

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR NOVEMBER/DECEMBER, 1982

Community Savings Bank Account balance	\$1,600.20
11/29/82 Interest	21.78
12/28/82 Deposit - Book sale receipts	79.95
Golden Age Club gift check	25.00

Community Savings Bank Account balance	\$1,726.93
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Many donations of used books and magazines were
received for the book sale.

MINUTES OF THE SPECIAL MEETING, CHILI LIBRARY BOARD OF TRUSTEES, December 8, 1982

The meeting was called to order at 7:10 p.m. by President Wickins. Present were Mrs. Wickins, Dr. Miller, Dr. Garland, Mr. Burnett, Mr. Criddle, Mrs. Riedman, Mr. Coolbaugh and Mrs. Mau.

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to accept Mrs. MacKnight's letter of resignation dated December 5, 1982. The date of resignation will be December 31, 1982. MOTION PASSED.

MRS. MacKNIGHT'S
RESIGNATION

Mrs. Riedman moved and Dr. Miller seconded the motion that, as a result of Mrs. MacKnight's resignation, we advertise through proper channels for a full-time Children's Librarian at a salary not to exceed \$13,500. per year. MOTION NOT PASSED.

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to continue the temporary assignment of Mrs. DeLooze as Children's Librarian for a three month period through March 31, 1983. MOTION PASSED. Mrs. Riedman opposed.

MRS. DeLOOZE'S
ASSIGNMENT
EXTENDED.

The Director gave her report.

Dr. Miller moved and Mrs. Mau seconded the motion to purchase a typing table from Leon's Typewriter and Office Supply Co., Inc. The cost will be \$94.88 and is to come from the 1982 Building Repair account. MOTION PASSED.

MOTION TO PUR-
CHASE TYPING
TABLE

The Volunteer Recognition Dinner at Strassenburgh Planetarium will be on January 18 at 6:00 p.m.

VOLUNTEER RECOG-
NITION DINNER

Mrs. Riedman moved and Mr. Coolbaugh seconded the motion to set the price for the dinner at \$12. for general price, \$10. for pages and no charge for volunteers. The remaining cost will be covered from the library budget. MOTION PASSED.

DINNER COSTS
ESTABLISHED

Mrs. Pompa will place a notice in the library requesting applications for new Board members.

A committee to carry out the Community Study will be formed early in 1983.

Mr. Burnett moved and Dr. Miller seconded the motion to close the library at 5:00 p.m. on January 18 for the volunteer dinner. MOTION PASSED.

LIBRARY TO CLOSE
AT 5 p.m. 1/18/83

The next regular meeting will be held on January 5, 1983 at 8:00 p.m.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

NOTE: These minutes are unofficial pending Board approval at the next regular meeting.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, December 1, 1982

The meeting was called to order by President Wickins at 8:00 p.m. Present were Mrs. Wickins, Dr. Garland, Dr. Miller, Mr. Burnett, Mrs. Riedman, Mr. Coolbaugh and Mrs. Mau.

The next regular meeting has been rescheduled to January 5, 1983.

Dr. Garland moved and Dr. Miller seconded the motion to approve the minutes of the last meeting. MOTION PASSED.

MINUTES APPROVED

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve Abstract #11, page 1, in the amount of \$5,262.04. MOTION PASSED.

BILLS APPROVED
FOR PAYMENT

Dr. Miller moved and Mrs. Mau seconded the motion to approve the job-sharing proposal presented by Mrs. Pompa for the position of Children's Librarian (copy attached). MOTION PASSED with Mr. Burnett and Mrs. Riedman opposed.

MOTION TO CREATE
JOB-SHARING
POSITION

Mrs. Riedman moved to maintain Mrs. MacKnight's salary at \$5.92 per hour and Mrs. DeLooze at \$5.75 per hour with Mrs. MacKnight having ultimate responsibility for the area. Benefits for the position will be those mandated by law. The Director will present a detailed outline of job responsibilities to each member of the job-sharing team. The Board will review the position in six months. MOTION NOT PASSED.

Dr. Miller moved and Mr. Coolbaugh seconded the motion to maintain the salaries of Mrs. MacKnight and Mrs. DeLooze at \$5.92 and \$5.75 per hour respectively for the job-sharing arrangement. Mrs. MacKnight will have ultimate responsibility for the area and the Director will outline job responsibilities for each. Benefits extended to each incumbent will be equal to one-half of all benefits available for the full-time position. The Board will review the position in six months. MOTION PASSED with Mrs. Riedman and Mr. Burnett opposed.

JOB-SHARING
SALARIES, RESPONSIBILITIES,
BENEFITS DEFINED

A special meeting will be held on Wednesday, December 8 at 7:00 p.m. if further discussion is necessary after presentation of the Board's response to Mrs. MacKnight.

The Director gave her report.

Mrs. Riedman moved and Dr. Miller seconded the motion to order a book drop from The Boardman Co. in Oklahoma City. The price will be \$760. plus shipping charges. Payment will be made from the Library budget. MOTION PASSED.

MOTION TO PURCHASE
DRIVE-UP BOOK
DROP

Dr. Garland reported on the meeting concerning automation for trustees.

AUTOMATION MEETING
REPORT

Dr. Miller reported that the Volunteer Recognition Dinner has been rescheduled to January 18, 1983.

VOLUNTEER DINNER
RESCHEDULED

Mrs. Mau moved and Dr. Miller seconded the motion to authorize payment of \$25. to Santa Claus for the Children's Christmas Party. In addition, \$15. will be used for treats to be given out by Santa. MOTION PASSED.

\$40. APPROVED
FOR SANTA AND
TREATS

The Board regretfully accepted the resignation of Dr. Garland who will be moving out of state.

RESIGNATION

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Dianne Mau
Dianne Mau, Secretary

LIBRARY TRUSTEE WORKSHOP ON AUTOMATION

Gates Public Library
November 6, 1982

- I. Personnel: Esther Kroeger, Chairman (MCLS); Jon Lazar, Supervisor, Technical Services; Rod Perry, Associate Director, RPL; Barb Moore, Systems-Analyst - Elect; Richard Boss, Consultant, MCLS Automation Program.

II. Overview re: Automation

- A. 1936 - Univ. of Texas automated circulation in its libraries
- B. Turnkey Concept Developed
 - 1. Hardware and software linked and standardized for sale to other libraries
 - a. Minicomputers plus software
- C. Modern Costs - Hardware is 20% of cost; Personnel is 80% (to make the conversions and to work out and set up the software).

III. Selection of System or Vendor

- A. Whichever one MCLS decides upon will determine system for members
- B. Leading Systems now: GEAC, CLSI (Computer Library Systems, Inc.), DRA (now in Cleveland and placing in Buffalo)
- C. Criteria for Selection:
 - 1. To comply with needs of a LIBRARY
 - 2. Expandability (Cited Houston's failure to do this)
 - 3. Flexibility
 - 4. Transportation of softwares
 - 5. Interfacing with other systems
 - 6. Delivery Schedule, as well as in Servicing - TIME
 - 7. Size of Vendor, stability for future and performance in prior contracts

IV. Expectations re: Computerization

- A. Will be in better control of basic library elements
 - 1. Patron linked with Materials (as speedily and efficiently as possible)
 - 2. Fewer "lost" or stolen materials
 - 3. Revenues from Fines usually double under computerization
 - 4. A great asset in "weeding out" non-circulating materials
 - 5. Patron has access to materials over an entire REGION
 - 6. Aids "Success Rate" of library (getting needed materials to patron)
 - 7. Systems have access to OCLC (Dublin, Ohio) - Computer Catalog of Library Materials

V. Computerization System

- A. General Installation: A Roomful of Equipment
 - C.P.U. Dedicated Telephone Lines
 - 1. Tie-ins to each member library

- a. Terminal in each ---- screen; keyboard: some of the keys are functions
- b. Each patron has NUMBER on a card
- c. Materials are numbered and bar-coded; Pen-type scanner
- d. Must provide "Back-up System" for down-times
 - These may be battery types; manual processors
 - 1. Most vendors claim a four-hour service performance

IV. Computerization Forces Decisions:

- A. Two kinds of Costs
 - 1. Conversion Costs: Bar-coding Materials (can do 40-50 volumes per hour)
 - a. How can this be done?
 - By paid staff; high school students trained and paid; Volunteers
 - b. Who pays costs of back-up units?
 - 2. On-Going Costs
 - Who pays costs of connecting telephone lines? How is this cost to be based?
 - Who decides on type of software and changes? Who pays?
- * (Protection is possible to guard against unauthorized or misuse of computer equipment)
- B. MCLS
 - 1. Plans for \$670,000 to cover phases 1, 2 and 3 of system
 - 2. Five years: will add phases 4, 5 and 6
 - 3. July 1983 - Phase One to be operating in five member libraries
 - Each library decides its own position

Prepared by Walter Garland

Library Trustee Workshop on Automation
Gates Public Library
Nov. 6, 1982

I. Personnel: Esther Kroeger, Chr. (MCLS); Jpn Lazar, Supervisor, Tech. Services; Rod Perry, Assoc. Dir., Roch. P.L.; Barb Moore, Gates P.L., Data Specialist - elect; Richard Boss, Consultant, MCLS Automation Program.

