ANNUAL LIBRARY REPORT
FOR THE YEAR ENDING DECEMBER 31, 1986

Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Taxes Raised</td>
<td>$154,728</td>
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<tr>
<td>System Cash Grant</td>
<td>2,423</td>
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<tr>
<td>LLLA Grant</td>
<td>3,758</td>
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<tr>
<td>Interest</td>
<td>2,849</td>
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<tr>
<td>Refund</td>
<td>2</td>
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<tr>
<td>Sale of Scrap material</td>
<td>15</td>
</tr>
<tr>
<td>Fines</td>
<td>8,568</td>
</tr>
<tr>
<td>Copies</td>
<td>859</td>
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<tr>
<td>Invested 1/1/86</td>
<td>4,893</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$193,095</td>
</tr>
</tbody>
</table>

Disbursements

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$91,418</td>
</tr>
<tr>
<td>Libns.</td>
<td>53,941</td>
</tr>
<tr>
<td>Clerical</td>
<td>35,761</td>
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<tr>
<td>Cleaner</td>
<td>1,716</td>
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<tr>
<td>Library Materials</td>
<td>43,354</td>
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<tr>
<td>Books</td>
<td>36,334</td>
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<td>Periodicals</td>
<td>3,975</td>
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<tr>
<td>A-V</td>
<td>2,296</td>
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<tr>
<td>Software</td>
<td>749</td>
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<tr>
<td>Equipment - Automation</td>
<td>1,906</td>
</tr>
<tr>
<td>Barcodes</td>
<td>1,046</td>
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<tr>
<td>Electrical</td>
<td>860</td>
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<td>Cleaning Supplies</td>
<td>282</td>
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<tr>
<td>Building Repairs</td>
<td>596</td>
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<td>Bldg. Service Contracts</td>
<td>1,306</td>
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<tr>
<td>Library Supplies</td>
<td>1,610</td>
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<td>Telephone</td>
<td>626</td>
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<td>Postage</td>
<td>636</td>
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<tr>
<td>Mileage &amp; Conference</td>
<td>760</td>
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<tr>
<td>Membership</td>
<td>100</td>
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<tr>
<td>Equipment &amp; Repairs</td>
<td>602</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>19,639</td>
</tr>
<tr>
<td>Patron Refund (Misc.)</td>
<td>40</td>
</tr>
<tr>
<td>Geac</td>
<td>1,465</td>
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<tr>
<td>Benefits</td>
<td>12,100</td>
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<td>Retirement</td>
<td>7,362</td>
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<tr>
<td>Soc. Sec.</td>
<td>4,567</td>
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<tr>
<td>Worker's C.</td>
<td>171</td>
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<tr>
<td>Invested 12/31/86</td>
<td>3,655</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>13,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$193,095</td>
</tr>
</tbody>
</table>

*Nancy Ryan advised that we include expenses for the automation project as Federal Revenue Sharing Funds are considered to be local public funds. We received $135,500 in local taxes as well as $19,228 for the automation project. This breaks down: Barcodes 1,046, Electrical work 860, Contract for salaries 17,322.*
CHILI PUBLIC LIBRARY
MEMORIAL FUND REPORT FOR DECEMBER, 1986 AND JANUARY, 1987

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/26/86</td>
<td>Interest</td>
<td>64.88</td>
</tr>
<tr>
<td>12/05/86</td>
<td>Withdrawal: Volunteer Recognition</td>
<td>-300.00</td>
</tr>
<tr>
<td>12/12/86</td>
<td>Donation from Mr. &amp; Mrs. Daniel J. Stone Jr.</td>
<td>5.00</td>
</tr>
<tr>
<td>12/12/86</td>
<td>Donation - anonymous gift for educational video cassettes</td>
<td>1000.00</td>
</tr>
<tr>
<td>1/22/87</td>
<td>Book Bag sale receipts</td>
<td>7.00</td>
</tr>
<tr>
<td>1/22/87</td>
<td>Book sale receipts</td>
<td>25.00</td>
</tr>
<tr>
<td>1/22/87</td>
<td>Donation from Chili Golden Agers</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Rochester Community Savings Bank Account Balance $ 4699.75

Rochester Community Savings Bank Account Balance $ 5526.63
Present: Eileen Riedman, Rilla Crothers, Morton Miller, Nancy Preston, David Sierk, Lorraine Anderson, George Coolbaugh

Minutes: Morton Miller made a motion to correct the minutes of November 24, 1986 by changing the Director's Report, I. D. 2, line 4, to read "The vote was 3 - 1 to proceed," and to accept the minutes as corrected. David Sierk seconded the motion. MOTION APPROVED.

Abstract: A motion to accept Abstract #12, page 1, totaling $5,062.67 and the fine and payroll books was made by Morton Miller and seconded by David Sierk. MOTION CARRIED.

Communications: 1. Dorothy Rice sent a thank you note in which she complimented our library staff.
2. Mrs. Riedman received thank you notes from volunteers Dorothy Echter, Ken Milner, and Ethel Freitas.

Budget Information: A motion was made by Nancy Preston and seconded by Rilla Crothers to institute 12% increments for the three librarians effective January 3, 1987. Mrs. Pompa will administer the rest of the personnel budget. MOTION CARRIED.

Director's Report:
1. Approximately 2-3 books per week are ruined in the bookdrop due to snow and dampness.
2. A parent's request to change the policy for obtaining library cards for children under 6 years of age was discussed. It was decided to maintain the current policy of issuing cards to those who are 7 or in second grade.
3. It was moved by Morton Miller and seconded by David Sierk to encumber $1,100 from 1986 funds for library materials and supplies as these items are ordered but not yet billed. MOTION CARRIED.
4. The purchase of another terminal for the circulation system using revenue sharing monies is to be completed.

Committee Reports: 1. Suggestions for changes in the Personnel Policy were due 12/22/86. Those not completed will be accepted by George Coolbaugh through 1/9/87.
2. The Trustee Council has completed their Constitution and copies were distributed to Board members. There are eight areas of concern. A major area involves the backlog at RPL in the cataloging and processing of media (especially recordings and cassettes). To date, many materials ordered from 1984-1986 have not been received in Chili. Mrs. Pompa will notify the Board in January as to the cost of the materials on order.

Old Business: A vote of thanks went to Rilla Crothers for organizing the reception to honor the library's volunteers.

New Business: 1. Geac has filed for Canadian reorganization. The following questions will be pursued by David Sierk and Dorothea
Pompa:
   a. Is technology adequate for an on-line public access catalog?
   b. Is the Geac company going bankrupt?
   c. Is mismanagement of the system due to lack of trained personnel?
   d. Why doesn't the County take over since they have the computer technology?

2. The Board has decided to wait in planning for an on-line catalog until the above questions are satisfactorily answered.

3. David Sierk moved and Nancy Preston seconded to extend the contract with MCLS for one year. The secretary will respond accordingly.

The next meeting will be on January 27, 1987 at 7:00 p.m. George Coolbaugh to bring liquid refreshments and David Sierk edibles.

Respectfully submitted,

Nancy Preston, Secretary
Chili Library Board of Trustees
Payroll: Through December 5, 1986 $87,828.70  Fines: $751.62
#26 (Dec. 6 - Dec. 19)  3,574.52  
$91,403.22

Circulation: 1986 = 9,599
1985 = 8,931
668 gain

Monthly Public Service Reports:

<table>
<thead>
<tr>
<th></th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves</td>
<td>140</td>
<td>65</td>
<td>63</td>
</tr>
<tr>
<td>Copies Made</td>
<td>1,921</td>
<td>1,727</td>
<td>1,609</td>
</tr>
<tr>
<td>ILL Requests</td>
<td>92</td>
<td>41</td>
<td>43</td>
</tr>
<tr>
<td>ILL's Completed</td>
<td>92</td>
<td>60</td>
<td>53</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>40</td>
<td>22</td>
<td>25</td>
</tr>
<tr>
<td>Software Use</td>
<td>47</td>
<td>60</td>
<td>27</td>
</tr>
<tr>
<td>Apple Hours</td>
<td>50</td>
<td>59</td>
<td>35</td>
</tr>
<tr>
<td>Orientations</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>18</td>
<td>14</td>
<td>9</td>
</tr>
</tbody>
</table>

Summary of Activities:

12/1 - Mrs. Julia Rimmiele of the Chili Art Group displayed 5 artworks.
- Mrs. Beth Erbelding prepared a display in the Memorial Display Case for the Lilac Chapter of the Smocking Arts Guild of America.
- Meeting on OPAC in Henrietta

12/3 - Adult Book Meeting at RPL

12/4 - Users' Group Meeting at Wheatley Library.
For the second year, members of the Chili Historical Society donated a tree to the library. They decorated it using the Victorian motif.

12/11 - Board Reception for volunteers Louise Schwellensattl, Dorothy Echter, Ken Milner, Ethel Freitas, Mary O'Brien and Dorothy Rice.

12/17 - Adult Book Meeting and Town Directors' Meeting at RPL.
1987 Materials grant ballot and 1987 Budget and Revenue chart due.

12/22 - Library Board Meeting

12/29 - Meeting with George Coolbaugh and Eileen Riedman regarding my evaluation.

Geac statistics show that in 1986 Chili issued 4,426 library cards under the automated system. As of December 27, 1986, 40,912 separate items had been barcoded!

Following the completion of our Annual Report for 1986 (due January 26), I will summarize the expenditures and statistics that the report requires.
DECEMBER CHILDREN'S LIBRARIAN'S REPORT

Dec. 5   Wrap Up the Holidays program for grades 3-6   21 attended

Dec. 10  J Book Meeting--gave presentation on Caldecott Medal potential book

Dec. 13  Christmas Cookies program for grades K-2   25 attended

End of year summary (for trivial pursuits)
Programs and presentations to grades K-6   32
Programs for preschoolers   41
Children's books read (excluding easy readers, picture books, and adult books)   68
MEETINGS

December 1.................Young Adult book selection meeting at RPL
December 6...............Youth Services Section /NYLA board meeting in NYC
December 15..............Young Adult program meeting at RPL

APPLE IIe

Orientations: DEC. YEAR TOTAL Software Use: DEC. YEAR TOTAL
Attendance: 9 134 Public Use: 35 hours 499 hours

The following packages were added to the software collection:

- FACTS ON FILE--public domain software
- MATH RABBIT--early math skills
- THE NEWSROOM--newsletter, graphics
- PRINT SHOP HOLIDAY--graphics disk for Print Shop
- ROCKY'S BOOTS--computer logic/programming
- STICKYBEAR DRAWING--computer skills

- ADJECTIVES
- CAPITALIZATION
- CROSSWORD MAGIC
- MAGIC SLATE
- MEMORY MATCH
- OREGON TRAIL
- VERBS
- WHO, WHAT WHERE, WHEN, WHY

GERTRUDE'S PUZZLES FREE PROGRAM WITH PURCHASE OF TWO FROM SAME COMPANY
(Learning Corporation)

PROGRAMS

December 6--Cocca's Chocolates--VAP--11 attendees

DISPLAYS/PUBLICITY

Christmas--fiction and non-fiction
The Art of Italian Cooking--cookbooks

contributed to news releases for Gates/Chili News
December 24, 1986

Mr. E. Paul Dean, President
Monroe County Library System
115 South Avenue
Rochester, New York  14604

Dear Mr. Dean:

The members of the Board of Trustees of the Chili Public Library voted at their December 22, 1986 meeting to extend our library's contract with the Monroe County Library System for one year.

