

WAYNE LIBRARY ASSOCIATION

126th ANNUAL MEETING

October 26, 2020

AGENDA

Welcome and President's Remarks (Judy Danielson)

Review of Minutes from the 125th WLA Annual Meeting (MaryJean Cowing)

Financial Committee Report (Kay Conley, Dawn Brooks, Linda Kindig, Niken O'Rourke, Judy Danielson)

2020 - 2021 Budget and Year End Balance Sheet (Kevin & Dawn Brooks, Treasurers)

Nominations Committee Report (Lynette Stinneford, Niken O'Rourke, Judy Danielson)

Librarian's Report (Janet Adelberg)

Including Books and Policy and Technology Reports

Corresponding Secretary Report (Jane Davis)

Website Update (MaryJean Cowing)

FOL Report (Judy will read Jan's report)

Mad Hatter Update on Alice Project - Doug Stevenson

House Committee (including both structures and grounds) - ( Don Welsh, Lee Behrendt and Bob Bandy)

**Wayne Library Association  
Annual Meeting  
October 28, 2019 6:30 pm**

Board Members Present: Judy Danielson (President), Janet Adelberg (Librarian), Lincoln Ladd, Kevin Brooks (Treasurer), Bob Bandy, Don Welsh, Niken O'Rourke, Kay Conley, and Mary Jean Cowing (Recording Secretary). Guest Speakers: Doug Stevenson, Margot Georgy, Lynnette Stinneford. A total of 19 Library members were present.

**President's Remarks:** Judy welcomed all to the 125th WLA Annual Meeting and spoke about the many activities at the library, the Williams House, and how the library interacted with the Wayne community. There was a special note about the donation of the Alice Room from Grace Burleigh. The Alice Project is re-creating her Alice Room in the Williams House barn. The Board voted to continue the annual dues rate of \$5.00 a year. (See President's Report-1)

**Town Map:** Margot Georgy shared the latest draft of the town map. It will reflect local businesses and places of interest. Jen Cart of Hallowell is the artist. The finished version is expected by summer 2020. The folded map will include business contact information and a short history of Wayne.

**Review of 123rd WLA Minutes:** The minutes from last year's Annual Meeting (October 22, 2018) were read and approved. Moved by Don and seconded by Kay. (See Annual Meeting 10/22/2018)

**Finance Committee:** Linda Kindig submitted her report for the Finance Committee. The committee met several times this past year reviewing and filing the last seven years' worth of records in secure cabinets. The committee worked closely with Library Treasurers, Dawn and Kevin Brooks to review bills and expenditures and to develop a budget for the new year. HM Payson, investments reviewed our portfolio and reported an 8.2% return for the last year. Karen McNamara will review the financial statements for 2018-19, and has agreed to review them for 2019-20, as well.

**2018-2019 Budget:** Kevin Brooks presented the Balance Sheet for the end of the fiscal year ending September 30, 2019. Kevin presented the break-even Operating Budget Summary for October 1, 2018 through September 30, 2019. The approved budget for the next year anticipates a 4% growth of expenses. For the second year in a row, there has not been any withdrawals from investment funds. (See Balance Sheet as of September 30, 2019 and Operating Budget Summary October 1, 2019-September 30, 2020 Reports-2 and 3)

**Nominations Committee:** Lynette Stinneford reported the committee recommends the nomination of Judy, Linda, and Lincoln continue as Wayne Library Board Members for three-year terms. Sue Spalding offered the motion and Elaine Briggs seconded to accept the slate. Membership unanimously approved. MJ has agreed to continue as Recording Secretary and Kevin and Dawn Brooks have agreed to continue as co-Treasurers. (See Report-4)

**Librarian's Report:** Janet presented her 31<sup>th</sup> Annual Report. She noted the many improvements and additions to the library and programs with special thanks to email and cell phone communications. Highlights of this year were the success of the Summer programs for children, brown bag Book Group, Silent Auction, and the Maine Read-ME Humanities Fiction and Non-Fiction selections. Special thanks were extended to all the volunteers and Katie King, the summer intern, the 1<sup>st</sup> Saturday crew and book sale workers. The Williams House improvements continue in the barn and grounds. Janet took the opportunity to thank the Friends of the Library for their support of library programs and equipment. (See Librarian's report, Statistical highlights and 2019 Library Auction: By the numbers compiled by Lynette Stinneford-5)

