



## City of Tonawanda Library Board Meeting

May 9, 2016

In Attendance: Bonnie, Jay, Sylvia, Sue, Kathy, Mary

Meeting was called to order at 6:30 pm.

**Approval of Minutes from March 2016 meeting. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. All approved.**

Prepared by Mary Muscarella  
March & April 2016

### **PUBLIC SERVICES**

#### **In Library Programs (March):**

- Science Magic was held on Saturday, March 26<sup>th</sup>. There were 13 children and 6 adults in attendance.
- Lego Club was held on Saturday, March 5<sup>th</sup>, and Tuesdays, March 15<sup>th</sup> & 29<sup>th</sup>. There were a total of 43 children and 11 adults total attendance.
- Preschool Story Time was held on Mondays, March 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup>. There were a total of 45 children and 3 adults in attendance.
- Toddler Time was held on Tuesdays, March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup>. There were a total of 58 children and 51 adults total attendance.
- Book Babies on Thursdays, March 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> & 31<sup>st</sup>. There were a total of 57 children and 63 adults attending.
- Family story time was held on Mondays, March 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, & 28<sup>th</sup>. There were a total of 42 children and 35 adults total attendance.
- Adult Coloring program was held on Thursdays, March 17<sup>th</sup> & 31<sup>st</sup>. There were 47 participants.
- Downton Abbey finale viewing was held on Thursday, March 3<sup>rd</sup>. There were 6 attendees.

#### **In Library Programs (April):**

- Book Club organizational meeting was held on Tuesday, April 5<sup>th</sup>. There were 7 people in attendance.
- Book Art Workshop was held on Thursday, April 7<sup>th</sup>. There were 12 attendees.

- Preschool story time was held on Mondays, April 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>. There were 51 children and 3 adults.
- Family story time was held on Mondays, April 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>. There were 31 children and 28 adults.
- Toddler time was held on Tuesdays, April 5<sup>th</sup>, 12<sup>th</sup> & 26<sup>th</sup>. (no session on April 19<sup>th</sup> due to polling) There were 33 children and 28 adults.
- Lego Club was held on April 5<sup>th</sup>, April 9<sup>th</sup> & April 26<sup>th</sup>. There were 30 children and 11 adults.
- Book Babies was held on Thursdays, April 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup>. There were 44 children and 49 adults.
- Battle of the Books informational meeting was scheduled for Monday, April 18<sup>th</sup>. There were no attendees. (Letters were sent to past participants)
- STEM program, 'What Sticks?' was presented by Sr. Page Chelsea Kerwin on Saturday, April 23<sup>rd</sup>. There were 11 children and 3 adults.
- Adult coloring program was held on Thursday, April 21<sup>st</sup>. There were 18 attendees.

### **Adult Technology Programs:**

(none were scheduled for March or April)

### **Outreach:**

Fletcher St. school literacy night – Thursday, March 10<sup>th</sup>. Michelle Hurley attended and handed out flyers to approximately 61 children and 32 adults.

### **Partnerships**

#### **MARCH:**

- UB School of Social Work Intern had an informational table at the library on Thursdays, March 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> & 31<sup>st</sup> to help community members connect with available social resources as needed.
- Durham Staffing had an informational table at the library on Tuesdays, March 1<sup>st</sup> & 15<sup>th</sup>.
- Knitting group met on Fridays, March 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup>. There were a total of 18 participants.
- The Friends of the City of Tonawanda Library held a meeting on Tuesday, March 29<sup>th</sup>. There were 12 attendees.
- The Swift water Reading Club met on Tuesday, March 29<sup>th</sup>. There were 10 attendees.

- **APRIL:**
- Historical Society of the Tonawanda's held program 'Fort Niagara - Proving Ground for the Great War' presentation by Robert Emerson at the library on Wednesday, April 13<sup>th</sup> @ 7pm. There were 35 attendees.
- The Swift water Reading Club met at the library on Tuesday, April 26<sup>th</sup>. There were 7 attendees.
- Knitting group met at the library on Fridays - April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup>. There were 28 knitters.
- Trustees & Friends hosted a welcome reception for Library Director Mary Muscarella on Thursday, April 21<sup>st</sup> from 2-6pm. Treats were served and harpist Beth Anne Breneman entertained. There were 40 attendees.
- UB School of Social Work Intern had an informational table at the library on Thursdays, April 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup> to help community members connect with available social resources as needed. This program is suspended for the summer months, and will be re-evaluated in the fall.
- Durham Staffing had an informational table at the library on Tuesday, April 5<sup>th</sup>.
- Autism Awareness Services had an informational table at the library on Thursday, April 28<sup>th</sup>.
- Library served as a polling site for primary elections on Tuesday, April 19<sup>th</sup>.
- **ANNUAL Financial Report -(2015) Motion made by Jay to accept 2<sup>nd</sup> by Kathy. All approved.**

