

# Washburn Memorial Library Board Meeting Agenda September 2, 2021 at 5:00

- ☒ Secretary's Report
- ☒ Treasurer's Report
- ☒ Library Director's Report
- ☒ Children's Librarian's Report

## Old Business:

- ☒ August Festival
- ☒ Bookstore books that remain
- ☒ Umphrey Stamp Collection
- ☒ Covid Relief Grant
- ☒ Update on repairs to back wall of Barbara Porter Room
- ☒ Update on requested changes (i.e. bell/buzzer, phone line, library cards, technology, etc.)
- ☒ Review and possible final vote of bylaw changes

## New Business

- ☒ Mask Protocols
- ☒ Library Hours
- ☐ Other
- ☐ Date of the next meeting – September 2, 2021 at 5:00 pm.

## 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)

Expiring 2023

Londa Brown – [libbrown625@gmail.com](mailto:libbrown625@gmail.com)

Expiring 2024

Laurie Blackstone – [blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)

Christina Maynard – [luytoread514@gmail.com](mailto:luytoread514@gmail.com)

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)

WML Email – [wml.mc.1290@gmail.com](mailto:wml.mc.1290@gmail.com)

## WASHBURN MEMORIAL LIBRARY

### JUNE3, 2021 MEETING NOTES

Present were: Beverly Turner, Courtney Howe—Children's Librarian, Donna Turner—Town Manager, Christina Maynard, Heidi Silver, Sarah Sines, Londa Brown, Sue Brown, Rita Kingsbury, and Tim Whiton—Library Director via Zoom.

Chairperson, Sue Brown, called the meeting to order at 5:04 p.m.

Secretary's Report: The minutes from the May 6, 2021 meeting did not get photocopied. All board members received them through email and read them. Bev made a motion to accept the minutes. Londa seconded the motion, so voted.

Financial Report: Donna reported that at this time of the year we should be at 33.3%. We are currently at 34.04%. The telephone is over a little. The report usually includes 4 months at this time, but it was showing 5 months. As usual, the maintenance is over because of the fixes to the furnace. Londa made a motion to use money from the Randall Fund to cover the cost of the furnace repairs since this fund is primarily for Capital Improvements. Bev seconded it, so voted.

--Donna let us know that we need to spend the Lego Grant money this year.

--The Maine Community Foundation report showed an increase in both the Randall Fund and the Thompson Fund.

--Donna reported that Duane came to check out the leak in the Barbara Porter room. He cleaned the outside space out and added a thick layer of caulking. He mentioned that this was supposed to have been done at some point last year. It was just forgotten about. Duane will return to check on the caulking and make sure this took care of the leak. Courtney mentioned Josh Conley's name for possibly fixing the inside wall. Laurie made a motion to have the wall fixed after the caulking is rechecked. Londa seconded the motion, so voted. We would like to get it fixed before the August Festival.

--Bev mentioned that we now have a balance of \$4.62 to the good in our Thrift Books account.

Library Director & Children's Librarian Reports: Tim reported there were 100 patrons and 94 books/items were taken out. Tim and Courtney moved the Junior High section of books downstairs. Courtney was able to get some high school students to help with this. Both Tim



and Courtney are still learning the computer system and working hard on getting the library reorganized so it will be more "user friendly".

Courtney reported she had 24 patrons in just today, June 3, 2021. She hosted a group of senior citizen ladies today. They had refreshments and each made a small floral arrangement to take home. Courtney said, "they were excited about doing this". Courtney also would like to get the Toddler Storytime started again. She has already had one woman volunteer to come in to read to the toddlers. Courtney mentioned that Halina Herzog, the after-school director, would like to bring her after-school program children into the library each Thursday.

#### Old Business:

--Londa stated that Don Umphrey's stamp collection is very old and very huge. Londa talked with a man at Eagle Hill but he mentioned the partner was on vacation. Tim will find someone to look at the collection.

--Tim still needs to do more research on the Covid Relief Grant before proceeding with it.

--We took a short break from the meeting to go upstairs to honor Janet Peary on being a recipient of the "Friends of the Library" award. Janet has helped out at the library for many years. Londa took pictures and Courtney presented Janet with a small floral arrangement.

--Londa reported that Don Hanson's Woodworking students have finished the Lego Table for our Children's area.

--Mask protocols – Adults and children will still be required to wear a mask while in the library.

--Bylaws – The board went over the bylaws and made changes. Sue volunteered to retype the bylaws with the changes. We will review them at our next meeting. The following are the changes the board made to the bylaws.

1. Every place that has the word Librarian will be replaced with Library Director/Children's Librarian.

2. Rita mentioned we should have a footnote on each page stating the date that things were updated.

3. Section IV – C should state (or affiliation not of affiliation)

4. Section V-C remove (there to)

5. Section VIII – B (in advance of the scheduled not of scheduled). Also in this section, (All bill paying and financial reporting will be handled through the town office.).

