

Chili Public Library Board Of Trustees Regular Meeting-January 19, 1970

The regular meeting of the Board of Trustees of the Chili Public Library was called to order at 8:30 P.M. by the Chairman, Mrs. Ireland.

Present: Mrs. Wickins, Mrs. Ireland, Mr. Borlen, Librarian-Mr. Dobbs, Mrs. Henderson, and Mr. Criddle-Town Liason.

Minutes of the previous meeting were read and approved.

The Town Clerk, Mary B. Parkhurst in a letter dated Dec. 18, 1969 formally notified the Board of the re-appointment of Mr. Carl Moore by the following resolution:

"Resolved that: Carl Moore of 88 Hubbard Dr., North Chili, N.Y. be reappointed to the Board of Trustees, town of Chili Library for a period of five years, term of office to expire on Dec. 31, 1974."

Reappointment
Carl Moore
Trustee

Mr. Borlen moved, Mrs. Wickins seconded a motion that Mrs. Ireland be appointed as chairman for the year 1970. Motion carried. Mr. Borlen moved & Mrs. Wickins seconded motion to appoint Carl Moore Vice-Chairman-1970. Motion carried. MOTION

Mrs. Ireland moved and Mrs. Wickins seconded a motion appointing Mr. Borlen Secretary of the Board and Treasurer of the Memorial Fund for the year 1970. MOTION CARRIED. MOTION

Mr. Borlen reported on conversations with the architect, Allen MacComber and his associate Peter Dietrich re our roof problems:

Mr. MacComber advanced the theory that there may be a condensation problem in addition to leakage and has agreed to have his engineers and the builder check this out and report their findings.

In any event he has assured us that everything will be done to resolve these problems as soon as weather permits.

BUILDING
REPORT

There will also be another check made on the heat distribution to ascertain what may be needed to improve heating in the workroom.

A discussion was held with respect to personal long distance phone calls by staff members. This practice will not reoccur.

Phone
calls

There was a review of year end expenses and the 1969 budget. In addition there was discussion of the 1970 Budget and budget control established by the board. It appears these controls should be very effective.

The Board reviewed the Librarian's report as covered by exhibit #2.

A resume of some of the activities of the Board were reviewed as per the attached Exhibit #1.

Mr. Borlen moved and Mrs. Wickins seconded a motion to pay bill on Abstract #1, items #1 through #14 amounting to \$491.36. MOTION CARRIED.

Bills
MOTION

The cooperation of the staff members in the accelerated activities of the library were reviewed and salary increases discussed.

Mr. Borlen moved and Mrs. Wickins seconded a motion to increase remuneration as follows effective with Payroll # 2, dated Jan. 12, 1970. MOTION CARRIED.

Salary
increase
MOTION

Continued on following page.

Mrs. Bertha Henderson	From \$2.65	to \$2.85
Mrs. Thelma Dumbleton	" \$2.05	" \$2.20
*Mrs. Helene Morgan	" \$2.00	" \$2.10

SALARY
INCREASES

*Mrs. Morgan received a 10¢ per hour increase with payroll #2, 1969.

Mr. Borlen moved and Mrs. Wickins seconded a motion to increase the hourly salary of the pages from \$1.25 per hour to \$1.35 per hour effective with payroll #2, Jan. 12, 1970. MOTION CARRIED.

MOTION

Mr. Borlen reported the status of the Memorial Fund as follows:

MEMORIAL
FUND

First Federal Savings	\$350.00
Security Trust	\$124.62
Cash on hand	1.00
	<hr/> \$475.62

The Board thought it appropriate that a book about animals be purchased in memory of Mrs. Duncan's Mother.

Tentative approval was given for a Flower arrangement show sponsored by the Hubbard Springs Garden Club, subject to the Board receiving additional details as to date, time and possible impact on regular library service.

FLOWER SHOW

Committees were reappointed as follows:

COMMITTEES

Mr. Moore & Mrs. Wickins- Long Range Planning
Mr. Brown and Mr. Borlen- Personnel Policy.

Mr. Borlen moved and Mrs. Wickins seconded a motion that the official Holiday closings of the Library should be as follows:

Holiday
closings
MOTION

New Years' Day--Jan. 1, 1970	Labor Day--Sept. 7, 1970
Memorial Day -- May 30, 1970	Thanksgiving day--Nov. 26, 1970
Independence Day--July 4, 1970	Christmas-- Dec. 25, 1970

MOTION CARRIED.

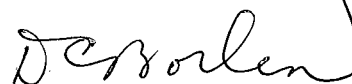
A motion was made by Mr. Borlen and seconded by Mrs. Wickins that Thelma Dumbleton should be paid mileage at the rate of 10¢ per mile for the special BAYTAB meeting on Wed. Jan. 21, 1970. MOTION CARRIED.

MILEAGE
SPECIAL
MEETING
MOTION

Mr. Borlen moved and Mrs. Wickins seconded a motion that Mr. Dobbs be paid mileage at the rate of 10¢ per mile to designated meetings approved by the Board of Trustees. MOTION CARRIED.

The meeting was ajourned at 10:40 P.M.

Respectfully submitted,



D.C. Borlen, Secy.

DIRECTOR'S REPORT January 1970

CIRCULATION:

This month	8669	8669
Last month	5847	Year ago	8602
Gain	2822	Gain	67

PATRONS SERVED:

	Daily	Average.....	109
This month	2824	
Last month	2266	Year ago	
Gain	558	Gain	

FINES: \$184.57

REPORTS:

STOCK:

Books.....	21055
Records.....	1158
Pamphlets.....	1808
Pictures.....	2215
Prints.....	23
Maps	
Tapes.....	
Filmstrips.....	91
Slides.....	91
Paperbacks.....	857
Sculpture.....	7

Total 27215

STAFF NEWS

I am scheduling a Bi-weekly staff meeting on Thursday mornings. Reason for these meetings is to discuss personnel matters, plans and goals; changes in procedure and any staff problems which the staff may want to bring up for comment.

GIFTS

Gift books were received from: Mr. Donald Grant; Mr. Frank A Carroll; Mrs Donald A. Grady; Shirley Whelpton; Randy Westlake

PROGRAMS

Story hours have 112 registered, previous registration had been only 80. The children's film program had 39 the first week and 49 this past week.

The 8mm projector was loaned 10 times from the first of Jan. to date. The 16mm was loaned 3 times once with the screen.

OTHER

1. Two projects have been started. One, relabeling of the biographies with the name of the person that the book is about. Patti and Lori have done the most work on this and have done an excellent job. The second project is the making of miscellaneous cards for books in the collective biography section.
2. Pages were put to work counting the shelf list. In the seven years that the monthly tally sheets have been kept for recording stock, there have been some errors. The corrected figures are in the stock count above.
3. Concerning the question raised at the last meeting about 1968 orders; we have received information that downtown, during Christmas vacation, sent a list of all the 1968 and up to August 1969 orders into the book suppliers to see if the books can finally be supplied. If they can not be supplied, for one reason or another, we will be notified so that we may mark them off of our books. If they are available they will come through to us in the normal procedure.

4. I met with the Friends of the Library Directors. We discussed plans for the Hobby Show. I suggested to them that since the commercial film that we rented for our Saturday morning films was so successful that they might like to sponsor another one and thereby saving the library the cost of the film. They agreed to this and thought that it was a good idea.
5. Thelma and Helene report that the BATAB system of ordering is not completely worked out yet. They still have a few problems with it and in some cases there is the same amount of work or maybe a little more being done than before. All should be worked out in the near future.
6. On Jan. 27, I attended a television workshop where I learned the use of television equipment. Downtown will soon have a T.V. studio where special programs or training programs can be video-taped for viewing. This has some interesting possibilities for libraries.
7. Grants received:
 - a. Instructional or Now-to-do-it recordings grant.
 - b. Selected easy junior books. Many of these items we had but we used the grant to get additional copies or to replace worn books.
8. Pat Black is now our town library liason due to the re-organization of MCLS. Nancy Ryan is now building consultant to the community libraries.
9. (publicity and printing)

Respectfully submitted,

Director

DIRECTOR'S REPORT Feb. 1970

CIRCULATION:

This month 8658 8658
 Last month 8669 Year ago 8716

Loss Gain 11 Gain Loss 58 (See notes below)

PATRONS SERVED:

Daily Average..... 139
 This month 3164
 Last month 2824 Year ago
 Gain 340 Gain

FINES: 143.51

STOCK:

Books..... 21,250
 Records..... 1,181
 Pamphlets..... 1,821
 Pictures..... 1,259
 Prints..... 23
 Maps 1
 Tapes..... 91
 Filmstrips..... 870
 Slides..... 7
 Paperbacks.....
 Sculpture.....

Total 26,603

REPORTS:

STAFF NEWS Lori Johnson, a page, recently received notice that she was 2nd in a class of over 400 for the best grades in her school. Volunteer pages Angela Cooper and Laura Woods joined our volunteer staff. Both girls attend Churchville-Chili High and Laura is a sister of a former page. Mrs. Mary Cronin joined volunteer staff for Thursday mornings. She types and has helped considerably in her stay here.

GIFTS Subscription to "This Day" magazine was given by the Lutheran Church of Our Saviour through the efforts of Alice Longbine, a volunteer. This is an annual gift.

PROGRAMS Story Hours Attendance has varied as usual, mothers often express their appreciation for the programs. Of the 49 story given so far, Helene has had to substitute for 13 of them. Mothers have expressed their desire to help fill in when needed so they will be used in the future. Film Program - since last board meeting about 126 have attended. The average attendance is slightly higher than the fall programs.

OTHER

1. Hobby Show - Official count (by our "clicker") was 845, but actual attendance may have been closer to 1,000. Saturdays, since Sept. 1969, have had an average attendance of about 130. (it has been slightly higher since Jan. 1970) Attendance at 5:00 on the first day of the Hobby Show was 220, about 100 more than the average. Another 146 were in until 9:00 with the rest coming on Sunday afternoon. Circulation for Saturdays since Sept. averaged 405, since Jan. 1970 485, both days of the Hobby Show showed a circulation of 484. Many favorable comments were heard concerning the show and many people became familiar with the library for the first time.
2. Comments on circulation figures (at top of report). February showed a loss for the first time over the year before. This raises some questions as to why, but it seems that of the 35 libraries in the system (RPL, its branches and extension, and community libraries) 26, or 72% of them lost in their circulation. RPL and all of its units lost. These figures can be examined by the board if they so wish. A loss between

Jan. of this year and Feb. of this year (ll loss) is, also, unusual as there were 340 more people in the library than Jan. Although less books were taken. More people were served. The board might, also, like to know that our figures are not padded. Some libraries have staff check more books if circ. will be low. WE DO NOT DO THIS.