This extension will cover 1987 and will expire on December 31, 1987.

Sincerely,

Nancy Preston, Secretary
Chili Library Board of Trustees
December 5, 1986

Mrs. Eileen Riedman, President
Board of Trustees
Chili Public Library
1125 Westside Drive
Rochester, N.Y. 14624

Dear Mrs. Riedman:

At its November meeting, the Monroe County Library System Board of Trustees passed a motion to extend the MCLS member library contract for up to one year, until December 31, 1987, and to extend the Pioneer Library System and the MCLS/Rochester Public Library contracts for the same period. Within this time period, the contractual agreements will be examined and reconfigured to best suit the need of each of these groups.

I am now asking your library board to take similar action at the earliest possible opportunity to approve the extension of your library's contract with MCLS for a period of up to one year, until December 31, 1987.

Sincerely,

E. Paul Dean
President, Monroe County Library System

NDR/sd
MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, November 24, 1986

Present: Eileen Riedman, Rilla Crothers, Morton Miller, Nancy Preston, David Sierk, Lorraine Anderson.

Minutes: Motion to approve the minutes of the October 28, 1986 meeting was made by Nancy Preston and seconded by Lorre Anderson. MOTION CARRIED.

Abstract: Morton Miller made the motion to accept Abstract Number 11, pages 1 and 2, totaling $18,040.23, and the fine and payroll books. David Sierk seconded the motion. MOTION CARRIED.

Director's Report: Due to the illness of Mrs. Pompa, Eileen Riedman presented the following information:

I. Geac Terminal Report
   A. David Sierk estimates that $11,500 will be needed in 1988 for the on-line catalog
   B. The cost of central site equipment will be $700,000
   C. Budget consideration should also include the costs of desks and/or carrels for the on-line catalog
   D. Discussion centered around using the on-line catalog, retention of the current catalog, using another company instead of Geac, the needs of the library's patrons, and their acceptance of the change. Two decisions were reached:
      1. David Sierk will attend the next meeting on the on-line catalog at Henrietta on December 1, and he will submit a list of the Board's questions
      2. No mutual agreement by the Board was reached regarding participation in the on-line catalog. A vote was taken as to the Board's intent to proceed with this system. The vote was 3 - 2, to proceed. The Director and David Sierk will communicate this vote to MCLS by December 19.

II. Budget realignment will be completed at the December meeting.

Old Business: I. Volunteer Recognition December 11 from 7 - 8:00 p.m.
   Each Board member is to bring 3 dozen cookies. Rilla Crothers will take care of obtaining the gift certificates and the punch.

II. Personnel Policies
   George Coolbaugh changed the format of the 1982 policy. Each Board member received a copy and is expected to have written comments prepared for the December meeting. These will be compiled by Nancy and George and presented at the January meeting.

New Business: I. Discussion was conducted regarding the performance appraisal for the Director. Unfortunately, information regarding this year's accomplishments relating to the goals was not available. The Board, using collective facts, determined that the Director had done an outstanding job. Thank you, Mrs. Pompa.
MINUTES, November 24, 1986

The Board members and the Director should bring their objectives for 1987 and 1988 so we can jointly plan the direction for the library and budget accordingly.

II. Eileen Riedman reported on the Trustees' committee meeting. The Constitution and objectives have been developed and will be sent to all Boards for review.

III. Lorre Anderson Reports
Much relevant information regarding the responsibilities and rights of the Board of Trustees was presented. The Board has the right to expand, carry over funds, develop, and change. The information was much appreciated.

The next meeting will be on Monday, December 22, 1986 at 7:00 p.m. M. Miller to bring liquid refreshments and N. Preston edibles.

Respectfully submitted,

[Signature]
Nancy Preston, Secretary
November 18, 1986

TO:    Members of the Library Board of Trustees

FROM: Dottie

RE:    On-Line Public Access Catalog (OPAC)

David Sierk reviewed Rod Perry's working outline on the costs and proposed cost-sharing principles of the Geac OPAC (September 26 memo).

Since that time we have received a memo on the Capacities and Functions for the Geac OPAC quotation (October 23, 1986), and an overview of the capabilities on an on-line public access catalog (October 27, 1986).

These reports are available in the library for your review. It seemed too time-consuming to photocopy all of the pages and mail them out!

However, we are enclosing an outline and notes taken by Annette Von Dohlen, Director of the Ogden Farmers' Library, who attended a two-day seminar in New York City recently. The seminar dealt with planning for On-line Catalogs.

We must indicate our needs for additional terminals for the on-line catalog by December 19.

For this reason, we will also need to have representation at the December 1 meeting at Henrietta (7:30 – 9:30 p.m.). I plan on attending but it would be helpful to have board representation too!
November 14, 1986

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

Dear Supervisor Anderson,

The Board of Trustees of the Chili Public Library would like to recommend that Dr. Morton Miller and Mrs. Eileen Riedman continue to serve as Board members for another full five-year term.

Their combined expertise, commitment, and community knowledge have contributed greatly to Board functioning and better community library service.

Sincerely,

Nancy Preston

Nancy Preston, Secretary
Library Board of Trustees
CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, 1986

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>8/28/86</td>
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<tr>
<td>9/2/86</td>
<td>Book sale receipts</td>
<td>40.00</td>
</tr>
<tr>
<td>9/2/86</td>
<td>Book Bag sale receipts</td>
<td>69.00</td>
</tr>
<tr>
<td>10/22/86</td>
<td>Book Bag sale receipts</td>
<td>35.00</td>
</tr>
<tr>
<td>10/22/86</td>
<td>Donation from Chili Garden Club</td>
<td>50.00</td>
</tr>
<tr>
<td>11/26/86</td>
<td>Book sale receipts</td>
<td>8.00</td>
</tr>
<tr>
<td>11/26/86</td>
<td>Book Bag sale receipts</td>
<td>7.00</td>
</tr>
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</table>

Rochester Community Savings Bank Account Balance $4699.75
Payroll: Through November 7, 1986 $80,770.86
#24 (Nov. 8 - Nov. 21) 3,484.37
#25 (Nov. 22 - Dec. 5) 3,573.47
$87,828.70

Fines: $1,011.14
Copier: $145.00 (12/1/86)

Circulation: 1985 = 12,023
1986 = 11,685
338 loss

Summary of Activities:

11/3 - Staff meeting 9-10:00 a.m. to discuss changes in Geac circulation procedures

11/5 - Adult Book Meeting - RPL
Evening Cub Scout visit

11/14 - Meeting at the Henrietta Library for all Pioneer Library System directors to review possible system contractual changes in 1987.

11/17 - Town Library Directors' Council meeting here.
MCLS Board Meeting here.

11/19 - Adult Book Meeting - RPL

11/21 - Performance Evaluation report prepared for George Coolbaugh

11/24 - Library Board Meeting

Mrs. De Looze reports on Children's Activities:

11/5 - Grace Covenant Christian School 1st grade visit--11 children

11/10 - Preschool visit--9 children

11/12 - Children's Book Meeting - RPL
Grace Covenant Christian School 2nd and 3rd grade visit--18 children

11/13 - Chestnut Ridge Elementary School 3rd and 4th grade special education classes--16 students here for booktalks and library tour

11/17 - Florence Brasser Elementary School visits

11/21 - Joanne Squire, school librarian, and I arranged to have five grades come visit their public library in observance of American Education Week and Children's Book Week. I did storytelling, booktalking and tours, and Donna Mancuso gave brief talks on the computer. Visits lasted about 50 minutes and 292 students attended. Approximately 40 students received new library cards during the visit or after school. (Two thank you notes from 1st grade classes are hanging in the children's section.)

11/24 - Children's Book Meeting - RPL

Preschool Storytimes:

- Oct. - 6 storytimes held. Total attendance--71; average--12
- Nov. - 6 storytimes held. Total attendance--77; average--13

*** 423 children attended library programs during the month ***

I also worked on a grant proposal for funds to benefit Monroe County day care centers and their use of children's books.
MEETINGS

November 3..........Young Adult book selection meeting at RPL
November 13.........Gates/Chili District Librarians' meeting at G/C Jr. High School

APPLE IIE

Orientations: 3  Software Use:  60
Attendance:  14  Public Use (Hrs):  58½

PROGRAMS

Nov. 1--Calligraphy workshop--VAP funds--twenty participants (ages 11 and up)
learned techniques of decorative penmanship from Irene and Dan Calendo

Nov. 11--Holiday Crafts--four young adults made a balsa wood ornament and a selection
of stenciled greeting cards

Nov. 17-20--Children's Book Week--assisted Mrs. DeLooze with visits from Brasser
School grades K -5

DISPLAY/PUBLICITY

--Holiday Crafts--to promote Nov. 11 program
--American Education Week--"Learning: the rage at any age"
--Tote bag display--for Christmas giving
--Scenery--to promote acquisition of new book series "The story behind the scenery"

contributed to news releases for Gates/Chili News

Dorina Manucci
The meeting was called to order at 7:05 p.m. by George Coolbaugh. Present: Constance Wickins, Lorraine Anderson, Morton Miller, Nancy Preston, David Sierk, Eileen Riedman.

MINUTES: The minutes were approved as read. Moved by Morton Miller. Seconded by David Sierk.

ABSTRACT: A motion was presented by David Sierk and seconded by George Coolbaugh to amend the September Abstract figure to a total of $3,940.58. MOTION APPROVED.

A motion was presented to accept Abstract number 10, page 1, for a total of $4,349.25, and the fine and payroll book by Morton Miller. Seconded by Nancy Preston. MOTION APPROVED.

PERFORMANCE APPRAISAL: The 1986 Performance Appraisal for the Director will be conducted by Eileen Riedman and George Coolbaugh. Copies of the objectives are to be reviewed by the Board members and input reported at the November meeting.

DIRECTOR'S REPORT:
1. Proud Information - Monies received ($6,181) were original grant funds that the library always receives. The library did not receive any additional funds as a result of Mr. Proud's endeavors.
2. A Clerk III with Typing position needs to be established. The exam for this position is given in November 1986.
3. The Garden Club presented the library with money to purchase two gardening books. The Club did an outstanding job maintaining the gardens outside the library.
4. The change in the loan period (shortened to 3 weeks) has increased circulation. The number of books on reserve has doubled.
5. A display of items used for children's storytime and other programs was available for the Board to see.

COMMITTEE REPORTS:
MCLS: Payment to Geac will be withheld until needed corrections have been completed.

