

TOWN OF TONAWANDA PUBLIC LIBRARY
BOARD OF TRUSTEES
May 14, 2019

Called to order at 7:00pm.

Attendance: Stanley Pustulka, Annette Della Posta, Nicole Pauly-Rejewski, Richard Geer, Mary Muscarella, Kathy Kanaley. Excused: Sheila Ginnane, Julie Miller, William Conrad.

Visit by Mary Jean Jakubowski to report on inquiries made regarding the possibility of expansion of remote library services.

Motion by Kathy Kanaley to accept Agenda as presented. Seconded by Nicole Pauly-Rejewski. Carried

Motion by Stanley Pustulka to accept minutes of April 9, 2019 meeting as presented. Seconded by Annette Della Posta. Carried.

Motion by Annette Della Posta to accept Treasurer's Report, including review of the bills. Seconded by Nicole Pauly-Rejewski. Discussion of use and recording of credit/debit card. Mary will check with Ken Stone on procedure. Motion carried.

Report of Chair.

Brief discussion of the impact of the change in format of the Friends of the Library book sales. Sales will be every other month and held at Kenmore Middle School. There will be a significant decrease in donated funds. Friends made the change due to increasing costs and decreasing numbers of volunteers to run the annual book sale.

Discussion regarding the policy requiring Board approval of purchases greater than \$500.

Reminder for Board members to submit annual disclosure paperwork to the Town of Tonawanda Clerk's office.

Report of Director.



Monthly Report
Prepared by Mary Muscarella
Town of Tonawanda Libraries - Kenilworth & Kenmore branches
APRIL 2019

KENILWORTH

Statistics

Changes from April 2018 to April 2019

- Circulation: -1.8% (contracting library average -4.5%)
- Visitor count: -9.5% (contracting library average +2.6%)
- PAC: -15.2% (contracting library average -1.2%)
- WiFi: -4.3% (contracting library average +21%)
- Number of programs: 12 (9 in April 2018)
- Attendance at programs: 90 (91 in April 2018)

In Library Programs:

- **Books and Barks** program, facilitated by **Librarian Amy Christman**, was held on Wednesday, April 10th. There were 3 adults and 3 children for a total of 6 participants.
- **Book Club**, facilitated by **Librarian Amy Christman**, was held on Wednesday, April 3rd. There were 10 participants.
- **Craft Club**, facilitated by **Librarian Amy Christman**, was held on Friday, April 12th. There were 5 adults and 3 children for a total of 8 participants.
- **Button Making** was available on Wednesdays, April 3rd, April 10th, April 17th & April 24th. There were 8 children and 6 adults for a total of 14 participants.
- **Cook Book Club**, facilitated by **Librarian Nicole Brown**, was held on Wednesday, April 24th. There were 2 adult participants.
- **Family Story Time**, facilitated by **Librarian Joe Patton**, was held on Mondays, April 8th, April 15th, April 22nd & April 29th. There were 16 adults and 17 children for a total of 33 attendees.
- **Pom Pom Pals** program, presented by the Central Library Children's Programming Team, was held on Wednesday, April 17th. There were 7 adults and 11 children for a total of 18 attendees.

Tutoring Sessions: There were 4 Adult and 6 Youth tutoring sessions for a total of 10 tutoring sessions in April.

Adult Technology Programs:

* 'Book-A-Technology-Trainer' cybertrain computer class was cancelled due to lack of registrations.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, April 4th, April 11th, April 18th & April 25th. She did not assist any patrons this month.

Tours/Outreach:

*'**Ripen With Us' Daycare** center visit, facilitated by **Librarian Amy Christman**, was on Thursday, April 4th. There were 7 children and 2 adults for a total of 9 participants.

*'**Kid's Kampus Daycare'** had drop-in visits on Tuesday, April 2nd and Tuesday, April 9th.

Displays:

*A 'Celebrate National Poetry Month' display was put up near the patron holds shelf.

*Autism Services displayed student artwork in the lobby and outdoor display cases to celebrate National Autism Awareness Month.

Community Room Use:

- Art of Living
- VA Caregiver Support Group (2 meetings)
- UB Behavioral Medicine (informational table in lobby)

Other:

***Library Associate Margaret Kunz** and **Library Clerk Beth Scibetta** will be starting a Lego group in May that will meet on the 4th Friday of each month.

*There were 232 raffle entries for the \$50 Home Depot gift card.

*Throughout the Summer, Friday evenings we will have **lawn games** outside for patrons to enjoy. Giant Jenga, Corn Hole, Giant Bubbles and Toss Across will be some of the games available. In inclement weather, we can set up some of the smaller games in the meeting room.

*The 2nd Annual **Patron Appreciation Picnic** will be held at the Kenilworth Library on Friday, July 12th from 5-7:30pm. The town has been contacted about setting up a grill and picnic tables for that day.

