

Washburn Memorial Library Board Meeting Agenda January 6, 2022 at 4:30pm

- Secretary's Report - Christina
- Financial Report - Donna
- Library Director's Report - Cara
 - Library Updates:
 - The Lincoln Library of Essential Info. Vol. 1 & 2- Keep? These were donated. *Girls want to ✓ w/ Londa*
 - Teatime Book Club moved to Zoom. Creating monthly Book Club bags for pick up.
 - Kanopy (streaming video service for Public Libraries & Universities)
- Children's Librarian's Report - Courtney

Old Business

- Fly tying? *Table It*
- Baseball cards?

New Business

- Refresher on Cloud Library will be postponed until February meeting* *Table until next month.*
- Books you have read recently *- Londa shared through letter @ The Personal Librarian.*
- Other business?
- Date of the next meeting - February 3, 2022 at 4:30 pm. *15:00*

Current Board Members:

Appointed Annually:

Perham
Wade

Bev Turner - townclerk@washburnmaine.org
Heidi Silver - heidisilver@gmail.com

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown - suebrown11@gmail.com

Expiring 2023

Londa Brown - libbrown625@gmail.com

Expiring 2024

Laurie Blackstone - blackstonehome@hotmail.com

Christina Maynard - lvtoread514@gmail.com

Sarah Sines - ssines@msad45.net

Rita Kingsbury - rtkngsbrv@gmail.com

Town Manager - Donna Turner - townmanager@washburnmaine.org
WML Library Director - Cara Miller - washburnmainelibrary@gmail.com
WML Children's Librarian - Courtney Howe - courtneyjeanhowe@gmail.com
WML Email - wml.me.1290@gmail.com

Washburn Memorial Library web site: washburnlibrary.com

WASHBURN MEMORIAL LIBRARY

DECEMBER 2, 2021 MEETING NOTES

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

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

Secretary's Report: The minutes from the November 4, 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 money from the Community Foundation and this brought the maintenance line down to where it should be.

--King Grants: We are waiting for Don Hanson to finish his projects for us. The rest of the funds can go toward books.

--There have been some technical issues at the library. Donna put in a wi-fi extender upstairs which helps some. Brian Amero, from Northern Business Products, has done testing on our systems and says some of the problem could be because we have some tech items that are located in a closet. These items need to come out and be relocated. Brian will come back next week to move over wiring and tech things.

--The CPU will be taken to Northern Business Products to be fixed.

--PayPal has been considered to be too expensive to use.

--Was discussed giving can be done through Messenger. Donna and Courtney will get this set up and have instructions for people to be able to use it if they wish to donate to the library.

Bev made a motion to accept the financial report. Londa seconded the motion, so voted.

Library Director's Report: Cara reported there were 231 items returned, 237 items were taken out from the library, and there were 146 patrons.

--Cara was able to run a report of all the overdue items. There are 150 items that 70 patrons have overdue. She will be sending emails and postcards to the individuals who have these overdue items.

--Cara reported that according to the Atrium program which the library began using in 2010, there are 2,840 items that are reported lost.

--Part of the fiction section that was relocated earlier in the year, has now been moved back to the outer perimeter shelves as it was previously.

--Cara discussed her ideas for programs she would like to implement starting in January.

--Wellness Wednesday: Once a week Cara will post a health book plus she will also post an online yoga session.

--Tea Time Book Club: Cara would like to start a book club that would be every Thursday at Noon, and would last for about an hour. The book club will use the Barbara Porter Room. She would most likely use newer fiction books. Londa suggested contacting the Presque Isle Library because they will sometimes share used books that their book clubs have used.

Children's Librarian Report: Courtney reported that the painting time with Mena Irving was a huge success. There were 20 participants.

--There were many who participated in the online ornament class.

--Toddler Time will resume on December 10, 2021. Sue will fill in upstairs on December 10th and Bev will fill in on December 17th. Courtney is also looking for volunteers to read to the toddlers.

--Courtney would like to do classroom visits at the school for Christmas.

--Last month school children from the first-grade classes were not able to come to the library because of Covid. Courtney provided "turkey kits" and had a zoom mtg with those interested.

--Courtney reported that Marcy asked her about doing a project with her senior citizen ladies' group next week.

--Courtney will be reading The Night Before Christmas online.

--In January Marcy will start up the Lego group.

--Every other week Courtney will do "Read Aloud Family Book" time. Every other week, online, Courtney will read blurbs from books to encourage parents to read aloud to their children at home.

Old Business:

--Fly-Tying Class: There have only been 3 or 4 interested in this class so far. Jim Cray is still planning on beginning in January.

--Keith has tried taking the baseball cards and 1 more book of stamps into Eagle Hill but it has been closed lately.

New Business:

--It was discussed having high school students being able to volunteer at the library. They could fill in upstairs during Toddler Time or even read to the toddlers.

--Londa will do her Cloud Library presentation in January. Londa would also like a bullet point on the agenda each month for board members to share about some of the good books that they have been reading.

