

Washburn Memorial Library
Board of Trustees Meeting
April 5, 2016

In attendance were Rita Kingsbury, Christine Maynard, Heidi Silver, Charlotte Griffin, and Linda Bourgoine

The meeting was called to order at 5:05.

The Expense Report was reviewed.

A discussion of the Librarian's Report ensued.

Lois reported that next Wednesday, April 13, the staff from the Maine State Library plans to meet with area librarians to explain and discuss recent changes being implemented. The meeting will be in our library. The library will be open as usual during the meeting.

We have been complimented on our Toddler Time over Presque Isle's similar programming. Board members wondered if we will offer Story Time again. The question remained unanswered.

On May 21 Aroostook Aspirations Initiative will be here to move the Maine books downstairs and arrange them. Four people will be in the group – 2 adults and 2 students.

According to Adam Doody John Kelly still plans to install the temporary steps out front.

The library has a new printer from "Fines & Fees" money. We will need to replace the color printer some time in the future.

Lois is looking into summer reading programs. She will likely run it for six weeks beginning in July.

Lois told the Board that Londa Brown had agreed to serve as a trustee.

We will wait until the May meeting to consider officers.

Lois suggested that we think about a book sale during August Fest.

Rita mentioned that we should keep in mind the need to write grants for the construction planned.

The next meeting was set for May 3 at 5:00 pm. Meeting adjourned.

April 5, 2016

Board of Trustees Meeting

Members present: Linda Bourgoine, Rita Kingsbury, Heidi Silver, Charlotte Griffin, Christina Maynard and Lois Walton.

No secretary's report.

Reviewed financial report. Accepted as read.

Librarian's report.

Went over monthly statistics, members would like to see a comparison between this year and last. Memorial magazine will be recognized by a sign on the magazine rack.

April 13 people from the state will be holding a conference here for area librarians to discuss changes within the state level and answer questions. Meeting from 10:00am to 2:30pm. Lunch will be provided.

The library received a very nice compliment about the toddler story time.

On May 21 Aroostook Aspirations Initiative will provided 4 volunteers to move the Maine books to the downstairs stacks.

John Kelley is still planning on doing the steps.

When enough fine money has come in, Lois will purchase a new colored printer.

Londa Brown is considering coming on the board and her name will be presented next Monday at the council meeting.

Postponing election of officers until May meeting.

Grants for the steps will be discussed at May meeting.

Next meeting Tuesday May 3 at 5pm.

Meeting adjourned.

Respectfully submitted,

Lois Walton

WML Memorials 2016

In Memory of **Ellen Tarr** Lego Super Heroes Phonics by DC Universe, Who Sleeps, Cat the Cat? by Mo Willems, Waiting is Not Easy! by Mo Willems, Let's Go For a Drive! by Mo Willems, Best Friends by Neville Astley and Mark Baker, The Story of Peppa Pig by Neville Astley and Mark Baker, given by David and Nancy Tarr.

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

In Memory of **Jessie and Jeremy Fox** Little Blue Truck by Alice Schertle, Sheep Go to Sleep, Sheep Take a Hike and Sheep in a Shop by Nancy E. Shaw given by Rita Kingsbury.

wed- 4-13
10-2:00 Mtg of area librarians

5-31 Ancocton Aspirations Initiative
Coming to move all Maine books & stairs

John Kelly still planning on putting replacement steps in.

New Printer from fine + fees \$

Summer Reading Programs ?? 6 wks starts July

Londa Brown new Board member

Possible book sale during Aug. Fest.

Next meeting May 3rd @ 5:00

Circulation Statistics By Item Report Class : 02/01/2016 to 02/29/2016

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	0	0	0	0	0
200 - 299	3	0	0	0	0
300 - 399	0	0	0	0	0
400 - 499	1	1	0	0	0
500 - 599	1	2	5	0	0
600 - 699	7	5	2	0	0
700 - 799	0	2	0	0	0
800 - 899	1	1	0	0	0
900 - 999	5	4	3	0	0
Audio Book	10	9	3	0	0
Biography	1	1	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	21	14	3	0	0
eBook	0	0	0	0	0
Fiction	110	111	19	0	0
J Audio Books	1	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	1	0	1	0	0
J Non-Fiction	4	12	1	0	0
Kit	0	0	0	0	0
Magazine	6	16	6	0	0
Reference	0	0	0	0	0
Undefined	2	7	0	0	0

Circulation Statistics By Item Circulation Class : 02/01/2016 to 02/29/2016

Item Circulation Class	Checked In	Checked Out	Renewed	In-House Use	Booked
Audio	10	3	1	0	0
Circulation	164	182	42	0	0
Computers	0	0	0	0	0
VHS/DVDs	47	44	9	0	0
Total	221	229	52	0	0

