



**City of Tonawanda Library
November 12, 2018 Board Meeting Minutes**

PUBLIC SERVICES

SEPTEMBER/OCTOBER In-Library Programs:

- Book Babies was held on Thursdays, September 20th & 27th. There were a total of 77 participants.
- Mother Goose on the Loose was held on Mondays and Tuesdays, September 10th, 11th, 17th, 18th, 24th, and 25th. There were a total of 222 participants.
- Adult Coloring program was held on Thursdays, September 13th & 27th. There were a total of 19 participants
- Evening Book Club met on Tuesday, September 4th to discuss 'East of Eden'. There were 8 attendees.
- A movie matinee (Walking Out) was shown on Friday, September 21st. There was 1 attendee.
- Lego Club was held on Saturday, September 1st, and Tuesdays, September 11th & 27th. There were 63 attendees.
- Science Saturday was held on Saturday, September 22nd. There were 13 attendees.
- A welcome reception for new Library Director John Gaff was held on Thursday, September 20th. The event, sponsored by the Friends of the Library, featured live ukulele music and refreshments. There were 45 attendees.

October In-Library Programs:

- Book Babies was held on Thursdays, October 4th, 11th, 18th, 25th. Two sessions were offered on both October 18th and 25th. There were a total of 187 participants.
- Mother Goose on the Loose was held on Mondays and Tuesdays, October 1st, 2nd, 8th, 9th, 15th, 16th, 22nd, 23rd, 29th & 30th. There were a total of 314 participants.
- Adult Coloring program was held on Thursdays, October 11th & 25th. There were a total of 29 participants
- Evening Book Club met on Tuesday, October 4th to discuss 'The Circle'. There were 6 attendees.
- Lego Club was held on Saturday, October 13th, and Tuesdays, October 9th & 23rd. There were a total of 72 participants.
- Science Saturday was held on Saturday, October 27th. There were 24 attendees.
- University Express presentations were held on October 4th, 9th, 16th & 18th. There were a total of 122 participants.
- The Central Library presented 'Unicorns and Dragons' on Thursday October 4th. There were 27 attendees.
- Makerspace Open House was held on Tuesdays, October 16th and 30th and Saturday, October 20th. There were a total of 4 participants.

- PAWS to Read was held on Sunday, October 7th. There were 9 attendees.

SEPTEMBER Adult Technology Programs:

- 'Book A Technology Trainer' computer class was held on Saturday, September 8th. There were 3 attendees.

OCTOBER Adult Technology Programs:

- 'Book A Technology Trainer' computer class was held on Saturday, October 6th. There were 3 attendees.

SEPTEMBER Outreach:

- The library had an informational table at Fletcher Middle School's Parent Night on September 18th. Library Director John Gaff passed out information, provided hands-on activities, and demoed some of our new maker space technology. John spoke with 39 attendees.

SEPTEMBER Displays:

- 'Great North American Read' display created by Terasa Gipson remained in place.
- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch

OCTOBER Displays:

- Fall/Spooky display created by Librarian Terasa Gipson.
- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch

SEPTEMBER Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, September 7th, 14th, 21st, and 28th. There were a total of 32 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, September 3rd & 17th.
- Friendship Quilters met at the library on Tuesdays, September 4th and 18th. There were a total of 10 participants.

OCTOBER Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, October 5th, 12th, 19th, & 26th. There were a total of 24 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, October 2nd & 16th.
- Friendship Quilters met at the library on Mondays, October 1st, 15th, 22nd & 29th. There were a total of 11 participants.

- The YWCA Widows' Group met at the library on Monday, October 1st. There were 13 attendees.
- The Swiftwater Book Club met on Tuesday, October 20th. There were 7 attendees.
- The Friends of the Library met on Tuesday, October 20th. There were 9 attendees.

Correspondence:

- Get well soon card sent to Board of Trustee James Holler.
- Get well soon card sent to staff member Karen Tauriello.

