

**AGREEMENT**

THIS AGREEMENT, made this 9 day of January, 2024, by and between the TOWN OF PENDLETON, having its principal office at 6570 Campbell Boulevard, Pendleton, New York (the "Town") and the NORTH TONAWANDA PUBLIC LIBRARY, chartered by the State of New York Education Department, having its principal office at 505 Meadow Drive, North Tonawanda, New York 14120 (the "Library").

WHEREAS, the Library operates a public library at the address set forth above pursuant to the provisions of the New York State Education Law; and

WHEREAS, the parties desire to enter into an Agreement whereby the Library will furnish free library services to residents of the Town during the term of this Agreement.

Now, therefore, pursuant to the provisions of the New York Education Law, the parties agree as follows:

1. Library Services: The Library shall furnish library services and afford library privileges to residents of the Town, at no charge to the individual residents, during the term of this Agreement.
2. Term: This Agreement shall be for a term of one (1) year, to commence on January 1, 2024 and continue until December 31, 2024.
3. Payment: In consideration of the furnishing of library services and affording library privileges to residents of the Town, the Town shall pay the Library as follows: 2024: \$10,000. The Library shall submit a voucher requesting payment on or before April 15, 2024 and the Town shall make payment on or before May 31, 2024.
4. Rules and Regulations: Use of the Library by Town residents shall be subject to reasonable rules and regulations promulgated by the Library, copies of which shall be provided to the Town and posted conspicuously in the Library.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the date set for above.

TOWN OF PENDLETON

By \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town Clerk

NORTH TONAWANDA PUBLIC LIBRARY

By: \_\_\_\_\_  
Library Board President

# **Rules of Conduct for Patrons of the North Tonawanda Public Library**

The Board of Trustees of the North Tonawanda Public Library, under Section 262 of the New York State Education Law, has adopted rules of conduct to ensure an atmosphere conducive to appropriate use of the services and facilities of the North Tonawanda Public Library.

Violation of these rules or violations of local, state, or federal law may result in immediate suspension or revocation of library privileges and possible civil liability or criminal prosecution.

1. Children under the age of ten must be accompanied by a responsible adult
2. Shoes and shirts must be worn at all times
3. No engaging in any action or behavior which is lewd, disruptive, disorderly, or potentially harmful to others
4. No inappropriate use of the library
5. No use of any forms of smoking devices or smokeless tobacco products, alcohol, or illegal drugs in library or on library grounds
6. No utilizing restrooms inappropriately
7. No interfering with another person's use of the Library
8. No interfering with a staff member's performance of their duties
9. No parking in non designated areas of drive or parking lot, or other inappropriate use of the parking area and/or drive areas
10. No skateboarding/street hockey or in-line skating
11. No possession of weapons on Library premises except by law enforcement personnel
12. No animals allowed on Library premises with the exception of service animals
13. No soliciting, surveying, selling of any kind, political campaigning, and distribution or posting of materials not specifically authorized by the Library Director
14. No stealing or causing damage to Library property
15. No violation of any law while on library premises

