

Washburn Memorial Library Board
February 8, 2024 at 4:30pm

Agenda

*Frozen River
The Great Alone
Demon Corporation
are you awake
stillwater
GMS*

- Call to Order
- Secretary's Report - Sarah
- Financial Report - Donna
- Library Director's Report & Statistical Report – Cara
- Children's Librarian's Report – Courtney

Old Business

- Rotary Fundraiser for August Fest – Dessert Auction

*march 23 Drop things off @ 4:00
High school.*

New Business

- Board continuing education – Maine Library Trustee Handbook – Chapters 13 & 14
- Londa – Yearly Report
- Other New Business
- Latest reads to share
- Date of the next meeting – March 14, 2024 at 4:30pm
- Adjournment

*Lorna - would like to do
painting classes for \$500.*

Current Board Members:

Appointed Annually:

Perham
Wade

Bev Turner – townclerk@washburnmaine.org
Heidi Silver – heidisilver@gmail.com

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2024
Expiring 2025
Expiring 2026

Sarah Sines – ssines@msad45.net
Sue Brown – suebrown11@gmail.com
Londa Brown – libbrown625@hotmail.com
Laurie Blackstone – blackstonehome@hotmail.com
Christina Maynard – lvtoread514@gmail.com
Ed Jarrell – edjarrell@hotmail.com

Town Manager – Donna Turner – townmanager@washburnmaine.org
WML Library Director – Cara Miller – washburnmainelibrary@gmail.com
WML Children's Librarian – Courtney Howe – courtneyjeanhowe@gmail.com
WML Email – wml.me.1290@gmail.com

Washburn Memorial Library

January 11, 2024

Present: Londa Brown, Donna Turner, Cara Miller, Christina Maynard, Bev Turner, Sarah Sines, Sue Brown, Ed Jarrell, Damien DuMont

Chairperson Christina Maynard called the meeting to order at 4:27 PM.

Secretary's Report: Bev Turner moved to accept the secretary's report, seconded by Sue Brown. The secretary's report was accepted unanimously.

Financial Report: Donna Turner reviewed the library's various account totals. There are 2 weeks left in this year's budget. The Memorial Fund currently has a healthy balance of \$2,698.25.

Next year's budget draft was distributed for review. Some budget increases to note include the Supplies line and the Library Allowance line.

The Flex Hours line from the current budget will be discontinued in next year's budget, with that money being rolled into the positions' regular hours.

The budget draft shows a decrease of \$400 in the heat line, a reflection of what was needed for heat in 2023.

Library Director's Report: Library Director Cara Miller reported on December's circulation numbers: 325 items checked in, 395 items checked out and 42 items were renewed.

Cara also presented data to compare circulation numbers from 2021, 2022 and 2023.

2021: 1946 Checked In / 1968 Checked Out / 424 Renewed

2022: 3605 Checked In / 3656 Checked Out / 471 Renewed

2023: 4929 Checked In / 4975 Checked Out / 527 Renewed

There were several end-of-year donations to the library, including monetary donations from Donna and Robert Umphrey, Jane Humphrey and Northeast Packaging Company.

Two donations were received in honor of William Davis. Justin & Courtney Howe donated a subscription of *Food & Wine Magazine* and Trampus & Cara Davis donated a western book series.

The library has routinely had issues with a poor Wi-Fi signal. Cara discovered that the library was automatically connecting to the guest server rather than the secure WML Wi-Fi. With the help of the Maine State Library technology specialist, Jared Leadbetter, she was able to set up the library's secure connection.

An extender had previously been set up to improve the library's Wi-Fi signal. Ed Jarrell believes the extender and the secure connection may be in conflict with each other, affecting the Wi-Fi quality.

Ed recently serviced Courtney's Dell laptop to improve speed and functionality.

Discussions continued on some of the tech items housed at the library, including an older ThinkPad and 4 Chromebooks which were purchased with Covid money.