Circulation Statistics By Patron Report Class : 02/01/2016 to 02/29/2016

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	11	19	5	0
Non-Resident Juvenile	1	1	2	0
Resident Adult	187	187	41	0
Resident Juvenile	20	13	2	0
Staff	0	5	0	0
Teacher	2	4	2	0
Total	221	229	52	0

Circulation Statistics By Item Report Class : 03/01/2016 to 03/31/2016

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	0	0	0	0	0
200 - 299	0	1	0	0	0
300 - 399	0	0	2	0	0
400 - 499	0	0	0	0	0
500 - 599	2	1	2	0	0
600 - 699	2	1	2	0	0
700 - 799	3	3	0	0	0
800 - 899	0	0	0	0	0
900 - 999	2	0	0	0	0
Audio Book	8	7	4	0	0
Biography	2	1	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	28	28	2	0	0
eBook	0	0	0	0	0
Fiction	90	82	32	0	0
J Audio Books	0	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	6	7	0	0	0
J Non-Fiction	15	8	0	0	0
Kit	0	0	0	0	0
Magazine	10	8	0	0	0
Reference	0	0	0	0	0
Undefined	6	4	4	0	0
Video	6	10	0	0	0
Total	180	161	48	0	0

Circulation Statistics By Item Circulation Class : 03/01/2016 to 03/31/2016

Item Circulation Class	Checked In	Checked Out	Renewed	In-House Use	Booked
Audio	2	3	2	0	0
Circulation	172	148	46	0	0
Computers	0	0	0	0	0
VHS/DVDs	6	10	0	0	0
Total	180	161	48	0	0

Circulation Statistics By Patron Report Class : 03/01/2016 to 03/31/2016

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	6	2	14	0
Non-Resident Juvenile	5	4	1	0
Resident Adult	137	111	29	0
Resident Juvenile	26	27	1	0
Staff	4	11	1	0
Teacher	2	6	2	0
Total	180	161	48	0

Sept	P	R	C	Oct	P	R	C	Nov	P	R	C	Dec	P	R	C	Jan-16	P	R	C	16-Feb	P	R	C	16-Mar	P	R	C
1	10	0	8	1	18	1	18	1	x	x	x	1	14	0	13	1	x	x	x	1	15	0	14	1	12	0	6
2	10	0	8	2	12	1	6	2	24	1	23	2	5	0	6	2	x	x	x	2	16	0	5	2	0	0	0
3	13	0	12	3	x	x	x	3	18	0	13	3	11	0	9	3	x	x	x	3	5	2	10	3	9	0	4
4	30	0	28	4	x	x	x	4	17	1	15	4	16	0	13	4	15	0	9	4	4	1	5	4	3	0	0
5	x	x	x	5	20	0	18	5	15	1	15	5	x	x	x	5	10	0	7	5	8	1	1	5	x	x	x
6	x	x	x	6	27	0	24	6	19	0	16	6	x	x	x	6	5	0	4	6	x	x	x	6	x	x	x
7	x	x	x	7	22	0	26	7	x	x	x	7	27	0	24	7	8	0	4	7	x	x	x	7	6	2	12
8	17	0	13	8	22	0	6	8	x	x	x	8	9	0	7	8	21	2	6	8	14	2	13	8	12	0	12
9	8	1	6	9	13	0	13	9	25	0	32	9	9	0	7	9	x	x	x	9	13	0	5	9	8	0	5
10	9	1	5	10	x	x	x	10	17	0	7	10	12	0	9	10	x	x	x	10	7	0	5	10	9	0	15
11	3	0	0	11	x	x	x	11	x	x	x	11	19	0	14	11	15	0	9	11	6	0	8	11	15	0	8
12	x	x	x	12	x	x	x	12	17	0	14	12	x	x	x	12	14	0	5	12	13	0	11	12	x	x	x
13	x	x	x	13	15	0	3	13	18	0	16	13	x	x	x	13	0	0	0	13	x	x	x	13	x	x	x
14	24	2	20	14	11	0	10	14	x	x	x	14	11	1	15	14	6	0	2	14	x	x	x	14	17	1	21
15	17	2	7	15	11	0	5	15	x	x	x	15	0	0	0	15	13	0	0	15	x	x	x	15	9	1	4
16	10	1	8	16	27	1	17	16	19	1	23	16	9	0	8	16	x	x	11	16	10	1	4	16	11	0	15
17	9	1	6	17	x	x	x	17	14	0	9	17	4	0	4	17	x	x	x	17	13	0	3	17	4	1	5
18	16	0	7	18	x	x	x	18	9	0	11	18	21	1	13	18	x	x	x	18	5	0	8	18	20	0	4
19	x	x	x	19	22	1	18	19	14	2	13	19	x	x	x	19	17	0	8	19	10	0	16	19	x	x	x
20	x	x	x	20	16	0	17	20	25	1	24	20	x	x	x	20	13	0	10	20	x	x	x	20	x	x	x
21	27	0	22	21	10	4	5	21	x	x	x	21	23	0	22	21	4	0	4	21	x	x	x	21	5	0	13
22	11	1	6	22	11	2	5	22	x	x	x	22	20	0	4	22	10	0	7	22	28	0	28	22	9	0	2
23	11	1	6	23	21	0	18	23	15	0	17	23	14	0	6	23	x	x	x	23	9	0	12	23	8	0	7
24	11	0	6	24	x	x	x	24	12	0	8	24				24	x	x	x	24	11	0	19	24	14	1	5
25	16	0	13	25	x	x	x	25	15	0	4	25	x	x	x	25	26	0	10	25	8	0	12	25	8	0	6
26	x	x	x	26	25	1	18	26	x	x	x	26	x	x	x	26	16	0	4	26	13	0	4	26	x	x	x
27	x	x	x	27	11	0	5	27	x	x	x	27	x	x	x	27	7	1	6	27	x	x	x	27	x	x	x
28	28	0	21	28	25	0	7	28	x	x	x	28	16	0	12	28	9	0	3	28	x	x	x	28	9	0	11
29	32	0	36	29	24	1	8	29	x	x	x	29	9	0	10	29	10	0	1	29	14	0	13	29	0	0	0
30	14	0	20	30	7	0	4	30	22	0	23	30	9	0	16	30	x	x	x					30	11	0	11
				31	x	x	x					31	13	0	10	31	x	x	x					31	6	0	4
																219	219	3	101	222	222	7	196	206	6	##	

