

Payroll: Through November 6, 1987 \$ 93,977.97
 #24 (Nov. 7 - Nov. 20) 3,901.66
 #25 (Nov. 21 - Dec. 4) 3,949.51
 Nov. (Automation Mgr.) 529.75
 #26 (Dec. 4 - Dec. 19) 3,994.66
 Dec. (Automation Mgr.) 581.75
 \$106,935.30

November Fines = \$925.06

November Circulation 1987 = 12,163
 1986 = 11,685
 478 gain

December Fines = \$737.15

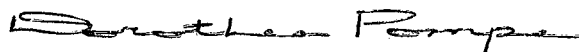
December Circulation 1986 = 9,599
 1987 = 9,172
 427 loss

Meetings and Activities:

- 11/18 - Adult Book Meeting and Town Directors' Meeting - RPL
- 11/23 - Town Directors' Meeting - Scottsville Free Library
- 11/24 - Library Board Meeting
- 12/2 - Adult Book Meeting - RPL
- 12/3 - Users Group - Wheatley Library
- 12/14 - H.E.A.P. Counselor here
- 12/16 - Adult Book Meeting
- 12/17 - Mr. Kulp - Community Service Sentencing
- 12/22 - Staff Exchange. Bonnie Vaccarella from Business, Economics and Law Division at RPL here for the day. Bonnie reviewed the business and investment resources that we have and explained to the librarians how best to use them.
- 12/29 - Library Board Meeting
- 12/31 - Contracts received from the State Education Department for the special legislative grant.

Monthly Public Service Reports:

	July	August	Sept.	October	Nov.	December
Reserves	149	172	102	105	87	65
Copies Made	1,628	3,248	1,589	1,839	2,003	1,883
ILL Requests	65	93	73	74	101	53
ILL's Completed	78	58	96	95	91	77
Volunteer Hours	37½	30	43	55	42	46


 Dorothea Pompa



December 28, 1988

Mrs. Linda M. Bretz
Director,
Monroe County Library System
115 South Avenue
Rochester, New York 14604

Dear Linda:

The Board of Trustees of the Chili Public Library has asked that I correspond with you relative to the proposed amendment to the Pioneer Library System Plan of Service for Local Library Incentive Aid.

The concerns of this board of trustees relative to the proposed amendment lie in two primary areas; our financial responsibilities to the Town of Chili in 1989, and unresolved issues concerning the deficit itself.

The formal fiscal 1989 budget request from this Board of Trustees was submitted to the Chili Town Board on September 1, 1988. The Town Board has reviewed its entire budget, and is presently acting on its adoption. At this juncture in the budgetary process, we are not able to realign the Library budget to fund the MCLS deficit. The timing of this request would place a double funding burden on the library; a burden which is difficult to accept at this time.

The request to approve the amendment change was presented to our Board at its October meeting. As the result of that meeting, we requested additional information:

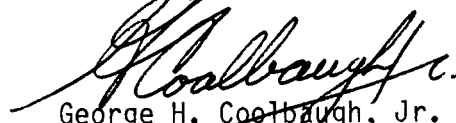
1. The portion of the present \$240,000 MCLS deficit which had resulted from the lack of increased state aid, and the portion which was deficit budgeting.
2. The projected 1988 Central Services surplus.
3. A listing of specific services which would be retained if the proposed amendment is approved.
4. A statement of actions which will be taken to ensure that another deficit does not occur in 1989.

To this point, we have not been able to obtain sufficiently detailed responses to permit board members to adequately respond to the MCLS request.

Linda M. Bretz
December 28, 1988
Page 2

The members of our Board of Trustees are deeply concerned about the deficit which MCLS faces through 1988, and the potential impact on member library services. However, in the absence of the information which we have sought, and due to our responsibility to the Town of Chili and its financial planning process, we are unable to support the change which has been requested.

Sincerely,


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

/8362

pc: John H. Hannah, Supervisor,
Town of Chili
Dorothea R. Pompa, Director,
Chili Public Library
J. Peter Wintish, President,
Trustees' Council
Members, Chili Public Library
Board of Trustees

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

December 27, 1988

Present: George Coolbaugh, Rilla Crothers, David Sierk, George Kimmich, Eileen Riedman.

Minutes: David Sierk moved to approve the minutes of the November 29, 1988 Board meeting. Rilla Crothers seconded the motion. MOTION APPROVED.

Financial: David Sierk moved to approve the payment of bills on Abstract #12, page 1, in the amount of \$5862.61 and to accept the Fine and Payroll books as presented.

The above motion also included the payment of the State Grant Abstract #1, page 1, in the amount of \$118.40. George Coolbaugh seconded the motion. MOTION APPROVED.

Budget Approval: The Library Budget for 1989 was approved in the amount of \$248,357 by the Town Board.

Salary: Eileen Riedman made a motion that the salary schedule as presented be accepted. David Sierk seconded the motion. MOTION APPROVED. Salary schedule attached.

The next meeting of the Library Board will be January 24, 1989.

Respectfully submitted,



Eileen Riedman, Secretary
pro tem

DIRECTOR'S REPORT ***** DECEMBER 1988

<u>Payroll:</u>	Through December 2, 1988	\$114,228.49	<u>Fines:</u>
	#26 (Dec. 3 - 16)	<u>4,817.63</u>	\$768.03
		\$119,046.12	

<u>Circulation:</u>	1988 = 11,940	Total 1988 = 168,307; a gain
	1987 = <u>9,172</u>	of 21,953 over 1987.
	2,768 gain	

Displays: Harold Pearson exhibited pierced tinware in the Memorial Display Case. Six of Mary Eggleston's watercolors brightened the Chili Art Group's display area.

Chili Golden Agers once again donated \$25.00 to the Library's Gift Fund.

Meetings & Activities:

- 12/6 - Adult Book Discussion Group - 12 attended. Peter Wright's The Spy Catcher was reviewed. Mrs. Virginia Newmann led the discussion.
- 12/14 - Donna Mancuso attended the Adult Book Selection meeting and Town Library Directors' Council meeting at RPL for me.

I extend my sincere appreciation to the entire staff for their exemplary coverage during my absence. Special thanks go to Leslie, Donna and Kathy for taking care of their work as well as a large share of mine.

Cindy Grigsby resigned effective December 23. She is presently enjoying a three-week European tour (London, Paris, and Lenin-grad) and is looking forward to joining the Air Force in a few months. I submitted a letter of recommendation to the Officer's Candidate School personnel on Cindy's behalf. We wish Cindy great luck as she pursues her military career to meet her goal to become an Air Traffic Controller.

We should have the Annual Report finished by the Board's next meeting date. I will have the final figures for you then.

Dorothea Pompa
January 12, 1989

November-December Reports 1988

November 1988

- 11/3 Patience Brewster visit--approximately 160 adults & children
11/7 Caroline Bauer workshop--The daylong workshop included ideas
for storytelling, poetry, and book talks with puppets, masks,
and other paraphernalia. Lots of inspiration!
11/9 J Book Meeting at RPL
11/11 PROGRAM--Culmination of the Name-the-gerbils contest
8 attended
11/17 Gates-Chili District Librarians Meeting here
11/19 PROGRAM--Birthday party for 6 year olds (to receive their library
cards) 3 attended
11/23 J Book Meeting at RPL

11 preschool storytimes held

The author visit with Patience Brewster was an overwhelming success. The large audience was attentive and interested in her 45 minute talk which included slides of her art work. The library sold 138 books to be autographed. (This is compared to a visit she made to the Penfield Public Library a year ago, when an audience of about 50 bought approximately 30 books.) There was much interest here following the visits I made to the schools, and children are still telling me they saw me in school.

The Name-the-Gerbils contest was won by fourth grader, Megan Kelvie, who submitted the names "Max and Million." All contestants (121) received a "Love My Library" book bag, and the winner received two paperback books and a stuffed mouse. The turnout for the program announcing the winner was low, probably due to poor publicity.

The Birthday Parties for 6 year olds have ended because of poor attendance. I may hold a special program in the summer when many new first graders can attend.

November was definitely a mix of successes and failures!

* * * * *

Many thanks to the Board members who helped with November programs--selling books and judging names. It was a big help and greatly appreciated.

* * * * *

December 1988

- 12/7 J Book Meeting at RPL
12/21 J Book Meeting
12/28 PROGRAM "Let It Snow" Gr. K-2
Stories, game, craft 18 attended
12/29 PROGRAM "Snowbound" Gr. 3-5
Book talks and related activities, 8 attended

Julie DeGoze

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR DECEMBER 1988

Rochester Community Savings Bank Account Balance	\$2,937.76
11-30-88 Interest	42.61
12-5-88 Book Sale receipts-Author Visit	32.00
12-5-88 Book Sale receipts	24.00
12-22-88 Donation from Chili Golden Agers	25.00
12-22-88 Donation -anonymous	500.00

Rochester Community Savings Bank Account Balance	\$3,561.37
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MONROE COUNTY LIBRARY SYSTEM
115 SOUTH AVENUE · ROCHESTER NEW YORK 14604

December 19, 1988

George A. Kimmich
30 Gateway Road
Rochester, New York 14624

Dear Mr. Kimmich:

Welcome to our family of trustees of the 19 member libraries of the Monroe County Library System! Those of us who have been engaged in the work of library development in our county recognize the value of your new viewpoints and fresh energies. The public library is an increasingly important community institution which needs the wholehearted support of people like you who are willing to work on its behalf.

This welcome comes from all of us on the Monroe County Library System Board of Trustees. We and our staff are prepared to assist you in your role as trustee of your library, if you wish our help. Enclosed with this letter are informational materials which give you background on our library system and a handbook for your use as a trustee.

Our director, Linda Bretz, and I offer an orientation program for new member library trustees each year in the spring. The program includes a tour of the Central Library to demonstrate how our centralized services meet the needs of our member libraries. We believe that the best way to learn about services that benefit your library is to attend the orientation program and see first-hand where these services are provided. You will be receiving an invitation to our next session and we look forward to meeting you at that program.

Cordially,

A handwritten signature in cursive script that reads "Irving Kessler".

Irving Kessler, President
MCLS Board of Trustees

Encs: Libraries are Pioneers in 2-Tier Government
Monroe County Library System. Statement of Goals, Programs and Services
Handbook For Library Trustees of New York State

pc: Mr. George H. Coolbaugh, Jr.
✓ Mrs. Dorothea Pompa



MONROE COUNTY LIBRARY SYSTEM
115 SOUTH AVENUE · ROCHESTER NEW YORK 14604

December 19, 1988

Mr. Gary Squires
105 Stottle Road
Churchville, New York 14428

Dear Mr. Squires:

Welcome to our family of trustees of the 19 member libraries of the Monroe County Library System! Those of us who have been engaged in the work of library development in our county recognize the value of your new viewpoints and fresh energies. The public library is an increasingly important community institution which needs the wholehearted support of people like you who are willing to work on its behalf.

This welcome comes from all of us on the Monroe County Library System Board of Trustees. We and our staff are prepared to assist you in your role as trustee of your library, if you wish our help. Enclosed with this letter are informational materials which give you background on our library system and a handbook for your use as a trustee.

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Cordially,

A handwritten signature in cursive script, appearing to read "Irving Kessler", is written over a faint, larger handwritten name that also appears to be "Irving Kessler".

Irving Kessler, President
MCLS Board of Trustees

Encs: Libraries are Pioneers in 2-Tier Government
Monroe County Library System. Statement of Goals, Programs and Services
Handbook For Library Trustees of New York State

pc: Mr. George H. Coolbaugh, Jr.
Mrs. Dorothea Pompa



December 9, 1988

Mr. George A. Kimmich
30 Gateway Road
Rochester, New York 14624

Dear George,

We enjoyed and appreciated the opportunity to meet you Tuesday evening. Our Board is dedicated to improving and expanding services to the public. We feel that you would be an asset to the Board and welcome you as a member.

Dottie Pompa will provide you with information regarding goals, personnel policies, and the Library System in general. If you have any questions please feel free to contact Dottie or any Board member.

Our next meeting is Tuesday, December 27 at 7:00 p.m. We look forward to your joining us.

Sincerely yours,

Nancy Preston, Secretary
Library Board of Trustees



December 1, 1988

John H. Hannah
Supervisor,
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

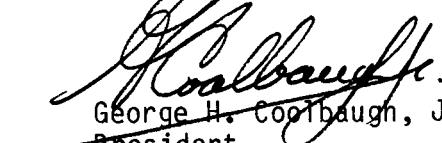
RE: Chili Public Library Board of Trustees Appointments

Dear Supervisor Hannah:

The membership term of Mrs Rilla Crothers on the Board of Trustees of the Chili Public Library expires December 31, 1988. Mrs Crothers has provided this board with expertise, commitment and community knowledge which have contributed greatly to better library service for our town. The Board of Trustees recommends to the Town Board that Mrs Crothers be reappointed to serve another full five-year term on the Library Board of Trustees.

The Board of Trustees has appointed Mr Gary Squires of Stottle Road to fill the unexpired term of Morton W. Miller, who resigned from the board earlier this Fall. Further, the Board of Trustees has appointed Dr. George Kimmich to fill the unexpired term of Mrs Constance M. Wickins, who resigned from the board in November. We look forward to having these individuals provide the same type of service to our library as was provided by their predecessors.

Sincerely,


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

/8355

pc: R. Criddle
D. Pompa

CHILI PUBLIC LIBRARY MINUTES OF THE BOARD MEETING, November 29, 1988

Present: George Coolbaugh, Nancy Preston, Rilla Crothers, Gary Squires, Robert Criddle, Dorothea Pompa

Minutes: Rilla Crothers moved to approve the minutes of the October 18, 1988 Board Meeting. Gary Squires seconded the motion.
MOTION APPROVED.

Financial: Nancy Preston moved to approve the payment of bills on Abstract #11, page 1, in the amount of \$24,838.60 and to accept the Fine and Payroll books as presented. The motion was seconded by Rilla Crothers. MOTION APPROVED.

Communication: The Letter of Intent to apply for a Grant under Title II-Construction has been approved, signed, and will be filed with the Division of Library Development.

Director's Report:

1. MCLS deficit: an excellent response to the request for prioritizing services was sent by our Library Staff.
2. Circulation is up! In October the gain was 2,396 over the October 1987 total. We owe our gratitude to the dedicated staff.
3. Personnel changes: One evening circulation desk clerk has resigned and another has indicated she will resign in late December. Carol Fogarassy, our adult page, has been promoted to the position of circulation desk clerk. Schedules are being revised to insure continued service to the public.

Committee Report: Trustee Council: Nancy Preston reported on the November 10, 1988 meeting. The majority of that meeting was spent in discussing the MCLS deficit with Linda Bretz. Copies of the minutes were distributed.

Old Business: The following motion was made by Nancy Preston and seconded by Rilla Crothers: The Chili Library Board of Trustees does not endorse the proposed change in Amendment #15 pertaining to the distribution of LLIA Funds. MOTION APPROVED UNANIMOUSLY. A letter communicating this decision will be sent to Linda Bretz.

