

# Washburn Memorial Library Board Meeting Agenda December 2, 2021 at 5:00pm

- Secretary's Report - Christina
- Financial Report - Donna
- Library Director's Report - Cara
  - Library Updates
- Children's Librarian's Report - Courtney
- Community classes?
- Volunteers for Toddler Time Dec. 10<sup>th</sup>, 17<sup>th</sup>.
- "Show and Tell" – What have you been reading? Refresher on Cloud Library - Londa
- Other business?
- Date of the next meeting – January 6, 2022 at 5:00 pm.

#### Current Board Members:

##### Appointed Annually:

Perham  
Wade

Bev Turner – [townclerk@washburnmaine.org](mailto:townclerk@washburnmaine.org)  
Heidi Silver – [heididilver@gmail.com](mailto:heididilver@gmail.com)

##### Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown – [suebrown11@gmail.com](mailto:suebrown11@gmail.com)

Londa Brown – [libbrown625@gmail.com](mailto:libbrown625@gmail.com)

Expiring 2023

Laurie Blackstone – [blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)

Christina Maynard – [lvtoread514@gmail.com](mailto:lvtoread514@gmail.com)

Expiring 2024

Sarah Sines – [ssines@msad45.net](mailto:ssines@msad45.net)

Rita Kingsbury – [rtkngsbry@gmail.com](mailto:rtkngsbry@gmail.com)

Town Manager – Donna Turner – [townmanager@washburnmaine.org](mailto:townmanager@washburnmaine.org)

WML Library Director – Cara Miller – [washburnmainelibrary@gmail.com](mailto:washburnmainelibrary@gmail.com)

WML Children's Librarian – Courtney Howe – [courtneyjeanhowe@gmail.com](mailto:courtneyjeanhowe@gmail.com)

WML Email - [wml.me.1290@gmail.com](mailto:wml.me.1290@gmail.com)

Washburn Memorial Library web site: [washburnlibrary.com](http://washburnlibrary.com)

*The Thru. Murder Club  
The Man Who Dred Twice*

*The Last Chance Library  
The Rose Code  
The Paris Library*

## WASHBURN MEMORIAL LIBRARY

### NOVEMBER 4, 2021 MEETING NOTES

Present were: Sue Brown, Rita Kingsbury, Beverly Turner, Courtney Howe—Children's Librarian, Londa Brown, Christina Maynard, Sarah Sines, Heidi Silver, Laurie Blackstone, Cara Miller—Library Director, and Donna Turner—Town Manager.

Chairperson, Sue Brown, called the meeting to order at 4:57 p.m.

Secretary's Report: The minutes from the October 7, 2021 meeting were read by board members. Bev made a motion to accept the minutes. Londa seconded the motion, so voted.

Financial Report: Donna reported that she transferred outstanding amounts from the Lego Grant fund and also from an Older I-Pad Grant fund so the monies would not go unused by the library.

--Josh Conley's molding bill was \$175.00. Donna still needs to move money from the Randall fund for the repairs to the Barbara Porter Room. The total before the molding bill was \$2,750.08. Bev made a motion for the \$175.00 be added to the \$2,750.08 for a total of \$2,925.08. Londa seconded the motion, so voted.

--Courtney's new printer and paper will come from the Technology/Covid Grant.

--Cara and Courtney would like a color printer for the library. The Town may purchase a printer and either do the printing for the library, or Cara and Courtney can do their own printing.

--ARPA-Grant for Technology. Security for the computer can be taken out of this account. The Grant needs to be spent by January 1, 2022. It was mentioned to possibly use it towards ink for the town printer. This will be tabled until the next meeting to allow for Cara and Courtney to come up with some ideas.

--Bev mentioned we have made \$14.32 from Thrift Books.

--Laurie made a motion to accept the Financial Report. Londa seconded the motion, so voted.

Library Director's Report: There were 302 items checked out of the library. There were also 87 adults who came into the library.

--The audio books have been moved from the office area, so they can be more easily accessed. The magazines were also moved for more exposure.

--Bold red LP (large print) stickers have been put on all of the large print books.

--There have been many books processed that were in the office area.

--Cara is becoming more familiar with the library's website.

--Cara had some new program ideas for 2022. A Health & Wellness Book Club, New Year New You. Also, a yoga class that would be able to be done via Zoom.

Children's Librarian Report: Courtney reported that \$620.00 was raised through this year's Trunk or Treat. This money is to be used on anything needed for the Children's area. Courtney will use the leftover candy for Christmas giveaways.

--There were 206 children's books that went out.

--Courtney said the online book reading for October went well. Courtney will be doing this again in the future.

--Helena will be taking the after-school kids to the library on Wednesdays and Thursdays for two weeks in December.

--Courtney made classroom visits at the school and it went very well. She will do this once a month.

