

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

December 23, 1991

5:30 p.m.

The meeting was called to order by President Rilla Crothers.

Present: Rilla Crothers, Buz Dumbleton, George Kimmich, Eileen Riedman, Marcia Rosenberg, Library Director Dottie Pompa.

Minutes: The minutes of the November 19, 1991, meeting were approved as written.

Abstract of Bills, Fines and Payroll Book: George Kimmich moved and Buz Dumbleton seconded a motion to accept the bills on Abstract #12, pages 1 and 2, in the amount of \$13,424.74, and to approve the fine and payroll records. MOTION CARRIED.

Director's Report: The office construction is finished and Dottie may get prices on blinds or curtains for the windows.

- The Director received an A- in the Supervisory Management course that she took through Cornell.
- The Senior Library Clerk position was offered to three people on a shared basis (1 person for ½ the hours; the other hours to be shared by 2 persons). Two persons accepted so Vangie Morrow and Carol Fogarassy will cover the job.
- Dottie attended an afternoon meeting regarding regulations for accessibility for the handicapped under the American with Disabilities Act. Our library's compliance is very good although the Circulation Desk may have to be lowered in one section and the adult card catalog needs to be moved to make aisles of 48 inches.
- Money from the Wickins family will be put in a separate savings account for the Wickins Memorial Book Fund.
- Sean Gagnier developed a position paper on videocassettes. Discussion and resolution was tabled to a later date.

Committee Reports: MCLS: The nomination for an unexpired term on the MCLS Board was given to Mr. Hansen and awaits approval.

- The MCLS-RPL contract was signed. Because of budget cuts and the loss of revenue to branch libraries, it may be necessary to close a city branch.
- The cost for Geac services will be \$90,000.

Board Selection Committee: The committee had a meeting in December and will meet again in January. Candidates are being selected.

New Business: Eileen Riedman moved and Buz Dumbleton seconded the holiday closings for 1992. The Saturday closings were also approved (see attached sheet). MOTION CARRIED.

- Marcia Rosenberg moved and Buz Dumbleton seconded a motion for name pins for the staff. The pins will aid both staff and the public to differentiate between volunteers, clerks and librarians. MOTION CARRIED.
- The staff librarians will schedule a half-day meeting outside of the Library for a staff goals discussion.

The next meeting will be January 28, 1992 at 7:30 p.m.

Respectfully submitted,

Marcia D. Rosenberg, Secretary

1992 LIBRARY HOLIDAYS

Wed., Jan. 1	New Year's Day
Mon., May 25	Memorial Day
Fri., July 3	Independence Day
Mon., Sept. 7	Labor Day
Wed., Nov. 25	5 p.m. closing
Thurs., Nov. 26	Thanksgiving Day
Thurs., Dec. 24	Christmas Eve Day
Fri., Dec. 25	Christmas
Thurs., Dec. 31	3 p.m. closing
Fri., Jan. 1	New Year's Day

Open Saturday, June 20. Closed on June 27.
Reopen on Saturday, September 12.

<u>Circulation:</u>	1990 = 11,704	<u>Fines:</u>	\$1,318.68
	1991 = <u>11,427</u>		
	277 loss		

Meetings & Activities:

- 12/7 - Joanne McLaud conducted a two-hour training session on Geac for any interested staff
- 12/11 - Directors' Advisory Council at RPL.
Afternoon meeting with Lou Kash, City Corporation Council, on the American with Disabilities Act (ADA).
- 12/14 - Geac training (10-12) and (1-3).
- 12/20 - Christmas Luncheon for board members, staff and volunteers.
Susan Dunn began her six-month leave.
- 12/23 - Library Board Meeting
- 1/3 - Full staff meeting (minutes enclosed)
- 1/7 - Adult Book Discussion Group. Henry Clune's Souvenir and other Stories was the topic. Mary Waugh reviewed biographical information on Mr. Clune; I led discussion of the book - 12 attended.
- 1/8 - Directors' Advisory Council at RPL.
William Peniston attended a Reference Round Table at the Pittsford Public Library
- 1/10 - Our five librarians met at Roberts Wesleyan College for a 5-hour brainstorming session to set goals for 1992.
- 1/16 - William attended the Gates-Chili Greater Rochester Chamber of Commerce Banquet at Logan's and received the Chamber's gift of \$700 (to purchase business reference books) for the Library.

D. Pompe

A one-page form was handed out to all staff and librarians on November 22, 1991. Fifteen people out of 20 responded to the following questions:

IF I WERE THE DIRECTOR I WOULD:

Improve the workroom space

- 2 Try to get more staff (employees or volunteers)
Initiate a volunteer recruiting blitz

Make clear distinction between circulation desk duties, clerical duties, libn. duties

Develop annual goals and objectives, with priorities, for library and individual employees

Establish job descriptions for each employee/job

Survey patrons as to their providing free programs

- 2 Recruit volunteers

Ask patrons what they want

Make ordering & processing of new books a top priority

Have special areas for women's books and gerontology

Inform employees of policies and procedures

Continue to improve communication at all levels

Provide sufficient training

Help staff understand job requirements

Encourage suggestions from employees

Have regularly scheduled personal conferences

- 4 Cross-train employees

Expand Jerry's role on the CPL team

Never hesitate to ask for Jerry's assistance or advice

Keep things just as they are currently operating. The present system works-why change it?

Write detailed circulation procedures

Request one Library Board member to attend each Town Board meeting

Demand a quarterly review with the Finance Director to gather needed figures and to verify payroll and fine figures

Find someone to form a "Friends Organization"

Work one night (on rotation) to meet the night shifters

IN 1992 I WOULD LIKE TO ACHIEVE THE FOLLOWING THREE GOALS AT WORK:

1. Orientation for new employees
2. Get a new library
3. Set up communication center; accessible sign-in sheets and bulletin board
4. Organize processing procedure
5. Organize workroom
- 2 6. Do more linking/Learn to link books
- 3 7. Become more efficient; use time wisely; more proficient at my job
8. Understand telephone system
- 3 9. Better understanding of Geac; learn more about Geac (linking, MARC requests, deleting)
10. Develop procedural manual
11. Learn to place book orders
12. Learn circulation desk procedures
13. Serve patrons better
- 2 14. Become more knowledgeable about the collection; learn more about reference material
15. Complete deleting project
16. Review Local History collection
17. Clean up IBM hard disk; establish management system for its maintenance
18. Link the software
19. Explore and develop puppetry skills
20. Initiate a library storyline
21. Increase expertise in children's literature
22. Learn Senior Lib. Clerk duties more thoroughly
23. Focus on providing on-the-job training of clerks and pages regarding appropriate patron service procedures and conduct while at the circulation desk
24. Gain working knowledge of the IBM
25. Participate in at least 50% of the full staff meetings
26. Weed collection
27. Conduct a well-received YA program
28. Build our teen constituency
29. Continue to smile and keep the patrons happy
30. Help organize and clean up any "problem" areas such as shelfreading
31. Improve my storytelling ability
32. Help more with programming and arrange some programs more independently
33. A common balance of Town and Library payroll and budget figures
34. Vouchers, abstract, etc. completed by 4 p.m. on board meeting day
35. Easier-to-use attendance and payroll sheet
36. Organize the magazine rack before the end of 1991
37. Learn to use the CD-ROM

IN 1992 I WOULD LIKE THE LIBRARY TO ACHIEVE THE FOLLOWING THREE GOALS:

- 4 1. More staff
- 2 2. More volunteers; keep the volunteers happy - it's good P.R.
- 3 3. Survey staff for talents to serve patrons better/Evaluate current usage patterns and populations and develop plan to serve both users and non-users. Increased effort by staff to be helpful and friendly
- 3 4. Make best use of space we have; adequate work space
5. Expand collection
6. Better communication among staff
7. Increase circulation
- 2 8. Continue providing interesting and innovative programs; more adult programs such as crafts
9. Establish information desk staffed by librarians (to answer telephones and reference questions)
10. Review clerical tasks and assign them to appropriate staff members, leaving circulation desk duties to volunteers
11. Inventory the collection, delete missing items, etc.
- 5 12. Build a new building; actively lobby for library expansion; new building plans
13. Develop a procedural manual for all activities
- 2 14. Develop a training process to prepare new employees and volunteers....while ensuring standardization of information shared regarding policies and procedures. Train every employee to fully understand Geac.
15. Update card catalog
16. Complete deleting project
17. Continue to provide good service to our patrons
- 2 18. Promote a stronger PR program: more direct contact with organizations and groups. Do more community outreach such as participation in the Chil-E parade
19. Hold an annual Book Sale or other fundraiser
20. Buy more mysteries
21. Increase the video collection with more specialized works
22. Retain present employees; curb rapid turnover rate
23. Great increase in circulation due to the completed road construction
24. All the books are on the shelves in the right places
25. Expanded budget
26. Promote "other" circulating items (prints, sculpture, engraver, camera) through use of a flyer

WHAT DID YOU ACCOMPLISH IN 1991 AT WORK THAT HELPED YOU LEARN MORE ABOUT YOUR JOB?

4 Expanded skills (processing, checking books out, etc.)

2 Deletion project

Everything helped me learn more

Being trained on the circulation desk

Learned more about Geac

Geac! I'm almost comfortable with it

Evaluation of processing staff

Expanded my responsibilities (additional collection development duties particularly in processing area)

Attended C. F. Bauer workshop

I had access to updated Geac manual

Met for training on Geac with Joanne McLaud

Systematically acquainted myself with the collection, procedures and routines, other staff members, regular patrons and Town politics

Everything I did helped me learn

After 7 years, I didn't really "forget" Geac

Storytimes helped me learn to deal more effectively with children

Gained more knowledge of the IBM (became comfortable with Plan Perfect spreadsheet)

Learned, by heart, all budget categories

WHAT COULD THE DIRECTOR DO TO MAKE YOUR JOB MORE PRODUCTIVE/SATISFACTORY?

- 2 Teach us new skills; learn and do a variety of tasks
Make bulletin board accessible
More staff
Make me aware of scheduling needs and any related questions or problems
- 2 Provide more (processing) space
Make sure everyone follows correct procedures for acquisitions and processing
Continue to move towards a goal-based administrative style thereby clarifying expectations and accountability
I appreciate sharing of budget lines
Be available, as in the past, to discuss any problems or concerns with the staff
Involve me in your future efforts concerning the expansion of the library
Her new door is always open for questions and problems
Please continue to give me special projects (weeding, Volunteer Coordinator)
Inform me as to what the priorities are
Need more advance notice when certain figures will be needed
Set cut-off date for invoices preceding the board meeting day itself
I'd love to work with her some evening



January 27, 1992
December 1991 Report

CHILDREN'S SERVICES REPORT

December ended the year with many happy seasonal events.

The kindergarten class from Grace Covenant School came for a special Holiday Story Hour on Wednesday, December 4. There are about 15 children in the class who enjoyed the stories and songs. Their teacher picked out a number of books for them to enjoy in their classroom.

On Saturday, December 7, Laurie and I presented a workshop on making Christmas wrapping paper for children in grades 1-6. There was a program at 10:30 a.m. and one at 12:30 p.m., and both were attended by approximately 22 children. The kids made different types of paper using different techniques and also made gift tags. Our Ellison Machine; which used dies for clean professional looking cut outs of paper, was a big help; as it has been for many of our Children's Services activities.

I have been researching the cost to install 2 more telephone lines including one equipped with a special answering machine to use as a Storyline. I checked with both Gates and Henrietta and found good results for each of them with Henrietta receiving 800 calls in a month, and Gates receiving 100 calls in one week. Cost figures and a description of the project will be given to you at the January Board Meeting.

Laurie and I used our time in December to prepare for our Storytime for 2 year olds, Toddler time, starting on January 21. It will last through the week of February 14 and has 3 weekly sessions limited to 10 sets of parent and child. The program is designed for parents to share stories, songs and fingerplays with their 2 year old child. One adult must participate in the program with his or her child. The program is a big success, and is an excellent "First Introduction To Libraries" from the child's point of view.

January 27, 1992
December 1991 Report

CHILDREN'S SERVICES REPORT (continued)

Christmas decorations filled the library along with a special display case to go along with the Christmas theme.

The display case in the Children's Room held an arrangement of Teddy Bears with some of our own stuffed animals for the kids to enjoy. Many positive comments resulted.

A display of Christmas and seasonal books was never full as many enjoyed our collection.

