

# Washburn Memorial Library Board Meeting Agenda October 7, 2021 at 5:00pm

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

## Old Business:

- Bookstore
- Update on using the rest of the 2020 King Grant money
- Update on repairs to back wall of Barbara Porter Room
- Update on Covid Relief Grant
- Folding Tables?
- Trunk or Treat – Participate?

*waiting for term*

## New Business

- Library Director
- Library Hours
- Other
- Date of the next meeting – November 4, 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)

Expiring 2023

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

Expiring 2024

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

Christina Maynard – [lvtoread514@gmail.com](mailto:lvtoread514@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** –

**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

### SEPTEMBER 2, 2021 MEETING NOTES

Present were: Beverly Turner, Courtney Howe—Children’s Librarian, Donna Turner—Town Manager, Christina Maynard, Sarah Sines, Londa Brown-via Zoom, Sue Brown, and Rita Kingsbury.

Chairperson, Sue Brown, called the meeting to order at 4:57 p.m.

Secretary’s Report: The minutes from the June 3, 2021 were read by board members. Bev made a motion to accept the minutes. Rita seconded the motion, so voted.

Financial Report: Donna reported the overall budget is about 66%, we’re doing good. The Umphrey stamp collection was originally reported to have sold for \$366.50, but it actually sold for \$999.50. Under the Maintenance section we discussed voting to take the amounts spent on painting, drywalling, etc. out of the Randall Fund. We will wait until the work is completed and discuss again.

--During the August Festival \$340.00 was raised due to the “Art Battle, and \$489.13 was raised through the Book Sale.

--The printer that was purchased through the Covid Relief/Technology Grant was thought to have been wireless, but actually is not. But it cannot be returned.

--The Library Allowance amount needs to be spent by January 31, 2022. This is where most of the new books purchased come from.

Rita made a motion to accept the financial report. Sarah seconded the motion, so voted.

Children’s Librarian Report: Courtney reported the School’s Open House was a huge success. Courtney attended to promote the library. She had a wonderful trifold she used. She was approached with questions about starting up the Lego club again.

--August Festival – The Teddy Bear Sleepover was a hit. The Teen Art Battle also went very well, and \$340 was raised due to auctioning off the art. The book sale was very busy and \$489.13 was raised. There were many who participated in the children’s crafts downstairs, some even took extra kits home.

--Courtney reported that she has had people asking her about doing an adult craft time. Courtney would like to do adult crafts on a Saturday from 10:00am-12:00am, upstairs and offer a children’s craft time at 9:00am-10:00am downstairs.

--Toddler time is going well.

--Courtney sent out a flyer to the school teachers to encourage them to bring their classes to the library for a field trip. Mrs. Herzog is still planning to bring her after school kids in.

--The Girl Scouts would like to begin meeting in the Barbara Porter Room in October. It would be one Saturday a month. This would be at the same time Courtney would be having an adult craft time upstairs.

### Old Business:

--August Festival – All of the activities at the library were well attended and very successful. Those who were in the parade had a good time whether they were riding or walking. They passed out lollipops with the open house information attached.

--Bookstore – Donna mentioned she has 3 kids who are willing to help move the bookstore books upstairs. They will pack them up on Wednesday. There are also books that will not go back in the bookstore. Rita will take the children's books to a woman who homeschools and is interested in them. The adult books will go to the United Way bookstore in the mall. *is starting a childcare facility*

--Stamp Collection – Londa suggested to put the \$999.50 aside until we can decide what we want to use it for. It was suggested to possibly get something for the library and place a plaque in Don's memory.

--Covid Relief/Technology Grant – The iPads are not set up yet. A cordless phone was put in downstairs. The front door buzzer was installed but is hard to hear when downstairs.

--Bylaws – Heidi rewrote section VIII D1 on page 6. Bev made a motion to accept the library bylaws with today's date of September 2, 2021. Rita seconded the motion, so voted.

### New Business:

--Mask Protocols – Patrons of the library will be asked to once again wear masks when in the library. Children under Pre-K age will not have to wear them.

