

**Washburn Memorial Library  
Board Meeting Agenda  
June 2, 2022 at 4:30pm**

- Secretary's Report - Christina *mot. Bev 2nd Londa*
- Financial Report - Donna *mot. Rita 2nd Louise*
- Library Director's Report - Cara
- Library Updates
- Children's Librarian's Report - Courtney

**Old Business**

- Knitting Group Times/Dates
- August Festival Basket - What will ours include?
- Parking upgrades

**New Business**

- Community concerns over hours of operation
- Books we have read recently
- Other new business?
- Date of the next meeting - September 7, 2022 at 4:30 pm

**Current Board Members:**

Appointed Annually:

Perham  
Wade

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

### MAY 5, 2022 MEETING NOTES

Present were: Sue Brown, Beverly Turner, Courtney Howe—Children's Librarian, Christina Maynard, Heidi Silver, Londa Brown, Rita Kingsbury, Cara Miller—Library Director, and Donna Turner—Town Manager. The meeting was attended through ZOOM.

Chairperson, Sue Brown, called the meeting to order at 5:00 p.m.

Secretary's Report: Bev made a motion to accept the Secretary's report. Londa seconded the motion, so voted.

Financial Report: Donna reported that all of the special accounts look good at the present time. The Utilities Account will be over due to fuel and electricity prices rising.

--The Maine Community Foundation had a loss of \$4,621.00.

--The furnace has been repaired. Steve Davis from Dead River made the repairs.

Library Director's Report: Care went over her circulation stats. Cara reported she found memorial/honor plaques for the outside planters will both be 6" x 4". They will come with predrilled holes. They are approximately \$30.00 apiece. Rita made a motion that the plaques be ordered for the planters. Christina seconded the motion, so voted.

--The Yoga sessions have been going well. The ladies are enjoying the yoga, craft, and snack time. Cara would like to take a break just until after the August Festival.

Children's Librarian Report: Courtney will be planning for the Summer Reading Program over the next couple of months. She has been working on a grant through Biomes Project, that would allow a touch tank during the summer. Also, included would be a lizard and a forest animal. This will be available for kids to adults on Wednesday, August 17, 2022 at 3:00pm.

--Courtney has also applied for a grant through Aroostook Partners in the Arts. This would allow for bigger craft projects for kids.

--Toddler Time continues to go well with new ones attending.

Old Business: Rita reported that there has only been one person attending the knitting group on Tuesdays. There had been seven attending on Fridays. Rita will be asking the group if they would rather do a second Friday during the summer months.

--August Festival: There will be a "Festival of Baskets" fundraiser for the library. Board members will ask local businesses to see if they would be willing to either put together a basket of items or donate money for one to be made up for them. Cara and Courtney will make an informational brochure to pass out to the businesses. There will be an email with a list of prospective businesses for the board to choose from.

--It was mentioned about doing another Teen Art Battle. There will not be one during the festival, but possibly in the Fall.

New Business: Flower beds – The following will take turns with the upkeep of the flower beds. June/Donna, July/Rita, August/Cara, and Laurie will be asked if she will do it for September.

--Londa made mention of Tim Hill's obituary stating that donations may be made in his memory to a local library. Cara mentioned there have been many made to our library.

--Donna has applied for two different grant to have a new parking lot put in between Country Farms Market and the Library. There is going to be new sidewalks done and it will eliminate many of the parking spots on Main Street.

--Board members took turns sharing about the books they have been reading.

--The next meeting will be held on Thursday, June 2, 2022. Time and place will be determined at a later date.

--Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted. The meeting was adjourned at 5:50pm.

### Circulation Statistics By Item Report Class : 05/01/2022 to 05/31/2022

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	1	1	0	0	0
200 - 299	1	0	1	0	0
300 - 399	2	2	1	0	0
400 - 499	0	0	0	0	0
500 - 599	1	1	0	0	0
600 - 699	6	3	0	0	0
700 - 799	0	1	0	0	0
800 - 899	0	0	0	0	0
900 - 999	8	7	1	0	0
Adult Large Print	9	6	2	0	0
Audio Book	0	0	0	0	0
Biography	2	3	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
DVD	0	4	0	0	0
Easy Book	36	34	4	0	0
eBook	0	0	0	1	0
Fiction	92	85	17	2	0
ILL Items	0	2	0	0	0
Interlibrary Loan	3	4	2	0	0
J Audio Books	0	0	1	0	0
J Biography	1	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	58	63	17	2	0
J Non-Fiction	7	7	1	0	0
Kit	7	5	1	0	0
Magazine	5	5	0	0	0
Puzzles	3	6	4	0	0
Reference	0	0	0	0	0
Undefined	1	1	0	0	0
YA Fiction	0	0	0	0	0
<b>Total</b>	<b>243</b>	<b>240</b>	<b>52</b>	<b>5</b>	<b>0</b>