6. Section VIII – C (Board as non-voting members, not Board as a non-voting member.).

7. Section VIII – D We discussed this sentence but we were not sure about the wording. We asked Heidi if she would rewrite it for us, and she agreed to do so.



### New Business:

--Tim and Courtney would like to get a bell/buzzer system for the front door. When they are downstairs, they cannot hear when people enter the library's front door. They would like to purchase this very soon.

--There is a need for a second phoneline for the library. It would also be very helpful to put a telephone downstairs.

--Tim asked if we could close the Library on Saturdays for the summer. The board agreed to do so. Tim also would like to eventually reopen on Mondays.

--Tim would like to see the library's technology revamped. There is a need for a computer to be put downstairs. This would allow Courtney to check items in and out from here. It will help things to run smoother. Tim thought he could find a computer in the \$500-\$600 range that would be good and reliable. Tim also found 2 new iPads still in their boxes that have never been used yet.

--We discussed the possibility of displaying quilts and pictures of local artists and crafters at the library.

--Book store items will now be on display upstairs on the shelves by the door. This is more convenient and will be more visible.

--Tim and Courtney would like to do some repainting to brighten things up and give it a fresh look.

--Tim is going to issue all new library cards to patrons. They will be plastic instead of paper.

--It was discussed to possibly remove the "Washburn Queen" photos. They are very old and outdated. They would be scanned and digitized before removing.

--August Festival – Tim and Courtney would like to have a "Teddy Bear Sleepover" for children on Friday, August 20, 2021. Children would be able to bring their teddy bears to the library and "tuck them in" for the night. On Saturday, August 21, 2021, they would be able to go back and retrieve them. It was mentioned to possibly have a "Teen Art Battle" on Saturday, August 21, 2021. Tim would also like to put some of our book store items outside during the August Festival. Rita would like to get information put in the August Festival Brochure, about what we are doing at the library during the August Festival. Sue will have her husband Keith, who is on Rotary, get in contact with Tim and Courtney about the wording for the brochure. It was also mentioned about the library possibly sponsoring a float for the parade.

The next meeting will be held on Thursday, September 2, 2021 at 5:00 p.m. Sue told Tim and Courtney we could meet again if they needed us to before the August Festival.

At 6:23 p.m. Bev made a motion to adjourn the meeting. Laurie seconded the motion, so voted.