--Tim Whiton has resigned as Library Director. Donna has an applicant who previously applied that she will talk to next week about the position. She has previous library experience. It was mentioned that Jenny Melvin from the Northern District of Libraries can be contacted about this applicant. This is to see if the applicant would be a good fit for our library.

--Library Hours: Due to lack of staff we will be closed on Tuesdays. Courtney will continue to do Wednesday-Friday each week. She will need a volunteer to watch the upstairs during Toddler Time which is every Friday from 10:30am-12:00pm. This will be until a new Librarian is hired. Christina is available for Sept. 3<sup>rd</sup>, and Rita is available for Sept. 10<sup>th</sup>.

--Other: Sue's Daughter and Son-in-law are interested in providing a night of music at the library with a Saxophone Quartet sometime in the future.

--Jamie McIntosh talked to Rita about this year's Trunk or Treat proceeds to benefit our Children's room. Donna will ask Laurie if she would be interested in doing something for it.

--Londa asked Courtney to call Don Hanson to ask him about making a toddler table with monies from the King Grant.

--It was mentioned that it would be a good idea to purchase a folding table for the adult craft times upstairs.

The next meeting will be held on Thursday, October 7, 2021 at 5:00pm.

At 6:10pm Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted.

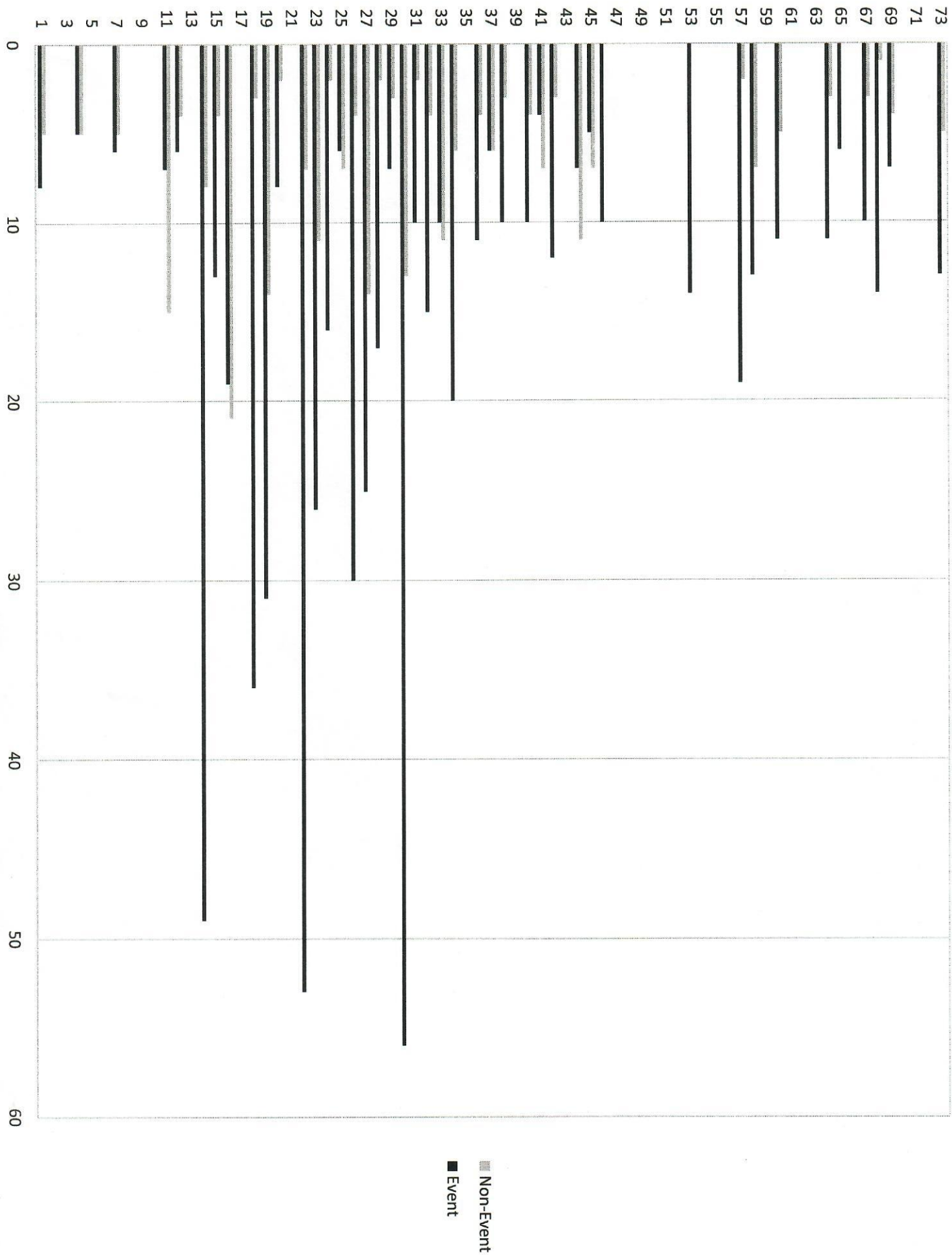
Date	Patron Count	Computer	Day	Events Held	Event	Non-Event
06/02/21	7	0	Wed		0	0
06/03/21	13	1	Thur	Flower Class	8	5
06/04/21	12	0	Fri		0	0
06/05/21	0	0	Sat		0	0
06/08/21	10	1	Tues	Knitting and Crochet	5	5
