

Washburn Memorial Library

Board of Trustees Meeting

August 4, 2015

Members in attendance: Linda Bourgoine, Rita Kingsbury, Christina Maynard, Warrena Forbes, Heidi Silver, and Lois Walton

John Kelly, mason from Bridgewater, shared the following assessment of our porch, steps and ramp. The door swing is a liability because one cannot be on the platform, open the door and have room enough to enter around the door with a wheelchair. The platform should extend out to where the second step is now. There could be more steps and it would be nice to extend the concrete to the street. John recommends a white more esthetic balustrade style of railing instead of what the Caribou library has. He suggests that we remove all the soft concrete and remove the broken steps. He also recommends pouring a new pad for a ramp rather than extending the existing ramp. He also recommends smooth finish (broom finish) 4,000 lb. concrete that is impervious to water. SW Collins carries the railing John recommends; it's guaranteed for 50 years. John agreed to make arrangements with both Caribou and Presque Isle SW Collins to show any board members what he is describing. John does not have any numbers together yet as he considers this to be a preliminary meeting with the board. John emphasized that the safety issues are most important at this time. John reports that the work would be done in two stages: steps and platform first with an overall time of two weeks. He chooses work times that accommodate the open hours of the library and causes as little disruption as possible. He details well and the job will be complete when he is finished. John mentioned the Rural Development (USDA) and Next Generation grants received by WTA Hansen Memorial Library for the work he completed there and mentioned that Ryan Shaw could help us with details about those grants. That library received a 30% rebate on their installation of new lighting. John again mentioned his preference for the balustrade type of railing and posts for quality, esthetics and soundness of structure.

John's presentation was followed by a discussion of the Randall Fund and possible grants. We want something that lasts. We hope to have a bid from John at our next meeting.

Secretary's Report:

Lois passed out minutes of the June 2, 2015 meeting. Rita moved to accept and Christina seconded.

Financial Report:

We should be at about 50% of our budgeted amount and we are a little bit over that. Lois reported that it may be because she has been buying books. Lois also reported that Adam Doody has reported that our book drop is on its last legs. We are at the end of being able to repair it. New ones are priced at about \$2,000. Christina made a motion to accept the Financial Report as read and her move was seconded by Warrena.

Librarian's Report:

Lois's report included two months of data. It shows big jumps in July which Lois believes were caused by her summer reading program. Next Monday is the last night of the summer reading program. Children have enjoyed the program and Janet has come in to cover the library while Lois is working with the

children. Lois reports that over 600 Washburn residents used Maine Info Net last year. The number of books checked out of the library is up sharply over earlier months.

Lois' father, Erwin Flewelling, will be here in the basement on the 15th for August Fest. He's a carver of birds and will demonstrate and have birds to sell. Help is needed to move furniture to set up for him and we might need to get more chairs from the Town Office building. Help at 4:30 would be greatly appreciated. Lois is assuming that Debbie Hoyt will not be doing a quilt show in the library for August Fest.

Bev and Liana Kingsbury are still working out the paper work for the contribution to Maine Community Foundation.

Our next meeting will be September 1 at 5 o'clock.

Christina motioned to adjourn and Heidi seconded. Motion carried.

Respectfully submitted.

Rita Kingsbury for Laurie Blackstone

* Raising Readers had a drawing + our library was awarded 15 hard cover books. All Pre-K level.

* John can do a "fix" - temporarily for \$1,000. Can be done mostly off-site + then bring it here + do it in a day. Pressure treated platform w/ wheelchair ramp + etc. Should last at least 10 years so.
Total overhaul @ \$16,000. Hoping for grants for this.
Sept. 15th @ 5:00 just to go over estimate from John Kelly.