Sue made a motion to use money from the Memorial Fund to purchase a laptop. Londa Brown seconded the motion. Ed suggested \$300 to purchase an HP laptop would be sufficient. Perhaps Courtney's Dell could replace the ThinkPad for patrons to use. Ed offered to donate a screen and corded mouse to make the laptop easier for the public to use. A corded keyboard would need to be purchased.

The library also has a few iPads, however Cara and Courtney have been unable to find passcodes to the iPads. Ed is able to reset the devices.

Some possible uses for the iPads include adding apps for Atrium or for the library's security cameras. It is unknown if the iPads are new enough to run these apps.

Adam Doody assembled the new patron book locker. The next step will be to secure it outside the library's back door. Board members were able to view the key lock box, with Cara demonstrating how it works. The lock box will need to be secured outside the library near the book locker.

Chocolate tasting kits will be offered in February. Twenty kits will be assembled with an assortment of different kinds of chocolates.

Date with a Book will also be offered in February. Each book costs \$10 and includes a chocolate bar and tea.

The library's book club is reading *The Paris Notebook*, by Tessa Harris. The Books & Brews Social Hour continues, with an average of 7 people in attendance.

Cara is working on the library's annual report, a multi-page document outlining the library's data. It is due April 1.

A brief discussion was held on chapters 11 and 12 from the Maine Trustee Handbook.

Children's Librarian Report: Cara presented Courtney's report.

Toddler time participants are going to go on a scavenger hunt in search for footprints in the snow.

A local homeschool group will be using the library to meet. They have approximately 25 participants.

The winter reading program, titled Adventure Begins at the Library, currently has 20 kids enrolled.

There is a delay with the January craft kits, as some supplies have not arrived and some have arrived broken. The plan is to create jar gnomes. Courtney is going to make 20 kits to sell at the library and 20 kits to be purchased by Leisure Gardens for their residents.

New Business: Sue presented information about a future fundraiser to help the Rotary fund the town's August Festival. The fundraiser will include a supper, play and a dessert auction. Discussion was held on whether the library's board members might be willing to donate desserts for the dessert auction as well as assist with serving on the night of the supper. The fundraiser is scheduled for March 23. The supper will be at 5:00 with the play beginning at 7:00.

Reads to Share: Board members shared information about books they have recently read.

Damien DuMont mentioned that with a generous anonymous donation, the National Honor Society was able to purchase books for every student at the elementary building.

Sue inquired about whether library board meetings could possibly be changed to the 2nd Thursday of the month. The next meeting will be held on Thursday, February 8 at 4:30.

Londa made a motion to adjourn the meeting. Sue seconded the motion, so voted. The meeting was adjourned at 5:13 PM.

Hello Library Trustee,

Heading into a new year is a great time to reflect on the past and make plans for the future. As a library trustee, you are entrusted by the community to represent their interests and needs regarding services and programs provided by the library. Part of your role as a public library trustee is to ensure that the library is functioning the way it should and meeting the needs of the community. One great way to do this is making it a yearly practice to examine and assess the data submitted by your library and provided to the Maine State Library for the Public Library Annual Report.

Understanding the Public Library Annual Report

In order to remain in good standing, the library is required to submit a Public Library Annual Report (PLAR) by April 1st each year. The PLAR is a valuable tool that can be used to understand the needs of your community, inspire change, and advocate and communicate the value of the library to stakeholders and the community. Data collected from the PLAR is reported to the Institute of Museum and Library Services (IMLS) as part of the national Public Libraries Survey (PLS). The PLS is a national census of public library systems. It is conducted annually by IMLS in partnership with State Library Agencies. An annual report is collected from 256 Maine public libraries and over 9,000 active libraries in the United States. The report includes information on library funding, resources, programs, and services.

What Public Library Annual Report Data Can Do for You

The information in your PLAR demonstrates how your community is using your resources and can be used to help you make good decisions about what to do next. The data is an important part of your library's story, telling you what's being used, what's changing, what's working, and what adjustments can be made in an effort to meet the ever-changing needs of your community. When you make changes to things like funding allocation, hours, staffing, programs offered, the numbers before and after can tell you if you are moving in the right direction.

