

**CHILI LIBRARY**  
**Board of Trustees**

Regular Meeting Minutes  
27 December, 1984

Mrs. Mau called the meeting to order at 5:10 p.m.; also present were Mr. DuBois, Mrs. Riedman and Mr. Sierk.

MINUTES APPROVED. Mr. DuBois moved, Mrs. Riedman seconded a motion to approve the minutes of the 28 November, 1984 Board meeting. Motion Carried.

BILLS & RECORDS APPROVED. Mrs. Riedman moved, Mr. Sierk seconded a motion to approve abstract #12, page 1 in the amount of \$3723.19, and to approve the fine and payroll books as presented. Motion Carried.

DIRECTOR'S REPORT.

1. Many books and materials have been ordered that have not been received. Mrs. Riedman moved, Mr. Sierk seconded a motion to encumber \$2875.00 from the 1984 budget to pay for these materials when received. Motion Carried.
3. Mrs. Donna Mancuso has accepted the Librarian I position and starts work on January 2, 1985. Space has been reorganized in the library to accomodate her desk being near the computer.
2. Spectrum Business Interiors sent a designer to discuss the reorganization of the library, specifically the workroom. A bid of approximately \$200.00 was received. This would provide a plan for better utilization of workroom space. A quote for a desk and chair for the new librarian was also received. No action was taken as more consulting bids and quotes for furniture are expected.

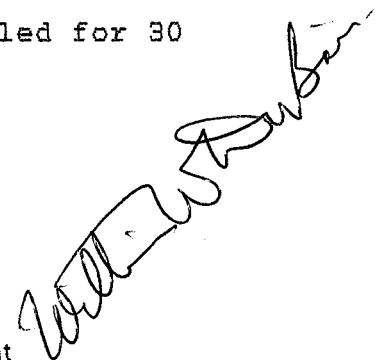
NEXT MEETING. The next regular meeting was scheduled for 30 January, 1985, at 7:30 p.m.

MEETING CLOSED. 5:22 p.m.

Respectfully submitted,

William W. DuBois

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the secretary.



Payroll: Through November 23, 1984      \$67,296.76      Fines: \$424.86  
               #25 (Nov. 24 - Dec. 7)                2,838.56  
               #26 (Dec. 8 - Dec. 21)               2,734.83  
   \$72,870.15

Circulation: 1983 = 9,223  
                   1984 = 9,103  
                                       120 loss

Meetings & Activities:

- 12/10 - Paula Smith, MCLS Assistant Director, visited for the afternoon to see our library, meet the staff, and hear our system concerns.
- 12/12 - Adult Book Meeting and Town Directors' Meeting at RPL
- 12/14 - Rita Mc Caffery, Spectrum Office Products, Inc., visited to prepare a price quotation for possible rearrangement of the library workroom prior to automation.
- 12/18 - Librarian I canvass of eligibles completed.
- 12/27 - Library Board Meeting

<u>Monthly Public Service Reports:</u>	October	November	December
Reserves	119	139	99
Reference Questions	410	420	350
Copies Made	1,740	1,491	1,486
ILL Requests	33	48	30
ILL's Completed	60	54	42
Centralized Reserves	72	39	53
Films Received	1	5	3
Volunteer Hours	121	102	104

Mrs. De Looze reports on Children's Activities:

- 12/5 - Juvenile Book Meeting. Julie Cummins, Children's Consultant for RPL and MCLS, is the chair of the Newbery Committee. The Newbery Medal is presented each year for the most distinguished contribution to American children's literature. Eleven pairs of librarians, including myself, were assigned a book to present.
- K-2 Storytime - final session. Based on the success of this experimental program, another series will begin in February.
- 12/8 - Christmas Films for 5-12 year olds. The program, held in the library, was attended by 24.
- 12/10 - Preschool Christmas Program (films, stories, fingerplays and nursery rhymes).  
           For the public--48 kids, 28 parents attended  
           For Sunshine Nursery School (morning children)--15 kids, 2 teachers  
           For Sunshine Nursery School (afternoon children)--12 kids, 1 teacher
- 12/11 - Preschool Christmas Program (same as above)  
           For Sunshine Nursery School--16 kids, 2 teachers  
           For the public--42 kids, 30 parents (held in the evening).  
           The Preschool Christmas program was an overwhelming success--almost too successful, since the number of kids meant some couldn't get very close for the stories. The parents were especially appreciative. I plan to repeat the program next December and add an additional session.
- 12/26 - Registration opened for preschool storytime
- 12/28 - Mary Clar's Musical Marionettes program for children ages 3-10.  
           Registration was required for the program, and 101 children were registered. The audience had 89 in it, which included several parents. The program was extremely well done, and it appealed to the audience. A repeat performance may be scheduled for next year.

*Dorothea Pompa*  
 Dorothea Pompa



December 29, 1984

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

Dear Supervisor Powers:

On behalf of the Board of Trustees of the Chili Library, I wish to place the name of Mr. David Sierk before the Town Board for appointment to the vacant seat on our Library Board.

Mr. Sierk has been on the board since November filling the unexpired term of Mr. Burnett. We recommend that you consider appointing him to a full term effective January 1, 1985.

Sincerely,

Dianne Mau, President  
Chili Library Board of Trustees

cc: Mr. Criddle, Library Liaison

CHILI LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES, 28 NOVEMBER 1984

Mrs. Mau called the meeting to order at 7:33 p.m.; also present were Mr. Sierk, Mrs. Wickins, Mrs. Riedman, Mr. Coolbaugh, Dr. Miller, and Mr. DuBois.

MINUTES APPROVED. Dr. Miller moved, Mrs. Riedman seconded a motion to approve the minutes of the 24 October 1984 Board meeting. MOTION CARRIED.

BILLS, RECORDS APPROVED. Mr. Coolbaugh moved, Mr. DuBois seconded a motion to approve abstract #11, page 1 in the amount of \$6,055.12, and to approve the fine and payroll books as presented. MOTION CARRIED.

DIRECTOR'S REPORT.

1. The canvass for the Librarian I position has been completed. Twenty-five letters of inquiry had been sent out to prospective candidates, 12 responded. Mrs. Pompa recommended that an offer be made to Mrs. Donna Mancuso and reviewed her credentials. Mrs. Riedman moved, Mr. DuBois seconded a motion to offer Mrs. Mancuso the position at a salary of \$14,000/year. MOTION CARRIED.
2. The forthcoming automation of the Library's check-out/recovery/inventory procedures will require some interior "landscaping" to achieve effective location of the equipment for maximum service and convenience. Mr. Coolbaugh moved, Mr. DuBois seconded a motion to have a professional organization's input to this matter. The Board requested that Mrs. Pompa make some inquiries among local organizations who specialize in this type of work. MOTION CARRIED.
3. An annual review of the staff and the Director were then discussed. The Board felt that this was an important matter in terms of performance evaluation and "goal achievement". The Director indicated that staff are reviewed quite regularly so as to maintain effective job performance, and that past salary allocations had been "across the board". The Board felt this was an acceptable procedure for the staff. The Board felt, however, that the Director should be reviewed annually. A committee was formed to establish guidelines for such a review; the committee consisted of Mr. DuBois, Mrs. Riedman, and Dr. Miller. This committee agreed to meet 3 January 1985 at the Library at 3:30 p.m.
4. The Board agreed to initiate review of staff salaries at the next meeting.

The next regular meeting was scheduled for 27 December 1984, at 5:00 p.m.

The meeting then closed at 9:40 p.m.

Respectfully submitted,

*Morton W. Miller*

Morton W. Miller, Ph. D.  
Secretary

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the Secretary.

<u>Payroll:</u> Through November 9, 1984	\$64,585.59	<u>Fines:</u> \$612.30
#24 (Nov. 10 - Nov. 23)	2,711.17	
	<u>\$67,296.76</u>	<u>Copier:</u> \$ 67.00

Circulation: 1984 = 11,441  
1983 = 10,782  
659 gain

Meetings:

- 11/14 - Adult Book Meeting and Town Directors Meeting - RPL
- 11/26 - Town Directors Meeting with Rochester Public Library's Division  
Heads at the Pittsford Public Library
- 11/28 - Adult Book Meeting - RPL
- 11/28 - Library Board Meeting

Family Film Series Completed:

- 11/2 - An American in Paris (14 attended)
- 11/9 - Lassie Come Home (44)
- 11/16 - Lord of the Rings (54)
- 11/23 - Showboat (20)
- 11/30 - Singin' in the Rain (19)

Please add Mr. David J. Sierk's new address to your library list:  
10 Woodbriar Lane (247-4143).

Mrs. Donna Mancuso has accepted our employment offer. She will be joining us on January 2, 1985. Mr. Riedman did not feel that the desks he has would be suitable for the library's public service area so I will be obtaining price quotations on desks and chairs for your future consideration.

Mrs. De Looze reports on Children's Activities:

Nov. 3 Library Bowl Preliminaries at the Gates Public Library.

Similar to the College Bowl, the Library Bowl was a competition requiring knowledge of 70 books taken from a list prepared by the Monroe County Library System (Leslie served on this committee). Participating schools sent teams of seven students (5th and/or 6th graders). Eighty-four schools registered; 50 competed in the preliminary rounds.

The regional preliminary was held at Gates with St. Pius X School (Chili), St. Theodore's School (Gates), and West Ave. School (Parma); two other teams withdrew the preceding day. St. Pius X School team, organized by Sister Jean Catherine, was exceptionally well-prepared and led in scoring during the point accumulation round. Team members included: Lori Dudek (captain), Suzanne Sierk, Kerry Monfalcone, Kelly O'Shea, Stacy Hopkins, Rachelle Zambito, and Julie White.

The final round, lasting 30 minutes, faced St. Pius against St. Theodore's. The competition ran at a break-neck pace, with St. Theodore's winning by a mere fifteen points (one bonus question).

The major disappointment was that no public school from Churchville, Chili, or Gates participated, but Chili residents should be proud of the showing by St. Pius School.

Nov. 5 - Sunshine Nursery School visit - 16 children

Nov. 7 - Children's Book Meeting at RPL  
Library Bowl Meeting  
Sunshine Nursery School visit - 18 children

Nov. 8 - Sunshine Nursery School visit - 18 children

Nov. 15 - Visit to Paul Rd. School to give booktalks to all the sixth grades in preparation for their week of "Parents as Reading Partners"

Nov. 17 - Library Bowl finals - held at the Rochester Public Library.

Twelve teams, all winners from the regional rounds, met at Rundel Auditorium for the final competition. A large audience filled the room for the day-long competition. St. Theodore's from Gates won, going home with a trophy for the school and a package of books for the students.


Comments from parents, teachers, and school librarians were extremely favorable. They were impressed by the quality of the books selected, the numbers of questions written, and the students' preparation. This valuable experience really encouraged the kids to read.

Nov. 20 - Library tour for three children being taught at home.

Nov. 21 - Children's Book Meeting at RPL

Preschool storytimes -- 7 sessions, ending Nov. 15 for the fall.  
Total attendance--77.

Primary Storytimes -- 4 weeks. Total attendance--62. Although we have been running two groups at a time, the attendance dropped off to a point where only one group was really necessary.

