

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday June 11, 2024

Attendees- Mary Muscarella, Richard Geer, Annette Della Posta, Stanley Pustulka, Marney Klein, Thomas Reigstad, Sharon Sullivan

Excused-Mark Jowett

Meeting called to order at 5:35 at the Kenmore location.

Public Comment- Patron voiced his concern regarding a video he found offensive. He was instructed to follow up with Erie County Library Director John Spears with whom he had previous contact.

Motion to approve the agenda made by Annette, seconded by Sharon. Motion carried.

Motion made by Marney, seconded by Tom to accept the minutes of the May 14, 2024, meeting as presented. Motion carried.

A motion was made by Kathy, seconded by Marney to approve the bills for payment and accept the treasurer's report. Key Bank CD 2200 was closed and transferred to the checking account to pay for Children's area shelving. The balance from this account will be used to open a new CD. Motion carried.

REPORT of CHAIR- None

Carl Szarek gave an update on the Brighton Park building project. The skating rink is complete along with pickleball courts, volleyball courts and a rugby field. The goal is to make this area a family destination park. For details go to the Town of Tonawanda web site. Carl also will follow up on the parking lot ceiling repair.

Report of DIRECTOR- Review of May 2024 monthly report (attached).

**Monthly Report**  
**Prepared by Mary Muscarella**  
**Town of Tonawanda Libraries – Kenilworth & Kenmore branches**  
**MAY 2024**

**KENILWORTH**

**Statistics**

**May 2024 (compared to May 2023)**

- Circulation: 5,266; 5,904 in 2023
- Visitor count: 2,572; 2,937 in 2023
- PAC: 407; 397 in 2023
- WiFi: 481; 447 in 2023
- Number of programs: 5; 20 in 2023
- New library card applications: 16 adult, 5 children, and 0 out-of-county (fees for out-of-county cards were eliminated in March, 2024) for 21 total (66 in 2023)

**In Library Programs:**

- ‘Brick Boxes’ LEGO program, facilitated by Kenilworth staff, had 3 participants in May.
- Books & Barks program, facilitated by Librarian Jill Jablonski, had 8 adults and 5 children for a total of 13 participants in May.
- Book Club, facilitated by Library Director Mary Muscarella, had 8 participants in May.
- Mother’s Day Card-Making Station, facilitated by Kenilworth staff, had 10 adults, 3 teens, and 21 children for a total of 34 participants.

**Virtual Programs:**

- Facebook Challenges, facilitated by Library Associate Margaret Kunz: ‘What Kind of Gardener Are You?’; ‘What Always Puts You in a Good Mood?’; ‘What Does Family Mean to You?’; ‘What Would Your Superpower Be?’; ‘What do you Remember Most About Your First Job?’. The total number of people reached in May (combined KNL & KNM) was 2,126 (2023 = 1,294). Number of engagements in May was 20 (2023 = 54).

**Tutoring Sessions:**

There were 5 tutoring and/or therapy sessions at the Kenilworth Library in May.

**Adult Technology Programs:**

Book-A-Technology-Trainer sessions had 3 participants.

**Tours/Outreach:**

None.

**Displays:**

- Children's Area – Mother's Day and Father's Day books
- Adult area (near requests) – Poetry
- Lobby display case – Mental Health Awareness Month display
- Outside display case – Children's book display

**Community Room Use:**

The Community Room was used once during the month of May. (2023 = 0)

**Other:**

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired
- Free bike rack from GOBike Buffalo was picked up on April 18<sup>th</sup> and will be installed at Cambridge St entrance after concrete work is completed
- Kenilworth ADA restroom project is included in the BECPL request for 2024 NYS Library Construction Grants.

**Materials Budgets:**

AV = \$1,315 (-\$375 spent to date) = \$940

MAT = \$3,504 (-\$2,392 spent to date) = \$1,112

Candy bar sales May 2024 = \$86 (YTD = \$321)

Discarded materials sales May 2024 = \$14 (YTD = \$198)

Donations May 2024 = \$9 (YTD = \$145)

Book Bags May 2024 = \$0 (YTD = \$25)

Magnet/button sales May 2024 = \$7 (YTD = \$34)

**KENMORE**

**Statistics**

**May 2024 (compared to May 2023)**

- Circulation: 24,903 (#3 behind AUD & CFD); 24,369 in 2023

- Visitor Count: 8,689; 7,913 in 2023
- PAC: 1,321; 1,172 in 2023
- WiFi: 2,520; 2,014 in 2023
- Number of programs: 73; 61 in 2023
- New library card applications: 73 adult, 24 children and 7 out of county (fees for out-of-county cards were eliminated in March, 2024) for a total of 104 (87 in 2023)

