

**Washburn Memorial Library
Board Meeting Agenda
February 2, 2023 at 5:00pm Via ZOOM**

- Secretary's Report – Christina
- Financial Report - Donna
- Library Director's Report - Cara
- Library Updates
- Children's Librarian's Report – Courtney

Old Business

- Cara & Courtney – Please update us and remind public of availability of additional services, i.e. Digital Maine, Website, etc.

New Business

- Books we have read recently
- Bendable Maine – What is it and how do we use it?
- Other new business?
- Date of the next meeting – March 2, 2023 at 5:00 pm via Zoom

Current Board Members:

Appointed Annually:

Perham
Wade

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

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown – suebrown11@gmail.com

Expiring 2023

Londa Brown – libbrown625@gmail.com

Expiring 2024

Laurie Blackstone – blackstonehome@hotmail.com

Christina Maynard – lvtoread514@gmail.com

Sarah Sines – ssines@msad45.net

Rita Kingsbury – rtkngsbry@gmail.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 web site: washburnlibrary.com

WASHBURN MEMORIAL LIBRARY

DECEMBER 1, 2022 MEETING NOTES

Present were: Sue Brown, Beverly Turner, Courtney Howe—Children's Librarian, Christina Maynard, Londa Brown, Rita Kingsbury, Cara Miller—Library Director, Sarah Sines, Laurie Blackstone and Donna Turner—Town Manager. The meeting was attended through ZOOM.

Chairperson, Sue Brown, called the meeting to order at 5:00 p.m.

Secretary's Report: Bev made a motion to accept the secretary's report. Laurie seconded the motion, so voted.

Financial Report: Donna reported on the balances of our accounts. Not much has changed. The monies in the Library Allowance account need to be spent by the end of December or first part of January.

--Donna also reported the furnace still needs work done on it. Thinking of getting a service plan on it, this would be \$300 for the year and would cover repairs. This would come out of the General Maintenance line.

Library Director's Report: Cara had emailed her reports to the board members prior to the meeting. Circulation numbers have gone up.

--Cara reported that she and Courtney will have 20 Birch & Holly Centerpieces available for sale at the price of \$10.00.

--Both the Teatime Book Club and the Wellness Club are going well.

--The Holiday Giving Tree: Underneath the Christmas Tree at the Library are books wrapped with bookmarks and pencils. Children are invited to take one. There is a container for donations which will be accepted but not required.

Children's Librarian Report: Courtney reported there will be a holiday raffle. There is an adult stocking and a children's stocking filled with goodies. To enter the raffle all people will need to do is either come into the library to sign a slip of paper or post on the Facebook page, their favorite book that they read this year.

--Toddler Time was packed out this last time. There will be only one more in December before Christmas.

--Aroostook Council for Healthy Families will be doing a program at our library for a week in December.

--Marcy's Lego Club is going well.

Old Business: The new hours are working out well for patrons and both Cara and Courtney.

--Rita is now done with the Knitting and Crocheting Group. There were not enough attending to continue to do it.

New Business--We thanked Sarah, Cara, and Courtney for taking care of the Trunk or Treat in October.

--The next meeting will be held on Thursday, January 5, 2022, at 5:00PM, via ZOOM.

--Bev made a motion to adjourn the meeting. Laurie seconded the motion, so voted. The meeting was adjourned at 5:25PM.