### Circulation Statistics By Patron Report Class : 05/01/2022 to 05/31/2022

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	0	0	0	0
Non-Resident Adult	35	21	6	0
Non-Resident Juvenile	0	0	0	0
Resident Adult	174	186	32	0
Resident Juvenile	31	32	14	0
Staff	3	1	0	0
Teacher	0	0	0	0
<b>Total</b>	<b>243</b>	<b>240</b>	<b>52</b>	<b>0</b>

## MAY MEMORIALS & DONATIONS

Kimberly & Jeffery McBurnie gave an annual monetary gift donation to the Washburn Memorial Library.

Warrena & Carroll Bragg donated a memorial book in honor of, Ronnie Bragg and his love for carpentry:

Backyard Building (Building Tree Houses, Sheds, Arbors, Gates, & Other Garden Projects), by Jean Stiles

Anna Bragg gave a memorial donation in honor and memory of Tim Hill:

- I Need a Hug, by Aaron Blabey
- The Froggies Do Not Want To Sleep, by Adam Gustovson
- The 14 Day New Keto Cleanse, by JJ Smith
- From Freezer To Table, by Polly Conner

The Rotary Club of Washburn donated the memorial book, American Muscle Cars: A Full-Throttle History, by Darin Holmstrom, in memory of Dana L. Woodman,

Donna & Robert Umphrey donated memorial books in honor of Tim Hill:

- The Forest of Vanishing Stars: A Novel, by Kristen Harmel
- The Deverill Chronicles (Books 1 -4), by Santa Montefiore
- Unlocking Lyme, by William Rawls, MD
- Hell's Corner, by David Baldacci

Alex & Mark Weeks, and Hannah Carter donated memorial books in honor of Tim Hill. These books were chosen in honor of his appreciation for storytelling, traveling, and photography:

- Menace in the Mist, by Janet Wylie (Maine author)
- Take My Hand, by Dolen Perkins-Valdez
- Memories Are An Old Man's Toys, by Elayne Telliani
- Every Day Resilience, by Gail Gazelle, MD
- National Geographic: Rarely Seen, by National Geographic
- National Geographic: Destination of a Lifetime, by National Geographic

A generous donation was given by Sandra Woodman toward the Washburn Memorial Library and our book collections.

**Memorial Books - Reserve Account**

<b>Balance as of 03/03/2022 - Reserve Account</b>		\$ 1,427.50
<i>This includes \$999.50 f/the Stamp Collection - Umphrey</i>		
March Donations		\$ 240.00
Purchases	\$ (256.94)	
Purchases	\$ (105.46)	
Donations		\$ 496.00
<b>Balance 06/02/2022</b>		<b>\$ 1,801.10</b>

**Miscellaneous Donations - Reserve Account**

<b>Balance Forward 03/03/2022</b>		\$ 763.92
March Donations		\$ 100.00
Purchases	\$ (797.57)	
Purchases	\$ (17.91)	
Donations		\$ 100.00
<b>Balance 06/02/22</b>		<b>\$ 148.44</b>

**Ye Olde Book Shoppe - Special Revenue Fund**

<b>Balance Forward 03/03/2022</b>		\$ 1,778.68
March Donations		\$ 58.00
March Purchases	\$ (264.98)	
April Donations		\$ 65.00
April Purchases	\$ (13.17)	
May Donations		\$ 18.00
May Purchases	\$ (67.77)	
<b>Balance 06/02/2022</b>		<b>\$ 1,573.76</b>

**King Grant 16 - Special Revenue Fund**

<b>Balance Forward 03/03/2022</b>		\$ 1,714.81
Josh Connolly - Fixing Shelves	\$ (105.00)	
May Purchases	\$ (36.20)	
<b>Balance 06/02/22</b>		<b>\$ 1,573.61</b>