II. Overview re: Automation

A. 1936: Univ. of Texas automated circulation in its libraries

B. Turnkey Concept Developed:

1. Hardware and Software linked and standardized for sale to other libraries

a. Minicomputers plus Software

C. Modern Costs: Hardware is 20 % of costs;

Personnel is 80 % of costs (To make the conversions and to work out and set up the Softwares).

III. Selection of System or Vendor:

A. Whichever one MCLS decides upon will determine system for Members.

B. Leading Systems now: GEAC, CLS (Comp. Lib. Systems, Inc.), DRA (Now in Cleveland and placing in Buffalo)

C. CRITERIA for Selection:

1. To comply with needs of a LIBRARY.

2. Expandability (Cited Houston's failure to do this)

3. Flexibility

4. Transportation of Softwares

5. Interfacing with other systems

6. Delivery Schedule, as well as in Servicing - TIME

7. Size of Vendor, Stability for Future and Performance in prior contracts.

IV. Expectations Re: Computerization:

A. Will in better control of basic library elements

1. Patron linked with Materials (As speedily and effic. as possible)

2. Fewer "Lost" or "stolen" materials

3. Revenues from Fines usually double under computerization

4. A great asset in "weeding out" non-circulating materials

5. Patron has access to materials over an entire REGION

6. Aids "Success Rate" of Libr. (Getting needed materials to patron)

7. Systems have access to OCLC (Dublin, Ohio) -

Computer Catalog of Library Materials.

V. Computerization System

A. Central Installation: A Roomful of Equipment

C.P.U.

Dedicated Telephone Lines

1. Tie-ins to Each Member Library

a. Terminal in Each ---- Screen; Keyboard: Some of Keys are function.

b. Each patron has NUMBER on a CARD

c. Materials are Numbered and Bar-Coded; Pen-type Scanner

d. Must provide "Back-up System" for down-times

These may be battery types; manual processors

(1) Most Vendors claim a four-hour service performance.

V

Computerization Forces Decisions:

A. Two kinds of Costs

1. Conversion Costs : Bar-coding Materials (Can do 40-50 vol., hour)

a. How can this be done ?

By Paid Staff ; H. S. Students trained and paid ;
Volunteers .

b. Who pays costs of Back-up units ?

2. On-Going Costs

Who pays costs of connecting telephone lines ? How is this
cost to be based ?

Who decodes on type of Software and Changes ? Who pays ?

* (Protection is possible to guard against unauthorized or misuse
of Computer Equipment)

B. MCLS -

1. Plans for \$670,000 to cover phases 1, 2, and 3 of system

2 . Five years : Will add phases 4, 5, and 6 .

3. July , 1983 - Phase One to be operating in Five member
libraries .

(Each library decides its own position)

<u>Payroll:</u>	Through October 29, 1982	\$ 50,839.38	<u>Fines:</u>	\$ 519.49
	#23 (Oct. 30 - Nov. 12)	2,383.43		
	#24 (Nov. 13 - Nov. 26)	2,245.66	Circulation:	1982: 12,394
		\$ 55,468.47		1981: 11,651
				743 gain!

Leslie DeLooze reports on special meetings:

The Wayne County Library System and Ontario Cooperative Library System offered a Fall Workshop on Friday, Nov. 12 at the Macedon Public Library, which I attended. Approximately 60 other children's librarians from Monroe, Wayne, and Wyoming counties attended.

Julie Cummins, the Monroe County Library System Children's Consultant, spoke in the morning on children's book selection. She presented an evaluation of review sources, discussed the criteria to be used in evaluating children's books, and ended by reviewing three individual books. In the afternoon, Pat Mackey, the A-V Consultant for the Monroe County Library System, discussed film programming. She covered the benefits and limitations of film use, how to schedule films, and gave an evaluation of producers and genres. Her remarks were illustrated by clips from several films that she had brought.

The workshop was helpful for both collection development and programming. A program similar to this one is being planned for next year as a result of favorable comments.

The city and county children's librarians held a special meeting on Monday, November 22 to hear a talk given by children's author and illustrator, Steven Kellogg. Kellogg, who has been on the literary scene for the past twelve years, is intensely interested in children's literature and its audience. He feels that books develop children's emotional being as well as their reading skills, and considers librarians to be his co-conspirators in the process of getting books to children.

Kellogg launched into his talk with a boundless energy that never ended throughout his discussion, storytelling and autographing session. He discussed his ideas, the production of picture books, and the success of certain of his books, one of which has been translated into four languages.

The second half of his program was the presentation of a recent book, The Island of the Skog. While telling this humorous and dramatic story, Kellogg illustrated each scene feverishly on two pads of newsprint, tearing off sheets as the story progressed. The story was embellished frequently after the audience reacted. Everyone was given one of the autographed sketches at the end. Kellogg concluded with a question-and-answer period and autographing session.


Kellogg stated at one point that humor is his favorite feeling and that it is an important element in his books; it certainly was evident in his talk. His talk to children's librarians was valuable in regards to our work, but especially so because of his contagious enthusiasm.

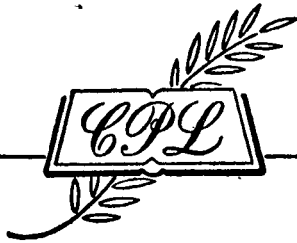
Meetings:

- 11/3 - Adult Book Meeting and Town Directors Meeting re: Technical Services - RPL
- 11/9 - Churchville-Chili student Lisa Guarino interviewed me for an assignment on feature news reporting
- 11/10 - Children's Book Meeting at RPL
- 11/22 - Town Directors' Meeting at the Rush Public Library

Programs:

Three feature films were shown in November with 50 children in attendance. Six storyhours were conducted with 61 attending.


Dorothea Pompa



THE CHILI PUBLIC LIBRARY

3235 CHILI AVENUE • ROCHESTER, N. Y. 14624

November 15, 1982

TO: Members of the Chili Public Library Board of Trustees

FROM: Dorothea Pompa

At the request of Mrs. MacKnight, and with my concurrence, I am submitting this proposal to restructure the position of Children's Librarian to one of job-sharing.

Job-sharing is based on the equal division of the responsibilities and benefits of a position. Two children's librarians with similar background and experience would perform the duties of the Children's Librarian, each working half-time. Each person will receive half the salary and half the benefits of the professional position.

Each job-sharing librarian has equal responsibility for the job. Some tasks will be divided while others such as summer programs may be done jointly. As each person will be knowledgeable about all aspects of the position they are interchangeable in terms of service to the public.

Advantages to our library include improved children's services: two heads are better than one. The job-sharers will stimulate one another, and also bring different points-of-view to problems.

Each person will work 37½ hours over a two week period (19 hours one week and 18½ hours the next). Hours will be arranged in accordance with other professional staff and with children's programs. Each librarian would work one evening each week and one Saturday each month.

In case of illness, emergency or vacation the normal children's activities and services will be carried out as one half of the team will be able to fill in either by working extra hours and taking compensatory time later or by rescheduling work time to cover the most important periods. In the event that half the team leaves the other half will remain to carry on duties and activities and will be able to train a new half.

I strongly recommend that the Board consider this proposal at their December 1 meeting and that implementation of job-sharing begin on Monday, January 3, 1983. Further, I propose that the new position be offered first to Mrs. DeLooze, our current temporary children's librarian.

