

Present at the meeting were Mr. Coolbaugh, Mrs. Crothers, Mrs. Wickins, Mrs. Riedman, Mr. Sierk, Mrs. Pompa.

MINUTES Mr. Sierk motioned, Mrs. Crothers seconded to approve the minutes of the 27 November 1987 meeting. Unanimously approved.

MONEY MATTERS Mr. Sierk moved that Abstract #12, page 1, in the amount of \$7,032.48 be paid and that the fine and payroll books be accepted as presented. Mrs. Wickins seconded the motion. Unanimously approved.

COMMUNICATIONS From Mrs. Anderson expressing her pleasure in being Liaison to the Library from the Town Board for the past two years.

DIRECTOR'S REPORT H.E.A.P. (Home Energy Assistance Program) asked for space in the Library to receive applications for assistance. The Chili Historical Society donated a live Christmas tree to the Library. Loretta Paul and Edward Cornwell supplied the decorations and the decorating. The Chili Golden Agers donated \$25. to the Library.

OLD BUSINESS Mrs. Riedman motioned and Mr. Sierk seconded that the Library reimburse Mrs. Wickins for her expense in registering for the New York State Library Trustees' Institute, September 18, 1987. Unanimously approved.

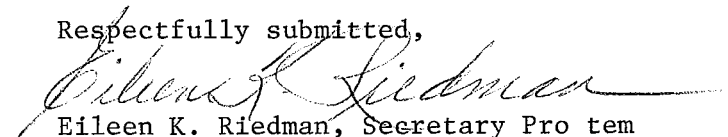
NEW BUSINESS Mr. Coolbaugh stated that the new payroll will take effect January 2, 1988 as agreed at Budget Presentation. The salaries or hourly rates that apply include:

Director - \$30,000
Children's Librarian - \$20,294.04
Young Adult Librarian - \$20,294.04
Senior Library Clerk PT - \$7.37 per hour
(4) Clerk - Typists - \$6.30 per hour

The Town Hall issued a Request for Proposal for IBM System 2 Model 50 computers, one of which would be for the Library to be used as on site backup for the Geac system. The cost would be \$3,936 - proceeds to derive from the Library fund account in the 1988 budget. The computer is to be delivered by mid-January.

Date of Next Meeting The date of the next meeting is 26 January 1988 at 7:00 p.m. at the Library.

Respectfully submitted,


Eileen K. Riedman, Secretary Pro tem

These minutes are unofficial until approved by the Board and signed by the Secretary

Goals for 1988 in the Children's Section

1. My major goal is to work on Secretary of Education Bennett's proposal for each child to have--and to use--his or her own library card. I hope to accomplish this through three activities:

- a. school visits to buildings located in the town on Chili
- b. invitations to schools to visit the library
- c. monthly birthday parties for children turning six years old.

2. I'd like to work on several areas of the children's section, which need improvements. These areas need to be worked on:

- a. special shelving for paperbacks and cassettes.
- b. crowded shelf space.

This will be improved with the new shelving but should also include extensive weeding throughout the section.

- c. the card catalog.

The existing card catalog needs to be expanded to fit new cards. No cards have been filed for the past three months because the drawers are too full. Requests around the system have not produced any drawers, but Dot is still looking through RRLC and local academic libraries.

The online catalog, planned for 1989, will make card catalogs obsolete, although the project may be delayed, and libraries are advised to keep card catalogs up to date for at least one year after installation of an online catalog.

An addition to the present catalog is an expensive proposition; however, it may be a necessary expense, since books are "lost" to library users without access to these books through the cards in the catalog.

3. I'd like to expand my knowledge of books and authors in the children's section through an organized study of specific sections. I'd also like to read more widely in the adult section.
4. I am planning on being more organized! I'd like to have all summer programs planned by April and all fall programs planned by late July, so that flyers can be distributed early.

Children's Librarian's Report--December 1987

- 12/9 J Book Meeting
- 12/10 Color Our World Preschool--3 year olds visited the library
- 12/12 Swedish Christmas. Program for children in grades K-3
24 attended for a story, crafts, and refreshments. Judging
by their reluctance to leave, the program was successful!

Year End Report

74 preschool storytimes held
19 children's programs offered
I served on 2 committees for the Monroe County Library System during the year.
I attended 4 half-day to three day workshops and conferences.
I read 56 J novels and nonfiction books, wrote 45 book reviews for children's book meetings, and read about 30 adult novels and nonfiction. My reading suffered somewhat, because I also took 4 graduate courses during 1987.

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624 TEL: 889-3550

LORRAINE V. ANDERSON

Supervisor

CAROL O'CONNOR

Town Clerk

JEROME F. BRIXNER

ROBERT L. CRIDDLE

RANDY C. PIKUET

WILLIAM M. CALLAHAN

Council Members

December 29, 1987

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

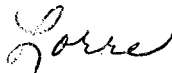
Dear Friends,

As 1987 comes to a close, and I look forward to what hopefully will be a short retirement, I have been reflecting on the events of the past two years. Many of my best memories will always be of my involvement with the Library Board and Staff.

It has been a pleasure to work with a highly professional group of people who truly have the needs of the Town of Chili at heart. It is my sincere hope that the new Town Board will continue to be sensitive to those needs, and I am very confident that you will encourage them do so in your own very special fashion--sometimes described as "keeping their feet to the fire".

I will always be proud of my relationship with the Library Board and of the goals which we were able to attain. I wish you well in the future!

Very truly yours,



Lorraine V. Anderson
Supervisor

COMPACT DISC (CD) PROPOSAL
for the
Chili Public Library
December 1987

- I. Patron survey
- II. Survey of libraries in the Monroe County Library System
- III. Technical Considerations of Compact Discs

I. PATRON SURVEY

A patron survey was conducted from November 5 to December 3 to determine the demand for CDs in the library. A small display of a record jacket and CD case with a sign attracted patrons' attention to the survey. A copy of the survey is attached.

53 patrons responded

- 44 borrow musical recordings from this library or other libraries
- 42 borrow records, 20 borrow cassettes, 1 wanted more cassettes
- 26 own or plan to own a CD player
- 25 would like to borrow CDs (4 of these people don't borrow records or cassettes but want to borrow CDs)
- 5 borrow CDs from other libraries, 1 person didn't know CDs were available at other libraries

Many indicated type of music they preferred, even if they didn't own a player

Classical	15
Rock	27
Popular	14
Jazz	8

Other types of music requested: children's, big bands, country western, heavy metal, punk, rap

II. SURVEY OF LIBRARIES IN THE MONROE COUNTY LIBRARY SYSTEM

A letter and questionnaire was sent to the libraries and branches in the system. 27 responded, 2 by interviews.

CD collections:

- 9 libraries circulate CDs
- 4 libraries will start circulating CDs very soon (CDs on order)
- 2 libraries would like to have CDs within the next two years
(1 would like a rotating collection)
- 12 libraries are not circulating CDs
Two libraries were working on video or record/cassette collections and couldn't afford CDs, one library didn't see a demand for CDs from their patrons, but several libraries said they wished they could have a collection; one indicated that the demand was great.

Location of CD collections:

- 4 city branches
- 9 town libraries (Gates, Ogden, Brockport on the west side)

Collection size:

RPL has the largest collection with 600 CDs. Other collections ranged in size from 2 to about 250. Many libraries had about 50-60 with many on order

Beginning collections:

Many started with a CD grant and put out the CDs as they arrived. Libraries started with as few as 2 and went up to 115.

Popularity of CD collections:

Everyone felt the CD collection was very popular. RPL indicated that only 85 of the 600 in the collection were in at a time. Other responses: CDs "begged for." CDs "more popular than expected."

Security measures:

- 10 libraries keep CDs behind the desk with cases on display
- 1 library has a locked case
- 1 library has security tags
- 1 library is not planning any special security measures

Age restrictions:

Only one library restricts their CD circulation to patrons in the 7th grade and older. One librarian responded: "The reality is kids don't ask for these."

Material limit:

8 libraries restrict the number of CDs borrowed, and 1 suggests a limit. Most limit patrons to 3 CDs

Written policy:

5 libraries have a written policy

Three things I did not ask about, but that several libraries indicated:

- CDs may not be borrowed through interlibrary loan
- CDs must be returned to the borrowing library
- CDs must not be returned in the bookdrop

III. Technical considerations of Compact discs

A. Advantages

1. INCREDIBLE SOUND
 - Complete lack of background noise, surface noise, pitch fluctuation
 - Greater dynamic range than LP recordings
2. EASY TO USE
 - Easy to play, easy to locate specific selections (as compared to cassettes), and easy to program so that selections play in a particular order
3. RESISTANT TO WARPING AND DAMAGE
 - Unaffected by heat and humidity: "...a night on the radiator will leave a disc unwarped." (Money, April 1985, p. 128)
4. TIME SAVED IN CARE
 - CDs need little care and no expensive cleaning equipment & supplies as records do
5. SMALL SIZE
 - CDs require less shelving space and can be shelved on conventional shelves

6. LONG-LIVED

CDs won't have the high turnover rate that records do. Chili P.L. bought 151 records during the first 11 months of 1987, and had to discard 64 records during the same time period. CDs even have error correction circuitry that will reconstruct lost bits of information (music) from deep scratches

7. WON'T DAMAGE PLAYER

CD players use a laser to play CDs. Unlike cassette players and record turntables, no part of the CD player touches the CD; a damaged CD will not harm the player as a damaged record and cassette can.

8. MORE PLAYING TIME

The one-sided 4 3/4" CD has more playing time than the two-sided, 12" record.

9. AVAILABILITY OF OLD RECORDINGS

Many old recordings, no longer available on records, are being issued on CD.

10. PRICE OF CDs AND CD PLAYERS

The price of CDs and players has decreased a great deal since 1982.

B. Disadvantages

1. PRICE OF CDs

Average price on buying lists produced by MCLS--\$17.00
If bought through a discount store, the price would be substantially less.

2. EQUIPMENT

Purchase of CD player (around \$200) often requires upgrading your stereo system.

3. LIMITED TITLES

Titles limited compared to what is available on records

4. SMALL SIZE

Small size and popularity of these makes them prone to theft

5. DIGITAL AUDIO TAPE (DAT)

This new Japanese technology may threaten CD sales, although the product may be blocked by Congressional legislation.

Even with high price, CDs are popular and are here to stay. Despite the price, they are economical for libraries.

Sources

- Curtis, Robert. "Revolution Now? Classical Music Recordings and Compact Discs." Library Journal, 1 May 1986, pp.85-88.
- Duffus, Joseph R. "The Latest on Compact Discs." Consumers' Research Magazine, Dec. 1986, pp. 11-14.
- Egan, Jack. "The Stunning Success of CDs." U.S. News & World Report, 23 Feb. 1987, pp. 41-42.
- Forbis, Steven. "A Little Disk Music." Money, April 1985, pp. 128, 132.
- Koepp, Stephen. "The Bright New Sound of Music." Time, 1 July 1985, pp. 38-39.
- Vizard, Frank. "Road Vibes." Popular Mechanics, Sept. 1986, pp. 79-81, 110-111.
- Walsh, Michael. "The Great LP vs. CD War." Time, 25 Aug. 1985, p. 66.

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR OCTOBER, NOVEMBER, & DECEMBER 1987

Rochester Community Savings Bank Account Balance	\$2,570.50
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10-30-87	Book Sale receipts	13.00
10-30-87	Book Bag Sale receipts	7.00
11-16-87	Book Bag Sale receipts	14.00
11-27-87	Withdrawal - balance due on 25th Anniversary charges	-98.36
11-28-87	Interest	35.85
12-22-87	Donation from Chili Golden Agers	25.00
12-22-87	Book Sale receipts	20.00

Rochester Community Savings Bank Account Balance	\$2,586.99
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CHILI PUBLIC LIBRARY BOARD MEETING MINUTES

27 November 1987, 7:00 p.m.

Present at the meeting were Mr. Coolbaugh, Mrs. Riedman, Mr. Sierk, Mrs. Crothers, Ms. Preston, Dr. Miller, Mrs. Pompa, Mrs. Anderson, Mr. Brixner.

