

Washburn Memorial Library Board

Sept 7 June 1, 2023 at 4:30pm

Agenda

- 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

- August Festival Report

New Business

- Board continuing education – Maine Library Trustee Handbook – Chapters 3 & 4
- Trunk or Treat?? *Board mem. bring candy 2 weeks before Halloween*
- Latest reads to share
- Other New Business? *Oct. 5 @ 4:30*
- Date of the next meeting – *September 7, 2023 at 4:30??*
- Adjournment

Current Board Members:

Appointed Annually:

Perham  
Wade

Bev Turner – [townclerk@washburnmaine.org](mailto:townclerk@washburnmaine.org)  
Heidi Silver – [heidisilver@gmail.com](mailto:heidisilver@gmail.com)

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2024

Sarah Sines – [ssines@msad45.net](mailto:ssines@msad45.net)

Expiring 2025

Sue Brown – [suebrown11@gmail.com](mailto:suebrown11@gmail.com)

Expiring 2026

Londa Brown – [lbbrown625@hotmail.com](mailto:lbbrown625@hotmail.com)

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

Christina Maynard – [lvtoread514@gmail.com](mailto:lvtoread514@gmail.com)

Ed Jarrell – [edjarrell@hotmail.com](mailto:edjarrell@hotmail.com)

Town Manager – Donna Turner – [townmanager@washburnmaine.org](mailto:townmanager@washburnmaine.org)

WML Library Director – Cara Miller – [washburnmainelibrary@gmail.com](mailto:washburnmainelibrary@gmail.com)

WML Children's Librarian – Courtney Howe – [courtneyjeanhowe@gmail.com](mailto:courtneyjeanhowe@gmail.com)

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

**Washburn Memorial Library**

**June 1, 2023**

**Present were:** Heidi Silver Londa Brown, Ed Jarrell, Sue Brown, Christina Maynard, Bev Turner, Cara Miller, Donna Turner, Sarah Sines

**Chairperson, Christina Maynard, called the meeting to order at 4:30 PM.**

**Secretary's Report:** Bev made the motion to accept the secretary's report. Londa seconded the motion. The secretary's report was accepted unanimously.

**Financial Report:** Donna reported out on the library's financial status. At this time of year the library needs to be at 33%, which it currently is. The "Library Allowance" line is slightly over budget, but this is due to a large payment out in January. "Technical Support" is always over budget due to a large payment out at the beginning of the year also.

There is some question about the library's furnace and how it may perform next year. A service plan has been purchased from Dead River, which will include a cleaning.

Starting July 1, 2023, there will be a change to the salary line. Cara's position will change to full-time. This is not currently reflected in the financial numbers.

Ed inquired about whether the library has its own checking account. Donna explained the library has 1 checking account.

**The King Grant - All obligations tied to the grant have been fulfilled.**

**Library Director's Report:** Cara emailed her April and May Stats, Memorials and Donations reports to the board members prior to the meeting.

Gene and Londa Brown donated the materials for 2 raised beds located outside the door to the children's library. They were donated in loving memory of Kay Brown. Participants from Toddler Time worked together to plant the flowers. A great time was had by all. Plaques will be added to the tubs in the near future.

The Seed Library continues, however participation is lighter than last year. Many Heirloom and organic seeds are still available. Keith Brown will advertise the Seed Library on the town sign. Information about the seed library has been posted on Facebook, but will be posted again in the near future.

Cara's Yoga class has met 4 times so far. There are on average 6 people in attendance. She anticipates more participants to join as time goes on.

**Library Activities During August Fest:**

**August 1-9: Books & Baskets Raffle -** Last year's raffle was a huge success. The library will host the raffle again this year and revisit hosting the raffle in future years.

**August 15-18: Slime Fest Kits** will be available free of charge. Courtney will highlight slime during her Toddler Time. More kits will be made available to families free of charge.

**August 18, 2023:** The library will be open during the hours of 9:30-6:00.

**August 16-17, 2023:** The library will host a stuffed animal sleepover event. Courtney will snap photos of the stuffies during the sleepover and send pics to the animals' families. Families may pick up their stuffies on August 18 or 19.