**Meet-A-Maine Author:** Lincoln reviewed some of the Maine authors invited to the library and the continuing search for future programs. CML hosted Pam Matthews, Ed Robinson, Tom Wells, and Bobbie Charles this year for a discussion of their books and interaction with the audience.

**Website update:** Mary Jean reported an active webpage for library activities with August being the busiest month. There were more than 40 programs advertised through web presence and print posters. (See Website statistics -6)

**House Committee:** Don reported there are now 16 volunteers to help with maintenance and housekeeping needs of both properties including helping with more than 160=+/- activities. The Maintenance Manual has been a useful tool. Thanks again to Ken Bate. Efforts in the Williams House generated 2,907 visits with proceeds of \$16,205. (See House Committee Annual Report-7)

**Friends of the Library:** Sue Spalding reported on the successful year. She reviewed the fundraising events, programs, purchases and annual meeting. Officers for the upcoming year are, Jan Folk-Chair, Sue Spalding-Vice Chair, Kim King reelected as treasurer, and MT Clark as Secretary. (See FOL Annual report-8).

**Alice Room:** Doug Stevenson reviewed the Annual report of the project with much love and respect to Grace Burleigh. He outlined the project tasks and finances. One more fund-raising appeal is planned. (See Annual Report of Project-October 2019)

Judy concluded the meeting by thanking everyone for their support.

Meeting adjourned at 8:00 pm.

Respectfully submitted,  
Mary Jean Cowing

## Agenda

WLB Annual Meeting, October 22, 2018

1 President's Report, October 28, 2019

4 Balance Sheet as of 9/30/2019

3 Operating Budget Summary 10/1/19-9/30/20

4 WLA Nominations Committee Report October 28, 2019

5 Librarian's Reports 2018-2019

6 Website Report October 28, 2019

7 Williams House Committee Report October 28, 2019

8 FOL Report October 28, 2019

9 Alice in Wonderland Room Preservation and Williams House Barn Renovation Project, Annual Report of Project, October 2019

ANNUAL REPORT  
OCT 26, 2020

THE FINANCE COMMITTEE: Dawn and Kevin Brooks, Treasurers  
Judy Danielson, Kay Conley, Nilen O'Rourke,  
Linda Kindig (Chair)

We are extremely fortunate to have Kevin and Dawn to keep our finances in order, bills, paid, and regularly reported to the Board of Trustees. In September with superb technical assistance from Dawn we assembled via Zoom a budget for your approval for the 2020-2021 fiscal year. Reporting to the IRS is a very large and detailed form. We are so appreciative of your work and dedication, Dawn and Kevin, please accept our heartfelt thanks.

We have had an easy go of it this year. Our longtime project of sorting through paperwork such as bank receipts, minutes, paid bills, and culling out and disposing of non permanent communications is complete for the time being. This was done in accordance with our documentation Retention Policy and is complete for the most part up to the past six years worth of documents. Niken and I have placed the permanent records in the fireproof file cabinet located in the Cary downstairs.

In May the annual dues letter was sent out. Donations have not been as vigorous as in years past. The Board resolved to harvest \$15,000 of proceeds from the Ed Kallop/Ned Baker Fund to be applied to cover cost overruns in the construction of the Alice Room and Williams House improvements with any residual going toward general operating expenses.

We were notified of the Beatrice Lever Bequest many months ago and have been negotiating with the Administrator General's office in Tel Aviv for its release. I have been working with Natalie Koukoui to receive some 2470.34 shekels for library purposes which will be dedicated for use according to our gift policy. I am thinking this will be in the neighborhood of \$500-\$600 when all is said and done. It has been a long and frustrating process—approved now in Tel Aviv, but not received yet into our account.

