

Washburn Memorial Library Board
June 1, 2023 at 4:30pm

Agenda

- ✓ Call to Order
- ✓ Approval of Minutes of April 6, 2023 meeting
- ✓ Financial Report - Donna
- ✓ Library Director's Report & Statistical Report - Cara
- ✓ Children's Librarian's Report - Courtney
- ✓ Board continuing education - Maine Library Trustee Handbook - Chapters 1 & 2
- ✓ Flower beds: ^{Done Ed die} June, July & August *Send reminder emails*
- ✓ August Festival - Baskets?? What should our theme be this year?? *Wildlife/mid to late July*
- Latest reads to share
- Date of the next meeting - September 7, 2023 at 4:30??
- Adjournment

\$10 a piece in memory of Laurie's mom Nancy + Joyce Mom-in-law
* Book for each

Damien Dumont
Board - Vol. / Liason

Joe Pickett
Take My Hand

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

April 6, 2023 MEETING NOTES

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

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

--We were introduced to the new board member Ed Jarrell.

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

Financial Report: There was no Financial Report. Donna said our financials are good. She will have a report for the June meeting.

Library Director's Report: Cara emailed her March stats and Memorials/Donations reports to the board members prior to the meeting. The March stats were great!

--All essential oil kits sold out.

--Cara is considering starting a spring/summer yoga class. It would begin in May. The classes will be held once a week on Thursdays from 9:00am-9:30am. The cost of the class will be \$3.00 per person.

--April's Teatime Book Club will be reading "The Housemaid" by Freida McFadden.

--Care reported that people are already taking advantage of the Seed Library. Ed mentioned he will check with Tractor Supply to see if he could get some of their unused seeds for the library to use.

--Sue asked Cara about growing garlic. Cara would like to be able to do a class on growing garlic.

Children's Librarian Report:

--All of the cocoa bomb kits sold out.

--Toddler Time numbers continue to increase with more out of town families attending.

--Courtney will put together a May craft kit. People have been interested in doing one.

--Next week Police Officer Bellanceau and Sgt. Cole will be in to read to the kids during Toddler Time. There will also be coffee and donuts.

--Aroostook County Collaboration – Courtney will be joining these meetings to share about the programs and classes that our Library puts on. In return she will get information about other programs, etc. going on in neighboring towns.

Board Continuing Education – Sue emailed chapter #5 of the Maine Library Trustee Handbook to board members prior to the meeting. Sue mentioned the core responsibilities of an Advisory Board.

Honoring Rita – On May 4, 6:00pm-7:30pm we will have a party to honor Rita for her many years of service on the Board. We will put her name on the plaque. A cake will be ordered from Jillian Bell. All board members will donate \$10.00 toward the purchase of a children's book, "Hot Dog", which will be in Honor of Rita. Any remaining money from book purchase will be used towards the cake. Courtney and Cara will email a list to the board for food items for the party. There will be an announcement on the town sign. Cara will do a mass email to all library patrons.

Election of Officers:

--For Chair—Bev nominated Christina; Heidi seconded. Londa nominated Laurie; Heidi seconded. During discussion Laurie indicated that she would possibly be traveling often, so maybe she shouldn't be Chair. The nomination for Laurie to be Chair was amended to have Laurie be Vice Chair. The nominations were now Christina for Chair and Laurie for Vice Chair; so voted.

--Secretary – Bev nominated Sarah. Laurie seconded. Londa made motion that nominations cease; so voted.

--Board members shared about the latest books they have been reading.

--Bev made motion that meeting be adjourned. Laurie seconded. Meeting was adjourned at 5:55pm.

Memorial Books - Reserve Account

Balance as of 01/31/2023 - Reserve Account		\$ 1,293.28
<i>Memorial Donations</i>		\$ 1,800.00
Expenditures: 02/01/23 thru 05/31/2023	\$ (1,740.42)	
Balance 05/31/2023		\$ 1,352.86

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)	
Balance: 05/31/2023		\$ 35.23

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)	
Balance: 05/31/2023		\$ 899.39

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)	
Balance: 05/31/2023		\$ 3,065.35

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)	
Balance 05/31/2023		\$ 1,476.47

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)	
Balance 05/31/2023		\$ 3,000.37

Library Projects

Balance - 01/31/2023		\$ 591.53
Income:		\$ 10.00
Purchases: 02/01/2023 thru 05/31/2023	\$ (613.56)	
Balance 05/31/2023		\$ (12.03)

