

Hamlin Public Library Adventures Close to Home
Board of Trustees Meeting
Minutes of September 5, 2012

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

Members Present:

Koester, Emens, Evans, Marsden, Hungerford, Beardsley, Keck

Absent: None

Guests: Hughes-Dennett, Baxter, Moses

1. **Minutes** from August were approved as amended: Motion: Emens, Second: Beardsley

2. **Financial Report** –
 - Hungerford has met with the Town regarding the State Report and the issue regarding the numbers.
 - We do not know the final bill for Clark Patterson Lee. Hungerford recommends that we take the money from the Special Project money.

Motion made by Hungerford to pay the final bill for CPL out of Special Project Money. Motion Passed.

Financial Accounts as of Sept:

Wells Fargo \$618,394

Citizens \$11, 599.95

First Niagara \$9.04

Motion: Koester, Second: Keck

3. **Director's Report** (Kay) See Attached
Vouchers: \$8624.48
Motion to Approve Vouchers in the amount of \$8624.48: Motion: Hungerford, Second: Emens.
Passed
Director's Report: See attached.
 - We had 914 participants for the summer programs. Kay went to double sessions due to overcrowding. This excellent response speaks to need for more space for public programs.
 - The New York State Library Grant has been filed.
 - Kay provided prices for library furniture for the Library grants.
 - The Town "State of the Library" PowerPoint will be presented by Kay on September 10. She provided a preview tonight.Motion to approve Director's Report: Motion: Marsden, Second: Beardsley
4. **New Business:**
 - We will send a copy of the grant to Dollard and Martin, the Trustees of

- Memorial Remembrance: We have received \$2218.00 in donations. Kay will continue working with the family on this project.
- The Library Board reviewed the New Library Building Floor Plan renderings.
- Fingerlakes Construction Co. has provided a proposal dated July 24, 2012 as requested by Clark Patterson Lee

A motion was made to accept these plans and pass them on to the grant writer for the purpose of moving forward with the grant submission.

Motion: Emens, Second: Marsden

- Lowes Grant: Sue has contacted Lowes regarding the grant recipients. Grant recipients will be notified on October 1, 2012.
- Emens has met with Town Supervisor, Tom Breslawski regarding the fundraising. According to Friends of the Library can set up an account and make that account and make that account known through publications, public notice or articles in local papers.
- 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. Hungerford is working with the Town to complete the State Report.
- Emens and Beardsley have written a summary of the progress toward building a new library. This item will remain on the September agenda. The summary will be sent to the Library Web Site as well as local newspapers/publications.
- Kay reviewed the Library Budget 2012/2013. This budget has been submitted to the Town of Hamlin. The Budget is with in the 2% increase perimeters for the Town Board.
- Kay showed the PowerPoint that she would present to the Town Board on Monday, September 10, 2012.

5. **Town Liaison Report** (Jason Baxter)

Jason Baxter reports that the Town Board met on August 23 in order

6. **Friends of the Library Report**

- Book Sale: August 9-11. Profits were \$772.09
- Fund Raising paperwork is not in order. The Friends will procure the Statement of Incorporation so that they can Fund Raise for the new library. The Friends cannot have receipts over \$50,000. The Friends can solicit and the Library Trustees can receive the funds. The Friends will continue to fund the Summer Reading Program.

7. Board went into Executive Session at 8:03. Motion made by Koester and Second by Marsden.

8. Board came out of Executive Session at 8:17 p.m. Motion to come out of Executive Session by Hungerford, Second by Beardsley.

