

Washburn Memorial Library Board
October 5, 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

New Business

- Board continuing education – Maine Library Trustee Handbook – Chapters 5 & 6
- Other New Business
- Latest reads to share
- Date of the next meeting – November 2, 2023 at 4:30.
- Adjournment

*Trust 2:30-4:00
Oct 28th -
Books + Brews
1st Mon of month
@ 12:00
Maine Digital Library
Nov 1st...*

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

Sarah Sines – ssines@msad45.net

Expiring 2025

Sue Brown – suebrown11@gmail.com

Londa Brown – libbrown625@hotmail.com

Expiring 2026

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

September 7, 2023

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

Donna Turner introduced Damien DuMont, a high schooler at Washburn District High School. The hope is that Damien will help form a relationship between the library and the young adults at the high school. Board members offered introductions. Londa Brown put together a compilation of ideas on ways high schoolers might become more involved with the library.

Chairperson, Christina Maynard, called the meeting to order at 4:31 PM.

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

Financial Report: Donna reviewed the account totals. The King Grant balance is \$2603.10 and the Friends of the Library balance is \$1293.60 as of September 7, 2023. The Library Project balance is \$598.14.

The library is currently functioning at the projected levels at this time of the year. There are no furnace issues to report that would affect the budget.

Library Director's Report: Library Director Cara Miller reported out on the number of items checked in/out for July & August. Summer typically sees an increase in circulation, and this summer is no exception.

Many books were donated "In Memory Of" during the months of July and August.

Highlights from the August Festival:

August Fest was a hit, with a fundraising total of \$1652.50 coming into the library. This was \$29 more than last year's totals. Pictures of the baskets were posted on the library website. Thank you cards were sent out to those businesses who donated to the fundraiser. Courtney Howe handwrote all of the thank you cards sent to the donors.

Forty slime kits were given out.

Twenty stuffed animals were dropped off for the overnigher at the library. Courtney snapped photos and kept the animals' kiddos informed of the night's festivities.

Up and Coming:

Coffee Tasting Kits: sold out

Craft Kit: Jenga Block Pumpkins

Yoga Autumn Series: This library offering began on September 5. The space available would comfortably fit 8 to 10 participants. Twelve participants have signed up for Chair Yoga, held on Tuesdays, and 8 are registered for Power Yoga, on Thursdays. If more people are interested in participating an alternate site may need to be considered to accommodate the increase. The Rec Center may need to be considered.

Books & Brews Social Hour: This group will meet one time a month to discuss books and allow participants to socialize with light refreshments. There is some concern that the "Brews" part of the title might indicate the serving of beer. Perhaps a change in name to "Book Social Hour" might clear up this potential confusion.

Laurie Blackstone thanked the board for the books donated in memory of her mother and mother-in-law.

Children's Librarian Report: Courtney Howe reported that the Scholastic Book Fair was a success and earned the \$600 in sales needed to participate again next year. There are 2 options for next year: Scholastic or Usborne.

Forty slime kits were distributed to kids during the August Festival. The Teddy-Bear Sleepover was enjoyed by 20 stuffed animals. The elementary school principal, Valerie Black, asked Courtney to put together a packet of information to be distributed during the elementary school open house.

Toddler Time currently has an average of 25 kiddos in attendance. On September 6, a representative from Help Me Grow came to the library to speak with families. Kiddos received free books and literature from the program.

Craft Kits are going to be posted on September 8 (do-at-home kits). These versatile kits could be enjoyed by adults or children.

September is Library Card Sign-Up Month as well as Honey Month. Courtney plans to combine the 2 in a celebratory way to welcome new patrons.

The ladies who participate in Rec Director Marcie Barbarula's senior group will be meeting with Courtney soon.

Local artist Mena Irving will host a painting class in October, with mocktails being served. The cost will be around \$40 or \$45 a person, with the library receiving \$5 from each registration. The date of the event is to be determined.

Continuing Education: A quick discussion on chapters 3 and 4 from the Maine Library Trustee Handbook. It was mentioned that the library board

meeting should be posted on the town sign 2 days before the meeting. Currently, the meeting date and agenda are posted to the library website.

Trunk or Treat - Sarah Sines will represent the library board with a car submission in the Trunk or Treat. Board members donating candy may bring the goodies to the October board meeting.

September is Library Card Sign-Up Month. Perhaps the National Honor Society might be able to assist with promoting high schoolers signing up for library cards. The availability of ebooks on the Cloud might be appealing to high school students. The Cloud Library is free to patrons with a library card. A large number of teen books have been added. A diverse selection of newspapers and magazines are also available. School libraries are not able to give Cloud access, only public libraries.