OLD BUSINESS:
1. The proposed budget for 1987 was reviewed. It will be voted on at the November 24 meeting.
2. Volunteer Recognition will be organized by Rilla Crothers with Nancy Preston assisting. Morton Miller moved and David Sierk seconded that monies be used from the Gift Fund to purchase $50.00 gift certificates for our volunteers. MOTION APPROVED.
3. It was moved by David Sierk and seconded by Morton Miller that the Personnel Policy be reviewed for updating. MOTION PASSED. George Coolbaugh and Nancy Preston will report at the December meeting.

NEW BUSINESS:
1. The MCLS Board Meeting will be held on November 17, 1986 at the Chili Library.
2. A meeting regarding Online Public Access Catalogs will be attended by David Sierk on October 30.
NEW BUSINESS:

3. The 25th anniversary celebration will be for the month of October 1987. The format for the celebration will be decided by the Board at the January meeting.

4. The motion was made by David Sierk and seconded by Nancy Preston to recommend that Eileen Riedman and Morton Miller remain on the Board for another full term. MOTION APPROVED. The Secretary has been directed to notify the Supervisor.

5. Plans for possible expansion were discussed.

The next meeting will be held on November 24, 1986 at 7:00 p.m.

Respectfully submitted,

Nancy Preston
Nancy Preston, Secretary
Payroll:  Through September 26, 1986  $ 70,084.65  Fines: $644.64
#21 (Sept. 27 - Oct. 10)  3,541.67
#22 (Oct. 11 - Oct. 24)  3,548.72
#23 (Oct. 25 - Nov. 7)  3,595.82
$ 80,770.86

Circulation:  1986 = 12,455
1985 = 11,845
610 gain

Summary of Activities:
10/1 - Adult Book Meeting and Town Directors' Meeting at RPL
10/10 - New York Library Association Conference
10/13 - Pages Rhonda Betteridge, Diana Caracci, and Carla Corcoran
        attended an orientation meeting at RPL
10/22 - Adult Book Meeting at RPL
10/23 - Geac Users' Group meeting, with Kathy Freitas, at Wheatley Library
10/27 - Town Library Directors' Council Meeting at the Scottsville Library
10/28 - Library Board Meeting

Display of birds and other wildlife, carved in wood by Harold L. Confer.

Mrs. De Looze reports on Children's Activities:
10/1 - All-day workshop at the Penfield Public Library. Dr. Beverly Kobrin,
        a librarian and educator from California, gave a talk called "Bet
        You Can" about using non-fiction books with children. I got lots of
        ideas for programs, including ones for Dinosaur Day and the upcoming
        Wrap Up the Holidays.
10/6 - Preschool Storytime registration started
10/9 - Attended NYLA
10/11 - Attended NYLA
        Went to Harley Book Fair to hear renowned children's author and
        illustrator, Tasha Tudor
10/13 - 6 week Storytime started for preschoolers. Because of the small
        number signed up for Tuesday evenings, that session was cancelled.
        Storytelling program with Marnie Clark for kindergarten through
        sixth graders
10/15 - Children's Book Meeting at RPL
10/31 - Dinosaur Day
        11-11:45 Children, grades K-2, came for stories about dinosaurs,
        a dinosaur game, and button-making. 18 attended.
        2:00-3:00 Third through sixth graders came for T-shirt stenciling
        and book talks on dinosaurs. 4 attended.
        These programs will be repeated when Churchville-Chili School
        District has a conference day in May.
MEETINGS

October 9 – 11............New York Library Association Conference, Rochester Convention Center
October 14...............Microcomputer Users' Group (MUG) at Rush Public Library
October 20..............Young Adult book selection meeting at RPL

APPLE IIe

Orientations: 3  Software Use: 47
Attendance: 18  Public Hours: 49½

ACTIVITIES

-- attended Appleworks wordprocessing classes at Rochester Museum and Science Center
-- sent astrology bookmarks to BOCES, Saratoga Springs, New York--via request of co-
   ordinator of libraries
-- met with Patricia Trek and Jeannette Smith of the Seymour Library in Brockport--they
   spent the morning of Oct. 30 at the CPL circulation desk observing GEAC

PROGRAMS

--October 13--Skeleton Crew--four young adults participated in the workshop which
produced a paper skeleton 2/3 scale. Afterwards the completed skeleton--named
"Tibia" by the participants was displayed with photographs of the participants
and appropriate reading material on the library's A-frame.

DISPLAY/PUBLICITY

A-frame: Africa--to introduce new material owned by CPL and advertise the series on PBS
Calligraphy--to advertise the Nov. 1 workshop--with appropriate library material

YA bookcase: "SBOOKS"--ghost, occult, horror stories

Donna Mancuso
MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, September 30, 1986

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

A motion to approve the minutes of the August 26, 1986 meeting was made by David Sierk and seconded by Eileen Riedman. MOTION CARRIED.

Abstract #9, page 1, in the amount of $3,371.83, and the fine and payroll books were approved in a motion by David Sierk, seconded by Morton Miller. MOTION CARRIED.

1. An energy audit was completed by Leo Roth Co. and an estimated $1,330-$1,460 was reported as the cost of a control system for heat. Information to be held for a future decision.
2. The second quarter financial report was discussed and the following items were noted:
   - retirement charges will be billed in the fourth quarter
   - approximately $7,000 should be available for purchasing library materials
   - other monies from the budget will also be used to purchase library materials
3. Geac circulation system is going well
   - soft back-up system has been in place since September
4. Only one Polaroid Instamatic camera is left for circulation
5. Donna Mancuso has been elected a Director of the New York State Library Association's Youth Services Section. A letter of congratulations is to be sent to her.
6. Use of the Apple IIe microcomputer will be available to those people who have had an orientation to its use at another public library. Others will need to take our orientation program.
7. Review of the library's personnel policy is under consideration.
8. The Librarian will submit ideas for the 25th anniversary of the library's opening to be held in October 1987 or April 1988.

Volunteer Recognition Plans: Gift certificates for $50.00 from Sibley's will be presented to our active volunteers on December 11 at 7:00 p.m. in the library. Refreshments will be provided by the Board members. Donna Mancuso will be asked to print the invitations.

Trustee Council: A committee has been formed to formulate the agenda and present concerns.

Old Business: The 1987 budget was discussed.

New Business:

1. The New York State Library Association (NYLA) Conference is being held in Rochester, October 8-11, 1986. The staff will rotate attendance. Both Eileen Riedman and Rilla Crothers are planning on attending the exhibits.
2. MCLS - we need to consider renewing our contract for another year. The MCLS Board will meet in Chili on November 17, 1986 from 12:00 - 1:30.

The next meeting will be October 28, 1986.

Respectfully submitted,
Nancy Preston, Secretary

MINUTES APPROVED
BILLS, FINES & PAYROLL APPROVED
DIRECTOR'S REPORT
FINANCIAL REPORT
GEAC
CAMERAS
MRS. MANCUSO NAMED YSS DIRECTOR
APPLE IIe
PERSONNEL POLICY
LIBRARY'S BIRTHDAY
BOARD TERMS
VOLUNTEERS
TRUSTEE COUNCIL
1987 BUDGET
NYLA CONFERENCE
MCLS BOARD MEETING HERE
DIRECTOR'S REPORT ***** SEPTEMBER 1986

Payroll: Through August 29, 1986 $63,017.42
   #19 (Aug. 30 - Sept. 12) 3,575.21 *correction from PR 11 (+ $150.30)
   #20 (Sept. 13 - 26) 3,492.02
   $70,084.65

Fines: $631.52  Circulation: 1985 = 10,825
       1986 = 10,750

Copier: $116.00 (8/1/86) $136.25 (10/2/86)
          75 loss

Summary of Activities:

9/2 - Geac automated circulation system in full use
9/8 - Joint Branch Head - Town Director meeting at Penfield. I lead a
discussion of the results of the Reference Survey, conducted in May.
9/17 - Adult Book Meeting and Town Directors' Meeting at RPL. Agenda:
MCLS Contract.
9/26 - Orientation held at RPL for new employees. I gave a brief talk on
the role of the town libraries in the MCLS. Barb Jonak attended
this meeting. Lisa Adsit will attend in the future.
9/30 - Library Board Meeting.

Display: Elaine Mero, a fifth grade student at the T. J. Connor Elementary
School in Scottsville, displayed her hand sewn and quilted Cabbage
Patch collection of doll clothes.

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Mrs. De Looze reports on Children's Activities:

9/10 - J Book Meeting
9/24 - J Book Meeting

Direct Orders: Having budgeted money for toys and audio-visual materials,
and knowing that these materials are unavailable through MCLS, I have
done several direct orders. I have gotten items from a variety of places
including the Village Toy Shoppe in Fairport, Harper & Row Publishers,
and Christian Cottage Imports.

Items purchased include: 2 stuffed dinosaurs, Peter Rabbit, Mrs.
Tiggy Winkle, Corduroy (bear), Where the Wild Things Are characters, and
24 finger puppets. Also, 7 filmstrips, 23 cassette/book packages, 5
cassettes, and about 6 paperbacks to go with cassettes already owned.
With some money still available I will be purchasing more puppets and cassettes. I am concentrating on buying cassettes as the "life" of records in the children's area is very short.

Mrs. Mancuso reports on Young Adult Activities:

9/15 - RPL - Young Adult Book Selection Meeting
9/23 - RPL - Committee on Library Service to the Disabled
9/29 - Chili - Young Adult Program Meeting held here

--attended Appleworks wordprocessing class at Rochester Museum and Science Center (5 classes, September 11 - October 2)
--with Mrs. De Looze, designed brochure for fall programs
--worked with Ellin Chu, YA consultant from MCLS on local guide for NYLA Conference
--revised HOMEWORK HOTLINE (assignment notification form) and sent copies to local junior and senior high schools
--notified of election to Director of the Youth Services Section of NYLA
--notified of Pied Piper Award given by YSS (for astrology booklists)

Displays and Publicity:

--A-frame: "Aw, c'mon--be a sport" (fiction, non-fiction: sports)
--Financial Planning Seminar to promote program for October 8
--"Eclipse" newspaper article and display of books

YA section "Stay Sharp" SAT workbooks, various study aids "You'll 'Fall' for Our Books"
The meeting began at 7:05 p.m. Present were Mrs. Riedman, Mrs. Crothers, Mrs. Wickins, Dr. Miller, Mr. Coolbaugh and Mrs. Pompa.

MINUTES APPROVED
Motion for approval of the minutes of the Board's 29 July 1986 meeting was made by Dr. Miller, seconded by Mrs. Wickins. MOTION CARRIED. Motion for approval of the minutes of the 29 July 1986 joint meeting of the Town Board and Library Board was made by Dr. Miller, seconded by Mrs. Wickins. MOTION CARRIED.

BILLS, FINES, PAYROLL
Abstract #8, page 1, in the amount of $2,641.60 and the fine and payroll book were approved in a motion by Mr. Coolbaugh, seconded by Dr. Miller. MOTION CARRIED.

