



**City of Tonawanda Library
September 10, 2018 Board Meeting Minutes**

In attendance: Bonnie Bugbee, Sharry Folmsbee, Carole Sinclair, Cynthia Narloch, Director John Gaff. Absent Jay Holler.

Director's Report for July/August 2018

PUBLIC SERVICES

JULY In-Library Programs:

- Book Babies was held on Thursdays, July 12th, 19th, & 26th. There were a total of 106 participants.
- Silly Summer Dance Party was held on Mondays and Tuesdays, July 9th, 10th, 16th, 17th, 23rd, 24th, 30th & 31st. There were a total of 254 participants.
- Adult Coloring program was held on Thursday, July 5th. There were 7 attendees.
- Evening Book Club met on Tuesday, July 3rd to discuss 'The Catcher in the Rye'. There were 7 attendees.
- A movie matinee (Wonder) was shown on Friday, July 27th. There were 4 attendees.
- The City of Tonawanda Fire Department was on site on Tuesday, July 24th. There were 50 attendees.
- 'Magnets & Electricity' STEM program was held on Thursday, July 26th. There were 21 attendees.
- 'PAWS' to Read was held on Saturday, July 21st. There were 6 attendees.
- St. Francis Day Camp visited the library for stories on crafts on Mondays, July 9th & 16th. There were a total of 47 participants.
- The Tonawanda Recreation Department visited the library on Mondays, July 23rd & 30th. 'Light & Optics' & 'Air & Water' STEM program were presented. There were a total of 41 participants.
- KidsAbilities visited the library for storytime on Thursdays, July 12th, 19th & 26th. There were a total of 34 participants.
- The Children's Programming Team from Central presented 'Rocking With Pete the Cat' on Saturday, July 28th. There were 32 attendees.
- Lego Club was held on Tuesday, July 31st. There were 23 attendees.
- Explore and More Children's Museum presented a tinkering activity for kids. There were 29 attendees.
- Wondermakers presented 'Rockin' Rabbit and Other Tales'. There were 20 attendees.

AUGUST In-Library Programs:

- Book Babies was held on Thursday, August 2nd. There were 51 attendees.
- Silly Summer Dance Party was held on Monday and Tuesday, August 6th and 7th. There were a total of 67 participants.
- Coloring for Relaxation program was held on Thursdays, August 2nd, 16th, & 30th. There were a total of 29 participants.
- Evening Book Club met on Tuesday, August 7th to discuss *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie. There were 7 attendees.
- A movie matinee (Hachi) was shown on Friday, August 24th. There were 7 attendees.
- 'PAWS' to Read was held on Saturday, August 18th. There were 6 attendees.
- The Children's Programming Team from Central Library presented 'Rock into Puffy Paint' on Saturday, August 18th. There were 14 attendees.
- LEGO Club was held on Saturday, August 11th and Tuesday, August 21st. There were 32 attendees.

JULY Adult Technology Programs:

- 'Book A Technology Trainer' computer class was held on Saturday, July 7th. There were 3 attendees.

AUGUST Adult Technology Programs:

- 'Book A Technology Trainer' computer class was held on Thursday, August 9th. There were 3 attendees.

JULY & AUGUST Outreach:

- The library had an informational table at the gateway Harbor Food Truck on Thursday, August 23rd. The library also provide giveaways and an art based table activity for attendees. John spoke with 31 people.

JULY & AUGUST Displays:

- 'Great North American Read' display created by Terasa Gipson remained in place.
- Monthly art exhibit from City of Tonawanda Schools.

JULY Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, July 6th, 13th, 20th, & 27th. There were a total of 27 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, July 3rd & 17th.

- Friendship Quilters met at the library on Tuesdays, July 3rd, 10th, 17th, 24th, & 31st. There were a total of 19 participants.

AUGUST Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, August 3rd, 10th, 17th, 24th, and 31st. There were a total of 19 participants.
- Friendship Quilters met at the library on Tuesdays, August 7th, 21st, & 28th. There were a total of 15 participants.
- A local widows’ support group met at the library on Mondays, August 6th & 20th. There were 30 attendees.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, August 7th & 21st.