New Business:

1. A motion was made by Nancy Preston and seconded by Rilla Crothers to accept George Kimmich to fill the unexpired term left vacant by the resignation of Connie Wickins. MOTION APPROVED.
2. Gary Squires moved that we accept the following dates as holidays for 1989: January 1 and 2, May 29, July 4, September 4, 5 p.m. closing on November 22, November 23, December 25, and that the library be closed on Saturdays beginning June 24 and re-opening on September 9. Rilla Crothers seconded. MOTION APPROVED.
3. The bid for the Library Shelving and Storage Units has been awarded to Library Bureau in the amount of \$7,920. The state grant funds will be used. Motion was moved by Nancy Preston and seconded by Rilla Crothers. MOTION APPROVED.

The next meeting will be on December 27, 1988 at 7:00 p.m.

Respectfully submitted,

Nancy Preston, Secretary Pro Temp

<u>Payroll:</u> Through November 4, 1988	\$104,747.08	<u>Copier Income:</u> \$131.46
#24 (Nov. 5 - Nov. 18)	4,795.58	
#25 (Nov. 19 - Dec. 2)	4,685.83	<u>Fines:</u> \$888.70
	<u>\$114,228.49</u>	

Circulation: 1988 = 14,349
1987 = 12,163
2,186 gain

Meetings & Activities:

- 11/1 - Adult Book Discussion Group, lead by Marcia and Jerry Rosenberg.
- 11/2 - Mrs. Mancuso attended the Adult Book Meeting at RPL for me.
- 11/8 - Cub Scout visit. Ten six-year olds had a tour of the Library and a story. Mary Ellen Balsley signed for a parent with a hearing disability.
- 11/16 - Adult Book Meeting and Town Library Directors' Council meeting at RPL
- 11/18 - Meeting with George Coolbaugh
- 11/28 - Joint meeting of the Town Library Directors' Council and the Young Adult Librarians at the Henrietta Public Library. Ellin Chu, Young Adult Consultant and I co-chaired the meeting. Donna Mancuso participated in the panel discussion on Age-Use Restrictions for children and young adults. Other topics on the Agenda included programming for young adults and the recruitment of librarians in the field of young adult work.
- 11/29 - Library Board Meeting

Staff members Kathy Freitas, Carla Corcoran and Ann Thomas signed up for a course in WordPerfect at St. John Fisher College. The goal was to enable our staff to use this IBM software to the fullest extent. However, no instructor showed up, the course was canceled, but it will be offered again in early 1989. As a result of our staff showing up, the college agreed to lower the cost of WordPerfect by \$20. a person when it is next offered.

Books-on-cassette(s) continue to be very much in demand. We ordered 53 new titles through MCLS and 29 others directly from G. K. Hall. As of the end of November, the Library had more than 300 videocassettes available to circulate. Patrons seem very happy that they may borrow two at a time. Most area libraries are still holding to "one" per person.

The transfer to the Geac 9000 finally was accomplished before the end of the month. Some unanticipated problems were discovered and library's were using soft backup off and on for several days. The end result, now that some of the bugs are out of the system, is that circulation functions are improved and the response time is faster. We also have been allowed to install and use our fourth terminal. Three terminals will operate at the circulation desk for circulation functions; the fourth terminal is in the workroom and will be used to link materials in MARC.

Dorothea Pompa

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR APRIL THROUGH NOVEMBER 1988

Rochester Community Savings Bank Account Balance	\$2,739.23
4-14-88 Donation from Chili Garden Club	50.00
5-30-88 Interest	39.07
7-27-88 Book Bag Sale receipts	7.00
7-27-88 Book Sale receipts	28.00
7-27-88 Donation from Mrs. Constance Wickins in memory of George L. Fisher	15.00
8-31-88 Interest	40.75
11-4-88 Book Sale receipts-Author visit	1,009.00
11-15-88 Book Sale receipts-Author visit	23.00
11-15-88 Payment of books for author visit	(1,013.29)

Rochester Community Savings Bank Account Balance	\$2,937.76
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November 14, 1988

TO: Rod Perry and Paula Smith

FROM: Dorothea Pompa, Leslie De Looze, Donna Mancuso, Kathy Freitas

RE: System Services Planning

The Chili Library staff submits the following priorities for consideration in future MCLS budget planning. Our decisions and recommendations are based entirely on our Library's commitment, first and foremost, to public service and services that most affect our users.

#1 and tied for highest priority are the services associated with LAS and the age-level Consultant Services.

Book Selection Lists and the review citations are crucial to the maintenance of a high-level, diversified, and current collection. Not deemed as essential are the media selection lists. These could be supplied with less frequency if cuts have to be made in numbers of materials selection lists.

Middle priorities are Delivery and Interlibrary Loan. Even as lifeblood, these could be altered or changed (number of deliveries each week; charging for ILL service in a different way).

The areas that least affect our direct public service, and which we think could be totally restructured, eliminated, or combined include

- Extension, especially the Rolling Library stops in the rural areas.
- Training Consultant Office. Money has not been available in past years to directly serve the training needs of Towns (Stress Management Workshop was arranged and billed by Training but each town paid for its own employees to attend)
- Library Promotions could be restructured. Is it necessary or feasible to employ two staff artists? Could libraries be "charged back" for printing orders? Could Library Promotions be down-scaled to exclude poster/brochure/bookmark orders?

We are not familiar enough with the operations of Circulation Records, Technical Services, and Finance to suggest changes in these areas.

CHILI PUBLIC LIBRARY MINUTES OF THE BOARD MEETING, October 18, 1988

Present: George Coolbaugh, Eileen Riedman, Constance Wickins, Nancy Preston, Rilla Crothers, Dorothea Pompa

Minutes: Nancy Preston moved to approve the minutes of the September 27, 1988 regular Board Meeting. Constance Wickins seconded the motion. MOTION APPROVED.

Financial: Eileen Riedman made a motion to approve payment of bills on Abstract #10, page 1, in the amount of \$4,562.82 and to accept the Fine and Payroll books as presented. Nancy Preston seconded the motion. MOTION APPROVED.

State Grant: In a motion made by Eileen Riedman and seconded by Nancy Preston, approval was given to pay \$116.33 as part of the state grant money. MOTION APPROVED.

Communications:

1. Copies of the final draft of the New York State Public Library Service Minimum Standards (August 1988) were distributed.
2. Letter from Linda Bretz regarding the request for a change in the distribution of LLIA monies.
3. Letter to Dr. Miller in appreciation of his fine services to the Library and Library Board.
4. Letter to Gary Squires inviting him to visit the Board meeting and meet the members.

Bids were opened from: (1) Kernan Library Office Group itemized and totaling \$7,920. (2) Scholastic Furniture, Inc. itemized and totaling \$8,043 for the additional shelving and equipment to be purchased with our State Grant. A board vote will be taken after Mrs. Pompa has had the opportunity to review and compare the bids.

Committee Eileen Riedman reported on the MCLS Board Meeting.

Reports:

- a) Concern over the budget deficit
- b) On-line catalog costs were discussed for budget consideration
- c) One vacancy still exists on the board

Director's Report:

1. Town Directors, City Branch Heads, and RPL Division Heads will meet on Oct. 26 to discuss the MCLS budget deficit
2. Gerald Yazback has been employed as a part time reference librarian
3. The Adult Book Discussion Group has successfully met once and the second meeting is scheduled for November 1.
4. The timetable for installation of the 9000 has been moved up to October 26.
5. Eileen Riedman moved and Nancy Preston seconded a motion that David Sierk be named a Judge of the Gerbil Naming Contest. MOTION APPROVED.
6. Books that will be available for sale on November 3 when Patience Brewster will be here are Ellsworth & the Cats from Mars (\$9.), Nobody (\$7.), and Bear and Mrs. Duck (\$9.).

- Old Business:
1. Capital Reserve Fund concept will be researched by George Coolbaugh
 2. Selection Committee Report: Nancy Preston moved to appoint Gary Squires to fill the board seat vacancy that had been held by Morton Miller. Eileen Riedman seconded the motion. MOTION APPROVED.
- New Business:
1. Mrs. Wickins' verbal request to resign effective November 1 was regretfully accepted.
 2. A letter of appreciation was signed by the members for Dr. Miller.
 3. The MCLS request for an amendment to the Pioneer Library System's Plan of Service will be discussed at the November meeting.

The next meeting will be on November 29 at 7:00 p.m.

Respectfully submitted,

Nancy Preston, Secretary pro temp.

Payroll: Through September 9	\$85,841.06	<u>Copier Income:</u> \$121.10
#20 (Sept. 10 - Sept. 23)	4,764.38	
#21 (Sept. 24 - Oct. 7)	4,662.83	<u>Sept. fines:</u> \$811.54
#22 (Oct. 8 - Oct. 21)	4,619.78	
#23 (Oct. 22 - Nov. 4)	4,859.03	<u>Oct. fines:</u> 667.36
	<u>\$104,747.08</u>	

September Circulation

1988 = 12,242
 1987 = 11,601
 641 gain

October Circulation

1988 = 15,612
 1987 = 13,216
 2,396 gain

During the first ten months in 1988
 our total increase in circulation
 over 1987 is 16,999!

Meetings & Activities:

- 9/2 - Interview
- 9/8 - Jeff Kernan, Library Bureau
- 9/14 - Adult Book Meeting - RPL, and meeting with George Coolbaugh
- 9/17 - Bid specifications received
- 9/19 - Carol O'Connor, Town Clerk, prepared bid advertisement for new shelving and storage units
- 9/21 - Guest of the Gates-Chili Rotary Club. I presented a brief overview of library services to the community, handed out leaflets covering upcoming programs, and answered questions about the library's future building space needs.
- 9/26 - Town Library Directors' Meeting - Paddy Hill Library
- 9/27 - Met with Mr. Child's from Lozier Architects
- 9/27 - Library Board Meeting
- 10/3 - Board Committee Meeting to recommend candidate(s) to fill Dr. Miller's position
- 10/4 - Adult Book Discussion Group - nine attended. Harper Lee's To Kill a Mockingbird was the book discussed.
- 10/10 - Meeting with George Coolbaugh
- 10/17 - Steve Jennings from Lifetime Assistance asked if he could bring a group of 5 or 6 adults in for a weekly visit.
- 10/18 - Marion Thompson, head of Technical Services at the Gates Public Library, participated in a Clerical Staff Exchange here from 1 - 5 p.m. This was Marion's first opportunity to have hands-on experience with the GEAC circulation system.
- 10/18 - Library Board Meeting
- 10/24 - Town Library Directors' Meeting at the Ogden Farmers' Library

Personnel: Carla Corcoran, a page since July 1985, was appointed a part time Clerk-Typist on August 29. She fills Barb Jonak's position.

New pages include Karen Cross who began working on August 9, Carol Fogarassy (September 6), Ben Taylor (Oct. 26), and Ed Corcoran (November 7). They join veterans Eric Daniels and Stephanie Schweikert.

Page James Marshall ended his service here on November 7. Jim had worked since September 1987.

Anne Thomas joined the staff on September 6 as a part time Clerk-Typist. Jerry Yazback, Maplewood Branch Head, is helping out one evening a week. Jerry began on October 17.


 Dorothea Pompa

Gates Chili Central School District

MIDDLE SCHOOL

910 Wegman Road
Rochester, New York 14624

LOWELL BENJAMIN, Principal
RICHARD D. CARMEN, Assistant Principal
BARBARA A. DEANE, Assistant Principal

Area Code 716
247-5050

October 30, 1988

Dorothy Pompa, Librarian
Chili Public Library
3235 Chili Avenue
Rochester, Ny 14624

Dear Mrs. Pompa:

On behalf of the Gates Chili Middle School English Department I would like to express our deep appreciation to you for permitting Donna Mancuso to join us last Friday morning. Her presentation on current Young Adult Literature offerings was very well received by our staff. It was evident that Mrs. Mancuso had taken much time and effort gear her information to our specific needs. Her ideas and inspiration definitely added quality to our Superintendent's Conference Day.

Sincerely yours,
Carolyn Emerson

CHILDREN'S LIBRARIAN--REPORT FOR OCTOBER 1988

10/5 J Book Meeting
10/10 School Holiday Program--44 attended (2 programs)
10/14 NYLA Conference in Buffalo
10/20 District Librarians' Meeting
10/22 Program for 6 year olds--4 attended
10/28 School Holiday Program--36 attended

22 Preschool & kindergarten storytimes held
Total attendance--186 attended

30 class visits (for 34 classes) made at St. Pius X, Chestnut Ridge, Paul Rd.,
Brasser, and Grace Covenant Schools. I did a storytime program with 1 or 2
stories announcing Patience Brewster's visit.

I estimate that I saw 500 children, grades K-3, and that there were approximately
300 more children in those grades whom I did not see at Chestnut Ridge. (Chestnut
Ridge was the only school that did not respond as a whole to this visit.)

Many children came to the library after the visits and told me and their parents
that they had seen me at school. Although time-consuming, I think that the
class visits gave the library a boost.

Combining the numbers of children I saw with the number of older children and
preschool children in the community was a humbling experience! The number of
children that the library serves--or should serve--is a staggering amount.

With 56 programs held during October, my other work did suffer. November and
December will be spent looking at new books and finishing the final processing
of them, planning new programs, and working on weeding the children's section.

MEETINGS

October 13-15....New York Library Association Annual Meeting-
Buffalo, New York

October 17.....YA book meeting, RPL

October 18.....BOCES II Advisory Council, Spencerport

October 31.....YA program meeting, RPL

OTHER ACTIVITIES

--conducted a tour of the library for a Special Education class
from the Paul Road School on October 26

--was participant at Gates/Chili Superintendent's Workshop Day,
October 28...presented current Young Adult authors and books to
7th and 8th grade English teachers

PUBLICITY/DISPLAYS

--A-frame...Baseball (for World Series)
...Spooky Reading (for Hallowe'en)
...Presidential Election

--Foyer.....display from Margaret Woodbury Strong Museum

NOTE: The Margaret Woodbury Strong Museum Public Affairs
Department was scheduled to present a program on
October 29. Publicity included the display in the
Library foyer, news releases to the Gates-Chili
News, cable TV coverage, bookmarks distributed in
the Library and posters at the exits of the Library.
Despite the effort made to inform the public of this
program, no one attended.

Anna Mancuso



October 18, 1988

Morton W. Miller, PhD
65 Bellmawr Drive
Rochester, New York 14624

Dear Mort:

At our September meeting, we reluctantly accepted your resignation from the Board of Trustees of the Chili Public Library.

It would be totally inappropriate, however, to let you leave the board without acknowledging the significant contributions you have made, during your tenure, to the continuing success of the library. We have benefited from your thoroughly researched and presented budget presentations, your insights into the present library space problems, your "grantsmanship" initiatives, and in many other ways. The library has grown as the result of these board successes; your active participation and leadership role has been a key element in these achievements.

We have thoroughly enjoyed our association with you on this board, encourage your continuing participation in our activities as your schedule permits, and can only thank you, very much, for your contributions.

Warm regards.

Nancy Monroe Wilkins
William Friedman
Peter Crothers
George Coakley



MONROE COUNTY LIBRARY SYSTEM
115 SOUTH AVENUE · ROCHESTER NEW YORK 14604

October 13, 1988

Mr. George H. Coolbaugh, Jr.
5 Stal-Mar Circle
Rochester, New York 14624

Dear Mr. Coolbaugh:

Enclosed is the proposed amendment to the Pioneer Library System's Plan of Service for Local Library Incentive Aid (LLIA). The proposed change is in bold type and has been discussed with your library director.