DIRECTOR'S REPORT
1. Two part-time replacements have been hired for the vacant Senior Library Clerk position. Two pages have also been hired.
2. An offer of employment to Kathy Freitas was approved at a rate of $6.50 per hour as a part-time Senior Library Clerk and part-time self-employed. Motioned by Mrs. Crothers, seconded by Mr. Coolbaugh. MOTION CARRIED.
3. There has been a loss of 3 volunteers; there are presently 5 active volunteers.
5. The matter of a state grant to the Library as announced by Mr. Gary Prou's newsletter is unresolved.
6. The 1986 Cash Grant and LLIA amounted to $6,181.
7. The Library's "Literacy Grant Application" through the MCLS was prepared and submitted.

OLD BUSINESS
1. Plans for the Volunteer Recognition Dinner were reviewed. The Board agreed that because of the relatively small number of volunteers it would be more appropriate to cancel plans for the dinner and give each volunteer an appropriate gift at a Library party in their honor.

NEW BUSINESS
The Board agreed to a replacement cost of $1 for each lost plastic library card.

NEXT MEETING
30 September 1986

ADJOURNMENT
9:35 p.m.

Respectfully submitted,

Morton W. Miller
Secretary pro tem
Circulation: 1985 = 13,740
1986 = 10,973
\( \frac{2,767}{\text{loss}} \)

The Chili Library circulation figures for 1986 are down 15,000 from 1985. We can account for the 7,675 loss in May when the library was closed 19 days for barcoding. What is puzzling is the ongoing loss each month except in January. HAVE YOU CHECKED A CHILI LIBRARY BOOK OUT RECENTLY?

Fines: $559.57

Payroll: Through August 15, 1986 $59,521.87
#18 (Aug. 16 - 29) 3,495.55
\$63,017.42

Summary of Activities:

8/1 - Thelma Dumbleton's Retirement Luncheon at Charlie's Coldwater Station. Current staff, former staff members (Judy MacKnight, Jeanne Austin, Linda Clement, Bertha Henderson, Ethel Mosher), and Buz Dumbleton attended.

8/19 - Meeting with Library volunteers

8/20 - Adult Book Meeting - RPL

8/26 - Library Board Meeting

A large part of August was spent in preparing for the automated circulation system (training, practice, review).

Displays: Tom Fritz, a leader of the YMCA Indian Guides, prepared a colorful display highlighting the Guides' organization and activities. Dan Clement of the Chili Art Group had six watercolors on display.

[Signature]

Sincerely,

[Name]
Aug. 6    Program for grades 1-2. "There's a Nightmare in My Closet" 27 children attended.


Aug. 13   J Book Meeting

Aug. 14   Visiting Artist program for preschoolers. Merry Glen Puppets 45 parents and children

Aug. 20   Visiting Artist program for preschoolers. Sign Language 15 children and their parents.

Aug. 25   Field trip to Greece-Paddy Hill and Pittsford to see automated circulation system in action.

Aug. 26   Program for preschoolers. "Bear Party" 2 sessions held because of popularity. 20 and 19 children in each. I had to turn down an offer by the Times Union to advertise this, since so many people had already registered.

Aug. 27   Ice Cream Party for grades 1-6. A celebration to end the Summer Reading Program. 130 children were eligible to attend, and 95 attended for ice cream, craft and games.

The summer reading program was the most successful one I have conducted. About 150 children participated, and 130 of them read at least 10 books. From informal comments about summer programs during the J book meeting, this reading program sounded like it was the most popular in the county.

Sue DeGooze
Meetings

August 18.... Young Adult book selection mtg.

APPLE IIe

Orientations: 1 (2 others offered, 0 attendance)
Attendance: 1
Software Use: 48
Hours Used: 36

GEAC

August 7....with K. Freitas met with representatives from other libraries scheduled to begin automation soon. Our discussion centered around the procedures for wiring, barcoding and staffing during barcoding.

PROGRAMS

Science Fiction Film Series....Aug. 1, 8, 15. Total attendance for the series was 16, a low number considering staff time spent in preparation, publicity and running the program.

DISPLAYS/PUBLICITY

A-frame--"Did you see the movie? No, but I read the book"
(Books from movies or from which movies were made)

Over the door---"Chili goes 'LIVE' September 2!

News releases with Mrs. Pompa and Mrs. DeLooze

[Signature]
MEETINGS & ACTIVITIES:

8/1 Review with Thelma Dumbleton on Senior Library Clerk duties and procedures.
8/4-6 Patron Training for new clerks, Barb Jonak and Lisa Adsit and new pages, Jennifer Hetzel and Rhonda Betteridge.
8/7 Automation meeting with four area Town Librarians. Mrs. Mancuso and I explained a few techniques we used for barcoding and patron registration. We also spent time answering the questions they had about going "online".
8/12&13 Barcode Training for Barb, Lisa, Jennifer and Rhonda.
8/18-22 Circulation Training for Barb, Lisa, Jennifer, Rhonda, Tammy and Carla.
8/21 GEAC Roundtable Meeting at Paddy Hill library.
8/25 Field trip to Paddy Hill and Pittsford libraries to see automated circulation system in action.
8/25-29 Circulation practice for new staff members. Review session for other staff members.
8/28 GEAC User's Meeting at Fairport library.
8/29 Set up generic cards for library materials without barcodes.
8/30 With the help of Mrs. Pompa and Mrs. Mancuso, we set up the circulation desk to accommodate the terminals. The old circulation system was put to rest with great expectations for a successful future with GEAC.

Kathy Freston
MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES, July 29, 1986

PRESENT: Eileen Riedman, David Sierk, Morton Miller, Nancy Preston, Constance Wickins, Lorraine Anderson

MINUTES APPROVED: Motion for approval of the minutes of June 24, 1986 was made by M. Miller and seconded by E. Riedman. MOTION CARRIED.

BILLS, FINES, PAYROLL: Abstract #7, page 1, in the amount of $4,448.89 and the fine and payroll books were approved in a motion made by M. Miller and seconded by D. Sierk. MOTION CARRIED.

VOLUNTEER RECOGNITION: M. Miller will report at the next meeting.

DIRECTOR'S REPORT: 1. It was reported that the Chili Library will receive $9,510 from the state in the July 1986 newsletter from Gary Proud. Mrs. Pompa will contact his office for verification of the grant.
2. The Library Trustee Institute will be held in Albany September 12-13, 1986.
3. McDonald's has offered to place bookmark-coupons in the library at a later date.
4. Automation will begin September 2.
5. Personnel Update: The replacement for Mrs. Dumbleton decided not to accept the position. Mrs. Pompa canvassed the Senior Library Clerk Civil Service List and will be interviewing six candidates this week.
6. State Library Grants: Money is available for literacy training. Chili has many Hindi and Punjabi people with no English skills. Mrs. Pompa would like to write a preliminary grant for materials for this population. Mrs. Pompa and Dr. Miller will prepare the grant request.

OLD BUSINESS: Budget Proposal: Compliments were extended to the library staff on the professionalism of the report.

NEW BUSINESS: 1. Motion was made to change the children's maximum overdue fine of $4.00 to $2.00 when automation begins. David Sierk made the motion. It was seconded by Mort Miller. MOTION CARRIED.
2. Consideration to be given to changing the cost of replacing the new plastic library card from 50¢ to $1.00. Decision to be made at the next meeting.
3. It was suggested that the library have cards printed and available at funeral homes for memorial donations to the library's Gift Fund. Mrs. Pompa will look into this possibility.

The next meeting will be August 26 at 7:00 p.m.

Respectfully submitted,

Nancy Preston, Secretary
Library Board of Trustees
PRESENT: Lorraine Anderson, Supervisor; Council Members Robert Criddle and William Callahan; Eileen Riedman, David Sierk, Morton Miller, Constance Wickins, Nancy Preston, Dorothea Pompa.

President Riedman extended greetings to all present.

Morton Miller presented the Library's 1987 Budget Proposal. Discussion followed with questions and suggestions of looking for outside funding. The question was raised as to the library's long range plans.

Supervisor Anderson complimented the Board and Mort Miller in particular for such a fine presentation.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

[Signature]

Nancy Preston, Secretary
Library Board of Trustees
Payroll: Through July 4, 1986 $48,748.48 Fines: $810.62
#15 (July 5 - July 18) 3,628.90
#16 (July 19 - August 1) 3,508.47
#17 (August 2 - 15) 3,636.02
$59,521.87

Circulation: 1985 = 15,461
1986 = 13,217
\[
\frac{2,244 \text{ loss}}{}
\]
Total circulation January - July for
Rolling Library II = 756. TP = Towne Plaza, EV = Evergreen, CL = Clifton:

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Summary of Activities:

7/16 - Submitted form on library construction needs to MCLS for review before requests forwarded to the New York State Education Department.
7/18 - Requested remaining names on the Senior Library Clerk canvas list of eligibles from Monroe County Department of Civil Service.
7/21 - 23 canvass letters mailed.
7/23 - Adult Book Meeting at RPL and farewell luncheon for Kate Alonzo who has resigned after seven years as Director at the Henrietta Library.
7/25 - Canvass letters due.
7/29 - Interview.
Library Board Meeting and joint meeting with the Town Board to present the 1987 library budget proposal.
7/30 - Interviews
7/31 - Interview

Personnel Update:

Barbara Jonak began work on July 7 as a part time clerk typist. Her duties include much of the work that Mrs. Mosher did (checking in new library materials, processing reserves and interlibrary loan requests, magazines and newspapers, and keeping appropriate statistics for these materials). Lisa Adsit began work on August 4 as a part time clerk typist. Lisa's duties will include circulation desk coverage at night and on Saturdays. Also starting employment on August 4 were pages Jennifer Hetzel and Rhonda Betteridge.

August has been a hectic month with training in full force for Barb, Lisa, Jennifer and Rhonda. They have covered patron registration, barcoding, and circulation procedures.

Along with serving as the Automation Project Manager, Kathy Freitas has assumed the duties of Mrs. Dumbledore's senior library clerk position. Kathy is dividing her time between automation and everything else that Thelma was responsible for (invoices, abstract, payroll, personnel records, filing, etc.) as we continue to employ her by contract and pay her with federal revenue sharing funds.

Dorothea Pompa
MEETINGS

July 1..............with K. Freitas and applicants for library page positions
July 9..............Juvenile book meeting (for Mrs. DeLooze)

APPLE IIe

Defected disk from "Secrets of Science Island" returned to Ros-Lin Electronics. Disk was replaced by publisher.

