

**Simon Fairfield Public Library
Douglas, Massachusetts 01516
Tuesday, December 17, 2024
Trustees Meeting**

Present: Morrow, Anderson, Fontaine, Chesebrough, Holden, Harvey, Lyons, and Snook
Absent: VanReed

The meeting was called to order by Chair Morrow at 4:02 PM.

It was moved, second and passed unanimously to accept the minutes for September 24, 2024. There was no official meeting in October because a quorum was not present.

Financial Report

As of December 11, 2024:

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 268,725.00	\$ 107,036.46	\$ 161,688.54	40%
Electricity	\$ 5,000.00	\$ 1,474.22	\$ 3,525.78	29%
Other Utilities	\$ 450.00	\$ 256.60	\$ 193.40	57%
Repairs, Maintenance, Replacements	\$ 20,914.00	\$ 14,689.24	\$ 6,224.76	70%
Alarms (Other Property Expenses)	\$ 1,500.00	\$ 755.00	\$ 745.00	50%
C/W MARS	\$ 7,764.00	\$ 7,764.00	\$ -	100%
Telephone	\$ 260.00	\$ 144.47	\$ 115.53	56%
Postage	\$ 42.00		\$ 42.00	0%
CPC Licenses	\$ 14,400.00	\$ 5,961.48	\$ 8,438.52	41%
Wowbrary service	\$ 800.00		\$ 800.00	0%
Office/Other supplies	\$ 4,500.00	\$ 2,477.96	\$ 2,022.04	55%
Custodial supplies	\$ 1,000.00	\$ 316.84	\$ 683.16	32%
Library materials	\$ 78,000.00	\$ 38,114.72	\$ 39,885.28	49%
Dues/memberships	\$ 1,000.00	\$ 140.00	\$ 860.00	14%
Total	\$ 404,355.00	\$ 179,130.99	\$ 225,224.01	44%

Trustees Accounts

	Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives or Restricted	Balance
Building Donations	\$170,144.10	\$23,101.39		\$193,245.49		
LIG/MEG Grant	\$51,568.61		\$2,651.45	\$22,000.00		\$4,914.16
Regular Donations	\$50,326.65	\$2,089.50	\$371.78	\$50,500.00	\$922.49	\$621.88

Fines Revolving Acct	\$244.04	\$112.40	\$163.28			\$193.16
RS Douglas	\$12,611.58	\$68.91			\$10,000.00	\$2,680.49
Carrick Fund	\$2,631.32	\$1,189.00				
TOTALS	\$287,526.30	\$26,561.20	\$3,186.51	\$265,745.49	\$10,922.49	\$8,409.69

**Director's Report
November Circulation Report:**

Format:	Nov 2023 Our collection to everyone	Nov 2024 Our collection to everyone	Nov 2023 Borrowed by our patrons	Nov 2024 Borrowed by our patrons
Audio	6	7	15	16
Audio enabled book	0	41	0	40
Blu-Ray	25	32	19	6
Book	1996	2247	1684	2039
DVD	436	426	370	332
Equipment (Instruments, hotspots)	3	2	5	2
Laptop	24	41	24	41
Game	13	7	9	7
Museum Pass	0	0	0	0
Music	106	118	43	10
No Circ Modifier	1	1	4	5
Periodical	45	57	46	59
Puzzles	2	0	2	0
<u>TOTAL EVERGREEN CIRCS:</u>	<u>2657</u>	<u>2979</u>	<u>2221</u>	<u>2565</u>
Kanopy Streaming Video			15	4
Database Full-text Retrievals			5	1
CreativeBug Classes Watched			0	29

Digital Books	836	1351	530	673
Digital Audiobooks	1526	1799	747	914
Digital Magazines			119	184
<u>TOTAL DIGITAL CIRCS:</u>	<u>2362</u>	<u>3150</u>	<u>1416</u>	<u>1805</u>
<u>TOTAL CIRCULATIONS OVERALL:</u>	<u>5020</u>	<u>6129</u>	<u>3637</u>	<u>4370</u>
Wifi Sessions			270	180
<i>Total Circs & Internet Use:</i>			<i>3907</i>	<i>4550</i>
Door Count			1320	1539