Christmas and Hannukah and the end of the year season make for slow business in the library. People are busy shopping and entertaining. Library traffic picks up again in January.

The Tandy Computer has been an asset. In the fall we tried to provide for more control of who uses the computer. The response has been good and we feel the computer is better protected from bad misuse. The computer games continue to be very popular with all ages.

Laurie and I are busy planning for spring and summer 1992. This summer statewide reading program is "New York Is Reading Country." No one is thrilled by the theme but an award winning author and illustrator, Ann Jonas, has been hired to provide some art work. More information will be available through Carolyn Schuler's office at RPL and through mailing from the State Library.

As spring approaches, more great things are in store. We'll keep you posted.

Respectfully submitted,

Eugenie M. Keith *EK*
Laurie J. St. Laurent
Children's Librarians

DIRECTOR'S REPORT ***** November 13 - December 6, 1991

<u>Circulation:</u>	1990 = 16,471	<u>Fines:</u>	\$1,379.69
	1991 = 15,338		
	1,133 loss		

Meetings & Activities:

- 11/8 - Interview
- 11/13 - Directors' Advisory Council at RPL.
Terry Spurling and Vangie Morrow attended a three-hour training session at RPL covering MARC requests.
- 11/14 - R&L College Financial Planning, arranged by Sean Gagnier. 18 attended.
- 11/16 - Genie and I conducted an orientation to MCLS and to our Library for staff and volunteers. We will continue doing orientations twice a year as a result of a suggestion made in a staff meeting.
- 11/19 - Library Board meeting
- 11/22 - Full staff meeting.
Librarians' meeting.
- 11/23 - Met with Joanne McLaud to plan Geac training on 12/7 and 12/14.
- 11/25 - Town Library Directors' Council at Scottsville.
Rilla and Buz met with me to review and discuss the Board and staff evaluation of the director.
- 11/27 - Met with three staff who were offered the shared Senior Library Clerk position.
- 12/3 - Office construction began.
Adult Book Discussion: the Newmanns led the discussion of Herman Melville's Moby Dick. 10 attended.
- 12/5 - Bonnie Vaccarella from LAS gave Sean and me a demonstration on the CD-ROM catalog.
- 12/6 - Librarians' meeting

Dorothy Pompe



December 17, 1991

Donald Ramsey, Supervisor
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Supervisor Ramsey:

The appointments of two members of the Library Board of Trustees, Eileen Riedman and Gary Squires, will expire December 31, 1991.

Mrs. Riedman and Mr. Squires have made valuable contributions to the Library Board, giving much of their time and performing a great deal of hard work. For these reasons the Library Board of Trustees requests that the Town Board reappoint both of these valuable members to five-year terms.

Thank you.

Sincerely,

Marcia Rosenberg, Secretary
Library Board of Trustees

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

November 19, 1991
7:30 p.m.

The meeting was called to order by Rilla Crothers.

Present: Buz Dumbleton, Rilla Crothers, Eileen Riedman, George Kimmich, Marcia Rosenberg.

Minutes: The minutes of the October 29, 1991 meeting were approved as written.

Abstract of Bills, Fines and Payroll Book: Buz Dumbleton moved and George Kimmich seconded a motion to accept the bills on Abstract #11, pages 1 and 2, in the amount of \$5,842.75, and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Director's Report: Terminal estimates were provided for an RFP as MCLS is seeking a new vendor for circulation and the on-line catalog. The number submitted is not binding.
The new office construction will begin on Dec. 2 and be finished by the end of that week.
The three candidates for the Senior Library Clerk position will be interviewed.
Dottie has attended 9 classes (3 left) of a Supervisory Management course.
Bonnie Vaccarella from the Library Automated Services will be at the Library on Nov. 21 for training on the RRLC CD-ROM Database.
Eileen Riedman and Gary Squires' appointments to the Library Board expire Dec. 31, 1991. The Secretary will write to the Town Board recommending their reappointments.
Mrs. Riedman attended the funding workshop on Nov. 2. A gloomy picture has been painted for the next 10 years. There is an element that wants the Library budgets to be submitted and approved by local voters.

MCLS: MCLS has been told that the budget next year will be 10-12% less.

Mrs. Riedman showed the new MCLS logo.

Trustee Council: The Council is considering a workshop to help libraries evaluate their collections and reduce losses of books. Two systems are available for loss prevention.

Old Business: The 1992 Library Budget has been adopted at \$311,224.

Eileen Riedman will chair the selection committee for a new board member. Gary Squires and Buz Dumbleton will serve on the committee.

The furnace repair work has been started.

The next meeting will be Dec. 17, 1991 at 7:30 p.m.

Respectfully submitted,
Marcia W. Rosenberg
Marcia Rosenberg, Secretary



December 9, 1991
November 1991 Report

CHILDREN'S SERVICES REPORT

November began with a bang as the Children's Department presented some special programs.

November 11 was declared Bird Day with a program in the morning and the afternoon for different age levels of children. A preschool through kindergarten group was present in the morning and we read a story, did fingerplays and songs, and then helped the children make a pine cone bird feeder. The afternoon group was for children in grades 1-6 who heard a lecture by Scott Adamson from the Genesee Country Museum Nature Center. To illustrate his talk he brought bird houses and items from the birds at the Nature Center, and the older children made a cranberry and peanut hanging bird feeder. Each session was full with 40 children each. The day was a huge success.

Our next event was a party to celebrate the 50th birthday of Curious George. Over 60 people filled the space in the center of the Children's Room and enjoyed themselves tremendously. The highlight of the party was the appearance of Curious George himself as our Young Adult Librarian Sean Gagnier donned a monkey suit and signed flyers to give to each child. This was one of our first attempts at a large gathering in the Children's Room itself.

Displayed during November were signs patrons filled out to tell their favorite children's book and why it was their favorite. The display commemorated Children's Book Week.

Storytime continued in November and a total of 75 children came each week for our program. A special feature was a Storytime about feelings that Laurie presented. The children colored a printed face to show a certain feeling. Displayed around the Children's Room, the pictures were a positive feature and everyone enjoyed seeing them.

December 9, 1991
November 1991 Report

CHILDREN'S SERVICES REPORT (continued)

Continuing in November was the arrival of a kindergarten class from Grace Covenant School for a Story Hour. About 15 children attended the Storytime and also enjoyed the new books their teacher took back to the classroom.

The Puppet Theatre is used a great deal and is a source for extremely imaginative impromptu shows.

In November the Children's Room display case was filled with masks made by art students from Florence Brasser School. Our young patrons were fascinated by these unusual faces.

Winter and spring programs are beginning to take shape with a film series in January, Storytime, and plays presented by a group of senior citizens from Gates. Even in the dead of winter, good things are happening in the Children's Room. Here we go!

Respectfully submitted,

Eugenie M. Keith ~~SK~~
Laurie J. St. Laurent
Children's Librarians

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

October 29, 1991
7:30 p.m.

The meeting was called to order by Gary Squires.

Present: Gary Squires, George Kimmich, Buz Dumbleton, Randy Allen, Eileen Riedman, Marcia Rosenberg, Library Director Dorothea Pompa, Liaison Robert Criddle.

Minutes: The minutes of the September 24, 1991, meeting were approved as written.

Abstract of Bills, Fines and Payroll Records: Eileen Riedman moved and Buz Dumbleton seconded a motion to accept the bills on Abstract #10, pages 1 and 2, in the amount of \$15,639.37, and to approve the fine and payroll records as reviewed. MOTION APPROVED.

Communications: A letter was received from Architect Richard Mauser as a follow-up to a phone call to Dottie requesting a visit to the Board. He would like to be considered when plans are made for the new Library. His letter will be kept on file.

Director's Report: A staff meeting was held on October 25. Minutes will be distributed when available.

Announcements and canvass letters were sent for the position of Senior Library Clerk. All responses declined except one. The person was interviewed and the position offered.

Mr. Ramsey met with the Director to discuss the possibility of abolishing the position of Cleaner and using a professional cleaning service for the Town Hall, Library, and Community Center with a view to savings.

The one-day Book Sale was very successful netting \$450. The remaining unsold books were donated to Lifetime Assistance and The Volunteers of America.

Dottie was appointed to the Staff Focus Committee on Corporate Research for the study of expanding or relocating the Main Library.

William Peniston and Dottie are doing evaluations.

Eugenie Keith has been named Volunteer Coordinator; Laurie St. Laurent is serving as the Page Coordinator.

Committee Reports: Mrs. Riedman reported that the MCLS presented its budget. New automated systems are being considered as Geac may not offer all that we need in the future. The County awarded monies for the new budget. The Building Committee will be recommending Rundel's expansion or new site at the end of November.

Randy Allen reported on Long-Range Planning. He sent letters to individual Town Board members on the status of the Library. We are presently on hold.

Old Business: A quote from Leo J. Roth, Inc. of about \$5,000 to repair the furnace has been received. Work should begin soon with monies to be paid from the Library budget.

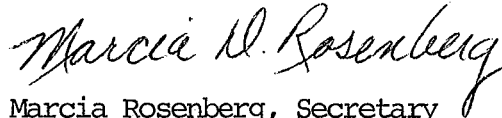
Old The low bid for an office was from Glen Reed; not to exceed
Business: \$2,975. Randy Allen moved and Eileen Riedman seconded a motion
to proceed with the office with the money to come from the Memorial
Fund.

New Florence Brasser school's Visiting Authors Committee would
Business: like to discuss sharing costs and programs with the Library.
The work to take discarded books out of the database will
be assigned to part time employees for a few limited extra hours.

Buz Dumbleton moved and George Kimmich seconded a motion to
adjourn.

The next meeting will be November 19, 1991 at 7:30 p.m.

Respectfully submitted,



Marcia Rosenberg, Secretary
Library Board of Trustees

Circulation: 1990 = 17,660 Fines: \$1,256.11
 1991 = 16,510
 1,150 loss

Meetings & Activities:

- 10/22 - Budget information prepared for Mr. Criddle
- 10/23/ - Soft backup available as the Geac circulation was brought down to
- 10/24 allow installation of Release 21
 - Interview
- 10/25 - Geac system completely down until 3 p.m.
 - Full staff meeting - 12 attended
 - Librarians' meeting
- 10/29 - Library Board meeting
- 10/31 - User's Group meeting at the Wheatley Library
- 11/1 - Librarians' meeting
- 11/2 - Funding Issue Workshop at RPL - Mrs. Riedman and I attended
- 11/5 - Adult Book Discussion. The Rosenbergs led the discussion of Catherine Drinker Bowen's Miracle at Philadelphia. 13 attended
- 11/7 - Interview
 - Librarians' staff meeting

Performance Evaluations: I have completed written evaluations and meetings with Karen Cross, Genie Keith, Tina Trenkler and Sean Gagnier on 11/7. I met with Laurie St. Laurent and William Peniston on 11/8 and John Ferris on 11/11. This week I will complete evaluations with Pat Tindale, Margaret Engel, Scintilla Mariconda and Lorraine Loudon.

Senior Library Clerk Vacancy: The individual who was offered the position declined after a week of seeking appropriate, affordable child care. I divided the job responsibilities and offered the position to current part time staff. Each will work 19½ hours each week at \$7.40 an hour. Four applications have been received by the 11/8 deadline.

New part time staff hired: Donna Krenzer began work on 11/11 as a part time Page who will be trained later as a Circulation Desk Clerk. Charmaine Gamanche begins work on 11/12 as a part time Circulation Desk Clerk.

Susan Dunn will be leaving on December 20 to return to Pennsylvania for six months to help care for her parents. Upon returning to Rochester Susan will undergo foot surgery in June and be unavailable to work until Fall. Karen Cross has decreased her hours from 19½ to 8-10 each week as she has taken a full time job. Our new employees will help fill gaps in scheduling that have been cumulative.

IBM Training: Mary Beth Brydges will be conducting two-hour sessions every Friday for any staff who wish to learn WordPerfect, DOS, Printmaster, or Harvard Graphics. Although returning to full time college studies, Mary Beth has found two hours a week to offer this training in the Library. Staff has the calendar booked through December 20.

Geac Training and Review: Former temporary employee Joanne McLaud, a full time Principal Library Clerk at the Henrietta Public Library, has agreed to meet with me to establish a Geac training and review program for staff. The need for such review came about through recent changes in codes used and the necessity for a smooth transition for the people selected to fill Barb Jonak's position. Joanne will serve as a Consultant on Geac matters and I will be reporting later as to the schedule established and results achieved.


