

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

SEPTEMBER 5, 2019, MEETING NOTES

Present were: Londa Brown, Rita Kingsbury, Laurie Blackstone, Charlotte Griffin, Gary Cole, Beverly Turner, Donna Turner, Town Manager, and Lois Walton, Librarian.

Chairperson, Rita Kingsbury, called the meeting to order at 5:00 p.m.

Deb Cyr was a guest speaker from A4TD and was present to give us information regarding the program. This is through the Senior Community Service Employment Program through the Department of Labor. They are looking for host agencies to use their workers. A4TD pays all of the wages and takes care of workers' compensation. The worker would need to be supervised at all times—they are not allowed to open or close a building. They actually need to be performing some type of work for the host agency while they are there—usually about 20 hours per week. There would be an agreement between the host agency and A4TD with some guidelines, including something saying that if it does not work with a particular individual, a change will be made. They would like us to consider utilizing an individual if the need arises.

Secretary's Report: Bev read the minutes from the July 11, 2019, meeting. Laurie made a motion to accept the minutes as presented. Charlotte seconded the motion; so voted.

Financial Report: The financials were reviewed through July 31, 2019, and things are looking okay. Bev made a motion to accept the financial reports as presented. Charlotte seconded the motion; so voted.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed. Someone from the Maine State Library recently visited and installed a counter for computer usage—both inside and outside of the library—and we also have more bandwidth. Eight children participated in the Summer Reading Program from grades 2 through 8.

Old Business:

- A. Ye Olde Book Shoppe—the sale went well during August Festival week and was well worth doing. We brought in just short of \$800.00.
- B. Londa and Rita have been keeping Ye Olde Book Shoppe open for the last two Saturdays.
- C. Londa did a presentation regarding the Vietnam Wall event which took place during the week of August Festival. The library displayed books from the Vietnam Era. There were 12 Veterans who met with students from the school on Friday. Ken Atcheson spoke and did a couple of presentations on Saturday. This was a great addition to the Festival.
- D. We have no information or update on the 501c3 status.
- E. We had previously discussed making some changes in lighting and heat/air conditioning at the library. Contractors have been in to give us quotes, and they are as follows: For 51 LED lights, the cost is \$6,400.00 less a rebate of \$3,510.00 for a balance due of \$2,890.00. We may need to do a few additional touchups to the ceiling as well. The cost of a heat pump would be \$3,200.00 less a rebate of \$500.00 for a balance due of \$2,700.00. There would also be a \$300.00 charge to do wall work for a total of \$3,000.00. Charlotte made a motion to do the LED lights and the heat pump, and these projects will be paid for with funds from the Maine Community Foundation (Randall money). Bev seconded the motion; so voted.
- F. Should a change be made in the hours the library is open? Maybe having some Saturday hours would be a good idea. We will table this until the October meeting.
- G. We have been discussing a new children's section for downstairs of the library. PC Woodworking has given us a quote of \$4,100.00 for 3 free-standing maple book shelves and 2 wall-mounted book shelves. These will match the cabinets that we already have. If we vote to move forward, they will start building the shelves in November. This could possibly be paid for through a Stephen King grant. We will table this issue until the October meeting.

New Business:

- A. Gary Cole has a presentation that he would like to make but we do not have enough time at this meeting. Gary wants to be put on the agenda for the next meeting, and he will need at least 20 minutes.
- B. Rita reminded everyone that we will be looking at Chapter 3 of the Maine Library Trustee Handbook at the October meeting.

The next meeting will be held on Thursday, October 3, 2019, at 5:00 p.m.

At 6:15 p.m. Laurie made a motion to adjourn the meeting. Charlotte seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