Appointment from a Civil Service List of Eligibles would not be a requirement of the new position as the individuals would be working fewer than 20 hours each week. Finally, I suggest that an evaluation of job-sharing take place within six months of its implementation to determine if the best interests of the library are being served.

MEMBER OF MONROE COUNTY LIBRARY SYSTEM

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, October 27, 1982

The meeting was called to order by President Wickins at 8:10 p.m. Present were Mrs. Wickins, Dr. Garland, Mrs. Riedman, Mr. Coolbaugh, Dr. Miller, Mr. Criddle, Mr. Burnett, and Mrs. Mau.

Mrs. Pompa presented Nancy Ryan, MCLS Building Planning Consultant and Mrs. Joyce Vernooy, a member of the Ogden Library Board of Trustees. They explained the process involved in the Ogden Community Study and answered several questions. Further discussion in this area will take place at our next Board meeting.

GUESTS DISCUSS
COMMUNITY STUDY

Mr. Burnett moved and Dr. Miller seconded the motion to approve the minutes. MOTION PASSED.

MINUTES APPROVED

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve Abstract #10, page 1, in the amount of \$3,845.58. MOTION PASSED.

MOTION TO PAY
BILLS

Mr. Coolbaugh moved and Mr. Burnett seconded the motion to approve the fine and payroll books. MOTION PASSED.

LIBRARY RECORDS
APPROVED

The Director gave her report.

The Board requested that the Director seek more estimates on a bookdrop as well as inquiring into the availability of a used mailbox from the Post Office.

BOOKDROP PRICES

The Director will also inquire as to the proper disposal of various inoperable equipment.

OLD EQUIPMENT
DISPOSAL

Dr. Miller moved and Mrs. Mau seconded the motion to continue our maintenance contracts on the IBM typewriters and the Kodak Starmatic film reader. MOTION PASSED.

MOTION TO KEEP
MAINTENANCE
CONTRACTS

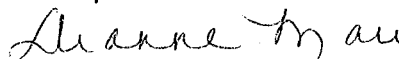
The volunteer recognition dinner will be rescheduled to early 1983 due to difficulties with the University of Rochester food service union.

VOLUNTEER RECOG-
NITION DINNER

The next meeting will be held on December 1, 1982 at 8:00 p.m.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,



Dianne Mau, Secretary
Library Board of Trustees

NOTE: These minutes are unofficial pending Board approval at the next regular meeting.

<u>Payroll:</u> Through October 15, 1982	\$ 48,447.58	<u>Fines:</u> \$404.57
#22 (Oct. 16 - Oct. 29)	2,391.80	
	\$ 50,839.38	

Circulation: 1982 11,766
 1981 11,749
 17 gain

Meetings:

10/6 - Children's Book Meeting - Gates Public Library
 10/13 - Adult Book Meeting - RPL
 10/27 - Children's Book Meeting - RPL
 10/27 - Library Board Meeting
 10/28 - Meeting at Gates Library - Automation

Programs:

Five Saturday feature film programs and special Columbus Day film program - attendance 125.

Eight storyhours conducted with 92 attending.

Group Visits: one Cub Scout group and two groups from area Christian schools

10/30 - 20 children entered the Pumpkin Decorating Contest judged by Art Club members Sylvia Kulwicki and Ted Miller. Winners were announced at the Halloween film party. Mrs. DeLooze served popcorn, apples and punch to more than 55 children who attended.

Mrs. DeLooze visited a preschool/kindergarten group, sponsored by the YWCA, for storytelling.

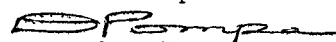
September and October Monthly Public Service Reports:

	September	October
Reserves	149	186
Reference Questions	420	400
Copies Made	3,023	2,799
ILL Requests	56	58
ILL's Completed	62	75
Centralized Reserves	55	56
Volunteer Hours	76	50

McNaughton Book Plan Cancelled

During the summer I decided not to renew our contract with BroDart for leasing best sellers. Their charges have skyrocketed and we have found a better plan through Baker & Taylor whereby we can receive the newest titles, own them, and receive a 40% discount if we order more than 35 books at a time. Baker & Taylor materials, however, have to be processed by us (Catalogued, cards and pockets prepared and glued, book covers applied) but Mrs. Dumbleton, after tackling the first shipment, agrees that as long as we can provide the new titles at less cost we should continue the B&T ordering process. This new service will be a good source for multiple copies also. So many of the current best sellers are in heavy demand here with some lists having more than 30 people waiting.

Dee Bloss - Volunteer Extraordinaire - Leaving Area. Much to our dismay, Walt and Dee Bloss have gone through with their plans to sell their home here and move to Hendersonville, N.C. Dee began volunteering March 7, 1979 and has often given us 6 - 9 or sometimes even 12 hours a week. Her friendly approach to the public has been a joy. We shall miss both Dee and Walt a great deal.


 Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR SEPTEMBER/OCTOBER, 1982

Community Savings Bank Account balance	\$1,507.53
8/30/82 Interest	20.17
10/26/82 Deposit - Book sale receipts	72.50

Community Savings Bank Account balance	\$1,600.20
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Many used books and magazines donated for book sale.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, September 22, 1982

The meeting was called to order by President Wickins at 8:00 p.m. Present were Mrs. Wickins, Mrs. Riedman, Mr. Coolbaugh, Dr. Miller, Dr. Garland, Mr. Burnett, Mrs. Mau and Mr. Criddle.

Following a brief discussion the meeting dates for the remainder of the year were set. They will be October 27, December 1 and December 29.

MEETING DATES

Miss Nancy Ryan will attend our October meeting in order to discuss a community study. Board members were asked to give some thought to ways to improve the library. These will be used as a focus for the study.

COMMUNITY STUDY

Dr. Miller moved and Mrs. Riedman seconded the motion to approve the minutes of the last meeting with one addition. There was a consensus at the August meeting concerning the budget as presented to the Town. MOTION CARRIED.

MINUTES APPROVED
WITH ADDITION

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve Abstract #9, page 1, in the amount of \$3,147.91. MOTION PASSED.

PAYMENT OF BILLS

Mr. Coolbaugh moved and Mr. Burnett seconded the motion to approve the fine and payroll books. MOTION PASSED.

LIBRARY RECORDS
APPROVED

Mr. Criddle discussed the proposed 1983 library budget and will present to the Town Board our reasons for requesting increases, particularly in the areas of the materials collection and personnel.

BUDGET

The Director gave her report.

Mr. Burnett moved and Dr. Garland seconded the motion to pay the two library pages for their losses incurred through the theft from the display case. The amount will come from the Miscellaneous fund and totals \$43.50. MOTION PASSED.

MOTION TO PAY
VALUES OF ITEMS
STOLEN FROM
DISPLAY CASE

Our library recently purchased 51 books from the Harding Elementary School collection for \$54.15.

HARDING LIBRARY
BOOKS

There will be a meeting on Automation for town trustees of public libraries on Saturday, November 6 at the Gates Library.

AUTOMATION
MEETING

Further discussion was held concerning the volunteer dinner. It will be held on November 4 at the Strassenburgh Planetarium. Details will be handled at our next regular meeting. A sign-up sheet is being circulated.

VOLUNTEER
RECOGNITION
DINNER

The next meeting will be October 27, 1982 at 8:00 p.m.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

Note: These minutes are unofficial pending Board approval at the next regular meeting.

