



**City of Tonawanda Library Board of Trustees Meeting
June 13, 2016
Minutes**

All in attendance: Jay, Sylvia, Sue, Kathy, and Mary

Meeting called to order at 6:40pm

PUBLIC SERVICES

In Library Programs:

(all story time Spring sessions concluded at the end of May)

- Lego Club was held on Saturday, May 7th, and Tuesdays, May 17th & 24th. There were a total of 23 children and 9 adults attending.
- Preschool Story Time was held on Mondays, May 2nd, 9th, 16th & 23rd. There were a total of 50 children and 4 adults attending.
- Toddler Time was held on Tuesdays, May 3rd, 10th, 17th & 24th. There were a total of 40 children and 39 adults attending.
- Book Babies on Thursdays, May 5th, 12th, 19th & 26th. There were a total of 39 children and 45 adults attending.
- Family story time was held on Mondays, May 2nd, 9th, 16th & 23rd. There were a total of 43 children and 37 adults attending.
- Adult Coloring program was held on Thursdays, May 5th & 19th. There were 22 participants.
- Author Lauren Belfer was at the library on Wednesday, May 18th to present a wonderful talk about her new book, 'And After the Fire'. There were approximately 82 people in attendance.
- Evening book club met on Tuesday, May 3rd to discuss 'In the Time of the Butterflies' by Julia Alvarez. There were 8 attendees.
- A Battle of the Books informational meeting was held on Monday, May 23rd. There were 3 attendees.

Adult Technology Programs:

Internet Intermediate class held on Thursday, May 12th had 9 participants.

Outreach:

Partnerships

- Durham Staffing had an informational table at the library on Tuesdays, May 3rd & 17th.
- Knitting group met on Fridays, May 6th, 13th, 20th & 27th. There were a total of 25 participants.
- The Swift water Reading Club met on Tuesday, May 24th. There were 10 attendees.
- The Northtowns Boys & Girls Clubs held their annual 'Read to Succeed' event at the library on Wednesday, May 25th. There were approximately 50 young adults with their parents and club coordinators at the event.
- There was a reception held on Tuesday, May 31st for the new high school (Senior) artist on display, Julia Ruch. Approximately 50 people attended. Julia's artwork will remain on display in the library for the next few months.
- Walgreens pharmacy staff held a workshop on Monday, May 9th titled 'Stress Management'. There were 7 attendees.
- Artists of the month for May included Mary McKee & Mark Tattenbaum.

Correspondence:

- Letters were sent to former Battle of the Books team members inviting them to participate again this year.

FUNDING

- 2016 MAT and AV budgets for 2016:
 - MAT = \$3440 (54% spent to date)
 - AV = \$2290 (10% spent to date)
 - SER = \$2611 (88% spent to date)

Campaign Name	Dates	Amount Deposited
Candy bars	5/1/16 to 5/31/16	\$135
Ongoing book sale	5/1/16 to 5/31/16	\$212

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

- Mary Muscarella, Betsey Higgins and Michelle Hurley attended Staff Development Day at the Central Library on Wednesday, May 11th.
- Clem Froelich attended a Hazardous Materials Handling workshop at the Central Library on Tuesday, May 10th.
- Mary Muscarella participated in Ask 24/7 Reference Service on Tuesdays: May 3rd, 17th & 31st.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursdays: May 12th & 26th.
- Mary Muscarella attended meetings for the City of Tonawanda Coalition @ City Hall on Tuesday, May 24th.

STATISTICS

Changes from May 2015 to May 2016

- Change in circulation: +5.2%
- Change in door count: +15.4%
- Change in PAC statistics: -6.4%
- Change in Wi-Fi: +421.7%

NEW BUSINESS

- **Summer Reading programs will begin the week of July 4th.**
- We have 10 special programs scheduled for the Summer months, in addition to the regular story times (preschool, toddler, book babies & family), and Summer Fun Club.
- Prizes for Summer Reading participants include 2 bicycles and a play tent.
- Our end-of-Summer picnic on Thursday, August 18th will have Buffalo & Brandy to entertain, as well as an appearance by Reada the Library Owl and tours of the new Bookmobile !
- Final paperwork for grant money from Assemblyman Schimminger (\$6000) has been submitted to the State Education Department for approval. Funds will be used to modify/reconstruct the service desk to meet ADA standards and be more patron-friendly.

- Two outstanding New York State construction grants were finalized, and the paperwork has been submitted to the State. We are awaiting the final 10% reimbursement for both projects.
- The B&ECPL System Board of Trustees will hold their meeting at the City of Tonawanda library on Thursday, July 21st @ 4pm.
- Petty cash fund has been established per Board approval.
- Sunday Hours will start on September 11th, and will go until December 18th.
- In the process of hiring a PT Sr. Page and a PT Librarian I.
- The Friends of the Library have approved expenditures for up to 4 new rocking chairs to be placed in the front foyer (approx. \$400), a new ergonomic pad to stand on behind the circulation desk (approx. \$250), and 2 bicycles & a play tent for Summer Reading prizes (approx. \$250) & Flats of Annuals
- City of Tonawanda Library will be listed as a drive by location for the City Garden Walk.

Meeting adjourned at 7:45pm by Jay and 2nd by Sylvia

Next Meeting July 11, 2016

Respectfully submitted

Kathleen A. Reitz