

Chili Public Library Board of Trustees
Approved Minutes for August 27, 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: Sara Landes

CPL Staff Present: Jennifer Lowden, Assistant Director

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

Additional Comments from Audience: None

Approval of agenda: Monique Rew-Bigelow asked for the approval of the agenda for August 27, 2024.
Hearing no objections the agenda was approved with unanimous consent.

Approval of minutes: Monique Rew-Bigelow asked for the approval of the Minutes of July 23, 2024.
Hearing no objections the minutes were approved with unanimous consent.

Communications

- **Town Liaison:** The completion of the Town Playgrounds Project has been delayed by poor weather conditions and a shortage of concrete. Chili has the second lowest tax rate in the county.

Director's Report for August 27

Information:

- **Friends of the CPL Board:** The next Friends Board meeting is Tuesday, September 10, 2024. Library Board member Lori Ahearn has volunteered to attend. Upcoming Booksale - Friends Preview - Thursday, September 26 from 4pm-8pm. General Public - Friday, September 27 from 9am-5pm, Saturday, September 28 from 9am-5pm. \$5 Bag Sale - Sunday, September 29, from 1pm-4pm

Statistics:

	July 2024	July 2023	% of change
Circulation	25,429*	19,202	32%
Library Visits	11,320	10,532	7%
Reference Questions	1,348	1,376	-2%
Programs (in-house)	67	68	-1%
Program Attendance (in-house)	1,837	1,629	13%
Items Borrowed (holds)	1,258	814	55%
Items Loaned (holds)	1,520	1,496	2%
Overdrive	3,718	3,601	3%
Hoopla Circulation	454	306	48%
Meeting/Study Room Use	196	177	11%
Website Sessions	5,000	5,097	-2%
Website Pageviews	7,800	7,391	6%
Curbside	0	0	0%
Sparklab Attendance	159	178	-11%
	Aug 2023-Jul 2024	Aug 2022-Jul 2023	% of change
Circulation	213,373	202,266	5%
Library Visits	116,247	112,146	4%
Reference Questions	13,739	13,481	2%
Programs	710	664	7%
Program Attendance	11,018	9,977	10%
Overdrive	41,352	39,957	3%
Hoopla Circulation	4,780	3,845	24%

* May 2024 – Automatic Renewals Began

Virtual Programming – July 2024

	Sessions	Participants
Adult Programs	1	12

- Chili Town Historian Exhibit in the Library’s Reading Room** - There is a new exhibit of Dianne Dengel paintings in the Library’s Reading Room. Dianne Dengel was a well-known artist who resided in Chili. The Town Historian has an article in the Fall 2024 Town Brochure about the artist and the exhibit.
- 28th Annual Gates Chili Chamber of Commerce John Nowicki Memorial Golf Tournament** - This year’s fundraiser for the Chili and Gates libraries was successfully held on August 2, 2024, at Morgan’s Crossing. The Library Director will share with the Library Board the results of the fundraiser. The tournament raised over \$9,000. We will learn what the Friends of the Libraries will receive after the Chamber determines the final amount earned. The 2025 tournament will be on the first Friday in August, 2025 at Morgan’s Crossing.
- Summer Reading Program Summary** – Report from Youth Services and Programming Manager Valerie Watson
We had an incredible summer—we broke some records and had First, for our Children’s program:

- We registered **810** kids for summer reading this year, which is the highest registration count we've had since 2014, and beats last year's record of 703.
- Our young patrons turned in **1767** tickets, which equates to **247,380** minutes of reading.
- We hosted **44** programs for kids under 12, and had **2162** people attend those programs. It beat out last year to be our most attended July on record, with **1527** attendees in July alone, a **21%** growth from last year.

Next, for our Teen program:

- Our teens turned in **1547** tickets.
- We hosted **17** programs for teens 13-18, and had **109** people attend those programs as of today (we still have a few Teen programs upcoming).
- We had **29** Teen Volunteers help us this summer with running the kids ticket table, setting up for and cleaning up after programs, and a variety of other tasks.

Finally, for our Adult program:

- Our adult patrons turned in **3,606** tickets, which is a **20%** growth from last year.
- We hosted **12** programs for adults 18+, and had **274** people attend those programs.

Overall, it was an excellent summer! We handed out **52** prizes across the age groups, many of which were provided in partnership with some of the local businesses here in Chili. Wendy Saxena coordinated the local prizes.