MINUTES. Mrs. Riedman motioned, Mr. Sierk seconded to approve the minutes of the 27 October 1987 meeting with a deletion of "to be raised by taxes."
UNANIMOUSLY APPROVED.

MONEY MATTERS. Mrs. Riedman motioned, Mr. Sierk seconded to pay Abstract #11, page 1, totaling \$6,287.60, and the fine and payroll books as presented.
UNANIMOUSLY PASSED.

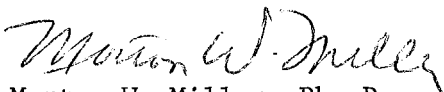
COMMUNICATIONS. 1) Mr. Coolbaugh's letter of 28 October 1987 to Town Supervisor Mrs. Anderson, thanking the Town Board for its support of the Library's 25th Anniversary Celebration. 2) The Trustees Council Meeting Minutes of 12 November 1987 were discussed.

OLD BUSINESS. 1) The MCLS Contract Revision (draft version) was discussed. 2) The remaining bills for the Library's 25th Anniversary Celebration were directed to be paid. 3) The Town Board approved the 1988 Library Budget for \$225,000.

NEW BUSINESS. 1) Ms. Preston was renominated for a full 5-year term to the Library's Board of Trustees, by Mrs. Crothers, seconded by Mrs. Riedman. UNANIMOUSLY APPROVED. 2) Maintenance for the Apple IIe personal computer available for patron use was discussed. 3) The Board members were urged to develop a set of objectives for the Library, to be formulated at the January 1988 meeting. 4) Mr. Sierk indicated difficulty in attending Trustee Council meetings, due to business conflicts. Mrs. Riedman nominated Ms. Preston, seconded by Mr. Sierk to be the Library's representative to the Trustees Council. Mr. Sierk would serve as the alternate, following a motion by Mrs. Riedman, second by Mrs. Crothers. Both nominations UNANIMOUSLY APPROVED.

THANK YOU. The Library Board thanked Mrs. Lorre Anderson, Town Supervisor and Town Board liaison to the Library, for her active support over the past two years of the Library.

DATE OF NEXT MEETING. Tuesday, 29 December 1987, 7:00 p.m. at the Library.


Morton W. Miller, Ph. D.
Secretary

These minutes are unofficial until approved by the Board and signed by the Secretary.

YOUNG ADULT LIBRARIAN'S REPORT--NOVEMBER, 1987

MEETINGS

11 / 9.....YA book meeting at RPL
11 / 30.....YA program meeting at RPL

APPLE IIe

orientations: 2
attendance: 9
public hours used: 85 (staff also used microcomputer for payroll, schedule and
acquisitions)

In addition to the above orientations, arrangements were made for two other patrons to attend private sessions.

GEAC

11 / 13--I attended a 3 hour training session at RPL to learn how to link serials to the data base.

LIBRARY PROGRAMS

11 / 11--"Holiday hors d'oeuvres" presented by Jackie Cannizarro via the VAP--20 people attended including 5 young adults.

PUBLICITY/DISPLAYS

--contributed to news releases sent to Gates/Chili News
--A-frame displays
 --easy to make hors d'oeuvres--to advertise program on 11 / 11.
 --"Wild and Tame"--fiction and non-fiction pertaining to wild and domesticated animals
--Foyer display case
 --children's books signed by their authors


Donna Mancuso

Children's Librarian's Report--November 1987

- 11/4 J book meeting
- 11/10 Gates Showcase presented a program for preschoolers and parents.
This group of senior citizens, led by Anne Gunn, presented 2 short
plays based on children's picture books. 35 attended
- 11/11 Fly High with Gliders
Program for school-age children, 25 attended. Movies, glider-
making and flying.
- 11/19 Gates-Chili District Librarians' Meeting at Disney Elementary.
- 11/23 J Book Meeting
- 11/30 Preschool Christmas program--4 movies shown. 45 attended

12 preschool storytimes held. 85 total attendance (Average: 7/session)

I was disappointed in the low attendance, especially since
registration for the program had been so high. I plan to be
stricter in publicizing and enforcing attendance rules for the
next session, so that more children from the waiting list may
attend.

1988 BudgetCHILI PUBLIC LIBRARY11/17/87
Approved BudgetExpenses

Payroll	\$127,355
Collection	54,100
Microcomputer	5,000
Geac	5,400
Library Supplies	2,500
Postage	1,000
Building Repairs	5,295
Equipment and Repairs	2,000
Telephone	1,400
Cleaning Supplies	400
Mileage	2,000
Membership	250
Benefits	13,000
Miscellaneous	200
Conference	3,000
Hospital & Medical Insurance	2,000
Insurance	<u>100</u>
	\$225,000

Income

Taxes Raised	\$194,700
System Cash Grant	3,000
LLIA Cash Grant	3,700
Fines	9,000
Interest	3,000
Copier	1,600
Other Income	
Unexpended Balance	<u>10,000</u>
	\$225,000



October 28, 1987

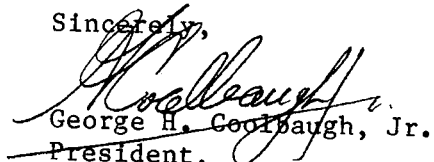
Mrs. Lorraine V. Anderson
Supervisor,
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

Dear Lorre:

On behalf of the Board of Trustees, and the staff of the Chili Public Library, allow me to use this letter to thank you and the members of the Town Board for your enthusiastic assistance and support of our recent 25th anniversary celebration. We appreciate the support which the Town Board gave to our project as it developed, and are most grateful for the financial assistance which you provided to fund the expenses associated with the celebration.

As I indicated in my letter to the editor of the Gates-Chili News, the library is pleased to have been able to provide a wide range of services to citizens in our town for these 25 years, and we look forward to continuing to grow with the town in the future.

Sincerely,


George H. Coolbaugh, Jr.
President,
Board of Trustees

GHC:dwa

CHILI PUBLIC LIBRARY BOARD MEETING MINUTES
27 October 1987, 7:00 p.m.

Present at the meeting were Mr. Coolbaugh, Mr. Sierk, Mrs. Riedman, Dr. Miller, Ms. Preston, Mrs. Pompa, and Mrs. Anderson. Guests included Mr. Kessler (MCLS Board Chairman) and Miss Bretz (Director MCLS).

Miss Bretz gave an overview of the Pioneer Library System and its relation to state aid, the rationale for the System's formation, and considerations for changes so as to increase state income.

MINUTES. Ms. Preston motioned to accept the minutes of the Board's meeting of 22 September 1987. Mr. Sierk seconded. UNANIMOUSLY PASSED.

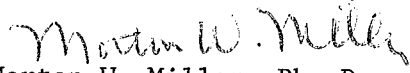
MONEY MATTERS. Mr. Sierk motioned to pay Abstract #10, p. 1, totaling \$15,547.12, and to accept the fine and payroll books as presented. Dr. Miller seconded. UNANIMOUSLY PASSED.

COMMUNICATIONS. 1) A letter of 27 October 1987 from Leslie DeLooze thanking the Board for support and assistance with the 25th Anniversary celebration. 2) A \$50 check from Annette and Ted Young in appreciation for the Library's 25th Anniversary celebration. 3) A \$25 donation from Mr. John McHugh. The Board agreed these checks should be put into the Library's Gift Fund. 4) The matter of the Library's providing tax forms for patrons was discussed, and agreed that the Library should provide forms for this year, but with a notation that this would be the last year for this type of service. 5) A letter from Wm. Kulp, of the county's Probation Department, requesting participation in a community service sentence program. The Board and Director agreed this program had merit and that the Library would "give it a try." 6) The Rochester Literary Award would be given to Wm. Styron on 4 November '87 at the Xerox auditorium, and 7) Informal inquiries regarding video cassettes.

NEW BUSINESS. The Secretary was directed to thank the Chili Garden Club for effective maintenance and cultivation of the flower beds of the Library. The flowers were beautiful all season, and provided a pleasant surrounding to the Library's walkway and entrance. The President was asked to write the Town Board and Supervisor, thanking them for their strong support, including an allocation of \$1000, for the Library's 25th Anniversary celebration.

OLD BUSINESS. The 1988 Library Budget Proposal was acted on by the Town Board, with a tentative approval of an amount (\$225,000).

DATE OF NEXT MEETING. 24 November 1987, 7:00 p.m. at the Library.


Morton W. Miller, Ph. D.
Secretary

Notation: These minutes are unofficial until approved by the Board at a regular meeting and signed by the Secretary.

<u>Payroll:</u> Through August 28, 1987	\$72,725.32	<u>Fines:</u> September	\$561.26
#19 (Aug. 29 - Sept. 11)	3,754.21	October	\$862.16
#20 (Sept. 12 - 25)	3,985.21		
#21 (Sept. 26 - Oct. 9)	3,847.96	<u>Copier:</u> October 13	\$129.75
#22 (Oct. 10 - 23)	4,152.76		
#23 (Oct. 24 - Nov. 6)	3,973.96		
Sept./Automation Mgr.	591.50		
Oct./Automation Mgr.	763.75		
April Contract addition	183.30		
	<u>\$93,977.97</u>		

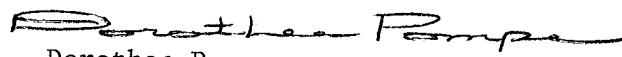
<u>September Circulation:</u>	1987 = 11,601	<u>October Circulation:</u>	1987 = 13,216
	1986 = <u>10,750</u>		1986 = <u>12,455</u>
	851 gain		761 gain

Displays: 25 Stuffed Animals for the Library's 25th Anniversary; "After 200 Years it's still worth Reading About (The Constitution of the United States); Henry Clune, Reporter and Columnist.

Meetings and Activities:

- 9/1 - Library Board Meeting
- 9/2 - Meeting with the Town Board to discuss the Library's proposed 1988 budget
- 9/8 - Staff Meeting
- 9/9 - Adult Book Meeting and Town Director's Meeting at RPL
- 9/17 - Meeting with Sharon Orienter, Graphics Department at RPL, to finalize anniversary brochure. Plate ordered for rocker, envelopes and nametags purchased
- 9/22 - Library Board Meeting
- 9/23 - Adult Book Meeting
- 9/24 - User's Meeting at Gates
- 9/28 - Town Director's Meeting at the Seymour Library in Brockport
- 9/29 - Zip Mail representative, Bill Walker, here to plan bulk mailing
- 10/7 - Adult Book Meeting at RPL
- 10/9 - Meeting at Gates-Chili News
- 10/14 - Proposed Library Standards meeting in Avon
- 10/17 - 25th Anniversary
- 10/26 - Town Director's Meeting at the Mendon Library in Honeoye Falls
- 10/27 - Bill Kulp came to discuss the Community Service Sentencing Program; Library Board Meeting
- 10/28 - Adult Book Meeting at RPL
- 10/29 - User's Group at the Wheatley Library
- 10/30 - Conducted one-hour class visit for Mrs. Hasert's second grade class from Chestnut Ridge Elementary School - 24 children, teacher, student-teacher, and an aide attended

25th Anniversary Wrap-up: More than 2105 children signed up to compete in the stuffed animal drawing. All flowers for the reception tables and guests of honor were provided by Spitz Florist and Jackie MacQueen of the Chili Garden Club. Silvio De Cristofaro and David Henderson have given the library more photographs of the day's events. A detailed financial summary will follow this report.


Dorothea Pompa

NEW YORK LIBRARY ASSOCIATION (NYLA) Conference Lake Placid, New York 1987

Report from Leslie DeLooze

Thursday, Oct. 22

3:00-4:30 Exhibits

Looked at various exhibits by publishers, divisions of NYLA, and vendors.

Met author Patricia Hermes and illustrator Lee J. Ames.