<u>Payroll:</u>	Through September 3, 1982	\$ 41,525.57	<u>Fines:</u>	\$468.32
	#19 (Sept. 4 - Sept. 17)	2,115.27		
	#20 (Sept. 18 - Oct. 1)	2,373.36		
	#21 (Oct. 2 - Oct. 15)	2,433.38		
		<u>\$ 48,447.58</u>		

Circulation: 1982 11,760
 1981 11,665
 95 gain

Programs and Meetings:

- 9/8 - Children's Book Meeting at RPL
- 9/10 - I visited Harding Elementary School to preview library materials for sale
- 9/13 - 9/18 Fall Program Registration
- 9/13 - Mrs. DeLooze, along with Gates' Children's Librarian Pauline Breit, presented a program for the Parkminster Nursery School staff
- 9/15 - Adult Book Meeting at RPL and Town Directors' Meeting with Esther Kroeger and Nancy Ryan for update on Automation
- 9/16 - Mrs. Dumbleton and Mrs. DeLooze made final selections from the Harding Library collection
- 9/18 - Saturday Film Series for children began
- 9/22 - Children's Book Meeting at RPL
- 9/22 - Library Board Meeting
- 9/23 - School District and Public Children's Librarians met at Florence Brasser School
- 9/23 - Mrs. Dumbleton and Mrs. Balsley attended at meeting at RPL for staff involved in all phases of Technical Services
- 9/24 - Review of Emergency Procedures in the library - conducted by Assistant Town Fire Marshall Mike Nyhan
- 9/27 - County Town Directors' Meeting at the Ogden Farmer's Library. Agenda: 1983 Budgets
- 9/29 - Adult Book Meeting at RPL

Dates for Trustees to Note:

Tuesday, Oct. 26 7:00 p.m. meeting at the Brighton Memorial Library on Elmwood Avenue OR Thursday, Oct. 18 at 7:00 p.m. at the Gates Public Library on Buffalo Rd. - Video Presentation and discussion of Automated Circulation Control. Meetings conducted by Esther Kroeger, Assistant Director, Consultant and Technical Services for the Monroe County Library System, and Rodney Perry, Associate Director of the Rochester Public Library.

Saturday, Nov. 6 - Workshop for Trustees at the Gates Public Library. Consultant Richard Boss will be addressing the direction that Automation will be taking.

1982 Grant Budget Expended - Monies made available to member libraries from the Monroe County Library System. Professional staff determine allocation of funds. In 1982 we received \$3,550. for library materials from MCLS and expenditures ranged over the following areas:

Audio-Visual: 8mm films (\$210); Holiday & Instructional Recordings (\$310); Books-On-Tape (\$100); Musicals, Soundtracks & Easy Listening Recordings (\$130).

Adult Continuations: \$560.

Adult Books on Technology: \$670 and Antiques & Collectibles: \$420.

Children's Books on Local History: \$210 and Holiday Books: \$260

Young Adult High Interest-Low Vocabulary Books: \$100; American History \$120;

Young Adult Reference Aides: \$300 (atlases, dictionaries, etc.)

Visiting Artist Programs - total for 3 presented in 1982 \$160.

Dorothea Pompa
 Dorothea Pompa

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, AUGUST 25, 1982

The meeting was called to order by President Wickins at 8:05 p.m. Present were Mrs. Riedman, Dr. Miller, Mr. Burnett, Dr. Garland and Mrs. Mau.

Dr. Miller moved and Dr. Garland seconded the motion to approve the minutes of the last meeting. MOTION CARRIED. MINUTES APPROVED

Mr. Burnett moved and Mrs. Riedman seconded the motion to approve Abstract #8, page 1, in the amount of \$2,126.77. MOTION CARRIED. PAYMENT OF BILLS APPROVED

Mr. Burnett moved and Mrs. Mau seconded the motion to approve the fine and payroll books. MOTION CARRIED. LIBRARY RECORDS APPROVED

The Director gave her report.

Mr. Burnett moved and Mrs. Riedman seconded the motion to contact the town's insurance carrier in order to determine our coverage for the theft of objects from the display case. MOTION CARRIED. INSURANCE DEDUCTIBLE INQUIRY

Mrs. Riedman moved and Dr. Garland seconded the motion to purchase an IBM Self-Correcting Selectric III typewriter with a 15½" carriage, dual pitch. The amount of the purchase shall not exceed \$800. and shall be paid with federal revenue sharing funds. MOTION CARRIED. TYPEWRITER PURCHASE APPROVED/FEDERAL REVENUE SHARING FUNDS

The next meeting will be September 22 at 8:00 p.m.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,



Dianne Mau, Secretary
Library Board of Trustees

Note: These minutes are unofficial pending Board approval at the next regular meeting.

<u>Payroll:</u>	Through August 6, 1982	\$36,092.40	<u>Fines:</u>	\$355.46
	#17 (Aug. 7 - Aug. 20)	2,883.76		
	#18 (Aug. 21 - Sept. 3)	2,549.41		
		<u>\$41,525.57</u>		

<u>Circulation:</u>	1982	13,016
	1981	<u>12,273</u>
		743 gain

During the first eight months of 1982 the library circulation totals reflected a gain of 4,519 over 1981 figures. Predicting high times for circulation is impossible! Consider the following examples of very high and very low circulation:

Thursday, March 18	851
Friday, March 19	293
Tuesday, April 6	213
Saturday, April 10	243
Saturday, May 1	290
Saturday, May 15	287
Monday, July 12	856
Monday, July 26	840
Friday, August 27	881

Meetings:

8/11 - Children's Book Meeting at RPL
8/18 - Adult Book Meeting at RPL
8/25 - Library Board Meeting

Judy and David MacKnight welcomed Alexander on Saturday, September 4! The newborn weighed 8½ pounds and is 21½" long. Judy reports that everything is going smoothly.

Chili Art Club President Maria Lovett has asked club members to exhibit their art works in the library - one exhibit each month.

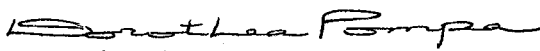
Harding Elementary School Library Books. Gates Library Director Susan Swanton, after consultation with the members of the Gates-Chili Central School Board of Education, suggested that some of the 7,100 library books remaining at the recently sold Harding School be turned over to the Gates and Chili Public Libraries for an agreed upon price. Sue and I examined the collection, submitted a bid, and the Board accepted our offer. I have no desire to acquire half the 7,100 books for the Chili Library! We offered so much per item. Leslie DeLooze and Thelma Dumbleton will be making selections soon.

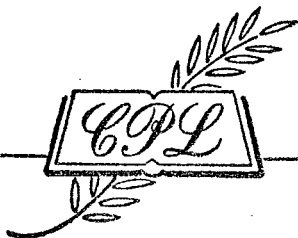
1982 Gates-Chili Business Directory. Because the Gates-Chili Chamber of Commerce cannot underwrite the cost to have the new directory printed, I have asked Jane Galton to take on the responsibility here of typing the Chili listing of local businesses and services. Volunteer Mary DeLenola had offered to type it earlier but she is recovering from a recent illness and is unable to help us out.

The Directory will contain an alphabetical listing of each town's businesses and services as well as a subject listing.

Experience shows that this information is very helpful to members of clubs, organizations, fund-raising groups and new people in the community.

Monthly Public Service Report: Reserves - 202; Reference Questions - 380; Copies Made - 3,132; ILL Loan Requests - 75; ILL's Completed - 77; Centralized Reserves - 32; Volunteer Hours - 71.


Dorothea Pompa



THE CHILI PUBLIC LIBRARY

3235 CHILI AVENUE • ROCHESTER, N. Y. 14624

August 26, 1982

James J. Powers, Supervisor
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

Dear Supervisor Powers:

The Library Board of Trustees proposes that the amount to be raised by taxes for the library operating budget in 1983 equal \$96,626.

Library circulation for the first six months of 1982 increased nearly six percent and program attendance during the spring and summer nearly doubled. This measureable growth coupled with the rapidly rising costs of library materials and supplies requires us to request an adequate amount of funding to continue the growth and development of the library.

We are confident that this amount will provide for the library to continue to serve all of the people of Chili in the best possible manner.

Sincerely,

Constance M. Wickins, President
Library Board of Trustees

cc: Mr. Robert Criddle, Liaison

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR AUGUST, 1982

Community Savings Bank Account balance	\$1,426.03
8/20/82 Deposit - Book sale receipts	81.50

Community Savings Bank Account balance	\$1,507.53
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Book sale donations including books and magazines.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, JULY 28, 1982

The meeting was called to order by Dr. Garland at 8:15 p.m.
Present were Mrs. Riedman, Mrs. Mau, Mr. Burnett and Mr. Criddle.

Mr. Burnett moved and Mrs. Riedman seconded the motion to
approve the minutes of the last meeting. MOTION CARRIED.

MINUTES APPROVED

Mr. Burnett moved and Mrs. Riedman seconded the motion to
approve abstract #7, page 1, in the amount of \$1,290.51.

MOTION CARRIED

BILLS APPROVED

Mr. Burnett moved and Mrs. Riedman seconded the motion to
approve the fine and payroll books. MOTION CARRIED.