Damien asked if perhaps a library card booth located at the high school might be possible to sign kids up for library cards. There could also be information to educate new users of the Cloud Library.

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

New Business:

The next meeting will be held on Thursday, October 5, 2023, at 4:30 PM in person at the library.

Bev Turner made a motion to adjourn the meeting at 5:05. Londa seconded the motion, so voted. The meeting was adjourned at 5:05 PM.

After the meeting adjourned, Londa continued chatting with Damien about ways to educate and entice young adults to utilize library offerings and services.

Financials - October 2, 2023

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)	
Donations 06/01 thru 09/06		\$ 180.00
Expenses: 06/01 thru 09/06	\$ (356.82)	
Purchases 09/07 thru 10/02	\$ (102.40)	
Donations thru 10/02		\$ 40.00
Balance 10/02/23		\$ 1,113.64

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
Purchases: 02/01/23 thru 05/31/23		
Purchases:	\$ (207.80)	
Balance 10/02/23		\$ 37.43

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)	
Expenses: 09/07 thru 10/02	\$ (30.26)	
Income:		\$ 50.00
Balance 10/02/23		\$ 580.84

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 10/02/23		\$ 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)	
Income: 09/07 thru 10/02		\$ 110.00
Purchases: 09/07 thru 10/02	\$ (180.15)	
Interest: 09/30		\$ 2.50
Balance 10/02/23		\$ 1,225.95

*Spent by
D.C. 15th*

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)	
Purchaes: 09/07 thru 10/02	\$ (534.09)	
Balance 10/02/23		\$ 1,170.37
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 10/02/23		\$ 598.14

Maine Community Foundation					
	As of 12/31/23	9/30/2023	Incr/decr 2023	Available to Spend	Notes
Thompson Fund	\$ 19,361.04	\$ 20,679.81	\$ 1,318.77	\$ 3,290.00	Board can use at their discretion
Randall Fund	\$ 60,543.75	\$ 64,666.89	\$ 4,123.14	\$ 7,585.92	Capital Improvements Only
Balance 09/30/23	\$ 79,904.79	\$ 85,346.70	\$ 5,441.91	\$ 10,875.92	

Expense Summary Report

Department(s): 70

January

Account	YTD Budget Net	--- Y T D ---		Unexpended Balance	Percent Spent
		Debits	Credits		
70 - Library	70,905.00	54,227.60	20,392.59	37,069.99	47.72
01 - Salary/Benefits	52,670.00	42,805.91	20,294.48	30,158.57	42.74
16 - Librarian	23,725.00	17,700.69	7,978.02	14,002.33	40.98
17 - Children's Librarian	21,075.00	13,684.76	988.77	8,379.01	60.24
30 - Flex Hours	4,000.00	2,409.96	0.00	1,590.04	60.25
90 - Health Insurance	0.00	3,530.28	7,130.56	3,600.28	---
91 - Maine State Retirement	0.00	721.27	1,798.00	1,076.73	---
92 - Medicare	710.00	491.12	13.68	232.56	67.25
93 - Social Security	3,025.00	1,850.82	58.49	1,232.67	59.25
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
02 - Utilities	6,760.00	2,731.61	0.00	4,028.39	40.41
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	565.52	0.00	394.48	58.91
03 - Communications	540.00	336.10	20.67	224.57	58.41
03 - Telephone	540.00	336.10	20.67	224.57	58.41
04 - Maintenance	1,150.00	444.15	0.00	705.85	38.62
01 - General	750.00	184.15	0.00	565.85	24.55
07 - Garbage Disposal	400.00	260.00	0.00	140.00	65.00
05 - Supplies	850.00	692.26	0.00	157.74	81.44
01 - General	150.00	134.00	0.00	16.00	89.33
02 - Office	200.00	62.45	0.00	137.55	31.23
05 - Library Supplies	500.00	495.81	0.00	4.19	99.16
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	6,445.24	77.44	1,517.20	80.76
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	509.77	41.60	-68.17	117.04
09 - Library Allowance	5,000.00	3,865.47	35.84	1,170.37	76.59
14 - Technical Support	1,925.00	1,725.00	0.00	200.00	89.61
99 - Miscellaneous	1,000.00	772.33	0.00	227.67	77.23
03 - Special Events/Activities	1,000.00	772.33	0.00	227.67	77.23
Final Totals	70,905.00	54,227.60	20,392.59	37,069.99	47.72

Library Director's Report

Meeting Info:

In person October 5th, 2023 @ 4:30pm

September Circulation Stats:

469 Checked In / 516 Checked Out / 44 Renewed

September Memorials & Donations:

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

The following books were donated by Joyce Doody in memory of Snuffy Pinette and his love for fly fishing:

- The Total Fly-Fishing Manual: 307 Essential Skills and Tips, by Joe Cremele
- Fly Fishing Maine: Local Experts on the State's Best Waters, by Bob Mallard

- Valerie Black, Principal of Washburn Schools, donated 70 beautiful junior fiction books! All in excellent condition and most are hardcovers.

