

Town of Tonawanda Public Library

Board of Trustees

September 13, 2022

Attendees: Mary Muscarella, Richard Geer, Annette Della Posta, Marney Klein, Mark Jowett, Kathy Kanaley

Excused: Stan Pustulka

The meeting was called to order at 5:35 pm and was held at the Kenmore Location.

Motion made by Kathy, seconded by Marney to accept the agenda as presented. Motion carried.

Motion made by Annette, seconded by Marney to accept the minutes of the July 12, 2022, meeting. Motion carried. There was no August 2022 meeting.

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

REPORT of the CHAIR-Rick reported that Trustee, Nicole Pauley Rejewski, has resigned. Mary sent Nicole a note thanking her for years of service on the Board.

REPORT of the DIRECTOR- Kenmore Branch will host the September 24, ACT meeting scheduled from 9-12. Board members will provide refreshments.

Kenmore Branch is now open Sundays from 12-5.

Senator Sean Ryan has committed \$10,000 for unrestricted use to each library.

The Patron Appreciation Picnic will be held Friday, September 16, 2022 from 5-7 at Kenilworth. There will be refreshments, music, and activities for the kids. This is open to the community and Board members are encouraged to attend.

The complete Director's report is attached.

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

**KENILWORTH**

**Statistics**

**August 2022 (compared to August 2021)**

- Circulation: 6,796 ; 3,578 in 2021 *\*increase partially due to incorporation of auto renewals in circulation numbers*
- Visitor count: 3,068; 2,872 in 2021
- PAC: 468; 404 in 2021
- WiFi: 535; 374 in 2021
- Number of programs: 19; 22 in 2021
- New library card applications: 38 adult and 17 children for 55 total

**In Library Programs:**

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Fancy Fish' make-at-home craft for kids. There were 35 participants in August.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 10 participant in August.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 5 participants in August.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 4 participants in August.
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 4 adults and 12 children for a total of 16 attendees in August.
- **Friday Fun Days**, facilitated by **Librarian Kathy Galvin**, had 4 adults and 12 children for 'Pirate Panic!' on August 5<sup>th</sup>.
- **Books & Barks** reading program, facilitated by **Librarian Kathy Galvin**, had 2 adults and 4 children of a total of 6 participants in August.
- **'Marine Invertebrates'** program presented by the Aquarium of Niagara, was held on August 17<sup>th</sup>. There were 34 attendees.

### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: What Sound Does a Squirrel Make?; Your Favorite Thing You Did This Summer?; Where Would You Go In The World?; What's Your Favorite Thing About Fall?; What Movie Ending Would You Change If You Could?. The total number of people reached in August (combined KNL & KNM) was 1,317. Number of engagements in August was 70.
- **Oceans of Possibilities Summer Reading Program online (READsquared platform)**, facilitated by **Librarian I Jill Jablonski**, had 18 participants for Summer 2022.

### **Tutoring Sessions:**

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

### **Adult Technology Programs:**

None

### **Tours/Outreach:**

None

### **Displays:**

- Children's Area - Wordless books & Back-to-school theme
- Adult area (near requests) - Biographies
- Lobby display case - 'Oceans of Possibilities' (Summer Reading Theme)

### **Community Room Use:**

The Community Room was used 9 times during the month of August.

### **Other:**

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired
- Crew from Town of Tonawanda Youth, Parks & Rec removed all existing landscaping around the building in anticipation of new landscape design.

### **Materials Budgets:**

AV = \$1,315 (minus \$81 spent to date) = \$1,235

MAT = \$3,765 (minus \$1,989 spent to date) = \$1,776

Candy bar sales August 2022 = \$13 (YTD = \$145)

Discarded materials sales August 2022 = \$41 (YTD = \$381)

Donations August 2022 = \$31 (YTD = \$229)

Book Bags August 2022 = \$14 (YTD = \$80)

Magnets sale August 2022 = \$4 (YTD = \$66)