Materials Budgets:

MAT = \$4,034 (minus \$1,743 spent) = \$2,291

AV = \$1,400 (none spent to date)

Candy bar sales April 2019 = \$47 (YTD=\$176)

Discarded materials sales April 2019 = \$126.25 (YTD=\$607.25)

KENMORE

Statistics

Changes from April 2018 to April 2019

- Circulation: +3.5% (contracting library average -4.5%)
- Visitor Count: +1.8% (contracting library average +2.6%)
- PAC: -4.1% (contracting library average -1.2%)
- WiFi: +3.7% (contracting library average +21%)
- Number of programs: 37 (33 in April 2018)
- Attendance at programs: 689 (504 in April 2018)

In Library programs

- **Crafter Day**, facilitated by **Librarian Jill Jablonski**, was held on Saturday, April 6th. There were 16 adults and 21 children for a total of 37 participants.
- **Kenmore Library News/KNL Zine** meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, April 3rd, April 10th, April 17th & April 24th. There were 26 teens & 37 children for a total of 63 participants.
- **Books and Barks**, facilitated by **Librarian Jill Jablonski**, was held on Saturday, April 13th. There were 5 adults and 6 children for a total of 11 participants.
- **LEGO Club**, facilitated by **Librarian Joe Patton**, was held on Saturday, April 20th. There were 8 adults and 12 children for a total of 20 participants.
- **Adult Journal Group**, facilitated by **Librarian Amy Christman**, was held on Tuesday, April 2nd. There were 7 participants.
- **Knit/Crochet group**, facilitated by **Librarian Jill Jablonski**, was held on Mondays, April 1st, April 8th, April 15th, April 22nd & April 29th. There were 40 participants.

- **Town of Tonawanda Coalition Community Resource HUB** was held on Thursday, April 18th. There were 8 service providers and 5 attendees. This will be the last HUB until a new facilitating agency is found.
- **Button Making** was available on Tuesdays, April 2nd, April 9th, April 16th, April 23rd & April 30th. There were 31 adults and 49 children for a total of 80 participants.
- **Game Night**, facilitated by **Branch Manager Nicole Bermingham**, was held on Thursdays, April 4th, April 11th, April 18th & April 25th. There were 5 adults and 9 children for a total of 14 participants.
- **Book Club**, facilitated by **Library Director Mary Muscarella**, met on Tuesday, April 16th to discuss the book 'Moloka'i'. There were 7 attendees.
- **'Life on a Coral Reef'** program was presented by local underwater photographer Mary Lou Frost on Wednesday, April 10th. There were 13 adults and 3 children for a total of 16 attendees.
- **'Train Day'** hosted by Dean Hunneshagen of the Joy of Trains organization, was held on Tuesday, April 23rd. There were 10 adults and 13 children who attended the train-themed story time. There were 20 adults and 50 children who enjoyed the model train display on the library floor.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, was held on Thursday, April 11th, April 18th & April 25th. There were 43 adults and 57 children for a total of 100 attendees.
- **Family Story Time**, facilitated by **Librarian Nicole Brown**, was held on Thursday, April 11th, April 18th & April 25th. There were 38 adults and 32 children for a total of 70 attendees.
- **Toddler Time**, facilitated by **Librarian Nicole Brown**, was held for 2 session on each of these Fridays; April 12th, April 19th & April 26th. There were 64 adults and 69 children for a total of 133 attendees.
- **Create Your Own Book** program, presented by the **Central Library Children's Programming Team**, was held on Saturday, April 27th. There were 7 adults and 7 children for a total of 14 attendees.
- **Understanding and Responding to Dementia-Related Behaviors**, presented by the **Alzheimer's Association of WNY**, was held on Wednesday, April 3rd. There were 18 attendees.

Tutoring:

- There were 10 tutoring sessions for adults and 56 tutoring sessions for children for a total of 66 sessions at the Kenmore library in April.

Adult Technology programs/Assistance:

- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, April 3rd, April 10th, April 17th & April 24th. He assisted 9 patrons in April. Matt will not be able to volunteer at the library any more.
- Computer Coach **volunteer Partho Bhattacharya** was at the library on Tuesdays, April 9th, April 16th, April 23rd & April 30th. He assisted a total of 9 patrons in April.
- Computer Coach, **volunteer David Bortolin**, was at the library on Mondays, April 1st, April 8th, April 15th, April 22nd & April 29th. He assisted a total of 6 patrons in April.
- Resume Coach **volunteer Lynda Vandermeer**, was at the library on Wednesdays, April 10th, April 17th & April 24th. She assisted 1 patron in April.
- 'Book A Technology Trainer' cybertrain program was held on Thursday, April 25th. There were 3 attendees.

Tours/Outreach:

- **Librarian Nicole Brown** visited Brookdale Senior Living facility on Monday, April 15th to present her '**Journeys with Nicole**' program. There were 19 residents who attended.
- **Librarian Nicole Brown** held a **Book Discussion at Brookdale Senior Living Facility** on Monday, April 1st. There were 6 participants.
- **Healthy Kids Day at the Ken-Ton Family YMCA** was attended by **Library Director Mary Muscarella** on Saturday, April 27th. There were 20 adults and 25 children who learned about library summer programs.