Assessing the effectiveness and efficiency of the library helps library trustees identify areas of growth. Public library data can be used to

- Understand community needs and how the library aligns with the community's comprehensive plan
- Identify trends in library services at the local, state, and national levels
- Compare your library to other libraries with similar service populations
- Illustrate effectiveness of the library's services and programs
- Evaluate collection usage, staff, and expenditures and revenue
- Inspire change and growth

- Support budget requests
- Demonstrate how important you are to the community

Valuable Tools for Library Trustees

As public library trustees, you have access to current and prior year data in the LibPAS reporting module and on the Maine State Library website. Please contact me if you would like login credentials for LibPAS to create custom trend and comparison reports for your library.

Links to helpful resources

1. Maine Public Library Annual Report Information <https://www.maine.gov/msl/libs/statistics/annual/index.shtml>
2. Public Library Annual Report Statistics – includes salary data and 5-year trends <https://www.maine.gov/msl/libs/data/annualreportstats.shtml>
3. Rules Regarding Responsibilities of Public Libraries <https://www.maine.gov/msl/about/commission/rule.htm>
4. Maine Reports and Datasets <https://www.maine.gov/msl/libs/data/mereportsdata.shtml>
5. Library Use Value Calculator <https://www.maine.gov/msl/services/calculator.htm>
6. Data in Action Toolkits <https://www.maine.gov/msl/libs/data/datainaction.shtml>
7. Maine Census Data <https://www.maine.gov/dafs/economist/census-information>
8. Public Value of Libraries <https://www.maine.gov/msl/libs/advocacy/publicvalue.shtml>



Christina Maynard <luvtoread514@gmail.com>

Library Director's Report: January

1 message

Washburn Memorial Library <washburnmainelibrary@gmail.com>

Wed, Feb 7, 2024 at 2:01 PM

To: "Washburn Memorial Library (Cara)" <washburnmainelibrary@gmail.com>

Bcc: luvtoread514@gmail.com

Good afternoon,

Here are my notes for the upcoming meeting.

Meeting Info: February 8th, 2024 @ 4:30pm in person

January Items Circulation Stats:

329 Checked In / 359 Checked Out / 18 Renewed

January Memorials & Donations:

- Raymond & Monika Baker donated a subscription of Taste of Home Magazine in memory of Mary Baker.
A generous bounty of books was given by the McKennas and their loving family. They dedicated these beautiful books to the precious memory of Rosalvo Delbert McKenna. Washburn Memorial Library gives a heartfelt thanks to this family who gives the gift of "Reading with Rosalvo." The following books are in memory of Rosalvo:
- Little Blue Truck's Springtime, by Alice Schertle
- Little Blue Truck's Valentine, by Alice Schertle
- God Gave Us Christmas, by Lisa Tawn Bergen
- Goodnight, Tractor, by Michelle Robinson and Nick East
- Love You, Little Peanut, by Annette Bourland
- Grandma Kisses, by Laura Neutzling
- Penguins, by Scholastic Discovery
- Dog and Cat, by Ricardo Alcantara
- Spoon, by Amy Krouse Rosenthal and Scott Magoon
- Ten Timid Ghosts on a Christmas Night, by Jennifer O'Connell
- Skippyjonjones, by Judy Schachner
- Skippyjonjones and the Big Bones, by Judy Schachner
- Skippyjonjones in Mummy Trouble, by Judy Schachner
- Skippyjonjones in the Doghouse, by Judy Schachner
- Skippyjonjones Lost in Spice, by Judy Schachner
- The Shepard, by Dallas and Amanda Jenkins
- Humphrey's First Christmas, by Carol Heyer
- The Joy in You, by Cat Deeley
- Harry The Dirty Dog, by Gene Zion
- Mmm, Cookies, by Robert Munsch