## KENMORE

### Statistics

#### August 2022 (compared to August 2021)

- Circulation: 30,574 (#4 behind AUD, CFD & CEN); 15,609 in 2021 \*increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 9,145; 7,590 in 2021
- PAC: 1,494; 1,098 in 2021
- WiFi: 2,092; 1,535 in 2021
- Number of programs: 63; 31 in 2021
- New library card applications: 118 adult and 28 children for 146 total

#### In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Fancy Fish' make-at-home craft for kids. There were 65 participants in August.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 11 attendees in August.
- **'Bricks-To-Go'** LEGO program, facilitated by **Library Clerk Stephen Carson**, had 38 participants in August.
- **Summer Fun Club**, facilitated by **Librarian Heather Bermingham**, had 21 participants in August.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 30 adults and 40 children for a total of 70 attendees in August.
- **Outside Story Time**, facilitated by **Librarian Heather Bermingham**, had 10 adults and 14 children for a total of 24 attendees for August.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 29 participants in August.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, had 5 adults and 5 children for a total of 10 participants in August.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in August. There were 24 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in August. There were 12 participants.
- **Dungeons & Dragons Club**, facilitated by **Senior Page James Gugliuzza**, met on Mondays. There were 28 participants in August.
- **'The Checkout'** newsletter, facilitated by **Librarian II Nicole Bermingham**, had 5 participants.
- **'Learn To Read Your Tarot Cards'**, presented by Melissa Bee, had 12 adult participants.
- **'Reptiles & Amphibians'** program, presented by Earth Spirit Education Services, had a total of 83 attendees.
- **'I Love To Read'** magic show, presented by Cris Johnson, had a total of 79 attendees.
- **Volunteer Notary Mary Jablonski** helped 13 patrons in August.

- **Volunteer Computer Coach Kevin Garvey** helped 14 patrons in August.
- **Battle of the Books team**, facilitated by **Librarian Jill Jablonski**, met on the first 2 Thursdays in August. There were 22 teen participants.
- **Tinker Tuesdays** had 23 adults, 11 teens and 28 children for a total of 62 participants in the month of August.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 11 participants in August.
- **Build-A-Button Thursdays** had 11 adults, 5 teens and 20 children for a total of 36 participants in the month of August.
- **Oceans of Possibilities Summer Reading Program online (READsquared platform)**, facilitated by **Librarian I Jill Jablonski and Librarian I Nicole Brown**, had 84 participants.

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: What Sound Does a Squirrel Make?; What Was Your Favorite Thing You Did This Summer?; Where Would You Go In The World?; What's Your Favorite Thing About Fall?; What Movie Ending Would You Change If You Could?. The total number of people reached in August (combined KNL & KNM) was 1,317. Number of engagements in August was 70.

#### **Tutoring:**

There were 18 tutoring and/or therapy sessions at the Kenmore Library in August.

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

**Book-A-Technology-Trainer**, facilitated by **Central Library TechKnow Lab staff**, had 1 session.

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

**Kenmore Farmer's Market**, attended by **Librarian Nicole Brown**, had 146 people stop by the book mobile.

#### **Displays:**

- Lobby display case – 'Oceans of Possibilities' summer reading theme
- Children's area –Explore the Ocean Through Stories
- Extra table – Summer Blockbuster Movies
- Trough Display – Try Some Sci-Fi
- Extra table – Kenmore Library News/KLN Zine Summer 2022 Issue
- Table near desk – Oceans of Possibilities summer reading theme

**Community Room Use:**

The meeting rooms were used 4 times in the month of August.

**Study Room Use:**

The study rooms were used 100 times in the month of August (76 times for the new study rooms).

**Materials Budgets:**

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

MAT = \$7528 (minus \$5593 spent to date) = \$1935

Candy bar sales for August 2022 = \$171 (YTD = \$1049)

Discarded materials sale for August 2022 = \$180 (YTD = \$915)

Donation Box August 2022 = \$73 (YTD = \$623)

Book bag sales in August 2022 = \$52 (YTD = \$236)

Magnet sales in August 2022 = \$19 (YTD = \$162)