7:00-8:00

Doubleday cocktail supper given in honor of Lee Ames' 25 years with the publisher.

8:00-10:00

An Adirondack Evening

Extensive quilt show and basket exhibit. Storytelling by a local storyteller included Indian legends, tall tales, and personal reminiscences with Adirondack settings.

Friday, October 23

8:00-9:30

Goals Oriented Budgeting

Although this was specifically aimed at the school library, many ideas could be carried out in the public library. Main ideas included involving many people, showing priorities and outcomes, and knowing that goals carry impact.

11:30-1:00

The Public and You: Communicate We Must

A group of librarians acted out several familiar library situations involving a staff member, a patron, and a problem. Much discussion followed, particularly concerning these items: type of identification required for library cards, residence requirements for obtaining library cards and video rules. Most problems could be resolved or eliminated by having a written policy, publicizing services, policies or policy changes, and instruction and communication with the staff.

1:30-3:00

Jim Arnosky: Illustrating Non-fiction

Author, illustrator, and naturalist Jim Arnosky discussed his work and his view of life in a humorous and personal presentation. His books are noted for their accuracy and close attention to detail. His love of nature is visible in all his work. Arnosky has just made a series of programs for PBS, which was shown nationally, except for Channel 21.

8:00-10:00

This Can't Be Happening at Lake Placid!

The title of this presentation is a take-off on Gordon Korman's first book, published when he was 13. Now, at the age of just 24 (his birthday was this day), he has written 13 books. Korman described the situation surrounding his first book. His seventh grade English teacher actually taught phys ed until the school cut back on faculty. When the man assigned a novel as the students' writing project for the year, Korman figured he had run one lap too many. The assignment proved to be successful, at least for one member of the class. The presentation was hilarious and provided some great ideas for booktalks with older children.

Saturday, October 24

- 8:00-9:30 Youth Services Section Juvenile Consultants' Meeting
Consultants across the state met to discuss a state grant and the resulting parenting program. This actually was for administrators rather than librarians on the local level.
- 12:00-1:30 Measuring Your Success
Michael Brandwein, Training Consultant, former trial lawyer, actor, comedian, and magician, gave a dynamic program that made children's librarians take a look at their jobs, define their jobs and purpose (without jargon), and develop ways to convince the community that a great job is being done. It was a positive program that left me with enthusiasm and motivation.
- 6:30-9:00 NYLA Banquet and Awards Presentation
Of local interest: Lori Hochreiter, former Chili page received the Beatrice E. Griggs Scholarship Award, given to library school students in the School Media Center program. Lori graduated from the library school at the University of Buffalo in August.
Julie Cummins, formerly the children's consultant for the Monroe County Library System and now the head of children's services at the New York Public Library, received the gavel from outgoing NYLA president and started her term for 1988.
- 9:15-10:30 Ice Show at the Olympic Rink
- 10:30-11:30 Open Ice Time at the Olympic Rink
(I skated where the Americans played their famous hockey game against the Russians!)

Sunday, October 25

- 8:30-10:00 Pancake Breakfast and Talk
"Leadership: There's No Such Thing as a Born Leader" Michael Brandwein gave another hilarious, entertaining, and eye-opening talk that emphasized small changes that get big results.

The conference this year was well organized, and the programs were high quality. Compared to the few programs I attended at NYLA last year in Rochester, these were superior. I was really pleased that I was able to attend.

Leslie Oelgoose

September 1987 Children's Librarians Report

9/2 J Book Meeting

9/16 J Book Meeting

9/21 Preschool Storytime registration started

An additional Monday morning group was added because of the demand.

9/22 Attended Conference in Canandaigua

"In Search of. . .Standards for Youth Services in New York State"

Speakers: Margaret Kimmel--children's author, professor at University of
Pittsburgh School of Library and Information Science
Robert Drescher--librarian with ^{New} Jersey State Library

The speakers raised such questions as :

What programs and services are/should be available to youth?

What programs and services are/should be available to those
serving youth?

They cautioned against "real" and "subtle" barriers to youth
service. For instance, if services are available to youth,
are they encouraged? (Does the staff spend as much time assisting
children in reference as they do adults?) Is there really
access to youth?

The conclusion was that the total staff, not just the children's
and young adult librarians, need to be involved.

Presenters: DDSO Players showed scenes in which children were discriminated
against in public library situations. Although slightly exxagerated,
they pointed to real concerns and prompted discussion.

Small group discussion involved working on particular situations, resolving
the problem and presenting it to the entire group.

9/28 Preschool storytime started--3 sessions held

9/30 J Book Meeting

Leslie DeGoe

MEETINGS

APPLE IIe

LIBRARY PROGRAMS

PUBLICITY/DISPLAY

25th anniversary

--made arrangements with Frank Berardi to create two outdoor signs to
comemorate the library's anniversary

Анна Массаро

CHILI PUBLIC LIBRARY BOARD MEETING MINUTES
22 September 1987, 8:00 p.m.

Present at the meeting were Mrs. Crothers, Mrs. Riedman, Ms. Preston, Dr. Miller, Mr. Sierk.

MINUTES. Ms. Preston motioned to accept the minutes of the Board's meeting of 1 September 1987. Mrs. Crothers seconded. UNANIMOUSLY PASSED.

MONEY MATTERS. Dr. Miller motioned to pay Abstract #9, page 1, totaling \$3,909.11. Ms. Preston seconded. UNANIMOUSLY PASSED.

COMMUNICATIONS. 1) The letter of 3 September from President Coolbaugh to Supervisor Anderson regarding replacement cost of the Library's furnace as a town budgetary item was read. 2) Mrs. Pompa's letter of 3 September 1987 to Mrs. Parker regarding materials selection was read. 3) Mr. Schweigert's letter of 10 September 1987 regarding clarification of the terms of his collection donation was read.

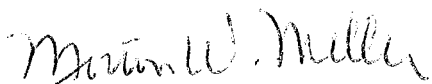
DIRECTOR'S REPORT. 1) The third quarter financial report was discussed. 2) A report on the "lunch film library activity" of 17 September was given. The activity appeared to be very successful, with many patrons wanting an "encore." 3) The Library's videocassette loan procedure pamphlet was presented. 4) A draft report of the Committee of Minimum Library Standards in NYS was discussed.

COMMITTEE REPORTS. 1) Plans for the forthcoming (17 October 1987) 25th anniversary celebration of the Library were reviewed by Mrs. Pompa. 2) Ms. Preston reported on the Trustees' Council meeting of 10 September 1987.

OLD BUESINESS. None.

NEW BUSINESS. None.

Next meeting date: 27 October 1987, 7:00 p.m., at the Library.



Morton W. Miller, Ph.D.
Secretary.

Notice: These minutes are unofficial until approved by the Board at a regular meeting and signed by the Secretary.



September 3, 1987

Mrs. Lorraine V. Anderson
Supervisor,
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

Re: Chili Public Library Furnace Replacement

Dear Lorre:

At the request of the Board of Trustees of the Chili Public Library, I am using this letter to confirm the substance of earlier discussions we have had regarding funding, and ultimate responsibility, for the replacement of the heating unit which services the town library.

The initial draft 1988 budget proposal from the library contained an amount of money to fund replacement of the heating unit during fiscal 1988. At your suggestion, this amount was removed from the library's budget proposal due to the fact that ultimate responsibility for the replacement of such capital items lies with the town itself, rather than with the library.

We have received, as you can see from the enclosed quotation, a bid from Leo J. Roth Corp., for this work. This should be factored into your 1988 budget preparation work as necessary.

I would greatly appreciate it if you would confirm to the library Board of Trustees our present understanding of the relative roles and responsibilities in this area.

Thank you.

Sincerely,

George H. Coolbaugh, Jr.
President,
Board of Trustees

Encl.
GHC:dwa

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624 TEL: 889-3550

LORRAINE V. ANDERSON

Supervisor

CAROL O'CONNOR

Town Clerk

JEROME F. BRIXNER

ROBERT L. CRIDDLE

RANDY C. PIKUET

WILLIAM M. CALLAHAN

Council Members

TO: Town Board Members

FROM: Supervisor Anderson *L.V.A.*

DATE: September 28, 1987

As you know, the Library is celebrating its 25th Anniversary this year and they have been working diligently to plan a number of exciting activities on a very limited budget.

One element of the celebration is the mailing of a brochure to residents of the Town which details the excellent services offered by the Library. The brochure will also serve as an introduction to the many new residents we have in Town.

I would, therefore, recommend that we wish them a "Happy Birthday" by approving a transfer, in the amount of \$500, from the Publicity account to the Library Fund to assist them with their celebration.

xc: ✓ Library Board
Budget Officer



September 24, 1987

TO: Edward V. Grant, Jr.

FROM: Dorothea Pompa *D Pompa*

RE: Employment of Kathleen Freitas

1. Members of the Library Board of Trustees voted unanimously on January 28, 1986 to employ Kathleen Freitas as the Library's Automation Project Manager.
 - a) Miss Freitas had worked the previous nine months at the Rochester Public Library as a Barcode Supervisor and had mastered the skills necessary to organize, schedule, train staff, and supervise barcoding.
 - b) The Contract drawn between the Chili Public Library and Miss Freitas was patterned after the Contract that the Rochester Public Library used in hiring 80 people to barcode.
2. Miss Freitas had full responsibility for planning and implementing the Library's conversion to an automated circulation system (Geac) beginning February 1, 1986. The original contract limited weekly hours to 37½. This limit was soon lifted to enable Miss Freitas to assume management of the entire automation process.
 - a) Duties included staff training, hiring additional people to barcode to meet the timeframe during which the library was closed, scheduling, time sheets and payroll forms, all communications between the Chili Public Library and the Library Automation Services (LAS) office at Rochester Public, linking all serials and continuations, and creating bibliographic records for titles that Chili owned but were not in the database.
3. After the Library went on-line with automation, Miss Freitas continued as the Automation Project Manager on a part-time basis (about 19½ hours a week).
 - a) From September 2, 1986 she continued to supervise staff performing circulation on Geac, trained the library volunteers on the new system, managed the computer system support for terminal maintenance, evaluated and conducted training sessions,

attended county-wide automated services Roundtable and User's Meetings, and handled all reports generated by Geac.

4. Planning is underway for the implementation of the On-Line Public Access Catalog (OPAC) which will eventually replace the card catalogs through the use of computer terminals. This new system will require staff training and re-education of the library's patrons.
 - a) In addition to preparations for OPAC, Miss Freitas has computerized the library's record keeping of the bi-weekly payroll, bi-weekly schedule of employees, monthly record of invoices and payments, and order records for adult, young adult, children's, and audio-visual materials. All of these records were manually processed prior to September 1986.
5. Miss Freitas has 32 credit hours of academic work at Monroe Community College with concentration in data processing. She has taken additional training on the Appleworks software program for use on the Apple IIe microcomputer.
6. The Board of Trustees acknowledges that the "automation process" at Chili is succeeding because of the experience and expertise of the Automation Project Manager. This success is attributable to 1) an effective and well managed implementation program headed by Miss Freitas and 2) an on-going surveillance and management by her of the system once it was online. Her need at the Library has extended well beyond the implementation step.
 - a) Because there is no established job title for the Library Automation position the Board has continued Miss Freitas' contractual agreement to cover those areas of the library's management that deal explicitly with computers and computer-generated information.

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR SEPTEMBER 1987

Rochester Community Savings Bank Account Balance	\$2,417.40
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8-29-87	Interest	73.10
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9-15-87	Book Sale receipts	21.00
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9-15-87	Book Bag Sale receipts	35.00
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9-22-87	Book Sale receipts	10.00
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9-22-87	Book Bag Sale receipts	14.00
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Rochester Community Savings Bank Account Balance	\$2,570.50
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CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
1 September 1987, 7:00 p.m.

Present at the meeting were Mrs. Crothers, Mrs. Riedman, Ms. Preston, Mr. Coolbaugh, Mr. Sierk, Dr. Miller and Mrs. Pompa.

