

Town of Tonawanda Public Library

Board of Trustees

Tuesday July 12, 2022

Attendees- Mary Muscarella, Annette DellaPosta, Stanley Pustulka, Marney Klein, Kathy Kanaley

Excused- Richard Geer, Mark Jowett, Nicole Pauley-Rejewski

Guests- John Spears, Director B&ECPL

Carima El-Behairy, Vice President, B&ECPL System Board of Trustees

Motion made by Annette, seconded by Marney to approve the agenda as presented. Motion carried.

Motion made by Marney, seconded by Stan to accept the minutes of the June 14, 2022 meeting with corrections. Motion carried.

Motion made by Kathy, seconded by Annette to accept the Treasurer's report as presented and to approve payables. Motion carried.

REPORT of CHAIR- None (Rick is on vacation)

REPORT of Director- full report attached

Monthly Report

Prepared by Mary Muscarella

Town of Tonawanda Libraries - Kenilworth & Kenmore branches

JUNE 2022

KENILWORTH

Statistics

June 2022 (compared to June 2021)

- Circulation: 5779; 3541 in 2021 **increase partially due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2845; 2528 in 2021
- PAC: 422; 400 in 2021

- WiFi: 493; 351 in 2021
- Number of programs: 12; 16 in 2021
- New library card applications: 36 adult and 8 children for 44 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Butterfly Mobile' make-at-home craft for kids. There were 35 participants in June.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 3 participants in June.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 5 participants in June.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 5 participant in June.
- **Father's Day card making station**, facilitated by **Librarian II Nicole Bermingham**, had 25 participants in June.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Do You Cook From Cookbooks?; How are You Keeping Cool?; What Fictional Character Can't You Stand?; Summer Plans?. The total number of people reached in June (combined KNL & KNM) was 818. Number of engagements in June was 44.

Tutoring Sessions:

There were 10 tutoring and/or therapy sessions at the Kenilworth Library in June.

Adult Technology Programs:

Book-A-Technology-Trainer, facilitated by **Central Library TechKnow Lab staff**, had 3 sessions.

Tours/Outreach:

Class Visits - facilitated by **Librarian I Kathy Galvin**, there was one visit from an adult education ESL class with 16 participants.

Displays:

- Children's Area - 'Oceans of Possibilities' (Summer Reading theme)
- Adult area (near requests) - Gardening Books
- Lobby display case - 'Oceans of Possibilities' (Summer Reading Theme)

Community Room Use:

NONE

Other:

- Kenilworth parking lot needs to be re-surfaced and striped. (on hold until ??)
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired

Materials Budgets:

AV = \$1315 (minus \$82 spent to date) = \$1233

MAT = \$3765 (minus \$2028 spent to date) = \$1737

Candy bar sales June 2022 = \$22 (YTD = \$107)

Discarded materials sales June 2022 = \$40 (YTD = \$270)

Donations June 2022 = \$25 (YTD = \$159)

Book Bags June 2022 = \$12 (YTD = \$44)

Magnets sale June 2022 = \$17 (YTD = \$55)

KENMORE

Statistics

June 2022 (compared to June 2021)

- Circulation: 24,720 (#4 behind AUD, CFD & CEN); 15,225 in 2021 *increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 8185; 6690 in 2021
- PAC: 1233; 1047 in 2021
- WiFi: 2003; 1557 in 2021
- Number of programs: 56; 19 in 2021
- New library card applications: 97 adult and 51 children for 148 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Butterfly Mobile' make-at-home craft for kids. There were 65 participants in June.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 9 attendees in June.