Dorothea Pompa



November 12, 1991
October 1991 Report

CHILDREN'S SERVICES REPORT

October was a month chock full of activities as we began to incorporate Halloween in our programs.

One of the Halloween happenings was our display of Halloween books which was replenished often as the holiday drew closer.

For Halloween we had a special Halloween Storytime on Wednesday, October 30 presented by a local Girl Scout Troop. There were stories and poems as well as refreshments for the children to enjoy. It was a very successful venture resulting in many positive comments.

Storytime was busy with Toddler Storytime for 2 year olds ending on October 4. Preschool Storytime for 3-5 year olds began on October 14 and will extend through November 22.

The kindergarten class from Grace Covenant School has continued to come for special Storytimes in October. It has been a worthwhile opportunity for the children to grow accustomed to libraries and books. Their teacher appreciates the chance to check out books for use in her classroom.

Programs in October also provided fun for older children. On October 14 an interpreter from the Genesee Country Museum brought toys and games from the 19th Century. The audience had a great time playing with the various toys and even Genie got into the act and found that some of the items were trickier than they looked.

Several new items are now displayed in the children's room. A puppet theatre has been a great source of enjoyment for all the children who visit the library and Laurie and Genie have been enthralled by the impromptu puppet shows that children's imaginations can create. The puppet theatre has been a very popular and well used item, well worth the purchase price.

November 12, 1991
October 1991 Report

CHILDREN'S SERVICES REPORT (continued)

Also displayed are 8 wooden puzzles in a puzzle rack. An information sheet with the puzzles tells users to put out 3 or 4 at a time. All pieces are labelled and are all relatively large.

October in the children's room was stimulating and rewarding and we are ready for the holidays and more fun.

Respectfully submitted,

Eugenie M. Keith^{SK}
Laurie J. St. Laurent
Children's Librarians

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

September 24, 1991

7:30 p.m.

The meeting was called to order by President Rilla Crothers.

Present: Rilla Crothers, Buz Dumbleton, Gary Squires, Eileen Riedman, Library Director Dorothea Pompa, Liaison Bob Criddle.

Minutes: The minutes of the August 20, 1991, meeting were approved as written.

Abstract of Bills, Fines and Payroll Records: Eileen Riedman moved and Buz Dumbleton seconded a motion to accept the bills on Abstract #9, pages 1 and 2, in the amount of \$5,659.95, and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Communications: Mrs. Pompa wrote to Ann Caldwell on behalf of the Board of Trustees. The board has agreed to the conditions set forth in the Caldwell letter in regard to establishing the Wickins Memorial Book Fund.

Ross Kitt has offered to share his experiences as a member of the delegation that attended the White House Conference on Libraries.

A letter of resignation was received from George Kimmich. George plans to resign from the Board at the end of this year's term of office. His full term extends through Dec. 31, 1995.

Director's Report: The full staff meeting was held on Sept. 16 with 11 in attendance.

Minutes of that meeting will be mailed out to Board members.

Barb Jonak has resigned the Senior Library Clerk position effective October 11. The available position will pay \$15,000 per year and one of the following Civil Service lists will be canvassed: Senior Library Clerk, Library Clerk, or Library Assistant.

Mary Beth Brydges, Clerk-Typist has resigned, citing the pressures of family and college work. Sandra Roache, Clerk-Typist, has returned to work following maternity leave.

The RRLC CD-ROM Union Catalog has been received and installed. A memo was received from Dick Panz requesting that all libraries in MCLS share in payment in 1992 for additional CD-ROM workstations that will be acquired. Each library will be assessed \$450 for the workstation, \$200 for the initial disks, and \$250 each year thereafter for the updated disks. The Board agreed to participate and Mrs. Crothers signed the document of intent that will be returned to MCLS.

Trustee Training is scheduled for Sat., Nov. 2 at RPL. The topic will be "Funding Issues for Public Libraries".

Duplicating Consultants provided a new Sharp copier on Sept. 3. The new machine costs 15¢ for 8½"x11" paper and 20¢ for 8½"x14" paper. Quality of photocopies is wonderful.

MCLS filed the Construction Needs Assessment with New York State. The document states that the Chili Library needs a 25,000 square foot building costing \$3,500,000 in the event that the state makes available funding for public building construction.

DIRECTOR'S REPORT ***** September 18 - October 18, 1991

Circulation: Sept. 1991 = 14,964
Sept. 1990 = 13,991

Fines: Sept. = \$976.46

973 gain

Meetings & Activities:

- 9/19 - Release prepared and submitted to "Our Towns" advertising department (copy attached)
- Rochester Regional Library Council training on the new CD-ROM database (3½ hours)
- 9/20 - Librarians' meeting
- 9/23 - Town Library Directors' Council at the Mendon Public Library.
- Luncheon for Pearl Stutz, retiring director of the Irondequoit Public Library
- 9/24 - Library Board Meeting
- 9/26 - User's Group at the Wheatley Library
- 9/30 - No heat; furnace repaired
- 10/1 - Adult Book Discussion Group. Mary and Bob O'Brien led the group in covering Growing Up by Russell Baker.
- 10/4 - Participated, at RPL, in the Staff Focus Group covering the Library and Corporate Research.
- Set-up book sale
- 10/5 - Book Sale 10 a.m. - 4 p.m. Sean and I co-chaired the sale. Many thanks to those who donated books, helped set-up, worked as cashiers, helped pack-up and cleaned the meeting room. I especially appreciate the help of Sean, Terry, Susan, Genie, Laurie, Phyllis and Lorraine (staff); Thelma and Buz (Board); Ken and Jeanne (volunteers). Carol (staff) provided help too, including assistance from her children and husband Gabe.
- 10/9 - Directors' Advisory Council at RPL
- 10/10 - Canvass letters prepared. 13 go to individuals on the Senior Library Clerk List of Eligibles and 30 go to area public libraries.
- 10/11 - Librarians' staff meeting
- 10/14 - Lifetime Assistance picked up one-half of books not sold at the sale.
- 10/15 - Volunteers of America picked up the remaining books.
- 10/16 - Town Board approved expenditures from the Library budget for furnace repairs.
- 10/18 - Conducted one preschool storytime.


Dorothea Pompa



October 22, 1991

September 1991 Report

Children's Services Report

With the return to school, the Children's Department has been busy as we head into fall.

One of the programs which begins again in the fall is Storytime. Toddler Storytime began on September 10 and ended the week of October 4. This Storytime is especially fun to do because it introduces the two-year-olds to Storytime, preparing them for regular Preschool Storytime when they turn three.

Another fall happening connected with school is the visit of a Kindergarten Class from Grace Covenant School who come for a story and fingerplays four times this fall. In addition, the teacher picks out books to use in the classroom.

Also in operation is a set of fall programs for children.

On October 14 there was program called "Games and Toys of Long Ago" featuring an interpreter from Genesee Country Museum who brought various games from the 19th Century.

On November 11 the Children's Department will have Bird Day, with talks and crafts including a lecturer from Genesee Country Museum Nature Center.

We will be having a birthday party on November 14 to honor the character Curious George, a well loved monkey from children's books.

On December 7 we will present a craft program to make Christmas wrapping paper.

We will report on these events as they happen.

Also part of the fall line up are our birthday parties for 6-year-olds. A very successful one was on September 14 with 23 children who enjoyed the Hokep Pokey and birthday cupcakes and, of course, their first library cards.

October 22, 1991

September 1991 Report

Children's Services Report (continued)

A special display in September was the Fairy Tale Quiz. A group of objects symbolizing various fairy tales yielded 24 winners who could correctly match the objects to the fairy tales. Each winner received a prize.

One of our purchases whis fall was a puppet theatre which will be displayed along with a rack of puppets. Children are welcome to use these by themselves and we will also use it to present programs more formally.

Two staff and collection development happenings also occurred this fall.

With help of a report printed by Library Automation Services with books that have never circulated, we have weeded the entire non-fiction and older juvenile fiction sections.

On September 10, Laurie and Genie went to a workshop at the Fairport Library on Graphic Communications. It was sponsored and presented by the Children's Consultant, Carolyn Schuler, and was a good chance to hone our graphics skills.

Fall is an exciting time of year in a Children's Department with a return to the busyness of school. We look forward to a great time.

Respectfully submitted,

Eugenie M. Keith EK
Laurie J. St. Laurent
Children's Librarians

September 19, 1991

The Chili Public Library hereby agrees to meet the matching requirements associated with the MCLS 1992 LSCA Grant application to acquire 15 CD ROM workstations to allow us to participate in the Rochester Regional Library Council's resource sharing project. We understand that the Town Directors of MCLS have agreed to equally share the local matching requirements called for in the grant. We also agree to provide continuing support for the project's resource sharing purposes.

Dorothy Pompe
Library Director

Bill Cuthbert
Board President

Return To:
Paula Smith, MCLS Office
FAX 428-7337



August 23, 1991

Mrs. Ann W. Caldwell
869 Main Street
Norwell, MA 02061

Dear Ann,

Members of the Library Board of Trustees met on August 20 and unanimously accepted the proposal and conditions to establish an endowed book fund in memory of your parents as outlined in your letter of August 12, 1991.

When the Board sets up and administers the Wickins Book Fund, the principle will be held in perpetuity by the trustees of the Chili Public Library and invested as the members deem appropriate. Income from the fund will be expended for the acquisition of books and books alone on an annual basis. If the Chili Public Library should be disbanded the Wickins Book Fund would be transferred to the Rochester Public Library.

Gifts received to date total \$778 and, according to your wishes and those of your sister Mary-Alice Lynch, will be spent for books and appropriate bookplates to denote that the Wickins Book Fund has provided the funding for the new acquisitions.

An annual report will be sent to you from the library on the fund that will include a financial statement and a listing of books purchased with the income.

The gifts received have been acknowledged by George Kimmich, Treasurer of the Library's Gift Fund and a library board member.

I will enclose the complete listing of donors with this letter.

On behalf of the members of the Board of Trustees, I express our deep appreciation to you and to your family, for naming the Chili Public Library as the recipient of gifts in memory of your late parents, Constance Mc Coy and Ralph E. Wickins.

Sincerely,

Dorothea Pompa
Library Director

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

August 20, 1991

7:30 p.m.

The meeting was called to order by President Rilla Crothers.

Present: Rilla Crothers, Randy Allen, Gary Squires, George Kimmich, Eileen Riedman, Buz Dumbleton and Library Director Dorothea Pompa.

Minutes: The minutes of the July 30, 1991, meeting were approved as written.

Abstract of Bills, Fines and Payroll Records: Buz Dumbleton moved and Gary Squires seconded a motion to accept the bills on Abstract #8, page 1, in the amount of \$5,462.81, and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Communications: The Library Director received a letter (copy attached) from Supervisor Ramsey stating that following the August 5 meeting of the Supervisor, Mark Aesch, Dottie Pompa and Rilla Crothers, the Library would be exempt from the Town's purchasing policy for all library materials (books, magazines, newspapers, videos, cassettes, etc.).

Director's Report: The Librarians' are doing a full scale weeding of the materials collection based on a report received from Library Automated Services at RPL. The report lists titles of books that have never circulated since the Library went on-line on September 2, 1986. Because of the large number of discarded materials the Librarians' have planned a giant Book Sale for October 5 from 10 a.m. until 4 p.m. Sean and Dot will co-chair the sale, coordinate publicity and schedule staff and volunteers to help out. Sean has arranged for Mantaman to be present at noon.

The Library has been notified that a CD-ROM Catalog will be given to Chili in September. The CD-ROM workstation and software is provided by the Rochester Regional Library Council (RRLC) and lists holdings in the RRLC Libraries by subject, title, author and keyword. Eventually the Chili Library will be asked to contribute a nominal sum toward future CD-ROM purchases for other MCLS libraries if two current grant applications for these purchases are turned down. Updated software should cost about \$125. on an annual basis. Holdings for the MCLS libraries will be added to the software package at a future date.

The Gates-Chili Greater Metro Chamber of Commerce will sponsor a golf tournament at Brook-Lea Country Club on September 16. Once again they are selling sponsorships for holes and the profits from these sales will be divided between the Gates and Chili Public Libraries.

The August 19 staff meeting had 17 staff in attendance.