MINUTES APPROVED. Ms. Preston motioned, Mrs. Crothers seconded, to approve the Board's meeting minutes of 28 July 1987. UNANIMOUSLY APPROVED.

MONEY MATTERS. Mrs. Riedman motioned, Dr. Miller seconded, to pay Abstract #8, page 1 (\$6068.65), and to accept the fine and payroll books as presented. UNANIMOUSLY APPROVED.

COMMUNICATIONS. 1) Leo Roth Co. submitted an estimate to replace the furnace in the Library (\$10,550). The Board noted this allocation was not included in the budget proposal. 2) The Rochester Community Savings Bank indicated a need for the Board to establish a resolution for obtaining a checking account for the forthcoming 25th Anniversary gala. A depository relation with RCSB was established for a checking account following a motion by Ms. Preston, a second by Mr. Sierk. UNANIMOUSLY APPROVED. 3) A request for reconsideration of library material was reviewed.


DIRECTOR'S REPORT. 1) Mr. Joe Schweigert donated to the library a large number of books. The stipulation was that the books be included in the Chili Library collection or in another library's collection. 2) There is interest in the State Education Department in developing NYS library standards. 3) A very successful children's reading program was concluded at the Library. 4) The minutes of the recent Trustees' Council were read to the Board. 5) The Board will meet on 27 October with Mrs. Linda Bretz of the MCLS.

COMMITTEE and OFFICER'S REPORTS. 1) The 1988 Budget Proposal for the Library would be acted on by the Town Board at its 17 September 1987 meeting. 2) Mrs. Eileen Christelow, a noted children's book author, has agreed to participate in the Library's forthcoming 25th Anniversary Celebration..

OLD BUSINESS. 1) A Videocassette Loan Procedure was reviewed, revised, and adopted by the Board, following a motion by Ms. Preston, a second by Mr. Sierk. UNANIMOUSLY APPROVED. 2) A draft of the 1988 Budget Proposal for the Library was reviewed and adopted for submission to the Town Board following a motion by Mrs. Crothers, a second by Mrs. Riedman. UNANIMOUSLY APPROVED.

At 9:10 p.m. the Board adjourned to meet with the Town Board on 2 September 1987 at 7:00 p.m. to present the 1988 Library Budget Proposal. At this appointed time and date present from the Library Board were Mr. Coolbaugh, Mrs. Wickins, Ms. Preston, Dr. Miller and Mrs. Pompa. Present from the Town Board were Mr. Criddle, Mr. Callahan, Mr. Pikueta, and Mrs. Anderson. The meeting concluded at 7:50 p.m.

NEXT LIBRARY BOARD OF TRUSTEES MEETING: 22 September 1987, 7:00 p.m. at the Library.


Morton W. Miller, Ph. D.
Secretary

Notation: Minutes are unofficial until approved by the Board at a regular meeting and signed by the Secretary.

<u>Payroll:</u>	Through July 31, 1987	\$65,275.88	<u>Fines:</u>	\$644.26
	#17 (August 1 - 14)	3,292.67		
	#18 (August 15 - 28)	3,510.02		
	Aug./Automation Mgr.	<u>646.75</u>		
		\$72,725.32		

Circulation: 1987 = 13,724
 1986 = 10,973
 2,751 gain!

Displays: Barbara Ireland displayed six silkscreened prints. Leonard Delesky prepared a display of Marquetry for the Memorial Display Case.

Activities:

- 8/6 - Joseph Schweigert gave the library 125 gift books.
- 8/7 - Building Needs Assessment forms due
- 8/19 - Adult Book Meeting
- 8/25 - Board Meeting re-scheduled to 9/1
- 8/28 - Meeting with George Coolbaugh and Edward Grant to discuss the state audit of the Library

25th Anniversary Outline:

- Graphics Department at RPL has the prepared copy for the brochure that will be mailed to all Chili households. Graphics will have their work completed by September 21
- Received quotations from Conolly Printing, Rochester Business Services, and Phoenix Graphics for printing costs
- Hitchcock rocker, our gift to honor Henry W. Clune, purchased at Monroe Cherry House and delivered to the Library. Mary Ellen has offered to make a seat cover for the rocker.
- 25 stuffed animals selected as prizes for children 12 and under. Tickets are being placed in an aquarium, loaned to us from Al's Pet Store. Donna displayed the animals in the display case to highlight the anniversary.
- Two staff meetings held to plan strategy and discuss assignments.
- Summary of staff activities
- Leslie - all arrangements for the visit of children's author/illustrator Eileen Christelow including orders for three of her books that will be available for purchase and autographing. Posters and other publicity ordered. Mort contacted the Holiday Inn and we filed an account application with them.
- Donna - in charge of the "500 Balloon Brigade" has ordered necessary supplies and equipment. Working on price quotations for outside banner and/or wooden sign. She also designed the signs and tickets for the animal prizes.
- Lisa - gathered price quotations on the various refreshments under consideration (cider, doughnuts, cake, cookies).
- Barb - went to J. P. Mead for prices on plates, napkins, cups, nametags.
- Lisa, Barb, and Mary Ellen will handle the refreshments on Oct. 17. I have written to the Garden Club asking if they would prepare a fall floral arrangement for a centerpiece.
- Kathy and Michelle - responsible for the appearance of the Library. Will work with Carla, Rhonda, Heather and Todd to have everything in place. To handle the luncheon for those board members and staff who will be here all day on Oct. 17
- Chili Fire Department notified as we anticipate a bit of congestion in the parking areas. The Ladies Auxiliary will be sponsoring their annual craft show at the Fire Department next door on the 17th. We are asking for the assistance of the Fire Police just in case we need them.

August 1987 Children's Librarian's Report

- 8/5 "Best-Loved Book Characters" This program was for children ages 6-11. Eleven children signed up and attended the program which was a craft session to make shrink-art key chains. Low attendance might be attributed to vacation time and many people away; circulation was also lower then.
- 8/27 Magic Show with Jerry Argetsinger to end the Hare Whodini Summer Reading Program.
90 attended. Approximately 130 children read 15 books or more during the 9 week reading program.

August 1987 Young Adult Librarian's Report

8/17 Young Adult Book Selection Meeting at RPL

APPLE IIe	Orientations: 3	Public Hours Used: 47
	Attendance: 8	Software Use: 102

Displays	Exercise/Sport	non-fiction
	Pioneer Spirit	fiction/non-fiction

Continued work on two committees: Young Adult Program Guidebook for NYLA/YSS and local Best Books for Young Adults 1987 committee

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR JUNE, JULY, & AUGUST 1987

Rochester Community Savings Bank Account Balance	\$5,686.04
5/28/87 Interest	79.86
6/11/87 Book Sale receipts	45.00
6/11/87 Book Bag Sale receipts	7.00
6/11/87 Memorial gift from APPLE COUNTRY DOLL CLUB in memory of DOROTHY CAMMILLERI	20.00
7/29/87 Book Sale receipts	31.00
7/29/87 Book Bag Sale receipts	21.00
8/13/87 Book Sale receipts	27.50
8/13/87 Withdrawal - to establish checking account for 25th birthday celebration	-3,500.00
Rochester Community Savings Bank Account Balance	\$2,417.40

LEO J. ROTH CORP.

QUOTATION

C-344

SHEET METAL

214 CLIFFORD AVENUE • ROCHESTER, N.Y. 14621 • PHONE: 716-423-0100

- ROOFING • HEATING
- VENTILATION
- AIR CONDITIONING

July 30, 1987

Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Attn: Dorothea Pompa

Re: **BOILER INSTALLATION**

Dear Dottie:

This to confirm our verbal quotation for the installation of a new heating unit at your location. Work will consist of the following:

- A. Removal of existing heating unit and installing new.
- B. All duct modifications required due to exact replacement is not available.
- C. Necessary high and low voltage changes.
- D. Gas piping modifications as required.

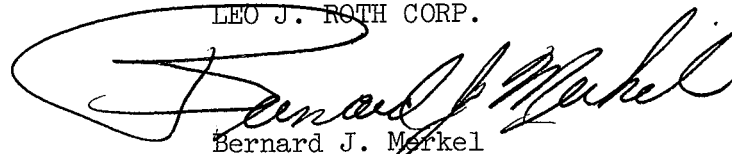
This would be done for the budget price of \$10,550.00 (TEN THOUSAND FIVE HUNDRED FIFTY DOLLARS).

Condensing unit located outside would not have to be replaced, only compressor, if necessary and some control changes if necessary. Compressor, if needed, would be for the sum of \$3,500.00 (THREE THOUSAND FIVE HUNDRED DOLLARS). Again, this is only a budget price.

If you have any questions, please do not hesitate to call me.

Sincerely,

LEO J. ROTH CORP.



Bernard J. Merkel
Energy Technician

BJM:clc

ACCEPTED:

1. SELLER IS NOT RESPONSIBLE FOR DELAYS OF DELIVERY DUE TO FLOOD, FIRE, STRIKE OR CONDITIONS BEYOND THE CONTROL OF THE SELLER.

2. QUOTATION SUBJECT TO 30 DAY ACCEPTANCE.

Firm

By

BUDGET ESTIMATING
HEATING & COOLING
ANNUAL OPERATING COSTS

August 1985 Price Level - United States Average

TYPE OF DWELLING	APPROXIMATE OPERATING COST
APARTMENTS (\$/Month)	\$26.50 to \$34.05
HOSPITALS (\$/Bed/Day)	30.35 to 41.30
HOTELS (\$/Room/Day)	1.20 to 1.25
MOTELS (\$/Room/Day)	0.95 to 1.25
OFFICE BUILDING (\$/FT ² /Year)	0.95 to 1.20

PRACTICAL ECONOMICAL LIFE ESTIMATES FOR HVAC EQUIPMENT

	YEARS
Air Handling Equipment and Accessories	14
Electric Motors	14
Supply Air Fans	12
Steam Heating Coils	14
Chilled Water Coils	10
DX Refrigerant Coils	10
Electrical Control Equipment	16
Pneumatic Controls	19
Sheet Metal Ductwork	16
Fiberglass Ductwork (based on SMACNA standards)	16
Refrigeration Equipment	10
Reciprocating Compressors	16
Centrifugal Compressors	18
Absorption Machines	18
Condensing Equipment	12
Refrigerant Condensing Unit (liquid to air)	13
Cooling Towers (water treated)	8
Cooling Towers (untreated - varies with locale)	9
Evaporator Condensers	8
Refrigerant Condensing Unit (liquid to liquid)	8
Heating Equipment	16
Gas Fired Hot Water Boiler	10
Gas Fired Furnaces (warm air)	16
Oil Fired Hot Water Boiler	10
Oil Fired Furnaces (warm air)	10
Hot Water Heater	10

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
28 July 1987. 7:00 p.m.

Present at the meeting were Mrs. Riedman, Ms. Preston, Mr. Coolbaugh, Dr. Miller, Mrs. Wickins, Mrs. Anderson and Mrs. Pompa.

MINUTES APPROVED. The minutes of the Board's meeting of 23 June 1987 were UNANIMOUSLY APPROVED following a motion by Ms. Preston, a second by Mrs. Riedman.

MONEY MATTERS. Ms. Preston motioned, Dr. Miller seconded a motion to pay the bills as presented in Abstract #7, page 1 for \$8138.22, and to accept the fine and payroll books as presented. UNANIMOUSLY APPROVED.

DIRECTOR'S REPORT. 1) The Library's Incentive Aid Grant, totaling \$6707, for 1987 was received. 2) GEAC has indicated that as of 3 July 1987 there were 6509 patrons registered with the Library, and that 43,648 books had been linked to the system. 3) The present Personnel Policy in relation to coverage of medical and dental costs was reviewed.

COMMITTEE REPORTS. The 25th Birthday Celebration for the Library would include a presentation by Eileen Christelow, a children's book author.