06/09/21	12	0	Wed		0	0
06/10/21	10	2	Thur		0	0
06/11/21	11	0	Fri	Storytime	6	5
06/12/21	3	1	Sat		0	0
06/15/21	10	0	Tues		0	0
06/16/21	4	1	Wed		0	0
06/17/21	22	0	Thur	Flower Class	7	15
06/18/21	10	1	Fri	Storytime	6	4
06/22/21	14	0	Tues		0	0
06/23/21	57	0	Wed	Summer School	49	8
06/24/21	17	0	Thur	Rec Art	13	4
06/25/21	40	0	Fri	Storytime	19	21
06/29/21	5	0	Tues		0	0
06/30/21	39	2	Wed	Summer School	36	3
07/01/21	45	5	Thur	Rec Art	31	14
07/02/21	10	1	Fri	Storytime	8	2
07/06/21	17	0	Tues		0	0
07/07/21	60	0	Wed	Summer School	53	7
07/08/21	37	2	Thur	Rec Art	26	11
07/09/21	18	1	Fri	Storytime	16	2
07/13/21	13	2	Tues	Knitting and Crochet	6	7
07/14/21	34	2	Wed	Summer School	30	4
07/15/21	39	3	Thur	Rec Art	25	14
07/16/21	19	0	Fri	Storytime	17	2
07/20/21	10	2	Tues	Knitting and Crochet	7	3
07/21/21	69	1	Wed	Summer School	56	13
07/22/21	12	0	Thur	Rec Art	10	2
07/23/21	19	2	Fri	Storytime	15	4
07/27/21	21	2	Tues	Knitting and Crochet	10	11
07/28/21	26	0	Wed	Summer School	20	6
07/29/21	3	0	Thur		0	0
07/30/21	15	1	Fri	Storytime	11	4
08/03/21	12	5	Tues	Knitting and Crochet	6	6
08/04/21	13	0	Wed	Summer Reading Program	10	3
08/05/21	4	0	Thur		0	0
08/06/21	14	1	Fri	Storytime	10	4
08/10/21	13	2	Tues	Knitting and Crochet	4	7
08/11/21	15	1	Wed	Summer Reading Program	12	3
08/12/21	0	1	Thur		0	0
08/13/21	18	0	Fri	Storytime	7	11
08/17/21	12	2	Tues	Knitting and Crochet	5	7
08/18/21	10	0	Wed	Summer School	10	0
08/19/21	6	0	Thur		0	0
08/20/21	78	0	Fri	August Festival Events	0	0
08/21/21	Aug. Fest?	Aug. Fest?	Sat	August Festival Events	0	0
08/24/21	Closed	Closed	Tues		0	0
08/25/21	10	1	Wed		0	0
08/25/21	10	0	Thur		0	0
08/26/21	14	0	Fri	Storytime	14	0
08/31/21	Closed	Closed	Tues	Page 1	0	0