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

- **Monthly Manager/Director Meeting** for August was canceled.
- **'Harassment Prevention: A Commonsense Approach'**, annual compliance training webinar, was viewed by **Sr. Page Kathy Bauer, Page Rebecca Nagel, and Page Kathryn Curry.**
- **'Workplace Violence: The Early Warning Signs'**, annual compliance training webinar, was viewed by **Sr. Page Kathy Bauer, Page Rebecca Nagel, and Page Kathryn Curry.**
- **'Hoopla Introduction'** webinar, presented by BECPL TechKnow Lab, was viewed by **Page Rebecca Nagel and Page Kathryn Curry.**

**Correspondence:**

- Email resignation of Nicole Pauley-Rejewski from the Town of Tonawanda Public Library Board

**Other:**

- Doing some research into the **ACH charges** that are appearing on our M&T Bank account on an irregular basis. In talking with a bank representative at the Kenmore Branch of M&T Bank, it was discovered that this is a service that the Town of Tonawanda signed up for in February of 2022. The library's account is under the 'umbrella' of the Town of Tonawanda accounts, so the fee is being applied to our account. There are two issues with this - the first being that the account for the library should not be under the Town 'umbrella'. Apparently this

is how the account was originally set up in the 1970's. The second issue is that we do not need nor want to pay for this ACH service, as our finances are completely separate from the Town. I have reached out to Town Clerk Marguerite Greco for her assistance in getting this straightened out with the Town Comptroller.

- Kenmore parking lot needs to be re-striped. Jeff Rainey has indicated that the project is on their agenda. (on hold until ??)
- 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 9<sup>th</sup> to review design. The majority of the cost is labor. Town has removed all of the existing landscaping around the building, and prepped the soil for plantings. I met with John from Lincoln Park Nursery on August 18<sup>th</sup> to go over the plan, make a few adjustments, and add a few areas. John prepared a new plan & estimate, and will start with the project in mid-September .
- We have approx. \$9,805 from Conrad money for Kenmore. Acoustical panels and hanging panels have been purchased, and the hanging panels have been installed. Total cost for these items was \$1,407. That leaves approximately \$8,400 for restroom divider panels for public restrooms downstairs. The Town has indicated that they can install the dividers once they are ordered & received.
- 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 at Kenilworth have been ordered. New seating for the staff workroom has been received. Total cost of these items is 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.
- Per discussion with John Spears on August 17<sup>th</sup>, the Library Director III position will be reinstated once the 2023 budget process is complete (typically in December). The reinstatement at all 3 locations will be retroactive to August 10<sup>th</sup>, 2022. Thank you for your assistance and support throughout this process.
- Staff -  
Full time Librarian I - Sara Fuller was hired and her first day of work was August 29<sup>th</sup>. Sara had previously worked at the Central Library.

Part Time Senior Page, Emily Laufer, will start on September 26<sup>th</sup>.  
Part Time Page, Julia Purpora, will start on September 12<sup>th</sup>.

### **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. 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 14<sup>th</sup> 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 10<sup>th</sup>. 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, September 20<sup>th</sup> at 6:45pm will be discussing ‘*The Circle*’ by Dave Eggers.
- Book Club at Kenilworth Library in September with Kathy Galvin discussed ‘*The Dutch House*’ by Ann Patchett
- 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 - 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 16<sup>th</sup> – so far, the music & face painter have been booked. Nicole Bermingham and I shopped for food at BJ’s on Tuesday, September 13<sup>th</sup>. I have contacted Joe Simonian from the

Town regarding having a grill and some extra picnic tables delivered to Kenilworth for the event. Plenty of staff is scheduled, but help from the Board is always welcome.

- 'The Checkout' newsletter written by adults is meeting monthly.
- A.C.T. meeting to be held at Kenmore Library on Saturday, September 24<sup>th</sup> from 9am-12pm. Need Board members to bring coffee, treats, napkins, etc.
- Friends of the Library Book Sale scheduled for Sept 29-Oct 1.

**NEW BUSINESS-** The Financial policy was reviewed followed by a motion made by Annette, seconded by Mark to retain the policy without changes. Motion carried.

There being no further business, Mark made the motion, seconded by Annette to adjourn at 6:20 pm. Motion carried.

Next meeting will be held on Tuesday, October 11, 2022 at Kenilworth.

Respectfully submitted,

Kathy Kanaley