

Chili Public Library Board of Trustees  
Approved Minutes for January 23, 2023

**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

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

CPL Staff Present: None

**Meeting called to order @ 6:02 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 December 19, 2023:

**Monique Rew-Bigelow asked for approval** of the minutes for December 19, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The Town Board will vote on allowing video conferencing at public meetings at their next Town Board meeting. The fitness area in Union Station Park and updated area playgrounds will be installed once the weather improves. The Town Hall is accepting bids for new HVAC.

**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 of the Chili Public Library Board meeting is February 13, 2024. Brian Hart has volunteered to attend.
- **Chili Public Library Foundation:** The next CPL Foundation Board meeting is Monday, February 19, 2024.

**Statistics:**

|                                      | <b>December 2023</b>     | <b>December 2022</b>     | <b>% of change</b> |
|--------------------------------------|--------------------------|--------------------------|--------------------|
| <b>Circulation</b>                   | 14,657                   | 14,226                   | 3%                 |
| <b>Library Visits</b>                | 9,504                    | 8,102                    | 17%                |
| <b>Reference Questions</b>           | 1,058                    | 895                      | 18%                |
| <b>Programs (in-house)</b>           | 42                       | 43                       | -2%                |
| <b>Program Attendance (in-house)</b> | 526                      | 511                      | 3%                 |
| <b>Items Borrowed (holds)</b>        | 979                      | 766                      | 28%                |
| <b>Items Loaned (holds)</b>          | 1,514                    | 1,265                    | 20%                |
| <b>Overdrive</b>                     | 3,193                    | 3,178                    | .47%               |
| <b>Hoopla Circulation</b>            | 376                      | 279                      | 35%                |
| <b>Meeting/Study Room Use</b>        | 167                      | 150                      | 11%                |
| <b>Website Sessions</b>              | 3,745                    | 4,037                    | -7%                |
| <b>Website Pageviews</b>             | 5,400                    | 5,845                    | -8%                |
| <b>Curbside</b>                      | 0                        | 0                        | 0%                 |
| <b>Sparklab Attendance</b>           | 42                       | 110                      | -62%               |
|                                      | <b>Jan 2023-Dec 2023</b> | <b>Jan 2022-Dec 2022</b> | <b>% of change</b> |
| <b>Circulation</b>                   | 201,103                  | 197,222                  | 2%                 |
| <b>Library Visits</b>                | 114,078                  | 105,754                  | 8%                 |
| <b>Reference Questions</b>           | 13,680                   | 13,309                   | 3%                 |
| <b>Programs</b>                      | 681                      | 656                      | 4%                 |
| <b>Program Attendance</b>            | 10,047                   | 7,657                    | 31%                |
| <b>Overdrive</b>                     | 40,549                   | 38,371                   | 6%                 |
| <b>Hoopla Circulation</b>            | 4,116                    | 3,435                    | 20%                |

## Chili Public Library Statistics – Three Year Comparison

|  | 2021    | 2022    | 2023    |
|--|---------|---------|---------|
| Circulation                              | 186,198 | 197,222 | 201,103 |
| Door Count                               | 54,705  | 105,754 | 114,078 |
| Analytics Pageviews                      | 75,435  | 89,112  | 75,242  |
| Analytics Visits                         | 49,799  | 59,523  | 54,851  |
| Overdrive Circulation                    | 36,945  | 38,371  | 40,549  |
| Total Items Loaned                       | 11,129  | 13,690  | 17,506  |
| Total Reference Questions                | 13,562  | 13,309  | 13,680  |
| Reserve Totals                           | 9,886   | 11,654  | 13,253  |
| Total Items Borrowed                     | 8,731   | 10,240  | 11,301  |
| Total Program Attendance                 | 3,502   | 7,657   | 10,047  |
| Juvenile Attendance (including outreach) | 1,825   | 3,942   | 6,373   |
| Hoopla Circulation                       | 3,052   | 3,435   | 4,116   |
| CPL on the Go Attendance                 | 900     | 1,300   | 2,355   |
| Meeting Room Use                         | 577     | 1,616   | 2,207   |
| Adult Program Attendance                 | 1,242   | 1,756   | 1,469   |
| Makerspace Attendance                    | 206     | 1,457   | 1,362   |
| Total Programs                           | 243     | 656     | 681     |
| Teen Program Attendance                  | 185     | 407     | 438     |
| Juvenile Programs (including outreach)   | 71      | 183     | 208     |
| Makerspace Sessions                      | 56      | 191     | 192     |
| Adult Programs                           | 38      | 116     | 132     |
| Displays                                 | 75      | 90      | 120     |
| Tech Tutors                              | 44      | 95      | 73      |
| Teen Programs                            | 34      | 71      | 66      |
| CPL on the Go Events                     | 3       | 8       | 11      |
| Curbside                                 | 13      | 6       | 4       |

