

Town of Tonawanda Public Library

Board of Trustees

Tuesday, June 13, 2023

Attendance-Mary Muscarella, Richard Geer, Annette DellaPosta, Stanley Pustulka, Mark Jowett, Marney Klein, Thomas Reigstad, Sharon Sullivan, Kathy Kanaley

The June 2023 meeting was held at the Kenmore Branch and called to order at 5:35pm.

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

Motion made by Annette, seconded by Tom to accept the minutes of the May 9, 2023, as presented. Motion carried.

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

REPORT of the CHAIR- Rick reported on the ACT meeting held in May. Good representation from Town of Tonawanda Board. A robust discussion took place regarding Intellectual Freedom. Libraries have the authority to select their collection and to make books not held at their locations available to patrons.

Rick will meet with Assemblyman Bill Conrad for an update on funding for the Kenilworth restroom project.

Ken Stone from B&ECLS is retiring. He has been a valuable resource to all the libraries.

Rick will not be in town for the July 11,2023 meeting.

REPORT of the DIRECTOR-

Monthly Report
Prepared by Mary Muscarella
Town of Tonawanda Libraries – Kenilworth & Kenmore branches
MAY 2023

KENILWORTH

Statistics

May 2023 (compared to May 2022)

- Circulation: 5,904 (first checkouts only = 2,985); 5,477 in 2022
- Visitor count: 2,937; 2,859 in 2022
- PAC: 397; 419 in 2022
- WiFi: 447; 456 in 2022
- Number of programs: 20; 23 in 2022
- New library card applications: 17 adult and 49 children for 66 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a ‘Cheery Cherry Tree’ 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 and Barks** program had 7 participants in May. (filmed by Channel 2 news!!) <https://www.wgrz.com/video/news/local/as-seen-on-tv/barks-and-books-helps-kids-build-their-confidence-by-reading-to-therapy-dogs/71-a6203e4d-f815-4b93-916d-06734386ff77>
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 38 adults and 40 children for a total of 78 attendees in May.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 6 participants in May.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 12 participants in May.
- **Little Free Thrift Shop**, facilitated by **Library Associate Margaret Kunz**, had 27 participants.
- **Mother’s Day Card-Making Station**, facilitated by Kenilworth Staff, had 27 participants.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: ‘What is a Fictional Family You Would Like To Be In?’; ‘What is Something You Used in the Past That is Obsolete Now?’; ‘What is Your Favorite Podcast?’; ‘What is Something You Learned in Childhood That You Are Grateful For?’; ‘What is a Small Thing Someone Did that Encouraged You?’. The total number of people reached in May (combined KNL & KNM) was 1,294. Number of engagements in May was 54.

Tutoring Sessions:

There were 12 tutoring and/or therapy sessions at the Kenilworth Library in May.

Adult Technology Programs:

Book A Technology Trainer, facilitated by Central Library TechKnow Lab Staff, was canceled due to staff illness.

Tours/Outreach:

Ripen With Us Preschool visit, facilitated by **Librarian Kathy Galvin**, had 2 adult and 13 children for a total of 15 attendees.

Benjamin Franklin Elementary School class visits (two 3rd grade class visits and one 1st grade class visit), facilitated by **Librarian Kathy Galvin**, had 10 adults and 77 children for a total of 87 participants.

Displays:

- Children's Area - Mother's Day/Heroes display
- Adult area (near requests) - Biographies and memoirs of Women
- Lobby display case - Heroes Are Everywhere display
- Outside display case - 'Rainy Days, Cozy Reads'

Community Room Use:

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

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 18th and will be installed at Cambridge St entrance after concrete work is completed

Materials Budgets:

AV = \$1,315 (minus \$334 spent to date) = \$981

MAT = \$3,561 (minus \$1,795 spent to date) = \$1,766

Candy bar sales May 2023 = \$41 (YTD = \$225)

Discarded materials sales May 2023 = \$15 (YTD = \$152)

Donations May 2023 = \$49 (YTD = \$219)