  Orientations: 3  Software Use: 48
  Attendance : 15  Public Use (hours): 46

GEAC

Created desk procedure manual with K. Freitas and L. DeLooze

PROGRAMS

July 15..........VAP-Harp Karate--demonstration of Karate techniques--attendance: 25
July 28...........conducted two T-shirt decorating workshops at Fairport Public Library

DISPLAYS/PUBLICITY

Locked case--Tote bag display
A-Frame (fiction/non-fiction)
  --Revolutionary War
  --Karate
  --Summer Coolers
  --Science Fiction
News releases to Gates/Chili News (with Mrs. Pompa and Mrs. DeLooze)

CHILDREN'S LIBRARIAN'S REPORT ---- JUNE and JULY 1986  Mrs. De Looze

6/4 - Grace Covenant Christian School kindergarten visit to the library for stories and orientation - 16 children
6/9 - 6/16 Circulation Training
6/18 - Grace Covenant Christian School first grade visit to the library for stories and orientation - 17 children
6/27 - "Friends" Program for first and second graders - Storytelling with puppets and a craft
  Liberty Day Program for third - sixth graders. Made Statue of Liberty plaques, measured heights of the statue's arm, tablet and finger on the floor, and drew life size pictures of the statue's nose, mouth, and fingernail.
6/30 - Summer Reading Program started
7/28 - Registration started for remaining summer programs.
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<th>Date</th>
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Rochester Community Savings Bank Account Balance: $4,455.64

Rochester Community Savings Bank Account Balance: $4,430.14
PRESENT: E. Riedman, G. Coolbaugh, M. Miller, N. Preston, C. Wickins, D. Sierk, L. Anderson.

MINUTES APPROVED: Motion was made by G. Coolbaugh and seconded by N. Preston to approve the minutes of May 20, 1986. MOTION APPROVED

BILLs, FINES, PAYROLL: It was moved by G. Coolbaugh and seconded by M. Miller to accept Abstract #6 page 1, in the amount of $4,119.09, and the Fine and Payroll books. MOTION CARRIED

REVIEW: M. Miller reviewed the fact-finding information that provided the basis for the proposed 1987 budget. L. Anderson suggested we package the information and include our long-range plans.

COMMUNICATIONS: 1. Consideration is being given to a change in shelving to allow for more book space.
2. An agreement has been completed with Leo Roth Co. to check the air and heating systems for $526. annually. Checks will be made on a quarterly basis.

DIRECTOR'S REPORT: 1. Personnel news:
   a. Barbara Jonak has been hired to replace Ethel Mosher and will begin on July 7.
   b. Resumes are in for Thelma's position. Only two people were interested. Consideration will be given to hiring two part-time people if neither applicant is acceptable.
2. Kathy Freitas presented a review of the GEAC system that was very informative and interesting. Thank you, Kathy.
3. The book sale is scheduled for June 27, 1986. Plans have been made for volunteers and Board members to help.
4. A report regarding Revenue Sharing Expenditures will be given at the July Board meeting.
5. The Grant Monies should be arriving in early July.
6. The Chili Art Group has requested meeting space. The request has to be denied since space in the library is not available.
7. The second quarterly report was presented by D. Pompa. It was well done and inclusive.

OLD BUSINESS: 1. M. Miller gave a report about the Public Works Review Committee meeting with board members. Four Library Board members attended.
2. The New York Library Association's annual conference will be held in Rochester, at the Convention Center, on October 8-12, 1986.

NEW BUSINESS: 1. The Board will discuss needed changes for work done by volunteers at the next meeting.
2. Additions to the budget plans for 1987 will be covered at the next meeting.

The next meeting will be on July 29, 1986 at 7:00 p.m. A joint meeting with the Town Board will be held at 8:00 p.m.

Respectfully submitted,

Nancy Preston, Secretary
Library Board of Trustees
Payroll: Through May 9, 1986 $35,781.14
#11 (May 10 - May 23) 2,743.59
#12 (May 24 - June 6) 3,310.60
#13 (June 7 - June 20) 3,547.17
#14 (June 21 - July 4) 3,365.98
$48,748.48

Fines: May = $248.31
June = 614.17

Circulation:
May 1985 = 12,017
May 1986 = 4,342
7,675 loss
June 1985 = 11,955
June 1986 = 11,317
638 loss

Summary of Activities:

5/1 - Letter to Library Volunteers explaining automation timetable
5/2 - Afternoon reception to honor Ethel Mosher on her retirement
5/3 - 5/26 BARCODING: Library closed 19 days so materials collection could be barcoded.

In advance of the library's closing, letters were sent to all of the area elementary, middle and high schools, to every public library in the county, and articles were published in the Gates-Chili News.

Barcoding shifts ran from 9 - 1, 1 - 5, and 5 - 9 seven days a week (exceptions were Mother's Day, May 11; May 15, deemed a no barcoding day by LAS; May 25, automation not available; May 26, Memorial Day holiday).

Under the organization of the Project Manager Kathy Freitas, 4 salaried staff, 2 part time staff, 5 pages, and 5 "outside" workers barcoded more than 37,370 individual items. 2,137 individual items were discarded, and more than 2,000 items were not found in the database. For each of these missing records, a data entry had to be prepared (copy of title page and verso plus form to accompany information) in order to create a new bibliographic record.

The barcoding schedule, though strenuous for the staff, was accomplished efficiently through patience, teamwork, and perseverance.

Special gratitude to Kathy Freitas, Leslie De Loose, Donna Mancuso, Thelma Dumbleton, Jane Galton, Mary Ellen Balsley, Diana Caracci, Carla Corcoran, Tammy Fintak, Lori Hochreiter, Terry Shean and Marcia Ferguson, Linda Gatti, Sharon Haney, Pat Locus, and Susan Napierala for helping Chili achieve so much in such a short time.

5/5 - Meeting with Dr. Miller - 1987 budget preparation
5/7 - Adult Book Meeting at RPL
5/19 - Town Library Directors' Meeting at Rush and MCLS Board Meeting at Rush
5/14 - Town Library Directors' Council By-Laws Committee meeting at Chili.
I chaired the committee.

5/20 - Library Board Meeting
5/21 - Adult Book Meeting and Town Directors' Meeting - RPL
5/27 - Library re-opened to the public.
6/3 - Meeting with Dr. Miller and Mr. Coolbaugh - 1987 budget
6/4 - Adult Book Meeting - RPL
6/5 - Staff attended meeting on Public Works Review Committee
6/9 - 6/20 - CIRCULATION TRAINING three hours daily for all staff
6/11 - Interview
6/12 - Senior Library Clerk canvass prepared
6/23 - Town Library Directors' meeting at Henrietta. I have been asked to serve as Administrative Liaison from the Town Directors' Group to MCLS.
6/24 - Library Board Meeting
6/25 - Interview
6/26 - Interview
6/27 - BOOK SALE

At 9:30 p.m. on 6/26, the following team mobilized to set up the meeting room and unpack books: David Sierk, Marylyn, Marcus, Carl and Heath Miller, Harry Freitas, Kathy Freitas, Diana Caracci, Thelma and Buz Dumbleton, and Robert and Lauren Pompa.

Donna Mancuso produced signs, price tags and other publicity, Thelma prepared the cash box, and all staff worked to sort donated books, library discards, framed prints, and sculpture.

Workers at the sale, in addition to staff, included Ethel Mosher, Ken Milner, Louise Schwellnessatt, Mae Tuscher, Eileen Riedman, Nancy Preston, Rilla Crothers, Morton Miller, George Coolbaugh, Barbara, Melissa, and Joshua Jonak.

Total proceeds from the sale = 333.06. Sixteen framed prints and 12 pieces of sculpture were also sold.

TOTE BAGS: From May 27 - June 27 the library sold 47 tote bags imprinted with the library's logo ($329.).

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<thead>
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<th>Monthly Public Service Reports:</th>
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<th>May</th>
<th>June</th>
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Automation Expenses/Federal Revenue Sharing:

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<td>GEAC Computers, Inc. (terminal)</td>
<td>2,769.76</td>
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<td>8/84</td>
<td>RPL (28,080 borrower's cards)</td>
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<td>4/86</td>
<td>RPL (35,772 book barcode labels)</td>
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<td>RPL (14,656 patron barcode labels)</td>
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<td>Vanderlinde Electric (automation wiring)</td>
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Payrolls:

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$14,897.66

July 1, 1986 Revenue Sharing Balance = 4,912.05

Dorothea Pompa
MEETINGS

May 5..........................YA book meeting--RPL
May 8..........................Gates/Chili District Librarians' Mtg. at CPL
May 19..........................YA program meeting --RPL
June 2..........................YA book meeting--RPL
June 12..........................Gates/Chili District Librarians' annual dinner meeting

APPLE IIe

Several new software packages were purchased using budgeted monies, revenue sharing funds and donations to the Gift Fund. An 80-column extended memory card and a color monitor were added to the hardware.

 Orientations: 2  
 Attendance: 11  
 Software Use: 47  
 Public Use: 49 hours

GEAC

May 3 - May 24: barcoding of library's materials 
June 9 - June 13: circulation training

OTHER ACTIVITIES

--named to system-wide committee on library services for people with disabilities

--accepted nomination to Executive Board of the Youth Services Section of the New York Library Association (election to be held Fall, 1986)

--with Mrs. DeLooze--planned and held evening family storytime (June 3)

--presented booktalks on topic of "survival" to two classes at Churchville-Chili Junior High School

--participated in preparation for library's Book Sale--sent thank you to Betty Carlson of Wegman's Consumer Affairs Department for her efforts in obtaining grocery bags with logo "Jog your mind--run to your library"

--sent Zodiac booklists (produced last summer) to Publications Review Committee of NYLA for award consideration

DISPLAYS/PUBLICITY

--A-frame and locked display case (with Mrs. DeLooze)--STATUE OF LIBERTY

Donna Mancuso

Mrs. DeLooze, on vacation at present, will report on Children's Activities in the July report.
Eileen Riedman called the meeting to order at 7:00 p.m.
Present were George Coolbaugh, Dave Slerk, Morton Miller, and
Nancy Preston.

MINUTES APPROVED: A motion was made by George Coolbaugh and seconded
by Dave Slerk to approve the minutes of the April 29,
1986 meeting. MOTION CARRIED.

BILLS, FINES, PAYROLL: It was moved by George Coolbaugh and seconded by
Nancy Preston to accept Abstract #5, page 1, in the
MOTION CARRIED.

COMMUNICATIONS: It has been suggested that a Council for MCLS member
trustees be established to meet quarterly for the
purpose of sharing information. The Board supports
this recommendation and Mrs. Riedman will notify
E. Paul Dean, President of the MCLS Board of Trustees.

DIRECTOR'S REPORT:
1. The library will be looking at possible sources of
funding that may be needed for training and/or
additional staffing when the automated circulation
system is implemented.
2. Everything is going as scheduled for barcoding the
collection and the library will reopen on May 27.
4. Seven hourly Chili staff and five additional people
were hired to assist with barcoding. Salaries were
paid with federal revenue sharing monies.
5. A Book Sale will be held June 27. Books to be sold
will be priced at 5¢, 10¢, or higher. Volunteers
are needed to help at the book sale.
6. Library Programs are scheduled for June 3 with a
Family Story Hour from 7-8 p.m. and an Adult Science
Fiction Film Series for Friday evenings in August.
7. The MCLS Board will meet in Chili on November 17
from noon until 2 p.m. Board members are welcome.
8. Staff Changes: Lori Hochreiter, page for more than
five years, has left for other employment before
entering graduate school in Librarianship at the
University of Buffalo in the fall.
Due to one staff retirement and one impending
retirement, the Director will be interviewing
candidates for a clerk-typist and senior library
clerk positions.