			WED	PATRON_COUNT		
09/01/21	Closed	Closed	Wed		0	0
09/02/21	11	2	Thur		0	0
09/03/21	21	0	Fri	Storytime	19	2
09/08/21	21	1	Wed	After School Program13	13	7
09/09/21	3	2	Thur		0	0
09/10/21	16	0	Fri	Storytime	11	5
09/14/21	Closed	Closed	Tues		0	0
09/15/21	Closed	Closed	Wed		0	0
09/16/21	4	0	Thur		0	0
09/17/21	14	0	Fri	Storytime	11	3
09/18/21	6	0	Sat	Craft Class	6	0
09/21/21	Closed	Closed	Tues		0	0
09/22/21	13	0	Wed	After School Program	10	3
09/23/21	15	1	Thur	After School Program	14	1
09/24/21	11	0	Fri	Storytime	7	4
09/28/21	Closed	Closed	Tues		0	0
09/29/21	14	1	Wed		0	0
09/30/21	7	1	Thur		0	0
10/01/21	18	0	Fri	Storytime	13	5
10/05/21	Closed	Closed	Tues		0	0
10/06/21	8	1	Wed		0	0

672

247

PATRON\_COUNT



Dear Lynne and Family:

My name is Courtney Howe and I am one of the new librarians at the Washburn Memorial Library. I know that Norma passed away earlier this year, and I wish to send along our condolences. I have lived in the community my whole life and remember Norma and what a big part of the town she was. I remember seeing her at all kinds of sporting events at the school. We have gone through a transition here at the library this year, and just as I was beginning work here, several people who loved Norma donated money to the library to be used for books and other items. We greatly appreciate this and would like to make you aware of who donated money and what we purchased. We are very sorry it took so long for us to get this information to you, but with all of the changes things got delayed a bit. With a portion of the money donated, we purchased a beautiful display for new books. There will be a plaque placed on the display reading "In Memory Of Norma Hitchcock". This will be a great addition to our library and a nice tribute to Norma. If you go to [washburnlibrary.com](http://washburnlibrary.com) or our Facebook page, you can see a picture of this beautiful piece. In addition to this display I chose books for our adult fiction section that are written by popular authors our patrons enjoy reading. I also purchased a cookbook and some crafting books for the adult section as well. Some Maine books and also some adorable children's books have been purchased in Norma's memory. All of these items will have an insert in the front that indicates that they are in memory of Norma. We have also had a donation that requested books about specific topics which we are still in the process of locating. Once everything is purchased, we will send you a detailed list of all of the items. Below I have listed those who donated money in Norma's memory. We appreciate the part that Norma played in this community and hope that this is a pleasant surprise to you. Please feel free to contact us or stop by and visit whenever you are in town.

Sincerely,



Courtney Howe

Washburn Memorial Library Children's Librarian and Events Coordinator

- \*Denis and Ann Hebert
- \*Jane Humphrey
- \*The Moccia Family
- \*Warrena Forbes
- \*Keith and Jill Thibeau
- \*Kenneth and Carolyn Phelps
- \*Mavis Churchill
- \*Donna and Andy Turner and Fred and Helen Tompkins



<b>Memorial Books - Reserve Account</b>		
<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>Balance as of 10/07/2021</b>		<b>\$ 260.95*</b>
<b>Sale of Umphrey Stamp Collection</b>		<b>\$ 999.50</b>
		<b>\$ 1,260.45*</b>
<b>Miscellaneous Donations - Reserve Account</b>		
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 08/11/2021</b>		<b>\$ 464.43</b>
<b>Ye Olde Book Shoppe - Special Revenue Fund</b>		
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
<b>Balance 08/11/2021</b>		<b>\$ 1,472.06</b>
<b>Library Capital Reserve - Reserve Account</b>		
Beginning Balance 01/31/2021		\$ 1,254.88
<b>Balance as of 08/11/2021</b>		<b>\$ 1,254.88</b>
<b>King Grant 16 - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 2,540.78
Purchases	\$ (825.97)	
<b>Balance 08/11/2021</b>		<b>\$ 1,714.81</b>
<b>King Grant 2020 - Special Revenue Fund</b>		
Beginning Balance - 01-31-2021		\$ 5,980.12
Plourde Furniture - Recliners	\$ (1,118.00)	
Baker & Taylor	\$ (374.30)	
Baker & Taylor	\$ (54.99)	