FUNDING

- 2018 MAT, SER and AV budgets:
 MAT = \$4156 (minus \$3569 spent to date) = \$587
 AV = \$1090 (minus \$984 spent to date) = \$106
 SER = \$4483 (minus \$2899 paid to date) = \$1584
 PBKSO = \$254 (minus \$90 paid to date) = \$164

Funds were transferred from the AV budget to the MAT budget due to need for further developing the print collection. AV collection is strong as the Collection Development team provides us with a good variety of new releases. There has been little need to replace lost AV materials, as well.

All orders for materials are due in by November 1st.

Campaign Name	Dates	Amount Deposited
Candy bars	9/1 through 9/30/2018	\$92
	10/1 through 10/31/2018	\$113
		YTD = \$1292
Ongoing book sale	9/1 through 9/30/2018	\$308.60
	10/1 through 10/31/2018	\$254.90
		YTD = \$3089.40

LIBRARY FINANCES
(ATTACHED)

STAFF DEVELOPMENT

- Library Director John Gaff attended the first class of course four for the Public Library Administrators Certificate Program. This semester's course is related to library finances.

STATISTICS

Changes from September 2017 to September 2018

- Change in circulation: -14.2% (member library average -3.0%) (for comparison, CEN -17.4% AUD -4.1%)
- Change in door count: -7.0% (member library average -1.1%)
- Change in PAC statistics: -15.3% (member library average -5.7%)
- Change in WiFi: -19.6% (member library average 27.6%)

Changes from October 2017 to October 2018

- Change in circulation: -5.7% (member library average 1.5%) (for comparison, CEN -10.6% AUD -9.6%)
- Change in door count: -8.7% (member library average 3.6%)
- Change in PAC statistics: -18.7% (member library average -3.6%)
- Change in WiFi: -25.6% (member library average 26.6%)

SEPTEMBER New Statistics:

- Reference questions answered in September: 303 (for comparison, Grand Island had 135 reference questions, Elma had 235, and East Aurora had 498)
- Children's programs offered: 12 (11 last year)
- Attendance at children's programs: 375 (234 last year)
- Adult programs offered: 10 (13 last year)
- Attendance at adult programs: 54 (97 last year)
- Intergenerational programs offered: 7 (0 last year)
- Attendance at intergenerational programs: 114 (0 last year)

OCTOBER New Statistics:

- Reference questions answered in October: 315 (for comparison, Grand Island had 140 reference questions, Elma had 267, and East Aurora had 517)
- Children's programs offered: 22 (21 last year)
- Attendance at children's programs: 633 (400 last year)
- Adult programs offered: 17 (19 last year)
- Attendance at adult programs: 188 (270 last year)
- Intergenerational programs offered: 10 (5 last year)
- Attendance at intergenerational programs: 91 (145 last year)

NEW BUSINESS

- Cynthia Narloch has resigned her position on the Board of Trustees.
- 2019 holiday hours.
- Tax forms for 2018 have been ordered.
- A letter from the IRS was received regarding filing for 2017. The Business Office sent a mailing with instructions for filling it out and returning it to the IRS. Mailing was sent certified mail on October 15th and was received on October 24th.
- Book Babies storytime has been split into two sessions due to popular demand. Both are offered on Thursday morning at 9:30 and 10:15 AM.
- Discussions regarding programming opportunities with the Boys & Girls Club of the Northtowns are underway. Three clubhouses within the City of Tonawanda are interested in starting programming.
- The library submitted a plan of action for providing employees who are nursing mothers with a private space for lactation. Plan is attached.
- The process for reviewing ways to use the \$10,000 in Bullet Aid from Senator Chris Jacobs is underway. Funds have not yet been received.
- Along with many updates to programming flyers, a new monthly event flyer was created.
- A new electronic statistics sheet is in use.
- The door counter situation has been resolved. The counter was successfully installed. The IT department at Central wrote a special program to ensure our counts are accurate.
- A new program, Makerspace Open House, is being offered during which users can interact with the new technologies the library has.
- The library will be partnering with NASA Solar System Ambassador Dr. Warren Marcus for presenting a STEM presentation and activity in December.
- The library has scheduled four graham cracker house building sessions for December.