#### **In Library programs:**

- **‘Say Yes to Fruits and Vegetables’** cooking class, presented by FeedMore WNY, had 5 attendees.
- **Lissa Marie Redmond** local author visit had 45 attendees.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 5 participants in May.
- **‘Bricks-To-Go’** LEGO program, facilitated by **Library Clerk Stephen Carson**, had 20 participants in May.
- **Lego Club program**, facilitated by **Librarian Nicole Bermingham**, had 6 participants in May.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 28 participants in May.
- **‘Books & Barks’** program, facilitated by **Librarian Jill Jablonski**, had 10 adults and 10 children for a total of 20 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in May. There were 21 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in May. There were 26 participants.
- **The Checkout Newsletter meeting**, facilitated by **Library Manager Nicole Bermingham**, had 4 attendees in May.
- **Volunteer Notary Mary Jablonski** helped 2 patrons in May.
- **Volunteer Computer Coach Kevin Garvey** helped 10 patrons in May.
- **Volunteer Computer Coach Rich Scalfani** helped 8 patrons in May.
- **Volunteer Computer Coach Lisa Sandquist** helped 8 patrons in May.
- **Volunteer Computer Coach Debbie Weaver** helped 0 patrons in May.
- **Volunteer Computer Coach Paula Conti** helped 1 patron in May. (NEW COACH)
- **Volunteer Computer Coach Garret Butkowski** helped 4 patrons in May. (NEW COACH)
- **STEM Toys Tuesdays**, facilitated by **Kenmore Staff**, had 33 participants in the month of May.
- **Board Game Saturdays**, facilitated by **Kenmore staff**, had 22 participants in May.
- **Build-A-Button Wednesdays**, facilitated by **Kenmore Staff**, had 44 participants in the month of May.
- **Free Play Saturday!**, facilitated by **Librarian Nicole Brown**, had 11 participants in May.

- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 30 adults and 35 children for a total attendance of 65 in May.
- **Family Story Time**, facilitated by **Librarian Jill Jablonski**, had 30 adults and 29 children for a total attendance of 59 in May.
- **Toddler Story Time**, facilitated by **Librarian Nicole Brown**, had 27 adults and 28 children for a total attendance of 55 in May.
- **Baby Story Time**, facilitated by **Librarian Nicole Brown**, had 20 adults and 18 children for a total attendance of 38 in May.
- **Loneliness Program**, presented by Kenmore Village Improvement Society, had 5 attendees.
- **Mother's Day Card-Making Station** had 67 adults, 6 teens, and 102 children for a total of 175 participants.
- **Bad Art Night #6**, facilitated by **Library Manager Nicole Bermingham**, had 18 participants.
- **Mental Health Workshop Series (5 weeks)**, presented by Envision Wellness WNY, had 28 attendees.
- **Therapy Dog visit** had 20 participants.

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'What Kind of Gardener Are You?'; 'What Always Puts You in a Good Mood?'; 'What Does Family Mean to You?'; 'What Would Your Superpower Be?'; 'What do you Remember Most About Your First Job?'. The total number of people reached in May (combined KNL & KNM) was 2,126 (2023 = 1,294). Number of engagements in May was 20. (2023 = 54)

#### **Tutoring:**

There were 12 tutoring and/or therapy sessions at the Kenmore Library in May.

#### **Adult Technology programs:**

NONE

#### **Tours/Outreach:**

NONE

#### **Displays:**

- Lobby display case - Mental Health Awareness Month display by the Big Picture Program
- Children's area - "How Do You Feel?" (mental health awareness month)

- Extra table – “It’s a Mystery” (May is Mystery writer’s month)
- Trough Display – “My Weekend is Booked”
- Table near desk – “Be Kind to You Mind”
- New display shelving – Lucky Day collection display

#### **Community Room Use:**

The meeting rooms were used 17 times by outside groups in the month of May. (2023 = 20)

#### **Study Room Use:**

The study rooms were used 171 times in the month of May. (2023 = 119)

#### **Materials Budgets:**

AV = \$2,540 (-\$560 spent to date) = \$1,980

MAT = \$7,232 (-\$4,117 spent to date) = \$3,115

Candy bar sales for May 2024 = \$209 (YTD = \$982)

Discarded materials sale for May 2024 = \$214 (YTD = \$665)

Donation box May 2024 = \$93 (YTD = \$484)

Book bag sales in May 2024 = \$16 (YTD = \$100)

Magnet & button sales in May 2024 = \$9 (YTD = \$67)