--Mena Irving has been contacted about doing a painting class. She will do this, but will need to limit it to 20 people. It will be on Monday, November 15, from 6:00-8:00pm. The painting will be a 5 x 7 watercolor Gnome. The class will cost \$25.00, with \$5.00 of it going to the library. Mena will also be donating a painting to the library.

#### Old Business:

--The Barbara Porter Room is now ready for use once again. There will not be a mural by Mena done on the wall.

--Fly-tying Class: There has been no news lately from Jim Cray about this. But would like to have a meeting by the end of November for those who are interested.

#### New Business:

--It was mentioned to possibly add PayPal to the website. Cara will look into this.

--Comics Plus- This is for those interested in reading comic books online. Courtney will look into this.

--Sue will take care of the flower beds for the Fall.

--Toddler Time – Courtney needs volunteers for upstairs on the following dates. November 5 – Rita, November 12 – Christina, November 19 – Bev.

Other Business: Londa mentioned the Dorothy Boone Kidney material downstairs, should have something nice done with it to preserve it. It may be a good idea to look into digitizing it. We will look at this in the future.

--Donna brought up the policy for the number of books an adult can take at one time from the library. The computer program allows for 10. The board discussed to only allow for 5. The children may still take out more.

--There will be a Facebook post to remind patrons that we no longer have fines for overdue books and other materials. We are hoping people will see this and return their books.

--Cara and Courtney will be taking care of reorganizing the Fiction section. The shelves on the perimeter, in the back corner will again be used for this.

--Lego Club – We will again allow children to use the Legos. Courtney may put out a smaller amount instead of the entire collection. They will be sprayed with disinfectant on a regular basis. Marcy is interested in starting up the Lego club in January of 2022.

The next meeting will be held on Thursday, December 2, 2021 at 5:00pm.

At 5:45pm Bev made a motion to adjourn the meeting. Laurie seconded the motion, so voted.

### Expense Summary Report

Department(s): 70

January

*Less than  
83.33%*

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>70 - Library</b>	<b>55,561.00</b>	<b>0.00</b>	<b>39,919.78</b>	<b>15,641.22</b>	<b>71.85</b>
<b>01 - Salary/Benefits</b>	<b>40,406.00</b>	<b>0.00</b>	<b>29,827.74</b>	<b>10,578.26</b>	<b>73.82</b>
16 - Librarian	7,400.00	0.00	7,395.00	5.00	99.93
17 - Assistant Librarian	27,000.00	0.00	16,477.92	10,522.08	61.03
90 - Health Insurance	3,356.00	0.00	3,355.65	0.35	99.99
92 - Medicare	475.00	0.00	346.16	128.84	72.88
93 - Social Security	2,000.00	0.00	1,453.15	546.85	72.66
94 - Unemployment Compensation	100.00	0.00	99.21	0.79	99.21
95 - Workers Compensation	75.00	0.00	65.73	9.27	87.64
<b>02 - Utilities</b>	<b>4,550.00</b>	<b>0.00</b>	<b>3,339.70</b>	<b>1,210.30</b>	<b>73.40</b>
01 - Electricity	1,400.00	0.00	931.11	468.89	66.51
02 - Heat	2,300.00	0.00	1,701.69	598.31	73.99
05 - Water & Sewer	850.00	0.00	706.90	143.10	83.16
<b>03 - Communications</b>	<b>475.00</b>	<b>0.00</b>	<b>414.30</b>	<b>60.70</b>	<b>87.22</b>
03 - Telephone	475.00	0.00	414.30	60.70	87.22
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>264.09</b>	<b>460.91</b>	<b>36.43</b>
01 - General	500.00	0.00	39.09	460.91	7.82
07 - Garbage Disposal	225.00	0.00	225.00	0.00	100.00
<b>05 - Supplies</b>	<b>800.00</b>	<b>0.00</b>	<b>771.82</b>	<b>28.18</b>	<b>96.48</b>
01 - General	100.00	0.00	223.15	-123.15	223.15
02 - Office	200.00	0.00	172.95	27.05	86.48
05 - Library Supplies	500.00	0.00	375.72	124.28	75.14
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>
01 - Equipment	50.00	0.00	0.00	50.00	0.00
<b>08 - Administrative Costs</b>	<b>7,555.00</b>	<b>0.00</b>	<b>4,482.66</b>	<b>3,072.34</b>	<b>59.33</b>
02 - Dues & Subscriptions	500.00	0.00	390.17	109.83	78.03
04 - Postage	55.00	0.00	0.00	55.00	0.00
05 - Training	100.00	0.00	25.00	75.00	25.00
09 - Library Allowance	5,000.00	0.00	2,342.49	2,657.51	46.85
14 - Technical Support	1,900.00	0.00	1,725.00	175.00	90.79
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>0.00</b>	<b>819.47</b>	<b>180.53</b>	<b>81.95</b>
03 - Special Events/Activities	1,000.00	0.00	819.47	180.53	81.95
<b>Final Totals</b>	<b>55,561.00</b>	<b>0.00</b>	<b>39,919.78</b>	<b>15,641.22</b>	<b>71.85</b>