We received a Personal Protection Plan Loan in the amount of \$5200 to cover salary expenses when the library was closed in early Spring. This has not yet reached the status of forgiven, but the Small Business Administration and Kennebec Savings Bank will keep us informed when the necessary requirements are determined.

It has been an interesting year.

Linda Kindig,  
Chairman

Wayne Library Association  
Balance Sheet  
As Of September 30, 2020

	<u>September 2020</u>	<u>September 2019</u>
<b>Assets</b>		
<b>Current Assets</b>		
Checking/Savings	\$69,904	\$126,231
Due from FOL (2nd half of Support)	-	\$3,372
Prepaid Expenses	2,305	450
<b>Total Current Assets</b>	<u>72,209</u>	<u>130,052</u>
Unrestricted Investments	593,014	459,661
Endowment Earnings - Unrestricted	18,083	11,955
Assets Limited as to Use	164,317	187,383
N Baker/E Kallop Endowment Fund	231,210	231,210
<b>Total Investments</b>	<u>1,006,624</u>	<u>890,209</u>
<b>Fixed Assets</b>		
Land & Building -Cary	152,900	152,900
Cary Improvements	409,662	409,662
Computer & Equipment	7,643	6,813
Furniture & Fixtures	9,221	9,221
Williams Property	121,532	121,532
Williams Property Improvements	75,236	70,207
Williams Property Equipment	1,733	1,733
Williams Property Alice Room	17,226	17,226
Accumulated Depreciation	(358,896)	(327,562)
<b>Net Fixed Assets</b>	<u>436,257</u>	<u>461,732</u>
<b>Total Assets</b>	<u>\$ 1,515,091</u>	<u>\$ 1,481,994</u>
<b>Liabilities &amp; Fund Balances</b>		
<b>Current Liabilities</b>		
Accounts Payable	4,499	5,980
Credit Card Payable	-	25
Payroll Taxes	1,987	1,661
SBA Payroll Protection Program	5,200	-
<b>Total Current Liabilities</b>	<u>11,686</u>	<u>7,666</u>
<b>Fund Balances</b>		
Unrestricted Fund Balance	1,107,878	1,056,432
Restricted Fund Balances	164,317	186,686
N Baker/Ed Kallop Fund Balance	231,210	231,210
<b>Total Fund Balances</b>	<u>1,503,405</u>	<u>1,474,328</u>
<b>Total Liabilities &amp; Fund Balances</b>	<u>\$ 1,515,091</u>	<u>\$ 1,481,994</u>

Wayne Library Association  
 Operating Budget Summary  
 October 1, 2020 - September 30, 2021

	FYE 2019 <u>Actual</u>	FYE 2020 <u>Actual</u>	FYE 2021 <u>Budget</u>	<u>Difference</u>
<b>Income</b>				
Donations, Dues, Gifts & Contributions	\$38,975	\$35,943	\$33,825	(\$2,118)
Fundraising	13,504	8,878	20,320	11,442
Book Sales	2,499	2,059	1,300	(759)
Other	<u>305</u>	<u>162</u>	<u>125</u>	<u>(37)</u>
<b>Total Income</b>	55,283	47,042	55,570	8,528
<b>Expenses</b>				
Wages & Benefits	25,957	27,364	26,100	(1,264)
Fundraising Expenses	828	360	650	290
Repairs & Maintenance	7,275	11,715	8,300	(3,415)
Utilities	8,865	8,350	8,675	325
Books & Subscriptions	7,684	8,880	9,000	120
Other Expenses	8,787	9,081	10,145	1,064
Depreciation	<u>29,920</u>	<u>31,334</u>	<u>32,500</u>	<u>1,166</u>
<b>Total Expenses</b>	89,316	97,084	95,370	(1,714)
<b>Net Ordinary Income</b>	(34,033)	(50,042)	(39,800)	10,242
<b>Other Income/(Expense)</b>	<u>11,751</u>	<u>10,554</u>	<u>7,300</u>	<u>(3,254)</u>
<b>Net Realized Change in Fund Balance</b>	(22,282)	(39,488)	(32,500)	6,988
<b>Unrealized Gain/(Loss) on Investments</b>	<u>25,121</u>	<u>109,934</u>	<u>0</u>	<u>(109,934)</u>
<b>Net Income/(Loss)</b>	\$2,839	\$70,446	(\$32,500)	(\$102,946)