3. Two scout groups were in for help on badges and for a tour of the library. They consisted of a Brownie troop and a troop of Junior Girl Scouts. I will continue to help some of these girls individually in obtaining their reading badges.
4. The librarian and two members of her board from the Ogden Library took a tour through the library. They are in need of new space for their library and wished to see what was done in one of the newer libraries of the system. Mr. Borlen was kind enough to be present to answer questions and give suggestions that would be helpful to them. As I was not present when the library was planned and built, his presence was most appreciated.
5. On March 14, I attended a meeting in Henrietta that was concerned with a new computerized ordering, cataloging, and processing service available on a statewide basis. There were many pros and cons discussed at this meeting and I will give the board a more detailed account of this meeting in the near future.
6. The seven pieces of sculpture that we received as our first selections, are all in circulation and seem to be very well received.
7. I helped a teacher from Chestnut Ridge school prepare a bibliography on material that we had on the subject of Anxiety and Frustrations in children. The purpose was for talks to be given on this subject to parents to whom the bibliography would be presented. I gave the teacher the material she wanted and let her use one of our typewriters as there was so much material it helped her to complete her work faster. She was particularly pleased with the Current Affairs pamphlets that I added to our collection. I was informed later, by Mr. & Mrs. Borlen, that a talk was given at their church where the speaker praised the material in our library on this topic. This was the type of program that the teacher told me would be presented for this bibliography.
8. I would remind the board, as per my recent communication to them, that the Flower Show previously discussed has been set for the 23 of May, a Saturday.
9. Also, the Film Loop program that was discussed before is now going to be offered to all of the libraries with grants being awarded to the libraries with the best program suggested for the use of these items.
10. A grant of \$75.00 was received for books on travel and recreation information.
11. Pat Black, of MCLS, sent a report on 8mm films. One new library joined those using this rotating collection and one dropped out as they are building their own collection. Suggestions from libraries indicated there should be more feature or longer types of films. I suggested that more "How to".. films be added but I was the only one with this suggestion. - Thirteen libraries will have film circuit programs. Ours will begin April 10. - In the near future RAVD will inaugurate musical cassette tape program.
12. Edwin Holmgren informs us that there are reports evaluating supplies and equipment from a consumer's point of view that we may examine if we wish.

13. From the last board meeting to date, equipment loans have been as follows:
16mm proj. - 7 8mm - 5 (it is being repaired at present) Filmstrip - 3
Screen 1. 5 filmstrip kits and 2 individual filmstrips were also loaned.

Chili Public Library Board of Trustees Regular Meeting Fe. 16, 1970

The regular meeting of the Board of Trustees was called to order at 8:30 P.M. by Chairman Mrs. Ireland.'

Present: Mrs. Wickins, Mrs. Ireland, Mr. Borlen, Mr. Moore, Mr. Brown, Mr. Dobbs, Librarian, Mrs. Henderson.

Children's Department:

Mrs. Anne Gibson, a candidate for a part time children's librarian had arranged to be present, and the Board designated Mr. Robert Brown to conduct a personal interview with her on behalf of the Board, working out details of a possible employment arrangement.

The Board then met briefly with Mrs. Gibson and decided that, based on her qualifications, and Mr. Brown's and Mr. Dobbs' recommendation, the Board take immediate action.

Mr. Borlen moved and Mr. Brown seconded a motion that she be employed on the following basis:

1. Part time children's Librarian, (not to exceed 20 hours per week.)
2. Probationary period 6 months.
3. Starting date:

The above subject to receiving a transcript confirming her education and experience which included a Bachelor's degree from the University of Nebraska, major in Home Economics and Child Development, as well as a Master's degree in Library Science from the University of Washington. Her practical experience including working as Children's Librarian. MOTION CARRIED

For several years we have had excellent children's programs, and in importuning the community to provide funds for a new library, this was a salient point in securing this approval.

In laying out the library, emphasis was given to the Children's department, and this, together with the employment of Mrs. Gibson should permit the use of new techniques and innovations giving an added dimension to our existing programs.

Mr. Moore moved and Mrs. Wickins seconded a motion to pay bills: Abstract #2, page 1, Items 15 through 39, amounting to \$1323.97. MOTION CARRIED

A brief discussion was had with respect to priorities in connection with procurement of some materials, and Mrs. Ireland said she would refer this to committee for further study.

Budget:

A review of the operating account indicates that in two categories: Library materials and supplies, we are committed to almost fifty percent of the total budgeted amount in the first month of the year.

If this continues, it can only result in deficit spending or, at least, affect any flexibility, should unexpected priorities arise later in the year requiring funds.

The commitment of the budgeted funds on other than a pro-rated basis could effectively reduce our income from interest-bearing time deposits, and use up any surplus.

In the event the actual deliveries and invoices for these materials could be spread out over the next two months, the impact, of course, would be minimized.

Librarian's report, as attached, exhibit #1.

New
Children's
Librarian

MOTION

Bills
MOTION

Budget

Building report:

A brief discussion was had with respect to the heat distribution and it was decided to investigate several alternatives before reaching any decision.

Heat

New resident letter:

The Board approved the possibility of sending a letter to new residents from the Board, together with a letter from the Friends; this to be finalized after further conversation with the "Friends".

New
resident
letter

Adult film circuit:

Mr. Moore moved and Mrs. Wickins seconded a motion to participate in the adult film circuit during April and May. This to be hosted by "Friends" of the Library.

Film
Circuit

Hobby Show: (Sponsored by the "Friends of the Library")

The Library will be open for circulation 1-9 on Saturday, March 7; and on Sunday, March 8, 1-5. Arrangements are being made to have a staff member present at all times.

Hobby Sho

Projector: (Filmstrip)

A motion was made by Mr. Borlen and seconded by Mr. Moore, authorizing the purchase of a projector at a cost not to exceed \$40.00. Funds to come from the Equipment budget. MOTION CARRIED.

Film-
Strip
projector

The loan of the filmstrip projector is as follows:

MOTION

- a. Loaned to groups or adults for 24 hours.
- b. Overdue fine to be 25¢ per day.

The loan of Filmstrips:

- a. Loaned to adults or groups for 24 hours.
- b. Maximum of 1 kit, or 4 individual filmstrips, to be loaned.
- c. Overdue fine: 5¢ per day per item.
- d. Filmstrips may be loaned up to a week if necessary.

Film Loop Program: (Experimental program)

Mrs. Wickins moved and Mr. Moore seconded a motion that we participate in the 8MM Film Loop Program. MOTION CARRIED.

Film
Loop
Program

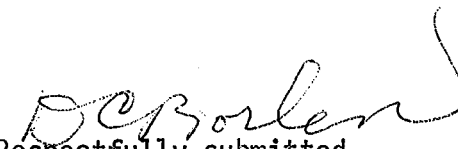
Details, as we know them now are as follows:

1. WE would be given a special projector that uses this film cartridge.
2. A certain sum of money would be allocated for the purchase of the films with Mrs. Black & Mr. Dobbs making the selection of films.
3. It would be suggested that the film loops be used in the library and not loaned.
4. Replacement bulbs would come from the original allocation, so there would be no cost to the Chili Library.
5. Only brief reports on the use of the material from Mr. Dobbs' observation could be required.
5. If the program proved unsuccessful it could be withdrawn, again, with no cost to the Chili Library.

MOTION

If this program goes through, there will no expense to the Chili Library. Financing will be handled through a grant to our library from M.C.L.S. None of the above items will require additional funds, except as covered by the various categories in the budget.

Meeting adjourned at 10:15 P.M.


Respectfully submitted,

D.C. Borlen, Sec.

DIRECTOR'S REPORT MARCH (Apr.) 1970

CIRCULATION:

This month	10,306	10,306
Last month	8,658	Year ago	9,044
Gain	<u>1,648</u>	Gain	<u>1,262</u>

PATRONS SERVED:

	Daily	Average.....	166
This month	4,311	4,311
Last month	3,164	Year ago	<u> </u>
Gain	<u>1,147</u>	Gain	<u> </u>

FINES:

\$183.89

REPORTS:

STAFF NEWS

Miss Barbara Bowman, a sophomore at Churchville-Chili, joined the volunteer pages.

STOCK:

Books.....	21,424
Records.....	1,281
Pamphlets.....	1,878
Pictures.....	2,259
Prints.....	23
Maps	12
Tapes.....	1
Filmstrips.....	91
Slides.....	871
Paperbacks.....	7
Sculpture.....	2
FILMS	

Total

27,848

GIFTS Records from Helene Morgan. Gift books were received from Mrs. Florence Brasser, Mrs. Charles Quinn, and Mrs. Mildred Cope. Gift subscription to Data Management magazine, Donor unknown.

PROGRAMS

The Children's film program, ending March 28, showed a total attendance of 239, about 40 per week. - New story hours show 90 are registered. This is not as good as the last session(112) but better than past years which had about 80. - Adult film program has shown about 20 at each showing. - Equipment loans - 16mm-3; Filmstrip proj.-3; Filmstrip loans - 4. I.L.L Films - 1.

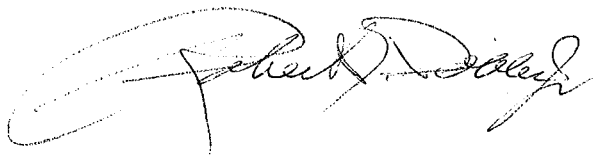
OTHER

1. As per my communications to the board, the following items are re-listed for this official report:
 - a. Circulation correction for Feb. showed the following:

Feb. 1970 -	8,658		8,658
Feb. 1969 -	8,029		8,669
GAIN	<u>629</u>	Loss	<u>11</u>
 - b. Circulation for March 1970(above) show a record circulation.
 - c. I would remind the board of the RPL Friends' annual meeting , April 23, 1970 at 12:13 p.m. in the RPL auditorium. Guest speaker will be Rutherford D. Rogers, former director of RPL. A box lunch may be ordered by 9:30 a.m. on April 23.
 - d. Registration forms should have been received by you for the May 7 meeting at RPL on the New York Library Association Standards workshop to be held from 9:30 a.m. to 3:30 p.m. A decision needs to be made at this meeting as to whether Mr. Dobbs is to attend and if mileage is to be paid to him and board members attending.

2. April 22 is National Earth Day and displays were to be set up in the library but our materials on pollution and conservation have been in constant use so we have very little to display. For your information; the Rochester Museum and Science Center will sponsor "A Double-Feature Audio-Visual Spectacular" on April 22. Visual Pollution will be the subject of the program at the Center at 8:15 p.m. Another program, WILL MAN SOME DAY POLLUTE THE UNIVERSE?, will be held at the Strasenburgh Planetarium at 9:15. There is \$1.00 admission to this program.
3. The Chili Historical Society will hold a dinner on May 2, at 7:00 at the Chili Baptist Church. Carl Schmidt will speak on "COBBLESTONE". Tickets are \$3.00 and may be purchased from May Parkhurst.
4. For you information: our booklist and newsletter is a regular addition to the files at Geneseo Library School in their samples of public library newsletters.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert D. Dodge". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

REGULAR MEETING OF THE CHILI PUBLIC LIBRARY MARCH 18, 1970

The meeting was called to order by Vice-Chairman Mr. Carl Moore at 9 P.M.
Present: Mr. Moore, Mr. Brown, Mr. Borlen and Mr. Dobbs, Librarian.

Resolution:

The Board unanimously expressed their deepest sympathy to our chairman, Mrs. Barbara Ireland, because of her recent accident, and hoped that her recovery will be rapid.

Mrs.
Ireland
ill.

Friends of the Library:

Mr Borlen moved and Mr. Brown seconded a motion expressing our deep appreciation for the fine and successful Hobby Show held on March 7th and 8th. The secretary was instructed to send letters to Mrs. Robert Criddle, president of the Friends, and Mr. Robert Nudd, chairman of the Hobby Show, for their excellent showing. MOTION CARRIED.