- DO LIKE a DUCK DOES, by Judy Hindley
 - How Do Dinosaurs Say Goodnight? by Yolen and Teague
 - Naked Mole Rat Gets Dressed, by Mo Willems
 - The Dark at the Top of The Stairs, by Sam McBratney and Ivan Bates
 - And If the Moon Could Talk, by Kate Banks and George Hallensleben
 - Too Many Toys, by David Shannon
 - God Bless Our World, by Villetta Craven
 - Itsy Bitsy Christmas, by Max Lucado
 - The Berenstain Bears and the Joy of Giving, by Jan & Mike Berenstain
- Rita Kingsbury gave a generous donation to Washburn Memorial Library. The following books are in loving memory of Jessie and Jeremy Fox:
- A Very Cranky Book, by Angela DiTerlizzi
 - Yetis Are the Worst, by Alex Willan
 - The Library Fish Learns to Read, by Alyssa Satin Capucilli
 - I Live in a Tree Trunk, by Meg Fleming
 - Substitute Groundhog, by Pat Miller
 - Backyard Birds A to Z, by J.R. Grady
 - A Snow Day for Plum, by Matt Phelan
 - The Fastest Tortoise in Town, by Howard Calvert

Updates:

- **Technology:**
- **HP laptop** has arrived. This will be for public use, replacing the older ThinkPad. We discussed hooking it up to a larger monitor with a keyboard + mouse. This may require an individual with savvy tech skills to set it all up. ED??? 😊
- With Ed's help, we tried to download the **Wyze security app** onto the Chromebooks and iPads that we have, with much effort and no luck. They are too old/outdated. New plan: We ordered an affordable, newer Android tablet (\$60) to use for our Wyze security system.
- **February programs/offerings:**
- **Book locker-** Adam secured the book locker to the ground today! Now we need to secure the combo lock outside (that houses the key to the book locker).
- **Book Clubs-** Reading this month for Teatime Book Club (virtual): *The Frozen River*, by Ariel Lawhon. We are also continuing our monthly Books & Brews Social Hour.
- **Kits-** Chocolate Tasting Kits, \$5 each (5 left)! Gnomes in a Jar: Sold out. Date with a Book, \$10 each (book + chocolate bar).
- **Coming in March:**
- **National Color Therapy Month-** We will offer coloring sheets for kids & adults.
- **Spring Yoga Series-** Begins March 19th (first day of spring)! Chair Yoga on Tuesdays @ 9am and Power Yoga on Thursdays @ 9am.
- **Dr. Seuss's Birthday-** As you can imagine, it will be a celebration for Courtney and the kiddos!

Other:

- **Idea for the \$500 Umphrey memorial donation:** Our collection is growing, so we either need to get creative with making space, add new shelving, and/or weed, weed, weed. I've

been thinking about a library ladder in one section of the upstairs library as an option to add space to the shelving. Another option: Audiobooks and DVDs, though not very popular, do still go out from time to time. We could consider weeding them, but that means the few patrons who use them will no longer have that option. However, it would free up more space.

• **New items arrivals in our collection that you may be interested in:**

- *The Women: A Novel*, by Kristin Hannah <https://www.amazon.com/gp/product/1250178630>
- *Oath and Honor: A Memoir and Warning*, by Liz Cheney <https://www.amazon.com/gp/product/0316572063>
- *No. 23 Burlington Square*, by Jenni Keer <https://www.amazon.com/gp/product/1785139614/>
- *The Air Raid Book Club*, by Annie Lyons <https://www.amazon.com/gp/product/0063296195>
- *The Teacher*, by Frieda McFadden <https://www.amazon.com/gp/product/1728296218/>
- *The Pact (The Blood Sisters)*, by Roberta Kagan <https://www.amazon.com/gp/product/195720723X>
- *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics*, by Daniel James Brown <https://www.amazon.com/gp/product/0143125478/>

Any questions, please reach out to me.

