

Town of Tonawanda Public Library

Board of Trustees

Tuesday, August 8<sup>th</sup>,2023

Attendees-Mary Muscarella, Richard Geer, Annette DellaPosta, Stanley Pustulka, Mark Jowett, Thomas Reigstad, Carl Szarek, Kathy Kanaley

Excused- Marney Klein, Sharon Sullivan

The August 8, 2023 meeting was at the Kenmore location and called to Order at 5:35pm

Guest speaker, part time Senior Page Emily Laufer who spoke about her college career, interest in books and activities.

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

Motion made by Tom, seconded by Mark to accept the treasurer's report and approve payment of monthly expenses. Motion carried.

REPORT of CHAIR-Rick reported on the progress of the group working to reorganize the contract between the B&ECPL and the contracting libraries.

Rick thanked Tom for sending out the article on Library usage from the Investigative Post.

REPORT of the DIRECTOR- Review of the July statistics (attached.)

**Monthly Report**

**Prepared by Mary Muscarella**

**Town of Tonawanda Libraries - Kenilworth & Kenmore branches**

**JULY 2023**

**KENILWORTH**  
**Statistics**

### July 2023 (compared to July 2022)

- Circulation: 6,671 (first checkouts only = 3,386); 5,779 in 2022
- Visitor count: 3,458; 2,845 in 2022
- PAC: 402; 372 in 2022
- WiFi: 568; 506 in 2022
- Number of programs: 19; 12 in 2022
- New library card applications: 38 adult and 16 children for 54 total (35 in 2022)

### In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Reading Bug' make-at-home craft for kids. There were 35 participants in July.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 10 participants in July.
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 41 adults and 43 children for a total of 84 attendees in July.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 7 participants in July.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 11 participants in July.
- **'Fridays of Fun!'**, facilitated by **Librarian Kathy Galvin**, had 74 participants for Tie-Dye t-shirt making, and 65 participants for rock painting. Upcoming: Slime Fest.
- **'The Buzz About Bees'** program, presented by Cornell Cooperative Extension, had 25 attendees.
- **'Paleo Art'** program, presented by Penn Dixie Fossil Park, had 13 attendees.
- **'Dynamic Drumming'** presented by Dynamic Drum Arts of WNY, had 27 attendees.

### Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'What are your thoughts about fireworks?'; 'What makes a book a beach read?'; 'What are your school supply buying habits?'; 'What do you order from the ice cream truck?'. The total number of people reached in July (combined KNL & KNL) was 1,378. Number of engagements in July was 49.
- Online summer reading program had 7 registrants in July.

### Tutoring Sessions:

There were 9 tutoring and/or therapy sessions at the Kenilworth Library in July.

### Adult Technology Programs:

**Book-A-Technology-Trainer**, facilitated by CEN Library TechKnow Lab, had 5 participants in July.

### Tours/Outreach:

**Kids Kampus Preschool visit**, facilitated by **Librarian Kathy Galvin**, had 1 adult and 5 children for a total of 6 attendees.

**Displays:**

- Children’s Area – ‘All Together Now’ Summer Reading theme
- Adult area (near requests) – From Near to Far: and everywhere in between (travel books)
- Lobby display case – ‘All Together Now’ Summer Reading theme
- Outside display case – ‘All Together Now’ Summer Reading theme

**Community Room Use:**

The Community Room was used 6 times during the month of July.

**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
- Railing and bike rack on parking lot side of the building will be re-painted

**Materials Budgets:**

AV = \$1,315 (minus \$211 spent to date) = \$1,104

MAT = \$3,561 (minus \$3,070 spent to date) = \$491

Candy bar sales July 2023 = \$45 (YTD = \$326)

Discarded materials sales July 2023 = \$33 (YTD = \$202)

Donations July 2023 = \$7 (YTD = \$254)

Book Bags July 2023 = \$8 (YTD = \$26)

Magnet sales July 2023 = \$5 (YTD = \$44)

**KENMORE**

**Statistics**

**July 2023 (compared to July 2022)**

- Circulation: 28,611 (#4 behind AUD, CFD & OPK) (first checkouts only = 14,296); 27,103 in 2022
- Visitor Count: 8,976; 8,516 in 2022
- PAC: 1,145; 1,271 in 2022
- WiFi: 2,003; 2,025 in 2022
- Number of programs: 77; 58 in 2022

- New library card applications: 101 adult and 32 children for 133 total (158 in 2022)

