

# Washburn Memorial Library Board Meeting Agenda April 7, 2022 at 4:30pm

- Secretary's Report - Christina
- Financial Report - Donna
- Library Director's Report - Cara
  - Library Updates
- Children's Librarian's Report - Courtney

## Old Business

- Gift in memory of Louise Cole
- Other old business?

## New Business

- Election of Officers for 2022 - 2023
- Books we have read recently
- Thoughts about 2022 August Festival?
- Other business?
- Date of the next meeting - May 5, 2022 at 4:30 pm (Cinco de Mayo!)

## Current Board Members:

### Appointed Annually:

Perham  
Wade

Bev Turner - [townclerk@washburnmaine.org](mailto:townclerk@washburnmaine.org)  
Heidi Silver - [heidisilver@gmail.com](mailto:heidisilver@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 web site: [washburnlibrary.com](http://washburnlibrary.com)

## WASHBURN MEMORIAL LIBRARY

### MARCH 3, 2022 MEETING NOTES

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

Chairperson, Sue Brown, called the meeting to order at 4:32 p.m.

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

Financial Report: Donna went over the balances of the library accounts.

Library Director's Report: Cara reported that there were 5 attendees for the Online Book Club.

--Cara went over the numbers of items checked in and out, and the number of patrons for the month.

--Cara had a printout of the items that can be purchased using \$688.00 of the Umphrey Memorial monies. Bev made a motion that Cara purchase these items. Rita seconded the motion, so voted.

--Cara had three different options for us to choose from for the outdoor plant containers we want to use in memory of Louise Cole. There was one option that we all liked, so Cara will order them.

--Courtney contacted Mena Irving about painting a mural on one wall of the Barbara Porter Room; Mena agreed to do it. There was discussion about using \$311 left over from the Umphrey Memorial monies to give Mena for doing the mural. Bev made a motion to use the \$311 from the Umphrey Memorial monies, and to leave it up to Mena's discretion when she is able to paint the mural. Londa seconded motion, so voted.

--Cara and Courtney are passing out Library flyers whenever possible. Rita had an idea to take them to the schools.

--Cara reported there is now an Amazon wish list posted online for individuals interested in donating items.

Children's Librarian Report: Courtney reported that 20 "children's bags" went out for Dr. Seuss Day.

--Bunny Craft – Twenty-two craft kits have been spoken for. It has been very popular.

--The last week in March, Helena would like Courtney to go to the school to help her with her "Earth Day" theme. Courtney will help Helena, Monday through Friday.

--Toddler Time – Parents have been asking when Toddler Time will start again. Parents are also wanting all adults who attend to please wear a mask. Courtney will require the adults to wear a mask.

--Courtney would like to have "L" brackets installed downstairs to make shelves sturdier. Fifty-two brackets can be purchased for \$40.00. During our meeting Donna messaged Josh Conley asking him if he would be available to do this and he agreed to do it.

Old Business: Rita reported that the knitting group has started up again. They meet the first Tuesday of each month at 4:00pm, and the third Friday of each month from 10:00am-Noon. Courtney mentioned there have been patrons interested in this group.

--Board members took time to share what they have currently been reading.

New Business: Cara and Courtney shared their ideas on having a Seed Library. They will use the old card catalogue for this project. They will use small envelopes and have a certain number of seeds in each. They will use both vegetable and flower seeds. Patrons can come into the library and "sign" out packets of seeds. Patrons can also donate seeds if they would like to. Cara and Courtney would like to post "how-to" videos online about planting and care of gardens and flowers. There was talk about possibly having an annual Plant Sale through the library.

--Londa mentioned a possibility of getting free used items from the college.

The next meeting will be held on Thursday, April 7, 2022 at 4:30pm at the library.

The meeting adjourned at 5:23p.m.

