

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

JANUARY 16, 2020, MEETING NOTES

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

Chairperson, Rita Kingsbury, called the meeting to order at 5:00 p.m.

Secretary's Report: Bev read the minutes from the December 12, 2019, meeting. Laurie made a motion to accept the minutes as presented. Londa seconded the motion; so voted.

Financial Report: The financials were reviewed through December 31, 2019, and there are three lines that are over budget as of today. The proposed 2020 budget was also reviewed by the Board. A few changes were suggested for this budget. Londa made a motion to accept the financial reports as presented. Laurie seconded the motion; so voted. The Budget Committee Meeting will be held on Monday, February 10, 2020, at 6:00 p.m.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed. Lois also presented a list of memorials for 2019.

Old Business:

- A. Ye Olde Book Shoppe is still open during library hours. Everything has been reorganized and alphabetized.
- B. We have now received notice of approval for the 501c3 status.
- C. The next King grant application is due in June. Londa has things lined up so that we can submit the application at that time.
- D. The books which have been weeded out have now been moved from the basement of the library to the Salmon Brook Historical Society for storage for the winter.

- E. As discussed in past meetings, some furniture will need to be moved in order to set up the new Children's Section. Rita will talk to Don Hanson about having his students do this.
- F. A new gate has been purchased and installed at the top of the stairs.

New Business:

We have received a quote from P.C. Woodworking in the amount of \$3,120.00 for 3 maple book shelves for the Children's Section. Londa made a motion to purchase these 3 units as quoted so that we can get the new Children's Section under way. Laurie seconded the motion; so voted. We can use money from the King Grant and the Book Shoppe to purchase these.

There are some programs going on at the library. Marcie Barbarula is going to do another Lego program and Courtney Howe will be doing craft times once a month. One was held in November of 2019 to make Christmas crafts, and that was well attended.

The price for the webpage through Wix.com has increased from \$168.00 per year to \$204.00 per year. Londa made a motion to discontinue our own website and join the town's with links between the two. Laurie seconded the motion; so voted. Donna will check to see about adding this to the town's website.

The next meeting will be held on Thursday, February 6, 2020, at 5:00 p.m.

At 6:15 p.m. Bev made a motion to adjourn the meeting. Christina seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

Account	2019 Budget	Additions	Actual	(Over)/Under	2020 Budget	Difference
70 Library						
01 Salary						
16 Librarian	21,500.00		20,593.00	907.00	23,075.00	1575.00
17 Asst. Lib.	2,000.00		1,406.50	593.50	2,400.00	400.00
90 Health	13,150.00		12,613.94	536.06	13,600.00	450.00
92 Medi	350.00		317.46	32.54	375.00	25.00
93 SS	1,475.00		1,357.76	117.24	1,575.00	100.00
94 Unemp	42.00		25.00	17.00	52.00	10.00
95 Work Comp	109.00		127.22	(18.22)	95.00	(14.00)
	38,626.00		36,440.88	2,185.12	41,172.00	2546.00
02 Utilities						
1 Electric	1,000.00				1,400.00	400.00
2 heat	2,500.00				2,500.00	0.00
5 Water/Sewer	775.00				775.00	0.00
	4,275.00		0.00	4,275.00	4,675.00	400.00
03 Comm						
3 Telephone	380.00				380.00	0.00
04 Maintenance						
1 General	500.00				500.00	0.00
7 Garbage	225.00				225.00	0.00
	725.00		0.00	725.00	725.00	0.00
07 Supplies						
1 General	100.00				100.00	0.00
2 Office	200.00				200.00	0.00
5 Library Supp	250.00				250.00	0.00
	550.00		0.00	550.00	550.00	0.00
08 Admin Costs						
2 Dues/Subs	500.00				250.00	(250.00)
4 Postage	75.00				50.00 75	(25.00)
5 Training	100.00				100.00	0.00
9 Lib. Allow	4,350.00				5,000 4,500.00	150.00
14 Tech Supp.	1,700.00				1,700.00	0.00
	6,725.00		0.00	6,725.00	6,600.00	(125.00)
99 Misc						
3 Events/Activ	300.00				300.00	0.00
TOTAL LIBRARY	51,581.00		36,440.88	15,140.12	54,402.00	2,821.00

