1-6-94

James E. Powers:

Please be advised that Supervisor Kelly has appointed you as Liaison to the following:

Library Board (4th Tues. of each mo.)
Conservation Board (1st Monday of each mo.)

CC: D. Pompa, Library
    John Limbeck, Conservation Chair.
CHILDREN'S SERVICES REPORT

1/24/94

Programming:

Toddler Time began on January 11th. We have 31 children in the program along with a caregiver. The 3 sessions were completely filled the first day of registration.

Our first 6 year old Birthday Party/Library card signup program was on January 8th. Only 3 children attended, but with 2 feet of snow accumulating in the four days prior to this program, that wasn't a total surprise.

Meetings:

On January 12th Laurie and I attended the book selection meeting at Rundel. On January 13th I attended the school/public librarians meeting at the Neil Armstrong school. A computer consultant from the district gave an interesting presentation using a Macintosh computer and many CD-ROM products the schools have received. On January 19th I attended a CARL/KidsCat meeting at Rundel. People were on hand from LAS to answer questions and concerns we had about the new computer system.

Displays:

January is the anniversary of American Aviation. We have a display in the children's case honoring this occasion. We also have a display of winter theme books.

Other:

On January 24th I went to the Neil Armstrong school to read to 2 fifth grade classes as part of their Parents As Reading Partners program.

We are constantly working on weeding the children's collection, for 3 main reasons; the books are out of date, the book sale this week, and we are experiencing a severe space crunch.

Michael McCullough
Laurie St. Laurent
ELECTION OF OFFICERS

On a motion by Rilla Crothers, seconded by Gary Squires, the following slate of officers was unanimously elected:

President - Buz Dumbleton
Vice President - Marcia Rosenberg
Secretary - Randy Allen
Treasurer - John Collins

PRESENT: Buz Dumbleton, John Collins, Marcia Rosenberg, Rilla Crothers, Gary Squires, Director Dottie Pompa

EXECUTIVE SESSION: 7:15 P.M. On a motion by Gary Squires, seconded by Rilla Crothers, the Board voted to go into executive session to discuss personnel.

On a motion by Buz Dumbleton, seconded by Rilla Crothers the schedule was approved as amended. (see attached)

MINUTES: The minutes of December 21, 1993 were approved as amended. The total of Abstract 37 of December 21, 1993 as reduced from $11,754.95 to $10,926.71 because of a check issued in the full amount for a partial shipment of books.

ABSTRACT OF BILLS, FINES, AND PAYROLL RECORDS: On a motion by John Collins, seconded by Rilla Crothers, the Abstract dated January 24, 1994 pages 1, 2, and 3 in the amount of $7467.55, was approved for payment and the fine and payroll records were approved as submitted.

COMMUNICATIONS: The Liaison for our board will be James E. Powers. Jim was unable to attend our meeting because of impending surgery. Rilla received notice from the Supervisor's office of her reappointment to another 5 year term on the board. A letter was sent to Supervisor Kelly to wish him well in his new position. Another letter will be sent to Supervisor Kelly to invite him to our March meeting.

DIRECTOR'S REPORT: The book sale will be held on January 28, and 29. Any volunteers will be welcomed. The minutes of both the December 17, 1993 and the January 14, 1994 staff meetings are available. The postcard campaign will be February 7 - 13. Everyone is asked to participate in sending postcards to legislators. NYLA Albany day is on March 1. The bus will leave the Rundle Library at 6 A.M. for those who can attend. Patron placed holds is expected to be in service by March 1. (don't bet on it, will probably be later) Dick Panz recommends no longer charging a patron the $0.50 fee for holds as they will do the holds themselves. It is estimated the library will lose about $1500 a year. Further system discussion is needed. LSQA Title II applications are due by January 28. We are again not eligible to apply as $1 1/2 the funds must be already available. A request to defer work on the Personnel Policy was accepted because of time constraints.

COMMITTEE & OFFICERS REPORTS AND RECOMMENDATIONS: Gary volunteered to attend the Trustee Council meeting on February 8 in Marcia's place.
Trustee training sessions will be held on April 8 or 9 for anyone wishing to attend one of these sessions.

OLD BUSINESS: One bid was received for the projects as outlined in the December 21, 1993 minutes. Dottie will check on other bids. We have been notified that a special appropriation of $4500 is in the state budget for the Chili Library. This will be applied to the equipment and storage costs for CARL.

New BUSINESS: Dottie will review the 1994 budget to see what money is available for a full time clerical position. On a motion by Rilla, seconded by Buz it was approved that this 2nd full time position be filled at the Director's discretion. Carol Fogarassy will take the Senior Library Clerk test in March. We will all be rooting for her! The board will study the 1994 goals and review next time.

The next meeting will be Tuesday March 1, 1994 at 7 P.M.

Marcia D. Rosenberg
secretary, pro tem
CHILI PUBLIC LIBRARY

Rochester Community Savings Bank Account
Opening Balance January 1994
$17,530.25

01/31/94 Book Sale 370.00
02/28/94 Interest 108.94
03/16/94 Book Sale 144.00

Closing Balance March 16, 1994:
$18,153.19
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/94</td>
<td>Book Sale</td>
<td>370.00</td>
</tr>
<tr>
<td>02/28/94</td>
<td>Interest</td>
<td>108.94</td>
</tr>
<tr>
<td>03/16/94</td>
<td>Book Sale</td>
<td>144.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance March 16, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,153.19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opening Balance April 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,153.19</td>
<td></td>
</tr>
<tr>
<td>05/04/94</td>
<td>Book Sale</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Churchville/Chili H.S. donation for puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance May 23, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,264.19</td>
<td></td>
</tr>
<tr>
<td>05/24/94</td>
<td>Withdrawal for 8 gift certificates for the library volunteers</td>
<td>(200.00)</td>
</tr>
<tr>
<td>05/31/94</td>
<td>Interest</td>
<td>114.70</td>
</tr>
<tr>
<td>06/24/94</td>
<td>CCARASA Donation</td>
<td>100.00</td>
</tr>
<tr>
<td>06/24/94</td>
<td>Book Sale</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance June 24, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,398.89</td>
<td></td>
</tr>
<tr>
<td>07/15/94</td>
<td>Scottsville Free Lib donation for puppet show ($50.00 + $48.50 Booksale)</td>
<td>98.50</td>
</tr>
<tr>
<td>07/22/94</td>
<td>Ogden Farmers Library - Puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td>07/25/94</td>
<td>ChiliFest Book Sale</td>
<td>237.85</td>
</tr>
<tr>
<td></td>
<td>Closing Balance July 26, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,785.24</td>
<td></td>
</tr>
</tbody>
</table>
CHILI PUBLIC LIBRARY

Rochester Community Savings Bank Account
Opening Balance January 1994
$17,530.25

01/31/94 Book Sale 370.00
02/28/94 Interest 108.94
03/16/94 Book Sale 144.00

Closing Balance March 16, 1994:
$18,153.19

Opening Balance April 1994:
$18,153.19

05/04/94 Book Sale 60.00
Churchville/Chili H.S. donation for puppet show 50.00

Closing Balance May 23, 1994:
$18,264.19

05/24/94 Withdrawal for 8 gift certificates for the library volunteers (200.00)

05/31/94 Interest 114.70

06/24/94 CCARASA Donation 100.00

06/24/94 Book Sale 120.00

Closing Balance June 24, 1994:
$18,398.89

07/15/94 Scottsville Free Lib donation for puppet show ($50.00 + $48.50 Booksale) 98.50

07/22/94 Ogden Farmers Library - Puppet show 50.00

07/25/94 Chile-Fest Book Sale 237.85

Closing Balance July 26, 1994:
$18,785.24

08/19/94 Mendon Library donation for puppet show 50.00

08/19/94 Book Sale 50.00

Closing Balance August 19, 1994:
$18,885.24
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/94</td>
<td>Book Sale</td>
<td>370.00</td>
</tr>
<tr>
<td>02/28/94</td>
<td>Interest</td>
<td>108.94</td>
</tr>
<tr>
<td>03/16/94</td>
<td>Book Sale</td>
<td>144.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance March 16, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,153.19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opening Balance April 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,153.19</td>
<td></td>
</tr>
<tr>
<td>05/04/94</td>
<td>Book Sale</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Churchville/Chili H.S. donation for puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance May 23, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,264.19</td>
<td></td>
</tr>
<tr>
<td>05/24/94</td>
<td>Withdrawal for 8 gift certificates for library volunteers</td>
<td>(200.00)</td>
</tr>
<tr>
<td>05/31/94</td>
<td>Interest</td>
<td>114.70</td>
</tr>
<tr>
<td>06/24/94</td>
<td>CCARASA Donation</td>
<td>100.00</td>
</tr>
<tr>
<td>06/24/94</td>
<td>Book Sale</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance June 24, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,398.89</td>
<td></td>
</tr>
<tr>
<td>07/15/94</td>
<td>Scottsville Free Lib donation for puppet show ($50.00 + $48.50 Booksale)</td>
<td>98.50</td>
</tr>
<tr>
<td>07/22/94</td>
<td>Ogden Farmers Library - Puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td>07/25/94</td>
<td>Chile-Fest Book Sale</td>
<td>237.85</td>
</tr>
<tr>
<td></td>
<td>Closing Balance July 26, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,785.24</td>
<td></td>
</tr>
<tr>
<td>08/19/94</td>
<td>Mendon Library donation for puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td>08/19/94</td>
<td>Book Sale</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Closing Balance August 19, 1994:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$18,885.24</td>
<td></td>
</tr>
</tbody>
</table>
Mrs. Dorothea R. Pompa  
Director, Chili Public Library  
3235 Chili Avenue  
Rochester, New York 14624  
February 3, 1994

Dear Dottie:

Just a brief note to express Jeannette's and my thanks and appreciation to you and the Board of Trustees for helping to make my retirement dinner a most memorable and thoroughly enjoyable evening. The warmth and friendship so beautifully expressed I shall remember for years to come.

The elegant plaque will occupy a prominent place in our home as a fond remembrance of so many fine people who have served the Chili Public Library.

Thank you Randy, for your hilarious contribution to the program. I trust that the library has been able to keep up with the demand for those books.

Warmest regards,

Robert L. Criddle
CHILDREN’S SERVICES REPORT

Programming:

Toddler Time ended on February 4. Final attendance was approximately 220 for the 4 week session.
Laurie hosted a Cub Scout troupe on February 9th, teaching them KidsCat and the location of many items in the library. They were also able to check out their own books using CARL.
Our Valentine’s Night Puppet program was at 6:45pm on 2/14. There were 65 people in attendance. We had 3 plays; Valentine Bears, Tip Toe Through the Tulips, and Read Around the Clock (an original written by Sean).
On February 22nd at 10:30 we had another puppet show, this one attended by 85 people. We performed 3 plays; The Fisherman & His Wife, The Stinky Cheese Man, and Ben Franklin & the Frog (written by Sean).

Equipment:

We purchased a new toybox for the children’s room. We also sorted through the old toys and discarded many that were beyond repair. Laurie and I will be purchasing a few new ones soon.
A new mouse was finally installed on the KidsCat computer. The original had been broken beyond repair. Apple replaced it free of charge since we are still under warranty.

Meetings:

Laurie and I attended a book selection meeting on February 9th at Rundel. On 2/28 I attended a summer booklist committee meeting at Rundel. We are selecting books that relate to the summer theme for different ages of children.

Displays:

Our children’s display case has Kachina Dolls from a Florence Brasser art class. We had mystery books and valentine books on display. We also made a bulletin board for Black History month.

School Visits:

On February 28th I visited a Washington Irving first grade class to tell stories. (Laurie will be visiting on March 1st).
The March edition of our Teacher’s Newsletter was finished on 2/24 and delivered to Florence Brasser, Chestnut Ridge, and Paul Rd. schools on March 1st.

Michael McCullough and Laurie St. Laurent
Circulation: Feb. 1994 = 17,679
           Feb. 1993 = 17,204
               475 gain

March circulation figures were incorrect for all of the libraries in the Monroe County Library System. Our reports showed we had circulated 9,000+ items; Gates received a count of 4,000. Until Library Automated Services and CARL resolve this problem we will not be reporting monthly circulation figures.

Fines: February = $1567.82
       March = 2138.46

Meetings and Activities:

2/18 - Staff meeting - 12 attended
3/1 - Librarians' meeting
    - Adult Book Discussion Group cancelled
    - Library Board Meeting
3/2 - Town Children's Librarians meeting held at Chili
3/8 - Librarians' meeting
3/9 - Directors' Advisory Council at RPL
3/10 - User's Group at Wheatley Library
3/15 - William and I reviewed reference and travel books on standing order and discussed new reference orders
    - Librarians' meeting
3/16 - Ted Faulks from Leo Roth Corp. visited
3/22 - Librarians' meeting
3/24 - Annual Report sent to MCLS
3/25 - Staff meeting - 15 attended. Kris Smith, head of the Reynolds Information Center at RPL, explained the role of the division and how they compile and update local directories as well as answer 600-700 telephone calls each day.
3/28 - Town Library Directors' Council meeting at Henrietta
3/29 - Library Board Meeting
    - Sean and I met with Greg Campbell from Recorded Books
4/5 - Adult Book Discussion Group cancelled
4/7 - Judy MacKnight, Assistant Director of the Gates Library, and I prepared a joint news release to publicize our library's activities during National Library Week, April 17-22
4/8 - Trustees Marcia Rosenberg, Megan Neumann and John Collins attended the Spring Trustee Orientation at RPL
4/12 - Librarians' meeting
4/13 - Directors Advisory Council at RPL

Adult Book Discussion Group - Attendance has fallen off the past few months and, after discussion with Ginny and Carl Neumann, we decided to take a break until fall. At that time we will re-organize and possibly select a different day and/or time for meetings. Letters went out to participants explaining this action.

Dorothea Pompa
CHILI PUBLIC LIBRARY

MINUTES FROM TRUSTEE MEETING

March 1, 1994

7:00

CALL TO ORDER - 7:10 P.M.


MINUTES of January 25, 1994 meeting - Approved as written

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS - Motion to approve by Randy Allen, second, Marcia Rosenberg. Motion passed for abstract # 7 for $7,212.38.

COMMUNICATIONS - Letters to the board from Meagan Neumann, Robert Criddle and one addressed to Gary Squires from Gates Chili School District Excellence in Education Committee.

DIRECTORS REPORT - Dottie covered the highlights at the recent staff meeting - copies of minutes on file at Library.

RPL Workshops - Dottie discussed the recent workshops attended

Grant Applications - Sean is preparing an educational puppet program that could qualify for grant money that could promote family involvement and promote the library. Motion to proceed was made by Marcia Rosenberg and second by Gary Squires. Motion was approved subject to money being received.

Library Programs - Dottie explained about upcoming programs. She will keep us updated as they get closer.

COMMITTEE & OFFICERS REPORTS - John Collins attended the Trustee Council meeting. Topics covered:

1. Home computer access to CARL
2. Gov. Cuomo speech
3. Discussion on best method of saving money that libraries have in reserve funds.
4. Making sure Libraries are classified so they can receive Tax free donations.
5. Donating old books and magazines to places like MC Jail, St. Joseph's Villa etc.
6. Discussion on libraries not offering tax forms anymore

Next council meeting April 14 in Webster, Marcia will attend.

OLD BUSINESS -

Updating Personnel Policy - tabled until Buzz returns from vacation
(Old Business continued)

1994 Goals - Discussed briefly but tabled until decision is made on furnace repairs

Revision of Budget - monies have been deleted from certain areas and increased in other areas. It was decided that as long as the "bottom line" did not change it was not necessary to resubmit a revised budget.

NEW BUSINESS

Bid for state grant - monies available for building of video storage cabinet, counter tops and handicapped accessible computer table were approved subject to receiving money. Motion by Randy Allen, Second by John Collins.

Orientation for new trustees - will be held on April 8 from 12 noon till 2pm and again on Saturday, April 9 from 8am till 10am. John Collins, Megan Neumann and Jim Powers are planning to attend.

Furnace Problem - discussion on what to do with the recent rash of furnace problems one which almost resulted in a fire in the building. More information is to come. Gary Squires is contacting Leo Roth Company to receive a professional opinion.

Meet the Town Board - the board requested that the secretary write to the Town Board and invite them to attend our next regularly scheduled trustee meeting at the library. This meeting is scheduled to be on March 29th at 8:00 at the Library or Town Hall.

Respectfully submitted:

Randy Allen
Secretary
Town Children's Librarians Meeting  
Wednesday, March 2, 1994  
Chili Public Library

Attending: Roseanne Skelly, Karen Wickens, Stephanie Voorheis, Nancy Yuska, Ellen Xydias, Ann Haefele, Marjorie DeMallie, Deb Nevin, Peggy Hagen, Debbie Stage, Millie Rivers, Linda Kearns, Donna Peasley, Annie Oldershaw, Mike McCullough, Laurie St. Laurent.

Summer Programming:

Mendon: will be focusing on Time Travel and the mode of transportation will be a train. The Time Train will cover historical fiction during the 6 week summer program and will visit a different historical period each week. They will focus on the child's role during that period (games played, etc). They will have a large group activity around train tracks then break down into smaller groups. There will be a newspaper each week to focus on events that match the time period theme.

Fairport: Children will make paper plate clocks and will be challenged to read 24 hours over the summer. Genres will be matched to time zones from a world map. They are constructing a grandfather clock and kids will fill it with pieces of paper that have the amount of time they have read on it. Fairport does not give weekly prizes. If a child fulfills the reading requirements they are invited to a party the first Friday after Labor Day. Fairport's program starts in June and ends Labor Day weekend. VAP programs will represent different spots from around the world.

East Rochester: A time machine is being built. Kids will have to go through it to enter the children's area. There will be a craft program every week. Deb puts requests for items needed for future craft programs on handouts given to children and the Friends group. She has had great success obtaining materials this way.

Pittsford: A wheel with a clock on it will be divided into 6 sections. The children can spin it up to 5 times per visit. Examples of sections: time to draw, time to write, time to read, time to eat. From the writing one Marge will be publishing a newspaper at the end of the summer. Three story-times are scheduled for primary ages, plus preschool story-time. Two discussion groups for 4-6th graders are possible.

Janes: A summer based on the months of the year is planned. Events will be planned based on what is happening for different months. Six preschool story-times on Mondays will concentrate on Holidays. First-fourth graders may have special guests visit. Older children will be making time capsules. Six VAP programs are planned for Thursdays during the summer.
Henrietta: Packets with age level reading lists will be given to each child. A grandfathers clock made from fabric will give focus to books on display. Each child will have a clock made from the Ellison machine. Storytime for 1-3 graders will focus on the time theme. Fridays are a VAP day.

Webster: Kids will sign their names on a big clock. They will read for 3 hours, or read 3 books. Goal is to finish a clock, 12 books or 12 hours of reading. A time line will be available to choose books from specific genre's for extra prizes. Millie suggests using Boy or Girl scouts as volunteers. (they earn time towards a badge this way).

Mitchell Rd.: Children will read a number of minutes each week and get a prize each week. There will be no end of summer party this year after problems last year. Examples of prizes are; taco coupons, erasers, McDonalds. They will stamp the reading log at the end of each week. If a child misses two weeks they can only go back 1 week for a prize. They hope to stop children from showing up only 1 or 2 times a summer.

Paddy Hill: Children must read 20 minutes to earn 1 book buck. Preschoolers will focus on dinosaurs during storytimes. Older children will move from dinosaurs to rockets. Karen recommends the Scholastic flyer that arrived the last week of February to obtain inexpensive books for prizes. Other prizes include book bags, pencils, folders. They are trying to arrange a hands-on activity for children through the Greece Historical Society.

Dewey Stone: A wheel divided into 12 sections representing the months of the year will be used. A different genre for each section will be represented. A raffle box is set up for a chance to win a special prize each week. At the end of summer party the prizes are given out. Children will be making a time capsule. In one program children will learn line dancing. The kickoff party and end of summer party are held at the school across the street due to space shortage.

Chili: We are focusing on morning, noon, night. Children will count the number of minutes read each day. There are two reading groups, read-to-me, and reading independently. Prizes are given each week. The kickoff registration will be a breakfast with donuts, coffee, juice, and more. (almost all of this is donated). We will have at least 1 intergenerational storytime. A book discussion group for 4-6th graders may be organized. Storytimes will be scheduled for various ages. We also have an end of summer celebration with games for kids to play and earn extra prizes including books. VAP programs will be on 6 Thursdays with the Genesee Country Museum booked.

Gates: At Gates they concentrate quite a bit on outreach programs to playground and park recreation programs. Children will read a certain number of minutes each week. They have read to me and independent readers. Gates will be using the Beat the Clock game from the summer manual. There will be 2 toddler storytimes and 2 preschool storytimes each week. A bulletin board with a character on it will be available so kids can chart their reading progress throughout the summer.
West Iron: Annie cooperates with the schools, sharing clip art and reading lists. Kids will be adding up the total minutes read this summer. Annie uses book bucks so children earn money depending on how long they read. Teen volunteers are used all through the summer to assist in handling the prizes. The zoobile, a preschool storytime with live animals and David Merritt are 3 scheduled programs. Annie hopes teachers will volunteer for evenings and learn about some of the new books available for teenagers instead of them relying on their old favorites.

Scottsville: They also work with the school district to set up guidelines for 6th graders. Each child must read 1 book from each of 5 categories. The lists are quite current. This reading counts towards the reading requirements for the public library. Prizes are awarded each week. There is an extra game to play to earn a higher level prize.

Other programming ideas:

Laurie recommends an Irish Dancing participatory program. The director is Mary McMahon (227-5326). This is a "feet on" program appropriate for ages 6 and up. Look for examples of this dancing at this year's St. Patrick's Day parade in downtown Rochester.

Donna had a great deal of positive feedback from a Father's Day program (storytime & craft) last year. It was for grades K and up, but may be expanded to younger children this year.

Millie hosted an American Girls party in October. The Genesee Country Museum came and the girls made potpourri crafts. The girls brought an adult with them and stories about times past were shared.

Stephanie had a "Be a Secret Agent" program. A Greece police officer fingerprinted kids and showed them how to dust for fingerprints, and more. They played a Sherlock Holmes style game. This idea came from the Pennywhistle Party Book.

Chuck's Tuneful Tales was recommended by Debbi Stage. He is in the VAP book. He is developing a program related to our summer reading theme.

Karen had a Bike Rally last spring for 1-3 grades. A local group checked brakes, tires, and the rider's control of the bike. Call the police to get the name of a group willing to conduct the program.

Mike suggested Mike Yazback as a person to call for a sports card collecting informational night. This was a highly successful program at Chili last year. Mike Y. taught the kids what to look for in cards and how not to get ripped off. Contact Mr. Yazback at 647-3026.

Submitted by Mike McCullough
March 15, 1994

TO:    Supervisor Kelly
FROM:  Dottie Pompa
RE:    Recycling materials

If it is acceptable by the Town's Waste Hauler, library employees will place the following items in the library's blue rolling bin for recycling by the Town:

- Letterhead, white and colored bond typing paper
- Copier paper, memos and worksheets
- Unbound reports
- White bond computer printouts including green & white bar multi-stripe
- Catalogs, inserts and advertisements
- Paperback and hardcover books
- Magazines and newspapers
- Cardboard folded to 2' x 4'

Staples should be removed from the above items.

The following will be placed in plastic trash bags for disposal by staff from the Recreation Department:

- Envelopes
- Adding machine paper, paper clips and rubber bands
- Metal, spiral or glued binders
- Self-stick labels, adhesives, or post-it notes
- Food wrappers, tissue, napkins, cups, plasticware
- Video, CD, cassette or books-on-cassettes plastic containers

As a group we will recycle glass, #1 or #2 plastics, cans and beverage containers unless the soda containers are from the Town Hall vending machine. Those containers will be returned to the kitchen for recycling by their supplier.
March 18, 1994

Chili Town Board
c/o Supervisor William Kelly
3235 Chili Avenue
Rochester, New York 14624

Dear Mr. Kelly:

The Chili Library Board of Trustees would like to invite you and the Chili Town Board to our next monthly meeting. At the next meeting we will be reviewing where we have been, where we are now and where we are headed in our quest for more space.

We have set a tentative date for March 29th at 8:00 p.m. at the Library. We have reserved the Town Hall meeting room if we cannot fit into the Library work room. We hope that you can attend.

Sincerely,

Randy W. Allen
Secretary
Board of Trustees

RWA:ba
Programs:
Preschool Storytime was in session for the month of March with five sessions per week. Average attendance was 65 children a week.

Laurie visited Washington Irving school on March 1st to tell stories to 2nd graders.

I gave a tour of the library to a group of scouts on Thursday March 10th. Seven children plus their parents attended.

On Saturday, March 19th Laurie planned and presented a Library Card Signup/Birthday Party for children who were at least 6 yrs. old. Eleven children attended.

