

Dean Kesonke  
Lestie Miller  
Janet Evans

## Washburn Memorial Library Board Meeting Agenda May 5, 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

- Knitting*
- Summer Quilting Groups?
  - August Festival

### New Business

- Care of flower beds for June, July, August (and cleanup in September?)
- Tim Hill *lots of memorrals*
- Parking for Patrons
- Books we have read recently
- Other new business?
- Date of the next meeting - June 2, 2022 at 4:30 pm

*June Donna  
July ~~July~~ Rita  
Aug. ~~Laurie~~ Cara  
Sept. Laurie*

*TBA*  
*Bev mpt. Londa 2nd. ended 5:50*

### 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)

Expiring 2023

Londa Brown - [libbrown625@gmail.com](mailto:libbrown625@gmail.com)

Expiring 2024

Laurie Blackstone - [blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)

Christina Maynard - [lvtorcad514@gmail.com](mailto:lvtorcad514@gmail.com)

Sarah Sines - [ssines@msad45.net](mailto:ssines@msad45.net)

Rita Kingsbury - [rtkingsbry@gmail.com](mailto:rtkingsbry@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

### APRIL 7, 2022 MEETING NOTES

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

Chairperson, Sue Brown, called the meeting to order at 4:30 p.m.

Secretary’s Report: Christina mentioned a change for the minutes. On page two, under Old Business, it should read: They meet the first Tuesday of each month at 6:00pm and not 4:00pm. Bev made a motion to accept the Secretary’s report with the correction. Laurie seconded the motion, so voted.

Financial Report: Donna reported that we will be over on the Utilities with prices of things continuing to rise. Maintenance is up some due to work being done on the furnace.

--Donna went over our other account balances and things look good.

--Josh Connolly has been in to put the “L” Brackets on the downstairs shelves.

Library Director’s Report: Cara went over her report totals of patrons checking items in and out.

Children’s Librarian Report: Courtney reported that Toddler Time has been going well since starting up again.

--The Senior Citizen ladies want to do two weeks of crafts instead of four.

--After school Dinosaur week went great. There were 36 kids who took part. There were stories and crafts.

--Courtney has decided on an Oceans theme for the Summer Program. She is looking into applying for a grant through, Aroostook Partners, to have a “Touch Tank” brought in. It just needs to link with a craft.

--There was discussion of trying to get a high school teacher to participate in getting the kids interested in using our library resources.

--Courtney wouldn’t mind facilitating a high school book club.

Old Business: The planters we purchased in Memory of Louise Cole arrived. Gary Cole has volunteered to fill them for us. Cara had samples of plaque/stakes for us to look at. We want something that can be attached to the planters to prevent them from being stolen. One will be done in Memory of Louise Cole and the second one will be done in Honor of Gary Cole. Cara will do more research on sizes and prices for our next meeting.

--Sue Brown and Londa Brown were both sworn in for another three-year term on the Board.

--Londa asked if the library is on the list for small and rural libraries, and we are.

### New Business:

#### --Election of Officers

--Board Chair – Londa nominated Sue for Board Chair. Sue accepted the nomination. Bev seconded the nomination. Londa made a motion for nominations to cease, so voted.

--Vice Chair – Rita nominated Londa for Vice Chair. Londa accepted the nomination. Christina seconded nomination. Rita made a motion for nominations to cease, so voted.

--Secretary – Sue nominated Christina for Secretary. Christina accepted the nomination. Londa seconded the motion. Rita made a motion for nominations to cease, so voted.

--August Festival – We discussed doing themed basket raffles. The area businesses will be approached and asked if they would like to donate a basket to the raffle and proceeds will go to the library. The baskets will be on display prior to the August Festival. We will have people buy tickets and put them in a bucket for whichever basket they would like to win.

--Board members shared about what they have been reading lately.

Other Business: Rob Hohman has again offered to do virtual learning classes for free. He would like to do them from the library. We decided to table this discussion to allow Cara to get more information from Rob.

--The Wellness Book Club will run during the summer. It will be once a month from 4:40pm-5:30pm.

The next meeting will be held on Thursday, May 5, 2022 at 4:30pm at the library.

The meeting adjourned at 5:35p.m.

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

Account	Budget Net	- CURR MONTH -		---- YTD ----		Unexpended Balance	Percent Spent
		Debits	Credits	Debits	Credits		
<b>70 - Library</b>	<b>59,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,228.92</b>	<b>3,542.44</b>	<b>46,371.52</b>	<b>21.48</b>
<b>01 - Salary/Benefits</b>	<b>41,575.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,408.24</b>	<b>3,542.44</b>	<b>34,709.20</b>	<b>16.51</b>
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	50.54	0.00	16.46	75.43
<b>02 - Utilities</b>	<b>6,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,154.71</b>	<b>0.00</b>	<b>4,495.29</b>	<b>32.40</b>
01 - Electricity	2,800.00	0.00	0.00	653.13	0.00	2,146.87	23.33
02 - Heat	3,000.00	0.00	0.00	1,289.51	0.00	1,710.49	42.98
05 - Water & Sewer	850.00	0.00	0.00	212.07	0.00	637.93	24.95
<b>03 - Communications</b>	<b>525.00</b>	<b>0.00</b>	<b>0.00</b>	<b>154.27</b>	<b>0.00</b>	<b>370.73</b>	<b>29.38</b>
03 - Telephone	525.00	0.00	0.00	154.27	0.00	370.73	29.38
<b>04 - Maintenance</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>746.12</b>	<b>0.00</b>	<b>53.88</b>	<b>93.27</b>
01 - General	500.00	0.00	0.00	663.62	0.00	-163.62	132.72
07 - Garbage Disposal	300.00	0.00	0.00	82.50	0.00	217.50	27.50
<b>05 - Supplies</b>	<b>850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>247.31</b>	<b>0.00</b>	<b>602.69</b>	<b>29.10</b>
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
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</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	0.00	0.00	50.00	0.00
<b>08 - Administrative Costs</b>	<b>7,608.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,356.36</b>	<b>0.00</b>	<b>5,251.64</b>	<b>30.97</b>
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	631.36	0.00	4,368.64	12.63
14 - Technical Support	1,900.00	0.00	0.00	1,725.00	0.00	175.00	90.79
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>161.91</b>	<b>0.00</b>	<b>838.09</b>	<b>16.19</b>
03 - Special Events/Activities	1,000.00	0.00	0.00	161.91	0.00	838.09	16.19
<b>Final Totals</b>	<b>59,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,228.92</b>	<b>3,542.44</b>	<b>46,371.52</b>	<b>21.48</b>