Lettersto
Mrs. Criddle
&
Mr. Nudd

MOTION

The Board was advised of the visit on March 11th of the Ogden Librarian and two trustees to inspect our library and secure some general information with respect to the various approaches and methods used to secure community approval for our new building. Mr. Dobbs conducted them through the library and Mr. Borlen reviewed with them, in a general way, the many tasks and particularly the many people who were involved in finally securing the excellent facilities we now have.

OGDEN
LIBRARIAN
VISITS.

They expressed their appreciation and were very high in their praise of the Library.

Mr. Brown moved and Mr. Borlen seconded a motion to pay bills on abstract #3, page 1, items 40 through 60 amounting to \$872.16. MOTION CARRIED

BILLS
MOTION

The Vice-Chairman, at this point suggested that the Librarian's report be tentatively accepted without discussion to allow for an in-depth review of our budget and financial commitments.

After delving into the various facets of our commitments, it was obvious that immediate action by the Board was indicated to bring the budget into balance, and assure an orderly approach to spending for the balance of the year.

BUDGET
DISCUSSION

Mr. Borlen moved, Mr. Brown seconded a motion that a moratorium on spending (except for mandated items) be put into effect as of March 18th and continue until the next regular meeting of the Board of Trustees.

MORATORIUM
ON
SPENDING

Items considered mandated:

1. Payroll
2. Postage
3. Telephone
4. Social security, etc.

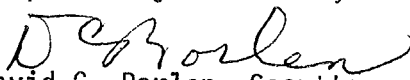
MOTION

As a part of this motion and to avoid any possibility of an interruption in essential library services, the Vice-Chairman was authorized to approve any emergency expenditure before it is made upon request of the Librarian.

MOTION CARRIED, UNANIMOUSLY.

Meeting adjourned at 10 P.M.

Respectfully submitted,


David C. Borlen, Secretary.

DIRECTOR'S REPORT APRIL (May) 1970

CIRCULATION:

This month	8679.....	8679
Last month		Year ago
	<u>10306</u>	<u>7727</u>
Loss	Gain	Gain
XXXX	1627	952

PATRONS SERVED:

	Daily	Average.....	13 1/2
This month	3473	
Last month	<u>4311</u>	Year ago	
Gain	838	Loss	Gain

FINES: \$218.90

REPORTS:

STAFF NEWS

STOCK:

Books.....	21,633
Records.....	1,327
Pamphlets.....	1,918
Pictures.....	2,306
Prints.....	23
Maps	33
Tapes.....	1
Filmstrips.....	91
Slides.....	
Paperbacks.....	910
Sculpture.....	7

Total 28,249

GIFTS

- Clippings from Mrs. Eleanor Borlen - Baseball Handbook from Sporting News Magazines; Books from Mrs. Frank Noce, Mrs. Donald Heffer, Mrs. Paul Brown.

PROGRAMS

- Adult films total attendance - 91, av. 15 per week, - Children's Films total 106, av. 27. - Tour given for a Bluebirds group. - Equipment loans - 8mm-6; 16mm-1; Filmstrip 1, - Special loans - Filmstrips - 10, I.L.L. Films - 5.

OTHER

1. Meetings attended - Friends board on April 30, - Workshop on Adult services May 7 - Workshop on Building May 9.
2. The ~~Harbor~~ ^{Harbor Springs} Garden Club reports plans are about complete for the flower show on May 23. They will be in here Friday (May 22) to do some arranging and last minute planning and they will finish beginning at 7:00 Saturday morning.
3. The Film Loop program we requested has been given to us and three other libraries. These are Fiction division of RPL, Portland Branch and Greece libraries. I will be notified later on details of the program.
4. I will be receiving a Library Cadet.

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CHILI PUBLIC LIBRARY
April 20, 1970

The regular meeting of the Board of Trustees of the Chili Public Library was held on April 20, 1970.

The meeting was called to order by the Chairman Mrs. Ireland, at 8:30P.M. Present: Mrs. Ireland, Mrs. Wickins, Mr. Borlen, Mr. Moore, Mr. Dobbs, Librarian and Mrs. Henderson.

Minutes of the previous meeting were read and approved.

Communication:

A letter to Mr. Kent dated March 4, 1970 from New York State Employee's Retirement System was read. Mrs. Wickins moved and Mr. Moore seconded a motion that all Library employees qualifying should be included in the New York State Employee's Retirement System in accordance with its provision. MOTION CARRIED.

Retirement
MOTION

Mr. Moore moved and Mrs. Wickins seconded a motion to pay bills on abstract #4, page 1, items 61 through 71 amounting to \$309.14. MOTION CARRIED.

Bills
MOTION

Mr. Moore moved, Mrs. Wickins seconded a motion to close the Library at 6P.M. Friday May 22, 1970 because of Fireman's Carnival (traffic and parking congestion). MOTION CARRIED.

Early
closing
MOTION
Memorial
Day
MOTION

Mr. Moore moved and Mrs. Wickins seconded a motion to close the Library May 29th and 30th for the Memorial Day holiday. MOTION CARRIED.

Budget Review:

An in-depth discussion of the budget was held. It appears that the moratorium adopted by the Board has had a salutary effect, not only on expenditures, but also on the method of presenting and interpreting our commitments.

Since our March meeting, Mr. Dobbs has reviewed our commitments and presented a new corrected report that is considerably more in line with our budget requirements.

Budget
Review
and
MOTION

Mr. Borlen moved and Mr. Moore seconded the following:

1. The moratorium be lifted as of April 20, 1970.
2. The Librarian be authorized to procure library materials on a selective basis at the rate of \$500.00 per month for the next two months.
3. The expenditure for mandated items be continued.
4. Other controlable items such as supplies to be procured on an orderly basis and in line with amounts itemized in the budget. MOTION CARRIED.

In line with this decision, Mr. Dobbs is to present to the Board at the next meeting, the guide lines that are being followed and a breakdown of library materials being procured. This should include books and records showing percentages of adults, young people's, children's, reference, fiction, non-fiction and others.

There was some discussion of an inventory, but no decision was reached. This should be on agenda for the next regular meeting.

Delinquent fines: A brief discussion was held relative to this subject. The transcript of the final letter suggested by Mr. Dobbs should be modified. No action taken. Postponement suggested for subsequent meeting.

Mr. Dobbs requested authorization to attend and to be paid mileage for the May 7th meeting at RPL. Mrs. Henderson to attend meeting on the same basis. Mrs. Wickins moved, Mr. Moore seconded motion that this be granted. MOTION CARRIED.

Meeting
mileage
MOTION

Meeting adjourned at 10:30 P.M.

Respectfully submitted,

J. C. Borlen Secretary

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CHILI PUBLIC LIBRARY MAY 18, 1970

The meeting was called to order by the chairman, Mrs. Ireland at 8:30 P.M.
Present: Mrs. Ireland, Mrs. Wickins, Mr. Borlen, Mr. Brown, Mr. Moore, Mr. Dobbs, Lib.

Minutes of the previous meeting were read and approved.

Several applications for employment were read.

Mr. Moore moved and Mr. Brown seconded a motion to pay the bills covered by abstract #5, page 1, items 72 through 84 amounting to \$849.91. Motion carried.

BILLS
MOTION

The Librarian's report tentatively accepted.

Mr. Brown moved, Mrs. Wickins seconded a motion to close the Library on Saturdays starting June 13th through Sept. 5, 1970. (This in line with previous practice.)
MOTION CARRIED.

SUMMER
CLOSING
MOTION

Mr. Moore moved, Mr. Brown seconded a motion to adopt changes in procedures as outlined in our procedure manual for the billing of overdue unpaid fines:

FINE
BILLING

Exhibit # 1 Policy delinquent fines
" # 2 Cards- 1st mailing
" # 3 Letter-~~#1~~2nd mailing
" # 4 " #2-3rd mailing

MOTION

MOTION CARRIED.

At the Board's request, Mr. Dobbs verbally submitted an approximate breakdown of library materials as to general classifications:

Books:

Adult-50% (15% of this is reference.)

Children-30%

Audio-visual-20% (adult & children)

The proposed inventory will further classify this.

Budget review: Discussion and review of various items indicate that controls adopted at our previous meeting have been effective.

Mr. Moore moved, Mr. Brown seconded a motion to hire Lori Johnson for the primary purpose of working on inventory, on the following basis:

Summer
help

Maximum hours: 25

Rate: \$1.65 per hour

Effective date: June 15th (payroll # 13)

MOTION

MOTION CARRIED.

Mr. Moore moved and Mrs. Wickins seconded a motion to employ a new page:

New Page

David DeGraff, starting with payroll # 13

Maximum hours: 12

Rate: \$1.35

MOTION

He has been a volunteer and is taking the place of Patti O'Connor. MOTION CARRIED.

Mr. Moore moved and Mr. Brown seconded a motion to grant vacation to the part-time staff on the following basis:

VACATION
PAY
STAFF
MOTION

Thelma Dumbleton; 20 hours.

Helene Morgan; 30 hours.

* MOTION CARRIED.

Due to special personal reasons, Mr. Dobbs requested one week's vacation for the last week in June. (He was not eligible until after July 1, 1970.) Mr. Moore moved and Mr. Brown seconded a motion to approve this request.

MOTION CARRIED.

Vacation
(Mr. Dobbs)

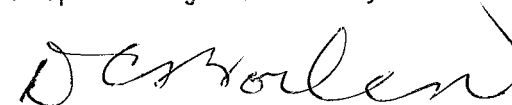
MOTION

Discussion took place concerning the employment of Mrs. Ann M. Uebelacker as a part-time librarian at the rate of \$3.80 per hour, with a probationary period of 6 months. Further action will take place pending her acceptance.

PART-TIME
Librarian

Meeting adjourned.

Respectfully submitted,


David C. Borlen, Secretary

DIRECTOR'S REPORT For May

CIRCULATION:

This month	6930	6930
Last month	8679	Year ago	6190
Gain	LOSS 1749	Gain	740

PATRONS SERVED:

	Daily	Average	98
This month	2352		
Last month	3473	Year ago	
LOSS	Gain	1121	Gain	

FINES: \$253.94

REPORTS:

STAFF NEWS

--Thelma will be working only one day a week beginning the last week in July until school starts. Family events necessitates her being home more this summer.

--Barb Stein, page, will be attending college courses this summer and will return this fall. Although she is only a senior this fall, she has qualified for this special summer training.

--A training session will be held on June 22 for all pages, both salaried and 4 or 5 volunteers.

GIFTS: One book from the Time-Life Co. Books from Representatives Carroll and Conable. One book from Florence Brasser.

PROGRAMS Equipment loans: 8mm-6, 16mm-2, Filmstrip-3. Special loans: Filmstrips-7.

I have met our cadet, Victoria Griffiths, and she will be starting work here on Wed. June 17. We will begin working on summer programs at that time.

OTHER

1. In answer to a request at the last Board meeting, the number of phone calls we are allotted is 80, before we are charged for extras.

2. The flower show held in the library on May 22 was very successful and the library looked very nice with the arrangements. Pictures are available for you to view. I would estimate that about 100 people were there in addition to regular patronage.

3. Mrs. Norma Harmon, volunteer, took all of the "sit-on" pillows for the children and restuffed them and stitched them. Helene thought of a cute thank-you, by placing a little paper doll that said "thank-you" on her dress, on a little felt pillow. Mrs. Harmon thanked her for it.

4. The Chili Garden Club has placed about 15 new shrubs in the front of the library. Some of these were replacing dead shrubs, and some were new. They will, when their budget permits, add a few more pieces to complete the landscaping.