Registration begins on March 28th for Toddler Time and our Magic School Bus reading program. Flyers were taken to 4 local schools for distribution to 350 children.

Displays:
We have a display featuring dogs and dog paraphernalia in the children's display case. (videos, puppets, ribbons, photos)
We also had St. Patrick's day books, Easter Books and Easter decorations in the children's area.

Furniture:
The Memorial Art Gallery donated furniture from their display "Child's Play" to public libraries around the county. We were able to choose a chair that is now in our children's area.

Meetings:
On Wednesday, March 2nd, Laurie and I hosted the Town Children's Librarians meeting. Sixteen librarians from around the county attended. We discussed plans for summer programming and successful programs libraries have produced over the past 6 months.

Laurie and I attended a book selection meeting at Rundel on March 9th. The focus was on foreign language and sports books.

I attended a summer bookmark/reading list committe meeting on March 9th. One more meeting and we should have this task completed. The bookmarks are tied into the summer theme, "Read Around the Clock". Books are selected for the appropriate age level, quality and relating to the theme. Laurie has also been making suggestions, which I share with the committee.

On March 10th I attended the Gates School librarian's meeting. I shared upcoming programs at the Chili Public Library and distributed copies of "The Book Report", our newsletter for teachers.

Michael McCullough
Laurie St. Laurent
CALL TO ORDER: 7:00 p.m.


MINUTES: Minutes from the March 1st meeting were approved as written.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORDS: Motion by Gary Squires, second by Megan Neumann for $6,183.66 with added amount for $2,096.00 (for furnace repair). Motion passed.

COMMUNICATIONS:
Thank you from Dr. Dadey, Superintendent of Schools thanking Gary for his involvement on the "Excellence in Education" committee.

DIRECTOR'S REPORT:
Parent child library services grant was submitted.

NYS grant for equipment & storage has been awarded. Contractor will be notified. Money will be available after April 1st.

NYS annual report was officially signed by Dottie & Buz and sent to MCLS for review.

Recycling guidelines are being developed, basically following the MCLS guidelines.

COMMITTEE & OFFICERS' REPORTS:
Furnace update by Gary Squires. Ted Faulks from Leo Roth Corp. pointed out that our existing furnace has several problems. Compressors should be replaced. They are the weakest point currently. It could run around $10-15,000 for replacement. Buz commented that we should have a contingency budget to allow for repairs/replacement. Randy will inform the Town Board of the furnace problems in a letter with a copy to Dianne Moore.

OLD BUSINESS: Personnel policy is being formulated. Buz felt we should see something in the near future.

NEW BUSINESS: Question from our liaison, Jim Powers asking how we determine which books come off our shelf. Dottie explained the procedure.
SPACE CRUNCH: Randy Allen presented a "down sized" slide presentation for the attending Town Board members on past studies that have been done to alleviate the overcrowding in the library. A question and answer period followed. It was decided that both Boards would discuss the matter and come up with some ideas on how to deal with the problem.

NEXT MEETING: April 26th at 7:00 p.m.

Respectfully Submitted,

Randy Allen
Secretary
March 30, 1994

TO:     Dianne Moore
FROM:  Dottie Pompa

Members of the Library Board of Trustees passed a motion at their March 29, 1994 Board Meeting to void checks in the amount of $123.55 from the library's previous disbursements.

Does this money get credited to a library account and, if so, which category?

Thank you.
How to balance your Checking Account.

USE THESE SIMPLE STEPS TO BRING YOUR CHECKBOOK BALANCE INTO AGREEMENT WITH THIS STATEMENT.

A. Adjust your checkbook balance for any charges or Automatic Transfers not previously recorded.
B. Arrange the enclosed checks in numerical order.
C. Compare these checks with your records.
D. Complete the SCHEDULE at the right.
E. Follow the steps outlined below.

1. Enter here the ENDING BALANCE shown on this statement.

   ENDING BALANCE: $2,291.42

2. Compare the deposits shown on this statement with your records. If a recent deposit does not show on this statement, record the amount(s) here.

   Deposits: $1,235.55

3. Total of lines 1 and 2.

   $3,527.97

4. Enter the GRAND TOTAL from the schedule at the right.

   $2,167.87

5. Subtract line 4 from line 3. This should be your present checkbook balance. If not, the most common mistake is an error in arithmetic. If you need further assistance, please bring this statement to your banking office.

   $1,360.10

THE CHECKS LISTED BELOW HAVE BEEN ISSUED BUT HAVE NOT REACHED THE BANK FOR PAYMENT.

<table>
<thead>
<tr>
<th>CHECK NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/25/94</td>
<td>$2,291.42</td>
</tr>
<tr>
<td>4/10/94</td>
<td>$1,235.55</td>
</tr>
<tr>
<td>4/17/94</td>
<td>$2,167.87</td>
</tr>
</tbody>
</table>

SCHEDULE OF CHECKS OUTSTANDING

For EOR
Add the
outstanding checks listed above.

GRAND TOTAL

$2,167.87

EXPLANATION OF CODES SHOWN ON THE REVERSE SIDE

AC: ANALYSIS CHARGE
AD: ACCEPTANCES-1 DAY DEF.
AF: FEDERAL TAX ADJUSTMENTS
AI: ACCEPTANCES
AT: AUTOMATIC TRANSFER
BA: BROKERAGE SERVICE ACTIVITY
BC: BALANCE MANAGER SERVICE CHARGE
BM: BALANCE MANAGER PURCHASE/REDEMPTION
BP: BILL PAYMENT/ADJUSTMENT
BS: BILL PAY SERVICE REBATE/BALANCE TRANSFER
BV: BACKVALUE ADJUSTMENT
CD: LETTER OF CREDIT-1 DAY DEF.
CF: CERTIFIED CHECK
CH: CHECK CHARGE (INTERNEALLY GENERATED OR FROM BFT)
CI: LETTER OF CREDIT
CL: COMMERCIAL LOAN
CU: COUPON COLLECTION
CV: CONVERSION ENTRY
DC: DEPOSIT CORRECTION
DD: DEFERRED DEBIT (UP STATUS ONLY)
DF: DEFER DEBT OR CREDIT
DL: CASH LETTER DEPOSIT
DT: DEPOSITORY TRANSFER CHECK DEPOSITS
EA: MISCELLANEOUS OVERRIDE (OVERRIDE)
EC: ELECTRONIC CHARGE
EE: PRE-AUTHORIZED DEBIT
ET: ELECTRONIC TRANSFER
FA: FROM BANKS 1 DAY
FB: FROM BANKS 2 DAY
FC: FROM BANKS 3 DAY
FD: FOREIGN EXCHANGE TRADER-1 DAY DEF.
FF: FEDERAL FUNDS
FI: FOREIGN EXCHANGE TRADER
FM: FINANCIAL MARKETS
FR: REMITTANCE MADE AT YOUR REQUEST
FW: FEDERAL TAX WITHHOLD
IA: INTEREST ADJUSTMENT-AUTOMATIC (RECALL)
IF: INTERNAL FED WITHHOLDING
ADJUSTMENT (RECALL)
IM: INTEREST ADJUSTMENT-MANUAL (BACKDATE)
IP: INTERNATIONAL PAYMENTS
IR: INTERNATIONAL RECEIPTS
KD: COLLECTIONS-1 DAY DEF.
KI: COLLECTIONS
KD: KODAK/CHASE WITHDRAWAL/CREDIT
LG: LOCK BOX DEPOSIT
LC: LINE OF CREDIT
LD: LOANS-1 DAY DEF.
LF: LOANS
LP: LIST POST
LR: L/C REIMBURSEMENT
MA: MARINER FUND ADJUSTMENT
MC: MONTHLY CHARGE
MA: MARINER FUND-CASH MGMT.
MO: INTERNATIONAL PAYMENT
MP: MANUAL PAYMENT MADE AT YOUR REQUEST
MS: MISCELLANEOUS
MT: MARINER FUND TAX FREE
NC: CUSTOMER NON-REPEETITIVE
NC: TRANSFER
OC: OFFICIAL CHECK PURCHASE
PD: PAYROLL DEPOSIT
PF: POSTING ERROR (BACKDATE)
RC: RECEIPTS
RE: REVERSAL ENTRY
RP: FOREIGN REMITTANCE PAYMENT
ST: RETURN ITEM
SC: SERVICE CHARGE (INTERNEALLY GENERATED)
SD: SECURITY DECISION
SE: SECURITY SALE/PURCHASE
SF: IN-STORE WITHDRAWAL/CHECK CASHING SERVICE CHARGE
SS: SOCIAL SECURITY
ST: SAVINGS TRANSFER
TD: THROUGH DRAFT
TE: DOMESTIC MONEY TRANSFER
TR: TRANSFER OF ACCOUNT
TT: TRUST TRANSFER
UP: UPI-PAY
WT: WIRE TRANSFER
XC: SERVICE CHARGE (EXTERNALLY GENERATED)
XI: FOREIGN EXCHANGE
ZB: ZERO BALANCE
CHILDREN'S SERVICES REPORT

APRIL 1994

Programming:

Preschool Storytime ended on April 1st with a total attendance of 322 children for the 5 week program. Toddler Time began on April 12th. We have 31 children plus their parents registered for the 4 week session.

The Magic School Bus Party on Thursday, April 21, was very well attended. We had 34 children plus a parent for each child present. Laurie and I booktalked many non-fiction titles, showed a video and read-aloud 2 books. Every title we mentioned (approx. 25 plus multiple copies of some books) were checked out that night. We received many positive comments from children and parents. The children now have 4 weeks to read a minimum of 10 books and receive a certificate, Magic School Bus eraser, and a McDonald's certificate.

By the time you read this Sean and I will have finished our puppet show at the Churchville Elementary School. (4/26). Hopefully everything went well for us.

Meetings:

April 5th was my last meeting at Rundel for the summer reading bookmark committee. Our selections were finalized and sent to the printer for production. On Wednesday, April 13 Laurie and I attended a book selection meeting at Rundel.

On Friday, April 22nd, Laurie, Sean, and I attended the YSS Spring Conference at the Holiday Inn Holidome in Henrietta. Laurie volunteered to help sell books at 3 different times during the day. Dr. Jayne Vogan was the keynote speaker for this event and performed very well. Sean and I attended a workshop about graphic novels in the library, Laurie went to a workshop on promoting the library. During lunch Tana Hoban spoke about her life and books. In the afternoon Laurie went to a workshop on decorating the library, Sean went to a YA workshop, and I attended the Photography as Illustration workshop presented by Tana Hoban. This was a very worthwhile conference.

Displays:

We had several book displays, including; Gail Gibbons, Hans Christian Anderson, Easter, trains, and a "You saw the movie, now read the book" display. Our display case features trains owned by Kurt Johnson.

Michael McCullough
Laurie St. Laurent
TO:       All Chili Staff
FROM:    William C. Kelly
DATE:    April 14, 1994
SUBJECT: Minutes of Town Board Meetings and Committee Meetings

This memo is to inform you that all Town Board and Committee Meeting Minutes are only drafts until approved by the Town Board. They are to be considered unofficial and confidential until Town Board Approval and not to be released to anyone. Any violation of this policy is a serious offense and will be dealt with in the proper manners.

Thank you in advance for adhering to this policy. If you have any questions, please contact me.

Sincerely,

[Signature]
William C. Kelly,
Supervisor

WCK:nj

xc: Town Board
    Rich Stowe
    Carol O'Connor
April 14, 1994

Dear Town Board Members:

I will be offering a Resolution at the April 20, 1994 Town Board Meeting to have copies of all final and approved Town Board Minutes and Committee Meeting Minutes available at the Library for our citizens to review. This is done at the County level and works well. It enables our citizens who work full time to review them at more appropriate times.

Thank you for your consideration.

Sincerely,

William C. Kelly,
Supervisor

WCK:nj

xc: Carol O’Connor
    Rich Stowe
    Dottie Pompa
TRUSTEES COUNCIL MEETING
4/14/94

MCLS REPORTS

-at the March meeting an agreement with the Mayor to
proceed with the Rundel expansion. This will go to the
City Council in June.

-fourteen representatives from Rochester went to Lobby
day in Albany

-the MCLS Legislation Committee does not anticipate any
surprises in the reappointments of any trustees to the
Board. This includes Mrs. Reidman.

-report on NYLA-NYSALB Conference from Nov.3-7, 1993 in
Niagara Falls which discussed items such as fund
raising procedures.

-the June 18, 1994 Trustee Institute/Electronic Doorway
has been rescheduled to June 11, 1994 because of a
conflict with the LPGA Golf Tournament. This meeting/
conference will also serve as the June 9th trustee
Council Meeting unless we receive notice of an agenda
item prior to June 1.

-follow-up on donations of books and periodicals to the
Monroe County Jail and who to contact.

-Bylaws of the Trustee Council distributed. This is
also the year of MCLS contract renewals.

OPEN FORUM

-Mendon: Town Board is presently having hearings to
discuss "code of ethics and conflict of interest" with
respect all board members. Board members may be
required to sign a document/statement regarding their
sources of business dealings.

-Mendon: Has a student liaison on their library board.
After a few months the Library Board asked the student
liaison for input from other students regarding present
student needs that the library might be able to
address. Answer----Computer access after school hours
and during the summer months.
April 18, 1994

TO: Carol O'Connor
FROM: Dottie Pompa
RE: Library Board of Trustees

The following is an updated listing of Library Board Members:

Dumbleton, H. Basil
   Reappointed 1/90 - Term 12/31/94

Allen, Randy
   Reappointed 1/91 - Term 12/31/95

Collins, John
   Appointed 1/93 - Term 12/31/95
   Replaces George Kimmich

Neumann, Megan
   Appointed 1/94 - Term 12/31/96
   Replaces Eileen Riedman

Squires, Gary
   Reappointed 1/92 - Term 12/31/96

Rosenberg, Marcia
   Reappointed 1/93 - Term 12/31/97

Crothers, Rilla
   Reappointed 1/94 - Term 12/31/98

1994 Officers:
   President - Buz Dumbleton
   Vice President - Marcia Rosenberg
   Secretary - Randy Allen
   Treasurer - John Collins

MEMBER OF MONROE COUNTY LIBRARY SYSTEM • 3335 CHILI AVENUE, ROCHESTER, NEW YORK 14624
(716)889-2200
April 18, 1994

TO: William Kelly-Supervisor

FROM: Dottie Pompa

RE: Spring Clean Up

I have some suggestions for Spring Clean Up projects that could be undertaken by Recreation and/or Highway Department personnel.

Many of the gutters and downspouts need to be repaired.

All of the Town Hall/Library exterior walls, trim, railings and doors need to be painted.

Winter debris on the lawns, in parking areas and around the shrubs needs to be cleaned up.

A trash receptacle is needed at the Town Hall/Library rear entrance. The present "butt bucket" overflows with trash.

All of the outside windows need to be washed.

Would a realistic goal be to have these projects completed by Memorial Day? Please let me know if I can be of any assistance.
April 19, 1994

The next regularly scheduled meeting of the Library Board of Trustees will take place at 8:00 p.m. at the Churchville Elementary School, 36 West Buffalo Road on April 26, 1994.

Members of the Library's Board of Trustees will attend a puppet show performed by Chili Public Library staff members Sean Gagnier and Michael McCullough prior to their meeting time.
April 21, 1994

Dottie Pompa, Director
Chili Public Library

Dear Dottie:

Thank you for your letter of April 18 regarding spring clean up of Town Hall/Library facilities. I couldn’t agree with you more and have already taken action to start the ball rolling. We will certainly try to have the place ship-shape before Memorial Day.

Sincerely,

William C. Kelly,
Supervisor

WCK:nj

xc:
Circulation: April 1993 = 17,428  
1994 = 16,935  
493 loss

Fines: $1,478.89

Meetings & Activities:

4/22 - Conducted one Toddler Time while Mike attended the YSS Conference  
4/25 - Town Library Directors' Council meeting at East Irondequoit  
4/26 - Library Board Meeting  
4/28 - User's Group at the Wheatley Library  
4/29 - Staff meeting - 12 attended  
5/10 - Librarians' Meeting  
5/11 - Directors' Advisory Council at RPL  
- Town Department Heads Meeting  
5/17 - Librarians' Meeting

Arts for Greater Rochester, Chili contingent under the leadership of Cindy Hollmann, will meet on May 25 to work on the local submission for the cultural development plan. We received background information and questions that the group will be discussing.

MCLS Contract Committee. I have volunteered to serve with Ray Buchanan (Fairport), Pat Bernhard (Henrietta), Susan Swanton (Gates), Earl Steffen (Trustee, Parma), John Salisbury (Trustee, Rush) and Dick Panz (MCLS/RPL Director) to review the current contract. Three meetings will be scheduled (first is June 8) to finalize the draft for review by the MCLS Board in September and member boards from October through November.

Jay Widener, Town Historian, will present an overview of Chili's history at 7:00 p.m. on Wednesday, May 25.

At 6:30 p.m. the staff will welcome and honor the volunteers who so loyally serve the Library. Lorraine Louden, Louise Schwellassattl, Joan Lenhardt, Ken Milner, Rie Rague, Megan Neumann, Lou Hillman, and Walt Zeller are currently volunteering or have worked during the past year.

Staff will provide refreshments for all and gifts for the volunteers.

Board members are invited to join us in the Town Meeting Room at 6:30 p.m. on the 25th for an evening of recognition and local history.

Summer Coverage. Tom Greenwood, Melissa Naulin and Kathy Nally will be helping out this summer. All are full time college students who worked previously as pages. Students Jennifer Rygiel, Lisa Cupo and Abbie Brill will also work this summer with additional hours assigned.

Dorothea Pompa
April 25, 1994

Chili Town Board  
c/o Supervisor William Kelly  
3235 Chili Avenue  
Rochester, NY 14624

Dear Mr. Kelly:

Lately we have been experiencing trouble with our Heating, Ventilating and Air Conditioning units, (HVAC), in the library. Although no action needs to be taken at this moment we feel that you should be apprised of our plan of action. As you can see by the enclosed documents we have spent our 13,000.00 in the last 4 years to maintain the HVAC system. Also enclosed is a letter from Leo Roth Company and their evaluation after a complete inspection.

Based on approximate costs given to us we could be looking at expenses of over $30,000.00 to bring the system up to normal operating parameters. If the town has no immediate plans to replace both the Town Hall and the Library HVAC units then we will be adding a line item to our 1995 budget to allow for breakdown or replacement of the units. As stated, nothing has to be done at this exact moment, however we do not want this problem to catch us by surprise. We felt that you should be aware of this problem.

Sincerely,

Randy W. Allen  
Secretary, Library Board of Trustees

cc: Dianne Moore  
file
Leo Roth repairs 1990 to present:

$1,394.13
June 1990 - Gas Pressure Control, Bad Blower Bearings and Economizer dampers broken

$829.12
December - 1990
Burner misfiring - broken pilot tube - adjusted pilot, etc.

$331.20
March - 1991 2 Walton Motors, 2 Walton humidifier barrels, 2 Walton float assemblies, etc.

$501.07
April - 1991 - 2 motors and humidifier parts

$4985.00
December 1991 - replacement of just the burner and temperature control system

$560.77
July 1992 - Universal motor (condenser fan motor), capacitor, etc.

$1375.00
April 1993 - One combustion air opening

$178.00
June 1993 - 8" rain cap, BVent, rain skirt, etc.

$81.27
January 1994 - replace 9-V battery in T-stat

$2096.10
February 15 - 1994 - Bad control circuit fuse, replaced SC15 fuse - operating control circ load 10 amp.

February 28 - replaced comb. fan limit control and installed auxiliary limit w/manual reset

March 7 - replaced bad control fuse and fuseholder - peaking 21 amps and running full load 10 amps.

March 30 - control circuit fuse blown, unit short cycling may cause fuse to blow, check system for problems. Increase time of purge delay for burner.

Total:
$12,331.66 - doesn't include annual maintenance bill of $500 to $600, or the March 30 service call.
March 23, 1994

Mrs. Dorothea Pompa  
Chili Public Library  
2331 Chili Avenue  
Chili, NY 14624

Dear Dotti:  

This letter is in follow up to our recent meeting and the survey of the heating ventilating and air conditioning (HVAC) systems I recently did at the Chili Public Library. What follows is the assessment of these systems.

**Natural Gas Fired Air Handling Heating Unit**

It appears that operationally the heating portion of this unit is in good condition. The operating controls on this unit have been replaced over the last few years as the original controls supplied with this unit failed. The natural gas power burner originally supplied with the unit was also replaced approximately four years ago. The only cause for potential concern is the heat exchanger on this system which was manufactured and installed when the building was built. A visual inspection will again be performed to insure the safe operation of this unit for the next heating season. It is difficult to ascertain the remaining useful life of the heat exchanger on this unit.

**Blower Fan Motor**

The main blower motor was recently replaced approximately six weeks ago and has many more years of useful service.

**Humidifiers**

Replacement parts are becoming difficult to obtain for the duct mounted humidifiers which serve the Library. Replacement of these systems should be considered in the near future.

- continued -
Air Conditioning Compressors

Visual inspection of the air conditioning compressor/condensing unit in the rear of the building indicates that the air conditioning compressor in this unit has been replaced at least once. It is most likely that the existing air conditioning compressor is 12-15 years of age. This spring we will perform a detailed analysis of this unit to ascertain the remaining useful life of this system and operating efficiency.

In Summary, it is my recommendation that, should the library remain in its current location for longer than 2-3 years, consideration to significant HVAC up-grades should occur.

Sincerely,

LEO J. ROTH CORPORATION

Theodore F. Faulks
General Manager, Service Division

TFF:dmv

cc: Mr. Gary Squires
CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

April 26, 1994
7:00 p.m.

Please note: We invite you to meet at the Churchville-Chili Elementary School, 36 West Buffalo Road, Churchville at 7:00 p.m. Librarians Sean Gagnier and Michael McCullough have been invited to present a program in the school gymnasium in conjunction with an author visit that evening. Sean and Mike will present a show comprised of three original scripts in a Puppet Presentation. Their program will take 35 minutes; the Library Board Meeting will follow at a location (at the school) to be announced.

MINUTES of the March 29, 1994 meeting
January 25 minutes correction

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS
To Town Board - Mr. Allen
From Town Board re: submission of attendance records -
Mr. Dumbleton
Availability of Town Board and Committee meeting minutes in
the Library

DIRECTOR'S REPORT
CARL
Staff meeting, April 29, and library visits
Public Library Trustees and the Electronic Doorway, June 11
at the Henrietta Public Library
Confidentiality law

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS
Trustee Council - Mr. Collins

OLD BUSINESS
Personnel Policy - see attached notes

NEW BUSINESS
Lighting Maintenance Contract
Arts for Greater Rochester - committee
Upholstery price quotations
Library's Future

Date of Next Meeting
There's a lot of important federal issues, too

By Carol Anderson, Federal Relations Coordinator

April is the month we turn our attention to federal legislative issues because this is a time when Congress gathers information in response to the President's budget proposal.

"Hot issues" this spring are LSCA and HEA funding; ESEA; the development of the National Information Infrastructure; postal foregone allocation; telecommunication policy bills. Another hot issue is the final report of the Joint Committee on the Organization of Congress issued in December 1993, because the report contains recommendations about the Joint Committee on Printing, the Government Printing Office and the Depository Library Program.

To make your voice heard, contact your congressperson or senator in April to let them know your viewpoint on federal issues of concern to you and your library users.

Here's some ways of getting your message out:
• Telephone their offices in Washington.
• Send telegrams to their offices in Washington.
• Fax letters to their offices in Washington.
• Visit or call their local offices.
• Write letters.

A wonderful source of information about federal legislation affecting libraries is ALAWON, an electronic newsletter produced by the ALA Washington Office and available to Bitnet and Internet users. Articles and announcements cover appropriations for libraries and library-related projects; hearings and legislation of interest to the library community; Internet/NREN and government information policy issues; availability of grants and fellowships; calls for action on key issues.

To subscribe, send an email message to: listserv@uicvm (bitnet) or listserv@uicvm.uiuc.edu (Internet) with the message SUBSCRIBE ALA-O.

If you do not have access to BITNET or the internet, I will send you copies of the newsletters.

April 19, 1994: New Yorkers in D.C.

In observance of National Library Week Legislative Day, once again the New York delegation will convene for a special briefing on Monday, April 18 and then make a series of legislative visits on April 19. All are welcome to attend! However, unless registration is received by April 15, participant packets will not be available for late comers although you can still visit your legislator.

For more information, contact New York's Federal Relations Coordinator Carol Anderson at 923 Myrtle Avenue, Albany, New York 12208. Voice 518.442.3546. Fax 518.442.3567 internet CA079@UACSC1.ALBANY.EDU

Rochester raises funds for new central library

Rochester (N.Y.) Public Library officials have announced more than $16.5 million in funding toward the $22.5 million expansion and renovation of the central public library for Rochester and Monroe County.

The central library, currently housed in the Rundel Memorial Building, has not been expanded since its construction in 1936.