OLD BUSINESS. Because of the apparent space needs of the Library it was decided to formulate a LIBRARY NEEDS COMMITTEE, following a motion by Ms. Preston and a second by Dr. Miller. UNANIMOUSLY APPROVED. The committee includes Mr. Coolbaugh, Ms. Preston, Dr. Miller, Mrs. Riedman and Mrs. Pompa.

NEW BUSINESS. 1) A video cassette patron policy was needed. Presently, the Library had received 57 of the 80 ordered video cassettes. There are 17 libraries in the MCLS circulating video cassettes. The Board agreed to these general policies: no more than 2 v c's per family, a fine of \$2/day to a maximum of \$10, the tape must be rewound and returned to this library, and 2 forms of identification needed to check out a v c. 2) A temporary smoking policy for all town-owned buildings was reviewed. The policy prohibits smoking in any of the buildings. 3) A draft of the 1987 Library Budget Proposal to the Town was reviewed. Comments were received. A revised text would be prepared in time for the next meeting, with detailed commentary to be given to Dr. Miller on or before 5 August 1987.

NEXT MEETING. 25 August 1987, 7:00 p.m. at the Library.

Morton W. Miller

Morton W. Miller, Ph. D.
Secretary to the Library Board

Note: The minutes are unofficial until approved by the Board and signed by the Secretary.

Circulation: 1986 = 13,217 *does not include circulation for 7/31 as the
1987 = 12,630* system was down all day and evening. The manual
587 loss entries will be included in the August total.

Payroll: Through June \$57,118.61
#15 (July 4 - July 17) 3,628.66
#16 (July 18 - July 31) 3,735.61
July/Automation Mgr. 793.00
\$65,275.88

Fines: \$718.80 Copier: \$187.50 (July 16)

Meeting: 7/28 - Library Board Meeting

Displays: Martiel Coman on the Chili Art Group displayed four oil paintings.
Mary Ellen Balsley and Ethel Mosher prepared a display of a variety
of dried arrangements in the Memorial Case.

Mrs. De Looze reports on Children's Activities

- 7/6 - Musical Marionettes, a Visiting Artist's program for preschoolers and their parents. 56 attended.
- 7/13 - Mother Goose, a Visiting Artist's program for preschoolers and parents - 72 attended.
- 7/15 - J Book Meeting
- 7/15 - Dreamspinners: Storytelling with a Twist, a Visiting Artist's program with two storytellers. 70 children and parents attended.
- 7/20 - Frog Day--movies and refreshments with a frog theme. 75 preschoolers and parents attended.

169 children have signed up for the summer reading program. Circulation of children's books has been exceptionally high.

Mrs. Mancuso reports on Young Adult and Computer Activities:

Meetings

- 7/20 - Young Adult book selection meeting - RPL
Young Adult Program Guide committee meeting - RPL
- 7/22 - Adult book selection meeting - RPL (for Mrs. Pompa)
Town Directors' meeting - RPL

Apple IIe

Orientations - 1 Public Hours of Use - 68
Attendance - 2 Software Use - NA

Displays: GOOD BOOKS - Summer better than others (novels with "summer" in title) and
BILL COSBY - For those of you with children, you'll understand (books
with activities for parents and children to do together).

Dorothea Pompa

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
23 JUNE 1987, 7:00 p. m.

Those present: Mr. Coolbaugh, Mrs. Crothers, Mrs. Riedman, Mrs. Wickins, Mr. Sierk, Ms. Preston, Dr. Miller, Mrs. Anderson, Mrs. Pompa.

MINUTES: The minutes of the Board's meeting on 26 May 1987 were UNANIMOUSLY APPROVED, following a motion by Mrs. Riedman, a second by Mrs. Crothers.

MONEY MATTERS: Dr. Miller motioned, Ms. Preston seconded to pay abstract #6, page 1 for \$5502.24, and to accept the fine and payroll books as presented. UNANIMOUSLY APPROVED.

COMMUNICATIONS: 1) The Chili Public Library has been named a beneficiary of the estate of Mr. R. M. Gervickas. 2) The present director of the MCLS and Rochester Public Library (Linda Bretz) is retiring. 3) Mr. Sierk reported that an alternate from Chili to the Trustee Council was needed. Mrs. Riedman nominated Ms. Preston, Mrs. Crothers seconded. UNANIMOUSLY APPROVED.

DIRECTOR'S REPORT: 1) Only 2 staff members signed up for the Defensive Driving course. 2) The program narrative and budget have been submitted to Albany for the State grant to the library. 3) The second quarter financial statement was presented as were circulation statistics.

COMMITTEE AND OFFICER'S REPORTS: 1) Mr. Coolbaugh reported on the MCLS Board meeting. 2) Mrs. Pompa indicated progress was being made on the program for the forthcoming 25 Birthday Celebration of the Library.

OLD BUSINESS: The information accessibility policy of the MCLS on GEAC was reviewed.

NEW BUSINESS: 1) Mrs. Crothers motioned, Ms. Preston seconded a motion to renew the preventive maintenance agreement with Leo Roth, Inc. at a maintained cost of \$526/year. UNANIMOUSLY APPROVED. 2) A planning session was scheduled for preparing the 1988 Library Budget Request (Thursday, 25 June 1987).

NEXT MEETING DATE: 28 July 1987, 7 p.m.

JOINT MEETING WITH TOWN BOARD, 8:00 p.m. Present from the Town Board were Mr. Pikuett, Mr. Callahan and Mr. Brixner. The purpose of the meeting was to discuss the space needs of the Library. A document was prepared under the leadership of Ms. Preston and indicated the rationale for requesting additional long term space for the Library. This document is appended to these minutes.

Morton W. Miller, Ph. D. *Morton W. Miller*
Secretary

Notation: Minutes are unofficial until approved by the Board and signed by the secretary.

<u>Payroll:</u>	Through June 5, 1987	\$48,929.24	<u>Fines:</u>	\$1,104.69
	#13 (June 6 - 19)	3,929.71		
	#14 (June 20 - July 3)	3,603.16		
	June/Automation Mgr.	656.50		
		<u>\$57,118.61</u>		

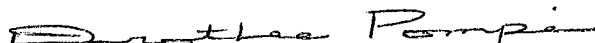
Circulation: 1987 = 12,586
 1986 = 11,317
 1,269 gain!

Displays: Martial Coman has four oil paintings on display. Donna Mancuso collected "heart objects" from staff for a very colorful display in the Memorial Case.

Meetings & Activities:

- 6/3 - Adult Book Meeting and Town Directors' Meeting at RPL
- 6/4 - Meeting with Nancy Ryan to discuss new shelving and the possible rearrangement of existing shelving and collections
- 6/10 - Former staff members Thelma Dumbleton, Ethel Mosher and Jane Galton begin compiling addresses for the library's birthday party in October
- 6/15 - Copies of the library's Project Narrative and Proposed Budget for the \$25,000 Special Legislative Grant were mailed to the State Education Department
- 6/17 - Adult Book Meeting at RPL
- 6/22 - Town Directors' Meeting at the Rush Public Library
- 6/23 - Library Board Meeting and Meeting with members of the Town Board to discuss the library's crucial need for additional space
- 6/25 - Budget Workshop in the library workroom, 7 p.m.

<u>Monthly Public Service Reports:</u>	<u>April</u>	<u>May</u>	<u>June</u>
Reserves	122	89	115
Copies Made	3320	1776	2125
ILL Requests	140	85	67
ILL's Completed	106	96	94
Volunteer Hours	68	53	30
Software Use	95	na	na
Apple Hours	62	56	na
Orientations	3	2	na
Attendance	7	6	na


 Dorothea Pompa

Children's Librarian's Report--June 1987

- 6/2 Older Fiction Committee Meeting. This was the final meeting, and the committee^{completed} the 50 title list and met with an artist in the Graphics Department to design the flyer.
- 6/8 Delivered approximately 1800 flyers to area schools (Chestnut Ridge, Brasser, Paul Rd., and St. Pius) for summer programs.
- 6/10 J Book Meeting
The children's librarians from the county had a breakfast party for Julie Cummins, the children's consultant, who is leaving Rochester. Her new position is with the New York Public Library as the head of children's services.
- 6/24 Ben Franklin, 7:30 p.m. 35 adults and children attended. Paul Stillman, known state-wide for his historically accurate portrayals, gave a 45 minute presentation as Ben Franklin. The lively program appealed to the wide age range present.
- 6/29 Hare Whodini Summer Reading Program started. Kids came in record numbers on Monday morning to sign up for the program. In the first four days, approximately 95 children registered.

Heslie DeBooge

Young Adult Librarian's Report--June, 1987

Meetings

- June 1.....Young Adult book selection meeting at RPL
June 12....Young Adult Program Guide committee meeting at RPL
June 15....Young Adult book meeting at RPL
June 22....MCLS Staff Association Board meeting at RPL

Apple IIe

Orientations: 3 Software Use: 64
Attendance: 4 Public Use: 72 hours

Purchase of additional library disk for Print Shop--this disk is geared to the functions performed in a library--all graphics are related to that theme--e.g. reader logo, bibliographies, programs, etc.

GEAC

June 17 and 18--attended training sessions (9am to noon each day) to learn how to link acquisitions in MARC data base

Displays/Publicity

Foyer--coordinated staff display of heart shaped articles
A-frame--a salute to the LPGA--with the help of Ken Milner !

Anna Manceiro

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING, MAY 26, 1987
7:00 p.m.

The meeting was called to order by George Coolbaugh.

Present: G. Coolbaugh, E. Riedman, R. Crothers, N. Preston, C. Wickins,
L. Anderson

Minutes: It was moved by R. Crothers and seconded by N. Preston to accept the minutes of the April 28, 1987 meeting. Vote unanimous.

Abstract, It was moved by N. Preston and seconded by E. Riedman to accept
Fines and Abstract #5, page 1, in the amount of \$3,193.35, and the fine
Payroll: records and payroll book. Vote - unanimous.

Rilla Crothers moved that the motion be amended by deleting Item #126 in the amount of \$50.00, thus changing the total of bills approved for payment to \$3,143.35. Eileen Riedman seconded the motion. Vote - unanimous.

Communications:

1. Kevin B. Murray of the 24th Legislative District, sent information regarding the current proposed cuts in state aid to libraries.
2. State Education Department has sent a letter and survey to all Board members to be used by the State-wide Standards Committee to review and update library standards.
3. Letter from Linda Bretz concerning GEAC and current information regarding the company's financial status.
4. The Legislative Grant Request has been received and the forms will be completed.

Director's
Report:

1. Mr. Vasile, Sheriff's Office, has been monitoring the library for problem patrons.
2. Two staff members will be trained at RPL in the MARC method of barcoding in mid-June.
3. A memo from Rod Perry was discussed which covers budget concerns regarding the increased cost of computer maintenance. The high estimate for maintenance is an 80% increase but this may change.
4. Defensive Driving Training. This course has already been offered to Town employees who are drivers for the Town and other interested employees. Ed Briggs from the Safety Council does the training; completion of the course provides some reduction in insurance costs. If 20 people are interested in the six-hour course the Library could sponsor it on a Saturday during summer. Cost to each participant is \$25.00.

LIBRARY BOARD MINUTES
MAY 26, 1987

5. The Board needs to set policy regarding what information should be given out that derives from the computer and the database. Policy on Information Accessibility will be discussed at the next meeting.

Committee and
Officer's
Reports:

1. Linda Bretz has proposed that one Town Director join the Management Group for a one-year period. That individual's Library would then be reimbursed for 10 hours a week for the year's time at a salary to be proposed to enable that Board to hire a person to undertake the Director's work.
2. Library Space Needs - The draft was reviewed. G. Coolbaugh will write a cover letter requesting a workshop meeting with the Town Board on June 23, 1987
3. 25th Birthday Celebration - A tentative program has been planned by the committee and expenses are approximated at \$3,500. The money to cover the weekend events will come from the Library's Memorial Fund.

The next meeting will be on June 23, 1987 at 7:00 p.m.

Respectfully submitted,



Nancy Preston, Secretary Pro-Tem.