LIBRARY RECORDS
REVIEWED

The Director gave her report.

Mrs. Mau moved and Mrs. Riedman seconded the motion to
reclassify our Director from Library Director I to Library
Director II based on updated census reports. MOTION CARRIED

DIRECTOR
RECLASSIFICATION

Mrs. Riedman moved and Mr. Burnett seconded the motion to
have Mrs. Pompa contact Duplicating Consultants, Inc. re-
questing a written contract for Proposal #2 as outlined in
their letter of July 20, 1982. This contract would become
effective on August 2, 1982. MOTION CARRIED.

COPIER CONTRACT

The next meeting will be August 25, 1982 at 8:00 p.m.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

Note: These minutes are unofficial pending Board approval at the
next regular meeting.

<u>Payroll:</u> Through June 25, 1982	\$ 28,645.77	<u>Fines:</u> \$392.91	
#14 (June 26 - July 9)	2,370.24		
#15 (July 10 - July 23)	2,380.24	<u>Circulation:</u> 1982	13,644
#16 (July 24 - Aug. 6)	2,696.15	1981	13,580
	\$ 36,092.40		64 gain

Meetings:

Workshops on Microcomputers (7/12, 7/13 and 7/15, 7/16) - Mrs. Dumbleton and I attended
 7/21 - Adult Book Meeting at RPL
 7/28 - Library Board Meeting

Monthly Public Service Report:

Reserves	191	ILL's Completed	44
Reference Questions	400	Centralized Reserves	26
Copies Made	2,403	Films Received	1
ILL Loan Requests	68	Volunteer Hours	75

Interviews:

Five of nine applicants were interviewed (7/20, 7/23, 7/26) for the temporary Children's Librarian position.

Final appointment papers were signed on July 29 and we welcomed Mrs. Leslie J. De Looze to the library on August 2. Leslie holds a B.A. in English from the College of Wooster in Ohio as well as an M.L.S. from the State University College at Geneseo.

Report on Library Summer Programs for Children - Judith MacKnight August 6, 1982

The Chili Public Library was a busy place for youngsters this summer. An extra story hour for preschoolers was added on Thursday mornings as more than 40 had registered for one session.

Thus there were three story hours for preschoolers, a program for those entering first through third grades, Tuesday afternoon films, and an independent reading program called Book Trek. Children readings books could put a starship up weekly on the Book Trek Space Chart where they thought the hidden planet might be located. Attendance at the weekly programs was as follows:

14 Preschool story times	189
5 Summertime fun	118
(1st-3rd graders)	
6 Films	147

The Summertime Fun group made finger puppets, had a guest storyteller, made pillow packs with the help of guests from the Monroe County Cooperative Extension, and visited Channel WXXI. As last year the YWCA summer camp group came to view the films when it was raining. There was a party for the Book Trek readers on August 5th which 21 children attended. Prizes were given to all readers, and a special one to the child whose starship was closest to the hidden planet on the Book Trek Space Chart.

A disappointment this year was the attendance at two Visiting Artist programs. One was a storyteller, another a local author/artist, John Kastner. Both had excellent programs, but the combined attendance was 17. Considering past attendance for clowns, puppet shows, and magicians, Chili does not appear ready for these more literary programs.

Two story programs were given at the Chili Community Center (July 8 and July 20) with approximately 20 children at each. One was for preschoolers, another for mentally handicapped children.

Through the summer programs many children kept up their reading skills, and at the same time were entertained.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, June 23, 1982

The meeting was called to order by President Wickins at 8:05 p.m. Present were Mrs. Wickins, Dr. Miller, Mrs. Riedman, Mr. Burnett, Mr. Coolbaugh and Mrs. Mau.

Mrs. Riedman moved and Mr. Burnett seconded the motion to approve the minutes of the last meeting. MOTION CARRIED.

MINUTES APPROVED

Mr. Burnett moved and Mrs. Riedman seconded the motion to approve Abstract #6, page 1, in the amount of \$6,352.40. MOTION CARRIED.

BILLS APPROVED

Mr. Coolbaugh moved and Mr. Burnett seconded the motion to approve the fine and payroll books. MOTION CARRIED.

LIBRARY RECORDS
REVIEWED

The Director gave her report.

Mrs. Riedman moved and Mr. Coolbaugh seconded the motion to pay \$20. per person for Mrs. Dumbleton and Mrs. Pompa to attend the Microcomputers in Libraries Workshop. MOTION CARRIED.

WORKSHOP PAYMENT
APPROVED

Mr. Burnett moved and Mrs. Mau seconded the motion to accept the Board of Trustees' By-Laws as revised. MOTION CARRIED.

BOARD BY-LAWS
ACCEPTED

President Wickins will notify Nancy Ryan of MCLS that we request her attendance at the September meeting in order to clarify her involvement in our Community Study.

COMMUNITY STUDY

The Leo J. Roth Corporation has responded to our request for a service contract by stating that the price quoted and terms of their original letter are now considered our contract.

HEATING/AIR
CONDITIONING
SERVICE CONTRACT

The next meeting will be July 28, 1982 at 8:00 p.m.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,



Dianne Mau, Secretary
Library Board of Trustees

Note: These minutes are unofficial pending Board approval at the next regular meeting.

Payroll: Through June 11, 1982 \$26,273.55 (corrected total)
 #13 (June 12 - June 25) 2,372.22
 \$28,645.77

Fines: \$482.47

Circulation: 1982 11,718
 1981 5,123 (closed 12 days for re-carpeting)
 6,595 gain

Programs and Meetings:

- 6/2 - Children's Book Meeting - RPL
- 6/3 - Chili hosted an evening reception for 40 authors and their families.
 The authors, all students at the Chestnut-Ridge Elementary School,
 have presented their works to the library for display and circulation.
- 6/7 - Approximately 50 students from Chestnut-Ridge visited the library in
 two class visits
- 6/7 - Judy and I previewed two R.A.R.E. videotapes at the Gates Public Library
- 6/9 - Adult Book Meeting - RPL
- 6/11 - School visit - 6 students from an area Christian school
- 6/16 - Children's Book Meeting - RPL
- 6/21 - 6/25 Summer Program Registration
- 6/23 - Adult Book Meeting - RPL
- 6/23 - Library Board Meeting
- 6/28 - Monroe County Town Library Directors' Meeting at R.I.T. - Tour of
 the library to examine their Data Phase automated system (circulation,
 acquisition, cataloging functions).
- 6/28 - Balloon handout to initiate both Channel WXXI summer reading programs.
 Each participating library was to have a guest clown to promote the
 programs. Alas, our assigned clown did not show up! Other disappointed
 children - at Brockport, Parma, Ogden, and East Rochester libraries.
- 6/30 - Judy, Thelma and I visited the Henrietta, Rush and Lima public libraries
 to examine their implementation of Signage and to share with their
 staff members the pitfalls and pluses of the machinery.

Monthly Public Service Report:

Reserves	107	ILL's Completed	78
Reference Questions	405	Centralized Reserves	46
Copies Made	3,542	Films Received	1
ILL Loan Requests	41	Volunteer Hours	100


 Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR JUNE, 1982

Community Savings Bank Account balance	\$1,362.57
5/27/82 Interest	18.46
6/22/82 Deposit - Book sale receipts	45.00

Community Savings Bank Account balance	\$1,426.03
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Numerous donations of used books and magazines for the book sale.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, May 26, 1982

The meeting was called to order by Chairman Wickins at 8:05 p.m. Present were Mrs. Riedman, Dr. Garland, Mr. Burnett, Mr. Coolbaugh and Mrs. Mau.

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve the fine and payroll books and Abstract #5, page 1, in the amount of \$2,444.52. MOTION CARRIED.

FINES, PAYROLL
AND BILLS
APPROVED

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve the minutes of the last meeting. MOTION CARRIED.

MINUTES APPROVED

The Director gave her report.

Mr. Burnett moved and Mrs. Mau seconded the motion to accept the quote from Leo J. Roth Corp. for a service contract on the heating/air conditioning unit in the library. The quoted contract of \$460. annually shall include a 30 day abrogation clause and become effective on July 1, 1982. MOTION CARRIED.

HEATING/AIR
CONDITIONING
SERVICE CONTRACT
APPROVED

Revisions of the Board of Trustees' By-Laws were discussed. A final draft will be presented at the next meeting.