- Library Legislative Advocacy Meeting:** The Library Director and Library Board members Monique Rew-Bigelow, Lori Ahearn and Vinny Dallo met with Assemblyman Harry Bronson on January 5<sup>th</sup> in order to advocate for State funding of libraries.
- Winter Reading Program:** The Winter Reading Program runs from January 8 – February 17. To participate, patrons read a book, attend a library program, or check out at least one library item. They fill out the ticket that fits their age level, and put their ticket in the raffle box that matches their age level. Target gift cards will be given away to four lucky winters. One winner will be chosen from each of the four age categories: Pre-Schoolers (0-5), Kids (6-12), Teens (13-18), Adult (19+).

- **Personnel Update:** Grace Bonner, part-time Library Clerk resigned from the Chili Public Library effective January 14, 2024. She resigned in order to devote more time to her college degree.
- **Chili Public Library Social Media:** The Library reaches patrons on various social media platforms such as Facebook, Instagram, YouTube, and Tik Tok. A popular post on Tik Tok has been CPL's 'The making of our gingerbread houses' which received more than 19,000 hits!
- **New Chili Public Library Website Redesign Update:** The Library Director will review the latest CPL wireframe design with the Library Board.
- **Pop Up Crafts:** The last week of December the Library offered three pop up craft programs that proved to be popular. During the two hour pop-up crafts windows, patrons either picked up a kit to take home and create, or to do their craft in-house. Kits were given out on a first-come, first-served basis with the most kits (51) given out on December 28.
- **Little Free Library:** There is a successful Little Free Library at Union Station Park. A little free library is a "take a book, share a book" free book exchange. A Boy Scout has entered an agreement with the Library Director, to construct a Little Free Library to be located in Davis Park next spring, as part of the service project in the community requirement to attain the Eagle rank.
- **Homeschool Students in School Districts Within the Town of Chili:** The Library has a Homeschooling collection in the Children's Room. It is important to maintain this collection as the percentage of homeschooled in school districts within the Town of Chili has increased 77% since 2017-18.

#### Old Items:

- **None to Report**

#### New Items:

- **Approval 2023-24 Local Library Services Aid:** The Monroe County Library System received the remaining (10%) of the 2023-24 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities. The System is required to distribute these funds to System Member Libraries based on a per capita formula established by the State. The remaining (10%) of the LLSA payment has been disbursed in the amount of \$865.  
**Action Requested:** Approve acceptance of the remaining 2023-24 Local Library Services Aid in the amount of \$865.

**Monique Rew-Bigelow asked if there were any objections** to accepting the remaining 2023-24 Local Library Services Aid in the amount of \$865. **Hearing none,** approved by Unanimous Consent.

- **Approval of DearReader SelectReads Premium Package Quote in the Amount of \$2,500:** In that the Library is getting a new website redesign, the Library Director requests the Library Board approve a DearReader Select Reads Premium Package subscription for

the Chili Public Library website in the amount of \$2,500. The SelectReads Premium Package offers three custom landing pages; SelectReads, New Book Alerts, and Author Check. With SelectReads patrons sign up to receive book recommendations sent directly to their inbox. They pick their favorite subject or genre, and will receive a new list of recommendations each month. With New Book Alerts patrons sign up to receive an email every week of new titles arrived at the Chili Public Library. It provides book descriptions, reviews, and direct links to the library catalog make finding and reserving new books easier than ever. With Author Check patrons sign up and get a notification when the library receives new books by their favorite authors. By subscribing to the DearReader SelectReads Premium Package the Library's new webpage will offer an improved readers advisory component that is currently lacking.

**Action Requested:** Approve the DearReader SelectReads Premium Package Quote in the Amount of \$2,500

**Monique Rew-Bigelow asked if there were any objections** to approving the DearReader SelectReads Premium Package Quote in the Amount of \$2,500. **Hearing none**, approved by Unanimous Consent.

