

**Simon Fairfield Public Library  
Douglas Massachusetts  
Tuesday, August 27, 2024  
5:00 PM Virtually  
Minutes**

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

The meeting was called to order at 5:02 PM.

A motion was made, seconded, and passed unanimously to approve the minutes for July 23, 2024.

**Financial Report**

| <b>FY25 Library's Municipal Budget</b> | <b>Appropriated</b> | <b>Expended</b>    | <b>Balance</b>      | <b>% spent YTD</b> |
|--|---------------------|--------------------|---------------------|--------------------|
| Compensations                          | \$268,725.00        | \$37,590.27        | \$231,134.73        | 14%                |
| Electricity                            | \$5,000.00          | \$377.69           | \$4,622.31          | 8%                 |
| Other Utilities                        | \$450.00            | \$0.00             | \$450.00            | 0%                 |
| Repair, Maintenance, Replacements      | \$20,914.00         | \$8,389.43         | \$12,524.57         | 40%                |
| Alarms (other property expenses)       | \$1,500.00          | \$0.00             | \$1,500.00          | 0%                 |
| C/W MARS                               | \$7,764.00          | \$7,764.00         | \$0.00              | 100%               |
| Telephone                              | \$260.00            | \$50.93            | \$209.07            | 20%                |
| Postage                                | \$42.00             | \$0.00             | \$42.00             | 0%                 |
| CPC Licenses                           | \$14,400.00         | \$1,296.68         | \$13,103.32         | 9%                 |
| Wowbrary service                       | \$800.00            | \$0.00             | \$800.00            | 0%                 |
| Office/Other supplies                  | \$4,500.00          | \$657.89           | \$3,842.11          | 15%                |
| Custodial supplies                     | \$1,000.00          | \$194.33           | \$805.67            | 19%                |
| Library materials                      | \$78,000.00         | \$12,712.53        | \$65,287.47         | 16%                |
| Dues/memberships                       | \$1,000.00          | \$140.00           | \$860.00            | 14%                |
| <b>Total</b>                           | <b>\$404,355.00</b> | <b>\$69,173.75</b> | <b>\$335,181.25</b> | <b>17%</b>         |

| <b>FY25 Trust Funds</b>                                | <b>Opening Balance</b> | <b>Income</b> | <b>Expenses</b> | <b>Reserve for Capital Campaign</b> | <b>Balance</b> |
|--|------------------------|---------------|-----------------|-------------------------------------|----------------|
| Building Funds   | \$170,144.10           | \$1,279.93    |                 |                                     | \$171,424.03   |
| Library Grants (LIG/MEG)                               | \$51,568.61            |               | \$1,059.10      | \$22,000.00                         | \$28,509.51    |
| Regular Donations                                      | \$50,326.65            | \$17.25       | \$245.26        | \$50,500.00                         | -\$401.36      |
| Revolving Book Account                                 | \$244.04               | \$27.40       | \$65.54         |                                     | \$295.09       |
| R.S.Douglas Children's Books (\$10,000 non-expendable) | \$12,611.58            | \$17.26       |                 |                                     | \$12,628.84    |
| William & Janet Carrick Fund                           | \$2,631.32             |               | \$550.00        |                                     | \$2,081.32     |

### Summary Non-Municipal Funds Under Trustee Control

|                                       |              |
|---------------------------------------|--------------|
| Capital Funds                         | \$243,924.03 |
| Unrestricted Funds                    | \$29,140.46  |
| Archival Expenses (Regular Donations) | \$1,049.01   |
| Children's Books                      | \$2,628.84   |
| Circulating Materials                 | \$205.09     |

