

Washburn Memorial Library

Board of Trustees Meeting

June 2, 2015 5:00 pm

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

Secretary's report:

Laurie passed out copies of the minutes from the May meeting. Charlotte moved to accept and Gary seconded. Motion carried.

Financial Report:

Bev presented copies of the report. She said the percentage was a little high but should even out over the year. Some of the items are 100 percent spent already that is why the numbers are skewed. Warrena moved to accept the report as presented. Rita seconded and the motion carried.

Librarian's report:

April report: 360 people in and 188 uses of computer. Books checked out number was a little down in May. As of yesterday Lois is without a computer. Scott Olson came and looked at it and he thinks it is damage to the power supply due to the thunderstorm. He ordered the part and it should be back this week. Computer usage will be up. Lois contacted John Kelly to come and give us an estimate for the front steps with railing. He is coming next week. There will be a summer reading program starting the first of July. It is called "Read S'more Books". It will be on Monday from 6:00 to 7:00 with activities for those signed up. It is for ages PreK through and High School and will run for six weeks. Lois is hoping to get volunteers to help with the program. She will contact the high school and have it announced. There have been 4 memorial books given so far this year.

Old Business:

Rita moved that the work behind the library be paid for from the King fund. Gary seconded and the motion carried.

Lois will have Adam and Harold look at the book return to see if it is something that can be fixed.

Rita moved that we invest \$45000 from the Randall Fund into the Maine Community Foundation and move the rest to the Library fund, paying the \$250 fee from the remaining \$3000. Christina seconded. Motion carried by unanimous vote.

Lois asked about the rest of the Ipad grant. Bev said there was 300-500 left. Lois would like to purchase new headphones and put itunes money on each ipad.

Charlotte moved that we take up to \$75 from the general maintenance fund to purchase new geraniums. Christina seconded and motion carried.

Lois will look into having a quilt show and/or a woodcarving display for the August Fest.

The next meeting will be Tuesday, August 4, 2015 at 5:00 pm.

Warrena motioned to adjourn at 5:54 and Charlotte seconded. Motion carried.

Respectfully submitted,

Laurie Blackstone

Steps - Liability
Should be widened
Need railings

John Kelly
8-4-15

No room by door
especially for wheelchair

All soft concrete - remove, been patched a lot
Steps first + platform - then take out ramp.
Can go to Collins in P.I. or Caribon to check out railing.
Does details in the concrete also.
There are grants to cover this type of work
Rural Development?

Approx 2 weeks - John w come up with a price
for us in 7-10 days. Feels "Ballustrad" railing
would be the best way to go John thinks.

Adam did fix book drop.

Aug. 10 - last night of summer reading program.

Aug. 14th - help move furniture @ library

Bar still working on paperwork for Maine Community.

Next meeting Sept. 1st @ 5:00 p.m.

