

Camden Public Library
55 Main Street
Camden, Maine 04843

Meeting of the Board of the Trustees — Agenda
Thursday, September 19, 2024 at 4:00pm
Jean Picker Room, Camden Public Library | Zoom

- I. Public Comment
- II. August Minutes
- III. Staff Introduction – Matt Lajoie
- IV. Director's report (Kristy)
- V. Treasurer's report (Liz)
- VI. Facilities Report (Russell)
- VII. Parks Report (Dave)
- VIII. Nominating Committee (Kristen)
 - A. New trustee vote - Christina Young
- IX. MRCAC Report (Susan)
- X. Harbor Park Special Committee (Jeremy)
- XI. Book Sale Committee (Larry)
- XII. Camden on Canvas (Liz)
- XIII. Old Business
 - A. Video Cameras in Library
 - B. Board Retreat - Tuesday, October 8th
- XIV. New Business
 - A. Strategic Plan
 - B. Committee Charters
- XV. Next meeting date – October 17, 2024

Camden Public Library Board of Trustees

Minutes of August 15, 2024, meeting conducted in person and via Zoom.

Attendance

A quorum was in attendance.

Present in person: Lynne O'Leary Annis, Patty Eddy, Jennifer Gromada, Dave Jackson, Kristy Kilfoyle, Susan Lewis, Russell O'Bryan, Betsy Perry, Jeremy Pratt, Elizabeth Senders, Heather Shanklin, Kristen Smith, Susan Todd, Natalie Travia, Larry Ward, Kendra Watkins

Present on Zoom: Erin Donovan, John Fitzgerald

Absent: Marisa Baskin, Ken Gardiner, Jake Gerritsen

1. The meeting was called to order at 4:01pm EST by Kristen Smith.
2. There was no public comment.
3. Kristen Smith introduced new Library Trustees Patty Eddy and Heather Shanklin.
4. The minutes of the June 20, 2024, meeting were approved.
5. Liz Senders reviewed the Treasurer's report, highlighting the following:
 - a. The 2024 fiscal year 2024 ended strongly; CPL had income of ~\$10,000 after expenses (net of Executive Director transition). \$25,000 was added to the facilities reserve raising it to \$86,000. \$5,000 was added to the Healthcare/PTO reserve, raising it to \$9,000.
 - b. FEMA may provide reimbursement for some roof and seawall damage.
 - c. The development committee is seeking new fundraising ideas that will build community involvement. The committee is also looking for new members.
6. Kristy Kilfoyle reviewed the Director's report, noting the following:
 - a. The Personnel Committee is working on an update to the employee manual.
 - b. Kristy Kilfoyle is working with Natalie Travia, Jill Conner, and Silvio Calabi on an IMLS Community-Centered Library Leadership Grant application to establish a dedicated space in the Library to recognize Wabanaki culture and history.
 - c. FEMA visited CPL to review storm damage and determined that CPL may apply for reimbursement of 75% of the cost of work to repair storm-related damage to the seawall and the roof, but a full inspection report is required. Earlier in 2024, Coastal Copper was selected to repair the roof damage. CC identified flashing, mortar, and missing slates as the cause of water incursion on the 3rd floor. However, CC did not, and will not supply, a full inspection report. Therefore, CPL has selected a new vendor, G&E Roofing, to provide an inspection report and complete the work. G&E estimates it will cost \$12-14,000 to finish the work to return the roof to its original state.
 - d. ILL for van delivery will restart on Tuesday, September 3rd.
 - e. CPL has added a substitute librarian (Jess George) for 3 days a month and a part time librarian (Nora Curry) with a collection development focus. Kristy hopes to add 20 hours to make that a fulltime position. These additions will not affect the budget.
 - f. Summer reading statistics are back to pre-Covid levels.

7. Kristen Smith introduced staff member Susan Lewis. From 2007 until she moved in 2010, Susan was the assistant children's librarian. She returned in 2019 and rejoined CPL fulltime in circulation. Susan is head cataloguer, does weekly book ordering, creates the large print newsletter, runs the home bound delivery program, is volunteer staff coordinator, trains new employees on circulation desk, and organizes monthly book displays.
8. Russell O'Bryan reviewed the Facilities report, highlighting the following items:
 - a. Remote Workers grant projects: 3rd floor bathroom installation will be done soon; a plan to turn an office into workspace is on hold; reading room chair cushions are on order.
 - b. Replacement of the carpet is overdue. CPL is looking at suppliers.
 - c. The Library locks will be changed. CPL is waiting for bids.
 - d. CPL is considering adding railings along side the block steps from the side staff parking lot to the Amphitheater. Rockport Steel has been asked to provide a bid.
 - e. Routine maintenance was conducted on the sprinkler system.
9. Dave Jackson reviewed the Parks report, noting:
 - a. FEMA is considering reimbursing CPL for three projects: pathway erosion in Harbor Park, 3rd floor repairs due associated with the roof damage, and the seawall temporary fix. CPL spent ~\$15,000 to repair the seawall and FEMA may reimburse up to 75% of this cost. After a discussion, a motion to move forward with activities to pursue reimbursement from FEMA was made and approved.
 - b. At their recent site visit, FEMA stated that they might be able to underwrite a new seawall, but this would require the Library to engage a design engineer. Dave Jackson has reached out to Will Gartley of Gartley & Dorsky Engineering, who is available to meet with Library representatives on August 21. After discussion, a motion to move forward with a meeting with Will Gartley to explore engineering designs to seek FEMA funds for a permanent seawall replacement was made and approved.
10. Susan Todd presented MRCAC's scenarios for Megunticook Dam. (Although no longer a Trustee, Susan will remain the Board's representative on MRCAC.) The scenarios are: A) full dam reconstruction, B) partial dam reconstruction, and C) full dam removal. The Harbor Park Special Committee will prepare a response to the scenarios.
11. New Business:
 - a. The trash container outside the Library door is often overflowing on the weekend. Kristy Kilfoyle will call the Town about providing and emptying a larger container.
12. A motion to go into Executive Session was made and approved at 5:41pm.
13. The Executive Session ended at 5:59pm.
14. Kristen Smith noted that there will be a Trustee retreat October 8, 2024, in the afternoon.
15. A motion to adjourn the meeting was made at 6:00 pm EST. The motion was approved.
16. The next Camden Public Library Board meeting is September 19, 2024, at 4:00pm.

Respectfully submitted,
Jennifer Gromada

Executive Director's Report – September 19, 2024

Collection Survey

See results attached.

Response: Equity 2024 Grant application (\$10,000)

1. Increase the Collection Development Librarian's scheduled time – December
2. Survey the public for recommended titles, connecting with local LGBTQ groups – January
3. Consult suggested LGBTQ+ booklists and literary reviews - December – March
4. Purchase materials – March
5. Catalog materials - April/May
6. Announce collection to the community – June
7. Develop focused book displays – June

Will discuss results with staff and the Collection Development team and make a plan.

Other Submitted Grant applications:

- Libra Foundation for the restoration of the library's physical and digital spaces. \$630,000
- STK Foundation – Library Events – \$15,850
- Fischer Charitable Trust – Programs - \$5,000
- 1772 Foundation Grant for Maine Historic Preservation – up to \$10,000

Wabanaki Grant Update

Signage, Installation, Guide for Kids, Interpretive Plan and Process for Community Dialogue – Due tomorrow – Submitted _____.

