



**Monthly Report
May 13, 2019 Library Board Meeting Minutes**

New Trustee Karen Bordonaro welcomed to the City of Tonawanda Library by the Board of Trustees.

In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Karen Bordonaro, & Library Director John Gaff

Meeting called to order at 6:37 PM by Bonnie Bugbee

Motion made to approve March Minutes by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.

PUBLIC SERVICES

MARCH In-Library Programs:

- Mother Goose on the Loose was held on Mondays, March 4th, 11th, 18th & 25th, and Tuesdays, March 5th, 12th, 19th, and 26th. There were a total of 320 participants.
- Book Babies was held on Thursdays, March 7th, 14th, 21st, & 28th. There were a total of 247 participants.
- Evening Book Club met on Tuesday, March 5th to discuss 'Exit West'. There were 6 attendees.
- Coloring for Relaxation program was held on Thursdays, March 7th & 21st. There were a total of 25 participants
- Lego Club was held on Tuesdays, March 12th and 26th, and Saturday, March 9th. There were a total of 77 participants.
- Science Saturday was held on Saturday, March 30th. There were 17 attendees.
- Pom Pom Pals was presented by the Central Library's Children's Programming Team on Saturday, March 2nd. There were 3 attendees.

APRIL In-Library Programs:

- Mother Goose on the Loose was held on Mondays, April 1st, 8th, 15th, 22nd, & 29th and Tuesdays, April 2nd, 9th, 16th, 23rd, & 30th. There were a total of 407 participants.
- Book Babies was held on Thursdays, April 4th, 11th, 18st, & 25th. There were a total of 245 participants.
- Evening Book Club met on Tuesday, April 2nd to discuss 'Challenger Deep'. There were 6 attendees.
- Coloring for Relaxation program was held on Thursdays, April 4th & 18th. There were a total of 22 participants

- Lego Club was held on Saturdays, April 6th & 20th, and Tuesday, April 16th. There were a total of 77 participants.
- Sensory Playtime was held on Monday, April 22nd. There were 35 attendees.
- Makerspace Open House was held on Tuesday, April 23rd. There were 5 attendees.
- Science Saturday was held on Saturday, April 27th. There were 21 attendees.

MARCH Adult Technology Programs:

- 'Book A Technology Trainer' one-on-one sessions were held on Saturday, March 16th. There were 3 attendees.

APRIL Adult Technology Programs:

- 'Book A Technology Trainer' one-on-one sessions were held on Tuesday, April 9th. There were 3 attendees.

MARCH Outreach:

- The Library began a partnership with the Boys & Girls Club of the Northtowns in the month of March. As part of the partnership, the library travelled to the Fletcher School satellite clubhouse once per week for four weeks. Hands-on Science, Technology, Engineering, & Math activities were presented to one group of 4th grade and one group of 5th grade students. In total, eight sessions were held and there were 121 participants.
- The library hosted a table at Fletcher Elementary School on Thursday, March 28th. The library interacted with parents and children alike about library programs and services. In total, there were 61 attendees.

APRIL Outreach:

- The Library continued its partnership with the Boys & Girls Club of the Northtowns in the month of April. This month, the library travelled to the Newman Family Clubhouse once per week for four weeks. In total, five sessions were held and there were 60 participants.

MARCH & APRIL Displays:

- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch.
- Seasonal and topical book displays by Librarian Terasa Gipson.
- Triangle display holding new non-fiction materials converted to a display. Housed four special collections chosen by staff.

MARCH Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, March 1st, 8th, 15th, 22nd, & 29th. There were a total of 35 participants.
- Friendship Quilters met at the library on Tuesdays, March 5th, 12th, & 19th. There were a total of 11 participants.

- The YWCA Widows' Group met at the library on Mondays, March 4th and March 19th. There were 39 attendees.
- PAWS to Read was held on Sunday, March 3rd. There were 6 attendees.
- The City of Tonawanda Schools held an art opening at the library on Tuesday, March 12th. There were 45 attendees.
- The Girl Scouts of Western New York hosted a session of G.I.R.L STEM Lab on Thursday, March 14th. There were 6 attendees.
- The Swiftwater Book Club met on Tuesday, March 25th. There were 9 attendees.
- The Friends of the Library met on Tuesday, March 25th. There were 10 attendees.