Expense Summary Report

Department(s): 70

January

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
70 - Library	51,581.00	0.00	0.00	30,334.52	21,246.48	58.81
01 - Salary	38,626.00	0.00	0.00	22,174.37	16,451.63	57.41
16 - Librarian	21,500.00	0.00	0.00	12,310.38	9,189.62	57.26
17 - Asst. Lib.	2,000.00	0.00	0.00	1,127.50	872.50	56.38
90 - Health	13,150.00	0.00	0.00	7,601.79	5,548.21	57.81
92 - Medi	350.00	0.00	0.00	190.15	159.85	54.33
93 - SS	1,475.00	0.00	0.00	813.04	661.96	55.12
94 - Unemp.	42.00	0.00	0.00	31.50	10.50	75.00
95 - Work. Comp.	109.00	0.00	0.00	100.01	8.99	91.75
02 - Utilities	4,275.00	0.00	0.00	2,323.06	1,951.94	54.34
01 - Electric	1,000.00	0.00	0.00	679.92	320.08	67.99
02 - Heat	2,500.00	0.00	0.00	1,200.81	1,299.19	48.03
05 - Water/Sewer	775.00	0.00	0.00	442.33	332.67	57.07
03 - Comm.	380.00	0.00	0.00	239.57	140.43	63.04
03 - Telephone	380.00	0.00	0.00	239.57	140.43	63.04
04 - Maintenance	725.00	0.00	0.00	255.41	469.59	35.23
01 - General	500.00	0.00	0.00	150.41	349.59	30.08
07 - Garbage	225.00	0.00	0.00	105.00	120.00	46.67
05 - Supplies	550.00	0.00	0.00	304.32	245.68	55.33
01 - General	100.00	0.00	0.00	51.11	48.89	51.11
02 - Office	200.00	0.00	0.00	28.74	171.26	14.37
05 - Library Sup.	250.00	0.00	0.00	224.47	25.53	89.79
08 - Admin. Costs	6,725.00	0.00	0.00	4,808.04	1,916.96	71.50
02 - Dues/Subs.	500.00	0.00	0.00	250.00	250.00	50.00
04 - Postage	75.00	0.00	0.00	0.00	75.00	0.00
05 - Training	100.00	0.00	0.00	0.00	100.00	0.00
09 - Lib.Allow.	4,350.00	0.00	0.00	2,868.04	1,481.96	65.93
14 - Tech. Sup.	1,700.00	0.00	0.00	1,690.00	10.00	99.41
99 - Misc.	300.00	0.00	0.00	229.75	70.25	76.58
03 - Events/Activ	300.00	0.00	0.00	229.75	70.25	76.58
Final Totals	51,581.00	0.00	0.00	30,334.52	21,246.48	58.81

Memorial Books

Balance Forward	\$	606.58
Cash Received Feb-April	\$	220.00
Purchases of Memorial Items	\$	(172.01)
Balance Sept. 5, 2019	\$	654.57

Miscellaneous Donations

Balance Forward	\$	19.97
Donations Received (March thru June)	\$	295.46
Book Purchases	\$	(220.02)
Balance - Sept. 5, 2019	\$	95.41

King Grant 2

Balance Forward	\$	3,100.33
Re-issue check for Fire Marshall Permit	\$	(49.00)
Mr. Hanson & Misc. Reimbursements	\$	(510.55)
Balance - Sept. 5, 2019	\$	2,540.78

I-Pad Grant

Balance Forward	\$	573.70
Balance - Sept. 5, 2019	\$	573.70

Lego Grant

Balance Forward	\$	2,141.00
Purchase & Reimbursement (May thru July)	\$	(869.70)
Balance - Sept. 5, 2019	\$	1,271.30

Ye Olde Book Shoppe

Balance Forward	\$	-
Receipts - March thru August	\$	1,070.00
Balance - Sept. 5, 2019	\$	1,070.00

Randall Reserve Account

Balance Forward	\$ 705.57	
<p>This account was set up when the Randall Fund was in a CD at the bank. This is money that would be deducted from the CD on an annual basis. When the CD was closed out and sent to the Community Foundation, this never went with it. It should be transferred to the Community Foundation.</p>		
Balance Sept. 5, 2019	\$ 705.57	

Maine Community Foundation

		Available for Distribution
Thompson Fund	\$ 15,848.35	\$ 610.00
Randall Fund	\$ 56,857.84	\$ 6,790.00
	\$ 72,706.19	\$ 7,400.00

Circulation Statistics By Item Report Class : 08/01/2019 to 08/31/2019

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	1	0	1	0	0
100 - 199	1	0	0	0	0
200 - 299	2	1	2	0	0
300 - 399	2	0	0	0	0
400 - 499	0	0	0	0	0
500 - 599	0	3	0	0	0
600 - 699	4	0	0	0	0
700 - 799	0	0	0	0	0
800 - 899	2	1	0	0	0
900 - 999	1	3	0	0	0
Audio Book	4	3	0	0	0
Biography	1	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	72	63	26	0	0
eBook	0	0	0	0	0
Fiction	83	84	25	0	0
J Audio Books	2	3	2	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	35	50	6	0	0
J Non-Fiction	18	13	2	0	0
Kit	0	0	0	0	0
Magazine	14	8	2	0	0
Reference	0	0	0	0	0
Undefined	6	3	1	0	0
Video	8	6	0	0	0
Total	256	241	67	0	0

Circulation Statistics By Patron Report Class : 08/01/2019 to 08/31/2019

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	18	31	1	0
Non-Resident Juvenile	1	0	0	0
Resident Adult	147	131	60	0
Resident Juvenile	85	72	6	0
Staff	5	2	0	0
Teacher	0	5	0	0
Total	256	241	67	0