STOCK:

Books	21,720
Records	1,314
Pamphlets	1,939
Pictures	2,306
Prints	23
Maps	33
Tapes	1
Filmstrips	91
Slides	
Paperbacks	933
Sculpture	7
Films	2

Total

28,369

5. Grants received:

\$135 for juvenile records
120 for reference materials
375 for books in the 360-390 areas.

6. A meeting will be held on June 19, to finalize procedures for the film loop grant. (Oral report will be given on the conditions of the grant, for board approval.)

7. Much vertical file material has been processed for both small and large files with the help of volunteers Mary Cronin and Phyllis.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert D. Kelly". The signature is fluid and stylized, with a large initial "R" and a long, sweeping underline.

Exhibit 11

POLICY FOR DELINQUENT FINES

The purpose of this policy is to clarify and further detail the procedures for billing unpaid fines as explained in the procedure manual.

1. When overdue fines accumulate to a dollar the patron is to be billed.
2. This billing will occur only quarterly on the following calendar:
February - May - August - November
3. The first bill will consist of the printed form card that has been used in the past. (Form.111) The transaction number, title, date due, date returned, and fine due is typed on the reverse side of this card. A carbon copy is made of this for our delinquent file.
4. Each successive billing will consist of a different form letter.
5. Letters two and three will include a library addressed envelope.
6. If no response follows the third letter the delinquent file record will be marked NO CARD. This borrower should not receive a new card when he seeks to renew his old one unless the fine is cleared first.
7. Cards with no action for 3 years may be removed from the file and discarded.

Philip #3

Letter 1

Something must be wrong.....
because we've never received your reply to our previous reminder about
this over due fine. And, since I'm sure you'd like to clear this balance
at once this note is to let you know the amount below is still unpaid.

May we have your check this week?

Thank you so much,

Robert J. Dobbs, Jr.
Director

Amount _____

Letter 2

There must be a reason.....
When an excellent person like you doesn't pay a bill.
Won't you let us know what is keeping your account unpaid? If it has just
been overlooked won't you use the enclosed envelope to returned the amount
below

Thank you,

Robert J. Dobbs, Jr

Amount _____

Exhibit #4

Letter 3

Are you aware, Mr _____:.....
that you may be in danger of losing your library card? Frankly we would
not like to see this happen.

Yet unless some effort is made to clear our records of this overdue
fine balance of _____ by the first of the month we will be forced
to place your name in our "NO CARD" file.

I am sure you would agree, 11 months is long enough for a bill to remain
unpaid - unless there is a special reason. But since we have not heard
from you to that effect we assume there is none.

This is our last reminder.

Our envelope is enclosed. Why not enclose the money and mail it to us
immediately. It will only take a minute and could save much embarrassment.

Thank you,

Robert J. Dobbs, Jr.
Director

DIRECTOR'S REPORT June(July) 1970

CIRCULATION:

This month	8752	8752
Last month	6930	Year ago	6930
Gain	<u>1822</u>	Gain	<u>1602</u>

PATRONS SERVED:

	Daily	Average.....
This month	2518*
Last month	2352	Year ago
Gain	<u>166</u>	Gain

*Attendance at playgrounds not included.

FINES:

\$213.71

REPORTS:

STAFF NEWS

Vacationers include several volunteers and during July, Hilda, Helene, and Thelma are gone for two weeks with Bertha and Mr. Dobbs holding down the fort. They are all due back on July 27.

New volunteers pages are, Miss Susan Kelly, Miss Dorinda Balsley, and Miss Debra Trenton.

GIFTS

Gates-Chili High School Yearbook from the school district. Two Children's books from Mrs. Gordon McCowan.

PROGRAMS

Vicki, our cadet, reports that the story hours are going very well but that attendance for the reading club is down over past years. Vicki is doing some interesting things and her reports will be available for the Board to examine at the next meeting.

- Filmstrip loans=7, 16 mm Projector=2, 8mm projector=4, Filmstrip projector=1.

OTHER

1. The Film Loops for the loop project have been ordered with the libraries participating ordering somewhat different films so that we may borrow from each other if necessary.
2. Pat Black, our MCLS liason, was in with her A-V cadet to see our library and our A-V set-up. Her comments were most favorable.
3. Our Fine Free Day was not a huge success. Irondequoit was having a fine free week at the same time and theirs was not too successful either. Ours did not create a great deal of unusual business that day and long overdue items consisted of one from DEC. 1969, and most of the rest from April and May 1970.
4. Inventory is progressing well with five volunteers faithfully helping Lori. I will plan something special for these kids at the end of the summer to show our appreciation for their good work.
5. Our state aid figure has been given to us. It will be \$1639.25. Considerably less than what was expected.

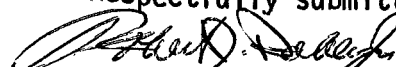
STOCK:

Books.....	21,844
Records.....	1,349
Pamphlets.....	1,958
Pictures.....	2,841
Prints.....	32
Maps	33
Tapes.....	1
Filmstrips.....	91
Slides.....	
Paperbacks.....	926
Sulpture.....	14
Films	2

Total

29,091

Respectfully submitted,



CHILI PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING June 15, 1970

The regular meeting of the Board of Trustees of the Chili Public Library was called to order at 8:30 P.M. on June 15, 1970 by Chairman Barbara Ireland. Present: Mrs. Wickins; Mr. Moore; Mrs. Ireland, Chairman; Mr. Dobbs, Librarian and Mrs. Henderson. Present also was Mr. Criddle-Town Liason.

The minutes were approved as mailed.

Minutes

A thank-you note was received from the Hubbard Springs Garden Club for the use of the library for their flower show. (May 22, 1970).

Applications are still being received from applicants for the position of Children's Librarian.

The Board is still waiting to hear from Mrs. Uebelacker concerning her decision.

Mr. Moore moved and Mrs. Wickins seconded a motion to pay bill #85 through #96 on abstract #6 totaling \$390.04. Motion carried.

Bills
MOTION

Mrs. Wickins made a motion and Mr. Moore seconded the same that the check totaling \$145.35 be accepted from the Friends of the Library for payment of a Art-Print/Map file. The bill is #86 on the June abstract. Motion carried.

Art-Map
File
Gift
Motion

The Director's report was accepted by the Board.

A motion was made by Mrs. Wickins and seconded by Mr. Moore to send a thank-you note to the Hubbard Springs Garden Club for their exhibit in the library. Motion carried.

Note to
Garden Club
MOTION

Mr. Dobbs reported the finalization of the Film Loop Grant would take place on Friday June 19th at RPL. We will be given a projector from the system for the duration of the experiment. Mrs. Wickins moved and Mr. Moore seconded the motion that we accept this Grant as well as the responsibility for the upkeep of the projector. See exhibit # 2 attached. Motion carried.

Film Loop
Grant
MOTION

Mr. Moore made a motion, seconded by Mrs. Wickins that the Library be closed Friday July 3rd for the Holiday week-end. Motion carried.

July 3rd
closing
MOTION

Mr. Moore made a motion, seconded by Mrs. Wickins that the policy on renewals would remain the same as written in the minutes of Jan. 1965. This may be discussed at a later date, pending new developments at MCLS. MOTION CARRIED.

Renewals
MOTION

Mr. Moore moved that there be a FINE FREE DAY for Chili books only to be held June 26th. Seconded by Mrs. Wickins. Motion carried.

FINE-FREE
DAY
MOTION

It was decided to table the discussion on maximum fines until the next meeting.

Mrs. Wickins made a motion that Mr. Dobbs be given authorization to buy 4 head-sets for the record players. Two of a new type will be purchased. Two more will be purchased later at his discretion. Seconded by Mr. Moore. Motion carried.

Head-sets
for record
players
MOTION

The Chili Public Library will have a Cadet for the summer, one, Victoria Griffiths of Brockport, N.Y. who will be starting with us on June 17th. Cadet

Mr. Moore moved and Mrs Wickins seconded a motion that either the Cadet or the person giving the story hour in her place, should receive round-trip mileage between the Library and the playground designated. Motion carried. Playground mileage MOTION

Mr. Moore made a motion, seconded by Mrs. Wickins that mileage be paid for necessary liason meetings for Cadet training programs. MOTION CARRIED. Mileage for Cadet Training Motion

Mrs. Ireland announced the Planning Committee would have a meeting on Monday July 13th to discuss new projects in the budget.

Meeting adjourned at 9:45 P.M.

MINUTES submitted by



Bertha Henderson, Sec. Pro-tem.

Action Request:

Deadline: June 19, 1970

MONROE COUNTY LIBRARY SYSTEM - ROCHESTER PUBLIC LIBRARY

Date: June 10, 1970

To: Mary Vander Ven, Helen Smith, Steve Lesnak, Bob Dobbs

From: Pat Black, A-V Consultant

Subject: 8mm film loop collections

The following are the conditions under which the 8mm film loop collections will be available to you. If you are in agreement, please sign and return one copy to me on June 19, 1970:

1. That each participating library will receive a Technicolor super 8mm film loop projector.
2. That MCLS will not be held responsible for the maintenance of the equipment (the responsibility will lie with the unit).
3. That the Fiction Division will have a smaller collection (due to the budgeting of Central Library funds for their project).
4. That Pat Black will work with the personnel of the units involved in the proposed projects: (a) for the selection of materials in order to prevent unnecessary duplication; and (b) in setting up guidelines for use.
5. That the resources of all 4 units must be available to the group upon request.
6. That the individual units experimenting with the programs will log all use of equipment and films and report to Pat Black quarterly for detailed evaluation of the programs.
7. That the staff involved in the projects will assist Pat Black in evaluating the program when requested by Harold Hacker.
8. That the assistant directors will reserve the right of recall after 6 months if a low level of use of the program is indicated.
9. That the initial collection of materials will be used unprocessed.

Signature

Library

file with

DIRECTOR'S REPORT JULY (August) 1970

CIRCULATION:

This month 10,141..... 10,141
Last month 8,752 Year ago 8,603

Gain 1,389 Gain 1,538

PATRONS SERVED:

	Daily	Average.....
This month	2844 2844
Last month	<u>2618</u>	Year ago <u>2686</u>
Gain	326	Gain 158

+ Playground programs

FINES:

101.80

REPORTS:

STAFF NEWS

Miss Barbara Criddle, page, spent one week this summer in Albany with other members of the teenage Republican Club, for a special tour and for discussions of New York State political agencies.

Miss Barbara Stein, page, also spent some of this summer away in Montreal Canada, studying in special college courses.

Miss Vicki Griffiths, cadet, will do some hiking in Canada upon leaving here the end of August.

Pages and volunteer pages were treated to a picnic and a theater party at the end of the summer in appreciation of good work. The Friends sponsored the activities.

GIFTS

Books donated by Mr. & Mrs. James J. Casey of 23 Cross-Bow Drive.

PROGRAMS

Miss Griffiths reported that the playground stories were very successful with over 330 children reached. While the pre-school stories, also, went well the Vacation Reading Club was not as well attended as in previous years. There was additional publicity done and still attendance was fairly low from the beginning. Miss Griffiths reports are available for your inspection.

OTHER

1. Circulation growth - The figures for the period January-June 1970 show an increase in circulation over 1969 of 4,565. According to Mr. Hacker's figures we were #5 in a list of "Big 5 gainers" throughout the system and #4 in a list of 5 in gainers in per cent (9.6% over 1969)

You will note in the figures at the top of this report, that July was an extremely good month. It is almost a record, it is exceeded only by March figures for this year.