Expense Summary Report

Department(s): 70
January

Account	YTD Budget Net	--- Y T D ---		Unexpended Balance	Percent Spent
		Debits	Credits		
70 - Library	59,058.00	64,976.47	4,493.06	-1,425.41	102.41
01 - Salary/Benefits	41,575.00	48,421.98	4,292.68	-2,554.30	106.14
16 - Librarian	0.00	4,288.15	4,288.15	0.00	---
17 - Assistant Librarian	38,500.00	40,907.90	0.00	-2,407.90	106.25
92 - Medicare	575.00	591.88	0.00	-16.88	102.94
93 - Social Security	2,400.00	2,530.82	0.00	-130.82	105.45
94 - Unemployment Compensation	33.00	32.87	0.00	0.13	99.61
95 - Workers Compensation	67.00	70.36	4.53	1.17	98.25
02 - Utilities	6,650.00	5,653.51	130.00	1,126.49	83.06
01 - Electricity	2,800.00	1,687.57	0.00	1,112.43	60.27
02 - Heat	3,000.00	3,117.66	130.00	12.34	99.59
05 - Water & Sewer	850.00	848.28	0.00	1.72	99.80
03 - Communications	525.00	516.65	40.38	48.73	90.72
03 - Telephone	525.00	516.65	40.38	48.73	90.72
04 - Maintenance	800.00	993.62	0.00	-193.62	124.20
01 - General	500.00	663.62	0.00	-163.62	132.72
07 - Garbage Disposal	300.00	330.00	0.00	-30.00	110.00
05 - Supplies	850.00	848.93	0.00	1.07	99.87
01 - General	150.00	149.86	0.00	0.14	99.91
02 - Office	200.00	199.29	0.00	0.71	99.65
05 - Library Supplies	500.00	499.78	0.00	0.22	99.96
06 - Equipment	50.00	20.31	0.00	29.69	40.62
01 - Equipment	50.00	20.31	0.00	29.69	40.62
08 - Administrative Costs	7,608.00	7,496.13	0.00	111.87	98.53
02 - Dues & Subscriptions	500.00	518.85	0.00	-18.85	103.77
04 - Postage	58.00	59.20	0.00	-1.20	102.07
05 - Training	150.00	158.00	0.00	-8.00	105.33
09 - Library Allowance	5,000.00	4,860.08	0.00	139.92	97.20
14 - Technical Support	1,900.00	1,900.00	0.00	0.00	100.00
99 - Miscellaneous	1,000.00	1,025.34	30.00	4.66	99.53
03 - Special Events/Activities	1,000.00	1,025.34	30.00	4.66	99.53
Final Totals	59,058.00	64,976.47	4,493.06	-1,425.41	102.41

Budget inc.

not sure what these w/ be like in

Furnace was inc. after budget

Comney just trying for making ground up

~~Sal. was due to retro pay since Feb. 1 (holiday pay)~~

~~5 sick days each 5% * holiday pay
2 flex hrs. per wk per person when not used, can be banked.~~

*Did buy a service plan **furnace***

*Add to budget
Londa would like to see 1 of the girls go to the Lib. Conf.
ME*

*Wicks website / good for 2 yrs.
Tech + dues + sub.*

King Grant 16 - Special Revenue Fund		
Balance Forward 03/03/2022		\$ 1,714.81
Josh Connolly - Fixing Shelves	\$ (105.00)	
May Purchases	\$ (36.20)	
Purchases 06/09 to 09/08	\$ (137.20)	
Shelving Units for Children's Room	\$ (300.00)	
Purchases 09/09	\$ (52.98)	
Purchases 10/14	\$ (46.85)	
Purchases 11/15/2022	\$ (50.24)	
Purchase 12/08	\$ (48.51)	
Balance 01/31/2023		\$ 937.83
King Grant 2020 - Special Revenue Fund		
Beginning Balance -03/03/2022		\$ 2,503.09
Book Purchases	\$ (35.40)	
Balance 01/31/2023		\$ 2,467.69
Friends of the Library - Checkbook		
Balance -03/03/22		\$ 1,647.57
Deposits		\$ 180.01
Purchases	\$ (60.36)	
Purchases	\$ (64.57)	
Deposits		\$ 20.02
Purchases	\$ (204.99)	
Deposits		\$ 230.18
Purchases	\$ (91.44)	
Deposits		\$ 65.15
Deposits		\$ 25.88
Purchases	\$ (42.71)	
Purchases	\$ (288.07)	
Deposit		\$ 170.00
Purchases	\$ (319.40)	
Deposits		\$ 513.54
Balance 01/31/2023		\$ 1,780.81
Library Allowance - (Line Item in Budget)		
Balance - 02/01/22		\$ 5,000.00
Purchases	\$ (591.36)	
April Purchases	\$ (40.00)	
May Purchases	\$ (480.16)	
Purchases 06/09 to 09/08/22	\$ (1,188.73)	
Purchases 09/09 to 10/06	\$ (390.35)	
Purchases 10/06 to 11/14	\$ (533.15)	
Purchases 11/10	\$ (390.76)	
Purchases 11/11 -12/31	\$ (388.82)	
Purchases 01/01 to 01/31	\$ (856.75)	
<i>Anything ordered in Jan we show up on Feb report</i>		
Balance 01/31/2023		\$ 139.92
Library Projects		
Balance - 02/01/22		\$ -
Scholastic Book Fair	\$ (542.02)	