The reason for the amendment is that the Monroe County Library System is facing a \$240,000 deficit. There are two primary reasons for the budget deficit in 1989: 1) the lack of annual state aid increases to library systems; and 2) the cost of purchasing the Geac 9000 computer. The amount of LLIA to be released for the support of system service operations equals \$70,000 and will be used to reduce the deficit to \$170,000. This change applies only to 1989.

To amend a Plan of Service a majority of the member library boards must vote approval. I am asking that you discuss this issue at your next board meeting, complete the enclosed form, and return it to me at your earliest convenience.

If you have any questions, please call me at 428-7345 or Carole Joyce at 428-7347.

Sincerely,

A handwritten signature in cursive script that reads "Linda".

Linda M. Bretz, Director
Monroe County Library System

✓cc: Member Library Director

Pioneer Library System

Plan of Organization and Service

Amendment #15 - October, 1988

16.0 LOCAL SPONSOR INCENTIVE AID*

Pursuant to Chapter 787 of the Laws of 1978, the distribution plan of Local Sponsor Incentive Aid as filed February 19, 1979 shall be amended according to the following plans:

16.1) Livingston County Library System

No Change

16.2) Monroe County Library System

16.21) The 40% of LSIA to be retained by the System for systemwide services according to the Education Law as amended in 1978, will be used as dedicated revenue to support the MCLS Materials Grant Program, **except that in 1989, 50% of the amount available will be used to support the MCLS Materials Grant Program and 50% will be released to the system for the support of system service operations.**

16.22) No Change

16.23) No Change

16.3) Wayne County Library System

No Change

16.4) Wyoming County Library System

No Change

16.5) Ontario Cooperative Library System

No Change

*Name since changed to Local Library Incentive Aid.

PIONEER LIBRARY SYSTEM
MONROE COUNTY LIBRARY SYSTEM

October, 1988

TO THE COMMISSIONER OF EDUCATION;

I, the undersigned, as President of the Board of Trustees of the _____, member of the Monroe County Library System and Pioneer Library System, do certify that at their meeting on _____, 1988, the trustees of the _____ by majority vote, endorsed the attached amendment to the Pioneer Library System Plan of Service relative to the use and distribution of Local Sponsor Incentive Aid*, in compliance with requirements set forth in the 1978 amendment to Section 273 of the Education Law governing Local Sponsor Incentive Aid.

In witness whereof, this certification has been executed on the _____ day of _____, 1988.

Board of Trustees

President

*Name since changed to Local Library Incentive Aid.

NYLA Report Buffalo Convention Center, Oct. 14, 1988
Leslie DeLooze

What About the Parents?

Four speakers discussed ways to involve parents in children's programs. Ideas included actual participation, special sessions for parents on children's themes, and handouts for parents after children's programs.

One librarian discussed a literacy program, funded by a state grant, that encouraged read-alouds between adult and child. Another talked about the way her library handles the demand for children's programs, serving 1000 children and their parents per month. I received brochures and several practical ideas.

Exhibits

During the free time between programs, I visited the exhibits hall featuring approximately 120 vendors. I received information on children's materials as well as items for the library. Some of the vendors I saw were:

Britannica--for the new children's encyclopedia

Jan-Way Company--for library tote bags

Demco--for library promotional materials

Laser Electronics--for a counter for people entering the library

PBS Video

Sharp Copier representative--for the new coin-operated copier and services

Cynthia Rylant

Cynthia Rylant, author of picture books, easy readers, children's short stories and novels, spoke about her life and writing. Profoundly influenced by her impoverished childhood in West Virginia, she is concerned with writing the "truth" and with literary integrity.

Her editor, Richard Jackson of Orchard Books, was with her and spoke about his side of the publishing process.

It was an excellent presentation.

REPORT ON NYLA CONFERENCE 1988

October 13 - 15
Buffalo, New York

October 13

8:30 - 10 am

YSS BOARD MEETING

I am currently serving on the Board as 2nd Year Director. My responsibilities this year include editing the Section Newsletter. At this meeting I reported my activities in this area.

10:15 - 11:45

PERSONAL FINANCE COLLECTION

This workshop covered those financial planning and investment tools that public libraries have in reference and circulating collections. Monographs, serials and newspapers were covered in detail. The Tax Reform Bill was also covered.

1 - 2:30 pm

KEYNOTE ADDRESS

Author JUDY BLUME addressed the conference attendees on the topic of Breaking Barriers. Because of her popularity with young people, she has received letters from them which deal with subjects they cannot or will not discuss with anyone. Among those topics were abuse (sexual and physical) and suicide. Ms. Blume strongly urged those of us in the audience who have contact with young people to be on the alert. Often libraries are the first place a young person in trouble will go--to look for information. It is our responsibility, whether we want it or not, to "tune into" these troubled youngsters.

2:45 - 4:15

PERSONNEL ADMINISTRATION FOR YOUTH SPECIALISTS

Dr. Millie Grossberg of the New York State Department of Social Services presented a hands on workshop on managing people and handling conflicts. She demonstrated various techniques for defusing potentially serious confrontations.

October 14

9 - 10:30 am

IT'S A DEAF, DEAF WORLD

Participants were not allowed to use any verbal communication in this workshop. Six stations were set up in the room. Each participant had to "visit" each station at least once and communicate to the other (deaf) person what he or she needed. Participants were then scored according to the method used to communicate those needs. After 45 minutes of this exercise, the participants were drawn together in a circle and voice was permitted to express their reactions to the workshop.

10 - 12

YSS BOOTH

I helped staff the YSS sponsored booth in the Convention Center Exhibit Hall

NYLA REPORT--PAGE 2

1:15 - 2:45

MEET THE AUTHOR

Author CYNTHIA RYLANT (J and YA literature) spoke about her experiences in writing for youth. She talked about her personal growing up years and how it has influenced her writing. With her was her editor from Orchard Books--Dick Jackson. He described the relationship between an author and his or her editor. This particular session was quite good due, in great part, to the personalities involved. They were honest, down-to-earth and humble.

4:30 - 6

YOUNG ADULT SPECIALISTS MEETING

This meeting was open to all those members of NYLA who are responsible for services to the young adult population. It was an open forum where ideas, problems, programming and brainstorming took place.

October 15

9 - 10:30 am

LATCHKEY KIDS--WHAT CAN WE DO?

This workshop began with a presentation by the programming director for the Brooklyn Public Library. Following her talk small groups began discussion of various aspects of dealing with latchkey kids. After a period of about 45 minutes, the entire group came back together and each group reported on its specific topic. More questions than solutions were the result of this workshop !

10:45 - 12:15

PERCEPTION IS REALITY

Anthony Diina, Marketing Director for a banking firm in Buffalo spoke on the topic of marketing the library. He expanded on four topics dealing with marketing any product whether commercial or service oriented: Common Denominators, Positioning, Impact of Programming and Technology. Although not library specific, his remarks are applicable to the library setting.

4 - 6 pm

YSS BOARD MEETING

This meeting of the YSS Board included the new officers for 1988-89. As Third Year Director, my duties include planning the annual Spring Conference to be held in May, 1989. At this meeting I reported on my activities in this area so far.

Anna Muccio



October 5, 1988

Mr. Gary Squires
105 Stottle Road
Churchville, New York 14428

Dear Gary:

The Board of Trustees of the Chili Public Library invites you to meet with us on October 18, 1988 at 7:30 p.m. This will provide us with the opportunity to get acquainted and review the responsibilities of a Board member. The meeting will not be long.

If you have any questions prior to the 18th please feel free to call me, 594-2085. We are looking forward to meeting you.

Sincerely,

Nancy

Nancy Preston, Secretary Pro-temp
Library Board of Trustees

CHILDREN'S LIBRARIAN'S REPORT---September 1988

9/7 J Book Meeting
Children's Librarians had an informal meeting at lunch time to determine if we should have an organization to discuss concerns, programs, etc. not covered in the children's book meetings. A committee is going to review the suggestions.

9/21 J Book Meeting

9/22 District Meeting--Disney Elementary School

9/24 Birthday party program for library cards--6 attended

During the month, I worked on the Patience Brewster visit, preparing publicity, ordering books to sell, and contacting the local schools to see if they would be interested in having me do class visits to acquaint children with Brewster's books.

I have received the three sets of books that the library will sell: Nobody and Ellsworth and the Cats from Mars by Patience Brewster, and Bear and Mrs. Duck by Elizabeth Winthrop and illustrated by Patience Brewster.

I have plans to visit five schools in the area. Only one school was not particularly interested, but I will be going to at least three classes there. Otherwise, I am visiting grades K-3 in all the other schools.

9/26 Storytime registration started. Five preschool and kindergarten storytimes will be held each week; two on Monday mornings, one on Tuesday mornings, and two on Thursday evenings.

Call for help!

I am looking for volunteers to help with two children's programs.

The first program is the Patience Brewster visit on Thursday, November 3 at 7:00 p.m. I will need help selling books to the audience before and after her program.

The second program is the Name the Gerbil contest. I need one person to join Mrs. Pompa and Brian Denigris (the young man who donated the gerbils) to act as a judge. This committee of judges will need to meet between November 8 and 10 to determine a winner in the contest. The winner will be announced on November 11 during a children's program.

YOUNG ADULT LIBRARIAN'S REPORT....SEPTEMBER 1988

MEETINGS

September 19.....YA Book Meeting, RPL

September 20.....BOCES II Meeting, Churchville

September 22.....Committee on Author Visits to area....RPL

September 26.....YA program meeting...Penfield

APPLE IIe

There were no computer orientations in September--two were scheduled (one had no sign ups, the second was cancelled)

PUBLICITY/DISPLAYS

FOYER CASE--a display of Breyer Horses by teenage patron

A-frame--Bringing up Baby--books on child care

--Join the Waves--microwave cooking

Contributed to news releases to Gates-Chili News

Anna Mancuso

CHILI PUBLIC LIBRARY MINUTES OF THE BOARD MEETING, September 28, 1988

Present: George Coolbaugh, Rilla Crothers, Eileen Riedman, Janice Chapman, David Sierk, Constance Wickins, Nancy Preston, Robert Criddle, and Dorothea Pompa.

Minutes: Eileen Riedman moved and Rilla Crothers seconded a motion to approve the minutes of the August 23, 1988 board meeting. MOTION APPROVED.

Financial: Nancy Preston moved that bills on Abstract #9, page 1, in the amount of \$5,541.46 be approved for payment; that bills in the amount of \$96.52 be paid for with state grant monies, and that the fine and payroll books be approved as presented. Eileen Riedman seconded the motion. MOTION APPROVED.

Communications: The resignation of Dr. Miller from the Board was accepted. A response will be drafted by George Coolbaugh and signed by the Board members.

Reports: 1. Janice Chapman provided a copy of the paid off library bond.
2. Information was presented regarding establishing a capital reserve fund for the Library. Monies earmarked for a specific purpose may be set aside from the operating budget yearly and kept in this fund according to Mrs. Chapman.
3. Mr. Criddle updated the Board concerning the status of the budgetary process and the Town Board.

Director's Report. 1. Mrs. Pompa spoke to the Gates-Chili Rotary Club and their members expressed much interest in the need for an expanded library.
2. The Operating Budget for 1988 was reviewed.
3. Information for bids is prepared for the State Grant and will be submitted for publishing this week.
4. The final draft on Minimum Library Standards is complete and now goes to the Commissioner of Education.
5. MCLS budget: The Town Directors', with Board approval, have agreed to give 50% of the LLIA grant money (\$70,000 total) to help the deficit problem. The Monroe County Library System has a current deficit of \$240,000.
6. The Chili Community Center Advisory Committee is meeting on September 28, 1988. Mrs. Pompa has been attending some of these meetings.

Committee and Officer's Reports: A report on the meeting of the Trustee's Council was given by Nancy Preston.

Old

Business: A review of the new furniture, shelving, and placement was conducted by Mrs. Pompa.

New

Business: 1. Patience Brewster, children's author and illustrator, will be visiting the Library on Thursday, November 3 from 7 - 9 p.m. Her books will be available to be purchased and autographed.
2. Board Vacancy: Eileen Riedman, Rilla Crothers, and Nancy Preston will do a preliminary search and report in October. The opening is an unexpired term due to a resignation.

Respectfully submitted, Nancy Preston, Secretary
Pro temp.



September 14, 1988

John Hannah
Supervisor,
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

RE: CHILI PUBLIC LIBRARY 1989 BUDGET REQUEST

Dear Mr. Hannah:

Enclosed please find the 1989 budget request of the Chili Public Library. This request, based upon the work of the Board of Trustees in evaluating the resources which will be required to maintain the level of service which our Library provides to the citizens, calls for the raising of \$222,182 in taxes in 1989.

Please feel free to contact either Mrs. Pompa or myself if we can provide you with additional information.

Sincerely,

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

Encl.

UNIVERSITY OF
ROCHESTER
MEDICAL CENTER

STRONG MEMORIAL HOSPITAL
SCHOOL OF MEDICINE AND DENTISTRY
SCHOOL OF NURSING

DEPARTMENT OF BIOPHYSICS

25 August 1988

Mr. George Coolbaugh
President
Board of Trustees
Chili Public Library
Chili Avenue
Rochester, New York 14624

Dear George:

I request that the Board accept my resignation from its membership. I have not been able to attend many meetings this year due to a very heavy work and travel schedule. It has been the busiest and most demanding time period since my coming to Rochester, and this has prevented me from performing the tasks requisite for responsive Board membership.

I regret very much having to resign from the Board as my association with its members has been an enjoyable tenure.

Sincerely,



Morton W. Miller, Ph. D.
at home: 68 Bellmawr Drive
Rochester, New York 14624

UNIVERSITY OF
ROCHESTER
MEDICAL CENTER

STRONG MEMORIAL HOSPITAL
SCHOOL OF MEDICINE AND DENTISTRY
SCHOOL OF NURSING

DEPARTMENT OF BIOPHYSICS

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Sincerely,



Morton W. Miller, Ph. D.
at home: 68 Bellmawr Drive
Rochester, New York 14624

CHILI PUBLIC LIBRARY MINUTES OF THE BOARD MEETING, AUGUST 23, 1988

Present: E. Riedman, N. Preston, C. Wickins, G. Coolbaugh, D. Pompa,
J. Chapman, R. Criddle

Minutes: To approve the minutes of the July 26, 1988 regular Board Meeting; motioned by E. Riedman, seconded by N. Preston.
MOTION APPROVED

Financial: To pay Abstract #8, page 1 (\$9,229.26), and to accept the fine and payroll books as presented; motioned by E. Riedman and seconded by N. Preston. MOTION APPROVED.

State Grant: To pay Abstract 1, page 1 (\$2,010.96), motioned by N. Preston, seconded by E. Riedman. MOTION APPROVED. Monies to be spent; \$2,010.96.

Communications: There will be a Trustees and Directors workshop on Sept. 24, 1988 from 8:30 - 3:00 at the Best Western Sunrise Hotel.

Director's Report

1. On 8/5/88 the Library sold books during the Fun Fest and raised \$18.05
2. Mrs. Pompa has been invited to speak at the Gates-Chili Rotary Club luncheon meeting on September 21. Her topic will be Library Services to the Community.
3. In October a Book Discussion Group will be started by two volunteers, Marcia Rosenberg and Scintilla Mariconda. We thank them both for contributing their time.
4. The Book Mobile stop at the Towne Plaza will be discontinued due to low volume. Service will continue to be provided at Evergreen Acres Trailer Park on Scottsville Road, and Clifton. Mrs. Pompa is looking into an additional stop at the A.R.C. building in Ballantine for 1988-89.
5. Building Needs Assessment forms have been sent to MCLS. They will forward them to Albany.
6. Announcements of the pending Clerk-Typist vacancy have gone out to area public libraries.
7. Bids need to go out for large items purchased with State Grant monies.