Staff Training

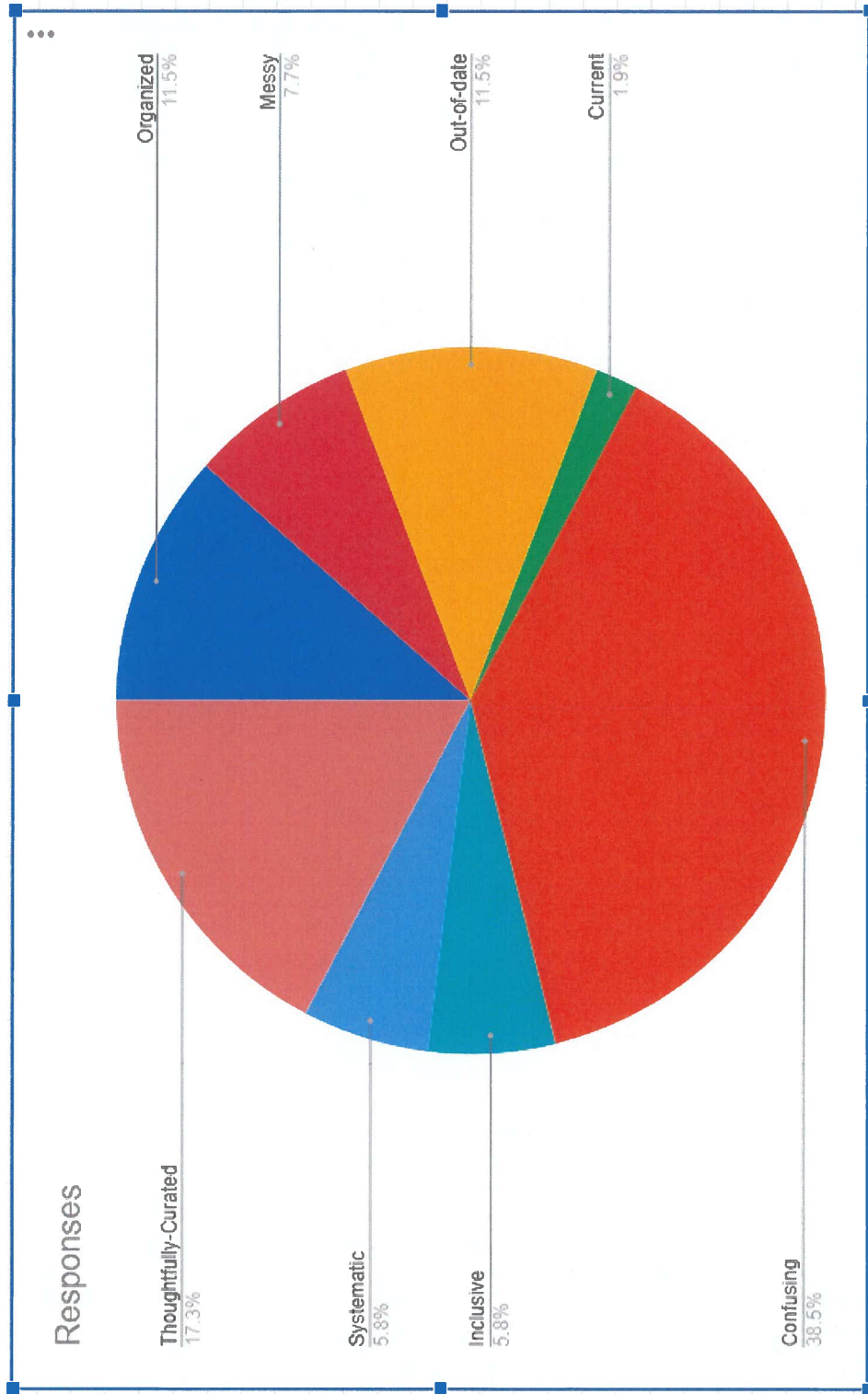
Global Harmonization Training – Completed

CPR – In-person scheduled for 10/2/24

Patron Code of Conduct

After an incident with a patron who was fondling himself, we implemented a short and sweet patron code of conduct *Civility and respect for the rights of others are required*. We'll post the code at the main and Reading Room entrances. I also reached out to the Camden Police to check whether we might be able to trespass individuals in this case and they confirmed that that is the case and that they would be happy to assist with that.

Adult Non-fiction Collections Survey Results



Qualitative Results

- We're lucky just to have it
- CPL - Let D.D. System Reign!
- Where's the Poetry?
- Bring Back Pure Dewey Decimals
- Love you guys!
- You slay, Queens!!! 🤩
- Pathetic
- I like the ARTS section
- I'm so glad you have Kate Atkinson's books
- Lovely visit! Engaging books on display to catch my interest ❤️
- How nice to have the plastic gone from the Main Desk
- Pure Dewey Please!! This book store model is not good.
- Bring Back Dewey ❤️ This semi-Dewey is ... argh!
- I wonder why the books are in Dewey Decimal order, but only sort of.
- Bookstorish browsing by scattered Dewey sometimes confusing
- Visitor and avid reader passing by - one word - delight!
- I like the interactive board! Thank you!

Camden Public Library Photo and Video Policy (DRAFT) – 8/21/2024 KLK

The Camden Public Library is a public space. We are dedicated to capturing vibrant activities within our walls and in our outdoor spaces. As such, staff or paid photographers often take images and videos of patrons engaged in library-related events or activities for these purposes. Therefore, consent to use passive photos/recordings is assumed upon entering the library or participating in library events. Images may be captured in any areas of the library where subjects would not have an expectation of privacy.

The Camden Public Library uses photographs, photographic images, names, and audio/video recordings of patrons, staff, or guests for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc.

Members of the general public are also permitted to take photos or recordings in open, public areas of the library for personal, non-commercial use. As a courtesy, customers (especially those accompanying minors) and staff should be consulted before being photographed or recorded.

Members of the media are asked to notify the Executive Director in advance when possible or upon entering the library to alert staff of the intent to photograph or video to avoid potential interruption of library services and operations.

The Camden Public Library does not collect release forms from its patrons, staff members, or guests for the use of images or films taken on library premises. The Library understands that there may be patrons or guests who may wish to not be photographed or have their image used for library-related purposes and can opt-out by contacting the library staff at the circulation desk and completing a Photo Opt-Out Waiver.

Unless a fully completed Photo Opt-Out Waiver is on file, your image and/or likeness may be captured by still photography, videography, or other photographic or electronic means. The Camden Public Library reserves the right to use any such image, photograph, video, or the like for library-related purposes.

Those who do NOT want to be photographed and have completed a Photo Opt-Out Waiver are responsible for notifying the camera operator of their opt-out status, and/or removing themselves from any event where photographs/videography are in use. Failure to do so may result in the patron's inadvertent inclusion in a photograph or recording and will be treated as a release, allowing the Camden Public Library to utilize that photograph or recording accordingly.

The Library maintains the right to capture video images to ensure the safety of its staff and other patrons. Recordings will not be consulted unless there is a suspected breach of the Library's patron code of conduct.

Law enforcement agencies and officers may request library records and data that they believe contain information that would be helpful to the investigation of criminal activity. The Camden Public Library will comply with such requests and make records available only in response to properly executed court orders or legal process.

The Library does not monitor, track, or profile an individual's library use beyond operational needs. Patron information may be used to facilitate the use of third-party library related products that patrons have chose to use, i.e. Soundcloud, Kanopy. To the extent applicable, any record or other information that identifies a person as having requested, obtained, or used specific library materials or services may be disclosed by the Camden Public Library in conformance with [P.L. 2015, Ch 81](#) (Permitted Use).

Camden Public Library Photo Opt-Out Form (DRAFT) 8/21/2024 - KLK

If you do not wish to have your image or likeness used in Camden Public Library publications, websites, social media, or other promotional materials, please complete this form and submit it to the circulation desk.

Name:

Address:

Phone Number:

Email Address:

I, the undersigned, do not wish to have my image or likeness used by the Camden Public Library for any promotional purposes. I understand that it is my responsibility to notify the camera operator of my opt-out status and/or remove myself from any event where photographs or videography are in use.

Signature:

Date:

For Parents/Guardians of Minors (under 18 years old):

Child's Name:

Parent/Guardian Name:

Signature:

Date:

STATE OF MAINE

IN THE YEAR OF OUR LORD
TWO THOUSAND AND FIFTEEN

S.P. 127 - L.D. 344

**An Act To Amend the Laws Governing the Confidentiality of Library
Records**

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 27 MRSA §121, as amended by PL 2013, c. 82, §12, is repealed and the following enacted in its place:

§121. Confidentiality of library records

1. Confidentiality. A record maintained by any public library, as defined in section 110, subsection 10, the Maine State Library, the Law and Legislative Reference Library or a library of the University of Maine System, the Maine Community College System or the Maine Maritime Academy is confidential if the record contains:

A. A library patron's personally identifying information, including but not limited to the library patron's name, address, phone number and e-mail address; or

B. Information that identifies a library patron as having requested, obtained or used books or other materials in any medium at the library or provided by the library.

2. Permitted release. A record designated confidential by subsection 1 may be released only with the express written permission of the library patron involved; to officers, employees, volunteers and agents of the library to the extent necessary for library administrative purposes; or as the result of a court order.

3. Public record. A library may publish and release as a public record aggregated and statistical information pertaining to library patronage, circulation activities and use of any service or consultation the library provides as long as the release of the information does not jeopardize the confidentiality of a library patron's personally identifying information.