Adjourned @ 6:08

Expense Summary Report

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

February to May

Account	Budget		Budget		Curr Mnth Net	YTD Net	Unexpended		Percent Spent
	Original	Adjustments	Net	Net			Balance		
70 - Library	47,937.00	0.00	47,937.00	16,893.92	16,893.92	31,043.08	35.24		
01 - Salary/Benefits	35,437.00	0.00	35,437.00	11,200.97	11,200.97	24,236.03	31.61		
16 - Librarian	21,160.00	0.00	21,160.00	6,630.00	6,630.00	14,530.00	31.33		
17 - Assistant Librarian	1,600.00	0.00	1,600.00	420.75	420.75	1,179.25	26.30		
90 - Health Insurance	10,715.00	0.00	10,715.00	3,527.72	3,527.72	7,187.28	32.92		
92 - Medicare	330.00	0.00	330.00	102.34	102.34	227.66	31.01		
93 - Social Security	1,415.00	0.00	1,415.00	437.16	437.16	977.84	30.89		
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	83.00	83.00	34.00	70.94		
02 - Utilities	4,875.00	0.00	4,875.00	1,900.60	1,900.60	2,974.40	38.99		
01 - Electricity	1,100.00	0.00	1,100.00	413.66	413.66	686.34	37.61		
02 - Heat	3,000.00	0.00	3,000.00	1,234.18	1,234.18	1,765.82	41.14		
05 - Water & Sewer	775.00	0.00	775.00	252.76	252.76	522.24	32.61		
03 - Communications	300.00	0.00	300.00	86.47	86.47	213.53	28.82		
03 - Telephone	300.00	0.00	300.00	86.47	86.47	213.53	28.82		
04 - Maintenance	725.00	0.00	725.00	146.49	146.49	578.51	20.21		
01 - General	500.00	0.00	500.00	76.49	76.49	423.51	15.30		
07 - Garbage Disposal	225.00	0.00	225.00	70.00	70.00	155.00	31.11		
05 - Supplies	650.00	0.00	650.00	169.36	169.36	480.64	26.06		
01 - General	100.00	0.00	100.00	11.38	11.38	88.62	11.38		
02 - Office	250.00	0.00	250.00	85.99	85.99	164.01	34.40		
05 - Library Supplies	300.00	0.00	300.00	71.99	71.99	228.01	24.00		
08 - Administrative Costs	5,650.00	0.00	5,650.00	3,375.22	3,375.22	2,274.78	59.74		
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	0.00	0.00	350.00	0.00		
09 - Library Allowance	3,250.00	0.00	3,250.00	1,386.22	1,386.22	1,863.78	42.65		
14 - Technical Support	1,700.00	0.00	1,700.00	1,690.00	1,690.00	10.00	99.41		
99 - Miscellaneous	300.00	0.00	300.00	14.81	14.81	285.19	4.94		
03 - Special Events/Activities	300.00	0.00	300.00	14.81	14.81	285.19	4.94		
Final Totals	47,937.00	0.00	47,937.00	16,893.92	16,893.92	31,043.08	35.24		

Circulation Statistics By Item Report Class : 03/01/2015 to 03/31/2015

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	1	0	0	0	0
200 - 299	2	3	1	0	0
300 - 399	0	0	0	0	0
400 - 499	0	0	0	0	0
500 - 599	2	0	4	0	0
600 - 699	10	10	5	0	0
700 - 799	1	2	0	0	0
800 - 899	0	0	0	0	0
900 - 999	11	7	1	0	0
Audio Book	14	14	2	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	55	50	5	0	0
eBook	0	0	0	0	0
Fiction	114	115	12	0	0
J Audio Books	0	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	7	3	4	0	0
J Non-Fiction	4	3	1	0	0
Kit	0	0	0	0	0
Magazine	6	4	0	0	0
Reference	0	0	0	0	0
Undefined	4	4	2	0	0
Video	68	62	39	0	0
Total	299	277	76	0	0

Circulation Statistics By Patron Report Class : 03/01/2015 to 03/31/2015

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	15	21	3	0
Non-Resident Juvenile	0	1	0	0
Resident Adult	229	220	67	0
Resident Juvenile	46	25	6	0
Staff	7	2	0	0
Teacher	2	8	0	0
Total	299	277	76	0

Items Added And Deleted By Item Report Class : 02/01/2015 to 04/02/2015

Item Report Class	Number of Items		Current Number of Items
	Added	Deleted	
000 - 099	0	0	186
100 - 199	0	0	92
200 - 299	28	0	315
300 - 399	1	0	508
400 - 499	0	0	62
500 - 599	1	0	426
600 - 699	4	0	1415
700 - 799	4	0	1383
800 - 899	0	0	359
900 - 999	1	0	1629
Audio Book	6	6	641
Biography	1	0	727
Collective Biography	0	0	102
Computers	0	0	5
Easy Book	14	4	4862
eBook	0	0	2
Fiction	37	1	7850
J Audio Books	0	0	51
J Biography	0	0	207
J Collective Biography	0	0	19
J Fiction	4	0	80
J Non-Fiction	7	0	1623
Kit	0	0	1
Magazine	0	0	185
Reference	0	0	14
Undefined	1	0	14
Video	1	0	950
Total	110	11	23708

Items in "Undefined" Item Report Class

Report Results For: Item Report Class equals "Undefined"