### **In Library programs:**

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Reading Bug' make-at-home craft for kids. There were 65 participants in July.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 12 participants in July to enjoy a presentation by the author.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 37 participants in July.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 12 participants in July.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 31 participants in July.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, had 6 adults and 6 children for a total of 12 participants in July.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in July. There were 17 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in July. There were 34 participants.
- **Volunteer Notary Mary Jablonski** helped 5 patrons in July.
- **Volunteer Computer Coach Kevin Garvey** helped 8 patrons in July.
- **Volunteer Computer Coach Rich Scalfani** helped 5 patrons in July.
- **Volunteer Computer Coach Deborah Weaver** helped 2 patrons in July.
- **Volunteer Computer Coach Lisa Sandquist** helped 7 patron in July.
- **STEM Toys Tuesdays**, facilitated by **Kenmore Staff**, had 46 participants in the month of July.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 34 participants in July.
- **Build-A-Button Thursdays**, facilitated by **Kenmore Staff**, had 26 participants in the month of July.
- **Free Play Saturday!**, facilitated by **Librarian Nicole Brown**, had 6 participants in July.
- **Battle of the Books**, facilitated by **Librarian Jill Jablonski**, held team meetings on Thursdays in July. There were a total of 38 participants.
- **The Checkout newsletter**, facilitated by **Library Manager Nicole Bermingham**, had 3 participants in July.
- **Rock Painting for Rocco**, facilitated by **Kenmore Library Staff**, had 50 participants in July.
- **Dungeons & Dragons Club**, facilitated by **Senior Page James Gugliuzza**, met on Mondays in July. There were a total of 29 participants.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 48 adults and 67 children for a total of 115 attendees in July.
- **Outdoor Story Time**, facilitated by **Librarian Nicole Brown**, had 45 adults and 34 children for a total of 79 attendees in July.

- **Toddler Story Time**, facilitated by **Librarian Nicole Brown**, had 24 adults and 29 children for a total of 53 attendees in July.
- **Baby Story Time**, facilitated by **Librarian Nicole Brown**, had 36 adults and 33 children for a total of 69 attendees in July.
- **Summer Fun Club**, facilitated by **Librarian Heather Bermingham**, had 9 adults and 41 children for a total of 50 attendees in July.
- **Traveling Museum of Momento Mori**, presented by Amanda Woomer, had 83 attendees.
- **The Buzz About Bees**, presented by Cornell Cooperative Extension, had 3 attendees.
- **Digging for Dinosaurs**, presented by The Buffalo Museum of Science, had 74 attendees.
- **Fur, Feathers & Scales**, presented by Hawk Creek Wildlife Center, had 107 attendees.

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: ‘What are your thoughts about fireworks?’; ‘What makes a book a beach read?’; ‘What are your school supply buying habits?’; ‘What do you order from the ice cream truck?’. The total number of people reached in July (combined KNL & KNM) was 1,378. Number of engagements in July was 49.

#### **Tutoring:**

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

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

**Book-A-Technology-Trainer**, facilitated by CEN Library TechKnow Lab staff, had 4 participants

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

**Librarian Kathy Galvin** attended Kenmore Farmers Market on Sunday, July 2<sup>nd</sup> and reached 63 people with story time and 88 people at the information table.

#### **Displays:**

- Lobby display case – All Together Now Summer Reading theme
- Children’s area – Summer Travel: Dream, Explore, Discover (new juvenile state and country books)
- Extra table – Bad Art Night 4 display

- Extra table – Kenmore Library News/KNL Zine Recruitment
- Trough Display – ‘Book It to the Beach’ and ‘Horror that is NOT Stephen King’ displays
- Table near desk – All Together Now Summer Reading theme

### **Community Room Use:**

The meeting rooms were used 9 times by outside groups in the month of July.

### **Study Room Use:**

The study rooms were used 118 times in the month of July.

### **Materials Budgets:**

AV = \$2,540 (minus \$439 spent to date) = \$2,101

MAT = \$7,317 (minus \$5,779 spent to date) = \$1,538

Candy bar sales for July 2023 = \$166 (YTD = \$1,001)

Discarded materials sale for July 2023 = \$101 (YTD = \$766)

Donation Box July 2023 = \$85 (YTD = \$447)

Book bag sales in July 2023 = \$24 (YTD = \$184)

Magnet & button sales in July 2023 = \$40 (YTD = \$108)

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

- **‘Is Reference Dead?’** webinar, presented by Niche Academy, was viewed by **Librarian Jill Jablonski**.
- **‘Books Are Everywhere. What is the Point of Banning Them?’** webinar, presented by EveryLibrary Institute, was viewed by **Library Director Mary Muscarella**.
- **‘Power, Control, and Fear: Eight Historical Tenets of Censorship’** webinar, presented by EveryLibrary Institute, was viewed by **Library Director Mary Muscarella**.
- **‘From Diversity to Inclusion: Auditing Your Collection’** webinar, presented by Niche Academy, was viewed by **Librarian Jill Jablonski**.
- **‘Introduction to the Fight Against Book Bans’** webinar, presented by EveryLibrary Institute, was viewed by **Library Manager Nicole Bermingham**.

### **Correspondence:**

- Thank you note sent to Donald and Kathleen Mueller for their donation of \$50.