#### **Meetings/Conferences/Trainings/Presentations:**

- **Manager/Director Meeting** was attended via Zoom by **Library Manager Nicole Bermingham**.
- **Kantola annual compliance training (Workplace Violence, Anti-Harassment, and Cyber Security)** was completed by **Library Clerk Emily Laufer**.
- **Fire Extinguisher Training** was attended by **Caretaker Adam Panzica**.
- **Blood Bourne Pathogens** training was viewed by **Caretaker Adam Panzica**.
- **‘Project Management for Libraries’** webinar, presented by Long Island Library Resources Council, was viewed by **Library Director Mary Muscarella**.
- **‘How to Break Up Boredom’** webinar, presented by WebJunction, was viewed by **Librarian Heather Bermingham**.
- **Youth Services Group meetings: sessions 1, 2 & 3**, presented by BECPL Youth Services Group, were viewed by **Librarian Jill Jablonski and Librarian Heather Bermingham**.

#### **Correspondence:**

- Request for Reconsideration – forwarded to John Spears

#### **Other:**

- New shelving for Children's area was delivered on Monday, June 3<sup>rd</sup>. Adam is working on putting the shelves the new shelves together and taking down the existing shelves so materials can be moved.
- Notification from William Conrad's office that they have secured \$15,000 for the Kenmore branch and \$15,000 for the Kenilworth branch

**Staff:**

- \*Full time Librarian Trainee, Heather Bermingham, started on May 18<sup>th</sup>.
- \*Heather Bermingham was re-hired at the Merriweather Branch Library, and will go back there starting on June 15<sup>th</sup>. (Civil Service eligibility lists were posted)
- \*Part Time Library Clerk Emily Laufer was promoted to Full Time Librarian Trainee, and she will be starting her new position on June 15<sup>th</sup>. Emily is nearing completion of her MLS degree.
- \*Part Time Sr Page Julie Ann Davis was promoted to part time library clerk, and she will be starting her new position on June 15<sup>th</sup>.
- \*We have posted an opening for a part time Sr Page at the Kenmore Library

**NEW BUSINESS:**

- New roof at Kenmore around drain area? Town staff were on the roof to assess and noted that the area around the roof drain needs to be resurfaced.
- Painting tile in downstairs restrooms? new stall dividers? (Randy from Town was here to discuss ideas/options)
- Open new CD at Key Bank

**UPCOMING:**

- Book club at Kenmore Library with Mary Muscarella on Tuesday, June 18<sup>th</sup> at 6:30pm will be discussing *'The Vanishing Half'* by Brit Bennett.
- Book Club at Kenilworth Library in June with Mary Muscarella discussed *'The Golem and the Jinni'* by Helene Wecker.
- Weekly Facebook Challenges
- Crafterdays - first Saturday of the month at Kenmore
- Books & Barks reading program once a month at both locations (currently on hold indefinitely due to lack of volunteer reliability)
- Kenmore Library News/KNL Zine meetings for teens on Wednesdays (on break for the month of June)
- Knit & Crochet Club meets on Mondays at Kenmore
- 'Bricks-To-Go' LEGO program at both Kenilworth and Kenmore
- LEGO Club meets one Saturday per month at the Kenmore Library
- Craft Night @ Kenmore - quarterly schedule in 2024. (March, June, September & December)

- Special programs @ Kenmore (Tuesdays from 4-6pm is 'STEM Toys Tuesday'; Wednesdays from 4-6pm is 'Build-A-Button'; and Saturdays all day are 'Game Day')
- 'The Checkout' newsletter written by adults is meeting monthly.
- Baby Time Thursday mornings at Kenmore
- Toddler Time Thursday mornings at Kenmore
- Preschool Story Time Tuesday mornings at Kenmore
- Battle of the Books team meetings on Wednesdays
- Sensational Story Time Tuesday mornings at Kenilworth is on hold until we can train new staff

The Books and Barks program will be suspended for the time being due to lack of volunteer availability.

Other programs may be on hold temporarily due to staff transition.

New shelving in the Children's area was delivered on June 3, Adam will be responsible for assembling the shelves.

Assemblyman Bill Conrad has secured \$15,000 for each library.

We will be hosting a neighborhood picnic again this year on Friday September 6, 2024, at Kenilworth. We will have entertainment, food, and activities for the kids. Carl Szarek donated \$100 toward this event.

Unfinished Business-

Review of the Library Long Range Plan was tabled.

New Business-

The Credit Card policy and the DEI policy review will be rescheduled.

There will be no July 2024 Board meeting. We will meet August 12, 2024, at 5:30 at the Kenilworth location.

There being no further business a motion was made by Annette, seconded by Tom to adjourn at 6:50pm. Motion carried.



Respectfully submitted,

Kathy Kanaley