- **'Bricks-To-Go' LEGO** program, facilitated by **Library Clerk Stephen Carson**, had 27 participants in June.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 32 participants in June.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on June 18th. There were 5 adults and 5 children for a total of 10 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in June. There were 35 teen participants.
- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in June. There were 12 participants.
- **Dungeons & Dragons Club**, facilitated by **Senior Page James Gugliuzza**, met on Mondays in June. There were 20 participants.
- **'The Checkout' newsletter**, facilitated by **Librarian II Nicole Bermingham**, met on June 2nd for an informational meeting. There were 6 participants.
- **Volunteer Notary Mary Jablonski** helped 5 patrons in June.
- **Frances Schmidt, author of 'FRED Building of Dreams'**, spoke about her book on June 15th. There were 8 attendees.
- **Volunteer Computer Coach Kevin Garvey** helped 14 patrons in June.
- **Volunteer Computer Coach Hannah Lorenc** helped 7 patrons in June.
- **Battle of the Books team**, facilitated by **Librarian Jill Jablonski**, met on Thursdays in June. There were 64 teen participants.
- **Plant Swap**, facilitated by **Librarian II Nicole Bermingham**, was held on June 4th. There were 54 participants.
- **Father's Day Card Making Station**, facilitated by **Librarian II Nicole Bermingham**, had 78 participants in June.
- **Board Game Saturdays** had 0 participants in the month of June.
- **Tinker Tuesdays** had 18 adults, 3 teens and 25 children for a total of 46 participants in the month of June.
- **Build-A-Button Thursdays** had 7 adults, 3 teens and 34 children for a total of 44 participants in the month of June.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 6 participants in June.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Do You Cook From Cookbooks?; How are You Keeping Cool?; What Fictional Character Can't You Stand?; Summer Plans? . The total number of people reached in June (combined KNL & KNM) was 818. Number of engagements in June was 44.

Tutoring:

There were 22 tutoring and/or therapy sessions at the Kenmore Library in June.

Adult Technology programs:

Microsoft Excel: Focus on Formulas, facilitated by staff from the **TechKnow Lab** at Central, had 4 attendees.

Tours/Outreach:

- **Kindergarten Class visit from Lindbergh Elementary**, facilitated by **Librarian Jill Jablonski**, had 4 adults and 16 children attend.

Displays:

- Lobby display case – Frederick Law Olmsted 200th Anniversary display
- Children’s area – New Books and Pride Month Display
- Extra table – Frederick Law Olmsted 200th Anniversary display
- Trough Display – Pride Month (one side of display trough); ‘If You Liked the Movie, You’ll Love the Book’ (other side of display trough)
- Extra table – ‘Bad Art Night’ artwork display
- Table near desk – FeedMore Food Drive for Jefferson Ave Community

Community Room Use:

The meeting rooms were used 8 times in the month of June.

Study Room Use:

The study rooms were used 78 times in the month of June (62 times for the new study rooms).

Materials Budgets:

AV = \$2540 (minus \$213 spent to date) = \$2327

MAT = \$7528 (minus \$4997 spent to date) = \$2531

Candy bar sales for June 2022 = \$151 (YTD = \$748)

Discarded materials sale for June 2022 = \$157 (YTD = \$628)

Donation Box June 2022 = \$93 (YTD = \$503)

Book bag sales in June 2022 = \$30 (YTD = \$152)

Magnet sales in June 2022 = \$13 (YTD = \$131)

