

Washburn Memorial Library
Board of Trustees Meeting
September 1, 2015 5:00 pm

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

Secretary's report:

Rita passed out copies of the minutes from the August meeting. Warrena moved to accept and Christina seconded. Motion carried.

Financial Report:

Bev presented copies of the report. 58.31% spent so far. Maintenance was a little high due to book drop being fixed etc.

Librarian's report:

The Libre Foundation Raising Readers Program donated to 120 libraries. It was a random draw and we received 15 hardcover preschool level books. There was discussion about an article in the Bangor Daily about making the library a community center especially for senior citizens. Lois spoke about a puzzle fundraiser. Other possibilities mentioned were a book club and knitting circle.

Old Business:

Rita spoke to John about doing the pressure treated platform for \$1000. It would include new steps and handrailing. It would be a temporary fix and he could start this fall. A permanent fix would cost around \$16000 for cement. Charlotte moved we get a quote and plan from John Kelley (Kelley Masonry) to repair the steps and ramp as soon as possible. We will meet in a couple of weeks to look it over. Rita seconded and the motion carried.

Rita will call him tonight. We will try to meet on Sept. 15th at 5:00 to discuss it. The man who cleans the outside and kills spiders can do it now for \$540. Rita moved to have Larry Parent clean the outside of the Library for \$540. Gary seconded and the motion carried.

Rita motioned to adjourn at 5:55 and Christina seconded. Motion carried.

Respectfully submitted,

Laurie Blackstone

Washburn Memorial Library
Board of Trustees Meeting
September 15, 2015 5:00 pm

Members in attendance: Rita Kingsbury, Linda Bourgoine, Laurie Blackstone, Gary Cole, Charlotte Griffin, Warrena Forbes, Heidi Silver and Lois Walton.

The proposal was passed around. After looking it over and discussing it Gary moved that we go with the temporary fix as proposed. Warrena seconded and the motion carried.

We will be looking for grants to finance the first proposal (permanent fix).

Rita called Mr. Kelley and he said he would try to do it within two weeks.

The date for the next meeting will be November 10th at 5:00.

Respectfully submitted,

Laurie Blackstone

No Dec. meeting
Next meeting Jan. 5th @ 5:00

Library Report for September 1, 2015

The summer reading program "Read S'more Books" had its last Monday night meeting on August 10th. Twelve children signed up to take part in the reading program that lasted for six weeks this summer. Ten of the children completed the program receiving well earned books and prizes. Five children regularly attended the Monday night activities. Crafts, reading, music, games and snacking had the children engaged for that hour. I think they would say that that time enhanced their experience with the summer reading program.

During Washburn's August Festival, my dad, Erwin Flewelling spoke about his love for birds and carving them. That Saturday afternoon the basement of the library provided a welcome relief to many who found being out of doors a bit too warm. Erwin entertained a full house with his knowledge of birds and his love for carving them. He had several of his birds on display and some of his feather pins and carving kits. I did not know many of the people who attended.

I have been working on marking books as lost for the last week or so. If a patron has an overdue book from before the time that I started working I have deleted that book from their account and they have been charged the price of the book. I have "Marked as Lost" over 125 books, movies and audio books. I am only into the "L's" of the list of patrons. Only those who have overdue books from before I started to work here have had this action taken upon their accounts.

Several of the headphones for the iPads have broken and needed repair. Janet Peary's husband had been working on this. But some will need to be replaced.

The numbers of people and computer usage continued to stay elevated this past month. 555 patrons came in the library the month of August and that does not count the 30 plus people that attended the activity during the August Festival. Computer usage was 483 half hour sessions. The number of children taking out books has risen also.

Washburn Memorial Library Memorials for 2015

In Honor of Carmine, Dorothy, Lorri & Daniel Centineo Ten Bunnies Will... by Lorri Centineo given by Warrena Forbes

In Memory of Dorothy Phelan The Giving Quilt, The Union Quilt and The Wedding Quilt by Jennifer Chiaverini given by The Salmon Brook Historical Society

In Memory of Leo Flewelling Shorelines by Ann Flewelling and Game Bird Carving by Bruce Burk given by The Salmon Brook Historical Society.