**Expense Detail Report**  
Department(s): 70  
ALL Months

09/02/2021

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*100% good*

| Trans            | RCB/   | Description---   | Writ Check# | Vendor----- | Current Budget             | Net       | Unexpended Balance |
|------------------|--------|------------------|-------------|-------------|----------------------------|-----------|--------------------|
| 70 - Library     |        |                  |             |             | 55,561.00                  | 0.00      | 55,561.00          |
| 01 - Salary      |        |                  |             |             | 40,406.00                  | 0.00      | 40,406.00          |
| 16 - Librarian   |        |                  |             |             | 7,400.00                   | 7,395.00  | 5.00               |
| 17 - Asst. Lib.  |        |                  |             |             | 27,000.00                  | 7,201.50  | 19,798.50          |
| 90 - Health      |        |                  |             |             | 3,356.00                   | 3,355.65  | 0.35               |
| 92 - Medi        |        |                  |             |             | 475.00                     | 211.65    | 263.35             |
| 93 - SS          |        |                  |             |             | 2,000.00                   | 878.01    | 1,121.99           |
| 94 - Unemp.      |        |                  |             |             | 100.00                     | 74.40     | 25.60              |
| 95 - Work. Comp. |        |                  |             |             | 75.00                      | 55.87     | 19.13              |
| 02 - Utilities   |        |                  |             |             | 40,406.00                  | 19,172.08 | 21,233.92          |
| 01 - Electric    |        |                  |             |             | 4,550.00                   | 0.00      | 4,550.00           |
| 02/25/21 02      | A 0033 | Account 716274   | 0004        | 34471       | 00328 - Versant Power      | 0.00      | 1,400.00           |
| 03/12/21 03      | A 0068 | Account 716274   | 0006        | 34508       | 00328 - Versant Power      | 122.20    | 104.67             |
| 04/23/21 04      | A 0146 | Account 716274   | 0012        | 34607       | 00328 - Versant Power      | 109.21    | 187.55             |
| 05/13/21 05      | A 0201 | Account 716274   | 0015        | 34662       | 00328 - Versant Power      | 74.70     | 81.86              |
| 06/24/21 06      | A 0271 | Account 716274   | 0021        | 34754       | 00328 - Versant Power      | 79.82     | 639.99             |
| 07/29/21 07      | A 0335 | Customer #716274 | 0025        | 34812       | 00328 - Versant Power      | 0.00      | 2,300.00           |
| 08/19/21 08      | A 0365 | Account 716274   | 0028        | 34873       | 00328 - Versant Power      | 0.00      | 2,300.00           |
| 02 - Heat        |        |                  |             |             | 1,400.00                   | 760.01    | 639.99             |
| 02/19/21 02      | A 0023 | Account 239683   | 0003        | 34462       | 00902 - Daigle Oil Company | 217.75    | 284.35             |
| 03/12/21 03      | A 0068 | Account 239683   | 0006        | 34516       | 00902 - Daigle Oil Company | 198.46    | 221.97             |
| 04/08/21 04      | A 0126 | Invoice 43662    | 0010        | 34577       | 00902 - Daigle Oil Company | 184.62    | 163.25             |
| 04/15/21 04      | A 0135 | Account 239683   | 0011        | 34595       | 00902 - Daigle Oil Company | 0.00      | 850.00             |
| 04/29/21 04      | A 0158 | Invoice 47868    | 0013        | 34635       | 00902 - Daigle Oil Company | 0.00      | 850.00             |
| 06/10/21 06      | A 0256 | Invoice 52704    | 0019        | 34734       | 00902 - Daigle Oil Company | 0.00      | 850.00             |
| 05 - Water/Sewer |        |                  |             |             | 2,300.00                   | 1,270.40  | 1,029.60           |
| 02/11/21 02      | A 0014 | Account 314      | 0002        | 34447       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 03/04/21 03      | A 0053 | Account 314      | 0005        | 34493       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 04/08/21 04      | A 0126 | Account 314      | 0010        | 34571       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 05/13/21 05      | A 0201 | Account 314      | 0015        | 34667       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 06/04/21 06      | A 0241 | Account 314      | 0018        | 34716       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 07/08/21 07      | A 0300 | Account 314      | 0023        | 34783       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| 08/05/21 08      | A 0348 | Account 314      | 0026        | 34838       | 00671 - Washburn Water &   | 70.69     | 70.69              |
| Object.....      |        |                  |             |             | 850.00                     | 494.83    | 355.17             |
| Expense.....     |        |                  |             |             | 4,550.00                   | 2,525.24  | 2,024.76           |