**Circulation Statistics By Item Report Class : 03/01/2022 to 04/01/2022**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	1	0	0	0
100 - 199	0	1	0	0	0
200 - 299	0	0	0	0	0
300 - 399	4	2	0	0	0
400 - 499	0	0	0	0	0
500 - 599	2	1	0	0	0
600 - 699	15	11	4	1	0
700 - 799	1	1	0	0	0
800 - 899	0	0	0	0	0
900 - 999	4	2	1	2	0
Adult Large Print	7	5	1	0	0
Audio Book	0	1	4	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
DVD	1	3	0	0	0
Easy Book	42	28	3	1	0
eBook	0	0	0	0	0
Fiction	101	122	8	3	0
ILL Items	1	1	0	0	0
Interlibrary Loan	4	6	0	3	0
J Audio Books	0	0	0	0	0
J Biography	1	1	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	72	91	7	1	0
J Non-Fiction	11	16	0	0	0
Kit	4	7	0	0	0
Magazine	4	4	0	0	0
Puzzles	8	5	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
YA Fiction	0	0	0	0	0
<b>Total</b>	<b>282</b>	<b>309</b>	<b>28</b>	<b>11</b>	<b>0</b>

**Circulation Statistics By Patron Report Class : 03/01/2022 to 04/01/2022**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	0	0	0	0
Non-Resident Adult	33	33	3	0
Non-Resident Juvenile	28	25	1	0
Resident Adult	171	217	12	0
Resident Juvenile	42	27	8	0
Staff	3	7	4	0
Teacher	5	0	0	0
<b>Total</b>	<b>282</b>	<b>309</b>	<b>28</b>	<b>0</b>

## Progress Report for Board Meeting: April 7<sup>th</sup>, 2022

### Memorials & Monetary Gifts

In memory of Virginia Hews, Bette & Tom Olson donated the books: Glory Over Everything and The Kitchen House, by Kathleen Grimmsom.

In memory of Betty Umphrey, Bette & Tom Olson donated the books: Deep Creek, by Pam Houston, and Relax into Yoga for Seniors, by Kimberly Carson.

Jacqlyn O'Clair donated memorial funds to purchase the following books:

In memory of her Husband, Calvin O'Clair:

- Hilo Book series, 1 - 5 (children books), by Judd Winick
- The Gruffalo & The Gruffalo 's Child, by Julia Donaldson
- The Lost Girls of Ireland (heart warming novel), by Susanne O'Leary
- Paris Time Capsule, by Ella Carey
- The Bookshop On the Corner, by Jenny Colgan

In memory of Eric Thibodeau:

- Hogwarts Library (Trio Book Set), by J.K. Rowling
- Fantastic Beasts: The Crimes of Grinwald, by J.K. Rowling
- Six of Crows and Crooked Kingdom, by Leigh Bardugo

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

### Programs Updates

- Going well. Will be done end of April
- **Senior Ladies Group** (Yoga & a Craft) @ Library. Will continue through April (4 classes).
  - **Toddler Story-time** is back in person!
  - Dinosaur Week for **After School Programs** + 1<sup>st</sup> grade **Classroom visits**.
  - ★ **Wellness Wednesdays** (every other week) videos on Facebook continuing.
  - **Seed Library** launched April 1<sup>st</sup> with loads of positive feedback & interest!

Lots of interest

~~Not~~ Not many donated seeds

## Financials - April 07, 2022

**Memorial Books - Reserve Account**

<b>Balance as of 03/03/2022 - Reserve Account</b>		\$	<b>1,427.50</b>
<i>This includes \$999.50 f/the Stamp Collection - Umphrey</i>			
March Donations		\$	240.00
Purchases	\$	(256.94)	
<b>Balance 04/07/2022</b>		\$	<b>1,410.56</b>

**Miscellaneous Donations - Reserve Account**

<b>Balance Forward 03/03/2022</b>		\$	<b>763.92</b>
March Donations		\$	100.00
Purchases	\$	(797.57)	
<b>Balance 04/07/2022</b>		\$	<b>66.35</b>