Expense Summary Report

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

February to March

Account	Budget	Budget	Budget	Curr Mnth	YTD	Unexpended	Percent
	Original	Adjustments	Net	Net	Net	Balance	Spent
70 - Library	48,380.00	0.00	48,380.00	9,355.71	9,355.71	39,024.29	19.34
01 - Salary/Benefits	35,880.00	0.00	35,880.00	5,804.09	5,804.09	30,075.91	16.18
16 - Librarian	21,160.00	0.00	21,160.00	3,510.00	3,510.00	17,650.00	16.59
17 - Assistant Librarian	1,450.00	0.00	1,450.00	97.75	97.75	1,352.25	6.74
90 - Health Insurance	11,375.00	0.00	11,375.00	1,874.10	1,874.10	9,500.90	16.48
92 - Medicare	330.00	0.00	330.00	52.36	52.36	277.64	15.87
93 - Social Security	1,400.00	0.00	1,400.00	223.68	223.68	1,176.32	15.98
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	46.20	46.20	68.80	40.17
02 - Utilities	4,625.00	0.00	4,625.00	829.05	829.05	3,795.95	17.93
01 - Electricity	1,100.00	0.00	1,100.00	159.68	159.68	940.32	14.52
02 - Heat	2,750.00	0.00	2,750.00	542.99	542.99	2,207.01	19.75
05 - Water & Sewer	775.00	0.00	775.00	126.38	126.38	648.62	16.31
03 - Communications	300.00	0.00	300.00	48.68	48.68	251.32	16.23
03 - Telephone	300.00	0.00	300.00	48.68	48.68	251.32	16.23
04 - Maintenance	725.00	0.00	725.00	44.98	44.98	680.02	6.20
01 - General	500.00	0.00	500.00	9.98	9.98	490.02	2.00
07 - Garbage Disposal	225.00	0.00	225.00	35.00	35.00	190.00	15.56
05 - Supplies	650.00	0.00	650.00	4.99	4.99	645.01	0.77
01 - General	100.00	0.00	100.00	4.99	4.99	95.01	4.99
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	0.00	0.00	350.00	0.00
08 - Administrative Costs	5,900.00	0.00	5,900.00	2,623.92	2,623.92	3,276.08	44.47
02 - Dues & Subscriptions	250.00	0.00	250.00	0.00	0.00	250.00	0.00
04 - Postage	100.00	0.00	100.00	0.00	0.00	100.00	0.00
05 - Training	350.00	0.00	350.00	0.00	0.00	350.00	0.00
09 - Library Allowance	3,500.00	0.00	3,500.00	933.92	933.92	2,566.08	26.68
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	0.00	0.00	300.00	0.00
03 - Special Events/Activities	300.00	0.00	300.00	0.00	0.00	300.00	0.00
Final Totals	48,380.00	0.00	48,380.00	9,355.71	9,355.71	39,024.29	19.34