  
Dorothea Pompa

28 November 1984

Mr. Robert Burnett  
7 Bright Oaks Circle  
Rochester, NY 14624

Dear Bob:

We thank you for your long and faithful service to the Library. Your participation on the Chili Library Board of Trustees was marked by a conscientious approach, a wealth of relevant experience, and a genuine concern for the stability and growth of the Library. Obviously, we miss you.

You'll be pleased to know that we had six fine applicants for your vacated Board membership. The choice was difficult, but in the end voted for David Tierk; he's here with us now.

All the best. It was great having had the opportunity to work with you on the Board. We hope to see you in the Library.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Board of Trustees

10 November 1984

Beverly Griebel  
31 Red Bud Road  
Rochester, NY 14624

Dear Beverly:

Your expression of interest in becoming a member of the Library's Board of Trustees was very much appreciated. We thank you for taking the time to meet with us on 24 October 1984. All candidates for the position had individualistic and applicable credentials: the choice was not easy. We selected David J. Sierk to fill the vacancy.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Chili Library Board of Trustees

10 November 1984

Paul Muckstadt  
2 Stover Road  
Rochester, NY 14624

Dear Mr. Muckstadt:

Your expression of interest in becoming a member of the Library's Board of Trustees was very much appreciated. We thank you for taking the time to meet with us on 24 October 1984. All candidates for the position had individualistic and applicable credentials; the choice was not easy. We selected David J. Sierk to fill the vacancy.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Chili Library Board of Trustees

10 November 1984

Peter R. Denigris  
254 Archer Road  
Churchville, NY 14428

Dear Mr. Denigris:

Your expression of interest in becoming a member of the Library's Board of Trustees was very much appreciated. We thank you for taking the time to meet with us on 24 October 1984. All candidates for the position had individualistic and applicable credentials; the choice was not easy. We selected David E. Sienk for the position.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Chili Library Board of Trustees

10 November 1984

Mr. Ralph A. Szweda  
10 Cross Row Drive  
Rochester, NY 146 24

Dear Mr. Szweda:

Your expression of interest in becoming a member of the Library's Board of Trustees was very much appreciated. We thank you for taking the time to meet with us on 24 October 1984. All candidates for the position had individualistic and applicable credentials; the choice was not easy. We selected David J. Sierk to fill the vacancy.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Chili Library Board of Trustees

10 November 1984

Mr. David J. Sierk  
35 Cutter Drive  
Rochester, NY 14624

Dear Mr. Sierk:

Thank you for your interest in joining the Library's Board of Trustees. I understand from Mrs. Nau that you have been orally notified of your appointment. We look forward to seeing you at our November meeting.

Sincerely,

Morton W. Miller, Ph. D.  
Secretary  
Chili Library's Board of Trustees

10 November 1984

Barbara A. Jonak  
50 Titree Lane  
Rochester, NY 14624

Dear Mrs. Jonak:

Your expression of interest in becoming a member of the Library's Board of Trustees was very much appreciated. We thank you for taking the time to meet with us on 24 October 1984. All candidates for the position had individualistic and applicable credentials; the choice was not easy. We selected David J. Sierk for the vacancy.

Sincerely,

Morton W. Miller, Ph. D.  
~~Secretary~~ Scientist  
Chili Library Board of Trustees

CHILI LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES, 24 OCTOBER 1984

The meeting was called to order at 7:11 p.m. Present were Mrs. Mau, Mr. DuBois, Mrs. Riedman, Mr. Criddle, Mrs. Wickins, and Dr. Miller.

Six candidates for the Board member vacancy were interviewed. These included Mrs. B. Jonak, Mr. P. Muckstadt, Mr. P. Denigris, Mr. D. Sierk, Mrs. B. Griebel, and Mr. R. Szweda. The Board elected Mr. Sierk to fill the position. The secretary was asked to thank the interviewees for their interest in serving the Library and to notify Mr. Sierk of his election to the Board.

Dr. Miller moved, Mrs. Riedman seconded a motion to approve the minutes of the Board's meeting on 26 September 1984 and to append to those minutes the third quarter report. MINUTES APPROVED  
MOTION CARRIED.

Mrs. Riedman moved, Mr. DuBois seconded a motion to approve Abstract #10, page 1, for \$3,633.11 and to accept the fine and payroll books as presented. BILLS, RECORDS APPROVED  
MOTION CARRIED.

DIRECTOR'S REPORT

1. The Library recieved an inquiry about Community Service Sentencing. Mrs. Riedman moved, Mr. DuBois seconded a motion indicating that the Library had no need now for such services. MOTION CARRIED.
2. Communications. The Gates/Greece/Chili 1985 "Yellow Pages" will contain a gratus ad listing the Gates/Greece/Chili Public Library service hours.
3. The Secretary was asked to write Mr. Burnett a letter of commendation for his long and outstanding service to the Library through his participation on the Board.
4. The Librarian placed an ad in the Crest 1985 (Churchville-Chili Yearbook) congratulating the graduates and offering an "all-season pass for reading entertainment" --i.e., a Library card.
5. The Librarian I search is continuing.
6. The Community Study report is in review.
7. The MCLS Automation Agreement draft is in preparation. Information about member library contract provisions will be presented later to Board members.
8. The Board approved a 5p.m. Library closing on 21 November 1984. (Thanksgiving Eve) following a motion by Mrs. Riedman and a second by Mr. DuBois. MOTION CARRIED.

The next meeting was scheduled for 28 November 1984 at 7:30 p.m.

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

Sincerely,

  
Morton W. Miller, Secretary

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the Secretary.

<u>Payroll:</u> Through September 28, 1984	\$56,366.01	<u>Fines:</u>	\$594.90
#21 (Sept. 29 - Oct. 12)	2,847.81		
#22 (Oct. 13 - Oct. 26)	2,536.91	<u>Copier:</u>	\$ 34.75
#23 (Oct. 27 - Nov. 9)	2,834.86		
	<u>\$64,585.59</u>		

Circulation: 1984 = 12,429  
1983 = 11,880  
549 gain

Meetings:

- 10/10 - Adult Book Meeting - RPL
- 10/11 - Mrs. Dumbleton attended the Microcomputer Users Group (MUG) meeting at the Henrietta Public Library
- 10/24 - Library Board Meeting 7:00 p.m.
- 10/31 - Adult Book Meeting - RPL

Mrs. De Looze reports on Children's Activities:

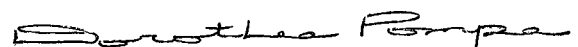
- 10/1 - Preschool storytimes started on Mondays, Tuesdays, & Thursdays for 7 weeks. Fourteen storytimes were held during October with total attendance of 179 children. Average attendance per storytime is 13.
- 10/3 - Children's Book Meeting - RPL
- 10/17 - Children's Book Meeting - RPL. Visit from Alice Provenson, co-author/illustrator of The Glorious Flight, winner of the 1984 Caldecott Medal. She discussed her 40 year collaboration with co-author and husband, Martin, their recent Caldecott award, and how they approach their work.
- 10/18 - Visit to Y-Wives' children at Parkminster Church to do a storytime.
- 10/24 - Primary Storytimes started (K-2) for 7 weeks. Two groups, each with 14 children, meet Wednesdays at 4:00 - 4:45 p.m. with Mrs. LeLooze and Mrs. Pompa.
- 10/25 - District school and public librarians meeting at Disney.
  - Distributed books for the Library Bowl to St. Pius X four times during the month.

Library Volunteers:

Adult volunteers Ethel Freitas, Marion Powell, Anne Bates, Alberta Gracie, Susan Mancinelli, Dorothy Echter, Edwiga Stechna, Mary O'Brien, and Dorothy Rice each come in for two-hour stints at the desk. Louise Schwellensattl and Ken Milner volunteer four and five hours each week respectively. Student volunteers Jim Polvino and Carla Corcoran cover two hours each week.

We are deeply appreciative of the dedicated service our volunteers give.

Recent discussion of library directors with the MCLS Systems Analyst indicate that a complete re-training of all staff will be required during the conversion to the automated circulation control system. We cannot project what effect this re-training will have on our reliance for desk coverage from volunteers. Nine months and we will know more - if the current timetable (July 1985) for re-registration of patrons and bar-coding is implemented.

  
Dorothea Pompa

MEMORIAL FUND REPORT FOR AUGUST, SEPTEMBER, OCTOBER, 1984

Community Savings Bank Account Balance	\$3,664.85
8/17/84     Deposit - Book Sale Receipts	57.22
8/30/84     Interest	<u>53.64</u>
Balance	3,775.71
9/05/84     Withdrawal - 2 Chairs for Computer Table (Borlen Mem. Fund)	- 244.00
9/05/84 - Withdrawal - Memorial Book in memory of Hazel Dalton given by Clark and Florence Holly	<u>- 10.00</u>
Balance	3,521.71
10/23/84    Deposit - Book Sale Receipts	58.50
Community Savings Bank Account Balance	\$3,580.21

The meeting was called to order at 7:24 p.m. Present were Mrs. Mau, Mr. Burnett, Mr. Coolbaugh and Mr. Du Bois.

MINUTES APPROVED. Mr. Coolbaugh moved, Mr. Burnett seconded a motion to approve the minutes of the Board's regular meeting of 29 August 1984. The minutes of the special meeting of 18 September 1984 were also approved. MOTION CARRIED.

BILLS, RECORDS APPROVED. Mr. Burnett moved, Mr. Coolbaugh seconded a motion to approve Abstract #9, page 1, in the amount of \$3,490.55, along with the fine and payroll books as presented. MOTION CARRIED.

DIRECTOR'S REPORT.

1. MCLS has received an additional \$82,900 in state aid for library construction. The Director has gone on record requesting approval of proposed projects for 1985 or later in the aggregate amount of \$308,240.
2. The library has been approached by the Senior Class at Churchville-Chili to purchase an ad in the class yearbook.
3. There has been limited response to the Librarian I canvass, and no positive indication from any respondent. Following discussion, the Director was asked to investigate the availability of a part time employee as well as to verify with Civil Service the schedule for the revised Librarian I list.
4. The Director is working with Nancy Ryan on a second draft of the Community Study. This is to be completed, for review, shortly.
5. Following substantial publicity, only 23 people attended the 18 September program by Mr. Jordan.

OLD BUSINESS.

1. The legal agreement relative to automation has still not been received. It is presently under review by MCLS counsel. Therefore, the Board is not in the position of being able to act on this matter.
2. A number of letters/resumes have been received relative to the vacancy on the Board of Trustees. These have been reviewed by Mr. Du Bois and Mr. Coolbaugh. The Director will be setting up interviews for 24 October 1984 with each applicant.

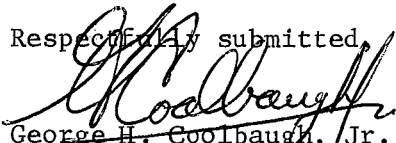
NEW BUSINESS.

1. Mrs. Mau moved, Mr. Burnett seconded a motion to authorize the Director to purchase a 1/8 page advertisement in The Crest, the 1985 yearbook of the Churchville-Chili Central School District, at a cost of \$35.00. MOTION CARRIED.

