

**Hamlin Library Board of Trustees**  
**Wednesday, November 5, 2008**

**Trustees Present:** Bott, Evans, Hungerford, Miller, & Terry.

**Trustee Excused:** Parker and Plavonich.

**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, Evans seconded, that we approve the minutes of the October 1, 2008 meeting as presented. Bott moved, Terry seconded, to amend the minutes to include the Staff Recognition Dinner scheduled for November 12 at the Hamlin Hometown Restaurant. Passed. The minutes as amended were passed unanimously.

3. **Financial Report:** Evans presented report.

- a. Terry moved, Hungerford seconded, the approval of the Treasurer's Report including vouchers in the amount of \$6,668.29. Passed.
- b. The question of insurance on the contents of the Library was raised. Bott & Terry will explore.

4. **Acting Director's Report:** Lattin presented her report which is attached.

Terry moved, Hungerford seconded, that we approve the Director's Report. Passed.

5. **Old Business:**

a. Community Center Planning: Terry reported

The current plan calls for a Library with 4150 sqft or an increase of the 20 ft by 30 ft room. Feedback was given to Terry. The Board concurred in thanking Terry for his work in representing the Library on the Community Center Planning Committee.

b. Staff Recognition Dinner:

Evans, on behalf of Parker, answered questions and took reservations for the event on Nov. 12 at the Hamlin Hometown Restaurant.

c. Community Relations Program:

Hungerford brought copies of questionnaire. Bott will prepare cover letter to go to groups. Friends agreed to distribute individual questionnaires to locations in Hamlin.

d. Long Range Planning: Bott moved, Terry seconded, to accept report and continue discussion at next meeting. Passed.

e. Evaluation Form for Library Director: Hungerford, Evans and Miller will follow through on the evaluation.

6. **Town Board Liaison report:** Tom Breslawski reported

Town Board passed 2009 budget which reflects a 1.54% increase.

7. **Friends of the Library Report:** Jennejahn reported

The Tree Lighting event will be at Town Hall on Dec. 6.

8. **Adjournment:** Miller moved and Evans seconded that we adjourn at 9:00 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library  
Acting Director's Report  
November 5, 2008

**Statistics:**

September 2008			
		YTD	YTD 2007
<b>Circulation</b>			
Charges	5,720	55,958	51,063
Renewals	619	5,464	1,301
Total	6,339	61,422	52,364
<b>New Cards</b>			
Adults	11	112	100
Juv	4	40	40
Internal	0	0	1
Restricted	1	15	16
YA	0	5	6
Temporary	1	3	8
Total	17	175	171
<b>People Count</b>			
	2,914	27,370	22,785
<b>Books Purchased</b>			
	118	935	1,205
<b>Donations Added</b>			
	19	169	335
<b>Fines</b>			
	\$458.55	\$3,864.84	\$4,321.89
<b>Fax</b>			
	\$83.25	\$578.45	\$575.80
<b>Copier</b>			
	\$52.90	\$345.07	\$246.60

October 2008			
		YTD	YTD 2007
<b>Circulation</b>			
Charges	5,526	61,484	56,719
Renewals	644	6,108	1,501
Total	6,170	67,592	58,220
<b>New Cards</b>			
Adults	12	124	108
Juv	4	44	48
Internal	0	0	1
Restricted	3	18	17
YA	1	6	6
Temporary	0	3	8
Total	20	195	188
<b>People Count</b>			
	2,923	30,293	25,906
<b>Books Purchased</b>			
	156	1,091	1,287
<b>Donations Added</b>			
	60	229	366
<b>Fines</b>			
	\$281.07	\$4,145.91	\$4,881.37
<b>Fax</b>			
	\$46.80	\$625.25	\$632.45
<b>Copier</b>			
	\$77.90	\$422.97	\$309.10

**Programs:** *Munchkin Monday* – Oct. 6, 13, 20 & 27. 59 participants  
*Thursday Evening Storytime* – Oct. 2, 9, 16, 23 & 30. 32 participants  
*Designs for Death* – Oct. 7. 10 participants  
*Monster Movies* – Oct. 4, 11, 18 & 25. 10 participants  
*Corn Husk Dolls* – Oct. 18. 6 participants  
*Knit a Shawl* – Oct. 25. 9 participants

Upcoming Programs

Nov. 11 - Holiday Chain Maille Earrings  
 Nov. 15 – Paper Airplanes  
 Nov. 22 – Knitting for Fun

**Matt's Coats for Kids:** There is a week and a half to go for the collection. So far, we have collected about nine coats.

**Food For Fines:** This program ends on Nov. 8. At this time last year, we had collected 37 items, and ended up with over 160. This year, we have so far collected nearly 150 already. It had been advertised on the MCLS website, and we have had folks drive out from Rochester to take advantage of this program.

**Children's Librarian Position Open:** Karen Arndt's last day with us was in mid-October. She found she was not able to maintain both a full time job and this position. We have nine applicants for this position. I hope to start interviews next week.



Munchkin Monday, Oct. 13 with Hamlin firefighters.

Respectfully submitted,

Adrienne Kirby