# Expense Detail Report

Department(s): 70  
ALL Months

| Trans Date         | Per | RCB/Type | Jrnl | Description           | Writ Check# | Vendor | Current Budget                 | Net      | Unexpended Balance |
|--------------------|-----|----------|------|-----------------------|-------------|--------|--------------------------------|----------|--------------------|
| 70 - Library CONTD |     |          |      |                       |             |        |                                |          |                    |
| 03 - Comm.         |     |          |      |                       |             |        |                                |          |                    |
| 03 - Telephone     |     |          |      |                       |             |        |                                |          |                    |
| 02/11/21           | 02  | A        | 0014 | Account 113146652181  | 0002        | 34456  | 01104 - Consolidated           | 475.00   | 0.00               |
| 02/25/21           | 02  | A        | 0033 | Account 113146652181  | 0004        | 34480  | 01104 - Consolidated           | 475.00   | 0.00               |
| 04/08/21           | 04  | A        | 0126 | Account 113146652181  | 0010        | 34580  | 01104 - Consolidated           |          | 40.15              |
| 05/06/21           | 05  | A        | 0187 | Account 113146652181  | 0014        | 34654  | 01104 - Consolidated           |          | 41.95              |
| 05/28/21           | 05  | A        | 0236 | Account 13146652181   | 0017        | 34703  | 01104 - Consolidated           |          | 42.34              |
| 07/08/21           | 07  | A        | 0300 | Account 113146652181  | 0023        | 34788  | 01104 - Consolidated           |          | 42.51              |
| 08/05/21           | 08  | A        | 0348 | Account 113146652181  | 0026        | 34845  | 01104 - Consolidated           |          | 41.60              |
| 09/02/21           | 09  | A        | 0396 | Acct. 113 146 6521 81 | 0030        | 34907  | 01104 - Consolidated           |          | 41.03              |
| Object.....        |     |          |      |                       |             |        | 475.00                         | 332.24   | 142.76             |
| Expense.....       |     |          |      |                       |             |        | 475.00                         | 332.24   | 142.76             |
|                    |     |          |      |                       |             |        | 725.00                         | 0.00     | 725.00             |
|                    |     |          |      |                       |             |        | 500.00                         | 0.00     | 500.00             |
| 04 - Maintenance   |     |          |      |                       |             |        |                                |          |                    |
| 01 - General       |     |          |      |                       |             |        |                                |          |                    |
| 02/19/21           | 02  | A        | 0023 | Invoice 216888        | 0003        | 34462  | 00902 - Daigle Oil Company     | 500.00   | 0.00               |
| 03/12/21           | 03  | A        | 0068 | Account 98006732642   | 0006        | 34511  | 00602 - Lowe's                 | 606.81   | 23.74              |
| 04/08/21           | 04  | A        | 0126 | Invoice 28289         | 0010        | 34567  | 00346 - Maine Fire Prevention  | 10.35    | 600.00             |
| 08/05/21           | 08  | A        | 0348 | Invoice 1125--Library | 0026        | 34834  | 00301 - Larry Bragg            | 450.00   | 39.89              |
| 08/05/21           | 08  | A        | 0348 | Invoice 31751422      | 0026        | 34847  | 01246 - Josh Connolly          | 5.58     |                    |
| 08/12/21           | 08  | A        | 0359 | Account 98006732642   | 0027        | 34861  | 00602 - Lowe's                 | 372.80   |                    |
| 08/12/21           | 08  | A        | 0359 | Account WASHTO        | 0027        | 34860  | 00504 - S.W. Collins Company   | 2,109.17 | -1,609.17          |
| 08/12/21           | 08  | A        | 0359 | Account WASHTO        | 0027        | 34860  | 00504 - S.W. Collins Company   | 2,109.17 | -1,609.17          |
| Object.....        |     |          |      |                       |             |        | 500.00                         | 372.80   |                    |
| Expense.....       |     |          |      |                       |             |        | 225.00                         | 0.00     | 225.00             |
| 07 - Garbage       |     |          |      |                       |             |        |                                |          |                    |
| 02/11/21           | 02  | A        | 0014 | Invoice 64139         | 0002        | 34439  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 03/12/21           | 03  | A        | 0068 | Invoice 65422         | 0006        | 34506  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 04/15/21           | 04  | A        | 0135 | Invoice 66854         | 0011        | 34584  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 05/13/21           | 05  | A        | 0201 | Invoice 68259         | 0015        | 34659  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 06/10/21           | 06  | A        | 0256 | Invoice 69696         | 0019        | 34725  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 07/08/21           | 07  | A        | 0300 | Invoice 69830         | 0023        | 34779  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| 08/12/21           | 08  | A        | 0359 | Invoice 72577         | 0027        | 34854  | 00222 - Gil's Sanitation, Inc. | 22.50    | 22.50              |
| Object.....        |     |          |      |                       |             |        | 225.00                         | 157.50   | 67.50              |
| Expense.....       |     |          |      |                       |             |        | 725.00                         | 2,266.67 | -1,541.67          |
|                    |     |          |      |                       |             |        | 800.00                         | 0.00     | 800.00             |
|                    |     |          |      |                       |             |        | 100.00                         | 0.00     | 100.00             |
| 05 - Supplies      |     |          |      |                       |             |        |                                |          |                    |
| 01 - General       |     |          |      |                       |             |        |                                |          |                    |
| 06/10/21           | 06  | A        | 0256 | Account 98006732642   | 0019        | 34729  | 00602 - Lowe's                 | 26.58    |                    |
| 06/24/21           | 06  | A        | 0271 | Account 402052492     | 0021        | 34761  | 01145 - Dollar                 | 149.02   |                    |