The next meeting was scheduled for 24 October 1984, at 7:00 p.m. This is an earlier time, to accommodate interviews for the vacancy on the Board.

The meeting was adjourned at 8:28 p.m.

Respectfully submitted,

  
George H. Coolbaugh, Jr.  
Secretary Pro-tem.

These minutes are unofficial until approved by the Board at its next regular meeting and signed by the Secretary.

<u>Payroll:</u> Through August 31, 1984	\$50,804.44	<u>Fines:</u> \$569.89
#19 (Sept. 1-14)	2,737.81	
#20 (Sept. 15-28)	2,823.76	<u>Circulation:</u> 1984 = 11,020
	<u>\$56,366.01</u>	1983 = <u>10,396</u>
		624 gain

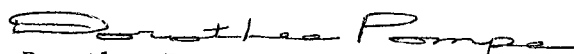
Activities, Meetings, and Programs:

- 9/8 - Special thanks to Kathy Freitas, Katie Evenson, Lori Hochreiter, and Harry Freitas for moving furniture, framed prints and other equipment before and after the carpet was cleaned.
- Sept. Canvass letters mailed to those on the current Civil Service List of Eligibles for Librarian I.
- 9/12 - Adult Book Meeting and Town Directors' Meeting with Linda Bretz, Nancy Ryan, Paula Smith, June Rogoff, Sue Bovay, and Barbara Moore.
- 9/18 - Special Library Board meeting to review the 1985 budget request.
- 9/18 - Once Around the Sun: Images of Four Seasons. Slide/tape presentation by Mr. Gilbert Jordan - 23 guests were present.
- 9/21 - Nancy Ryan here to assist in the revision of the Community Study draft.
- 9/24 - Town Directors' Meeting at the Greece Mitchell Road Library.
- 9/26 - Adult Book Meeting  
Regular Library Board Meeting

Mrs. De Looze reports on Children's Activities during September:

- 9/5 - Juvenile Book Meeting
- 9/15 - Town Children's Librarians meeting, an annual event, held at Chili.
- 9/19 - Juvenile Book Meeting  
Visit from John Langstaff, music teacher, author and compiler of folksong music, who gave a workshop for the county children's librarians on the importance and use of music with children. He is well known on the East coast for his yearly "Revels" which combine music, poetry, and drama to celebrate Christmas and the seasons. His enthusiasm for music and traditional literature (passed down through the generations orally) is boundless.
- 9/20 - District School and Public Librarians meeting at Brasser School
- 9/24 - Preschool storytime registration started.  
Library Bowl meeting at RPL. All the questions for the competitions have been completed (each committee member was assigned at least 8 books to read and 14 questions to write for each book). Rules for the competition will be completed at the next meeting.
- 9/26 - School visit to St. Pius X. I explained the workings of the Library Bowl to the team and delivered several of the books to them.

<u>Monthly Public Service Reports:</u>	<u>July</u>	<u>August</u>	<u>September</u>
Reserves	166	159	110
Reference Questions	565	525	480
Copies Made	1,442	1,563	1,475
ILL Requests	78	68	47
ILL's Completed	80	60	60
Centralized Reserves	34	35	45
Films Received	5	10	0
Volunteer Hours	104	90	75

  
Dorothea Pompa



September 19, 1984

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

Dear Mr. Powers,

On behalf of the Board of Trustees of the Chili Public Library, I wish to present our revised request for the 1985 library budget. The amount we are requesting to be raised by taxes is \$116,200. This figure represents the inclusion of a new full-time librarian position. We also request that \$3,500 be utilized from Federal Revenue Sharing funds to augment our budget for the current year.

This budget will help us to acquire the additional staff we so badly need in preparing the library for the GEAC system in 1985 and for future growth.

Sincerely,

Dianne Mau, President  
Chili Library Board of Trustees

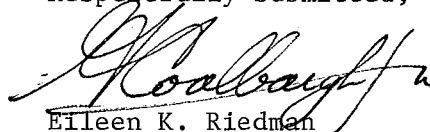
cc: Mr. R. Criddle

Chairman Mau called the meeting to order at 7:00 p.m. Present were Mrs. Mau, Mr. Burnett, Mrs. Wickins, Mrs. Riedman, Mr. Criddle, Mrs. Powers and Mrs. Pompa.

Mrs. Riedman made a motion to revise the library's proposed 1985 budget. The Board requests \$116,200 to be raised by taxes. In addition, the Board will seek Town Board approval to use \$3,500 of the 1985 federal revenue sharing allotment to augment the library's budget. The total anticipated income for 1985 would remain \$144,700. Mrs. Wickins seconded the motion. MOTION CARRIED.

The meeting adjourned at 7:40 p.m.

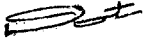
Respectfully submitted,

  
Eileen K. Riedman  
Secretary Pro-Tem



September 10, 1984

TO: Members of the Chili Library Board of Trustees

FROM: Dorothea Pompa 

RE: Proposed 1985 budget

Mrs. Powers has asked me to distribute the enclosed letter to all board members.

Either Dianne or I will be contacting you soon to schedule a special meeting to discuss the library's options.

Mr. Criddle will also receive a copy of the Budget Officer's letter.

# TOWN OF CHILI



JAMES J. POWERS  
SUPERVISOR

3235 CHILI AVENUE • PHONE 889-3550 • ROCHESTER, NEW YORK 14624

September 7, 1984

Chili Library Board of Trustees  
3235 Chili Avenue  
Rochester, New York 14624

Dear Board Members:

I have run into a problem in attempting to provide the Town Board with a balanced budget for the Library for the year 1985 based on the taxes to be raised of \$110,775 as requested in your letter of August 10, 1984 and the expenditures outlined in the minutes of your July 25, 1984 meeting totalling \$144,700. Using a figure of \$15,000 for estimated revenues, this would leave a balance of \$18,925 to make up through unexpended balance.

As of December 31, 1983, the Library Fund's cash balance was \$25,521. Of that amount, \$10,000 was allocated to be used as unexpended balance in the 1984 budget. An additional \$6,000 was encumbered for the purchase of certain equipment for the proposed computerization. This leaves \$9,521 as an actual unallocated balance as of December 31, 1983.

Projecting costs for the balance of 1984 (based on actual costs for the first 8 months) there could be an excess of cash receipts over disbursements of approximately \$6,100. This would be added to the unallocated cash balance of December 31, 1983 for an anticipated December 31, 1984 cash balance of \$15,621.

As you can see, that puts us some \$3300 short - if we actually gain the full \$6,100. In no way could we use more than \$10,000 unexpended balance. I would prefer to use less so that a bit more will be available for the next year's budget.

Perhaps there is something you are budgeting for which could be requested from Federal Revenue Sharing. At any rate, I would appreciate your comments and recommendations at your earliest opportunity as we must be ready to have the budget in its final form the week of September 24th.

Thank you for your cooperation.

Very truly yours,

KATHLEEN POWERS  
Budget Officer

The meeting was called to order at 7:29 p.m. Present were Mrs. Mau, Mr. Du Bois, Mrs. Wickins, Dr. Miller, Mr. Burnett, Mr. Coolbaugh, and Mrs. Riedman.

MINUTES APPROVED. Mr. Burnett moved, Mr. Coolbaugh seconded a motion to approve the minutes of the Board's meeting on 25 July 1984. MOTION CARRIED.

Mr. Burnett submitted his resignation effective 1 October 1984. The Board collectively and individually expressed regret at losing his services. Mr. Du Bois moved, Dr. Miller seconded a motion to open a search for a person to serve Mr. Burnett's unexpired term (until December 1984). MOTION CARRIED.

BILLS, RECORDS APPROVED. Mr. Coolbaugh moved, Mr. Burnett seconded a motion to approve abstract #8, page 1, for \$3,434.58, and to accept the fine and payroll books as presented. MOTION CARRIED.

#### DIRECTOR'S REPORT.

1. A canvass has been initiated for the Librarian I position. Deadline for application for the position is 31 August; a job description has been prepared. Mrs. Pompa will interview applicants and make a recommendation to the Board.

2. Carpet cleaning in the Library is scheduled for 8 September.

3. There is a persistent problem with security of the building. The doors to/from the Town Hall, and the front door have been found unlocked. The Director is seeking quotations on rekeying of all locks.

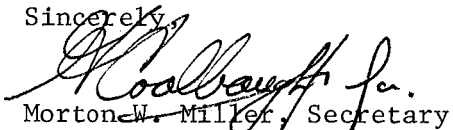
4. The annual NY State allocation to the MCLS has been announced and totals \$30,496. The Chili Library will be given a grant of \$813 from this allocation. There was a need to commit the funds soon. The Director proposed purchase of the following items (cost): Revolving floor stand rack (\$373.55), Island paperback display unit (\$366.00). Both units are needed, the former for the children's section; the latter for the adult area. Mr. Coolbaugh moved, Mr. Du Bois seconded a motion to make these purchases from the state grant funds. MOTION CARRIED.

5. Implementation of the automated circulation system is now scheduled as: July 1985, Patron Registration; August 1985, Barcoding; October 1985 Circulation.

6. The new plastic library patron cards have been received and the bill turned over to the Town Clerk for payment via revenue sharing arrangements.

The next meeting was scheduled for 26 September 1984 at 7:30 p.m. The meeting was adjourned at 9:30 p.m.

Sincerely,



Morton W. Miller, Secretary

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the Secretary.

Payroll: Through August 3, 1984 \$45,401.32  
#17 (August 4 - 17) 2,657.56  
#18 (August 18 - 31) 2,745.56  
\$50,804.44

Fines: \$428.63      Circulation: 1983 = 13,304  
1984 = 12,723  
Copier: \$125.75      581 loss

Activities & Meetings:

- 8/8 - Rochester Health Network Blood Pressure Check (10 a.m. - 3 p.m.).  
65 people were here for the check.
- 8/15 - Adult Book Meeting and Town Director's Meeting at RPL
- 8/22 - Letters sent to all library volunteers to thank them for their  
service to the library over the summer.
- 8/29 - Library Board Meeting

Mrs. De Looze reports on Children's Activities:

- 8/1 - Pineville Players Puppet Theater. About 60 children attended  
the program, consisting of two plays about local history. While  
the show was billed for 5 to 12 year olds and parents were  
specifically told that when registering, many preschoolers were  
in the audience. I need to make an evaluation about age and  
attendance for future programs--either lower the age or be  
stricter about attendance when an age level is required.
- 8/6 - Preschool storytime
- 8/7 - Preschool storytime
- 8/8 - Children's Book Meeting and Library Bowl Meeting at RPL
- 8/16 - "Fly High with Books" final program. About 45 children attended  
the final program, which included a movie, awards, refreshments,  
and a balloon launch. It was popular with the kids attending.  
Forty children of the original 120 who registered completed the  
program by reading at least 5 recommended books. I would like  
to work on getting more participation in the future.