Laurie St. Laurent, Page Supervisor, has hired three new pages to replace three who are leaving for college. Leaving are Jennifer Rygiel (Buffalo State), Kara Tappenden (University of Buffalo), and Rachelle Zambito (SUNY Brockport). Newly hired are Tom Greenwood, Kristy Seaman and Mike Aguglia.

Committee MCLS and the Long-Range Planning Committee have not met.

Reports: Randy Allen will meet with Supervisor Ramsey to discuss the Town Garage, Library and Town Hall relocation bond issue.

The Office Planning Committee has received a price quotation from Batty & Hoyt. Other estimates for creating office space are expected within the next week.

Gary Squires and a local contractor inspected the Library's furnace. Furnace repairs in the range of \$8-10,000 could be provided.

Old Business: none


New Business: \$778. has been received to date for the Constance M. Wickins memorial fund. Mrs. Pompa read a letter from Mrs. Wickins' daughter Ann Caldwell that requested an Endowed Book Fund be established in memory of both Mrs. Wickins and Mr. Ralph E. Wickins. The Board unanimously agreed to the stipulations proposed in the letter. The Library Director is to write Mrs. Caldwell to convey the agreement of the Board to establish the endowed fund.

Copies of the draft of the revised MCLS Contract will be mailed to board members who have not yet received it. Discussion will take place at the next meeting as MCLS has asked for responses by September 27.

The meeting adjourned at 8:45 p.m.

The next meeting of the Board will take place at 7:30 p.m. on September 24, 1991.

Respectfully submitted,


Eileen K. Riedman, Secretary Pro-Temp.

DIRECTOR'S REPORT ***** August 14 - September 17, 1991


<u>Circulation:</u>	August 1990 = 16,546	<u>Fines:</u>	\$1,037.27
	August 1991 = <u>16,537</u>		
	9 loss	<u>Copier:</u>	208.25 (9/11/91)

Meetings & Activities:

- 8/14 - Directors' Advisory Council (DAC) - RPL
- 8/15 - Librarians' Staff Meeting
- 8/19 - Full staff meeting
- 8/20 - Carpenter to discuss office specifications
Library Board Meeting
- 8/23 - Librarians' staff meeting
- 8/29 - Librarians' staff meeting. Genie prepared the Agenda as I was on vacation.
- 9/3 - Carpenter to discuss office specifications
Interview
- 9/5 - Librarians' staff meeting
- 9/9 - Bonnie Vaccarella installed the CD-ROM, gift from the Rochester Regional
Library Council
- 9/10 - Adult Book Discussion Group. Marcia Rosenberg and Scintilla Mariconda
covered Willa Cather's My Antonia. I covered The Gathering of Days
by Joan Blos and The Education of Little Tree by Forrest Carter.
- 9/11 - DAC at RPL
- 9/13 - Librarians' staff meeting
- 9/16 - Full staff meeting - 11 attended
Gates-Chili Chamber of Commerce Golf Tournament Banquet at Brook-Lea
Country Club.

Principles of Supervision: I have enrolled in a 12-week course in the Supervisory Studies program sponsored by Cornell University's New York State School of Industrial and Labor Relations. The course covers management functions including planning, organizing, directing, staffing, controlling, setting and implementing goals; time management; problem solving. Classes begin 9/18 and continue through 12/11/91.

Course announcements received from the Industrial Management Council were for one-day or half-day seminars. If my schedule permits I may enroll in one or more of the following: Delegation and Time Management; Preparing for a Performance Review; Interviewing Skills.


Dorothea Pompa
September 16, 1991



September 13, 1991

August 1991 Report

Children's Services Report

August started off with a bang as we began the final month of our Summer Programs.

Our Thursday afternoon programs for families were a big hit. Each program drew a crowd of between 75 and 100 people.

On August 1, the Wegman's Zoomobile came to visit with exotic animals including a snake to be seen and even touched.

Connie Deming was here on August 8 with her guitar to share songs with young people.

A magical clowning act on August 15 featured Michelle Contant and was a popular favorite.

On August 22 we had our long awaited event-the Camp Carnival. From 2:00-4:00 p.m. the Town Hall Meeting Room was transformed into a carnival midway.

We had 5 games for the children to play as well as a snack of popcorn and orange drink.

The day was a huge success with many positive comments from parents and family members who had almost as much fun as the kids.

The summer was a very worthwhile and happy one with gratitude from parents for helping their children keep reading. Staff members and volunteers are to be thanked and congratulated for all their hard work which made the summer programs such a success.

With summer turning into fall, we begin work on Storytime and other fall events. Next stop-Christmas.

Respectfully submitted,

Eugenie M. Keith EK
Laurie J. St. Laurent
Children's Services Librarians

1992 Proposed Budget for the Chili Public Library

8/12/91

Taxes	\$274,615
System Grant	3,599
LLIA Grant	4,655
Fines	14,000
Interest	5,000
Copier	1,300
Other	
Unexp. Balance	15,000
Temp. Investmts.	
	<hr/>
	\$318,169

Personnel	187,220
Materials	73,000
Microcomputer	700
Geac	5,400
Lib. supplies	4,500
Postage	1,500
Bld. Repair	6,000
Equipmt. & repair	4,349
Telephone	2,000
Cleaning suppl.	400
Program suppl.	1,500
Mileage	1,000
Retirement	6,000
Social Security	14,000
Workman's Comp.	300
Miscellaneous	200
Conference	2,000
Hospital/Med.	8,000
Insurance	100
Professional svcs.	<hr/>
	\$318,169

1. Personal Services			Dept. Head 1992	Supervisor 1992	Final 1992
Name	Hrs/Yr	Rate			
Lib. Dir. III Dorothea Pompa	FT				37,149
Libn. II Eugenie Keith	FT				23,888
Lib. I Sean Gagnier	FT				23,100
2 Librarians and one substitute	PT	11.46-12			19,760
1 FT; 15 PT Clerical Support Staff		5-8.12			61,218
8 PT pages (90 hrs. wk.)	PT	4.25			19,890
1 Cleaner	PT	7.10			2,215
TOTAL PERSONAL SERVICES					187,220

2. Equipment - Item					
A) Laser printer					4,349
B) Infotrac					
C)					
D)					
E)					
F)					
G)					
H)					
TOTAL EQUIPMENT					4,349

4. Contractual - Item					
A) NYS Retirement					6,000
B) Social Security					14,000
C) Compensation Insurance					300
D) Hospital/Medical					8,000
E) All other expenses					98,300
F)					
G)					
H)					
TOTAL CONTRACTUAL					126,600
TOTAL FOR ACCOUNT					318,169

Signed Dorothea PompaDate 8/12/91

TOWN OF CHILI

Originated in 1822



DONALD W. RAMSEY

Supervisor

Aug 5. 1991

TO: Dottie Pompa

FROM: Donald W. Ramsey

Regarding our conversation on August 5 please consider this as formal notification that the Library Fund shall be considered as exempt from the Town's purchasing policy for, and only for, the following matters.

- all library materials utilized for circulation to the public at large.
i.e. - items for public consumption (books, magazines, newspapers, videos, cassettes, etc.)

All other purchases should adhere to the Town's policy and follow the outlined procedure.

I hope this allows you to better manage operations.

xc: Mark Aesch
Rilla Crothers

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

July 30, 1991

8:15 p.m.

The meeting was called to order by President Rilla Crothers.

Present: Rilla Crothers, Randy Allen, Eileen Riedman, Marcia Rosenberg, Library Director Dorothea Pompa, Town Liaison Bob Criddle.

Minutes: The minutes of the June 25 meeting were accepted as written.

Abstract of Bills, Fines and Payroll Records: Eileen Riedman moved and Randy Allen seconded a motion to accept the bills on Abstract #7, page 1, in the amount of \$6,567.67, and to approve fine and payroll records as reviewed. MOTION CARRIED.

Communications: The Director has a copy of a summary of a four-year study on file for reference from the Division of Library Development: Library Systems in NYS - Toward the 21st Century; An Action Plan.

Barb Jonak requested a temporary change in her hours from full time to part time. The Director gave tentative approval. Barb will be working not more than 19½ hours and benefits will be pro-rated.

Director's Report: Constance Wickins, former Library Board member, passed away on July 9. Her family has asked that monies be donated to an endowed gift fund in her memory.

The operating budget for 1991 and other financial reports were completed and discussed.

OPAC: Dick Panz reported conflicting information was received from GEAC so that the MCLS will not be making the final decision in time for implementation in 1992.

Copies of the revised Personnel Policy were made and distributed to each staff member.

LLIA and Materials Grant: The first payment of the Materials Grant (\$1,757) was received and the second payment (\$1,842) should be forthcoming. These monies were earmarked for Visiting Artists Programs and equipment. LLIA is \$4,287.

MCLS Board: There are no regular meetings in the summer but a work session met. A Campaign Development Director was hired.

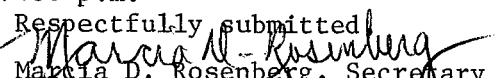
Office Planning: Marcia and Dottie are expecting an estimate from Batty & Hoyt and will get price quotations from area carpenters.

Old Business: Mr. Ramsey will consider exempting materials for the Library in the Purchasing Policy. A meeting has been suggested between Rilla, Dottie and Supervisor Ramsey.

New Business: Furnace: A committee consisting of Eileen Riedman and Gary Squires was suggested to meet with a technician from Leo Roth to discuss alternatives to furnace replacement.

The 1992 proposed budget is to be submitted to the Town by August 12.

The next meeting is to be August 20 at 7:30 p.m.

Respectfully submitted,

Marcia D. Rosenberg, Secretary
Library Board of Trustees

DIRECTOR'S REPORT ***** July 24 - August 13, 1991

Circulation: July 1991 = 19,469
July 1990 = 18,713
756 gain

Fines: \$1,100.38

Meetings & Activities:

- 7/27 - Staff members Barb Jonak, Carol Fogarassy (and three of her children), Jenny Rygiel, Kara Tappenden, Rachelle Zambito marched in the CHIL-E FEST parade. The group used MCLS's Walking Library Card, the Camp-Read-to-me/Read-A-Lot banner, and a computer-generated banner.
- 7/30 - Library Board Meeting
- 8/1 - Marcia and I visited some office supply stores to look at equipment
- 8/2 - Librarians' staff meeting
- 8/5 - Meeting with Mr. Ramsey and Mark. Rilla and I discussed the Library's materials orders.
- 8/7 - Lions Braille Service of Spencerport. Mrs. Shirley Davis conducted an introduction to brailleing - 5 adults attended.
- 8/8 - Librarians' staff meeting
- 8/9 - United Way Professional Development Roundtable at the JCC: Withstanding the Tug of Time. Pat Tindale and I attended the three-hour workshop.
- 8/12 - Budget due to the Finance Officer.
Marcia and I met with a local carpenter to review office specifications.

*Dorothea
Pompa*



August 13, 1991

July 1991 Report

Children's Services Report

July was a busy month as our Summer Reading Program gained momentum.

One special event was our Great Bookworm Race on Monday, July 8. Fourteen participants brought their own earthworms for a race across a game board toward the finish line. The Times Union published a picture and the Gates Chili News and the Pennysaver gave us good coverage.

Featured on Thursday afternoons was our series of programs for families.

July 11 was our first program, Camp Craft Day. We had a group of 50 children who chose from a set of projects to make an item to take home. Materials came from leftovers in our storage cupboards.

On July 18, Cathy Phelps came to teach sign language using songs and stories.

A well known Storyteller, Jay Stetzer, told riveting tales on July 25.

The Summer Reading Program was a popular item during July with many children bringing in their Reading Logs to receive prizes each week. Over 350 children are involved in this year's program.

Plans for fall are shaping up and we are anticipating the return of Storytime along with other programs. Onward to fall.

Respectfully submitted,

Eugenie M. Keith
Laurie J. St. Laurent
Children's Services Librarians

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

June 25, 1991

8:15 p.m.

The meeting was called to order by President Rilla Crothers.

Present: Rilla Crothers, Buz Dumbleton, George Kimmich, Gary Squires, Eileen Riedman, Marcia Rosenberg, Library Director Dorothea Pompa, Town Liaison Bob Criddle.

Minutes: The minutes of May 28, 1991 were accepted as written.

Abstract of Bills, Fines and Payroll Records: Buz Dumbleton moved and Gary Squires seconded a motion to accept the bills on Abstract #6, page 1, in the amount of \$6,261.29, and to approve and fine and payroll records as reviewed. MOTION CARRIED.

