

Low - send me  
the newest  
revision.

# Washburn Memorial Library Board Meeting Agenda May 6, 2021 at 5:00

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

### Old Business:

- Welcome Library Director Tim Whiton and Children's Librarian Courtney Howe
- Update on Children's Room/Furniture/Closet/Lego Table et. al.
- Update on possible grant applications
- Review of bylaw changes (Laurie)

### New Business

- Plans for an open house of the Children's Room and Research Room as well as the Friend of the Library Award.
- Care of flower beds June/July/August
- Additional items of business?
- Date of the next meeting - June 3<sup>rd</sup> at 5:00

### 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)  
Londa Brown - [libbrowm625@gmail.com](mailto:libbrowm625@gmail.com)

Expiring 2023

Lauric Blackstone - [blackstonchome@hotmail.com](mailto:blackstonchome@hotmail.com)  
Christina Maynard - [lvtoread514@gmail.com](mailto:lvtoread514@gmail.com)

Expiring 2024

Sarah Sines - [ssines@msad45.net](mailto:ssines@msad45.net)  
Rita Kingsbury - [rtkngsbry@gmail.com](mailto:rtkngsbry@gmail.com)

Town Manager - Donna Turner - [townmanager@washburnmaine.org](mailto:townmanager@washburnmaine.org)

WML Library Director - Tim Whiton - [tim.whiton@gmail.com](mailto:tim.whiton@gmail.com)

WML Children's Librarian - Courtney Howe - [courtneyjeanhowe@gmail.com](mailto:courtneyjeanhowe@gmail.com)

Washburn Memorial Library web site: [washburnlibrary.com](http://washburnlibrary.com)

## WASHBURN MEMORIAL LIBRARY

### BOARD OF TRUSTEES

#### APRIL 1, 2021, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Christina Maynard, Sue Brown, Sarah Sines, 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.

Rita Kingsbury and Sarah Sines were both sworn in to their positions on the Board.

Secretary's Report: The minutes from the March 4, 2021, meeting were presented. Sue made a motion to accept the minutes. Christina seconded the motion; so voted.

Financial Report: Everything looks fine at this point. As mentioned at the last meeting, we had a large bill for repairs to the furnace which was unexpected and put the maintenance line over budget. We will keep this in mind as the year goes on. Bev also gave an update on the Thrift Books account. Sue made a motion to accept the financial report as presented. Londa seconded the motion; so voted.

Librarian's Report: Lois presented the Librarian's Report and indicated the following:

--During the month of March there were 96 books checked out and 73 people came in person to the library. A list of memorials was also presented.

--The Girl Scouts used the downstairs to sort cookies on March 27, 2021.

--Lois has been moving a lot of books upstairs and is finishing up inventory. Starting today returned books only have to be quarantined for 48 hours rather than 72.

#### Old Business:

--Rita welcomed Sarah Sines to the Board and thanked her for being willing to serve.



--Londa presented a slide show updating what has been done downstairs since the last meeting. A genealogy and research section has been added and everything is documented. Thank you to Londa and Gene for all of their hard work on this project. The shelves are done and the rug and the floor chairs have arrived. The two big chairs we purchased have been delayed, but they will be here. We still need to buy a rocking chair. Don Hanson and the high school woodworking club have the Lego table, top, and legs ready, and the base plates for that were ordered today.

--There was an article in the Star Herald about the high school students who helped move the books. They were a huge help and deserved some recognition.

--Courtney Howe has still been doing crafts and story times on line. It was mentioned that the last story time was about birds, and she read the book sitting outside with birds flying all around her.

--We will vote on the updated By-Laws at the May meeting. We need to get a copy from Laurie so that we all have the same thing to look at.

#### New Business:

--Donna gave an update on hiring for the two positions open at the library. A gentleman from Wade was interviewed for the director position. He is working on his doctorate so he doesn't want a full-time position. He wants to be involved in the community. His name is Tim Whiton, and he has accepted the position. Someone interviewed for the children's librarian position this afternoon and was offered the position. She will get back to Donna with an answer. Everything will be trial and error for a bit as this is new to everyone. These individuals will start training the first of May—one week in Caribou and one week with Lois.

--We need to make plans for a grand opening of the children's room. Perhaps we could also do the presentation to Janet Peary at the same time. We will discuss this again at the next meeting.

--There is currently about \$2.2 million in grants going to Maine libraries. We will keep an eye on this to see if we can get any additional funds.

--The next item discussed was the election of officers which is done every April. We need people for all three offices—Chairperson, Vice-Chairperson, and Secretary.

Londa made a motion to nominate Sue for the office of Chairperson. Bev seconded the motion; there were no further nominations; so voted.

Sue made a motion to nominate Rita for the office of Vice-Chair. Christina seconded the motion; there were no further nominations; so voted.

Bev made a motion to nominate Christina for the office of Secretary. Londa seconded the motion; there were no further nominations; so voted.

No one had any other items to share.

The next meeting will be held on Thursday, May 6, 2021, at 5:00 p.m. at the library. We will invite the new hires to be present at this meeting.

