

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

OCTOBER 1, 2020, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Christina Maynard, Sue Brown, Beverly Turner, and Lois Walton--Librarian. This meeting was conducted at the library with those in attendance observing social distancing and the use of masks.

Chairperson, Rita Kingsbury, called the meeting to order at 5:30 p.m.

Secretary's Report: The minutes from the September 10, 2020, meeting were presented. Rita indicated that on page 2, letter "F", the words "or donated" should be added after "weeded". Londa made a motion to accept the minutes as amended. Laurie seconded the motion; so voted.

Financial Report: There are no lines that are a real problem. We still have money in the Lego grant and need to spend it. Bev informed the Board of the conversation she had with the representative from Thrift Books and presented a report regarding their receipt of the books and sales to date. Laurie made a motion to accept the financials as presented. Londa seconded the motion; so voted.

Librarian's Report: Lois presented a report on memorials for 2020 together with a circulation report. This information is attached to these minutes.

Lois is working on getting old memorials into books to keep better track of them.

We discussed getting a plaque for the outside sign in memory of Myrtle Umphrey Smith. There had been one on the old sign.

We have until January of 2021 to spend the money from the Lego grant. Lois wants to order 12 kits for children to take home and do. Maybe Marcie could do something through Zoom or Facebook regarding this. The person who sent us the grant says that we can defer to spend this money until a later time. Londa made a motion that Lois write to Deb to defer use of the money from the Lego grant until next year. Bev seconded the motion; so voted.

An email has been received from Atrium indicating that the price will be going up next year. We do not have an amount yet.

Old Business:

- A. Website update—Londa has made some changes and gave us a demonstration.
- B. We have been discussing the Stephen King grant application for some time. Laurie volunteered to help, so Londa had her do the proofreading. Something happened with the website, so she could not submit it online. A hard copy has been submitted, so it is now done and out of our hands.
- C. The children's furniture was supposed to have been here in July. Robert Bixler will not respond to Londa at all.
- D. As we have previously discussed, some changes were made in the By-Laws and they have been reviewed. Laurie was secretary at the time and made the changes. It was decided that since we were missing a few Board members we would wait until the November meeting to vote on the changes.
- E. Londa ran a book sale at Ye Olde Book Shoppe on Saturday, September 26, from 9:00 a.m. until noon. She took in \$134.00 on Saturday morning and someone had come in on Friday and left \$10.00, so the total from the sale was \$144.00. At the November meeting we will schedule a date for another sale between November and December.
- F. Things seem to be going very well with the online things that Courtney Howe is doing. There have been several views of the story times and crafts.
- G. The knitting group has asked if they can resume meeting on Tuesdays. Laurie made a motion that we allow the knitting group to meet as long as they follow the guidelines from the State. Londa seconded the motion; so voted.

H. The Girl Scouts would like to start using the Porter room again. There are four girls and two leaders. They are not sure if they will be meeting on Thursdays after school or on Saturday mornings. Londa made a motion to allow them to start meeting again as long as they follow the guidelines from the State. Laurie seconded the motion; so voted.

New Business:

Londa mentioned the new daycare which will be opening soon. If that gets going then we should allow the daycare to take for free some books that are for sale. Sue made a motion to allow this to happen. Christina seconded the motion; so voted.

The next meeting will be held on Thursday, November 5, 2020, at 5:30 p.m. at the library.

At 6:30 p.m. Bev made a motion to adjourn the meeting. Christina seconded the motion; so voted.

