

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

JULY 11, 2019, MEETING NOTES

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

Vice-Chairperson, Londa Brown, called the meeting to order at 5:00 p.m. Chairperson, Rita Kingsbury, arrived late and then took over as Chairperson.

Secretary's Report: Bev read the minutes from the June 6, 2019, meeting. Gary had some questions about the following: the by-laws and have they changed; the library budget; the bench that was donated to the library; etc. Rita indicated that we had several things to talk about at this meeting and limited time, so we would need to address these issues at a later date if desired.

Financial Report: The financials were reviewed through June 30, 2019, and things are looking okay. Donna indicated that the utilities are a little high and we are one month ahead on the phone bill.

New Business:

- A. There will be an open house at the elementary school on August 12, 2019 from 6:00 to 7:00 p.m. It would be good if we can get a large table to display books on and give out book marks and information about the library. Laurie will get a table and we will have someone there for the open house.
- B. We will have the book sale during the August Festival. Laurie will do Thursday from 11:00 to 2:00; Rita will do Friday from 11:00 to 2:00; and Heidi will do Saturday from 11:00 to 2:00.

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

At 6:05 p.m. Bev made a motion to adjourn the meeting. Heidi seconded the motion. Motion carried.

Respectfully submitted, Beverly Turner, Secretary

Current Account Status

G 1-320-09 General / Lego Grant

-2,141.00 = Beg Bal 809.55 = YTD Net 809.55 = Balance
2,141.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0044		03/20/19		Beg Bal Adjustments	B GJ	2,141.00	0.00
05	0122	32845	05/17/19	00939 Synchrony Ba	Account 6045782001206512	R AP	481.30	0.00
05	0122	32845	05/17/19	00939 Synchrony Ba	Account 6045782001206512	R AP	72.99	0.00
06	0145	32918	06/13/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	100.57	0.00
06	0145	32918	06/13/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	154.69	0.00
Totals-							2,950.55	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
February	0.00	0.00	2,141.00	0.00
May	554.29	0.00	0.00	0.00
June	255.26	0.00	0.00	0.00
Totals	809.55	0.00	2,141.00	0.00

Current Account Status

G 1-320-08 General / King Grant 2

-3,034.33 = Beg Bal 549.00 = YTD Net -2,551.33 = Balance
-66.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0044		03/20/19		Beg Bal Adjustments	B GJ	0.00	66.00
03	0030	32652	03/07/19	00615 Treasurer, S	Barrier Permit--Reissue	R AP	49.00	0.00
05	0122	32836	05/17/19	00330 MSAD #45	Mr. Hanson's Program	R AP	500.00	0.00
Totals-							549.00	66.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
February	0.00	0.00	0.00	66.00
March	49.00	0.00	0.00	0.00
May	500.00	0.00	0.00	0.00
Totals	549.00	0.00	0.00	66.00

Current Account Status

G 1-320-01 General / Mem.Books

-606.58 = Beg Bal
0.00 = Adjust

-47.99 = YTD Net
0.00 = YTD Enc

-654.57 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0018	32608	02/15/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	52.11	0.00
02	0012		02/14/19		02/14/2019 C/R	R CR	0.00	50.00
02	0014		02/15/19		02/15/2019 C/R	R CR	0.00	20.00
03	0035	32684	03/15/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	71.71	0.00
03	0032		03/08/19		03/08/2019 C/R	R CR	0.00	100.00
03	0053		03/28/19		03/28/2019 C/R	R CR	0.00	50.00
04	0084	32764	04/12/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	48.19	0.00
Totals-							172.01	220.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
February	52.11	70.00	0.00	0.00
March	71.71	150.00	0.00	0.00
April	48.19	0.00	0.00	0.00
Totals	172.01	220.00	0.00	0.00

Current Account Status

R 70-703 Library - Fines

100.00 = Budget
0.00 = Bud Adj

-96.50 = YTD Net

3.50 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0012		02/14/19		02/14/2019 C/R	R CR	0.00	2.50
03	0053		03/28/19		03/28/2019 C/R	R CR	0.00	25.00
06	0158		06/21/19		06/21/2019 C/R	R CR	0.00	69.00
Totals-							0.00	96.50

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
February	0.00	2.50	0.00	0.00
March	0.00	25.00	0.00	0.00
June	0.00	69.00	0.00	0.00
Totals	0.00	96.50	0.00	0.00