Book Bags May 2023 = \$4 (YTD = \$18)

Magnet sales May 2023 = \$2 (YTD = \$26)

KENMORE

Statistics

May 2023 (compared to May 2022)

- Circulation: 24,369 (#4 behind AUD, CFD & CEN) (first checkouts only = 11,067); 23,717 in 2022
- Visitor Count: 7,913; 6,920 in 2022
- PAC: 1,172; 1,146 in 2022
- WiFi: 2,014; 1,906 in 2022
- Number of programs: 61; 54 in 2022
- New library card applications: 66 adult and 21 children for 87 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Cheery Cherry Tree' make-at-home craft for kids. There were 65 participants in May.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, was canceled in May due to illness.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 22 participants in May.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 14 participants in May.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 11 participants in May.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was canceled in May due to no volunteer dog/handler available for program.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in May. There were 22 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in May. There were 28 participants.
- **Volunteer Notary Mary Jablonski** helped 12 patrons in May.
- **Volunteer Computer Coach Kevin Garvey** helped 11 patrons in May.
- **Volunteer Computer Coach Rich Scalfani** helped 7 patrons in May.
- **Volunteer Computer Coach Deborah Weaver** helped 2 patrons in May.
- **Volunteer Computer Coach Lisa Sandquist** helped 1 patron in May.
- **STEM Toys Tuesdays**, facilitated by **Kenmore Staff**, had 36 participants in the month of May.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 12 participants in May.
- **Board Game Saturdays**, facilitated by **Kenmore staff**, had 30 participants in May.
- **Build-A-Button Thursdays**, facilitated by **Kenmore Staff**, had 4 participants in the month of May.
- **Free Play Saturday!**, facilitated by **Librarian Nicole Brown**, had 10 participants in May.

- **The Checkout newsletter**, facilitated by **Library Manager Nicole Bermingham**, had 3 participants in May.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 50 adults and 60 children for a total of 110 attendees in May.
- **Family Story Time**, facilitated by **Librarian Heather Bermingham**, had 36 adults and 34 children for a total of 70 attendees in May.
- **Toddler Story Time**, facilitated by **Librarian Nicole Brown**, had 34 adults and 34 children for a total of 68 attendees in May.
- **Book Babies Story Time**, facilitated by **Librarian Nicole Brown**, had 33 adults and 35 children for a total of 68 attendees in May.
- **Mother's Day Card-Making Station**, facilitated by Kenmore Library Staff, had 84 participants.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz** : 'What is a Fictional Family You Would Like To Be In?'; 'What is Something You Used in the Past That is Obsolete Now?'; 'What is Your Favorite Podcast?'; 'What is Something You Learned in Childhood That You Are Grateful For?'; 'What is a Small Thing Someone Did that Encouraged You?'. The total number of people reached in May (combined KNL & KNM) was 1,294 and the number of engagements in May was 54.

Tutoring:

There were 10 tutoring and/or therapy sessions at the Kenmore Library in May.

Adult Technology programs:

None.

Tours/Outreach:

None

Displays:

- Lobby display case - Child Abuse Prevention Month display
- Children's area - Earth Day materials display
- Extra table - Poetry Month
- Extra table - Books for Kids donation drive
- Trough Display - Read a Memoir/Poetry Month displays
- Table near desk - Read the Rainbow display of materials in rainbow-color order
- Library Information display table was set up at the Northwest Bank on Sheridan Drive on May 12th

Community Room Use:

The meeting rooms were used 20 times by outside groups in the month of May.

Study Room Use:

The study rooms were used 119 times in the month of May.