OLD BUSINESS:
1. Our volunteers will need to be trained to use the
new circulation system and the staff will need to
creatively use their existing skills for new projects.
2. There will be a joint meeting with the Town Board
on Tuesday, July 8, 1986 at 7:30 p.m. Some suggested
agenda items include automation, budget, and long
range goals.
NEW BUSINESS: Dr. Miller presented a tentative budget. The rationale for projected changes was fully explained. Board members present thought Dr. Miller had done an exceptional job and agreed with the proposed changes.

The next meeting will be June 24, 1986 at 7:00 p.m.

Respectfully submitted,

Nancy Preston

Nancy Preston, Secretary
Library Board of Trustees
MINUTES OF THE REGULAR MEETING, CHILI LIBRARY BOARD OF TRUSTEES
April 29, 1986 7:00 p.m.

Mrs. Riedman called the meeting to order at 7:10 p.m. Present were
Mr. Coolbaugh, Mrs. Riedman, Mrs. Crothers, Dr. Miller, Mrs. Wickins,
and Mrs. Anderson.

MINUTES APPROVED  Mrs. Crothers motioned, Mrs. Riedman seconded the
motion to approve the minutes of the March 25, 1986
meeting. MOTION CARRIED.

BILLS, FINES & PAYROLL APPROVED  Mr. Coolbaugh motioned, Dr. Miller seconded a
motion to accept the fines, payroll and bills
(Abstract #4, page 1, in the amount of $4,089.54)
as presented. MOTION CARRIED.

COMMUNICATIONS  A letter from Councilman Criddle was received; he
had been the Town Board Library Liaison for many
years and expressed his pleasure in this service.
The Library Board acknowledged his lengthy and
productive service.
Mrs. L. Anderson was appointed as the Town Board
Library Liaison.
An offer was received from Leo J. Roth Co. for an
energy audit of the library. The Board accepted the
offer.

DIRECTOR'S REPORT  1) Ms. Kathy Freitas reviewed the preliminary
results of the patron survey. The Board agreed
to consider this information at the next Board meeting.
2) Mrs. Pompa agreed to formulate a work contract
for the barcoders.
3) The Library will be closed from 3 - 26 May for
barcoding. Normal schedule will resume 27 May.
4) The Board agreed to restructure the fine schedule
(for framed prints, sculpture, adult and children's
paperbacks) to be consistent with the other MCLS
libraries.
5) An anticipated need for volunteers was expressed,
due mainly to a restructuring of work when the Library
if fully automated.
6) The tote bags with the Library's logo were shown
to the Board (and admired by all!).

FUND RENAMING  7) Mrs. Crothers motioned, Mr. Coolbaugh seconded the
motion to rename The Chili Library Gift Fund to The
Chili Public Library Gift Fund. MOTION CARRIED.
8) A cost of $32.52 was noted for the Library's
National Library Week promotion. The Board expressed
satisfaction with the program. The money will be
reimbursed from The Chili Public Library Gift Fund.
9) The retirement of two long-term employees was
announced: Mrs. Ethel Mosher, clerk typist with the
Library for 15 years, plus 3 years as a volunteer,
and Mrs. Thelma Dumbleton, senior library clerk for
18 years. A reception is to be held for Mrs. Mosher
on 2 May 1986; Mrs. Dumbleton's retirement is scheduled for August 1986. The Director has initiated procedures for finding replacements for these individuals. The Director requested that the Board consider upgrading the clerk typist position to "full time."

COMMITTEE REPORTS

1) Dr. Miller attended an R.I.T. fundraising program at the downtown Library and discussed the presentation.
2) A discussion of the Backup System for Automation was deferred for presentation by Mr. Sierk.
3) The Board agreed to host the Autumn meeting of the MCLS.
4) The Board agreed to consider a preliminary budget proposal for 1987 at the next regular meeting. Dr. Miller will formulate some initial aspects of the budget.

The next regular meeting of the Board was scheduled for 20 May 1986 at 7 p.m. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Morton W. Miller

Morton W. Miller, Acting Secretary
Library Board of Trustees
Payroll:  Through March 28, 1986 $25,048.73  Fines: $586.44
#8 (March 29 - April 11) 3,623.29  Copier Income: $377.20 (4/14)
#9 (April 12 - 25) 3,746.74
#10(April 26 - May 9) 3,363.38  
$35,782.14

Circulation:  1985 = 13,522
1986 = 11,958
1,564 loss

Meetings & Activities:

4/4 - 5 terminals and the modem were installed
4/6 - 4/12 - National Library Week
4/8 - Geac response time test
4/9 - Adult Book Meeting - RPL
4/14 - 4/16 - Barcode training 1 - 4 p.m. daily. Kathy Freitas in charge.
4/15 - Geac response time test
4/21 - Salary and benefit survey due. MCLS uses this information to update
the annual Budget Planning Kit which will be available June 1.
4/23 - Adult Book Meeting and Town Directors' Meeting with Linda Bretz - RPL
4/24 - Beverly Hornberger, Library Automation Services, conducted a barcode
training review 2 - 4 p.m.
4/28 - Town Library Directors' Meeting at Morgan-Manning House in Brockport.
4/29 - Library Board Meeting
4/32 - 1:30 meeting with Cathy Smith, representing Sen. Quattrococchi

[Signature]
Children's Librarian's Report for April

April 2       J book meeting
April 10      Gates-Chili District Librarian's Meeting at Disney
April 14      J book meeting
April 22      Wolf Scout pack came to the library for an orientation
April 30      J book meeting

Inventory of the children's area was completed for the third year. At this time, books that had been missing during the past three inventories were considered lost and were discounted from the collection.

A total of 591 books (323 different titles) were discounted. Dr. Seuss took an exceptionally heavy toll; one title alone, *Horton Hatches the Egg*, had 4 copies missing for three years or more.

Leslie DeBoe
On April 30, 1986, Cathy Smith, assistant to State Senator Ralph Quattrococchi, visited the Chili Public Library in response to a letter written to the senator by Donna Mancuso. Attending this meeting were Dorothea Pompa, Lorre Anderson, Leslie DeLooze, Thelma Dumbleton, Jane Galton and Donna Mancuso.

Ms. Smith explained what "pork barrel" funds are and how they are distributed. When these funds were made available this year, Senator Quattrococchi's office alerted the supervisors of each town within his district as well as selected police and volunteer fire departments. Jack Hart, Supervisor of the Town of Gates suggested the Gates Library as an agency which would be able to propose a project for the available funds. A request from the Town of Chili centered around the drainage project.

Ms. Smith stated many times that it is the responsibility of each agency to make its needs known to the Senator. He is available to his constituents throughout the year via meetings and phone calls. Written requests for funding are kept on file.

Several questions were raised by those present. Ms. Smith's response to most of the questions indicated that the library must make the effort to put its needs before government—both local and state.

It is clear that the Chili Public Library must make a concerted effort to keep its needs before the local governing body and those that represent Chili at the State level. That effort must be well-organized, well-documented and continuous, so that whenever funding is discussed, the library's needs are forefront in the minds of those officials who control the budget.

Respectfully submitted,

[Signature]

Donna E. Mancuso

5-15-86
MEETINGS

April 7................YA book meeting--RPL
April 8..................MUG--RPL
April 21...............YA meeting at Lyell Branch
April 30...............with Cathy Smith, Ralph Quattrociocchi's office, and CPL staff

APPLE IIe

 Orientations: 3 Software Use: 23
 Attendance: 9 Public Use (hr.): 40

OTHER ACTIVITIES

--GEAC
  --barcode training and practice
  --sent letter to manager and owner of Bell's market in Chili-Paul Plaza thanking them for support during National Library Week
  --sent letter to State Senator Ralph Quattrociocchi concerning monies from NYS "pork barrel" fund
  --booked films for a sci-fi film series to be held on three consecutive Friday evenings in August
  --held workshop on T-shirt decorating for teens at Penfield library--VAP request
  --sent request to the Extension Division, RPL, for use of special display materials
  --sent list of summer YA programs for special issue of "City" magazine

DISPLAYS/PUBLICITY

--National Library Week: special promotion and advertisement of barcoding project
--A-frame and table top displays
  --"Music has charms..."--fiction, non-fiction, A-V material
  --William Shakespeare--selected works in honor of April 23 birthday
  --pro/con materials concerning nuclear power/energy--post Chernobyl disaster
Eileen Riedman called the meeting to order at 6:55 p.m. Present were Constance Wickins, Rilla Crothers, David Sierk, and Nancy Preston.

In a motion made by David Sierk, the minutes of the previous meeting were approved. Rilla Crothers seconded the motion. **MINUTES APPROVED**

**MOTION CARRIED.**

David Sierk moved and Rilla Crothers seconded the motion to accept Abstract 3, page 1, in the amount of $4,306.54, and the fine and payroll books. **MOTION CARRIED.**

Discussion was held regarding the proposed seminar for trustees given by Flo Green. The Board decided not to have her attend our meeting.

**DIRECTOR'S REPORT:**

1. Book bids netted $75.00 for the Memorial Fund.

2. Automation: closing dates for barcoding will be decided when staff training has been completed. David Sierk will investigate a back-up system for use when the computers are down.

3. Vanderlinde has completed the electrical work in preparation for automation.

4. Tote bags: sample bag is nicely done but the logo needs to be centered. An order for 100 bags will be placed and should arrive in two or three weeks. Mrs. Crothers will withdraw $251.25 from the Memorial Fund to cover the tote bag order deposit, silk screening, and set-up charges.

5. Civil Service examination was taken by Dottie Pompa on March 15.

6. Twenty-five people from Rochester area went to Albany and conferenced with the state legislators regarding the Civil Service Bill and the Omnibus Bill. Dottie will prepare a form letter for the Board members in support of the Omnibus Bill to increase state aid to libraries and in support of declassifying public librarians from Civil Service requirements.

7. Leslie De Looze reported on the Library Bowl; preparation, training and event. The children really enjoyed themselves and gained from the experience.

8. The Operating Fund Report covering the months from January 1 to March 25, 1986 was presented.

**COMMITTEE REPORTS:**

1. The suggested name change from Memorial Fund to Chili Library Gift Fund was accepted. **MEMORIAL FUND RENAMED**

2. A Fundraising Workshop at RPL on April 9 will be attended by Morton Miller.
3. David Sierk obtained an IBM typewriter for the library. A thank you note will be sent to Eastman Kodak.

OLD BUSINESS:

The Community Study is being worked on by Dottie Pompa and Morton Miller. It is being updated.

NEW BUSINESS:

1. A great plan was presented to promote National Library Week, April 7 - 12. Staff are to be congratulated for their innovative and inspired ideas.

