

Washburn Memorial Library
Board of Trustees
October 11, 2018

Those present: Charlotte Griffin, Christina Maynard, Heidi Silver, Laurie Blackstone, Lois Walton, Donna Turner and Rita Kingsbury

Secretary's Report: A typed copy of the June minutes was handed out to everyone. After it was read Charlotte moved to accept the report as presented. Christina seconded. Motion carried. There were no minutes from the September meeting. Londa may have some.

Financial Report: We should be at 66.6%. We are there for the most part. Maintenance is a little over due to the furnace repair. We may be tight on the assistant librarian also. Office supplies are over due to the accidental double order of ink. Charlotte moved to accept as presented. Christina seconded. Motion carried.

Librarian's Report: Memorials are up to date. We are down in statistic numbers because of the closure due to the step construction. In the month of September we had 148 new patrons because of the note that was sent home with students on the first day of school. 50 books were added and 85 were deleted during the month of September.

Old Business: We are still waiting for the new sign. It should be coming this week. Don Hanson offered to put the new sign up for us. The memorial bench has been ordered and Mr. Hanson will do the concrete work. Adam has patch material to fix the end of the ramp. An update on the Lego project: we can apply for the ME Library Fund grant by November. Lois has been gathering prices on bricks, books etc. so she can apply. It is a simple grant. Also United Way may give 24 single Lego sets. The lady who heads up United Way will help us look for someone to run the program. There is also another grant in the spring for \$2500. Storage is also needed. We now have an Amazon credit card (through the town) for the Library. We can use it for the Nook.

New Business: There is a hornet problem downstairs, but Adam has put a hornet trap in the ceiling. Hopefully it will do the trick. There is also a crack and a leak near the mural downstairs. Could it be from the new construction? The Trunk or Treat proceeds are coming to the library. We should have a trunk pertaining to the library. Laurie volunteered to do it.

Laurie will make the changes to the by-laws concerning fines.

We need to have goals about promoting the library to the community. We need to address attendance at the board meetings. We need help with the bookstore...maybe Monday nights? Once a month.

We need a sign for outside of library for the bookstore. Charlotte moved to buy a portable sign for outside up to \$200. Heidi seconded. Motion carried.

Lois will put the information in the Star Herald for Toddler Time, Book Club etc. She will also send it to County Calendar. Adam asked about furnace cleaning. We will wait until next year.

Dues for the internet for this fiscal year will not be charged. Next meeting is Thursday, November 8th at 5:00. Meeting adjourned at 6:10.

Respectfully submitted,
Laurie Blackstone

Washburn Memorial Library Board Meeting
October 11, 2018
Agenda

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

Old Business:

- Still waiting for new sign - *hopefully next week*
- Bench for the garden is ordered. Don Hanson will do the concrete. This addition to our garden is not library funded.
- Safety of our ramp. Has it been fixed? *Adam's fixing*
- Where are we on the Lego Project?

New Business:

- "Trunk or Treat" event scheduled for Oct. 27 proceeds will go to the library. Thanks to Jeremiah and Jamie McIntosh. Shouldn't someone on the library board participate?
- Begin to look at the library bylaws at our next meeting. There are some corrections and updates to be made (our decision to no longer charge fines for late books for instance).
- Also suggested for our next meeting is a discussion of what we as a board are willing to do to promote the library in the community.
- Discussion about attendance at Board meetings.
- Work on getting books shelved for Book Store. Discussion of when it should be open. *Mondays 5-7:00* *Setup on Oct. 19th @ 11:00* *Friday 11:00*
- Procuring a sign for the Book Store to put outside.
- Information for the Star Herald: Toddler Times, Book Club, Book Store. Are any being sent?

Other items for discussion at this meeting or next:

Set the date of the next meeting. November 8 is suggested as Londa is likely to be "out and about" by then. *5:00*