* Bug guy - Larry w/ come + clean library

Next monthly Tues., Oct. will set on the 15th

Expense Summary Report

Accounts: E 70-01-01 - E 70-99-99
February to July

5/6 at 50%

Account	Budget	Budget	Budget	Curr Mnth	YTD	Unexpended	Percent
	Original	Adjustments	Net	Net	Net	Balance	Spent
70 - Library	47,937.00	0.00	47,937.00	24,691.98	24,691.98	23,245.02	51.51
01 - Salary/Benefits	35,437.00	0.00	35,437.00	17,122.38	17,122.38	18,314.62	48.32
16 - Librarian	21,160.00	0.00	21,160.00	10,140.00	10,140.00	11,020.00	47.92
17 - Assistant Librarian	1,600.00	0.00	1,600.00	756.50	756.50	843.50	47.28
90 - Health Insurance	10,715.00	0.00	10,715.00	5,291.58	5,291.58	5,423.42	49.38
92 - Medicare	330.00	0.00	330.00	158.15	158.15	171.85	47.92
93 - Social Security	1,415.00	0.00	1,415.00	675.60	675.60	739.40	47.75
94 - Unemployment Compensation	100.00	0.00	100.00	0.00	0.00	100.00	0.00
95 - Workers Compensation	117.00	0.00	117.00	100.55	100.55	16.45	85.94
02 - Utilities	4,875.00	0.00	4,875.00	2,323.19	2,323.19	2,551.81	47.66
01 - Electricity	1,100.00	0.00	1,100.00	568.43	568.43	531.57	51.68
02 - Heat	3,000.00	0.00	3,000.00	1,375.62	1,375.62	1,624.38	45.85
05 - Water & Sewer	775.00	0.00	775.00	379.14	379.14	395.86	48.92
03 - Communications	300.00	0.00	300.00	131.22	131.22	168.78	43.74
03 - Telephone	300.00	0.00	300.00	131.22	131.22	168.78	43.74
04 - Maintenance	725.00	0.00	725.00	472.19	472.19	252.81	65.13
01 - General	500.00	0.00	500.00	367.19	367.19	132.81	73.44
07 - Garbage Disposal	225.00	0.00	225.00	105.00	105.00	120.00	46.67
05 - Supplies	650.00	0.00	650.00	189.23	189.23	460.77	29.11
01 - General	100.00	0.00	100.00	31.25	31.25	68.75	31.25
02 - Office	250.00	0.00	250.00	85.99	85.99	164.01	34.40
05 - Library Supplies	300.00	0.00	300.00	71.99	71.99	228.01	24.00
08 - Administrative Costs	5,650.00	0.00	5,650.00	4,363.81	4,363.81	1,286.19	77.24
02 - Dues & Subscriptions	250.00	0.00	250.00	250.00	250.00	0.00	100.00
04 - Postage	100.00	0.00	100.00	49.00	49.00	51.00	49.00
05 - Training	350.00	0.00	350.00	0.00	0.00	350.00	0.00
06 - Library Allowance	3,250.00	0.00	3,250.00	2,374.81	2,374.81	875.19	73.07
14 - Technical Support	1,700.00	0.00	1,700.00	1,690.00	1,690.00	10.00	99.41
99 - Miscellaneous	300.00	0.00	300.00	89.96	89.96	210.04	29.99
03 - Special Events/Activities	300.00	0.00	300.00	89.96	89.96	210.04	29.99
Final Totals	47,937.00	0.00	47,937.00	24,691.98	24,691.98	23,245.02	51.51

Circulation Statistics By Item Report Class : 06/01/2015 to 06/30/2015

Item Report Class	Checked	Checked	Renewed	In-House	Booked
	In	Out		Use	
000 - 099	1	2	0	0	0
100 - 199	1	0	0	0	0
200 - 299	0	0	0	0	0
300 - 399	0	1	0	0	0
400 - 499	0	0	0	0	0
500 - 599	0	3	2	0	0
600 - 699	2	0	2	0	0
700 - 799	0	1	0	0	0
800 - 899	0	0	0	0	0
900 - 999	2	3	0	0	0
Audio Book	12	14	5	0	0
Biography	1	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	51	75	2	0	0
eBook	0	0	0	0	0
Fiction	102	133	26	0	0
J Audio Books	0	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	4	10	1	0	0
J Non-Fiction	2	3	0	0	0
Kit	0	0	0	0	0
Magazine	6	1	0	0	0
Reference	0	0	0	0	0
Undefined	1	4	1	0	0
Video	59	58	20	0	0
Total	244	308	59	0	0

