

**Simon Fairfield Public Library
Douglas, Massachusetts 01516
Tuesday, April 22, 2025
Trustees Meeting**

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

The meeting was called to order at 6:37 PM.

It was moved, seconded, and passed with one abstention, and with the following amendment proposed by the Secretary: insert under Friends “Fontaine offered to put on social media a reminder that membership as a Friend of the Simon Fairfield Public Library is still possible.”

Financial Report

As of April 22, 2025, 81.04% through the fiscal year.

| | Appropriated | Expended | Balance | % spent YTD |
|--|----------------------|----------------------|---------------------|-------------|
| Compensations | \$ 268,725.00 | \$ 207,043.80 | \$ 61,681.20 | 77% |
| Electricity | \$ 5,000.00 | \$ 3,589.71 | \$ 1,410.29 | 72% |
| Other Utilities | \$ 450.00 | \$ 575.95 | \$ (125.95) | 128% |
| Repairs, Maintenance, Replacements | \$ 20,914.00 | \$ 16,198.88 | \$ 4,715.12 | 77% |
| Alarms (Other Property Expenses) | \$ 1,500.00 | \$ 1,225.00 | \$ 275.00 | 82% |
| C/W MARS | \$ 7,764.00 | \$ 7,880.00 | \$ (116.00) | 101% |
| Telephone | \$ 260.00 | \$ 419.01 | \$ (159.01) | 161% |
| Postage | \$ 42.00 | \$ - | \$ 42.00 | 0% |
| CPC Licenses | \$ 14,400.00 | \$ 11,128.06 | \$ 3,271.94 | 77% |
| Other services (wowbrary, programs) | \$ 800.00 | \$ 375.00 | \$ 425.00 | 47% |
| Office/Other supplies | \$ 4,500.00 | \$ 5,342.73 | \$ (842.73) | 119% |
| Custodial supplies | \$ 1,000.00 | \$ 1,130.51 | \$ (130.51) | 113% |
| Library materials | \$ 78,000.00 | \$ 65,179.55 | \$ 12,820.45 | 84% |
| Dues/memberships | \$ 1,000.00 | \$ 140.00 | \$ 860.00 | 14% |
| | | | | |
| Total | \$ 404,355.00 | \$ 320,228.20 | \$ 84,126.80 | 79% |

The Library's budget is on track to expend its budget fully without going over. The Electricity budget will go over budget, but the Dues/memberships and Other services was under spent and should make up for it. Circulation spending will slow down now, keeping pace with the overall book publication cycle. The electrical work in the basement will close to \$1k, leaving a comfortable margin in Repairs, Maintenance, Replacements to cover the Telephone, Custodial supply, and Other utilities overages. The

CWMARS assessment went up to replace the wifi router the service license of which was up for renewal this May and the funding now extends it's use until July.

Trustees Accounts

| | Opening | Income | Expenses | Reserve Capital Campaign | Reserve Archives or Restricted | Reserve Other | Balance |
|----------------------|---------------------|--------------------|--------------------|--------------------------------|---|------------------|--------------------|
| Building Donations | \$170,144.10 | \$26,373.06 | | \$196,517.16 | | | |
| LIG/MEG Grant | \$51,568.61 | \$13,085.20 | \$12,489.40 | \$22,000.00 | | | \$30,164.41 |
| Regular Donations | \$50,326.65 | \$2,590.77 | \$604.21 | \$50,500.00 | \$922.49 | \$300.00 | \$590.72 |
| Fines Revolving Acct | \$244.04 | \$229.41 | \$262.05 | | | | \$211.40 |
| RS Douglas | \$12,611.58 | \$174.43 | | | \$10,000.00 | | \$2,786.01 |
| Carrick Fund | \$2,631.32 | \$1,189.50 | \$1,556.53 | | | | \$2,264.29 |
| TOTALS | \$287,526.30 | \$43,642.37 | \$14,912.19 | \$269,017.16 | \$10,922.49 | \$300.00 | \$36,016.83 |

