

Town of Tonawanda Public Library

Board of Trustees Meeting

February 8, 2022

Attendees- Mary Muscarella, Richard Geer, Stanley Pustulka, Nicole Pauley Rejewski, Marney Klein, Mark Jowett, Kathy Kanaley

Excused- Annette Della Posta

In person meeting was held at the Kenmore branch and was called to order at 5:37 pm.

The first annual Frederick S. Parkhurst Award for meritorious service was presented to the Friends of the Library represented by Elizabeth Federice and Elena Mileva-Anderson. The history of this award was discovered by Library Clerk Stephen Carson while doing research for a patron. A plaque for the award will be placed on the frame of the portrait of Frederick S. Parkhurst, Ph.D., which hangs behind the Kenmore Library checkout counter. Mr. Parkhurst was the Librarian Emeritus of the Kenmore Public Library from 1916-1925.

The Friends of the Library presented Director Mary Muscarella with a check for \$5000. This is the result of the ongoing efforts of the Friends through their book sales demonstrating their commitment and support of our libraries.

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

Motion made by Mark, seconded by Marney to accept the minutes of the January 25, 2022 meeting as presented. Motion carried.

After a review of the monthly bills and bank account statements, a motion was made by Marney, seconded by Kathy to accept the treasurer's report as presented. Motion carried.

## Report of the Chair-

Trustees were invited to meet and ask questions of the final 3 candidates for the B&ECPL Director position. A decision is expected in the next few weeks.

Rick congratulated Mary and staff for keeping our libraries open during the recent bad weather.

## Report of the Director-

### Monthly Report

Prepared by Mary Muscarella

Town of Tonawanda Libraries - Kenilworth & Kenmore branches

JANUARY 2022

## KENILWORTH

### Statistics

#### January 2022 (compared to January 2021)

- Circulation: 2728; 2377 in 2021
- Visitor count: 2362; 1799 in 2021
- PAC: 319; 167 in 2021
- WiFi: 319; 236 in 2021
- Number of programs: 17; 11 in 2021
- Attendance at programs: 55; NA in 2021
- New library card applications: 16 adult and 2 children for 18 total

#### In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Peppy Penguin' make-at-home craft for kids. There were 34 participants in January.
- **'Books and Barks'** program, facilitated by **Librarian Kathy Galvin**, was held on January 19<sup>th</sup>. There were 5 participants.
- **'Brick Boxes'** LEGO program, facilitated by **Library Clerk Beth Scibetta**, had 0 participants in January.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 2 participants in January.
- **Adult Take & Make** craft kit, facilitated by **Library Director Mary Muscarella**, featured 3D paper snowflakes. There were 15 participants in January.

### **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 467 views in the month of January.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Did You Discover a New Author?'; 'Did You Make A Reading Resolution?'; 'What Do You Think Libraries Will Be Like in 50 Years?'; 'What do You Think Libraries Need That They Don't Have Now?'. The total number of people reached in January (KNL & KNM combined) was 1607. Number of engagements in January was 137.
- **Winter Reading Wonder** online contest has 7 Kenilworth participants as of January 31<sup>st</sup>, 2022.

### **Tutoring Sessions:**

There were 4 tutoring/therapy sessions at the Kenilworth Library in January.

### **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 January.

### **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 January 2022 = \$13  
Discarded materials sales January 2022 = \$48  
Donations January 2022 = \$32  
Book Bags January 2022 = \$10  
Magnets sale = \$12

## KENMORE

### Statistics

#### January 2022 (compared to January 2021)

- Circulation: 12,948 (#3 behind AUD & CFD); 8219 in 2021
- Visitor Count: 6120; 3656 in 2021
- PAC: 1219; 420 in 2021
- WiFi: 1557; 958 in 2021
- Number of programs: 32; 15 in 2021
- Attendance at programs: 305; NA in 2021
- New library card applications: 71 adult and 12 children for 83 total

#### In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Peppy Penguin' make-at-home craft for kids. There were 65 participants in January.
- **Kenmore Library Book Club** (held via Zoom), facilitated by **Library Director Mary Muscarella**, had 3 attendees for January.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Joe Patton**, had 30 participants in January.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on January 15<sup>th</sup>. There were 4 adults and 4 children for a total of 8 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in January (1/5; 1/12; 1/19; 1/26). There were 21 teen participants total.
- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in January (1/3; 1/10; 1/24; 1/31). There were 23 participants.
- **Volunteer computer coaches** provide one-on-one computer/technology assistance to patrons on a drop-in basis. They assisted a total of 5 patrons in January.
- **Volunteer Notary Mary Jablonski** helped 9 patrons in January.
- **Adult Take & Make** craft kit, facilitated by **Library Director Mary Muscarella**, featured 3D paper snowflakes. There were 35 participants in January.
- **Board Game Sundays**, held on 1/9, 1/16, 1/23 & 1/30 had 24 participants in the month of January.