→ MS 10
\$420

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

AS of Jan 16

Account	Budget Original	Budget Adjustments	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
70 - Library	51,581.00	0.00	51,581.00	847.69	46,835.11	4,745.89	90.80
01 - Salary/Benefits	38,626.00	0.00	38,626.00	0.00	34,659.37	3,966.63	89.73
16 - Librarian	21,500.00	0.00	21,500.00	0.00	19,763.56	1,736.44	91.92
17 - Assistant Librarian	2,000.00	0.00	2,000.00	0.00	1,193.50	806.50	59.68
90 - Health Insurance	13,150.00	0.00	13,150.00	0.00	11,978.25	1,171.75	91.09
92 - Medicare	350.00	0.00	350.00	0.00	296.77	53.23	84.79
93 - Social Security	1,475.00	0.00	1,475.00	0.00	1,268.93	206.07	86.03
94 - Unemployment Compensation	42.00	0.00	42.00	0.00	42.00	0.00	100.00
95 - Workers Compensation	109.00	0.00	109.00	0.00	116.36	-7.36	106.75
02 - Utilities	4,275.00	0.00	4,275.00	507.08	3,991.74	283.26	93.37
01 - Electricity	1,000.00	0.00	1,000.00	76.50	1,074.43	-74.43	107.44
02 - Heat	2,500.00	0.00	2,500.00	367.39	2,222.22	277.78	88.89
05 - Water & Sewer	775.00	0.00	775.00	63.19	695.09	79.91	89.69
03 - Communications	380.00	0.00	380.00	0.00	367.99	12.01	96.84
03 - Telephone	380.00	0.00	380.00	0.00	367.99	12.01	96.84
04 - Maintenance	725.00	0.00	725.00	27.49	424.52	300.48	58.55
01 - General	500.00	0.00	500.00	9.99	232.02	267.98	46.40
07 - Garbage Disposal	225.00	0.00	225.00	17.50	192.50	32.50	85.56
05 - Supplies	550.00	0.00	550.00	40.77	460.66	89.34	83.76
01 - General	100.00	0.00	100.00	40.77	91.88	8.12	91.88
02 - Office	200.00	0.00	200.00	0.00	85.37	114.63	42.69
05 - Library Supplies	250.00	0.00	250.00	0.00	283.41	-33.41	113.36
08 - Administrative Costs	6,725.00	0.00	6,725.00	267.36	6,681.09	43.91	99.35
02 - Dues & Subscriptions	500.00	0.00	500.00	0.00	250.00	250.00	50.00
04 - Postage	75.00	0.00	75.00	75.00	75.00	0.00	100.00
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	192.36	4,666.09	-316.09	107.27
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	4.99	249.74	50.26	83.25
03 - Special Events/Activities	300.00	0.00	300.00	4.99	249.74	50.26	83.25
Final Totals	51,581.00	0.00	51,581.00	847.69	46,835.11	4,745.89	90.80

Memorial Books

Balance Forward	\$	606.58
Cash Received Feb-April	\$	220.00
Purchases of Memorial Items	\$	(172.01)
Cash Received - 11/5/19	\$	25.00
Cash Received 11/13	\$	50.00
Purchases of Memorial Items	\$	(51.48)
Cash Received 12/13/19	\$	100.00
Cash Received 01/07/20	\$	75.00
Purchases of Memorial Items	\$	(49.44)
Purchases of Memorial Items	\$	(32.66)
Purchases of Memorial Items	\$	(8.82)
Balance 01/16/2020	\$	762.17

Miscellaneous Donations

Balance Forward	\$	19.97
Donations Received (March thru June)	\$	295.46
Book Purchases	\$	(220.02)
Donations Received November 13	\$	2.00
Balance 01/16/2020	\$	97.41