Current Account Status

G 1-320-02 General / Misc. Donati

-19.97 = Beg Bal
0.00 = Adjust

-75.44 = YTD Net
0.00 = YTD Enc

-95.41 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
03	0053		03/28/19		03/28/2019 C/R	R CR	0.00	50.42
04	0084	32764	04/12/19	00939 Synchrony Ba	Acct. 6045782001206512	R AP	19.98	0.00
05	0122	32845	05/17/19	00939 Synchrony Ba	Account 6045782001206512	R AP	200.04	0.00
06	0158		06/21/19		06/21/2019 C/R	R CR	0.00	45.00
06	0163		06/27/19		06/27/2019 C/R	R CR	0.00	200.04
Totals-							220.02	295.46

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
March	0.00	50.42	0.00	0.00
April	19.98	0.00	0.00	0.00
May	200.04	0.00	0.00	0.00
June	0.00	245.04	0.00	0.00
Totals	220.02	295.46	0.00	0.00

Current Account Status

G 1-320-10 General / Ye Olde Book

0.00 = Beg Bal
0.00 = Adjust

-240.00 = YTD Net
0.00 = YTD Enc

-240.00 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
03	0054		03/29/19		03/29/2019 C/R	R CR	0.00	140.00
06	0158		06/21/19		06/21/2019 C/R	R CR	0.00	100.00
Totals-							0.00	240.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
March	0.00	140.00	0.00	0.00
June	0.00	100.00	0.00	0.00
Totals	0.00	240.00	0.00	0.00

Expense Summary Report
Accounts: E 70-01-01 - E 70-99-99
June

*518 out
11.65%
A. J. [unclear]*

Account	Budget		Budget		Curr Mnth Net	YTD Net	Unexpended Percent	
	Original	Adjustments	Net	Net			Balance	Spent
70 - Library	51,581.00	0.00	51,581.00	4,072.36	21,848.55	29,732.45	42.36	
01 - Salary/Benefits	38,626.00	0.00	38,626.00	3,076.59	15,440.40	23,185.60	39.97	
16 - Librarian	21,500.00	0.00	21,500.00	1,652.40	8,592.48	12,907.52	39.97	
17 - Assistant Librarian	2,000.00	0.00	2,000.00	187.00	632.50	1,367.50	31.63	
90 - Health Insurance	13,150.00	0.00	13,150.00	1,085.97	5,429.85	7,720.15	41.29	
92 - Medicare	350.00	0.00	350.00	26.67	129.07	220.93	36.88	
93 - Social Security	1,475.00	0.00	1,475.00	114.05	551.84	923.16	37.41	
94 - Unemployment Compensation	42.00	0.00	42.00	10.50	21.00	21.00	50.00	
95 - Workers Compensation	109.00	0.00	109.00	0.00	83.66	25.34	76.75	
02 - Utilities	4,275.00	0.00	4,275.00	216.44	1,968.24	2,306.76	46.04	
01 - Electricity	1,000.00	0.00	1,000.00	87.86	514.67	485.33	51.47	
02 - Heat	2,500.00	0.00	2,500.00	128.58	1,200.81	1,299.19	48.03	
05 - Water & Sewer	775.00	0.00	775.00	0.00	252.76	522.24	32.61	
03 - Communications	380.00	0.00	380.00	29.41	176.96	203.04	46.57	
03 - Telephone	380.00	0.00	380.00	29.41	176.96	203.04	46.57	
04 - Maintenance	725.00	0.00	725.00	91.52	220.41	504.59	30.40	
01 - General	500.00	0.00	500.00	74.02	150.41	349.59	30.08	
07 - Garbage Disposal	225.00	0.00	225.00	17.50	70.00	155.00	31.11	
05 - Supplies	550.00	0.00	550.00	31.62	229.46	320.54	41.72	
01 - General	100.00	0.00	100.00	0.00	4.99	95.01	4.99	
02 - Office	200.00	0.00	200.00	0.00	0.00	200.00	0.00	
05 - Library Supplies	250.00	0.00	250.00	31.62	224.47	25.53	89.79	
08 - Administrative Costs	6,725.00	0.00	6,725.00	626.78	3,703.07	3,021.93	55.06	
02 - Dues & Subscriptions	500.00	0.00	500.00	250.00	250.00	250.00	50.00	
04 - Postage	75.00	0.00	75.00	0.00	0.00	75.00	0.00	
05 - Training	100.00	0.00	100.00	0.00	0.00	100.00	0.00	
09 - Library Allowance	4,350.00	0.00	4,350.00	376.78	1,763.07	2,586.93	40.53	
14 - Technical Support	1,700.00	0.00	1,700.00	0.00	1,690.00	10.00	99.41	
99 - Miscellaneous	300.00	0.00	300.00	0.00	110.01	189.99	36.67	
03 - Special Events/Activities	300.00	0.00	300.00	0.00	110.01	189.99	36.67	
Final Totals	51,581.00	0.00	51,581.00	4,072.36	21,848.55	29,732.45	42.36	