Special Summer Projects:

A great deal was accomplished over the summer by all staff members. Mrs. Dumbleton weeded all of the adult mysteries and decorating books. In addition she processed and cataloged large numbers of gift and direct order books (Arco, Better Homes & Gardens, Literary Guild and Book-of-the-Month Club sale items). Mrs. Mosher diligently worked on Rolling Library II, serving our patrons in the North Chili area every Wednesday afternoon. Mrs. Balsley was able to put a large dent in the backlog of letters that we send to patrons with long overdue materials as well as to keep up with the ebb and flow of weekly overdue notifications (due to equipment breakdowns at RPL the schedule of incoming transaction cards was erratic at best). Mrs. Galton has kept on top of the increased numbers of materials needed to be mended or recovered (due to cheaper methods of binding the books are falling apart faster than in the past). Mrs. De Looze kept busy with program planning and related activities. I managed, with a lot of help from the entire staff, to weed adult fiction from beginning to end. Much time was also spent on building concerns (equipment breakdowns) and requesting price quotations for automation-related wiring.

It has been a very good and very productive summer!

*Dorothea Pompe*



August 10, 1984

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

Dear Mr. Powers,

On behalf of the Board of Trustees of the The Chili Public Library, I wish to present our request for the 1985 library budget. The amount we are requesting to be raised by taxes is \$110,775. This figure represents the hiring of an additional full-time librarian as well as anticipated start-up costs as we come on-line with the GEAC computer system in mid-1985. The coming year will bring exciting growth for our library and we plan to be well prepared.

We trust that the Town Board will give our request careful consideration.

Sincerely,

Dianne Mau, President  
Chili Library  
Board of Trustees

c.c. R. Criddle

The meeting was called to order at 7:12 p.m. Present were Mrs. Mau, Mr. Du Bois, Mr. Burnett, Mrs. Wickins, Dr. Miller, Mrs. Riedman, and Mr. Criddle.

Mr. Burnett motioned, Mr. Du Bois seconded to approve the minutes of 27 June 1984 meeting, the fine and payroll books as presented, and Abstract #7, page 1, for \$2,137.76. MOTION CARRIED. MINUTES, BILLS AND RECORDS APPROVED

A discussion then occurred as to the need for additional staffing within the Library. Mr. Du Bois motioned, Dr. Miller seconded to hire as soon as possible a level 1 librarian whose duties would include young adult and public relations endeavors, and that the funds for support of this position would come from the Library's unexpended balance. The salary for the new appointment would not exceed \$14,000/year plus benefits. MOTION CARRIED. LIBRARIAN I OPENING

The Library's proposed budget for 1985 was then discussed. The following recommendations were made:

Payroll	\$ 85,000
Library materials	32,500
Library supplies	2,200
Postage	1,200
Building repairs	3,000
Equipment & repairs	1,200
Telephone	900
Cleaning supplies	325
Mileage & membership	800
Benefits	16,875
Miscellaneous	200
Conferences	400
Insurance	100
	<u>\$144,700</u>

The budget was, in general, increased by about 10% over that of this year's but with an added cost of increasing the Library's staff from a half-time to a full-time librarian.

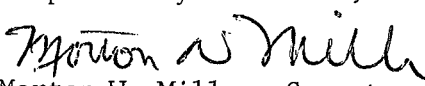
Mrs. Pompa gave only part of her report due to the length of the discussions pertinent to the above items. She indicated a written report would be sent to the Board (a copy is appended to these minutes).

Carpet Cleaning. Two quotes were received. 1) \$527 from Restivo Enterprises, and 2) \$175 from A and B Cleaners (the group which currently services the Library). The Board expressed satisfaction with the present service. Dr. Miller motioned, Mr. Burnett seconded to accept the offer from A and B Cleaners. MOTION CARRIED. CARPET CLEANING APPROVED

New Library Stationery. The new stationery with the new Chili Library logo was shown to the Board, which expressed satisfaction with the appearance.

The meeting adjourned at 9:35 p.m. The next meeting was set for 29 August 1984 at 7:30 p.m.

Respectfully submitted,

  
Morton W. Miller, Secretary

TO: Town Directors, Branch Heads, Management Group, ATF Members,  
CLO Division Heads  
FROM: Barbara Moore *Barb Moore*  
RE: Geac Progress Report  
DATE: July 26, 1984

Since you haven't seen much of Carole, Patti or me this summer, I am sending this progress report to bring you up-to-date on Geac happenings. I also want to squelch all rumors that we've been holed up in the air conditioned room, playing bridge.

#### BARCODE LABELS

First the bad news. All barcode labels shipped out to first wave libraries need to be returned to the Library Automation Services (LAS) office. These barcode labels have 13-digits; we need 14-digits for the Geac systems. (All contributions to the Send Barb Moore Back to School To Learn To Count Fund will gladly be accepted.) Watch your mail for details on the What To Do With 13-Digits Barcode Labels Contest. The 14-digits barcode labels are to arrive before September 1. This means . . .

#### IMPLEMENTATION SCHEDULE

At this date we are still on schedule to have patron registration and barcode training at Fairport in September. (Surprise!) Of course there is still plenty of time for us to experience any number of problems and delays which would set the schedule back. One such delay may be telecommunications. The modems will not be received until August 25, giving us only one week instead of one month to test the telecommunications system between Fairport and Rundel.

#### BARCODING

Carole Joyce is working on the final preparations for barcoding. We have received 35 booktrucks which will be loaned to libraries as they barcode. We also have four chairs which may be loaned for use during the barcoding project.

#### DATABASES

We are working on building the circulation database which contains brief records taken from the fuller records found in the MARC (MACHine Readable Cataloging) database. Before we start the MARC to Circulation transfer we would like to clean up mistakes in the call numbers. Maureen Kelly is heading Kelly's Krew (Patti Girvin, Carole and Jean Doremus) to work on this task. A Geac terminal will be installed in cataloging in the next few weeks, allowing cataloging staff also to help with the clean-up.

#### MC-R-GEAC

Last Wednesday we received an upgrade of the operating system. The operating system is the software which operates the computer, i.e. brings in programs to be run, reads data from the disk and sends data to the printer. This upgrade will also allow Geac to fix a software problem, enabling us to continue loading biweekly tapes

from OCLC. The new operating system will also allow a change to be made to our terminals, eliminating the "vanishing cursor" problem. (Sound like Greek to you? Good, otherwise you could have my job!)

Sometime in the next few weeks a power conditioner (it evens the electricity coming into the computer room) will be installed. When it is installed, and for other weekends when the electrical power is going to be shut off in Rundel, Patti has to back-up (copy data found on the disk to tape for storage) the complete system onto tape, a full day task.

#### TAPES/DATABASE SIZE

Presently it takes 15 tapes to back-up the MARC files and indexes. Backing up the circulation system requires 11 tapes. It requires four hours, from 9 p.m. - 1 a.m., to do the backups during the week after the circulation system comes down. Once during the weekends a full backup will be done, requiring 8 1/2 hours.

#### COMPUTER OPERATORS

We are now in the process of hiring three part-time computer operators to do the back-ups. They will also be on call after 5 p.m., Monday through Friday and on Saturdays and Sundays to operate the computer and take care of hardware problems. They will be available to help sites with terminal problems but will have limited knowledge of the circulation system.

#### NOTICES/REPORTS/FORMS

Patti has been testing the notices for overdue, holds and cancellations. The patron notice form is ready to be printed. We've also been printing the many reports the circulation system produces and trying to decipher what they mean. (You may want to hire an extra person to read all these reports, or you may just want to buy a larger waste-basket.)

The registration forms are being printed. We're still working on an agreement whereby the Center for Governmental Research (CGR) will supply the census tract numbers based upon the patrons' addresses. We have been trying for a number of months to find a way to print the patron database on a tape to send to CGR. Geac is trying to find a program that will do this.

#### MISC. ITEMS

--A Geac trainer will be here the week of August 13 to teach the LAS staff, Nancy Jones, Ruth Jones, Marie Asposto and Elaine Vitone circulation procedures.

--At ALA I saw a label gun to use for attaching date due labels on the outside book covers. The price for this gun is \$65.00. Does any library want to purchase a label gun to test this means of printing date dues? If so, please contact Patti.

--Patti, Carole and I are all located in the room outside the computer room, lower stacks, Rundel. We may be reached at 428-6971.

--There's no definite date as to when the contractor will begin wiring Rundel for the Geac terminals. Most likely work will not begin until September at the earliest.

--I attended the Geac Users Group Meeting at ALA in June. I found that we are not alone in having our share of problems and delays with Geac. For Geac sites the biggest problems are the lengths of time it

is taking to run back-ups, overnight programs and index builds. These procedures must be done when the circulation system is down. For some libraries, especially libraries which are open late, the circulation system cannot be brought up on time in the morning because the overnight procedures are not finished. The Users Group has asked Geac to assign the highest priority to fixing these procedures.

HAPPY NOTE ENDING

I think it is safe to say that we have found the tunnel and the light at the end is getting larger and larger. (Let's just hope it's not a train!) One sure sign we are progressing is that other Geac sites are now calling us for advice. (Of course they're not asking about barcode labels.) Oh yes, don't worry, we're still giving the U. of Rochester misinformation, keeping them a few months behind us.

xc: Carole Joyce  
Patti Girvin

Payroll: Through July 6, 1984 \$40,022.49 (corrected total)  
#15 (July 7 - 20) 2,725.67  
#16 (July 21 - Aug. 3) 2,653.16  
\$45,401.32

Fines: \$401.92                      Circulation: 1984 = 13,968  
1983 = 12,451  
Copier: \$20.35                      1,517 gain!

Activities and Meetings:

- 7/18 - Adult Book Meeting - RPL. Rolling Library II at Evergreen Acres Trailer Park
- 7/20 - First Annual Lawn Sale of books and framed prints, 11 a.m. - 6 p.m.
- 7/25 - Library Board Meeting
- 7/30 - Rochester Health Network Display


Mrs. De Looze reports on Children's Activities:

- 7/9 - Summer Programs start
- 7/11 - Children's Book Meeting at RPL
- 7/18 - Nasty Ned, American Frontiersman
- 7/30 - Cancelled Chili Library's Library Bowl Team due to lack of interest (only 2 children applied)

Preschool Storytimes were held on Mondays and Tuesdays with 21 children registered in each section. An average of 14 kids attended each session. Eight storytimes in July - total attendance was 113.

The Summer Reading Program started out with a bang. 122 kids had registered by July 9, and many of those came in for their reading packets and books during the first three days. Interest leveled off after that, and participants spread their visits out throughout the week. By the end of July, there were about 56 children who were actively participating.

Nasty Ned, American Frontiersman, presented an outstanding program about frontier life to an audience of about 70. His authentic outfit and gear provided the basis for his talk. He showed animal skins, flintlock gun, a steel comb, bear grease, and so on, explaining their uses in frontier life. He ended with a gruesome tale about being caught by a bear, which had the kids on the edges of their seats.

  
Dorothea Pompa

MEMORIAL FUND REPORT FOR JULY, 1984

Community Savings Bank Account Balance	\$3,664.85
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July 27, 1984

TO: Members of the Library Board of Trustees

FROM: Dorothea Pompa *Dt*

RE: Director's Report, continued from the regular meeting, July 25, 1984

Book/Framed Print Sale on July 20 saw a profit of \$257. which was deposited in the Memorial Fund account. Staff suggestions for use of some of the money include new plants (\$25.); a radio for the workroom (the one we use gets WHAM only); first aid kit.