Compact Disks

8. The same policy that applies to recordings will apply to compact disks in a motion made by E. Riedman and seconded by N. Preston. MOTION APPROVED.

Reports: The MCLS Board did not meet over the summer.

Budget: The 1989 budget is due on September 15, 1988. Mrs. Chapman is to locate answers for specific questions regarding the budget and contact Mr. Coolbaugh.

The need for a resolution to establish a Capital Reserve Fund will be discussed at the next meeting.

New Business:

1. GEAC 9000 has arrived at the Main Library.
2. The 1989 assessment for our library for spare terminals to be available for loan during emergencies is \$404.00.
3. The 20-year Library Bond was paid off September 1, 1988.

Respectfully submitted,
Nancy Preston
Nancy Preston, Secretary pro temp.

Opn No. 80-260

LIBRARIES—Reserve Funds (establishment of)—Public Moneys (use of surplus moneys)

EDUCATION LAW, § 259(1): (1) Moneys appropriated by a town for the town public library and not expended during the fiscal year remain the property of the library. (2) A town public library may establish a reserve fund without prior approval by the town board.

This is in reply to your letter in which you ask whether moneys appropriated by a town for the town public library which are not expended during the fiscal year must be returned to the town, or whether such moneys remain the property of the library.

Education Law, § 259(1) provides that moneys appropriated for municipal or school district library purposes should be kept as a separate fund by the municipal or school district treasurer and expended only upon the direction of the library trustees. In addition, such section requires the municipal or school district treasurer to pay moneys appropriated for library purposes to the library upon written demand therefor by the library trustees.

No provision of law requires that moneys appropriated for library purposes which are not expended during a fiscal year must be returned to the municipality or school district which sponsors the library. Moneys appropriated to the library remain the property of the library and, therefore, surplus moneys in a municipal or school district public library fund or surplus moneys held by the library treasurer may be carried over from year to year (see Opns St Comp, 1975, No. 75-399, as yet unreported; Opns St Comp, 1979, No. 79-866, as yet unreported and addressed to you).

You also ask whether town board approval must be obtained before a town public library may establish a reserve fund. We are aware of no statutory requirement that a town board give prior approval to the establishment of a reserve fund by a town public library and, therefore, it is our opinion that no such prior approval is necessary.

August 21, 1980

Mr. Peter McCann Gillard, Assistant Director
The Smithtown Library

Village and City

"...Unexpended balances of library funds should be applied toward reduction of tax levy for following year; town may establish capital reserve fund for library purposes for free public library created by such town" (3 Op State Compt 423, 1947).

"Unexpended balances in the library fund at the close of a village fiscal year must remain to the credit of such fund and do not revert to the general fund" (9 Op State Compt 126, 1953). "Unexpended funds of a [city] public library at the end of a fiscal year should remain to the credit of the library and not revert to the municipality (Educ L. §259). However, they should be taken into consideration when municipal appropriations for the succeeding year are made" (14 Op State Compt 134, 1958). "Applicable to city free public libraries, [Education Law §259(1)]...seems to establish two separate spheres of authority regarding library funds -- appropriations and expenditures. Indeed, in a prior opinion (1967 Op St Compt #67-780 (unreported) which dealt with a similar inquiry regarding budgetary procedures for a town's public library funds, we said: 'By applying §259, it would seem clear that while the library board has the power to authorize expenditures, the town supervisor, in his capacity as treasurer of the municipality making the appropriation, would have control of the funds.... We are of the opinion that it follows that unexpended balances of surpluses in the library fund must remain to the credit of the library fund and do not revert to the general fund. However, the town board, in fixing the amount to be appropriated by the town for library purposes, may take into account the amount remaining to the credit of the library....'These revenues can and should be used to reduce the tax levy for library purposes, and the city council should take them into consideration when making library appropriations and revenue estimates (see 9 Op St Compt 126 (1953) [supra].... Library funds from public sources may be appropriated by the proper municipal authorities without approval of library trustees" (27 Op State Compt 65, 1971). "Even before...[Education Law §259(1)] was amended [L. 1973, c. 200] to authorize payment of library appropriations to the treasurers of municipal public libraries, we had been faced with a continuing trend in the direction of the virtual autonomy of these public libraries. This trend was fueled by some court decisions in the area of collective bargaining and notices of tort claim, among others. So it had become our position that, in budgetary matters, even where the municipal fiscal officer had custody of library appropriations, neither such fiscal officer nor the municipality's governing board had any real control over the character of library expenses. For example, the library board was not bound by the categories of expenditures appearing in estimates which it submitted to the municipal governing board at budget-making time. That is, it could change the purposes of its expenditures without approval from the municipality, on the theory that, once the appropriations had been made and the money earmarked, it became the absolute property of the library trustees, subject only to the municipal fiscal officer's custody and the requirement that vouchers be submitted to him for payment. Furthermore, any unexpended balances of library appropriations in his hands at year's end did not revert to the municipality, but continued to belong to the library and could not be offset against library appropriations in the upcoming budget. Using these principles as a springboard, we had little difficulty, in 1973, in concluding that the amendment to section 259(1) of the Education Law provided the final installment of total

fiscal independence to these municipal public libraries. The Legislature had authorized payment of library appropriations to the library treasurers and, hence, neither the municipal governing boards nor the municipal fiscal officers had any further official interest in or responsibility for these moneys once they came into the possession of the library treasurers. That is the position which we are currently taking. Not only is it good common sense but also we consider it to be good law, in view of all the circumstances" (Op State Compt 76-554, 1976 (unreported)).

"...It is our view that, once a village board has appropriated moneys to the village public library, the village board has no further control over such moneys and it is perfectly proper for the library to develop surpluses without having to account therefor to the village board. Of course, under such circumstances, the village board has the prerogative of taking such surpluses into account when appropriating library moneys and would, perhaps, be justified in providing somewhat less money for library purposes than the trustees request. We are not recommending this practice; we are simply saying that the village board might have some justification for so doing. Whether it desires to do so or not is within its own discretion, based on all of the attendant facts and circumstances. You also raise the question about a library deficit arising toward the end of a fiscal year. You suggest that such a deficit is often made up out of village general fund moneys, and you wonder why, if the library can develop a surplus untrammelled by village supervision and control, it should not have to correct its own deficit situation without additional funding from the village. We know of no legal requirement that the village board make an additional appropriation to the library where the library trustees have mismanaged so as to create a deficit. Certainly, if the library has a surplus from prior years with which to fund its deficit, it should be expected to use that surplus. Even if it has no such surplus, we believe that the village board would have the right to insist that the library board make an effort to remedy the deficit, by reducing costs and cutting expenditures where possible, before recourse is had to additional funding from village general fund moneys. However, the village library is, for many purposes, still regarded as an agency or instrumentality of the village, and we suppose that, if a library deficit occurred which could not be funded by library surplus (because no surplus exists) and could not be remedied by effecting economies, the village board would probably be well-advised to preserve the library's solvency by making a supplemental library appropriation. To a large extent, these questions are more practical than legal in nature" (Op State Compt 77-394, 1977 (unreported)). "Surplus funds of a municipal or school district public library may be carried over from year to year without limitation" (Op State Compt 78-923, 1978 (unreported)). "A village public library need not include gifts and donations received from private sources in its annual library fund operating budget. Such moneys may be kept in separate accounts, invested by the library trustees in the manner which they deem to be for the best interests of the library, used, among other things, to pay library expenses other than operating expenses, and carried-over and accumulated from year to year. Such moneys may be invested in N.O.W. accounts if banks are permitted to accept moneys from a village public library for deposit in such accounts" (Op State Compt 80-340, 1980).

2. Capital Reserve Funds

MUNICIPAL LIBRARIES

"While an unexpended balance of the general fund of a free public library established by a town, on hand at the end of a fiscal year, should be used to reduce the tax levy for the following year, a sum equivalent to such unexpended balance may be appropriated by the town to a capital reserve fund created by such town for library purposes. Additional sums may be appropriated from time to time by the town to such a capital reserve fund" (3 Op State Compt 423, 1947). When asked what procedure a town could follow to finance repairs to the town public library building, the Comptroller said: "Section 10.00 of the Local Finance Law authorizes a town to contract indebtedness for any town object or purpose or class of such objects or purposes set forth in section 11.00 of the Local Finance Law, if authorized by law to expend money for or to accomplish such object or purpose; provided that town is not required by statute to include the entire amount needed in its annual budget. However, no period of probable usefulness is provided in section 11.00 for the 'repair' of buildings. It follows, therefore, that a town may not finance 'repairs' to a public library building pursuant to the Local Finance Law. Notice should be taken, however, of subdivision 12 and subdivision 13 of paragraph a of section 11.00 of the Local Finance Law which relate respectively to 'the construction of an addition or additions to or the reconstruction' of a building and 'certain building alterations.' The latter subdivision applies to the installation or reconstruction of a heating, lighting, plumbing, ventilating, elevator or power plant or system in a building when not in connection with the original construction or the reconstruction of such building. In the event that the work contemplated falls within either of these subdivisions, bonds or capital notes may be issued by towns to finance such work.We will briefly summarize the legal distinction between the terms 'reconstruction' and 'repair'. It has been said that 'repair' relates to the restoration of an existing condition. (Matter of Board of Public Works (1894), 144 N.Y. 440, 444.) The courts of this state and of other jurisdictions have observed a distinction in meaning between these two terms. (See *Konowalski v. City of Buffalo* (1909), 131 App. Div. in 465, 115 N.Y.S. 467, 468; 54 Corpus Juris 396, note 77; Words and Phrases, 'repair; repairs' and 'reconstruct; reconstruction'.) In general, the courts appear to follow the definitions contained in Webster's. 'Repair' is there defined as, to restore a sound or good state after decay, injury, dilapidation or partial destruction. 'Reconstruction' is to construct again, to rebuild, to remodel, to form again or renew. Thus, 'reconstruction' connotes the complete construction or production over again or remodeling or rebuilding (See *American Bonding Co. v. City of Ottumwa*, 137 F. 572, 579, 70 C.C.A. 270.) For example, painting the outside of a building would be a repair while changing the internal arrangement of rooms would be reconstruction. In the event the work contemplated does not fall within the definition of 'reconstruction' or is not an alteration within the meaning of subdivision 13 of paragraph a of section 11.00 of the Local Finance Law, we suggest that it would be advisable to investigate the possibility of establishing a repair reserve fund pursuant to section 6-d of the General Municipal Law. Otherwise repairs must be financed on a current basis. Assuming the work is 'reconstruction' or 'alteration' which may be financed under the Local Finance Law, we suggest that capital notes be issued, if repayment is to be made from current revenues in two years. Section 28.00 of the Local Finance Law provides that capital notes, including renewals must mature not later

than the last day of the second fiscal year succeeding the fiscal year in which issued. An installment of less than fifty per cent must mature in the first fiscal year succeeding the fiscal year in which issued, unless authorized and issued in a fiscal year at a time subsequent to the date of adoption of the annual budget for the next year" (4 Op State Compt 484, 1948).

"Since the library board has control of all expenditures, it follows that it may construct capital improvements using current funds in the custody of the municipal or school district treasurer. The library board may not borrow pursuant to the Local Finance Law, nor may it bind the municipality or school district by an attempted borrowing.... The municipality or school district may establish a capital reserve fund for library purposes. A library board may not establish such a fund pursuant to section 6-c of the General Municipal Law. If the municipality is required to raise a fixed sum each year, the library board could create a reserve merely by failing to expend the full amount of each year's appropriation. If the municipality or school district is not required to raise a fixed sum each year, it could defeat such aim by taking unexpended balances into consideration in fixing the appropriation" (Op State Compt File No 6232, 1953 (unreported)).

"...Concerning the right of the Board of Trustees of a county library to establish a capital reserve fund. There is, of course, no specific statutory provision on this matter. However, the county library is a separate educational corporation chartered by the Regents, and its trustees have all the powers of trustees of educational institutions pursuant of Section 226 and 260 of the Education Law. Section 259 of the Education Law requires the treasurer of the municipality to maintain library monies derived from public sources in a separate library fund from which expenditures may be made only upon direction of the library trustees. It is my view, however, that the library trustees have the power to direct the setting up of a separate fund for reserve for any purpose that they may deem proper. If public funds are involved, of course, the separate fund will also need to be kept by the county treasurer. As an alternative, the board may simply handle the matter as a separate account on the books without requiring the physical segregation of the funds" (Op Counsel Educ Dept, September 28, 1956).

"...The trustees of public libraries have very broad powers in the handling of funds appropriated for library purposes and I know of no reason why they cannot segregate such funds not needed for current operation for a future purpose such as might be the purpose of a reserve fund. There is no requirement...that funds appropriated for a public library be expended in the same fiscal year in which they were appropriated" (Educ Dept Law Div, ltr, June 10, 1957). "Expenditures from a capital reserve fund established for the county library by the board of supervisors could only be made on authorization of the board of supervisors (General Municipal Law §6-c)....Unexpended balances in the library fund at the close of the fiscal year remain to the credit of such fund and do not revert to the general fund (9 Op St Compt 126 (1953). Since the library board of trustees would lose control over the expenditure of surplus moneys in the library fund by their transfer into a capital reserve fund, it is our opinion such funds may not

legally be transferred to a capital reserve fund established by the board of supervisors. However, surplus moneys could indirectly be used if the board of supervisors were to appropriate part of the money normally budgeted for operating expenses to a capital reserve fund. Additional sums could be appropriated by the county to the reserve fund from time to time" (20 Op St Compt 19, 1964). "Moneys received by a city public library commission for 'improvement and betterment of library services' and credited to account entitled 'Improvement of Library Services Fund' are under control of the library commission and may be retained in such account from year to year, or may be deposited in a capital reserve fund established for the purpose by the city council, or may be used for current expenses of the library" (21 Op State Compt 82, 1965). "A town public library may establish a capital reserve fund from surplus funds and carry such fund over from year to year" (Op State Compt 79-866, 1980).

YOUNG ADULT LIBRARIAN'S REPORT.....AUGUST 1988

MEETINGS

August 15.....YA Book Meeting, RPL

August 17.....A Book Meeting, RPL (for Mrs. Pompa)

APPLE IIe

Orientations: 2

Attendance: 5 Public Use: 57 hours

PROGRAMS

--BOOKOPOLY, a summer reading program for young adults: 34 YAs participated on a regular basis, reading a total of nearly 300 library books and magazines. See attached for game board and rules.

This program was quite successful. Many young adults were attracted to the game aspect of the program. They played and read books in order to be eligible for the weekly raffles. They found that they enjoyed reading ! The program provided an opportunity for direct interaction between the librarian for Young Adult Services and the teenagers themselves. Even some parents became involved--they assisted in picking out reading material and brought their youngsters into the library specifically to play. One parent took the instructions home so they could continue playing through the school year !

--YOUNG ADULT VOLUNTEER PROGRAM--The young adults who volunteered to help in the library this summer were, for the most part, reliable workers. Twenty-two volunteers contributed 234 hours to the library. See July, 1988 report for tasks involved.