Print

<http://washburnmemorial.booksys.net/libs/wml/Report?field0=CircSt...>

Circulation Statistics By Patron Report Class : 06/01/2015 to 06/30/2015

Patron Report Class	Checked	Checked	Renewed	Booked
	In	Out		
Non-Resident Adult	18	24	7	0
Non-Resident Juvenile	1	3	0	0
Resident Adult	186	218	48	0
Resident Juvenile	27	48	4	0
Staff	8	9	0	0
Teacher	4	6	0	0
Total	244	308	59	0

Jan	P	R	C	Feb	P	R	C	Mar	P	R	C	April	P	R	C	May	P	R	C	June	P	R	C	July	P
1	x	x	x	1	x	x	x	1	x	x	x	1	8	0	7	1	12	0	7	1	23	0	19	1	20
2	15	0	4	2	15	3	3	2	11	0	4	2	17	0	6	2	x	x	x	2	26	0	16	2	
3	x	x	x	3	12	2	7	3	9	0	5	3	9	0	3	3	x	x	x	3	15	0	9	3	x
4	x	x	x	4	12	2	4	4	14	0	9	4	x	x	x	4	24	1	29	4	10	0	10	4	x
5	21	4	1	5	18	0	7	5	18	0	6	5	x	x	x	5	5	0	2	5	14	1	9	5	x
6	4	0	2	6	7	0	2	6	16	0	7	6	17	0	9	6	10	0	3	6	x	x	x	6	
7	10	1	6	7	x	x	x	7	x	x	x	7	12	0	10	7	11	0	10	7	x	x	x	7	
8	7	2	3	8	x	x	x	8	x	x	x	8	4	0	3	8	21	0	9	8	14	0	17	8	
9	11	0	3	9	22	0	6	9	13	0	1	9	26	0	13	9	x	x	x	9	23	0	26	9	
10	x	x	x	10	7	0	3	10	12	0	7	10	16	0	17	10	x	x	x	10	19	0	16	10	
11	x	x	x	11	5	1	2	11	1	0	0	11	x	x	x	11	21	0	19	11	8	0	14	11	x
12	17	0	8	12	7	0	2	12	15	0	9	12	x	x	x	12	14	0	2	12	14	0	10	12	x
13	17	0	7	13	8	0	3	13	9	0	12	13	32	0	12	13	9	0	5	13	x	x	x	13	
14	10	1	4	14	x	x	x	14	x	x	x	14	20	0	12	14	11	0	2	14	x	x	x	14	
15	9	2	4	15	x	x	x	15	x	x	x	15	27	1	9	15	10	0	2	15	15	0	15	15	
16	13	0	6	16	x	x	x	16	7	1	2	16	22	0	4	16	x	x	x	16	20	0	10	16	
17	x	x	x	17	13	0	2	17	14	1	4	17	30	0	14	17	x	x	x	17	19	0	12	17	
18	x	x	x	18	5	1	2	18	5	0	7	18	x	x	x	18	18	1	25	18	24	0	10	18	x
19	x	x	x	19	8	0	3	19	13	0	14	19	x	x	x	19	5	0	0	19	15	0	8	19	x
20	17	1	9	20	5	0	3	20	20	1	17	20	x	x	x	20	8	0	4	20	x	x	x	20	
21	10	1	3	21	x	x	x	21	x	x	x	21	20	0	9	21	7	0	2	21	x	x	x	21	
22	11	0	7	22	x	x	x	22	x	x	x	22	16	0	14	22	17	0	10	22	26	0	10	22	
23	12	1	2	23	12	0	3	23	16	2	7	23	10	0	6	23	x	x	x	23	19	0	9	23	
24	x	x	x	24	9	0	5	24	7	0	1	24	9	0	2	24	x	x	x	24	16	0	17	24	
25	x	x	x	25	14	2	3	25	10	0	5	25	x	x	x	25	x	x	x	25	29	2	11	25	x
26	15	1	8	26	7	0	0	26	7	0	3	26	x	x	x	26	20	0	9	26	15	0	9	26	x
27	0	0	0	27	9	0	5	27	14	0	13	27	16	0	12	27	13	0	8	27	x	x	x	27	
28	12	0	7	28	x	x	x	28	x	x	x	28	24	0	13	28	7	0	10	28	x	x	x	28	
29	8	0	3					29	x	x	x	29	11	0	7	29	13	0	12	29	20	0	9	29	
30	6	0	0					30	17	0	9	30	14	0	6	30	x	x	x	30	28	1	16	30	
31	x	x	x					31	11	1	8					31	x	x	x		44 4	28		31	

