

Chili Public Library Board of Trustees  
Approved Minutes for July 23, 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: None

**Meeting called to order @ 6:01** by President Rew-Bigelow

**Additional Comments from Audience:** None

**Approval of agenda** of July 23, 2024.

**Approval of minutes** of June 25, 2024.

**Lori Ahearn** made a motion to approve agenda of July 23, 2024, and the minutes of June 25, 2024. 2<sup>nd</sup> by **Aubrey Mowers**. In favor: 9; Opposed: 0; Abstained: 0.

**Communications**

- **Town Liaison:** The Town appointed two Alternates to the Planning Board, hired a Planning Clerk, and appointed a new member to the Conservation Board. The Town playgrounds are still pending the underlayment before they can open. The Union Station outdoor fitness court has opened. The Recreation Department will be planning programming at the court.

**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 next Friends Board meeting is Tuesday, August 13, 2024. Library Board member Bert Bones has volunteered to attend.

**Statistics:**

	<b>June 2024*</b>	<b>June 2023</b>	<b>% of change</b>
<b>Circulation</b>	18,811**	17,733	6%
<b>Library Visits</b>	7,915	9,644	-18%
<b>Reference Questions</b>	909	1,160	-22%
<b>Programs (in-house)</b>	51	51	0%
<b>Program Attendance (in-house)</b>	1,518	1,744	-13%
<b>Items Borrowed (holds)</b>	1,123	913	23%
<b>Items Loaned (holds)</b>	1,453	1,341	8%
<b>Overdrive</b>	3,456	3,312	4%
<b>Hoopla Circulation</b>	445	317	40%
<b>Meeting/Study Room Use</b>	160	199	-20%
<b>Website Sessions</b>	4,000	5,053	-21%
<b>Website Pageviews</b>	6,100	7,550	-19%
<b>Curbside</b>	1	0	-100%
<b>Sparklab Attendance</b>	49	192	-74%
	<b>Jul 2023-Jun 2024</b>	<b>Jul 2022-Jun 2023</b>	<b>% of change</b>
<b>Circulation</b>	207,146	202,585	2%
<b>Library Visits</b>	115,459	111,328	4%
<b>Reference Questions</b>	13,767	13,392	3%
<b>Programs</b>	711	666	7%
<b>Program Attendance</b>	10,810	9,406	15%
<b>Overdrive</b>	41,235	39,699	4%
<b>Hoopla Circulation</b>	4,632	3,870	20%

\* Closed June 3 and June 26 for unexpected water main breaks, Closed for planned water main fix on June 14, Closed Saturday, June 29 for Summer Fest

\*\* May 2024 – Automatic Renewals Began

**Virtual Programming – May 2024**

	<b>Sessions</b>	<b>Participants</b>
<b><u>Adult Programs</u></b>	1	35

- **CPL-on-the-Go Update** – CPL-on-the-Go! took part in the Chili Summerfest on June 29. Staff attending the library booth gave out free books to children which were donated by the Friends of the Chili Public Library.

- **Chili Art Group Exhibit in the Library's Reading Room** - There is a new exhibit of artwork by the Chili Art Group in the Library's Reading Room from September 29, 2024 – January 5, 2025.

- **New Little Free Library at Davis Park** – A major goal of the Library is to promote literacy and encourage the joy of reading. To that end the Library agreed to be the beneficiary of Boy Scout Charles Sutton's Eagle Scout project to build a Little Free Library in Davis Park. A Little Free Library builds community, inspires readers, and expands book access. The Little Free Library is now in place at Davis Park by the playground. The books are free to residents to take and replace, and the Friends of the Chili Public Library have agreed to make sure it is always well stocked. One of the primary purposes of the Eagle Scout service project is for the Scout to learn leadership skills, or to improve or demonstration leadership skills the Scout has already. It was the Boy Scout's recommendation to make the Little Free Library a replica of a Wells Barn.



Between 1886–1942, the Wells Family constructed over 200 barns, the majority of which were spread throughout Western New York. Fewer than fifty remain. A handful of the barns still stand in Chili, NY.

- **Summer Reading Program Update** – The Library has an excellent start to the Summer Reading Program! Registration began on June 24, and as of Wednesday, July 17 there were 644 kids registered. Last year there were 703 registrations by the end of August, so we are definitely on track to surpass that!

Our annual Truck Show was held on July 8. We had a record-breaking crowd this year, with 555 people in attendance! We gave out popsicles, stickers, sunglasses, free books, and copies of the winning bookmarks from this year's Bookmark Design Contest.

We have had a number of other successful programs in the last two weeks. The most surprising was our Rock Painting program, which we thought would be a relaxed, drop-in program and instead was overflowing with patrons, to the point where we saw over 100 people in the two-hour span and ran out of rocks!

So far, our July programs have garnered nearly 900 people in attendance, and we have more programs this week that already have another 145 patrons registered.

As of this week, we will be halfway through the eight weeks of the program, and we're looking forward to the next four weeks. Upcoming we have our space themed escape room, Glow in the Dark painting, international snack programs, visits from a pirate and a mermaid, a Dinosaur Tea Party, a whole day of Tie-Dye, and more!

