

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES
DOUGLAS, MASSACHUSETTS
August 26, 2025
6:30 PM**

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

The meeting was called to order at 6:33 PM.

It was moved second and approved unanimously to accept the minutes for July 22, 2025.

Financial Report

Municipal budget status as of August 25, 2025 at 15.6% of the fiscal year.

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 278,476.00	\$ 38,621.89	\$ 239,854.11	14%
Electricity	\$ 7,000.00		\$ 7,000.00	0%
Other Utilities	\$ 515.00		\$ 515.00	0%
Repairs, Maintenance, Replacements	\$ 17,388.00	\$ 3,953.82	\$ 13,434.18	23%
Alarms (Other Property Expenses)	\$ 2,000.00		\$ 2,000.00	0%
C/W MARS	\$ 9,025.00	\$ 7,925.00	\$ 1,100.00	88%
Telephone	\$ 500.00	\$ 45.40	\$ 454.60	9%
Postage	\$ 42.00		\$ 42.00	0%
CPC Licenses	\$ 14,400.00	\$ 1,674.62	\$ 12,725.38	12%
Other services (wowbrary, programs)	\$ 1,000.00		\$ 1,000.00	0%
Office/Other supplies	\$ 6,050.00	\$ 1,707.61	\$ 4,342.39	28%
Custodial supplies	\$ 1,010.00	\$ 172.79	\$ 837.21	17%
Library materials	\$ 79,950.00	\$ 7,833.78	\$ 72,116.22	10%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 61,934.91	\$ 355,561.09	15%

Trustees Accounts

	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$282.05		\$200,629.71			
LIG/MEG Grants	\$64,623.95		\$516.39	\$22,000.00			
Regular donations	\$52,390.47	\$330.01		\$50,500.00	\$922.49	\$300.00	\$997.99
Fines revolving acct	\$268.18	\$42.95					\$311.13
RS Douglas	\$10,470.20	\$18.28			\$10,000.00		\$488.48
Carrick Fund	\$1,964.29		\$1,200.00				\$764.29
Total	\$330,064.75	\$673.29	\$1,716.39	\$273,129.71	\$10,922.49	\$300.00	\$44,669.15

Director's Report

July Circulation Report:

Format:	2024 SFPL collection to everyone	2025 SFPL collection to everyone	2024 Borrowed by SFPL patrons	2025 Borrowed by SFPL patrons
Audio	11	2	48	7
Audio enabled book	2	65	22	53
Blu-Ray	50	59	17	26
Book	2745	2931	2365	2626
DVD	516	463	389	364
Equipment (Instruments, hotspots)	17	13	17	15
Laptop	36	35	36	35
Game	14	9	11	3
Museum Pass	6	6	6	6
Music	107	135	8	23
No Circ Modifier	0	0	11	10
Periodical	63	35	61	46
Puzzles	2	9	2	7

<u>TOTAL EVERGREEN CIRCS:</u>	<u>3569</u>	<u>3762</u>	<u>2994</u>	<u>3225</u>
Kanopy Streaming Video	-	-	14	9
CreativeBug Classes Watched	-	-	3	0
Digital Books	1528	1687	723	737
Digital Audiobooks	1835	2049	946	1018
Digital Magazines	-	-	85	251
<u>TOTAL DIGITAL CIRCS:</u>	<u>3363</u>	<u>3736</u>	<u>1754</u>	<u>2006</u>
<u>TOTAL CIRCULATIONS OVERALL:</u>	<u>6932</u>	<u>7501</u>	<u>4748</u>	<u>5231</u>
Wifi Sessions	-	-	217	155
Door Count	-	-	1743	2603

Website visitors: 1,082

Website views: 2,147

Douglas Ways opened: 453

Douglas Mills opened: 166

Passive Programs:

-Brain Bundles: 60

-Coloring: 160

-Take home craft: 78

-Tea: 170

Other:

- 82 registered to log reading this summer, 1,181 hours, 200 hours more than last summer. Over 275 participated in the summer reading programs.
- Soffey is starting a book group, The Cookbook Collective, September 18th is the first meeting. They will select a cookbook, bring a recipe, and swap treats, tips, etc.

Old Business

- **Building Projects**

- **Accessibility**

- Snook provided Stephen Dix with the VanHooris materials and awaits his response.

- **Other**

In two weeks, Brian Lavallee will begin the archive ceiling. The archive will be moved into the central room during the ceiling work. When it is done the auction will organize its donations there.

- **Grants**

- **Capital Campaign**

- Funds have increased from \$270,268.81 last month to \$273,129.71 this month with the tabulation of FY25 interest.

- **Friends**

- **2025 Auction**

- The next auction meeting is September 6, 10:00 am.

- **Federal and State funding updates**

- Nothing new to report.

- **Strategic Plan/Action Plan for FY26**

- It was decided that trustees draft their thoughts for ideas for an Action Plan and send them to Snook by September 10.

Many libraries are looking at a Strategic Plan as a holding pattern year. FY27's budget is looking rough on all fronts. At the same time, usage is spiking. Last year, the SFPL had 101 new patron registrations from January through June. This year for the same period had 187 new patrons.

- **Eephus**

- August 9 was a fun, memorable day. Over 200 came to the cast and crew reunion game at Soldier's Field and at least 263 were present for the film, Eephus, in the evening.

- The Trustees spent \$1,200 for the equipment and film license using funds from the Carrick Fund. The Friends spent \$417 on advertising and \$282.99 on food and drinks for the baseball teams, crew, band, and volunteers.

- Webster First donated \$300 to the Trustees and Unibank donated \$1,500 to the Friends.

- **Overdrive**

- The good news is that Overdrive is back on the state contract list. The bad news is that Massachusetts Higher Education Consortium (MHEC) didn't do a lot of negotiating and the 25% discount is now just a 1% discount.

- The library systems, organizations, and directors are petitioning MHEC to do better and accusing them of negligence, bad faith, and failing their statutory duty to represent libraries' interests. Snook has not re-enabled CPC (cost per circulation) licenses and is only purchasing what is needed in Overdrive.

New Business

- **Museum on Main Street**

- To access information about this Smithsonian grant for which the Douglas Historical Society successfully applied, go to mysfpl.org/moms for

Douglas's Voices and Votes: Democracy in America exhibition. Lisa Mosczynski, Rich Preston, and Rebecca Lavalley have been working together on the details. Starting September 13, the municipal center gym is going to be a historical exhibit for 6 weeks. The Library is theming their storytimes and the September passive offerings around the exhibit, and will be using the storywalk on the SNETT to run a mock election for the mayor of Douglas between toy stuffies.

- **Personnel**

A library assistant has resigned. This provides an opportunity to recalibrate staffing levels in lieu of schedule expansion. Staff was overscheduled with caution in July 2024 because both new hires were new and the schedule was untested. Now that the other assistant has a year of experience it makes sense to eliminate the other position. The duties are absorbable, and adding 4 hours a week to the remaining assistant schedule and 2 hours a week to each of the page positions will give a healthier level of coverage. This will cost \$7,733.44 per fiscal year instead of \$15,017.69, freeing up enough of the remaining personnel budget that Snook proposed the trustees make \$6,000 available for transfer to other departments at fall town meeting. Due to a technology faux pas there was no longer a quorum to vote on this issue. It will be addressed at the September Trustees meeting.

Next Meeting September 23, 2025, 6:30 pm

Adjourned 7:44 PM

Respectfully submitted,
Ellie Chesebrough, Secretary