412 Computer
 1 Reference
 Partons

Circulation Statistics By Item Report Class : 07/01/2015 to 07/31/2015

Item Report Class	Checked		Renewed	In-House Use	Booked
	In	Out			
000 - 099	1	0	0	0	0
100 - 199	0	0	0	0	0
200 - 299	3	1	3	0	0
300 - 399	1	0	1	0	0
400 - 499	0	0	0	0	0
500 - 599	5	2	0	0	0
600 - 699	1	3	1	0	0
700 - 799	3	6	1	0	0
800 - 899	0	0	0	0	0
900 - 999	3	3	1	0	0
Audio Book	10	12	4	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	137	142	16	0	0
eBook	0	0	0	0	0
Fiction	151	145	27	0	0
J Audio Books	0	0	0	0	0
J Biography	0	1	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	10	6	3	0	0
J Non-Fiction	12	15	1	0	0
Kit	0	0	0	0	0
Magazine	6	11	0	0	0
Reference	0	0	0	0	0
Undefined	4	5	0	0	0
Video	75	75	13	0	0
Total	422	427	71	0	0

Print

<http://washburnmemorial.booksys.net/lib/wml/Report?field0=CircSt...>

Circulation Statistics By Patron Report Class : 07/01/2015 to 07/31/2015

Patron Report Class	Checked		Renewed	Booked
	In	Out		
Non-Resident Adult	35	36	9	0
Non-Resident Juvenile	7	6	0	0
Resident Adult	295	286	55	0
Resident Juvenile	66	74	7	0
Staff	6	6	0	0
Teacher	13	19	0	0
Total	422	427	71	0