**August 19, 2023:** Library open hours will be 9:00 AM until 1:00 PM.

**12:30 PM -** Winners will be drawn for the Books & Baskets Raffle.

Cara showed photos of the children's and adults' baskets that have been created.

**Newsletter Update:** Newsletters were sent by mass email to patrons. Approximately 150 emails were not able to be delivered. Atrium IT support was contacted but they indicated their service is not meant to send out mass newsletters. Much time and effort went into this endeavor. Ed suggested when emails are sent in large bunches they are typically flagged as SPAM. Sending the newsletters in smaller batches may prove more successful. Another option would be to test sending emails utilizing the BCC option.

Cara and Courtney prepared letters inviting local businesses to participate in the library's Books & Baskets Raffle. A list of local businesses was provided. Board members will deliver or mail the letters.

Board members will donate a basket for the Books & Basket Raffle. Our theme will be Wildlife & Nature. All donations should be delivered to the library by mid-July.

**Children's Librarian Report:** The library will host a Scholastic Book Fair June 7-9, 13-15 from 9:30 AM until 4:00 PM. The library will open on Saturday, June 10 from 9:00 AM until 12:00 PM for people to visit the Book Fair. An invitation has been sent to the elementary school encouraging classes to visit the book fair.

Courtney is preparing this summer's reading program titled Bee A Reader. Sessions will be on Wednesdays on July 5, 12, 19 and 26 from 10:30 AM until 12:00 PM for ages 3 and up. At the end of the Summer Reading Program ladybugs will be released into the raised flower beds recently planted by the toddlers.

Toddler Time continues to see growth with up to 18 toddlers. Families from neighboring towns are attending.

**Board Education:** Londa educated the board about a recently released report titled The State of America's Libraries 2023 from the American Library Association. The report highlights challenges faced by public libraries in the United States, including rising censorship issues, increased social, political, financial and staffing stresses felt by local libraries. It was noted how important local libraries are in support of vulnerable populations in the community.

**Maintenance of the flower beds outside the front of the library:**

June - Donna Turner

July - Ed Jarrell

August - Sue Brown

Members will each donate \$10 to purchase books in memory of Laurie Blackstone's mother and mother-in-law. The money can be given to Cara at the library or taken to the town office. Laurie will be consulted on possible titles.

Gary Cole has finished with the planters in memory of Louise.

Board members briefly discussed the books they have recently read.

**New Business:** Starting in September, local high schooler Damien DuMont will join the library board as a student liaison. Ways to include high school students in future library events will be pondered.

The next meeting will be held on Thursday, September 7, 2023, at 4:30 PM in person at the library.

Bev made a motion to adjourn the meeting at 5:30. Londa seconded the motion, so voted. The meeting was adjourned at 5:30 PM.

## Director's Report for July & August, 2023

### **Meeting Info:**

In person- September 7th, 2023 @ 4:30pm

### **July & August Item Stats:**

- July = 408 Checked In / 447 Checked Out / 63 Renewed
- August = 465 Checked In / 465 Checked Out / 32 Renewed

### **Memorials & Donations:**

A memorial donation was given by Warrena & Carol Bragg in loving memory of Lucky L. Bragg:

- The Total Outdoorsman Skills & Tools Manual (Field & Stream), Hardcover, by T. Edward Nickens

A memorial donation was given by Elaine & Billy Churchill in loving memory of Lucky L. Bragg:

- ATVs, Horsepower, by Matt Doeden (Author), Mandy R. Marx (Author)

A generous donation was given by Jeff McBurnie.

A memorial donation was given by Mildred Bennett in memory of Rosalvo McKenna:

- Just in Case You Ever Wonder, by Max Lucado
- In the Image of God: A Story of Identity and Value, by Joe Caruso
- A Is for Ark, by Crystal Bowman

A generous donation was made by Andrea & Nicholas Pesut, Jr. This donation was given towards the Scholastic Book Fair so that children could experience the joy of summer reading!