King Grant 2

Balance Forward	\$	3,100.33
Re-issue check for Fire Marshall Permit	\$	(49.00)
Mr. Hanson & Misc. Reimbursements	\$	(510.55)
Balance 01/16/2020	\$	2,540.78

I-Pad Grant

Balance Forward	\$	573.70
Purchases - Sept/Oct.	\$	(192.15)
Balance 01/16/2020	\$	381.55

Lego Grant

Balance Forward	\$	2,141.00
Purchase & Reimbursement (May thru July)	\$	(869.70)
Purchase From Bosse	\$	(250.00)
Balance 01/16/2020	\$	1,021.30

Ye Olde Book Shoppe

Balance Forward	\$	-
Receipts - March thru August	\$	1,070.00
REceipts -Sept/Oct	\$	35.00
Receipts Nov/Dec	\$	149.25
Balance 01/16/2020	\$	1,254.25

Library Fines & Fees		
Beginning Balance	\$	100.00
Collected from Feb thru Oct.	\$	38.00
Balance as of 01/16/2020	\$	138.00
Maine Community Foundation		
		Available for Distribution
Thompson Fund	\$ 15,848.35	\$ 610.00
Randall Fund	\$ 56,857.84	\$ 6,790.00
	\$ 72,706.19	\$ 7,400.00
Deducted for Heat Pump & LED Lighting		\$ (5,334.43)
Remaining Amount available for use.		\$ 2,065.57

Washburn Memorial Library Memorials 2019

In memory of **Joyce Fox** Birds and Blooms Magazine given by Rita Kingsbury.

In memory of **Jessie and Jeremy Fox** Tacky and the Emperor by Helen Lester, I Will Never Not Ever Eat a Tomato by Lauren Child and Beware of the Storybook Wolves by Lauren Child given by Rita Kingsbury.

In memory of **Dana McHatten** The Week-by-Week Vegetable Gardner's Handbook: Make the Most of Your Growing Season by Jennifer Kujawski and Preserving Summer's Bounty by Rodale Food Center given by Ellsworth and Dolores Woodman.

In memory of **Fred Clayton** The Power of Habit: Why We Do What We Do in Life and Business by Charles Duhigg given by Ellsworth and Dolores Woodman.

In memory of **Mrs. Frederick (Lila) Martin** Proof of Guilt, A Fine Summer's Day, A Question of Honor and A Pattern of Lies by Charles Todd given by Harold Marr.

In memory of **Bruce Turner** Car and Driver Magazine given by Burrells Luce.

In memory of **Gwen and Gary McBurnie** gift to the memorial fund from Jeremy McBurnie.

In memory of **Eric Thibodeau** The Invisible String by Patrice Karst, I Miss You: A First Look at Death by Pat Thomas and When I'm With Jesus: For any Child with a Loved One in Heaven by Kimberly Rae given by Jackie O'Clair

In memory of **Eugene B. Brown Sr.**, a garden bench, given by Kay Brown, Gene & Londa Brown, Vicki & Deryle Sponberg, Cheryl & Winston Shenkle, Joanne & David Lavway, and Brenda Turner.

In memory of **Nada Theriault** Return to Moose River by Earl Brechlin given by Gene and Londa Brown.

In honor of **Courtney Howe** Hector and Hummingbird by Nicholas John Frith given by Lois Walton.

In memory of **Elizabeth Sines** Lifesize by Sophy Henn given by Sarah and Isaac Sines.

In memory of **Ellen Tarr**, Tales from a Not So Fabulous Life, Tales from a Not So Talented Pop Star, Tales from a Not So Graceful Ice Princess, Tales from a Not So Smart Know It All, Tales from a Not So Happy Heart Breaker, Tales from a Not So Glam TV Star, Tales from a Not So Happily Ever After, Tales from a Not So Dorky Drama Queen, Tales From a Not So Friendly Frenemy, and Tales from a Not So Happy Birthday by Rachel Renee Russell given by David and Nancy Tarr.

