

Washburn Memorial Library Board  
December 7, 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 9 & 10
- ✓ Other New Business
- Latest reads to share
- Date of the next meeting – January <sup>11</sup> 4, 2023 at 4:30.
- Adjournment

The Book Club  
Hole  
Julie Spencer  
Fleming  
Cloud  
One & Only Swan  
Remarkably Bright  
Creatures  
Perfect - DVA

Current Board Members:

Appointed Annually:

Perham	Bev Turner – <a href="mailto:townclerk@washburnmaine.org">townclerk@washburnmaine.org</a>
Wade	Heidi Silver – <a href="mailto:heidisilver@gmail.com">heidisilver@gmail.com</a>

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2024	Sarah Sines – <a href="mailto:ssines@msad45.net">ssines@msad45.net</a>
Expiring 2025	Sue Brown – <a href="mailto:suebrown11@gmail.com">suebrown11@gmail.com</a>
	Londa Brown – <a href="mailto:libbrown625@hotmail.com">libbrown625@hotmail.com</a>
Expiring 2026	Laurie Blackstone – <a href="mailto:blackstonehome@hotmail.com">blackstonehome@hotmail.com</a>
	Christina Maynard – <a href="mailto:lvtoread514@gmail.com">lvtoread514@gmail.com</a>
	Ed Jarrell – <a href="mailto:edjarrell@hotmail.com">edjarrell@hotmail.com</a>

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

November 2, 2023

Present via Zoom: Heidi Silver, Courtney Howe, Laurie Blackstone, Cara Miller, Ed Jarrell, Sarah Sines, Sue Brown, Londa Brown, Damien DuMont, Donna Turner, Bev Turner

Chairperson Laurie Blackstone called the meeting to order at 4:31 PM via Zoom.

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

Financial Report: Donna Turner reviewed the library's various account totals. At this time the library needs to be operating at 75% or less of the total budget, which it is. Expenses will increase in the next few months due to heating costs. Londa Brown made a motion to accept the financial report. Sue seconded the motion, so voted.

Library Director's Report: Cara Miller reported that the October circulation numbers were 386 items checked in, 391 items checked out and 80 items renewed.

There were just a few donations made to the library during the month of October. Anna Bragg gave a generous donation to the library and the Rotary Club donated a book about fly fishing in memory of Willis Laskey.

The library filled 460 bags of candy to be handed out during the annual Trunk or Treat event held at the elementary school.

Mena Irving hosted 8 participants for her flower painting class held at the library.



Courtney Howe and Sue Brown visited the high school during the students' lunchtime to sign students up for library cards. Fourteen students registered for library cards. Information was also presented to a couple of the teachers about the Cloud Library.

Coming in November: Courtney is creating holiday ornament DIY kits.

The Books & Brews Social Hour is going well with a small group of approximately 5 participants. The next meeting will be held downstairs on November 6 at 12:00 Noon.

The Autumn Yoga Series will be wrapping up soon, with sessions restarting in April. If the Spring Yoga Series is well attended, classes may need to be moved to the more spacious Civic Center.

Teatime Book Club is reading The Book Club Hotel: A Christmas Novel, by Sarah Morgan. The next meeting will be on November 29th at 1:00, via Zoom.

Children's Librarian Report: Courtney assembled and distributed 20 STEM kits to young people of various ages.

The Holiday Ornament DIY Kits are ready for people to pick up.

The Toddler Time Halloween Party was a great success this year. Londa was able to provide additional assistance during this event.

Courtney and Sue visited the high school to register students for library cards. Fourteen students registered for cards. The English teachers spoke with the library representatives about the benefits of the Cloud Library. Courtney will prepare packets of information about the Cloud Library to drop off at the high school.

New Business: A brief discussion was held about chapters 7 and 8 of the Maine Trustee Handbook.

Londa spoke about an idea to improve access to patrons who are unable to visit the library during business hours due to working in neighboring towns. Her idea involves purchasing a locker-type cabinet to be housed outside near the library's backdoor. This area would provide some protection from the elements and is a well-lit area. The cabinet would be securely closed with a digital-code lock. Patrons could use the library's card catalog, found on the library's website, to search for new books. Then the library could be contacted through a variety of avenues, such as by phone, email or possibly Facebook, to check out the books. These checked-out books would then be placed in the outdoor cabinet for pick-up after business hours. There is currently money in the Stephen King grant to purchase the cabinet and lockbox.

