

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday January 10, 2023

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

The meeting was held at the Kenmore Library and called to order at 5:37 pm.

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

Motion made by Annette, seconded by Mark to accept the minutes of the December 13, 2022, meeting with changing 'blizzard' to 'Thanksgiving snowstorm'. Motion carried.

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

REPORT of the CHAIR-

Rick introduced Thomas Reigstad, who is interested in becoming a Library Trustee.

Rick reminded the board of the ACT meeting to be held Saturday 1/21/23 from 9-1pm at the West Seneca Library. Attendance at ACT meetings will count as part of the new Trustee education requirements.

Rick announced that Town of Tonawanda Councilman, Carl Szarek, has been appointed Library liaison.

## REPORT of the DIRECTOR-

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

### KENILWORTH

#### Statistics

##### December 2022 (compared to December 2021)

- Circulation: 5,081; 3,153 in 2021 *\*increase partially due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2,138; 2,120 in 2021
- PAC: 311; 329 in 2021
- WiFi: 374; 386 in 2021
- Number of programs: 16; 20 in 2021
- New library card applications: 9 adult and 4 children for 13 total

#### In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Marshmallow Snowman!' make-at-home craft for kids. There were 35 participants in December.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 0 participants in December.
- **Book Club**, facilitated by **Librarian Nicole Brown**, had 2 participants in December.
- **Button Mania Wednesdays**, facilitated by KNL Staff, had 3 participants in December.
- **Holiday Card Making Station** had 60 total participants for December.
- **Winter Break 'Button Bonanza'** had 3 participants.
- **Winter Break 'Craft Soup'** had 12 participants.
- **Winter Break 'Movie Matinee'** had 0 attendees.

#### Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Do You Watch Films That Win Awards?; What Is the Best Book You Ever Read?; Do You Give Books as Gifts?; What is the Best Thing That Happened to You This Year? The total number of people reached in December (combined KNL & KNM) was 1,246. Number of engagements in December was 62.

#### Tutoring Sessions:

There were 15 tutoring and/or therapy sessions at the Kenilworth Library in December.

**Adult Technology Programs:**

Book-A-Technology Trainer, facilitated by CEN staff, had 1 participant in December.

**Tours/Outreach:**

**Ripen With Us Preschool visit**, facilitated by **Librarian Kathy Galvin**, had 1 adult and 6 children for a total of 7 attendees.

**Franklin Elementary class visit**, facilitated by **Librarian Kathy Galvin**, had 3 adult and 18 children for a total of 21 attendees.

**Displays:**

- Children's Area - Christmas/Winter Holiday books
- Adult area (near requests) - Christmas/Holiday fiction & non-fiction
- Lobby display case - Christmas/Winter Holiday materials

**Community Room Use:**

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

**Other:**

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired
- The Kenilworth Library was closed on Friday, December 23<sup>rd</sup> and Tuesday, December 27<sup>th</sup> due to weather.

**Materials Budgets:**

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

MAT = \$3,765 (minus \$3,765 spent to date) = \$0

Candy bar sales December 2022 = \$52 (Year End = \$261)

Discarded materials sales December 2022 = \$51 (Year End = \$566)

Donations December 2022 = \$55 (Year End = \$351)

Book Bags December 2022 = \$2 (Year End = \$98)

Magnets sale December 2022 = \$2 (Year End = \$85)

## KENMORE

### Statistics

#### December 2022 (compared to December 2021)

- Circulation: 22,483 (#3 behind CFD & CEN); 12,477 in 2021 \* increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 5,846; 6,132 in 2021
- PAC: 988; 1,252 in 2021
- WiFi: 1,400; 1,653 in 2021
- Number of programs: 48; 44 in 2021
- New library card applications: 48 adult and 9 children for 57 total

#### In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Marshmallow Snowman!' make-at-home craft for kids. There were 65 participants in December.
- **Holiday Graham Cracker Houses**, facilitated by **Librarian I Nicole Brown**, had 25 adults and 40 children for a total of 65 participants.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 7 (virtual) attendees in December.
- **'Bricks-To-Go' LEGO** program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 24 participants in December.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 11 adults and 12 children for a total of 23 participants.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 35 participants in December.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, had 4 adults and 6 children for a total of 10 participants in December.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in December. There were 20 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in December. There were 7 participants.
- **'The Checkout' newsletter**, facilitated by **Librarian II Nicole Bermingham**, had 4 participants.
- **'Stick Together' poster project** had 50 participants.
- **Intermediate Tarot**, facilitated by **Melissa Bee**, had 6 attendees.
- **NYS Citizen Preparedness Training**, facilitated by Adam Winters, Master Sargent, USAF, had 3 attendees.
- **Volunteer Notary Mary Jablonski** helped 3 patrons in December.
- **Volunteer Computer Coach Kevin Garvey** helped 6 patrons in December.
- **Volunteer Computer Coach Rich Scalfani** helped 7 patrons in December.
- **Tinker Tuesdays**, facilitated by **Kenmore Staff**, had 16 participants in the month of December.

- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 12 participants in December.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 21 participants in December.
- **Build-A-Button Thursdays**, facilitated by **Kenmore Staff**, had 13 participants in the month of December.

