

Hamlin Library Board of Trustees
Wednesday, May 6, 2009

Trustees Present: Bott, Evans, Miller, Planovich, Parker and Terry.

Trustee Excused: Hungerford

Also Present: Adrienne Kirby (Acting Library Director), Tom Breslawski (Liaison from Town Board) & Nancy Jennejahn (Friends of the Library)

1. Call to Order: President Bott called the meeting to order at 7:00 PM.
2. **Minutes:** Miller moved, Parker seconded, that we approve the minutes of the April 1 meeting as presented. Passed
3. **Financial Report:** Terry reported (see attached).
Terry moved, Evans seconded, to approve vouchers of \$7,124.26. Passed
4. **Acting Director's Report:** Kirby presented her report (see attached).
Evans moved, Terry seconded, to accept the report. Passed
5. **Old Business:**

Strategic Planning Committee: Miller reported

a. Motto & Mission Statement:

Miller presented the following Motto & Mission statement.

MOTTO: *Hamlin Public Library: Adventure Close to Home.*

MISSION STATEMENT: *Enrich the quality of life in Hamlin by providing easily accessible materials, services and programs that encourage people to meet their informational needs and to explore their interests.*

After discussion **the Motto** was changed to read: ***Hamlin Public Library: Adventures Close to Home.***

Miller moved, Terry seconded, to accept the Motto (as changed) and Mission Statement.
Passed.

b. Goals:

The following goals were presented:

1. Insure the Library is attractive, welcoming, safe and relevant to the needs and interests of the community.
2. Make every resident of Hamlin aware of the library (focusing on those who know little or nothing about the Hamlin Library.)
3. Increase the use of library services (focusing on those who already know about the Library.)
4. Ensure that our Library Staff are well trained, knowledgeable and professional.

Miller moved, Parker seconded, to approve the goals. Passed.

c. Objectives:

The following Objectives were presented:

OBJECTIVES ON GOAL 1:

1. Create a maintenance schedule and review of capital requirements for all Library facilities. A Committee of two Library Trustees (appointed at May meeting) and Library Director will meet during May and create the schedule. The schedule will include a list of recurring tasks, how often they need to be done, when last done and when they are due to be done again.
2. The above committee will present a procedure for administering the maintenance schedule so the Library continues year after year being an attractive, welcoming, safe and relevant place.

OBJECTIVE ON GOAL 2:

1. Develop a plan for increasing the number of Library Cards held by residents of Hamlin. A Committee of two Trustees (appointed at May meeting) plus a representative from the Friends and the Library Director will develop a plan for the June Trustee meeting to increase the number of Library Cards by 300 by the end of 2009.

OBJECTIVE ON GOAL 4:

1. Adopt a policy to make annual Continuing Education events mandatory for Library Staff in order to advance their own professional development as well as the goals of the Hamlin Library. A member of the Board Personnel Committee and the Library Director will present a plan for the August Trustees meeting.

Miller moved, Terry seconded, to approve the Objectives. Passed.

President Bott appointed the following Committees to carry out the Objectives:

Objective 1: Maintenance Schedule – Terry, Parker, & Library Director Kirby.

Objective 2: Increase Library Cards – Evans, Parker, Jennejahn & Library Director Kirby.

Objective 4: Staff Continuing Education – Hungerford & Library Director Kirby.

6. New Business:

a. Personnel: Bott announced that he has been informed that our Library Director is pregnant and intends to resign – tentative date is end of August. The Board rejoiced with Adrienne and expressed our best wishes to her.

Bott said that next month the Board would look at the procedure for replacing a Library Director.

b. 2010 Budget Process: Terry announced that we would look at Capital & Equipment expenses in June & July, Contractual expenses in August and then Salaries in September.

7. Town Board Liaison report: Tom Breslawski reported.

Library is to make an annual presentation to Town Board on September 14.

8. Friends of the Library Report: Jennejahn reported

The Friends made \$1,300 on the Spaghetti Dinner.

9. Adjournment: Evans moved and Terry seconded that we adjourn at 8:12 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library
Acting Director's Report
May 6, 2009

Statistics:

March 2009			
		YTD 2009	YTD 2008
Circulation			
Charges	6,285	16,991	18,445
Renewals	751	1,845	1,419
Total	7,036	18,836	19,864
New Cards			
Adults	14	40	39
Juv	0	8	17
Internal	0	0	0
Restricted	0	1	5
YA	0	1	0
Temporary	0	1	1
Total	14	51	62
People Count			
	2,931	8,162	8,066
Books Purchased			
	153	437	320
Donations Added			
	31	96	61
Fines			
	\$669.69	\$1,815.64	\$1,475.23
Fax			
	\$38.10	\$164.10	\$183.85
Copier			
	\$35.00	\$109.65	\$130.62

April 2009			
		YTD 2009	YTD 2008
Circulation			
Charges	6,804	23,795	24,284
Renewals	722	2,567	2,076
Total	7,526	26,362	26,360
New Cards			
Adults	17	57	53
Juv	2	10	21
Internal	0	0	0
Restricted	2	3	5
YA	0	1	0
Temporary	0	1	1
Total	21	72	80
People Count			
	3,282	11,444	10,947
Books Purchased			
	133	570	320
Donations Added			
	56	152	61
Fines			
	\$560.97	\$2,376.61	\$1,841.23
Fax			
	\$66.50	\$230.60	\$249.85
Copier			
	\$26.55	\$136.20	\$170.72

Programs:

- Munchkin Monday* – Apr. 6, 13, 20 & 27. 41 participants
- Thursday Evening Storytime* – Apr. 2, 9, 16, 23 & 30. 26 participants
- Financial Aid Program* – Apr. 4. 4 participants
- Tax Talk* – Apr. 7. 1 participant
- Frog Pendant Craft* – Apr. 18. 9 participants
- Foster Parenting Program* – Apr. 28. 3 participants
- Upcoming Programs

Senior Trivia with Jerry Taylor – May 9
Mask Painting – May 16

Computer Survey: The Town's webmaster has created a new page just for our survey. All we need to do is to reconfigure our computers to make it our homepage. It should be up and running next week.

Summer Reading: Donation letters have been sent out, and we have six donations. Several are from businesses we did not hear from last year. The county is planning to work with MCLS for the Summer Reading Program by sponsoring a Quiz Bowl for ten readers from each library.



Some of the participants at our frog (turtle) pendant craft on April 18.



Respectfully submitted,

Adrienne Kirby