



**OCTOBER MEETING MINUTES
10/10/16**

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

Bonnie called the meeting to order at 6:35 pm Welcome to Elaine Panty

Monthly Report

Prepared by Mary Muscarella

City of Tonawanda Library

September 2016

PUBLIC SERVICES

In Library Programs:

- Lego Club was held on Saturday, September 10th, Tuesday, September 20th & Tuesday, September 27th. There were a total of 37 participants.
- Evening Book Club was held on Tuesday, September 6th. There were 9 participants.
- Adult Coloring program was held on Thursday, September 22nd. There were 10 participants.
- Preschool story time was held on Mondays, September 19th and September 26th. There were 27 participants.
- Evening story time was held on Mondays, September 19th and September 26th. There were 39 participants.
- Toddler story time was held on Tuesdays, September 20th and September 27th. There were 59 participants.
- Book Babies story time was held on Thursdays, September 22nd and September 29th. There were 81 participants.

Adult Technology Programs:

*Book A Technology Trainer sessions were held on Thursday, September 15th and had 3 participants.

Outreach :

- Fletcher St School Open House was attended by Librarian Michelle Hurley on Wednesday, September 14th.
- Mullen School Open House was attended by Librarian Michelle Hurley on Tuesday, September 20th.
- Riverview School Open House was attended by Librarian Michelle Hurley on Wednesday, September 21st.

Displays: NA**Partnerships:**

- Durham Staffing had an informational table at the library on Tuesdays, September 20th and September 27th.
- Ravel Rousers knitting group met on Fridays, September 2nd, September 9th, September 16th, September 23rd, and September 30th. There were a total of 29 participants.
- A certified diabetes instructor held an informational session regarding self care in the meeting room on Tuesday, September 6th.
- Historical Society of the Tonawandas held their September program at the library on Wednesday, September 14th from 7-8:30pm. The author of 'Gastown Girl', Lois Benzino Sonnenberg, spoke and signed books. We had over 90 people in attendance.
- The Friends of the City of Tonawanda Library held a meeting at the library on Tuesday, September 27th. There were 16 people in attendance.
- The Swiftwater Book Club held a meeting at the library on Tuesday, September 27th. There were 14 people in attendance.

Correspondence:

Thank you letter to author Lois Benzino Sonnenberg. Lois donated a signed copy of her book

Sympathy card sent to Librarian Betsey Higgins on the passing of her sister.

FUNDING

- 2016 MAT and AV budgets:
 - MAT = \$0 (100% encumbered)
 - AV = \$271.00 (88% encumbered)
 - SER = \$2611 (100% spent)

NOTE: By Nov. 1st all money has to be encumbered

Campaign Name	Dates	Amount Deposited
Candy bars	9/1-9/30/16	\$132.00
Ongoing book sale	9/1-9/30/16	\$228.00

LIBRARY FINANCES
(ATTACHED)

STAFF DEVELOPMENT

- Library Director Mary Muscarella participated in Ask 24/7 Reference Service on Tuesdays, September 6th and September 20th.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursdays, September 15th and September 29th.

STATISTICS

Changes from September 2015 to September 2016

- Change in circulation: -5.2%
 - Change in door count: -1.8%
 - Change in PAC statistics: +1.0%
 - Change in WiFi: +169.8%
- Jay suggested the program statistics be included so Central is aware.*

FACILITIES

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

Mary to continue to look into this.

Freegal - Downloadable Music. People can use our WiFi in the parking lot.

ONGOING BUSINESS

- PT Librarian I position was re-posted with a 10/10 response date. Poor response to this posting.
- 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 ('PAWS' to Read; Curious George birthday party; Graham Cracker Houses - Dec 11 - 2 sessions \$250.00 ea. (Friends and Library to fund))
- Payroll report as of the end of pay period 19 (early September) shows that we have a projected ending balance of \$39,386.19.

NEW BUSINESS

- Review & adopt procedures regarding handling of the Friends of the Library money from their ongoing book sale.

Jay made a motion to approve and Sylvia 2nd ALL were in agreement

- Curious George will be here on Sunday, November 6th to celebrate his 75th birthday. There will be stories, crafts & cupcakes !

- Possible names for open Board position

Sue Tirone resigned after 12 years on the Board. *Jay made a motion to accept With regret Bonnie 2nd.*

Meeting Adjourned at 7:30 pm By Bonnie 2nd by Kathy

Respectfully submitted

Kathleen A Reitz
Secretary