--Meeting time has now been moved to 4:40pm instead of 5:00pm to be more accommodating for board members.

The next meeting will be held on Thursday, January 6, 2021 at 4:30pm.

At 5:51pm Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted.

Circulation Statistics By Item Report Class : 12/01/2020 to 12/31/2020

Item Report Class	Checked In	Checked Out	Renewed	In-House Use
000 - 099	0	0	0	0
100 - 199	0	0	0	0
200 - 299	1	1	0	0
300 - 399	1	0	0	0
400 - 499	0	0	0	0
500 - 599	0	0	0	0
600 - 699	3	1	0	0
700 - 799	0	1	0	0
800 - 899	1	1	0	0
900 - 999	1	3	2	0
Adult Large Print	0	0	0	0
Audio Book	0	0	0	0
Biography	1	0	0	0
Collective Biography	0	0	0	0
Computers	0	0	0	0
DVD	0	0	0	0
Easy Book	14	13	2	0
eBook	0	0	0	0
Fiction	39	19	17	0
Interlibrary Loan	0	0	0	0
J Audio Books	0	0	0	0
J Biography	0	0	0	0
J Collective Biography	0	0	0	0
J Fiction	9	13	1	0
J Non-Fiction	3	2	0	0
Kit	0	0	0	0
Magazine	2	0	0	0
Puzzles	0	0	0	0
Reference	0	0	0	0
Total	75	54	22	0

Circulation Statistics By Item Report Class : 12/01/2021 to 12/31/2021

Item Report Class	Checked In	Checked Out	Renewed	In-House Use
000 - 099	0	0	0	0
100 - 199	0	0	0	0
200 - 299	0	0	0	1
300 - 399	1	1	0	0
400 - 499	0	0	0	0
500 - 599	0	0	2	0
600 - 699	1	3	4	1
700 - 799	1	0	0	0
800 - 899	0	0	0	0
900 - 999	1	1	2	0
Adult Large Print	8	9	0	0
Audio Book	0	2	0	0
Biography	0	0	0	0
Collective Biography	0	0	0	0
Computers	0	0	0	0
DVD	5	2	0	0
Easy Book	42	26	2	7
eBook	0	0	0	0
Fiction	50	39	13	0
Interlibrary Loan	0	0	0	0
J Audio Books	0	0	0	0
J Biography	0	0	0	0
J Collective Biography	0	0	0	0
J Fiction	36	17	5	1
J Non-Fiction	3	4	0	0
Kit	0	0	0	0
Magazine	2	0	0	0
Puzzles	4	2	0	0
Reference	0	0	0	0
Total	198	158	34	10

Circulation Statistics By Patron Report Class : 12/01/2020 to 12/31/2020

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	16	16	3	0
Non-Resident Juvenile	0	0	0	0
Resident Adult	43	28	19	0
Resident Juvenile	13	10	0	0
Staff	3	0	0	0
Teacher	0	0	0	0
Total	75	54	22	0

Circulation Statistics By Patron Report Class : 12/01/2021 to 12/31/2021

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	27	23	5	0
Non-Resident Juvenile	7	6	3	0
Resident Adult	142	117	15	0
Resident Juvenile	20	8	7	0
Staff	0	2	0	0
Teacher	2	2	4	0
Total	198	158	34	0

Patron Count for December 2020

23 Patrons

Patron Count for December 2021

89 Adults

41 Children

11 Computer Uses

Good #15

Memorial Books - Reserve Account

Balance as of 01/31/2021 - Separate Reserve Account		\$ 1,161.95
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)	
Sale of Umphrey Stamp Collection		\$ 999.50
Donations 10/01-10/31		\$ 125.00
Purchaes	\$ (16.99)	
Donations 12/20/21		\$ 200.00
Purchases 01/06/2022	\$ (244.51)	
Balance 01/06/2022		\$ 1,323.95

Miscellaneous Donations - Reserve Account

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
Donation - Umphrey		\$ 700.00
Purchases	\$ (204.89)	
Balance 01/06/2022		\$ 959.54

Ye Olde Book Shoppe - Special Revenue Fund

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)	
Purchases	\$ (170.27)	
Book Sales		\$ 8.00
Purchaes	\$ (241.73)	
Balance 01/06/2022		\$ 1,611.51

Can be used if needed for crafts for kids

Library Capital Reserve - Reserve Account

Beginning Balance 01/31/2021		\$ 1,254.88
Balance as of 01/06/2022		\$ 1,254.88

King Grant 16 - Special Revenue Fund

Balance Forward 01/31/2021		\$ 2,540.78
Purchases	\$ (825.97)	
Balance 01/06/2022		\$ 1,714.81

King Grant 2020 - Special Revenue Fund

Beginning Balance - 01-31-2021		\$ 5,980.12
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)	
Balance as of 01/06/2022		\$ 2,503.09