→ Journals
 → Ref. Lib.
 → Microfilm
 → Computer

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June 2019	P	R	C	July 2019	P	R	C	Aug 2019	P	R	C	Sept 2019	P	R	C	Oct 2019	P
1	x	x	x	1	15	0	5	1	13	0	18	1	x	x	x	1	
2	x	x	x	2	17	0	14	2	8	0	12	2	x	x	x	2	
3	12	0	4	3	7	1	7	3	x	x	x	3				3	
4	10	0	8	4	x	x	x	4	x	x	x	4				4	
5	27	0	5	5	10	3	21	5	13	0	8	5				5x	
6	18	0	8	6	x	x	x	6	18	0	27	6				6x	
7	18	0	13	7	x	x	x	7	13	0	10	7	x	x	x	7	
8	x	x	x	8	17	0	16	8	19	0	16	8	x	x	x	8	
9	x	x	x	9	26	1	27	9	7	0	11	9				9	
10	12	0	7	10	14	1	11	10	x	x	x	10				10	
11	8	3	13	11	9	0	17	11	x	x	x	11				11	
12	4	3	4	12	15	0	11	12	23	0	14	12				12x	
13	24	0	17	13	x	x	x	13	28	0	31	13				13x	
14	38	1	20	14	x	x	x	14	6	0	1	14	x	x	x	14x	
15	x	x	x	15	18	1	5	15	37	0	14	15	x	x	x	15	
16	x	x	x	16	21	0	31	16	33	0	3	16				16	
17	37	0	16	17	18	0	14	17	66	0	16	17				17	
18	58	0	15	18	14	1	11	18	x	x	x	18				18	
19	16	0	13	19	6	0	8	19	18	2	26	19				19x	
20	18	0	9	20	x	x	x	20	16	0	2	20				20x	
21	17	0	17	21	x	x	x	21	20	1	6	21	x	x	x	21	
22	x	x	x	22	25	0	25	22	11	0	1	22	x	x	x	22	
23	x	x	x	23	21	0	22	23	17	0	7	23				23	
24	15	2	7	24	14	0	24	24	x	x	x	24				24	
25	15	0	7	25	10	0	4	25	x	x	x	25				25	
26	6	1	6	26	19	0	16	26	18	0	24	26				26x	
27	11	0	8	27	x	x	x	27	19	4	17	27				27x	
28	16	0	7	28	x	x	x	28	11	0	9	28	x	x	x	28	
29	x	x	x	29	14	0	15	29	14	0	15	29	x	x	x	29	
30	x	x	x	30	35	0	18	30	5	0	3	30				30	
				31				31	x	x	x					31	
Total	380	10	204	Total	345	5	322	Total	433	7	291	Total				Total	

Circulation Statistics By Material Type : 01/01/2019 to 09/04/2019

Material Type	Checked In	Checked Out	Renewed	In-House Use	Booked
Audio Book	33	34	14	0	0
Audio Visual	119	114	45	0	0
Book	1375	1471	352	0	0
Computer	0	0	0	0	0
eBook	0	0	0	0	0
Kit	0	0	0	0	0
Periodicals	42	52	2	0	0
Total	1569	1671	413	0	0



HOW DOES THE SCSEP WORK?

The Senior Community Service Employment Program (SCSEP) enrolls eligible job seekers age 55+ into part-time training positions and assigns them to public agencies or 501(c)(3) non-profit organizations in the local community. Participants provide a valuable community service while gaining new skills. Eventually, they leave the program for unsubsidized employment.

The purpose of the SCSEP is to offer a "stepping stone" back into the workforce. It is a transitional program where positions are not intended to be permanent. All assignments are temporary.

Participant training wages and other costs are paid by Associates for Training & Development (A4TD) through funding from Title V of the Older Americans Act, administered by the US Department of Labor. There is no cost to an organization for hosting a SCSEP participant.

Associates for Training & Development (A4TD) host training sites are expected to provide the participant with meaningful job skills training. They also encourage and help participants in their job search efforts. In exchange they receive the benefits of having a talented and mature individual as part of their team! **Note:** Host sites that can commit to hiring a participant upon successful completion of their training receive priority.

SCSEP participants undergo an assessment, testing, and additional skills training while enrolled in the program. Computer skills, occupational skills training, and industry-recognized credential acquisition are common among participants. They train in a variety of areas, the most common include: Retail Sales, Healthcare, Customer Service, General Office, and Food Preparation.

We want to hear from you!

www.a4td.org / info@a4td.org

802.524.3200 / 800.439.3307



Like a snowflake, every worker is unique!

We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.



MISSION STATEMENT

The mission of Associates for Training and Development (A4TD) is to assist mature workers to become the best qualified candidate for jobs consistent with their interests and abilities.

As a complement to that mission, A4TD works with employers and community organizations to develop and increase the range of employment opportunities available to mature workers.

As an integral part of this mission, A4TD recognizes the importance of coordinating its services with those of other organizations.

VISION STATEMENT

Clients who contact an A4TD office or Mature Worker Resource Center will be served by staff who are well trained in all aspects of career counseling, knowledgeable as to the local job market, and well informed as to local support services, education and training providers and other resources. All people will be treated with dignity and respect, and A4TD will serve as a positive force in the field of training workforce development.

CORE VALUES

The core values of A4TD have a significant impact on the way programs are developed and implemented for the mature worker population.

- A commitment to continuous quality improvement
- Evaluations and innovations which are data driven
- Customer focus (customers include participants, employers, community partners, and grantors)
- Acknowledge and honor the importance of teamwork and partnerships



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