14 Result(s) Found.

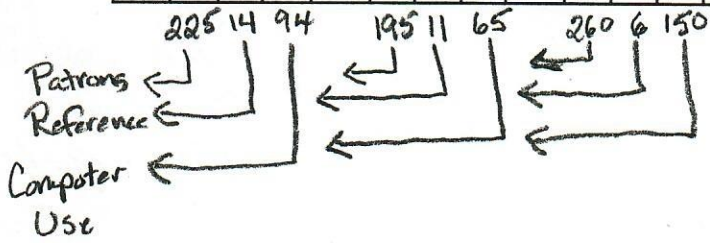
Line #	Call Number	Author's Name	Title	Holdings Barcode
1			fine add on	26704
2			Interlibrary Loan	31299
3			Interlibrary Loan	31300
4			Unbarcoded Book	31003
5			Unbarcoded Book 4	31004
✓6	269 Han	Hanegraaff, Hank.	Counterfeit revival	31916
✓7	804.66 Rub	Rubin, Susan Goldman.	Irena Sendler and the children of the Warsaw Ghetto	30662
✓8	E LEV	Levy, Janice.	Flip-Flop and the BFFs	eb000002
✓9	E LEV	Levy, Janice.	Flip-Flop and the BFFs	eb000012
✓10	F Rob	Roberts, Nora.	The witness	30394
✓11	F Tat LP	Tatlock, Ann.	Sweet Mercy	31181
✓12	JF Co0	Cooper, Elisha.	Beaver is lost	30038
13	NIS		Barcode for books that are not in system but on shelf	30919
14	NIS		Barcode for books that are not in system but on shelf-2	30920

Chain - Linda
 vice chain - Rita
 Secretary - Laurie } 2015/2016
 Officers

Next Mtg. May 5th @ 5:00

Maine Community
 Presentation

Jan	P	R	C	Feb	P	R	C	Mar	P	R	C	April	P	R	C	May	P	R	C	June	P	R	C
1	x	x	x	1	x	x	x	1	x	x	x	1				1				1			
2	15	0	4	2	15	3	3	2	11	0	4	2				2	x	x	x	2			
3	x	x	x	3	12	2	7	3	9	0	5	3				3	x	x	x	3			
4	x	x	x	4	12	2	4	4	14	0	9	4	x	x	x	4				4			
5	21	4	1	5	18	0	7	5	18	0	6	5	x	x	x	5				5			
6	4	0	2	6	7	0	2	6	16	0	7	6				6				6	x	x	x
7	10	1	6	7	x	x	x	7	x	x	x	7				7				7	x	x	x
8	7	2	3	8	x	x	x	8	x	x	x	8				8				8			
9	11	0	3	9	22	0	6	9	13	0	1	9				9	x	x	x	9			
10	x	x	x	10	7	0	3	10	12	0	7	10				10	x	x	x	10			
11	x	x	x	11	5	1	2	11	1	0	0	11	x	x	x	11				11			
12	17	0	8	12	7	0	2	12	15	0	9	12	x	x	x	12				12			
13	17	0	7	13	8	0	3	13	9	0	12	13				13				13	x	x	x
14	10	1	4	14	x	x	x	14	x	x	x	14				14				14	x	x	x
15	9	2	4	15	x	x	x	15	x	x	x	15				15				15			
16	13	0	6	16	x	x	x	16	7	1	2	16				16	x	x	x	16			
17	x	x	x	17	13	0	2	17	14	1	4	17				17	x	x	x	17			
18	x	x	x	18	5	1	2	18	5	0	7	18	x	x	x	18				18			
19	x	x	x	19	8	0	3	19	13	0	14	19	x	x	x	19				19			
20	17	1	9	20	5	0	3	20	20	1	17	20	x	x	x	20				20	x	x	x
21	10	1	3	21	x	x	x	21	x	x	x	21				21				21	x	x	x
22	11	0	7	22	x	x	x	22	x	x	x	22				22				22			
23	12	1	2	23	12	0	3	23	16	2	7	23				23	x	x	x	23			
24	x	x	x	24	9	0	5	24	7	0	1	24				24	x	x	x	24			
25	x	x	x	25	14	2	3	25	10	0	5	25	x	x	x	25	x	x	x	25			
26	15	1	8	26	7	0	0	26	7	0	3	26	x	x	x	26				26			
27	0	0	0	27	9	0	5	27	14	0	13	27				27				27	x	x	x
28	12	0	7	28	x	x	x	28	x	x	x	28				28				28	x	x	x
29	8	0	3					29	x	x	x	29				29				29			
30	6	0	0					30	17	0	9	30				30	x	x	x	30			
31	x	x	x					31	11	1	8					31	x	x	x				