Also, this is the first month that we are able to compare the number of patrons served over the year before. As you can see, above, there were 158 more persons served in July 1970 than in 1969.

2. For your information, there may be a meeting/seminar downtown on Insurance Information sometime this fall. I will inform you of the details as I learn them.

STOCK:

Books.....	21,999
Records.....	1,351
Pamphlets.....	1,958
Pictures.....	2,841
Prints.....	52
Maps	35
Tapes.....	1
Filmstrips.....	94
Slides.....	
Paperbacks.....	923
Sculpture.....	14
Films	2

Total

29,270

3. The entire summer seems to ^{have} been an exceptional one. August circulation figures indicate there will be a gain of over 2,000 over 1969, with approximately 180 more patrons served, also. Where, in the past, it has been reported to me that the summers seem to "slow down" in activity, we were often very busy and much more so than the previous year. It was, also, unpredictable, as it was not busy always at the same time.
4. We have been informed that one rotating book collection is now going to be discontinued. This was a collection, selected by MCLS, of various non-fiction collections. One might be a collection of art books, another on science, etc. We will continue to receive rotating books that we normally order at book meetings.
5. The film loops and projector project has started with the projector and some of the films being received. Many persons have already viewed the few items we have and it looks as if it might be a successful service.
6. For your information, we now have a catalog of films available from the New York State Library. Mrs. Black will help us borrow these if we wish.
7. Inventory has been completed with about 700 books still missing. Some of these will filter in over the next few weeks. Miss Johnson is to be commended, along with her volunteer helpers, for the excellent job she did on this project this summer. Many problems arose such as books without cards, damaged books, etc. She handled all very well.
8. Grant of \$35 has been received for new one-year magazine subscriptions. This will enable us to test some new fields of interest through the media of the periodical.
9. In your boxes you will find a resolution adopted by the town board establishing standards of conduct for all town employees. We have been instructed to see that all of our staff and volunteers receive a copy of this.
10. According to Mr. Hacker's August 1970 report, City pay schedules have resulted in RPL salaried and hourly staff increases of about 7-7 1/2%. A Junior Librarian, this is a beginning librarian, would start at \$8,450 for 1970-71.
11. Other RPL information includes notes about new Slide collections in RAVD and more discussion on Renewal policies with more to come on the later in September.
12. Outline of Fall programs:

Sept. Friends Membership Drive
 (exact dates to be determined)
 Sept. 17 - Welcome tea for Volunteers
 Sept. 14 - Registration begins for
 story hours for 3, 4, & 5 year olds.
 Sept. 28-Nov. 18 - Pre-school Story Hours

Oct. 3 - Nov. 21 Children's films
 (Sat. 10:45am)
 Oct. 8 - Tour of RPL for Volunteers
 2:15 pm.
 Oct. 23-Nov. 20 Film Circuit entitled
 "The World of Books" (Fri.-7:30pm)

Nov. 21 (10:45am) Family Film
 "Adventures of Sinbad" all cartoon film
 Nov. 19-Volunteers Workshop-10:00am.

Dec. 2, 9, 16-Holiday Open House.
 Refreshments, displays, and carol groups
 sponsored by the Friends.
 Dec. 22 - Holiday Help for Harried Mothers
 Films and stories for children
 1:00 to 3:00 p.m.

Respectfully submitted,



REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CHILI PUBLIC LIBRARY JULY 20, 1970

The regular meeting was called to order by the chairman Mrs. Ireland at 8:30 P.M.
Present: Mrs. Wickins; Mr. Moore; Mr. Borlen; Mr. Brown; Mrs. Ireland; Mr. Dobbs,
Librarian; Mr. Criddle-Town liason; Mrs. Henderson.

Minutes of the previous meeting were approved as read.

Librarian's report: Exhibit # 1.

Mr. Moore moved and Mr. Brown seconded a motion to pay bills on abstract #7, page 1, items 97 thru 114 in the amount of \$2,026.10. MOTION CARRIED

Bills
MOTION

The results of the FINE-FREE day, June 26, 1970 were negative, and will require further research before initiating another one.

Fine-free
day

Mr. Moore moved and Mrs. Brown seconded a motion to reaffirm the present policy on mileage; that all mileage must be authorized prior to any trips made.

MOTION CARRIED

Mileage
MOTION

The question of maximum fines was discussed briefly and tabled.

Maximun
fine

A review was made of the policy concerning Memorials. It was decided in addition to the recipient receiving a card, a like Memorial card would be sent to the donor of the gift, and signed by the Board of Trustees.

Memorial
policy

After a discussion concerning hiring Robin Kenyon, Mr. Moore moved and Mr. Brown seconded a motion that she be requested to volunteer for approximately 30 days, after which she would be put on the payroll as a regular page. MOTION CARRIED

Page
MOTION

Mr. Brown moved and Mr. Moore seconded a motion that the Library participate in the AUDIO-VISUALSURVEY sponsored by M.C.L.S. MOTION CARRIED

A.V.
marketing
survey
MOTION

Mrs. Wickins moved and Mr. Moore seconded a motion that a correction of the payroll in regard to Mr. Dobbs be as follows: that we continue the same amount through payroll #25, and on payroll #26 the amount will be \$368.75.

Payroll
correcti
MOTION

BUDGET: Mr. Brown moved and Mrs. Wickins seconded a motion that a calendar year budget for 1971, in the amount of \$47,943.00 be established. MOTION CARRIED 3 to 2.

Mr. Borlen, negative, amount too high. Mr. Moore negative, amount too low.

Mr. Moore moved and Mr. Brown seconded a motion that a request be made to the Town Board for \$38,600 to be raised by taxes. MOTION CARRIED 4 to 1.

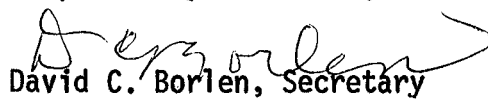
Mr. Borlen negative, amount too much.

Budget
MOTION

Chairman will advise in respect to possible August meeting.

Meeting adjourned: 11:15 P.M.

Respectfully submitted,


David C. Borlen, Secretary

DIRECTOR'S REPORT AUGUST (SEPT) 1970

CIRCULATION:

This month	..10,300....	10,300
Last month	0,141	Year ago
		7,730
Gain	159	Gain
		2,570

PATRONS SERVED:

	Daily	Average.....
This month	2842 2942
Last month	2844	Year ago
		2740
Gain	98	Gain

FINES:

\$145.22

REPORTS:

STAFF NEWS

Mrs. Henderson reports that her daughter Sue, has been accepted at and is attending Library School at Albany.
Mrs. Morgan's son, Mike, is attending Colorado State this fall and her other son, Rick, will be married next month..

GIFTS Books received from Mrs. James Trenton of Indian Hill Drive, and Mr. Elwood Cowley of Andony Lane. Books were also received from Mrs. Doris James of Westside Drive in memory of Mrs. Grace I. Smith.

PROGRAMS

Story hour began registration on Sept. 14. The three year old program was filled with four on the waiting list by the second day of registration.

OTHER

1. As mentioned in last months report, our summer has proved to have been very successful. In the figures above, we had an increase in August 1970 circulation, over 1969, of 2,570, and a gain in persons served of 202. July and August both had circulations of over 10,000 which was close to our record circulation last March.

2. At the request of Mrs. Betty Greenfield, whose daughter runs the Chili Doll Hospital and Museum, we printed a few book lists of material we have on dolls. Additional copies were run off for us downtown and a copy has been made available to board members at this meeting.
A similar request has come from Mrs. William Corcoran for a list of books on marriage and family problems. She is a committee member for a program of three lectures entitled "Marriage Today" which will be given at the Gates-Chili High School during September, October and November. These lists will be available for the persons attending these lectures.

STOCK:

Books.....	22,179
Records.....	1,350
Pamphlets.....	1,959
Pictures.....	2,841
Prints.....	52
Maps	35
Tapes.....	1
Filmstrips.....	94
Slides.....	927
Paperbacks.....	14
Sculpture.....	2
Films	
Total	29,454

3. On September 22, in the a.m., the Gates-Chili Motorcade (tour) will bring members of both towns into our library. Volunteers and staff will be available to answer questions and to pass out our library brochure.

4. On September 17, a tea was given for volunteers with about 10 volunteers, and a total of about 16 persons in attendance. A few volunteers had expressed their regrets that they could not attend before the meeting and a few did likewise afterwards in the following couple of days.

A yearly calendar has been created for them with various meetings and programs for them. This is posted for your informations.

5. I have agreed to serve on a task force committee on centralized processing in the Monroe Co. Library System. This committee will examine long and short-range goals for centralized processing, policies for multi-media processing, etc. It was my original intent to attend these meetings on my own time but their first meeting was scheduled at a bad time and our schedule here did not allow me to attend.

6. Inventory count has been delayed as a section will have to be re-done because of a suspected error.

7. Included with this report is a calendar for October listing library events. This is for your information at home.

8. A question was raised recently pertaining to how much money has been spent on A-V materials. Below is for your information:

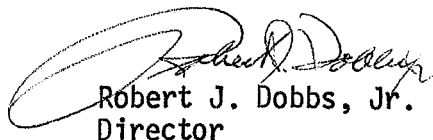
1969 Total non-record a-v- \$855.56 (This figure is in annual report, in case you missed it.)

1970 Total non-record a-v- \$280.00 (To date)

~~\$1135.56~~ (Total of non-record av materials, as outline in our a-v- catalog)

1970 Total with records - \$651.87

Respectfully submitted,


Robert J. Dobbs, Jr.
Director

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING August 31, 1970

The regular meeting of the Board of Trustees of the Chili Public Library was called to order at 8 P.M. on August 31, 1970 by the Chairman. Present: Mrs. Ireland, Chairman; Mr. Borlen, Mr. Moore, Mr. Dobbs, Librarian.

Mr. Moore moved and Mr. Borlen seconded a motion to pay bills on Abstract #8 page 1, items 115 thru 130, amounting to \$752.46. MOTION CARRIED.

BILLS
MOTION

Librarians's report was tentatively received with some suggestions of changes in schedules.

With regard to inventory cut-off, information has been requested on the following, as of September 1st.:

INVENTORY

1. Material on loan from system.
2. Breakdown of inventory in classification.
3. Inventory of equipment.

Monroe county Library System has given us a Grant of new one-year magazine subscriptions (\$35.00).

GRANT
MAGAZINE

Mr. Moore moved and Mr. Borlen seconded a motion to hire Laura Woods (a former volunteer) to fill a vacancy as a page, start September 7th, payroll # 19, at \$1.35 per hour. MOTION CARRIED.

NEW
PAGE

Further review of the budget request was discussed and re-appraised. Mr. Moore moved and Mr. Borlen seconded a motion to adjust the request to be raised from Town taxes to \$40,143.00. MOTION CARRIED.

BUDGET
REQUEST
Motion

Meeting adjourned at 9:15 P.M.

Respectfully submitted,


David C. Borlen, Sec.

NEXT MEETING SEPTEMBER 21, 1970

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CHILI PUBLIC LIBRARY SEPT. 21, 1970

The regular meeting of the Board of Trustees of the Chili Public Library was called to order by the chairman Mrs. Ireland at 8:30 P.M. on Sept. 21, 1970. Present were: Mrs. Ireland, chairman; Mrs. Wickins; Mr. Brown; Mr. Moore; Mr. Dobbs; Library director; and Mrs. Henderson. Absent: Mr. Borlen. The minutes of the previous meeting were read and approved.