**King Grant 2020 - Special Revenue Fund**

<b>Beginning Balance -03/03/2022</b>		\$ 2,503.09
Book Purchases	\$ (35.40)	
<b>Balance as of 06/02/22</b>		<b>\$ 2,467.69</b>

**Friends of the Library - Checkbook**

<b>Balance -03/03/22</b>		\$ 1,647.57
Deposits		\$ 180.01
Purchases	\$ (60.36)	
Purchases	\$ (64.57)	
Deposits		\$ 20.02
<b>Balance 06/02/22</b>		<b>\$ 1,722.67</b>

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

<b>Balance - 02/01/22</b>		\$ 5,000.00
Purchases	\$ (591.36)	
April Purchases	\$ (40.00)	
May Purchases	\$ (480.16)	
<b>Balance 06/02/22</b>		<b>\$ 3,888.48</b>

Bal.  
all good.

**Expense Summary Report**  
Department(s): 70  
June

33%  
OK  
less  
06/02/2022  
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Account	Budget		- CURR MONTH -		---- YTD ----		Unexpended		Percent Spent
	Net		Debits	Credits	Debits	Credits	Balance		
70 - Library		59,058.00	0.00	0.00	24,464.11	4,328.53	38,922.42	34.09	
01 - Salary/Benefits		41,575.00	0.00	0.00	17,530.63	4,288.15	28,332.52	31.85	
16 - Librarian		0.00	0.00	0.00			0.00		
17 - Assistant Librarian		38,500.00	0.00	0.00	12,239.19	0.00	26,260.81	31.79	
92 - Medicare		575.00	0.00	0.00	177.47	0.00	397.53	30.86	
93 - Social Security		2,400.00	0.00	0.00	758.83	0.00	1,641.17	31.62	
94 - Unemployment Compensation		33.00	0.00	0.00	16.45	0.00	16.55	49.85	
95 - Workers Compensation		67.00	0.00	0.00	50.54	0.00	16.46	75.43	
02 - Utilities		6,650.00	0.00	0.00	2,575.87	0.00	4,074.13	38.73	
01 - Electricity		2,800.00	0.00	0.00	764.67	0.00	2,035.33	27.31	
02 - Heat		3,000.00	0.00	0.00	1,528.44	0.00	1,471.56	50.95	
05 - Water & Sewer		850.00	0.00	0.00	282.76	0.00	567.24	33.27	
03 - Communications		525.00	0.00	0.00	232.54	40.38	332.84	36.60	
03 - Telephone		525.00	0.00	0.00	232.54	40.38	332.84	36.60	
04 - Maintenance		800.00	0.00	0.00	773.62	0.00	26.38	96.70	
01 - General		500.00	0.00	0.00	663.62	0.00	-163.62	132.72	
07 - Garbage Disposal		300.00	0.00	0.00	110.00	0.00	190.00	36.67	
05 - Supplies		850.00	0.00	0.00	296.75	0.00	553.25	34.91	
01 - General		150.00	0.00	0.00	13.91	0.00	136.09	9.27	
02 - Office		200.00	0.00	0.00	51.15	0.00	148.85	25.58	
05 - Library Supplies		500.00	0.00	0.00	231.69	0.00	268.31	46.34	
06 - Equipment		50.00	0.00	0.00	0.00	0.00	50.00	0.00	
01 - Equipment		50.00	0.00	0.00	0.00	0.00	50.00	0.00	
08 - Administrative Costs		7,608.00	0.00	0.00	2,836.52	0.00	4,771.48	37.28	
02 - Dues & Subscriptions		500.00	0.00	0.00	0.00	0.00	500.00	0.00	
04 - Postage		58.00	0.00	0.00	0.00	0.00	58.00	0.00	
05 - Training		150.00	0.00	0.00	0.00	0.00	150.00	0.00	
09 - Library Allowance		5,000.00	0.00	0.00	1,111.52	0.00	3,888.48	22.23	
14 - Technical Support		1,900.00	0.00	0.00	1,725.00	0.00	175.00	90.79	
99 - Miscellaneous		1,000.00	0.00	0.00	218.18	0.00	781.82	21.82	
03 - Special Events/Activities		1,000.00	0.00	0.00	218.18	0.00	781.82	21.82	
<b>Final Totals</b>		<b>59,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,464.11</b>	<b>4,328.53</b>	<b>38,922.42</b>	<b>34.09</b>	

Payment  
front  
paid up front