September Highlights:

- Yoga Classes are going well (both Chair Yoga and Power Yoga). The sign up spots for each class are full.
- Books & Brews Social Hour is going well. On average we have 5 people total.
- Coffee Tasting Kits sold out.
- Pumpkin Jenga Craft Kits sold out.
- Courtney held a Craft Class with the Senior Ladies Group.
- Toddler Time is still going strong.

Coming in October:

- October 16th @ 6pm, Filomena Irving's Painting Class + Mocktails, \$45 per person
- National STEM Month- Courtney is creating STEM Kits.

- October 19th, Library Card Sign up at the High School- Courtney will set up a table during lunch time.
- October 28th, Trunk or Treat (please bring in your candy, if you haven't already).
- Growing Garlic Kits, possibly

Other:

- **I attended the Public Library Directors Conference. A few interesting things I learned:**

- **Policies:** There was a significant amount of information on creating policies including "book banning/book challenging." The Maine State Librarian, Lori Fisher, expressed that book banning is up by 40% and that in some areas (mostly larger city libraries, such as Portland). There are threats on library staff from these "book banners" and many librarians are leaving the profession due to the stress of these constant attacks. One librarian said, she has to constantly remind herself WHY she is in the profession (her love for learning & serving) in order to maintain joy for her work. When discussing book banning, the presenters stressed how important it is for each library to have a form to physically hand to anyone who wants to challenge an item. Having this available could possibly save us from getting into a debate simply by providing the form and asking them to fill it out.
- **Safety:** There was also a great deal of info. on the fact that we are a public service and therefore welcome all the public, which can create some safety concerns. The presenters provided examples and statistics on New England's population of mental health conditions and library incidents due to mental illness. They went over safety protocols and why they should be in place (I.e. written policies, security cameras, etc). The former Library Director of the Boston Public Library in Mass. shared many of his experiences with patrons struggling with mental health and the safety concerns surrounding that. He noted that it is important to have a Behavior Conduct Policy so that anyone who violates that policy is treated the same.
- **Volunteers:** Volunteerism was also discussed, specifically federal laws around volunteering. Legally, volunteers cannot do a job that a paid library staff member is hired to do. Some Maine libraries have been audited and found "guilty" for allowing volunteers to do work that the employees are paid to do.
- **Programs:** Library Directors who presented shared their community outreach programs and resources, which spurred some interesting ideas: A live beehive display (fully encapsulated- there are no bees flying free in the library- LOL!), local Farmer's Market, School Outreach Night (for teachers & other school staff), self-care, wellness & social connection programs/groups, and more.

- **Maine Library Trustee Handbook:**

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

Best,
 Cara
 Cara Miller
 Library Director, Washburn Memorial Library
 Certified Nutritionist and Health & Wellness Coach
 Certified Yoga Instructor

Book Ban/Material Challenge Submission Form

This form must be completed in full if you wish to challenge a specific item(s) in our library's collection. Please be aware that your book challenge will be reviewed by our Library Board. The Library Board meets once a month. Therefore, the deciding process can take up to 2 months. Washburn Memorial Library is committed to the rights of individuals to read and access the material they desire. This is a fundamental principle of a library- We support the right to intellectual freedom.

Please fill out the form below (attach any necessary documentation):

- Requester's name:
- Contact information:
- Type(s) of material being addressed (book, audio book, etc.):
- Title, author, year of publication:
- * Did you read/listen/view the material in full?

* For "no" responses on the final question in the above section, no further action will be taken. If the material in question was not considered in full, it cannot be put through the book challenge process.

- What are your concerns about the material? Provide citations in support of your objections:
- Explain how the material fails to meet Intellectual Freedom Standards:
- Who would be negatively impacted by this material (citations and evidence required)?
- How does the material fail to meet district or state educational objectives (if applicable)?
- What would you replace the material with (include titles of replacements)?

Please sign and date:

Signed _____

Dated _____

*Forms that are not signed will be void.