At 5:40 p.m. Bev made a motion to adjourn the meeting. Christina seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

**Circulation Statistics By Item Report Class : 04/01/2021 to 04/30/2021**

<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	0	1	1	0	0
100 - 199	0	0	0	0	0
200 - 299	0	1	1	0	0
300 - 399	1	1	0	0	0
400 - 499	0	1	0	0	0
500 - 599	0	1	2	0	0
600 - 699	3	4	14	0	0
700 - 799	1	2	4	0	0
800 - 899	0	0	0	0	0
900 - 999	5	1	2	0	0
Audio Book	0	0	1	0	0
Biography	0	2	1	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	13	27	31	0	0
eBook	0	0	0	0	0
Fiction	46	48	38	0	0
J Audio Books	0	0	2	0	0
J Biography	1	1	1	0	0
J Collective Biography	0	0	0	0	0
J Fiction	29	33	46	0	0
J Non-Fiction	13	8	10	0	0
Kit	0	0	0	0	0
Magazine	0	4	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	2	0	0
Video	0	0	23	0	0
<b>Total</b>	<b>112</b>	<b>135</b>	<b>179</b>	<b>0</b>	<b>0</b>

**Circulation Statistics By Patron Report Class : 04/01/2021 to 04/30/2021**

<b>Patron Report Class</b>	<b>Checked In</b>	<b>Checked Out</b>	<b>Renewed</b>	<b>Booked</b>
Non-Resident Adult	13	23	8	0
Non-Resident Juvenile	0	0	7	0
Resident Adult	63	85	101	0
Resident Juvenile	33	27	55	0
Staff	2	0	1	0
Teacher	1	0	7	0
<b>Total</b>	<b>112</b>	<b>135</b>	<b>179</b>	<b>0</b>



**Holdings By Item Report Class**

Category / Class	Have	Lost	Out	In	Reserve	Cost	Cost Average	Copyright Average
000 - 099	184	0	2	182	0	\$3,653.25	\$27.89	1975
100 - 199	38	0	0	38	0	\$407.20	\$17.70	1999
200 - 299	154	0	2	152	0	\$1,935.04	\$29.32	1995
300 - 399	289	24	1	288	0	\$4,564.72	\$29.83	1996
400 - 499	13	0	1	12	0	\$80.06	\$11.44	1988
500 - 599	225	60	3	222	0	\$1,087.87	\$21.76	1992
600 - 699	757	0	15	742	0	\$6,589.41	\$19.38	1996
700 - 799	764	0	6	758	0	\$4,692.04	\$20.14	1991
800 - 899	143	81	0	143	0	\$858.68	\$14.31	1989
900 - 999	1,117	0	2	1,115	0	\$7,932.50	\$28.64	1983
Audio Book	452	3	1	451	0	\$12,514.43	\$27.87	2008
Biography	376	0	3	373	0	\$2,111.87	\$21.77	1983
Collective Biography	43	0	0	43	0	\$125.03	\$20.84	1982
Computers	5	0	0	5	0	\$15.17	\$15.17	2008
Easy Book	1,995	11	47	1,948	0	\$12,368.33	\$11.53	1995
eBook	4	0	0	4	0	\$69.90	\$23.30	2003
Fiction	5,229	24	57	5,172	0	\$70,353.95	\$21.35	1998
J Audio Books	58	3	2	56	0	\$946.36	\$19.72	2006
J Biography	209	4	0	209	0	\$1,201.87	\$15.81	1982
J Collective Biography	14	1	0	14	0	\$53.95	\$13.49	1978
J Fiction	2,542	5	67	2,475	0	\$17,801.46	\$10.98	1996
J Non-Fiction	1,617	1	15	1,602	0	\$13,304.61	\$15.75	1995
Kit	0	0	0	0	0	\$0.00	\$0.00	0
Magazine	168	0	4	164	0	\$2,844.21	\$17.56	2019
Reference	7	0	0	7	0	\$156.86	\$39.22	2002
Undefined	10	0	2	8	0	\$36.90	\$18.45	2014
Video	609	69	23	586	0	\$10,326.19	\$22.50	2000
<b>Total:</b>	<b>17,022</b>	<b>286</b>	<b>253</b>	<b>16,769</b>	<b>0</b>	<b>\$176,031.86</b>	<b>\$18.56</b>	<b>1995</b>