Hanson
w/ be may
of 300.00

Friends of the Library - Checkbook

Balance - 01/31/21		\$ 830.58
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
Craft Supply Reimbursement	\$ (137.04)	
Money Collected		\$ 40.00
Balance 01/06/2022		\$ 464.46

ARPA - Grant for Technology

Balance - 01/31/21		\$ -
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)	
Balance 01/06/2022		\$ 141.71

Library Allowance - (Line Item in Budget)

Balance - 01/31/21		\$ 5,000.00
Purchases 2/1/21 thru 10/07/2021	\$ (2,106.47)	
Transfer negative balance from Diversity Grant	\$ (25.18)	
Purchases 12/02/2021	\$ (369.21)	
Purchases 12/03/21 thru 01/06/22	\$ (1,493.80)	
Remaining Balance 01/06/2022		\$ 1,005.34

Have until
1-31-22 to
use.

Expense Summary Report

Department(s): 70
January

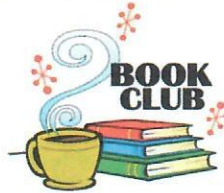
Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
70 - Library	55,561.00	2,042.03	48,017.55	7,543.45	86.42
01 - Salary/Benefits	40,406.00	742.36	35,112.77	5,293.23	86.90
16 - Librarian	7,400.00	0.00	7,395.00	5.00	99.93
17 - Assistant Librarian	27,000.00	689.60	20,808.24	6,191.76	77.07
90 - Health Insurance	3,356.00	0.00	3,355.65	0.35	99.99
92 - Medicare	475.00	10.00	406.77	68.23	85.64
93 - Social Security	2,000.00	42.76	1,712.33	287.67	85.62
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
02 - Utilities	4,550.00	175.87	4,037.74	512.26	88.74
01 - Electricity	1,400.00	105.18	1,036.29	363.71	74.02
02 - Heat	2,300.00	0.00	2,153.17	146.83	93.62
05 - Water & Sewer	850.00	70.69	848.28	1.72	99.80
03 - Communications	475.00	40.38	495.06	-20.06	104.22
03 - Telephone	475.00	40.38	495.06	-20.06	104.22
04 - Maintenance	725.00	0.00	434.17	290.83	59.89
01 - General	500.00	0.00	186.67	313.33	37.33
07 - Garbage Disposal	225.00	0.00	247.50	-22.50	110.00
05 - Supplies	800.00	0.00	771.82	28.18	96.48
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
06 - Equipment	50.00	0.00	0.00	50.00	0.00
01 - Equipment	50.00	0.00	0.00	50.00	0.00
08 - Administrative Costs	7,555.00	1,083.42	6,134.83	1,420.17	81.20
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	1,083.42	3,994.66	1,005.34	79.89
14 - Technical Support	1,900.00	0.00	1,725.00	175.00	90.79
99 - Miscellaneous	1,000.00	0.00	1,031.16	-31.16	103.12
03 - Special Events/Activities	1,000.00	0.00	1,031.16	-31.16	103.12
Final Totals	55,561.00	2,042.03	48,017.55	7,543.45	86.42

(these will be inc. - inc. - inc. -)

Teatime Book Club (virtual)

Do you like the idea of savoring a cup of tea while discussing a good read? If you answered YES to this question, then please join us for our upcoming **virtual Teatime Book Club!**

* **To sign up**, call or email Cara, Library Director, at the Washburn Memorial Library.



DETAILS:

- **FYI:** Held the 1st Wednesday of each month @ 12pm. **Begins:** February 2nd @ 12pm.
- We are moving the Teatime Book Club to **virtually, via Zoom**, which will include a participant's **Book Club Bag** (for pick up @ Washburn Memorial Library) each month.
- The monthly **Teatime Book Club Bag will include:**
 - An array of tea + honey sticks.
 - The current choice of book we are reading for the month (\$10 to purchase a copy).
 - A monthly print out/card with updates & details about our **Teatime Book Club**.
 - **To Do's:** Sign up (need your name + email address to send you the Zoom link for each month's meeting), & pick up your Book Club Bag @ Washburn Memorial Library.
- **Email:** washburnmainelibrary@gmail.com
- **Phone:** #207-455-4814
- **Location:** Virtually Via Zoom. * **Check your email for the Invite link.**
- **Books:** Chosen by process of group suggestions. Library Director, will finalize choice.
- **First Read:** *The Midnight Library: A Novel*, by Matt Haig
- <https://www.amazon.com/gp/product/0525559477>

OR purchase from Washburn Memorial Library for \$10.

A feel-good book guaranteed to lift your spirits.—The Washington Post
Somewhere out beyond the edge of the universe there is a library that contains an infinite number of books, each one the story of another reality. One tells the story of your life as it is, along with another book for the other life you could have lived if you had made a different choice at any point in your life. While we all wonder how our lives might have been, what if you had the chance to go to the library and see for yourself? Would any of these other lives truly be better?