November Film Circuit. We have submitted a request to participate in the Reynold's 100th Birthday Film Circuit to show "Great American Films" on five successive Fridays in November. The meeting room was available for the five dates. Films we are hoping to present include An American in Paris, Lassie Come Home, Lord of the Rings, Showboat, and Singing in the Rain. Our alternate choice is Seven Brides for Seven Brothers.

Adult Fall Program in the Library. Mr. Gilbert Jordan has agreed to present Once Around the Sun: Images of Four Seasons on a Tuesday evening in September in the library (children's area). His slide/sound presentation includes music (Vivaldi, Vaughn Williams, Glazunov, Prokofiev), poetry (Frost, Dickinson, Borland, and others), and photography.

We decided to save Thoreau for another time as the director has not had an opportunity to organize the adult book discussion group for the fall.

Attached is a copy of a memo received today from Barbara Moore for your information. I think "Geac Progress Report" is a slight misnomer!

CHILI PUBLIC LIBRARY  
BOARD OF TRUSTEES

MINUTES OF THE REGULAR MEETING  
27 JUNE 1984

President Mau called the meeting to order at 7:37 PM. Present were Mr. Burnett, Mrs. Mau, Mrs Riedman, and Mr. Coolbaugh.

MINUTES APPROVED. Mr. Coolbaugh moved, Mr. Burnett seconded a motion to approve the minutes of the 23 May, 1984 meeting. MOTION APPROVED.

BILLS, RECORDS APPROVED. Mr. Burnett moved, Mrs. Riedman seconded a motion to approve abstract #6, page #1 in the amount of \$10,926.54, and to accept the fine and payroll books as presented. MOTION APPROVED.

DIRECTOR'S REPORT.

1. The director presented the board with the preliminary budget proposal for fiscal year 1985. The board will study the proposal prior to the next meeting.
2. The library copier was repaired today, and the library received \$120.00 from the vendor. This represents two months' receipts.
3. Once again, the library has been refused usage of the Town Hall meeting room, after initial date approval, based upon a rescheduled Planning Board meeting on September 18, 1984. The cancelled meeting was to have been an outside presentation regarding the work of Thoreau. The only remaining date available to the library, through the end of the year, is a single evening in November.
4. Mrs. DeLooze visited area elementary schools prior to the end of the school year and presented the concept of the upcoming Library Bowl. Thus far, one volunteer has contacted her.
5. Other upcoming (Summer) events include a puppet show in July, to be funded by MCLS.
6. The library owns approximately 125 framed prints, which are circulated very little. The director suggested holding a "Lawn Sale" this summer to dispose, on a profitable basis, of obsolete prints.
7. On-site visits by the MCLS systems analyst regarding the automation project were conducted 11 June 1984. Future planning includes electrical work, location, etc.
8. RHN (Rochester Health Network) plans to conduct free blood pressure screening in the library on Wednesday, August 8, 1984, from 10:00 AM. to 3:00 PM. This will follow a portable health exhibit from 7/30 through 8/8, on library premises.
9. The Town Recreation Department has requested one person to visit North Chili for periodic Story Time during the summer. With a

CPL Minutes, 27 June 1984

suggestion from Mrs. Riedman, the Director will be soliciting volunteers.

10. A further bill has been received from Mr. Clar for business cards and additional artwork relative to the new library logo. The bill amounts to \$38.50.

#### COMMITTEE REPORTS.

1. Mrs. Riedman reported to the Board on the recently held automation meeting at the Gates Public Library. The several previously unanswered questions remain so following the meeting.

2. Mr. Coolbaugh reported regarding microcomputer orientation planning. He will be contacting interested parties to construct and present initial user orientation during the summer, with further plans in the Fall.

#### OLD BUSINESS.

1. COMPUTER FURNITURE. Two chairs have been ordered to complement the previously ordered table. The price is slightly in excess of the approved amount; \$122.00 each.

#### NEW BUSINESS.

1. PRINT SALE. Mrs. Riedman moved, Mr. Coolbaugh seconded a motion to authorize the Director to organize a first annual book and print sale during the summer. MOTION APPROVED.

2. LOGO PROJECT. Mrs. Riedman moved, Mr. Burnett seconded a motion to pay the \$38.50 Clar bill from the Memorial Fund. MOTION APPROVED.

3. COMPUTER FURNITURE. Mr. Coolbaugh moved, Mrs. Riedman seconded a motion to increase the appropriation for furniture which had been previously approved in order to accommodate the purchase of the chairs. MOTION APPROVED.

4. LIBRARIAN VACANCY. The Director was requested by the Board to structure an appropriate job description and formulate a request to establish a full-time librarian position following the recent resignation of Miss Gleason.

5. HVAC CONTRACT. Mr. Burnett moved, Mrs. Riedman seconded a motion to renew the HVAC contract with Leo J. Roth Corp. for one year, in the amount of \$526.00. MOTION APPROVED.

The next regular meeting of the Board of Trustees was set for 25 July 1984 at 7:00 PM. This represents a starting time one-half hour earlier than the normal meeting time.

The meeting closed at 9:48 PM.

CPL Minutes, 27 June 1984

Respectfully submitted,

*George H. Coolbaugh, Jr.*

George H. Coolbaugh, Jr.  
Secretary Pro-Tem

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the secretary.

<u>Payroll:</u> Through June 8, 1984	\$34,588.24	<u>Copier:</u> \$120. paid on June 27
#13 (June 9 - 22)	2,790.45	
#14 (June 23 - July 6)	2,658.60	<u>Fines:</u> \$663.71
	<u>\$40,037.29</u>	

<u>Circulation:</u> 1984 = 11,151	Highest days: Monday and Tuesday, June 25 and 26 =
1983 = <u>11,065</u>	801 each day. Lowest day: Saturday, June 9 = 182
86 gain	

Activities and Meetings:

- 6/6 - Adult Book Meeting & Town Directors Meeting - RPL
- 6/11 - Pat Girvan, Assistant to the MCLS Systems Analyst Barbara Moore, visited to review site planning for conversion to automation (terminal placement, cable and other electrical requirements, telephone arrangement, etc.). Letters requesting quotations for electrical work have been sent to three firms; responses will be needed for consideration at the September board mtg.
- 6/20 - Adult Book Meeting - RPL
- 6/25 - Town Directors Meeting at Brighton Memorial Library.
- 6/27 - Library Board Meeting

Mrs. De Looze reports on Children's Activities

Four preschool Movie-times were held on June 5, 6, 12, and 13. Total attendance was 48 children plus their parents.

- 6/12 - Summer program flyers were delivered to Paul Rd., Brasser, St. Pius X, and Chestnut Ridge Elementary Schools
- 6/13 - Children's Book Meeting and Library Bowl Meeting at RPL. Eighty-one schools from the county are participating which will necessitate 12 regional run-offs before the November finals at RPL. These 81 schools represent an estimated 75% of Monroe County's elementary schools.
- 6/18 - Library Bowl flyers were delivered to public schools in Chili for a Chili Library Team. St. Pius was omitted because they are forming their own team.


The month was spent also in preparing for summer programs. Registration response has been very favorable. Another major project is a listing of over 300 children's picture books, prepared by the MCLS Children's Consultant Julie Cummins, as suggested replacement titles. Each title is checked here to see if we own it, if it is in and if so, in what condition, and the decision to order or not is made.

(First Annual) LAWN SALE, Friday, July 20 (raindate July 27) from 11 a.m. - 6 p.m.

If you could help us with setting up (9 a.m. - 11 a.m.), figuring charges, or tearing down (after 6 p.m.) please let me know soon.

Monthly Public Service Reports:

	<u>April</u>	<u>May</u>	<u>June</u>
Reserves	156	132	151
Reference Questions	423	432	511
Copies Made	2,082	1,690	1,527
ILL Requests	77	41	62
ILL's Completed	98	73	50
Centralized Reserves	41	44	56
Films Received	19	14	16
Volunteer Hours	86	110	100

  
Dorothea Pompa

REGULAR MEETING MINUTES, CHILI LIBRARY BOARD OF TRUSTEES

~~23 MAY~~ 1984

23 MAY

MR. BURNETT

~~MRS. HAD~~ CALLED THE MEETING TO ORDER AT 7:35 P.M. PRESENT WERE MR. BURNETT, MRS. RIEDMAN, MR. COOLBAUGH, ~~MRS. HAD~~, MRS. WICKENS, MR. DUBOIS AND DR. MILLER.

DR. MILLER MOTIONED, MR. COOLBAUGH SECONDED Minutes Approved  
TO APPROVE THE MINUTES OF THE 25 APRIL 1984 MEETING.  
MOTION CARRIED.

MR. COOLBAUGH MOTIONED, DR. MILLER SECONDED TO APPROVE Bills,  
ABSTRACT #5, PAGE 1 FOR \$1,693.69, AND TO ACCEPT THE Records  
FINE AND PAYROLL BOOKS AS PRESENTED. MOTION CARRIED. Approved

DIRECTOR'S REPORT.

1. THE MCLS AUTOMATED SERVICES AGREEMENT REGARDING GEAC COMPUTER RESPONSIBILITIES IS IN DRAFT FORM AND WILL BE CIRCULATED SHORTLY TO LOCAL LIBRARIES FOR REVIEW. THE DRAFT WILL ATTEMPT TO DEFINE WHAT ORGANIZATION ( e.g., MCLS, INDIVIDUAL LIBRARIES, GEAC) WILL HAVE RESPONSIBILITY FOR VARIOUS ASPECTS OF THE AUTOMATED SYSTEM. SOME ASPECTS OF THE COSTS AND LIABILITIES ARE NOT YET CLEAR. THE BOARD FELT THAT LOCAL LEGAL COUNSEL REVIEW OF THE DRAFT WOULD BE ESSENTIAL BEFORE THE BOARD COULD RESPONSIBLY ACT ON THE DRAFT.

2. THE 1984 CASH GRANT AND LSIA PAYMENT ANNOUNCEMENT CONTAINED THE FOLLOWING ALLOCATIONS FOR THE CHILI PUBLIC LIBRARY: \$1791 FROM CASH GRANT, \$1901 LSIA, FOR A TOTAL OF \$3700.

3. THE LIBRARY'S "ADVERTISEMENT" IN THE ANNUAL DAVIS PARK PAMPHLET WAS FREE THIS YEAR DUE TO A "GOOF" BY THE PRINTER LAST YEAR.

4. MEETING ROOM AVAILABILITY FOR LIBRARY FUNCTIONS REMAINS A PROBLEM. ALTERNATIVES WERE DISCUSSED; THESE INCLUDED AVAILABLE ROOMS AT 1) PARK MINSTER CHURCH AT A COST OF \$50/USE, 2) FIRST BAPTIST CHURCH AT COSTS OF \$20, 10 OR 5/USE FOR LARGE, MEDIUM OR SMALL ROOMS, 3) CHILI COMMUNITY CENTER AT \$10/USE AND 4) THE TOWN GARAGE MEETING ROOM AT NO COST. THE LIBRARIAN WOULD CONSIDER THESE OPTIONS.

