

**Simon Fairfield Public Library  
Douglas, Massachusetts 01516  
Tuesday, January 28, 2025  
Trustees Meeting**

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

The meeting was called to order by Chair Morrow at 5:03 PM.

It was moved, second and passed unanimously to accept the minutes for December 17, 2024.

**Financial Report**

As of January 23, 2025 (56.6% fiscal year)

|                                       | Appropriated         | Expended            | Balance             | % spent YTD   |
|---------------------------------------|----------------------|---------------------|---------------------|---------------|
| Compensations                         | \$ 268,725.00        | \$146,912.21        | \$121,812.79        | 55%           |
| Electricity                           | \$ 5,000.00          | \$3,240.38          | \$1,759.62          | 65%           |
| Other Utilities                       | \$ 450.00            | \$ 256.60           | \$ 193.40           | 57%           |
| Repairs, Maintenance,<br>Replacements | \$ 20,914.00         | \$15,763.41         | \$5,150.59          | 75%           |
| Alarms (Other Property Expenses)      | \$ 1,500.00          | \$1,225.00          | \$275.00            | 82%           |
| C/W MARS                              | \$ 7,764.00          | \$ 7,764.00         | \$ -                | 100%          |
| Telephone                             | \$260.00             | \$281.50            | -\$21.50            | 108%          |
| Postage                               | \$42.00              |                     | \$42.00             | 0%            |
| CPC Licenses                          | \$ 14,400.00         | \$7,537.25          | \$6,862.75          | 52%           |
| Worrywart service                     | \$ 800.00            |                     | \$ 800.00           | 0%            |
| Office/Other supplies                 | \$ 4,500.00          | \$4,200.04          | \$299.96            | 93%           |
| Custodial supplies                    | \$ 1,000.00          | \$742.60            | \$257.40            | 74%           |
| Library materials                     | \$ 78,000.00         | \$46,300.67         | \$31,699.33         | 59%           |
| Dues/memberships                      | \$ 1,000.00          | \$ 140.00           | \$ 860.00           | 14%           |
|                                       |                      |                     |                     |               |
| <b>Total</b>                          | <b>\$ 404,355.00</b> | <b>\$234,363.66</b> | <b>\$169,991.34</b> | <b>58.00%</b> |

Trustees Accounts

|                    | Opening      | Income      | Expenses   | Reserve<br>Capital<br>Campaign | Reserve<br>Archives or<br>Restricted | Balance     |
|--------------------|--------------|-------------|------------|--------------------------------|--------------------------------------|-------------|
| Building Donations | \$170,144.10 | \$25,103.96 |            | \$195,248.06                   |                                      |             |
| LIG/MEG Grant      | \$51,568.61  | \$13,085.20 | \$3,499.54 | \$22,000.00                    |                                      | \$39,154.27 |
| Regular Donations  | \$50,326.65  | \$2,138.35  | \$608.26   | \$50,500.00                    | \$922.49                             | \$434.25    |

|                      |              |             |            |              |             |             |
|----------------------|--------------|-------------|------------|--------------|-------------|-------------|
| Fines Revolving Acct | \$244.04     | \$127.91    | \$163.28   |              |             | \$208.67    |
| RS Douglas           | \$12,611.58  | \$124.35    |            |              | \$10,000.00 | \$2,735.93  |
| Garrick Fund         | \$2,631.32   | \$1,189.50  | \$1,316.53 |              |             | \$2,504.29  |
| <b>TOTALS</b>        | \$287,526.30 | \$41,769.27 | \$5,587.61 | \$267,748.06 | \$10,922.49 | \$45,037.41 |