This program, too, was successful. If undertaken again some significant changes should be made. More formal introduction to the library's collection is necessary...to give the volunteers an overall picture of the library and its contents. Assignments should be clearly defined and a system for checking needs to be developed. See attached for specifics.

--CHILI FUN FEST--the library participated in this activity by holding a book sale and offering storytelling in the gazebo (August 5)

PUBLICITY/DISPLAYS

--A-frame....READING RAINBOW--adult books (fiction/non-fiction) with colors in the titles

--contributed to news releases to Gates-Chili News

Hoana Manauoso

<u>Payroll:</u> Through July 1, 1988	\$63,063.61
#15 (July 2 - July 15)	4,505.93
#16 (July 16 - July 29)	4,619.03
#17 (July 30 - August 12)	4,630.88
#18 (August 13 - August 26)	4,578.83
#19 (August 27 - Sept. 9)	4,442.78
	<u>\$85,841.06</u>

Circulation:

July 1988 = 14,095	August 1988 = 15,543
July 1987 = <u>12,630</u>	August 1987 = <u>13,724</u>
1,465 gain	1,819 gain

July Fines: \$762.92 August Fines: \$558.80 Copier Income: \$282.70

Meetings & Activities:

- 7/19 - Educational videocassettes ordered through the special legislative grant guidelines
- 7/20 - Adult Book Meeting at RPL
- 7/25 - Meeting with Morton Miller
- 7/26 - Library Board Meeting
- 7/27 - Jeff Kernan, Library Bureau - shelving specifications
- 8/5 - Recreation Department sponsors an all-day Fun Fest. The Library staff conducted a Book Sale outside from 10 - 4 p.m.
- 8/5 - Heather Gracie will leave the Library for a position at Rochester General Hospital. Heather recently received her LPN license from the Isabella Graham Hart School of Practical Nursing.
- 8/17 - Mrs. Mancuso attended the Adult Book Meeting and handled the book orders while I was on vacation
- 8/23 - Library Board Meeting
- 8/30 - Chili Community Center Advisory Committee Meeting

Staff: Carla Corcoran, a Page since July 1985, has been promoted to the Clerk-Typist vacancy. Carla is a full time student at MCC where she is majoring in Law and Criminal Justice. In her new position she will process and link new books and input orders.

Anne Thomas and Carol Fogarassy have also joined the staff. Anne will process media and other materials and work on the circulation desk. Carol is our first Adult Page and will work evenings and Saturdays.

The Adult Book Discussion Group will meet at 7 p.m. on the first Tuesday of the month beginning October 4.

The group, co-chaired by Marcia Rosenberg and Scintilla Mariconda, will be reading and discussing To Kill a Mockingbird by Harper Lee (Oct. 4), The Dollmaker by Harriette Arnow (Nov. 1), The Spy Catcher by Peter Wright (Dec. 6) and for January 3 the participants have "reader's choice".

The group will decide on future titles to cover February through May. Come join us!

Dorothea Pompa

AUTHOR VISIT IN NOVEMBER

I have arranged to have Patience Brewster, an author and illustrator of children's picture books, visit the library on Thursday evening, November 3 at 7:00 p.m. Her program, like the presentation last year by Eileen Christelow, will include a talk and slides for a family audience.

Mrs. Brewster will spend the day at Fairbanks Road Elementary School and then will arrive at the library after dinner. Because of this joint visit, the fee for her appearance is low--\$200. The library will not be involved in any travel/hotel arrangements, and travel expenses are included in this fee.

Mrs. Brewster is becoming a well-known illustrator in the field of children's literature and has many books to her credit. Some of her works include:

Nobody

Ellsworth and the Cats from Mars

Don't Touch My Room written by Patricia Lakin

Good as New written by Barbara Douglass

Victoria's ABC Adventure written by Cathy Warren

I plan to have 2 or 3 of her books for sale to be autographed. The library could sell these books at cost or raise the price enough to defray the program expenses.

I am working on program publicity now and hope to do some school visiting to promote Mrs. Brewster's visit.

Children's Librarian's Reports

July

- 7/6 J Book Meeting
Detective Day for grades 3-6
2 sessions of games and booktalks; 39 attended
- 7/7 Huggles the Clown Visiting Artist program for preschoolers and parents
- 7/27 Car Day for grades 1-2
Stories, movie and a craft; 23 attended

August

- 8/3 J Book Meeting
Four of us from the Mystery Committee presented booktalks to the group.
Indian Day for grades 3-6
Sand painting, Indian games and books; 28 attended
- 8/10 Zoomobile for preschoolers and parents; about 40 attended
Dinosaur Day for grades 1-2
2 sessions of stories, games, and a craft; about 45 attended
- 8/17 Zoomobile for grades 1-6; 75 attended
- 8/19 Birthday Party for 6-year-olds
24 children received their new library cards
- 8/24 Mad Hatter's Tea Party for grades 1-6
This was the conclusion to the summer reading program and was open to children who had read at least 15 books. 68 attended; 2 pages and 9 teen volunteers assisted in the program of crafts, games, storytelling, and refreshments with an Alice in Wonderland theme.

I was pleased with the programs this summer and felt that they went very smoothly. I was extremely lucky to have the assistance of the teen volunteers, who helped at all programs with crafts, and who also kept the children's area in good order.

**PRELIMINARY REPORT ON
TEEN VOLUNTEER PROGRAM**

The Teen Volunteer Program is designed to involve area teenagers in the daily, routine activities of the Chili Public Library. These volunteers, ages 12 to 15, serve in the following capacities:

- shelve juvenile books (under direction of the library pages)
- repair/replace damaged book covers
- assist the Children's Librarian with programs
- wash Easy Readers and Picture Books
- alphabetize catalog cards
- shelf-read paperbacks in the Young Adult section
- prepare special storytimes for preschoolers

In addition to the above duties, the volunteers also assist with other activities as they occur.

The volunteers met with library staff on July 5, 1988 to go over the jobs which would be available. They also had an opportunity to sign up for a field trip to the Rochester Public Library, July 18, a regular Young Adult Book Meeting Day.

Twenty-seven (27) young people are currently involved in the program. Twenty-two (22) volunteers have worked a total of ninety-one hours (to July 22).

A complete report of the program will be filed in August. A special "thank you" is extended to Carla Corcoran, library page, for her cooperation in the program and her willingness to train the teen volunteers.

Submitted by
Donna Mancuso, Librarian
Young Adult Services

Donna Mancuso

SIGN UP SHEET FOR YOUNG ADULT VOLUNTEERS 1988



Name _____ Phone _____

Address _____ Grade (Fall '88) _____

Please check off how and when you would like to help.

Library service

(this includes cleaning and shelving books, sorting and shelving magazines)

____ Monday
____ 10am-noon
____ 3-4:30 pm

____ Tuesday
____ 10am-noon
____ 3-4:30 pm

____ Wednesday
____ 10am-noon
____ 3-4:30

____ Thursday
____ 10am-noon
____ 3-4:30

____ Friday
____ 10am-noon
____ 3-4:30

Children's Programs

____ Wed. July 6 (12:45-3:15)

____ Wed. Aug. 10 (12:45-3:15)

____ Wed. July 27 (12:45-3:15)

____ Wed. Aug. 24 (12:45-3:15)

____ Wed. Aug. 3 (12:45-2:15)

Storytime

____ Aug. 5 (Chili Fun Fest 1-3pm)

____ Aug. 16
____ 9:30-10:30 am
____ 10:30-11:15 am

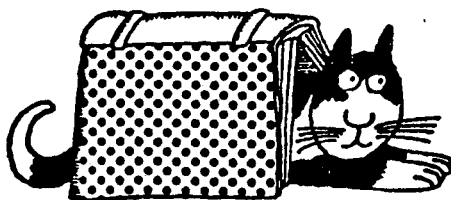
____ Aug. 17
____ 9:30-10:30 am
____ 10:30-11:15

YOU MUST ATTEND A TRAINING SESSION ON JULY 26 AT 3 P.M.

Trip to Rochester Public Library

____ July 18 (8:30 am-12:30 pm)

YOU MUST HAVE PERMISSION SLIP SIGNED BY PARENT--RETURN TO MRS. MANCUSO BY THURSDAY JULY 14.





Dear Parents:

On Monday, July 18, 1988 , we are planning to take our teen volunteers to the Rochester Public Library for a tour of the non-public areas of the library. Those volunteers who are interested will also select books to read and review. We would like each participant to bring a packed lunch since we will be gone over the lunch hour. The bus will leave from the Chili Library at 8:30 am and return at approximately 12:30 pm. Please sign the permission slip and have your child return it to Mrs. Mancuso by Thursday, July 14. You are welcome to accompany us on this trip if you wish. If you have any questions please call Mrs. Mancuso at 889-2200.

RETURN THE BOTTOM PORTION BY JULY 14

CHILD'S NAME _____ AGE _____

ADDRESS _____ PHONE _____

IN CASE OF EMERGENCY NOTIFY: NAME _____

PHONE _____

I give my child permission to go to the Rochester Public Library on July 18, 1988 with the Teen Volunteer Program of the Chili Public Library.

Signed _____
(parent's name)



TIPS FOR STORYTIME READERS

1. Pick stories that you really enjoy. If you are not enthusiastic about the story, your listeners will not be either. Use books that fit your listeners.
2. Read the story aloud several times. Listen to your voice and the rhythm of the words. You will learn the story faster than if you were reading silently. Keep practicing until you know the story very well--so you only have to glance at the words as you tell the story to your listeners.
3. Practice holding the book and turning the pages as you are reading. Practice in front of a mirror or with a friend. Keep eye contact with your audience--do not read into the book.
4. Do not change the words of the story. If it is absolutely necessary, explain any difficult word or idea before you start--then the children will understand when you come to that part in the story.
5. Use pauses or silence for emphasis or attention. You will tend to speed up or speak loudly if you feel uncomfortable. Slowing down or speaking more quietly usually works better.
6. Use a variety of techniques to interest your listeners... books, poetry, music, paper folding--use your imagination! Balance your program with quiet stories, fingerplays, action stories and puppets.
7. Mrs. DeLooze and Mrs. Mancuso will help you choose your programs.
8. Above all, **HAVE FUN!**

MEMO TO YOUNG ADULT VOLUNTEERS



Please be a responsible volunteer:

1. Dress appropriately...please no short shorts or halter tops.
2. Please do not chew gum , drink or eat in the library.
3. Please arrive on time. We are depending on you to be prompt.
4. Be cheerful and polite with the children and their parents. Treat them as you wish to be treated... with respect.
5. If you have any questions, call Mrs. Mancuso or Mrs. DeLooze at 889-2200.
6. If you cannot be here for your scheduled time please call the library so we can arrange a substitute for you.

THANK YOU FOR BEING A TEEN VOLUNTEER. WE ARE LOOKING FORWARD TO WORKING WITH YOU.

YOUNG ADULT LIBRARIAN'S REPORT.....JULY 1988

MEETINGS

July 18.....YA Book Meeting, RPL...eight Young Adult Volunteers
attended this meeting

APPLE IIe

Orientations: 4

Attendance: 9 Public Use: 52.5 hours

PROGRAMS

--BOOKOPOLY, a summer reading program for young adults, began
July 5

--VAP--July 20--John Kastner, artist and musician--about 80
people attended

--YOUNG ADULT VOLUNTEER PROGRAM--(see June report for details)-
began July 5...twenty-six young people volunteered for various
jobs throughout the summer....as of this date (Aug. 23, 1988)
the teen volunteers have worked 217 hours

PUBLICITY/DISPLAY

--A-frame...SUMMER READING--recommended bibliography prepared by
adult librarians in Monroe County

--posters advertising CPL's summer programs

--contributed to news releases for Gates/Chili News

Joanna Mancuso

CHILI PUBLIC LIBRARY MINUTES OF THE BOARD MEETING, JULY 26, 1988

The meeting came to order at 7:15 p.m. with Mrs. Riedman, Mr. Sierk, Mrs. Wickins and Mr. Coolbaugh present.

Mrs. Riedman made a motion to accept the minutes of the May 24, 1988 meeting. Mr. Sierk seconded the motion. MOTION CARRIED.

MINUTES APPROVED

Mrs. Riedman motioned to accept the following abstracts:
#6, page one, in the amount of \$2,525.24 (June 28, 1988),
#7, page one, in the amount of \$3,368.60 (July 26, 1988), and
items 5-8 on the State Grant Abstract in the amount of \$2,198.80
(July 26, 1988). Mr. Sierk seconded to pay these amounts and
the motion CARRIED UNANIMOUSLY.

BILLS APPROVED

- 1) Mrs. Riedman has been appointed to the Monroe County Library Board of Trustees
- 2) The Library has received a certificate of appreciation from the IRS
- 3) Letter received from NEBCRA requesting that we save discarded children's books for the children they serve
- 4) 9/23 and 9/24 - dates for the Library Trustee Institute in Albany. Deadline for application is 9/2/88
- 5) The New York Library Association's 95th Annual Conference is scheduled for 10/12 - 10/16 in Buffalo.

COMMUNICATIONS

The second quarter financial report was reviewed. While it appears that expenses are down, orders have been placed for books and other library materials to spend our budgeted funds.

DIRECTOR'S
REPORT

It was agreed that the Library would continue to distribute IRS forms and have the reproducible notebooks available for photocopies again this year. The Board will review in May the additional burden placed on the staff during tax preparation season.

TAX FORMS

Mrs. Pompa is involved with a committee to encourage college graduates to consider the library field as a career.

TASK FORCE ON
RECRUITMENT

There was a discussion on the Teen Volunteer Group and how much work they are accomplishing. The participants are ages 12 - 15).

TEEN VOLUNTEERS

There will be an area Trustee Planning Workshop on 9/24/88 from 8:30 a.m. until 3:00 p.m.

TRUSTEE WORKSHOP

Mrs. Pompa is finalizing the specific plans for spending the State Grant funds.

STATE GRANT

Mrs. Riedman reported that the contract with GEAC for the 9000 was signed.

MCLS NEWS

There was a brief review of the proposed minimum standards for public libraries.

OLD BUSINESS

The maintenance agreement with Leo J. Roth Inc. is up for renewal and Mrs. Pompa does not believe the cost will increase.

LEO ROTH
AGREEMENT

The Community Center Committee Presentation was discussed. The Board reviewed the alternative locations potentially available to the Library to satisfy growth.

COMMITTEE
PRESENTATION

Mrs. Pompa and the Board members will begin researching the availability of grants and funds for building renovation.

The 1989 Budget Proposal was discussed and preliminary numbers were reviewed.

The next meeting will be on August 23 at 7:00 p.m.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

David J. Sierk, Secretary pro temp.

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

YOUNG ADULT LIBRARIAN'S REPORT --JUNE, 1988

MEETINGS

June 6.....YA book meeting RPL
June 20.....YA program meeting (grant) RPL

APPLE IIe

Orientations: 2
Attendance: 3 Public Hours Used: 62

APPLE P.I.E.--Held June 14 and 16--seven children and their parents participated--Holly Kunkle, instructor.

PROFESSIONAL ACTIVITIES

---June 10 and 17--STRESS WORKSHOP--sponsored by MCLS at the Ogden Farmer's Library, Spencerport...facilitator: Barry McMillan. The focus of the workshops were methods for identifying stress followed by discussions for dealing with that stress generated in the workplace.