<b>Memorial Books - Reserve Account</b>		
<b>Balance as of 01/31/2021 - Separate Reserve Account</b>		<b>\$ 1,161.95</b>
Collections thru 06/03/2021		\$ 859.97
Purchases	\$ (175.95)	
Donations 06/04/21 to 08/31/21		\$ 25.00
Purchases	\$ (661.65)	
Purchases	\$ (402.75)	
Purchases 09/01/21 to 10/07/21	\$ (545.62)	
<b>Sale of Umphrey Stamp Collection</b>		<b>\$ 999.50</b>
Donations 10/01-10/31		\$ 125.00
Purchaes	\$ (16.90)	
<b>Balance 12/02/2021</b>		<b>\$ 1,368.55</b>
<b>Miscellaneous Donations - Reserve Account</b>		
Balance Forward 01/31/2021		\$ 357.41
Donations thru 06/03/2021		\$ 100.00
Donations thru 08/11/2021		\$ 100.00
Purchases	\$ (369.78)	
Purchases	\$ (101.20)	
August Festival Art Battle		\$ 340.00
Miscellaneous Donation		\$ 38.00
<b>Balance 12/02/2021</b>		<b>\$ 464.43</b>
<b>Ye Olde Book Shoppe - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 1,525.25
Receipts thru 06/03/2021		\$ 55.00
Receipts 6/04/21-08/11/21		\$ 40.00
Purchases	\$ (447.21)	
Purchases	\$ (225.11)	
August Festival Book Sales		\$ 469.13
Book Sales		\$ 20.00
Book Sales - 09/09/2021		\$ 35.00
Book Sales - 10/01-10/31		\$ 72.25
Transfer Outstanding Amount from Lego Grant	\$ (97.17)	
Transfer Outstanding Amount from Older I-Pad Grant		\$ 22.56
Trunk or Treat & Sales 11/05/2021		\$ 620.00
Book Sales - 11/16/2021		\$ 26.00
Purchases	\$ (100.19)	
<b>Balance 10/31/21</b>		<b>\$ 2,015.51</b>
<b>Library Capital Reserve - Reserve Account</b>		
Beginning Balance 01/31/2021		<b>\$ 1,254.88</b>
<b>Balance as of 10/31/2021</b>		<b>\$ 1,254.88</b>
<b>King Grant 16 - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 2,540.78
Purchases	\$ (825.97)	
<b>Balance 10/31/2021</b>		<b>\$ 1,714.81</b>
<b>King Grant 2020 - Special Revenue Fund</b>		
<b>Beginning Balance - 01-31-2021</b>		<b>\$ 5,980.12</b>
Plourde Furniture - Recliners	\$ (1,118.00)	
Baker & Taylor	\$ (374.30)	

Baker & Taylor	\$ (54.99)	
Credit Card Purchase	\$ (413.94)	
Lakeshore Learning Refund		\$ 54.00
Baker & Taylor	\$ (175.55)	
Baker & Taylor - Books	\$ (15.29)	
Amazon	\$ (35.98)	
Purchases - 06/04/2021-08/11/2021	\$ (1,342.98)	
<b>Balance as of 11/30/2021</b>		<b>\$ 2,503.09</b>

### Friends of the Library - Checkbook

<b>Balance - 01/31/21</b>		<b>\$ 830.58</b>
Arts & Crafts Supplies	\$ (194.00)	
Collected for Crafts Classes & Interest		\$ 140.08
Purchases 06/03/2021-08/31/2021	\$ (255.12)	
Money Collected		\$ 55.00
Purchases 09/29	\$ (30.04)	
Money Collected		\$ 15.00
<b>Balance 11/30/2021</b>		<b>\$ 561.50</b>

### ARPA - Grant for Technology

<b>Balance - 01/31/21</b>		<b>\$ -</b>
8/4/2021		\$ 2,500.00
Purchase	\$ (1,207.19)	\$ -
Purchase of Wireless Printer (Not Wireless)	\$ (195.16)	
Purchase of Mobil Printer/Paper	\$ (215.97)	
Sale of Printer - Historical Society (Printer above)		\$ 195.00
Purchases	\$ (934.97)	
<b>Balance 12/02/2021</b>		<b>\$ 141.71</b>

### Library Allowance - (Line Item in Budget)

<b>Balance - 01/31/21</b>		<b>\$ 5,000.00</b>
Purchases 2/1/21 thru 10/07/2021	\$ (2,106.47)	
Transfer negative balance from Diversity Grant	\$ (25.13)	
Purchases 12/02/2021	\$ (369.21)	
<b>Remaining Balance 12/02/2021</b>		<b>\$ 2,499.19</b>

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*we need  
more*