

**Simon Fairfield Public Library
Douglas, Massachusetts 01516
Tuesday, February 25, 2025
Trustees Meeting**

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

The meeting was called to order by Chair Morrow at 6:30 PM.

It was moved, second and passed to accept the minutes for January 28, 2025.

Financial Report

As of February 20, 2025 (64.3% fiscal year)

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 268,725.00	\$166,530.68	\$102,194.32	62%
Electricity	\$ 5,000.00	\$4,255.65	\$744.35	85%
Other Utilities	\$ 450.00	\$ 256.60	\$193.40	57%
Repairs, Maintenance, 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	\$0.00	100%
Telephone	\$260.00	\$327.09	-\$67.09	126%
Postage	\$42.00		\$42.00	0%
CPC Licenses	\$ 14,400.00	\$8,735.67	\$5,664.33	61%
Wowbrary service, programs	\$ 800.00	\$375.00	\$425.00	47%
Office/Other supplies	\$ 4,500.00	\$4,993.51	-\$493.51	93%
Custodial supplies	\$ 1,000.00	\$894.54	\$105.46	89%
Library materials	\$ 78,000.00	\$51,239.20	\$26,760.80	66.00%
Dues/memberships	\$ 1,000.00	\$ 140.00	\$860.00	14%
		0		
Total	\$ 404,355.00	\$262,500.35	\$141,854.65	65.00%

Trustees Accounts

	Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives or Restricted	Balance
Building Donations	\$170,144.10	\$25,603.96		\$195,698.06		
LIG/MEG Grant	\$51,568.61	\$13,085.20	\$3,514.90	\$22,000.00		\$39,138.91
Regular Donations	\$50,326.65	\$2,138.35	\$604.21	\$50,500.00	\$922.49	\$438.30

Fines Revolving Acct	\$244.04	\$127.91	\$177.52			\$194.43
RS Douglas	\$12,611.58	\$124.35			\$10,000.00	\$2,735.93
Carrick Fund	\$2,631.32	\$1,189.50	\$1,316.53			\$2,504.29
TOTALS	\$287,526.30	\$42,269.27	\$5,613.16	\$268,198.06	\$10,922.49	\$45,011.86

**Director's Report
January Circulation Report:**

Format:	Jan 2024 Our collection to everyone	Jan 202 5 Our collection to everyone	Jan 2024 Borrowed by our patrons	Jan 2025 Borrowed by our patrons
Audio	12	1	22	26
Audio enabled book	0	17	0	30
Blu-Ray	38	55	19	37
Book	2097	2626	1785	2252
DVD	607	502	453	407
Equipment (Instruments, potshots)	5	3	5	4
Laptop	26	29	26	29
Game	4	14	2	5
Museum Pass	0	0	0	0
Music	136	134	48	25
No Circ Modifier	2	1	7	6
Periodical	71	33	79	33
Puzzles	5	2	5	2
<u>TOTAL EVERGREEN CIRCS:</u>	<u>3003</u>	<u>3417</u>	<u>2451</u>	<u>2857</u>
Kanopy Streaming Video			16	28
CreativeBug Classes Watched			16	24
Digital Books	1165	1679	655	754

Digital Audiobooks	1731	1963	865	1071
Digital Magazines			118	233
<u>TOTAL DIGITAL CIRCS:</u>	<u>2896</u>	<u>3642</u>	<u>1670</u>	<u>2110</u>
<u>TOTAL CIRCULATIONS OVERALL:</u>	<u>5899</u>	<u>7059</u>	<u>4121</u>	<u>4967</u>
Wifi Sessions			186	155
Door Count			1320	1329

Programming Report:

Age Range	Jan 2024	Jan 2025
0-5	12 (120 attendees)	24 (168 attendees)
6-10	5 (40 attendees)	4 (32 attendees)
Teens		1 (4 attendees)
Adults	2(13 attendees)	8 (36 attendees)
General (Everyone)	4 (33 attendees)	2 (17 attendees)
Total	23 (206 attendees)	39 (257 attendees)

Handout Programs :

- 153 Brain Bundles (38 physical, 115 downloads)
- 56 take-home crafts
- 137 bags of tea
- 122 (101 youth, 21 adult)

Snook spent February setting up Archivist Rebecca Lavalley and Library Assistant Lisa Soffey as the official PR team, and Circulation Librarian Gail Bowen, now in charge of the holds queue for items needed to be added to the collection. Circulation continues to increase.

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		
Total Operations	\$82,438.71	\$135,630.00	\$139,020.00
Personnel Accounts:			
Salaries	\$84,088.00	\$85,769.00	\$87,485.00
Full Time Wages	\$97,350.13	\$144,190.00	\$144,714.00
Total Personnel	\$208,543.66	\$268,725.00	\$277,180.00
Bottom Line:	\$290,982.37	\$404,355.00	\$416,200.00

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 noted that the lack of an accessible entrance becomes an even bigger problem in winter when everything is iced over and slippery.

- **Outdoor brick work quotes**

- Since the original quote for work from Jan Sudyka was \$55,000 and had been submitted to the Capital Improvement Committee, a second quote was needed for anything over \$50,000 as well as go to the Building and Facilities Construction Committee for their review. The Sudyka quote included

- Replace damaged bricks where needed
 - Re-point damaged or missing cement joints where needed

- Pressure wash all exterior elevation with masonry cleaner
 - Remove all existing sealant on all doors and all windows and apply new sealant
 - Waterproof all existing bricks and stones
 - Repair as needed the front steps and concrete path and apply water proofing
- Labor, material and equipment (boom lift) Cost: \$55,000

Snook sought a second quote by using MHEC (Massachusetts Higher Education Consortium in Amherst which is a purchasing consortium for municipal organizations) for a vendor recommendation. Of the 3 provided Snook chose ESI Waterproofing, a company that specializes in historical building preservation. Their estimate was \$497,372.00.

- **Basement Projects**
Sheetrock has been placed between the beams protecting the new Children's room office from dust as well as providing less noise from upstairs.
- **Grants**
 - **Capital Campaign**
Last month: \$267,748.06
This month: \$268,198.06
Growth: \$450
 - **Other Grants**
Snook spoke with Sam Carter from the Central Massachusetts Regional Planning Commission (CMRPC) during a tour of the Library and an interview with Snook for the Master Plan Committee about the Library's needs. Carter identified two potential opportunities:
 - The Rural Development Fund through the Massachusetts Community One-Stop program could possibly fund a full architectural design along with a cost estimate. However Douglas hasn't had an ADA (Americans with Disabilities Act) self-evaluation and transition plan since 2008 and may be a prerequisite to getting the funding.
 - The Community Compact Cabinet, a Commonwealth of Massachusetts program begun around 2017 to work toward following best practices by Massachusetts communities. It offers less funding, usually under \$30,000, so they may be able to fund a feasibility study with cost estimates, rather than a complete design.
- **Friends**
From its town wide mailing in early February, memberships had 22 returns bringing in \$1,670.

New Business

- **Wonder Books**
Snook suggested discussing using \$2,500 from the R. S. Douglas fund on Wonder Books. It was decided to discuss this at the next Trustees' Meeting.

The next Library Trustees Meeting will be April 1, 2025 at 6:30 PM virtual.

The Meeting was adjourned at 7:27 PM

Respectfully submitted
Ellie Chesebrough, Secretary