

Town of Tonawanda Public Library

Board of Trustees

Tuesday, November 8, 2022

Attendees- Mary Muscarella, Richard Geer, Annette DellaPosta, Marney Klein, Mark Jowett, Stan Pustulka, Kathy Kanaley

Meeting was held at the Kenmore Library and called to order at 5:35 pm.

Motion made by Annette, seconded by Mark to accept the agenda as presented. Motion carried.

Motion made by Annette, seconded by Kathy to accept the minutes of the October 11, 2022 meeting. Motion carried.

Motion made by Marney, seconded by Mark to accept the Treasurer's report which included a review of payables and monthly bank statements. Motion carried.

REPORT of the CHAIR- Rick reported there is a planned ACT meeting January 2023 at the West Seneca Library.

Rick and Mary are working on the committee to reorganize the Renewal contracts for contract libraries.

REPORT of the DIRECTOR-

Monthly Report

Prepared by Mary Muscarella

Town of Tonawanda Libraries - Kenilworth & Kenmore branches

OCTOBER 2022

KENILWORTH

Statistics

October 2022 (compared to October 2021)

- Circulation: 6,322 ; 2,942 in 2021 *increase partially due to incorporation of auto renewals in circulation numbers

- Visitor count: 2,561; 2,669 in 2021
- PAC: 393; 333 in 2021
- WiFi: 455; 399 in 2021
- Number of programs: 19; 17 in 2021
- New library card applications: 26 adult and 0 children for 26 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Hanging Bat' make-at-home craft for kids. There were 34 participants in October.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 1 participant in October.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 5 participants in October.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 7 participants in October.
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 14 adults and 18 children for a total of 32 attendees in October.
- **Books & Barks** reading program, facilitated by **Librarian Kathy Galvin**, had 2 adults and 5 children of a total of 7 participants in October.
- **Silent Hunters of the Night program**, presented by Hawk Creek, had 23 attendees.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Who was your favorite teacher?; Where is the best pizza in town?; What is the scariest book or movie you've ever read or seen?; Do you participate in Trick-or-Treating?. The total number of people reached in October (combined KNL & KNM) was 1,663. Number of engagements in October was 162.

Tutoring Sessions:

There were 14 tutoring and/or therapy sessions at the Kenilworth Library in October.

Adult Technology Programs:

There were no Book-A-Technology Trainer events scheduled for October.

Tours/Outreach:

Ripen With Us Preschool visit, facilitated by **Librarian Kathy Galvin**, had 1 adult and 7 children for a total of 8 attendees.

Kids Kampus Preschool visit, facilitated by **Librarian Kathy Galvin**, had 1 adult and 7 children for a total of 8 attendees.

Displays:

- Children's Area – Halloween and Fall books
- Adult area (near requests) – Biographies & Memoirs
- Lobby display case – Halloween display

Community Room Use:

The Community Room was not used by any outside groups during the month of October.

Other:

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired

Materials Budgets:

AV = \$1,315 (minus \$1315 spent to date) = \$0

MAT = \$3,765 (minus \$3765 spent to date) = \$0

Candy bar sales October 2022 = \$26 (YTD = \$185)

Discarded materials sales October 2022 = \$54 (YTD = \$477)

Donations October 2022 = \$27 (YTD = \$281)

Book Bags October 2022 = \$4 (YTD = \$94)

Magnets sale October 2022 = \$8 (YTD = \$81)

KENMORE

Statistics

October 2022 (compared to October 2021)

- Circulation: 27,169 (#3 behind CEN & CFD); 13,891 in 2021 *increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 7,620; 7,271 in 2021
- PAC: 1,378; 1,291 in 2021
- WiFi: 1,943; 1,716 in 2021
- Number of programs: 57; 33 in 2021
- New library card applications: 57 adult and 18 children for 75 total

In Library programs:

- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 32 adults and 39 children for a total of 71 attendees.