- **Tinker Tuesdays**, held on 1/11, 1/18 & 1/25 had 21 participants in the month of January.
- **Build-A-Button Thursdays**, held on 1/13, 1/20 & 1/27 had 14 participants in the month of January.
- **Preschool Story Time**, held on Tuesday mornings at 10:30am, facilitated by **Librarian Jill Jablonski**, had a total of 16 attendees in January.
- **Preschool Story Time**, held on Wednesday evenings at 6:30pm, facilitated by **Librarian Nicole Brown**, had a total of 36 attendees in January.

#### **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 467 views in the month of January.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Did You Discover a New Author?'; 'Did You Make A Reading Resolution?'; 'What Do You Think Libraries Will Be Like in 50 Years?'; 'What do You Think Libraries Need That They Don't Have Now?'. The total number of people reached in January (combined KNL & KNM) was 1607. Number of engagements in January was 137.
- **Winter Reading Wonder** online contest has 44 Kenmore Library participants as of January 31<sup>st</sup>, 2022.

#### **Tutoring:**

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

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

NONE

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

NONE

#### **Displays:**

- Lobby display case - 'Everyone is Welcome Here' with book character stuffed animals
- Adult area - Winter Reading Contest/Friends of the Library Basket Raffle
- Children's area - Early Literacy Calendars
- Teen area - Kenmore Library News & KNL Zine

**Community Room Use:**

The Flex Space was used 17 times in the month of January.

**Study Room Use:**

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

**Materials Budgets:**

AV = \$2540 (same as 2021)

MAT = \$7528 (same as 2021)

Candy bar sales for January 2022 = \$114

Discarded materials sale for January 2022 = \$73

Donation Box January 2022 = \$80

Book bag sales in January 2022 = \$22

Magnet sales = \$65

Friends of the Library basket raffle = \$113

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

- **Monthly Manager/Director Meeting**, held online via Zoom on Wednesday, January 12<sup>th</sup> was attended by **Library Director Mary Muscarella** and viewed by **Library Manager Nicole Bermingham** on January 14<sup>th</sup>.
- **'Copy That! Copyright Basics for Library Professionals'** webinar, presented by METRO alliance, was viewed by **Library Manager Nicole Bermingham**.
- **'Program Planning Made Easy'** webinar, presented by Central NY Library Resources Council, was viewed by **Library Director Mary Muscarella**.
- **'Strategic Planning for Public Libraries'** webinar, presented by ALA, was viewed by **Library Manager Nicole Bermingham**.

**Correspondence:**

**National fuel donations**

**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 31<sup>st</sup>. The second 'balloon'-style chandelier was installed February 1<sup>st</sup>, 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.
- 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 will be dispersed in February. The Town recommends Lincoln Park Nursery for landscape design.
- Krug Glass will begin construction of 2 glass-walled study rooms at Kenmore Library in January. 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 of \$12,154 is pending. We will then need to be billed by the Town 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, has expressed interest in applying for a 2023 New York State Library Construction Grant. The work to be done would be reconfiguring 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 to us and 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.

#### 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, Tuesday, Jan 18<sup>th</sup> at 6:45pm, will be discussing *'The Song of Achilles'* by Madeline Miller
- Book Club at Kenilworth Library with Kathy Galvin on Wednesday, March 2<sup>nd</sup> at 2pm, discussing *'Night Tiger'* by Yangsze Choo
- 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 began on Tuesday, January 4<sup>th</sup>. There will be a Tuesday @ 10:15am session and a Wednesday @ 6:30pm session through February 16<sup>th</sup>
- Special events began again on Tuesday, January 4<sup>th</sup>. Tuesdays from 4-6pm will be 'Tinker Tuesdays'; Thursdays from 6-8pm will be 'Build-A-Button'; and Sundays all day will be Game Day
- Tax Assistance at the Kenmore Library began on Wednesday, February 2<sup>nd</sup> and will continue on Mondays and Wednesdays from 10am - 2pm until Wednesday, April 13<sup>th</sup>. Patrons need to make appointments by calling 2-1-1.

#### Unfinished Business-

Mary distributed a draft of the libraries' long-range plan prepared by Mary, Mark and Marney. Comments are welcome.

Our request for clarification of the FOIL policy is pending with Central staff.

## New Business-

Kenmore branch has a new fax machine which is used by both staff and patrons. This unit replaces one that was very old and unreliable.

After a review of the Petty Cash Policy a motion was made by Kathy, seconded by Stan to retain the policy without changes. Motion carried.

After a review of the Suspension of Library Privileges Appeal Process policy, a motion was made by Marney, seconded by Nicole to retain the policy without changes. Motion carried.

There being no further business a motion was made by Stan, seconded by Mark to adjourn at 7PM. Motion carried.

Next meeting THURSDAY, March 10, 2022 at 5:30 pm at Kenilworth.

Respectfully submitted,

Kathy Kanaley