Communications: The Board received a note from Donna Mancuso thanking the Board for the plant sent her when she took the new position.

Director's Report: Personnel: Sean Gagnier joined the staff on June 17 as Librarian I, responsible for Public Relations and Young Adult Services. Vanderlinde relamped and cleaned all of the electric fixtures.

MCLS Board: Mrs. Riedman reported that the review for Dick Panz was most complimentary.
MCLS believes the state monies will be reduced by 10%.
There are 25-30 applicants for the Campaign Director's position.
A decision will be made by the end of June.

Long-Range Planning: Randy Allen received a communication from architect Peter Romeo who wishes to be considered when an architect is needed.
Bob Criddle received a proposal from Iacovangelo's firm regarding leasing the plaza.

Old Business: The Town Purchasing Policy will be as stated in January with no exceptions. Mr. Criddle will talk to the Town Board to try to get Library materials exempted.

Personnel Policy: Buz Dumbleton moved and George Kimmich seconded a motion to accept the Personnel Policy as it was revised. MOTION CARRIED.

Board Committees: There will be further discussion on whether it is better to form Standing Committees or to continue with Ad Hoc Committees.

New Business: The maintenance agreement for quarterly checks on the furnace and air-conditioner was received from Leo Roth with an increase of 5% to \$586/year. Eileen Riedman moved and Buz Dumbleton seconded a motion to accept the agreement. MOTION CARRIED.
The accompanying quote for a new heating system will be referred to the Town Supervisor with a cover letter.
The Director submitted her goals for June 1 through December 31, 1991. Rilla, Marcia and Dottie will serve on a committee to work on the proposed 1992 budget.

The next meeting will be July 30 at 8:15 p.m.

Respectfully submitted,

Marcia Rosenberg
Marcia Rosenberg, Secretary

GOALS FOR THE DIRECTOR - June 1, 1991 - December 31, 1991

Establish a Library Procedural Manual with input from every staff member.

Objective: have all procedures in writing to enable staff to perform duties in a consistent manner.

Steps to completion: Barb Jonak selected to coordinate staff reports on specific procedures that will be defined at the June 17 staff meeting (Desk duties, opening and closing the library, press releases, reference interview, etc.). An outline will be agreed upon. Barb and Mary Beth will enter all data into the computer to produce the final report.

Compile a file on Library Buildings - ideas and pictures, design and layout.

Objective: have available one resource file to cover new information on interior and exterior library designs.

Steps to completion: Each librarian will be asked to photocopy any pertinent information that would be helpful to the Board and to the Director in planning for a new library facility. The Director will spend at least four hours each week reviewing professional literature to compile bibliographies and/or photocopies of specific articles to help prepare the staff to suggest viable interior and exterior design layouts for a new building.

Create an office for the Director.

Objective: provide private space in which to work, hold interviews, make telephone calls, conduct small conferences.

Steps to completion: Marcia Rosenberg and I were named a committee of two to plan an office. The most obvious choice that meets the requirement that the circulation desk be visible is the area where the Apple IIe is now situated. We will need to make a field trip or two to get some ideas on moveable partitions, etc.

Fill full time Librarian's position.

Objective: hire the best candidate with qualifications to cover the Public Relations - Young Adult Librarian's position.

Steps to completion: Librarian I List of Eligibles obtained from Civil Service in mid-May. Letters mailed to those on list with May 29 deadline to respond as to availability. Interviews conducted June 4 - 7 and follow-up telephone calls to references made. An offer of employment was made on June 7, confirmed by telephone on June 10. Letter of offer will be mailed June 11. Upon confirmation, candidate will begin employment on June 17.

Continue meetings, weekly for librarians and senior library clerk; monthly for full staff.

Objective: keep the lines of communication open. Exchange ideas and brainstorm.

Steps to completion: Announce meeting schedule in advance. Ask for suggestions for the typed Agendas. Take notes at Staff Meetings with minutes available to Board and staff.

Attend workshops in the area of management.

Objective: gain new perspective and skills in dealing with personnel matters.

Steps to completion: Review all incoming announcements of seminars and workshops at area colleges, etc. and enroll in an appropriate course.

DIRECTOR'S REPORT ***** June 18 - July 23, 1991

Circulation: June 1990 = 14,947

Fines: \$1,284.04

June 1991 = 14,562

385 loss

Copier: 506.50 (6/28 & 7/10 payments)

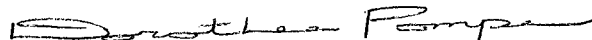
Payroll: Will be updated as soon as possible. Pat Tindale, bookkeeper, and Lou Hillman, volunteer computer consultant, have found an error in the program being used. The entire payroll, from December 15, is being recalculated for total accuracy.

Meetings & Activities:

- 6/19 - 6/21 - Barb Jonak and Margaret Engel attended the annual Library Assistants' Conference at Skidmore College, Saratoga Springs
- 6/20 - Librarians' Staff Meeting
- 6/25 - Library Board Meeting
- 6/27 - 1992 Budget Preparation Meeting: Rilla Crothers, Marcia Rosenberg and I.
 - Book Discussion Group ballot compiled for September 1991 - June 1992 meetings: Marcia and I.
- 7/10 - Sean Gagnier attended the Adult Book Selection Meeting at RPL. Henceforth, Sean will be ordering the adult nonfiction books.
William Peniston returned to work following his six-month leave abroad.
- 7/15 - Full Staff Meeting (minutes attached). Our best attendance to date: 16!
- 7/16 - Technician from Security Safe checked front and rear door looks and hardware as well as the bookdrop lock.
- 7/17 - Directors' Advisory Council met with Dick Panz at RPL
 - Marcia and I met with a salesman from Batty & Hoyt. He will prepare price quotations for a partitioned office.
- 7/18 - User's Group at the Wheatley Library. Biggest announcement (disappointment) was that there will be no OPAC in 1992.
- 7/23 - Anniversary date of employment of the director.

Personnel: Kathy Stowe resigned in June to have the summer off with her children. Former volunteer Vangie Morrow joined us on July 1 as a Circulation Desk Clerk.

On Tuesday, July 9, Mrs. Constance Wickins passed away. Mrs. Wickins had served as a Library Board Member from December 1968 until November 1988. She had held every board office; worked as an organizer for the Library's Friends Organization, and was an active and interested trustee. Mrs. Wickins daughter contacted me to ask permission to have memorials made to the Chili Library's Gift Fund. I will report further at the July board meeting.



Dorothea Pompa



July 23, 1991

June 1991 Report

Children's Services Report

The big event in June was the Cookout on June 25 which began our Summer Reading Program. It was an extremely successful venture with a great response from the patrons. Out of all the families, there were 250 hot dogs served and 123 children signed up for the Reading Program that night. Many more registered in the next few days so that the total in the Program is around 300.

The picnic went very smoothly. Because local merchants had donated most of the food and supplies, the total cost was under \$20.00. The library patrons enjoyed the picnic and the sing-a-long and all of us have good memories of a lovely evening.

Also in June, we finished presenting Pre School Storytime. There will be no more Storytime until fall. It has been a fun event.

And now, on to the summer and the Summer Reading Program. After such a great start, good times are ahead.

Respectfully submitted,

Eugenie M. Keith^{AK}
Laurie J. St. Laurent
Children's Services Librarians

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

May 26, 1991

8:15 p.m.

The meeting was called to order by Gary Squires.

Present: George Kimmich, Eileen Riedman, Gary Squires, Randy Allen, Marcia Rosenberg, and Library Director Dorothea Pompa.

Minutes: The minutes of April 30, 1991 were accepted as presented.

Abstract of Bills, Fine and Payroll Records: Eileen Riedman moved and George Kimmich seconded a motion to accept the bills on Abstract #5, pages 1 and 2, in the amount of \$5,733.15 and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Communications: none

Director's Report: 15 canvass letters have been sent for the Librarian I position. As of this date 6 positive responses have been received. The deadline is May 29.

Barb Jonak, Margarel Engel and Pat Tindale will be attending the Library Assistant's Conference in Saratoga Springs in June.

MCLS Board: Mrs. Riedman reported the Board is applying for grants for projects. It is also involving community leaders in exploring other building sites.

Trustee Council: no report.

Old Business: Personnel policy will be reviewed at the next meeting.

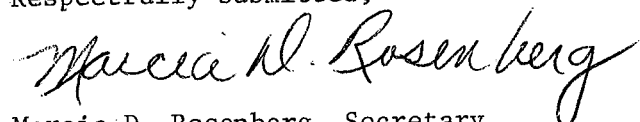
New Business: Mrs. Riedman has suggested the Board be operated by committees which report to the full Board. This should result in shorter meetings with better efficiency.

Three trustee orientation meetings will be held in June for new trustees.

The kick-off picnic for the Summer Reading Program will be June 25, 5:30 to 8 p.m. Rain date is on June 26, same time. Volunteers are needed for serving food, cooking, and registration of the readers.

The next meeting is June 25, 1991 at 8:15 p.m.

Respectfully submitted,



Marcia D. Rosenberg, Secretary
Library Board of Trustees

DIRECTOR'S REPORT ***** May 10 - June 18, 1991

<u>Payroll:</u>	Through May 3, 1991	\$70,828.29	<u>Fines:</u>	\$1,446.04
	#11 (May 4 - May 17)	6,758.58		
	#12 (May 18 - May 31)	7,019.05	<u>Circulation:</u>	1990 = 16,280
	#13 (June 1 - June 14)	6,181.66		1991 = <u>14,056</u>
		<u>\$90,787.58</u>		2,224 loss

Meetings & Activities:

- 5/14 - Special Board Committee meeting - evaluation of director
- 5/17 - 15 canvass letters mailed for Librarian I vacancy
- 5/20 - Full staff meeting
- 5/22 - Adult Book Meeting at RPL
Special meeting at Roberts' Wesleyan College
- 5/23 - User's Group at the Arnett Library.
Librarians' meeting
- 5/28 - Library Board Meeting
- 5/30 - Vanderlinde relamped and cleaned all electric fixtures.
Librarians' meeting
- 6/4 - Adult Book Discussion. Mark Twain's The Adventures of Huckleberry Finn
was reviewed by me. 12 attended.
Interviews conducted 6/4, 6/5, 6/6, 6/7.
- 6/6 - Librarians' meeting
- 6/12 - Adult Book Meeting and Town Directors' Advisory Council at RPL
- 6/14 - Librarians' meeting
Evening picnic to honor the Library's graduating seniors: Rachelle Zambito, Kara Tappenden, Elissa McOmber, Jennifer Rygiel, and former page Kara Jacobson. Laurie St. Laurent, supervisor of the pages, coordinated the refreshments and gifts. Thanks to all staff who contributed salads and desserts!
- 6/17 - Full staff meeting
- 6/18 - Interview

Sean Gagnier joined us on June 17 as Librarian I, responsible for Public Relations and Young Adult Services.

Sean, a resident of Greece, holds degrees from MCC, SUNY Brockport and the University of Buffalo. Most recently he worked part time for the Lincoln Branch Library.

We welcome Sean to the Chili Public Library!

Dorothea Pompa



Children's Services Report

June 1991

During June the Children's Services librarians have been busy preparing for the Summer Reading Program and presenting Pre School Storytime. Both have been pleasant experiences.

The Summer Reading Program is ready to go and the Cookout on June 25 is the kickoff event. Area merchants have generously contributed food and beverages and the Cookout promises to be a very special occasion.

The Summer Reading Program is planned and has had publicity in schools and newspapers. Questions about the program indicate a good turn out.

Begun June 3, Pre School Storytime has been well attended with a total of 66 children coming in each week. We have been busy.

We are looking forward to the exciting summer ahead and anticipate many good times. It all goes to show the Children's Department is ready for anything. We will keep you posted on all the details.

Respectfully submitted,

Eugenie Keith & K
Laurie J. St. Laurent
Children's Services Librarians

MAY 1991
SHELLEY KARLSONS

Shelley

Programming:

- Working on MCLS summer YA programming
- Responsible for game board and bookmarks
- Working on a kick-off picnic for the summer program.
- Made puzzles, games and book marks for the YA summer program.

Displays:

- Rochester Porcelain Artists Show in Main Case
- My antique and foreign dolls in children's area

A- Frame

- Baseball
- Cook Books

Volunteers:

We have a new "teen" volunteer, Kevin Dunbartin, who is a quick learner and a big help in the afternoons. Although Kevin is 12 years of age, I feel it would better serve the needs of the library if we encouraged those over 14 to volunteer.

