



**City of Tonawanda Library  
October 9, 2107 Library Board Minutes**

**In attendance: Sharry Folmsbee, Bonnie Bugbee, Cynthia Narloch, Carole Sinclair, Mary Muscarella, Library Director. Excused absence, Jay Holler.**

**Meeting was called to order at 6:30 pm by Bonnie Bugbee**

*Motion made to approve minutes of September 11, 2017 Board Meeting by Cynthia Narloch and seconded by Sharry Folmsbee. All approved.*

**PUBLIC SERVICES**

**In Library Programs:**

- Lego Club was held on Saturday, September 16<sup>th</sup> & Tuesday, September 26<sup>th</sup>. There was a total of 21 participants.
- Mother Goose on the Loose Story Time was held on Mondays, September 11<sup>th</sup> & 18<sup>th</sup>, and on Tuesdays, September 19<sup>th</sup> & 26<sup>th</sup>. There was a total of 95 attendees.
- Family Story Time was held on Mondays, September 18<sup>th</sup> & 25<sup>th</sup>. There was a total of 39 attendees.
- Book Babies was held on Thursdays, September 14<sup>th</sup> & 28<sup>th</sup>. There was a total of 76 attendees.
- Adult Coloring program was held on Thursdays, September 7<sup>th</sup> & 21<sup>st</sup>. There were 26 participants.
- 'PAWS' to Read was held on Thursday, September 14<sup>th</sup>. There were 3 participants.
- Evening Book Club met on Tuesday, September 5<sup>th</sup>. There were 9 participants.
- Swiftwater Book Club met on Tuesday, September 26<sup>th</sup>. There were 12 participants.

**Adult Technology Programs:**

'Book A Technology Trainer' computer class was held on Saturday, September 9<sup>th</sup>. There were 3 attendees.

**Outreach:**

Fletcher Street School 5<sup>th</sup> graders came to the library on Friday, September 15<sup>th</sup>. The kids got library cards, had a tour of the library, and checked out materials. Seventy library cards were issued. There were 128 children and 10 adults

**Displays:**

\*Back to School themed books were featured on top of the picture book shelves

**Partnerships:**

- Durham Staffing had an informational table at the library on Fridays, September 15<sup>th</sup> & September 29<sup>th</sup>.
- Ravel Rousers knitting club met at the library on Fridays, September 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup>. There was a total of 44 attendees.
- The Friends of the City of Tonawanda Library had a meeting on Tuesday, September 26<sup>th</sup>. There were 14 attendees.

**Correspondence:****FUNDING**

2017 MAT, SER and AV budgets as of SEPTEMBER 30, 2017:

- MAT = \$3210 total minus \$3245 paid to date = -\$35
- AV = \$2332 total minus \$2276 paid to date = \$56
- SER = \$2983 total minus \$2645 paid to date = \$338

| Campaign Name     | Dates               | Amount Deposited |
|-------------------|---------------------|------------------|
| Candy bars        | 9/1 through 9/30/17 | \$137            |
| Ongoing book sale | 9/1 through 9/30/17 | \$166.90         |

**LIBRARY FINANCES**

(ATTACHED)

**STAFF DEVELOPMENT**

**Library Director Mary Muscarella** attended the Manager/Director meeting at Central Library on Wednesday, September 10<sup>th</sup>.

## STATISTICS

### Changes from September 2016 to September 2017

- Change in circulation: -1.9% (member library average -8.5%)
- Change in door count: -6.7% (member library average -5.7%)
- Change in PAC statistics: -12.8% (member library average -12.0%)
- Change in WiFi: +5.0% (member library average -37.0%)

### New Statistics:

- Reference questions answered: 243 (for comparison, Grand Island had 169 reference questions, Elma had 270, Kenilworth had 181, and JBR had 296 reference questions in the month of September)
- Children's programs offered: 11 (12 last year)
- Attendance at children's programs: 234 (243 last year)
- Adult programs offered: 13 (6 last year)
- Attendance at adult programs: 97 (39 last year)
- Family programs offered: 0 (0 last year)
- Attendance at family programs: 0 (0 last year)

## NEW BUSINESS

- University Express classes resume in October.
- Wish List for \$10,000 Bullet Aid from Senator Jacobs
- 'Procurement Policy' adoption (*action deferred*)
- Parking ban issued by City Council for South side of Roosevelt Street. Follow up attending Common Council Meeting and/or contacting members.
- Working with Friends of the Library to create a Logo & a trifold brochure
- Thursday, November 2<sup>nd</sup> at 6:30 pm fireplace tribute dedication. A program is being developed for the occasion and the Friends of the Library are providing food and drink.
- Chess Club informational meeting will be on Sunday October 29, 2017
- Friends of the Library agreed to pay for 10 gift cards at \$25.00 each.
- New rug for meeting room being ordered by Michelle. (to be paid for by Friends)
- Donation from Marie Hartman to the Friends of the Library is to be used in the Children's Department.
- Raffle Lottery Tree - Friends will have starting on Election Day, November 7<sup>th</sup>.

Motion for adjournment made by Carole Sinclair and seconded by Cynthia Narloch.  
Meeting adjourned at 7:30 pm.

Respectively Submitted.  
Carole Sinclair, Secretary