

Chili Public Library Board of Trustees
Approved Minutes for June 25, 2024

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Monique Rew-Bigelow (President), Lorraine Ahearn (Vice President), Sara Landes (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Brian Hart, Caitlin Lindenhovius, Aubrey Mowers, Robert Bones

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden

Meeting called to order @ 6:00 by President Rew-Bigelow

Additional Comments from Audience: None

Approval of agenda: Monique Rew-Bigelow asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of May 28, 2024:

Monique Rew-Bigelow asked for approval of the minutes for May 28, 2024. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Chili Summerfest will take place 6/29/24 along Chili Ave. A ribbon cutting ceremony will be held for the new Outdoor Fitness Park at Union Station Park on 7/17/24 at 10:30 am. Work on the new Veteran's Memorial has begun at the Chili Community Center.

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members.

Information:

- **Friends of the CPL Board:** The Friends Board will not meet in July. The next Friends Board meeting is Tuesday, August 13, 2024. The Friends has a Chili Fixins' Raffle Basket. Tickets \$2 or 3 for \$5. Drawing to be held Tuesday, July 2, 2024. The Friends Board extends their appreciation to the Library Board and have made cloth tote bags with the CPL Friends logo on them, which the Library Director will give to the Library Board at their June meeting.

Statistics:

	May 2024	May 2023	% of change
Circulation	18,929*	16,269	16%
Library Visits	8,161	8,382	-3%
Reference Questions	877	989	-11%
Programs (in-house)	62	60	3%
Program Attendance (in-house)	762	551	38%
Items Borrowed (holds)	1,118	973	15%
Items Loaned (holds)	1,433	1,365	5%
Overdrive	3,516	3,507	-26%
Hoopla Circulation	423	344	23%
Meeting/Study Room Use	166	213	-22%
Website Sessions	3,300	4,605	-28%
Website Pageviews	5,000	6,655	-25%
Curbside	0	0	0%
Sparklab Attendance	68	97	-30%
	Jun 2023-May 2024	Jun 2022-May 2023	% of change
Circulation	206,068	201,181	2%
Library Visits	117,188	109,680	7%
Reference Questions	14,018	13,197	6%
Programs	711	667	7%
Program Attendance	11,036	8,062	37%
Overdrive	41,091	39,503	4%
Hoopla Circulation	4,504	3,814	18%

*May 2024 - Automatic Renewals Began

Virtual Programming - May 2024

	Sessions	Participants
Adult Programs	1	40

- **Chili Summerfest**– The Chili Community Center, Library and the Library’s Drive-Up Book Drop will be closed during Chili Summerfest on Saturday, June 29. The Library will have a CPL-on-the-Go! booth at the event and Library staff are taking part in the Chili Summerfest Parade starting at 5:30pm.
- **28th Annual Gates Chili Chamber of Commerce John Nowicki Memorial Golf Tournament** – This year’s fundraiser for the Chili and Gates libraries will be held on Monday, August 2, 2024 at Morgan’s Crossing. The event has been renamed in honor of John Nowicki. John Nowicki served on the Gates Chili Chamber of Commerce Board of Directors for over 30 years. During his tenure on the board, he was instrumental in founding the charity golf tournament. He also served on the Town of Chili Zoning Board, Planning Board, and Town Board. Registration for golfing and/or attending the dinner is found on the Chamber’s website.
- **Summer Reading School Visits** – The Youth Services and Programs staff visited the following area schools to promote the Summer Reading Program.
 - A guest reader visit to TJ Connor Elementary Pre-K (25 children)
 - A guest reader visit to A Time to Grow Preschool (48 children)
 - A visit to TJ Connor Elementary (270 children)
 - A visit to Brasser Elementary (475 children)
 - A visit to Paul Road Elementary (430 children)
- **Summer Reading School Tour of the Library** – The Youth Services and Programs staff gave the following schools Library tours to promote the Summer Reading Program
 - Brasser Elementary Kindergarteners (53 kids).
 - Brasser Elementary 2nd graders (60 kids)
- **Chili Public Library Bookmark Contest** – Following on the success of last year’s bookmark contest, the Library is accepting bookmarks created by five to ten year olds that best promotes the theme of the Summer Reading Program, “Adventure Begins at Your Library!” Five winners will be selected to be featured as the Library’s Summer Reading Program Bookmarks. Entry forms can be picked up at the Children’s Reference Desk. All entries are due by July 1st.
- **Review of Monroe County Library System Budget Kit** – The Library Director will review the MCLS Budget Kit. The Budget Kit compares member library’s 2023/2024 budgets.
- **Approval of MCLS Document of Understanding** – The MCLS Document of Understanding outlines required, essential, and value-added services provided by the Monroe County Library System to its member libraries and the requirements placed upon member libraries in order to participate in the System. The Director’s Council voted to endorse the MCLS Document of Understanding which covers three years (1/1/2025-12/31/2027). It needs to be endorsed and signed member library boards by September 1, 2024.
Action Requested – Approve the MCLS Document of Understanding covering the years (1/1/2025-12/31/2027).

Monique Rew-Bigelow asked if there were any objections to approving the MCLS Document of Understanding covering the years 1/1/25-12/31/27. **Hearing none**, approved by Unanimous Consent.

MCLS Items:

- **Member Library Costshare** - The Library's Monroe County Library System costshare for next year will increase 1.5%. The cost share helps pay for MCLS services such as shipping and delivery, the Integrated Library System, the library system's IT Network, NYS mandated services, and member library support.

Meetings:

- MCLS Director's Council Meeting - 5/1/24
- Gates Chamber of Commerce Program Committee Meeting - 6/4/24
- MCLS Directors' Council Meeting - 6/5/24
- CPL Full Staff Meeting - 6/7/24
- Gates Chamber of Commerce Board Meeting - 6/11/24
- Friends of the Chili Public Library Board Meeting - 6/11/24
- Gates Chamber of Commerce Golf Tournament Committee Meeting - 6/13/24
- CPL Foundation Board Meeting - 6/17/24
- CPL Board Budget Committee Meeting - 6/19/24

Old Business: None

New Business: None

Committees:

CPL Board Budget Committee: The budget committee had a detailed review and discussion of the proposed 2025 Library Budget, to be voted on in the July meeting.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest revenue continues to be higher than anticipated. Spending on materials will increase over the summer for the Summer Reading Program.

Approval Items:

- Approval of Library Fund Abstract amount of \$39,297.57.

Monique Rew-Bigelow asked for approval of the Library Fund Abstract. **Hearing no objections**, approved by Unanimous Consent.

Hearing no objections, the meeting was adjourned @ 7:34 pm.

Next meeting date/time: Tuesday, July 23, 2024 @ 6pm in the Chili Public Library Ireland Room.