### Correspondence:

- Mary Muscarella sent a letter to Friends of the Library President, Mary Smith, on Tuesday, April 5<sup>th</sup>.
- Library received a letter from the Community Foundation for Greater Buffalo dated March 31<sup>st</sup>, 2016. The letter indicated that the Friends of the City of Tonawanda library would be getting grant money from the foundation in October, 2016 in the amount of \$201.00. Letter was forwarded to Mary Smith and the Friends organization.

### FUNDING

- 2016 MAT and AV budgets for 2016:
  - MAT = \$3440 (40% spent to date)
  - AV = \$2290 (10% spent to date)
  - SER = \$2611 (88% spent to date)

Campaign Name	Dates	Amount Deposited
Candy bars	3/1/16 to 4/30/16	\$137
Ongoing book sale	4/1/16 to 4/30/16	\$117 <i>**just started tracking results at end of March, 2016</i>

**LIBRARY FINANCES**  
(ATTACHED)

**STAFF DEVELOPMENT**

- Mary Muscarella attended Manager/Director meetings at the Central Library on Wednesday, March 9<sup>th</sup> & Wednesday, April 13<sup>th</sup>.
- Librarian Michelle Hurley attended the Youth Services meeting at the Central library on Wednesday, March 23<sup>rd</sup>.
- Mary Muscarella participated in Ask 24/7 Reference Service on Tuesdays: March 8<sup>th</sup>, March 22<sup>nd</sup>, April 5<sup>th</sup> & April 19<sup>th</sup>.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursdays: March 3<sup>rd</sup>, March 17<sup>th</sup>, March 31<sup>st</sup>, April 14<sup>th</sup> & April 28<sup>th</sup>.
- Librarians Mary Muscarella & Michelle Hurley attended a 'Battle of the Books' coach meeting at JBR on Wednesday, April 6<sup>th</sup>.
- Mary Muscarella attended meetings for the City of Tonawanda Coalition @ City Hall on Tuesday, March 29<sup>th</sup> & Tuesday, April 26<sup>th</sup>.
- Sue Schmidts is retiring on June 24<sup>th</sup>

**STATISTICS**

**Changes from March 2015 to March 2016**

- Change in circulation: -7.2%
- Change in door count: -7.4%
- Change in PAC statistics: -0.6%
- Change in Wi-Fi: +221.7%

**Changes from April 2015 to April 2016\***

- Change in circulation: +13.3%
- Change in door count: +13.7%
- Change in PAC statistics: +14.8%
- Change in Wi-Fi: +473.7%
- *\*\*library was closed for 2 days in April, 2015 for asbestos abatement*

## NEW BUSINESS

- 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.
- Author Lauren Belfer will be at the library on Wednesday, May 18<sup>th</sup> @ 6pm to talk about her new book, 'And After the Fire' and to sign books. Talking Leaves book store will be on site to sell her books.
- Exterior 'spring clean-up' is underway and hopefully will be done before May 18<sup>th</sup> event. Mulch needs to be procured.
- The B&ECPL System Board of Trustees will hold their meeting at the City of Tonawanda library on Thursday, July 21<sup>st</sup> @ 4pm.
- PT Laborer, Bob Bunts, started working on Monday, April 4<sup>th</sup>.
- Staff Appreciation Dinner was hosted by the Board of Trustees at Pane's Restaurant on Wednesday, April 27<sup>th</sup>. Thank you, Trustees, for a lovely dinner!
- **Petty cash fund – Jay made a motion to have \$200.00 set aside for petty cash Bonnie 2<sup>nd</sup>. Board approved.**
- **Sunday Hours starting in the fall?** For the Fall of 2016, to be open on Sundays from 12-5pm, it would cost approximately \$4300 for personnel. (starting the Sunday after Labor Day through the end of the year) Staffing model would include one Librarian 1 and 2 Senior Pages for each Sunday. An additional \$150 for gas and \$350 for electricity is estimated to be open for those hours. This brings the total cost to \$4800 for the Fall. This item would need to be voted on by the Trustees.

This will start in September until April or May on a trial basis to be re-evaluated in November.

**Bonnie made the motion to open for Sunday hours starting in September, 2016, and Sue 2<sup>nd</sup>. Board approved.**

Meeting was adjourned at 7:45pm

Respectfully submitted

Kathleen A. Reitz