<b>INCOME</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Niagara County	\$51,950	\$72,000	\$72,000
Local Property Taxes	\$1,439,919	\$1,439,919	\$1,439,919
Other Towns	\$110,000	\$110,000	\$115,000
Interest Income	\$1,000	\$1,000	\$1,000
Library Charges	\$11,000	\$9,000	\$8,000
Commissions	\$9,000	\$9,000	\$9,000
Construction Grant	\$72,288	\$35,000	\$26,000
Appropriated Fund Balance		\$75,000	\$130,000
Reserve to Budget			
Local Library Aid	\$7,245	\$7,581	\$9,456
<b>Total Income</b>	<b>\$1,702,402</b>	<b>\$1,758,500</b>	<b>\$1,810,375</b>
<b>DISBURSEMENTS</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>SALARIES</b>			
Full Time Staff	\$259,402	\$267,000	\$475,000
Part Time Staff	\$369,162	\$427,000	\$258,000
<b>Salaries Total</b>	<b>\$628,564</b>	<b>\$694,000</b>	<b>\$733,000</b>
<b>EMPLOYEE BENEFITS</b>			
NYS Retirement	\$99,000	\$99,000	\$68,000
FICA/Medicare	\$48,085	\$54,000	\$56,075
Workers' Comp.	\$12,000	\$10,000	\$10,000
Other Benefits	\$1,500	\$1,500	\$2,000
Medical Insurance	\$215,000	\$205,000	\$217,300
Life insurance	\$2,500	\$2,500	\$2,500
<b>Benefits Totals</b>	<b>\$378,085</b>	<b>\$372,000</b>	<b>\$355,875</b>
<b>LIBRARY MATERIALS</b>			
Print / Handicap Material	\$139,000	\$136,000	\$148,000
Electronic/Downloadable	\$80,000	\$86,500	\$96,500
Audio Visual Materials	\$86,500	\$81,000	\$89,000
<b>Total Library Materials</b>	<b>\$305,500</b>	<b>\$303,500</b>	<b>\$333,500</b>
<b>CAPITAL EXPENSES</b>			
Equipment	\$15,000	\$18,000	\$20,000
Grant Projects	\$72,593	\$35,000	\$26,000
<b>Total Capital Expenses</b>	<b>\$87,593</b>	<b>\$53,000</b>	<b>\$46,000</b>
<b>UTILITIES EXPENSES</b>			
Utilities-Gas	\$5,000	\$7,000	\$7,000
Utilities-Electric	\$16,000	\$18,000	\$18,000
<b>Total Utilities Expenses</b>	<b>\$21,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>BUILDING MAINTENANCE</b>			
Building / Grounds Renovations	\$5,000	\$8,000	\$12,000
Maintenance Supplies	\$8,500	\$7,000	\$9,000
Building Repairs	\$77,140	\$90,000	\$44,000
Service Contracts			\$46,000
Insurance	\$22,000	\$24,000	\$26,000
<b>Total Building Maintenance</b>	<b>\$112,640</b>	<b>\$129,000</b>	<b>\$137,000</b>
<b>LIBRARY OPERATIONS</b>			
Office and Processing Supplies	\$29,000	\$29,000	\$22,000
Telephone/Data Communications	\$11,000	\$11,000	\$11,000
<b>Total Library Operations</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$33,000</b>
<b>OPERATIONS</b>			
<b>Total Operations</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>OTHER EXPENSES</b>			
Postage/Freight	\$3,750	\$3,750	\$3,750
Computer Services/Licenses	\$32,000	\$35,000	\$38,000
Professional Services	\$37,000	\$45,000	\$45,000
Other	\$250	\$250	\$250
Contracts with Lib. Sys.	\$26,020	\$28,000	\$30,000
<b>Total Other Expense</b>	<b>\$99,020</b>	<b>\$112,000</b>	<b>\$117,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,702,402</b>	<b>\$1,758,500</b>	<b>\$1,810,375</b>
<b>Fiscal Years</b>	<b>2021-22</b>	<b>2022-2023</b>	<b>2023-2024</b>

North Tonawanda Public Library 505 Meadow Drive North Tonawanda, NY 14120 BUDGET  
VOTE : Wednesday, April 19, 2023 9:00am-7:00pm

\* Changes in format reflect more closely matching budget lines to Profit & Loss Statement

### LIBRARY CONTACT INFORMATION

North Tonawanda Public Library  
505 Meadow Drive  
North Tonawanda, NY 14120-2888

	Building Open	Curbside Service
Mon. - Thurs.	9:00 - 7:00	8:00 - 7:00
Fri. & Sat.	9:00 - 5:00	9:00 - 5:00
General Telephone		(716) 693-4132
Reference		(716) 693-3009
Library Director		(716) 693-7734
FAX to Library		(716) 693-0719

#### Administrative Staff

Kevin M. Wall Library Director  
Tammy Smith Principal Clerk

#### Programming & Informational Services

Anya Puccio Librarian  
Kelly Menzel Librarian  
David Odum Librarian  
Christine Wright Librarian  
Jordan Stoelting Micro Computer Coordinator

#### Support Staff

Kathleen Marfione Circulation Supervisor  
Valerie Dumais Clerk  
Elizabeth Croop Clerk  
Terri Rowe Technical Services Supervisor

#### Board of Trustees

Brenda Daigler, President  
David Jakubaszek, Vice President

Members :

Colleen Andres, Nicole Grinnell, Susan Grimm

### NORTH TONAWANDA PUBLIC LIBRARY

#### 2022 A YEAR-IN-REVIEW

- 5,944 take home crafts
- 63,883 visits to our website
- 809 curbside pick ups
- 9,896 reference questions
- 5,966 in-house computer use
- 108 Adult programs, 2391 participants
- 41 Teen programs, 309 participants
- 174 Children's programs, 4,095 participants

#### How did you use

#### YOUR Library?

**A LIBRARY IS NOT A  
LUXURY BUT ONE OF THE  
NECESSITIES OF LIFE**

HENRY WIND READER

The mission of the North Tonawanda Public Library, through its resources and personnel, is to enhance the personal development of all North Tonawanda citizens by seeking to meet their informational, educational and recreational needs, recognizing the benefits to the community of a well-informed citizenry, the individual's capacity for self-improvement, the worth of each person, and the need for human dignity.



### NORTH TONAWANDA PUBLIC LIBRARY

#### 2022 Annual Report North Tonawanda Public Library

Dear Residents of North Tonawanda,

The Library budget vote and Trustee election is scheduled for Wednesday, April 19, 2023.

The public will be voting on a proposition to collect \$1,439,919 in school district taxes in fiscal year 2023-2024, this is the same amount as last year. The library's Board and Director worked hard to present this zero-growth budget, which will continue to allow us to meet the high demand for library services. Because the proposed tax levy remains the same as in the previous fiscal year, no change in tax impact is anticipated.