CIRCULATION

Minerva Checkouts:	4,491	
Minerva Renewals:	4,880	
In-house:	167	
BOOK USE:	9,538	
Minerva ILL incoming:	308	
Minerva ILL outgoing:	504	
ILL:	1	
WiFi:	8,500	estimated
Circulating laptop usage:	5	estimated
In-house computer use:	248	open days x 8 (31)
COMPUTER USE:	8,753	
3M Consortia Patron Activity:	682	CPL patrons / Consortia items
3M Consortia Content Activity:	228	Consortia patrons / CPL items
CAM patron total:	36	overlap (CPL patrons / CPL items)
3M Content Activity Total*:	874	*minus CAM patron total
3M PPU Activity:	510	
3M TOTAL:	1,384	CloudLibrary total
Comics Plus:	6	
Kanopy:	474	
Ancestry:	256	
Camden Press Herald Archive users:	150	from Wyatt
ELECTRONIC MEDIA TOTAL:	2,270	
Botanical Gardens TICKETS	32	Dates: 9
TOTAL CIRCULATION:	21,406	

CUSTOMER VISITS

Door Count:	10,227	
Door Count adjustment:	8,182	80% of door count
LIBRARY VISITS	18,409	
Curbside Visits:	179	
Emails	280	
Phone calls	1,085	open days x 35/day (31)
TOTAL REMOTE	1,365	
Wedding attendance:	170	from Dave (2)
In-Person event attendance:	2,134	from Julia
Private meeting attendance:	10	from Julia
TOTAL EVENT ATTENDANCE:	2,314	
TOTAL CUSTOMER VISITS:	22,267	

formulas
BOLD #'s added for totals

ONLINE USE	Website users:	5,618
	App users:	562
	TOTAL ONLINE USE:	6,180
LIBRARY CARDS	Total Library Cards:	6,331
	New Library Cards this month:	47
NEWSLETTERS	Library Underground subscribers	7,451
	emailed 'Library Underground':	14,839
	Select Reads newsletter page views:	1,462
VIRTUAL PROGRAMS	J Virtual Programs:	10
	J Virtual Attendance:	5,966
	YA Virtual Programs:	9
	YA Virtual Attendance:	7,828
	Adult Virtual Programs:	10
	Adult Virtual Attendance:	1,105
	TOTAL VIRTUAL PROGRAMS:	29
TOTAL VIRTUAL ATTENDANCE:	14,899	
IN-PERSON PROGRAMS	J In-Person Programs:	22
	J In-Person Attendance:	641
	YA In-Person Programs:	1
	YA In-Person Attendance:	2
	Adult In-Person Programs:	60
	Adult In-Person Attendance:	1,491
	TOTAL IN-PERSON PROGRAMS:	83
TOTAL IN-PERSON ATTENDANCE:	2,134	
ALL PROGRAMS	J Programs:	32
	J Attendance:	6,607
	YA Programs:	10
	YA Attendance:	7,830
	Adult Programs:	70
	Adult Attendance:	2,596
	TOTAL OVERALL PROGRAMS:	112
TOTAL OVERALL ATTENDANCE:	17,033	

**January 2024**

	<i>January 2023</i>	<i>2023 YTD</i>	<i>January 2024</i>	<i>2024 YTD</i>
Circulation				
Book Use	7455	7455	8,043	8,043
Minerva ILL in	1148	1148	1,286	1,286
Minerva ILL out	1191	1191	1,249	1,249
ILL	6	6	18	18
Computer Use	3611	3611	2,664	2,664
Electronic Media	4150	4150	2,434	2,434
Total Circulation	17,561	17,561	15,694	15,694
Customer Visits				
Library Visits	8,564	8564	8,984	8,984
Curbside Visits	981	981	925	925
Remote	1,229	1229	980	980
Event Attendance	1,232	1232	1,785	1,785
Total Visits	12,006	12,006	12,674	12,674
Online Use				
App Users	852	852	821	821
Website Users	6,200	6,200	5,053	5,053
Total Online Users	7,052	7,052	5,874	5,874
Library Cards				
Total Library Cards	9,473	9473	6,046	6,046
New Cards	24	24	33	33
Calendars & Newsletters				
Subscribers to "Library Underground"	7,721	7,721	7,508	7,508
Select Reads newsletter page views	1,458	1,458	1,482	1,482
Virtual Programs				
J Programs	15	15	11	11
J Program Attendance	1,331	1,331	4,187	4,187
YA Programs	7	7	16	16
YA Program Attendance	840	840	4,644	4,644
Adult Programs	17	17	20	20
Adult Program Attendance	556	556	788	788
Total Virtual Programs	39	39	47	47
Total Virtual Program Attendance	2,727	2,727	9,619	9,619
In-Person Programs				
J Programs	17	17	26	26
J Program Attendance	386	386	625	625
YA Programs	0	0	0	0
YA Program Attendance	0	0	0	0
Adult Programs	30	30	39	39
Adult Program Attendance	838	838	1,160	1,160
Total In-Person Programs	47	47	65	65
Total In-Person Program Attendance	1,224	1,224	1,785	1,785
All Programs (Virtual & In-Person)				
J Programs	32	32	37	37
J Program Attendance	1,717	1,717	4,812	4,812
YA Programs	7	7	16	16
YA Program Attendance	840	840	4,644	4,644
Adult Programs	47	47	59	59
Adult Program Attendance	1,394	1,394	1,948	1,948
Total Programs	86	86	112	112
Total Attendance	3,951	3,951	11,404	11,404



February 2024

February 2023 2023 YTD February 2024 2024 YTD

Circulation

Book Use	7,334	14,789	7,350	15,393
Minerva ILL in	1,125	2,273	1,179	2,465
Minerva ILL out	1,086	2,277	1,265	2,514
ILL	12	18	7	25
Computer Use	3,004	6,615	2,838	5,502
Electronic Media	2,654	6,804	2,249	4,683
Total Circulation	15,215	32,776	14,888	30,582

Customer Visits

Library Visits	7,677	16,241	9,146	18,130
Curbside Visits	927	1,908	897	1,822
Remote	1,278	2,507	1,306	2,286
Event Attendance	325	1,557	1,061	2,846
Total Visits	10,207	22,213	12,410	25,084

Online Use

App Users	682	1,534	748	1,569
Website Users	3,500	9,700	3,797	8,850
Total Online Users	4,182	11,234	4,545	10,419

Library Cards

Total Library Cards	9,112	9,112	6,085	6,085
New Cards	-361	-337	39	72

Calendars & Newsletters

Subscribers to "Library Underground"	7,751	15,472	7,445	7,445
Select Reads newsletter page views	1,313	2,771	1,415	2,897

Virtual Programs

J Programs	16	31	14	25
J Program Attendance	2,156	3,487	2,644	6,831
YA Programs	7	14	11	27
YA Program Attendance	564	1,404	5,734	10,378
Adult Programs	21	38	16	36
Adult Program Attendance	1,107	1,663	1,547	2,335
Total Virtual Programs	44	83	41	88
Total Virtual Program Attendance	3,827	6,554	9,925	19,544

In-Person Programs

J Programs	14	31	29	55
J Program Attendance	195	581	548	1,173
YA Programs	0	0	0	0
YA Program Attendance	0	0	0	0
Adult Programs	12	42	47	86
Adult Program Attendance	127	965	500	1,660
Total In-Person Programs	26	73	76	141
Total In-Person Program Attendance	322	1,546	1,048	2,833

All Programs (Virtual & In-Person)

J Programs	30	62	43	80
J Program Attendance	2,351	4,068	3,192	8,004
YA Programs	7	14	11	27
YA Program Attendance	564	1,404	5,734	10,378
Adult Programs	33	80	63	122
Adult Program Attendance	1,174	2,568	2,047	3,995
Total Programs	70	156	117	229
Total Attendance	4,089	8,040	10,973	22,377

**March 2024**

March 2023 2023 YTD March 2024 2024 YTD

Circulation

Book Use	7,794	22,583	7,627	23,020
Minerva ILL in	1,078	3,351	1,188	3,653
Minerva ILL out	1,332	3,609	1,369	3,883
ILL	4	22	5	30
Computer Use	4,011	10,626	2,745	8,247
Electronic Media*	3,457	10,261	2,203	6,886
Total Circulation	17,676	50,452	15,137	45,719

Customer Visits

Library Visits	9,547	25,788	10,231	28,361
Curbside Visits	916	2,824	930	2,752
Remote	1,450	3,957	1,477	3,763
Event Attendance	453	2,010	964	3,810
Total Visits	12,366	34,579	13,602	38,686

Online Use

App Users	1,068	2,602	768	2,337
Website Users	4,500	14,200	3,987	12,837
Total Online Users	5,568	16,802	4,755	15,174

Library Cards

Total Library Cards	6,003	6,003	6,130	6,130
New Cards	-3,109	-3,446	45	117

Calendars & Newsletters

Subscribers to "Library Underground"	7,786	23,258	7,415	7,415
Select Reads newsletter page views	1,313	4,084	1,494	4,391

Virtual Programs

J Programs	25	56	15	40
J Program Attendance	6,005	9,492	4,550	11,381
YA Programs	4	18	9	36
YA Program Attendance	335	1,739	4,689	15,067
Adult Programs	18	56	12	48
Adult Program Attendance	1,673	3,336	776	3,111
Total Virtual Programs	47	130	36	124
Total Virtual Program Attendance	8,013	14,567	10,015	29,559

In-Person Programs

J Programs	19	50	26	81
J Program Attendance	267	848	529	1,702
YA Programs	2	2	1	1
YA Program Attendance	5	5	6	6
Adult Programs	18	60	38	124
Adult Program Attendance	173	1,138	388	2,048
Total In-Person Programs	39	112	65	206
Total In-Person Program Attendance	445	1,991	923	3,756

All Programs (Virtual & In-Person)

J Programs	44	106	41	121
J Program Attendance	6,272	10,340	5,079	13,083
YA Programs	6	20	10	37
YA Program Attendance	340	1,744	4,695	15,073
Adult Programs	36	116	50	172
Adult Program Attendance	1,846	4,414	1,164	5,159
Total Programs	86	242	101	330
Total Attendance	8,458	16,498	10,938	33,315