Displays:

A display and donation box were put out for the **Books For Kids** donation program.

A new puzzle was put out on the table was in the adult fiction area for patrons to work on and enjoy. The first puzzle that was put out was completed, and has been mounted and placed on display.

'Chomper Recommends' display of children's books about turtles and/or with turtle characters was put out in the children's area.

'Spring Into A New Book' display was put out featuring new fiction, non-fiction, YA and graphic novels.

A patron suggestion board remains out called "You Should Check This Out" which asks for patrons to fill out a recommendation slip for materials they have checked out that they would recommend to other patrons. This was started as a patron suggestion.

Other:

- AARP continued their tax assistance program on Mondays and Wednesdays through April 10th.
- The Kenmore & Kenilworth Libraries were 2 of only 5 libraries in the system to be open on Good Friday. We had an extremely busy day at both locations, and many patrons expressed gratitude that we were open.
- There were 716 raffle entries for the Home Depot gift card.
- The Friends of the Library held a book sale at their former Kenmore Middle School location on April 5th & April 6th.
- National Library Week was celebrated from April 7th - April 13th. We had 27 entries in our National Library Week scavenger hunt and quote-matching quiz.

Community Room Use:

The community room was used by the following groups in April:

Mental Health Group; Fibromyalgia Support Group; Pencrafters; Eclectic Book Club; Crocheters/Knitters; Betty Carr Book Group; AARP tax assistance; Kenmore Art Society; Housing Options Made Easy; Art of Living; Turn the Other Cheek; Opera Buffs; Eclectic Movie Club; Girl Scout Troop 43427; 'Student as Teacher'; BABEs Beading; United Healthcare; Dizziness & Balance Support Group; Kenmore Garden Club; Autism Services.

Materials Budgets:

MAT = \$7,870 (minus \$3,848 spent) = \$4,022

AV = \$2,733 (minus \$46 spent) = \$2,687

Candy bar sales for April 2019 = \$144 (YTD=\$495)

Discarded materials sale for April 2019 = \$85 (YTD=\$577)

Meetings/Conferences/Trainings/Presentations:

- Manager-Director meeting held at Central Library on Wednesday, April 10th was attended by **Branch Manager Nicole Bermingham** and **Library Director Mary Muscarella**.
- A contracting library manager-director meeting held at the Clearfield Library on Wednesday, April 3rd was attended by **Library Director Mary Muscarella**.
- 'Difficult Staff-Patron Situations' part 2 was attended by **Branch Manager Nicole Bermingham** and **Library Director Mary Muscarella** on April 10th.
- 'Difficult Staff-Patron Situations' part 1 was attended by **Senior Clerk Mary Anne Bartkowiak** on April 26th.

- 'Difficult Staff-Patron Situations' part 1 was attended by **Librarian Nicole Brown** on April 8th, and she attended part 2 on April 22nd.
- 'Difficult Staff-Patron Situations' part 1 was attended by **Librarian Jill Jablonski** on April 9th, and she attended part 2 on April 23rd.
- 'Difficult Staff-Patron Situations' part 1 was attended by **Library Associate Margaret Kunz** on April 9th, and she attended part 2 on April 23rd.
- '36 Adult Programs in 90 Minutes' webinar was viewed by **Library Director Mary Muscarella** on April 26th.
- 'My Blindspot Accessibility Training' was attended by **Librarian Joe Patton** on April 25th, and he attended part 2 on April 26th.
- A Librarian's Meeting was attended by **Nicole Bermingham, Nicole Brown, Jill Jablonski, Mary Muscarella, and Amy Christman** on April 2nd.

Correspondence:

NEW BUSINESS:

- Review 'Town of Tonawanda Library Gift and Donor Recognition Policy' (sent via email to Trustees on 5/6/19)
- Accept 2018 State Report

Staff to reevaluate craft clubs including cookbook club over the summer months.

Mary is investigating small study spaces at Kenmore Library, and will ask the Town for funds. (\$1,000 - \$10,000)

Mary has ordered reusable bags with library logo. They will be sold at both libraries in light of upcoming ban on plastic bags. They will also serve as promotional items.

Kathy to send letters to local financial institutions asking for donations for prizes for the Sumer Reading Challenge.

2018 Annual State Report Resolution reviewed and signed.

Review of Gift and Donor Policy.

Motion by Annette Della Posta to update policy without revision. Seconded by Stanley Pustulka. Carried.

Mary gave a brief report on May ACT meeting. Officers elected. Libraries are excluded from staff training for Narcan and AED training. Mandatory training on active shooter and difficult patron protocol.

Motion to adjourn by Kathy Kanaley at 8:36. Seconded by Annette Della Posta. Carried.