

**Hamlin Library Trustees  
Meeting Minutes  
August 28, 2013**

**Members present:** M. Ballerstein, S. Evans, C. Hungerford, K. Keck, D. Emens, L. Schuler, B. Beardsley. Librarian K. Hughes-Dennett., Liaison- D.Rose.

July minutes were distributed, Carolyn made a motion to accept, seconded by Karen. Carried.

**1. Treasurer's report:** C. Hungerford

- |                              |              |
|------------------------------|--------------|
| • Citizen's Checking         | \$ 11,230.49 |
| • Citizens Constr.. Checking | \$419,522.00 |
| • Wells Fargo                | \$542,829.79 |
| • First Niagara              | \$9.04       |
| • Town Special Proj..Fund    | \$ 10,921.00 |

Special projects fund may not be confirmed until September meeting.

**2. Kay's report:**

- Finances doing well so far for the year.
- Kay wanted us to know that the voucher will come in after the Town Board meeting. Motion to accept made by K. Keck, seconded by Mark. Carried.

**3. Director's report:**

- Circulation is down a little, but down across the county.
- People counter, Kay does not want to purchase, too high tech and expensive.
- The library has received a cost share payment of \$579.00 from the county. We receive 2 payments per year.
- Programs this summer very successful. Iron chef was won by a young person. The reptile program on August 6, 2013 had 158 people. Summer reading had 922 participants.
- The discovery boxes are a hit also.
- Kay is concerned about complying with the 2% increase and she would like to have an additional 6 hours of help. Dave said with no growth in our town we need to hold on taxes. Kay is working on the 2014 budget.

Motion to accept director's report made by C. Hungerford, seconded by M. Ballerstein. Carried.

**4. Old Business:**

- Charlie Hungerford has accepted the position of Clerk of the Works for our new library construction. Trustees are most appreciative. No wages were discussed at this time per D. Rose but it will be addressed. Peter Buckley (Pike) Mark will talk with him, trying to get it down to \$45.00 per square ft. We are still in the review stage as it is not detailed enough and not accurate per Mark.
- Site dig: Dave said site location will be east of drainage ditch. “Foundation Design “was there. Dug down 6 to 7 ft. There is 2 to 2.5 feet of topsoil. All 4 corners were dug. This site location the town could scrape the top, put in fill and be done 2 to 3 days.
- We need to have a short form, “SEQR” done. New site is cheaper to be developed than nearer the road. Use existing parking lot.
- Discussions were held on sprinkler systems, security cameras on additional doors. Mark will review where we can reduce expenses and we will meet with him on Wednesday, September 4 at 6:30. After that meeting, he will contact CPL.
- Kay has checked with the state and a letter will suffice to advise them of the building move adjustment.
- Updating the town Website on our newest trustees: they both prefer email addresses.
- Website: announce, the received of the check from the state.
- C.T. Male update – we will not use them per Sue and Mark agrees.

#### **5. New Business:**

- Kay would like to replace position vacated by Michelle. Approved.

#### **6. Town Liaison:**

- No report.

#### **7. General discussion:**

- Mark addressed certain points on the lease with the town, #3, #4, and #5 -general liability discussed. Don't call M. Todd until SEQR done by Chad. Dave will look into it.
- Book Sale –, K.Keck two-thirds to three quarters of the books are gone.

Motion to adjourn by C. Hungerford, seconded by K. Keck. Motion carried at 9:10 p.m.

Respectfully submitted

B. Beardsley

September 20, 2013

Hamlin Public Library  
Directors Report  
August 28, 2013

<b>July 2013</b>			
		<b>YTD 2013</b>	<b>YTD 2012</b>
<b>Circulation</b>			
Charges	5,915	33,415	35,122
Renewals	1,029	7,298	7,089
Total	6,944	40,713	42,211
<b>New Cards</b>			
Adults	14	79	73
Juv	4	22	28
Precip	0	1	1
Restricted	0	0	0
YA	0	2	4
Temporary	0	1	1
Total	18	104	107
<b>People Count</b>			
	2,858	15,732	17,489
<b>Books Purchased</b>			
	150	1,192	1,274
<b>Donations Added</b>			
	7	83	185
<b>Fines</b>			
	\$483.15	\$3,797.95	\$4,096.79
<b>Fax</b>			
	\$134.15	\$730.35	\$429.50
<b>Copier</b>			
	\$60.00	\$465.81	\$748.49
<b>Online Revenue</b>			
	\$579.00		
<b>Tape (or sheet)total</b>			
	\$678.50	\$4,994.11	\$5,274.78
<b>Cash Register total</b>			
	\$1,257.50	\$5,702.33	\$5,298.00

**Programs for Children**  
**Iron Chef Competition**  
August 1  
**Reptile Guys**  
August 6

**Monster Rocks**  
August 7

**Sock Worms**  
August 8

**Summer Reading**-This summer was the busiest summer since I arrived. We had 922 participants in our craft/entertainer/outdoor programs. We also had a record breaking Reading program with 174 children/teen/adults participating. We had RTM/children/teens read a total of 2501 hours and adults read a total of 264 books. It was a tiring but fun summer!

**Construction Grant**-We received the first Payment from NYS of the Construction Grant funds. I was \$419,522.00 (90%) of the \$466,135 total award. Carolyn deposited the check on Monday, August 26. We also received the Project Status report. It looks like we are ready to go.

**Daniel's "Discovery Boxes"**-We started working on these boxes in May of 2012. It took us until August 6 to get them ready to circulate. There was a very nice article in the Hamlin Clarkson Herald's August 26 issue done by Kristina Gabalski. 6 more boxes are in the works. The Boxes are all done with donations from friend's of the Charland family who lost a child in May of 2012.

**2014 Budget**-As with 2012 we need to get our budget under a 2% increase, preferably 1.66%. I have pared every line down to where I am afraid if anything happened we will be in trouble. The expected 10% rent increase for 2014 puts us at a 2.00 increase for the whole budget. I have cut everywhere I can without taking out the 2% staff pay increase. For the last 5 years I have not exceeded the requested budget increase. This year I will ask for, with your permission, a 3% increase as to not cut so close to the bone that we have poor service or cut back book/DVD/audio purchases.



Respectfully submitted,  
Kay Hughes-Dennett, Library Director