*wasnt on report last time*

*sets acct out sep so file \$ & doesnt roll into reserve*

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 8/31/2021</b>		<b>\$ 2,503.09</b>
<b>I-Pad Grant - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 381.55
Purchases (Not yet paid)	\$ (358.99)	
<b>Balance 08/11/2021</b>		<b>\$ 22.56</b>
<b>Lego Grant - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 902.12
Purchases 02/01/2021 - 08/11/2021	\$ (892.06)	
Purchases -		
<b>Balance 08/11/2021</b>		<b>\$ 10.06</b>
<b>Diversity Grant</b>		
Beginning Balance		\$ 300.00
Baker & Taylor - Books	\$ (155.40)	
Baker & Taylor - Books	\$ (123.66)	
Baker & Taylor - Books	\$ (29.02)	
Baker & Taylor - Books	\$ (17.05)	
<b>Balance 08/11/2021</b>		<b>\$ (25.13)</b>
<b>Friends of the Library - Checkbook</b>		
<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
<b>Balance 08/31/2021</b>		<b>\$ 576.54</b>
<b>ARPA - Grant for Technology</b>		
<b>Balance - 01/31/21</b>		<b>\$ -</b>
8/4/2021		\$ 2,500.00
Purchase	\$ (1,207.19)	\$ -
Sale of Printer - Historical Society		\$ 195.00
		<b>\$ 1,487.81</b>
<b>Library Allowance - (Line Item in Budget)</b>		
<b>Balance - 01/31/21</b>		<b>\$ 5,000.00</b>
Purchases 2/1/21 thru 10/07/2021	\$ (2,106.47)	
<b>Remaining Balance 08/31/21</b>		<b>\$ 2,893.53</b>

*maybe buy screen cleaners*

*lego painty*

*Take out of 2020 King Grant.*

## Maine Community Foundation

	As of 03/31/2021	As of 06/30/2021	Available for Distribution	Notes
Thompson Fund	\$ 19,835.39	\$ 21,608.30	\$ 1,840.00	board can use their discretion on expenditures
Randall Fund	\$ 63,197.76	\$ 70,444.24	\$ 5,746.00	Can be used for Capital Improvements Only
Balance as of 03/31/21	\$ 83,033.15	\$ 92,052.54	\$ 7,586.00	