In memory of **Graydon "Buck" Buckingham**, monetary gift to the memorial fund from Kimberly and Shawn Cote and James R. Conant.

In memory of **Dale Rossignol** given by Falcia Rossignol :

The Complete Red Green Series 15 seasons

The Three Stooges Collection- Curly Classics, Spook Louder, All the World's a Stoooge

The Three Stooges Collection 2- Three Smart Saps, Cops and Robbers, G.I. Stooze
Married with Children Seasons 1- 11
Buck
The Greater Glory
The Animal,
The Road Fury Collection- Population Z, Cyber Vengeance, Steel Frontier, Defcon 2012, Delirium
Walk the Line
Return to Lonesome Dove
Airbud Spikes Back, Airbud Seventh Inning Stretch
Duck Dynasty Season One
Duck Dynasty Season Two
Guns- The Evolution of Fire Arms
Fantasy and Action 6 movies- Beastmaster, Beowulf, Dragon Quest, Midnight Chronicles, Merlin &
the War of the Dragons, Warriors of Virtue
10 Action Movies_
Treasure Raiders, Fast Track, Hellbinders, Universal Squadrons, Distortion, Recon, Payback, This
Thing of Ours, Good Girl Bad Girl, Mad Bad
Fantasy Collection- Merlin the Return, the Sorcerer's Apprentice, Merlin's Apprentice, The Magic
Sword
Fantasy Pack- Merlin & The War of the Dragons, King Arthur- the Young Warlord, the Excalibur Kid,
Sword of Lancelot
Law Abiding Citizen
Tom Clancy's Netforce, Terminal Countdown, Crash Dive, Hangmen, Code Name Dancer, The
President's Plane is Missing, Infinite Justice, My little Assassin, A Perfect Get Away
Rescue Adventures Collection- The Legend of Cougar Canyon, George!, Night of the Wolf, Poco:
Little Dog Lost, Toby McTeague
Western Collection- Santana Killed Them All, Holy Water Joe, Buffalo Bill, Dig Your Grave: Santana
is Coming, After Harvest
4 Family Classics- Lost in the Barrens, Rugged Gold, Pony Express Rider, Baker's Hawk
The Net
Touched

In memory of **Timothy Humphrey**, Surrender, New York, Killing Time and The Italian Secretary by
Caleb Carr given by Jane Humphrey.

In memory of **Joyce Fox** Birds and Blooms Magazine given by Rita Kingsbury.

In memory of **Jessie and Jeremy Fox**, Read, Learn & Create—The Nature Craft Book by Clare
Beaton, Backyard Birds (Field Guides for Young Naturalists) by Karen Stray Nolting, National
Geographic Kids Bird Guide of North America, Birdwatching for Kids by George H. Harrison and 100
Facts Birds by Jinny Johnson given by Rita Kingsbury.

In honor of **Shawn D. Nichols**, Nichols by Shawn D. Nichols given by Camille Charette Doebener.

Circulation Statistics By Item Report Class : 12/01/2019 to 12/31/2019

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	2	0	1	0	0
100 - 199	0	1	0	0	0
200 - 299	0	3	1	0	0
300 - 399	3	3	1	0	0
400 - 499 -	0	0	0	0	0
500 - 599	0	0	2	0	0
600 - 699	7	6	0	0	0
700 - 799	3	3	0	0	0
800 - 899	1	0	0	0	0
900 - 999	3	0	3	0	0
Audio Book	0	2	0	0	0
Biography	1	2	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	42	40	11	0	0
eBook	0	0	0	0	0
Fiction	44	44	4	0	0
J Audio Books	0	0	0	0	0
J Biography	0	4	2	0	0
J Collective Biography	0	0	0	0	0
J Fiction	17	22	5	0	0
J Non-Fiction	12	13	3	0	0
Kit	0	0	0	0	0
Magazine	8	6	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
Video	10	10	0	0	0
Total	153	159	33	0	0