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# Expense Detail Report

Department(s): 70  
ALL Months

| Trans                      | RCB/ | Description---                  | Writ Check# | Vendor-----                  | Current Budget   | Net              | Unexpended Balance |
|----------------------------|------|---------------------------------|-------------|------------------------------|------------------|------------------|--------------------|
| Date                       | Per  | Type Jml                        |             |                              |                  |                  |                    |
| <b>70 - Library CONT'D</b> |      |                                 |             |                              |                  |                  |                    |
| 06/04/21 06                |      | A 0241 Invoice 5016995427       | 0018 34718  | 00813 - Baker & Taylor       | 13.76            |                  |                    |
| 06/10/21 06                |      | A 0256 Invoice 1852542          | 0019 34735  | 00920 - Center Point Large   | 46.74            |                  |                    |
| 07/29/21 07                |      | A 0335 Invoice # L1MT-VPML-VXXJ | 0025 34826  | 01234 - Amazon Capital       | 165.30           |                  |                    |
| 08/12/21 08                |      | A 0359 Invoice 166T-FV3K-VHXX   | 0027 34868  | 01234 - Amazon Capital       | 227.58           |                  |                    |
|                            |      | <b>Object.....</b>              |             |                              | <b>5,000.00</b>  | <b>1,757.52</b>  | <b>3,242.48</b>    |
| 14 - Tech. Sup.            |      |                                 |             |                              | 1,900.00         | 0.00             | 1,900.00           |
| 02/04/21 02                |      | A 0004 Invoice 122117           | 0001 34433  | 00804 - Book Systems, Inc.   | 1,725.00         |                  |                    |
|                            |      | <b>Object.....</b>              |             |                              | <b>1,900.00</b>  | <b>1,725.00</b>  | <b>175.00</b>      |
|                            |      | <b>Expense.....</b>             |             |                              | <b>7,555.00</b>  | <b>3,868.14</b>  | <b>3,686.86</b>    |
|                            |      |                                 |             |                              | <b>1,000.00</b>  | <b>0.00</b>      | <b>1,000.00</b>    |
|                            |      |                                 |             |                              | 1,000.00         | 0.00             | 1,000.00           |
| <b>99 - Misc.</b>          |      |                                 |             |                              |                  |                  |                    |
| 03 - Events/Activ          |      |                                 |             |                              |                  |                  |                    |
| 07/16/21 07                |      | A 0316 Trx 864250               | 0024 34804  | 00849 - Country Farms Market | 7.99             |                  |                    |
| 07/29/21 07                |      | A 0335 Craft Reimbursement      | 0025 34827  | 01243 - Courtney Howe        | 24.68            |                  |                    |
| 07/29/21 07                |      | A 0335 Invoice 1D1F-K6R7-YPPY   | 0025 34826  | 01234 - Amazon Capital       | 126.63           |                  |                    |
| 08/05/21 08                |      | A 0348 Account 635811           | 0026 34846  | 01240 - Capital One          | 63.40            |                  |                    |
| 08/26/21 08                |      | A 0390 Craft Reimbursement      | 0029 34895  | 01243 - Courtney Howe        | 44.41            |                  |                    |
| 09/02/21 09                |      | A 0396 Acct. 635811             | 0030 34908  | 01240 - Capital One          | 48.26            |                  |                    |
| 09/02/21 09                |      | A 0396 Acct. 635811             | 0030 34908  | 01240 - Capital One          | 86.34            |                  |                    |
| 09/02/21 09                |      | A 0396 Acct. 635811             | 0030 34908  | 01240 - Capital One          | 123.62           |                  |                    |
| 09/02/21 09                |      | A 0396 Acct. 635811             | 0030 34908  | 01240 - Capital One          | 23.66            |                  |                    |
|                            |      | <b>Object.....</b>              |             |                              | <b>1,000.00</b>  | <b>548.99</b>    | <b>451.01</b>      |
|                            |      | <b>Expense.....</b>             |             |                              | <b>1,000.00</b>  | <b>548.99</b>    | <b>451.01</b>      |
|                            |      | <b>Department..</b>             |             |                              | <b>55,561.00</b> | <b>29,311.19</b> | <b>26,249.81</b>   |
| <b>Final Totals</b>        |      |                                 |             |                              | <b>55,561.00</b> | <b>29,311.19</b> | <b>26,249.81</b>   |



### Memorial Books - Reserve Account

|                                         |             |             |
|-----------------------------------------|-------------|-------------|
| <b>Balance as of 01/31/2021</b>         |             | \$ 1,161.95 |
| Collections thru 06/03/2021             |             | \$ 859.97   |
| Purchases                               | \$ (175.95) |             |
| Donations 06/04/21 to 08/31/21          |             | \$ 25.00    |
| Purchases                               | \$ (661.65) |             |
| Purchases                               | \$ (402.75) |             |
| <b>Balance as of 08/31/2021</b>         |             | \$ (355.38) |
| <b>Sale of Umphrey Stamp Collection</b> |             | \$ 999.50   |
|                                         |             | \$ 644.12   |

### Miscellaneous Donations - Reserve Account

|                            |             |           |
|----------------------------|-------------|-----------|
| Balance Forward 01/31/2021 |             | \$ 357.41 |
| Donations thru 06/03/2021  |             | \$ 100.00 |
| Donations thru 08/11/2021  |             | \$ 100.00 |
| Purchases                  | \$ (369.78) |           |
| Purchases                  | \$ (101.20) |           |
| August Festival Art Battle |             | \$ 340.00 |
| Miscellaneous Donation     |             | \$ 38.00  |
| <b>Balance 08/11/2021</b>  |             | \$ 464.43 |

### Ye Olde Book Shoppe - Special Revenue Fund

|                            |             |             |
|----------------------------|-------------|-------------|
| Balance Forward 01/31/2021 |             | \$ 1,525.25 |
| Receipts thru 06/03/2021   |             | \$ 55.00    |
| Receipts 6/04/21-08/11/21  |             | \$ 40.00    |
| Purchases                  | \$ (447.21) |             |
| Purchases                  | \$ (225.11) |             |
| August Festival Book Sales |             | \$ 469.13   |
| Book Sales                 |             | \$ 20.00    |
| <b>Balance 08/11/2021</b>  |             | \$ 1,437.06 |

