Meeting called to order by Bonnie Bugbee at 6:40 p.m.

In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Carole Sinclair, and Library Director John Gaff

Motion was made to approve September/October and November Monthly Meeting Minutes by Jay Holler and seconded by Carole Sinclair. Unanimously approved.

PUBLIC SERVICES

NOVEMBER In-Library Programs:

- Book Babies was held on Thursdays, November 1st, 8th, 15th, & 29th. Two sessions were held each day. There were a total of 237 participants.
- Mother Goose on the Loose was held on Mondays and Tuesdays, November 5th, 12th, 13th, 19th, 20th, 26th, & 27th. There were a total of 205 participants.
- Adult Coloring program was held on Thursdays, November 15th & 29th. There were a total of 21 participants
- Evening Book Club met on Tuesday, November 13th to discuss ‘The Devil in the White City’. There were 6 attendees.
- Lego Club was held on Saturday, November 10th, and Tuesdays, November 20th & 27th. There were 56 attendees.
- Science Saturday was held on Saturday, November 24th. There were 17 attendees.
- Makerspace Open House was held on Saturday, November 17th. There were 3 attendees.
- A travel presentation by Library Director John Gaff was given on Tuesday, November 27th. There were 12 attendees.

NOVEMBER Adult Technology Programs:

- ‘Book A Technology Trainer’ computer class was held on Saturday, November 3rd. There were 3 attendees.

NOVEMBER Outreach:

NOVEMBER Displays:

- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch.
- Seasonal book display by Librarian Terasa Gipson.
NOVEMBER Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, November 2nd, 9th, 16th, 23rd, & 30th. There were a total of 40 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, November 6th & 20th.
- Friendship Quilters met at the library on Mondays, November 5th, 12th, 19th, & 26th. There were a total of 19 participants.
- The YWCA Widows’ Group met at the library on Mondays, November 5th & 19th. There were 44 attendees.
- The Swiftwater Book Club met on Tuesday, November 27th. There were 10 attendees.
- The Friends of the Library met on November 27th. There were 11 attendees.
- PAWS to Read was held on Sunday, November 4th. There were 6 attendees.
- University Express classes were held on November 1st, 8th, 13th, & 15th. There were a total of 80 participants.
- The Girl Scouts of Western New York held an informational session on Monday, November 26th.
- A representative from United Healthcare had an informational table at the library on November 27th & 29th.

Correspondence:

FUNDING

- 2018 MAT, SER and AV budgets:
  - MAT = $4156 (minus $4080 spent to date) = $76
  - AV = $1090 (minus $1062 spent to date) = $28
  - SER = $4483 (minus $2899 paid to date) = $1584
  - PBKSO = $254 (minus $90 paid to date) = $164

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LIBRARY FINANCES
(ATTACHED)

STAFF DEVELOPMENT

- Library Director John Gaff attended two classes of course four for the Public Library Administrators Certificate Program. This semester’s course is related to library finances.
- Library Director John Gaff viewed a number of webinars, including Beyond Book Sales: Practical Ideas for Raising Funds for Your Library, Public Library Finance, and State Aid for Library Construction.

STATISTICS

Changes from November 2017 to November 2018

- Change in circulation: 5.4%
- Change in door count: 0.8% (member library average -2.9%)
- Change in PAC statistics: -10.5% (member library average -8.0%)
- Change in WiFi: -17.9% (member library average 17.8%)

NOVEMBER New Statistics:

- Reference questions answered in November: 259 (for comparison, Grand Island had 156 reference questions, Elma had 204, and East Aurora had 360)
- Children’s programs offered: 18 (14 last year)
- Attendance at children’s programs: 524 (302 last year)
- Adult programs offered: 15 (12 last year)
- Attendance at adult programs: 200 (175 last year)
- Intergenerational programs offered: 8 (1 last year)
- Attendance at intergenerational programs: 50 (56 last year)

NEW BUSINESS

- Friends mailing list
- Monthly minutes approval
- Building maintenance water leak over circulation desk
- Purchasing additional CD shelving unit and double CD cases
- John making list for expenditures for $10,000 Bullet Aid from Chris Jacobs
- New calendar of events
- Yearly Fire Inspection
- Lions Club donated a magnifying machine
Motion made to approve Staff Yearly Appreciation Gift of a $10 gift card for Tim Horton’s by Jay Holler and seconded by Carole Sinclair. Unanimously approved.

Motion made to adjourn by Bonnie Bugbee at 7:32 p.m. and seconded by Sharry Folmsbee. Unanimously approved.

Respectfully Submitted,

Carole Sinclair