BY-LAWS

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to approve Mrs. MacKnight's leave as outlined in her letter of May 25, 1982. MOTION CARRIED.

MATERNITY LEAVE
APPROVED

Mrs. Riedman moved and Dr. Garland seconded the motion to fill the vacancy created by Mrs. MacKnight's leave with a temporary full time employee. This employee will be paid on an hourly basis at a rate of \$5.75 per hour. The term of employment shall be August 2, 1982 through December 31, 1982. MOTION CARRIED.

MOTION TO CREATE
TEMPORARY FULL
TIME POSITION

Mrs. Riedman moved and Mrs. Mau seconded the motion to have the Director contact the copier representative to negotiate a new contract for the copier service. MOTION CARRIED.

MOTION TO UPDATE
COPIER CONTRACT

The Board was pleased to receive a report on Media Days at the Gates-Chili Junior and Senior High Schools. We wish to commend Mrs. MacKnight on her contribution to this worthwhile activity.

MRS. MacKNIGHT
COMMEDED ON
MEDIA DAYS
PARTICIPATION

The next meeting will be held on June 23, 1982 at 8:00 p.m.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

Note: These minutes are unofficial pending Board approval at the next regular meeting.

<u>Payroll:</u>	Through April 30	\$19,127.83	<u>Fines:</u>	\$463.81
	#10 (May 1 - May 14)	2,394.62		
	#11 (May 15 - May 28)	2,380.99		
	#12 (May 29 - June 11)	<u>2,370.09</u>		
		\$26,273.53		

<u>Circulation:</u>	1981	10,900
	1982	<u>10,535</u>
		365 loss

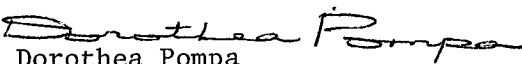
Programs and Meetings:

Twelve storyhours were conducted in May - attendance 102.

- 5/5 - Children's Book Meeting - RPL
- 5/12 - Adult Book Meeting - RPL
- 5/19 - Children's Book Meeting and meeting of Historical Fiction Committee
- 5/20 - Nancy Ryan, Building Planning Consultant, and Sharon Orienter, Staff Artist for MCLS, met here to plan the completion of our Signage project which will be implemented by Thelma Dumbleton July 6 - 16.
\$200 to cover the materials needed for the signage system was allotted out of our 1981 MCLS grant-to-member-libraries funds.
- 5/24 - Judy attended a meeting at Chestnut-Ridge to help plan the Author's Reception which will be held here on 6/3.
- 5/26 - Adult Book Meeting at RPL
- 5/26 - Library Board Meeting
- 5/27 - Judy attended the Gates-Chili School District and Public Librarians Meeting
- 5/28 - Two School Visits - 16 students from an area Christian school

Monthly Public Service Report

Reserves	98
Reference Questions	425
Copies Made	3,760
Interlibrary Loan Requests	65
ILL's Completed	53
Centralized Reserves	38
Films Received	2
Volunteer Hours	90


Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR MAY, 1982

Community Savings Bank Account balance	\$1,321.57
5/19/82 Deposit - Book Sale receipts	41.00

Community Savings Bank Account balance	\$1,362.57
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DONATIONS:

Book - HAVING TWINS; A PARENT'S GUIDE TO PREGNANCY, BIRTH,
AND EARLY CHILDHOOD by Elizabeth Noble
Donated by Sharon Knorr, 10 Hopeton Dr., for the
Westside Suburban Mothers of Twins Club.

Numerous donations of used books and magazines for the
book sale.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, April 28, 1982

The meeting was called to order at 8:05 p.m. by Chairman Wickins. Present were Dr. Miller, Mrs. Mau, Mr. Coolbaugh, Mr. Burnett, Mrs. Riedman, Dr. Garland and Mr. Criddle.

Dr. Miller moved and Mr. Coolbaugh seconded the motion to approve MINUTES APPROVED the minutes of the last meeting. MOTION CARRIED.

Mrs. Mau moved and Dr. Garland seconded the motion to approve LIBRARY RECORDS AND the fine and payroll books and Abstract #4, page 1, in the amount BILLS APPROVED of \$2,214.53. MOTION CARRIED.

The Director gave her report.

Mr. Burnett moved and Dr. Miller seconded the motion to MOTION TO INCREASE increase the charge for replacement of lost library cards from CHARGE FOR LOST \$.10 to \$.50 effective May 17, 1982. MOTION CARRIED. LIBRARY CARD

Two estimates on heating/air conditioning contracts have HEATING/AIR been received. Further estimates will be sought and a summary drawn up by the Director for presentation at the next meeting.

Suggested areas to be covered in our Community Study will COMMUNITY STUDY be outlined for discussion at the next meeting.

Three estimates were given for carpet cleaning. Further CARPET CLEANING estimates will be sought and the issue discussed at the next meeting.

Mrs. Riedman reported on the MCLS Automation Seminar which AUTOMATION was held at the Brighton Memorial Library on April 3.

Mr. Burnett moved and Dr. Miller seconded the motion to MATERIALS SELECTION accept the Book Selection Policy as amended. MOTION CARRIED. POLICY APPROVED

Mrs. Wickins requested that the Board members review the BY-LAWS Chili Board of Trustees By-Laws and compare them to those of several other town libraries. Copies are available in the library office.

Dr. Miller, Mr. Burnett and Mrs. Riedman volunteered to VOLUNTEER RECOGNITION pursue various party ideas to recognize library volunteers. They will report at the next meeting.

The next meeting will be held on May 26 and 8:00 p.m.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

<u>Payroll:</u>	Through April 2, 1982	\$14,364.82	<u>Fines:</u>	\$559.54
	#8 (April 3 - April 16)	2,386.27		
	#9 (April 17 - April 30)	2,376.74		
		<u>\$19,127.83</u>		

<u>Circulation:</u>	1981	12,822
	1982	<u>12,008</u>
		814 loss

Programs:

4/14 - Jerry Argetsinger - Visiting Artist Program - Magic Show with
126 attending
4/15 - Pippi Goes on Board - Special Feature Film - 15 attended
4/20, 4/21 - Media Days at the Gates-Chili Junior and Senior High Schools
Six storyhours were conducted - 52 children were present

Meetings:

4/3 - Trustees Meeting on Automation at the Brighton Memorial Library
4/14 - Adult Book Meeting at RPL
4/28 - Adult Book Meeting at RPL
4/28 - Library Board Meeting
4/29 - Judy attended Channel WXXI Committee Meeting on Summer Programs

Art Display - 3 oil paintings by Maerian Baker of the Chili Art Group

Monthly Public Service Report

Reserves	114
Reference Questions	400
Copies Made	3,900
Interlibrary Loan Requests	50
ILL's completed	71
Centralized Reserves	51
Films Received	10
Volunteer Hours	100

Volunteers:

Twelve active adult volunteers continue to provide weekly service at the circulation desk or behind the scenes in the workroom. Alice Longbine (2), Anne Bates (2), Mae Tuscher (2), Mary O'Brien (2), Ken Milner (6 or 8), Marion Powell (2), Alberta Gracie (2), Dee Bloss (6½), Mary DiLenola (1), Norma Harmon (2), Nancy Preston (2) and Judy Phillips (2) provide 31½ hours of service each week. Volunteer Chris Wilkins has entered Monroe Community College as a full time student but has been working, when she can, on the Gates-Chili Business Directory for 1982.

Bertha Henderson, retired Senior Library Clerk, has been in Park-Ridge Hospital the past week. You may wish to send her Get Well greetings (795 Paul Road).

Dorothea Pompa

Dorothea Pompa

Chili Public Library
Media Day
Gates-Chili Junior and Senior High Schools
April 20 and 21, 1982

In February Marvin Andrews, the Young Adult Librarian at Gates Public Library, contacted me about having Media Day again this year at the Gates-Chili Junior and Senior High Schools. We agreed to participate.

A variety of print and non-print materials were selected for display. Juvenile, young adult and adult materials were chosen. Cassette tapes, super 8 mm films and long playing records were amongst the display items.

April 20

From 8 a.m. until 3 p.m. Marvin Andrews, Susan Swanton (Gates Public Library) and I were at the Junior High School. We played selections from records and checked out books. Reserves were taken on records and reserve fees collected.