150
 used
 new
 counting
 method

Expense Summary Report

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

February to March

Account	Budget		Budget		Curr Mnth		YTD		Unexpended	
	Original	Adjustments	Net	Net	Net	Net	Net	Net	Balance	Spent
70 - Library	47,937.00	0.00	47,937.00	9,573.65	9,573.65	38,363.35	19.97			
01 - Salary/Benefits	35,437.00	0.00	35,437.00	5,639.75	5,639.75	29,797.25	15.91			
16 - Librarian	21,160.00	0.00	21,160.00	3,510.00	3,510.00	17,650.00	16.59			
17 - Assistant Librarian	1,600.00	0.00	1,600.00	46.75	46.75	1,553.25	2.92			
90 - Health Insurance	10,715.00	0.00	10,715.00	1,763.86	1,763.86	8,951.14	16.46			
92 - Medicare	330.00	0.00	330.00	51.62	51.62	278.38	15.64			
93 - Social Security	1,415.00	0.00	1,415.00	220.52	220.52	1,194.48	15.58			
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	47.00	47.00	70.00	40.17			
02 - Utilities	4,875.00	0.00	4,875.00	1,027.52	1,027.52	3,847.48	21.08			
01 - Electricity	1,100.00	0.00	1,100.00	209.57	209.57	890.43	19.05			
02 - Heat	3,000.00	0.00	3,000.00	691.57	691.57	2,308.43	23.05			
05 - Water & Sewer	775.00	0.00	775.00	126.38	126.38	648.62	16.31			
03 - Communications	300.00	0.00	300.00	42.58	42.58	257.42	14.19			
03 - Telephone	300.00	0.00	300.00	42.58	42.58	257.42	14.19			
04 - Maintenance	725.00	0.00	725.00	111.49	111.49	613.51	15.38			
01 - General	500.00	0.00	500.00	76.49	76.49	423.51	15.30			
07 - Garbage Disposal	225.00	0.00	225.00	35.00	35.00	190.00	15.56			
05 - Supplies	650.00	0.00	650.00	103.99	103.99	546.01	16.00			
01 - General	100.00	0.00	100.00	0.00	0.00	100.00	0.00			
02 - Office	250.00	0.00	250.00	32.00	32.00	218.00	12.80			
05 - Library Supplies	300.00	0.00	300.00	71.99	71.99	228.01	24.00			
08 - Administrative Costs	5,650.00	0.00	5,650.00	2,633.51	2,633.51	3,016.49	46.61			
02 - Dues & Subscriptions	250.00	0.00	250.00	0.00	0.00	250.00	0.00			
04 - Postage	100.00	0.00	100.00	0.00	0.00	100.00	0.00			
05 - Training	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	943.51	943.51	2,306.49	29.03			
14 - Technical Support	1,700.00	0.00	1,700.00	1,690.00	1,690.00	10.00	99.41			
99 - Miscellaneous	300.00	0.00	300.00	14.81	14.81	285.19	4.94			
03 - Special Events/Activities	300.00	0.00	300.00	14.81	14.81	285.19	4.94			
Final Totals	47,937.00	0.00	47,937.00	9,573.65	9,573.65	38,363.35	19.97			

material public text

Circulation Statistics By Item Report Class : 05/01/2015 to 05/31/2015

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	0	0	0	0	0
200 - 299	0	0	1	0	0
300 - 399	0	0	1	0	0
400 - 499	0	0	0	0	0
500 - 599	1	5	6	0	0
600 - 699	2	6	3	0	0
700 - 799	2	0	1	0	0
800 - 899	1	1	0	0	0
900 - 999	6	10	3	0	0
Audio Book	11	7	1	0	0
Biography	0	1	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	34	23	12	0	0
eBook	0	0	0	0	0
Fiction	99	89	12	0	0
J Audio Books	0	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	4	5	0	0	0
J Non-Fiction	7	4	0	0	0
Kit	0	0	0	0	0
Magazine	2	7	0	0	0
Reference	0	0	0	0	0
Undefined	7	4	0	0	0
Video	57	55	14	0	0
Total	233	217	54	0	0

Circulation Statistics By Patron Report Class : 05/01/2015 to 05/31/2015

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	15	7	6	0
Non-Resident Juvenile	3	0	1	0
Resident Adult	194	196	45	0
Resident Juvenile	16	11	1	0
Staff	3	3	1	0
Teacher	2	0	0	0
Total	233	217	54	0

May
 Patrons 254
 Reference 3
 Computer 190

Memorials 2015

In honor of Carmine, Dorothy, Lorri, and 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 Shore Lines by Ann Flewelling and Game Bird Carving by Bruck Burk given by the Salmon Brook Historical Society.