An architectural team for the new project was selected in January, and preliminary design work has been completed. Construction is scheduled in early 1995, and is expected to be completed in 1996.

"We're $16.5 million closer to making our dream of a modern, up-to-date library a reality," said Thomas M. Hampson, president of the Rochester Public Library Board of Trustees.

Rochester and Monroe County leaders joined Hampson and other library officials Dec. 15 in a joint signing of a memorandum of understanding indicating their intent to support expansion. The city and county will each contribute $7 million towards the project.

The remaining $8.5 million needed will be sought by Rundel Library Foundation, a not-for-profit organization that oversees fundraising activities for the library. Towards that goal, library officials announced more than $2.5 million in private sector funding including leadership gifts of $1.25 million from Bausch & Lomb — one of the largest charitable gifts made by that corporation — and $1.05 million from the Gleason Memorial Fund.

James S. Gleason, president of the Gleason Memorial Fund, and his wife, Jan, a director of the fund, said the new facility will benefit everyone in the community. Kate Gleason, a founder of the memorial fund, willed $100,000 in 1934 to support the history department at the public library.

The library also announced pledges of $100,000 each from the Davenport-Hatch Foundation, the Daisy Marquis Jones Foundation and The Freedom Forum. In the coming months, the library will be approaching local corporations, charitable foundations and individuals, as well as New York State, for the remainder of the funds.
CHILI PUBLIC LIBRARY

MINUTES FROM BOARD OF TRUSTEES

APRIL 26, 1994

Call to order 8:00 p.m.

PRESENT: Randy Allen, Buz Dumbleton, Megan Neumann, Gary Squires, Dottie Pompa, John Collins, Jerry Brixner and Liaison Jim Powers

MINUTES OF MARCH 29, 1994 - A motion was made by Randy Allen and seconded by Gary Squires to approve the minutes as amended. Motion passed (amended to show that Megan Neumann was appointed to serve out an existing term which ends in 1996)

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS - Motion to approve abstract # 12 dated 4/26/94 for the amount of $7747.54 by Randy Allen, second Buz Dumbleton, was approved.

COMMUNICATIONS -
* Letter written by secretary of trustees to Town Board informing of possible repair needed for HVAC system.
* Buz read a letter received from Town Board informing board of attendance requirements.
* Letter informing trustees that copies of the Town Board and Committee minutes were now being kept at the Library for informational purposes.

DIRECTORS REPORT -
* Dottie informed the board that Laurie St. Laurent would be leaving and relocating to another state.
* CARL - The entire system is not working up to the expectations that we were all lead to believe. The Library is experiencing many problems. Committees are being formed to apply pressure to alleviate some of these problems.
* Next staff meeting - April 29th
* The Electronic Doorway - A program which will be held June 11th at the Henrietta Public Library. The program is 6 hours long and will be introducing everyone to the information super highway via Internet. All are encouraged to attend.
* Confidentiality law - Dottie reminded the board of our position on giving out information. Basically we cannot give out ANY information as to "what" books are being read and "who" is reading them. The only way this information can be given out is by court order.
COMMITTEE & OFFICER'S REPORTS
John Collins reported on the Trustee Council meeting held on 4/14/94. A copy of his report is attached to these minutes.

OLD BUSINESS - Copies of the personnel policy were handed out and recommendations made. Discussion followed and the topic was deferred to the May 24th meeting.

NEW BUSINESS -
* Lighting Maintenance Contract - Dottie explained that the contract was due to renew at the expense of $105 per month not to exceed $1260.00 per year. Motion to renew by Randy Allen, second Megan Neumann. Motion passed.

* Arts for Greater Rochester Committee - Dottie explained about this committee and after discussion the board felt that Marcia Rosenberg should be appointed to this committee. As Marcia was unavailable at this meeting, confirmation of her appointment will not be until the May 24th meeting.

* Upholstery Price Quotations - Dottie presented some dollar figures in regards to re-upholstering some of the chairs and benches in the library. As some of the numbers sounded high it was decided that she research the cost to replace with new items and to check with the State Contractor for items of this nature to see if ordering in quantity will reduce the price.

* Library's Future - A brief discussion on the ongoing space problem at the Library. Buz asked Randy to come up with some ideas to present to the Town Board. Randy will present a rough draft at the next meeting.

NEXT MEETING - MAY 24, 1994 "7:00 A.M."

Randy Allen, Sec.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/94</td>
<td>Book Sale</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Churchville/Chili H.S. donation for puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/24/94</td>
<td>Withdrawal for 8 gift certificates for the library volunteers</td>
<td>(200.00)</td>
</tr>
<tr>
<td>05/31/94</td>
<td>Interest</td>
<td>114.70</td>
</tr>
<tr>
<td>06/24/94</td>
<td>CCARASA Donation</td>
<td>100.00</td>
</tr>
<tr>
<td>06/24/94</td>
<td>Book Sale</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closing Balance May 23, 1994:</td>
<td>$18,264.19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closing Balance June 24, 1994:</td>
<td>$18,398.89</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>05/04/94</td>
<td>Book Sale</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Churchville/Chili H.S. donation for puppet show</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td><strong>Closing Balance May 23, 1994:</strong></td>
<td><strong>$18,264.19</strong></td>
</tr>
<tr>
<td>05/24/94</td>
<td>Withdrawal for 8 gift certificates for the library volunteers</td>
<td>(200.00)</td>
</tr>
<tr>
<td>05/31/94</td>
<td>Interest</td>
<td>114.70</td>
</tr>
<tr>
<td>06/24/94</td>
<td>CCARASA Donation</td>
<td>100.00</td>
</tr>
<tr>
<td>06/24/94</td>
<td>Book Sale</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td><strong>Closing Balance June 24, 1994:</strong></td>
<td><strong>$18,398.89</strong></td>
</tr>
</tbody>
</table>
Opening Balance April 1994:
$18,153.19

05/04/94
Book Sale
Churchville/Chili H.S. donation for puppet show
60.00
50.00

Closing Balance May 23, 1994:
$18,264.19

05/24/94
Withdrawal for 8 gift certificates for the library volunteers
(200.00)

05/31/94
Interest
114.70

06/24/94
CCARASA Donation
100.00

06/24/94
Book Sale
120.00

Closing Balance June 24, 1994:
$18,398.89
ChildREN'S SERVICES REPORT:  

May 1994

Programming:

Toddler Time ended on May 6 with 50 children and parents attending during the final week. Preschool Storytime began on May 16. We have 5 sessions/week with 15 children registered for each session. We have had stories about pigs, summer things, and soon will discuss fish and time. Our last Birthday Party/Library Card Signup program until September was on Saturday, May 21. 5 children attended.

School Visits:

Laurie and I have begun to visit Kindergarten and 2nd grade classes at local schools to promote the "Read Around the Clock" summer program. By the end of May we will have seen 170 children in 3 schools. (eventually we will reach at least 400 more kids). We believe this is an excellent way to reach some children who may not know what the public library has to offer.

Displays:

We are decorating the children's room to reflect the summer reading theme. Tom Greenwood did an excellent job on a bulletin board in our storytime area.

Pages:

Two of our pages, Heather Morley and Becky Melville, will be graduating from High School this June. We have 3 pages returning from college to assist at the desk, on special projects and shelve books. They are Tom Greenwood, Missy Naulin and Kathy Nally.

Michael McCullough
Laurie St. Laurent
Circulation: May 1994 = 15,926  
May 1993 = 14,620  
1,306 gain

Fines: April (corrected total) = $1,478.19  
May = $1,532.91

Meetings & Activities:

5/18 - Staff members Vangie Morrow, Carol Pogarassy and Susan Dunn attended the Roundtable Meeting at the Gates Public Library. Purpose of the Roundtable: discussion of CARL procedures and problems.

5/19 - I attended the Reference Roundtable at the Pittsford Public Library while William was on vacation. Theme: autobiographical reference sources.

5/20 - Staff meeting - 13 attended. Minutes written by Susan Dunn are attached.

5/24 - Library Board meeting
Librarians' meeting

5/25 - Arts for Greater Rochester sponsored meeting for dialogue about Chili's cultural institutions and organizations. Marcia Rosenberg and I represented the Library.

Evening program presented by Town Historian Jay Widener. About 40 attended the slide/talk show. In addition, the Library's volunteers were honored. They were presented with gift certificates to Kepler's Gardens by Sean Gagnier, Volunteer Coordinator.

Terry Spurling and Pat Tindale were in charge of the table decorations and flowers. Laurie St. Laurent and Terry handled the gift certificates and Vangie Morrow coordinated the refreshments. Six of the library's eight volunteers were present.

The Local History program generated much interest. Jay has offered to do a Fall program on the history of the older homes in Chili.

5/26 - User's Group at the Wheatley Library

5/31 - Librarians' meeting

6/1 - Pat and I visited the Parma Public Library in fulfillment of my request that all staff visit two public libraries in Monroe County before June 17.

6/8 - Director's Advisory Council at RPL.
MCLS Contract Committee at RPL.

6/9 - Retired Director of MCLS and RPL, Harold Hacker and I met for a luncheon meeting to discuss what role I could play in helping the RPL building expansion fund-raising program with the town library staff members.

6/10 - Library visit to the new Lincoln Branch on Joseph Avenue with Pat, Jim and William.


6/15 - Evaluations: Laurie and Mike

6/17 - Staff meeting.

Dorothea Pompa
CHILI PUBLIC LIBRARY
MINUTES FROM BOARD OF TRUSTEES
MAY 24, 1994

Call to order 7:05 A.M.

PRESENT: Randy Allen, Buz Dumbleton, Megan Neumann, Gary Squires, Dottie Pompa, John Collins, Marcia Rosenberg and Liaison Jim Powers

MINUTES OF APRIL 26, 1994 - There were no changes to the minutes, approved as read.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS - Motion to approve abstract # 15 dated 5/24/94 for the amount of $7553.35 by Buz Dumbleton second John Collins, was approved.

COMMUNICATIONS - None

DIRECTORS REPORT -
* COMMITTEE - Dottie brought to the boards attention a committee formed by Dick Panz that came up with 13 recommendations. The only recommendation that will affect the Chili Library is the suggestion to drop the .50 reservation fee. This would mean a reduction in funds by approximately $1500 to $2000 dollars a year. It was suggested that we review this further and make a decision to change at a later date.

* CARL - Dottie explained about the equipment maintenance program. The program costing about $1450.00 per year was not recommended at this time.

* LOCAL HISTORY PROGRAM - The program starts at 7:00 with Jay Widner, Chili Local Historian. After the program, $25 gift certificates are to be presented to all volunteers that have helped out the Library on a regular basis.

* JUNE 18TH, SUMMER PROGRAM KICK OFF - Library staff have been visiting local schools to promote the summer programs. Registration will include a continental breakfast starting at 10 a.m.. lasting until 12 noon.

COMMITTEE & OFFICER'S REPORTS - None
OLD BUSINESS

* PERSONNEL POLICY - Based on Dotties conversation with Town Attorney Rich Stowe, the policy will be revised and forwarded to Rich for review.

* Library Chairs - Continuing the discussion on what to do with the deteriorating condition of the chairs Dottie found out that new cost about double the price of re-upholstering. Further discussion to follow at next meeting.

NEW BUSINESS

* Letter from President Dumbleton to Chili Town Board expressing the Trustees thoughts on where to put a new library. Letter is to be edited slightly and mailed out to each Town Board Member. Copy of letter on file with secretary.

NEXT MEETING - June 28, 1994 "7:00 A.M."

ADJOURN - Motion by Gary Squiers, second by Randy Allen
Approved 7:55 a.m.

[Signature]
CHILI PUBLIC LIBRARY

LIBRARY BOARD MEETING AGENDA

May 24, 1994
7:00 a.m.

MINUTES of the April 26, 1994 meeting
  Abstract correction

ABSTRACT OF BILLS, FINE AND PAYROLL BOOKS

COMMUNICATIONS

DIRECTOR'S REPORT
  CARL - standardized policies
    equipment and maintenance
  May 25 Local History program and Volunteer Recognition
  June 18 Summer Program breakfast/registration 10 a.m. - noon

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

OLD BUSINESS
  Personnel Policy
  Library chairs

NEW BUSINESS
  Draft of letter to the Town Board

Date of Next Meeting
Programming:

Preschool storytime concluded on June 10. We had 9 sessions during June with an attendance of 120 children. Our first Father's Day storytime was on June 16. We had 16 children, fathers and grandfathers at the program. Everyone was able to make a snake out of ties that were donated by staff.

School Visits:

Laurie and I continued our visits to Kindergarten and 2nd grade classes in the area schools. We visited 11 classrooms and spoke to more than 400 children about the library, and the summer reading program. In the past 13 months we have visited every Elementary grade level at least once. We feel it is important to have this contact with the local schools: teachers, students, and librarians need to know who we are and what resources we have to offer.

Summer Reading:

Sign-up began on June 18, with a Breakfast/registration party in the Town Hall. 114 children signed up that morning. Supplies were donated to the library from; Chili Big-M, Towne Super Duper, Chili K-Mart and Wegmans. Laurie and I received a great deal of help that day from: Carol and Mathew Fogarassy, Becky Melville, Melissa Auble, Kelly Knapp, Sarah Rygiew. Lisa Cupo, Kristie Seaman and Sean Gagnier were kept extremely busy at the circulation desk during this time period also, due to the number of people coming into the library.

Meetings:

Laurie and I attended a professional development meeting on June 8 that concentrated on Media Literacy. Dennis Moriarty, a well-known expert in the field, was the guest speaker. We also heard from two people who work at WXXI and coordinate the local efforts for the Sesame Street PEP program. (A preschool education program that combines tv with library use and books).

On Wednesday, June 22, I went to Rundel to evaluate new children's books. There wasn't a regular meeting for children's librarians this month, but close to 200 titles had arrived and needed to be reviewed to consider purchasing them.
Displays:

We had displays in the children's room for Read Around the Clock, National Rose month, Father's Day, Eric Carle's Birthday, and in the display case many varieties of clocks.

Miscellaneous:

The notebook: with reading lists, the parenting notebook, and the Library in the News notebook have been recently updated and made more attractive. Laurie created an excellent list of books for expectant mothers, explaining child-birth to children, and much more. A new resource for parents, teachers and others is being created—this notebook will contain sheets from our storytimes which are always planned by subject. They have books, rhymes, and songs that people may want to share with children.

Childrens Services

Michael McCullough
Laurie St. Laurent
June 13, 1994

William C. Kelly, Supervisor  
Town of Chili  
3235 Chili Avenue  
Rochester, NY 14624

Dear Bill:

We appreciate the work Bob did in cleaning the library windows over the past two weeks.

The high windows opposite the Fire Department had not been cleaned in many years. As you can imagine, the over-all improvement is remarkable!

Please convey our thanks to Bob and to his immediate supervisor. I thank you also, for following up on the suggested "spring cleaning" project.

Sincerely,

Dorothea Pompa
June 13, 1994

Mr. Charles E. Ackerman  
Commissioner of Public Works/  
   Superintendent of Highways  
Town of Chili  
3235 Chili Avenue  
Rochester, NY  14624

Dear Mr. Ackerman:

    Thank you for seeing to it that the Library’s recyclable materials are picked up on a regular basis. In the future, if different sorting becomes necessary, please share this information with us. We are more than willing to do our part to make recycling work!

    Last week I noticed your crew working to replace the storm drain next to the library’s front sidewalk. Thank you for the completed job which alleviates the recurring and dangerous pot hole. At least one library customer fell into the hole some weeks ago.

Sincerely,

[Signature]

Dorothea Pompa  
Library Director
June 17, 1994

Mr. Sean Gagnier, Project Director
Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Dear Mr. Gagnier:

Thank you for applying for a Parent and Child Library Services grant. We have completed our review of sixty-six grant applications totalling $869,940. Each application was read by four reviewers. In 1994-95, only $277,500 in State funding is available for this competitive grant program. As a result, we are unable to fund many good projects.

Project selection was based on the scores and comments of the reviewers. The twenty-one projects selected for awards have strong parent/child/school/community involvement and outreach and are innovative, model programs which can serve as pilots for other communities.

We regret that we are unable to fund the application you submitted. We encourage you to consider applying for a grant next year. If you have any questions about your application, please contact Anne Simon c/o Division of Library Development, Cultural Education Center, Albany, NY 12230; 518-486-2194.

Sincerely,

Joseph F. Shubert
State Librarian and Associate Commissioner for Libraries

cc: Richard Panz, System Director
    Dorothea Pompa, Library Director
    Anne Simon
DIRECTOR'S REPORT ***** June 18 - August 17, 1994

Circulation:  

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1993</td>
<td>18,158</td>
</tr>
<tr>
<td>July 1993</td>
<td>18,139</td>
</tr>
<tr>
<td>June 1994</td>
<td>17,216</td>
</tr>
<tr>
<td>July 1994</td>
<td>18,020</td>
</tr>
</tbody>
</table>

Fines:  

<table>
<thead>
<tr>
<th>Month</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>$1985.24</td>
</tr>
<tr>
<td>July</td>
<td>$1424.13</td>
</tr>
</tbody>
</table>

Meetings & Activities:

6/20 - Met with Supervisor Kelly to discuss front parking limitations, poor quality of the sign nearest Chili Avenue and other concerns.

6/23 - MCLS Contract Committee meeting at RPL

6/24 - Met with an advisor and client from a local social services agency. The client needed a temporary summer position.

6/27 - Town Library Director's Council meeting at the Seymour Library in Brockport

6/28 - Library Board meeting

7/11 - MCLS Contract Committee meeting at RPL

7/12 - Librarians' meeting

7/13 - Met with newsreporter to talk about the library's space crunch

7/19 - Librarians' meeting

7/20 - Special Town Board Workshop. Randy Allen summarized previous studies and statistics that highlighted the library's grave need for more space. Randy prepared charts to illustrate the data. Jim Tindale provided many slides showing other town's building complexes (town halls and libraries). Supervisor Kelly announced he would name a Task Force to review the issues.

7/23 - Chil-E Fest Book Sale from 10 - 4. Many thanks to all those who worked so diligently to make the sale a success.

7/26 - Library Board meeting

7/28 - User's Group at the Wheatley Library.

7/29 - Full staff meeting - 12 attended

8/2 - Librarians' meeting

8/9 - Town Department Head's meeting

- Two additional Wyse terminals installed for the public. One is in the Children's area. The other will be handicapped accessible when the new storage equipment and table are built.

- Librarians' meeting

8/12 - Luncheon for Laurie!! The Pages presented Laurie with a book on the Genesee Country Museum and earrings. The Librarians gave her a gift certificate to Border's and the Friendship Club presented a gift certificate to Pier I Imports.

8/16 - Librarians' meeting

Pages: College students Missy Naulin (Smith), Kathy Nally (Fredonia) and Tom Greenwood (UBuffalo) return to classes soon. Becky Melville will be entering Nazareth College and Heather Morley will be starting at Grove City College. Page Supervisor Carol Fogarassy has been working with Laurie St. Laurent to interview prospective applicants.

Summer: Has been extremely busy! Mike and Laurie have been occupied with the summer reading program, Read Around the Clock, as well as special programs and activities. The materials circulation does not seem to accurately reflect the real volume of traffic! We have all put in very productive, fulfilling days in helping families, children and telephone callers, in assisting people at the terminals, and in filling system router requests.
TO: Town Board Members  
FROM: Bill Kelly  
DATE: June 23, 1994  
SUBJECT: Town Hall/Library Complex

I am calling a WORKSHOP meeting for Wednesday, July 20 at 7:20 p.m. at the Chili Town Hall. The purpose of this meeting is to discuss the preparations necessary for the building of a new Town Hall and Library. The need for these facilities are obvious and the concept has the support of each member of this Board. In addition to Town Board members, I am inviting the Chairs and Vice Chairs of the Planning Board, the Economic Development Committee and other standing boards and committees and all Department Heads. In addition, to these government functionaries, I am sending an invitation to the Chili Business Association and various industrial leaders. While reasonable people may differ on precise dimensions, locations and features of a new town hall/library complex, no one doubts that facilities adequate in the 60’s for a town with a population of ten to twelve thousand residents is no longer sufficient in the 90’s for a town with a population over 26,000.

While we have improved our computer capability, we must have additional space for our present personnel to perform efficiently. Meeting space is in such short supply, holding a special meeting becomes a challenge. Court space is inadequate at best. Our Library of 6,800 square feet is half that of our neighbors in Ogden, while their population is a third less than Chili’s.

A six month time table would appear reasonable from our first meeting in July to a possible Bond vote in January. To meet public hearing schedules and voter notification, we must have all plans complete by mid December to hold a January vote.

By limiting our plan to a new Town Hall and Library we should be able to meet our deadline, but the public will be able to concentrate on two compatible entities, the Town Hall and Library.
At a later date the needs of a new or updated or modified highway and public works facility can be addressed. One particular caution is that we must be assured of a good management program being in place. We must have our finances under control and a good budgeting process in effect. The people of this Town not only deserve services but we must do all that is possible to hold the line on increasing taxes.

WCK:nj
June 24, 1994

To: Board of Trustees
Chili Public Library

It is with regret that I submit my resignation from the Board of Trustees of the Chili Public Library, effective July 31, 1994. As you know my wife and I have had a long association with the library, both of us as patrons, my wife as a long-time employee and myself as a member of the board. With our move to Canandaigua we will still have access to books and other material through an excellent library system but we will miss our friends and associates in the Chili library. It has been a great pleasure working with you and we wish you all the best and good fortune in your efforts to build a bigger and better library for Chili. Good luck.

B.H. Dumbleton
TO: Department Heads and all Committee Members
FROM: Bill Kelly
DATE: June 24, 1994
SUBJECT: Town Hall/Library Complex

I would like to invite you to attend a special Town Board Workshop meeting on Wednesday, July 20, 1994 at 7:20 p.m. in the Town Hall Meeting Room. Enclosed please find a copy of the memo I sent to our Councilmembers regarding the subject. I welcome your comments and participation on this subject.

WCK: nj
Enclosure
CHILI PUBLIC LIBRARY

LIBRARY BOARD MEETING AGENDA

June 28, 1994
7:00 a.m.

MINUTES of the May 24, 1994 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS
  CCARASA donation
  To Supervisor Kelly and Mr. Ackerman

DIRECTOR'S REPORT
  Wyse terminals
  July 23 Book Sale (during Chil-E Pest)
  Student practicum - 120 hours
  Applied research problem-solving project - 250 hours
  Public Library Standards, before 1/1/95
  1995 Budget proposal
  Personnel

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS

OLD BUSINESS
  Personnel Policy
  Library chairs
  Draft of letter to the Town Board

NEW BUSINESS
  Reserve fee

Date of Next Meeting
CHILI PUBLIC LIBRARY

MINUTES FROM BOARD OF TRUSTEES

JUNE 28, 1994

Call to order 7:05 A.M.

PRESENT : Randy Allen, Buz Dumbleton, Megan Neumann, Gary Squires, Dottie Pompa, John Collins, Marcia Rosenberg and Liaison Jim Powers

MINUTES OF MAY 28, 1994 - There were no changes to the minutes, approved as read.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS - Motion to approve abstract # 18 dated 6/28/94 for the amount of $10,830.96 by Randy Allen second Megan Neumann, was approved.

COMMUNICATIONS -
* From CCARASA, a donation of $100 which will be used to purchase Videos on substance abuse or material of a similar nature.
* From Buz Dumbleton - A letter as resignation from President of the Library Board. Mr Dumbleton is moving from the community.
* To Supervisor Kelly & Mr Ackerman - A letter from Director Pompa thanking them for the work done at the Library.
* From Lincoln Branch - Inviting the board to attend official opening.
* Letter from NYS - Informing Chili Library that they would not be receiving grant money for the Puppet Program promoting Chili Library.

DIRECTORS REPORT -
* New Procedure for Paying Bills - Dottie and Buz explained about the new procedure for paying bills. The President of the board, Library Director and Supervisor Kelly all have to sign the vouchers in order for bills to be paid. It was felt that this procedure was not necessary for items under $100 and a letter should be sent to the Supervisor to see if the library can be "exempt" from items under $100.
* Wise Terminals - Dottie expressed the need to supplement our current system with two more terminals. A newer model is available that is approximately $40. less than older models. Each terminal is expected to cost around $300.
* Book Sale - The staff and volunteers will be holding a book sale in conjunction with Chil-E Fest. Two locations, one at the library and one under a tent at the festival. Volunteers are welcome.
* **Student Practicum** - a student has approached the library with a proposal to perform a minimum or 120 hours to work on a community type project. Once completed the student would receive academic credit for this project. It was suggested that she works on a procedure manual for the library.

* **Applied Research Problem** - A college student has approached the library to do a project that will involve a minimum of 250 hours dedicated to solving a "business problem". It was felt that the suggested topic should be along the lines of promoting a new library to the community.

* **Public Library Standards** - In order to fully conform with these standards the Library needs to complete three areas by January 1, 1995. These areas; Policies and Procedure Manual, Annual Report to Community, Long Range Plan.