5. ROLLING LIBRARY 2 WOULD ADD A STOP AT THE EVERGREEN TRAILER PARK ON A TRIAL BASIS FOR 4 DATES DURING THE SUMMER: 18 JULY, 1, 15 AND 29 AUGUST FROM 9:15 -10:15 A.M.

6. THE NEW BORROWER'S CARD FOR THE FORTHCOMING GEAC TERMINAL WILL COST 7.1 CENTS/ CARD PLUS A ONE-TIME \$25 CHARGE FOR A LIBRARY IMPRINT ON ALL CARDS.

7. THE BOARD WAS IN FAVOR OF THE LIBRARY SPONSORING A TEAM FOR THE FORTHCOMING LIBRARY BOWL, A READING "CONTESTANT"-TYPE PROGRAM INVOLVING ABOUT 70 BOOKS TO BE READ BY EACH TEAM. DETAILS OF THE "BOWL" WILL BE PRESENTED AT A LATER MEETING. THE "BOWL" IS EXPECTED TO INVOLVE CITY AND SUBURBAN SCHOOL CHILDREN.

8. THE BOARD REVIEWED A MODEL OF THE "MONITOR", A CIVIL WAR IRONCLAD, BUILT BY MR. ROBERT E. SALES, 265 CHESTNUT RIDGE ROAD, ROCHESTER, NEW YORK 14624. THE SECRETARY WAS DESIGNATED TO THANK MR. SALES FOR THE DONATION OF THIS BEAUTIFULLY-EXECUTED MODEL; IT GRACES THE CARD CATALOGUE AND WAS DEEMED AN APPROPRIATE ART OBJECT FOR THE LIBRARY TO DISPLAY.

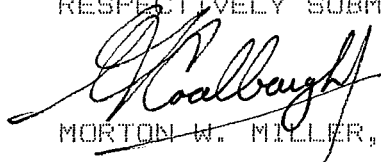
9. MR. AND MRS. PETER R. DENIGRIS, 254 ARCHER ROAD, ROCHESTER, NEW YORK 14428 HAVE ARRANGED FOR AN ON-GOING GIFT TO THE LIBRARY TO PURCHASE CHILDREN'S BOOKS. THE FIRST DONATION OF \$15 WAS RECEIVED AND IS VERY MUCH APPRECIATED. THE SECRETARY WAS ASKED TO THANK MR. AND MRS. DENIGRIS FOR THEIR DONATION.

10. THE BOARD OFFICIALLY ADOPTED THE CLAR LOGO ON THE BASIS OF A MOTION BY MR. DUBOIS AND A SECOND BY DR. MILLER. MOTION CARRIED.

11. QUOTATIONS FROM 3 LOCAL PRINTERS WERE RECEIVED AND DISCUSSED. BECAUSE OF THE WIDE SPREAD IN QUOTED COSTS, THE BOARD FELT IT PRUDENT TO TRY THE LOWEST ONE. MR. COOLBAUGH MOTIONED, MR. DUBOIS SECONDED TO ALLOW EXPENSES OF ABOUT \$300 FOR STATIONERY FROM RB SERVICES TO INCLUDE 1500 <sup>sheets of letterhead</sup> ENVELOPES (\$85), 2000 ENVELOPES (\$140), AND 1000 BUSINESS CARDS (\$45). MOTION CARRIED.

THE NEXT BOARD MEETING WAS SCHEDULED FOR 27 JUNE 1984. THE MEETING CLOSED AT 9:45 P.M.

RESPECTIVELY SUBMITTED,

 *Sec'y pro tem*  
MORTON W. MILLER, SECRETARY

The minutes are unofficial until approved by the Board at its next regular meeting and then signed by the secretary.

Payroll: Through April 27, 1984 \$25,823.22  
 #10 (April 28 - May 11) 3,031.20  
 #11 (May 12 - May 25) 2,856.22  
 #12 (May 26 - June 8) 2,877.60  
\$34,588.24

Fines: \$559.95

Copier: No income received from  
 Duplicating Consultants since  
 April 25.

Circulation: 1984 = 11,959  
 1983 = 11,111  
 848 gain

#### Activities and Meetings:

- May 7 - 12: National Volunteer Week; our volunteers were presented with buttons that say "Cheers for Volunteers" which we ordered from United Way. The volunteers were also acknowledged publicly in the Gates-Chili News.
- 5/9 - Adult Book Meeting and Town Director's Meeting at RPL  
 5/23 - Adult Book Meeting at RPL  
 5/23 - Library Board Meeting  
 5/29 - Meeting on the Proposed Legal Agreement at Gates Public Library - attended by Mrs. Riedman and Mrs. Wickins

#### Mrs. De Looze reports on Children's Activities:

- Movie-time for preschoolers met 10 times during May - 152 children attended.
- 5/2 - Children's Book Meeting at RPL  
 5/16 - Children's Book Meeting and Author Visit with Lloyd Alexander at RPL - Mary Gleason attended for Leslie. She had this very popular children's fantasy writer autograph a copy of one of his books for the Chili Library.  
 5/17 - Gates-Chili District Librarians Meeting at Disney School. Mary attended for Leslie and announced our summer children's programs, distributed fliers on our Sesquicentennial Local History Trivia Contest.  
 5/30 - School Visit from Fairbanks Rd. Elementary School. Forty-eight second graders enjoyed the orientation to the library, a walking tour, and a film - conducted by Dottie Pompa.
- Library Bowl: to date 70 schools have signed up to participate in the fall program.

#### Miss Gleason reports on Publicity, Programs, and work with Young Adults:

- 5/7 - Young Adult Book Meeting at RPL  
 5/14 - Public Relations Workshop at RPL featuring speakers from a variety of small community newspapers and neighborhood newsletters, and a panel of librarians sharing publicity techniques.  
 5/21 - Presentation Skills Workshop at RPL. SUNY Brockport communications professor conducted workshop that focused on presentations before groups.
- Sesquicentennial Local History Trivia Contest began. Weekly trivia questions in the Gates-Chili News, designed to encourage use of local history resources and tie-in with the Sesquicentennial year.

#### Air Conditioner:

We were informed early this week that many parts in the air conditioning unit need to be replaced immediately as the unloader on the compressor leaks. Repairs to be made consist of changing the valve plate, cylinder head, and capacity control solenoid valve and coil. Total charges will be in the area of \$1200-\$1400; parts will take time to be located. I have discussed the problem with Mrs. Mau and Mr. Burnett and have been given permission to proceed. Leo Roth Company people have been very helpful; I am sure that the fact that we have a maintenance contract with them is of help also.

*Dorothea Pompa*  
 Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR MAY AND JUNE, 1984.

Community Savings Bank Account Balance	\$3,682.13
5/25/84 Interest (New passbook issued)	<u>52.42</u>
Balance	3,734.55
5/30/84 Withdrawal - Computer table (Borlen Mem. Fund)	<u>- 331.70</u>
Balance	3,402.84
6/11/84 Deposit - Book Sale Receipts	43.50

Community Savings Bank Account Balance	\$3,446.35
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Numerous donations of magazines and books for book sale.

The meeting was called to order by President Mau at 7:37 p.m. Present were Mrs. Mau, Mrs. Riedman, Mr. Du Bois, Mrs. Wickins, Mr. Criddle, Mr. Coolbaugh, Mr. Burnett, and Mrs. Fry.

Mr. Coolbaugh moved, Mrs. Riedman seconded the approval of the minutes of the 28 March 1984 regular meeting. MOTION CARRIED.

MINUTES  
APPROVED

Mr. Burnett moved, Mr. Du Bois seconded the approval of Abstract #4, page 1, for \$2,511.69, and the acceptance of the fine and payroll books as presented. MOTION CARRIED.

BILLS, RECORDS  
APPROVED

MCLS ANNOUNCEMENTS: Mrs. Fry announced the following items:

1. A decision is forthcoming on the position of Assistant Director at MCLS; Mrs. Pompa has been serving on the selection committee.
2. Mr. Coolbaugh has been nominated to a seat on the MCLS Board of Trustees. Approval will be sought from the County Legislature next month.

#### DIRECTOR'S REPORT:

1. Quotations are enroute for the various items to be ordered with the new logo.
2. Sesquicentennial Plans
  - A. Library Bowl. Mrs. De Looze was on the planning committee. This will start in October and be concluded with a final competition at RPL on November 17.
  - B. Visiting Artist. Paul Stillman will visit in July; details to follow.
  - C. Summer Plans. The Pineville Players will perform in the library.
  - D. 1830's Book Discussion Group. Miss Gleason is scheduling a series of discussions of books which were popular at this time.
  - E. Local History Holdings. Miss Gleason is re-organizing our collection.
  - F. Local History Trivia. A weekly contest, through the local newspaper, is planned.
3. GEAC Automation is progressing. A schedule of conversion dates was distributed to board members. There was a discussion of the proposed legal agreement between MCLS and member libraries.
4. The Director discussed procedures and arrangements relative to the security of valuables within the library.
5. The Director discussed procedures and arrangements relative to the microcomputer security.
6. Mrs. Pompa reviewed, for the Board, the selection procedures utilized by her staff in choosing materials. MCLS-generated lists, reviews, and direct orders, as well as the lead times and responsiveness, were discussed.

#### NEW BUSINESS:

Mr. Coolbaugh presented the microcomputer users' guidelines to the board. Following discussion, Mrs. Mau moved, Mrs. Riedman seconded the adoption of the guidelines as presented. MOTION CARRIED.

The previously-discussed proposed agenda calendar was presented by the Director. Several changes were recommended and accepted; this will be used in the future to prepare agendas for board meetings.

The date of the next regular meeting was set for 23 May 1984 at 7:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "George H. Coolbaugh, Jr.", written in dark ink.

George H. Coolbaugh, Jr.  
Secretary, pro-tem

The minutes are unofficial until approved by the Board at the next regular meeting and then signed by the secretary.

<u>Payroll:</u>	Through March 30, 1984	\$19,709.06	<u>Fines:</u>	\$408.28
	#8 (March 31 - April 13)	3,006.26		
	#9 (April 14 - April 27)	3,107.90	<u>Copier:</u>	\$124.25
		\$25,823.22		

<u>Circulation:</u>	1983 = 12,938	Highest days of circulation:	Monday, 4/16 = 789;
	1984 = <u>12,653</u>		Monday, 4/23 = 722; Friday, 4/27 = 738.
	285 loss		

Activities and Meetings:

- 4/4 - Adult Book Meeting and Town Director's Meeting - RPL
- 4/12 - Meeting with Mr. Coolbaugh to review proposed draft of Microcomputer Policy
- 4/13 - MCLS Assistant Director Search Committee interview with Carole Joyce, currently employed by MCLS
- 4/18 - Adult Book Meeting and interview with John Hammond, Director, Dorchester County (Maryland) Public Library
- 4/20 - Interview with Matthew Kane, Coordinator of District Services, Altoona Area Public Library, Altoona, Pa.
- 4/21 - Interview with Jill Rockwell, County Librarian, County of Tehama in northern California
- 4/23 - Town Library Director's Meeting at Scottsville Free Library
- 4/25 - Library Board Meeting
- 4/26 - Final meeting of MCLS Search Committee

Mrs. De Looze reports on Children's Services:

- 4/3 - Cub Scout visit
- 4/11 - Children's Book Meeting at RPL
- 4/12 - District Librarians' Meeting at Gates-Chili Senior High School
- 4/24 - Spring Recess Movie for ages K-3 60 attended
- 4/26 - Spring Recess Movie for ages K-3 43 attended

Nine storytimes were held during April with 102 total attendance.