In Memory of Dorothy Phelan a donation to the Food for Fines Project given by Jack Phelan

In Memory of Lila Flewelling Elm Creek Quilts, The Runaway Quilt, The Quilter's Legacy, The Master Quilter and The Sugar Camp Quilt by Jennifer Chiaverini given by Lois Walton

In loving memory of Lee Gauvin-Roix, What Pet Should I Get? By Dr. Seuss given by Stacey, Christine, Taylor and Aaron Skinner.

Circulation Statistics By Item Report Class : 08/01/2015 to 08/31/2015

Item Report Class	Checked	Checked	Renewed	In-House	Booked
	In	Out		Use	
000 - 099	1	0	0	0	0
100 - 199	1	0	0	0	0
200 - 299	0	0	0	0	0
300 - 399	3	0	1	0	0
400 - 499	0	0	0	0	0
500 - 599	1	0	4	0	0
600 - 699	11	9	6	0	0
700 - 799	12	1	0	0	0
800 - 899	2	8	8	0	0
900 - 999	12	1	3	0	0
Audio Book	9	8	3	0	0
Biography	1	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	116	68	19	0	0
eBook	0	0	0	0	0
Fiction	147	107	27	0	0
J Audio Books	1	0	0	0	0
J Biography	3	1	0	0	0
J Collective Biography	1	0	0	0	0
J Fiction	8	10	5	0	0
J Non-Fiction	13	7	2	0	0
Kit	0	0	0	0	0
Magazine	9	7	0	0	0
Reference	0	0	0	0	0
Undefined	8	5	4	0	0
Video	73	51	12	0	0
Total	432	283	94	0	0

Print

<http://washburnmemorial.booksys.net/libs/wml/Report?field0=CircSt...>

Circulation Statistics By Patron Report Class : 08/01/2015 to 08/31/2015

Patron Report Class	Checked	Checked	Renewed	Booked
	In	Out		
Non-Resident Adult	26	19	15	0
Non-Resident Juvenile	2	2	1	0
Resident Adult	275	196	66	0
Resident Juvenile	117	53	12	0
Staff	4	4	0	0
Teacher	8	9	0	0
Total	432	283	94	0

Handwritten notes:
 26
 19
 15
 2
 2
 1
 275
 196
 66
 117
 53
 12
 4
 4
 0
 8
 9
 0
 432
 283
 94
 0

