

**TO:** Chili Public Library Board of Trustees  
**FROM:** Jeff Baker, Library Director  
**RE:** Director's Report -May 2019  
**DATE:** May 28, 2019

**General Information:**

**Friends of the CPL Board:** The next CPL Friends Board meeting is Tuesday, June 11, 2019. Jim Lechner has volunteered to attend. At their May 2019 meeting the Friends Board approved donating \$150 toward the Library's Chil-E fest parade float. The Golf Tournament Committee is busy at work and has a signed Lou Graham guitar, balloon ride for two, a lunch and tour of the Monroe County Jail by Sherriff Todd Baxter, and an \$800 gift certificate from Sleep City as live auction items.

• **CPL Statistics -**

Month	April 2019	April 2018	% of change
Circulation	19,680	20,499	-4%
Library Visits	11,471	11,829	-3%
Reference Questions	1,398	1,620	-14%
Programs	57	52	10%
Program Attendance	1,304	922	41%
Items Borrowed (holds)	740	958	-23%
Items Loaned (holds)	790	865	-9%
Overdrive	2,451	1,968	25%
Meeting Room	86	79	9%
Website Visits	5,622	5,905	-5%
Website Pageviews	9,113	9,072	.4%
	<b>May 2018- April 2019</b>	<b>May 2017- April 2018</b>	<b>% of change</b>
Circulation	236,396	241,421	-2%
Library Visits	134,012	142,938	-6%
Reference Questions	16,902	17,592	-4%
Programs	588	570	3%
Program Attendance	13,986	14,797	-5%
Overdrive	27,739	22,997	21%

**General Information:**

**CPL Origami Program** – The Library had an Origami for Everyone program on Monday, April 29<sup>th</sup>. The achieved goal was to have patrons make 50 paper cranes the Library donated to the Origami Crane project that will accompany the Hiroshima Nagasaki Memorial Exhibit at the Central Library in August.

**Senior Center Tour Makerspace Room** – On May 7<sup>th</sup> the Library invited seniors from the Senior Center for a tour of the Library and the Library's Make-a-Story Room.

**Books for Babies Service** – A reminder to the Library Board that patrons can have the library dedicate a special book to their new little one. By stopping in and filling out a “Books for Babies” form from our Parenting shelf, one of our Youth Services librarians will select and label a brand new picture book for the parent’s baby and have the parents be the first to check the book out!

**National Small Business Week** - The Gates Public Library and Chili Public Library have partnered with Gates-Chili Chamber of Commerce for a full month of shopping & prizes in May to support local small businesses in our area. For any purchase made in the month of May at a participating small business, shoppers may present their receipt to either Chili Public Library or Gates Public Library for an entry to win prizes & gift cards donated by local businesses. Winners will be contacted at the end of the month.

**CELEBRATE SMALL BUSINESS WEEK**

**SHOP & WIN!**

MAKE A PURCHASE AT A PARTICIPATING SMALL BUSINESS      BRING RECEIPT TO EITHER LIBRARY      ENTER TO WIN A GIFT CARD TO A LOCAL SMALL BUSINESS!



SHOP & WIN ALL THE MONTH OF MAY

COLLABORATION OF

  

- **Gates Chili Chamber of Commerce Awards Gala** - The Director was happy to present the Arts and Culture Award to the Lions Club of Chili at the Gates Chili Chamber of Commerce Awards Gala held on May 21, 2019. The Lions Club of Chili has partnered with the Library in offering environmentally related presentations, and providing vision screening of preschool children at Library programs. The Library’s Town Board Liaison Mary Sperr also received the Loretta Simmons Women’s Leadership Award at the event.

- **Online Renewals** - At the May 1<sup>st</sup> Directors Council meeting it was voted when items are renewed it should now apply the renewal period from the item due date rather than the date the renewal is requested. For example, a 3 week item due on May 20 will have a new due date of June 10 if renewed on any date on or before the item is due. Patrons are still limited to 2 renewals (if the item is renewable) and items will not renew if a hold is present or if the patron is delinquent or expired.
- **Roaring 20s and 30s Library Group** - The Roaring 20s and 30s Library Group is slowly gaining momentum. The Roaring 20s and 30s Group is a subcommittee of the CPL Friends and is specifically for those in their 20s and 30s. Librarian Trainee Hannah Morrison oversees the program.



- **RRLC's Annual Library of the Year Contest** – In recognition of National Library Week in April, the Rochester Regional Library Council held its' RRLC Library of the Year Contest. The following were the winners: Academic Library of the Year – Monroe Community College Libraries, Public Library of the Year - Seymour Library, School Library of the Year - Penn Yan Middle School Library. Although the Chili Public Library was not chosen this year it received positive nominations the library director will share with the Library Board.
- **CPL-on-the-Go!** – CPL-on-the-Go! will be at the Recreation Day of Spray event on Saturday June 8, 2019 at Union Station Park.

#### **New Items:**

- **Personnel Update:** Full time Library Assistant Patty Bruno retired on May 23, 2019. She returns as a part time Library Assistant on May 28, 2019 at a pay rate of \$20 per hour. Hannah Morrison's position has been upgraded from a part-time Clerk to a part time Librarian Trainee at a pay rate of \$17.00 per hour. Maxwell Bell's position has been upgraded from a part time Library Page to a part time Clerk at a pay rate of \$12.10 per hour. Natalie Faus has been hired as a part time Library Page at a pay rate of \$11.10 per hour.

- **Approval Filing of 2018 990 Form with the IRS:** As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.

**Action Requested:** Approve filing of 2018 Form 990 with the IRS.

- **Approval of Chili Public Library Makerspace Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of the Library’s Makerspace Room.

**Action Requested:** Approve the Chili Public Library Makerspace Policy as written.

- **Approval of Chili Public Library 3D Printer Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of a 3D printer.

**Action Requested:** Approve the Chili Public Library 3D Printer Policy as written.

**MCLS Items:**

- **Improvement to the CARL Catalog** - On Tuesday, May 28<sup>th</sup> TLC (The Library Corporation) will be extracting over 950,000 titles from the MCLS catalog and applying the RDA (Resource Description and Access) cataloging standard to the records. RDA will add media and music characteristics, content ratings and contributor roles to the MARC records. This will allow staff and patrons to better search and filter search results.

**State Items:**

- Nothing to report

**Meetings and Workshops and Outreach:**

- CPL Origami Program – 4/29/19
- MCLS Director’s Council Meeting – 5/1/19
- CPL Full Staff Meeting – 5/2/19
- Gates Chili Chamber of Commerce Program Committee – 5/6/19
- CPL Budget Committee Meeting – 5/7/19
- Gates Chili Chamber of Commerce Ribbon Cutting – 5/8/19
- Gates Chili Chamber of Commerce Program Committee – 5/14/19
- Gates Chili Chamber of Commerce Board Meeting – 5/14/19
- Friends of the Chili Public Library Board Meeting – 5/14/19
- Gates Chili Chamber of Commerce Ribbon Cutting – 5/16/19
- Gates Chili Chamber of Commerce Awards Gala – 5/21/19
- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/17/19
- Town of Chili Sexual Harassment Training – 4/18/19

Respectfully submitted, Jeff Baker, Library Director, Chili Public Library