Miss Gleason reports on Programs and Publicity:

- 4/2 - Young Adult Book Meeting at RPL
- 4/11 - College Financial Aid, 7:30 p.m., presented by representatives from Citibank Student Loan Center and Roberts Wesleyan Financial Aid Office. Mary prepared a book display, bibliography of related C.P.L. resources, and delivered a brief booktalk. 12 attended.

National Library Week - April 8-14:

Leslie and Mary developed a display of twelve books representing all age levels. Books were accompanied by brief annotations, and an object related to the book's theme or content. For instance, with the book The Bridge to Terabithia by Katherine Paterson, there was a length of rope and a card that read, "The make-believe kingdom of Terabithia belongs to Jess and Leslie alone, and is reached by swinging across the gully on an enchanted rope...."

In the library, books based on films and from which films had been made were prominently displayed on a large bookrack, as a tie-in to Channel 31's National Library Week program of showing such films throughout the week.

*Dorothea Pompa*

Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR MARCH AND APRIL, 1984

Community Savings Bank Account Balance	\$3,702.34
3/28/84 Interest	<u>50.78</u>
Balance	3,753.12
4/5/84 Withdrawal - David Clar	<u>- 100.99</u>
Balance	3,652.13
4/24/84 Deposit - Book Sale Receipts	30.00

Community Savings Bank Account Balance	\$3,682.13
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Many books and magazines donated for book sale.

REGULAR MEETING MINUTES, CHILI LIBRARY BOARD OF TRUSTEES, 28 March 1984

Mrs. Mau called the meeting to order at 7:41 p.m. Present were Mrs. Mau, Mrs. Riedman, Mr. DuBois, Mr. Burnett and Dr. Miller

Mr. Burnett motioned, Dr. Miller seconded to approve the minutes of the 29 February 1984 meeting. MOTION CARRIED.

MINUTES  
APPROVED

Dr. Miller motioned, Mr. Burnett seconded to approve Abstract #3, page 1, for \$1,449.45, and to accept the fine and payroll books as presented. MOTION CARRIED.

BILLS,  
RECORDS  
APPROVED

A discussion was held regarding the annual salary adjustment for the Library Staff. Mrs. Riedman motioned, Mr. Du Bois seconded to increase the overall salary allotment for the ensuing year by 6% with the exception of a salary adjustment of \$1,000 for the Children's Librarian; the adjustments to be effective with Payroll #8, beginning 31 March 1984. MOTION CARRIED

SALARY  
ADJUSTMENTS

DIRECTOR'S REPORT:

1. The first quarter financial report was reviewed and accepted.
2. The mechanicals of the Logo for letterhead, book markers, and envelopes were received. Dr. Miller motioned, Mr. Burnett seconded to pay a bill for \$100.99 (submitted by Mr. Clar) for reimbursement of his costs associated with the production of the mechanicals. The Board agreed this money would be taken from the Memorial Fund. MOTION CARRIED.  
The Director was asked to obtain quotes for printing of intended items.
3. The Chili Community Study report had been given to Mrs. Nancy Ryan (MCLS) for review. She and some consultants edited the report and a revision is in preparation.
4. A table for the computer has been ordered. Chairs are being considered.

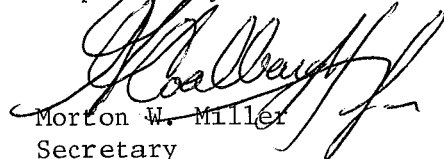
LOGO BILL  
PAYMENT

NEW BUSINESS:

1. A lock-down cover was suggested for the computer, with the cost to be borne by the Borlen Memorial Fund.
2. A microcomputer policy manual is being prepared and will be reviewed by the Board in the future.
3. The Board recommended that the issue of salary adjustments be considered in January so as to allow ample time for deliberations.

The date of the next meeting was set for 25 April 1984 at 7:30 p.m.

Respectively submitted,

  
Morton W. Miller  
Secretary

The minutes are unofficial until approved by the Board at the next regular meeting and then signed by the Secretary.

Payroll: Through March 16, 1984 \$16,894.50 Fines: \$648.13  
 #7 (March 17 - March 30) 2,814.56  
 \$19,709.06 Copier: \$110.80

Circulation: 1984 = 14,835  
 1983 = 13,385  
 1,450 gain!

Activities and Meetings:

- 3/21 - Adult Book Meeting & MCLS Assistant Director Selection Committee - RPL
- 3/26 - Town Directors' Meeting at Ogden Farmer's Library
- 3/28 - First of 5 candidates for Assistant Director position interviewed at RPL.  
 She is Paula Smith, Director of the Muscatine (Iowa) Public Library.
- 3/28 - Library Board Meeting

Monthly Public Service Reports:

	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>
Reserves	129	123	195
Reference Questions	423	462	485
Copies Made	2,217	1,278+	2,100
ILL Requests	70	59	88
ILL's Completed	75	53	118
Centralized Reserves	21	21	22
Films Received	0	8	8
Volunteer Hours	104	75	110

Mrs. De Looze reports on Children's Services:

- 3/7 - Adult Book Meeting at RPL and Library Bowl Meeting
- 3/14 - Children's Book Meeting and author visit (Arnold Lobel)
- 3/15 - Public and School District Librarian's Meeting at Gates Public Library
- 3/28 - Children's Book Meeting and Fiction Re-evaluation

Storytimes - 12 sessions throughout March with 151 total attendance.

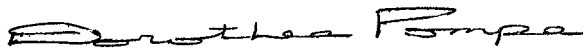
Miss Gleason reports on Programs and Publicity:

- 3/14 - Tax Program - first in a series of three Financial Aid programs.  
 Eight attended.
- 3/17 - Red Cross Babysitting Seminar - 24 attended.
- 3/19 - Young Adult program meeting at RPL
- 3/21 - Instructional meeting for book reviewers at RPL
- 3/28 - Investment Program - Financial Planning - 20 attended.

The Gates-Chili News omitted several of our weekly news releases recently!

I am enclosing a recent Times-Union article that, once again, points up the need for additional space in the Town Hall/Library complex. Enough said..

The reports from Leslie and Mary have been greatly condensed. If more detail or clarification is wanted I have their complete, unexpurgated documents on file.

  
 Dorothea Pompa

REGULAR MEETING MINUTES, CHILI LIBRARY BOARD OF TRUSTEES, 7 March 1984

Mrs. Mau called the meeting to order at 7:45 p.m. Present were Mr. Burnett, Mr. Du Bois, Mrs. Mau, Mrs. Wickins, Mrs. Riedman, and Mrs. Dumbleton.

Mr. Du Bois moved, Mr. Burnett seconded a motion to approve the minutes of the 25 January 1984 meeting as presented. MOTION CARRIED

MINUTES APPROVED

Mr. Burnett moved, Mr. Du Bois seconded a motion that the fines and payroll books be accepted as presented and that the bills on Abstract #2, page 1, in the amount of \$4,556.73 be paid. MOTION CARRIED.

BILLS, RECORDS  
APPROVED

The Vanderlinde contract for cleaning of light fixtures was renewed for 3 years on the motion made by Mr. Burnett and the second by Mr. Du Bois. MOTION CARRIED

VANDERLINDE  
CONTRACT APPROVED

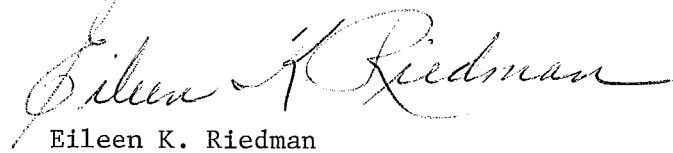
The Board was in receipt of a bill from the Vail Agency in the amount of \$225.00 for insurance coverage for 3 years for the computer.

Mr. Du Bois moved and Mr. Burnett seconded a motion to authorize Mrs. Pompa to purchase a computer table, per presentation, and two chairs, not to exceed \$500.00, with proceeds from the Borlen Memorial Fund.

The next regular meeting will be held March 28, 1984 at 7:30 p.m. in the library.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,



Eileen K. Riedman  
Secretary Pro-tem

These minutes are unofficial until approved by the Board at the next regular meeting and then signed by the secretary.

Payroll: Through February 4, 1984 \$ 8,366.00  
 #4 (Feb. 4 - Feb. 17) 2,869.03  
 #5 (Feb. 18 - Mar. 2) 2,785.57  
 #6 (Mar. 3 - Mar. 16) 2,873.90  
 \$16,894.50

Fines: \$444.47

Circulation: 1984 = 12,600  
 1983 = 11,996  
 604 gain

Circulation Highlights:

Monday, July 12, 1982 856  
 Monday, July 26, 1982 840  
 Friday, August 27, 1982 881  
 Friday, July 22, 1983 813  
 Friday, July 29, 1983 807  
 Monday, August 22, 1983 855  
 Monday, February 20, 1984 831  
 Tuesday, February 21, 1984 837  
 Feb. 20-25, 1984 3,875

All-time high: Monday, July 6, 1981  
 with 1,470 transactions - opening day  
 following the re-carpeting. That week,  
 July 6-10, 1981 = 4,386 transactions!

Activities & Meetings:

- 2/1 - Draft of Community Study submitted to Nancy Ryan for duplication and distribution to Adult, Children's, Young Adult, Audio-Visual, and Extension Department Consultants and to John Hartley, RIT professor.
- 2/8 - Adult Book Meeting, Town Directors' Meeting with Linda Bretz, and Assistant Director Search Committee Meeting at RPL
- 2/9 - Meeting with Nancy Ryan here to review her comments and suggestions for the final draft of the Community Study
- 2/16 - Meeting with David Clar and Mary Gleason regarding logo design
- 2/18 - Open House!
- 2/22 - Adult Book Meeting - RPL
- 2/27 - Town Library Directors' Meeting at Gates Public Library

Mrs. De Looze reports on Children's Services:

- 2/1 - Children's Book Meeting. Library Bowl Meeting at RPL.
- 2/2 - Visit to Y-Wives children. Storytime
- 2/3 - Visit to Florence Brasser School:  
 6th grade - Introduced Reader's Guide to Periodical Literature/  
 4, 5, 6th grades - Explained Winter Break Programs
- 2/9 - District Librarians' Meeting at Paul Rd. School
- 2/15 - J Meeting. Visiting author, Leo Lionni.
- 2/20 - 2/24 - Winter Break Programs daily.  
 11:00 - 11:45 - Grades K-3 read-aloud and movies  
 1:00 - 2:00 - Grades 4-6 read-aloud
- 2/27 - Preschool storytime started

The Winter Break Programs were an experiment in programming, and they met with both success and failure. Kindergarteners through 3rd graders responded overwhelmingly, while 4th-6th grade program collapsed after the second day. Approximately 1000 fliers for each group were distributed in 4 area schools as well as the library, and I also talked up the 4th-6th grade program at the Brasser School. Paul Road was not able to schedule me for talks to the 4th-6th graders. Only 6 children registered, 3 came for 2 days and then quit.

