

Town of Tonawanda Public Library

Board of Trustees

Tuesday June 14, 2022 (Approved minutes)

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

Guest- Elaine Panty

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

Motion made by Marney, seconded by Nicole, to accept the minutes of the May 24, 2022 meeting as presented. Motion carried.

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

REPORT of CHAIR-

Rick happily reported that the long-awaited Kenilworth sign has been installed.

Rick will be absent at the July 12, 2022 meeting.

REPORT of DIRECTOR- (complete report attached)

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

MAY 2022

KENILWORTH

Statistics

May 2022 (compared to May 2021)

- Circulation: 5477; 2829 in 2021 **increase partly due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2859; 2664 in 2021
- PAC: 419; 345 in 2021
- WiFi: 456; 349 in 2021
- Number of programs: 23; 12 in 2021
- New library card applications: 23 adult and 119 children (several class visits!!) for 142 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Jedi Master puppet' make-at-home craft for kids. There were 35 participants in May.
- **'Brick Boxes'** LEGO program, facilitated by **Library Clerk Beth Scibetta**, had 2 participants in May.
- **Books & Barks**, facilitated by Librarian Kathy Galvin, had 3 participants.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 6 participants in May.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 1 participant.

Virtual Programs:

- **Storytime on Facebook** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton** on Tuesdays and **Librarian Jill Jablonski** on Thursdays. Combined KNL & KNM total of 416 views in the month of May.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Star Wars Comments; Planting Plans; Bye-Bye Online Story Time; What Are You Reading?. The total number of people reached in May (combined KNL & KNM) was 1254. Number of engagements in May was 109.

Tutoring Sessions:

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

Adult Technology Programs:

NONE

Tours/Outreach:

Class Visits - there were a total of 10 class visits on various dates in May for a total of 39 adults and 220 children.

Displays:

- Children's Area - Mother's Day & Mo Willems books
- Adult area (near requests) - Gardening Books
- Lobby display case - I-Spy Library

Community Room Use:

NONE

Other:

- Kenilworth parking lot needs to be re-surfaced and striped. (on hold until spring)
- 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 \$1400 spent to date) = \$2365

Candy bar sales May 2022 = \$12 (YTD = \$85)

Discarded materials sales May 2022 = \$24 (YTD = \$230)

Donations May 2022 = \$19 (YTD = \$134)

Book Bags May 2022 = \$0 (YTD = \$32)

Magnets sale May 2022 = \$5 (YTD = \$38)

KENMORE**Statistics****May 2022 (compared to May 2021)**

- Circulation: 23,717 (#4 behind AUD, CFD & CEN); 13,889 in 2021 * increase partly due to incorporation of auto renewals in circulation numbers
- Visitor Count: 6920; 5896 in 2021
- PAC: 1146; 986 in 2021
- WiFi: 1906; 1586 in 2021
- Number of programs: 54; 16 in 2021
- New library card applications: 75 adult and 18 children for 93 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Jedi Master puppet' make-at-home craft for kids. There were 65 participants in May.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 7 attendees in May.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Joe Patton**, had 26 participants in May.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 32 participants in May.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski** on Tuesdays at 10:30am, had a total of 68 participants in May.
- **Preschool Story Time**, facilitated by **Librarian Nicole Brown** on Wednesdays at 6:30pm, had a total of 14 participants in May.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on May 21st. There were 6 adults and 4 children for a total of 10 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in May. There were 28 teen participants.
- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in May. There were 14 participants.
- **Volunteer Notary Mary Jablonski** helped 3 patrons in May.
- **Volunteer Computer Coach Kevin Garvey** helped 12 patrons in May.
- **Volunteer Computer Coach Hannah Lorenc** helped 3 patrons in May.
- **Mother's Day Card Making Station**, facilitated by **Librarian II Nicole Bermingham**, had 120 participants.
- **Bad Art Night**, facilitated by **Librarian II Nicole Bermingham**, had 12 participants.
- **Board Game Sundays** had 0 participants in the month of May.
- **Tinker Tuesdays** had 22 adults, 17 teens and 22 children for a total of 61 participants in the month of May.
- **Build-A-Button Thursdays** had 5 adults, 2 teens and 10 children for a total of 17 participants in the month of May.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 9 participants in May.

Virtual Programs:

- **Storytime on Facebook live** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton on Tuesdays and Librarian Jill Jablonski on Thursdays**. Combined KNL & KNM total of 416 views in the month of May.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Star Wars Comments; Planting Plans; Bye-Bye Online Story Time; What Are You Reading?. The total number of people reached in May (combined KNL & KNM) was 1254. Number of engagements in May was 109.

Tutoring:

There were 21 tutoring and/or therapy sessions at the Kenmore Library in May.

Adult Technology programs:

Book-A-Tech-Trainer, facilitated by staff from the TechKnow Lab at Central, had 3 patron sessions.