- **Personnel Update** - Amanda Inges last day as a part-time Library Clerk was August 22, 2024. Faith Walter has been hired as a part-time clerk replacement with a start date of August 12, 2024 at a \$17.12 pay rate. Veronica Gartley last day as a part-time Library Clerk is September 11, 2024. Kieran Lyon has been hired as a part-time Library Clerk with a start date of August 26, 2024 at a \$17.12 pay rate.
- **Chili Public Library Webpage Redesign Review** - The Library Director will show the Library Board the latest progress on the new webpage redesign. Director Baker projected the new webpage on the large screen and walked us through much of the new design. The Board was impressed how user friendly it seems to be. There are several minor updates to do, Once they are done, the director will send a link to the CPL Board with a roll out shortly thereafter.

New Items:

- **Approval to Change Location and Meeting Time of October 22, 2024 Library Board Meeting** - The Friends of the Chili Public Library are having a Lifetime Friends of the Chili Public Library reception. In order to allow the Library Board to be present at this event the Library Director request the Library Board approve changing the location and meeting time of their Library Board meeting on Tuesday, October 22, 2024 to the Conference Room at 7pm. The Friends event will be in the Ireland Room from 6pm-7:30pm.
Action Requested: Approve Changing the Location and Meeting Time of the CPL Library Board meeting on Tuesday, October 22, 2024 to the Conference Room at 7pm.

Monique Rew-Bigelow asked for a show of hands to Approve Changing the Location and Meeting Time of the CPL Library Board meeting on Tuesday, October 22, 2024 to the Conference Room at 7pm. **It was approved** with unanimous consent.

- **Approval of the 2024-25 Local Library Services Aid (LLSA)** – Whereas the System anticipates receiving 2024-25 Love Your Library special revenue, a onetime appropriation from the State of New York, the purpose of which is to strengthen and support supper reading program activities during 2024 and be distributed at \$199.75 (1/20th of total aid per member of the Monroe County Library System, and Whereas the System is required to distribute these funds to System Member libraries based on a formula 60% on population and 40% equally distributed between the 23 New York State systems and refined to ensure that every State system receives a minimum of allocation, per the State FY 2024-2025 budget authorization, 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 \$199.75. 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 Love Your Library Special Revenue as described.

Monique Rew-Bigelow asked for a show of hands to Approve Acceptance of the 2024-25 Love Your Library Special Revenue as described. . **It was approved** with unanimous consent.

- **Approval of Photocopier Lease** - The current copier equipment lease is scheduled to expire on November 1, 2024; and the Library Director has reviewed number of products to determine what best meets the printing, copying, and scanning needs of the Library. The Director recommends the Library Board authorize the Director to enter into a copier lease agreement with Toshiba Business Solutions, Inc. for the supply and maintenance of two Toshiba e-Studio 3525AC Digital Color MFP photocopiers. One for the public and the other for staff, for a term of 60 months. Cost of the lease to be \$206.20 per month. B&W overages \$.0049/image. Color images \$.039/image. These items are under New York State Contract. Maintenance fees include parts, service, and toner supplies, and will be billed quarterly. The new lease will be a savings of \$6.13 per month.
Action Requested: Approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months as described.

Monique Rew-Bigelow asked for a show of hands to Approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months as described. **It was approved** with unanimous consent.

- **Approval of the Updated Collection of Fines and Fees Policy** – The Library Director Requests the Library Board to approve the updated Collection of Fines and Fees Policy. The Director and CPL Board discussed the changes made with the update and edited the text.

Action Requested: Approve the Updated Collection of Fines and Fees Policy as discussed.

Monique Rew-Bigelow asked for a show of hands to Approve the Updated Collection of Fines and Fees Policy as discussed. **It was approved** with unanimous consent.

MCLS Items

- None to Report

Meetings:

- Gates Chamber of Commerce Golf Tournament Committee Meeting – 7/30/24
- Toshiba Representative – 7/31/24
- Gates Chamber of Commerce John Nowicki Memorial Golf Tournament – 8/2/24
- Gates Chamber of Commerce Program Committee Meeting – 8/6/24
- CPL Foundation Board Meeting – 8/19/24
- Gates Chamber of Commerce Executive Committee Meeting – 8/20/24
- Vail Insurance Meeting – 8/21/24
- DearReader Meeting – 8/23/24

Old Business: CPL Board self-evaluations: Monique Rew-Bigelow showed the CPL Board the compiled results from our self-evaluations. The CPL Board appreciates the time Monique spent to develop and assimilate these evaluations which the DOE added to the NYS Trustee requirements.

New Business: None

Committees: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was an extra pay period this month.

Approval Items:

- Approval of Library Fund Abstract amount of \$17,875.90.
- Approval of Memorial Fund Expenditures of \$600.00.

Monique Rew-Bigelow asked if there were any objections to the approval of the Library Fund abstract or the Memorial Fund expenditures. **Hearing none**, they were approved with unanimous consent.

Hearing no objections, the meeting was adjourned @ 7:45pm.

Next meeting date/time: Tuesday, September 24, 2024 @ 6pm in the Chili Public Library Ireland Room.

