

# Washburn Memorial Library Board Meeting Agenda November 4, 2021 at 5:00pm

Welcome to our new Library Director – Cara Miller!

- Secretary's Report
- Financial Report
- Library Director's Report
- Children's Librarian's Report

## Old Business:

- Update on Barbara Porter Room – Mural
- Fly-tying class
- Other old business?

## New Business

- Possibly adding a PayPal Account to the website in the future
- ComicsPlus
- Fall flower bed care
- Volunteers for Toddler Time Nov. 5, 12, 19, 26(?)
- Other new business?
- Date of the next meeting – December 2, 2021 at 5:00 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 – [lvtorcad514@gmail.com](mailto:lvtorcad514@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.mc.1290@gmail.com](mailto:wml.mc.1290@gmail.com)

Washburn Memorial Library web site: [washburnlibrary.com](http://washburnlibrary.com)

## WASHBURN MEMORIAL LIBRARY

### OCTOBER 7, 2021 MEETING NOTES

Present were: Rita Kingsbury, Beverly Turner, Courtney Howe—Children’s Librarian, Christina Maynard, Sue Brown, Londa Brown, Sarah Sines, Heidi Silver, 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 September 2, 2021 were read by board members. Londa made a motion to accept the minutes. Rita seconded the motion, so voted.

Financial Report: Donna reported that she got more information from the State of ME Library about the ARPA-Technology Grant. It has to be spent on hardware, computers, eBooks, printers, etc. Still not sure on the deadline of funds to be used, but Donna does have to do a final report by December 31, 2021. The Chromebooks that were purchased came out of this fund, along with 2-year protection plans for them and for Courtney’s laptop.

--Donna has an idea on a color printer that would be good for the library. The printer would cost around \$400.00. Rita suggested using the ARPA Technology Grant \$\$ to purchase 2 new laptops for the library. Donna will take a look at them next time she is in Bangor at Best Buy.

--Courtney is interested in doing a make & take kids book club. The funds could come out of the ARPA-Technology Grant.

--The Barbara Porter Room renovation expenses added up to \$2,750.08. Rita made a motion to take these funds from the Randall Fund. Bev seconded the motion, so voted.

--The supplies line is still over but there were many cleaners and totes that needed to be purchased.

--Londa made a motion to accept the Financial Report. Rita seconded the motion, so voted.

Children’s Librarian Report: Courtney prepared a very nice letter for Norma Hitchcock’s family to explain all that was done with Norma’s memorial funds. Courtney will also include a picture of the beautiful new Book Shelf that was purchased.

--Toddler time is going well. There has been good attendance. For each week in the month of October a “themed” pumpkin will go to a toddler by having a drawing.

- There has been 12-15 in the after-school group. They have been doing Legos. But it has been a challenge trying to keep them clean with Covid Restrictions. It was decided that for now Courtney will put the Legos up just until Covid Restrictions let up again. Mrs. Herzog would like to do a book club with Courtney and the after-school group.
- Being able to take home puzzles has been a hit. The book sales are also going well.
- October 16, 2021, there will be a kid's craft time at 9:00am and following at 10:30am, there will be an adult craft class. Courtney would like some help with the children's craft class.
- October 16, 2021, the Girl Scouts will be having their Halloween party in the Barbara Porter Room at 9:00am.
- For October Courtney is planning to do an online book reading. October is Adopt-a-Dog month, so Courtney will read a book on dogs and she will be able to show people her dog that she has adopted.
- Reed Plummer needs to do a project for college. He is going to put together a tri-fold for a kid's project and have it for display in January.
- Robert <sup>Hohman</sup> Hoham would like to do online computer classes through the library. We thought it would be good for him to possibly do classes on how to use the Cloud Library, or maybe Ancestry.
- Courtney reported there is a family who has had overdue items since May. They keep wanting to take more out. Courtney will call the family and ask them to bring in their items before being able to take anymore out.
- The only magazine that is being taken out at present is the Quilting magazines.
- Would like to start using the new electronic sign to advertise the library weekly.
- Concerning the King Grant, Courtney has contacted Don Hanson about making items for display use. After he makes these items the rest of the money will be spent on books.

#### Old Business:

- Rita donated folding tables to the library to use for whatever need arises.
- Trunk or Treat: Donna offered to put her vehicle in to represent the library. Laurie Blackstone will be contacted as a possible back up for Donna, should she not be able to attend. The board members will purchase the candy for Trunk or Treat.

#### New Business:

- Cara Miller has been hired as our new Library Director. Londa will check with Jenny Melvin at the State Library, to help with training. Cara will start on October 19, 2021. Cara will do some training in Caribou. Courtney will get it set up.

--Library Hours: We will now be open on Tuesday from 10:00am-4:30pm. Since knitting classes will still be on Tuesday from 6:00-8:00pm, it was brought up that if anyone comes in during this time to check out an item, they will be allowed to do so.

--Other: There are still some individuals who will not comply with our masking protocols. We are going by what the schools are doing for masking.

--The board members signed off on the bylaws!!

--Our Beanstack site has been cancelled.

--Jim Cray asked Donna about teaching a Fly-Tying course at the library. This would be a 10 week course, 3 hours per night, from 6:00-9:00pm. He would like to start the classes in January. Individuals would pay for these classes. We will let Jim set his own price for these classes.

--Mena Irving is still interested in teaching an art class here at the library. Courtney will also have her in to discuss doing a mural in the Barbara Porter Room.

The next meeting will be held on Thursday, November 4, 2021 at 5:00pm.

At 6:22pm Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted.