* **1995 Budget** - Dottie asked that board members think about the upcoming budget as the July meeting is generally the budget meeting, 1995 budget must be submitted by September 15th to the Town Board. Liaison Powers questioned "buying procedures" and asked how we stay within our budget. Dottie explained procedure.

* **Personnel** - Dottie interviewed a person from ARC (Association for Retarded Citizens) to see about possible employment at the Library. Due to the nature of the work involved and the hours needed it was decided to not pursue this course of action at this time.

* **Dottie** also asked the board to think about replacing an employee that is moving and (or) changing workflow to part time workers that currently have to many duties.

* **Read Around the Clock** - Program had 114 participants.

* **Brockport Library** - Currently looking to expand to 18,000 sq. ft. Plans are drawn up and Dottie will keep us posted on their progress.

* **RPL Expansion** - According to sources the downtown library has raised (committed) 17.5 million of the 22 million needed to expand and remodel the downtown location.

**COMMITTEE & OFFICER'S REPORTS** - None

**OLD BUSINESS**

* **Personnel Policy** - Deferred to next meeting

* **Library Chairs** - Deferred to next meeting

* **Letter to Town Board** - As we received a letter from the Town Board prior to sending out a letter requesting a workshop it was decided to hold on our request until after the workshop meeting.
NEW BUSINESS
* Reserve fee - As many of the libraries are dropping the reservation fee on books, now that patrons can make reservations themselves, the board felt that we should continue with this procedure to keep the requests to a minimum. Also the board needs to decide how the funds would be made up should we decide to drop the fee.

NEXT MEETING - July 26, 1994 "7:00 A.M."

ADJOURN - Motion by Gary Squiers, second by Randy Allen
Approved 8:25 a.m.

Respectfully submitted:

Randy W. Allen, Secretary
Programs:

Sean was in charge of 3 puppet shows this month. Jennifer Rygiel assisted him in Ogden, and I went to Scottsville and Mendon. All 3 shows were successful, with attendance of 200 people. The Chili Library received $150 for these shows.

Our first VAP was the Genesee Country Museum on July 7. The children found out what it was like to be in a 19th century school house. 62 children attended. On July 14th Julia Peterson had two programs to teach children papermaking. A total of 40 children attended, the maximum the instructor could effectively teach. On July 21st the children enjoyed singing along with Mary Jo Pattison. Seventy children attended this program.

Tuesday, July 19th we had a breakfast storytime for children of all ages. Forty-eight people attended. The children made collage roosters out of tissue paper.

We have over 400 children registered in "Read Around the Clock". More than 200 are coming in each week to receive their prizes. This is in line with the previous 3 years.

On July 26th we will have a lunch time storytime outside (if weather permits). July 28th the Patchwork Puppets will present a program. We will have over 70 people for this show.

Children who complete 3 weeks of reading will be eligible for a Spaghetti Warehouse certificate. We hope this will help keep kids motivated to read for another couple of weeks. There are 25 coupons to give away.

Meetings:

Laurie and I attended a book selection meeting on July 13th.

Displays:

We have displays of; clocks, humorous books, summer crafts, kids clocks, and an hourglass display the children are filling up with their name each time they come into the library.

Kidscat:

We just received a new update of the software. With this version it is possible to switch over to the adult catalog easily.
July 26, 1994

James M. Tindale
4 Red Bud Rd.
Rochester, NY 14624

Dear Jim;

On behalf of the Board of Trustees at the library I want to thank you for all your efforts and fine work in compiling a photographic record of local libraries. The photos will be a great help in the months ahead as the campaign to finally get a new library underway moves forward.

As you may know we will be moving to Canandaigua in the near future. It’s been a great joy to my wife and to work with so many dedicated people at the library. We wish everyone the best and look forward to returning to visit a new town library. Good luck.

Sincerely,

\[Signature\]

B. H. Dumbleton, President
Board of Trustees
Chili Public Library

\[Signature\]

CC: Dorothea Pompa
CHILI PUBLIC LIBRARY

MINUTES FROM BOARD OF TRUSTEES

July 26, 1994

Call to order 7:00 A.M.


MINUTES OF June 28, 1994 - There were no changes to the minutes, approved as read.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS - Motion to approve abstract # 21 dated 7/26/94 for the amount of $5030.14 by Randy Allen, second John Collins, was approved.

COMMUNICATIONS - Dottie relayed that the "Solve a Business Problem" project was approved.

DIRECTORS REPORT -
* Book Sale - The July 23rd book sale was short on help however it raised $237.85.
* July 27th, Visiting Artist - Dottie explained about the upcoming Visiting Artist program. A band was scheduled and all the food is being donated by area businesses.
* MCLS Contract - The contract is to be reviewed and any suggestions the board wishes to make should be in writing to any committee member by August 26th.
* 1995 Budget Proposal - The only item that is higher is the postage category due to the mailings from the main branch in which the Chili branch shares in the cost.
* Special Legislative Grant - As reported earlier we are to receive a $4500. grant from NYS. We are currently waiting for the money but and have been assured via phone that it is coming. However to get the project rolling a motion was made by Randy Allen, second by Marcia Rosenberg to use existing funds until the grant arrives. The motion was subject to receiving a letter from Mary Ellen Jone's offices stating that the money is coming.
* ADA Compliance - The Town Hall is not currently in compliance with the ADA standards. The restrooms specifically do not conform. The Town Board is researching an alternative restroom site. As the library restrooms are in compliance then it may be possible to re-do the entrance to the Town Hall from the Library and by utilizing security gates the Town Hall could use the ones in the Library to conform to the standards. Dottie will keep the board posted.
COMMITTEE & OFFICER'S REPORTS -
Workshop Meeting - The Town Board workshop meeting was held on July 20th. Randy Allen was allowed time to make a brief presentation on the needs of the library. The meeting had approximately 25 attend and very little was gained from it. There was no discussion on what to do about the current Town Hall. Supervisor Kelly announced that he was forming a task force to research how to get an expanded library and town hall not necessarily to research if one is needed.

Trustee Council - no report at this time.

OLD BUSINESS

* PERSONNEL POLICY - A motion to accept the revised personnel policy by Marcia Rosenberg, second by Megan Neumann was approved.

NEW BUSINESS

* Personnel Recommendation - Based on a memo dated July 25, 1994 from Dottie Pompa, Library Director, a motion was made to promote Carol Fogarassy and Vangie Morrow to Senior Library Clerk. Motion by Megan Neumann, second Randy Allen, motion was passed.

* Leo J. Roth Corporation - Dottie pointed out that the contract from the Leo J. Roth Company was due to renew. The new contract has a 3.5% increase. Bringing the total to approximately $637.00 per year. The board felt that the increase was acceptable.

NEXT MEETING - August 24, 1994  "7:00 A.M."

ADJOURN - Motion by Gary Squiers, second by Randy Allen
Approved 7:55 a.m.

Randy Allen  8-16-94
Circulation:  
August 1994 = 19,565  
August 1993 = 17,565  
2,000 gain  
September 1993 = 16,545  
September 1994 = 16,484  
61 loss  

Fines:  
August $1,399.43  
September $1,390.76  

Meetings & Activities:  

8/23 - Interview  
8/24 - Library Board Meeting  
- Interview  
8/26 - Staff meeting  
9/6 - John Collins and I met to review the 1995 proposed budget  
9/7 - Directors' Advisory Council meeting at RPL  
- MCLS Contract committee  
9/8 - Librarians' meeting  
9/12 - 9/16 Staff Appreciation Week. The librarians took turns providing a daily treat. This was Michael's idea as a way to thank the staff for all of the help they provided during the summer programs.  
9/13 - Librarians' meeting  
9/14 - Randy Allen and Dave Harris met with me to discuss their assignment for the Task Force  
9/15 - Town Department Head meeting  
- Prepared a report for Randy on the immediate needs of the CPL  
- Laurie St. Laurent's last work day  
9/16 - 1995 proposed budget deadline  
9/20 - Librarians' meeting  
9/21 - Lunch with Harold Hacker, the chairman of the Family Campaign Committee to raise funds for the RPL expansion  
9/22 - William attended the User's Group for me. I spent the day visiting libraries in Lewiston and Lockport.  
9/26 - Town Library Directors' Council meeting at the Fairport Library. Jeanne Austin and I attended  
9/27 - Library Board Meeting  
- Bonnie Vaccarella, Library Automated Services, visited to observe our use of CARL and answer questions about the system.  
9/28 - Librarians' meeting  
9/30 - Staff meeting  
10/4 - Librarians' meeting  
10/6 - Friends' Council meeting at the Brighton Public Library  
10/8 - Public meeting on the need for a new Town Hall, Library and Recreation facility. 50 people attended. The library sent press releases to Our Towns and the Gates-Chili News and mailed 35 notices to interested patrons. A morning coffee/cider/doughnut table was set up. Thanks to Megan Neumann, Pat Tindale, Terry Spurling, Carol Fogarassy, and David Tyler for help in obtaining and serving refreshments, providing flowers and seasonal decorations, and purchasing paper goods.  
10/13 - TLDC meeting at West Irondequoit.  
- Sean met with Jerry Seward of Rochester Freenet.  
10/14 - Town Luncheon for Supervisor Kelly (Boss's Day, Oct. 16)  
- Twenty of us traveled to Rochester Public Library for an evening celebration sponsored by the Family Campaign committee. It was great fun to see old friends and former co-workers. The staff and their families enjoyed the festivities.
- I have written a letter that will be mailed to each town library employee to give everyone the opportunity to contribute toward the expansion project. Town Directors Marvin Andrews at Webster and Annette Von Dohlen at Ogden have agreed to sign the letter with me. Wish us well as we try to raise $ for RPL!

10/17 - Evening program on UFO's arranged by Sean. 35 attended
We were able to book the meeting room on a Monday evening because the Court needs to hold one full daytime session once a month. Lucky for us!

10/18 - Librarians' meeting
- Meeting with Supervisor Kelly

Our newest employee, Michelle Nicoletti, began work on September 12 and resigned on October 7. There was a personality conflict with another staff member. Michelle felt that the problems were unsolvable. I was able to hire Jeanne Austin for this part time position; she will start employment on October 24. Jeanne's title will be Library Assistant part time as she has yet to complete her M.L.S. degree.

Jeanne has been working steadily on the student practicum for the University of Buffalo. She is compiling a policy/procedural manual for the library which is required by New York State effective 1995. In addition, Jeanne is writing a Chili Business Directory to replace our outdated 1980 version. The practicum requires 120 hours and this will not conflict with the paid reference position she is assuming. We welcome Jeanne and wish her well!

Dorothea Pompa
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/94</td>
<td>Interest</td>
<td>117.13</td>
</tr>
<tr>
<td>09/26/94</td>
<td>Book Sale</td>
<td>190.00</td>
</tr>
<tr>
<td>10/21/94</td>
<td>Book Sale</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Closing Balance October 21, 1994:**
$19,282.37
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/94</td>
<td>Interest</td>
<td>117.13</td>
</tr>
<tr>
<td>09/26/94</td>
<td>Book Sale</td>
<td>190.00</td>
</tr>
<tr>
<td>10/21/94</td>
<td>Book Sale</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Opening Balance August 19, 1994: $18,885.24

Closing Balance October 21, 1994: $19,282.37
Call to order 7:00 a.m.


Minutes of July 26th meeting were approved as read.

Abstract of Bills, Fine and Payroll Records: Abstract # 24 dated 8/24/94 for $7,532.07 was approved. Motion by Randy Allen, second by Megan Neumann.

Introduction of Guest: Dottie introduced Donn Wilshaw of the newly formed Task Force. Donn briefly described his goals and expectations.

Communications: Dottie read a thank you from Trustee President Buz Dumbelton to Jim Tindale for his efforts with the slide presentation he helped prepare for the recent Town Board Workshop

NYS Committee on Finance: Letter received confirmed special legislative grant money due to Chili Library but did not specify date available.

Directors Report:

Librarian Vacancy - Dottie will be conducting interviews to the position that has opened up. She has received three responses to date.

Local Library Service Aid - The Chili Library is expecting to receive $8,194. by the end of August.

The Fall Practicum - has been approved for Jeanne Austin, U.B. student to perform 120 hrs of work. She will be working on policy and procedures manual for the library.

MCLS Contract - All revisions and input need to be in Dotties hand by September 7th.

Terminal Allocations 1997-2001 - After research Dottie has projected that in this four year period the library should have 2 more terminals in the children area and 7 more for staff utilization and 14 for public use.
State Public Library Construction Aid/FY 1994/95 $30,490 - it was noted that for this aid the Chili Library has to have a plan in place by September 2 and it would be awarded in January. The project would have to commence within 90 days of award. The $30,490 is the total amount available for all of Monroe County. It can be used for energy conservation, building, ADA, however the Town has to come up with 50% of the total cost. Liaison Powers suggested that it be aimed at updating the HVAC system (Energy Cons.)

Apple II Computer: Is in need of replacement. It is suggested that it be replaced with an IBM compatible that can be tied into the "Internet". Cost should be less than $2,000. and the money is in the budget. Dottie will proceed.

Librarians Field Trip: Is being considered and Dottie will investigate possible sites to visit. Purpose to see libraries with state-of-the-art equipment.

Committee & Officers Reports and Recommendations:
Trustee council in Parma September 8th - Marcia Rosenberg will attend.

Trustee Committee - In executive session Mr. Jim Lechner was approved to fill the remaining term that has opened due to Buz Dumbeltons resignation.

Old Business: NONE

Service Beyond Measure Award: Due September 23rd, Dottie and Marcia will work on recommendations. Award is given out every other year.

Budget: John Collins will work with Dottie to prepare.

Motion to adjourn: Rilla Crothers, second, Megan Neumann, 8:40 a.m.

NEXT MEETING: Tuesday, September 27th 7:00 p.m.

Respectfully Submitted,

[Signature]

Randy W. Allen, Secretary
Programming:

Summary of "Read Around the Clock", the statewide summer reading program we participated in.

<table>
<thead>
<tr>
<th>Visiting Artists</th>
<th>Date</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesee Country Museum</td>
<td>7/7</td>
<td>62</td>
</tr>
<tr>
<td>Papermaking</td>
<td>7/14</td>
<td>40</td>
</tr>
<tr>
<td>Mary Jo Pattison</td>
<td>7/21</td>
<td>70</td>
</tr>
<tr>
<td>Patchwork Puppets</td>
<td>7/28</td>
<td>110</td>
</tr>
<tr>
<td>Paul Stillman</td>
<td>8/4</td>
<td>45</td>
</tr>
<tr>
<td>Exotic Animals</td>
<td>8/11</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>377</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special In-House Programs</th>
<th>Date</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Storytime</td>
<td>7/19</td>
<td>48</td>
</tr>
<tr>
<td>Picnic Storytime</td>
<td>7/26</td>
<td>37</td>
</tr>
<tr>
<td>Pajama Storytime</td>
<td>8/3</td>
<td>40</td>
</tr>
<tr>
<td>Grandparent's Day</td>
<td>8/9</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>149</strong></td>
</tr>
</tbody>
</table>

Comparative statistics for the reading program:

<table>
<thead>
<tr>
<th></th>
<th>1992</th>
<th>1993</th>
<th>1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day registration</td>
<td>172</td>
<td>142</td>
<td>144</td>
</tr>
<tr>
<td>Total attendance for</td>
<td>280</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>first day (includes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>parents)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total registration</td>
<td>412</td>
<td>449</td>
<td>466</td>
</tr>
<tr>
<td>Completed 6 weeks of</td>
<td>233</td>
<td>221</td>
<td>254</td>
</tr>
<tr>
<td>reading</td>
<td></td>
<td></td>
<td>(through 8/22)</td>
</tr>
<tr>
<td>Attended final party</td>
<td>206</td>
<td>179</td>
<td>195</td>
</tr>
</tbody>
</table>

One of the goals we are most proud of is that more children completed 6 weeks of reading than ever before. This is quite an accomplishment for the children.

At our "Timely Celebration", to reward readers who completed 6 weeks, 8 children won special prizes in a random drawing in addition to the prizes everyone received. The special awards were; T-shirts, a hot chocolate mug, and children's records. Everyone received certificates, McDonald's coupons, a book, TGIF coupons, and erasers. Most of these items were donated to the library.

Attendance at the Chili Public Library's summer reading program is one of the highest in Monroe County. This is true despite the fact that we are not one of the largest libraries in budget, space, or town population.
Laurie should receive much of the credit for the success of our summer programs, as participation more than doubled since she was hired and made some changes to the program.

Laurie and I would like to thank the following people who helped make the Timely Celebration a special event; Kristie Seaman, Carol, Matthew, Laura Beth and Linda Fogarassy, Katie Johnson, Amanda and Stacy McCullough, Megan, Sarah and Keith Neumann, Becky Melville, Kelly Knapp, Missy Naulin, Sarah Rygiel, and Sean Gagnier.

Registration begins Monday, Aug. 29, for Toddler Time (2 & 3yr. olds), After-school storytime (6-8yr. olds), and the 6 yr. old Birthday Party/Library Card signup party.

Displays:
Time travel books, back-to-school books, Ghostwriter books, posters, and handouts, and a marble collection in the children's display case.

Submitted by:
Michael McCullough
Laurie St. Laurent
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/94</td>
<td>Interest</td>
<td>117.13</td>
</tr>
<tr>
<td>09/26/94</td>
<td>Book Sale</td>
<td>190.00</td>
</tr>
</tbody>
</table>

Closing Balance September 26, 1994: $19,192.37
TRUSTEE COUNCIL MEETING
September 8, 1994

Mr. Harold Hacker, current President of the Reynolds Library (the library without books, just distributes money to RPL) appealed to the Council to help in sending a letter to the Trustees, present and past, to give them the "opportunity" to contribute to the building fund. Robin Farran of Mendon will help with the letter.

MCLS report - A workshop on 501(c) and Fund Management for Trustees and Directors is tentatively planned for the spring.
An MCLS reception will be held the end of October when the Service Beyond Measure will be awarded and past recipients and other nominees will be honored.
The MCLS newsletter will be out soon and will contain the initial annual report.
A committee is working on the MCLS contract for submission to the board on September 19. Not a lot of changes but it is more flexible (to react to budget fluctuations). Revisions would need only the advisory board and MCLS Board approval.
State Aid increased a total of $177,000 allocated. $55,000 of the monies are allocated by the state, with the remaining $121,000 as follows; subject to MCLS approval
Computer voice notification - $30,000
Training for Trustees and Directors - $50,000
Serial (mostly magazines) acquisition for CARL - $10,000
Automation reserve for Carl upgrade - $30,000
Acquisition of Materials Central Library - $46,000
I don't know whose figures are wrong, but that adds up to $166,000
On September 22, at 8:45 A.M., the legislators have been invited to meet with Trustees, Directors, Librarians and other interested people.
MCLS Strategic Framework Team is working on a Mission Statement and Vision Statement (we have copies) and defining MCLS, partnerships and what is included.

Internet update - Connection should be complete by end of September, with Staff access by November 1. Goal is to offer public access. A steering committee will assist in implementation. The system has acquired the equipment. Annual fees will be around $13,000, prorated throughout the system. A grant of $26,270 has been received for Internet training. Training should begin sometime after January with a part time Librarian to be hired to develop training modules. The access is thru the Wyse terminal, but a PC is needed to access visuals and sounds. At issue - dial-in-access.
Voice mail system for holds and overdues is recommended by MCLS beginning in January. The cost of the MCLS generated notification is about 30¢ a piece. The computer call cost to members will be about 7½¢ for the phone call. The system will start with holds and go to overdues later.
The June workshop on Internet was felt to be very informative for those who attended. The general concensus is that Internet is very complicated and one must have training to use Internet.
Penfield wants to know if any library has a policy about religious items in the library. i.e. a Creche. No
Mendon wants to know if there are any guidelines to know when you will need more space. Don't we wish we were in that position!!!

Marcia Rosenberg
Programming:

The first Library Card Signup/Birthday Party of the fall was on Saturday, September 10th. Nine children came for the party. Toddler Time began on September 13th. We have 44 children and their parents coming to the 4 sessions each week. We added an extra session on Fridays because of such high demand. I started an after-school storytime for 6-8 year old children on Mondays. Fifteen children are in this program. We have stories, a movie, and a craft each Monday. Registration began Monday, Sept. 26 for PreSchool storytime and a visiting artist program in October.

Displays:

We have had marbles and chickens in the children's display case. We had books on display about Grandparent's Day, Ghostwriter and back-to-school stories. We also have a poem of the month area. The puppet theatre has been set back up for the children.

Meetings:

I went to the Central library for a book collection development meeting on September 14. At a Children Services meeting on Sept. 21 we discussed KidsCat, summer programs, collection development and organized committees to develop new reading lists. I participated in a public/school librarians meeting at Florence Brasser school on Sept. 22. I pushed our puppet shows, the October VAP program, and Sean's UFO program.

Miscellaneous:

I set up a special area in the picture book section for ABC and counting books. Previously these books were mixed in with all of the other picture books, making it difficult for parents to locate them.

I distributed 160 newsletters to teachers in 5 area elementary schools. We are working in conjunction with the ALA and Prudential in the Jumpstart program. This program was designed to encourage 1st-3rd graders to come to the library (public) and receive their first library card. Florence Brasser and Paul Rd. schools are working with us on this project.

Michael McCullough
September 15, 1994

TO: Carol O'Connor
FROM: Dorothea Pompa
RE: Library Board appointment

Members of the Library Board of Trustees named James Lechner to fill the unexpired term of Buz Dumbleton at their board meeting on August 24, 1994.

Buz has moved to Canandaigua. Jim will be coming in to take the oath of office. Jim's home address is 3127 Chili Avenue 14624.

This term runs through December 31, 1994.
MONROE COUNTY LIBRARY SYSTEM - ROCHESTER PUBLIC LIBRARY

To: MCLS TOWN DIRECTORS

From: Terri Bennett, MCLS Office

Subject: Letter-writing Campaign to the Governor

Date: September 19, 1994

As you may be aware, the MCLS/RPL Legislative Committee is recommending that we continue a letter-writing campaign to be directed to the Governor as he prepares his state budget. This campaign is primarily intended for library trustees and friends rather than the public.

We are asking that you place this campaign on your upcoming board meeting as an agenda item. Peg Gowen and Susan Fowler, co-chairs have written the enclosed cover letter asking trustees to sign the sample letter or to write their own. Could you then address (no library stationary please), stamp, and mail these letters to the Governor.

Thank you for your continued efforts.
CHILI PUBLIC LIBRARY

MINUTES FROM BOARD OF TRUSTEE MEETING

SEPTEMBER 27, 1994

Call to order 7:00 p.m., Vice-President Crothers presiding


Minutes of August 24th meeting were approved as read.

Abstract of Bills, Fine and Payroll Records: Abstract # 27 dated 9/27/94 for $7,931.00 was approved. Motion by Gary Squires, second by Megan Neumann.

Communications: Dottie read a thank you from Trustee Past President Buz Dumbelton, A letter from Mike Sauers, from the Woodshop, regarding upcoming remodeling and a letter from Mary Ellen Jone's office informing board of time frame when grant monies were due.

Directors Report:

Librarian Vacancy - Dottie has filled the position of Librarian I, with Michelle Nicoletti.

Dottie informed board of RPL celebration on October 14th

Minutes from the staff meeting were presented

Friends Council Meeting - October 6th - Chili Library will send a representative. Meeting is designed to share ideas.

1995 Budget - was submitted on time, John Collins and Dottie worked to prepare.

Financial report - discussion on the report centered on the unexpended balance of last year and proposed this year. A letter was pulled out of the file that was sent to Diane Moore in October of last year. We believe that there is approximately $9000.00 in this account. Randy Allen and Jim Powers will verify the amount and that the account was officially set up.

Equipment - Dottie is preparing a list of equipment that is needed in the library. She will present quotes as soon as they are available.
Committee & Officers Reports and Recommendations:

Trustee Council Meeting - Marcia's report to be mailed

Chili Challenge Task Force - Randy Allen gave a brief rundown on what is happening and pointed out that on October 8th there would be a public forum in the Town Hall meeting room.

Old Business: Motion to proceed with remodeling plans by the Woodshop as soon as possible. Motion by Gary Squires, second by Megan Neumann. Motion passed.

New Business: None

Motion to adjourn: Gary Squires, second, Megan Neumann, 8:30 p.m.

NEXT MEETING: Tuesday, October 25th 7:00 p.m.

Respectfully Submitted,

Randy W. Allen
Randy W. Allen, Secretary
CHILI PUBLIC LIBRARY

MINUTES FROM BOARD OF TRUSTEE MEETING

SEPTEMBER 27, 1994

Call to order 7:00 p.m., Vice-President Crothers presiding


Minutes of August 24th meeting were approved as read.

Abstract of Bills, Fine and Payroll Records: Abstract # 27 dated 9/27/94 for $7,931.00 was approved. Motion by Gary Squires, second by Megan Neumann.

