

Town of Tonawanda Public Libraries

Board of Trustees Meeting

Approved Minutes, May 24, 2022

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

Excused- Nicole Pauley Rejewski

The Meeting was held at the Kenilworth Branch and began at 5:30.

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

Motion made by Annette, seconded by Stan, to accept the minutes of the 4/12/22 Board meeting as presented. Motion carried.

Motion made by Kathy, seconded by Mark, to accept the treasurer's report which included a review of payables and Key Bank statements. Motion carried.

REPORT of CHAIR-

Rick reported on the ACT meeting attended by Mary, Marney, Nicole and Kathy at the Central Library. Mary submitted a brief overview of our libraries along with libraries from other municipalities. We were shown a very interesting history of the B&ECL System and the new System director, John Spears outlined his goals for the next 3 years.

Rick met with Town reps to assess the asbestos removal necessary for the new ADA compliant bathrooms at Kenilworth.

REPORT of DIRECTOR-

Mary shared the plans for the rain garden project and the members walked the perimeter of the building and made additional suggestions. Mary will meet again with Lincoln Park Nursery, who is designing the plans. We also made suggestions for placement of the long-awaited Kenilworth outdoor sign.

The group viewed the new ADA compliant bathroom plan, still in the development stages, which will be funded by the NY State Library Construction Grant.

The recently completed Study Rooms are available for use at the Kenmore branch.

Mary's full report is attached.

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

APRIL 2022

KENILWORTH

Statistics

April 2022 (compared to April 2021)

- Circulation: 4759; 3533 in 2021 **increase partly due to incorporation of auto renewals in circulation numbers*
- Visitor count: 2419; 3405 in 2021
- PAC: 364; 339 in 2021
- WiFi: 417; 317 in 2021
- Number of programs: 6; 13 in 2021
- Attendance at programs: 60; NA in 2021
- New library card applications: 30 adult and 2 children for 32 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Homemade Harmonica' make-at-home craft for kids. There were 33 participants in April.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 0 participants in April.

- **Stuffed Animal Sleepover**, facilitated by Librarians Kathy Galvin and Joe Patton, had 11 participants.
- **Books & Barks**, facilitated by Librarian Kathy Galvin, had 6 participants.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 5 participants in April.
- **Build-A-Button Wednesdays**, facilitated by KNL Staff, had 5 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 446 views in the month of April.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Should a Library Be Loud or Quiet?'; 'Will Your Library Habits Change When We Go Fine-Free?'; 'Describe Your Life Right Now with a Book or Movie Title'; 'Finish this sentence - I Wish the Library Had.....'. The total number of people reached in April (combined KNL & KNM) was 3006. Number of engagements in April was 448.

Tutoring Sessions:

There were 12 tutoring/therapy sessions at the Kenilworth Library in April.

Adult Technology Programs:

Book-A-Technology-Trainer, facilitated by staff from the Central Library TechKnow Lab, had 4 sessions.

Tours/Outreach:

NONE

Displays:

- Children's Area - Easter & Spring
- Adult area (near requests) - Love Your Library Month
- Lobby display case - I-Spy Library

Community Room Use:

The community room was used once during the month of April.

Other:

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

Materials Budgets:

AV = \$1315 (minus \$82 spent to date) = \$1233

MAT = \$3765 (minus \$978 spent to date) = \$2787

Candy bar sales April 2022 = \$17 (YTD = \$73)

Discarded materials sales April 2022 = \$44 (YTD = \$206)

Donations April 2022 = \$46 (YTD = \$115)

Book Bags April 2022 = \$8 (YTD = \$32)

Magnets sale April = \$7 (YTD = \$33)

KENMORE

Statistics

April 2022 (compared to April 2021)

- Circulation: 21,936 (#4 behind AUD, CFD & CEN); 14,502 in 2021 * increase partly due to incorporation of auto renewals in circulation numbers
- Visitor Count: 7901; 6278 in 2021
- PAC: 1337; 963 in 2021
- WiFi: 1988; 1487 in 2021
- Number of programs: 23; 20 in 2021
- Attendance at programs: 841; NA in 2021
- New library card applications: 86 adult and 27 children for 113 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'Homemade Harmonica' make-at-home craft for kids. There were 67 participants in April.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 7 attendees on April 19th.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Joe Patton**, had 35 participants in April.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 33 participants.
- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski** on Tuesdays at 10:30am, had a total of 65 participants.
- **Preschool Story Time**, facilitated by **Librarian Nicole Brown** on Wednesdays at 6:30pm, had a total of 52 participants.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on April 16th. There were 5 adults and 5 children for a total of 10 participants.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in April (4/6; 4/13; 4/20; 4/27). There were 31 teen participants.

- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in April (4/4; 4/11; 4/18; 4/25). There were 13 participants.
- **Volunteer Notary Mary Jablonski** helped 8 patrons in April.
- **Volunteer Computer Coach Kevin Garvey** helped 11 patrons in April.
- **Board Game Sundays** (4/3; 4/10; 4/24) had 7 adults, 3 teen & 8 children for a total of 18 participants in the month of April.
- **Tinker Tuesdays** (4/5; 4/12; 4/19; 4/26) had 27 adults, 2 teens and 31 children for a total of 60 participants in the month of April.
- **Build-A-Button Thursdays** (4/7; 4/14; 4/21; 4/28) had 30 adults, 0 teens and 55 children for a total of 85 participants in the month of April.
- **'Wacky Science Show'**, presented by Cris Johnson, had 58 attendees.
- **Space Costume Parade**, facilitated by Librarian Nicole Brown, had 40 participants.
- **Spring Break Drop-In Craft Day**, facilitated by Librarians Jill Jablonski and Nicole Brown, had 127 participants.
- **Spring Break Scavenger Hunt**, facilitated by Librarians Jill Jablonski and Nicole Brown, had 21 participants.
- **Spring Break Board Games** all day, facilitated by Librarians Jill Jablonski and Nicole Brown, had 30 participants.
- **Spring Break Family Movie**, facilitated by Librarians Jill Jablonski and Nicole Brown, had 16 attendees.
- **'Make A Solar Car'**, presented by New Yorkers for Clean Power, had 28 participants.
- **'Arty Time Paint Night'**, facilitated by artist Kimberly Strell, had 10 participants.
- **Craft Night**, facilitated by Library Director Mary Muscarella, had 4 participants.
- **Space Diorama Contest**, facilitated by Librarian Nicole Brown, had 23 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 446 views in the month of April.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Should a Library Be Loud or Quiet?; Will Your Library Habits Change When We Go Fine-Free?; Describe Your Life Right Now with a Book or Movie Title'; 'Finish this sentence - I Wish the Library Had.....'. The total number of people reached in April (combined KNL & KNM) was 3006. Number of engagements in April was 448.

Tutoring:

There were 17 tutoring/therapy sessions at the Kenmore Library in April.

Adult Technology programs:

Book-A-Tech-Trainer, facilitated by staff from the TechKnow Lab at Central, had 4 patron sessions.

Tours/Outreach:

NONE

Displays:

- Lobby display case - BABES (Buffalo Area Beading Enthusiasts)
- Children's area - 'Happy Earth Day'
- Extra table - Kenmore Library News & KNL Zine
- Trough Display - National Poetry Month
- Extra table - "How Did We Get Here?" (books about Russia and the Cold War)
- Table near desk - 'Get Graphic' graphic novels display)

Community Room Use:

The meeting rooms were used 18 times in the month of April.

Study Room Use:

The study rooms were used 63 times in the month of April (43 times for the new study rooms).

Materials Budgets:

AV = \$2540 (minus \$213 spent to date) = \$2327

MAT = \$7528 (minus \$3970 spent to date) = \$3558

Candy bar sales for April 2022 = \$141 (YTD = \$513)

Discarded materials sale for April 2022 = \$93 (YTD = \$363)

Donation Box April 2022 = \$94 (YTD = \$358)

Book bag sales in April 2022 = \$16 (YTD = \$84)

Magnet sales in April = \$23 (YTD = \$113)

