

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday December 13, 2022

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

The meeting was held at the Kenmore Library and called to order at 5:30 pm.

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

Motion made by Annette, seconded by Marney to accept the minutes of the November 8, 2022 meeting with changes referencing the Whistler Blower policy and ByLaws. Motion carried.

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

REPORT of CHAIR- Rick attended a meeting with Assemblyman Bill Conrad who is a supporter of our libraries. Rick will reach out to the Town Board and find out who has been appointed to replace Shannon Patch as Library liaison. Rick commended Mary for the decision to close the libraries before the Thanksgiving snowstorm of 2022 hit. There was good communication from Mary to the Board with closing updates.

RREPORT of the DIRECTOR-Brief discussion of use of Bullet Aid from Senator Ryan. Possibility of a "Library of Things" with storage of items a consideration.

We will continue discussion and planning for NYS Library Construction Grant for ADA complaint bathrooms at Kenilworth. The application is due September 2023.

The Director's full report is attached.

**Monthly Report**  
**Prepared by Mary Muscarella**  
**Town of Tonawanda Libraries - Kenilworth & Kenmore branches**  
**NOVEMBER 2022**

**KENILWORTH**

**Statistics**

**November 2022 (compared to November 2021)**

- Circulation: 5,763; 2,966 in 2021 *\*increase partially due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2,178; 2,137 in 2021
- PAC: 303; 336 in 2021
- WiFi: 427; 366 in 2021
- Number of programs: 12; 16 in 2021
- New library card applications: 13 adult and 2 children for 15 total

**In Library Programs:**

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Let's Go Buffalo!' make-at-home craft for kids. There were 35 participants in November.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 12 participant in November.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 7 participants in November.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 10 participants in November.
- **Free Winter Market**, facilitated by **Library Associate Margaret Kunz**, had 8 participants.

**Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Send us a picture of your favorite animal!; What is your game day (football) ritual?; Do you prefer audio or print reading?; What is your favorite Thanksgiving side dish?; Are you an early bird or a night owl?. The total number of people reached in November (combined KNL & KNM) was 1,374. Number of engagements in November was 50.

**Tutoring Sessions:**

There were 4 tutoring and/or therapy sessions at the Kenilworth Library in November.

**Adult Technology Programs:**

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

**Tours/Outreach:**

**Ripen With Us Preschool visit**, facilitated by **Librarian Kathy Galvin**, had 1 adult and 6 children for a total of 7 attendees.

**Franklin Elementary class visit**, facilitated by **Librarian Kathy Galvin**, had 3 adult and 18 children for a total of 21 attendees.

**Displays:**

- Children's Area - Thanksgiving books/Christmas books
- Adult area (near requests) - Christmas/Holiday fiction & non-fiction
- Lobby display case - Cooking/Baking display

**Community Room Use:**

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

**Other:**

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired
- The Kenilworth Library was closed on Friday, November 18<sup>th</sup> due to weather.

**Materials Budgets:**

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

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

Candy bar sales November 2022 = \$24 (YTD = \$209)

Discarded materials sales November 2022 = \$38 (YTD = \$515)

Donations November 2022 = \$15 (YTD = \$296)

Book Bags November 2022 = \$2 (YTD = \$96)  
Magnets sale November 2022 = \$2 (YTD = \$83)

## KENMORE

### Statistics

#### November 2022 (compared to November 2021)

- Circulation: 25,266 (#3 behind CFD & CEN); 13,234 in 2021 \*increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 7,373; 6,893 in 2021
- PAC: 1,129; 1,232 in 2021
- WiFi: 1,675; 1,647 in 2021
- Number of programs: 48; 35 in 2021
- New library card applications: 56 adult and 9 children for 65 total

#### In Library programs:

- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 15 adults and 16 children for a total of 31 attendees.
- **Family Story Time**, facilitated by **Librarian Heather Bermingham**, had 16 adults and 18 children for a total of 34 attendees.
- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Let's Go Buffalo!' make-at-home craft for kids. There were 65 participants in November.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 11 attendees in November.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 17 participants in November.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 21 adults and 18 children for a total of 39 participants.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 22 participants in November.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was canceled in November due to weather.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in November. There were 30 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in November. There were 14 participants.
- **'The Checkout'** newsletter, facilitated by **Librarian II Nicole Bermingham**, had 3 participants.
- **Volunteer Notary Mary Jablonski** helped 6 patrons in November.
- **Volunteer Computer Coach Kevin Garvey** helped 12 patrons in November.
- **Volunteer Computer Coach Rich Scalfani** helped 6 patrons in November (just started volunteering with us in November)

- **Tinker Tuesdays, facilitated by Kenmore Staff**, had 37 participants in the month of November.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 3 participants in November.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 43 participants in November.
- **Build-A-Button Thursdays, facilitated by Kenmore Staff**, had 15 participants in the month of November.

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Send us a picture of your favorite animal!; What is your game day (football) ritual?; Do you prefer audio or print reading?; What is your favorite Thanksgiving side dish?; Are you an early bird or a night owl?. The total number of people reached in November (combined KNL & KNM) was 1,374. Number of engagements in November was 50.

#### **Tutoring:**

There were 7 tutoring and/or therapy sessions at the Kenmore Library in November.

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

**Book-A-Technology-Trainer**, facilitated by **Central Library TechKnow Lab staff**, was canceled due to weather.

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

- **Big Picture Program bookmark makers**, facilitated by **Branch Manager Nicole Bermingham**, had 1 adult and 3 teens for a total of 4 participants.

#### **Displays:**

- Lobby display case - Weavers Guild of Buffalo
- Children's area -Children's Cooking Books and Crafting Books
- Extra table - 'The Great Courses' selections
- Trough Display - Cookbooks/Humor books
- Table near desk - Haven House Donation Drive

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

The meeting rooms were used 21 times in the month of November.

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

The study rooms were used 90 times in the month of November.

**Materials Budgets:**

AV = \$2,540 (minus \$2,540 spent to date) = \$0

MAT = \$7,528 (minus \$7,428 spent to date) = \$100

Candy bar sales for November 2022 = \$134 (YTD = \$1,524)

Discarded materials sale for November 2022 = \$90 (YTD = \$1,188)

Donation Box November 2022 = \$26 (YTD = \$749)

Book bag sales in November 2022 = \$8 (YTD = \$300)

Magnet sales in November 2022 = \$20 (YTD = \$201)

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

- **Monthly Manager/Director Meeting** for November was canceled.
- **'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:**

- The Kenmore Library closed early on Thursday, November 17<sup>th</sup>, and was closed Friday, November 18<sup>th</sup> through Sunday, November 20<sup>th</sup> due to weather emergency.

- 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 18<sup>th</sup>. 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 3<sup>rd</sup>. 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 -
- New volunteer computer coach started 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*'.

#### **UPCOMING:**

- Book club at Kenmore Library with Mary on Tuesday, December 20<sup>th</sup> at 6:45pm will be discussing '*An American Marriage*' by Tayari Jones.
- Book Club at Kenilworth Library December 7<sup>th</sup> 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, meets 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.

Unfinished Business- Continuing efforts to update Library Bylaws and Whistle Blower policy.

No public comment.

New Business- Review reappointment process for Marney and Mark to the Board of Trustees.

Mary will invite the interested Board candidate to the January 2023 meeting.

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

Respectfully submitted,

Kathy Kanaley

Secretary