- **Magic Treehouse Book Club** – The Library created a new book club for the Summer called Magic Treehouse Book Club. It meets Wednesdays at 2pm July 10, 17, 24, 31 and August 7, 14. Best for ages 6-9, the library will read a different Magic Tree House book each week. Registration is required.

- **VIP Passes** - The Monroe County Library System Very Important Places (V.I.P.) Pass Program provides a substantial discount to enjoy the best of Rochester and Monroe County's arts and cultural treasures. With a valid MCLS library card patrons check out a V.I.P. pass for a participating museum or arts organization. They then bring the V.I.P. pass to the venue and enjoy discounted admissions or ticket purchases at any of the following locations:
  - Charlotte-Genesee Lighthouse
  - Corning Museum of Glass
  - Friends of the Mt. Hope Cemetery
  - Genesee Country Village and Museum
  - Genesee Waterways Center
  - George Eastman Museum
  - Geva Theatre
  - Memorial Art Gallery
  - New York Museum of Transportation
  - Rochester Museum and Science Center
  - Rochester Philharmonic Orchestra
  - Sonnenberg Gardens & Mansion
  - Susan B. Anthony House

**New Items:**

- **Approval of the 2024-25 Local Library Services Aid (LLSA)-**  
 Whereas the System anticipates receiving 2024-25 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance the member library's ability to provide library services to their local communities, and  
 Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula established by the State, and  
 Whereas The System is required by law to distribute funds received within thirty (30) days of receipt, and  
 Therefore the System shall pay the Library \$8,088.30. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2024-25 fiscal year.  
**Action Item:** Approve Acceptance of the 2024-25 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described.

**Bert Bones** made a motion to approve the Acceptance of the 2024-25 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described. 2<sup>nd</sup> by **Vinny Dallo**. In favor: 9; Opposed: 0; Abstained: 0.

- **Approval of the 2024 NYLA Conference Request:** The Director requests the library board approve the Assistant Director Jenn Lowden, and Youth Services staff (Valerie Scheg, Laura Sutter, and Jill Marshall) attend this year's New York Library Association (NYLA) Conference in Syracuse, NY, November 7-9, 2024. The cost is not to exceed \$2,500 to cover registration, travel, hotel, meals, and mileage. This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.  
**Action Item:** Approve the 2024 NYLA Conference Request not to exceed \$2,500.

**Vinny Dallo** made a motion to approve the 2024 NYLA Conference Request not to exceed \$2,500. 2<sup>nd</sup> by **Lori Ahearn**. In favor: 9; Opposed: 0; Abstained: 0.

- **Approval of the Chili Public Library 2024-2030 State Aid for Library Construction Grant Application for the Children's Room Door Project** – The Library Director requests the Library Board approve the Chili Public Library's 2024-2030 Public Library Construction Grant Program application, to be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations 90.12, and the application was read and duly adopted by the Board of Trustees of the Chili Public Library at a legal meeting on July 23, 2024. The cost of project for which funding is being requested is \$7,718. The amount of Public Library Construction Funds requested in the application is \$3,859 The grant application requires the amount cannot be more than 50% or the project cost.  
**Action item:** Approve the Chili Public Library 2024-2030 State Aid for Library Construction Grant Application for the Children's Room Door Project as submitted.

**Monique Rew-Bigelow asked if there were any objections** to approving the Chili Public Library 2024-2030 State Aid for Library Construction Grant Application for the Children's Room Door Project as submitted. **Hearing none**, approved by Unanimous Consent.

- **Approval of the 2025 Chili Public Library Proposed Budget** – The Library Director's 2025 Budget request will be presented to the Library Board at the July Board meeting. Once approved the budget proposal and cover letter will be forwarded to the Supervisor.  
**Action Requested** – Approve the 2025 Chili Public Library Proposed Budget Request.

**Monique Rew-Bigelow asked if there were any objections** to approving the 2025 Chili Public Library Proposed Budget Request. **Hearing none**, approved by Unanimous Consent.

#### **MCLS Items**

- None to Report

#### **Meetings:**

- Gates Chamber of Commerce Golf Tournament Committee Meeting – 6/27/24
- Chili SummerFest – 6/29/24
- Gates Chamber of Commerce Golf Tournament Committee Meeting – 7/12/24
- Gates Chamber of Commerce Golf Tournament Committee Meeting – 7/17/24
- Gates Chamber of Commerce Ribbon Cutting – 7/18/24
- CPR Training – 7/17/24
- Gates Chamber of Commerce Golf Tournament Committee Meeting – 7/23/24

**Old Business: None**

**New Business: None**

**Committees: None**

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Interest revenue continues to be higher than anticipated. Spending on materials and programming has increased for the Summer Reading Program.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$11,997.99.
- Approval of Memorial Fund Expenditures of \$100.00.

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

**Hearing no objections, the meeting was adjourned @ 6:46 pm.**

**Next meeting date/time: Tuesday, August 27, 2024 @ 6pm in the Chili Public Library Ireland Room.**