

Simon Fairfield Public Library  
Trustees Meeting  
August 3, 2022

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

The meeting was called to order the meeting at 5:06 pm.

It was moved, seconded and passed unanimously to accept the minutes for the June 1, 2022 meeting.

**Financial Report**

**Town Appropriated Operating Funds**

	Appropriated	Expended	Balance	% spent YTD
Compensations	192,225.00	13,603.69	178,621.31	7%*
Electricity	5,754.00	0.00	5,754.00	0%
Oil	1,095.00	0.00	1,095.00	0%
Water	470.00	0.00	470.00	0%
Repairs/Maintenance	1,000.00	1,375.00	-375	140%
Alarms	830.00	0.00	830.00	0%
C/W MARS	8,776.00	7,470.00	1,306.00	85%
Telephone	495.00	0.00	495.00	0%
Postage	85.00	0.00	85.00	0%
Wowbrary service	435.00	0.00	435.00	0%
Office/Other supplies	2,987.00	0.00	2,987.00	0%
Custodial supplies	309.00	0.00	309.00	0%
Library materials	60,000.00	2,212.52	57,787.48	4%
<b>Total</b>	<b>274,461.00</b>	<b>24,661.21</b>	<b>249,799.79</b>	<b>9%</b>

**Trustees' Funds**

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building				11,554.83	0.00
Building w/ Interest				49,575.50	0.00
LIG/MEG Grant				13,722.54	31,718.27
Regular donations				50,500.00	7,146.51
Fines Revolving					226.81

RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest					2,137.95
TRUST (Old LIG/MEG)				1,649.18	0.00
Carrick Fund				2,083.34	0.00
<b>Total</b>				<b>129,085.39</b>	<b>51,229.54</b>
Friends 2022					

Until a reconciliation is received from the Finance Director, opening balances for FY 2023 are not available.

FY 2022 for the Library's Town appropriated funds turned back to the town \$152.90 for its operational budget and \$4,080.85 for its personnel budget. The personnel was under-spent because an employee who had maternity leave was not replaced 100% of the hours available due to the unique requirements for this position.

#### Treasurer's Role

It was moved, seconded, and passed unanimously to adopt the policy to elect a slate of officers for the Library Trustees at its first meeting after the Town Elections and to set the responsibilities for the Trustees' Treasurer, as well as an alternate at the same re-organization, to serve as a signatory for directives to expend municipal moneys voted by the Town at Town Meetings and that the Trustees' Treasurer shall sign warrants voted at Trustees' Meetings that spend funds from accounts controlled solely by the Trustees and that Library funds controlled solely by the Trustees will be kept under the custodianship of the Town of Douglas Treasurer who is bonded to perform such duties.

### **Director's Report**

#### **Circulation Report for the month of April**

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
June 2022	1516	20	60	378	57	1170	150	3351
July 2022	1874	22	86	389	51	1232	155	3809

Due to Snook's vacation in May, only basic services were provided.

Snook summarized highlights from FY 2022 as reported in the Massachusetts Board of Library Commissioners' ARIS statistics:

- Of the 3,235 registered borrowers, 2,889 are from Douglas
- 151 live programs were offered with a total attendance of 933
- The estimated door count was 20,412
- Total local circulation was 37,070

	Adult	Young Adult	Children
Books	7983	978	10132
Periodicals	785	0	0

Audio	307	2	83
Video	3307	8	475
e-Books	5028	402	830
e-Audio	5604	363	342
Electronic format	13	20	30
Misc	353	9	16
Total	23380	1782	11908

The Children's Summer Reading Program has had well-attended programs. It ends soon with a picnic.

## **Old Business**

### **Building Projects**

#### **Handicapped Access using ramps**

No update (take off future agendas)

#### **Cost estimate for handicapped access**

It was felt that bare bones accessibility that has been worked on for the past several years may be lacking. Snook suggested waiting for the next MBLC planning grant for building renovations so that a more extensive proposal can be considered. It was questioned if that is what the Trustees want as well as the community. Handicapped access will remain as an agenda item.

#### **Interior plastering**

The final cost for the main floor ceiling work was \$37,950 including \$70 for advertising and \$750 for deep cleaning. The budget was \$75,000 leaving \$36,410 to be returned to the Town's Capital account.

### **Grants**

#### **Capital Campaign**

The total to date is \$135,275.95

#### **Other Grants**

The Massachusetts Office on Disabilities annual grant round is about to begin, but they are directing applicants that they should not apply unless they have already gone through the RFP process and are ready to begin. The maximum they will award is \$250,000

#### **Long-range Plan**

Delivery of content continues to improve. Holds queues are moving faster. Programming, with a few exceptions, remains stagnant. Numbers are steady for the most part, but not growing. Children and teens are busier than they have ever been as schools are pumping resources into extra-curricular activities, clubs, sports, and events of their own. The young adults have reported that they don't have the time or the energy to do any more.

As for adult programming other venues might be investigated like Sokol Hall where participants could purchase alcoholic drinks.

#### **Friends**

The Friends are working on their Fall auction. Donations are due September 8.

The Auction runs October 10 – 23. A gathering is scheduled for October 23 at 2pm. Whether an occupancy sign needs to be posted was discussed.

**New Business**

**Book Donation Bin**

Snook reported that this bin which will not have public access is smaller than originally described and may fit under the fire escape.

The next meeting is scheduled for August 23rd virtually at 5 PM.

The meeting adjourned at 6:20 PM

Respectfully submitted,  
Ellie Chesebrough, Secretary