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:
  o MAT = $0 (100% encumbered)
  o AV = $271.00 (88% encumbered)
  o SER = $2611 (100% spent)

  NOTE: By Nov. 1st all money has to be encumbered
<table>
<thead>
<tr>
<th>Campaign Name</th>
<th>Dates</th>
<th>Amount Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candy bars</td>
<td>9/1-9/30/16</td>
<td>$132.00</td>
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<tr>
<td>Ongoing book sale</td>
<td>9/1-9/30/16</td>
<td>$228.00</td>
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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