PROGRAMS

--finalized plans for BOOKOPOLY, summer reading program for grades 5 and up

--prepared handouts and sign up sheets for TEEN VOLUNTEER PROGRAM (see attached)

PUBLICITY/DISPLAY

A-frame

--"TWO HANKY READS" (books that make reader cry)
--LOUIS L'AMOUR (died on June 14)

YA section

--new Young Adult Paperbacks
--LIBRARIAN'S CHOICE--booklist and books recommended by a committee of YA librarians

--contributed to news releases sent to Gates/Chili News

--continuation of monthly trivia brochure



Donna Mancuso
June, 1988

<u>Payroll:</u> Through June 3, 1988	\$54,192.90	<u>Fines:</u> \$834.95
#13 (June 4 - June 17)	4,479.98	
#14 (June 18 - July 1)	4,390.73	
	<u>\$63,063.61</u>	

Circulation: 1988 = 13,850
 1987 = 12,586
 1,264 gain

Meetings & Activities:

- 6/3 - Michelle Lebel resigned to accept full time employment with Casco Security Systems
- 6/3 - Meeting of the Librarian Recruitment Task Force at Arnett Branch Library
- 6/8 - Adult Book Meeting and Town Directors' Meeting - RPL
- 6/15 - Meetings with Book Salesmen
- 6/16
- 6/17 - Summary of Library's history prepared for Randy Allen, Chairman of the Chili Community Center Advisory Committee
- 6/22 - Adult Book Meeting and Recruitment Committee Meeting - RPL
- 6/27 - Town Library Directors Meeting at Chili. Fourteen directors attended. Martha Hieber, the East Rochester Director, and I were named Co-Chairs to serve from 7/88 - 6/89.
- 6/27 - Nadine Previte-Jones hired to fill the vacant Typist-Clerk position
- 6/29 - Chili Community Center Advisory Committee presentation to the Town Board. Copies of the report are attached.
Our special thanks to Leslie De Looze, for taking the slides of the library's interior and exterior for use by the committee.

MCLS Board Selects Mrs. Riedman: At the June meeting of the MCLS Board of Trustees, Mrs. Riedman was named to fill an unexpired term on that Board. Congratulations!

This will be the first year that MCLS will schedule summer meetings. Among the major concerns confronting the group are the planned expansion of the Rundel Building and the implementation of the selection process to name a new director upon Mrs. Bretz' retirement in the fall of 1989.

Summer Programs are underway and the Library is booming! Circulation continues to skyrocket and the public's response to all of the children's programs is the best ever. Donna is occupied with Bookopoly and the Teen Volunteers; Leslie has had her hands full with programs every Wednesday in addition to the Step-Into-Wonderland summer reading program. Their reports will provide specific numbers and details. Suffice it to say that I am very proud of their ideas and innovative programs!

Barbara Jonak, employed as a part time Clerk-Typist since July 1986, and a former volunteer who began service in the Library in September 1983, has accepted an offer of full time employment at the Fairport Public Library beginning September 6. At Fairport Barb will work on the circulation desk and process media. We wish her well in this "step up" position!

On August 5 the Library will provide story tellers and conduct a mini-book sale during Chili's Fun Fest, sponsored by the Recreation Department. The Fest is to be held outdoors and the story telling will take place in the Gazebo in the Town Park. If anyone cares to help out please let me know. I'll have specific assignments and times of events in a week or so.

Children's Librarian's Report--June 1988

- 6/1 J Book Meeting held at Henrietta Library
Author Johanna Hurwitz visited after the meeting. She spoke about her writing, future books, as well as her job as a children's librarian.
- 6/10 Alice's Adventures in Wonderland movie shown for the start of Step into Wonderland Summer Reading Program. 110 children attended for the movie, popcorn and orange drink. I had wonderful help from the clerks and pages who were assigned to work that night.
- Stress workshop at Ogden
- 6/13 Clare Schreiber, Visiting Artist, presented Movement and Music for preschoolers and parents. Approximately 60 children and 28 parents attended.
- 6/15 J Book Meeting
- 6/17 Stress workshop
- 6/18 June Birthday party (for children receiving cards) cancelled for lack of participants
- 6/26 U of R Storytelling Conference--I attended an evening storytelling session featuring two nationally known storytellers, Donald Davis and Barre Tolkein. The program was superb, and I highly recommend it to anyone in the future. Donald Davis's stories were all personal ones from his childhood in North Carolina, and they were ~~very~~ hilarious, with endings that were sometimes bittersweet. Barre Tolkein presented ballads and talked about similarities and differences in ballads of different regions.

The Latest from
Library **P**romotions

Pat Mackey, Director
Promotions Department
Rochester Public Library
Monroe County Library System
115 South Avenue
Rochester, New York 14604
(7 1 6) 4 2 8 - 7 3 5 5

FOR IMMEDIATE RELEASE

MONROE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
ELECTS OFFICERS AND TRUSTEES

The Monroe County Library System Board of Trustees, at their June meeting, re-elected Mr. Irving Kessler as President, and Mrs. Bonnie Nolen as Vice-President. Mr. Kessler, a partner in the law firm of Goldstein, Goldman, Kessler & Underberg, has served as a library trustee for the town of Irondequoit as well as for the Monroe County Library System. Mrs. Nolen has served as a library trustee for the Town of Rush in addition to the Monroe County Library System.

Both Mr. Kessler and Mrs. Nolen held their respective positions in the previous term. Each bring extensive experience and expertise to the job. Term of office is for one year, with elections held each June.

The Board also appointed two trustees to fill unexpired vacancies. Mrs. Margaret Gowen, a member of the Brighton Memorial Library Board of Trustees, and Mrs. Eileen Reidman, a member of the Chili Public Library Board of Trustees, have each agreed to fill unexpired vacant terms.

CHILI PUBLIC LIBRARY
Board of Trustees

June 20, 1988

MEMORANDUM

TO: Members, Chili Public Library Board of Trustees
Mr. Criddle
Mrs. Pompa

FROM: George H. Coolbaugh, Jr.

SUBJ: Cancellation of June Board of Trustees Meeting

In reviewing the proposed agenda for the June 28 Board of Trustees meeting, and in view of the Town's September 1st due-date for the Library's 1989 budget request, I am unable to justify bringing the Board together for an extremely short "pay-the-bills-and-little-else" meeting.

Allow me, therefore, to take the liberty of using this memorandum to cancel the June meeting, and request your attendance at the regularly scheduled July Board of Trustees meeting on Tuesday, July 26, 1988, at 7 o'clock in the evening. At that meeting, we shall be considering the 1989 budget request, and our activities as the result of the recommendations of the Chili Community Center Advisory Committee.

PLEASE NOTE AND REMEMBER: THERE WILL BE A SPECIAL MEETING OF THE TOWN BOARD ON WEDNESDAY, JUNE 29, 1988 AT 7:30 PM, FOR THE PURPOSE OF HEARING THE RECOMMENDATIONS OF THE "COMMUNITY CENTER" COMMITTEE. YOUR ATTENDANCE AT THIS MEETING, IN SUPPORT OF THE LIBRARY'S FUTURE, WOULD BE GREATLY APPRECIATED.

Thank you, as always, for your support of the Library; we'll get together in July.

Regards.



CHILI PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
24 MAY 1988
7:00 p.m.

PRESENT: Mrs. Riedman, Ms. Preston, Mr. Coolbaugh, Mrs. Pompa,
Mrs. Wickins

MINUTES: To approve the minutes of the Board's regular meeting
of 26 April 1988. Motion moved by E. Riedman, seconded
by N. Preston. Motion approved.

MONEY To pay Abstract #5, page 1 (\$3989.27) and to accept
MATTERS: the fine and payroll books. Moved by E. Riedman,
seconded by N. Preston. Motion approved.
To approve State Grant Fund Abstract #1, page 1
(\$1834.00) dated 5-24-88. Moved by N. Preston,
seconded by E. Riedman. Motion approved.

COMMUNICATIONS: 1. Thank you letter from George Coolbaugh
was sent to Mrs. Holly Kunkle for conducting
the P.I.E. (Personal Instruction Experience)
for preschoolers and their parents.
2. From MCLS a request for update on school
Librarian's salaries.
3. Mrs. Pompa provided information regarding the
state funds.

DIRECTOR'S 1. Mr. Ferris is doing an excellent job.
REPORT: 2. Cynthia Grisgby has been hired for evenings
and weekends. Her experience with GEAC at
Rush Rhees will be invaluable.
3. Board members have been invited to attend the
Town Board meeting on June 29 at 7:30 p.m. for
the presentation on building changes and
recommendations formulated by the Chili
Community Center Advisory Committee.
4. Mrs. Pompa has compiled an extensive survey of
the town libraries requesting information to
assist us with future planning.

COMMITTEE 1. Town Directors will be meeting in Chili on June
REPORTS: 27 from 9 until noon. Board members are
welcome.
2. Trustee Council minutes were shared.

OLD
BUSINESS:

1. The second draft of the Minimum Public Library Standards for NYS were distributed. They will be reviewed and discussed at the next meeting. A meeting will be held in Albany on June 9 from 10 until 1 to review the proposals.
2. Grant Update - Mrs. Pompa is researching shelving, furniture, reference books and videos to be purchased with our grant monies.

NEW
BUSINESS:

1. The budget timetable tentatively is:
First draft due at June meeting
revisions to be done in July.
2. The questions of distribution of tax forms in 1989 will be determined at the June meeting.

Next Board Meeting will be on June 28 at 7:00 p.m.

Respectfully submitted,

Nancy Preston, pro temp.

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

<u>Payroll:</u>	Through May 6, 1988	\$45,054.29	<u>Fines:</u>	\$813.57
	#11 (May 7 - May 20)	4,510.73		
	#12 (May 21 - June 3)	4,627.88		
		<u>\$54,192.90</u>		

Circulation: 1988 = 12,793
1987 = 10,777
2,016 gain

Meetings & Activities:

5/11 - Adult Book Meeting and Town Directors' Meeting at RPL
5/16 - Staff meeting
5/23 - Meeting with Allen Byrnes of Woerner Industries
5/24 - Library Board Meeting
5/25 - Adult Book Meeting at RPL

Stress Management Workshop. Barb, Michelle, Lisa and I attended two three-hour sessions conducted by Barry MacMillan at the Gates Public Library on May 26 and June 2. Leslie, Donna and Kathy will attend the same program at the Ogden Farmer's Library on June 10 and 17.

The first two sessions were informative and lively. We enjoyed Barry's presentation and the opportunity to discuss stress management with employees of area libraries. Many new ideas and concepts were introduced.

Art Exhibit. Five artists received "Library Choice" awards at the time of the May show sponsored by the Chili Art Group. On display throughout the month were the following works: Linda White's "Dawn Arrival", Frances Bauer Kovalcik's "Mill Creek Farm", Catherine Boss' "Seascape", Maerian Baker's "Wild Flowers", and Marion Swierkos' "Adirondack Scene".

Librarian Recruitment Task Force. I have volunteered to serve (along with 16 other librarians) on this task force. Our goal is to promote the profession of public librarianship. There is a serious concern that public librarians are becoming a very scarce commodity, especially in the area of children's services.

We have divided into four committees. (1) Employment requirements such as city and county civil service jurisdictions and public librarian certification. (2) Advantages and disadvantages of being a librarian. (3) Targeting the groups we will be trying to reach. (4) Public relations or putting all of the promotional and informational material into an attractive package.

I did not hesitate to join Group 2! Other members of this committee are Lucie Miller, MCLS Adult Services; Susan Rosenkoetter, Charlotte Branch Head; Peter Genovese, Henrietta Director; Jeff Levine, Science Division Head.

9000 Update. From Roundtable Minutes, May 19. The 9000 is scheduled for delivery July 15. The projected date for libraries to go onto the 9000 is October. The Online Catalog will be implemented in 1990. Summer restrictions will be in effect beginning June 27 through September 10.

Important Dates to Note:

6/27 - Town Library Directors' Meeting at Chili 9 a.m. - noon
6/29 - Chili Community Center Advisory Committee Presentation to Town Board, 7:30 p.m. Leslie has taken many slides of the library for use by the committee in their presentation. I will supply a library profile and history for use by Randy Allen, Chair of the committee.

Children's Librarian's Report--May 1988

- 5/4 J Book Meeting
Grace Covenant School Kindergarten and 1st graders came to the library for stories and to borrow books
- 5/7 May Birthday Party for six-year-olds
- 5/12 Gates-Chili District Librarians' Meeting
- 5/18 J Book Meeting
The Principal from the Norman Howard School came and presented a program about learning disabled people, how to recognize them and how to help them. We also learned a little about the Norman Howard School, which serves learning disabled students, grades 7-12. Grace Covenant School 2nd and 3rd graders came for a visit and stories
- 5/19 Mystery committee meeting. In this final meeting, we checked over 37 annotations for the books on the upcoming list. 50,000 copies of the list are on order through Library Promotions, and they should be available in late summer. The list will be distributed to all the libraries in the system and will have to last 5-10 years until a new list comes out.
- 5/28 Scooter the Clown (Visiting Artist) performed for 60 children and 25 adults.
- 12 preschool storytimes held
146--total attendance

MEETINGS

4/11/88.....YA Book selection RPL
4/20/88.....BOCES Library Advisory Council
4/29/88.....YA Program meeting with author Lois Duncan
5/ 9/88.....YA Book selection RPL
5/12/88.....Board meeting Youth Services Section/New York Library Association
5/17/88.....BOCES Library Advisory Council

APPLE IIe

Orientations: 3

Attendance: 16 Public Hours Used: April: 98, May 61.5 Total: 159.5

Several sessions of Apple P.I.E. were held; instructor: Holly Kunkle--Mrs. Kunkle has filed a separate report on this project.

Cub Scout Troop 275 spent an hour and a half on the Apple--a brief explanation of how a computer works and a demonstration of Print Shop was presented by the YA librarian. (7 scouts, 2 leaders).

PROFESSIONAL ACTIVITIES

- participant in Literary Field Day at CCF1 sponsored by Wyoming County Library System
- attended lecture at Churchville/Chili Junior High School given by Norma Fox Mazer, author of YA literature
- attended Spring Conference, Holiday Inn Airport (5/13/88) sponsored by YSS/NYLA
 - served as assistant to conference chairperson
 - introduced speaker and served as monitor at a morning workshop on videos for children and young adults
 - attended luncheon with speaker, author Bill Brittain
 - attended afternoon workshop on conducting summer reading programs

PUBLICITY/DISPLAYS

A-frame

- "Listen to Me" (sign language, deaf people, opportunities for the hearing impaired)
- "Painting Techniques" (to coincide with the Chili Art Group show and sale)
- "Too Good to Miss" (biographies not found in the Biography section of library)

Foyer

- book reports from students of Gates/Chili Middle School (National Library Week)
- tea pots

Young Adult Section

- "Suicide" (to coincide with an episode of "21 Jump Street")
- "S.E.Hinton" (biography of and fiction by popular author)
- "Norma Fox Mazer" (to coincide with her visit to area school)

- contributed to news releases sent to Gates/Chili News
- continuation of monthly trivia brochures

Norma Mazer

CHILI PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
26 APRIL 1988
7:00 p.m.

PRESENT: Mrs. Riedman, Ms. Preston, Mrs. Crothers, Mr. Sierk,
Mr. Coolbaugh, Mrs. Pompa, Mr. Criddle, Mrs. Wickins.