### Director's Report

#### July Circulation Report

| Format                            | July, 2023        |                    | July, 2024 to     |                 |
|-----------------------------------|-------------------|--------------------|-------------------|-----------------|
|                                   | July, 2023 to all | to Douglas patrons | July, 2024 to all | Douglas patrons |
| Audio                             | 10                | 33                 | 35                | 50              |
| Audio enabled book                | 0                 | 0                  | 11                | 20              |
| Blu-Ray                           | 49                | 17                 | 179               | 16              |
| Book                              | 2334              | 1911               | 2745              | 2364            |
| DVD                               | 401               | 377                | 516               | 392             |
| Equipment (instruments, hotspots) | 8                 | 8                  | 15                | 15              |
| Laptop                            | 30                | 30                 | 36                | 36              |
| Games                             | 12                | 11                 | 14                | 11              |
| Museum pass                       | 6                 | 6                  | 6                 | 6               |
| Music CDs                         | 33                | 1                  | 107               | 8               |
| No Circ Monitor                   | 2                 | 13                 | 2                 | 14              |
| Periodical                        | 61                | 61                 | 63                | 61              |
| Puzzles                           | 1                 | 1                  | 2                 | 2               |
| <b>Total CW MARS circulations</b> | <b>2947</b>       | <b>2482</b>        | <b>3569</b>       | <b>2994</b>     |
| Kanopy Streaming                  |                   | 79                 |                   | 14              |
| Digital books                     | 938               | 560                | 1533              | 723             |
| Digital audiobooks                | 1496              | 766                | 1830              | 946             |
| Digital Magazines                 |                   | 53                 |                   | 85              |
| <b>Total Digital circulations</b> | <b>2434</b>       | <b>1458</b>        | <b>3363</b>       | <b>1768</b>     |
| <b>Total Circulation</b>          | <b>5381</b>       | <b>3940</b>        | <b>6932</b>       | <b>4762</b>     |
| WiFi Sessions                     |                   | 155                |                   | 217             |
| Door Count                        |                   | No Data            |                   | 1743            |

With the increase in the Library's hours which began July 15, 2024, door count is up 30%, use of collections by local patrons is up 21%, use of collections overall is 29%, and new card registrations is up 342%.

A storywalk sign post has been placed in front of the library on which to put storywalk signage. One the boards on the Library's sign is devoted to postings of the book clubs and programs in a flier format for pedestrians to see.

Library Assistant Marco Carneiro instituted a “Tea of the Month” which has become very successful. The tea purchased is a take-home craft or activity which becomes a statistic in the Massachusetts Board of Library Commissioners' (MBLC) Annual Report Information Survey (ARIS). Carneiro is also working on a cast of kids to perform a play production of Hansel and Gretel at the Library. With the procurement of crayons and colored pencils he is creating a variety of “take and color” kits for all ages.

Library Assistant Lisa Soffey is hosting a monthly “Plot Twisters” book club on the third Monday of each month. She is developing a support group for local homeschooling parents. In a planning stage are planned trivia nights. She has been teaching the staff how to use Canva, a program for creating fliers and publicity which allows her to clean up lots of graphics which are fuzzy, pixelated, outdated as well as working on a new web logo.

Archivist Rebecca Lavalley has taken charge of the SWANK movie license purchased. Interest in the summer was less than hoped for and will now focus on “Simon Presents Mouse Reels” with school soon beginning as well as advanced publicity to provide afternoon films to children after school. She is planning a Caregiver Support Group program on September 19<sup>th</sup> in collaboration with the Tri-Valley Community Partnership. Page Ryleigh Kinney is also helping Lavalley to re-house documents from binders to archival folders and boxes as well as inventorying them in the process.

On the first Tuesday of each month Snook is planning some cinema events beginning with September 3<sup>rd</sup> with a screening of the Matrix, it's 25<sup>th</sup> anniversary. He represented the Library at the 2<sup>nd</sup> sensory friendly event by Picnic at the Park on July 27 with a bowling for books game and an opportunity to talk about the Library which was successful.

Volunteers from Lifesong Church weeded the Library's hedge beds and put down mulch as well in the beds.

State Senator Ryan Fattman's office will be at the Library on September 11, October 9, and November 13 from noon to 1pm.

A second Holiday Library Open House is planned on December 14<sup>th</sup> to coincide with the Douglas Winter Stroll.

The Library will be hosting a two-part series with public health collaborators on October 24 and November 14, “Until Help Arrives”.

Deb Vescera is presenting a glo-germ program on September 11<sup>th</sup> for children to learn how germs spread.

A “Stop Buying Bins” program is scheduled for September 14<sup>th</sup>.

When the Post Office parking lot gets paved, a 2 week time, the Adult Social Center will use the Library for some of their programs.

Children's Librarian Deb Soderman present a report on the 2024 Summer Reading Program, “Read, Renew, Repeat”

Programs:

Week 1 – Robert Rivest kickoff, \$400 funded by the Douglas Cultural Council (DCC)

26 attended

Week 2 – Hands on Nature: Animal Camouflage, \$195 funded by DCC  
28 attended

Week 3 – Ed the Wizard: Reading is Magic!, \$450 funded by DCC  
27 attended

Week 4 – Animal Adventures, \$390 funded by DCC  
40 attended

Week 5 – Talewise: Adventures of the Lost Treasure, \$400 funded by DCC  
30 attended

Week 6- Forest Fire Control with Smoky the Bear  
39 attended

This last program included a bring-your-own picnic finale and prize giveaways  
Total attending these weekly programs, 190.