APRIL Partnerships:

- University Express sessions were held on April 18th, 25th, 26th, & 29th. There were a total of 63 participants.
- Ravel Rousers knitting club met at the library on Fridays, April 5th, 12th, & 26th. There were a total of 17 participants.
- Friendship Quilters met at the library on Tuesdays, April 2nd, 9th, 16th, & 23rd. There were a total of 20 participants.
- The Widows Supporting Widows group met at the library on Mondays, April 1st & 15th. There were 41 attendees.
- PAWS to Read was held on Sunday, April 7th. There were 2 attendees.
- Jeff Glor presented at the library on Friday, April 5th to a maximum capacity crowd.
- The Swiftwater Book Club met on Tuesday, April 30th. There were 10 attendees.
- The Friends of the Library met on Tuesday, April 30th. There were 11 attendees.
- The Friends of the Library hosted a presentation on one member's trip to Iceland. There were 21 attendees.

Correspondence:

- Resignation letter received from trustee Carole Sinclair.

FUNDING

- 2019 MAT, SER and AV budgets:
 MAT = \$3934 (minus \$1362.05 spent to date) = \$2572
 AV = \$1375 (minus \$0 spent to date) = \$1375
 SER = \$3722 (minus \$3722 paid to date) = \$0
 PBKSO = \$191 (minus \$27 paid to date) = \$164

Campaign Name	Dates	Amount Deposited
Candy bars	3/1 through 4/30/19	\$144.00 YTD = \$332.00
Ongoing book sale	3/1 through 4/30/2019	\$501.70 YTD = \$990.45

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

- Library Director John Gaff attended the second of two sessions of “Getting Started With Grants” on Monday, March 4th at the Audubon Library.
- Library Director John Gaff attended the first of four classes as part of the Public Library Administrator’s Certificate Program on April 5th. John will graduate from the program at the end of June.
- Library Director John Gaff attended two sessions of Difficult Staff-Patron Interactions at the Central Library on March 27th & April 10th.

STATISTICS

Changes from March 2018 to March 2019

- Total Circulation: 7,975
- Change in circulation: -6.2% (member library average -6.0%) (for comparison, CEN -19.5% ELM -22.0%)
- Door Counts: 6,171
- Change in door count: -11.7% (member library average 1.3%)
- Public Access Computer Sessions: 1,001
- Change in PAC statistics: -9.2% (member library average -7.0%)
- WiFi Logins: 619
- Change in WiFi: -13.4% (member library average 18.2%)

MARCH New Statistics:

- Reference questions answered in March: 254 (for comparison, Grand Island had 188 reference questions, and Elma had 263.
- Children’s programs offered: 41 (24 last year)
- Attendance at children’s programs: 797 (500 last year)
- Adult programs offered: 16 (16 last year)

- Attendance at adult programs: 112 (130 last year)
- Intergenerational programs offered: 5 (5 last year)
- Attendance at intergenerational programs: 137 (131 last year)

Total Program Attendance: 1,183

Changes from April 2018 to April 2019

- Total Circulation: 7,938
- Change in circulation: -6.4% (member library average -4.5%) (for comparison, CEN -20.3% ELM -3.8%)
- Door Counts: 6,406
- Change in door count: 0.6% (member library average 2.6%)
- Public Access Computer Sessions: 1,025
- Change in PAC statistics: -3.9% (member library average -1.2%)
- WiFi Logins: 657
- Change in WiFi: 1.1% (member library average 21%)

APRIL New Statistics:

- Reference questions answered in April: 230 (for comparison, Grand Island had 180 reference questions, and Elma had 391.
- Children's programs offered: 40 (24 last year)
- Attendance at children's programs: 840 (541 last year)
- Adult programs offered: 19 (12 last year)
- Attendance at adult programs: 186 (92 last year)
- Intergenerational programs offered: 4 (13 last year)
- Attendance at intergenerational programs: 140 (254 last year)

Total Program Attendance: 1,166

NEW BUSINESS

- State Report Resolution
- Parking lot
- Public report approval
- Purchase requests
- Oath of office
- Amendment to March minutes
- Trustee bank account
- Fire inspection fee

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Motion made to accept the "Annual Report" by Sharry Folmsbee and seconded by Jay Holler. Unanimously approved.

Motion made to adopt the annual public report to the community by Bonnie Bugbee and seconded by Sharry Folmsbee. Unanimously approved.

Motion to approve the purchase of two book cases and backings totaling no more than \$1250, the purchase of two benches totaling no more than \$175, and the purchase of a button maker and supplies totaling no more than \$450 made by Jay Holler and seconded by Karen Bordonaro. Unanimously approved.

Motion made by Sharry Folmsbee and seconded by Karen Bordonaro for adjournment at 7:58 p.m. Unanimously approved.