*Both did well*

# Expense Summary Report

Department(s): 70

January

Account	Budget	---- Y T D ----		Unexpended	Percent
	Net	Debits	Credits	Balance	Spent
<b>70 - Library</b>	<b>55,561.00</b>	<b>36,362.67</b>	<b>270.29</b>	<b>19,468.62</b>	<b>64.96</b>
<b>01 - Salary/Benefits</b>	<b>40,406.00</b>	<b>24,062.84</b>	<b>223.55</b>	<b>16,566.71</b>	<b>59.00</b>
16 - Librarian	7,400.00	7,395.00	0.00	5.00	99.93
17 - Assistant Librarian	27,000.00	11,737.55	223.55	15,486.00	42.64
90 - Health Insurance	3,356.00	3,355.65	0.00	0.35	99.99
92 - Medicare	475.00	274.18	0.00	200.82	57.72
93 - Social Security	2,000.00	1,145.38	0.00	854.62	57.27
94 - Unemployment Compensation	100.00	99.21	0.00	0.79	99.21
95 - Workers Compensation	75.00	55.87	0.00	19.13	74.49
<b>02 - Utilities</b>	<b>4,550.00</b>	<b>2,924.69</b>	<b>0.00</b>	<b>1,625.31</b>	<b>64.28</b>
01 - Electricity	1,400.00	834.23	0.00	565.77	59.59
02 - Heat	2,300.00	1,454.25	0.00	845.75	63.23
05 - Water & Sewer	850.00	636.21	0.00	213.79	74.85
<b>03 - Communications</b>	<b>475.00</b>	<b>373.27</b>	<b>0.00</b>	<b>101.73</b>	<b>78.58</b>
03 - Telephone	475.00	373.27	0.00	101.73	78.58
<b>04 - Maintenance</b>	<b>725.00</b>	<b>2,964.17</b>	<b>0.00</b>	<b>-2,239.17</b>	<b>408.85</b>
01 - General	500.00	2,784.17	0.00	-2,284.17	556.83
07 - Garbage Disposal	225.00	180.00	0.00	45.00	80.00
<b>05 - Supplies</b>	<b>800.00</b>	<b>850.95</b>	<b>0.00</b>	<b>-50.95</b>	<b>106.37</b>
01 - General	100.00	198.96	0.00	-98.96	198.96
02 - Office	200.00	81.11	0.00	118.89	40.56
05 - Library Supplies	500.00	570.88	0.00	-70.88	114.18
<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>4,293.38</b>	<b>46.74</b>	<b>3,308.36</b>	<b>56.21</b>
02 - Dues & Subscriptions	500.00	390.17	0.00	109.83	78.03
04 - Postage	55.00	0.00	0.00	55.00	0.00
05 - Training	100.00	25.00	0.00	75.00	25.00
09 - Library Allowance	5,000.00	2,153.21	46.74	2,893.53	42.13
14 - Technical Support	1,900.00	1,725.00	0.00	175.00	90.79
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>893.37</b>	<b>0.00</b>	<b>106.63</b>	<b>89.34</b>
03 - Special Events/Activities	1,000.00	893.37	0.00	106.63	89.34
<b>Final Totals</b>	<b>55,561.00</b>	<b>36,362.67</b>	<b>270.29</b>	<b>19,468.62</b>	<b>64.96</b>

*also 650  
furnace repair*

*Renovation Expenses  
Added up to  
\$2,750.08  
Could take from  
Available Funds  
From Randall Fund*

**Current Account Status**

**E 70-04-01 Library - Maintenance / General**

500.00 = Budget  
0.00 = Bud Adj

2,784.17 = YTD Exp  
0.00 = YTD Enc

-2,284.17 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0023	34462	02/19/21	00902 Daigle Oil C	Invoice 216888	AP	606.81	0.00
03	0068	34511	03/12/21	00602 Lowe's	Account 98006732642	AP	23.74	0.00
04	0126	34567	04/08/21	00346 Maine Fire P	Invoice 28289	AP	10.35	0.00
08	0348	34834	08/05/21	00301 Larry Bragg	Invoice 1125--Library	AP	600.00	0.00
08	0348	34847	08/05/21	01246 Josh Connoll	Invoice 31751422	AP	450.00	0.00
08	0359	34861	08/12/21	00602 Lowe's	Account 98006732642	AP	39.89	0.00
08	0359	34860	08/12/21	00504 S.W. Collins	Account WASHTO	AP	5.58	0.00
08	0359	34860	08/12/21	00504 S.W. Collins	Account WASHTO	AP	372.80	0.00
09	0435	34963	09/23/21	01251 Puccio's Dry	Invoice 142250	AP	495.00	0.00
10	0482	34993	10/07/21	00843 Northern Bus	Invoice 105063	AP	180.00	0.00
<b>Totals-</b>							<b>2,784.17</b>	<b>0.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
February	606.81	0.00	0.00	0.00
March	23.74	0.00	0.00	0.00
April	10.35	0.00	0.00	0.00
August	1,468.27	0.00	0.00	0.00
September	495.00	0.00	0.00	0.00
October	180.00	0.00	0.00	0.00
<b>Totals</b>	<b>2,784.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*\$2,750.08*

*Could come from*