Respectfully submitted,


Beverly Turner, Secretary

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

Account	Budget		Budget Adjustments	Budget Net		Curr Mnth Net		YTD Net		Unexpended Balance		Percent Spent
	Original	Net		Net	Net	Net	Net	Balance				
70 - Library												
01 - Salary/Benefits	40,727.00	40,727.00	0.00	40,727.00	1,941.70	1,131.45	23,668.39	24,886.79	58.11			
16 - Librarian	22,620.00	22,620.00	0.00	22,620.00	0.00	0.00	13,050.00	9,570.00	57.69			
17 - Assistant Librarian	2,400.00	2,400.00	0.00	2,400.00	0.00	0.00	516.00	1,884.00	21.50			
90 - Health Insurance	13,600.00	13,600.00	0.00	13,600.00	1,118.55	0.00	8,948.40	4,651.60	65.80			
92 - Medicare	375.00	375.00	0.00	375.00	0.00	0.00	192.36	182.64	51.30			
93 - Social Security	1,575.00	1,575.00	0.00	1,575.00	0.00	0.00	822.49	752.51	52.22			
94 - Unemployment Compensation	52.00	52.00	0.00	52.00	12.90	0.00	51.60	0.40	99.23			
95 - Workers Compensation	105.00	105.00	0.00	105.00	0.00	0.00	87.54	17.46	83.37			
02 - Utilities	4,475.00	4,475.00	0.00	4,475.00	174.88	0.00	2,262.86	2,212.14	50.57			
01 - Electricity	1,400.00	1,400.00	0.00	1,400.00	33.50	0.00	709.25	690.75	50.66			
02 - Heat	2,300.00	2,300.00	0.00	2,300.00	0.00	0.00	946.95	1,353.05	41.17			
05 - Water & Sewer	775.00	775.00	0.00	775.00	141.38	0.00	606.66	168.34	78.28			
03 - Communications	380.00	380.00	0.00	380.00	0.00	0.00	265.65	114.35	69.91			
03 - Telephone	380.00	380.00	0.00	380.00	0.00	0.00	265.65	114.35	69.91			
04 - Maintenance	725.00	725.00	0.00	725.00	27.50	0.00	195.35	529.65	26.94			
01 - General	500.00	500.00	0.00	500.00	0.00	0.00	10.35	489.65	2.07			
07 - Garbage Disposal	225.00	225.00	0.00	225.00	27.50	0.00	185.00	40.00	82.22			
05 - Supplies	800.00	800.00	0.00	800.00	80.25	0.00	223.02	576.98	27.88			
01 - General	100.00	100.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00			
02 - Office	200.00	200.00	0.00	200.00	80.25	0.00	80.25	119.75	40.13			
05 - Library Supplies	500.00	500.00	0.00	500.00	0.00	0.00	142.77	357.23	28.55			
08 - Administrative Costs	8,150.00	8,150.00	0.00	8,150.00	527.62	0.00	4,195.44	3,954.56	51.48			
02 - Dues & Subscriptions	500.00	500.00	0.00	500.00	0.00	0.00	454.00	46.00	90.80			
04 - Postage	50.00	50.00	0.00	50.00	55.00	0.00	55.00	-5.00	110.00			
05 - Training	100.00	100.00	0.00	100.00	0.00	0.00	35.00	65.00	35.00			
09 - Library Allowance	5,000.00	5,000.00	0.00	5,000.00	472.62	0.00	1,961.44	3,038.56	39.23			
14 - Technical Support	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00	1,690.00	810.00	67.60			
99 - Miscellaneous	500.00	500.00	0.00	500.00	0.00	0.00	59.50	440.50	11.90			
03 - Special Events/Activities	500.00	500.00	0.00	500.00	0.00	0.00	59.50	440.50	11.90			
Final Totals	55,757.00	55,757.00	0.00	55,757.00	1,941.70	0.00	30,870.21	24,886.79	55.37			

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*S/B at 9/16
collected
Sept payrol*

*Net Not
of 9/16
of 9/16
of 9/16*



Profit Sharing Statement Washburn Memorial Library (14004)

August 2020

Report Run date September 11, 2020

Month Financial		YTD Financial						
		Month	Net Sales	Your Profit Share	Adjustments	Monthly Proceeds	Payment Amount	Balance Due Supplier
Gross Sales	\$784.13	Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	(\$5.10)	Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales	\$779.03	Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost of Sales	(\$492.70)	Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Profit	\$286.34	May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Your Profit Share	50%	Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$143.17	Jul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments		Aug	\$779.03	\$143.17	(\$255.21)	(\$112.04)	\$0.00	(\$112.04)
Freight Share	(\$255.21)	Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	Oct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Adjusts	(\$255.21)	Nov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds	(\$112.04)	Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		YTD	\$779.03	\$143.17	(\$255.21)	(\$112.04)	\$0.00	