### Library Capital Reserve - Reserve Account

|                                 |  |             |
|---------------------------------|--|-------------|
| Beginning Balance 01/31/2021    |  | \$ 1,254.88 |
| <b>Balance as of 08/11/2021</b> |  | \$ 1,254.88 |

### King Grant 16 - Special Revenue Fund

|                            |             |             |
|----------------------------|-------------|-------------|
| Balance Forward 01/31/2021 |             | \$ 2,540.78 |
| Purchases                  | \$ (825.97) |             |
| <b>Balance 08/11/2021</b>  |             | \$ 1,714.81 |

### King Grant 2020 - Special Revenue Fund

|                                       |               |             |
|---------------------------------------|---------------|-------------|
| <b>Beginning Balance - 01-31-2021</b> |               | \$ 5,980.12 |
| Plourde Furniture - Recliners         | \$ (1,118.00) |             |
| Baker & Taylor                        | \$ (374.30)   |             |
| Baker & Taylor                        | \$ (54.99)    |             |
| Credit Card Purchase                  | \$ (413.94)   |             |
| Lakeshore Learning Refund             |               | \$ 54.00    |
| Baker & Taylor                        | \$ (175.55)   |             |



|                                                  |    |            |                    |
|--------------------------------------------------|----|------------|--------------------|
| Baker & Taylor - Books                           | \$ | (15.29)    |                    |
| Amazon                                           | \$ | (35.98)    |                    |
| Purchases - 06/04/2021-08/11/2021                | \$ | (1,342.98) |                    |
| <b>Balance as of 8/31/2021</b>                   |    |            | <b>\$ 2,503.09</b> |
| <b>I-Pad Grant - Special Revenue Fund</b>        |    |            |                    |
| Balance Forward 01/31/2021                       |    |            | \$ 381.55          |
| Purchases (Not yet paid)                         | \$ | (358.99)   |                    |
| <b>Balance 08/11/2021</b>                        |    |            | <b>\$ 22.56</b>    |
| <b>Lego Grant - Special Revenue Fund</b>         |    |            |                    |
| Balance Forward 01/31/2021                       |    |            | \$ 902.12          |
| Purchases 02/01/2021 - 08/11/2021                | \$ | (892.06)   |                    |
| Purchases - (Not Yet Paid)                       |    |            |                    |
| <b>Balance 08/11/2021</b>                        |    |            | <b>\$ 10.06</b>    |
| <b>Diversity Grant</b>                           |    |            |                    |
| Beginning Balance                                |    |            | \$ 300.00          |
| Baker & Taylor - Books                           | \$ | (155.40)   |                    |
| Baker & Taylor - Books                           | \$ | (123.66)   |                    |
| Baker & Taylor - Books                           | \$ | (29.02)    |                    |
| Baker & Taylor - Books                           | \$ | (17.05)    |                    |
| <b>Balance 08/11/2021</b>                        |    |            | <b>\$ (25.13)</b>  |
| <b>Friends of the Library - Checkbook</b>        |    |            |                    |
| <b>Balance - 01/31/21</b>                        |    |            | <b>\$ 830.58</b>   |
| Arts & Crafts Supplies                           | \$ | (194.00)   |                    |
| Collected for Crafts Classes & Interest          |    |            | \$ 140.08          |
| Purchases 06/03/2021-08/31/2021                  | \$ | (255.12)   |                    |
| <b>Balance 08/31/2021</b>                        |    |            | <b>\$ 521.54</b>   |
| <b>ARPA - Grant for Technology</b>               |    |            |                    |
| <b>Balance - 01/31/21</b>                        |    |            | <b>\$ -</b>        |
| 8/4/2021                                         |    |            | \$ 2,500.00        |
| Purchase                                         | \$ | (1,207.19) | \$ -               |
|                                                  |    |            | <b>\$ 1,292.81</b> |
| <b>Library Allowance - (Line Item in Budget)</b> |    |            |                    |
| <b>Balance - 01/31/21</b>                        |    |            | <b>\$ 5,000.00</b> |
| Purchases 2/1/21 thru 8/31/21                    | \$ | (1,752.52) |                    |
| Remaining Balance 08/31/21                       |    |            | <b>\$ 3,247.48</b> |

Something not  
to go elsewhere

@ 500.00  
not pd for yet

Most books  
come out of here

Needs to be spent by 1-31-22

Printer



| Maine Community Foundation |                |                  |                            |                                                |  |  |
|----------------------------|----------------|------------------|----------------------------|------------------------------------------------|--|--|
|                            | As of 12/31/21 | As of 08/31/2021 | Available for Distribution | Notes                                          |  |  |
| Thompson Fund              | \$ 18,807.90   | \$ 19,385.39     | \$ 1,840.00                | board can use their discretion on expenditures |  |  |
| Randall Fund               | \$ 61,314.69   | \$ 63,197.76     | \$ 5,746.00                | Can be used for Capital Improvements Only      |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
|                            |                |                  |                            |                                                |  |  |
| Balance as of 03/31/2      | \$ 80,122.59   | \$ 82,583.15     | \$ 7,586.00                |                                                |  |  |