Note: These minutes are unofficial until approved by the Board at a regular meeting and then signed by the Secretary.

<u>Payroll:</u>	Through May 8, 1987	\$40,898.92	<u>Copier:</u>	\$329.25 (5/11)
	#11 (May 9 - May 22)	3,790.21		
	#12 (May 23 - June 5)	3,775.36	<u>Fines:</u>	\$747.41
	May/Automation Mgr.	464.75		
		<u>\$48,929.24</u>		

Circulation: 1987 = 10,777
1986 = 4,342 (closed 19 days for barcoding)
6,435 gain

Displays: Five members of the Y-Wives Club made May baskets and displayed them in the Memorial Case. Donna Mancuso coordinated the display with the help of Barb Jonak, a member of the Y-Wives. Library staff selected five Library Choice Awards, given during the Spring Show of the Chili Art Group. Works by Mary Eggleston, Maerian Baker, Helene Chudyk, Barbara Ireland, and Debbie Letson were the winners. Three of the paintings were available in the Library during May.

Meetings & Activities:

- 5/5 - United Way representative reviewed the 1987 program and goals for Town Department Heads. Mrs. Riedman, Mrs. Wickins and I met to begin planning the program and publicity for the Library's 25th birthday celebration. Library Board Workshop meeting to consider the Library's "space crunch".
- 5/6 - Adult Book Meeting and Town Directors' Meeting at RPL
- 5/20 - Adult Book Meeting at RPL
- 5/26 - Library Board Meeting

A Few Facts Gleaned from Here and There:

The G. K. Hall Publishing Company specializes in the publication of Large Print Books.

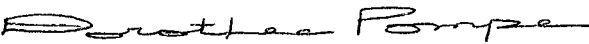
Following a recent survey the following results were compiled:

1. There are approximately 8,848 main libraries and 6,157 branch libraries in the United States.
2. Roughly 37% of all U.S. libraries serve communities with populations under 10,000 and about 47% have annual book buying budgets of less than \$20,000.
3. 85% of those who responded to the survey have Large Print collections.

We receive many requests for Large Print titles. New titles are added all the time - some ordered directly from publishers and some ordered through the Monroe County Library System. Most popular are current best sellers, mysteries, and westerns. We also have a wide variety of non-fiction (poetry, humor, cookbooks, medical guides) and biographies.

One patron donates the Reader's Digest in Large Print each month.

We also have access to the resources of the Extension Department and the Literature Division at RPL. Both have large collections of Large Print materials.


Dorothea Pompa



Children's Librarian's Report--May 1987

- 5/13 J Book Meeting at RPL
- 5/19 Older Fiction Committee Meeting at RPL. The committee worked on finding approximately 50 titles to recommend to 6th and 7th graders, with a balance of fiction, non-fiction, realistic, historical, and fantasy titles.
- 5/20 Day Care Center Workshop Committee meeting here. This last meeting concluded the workshop program given by Marnie Clark at 10 locations in Monroe County and funded by A New Directions in Service Grant from MCLS. A report was written based on evaluations completed by people attending the workshops and on the work that had been accomplished.
- 5/22 Dinosaur Day for children in grades K-3. 24 attended.
- 5/27 J Book Meeting at RPL
Patricia MacLachlan, winner of the 1985 Newbery Medal for Sarah, Plain & Tall, spoke to the children's librarians of the Pioneer System about her writing, family influences and inspirations.
- 5/28 Gates-Chili District Librarian's Banquet. The annual end-of-the-year banquet also honored Joann Squire, who is retiring as librarian from Florence Brasser Elementary School.
- 9 preschool storytimes held. 85 total attendance. The Monday morning group (noted for their severe discipline problems) had perfect attendance for eight straight weeks! This is really exceptional, considering the frequency of illnesses for preschoolers and the past rate of absences in storytime. Overall, the longer storytime period with fewer children in each session worked well. Several children on the waiting list were able to join in on the program, and others, who were afraid to leave their parents or who were not used to sitting for so long, did improve tremendously over the 14 week period.

MEETINGS

May 4.....Young Adult Book meeting
Best Books '87 committee meeting
May 18.....Young Adult Program meeting--speaker Dr. Rita Underberg, clinical psychologist on adolescent behavior--U of R, Strong Memorial Hospital
May 28.....Gates/Chili District Librarians' annual dinner meeting

APPLE IIe

Orientation: 2 Public Hours: 56
Attendance: 6

--sent for replacement copy of "Where in the USA is Carmen Sandiego"
--consolidated all disks and manuals for "Print Shop" in commercially made three-ring notebook
--staff use of the microcomputer is increasing--purchasing lists, payroll, budget, etc.

SPRING CONFERENCE--Corning N.Y. May 12-13

Sponsored by the Youth Services Section of the New York Library Association--featured speakers were Steve Herb, Co-ordinator of Children's Services, Dauphin County, Pennsylvania, Barbara Maroneck, Reading Consultant, Central Dauphin County School District, Pennsylvania: luncheon speaker, author Alvin Schwartz: workshop leader, Dr. Barry Farnham, Superintendent of Rye City Schools, Rye, New York. The theme of the conference: "The Future is Youth". Keynote speakers and Dr. Farnham spoke on the topic of creating programs that entice young people to read. Herb, Maroneck and Farnham all outlined successful programs and the need for cooperation between schools and the public library. Mr. Schwartz addressed the conference attendees at the luncheon, relating his experiences as an author of books for young people.

OTHER

May 27--guest storyteller , 2nd and 3rd grade , Hilton School District

PUBLICITY/DISPLAY

--co-ordinated display in foyer --"Hearts"
--A-frame displays:
 --"Murder, she wrote"--mysteries written by females
 --"Remember"--tribute to veterans

Barbara Maroneck

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR FEBRUARY, MARCH, APRIL, MAY 1987

Rochester Community Savings Bank Account Balance		5526.63
2/26/87	Interest	74.41
3/3/87	Book Sale receipts	10.00
3/3/87	Book Bag Sale receipts	14.00
5/4/87	Book Sale receipts	40.00
5/4/87	Book Bag Sale receipts	21.00

Rochester Community Savings Bank Account Balance	\$5686.04
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MINUTES
CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
28 April 1987, 7 p.m.

Present: Mr. Coolbaugh, Mrs. Crothers, Mrs. Riedman, Mr. Sierk, Dr. Miller, Mrs. Pompa, Mrs. Anderson, Mrs. Wickins, Ms. Preston.

Minutes: Mr. Sierk motioned approval of the minutes of the Board's regular meeting of 31 March 1987; Mrs. Riedman seconded. MOTION APPROVED, UNANIMOUSLY.

Bills: Mr. Sierk motioned approval of Abstract #4, page 1 for \$6163.98, and acceptance of the fine and payroll books as presented. Mrs. Crothers seconded the motion. MOTION APPROVED, UNANIMOUSLY.

Communications: Various communications, including an announcement of a state legislative grant of \$25,000 to the Chili Public Library as announced in the Rochester D & C (12 April issue) were noted.

Director's Report.

1. A brief discussion was held on the present library automation services.
2. The 1987 cash grant LLIA payments from New York State to the Chili Public Library will be \$6707.

Committee Reports.


1. Mr. Coolbaugh reported on the MCLS Board meeting, mentioning that GEAC was reorganizing. The next meeting is at Penfield.
2. Mr Sierk reported on the Trustees Council; bylaws are being reviewed; Mr. Sierk has been appointed to a circulation hardware analysis committee.
3. Mr. Coolbaugh asked Mrs. Wickins, Mrs. Riedman and Mrs. Pompa to design an informative brochure for the Library's forthcoming 25th Birthday Celebration.

New Business.

1. Ms. Preston made a presentation on anticipated space needs for the Library.
2. A Board of Trustees Workshop was scheduled for 5 May 1987, 7 p.m.

Next Meeting: 26 May 1987, p.m.

Notation: These minutes are unofficial until approved by the Board at a regular meeting and then signed by the Secretary.



Morton W. Miller, Ph. D.
Secretary

<u>Payroll:</u> Through March 27, 1987	\$28,649.54	<u>Fines:</u> \$965.46
#8 (March 28 - April 10)	3,912.16	
#9 (April 11 - 24)	3,893.56	
#10 (April 25 - May 8)	3,832.66	
April/Automation Mgr.	611.00	
	<u>\$40,898.92</u>	

Circulation: 1987 = 12,301
1986 = 11,958
343 gain!

Displays: Richard Balmer, Jr. displayed ceramics in the Memorial Case.
Helene Chudyk hung four watercolors for the Chili Art Group's
April display.

Meetings: 4/28 - Library Board Meeting

Special Legislative Grant from New York State: On April 12 it was announced that our library will receive \$25,000 in 1987/1988. The money was requested in a proposal prepared by Dr. Miller and me.

\$15,000 will be used for shelving, \$7,000 for reference materials, and \$3,000 for videocassettes.

Our request was sponsored by Assemblyman Gary Proud. We are now in contact with Mr. Proud's assistant, Bill Gerling, to proceed with the necessary paperwork that Albany requires.

Birthday Celebration: Initial contacts have been made with a representative of the U. S. Postal Service to begin the process to obtain a bulk mailing permit. I have also talked to Library Promotions and Graphics Departments about printing the 7,000 brochures that we will mail in September. Notices were sent to the Monroe County Republican and Democratic headquarters asking that our birthday be announced in their upcoming newsletters.

Thank you: To all of the staff, my sincere appreciation, for covering so well during the two weeks I was in Florida. Special thanks goes to Donna for covering adult book meetings, a town directors' meeting, and the adult selection lists in my absence.


Dorothea Pompa

Children's Librarian's Report--April 1987

- 4/1 J Book Meeting
- 4/7 Older J Fiction Committee meeting at RPL. The six-member committee is completely updating the list of recommended books for children in grades 6 and 7. The finished product will be a book-mark-shaped list distributed to all the libraries in the system for their patrons.
- 4/9 Dress-Up Day Lunch with Mrs. Baker's 1st grade class at Chestnut Ridge Elementary. Each class had invited a community helper to the special lunch, which was served in the darkened gymnasium on candlelit tables. Musicians from Roberts Wesleyan serenaded throughout the lunch time period. I presented the story, Imogene's Antlers to the class after lunch.
- 4/15 J Book Meeting
- 4/22 Rabbit Madness--22 children in grades K-2 came for picture book stories, storytelling, and puppetmaking.
- 4/23 Bet You Can!--21 children in grades 3-6 came for a do-it-yourself program of easy, but unbelievable, science-based tricks.
- 4/30 Older J Fiction Committee Meeting at RPL
- 10 Preschool Storytimes held

YOUNG ADULT LIBRARIAN'S REPORT--APRIL, 1987

MEETINGS

April	6.....	Young Adult book meeting at RPL
April	8.....	Adult book meeting / Directors' meeting at RPL (for Mrs. Pompa)
April	14.....	MUG/ demonstration of IBM PC for office use at Pittsford
April	20.....	Young Adult program meeting--author visit-- William Sleator
April	22.....	Adult book meeting (for Mrs. Pompa)

APPLE IIe

Orientations:	3	Public Hrs.:	62
Attendance:	7	Software Use:	95

In addition to the above statistics, the library staff used the microcomputer for a total of 18½ hours performing various tasks--including budget, material acquisition, publicity flyers and payroll.

DISPLAYS/PUBLICITY

A-frame: -1986 winners of the American Library Association Notable Books
- "MOM"--fiction/non-fiction dealing with motherhood

PROGRAMS

April 11---Ukrainian Egg Decorating Workshop--VAP--20 people attended : Young Adult through Senior Citizen: many people were told that the program was filled but we could not take names for a waiting list...very successful...much interest....worth repeating

Donna Mancuso

CHILI PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES
31 MARCH 1987

The meeting began at 7:00 p.m. Present were Mr. Coolbaugh, Mrs. Riedman, Mr. Sierk, Mrs. Crothers, Mrs. Wickins, Ms. Preston, Dr. Miller, Mrs. Anderson and Mrs. Pompa.

