



**City of Tonawanda Library  
December 12, 2018 Meeting Minutes**

**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 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, & 29<sup>th</sup>. 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 5<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 26<sup>th</sup>, & 27<sup>th</sup>. There were a total of 205 participants.
- Adult Coloring program was held on Thursdays, November 15<sup>th</sup> & 29<sup>th</sup>. There were a total of 21 participants
- Evening Book Club met on Tuesday, November 13<sup>th</sup> to discuss 'The Devil in the White City'. There were 6 attendees.
- Lego Club was held on Saturday, November 10<sup>th</sup>, and Tuesdays, November 20<sup>th</sup> & 27<sup>th</sup>. There were 56 attendees.
- Science Saturday was held on Saturday, November 24<sup>th</sup>. There were 17 attendees.
- Makerspace Open House was held on Saturday, November 17<sup>th</sup>. There were 3 attendees.
- A travel presentation by Library Director John Gaff was given on Tuesday, November 27<sup>th</sup>. There were 12 attendees.

**NOVEMBER Adult Technology Programs:**

- 'Book A Technology Trainer' computer class was held on Saturday, November 3<sup>rd</sup>. 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 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, & 30<sup>th</sup>. There were a total of 40 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, November 6<sup>th</sup> & 20<sup>th</sup>.
- Friendship Quilters met at the library on Mondays, November 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, & 26<sup>th</sup>. There were a total of 19 participants.
- The YWCA Widows’ Group met at the library on Mondays, November 5<sup>th</sup> & 19<sup>th</sup>. There were 44 attendees.
- The Swiftwater Book Club met on Tuesday, November 27<sup>th</sup>. There were 10 attendees.
- The Friends of the Library met on November 27<sup>th</sup>. There were 11 attendees.
- PAWS to Read was held on Sunday, November 4<sup>th</sup>. There were 6 attendees.
- University Express classes were held on November 1<sup>st</sup>, 8<sup>th</sup>, 13<sup>th</sup>, & 15<sup>th</sup>. There were a total of 80 participants.
- The Girl Scouts of Western New York held an informational session on Monday, November 26<sup>th</sup>.
- A representative from United Healthcare had an informational table at the library on November 27<sup>th</sup> & 29<sup>th</sup>.

**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

Campaign Name	Dates	Amount Deposited
Candy bars	11/1 through 11/30/2018	\$71  YTD = \$1363
Ongoing book sale	11/1 through 11/30/2018	\$308.60  YTD = \$3529.90

## **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 Budget 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**