Current Month Top 10 Highest Sellers

	Title	Price	Days
1	An Uncommon Man : The Triumph of Herbert Hoover	\$46.71	19
2	White House Years	\$26.98	1
3	The Way of Love (First Edition)	\$25.74	0
4	The Murder of Princess Diana	\$23.42	10
5	Bella Mafia	\$19.69	16
6	By Right of Arms	\$19.08	10
7	Dolly : My Life and Other Unfinished Business	\$16.42	3
8	Still Woman Enough : A Memoir	\$15.71	12
9	Girl Singer : An Autobiography	\$15.48	11
10	My Life in 'Toons	\$14.40	15

The Environmental Difference You Made This Month

Books Reused	Books Recycled	Water (g)	Electricity (kwh)	Green House Gases (lbs)	Trees	Landfill Space (cu yd)
102	488	2,230	1,306	19	8	0



REDUCE

Weeded materials no longer suitable for your needs



REUSE

Books find new homes via resale or donation to literacy programs



RECYCLE

All unusable books are recycled

**Profit Sharing Statement
Washburn Memorial Library (14004)**

August 2020
Report Run date September 11, 2020

Month	Inventory							
	Beginning Units	Lbs Arrived	Units Scanned	Units Not Accepted	Units Added	Units Sold	Units Removed	Remaining Units
Jan	0	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0
Jul	0	2,010	0	0	0	0	0	0
Aug	0	0	758	488	270	102	0	168
Sep	168	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0
		2,010	758	488	270	102	0	

Glossary of Financial Terms

Gross Sales	<i>Total amount less taxes paid by buyers to purchase and receive items. Includes item prices and all shipping revenue.</i>
Refunds	<i>Total amount refunded to buyers for items returned or lost.</i>
Net Sales	<i>Net total amount of all sales transactions.</i>
Costs of Sales	<i>Costs of selling & fulfilling orders for the buyers including fees paid to online marketplaces for selling items through their website.</i>
Profit	<i>Net Sales less Costs of Sales</i>
Your Profit Share	<i>Amount of Profit shared with Supplier.</i>
Adjustments	<i>Adjustments to the amount of profits shared with supplier</i>
Freight Share	<i>Net amount of agreed supplier share of inbound and outbound freight or shipping expenses to transport items to our warehouses.</i>
Other	<i>Net amount of any remaining balance payments to supplier and/or miscellaneous Credits or Charges</i>
Total Adjusts	<i>Total amount of adjustments to be made to the profit share amount</i>
Proceeds	<i>Total amount due supplier from profit share net of total adjustments</i>
Balance Due	<i>Any amount not yet paid to supplier. Payments are made only when amount due is greater than \$25.00.</i>

Contact Information

Department	Email	Phone
Accounting	accounting@thriftbooks.com	(253) 275-2241x7116
Logistics	logistics@thriftbooks.com	(253) 275-2241x7154
Account Management	libraries@thriftbooks.com	1-888-861-1065

Message:

Thank you for helping us place quality, affordable books into the hands of those who love to read. Together we provide the chance to shape another mind, share another story, and teach a bit of wisdom.





**Profit Sharing Statement
Washburn Memorial Library (14004)**

July 2020
Report Run date August 11, 2020

Month Financial		YTD Financial						
No Sales This Month		Month	Net Sales	Your Profit Share	Adjustments	Monthly Proceeds	Payment Amount	Balance Due Supplier
		Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Jul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Aug	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Oct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Nov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Current Month Top 10 Highest Sellers

No Sales This Month

The Environmental Difference You Made This Month

Books Reused	Books Recycled	Water (g)	Electricity (kwh)	Green House Gases (lbs)	Trees	Landfill Space (cu yd)



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Weeded materials no longer suitable for your needs

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Books find new homes via resale or donation to literacy programs

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Inventory								
Month	Beginning Units	Lbs Arrived	Units Scanned	Units Not Accepted	Units Added	Units Sold	Units Removed	Remaining Units
Jan	0	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0
Jul	0	2,010	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0
		2,010	0	0	0	0	0	

Glossary of Financial Terms

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Net Sales	Net total amount of all sales transactions.
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Adjustments	Adjustments to the amount of profits shared with supplier
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thriftbooks

Profit Sharing Statement Washburn Memorial Library (14004)

August 2020

Report Run date September 11, 2020

Month Financial

Gross Sales	\$784.13
Refunds	(\$5.10)
Net Sales	\$779.03
Cost of Sales	(\$492.70)
Profit	\$286.34
Your Profit Share	50%
	\$143.17
Adjustments	
Freight Share	(\$255.21)
Other	\$0.00
Total Adjusts	(\$255.21)
Proceeds	(\$112.04)

