

Town of Tonawanda Public Library

Board of Trustees Meeting

Thursday March 12, 2022

Attendees- Mary Muscarella, Richard Geer, Stanley Pustulka, Annette Della Posta, Marney Klein, Kathy Kanaley

Excused- Nicole Pauley Rejewski, Mark Jowett

In person meeting was held at the Kenilworth Branch and was called to order at 5:40 pm.

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

Motion made by Marney, seconded by Stan to accept the minutes of the February 8, 2022, meeting as presented. Motion carried.

Following a review of the Key Bank statements and approval of the monthly bills, a motion was made by Kathy, seconded by Annette to accept the treasurer's report as presented. Motion carried.

REPORT of the CHAIR-Rick reported a selection had been made for the new Director of the B&ECLS. John Spears, who was Director of the Pike's Peak System, accepted a three-year contract beginning this spring.

Rick attended the annual State of the Town address given by Town Supervisor Joseph Emminger who reported the Town to be in good fiscal shape.

REPORT of the DIRECTOR- Mary also attended the State of the Town address. There was nothing specifically mentioned about the libraries.

Mary's complete report is attached.

Monthly Report
Prepared by Mary Muscarella
Town of Tonawanda Libraries – Kenilworth & Kenmore branches
FEBRUARY 2022

KENILWORTH

Statistics

February 2022 (compared to February 2021)

- Circulation: 2983; 3166 in 2021
- Visitor count: 2297; 2515 in 2021
- PAC: 356; 413 in 2021
- WiFi: 319; 492 in 2021
- Number of programs: 20; 12 in 2021
- Attendance at programs: 195; NA in 2021
- New library card applications: 19 adult and 1 children for 20 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a ‘Lunar Lantern’ make-at-home craft for kids. There were 35 participants in February.
- **‘Books and Barks’** program, facilitated by **Librarian Kathy Galvin**, was held on February 16th. There were 7 participants.
- **‘Brick Boxes’** LEGO program, facilitated by **Library Clerk Beth Scibetta**, had 0 participants in February.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 4 participants in February.
- **Adult Take & Make** craft kit, facilitated by **Library Director Mary Muscarella**, featured ‘Sharpie design Mug’. There were 12 participants in February.
- **Valentine’s Day card making station**, facilitated by **Branch Manager Nicole Bermingham**, had 16 adults and 27 children for a total of 43 participants.
- **Book-A-Technology-Trainer**, presented by the **TechKnow Lab**, had 3 participants.

Virtual Programs:

- **Storytime on Facebook** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton** on Tuesdays and **Librarian Jill Jablonski** on Thursdays. Combined KNL & KNM total of 471 views in the month of February.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: “What is the Best Library You Have Ever Been To?”; “Is There a Book That Changed Your Life?”; “Finish This Sentence: Libraries Are....”; “Thoughts About the Winter Olympics”. The total number of people reached in February (KNL & KNM combined) was 2313. Number of engagements in February was 258.

- **Winter Reading Wonder** online contest had 8 Kenilworth participants.

Tutoring Sessions:

There were 16 tutoring/therapy sessions at the Kenilworth Library in February.

Adult Technology Programs:

NONE

Tours/Outreach:

NONE

Displays:

- Children's Area - Black History picture books & Non-fiction
- Adult area (near requests) - *Indulge Your Sentimental Side* (romantic books & movies)
- Adult area (near fiction) - Read Like Reese (display of titles from Reese Witherspoon's popular book club)
- Lobby display case - Ken-Sheriton Garden Club

Community Room Use:

The community room was not used by any outside groups during the month of February.

Other:

- Kenilworth parking lot needs to be re-surfaced and striped. (on hold until spring)

Materials Budgets:

AV = \$1315 (same as 2021)

MAT = \$3765 (same as 2021)

Candy bar sales February 2022 = \$17 (YTD = \$30)

Discarded materials sales February 2022 = \$58 (YTD = \$106)

Donations February 2022 = \$14 (YTD = \$46)

Book Bags February 2022 = \$8 (YTD = \$18)

Magnets sale February = \$3 (YTD = \$15)

KENMORE

Statistics

February 2022 (compared to February 2021)