Mr. Moore moved and Mrs. Wickins seconded a motion to pay bills on Abstract #9, page 1, items 131 through 147, amounting to \$527.17. MOTION CARRIED.

BILLS
MOTION

Librarian's report was accepted as read.

Mr. Moore moved and Mrs. Wickins seconded a motion to remove restrictions on total spending of entire library materials that was placed on this at the April 20, 1970 meeting. MOTION CARRIED. * See below.

RESTRICT-
tions
MOTION

There was a review of insurance on library books, and it was decided that we should continue the \$22,00.00 insurance as we have in the past.

Insurance

Mrs. Wickins moved and Mr. Brown seconded a motion to authorize the chairman and the Vice-chairman to negotiate an agreeable salary figure for the position of Children's Librarian, with the applicant of their choice, up to the budgeted amount. MOTION CARRIED.

CHILDREN'S
LIBRARIAN
MOTION

Mr. Brown moved and Mr. Moore seconded a motion that Thelma Dumbleton may work an additional four hours per week, to start with payroll #21. MOTION CARRIED.

EXTRA
HOURS
MOTION

* Restriction on spending as taken from minutes:

"March 18, 1970

Mr. Borlen moved and Mr. Brown seconded a motion that a moratorium on spending except for mandated items such as: 1. Payroll, 2. Postage, 3. Phone, 4. Soc. Sec., etc. be put into effect as of March 18th and continue until the next regular meeting of the Board of Trustees.

"April 20, 1970

Mr. Borlen moved and Mr. Moore seconded the following:

1. The moratorium be lifted as of April 20, 1970.
2. The librarian be authorized to procure library materials on a selected basis at the rate of \$500.00 per month for the next two months.
3. The expenditure for mandated items be continued.
4. Other controllable items such as supplies to be procured on as orderly basis and in line with amounts itemized in the budget."

Meeting adjourned at 11.00P.M.

Respectfully submitted,

Bertha Henderson

Bertha Henderson, Sec. Pro-tem.

SPECIAL MEETING OF THE CHILI PUBLIC LIBRARY BOARD OF TRUSTEES, Sept. 24, 1970

The meeting was called to order by the chairman, Mrs. Ireland at 4:30 P.M.
Present: Mrs. Ireland, Chairman; Mr. Moore, Vice-chairman, Mr. Borlen, Sec.;
Mr. Dobbs. Librarian; and Mrs. Barbara fulford, Children's librarian candidate.

The purposr of this meeting was to interview Mrs. Fulford for the position
of Children's librarian.

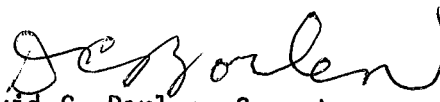
After discussion with her, the members present agreed that Mrs. fulford
would make an ideal choice for the position.

Acting with the authority given them by the Board at the September 21st
meeting, the Chairman and Vice-chairman hired Mrs. Fulford on the following
basis:

Remuneration to be \$3.60 per hour for 20 hours per week,
Starting on September 28, 1970, during payroll period #20, (Sept.
21st through October 3rd.); Six month probationary period. (Pending
favorable references.)

The meeting was adjourned at 5:30 P.M.

Respectfully submitted


David C. Borlen, Secretary

DIRECTOR'S REPORT OCTOBER(nov.) 1970

CIRCULATION:

This month	9769	9769
Last month	9429	Year ago	8723
Gain	<u>340</u>	Gain	<u>1046</u>

PATRONS SERVED:

	Daily	Average.....	
This month	36933693	
Last month	3334	Year ago	3524
Gain	<u>359</u>	Gain	<u>169</u>

FINES: \$227.40

REPORTS:

STAFF NEWS

STOCK:

Books.....	22,600
Records.....	1,342
Pamphlets.....	1,961
Pictures.....	2,841
Prints.....	52
Maps	35
Tapes.....	1
Filmstrips.....	94
Slides.....	
Paperbacks.....	1,326
Sulpture.....	17

Total 30,281

GIFTS

PROGRAMS Special loans, August, Sept. & October.- Filmstrips: 18 - I.L.L Films: 12
8mm projector: 6 - 16mm projector; 1 - Filmstrip projector: 7.

The Saturday morning film programs have gone well, with an average attendance of 37. - The Friday night film programs are not going well, with an average of only 4 in attendance. The other libraries showing the same films, found this to be the case, also..

OTHER

1. On October 12, I attended a luncheon downtown where Mr. Hacker discussed a proposal to consider a program by all libraries of "participatory management". Although the term has not been fully defined, it is hoped that such a program would give more opportunity on all levels to participate in library operation and decision making. We have done something like this here with the occaisional staff meetings that I hold. More on this later as it develops.
2. About 21 MCLS trustees and staff members visited our library on Nov. 4. Mrs. Ireland gave them a brief talk on their bus on their way from the Gates library and I gave them a tour of our building. Most seemed to be impressed with our facilities.
3. On November 7, I gave a tour to about 24 girl scouts and their leaders. A brief introduction on how to use a library was given so that they could begin work on their reading badge.

4. The "Friends" program on November 12, the "Middle East" lecture, had about 40 persons in attendance. Mrs. Criddle had anticipated as many as 50, but the speaker was pleased at the turn-out, and it wasn't bad for the type of night.
5. The Xerox copier has been installed and its use gradually increases. Many comments have been made that indicate people are glad its here.
6. The films loops seem to be quite successful. Many persons view them here in the library. Although some suggestions have been made to various groups and adults for increased use of these films, I have not had time to do anything special in the way of promotion of these. Other duties have priority. Other audio-visual items also are being used increasingly. Some of the sound filmstrip sets have been used for children's parties and some for adult discussion groups.
7. The a-v marketing survey was completed during the last week of October. Many interesting remarks were made on these questionnaires. A brief meeting will be held at the Nov. 18 book meeting to give us suggestions for tabulating the results. I hope to have our volunteers help with this at their Nov. 19 workshop.
8. I am still working on an equipment inventory for you. Service has demanded most of my time, but I will complete/just as soon as I possibly can.
9. The Friends membership drive has been reported to have increased the active membership about double ^{it} its previous figure and have increased the Friends budget by over \$300. They expect even more results as some businesses have not been heard from to date.
10. Books have been added to our collection from rotating collections, amounting to 11 books.

Respectfully submitted,



The regular meeting of the Board of Trustees of the Chili Public Library was called to order by the Chairman, Mrs. Ireland at 8 P.M.

Present: Mrs. Ireland Mr. Borlen
 Mrs. Wickins Mr. Dobbs, Librarian
 Mr. Moore Mrs. Henderson

The minutes of the regular meeting of Sept. 21st were approved as mailed. The minutes of the special meeting of Sept. 24th were approved as mailed.

A brief discussion in respect to the Budget, especially in regard to the Library Materials took place to make sure our expenditures would be in agreement with the amount budgeted for the remainder of the year. BUDGET

The Librarian's report was tentatively accepted as read. Lib. report

The Board congratulated Mr. Dobbs on arrival of his new baby daughter Kim.

The Memorial Fund Report is as follows:

First Fed. Savings Account (Interest bearing): \$426.33

Sec. Trst. Checking Account: \$112.50

*see below

Total: \$538.83

MEM. FUND
REPORT

A review was made of the use of the bulletin board and it suggested that effort be made to control the size of material so as to secure the greatest possible use of the board. BULLETIN BOARD

There was some discussion of policies established by the Board, and that they were not being followed regarding purchasing procedure. It was felt a detailed review should be made by the committee that originally made the procedure and, if necessary, resubmitted to the Board for confirmation. POLICIES

Mr. Moore moved and Mr. Borlen seconded a motion authorizing Mrs. Barbara Fulford to attend one bookmeeting a month and mileage to be compensated at 10¢ per mile. MOTION CARRIED. MILEAGE CHILDREN'S LIBRARIAN MOTION

A motion was made by Mrs. Wickins and seconded by Mr. Moore to accept the offer of the Chili Businessmen to install a copier in the Library on a sixty day trial basis. MOTION CARRIED. COPIER MOTION

The question of new equipment for work room was tabled.

Mr. Moore moved, Mrs. Wickins seconded motion to pay bills on Abstract #10 items 148 through 164 totaling \$697.83. MOTION CARRIED. BILLS MOTION

Meeting adjourned at 11 P.M.

* Memorial Fund reports to go to Mary Parkhurst Respectfully submitted, each month.

David C. Borlen
David C. borlen, Sec.

FEB 6 1971

DIRECTOR'S REPORT Sept. (Oct) 1970

CIRCULATION:

This month	..9,429.....		9,429
Last month	10,300	Year ago	8,534
Loss	871	Gain	895

PATRONS SERVED:

	Daily	Average.....
This month	3,334 3,334
Last month	2,942	Year ago 2,712
Gain	392	Gain 622

FINES: \$128.89

REPORTS:

STAFF NEWS Volunteer page Miss Carol Simpson has recently joined our staff of volunteers. Mrs. Morgan's Son, Richard, was married recently on Oct. 10. Mr. and Mrs. Dobbs had an addition to their family on Oct. 13, a baby girl, Kim.

STOCK:

Books.....	22,286
Records.....	1,352
Pamphlets.....	1,959
Pictures.....	2,841
Prints.....	52
Maps	35
Tapes.....	1
Filmstrips.....	94
Slides.....	1,204
Paperbacks.....	14
Sculpture.....	2
Film	

Total

29,840

GIFTS

Book entitled "Opportunity City", New York, N.Y. gift from the office of the Mayor, New York City. Several pamphlets and books from the office of the Honorable Barber Conable, Jr. Congressman. Gifts of books from: Miss Sharon Goldzweig, Mr. and Mrs. GEorge Miles and a gift of a large Dieffenbakia plant from Mr. and Mrs. Homer Smith of 3312 Chili Ave.

PROGRAMS

Mrs. Fulford Reports:

OTHER "The response to our Story Hour Programs for 3 and 4 year olds has been quite good. A third group for 3 yr olds was formed on Tuesday morning from names on the waiting list. We are now giving 2 sessions weekly with about 109 registered."

"In my opinion the 4 yr olds are visibly benefitting from the program. They are eager to participate, able to retell stories after hearing them, and beginning to remember stories and finger plays from week to week."

"The Saturday Film Program has been popular, also. The Attendance has averaged 35."

OTHER

1. For the period of January to September 1970; we are again in the top 5% of circulation gained in the Monroe County Library System.

2. On Nov. 4, a Wednesday evening, members of the MCLS Board of Trustees will be visiting our library. The exact time of the evening is not knowat this time but further details will be forthcoming.

Continued

3. Items from MR. Hacker reports, for your information, or for reaffirmation:

MCLS Trustees interested in attending the NYLA conference in New York City on November 11-13 as an MCLS Delegate should contact MCLS board president Warren Redonnet immediately.

A check for \$2,665.71 has been received by the Pioneer Library System from the New York State Attorney General's office as a settlement on a lawsuit over price fixing on library editions of children books. Children services consultants will make proposals for the best use of these funds to further children services.