Communications: Dottie read a thank you from Trustee Past President Buz Dumbelton, A letter from Mike Sauers, from the Woodshop, regarding upcoming remodeling and a letter from Mary Ellen Jone's office informing board of time frame when grant monies were due.

Directors Report:

Librarian Vacancy - Dottie has filled the position of Librarian I, with Michelle Nicoletti.

Dottie informed board of RPL celebration on October 14th

Minutes from the staff meeting were presented

Friends Council Meeting - October 6th - Chili Library will send a representative. Meeting is designed to share ideas.

1995 Budget - was submitted on time, John Collins and Dottie worked to prepare.

Financial report - discussion on the report centered on the unexpended balance of last year and proposed this year. A letter was pulled out of the file that was sent to Diane Moore in October of last year. We believe that there is approximately $9000.00 in this account. Randy Allen and Jim Powers will verify the amount and that the account was officially set up.

Equipment - Dottie is preparing a list of equipment that is needed in the library. She will present quotes as soon as they are available.
Committee & Officers Reports and Recommendations:

Trustee Council Meeting - Marcia's report to be mailed

Chili Challenge Task Force - Randy Allen gave a brief rundown on what is happening and pointed out that on October 8th there would be a public forum in the Town Hall meeting room.

Old Business: Motion to proceed with remodeling plans by the Woodshop as soon as possible. Motion by Gary Squires, second by Megan Neumann. Motion passed.

New Business: None

Motion to adjourn: Gary Squires, second, Megan Neumann, 8:30 p.m.

NEXT MEETING: Tuesday, October 25th 7:00 p.m.

Respectfully Submitted,

Randy W. Allen, Secretary
September 29, 1994

TO: Dianne Moore, Finance Officer

FROM: Dorothea Pompa, Library Director

The Library Board approved two payments of $1,500 each to Michael Souers/The Woodshop at their meeting on August 24, 1994.

The first check is to be issued immediately and the second when his work on storage equipment in the library is completed (approximately mid-October).

The money will be reimbursed to the library's L7410.200 account for Equipment/Repairs when the check covering the library's special legislative grant is received later this Fall.

Thank you for issuing the first check. I will notify you when the second check needs to be made out.

xc: Mrs. Rosenberg, President
Library Board of Trustees
Dorothy Pompa, Librarian
Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Dear Mrs. Pompa,

The Chili Garden Club is pleased to give the videotape, "Season of splendor in the perennial garden, presented by Jane Kuitems" to the Chili Public Library. We would appreciate your making it available to the public.

Acknowledgement of this donation can be made to our Corresponding Secretary:
Mrs. Paul Kosieracki
14 Autumn Wood
Rochester, NY 14624.

Sincerely,

Ann R. Bernhagen
Programs:

Toddler Time continued through October 7th. The next session of T.T. (January) we will offer programs on Monday, Tuesday, Thursday and Friday to try and accommodate everyone who tries to register for this high demand program.

The first After-School storytime program was a huge success. Attendance and enthusiasm was high for each week. The children looked forward to the stories, movie and craft. Sean was a great help with the projector and crafts.

Preschool storytime began on Oct. 17 with 5 sessions per week. (68 children)

A Visiting Artist program, Cartooning with Jennifer Meagher, was held on Oct. 10. This Columbus Day program was well received with 30 school-age children attending. (the maximum allowed).

A proposed Saturday Halloween story and craft program was cancelled at the last minute. The Town Hall was unavailable and space in the children's room on a Saturday is at a premium. Holding a large scale craft program would be difficult to work out, and limiting the numbers didn't seem fair either.

Displays:

The Halloween Book display has been very popular, we have had to limit the books to two per person. The children's display case has fall items in it.

Meetings:

On October 12 I attended a collection development meeting at the Central library. October 20th is the School/Public Librarian's meeting at the Gates Central School District.

Michael McCullough
BE VISIBLE IN YOUR COMMUNITY
   You must blow your own horn
   Must show enthusiasm, having fun, doing things

ANNUAL MEETING
   Make quorum a small enough number that business can be conducted
   Most meetings have LOW attendance - people are willing to be on your roster and financially support you. They may not want to be active.
   To increase attendance at annual meeting -
   - have guest speaker (maybe local weatherman)
   - have an open house with wine/cheese
   - honor local author or artist
   - feature a dance or singing group
   - invite person from another country and display items from that culture
   At any event have a receiving line with Friends President and Library director and/or Library Board President - greet each person
   Each year have a different activity and try to attract a different segment of the community.

CREDIBILITY
   When approaching a group show a completed packet with own stationery, membership cards, goals statement, newsletter, annual report.

   These are some of the ideas that Charlotte expressed. Although I can repeat some of them, I can’t begin to express the enthusiasm and energy she had.

Our next meeting is listed on the first page. If you have questions before that time, please contact me at Ogden (352-2141) or at RPL (428-7347). I always return phone calls if you leave your name and number.

Annette VonDohlen
Friends Council Coordinator
Friends News

April has been declared “Friends Month” at the Mendon Public Library.

The Friends Annual Meeting will be Thursday April 9 at 10:30 am at the library. As always, we welcome new and old friends with open arms.

Our Annual Membership campaign will also begin in April with renewal reminders being sent to our existing friends, and included in this newsletter you will find an application for membership for those of you who “always wanted to be a friend but, forgot to ask”.

Don’t forget your membership card entitles you to free copies on our library copier. That’s our gift to you with our great thanks for your support.

There will also be a membership table set up in the library with information and membership applications for your convenience.

You Are Invited To Be A Friend

WHO are the FRIENDS OF THE LIBRARY?

They are a group of concerned citizens interested in helping our Library grow. They are the fun raisers and fund raisers of our Library.

WHAT do the FRIENDS do?

• focus attention on the Library
• stimulate use of the Library’s resources
• encourage gifts and bequests to the Library
• support and cooperate with the Library in developing services, programs, and facilities for the community served.
• support the freedom to read
• organize book sales and other activities to raise funds for special Library equipment.

WHY are FRIENDS so important?

They assist the Library staff in expanding and promoting wider use of our facilities.

HOW can you become a FRIEND?

A contribution will make you a “Friend of the Library”. If you are interested or wish to volunteer as a FRIEND please attend our public meetings or contact any member of the Library staff.

Yes, I want to be a Friend...

WAYS YOU CAN HELP:
Please check:

☐ Volunteer at Library
☐ Help at Book Sales
☐ Craft Program
☐ Other ______________

MEMBERSHIP LEVELS

☐ $4 Senior/Student
☐ $5 Regular
☐ $10 Supporting
☐ $25 Sponsor
☐ $50 Patron
☐ $100(+) Benefactor
☐ Business

Name ________________________________

Address ________________________________

Amount Enclosed $____________________

Please return this portion with your check to:
Friends of the Library
Mendon Public Library
15 Monroe Street
Honeoye Falls, NY 14472
UPCOMING EVENTS CALENDAR

March 18 7 pm. Combined program. Rochester Toy Library will present for parents, “Value of Play: Toys as Tools in a Child’s Development.” At the same time, library staff will share stories and activities for children 2-8 years old, whose parents are attending the Toy program. Babysitting will be provided for infants to 2-year-olds.

April 1 7 pm. Susan Bowers will present the 1st program of our series on Leisure Activities for Children ages 5-10. The subject is Collecting and Collections. Susan will share her various collections and the children will be able to share their personal collections with the group.

April 8 Local celebrities will participate in 1992 Great New York Readaloud. Watch for details!

April 15 7 pm. Easter and Spring stories and crafts for children ages 3-6 presented by the library staff.

May 6 7 pm. Continuing our series on Leisure Activities for Children ages 5-10, Mary Jane Wenner will help children use their imagination to combine a wide range of materials into works of art in “Creative Art from Scrap Art Material”.

June 3 7 pm. Barbara Hoffman will add her presentation “Gardening for Children” to the series on Leisure Activities for Children ages 5-10. This is a hands on and instructional program.

June 17 7 pm. Father’s Day stories and craft for children ages 3-6 presented by the library staff.

June The last week in June we will have the storyteller, Rafe Martin tell New York Tales to kick off the summer reading program.

July 6 Beginning date of the summer reading program, “New York is Reading Country.” Watch for details forthcoming.

Mondays… at 1:00 when school is in session there is a storyhour for children ages 3-5. Register at time of storyhour all year long.

Fabulous Fall Book Sale—A Great Success

Our Fall Book Sale was certainly true to its name. Thanks to our community donations of terrific books and sensational support from community book buyers the Friends had their best sale ever. Over $1000.00 was raise.

Get an Earful of Good News

The Friends want to remind you that the library now has portable cassette recorders and ear phones. These may be checked out for home use. Great for music or our talking book tapes. Another gift from the Friends to young and old.

Book Sale Material

The book sale books are accumulated from donations to the library. We try to look at these donations for replacement copies or additions to our circulating collection. Most donated books are dated material, copies of items we already have, or copies of items which the library decided not to add to the collection. Another source of books for the book sale is discarded items from the library’s collection. The item are usually discarded because they are damaged or falling apart. Another criteria for discarding is outdated information, for example, science and technology books and career information books quickly go out of date. New material is purchased to replace the old. Incorrect data is misleading and useless to patrons who expect and require timely information on a topic. Great thanks and deep appreciation to the people who so generously donate to our book sales.

A Gift That Keeps Giving

The copier that the Friends presented to the library last year continues to present our patrons with new knowledge. All of the revenue received is used to purchase new reference books for all to use. What a wonderful continuous gift!

Donate Your Used Books

During your Spring cleaning please remember your library and donate all those used books gathering dust. Just put them in bags or boxes and drop them off at the library. The Friends will take over from there. Please no text books or Readers Digest Condensed Books.

Your Dues at Work

Next time you visit the library look around and see your membership dues being put to good use. Computers, copiers, curtains, community bulletin boards and our newly completed staff workroom. Curtains, cupboards, countertops, a small refrigerator, and a microwave oven make meetings for all groups and our staff more comfortable and productive. Three cheers for The Friends at work! In March the Friends will present our library with a check for $1500 toward the purchase of an IBM compatible computer. We are delighted to serve our community with this gift and hope all our patrons will soon find pleasure and success through its use.
To: Town Directors
Presidents, Friends of the Library
From: Annette VonDohlen, Friends Council Coordinator

FRIENDS' COUNCIL MEETING

Thursday, October 6, 1994
7:00 p.m.
Brighton Memorial Library
(Town Hall Meeting Room)

AGENDA

1. Introduction of those present
2. Legislative Information
   letters to Gov. Cuomo
3. NYLA Empire Friends Roundtable
   Who's going to NYLA
   Roundtable topics and costs
4. Workshop Video Taping Project
5. What's going on out there? What's new?
6. Other

Items may be added to the agenda the night of the meeting.
I know the agenda is incomplete, but I'll be away on vacation for
a week and wanted to remind you all about the meeting time.

It would be helpful if each "Friends" group could send at
least one representative to our meeting. Please let me know if
you will be present so that we have some idea as to the number.
If you find you can come at the last minute, however, please do
feel free to come.

I can be reached at the Ogden Farmers' Library - 352-2141.
If I am not there, please just leave word with any of my staff
and, if necessary, I will get back to you.

Annette VonDohlen
Friends' Council Coordinator
Director
Ogden Farmers' Library
Dear Friend,

Thank you for inquiring about Friends of Libraries U.S.A., a network of over 1,800 Friends of Library groups throughout the country.

FOLUSA provides communication among these groups through our two quarterly publications, the National Notebook, and Idea Bank. These will make you aware of successful activities, income producing Ideas, meetings, awards, and specific offers.

When you join FOLUSA you receive a new member's kit with many materials to help your group get started. You may also elect to receive additional subscriptions to our publications at $5.00 per subscription, a great way to keep board members aware. Names and addresses for these should be listed separately, and are only available in conjunction with a full membership.

We are enclosing an application form and brochure describing Friends of Libraries U.S.A. Please join us to help make our nation's libraries the best they can be.

Sincerely,

Peggy Barber
ALA Staff Liaison
Friends of Libraries U.S.A.

enc.
Friends of Libraries U.S.A. (FOLUSA) is a nonprofit organization affiliated with the American Library Association. Its more than 1,700 member groups represent all types of libraries (public, academic, special, school, military) nationwide.

FOLUSA's major objectives are to help new Friends of Libraries groups form and to encourage the development of established groups. To aid in these efforts, FOLUSA offers:

- New Member's Kit, personalized for type of library, containing material on advocacy, public relations, programs and organizational information.
- National Notebook, a quarterly newsletter giving meeting information and reporting on the efforts of members.
- Fact sheets on subjects of interest to members, such as how to organize a Friends group and fund-raising.
- Idea Bank, a quarterly listing of program ideas for Friends groups.
- "A Legislative Agenda"—pamphlet on advocacy, available in quantity.
- Speakers Bureau, providing guest speakers for special events.
- Awards program sponsored by Baker & Taylor Books offering $1,000 awards to the outstanding local, academic and state Friends groups.

FOLUSA's annual meeting, program, workshops and author luncheon are held in conjunction with the American Library Association Annual Conference. Programs are also held at other library conferences.

Volunteers make up FOLUSA's Board of Directors. They represent geographic areas, types of libraries, Friends, and book industry representatives. Liaisons from ALA, ALTA, LAMA and The Center for the Book in The Library of Congress also attend.

Financial and membership records are kept at ALA, 50 E. Huron St., Chicago, IL 60611. Peggy Barber serves as staff liaison.

The office of executive director has been established to answer queries and oversee the development of FOLUSA. Contact: Sandy Dolnick, 1326 Spruce Street, Philadelphia, PA 19107; 215-790-1674.

0103x, 0000A

American Library Association, 50 East Huron Street, Chicago, Illinois 60611, 312-944-6780
Friends of Libraries U.S.A.
CONSTITUTION

Article I.

Name 1. The name of this association shall be Friends of Libraries U.S.A.

Purpose 2. The purposes of this association are as follows:
(a) To encourage and assist the formation and development of Friends of Library groups in the United States.
(b) To promote the development of excellent library service for all residents of the United States.
(c) To provide a means for Friends of Library groups to have access to information and ideas that will prove useful to them in the operation of their organizations.
(d) To make the public aware of the existence of Friends of Library groups, and of the services they perform.

Location 3. Friends of Libraries U.S.A. shall have and maintain in the State of Illinois a registered office at the headquarters of the American Library Association, currently located in the city of Chicago, county of Cook.

Seal 4. The Board of Directors shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of Friends of Libraries U.S.A. and the words "Corporate Seal, Illinois."

Article II.

Membership Membership in the association is open to any persons, corporations or organizations who share in the purposes of the association, upon payment of dues.

Article III.

Governance 1. A Board of Directors will be the means of governing the association. It shall be elected by the membership.
2. Officers of the association shall be the President, Vice-Presidents, Secretary and Treasurer and such other Vice-Presidents as the Executive Committee shall determine. Committees of the association shall be a Nominating Committee, an Executive Committee and such other committees as may be appointed by the President.

Vacancies 3. The Board of Directors may choose any member of the Board to fill any officer vacancy until the next regular election.

Terms of Office 4. Officers of the association shall serve for terms of one year, except that the Treasurer shall serve for a term of two years.
5. Members of the Board shall serve for terms of two years except that one-half of the Initial Board shall serve for a term of one year.
6. No elected officer or Board member shall serve for more than three successive terms in the same capacity.
Compensation
7. No Board member shall receive renumeration for service on the Board. When authorized by the Board, reimbursement may be made for travel and other out-of-pocket expenses in discharging official duties.

8. No part of the net earnings of the association shall inure to the benefit of any member, official or individual, and no part of its activities shall involve attempts to influence legislation, to carry on propaganda, or to intervene in a political campaign on behalf of any candidate for public office and any election filed pursuant thereto except as allowed within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Article IV.

Annual Meeting
1. The annual meeting of Friends of Libraries U.S.A. shall be held in conjunction with the annual conference of the American Library Association.

Board Meeting
2. A meeting of the Board of Directors shall be held annually in conjunction with the American Library Association Midwinter Meeting.

Special Meetings Notice
3. Special Board meetings may be called by the President or by any members of the Board constituting one-half of its members.

4. Notice of each annual meeting of the Board of Directors shall be mailed at least one month before the meeting. Notice of special Board meetings shall be mailed at least fourteen days before the meeting.

Official Periodical
5. The Friends of Libraries U.S.A. National Notebook periodical shall be the official means of communication with the members of the organization.

Proxy
6. Members of the Board shall be entitled to vote by proxy at Board meetings.

Article V.

Amendments
This Constitution and its Bylaws may be amended by a majority of the Board members following at least 60 days notice in writing of such proposed changes.

Article VI.

Dissolution
Upon dissolution of Friends of Libraries U.S.A. or winding up of its affairs, the assets shall be applied and distributed as follows: after payment of obligations all remaining assets shall be transferred or conveyed to the American Library Association if it is then an exempt organization under the provision of Section 501(c)(3) of the Internal Revenue Code or, if not, to one or more organizations which have operations or perform services similar to the Friends of Libraries U.S.A. anywhere in the United States and are exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any federal tax law which shall be in effect.

1167x,0008x July 1988
FRIENDS OF THE BEAUMONT PUBLIC LIBRARIES
CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be Friends of the Beaumont Public Libraries.

ARTICLE II. PURPOSE

The Friends of the Beaumont Public Libraries shall be a non-profit organization whose object shall be to promote the interest and welfare of the Beaumont Public Libraries as a cultural, educational, and recreational asset to the City of Beaumont.

ARTICLE III. MEMBERSHIP

Section 1. All individuals and organizations interested in the purpose of this organization shall be eligible to membership upon payment of dues.

Section 2. Each member shall be entitled to one vote.

Section 3. Any person who has performed distinguished service may, on the recommendation of the Board of Directors, be elected by the organization an Honorary Member without dues.

ARTICLE IV. DIRECTORS AND OFFICERS

Section 1. Thirteen (13) directors shall constitute the elected governing body of this organization, four of whom shall be elected to serve as officers. The officers shall be president, vice-president, secretary, and treasurer. One of the director’s positions will be filled by the Librarian and is not subject to election by the membership.

Section 2. Directors shall be nominated by a committee selected by the President not less than one month previous to the annual meeting. The nominating committee shall consist of five members, two of whom shall be members of the Board of Directors. The nominations shall be submitted in writing and posted in the library two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section 3. The directors shall be elected by ballot at the annual meeting. However, if there shall be but one candidate for any office, it shall be in order to move that the election be by voice vote.

Section 4. Directors shall assume their official duties at the close of the annual meeting and shall serve for a term of two years. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 5. The Board of Directors shall fill vacancies in elective offices for the unexpired term.
ARTICLE V. FUNDS AND LIABILITY

Section 1. All funds shall be deposited to the account of Friends of Beaumont Public Libraries and shall be disbursed by the Treasurer upon the authorization of the Board of Directors.

Section 2. An auditor, appointed by the Board of Directors, shall audit the books at the end of the fiscal year.

Section 3. No member of this organization shall be held personally liable financially in connection with any of its undertakings.

Section 4. The organization's liabilities shall be limited to its common funds and assets.

Section 5. Neither the Board of Directors nor the officers shall have any authority to borrow money or incur any indebtedness or liability, other than current expenses, in the name of or on behalf of this organization.

Section 6. No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or in the bank after deducting therefrom, or providing for, the total of all unpaid accounts and unpaid obligations and liabilities.

ARTICLE VI. AMENDMENTS

This Constitution may be amended at any Annual Meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the Board of Directors at least thirty days prior to the Annual Meeting.

Amended: April 17, 1977
ARTICLE I. MEETINGS

Section 1. The Friends of the Beaumont Public Libraries shall meet annually in April on dates to be determined by the Board of Directors. Notice of all meetings shall be sent to the last known address of each member as shown in the records of the organization.

Section 2. The President may call a meeting of the Board of Directors as often as he deems necessary to manage the affairs of the organization in the interval between the annual meetings. Notice of the meeting must be furnished each member prior to any meeting of the Board of Directors.

Section 3. The President shall, at the written request of twenty-five (25) members, or by a vote of the Board of Directors, call a meeting of the membership within thirty (30) days.

ARTICLE II. QUORUM

Section 1. The members present at any meeting of the membership shall constitute a quorum.

Section 2. Seven members of the Board of Directors present for their meeting shall constitute a quorum.

ARTICLE III. DUTIES OF BOARD OF DIRECTORS

Section 1. President: To preside over and conduct meetings and to appoint all committees and be an ex-officio member thereof, except the nominating committee.

Section 2. Vice-President: To perform the duties of the president in the absence of the president and to act as an aide to the president.

Section 3. Treasurer: To keep and maintain the financial records of the organization.

Section 4: Secretary: To record attendance at all meetings; to take the minutes of all meetings; to keep a list of the membership, together with their addresses, to notify the members of the time and place of meetings; and to conduct the correspondence of the organization.

Section 5. Directors: To accept duties as designated by the Board and to serve as committee chairmen.
ARTICLE IV. MEMBERSHIP DUES

All membership dues shall be paid annually in October. There shall be the following types of memberships:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$1.00</td>
</tr>
<tr>
<td>Individual</td>
<td>$3.00</td>
</tr>
<tr>
<td>Family</td>
<td>$10.00</td>
</tr>
<tr>
<td>Group</td>
<td>$20.00</td>
</tr>
<tr>
<td>Business &amp; Professional</td>
<td>$25.00</td>
</tr>
<tr>
<td>Industry</td>
<td>$50.00</td>
</tr>
<tr>
<td>Patron</td>
<td>$100.00</td>
</tr>
<tr>
<td>Benefactor</td>
<td>$500.00</td>
</tr>
<tr>
<td>Life</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

ARTICLE V. AMENDMENTS

These By-Laws may be amended at any Annual Meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the Board of Directors, at least thirty days prior to the Annual Meeting.

ARTICLE VI. PARLIAMENTARY PROCEDURE

The latest edition of Robert's Rules of Order shall govern the proceedings of this organization unless they are in conflict with the Constitution or these By-Laws.

NOTE

The above By-Laws, and the Constitution, were adopted in a special membership meeting on November 9, 1972.

Amended October 13, 1975

Amended April 17, 1977
Friends of Libraries Sourcebook, second edition

Sandy Dolnick

As federal support for libraries becomes more scarce, libraries have an even greater need for private sector support and community involvement. The expanded and revised edition of Friends of Libraries Sourcebook will prepare you for the more sophisticated fundraising environment of the 1990's.

The second edition addresses such important new topics as tax-exempt status, computer literacy for Friends groups, partnerships with the business and corporate world, and Friends groups for special libraries. In addition, the chapters carried over from the previous edition have been fully updated.

Friends of Libraries Sourcebook is not only for public libraries, but also for academic and special libraries that have discovered the benefits of a Friends program.

Sandy Dolnick is currently serving as executive director of Friends of Libraries USA, as well as acting as a consultant for fundraising organizations. She is the author of Fundraising for Non-Profit Institutions (JAI Press, Inc., 1987). Dolnick is also the recipient of the Distinguished Service Award from Friends of Libraries USA.

Friends of Libraries Sourcebook, second edition

Sandy Dolnick

$19.95 pbk. 0-8389-0525-0 July 1990
Friends of Libraries U.S.A. often receive inquiries from Friends groups who are considering opening a gift shop in their library. Today, many library retail stores are extensions of used book sale operations, functioning as nonprofit museum type shops. They are a growing and successful venture for Friends organizations, and are an aspect of fundraising which can enhance the library and heighten awareness of the Friends group within the community.

Those libraries not wanting the responsibility of a full time gift shop might consider including a retail fund-raising activity as part of an established event, such as an annual book sale. Or, they might consider regularly displaying special merchandise on a table. Many libraries display samples or, in some cases, actual merchandise, at the charge desk where they either take orders for or sell the items. However, arrangements like these require close coordination between the Friends group, the Director, and the Trustees.

Booklovers find a wide variety of merchandise appealing. For gift ideas see Idea Bank, the quarterly FOLUSA publication which frequently highlights special offers and new items. Reading Rooms (Doubleday), an anthology filled with both factual and fictional library experiences by famous authors, solves many gift problems. The Friends of the Public Library of Cincinnati and Hamilton County, Ohio, have operated a successful store, The Friends’ Shop, for some time. According to Manager/Buyer Christy Connelly, some important considerations for a retail sales area in a public library include: 1) extending the patron service provided by the library; 2) promoting the library and support group in the community; 3) extending the educational value of library exhibits and special events with related merchandise; 4) providing additional revenue to assist the library; and 5) being convenient for patrons and staff.

Connelly also suggests that Friends groups work with library departments to find out what patrons request most often. “Your first offerings may include basic supplies, such as index cards, pens, business envelopes, and so on. Departments often request specific publications like General Equivalency Diploma books, genealogy worksheets, or grantwriting booklets. Combine these basics with items related to your city or state such as monogrammed T-shirts or mugs, with work by local writers, artists, and musicians, with items related to local exhibits, or a collection of good used books, and the store is bound to be a success.” If you’re still unsure about items, Connelly recommends networking. Start by calling or visiting your local or regional museum-type shops or other library shops.