   David Sierk made the motion that money ($50.) will be taken from the Chili Library Gift Fund to purchase supplies for the promotion. Connie Wickins seconded the motion. MOTION CARRIED.

2. The Legal Agreement for Automation was signed by Eileen Riedman on March 14.

3. The next meeting is April 29, 1986 at 7:00 p.m.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Nancy Preston

Nancy Preston
Payroll: Through February 28, 1986 $18,074.00  Fines: $800.68
  #6 (March 1 - 14)  3,415.49
  #7 (March 15 - 28)  3,559.24
  $25,048.73

Circulation: 1985 = 13,857
              1986 = 13,818
              39 loss

Monthly Public Service Reports:                        January  February  March
Reserves                                               162         181        118
Copies Made                                            2,514       2,582      2,606
ILL Requests                                           80          78         58
ILL's Completed                                        87          58         62
Centralized Reserves                                   17          9          12
Films Received                                         11          7          8
Volunteer Hours                                       105         84         85

Apple IIe

Orientations                                           4           3          3
Software Use                                           30          49         29
Attendance                                             21          10         6
Hours of Public Use                                    60½        53½        41½

Meetings & Activities:

3/1 - Members of the Rochester Originals Porcelain club displayed examples of their hand-painted china in the Memorial Display Case
3/3 - Tri-fold display provided by Compeer
3/4 - David Sierk delivered an IBM typewriter to the library for public use - a gift from Eastman Kodak
3/6 - Staff merged overdue and fine files into one file in preparation for patron registration for new library cards
3/8 - Library Bowl Regionals at Chili. Registration of patrons for new borrower's cards and patron survey initiated.
3/10 - Leslie De Looze, Donna Mancuso, Thelma Dumbleton, Kathy Freitas and I attended Patron Registration Training at RPL
3/12
3/11 - Legislative Day in Albany
3/12 - Adult Book Meeting - RPL
3/14 - Telephone line installed for modem
3/15 - Civil Service Exam for Library Director III taken at East High School
3/19 - Vanderlinde started electrical wiring for automation
3/20 - Home Energy Assistance Program (H.E.A.P.) caseworker here 3 - 6 p.m.
3/24 - Town Directors' Meeting at Gates Library
3/25 - Library Board Meeting
3/26 - Adult Book Meeting and Town Directors' Meeting at RPL

Dorothea Pompa
CHILI PUBLIC LIBRARY

MEMORIAL FUND REPORT FOR MARCH, 1986

Rochester Community Savings Bank Account Balance $4,314.68

2/27/86 Interest 58.96
3/25/86 Special BID Book Sale Receipts 75.00
3/25/86 Book Sale Receipts 7.00

Rochester Community Savings Bank Account Balance $4,455.64
MEETINGS

February 10.................. YA book meeting--RPL
February 24.................. YA grant list meeting--RPL
February 25.................. MCLS Staff Assoc. annual business meeting--RPL
March 10..................... YA book meeting--RPL
March 10, 11................... Patron Registration Training--RPL
March 21..................... MCLS Staff Assoc. Executive Bd. Mtg.--RPL
March 24..................... YA grant list meeting

APPLE IIe

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OTHER ACTIVITIES

--with Kathy Freitas and Lori Hochreiter--created file of current periodical holdings using PFS FILE
--prepared questions for Library Bowl practice sessions and assisted Mrs. DeLooze at regional playoffs
--was appointed Chairman of MCLS Staff Association Help-a-Child Committee. The Staff Assoc. has sponsored an American Indian child for several years. The chair is responsible for co-ordinating fund raising and encouraging communication between staff members and the child
--at Ellin Chu's request reviewed and commented on a paper to be presented at a statewide conference on the topic of library youth services
--with Mrs. DeLooze prepared promotional material to be used during National Library Week
--request from Alice Zorn, reading teacher at Churchville-Chili Jr. High School--a "survival" booktalk to be given to two classes at the end of May
--request from Caroline Olson, co-ordinator of volunteer activities, Seneca Park Zoo--storytelling session to be held May 3, 1986

DISPLAYS/PUBLICITY

--A-Frame
   --"Love" books--fict/non-fict with the word love in the title
   --"From Sea to Shining Sea"--coffee table books depicting American scenes
   --"Ireland/Irish"--fict/non-fict in honor of St. Patrick's Day and the Irish
   --gardening books
   --promotion for new library card to be used with automated circ. system
--February activity folder--using library materials for puzzles, quizzes, etc.
--display of books written by Frank Herbert, Laura Hobson, Bernard Malamud--all deceased during Feb/Mar 86

Donna Mancuso
February 1986 Children's Librarian's Report

Feb. 3  Preschool storytime started for an eight week session
       Three groups of 15 met each week

Feb. 5  J book meeting

Feb. 14 Library Bowl Meeting at RPL

Feb. 18 School holiday movie--9 attended

Feb. 19 J book meeting
       Library Bowl meeting

Feb. 21 School holiday movie--4 attended

Preschool storytime met 12 times. Total attendance was 151 children; average
was 12 per session.
Library Bowl team met 4 times.

March 1986 Children's Librarian's Report

Mar. 5  J Book meeting
       Library Bowl meeting

Mar. 8  Regional round of Library Bowl held at Chili

Mar. 19 J book meeting
       Author visit with Newbery Medalist, E. L. Konigsburg
       School visit--2nd and 3rd graders from Grace Covenant
       Christian School came to the library for a tour and
       storytelling.

Mar. 22 Library Bowl--Final round at RPL

Mar. 27 Last day of storytime

Mar. 28 School holiday movie--23 attended

Preschool storytime met 12 times. Total attendance was 148 children; average
was 12 per session.

Holiday movie attendance was much better than February's. Movies are
probably still worthwhile programs if they are carefully chosen and well
publicized.

I was very pleased with the Library Bowl results--and especially with
having a team from Chili. Many thanks to Mrs. Marylynn Miller for her
work with the team. The local schools seem to be more interested in
becoming involved if Library Bowl is held in the future.

Leslie De Looze
Eileen Riedman called the meeting to order at 7:15. Present were: C. Wickins, R. Crothers, R. Criddle, G. Coolbaugh, N. Preston, D. Sierk.

The minutes of the previous meeting were approved. G. Coolbaugh/D. Sierk

The motion was made and approved to accept abstract #2, p. 2, for $2,437.33 and the fine and payroll books. D. Sierk/G. Coolbaugh

Professional Performance Appraisal – Both the content and format of the appraisal form were reviewed and discussed. Dot and George were congratulated for developing such a good tool. The motion to accept the appraisal form was passed. N. Preston/R. Crothers

DIRECTOR'S REPORT:

It was brought to the Board's attention, by Dot, that the Dec. 23, 1985 minutes should have included $94.35 for photography. It was moved and passed that the minutes be so corrected and that the amount be taken from the Memorial Fund. N. Preston/G. Coolbaugh.

Automation – Five staff members will be trained on March 11 and 12 in patron registration.

A proposal from Vanderlinde Electric was discussed by the Board. This agreement includes installation of 3 dedicated circuits and a computer cable. Total cost is $860.00. Of this amount $550.00 is for labor and $310.00 for materials. Since the cable is provided by GEAC, Dottie will check on having them install it. Authorization was given to contract with Vanderlinde using federal revenue sharing funds. VANDERLINDE CONTRACT AUTHORIZATION

Revenue Sharing – The $5,000.00 allotted to the library in the fall is being spent on new furniture and library materials.

Patron Survey – After much consideration it was agreed to use the long form only with the following additions:

a. If the library were to have a fund raiser to enhance the collection, would you contribute?

b. The children's subject areas and list of books from the short form.

The survey will be printed by Monroe County Library System free of charge. It will be distributed when people register for the new library cards. It will also be available on the Rolling Library and in other community areas.

Community Study – Eileen read Mort's comments on the study which included areas that need redefining and clarifying.

OLD BUSINESS:

The manual typewriter at the circulation desk will be available for public use after July.

Library Tote bags will be available for a donation of $7.00. We will begin by ordering 100 bags. Motion was approved to withdraw the cost of the bags from the Memorial Fund. D. Sierk/R. Crothers.
NEW BUSINESS:

Eileen appointed D. Sierk, R. Crothers, and N. Preston to evaluate the name Memorial Fund and present recommendations for change at the March meeting. They will meet at 6:00 p.m. on March 25th.

Discussion was led by Bob regarding insurance coverage (liability) for Board members. Information was provided outlining the coverage.

The next meeting is on March 25th at 7:00 p.m.

Meeting was adjourned at 9:00 p.m.

Respectfully submitted,

[Signature]

Nancy Preston
Secretary
Payroll: Through January 31, 1986 $10,837.33
#4 (February 1 - February 14) 3,611.59
#5 (February 15 - February 28) 3,625.08
$18,074.00

Circulation: 1985 = 13,006
1986 = 12,730
276 loss

Winter break for the schools fell during the week of February 17. Circulation was 3,558 during that week. This is the busiest week we have had since July 1985!

Meetings & Activities:

2/7 - George Coolbaugh and I met to review the patron survey and write the bar-coding contracts.

2/12 - Adult Book Meeting at RPL

2/17 - Attendance Survey began. In planning for the on-line catalog, the Library Automation Services Office (LAS) asked libraries to count all patrons entering the building at these intervals:
2/17 - 4 - 5 p.m. 27 patrons
2/18 - 5 - 6 p.m. 21
2/19 - 6 - 7 p.m. 20
2/20 - 7 - 8 p.m. 30
2/21 - 8 - 9 p.m. 13

The library was not open during sampling times for 2/22 (9 - 10 p.m.) or 2/23 (10 - 11 p.m.). Other samples will be taken the weeks of 3/10, 3/24, 4/7, 4/21, 5/5, 5/19, and 6/2. These statistics will determine the appropriate number of patron access catalog terminals for the libraries.

2/24 - Town Directors' Meeting at Brighton.
3 p.m. Bids opened for discarded reference books. $75. will be deposited in the Memorial Fund as book sale receipts.

2/25 - Library Board Meeting.

2/26 - Adult Book Meeting and Town Directors' Meeting at RPL. Agenda: Automation update and Technical Services.

Preparations for Automating Circulation:

We will begin registering patrons for the new plastic library cards on Saturday, March 8 (day of the regional Library Bowl at Chili) if they have not already acquired one.

The patron survey has been finalized and 100 copies will be available to hand out that day. MCLS has provided brochures and bookmarks explaining the steps leading to automation. In addition, we have registration cards for children (system-generated) and new forms, designed by Kathy Freitas, for our adult and young adult patrons.

LAS has urged us to register patrons early to avoid an onslaught of requests for new cards when we go on-line. After patron registration training is completed and after the terminals are installed, we will enter our patrons into the data base. The new cards will be handed out beginning in early June.

Patrons applying for new cards must pay all fines and clear all overdues. The entire staff, over a two-day period, blitzed the separate fine and overdue files, to reconcile the two and end the long backlog in this area.
Because Leslie, Donna, Thelma, Kathy and I will be at RPL the afternoons of 3/10, 3/11, and 3/12 for patron registration training, I have rearranged coverage of the library. Volunteers have been asked to change and/or extend their hours to help Mary Ellen.