March Circulation Report:

| Format: | March 2024 Our collection to everyone | March 2025 Our collection to everyone | March 2024 Borrowed by our patrons | March 2025 Borrowed by our patrons |
|-----------------------------------|--|--|---|---|
| Audio | 3 | 5 | 15 | 30 |
| Audio enabled book | | 32 | | 26 |
| Blu-Ray | 65 | 42 | 13 | 13 |
| Book | 2340 | 2786 | 2151 | 2627 |
| DVD | 577 | 495 | 435 | 449 |
| Equipment (Instruments, hotspots) | 6 | 4 | 6 | 4 |
| Laptop | 27 | 54 | 27 | 54 |
| Game | 5 | 10 | 1 | 1 |
| Museum Pass | 2 | | 2 | |
| Music | 109 | 102 | 10 | 1 |
| No Circ Modifier | | | 9 | 6 |

| | | | | |
|---|--------------------|--------------------|--------------------|--------------------|
| Periodical | 54 | 74 | 52 | 72 |
| Puzzles | 2 | 5 | 2 | 5 |
| <u>TOTAL EVERGREEN CIRCS:</u> | <u>3190</u> | <u>3609</u> | <u>2723</u> | <u>3292</u> |
| Kanopy Streaming Video | | | 42 | 28 |
| CreativeBug Classes Watched | | | 26 | 0 |
| Digital Books | 1202 | 1685 | 652 | 801 |
| Digital Audiobooks | 1806 | 2019 | 869 | 1105 |
| Digital Magazines | | | 145 | 260 |
| <u>TOTAL DIGITAL CIRCS:</u> | <u>3008</u> | <u>3704</u> | <u>1734</u> | <u>2194</u> |
| <u>TOTAL CIRCULATIONS OVERALL:</u> | <u>6198</u> | <u>7313</u> | <u>4457</u> | <u>5486</u> |
| Wifi Sessions | | | 155 | 186 |
| Door Count | | | 1481 | 2304 |

Website visitors: 801

Website views: 1,529

Douglas Mills opened: 155

The door count had a 55% increase which exceeds 35%, by which the Library's budget and hours had grown last year.

Passive Programs (items given away):

-Brain Bundles: 78 (40 paper, 38 downloads)

-Coloring: 78 (21 adult, 57 youth)

-Take home craft: 61

-Tea: 111

Old Business

- **Annual election Trustees**

Daina Harvey and Laurie Church are on the ballot for the two vacancies up for vote at the annual town

election.

- **Building Projects**

- **Accessibility**

No report

- **Basement**

- Jeff Grenier will be contacted to do the electrical work.

- **Other**

- The recent windstorms took out the outdoor lounge's trash can. Should it be replaced? It was determined that it should not be replaced.

- **Grants**

- **Capital Campaign**

- Last month: \$268,649.39

- This month: \$269,017.16

- Growth: \$367.77

- **Other Grants**

- A \$2,500 from Dollar General's Early Literacy Initiative has been submitted.

- **Friends**

- The Friends Annual Meeting will be virtual on Saturday 4/26/2025 at 10AM.

- **IMLS (Institute of Museum and Library Services) updates**

- Immediate cuts were made on April 3 by the Massachusetts Board of Library Commissioners (MBLC). None of it affects the Simon Fairfield Public Library, except loss of a training and continuing education portal such as:

- Exploring building grants that were awarded in February to 18 libraries.

- Twelve Perkins Accessibility training sessions like creating accessible web content and multimedia, creating accessible documents, and writing about people with disabilities.

- Access to training and continuing education for all library directors, staff, Trustees, Friends of the Library groups, and foundations made possible through statewide memberships in United for Libraries, the Association of Library Trustees, Advocates, Friends and Foundations, and the WebJunction Learning Place for Libraries.

- A grant to the Department of Corrections and funding for MBLC's Manga Book Collection that served Department of Corrections and County Jail libraries. The program allowed the MBLC to collaborate with librarians working in prison and jail libraries across the Commonwealth.

The biggest tangible what-ifs relate to external sharing (consortial sharing of ebooks, commonwealth catalog, mediated interlibrary loan, etc).

Since many libraries in the Commonwealth use State aid for operational expenses there is some concern among Directors if State aid will be reduced. The Simon Fairfield Public Library does not use State aid for this purpose.

An interesting story developing right now is that many libraries across the Commonwealth are facing overrides. CWMARS has formed a joint task force as well as the MBLC concerning overrides. Douglas, however, is doing well thanks to recent commercial

New Business

None

Next Meeting May 27, 2025, 6:30pm virtual

The meeting adjourned at 7:17 PM

Respectfully submitted
Ellie Chesebrough, Secretary