#### **Virtual Programs:**

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: Do You Watch Films That Win Awards?; What Is the Best Book You Ever Read?; Do You Give Books as Gifts?; What is the Best Thing That Happened to You This Year? The total number of people reached in December (combined KNL & KNM) was 1,246. Number of engagements in December was 62.

#### **Tutoring:**

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

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

**Book-A-Technology-Trainer**, facilitated by **Central Library TechKnow Lab staff**, had 7 participants.

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

- **Big Picture Program bookmark makers**, facilitated by **Branch Manager Nicole Bermingham**, had 1 adult and 4 teens for a total of 5 participants.

#### **Displays:**

- Lobby display case – Winter break at the Library promotional display
- Children’s area – ‘We Hope These Reads Are BEARable’ (children’s books about bears)
- Extra table – ‘The Great Courses’ selections
- Trough Display – Enjoy a Facebook (books with faces on cover)/Holiday Movies
- Table near desk – Winter Break at the Library promotional display

#### **Community Room Use:**

The meeting rooms were used 12 times in the month of December.

#### **Study Room Use:**

The study rooms were used 87 times in the month of December.

**Materials Budgets:**

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

MAT = \$7,528 (minus \$7,428 spent to date) = \$100

Candy bar sales for December 2022 = \$84 (Year End = \$1,608)

Discarded materials sale for December 2022 = \$118 (Year End = \$1,306)

Donation Box December 2022 = \$35 (Year End = \$784)

Book bag sales in December 2022 = \$16 (Year End = \$316)

Magnet sales in December 2022 = \$5 (Year End = \$206)

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

- **'Weed 'em and Reap: Getting your Collection from Awful to Awesome'** webinar, presented by WebJunction, was viewed by **Librarian II Nicole Bermingham**.
- **'Social Work Approaches to Library Services'** webinar, presented by WebJunction, was viewed by **Librarian II Nicole Bermingham**.
- **'Getting Started with Libby'** webinar, presented by Overdrive, was viewed by **Senior Page Emily Laufer**.
- **'Hoopla Introduction'** training, presented by BECPL TechKnow Lab, was viewed by **Page Julia Purpora**.
- **Manager-Director Monthly Meeting** was listened to on audio recording by **Library Director Mary Muscarella and Librarian II Nicole Bermingham**.
- **'Disinformation and the Literacy Landscape'** webinar, presented by Niche Academy, was viewed by **Librarian II Nicole Bermingham**.

**Correspondence:**

Donation from Community Foundation for Greater Buffalo - Normandy Fund \$300

Donation from Marie & Jay Novello in honor of Diane & Art Kirchberger - \$100

**Other:**

- The Kenmore Library was closed Friday, December 23<sup>rd</sup> and Tuesday, December 27<sup>th</sup> due to weather emergency.
- The Friends of the Ken-Ton Library held a Book Sale on Thursday, December 1<sup>st</sup> to Saturday, December 3<sup>rd</sup>.
- A.C.T meeting is scheduled for Saturday, January 21<sup>st</sup> at the West Seneca library starting at 8:30am.
- 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, as well as new seating for the staff workroom were received. Total cost of these items was 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.
- Staff - no changes in December.

#### **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. SHPO review had finding of '*No Adverse Impact*'.

#### **UPCOMING:**

- Book club at Kenmore Library with Mary on Tuesday, January 17<sup>th</sup> at 6:45pm will be discussing '*The Sound of Gravel*' by Ruth Wariner.
- Book Club at Kenilworth Library in February with Kathy Galvin will discuss '*Born a Crime: Stories from a South African Childhood*' by Trevor Noah.
- Toddler Story time
- Book Babies Story Time
- Family Story Time
- Preschool Story Time
- Sensational Story Time at KNL
- 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.

Mary reported both libraries were closed on 12/23 and 12/27 due to the blizzard.

The Friends held a Book Sale on 12/1-12/3. The proceeds from these periodic smaller sales are given to the library as unrestricted funds.

Motion made by Kathy, seconded by Mark to accept the B&EC Public Library Personnel Policy Handbook (2023-1) for use in the Town of Tonawanda Libraries. Motion carried. An affirmation of this action was read by Mary and will be sent to Central.

Mary's complete report is attached.

Unfinished Business-

Motion made by Kathy, seconded by Marney, to accept the recently revised bylaws. Motion carried,

Upon review, a motion was made by Marney, seconded by Mark, to accept the Claims Audit Policy without changes. Motion carried.

Upon review, a motion was made by Stan, seconded by Annette to accept the Gift & Donor Recognition Policy without changes. Motion carried.

It was suggested that worker, Jim Seipel, is nominated for this year's Parkhurst Award. Mary will follow up with Jim's work coach for approval.

Members answered questions regarding the Board and Mary gave a summary of the library activity and funding to Mr. Reigstad. Mary will follow up with Mr. Reigstad to ascertain his interest in joining the Board.

There being no further business, Annette made a motion, seconded by Stan to adjourn the meeting at 7:15pm. Motion carried.

Respectfully submitted,

Kathy Kanaley