**Director's Report  
December Circulation Report:**

| <b>Format:</b>                       | <b>Dec 2023<br/>Our collection<br/>to everyone</b> | <b>Dec 2024<br/>Our collection<br/>to everyone</b> | <b>Dec 2023<br/>Borrowed by<br/>our patrons</b> | <b>Dec 2024<br/>Borrowed by<br/>our patrons</b> |
|--------------------------------------|--|--|---|---|
| Audio                                | 7  | 5  | 23  | 28  |
| Audio enabled book                   | 0  | 37   | 0   | 34  |
| Blu-Ray                              | 50   | 41   | 22  | 6   |
| Book                                 | 1861   | 2434   | 1532  | 2326  |
| DVD                                  | 536  | 481  | 480   | 392   |
| Equipment (Instruments, potshots)    | 2  | 10   | 2   | 10  |
| Laptop                               | 23   | 36   | 23  | 36  |
| Game                                 | 7  | 8  | 1   | 1   |
| Museum Pass                          | 0  | 0  | 0   | 0   |
| Music                                | 134  | 151  | 43  | 45  |
| No Circ Modifier                     | 1  | 0  | 4   | 5   |
| Periodical                           | 30   | 48   | 29  | 45  |
| Puzzles                              | 4  | 1  | 4   | 1   |
| <b><u>TOTAL EVERGREEN CIRCS:</u></b> | <b><u>2655</u></b>                                 | <b><u>3252</u></b>                                 | <b><u>2163</u></b>                              | <b><u>2929</u></b>                              |
| Kanopy Streaming Video               |  |  | 17  | 0   |
| Database Full-text Retrievals        |  |  | 0   | 3   |
| CreativeBug Classes Watched          |  |  | 0   | 0   |

|   |                    |                    |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|
| Digital Books                             | 907                | 1461               | 572                | 676                |
| Digital Audiobooks                        | 1631               | 1833               | 749                | 952                |
| Digital Magazines                         |                    |                    | 117                | 152                |
| <b><u>TOTAL DIGITAL CIRCS:</u></b>        | <b><u>2548</u></b> | <b><u>3294</u></b> | <b><u>1455</u></b> | <b><u>1783</u></b> |
| <b><u>TOTAL CIRCULATIONS OVERALL:</u></b> | <b><u>5203</u></b> | <b><u>6546</u></b> | <b><u>3618</u></b> | <b><u>4712</u></b> |
| Wifi Sessions                             |                    |                    | 217                | 217                |
| Door Count                                |                    |                    | 1392               | 1678               |

### Programming Report:

| Age Range          | Dec 2023         | Dec 2024           |
|--------------------|------------------|--------------------|
| 0-5                | 2 (40 attendees) | 2 (33 attendees)   |
| 6-10               | 2(17 attendees)  | 4 (27 attendees)   |
| Teens              |                  | 1 (3 attendees)    |
| Adults             | 2(13 attendees)  | 5(25 attendees)    |
| General (Everyone) |                  | 2 (28 attendees)   |
| Total              | 6 (70 attendees) | 14 (116 attendees) |

### Handout Programs :

- 113 Brain Bundles (44 physical, 69 downloads)
- 55 take-home turkey crafts
- 132 bags of tea
- 141 coloring (118 youth, 23 adult)

Two new computers were purchased for the circulation desk.

All the in-house use laptops have been replaced with new ones donated from Bryant University. Chrome OS has been installed on them with simple how-to-use instructions. One of the donated laptops is being designated as a archive computer, one is a back-up for pages/volunteers, one will serve as a back-up laptop for the Library Director, circulating the remainder to the public as soon as they are set up and configured correctly.

There currently 115 subscribers to the Douglas Mill Town newsletter.

A new initiative the Library is undertaking is “Getting Help” with Jenna Gouin who is with the

Blackstone Valley Partnership for Public Health. Activities would include providing assistance in applications and finding needed community resources.

**Old Business**

○ **FY2026 Budget**

- The budget proposed for Trustees' approval to submit to the Town Administrator and Finance Committee represents a 2.84% increase over this year's budget. Personnel costs include a 2% COLA, cost of living adjustment. A presentation to the Finance Committee is scheduled for Feb 11.