**Notes:**

- 1 Donations budgeted lower than actual in FY 2020. Lower memorial donations budgeted.
- 2 Fundraising budgeted to increase to support breakeven budget.
- 3 FY 2020 Repairs & Maintenance is high due to one-time expenses at Williams House.
- 4 "Other Expenses" increases include cleaning supplies due to COVID, as well as budgeting at FY 2020 levels for items that are under budget in FY 2020.

WAYNE LIBRARY ASSOCIATION  
OCTOBER 26, 2020 ANNUAL MEETING  
NOMINATIONS COMMITTEE REPORT

Nominating Committee Members:

\_\_\_Lynette Stinneford\_\_\_  
\_\_\_Niken O'Rourke\_\_\_  
\_\_\_Judy Danielson\_\_\_

TRUSTEES:

The Nominating Committee recommends that Don Welsh and Lee Behrendt be nominated to serve another 3 year term on the Cary Memorial Library Board of Trustees commencing immediately after the Annual Meeting on October 26, 2020.

Robert Bandy, who stepped in to complete Ken Bates term, has decided to step down from the Board and help with specific library tasks as needed. The Nominating Committee recommends that Jeannie Burnett, be nominated to start a 3 year Term on the Board of Trustees, starting immediately after this Annual Meeting.

FINANCIAL REVIEWER: Karen McNamara has agreed to review the financial books again for another fiscal year - 2019-2020.

SECRETARY: MaryJean Cowing has agreed to continue as Secretary.

RECORDING SECRETARY: Jane Davis has agreed to continue as Recording Secretary.

TREASURER: Kevin and Dawn Brooks have agreed to continue as co-Treasurers for another fiscal year.

## Cary Memorial Library by the Numbers 2018 - 2020

	2019-2020	2018-2019
Library Visits & Attendance	3935	6988
Williams House Visits	1145	2907
Total CML + WH	5080	9895
Library Circulation	5728	6948
Maine Download Library Use	288	346
Interlibrary Loan	68	132
Use of Library WiFi And computers	Est. 600	Est. 565
Adult Programs (CML)	1015	1246
Children's Programs	210	713
Number of Cataloged Library Materials	12,446	12,336
Registered Patrons	803	782
Zoom Sessions	17	NA
Porch Pick-Ups	125	NA

## Annual Report 2019-2020: The Year of the Plague

**What a year we have had!** The last time I said that was when we renovated in 2013 and had to empty the whole downstairs to make room for an elevator! Closing our doors so totally, with concern that this terrible pandemic could infect us via the pages of a book or the aerosol particles lurking in the library--this really felt surreal. Being closed drove home how much the Wayne library community loves and depends on us for books and so much more--visiting, seeing our neighbors, grabbing a couple of DVDs or magazines, printing some documents, coming for Babytime or Lego Club--just a normal life routine that left a big hole when it wasn't there.

Our circulation numbers and attendance were all going very well until we came to a standstill in March. By the end of the FY that this report covers, we were at about half or  $\frac{2}{3}$  of what happened last year. If you look at the chart that MaryJean is sharing, you can see how different our numbers are. Look at the difference in children's program attendance. Our numbers are never huge, but what a loss I felt not being able to host Lego Night, Baby Time, Monday Morning Storytime, and so forth. Our circulation has more or less rebounded, thanks to our ability to provide porch pick-ups and finally open on June 1. It was disappointing to scuttle three talks on the Bicentennial we'd planned. Likewise we scratched the Mud Season Book Sale, the Ladd Center Supper and Concert, the Poetry Series....and other informational gatherings and presentations that so enrich our traditional summer calendar.