# WASHBURN MEMORIAL LIBRARY BYLAWS

## I. GENERAL LIBRARY OBJECTIVES

The general library objectives of Washburn Memorial Library shall be:

- A. To assemble, preserve and administer in organized collections, books, audio visual materials, DVDs, video/audio tapes, electronic devices and related educational and recreational material to give guidance in their use; and to keep the public constantly aware of the library services available to them.
- B. To anticipate and evaluate the ever-changing needs and demands of the community; to maintain a fresh and topical supply of material to aid in the continuous education of the people; to stimulate the flow of ideas among the groups within the community and to serve as the community's center of reliable information.
- C. The Board of Trustees recognizes that the library cannot meet all the demands of the community. Libraries in different political sub-divisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- D. The Board of Trustees and the Librarian(s) will be alert to opportunities for cooperation with other libraries, to strengthen the services and resources of the library and cooperate with the schools and the school library whenever possible to provide opportunity and encouragement for children, young people and adults to educate themselves continuously.

## II. WHO MAY USE THE LIBRARY

- A. The library will serve all residents of Perham, Wade and Washburn, persons working in the community, and those attending SAD #45. Service will not be denied because of religious, racial, social, economic or political status.
- B. Non-residents and visitors may borrow books upon signing a registration card with phone number and name of a local contact. All borrowers shall have a registration card on file.

- C. Preschool children may borrow books when accompanied by a parent. School-age children may borrow books themselves.
- D. The use of the library or its services may be denied for just cause. Such cause may be failure to return books, destruction of library property, disturbance of other patrons, or any objectionable conduct on library premises.

### III. PUBLIC RELATIONS AND PUBLICITY

- A. Library hours shall be posted on a sign outside of the library and at the Washburn Town Office. Changes will be noted at these locations as well as in the weekly newspapers.
- B. National Library Week and Children's Book Week will be appropriately observed with newspaper publicity.
- C. Members of the Board of Trustees will serve as ambassadors of the Library.

### IV. BOOK SELECTION AND LIBRARY MATERIALS

- A. The Library Board of Trustees believes that it is desirable that Washburn Memorial Library have as extensive, comprehensive and diversified book collection as the budget allows and that all books be allowed to circulate, except reference and rare books. Memorial books should not be purchased or designated as reference since the donor normally expects these books to be enjoyed by patrons.
- B. The Librarian(s) are responsible to the Board for selection of books and development of the collection. In committing this expression of policy to paper, it is not intended to restrict the Librarian(s) in the selection of books either because of their subject matter or because of the political affiliations of the book's author, but rather to urge and recommend that the Librarian(s) use best judgment, as professionals, with the aide of professional selection guides, primarily by evaluation of a book's literary merit, authenticity of material, honesty of presentation and by popular demand.



- C. We realize that because we wish the book selection policy to be liberal, there is the possibility that books in the library may be regarded by some as unpleasant and offensive, or in political opposition to local beliefs. However, if Washburn Memorial Library is to fulfill its obligation of providing books, then it must have in its collection material of varied points of view, even those points which may be regarded by some as controversial, whether because of political expression or affiliation or moral implication.
- D. The library subscribes to the Library Bill of Rights of the American Library Association.
- E. The Library subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher's Council.
- F. Materials, which are no longer useful, in light of stated objectives of the library, will be systematically weeded from the collection according to accepted professional practices. Multiple copies of non-circulation materials, or unusable books donated from personal collections may be sold at book sales.

#### V. GIFTS AND MEMORIALS

- A. Any individual or group wishing to memorialize a loved one or friend may mail or take their donation to the Librarian(s) to become part of the Library Memorial Fund or to be used for the purchase of a specific book. The names of all donors as well as the names of the persons being memorialized will be listed in the Memorial Book. This Memorial Book will be kept up to date by the Librarian(s) or a volunteer appointed by the Librarian(s) upon completion of the annual list published in the respective town reports of Perham, Wade and Washburn. The amount will be listed in the library records for bookkeeping purposes, unless it is desired by the donor that it be listed with donor's name. Any donation not paid to the Librarian(s) at the time of printing town reports will not be listed until the following year or until paid. The Washburn Memorial Library Memorial Fund will be used at the discretion of the Board of Trustees, in consultation with the Librarian(s), for purchases of books, periodicals, shelves and equipment as needed. The Board will make the final decision in all purchases with Memorial funds. If a donor prefers to give a specific book, rather than contribute to the general Memorial Fund, it will be accepted and placed in circulation. If this book is a duplicate, the book that is not a memorial book may be sold at book sales after it is determined that two copies are not needed. In order to promote

good public relations, titles or subjects suggested or requested for Memorial Books by donors shall be honored whenever possible.