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

Balance Forward 03/03/2022		\$	<b>1,778.68</b>
March Donations		\$	58.00
March Purchases	\$	(264.98)	
<b>Balance 04/07/2022</b>		\$	<b>1,571.70</b>

**King Grant 16 - Special Revenue Fund**

Balance Forward 03/03/2022		\$	<b>1,714.81</b>
Josh Connolly - Fixing Shelves	\$	(105.00)	
<b>Balance 04/07/2022</b>		\$	<b>1,609.81</b>

**King Grant 2020 - Special Revenue Fund**

<b>Beginning Balance -03/03/2022</b>		\$	<b>2,503.09</b>
Book Purchases	\$	(35.40)	
			<i>* Brackets *</i>
<b>Balance as of 04/07/2022</b>		\$	<b>2,467.69</b>

**Friends of the Library - Checkbook**

<b>Balance -03/03/22</b>		\$	<b>1,647.57</b>
Deposits		\$	180.01
Purchases	\$	(60.36)	
<b>Balance 03/2022</b>		\$	<b>1,767.22</b>

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

<b>Balance - 02/01/22</b>		\$	<b>5,000.00</b>
Purchases	\$	(591.36)	
<b>Balance 04/07/2022</b>		\$	<b>4,408.64</b>

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

Account	Budget		- CURR MONTH -		---- YTD ----		Unexpended		Percent Spent
	Net		Debits	Credits	Debits	Credits	Balance		
70 - Library		59,058.00	0.00	0.00	15,305.16	3,542.44	47,295.28	19.92	
01 - Salary/Benefits		41,575.00	0.00	0.00	10,386.58	3,542.44	34,730.86	16.46	
16 - Librarian		0.00	0.00	0.00	3,542.44	3,542.44	0.00	-----	
17 - Assistant Librarian		38,500.00	0.00	0.00	6,323.28	0.00	32,176.72	16.42	
92 - Medicare		575.00	0.00	0.00	91.68	0.00	483.32	15.94	
93 - Social Security		2,400.00	0.00	0.00	392.05	0.00	2,007.95	16.34	
94 - Unemployment Compensation		33.00	0.00	0.00	8.25	0.00	24.75	25.00	
95 - Workers Compensation		67.00	0.00	0.00	28.88	0.00	38.12	43.10	
02 - Utilities		6,650.00	0.00	0.00	1,738.97	0.00	4,911.03	26.15	
01 - Electricity		2,800.00	0.00	0.00	502.20	0.00	2,297.80	17.94	
02 - Heat		3,000.00	0.00	0.00	1,024.70	0.00	1,975.30	34.16	
05 - Water & Sewer		850.00	0.00	0.00	212.07	0.00	637.93	24.95	
03 - Communications		525.00	0.00	0.00	116.20	0.00	408.80	22.13	
03 - Telephone		525.00	0.00	0.00	116.20	0.00	408.80	22.13	
04 - Maintenance		800.00	0.00	0.00	409.90	0.00	390.10	51.24	
01 - General		500.00	0.00	0.00	354.90	0.00	145.10	70.98	
07 - Garbage Disposal		300.00	0.00	0.00	55.00	0.00	245.00	18.33	
05 - Supplies		850.00	0.00	0.00	247.31	0.00	602.69	29.10	
01 - General		150.00	0.00	0.00	6.99	0.00	143.01	4.66	
02 - Office		200.00	0.00	0.00	44.16	0.00	155.84	22.08	
05 - Library Supplies		500.00	0.00	0.00	196.16	0.00	303.84	39.23	
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	2,316.36	0.00	5,291.64	30.45	
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	591.36	0.00	4,408.64	11.83	
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	89.84	0.00	910.16	8.98	
03 - Special Events/Activities		1,000.00	0.00	0.00	89.84	0.00	910.16	8.98	
<b>Final Totals</b>		<b>59,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,305.16</b>	<b>3,542.44</b>	<b>47,295.28</b>	<b>19.92</b>	

*should be 16.66*

*Attrition*