

City of Tonawanda Public Library
Board of Trustees
Meeting Minutes

February 10th, 2025
6:30 PM

- I. Call to Order: Meeting called to order by Ms. Mazur at 6:32pm
- II. Attendance: Amy Mazur, Karen Bordonaro, Shelley Bernosky, Betsy Koch ,Mario Pena and John Gaff.
- III. Approval of [Minutes](#) From Last Meeting : Ms. Mazur, could I have a motion to approve the meeting minutes of last month? Mrs Bernosky I'll make a motion to accept the meeting minutes of our January meeting. Mrs. Bordonaro I'll second. Ms. Mazur, all those in favor. 4 Ayes. 1 Abstain.
- IV. Finances: Mr. Gaff: Reviewing financial statements: This should be the last month where we see anything reflected from the 2024 year. Everything listed on this statement is related to the 2024 calendar year, with the exception of interest we received from the M&T account. All documents were forwarded to Ms.Bernosky, Board Treasurer, for review, no issues or concerns.

Mr. Gaff: No activity in the Citizens account, so that remains the same. We do have a program scheduled for later this month, Hawk Creek , will be coming in and they require a deposit so that was paid. We also had to reup our order of candy bars, for candy bar sales. So those were the two debits from the M&T account. You will see equal transactions in the M&T account one being a debit, and one being a deposit, and that is a transfer of maintenance reimbursement costs that were originally paid from the M&T account but were budgeted from the Key bank account, so we put that all together. I think we ended up with \$20.00 unused in the Key bank account. We also paid our last water bill for the 2024 year. We did deposit fines and fees for December, incorrectly stated on the financial handout as January. Mr Gaff will correct when documents are uploaded. Mr Gaff: Any questions about the financial report? The Board had no questions.

Mr Gaff: The monthly report for the year, so everything is back to square one in terms of our collection development budget, as well as all of our fundraising efforts. For our budget we collectively have the same amount of money to spend this year as last year, so that is good. However, some things did increase in cost, for example, the Buffalo News is almost prohibitively expensive, and if we didn't

have multiple people that read it, I would consider moving on from it. It is close to \$ 1,000.00 per year, Mrs. Bernosky: And its only two sections. Mr. Gaff, it does get used very heavily and its still worth it. It does decrease our buying power in the serials category, where we could have purchased additional magazines. I have also divided our budget amongst the Library staff so they know how much they can spend on their different categories and they are already submitting orders.

You can also see for the month of January the numbers for our candy bar sales and book sales. The library will be fully in charge of the book sale, should that change, that will be noted. Please keep in mind the numbers noted for the candy bar sales, does also reflect that we have to purchase candy bars, so we make roughly half of what is noted. Statistics for January: Circulation is right about 8,000. Mr. Gaff suggested linking reports with other Library systems so the board could see how other libraries compare ? That would not take me much effort, would the board be interested in that data? I might do that next month so you can see the report and if you like it and find it useful. These reports give you a bigger picture of how the entire library system is doing.

Also to note that we did have a 7.7% increase in Library usage from the previous year, but they also checked out fewer items than the previous year. We also had some significant delivery interruptions due to the weather in the month of January which didn't help. Sometimes programming changes also affect families using the library. For example, story time changes might affect families taking out picture books. Circulation tells part of the story of Library usage, but access to technology is also an integral part of Library usage. Mr. Pena noted ,would you be adding seating spaces for computer usage? Mr Gaff also noted some potential rearranging of existing Library space to possibly accommodate more computer work space. University Express scheduling finishes tomorrow, I am hoping to have 18 classes. It will run from May 1st to the middle of July, although we typically try to not run into July as it conflicts with summer reading. Also our staff operating budget was finalized for 2025. We currently do have some unallocated funding, Mr. Gaff stated he will be reviewing this as the best way to utilize these staff hours. There are a couple of different positions out there, some requiring more experience than others, these will be reviewed to see what best benefits our library.

- V. Public Comment no public comment
- VI. Old Business: Mr. Gaff, I have nothing specific to go over.
- VII. New Business: Nothing to share
- VIII. Friends of the Library: No update.

Ms. Mazur: if no one has anything else to add, could we have a motion to adjourn? M. Pena, I make a motion to adjourn. Mrs. Mazur, I second the motion 5 ayes. The motion to adjourn passes. Meeting adjourned at 7:18pm.

Next Meeting: March 10th, 2025 6:30 pm

Respectfully submitted:

Betsy Koch.

Betsy Koch