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting**, held at Central Library on Wednesday, April 13th was attended by **Library Director Mary Muscarella**.
- **'How to Train Your Community on Libby'** webinar, presented by Overdrive, was viewed by **Library Director Mary Muscarella**.
- **'BEST Tips in Excel'** webinar, presented by TechTalk, was viewed by Library Director Mary Muscarella.
- **'Getting Started with NorthStar'** webinar, presented by Literacy Minnesota, was viewed by Library Director Mary Muscarella and Librarian II Nicole Bermingham.
- **'A+ Customer Service'** training video provided by B&ECPL staff, was viewed by Sr. Page Cindy Farah.
- **'Libraries & First Amendment Audits'** webinar, presented by Empire State Library Network, was viewed by Library Director Mary Muscarella.
- **'Designing Effective Library Signage'** webinar, presented by Niche Academy, was viewed by **Sr. Page James Gugliuzza**.
- **'Thought Stopping and De-escalation'** webinar, presented by Library 2.0, was viewed by **Library Director Mary Muscarella**.

Correspondence:

NONE

Other:

- Facility Improvement Initiative: We have received all of the furnishings requested under this initiative. 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. Kenilworth parking lot needs to be resurfaced and striped. Jeff Rainey (YPR Dept) has indicated that the paint is on order and the projects are on their agenda.
- We have received and deposited the initial 25% 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. When the study rooms were completed, I finalized the paperwork and submitted to NYS to close out this grant and get the remaining \$7,500.
- Money for an outdoor sign at the Kenilworth Branch is included in a Town grant. Final design was approved and sign has been completed. All necessary permits

have been obtained, and the sign company is now waiting for warmer weather to install the sign.

- The Kenilworth Library Tonawanda Community Environmental Benefits Fund Grant has been awarded by New York State. Funds were received on February 23, 2022. Met with Dominick from Lincoln Park Nursery for landscape design on Tuesday, April 19th @ 10am. Due to increases in costs, we may have to scale back this project to stay within our budget. The amount allotted for 2 outdoor tables and a new bike rack was \$2000, and recent pricing shows that it may be more than \$3500.
- Krug Glass constructed two glass-walled study rooms at Kenmore Library in March. 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. Complete cost for this project was \$15,195. That leaves approx. \$9,805 from Conrad money for Kenmore. Will be looking into acoustical paneling for library floor and/or bathroom divider panels for public restrooms downstairs.
- Special Legislative Grant from Assemblyman Conrad of \$15,000 to the Kenilworth Library. Thru-wall drop box was installed on April 18th. The cost of this item with shipping was \$3,778. New chairs and tables for public spaces at Kenilworth have been ordered, as well as new seating for staff office area. Total cost of these items is approx. \$5,612. A new countertop was ordered from New York Kitchen & Bath at the cost of \$1,621. That leaves approx. \$3,989 from Conrad money for Kenilworth. Possibly could be used to supplement the money for the landscaping grant ??

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. Meeting with architect and Dave Decker at KNL on Thursday, April 14th at 11:15am. 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. SHPO request for review has been submitted.

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, May 17th at 6:45pm, will be discussing *'Isaac's Storm'* by Eric Larsen
- Book Club at Kenilworth Library for June with Kathy Galvin will discuss *'A Farewell to Arms'* by Ernest Hemingway
- 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
- Adult craft night (first Tuesday of every month), facilitated by Library Director Mary Muscarella
- In-person Storytimes at Kenmore Library. 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 4-6pm is 'Build-A-Button'; and Sundays all day are 'Game Day'
- Summer/Fall Patron Appreciation Picnic at KNL - Friday, Sept. 9th or Friday, Sept 16th ??
- Summer Reading theme is 'Oceans of Possibilities'. Special storytimes and events are being scheduled for both Kenilworth and Kenmore branches.
- Sr. Page James Gugliuzza is hosting a Dungeons & Dragons weekly program for the months of June, July & August. James is a currently enrolled in the masters program at UB for Library & Information Studies.
- 2 new Sr. Pages started in late April - Cindy Farah and Liz Schiavoni. They are undergoing training for desk work.

UNFINISHED BUSINESS-

The Town Library Long Range Plan has been reviewed and approved for implementation.

No Public Comment

There being no further business, Annette made the motion, seconded by Mark to adjourn at 7:45pm. Motion carried.

Respectfully submitted,

Kathy Kanaley

Next Meeting will be held at the Kenmore location at 5:30 pm on Tuesday 6/14/22.