Jan	P	R	C	Feb	P	R	C	Mar	P	R	C	April	P	R	C	May	P	R	C	June	P	R	C	Aug	P	R	C	
1	x	x	x	1	x	x	x	1	x	x	x	1	8	0	7	1	12	0	7	1	23	0	19	1	20	0	14	1
2	15	0	4	2	15	3	3	2	11	0	4	2	17	0	6	2	x	x	x	2	26	0	16	2	28	0	16	2
3	x	x	x	3	12	2	7	3	9	0	5	3	9	0	3	3	x	x	x	3	15	0	9	3	x	x	x	3
4	x	x	x	4	12	2	4	4	14	0	9	4	x	x	x	4	24	1	29	4	10	0	10	4	x	x	x	4
5	21	4	1	5	18	0	7	5	18	0	6	5	x	x	x	5	5	0	2	5	14	1	9	5	x	x	x	5
6	4	0	2	6	7	0	2	6	16	0	7	6	17	0	9	6	10	0	3	6	x	x	x	6	40	0	20	6
7	10	1	6	7	x	x	x	7	x	x	x	7	12	0	10	7	11	0	10	7	x	x	x	7	11	0	2	7
8	7	2	3	8	x	x	x	8	x	x	x	8	4	0	3	8	21	0	9	8	14	0	17	8	8	1	1	8
9	11	0	3	9	22	0	6	9	13	0	1	9	26	0	13	9	x	x	x	9	23	0	26	9	21	0	12	9
10	x	x	x	10	7	0	3	10	12	0	7	10	16	0	17	10	x	x	x	10	19	0	16	10	10	0	8	10
11	x	x	x	11	5	1	2	11	1	0	0	11	x	x	x	11	21	0	19	11	8	0	14	11	x	x	x	11
12	17	0	8	12	7	0	2	12	15	0	9	12	x	x	x	12	14	0	2	12	14	0	10	12	x	x	x	12
13	17	0	7	13	8	0	3	13	9	0	12	13	32	0	12	13	9	0	5	13	x	x	x	13	44	0	30	13
14	10	1	4	14	x	x	x	14	x	x	x	14	20	0	12	14	11	0	2	14	x	x	x	14	20	0	16	14
15	9	2	4	15	x	x	x	15	x	x	x	15	27	1	9	15	10	0	2	15	15	0	15	15	28	0	31	15
16	13	0	6	16	x	x	x	16	7	1	2	16	22	0	4	16	x	x	x	16	20	0	10	16	30	1	36	16
17	x	x	x	17	13	0	2	17	14	1	4	17	30	0	14	17	x	x	x	17	19	0	12	17	26	0	25	17
18	x	x	x	18	5	1	2	18	5	0	7	18	x	x	x	18	18	1	25	18	24	0	10	18	x	x	x	18
19	x	x	x	19	8	0	3	19	13	0	14	19	x	x	x	19	5	0	0	19	15	0	8	19	x	x	x	19
20	17	1	9	20	5	0	3	20	20	1	17	20	x	x	x	20	8	0	4	20	x	x	x	20	35	1	23	20
21	10	1	3	21	x	x	x	21	x	x	x	21	20	0	9	21	7	0	2	21	x	x	x	21	30	1	26	21
22	11	0	7	22	x	x	x	22	x	x	x	22	16	0	14	22	17	0	10	22	26	0	10	22	40	0	36	22
23	12	1	2	23	12	0	3	23	16	2	7	23	10	0	6	23	x	x	x	23	19	0	9	23	29	0	28	23
24	x	x	x	24	9	0	5	24	7	0	1	24	9	0	2	24	x	x	x	24	16	0	17	24	21	0	27	24
25	x	x	x	25	14	2	3	25	10	0	5	25	x	x	x	25	x	x	x	25	29	2	11	25	x	x	x	25
26	15	1	8	26	7	0	0	26	7	0	3	26	x	x	x	26	20	0	9	26	15	0	9	26	x	x	x	26
27	0	0	0	27	9	0	5	27	14	0	13	27	16	0	12	27	13	0	8	27	x	x	x	27	37	0	18	27
28	12	0	7	28	x	x	x	28	x	x	x	28	24	0	13	28	7	0	10	28	x	x	x	28	23	0	22	28
29	8	0	3					29	x	x	x	29	11	0	7	29	13	0	12	29	20	0	9	29	24	0	22	29
30	6	0	0					30	17	0	9	30	14	0	6	30	x	x	x	30	28	1	16	30	23	0	29	30
31	x	x	x					31	11	1	8					31	x	x	x					31	19	0	28	30

82514 87 14511 65 259 6 150 360 1 185 856 2 170 412 4 282 5674 470
 people | reference | computer usage

Washburn Memorial Library Memorials for 2015

In Honor of Carmine, Dorothy, Lorri & Daniel Centineo Ten Bunnies Will... by Lorri Centineo given by Warrena Forbes

In Memory of Dorothy Phelan The Giving Quilt, The Union Quilt and The Wedding Quilt by Jennifer Chiaverini given by The Salmon Brook Historical Society

In Memory of Leo Flewelling Shorelines by Ann Flewelling and Game Bird Carving by Bruce Burk given by The Salmon Brook Historical Society.

In Memory of Dorothy Phelan a donation to the Food for Fines Project given by Jack Phelan

In Memory of Lila Flewelling Elm Creek Quilts, The Runaway Quilt, The Quilter's Legacy, The Master Quilter and The Sugar Camp Quilt by Jennifer Chiaverini given by Lois Walton