Jan	P	R	C	Feb	P	R	C	Mar	P	R	C	April	P	R	C	May	P	R	C	June	P	R	C	July	P	R	C	Aug	P	R	C
1	x	x	x	1	x	x	x	1	x	x	x	1	8	0	7	1	12	0	7	1	23	0	19	1	20	0	14	1	x	x	
2	15	0	4	2	15	3	3	2	11	0	4	2	17	0	6	2	x	x	x	2	26	0	16	2	28	0	16	2	x	x	
3	x	x	x	3	12	2	7	3	9	0	5	3	9	0	3	3	x	x	x	3	15	0	9	3	x	x	x	3	35	0	46
4	x	x	x	4	12	2	4	4	14	0	9	4	x	x	x	4	24	1	29	4	10	0	10	4	x	x	x	4	23	0	27
5	21	4	1	5	18	0	7	5	18	0	6	5	x	x	x	5	5	0	2	5	14	1	9	5	x	x	x	5	23	1	31
6	4	0	2	6	7	0	2	6	16	0	7	6	17	0	9	6	10	0	3	6	x	x	x	6	40	0	20	6	24	1	39
7	10	1	6	7	x	x	x	7	x	x	x	7	12	0	10	7	11	0	10	7	x	x	x	7	11	0	2	7	14	0	12
8	7	2	3	8	x	x	x	8	x	x	x	8	4	0	3	8	21	0	9	8	14	0	17	8	8	1	1	8	x	x	
9	11	0	3	9	22	0	6	9	13	0	1	9	26	0	13	9	x	x	x	9	23	0	26	9	21	0	12	9	x	x	
10	x	x	x	10	7	0	3	10	12	0	7	10	16	0	17	10	x	x	x	10	19	0	16	10	10	0	8	10	47	0	46
11	x	x	x	11	5	1	2	11	1	0	0	11	x	x	x	11	21	0	19	11	8	0	14	11	x	x	x	11	15	0	10
12	17	0	8	12	7	0	2	12	15	0	9	12	x	x	x	12	14	0	2	12	14	0	10	12	x	x	x	12	15	1	22
13	17	0	7	13	8	0	3	13	9	0	12	13	32	0	12	13	9	0	5	13	x	x	x	13	44	0	30	13	26	0	20
14	10	1	4	14	x	x	x	14	x	x	x	14	20	0	12	14	11	0	2	14	x	x	x	14	20	0	16	14	27	1	20
15	9	2	4	15	x	x	x	15	x	x	x	15	27	1	9	15	10	0	2	15	15	0	15	15	28	0	31	15	x	x	
16	13	0	6	16	x	x	x	16	7	1	2	16	22	0	4	16	x	x	x	16	20	0	10	16	30	1	36	16	x	x	
17	x	x	x	17	13	0	2	17	14	1	4	17	30	0	14	17	x	x	x	17	19	0	12	17	26	0	25	17	45	1	35
18	x	x	x	18	5	1	2	18	5	0	7	18	x	x	x	18	18	1	25	18	24	0	10	18	x	x	x	18	21	0	15
19	x	x	x	19	8	0	3	19	13	0	14	19	x	x	x	19	5	0	0	19	15	0	8	19	x	x	x	19	23	0	10
20	17	1	9	20	5	0	3	20	20	1	17	20	x	x	x	20	8	0	4	20	x	x	x	20	35	1	23	20	15	0	11
21	10	1	3	21	x	x	x	21	x	x	x	21	20	0	9	21	7	0	2	21	x	x	x	21	30	1	26	21	31	0	15
22	11	0	7	22	x	x	x	22	x	x	x	22	16	0	14	22	17	0	10	22	26	0	10	22	40	0	36	22	x	x	
23	12	1	2	23	12	0	3	23	16	2	7	23	10	0	6	23	x	x	x	23	19	0	9	23	29	0	28	23	x	x	
24	x	x	x	24	9	0	5	24	7	0	1	24	9	0	2	24	x	x	x	24	16	0	17	24	21	0	27	24	39	0	27
25	x	x	x	25	14	2	3	25	10	0	5	25	x	x	x	25	x	x	x	25	29	2	11	25	x	x	x	25	29	0	20
26	15	1	8	26	7	0	0	26	7	0	3	26	x	x	x	26	20	0	9	26	15	0	9	26	x	x	x	26	35	0	19
27	0	0	0	27	9	0	5	27	14	0	13	27	16	0	12	27	13	0	8	27	x	x	x	27	37	0	18	27	23	0	21
28	12	0	7	28	x	x	x	28	x	x	x	28	24	0	13	28	7	0	10	28	x	x	x	28	23	0	22	28	20	0	19
29	8	0	3					29	x	x	x	29	11	0	7	29	13	0	12	29	20	0	9	29	24	0	22	29	x	x	
30	6	0	0					30	17	0	9	30	14	0	6	30	x	x	x	30	28	1	16	30	23	0	29	30	x	x	
31	x	x	x					31	11	1	8					31	x	x	x					31	19	0	28	31	25	0	18

567 4 411 555 5 483
 People | Computer Usage Reference
 People | Computer Usage Reference

