Honey by Jodi Picoult and Jennifer Finney Boylan.

Tuesday, October 10th – Art and Mental Wellness at 6:30 (Craft Room); taught by Kelly Bonsall from IMAC.

Wednesday, October 10th – Buda Reads Book Club at 4:00 pm (Conference Room). They will discuss The Wife by Meg Wolitzer.

The D&D Campaigns will meet on October 11th and 25th at 6:30 pm (Craft Room and Library Conference Room)

Saturday, October 14th – Annular Eclipse event from 10:30 am – 1:30 pm (Multipurpose Room and South Lawn). Join the library as we welcome the Hill Country Backyard Astronomers in a viewing of the 2023 Annular Eclipse! To celebrate this event while staying safe, the library will provide a limited number of solar eclipse glasses and the astronomers will provide solar-protected telescopes in addition to fun activities. Peak eclipse is at 12:00 pm. For all ages.

Technical Mentorship Program will meet every other Saturday (October 14th and 28th) at 11:00 am (Craft Room); through a partnership with Keeping Communities Connected.

Wednesday, October 18th – Blood Drive (in partnership with We Are Blood) at 11:00 am to 3:00 pm (Multipurpose Room).

Wednesday, October 18th – Adult Art with IMAC at 6:00 pm (Craft Room); taught by Joy Bliss from IMAC.

Saturday, October 21st – Baby Sleep Class at 10:30 am (Program Room). Michelle Read, pediatric sleep consultant, will offer tips for developing healthy sleep habits and answer questions about sleep training.

Thursday, October 25th – Friends of the Buda Library Book Club at 7:00 pm (Water 2 Wine). They will discuss My Heart is a Chainsaw by Stephen Graham Jones.

Saturday, October 28th – Boo-da Halloween at 4:30 pm to 7:30 pm (Buda City Park). Find the library’s activities near the picnic tables.

**OTHER LIBRARY BUSINESS**

The library received formal notification of our continued accreditation from the Texas State Library and Archive Commission’s Library Development and Networking Division.

The library is no longer assessing late fines, as of October 1st, 2023. We will be offering late fine forgiveness for all patrons that come into the library between October 1st and December 31st. We have slightly modified some circulation procedures along with this change.

* Standard checkout times have not changed (2 weeks for most items; 1 week for movies and magazines).
* Items need to be physically brought into the library to be renewed past 45 days out.
* Items that are overdue by 30 or more days will be charged to the patron’s account; no more checkouts will be permitted until the item problem is resolved.
* Patrons will receive 3 overdue notifications.
	+ 1st notice: by phone/text/email for items at least 5 days overdue.
	+ 2nd notice; by phone/text/email for items at least 15 days overdue.
	+ 3rd notice: by letter for items at least 24 days overdue; late notice fee continues to be $0.50 per letter).

**COMMITTEE REPORT**

**BOOKS**: Kevin reported that he has secured a trailer to move left over books from the upcoming December book sale to Half Price Books or whatever destination is determined. Kevin will confirm with Half Price Books that they will accept our books. A FOBL member has questioned if we will continue to receive CDs and DVDs. After discussion we determined that we will and then reevaluate if we will continue to do so based upon the interest at the book sale. The CDs, DVDs and any vinyl will be stored in our climate-controlled storage unit. Kevin was able to secure boxes for storage of our donated books but is always happy to receive more boxes. Regarding the December book sale, Kevin is working on the logistics of it. Friday 12/1 4pm-8pm for members, Saturday 12/2 10am-4pm and Sunday 12/3 11 am- 4pm for the general public. Jaime will prepare a Sign-Up Genius for volunteers. We will have use of the multipurpose room in City Hall from Tuesday, Nov.28 at 5pm through Monday, Dec.4 at 8pm.

**COMMUNICATION**: Jaime will be sending out the October newsletter shortly. Booda Halloween is October 28 and FOBL can have a table to share membership information. Melinda asks that we share information in November regarding the Library’s Agency of Aging programs.

**FUNDRAISING:** ARPA grant is in process. No determination yet. Once funds are received they will be immediately given to the Library by FOBL and included in the documentation of our annual gift to the Library. Grants may not be held for use in the future. Exact documentation of how the funds are used once granted is TBD but the Library will be able to provide all needed information.

**EVENTS:** see “communication”.

**CONTINUING BUSINESS & NEW BUSINESS**

The climate-controlled storage unit rate is $10/month. This is in addition to a separate unit that houses most of our book sale books at a fee of $720/year but is not climate controlled. As we learned recently, the climate-controlled unit’s fees were being paid by a FOBL member who prefers not to continue to pay. Discussion if its worth the nominal fee to continue the unit. Would we earn enough from the sale of the CDs, DVDs etc. stored there to cover the $120/year? Melinda expressed her appreciation for the opportunity to store some Library items there but is very willing to move them to a different location if FOBL does not keep the unit. Bill made a motion to budget $120 per year for the climate-controlled unit with the stipulation that the Board can reevaluate after the December book sale. Jaime seconded the motion. No further discussion. All were in favor. Motion passed.

Bill announced that his personal work schedule has increased and he will not continue as President as of February 2024 but he will fulfill his term as a Board member to January 2025. Cheryl’s Board position expires in January 2024 and she has previously stated she will not seek reelection as a Board member or secretary. Zach needs to review when his Board term expires. He is unsure of his plans as a candidate for Board or continuing treasurer. Kevin and Jaime’s Board positions expire in 2025.

Motion to adjourn by Bill, seconded by Jaime at 7:30 pm.

Minutes respectfully submitted by Carla Woodworth in the absence of Cheryl Bollish.

**Treasurer’s Report**

**SEPTEMBER FINANCIAL REPORT 2023**

**EXPENDITURES**

Donation to Library $

Sweet Nails Plaque $

Storage Facilities $ 10.00

Volunteer Awards $

PO Box Subscription $

Librarian Appreciation Gift $

General Supplies $

Writing Contest Awards $

Sales and Use Tax $

Summer T-Shirt $

Credit Card Process Fee $ 4.90

Petty Cash/Change $

**Total Friends Expenditures** **$ (14.90)**

**INCOME**

New Membership via Library $

New Membership via Website $ 15.00

Membership Renewals $ 40.00

Memberships Gained from Event $

**Total Membership Dollars** **$ 55.00**

**FUNDRAISING/DONATION**

Book Sales via (Library, Buda Farmers Market,

Events) $ 249.35

Merchandise Sales (Library, Events) $

Annual Book Sale $

Raffle Ticket Sales $

Donations from Buda Lions. $

Donations from Amazon Smile $

Donations from Progressive $

Individual Donations - Wild Apricot $

Member Donations $

Cash Donations $ 500.00

**Total Fundraising/Donation Dollars** **$ 749.35**

**Total Income Dollars** **$ 789.45**

**Total Money Market $6,165.11**

**Total Checking Account $ 12,442.56**

**Total Savings Account $ 25.00**