- **Approval 2023 FFRPL Annual Grant Report:** In order to continue to receive FFRPL Grant funding, an annual grant report of the previous year needs to be approved by the library board and submitted to the Friends and Foundation of the Rochester Public Library. The Chili Public Library report states in 2023 the Library received \$8,502.33 in FFRPL grant funding. With the funds 322, printed books, 136 e-books, and 38 audiobooks were purchased.

**Action Requested:** Approve the 2023 FFRPL Annual Grant Report as reported.

**Monique Rew-Bigelow asked if there were any objections** to approving the 2023 FFRPL Annual Grant Report as reported. **Hearing none**, approved by Unanimous Consent.

- **Approval of Payment for End Cap Signage in the Children's and Teen Rooms:** The additional end cap signage added to the adult area has greatly improved patrons ability to distinguish where Fiction, Non-Fiction, Books on CD, Large Print, New Materials, DVDs are located. The Director requests similar additional shelving be purchased for the Children's and Teen Rooms. That will be 21 flat end cap signage and 32 bookcase end cap signage be purchased for the Children's and Teen Rooms from the company Takeform in the amount of \$1,652.62.

**Action Requested:** Approve Payment for End Cap Signage in the Children's and Teen Rooms in the amount of \$1,652.62.

**Monique Rew-Bigelow asked if there were any objections** to approving Payment for End Cap Signage in the Children's and Teen Rooms in the amount of \$1,652.62. **Hearing none**, approved by Unanimous Consent.

- **Approval of new Part-Time Clerk Zyere Wade:** Zyere Wade will fill the Part-Time Clerk vacancy.

**Action Requested:** Approve the appointment of new Part-Time Clerk Zyere Wade.

**Monique Rew-Bigelow asked if there were any objections** to approving the appointment of new Part Time Clerk Zyere Wade. **Hearing none**, approved by Unanimous Consent.

**MCLS Items:**

**None to Report**

**State Items:**

- **Governor Hochul Proposed FY 2025 Executive Budget** - The Executive Budget supports public libraries by providing \$102.1 million of Library Aid, a \$2.5 million increase over FY 2024 Enacted Budget levels, and \$34 million for Library Construction to fund various capital projects. In addition, the Executive Budget appropriates \$3 million to ensure continued access to the New York Online Virtual Electronic Library (NOVELny), a free online library of magazines, newspapers, maps, charts, research, and reference books available to all New Yorkers.

**Meetings:**

- Website Redesign Meeting – 1/2/24
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 1/3/24
- Advocacy Meeting Assemblyman Harry Bronson – 1/5/24
- President of the CPL Friends Meeting – 1/5/24
- Gates Chili Chamber of Commerce Program Committee Meeting - 1/9/24
- Gates Chili Chamber of Commerce Board Meeting – 1/9/24
- Friends of the Chili Public Library Board – 1/9/24
- Chamber Ribbon Cutting, Westwood Commons – 1/11/24
- Chamber Ribbon Cutting, 3Ts Automotive – 1/11/24
- MCLS Director’s Retreat – 1/17/24
- Supervisor Eclipse Meeting – 1/19/24

**Old Business: None****New Business:**

- **Discussion of “Trustee Duties and Responsibilities” from Handbook “Trustee Duties and Responsibilities” (pages 20-25 of 2023 Handbook) or at <https://nyslibrary.libguides.com/Handbook-Library-Trustees/duties-responsibilities>**
- **Discussion of Trustee Education Requirements**
- **Discussion of Google Drive as a shared document resource**
- **Discussion – Number of Chili Public Library Board Members**

The Board discussed all items above. At the next Board meeting, the Board will vote on increasing the amount of Board members from 7 to 9.

**Committees:**

- **Nominating Committee:** The Nominating Committee will be accepting applications for potential Board members until January 31, 2024.
- **Policy Committee:** The Policy Committee presented a Draft Trustee Education Requirement Policy, which will be voted on at the next Board meeting.

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The full year 2023 budget reveals a higher amount of Interest & Earnings than expected. Fines, Charges & Holds were close to the budgeted amount but will decrease in the future with the removal of children/teens fines and hold fees.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$4,320.43.
- Approval of Memorial Fund Expenditures of \$786.97.
- **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 @ 7:35 pm.**

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