For further information, contact the following organizations:

- your local chapter of S.C.O.R.E. and/or Small Business Administration;
- the American Library Association. For a how-to packet for opening a shop, contact Marcia Kuzmaul, ALA Graphics, 50 East Huron Street, Chicago, IL 60611. Phone: (800) 545-2433;
- the Public Library Association National Committee on Retail outlets in Public Libraries. Contact Linda Elliott, Palos Verdes Library District, 650 Deep Valley Drive, Palos Verdes Peninsula, CA 90274, (213) 541-2559 for their program tape which was presented at the PLA Conference;
- the Museum Store Association, 501 South Cherry Street, Denver, CO 80222, a non-profit, educational and professional organization which offers many benefits to all kinds of gift shops. Membership includes annual and regional meetings, a directory, publications, trade shows, programs, and workshops.

We're a national organization dedicated to encouraging and assisting the formulation and development of Friends of Libraries groups throughout the country.

WON'T YOU JOIN US?

Name ____________________________
Address ____________________________
City ____________________________ State _____ Zip __________
Library ____________________________
City ____________________________ State _____ Zip __________

For an application form, write:

Friends, ALA
50 East Huron Street
Chicago, Illinois 60611

BAKER & TAYLOR Books
a GRACE Distribution company
#2 FUND-RAISING

by Perry White

1. Project confidence in the fund-raising organization by having community leaders head the campaign. This encourages donors to give with the knowledge that their gift will be used wisely and effectively.

2. There is always competition with other worthy projects. Present your case with facts, benefits, and reasons for giving.

3. Personal contacts—eyeball to eyeball—have never been challenged as the best way to approach prospective donors.

4. Canvass your population. Address any audience that will sit still...women's clubs, veteran organizations, civic clubs, church and synagogue groups, library groups, PTAs. Stay with your audience, but lead them in your presentation.

5. Advise prospects about what will be done with their gift. Maximize what your organization does with donations. Minimize expenses.

6. Leadership gifts are important. Go after the biggest donors first. Send the right person at the right time to the right prospect for the right amount.

7. Accept cash, checks or pledges. Ninety percent of the people who make pledges honor them. In-kind gifts are appropriate, as are memorials and endowments.

8. Obtain a tax-exempt status. There will be attorneys in your area who will do this for you on an in-kind basis.

9. Remember: Leadership is the key!

10. Finally—DON'T FORGET TO SAY THANK YOU to both workers and donors!
#3 A CHECKLIST FOR PLANNING SUCCESSFUL PROGRAMS

by Warren Robinson, President, Friends of Kansas Libraries

1. Successful programs don't just happen—they require good leadership, careful planning, and a clear idea of the purpose(s) intended.

2. Programs can have many purposes:
   ● Meeting a community need
   ● Responding to community interests
   ● Strengthening the community/library relationship
   ● Supplementing library programming
   ● Fund-raising
   ● Broadening understanding of important issues

3. Whatever the purpose(s), be sure there is:
   ● Strong leadership
   ● A written plan and time-frame
   ● An evaluation mechanism

4. A key ingredient: PUBLICITY!!!
   ● Is there a well organized approach?
   ● Will experienced people be responsible?
   ● Have media contacts/deadlines been determined?

5. Some pitfalls:
   ● Poor timing
   ● Careless organization
   ● Unclear delegations of responsibilities
   ● Not enough participants involved
   ● Inadequate or poorly timed publicity

6. Possible sources of ideas and materials:
   ● Friends of the Library National Notebook
   ● A state Friends organization
   ● Other Friends groups
   ● Other community organizations
   ● Office of your state librarian
   ● "Idea Bank" publication of FOLUSA
   ● The Friends of Libraries Sourcebook, published by ALA
   ● Friends of Libraries U.S.A. meetings

For more information, write to Friends of Libraries U.S.A.,
50 E. Huron Street., Chicago, IL 60611
#4 HOW TO ORGANIZE AN ACADEMIC FRIENDS GROUP

by Venable Lawson, Emory University
Robert Oram, Southern Methodist University
Robert Runyon, University of Nebraska

1. Obtain support of the library administration, the development office, and the administration of the parent institution.

2. Establish a liaison position in the library with specific time designated for Friends activities.

3. Select a steering committee of concerned persons from the alumni, faculty, student body, and the local community. Include a liaison with the development office. It is important to have access to the institution’s attorney, PR and advertising talent, and high-profile leaders.

4. Define your dues structure, membership categories and prerequisites.

5. Clarify tax status of Friends groups or of the parent institution so that when you collect dues they will be deductible by the member.

6. Define the mission to be fulfilled by the Friends, and develop a constitution and bylaws reflecting this mission.

7. Decide on membership brochure, artwork, and how you will reproduce and distribute brochure.

8. Begin publicity campaign. Be sure to involve university public relations and development offices, the alumni office, and the local media.

9. Decide on a tentative schedule for the first year, in order to involve new members on committees as soon as they join.

10. Set opening meeting. Plan program carefully. Have brief agenda for first annual meeting.


12. For more information and ideas, join Friends of Libraries U.S.A.
#5 HOW TO ORGANIZE A JUNIOR FRIENDS
OF THE LIBRARY GROUP

by Helen Lockhart, Memphis, Tenn.

1. Decide on goals for the group. These could range from
motivation to use the library, physical help in the library,
decorating, help with story hours, etc. or a combination
of these. Parents usually serve as adult leaders or a
member of the Friends. Staff members must not be expected
to assume this responsibility. However, they should be
involved with program ideas, projects ideas, publicity
and scheduling.

2. Target age range, based on availability of adult sponsors.
They can include grades K-1; 2-4; 5-8; 9-12. Start with a
workable group; you can always expand your goals.

3. Set dues, even if very low. It increases the importance of
the group. The adult Friends may set aside funds for Junior
Friends, especially in the formative stages, and provide
refreshments, membership cards, etc.

4. Hold an organizational meeting. Depending on age of group,
present bylaws, discuss potential programs, projects.

5. Select/elect officers, if desirable.

6. Appoint committees, being sure to involve everyone in at
least one committee. Suggested committees: Program,
Projects, Membership, Publicity.

7. Potential projects for Junior Friends are:

   Junior Great Books, decorating for holidays, clipping for
files, sponsor for various contests, book reviews for peers,
help with story hours.

8. Always keep business portion of meetings brief.

#6: HOW TO ORGANIZE A FRIENDS OF A SCHOOL LIBRARY GROUP

by Jean Barnett, Florida Association for Media in Education, FOSL Chairperson and Lucille Thomas, Brooklyn, New York

1. Determine purpose of the group. The goal might be the improvement of the library media program; objectives would include a volunteer group, involvement of parents, children, alumni and faculty.

2. Identify and develop a core of lay leaders; the librarian and administration are resources whose involvement and approval are crucial to success.

3. Acquaint the Friends with the basic philosophy and requirements for an effective media program. Define organizational structure, dues structure.

4. Develop membership campaign.

5. Plan orientation program for volunteers, demonstrations for other members. Explain school policies and procedures, pertinent state and national standards.

6. Begin publicity campaign. Use letters to parents, news articles, speeches, emphasizing how school libraries can make a difference in the education of children.

7. Keep records and periodically evaluate the program.

8. Build in recognition for Friends and volunteers.

9. Decide if Junior Friends could be an adjunct program (see FOLUSA Fact Sheet #5).

10. For more information and ideas, join Friends of Libraries U.S.A.
#7 HOLDING A READATHON
by Sandy Dolnick

A Readathon is an event held for a limited time, featuring a variety of people consecutively reading out loud. The materials read, the age of the readers, the time elapsed and the site may vary.

1. Decide on theme or hook: literacy, favorite books, children's books, etc. This is necessary for publicity.

2. Pick out site: library steps, city hall, village fair? Consider logistics: What are rain plans (tent)? Consider heat, cold, wind, street noise. You'll need rest rooms, refreshments and chairs for readers; reading material for those who come unprepared. Are permits needed? Do police have to be notified?

3. Decide on time span of Readathon: 2 hours, 4 hours, 12 hours, 24 hours? Decide on length of time for each reader - 3-5 minutes is suggested. Stick to it!

4. Line up readers and excellent emcee. Use public figures from government, sports, business, academia, entertainment and literary fields, the ethnic communities, local clubs, and fill in with Friends. Ask the mayor to be the first reader.


6. Prepare and send out news releases and PSA. Get support from local media - have you included them in your list of readers?

7. Follow up publicity releases with phone calls.

8. Have banner or signs at site for maximum publicity.

9. Have adequate volunteers available for event.

10. Follow-up: Write thank-you letters, send pictures to local papers and newsletters, evaluate event for the next time.

For more information, join Friends of Libraries U.S.A.
50 E. Huron St.
Chicago, IL 60611
#8 HOW TO REVITALIZE YOUR FRIENDS GROUP
by Lillian Norberg, Tulsa, Oklahoma

1. Define problem areas for group (or board of directors). Confidential phone calls to directors or membership dropouts will help.

2. Give a party for members and past members only. It should be fun and have refreshments and music. Any excuse will do for the party: holiday, author, recognition, social evening. A private home will make it special.

3. Be sure to include the dropouts and get small amounts of help from many people to ensure attendance. Have various people be responsible for bringing food and necessary articles.

4. Send out pre-event and post-event publicity with names and photos. Make the Friends look like a fun and meaningful group.

5. With the information you should now have, reevaluate your goals and objectives. Did you have too broad a mission? Were you stressing fund-raising to the neglect of other activities?

6. Reorganize the board of directors, adding positions and breaking down responsibilities so that individuals do not have too great a burden. Enlarge committees.

7. Review benefits of membership, making sure they are in line with what your community expects.

8. Review communications to members; are they being kept informed? Are you taking advantage of the materials FOLUSA provides through "National Notebook" and "Idea Bank"?

9. Consider enrolling of new members as a year-round effort, not limited to a certain period. Be sure brochures are available at every event and at the library desk.

10. Be sure to appreciate and recognize efforts of every magnitude. Recognition is of primary importance to volunteers.

For more information, join Friends of Libraries U.S.A.
50 E. Huron Street
Chicago, IL 60611
#9 GETTING INVOLVED WITH LITERACY PROGRAMS
by Dorothy Kerrigan, Friends of California Libraries
Jo Ann Weinberger, The Center for Literacy, Philadelphia

Two of every five Americans are illiterate. An even greater number are literate—able to read but not interested in doing so. Libraries and Library Friends can make a difference. These are some steps to help others along the path that means so much to us.

Direct Service

1. Participate in local literacy groups as a trustee or member of an advisory committee.

2. Generate financial resources by helping the library and/or literacy groups apply for federal, state and local funds and by developing corporate and foundation grants.

3. Donate funds for: a) tutor and student recognition, b) public awareness campaigns, c) social events to foster enthusiasm, d) materials for adult new readers, e) general operations for new or existing programs.

4. Donate equipment or space.

5. Volunteer: a) literacy tutor, b) office help, c) child care, d) transportation for students or tutors.

Indirect Service

1. Create a committee within the Friends Board to maintain contact with literacy programs. Network with other organizations to ensure a proactive campaign for literacy by the library.

2. Create or join a city-wide council in conjunction with the Mayor's office.

3. Educate business, labor, and industry about literacy issues and encourage their contact with literacy providers: a) send letters to business leaders, b) publish a newsletter, c) sponsor an informational conference or luncheon.

4. Compile a resource directory on community literacy programs.

5. Provide programs and speakers for other organizations on the problems of illiteracy and the work of literacy agencies.

6. Initiate activities such as a marketing campaign for literacy services.
#10 PLANNING A BOOK AND AUTHOR EVENT
by Rosemary Jones, Council for Florida Libraries

1. Line up a cosponsor for the event. A local newspaper, department store or bookstore are good options.

2. Decide on author(s), working with date of planned event. Invite local or regional authors when possible. You may also want to take advantage of promotional tours. Be realistic. Don't expect James Michener to speak to 50 people! Contact authors far in advance through their publishers' publicists. The Literary Marketplace is a good source of information.

3. Invite the co-host to introduce the author. Ask them to share costs with in-kind services, such as printing the program, invitations, free ads in their publications. Make plans for getting advance and follow-up coverage in the media.

4. Ask local merchants to donate cheese, wine, goodies for a pre-event reception. Be sure to give credit on the program, in news releases and during introductions.

5. Make a fuss. Authors like to be catered to. Offer to entertain them at cocktails, dinner, a quick tour, etc., if they are interested. Many authors enjoy talking to a writing class if time permits.

6. Make sure you invite the county chair, mayor, chancellor, heads of departments, local council representatives—the men and women who make decisions concerning the library. Often this makes an appropriate event to honor someone who has made a special contribution to the library.

7. Remember, most authors are there to sell books. Plan in advance to have copies available for sale and autographing. This is very important. Order more than you expect to sell. You can always return them, but authors are upset if books run out. This is also a way to earn 40 percent of the proceeds, if you order yourself instead of through a bookstore.

8. Make sure someone is familiar with the author's work and can talk knowledgeably with him/her about it.

9. Consult the Friends of the Libraries Sourcebook for detailed program planning outlines to check your final arrangements.

10. Join Friends of Libraries U.S.A. and learn what other groups are doing! Write to POLUSA, 50 E. Huron St., Chicago, IL 60611.
#11 TRUSTEES AND FRIENDS

by Norma Buzan, President, ALTA
Sandy Dolnick, Executive Director, FOLUSA

Trustees are a small number of people elected or appointed to represent the community and as a body are legally and officially responsible for the operation of the library.

It is the responsibility of the trustee board to employ the best person possible as library director, to adopt a long and short range plan for library service to meet the needs of the community, and implement policies needed to carry out the plan.

1. Trustees officially adopt a budget, working with the library director. Budget hearings should be attended with the library director and with a representative of the Friends.

2. A "wish list" of items not covered by the budget should be made available to the Friends to aid them in their fund-raising effort.

3. Trustees serve as "connecting links" between the library and community, interpreting one to the other. Individually they uphold adopted policies of the board.

4. Trustees value and encourage input and opinions of Friends, recognizing that this is representative of the community.

5. Individually and collectively trustees should act as advocates of libraries and present the library point of view to their locally and nationally elected legislators and leaders.

6. The library policy includes representation or liaison with the Friends.

7. Trustees attend Friends' events whenever possible.

8. At least yearly, the library board plans a joint meeting to discuss mutual concerns with Friends. This can be done in conjunction with a breakfast or dinner meeting.

9. Trustees should belong to the American Library Trustee Association. Membership includes a subscription to the journal, American Libraries.

For more information write to: ALTA, 50 E. Huron St., Chicago, IL 60611.
#11 FRIENDS AND TRUSTEES

by Sandy Dolnick, Executive Director, FOLUSA
Norma Buzan, President, ALTA

Friends and Trustees are citizens who choose to help their local libraries. Their goals are similar but their paths to achieve them differ. The following guidelines are designed to help to clarify their joint missions and facilitate working together for the good of the library.

Friends are citizens who value the service of public libraries and volunteer to help them. Friends usually operate with a self-elected board of directors, representing the community.

1. Friends may be future trustees and trustees future Friends; however, there should be no overlapping boards.

2. Friends are kept informed of the library's plans, progress and problems.

3. Friends recognize that they do not perform a policy-making role for the library, but should feel that their opinions are valued by the trustees.

4. Friends support trustee board decisions.

5. Friends serve as "connecting links" between the library and community, interpreting one to the other.

6. Friends supplement what cannot be provided by the library budget with funds, materials, equipment and services. Friends decide how to spend their money after conferring with the librarian and the library board.

7. Fund raising by the Friends is done with the knowledge of the trustees and in coordination with the library director.

8. Individually and collectively, Friends use their influence to assist the Library in obtaining desired financial support, representing the library point of view to legislators and the media.

9. A Friends written policy should include representation or liaison with the Trustees.

10. Friends can learn more by joining Friends of Libraries U.S.A. and their state organization, if one exists.

For more information write to FOLUSA, 50 E. Huron St., Chicago, IL 60611 (312) 944-6780.
#12 Designating a Literary Landmark

by Rosemary Jones, Coordinator
FOLUSA Literary Landmarks Register

1. Select a landmark that is tied to a literary figure or work or its author.

2. Identify a group or individual who will be responsible for the site and guarantee its continued designation.

3. Compile background material that corroborates the role of the site, and a bibliography of the author's work and related writings.

4. Apply for Literary Landmark designation by writing to Rosemary Jones, FOLUSA/Literary Landmarks Register, 2400-A E. Las Olas Blvd., Ft. Lauderdale, FL 33301.

5. Discuss cooperative efforts for cosponsorship with other local or state groups (e.g., historical society, Federation of Women's Clubs, Chamber of Commerce, Restaurant and Hotel Association, colleges and newspapers).

6. Identify a speaker on the subject for the ceremony. It is also probable that there is an individual to honor who has made a special effort on behalf of the site.

7. Plan a public event. Line up a cosponsor for the event. A local newspaper, department store or bookstore are good options (see Fact Sheet #10: Planning a Book and Author Event).

8. Invite local decision makers who finance cultural institutions and people on mailing lists of the cosponsors.

9. Check the Friends of the Libraries Sourcebook for detailed program planning outlines to check your final arrangements.

10. Join Friends of Libraries U.S.A. and learn what other groups are doing! Write to FOLUSA, 50 E. Huron St., Chicago, IL 60611.
Press Release

22 Orchard Street, Middletown, N. Y. 10940

Mattie B. Gaines, Library Director
914-342-5877

FOR RELEASE: IMMEDIATE

On Tuesday, January 24th at 7:00 pm, The Friends of Thrall Library held their first meeting. The meeting, which was held at the library, was attended by approximately 40 people. A proposal to form the group was discussed and accepted. The proposal puts forth that the group shall:

1. create public support for the Library's programs.
2. work for library legislation or appropriation.
3. intensify community awareness and use of the library.
4. campaign for a new building or the modernization and expansion of an existing building.
5. sponsor programs designed to add to the cultural life of the community.

The election of officers, the discussion of bylaws and the formalization of committees are scheduled to take place at the next meeting. The Friends of Thrall Library will meet again on Thursday, March 2nd, 1989 at 7:00 pm. Call Randy Enos at 343-1131, or Kathleen Connors at 342-5870 for more information.
January 11, 1989

Dear ,

Many Middletown residents are concerned about Thrall Library and would like to help it out by organizing a "Friends Group". We are contacting several businesses and professional organizations about participating, because we feel the future of the library will have an impact on the future of Middletown.

There will be an organizational meeting for the "Friends Group" on Tuesday, January 24th, (snow date March 7) at the library. We would like to have a representative from your organization become involved in the group. Would someone be able to attend this meeting?

Please contact either Randall Enos at work (343-1131) or Kathleen Connors at the Library (342-5877) with any comments, questions, or suggestions.

Thank you for your consideration. We hope to hear from you or to see you on January 24th.

Sincerely,

Randall Enos

Kathleen Connors
An invitation to join the Friends of the Thrall Library

On Tuesday, January 24th, concerned patrons of the library will meet to organize a "Friends of the Thrall Library" group. Join us at 7:00 p.m. in the Children's Room on the second floor of the library. (Snow date is Tuesday, February 7th).

EVERYONE IS WELCOME!

*A friends group can be an important source of strength and inspiration to the library staff*

If you are interested in joining the Friends Group, fill out the form below and place it in the box at the circulation desk. For more information please contact Kathleen Connors at the library, or call Randall Enos at 344-2578 (evenings) or 343-1131 (days).

Place this in the box at the circulation desk.

____ Yes, I will attend the meeting on January 24th.

____ I cannot attend the meeting on January 24th, but please let me know about future meetings and activities.

Comments:

________________________________________________________________________

________________________________________________________________________

Name______________________________________________________________

Street________________________________________________________________

City_________________________ State _______ Zip__________

Phone ________________________________
Section 1. The name of this organization shall be FRIENDS OF THE GATES PUBLIC LIBRARY.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be:

a. To maintain an association of persons interested in libraries.

b. To focus public attention on the Library.

c. To stimulate the use of the library's resources and services.

d. To receive and encourage gifts, endowments, and bequests to the library.

e. To support and co-operate with the library in developing library services and facilities for the community.

f. To lend legislative support where needed.

g. To support the freedom to read as expressed in the American Library Association Bill of Rights.

ARTICLE III MEMBERSHIP

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

Section 2. Membership dues will be established annually by the Executive Committee.

Section 3. Each paid member shall be entitled to one vote. Family membership will be entitled to two votes.

ARTICLE IV OFFICERS

Section 1. Officers of this organization shall consist of the following: President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2. Officers shall be nominated by a nominating committee
appointed by the President at least two months before the annual membership meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section 3. Officers shall be elected by majority vote of those present at the annual meeting for the term of one year. The term of office shall be June 1st thru May 31st.

Section 4. Any officer, upon leaving office, must deliver all money, books, papers and other property to his successor.

ARTICLE V DUTIES OF OFFICERS

Section 1. President:
   a. To preside over and conduct meetings and to appoint all committees.
   b. To be an ex-officio member thereof.
   c. To preside over the Executive Board.

Section 2. Vice-President:
   a. To perform the duties of the President in the absence of the President.
   b. To assist the President.
   c. To head the membership campaign.

Section 3. Treasurer:
   a. To collect all dues and deposit all funds to the account of the Friends of the Gates Public Library, and to make disbursements as directed by the Executive Committee.

Section 4. Corresponding Secretary:
   a. To conduct all correspondence of the Organization.
   b. To keep a membership list together with the addresses of all members.

Section 5. Recording Secretary:
   a. To record attendance at all functions of the organization.
   b. To take minutes of all meetings.

ARTICLE VI EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the organization and the Chairmen of all the standing committees. The Library Director or her designated alternate shall serve as ex-officio member of the Executive Board.

Section 2. Meetings of the Executive Board shall be held twice per year. Special meetings may be called by the President.
Section 3. The Executive Board shall fill by appointment any vacancies occurring in any office or in the Executive Board to finish the unexpired term.

Section 4. A majority of the Executive Board shall constitute a quorum.

ARTICLE VII MEETINGS

Section 1. An annual meeting of members shall be held on a date in the month of May to be determined by the Executive Board.

Section 2. A special meeting of this organization may be called any time by the President upon the written request of not less than ten members.

ARTICLE VIII AMENDMENTS

Section 1. By-laws may be amended at the annual meeting of the organization by a majority vote of the members present, provided that a written notice has been mailed to each member 10 days prior to the annual meeting.

ARTICLE IX PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order revised, when not in conflict with these By-laws, shall govern the proceedings of this organization.

ARTICLE X TAX EXEMPT STATUS

Section 1. "Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)."

Revised 5/88
BY-LAWS
of the
FRIENDS OF THE BRIGHTON MEMORIAL LIBRARY, INC.

Revised: November, 1986

ARTICLE I - NAME

The name of the organization shall be the Friends of the Brighton Memorial Library, Inc.

ARTICLE II - PURPOSE

The Friends of the Brighton Memorial Library is an autonomous organization established to:

* aid in the expansion and improvement of library services to the Brighton Community, and to increase the awareness of these services;
* stimulate reading and the skills of communication among children, youth and adults in the community;
* assist the library in serving as a cultural center for the community by sponsoring appropriate programs and providing funds for auxiliary services and materials, with the Library Director's guidance;
* help develop and produce resources that will aid in the fulfillment of these objectives.

ARTICLE III - MEMBERSHIP

Membership is open to all persons who have indicated their willingness to be involved in the Friends program by paying their membership dues.

ARTICLE IV - MEETINGS

Section I - Annual meeting

The annual business meeting of the Friends shall be held in September, date, place, and time to be determined by the Executive Board and announced in the August newsletter.

Section II - Executive Board Meetings

The Friends Committee meetings shall take place once a month, excluding July and August. Additional meetings shall be called by the President prior to programs, or when necessary. Meetings are open to all Friends interested in attending.

ARTICLE V - EXECUTIVE BOARD

Section I - Members

The members of the Executive Board shall be as follows: President, Vice-President, Secretary, Treasurer, as elected, and Committee Chairmen and Library Board Liaison, as appointed by the President. There shall also be members-at-large.

Section II - Term & Elections

The Executive Board shall take office immediately following the election held in September at the annual business meeting. Terms shall be for one year, with the privilege of re-election. Names of candidates for election shall be published in the August newsletter. A mail-in ballot shall be attached to said newsletter for those unable to attend the annual business meeting.
Section III - Duties

The duties of the Executive Board shall be to plan and administer the Purpose of the Friends:

* President - The President shall preside at General meetings and Executive Board meetings and shall have general supervision of the work of the Friends.
* Vice-President - The Vice-President shall preside at meetings in the absence of the President, and aid the president in carrying out the duties of that office.
* Secretary - The Secretary shall take the Minutes of the Friends and send copies to members of the Board & the Library Director.
* Treasurer - The Treasurer shall handle all financial matters pertaining to the Friends.
* Library Liaison - will attend meetings of the Friends Executive Board and the Library Board, and make reports when necessary.
* At-Large - members will help other Executive Board members where needed.