The minutes of the 24 February 1987 regular Board meeting, with a correction to include "1988" and not the stated 1987 MCLS Budget Request, were unanimously approved following a motion by Mrs. Riedman and a second by Mr. Sierk.

Payment of bills according to Abstract #3, page 1, in the amount of \$6,064.80, and acceptance of the fine and payroll books as presented were unanimously approved following a motion by Mr. Sierk and second by Mrs. Riedman.

COMMUNICATIONS. A meeting of the Trustees Council will take place on 11 April 1987 to consider guidelines and bylaws; location, Irondequoit Public Library, 9 a.m.


DIRECTOR'S REPORT. 1) A maintenance/cleaning person has been hired, 3 hrs/day for 3 days/week. 2) The first quarter financial report was presented. 3) GEAC service to terminals appears not to be up to specs, and the possibility of obtaining a "loaner" terminal was discussed.

NEW BUSINESS. Mrs. DeLooze reviewed the library's policy on issuance of library cards to children. Presently, a child must be 7 yrs old to have a card. The Board unanimously approved lowering the age to 6/or "in first grade" following a motion by Dr. Miller and a second by Ms. Preston. Mr. Coolbaugh reviewed for the Board the MCLS Board Meeting, with special discussion on the apparent backlog of special media orders. The MCLS Administration maintained there was no backlog, but town directors maintained such a backlog existed. The bookmobile has been rescheduled for three visits in the Town every two weeks. Mr. Coolbaugh asked Mr. Sierk to be the Chili Library's representative to the Trustees Council of MCLS. A 3-yr contract for servicing the Library's electric fixtures (Vanderlinde) at a rate of \$73/month was unanimously approved following a motion by Mrs. Riedman and a second by Dr. Miller.

OLD BUSINESS. 1) The Library's personnel policy continues in review. 2) Suggestions for the Library's 25th "birthday celebration" were requested. 3) Mr. Richard Stowe, Esq. had been retained to assist the Board on the legal matter of the disposition of the present library building. 4) A discussion of space needs was held, with general consensus that considerably more space was needed if the library were to meet its commitment for service to the town.

The next Board meeting was scheduled for 28 April 1987 at 7 p.m.

Sincerely,


Morton W. Miller, Ph. D.

Note: These minutes are unofficial until approved by the Board at a regular meeting and then signed by the Secretary.

adjournment: 9:15 p.m.

<u>Payroll:</u> Through February 27, 1987	\$18,965.17	<u>Fines:</u> \$733.47
#6 (Feb. 28 - March 13)	3,852.46	
#7 (March 14 - March 27)	3,948.16	<u>Copier:</u> \$257.55 (3/9)
January/Automation Manager	588.25	
February/ "	578.50	
March/ "	717.00	
	<u>\$28,649.54</u>	

Circulation: 1986 = 13,818
 1987 = 13,192
 626 loss

<u>Monthly Public Service Reports:</u>	<u>January</u>	<u>February</u>	<u>March</u>
Reserves	75	141	110
Copies Made	2355	3598	2689
ILL Requests	77	96	96
ILL's Completed	85	91	82
Volunteer Hours	92	48	35
Software Use	45	76	106
Apple Hours	44	69	89
Orientations	2	4	5
Attendance	10	21	14

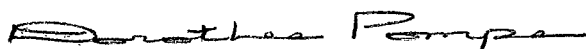
Display: Kendra Gemmett of Spencerport displayed a portion of her collection of "Sheep" in the Memorial Case. Kendra, a librarian in the Brockport School System, raises sheep. She will also conduct the Ukrainian Egg Decorating Workshop for the library in April.

Meetings and Activities:

3/9 - Special Board Meeting
 3/10 - Interview
 3/11 - Adult Book Meeting - RPL
 3/17 - Action for a Better Community/Home Energy Assistance Program
 Outreach Activity in the library, 4 - 6 p.m.
 3/19 - Kathy Freitas and I met to discuss planning for automation with
 Jim Montione of the Gates Public Library
 3/23 - Annual Salary and Benefit Survey due
 3/25 - Adult Book Meeting - RPL
 3/26 - Geac Users' Group meeting at the Wheatley Library
 3/31 - Library Board Meeting

Follow-up on Terminal Woes:

In a letter documenting the delays in response we have experienced with Geac and their field engineer, and the interminable problems with terminal 828 (the phantom beeper), the forthcoming reaction was swift and certain. Our letter dated April 1 was received by Library Automation Services on April 3. Barbara Moore telephoned on April 6 to apologize and within one hour of her call Laine Williams of LAS was here with a replacement terminal (used in the training office so not beaten and abused as 828 had been when we received it). So far so good! No beeps, all systems working properly, but will it last?


 Dorothea Pompe

March Children's Librarian's Report

3/4 J Book Meeting
3/11 BOCES Workshop on Booktalking
3/12 Gates-Chili District Librarian's Meeting at the Chili Library
3/18 J Book Meeting
3/31 Storytelling at Midtown Mall 2:30-3:30 for the Month of the
Young Child

14 preschool storytimes held
total attendance: 142
average per session: 10 (Maximum: 12)

A large project I accomplished in March was the typing for 14 bibliographies for the Day Care Center workshop series. Marnie Clark, the workshop presenter, and I also prepared the numerous clip art needed for these bibliographies.

Hessie DeFoe

YOUNG ADULT LIBRARIAN'S REPORT--MARCH, 1987

MEETINGS

March 9.....Young Adult book selection RPL
March 12.....Gates/Chili District Librarians' Mtg.--at CPL
March 23.....Young Adult program--author Bruce Brooks
March 23.....Committee for NYLA YA Program Guide RPL

APPLE IIe

Orientations: 5	Software Use: 106
Attendance :14	Public Hrs.: 88.5

PROGRAMS/ACTIVITIES

March 11--was presenter in booktalking workshop co-sponsored by BOCES II and MCLS
March 20--Financial Aid Seminar presented free at CPL--attendance: 1 (this program was promoted through flyers, news releases and displays--unfortunately it was not well attended)
March 31--storytelling at Midtown Mall with Mrs. DeLooze at invitation of Rochester Area Council for the Education of Young Children

DISPLAYS/PUBLICITY

A-frame: -books dealing with financial aid to college (to promote March 20 program)
 -selections from circulating poetry collection
Locked case--arranged with Kendra Gemmett for display of her collectibles with "sheep" as theme

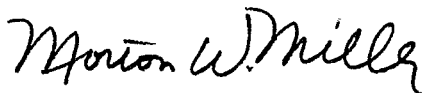
Anna Mancuso

SPECIAL LIBRARY BOARD MEETING
9 MARCH 1987

The purpose of the meeting was to discuss with Mr. Frank Iacovangelo (owner of the Chili-Paul Plaza) and his architect (Mr. Robert T. Barkstrom) plans for the development of that plaza. The meeting was requested by Mr. Iacovangelo. Present at the meeting were Mrs. Crothers, Ms. Preston, Mr. Coolbaugh, Mrs. Riedman, Mr. Sierk, Mrs. Wickins, Dr. Miller, Mrs. Pompa, and Mrs. Anderson. The meeting began at 7:35 p.m. with a presentation by Mr. Barkstrom on "what a library would look like in the present building formerly occupied by Grossman's." The area has 18,460 square feet, and various draftsman's layouts from the "exterior" and "interior" were presented. A copy of all "layouts" was given to each board member, and is attached to these minutes. Mr. Iacovangelo then spoke of why he would like to see the Library occupy the space. His reasons included the need for 1) an "anchor" tenant to stabilize the plaza's business outlook, 2) a solution to the Library's present space problem as well as that of the town for its offices. Various external and internal features of the proposed area were discussed, including costs, which were estimated to be at a "discounted" rate of about \$5 per square foot plus something of the order of \$1-1.50/square foot/year for plaza services (snow plowing, cleaning, security, etc.). He also indicated that if the Library were interested in occupying the space (and so indicated) he would then ask the town for tax exemption on the building. The Board members asked a number of questions such as possible types of leases and their durations, time-lapse for occupancy (which was estimated to be 12-14 months if the decision were made now to occupy). The Board thanked both men for their pleasant and informative presentations.

A MOTION was made by Mrs. Riedman, SECONDED by Ms. Preston to retain an attorney to explore the many ramifications of the bond issue whose funds were used to build the Library. A fee limit of \$1,000 was set. The Motion passed UNANIMOUSLY.

The meeting adjourned at 9:35 p.m.



Morton W. Miller, Ph.D.
Secretary

The minutes will become official when approved by the Board at one of its meetings and then signed by the Secretary.

CHILI PUBLIC LIBRARY
CHILI PUB LIBRARY
REGULAR BOARD MEETING MINUTES
24 February 1987, 7:00 p.m.

Present at the meeting were Mr. Coolbaugh, Mr. Sierk, Mrs. Riedman, Ms. Preston, Dr. Miller, and Mrs. Wickins.

MINUTES APPROVED. The minutes of the Regular Board meeting of 27 January 1987, were unanimously approved. MOTIONED by Mrs. Riedman, SECONDED by Ms. Preston, with an amendment that the "Mr." preceding Riedman, be changed to "Mrs."

ABSTRACT, FINES AND PAYROLL. The fine and payroll books were accepted as filed, and Abstract #2, page 1 for \$4,557.09 recommended for payment. MOTION by Mr. Sierk, SECONDED by Dr. Miller. Unanimously approved.

COMMUNICATIONS. A "thank you" letter was received from the Librarian at the Florence Brasser School for the Library's effort during "Children's Book Week." Special recognition was given to Mrs. DeLooze and Mrs. Mancuso for their efforts.

DIRECTOR'S REPORT. 1) A Young Adult program dealing with fitness and beauty tips was cancelled due to difficulty in obtaining a replacement program director. 2) A "Request for Reconsideration" of a book (The Visitors Who Came To Stay) was received and is being considered by the librarians. 3) Mr. Proud has indicated receipt of our proposal. 4) Miss Michelle Lebel has been hired to replace retiring Mrs. Galton. 5) A new cleaning person is needed. 6) A discussion was held concerning the furnace and the Board recommended that a replacement cost be sought. 7) A meeting was requested by the purchasers of the Chili Paul Plaza for the purpose of presenting their plans for that area; meeting date, 9 March 1987, 7:30 p.m.

COMMITTEE and OFFICERS REPORTS/RECOMMENDATIONS. 1) MCLS has organized a trip to Albany to lobby with state representatives; 10 March 1987, New York Library Day. 2) GEAC is apparently being put "on hold" by other libraries in deference to going "on line." 3) the 1988¹⁹⁸⁹ budget request is available. 4) the 1990 MYLA Conference will be held in Rochester at the Convention Center. 5) There has been a reduction in the backlog of catalogue-ordered items (at MCLS); the results of the Library's stated concern for this problem were apparent.

OLD BUSINESS. The Board was asked to review the draft Personnel Policy and to give any comments to him within the next two weeks, "him" being George Coolbaugh.

Future Meeting Dates: The Board unanimously agreed to meet on the fourth Tuesday of each month unless otherwise noted, following a MOTION by Ms. Preston, SECOND by Mrs. Riedman. The date of the next meeting is scheduled for 24 March 1987 at 7:00 p.m.

Morton W. Miller

Morton W. Miller, Ph. D.
Secretary

These minutes are unofficial until approved by the Board at a Regular meeting and signed by the secretary.