Meetings:

- Young Adult Book Meeting
- Users group

Pages:

Five of our pages graduate next month. Elisa McOmber is salutatorian of Churchville Chili High School. She and Jennifer Rygiel are both in need of money for school next year and have requested to work 19.5 hours /week this summer. Chris Marinucci will be a camp counselor and would like to return in the fall. Mark Daniels is the only high school student that at the present time is planning on staying with the library.

Apple IIe

- 8 new orientations
- 42 hours of use plus 24 hours of staff use

Thank you for the 15 months of experience you have given me. The challenge of working with more limited resources and a wide variety of ages has made the reference work here a challenge. Replacing Reader's Guide to Periodical Literature with Infotract would greatly enhance CPL's ability to quickly retrieve information.

You are blessed with an outstanding staff which gives Chili Public Library its charm and warm personality.



May 24, 1991

Children's Services Report

May 1991

My first week as a full time librarian in Children's Services at the Chili Public Library began on Monday, April 22. Now, a month later, I am finding my way through new procedures and the children's collection and enjoying my position very much. The staff has welcomed me with open arms and I feel at home already.

On Saturday, May 4, one of my first duties was to present the birthday party for 6 year olds when they received their first library cards. I brushed up on my "Hokey Pokey" skills and everything was fine.

I planned and presented the Storytime for Toddlers in conjunction with Laurie for two weeks. Toddlers are enjoyable creatures and the program went well.

The next project was to plan an activity for "Family Day at the Library" on Saturday, May 18, designated by WXXI to celebrate libraries. The Genesee Storytellers came and we had a very enthusiastic audience of roughly 20 people; a good turn out considering the beautiful weather.

The big event to kick off the summer and the Summer Reading Program is a picnic on Tuesday, June 25, complete with hot dogs and a sing-a-long. The staff members are getting into the act to help. Laurie and I are looking forward to a busy, happy summer bringing kids closer to reading and to the library. It promises to be a great time.

Respectfully submitted,

Eugenie M. Keith

Eugenie M. Keith
Laurie J. St. Laurent
Librarians, Children's Services

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

April 30, 1991

7:00 p.m.

The meeting was called to order by President Rilla Crothers.

Present: President Rilla Crothers, Buz Dumbleton, Randy Allen, George Kimmich, Gary Squire, Marcia Rosenberg, and Library Director Dortha Pompa

Minutes: The minutes of March 26, 1991 were accepted with the following change; insert "starting" before salary in in paragraph under New Business.

Abstact of Bills, Fine and Payroll Records: Buz Dumbleton moved and Randy Allen seconded a motion to accept the bills on Abstract 4, Pages 1,2, and 3, in the amount of \$9,527.25 and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Communications: There is a proposed change to the NYS Education Law. After it has been reviewed it will be discussed at the next meeting.

Directors Report: Shelley Karlson has resigned to accept a new position with the main Library. Her last day will be Thursday May 23, 1991. The Director will refine the job description for the Library I position vacated by Shelley and discuss with Rilla Crothers before filling the position. The starting salary is not to exceed \$22,000. Genie Keith was appointed for the full time Library II position as of April 22, 1991. Her status is permanent reinstatement. Gerry Yazback, the former Director of Mablewood is working as a substitue as needed. William Peniston will be back July 8, 1991. Adult Pages have been hired at a \$5.00 entry level. A screen door has been ordered for the back. It was agreed to keep the gift fund in a regular savings account as the interest in a CD is not significantly larger. The Library staff has made its visits to other Libraries. The staff is now working in an "adopt-a-shelf project, where each staff member is responsible for a section of shelving.

Committee Report: MCLS Board: Mrs Crothers attended the last meeting and reports that the fund raising is continuing.

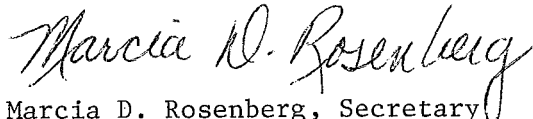
Trustee Council: There is a bill to pass legislation to move Certified Professional Librarians from Competetitive class of the classified civil service to the unclassified service. The Trustee Council advocates support of this bill. See brochure Librarians and Civil Service for full discussion of proposed legislation.

Long Range Planning: Randy Allen had no report as he is waiting to present his report personally to the Town Board.

Old Business: A draft letter was written regarding Town Purchasing Procedure and will be revised to include a purchasing policy for the next meeting.
The Personnel Policy will be retyped and ready for approval at the next meeting.

The next meeting will be May 28, 1991.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marcia D. Rosenberg". The signature is written in dark ink and is positioned above the printed name.

Marcia D. Rosenberg, Secretary
Library Board of Trustees

Payroll:

#1 (Dec. 15 - Dec. 28)	\$ 6,369.07
#2 (Dec. 29 - Jan. 11)	7,179.25
#3 (Jan. 12 - Jan. 25)	7,007.48
#4 (Jan. 26 - Feb. 8)	6,685.90
#5 (Feb. 9 - Feb. 22)	6,769.56
#6 (Feb. 23 - Mar. 8)	6,214.24
#7 (Mar. 9 - Mar. 22)	7,172.45
#8 (Mar. 23 - Apr. 5)	9,642.66
#9 (Apr. 6 - Apr. 19)	6,968.08
#10 (Apr. 20 - May 3)	6,819.60
	<u>\$70,828.29</u>

Circulation:

March 1990 = 17,982
 March 1991 = 13,905
 4,077 loss

April 1991 = 17,005
 April 1990 = 15,055
 1,950 gain

Fines: March = \$1,133.74 April = \$1,546.67

Copier: \$203.93 (4/3/91)

Meetings and Activities:

- 3/18 - Full staff meeting 9-10 a.m.
- 3/20 - Adult Book Meeting
- 3/25 - Town Directors' Meeting at the Brighton Public Library
- 3/26 - Library Board Meeting
- 3/28 - Librarians' Staff Meeting 2-3 p.m.
- 3/29 - Display Case, gift of the Gates-Chili Rotary Club, delivered and assembled in the Children's area. First display, prepared by Laurie St. Laurent, was a sampling of puppets owned by the Library.
- 4/2 - Adult Book Discussion. The Republic by Plato (postponed from March due to the Ice Storm) and Uncle Tom's Cabin by Harriet Beecher Stowe were discussed. Virginia Newmann was moderator.
- 4/4 - Librarians' staff meeting
- 4/5 - Interview
- 4/6 - Party at Chapel's to honor Donna Mancuso - 21 staff and volunteers attended. I handled the reservations; Barb, Pat and Kathy handled the gift.
- 4/10 - Adult Book Meeting and the Town Directors' Advisory Council meeting
- 4/11 - Librarians' staff meeting
- 4/15 - Full staff meeting - 15 attended
- 4/16 - Met with Jane Naylon from Stuart Brown Associates. She is writing part of the updated Town Masterplan and is responsible for library statistics.
- 4/16 - Evening Reception, "The Night of 7,000 Stars," to honor the Library's volunteers and National Library Week.
- 4/22 - Eugenie Keith joined us as Librarian II, full time, for Children's Services. While I was on vacation (April 19-26), Gerry Yazback, retired branch head of the Maplewood Library, helped cover the library. Shelley attended the User's Group meeting on April 25 at the Wheatley Library.
- 4/30 - Library Board Meeting
- 5/1 - Adult Book Meeting and Town Directors' Advisory Council meeting
- 5/2 - Librarians' Staff meeting
- Interview
- 5/7 - Adult Book Discussion. The Newmanns' covered The Mayor of Casterbridge by Thomas Hardy. First time we had the Meeting Room for our group!
- 5/9 - Librarians' staff meeting

Personnel Update: Lorraine Loudon began working 6 hours a week as an adult page on March 30. Scintilla Mariconda began on May 8 in the same capacity. Both Lorraine and Scintilla are former library volunteers.

Sandra Roache's last evening to work was May 8. Her baby is expected soon. Barb organized a surprise baby shower for Sandra on April 27.

Lisa Adsit's last day will be May 18. She, Eric and the girls will be moving to Fort Collins, Col. on May 31. The staff held a party for Lisa on May 4 at the Spaghetti Warehouse. Twenty of us were in attendance.

Margaret Engel, re-hired to work 8 hours a week, began on May 7 as an evening desk clerk.

Shelley's last day will be May 24. She starts her new position at RPL in the Literature Division on May 28.

Mary Beth Brydges lost her father on May 4. Susan Dunn, just back from Sharon, Pa., was with her family following her father's suffering a stroke on May 2.

Objections Received:

On April 17 I received a complaint from a father. His daughter, a high school junior, had been assigned to read some American poetry. She selected Robert Creeley's Selected Poems. He objected to the language, particularly one word. I reviewed our Materials Selection Policy with him and the Request for Reconsideration.

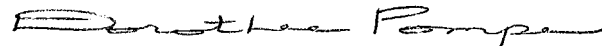
Suellyn Hunt, Adult Services Consultant for the MCLS, faxed information on the poet along with 10 citations to published reviews. We ordered photocopies of the reviews through Interlibrary Loan and they were received when I returned.

During the next week, Shelley received a complaint about Prescription for Justice by Victor Wartofsky. We own the only copy in the county. The book was a gift to us in 1987. We requested a copy of the only published review but have not received it yet.

Shelley read the book and reviewed it for me. My husband is now reading it.

Neither gentleman has been in or called to discuss their reasons for wanting the books "thrown away - or burned".

Perhaps we should review the Materials Selection Policy when the Personnel Policy is finalized.



Dorothea Pompa

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

March 26, 1991
7:00 p.m.

The meeting was called to order by President Rilla Crothers.

Present: President Rilla Crothers, Buz Dumbleton, Randy Allen, George Kimmich, Eileen Riedman, Gary Squires, Marcia Rosenberg, Library Director Dorothea Pompa, Town Board Liaison Bob Criddle.

Minutes: The minutes of the February 26, 1991 meeting were approved with the addition of the name of the new Librarian, Genie Keith.

Abstract of Bills, Fine and Payroll Records: Eileen Riedman moved and George Kimmich seconded a motion to accept the bills on Abstract #3, pages 1 and 2, in the amount of \$6,271.56, and to approve the fine and payroll records as reviewed. MOTION CARRIED.

Communications: A letter was sent to Lisa Adsit as discussed in the last minutes. She also requested, and was given, a letter of recommendation.

Director's Report: It was agreed that the scheduled full time employees would be paid for the time the Library was closed during the ice storm and resulting power loss.

Mrs. Pompa will obtain quotes for a screen door for the workroom back door. Concerns were raised about the air-conditioner with the door open, but it is expected to be used mostly in the spring and fall for ventilation. Mrs. Pompa will also check with the building inspector.

The first quarter financial report will be in the mail this week.

A three-fold celebration will be held on April 16, from 7 to 9 p.m. - National Library Week, Night of the 7000 Stars, and Volunteer recognition. Refreshments will be provided by the staff.

The staff meeting had a record turnout this month.

There is a move to introduce and pass legislation to remove Certified Professional Librarians employed in the public library systems from the competitive class of the classified civil service to the unclassified service.

The Children's Librarian, Donna Mancuso, has resigned effective April 8. She will have an exit interview with Rilla Crothers.

Town's Purchasing Policy: Mark Aesch explained the need for a purchasing policy for all departments of the Town. The main reason is the reduction of monies coming in to the Town. The policy is:

Invoices up to \$100, no approval needed

\$100 to \$1,000, prior approval from Mark Aesch

\$1,000 or greater, Town Board agenda and approval

The cumbersomeness of this was pointed out and it was agreed by all that Mrs. Pompa would write up a policy that would be acceptable to the Town and to the Library.

MCLS: Mrs. Riedman missed the meeting. Mr. Potter, the fund raiser, has resigned and Mrs. Harris has replaced him.

Personnel Policy: We discussed the changes in the policy. It will be retyped and submitted for approval at the next meeting.

Long Range Planning: Three plans were submitted by the Facilities Advisory Board to Supervisor Ramsey for review and the committee expects to meet with the Town Board.

Old Business: The implementation for OPAC was requested to be December 1994. The Letter of Intent will be sent to MCLS before the April 1 deadline.