In addition to voting on the budget, you will also have the opportunity to vote for one Trustee, to fill the expiring term of David Jakubaszek. On Monday, March 27 at 5pm there will be a public hearing at the Library. At that time, we will be happy to answer any questions you may have about the budget.

Thank you very much for your continued support of the North Tonawanda Public Library. We look forward to continuing to provide you with outstanding library service.

Your Library Board of Trustees,  
Brenda Daigler, President  
David Jakubaszek, Vice President  
Colleen Andres  
Nicole Grinnell  
Susan Grimm



#### Library Budget Vote and Trustee Election

April 19, 2023  
9:00AM-7:00PM

Voters must be US citizens, residents of the North Tonawanda City School District for at least 30 days, and at least 18 years of age  
Please bring ID with proof of residency.

## MESSAGE FROM THE DIRECTOR

Dear North Tonawanda Community,

I would like to thank all of you for giving me the opportunity to tailor new and innovative services for you and your families. With strong community support and enthusiastic patronage of our Library, we are moving forward into fiscal year 2023-2024 with a momentum to build on the successes of the past year.

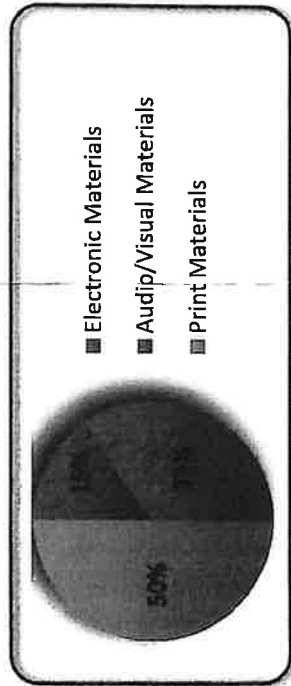
New York State has given final approval for a construction grant to replace the aging concrete approach at the front of the building. The work is scheduled for spring 2023, and will greatly improve the facility's curb appeal and provide safer access to the main entrance. We have been undergoing a complete replacement of all of the HVAC systems in the library, and that project will be completed this spring with the installation of the final few air conditioning condenser units. Continuing the theme of energy efficient improvements, a complete retrofit of the old lighting has been completed in all public access areas of the library, including the conference room, providing more efficient and brighter lighting.

We also completed a Wi-Fi signal upgrade within the building, as well as a complete redesign of the library's website. This has allowed us to more effectively market programs and events on a much more user-friendly interface. For the new fiscal year, there will be additional improvements to the adult public computer area and also the aging flooring in high traffic public access areas.

With all of these exciting projects underway, I look forward to the success we will achieve in the coming year as we enter into our 130<sup>th</sup> year of library service. We look forward to serving a vital role in the community as we continue to meet your informational, educational and recreational needs.

Sincerely,

Kevin M. Wall, Library Director



We added 24,202 items to our collection

## NEWS FROM THE LIBRARIANS

The Reference Librarians have worked hard in 2022 to provide innovative and traditional library services in the most cost effective way. Librarians were busy helping patrons locate materials, assisting with computers and copiers and answering a variety of reference questions. With the pandemic cautiously in the rearview mirror, we were encouraged to see so many community members walking through the library doors, checking out materials and participating in our many programs.

We got the message that everyone was anxious to get back to life as we knew it, and our door counts, circulation numbers, and attendance at programs echoed that! We were busy year round offering various programs such as book clubs, craft classes, exercise classes, author talks, tech training, charity crochet sessions and much more.

The Children's room bustled with activity all year. We restarted our popular baby & toddler story hour and that proved to be a big hit, with classes full at every session. Lego Club also resumed this summer, with kids making amazing and truly creative builds – one bridge they made held over 20 books! With demand booming, we expanded our children's graphic novel collection; we invite you to find your new favorite series! We're working hard to bring you the best children's literature has to offer.

Summer @ the North Tonawanda Library was the place to be! What better place to read, learn and have fun? 1,189 adults and children signed up for Summer Reading 2022, *Oceans of Possibilities*, and we loved hearing about families setting aside a "reading hour" to complete the required Summer Reading bingo board! We offered many family activities and special events and every program was filled to capacity. We held more than 35 programs for kids/families and had over 600 children participate. Thanks to the Friends, each child received a book when they signed up.

### Attendance @ Family Programs – A Snapshot View

- \*Nickel City Reptiles: 400
- \*Albright-Knox Art Truck: 150
- \*Big Truck & Pizza Day: 260
- \*Kiwanis Hot Dog Picnic: 150
- \*K-9 Demo with Dina Bigham: 82
- \*Buffalo Museum of Science: 325
- \*The Buffalo Dolls Concert: 51
- \*Bubble Day: 75
- \*N.F. Aquarium Touch Tank (2 sessions): 60
- \*Hawk Creek Wildlife Center (2 sessions): 190

We continue to build on our successes and strive to maintain the library as a community hub, a welcoming space where you can pick up a book, learn something new and engage with your neighbor. Thank you North Tonawanda Library users, we look forward to another great year!

## 23,802 Library Card Holders



Learn a new language...research your family tree...check a product review...etc.