## Expense Summary Report

Department(s): 70

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>70 - Library</b>	<b>55,561.00</b>	<b>0.00</b>	<b>39,300.26</b>	<b>16,260.74</b>	<b>70.73</b>
<b>01 - Salary/Benefits</b>	<b>40,406.00</b>	<b>0.00</b>	<b>26,833.86</b>	<b>13,572.14</b>	<b>66.41</b>
16 - Librarian	7,400.00	0.00	7,395.00	5.00	99.93
17 - Assistant Librarian	27,000.00	0.00	14,286.60	12,713.40	52.91
90 - Health Insurance	3,356.00	0.00	3,355.65	0.35	99.99
92 - Medicare	475.00	0.00	314.38	160.62	66.19
93 - Social Security	2,000.00	0.00	1,317.29	682.71	65.86
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
<b>02 - Utilities</b>	<b>4,550.00</b>	<b>0.00</b>	<b>2,972.32</b>	<b>1,577.68</b>	<b>65.33</b>
01 - Electricity	1,400.00	0.00	881.86	518.14	62.99
02 - Heat	2,300.00	0.00	1,454.25	845.75	63.23
05 - Water & Sewer	850.00	0.00	636.21	213.79	74.85
<b>03 - Communications</b>	<b>475.00</b>	<b>0.00</b>	<b>373.27</b>	<b>101.73</b>	<b>78.58</b>
03 - Telephone	475.00	0.00	373.27	101.73	78.58
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>3,161.67</b>	<b>-2,436.67</b>	<b>436.09</b>
01 - General	500.00	0.00	2,959.17	-2,459.17	591.83
07 - Garbage Disposal	225.00	0.00	202.50	22.50	90.00
<b>05 - Supplies</b>	<b>800.00</b>	<b>0.00</b>	<b>771.82</b>	<b>28.18</b>	<b>96.48</b>
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
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>
01 - Equipment	50.00	0.00	0.00	50.00	0.00
<b>08 - Administrative Costs</b>	<b>7,555.00</b>	<b>0.00</b>	<b>4,330.65</b>	<b>3,224.35</b>	<b>57.32</b>
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	0.00	2,190.48	2,809.52	43.81
14 - Technical Support	1,900.00	0.00	1,725.00	175.00	90.79
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>0.00</b>	<b>856.67</b>	<b>143.33</b>	<b>85.67</b>
03 - Special Events/Activities	1,000.00	0.00	856.67	143.33	85.67
<b>Final Totals</b>	<b>55,561.00</b>	<b>0.00</b>	<b>39,300.26</b>	<b>16,260.74</b>	<b>70.73</b>

### Memorial Books - Reserve Account

<b>Balance as of 01/31/2021 - Separate Reserve Account</b>		<b>\$ 1,161.95</b>
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)	
<b>Sale of Umphrey Stamp Collection</b>		<b>\$ 999.50</b>
Donations 10/01-10/31		\$ 125.00
<b>Balance 10/31/21</b>		<b>\$ 1,385.45</b>

### 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
<b>Balance 10/31/2021</b>		<b>\$ 464.43</b>

### 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
<b>Balance 10/31/21</b>		<b>\$ 1,469.70</b>

*Cleared these  
acc'ts up.*

### Library Capital Reserve - Reserve Account

Beginning Balance 01/31/2021		\$ 1,254.88
<b>Balance as of 10/31/2021</b>		<b>\$ 1,254.88</b>

### King Grant 16 - Special Revenue Fund

Balance Forward 01/31/2021		\$ 2,540.78
Purchases	\$ (825.97)	
<b>Balance 10/31/2021</b>		<b>\$ 1,714.81</b>

### King Grant 2020 - Special Revenue Fund

<b>Beginning Balance - 01-31-2021</b>		<b>\$ 5,980.12</b>
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)	
<b>Balance as of 10/31/2021</b>			<b>\$ 2,503.09</b>

### I-Pad Grant - Special Revenue Fund

Balance Forward 01/31/2021			\$ 381.55
Purchases	\$	(358.99)	
Transfer of outstanding balance	\$	(22.56)	
<b>Balance 08/11/2021</b>			<b>\$ -</b>

### Lego Grant - Special Revenue Fund

Balance Forward 01/31/2021			\$ 902.12
Purchases 02/01/2021 - 08/11/2021	\$	(892.06)	
Purchase 06/30/21	\$	(23.96)	
Purchases - 08/12/2031	\$	(73.27)	
Purchases 10/21/21	\$	(10.00)	
Transfer of outstanding balance to			\$ 97.17
<b>Balance 10/31/2021</b>			<b>\$ -</b>

### Diversity Grant

Beginning Balance			\$ 300.00
Baker & Taylor - Books	\$	(155.40)	
Baker & Taylor - Books	\$	(123.66)	
Baker & Taylor - Books	\$	(29.02)	
Baker & Taylor - Books	\$	(17.05)	
Transfer outstanding amount to Library Allowance			\$ 25.13
<b>Balance 10/31/2021</b>			<b>\$ -</b>

### Friends of the Library - Checkbook

<b>Balance - 01/31/21</b>			<b>\$ 830.58</b>
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
<b>Balance 10/31/2021</b>			<b>\$ 561.50</b>

### ARPA - Grant for Technology

<b>Balance - 01/31/21</b>			<b>\$ -</b>
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
<b>Balance 10/31/2021</b>			<b>\$ 1,076.68</b>

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

<b>Balance - 01/31/21</b>			<b>\$ 5,000.00</b>
Purchases 2/1/21 thru 10/07/2021	\$	(2,106.47)	
Transfer negative balance from Diversity Grant	\$	(25.13)	
<b>Remaining Balance 10/31/21</b>			<b>\$ 2,868.40</b>