*Handwritten notes:*  
 - Next to 01 - Salary/Benefits: *Need to be 35% or less @ 3mths*  
 - Next to 02 - Utilities: *Good*  
 - Next to 03 - Communications: *Going to be up a little*

Not much change

<b>Financials - May 5, 2022</b>		
<b>Memorial Books - Reserve Account</b>		
<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)	
Purchases	\$ (105.46)	
<b>Balance 05/05/22</b>		<b>\$ 1,305.10</b>
<b>Miscellaneous Donations - Reserve Account</b>		
<b>Balance Forward 03/03/2022</b>		<b>\$ 763.92</b>
March Donations		\$ 100.00
Purchases	\$ (797.57)	
Purchases	\$ (17.91)	
<b>Balance 05/05/22</b>		<b>\$ 48.44</b>
<b>Ye Olde Book Shoppe - Special Revenue Fund</b>		
Balance Forward 03/03/2022		\$ 1,778.68
March Donations		\$ 58.00
March Purchases	\$ (264.98)	
April Donations		\$ 65.00
April Purchases	\$ (13.17)	
<b>Balance 05/05/2022</b>		<b>\$ 1,623.53</b>
<b>King Grant 16 - Special Revenue Fund</b>		
Balance Forward 03/03/2022		\$ 1,714.81
Josh Connolly - Fixing Shelves	\$ (105.00)	
<b>Balance 05/05/22</b>		<b>\$ 1,609.81</b>
<b>King Grant 2020 - Special Revenue Fund</b>		
Beginning Balance -03/03/2022		\$ 2,503.09
Book Purchases	\$ (35.40)	
<b>Balance as of 05/05/22</b>		<b>\$ 2,467.69</b>
<b>Friends of the Library - Checkbook</b>		
<b>Balance -03/03/22</b>		<b>\$ 1,647.57</b>
Deposits		\$ 180.01
Purchases	\$ (60.36)	
Purchases	\$ (64.57)	
<b>Balance 05/05/22</b>		<b>\$ 1,702.65</b>
<b>Library Allowance - (Line Item in Budget)</b>		
<b>Balance - 02/01/22</b>		<b>\$ 5,000.00</b>
Purchases	\$ (591.36)	
April Purchases	\$ (40.00)	
<b>Balance 05/05/22</b>		<b>\$ 4,368.64</b>



**Circulation Statistics By Item Report Class : 04/01/2022 to 04/30/2022**

<b>Item Report Class</b>	<b>Checked In</b>	<b>Checked Out</b>	<b>Renewed</b>	<b>In-House Use</b>	<b>Booked</b>
000 - 099	2	1	0	0	0
100 - 199	1	0	1	0	0
200 - 299	0	1	0	0	0
300 - 399	2	1	0	0	0
400 - 499	0	0	0	0	0
500 - 599	1	1	0	0	0
600 - 699	6	7	2	0	0
700 - 799	0	0	0	0	0
800 - 899	0	0	0	0	0
900 - 999	2	3	0	0	0
Adult Large Print	4	6	0	0	0
Audio Book	3	0	0	0	0
Biography	0	0	0	1	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
DVD	0	0	0	0	0
Easy Book	43	49	2	0	0
eBook	0	0	0	0	0
Fiction	110	110	21	2	0
ILL Items	0	0	0	0	0
Interlibrary Loan	5	2	1	0	0
J Audio Books	0	1	0	0	0
J Biography	0	1	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	101	95	5	5	0
J Non-Fiction	17	16	0	0	0
Kit	5	6	2	0	0
Magazine	2	3	0	0	0
Puzzles	3	8	1	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>307</b>	<b>311</b>	<b>35</b>	<b>8</b>	<b>0</b>

**Circulation Statistics By Patron Report Class : 04/01/2022 to 04/30/2022**

<b>Patron Report Class</b>	<b>Checked In</b>	<b>Checked Out</b>	<b>Renewed</b>	<b>Booked</b>
ILL Library	0	0	0	0
Non-Resident Adult	40	45	2	0
Non-Resident Juvenile	10	0	0	0
Resident Adult	218	226	29	0
Resident Juvenile	33	37	4	0
Staff	6	3	0	0
Teacher	0	0	0	0
<b>Total</b>	<b>307</b>	<b>311</b>	<b>35</b>	<b>0</b>

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