



**City of Tonawanda Library**  
*January 9, 2017 Library Board Meeting Minutes*

**In attendance:** Bonnie Bugbee, Jay Holler, Sharene Folmsbee

**Also:** Mary Muscarella, Library Director

**Meeting was called to order at 6:35pm by Bonnie**

**Minutes of December 12, 2016 meeting were approved.**

**A brief overview of Board responsibilities was presented for the new Board member, Sharry Folmsbee.**

**Monthly report of Director for December 2016**

**In Library Programs:**

- Lego Club was held on Saturdays, December 10<sup>th</sup> & December 24<sup>th</sup> and on Tuesday, December 13<sup>th</sup>. There were a total of 38 participants.
- Evening Book Club was held on Tuesday, December 6<sup>th</sup>. There were 7 participants.
- Adult Coloring program was held on Thursdays, December 8<sup>th</sup> & December 29<sup>th</sup>. There were 23 participants.
- 'PAWS' to Read program was held on Monday, December 5<sup>th</sup>. There were 3 children and 5 adults.
- Graham Cracker House construction was held in two sessions on Sunday, December 11<sup>th</sup>. There were 47 children and 37 adults participating.  
*There was discussion regarding the fact that we used to have 4 sessions of this event in the past, but that was when the program was presented for free by Explore & More Museum. This year, the museum did not get their usual grant funding, and so we had to pay \$250 per session & could not afford to do more than two sessions. In the future, if they will be charging us for this program, we will do the program with our own staff instead.*
- Santa visited with 32 children in the library on Sunday, December 11<sup>th</sup>. Each child got a book from Santa. *Thank you notes and Tim Hortons gift cards were presented to Santa (Gary Wacker) and Mrs. Claus (Annie Wacker)*
- A Book Art session was held on Thursday, December 1<sup>st</sup>. There were 10 participants.

**Adult Technology Programs:**

Computer Basics class scheduled for Friday, December 16<sup>th</sup> had to be cancelled due to lack of registration.

**Outreach :** (none)

**Displays:**

- Holiday themed displays were created for books, DVDs and CDs.

**Partnerships:**

- Durham Staffing had an informational table at the library on Tuesdays, December 6<sup>st</sup> and December 20<sup>th</sup>.
- Ravel Rousers knitting group met on Fridays, December 2<sup>nd</sup>, December 9<sup>th</sup>, December 16<sup>th</sup>, December 23<sup>rd</sup> & December 30<sup>th</sup>. There were a total of 30 participants.
- An intern from the Erie County Department of Social Services was at the library on Thursdays December 1<sup>st</sup>, December 8<sup>th</sup> & December 15<sup>th</sup> from 9:30am-5:30pm to assist people with application forms and answer questions. Her name is Loriann DeVito.

*So far, usage of this service has been very low. It was suggested by Board member Jay Holler that additional outlets for publicity could be counselors at the schools, the juvenile aid officer & the family Court Judge.*

## FUNDING

- 2016 MAT and AV budgets:
  - MAT = \$0 (100% encumbered)
  - AV = \$0 (100% encumbered)
  - SER = \$0 (100% spent)*2017 MAT and AV budgets will be presented at the Managers/Directors meeting at Central on Wednesday, January 11<sup>th</sup>.*

Campaign Name	Dates	Amount Deposited
Candy bars	12/1 to 12/31/16	\$125
Ongoing book sale ( <i>Friends</i> )	12/1 to 12/31/16	\$290.95

## LIBRARY FINANCES

(ATTACHED)

## STAFF DEVELOPMENT

- Library Director Mary Muscarella attended a Managers & Directors meeting at the Central Library on Wednesday, December 14<sup>th</sup>.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursdays, December 8<sup>th</sup> & December 22<sup>nd</sup>.

- Library Director Mary Muscarella participated in Ask 24/7 Reference Services on Tuesdays, December 13<sup>th</sup> & December 27<sup>th</sup>.

## STATISTICS

### Changes from December 2015 to December 2016

- Change in circulation: +0.6%
- Change in door count: +1.5%
- Change in PAC statistics: -14.5% (due mainly to changeover to Windows 10 and computers crashing)
- Change in WiFi: +173.7%

### New Statistics:

- Reference questions answered: 245 (for comparison, Kenilworth Library had 140 reference questions, Grand Island had 188 reference questions, West Seneca had 212 reference questions, and JBR had 152 reference questions in the month of December)
- Children's programs offered: 4 (7 last year)
- Attendance at children's programs: 46 (133 last year)
- Adult programs offered: 9 (4 last year)
- Attendance at adult programs: 70 (58 last year)
- Family programs offered: 3 (8 last year)
- Attendance at family programs: 116 (191 last year)
- ILL requests average 24.7 per month (based on information for the past 10 months)

## FACILITIES

- Requested City to re-surface the parking lot
- Requested City to install water alarm in basement

## ONGOING BUSINESS

- Sunday Hours have been popular. We see a steady increase in the number of patrons coming in to the library on Sunday, and we have several special events planned on Sundays.

*Statistics were presented to show that we had a door count of 2189 for Sundays in the Fall of 2016.*

- Sharry Folmsbee submitted a letter to Mayor Davis expressing interest in being appointed to the Board, and was appointed to the Library Board of Trustees. (a copy of that letter is attached)

*Sharry's appointment was approved by Mayor and she was welcomed to the Board at this meeting.*

- We will be a host location for the University Express program starting in Spring 2017.  
*A list of available courses will be rec'd in February, and we will choose which we would like to host here at that time. Classes start in April, 2017.*

#### **NEW BUSINESS**

- Book plate needed for donation in honor of Sue Tirone's many years of service to the City of Tonawanda Library Board.  
*Wording for the book plate was discussed, Mary will prepare a draft for Board approval.*

#### **Retirement luncheon for Marsha Wacker on Wednesday, Jan 11<sup>th</sup> @ 12pm at the library - Board is invited.**

*Subs and beverages will be provided. People are welcome to bring extras if they would like.*

#### **Additional items of discussion:**

- The Board will send a Thank You note to the Friends of the Library organization for all of their donations to the library in 2016.
- The Board received a thank you note from Librarian Michelle Hurley for the Tim Hortons gift card given at Christmas.
- A resignation letter was received from Kathy Reitz dated January, 2017. With regret, the Board accepts her resignation. A token of appreciation from the Board for her many years of service to the library will be determined at a later date. (copy of the letter is attached)
- Long time Board member Sylvia Barry's appointment to the Board expired on December 31<sup>st</sup>, 2016. Regretfully, she has chosen not to extend her appointment. A token of appreciation from the Board for her many years of service to the library will be determined at a later date.
- Some additional year-end statistics were discussed. City of Tonawanda library circulation for the year 2016 was down 5.8% compared to 2015 circulation. (circulation for all contracting libraries averaged down 5.6% for 2016 versus 2015) City of Tonawanda library public access computer usage was down 4.1% for 2016 versus 2015. (public access computer usage for all contracting libraries averaged down 3.1% for 2016 versus 2015) City of Tonawanda door count was down 1.2% for 2016 versus 2015. (door count for all contracting libraries averaged down 1.6% for 2016 versus 2015)

Motion was made to adjourn by Bonnie, seconded by Sharry.

**Meeting was adjourned at 7:50pm.**

**Respectfully submitted,**

**Mary Muscarella**

**Library Director/interim Secretary**