

Hamlin Public Library
Board of Trustees Meeting
September 25, 2013

Members in attendance: S. Evans, M Ballerstein, D Emens, C. Hungerford, K. Keck, L. Schuler, B. Beardsley, Town Liaison, D. Rose, Friends of Library- L. Moses, Clerk of the Works – Charles Hungerford, Librarian – K. Hughes-Dennett.

Meeting called to order at 7:00 p.m.

August minutes approved motion by D. Emens, seconded by C. Hungerford.

1. Financial report:

- C. Hungerford stated not many changes, see below... Regarding the library grant from the state, we received 90 % with the state retaining 10% upon completion (\$47,000).
- Library Accounts:
 - Wells Fargo \$542,839.21
 - Citizens Checking no change
 - Citizens Building Fund 419,000.00
 - First Niagara 9.04
- A discussion was held on the bills from R.G and E. Kay will see about budgeting and will forward on to board members. D. Rose will look into why the gas bill didn't get paid until October. Kay presented her expenses and informed us when the library makes sizable book purchases: May through June and November through Christmas.

Motion made to accept the financial report, M Ballerstein, seconded by D. Emens. Carried.

2. Library Director's report:

- Circulation down 17% but it is down all over the county. Cash register total maybe approximately \$9,000. Kay suggested we should get a drop safe and will contact the auditor for a recommendation.
- Munchkin Monday programs are very large now. For Halloween Kay will need 20 pumpkins. Charlie Hungerford will get them from Dave Leverenz.
- Regarding the Robach grant, it should arrive soon.
- New Hires: Janice Martek, is doing well. Kay will interview 4 applicants for the additional opening. She will update the board.

MCLS contract: motion to approve and sign, C. Hungerford, seconded, K. Keck Carried, Sue will sign. Motion to approve Director's report, D. Emens, seconded, M Ballerstein. Carried.

3. Old Business:

- Sue complimented Kay on her director's report to the Town Board. Dave agreed that it was well done.

4. Mark's project updates:

- Al Reeves confirmed Charlie Hungerford as Clerk of the Works. Mark has spoken with Tom Bradley. Maria has sent front end of documents and Mark will review. CPL is making revisions. Bids may be out mid October. Mark will contact Pete Buckley from Pike that we no longer require their services.

Motion to adopt the land lease with the town, C. Hungerford, seconded by D. Emens. Carried.

5. Library Website:

- Do we have any updates? Kay put a copy of the check received from the State Grant and now lease will appear.

6. New Business

- None.

7. Town Liaison:

- Dave reported, the town is working on next year's budget. Kay did a 2% and a 3% increase. Board will have to make some cuts in some departments but our library budget looks good.

8. Friends of the Library:

- They made \$800.00 in the book give-away, which came from donations. They will do the dinner in March as a fund raiser and are encouraging new members. They will have elections in November. L. Moses.

Motion to adjourn: C. Hungerford, D. Emens seconded. Motion carried at 8:12.

Respectfully submitted

B. Beardsley

Hamlin Public library
 Director's Report
 September 25, 2013

August 2013			
		YTD 2013	YTD 2012
Circulation			
Charges	4850	38,265	41033
Renewals	1171	8,469	8397
Total	6021	46,734	49430
New Cards			
Adults	9	88	87
Juv	2	24	33
Precip	0	1	1
Restricted	0	0	0
YA	0	2	4
Temporary	0	1	1
Total	11	115	126
People Count			
	2,291	18,023	19,755
Books Purchased			
	212	1,404	1,395
Donations Added			
	12	95	196
Fines			
	\$603.10	\$4,401.05	\$4,816.46
Fax			
	\$154.15	\$884.50	\$517.55
Copier			
	\$75.30	\$541.11	\$897.99

Online Revenue			
Tape (or sheet)total	\$809.45	\$5,922.03	\$6,232.00
Cash Register total	\$812.40	\$6,513.53	\$6,730.47

September Programs for Children

Munchkin Monday

September 23, 30

Thursday Night Story time

September 26

Lego Club

September 7

September Programs for Adults

Tuesdays at 2pm Book Discussion

September 17

Card Making

September 17

Coupon Exchange

September 22

October Programs for Children

Munchkin Monday

October 7, 14, 21, 28

Thursday Night Story time

October 3, 10, 17, 24, 31

Lego Club

October 5

Saturday Halloween Craft

October 12

Movie Day

October 14

October Programs for Adults

Tuesdays at 2pm Book Discussion

October 15

Card Making

October 15
Coupon Exchange
October 19

Grants-We have turned in the paperwork got the Bullet Aid Grant from Joseph Robach and the check should arrive shortly. We are also working on a “NextGen” Rochester Community Foundation Grant for \$2,500. If we obtain the grant we will use the money for programs for children and adults and for computer training.

Staff-We have hired our first new employee. Her name is Jayme Martek and she is a teenager who grew up frequently visiting the Hamlin Library with her family. She is a quick study and is settling in great. We would like to interview 4 people next week for the other position. Anyone who would like to sit in on interview is more than welcome to attend.

Computers-LAS will be installing software which will prevent changes being made on the computers.

MCLS Member contract- You need to vote on the contract that I sent you so that the MCLS Board can accept the terms.



Respectfully submitted,

Kay Hughes-Dennett