**April 2024**

	<i>April 2023</i>	<i>2023 YTD</i>	<i>April 2024</i>	<i>2024 YTD</i>
Circulation				
Book Use	6,999	29,582	7,962	30,982
Minerva ILL in	1,019	4,370	1,248	4,901
Minerva ILL out	1,089	4,698	1,268	5,151
ILL	4	26	11	41
Computer Use	4,721	15,347	3,729	11,976
Electronic Media	2,917	13,178	1,978	8,864
Total Circulation	16,749	67,201	16,196	61,915
Customer Visits				
Library Visits	9,702	35,490	9,445	37,806
Curbside Visits	868	3,692	922	3,674
Remote	1,340	5,297	1,315	5,078
Event Attendance	514	2,524		3,810
Total Visits	12,424	47,003	11,682	50,368
Online Use				
App Users	765	3,367	715	3,052
Website Users	4,300	18,500	4,294	17,131
Total Online Users	5,065	21,867	5,009	20,183
Library Cards				
Total Library Cards	5,678	5,678	6,152	6,152
New Cards	-325	-3,771	22	139
Calendars & Newsletters				
Emailed "Library Underground"	7,658	30,916	14,742	22,157
Select Reads newsletter page views	1,473	5,557	1,410	5,801
Virtual Programs				
J Programs	16	72	21	61
J Program Attendance	5,791	15,283	20,619	32,000
YA Programs	6	24	12	48
YA Program Attendance	19,432	21,171	4,757	19,824
Adult Programs	16	72	10	58
Adult Program Attendance	525	3,861	834	3,945
Total Virtual Programs	38	168	43	167
Total Virtual Program Attendance	25,748	40,315	26,210	55,769
In-Person Programs				
J Programs	14	64	28	109
J Program Attendance	290	1,138	583	2,285
YA Programs	1	3	0	1
YA Program Attendance	1	6	0	6
Adult Programs	22	82	42	166
Adult Program Attendance	141	1,279	521	2,569
Total In-Person Programs	37	149	70	276
Total In-Person Program Attendance	432	2,423	1,104	4,860
All Programs (Virtual & In-Person)				
J Programs	30	136	49	170
J Program Attendance	6,081	16,421	21,202	34,285
YA Programs	7	27	12	49
YA Program Attendance	19,433	21,177	4,757	19,830
Adult Programs	38	154	52	224
Adult Program Attendance	666	5,080	1,355	6,514
Total Programs	75	317	113	443
Total Attendance	26,180	42,678	27,314	60,629



May 2024

	May 2023	2023 YTD	May 2024	2024 YTD
Circulation				
Book Use	7,304	36,886	7,206	38,188
Minerva ILL in	1,104	5,474	1,132	6,033
Minerva ILL out	1,049	5,747	1,199	6,350
ILL	7	33	4	45
Computer Use	5,628	20,975	5,245	17,221
Electronic Media	2,747	15,925	2,264	11,128
Total Circulation	17,839	85,040	17,050	78,965
Customer Visits				
Library Visits	10,582	46,072	10,409	48,215
Curbside Visits	966	4,658	931	4,605
Remote	1,341	6,638	1,430	6,508
Event Attendance	770	3,294	986	4,796
Total Visits	13,659	60,662	13,756	64,124
Online Use				
App Users	721	4,088	671	3,723
Website Users	5,440	23,940	3,797	20,928
Total Online Users	6,161	28,028	4,468	24,651
Library Cards				
Total Library Cards	5,720	5,720	6,175	6,175
New Cards	42	-3,729	23	162
Calendars & Newsletters				
Emailed "Library Underground"	7,615	38,531	22,547	44,704
Select Reads newsletter page views	1,460	7,017	1,453	7,254
Virtual Programs				
J Programs	24	96	19	80
J Program Attendance	17,422	32,705	6,118	38,118
YA Programs	8	32	15	63
YA Program Attendance	3,981	25,152	16,644	36,468
Adult Programs	17	89	16	74
Adult Program Attendance	701	4,562	1,423	5,368
Total Virtual Programs	49	217	50	217
Total Virtual Program Attendance	22,104	62,419	24,185	79,954
In-Person Programs				
J Programs	21	85	31	140
J Program Attendance	475	1,613	505	2,790
YA Programs	0	3	1	2
YA Program Attendance	0	6	3	9
Adult Programs	27	109	39	205
Adult Program Attendance	154	1,433	426	2,995
Total In-Person Programs	48	197	71	347
Total In-Person Program Attendance	629	3,052	934	5,794
All Programs (Virtual & In-Person)				
J Programs	45	181	50	220
J Program Attendance	17,897	34,318	6,623	40,908
YA Programs	8	35	16	65
YA Program Attendance	3,981	25,158	16,647	36,477
Adult Programs	44	198	55	279
Adult Program Attendance	839	5,919	1,849	8,363
Total Programs	97	414	121	564
Total Attendance	22,717	65,395	25,119	85,748

**June 2024**

	<i>June 2023</i>	<i>2023 YTD</i>	<i>June 2024</i>	<i>2024 YTD</i>
Circulation				
Book Use	7,889	44,775	6,769	44,957
Minerva ILL in	1,274	6,748	353	6,386
Minerva ILL out	1,163	6,910	567	6,917
ILL	5	38	0	45
Computer Use	6,485	27,460	6,537	23,758
Electronic Media*	3,020	18,945	2,295	13,423
Total Circulation	19,836	104,876	16,521	95,486
Customer Visits				
Library Visits	14,521	60,593	13,144	61,359
Curbside Visits	903	5,561	379	4,984
Remote	1,328	7,966	1,343	7,851
Event Attendance	1,702	4,996	3,272	8,068
Total Visits	18,454	79,116	18,138	82,262
Online Use				
App Users	759	4,847	676	4,399
Website Users	5,700	29,640	5,669	26,597
Total Online Users	6,459	34,487	6,345	30,996
Library Cards				
Total Library Cards	5,755	5,755	6,226	6,226
New Cards	35	-3,694	51	213
Calendars & Newsletters				
Emailed "Library Underground"	7,609	46,140	15,104	59,808
Select Reads newsletter page views	1,476	8,493	1,371	8,625
Virtual Programs				
J Programs	17	113	14	94
J Program Attendance	7,473	40,178	5,898	44,016
YA Programs	4	36	8	71
YA Program Attendance	482	25,634	5,021	41,489
Adult Programs	18	107	11	85
Adult Program Attendance	693	5,255	343	5,711
Total Virtual Programs	39	256	33	250
Total Virtual Program Attendance	8,648	71,067	11,262	91,216
In-Person Programs				
J Programs	22	107	29	169
J Program Attendance	564	2,177	651	3,441
YA Programs	0	3	1	3
YA Program Attendance	0	6	3	12
Adult Programs	30	139	42	247
Adult Program Attendance	859	2,292	2,138	5,133
Total In-Person Programs	52	249	72	419
Total In-Person Program Attendance	1,423	4,475	2,792	8,586
All Programs (Virtual & In-Person)				
J Programs	39	220	43	263
J Program Attendance	8,037	42,355	6,549	47,457
YA Programs	4	39	9	74
YA Program Attendance	482	25,640	5,024	41,501
Adult Programs	48	246	53	332
Adult Program Attendance	1,552	7,471	2,481	10,844
Total Programs	91	505	105	669
Total Attendance	10,071	75,466	14,054	99,802

**July 2024**

	<i>July 2023</i>	<i>2023 YTD</i>	<i>July 2024</i>	<i>2024 YTD</i>
Circulation				
Book Use	8,361	53,136	8,083	53,040
Minerva ILL in	1,221	7,969	314	6,700
Minerva ILL out	1,174	8,084	452	7,369
ILL	11	49	0	45
Computer Use	9,990	37,450	9,745	33,503
Electronic Media*	2,677	21,622	2,142	15,565
Total Circulation	23,434	128,310	20,736	116,222
Customer Visits				
Library Visits	19,593	80,186	19,838	81,197
Curbside Visits	958	6,519	230	5,214
Remote	1,261	9,227	1,337	9,188
Event Attendance	7,005	12,001	7,912	15,980
Total Visits	28,817	107,933	29,317	111,579
Online Use				
App Users	792	5,639	597	4,996
Website Users	6,020	35,660	6,020	32,617
Total Online Users	6,812	41,299	6,617	37,613
Library Cards				
Total Library Cards	5,822	5,822	6,284	6,284
New Cards	67	-3,627	58	271
Calendars & Newsletters				
Emailed "Library Underground"	7,638	53,778	14,808	74,616
Select Reads newsletter page views	1,531	10,024	1,455	10,080
Virtual Programs				
J Programs	11	124	8	102
J Program Attendance	3,842	44,020	2,153	46,169
YA Programs	8	44	9	80
YA Program Attendance	2,101	27,735	6,040	47,529
Adult Programs	14	121	18	103
Adult Program Attendance	421	5,676	996	6,707
Total Virtual Programs	33	289	35	285
Total Virtual Program Attendance	6,364	77,431	9,189	100,405
In-Person Programs				
J Programs	26	133	21	190
J Program Attendance	707	2,884	718	4,159
YA Programs	3	6	1	4
YA Program Attendance	4	10	2	14
Adult Programs	56	195	63	310
Adult Program Attendance	6,034	8,326	7,277	12,410
Total In-Person Programs	85	334	85	504
Total In-Person Program Attendance	6,745	11,220	7,997	16,583
All Programs (Virtual & In-Person)				
J Programs	37	257	29	292
J Program Attendance	4,549	46,904	2,871	50,328
YA Programs	11	50	10	84
YA Program Attendance	2,105	27,745	6,042	47,543
Adult Programs	70	316	81	413
Adult Program Attendance	6,455	13,926	8,273	19,117
Total Programs	118	623	120	789
Total Attendance	13,109	88,575	17,186	116,988