Correspondence:

- Thank you notes sent to the Friends of the Library and Kiwanis for their support and help with the End of Summer picnic. There were 175 attendees.
- Sympathy card sent to Mary McKee on the loss of her husband, Ed.
- Thank you note received from Mary Muscarella for her leaving.
- Thank you note from John Gaff for his interview with the board.
- Thank you notes to two other interviewees for their time.

FUNDING

- 2018 MAT, SER and AV budgets:
 MAT = \$2956 (minus \$2384 spent to date) = \$572
 AV = \$2290 (minus \$885 spent to date) = \$1405
 SER = \$4483 (minus \$2899 paid to date) = \$1584
 PBKSO = \$254 (minus \$79 paid to date) = \$175

Campaign Name	Dates	Amount Deposited
Candy bars	7/1 through 7/31/2018	\$139.00
	8/1 through 8/31/2018	\$142.00
		YTD = \$1087
Ongoing book sale	7/1 through 7/31/2018	\$250.10
	8/1 through 8/31/2018	\$383.15
		YTD = \$2525.90

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

STATISTICS

Changes from July 2017 to July 2018

- Change in circulation: -13.8% (member library average -0.8%) (for comparison, CEN -14.9% AUD -6.3%)
- Change in door count: -4.8% (member library average +1.6%)
- Change in PAC statistics: -8.5% (member library average 0.0%)
- Change in WiFi: +2.5% (member library average +36.3%)

Changes from August 2017 to August 2018

- Change in circulation: -8.6% (member library average -0.5%) (for comparison, CEN -18.6% AUD -5.3%)
- Change in door count: -11.1% (member library average 3.8%)
- Change in PAC statistics: -15.6% (member library average -3.7%)
- Change in WiFi: -11.2% (member library average +29.5%)

JULY New Statistics:

- Reference questions answered in July: 318 (for comparison, Grand Island had 178 reference questions, Elma had 345, and East Aurora had 754)
- Children's programs offered: 22 (21 last year)
- Attendance at children's programs: 578 (389 last year)
- Adult programs offered: 11 (8 last year)
- Attendance at adult programs: 46 (30 last year)
- Family programs offered: 1 (3 last year)
- Attendance at family programs: 50 (88 last year)

AUGUST New Statistics:

- Reference questions answered in August: 314 (for comparison, Grand Island had 171, Elma had 296, and East Aurora had 501)
- Children's programs offered: 15 (10 last year)
- Attendance at children's programs: 413 (144 last year)
- Adult programs offered: 10 (6 last year)
- Attendance at adult programs: 67 (52 last year)
- Family programs offered: 11 (8 last year)
- Attendance at family programs: 308 (327 last year)

NEW BUSINESS

- University Express classes will begin again in October and run into November.
 - Julia Ruch, formerly employed here at the library, has been rehired as a Page.
 - Mother Goose on the Loose and Book Babies programming will begin again in September and run through November. There will be three programs per week; two Mother Goose on the Loose and one Book Babies. The option of having a second Book Babies program is being weighed.
 - A new children's program for 8-12 years. It is Science Saturdays and will be offered starting September 22nd.
 - 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 with an October start.
 - The library has received an additional \$10,000 in Bullet Aid from Senator Chris Jacobs. We will begin reviewing how to best spend the funds.
 - Many programming flyers have been updated to appear more eye catching.
 - A new door counter bracket was dropped off by Central. The City will be contacted to reinstall the brackets to ensure accurate door counts.
 - The 2017 \$10,000 in Bullet Aid from Senator Jacobs has been spent as follows:
 - *Computer chairs (**\$5024.35 including shipping cost**) *chairs have been received and are in use at the public computer stations*
 - *Makerspace technology (**\$393.75** for Bee-Bots; **\$796.00** for iPads; **\$166.00** for Osmo hardware & programs) *makerspace items have been received*
 - *Clear display cases with sleeve for CDs (**\$2437.79**) *display cases have been ordered & received- will be changed over as time allows*
 - *Enclosed bulletin boards for foyer (**\$475.58**) *(received-have been installed)*
 - *Computer for Karen (**\$857.72**) *(received-has been installed)*
 - *Door Counter for Side Entrance (**\$1822**)
- TOTAL COSTS = \$11973.19**

Motion was made for adjournment by Carole Sinclair and seconded by Sharry Folmsbee at 7:35 pm.

Respectfully Submitted,

Carole Sinclair