A generous memorial was granted by Matthew & Mackenzie McKenna and their loving family. They dedicated a beautiful shelf with a bounty of books to the precious memory of their child, Rosalvo Delbert McKenna. Washburn Memorial Library gives a heartfelt thanks to this family who gave the gift of "Reading with Rosalvo."

A donation by the Washburn Memorial Library Board was given in memory of Laurie Blackstone's Mother, Nancy Langley and her love for gardening:

- We Are the Gardeners, by Joanna Gaines (Children's book, hardcover)
- The Cut Flower Sourcebook: Exceptional perennials and woody plants for cutting, by Rachel Siegfried (Hardcover)

A donation by the Washburn Memorial Library Board was given in memory of Joyce Blackstone and her appreciation for large print, Amish novels:

- The Bridge to Belle Island, by Cindy & Erin Woodsmall (Large print, hardcover, Christian Historical Fiction)

- A Christmas Haven: An Amish Christmas Romance, by Julie Klassen (Large print, hardcover)

A book donation was given by The Washburn Rotary Club:

- Rhoda's Rescue, by Barbara Walsh & Abby Grieg.

A memorial book was given by Carol White in memory of Rosalvo Delbert McKenna:

- The Newborn Child, by Jackie Morris

A memorial book was given by The Pierce Girls in memory of Rosalvo Delbert McKenna. Note: "For a special little friend, that we can't wait to meet one day." - Matthew 19:14

- On the Night You Were Born, by Nancy Tillman

The following books were donated by Natalia Bragg in memory of her father, George Henry Howe, Sr:

- I Felt Awesome, by Moxie
- The Complete Book of Natural & Medicinal Cures, by Prevention Magazine Health Books
- The Complete Book of Essential Oils & Aromatherapy, by Valerie Ann Wormwood

The following books were donated by Cynthia Churchill, in memory of her dear friend, Sharon Deeves:

- The Secret Recipe of Ella Dove, by Karen Hawkins
- The Five-Star Weekend, by Elin Hilderbrand
- Chickens, Gin, and a Maine Friendship: The Correspondence of E. B. White and Edmund Ware Smith, by E. B. White and Edmund Ware Smith

The following books were donated by Shirley Umphrey in memory of Margaret Allen:

- Poodle Draws Doodles, by Russell Punter
- Flamingo Plays Bingo, by Lesley Sims
- Unicorns in Uniforms, by Russell Punter
- Cockatoos on a Cruise, by Russell Punter
- Yeti Cooks Spaghetti, by Russel Punter

Trampus and Cara Davis donated a book in memory of Gary Boone in honor of his love for Maine, mountain climbing, nature and geology:

- Maine Mountain Guide: AMC's Quintessential Guide to the Hiking Trails of Maine, Featuring Baxter State Park and Acadia National Park, by Cary Michael Kish

### Highlights of July & August:

- **August Fest:** We made **\$1652.50** from the Books & Baskets Raffle. I looked back to last year's amount which was \$1623.50. We made \$29.00 more this year. We posted pictures and words of appreciation on our website and we are sending out thank you cards to all of those that donated baskets.

- **Children's Activities for August Fest:** We gave out 40 slime kits and 20 stuffed animals slept over at the library. Courtney took pics of the stuffed animals reading books, wearing glasses, etc. and gave the photos to the kids afterward.

### Up & Coming:

- **Coffee Tasting Kits:** September 29th is National Coffee Day, so I thought I would make up coffee tasting kits to celebrate :-). They just sold out today!
- **Craft Kit:** Courtney plans to make a DIY craft kit for September, *Jenga Block Pumpkins*.
- **Paint & Sip this Autumn:** We are brainstorming a Paint & Sip night with Mena Irving and mocktails :-). I will be the "bartender" and Courtney will be the painting assistant to Mena :-). We just need to find a date that works for Mena. We were thinking of early or mid October for this class.
- **Yoga Autumn Series:** Began September 5th. I have a total of 12 people signed up so far. I am holding the classes before we open (9am - 9:30am on Tuesdays & Thursdays).
- **Books & Brews Social Hour:** 8 people signed up. I sent a mailing invite to all of Marcie's ladies as well.