RPL's committee on their renewal policy has recommended the following: In summary, the committee recommends that all RPL units except the bookmobiles, may renew borrowed material with certain exceptions (mainly material in great demand), provided that the borrower seeks renewal in person at the unit which owns the material and has paid any overdue fines incurred at time of renewal.

RPL has made the following closing policy for the December holidays. They will be closed all day on December 24, 25, and 26 and on January 1.. They will be open December 31 until 5 and open 9-5 on Saturday January 2.

4. As mentioned earlier, in one of my reports, there may be an insurance meeting at MCLS sometime this Fall but no date has been set for it. Available for your inspection is a copy of the results of the insurance questionnaire sent to the libraries.

5. The A-V marketing survey, mentioned in an earlier report, will be conducted the week of October 26-31. All patrons capable of writing an opinion will be given a questionnaire to complete. Procedure details have been suggested by MCLS and will be carried out or modified by the staff and volunteers. A copy of this questionnaire is available for your inspection.

6. On October 16, I was instructor at RPL for an A-V training workshop. Reporters and photographers from the Dem. and Chron. were there as a picture story on various A-V services will appear in 3 or 4 weeks in the "Upstate" magazine section. At the very least, there should be some mention that we are the only library that has Filmstrips and a projector for loan. This should give us some excellent publicity.

7. The Friends are currently engaged in their membership drive for the 1970-71 season. They would like to possibly accomplish some of the projects which could not be budgeted by the library this year or to purchase a television set for use in the library. I am sure the board wishes them well for a successful year.

8. I would remind the board that the adult film series, "The World of Books", begins on Oct. 23, at 7:30 p.m. This program is sponsored by the Friends.

Respectfully submitted,

Robert J. Dobbs Jr.

MEMORIAL FUND REPORT

November 1, 1970

First Federal Savings Account (Interest bearing):	\$426.33
Security Trust Checking Account:	\$112.50
Total:	<u>\$538.83</u>

GIFTS

March 10, 1970 \$10.00 Memorial Fund
In Mem.: Jean Spry Donor: Mary Parkhurst

March 16, 1970 \$23.00 Memorial Fund
In Mem.: Jean Spry Donor: Chili town Family

March 18, 1970 \$5.00 for book: Outdoor observer by Elliot
In Mem.: Albert Powell Donor: Mary Parkhurst

March 26, 1970 \$14.00 Memorial Fund
In Mem.: Albert Powell Donor: Town of Chili Office employees

September 30, 1970 \$15.00 Memorial fund
In Mem.: Helen A. Callahan Donor: Chili Town Family

October 19, 1970 \$13.00 Memorial Fund
In Mem.: Joseph Ryan Donor Chili Town Family

Box of used books were received from Mrs. Doris James
In Mem.: Mrs. Grace I Smith (in Aug.)

DIRECTOR'S REPORT for Nov. 1970 (Dec)

CIRCULATION:

This month	9696	9696
Last month	9769	Year ago	8301
LOSS Gain	73	Gain	1395
<u>PATRONS SERVED:</u>			
	Daily	Average	102..
This month	3063	3063.
Last month	3693	Year ago	3316
LOSS Gain	630	LOSS Gain	253

FINES: \$221.75

REPORTS:

STAFF NEWS

Mrs. Henderson reports (Dec. 14) that her son is now in the States, returned from Viet Nam, and will be home shortly.
A new volunteer joining our staff is Mrs. Dinah Watson of Stillmeadow Dr.

GIFTS (As attached)

PROGRAMS Special loans -- Filmstrips - 11; 16mm projector - 1; Film loop projector; - 1; Filmstrip projector - 6.

The special family film, held on Nov. 21, attracted a group of 122 for the showing.

The first "Open House" sponsored by the Friends served only about 15 people who were in the library at the time. The second on Dec. 9, served about 40 persons.

OTHER This second one was held earlier, 7:00-8:30. Most persons thought it nice.

1. Minor repairs were accomplished in the children's section when the heat gratings became loose. Mr. Kent arranged for someone to take care of them.
2. Some original paintings by area artist Eugene Flanders are on display in the library. The art club hopes to have some paintings in the library each month.
3. A volunteer meeting was held on Nov. 19, with about 12 persons in attendance. A page meeting was held on Dec. 12 to cover some of the same material presented at the volunteers meeting.
4. The Xerox copier made over 700 copies in November not including those made by the library. This is very good for the very first month it has been here. After talking with Mr. Whelpton of the Business Association, it was discovered that that the revenue taken in may pay for the machine for it's first 60 days. The lease rate goes up after that time. About 370 copies have been made in the first two weeks of December.

STOCK:

Books.....	22,803
Records.....	1,360
Pamphlets.....	1,963
Pictures.....	2,841
Prints.....	52
Maps	35
Tapes.....	1
Filmstrips.....	94
Slides.....	
Paperbacks.....	1,308
Sculpture.....	17

Total 30,474

5. While attending a dance with my wife, we ran accross our 1970 library cadet Vicki Griffiths. She was full of tales about her experiences as a result of her work at our library. She has applied for library school for next fall. She went to the Stonybrook library to fill out an application for a job, even though there were sign posted that no positions for student help were available, and when the librarian learned of her cadet experience she was interviewed and hired on the spot. I think we have a convert.

6. The following are for board discussion and possible action:

I have received a questionnaire from Mrs. Black in regard to our sculpture collection and she asks us to decide if we wish more pieces. A few responses to the questions are; 1) about 3/4 ths of the items are in circulation at one time, 2) about 3 have been partially damaged and repaired, 3) general reactions seem to be favorable from all persons, and 4) no special suggestions were given for given for improvement of the service.

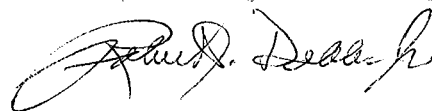
Questions for board... Do we wish to continue the service... *Yes.....?*
Do we wish additional pieces if funds are available *Not at this time?*

A request has come forth for permission to set up a small display, about card table size, on Citizens Band Emergency Channel radio service to encourage new members in a group in the Chili Area.

Mrs. Fulford was all-of-a- sudden informed that our library would be receiving about 8-10 "mini-masters" small framed prints for our collection. These items had been discussed at children's book meetings prior to Mrs. Fulford's employment here and are meant to be used mostly by children. Bags would come with them and they would be loaned under almost the same conditions that adult framed prints are loaned. After discussion with downtown there seem to be several reasons why we were not consulted ahead, all seem to be most legitimate. The board may refuse them if they wish or make formal acceptance.

7. The Holiday Help for Harried Mothers program has been changed from Dec. 22 to December 19, Saturday, from 10:00 a.m. to 12:00 a.m.
8. The chairman has been informed of some vacation days I will be taking near the end of Dec. I will not be present at the Dec. 30 meeting, but I will check the bills for that meeting the next day when I arrive.
9. The 8mm film loops have been very popular. Copies of my reports to Mrs. Black are available for your inspection.

Respectfully submitted,



AUDIO-VISUAL MARKETING SURVEY

Preliminary results

This is a brief summary of some of the things that the A-V marketing survey, taken in late October, has told us. There are other things that we can not tell from the tabulation, and we may have to have some of our adult volunteers re-do the tabulation to get a more detailed picture.

Here is what we have learned.....of the 320 borrowers that were questioned:

2/3 of them are female

The age levels of the participants range in order of frequency:

1. 13-21
2. 22-35
3. 36-44
4. 45-64
5. Under 12
6. 65 and over

The most frequent reasons for not borrowing the materials mentioned in the questionnaire are; 1) no need and 2) no equipment to use them on.

Percentages of use and non-use are below:

REcords 62% used-38% did not use.
Tapes(reel) - 20% used-80% did not
Cassettes - 23% used-77% did not
8mm silent films - 33% used-67% did not
Super 8 films - 30% used - 70% did not
8mm sound cartridges - 26% used-74% did not(I question this figure, as persons may have confused this with our film loops, I do not believe this many could have taken these sound loop films out from downtown.)
16mm films - 4% used- 96% did not.
Filmstrips - 5% used- 95% did not.
Prints - 11% used - 89% did not.
Sculpture - 4% used- 96% did not
Slides - 4% used- 96% did not.
Unmounted pictures - 3% used-97% did not.

An average of about 19% of the patrons questioned have borrowed these materials.

Gifts received for November 1970

Used books:

Mrs. constance Vest
15 Newport Dr.

Mrs. Lowell Glick
190 Palmer Rd. churchville

Mrs. Herbert Scheg
10 chiswick circle

Cindy Brownell
21 Grennell Dr.

Mrs. Charles Johnson
Westside Dr.

New Books

Barber B. Conable
Washington, D.C.

Mayor John V. Lindsay
New York City

No change in Mem. Fund report

Savings:	\$451.51
checking:	<u>110.73</u>
Total:	\$562.24

REGULAR MEETING OF THE CHILI PUBLIC LIBRARY BOARD OF TRUSTEES Nov. 16, 1970

THE REGULAR MEETING OF THE BOARD OF TRUSTEES was called to order by the chairman, Mrs. Ireland at 8:30 P.M. on Nov. 16, 1970.

Present: Mrs. Ireland, Mrs. Wickins, Mr. Moore, Mr. Borlen, Mr. Brown, Mr. Criddle (Town Liason), Mr. Dobbs, Director, Mrs. Fulford, Children's Librarian Mrs. Henderson.

Mrs. Fulford had been invited to attend the Board meeting and present a verbal report on her story hour program. The Board complimented her for her creativity, and expressed not only appreciation but interest in the future success of these programs.

Mrs.
Fulford

There was discussion on the possibility of creating an improved environment for the story hours. It was further suggested that an investigation be made into the possibility of procuring equipment such as screens. Cost figures, etc. to be submitted at a later date.

The minutes of the previous meeting were approved as corrected.

Minutes

Mr. Borlen moved and Mr. Moore seconded a motion to pay bills on Abstract #11, items 165 through 175 totaling \$504.22. Motion carried.

Bills
Motion

There was some discussion with respect to inventory on library materials. The chairman requested Mr. Borlen to work on the inventory in regard to the dollar value for insurance purposes.

Ins.
of
Inventory

A brief review was made of the trial balance and financial statement.

The Librarian's report was tentatively accepted as read.

Librarian's
Report

There was a brief discussion in the change in the pages hours, and it was agreed that we should revert to our original procedures---giving the greater number of hours to pages with seniority, so that their average number of hours would not be reduced.

Pages

It was decided that the Friends of the Library should be commended for the splendid program on the Middle-East, and a letter sent to Mrs. Criddle for same. A letter is to be sent to Mr. Geo. Glasser for conducting a successful member-ship campaign for the Friends.

Letters
of
Commend-
ation

Memorial Fund Report:	\$ 451.51	First Federal Savings
	\$ 110.73	Security Trust Checking
	<u>562.24</u>	Total

Memorial
Fund

Mrs. Ireland designated Mr. Brown to bring personnel evaluation reports to the December meeting.

Mr. Borlen moved and Mr. Brown seconded a motion that the Library adopt the following Holiday hours: Thursday, Dec. 24 open 10 A.M. to 3 P.M.
Friday, Dec. 25 closed

Holiday
hours
Motion

Saturday, Dec. 26 Closed Motion carried.
Regular hours will be assumed will be assumed for Thursday Dec. 31 and Saturday Jan. 2, 1971. Closed New Year's Day.

Holiday Help for Harried Mothers program will be Dec. 23rd 1 to 3 P.M.
Mrs. Ireland chairman, will write Christmas letters of appreciation to volunteers and other personnel.