YTD Financial

Month	Net Sales	Your Profit Share	Adjustments	Monthly Proceeds	Payment Amount	Balance Due Supplier
Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aug	\$779.03	\$143.17	(\$255.21)	(\$112.04)	\$0.00	(\$112.04)
Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Oct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YTD	\$779.03	\$143.17	(\$255.21)	(\$112.04)	\$0.00	

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	Title	Price	Days
1	An Uncommon Man : The Triumph of Herbert Hoover	\$46.71	19
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			Units Scanned	Units Not Accepted	Units Added			
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Feb	0	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0
Jul	0	2,010	0	0	0	0	0	0
Aug	0	0	758	488	270	102	0	168
Sep	168	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0
		2,010	758	488	270	102	0	

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WML Memorials 2020

In memory of **John W. Laskey** Muscle Cars given by Art and Charlotte Griffin

In memory of **Calvin O'Clair** \$100 given by Jackie O'Clair

In memory of **Eric Thibodeau** \$50 given by Jackie O'Clair for books.

In memory of **Margaret Joyce Turner** \$25 given by JoAnn Hubbard for books.

In memory of **Ruth Duncan** for children's room. \$ 50 from Constance Duncan and Betty McKenna
\$ 20 from David and Nancy Tarr
\$ 30 from Floyd F. Huston
\$ 20 from Mavis Churchill
\$ 50 from Gene and Londa Brown
\$ 20 from Pat, Sue, Tyler and Elizabeth Boys
\$ 50 from Heidi Johnson Joshi
\$ 100 from James and Lori McKeen
\$ 100 from Donald and Janet Peary

In memory of **Colleen (Meister) Blackstone**, Happy Birthday Maine given by Gene and Londa Brown.

In memory of **Bill Tactikos** \$300 given by Mark and Jackie Shaw for the new children's room.

In memory of **Gwendolyn McBurnie** \$100 for the memorial fund given by Jeffrey McBurnie.

In memory of **Phyllis Blackstone** Though None Go With Me given by Gene and Londa Brown.

In memory of **Leigh(Arnie) Devoe** Reflections of a Maine Cop The Detective in the Dooryard given by Gene and Londa Brown.

In memory of **Arnie Devoe** Bus Drivers given by Bob & Penny Miller.

In memory of **Eunice Carman** Veterinarians given by Bob & Penny Miller.

Circulation Statistics By Item Report Class : 09/01/2020 to 09/30/2020

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	1	0	0	0
100 - 199	0	0	0	0	0
200 - 299	2	0	2	0	0
300 - 399	1	0	0	0	0
400 - 499	0	0	0	0	0
500 - 599	0	2	2	0	0
600 - 699	2	3	2	0	0
700 - 799	2	2	0	0	0
800 - 899	0	0	0	0	0
900 - 999	1	4	2	0	0
Audio Book	1	4	0	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	11	25	11	0	0
eBook	0	0	0	0	0
Fiction	40	45	5	0	0
J Audio Books	0	0	0	0	0
J Biography	2	0	1	0	0
J Collective Biography	0	0	0	0	0
J Fiction	11	19	10	0	0
J Non-Fiction	3	5	4	0	0
Kit	0	0	0	0	0
Magazine	0	1	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
Video	1	1	0	0	0
Total	77	112	39	0	0

Circulation Statistics By Patron Report Class : 09/01/2020 to 09/30/2020

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	8	35	0	0
Non-Resident Juvenile	0	0	0	0
Resident Adult	50	46	25	0
Resident Juvenile	19	29	14	0
Staff	0	2	0	0
Teacher	0	0	0	0
Total	77	112	39	0

108 Patrons in for the month of September

15 Uses of the public computers

Washburn Memorial Library
Board Agenda
October 1, 2020 at 5:30

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

Old Business:

- Update on what's happening on our web site
- Grant application to Steven King Foundation
- Update on the furniture for the children area
- Ye Olde Book Shoppe
- Discuss and vote on changes to Library bylaws
- Courtney Howe update
- Can we restart the knitting group?

New Business

- Additional items of business?
- Date of the next meeting – Nov 5 at 5:30

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Sue Brown Londa Brown
Expiring 2023	Laurie Blackstone Christina Maynard