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

Account	Budget Original	Budget Adjustments	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
70 - Library	50,132.00	0.00	50,132.00	3,950.15	34,066.54	16,065.46	67.95
01 - Salary/Benefits	37,252.00	0.00	37,252.00	2,788.12	24,520.54	12,731.46	65.82
16 - Librarian	21,160.00	0.00	21,160.00	1,620.00	13,689.00	7,471.00	64.69
17 - Assistant Librarian	1,450.00	0.00	1,450.00	0.00	1,170.00	280.00	80.69
90 - Health Insurance	12,700.00	0.00	12,700.00	1,044.20	8,353.60	4,346.40	65.78
92 - Medicare	340.00	0.00	340.00	23.48	215.41	124.59	63.36
93 - Social Security	1,450.00	0.00	1,450.00	100.44	921.26	528.74	63.54
94 - Unemployment Compensation	25.00	0.00	25.00	0.00	25.00	0.00	100.00
95 - Workers Compensation	127.00	0.00	127.00	0.00	146.27	-19.27	115.17
02 - Utilities	4,275.00	0.00	4,275.00	284.01	2,467.47	1,807.53	57.72
01 - Electricity	1,000.00	0.00	1,000.00	90.18	618.52	381.48	61.85
02 - Heat	2,500.00	0.00	2,500.00	130.64	1,343.15	1,156.85	53.73
05 - Water & Sewer	775.00	0.00	775.00	63.19	505.80	269.20	65.26
03 - Communications	380.00	0.00	380.00	29.34	262.00	118.00	68.95
03 - Telephone	380.00	0.00	380.00	29.34	262.00	118.00	68.95
04 - Maintenance	725.00	0.00	725.00	23.69	948.72	-223.72	130.86
01 - General	500.00	0.00	500.00	6.19	808.72	-308.72	161.74
07 - Garbage Disposal	225.00	0.00	225.00	17.50	140.00	85.00	62.22
05 - Supplies	550.00	0.00	550.00	115.52	529.57	20.43	96.29
01 - General	100.00	0.00	100.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	200.00	0.00	317.94	-117.94	158.97
05 - Library Supplies	250.00	0.00	250.00	115.52	211.63	38.37	84.65
08 - Administrative Costs	6,650.00	0.00	6,650.00	709.47	5,264.84	1,385.16	79.17
02 - Dues & Subscriptions	500.00	0.00	500.00	0.00	250.00	250.00	50.00
04 - Postage	100.00	0.00	100.00	0.00	50.00	50.00	50.00
05 - Training	100.00	0.00	100.00	0.00	0.00	100.00	0.00
09 - Library Allowance	4,250.00	0.00	4,250.00	709.47	3,274.84	975.16	77.06
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	0.00	73.40	226.60	24.47
03 - Special Events/Activities	300.00	0.00	300.00	0.00	73.40	226.60	24.47
Final Totals	50,132.00	0.00	50,132.00	3,950.15	34,066.54	16,065.46	67.95

WASHBURN MEMORIAL LIBRARY MEMORIALS 2018

In memory of **Gwendolyn M. Churchill McBurnie** a gift to the memorial fund from Jeff and Kim McBurnie.

In memory of **Calvin O'Clair** the circulation scanner from Jackie O'Clair.

In memory of **Eric Thibodeau** Harry Swotter: A Harry Potter Quiz Book by Rich Jepson, The Sorcerer's Companion: A Guide to the Magical World of Harry Potter by Allan Zola Kronzek, The Unofficial Harry Potter Cookbook: From Caldron Cakes to Knickerbocker Glory by Dinah Bucholz, The Unofficial Harry Potter Insults Handbook: 101 Combacks For The Wicked Wizards and Witches In Your Life by Birdy Jones given by Aunt Jackie O'Clair.

In memory of **Alton Bragg** The Notorious Benedict Arnold by Steve Sheinkin given by the Dumont Family, Paul, Diane, Damian and Isaiah.

In memory of **Neal Flewelling** Guitarmaking by William R. Cumpiano and Making an Archtop Guitar by Robert Benedetto given by the Board of Trustees of Washburn Memorial Library.

In memory of **Lila Martin** Winter at the Door by Sarah Graves given by Harold Marr.

In memory of **Christina Lavway** Magnolia Table by Joanna Gaines given by Burt and Carlene Donovan.

In memory of **Richard Porter** Stay Hidden by Paul Doiron given by Burt and Carlene Donovan.

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

In memory of **Jessie and Jeremy Fox** Clouds and Rain by Marion Dane Bauer given by Rita Kingsbury.

In memory of **James David Rand** Wilderness by Hannah Pang, Curiousitree Natural World by A.J. Wood, and Animals: A Visual Encyclopedia by Animal Plant given by the Easler Family.

In memory of **Audrey Bell** The Sewing Book by Alison Smith given by Robert Bell.

In memory of **Christina Lavway** Here If You Need Me by Kate Braestrup given by Gene and Londa Brown.

In memory of **Wilmot "Bill" Flewelling** a gift to the memorial fund from the Salmon Brook Historical Society.

In memory of **Stacey "Goose" Griffin** Gridiron Genius by Michael Lombardi given by Adam and Julie Doody.

In memory of **Louise McCall** a gift to the memorial fund from Laura, Aaron, Mason, and McCall Turner.

In memory of **Elizabeth Sines** Woodland Creatures by Emily Boone given by Sarah and Isaac Sines.