It is estimated the cabinet and lockbox could be purchased for approximately \$200. This would be an economical way to provide greater access to patrons.

Someone would need to be contacted to secure the cabinet by the library's back door. Mr. Hanson and Josh Connolly both have busy schedules and may not be able to help. Perhaps Dale Lavway could be of assistance?

Heidi Silver made a motion to authorize up to \$500 to purchase the materials needed to create an after-hours book pick-up area. Bev seconded the motion. The vote to approve was unanimous.

All of the flower beds and planters need to be cleaned up and prepared for winter. Ed Jarrell offered to help with this task.

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

New Business: The next meeting will be held on December 7 at 4:30 PM in person. Perhaps Zoom meetings could be utilized during the winter months.



Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted. The meeting was adjourned at 5:14 PM.

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# Expense Summary Report

Department(s): 70  
November

83.33 %  
OR Less

Account	YTD Budget	---- Y T D ----		Unexpended Balance	Percent Spent
	Net	Debits	Credits		
<b>70 - Library</b>	70,905.00	69,362.41	20,492.59	22,035.18	68.92
<b>01 - Salary/Benefits</b>	<b>52,670.00</b>	<b>55,561.95</b>	<b>20,294.48</b>	<b>17,402.53</b>	<b>66.96</b>
16 - Librarian	23,725.00	23,477.97	7,978.02	8,225.05	65.33
17 - Children's Librarian	21,075.00	17,070.56	988.77	4,993.21	76.31
30 - Flex Hours	4,000.00	2,409.96	0.00	1,590.04	60.25
90 - Health Insurance	0.00	5,883.80	7,130.56	1,246.76	----
91 - Maine State Retirement	0.00	1,235.44	1,798.00	562.56	----
92 - Medicare	710.00	667.48	13.68	56.20	92.08
93 - Social Security	3,025.00	2,360.26	58.49	723.23	76.09
94 - Unemployment Compensation	55.00	55.00	0.00	0.00	100.00
95 - Workers Compensation	80.00	74.52	0.00	5.48	93.15
<b>02 - Utilities</b>	<b>6,760.00</b>	<b>3,423.59</b>	<b>0.00</b>	<b>3,336.41</b>	<b>50.64</b>
01 - Electricity	2,600.00	1,426.10	0.00	1,173.90	54.85
02 - Heat	3,200.00	1,290.59	0.00	1,909.41	40.33
05 - Water & Sewer	960.00	706.90	0.00	253.10	73.64
<b>03 - Communications</b>	<b>540.00</b>	<b>417.80</b>	<b>20.67</b>	<b>142.87</b>	<b>73.54</b>
03 - Telephone	540.00	417.80	20.67	142.87	73.54
<b>04 - Maintenance</b>	<b>1,150.00</b>	<b>509.15</b>	<b>0.00</b>	<b>640.85</b>	<b>44.27</b>
01 - General	750.00	184.15	0.00	565.85	24.55
07 - Garbage Disposal	400.00	325.00	0.00	75.00	81.25
<b>05 - Supplies</b>	<b>850.00</b>	<b>831.00</b>	<b>0.00</b>	<b>19.00</b>	<b>97.76</b>
01 - General	150.00	134.00	0.00	16.00	89.33
02 - Office	200.00	178.46	0.00	21.54	89.23
05 - Library Supplies	500.00	518.54	0.00	-18.54	103.71
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>100.00</b>	<b>150.00</b>	<b>-200.00</b>
01 - Equipment	50.00	0.00	100.00	150.00	-200.00
<b>08 - Administrative Costs</b>	<b>7,885.00</b>	<b>7,712.94</b>	<b>77.44</b>	<b>249.50</b>	<b>96.84</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	509.77	41.60	-68.17	117.04
09 - Library Allowance	5,000.00	5,133.17	35.84	-97.33	101.95
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>905.98</b>	<b>0.00</b>	<b>94.02</b>	<b>90.60</b>
03 - Special Events/Activities	1,000.00	905.98	0.00	94.02	90.60
<b>Final Totals</b>	<b>70,905.00</b>	<b>69,362.41</b>	<b>20,492.59</b>	<b>22,035.18</b>	<b>68.92</b>