Memorial Books - Reserve Account

Balance as of 03/03/2022 - Reserve Account		\$ 1,427.50
<i>This includes \$999.50 f/the Stamp Collection - Umphrey</i>		
March Donations		\$ 240.00
Purchases	\$ (256.94)	
Purchases	\$ (105.46)	
Donations		\$ 496.00
Donations 06/09 to 09/08/2022		\$ 125.00
Purchases - Mena Irving - Painting	\$ (300.00)	
Purchases - 06/09 to 09/08/22	\$ (491.58)	
Purchases 09/09	\$ (63.50)	
Donations 10/07/22		\$ 150.00
Purchases 10/14/2022	\$ (101.04)	
Purchases 11/14/2022	\$ (153.13)	
Donations 11/14 thru 01/31/23		\$ 484.99
Purchases 11/14 thru 01/31/23	\$ (158.56)	
Balance 01/31/23		\$ 1,293.28

Miscellaneous Donations - Reserve Account

Balance Forward 03/03/2022		\$ 763.92
March Donations		\$ 100.00
Purchases	\$ (797.57)	
Purchases	\$ (17.91)	
Donations		\$ 100.00
Purchases 06/09 to 09/08	\$ (297.44)	
Donations		\$ 225.00
Purchases 09/21	\$ (50.47)	
Donations 12/27		\$ 100.00
Purchases 01/19/23	\$ (78.16)	
Balance 01/31/23		\$ 47.37

Ye Olde Book Shoppe - Special Revenue Fund

Balance Forward 03/03/2022		\$ 1,778.68
March Donations		\$ 58.00
March Purchases	\$ (264.98)	
April Donations		\$ 65.00
April Purchases	\$ (13.17)	
May Donations		\$ 18.00
May Purchases	\$ (67.77)	
Purchases 06/09 to 09/08	\$ (288.01)	
Donations 06/09 to 09/08/2022		\$ 309.00
Purchases 09/09	\$ (64.44)	
Donations 09/16		\$ 46.00
Donations 11/15/2022		\$ 16.00
Purchases 11/15	\$ (81.95)	
Donations 11/16 thru 1/31/23		\$ 112.33
Purchases 11/16 thru 01/31/23	\$ (233.28)	
Balance 01/31/2023		\$ 1,389.41

For Children's Library

Income from Scholastic Book Fair		\$ 997.06
Purchases 02/01/2022 - 09/08/2022	\$ (55.68)	
Festival of Baskets		\$ 1,623.50
Purchases	\$ (57.92)	
Purchases	\$ (204.58)	
Purchases	\$ (17.19)	
Purchases	\$ (161.29)	
Purchases - 12/1 to 12/31	\$ (367.63)	
Purchases - 01/01 to 01/31/23	\$ (622.72)	
Balance 01/31/2023		\$ 591.53

Circulation Statistics By Patron Report Class : 01/01/2022 to 01/31/2022

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	0	0	0	0
Non-Resident Adult	25	32	2	0
Non-Resident Juvenile	12	22	1	0
Resident Adult	111	108	23	0
Resident Juvenile	22	31	4	0
Staff	0	0	0	0
Teacher	6	0	0	0
Total	176	193	30	0