ARTICLE VI - Dues

There shall be a membership fee, amount to be decided by the Executive Board, covering the fiscal year of September 1st to August 31st. Friends joining after May 1st shall be members for the following fiscal year.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended at any regular meeting of the Executive Board by a two-thirds vote of those present, provided notice of the proposed amendment has been submitted in writing at previous meeting.

ARTICLE VIII - AUTHORITY

Robert's Rules of Order shall be the parliamentary authority in all matters not covered by these By-Laws.

Revised and amended 11/6/86
A New Year—1992—has arrived with its unknown happy and sad occasions. An important event will be the 20th Anniversary Musical Celebration of the founding of the Friends on Sunday, April 5, 1992 at 3:30 p.m. at Council Rock School.

This is a "Friends Only" event by Peggy Savlov and expresses our thanks to all of you for your continued support over these many years. Invitations will be mailed at a later date.

However, as the old year has closed, I take this opportunity to thank all members of the "Friends" of the Brighton Memorial Library for your interest and look forward to it continuing during the coming months.

We as Friends contribute significantly to the excellent reputation our library has in the community. Programs include:

Books Sandwiched In
Tuesday Travelogs

as well as many children's programs throughout the year. Generous volunteer hours and contributed financial support make this all possible. As an organization we are confident that this is all worthwhile and benefits our community.

Books Sandwiched In:
February—no review
March 5—Their Eyes Were Watching God to be reviewed by Wyoma Best
April 2—Sleepwalking Through History to be reviewed by Dr. Harold Stanley

Book Sales: As our two types of book sales, MINI and MAJOR, have proved to be successful, we plan to have our first Mini-Book Sale for 1992 to be held in the Founders' Room Tuesday, February 18 from 10:00 a.m. to 8:00 p.m. for the general public.

For members only of the Friends, the sale will be open Monday, February 17 from 8:30 p.m. to 8:00 p.m. To receive a free book, please bring the coupon listed below.

Friend To Friend:
Your membership and the participation in all our activities supply us with the means to support our library and enable it to continue its fine work in the community.

Carola Keller
President

Looking ahead with the Library Director, Angela Bonasigns: We are very pleased to announce that the Brighton Town Board has approved the Library Board's recommendation that Kit Pollicove be appointed to a second term as a Library Trustee. The Library Board also re-elected Larry Keller and Kit Pollicove to serve as President and Vice President for 1992.

Communications between the Town Board and the Library Board started off in a positive direction this month as newly elected Town Supervisor Sandra Frankel asked the Town Board's Community Services Committee, Lynda Garner-Goldstein and Bob Barbato, to review the recommendations of the 1991 King Study of the Library with members of the Library Board. The study found that the Library has been under-funded and that the size of the facility is inadequate to meet the needs of the community.

In the months ahead, the Library's primary focus will be to develop plans to address the needs for space expansion and adequate funding to ensure excellence in library services for young and old alike. As we take our second step into the final decade leading to the 21st century, we must prepare and act with vision and purpose for the future of library services in the Brighton community.

REDEEM THIS COUPON
February 1992 for one (1) free book at the Mini-Book Sale,
Brighton Memorial Library.

Name of member, signature please
FRIENDS OF THE ROCHESTER PUBLIC LIBRARY

Chartered by the University of the State of New York


Article I

NAME

The name of this organization shall be The Friends of the Rochester Public Library.

Article II

PURPOSE

Sec. 1. The purpose of this organization shall be to maintain an association of persons interested in books and libraries; to promote an informed interest in the Rochester Public Library, its services, facilities and needs; and to receive and administer gifts, endowments and bequests for the promotion of the objectives of the Rochester Public Library.

Sec. 2. This organization shall be a non-stock corporation organized and operated exclusively for educational purposes. No part of the net income of the organization shall inure to the benefit of any private member or individual.

Sec. 3. No substantial part of the organization's activities shall involve carrying on propaganda, attempting to influence legislation or participating or intervening in any political campaign on behalf of any candidate for public office.

Article III

MEMBERSHIP AND DUES

Sec. 1. Any individual, organization, business or industry interested in the objectives of this organization may become a member upon payment of annual dues. The Board of Trustees shall be authorized to fix and determine, from time to time, different categories of membership and dues requirements.

Sec. 2. The holders of all types of memberships shall be entitled to vote at all regular and special meetings of the organization.

Sec. 3. Membership may be terminated at any time by a three-fourths vote of those present at any meeting of the Board of Trustees.
Article IV

OFFICERS

Sec. 1. The elective officers shall be a President, Vice-President, Secretary, Treasurer and Assistant Treasurer, and they shall serve as members of the Board of Trustees during their terms of office.

Sec. 2. The Director of the Rochester Public Library shall serve as Executive Vice-President, in which capacity he or she shall act as an advisor to the officers and Board of Trustees, shall assist the President in the administration of the organization and, under the President's direction, shall carry on such necessary administrative work as the Trustees may approve.

Article V

BOARD OF TRUSTEES

Sec. 1. General management of the organization shall be vested in a Board of Trustees composed of the elected officers and not less than fifteen nor more than twenty-five members-at-large, the exact number of which is to be determined by the Board from time to time.

Sec. 2. The President of the Rochester Public Library Board of Trustees or his or her designee and the President of the Monroe County Library System or his or her designee shall sit as an ex-officio member of the Board of Trustees of the organization without vote.

Sec. 3. One-third of the Board of Trustees shall constitute a quorum.

Sec. 4. The Board of Trustees shall meet at least twice a year upon call of the President or of any three members of the Board of Trustees. Notice of the time and place of each Board of Trustees' meeting shall be mailed not less than five nor more than ten days before the meeting to the usual address of each Trustee.

Sec. 5. Elected officers and elected members of the Board of Trustees shall serve without remuneration for their services.

Sec. 6. If a Trustee-at-large shall miss three consecutive meetings of the Board of Trustees, without the Board having excused any absence, the Secretary shall give that Trustee written notice that if that Trustee fails to attend the next regularly scheduled meeting of the Board of Trustees, or fails to obtain an excuse of absence from the Board of Trustees, if that
members present and voting in each instance shall be necessary to
election.

Sec. 2. Nominations shall be made by a Nominating Committee of
five appointed by the President with the approval of the Board of
Trustees. The report of the Nominating Committee shall be sent
to the general membership with the notice of the annual meeting.
Nominations may be made from the floor providing the consent of
the nominee has been secured.

Sec. 3. Trustees-at-large shall be elected for terms of three
years, but may not serve for more than two terms consecutively.
The terms of officers shall not be considered terms as trustees.

Sec. 4. Elected officers shall hold office for one year, or
until successors have been elected. No elected official, with
the exception of the Treasurer and the Assistant Treasurer, shall
hold the same office for more than three terms consecutively.

Sec. 5. Terms of elected officials and Trustees-at-large shall
begin on the first day of the month next following the annual
meeting of the organization.

Sec. 6. Vacancies occurring among elected officials or among
elected members of the Board of Trustees may be filled by the
Board of Trustees until the next annual meeting of the
organization.

Article X

MEETINGS

Sec. 1. The annual meeting shall be held each year in April, at
a time to be determined by the Board of Trustees, for the
election of officers and Trustees-at-large and for the
transaction of other business.

Sec. 2. A special meeting of the organization may be called at
any time by the President, by six members of the Board of
Trustees or by fifteen members of the organization.

Sec. 3. Twenty members shall constitute a quorum at any annual
or special meeting of the organization.

Sec. 4. Notice of the time and place of each meeting of the
organization shall be mailed not less than five days before the
meeting to the usual address of every member of the organization.

Article XI

COMMITTEES

Sec. 1. Chairmen and members of committees shall be appointed
annually by the President.
Sec. 2. No committee or member thereof shall have any authority to make any contract, or to incur any indebtedness, obligation or liability in the name of, or in behalf of the organization, without the authority and approval of the Board of Trustees.

Article XII

AMENDMENTS

These By-Laws may be amended at any regular, annual or special meeting by a two-thirds vote of the members present and voting, providing the amendment has been submitted to the organization at a previous meeting or has been mailed to each member at least five days before the meeting at which voting is to take place.

Article XIII

PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, when not in conflict with these By-Laws, shall govern the proceedings of this organization.
To: President, Friends of the Library
   Library Directors
From: Annette VonDohlen, Town Liaison
Re: Friends' Council, April 9, 1992

Attending: Annette VonDohlen, Ogden; Kate Zorn, Riga; Jean Smith, Brighton; Susan Salamone, Greece; Bill Brice, Pittsford; Cathy Hiler, Greece; Carola Keller, Brighton; Susan Swanton, Gates; Katherine Evan, Greece; Jean Brown, Avon; Jeanna Ruter, Avon; Arlene McShea, Avon; Ula Kohl, Greece; Kathryn Heintz, Gates; Barb Switalski, Greece; June Shapiro, Greece; Peter Taub, Rochester.

Individual introduction of all those present.

How to get a Friends Group off the Ground.
Governance
Establish by-laws (some samples attached)
Obtain a 501 (c)3 - legally tax deductible (optional)
papers for incorporation

Membership
Annual drive for membership
   table staffed in library
   personal contact
   word of mouth
Advantages of membership
   varied with libraries
   generally an "early bird" time at a book sale
   discount coupon for book sale books or a free book
   buying privileges for books
Forms available for membership in library when membership
table not staffed

Newsletter - by the Friends and for the Friends
   - some made available at the desk as PR for the Friends

Monies - provide a wide variety of benefits
   - provide refreshments at events that library sponsors.
   - provide funding for children's programming (good PR)
   - provide equipment for public use (good PR)

Visibility
   - PR necessary so that people know of existence
   - press releases whenever they do something for library
   - promote library whenever they can
   - Book Discussions - advertised by the Continuing Ed Dept
     of the School District
   - T Shirts bearing Friends name and/or logo
Fund Raising Means and Ideas

- Membership
- Book Sale
- Endowments - actively seek

Survey done by library (Pittsford) demographics
how often use library; how many books average;
what types of books; which services used;
ever heard of Friends; members?; attend
book sale? approve of fund drive? fees for
certain services? quality and level of
service at the library; parking;
children's programs; extended hours.

Result of survey not yet available.

- Bookmarks
- Coupon from Wendy's (attached) - Gates $400
  10% return
- Tops Cash Register Tapes (check with Tops)
- Wegman's plastic bags - check with Wegmans but about
  5000 bags can realize $70
- Card Party/Dinner Party with local Bridge expert (see
  attached)
- Tupperware Party (or Toys, etc.) from catalogs with 25%
  proceeds going to the Friends
- Book Guild
  sells books to members
  *Greece - great discounts (60%) for best sellers at
  Sam's Club
- Cook Book - put together and sell
- Junior Friends Campbell Soup Labels
  Junior Friends pick out software or whatever they
  chose
- Golf tournament
- Stickers and things given out with membership
Lobbying - Friends lobby town, county, state legislators for support for the libraries.

- Letters to the editor in the local newspaper and/or city newspaper discussing the value of the library would be very helpful. Friends might consider organizing this so that a letter appears every so often. Copies then sent to local legislators would not be amiss.

Some of the Friends present were NOT aware of the trip to Albany in March. These people would make a greater impression on our legislators than librarians because these are the legislator's voters. Something to remember for next year.

Next Friends' Council Meeting will be Thursday, October 1, 1992 at 7:00 p.m. at the Brighton Memorial Library. Ogden will host that meeting.

If you have any questions or comments, please contact me at 428-7347 (Director's Office) or at 352-2141 (Ogden).

Annette VonDohlen
Town Liaison
OPEN FORUM MEETING WITH THE PUBLIC

OCTOBER 8, 1994

Donn will chair the meeting:

Larry is putting together a slide show and a map of the TH to point out areas on the slides.

Agenda:

1. Opening Comments
   Mention slides
   Background of the project - Charge
   Members of the task force
   Five Phase Program
   Action Teams

2. Purpose of the public meeting
   Mention neighborhood communication effort

3. Ground Rules
   - Be reasonable in the time you take to speak
   - Once you have spoken, allow others to have the floor
   - Speak from your seat
   - Feel free to ask questions
   - Keep it informal
   - We'll stay past noon if you wish
   - Questionnaire? - Distribute

Questions to get them going:

1. Suggestions for getting money to fund it.
2. Where should the facilities be located?
3. Should it be a campus arrangement?
4. What services do you want the town hall to provide? The library?
NEW YORK LIBRARY ASSOCIATION (NYLA) will meet in Rochester from October 25 - 29.

On October 28 the Empire Friends (NYLA Roundtable) will sponsor 3 workshops on various aspects of library "Friendship".

Workshop 1 - 10:00 a.m. - 12 noon - ONE HUNDRED MORE IDEAS IN 100 MINUTES. This is an update from last year's very popular program. These are a variety of ideas on ways to raise funds and/or market your library.

Workshop 2 - 2:30 p.m. - 4:00 p.m. - BIGGEST LITTLE BOOKSALE IN THE WORLD. Everything you want to know about booksales.

Workshop 3 - 4:30 p.m. - 6:00 p.m. - FOCUS ON FRIENDS. Small focus discussion groups will talk about starting or revitalizing Friends groups, lobbying and advocacy, programming, finances, grants, fundraising and newsletters.

All 3 Workshops will be held on Saturday, October 28. Registration for these events is on Saturday, October 28 at the Riverside Convention Center. The cost for the day is $15, which includes a reception and cocktail party at 6:00 at the Hyatt Hotel.

Members of ALL Friends Groups in Monroe County are urged to attend and support the workings of the Empire Friends. The workshops are always very well done!!!

NYLA store is open while the conference is going on. They are looking for help to work in the store. If anyone out there (and I hope there are several!) would be interested, please give me your name, phone number and the days/hours you can work. The conference runs from 10:00 a.m. - 6:00 p.m. on Thursday 10/26, Friday 10/27, and Saturday 10/28. Many workers are needed and they are depending on the host area to supply some workers.

If you have any questions, please call me - Annette VonDohlen - at Ogden 352-2141.

Thanks!!!
CERTIFICATE OF INCORPORATION

of

FRIENDS OF THE CHILI PUBLIC LIBRARY, INC.

UNDER SECTION 402 OF THE NOT-FOR-PROFIT CORPORATION LAW

The undersigned for the purpose of forming a corporation under Section 402 of the Not-for-Profit Corporation Law does hereby certify:

1. The name of the corporation is Friends of the Chili Public Library, Inc.

2. The corporation is as defined in Section 102 of the Not-for-Profit Corporation Law. It has not been formed for pecuniary profit or financial gain. No part of the assets, income or profit of the corporation is distributable to, or inures to the benefit of its members, directors or officers except as permitted under the Not-for-Profit Corporation Law.

3. The purpose of the corporation shall be to maintain an association of persons interested in books and libraries; to focus public attention on the Chili Public Library, its services, facilities and needs; to stimulate the use of the Chili Public Library's resources and services; to encourage gifts, endowments, and bequests to the Chili Public Library; to support and cooperate with the library staff and Board of Trustees of the Chili Public Library in developing and producing resources that will aid in the fulfillment of these objectives, and to solicit and receive grants and contributions for any of the foregoing corporate purposes.

4. The corporation shall have all of the general powers specified in Section 202 of the Not-for-Profit Corporation Law as well as the power to solicit grants and contributions for any corporate purpose. The corporation shall also have the power to maintain funds of real or personal property for any corporate purpose. In addition, the corporation shall have the powers as are or may be conferred by law upon a corporation organized for the purposes set forth above.

5. The corporation is a Type B corporation as defined in Section 201 of the Not-for-Profit Corporation Law.


7. The territory where the corporation will principally conduct its activities is in the Town of Chili and the County of Monroe, both of which are located in the State of New York.
8. The initial directors are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td></td>
</tr>
</tbody>
</table>

9. The corporation designates the Secretary of State as its
agent upon whom process against it may be served. The post
office address to which the Secretary shall mail a copy of any
process served upon him is as follows: Friends of the Chili
Public Library, Inc., c/o Chili Public Library, 3235 Chili Ave.,
Rochester, New York 14624.

10. No approvals or consents are required by law prior to filing
this Certificate of Incorporation.

11. The incorporator is over eighteen (18) years of age.

12. This corporation is organized exclusively for charitable,
scientific, literary and educational purposes, as set forth in
Section 501(c)(3) of the Internal Revenue Code of 1986, as
amended, and shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under that section of the Code. The corporation is not formed for pecuniary profit or financial gain, and no part of its net earnings, income or assets shall inure to the benefit of any private shareholder or individual (except that reasonable compensation may be paid for services rendered to or for the corporation in furtherance of one or more of its purposes). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except to the extent authorized by Section 501(h) of the Internal Revenue Code of 1986, as amended). The corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office. In the event of dissolution, the assets and property of the corporation remaining after expenses and liabilities have been paid shall be distributed, as determined by the Board of Directors and approved by order of a Justice of the Supreme Court of the State of New York, to such organizations as qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Any assets not so distributed shall be distributed for such purposes as shall be approved by order of such New York State court as shall have jurisdiction thereunto.

IN WITNESS WHEREOF, this certificate has been signed by the incorporator this _____ day of __________________, 1995.

David P. Harris
3 Homestead View Dr.
Rochester, New York 14624
The following would like books:

**Women's Place** (Shelter for homeless women and children)
146 Hobart St.
Rochester, N.Y. 14611
436-5452
Contact: Sister Eileen Conheady
Novels, children's books

**Bethany House**
169 St. Bridgets Dr.
Rochester, N.Y. 14605
454-4197

**Open Door Mission**
156 N. Plymouth Ave.
Rochester, N.Y. 14608
454-6696

**St. Joseph's House of Hospitality**
402 South Ave.
Rochester, N.Y. 14620
232-3262

**Salvation Army Center for Adult Rehabilitation**
745 West Ave.
Rochester, N.Y. 14611
235-2769
October 10, 1994

Mrs. Paul Kosieracki, Corresponding Secretary
CHILI GARDEN CLUB
14 Autumn Wood
Rochester, NY 14624

Dear Mrs. Kosieracki:

On behalf of the members of the Chili Public Library's Board of Trustees and staff I wish to thank you and the members of the Chili Garden Club for your recent gift to the Library.

The videotape, "Season of Splendor in the Perennial Garden, presented by Jane Kuiters" will make a fine addition to the Library's circulating collection.

We are grateful for your generous gift and deeply appreciate the year-round work of the Garden Club members to beautify and Town Hall and Library grounds.

Sincerely,

Dorothea Pompa
Library Director
October 16, 1994

Marcia D. Rosenberg
President, Chili Public Library Board of Trustees
3235 Chili Avenue, Rochester NY 14624

Dear Marcia: 
Thank you for your letter of October 13, 1994 responding to Correspondence I had written the former Library President back on March 30, 1994.

As you recall, during my tenure as Chili Supervisor and especially during 1993 when I was Liaison to the Chili Board of Trustees, a number of projects and proposals were enacted by the Chili Town Board which in my opinion benefitted Chili Library.

One was the installation of lighting work on the north side of the Town Hall and of the Library Entrance Area. Modern lighting fixtures were placed on these facilities which were more energy efficient and offered more safety than the fixtures they replaced. Bushes and hedges were trimmed to prevent persons from hiding in them and potentially causing safety hazards to Library patrons.

Lighting was improved in the front of the Town Hall and a new Light Fixture was placed on an existing pole behind the Recreation Building which served to illuminate this sector of the Library Parking Lot and make it safer at night. A Library Reserve Fund was set up from savings from efficient and economical operation of the Library during the Year 1993. I understood this new Reserve Fund contains about $8,000. Your Board discussed this Reserve Fund at its September Meeting.

As you stated in your letter, there is a need for more space for both the Town Hall and the Library. I voiced this same opinion at the Facilities Public Forum on October 8 as you may recall when I stated, “I would like to commend each of the persons who have come out today and shown your interest in this most important and I underscore most important topic in our Community”.

I am sure, you also heard me attempt to publicize the weekly Thursday Evenings Meetings of the Chili Challenge Task Force that you referenced. I was extremely disappointed that I was again about the only person of the General Public who attended the following Meeting of this Task Force on October 13. To date I have attended 64% of these Task Force Meetings and not once have I been asked for comment nor have I even been recognized as being present.

Perhaps we have differences in our opinions, but as we both know, that is why they have horse races. Enclosed is a copy of my October 2,1994 comments to the Chili Town Board. Thanks again for responding to my March 30 Letter.

XC: Dottie Pompa
Mrs Bee Wilcox

Sincerely,

Jerry Brixner
October 19, 1994

TO: Supervisor Kelly
FROM: Dorothea Pompa

Attached is the listing of library board meetings and meeting attendance from September 28, 1993 through September 27, 1994.

If there are any questions please do not hesitate to contact me.
Library Board Meeting Attendance

September 28, 1993 to September 27, 1994

9/28/93:

Randy Allen
Supervisor Jerry Brixner (Liaison to the Library Board)
John Collins
Rilla Crothers
Buz Dumbleton
Director Dottie Pompa
Marcia Rosenberg
Gary Squires

10/26/93

Randy Allen
Supervisor Jerry Brixner (The Supervisor met briefly with President Gary Squires prior to meeting being called to order.)
John Collins
Buz Dumbleton
Director Dottie Pompa
Gary Squires

11/30/93

Randy Allen
Supervisor Jerry Brixner (Liaison to the Library Board)
John Collins
Rilla Crothers
Buz Dumbleton
Dottie Pompa
Marcia Rosenberg
Gary Squires

12/21/93

Randy Allen
Jerry Brixner (Liaison to the Library Board)
John Collins
Rilla Crothers
Buz Dumbleton
Dottie Pompa
Marcia Rosenberg
Gary Squires
1/25/94
John Collins, Treasurer
Rilla Crothers
Buz Dumbleton, President
Dottie Pompa, Director
Marcia Rosenberg
Gary Squires

3/1/94
Randy Allen
John Collins
Rilla Crothers
Megan Neumann
Dottie Pompa
Councilman Jim Powers
Marcia Rosenberg
Gary Squires

3/29/94
Randy Allen
Joe Battisti
John Collins
Buz Dumbleton
Bill Kelly, from the Chili Town Board
Megan Neumann
Dottie Pompa
Jim Powers
Marcia Rosenberg
Gary Squires

4/26/94
Randy Allen
Jerry Brixner
John Collins
Buz Dumbleton
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Gary Squires
5/24/94
Randy Allen
John Collins
Buz Dumbleton
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Marcia Rosenberg
Gary Squires

6/28/94
Randy Allen
John Collins
Buz Dumbleton
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Marcia Rosenberg
Gary Squires

7/26/94
Randy Allen
Jerry Brixner (Visitor)
John Collins
Buz Dumbleton
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Marcia Rosenberg
Gary Squires
Bea Wilcox (Visitor)
8/24/94
Randy Allen
John Collins
Rilla Crothers
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Marcia Rosenberg

9/27/94
Randy Allen
John Collins
Rilla Crothers
Jim Lechner
Megan Neumann
Dottie Pompa
Liaison Jim Powers
Gary Squires
DIRECTOR'S REPORT **** October 20 - November 22, 1994

Circulation: 1994 = 18,064  Fines: $1,829.36
1993 = 16,599
1,465 gain

Copier Income: $1,462.60 (9/93 - 8/94)

Meetings & Activities:

10/22 - Attended the New York State Library Association Conference in Syracuse. Theme: Libraries Advance New York. Workshops attended: 100 Ideas in 100 Minutes (smorgasbord of ideas for Friends groups); Project Gain: Global Access Information Network (NYSERnet project assessed the value of the Internet in small public libraries); When They Can't Come to You: Outreach Programs. The noted author luncheon featured Gloria Steinem. The exhibits were exceptional. A fine day and a fine program. I enjoyed it immensely.

10/25 - Library Board Meeting

10/26 - Top of the Plaza reception for those nominated for the Service Beyond Measure award. Bonnie and Randy Allen, Marcia Rosenberg and I attended.

10/27 - User's Group at the Wheatley Library

10/28 - Staff meeting - 12 attended

11/1 - I prepared a letter of support for the Gates-Chili Central School District and Susan Swanton's grant application.
- Librarians' meeting

11/2 - Directors' Advisory Council meeting at RPL

11/3 - Carol Meador, Sue Swanton and I delivered the grant application to Dr. Dadey for his review and signature

11/8 - Met with Mike Sauers, The Woodshop, to review the specs. for storage equipment, drawers and the circulation desk
- Librarians' meeting

11/10 - Visited the Geneva Free Library, Newark Public Library and Walworth-Seely Public Library

11/12 - Second Public Hearing of the Chili Challenge Task force

11/14 - At the invitation of Task Force members Claire Montgomery and Joe DeRitis, I met with Mark Jaccarino, Director of the Seymour Library in Brockport, to discuss their fund-raising effort and see their promotional video

11/15 - Meeting with Rilla Crothers and Jim Lechner to discuss a Long-Range Plan for the Library. The librarians are helping me complete the first draft now.