In the midst of disappointments we found, like other organizations, that our new reality yielded some new ways of doing things that might last. I think we'll be zooming for trustee meetings and book discussions rather than coming out on wintry weather days. The new online auction format was quite successful, and clearly much enjoyed by our auction participants. We were astonished to learn that our auction site was visited over 16,000 times in 2 weeks!

With all the challenges posed by the pandemic, I appreciated helpful guidance from the Maine State Library's weekly Zoom sessions, some attended by up to 300 librarians all over Maine. Many discussions about quarantine and safe handling of materials (still evolving), strategies for curbside service and re-opening, required elements of Reopening Plans that would pass muster with the State-- provided helpful information. (Sadly, we are now hearing about how to determine if you need to re-close.) It has gone well at the Cary, and fingers crossed we can move forward. And I should mention from the first day we opened, I continue to be gratified by how totally complaint library users are about our simple protocols.

When we were able to host a few outdoor activities this summer it was actually quite moving to see--for example--our many volunteers stepping up to host First Saturdays, to staff our book sales, and manage and staff the lobster roll lunch "to-go." It says so much about the kind of people who give their time making lobster rolls, serving brunch, cheerfully greeting folks, all masked up and distanced and just making it all work. I loved being in the library and hearing all the cheerful voices--the community seemed so ready to be attending events again. Judging

from the attendance and proceeds, the community was ready to carefully come out and support our events. In addition, many dedicated volunteers serve on the Board of Trustees, maintain the two buildings and grounds, help staff the front desk, and assist in a variety of other tasks. We continue to be indebted to and grateful for the expertise of our professional volunteer Treasurers, Dawn and Kevin Brooks. Our dedicated gardeners, Jamie Ault at the Williams House and Cynthia Pelliccia at the library, continue to make our two properties look fabulous, both quietly using their horticultural expertise. This year we posted garden photos on the website, and we'll do that again next year.

Going forward I am hopeful that pandemic notwithstanding, we can provide some great books and movies to our Wayne library folks, keep things low-keyed for the next number of months, but hopefully look forward to livelier days when we can welcome lots of kids and adults too back into the library for a lively slate of happenings. Thank you to all for your encouragement and support of the Cary and the Cary librarian, both during these challenging times but also since the day I arrived long ago.

## **Technology**

We continue to inch forward with Technology. It is amazing what we do when necessity requires action. If a year ago you'd told me I can use a Zoom account for board meetings, book discussionS and other tasks, I would have laughed out loud. Many of us boomers have enjoyed learning how to do this.

We have appreciated having technical support this year from Chris Bennett. Chris has stepped in to help with our wi-fi extender, our router, and programming our thermostats. . We are so appreciative.

In other tech news, we switched to a Google Groups format for the library's email newsletter, and we also adopted an online format for our Summer Silent Auction. Both worked well.

Our library maintains a subscription to Library World for collection management and circulation, and we also have a membership in Maine Infonet's Cloud Library.

Our Website, which MaryJean designed and up-dates, allows us to promote and publicize our offerings -- this really takes us to another level.

## **Books and Policies**

We drafted and the Board of Trustees approved two new policies this year: a Library Collection Development Policy and a Patron Conduct Policy. Both now are easily viewed on the library website. Some libraries adopted specific Covid Library Conduct policies, but I believe our reopening plan covers all the bases.

In terms of books and acquisitions, we are fortunate to have a very ample book budget, and many memorial funds, some very long established, so I am able to keep up with the many requests that arrive via the front desk, email and text. We use interlibrary loan to obtain requested items it doesn't make sense to purchase. As always, I welcome requests and all in all I feel very proud of the breadth, currency and appeal of our library collection.

Respectfully Submitted,

Janet Adelberg, Librarian

Oct. 26, 2020

## Website Status 10/25/2020

### Statistics:

For the past year, we have recorded 2,614 users on 4,710 pages, August was our busiest month. This reflects less usage this year but on-line services remained open all year and we are building back. We continue to reflect activities at and about the library.