Seventy-two children signed up in grades K-3 for various days during the week, and the attendance was between 22 and 40 children each day. The main problem was space - 40 children watching a movie in the children's area was too crowded, and, unfortunately, there was no alternative. The meeting room was booked a couple of days during the week, and has not yet been a satisfactory place for children's programming because of the numerous distractions and disruptions that occur there during the week. Programs may have to be limited in the future because of the seating problem, if they continue to be as popular.

Preschool Storytime started the last week in February, with a Tuesday evening session added to the regular Monday and Thursday morning schedule. All storytimes are full (15 children each) with waiting lists. In addition to the Library Bowl Committee, I am on the Reevaluation Committee looking at children's fiction, and am responsible for reviewing three novels. All children's librarians are expected to participate on these committees which meet once or twice a year.

Miss Gleason reports on Programming and Publicity:

- 2/2 - Meeting with Mrs. Pompa and David Clar, logo contest winner, to discuss the refinement of the logo design
- 2/6 - Young Adult Book Meeting at RPL
- 2/10 - Family Program, 7 p.m., Barbara Jablonski, sing-a-long to traditional folk songs. 20 attended
- 2/18 - Library Open House, 2-4 p.m. Over 100 attended, including Library Board members, MCLS and RPL staff, community agency representatives, and patrons. A map of the library, prepared by Mary, was developed and handed out at the door by Mrs. Pompa, with program fliers. Special Exhibits and Displays highlighted MCLS services; local history resources; special children's and YA services and programs; autographed books from the collection; a focus on volunteer and community groups; library scrapbooks; samples of all materials available for loan. Refreshments were served. The logo contest winner was present, and was presented with a gift certificate by Library Board President Dianne Mau. The Open House was considered successful in that it drew a large crowd, and people seemed to stay, talk with each other, and really examine the exhibits and displays.
- 2/24 - Family Program, 7 p.m., Paul Tantillo, Storytelling. 24 attended.

In addition to library Open House preparation and promotion (which involved about 200 individual invitations sent, together with Gates-Chili News articles and posters in stores), promotion began in February for the Red Cross Babysitting Workshop scheduled for March 17, and for the Financial Planning series beginning March 14. Promotion for the Babysitting Seminar was targeted at junior high and high school home-ec classes, guidance offices, girl scout troops, day care centers, and the regular news releases and fliers. Promotion for the financial planning series was directed toward the senior citizens groups, the Gates-Chili Rotary group, the churches, the media and fliers (in the library and in stores). The tax program was promoted through the banks by placing fliers near tax form displays.

A Community File has also been developed by Mary for staff and patron use.

  
Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR FEBRUARY, 1984

Community Savings Bank Account Balance	\$3,675.34
2/27/84 Deposit - Book Sale Receipts	27.00

Community Savings Bank Account Balance	\$3,702.34
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Donations for book sale included books and magazines.

REGULAR MEETING MINUTES, CHILI LIBRARY BOARD OF TRUSTEES  
25 January 1984

Mrs. Mau called the meeting to order at 7:35 p.m. Present were Mr. DuBois, Mrs. Wickens, Mr. Burnett, Mr. Coolbaugh, Dr. Miller, Mrs. Mau, Mr. Criddle, and Mrs. Fry.

Dr. Miller motioned, Mr. Burnett seconded a motion to approve the minutes of the 28 December 1983 meeting. MOTION CARRIED.

MINUTES  
APPROVED

The following Board members were nominated and elected to specific Officer positions for 1984:

President: Mrs. Mau  
Vice President: Mr. Burnett  
Secretary: Dr. Miller  
Treasurer: Mrs. Riedman

ELECTION OF OFFICERS

Mrs. Riedman motioned, Dr. Miller seconded to approve Abstract #1, page 1 for \$4426.17, and to accept the fine and payroll books as presented. MOTION CARRIED.

The Board welcomed Mrs. Fry to the meeting; she is the newly appointed liaison member from the MCLS to the Chili Library.

DIRECTOR'S REPORT.

1. The MCLS grant allotment provides \$2270, of which \$325 will be used in the Library's forthcoming Visiting Artists Series.
2. The book cart has 4 new wheels and is functional again.
3. A baby sitting seminar will be conducted by the Red Cross at the Library on 17 March 1984. A registration fee of \$3/person is required.
4. The Library's logo contest's winning entry was shown to the Board. Thirteen entries had been judged. The Board recommended ( Mr. Coolbaugh motioned, Dr. Miller seconded) that the winning entry be modified as follows: 1) rendered cleaner, 2) removal of shamrock. MOTION CARRIED. The winning entry would be displayed during the forthcoming Open House ( Saturday, 18 February 1984).
5. Plans are progressing for the Open House.
6. The newly arrived Apple II computer was shown and briefly discussed. Mr. Coolbaugh and Dr. Miller agreed to draft a set of "rules and regulations" regarding eventual patron usage.
7. A new photocopying machine is to be installed shortly, to replace the existing one. The installation date is uncertain.

NEW BUSINESS.

1. The Board agreed to hold its regular monthly meeting on every month's fourth Wednesday evening at 7:30. Mrs. Riedman motioned, Mr. Burnett seconded. MOTION CARRIED.

2. The Board agreed to the following 1984 holiday and summer Saturday closing schedule:

28 May, 4 July, 3 September, 21 November,

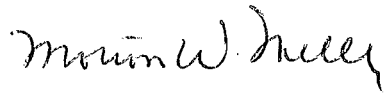
24 & 25 December, 31 December (at 3 p.m.),

1 January 1984. All Saturdays from 23 June-8 September.

Mrs. Riedman motioned, Mr. Burnett seconded. MOTION CARRIED

The next meeting was set for 29 February 1984 at 7:30 p.m.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Morton W. Miller".

Morton W. Miller  
Secretary

The minutes are unofficial until approved by the Board at the next regular meeting and then signed by the Secretary.

<u>Payroll:</u>	#1 (Dec. 24 - Jan. 6)	\$2,638.50	<u>Fines:</u>	\$547.80
	#2 (Jan. 7 - Jan. 20)	2,877.90		
	#3 (Jan. 21 - Feb. 3)	2,849.60		
		<u>\$8,366.00</u>		

Copier: January 27 \$59. NEW Sharp copier, Model SF-815CN delivered and installed  
February 9 31. on February 7.

Circulation: 1983 = 11,872  
1984 = 11,560  
312 loss

#### Activities & Meetings:

- 1/11 - Adult Book Meeting and Meeting with Linda Bretz and Town Directors.  
Agenda: Review of Monroe County Library System services - RPL
- 1/12 - Staff meeting to discuss Open House; suggestions received and preparations underway.
- 1/19 - Logo Contest judging
- 1/20 - Mrs. Sandy Rentzel, Girl Scout leader, met with me to review the Reading Badge requirements. She had asked me to cover the public library introduction with 16 scouts who visited on 1/25 and 2/2. Each group was here for more than one hour and we covered the library's history, layout, card catalog, and reference and circulating collections.
- 1/23 - Town Directors' Library Council at Pittsford Public Library. I have been named to the Selection Committee to fill the vacant position of Assistant Director III for Consultant, Technical and Extension Services. Twenty-four applicants need to be dealt with!
- 1/25 - Adult Book Meeting and first meeting of Assistant Director Selection Committee. Annual Report due. Regular Library Board Meeting.

#### Mrs. De Looze reports on Children's Activities:

- 1/4 - Children's Book Meeting at RPL. Leslie is working with other children's librarians to make recommendations for the supplement to the Children's Catalog, a basic library reference book
- 1/5 - School District and Public Librarians' Meeting at Washington Irving School.
- 1/9 - 1/14 - Registration & display for Reading Champions, a reading contest sponsored by the March of Dimes. Information and registration cards were available here; interested students sent in registrations to participate.
- 1/18 - Children's Book Meeting at RPL. Announcing the Newbery Medal: Dear Mr. Henshaw by Beverly Cleary (we have two copies) and the Caldecott Medal: The Glorious Flight by Alice and Martin Provensen (on order).

The Library Bowl, a contest planned for 5th and 6th graders in the fall of 1984, is intended to promote reading as well as to help celebrate the Rochester Sesquicentennial. As part of the planning committee, Leslie is working with others to coordinate this county-wide event. Each school in the county (public and private) will be asked to send a team to their local library for a preliminary contest. Teams will be questioned on books that they have read from a suggested reading list. Details will be shared as they are determined.

Miss Gleason reports on Programming & Publicity:

- 1/9 - Young Adult Book Meeting at RPL
- 1/25 - United Way Workshop on Working with Volunteers
- 1/27 - Anthony DiFabio, Storyteller and Singer. Family program, 40 attended, all ages. This was a very successful program, according to audience reaction at the time, and later feedback from patrons. First in a series of three programs.

Other activities during the month included the organization and promotional materials and correspondence for all upcoming programs through early April. These are a three-part Financial Planning series (program planning was facilitated by George Coolbaugh who acted as a consultant), a Babysitting Seminar for young adults, and the Open House, as well as remaining Storytelling programs.

Community Study Update:

With much assistance from the library staff I have submitted our first Community Study draft to Professor John Hartley and Nancy Ryan. Nancy duplicated the study and distributed it to ten consultants and management personnel at the Monroe County Library System. She also supplied eight copies for use by the RIT management students.

Nancy visited Chili on February 9. We met to review the draft. She has supplied much organization to the paper and has written many comments where materials need to be clarified or expanded. I will attempt to get the near-finished product in final form before the end of this month. By then we should also receive recommendations from MCLS. Professor Hartley will be using the study as a class exercise in the next quarter at RIT.

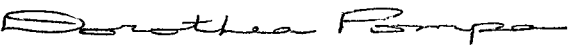
Current Volunteers:

Adults Anne Bates, Dorothy Echter, Ethel Freitas, Alberta Gracie, Norma Harmon, Barbara Jonak, Doris Mallory, Kenneth Milner, Mary O'Brien, Marion Powell, Louise Schwellensattl and Mae Tuscher, and students Diana Carraci, Katie Evenson and Cheryl Turechek comprise our volunteer force in 1984.

Open House:

Please note: our Open House is scheduled for this Saturday, February 18 from 2:00 until 4:00 p.m. David Clar, the logo contest winner, will be here and will display the winning design. We have mailed invitations to all of the area school board members, administrators, and librarians as well as to current and former staff members, MCLS and RPL consultants and staff, current and former volunteers, leaders of all local organizations, news people and area nursery and pre-school nursery classes. In addition, all of the churches have been notified (some have agreed to print the announcement in their bulletins) as have corporations and businesses.

Mary, Leslie and I are in charge of the displays; Ethel will take care of the flower arrangement and Thelma and Mary Ellen will work with Jane on the refreshments.

  
Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR JANUARY, 1984

Community Savings Bank Account Balance		\$3,588.34
12/30/83	Deposit - Borlen Memorials	35.00
1/24/84	Deposit - Book Sale Receipts	52.00

Community Savings Bank Account Balance		\$3,675.34
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Many donations and discarded library magazines were  
added to book sale shelves.