

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday, May 9, 2023

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

Excused- Thomas Reigstad

The May Meeting was held at the Kenmore Library and called to order at 5:35 pm.

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

Motion made by Annette seconded by Marney to accept the minutes of the April 11, 2023 meeting as presented. Motion carried.

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

Report of Chair-

Rick formally welcomed Sharon Sullivan to the board.

Rick reminded members of the ACT meeting which will be held Saturday, May 20 at 8:30 am at the Buffalo Central location.

Rick commended Mary for her perseverance in getting the Kenmore elevator fixed.

Report of the Director-

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

**KENILWORTH**

**Statistics**

**April 2023 (compared to April 2022)**

- Circulation: 5,462 (first checkouts only = 2,699); 4,759 in 2022
- Visitor count: 3,206; 2,419 in 2022
- PAC: 321; 364 in 2022
- WiFi: 395; 417 in 2022
- Number of programs: 17; 22 in 2022
- New library card applications: 29 adult and 13 children for 42 total

**In Library Programs:**

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a ‘Noodle Boat’ make-at-home craft for kids. There were 45 participants in April.
- **‘Brick Boxes’ LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 4 participants in April.
- **Books and Barks** program had 5 participants in April.
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 36 adults and 38 children for a total of 74 attendees in April.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 6 participants in April.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 14 participants in April.
- **Tea Party with Elsa**, presented by Emmalee’s Memories and facilitated by **Librarian Kathy Galvin**, had 12 adults and 16 children for a total of 28 participants.
- **‘Talk on the Wild Side’**, presented by Hawk Creek Wildlife Center, had 31 attendees.
- **The Bookmobile** visited the Kenilworth library on April 3<sup>rd</sup> during it’s ‘Bookin’ it to the Branches’ tour.
- **‘Spring Break at the Library’**, facilitated by **Kenilworth Library Staff**, included Button Making (10 participants) and Messy Art Day (46 participants).

**Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: ‘What is a Strange Fact That You Know?’; ‘Do You Still Read Print News?’; ‘What Are You Reading Now?’; ‘Do You Have Any Gardening Plans?’. The total number of people reached in April (combined KNL & KNM) was 1,113. Number of engagements in April was 36.

**Tutoring Sessions:**

There were 8 tutoring and/or therapy sessions at the Kenilworth Library in April.

**Adult Technology Programs:**

There was one staff technology training session in April.

**Tours/Outreach:**

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

**Displays:**

- Children's Area - Gardening & Spring materials  
Adult area (near requests) - Biographies and memoirs of Women
- Lobby display case - Child Abuse Prevention month display
- Outside display case - 'Rainy Days, Cozy Reads'

**Community Room Use:**

The Community Room was used 4 times during the month of April.

**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

**Materials Budgets:**

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

MAT = \$3,561 (minus \$1,843 spent to date) = \$1,718

Candy bar sales April 2023 = \$37 (YTD = \$184)

Discarded materials sales April 2023 = \$25 (YTD = \$137)

Donations April 2023 = \$17 (YTD = \$170)

Book Bags April 2023 = \$4 (YTD = \$14)

Magnet sales April 2023 = \$8 (YTD = \$24)

## KENMORE

### Statistics

#### April 2023 (compared to April 2022)

- Circulation: 25,656 (#4 behind AUD, CFD & CEN) (first checkouts only = 12,031); 21,936 in 2022
- Visitor Count: 8,257; 7,901 in 2022
- PAC: 1,247; 1,337 in 2022
- WiFi: 1,919; 1,988 in 2022
- Number of programs: 68; 64 in 2022
- New library card applications: 98 adult and 21 children for 119 total

#### In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Noodle Boat' make-at-home craft for kids. There were 90 participants in April.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 9 attendees in April.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 26 participants in April.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 13 participants in April.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 24 participants in April.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was canceled in April due to no volunteer dog/handler available for program.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in April. There were 28 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in April. There were 22 participants.
- **Volunteer Notary Mary Jablonski** helped 9 patrons in April.
- **Volunteer Computer Coach Kevin Garvey** helped 7 patrons in April.
- **Volunteer Computer Coach Rich Scalfani** helped 3 patrons in April.
- **Volunteer Computer Coach Deborah Weaver** helped 6 patrons in April.
- **Volunteer Computer Coach Lisa Sandquist** helped 8 patrons in April.
- **Tinker Tuesdays**, facilitated by **Kenmore Staff**, had 38 participants in the month of April.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 8 participants in April.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 22 participants in April.
- **Build-A-Button Thursdays**, facilitated by **Kenmore Staff**, had 2 participants in the month of April.
- **Free Play Saturday!**, facilitated by **Librarian Nicole Brown**, had 13 participants in April.

- **The Checkout newsletter**, facilitated by **Library Manager Nicole Bermingham**, had 5 participants in April.
- **The Bookmobile** visited the Kenmore library on April 3<sup>rd</sup> during it's 'Bookin' it to the Branches' tour.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 64 adults and 84 children for a total of 148 attendees in April.
- **Family Story Time**, facilitated by **Librarian Heather Bermingham**, had 69 adults and 63 children for a total of 132 attendees in April.
- **Toddler Story Time**, facilitated by **Librarian Nicole Brown**, had 57 adults and 53 children for a total of 110 attendees in April.
- **Book Babies Story Time**, facilitated by **Librarian Nicole Brown**, had 64 adults and 66 children for a total of 130 attendees in April.
- **'Talk on the Wild Side'**, presented by Hawk Creek Wildlife Center, had 37 attendees.
- **'Spring Break at the Library'**, facilitated by **Kenmore Library Staff**, included: Board Games (17 participants); Tinker with Toys (68 participants); Crafts (35 participants); and Button Making (30 participants).