- Circulation: 13,685 (#3 behind AUD & CFD); 12,689 in 2021
- Visitor Count: 7448; 5005 in 2021
- PAC: 1298; 745 in 2021
- WiFi: 1675; 1071 in 2021
- Number of programs: 55; 17 in 2021
- Attendance at programs: 643; NA in 2021
- New library card applications: 78 adult and 20 children for 98 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Lunar Lantern' make-at-home craft for kids. There were 65 participants in February.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 7 attendees for February.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Joe Patton**, had 13 participants in February.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 28 participants.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski** on Tuesdays at 10:30am, had a total of 31 participants.
- **Preschool Story Time**, facilitated by **Librarian Nicole Brown** on Wednesdays at 6:30pm, had a total of 30 participants.
- **Scavenger Hunt for 'Take Your Child to the Library Day'**, facilitated by **Librarian Nicole Brown**, had 120 participants.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on February 19th. There were 6 adults and 9 children for a total of 15 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in February (2/2, 2/9, 2/16 & 2/23). There were 25 teen participants.
- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in February (2/7; 2/14; 2/21 & 2/28). There were 16 participants.
- **Volunteer computer coach** provided one-on-one computer/technology assistance to patrons on a drop-in basis. He assisted a total of 3 patrons in February.
- **Volunteer Notary Mary Jablonski** helped 8 patrons in February.
- **Adult Take & Make** craft kit, facilitated by **Library Director Mary Muscarella**, featured 'Sharpie Design Mug'. There were 24 participants in February.
- **Board Game Sundays**, held on 2/6, 2/13, 2/20 & 2/27 had 17 adults, 13 teens & 13 children for a total of 43 participants in the month of February.
- **Tinker Tuesdays**, held on 2/1, 2/8, 2/15, 2/22 had 12 adults and 24 children for a total of 36 participants in the month of February.

- **Build-A-Button Thursdays**, held on 2/3, 2/10, 2/17 & 2/24 had 9 adults, 1 teen and 9 children for a total of 19 participants in the month of February.
- **Valentine's Day Card Making Station**, facilitated by **Branch Manager Nicole Bermingham**, had 230 participants.
- **Break for Board Games** (out during school break week), had a total of 13 participants.

Virtual Programs:

- **Storytime on Facebook live** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton on Tuesdays and Librarian Jill Jablonski on Thursdays**. Combined KNL & KNM total of 471 views in the month of February.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: The total number of people reached in February (combined KNL & KNM) was 2313. Number of engagements in February was 258.
- **Winter Reading Wonder** online contest had 47 Kenmore Library participants.

Tutoring:

There were 12 tutoring/therapy sessions at the Kenmore Library in February.

Adult Technology programs:

- **Book-A-Technology-Trainer**, facilitated by **TechKnow Lab**, had 5 participants.

Tours/Outreach:

NONE

Displays:

- Lobby display case - BABES (Buffalo Area Beading Enthusiasts)
- Children's area - Take Your Child to the Library Day Scavenger Hunt
- Teen area - Kenmore Library News & KNL Zine
- Trough Display - 'Dude, Where's Your Shirt?' (romance fiction)
- Adult area - Winter Reading Contest & Friends of the Library Basket Raffle

Community Room Use:

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

Study Room Use:

The study room was used 12 times in the month of February.

Materials Budgets:

AV = \$2540 (same as 2021)

MAT = \$7528 (same as 2021)

Candy bar sales for February 2022 = \$137 (YTD = \$251)

Discarded materials sale for February 2022 = \$104 (YTD = \$177)

Donation Box February 2022 = \$57 (YTD = \$137)

Book bag sales in February 2022 = \$24 (YTD = \$46)

Magnet sales in February = \$21 (YTD = \$86)

Friends of the Library basket raffle = \$55

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting**, held online via Zoom on Wednesday, February 9th was attended by **Library Director Mary Muscarella** and **Library Manager Nicole Bermingham**.
- **'Transitioning to Libby: Tips for winding down the Overdrive app and welcoming more readers to Libby'** webinar, presented by Overdrive, was viewed by **Librarian Kathy Galvin, Library Associate Margaret Kunz, Librarian Nicole Brown, Branch Manager Nicole Bermingham, Sr. Page James Gugliuzza, Sr. Page Annette King, Sr. Page Pat Lahti, Sr. Page Debby Lester, and Sr. Page Olivia Schneggenburger**.
- **'New & Upcoming Kids Books'** webinar, presented by Rochester Regional Library Council, was viewed by **Librarian Kathy Galvin**.
- **'Working with EXCEL'** training, presented by BECPL TechKnow Lab, was attended by **Librarian Kathy Galvin**.
- **'Copyright for Libraries'** webinar, presented by Niche Academy, was viewed by **Branch Manager Nicole Bermingham**.
- **'Unattended Children'** webinar, presented by Homeless Training Institute, was viewed by **Library Director Mary Muscarella**.
- **'Introduction to StackMap'** webinar, presented by WNYLRC, was viewed by **Library Director Mary Muscarella**.
- **'Copy That! Part 1'** webinar, presented by METRO Library Council, was viewed by **Library Director Mary Muscarella**.
- **'Library Dementia Services'** webinar, presented by Niche Academy, was viewed by **Librarian Nicole Brown**.