Circulation Statistics By Patron Report Class : 01/01/2023 to 01/31/2023

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	1	2	0	0
Non-Resident Adult	21	33	2	0
Non-Resident Juvenile	23	43	1	0
Resident Adult	225	222	17	0
Resident Juvenile	55	52	6	0
Staff	3	2	0	0
Teacher	0	0	0	0
Total	328	354	26	0

Circulation Statistics By Item Circulation Class : 01/01/2023 to 01/31/2023

Item Circulation Class	Checked In	Checked Out	Renewed	In-House Use	Booked
Audio	2	0	0	0	0
Circulation	326	354	26	11	0
Computers	0	0	0	0	0
DVDs	0	0	0	0	0
ILL Items	0	0	0	0	0
Interlibrary Loan	0	0	0	0	0
Total	328	354	26	11	0



Bendable Maine

FAQs

What is Bendable?

Bendable is a robust learning marketplace. It allows residents of all ages and backgrounds to easily discover content that is just right for them on a wide variety of subjects and then acquire new knowledge and skills through online courses as well as local, in-person learning opportunities.

Bendable Maine will launch in summer 2022. The vast majority of the learning made available through the system will be free to residents of the state. (When there is a cost to the user, it will be clearly indicated.)

Best of all, the system is being shaped by Mainers for Mainers. Hundreds of organizations and thousands of individuals across the state are participating in workshops and other activities to help with design, content curation and promotion.

Who is behind Bendable?

Bendable is an offering of the Maine State Library and the Drucker Institute, a nonprofit social enterprise based at Claremont Graduate University.

Is this another workforce development initiative?

Having people learn new skills so that they can improve their job prospects and advance in their careers is extremely important, and many of the resources on Bendable Maine will be work-related. Indeed, we are collaborating with major employers, labor leaders, workforce development officials and others to ensure that we provide learning opportunities that are truly relevant and in accord with Maine's 10-year Economic Development Strategy.

But we also know from our research that people are eager to learn for different reasons throughout their life—sometimes even throughout their day. As a result, Bendable Maine will include resources on a wide variety of topics, including cooking healthier meals, handling personal finances, fixing

things around the house and understanding technology. Users will also be able to tap Bendable to study science, literature, music, art and a host of other subjects.

By offering this kind of breadth, we believe that Bendable Maine can achieve its central mission: cultivating in people the habit of continuous learning, so as to make them more resilient in the face of a fast-changing economy and improve their overall sense of well-being.

I still don't get it. Why do we need Bendable? When I want to learn something, I just go to Google to find what I need or take a class from Coursera or LinkedIn Learning or some other online education platform.

The Bendable lifelong learning system offers several distinct advantages from what's available elsewhere:

- It is an abundant marketplace, offering dozens of choices of content providers. This gives everyone—no matter their level of formal education—the best chance to find the learning that suits their needs and interests, including the way they like to learn (through text or video, bite-size lessons or longer sessions, online or in-person, etc., etc.).
- While it is abundant, the system is also highly tailored. All of the content is being curated by the Maine State Library, so you can be sure that it is of the highest quality and meant for Maine. You can trust it.
- The system's content catalog blends national online courses with local learning opportunities from across the state.
- Most of the content will be free to state residents, including through pre-paid course seats that lead to industry-approved certifications. You can't get that by surfing the web.
- While the system includes a great digital platform, it also is a hub of place-based learning, featuring community-based, in-person study sessions, learning meet-ups and other face-to-face activities.

Learning is social, and people want to learn with each other and from each other. Bendable Maine recognizes and leans into that.

OK, I'm starting to get it now. But how will all of that local learning content get put into the system and kept up to date? That sounds like a lot of work!

The Maine State Library and the Drucker Institute are committed to building out a statewide volunteer network that can keep local learning opportunities up to date.

We'll also be working with local libraries to make sure that a wide range of community stakeholders—employers, nonprofits, schools and colleges, government agencies and others—are contributing to the system and drawing on its benefits.