### Resource:

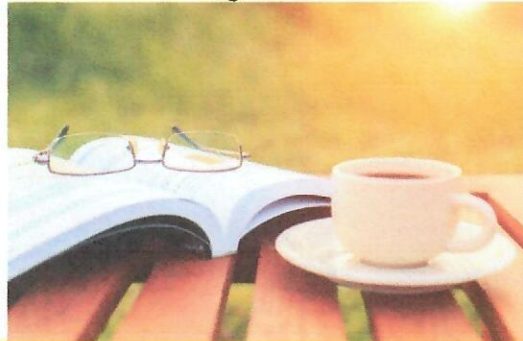
- **Maine Library Trustee Handbook:**  
[https://www.maine.gov/msl/libs/admin/documents/Complete\\_Handbook\\_Mar4\\_ocr.pdf](https://www.maine.gov/msl/libs/admin/documents/Complete_Handbook_Mar4_ocr.pdf)

Best,  
Cara

--  
Cara Miller  
Library Director  
Washburn Memorial Library



# ***BOOKS & BREWS: Social Hour*** **Monthly Gathering**



**Do you love to read and chit chat about books?**

This is an age-friendly (age 60+), 1 hour gathering to share our love for books, plus enjoy tea, coffee, light snacks, & good company!

**Next session:** September 11<sup>th</sup> @ 12pm

**Location:** Washburn Memorial Library's Barbara Porter Room (downstairs). \* Please park in the back of the library.

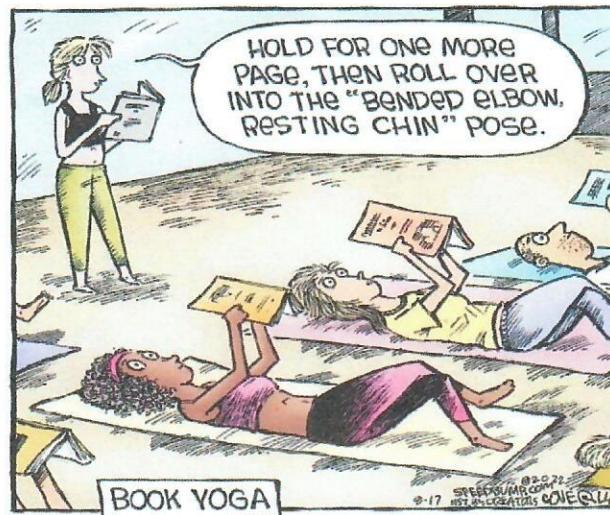
**To sign up:** Contact Cara, Library Director. Call 455-4814 or email [washburnmainelibrary@gmail.com](mailto:washburnmainelibrary@gmail.com)

**Fee:** No fee to attend

## ***WHY JOIN? Fun perks of Books & Brews:***

- Learn about new releases or current popular books & trends!
- Socialize and enjoy chatting about all things bookish!
- Light refreshments served of coffee, tea, and snacks.
- *Library Insider:* Be in the know about upcoming offerings at Washburn Memorial Library. Seize the opportunity to ask questions and sign up!
  - Monthly Raffle Giveaways!

# AUTUMN YOGA SERIES



## DETAILS:

- **Classes held:** Tuesdays & Thursdays, 9am – 9:30am  
at Washburn Memorial Library
- **Tuesdays:** *Chair Yoga* (Gentle Yoga) - Held downstairs.  
Introduction Class is September 5<sup>th</sup>
- **Thursdays:** *Power Yoga* (Advanced Yoga) - Held upstairs.  
Introduction Class is September 7<sup>th</sup>
  - **Fee:** \$2 per person, per class.
- You do not have to commit to all 20 of the classes in this series.