## Financials - December 6, 2023

**Memorial Books - Reserve Account**

<b>Balance as of 01/31/2023 - Reserve Account</b>		<b>\$ 1,293.28</b>
<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
Donations thru 11/02		\$ 35.00
Purchases thru 11/02	\$ (41.36)	
Purchases thru 12/05	\$ (35.00)	
Donations thru 12/05		\$ 1,200.00
<b>Balance 12/06/23</b>		<b>\$ 2,272.28</b>

**Miscellaneous Donations - Reserve Account**

<b>Balance Forward 01/31/2023</b>		<b>\$ 47.37</b>
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)	
Donations thru 11/02		\$ 50.00
Purchases thru 12/05	\$ (52.08)	
<b>Balance 12/06/23</b>		<b>\$ 35.35</b>

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

<b>Balance Forward 01/31/2023</b>		<b>\$ 1,389.41</b>
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: thru 10/02		\$ 50.00
Income thru 11/02		\$ 101.00
Expenses: thru 11/02	\$ (203.67)	
Income thru 12/06		\$ 48.00
Expenses thru 12/06	\$ (79.87)	
<b>Balance 12/06/23</b>		<b>\$ 446.30</b>

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

<b>Balance Forward 01/31/2023</b>		<b>\$ 3,405.52</b>
Purchases: 02/01/2023 thru 05/31/2023	\$ (340.17)	
Purchases 03/01 thru 09/06	\$ (462.25)	
Purchases thru 11/06	\$ (193.60)	
Purchases thru 12/06	\$ (219.44)	
<b>Balance 12/06/23</b>		<b>\$ 2,190.06</b>



<b>Friends of the Library - Checkbook</b>		
<b>Balance -01/31/2023</b>		<b>\$ 1,780.81</b>
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
Purchases 10/03 thru 12/06	\$ (198.52)	
Income & Interest 10/03 thru 12/06		\$ 109.99
<b>Balance 12/06/23</b>		<b>\$ 1,137.42</b>
<b>Library Allowance - (Line Item in Budget)</b>		
<b>Balance - 02/01/23</b>		<b>\$ 5,000.00</b>
Credit		\$ 35.84
Purchases: 02/01/2023 thru 05/31/2023	\$ (2,035.47)	
Purchases: 06/01 thru 09/06	\$ (1,295.91)	
Purchases: 09/07 thru 10/02	\$ (534.09)	
Purchases: 10/03 thru 11/02	\$ (500.06)	
Purchases: 11/03 thru 12/06	\$ (767.64)	
<b>Balance 12/06/23</b>		<b>\$ (97.33)</b>
<b>Library Projects</b>		
<b>Balance - 01/31/2023</b>		<b>\$ 591.53</b>
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
Purchases thru 11/02	\$ (81.82)	
Income thru 12/06		\$ 100.00
Purchases thru 12/06		
<b>Balance 12/06/23</b>		<b>\$ 616.32</b>





Christina Maynard <lultvread514@gmail.com>

## Library Director's Report: November

2 messages

Washburn Memorial Library <washburnmainelibrary@gmail.com>

Tue, Dec 5, 2023 at 11:02 AM

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

Cc: Donna Turner <townmanager@washburnmaine.org>, Sue Brown <suebrown11@gmail.com>, Washburn Library <wml.me.1290@gmail.com>, Courtney Howe <courtneyjeanhowe@gmail.com>, Sarah Sines <ssines@msad45.net>, Laurie Blackstone <blackstonehome@hotmail.com>, Londa Brown <libbrown625@hotmail.com>, Ed Jarrell <edjarrell@hotmail.com>, Beverly Turner <townclerk@washburnmaine.org>, "Silver, Heidi" <heididsilver@gmail.com>, Christina Maynard <lultvread514@gmail.com>

Good afternoon,

Here are my notes for the upcoming meeting.

### Meeting Info:

November 7th, 2023 @ 4:30pm in person

### November Circulation Stats:

443 Checked In / 396 Checked Out / 54 Renewed

### November Memorials & Donations:

- A generous donation was given by Lidstone Memorial, United Methodist Women in memory of Sonja Butler. (\$1000)

The following books were donated by Vicki & Deryle Sponberg in loving memory of Kathleen Rose Brown:

- Star of Wonder, by Angela Hunt
- Home for the Holidays (Puzzle), by Springbok
- Beach Christmas (Large Print), by Grace Greene
- Women of the Post: A Novel, by Joshunda Sanders
- It. Goes. So. Fast.: The Year of No Do-Overs, by Mary Louise Kelly
- Jerusalem Road (4 book series), by Angela Hunt
- Strands of Truth (Large Print), by Colleen Coble
- Whistle Stop Christmas (Puzzle), by Buffalo Games
- The Paris Notebook, by Tessa Harris
- The Little Liar, by Mitch Albom
- Do You Want to Build a Snowman?, by Golden Books

### Updates:

- **Lego Club** with Marci is still going on every Thursday.
  - **Holiday Ornament Kits:** I've been communicating with Tina Reust (Activities Director at Leisure Gardens/Village). She asked if we could make Holiday Ornament Kits for the nursing home, Leisure Gardens. 20 kits will be going to them, along with some donated books for their little library that they are trying to build (these are books



that have not moved for over a year in our book sale + recent books donated to us that are quite outdated).

- **Our Christmas tree is up! We are offering:**
- **Book Giving Tree & Christmas Cookie Jars:** Under the Christmas tree, we've placed wrapped used books for kids/families to take (by donation) and created Christmas cookie jars (ingredients in a mason jar + recipe)- Sugar Cookies and White Chocolate Cranberry Oat Cookies. These jars will be \$5 each.

**Other:**

- **Library Outreach:** We purchased a waterproof, UV resistant 60 gallon outdoor storage box for \$130 + a Master Lock Box for \$75 + thick plastic bags 200 count (for books to be placed in and protected) \$35 = \$240 from Stephen King Grant. **TO DO'S:** Adam will secure the storage box to the ground, we will promote this as a new library service in January 2024!
- **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)

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

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**Washburn Memorial Library** <washburnmainelibrary@gmail.com> Tue, Dec 5, 2023 at 11:19 AM  
To: "Washburn Memorial Library (Cara)" <washburnmainelibrary@gmail.com>, Donna Turner <townmanager@washburnmaine.org>, Sue Brown <suebrown11@gmail.com>, Washburn Library <wml.me.1290@gmail.com>, Courtney Howe <courtneyjeanhowe@gmail.com>, Sarah Sines <ssines@msad45.net>, Laurie Blackstone <blackstonehome@hotmail.com>, Londa Brown <libbrown625@hotmail.com>, Ed Jarrell <edjarrell@hotmail.com>, Beverly Turner <townclerk@washburnmaine.org>, "Silver, Heidi" <heididsilver@gmail.com>, Christina Maynard <luvtoread514@gmail.com>

\* **CORRECTION:** We are meeting December 7th, not November 7th! We'd be quite late for that meeting!

My apologies,  
Cara  
[Quoted text hidden]

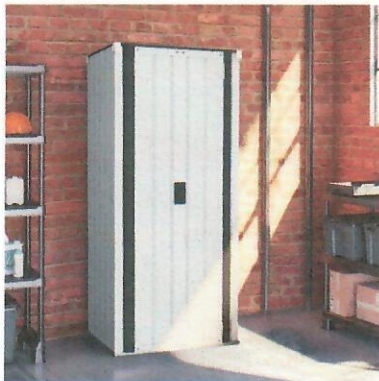


## Library Outreach - The Next Step

King grants have provided us with access to our library - a ramp for handicap access, fixed sidewalks, a book return to use when the library is not open, a children's room where children can enjoy activities and look at books geared to their age, the Barbara Porter room which can be used for activities and meetings.

It is time to take the next step to provide access. We are a bedroom community with many residents in other areas working during the day and not able to take advantage of what our library has to offer. How can we provide access to these residents?

1. Provide a locker-type storage in the back of the library. This



would be secured to the cement slab and would allow residents to check out books which could be picked up when the library is not open. This option has 3 shelves and would allow several patrons to pick up books on any given day. AECOJOY Outdoor Storage Cabinet Waterproof with Adjustable Shelves, Lockable Metal Outdoor Garden Storage Shed Organizer, Versatile for Garage, Backyard, or Indoor Use in White

2. Place a lock box on the unit which would have a code allowing the patron to access the books inside. The code would be changed as soon as the current books are picked up. It would be lit to provide easier access.



This is something which we can do right now and then plan for the future if this is something that appeals to our patrons and is working. Individual "lockers" would be ideal, but very cost prohibitive. If we could start small, advertise aggressively, and get the community interested, we could once again draw up a grant for the Stephen King Foundation which would provide a more permanent solution.