| Operational Accounts:                | FY24 Actual         | FY25 Budget         | FY26 Proposal       |
|--------------------------------------|---------------------|---------------------|---------------------|
| Circulating Materials                | \$53,737.94         | \$78,000.00         | \$79,950.00         |
| Custodial Supplies                   | \$353.03            | \$1,000.00          | \$1,010.00          |
| Dues & Memberships                   | \$600.00            | \$1,000.00          | \$140.00            |
| Electricity                          | \$6,560.25          | \$5,000.00          | \$7,000.00          |
| Licenses & Subscriptions             | \$516.00            | \$14,400.00         | \$14,400.00         |
| Non Energy Utilities                 | \$353.92            | \$450.00            | \$515.00            |
| Office Supplies                      | \$1,907.91          | \$2,000.00          | \$2,050.00          |
| Other Property Related Expenses      | \$1,245.00          | \$1,500.00          | \$2,000.00          |
| Other Services                       | \$375.00            | \$800.00            | \$1,000.00          |
| Other Supplies                       | \$3,676.20          | \$2,500.00          | \$4,000.00          |
| Postage                              | \$0.00              | \$42.00             | \$42.00             |
| Professional & Technical Consultants | \$7,813.00          | \$7,764.00          | \$9,025.00          |
| Public Safety Supplies               | \$343.25            |                     | \$400.00            |
| Repairs & Maintenance                | \$4,343.69          | \$18,764.00         | \$14,988.00         |
| Replacement Equipment                | \$0.00              | \$2,150.00          | \$2,000.00          |
| Telephone                            | \$552.96            | \$260.00            | \$500.00            |
| Training & Education                 | \$60.56             |                     |                     |
| <b>Total Operations</b>              | <b>\$82,438.71</b>  | <b>\$135,630.00</b> | <b>\$139,020.00</b> |
|                                      |                     |                     |                     |
| <b>Personnel Accounts:</b>           |                     |                     |                     |
| Salaries                             | \$84,088.00         | \$85,769.00         | \$87,485.00         |
| Full Time Wages                      | \$97,350.13         | \$144,190.00        | \$144,714.00        |
| <b>Total Personnel</b>               | <b>\$208,543.66</b> | <b>\$268,725.00</b> | <b>\$277,180.00</b> |
|                                      |                     |                     |                     |
| <b>Bottom Line:</b>                  | <b>\$290,982.37</b> | <b>\$404,355.00</b> | <b>\$416,200.00</b> |

Telephone increase was due to repairs which had not been foreseen. The services of an answering machine had been added as well.

A motion to accept the FY 2026 Library Budget was made, seconded and passed unanimously.

- **Building Projects**

- **Accessibility next steps**

- Snook relayed nothing new to report. Given that the word from all fronts is that the library hasn't raised nearly enough money to accomplish an ADA compliance renovation, More funds need to be raised.

- **Outdoor brick work quotes**

- ESI Waterproofing is preparing a quote. On January 22 they came to inspect and measure the building. It was agreed to discuss at the February Trustees' meeting

- **Basement Projects**

- Work has begun on the Children's Room office ceiling by Brian Lavallee.

- **Grants**

- **Capital Campaign**

- Last month: \$265,745.49

- This month: \$267,748.06

- Growth: \$2,002.57

- **Action Plan**

- Snook presented an Action Plan for Trustees' approval.

- **Inspire Douglas with an abundance of quality reading material and activities:**

- Make continued gains in programming numbers, both number offered and attendance.

- Increase circulation to 135% of their FY2024 levels.

- **Inform Douglas with accurate, reliable sources of data free from personal bias or expectation of profit:**

- Create and propagate a monthly town-wide newsletter—the Douglas Mill—in order to get civic, cultural, and community information out to those who are not connected to social media.

- Create procedures for program publicity that minimize cross-talk, play to everyone's strengths, and effectively communicate what we offer to the public.

- **Enrich Douglas by preserving its historical heritage and promoting the ongoing creation of a vibrant local culture:**

- Collaborate with the Historical Society to successfully launch and facilitate the Smithsonian's Voices and Votes traveling museum in Douglas, establishing ties for future collaborations in the process.

- Restore more of the library as we did the front doors.

- **Empower Douglas with access to tools and instruction to eliminate the digital divide and promote civic engagement:**

- Convert the children's librarian's current office into a computer/office work lab once she is moved into her new office.

- Raise and reserve funds for the capital campaign.

- **Unrelated to a mission statement:**

- Conduct at least one board meeting in person.

- Get at least one project on the capital committee's project timeline.

- Update the strategic plan.

A motion was made, seconded to accept the Director's Action Plan and voted in favor

unanimously.

- **Friends**

No news.

- **Director's Review**

The Director's Review is completed.

**New Business**

- **Life Trustee Vacancy**

The Life Trustees selected Dawn Fontaine to fill the Life Trustee vacancy. This action opens a vacancy in the elected trustees. It was moved, seconded, and passed to leave the vacant elected trustee vacancy until the municipal election in May, 4 ayes, 1 no.

The next Library Trustees Meeting will be February 25, 2025 at 6:30 PM virtual.

The Meeting was adjourned at 6:33 PM

Respectfully submitted

Ellie Chesebrough, Secretary