Correspondence:

- Thank You letter to Lions Club for \$100 donations to both Kenilworth and Kenmore libraries for purchasing large print and audio materials
- Thank You letter to Donald & Kathleen Mueller for \$30 donation

Other:

- Facility Improvement Initiative: We have received all of the furnishings requested under this initiative. The patron chairs for the Kenmore Library arrived on January 31st. The second 'balloon'-style chandelier was installed February 1st, 2022. Central Library will pay for all items and then request the 10% match from Town of Tonawanda Library funds.
- Kenmore parking lot needs to be re-striped. Jeff Rainey has indicated that the paint is on order and the project is on their agenda. (on hold until spring)
- We have received and deposited the initial 10% payment (\$2,500) of the Special Legislative Project money (\$10,000) from former Assemblyman Robin Schimminger's office. This money was awarded to go towards the glass-walled study rooms at the Kenmore Library.
- State of the Town address on Zoom by Town Supervisor Joseph Emminger was held on February 24, 2022. Town Supervisor Emminger conveys that the Town is in very good condition from fiscal and development standpoints. The Town budget has stayed under the State Tax Cap for the 10th consecutive year. The 'Small Business - Big Impact' grant program that the Town facilitated awarded over 400 grants of \$4,300 each to small businesses. The Town continues with its sidewalk restoration plan, expecting to complete approximately 14 miles of sidewalk in 2022. A 'Power Wellness Study' was done of the Aquatic and Fitness Center - the Town is looking to do improvements to the building as well as the programs. The Town received \$250,000 from the Tonawanda Community Environmental Benefits Grant for work at Kenney Field. Re-use of the NRG site on the riverfront is still on hold, but the Town plans to pursue eminent domain and has plans for use of the site.
- Money for an outdoor sign at the Kenilworth Branch is included in a Town grant. The Town has submitted a PO for the sign. We are now awaiting information regarding code requirements and final approval for the design.
- The Kenilworth Library Tonawanda Community Environmental Benefits Fund Grant has been awarded by New York State. Funds were received on February 23,

2022. I have reached out to Lincoln Park Nursery for landscape design and will set up an onsite visit when the weather gets a little better.

- Krug Glass will begin construction of 2 glass-walled study rooms at Kenmore Library in March. They anticipate that it will take 3-4 days to complete the work. They will start early in the day in order to do the loud work before the library opens. The library will remain open while they are constructing the rooms. We have Special Legislative Grants of \$10,000 from prior Assemblyman Robin Schimminger and \$15,000 from Assemblyman Bill Conrad awarded to use for this project.
- Special Legislative Grant from Assemblyman Conrad of \$15,000 to the Kenilworth Library. Initial purchase will be a thru-wall drop box, which the Town will install. The cost of this item with shipping is \$3778. Additional money may be used for: new patron seating (to match new chairs at Kenmore Library); new tables for public area; new countertop for circulation desk
- NYS Construction Grant for flex space, boilers & concrete work is completed and final payment was received February 23, 2022. We are awaiting an invoice from the Town of Tonawanda in order to reimburse them for costs incurred in this construction project. Town Engineer Matt Sutton has been notified.

NEW BUSINESS:

- Town of Tonawanda Engineer, Matt Sutton, is supportive of applying for a 2023 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. Mary met at the Kenilworth branch with Dave Decker from the Town and an architect to look at the work to be done. Architect is working up a design & will submit it to us and to the Town. Quotes will need to be obtained so that grant paperwork can be filed with the Central Library by the end of the summer. Asbestos was found to be present in the ceiling tiles and window frames, which means there will have to be asbestos abatement as a part of this project. Town is getting bids for this work.

UPCOMING:

- Story time on Facebook every Tuesday (Librarian Joe Patton) @ 7pm and Thursday (Librarian Jill Jablonski) @ 10:30am will continue
- Book club at Kenmore Library with Mary on Tuesday, March 15th at 6:45pm, will be discussing *'The Thursday Murder Club'* by Richard Osman

- Book Club at Kenilworth Library with Kathy Galvin on Wednesday, April 6th at 2pm, discussing 'Educated' by Tara Westover
- Weekly Facebook Challenges
- 'Take & Make' craft kits for kids and adults
- 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
- Adult craft night (first Tuesday of every month), facilitated by Library Director Mary Muscarella - plan to resume in-person in April
- In-person Storytimes at Kenmore Library winter sessions ended February 16th. Spring session will run from April 5th to May 18th. There will be sessions on Tuesday @ 10:15am Wednesday @ 6:30pm
- Special programs continue - Tuesdays from 4-6pm is 'Tinker Tuesday'; Thursdays from 6-8pm is 'Build-A-Button'; and Sundays all day are 'Game Day'
- Tax Assistance at the Kenmore Library began on Wednesday, February 2nd and will continue on Mondays and Wednesdays from 10am-2pm until Wednesday, April 13th. Patrons need to make appointments by calling 2-1-1.
- Summer/Fall Patron Appreciation Picnic at KNL ??

Mary did report staff was happily working on programs which can now be held in person although some will continue via social media.

Unfinished Business-Mary will resend the draft of the Libraries' Long-Range Plans for comments. Thanks to Mary, Marney and Mark for their work on this project.

New Business- The Study Rooms are almost finished. Mary will create a policy for study room use and send to the Board for comments.

Friends of the Library will be holding another book sale at the end of March.

There being no further business, a motion was made by Annette, seconded by Marney, to adjourn at 6:40 pm. Motion carried.

Next meeting will be held on April 12, 2022, at 5:30 pm at the Kenmore location.

Respectfully submitted,

Kathy Kanaley

Secretary

DRAFT