**August 2024**

	<i>August 2023</i>	<i>2023 YTD</i>	<i>August 2024</i>	<i>2024 YTD</i>
Circulation				
Book Use	8,992	62,128	9,538	62,578
Minerva ILL in	1,406	9,375	308	7,008
Minerva ILL out	1,190	9,274	504	7,873
ILL	9	58	1	46
Computer Use	8,918	46,368	8,753	42,256
Electronic Media*	2,342	23,964	2,270	17,835
Total Circulation	22,857	151,167	21,374	137,596
Customer Visits				
Library Visits	17,690	97,876	18,409	99,606
Curbside Visits	950	7,469	179	5,393
Remote	1,345	10,572	1,365	10,553
Event Attendance	3,692	15,693	2,314	18,294
Total Visits	23,677	131,610	22,267	133,846
Online Use				
App Users	811	6,450	562	5,558
Website Users	4,603	40,263	5,618	38,235
Total Online Users	5,414	46,713	6,180	43,793
Library Cards				
Total Library Cards	5,880	5,880	6,331	6,331
New Cards	58	-3,569	47	318
Calendars & Newsletters				
Emailed "Library Underground"	7,655	61,433	14,839	89,455
Select Reads newsletter page views	1,483	11,507	1,462	11,542
Virtual Programs				
J Programs	11	135	10	112
J Program Attendance	3,842	47,862	5,966	52,135
YA Programs	8	52	9	89
YA Program Attendance	2,201	29,936	7,828	55,357
Adult Programs	17	138	10	113
Adult Program Attendance	490	6,166	1,105	7,812
Total Virtual Programs	36	325	29	314
Total Virtual Program Attendance	6,533	83,964	14,899	115,304
In-Person Programs				
J Programs	20	153	22	212
J Program Attendance	653	3,537	641	4,800
YA Programs	1	7	1	5
YA Program Attendance	2	12	2	16
Adult Programs	58	253	60	370
Adult Program Attendance	2,897	11,223	1,491	13,901
Total In-Person Programs	79	413	83	587
Total In-Person Program Attendance	3,552	14,772	2,134	18,717
All Programs (Virtual & In-Person)				
J Programs	31	288	32	324
J Program Attendance	4,495	51,399	6,607	56,935
YA Programs	9	59	10	94
YA Program Attendance	2,203	29,948	7,830	55,373
Adult Programs	75	391	70	483
Adult Program Attendance	3,387	17,313	2,596	21,713
Total Programs	115	738	112	901
Total Attendance	10,085	98,660	17,033	134,021

CAMDEN PUBLIC LIBRARY				Percentage of		
SUMMARY INCOME STATEMENT				year completed-17%		
August 2024						
				Prior Year		
				Actual	July 2023-	Current Yr
MAJOR CATEGORIES	Aug 2024	July 2024-	FY 24-25	vs. Annual	Aug 2023	vs
	Actuals	Actuals	Budget	Budget	Actuals	Prior Yr.
Development Income						
Fundraising Income	3,799	11,412	221,500	5%	12,595	(1,184)
Campaign-Operational Support	6,250	12,500	75,000	17%	12,500	0
CPL Fund-Camden on Canvas	3,166	6,332	50,000	13%	8,333	(2,001)
CPL Fund-Restricted Grant	0	0	0	0%	0	0
Total Development Income	13,216	30,244	346,500	9%	33,429	(3,185)
Program Income	5,666	33,242	42,000	79%	33,500	(259)
Regular Income	53,620	118,311	637,025	19%	109,345	8,966
Other Income	8,935	19,618	130,684	15%	20,128	(510)
Harbor Pk & Amphitheatre	2,100	2,100	23,700	9%	15,625	(13,525)
TOTAL INCOME	83,536	203,514	1,179,909	17%	212,027	(8,512)
General Expenses	6,290	21,401	103,100	21%	26,823	5,422
Books & Acquisitions	6,162	12,455	67,200	19%	10,066	(2,389)
Building Needs	9,410	23,293	134,850	17%	17,122	(6,171)
Development Expenses	0	0	2,500	0%	509	509
Program Expenses	1,218	6,906	15,000	46%	6,571	(335)
Payroll & Benefits	60,674	120,141	794,305	15%	122,759	2,618
Harbor Pk & Amphitheater Exps.	1,250	3,434	62,954	5%	7,020	3,586
TOTAL EXPENSES	85,004	187,629	1,179,909	16%	190,869	3,239
NET ORDINARY INC/(LOSS)	-1,468	15,885	0		21,158	(5,273)
ED Transition Expenses		0	0		0	0
NET INCOME/(LOSS)	(1,468)	15,885	0		21,158	(5,273)
Note: The Library's Fundraising Income includes funds raised in the current fiscal year only.						
Additional funds carried over from prior years will be held in the CPL Fund until year end and transferred to the library, as needed, to meet budgeted goals. The following summarizes funds earned in the current year and available from previous years:						
	Earned	Carryforward	Total	Budget	Available	
	Current Yr	from Prior	Available		vs. Annual	
		Years			Budget	
CPL Fund-Donations/Grants	10,986	11,225	22,211			
Donations via Circulation Desk	335	0	335			
Subtotal	11,320	11,225	22,545	215,000	10%	
CPL Fund-Stock the Stacks	92	7,819	7,911	6,500	122%	
	11,412	19,044	30,456	221,500	14%	

Camden Public Library			
BALANCE SHEET			
as of August 31, 2024			
ASSETS			
Current Assets			
Checking/Savings			
		1002 · FNB Checking	166,659
		1100 · Petty Cash	200
		Total Checking/Savings	166,859
Other Current Assets			
		1600 · Prepaid Expenses	9,957
		1610 · Prepaid Insurance	6,495
		1620 · Prepaid Fuel	2,029
		Total Other Current Assets	18,480
		Total Current Assets	185,339
TOTAL ASSETS			185,339
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
		2000 · Accounts Payable	14,390
		Total Accounts Payable	14,390
Credit Cards			
		2010 · Credit Card Payable	2,572
		Total Credit Cards	2,572
Other Current Liabilities			
		2020 · Payables-Other	0
		2050 · Accrued Expenses	21,724
		2100 · Payroll Liabilities	1,244
		2300 · Amphitheatre Rental Deposits	10,350
		2340 · Compensated Absences-Current	11,774
		Total Other Current Liabilities	45,092
		Total Current Liabilities	62,054
Long Term Liabilities			
		2400 · Compensated Absences-Long Term	3,210
		Total Long Term Liabilities	3,210
		Total Liabilities	65,263
BOARD DESIGNATED FUNDS			
		3400 · Facility Reserve Fund	70,065
		3410 · Health Ded/Sick Leave Reserve	9,738
		Total BOARD DESIGNATED FUNDS	79,802
		3800 · Retained Earnings	24,389
		Net Income	15,885
		Total Equity	120,076
TOTAL LIABILITIES & EQUITY			185,339

Camden Public Library			Percentage of			
Budget vs. Actual			year completed-17%			
July-August, 2024						
			July 2024-	July 2024-	YTD Actual vs	
			Aug 2024	Aug 2024	June 2025	Annual Budget
			Actuals	Actuals	Budget	\$\$\$ %
Ordinary Income/Expense						
Income						
DEVELOPMENT INCOME						
Fundraising Income						
Donations-Unrestricted						
4002 · Donations/Grants via CPL Fund			3,545	10,986	215,000	
4010 · Donations via Circulation Desk			229	335	0	
Total Donations-Unrestricted			3,774	11,320	215,000	(203,680) 5%
4011 · CPL Fund-Stock the Stacks			26	92	6,500	(6,409) 1%
Total Fundraising Income			3,799	11,412	221,500	(210,088) 5%
4013 · Campaign-Operational Support			6,250	12,500	75,000	(62,500) 17%
4014 · CPL Fund-Camden on Canvas			3,166	6,332	50,000	(43,668) 13%
4015 · CPL Fund-Restricted Grants			0	0	0	0 0%
Total DEVELOPMENT INCOME			13,216	30,244	346,500	(316,256) 9%
PROGRAM REVENUE						
Event Revenue						
4020 · Event Revenue-General			2,753	2,829	5,000	(2,171) 57%
4022 · Harbor Arts Revenue						
4022F · Harbor Arts-Fall			2,775	9,300	14,000	(4,700) 66%
4022S · Harbor Arts-Summer			0	20,975	22,000	(1,025) 95% Complete
Total 4022 · Harbor Arts Revenue			2,775	30,275	36,000	(5,725) 84%
Total Event Revenue			5,528	33,104	41,000	(7,896) 81%
4030 · Room Rental Fees			138	138	1,000	(863) 14%
Total PROGRAM REVENUE			5,666	33,242	42,000	(8,759) 79%
REGULAR INCOME						
4260 · Book Sales			2,503	16,673	31,000	(14,327) 54%
4265 · History of Camden Book Sales			810	1,090	1,500	(410) 73%
4325 · Library Card Fees-New & Renewal			1,215	2,451	14,000	(11,549) 18%
4340 · History Center Income			6	14	250	(236) 6%
4350 · Art Work Sales-Net Profit			0	0	2,000	(2,000) 0%
4420 · Miscellaneous Income			0	1	200	(199) 1%
4490 · Photocopy, Printing & Fax Inc			313	557	3,000	(2,443) 19%
4580 · Miscellaneous Sales			23	25	75	(50) 33%
4620 · Town of Camden			48,750	97,500	585,000	(487,500) 17%
Total REGULAR INCOME			53,620	118,311	637,025	(518,714) 19%
OTHER INCOME						
5140 · Interest Income			161	321	1,600	(1,279) 20%
5150 · CPL Maintenance Fund			2,935	5,870	35,220	(29,350) 17%
5160 · Louise Knapp Curtis Trust			1,722	3,444	20,664	(17,220) 17%