**Please note the 2 different yoga styles of *Chair & Power*.**

**\* Limited # of spots \***

**Any questions or to sign up, please contact Instructor, Cara Miller**

**# 455-4814**

**[washburnmainelibrary@gmail.com](mailto:washburnmainelibrary@gmail.com)**

**Memorial Books - Reserve Account**

Balance as of 01/31/2023 - Reserve Account		\$ 1,293.28
Memorial Donations		\$ 1,800.00
Expenditures: 02/01/23 thru 05/31/2023	\$ (1,740.42)	
Donations 06/01 thru 09/06		\$ 180.00
Expenses: 06/01 thru 09/06	\$ (356.82)	
Balance 09/07/23		\$ 1,176.04

**Miscellaneous Donations - Reserve Account**

Balance Forward 01/31/2023		\$ 47.37
Miscellaneous Donations		\$ 30.00
Purchases: 02/01/23 thru 05/31/23	\$ (42.14)	
Donations 06/01/ thru 09/06		\$ 210.00
Balance 09/07/23		\$ 245.23

**Ye Olde Book Shoppe - Special Revenue Fund**

Balance Forward 01/31/2023		\$ 1,389.41
Income:		\$ 66.00
Purchases: 02/01/2023 thru 05/31/2023	\$ (556.02)	
Income: 06/01 thru 09/06		\$ 91.77
Expenses: 06/01 thru 09/06	\$ (430.06)	
Balance 09/07/23		\$ 561.10

**King Grant 16 - Special Revenue Fund (Both Combined)**

Balance Forward 01/31/2023		\$ 3,405.52
Purchases: 02/01/2023 thru 05/31/2023	\$ (340.17)	
Purchases 03/01 thru 09/06	\$ (462.25)	
Balance 09/07/23		\$ 2,603.10

**Friends of the Library - Checkbook**

Balance -01/31/2023		\$ 1,780.81
Income: 02/01/2023 thru 05/31/2023		\$ 309.45
Interest: 02/01/2023 thru 05/31/2023		\$ 12.80
Purchases: 02/01/2023 thru 05/31/2023	\$ (626.59)	
Income: 06/01 thru 09/06		\$ 35.80
Interest: 06/01 thru 09/06		\$ 9.25
Purchases: 06/01 thru 09/06	\$ (227.92)	
Balance 09/07/23		\$ 1,293.60

**Library Allowance - (Line Item in Budget)**

Balance - 02/01/23		\$ 5,000.00
Credit		\$ 35.84
Purchases: 02/01/2023 thru 05/31/2023	\$ (2,035.47)	
Purchases: 06/01 thru 09/06	\$ (1,295.91)	
Balance 09/07/23		\$ 1,704.46

**Library Projects**

Balance - 01/31/2023		\$ 591.53
Income:		\$ 10.00
Purchases: 02/01/2023 thru 05/31/2023	\$ (613.56)	
Purchases: 06/01 thru 09/06	\$ (1,905.06)	
Income: 06/01 thru 06/22		\$ 862.73
Income: (August Fest)		\$ 1,652.50
Balance 09/07/23		\$ 598.14

# Expense Summary Report

Department(s): 70  
January

59.62% <sup>OR</sup> LESS  
(Weekly Basis)

