

Washburn Memorial Library
Board of Trustees Meeting
November 3, 2016

Members in attendance: Rita Kingsbury, Linda Bourgoine, Laurie Blackstone, Gary Cole, Heidi Silver, Charlotte Griffin, Christina Maynard, and Lois Walton.

Secretary's report:

Laurie passed out copies of the minutes from the last meeting. Charlotte moved to accept and Gary seconded. Motion carried.

Financial Report:

75 % of the budget has been used. The general maintenance will be used by next month. DOC checked the furnace and it needs a part. We haven't even used half of the budgeted amount for heat. The library allowance will be used and the special events will be used because of Toddler Time. We have gained \$2,460.78 plus \$170.51 from the Maine Community Foundation less the administration fee of \$286. We still have \$1000.00 available upon request.

Librarian's report:

There have been two Toddler Times. The first one was just Jenny and her kids, but there were 12 children and 9 adults at the second one. It will be held twice a month and they meet for over an hour. Beth Brown held two puppet shows, but there wasn't a good turnout. She will look in to helping with the summer program. In September we had more patrons than last year and October had 578 patrons. Lois would like to apply for \$1000 grant from TEI Landmark Audio for books. She needs help in writing it. We received \$20,000 from the King grant and Mr. Kelley said we would be his first job in the spring. Lois ordered the new bookdrop. Lois was wondering if we should be open during the step work. The new sign will wait until spring. We will post about it in the spring.

The next meeting will be January 5, 2016 at 5:00 pm.

Meeting adjourned at 5:45. Charlotte moved and Rita seconded. Motion carried.

Respectfully submitted,
Laurie Blackstone

Next meeting Feb. 2 @ 5:00

Expense Summary Report

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

Account	Budget Original	Budget Adjustments	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
70 - Library	48,380.00	0.00	48,380.00	34,810.65	34,810.65	13,569.35	71.95
01 - Salary/Benefits	35,880.00	0.00	35,880.00	25,585.62	25,585.62	10,294.38	71.31
16 - Librarian	21,160.00	0.00	21,160.00	15,210.00	15,210.00	5,950.00	71.88
17 - Assistant Librarian	1,450.00	0.00	1,450.00	616.25	616.25	833.75	42.50
90 - Health Insurance	11,375.00	0.00	11,375.00	8,433.45	8,433.45	2,941.55	74.14
92 - Medicare	330.00	0.00	330.00	229.69	229.69	100.31	69.60
93 - Social Security	1,400.00	0.00	1,400.00	981.23	981.23	418.77	70.09
94 - Unemployment Compensation	50.00	0.00	50.00	0.00	0.00	50.00	0.00
95 - Workers Compensation	115.00	0.00	115.00	115.00	115.00	0.00	100.00
02 - Utilities	4,625.00	0.00	4,625.00	2,439.52	2,439.52	2,185.48	52.75
01 - Electricity	1,100.00	0.00	1,100.00	709.44	709.44	390.56	64.49
02 - Heat	2,750.00	0.00	2,750.00	1,161.37	1,161.37	1,588.63	42.23
05 - Water & Sewer	775.00	0.00	775.00	568.71	568.71	206.29	73.38
03 - Communications	300.00	0.00	300.00	197.08	197.08	102.92	65.69
03 - Telephone	300.00	0.00	300.00	197.08	197.08	102.92	65.69
04 - Maintenance	725.00	0.00	725.00	614.92	614.92	110.08	84.82
01 - General	500.00	0.00	500.00	457.42	457.42	42.58	91.48
07 - Garbage Disposal	225.00	0.00	225.00	157.50	157.50	67.50	70.00
05 - Supplies	650.00	0.00	650.00	54.24	54.24	595.76	8.34
01 - General	100.00	0.00	100.00	46.24	46.24	53.76	46.24
02 - Office	200.00	0.00	200.00	0.00	0.00	200.00	0.00
05 - Library Supplies	350.00	0.00	350.00	8.00	8.00	342.00	2.29
08 - Administrative Costs	5,900.00	0.00	5,900.00	5,652.62	5,652.62	247.38	95.81
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	100.00	100.00	0.00	100.00
05 - Training	350.00	0.00	350.00	185.00	185.00	165.00	52.86
09 - Library Allowance	3,500.00	0.00	3,500.00	3,427.62	3,427.62	72.38	97.93
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	266.65	266.65	33.35	88.88
03 - Special Events/Activities	300.00	0.00	300.00	266.65	266.65	33.35	88.88
Final Totals	48,380.00	0.00	48,380.00	34,810.65	34,810.65	13,569.35	71.95



RECEIVED OCT 21 2016

To: Fund Donors and Contacts
From: G. Steven Rowe, President & CEO *b. Steven Rowe*
Date: October 19, 2016
Re: Third Quarter Fund Statements

With no major shake-ups in the markets in the third quarter, the Maine Community Foundation's Primary Investment Portfolio built on gains from earlier in the year. For the three-month period ending September 30, MaineCF's portfolio rose 3.8% while its benchmark index* gained 3.4%. The S&P 500 was up by 4.0% for the quarter. To date, for 2016 MaineCF's portfolio has risen 6.0%, the benchmark, 6.1% and the S&P 500, 7.8%.

The investment results and financial activity of the MaineCF fund you established or advise are enclosed. You can also access your fund statement online by clicking the "Fund Connection" link at the top right corner of the MaineCF website. If you have questions after reviewing the fund statement, please contact Jim Geary, vice president and chief financial officer, via email at jgeary@mainecf.org or by phone at 877-700-6800, ext. 2016.

The last quarter of the year is our busiest for grantmaking so we are grateful to donors who make their end-of-year grant requests early. New gifts also increase in the final three months. If you are making a stock transfer, we ask that you please make sure we know that it is coming from you so that it can be expedited promptly.

The last of three 30th anniversary county fund celebrations took place at the Mayo Mill in Dover-Foxcroft on September 22. Like similar events in Washington and Aroostook counties earlier in the summer, the gathering was marked by a strong sense of county and community pride. Grants from our county funds, guided by local advisors, have proven that charitable giving can have a significant impact on the quality of life in Maine communities.

MaineCF is underwriting Voices of Giving on Maine Public Radio this year. The audio diaries, which will air on both the news and classical music stations, are set to run through November, culminating around Giving Tuesday, which takes place on November 29. Stay tuned.

Power, Privilege, and Difference—that's the overarching theme of MaineCF's inaugural summit in Portland on November 1. Keynote speaker Allan Johnson will help us delve into how our social systems perpetuate privilege based on race and ethnicity and the ways in which that privilege shapes our lives. We will also unveil MaineCF's new strategic goals, which will help fulfill our core mission: to work with donors and other partners to improve the quality of life for all Maine people.

*As of 01/25/13, the benchmark consists of 35% S&P Total Market Index; 20% MSCI All Country World ex U.S Index; 5% Wilshire U.S. REIT Index; 2.5% S&P GSCI, 2.5% MSCI World Natural Resources Index; 20% HFRI (Hedge Fund Research Inc.) Composite Index; and 15% Barclays Capital Government Bond Index.