Best,
Cara

—
Cara Miller
Library Director, Washburn Memorial Library
Certified Nutritionist and Health & Wellness Coach
Certified Yoga Instructor
<https://www.washburnlibrary.com>

Account	2023	Additions	Actual	(Over)/Under	2024	Incr/Decr +/-
01 Salary						
16 Director	\$ 23,725.00	\$ 8,619.94	\$ 32,288.87	\$ 56.07	\$ 34,400.00	\$ 10,675.00
17 Children's Librarian	\$ 21,075.00	\$ 1,452.09	\$ 20,928.59	\$ 1,598.50	\$ 21,750.00	\$ 675.00
Flex Hours	\$ 4,000.00		\$ 2,516.88	\$ 1,483.12		\$ (4,000.00)
90 Health	\$ -	\$ 8,402.32	\$ 8,333.80	\$ 68.52	\$ 14,800.00	\$ 14,800.00
91 MRSA		\$ 2,475.07	\$ 2,475.07	\$ -	\$ 1,825.00	\$ 1,825.00
92 Medi	\$ 710.00	\$ 203.51	\$ 814.40	\$ 99.11	\$ 840.00	\$ 130.00
93 SS	\$ 3,025.00	\$ 167.91	\$ 3,162.03	\$ 30.88	\$ 3,560.00	\$ 535.00
94 Unemp	\$ 55.00		\$ 55.00	\$ -	\$ 31.00	\$ (24.00)
95 Work Comp	\$ 80.00		\$ 74.52	\$ 5.48	\$ 125.00	\$ 45.00
	\$ 52,670.00	\$ 21,320.84	\$ 70,649.16	\$ 3,341.68	\$ 77,331.00	\$ 24,661.00
02 Utilities						
1 Electric	\$ 2,600.00		\$ 1,454.74	\$ 1,145.26	\$ 2,000.00	\$ (600.00)
2 heat	\$ 3,200.00		\$ 2,191.14	\$ 1,008.86	\$ 2,500.00	\$ (700.00)
5 Water/Sewer	\$ 960.00		\$ 848.28	\$ 111.72	\$ 960.00	\$ -
	\$ 6,760.00		\$ 4,494.16	\$ 2,265.84	\$ 5,460.00	\$ (1,300.00)
03 Comm						
3 Telephone	\$ 540.00	\$ 20.67	\$ 509.98	\$ 50.69		\$ (540.00)
04 Maintenance						
1 General	\$ 750.00		\$ 397.15	\$ 352.85	\$ 750.00	\$ -
7 Garbage	\$ 400.00		\$ 390.00	\$ 10.00	\$ 400.00	\$ -
	\$ 1,150.00	\$ -	\$ 787.15	\$ 362.85	\$ 1,150.00	\$ -
06 Equipment						
1 Equipment	\$ 50.00	\$ 100.00	\$ 49.95	\$ 100.05	\$ 100.00	\$ 50.00
07 Supplies						
1 General	\$ 150.00		\$ 134.00	\$ 16.00	\$ 200.00	\$ 50.00
2 Office	\$ 200.00		\$ 197.62	\$ 2.38	\$ 200.00	\$ -
5 Library Supp	\$ 500.00		\$ 576.51	\$ (76.51)	\$ 600.00	\$ 100.00
	\$ 850.00	\$ -	\$ 908.13	\$ (58.13)	\$ 1,000.00	\$ 200.00
08 Admin Costs						
2 Dues/Subs	\$ 500.00		\$ 360.77	\$ 139.23	\$ 500.00	\$ -
4 Postage	\$ 60.00		\$ -	\$ 60.00	\$ 68.00	\$ 8.00
5 Training	\$ 400.00	\$ 41.60	\$ 764.77	\$ (323.17)	\$ 400.00	\$ -
9 Lib. Allow	\$ 5,000.00	\$ 35.84	\$ 5,333.00	\$ (297.16)	\$ 5,500.00	\$ 500.00
14 Tech Supp.	\$ 1,925.00		\$ 1,911.45	\$ 13.55	\$ 1,925.00	\$ -
	\$ 7,885.00	\$ 77.44	\$ 8,369.99	\$ (407.55)	\$ 8,393.00	\$ 508.00
99 Misc						
3 Events/Activ	\$ 1,000.00		\$ 994.05	\$ 5.95	\$ 1,000.00	\$ -
TOTAL LIBRARY	\$ 70,905.00	\$ 21,518.95	\$ 86,762.57	\$ 5,661.38	\$ 94,434.00	\$ 23,529.00

12th
 20:00
 Budget
 3-19
 Town mtg.