	Aug 2024	July 2024- Aug 2024	July 2024- June 2025	YTD Actual vs Annual Budget		
	Actuals	Actuals	Budget	\$\$\$	%	
5170 · Centennial Fund	4,117	8,233	53,800	(45,567)	15%	
5180 · Westerfield Trust	0	1,750	6,800	(5,050)	26%	
5190 · Wyatt Trust	0	0	12,600	(12,600)	0%	
Total OTHER INCOME	8,935	19,618	130,684	(111,066)	15%	
HARBOR PK & AMPHITHEATRE INCOME						
5215 · Winterfest Income	0	0	3,000	(3,000)	0%	
5240 · Amphitheatre Rental Income	2,100	2,100	20,700	(18,600)	10%	
Total HARBOR PK & AMPHITHEATRE INC	2,100	2,100	23,700	(21,600)	9%	
Total Income	83,536	203,514	1,179,909	(976,395)	17%	
Expense						
GENERAL EXPENSES						
6060 · Book Sale Expenses	0	1,863	3,700	1,837	50%	
6070 · Children's Room Expenses	34	34	2,000	1,966	2%	
6085 · Computer Expenses	1,683	3,803	21,000	17,197	18%	See Note
6095 · Conference/Membership/Staff Dev	0	150	2,500	2,350	6%	
Insurance						
6115 · Directors' & Officers' Liabili	0	0	2,500	2,500	0%	
6120 · Liability Insurance-Other	1,083	2,167	11,800	9,633	18%	
6125 · Workers' Comp	108	216	1,500	1,284	14%	
6130 · Other - Bond	0	137	200	63	69%	
Total Insurance	1,191	2,520	16,000	13,480	16%	
6140 · Minerva Expenses	0	4,600	4,600	0	100%	Complete
6150 · Merchant C/C Fees	127	393	2,000	1,607	13%	
6160 · Miscellaneous Expenses	0	0	500	500	0%	
6190 · Office Supplies	757	1,623	15,000	13,377	6%	
6255 · Photo Copier Expense	610	2,069	7,500	5,431	19%	
6265 · Postage and Shipping	336	415	2,000	1,585	4%	
Professional Expenses						
6275 · Bookkeeping/Accounting	1,231	2,956	16,800	13,844	10%	
6280 · Financial Audit/Review	0	0	6,500	6,500	0%	
6285 · Human Resources Consultant	825	975	3,000	2,025	5%	
Total Professional Expenses	2,056	3,931	26,300	22,369	15%	
Total GENERAL EXPENSES	6,795	21,401	103,100	81,699	21%	
BOOKS & ACQUISITIONS						
6401 · Books and Other Materials	5,890	10,369	65,000	54,631	16%	
6405 · Newspapers & Magazines	439	2,229	4,000	1,771	56%	See Note
6410 · Lost Book Income	-166	(143)	-1,800	(1,657)	8%	
Total BOOKS & ACQUISITIONS	6,162	12,455	67,200	54,745	19%	
BUILDING NEEDS						
6455 · Building Maintenance	881	4,279	27,000	22,721	16%	
6460 · Janitorial Services	3,320	7,600	24,000	16,400	32%	See Note
6505 · Electric	2,770	5,787	31,500	25,713	18%	

	Aug 2024	July 2024- Aug 2024	July 2024- June 2025	YTD Actual vs Annual Budget		
	Actuals	Actuals	Budget	\$\$\$	%	
6510 · HVAC	1,907	2,876	12,500	9,624	23%	
6515 · Heat - Fuel	0	961	15,500	14,539	6%	
6520 · Telephone Charges	430	863	5,750	4,887	15%	
6525 · Security Sys-Maint & Monitor		279	1,000	721	28%	
Water & Sewer						
6540 · Sewer	0	283	2,150	1,867	13%	
6545 · Water	0	162	1,000	838	16%	
6550 · Water Fire Protection	102	204	1,200	996	17%	
Total Water & Sewer	102	649	4,350	3,701	15%	
6599 · Siemens Project Payment	0	0	13,250	13,250	0%	
Total BUILDING NEEDS	9,410	23,293	134,850	111,557	17%	
DEVELOPMENT EXPENSES						
6600 · Development & Annual Fund Exps		0	2,500	2,500	0%	
6650 · Millay Society Expenses		0	0	0	0%	
Total DEVELOPMENT EXPENSES	0	0	2,500	2,500	0%	
PROGRAM EXPENSES						
6660 · Program Expenses-Regular	1,143	1,910	6,000	4,090	32%	
6670 · Harbor Arts Expenses						
6670F · Harbor Arts Exps-Fall	75	1,086	4,500	3,414	24%	
6670S · Harbor Arts Exps-Summer	0	3,910	4,500	590	87%	Complete
6670 · Harbor Arts Expenses	75	4,995	9,000	4,005	56%	
Total PROGRAM EXPENSES	1,218	6,906	15,000	8,094	46%	
PAYROLL & BENEFITS						
Staff Wages						
6700 · Library Staff Wages	46,844	93,134	622,405	529,271	15%	
6710 · Temporary Staff	0	0	0	0		
6715 · Unemployment Compensation	0	0	0	0		
Total Staff Wages	46,844	93,134	622,405	529,271	15%	
6719 · Payroll Tax Expense	3,464	6,882	48,500	41,618	14%	
Payroll Benefits						
Health Insurance						
6735 · Health Insurance Premiums	7,406	14,858	93,000	78,142	16%	
6738 · Deductible Reserve	200	400	2,400	2,000	17%	
6740 · Health Ins-Administration	117	235	2,000	1,765	12%	
Total Health Insurance	7,723	15,493	97,400	81,907	16%	
6745 · Life Insurance	167	335	2,000	1,665	17%	
6750 · Retirement Plan	2,474	4,297	24,000	19,703	18%	
Total Payroll Benefits	10,365	20,125	123,400	103,275	16%	
Total PAYROLL & BENEFITS	60,674	120,141	794,305	674,164	15%	
HARBOR PK & AMPHITHEATRE EXPS						
6805 · Mowing, etc.-P&R Dept.	0	0	6,500	6,500	0%	
6810 · Parks Maintenance	0	0	20,000	20,000	0%	

	Aug 2024	July 2024- Aug 2024	July 2024- June 2025	YTD Actual vs Annual Budget	
	Actuals	Actuals	Budget	\$\$\$	%
6815 · Library Gardens	0	0	5,000	5,000	0%
6820 · Electricity/Water-Grounds	0	0	0	0	0%
6830 · Events Expense	0	0	3,200	3,200	0%
6833 · Winterfest Expenses	0	0	1,850	1,850	0%
6840 · Directorship-HP&A	1,250	3,434	26,204	22,770	13%
6870 · Other Expenses-HP&A	0	0	200	200	0%
Total HARBOR PK & AMPHITHEATRE EXPS	1,250	3,434	62,954	59,520	5%
Total Expense	85,509	187,629	1,179,909	992,280	16%
Net Ordinary Income/(Loss)	-1,973	15,885	0		
ED Transition Expenses		0	0		
Net Income/(Loss)	(1,973)	15,885	0		
Other Income/Expense					
Other Income					
BD DESIGNATED FD INC-CURRENT YR					
7400 · Facility Reserve Additions	0	0			
7410 · Health Ded/PTO Res Additions	200	400			
Total BD DESIGNATED FD INC-CURRENT YR	200	400			
Total Other Income	200	400			
Other Expense					
BD DESIGNATED EXP-CURRENT YR					
7800 · Facility Reserve Disbursement	0	17,600			
7810 · Health Ded/PTO Disbursement	0	0			
Total BD DESIGNATED FD EXPS-CURRENT YR	0	17,600			
Total Other Expense	0	17,600			
Net Other Income	200	-17,200	See Page 7 for current status of these funds.		
NOTES:					
Net Ordinary Income-The net ordinary income or loss in any given month varies significantly from month to month. The most significant factor is the grouping of development income in December, January and April. Because of this, it is more helpful to look at the following results:					
1) On the Summary sheet (page 1) compare net ordinary income for the current year to date to the prior year year to date.					
2) Review the notes on this statement which will explain any significant variance from the % of income earned or expenses incurred vs the % of the year elapsed.					
#6405 - Newspapers & Magazines - bulk subscription service paid in July.					
#6460 - Janitorial Services - new service engaged for the current fiscal year.					