### **Other:**

- Bullet Aid from Senator Ryan (money has been rec'd) - \$10,000 for Kenmore branch and \$10,000 for Kenilworth branch. At the Kenmore branch, items have been ordered in the amount of \$1,800 to start the KNM 'Library of Things'. At the Kenilworth branch, some of the money will be used to purchase items for the KNL 'Library of Things', and \$4,326 was used to purchase security cameras and DVR system.
- Staff - no changes.
- Parking lot at Kenmore branch was re-striped on July 31<sup>st</sup>. New signage will be added to indicate **ONE WAY**.
- Update on chairs. The parts sent by National Business Furniture to the local installer turned out to be the wrong parts and would not work with the chairs that we have. I have requested 12 new chairs (6 with arms and 6 without) so that we will then have 20 new chairs. I also requested a full refund for 20 of the chairs.

#### **NEW BUSINESS:**

- Working with Randy Pekarski (Project Engineer, Town of Tonawanda) to get updated quotes for the restroom project at the Kenilworth library. Need assurance from Town of Tonawanda that they will pay for the 25% match. Application process has been started and it looks like we will be able to submit for the NY State Construction Grant 2024 cycle. Work to be done includes reconfiguration of the public & staff restrooms at the Kenilworth branch in order to have one fully-accessible restroom to meet ADA requirements, and replacement of the final 4 original windows left in the building. State Historic Preservation Office (SHPO) review had finding of '*No Adverse Impact*'.
- Discuss possible re-configuration of public restrooms downstairs at the Kenmore Library.
- New 'Lucky Day' pilot program at Kenmore Library and Orchard Park Library will begin in September.

#### **UPCOMING:**

- Book club at Kenmore Library with Mary on Tuesday, August 15<sup>th</sup> at 6:45pm will be discussing '*Malibu Rising*' by Taylor Jenkins Reid.
- Book Club at Kenilworth Library in August with Kathy Galvin will discuss '*The Lincoln Highway*' by Amor Towles.
- 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/KNL Zine meetings for teens on Wednesdays
- 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 - first Tuesday of every month at KNM
- Special programs continue @ Kenilworth ('Button-Mania' every Wednesday from 4-5:30pm) and @ Kenmore (Tuesdays from 4-6pm is 'STEM Toys 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.
- Summer Reading online program for all ages
- Special programs at KNL: Friday Fun - 8/4 Slime Fest; Book Buddies Pajama Story Time on Friday, 8/11; Bubble Blast with Buffalo Museum of Science on Monday, 8/14; Balloon Twisting Workshop with Cris Johnson on Monday, 8/28. Sensational Story Time on Wednesdays at 10:30am
- Special programs at KNM: Community Art Project - Rocco the Rock Snake (ongoing). Preschool Story Time Tuesdays at 10:30am; Outdoor Story Time on Wednesday at 6:30pm; Toddler Story Time Thursdays at 10am; Baby Story Time Thursdays at 11:15am. Summer Fun Club Fridays at 11am; Creepy Crawlies with Earth Spirit Educational Services on Wednesday, 8/9; Wacky Science Show with Cris Johnson on Wednesday, 8/23.
- Annual Patron Appreciation Picnic on Friday, September 15<sup>th</sup> from 5-7pm at the Kenilworth Library. Music by Cody & Herron; facepainting by Melanie. Wegmans donated a \$100 gift card to purchase supplies. Have not heard from Tops yet regarding request for donation.

Kenmore is #4 in the system for circulation in the month of July. Stats from Kenilworth are up. Kenmore #1 in the System wide "Battle of Books" contest.

Collection for "Library of Things" has begun at Kenmore with Kenilworth collection to start soon.

Request of the Town to replace "One Way" sign in the Kenmore Library.

Both parking lots have been restriped but will need an additional coat of paint.

Mary continues her battle for our damaged/ broken chairs to be replaced or refunded.

The third and final updated quote for the Kenilworth project is expected later this week.



“Lucky Day” display of new best sellers will begin next month.

Plans for the annual Kenilworth Neighborhood picnic are complete. Picnic to take place on the library lawn on Friday 9/15/23. Carl made a personal donation of \$100.00.

UNFINISHED BUSINESS- Review and approval of the 2023 contract between Town of Tonawanda Libraries and B&ECPLS.

NEW BUSINESS- Motion made by Kathy, seconded by Stan to approve the *Investment Policy* with no changes. Motion carried.

Motion made by Tom, seconded by Mark to approve the *Lost and Found Policy* with no changes. Motion carried.

Motion made by Annette, seconded by Mark to approve the *Conflict of Interest Policy* with the recommended changes. Motion carried.

Discussion of the need to update our phone system. The Board agreed with Mary to pay for necessary updates to the current system.

Discussion to hire a part time security guard at the Kenmore branch due to an increase of disturbing activity by young teens. While Kenmore Police are responsive to calls, we will have a guard located on the lower floor to deter any disruptive behavior. Carl will investigate the option of using the company the Town has in place to hire for this position. The Board fully supports this plan.

There was no formal meeting in July 2023. Kathy will send a report of the activity that took place via email.

There being no further business, at 7:10 Annette made the motion to adjourn, seconded by Tom. Motion carried.

Next meeting is September 12, 2023 at 5:30 at the Kenmore Branch.

Respectfully submitted,

Kathy Kanaley

Secretary