Maine Community Foundation Some of Our Agency Fund Partners

Acadia Senior College
ACTEM
Apprentice Shop
Auburn Public Library
Auburn School Department
Bangor Lions Charities
Bangor Museum and Center for History
The Bay School
The Beacon Project
Beatrix Farrand Society
Big Brothers Big Sisters of Southern Maine
Brown Memorial Library
Camden Area District Nursing Association
Carrabassett Valley Academy
Carver Memorial Library
Center Theatre
Charming Chapel Preservation Society
Chebeague Island Library
Cherryfield Free Library Association
Cherryfield-Narraguagus Historical Society
Children's Museum & Theatre of Maine
City of Lewiston Education Fund
Coastal Humane Society
Coastal Maine Botanical Gardens
Deer Isle-Stonington Historical Society
Denmark Arts Center
Downeast Coastal Conservancy
Erskine Academy
Falmouth Historical Society
First Parish in Portland
Fort Fairfield Educational Fund
Foundation 51
Freeport Community Services
Friends in Action
Friends of Casco Bay
Friends of Nash Island Light
Friends of the Maine State Museum
Friends of the Thomaston Public Library
Gilbert & Sullivan Society of Hancock County
GMRI - Science Literacy Fund
Good Shepherd Food-Bank
The Grand, Ellsworth
Greater Androscoggin Humane Society
Greater Eastport Ecumenical Churches Assoc.
Greenville School System
Guilford Historical Society
Guilford Memorial Library
Harvest Hills Animal Shelter
Healthy Island Project
Houlton High School Alumni Association
Island Common Resource Center
Island Medical Center
Island Pantry
Island Readers and Writers
Jackson Memorial Library
Kittery Land Trust
The LifeFlight Foundation
Limestone United Methodist Church
Lubec Memorial Library
Mahoosuc Kids Association
Mahoosuc Land Trust
Maine Farmland Trust
Maine Island Trail Association
Maine Preservation
Maine School of Science & Mathematics Foundation
Maine Winter Sports Center
Maine Women's Policy Center
Milbridge Public Library
Moosehead Historical Society
Mount Desert Island Historical Society
Mount Desert Island Lions Charities
Mountain Valley High School
MRG, Inc. (Maine Rail Group)
MSAD #4, Piscataquis Community Schools
MSAD #41, Penquis Valley High School
MSAD #58, Mt. Abram Regional High School
Northeast Historic Film
Opera House Arts
Orono Educational Foundation
Orono-Old Town Kiwanis Charities
Partners In Island Education
Patten Lumbermen's Museum
Pembroke Historical Society
Penobscot East Resource Center
Peopleplace Cooperative Preschool
Phippsburg Land Trust
Pine Tree Hospice
Piscataquis Regional YMCA
Porter Memorial Library Association
Portland Stage Company
Portland Trails
Rangeley Lakes Region Historical Society
Rangeley Library Association
Riding to the Top Therapeutic Riding C
Rippleffect
Robert A. Frost Memorial Library
Rockland Historical Society
Rockland Public Library
RSU 39, Eastern Aroostook
RSU 79, Presque Isle
Safe Family Exchange
Salt Bay Chamberfest
Sebasticook Regional Land Trust
Shalom House
The Sharing Foundation
Ski Musuem of Maine
Somerset Woods Trustees
Southern Maine Agency on Aging
St. Brendan The Navigator Episcopal Cl
Stonington Public Library
Sugarloaf Regional Ski Educational Fou
Sunrise County Economic Council
Tedford Housing
Topsham Public Library
Town of Dover-Foxcroft
Town of Guilford
Town of Islesboro
Town of Sumner
Town of Wilton
Unitarian Universalist Church of Ellsw
United Way of Eastern Maine
United Way of Mid Coast Maine
Upper Saco Valley Land Trust
Vinalhaven Land Trust
Volunteers of America - Northern New
Waterford Library
Weld Historical Society
WERU (Salt Pond Community Broadca
West Quoddy Head Lightkeeper Assoc
White Pine Programs
Whitneyville Library and Whatnot Ass
The Wilson Museum
Wilton Scholarship Foundation
Windham Raymond Athletic Boosters
Wiscasset, Waterville & Farmington Ra
Womancare
Woodlawn Museum
York County Community College Four