New Business: The children's position that is to be open by the resignation of Donna Mancuso will be offered to Genie Keith. Marcia Rosenberg moved and Buz Dumbleton seconded a motion to keep the position at a Librarian Level II, with a ^{STARTING} salary not to exceed \$22,750. MOTION CARRIED.

Postcards are available for patrons to lobby the legislators concerning funding issues.

All new Trustees have been invited to a Trustees Council meeting on April 11.

The next meeting will be the 5th Tuesday, on April 30.

Respectfully submitted,

Marcia D. Rosenberg

Marcia D. Rosenberg, Secretary
Library Board of Trustees

CHILDREN'S LIBRARIANS REPORT
MARCH, 1991

MEETINGS

March 14.....Chili Librarians Meeting
March 18.....Chili Staff Meeting
March 28.....J book meeting RPL

TANDY COMPUTER

6.5 hours of public use...the MS DOS disk was destroyed when a patron inadvertently pushed the lever of the disk drive in the wrong direction. Chris Marinucci, one of our pages was kind enough to make several copies from our backup disk in the event another DOS disk is destroyed.

PROGRAMS

Preschool storytimes: total presented=20, 10 by Mrs. St.Laurent, 8 by Mrs. Mancuso, 2 by Mrs. Pompa.

Birthday party for six year olds: March 16, 1991, Attendance=9

PROFESSIONAL ACTIVITIES

March 11, 1991....Bringing Books to You...a workshop conducted by Dr. Caroline Feller Bauer...a survey of literature for young people and methods for presenting that literature using puppets, flannelboards, magic, costume, etc. Mrs. St.Laurent and Mrs. Mancuso both attended this day long workshop at the Holiday Inn Airport.

March 23, 1991....Mrs. Mancuso was guest storyteller at the Riga Recreation Spring Festival held at Churchville Elementary School.

Clerical staff evaluations...Mrs. Jonak and Mrs. Mancuso concluded the evaluations of the clerical desk staff on March 22, 1991 (Mrs. Dunn had been away in February when all other clerical staff had been evaluated). The evaluations were photocopied for each staff member; the originals were signed by the staff member evaluated and supervisors and given to Mrs. Pompa for inclusion in the staff members' personnel files. Several suggestions made by staff members during the evaluations were taken under advisement and acted upon. These include a notebook for the circulation desk with "ready reference" cards which will aid that staff in answering "where do I find..." questions from patron and a list of tasks which desk staff can perform at or near the circulation desk when patron activity is slow.

March 5, 1991....Mrs. Mancuso submitted a letter of resignation to Mrs. Pompa.

PUBLICITY/DISPLAYS

"Library" bear display unit: dogs
Easter/Spring/St.Patrick Day books in counter top display unit
Contributed to news releases sent to Gates-Chili News

Donna Mancuso

The first display was mounted in the new display case, donated to the Children's Room by the Gates-Chili Rotary Club. Library patrons of all ages have enjoyed the collection of puppets exhibited during April. Special collections of interest to children will be solicited from community members and used to highlight materials from the library's holdings.


A six-week series of preschool story time programs was completed the first week of April. Over 80 children participated in this most recent series of shared books, songs, fingerplays and crafts.

Children in grades K through 6 participated in a soapmaking workshop on Thursday, April 25. Using Ivory Snow powder and water, 30 children modeled hand soaps in the shapes of snowballs, hearts, stars and assorted animals. Parents and children alike expressed enthusiastic approval of this inexpensive but creative program.

A new session of Toddler Time has begun. Twenty families have registered for the 4-week series that will introduce our young patrons to the joys of their public library.

Genie Keith and I are working together to sort through the plans for 1991 summer reading programs. This year's theme will be camp related: Camp Read-A-Lot and Camp Read-To-Me. We are making plans to accommodate over 150 children in the reading clubs. In addition to the reading programs, 6 Visiting Artist Programs are scheduled for Thursday afternoons during July and August. A more complete report on summer 1991 will be included in coming months.

Respectfully submitted,

Laurie J. St. Laurent 
Librarian, Children's Services

Monthly Report: March 1991

Shelley

Young Adult Librarian: Shelley Karlsons

Meetings:

YA Meeting

Apple IIe

16 Orientations,

62.5 Hours of Public Use

Displays

A Frame

Aids

Astronomy to promote night of 7,000 stars

Display Case in Hall

Puppets from the Brasser School

Press Releases:

Weekly to Gates-Chili News

Monthly to Suburban News, The Genesee Valley Penny Saver, and the Scottsville News.

Newsletters and in house publications .

Bibliographies for summer reading program

Game Board for MCLS Summer reading program completed

April Calendar

Pages

Seven of the Nine Pages are seniors. The morale is low. Many of them are discouraged because they feel there is

no room for promotion here. The increase in minimum wages has forced us to decrease the number of hours pages are employed. In addition the work load has increased including a mandatory area to shelf read each week. This is particularly difficult for those who work only 4 hours /week.

Volunteers

We have three new YA volunteers who come in and stamp cards and do general shelf straightening after school.

We have planned a Night of 7,000 Stars to thank our volunteers for the more than 65 hours a month they donate to the library each month.

AV Materials

I am trying to increase the Books-on Tape collection. We have added many children's classics and presently some YA reading list materials are on order.

Through the New York State Consortium we have the opportunity to order some educational and PBS videos at substantial savings. We are expanding our collection in this area primarily because they can not be rented from the local video shops.

LETTER OF INTENT: USE OF ON-LINE PUBLIC ACCESS CATALOG SERVICES

It is the intent of the Chili Public Library to participate/~~not-participate~~ in on-line public access catalog (OPAC) services and, if participating, to follow the terminal installation schedule shown below. It is understood that participating libraries will sign an amendment to the Automated Services Agreement prior to using OPAC services.

Intended Schedule

Date(s) (month/year)

OPAC Terminals to be
installed


December 1994 (or latest possible date)

Prices to be as proposed; contract subject to voidance without prior board approval of any increased costs.

Based on the MCLS schedule as of the date of this letter, terminals may be installed at any time after September, 1992.

Total OPAC terminals may not exceed the allocation provided for each library.

date March 26, 1991



President, Board of Trustees

autolet.int

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

February 26, 1991

7:00 p.m.

The meeting was called to order by President Rilla Crothers.

Present: President Rilla Crothers, Buz Dumbleton, Randy Allen, George Kimmich, Eileen Riedman, Marcia Rosenberg, Library Director Dorothea Pompa, Town Board Liaison Bob Criddle.

Minutes: Eileen Riedman moved and Randy Allen seconded a motion to approve the minutes of January 22, 1991 with the following corrections: Mrs. Riedman served as secretary pro temp., deposited is the correct spelling in paragraph 12, and Mr. Criddle was in attendance. MOTION CARRIED.

Abstract of Bills, Fine and Payroll Records: Buz Dumbleton moved and Randy Allen seconded a motion to accept the bills on Abstract #2, pages 1, 2, and 3, in the amount of \$7,594.59, and approve the fine and payroll records as reviewed. MOTION CARRIED.

Director's Report: Mr. Ramsey agreed that the Town will be responsible for the \$2,500 bill for the Feasibility Study.

Mrs. Pompa received a request from Lisa Adsit for a leave of absence of 18-24 months. Dottie was asked to write Lisa a letter encouraging her to re-apply for employment but the job could not be held for that long a period of time.

Mrs. Pompa received a contract for the Materials Grant Program from the county for \$1,757. An equal amount, if available, will be received in six months. This money is to be used for Visiting Artists Programs and equipment.

Mrs. Pompa met with Mr. Ramsey and Mark Aesch regarding the purchasing system proposed by the Town for all departments. In summary, the plan for purchases under \$50 would not require prior approval. The purchaser would charge with the vendor or use a personal charge or payment. For purchases over \$50 but less than \$1,000, approval would follow from Department Head to Assistant Supervisor, Budget Officer who would assign a purchase order number and back to the Department Head. For purchases over \$1000 the over \$50 procedure would be followed with the additional approval of the Town Board necessary before purchases could be made. A letter was written to Mr. Ramsey following this meeting. The Director enumerated the problems that the proposed policy would create for the Library.

The Vanderlinde contract has been corrected and signed.

The furnace has been erratic and has been serviced at least four times. The control panels need to be re-wired. This work would have to be done in warmer weather as the unit would have to be shut off for 2 or 3 days. Estimates will be received from Leo J. Roth Corp. The cost may be \$2,000 - \$3,000.

Library staff will be making visits to two other libraries within the Monroe County Library System to observe service, building arrangements, physical facilities, etc. and report their impressions. These visits will be scheduled during regularly scheduled working hours and mileage will be reimbursed.

February 26, 1991

Money was approved to be taken from the Gift Fund to purchase pins for the Library Volunteers for National Volunteer Week in April. \$25.60 will be expended.

MCLS Board: Mrs. Riedman reported that the budget was passed and MCLS is now waiting to hear from New York State.

Personnel: Buz Dumbleton and Marcia Rosenberg worked on the proposed changes. A copy of the present policy and the proposed changes was given to the board members. This will be discussed at the March meeting after the board has a chance to review the changes.

Long Range Planning: Randy Allen announced an open meeting of the Facilities Advisory Committee is to be held February 27 in the kitchen of the Chili Community Center. The Committee hopes to discuss options and possible sites for the Library and submit the best plan for the Town Board's decision.

Trustee Council: Rilla Crothers was elected Vice President of the Council.

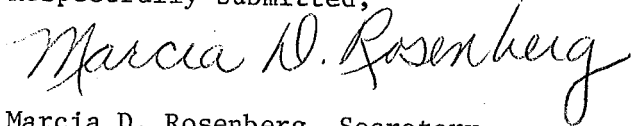
Old Business: The Librarians are holding weekly meetings and the whole staff is meeting once a month. There have been no reports of any problems with the payroll.

New Business: Mrs. Riedman attended the informational meeting about the On-line Public Access Catalog for Monroe County libraries. Library Boards are expected to file a letter of intent to participate by April 1. We will file the letter with this sentence added: Prices to be as proposed; contract subject to voidance without prior board approval of any increased costs.

A position paper prepared by Rilla Crothers for the Master Plan Committee was approved by the board. The paper will be sent to Mr. John Nowicki.

The next regularly scheduled meeting of the board will be March 26 at 7:00 p.m. at the Library.

Respectfully submitted,



Marcia D. Rosenberg, Secretary
Library Board of Trustees

Donna Mancuso Resigns: In a letter dated March 6, Donna resigned her position as Children's Librarian at the Chili Public Library. Donna's last day at work will be March 29 and she will take the next week as vacation before beginning her new job at the Greece-Mitchell Road Library as Adult Services Librarian on April 8.

Donna began work here as the full time Young Adult Librarian on January 2, 1985. Following the resignation of Leslie De Looze, Donna assumed responsibility as Children's Librarian.

Members of the staff and board are cordially invited to a luncheon in Donna's honor. We will meet at Chapel's, 30 West Broad St., on Saturday, April 6 at 12:30 p.m. Barb and I will make the arrangements and you will hear more details soon.

I have requested and received both the Librarian I and II lists from Civil Service. At the March 26 board meeting the level and salary for Donna's position will have to be determined.

<u>Payroll:</u>	#1 (Dec. 15 - Dec. 28)	\$ 6,426.82	
	#2 (Dec. 29 - Jan. 11)	7,339.25	
	#3 (Jan. 12 - Jan. 25)	7,007.48	
	#4 (Jan. 26 - Feb. 8)	6,597.75	corrected total
	#5 (Feb. 9 - Feb. 22)	6,662.96	
	#6 (Feb. 23 - Mar. 8)	6,154.79	
		<u>\$40,189.05</u>	

<u>Circulation:</u>	Jan. 1990 = 17,019	Feb. 1991 = 17,553
	Jan. 1991 = <u>16,884</u>	Feb. 1990 = <u>16,490</u>
	135 loss	1,063 gain

Fines: \$1,073.46

Meetings & Activities:

- 2/12 - Memo to Mr. Ramsey and Mark Aesch regarding library purchasing
- 2/13 - Memo to Rolland Michael, Personnel Analyst at RPL
- 2/16 - Staff meeting
- 2/19 and 2/20 - 8 hours of Community Service
- 2/20 - Interview
- 2/25 - Town Library Directors' Meeting at the Gates Public Library
- 2/26 - Library Board Meeting
- 2/27 - Adult Book Meeting at RPL
 - Letter to Lisa Adsit
- 2/28 - Salary and benefits survey due (MCLS)
- 3/4 and 3/5 - Library closed thanks to "the" Ice Storm
- 3/6 - Library reopened to the public at noon
- 3/13 - Town Directors' Advisory Council meeting at RPL
- 3/14 - Librarians' meeting

Ice Storm: Many patrons took refuge from the cold and spent long hours in the Library. The staff, many without electricity at home, managed to cover the schedule and did a magnificent job. Business was busier than usual as the week progressed. I wish to thank one and all who pitched in to help! When the Library reopened, the town was reporting that 90% of Chili was still without power. What a trip...