- B. Used books and other material from personal collections will be accepted on the condition that the Librarian(s) have the authority to make whatever disposition he/she deems advisable.
- C. Gifts of money, real property, and/or stocks will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- D. Personal property, art objects, portraits, antiques, and other museum objects will be accepted at the discretion of the Board of Trustees.
- E. The library will not accept materials which are not outright gifts unless loaned for display purposes for a specified period of time with the donor being responsible for collecting same.

#### VI. LIBRARY MAINTENANCE

- A. The Town of Washburn is responsible for regular maintenance of the physical facility of the Library.

#### VII. AMENDMENTS

- A. Amendment to these policies may be proposed at any regular meeting and shall be made known to members of the Board of Trustees not present in writing a week before the next scheduled meeting and shall be voted on by a majority of the members at the next meeting.
- B. A copy of the Bylaws and Policies shall be on file in the Library and the town offices of the respective towns of Perham, Wade and Washburn.



## VIII. BOARD OF TRUSTEES

- A. The Board of Trustees of Washburn Memorial Library will consist of eight members, one from Perham and one from Wade, to be appointed annually in March by the respective Town Officials and six from Washburn. The Washburn members will serve for a term of three years each with two member's terms expiring annually. Board members shall be expected to attend all meetings, except where they are prevented by a valid reason. The board member will notify the board of their absence in advance of the meeting. Persons interested in becoming a member of the Board of Trustees should notify the Town Manager, members of the Board of Trustees or the Library Director/Children's Librarian. When expired terms are to be filled, the Library Board of Trustees will make a recommendation to the Washburn Town Council and Washburn Town Manager from a list compiled from all above sources. When expired terms are filled by the Town Council from these names the Chairperson of the Town Council or the Town Manager will notify the Chairperson or Secretary of the Board of Trustees of this appointment so that the newly appointed member may be invited to the next scheduled meeting of the Board.
- B. The Board of Trustees will meet monthly except for July and August unless it becomes necessary for the Chairperson to postpone and reschedule a meeting. Special meetings may be called by the Chairperson at the request of two members or at the request of the Librarian(s). A quorum shall consist of five members, excluding the Librarian(s), who may be present at Board meetings but do(es) not vote. The annual meeting of the Board will be in April at which election of officers will be held. Officers selected shall be a Chairperson, Vice Chairperson and Secretary. The term of office will be for one year with no officer serving more than two (2) consecutive terms in the same office. The Chairperson will preside at all meetings and if absent the Vice Chairperson shall preside. Robert's Rules of Order, latest edition shall govern the parliamentary procedure of the Board. The Secretary will be responsible for maintaining minutes of the meetings. Minutes and agenda will be submitted one week in advance of the scheduled meeting by e-mail, if practicable. The Librarian(s) will submit a "Librarian's Report," in writing (copies for all Board Members) at all Board meetings. All bill paying and financial reporting will be handled through the Washburn Town Office.
- C. Honorary Trustee status will be conferred from time to time upon a person or persons who have served the Library as a Trustee or Librarian with distinction, over a long period of time by a majority vote of the Board. The Board of Trustees shall confer this honor at their annual meeting in April. Honorary trustees are entitled to attend meetings of the Board as non-voting members. A letter from either the Chairperson or Secretary will notify the honoree. A plaque will be placed on the wall in a prominent spot and inscribed with the names of the recipients of this honor.

D. The Librarian(s) will attend regular meetings of the board and will be notified by the secretary of the date of all meetings. In addition to the above-mentioned reports the Librarian(s) may make recommendations to the Board of such policies and procedures as will promote the general efficiency of the Library.

1. The Librarian(s) will make regulations for routine conduct in the library with said regulations requiring prior approval of the Board and the Town Council, or the Town Council's designee. The currently effective regulations will be posted in the library.
2. Major purchasing decisions must be discussed in advance with the Board of Trustees.

Washburn Town Council:

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Washburn Memorial Library Board of Trustees:

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Signed and dated on:

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Signed and dated on:

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6.

On June 16, 2021, Sue forwarded an email to each board member to let us know that Tim had the Don Umphrey stamp collection appraised by Eagle Hill. He got a price of \$336.50. Sue asked the board if there were any questions and she also asked us to vote via email whether to accept the price or not. We unanimously voted to allow Tim to sell the Don Umphrey stamp collection to Eagle Hill for \$366.50.