Materials Budgets:

AV = \$2,540 (minus \$511 spent to date) = \$2,029

MAT = \$7,317 (minus \$4,981 spent to date) = \$2,336

Candy bar sales for May 2023 = \$149 (YTD = \$708)

Discarded materials sale for May 2023 = \$102 (YTD = \$572)

Donation Box May 2023 = \$70 (YTD = \$283)

Book bag sales in May 2023 = \$18 (YTD = \$142)

Magnet sales in May 2023 = \$9 (YTD = \$46)

Meetings/Conferences/Trainings/Presentations:

- **Manager-Director Monthly Meeting** was attended in person by **Library Director Mary Muscarella and Library Manager Nicole Bermingham.**
- **'Lessons Learned from Violent Incidents: When Horrible Things Happen at Libraries'** webinar, presented by Library 2.0, was viewed by **Library Director Mary Muscarella.**
- **'Library Services to Homeschoolers'** webinar, presented by Niche Academy, was viewed by **Library Manager Nicole Bermingham and Librarian Jill Jablonski.**
- **'Early Childhood Expertise Beyond Libraryland: Serving Refugee and Immigrant Families'** webinar, presented by ALSC, was viewed by **Librarian Heather Bermingham.**
- **'Game-Based Programming'** webinar, presented by Niche Academy, was viewed by **Senior Page James Gugliuzza.**
- **'Richmond Grows: Seed Library Orientation'** webinar, presented by Syracuse University School of Information Science, was viewed by **Library Director Mary Muscarella.**
- **'Giving Storytime a Tune-Up: Music Activities to Support Engagement and Understanding'** webinar, presented by ALSC, was viewed by **Librarian Heather Bermingham.**
- **'A Trauma Informed Approach to Dealing With Difficult People'** webinar, presented by Niche Academy, was viewed by **Library Manager Nicole Bermingham.**
- **'PBS Books Library Resources'** webinar, presented by PBS Books, was viewed by **Library Director Mary Muscarella.**

Correspondence:

- Thank you letter to Robert Smith for \$100 donation to Town of Tonawanda libraries (5/22/23)
- Thank you letter to Mildred Newman for \$50 donation in Memory of Esther Greene. (5/30/23)

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 to start the KNL '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 in May.
- Parking lot at Kenmore branch needs to be re-stripped and new signage added to indicate ONE WAY.

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.
- Annual carpet cleaning by Busch Cleaning Service at both KNL and KNL took place over Memorial Day weekend.
- New 'Lucky Day' pilot program to be offered at Kenmore Library and Orchard Park Library

UPCOMING:

- Book club at Kenmore Library with Mary on Tuesday, June 20th at 6:45pm will be discussing '*One Italian Summer*' by Rebecca Serle.
- Book Club at Kenilworth Library in June with Kathy Galvin will discuss '*The Paper Girl of Paris*' by Jordyn Taylor.
- 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
- 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.

Mary reviewed the May 2023 report noting steady increases in library programs and circulation. Mary has joined the BECPL collection committee with the goal of increasing selection options to boost circulation.

Mary is working with Randy Pekarski , Project Engineer, to get updated quotes necessary for the Kenilworth restroom project.

Annual carpet cleaning will be done at both locations on Memorial Day when the libraries are closed.

Pilot "Lucky Day" program to be held at Kenmore and Orchard Park locations. In demand best sellers will be available to patrons who locate the books on the shelves.

Board reviewed the "Check Out" a book review source written by patrons for patrons facilitated by librarian Nicole Bermingham.

Discussion regarding a seed library where patrons can take a variety of seeds with the expectation of donating seeds in the future. Details are being worked out.

Mary distributed the Town of Tonawanda payroll report for review. Current numbers indicate we are under budget.

UNFINISHED BUSINESS-

Board will meet after this meeting to review Mary's performance evaluation.

NEW BUSINESS-

Motion was made by Kathy, seconded by Annette, to approve the LIBRARY PETTY CASH policy without any changes. Motion carried.

Motion made by Annette, seconded by Marney, to approve the OPEN MEETING policy without any changes. Motion carried.

THE CONFLICT-of-INTEREST policy approval is pending further review.

There being no further business, Annette made the motion to adjourn, seconded by Stan at 7pm. Motion carried.

Respectfully submitted,

Kathy Kanaley,

Secretary