We were set up in a small library room. Most students would come in when they were free. Many classes in the draw off room had other events scheduled, but we still managed to attract a fair number of students. Mr. Pawluckie and Mrs. Robbins, the librarians, were most helpful in providing equipment, space, and directions.

April 21

The Senior High School Media Day extended from 8 a.m. until 2:15 p.m. Susan, Marvin and I had the materials in a small room off the library.

Mary Granger and Debbie Rittmeyer, the librarians, were helpful with publicity and loaning equipment. Besides students, several teachers and Mr. Tisa, the principal, stopped in to witness the event. No film was shown this year.

Observations

- Although other scheduled events and changes in school procedures cut down on attendance, many students still learned what the public libraries have to offer.

- A program for young adults was provided.

- Cooperation with the Gates Public Library was continued. Many thanks are due to Susan Swanton and Marvin Andrews for arranging the event.

- Contact with the school personnel was maintained.

Motorcycle, hot rod, and rock magazines were a good addition this year. It is interesting to observe the changes from junior high to senior high both in musical taste and literary preference.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith M. MacKnight". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Judith M. MacKnight
Children's Librarian

May 5, 1982

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, March 24, 1982

The meeting was called to order at 8:10 p.m. by Mrs. Wickins, Chairman. Present were Mrs. Riedman, Mrs. Pompa, Dr. Miller, Mr. Coolbaugh, Dr. Garland and Mrs. Mau.

The new trustees were informed that they should contact the Town Clerk in order to take their oath of office.

Dr. Miller moved and Dr. Garland seconded the motion to approve the minutes of the last meeting. MOTION CARRIED.

MINUTES APPROVED

Mrs. Riedman moved and Mr. Coolbaugh seconded the motion to pay the bills on Abstract #3, page 1, in the amount of \$1,348.54. MOTION PASSED.

BILLS APPROVED

Mr. Coolbaugh moved and Mrs. Riedman seconded the motion to approve the fine and payroll books. MOTION PASSED.

LIBRARY RECORDS
APPROVED

The Director gave her report.

Mrs. Riedman moved and Mrs. Mau seconded the motion to specify a pay rate for the pool of substitute workers. The rate will be \$3.60 per hour effective February 24, 1982. MOTION PASSED.

SUBSTITUTE EM-
PLOYEE PAY RATE

Mrs. Riedman moved and Dr. Miller seconded the motion to approve the staff increments proposed by the Director. The increases will be effective on April 3 with payroll #8:

SALARIES AND
WAGES

Library Director, Dorothea Pompa \$16,786
Children's Librarian, Judith MacKnight \$12,320
Senior Library Clerk, Thelma Dumbleton \$10,082
Clerk-Typist, Ethel Mosher \$4.70 per hour
Clerk-Typist, Jane Galton \$4.20 per hour
Clerk-Typist, Mary Ellen Balsley \$3.90 per hour
Student pages \$3.25 per hour

MOTION CARRIED.

Mr. Coolbaugh moved and Dr. Garland seconded the motion to have Mrs. Pompa contact Nancy Ryan, MCLS Building Planning Consultant, concerning the Board's desire to have a Community Study carried out. MOTION PASSED.

COMMUNITY STUDY
MOTION

The Book Selection Policy is under revision and will be voted on at the next meeting.

BOOK SELECTION
POLICY

The next meeting will be April 28 at 8:00 p.m.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

<u>Payroll:</u>	Through March 5, 1982	\$10,220.66	<u>Fines:</u>	\$651.41
	#6 (March 6 - 19)	2,118.93		
	#7 (March 20 - April 2)	2,025.23		
		<u>\$14,364.82</u>		

<u>Circulation:</u>	1981	13,516
	1982	<u>13,364</u>
		152 loss

Programs:

Twelve storyhours were conducted with a total attendance of 72.
Four Saturday Film Programs were held with 49 attending.

Meetings:

3/3 - Children's Book Meeting at RPL
3/8 - Cub Scout Group Visit
3/11 - Judy attended the meeting on Automation at RPL
3/17 - Children's Book Meeting and special meeting on Channel WXXI
summer program for children at RPL
3/20 - Judy attended a Workshop on Illustration at Nazareth College
3/22 - Town Directors' Meeting at Henrietta Public Library
3/24 - Adult Book Meeting and special meeting on automation at RPL
3/24 - Library Board Meeting

Art Display - by Guy Avery of the Chili Art Group

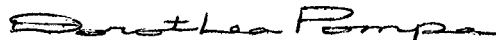
Stamp Collecting - in the locked case, by Dr. Morton Miller.

Monthly Public Service Report

Reserves	144
Reference Questions	400
Copies Made	4,412
Interlibrary loan requests	84
ILL's completed	88
Centralized reserves	38
Films received	6
Volunteer hours	100

Selection Policy Draft

Judy and I reviewed the second draft and offer three suggestions:
Pages 3 and 4 - B. Weeding the Collection and IV. Questions Concerning
Policy - Substitute Professional Staff for Library Staff in both cases
and page 4 - V. Review - clarify the meaning of the last sentence.



Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR MARCH-APRIL, 1982

Community Savings Bank Account balance	\$1,252.70
2/25/82 Interest on account	16.37
4/9/82 Deposit - Book sale receipts	52.50

Community Savings Bank Account balance	\$1,321.57
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Donations, for the book sale, included books and magazines.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, February 24, 1982

The meeting was called to order at 8:15 p.m. by Mrs. Wickins, Chairman. Those present were Mr. Criddle, Mr. Coolbaugh, Dr. Garland, Mr. Burnett, Mrs. Mau, Dr. Miller and Mrs. Pompa.

Mr. Coolbaugh moved and Mr. Burnett seconded the motion to approve the minutes of the last meeting. MOTION CARRIED. MINUTES APPROVED

Dr. Garland moved and Mr. Burnett seconded the motion to pay the bills on Abstract #2, page 1, in the amount of \$3,136.03. MOTION CARRIED. BILLS APPROVED

Mr. Coolbaugh moved and Mrs. Mau seconded the motion to approve the fine and payroll books. MOTION CARRIED. LIBRARY RECORDS APPROVED

Mrs. Wickins introduced Ms. Nancy Ryan, MCLS Building Planning Consultant, who spoke about how we as a board would proceed in setting up a set of goals and objectives for our library. She explained the procedure for conducting a community study and developing a five-year plan. COMMUNITY STUDY

Mr. Criddle addressed the board concerning the progress being made by the Capital Improvement Advisory Committee appointed by the town. Drawings of possible plans for expansion were presented and discussed.

The Director gave her report.

Mrs. Mau moved and Mr. Coolbaugh seconded the motion that Douglas Garnham, the temporary cleaner, be hired to clean the library 9 hours per week from 8:00 - 11:00 p.m. at a rate of \$3.50 per hour. This employment will become effective on March 6 and is subject to review after a three month period. MOTION CARRIED with Mr. Burnett opposed to the late evening hours. MOTION TO HIRE CLEANER

Mrs. Pompa received a quote of \$675. per year for a service contract on the heating/air conditioning system in the library. Its terms were four visits per year including parts and labor. Mr. Burnett moved and Mr. Coolbaugh seconded the motion to have Mrs. Pompa get two more estimates from other contractors before a decision is made. MOTION CARRIED. MOTION TO OBTAIN MORE QUOTATIONS FOR HEATING/AIR MAINTENANCE

Mrs. Mau moved and Dr. Garland seconded the motion to permit Mrs. Pompa to establish a pool of substitute workers to fill in for scheduled personnel who are absent. MOTION CARRIED with Mr. Burnett opposed. EMERGENCY SUBSTITUTE HELP APPROVED

The next meeting will be held on March 24 at 8:00 p.m.