Christmas
Program &
Letters.


There was a brief discussion of personnel policy with no action taken.

Mrs. Wickins moved and Mr. Brown seconded a motion to change the date of the December meeting to December 14th rather than the third monday, and to hold a special meeting on December 30 at 4 P.M. for the purpose of approving invoices and acting on any other business that should be handled before the end of the year.
Motion carried.

Dec.
meetings
Motion

Meeting adjourned at 10:30 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "D. C. Borlen".

David C. Borlen, Secretary

REGULAR MEETING OF THE CHILI PUBLIC LIBRARY BOARD OF TRUSTEES Dec. 14, 1970

The regular meeting of the Board of trustees was called to order by the chairman Mrs. Ireland at 8:30 P.M. on Dec. 14, 1970.

Present :Mr. Brown, Mr. Borlen, Mr. Moore, Mrs. Ireland, Mr. Dobbs, Librarian Mrs. Henderson.

The minutes were approved as read.

Mr. Moore moved and Mr. Brown seconded a motion to pay bills on abstract #12 page 1, items 176 through 187 amounting to \$816.23. MOTION CARRIED.

BILLS
MOTION

There was a discussion of income from fines and its relationship to the increase in our activity. The Librarian will check with other libraries and report futher on it at the next meeting.

Fines

In discussing the trial balance it was agreed that each account should be in balance at the end of the calendar year and in line, or below the budget figures.

Trial Balance

The Librarian's report was tentatively accepted.

Mr. Moore moved and Mr. Brown seconded a motion to accept a grant of "Mini-Masters". This involves 8-10 small prints. MOTION CARRIED.

SMALL
PRINTS
MOTION

Mr. Borlen was authorized by the Board to increase the fire insurance on library materials up to \$50,000.00. (This is based on our latest physical inventory of library materials and the generally accepted formula used to arrive at an insured value.) The above was put in the form of a motion by Mr. Moore and seconded by Mr. Brown. MOTION CARRIED.

Fire
Insurance
Increase
MOTION

Mr. Brown moved and Mr. Borlen seconded a motion that Mr. Dobbs' salary be continued at the present rate, starting Payroll #1, (Dec. 28 through Jan.9), and Payroll # 2 (Jan 11 through Jan 23, 1971. MOTION CARRIED.

SALARY
MOTION

The amount to be paid will be \$373.07 for each payroll as specified in the minutes of Dec. 15, 1969.

Mr. Moore presented to the Library Board a very worthwhile project with consideration of making Xerox copies of some very old historical books from the First Baptist Church of Chili and the Chili Presbyterian Church. These unique historical records would be a valuable addition to our reference section.

Old church
records
copied

Mr. Borlen moved and Mr. Brown seconded a motion that this project be carried out and the cost of this project materials be charged to the Library Materials. MOTION CARRIED.

MOTION

Mr. Moore moved and Mr. Brown seconded a motion that equipment such as typewriter, adding machine or any other equipment should not be made of use by the general public. MOTION CARRIED.

Public use
of
equipment
MOTION

Mr. Moore moved and Mr. Brown seconded a motion that Mr. Borlen be authorized by the Library Board to act for the Board with respect to problems regarding the physical plant, buildings and ground. MOTION CARRIED.

Grounds
MOTION

Board members were reminded that the Open-house held Dec. 16 was also to honor Mrs. Fulford, Children's Librarian.

Mrs.
Fulford.

Meeting adjourned 10:25 P.M.

Respectfully submitted


David C. Borlen, Sec.

SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE CHILI PUBLIC LIBRARY

December 30, 1970

A special meeting was called at 4 P.M. on Wednesday, December 30, 1970 by the Chairman, Mrs. Barbara Ireland.

Present: Mrs. Ireland, Chairman
Mrs. Wickins
Mr. Borlen
Mr. Moore
Mr. Dobbs, Librarian

A motion was made by Mr. Moore, seconded by Mr. Brown that Hilda May Howl have an increase in her salary of 25¢ per hour to bring her salary up to \$2.55 per hour, starting with payroll #1 of 1971. MOTION CARRIED.

Salary
increase
MOTION

Mr. Borlen made a motion, seconded by Mr. Moore to pay bill on abstract #13, page 1, totaling \$643.07. MOTION CARRIED.

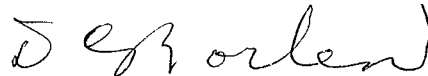
Bills
MOTION

Mrs. Wickins made a motion, seconded by Mr. Moore authorizing Mr. Dobbs to purchase a portable heater, cost not to exceed \$45.00. MOTION CARRIED.

Heater
purchase
MOTION

Meeting adjourned at 5:30 P.M.

Respectfully submitted



David C. Borlen, Secretary

SECRETARY

ROUTINE MINUTES: Time, Place, Regular or Special Mts.
Members Present:
Communications:

LIBRARIANS REPORT:

Bills (Must be acted upon)

Trial Balance

Payroll (for review)

Circulation

MCLS(Monroe County Library System) News - Meetings?

Directors report

Book orders

Fine monies

Memorial Fund Treasurer:

Gift Books (old or new)

Other gifts

78 copies of Minutes

5 - members

1 - Librarian

1 - Supervisor

1 Town Liaison

References in Minutes:

Insurance:

Inventory: ~~Sept 65~~
Equipment In. Sept 65
Book & record count Sept 65

Personnel: Salary: etc.

Vacation, etc.
Sept 65

Purchases: Equipment
Typewriter Sept 65
Magazine rack Sept 65

Charter:
~~Aug~~ / 65

Procedures:
Fines - Sept 65
Meeting Sept 65

Policies:
Treasurer record donations Sept 65

Friends:

Publicity:

MEMORIAL FUND REPORT For December 1970

(for Jan. report)

Security Trust (Checking)	\$107.94
First Federal Savings	<u>451.51</u>
Total	\$559.45

Gifts of Used Books:

Mr. Ronald Pikuett
1020 Paul Rd.

Mrs. Norma Shannon
10 Madera Dr.

Mr. Jas. Rathbun
211 Chestnut Ridge Rd.

Mr. John Lighthouse
11 Ballantyne Rd.

Mrs. Lowell Glick
190 Palmer Rd.

Mrs. Doris James
2030 Westside Dr.

Mrs. Doris James
(Moved)

Memorial; Book- Outdoor observer- \$2.79
In. Mem.: Albert Powell
Donor: Mary Parkhurst

DIRECTOR'S REPORT DECEMBER 1970 and 1970 ANNUAL REPORT.

CIRCULATION:

December 1970-- 548 gain over 1969
 Total for year 1970--
 107,724--a gain over 1969 of 12,557

PATRONS SERVED:

December 1970-- 273 loss over 1969
 Total for year 1970--
 36,511--a gain over 1969 of 2,023
 (estimated)

FINES:

Dec. 1970 - \$261.17
 Total for year - \$2,314.28

STOCK:

	Dec. 31, 1970	(+) or (-) 1969
Books.....	23,031	+1,751
REcords.....	1,336	+ 215
Pamphlets...	2,025	+ 226
Pictures....	2,841	+ 633
Prints.....	52	+ 29
Maps	35	- 16
Tapes.....	1	+ 1
Filmstrips..	94	+ 79
Slides.....		
Sculpture...	17	+ 17
Paperbacks..	1,347	+ 510
Films(16mm).	2	+ 0
Total	30,781	+3,445

OTHER ANNUAL REPORT FEATURES:

In addition, various rotating items are received.

Population increase over previous figure- 3,133
 Hours for summer increase - 6 per week.
 Inter Library Loan requests increase - 208
 Periodical subscriptions increase - 10
 Total staff hours increase - 1,068
 Total volunteer hours increase - 208
 Equipment loans-
 16mm projector DEcrease - 1
 8mm projector DEcrease - 5
 Filmstrip Prj.increase -24
 Filmstrip loans increase - 187

PROGRAMS:(Dec.)

The "Holiday Help...." program on Dec. 19, was attended by about 51 children.
 Mrs. Fulford's reception was attended by about 40 persons. The weather was
 Unfortunately bad that evening.

STAFF:

Mrs. Dumbleton's daughter, Robin, was one of two winners of New York State Regents
 scholarships at her school.
 Our page Robin Kenyon will be going to Germany during the coming summer in an
 exchange student program.
 Although there is nothing official as yet, volunteer page Carol Simpson may, also
 be going to Europe this summer.

OTHER:

1. Review of Grants 1970

Instructional or how-to-do-it records	-	-	65.00
Travel and Campin g books			75.00
Special grant-Adult books in 360's to 390's			375.00
Basic reference books			135.00
Easy reader books (children)			110.00
Children's records			135.00
Adult Periodicals (to be received in 1971)			35.00
Sculpture			165.00
Total			1,095.00

2.

Fine and circulation comparisons:

Chili-1970:

First notices sent up	-21%
Fines up	-10.7%
Circulation up	-11.6%
1969	
First notices up	-20%
Fines up	30%
Circulation up	-13.1%

Fine monies budgeted -

1968-43% more received
 1969-72% more received
 1970- 5% more received.

Other Libraries:

Henrietta	- Circ up	3%
m	Fines	5%
Ogden	- Circ up	1%
	Fines	-
Gates	- Circ up	10.5%
	Fines	27 %
Arnet	- Loses	

3. I inquired into purchasing mimeo paper on state contract. The city purchasing department gave me two names to contact. I have heard from only one at this time. I was told that when ordering anything less than 10 carton quantities that state contract prices were un-usable. I did order, and I am testing, some cheaper qualities of paper. We use primarily colors and there is no saving in prices. White paper, however, is cheaper but usability and quality is still in question.
4. Two electric heaters have been in use. A longer heater was tried but the two shorter heaters purchased seem to be the best. I would like to thank Mr. Borlen for his help in securing the heaters.
5. The copier made about 730 copies in Dec. The Business Association still needs about twice that to break even on the machine. They decided to raise the price per copy to 25¢. At the first of last week(Jan.11) adjustments still had not been made to change the price. Upon checking with the salesman I discovered that a new change box had been ordered but it was not known exactly when it would come in. To help out, we decided that since the copier had taken so little time for our staff, that we would have our pages make copies for people and collect the 25¢ until the new changer arrived. This has not taken much time because, as was expected, use is dropping off considerably. For example, the public made about 400 copies between Jan. 2 and the 11. Since then, in one week, only about 80 were made.

6. The "mini-prints" mentioned in last months report have arrived. They will be added to the collection when shelf list cards are recieved for them.
7. The 8mm projector is still in repair. A repair bill of about \$25.00 was paid recently. I have been informed by Duncan's Audio-Visual that Kodak's repair estimate is about \$40.00 and that Duncan's imagines that it will be repaired "almost like a new machine". It would be about \$180.00 to replace the machine so I believe that the old one should be repaired.
8. An unfortunante incident was reported to us recently. An elderly lady came into the library and explained that she had been crossing in front of the fire house next door when several youths pushed her down and went through her purse. Although she did not wish to report it, as she did not know any of them, we reported it after she had gone. The sheriff's department said there was not much to be done, of course, but that it was good that it had been reported.
9. I gave a slide talk to a group of women of the St. Christopher's guild on Jan. 12. They will be sending us a monetary gift to be used to purchase something in the name of the guild. They have reported that their new church should be ready for occupancy by the first of February.

Respectfully submitted,