Two Monday and One Wednesday storytimes, 62 children registered, 805 hours were logged by participants, and 35 participants read at least 10 hours and became My Super Readers.

Approximately \$570 was spent on supplies and prizes with thanks to the Friends of the Douglas Library and DCC for their generosity.

## **Old Business**

### **Building Projects**

- **Accessibility Next Step**

The Town's relationship with architect Weston and Sampson seems to be fraying and Town Administrator Wojcik recommends no longer working with them. He recommends getting the feasibility and preliminary design work done independently. Snook will look into clarifying the process. Chesebrough mentioned the State requirements with the Division of Capital Asset Management & Management discussed at the Building and Facilities Construction Committee. Either an Architect or a Structural Engineer could provide the design work.

- **Outdoor Brick Work**

Snook spoke with Jan Sudyka about restoring the exterior of the Library. A proposal with a cost of \$55,000 would replace all damaged bricks, replace damaged or missing cement joints, pressure wash the building with masonry cleaner, remove and replace all sealant on doors and windows, waterproof the bricks and stone, repair the front steps and concrete path including waterproofing. The concrete steps and pathway have been repaired several times by Sudyka recently. Snook feels this is an appropriate project to submit to the Capital Improvement Committee (CIC). Chesebrough expressed her reservations suggesting if a Structural Engineer was to be used for the accessibility issues, use them to determine the needs for the Library's exterior needs rather than using one vendor, the same one offering the quote, for resolutions for the Library's exterior. A motion was made and seconded to accept the outdoor brick work as stated by Jan Sudyka and forward it to the Capital Improvement Committee. Votes aye: 4; no: 1; abstain: 1.

Snook relayed that the project will require a boom lift that will have access surrounding the Library. The hedge beds will be destroyed. Snook sees this as an opportunity to improve the real-estate. He indicated that he had received numerous negative feedback about the amount of space the hedge beds occupy and that allergies are triggered by the plants. He reported that many people have asked for more and better outdoor accommodations.

- **Other**

- The process of moving the Children's Librarian into the old storage room is getting underway. Electrician Grenier needs to install updated plugs.
- Neither Snook or Electrician Grenier could replicate the Mass Save lighting upgrade quote.
- Snook plans to ask Brian Lavallee about the following projects: 1. patching and painting bad areas on the interior walls, and 2. applying UV protectant to the windows to dispense with shades and let in natural light. There are also a lot of cracked window panes that need to be replaced. This may be a request to the CIC.
- A volunteer has been painting the main stacks for which the Library is paying the cost of the supplies.

### **Capital Campaign**

Building funds are currently at \$243,924.03.

### **1000 Books Before Kindergarten**

This report was submitted by Children's Librarian Deb Soderman.

There are currently 37 children registered.

- 3 children are very close to completing their journey with over 800 books read.
- 6 children are over half way to completing reading journey with 500-700 books read.
- Unfortunately 3 children will not complete their journey. Two will be starting kindergarten this Fall , with one reading over 200 books, and one reading over 300 books. The third child was a foster child and was returned to her biological family; they had read over 100 books.
- 11 children have not submitted any paperwork as to the number of books read. Six of these children have just signed up for the program.

The Library has spent approximately \$950 from the LIG/MEG funds for books, supplies, and prizes.

### **Friends**

The Friends are working hard on their Auction the proceeds from which will be for the Simon Fairfield Public Library Building account.

The Auction will take place October 9 – 23, 2024.

### **Other**

The Town of Douglas is a recipient of a Massachusetts Humanities grant, written by the Douglas Historical Society and sponsored by the Simon Fairfield Public Library. This grant will bring the Smithsonian's "Voices and Votes: Democracy in America" exhibition to the Municipal Center gym from September 13, 2025 through October 25, 2025.

Leading up to the exhibit, the Library will have funding and opportunity to collaborate with the Historical Society on programs related to the exhibit.

### **New Business**

#### **None**

Next meeting September 24, 2024.

It was moved, seconded, and passed unanimously to adjourn the meeting at 6:23 PM.

Respectfully submitted,

Ellie Chesebrough, Secretary