CAMDEN PUBLIC LIBRARY					
BOARD DESIGNATED FUND SUMMARY					
as of August 31, 2024					
	Balance	Current Yr.	Current Yr.	Balance	
	7/1/2024	Donations	Expenses	8/31/24	
Facility Reserve	87,664.51	0	17,600	70,065	See note
Health Deductible/PTO Reserve	9,337.73	400	0	9,738	
TOTAL DESIGNATED FUNDS	97,002.24	400	17,600	79,802	
NOTE: 7/25/24 Coastal Copper - 50% deposit					

Camden Public Library Fund							
Summary Report							
as of August 31, 2024							
	UNRESTRICTED	CAMPAIGN FOR THE FUTURE			STOCK THE	ARPA	TOTAL
			ENDOWMENT		STACKS	GRANT	
		GENERAL	GENERAL	LYNCH-LEONARD			
			ENDOWMENT	FAMILY FUND			
Beginning Fund Balance - 7/1/24	11,260	1,915,774	25,779	10,487	7,819	12,778	1,983,897
Income							
Development Income							
Annual Appeal & Millay	10,986						10,986
Bequests							0
Harbor Parks Appeal							0
Imagination Library Support							0
Business Support-Unrestricted							0
Grants-Restricted							0
Art Auctions-net of expenses		37,993					37,993
Donations-Other		10			92		102
Total Development Income	10,986	38,003	0	0	92	0	49,081
Investment Income	154	70,096	982	399			71,631
Total Income	11,140	108,099	982	399	92	0	120,712
Expense							
Bank Charges	(146)						(146)
Admin Support & Other							0
Investment Fees	(24)	(1,620)					(1,644)
Licenses & Fees							0
Professional Fees-Accounting & Tax							0
Disbursements to/on behalf of CPL:							
Capital Projects							0
Operation Support	(10,986)	(18,832)					(29,818)
Stock the Stacks					(92)		(92)
Total Transfers	(11,156)	(20,452)	0	0	(92)	0	(31,699)
Net Activity	(16)	87,648	982	399	0	0	89,013
Ending Fund Balances - 8/31/24	11,244	2,003,421	26,761	10,886	7,819	12,778	2,072,910

Camden Public Library Fund			
Balance Sheet			
as of August 31, 2024			
ASSETS			
Current Assets			
Checking/Savings			
	1003	· Checking-The First	145,550
	1025	· Propay Account	25
	1030	· Stock Donation Acct-CW	2
Total Checking/Savings			145,577
Accounts Receivable			
	1105	· Pledges Receivable-Bricks	125
Total Accounts Receivable			125
Other Current Assets			
1150 · Investment Accounts			
	1152	· Commonwealth Funds	1,911,435
	1154	· BHT-CGA Opening Gift	26,982
Total Investment Accounts			1,938,416
Total Other Current Assets			1,938,416
Total Current Assets			2,084,118
TOTAL ASSETS			2,084,118
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
	2000	· Accounts Payable	0
Total Accounts Payable			0
Other Current Liabilities			
	2020	· Chase Credit Card	0
	2110	· Deferred Income	0
Total Other Current Liabilities			0
Total Current Liabilities			0
Long Term Liabilities			
	2400	· Gift Annuity Liability	11,209
Total Long Term Liabilities			11,209
Total Liabilities			11,209
Total Equity			2,072,910
TOTAL LIABILITIES & EQUITY			2,084,118

Camden Public Library Fund						
Budget vs Actual				Percentage of		
July-August. 2024				year complete 17%		
MEMO:						
Board-						
Solicited						
Donations						
(Included in						
YTD figures)						
Unrestricted Income						
Income						
Development Income						
Donations						
4010 · Appeals & Millay	3,545	10,986				
4016 · Harbor Parks Appeal	0	0				
Total Donations	3,545	10,986				
Business Support & Grants						
4020 · Business Support-Unrestricted	0	0				
Total Business Support & Grants	0	0				
4050 · Page Art Auction-Net of Exps	0	0				
Total Development Income	3,545	10,986	215,000	-204,014	5%	
Investment Income						
4500 · Int, Div & Other Inv Income	59	128				
4510 · Gain/Loss-Sale of Donated Stock	0	27				
Total Investment Income	59	155				
Total Income	3,604	11,140	215,000	-203,860	5%	
Expense						
6000 · Bank Charges	39	146				
6020 · CPL-Development Funds Transfer	3,545	10,986	215,000			
6025 · Investment Fees	0	24				
6040 · Licenses & Fees	0	0				
6060 · Office Supplies	0	0				
6080 · Prof. Fees:Accounting & Tax	0	0				
Total Expense	3,584	11,156	215,000	-203,844	5%	
Net Ordinary Income	20	-16	0			
Other Income/Expense						
Stock the Stacks Fund						
7140 · Stock the Stacks Donations	26	92	6,500	-6,408	1%	
7142 · Stock the Stacks Disbs	-26	-92	-6,500	6,408	1%	
Total Stock the Stacks Fund	0	0	0			
Campaign for the Future						
Campaign Income						
Campaign Donations						
8100 · Campaign Income	0	10				
8105 · Bricks Campaign	0	0				
Total Campaign Donations	0	10	0			
8106 · Camden on Canvas						
8106Art · COC - Art Sales	0	72,000				
8106Don · COC Donations	0	3,300				
8106Sp · COC Sponsorships	0	5,800				5,800
8106Tix · COC Ticket Sales	0	5,775				
8106AP · COC Artist Payments	0	-35,750				
8106Exp · COC Expenses	0	-13,132				
Total COC Income & Expenses	0	37,993	50,000	-12,007	76%	
8106CPL · CPL-COC Support	-3,166	-6,332	-50,000	43,668	13%	
Total 8106 · Camden on Canvas	-3,166	31,661	0			

						MEMO:
						Board-
						Solicited
						Donations
						(Included in
						YTD figures)
	Aug 2024	July 2024- Aug 2024	Annual	YTD Actual vs		
	Actuals	Actuals	Budget	Annual Budget		
				\$\$\$	%	
Campaign Investment Income						
8110 · Int, Dividends & Other Inv Inc	2,392	10,554				
8130 · Unrealized Apprec/(Deprec)	26,692	60,923				
Total Campaign Investment Income	29,084	71,477				
Total Campaign Income	25,918	103,148	0			
Campaign Expenses						
8200 · Campaign Expenses	0	0				
8210 · Capital Projects-Campaign	0	0				
8220 · Investment Fees-Campaign	0	-1,620				
8260 · Campaign-Library Support	-6,250	-12,500	-75,000	62,500	17%	
Total Campaign Expenses	-6,250	-14,120	-75,000			
Total Campaign for the Future	19,668	89,028	-75,000			
Total Other Income	19,668	89,028	-75,000			
Net Other Income	19,668	89,028	-75,000			
Net Income	19,687	89,013	-75,000			5,800

Facilities Report - September 2024

PROJECTS:

Remote Workers' Grant:

3rd flr bathroom: Work should be resuming soon

Reading Room: cushions for wooden chairs – temporarily delayed due to injury to craft-person.

Gazebo foundation:

Knowles Industrial has provided a proposal of \$6,000 for restoring the caulking in the granite steps of the gazebo, and work will be scheduled soon.

Roof/Reading Room Leaks:

Tom Fogg of Seacoast Home Inspection visited Aug. 21 to inspect roof, attic, and leaks. Tom provided a detailed inspection report. This report was necessary to fulfill FEMA's requirements, and will also be valuable internally. Tom provided some ideas for addressing 1st & 2nd flr leaks.

G&E Roofing inspected the roof and are expected to be taking over slate & flashing repairs. They provided a rough estimate of \$12-15,000 and will put together a more detailed proposal. We are expecting FEMA to reimburse a portion of this expense.

Knowles Industrial will be inspecting brick & mortar repair needs and should provide an estimate for the work. FEMA will clarify, but does not think this expense will qualify for reimbursement.

The library has reached out to Mid-Maine Restoration to discuss the repair of ceiling & wall damage in the Reading Room.

Carpet:

The existing carpet was installed in 2012 and is due for replacement. FloorMagic & Interface Carpet are preparing estimates and will work with Kristy in developing design & product ideas.

Locks:

Assured Lock & Key rekeyed all exterior doors (6) and provided new keys on Sept. 5.

MAINTENANCE:

Siemens HVAC contract

-The networking issue resulting in unnecessary fan operation has been resolved.