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting** for June was attended via Zoom by Library Director Mary Muscarella.
- **'Harassment Prevention: A Commonsense Approach'**, annual compliance training webinar, was viewed by Librarian Kathy Galvin, Library Associate Margaret Kunz, Library Clerk Beth Scibetta, Page Alyssa Abbass, Sr. Library Clerk Mary Anne Bartkowiak, Librarian II Nicole Bermingham, Library Clerk Stephen Carson, Librarian Jill Jablonski, Sr. Page Annette King, Sr. Page Pat Lahti, Library Director Mary Muscarella, Page Greg Sterlace
- **'Workplace Violence: The Early Warning Signs'**, annual compliance training webinar, was viewed by Librarian Kathy Galvin, Library Associate Margaret Kunz, Library Clerk Beth Scibetta, Page Alyssa Abbass, Sr. Library Clerk Mary Anne Bartkowiak, Librarian II Nicole Bermingham, Library Clerk Stephen Carson, Sr. Page James Gugliuzza, Librarian Jill Jablonski, Sr. Page Annette King, Sr. Page Pat Lahti, Library Director Mary Muscarella, Page Greg Sterlace
- **'Hoopla Introduction' webinar**, presented by BECPL TechKnow Lab, was viewed by **Library Clerk Stephen Carson, Librarian Jill Jablonski, Library Director Mary Muscarella**
- **'Book Challenges and Intellectual Freedom; Proactive Planning for Public Libraries'** webinar, presented by WebJunction, was viewed by **Librarian II Nicole Bermingham**
- **'Queer Peers and Graphic Novels: Creating Space for LGBTQ+ Readers'** webinar, presented by Booklist, was viewed by **Librarian Jill Jablonski**
- **'Protecting Yourself and Your Patrons: Important Lessons for Library Leaders and Staff from School Shootings'** webinar, presented by Library 2.0, was viewed by **Librarian II Nicole Bermingham and Library Director Mary Muscarella**
- **'Dismantling Gender' webinar**, presented by Long Island Library Resource Council, was viewed by **Librarian II Nicole Bermingham**

Correspondence:

- Thank you letter written to Robert Smith for his \$100 donation to the Town of Tonawanda Libraries.
- Thank you letter written to Geoffrey Gorsuch for his donation of 10 *Great Courses* to the Kenmore Library.

Other:

- Ken-Ton Friends of the Library held a Book Sale on Friday, June 3rd and Saturday, June 4th.

- Facility Improvement Initiative: We have received all of the furnishings requested under this initiative. Central Library has submitted their request for 10% match from Town of Tonawanda Library funds.
- Kenmore parking lot needs to be re-striped. Jeff Rainey has indicated that the project is on their agenda. (on hold until ??)
- We have received and deposited the initial 25% payment (\$2,500) of the Special Legislative Project money (\$10,000) from former Assemblyman Robin Schimminger's office. This money was awarded to go towards the glass-walled study rooms at the Kenmore Library. When the study rooms were completed, I finalized the paperwork and submitted to NYS to close out this grant and get the remaining \$7,500.
- Outdoor sign at the Kenilworth Branch was installed on Friday, June 3rd. Invoice will be paid by the Town, since this was included in a Town grant request.
- The Kenilworth Library Tonawanda Community Environmental Benefits Fund Grant has been awarded by New York State. Funds were received on February 23, 2022. Met with Dominick of Lincoln Park Nursery on Monday, May 9th to review design. The majority of the cost is labor. Will follow-up with the Town to see how much of the labor can be done by them. Plantings will be 100% guaranteed (store credit) for the first year if they are planted by nursery employees, 50% guarantee if planted by Town employees.
- We have approx. \$9,805 from Conrad money for Kenmore. Will be looking into acoustical paneling for library floor and/or bathroom divider panels for public restrooms downstairs.
- Special Legislative Grant from Assemblyman Conrad of \$15,000 to the Kenilworth Library. Thru-wall drop box was installed on April 18th. The cost of this item with shipping was \$3,778. New chairs and tables for public spaces at Kenilworth have been ordered, as well as new seating for staff office area. Total cost of these items is approx. \$5,612. A new countertop (\$1,621) was installed on Friday, June 3rd. That leaves approx. \$3,989 from Conrad money for Kenilworth. Possibly used to supplement the money for the landscaping grant ??
- Staff - Part time Librarian I Heather Bermingham started work on June 27th.

NEW BUSINESS:

- Town of Tonawanda Engineer, Matt Sutton, is supportive of applying for a 2023 New York State Library Construction Grant to reconfigure the public & staff restrooms at the Kenilworth branch in order to have one fully-accessible restroom

to meet ADA requirements. We will also replace the 4 original windows left in the building. Mary met at the Kenilworth branch with Dave Decker from the Town and an architect to look at the work to be done. Meeting with architect and Dave Decker at KNL on Thursday, April 14th at 11:15am. Asbestos was found to be present in the ceiling tiles and window frames, which means there will have to be asbestos abatement as a part of this project. Met with Dave Decker from the Town and Jason Calvin from Liro Construction regarding asbestos abatement on Friday, June 10th. Liro will prepare an asbestos abatement plan and a demolition plan. SHPO review had finding of 'No Adverse Impact'.