Sheet9

June 2018	P	R	C	July 2018	P	R	C	Aug 2018	P	R	C	Sept 2018	P	R	C
1	16	0	13	1	x	x	x	1	12	0	3	1	x	x	x
2	x	x	x	2	12	0	5	2	13	0	16	2	x	x	x
3	x	x	x	3	8	0	4	3	13	0	10	3	x	x	x
4	19	1	3	4	x	x	x	4	x	x	x	4	16	0	17
5	12	0	5	5	4	0	0	5	x	x	x	5	9	0	9
6	5	0	2	6	7	0	3	6	16	0	21	6	33	0	5
7	6	0	2	7	x	x	x	7	14	0	7	7	21	0	17
8	8	0	3	8	x	x	x	8	11	0	10	8	x	x	x
9	x	x	x	9	7	0	0	9	20	0	16	9	x	x	x
10	x	x	x	10	13			10	9	1	8	10	36	0	18
11	8	0	2	11	12			11	x	x	x	11	7	0	6
12	14	0	3	12	12			12	x	x	x	12	18	0	13
13	5	0	0	13				13	19	0	33	13	6	1	4
14	7	0	1	14	x	x	x	14	9	0	8	14	14	0	11
15	8	0	11	15	x	x	x	15	10	0	4	15	x	x	x
16	x	x	x	16				16	14	0	9	16	x	x	x
17	x	x	x	17	11			17	25	0	15	17	27	0	28
18	20	0	14	18	13			18	x	x	x	18	27	0	11
19	15	0	7	19				19	x	x	x	19	18	0	16
20	13	0	1	20				20	14	0	17	20	13	0	16
21	19	0	12	21	x	x	x	21	9	0	6	21	16	0	4
22	16	0	12	22	x	x	x	22	15	0	15	22	x	x	x
23	x	x	x	23				23	12	0	21	23	x	x	x
24	x	x	x	24	16			24	15	0	12	24	19	0	32
25	15	0	5	25	16			25	x	x	x	25	12	0	15
26	15	0	6	26	16			26	x	x	x	26	8	0	11
27	23	1	9	27				27	18	0	33	27	2	0	5
28	5	0	5	28	x	x	x	28	13	0	16	28	9	0	1
29	7	0	1	29	x	x	x	29	10	0	13	29	x	x	x
30	x	x	x	30	13	0	3	30	12	0	15	30	x	x	x
				31	17	0	9	31	12	0	14				
										0					
Total	256	2	117	Total	177	0	24	Total	315	1	322		311	1	239

Circulation Statistics By Item Report Class : 09/01/2018 to 09/30/2018

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	3	1	2	0	0
100 - 199	0	0	0	0	0
200 - 299	3	2	1	0	0
300 - 399	4	1	0	0	0
400 - 499	0	0	0	0	0
500 - 599	6	5	0	0	0
600 - 699	4	4	2	0	0
700 - 799	2	5	0	0	0
800 - 899	0	0	0	0	0
900 - 999	6	6	1	0	0
Audio Book	1	0	0	0	0
Biography	3	3	1	0	0
Collective Biography	1	1	0	0	0
Computers	0	0	0	0	0
Easy Book	63	66	14	0	0
eBook	0	0	0	0	0
Fiction	67	74	10	0	0
J Audio Books	3	0	0	0	0
J Biography	2	2	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	33	45	3	0	0
J Non-Fiction	8	3	0	0	0
Kit	0	0	0	0	0
Magazine	8	6	0	0	0
Reference	0	0	0	0	0
Undefined	1	1	0	0	0
Video	25	27	1	0	0
Total	243	252	35	0	0

Circulation Statistics By Patron Report Class : 09/01/2018 to 09/30/2018

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	34	23	4	0
Non-Resident Juvenile	0	12	0	0
Resident Adult	151	158	21	0
Resident Juvenile	45	54	8	0
Staff	1	1	1	0
Teacher	12	4	1	0
Total	243	252	35	0

Patrons Added And Deleted By Patron Report Class : 08/01/2018 to 10/03/2018

Patron Report Class	Number of Patrons Added	Number of Patrons Deleted	Current Number of Patrons
Non-Resident Adult	0	0	128
Non-Resident Juvenile	2	0	60
Resident Adult	43	2	865
Resident Juvenile	103	0	627
Staff	0	0	2
Teacher	0	0	16
Total	148	2	1698

Items Added And Deleted By Material Type : 09/01/2018 to 09/30/2018

Material Type	Number of Items Added	Number of Items Deleted	Current Number of Items
Audio Book	0	0	723
Audio Visual	0	0	933
Book	50	85	17627
Computer	0	0	4
eBook	0	0	4
Kit	0	0	0
Periodicals	0	0	134
Total	50	85	19425