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz** : 'What is a Strange Fact That You Know?'; 'Do You Still Read Print News?'; 'What Are You Reading Now?'; 'Do You Have Any Gardening Plans?'. The total number of people reached in April (combined KNL & KNM) was 1,113 and the number of engagements in April was 36.

#### **Tutoring:**

There were 9 tutoring and/or therapy sessions at the Kenmore Library in April.

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

Book-A-Tech-Trainer, facilitated by Staff from the CEN Tech-Know Lab, had 5 participants.

#### **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

**Community Room Use:**

The meeting rooms were used 28 times in the month of April.

**Study Room Use:**

The study rooms were used 136 times in the month of April.

**Materials Budgets:**

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

MAT = \$7,317 (minus \$5,102 spent to date) = \$2,215

Candy bar sales for April 2023 = \$174 (YTD = \$559)

Discarded materials sale for April 2023 = \$89 (YTD = \$470)

Donation Box April 2023 = \$60 (YTD = \$213)

Book bag sales in April 2023 = \$36 (YTD = \$124)

Magnet sales in April 2023 = \$12 (YTD = \$37)

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

- **Manager-Director Monthly Meeting** was attended via Zoom by **Library Director Mary Muscarella and Library Manager Nicole Bermingham.**
- **'Build With, Not For: Community Engagement'** webinar, presented by Northern New York Library Network, was viewed by **Library Director Mary Muscarella.**
- **'Library Marketing 101: A Step-By-Step Approach'** webinar, presented by Long Island Library Resources Council, was viewed by **Library Director Mary Muscarella.**
- **'Library Trustee/Library Director Relationship'** webinar, presented by Mid-Hudson Library System, was viewed by **Library Director Mary Muscarella and Library Trustee Marney Klein.**
- **'Dealing with Patrons Under the Influence of Alcohol and Drugs'** webinar, presented by Library 2.0, was viewed by **Library Director Mary Muscarella**

**Correspondence:****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 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 money will be used to purchase security cameras and DVR system.

- Amherst Alarm installed 3 security cameras and a DVR system at the Kenilworth Library on Thursday, April 27<sup>th</sup>. All of the cameras are outside – two cameras are directed at the parking lot and ramp entrance, and one camera is directed at the Cambridge St. entrance.
- Staff – no changes in April.
- Parking lot at Kenmore branch needs to be re-striped and new signage added to indicate ONE WAY.
- Kenmore Library elevator was repaired on Friday, April 21<sup>st</sup>.
- Ken-Ton Friends of the Library held a book sale on March 30<sup>th</sup>, 31<sup>st</sup> & April 1<sup>st</sup>
- Teens causing problems at the Kenmore library after school (see Incident Reports)

#### **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.
- Discuss using Key Bank debit card for Amazon purchases.
- A.C.T. Workshop and luncheon on Saturday, May 20<sup>th</sup> at the Central Library. Need to RSVP and include payment by Friday, May 12<sup>th</sup>.
- Annual carpet cleaning by Busch Cleaning Service at both KNL and KNM will take place over Memorial Day weekend.

#### **UPCOMING:**

- Book club at Kenmore Library with Mary on Tuesday, May 21<sup>st</sup> at 6:45pm will be discussing *'Less'* by Andrew Sean Greer.
- Book Club at Kenilworth Library in June with Kathy Galvin will discuss *'Cutting for Stone'* by Abraham Verghese.
- 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 '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

Review of monthly stats from both locations. Increase in programs now that people are getting out again after covid. Full Report attached.

Exterior security cameras have been installed at the Kenilworth library.

Mary opened a 13month CD at Key Bank earning 4% interest and a 10-month CD also at Key with 4.75% interest with funds from our existing accounts.

Carpets at both locations will be cleaned during Memorial weekend when the libraries are closed.

Kenmore Police were called to assist with asking students to leave who had become unruly and destructive. KPD will follow up with the students, their school and families.

Carl will look into the requirements for tentative plans to change the restrooms at Kenmore.

Kenilworth has started to collect items for their "Library of Things."

Mary is diligently working with the vendor to get the recently purchased chairs which have broken and replaced.

Mary has met with Town staff on the restroom project at Kenilworth.

New Business-



The board will meet after the June meeting to discuss Mary's Library III evaluation.

The board approved purchase of "Aunt Flow" products for our women's restrooms.

The board agreed to hold the fall picnic at Kenilworth on the evening of September 15<sup>th</sup>. We will repeat last year's event, which was very successful.

Review of the Study room use policy will be voted on via email as there were many recommended changes.

There being no further business, a motion was made by Annette seconded by Stan to adjourn at 7:05pm. Motion carried.

Next meeting is scheduled for June 13<sup>th</sup>, 2023, at 5:30 pm at the Kenmore location.

Respectfully submitted,

Kathleen Kanaley

Secretary