Donna Mancuso

FEBRUARY 1991
SHELLEY KARLSONS

Shelley

Programming:

Working on MCLS summer YA programming
Responsible for game board and two bookmarks

Displays:

Angel Volunteer
Puppets

A- Frame

Black History
Women's History
AIDS

Volunteers:

Volunteer pins have been ordered. We hope to combine celebration with the night of 7,000 stars.

Meetings:

Young Adult Book Meeting
YA Summer Reading Program Committee
Desktop Publishing Workshop

Pages:

Page meeting held and letters sent out.

Apple IIe

8 new orientations
63 hours of use plus 16 hours of staff use.

CHILDREN'S LIBRARIAN'S REPORT
FEBRUARY 1991

MEETINGS

February 12, 1991.....BOCES II Advisory Council at BOCES Spencerport
February 13, 1991.....J Book meeting at RPL
February 14, 1991.....Chili Librarians' meeting
February 16, 1991.....Chili Staff meeting

TANDY COMPUTER

Public use in hours: (through 2/23): 3

PROGRAMS

Storytime for Toddlers; 3 sessions (2 by Mrs. St. Laurent, 1 by Mrs. Mancuso)

Preschool Storytimes: 6 sessions (3 each by Mrs. St. Laurent and Mrs. Mancuso)

Winter Film Fest: 1 session attendance: 49. This program held on 3 consecutive Thursdays (1/24, 1/31, 2/7) was very successful. A total of 117 children and adults attended and all the films were of excellent quality (provided by RAVD of the Rochester Public Library).

Scrap Art Workshop: February 18, 1991--conducted by Mary Jane Wenner (VAP)--this workshop was a "create your own masterpiece out of scraps"--attended by 24 young artists.

Ruth Hoyler, artist: February 21, 1991--local artist Ruth Hoyler drew pictures as Mrs. Mancuso read a version of The Turnip, an old Russian folktale. More than 50 people attended.

SCHOOL VISITS

February 2, 1991--to Churchville Elementary School for Book Fair--guest storyteller

February 5, 1991--to Gates-Chili Middle School Mystery Week--booktalks presented to 3 classes including the 5th grade GOAL class.

OTHER ACTIVITIES

Supervised 3 teen volunteers for 2 hours--February 8 and community service worker for 4 hours on February 22

Conducted (with Mrs. Jonak) evaluations of circulation desk clerks. Mrs. Dunn's evaluation has been postponed until her return from a visit home due to family illness. Recommendations resulting from these evaluations will be presented to Mrs. Pompa and the Board prior to the March Board meeting.

DISPLAYS/PUBLICITY

--Valentine's Day
--Black Americans biographies
--Chinese New Year
--Bear display unit--gift of the management of the Chili Big M

Contributed to news releases sent to the Gates-Chili News

Donna Mancuso

CHILI PUBLIC LIBRARY MINUTES OF BOARD MEETING

January 22, 1991

7:00 p.m.

The meeting was called to order by Rilla Crothers.

Present: Rilla Crothers, Marcia Rosenberg, Eileen Riedman, Buz Dumbleton, George Kimmich, Randy Allen, Library Director Dorothea Pompa.

Election of Officers: Eileen Riedman moved and Randy Allen seconded a motion to elect the following slate of officers for 1991: Rilla Crothers, President; Gary Squires, Vice President; Marcia Rosenberg, Secretary; George Kimmich, Treasurer of the Gift Fund. MOTION CARRIED.

Minutes: The minutes of the December 26, 1990 meeting were approved as presented.

Bills: Buz Dumbleton moved to accept the bills on Abstract #1, pages 1 and 2, in the amount of \$4,759.38 and fine and payroll books. Marcia Rosenberg seconded the motion. MOTION CARRIED.

Communications: There will be two regional trustee meetings (1/31 at Penfield and 2/4 at Henrietta) to review recommendations for the Online Public Access Catalog (OPAC).

Director's Report: Virginia Probst, hired as William Peniston's temporary replacement, worked 28 hours. Mrs. Pompa will be reviewing other applications to fill the current vacancy.

Payroll: On January 4 the town's direct deposit of monies did not clear all of the banks. This caused inconvenience to some of the staff. When the 1991 increments took effect on January 29, there were some errors in the payroll checks. The Board received a letter from Barbara Jonak stating that each of her paychecks has been incorrect since June 1990.

Rilla Crothers drafted a letter from the Library Board that will be sent to Supervisor Ramsey about the Board's concerns over the payroll mistakes.

Vanderlinde Contract was received and has some omissions. A corrected contract will be requested.

A free-standing display case for the Children's Area has been ordered by the Gates-Chili Rotary Club. We expect the case to be delivered within a week.

The Greater Rochester Gates-Chili Chamber of Commerce presented \$700. to the library, the result of their September 17 annual golf tournament fundraiser. The Library will purchase reference books in the field of business. The funds will be deposited in the Library's Gift Fund.

MCLS Board: Eileen Riedman reported on the progress of the Rundel expansion/building fund drive.

Personnel: Marcia Rosenberg and Buz Dumbleton are reviewing the personnel policy. Recommendations will be made at the next meeting.

Long-Range Planning: Randy Allen summarized some of the options before the committee: build a new library on property next to the Library, expand the McCombs building, renovate the Ace Swim Serve building. The Swim Serve building contains 22,000 sq. ft. and the committee had received three rough estimates from local contractors to remodel it. The prices ranged from \$474,000 to \$530,000 for re-modeling.

January 22, 1991

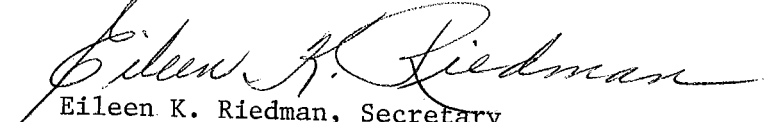
Trustee Council: Rilla Crothers had no report as the group hadn't met.

Lighting Quotations: RG&E owns the light poles on the Town Hall/Library property. All of these lights will be upgraded within the next six months.

Closings: Buz Dumbleton moved and Marcia Rosenberg seconded a motion to close the Library on Saturdays effective June 22, 1991. The Library will reopen on Saturday on September 7. Early closings will take place on Thanksgiving Eve (5:00 p.m.) and on New Year's Eve (3:00 p.m.).

The next regularly scheduled meeting of the Board will be on February 26, 1991 at 7:00 p.m. in the Library.

Respectfully submitted,


Eileen K. Riedman, Secretary
Library Board of Trustees

<u>Payroll:</u>	#1 (Dec. 15 - Dec. 28)	\$ 6,426.82	<u>Fines:</u>	\$1,341.68
	#2 (Dec. 29 - Jan. 11)	7,339.25		
	#3 (Jan. 12 - Jan. 25)	7,007.48	<u>Copier:</u>	\$343. Commission due
	#4 (Jan. 26 - Feb. 8)	6,677.70		10/30/90 - 2/5/91)
		\$27,299.45		

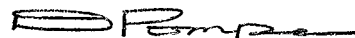
Meetings & Activities:

- 12/26/90 - Library Board Meeting
- 1/8/91 - Adult Book Discussion Group. The Dead by James Joyce - 7 attended.
- 1/10 - Librarians' Staff Meeting
- 1/16 - Adult Book Meeting and Town Directors' Advisory Council - RPL
- 1/19 - Gates-Chili Chamber of Commerce Banquet
- 1/22 - Library Board Meeting
- 1/23 - Meeting with Supervisor Ramsey about the feasibility study bill
- 1/24 - Library Bureau completed installation of the video shelving
- 1/24 - User's Group at the Wheatley Library.
- 1/24 - Staff meeting
- 1/24 - Meeting with Mr. Ramsey and Mark Aesch to discuss the Town's proposed purchasing policy
- 1/28 - Town Library Directors' Council at the Henrietta Public Library
- 1/31 - Librarians met with Peter Borrelli of Commerce Clearing House. He explained how to use the CCH 1991 U.S. Master Tax Guide.
- 2/5 - Librarians' staff meeting
- 2/5 - Adult Book Discussion Group. To Serve Them All My Days by R. F. Delderfield - 14 attended.
- 2/6 - Adult Book Meeting - RPL. While there I met with Rolland Michael, Personnel Analyst. He will respond to the questions I raised about disability, social security and unemployment.
- 2/7 - Librarians' staff meeting
- 2/9 - Interview with Mike Farrell from The Suburban-News about the Library's space needs.

Annual Report: Pat Tindale and Mary Beth Brydges have compiled the 1990 budget income and expenditures. Terry Spurling has completed the library materials and statistical charts (numbers of all materials added and withdrawn from the collection). I am now in the process of preparing our annual report.

Furnace Woes: Lack of heat required service from Leo J. Roth Corp. on the following dates: 11/5, 11/6, 12/8, 2/9, 2/11, 2/14. On Feb. 8 Joe Leone, Service Manager, came out to discuss his recommendations. A new control panel needs to be installed. That re-wiring would take at least two days so we would have to wait until warmer weather to shut the unit down. We will receive his formal price quotation by the Feb. 26 Board Meeting.

Community Service: A Chili resident completed 40 hours of service to the Library on 5 successive Saturdays: 12/29, 1/5, 1/12, 1/19, 1/26. He replaced the weather stripping on the workroom door, washed all interior windows, updated the Consolidated Law Service books, worked on the 1991 Periodical Listing on the Apple IIe, cleaned in the workroom and unboxed new shipments of books.



Dorothea Pompa

CHILDREN'S LIBRARIAN'S REPORT

JANUARY 1991

MEETINGS

January 2, 1991.....J Book meeting at RPL
January 4, 1991.....BOCES II Interlibrary Loan Committee at CPL
January 10, 1991.....CPL Librarians' staff meeting
January 15, 1991.....BOCES Advisory Council meeting at BOCES Spencerport
January 23, 1991.....J Book meeting at RPL

TANDY COMPUTER

We brought the Tandy "up" on January 10, 1991. Use to date:
9 families, 6 ½ hours.

PROGRAMS

Storytime for Toddlers--9 sessions conducted by Mrs. St. Laurent, Mrs. Mancuso and one by Mrs. Karlsons for a "voiceless" Mrs. St. Laurent.

Birthday Party for 6 year olds--January 19, 1991--9 celebrants

Winter Film Fest--2 sessions (1/24, 1/31)--combined attendance: 68

Group Visit--Wednesday, January 30--Cub Scout Pack, leader Jim Kalish-for library tour, new cards, recreational reading

DISPLAYS/PUBLICITY

- Winter in fact and fiction
- Cookbooks for Children
- distributed fliers for February Break programs to area elementary schools
- contributed to news releases sent to Gates-Chili News

Registration for Pre-School Storytime and our February break programs will begin on February 11, 1991.

Donna Mancuso

JANUARY 1991
SHELLEY KARLSONS

Shelley

Programming:

Chili Garden Club with involved bibliography
Tiger Scouts 3 Groups

Displays:

Antique and Memorabilia of tin cans

A- Frame

France

Peace

Civil War

Volunteers:

Ann Stark has been a very able volunteer; our Vertical File is almost up-to-date.

I am searching for an Adult Volunteer to supervise our shelf reading. I have made up a new chart. Pages, Staff and Volunteers are all finding it to be a boring job.

I would also like to find a retired handiman to clean and do minor repairs on our framed print collection.

Meetings:

Gates - Chili School Librarians Meeting

MUG Meeting

Young Adult Book Meeting

YA Summer Reading Program Committee

Pages:

Seven of the nine pages are seniors in High School. Six will be leaving us in the fall. They are beginning to have "senioritis". I would like to recommend that as these pages leave they are replaced with adult pages, some of whom can work during the day. It would alleviate the heavily loaded trucks at 4:00 p.m. every day.