While in person programs have been greatly reduced due to the COVID-19 pandemic, Cary Memorial Library has provided services to the community and the webpage and printed posters have advertised all library offerings.

The website is arranged chronologically-with the activities for the upcoming month displayed first. There is an interactive calendar of events and access to the library catalog on the front page.

MJ Cowing

The Friends of the Cary Memorial Library were able to present our traditional fundraising events despite Covid-19. The only event we had to cancel was our Easter Bake and Candy sale. The Lobster Lunch was a huge success and our Pie Sale was also a sellout. The Quilt Raffle had to be downsized due to so many summer events in the region being canceled. But we displayed it every week at the library and sold a respectable number of tickets. The raffle drawing is scheduled for December 5<sup>th</sup> at the library at 1 p.m. (so you still have time to purchase that winning ticket). We held our annual meeting on September 26<sup>th</sup> via zoom and approved our plans for the upcoming year. We are very fortunate to have people willing to work hard for the benefit of our library. I thank them all for their efforts . Where would we be without them?

Jan Folk, chair, Friends of the Cary Memorial Library  
October 2020

# Report of the WLA-Alice Coordinating Committee fy2020

## October 26, 2020

The now two-year long project to renovate the Williams House carriage barn and preserve, conserve and replicate the Alice in Wonderland Room made very significant progress this year. To date, over 175 individuals have contributed over \$106,000 toward the project as well as additional funding made available from the Library for tasks outside the barn but undertaken while construction forces were mobilized. We are grateful for this outpouring of support for such a novel endeavor.

At this time, the Alice Room has been constructed, and air conditioned and the 17 Art panels, trim and doors have been conserved and reinstalled in the replicated fully accessible space. We await final lighting installation and the placement of two marvelous Dorle Gatti outdoor scenes which will create the “window” views from the Room. Also, the rest of the barn space has been turned into efficient work and storage space. The Committee has held two safety conscious public open houses and conducted numerous individual tours of the Room. We were blessed to be able to share the completed Room with Grace Burleigh and family members. We understand the Kennebec Historical Society will be publishing a feature article in an upcoming Journal; the Lewis Carroll Society recently included news of the project in its journal.

Tasks undertaken outside the barn include mitigation of roof water risks, new entrance door, a redesigned entrance area, new ramp and railing (the latter completed this week!), expanded and improved patio area and driveway lighting, an additional garden (serving as ballast for saving a retaining wall) and general landscaping of the yards. Many thanks to the capable workers, donated work, tireless accommodations of visitors, and the esteemed gardener, Jamie Ault.

It has been our goal to use the inspiration of the Alice Room gift to create additional value for the Library and the Williams House in the community. We pass along the many compliments we have heard and the smiles of new visitors, so we are gratified with the results. At this time, there remain some final tasks; we believe there is adequate funding available. We look forward to seeing the space used more widely post-pandemic.

For the WLA – Alice Coordinating Committee and the Mad Hatters,  
Doug Stevenson, project coordinator

## **WAYNE LIBRARY HOUSE COMMITTEE ANNUAL REPORT-OCTOBER 28, 2020**

DUTIES: TO MANAGE AND OVERSEE THE UPKEEP OF ANY OR ALL LIBRARY PROPERTY AND TO IMPLEMENT A MAINTENANCE SCHEDULE.

WE HAVE SIXTEEN VOLUNTEERS THAT CAN BE CALLED ON AT ANY GIVEN TIME TO ASSIST WITH HOUSE COMMITTEE CHORES SUCH AS YARD CLEANUP, SET UP FOR FUND RAISING EVENTS, ETC.

EVERY ACTION BY THE COMMITTEE IS DOCUMENTED IN A MONTHLY REPORT WHICH IS PRESENTED TO THE LIBRARY BOARD OF TRUSTEES.

THIS PAST YEAR, DESPITE THE CORONAVIRUS, THE HOUSE COMMITTEE WAS INVOLVED IN MORE THAN 100 ACTIVITIES IN SUPPORT OF THE LIBRARY.