MINUTES: To approve the minutes of the Board's regular meeting
of 29 March 1988; correction in the date under minutes
to February 23, 1988. Motion moved by N. Preston,
seconded by E. Riedman. Motion unanimously approved.

MONEY To pay Abstract #4, page 1 (\$3700.81) and to accept
MATTERS: the fine and payroll books. Unanimously approved.

- COMMUNICATIONS:
1. 22nd Annual Meeting of the Rochester
Regional Library Council (5/26/88).
Invitations have been sent to members.
 2. Response from Randy Allen concerning presentation
by Dr. Miller and Mrs. Pompa. Mrs. Pompa presented
the Board members with the minutes of the Chili
Community Center Advisory Committee, appointed by
the Town Board, which includes their
recommendation for the Library.
 3. MCLS Board is still looking for members. There are
two vacancies to be filled and a representative
from Chili would be nice.
 4. Library Services and Construction Act (LSCA) grant
papers were filed and an application was received.
The time line is not possible for us to meet
presently (4/12/88) but we are now familiar with
the contents of the application.
 5. Holly Kunkle, who with Donna Mancuso offered a
successful computer training course for pre-
schoolers and their parents, has suggested that
the course be given again in the summer. The
Board will send her a thank you letter.
 6. First installment (25%) of our state grant has
been received.

- DIRECTOR'S
REPORT
1. 9000 installation has been delayed. This delay
is causing a change in summer scheduling causing
some libraries to delay barcoding and creating
delays (response time) for patrons.
 2. Clerk-typist (19 1/2 hours) position is now
open.
 3. The Cleaner was released from his position due
to not working for two weeks.
 4. John E. Ferris will be hired as Cleaner for six
hours a week at \$6. per hour. Moved by N.
Preston, Seconded by E. Riedman, Motion

unanimously approved.

5. Increase in circulation (12%) is creating a backlog of other jobs to be done. Mrs. Pompa was asked to compile a list of employee needs and present it at the next Board meeting.
6. Stress Management Workshop will be attended by eight members of our Library staff.

OLD
BUSINESS:

1. Consideration to be given regarding the distribution of tax forms from the Library in the future.
2. The Board moved to accept the Personnel Policy as corrected in a motion made by N. Preston and seconded by D. Sierk. Unanimously approved.

NEW
BUSINESS:

Time Capsule will be searched for by the library staff.

Next Board Meeting will be May 24 at 7:00 p.m.

Respectfully submitted,

Nancy Preston

Nancy Preston, pro temp.

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

<u>Payroll:</u>	Through April 8, 1988	\$35,982.28
	#9 (April 9 - April 22)	4,622.03
	#10 (April 23 - May 6)	4,449.98
		<u>\$45,054.29</u>

<u>Circulation:</u>	1988 = 14,845	<u>Fines:</u>	\$1,149.77
	1987 = <u>12,301</u>		
	2,544 gain		

Meetings & Activities:

- 4/13 - Adult Book Meeting at RPL
- 4/14 - Interview
- 4/18 - Town Director's Meeting at the Gates Library
- 4/19 - Interview
- 4/19 - Chili Community Center Advisory Committee Meeting, 7 p.m.
- 4/20 - Interview
- 4/26 - Interview; Library Board Meeting
- 4/27 - Adult Book Meeting at RPL

Croquet Sets are needed for the Mad Hatter's Tea Party on August 24,
Please notify Leslie if you can loan a set.

Dorothea Pompe

Children's Librarian's Report--April 1988

- 4-4 Puppet Making Workshop
 Visiting Artist Robin Benoit assisted 25 children in puppet making. The program ended with a puppet show for friends and families.
- 4-6 Professor Rice's Traveling Puppet Show
 Visiting Artist Ultan Rice presented his "walking" puppet theater. We had a large audience.
- 4-14 Grace Covenant School, Grades 4-6 visited the library for a lesson on the Reader's Guide to Periodical Literature.
- 4-16 Birthday party for six year olds. We haven't been having a huge turnout for these programs (5-9 children), but they all have been enthusiastic.
- 4-18 Preschool storytime started for six weeks.
- 4-21 Mystery committee meeting at Highland Branch.
 The four member committee is working on an annotated list of mysteries for children, ages 5-12.
- 6 storytimes held
79 total attendance



April 27, 1988

Mrs. Holly M. Kunkle
76 Ramblewood Drive
North Chili, New York 14514

Dear Mrs. Kunkle:

On behalf of the Board of Trustees of the Chili Public Library, allow me to use this letter to thank you for the superb results you were able to achieve by developing and conducting the P.I.E. software familiarization in the Library.

The programs which you and Donna Mancuso conducted are an integral part of our desire to introduce the Library and its resources to children at an early age. The fact that these children are now using the computer on a regular basis is a proof statement of the value of your work.

Again, thank you very much for your assistance. We appreciate it very much, and trust that the experience was as worthwhile for you as it was for the Library.

Sincerely,

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

GHC:hs
211

April 22, 1988

The Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Attention: Mrs. Dot Pompa, Director

Dear Mrs. Pompa,

During the past three months, a computer orientation and software familiarization course was created called Apple P.I.E. It was developed by Donna Mancuso and myself with the objective of increasing patron's usage and awareness of the Apple IIe computer.

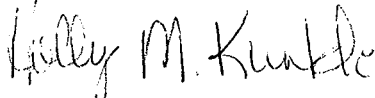
The course was structured in 1/2 hour segments during which a parent and a child (or children) received a standard equipment and procedure orientation. Additionally, they received instruction on one piece of software appropriate to their age (3-6). When enrolling, a parent could choose 1, 2, or 3 sessions.

The response to the offering was excellent. The course slots filled and a waiting list was taken. A total of 33 parents and children participated. The objective seems to have been achieved since the participants are now appear regularly on the reservation sheet.

To sustain this trend, I recommend that the course be conducted again with the same structure during the summer. I also recommend that on a semi-annual basis, software appropriate to the age range be added to the collection.

Thank you for the opportunity to conduct this rewarding course and for the chance to work with your superb staff.

Sincerely,



Holly M. Kunkle
76 Ramblewood Dr.
North Chili, NY 14514
594-8650

TOWN OF CHILI

Originated in 1822

April 12, 1988

Mr. George H. Coolbaugh, Jr.
President, Board of Trustees
Chili Public Library
3235 Chili Avenue
Rochester, New York 14624

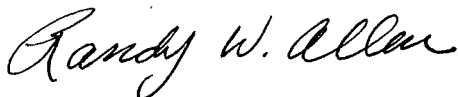
Dear Mr Coolbaugh:

Thank you for your letter of March 14th. At the time of your letter it was to early to invite anyone from your board to visit our group. Our committee is very close to making recommendations to the Chili Town Board and would like to know if a representative from the library would be able to attend our next meeting. I have allowed approximately 10 to 15 minutes at the beginning of our agenda for you or a member of your group.

The meeting will be held in the highway garage lunchroom at 7:00 pm on April 19th. If this notice is to short then I wish to extend the invitation to the following meeting on May 3rd, same time and place.

We look forward to seeing you there.

Sincerely,



Randy W. Allen, Chairman
Chili Community Center Advisory Committee

CHILI PUBLIC LIBRARY

AGENDA

March 29, 1988

7:00 p.m.

MINUTES

ABSTRACT OF BILLS

PRESENTATION FOR ACTION

Payroll Book

Fine Record Book

COMMUNICATIONS

To Editor, Gates-Chili News, from Mr. Coolbaugh

To Randy Allen, Chairman, Chili Community Center Advisory Committee, from
Mr. Coolbaugh

From E. Manion, Chairperson, Committee on Minimum Public Library Standards

To North Chili Community Church from Mrs. Pompa

DIRECTOR'S REPORT

State Education Department approved Contract, March 21, 1988

More price quotations received from Library Bureau for furniture and shelving

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

OLD BUSINESS

NEW BUSINESS

Goals and Objectives for 1988

Date of Next Meeting

Reminder: Please respond to George's request for input on
the proposed Personnel Policy before the April meeting.

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES
29 March 1988 7:00 p.m.

Present at the meeting were Mrs. Riedman, Ms. Preston, Mrs. Crothers, Dr. Miller, Mrs. Wickins, and Mrs. DeLooze.

MINUTES. To approve the Minutes of the Board's regular meeting of 29 March 1988; motioned by Mrs. Crothers, seconded by Ms. Preston. MOTION UNANIMOUSLY APPROVED.

MONEY MATTERS. To pay Abstract #3, page 1 (\$4,003.24) and to accept the fine and payroll books as presented; motioned by Mrs. Crothers, seconded by Dr. Miller. MOTION UNANIMOUSLY APPROVED.

DIRECTOR'S REPORT. 1. The contract (No. C-870060) between the State Education Department and the Chili Public Library was approved on 24 February 1988. 2. Price quotations for bookstacks, shelvings and ranges were reviewed.

OLD BUSINESS. 1) The Community Study project, dormant over the past few years, was reviewed, and subsequently slated for completion in 1988. The Board felt the information in this document would be useful for subsequent activities. 2) The Library's Personnel Policy was reviewed.

NEW BUSINESS. 1. The written document "Goals and Objectives" for the Library in 1988 were reviewed and adopted; motioned by Ms. Preston, seconded by Mrs. Crothers. MOTION UNANIMOUSLY APPROVED.

DATE OF NEXT BOARD MEETING. 26 April 1988, 7:00 p.m. at the Library.

Notation: 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 February 26, 1988	\$21,985.39
#6 (February 27 - March 11)	4,733.18
#7 (March 12 - March 25)	4,564.28
#8 (March 26 - April 8)	4,699.43
	<u>\$35,982.28</u>
 <u>Circulation:</u> 1988 = 14,848	 <u>Fines:</u> \$691.37
1987 = <u>13,192</u>	
1,656 gain	<u>Copier:</u> \$261.15

Meetings & Activities:

- 3/9 - Adult Book Meeting and Town Directors' Meeting at RPL
- 3/16 - Home Energy Assistance Program representative 3 - 4:30 p.m.
- 3/23 - Norma Gruendike, a student from the School of Information and Library Science at Buffalo, took slides of the library's interior to update a professor's collection of slides of western New York public libraries.

Federal and State Tax Forms were in great demand and the reproducible notebooks were heavily used. Library patrons did not come supplied with change for the photocopier nor did those who came at the last minute have much patience with staff who were supposed to "know" which forms the patrons needed! We are providing a much needed service that should be continued in the future.

Mrs. De Looze reports on Children's Activities

- 3/2 J Book Meeting
 - 3/10 Mystery Committee Meeting
 - 3/16 J Book Meeting and Video Preview
 - 3/23 Grace Covenant Christian School--Gr. 4-6 visited the library for a lesson on the card catalog
 - 3/28 Storytime registration begins
- 14 storytimes held--total attendance-131
1 birthday party held for new library cards--attendance-6

MEETINGS

2/8/88.....YA Book selection RPL
2/9/88.....BOCES II Library Council
2/22/88.....YA program meeting RPL
2/23/88.....MCLS STAFF ASSOCIATION RPL
3/7/88.....YSS Board meeting Albany, NY
3/10/88.....Gates/Chili District Librarians Gates Public Library
3/15/88.....BOCES II Library Council
3/21/88.....YA program meeting Charlotte Public Library
3/23/88.....Adult Book meeting RPL for Mrs. Pompa

APPLE IIe

Orientation: 4
Attendance: 22
Public Hours: 166.5

Apple P.I.E.--4 sessions

Disk Drive 2 was under repair for nearly one week in February. Before we noticed a problem, two programs were lost. They have been reordered from the companies which produced them.

PROFESSIONAL ACTIVITIES

--edited newsletter for Youth Services Section of NYLA
--conducted storyhours for Mrs. DeLooze and Mrs. Pompa
--met with Gloria Morris, library assistant Churchville-Chili Middle School--
helped prepare study guide for gifted readers who would be meeting with a
contemporary YA author in April
--sent bibliographies of outstanding YA literature to Joan Rubin, YA Specialist
at Gates Public Library
--letters to Ralph Quattrociochi and Stephen Hawley in support of the NYLA
bill supporting State Aid to libraries

PROGRAMS

--APPLE P.I.E.--see above and January report
--Feb.20--Gail Vick, calligraphy VAP Attendance; 7 (more than 25 pre-registered)
--Feb.27--Program on part-time studies available at RIT--library acted as host--
RIT provided staff and all materials
--Mar. 12--Origami--originally a VAP, but artist became ill--program conducted by
YA librarian Attendance:9
--Mar. 25--Financial planning seminar--library acted as host, staff and materials
provided by First Investors

PUBLICITY/DISPLAYS

--A-frame--heart (diet, stress prevention, exercise)
Feb. sky (planets, stars, winter weather)
Olympics (books, schedule of events)
calligraphy
origami
--Foyer--Cats
--trivia brochure -- see attached
--contributed to news releases

Anna Mancuso



March 16, 1988

Mr. David Meyer
North Chili Community Church
3355 Union Street
North Chili, New York 14514

Dear Mr. Meyer:

Members of the Chili Public Library's Board of Trustees wish to thank you and the members of the North Chili Community Church for your generous offer to purchase VHS videocassettes for circulation to the library's patrons.

There are five videocassettes that would be of special interest to our users: Joni, The Hiding Place, Crisis in the Home, Reflections of His Love, and For Pete's Sake!

We sincerely appreciate your interest in the Chili Public Library and look forward to providing these quality videocassettes to our patrons.

Sincerely,

Dorothea Pompa
Dorothea Pompa
Library Director



March 14, 1988

Editor,
Gates-Chili News
1635 Brooks Avenue
Rochester, New York 14624

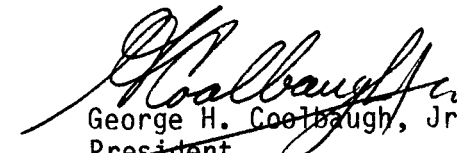
To the Editor:

Chili Town Supervisor John Hannah's March 9, 1988 column correctly indicates the magnitude of the space problem facing the Chili Public Library as this valuable town resource provides quality services to our citizens.

Our town's library contains just 6,800 square feet of total space. Bare minimum American Library Association guidelines for a town our size would have the library in a 15,000 square foot space now; ideally, we should be operating with over 23,000 square feet in order to adequately serve the citizens of our town over the next twenty years.

As Chili grows -- and our town is a vitally growing area which must provide quality town services to meet the needs of all its residents -- the space needs of the Chili Public Library must be addressed and resolved in a positive manner.

The Board of Trustees looks forward to working closely with the Citizens' Committee, our elected leaders, and with our fellow concerned citizens, to make this happen.


George H. Coolbaugh, Jr.
President,
Chili Public Library
Board of Trustees

GHC197



March 14, 1988

Mr. Randy Allen
Chairman,
Chili Community Center Advisory Committee
3235 Chili Avenue
Rochester, New York 14624

Dear Mr. Allen:

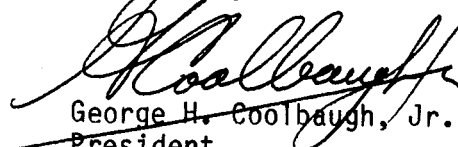
The Board of Trustees of the Chili Public Library is, quite naturally, extremely interested in the development of plans for our town's community center. One of our members, Dr. Morton W. Miller, has offered to assist your committee; Dr. Miller's knowledge of our budgetary and space needs information, such as that which Mr. Faso provided to your committee at its March 1 meeting, would be most beneficial to your committee's ongoing work.