Bar code training, set for the afternoons of 3/25, 3/26, and 3/27, will see a repeat of the above coverage.

Kathy and I are working on a timetable for bar code training and practice. We also need to determine how many "outside" people may need to be hired to complete the project during the three-week closing.

Reports from Leslie and Donna for February and March will be submitted next month.

[Signature]
**CHILI PUBLIC LIBRARY**

**MEMORIAL FUND REPORT FOR JANUARY, FEBRUARY 1986**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/26/85</td>
<td>Donation from Hannah Burke, winner of Suburban News Essay Contest</td>
<td>50.00</td>
</tr>
<tr>
<td>12/26/85</td>
<td>Withdrawal - To James De Looze for photographs of Volunteer Recognition Dinner.</td>
<td>94.35</td>
</tr>
<tr>
<td>12/26/85</td>
<td>Withdrawal - Additional expenses from Volunteer Recognition Dinner.</td>
<td>114.10</td>
</tr>
<tr>
<td></td>
<td><strong>Balance</strong></td>
<td>4,230.73</td>
</tr>
<tr>
<td>2/25/86</td>
<td>Donation from Chili Golden Agers</td>
<td>25.00</td>
</tr>
<tr>
<td>2/25/86</td>
<td>Donation from Chili Historical Society for book: <em>A sense of history; the best writing from the pages of American Heritage.</em></td>
<td>21.95</td>
</tr>
<tr>
<td>2/25/86</td>
<td>Book Sale Receipts</td>
<td>37.00</td>
</tr>
</tbody>
</table>

| Rochester Community Savings Bank Account Balance | $4,314.68 |


Dr. Miller called the meeting to order at 7:00 p.m. Present were Eileen Riedman, Nancy Preston, Rilla Crothers, Constance Wickins, George Coolbaugh, and Bob Criddle.

It was moved and approved that the following board members be elected as officers in 1986:

President - Eileen Riedman
Vice President - George Coolbaugh
Secretary - Nancy Preston
Treasurer of the Memorial Fund - Rilla Crothers

Eileen Riedman then presided over the meeting.

George Coolbaugh moved that the minutes of the December 23, 1985 meeting be approved. Morton Miller seconded and the motion carried.

Payment of bills on Abstract #1, page one, in the amount of $4,537.27, and the fine and payroll books were approved in a motion made by Morton Miller and seconded by George Coolbaugh. Motion carried.

Mrs. Pompa reported on the 1986 MCLS grant budget. The county system has made available $2,862 to our library. $3,266 (includes available discounts) has been budgeted for adult, juvenile, young adult, and audio-visual materials; $600 has been budgeted for Visiting Artists' Programs.

The Director is gathering price quotations on vacuum cleaners.

A pre-site visit, prior to the installation of three computer terminals and other equipment for automation, is scheduled for 1/30/86 at 3 p.m. Mrs. Pompa attended an informational meeting on preparing for the Geac automated circulation system at Lyell Branch on 1/10/86.

On Thursday and Friday mornings during February and March, volunteers will provide free tax counseling in the library for individuals over 60.

The Annual Report has been completed. A summary of it will be distributed to Board members early in February.

Since January 2, 1986, when the revised fine schedule took effect, income for the month has nearly doubled that collected in January 1985.

The Board was given information on library tote bags. Screen charges on the first order ($25.) and the set-up charge ($2.50) are added to the cost of $4.75 for a 14" x 15" tote bag that can be imprinted with the design of our choice. The Board will consider selling these tote bags at a future date at a price to be determined.

The Chili Lions Club will present a table top magnifier to the library on 1/29/86 at 7 p.m. Morton Miller will represent the Board; Dottie Pompa will represent the Library.
In planning for the Automation Start-up, Morton Miller moved that the library close for 15 days in April so that the circulating collections could be barcoded. Nancy Preston seconded the motion. MOTION CARRIED.

Rilla Crothers moved that Kathy Freitas be named the Automation Project Manager, hired on a contractual basis for this position to begin in February 1986 and continue to the conclusion of the project or at the pleasure of the Director. Miss Freitas will be paid $6.00 per hour for 37½ hours each week from federal revenue sharing monies. Nancy Preston seconded the motion. MOTION CARRIED.

OLD BUSINESS: The Professional Development/Management Review form for evaluation of the Director will be reworked by George Coolbaugh and Dottie Pompa and mailed to Board members by February 15, 1986.

NEW BUSINESS: The Director presented the proposed 1986 holiday closings and summer schedule:

- Monday, May 26 – Memorial Day
- Friday, July 4 – Independence Day
- Monday, Sept. 1 – Labor Day
- Wednesday, Nov. 26 – 5 p.m. closing
- Thursday, Nov. 27 – Thanksgiving Day
- Wednesday and Thursday
- Dec. 24 and 25 – Christmas
- Wednesday, Dec. 31 – 3 p.m. closing
- Thursday, Jan. 1 – New Year’s Day

The library will close on Saturdays on June 28 and reopen on Saturdays on September 6.

George Coolbaugh moved that the above dates be accepted. Nancy Preston seconded the motion. MOTION CARRIED.

The meeting adjourned at 10 p.m.

The next meeting was set for Tuesday, February 25 at 7 p.m.

Respectfully submitted,

Nancy Preston, Secretary
Library Board of Trustees
DIRECTOR'S REPORT ***** JANUARY 1986

Payroll:  
#1 (Dec. 21, 1985 - Jan. 3, 1986) $ 3,394.25  
#2 (Jan. 4 - Jan. 17) 3,695.44  
#3 (Jan. 18 - Jan. 31) 3,747.64  
$10,837.33  

Copier: $85. (1/13/86)  
Fines: $1,125.80 - new fine schedule in effect 1/2/86

Circulation:  
1986 = 13,091  
1985 = 12,919  
172 gain

Meetings & Activities:

1/10 - Geac Site Preparation meeting at Lyell Branch Library  
1/15 - 1986 Materials Grant budget due  
1/16 - Geac Roundtable meeting at Pittsford Library  
1/24 - Annual Report due  
1/24 - Automation Startup meeting to review staffing during barcoding - Morton Miller, George Coolbaugh, Kathy Freitas and I attended.  
1/28 - Library Board meeting  
1/29 - Adult Book Meeting and Town Directors' Meeting at RPL  
1/29 - Frank Austin, President of the Chili Lions Club, and nine club members visited the library to present the PT Model MasterLens (a high resolution enlarging lens coupled with Ramalite, a special light source, that enlarges approximately twice the original size). Morton Miller and I accepted the gift on behalf of the Library.  
1/30 - Thelma Dumbleton attended the Geac Users' Group meeting at RPL  
1/30 - Carol Johnston from Library Automation Services (LAS) visited Chili to help us plan for temporary and permanent terminal placement. George Miller from Vanderlinde Electric was here to prepare a price quotation on new wiring for the terminals and modem.

Letters: Acknowledgements to the Chili Golden Agers for their gift of $25.00 to the library's Memorial Fund; to the Chili Historical Society for their gift of $21.95 for A Sense of History; the Best Writing from the Pages of American Heritage; to the Chili Lions Club for their gift of the tabletop magnifier.

Displays: Marie Lovett of the Chili Art Group has watercolors and oils on display. Silvio DeCristofaro has a display of favorite sports heroes done by woodburning on wooden log pieces and mounted on California grape trays.

Monthly Public Service Reports: October November December

Reserves 139 200 111  
Copier Made 1988 1500 1504  
TILL Requests 84 79 59  
TILL's Completed 76 50 60  
Centralized Reserves 24 13 18  
Films Received 16 8 4  
Volunteer Hours 120 79 94

Mrs. De Looze reports on Children's Activities:

1/8 - J Book Meeting  
A discussion of possible Newbery Medal winners was held, and then everyone made a prediction of the winner (I guessed correctly).*
1/16 - Gates-Chili District Librarian Meeting at Paul Rd. School

1/22 - J Book Meeting
Library Bowl Committee Meeting. 1400 questions were written for
the 70 books, and the committee took great care arranging these
for the upcoming regional and final competitions of Library Bowl.

1/27 - Storytime registration started. The Monday morning storytime was
filled by 10:15 a.m. on the first day of registration.

The Chili Library/Library Bowl team met in the library on January 10, 17, 24,
and 31. A great deal of work has gone into this--on the participants and the
advisors' parts. The regional competition will be held here on March 9 at 10:00
a.m. Teams from Brockport, and Churchville will also be here. Please feel free
to attend and see how much reading has been going on!
The team members from Chili are: Heath Miller, Carl Miller, Abby Brill,
Alissa Childs, Kristin Merrill, Karen Priestley, and Brenda Wonder.

I arranged the first meeting of a group of people to work on the buzzer system
for the Library Bowl.

* The Newbery Medal winner is Sarah, Plain and Tall by Patricia MacLachlan.
The Caldecott Medal winner is Polar Express by Chris VanAllsburg.
Sarah, Plain and Tall is in the library now; Polar Express is on order.

Mrs. Mancuso reports on Young Adult Activities and the Computer:

MEETINGS:

January 13.........YA book meeting--RPL
January 14.........MUG meeting--Chili
January 27.........YA program meeting--Penfield
January 31.........MCLS Staff Assoc. Board meeting--RPL

Apple IIe

Orientations : 4     Attendance: 21
Software use: 30      Public Use (Hours) 60½

OTHER ACTIVITIES
--prepared minutes for January 13 YA book meeting
--ordered (and received) promotional material for National Library Week
--catalogued and processed reference materials from SIRS
--sent copy of NYLA presentation to Marty Davis, Walworth Library
--prepared bibliography on science fiction/fantasy for librarian in Brockport
--provided books on hockey (fiction and non-fiction) for an in-house display
  at Churchville-Chili Senior High School
--prepared questions based on several juvenile books to be used in Library Bowl
  practice sessions

DISPLAYS/PUBLICITY
--"heart" books--titles with the word heart incorporated
--books to commemorate Martin Luther King, Jr.
--"super" books--in honor of the Super Bowl--books with "patriot" or "bear" in title
--new books in the YA section
ELECTION OF OFFICERS

MINUTES

ABSTRACT OF BILLS

COMMUNICATIONS

PRESENTATION FOR ACTION
   Payroll Book
   Fine Record Book

DIRECTOR'S REPORT
   MCLS Grant Funds
   Vacuum cleaner - price quotations
   GEAC information
   Free tax counseling Feb., March - Thur. & Fri. a.m.'s
   Annual Report
   Revised fine schedule
   Tote bags

COMMITTEE & OFFICER'S REPORTS & RECOMMENDATIONS
   Professional Development/Management Review
   Patron Survey

OLD BUSINESS

NEW BUSINESS
   Holiday and Saturday Closings
   Trustee appointment
   Automation Start-up

DATE OF NEXT MEETING