<u>Payroll:</u>	Through January 30, 1987	\$11,179.10	<u>Fines:</u>	\$663.50
	#4 (Jan. 31 - Feb. 13)	3,749.86		
	#5 (Feb. 14 - Feb. 27)	4,036.21		
		<u>\$18,965.17</u>		

Circulation: 1986 = 12,730
1987 = 12,304
426 loss

Summary of Activities:

- 2/3 - Revised request for special legislative grant prepared for Assemblyman Proud
- 2/11 - Adult Book Meeting and Town Directors' Meeting at RPL
- 2/12 - Employee interview
- 2/24 - Library Board Meeting
- 2/25 - Adult Book Meeting at RPL. Jane Galton's last day of work. Jane became a library volunteer in September 1979. She was hired to work as a part time typist-clerk in July 1980. We acknowledge her dedicated service to the library. The staff presented Mrs. Galton with a gift certificate to The Budapest, a corsage, and a farewell party.

Displays:

Mary Eggleston of the Chili Art Group displayed five watercolors during February.

Harold Riddell, representing the Ontario DX Association, promoted shortwave radio as an inexpensive, exciting way to make contacts with English-speaking people throughout the world.

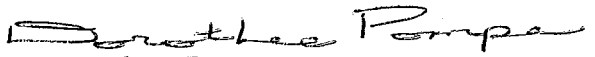
Direct Book Orders:

To expedite the receipt of library materials the librarians often order materials directly from publishers. Recently, orders for adult materials were sent to Baker & Taylor (large print fiction, non-fiction, and biographies), Quality Paperback Book Club, North Country Books in Utica (materials about New York State, the Adirondacks, geology, folklore, fishing, wildflowers, the Finger Lakes, New York State wines, etc.), McGraw-Hill for the sixth edition of their Encyclopedia of Science and Technology (20 volumes; if ordered before April we save \$200), Bantam Books (ordered 32 volumes of Agatha Christie classics), Salem Press (5 volumes, Great Lives from History, American Series), American Artist Book Club, Regent Book Company (ordered another set of the Time-Life Series, This Fabulous Century), Encyclopaedia Britannica (their 1987 Atlas available in May), Infax Corporation (State Information Book for reference), and Butterworths (A History of Architecture, 19th edition).

We have also joined the Picture Perfect plan with Redpath Art Service. This service provides us with one new framed print each month at a discounted price.

All of these direct orders cause a processing nightmare as each item has to be catalogued, catalog cards, shelflist and book cover need to be made, and the items must be linked in the database or new bibliographic records need to be made if the item is the only one in the county.

I feel the extra work for us is worth it when we can provide our patrons with the materials they need.


Dorothea Pompa

YOUNG ADULT LIBRARIAN'S REPORT--FEBRUARY, 1987

MEETINGS

February 9.....Young Adult book selection RPL
February 20.....Youth Services Section (NYLA) Board New York City
February 23.....Young Adult grant selection RPL
February 24.....Monroe County Library System Staff Association annual meeting RPL

APPLE IIe

Orientations: 4 Software Use: 76
Attendance: 21 Public Use: 68½ hours

PROGRAMS

February 18.....Feeling Good/Looking Great--cancelled due to low registration

February 25.....Booktalking at Churchville-Chili Senior High School

Received flyers from Library Promotions for March 21 financial aid seminar

DISPLAYS/PUBLICITY

A variety of displays were set up in the library with the following themes:

- HandPicked---the staff's favorite books
- Alister MacLean (he died in Feb.)
- George Washington / Abraham Lincoln
- new books in the YA section

Donna Maurer

CHILDREN'S LIBRARIAN'S REPORT--FEBRUARY 1987

2/4. J Book Meeting

2/18 J Book Meeting

2/19 TALL TALES AND FIBBING CONTEST (in honor of the birthdays of Honest Abe
and George Washington--he never told a lie)
Stories, chocolate covered cherries, and sharing of fibs
Gr. K-6 18 attended

9 Preschool storytimes held--65 total attendance (11--average at each session, with 12
being the limit)

Gates Chili Central School District

FLORENCE BRASSER SCHOOL

1000 Coldwater Road

Rochester, New York 14624

RICHARD R. ROBILLARD

Principal

Area Code 716

247-1880

January 29, 1987

Chili Public Library
3235 Chili Avenue
Rochester, New York 14624

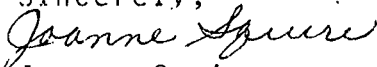
Dear Leslie and Donna,

Childrens Book Week, Nov. 1986 was a very special time for the students at the Florence Brasser School. It was special because of the preparation and the enthusiasm the two of you brought to the daily programs. Our students were treated to a variety of informational as well as entertaining segments.

The Brasser Teachers and I appreciated the warm welcome we received upon arriving at the library entrance. The thematic book talks and the stories shared with the children were thoroughly enjoyed. The both of you eagerly informed the students on what they could borrow, the location of their books, tapes, and other materials and how they could utilize the library's computer. It is most gratifying to realize that because of your efforts and your enthusiasm, more than 45 students requested library cards.

We thank you for making Book Week '86 one that Brasser students will long remember. One more item.....we have ordered Imogen's Antlers for the Brasser Library! We loved her.

Sincerely,



Joanne Squire
Librarian

cc:Chili Library Board
Richard Robillard

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING, 27 JANUARY 1987
7:00 p.m.

The meeting was called to order by Mrs. Riedman. Also present were Mrs. Crothers, Mr. Coolbaugh, Dr. Miller, Ms. Preston, Mrs. Wickins, and Mrs. Anderson.

The Board elected the following persons to office:

President, Mr. Coolbaugh
Vice President, Mrs. Riedman
Treasurer, Mrs. Crothers
Secretary, Dr. Miller

MINUTES OF 22 December 1986 Board Meeting unanimously approved. MOTIONED by Mrs. Riedman, SECONDED by Ms. Preston.

BILLS (Abstract #1, p. 1, amount \$2,233.75), FINES, PAYROLL. Accepted as presented. MOTIONED by Ms. Preston, SECONDED by Mrs. Crothers. Unanimously passed.

DIRECTOR'S REPORT

1. The Children's Librarian has decided not to purchase additional long playing records; many are rendered unusable after just a few uses.
2. There was a window leak in the "children's area" of the Library, some books were damaged. The leak appeared to be related to ice accumulation.
3. Library volunteers are now being trained on the GEAC terminal.
4. The MCLS grant included \$3,374 for Chili, and includes \$600 for the Library's Visiting Artist program.
5. The possibility of acquiring a fourth GEAC terminal was discussed.
6. The backlog of media orders through RPL were discussed. The Board expressed considerable concern over the extremely lengthy delay between order and delivery. The Library has orders totaling \$1,457.51 for 127 recordings. The orders go back to 1984! President Coolbaugh indicated he would contact the appropriate personnel at RPL to express the Board's concern and to facilitate delivery.
7. The Churchville-Chili Yearbook Committee (Crest) has requested an 1/8th page add from the Library. MOTIONED by Mrs. Riedman, SECONDED by Ms. Preston, unanimously passed to allocate \$30 for the ad.
8. The Annual Report is completed, and the Board will be given a summary at its next regular meeting.

NEW BUSINESS

1. Plans for distributing news/information about the forthcoming 25th "Birthday" of the Library were discussed. No decisions were made.
2. The 1987 holiday and summer Saturday closing schedule were unanimously approved, MOTIONED by Mrs. Riedman, SECONDED by Mrs. Wickins.
Monday, 25 May - Memorial Day Friday, 3 July - Independence Day
Monday, 7 September - Labor Day Wednesday, 25 November - Thanksgiving(5 pm)
Thursday and Friday, 24 and 25 December - Christmas
Thursday, 31 December - New Year's (3 pm)
Summer Saturday Closings: close 20 June, reopen 12 September
3. The lighting maintenance contract was renewed with Vanderline Electric at a cost of \$73/month. MOTIONED by Mrs. Riedman, SECONDED by Mrs. Crothers, and unanimously approved.

OLD BUSINESS

1. The Library's Personnel Policy was extensively reviewed, with much input from Mrs. Anderson.

DATE AND TIME OF NEXT MEETING: 24 February 1987, 7 p.m.

Respectfully submitted,

Morton W. Miller

Morton W. Miller, Ph. D.
Secretary

Notation: These minutes are unofficial until approved by the Board at a regularly scheduled meeting.

<u>Payroll:</u>	#1 (Dec. 20 - Jan. 2)	\$ 3,568.29	<u>Copier Income:</u>	\$100.00
	#2 (Jan. 3 - Jan. 16)	3,777.25		
	#3 (Jan. 17 - Jan. 30)	3,833.56	<u>Fines:</u>	\$1,014.82
		<u>\$11,179.10</u>		

Circulation 1986 = 13,091
 1987 = 12,688
 403 loss

Summary of Activities:

1/14 - Adult Book Meeting - RPL
 1/26 - Annual Report due
 1/27 - Library Board Meeting
 1/28 - Letters to Assemblyman Gary Proud and Senator Ralph Quattrociochi requesting \$25,000 in special legislative grant monies for steel shelving (\$15,000), reference materials (\$7,000), and videocassettes (\$3,000). Mort Miller worked with me on the draft. The proposals were mailed on January 30. On February 2 I received a call from Bill Gerling in Albany. He said Mr. Proud had reviewed the proposals and that we would be called late in March if funds were available for us. He called the next day to request that we scale down our request to include one item with a limit of \$5,000. My response went out that afternoon - \$5,000 for shelving. We have not heard from Senator Q's office yet.

Highlights from the Annual Report:

Book totals as of December 31, 1986

Adult Fiction	9432 volumes	(Young Adult volumes
Adult Nonfiction	18937 volumes	are included in Adult
Total	28369 volumes	totals)
 Juvenile Fiction	 7220 volumes	
Juvenile Nonfiction	6247 volumes	
Total	<u>13467</u> volumes	
	41836 grand total	

Grand total circulation in 1986 = 135,935

Total uncataloged paperbacks = 2484

The Library subscribes to 135 periodicals and 11 newspapers.

In addition to our three full time professional librarians, we have staff support of 4.4 full time equivalent people and 5 volunteers. The Library is open 59½ hours each week for 42 weeks of the year and 52½ hours during the summer.

On the financial report that follows we have included Federal Revenue Sharing Funds in the Taxes Raised category because this figure is used to compute grants that we receive through MCLS.


 Dorothea Pompa

MEETINGS

January 26.....Young Adult program meeting at RPL--Barbara Williams-Kerns,
Asian-American literature for YAs

APPLE IIe

Orientations: 2 Software Use: 45
Attendance: 10 Public Use: 44 hours

A new brochure listing rules and a complete software list was made available to patrons

PUBLICITY/DISPLAY

A-frame---in honor of Martin Luther King
---fiction: romance, love etc.

Locked Case

---Looking Good, Feeling Great--health, beauty: to promote program on Feb. 18
--assisted with news releases

Jonna Mancuso

January 1987 report--Children's Librarian

- 1-7 J Meeting
Grant Committee Meeting--The New Directions in Service Grant was approved by MCLS, which proposed "Training Day Care Center Workers to Use Picture Books with Children." The meetings in January oriented the contracted librarian to the proposed program, included discussions on the content of the 3-hour workshop programs, how to prepare publicity, and where the 10 workshops would be held.
- 1-8 District Librarians' Meeting at Brasser
- 1-21 J Meeting
- 1-26 Registration started for preschool storytime
- 1-28 Grant Committee Meeting

CHILI PUBLIC LIBRARY 1987 BUDGET

1/9/87

INCOME:

Taxes Raised	\$ 163,023
System Cash Grant	2,400
LLIA Cash Grant	3,700
Fines	8,000
Interest	2,000
Copier	900
Other Income	
Unexpended Balance	<u>10,000</u>
	\$ 190,023

EXPENSES:

Payroll	\$ 113,640
Materials	46,050
Microcomputer	1,000
Geac	3,000
Library Supplies	2,500
Postage	1,000
Building repairs	4,000
Vanderlinde	
Leo Roth	
Equipment & Repairs	1,500
Telephone	1,200
Cleaning Supplies	400
Mileage	1,000
Membership	250
Benefits	12,683
Retirement	7,008
Social Security	5,400
Workman's Comp.	275
Medicare	
Miscellaneous	200
Conference	1,500
Insurance	<u>100</u>
	\$ 190,023