The library is, and should continue to be, a vital part of this central area as Chili grows into the next century. The professional staff, and Board of Trustees, look forward to working with you as we develop a comprehensive plan for the Chili community center complex.

I would greatly appreciate it if you would include Mrs. Pompa, Library Director, on the distribution for your meeting agendas and minutes.

Thank you.

Yours truly,


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

GHC198

March 4, 1988

Morton W. Miller
68 Bellmawr Drive
Rochester, NY 14624

Dear Mr. Miller,

Thank you for your offer to help our Community Center Advisory Committee. As you know the Library is a major concern of our committee.

Currently we are "digesting" information left by prior committees and gaining new information on our 1988 needs. All of the committee members have read the June 1987 report on the space crunch at the Library. I wish to congratulate your board on a job well done on this report!

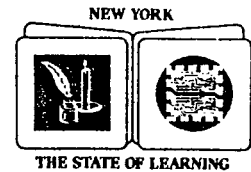
We hold meetings approx every two weeks and hope to have you or one of your members come and speak to us on your needs. I will be contacting you in the near future to make the arrangements.

Again thanks for your offer to help, we cannot do it alone!

Sincerely,

A handwritten signature in cursive script that reads "Randy W. Allen".

Randy W. Allen, Chairman
Chili Community Center Advisory Committee



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

NEW YORK STATE LIBRARY
DIVISION OF LIBRARY DEVELOPMENT

March 1988

MEMORANDUM

TO: Persons Interested in Minimum Standards for Public Libraries
in New York State

FROM: Elizabeth Manion, Chairperson *Elizabeth Manion*
Committee on Minimum Public Library Standards for New York State

In order to again thank you for your input and suggestions to the Committee on Minimum Public Library Standards, I am writing to keep you informed concerning the Committee's proposed schedule of work and to share with you the fact that the Committee has already instituted revisions for the second draft that will address some of the major concerns called to the Committee's attention.

Examples of such revisions are:

- * Specified terms of office for trustees have been eliminated.
- * A minimum collection size based on population has been eliminated.
- * Population groupings outlined in the first draft have been adjusted to more clearly reflect capabilities.

While these and similar concepts proposed in the first draft will no longer be standards, the ideas that they embody will be addressed as recommendations in the second revision.

Realizing that the task of refinement and implementation of basic minimum standards within a realistic time frame is the primary objective of the Committee, levels of excellence will not be included in the second draft. While the Committee feels that the levels previously proposed could also be revised to serve as valuable tools for public libraries, it is apparent that this task could be more effectively addressed when basic minimum standards are approved and in place.

Please continue to correspond with the Committee if you have further questions or comments. A tentative timetable for the Committee's work is enclosed. The exciting process we are mutually engaged in will, I know, serve to further enhance and enrich the excellent library service that New York State public libraries deliver to their patrons.

XC:MEM

Member Library Directors
Trustee Council

COMMITTEE ON MINIMUM PUBLIC LIBRARY STANDARDS
FOR NEW YORK STATE

TENTATIVE TIMETABLE

Committee Meeting	2/17/88
Snow Date	2/23/88
Committee Meeting	3/11/88
Snow Date	3/16/88
Committee Meeting where second draft is approved	4/88
Printing of second draft completed	5/16/88
Presentation to Regents CE Committee	5/19/88
In mail to field	5/27/88
Public Meetings	June 1988
Committee Meeting	7/15/88
Trustee Institute Presentation	9/23-24/88
NYLA Presentation	10/12-16/88
Presentation of final document to Library Development	11/10/88
Publication of final document	12/88
Final Document presented to full Board of Regents	1/89
Distribution to the field	2/89

CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR JANUARY, FEBRUARY & MARCH 1988

Rochester Community Savings Bank Account Balance	\$2,586.99
2-12-88 Book Sale receipts	43.00
2-12-88 Book Bag Sale receipts	14.00
2-12-88 Donation from M/M Daniel Stone	10.00
2-27-88 Interest	36.24
3-8-88 Book Sale receipts	22.00
3-8-88 Book Bag Sale receipts	7.00
3-8-88 Donation from M/M Clayton Potter in Memory of Harold Voke	20.00
Rochester Community Savings Bank Account Balance	\$2,739.23

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES
February 23, 1988 7:00 p.m.

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

ELECTION OF OFFICERS: President, George Coolbaugh; Vice President, Eileen Riedman, Secretary, Morton Miller; Treasurer, Rilla Crothers. By slate nomination, motioned by Mrs. Riedman, seconded by Mrs. Wickins. MOTION UNANIMOUSLY APPROVED.

MINUTES. The minutes of the Board's 29 December 1988 meeting were approved; Motion by Mrs. Crothers, seconded by Ms. Preston. MOTION UNANIMOUSLY APPROVED.

MONEY MATTERS. To pay Abstract #1, p. 1 (\$3,548.38) and Abstract #2, p. 1 (\$6,702.76), and to accept the fine and payroll books as presented. Motioned by Dr. Miller, seconded by Mr. Sierk. MOTION UNANIMOUSLY APPROVED.

DIRECTOR'S REPORT. 1. A letter from Mrs. Dennis Powell, thanking the Library for the "birthday party" celebration for children who are eligible for a Library card. 2. Communiques from Linda Bretz (MCLS Director) regarding NY Library Day in Albany and information on lobbying for state aid for libraries. 3. Discussion of the Library's space needs and the newly formed Town Hall and Community Center Advisory Committee, headed by Mr. Randy Allen. 4. Offer by the North Chili Community Church of approximately 20 videocassettes on Christian topics; no donor's name to be attached to the vc's, a "no strings attached" donation. 5. Discussion of the Library Bill of Rights, with a deferral to a later date pending receipt of additional information. 6. Patron parking, especially on Tuesdays continues to be a major problem.


COMMITTEE & OFFICER'S REPORTS. Ms. Preston indicated a nominee was needed for the MCLS Board, and reported on the Trustee Council meeting.

OLD BUSINESS. The MCLS contract with the Chili Public Library, motioned for approval by Mrs. Riedman, seconded by Mr. Sierk. MOTION UNANIMOUSLY APPROVED.

NEW BUSINESS. 1) 1988 Holiday and Saturday Closings. Monday 30 May, Memorial Day; Monday 4 July; Monday 5 September, Labor Day; Wednesday 23 November at 5 p.m.; Thursday 24 November, Thanksgiving; 24 and 26 December; Saturday 31 December at 3 p.m. Close every Saturday from June 25 through 3 September, returning to full schedule on 10 September.* 2. Goals and Objectives for 1988. Discussed and deferred to next meeting but recognized as very important.

Date of Next Meeting. 29 March 1988, 7:00 p.m. at the Library.

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


Morton W. Miller, Ph. D.
Secretary

*motioned by Mrs. Riedman, seconded by Mrs. Sierk. MOTION APPROVED (6 pro, 1 con).

<u>Payroll:</u>	Through January 29, 1988	\$12,561.33	<u>Fines:</u>	\$997.86
	#4 (Jan. 30 - Feb. 12)	4,620.83		
	#5 (Feb. 13 - Feb. 26)	4,803.23		
		<u>\$21,985.49</u>		

Circulation: 1988 = 14,392
1987 = 12,304
2,088 gain

Meetings & Activities:

- 2/2 - Meeting with Jeff Kernan of Library Bureau to review shelving needs
- 2/4 - Library Board Meeting rescheduled to February 23
- 2/10 - Adult and Town Directors' Meeting at RPL
- 2/22 - Town Directors' Meeting at Pittsford Public Library
- 2/23 - Linda Bretz, Peter Genovese and I interviewed Annette Von Dohlen. Annette has been selected to be the Town Liaison to the MCLS/RPL Management Group. In this capacity she will report weekly to the Towns on the concerns and decisions of the Management Group. This newly created position is for one year for 500 hours of work at \$21. per hour.
- 2/23 - Library Board Meeting
- 2/24 - Adult Book Meeting at RPL

Water Colors Displayed: Mary Eggleston of the Chili Art Group has six paintings on display.

New Employees: Rob Barclay began work as our new Cleaner on February 9. Stephenie Schweikert began work on February 20 as a Library Page. Stephenie joins our veteran pages Carla Corcoran, Eric Daniels, Heather Gracie and Jim Marshall.

Don't Forget to Write Albany! Public Libraries need more assistance from New York State. We must urge our legislators to support our resources and programs with increased funding.

Dorothea Pompa

Children's Librarian's Report -- February 1988

- 2/3 J Book Meeting
- 2/13 Birthday party for six-year-olds in honor of Russell Hoban
Seven (?) attended.
- 2/15 "Hi, Polar Bear!" Visiting Artist Program from the Seneca Zoo
Society. Sixty-five attended.
- 2/17 J Book Meeting
- 2/18 Flipbooks--a Visiting Artist Program, where children made their
own flipbooks and heard about the history of animation.
Thirty-three attended.

Thirteen preschool storytimes were held. 146 attended (approx. 11 per storytime).
This count does not include the storytimes on Thursday evening.

Leslie DeGorge



MONROE COUNTY LIBRARY SYSTEM
115 SOUTH AVENUE · ROCHESTER NEW YORK 14604

February 5, 1988

Mr. J. Peter Wintish
117 Amann Road
Honeoye Falls, New York 14472

Dear Peter:

I've checked into your questions regarding reserve funds. Under the aegis of the State Education Law, library trustees legally may establish a reserve fund for any purpose they choose. The library board may ask the treasurer of the municipality to set up a separate fund or they may handle the matter as a separate account on the books. I've enclosed a copy of the State Controller's Opinion Number 80-260 which deals with the establishment of reserve funds as well as pertinent pages from Joseph Eisner's Handbook of Laws and Regulations Affecting Public Libraries in New York State (2nd ed.).

I also spoke with Pat Mallon, who is MCLS's liaison from Library Development. She has worked with several library boards who have wanted to set up reserve funds and has found it to be a very political situation. Pat had two recommendations: 1.) The library board should have a clear idea of the purposes for which the money would be used and should be very specific in communicating these purposes to the town board; and 2.) The library board should be able to justify the existence of the fund to the town and gain their support for the fund. Pat has seen several examples where this was not done; the result was that the town board would "retaliate" by decreasing the amount of funding to the library by the amount of money that was in the library reserve fund. This action, of course, negated the value of having a reserve fund.

Your second question involved the legality of taking surplus funds and putting them into the library's memorial fund, which is private money. The answer from Pat was that you cannot do this because you cannot mix public and private funds.

Hope this information is helpful. If you have any additional questions, please call me.

Sincerely,

A handwritten signature in cursive script that reads "Carole".

Carole Joyce
MCLS Administrative Coordinator

CJJ/cmk

Encs.

<u>Payroll:</u>	#1 (December 20 - January 1)	\$3,731.36	<u>Copier:</u>	\$107.20 (1/4)
	#2 (January 2 - 15)	4,422.56		
	#3 (January 16 - 29)	4,407.41	<u>Fines:</u>	\$659.43
		\$12,561.33		

Circulation: 1988 = 13,798
1987 = 12,688
1,110 gain

Meetings & Activities:

- 1/16 - Letter to Town Attorney Daniel Lincoln Miller requesting a review of the proposed MCLS contract and the contract covering the special legislative grant
- 1/19 - Meeting with Jeff Kernan to discuss steel shelving and wood equipment specifications
- 1/22 - Stag Party to honor Henry Clune - Charley's Coldwater
- 1/25 - Town Library Directors' Meeting at the East Irondequoit Library. Luncheon for Catherine Gilbert who will retire from the Scottsville Free Library in February
- 1/26 - Library Board Meeting rescheduled to February 4
- 1/27 - Adult Book Meeting at RPL
- 1/28 - User's Group meeting at the Wheatley Library

Displays: Items handcrafted by staff included counted cross stitch sampler made by Leslie, sweaters made by Donna and Barbara, stenciling with bronze powders done by Mary Ellen; oil paintings by Julia Rimmle of the Chili Art Group.

Community Service Sentencing: Two people have completed their assigned service hours at the Library. RC worked 32 hours cleaning and washing shelves. HW worked 7 hours doing a variety of tasks (gluing book pockets, folding brochures, repairing paperbacks, etc.).

Home Energy Assistance Program (H.E.A.P.) asked to have a counselor available in the Library on December 14 from 9:30 - noon and again on January 13 from 1 - 4 p.m. On 12/14 the counselor came but no prospective applicants showed up. On 1/13 no one showed up: no counselor and no prospective client(s).

Federal and State Tax Forms arrived later than in previous years. We have placed new orders for heavily requested forms and the federal and state reproducible notebooks are in constant use.

It may not be in the Library's best interest to limit our tax provision next year to the reproducible notebooks. Our patrons expect that most forms will be here and at no cost to them.

Inventory of Records was presented to the Library by Barbara Chapman, Chili's Town Historian. Included are listings of the library of professional books and school texts housed at the Cobblestone Schoolhouse Museum, the clipping file, artifacts and documents, photographs, maps, and furnishings.

This resource will be of great value to those who use our Local History reference collection.


Dorothea Pompa

YOUNG ADULT LIBRARIAN'S REPORT--DECEMBER, 1987 / JANUARY, 1988

MEETINGS

12/14/87.....YA book meeting at RPL
1/11/88.....YA book meeting at RPL
1/12/88.....BOCES II Library Council Meeting
1/25/88.....YA program meeting at RPL

APPLE IIe

Orientations: 5
Attendance: 13
Public Hours: 101.5

Staff continues to use computer for in-house bookkeeping. Five new software packages were purchased--for a range of patron ages and uses. One of the orientations was for a hearing-impaired adult patron. The microcomputer was serviced by a technician from The Computer Store.

A new service was offered to patrons with young children. APPLE P.I.E. for Personal Instruction Experience--a one-to-one orientation for parent and child on a specific software package--see attached flier.

PROFESSIONAL ACTIVITIES

- appointed as public library liaison to the BOCES II Library Advisory Council--primary responsibility is to bring concerns of the public library system to the attention of the BOCES II school library system--meets monthly during school year
- asked to participate as booktalk presenter for the Wayne County Library System's Literary Field Day held at CCFL in April, 1988
- asked to preside at a Youth Services Section/NYLA Spring Conference workshop to be held in Rochester on May 13, 1988
- prepared bibliography for Learning Disabled students in Hilton (at teacher's request)
- attended talk and luncheon at RPL for Ursula LeGuin, noted A and YA author
- continue as chairperson for MCLS Staff Association Help-a-Child committee

PROGRAMS

- see APPLE P.I.E. under APPLE IIe
(all slots filled) Instructor: Holly Kunkle--no fee to CPL
- Jan. 30--stenciling program provided by JoAnn Fabrics, Chili/Paul Plaza
Instructor: Jane Knoeck, small charge to patrons for supplies; no charge to CPL
Attendance: 8
- confirmation of VAP programs for Feb., Mar., Apr., 1988

PUBLICITY/DISPLAYS

- contributions to news releases to Gates/Chili News
- trivia brochure--see attached
- displays: winter sports; bread making; stenciling; gothic novels; southern writers
- foyer displays: holiday ornaments; staff craft projects

Anna Mancuso