

Town of Tonawanda Public Library

Board of Trustees

February 14, 2023

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

Excused- Mark Jowett

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

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

Motion made by Annette, seconded by Stan to accept the minutes of the January 2023 meeting with meeting date corrected. Motion carried.

Motion made by Marney, seconded by Annette to accept the report of the Treasurer as presented. Motion carried. Mary will investigate Northwest Bank's offering of a 9 month CD for possible transfer from Key Bank.

REPORT of CHAIR-

Rick welcomed Tom Reigstad to the Board .

Rick reported on the ACT meeting that was held in West Seneca. John Spears presented and included Erie County Library budget information.

Rick introduced Carl Szarek, the Town Board library liaison. Carl gave an update on the Town's improvements and plans including the Aquatic Center and Brighton splash pad to name a few.

REPORT of the DIRECTOR-

Bullet Aid(\$10,000) from Senator Ryan will be used for new public restroom dividers and Amherst Alarm upgrade.

Some of the\$10,000 for Kenilworth will be used to purchase the “Library of Things.” This new library has been successful in other local libraries and consists of items such as record player, metal detector, projector screens. Items will be checked out for 7 days and must be returned for the issuing library.

Mary’s full report is attached. Increase in circulation stats for both locations can be attributed in part to auto renewals.

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

KENILWORTH

Statistics

January 2023 (compared to January 2022)

- Circulation: 5,909; 2,728 in 2022 **increase partially due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2,551; 2,362 in 2022
- PAC: 381; 319 in 2022
- WiFi: 455; 311 in 2022
- Number of programs: 12; 18 in 2022
- New library card applications: 29 adult and 4 children for 33 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a ‘Year of the Rabbit’ make-at-home craft for kids. There were 35 participants in January.
- ‘**Brick Boxes**’ LEGO program, facilitated by **Library Clerk Beth Scibetta**, had 1 participant in January.
- **Books and Barks** program was canceled because there was no volunteer available from the SPCA.
- **Sensational Story Time**, facilitated by **Librarian Kathy Galvin**, had 5 adults and 6 children for a total of 11 attendees for January.
- **Book Club**, facilitated by **Librarian Nicole Brown**, had 5 participants in January.

- **Button Mania Wednesdays**, facilitated by KNL Staff, had 8 participants in January.
- **Little Free Thrift Shop**, facilitated by **Library Associate Margaret Kunz**, had 11 participants.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Are You Attending Story Times? Have You in the Past?'; 'Do You Have a Reading Resolution?'; 'What's Your Go-To Comfort Food?'; 'Inspirational Stories to Share' The total number of people reached in January (combined KNL & KNM) was 1,208. Number of engagements in January was 16.
- **Winter Reading Wonder**, online reading challenge, had 6 participants from KNL in January.

Tutoring Sessions:

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

Adult Technology Programs:

Book-A-Technology Trainer, facilitated by CEN staff, had 3 participants in January.

Tours/Outreach:

Ripen With Us Preschool visit, facilitated by **Librarian Kathy Galvin**, had 1 adult and 7 children for a total of 8 attendees.

Displays:

- Children's Area – Be Brave, Be Kind, Be You ! (self esteem books for kids)
- Adult area (near requests) – Financial Literacy
- Lobby display case – Winter Display
- Outside display case – Buffalo Bills

Community Room Use:

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

Other:

- Kenilworth parking lot needs to be re-surfaced and striped.
- Concrete sidewalk from front of building to Cambridge Ave needs to be repaired
- Applied for a free bike rack from GOBike Buffalo – recipients will be notified in March 2023
- NARCAN distribution box placed in hallway outside of public restroom

Materials Budgets:

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

MAT = \$3,561 (minus \$0 spent to date) = \$3,561

Candy bar sales January 2023 = \$48 (YTD = \$48)

Discarded materials sales January 2023 = \$56 (YTD = \$56)

Donations January 2023 = \$31 (YTD = \$31)

Book Bags January 2023 = \$2 (YTD = \$2)

Magnet sales January 2023 = \$4 (YTD = \$4)

KENMORE

Statistics

January 2023 (compared to January 2022)

- Circulation: 26,200 (#3 behind CFD & CEN); 12,948 in 2022 *increase partially due to incorporation of auto renewals in circulation numbers
- Visitor Count: 7,623; 6,120 in 2022
- PAC: 1,266; 1,219 in 2022
- WiFi: 1,772; 1,557 in 2022
- Number of programs: 58; 50 in 2022
- New library card applications: 126 adult and 33 children for 159 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Year of the Rabbit' make-at-home craft for kids. There were 65 participants in January.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 10 attendees in January.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Heather Bermingham** and **Library Clerk Stephen Carson**, had 26 participants in January.
- **Lego Club program**, facilitated by **Librarian Heather Bermingham**, had 12 adults and 15 children for a total of 27 participants.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 32 participants in January.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was canceled because there was no volunteer available from SPCA.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in January. There were 21 teen participants.
- **Knit & Crochet Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in January. There were 16 participants.
- **Volunteer Notary Mary Jablonski** helped 4 patrons in January.
- **Volunteer Computer Coach Kevin Garvey** helped 6 patrons in January.
- **Volunteer Computer Coach Rich Scalfani** helped 16 patrons in January.
- **Volunteer Computer Coach Deborah Weaver (NEW!)** helped 3 patrons in January.