- **Family Story Time**, facilitated by **Librarian Heather Bermingham**, had 22 adults and 28 children for a total of 50 attendees.
- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Hanging Bat' make-at-home craft for kids. There were 65 participants in October.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 9 attendees in October.
- **'Bricks-To-Go' LEGO** program, facilitated by **Library Clerk Stephen Carson**, had 25 participants in October.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 13 adults and 12 children for a total of 25 participants.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 39 participants in October.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, had 5 adults and 5 children for a total of 10 participants in October.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in October. There were 23 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in October. There were 18 participants.
- **'The Checkout' newsletter**, facilitated by **Librarian II Nicole Bermingham**, had 6 participants.
- **'The Whitechapel Murders' program**, presented by author Micheal Hawley, had 7 attendees.
- **'New York Spirits' program**, presented by Cris Johnson, had 24 attendees.
- **Bad Art Night**, facilitated by **Library Manager Nicole Bermingham**, had 20 participants.
- **Manga Drawing Workshop**, facilitated by artist Tom Paul Fox, had 14 participants.
- **Volunteer Notary Mary Jablonski** helped 7 patrons in October.
- **Volunteer Computer Coach Kevin Garvey** helped 12 patrons in October.
- **Tinker Tuesdays**, facilitated by **Kenmore Staff**, had 25 adults, 0 teens and 46 children for a total of 71 participants in the month of October.
- **Board Game Saturdays**, facilitated by **Kenmore staff**, had 28 participants in October.
- **Build-A-Button Thursdays**, facilitated by **Kenmore Staff**, had 10 adults, 2 teens and 13 children for a total of 25 participants in the month of October.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Who was your favorite teacher?; Where is the best pizza in town?; What is the scariest book or movie you've ever read or seen?; Do you participate in Trick-or-Treating?. The total number of people reached in October (combined KNL & KNM) was 1,663. Number of engagements in October was 162.

Tutoring:

There were 0 tutoring and/or therapy sessions at the Kenmore Library in October.

Adult Technology programs:

Book-A-Technology-Trainer, facilitated by **Central Library TechKnow Lab staff**, had 6 sessions.

Tours/Outreach:

- **Kenmore Farmer's Market**, attended by **Librarian Kathy Galvin**, had 127 people stop by the book mobile.
- **Big Picture Program bookmark makers**, facilitated by **Branch Manager Nicole Bermingham**, had 1 adult and 7 teens for a total of 8 participants.

Displays:

- Lobby display case – Weavers Guild of Buffalo
- Children's area –Homeschooling Resources
- Extra table – Voter Information
- Trough Display – Halloween/Horror books
- Table near desk – Bad Art Night display

Community Room Use:

The meeting rooms were used 12 times in the month of October.

Study Room Use:

The study rooms were used 96 times in the month of October.

Materials Budgets:

AV = \$2540 (minus \$2540 spent to date) = \$0

MAT = \$7528 (minus \$7428 spent to date) = \$100

Candy bar sales for October 2022 = \$222 (YTD = \$1390)

Discarded materials sale for October 2022 = \$93 (YTD = \$1098)

Donation Box October 2022 = \$44 (YTD = \$723)

Book bag sales in October 2022 = \$26 (YTD = \$292)

Magnet sales in October 2022 = \$13 (YTD = \$181)

Friends of the Library basket raffle = \$29

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting** for October was attended via Zoom by **Library Director Mary Muscarella** and **Branch Manager Nicole Bermingham**.
- **'Weed 'em and Reap: Getting your Collection from Awful to Awesome'** webinar, presented by WebJunction, was viewed by **Librarian I Jill Jablonski**.
- **'Librarians Guide to Homelessness'** webinar, presented by The Homeless Institute, was viewed by **Librarian I Heather Bermingham** and **Sr. Page James Gugliuzza**.
- **'Responding to Prejudicial Comments from Customers'** webinar, presented by The Homeless Institute, was viewed by **Library Director Mary Muscarella**.
- **'Accessibility in Your Library'** webinar, presented by Niche Academy, was viewed by **Library Manager Nicole Bermingham**.
- **'Library of Things: The Why, What and How of Lending Objects'** webinar, presented by WebJunction, was viewed by **Library Manager Nicole Bermingham**.