What kind of technology is needed to access the Bendable Maine digital platform?

Bendable is a web application that can be accessed by any user with any modern web browser on a desktop computer, laptop, tablet or smart mobile device.

We are committed to making Bendable usable and accessible to the widest possible audience, and we provide features that support accessibility. For example, web pages on the Bendable platform are intended to be compatible with screen readers and accessible to keyboard navigation.

We also comply with federal accessibility standards.

Beyond that, our goal is for Bendable to offer a delightful and inviting experience for all, regardless of technology or ability. We leverage Universal Design for Learning (UDL) principles in our design process and consistently include learners with a range of abilities and different levels of digital confidence in our co-design sessions and user testing with the community.

Is Bendable private and secure?

For those who come to the Bendable platform and don't sign up for an account, no personal information is collected.

For those who do sign up for an account, Bendable collects limited personally identifiable information (PII)—specifically, name and email

address. Account holders may also choose to provide Bendable with additional profile information, such as ZIP code, library card number and mobile phone number, to help maximize their experience on the platform.

Bendable will never share PII without consent, and we will never rent or sell PII to anyone. We may share aggregate information about our user base with our partners, and we may publish these aggregate usage statistics.

Bendable facilitates accessing learning content from third-party providers that have been vetted and approved by Bendable and the Maine State Library. Some of these third-party providers ask users for additional information when registering for a course. Users should review each third-party provider's privacy policy to determine if they are comfortable with it.

Can young children use Bendable?

The Bendable Platform is not intended to be used by young children alone.

You must be 14 years of age or older to create an account on the Bendable platform. In accordance with the federal [Children's Online Privacy Protection Act](#), Bendable will never knowingly solicit, nor accept, personally identifiable information from Bendable users known to be under 14 years of age.

That said, Bendable is meant for all ages. We encourage parents, guardians and teachers to share learning content found on Bendable with younger children, as appropriate.

Maine is a big, diverse place. How can you make this work for everyone?

This is our central design challenge—and, by working with stakeholders across the state, we are committed to cracking it: *How can Bendable reflect the cohesive identity that many Mainers proudly share while addressing the specific needs of every distinct region and local community?*

A big part of the way that we are solving for this is by working closely with local public libraries across Maine; nobody knows their communities better. We also have four Bendable Fellows on the ground across the state. Their job is to listen to, and collaborate with, all stakeholders, ensuring that local learning needs are being met and everyone has a seat at the table.

My community already has a network of great community-based organizations. Is Bendable trying to elbow them out of the way?

Just the opposite! We want community-based organizations, including local libraries, to leverage Bendable so that they can better meet their own missions and take care of those they serve.

In South Bend, Indiana, where Bendable was first launched in June 2020, this model is playing out right now. Major local employers, like Beacon Health, are using Bendable as a learning-and-development platform for their employees. Goodwill case managers are sending their clients to Bendable to learn new skills and help them make the transition from prison back into the community. Public school teachers are directing their students to Bendable as part of their lesson planning. A youth jobs initiative is weaving Bendable-based resources on goal setting and career exploration into the program. The St. Joseph County Public Library is integrating Bendable into a good portion of its activities and events. And much, much more.

We have no doubt that, once it's launched, Bendable Maine will similarly help to enhance the great work that is already happening in communities throughout the state.

OK, I'm sold on Bendable Maine! How do I get involved?

If you represent an employer, nonprofit, government agency or other stakeholder, or you're an individual resident, just go to bendable.com, click on the tab for Maine and sign up at the top of the page.

If you're a public librarian, please reach out to Janet McKenney at the Maine State Library at janet.mckenney@maine.gov.

Or simply contact a Bendable Fellow in your area: **Northern Maine**—Christina Kane Gibson at christina@maine.bendable.com; **Central Maine**—Kate Hunter at kate@maine.bendable.com; **Southern Maine and Downeast**—Paul Salway at paul@maine.bendable.com or Landis Hackett at landis@maine.bendable.com.