- **Tinker Tuesdays, facilitated by Kenmore Staff**, had 71 participants in the month of January.
- **Craft Night**, facilitated by **Library Director Mary Muscarella**, had 8 participants in January.
- **Board Game Saturdays**, facilitated by Kenmore staff, had 54 participants in January.
- **Build-A-Button Thursdays, facilitated by Kenmore Staff**, had 16 participants in the month of January.
- **Book Babies Story time**, facilitated by **Librarian Nicole Brown**, had 47 adults and 39 children for a total of 86 participants in January.
- **Toddler Time Story Time**, facilitated by **Librarian Nicole Brown**, had 45 adults and 45 children for a total of 90 participants in January.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, had 51 adults and 57 children for a total of 108 participants in January.
- **Family Story Time**, facilitated by **Librarian Heather Bermingham**, had 32 adults and 36 children for a total of 68 participants for the month of January.

Virtual Programs:

- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: ‘Are You Attending Story Times? Have You in the Past?’; ‘Do You Have a Reading Resolution?’; ‘What’s Your Go-To Comfort Food?’; ‘Inspirational Stories to Share’. The total number of people reached in January (combined KNL & KNM) was 1,208. Number of engagements in January was 16.
- **Winter Reading Wonder** online reading program, facilitated by **Librarians Nicole Brown and Jill Jablonski**, had 33 participants from KNM in January.

Tutoring:

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

Adult Technology programs:

There were no adult technology programs in January.

Tours/Outreach:

Big Picture Program bookmark makers, facilitated by **Branch Manager Nicole Bermingham**, had 2 adults and 7 teens for a total of 9 participants.

Displays:

- Lobby display case – ‘Winter Reading Wonder’ promotional display
- Children’s area – New Year, New Books
- Extra table – ‘Winter Reading Wonder’ & Puppy Patrol program
- Trough Display – Mysteries/Off the Beaten Path Choices
- Table near desk – Famous First Lines (books with engaging first lines)

Community Room Use:

The meeting rooms were used 21 times in the month of January.

Study Room Use:

The study rooms were used 116 times in the month of January.

Materials Budgets:

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

MAT = \$7,317 (minus \$0 spent to date) = \$7,317

Candy bar sales for January 2023 = \$90 (YTD = \$90)

Discarded materials sale for January 2023 = \$118 (YTD = \$118)

Donation Box January 2023 = \$31 (YTD = \$31)

Book bag sales in January 2023 = \$26 (YTD = \$26)

Magnet sales in January 2023 = \$4 (YTD = \$4)

Meetings/Conferences/Trainings/Presentations:

- **'Level Up Your Book Displays'** webinar, presented by Niche Academy, was viewed by **Librarians Kathy Galvin, Jill Jablonski and Nicole Bermingham.**
- **'How to Keep Yourself Safe when Shopping, Surfing or Working on the Internet'** webinar, presented by TechTalk, was viewed by **Clerk Beth Scibetta, Sr. Page Kathy Bauer, Library Director Mary Muscarella and Sr. Page Connie Brinkworth.**
- **'Libraries and the Substance Abuse Crisis'** webinar, presented by Niche Academy, was viewed by **Library Director Mary Muscarella.**
- **'Library of Things'** webinar, presented by WebJunction, was viewed by **Library Director Mary Muscarella.**
- **Manager-Director Monthly Meeting** was attended via Zoom by **Library Director Mary Muscarella, and viewed afterwards by Library Manager Nicole Bermingham.**
- **'Disinformation and the Literacy Landscape'** webinar, presented by Niche Academy, was viewed by **Librarian II Nicole Bermingham.**

Correspondence:

Donation from patron Anne Moot - \$200

Other:

- Final Report for the Tonawanda Community Environmental Grant was submitted electronically to the Community Foundation for Greater Buffalo on January 18th.
- Bullet Aid from Senator Ryan (money has been rec'd) - \$10,000 for Kenmore branch and \$10,000 for Kenilworth branch. It is proposed that the money be used at the Kenmore branch to purchase new restroom dividers for public restrooms

on the lower level, and to purchase some items 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'.

- Staff – no changes in January.
- Parking lot at Kenmore branch needs to be re-stripped and new signage added to indicate ONE WAY.
- NARCAN distribution box placed in upstairs public restroom

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 final 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, February 21st at 6:45pm will be discussing '*Verity*' by Colleen Hoover.
- Book Club at Kenilworth Library in March with Kathy Galvin will discuss '*Klara and the Sun*' by Kazuo Ishiguro.
- Toddler Story time
- Book Babies Story Time
- Family Story Time
- Preschool Story Time
- Sensational Story Time at KNL
- Weekly Facebook Challenges
- Winter Break (February 19th-25th) special events at both locations
- '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.
- 'Take Your Child to the Library Day' Saturday, Feb. 4th. Costume character, scavenger hunt, button-making & crafts. (door count was 510 !! usual Saturday door count is 300)

NEW BUSINESS-

After review, Annette made a motion, seconded by Marney, to accept the Bulletin Board Policy without changes. Motion carried.

After review, Kathy made a motion, seconded by Stan, to accept the Display Case Policy without changes. Motion carried.

After review, Marney made a motion, seconded by Tom to accept the Distribution Policy without changes Motion carried.

There being no further business, Annette made the motion, seconded by Marney, to adjourn the meeting at 7:25PM. Motion carried.

Respectfully submitted,

Kathy Kanaley

Secretary