Circulation Statistics By Patron Report Class : 12/01/2019 to 12/31/2019

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	26	30	11	0
Non-Resident Juvenile	2	3	2	0
Resident Adult	82	78	12	0
Resident Juvenile	41	48	8	0
Staff	2	0	0	0
Teacher	0	0	0	0
Total	153	159	33	0

Sheet11

R	C	Nov 2019	P	R	C	Dec 2019	P	R1	C
0	0	1	10	0	5	1	x	x	x
1	26	2	x	x	x	2	x	x	x
1	37	3	x	x	x	3	0	0	0
0	20	4	14	0	32	4	20	0	8
x	x	5	17	0	23	5	16	0	7
x	x	6	9	0	12	6	4	0	5
0	5	7	9	0	9	7	8	1	16
1	28	8	14	0	10	8	x	x	x
0	7	9	x	x	x	9	x	x	x
0	6	10	x	x	x	10	13	0	10
0	17	11	x	x	x	11	4	0	10
x	x	12	5	0	3	12	10	0	9
x	x	13	8	0	15	13	23	0	4
x	x	14	16	0	16	14	5	0	5
0	5	15	11	0	9	15	x	x	x
1	19	16	11	0	10	16	x	x	x
0	13	17	x	x	x	17	8	0	10
0	5	18	x	x	x	18	7	0	10
x	x	19	16	1	25	19	9	0	1
x	x	20	14	0	7	20	11	0	14
0	8	21	16	0	13	21	3	0	12
0	14	22	34	0	21	22	x	x	x
0	13	23	7	0	16	23	x	x	x
0	9	24	x	x	x	24	5	0	12
0	37	25	x	x	x	25	x	x	x
x	x	26	0	0	0	26	7	0	3
x	x	27	0	0	0	27	5	0	1
0	21	28	x	x	x	28	5	0	6
1	11	29	x	x	x	29	x	x	x
1	19	30	0	0	0	30	x	x	1
0	8					31	0	0	0
6	328	Total	211	1	223	Total	160	1	134

Current Account Status

R 70-703 Library - Fines

100.00 = Budget
0.00 = Bud Adj

-138.50 = YTD Net

-38.50 = 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
08	0206		08/02/19		08/02/2019 C/R	R	CR	0.00	12.00
10	0314		10/08/19		10/08/2019 C/R	R	CR	0.00	30.00
Totals-								0.00	138.50

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
August	0.00	12.00	0.00	0.00
October	0.00	30.00	0.00	0.00
Totals	0.00	138.50	0.00	0.00

P. C. WOODWORKING
110 HIGH STREET
FT. FAIRFIELD, ME 04742
207-472-3104

Estimate

Number E226

Date 8/28/2019

Bill To

WASHBURN LIBRARY
LONDA BROWN

Ship To

455-4814
455-4930

Description	Amount
3 - 56" LONG 24" WIDE 63" TALL FREE STANDING MAPLE BOOK SHELVES	\$3,120.00
1 - 44 3/4" X 48 1/2" X 14"	
1 - 45 3/4" X 48 1/2" X 14" MAPLE BOOK SHELVES, WALL MOUNT	\$980.00

Amount Paid \$0.00

Amount Due \$4,100.00

Sub Total \$4,100.00

Sales Tax 5.50% on \$0.00 \$0.00

Total \$4,100.00

Washburn Memorial Library

Library Board Agenda

January 16, 2020

Secretary's Report
Treasurer's Report
Librarian's Report

Old Business:

- Report of Ye Olde Book Shoppe activity since our last meeting
- Update our 501c3 status
- Update on grant writing steps towards a new Children's Section. A reminder that Steven King grants may be submitted in June and at the end of the year.
- Movement of boxed books to SBHS Museum
- Furniture changes? When?
- Update on the gate for the top of the stairs

New Business:

- Should we use existing funds to have the three bookcases built at a cost of \$3,120.00 by P. C. Woodworking of Fort Fairfield
- Programming – storytime, lego time, other programs?
- Additional items of business?
- Date of the next meeting

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2020	Laurie Blackstone Christina Maynard
Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Gary Cole Londa Brown