Account	YTD Budget	--- Y T D ---		Unexpended	Percent
	Net	Debits	Credits	Balance	Spent
70 - Library	70,905.00	48,484.37	20,350.99	42,771.62	39.68
<b>01 - Salary/Benefits</b>	<b>52,670.00</b>	<b>38,114.06</b>	<b>20,294.48</b>	<b>34,850.42</b>	<b>33.83</b>
	0.00			0.00	---
16 - Librarian	23,725.00	15,774.93	7,978.02	15,928.09	32.86
17 - Children's Librarian	21,075.00	12,499.73	988.77	9,564.04	54.62
30 - Flex Hours	4,000.00	2,409.96	0.00	1,590.04	60.25
90 - Health Insurance	0.00	2,353.52	7,130.56	4,777.04	---
91 - Maine State Retirement	0.00	549.88	1,798.00	1,248.12	---
92 - Medicare	710.00	399.75	13.68	323.93	54.38
93 - Social Security	3,025.00	1,709.28	58.49	1,374.21	54.57
94 - Unemployment Compensation	55.00	26.75	0.00	28.25	48.64
95 - Workers Compensation	80.00	63.30	0.00	16.70	79.13
<b>02 - Utilities</b>	<b>6,760.00</b>	<b>2,660.92</b>	<b>0.00</b>	<b>4,099.08</b>	<b>39.36</b>
01 - Electricity	2,600.00	1,097.46	0.00	1,502.54	42.21
02 - Heat	3,200.00	1,068.63	0.00	2,131.37	33.39
05 - Water & Sewer	960.00	494.83	0.00	465.17	51.54
<b>03 - Communications</b>	<b>540.00</b>	<b>297.59</b>	<b>20.67</b>	<b>263.08</b>	<b>51.28</b>
03 - Telephone	540.00	297.59	20.67	263.08	51.28
<b>04 - Maintenance</b>	<b>1,150.00</b>	<b>363.08</b>	<b>0.00</b>	<b>786.92</b>	<b>31.57</b>
01 - General	750.00	135.58	0.00	614.42	18.08
07 - Garbage Disposal	400.00	227.50	0.00	172.50	56.88
<b>05 - Supplies</b>	<b>850.00</b>	<b>572.67</b>	<b>0.00</b>	<b>277.33</b>	<b>67.37</b>
01 - General	150.00	56.79	0.00	93.21	37.86
02 - Office	200.00	39.47	0.00	160.53	19.74
05 - Library Supplies	500.00	476.41	0.00	23.59	95.28
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>
01 - Equipment	50.00	0.00	0.00	50.00	0.00
<b>08 - Administrative Costs</b>	<b>7,885.00</b>	<b>5,729.34</b>	<b>35.84</b>	<b>2,191.50</b>	<b>72.21</b>
02 - Dues & Subscriptions	500.00	345.00	0.00	155.00	69.00
04 - Postage	60.00	0.00	0.00	60.00	0.00
05 - Training	400.00	327.96	0.00	72.04	81.99
09 - Library Allowance	5,000.00	3,331.38	35.84	1,704.46	65.91
14 - Technical Support	1,925.00	1,725.00	0.00	200.00	89.61
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>746.71</b>	<b>0.00</b>	<b>253.29</b>	<b>74.67</b>
03 - Special Events/Activities	1,000.00	746.71	0.00	253.29	74.67
<b>Final Totals</b>	<b>70,905.00</b>	<b>48,484.37</b>	<b>20,350.99</b>	<b>42,771.62</b>	<b>39.68</b>

# September

## Courtney's Programs



### Toddler Time

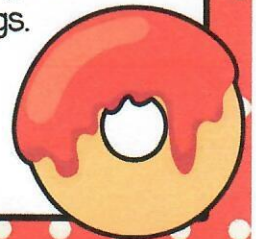
Toddler time is held every Wednesday at 10:30 in the children's room located in the downstairs portion of our library. Each week Miss Courtney will read the children a story, make a fun craft, and have a snack. This is a great opportunity for kids to enjoy the library and for the parents to be able to meet other parents in the surrounding areas. If you have any questions please feel free to contact Courtney.



### Location:

Washburn Memorial  
Library  
1290 Main Street  
Washburn ME 04786  
(207) 455-4814  
\*Children's Librarian  
Courtney Howe  
Hours:  
Tuesday-Friday  
9:30-4:00

\*Don't forget to follow our library on Facebook for new program offerings.

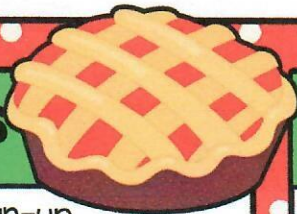


### Craft Class

This month Courtney will be offering a craft kit where you will learn how to make some adorable pumpkins out of Jenga blocks. The kits will cost \$5 and the kit will include everything you need to make these pumpkins. The only item you will need is a hot glue gun. This month's kit is suitable for adults and children with the help of an adult. Check out our Facebook page or website to see our example.

### Library Cards

September is library card sign-up month. Come on in to the library and let us help you get a library card so that you can check out books, audio books, puzzles, magazines, dvds, and use the Cloud Library (access to e-books and audio books). There is no out of town charge to receive a library card. We hope to see you soon!



### Quote of the Month:

Reading gives us someplace to go when we have to stay where we are.

