

Hamlin Public Library Adventures Close to Home  
Board of Trustees Meeting  
Minutes of July 11, 2012

1. Call meeting to order Sue Evans at 7:04 p.m.  
Members Present: Koester, Beardsley, Emens, Keck, Koester, Evans, Hungerford  
Absent: Marsden  
Guests: Hughes-Dennett, Baxter, Moses
  2. **Minutes** from June were approved as amended: Motion: Hungerford, Second: Beardsley
  3. **Finances**
    - Expended this month (Salaries, Equipment, Contractual) \$14,061.54
    - Gene Brunette Plumbing-
  4. **Financial Report**
    - No changes since June report:
    - McGrath-\$617, 463.95
    - Citizens-\$10, 954Motion to Approve Vouchers in the amount of 11, 709.70 this includes the MCLS bill.  
Motion: Hungerford, Second: Beardsley
  5. **Director's Report** (Kay) See Attached  
Motion to Approve: Koester, Second: Hungerford
  6. **Old Business**
    - Sue and Kay participated in the NYS Library Construction Grant Webinar. They learned that the Library will need its own State Tax Exemption Number. The Library cannot use the Town's number. Carolyn will call the NYS Department of Taxation to determine whether or not a number is on file as indicated on the February 17, 2006 from Charles Plovovich.
    - Bunny Beardsley and Dane Emens put together and update for publication a that will document clearly and accurately provides an update about the progress of the Library building. This will be used as a press release along with a photo of the sign and the rendering of the new library exterior. Kay will send the press release to the Rochester D & C, Web site, Hamlin/Clarkson Herald, etc.
    - We discussed how earmark donations to the Hamlin Public Library Capital Building Fund. Dane will contact the Town Attorney for advice.
    - Sue read a document regarding Tax Exempt purchase order form for the payment of vouchers. It is our understanding that our Purchase Orders serve this purpose.
- New Business**
- State Report. Starting in 2009, a different State Report has to be filed. It appears that Annual Update Document (AUD) is a separate report that what is annually filed. It appears that the Town Report could include the AUD for the Hamlin Library. MCLS indicates that the AUD is a duplication of the Library's State Report and consequently, Libraries do not need to do the AUD.

- Correspondence from Tom Breslawski, Town Supervisor to Gene Dollard regarding the rental of the Hamlin Inn. Sue read Tom's letter to the Board.
7. **Town Liaison Report** (Jason Baxter)
- Dog Warden has been hired. The Town is conducting a dog census. Jason has completed a Facebook Page. He has also been working on the calendar and events.
8. **Friends of the Library Report**
- Book Sale: August 9-11. Need help moving books and sorting book. Set up is 6:00 at barn on Wednesday, August 8 from 4-5:00 p.m. at St. John's Lutheran. Thursday, August 9 is set up from 9-1:00 p.m. Sale is 1-5 Thursday and Friday 9-5. Sat. 9-2:00 p.m. and is bag day, \$3:00 for a bag of books.

Motion made by Koester and Second by Emens to end the meeting at 8:28 p.m.

9. Adjournment at 8:28 p.m.

Respectfully Submitted,

Jama Koester, Secretary Hamlin Public Library

**Hamlin Public Library  
Director's Report  
July 11, 2012**

<b>June 2012</b>			
		<b>YTD 2012</b>	<b>YTD 2011</b>
<b>Circulation</b>			
Charges	4,832	28,834	31115
Renewals	1,007	6,034	6241
Total	5,839	34,868	37356
<b>New Cards</b>			
Adults	8	52	43
Juv	8	24	21
Precip	0	0	0
Restricted	2	2	5
YA	0	1	1
Temporary	0	1	0
Total	18	80	70
<b>People Count</b>			
	2,365	14,272	14901
<b>Books Purchased</b>			
	115	1,109	1268
<b>Donations Added</b>			
	15	170	86
<b>Fines</b>			
	\$ 629.71	\$3,493.69	\$3,622.65
<b>Fax</b>			
	\$ 43.15	\$ 379.90	\$ 660.80
<b>Copier</b>			
	\$ 188.70	\$ 616.80	\$ 496.50
<b>Tape (or sheet)total</b>			
	\$ 861.56	\$4,504.74	\$4,779.95
<b>Cash Register total</b>			
	\$ 861.36	\$4,513.86	\$4,769.87

**June Programs**

**Children**

Munchkin Monday-June 25 (12 adults + 24 JUV)

Wish Bracelet-June 27 (3 adults +22 JUV)

**Adult**

Tuesdays at Two-June 19

## July Programs

### Children

Munchkin Monday-July 2 (19 adults + 27 JUV), 9 (10 adults +12 JUV), 16, 23, 30

Owl Pillow Craft-July 11 (18 JUV + 4 adults)

Tie Dye-July 12

Scrap Art-July 16

Plastic Lid Monster Craft-July 18

Big Machine Day-July 19

Sweet Dreams Pillow Case Craft-July 25

Family Bingo-July 26

**Kendall Summer Day Camp**-I presented a story hour and craft based on Dr. Seuss's The Lorax for 29 children on 7/10/12. The kids seemed to have a great time. I am on their list to come next year.

**Summer Reading**-We have been very busy. We had some issues getting the website updated due to information I needed from Library Automation Services at MCLS. Everything is updated now and is working great. Most all our programs are filled including a waiting list. My biggest problem is that people sign up, we call to confirm and then they don't show up.

**Charland Memorial Money**-I met with Alicia Charland, the mother of the baby who passed away, to discuss the make-up of the "Discovery Boxes." At this point, we have a large amount of money from donations directly to the library. The Charland's also have extra cash from donations given directly to them. They will use this money to buy things that we don't order through the library and have Carolyn write a check for. I am very excited about this new service for young children.

**Employee Evaluations**-The Supervisor has requested all evaluations be due by August 1, 2012.

**Town Department Annual Report**-The Library is scheduled to present on September 10, 2012.



Respectfully submitted,

Kay Hughes-Dennett, Library Director