Expense Summary Report

Department(s): 70
May

33%
OR LESS

Account	YTD Budget Net	--- Y T D ---		Unexpended Balance	Percent Spent
		Debits	Credits		
70 - Library	70,905.00	22,354.09	1,073.42	49,624.33	30.01
01 - Salary/Benefits	52,670.00	15,719.21	1,037.58	37,988.37	27.87
16 - Librarian	23,725.00	7,732.29	515.70	16,508.41	30.42
17 - Children's Librarian	21,075.00	6,824.83	449.71	14,699.88	30.25
30 - Flex Hours	4,000.00	0.00	0.00	4,000.00	0.00
92 - Medicare	710.00	205.33	13.68	518.35	26.99
93 - Social Security	3,025.00	877.93	58.49	2,205.56	27.09
94 - Unemployment Compensation	55.00	26.75	0.00	28.25	48.64
95 - Workers Compensation	80.00	52.08	0.00	27.92	65.10
02 - Utilities	6,760.00	1,684.31	0.00	5,075.69	24.92
01 - Electricity	2,600.00	494.05	0.00	2,105.95	19.00
02 - Heat	3,200.00	907.50	0.00	2,292.50	28.36
05 - Water & Sewer	960.00	282.76	0.00	677.24	29.45
03 - Communications	540.00	172.52	0.00	367.48	31.95
03 - Telephone	540.00	172.52	0.00	367.48	31.95
04 - Maintenance	1,150.00	229.80	0.00	920.20	19.98
01 - General	750.00	99.80	0.00	650.20	13.31
07 - Garbage Disposal	400.00	130.00	0.00	270.00	32.50
05 - Supplies	850.00	131.50	0.00	718.50	15.47
01 - General	150.00	40.63	0.00	109.37	27.09
02 - Office	200.00	12.04	0.00	187.96	6.02
05 - Library Supplies	500.00	78.83	0.00	421.17	15.77
06 - Equipment	50.00	0.00	0.00	50.00	0.00
01 - Equipment	50.00	0.00	0.00	50.00	0.00
08 - Administrative Costs	7,885.00	4,133.43	35.84	3,787.41	51.97
02 - Dues & Subscriptions	500.00	45.00	0.00	455.00	9.00
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	2,035.47	35.84	3,000.37	39.99
14 - Technical Support	1,925.00	1,725.00	0.00	200.00	89.61
99 - Miscellaneous	1,000.00	283.32	0.00	716.68	28.33
03 - Special Events/Activities	1,000.00	283.32	0.00	716.68	28.33
Final Totals	70,905.00	22,354.09	1,073.42	49,624.33	30.01

*July 1
Cava FT*

Director's Report for April & May, 2023

June 1st, 2023 @ 4:30pm

April & May Stats:

April = 354 Checked In / 385 Checked Out / 19 Renewed

May = 497 Checked In / 474 Checked Out / 36 Renewed

Memorials & Donations:

A book 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 memorial donation from Gene & Londa Brown and Family in loving memory of Kay Brown, of two raised garden beds for the Children's Library outdoor area!

Coming in June, July, & August:

- **Scholastic Book Fair**- June 7th - 10th and June 13th - 15th
- **Summer Reading Program**- This year's reading program is about BUGS! Every Wednesday during the month of July at 10:30am will be story time and a project.
- **Seed Library**- Until September 1st
- **Yoga Series** - Last class July 6th
- **Library's August Fest events**-
 - **August 1st - 19th: Books & Baskets Raffle**

- **August 15th - 18th: Slime Fest Kits & Toddler Time**
- **August 18th (Friday):** Open hours: 9:30am - 6pm
- **August 16th - 17th (drop off stuffed animal): Teddy Bear Sleepover** with Courtney and **August 18th -19th (pick-up)**
- **August 19th (Saturday):** Open Hours 9am - 1pm
- **August 19th:** Drawing for *Books & Baskets Raffle*, Saturday @ 12:30pm

Updates:

- **Maine Library Trustee Handbook:**

https://www.maine.gov/msl/libs/admin/documents/Complete_Handbook_Mar4_ocr.pdf

- **Email Newsletter (via Atrium):** The good news is that we sent out an email newsletter to all our patrons that provided us with their email addresses. The bad news is, well over 100+ got kicked back to us and many went to SPAM! We contacted Atrium support and in summary, this is what they replied:

Good Afternoon,

Most likely the emails themselves are being marked as Spam on the recipient's end. The library uses a free Gmail account to send out emails but uses our email server settings to relay and send emails. Essentially, the recipient's email sees conflicting addresses being sent, indicating an email is spam...

Unfortunately, **I must also note that Atrium is not meant to send out mass Newsletters regularly.** We do typically recommend using a 3rd party service for this. I do understand the desire to not really want a 3rd party service. Just a recommendation I wanted to mention. The library could still see bouncebacks and failures in Atrium if the system continues to send out emails the way that it has been.

Thanks,

Marie Gibson

L2 Technical Support, Book Systems, Inc

Cara Miller

Washburn Memorial Library Director

SCHOLASTIC

BOOK FAIR

It's Book Fair Time!

Washburn Memorial Library
1290 Main Street
Washburn, ME 04786
(207) 455-4814

June 7th, 8th, 9th, 13th, 14th and 15th 9:30AM-4:00PM
Saturday, June 10th 9:00AM-12:00PM

Dates/Times/Place

Check out with Book Fair eWallet, the convenient, cash-free payment system and earn BIG rewards for our school! Woo hoo!



Come to
The Fair
Choose books
You Love



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ALL TOGETHER NOW:

BEE A READER!

**SUMMER
READING
PROGRAM**

**Join Miss Courtney for exciting
stories & fun activities including
crafts!**



WEDNESDAY: JULY 5TH, 12TH, 19TH & 26TH

10:30 AM-12:00 PM AGES 3 & UP

WASHBURN MEMORIAL LIBRARY

REGISTRATION IS REQUIRED

PLEASE MESSAGE US ON FACEBOOK TO SIGN UP OR

CALL US AT 455-4814 TO RECEIVE YOUR START UP

PACKET AND ACTIVITIES

JOIN US FOR A STUFFED ANIMAL SLEEP OVER

Bring your favorite stuffed animal to spend the night at the library with Miss Courtney on August 16th and 17th and pick them up on August 18th or 19th.



Each child will receive a polaroid picture of the stuffed animal that will show his adventures with Miss Courtney.



When you come into the library also check out our wonderful baskets that are up for raffle.

During the week of August 14th-19th we will be open
Tuesday, Wednesday & Thursday
9:30AM-4:00PM
Friday 9:30AM-6:00PM
Saturday 9:00AM-1:00PM



SLIME

FEST

Come on into the library and grab a special kit for free that will include everything you need to make your very own slime. While you are here come check out our beautiful baskets that will be up for raffle.

Washburn Memorial Library

1290 Main Street

Washburn, Maine 04786

455-4814

August 15th-18th

9:30-4:00