HERE ARE A FEW EXAMPLES OF SOME OF THE ACTIVITY HIGH LIGHTS SINCE OUR ANNUAL MEETING LAST YEAR:

WILLIAMS PROPERTY AND LIBRARY IMPROVEMENTS:

- ALICE ROOM.
- PATIO WITH LIGHTS, SOUND AND CABLE RAILING.
- NEW HANDICAP RAMP
- WILLIAMS PROPERTY BACKYARD (LIGHT POLES, ELECTRIC POWER, GRASS).
- ADDITIONAL PARKING SPACE.
- CLEAN UP OF BARN AND WILLIAMS HOUSE CELLARS.
- NEW SLATE ROOF OVER WILLIAMS HOUSE BREEZEWAY
- NEW CEILING AND LIGHTING IN THE WILLIAMS HOUSE BREEZEWAY.
- WILLIAMS HOUSE DINING ROOM PAINTED AND TOUCHUP PAINTING THROUGHOUT.
- BOOK WORK TABLE AND NEW FLOORING IN THE WILLIAMS HOUSE BARN.
- DERRILL COWING PERFORMED ELEVATOR MAINTENANCE OVERSIGHT AND CONTRACTED WITH A NEW ELEVATOR COMPANY, VER-TRAN.
- HAD LIBRARY CARPET AND PADS CLEANED.

NOTES:

WE CONTINUED TO USE THE LIBRARY MAINTENANCE MANUAL AS OUR MAINTENANCE BIBLE.

JAMIE AULT AND CINDY PELLICCIA PROVIDED OUTSTANDING LANDSCAPING WORK ON BOTH SIDES OF THE STREET.

WE CONTINUED TO USE CORRECTIONAL FACILITY DETAINEES FOR PAINTING, CARPENTRY, RAKING, ETC.

DEVELOPED A PLAN WITH THE WILLIAMS HOUSE COMMITTEE TO HAVE FIRST SATURDAYS OUTDOORS.

THE WILLIAMS HOUSE CONTINUES TO SERVE AS A MEETING PLACE FOR VARIOUS ORGANIZATIONS, EG. LOCAL GOVERNMENT AGENCIES, AGING AT HOME SUPPORT GROUP, FRIDAY CLUB, AND PRIVATE PARTIES.

Williams House Oct. 1, 2019 - Sept. 30 2020 (Closed for Covid April, May & June)

Date	Event	# Attending
Oct. 5	First Saturday	71
Oct. 23-26	Fall Book Sale	113
Nov. 2	First Saturday	58
Dec. 7	First Saturday	125
Dec. 14	FOL Sweet & Savory Sale	Est. 50
Jan. 7	First Saturday	125
Feb. 1	First Saturday	55
Feb. 18	Bookplate Program	27
March 7	First Saturday	50
July 4	First Saturday	55
July 25-28	Summer Book Sale	88
August 1 (at church)	Lobster Rolls To-Go	100+
August 8	Second Saturday	49
August 15	FOL Pie Sale	Est. 35-40
August	Alice Gathering	Est. 25-30
Sept. 5	First Saturday	44
Sept. 19-23	Fall Book Sale	65
		Total: 1145

The Williams House was of course also used for many meetings work sessions and several rentals. This just reflects public events.

Welcome to the October 26, 2020 Annual Meeting

The Board of Trustees is pleased to welcome you to the 126th Annual Meeting of the Wayne Library Association.

What a year it's been. We have now all survived 7 months of this Covid 19 Pandemic, and although library operations were shuttered for 11 weeks entirely, we have been able to be open on a limited basis for the last 4 1/2 months, and will hopefully be able to continue this schedule throughout the winter. Janet, our librarian for the past 32 years, barely missed a beat. She has attended virtual statewide librarian meetings weekly since the pandemic started in mid March, and has had to implement many new protocols. Curbside pickup of books and movies continues to be available, and we work hard to adapt to a new reality and offer as many services as we safely can.