11/16 - Alex Kelly explained his building projections based on a meeting with Dick Panz and Rod Perry at RPL on Nov. 11

11/17 - Meeting of the Town Library Director's Council at the RIT Library. Following our meeting we had a discussion and demonstration of RIT's subscription databases/Local Area Networks
- Met with Pat Bernhard at the Henrietta Library

11/22 - Librarians' meeting
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/94</td>
<td>Book Sale</td>
<td>75.00</td>
</tr>
<tr>
<td>11/18/94</td>
<td>Totebag Sale</td>
<td>82.50</td>
</tr>
<tr>
<td>11/18/94</td>
<td>Withdrawal for totebag cost</td>
<td>(367.52)</td>
</tr>
<tr>
<td>11/18/94</td>
<td>Attendance at Service Beyond Measure</td>
<td>(20.00)</td>
</tr>
<tr>
<td></td>
<td>Reception</td>
<td></td>
</tr>
</tbody>
</table>

Closing Balance November 18, 1994: $19,062.35
Call to order 7:00 p.m.


Minutes of the September 27th meeting were approved as read.

Abstract of Bills, Fines and Payroll Records: #30 dated 10/24/94 for $13,608.40. Motion to accept by Rilla, second by Megan was approved.

Communications: Letter requesting a donation in support of the October 1995 Read-Aloud-program sponsored by the Washington Irving PTO. Motion by Megan, second by Gary to pledge $50 was approved.

Copy of a response from President Rosenberg to Mr. Jerry Brixner was made available for review.

Chili Garden Club - Thank you for video presented by club.

Letter from Town Attorney stating that the procedure that we have been following to fill existing terms is correct per Albany. The Town Board may ratify individuals after appointment to unexpired terms.

Letter sent to Supervisor Kelly verifying previous year's attendance at board meetings.

Directors Report:

Jeanne Austin has been selected to fill the vacant position.

Minutes from the Staff meeting were presented for review.

Friends’ Council Meeting – 12 people attended. Next meeting on March 23rd. Discussion centered around use of funds as some groups develop large budgets.

Survey of library users – A team of 17 volunteers will be doing this for six days and Dottie will compile the results for later review.

Service Beyond Measure Award – A reception is to be held for all those who were nominated for the award. Dottie, Marcia, Randy and Bonnie Allen will attend.
October 25, 1994

Library Tote Bags are due in, Dottie will review quality and set a fair price. Discussion ranged from $6 to $8 each.

NY Library Association Conference - William and Dottie attended and felt the program was excellent.

Disposal of Old Equipment - Discussion about what to do with the broken Apple IIE computer. Dot will contact Rich Stowe.

Committee & Officer's Reports and Recommendations - Randy updated the board on what was happening with the Chili Challenge Task Force.

Old Business - A motion by Rilla, second by Gary that we send a letter to Rich Stowe requesting proper wording to ask the Town to transfer the Library's unexpended balance into a capital improvement fund. Motion passed.

New Business - Long Range Plan of Service - Dottie, Rilla and Jim will work on this project and present a draft in January of '95.

MCLS Contract - Motion to accept by Randy, second by Megan, was approved.

Arts for Greater Rochester Development Plan - any board member that is interested in serving please see Dottie.

ADA Compliance - meeting will be scheduled with the Town Engineer.

Evaluation of Director - Please return all evaluation sheets to President Marcia.

Next Meeting - November 29, 1994 at 7:00 p.m.

Meeting adjourned 9:00 p.m.

Randy W. Allen 11/94
Programs:

Preschool Storytime continued with 17 sessions and approximately 230 children in attendance. We have one more week of storytime before taking a 4 week break during the holiday season. Sean and Vangie have done a great job serving as leaders of sessions. Also due to sickness Sue Dunn and Dot have filled in at the last minute. My thanks to all of them.

A November Birthday Party/Library Card Sign-up was held on Saturday the 12th. 6 children signed up, 4 showed up. We had a good time, but from now on this program will be held only 2x per year. Once in the spring, once in the fall. Hopefully this way we will build attendance back to 15-20 per party. It is almost as time consuming to plan an affair for 4-6 children as 15-20.

Meetings:

I attended a collection development meeting on November 9th at Rundel. On November 17th I attended the public/school librarians meeting at Gates Public Library. Gates sells their video list for $3.00 (updated 2x per year). They are also selling a locally produced cookbook for $12.95. I learned that a few of the schools are trying to plan author visits. The typical children's author charges $750-1200 per day for visits. (plus transportation).

School Visits:

On November 1st Sean and I put on two puppet shows at the Paul Rd. school. A total of 90 children were in attendance. On November 14th I went to Walt Disney School and presented booktalks to 4th and 5th graders. (55 children) November 15th 2 classes of 2nd graders came to the library for a tour. This was part of their community helper project. On November 16th I went back to the Walt Disney School for 2 more presentations. (120 children). November 22nd 2nd graders from Chestnut Ridge School came for a tour and to check out books. (55 children). On November 29th second graders from Paul Rd will visit. (44 children) This will complete their community visits.
Displays:

Poem of the Month, Holiday books, puzzle books, books to help with school, and horse/rider books were the displays this month.

Miscellaneous:

The card catalog will be gone soon in the children's room. I am saving the cards that have adventure, science fiction, mystery and humorous stories. I am also creating a file of subject heading cards. Many times children and adults just want a non-fiction number so they can browse the shelves for a topic, this may be easier with the cards then trying to pull a title up on the computer. The puppet theatre was taken down two weeks ago. There is more space in the children's room now. (the noise level has decreased and we don't have to worry about the theatre tipping over since many times too many kids tried to use it at one time.)

Michael McCullough
Children's Services
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/94</td>
<td>Interest</td>
<td>119.76</td>
</tr>
<tr>
<td>12/02/94</td>
<td>Anonymous donation</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>Mr./ Mrs. Daniel Stone, Jr.</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>Totebag sales</td>
<td>127.50</td>
</tr>
<tr>
<td></td>
<td>Book Sale</td>
<td>64.00</td>
</tr>
<tr>
<td></td>
<td>Totebag sales</td>
<td>52.50</td>
</tr>
<tr>
<td>12/19/94</td>
<td>Totebag sales</td>
<td>45.00</td>
</tr>
<tr>
<td></td>
<td>Chili Golden Agers</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>Book sales</td>
<td>32.50</td>
</tr>
</tbody>
</table>

Closing Balance December 19, 1994: $19,743.61
David Harris, a Task Force member working with Randy on the Library Study, has offered to guide the Library through the maze of applying for non-profit status for a Friends of the Chili Public Library organization should the Board proceed in that direction. We will be meeting soon to discuss the IRS requirements.

Furnace: during routine maintenance it was discovered that the fan bearings need replacement. Leo J. Roth Corp. will perform the work next week at a cost not to exceed $900. The library will be without heat for about a day.

1995 Holidays:

Monday, January 2 - New Year's Day
Monday, May 29 - Memorial Day
Tuesday, July 4 - Independence Day
Monday, September 4 - Labor Day
November 22 5 p.m. closing
Thursday, November 23 - Thanksgiving
Monday, December 25 - Christmas
Monday, January 1 - New Year's Day

Saturdays: open through June 17
closed June 24
reopen Sept. 9

The city libraries will be closed on Monday, July 3 which is a discretionary holiday.

The city will also be closed on Saturday, December 23 which is a floating holiday for their employees.

I do not know what the other town libraries will decide to do for July 3 and December 23.

Library Automated Services (LAS) has asked us for the 1995 holiday schedule before December 1 so they can prepare the tables (due dates, etc.) for next year.

For Your Information: The Chili Challenge Task Force has scheduled the third public hearing for Saturday, December 10 from 10 a.m. until noon in the Town Hall meeting room. Here is the final opportunity for comment before the Task Force presents their recommendations to the Town Board. Please see the enclosed summary of the second public hearing.

Dorothea Pompa
Circulation: Oct. '93 = 18,130
Corrected total = 18,064
Oct. '94 = 18,156
Nov. '94 = 16,599
66 loss
1,557 gain

Fines: $1,811.97 for November

Meetings & Activities:

11/23 - Met with David Harris to discuss the Friends' organization.
11/28 - Met with Jim Hilton, Town Engineer, to review plans for putting in a door and making the library's bathrooms accessible to the handicapped.
11/29 - Library Board Meeting
12/2 - Special Staff Meeting - 15 attended. Randy Allen and David Harris summarized the activities of the Chili Challenge Task Force and previous studies. The presentation was greatly appreciated by the library staff.
12/7 - Local Area Network (LAN) workshop at the Brighton Library. William and I attended.
12/8 - User's Group at the Wheatley Library
12/10 - Third Public Hearing of the Task Force
12/11 - New storage equipment, handicapped accessible table, drawers, and circulation desk top delivered and installed. William disconnected and reconnected the terminals and printers.
- Many thanks to Ursula, Carol, Jennifer and Jerry who emptied the circulation desk on Saturday. On Monday everyone worked long and hard to organize the desk. Mike emptied one storage cabinet of paper and program supplies into the new storage cupboard. Megan was a wonderful help in getting the video-cassettes and reserve materials in the right places.
- Word from Senator Mary Ellen Jones' office is that the state payment should be received by year's end.
12/13 - Librarians' meeting
12/14 - Director's Advisory Council meeting at RPL
12/15 - Town Department Heads meeting - 11 attended
12/20 - Library Board Meeting

CARL training for David Tyler and Jeanne Austin was scheduled at RPL for the week of Dec. 12. After the first three-hour session the remaining classes were cancelled due to the instructor's illness. Ursula Costanzo had planned on attending a friday class on linking. This was also cancelled.

An orientation to the MCLS for new staff, scheduled for Dec. 22, was called off as only four people had registered. The next orientation will be in the Fall so Jeanne will sign up then.

College students Tom Greenwood, Missy Naulin, and Becky Melville will be working on special projects over the holiday break. Carol is in the process of hiring an adult page, our volunteer Peg Pierce, and a student page, Kelly Dickinson. Page Kym Bellinger will be leaving soon.

I have written a letter in support of Tom Greenwood's application to be a Resident Advisor at UB next semester. It was an easy assignment as Tom is an exceptional employee!

Dorothea Pompa
Call to order 7:00 pm

PRESENT: Randy Allen, John Collins, Marcia Rosenberg, Megan Neumann, Rilla Crothers, Jim Lechner, Dottie Pompa. Liaison Jim Powers and visitor David Harris.

MINUTES of the October 25, 1994, approved as written

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve abstract # 33 dated 11/29/94 for $10,671.89 by Megan Neumann, second by John Collins was approved.

COMMUNICATIONS: none

DIRECTORS REPORT:
* Grant Application-In conjunction with G/C school for the amount of $200m to receive exact same equipment and software as schools. Extended School Days Services Program. No answer as of yet. Dottie not optimistic that we will receive.

* Staff meeting minutes - presented for review.

* Survey of Chili Library Users - Dottie presented some numbers on the six day period in which library users were surveyed, numbers were not finalized but a chart is being drafted.

* ADA Compliance - Dottie met with Jim Hilton from the Town Engineers office to discuss remodeling the bathrooms to be ADA approved. They will meet again before construction.

* Access to Internet - Access system wide will cost the MCLS $11,000. Further discussion is needed to see how each branch will pay for it.

* Storage equipment, drawers and circulation desk - Work is under way in the contractors shop. When items are completed they will be brought in and assembled on site.
COMMITTEE & OFFICER'S REPORTS

* Chili Challenge Task Force - Randy filled in board on progress of task force and reminded everyone about public forum on December 10, 1994.

* Trustee Council - No report available at this time.

* Long-Range Plan - Rilla Crothers and Jim Lechner are currently working on this 5 year plan of action. Report to follow. A motion was made to form a long range planning committee consisting of the library director and 2 board members and one member of the staff. This committee is to be an ongoing committee that would revise the long range plan on a yearly basis. Motion by Jim Lechner, second by Rilla Crothers. Motion approved.

* Friends Of The Chili Public Library discussion - A motion was made by Rilla Crothers and seconded by Marcia Rosenberg to form a friends group. Discussion followed and it was decided to gather by-laws from other libraries and adapt to the Chili group. Motion approved.

* A motion was made to apply for a tax exempt number for the newly formed "Friends of the Chili Public Library". Motion by Randy, second by Megan. Discussion followed. David Harris, CPA offered to set up and follow through on the tax exempt account and open up a checking account for the friends group. The offer was graciously accepted by the board. Motion was approved.

OLD BUSINESS

* Disposal of obsolete equipment - Motion by Randy Allen second by Megan Neumann to authorizing Dottie to sell the old card catalog cabinets to the highest bidder with a minimum bid of $50 each. Motion approved.

* Motion by Marcia Rosenberg, second by Megan Neumann to donate the in-operable Apple II computer as opposed to junking it was approved.

* Replacement lights in Children area - Dottie will obtain quotes to "re-lamp" the children area

* Dottie pointed out that the furnace bearings will be replaced during the week of November 28th.
NEW BUSINESS

* 1995 Holidays - Motion by John Collins, second by Marcia Rosenberg to accept the holidays as presented with the addition of December 23rd. Motion approved.

* Staff Increments - deferred to next meeting

DIRECTOR EVALUATION

Motion to move to executive session by Randy Allen, second by Megan Neumann was approved at 9:30 p.m.

Discussion on directors performance and reviews.

Motion to close executive session by Megan Neumann, second by Randy Allen was approved at 9:45 p.m.

Motion to adjourn 9:45 p.m., by Megan Neumann, second by John Collins. Motion approved.

NEXT MEETING DECEMBER 20, 1994

5:30 P.M.  5:30 P.M.  5:30 P.M.  5:30 P.M.  5:30 P.M.
MINUTES of the October 25, 1994 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS

DIRECTOR'S REPORT
Grant application in conjunction with the G-C Central School District and the Gates Library
Staff meeting minutes, October 28, 1994
Survey of Chili library users
Nov. 28 meeting re: ADA compliance
Access to Internet via NYsernet
Storage equipment, drawers and circulation desk

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS
Chili Challenge Task Force - Mr. Allen
Fund raising, Friends Organization
Trustee Council - Mrs. Rosenberg
Long-Range Plan - Mrs. Crothers, Mr. Lechner

OLD BUSINESS
Disposal of obsolete equipment
CPL Capital Reserve Fund

NEW BUSINESS
1995 Holidays
Staff increments

EXECUTIVE SESSION
Evaluation of the Director

Date of next meeting
YOU ARE INVITED

TO ATTEND

A PREVIEW OF THE
PROPOSED NEW
TOWN HALL
LIBRARY COMPLEX

SATURDAY JANUARY 6TH
10:00 AM TO 12:00 NOON

THE OLD JOANNE FABRICS STORE
CHILI PAUL PLAZA

Presented by
Citizens for a new Town Hall/Library
Focus Group
CHILI LIBRARY MEMORIAL FUND  
Opening Balance December 19, 1994  
$19,743.61

MEMORIALS:  
12/30/94 Henderson Memorial Fund Donations $495.00  
01/06/95 Henderson 375.00  
01/23/95 Henderson 175.00  
TOTAL: $1045.00

12/30/95 Wehle 25.00  
01/23/95 Wehle 5.00  
TOTAL: $30.00

12/30/95 Anonymous Memorial 15.00  
MEMORIAL TOTALS: $1,090.00

BOOK SALES  
12/30/95 117.50  
01/06/95 92.50  
01/23/95 277.60  
BOOK SALE TOTAL: 487.60

TOTE BAG SALES  
12/30/95 67.50  
01/06/95 7.50  
01/23/95 15.00  
TOTE BAG SALE TOTAL: 90.00

Closing Balance January 23, 1995  
$21,411.21

Chili Public Library Memorial Fund  
Opening Balance January 23, 1995  
$21,411.21

02/01/95 Totebag Sales 22.50  
Book Sales 117.00  
02/15/95 Totebag Sales 30.00  
Book Sales 70.00  
Funds transferred to Bertha (1,045.00)  
Henderson Memorial Fund Acct.)

02/27/95 Totebag Sales 15.00  
Books Sales 67.00  
TOTAL TOTE BAG SALES: $67.50  
TOTAL BOOK SALES: $254.00  
Closing Balance February 15, 1995  
$20,687.71
Programs:
  Preschool storytime ended on December 2nd. We had 30 sessions and approx. attendance of 350 children. A big thank you to Sean and Vangie for assisting with storytime.
  The Holiday craft program on Saturday, Dec. 3rd had 18 children plus a few parents in attendance.
  A cub scout tour was given on Thursday, Dec. 1st with 8 children plus a few parents.

School Visits:
  I was invited to Florence Brasser school for booktalks during the week of Dec 12-16. I gave 4 talks to 4th and 5th graders, a total of 104 children.

Displays:
  Displays this month were; Shapes, Holiday Books, and the Poem of the month.

Meetings:
  I attended the Childrens book selection meeting at Rundel on Wed. 12/14.

YEARLY TOTALS

Storytimes (including preschool, toddler, and special events)
  142 sessions-1869 people

Puppet Shows
  8-515 people

Special Programs (Magic School Bus, craft programs, etc.)
  6-99 people

School Visits
  22-788 people

Tours
  5-168 people

Visiting Artist Programs
  7-407 people

Summer Reading Program
  466 children registered, 254 completed 6 weeks of reading,
  195 attended the final party.

Submitted by:
  Michael McCullough
December 6, 1994

Dear Supervisor Kelly,

It is the unanimous recommendation of the Board of Trustees of the Chili Public Library, that Mr. James Lechner be reappointed to serve another term on this board.

Mr. Lechner is a valuable part of this board and is a great asset to the Town in this position. He is able to contribute considerable time, hard work, suggestions and great enthusiasm to the board.

Thank you for your consideration.

Marcia D. Rosenberg, president
Chili Public Library
Board of Trustees
PAUL MUCKSTADT
2 STOVER ROAD
ROCHESTER, NEW YORK 14624

December 7, 1994

Mrs. Marcia Rosenberg
38 Da Vinci Drive
Rochester, N.Y.
14624

Dear Madam:

As a "regular" to the Chili Public Library, I would like to express my appreciation for the excellent service I receive from the staff. Mrs. Pompa always has time to chat for a few minutes, and this speaks well for the attitude for the way the patrons are treated by her staff. I always am treated as though I were someone important, and I am sure that Mrs. Pompa is responsible for inculcating that desire to, please.

As a prolific letter writer and political activist, I am constantly reminding our Legislators both on the County level and the State level of the urgent need to allocate some of those funds which they so lavishly hand out to special-interests groups, to areas such as Public Libraries, which have suffered because of the lack of funds.

I would appreciate the Board informing of my expression of thanks to Mrs. Pompa and the staff.

Paul Muckstadt
Dr. Judith Robinson  
School of Information and Library Studies  
University at Buffalo  
381 Baldy Hall  
Buffalo, NY 14260-1020

Dear Dr. Robinson:

I am writing on behalf of Jeanne Z. Austin who has completed a practicum at the Chili Public Library. Jeanne's work covered 120 hours from August through December 9.

After reading 32 years of library board minutes, and director's and librarians' reports, Jeanne developed a Policies and Procedures Manual for the library - the first we have ever had. This manual meets one of the new regulations for NYS public libraries, effective January 1995.

The last time the library compiled a business directory for Chili was in 1980. Jeanne, working independently, consulted local newspapers, directories, used the telephone and conducted field research to produce a current, comprehensive listing of over 400 businesses, churches and organizations in Chili. This directory is sorely needed and will be much in demand.

Together Jeanne and I attended professional meetings. We spent a full day at NYLA attending three workshops. We went to the Monroe County Library System's Town Library Directors' Council meeting and Jeanne attended our staff and librarians' meetings. She also participated in the Chili Challenge Task Force's public hearings on the need for a new library and town hall.

The Board of Trustees, staff and I greatly appreciate Jeanne's work on projects that directly benefit the library. She works with a cheerful, positive attitude and contributes many fine suggestions.

Please do not hesitate to call if you have any questions.

Sincerely,

Dorothea Pompa, Library Director

MEMBER OF MONROE COUNTY LIBRARY SYSTEM ◆ 3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624

(716) 889-2200
Dear Dottie:

I want to thank you for planning an interesting and informative practicum for me this past fall. As I talk with other library students about their practicums, my experience at Chili Public Library was head and shoulders above theirs in both practicality to the library and scope of experience for me. In addition to all of that, it was fun.

Reading the library board minutes gave me a real history of the Chili library and a feel for the administrative side of librarianship. As you well know, the procedure and policy manual resulted from these readings.

At times I felt I could spend a lifetime compiling the Chili Business and Church Directory but nevertheless, it was completed with your encouragement and leadership. I have become much more acquainted with the business dimensions of our community.

The NYLA conference, town library directors meeting, and the librarian and staff meetings I attended were of great benefit to me. I learned things I could never have read in a textbook.

You have been extremely generous during this practicum with your time, expertise and resources. I truly thank you.

Sincerely,

Jeanne Austin
Call to order 5:30 pm


MINUTES of the November 29, 1994, approved as written

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve abstract # 361 dated 12/20/94 for $10,510.16 by Gary Squires, second by Randy Allen was approved.

COMMUNICATIONS:
Letter to Supervisor Kelly requesting re-appointment of Jim Lechner for 5 year term.

Letter of thanks complimenting Dottie and staff for displaying professional attitude during difficult times.

Letter sent to Dr. Robinson, U of B verifying student practicum

Letter from Jeanne Austin thanking Dottie for allowing her to participate in student practicum

DIRECTORS REPORT:
* Staff meeting minutes - presented for review.

* Storage project - Dottie showed the board the completed project that allowed more useable storage space where the card catalog use to sit

* Card catalogs - extending the dates for bids on card catalogs

COMMITTEE & OFFICER'S REPORTS
* Chili Challenge Task Force - Randy filled in board on progress of task force and reminded everyone about public forum on January 7th, 1994.
OLD BUSINESS
* TV Policy - Dottie explained the new proposed policy affecting the usage of the TV & VCR.

* Print outs from on line catalog - Discussion centered around individuals that abuse the privilege of getting "free" copies from the on-line system. It was decided that a maximum of 5 pages could be printed out without permission from a librarian on duty.

* Reserve Fund - Motion by Gary Squires, second by Megan Neumann to request the Town Board to place any unexpended funds into a reserve fund for the library. Gary referred to several attempts at this by previous presidents. Example: Letter sent from President Crothers to Supervisor Hannah, November 17, 1989, Letter sent by President Gary Squires to Dianne Moore, Budget Officer, October 6, 1993. October 25, 1994 minutes show that a motion was approved to send a letter to Town attorney, Rich Stowe, to request proper wording to "ask the town to make the exchange". Motion was approved.

NEW BUSINESS
* Staff increments - Motion to go into Executive session by Megan Neumann and seconded by Randy Allen was approved. 6:30 pm. Staff increments as agreed upon will go into effect on December 24, 1994. Copy of changes will be forwarded to Civil Service Division, Office of personnel. Broke from Executive session at 7:00

ADJOURN - Motion by Gary Squires, second by Megan Neumann was approved 7:05

NEXT MEETING JANUARY 24, 1995

Respectfully submitted,

Randy W. Allen, Secretary
**CHILI L LIBRARY MEMORIAL FUND**  
Opening Balance December 19, 1994  
$19,743.61

**MEMORIALS:**  
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/94</td>
<td>Henderson Memorial Fund Donations</td>
<td>$495.00</td>
</tr>
<tr>
<td>01/06/95</td>
<td>Henderson</td>
<td>375.00</td>
</tr>
<tr>
<td>01/23/95</td>
<td>Henderson</td>
<td>175.00</td>
</tr>
</tbody>
</table>

**TOTAL:**  
$1045.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/95</td>
<td>Wehle</td>
<td>25.00</td>
</tr>
<tr>
<td>01/23/95</td>
<td>Wehle</td>
<td>5.00</td>
</tr>
</tbody>
</table>

**TOTAL:**  
$30.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/95</td>
<td>Anonymous Memorial</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**MEMORIAL TOTALS:**  
$1,090.00

**BOOK SALES**  
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/95</td>
<td>117.50</td>
</tr>
<tr>
<td>01/06/95</td>
<td>92.50</td>
</tr>
<tr>
<td>01/23/95</td>
<td>277.60</td>
</tr>
</tbody>
</table>

**BOOK SALE TOTAL:**  
$487.60

**TOTEBAG SALES**  
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/95</td>
<td>67.50</td>
</tr>
<tr>
<td>01/06/95</td>
<td>7.50</td>
</tr>
<tr>
<td>01/23/95</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**TOTEBAG SALE TOTAL:**  
$90.00

Closing Balance January 23, 1995  
$21,411.21