Tours/Outreach:

NONE

Displays:

- Lobby display case - Cub Scouts
- Children's area - 'Check Out These New Books'
- Extra table - Kenmore Library News & KNL Zine
- Trough Display - 'I Like Big Books and I Cannot Lie'; 'If You Liked the Movie, You'll Love the Book'
- Extra table - "Go Beyond the News" (books about the Supreme Court)
- Table near desk - 'Get Graphic' (graphic novels display)

Community Room Use:

The meeting rooms were used 13 times in the month of May.

Study Room Use:

The study rooms were used 63 times in the month of May (53 times for the new study rooms).

Materials Budgets:

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

MAT = \$7528 (minus \$4428 spent to date) = \$3100

Candy bar sales for May 2022 = \$84 (YTD = \$597)

Discarded materials sale for May 2022 = \$108 (YTD = \$471)

Donation Box May 2022 = \$52 (YTD = \$410)

Book bag sales in May 2022 = \$38 (YTD = \$122)

Magnet sales in May 2022 = \$5 (YTD = \$118)

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting for May** was canceled.
- **'Hoopla Training'** webinar, presented by Hoopla, was viewed by **Senior Library Clerk Mary Anne Bartkowiak, Librarian II Nicole Bermingham; Senior Page James Gugliuzza and Senior Page Liz Schiavoni.**
- **'Overdrive Magazines'** webinar, presented by Overdrive, was viewed by **Senior Library Clerk Mary Anne Bartkowiak, Librarian II Nicole Bermingham; Senior Page James Gugliuzza and Senior Page Liz Schiavoni.**
- **'Introducing Learners to NorthStar Digital Literacy Training'** webinar, presented by Literacy Minnesota, was viewed by **Librarian II Nicole Bermingham.**
- **'Library Patron's Privacy: How to Navigate Concerns with Emerging Tech'** webinar presented by Niche Academy, was viewed by **Librarian II Nicole Bermingham.**
- **'Libraries & First Amendment Audits'** webinar, presented by Empire State Library Network, was viewed by **Librarian II Nicole Bermingham.**
- **'Hoopla Introduction'** webinar, presented by BECPL TechKnow Lab, was viewed by **Librarian II Nicole Bermingham**

Correspondence:

Other:

- **Facility Improvement Initiative:** We have received all of the furnishings requested under this initiative. Central Library will pay for all items and then request the 10% match from Town of Tonawanda Library funds.
- **Kenmore parking lot** needs to be re-striped. Jeff Rainey has indicated that the paint is on order and the project is on their agenda. (on hold until spring)
- 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 Joe Patton has accepted a full time position with the UB libraries, and his last day of work was May 28th. Six candidates were interviewed by Library Director Mary Muscarella and Branch Manager Nicole Bermingham. The job was offered to Heather Bermingham, and her first day of work will be 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 replaced 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 findings of ‘No Adverse Impact’.

UPCOMING:

- Story times on Facebook ended May 31st
- Book club at Kenmore Library with Mary on Tuesday, June 21st at 6:45pm, will be discussing ‘*To The Lighthouse*’ by Virginia Wolf.

- Book Club at Kenilworth Library on July 6th with Kathy Galvin will discuss *'Mexican Gothic'* by Silvia Moreno-Garcia
- 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), facilitated by Library Director Mary Muscarella
- 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 Sundays all day are 'Game Day' (when library is closed on Sundays for the summer, this will be on Saturdays)
- Summer/Fall Patron Appreciation Picnic at KNL – Friday, Sept 16th
- Summer Reading theme is 'Oceans of Possibilities'. Special storytimes and events are being scheduled for both Kenilworth and Kenmore branches. (Nickel City Reptiles; Hawk Creek; Aquarium of Niagara, Cris Johnson Magic of Reading)
- Sr. Page James Gugliuzza is hosting a Dungeons & Dragons weekly program on Mondays from June 6th through August 19th. James is currently enrolled in the Masters program at UB for Library & Information Studies.
- Librarian II Nicole Bermingham started a newsletter group for adults.
- Battle of the Books team meets on Thursday afternoons. The Battle will remain virtual for this year.

Libraries will be closed Sundays during the summer.

Friday, September 16, 2022 from 5-7pm is the date for the Kenilworth community picnic.

Mary will follow up with the Town to confirm that they will do the planting of the rain garden at Kenilworth.

Nicole Bermingham initiated an adult newsletter.

NEW BUSINESS-

Library Policy review.

Investment policy -Motion made by Mark, seconded by Nicole, to retain the policy without changes. Motion carried.

Procurement policy- Motion made by Annette, seconded by Kathy, to retain the policy without changes. Motion carried.

Social Media Policy- Motion made by Mark, seconded by Nicole to retain the policy without changes. Motion carried.

Elaine Panty reported on her role as a B&EC Library Trustee.

Ms. Panty spoke of the new B&EC Library Director's plan.

Ms. Panty also shared that she will be our library's liaison with the Board and will visit us a few times each year.

There being no further business, Annette made a motion, seconded by Kathy, to adjourn at 7:40pm. Motion carried.

Respectfully submitted,

Kathy Kanaley

Secretary