Renovation of the Williams House Carriage Barn has been able to continue, as well as construction of the Alice Room and various projects improving the parking lot, patio and other grounds. Doug Stevenson deserves a lot of credit for guiding this entire project, hiring and supervising appropriate subcontractors, and working with the Mad Hatter team to create a vision and make this all happen. We shall all miss Grace Burleigh but her gift of the Alice Panels shall live on, and be enjoyed by many well into the future.

We were not able to offer much programming this past year, although Katie King, our student summer intern, stayed busy in July and August. Volunteers on the front desk are now working 2 hours a week, and Lee Berendt's book team is well organized and able to offer a used book sale on a regular basis. So far, it has worked well to wheel the mobile book shelves onto the driveway where customers can safely browse outside.

The Williams House team has offered first Saturday's from July onward. Everyone follows safety protocols of masking and social distancing. FOL - The Friends of the Library - was able to provide the library with their usual financial assistance, and was still able to hold several popular fund raisers following CDC guidelines.

We remain very grateful to Dawn and Kevin Brooks for the careful volunteer stewardship of our financial accounts. Dawn pays the bills and organizes every transaction on spreadsheets that provide great documentation. She meets with the finance team, completes the extensive tax form, helps develop yearly budgets and carefully maintains our membership and address list. Kevin attends Board meetings, communicates with Kent Whittaker, our financial advisor at H.M. Payson, and provides advice and recommendations whenever requested.

The Ed Kallop and Ned Baker Endowment Fund is separately invested from our regular endowment fund, and a revised investment policy reflects the needs of both funds. The Library Board has access to the interest from this bequest, and determines how these funds are best used. This past year the Board of Trustees has voted twice to withdrawn funds to support the Alice Room construction, and to finish repairs to the Williams

House and grounds. Treasurer Kevin Brooks will provide further details in his report of these funds and the rest of our Endowment Funds as well as our income, expenses and planned budget for next year.

All of our policies and mission and vision statement are available on the website and in the library. We continue to collaborate with a variety of other non profits around Wayne however we can, and they frequently use our spaces for meetings. One collaboration is with the Town of Wayne to produce a town map listing local businesses. This map is almost done, and will soon be available. Purchasing our zoom account through the Maine State Library has been very helpful. MaryJean Cowing does a great job recording minutes of all the meetings, maintaining the website, and keeping a yearly notebook with all pertinent documents. Gardeners Cindy Pelliccia and Jaime Ault have gone great guns this year working on the gardens. Jaime has had to redo some of the gardens at the Williams House as outdoor projects affected some of her original garden designs. We're grateful to her flexibility and the hard work and daily attention both these gardens receive. Don Welsh heads up a team of maintenance folks, including non-Board members, who work hard and tend to all issues relating to buildings or grounds. They do a wonderful job, and we are so thankful for their physical labor and attention to detail. Jane Davis, our Recording Secretary, receives lists from Dawn Brooks, and sends a letter of Thanks to all our Donors, which serves as our heartfelt thanks and a record for the IRS. Thank you Jane.

We are a private, free, public library and have had a suggested annual dues rate of \$5.00 a year for many years now. The Board voted to continue this rate, as this is manageable for most families, and is an incentive for many others to make an additional donation. This policy has worked well for many years, and we are in favor of continuing it.

The Pandemic has slowed us down some, but essential services are continuing to proceed in a safe way, and we will survive well into the future. Thank you so much for attending and supporting us in all the many ways you do.

We will now proceed with individual reports.

**Cary Memorial Library**  
**Corresponding Secretary Report - October 2020**

The corresponding secretary is responsible for sending letters of thanks that fulfill Internal Revenue Service requirements to those who donate to the library.

The majority of donations over the past year came in response to the annual membership letter. Most people did give more than the small \$5 membership dues. The library also received some memorial donations and quite a few donations to the Alice Room Project. Over the course of the year, approximately 320 letters were mailed out. In addition to an acknowledgement from the Corresponding Secretary, donors to the Alice Room also received a personal handwritten note of thanks from the Alice Room committee. The library is fortunate to have so many generous supporters.

Jane Davis  
Corresponding Secretary