-A related mechanical failure required the replacement of a proof switch and some rewiring. It appears this repair falls outside of the maintenance contract and will incur an additional cost.

Maintenance Schedule

-We are updating the maintenance schedule.

MISC.:

-The plexiglass barriers have been removed from the Circulation Desk & Reading Room Desk.

-The AED has been relocated to be more visible & accessible.

-Storage: 1 of 2 off-site storage units has been emptied as part of a continuing effort to streamline storage practices.

Camden Harbor Park and Amphitheatre
Report to the library September 12, 2024

Finances

No financial report was available when I wrote this report. I am anticipating a fairly sizeable bill, but nothing out of the ordinary.

Maintenance

The Camden Parks and Rec. Department is mowing the parks weekly. They soon will be clearing leaves from the Amphitheatre and South Lawn. Patrick has been pruning shrubbery in Harbor Park. There is a non-descript multi-stem tree growing just outside the front door of the library. Patrick either will cut it down completely or prune it back to about three feet tall. We think it would leaf out OK.

We have found a contractor who is able and willing to power wash the wood benches in Harbor Park and on the South Lawn. He plans to do a few at a time on rainy days.

FEMA meeting

On Tuesday of this week a FEMA team led by Johanne Benjamin, Emergency Management Specialist |Public Assistance Division conducted a meeting in the Picker Room to discuss storm damage to the library building and the shore of Harbor Park and outlined plans for mitigation.

Weddings

There are five more weddings scheduled for the 2024 season, with the last one occurring on October 26th. Bookings for 2025 are off to a good start with six scheduled so far.

Historic Walking Tours

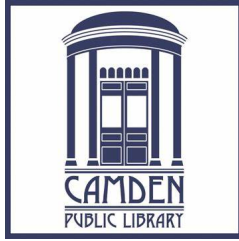
The last historic walking tour of the season is scheduled for tomorrow. We conducted five tours in August with 85 people participating. A sign placed out on the corner of Main Street and Atlantic Avenue by the staff has improved participation significantly.

Christmas by the Sea

The first meeting of the Christmas by the Sea Committee occurred on September 4th. I was unable to attend. The tree farm on which we have depended for the Harbor Park Christmas trees for the past several years has discontinued cutting trees, giving their smaller trees a chance to grow. We now are looking a tree in someone's yard that they want removed. That strategy has worked pretty well in the past.

Respectfully submitted,

David P. Jackson
Parks Director



Board of Trustees Candidate Application

Date: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

Preferred method(s) of contact: _____

Committees or Boards you serve on or have served on:

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education/Training: _____

How might the Camden Public Library benefit from your involvement on the Board?

What do you feel the Camden Public Library does well? What are areas for improvement?

How do you enjoy the Camden Public Library (borrowing books, attending events, volunteering, visiting the parks, using technology, etc.)?

Skills, Experience, and Interests (please check all that apply):

Finance/Accounting

Education/Instruction

Administration/Management

Special Events

Programming

Grant Writing

Fundraising

Community Service

Policy Development

Public Relations/Communications

Outreach/Advocacy

Other:

Is there anything else you would like to share?

Camden Public Library Photo and Video Policy (DRAFT) – 8/21/2024 KLK

The Camden Public Library is a public space. We are dedicated to capturing vibrant activities within our walls and in our outdoor spaces. As such, staff or paid photographers often take images and videos of patrons engaged in library-related events or activities for these purposes. Therefore, consent to use passive photos/recordings is assumed upon entering the library or participating in library events. Images may be captured in any areas of the library where subjects would not have an expectation of privacy.

The Camden Public Library uses photographs, photographic images, names, and audio/video recordings of patrons, staff, or guests for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc.

Members of the general public are also permitted to take photos or recordings in open, public areas of the library for personal, non-commercial use. As a courtesy, customers (especially those accompanying minors) and staff should be consulted before being photographed or recorded.

Members of the media are asked to notify the Executive Director in advance when possible or upon entering the library to alert staff of the intent to photograph or video to avoid potential interruption of library services and operations.

The Camden Public Library does not collect release forms from its patrons, staff members, or guests for the use of images or films taken on library premises. The Library understands that there may be patrons or guests who may wish to not be photographed or have their image used for library-related purposes and can opt-out by contacting the library staff at the circulation desk and completing a Photo Opt-Out Waiver.

Unless a fully completed Photo Opt-Out Waiver is on file, your image and/or likeness may be captured by still photography, videography, or other photographic or electronic means. The Camden Public Library reserves the right to use any such image, photograph, video, or the like for library-related purposes.

Those who do NOT want to be photographed and have completed a Photo Opt-Out Waiver are responsible for notifying the camera operator of their opt-out status, and/or removing themselves from any event where photographs/videography are in use. Failure to do so may result in the patron's inadvertent inclusion in a photograph or recording and will be treated as a release, allowing the Camden Public Library to utilize that photograph or recording accordingly.

The Library maintains the right to capture video images to ensure the safety of its staff and other patrons. Recordings will not be consulted unless there is a suspected breach of the Library's patron code of conduct.

Law enforcement agencies and officers may request library records and data that they believe contain information that would be helpful to the investigation of criminal activity. The Camden Public Library will comply with such requests and make records available only in response to properly executed court orders or legal process.

The Library does not monitor, track, or profile an individual's library use beyond operational needs. Patron information may be used to facilitate the use of third-party library related products that patrons have chose to use, i.e. Soundcloud, Kanopy. To the extent applicable, any record or other information that identifies a person as having requested, obtained, or used specific library materials or services may be disclosed by the Camden Public Library in conformance with [P.L. 2015, Ch 81](#) (Permitted Use).

Camden Public Library Photo Opt-Out Form (DRAFT) 8/21/2024 - KLK

If you do not wish to have your image or likeness used in Camden Public Library publications, websites, social media, or other promotional materials, please complete this form and submit it to the circulation desk.

Name:

Address:

Phone Number:

Email Address:

I, the undersigned, do not wish to have my image or likeness used by the Camden Public Library for any promotional purposes. I understand that it is my responsibility to notify the camera operator of my opt-out status and/or remove myself from any event where photographs or videography are in use.

Signature:

Date:

For Parents/Guardians of Minors (under 18 years old):

Child's Name:

Parent/Guardian Name:

Signature:

Date:

Charter for _____ Committee Year _____

Purpose	what is the work to be done by this committee
Duration	permanent or ad hoc
Goals	current year goals/objectives, budgets and timelines
Type	Oversight (meetings are how things get done and are all that is usually required), Task-Oriented (meetings are used only to plan activities)
Reporting/Minutes	what information is to be provided to the board (reports, data, minutes)
Meeting Frequency	how often
Governance	role of committee trustee chair
Member Roles	roles of members, min/max membership, how many non-trustees, each role's voting rights, requirement for CPL staff
Current Members	list of current year members
Process	each committee creates their charter review by board approval (exec team?) approved charters posted to google drive repeat process annually (calendar or FY?)

<https://www.boardeffect.com/blog/template-for-a-board-committee-charter/>

By-laws excerpt:

BOARD COMMITTEES

Section 6.1. General.

Each year in January, and as needed, the Board of Trustees may **establish such committees** as it deems necessary or appropriate for furthering the purposes of the Library, and will **specify the duration** of the committee. Exceptions are the Executive and Finance Committees which will always be active. Committees, in general, are advisory only and work closely with the Executive Director to further the business and quality of the Library. A Committee shall have the authority to establish one or more temporary subcommittees if desirable to facilitate the fulfillment of the responsibilities of the committee. The presence (in person or electronically) of a majority of the members of a committee shall constitute a quorum. The affirmative vote of a majority of the members of a committee shall be sufficient to approve a recommendation to the Board of Trustees. Without limiting the foregoing, actions may be taken by a committee by unanimous written consent of the members.

Section 6.2 Executive Committee.

By definition, the Executive Committee consists of the officers of the Board of Trustees, and is the only committee that has the authority to take action on behalf of the Board or to otherwise bind the Library to any legal obligation.

Section 6.3 Finance Committee.

The Finance Committee is chaired by the Treasurer. The committee will work with the Executive Director on preparing the annual budget, review the monthly financial reports, and oversee the investments of the organization's funds. The committee will review the Library's annual audits and/or financial reviews, prepared using generally accepted accounting principles. The committee will also meet annually with those responsible for investing the Library's endowed funds, request a written accounting of investment and performance of these endowed funds that benefit the Library, and report same to the Board of Directors.

Page 4 of 8

Section 6.4 Composition; Duties.

Except as otherwise specified herein, committees shall **consist of at least three members, at least two of whom shall be currently serving Trustees**. Individuals who are not trustees and not employees of the Library may be appointed as committee members as long as they are not an immediate family member of a "regular employee" of the Library (as reflected on the payroll records of the Library). **The Board shall appoint the members of each committee, and the President of the Board will name the committee chair, who shall be a current Trustee**. Committees shall have such duties as the Board may determine or modify. **If a committee has met** between Trustee meetings, the committee chair will **prepare a written report to be included in the Trustee mailing or make a verbal report** at the next Trustee meeting.