Sheet13

Jan 2021	P	R	C	Feb 2021	P	R	C	Mar 2021	P	R	C	April2021	P	R	C	May 2021
1	x	x	x	1	x	x	x	1	x	x	x	1	4			1
2	x	x	x	2	0			2	0	0	0	2	8			2
3	x	x	x	3	1			3	1			3	0			3
4	x	x	x	4	1		1	4	1			4	x	x	x	4
5	1			5	2			5	2			5	x	x	x	5
6	2			6	3		2	6	0			6	4		1	6
7	1			7	x	x	x	7	x	x	x	7	3			7
8	1			8	x	x	x	8	x	x	x	8	1			8
9	0			9	1			9	7			9	11			9
10	x	x	x	10	1			10	4			10	2			10
11	x	x	x	11	3			11	4			11	x	x	x	11
12	1			12	1			12	5		2	12	x	x	x	12
13	1			13	1			13	1			13	11		2	13
14	1			14	x	x	x	14	x	x	x	14	1		1	14
15	1			15	x	x	x	15	x	x	x	15	1			15
16	0			16	0			16	1	1		16	5			16
17	x	x	x	17	4		2	17	0			17	1			17
18	x	x	x	18	4			18	11		1	18	x	x	x	18
19	1			19	11			19	2			19	x	x	x	19
20	0			20	2			20	4		2	20	2			20
21	0			21	x	x	x	21	x	x	x	21	5		1	21
22	1			22	x	x	x	22	x	x	x	22	2			22
23	2			23	4		1	23	2		1	23	0			23
24	x	x	x	24	7			24	5			24	5		1	24
25	x	x	x	25	1		1	25	2			25	x	x	x	25
26	3			26	2		1	26	3			26	x	x	x	26
27	2		2	27	2			27	3			27	8		2	27
28	1			28	x	x	x	28	x	x	x	28	0			28
29	2							29	x	x	x	29	5			29
30	0							30	7		1	30	4			30
31	x	x	x					31	8							31
<b>Total</b>	<b>21</b>			<b>2Total</b>	<b>51</b>			<b>8Total</b>	<b>73</b>	<b>1</b>	<b>7Total</b>	<b>83</b>	<b>0</b>	<b>8Total</b>		



## Expense Summary Report

Accounts: E 70-01-01 - E 70-99-99

April

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
<b>70 - Library</b>	<b>55,561.00</b>	<b>4,195.15</b>	<b>0.00</b>	<b>15,425.52</b>	<b>40,135.48</b>	<b>27.76</b>
<b>01 - Salary</b>	<b>40,406.00</b>	<b>2,984.41</b>	<b>0.00</b>	<b>9,706.24</b>	<b>30,699.76</b>	<b>24.02</b>
16 - Librarian	7,400.00	1,740.00	0.00	5,655.00	1,745.00	76.42
17 - Asst. Lib.	27,000.00	0.00	0.00	228.00	26,772.00	0.84
90 - Health	3,356.00	1,118.55	0.00	3,355.65	0.35	99.99
92 - Medi	475.00	25.23	0.00	85.30	389.70	17.96
93 - SS	2,000.00	80.91	0.00	337.77	1,662.23	16.89
94 - Unemp.	100.00	0.00	0.00	24.80	75.20	24.80
95 - Work. Comp.	75.00	19.72	0.00	19.72	55.28	26.29
<b>02 - Utilities</b>	<b>4,550.00</b>	<b>784.95</b>	<b>0.00</b>	<b>1,655.30</b>	<b>2,894.70</b>	<b>36.38</b>
01 - Electric	1,400.00	109.21	0.00	336.08	1,063.92	24.01
02 - Heat	2,300.00	605.05	0.00	1,107.15	1,192.85	48.14
05 - Water/Sewer	850.00	70.69	0.00	212.07	637.93	24.95
<b>03 - Comm.</b>	<b>475.00</b>	<b>41.95</b>	<b>0.00</b>	<b>122.25</b>	<b>352.75</b>	<b>25.74</b>
03 - Telephone	475.00	41.95	0.00	122.25	352.75	25.74
<b>04 - Maintenance</b>	<b>725.00</b>	<b>32.85</b>	<b>0.00</b>	<b>708.40</b>	<b>16.60</b>	<b>97.71</b>
01 - General	500.00	10.35	0.00	640.90	-140.90	128.18
07 - Garbage	225.00	22.50	0.00	67.50	157.50	30.00
<b>05 - Supplies</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.35</b>	<b>725.65</b>	<b>9.29</b>
01 - General	100.00	0.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	0.00	0.00	200.00	0.00
05 - Library Sup.	500.00	0.00	0.00	74.35	425.65	14.87
<b>06 - Equipment</b>	<b>50.00</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	50.00	0.00
<b>08 - Admin. Costs</b>	<b>7,555.00</b>	<b>350.99</b>	<b>0.00</b>	<b>3,158.98</b>	<b>4,396.02</b>	<b>41.81</b>
02 - Dues/Subs.	500.00	0.00	0.00	315.62	184.38	63.12
04 - Postage	55.00	0.00	0.00	0.00	55.00	0.00
05 - Training	100.00	0.00	0.00	25.00	75.00	25.00
09 - Lib.Allow.	5,000.00	350.99	0.00	1,093.36	3,906.64	21.87
14 - Tech. Sup.	1,900.00	0.00	0.00	1,725.00	175.00	90.79
<b>99 - Misc.</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
03 - Events/Activ	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>Final Totals</b>	<b>55,561.00</b>	<b>4,195.15</b>	<b>0.00</b>	<b>15,425.52</b>	<b>40,135.48</b>	<b>27.76</b>