9. Motion to end the meeting was made by Marsden and Second by Keck. Meeting ended at 8:20 p.m.

Respectfully Submitted,

Jama Koester, Secretary Hamlin Public Library

Hamlin Public Library
 Library Board Meeting
 Director's Report
 9/5/12

| August 2012 | | | |
|-----------------------------|----------|-----------------|-----------------|
| | | YTD 2012 | YTD 2011 |
| Circulation | | | |
| Charges | 5911 | 41,033 | 43844 |
| Renewals | 1308 | 8,397 | 8699 |
| Total | 7219 | 49,430 | 52583 |
| New Cards | | | |
| Adults | 14 | 87 | 67 |
| Juv | 5 | 33 | 36 |
| Precip | 0 | 1 | 1 |
| Restricted | 0 | 0 | 1 |
| YA | 0 | 4 | 8 |
| Temporary | 0 | 1 | 1 |
| Total | 19 | 126 | 113 |
| People Count | | | |
| | 2,266 | 19,755 | 21,488 |
| Books Purchased | | | |
| | 121 | 1,395 | 1,569 |
| Donations Added | | | |
| | 11 | 196 | 136 |
| Fines | | | |
| | \$719.67 | \$4,816.46 | \$4,779.95 |
| Fax | | | |
| | \$88.05 | \$517.55 | \$808.70 |
| Copier | | | |
| | \$149.50 | \$897.99 | \$607.67 |
| Tape (or sheet)total | | | |
| | \$957.22 | \$6,232.00 | \$6,196.32 |
| Cash Register total | | | |
| | \$956.47 | \$6,254.47 | \$6,184.11 |

August Programs-Children's

Munchkin Monday Story Hour
 August 6
Dream catcher craft
 August 1
Iron Chef Competition
 August 2

Wild Wings Birds of Prey
 August 7
Word for Word Necklace
 August 8
Can-Do Robot Craft
 August 9

September Programs-Children's

Munchkin Monday

September 24

Baby Story Time

September 26

Thursday Night Story Time

September 27

Fall Craft

September 29

Programs for Adults

Card Making with Linda Talbott

September 4

Tuesdays at 2 Book Club

September 18

Summer Reading Program-In 2011 we had 21 programs, with 566 in attendance. In 2012 we had 21 programs with 914 children and adults in attendance. It was a very busy summer!

| SUMMER READING 2012 | | | | | |
|--------------------------------|-------------|-------------------|-----------|--------------|---------------|
| Programs (21) | Date | Attendance | | | |
| | | <i>J</i> | <i>YA</i> | <i>Adult</i> | <i>Totals</i> |
| Munchkin Monday | June 25 | 24 | | 12 | 36 |
| Wish Bracelet Craft | June 27 | 22 | | 3 | 25 |
| Munchkin Monday | July 2 | 27 | | 19 | 46 |
| Munchkin Monday | July 9 | 12 | | 10 | 22 |
| Owl Pillow Craft | July 11 | 18 | | 4 | 22 |
| Tye Dye | July 12 | 61 | 18 | 28 | 107 |
| Munchkin Monday | July 16 | 17 | | 11 | 28 |
| Scrap Art | July 16 | 47 | 6 | 9 | 62 |
| Plastic Lid Monster Craft | July 18 | 20 | 1 | 1 | 22 |
| Big Machine Day | July 19 | 66 | 1 | 32 | 99 |
| Munchkin Monday | July 23 | 23 | | 12 | 35 |
| Sweet Dreams Pillow Case | July 25 | 25 | 10 | 7 | 42 |
| Family Bingo | July 26 | 15 | | 6 | 21 |
| Munchkin Monday | July 30 | 28 | | 18 | 46 |
| Dream Catcher Craft | August 1 | 29 | 4 | 8 | 41 |
| Iron Chef | August 2 | 22 | 5 | 4 | 31 |
| Munchkin Monday | August 6 | 16 | | 12 | 28 |
| Wild Wings Birds Of Prey | August 7 | 81 | 6 | 28 | 115 |
| Word for Word Necklace | August 8 | 20 | 2 | 7 | 29 |
| Can-Do Robot Craft | August 9 | 21 | | 7 | 28 |
| "Take Me Out to the Ball Game" | 5 weeks | 23 | 6 | | 29 |
| TOTALS | | 617 | 59 | 238 | 914 |



Respectfully submitted, Kay Hughes-Dennett, Library Director