

Washburn Memorial Library  
Board of Trustees Meeting  
January 5, 2016 5:00 pm

Members in attendance: Rita Kingsbury, Linda Bourgoine, Charlotte Griffin, Laurie Blackstone, Christina Maynard, Warrena Forbes and Lois Walton.

Secretary's report:

Laurie read the minutes from the November meeting. Rita moved to accept and Charlotte seconded. Motion carried.

Financial Report:

We are under budget at this time. Lois is asking for more library book allowance, but the heating fuel line will be reduced by \$250 so it should balance out. We will talk more about the budget at our next meeting. Bev hasn't heard from the Maine Community Foundation Fund yet.

Librarian's report:

Four or five memorials have come in. Jane Humphrey gave a sizable donation. A \$60 donation was given by a woman whose daughter had done damage to a book many years ago. We are about the same as far as circulation goes. There are normally less people visiting the library during the cold months. Many books were added to the report. The book shelves are full and we may be in need of a book sale.

Old business

The steps are still not installed and no one is sure of the reason for the delay.

The next meeting will be February 2, 2016 at 5:00.

Warrena moved to adjourn at 5:25. Charlotte seconded. Motion carried.

Respectfully submitted,

Laurie Blackstone

Will now have to pay <sup>\$</sup>100.00 a yr for internet access.

Next meeting April 5 @ 5:00

**Expense Summary Report**  
Accounts: E 70-01-01 - E 70-99-99  
February to December

*will discuss more next month*

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Account	Budget Original	Budget Adjustments	Budget Net	Curr Mnth Net	YTD Net	Unexpended	
						Balance	Percent Spent
70 - Library	47,937.00	0.00	47,937.00	42,087.62	42,087.62	5,849.38	87.80
<b>01 - Salary/Benefits</b>	<b>35,437.00</b>	<b>0.00</b>	<b>35,437.00</b>	<b>31,136.83</b>	<b>31,136.83</b>	<b>4,300.17</b>	<b>87.87</b>
16 - Librarian	21,160.00	0.00	21,160.00	18,820.00	18,820.00	2,340.00	88.94
17 - Assistant Librarian	1,600.00	0.00	1,600.00	939.25	939.25	660.75	58.70
90 - Health Insurance	10,715.00	0.00	10,715.00	9,756.35	9,756.35	958.65	91.05
92 - Medicare	330.00	0.00	330.00	285.33	285.33	44.67	86.46
93 - Social Security	1,415.00	0.00	1,415.00	1,218.90	1,218.90	196.10	86.14
94 - Unemployment Compensation	100.00	0.00	100.00	0.00	0.00	100.00	0.00
95 - Workers Compensation	117.00	0.00	117.00	117.00	117.00	0.00	100.00
<b>02 - Utilities</b>	<b>4,875.00</b>	<b>0.00</b>	<b>4,875.00</b>	<b>3,597.19</b>	<b>3,597.19</b>	<b>1,277.81</b>	<b>73.79</b>
01 - Electricity	1,100.00	0.00	1,100.00	942.60	942.60	157.40	85.69
02 - Heat	3,000.00	0.00	3,000.00	1,959.50	1,959.50	1,040.50	65.32
05 - Water & Sewer	775.00	0.00	775.00	695.09	695.09	79.91	89.69
<b>03 - Communications</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>252.41</b>	<b>252.41</b>	<b>47.59</b>	<b>84.14</b>
03 - Telephone	300.00	0.00	300.00	252.41	252.41	47.59	84.14
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>725.00</b>	<b>612.08</b>	<b>612.08</b>	<b>112.92</b>	<b>84.42</b>
01 - General	500.00	0.00	500.00	419.58	419.58	80.42	83.92
07 - Garbage Disposal	225.00	0.00	225.00	192.50	192.50	32.50	85.56
<b>05 - Supplies</b>	<b>650.00</b>	<b>0.00</b>	<b>650.00</b>	<b>525.98</b>	<b>525.98</b>	<b>124.02</b>	<b>80.92</b>
01 - General	100.00	0.00	100.00	31.25	31.25	68.75	31.25
02 - Office	250.00	0.00	250.00	177.03	177.03	72.97	70.81
05 - Library Supplies	300.00	0.00	300.00	317.70	317.70	-17.70	105.90
<b>08 - Administrative Costs</b>	<b>5,650.00</b>	<b>0.00</b>	<b>5,650.00</b>	<b>5,710.28</b>	<b>5,710.28</b>	<b>-60.28</b>	<b>101.07</b>
02 - Dues & Subscriptions	250.00	0.00	250.00	250.00	250.00	0.00	100.00
04 - Postage	100.00	0.00	100.00	49.00	49.00	51.00	49.00
05 - Training	350.00	0.00	350.00	215.60	215.60	134.40	61.60
09 - Library Allowance	3,250.00	0.00	3,250.00	3,505.68	3,505.68	-255.68	107.87
14 - Technical Support	1,700.00	0.00	1,700.00	1,690.00	1,690.00	10.00	99.41
<b>99 - Miscellaneous</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>252.85</b>	<b>252.85</b>	<b>47.15</b>	<b>84.28</b>
03 - Special Events/Activities	300.00	0.00	300.00	252.85	252.85	47.15	84.28
<b>Final Totals</b>	<b>47,937.00</b>	<b>0.00</b>	<b>47,937.00</b>	<b>42,087.62</b>	<b>42,087.62</b>	<b>5,849.38</b>	<b>87.80</b>

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## Items Added And Deleted By Item Report Class : 01/01/2015 to 12/31/2015

Item Report Class	Number of Items Added	Number of Items Deleted	Current Number of Items
000 - 099	1	0	184
100 - 199	0	0	89
200 - 299	34	0	322
300 - 399	3	0	505
400 - 499	0	0	62
500 - 599	3	1	425
600 - 699	13	4	1393
700 - 799	12	0	1374
800 - 899	1	0	357
900 - 999	5	0	1622
Audio Book	68	17	655
Biography	4	0	728
Collective Biography	0	0	102
Computers	0	0	5
Easy Book	76	4	4822
eBook	0	0	2
Fiction	185	1	7933
J Audio Books	0	0	48
J Biography	0	0	204
J Collective Biography	0	0	18
J Fiction	53	0	120
J Non-Fiction	37	0	1635
Kit	1	0	1
Magazine	185	0	185
Reference	0	0	14
Undefined	1	0	8
Video	19	0	918
Total	701	27	23731

## Circulation Statistics By Item Circulation Class : 12/01/2015 to 12/31/2015

Item Circulation Class	Checked In	Checked Out	Renewed	In-House Use	Booked
Audio	6	9	3	0	0
Circulation	199	199	38	0	0
Computers	0	0	0	0	0
VHS/DVDs	16	22	0	0	0
Total	221	230	41	0	0