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Dianne Mau

Dianne Mau, Secretary
Library Board of Trustees

Payroll: Through February 5, 1982 \$ 6,172.05 Fines: \$552.56
 #4 (February 6 - 19) 2,014.43
 #5 (February 20 - March 5) 2,034.18
 \$10,220.66

Circulation: 1981 12,446
 1982 12,191
 255 loss

February Meetings:

- 2/3 - Children's Book Meeting at RPL
- 2/9 - RARE Grant Group
- 2/10 - Adult Book Meeting and Meeting on Technical Services at RPL
- 2/11 - Gates-Chili School and Public Librarians
- 2/17 - Children's Book Meeting at RPL
- 2/22 - Monroe County Town Library Directors' Meeting here (minutes enclosed)
- 2/24 - Adult Book Meeting at RPL
- 2/24 - Library Board Meeting
- 2/27 - Microcomputer Demonstration at the Fairport Public Library. M.E. Balsley, E. Mosher, T. Dumbleton and J. MacKnight attended

February Programs:

Storyhours were held on Mondays and Thursdays for a total of 11 programs with attendance of 111.

Four Saturday Film Programs were held - attendance 38.

Sylvia Brongo brought 6 youngsters for a visit on 2/16. They were participants in a YMCA program.

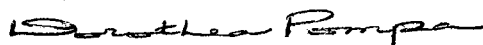
2/18 - Our first annual Stuffed Animal Contest. Judy did an excellent job of planning and organizing the successful event. Nearly 90 youngsters (ages 5 - 12) registered and prizes were awarded in 10 categories. Judges were Anne Bates, library volunteer, Mr. Powers, Supervisor, and Mrs. Mau, library board member.

Monthly Public Service Report for January and February

Reserves	121	147
Reference Questions	400	390
Copies Made	2,587	4,005
Interlibrary loan requests	66	34
ILL's completed	58	57
Centralized reserves	13	45
Films received	0	9
Volunteer hours	132	111

Books-on-Tape: So far we have received nine of our original ten requests. All are currently in circulation and we plan to use more of our MCLS grant money in 1982 to supplement the collection. The Chili Lions Club has indicated an interest in helping us financially in this area as well as in the area of visual aides.

Mrs. Mary Lou Bell, member of the Chili Art Group, displayed four oil paintings during the month.


 Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR FEBRUARY, 1982

Community Savings Bank Account balance	\$1,227.20
Deposit: 2-16-82 - Book sale receipts	25.50

Community Savings Bank Account balance	\$1,252.70
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Donations, for the book sale, included books and magazines.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, January 27, 1982

Mrs. Wickins, Vice Chairman, called the meeting to order at 8:00 p.m. Mr. Burnett, Dr. Garland, Mrs. Mau, Mrs. Riedman, Mr. Coolbaugh, Dr. Miller and Mr. Criddle were present.

Mrs. Wickins, Acting Chairman, requested the Secretary to conduct the meeting during nominations for the 1982 term.

Mrs. Riedman nominated Mrs. Wickins, Chairman. Mr. Burnett seconded the nomination.

ELECTION OF
OFFICERS

Mrs. Riedman nominated Dr. Garland, Vice Chairman. Mr. Burnett seconded the nomination.

Mr. Burnett nominated Mrs. Mau, Secretary. Mr. Coolbaugh seconded the nomination.

Mrs. Riedman nominated Mr. Burnett Treasurer. Mrs. Wickins seconded the nomination.

The Secretary was asked to cast one ballot for the slate of officers. Mrs. Riedman then turned the secretarial duties over to Mrs. Mau.

Mr. Burnett moved and Dr. Garland seconded the motion to accept the minutes of the last meeting with a correction of the date to December 30, 1981. MOTION CARRIED.

MINUTES APPROVED

Mr. Burnett moved and Mr. Coolbaugh seconded the motion to pay the bills on Abstract #1, page 1, in the amount of \$3,374.15. MOTION CARRIED.

BILLS APPROVED
FOR PAYMENT

Mr. Burnett moved and Mrs. Mau seconded the motion to approve the fine and payroll books. MOTION CARRIED.

LIBRARY RECORDS
APPROVED

A letter was read from Mrs. Fry which mentioned recognition of volunteers. Mr. Burnett informed us that Mrs. Pompa was currently handling this. No further decision was made.

The Personnel Policy was discussed and revisions made. Mr. Burnett moved to accept the revised policy effective immediately. Dr. Miller seconded the motion. MOTION CARRIED.

PERSONNEL POLICY
ADOPTED

The Director gave her report.

Mrs. Riedman moved that we pay for replacement of one set of faucets in the men's room. Mrs. Pompa was quoted a price of approximately \$100. per set, including labor. Dr. Miller seconded the motion. MOTION CARRIED.

FAUCET REPLACEMENT

Holiday closings were discussed and the following schedule agreed upon:

HOLIDAY CLOSINGS

May 31, July 5, September 6, November 24 (5 p.m. closing),
November 25, December 24, December 25, December 31 (5 p.m.
closing), January 1.

Mr. Coolbaugh moved that this schedule be accepted. Mr. Burnett seconded. MOTION CARRIED.

MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, January 27, 1982

Saturday closings for summer were discussed. Mrs. Pompa suggested closing on June 26 and reopening September 11. Mrs. Riedman moved to approve and Mr. Burnett seconded. MOTION CARRIED.

SATURDAY CLOSINGS

It was decided that future meetings will continue to be held on the fourth Wednesday of each month at 8:00 p.m.

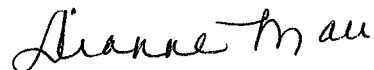
Mrs. Pompa showed the Board the framed amendment to the library's permanent charter which was presented by Mrs. Fry for display in the library. A thank you note was sent on behalf of the Board of Trustees.

AMENDED CHARTER
FRAMED

The next meeting will be held on February 24 at 8:00 p.m. in the library.

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dianne Mau".

Dianne Mau, Secretary
Library Board of Trustees

<u>Payroll:</u>	#1 (December 26 - January 8)	\$ 2,190.86	<u>Fines:</u>	\$560.23
	#2 (January 9 - January 22)	1,964.51		
	#3 (January 23 - February 5)	2,016.68		
		<u>\$ 6,172.05</u>		

Circulation: 1981 11,918
1980 10,783
1,135 loss

December Meetings and Programs

- 12/2 - Adult Book Meeting at RPL
- 12/2 - Library Board Meeting
- 12/9 - Children's Book Meeting at RPL
- 12/12 - Family Holiday Party with Visiting Artist Mitzie Collins - 25 attended
- 12/16 - Adult Book Meeting at RPL
- 12/28 - Christmas Film Circuit for children - 20 attended
- 12/29 - YMCA Group Visit - 10 visitors
- 12/30 - Library Board Meeting

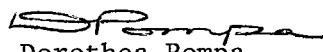
January Meetings and Programs

- 1/6 - Children's Book Meeting at RPL
- 1/7 - Volunteer Chris Wilkins and I met with Susan Swanton at the Gates Library to review guidelines that Chris will follow in compiling the 1982 edition of the Chili Business Directory
- 1/14 - Gates-Chili School District and Public Librarians' Meeting
- 1/18 - American Heart Association Blood Pressure Screening from 2 - 5 with 38 participants
- 1/20 - Children's Book Meeting at RPL
- 1/25 - Annual Report due in MCLS Headquarters
Story Hour Registration 1/25 - 1/30
- 1/26 - Class Visit: 16 students and 4 teachers from Grace-Covenant School worked on class assignments and received instruction in the use of the card catalog and Reader's Guide
- 1/27 - Adult Book Meeting at RPL
- 1/27 - Library Board Meeting
- 1/29 - MCLS Meeting at the Brighton Memorial Library to acquaint staff with SIGNAGE. In 1981 Judy and I allotted \$200. of our system grant money to provide new signs for inside the library. Supplies were ordered in 1981; the program using the Leteron Machine will be instituted early in 1982. Thelma and I attended the Signage Workshop and will be meeting soon with Nancy Ryan, System Consultant, and Sharon Orienter, Library Artist, to implement the project here.

Attached to this report are statistical summaries covering public service, circulation, and finances for 1981.

1981 was such a challenging and gratifying year for the staff! In many ways it was a year of FIRSTS: the first full year we have had a second full time librarian - the first time we had to deal with re-carpeting - our first opportunity with Rolling Library II - our first charter amendment to expand the library board - the first grant from an outside agency (R.A.R.E.) for the local history taping project (\$1,400.) - first time we were able to have two summer Work Study college students.. All in all, a good year!

Mr. Burnett has asked me to order name pins for the library volunteers. We had not talked of any further recognition so the Board may wish to consider some of Mrs. Fry's suggestions or whatever the members deem appropriate.


Dorothea Pompa
Library Director