

Simon Fairfield Public Library  
Trustees Meeting  
April 23, 2024

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

The meeting was called to order by Chair Morrow at 5:01 PM.

Approval for March minutes was tabled until the May meeting.

**Financial Report**

**Town Appropriated Operating Funds**

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	166,869.31	48,080.69	78%
Electricity	6,250.00	3,182.25	3,067.75	51%
Water	500.00	353.92	146.08	71%
Repairs/Maintenance	2,500.00	3,856.85	-1356.85	154%
Alarms	1,000.00	1,005.00	-5.00	100%
C/W MARS	7,663.00	7,779.00	-116.00	101%
Telephone	250.00	343.57	-93.57	137%
Postage	40.00		40.00	0%
Wowbrary service	580.00	375.00	205.00	65%
Office/Other supplies	3,250.00	5,174.24	-1924.24	159%
Custodial supplies	425.00	353.03	71.97	83%
Library materials	60,000.00	46,426.09	13,573.91	73%
Dues/memberships	600.00	600.00	0	100%
Licenses & Subscriptions	0	400.00	-400.00	400%
Public Safety Supplies	0	343.25	-343.25	343%
<b>Total</b>	<b>298,008.00</b>	<b>237,061.51</b>	<b>60,946.49</b>	<b>80%</b>

**Trustees' Funds**

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	74,632.87		167,051.49	0.00
LIG/MEG Grant	59,702.99	22,687.20	15,956.31	22,000.00	44,433.88
Regular donations	57,938.77	2,748.57	9,962.32	50,500.00	225.02
Fines Revolving	46.77	76.03			122.80
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	178.57			2,441.64
Carrick Fund	2,893.34	1,146.00	1,168.02		2,871.32
<b>Total</b>	<b>225,263.56</b>	<b>101,469.24</b>	<b>27,086.65</b>	<b>239,551.49</b>	<b>60,094.66</b>

**Director's Report**

March Circulation

Year	Books	Audio	Periodicals	Video	Other	Digital Loans	Laptop & Wifi	Total
2018	1663	116	104	756	28	371	193	3231
2019	1902	102	143	744	51	954	450	4346
2020	1219	61	65	453	45	811	125	2779
2021	1547	16	93	440	50	1380	62	3588
2022	1668	44	99	478	96	1117	155	3657
2023	1930	39	68	385	42	1571	155	4190
2024	2153	29	53	444	41	1740	155	4615

Door count: 1481

Total loans provided from the Library's collection:

- 3,193 physical
- 3,008 digital

Digital circulation is edging closer to physical circulation.

“Shake the Frost” town-wide program saw 20 children for face painting, 39 visitors to the musical playground, and 38 birdhouse painters at the Library.

Many patrons liked the fire escape door for accessing the Library when the front door was being refurbished.

A genre button has been added to the catalog for those looking for specific categories of fiction. Sutton will be integrated on the Douglas catalog as a “available at” drop-down in a sidebar on the Library's catalog for those that want material right away. If this works well, other libraries from surrounding communities will be added.

The book vendor, Baker & Taylor, offers the ability to list “on order” titles in the Library's catalog.

Snook is investigating upgrading the library's phone system so that messages may be left.

The Finance Committee has approved the Library's proposed budget to be voted on at the Annual Town Meeting.

## Old Business

- **Building Projects**

- Accessibility Next Steps

- Town Administrator Wojcik will now approach Weston and Sampson for an estimate for an estimate.

- Other Building Issues

- Basement Renovations

- The scheduled date to start work is May 6.

- It was noted that the outside bricks need re-pointing. Snook reported that sources he spoke with recommended sealant be reapplied every 10 years.

- **Grants**

- **Capital Campaign**

- Current capital campaign funds are \$239,551.49 . This is the combined total of Building Donations, INT Building Donations, the Trust Fund, and what has been reserved from Grants and Donations.

- **LRP updates**

- Nothing new

- **Friends**

- April 27 is the date for the annual meeting of the Friends.
  - May 25 is the date for the book and plant sale.

**New Business**

- **Town Elections**

- Library Trustee Leo Lyons is running for a one year seat on the Board of Selectmen.

Next meeting May 28, 2024, 5pm virtual.

Adjourned at 5:33 PM in a motion made, seconded, and voted.

Respectfully submitted.

Ellie Chesebrough, Secretary