UPCOMING:

- Book club at Kenmore Library with Mary on Tuesday, July 19th at 6:45pm, will be discussing *'The Midnight Library'* by Matt Haig.
- Book Club at Kenilworth Library on August 3rd with Kathy Galvin will discuss *'Night Diary'* by Veera Hiranandani
- Weekly Facebook Challenges
- 'Take & Make' craft kits for kids
- Crafterdays - first Saturday of the month at Kenmore
- Books & Barks reading program once a month at both locations
- Kenmore Library News meetings for teens on Wednesdays
- Knit & Crochet Club meets on Mondays at Kenmore
- 'Bricks-To-Go' LEGO program at both Kenilworth and Kenmore
- Craft Night - first Tuesday of every month (on break for August - will resume in September)
- Preschool Storytime at Kenmore Library. Summer session will be on Tuesdays @ 10:15am from July 12th - August 9th
- Summer Fun Club (for ages 6-12) will be on Mondays at 10:30am from July 11th through August 8th.
- Storytime at Kenilworth Library will be on Thursdays at 10:30am from July 7th through August 4th.
- Special programs continue - Tuesdays from 4-6pm is 'Tinker Tuesday'; Thursdays from 4-6pm is 'Build-A-Button'; and Saturdays all day are 'Game Day'
- Summer/Fall Patron Appreciation Picnic at KNL - Friday, Sept 16th
- Summer Reading theme is 'Oceans of Possibilities'. Special storytimes and events are scheduled for both Kenilworth and Kenmore branches. (Nickel City Reptiles; Hawk Creek; Aquarium of Niagara, Cris Johnson Magic of Reading)
- Dungeons & Dragons weekly program on Mondays from June 6th through August 19th.
- 'The Checkout' newsletter written by adults is meeting monthly.
- Battle of the Books team meets on Thursday afternoons. The Battle will remain virtual for this year.

- Full time Librarian I, Nicole Brown, has accepted a job at the Cheektowaga libraries as a Librarian II. Her last day at Town of Tonawanda libraries will be Friday, July 29th.
- We will be posting the opening for a full time Librarian I and conducting interviews. In the meantime, part time Librarian I Heather Bermingham will facilitate some of the programs that Nicole Brown had scheduled.

Unfinished Business-

Mary reported on calls to the Town to get a commitment to clear the area around Kenilworth for the Lincoln Park Nursery landscaping to begin. The Tonawanda Environmental Grant we received has time limits which makes this project a priority.

Town Engineer, Mark Sutton, Dave Decker are moving forward with the NYS Library Construction Grant to reconfigure Public and Staff restrooms at Kenilworth. The Public facility will meet ADA requirements. Liro Construction is completing the asbestos abatement and demolition plan.

New Business- Mary reported on the status of the reapproval of the Library Director III position which has been submitted to the B&ECPL for review.

Review-

Motion made by Kathy, seconded by Stan to continue use of the current *Lost & Found Policy* without revisions. Motion carried.

Motion made by Marney, seconded by Annette to continue use of the *Meeting Room Use Policy* without revisions. Motion carried.

John Spears graciously answered questions about his extensive work history and his vision for the B&ECPLS. After assessing the needs of the

various communities in Erie County, his goal is to make libraries an integral part of the communities' response to those needs.

It is also his goal which is becoming a shared goal by the System Board to have a more visible Board and greater collaboration and sharing among libraries than we are seeing currently.

We thanked our guests for their time and attention and offered a tour of the Kenmore Library.

There being no further business, Annette made a motion, seconded by Marney to adjourn at 7:35pm. Motion carried.

Next Meeting Tuesday August 9, 2022 at Kenmore branch.

Respectfully submitted,

Kathy Kanaley

Secretary