Programming Report:

Age Range	Nov. 2023	Nov. 2024
0-5	9 (105 attendees)	7 (83 attendees)
6-10	5 (94 attendees)	6 (72 attendees)
Teens	1 (2 attendees)	1 (4 attendees)
Adults	3 (18 attendees)	7 (38 attendees)
General (Everyone)	1 (22 attendees)	1 (9 attendees)
Total	19 (241 attendees)	22 (206 attendees)

Handout Programs :

- 95 Brain Bundles
- 50 take-home turkey crafts
- 138 bags of tea
- 107 coloring and activity sheets

Snook was on vacation for 3 weeks and prepped the staff well during his absence.

Snook is working on getting all the Library's computers updated to be compatible to Windows 11.

There have been ongoing incidents with unaccompanied minors in the library that has forced adopting stricter procedures for repeat offenders.

Old Business

- **Building Projects**
 - **Accessibility next steps**
Chesebrough felt that pursuing a structural engineer should be done.
 - **Outdoor brick work quotes**
Snook is pursuing quotes from ESI Waterproofing and Masonry Restoration, Inc. as well as JS Masonry to compile with the town's requirement to have more quotes than one for Capital requests over \$50,000. Jan Sudyka's quote was \$55,000.
It was mentioned that perhaps the brick work should wait until the accessibility issues are addressed.
 - **Basement Projects**
Snook reported that all the finishings for the basement will not be fulfilled with the remaining maintenance budget as well as the unrestricted grant received from Unibank. He felt that using LIG MEG grant monies would bring this project closer to finishing.
Brian Lavallee, the contractor, has estimated \$7,500 for the Children's Librarian's office and \$7,500 for the Archivist's office, totaling \$15,000 for the project. There is \$6,224.76 in the maintenance budget. Snook proposed using \$5,000 from that budget amount and use \$2,000 from the Unibank gift and \$500 from LIG MEG grant to finish the Children's Librarian's office. That would leave funds for electrical needs that may happen before the end of Fiscal Year 2025. The Archivist's space would be addressed in Fiscal Year 2026.
It was moved, seconded and passed to finish the Children's Librarian's office for \$7,500 using \$5,000 from the maintenance budget and \$2,500 from the LIG MEG grant.
- **Grants**
 - **Capital Campaign**
Last month: \$247,296.49
This month: \$265,745.49
Growth: \$18,449.00
 - Unibank**
Unibank donated an unrestricted \$2,000, part of which will go to archival expenses and the capital campaign with \$621.88 to spare.
 - Other**
The first half of the LIG/MEG (Library Incentive Grant and Municipal Equalization Grant) grant check will come from the Massachusetts Board of Library Commissioners (MBLC) for \$13,085.20. The second disbursement is almost always equal to or greater than the first.
- **Friends**
The Friends will be working on their annual membership mailing in January.

New Business

- **FY 2026 Budget**
The Fiscal Year 2026 budget will be discussed at January, 2025 meeting.
- **Life Trustee Vacancy**
Barbara VanReed has resigned as a Life Trustee and by doing so the remaining Life Trustees will determine her replacement.
- **Alternate Signatory for payroll and vouchers**

It was moved, seconded, and passed unanimously to appoint Danielle Morrow as the Alternate Signatory for payroll and vouchers.

- **The MBLC Library Services and Technology Act (LSTA) Action Plan**
This will be discussed at the January Trustees Meeting.
- **Director's Review**
Snook will provide a blind review using Survey Monkey and will present results at the January Trustees Meeting

The next Library Trustees Meeting will be January 28, 2025 at 5 PM.

The Meeting was adjourned at 5:24 PM

Respectfully submitted
Ellie Chesebrough, Secretary