Library Advocacy and Fundraising Conference was attended virtually by **Library Director Mary Muscarella**. Ten sessions were attended, including 'Advocacy: The Lessons Learned and the Next Steps', 'Best Publicity Practices to Promote Your Library' and 'Introduction to Advanced Advocacy'

Correspondence:

Donation from Community Foundation for Greater Buffalo – Swanson Community Fund \$1,173

Other:

- Response from Kathryn Couch at M&T Bank re: ACH fees. The problem has been resolved on their end & we should not see these charges going forward.
- Kenmore parking lot needs to be re-striped. Jeff Rainey has indicated that the project is on their agenda. (on hold until ??)
- Lincoln Park Nursery completed the installation of the new landscaping design at the Kenilworth library.
- We have approx. \$8,400 from Conrad money for Kenmore. Upgraded security system was approved by the board and Amherst Alarm will install the system in the first week of December.
- 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, as well as new seating for the staff workroom were received. Total cost of these items was

approx. \$5,612. A new countertop (\$1,621) was installed on Friday, June 3rd. That leaves approx. \$3,989 from Conrad money for Kenilworth to supplement the money for the landscaping grant.

- Bullet Aid from Senator Ryan - \$10,000 for Kenmore branch and \$10,000 for Kenilworth branch.
- Staff -
Full time Librarian I, Sara Fuller, resigned from her position and her last day of work was October 19th.
Nicole Brown has returned to the Librarian I full time position effective November 5th.
- New volunteer computer coach starting in November.

NEW BUSINESS:

- While we have missed the deadline for 2023 Grant – this is still a plan that the Town would like to pursue. Hopefully next year there will not be so much of an issue getting quotes. Town of Tonawanda Engineer, Matt Sutton, is supportive of applying for a 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. SHPO review had finding of ‘*No Adverse Impact*’.
- Holiday schedule for Town of Tonawanda libraries 2023.

UPCOMING:

- Book club at Kenmore Library with Mary on Tuesday, November 15th at 6:45pm will be discussing ‘*The Hired Girl*’ by L.A. Schlitz.
- Book Club at Kenilworth Library December 7th with Kathy Galvin will discuss ‘*The Red Tent*’ by Anita Diamant
- 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
- In-person LEGO program, facilitated by Librarian Heather Bermingham, will begin meeting monthly at the Kenmore Library in October
- Craft Night - first Tuesday of every month

- Special programs continue @ Kenilworth ('Button-Mania' every Wednesday from 4-5:30pm) and @ Kenmore (Tuesdays from 4-6pm is 'Tinker Tuesday'; Thursdays from 4-6pm is 'Build-A-Button'; and Saturdays all day are 'Game Day')
'The Checkout' newsletter written by adults is meeting monthly

The Friends will have a book sale December 1-3.

Discussion of use of the funds from Senator Ryan for new bathroom dividers for Kenmore or the creation of a LIBRARY of THINGS. This would involve purchasing a variety of household items patrons could borrow for example pans for baking, record players etc. Further discussion is necessary.

Director's full report is attached.

Unfinished Business- Trustees reviewed proposed changes to the Library bylaws which were presented at the October meeting. The Whistle blower policy has been separated from the Bylaws and stands as a unique policy.

Motion made by Marney, seconded by Mark to accept revisions as presented. Motion carried.

NEW Business-

Motion made by Kathy, seconded by Annette to approve the Town of Tonawanda Library 2023 Holiday schedule as presented by Mary.
Motion carried. (attached)

Trustees are required to sign and submit to the Library Director, an Education Activity Form which assures the trustees have completed the minimum 2 hours of education annually.

There being no further business, Annette made the motion, seconded by Mark to adjourn at 6:35pm. Motion carried.

Respectfully submitted,

Kathy Kanaley

Secretary