Expense Summary Report

Accounts: E 70-01-01 - E 70-99-99

February to August

Account	Budget		E.udget		Curr Mnth		YTD		Unexpended		Percent Spent
	Original	Adjustments	Net	Net	Net	Net	Net	Net	Balance		
70 - Library	47,937.00	0.00	47,937.00	28,065.98	19,729.43	19,729.43	28,065.98	19,871.02	58.55		
01 - Salary/Benefits	35,437.00	0.00	35,437.00	19,729.43	15,707.57	15,707.57	19,729.43	15,707.57	55.67		
16 - Librarian	21,160.00	0.00	21,160.00	11,700.00	9,460.00	11,700.00	11,700.00	9,460.00	55.29		
17 - Assistant Librarian	1,600.00	0.00	1,600.00	799.00	801.00	799.00	799.00	801.00	49.94		
90 - Health Insurance	10,715.00	0.00	10,715.00	6,173.51	4,541.49	6,173.51	6,173.51	4,541.49	57.62		
92 - Medicare	330.00	0.00	330.00	181.41	148.59	181.41	181.41	148.59	54.97		
93 - Social Security	1,415.00	0.00	1,415.00	774.96	640.04	774.96	774.96	640.04	54.77		
94 - Unemployment Compensation	100.00	0.00	100.00	0.00	100.00	0.00	0.00	100.00	0.00		
95 - Workers Compensation	117.00	0.00	117.00	100.55	16.45	100.55	100.55	16.45	85.94		
02 - Utilities	4,875.00	0.00	4,875.00	2,460.92	2,414.08	2,460.92	2,460.92	2,414.08	50.48		
01 - Electricity	1,100.00	0.00	1,100.00	642.97	457.03	642.97	642.97	457.03	58.45		
02 - Heat	3,000.00	0.00	3,000.00	1,375.62	1,624.38	1,375.62	1,375.62	1,624.38	45.85		
05 - Water & Sewer	775.00	0.00	775.00	442.33	332.67	442.33	442.33	332.67	57.07		
03 - Communications	300.00	0.00	300.00	154.90	145.10	154.90	154.90	145.10	51.63		
01 - Telephone	300.00	0.00	300.00	154.90	145.10	154.90	154.90	145.10	51.63		
04 - Maintenance	725.00	0.00	725.00	489.69	235.31	489.69	489.69	235.31	67.54		
01 - General	500.00	0.00	500.00	367.19	132.81	367.19	367.19	132.81	73.44		
07 - Garbage Disposal	225.00	0.00	225.00	122.50	102.50	122.50	122.50	102.50	54.44		
05 - Supplies	650.00	0.00	650.00	189.23	460.77	189.23	189.23	460.77	29.11		
01 - General	100.00	0.00	100.00	31.25	68.75	31.25	31.25	68.75	31.25		
02 - Office	250.00	0.00	250.00	85.99	164.01	85.99	85.99	164.01	34.40		
05 - Library Supplies	300.00	0.00	300.00	71.99	228.01	71.99	71.99	228.01	24.00		
08 - Administrative Costs	5,650.00	0.00	5,650.00	4,788.96	861.04	4,788.96	4,788.96	861.04	84.76		
02 - Dues & Subscriptions	250.00	0.00	250.00	250.00	0.00	250.00	250.00	0.00	100.00		
04 - Postage	100.00	0.00	100.00	49.00	51.00	49.00	49.00	51.00	49.00		
05 - Training	350.00	0.00	350.00	0.00	350.00	0.00	0.00	350.00	0.00		
09 - Library Allowance	3,250.00	0.00	3,250.00	2,799.96	450.04	2,799.96	2,799.96	450.04	86.15		
14 - Technical Support	1,700.00	0.00	1,700.00	1,690.00	10.00	1,690.00	1,690.00	10.00	99.41		
99 - Miscellaneous	300.00	0.00	300.00	252.85	47.15	252.85	252.85	47.15	84.28		
03 - Special Events/Activities	300.00	0.00	300.00	252.85	47.15	252.85	252.85	47.15	84.28		
Final Totals	47,937.00	0.00	47,937.00	28,065.98	19,871.02	28,065.98	28,065.98	19,871.02	58.55		

Book drop fixed