

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES AGENDA
DOUGLAS, MASSACHUSETTS**

November 25, 2025

Present: Morrow, Anderson, Fontaine, Chesebrough, Holden, Church, and Snook

Absent: Harvey and Lyons

The meeting was called to order by Chair Morrow at 6:40 PM.

It was moved, seconded and passed to approve, 5 in favor, one abstention, the minutes for October 28, 2025

Financial Report

Municipal account status as of 11/17/2025

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 278,476.00	\$ 99,497.82	\$ 178,978.18	36%
Electricity	\$ 7,000.00	\$ 1,338.78	\$ 5,661.22	19%
Other Utilities	\$ 515.00	\$ 269.15	\$ 245.85	52%
Repairs, Maintenance, Replacements	\$ 17,388.00	\$ 13,328.66	\$ 4,059.34	77%
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	\$ 142.52	\$ 357.48	29%
Postage	\$ 42.00	\$ 72.21	\$ (30.21)	172%
CPC Licenses	\$ 14,400.00	\$ 4,038.39	\$ 10,361.61	28%
Other services (wowbrary, programs)	\$ 1,000.00		\$ 1,000.00	0%
Office/Other supplies	\$ 6,050.00	\$ 3,629.92	\$ 2,420.08	60%
Custodial supplies	\$ 1,010.00	\$ 230.12	\$ 779.88	23%
Library materials	\$ 79,950.00	\$ 23,438.58	\$ 56,511.42	29%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 153,911.15	\$ 263,584.85	37%

38.09% fiscal year

Trustees Accounts

	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$12,277.99		\$212,625.65			
LIG/MEG Grants	\$64,623.95		\$767.35	\$22,000.00			\$41,856.60

Regular donations	\$52,390.47	\$436.66	\$242.37	\$50,500.00	\$680.12	\$300.00	\$1,104.64
Fines revolving acct	\$268.18	\$43.95					\$312.13
RS Douglas	\$10,470.20	\$76.07			\$10,000.00		\$546.27
Carrick Fund	\$1,964.29	\$1,239.00	\$1,440.00				\$1,763.29
Total	\$330,064.75	\$14,073.67	\$2,449.72	\$285,125.65	\$10,680.12	\$300.00	\$45,582.93

Director's Report

October Circulation Report:

Format:	2024 Collection to everyone	2025 Collection to everyone	2024 Borrowed by patrons	2025 Borrowed by patrons
Audio	5	0	27	11
Audio enabled book	38	28	43	26
Blu-Ray	31	35	3	7
Book	2421	2450	2344	2315
DVD	521	493	406	421
Equipment (instruments, hotspots)	8	12	8	12
Laptop	44	44	44	44
Game	14	15	11	4
Museum Pass	0	0	0	0
Music	103	101	13	16
No Circ Modifier	0	0	7	8
Periodical	46	30	46	42
Puzzles	0	3	1	3
<u>TOTAL EVERGREEN CIRCS:</u>	<u>3232</u>	<u>3211</u>	<u>2955</u>	<u>2908</u>
Kanopy Streaming Video			3	22

CreativeBug Classes Watched			13	3
Digital Books	1312	1433	717	574
Digital Audiobooks	1819	2457	917	1022
Digital Magazines	0	0	124	285
<u>TOTAL DIGITAL CIRCS:</u>	<u>3131</u>	<u>3890</u>	<u>1774</u>	<u>1906</u>
<u>TOTAL CIRCULATIONS OVERALL:</u>	<u>6363</u>	<u>7101</u>	<u>4729</u>	<u>4814</u>
Wifi Sessions	-	-	248	248
Door Count	-	-	2687	3907

Website visitors: 1,689

Website views: 3,124

Douglas Ways opened: 499

Douglas Mills opened: 201

Passive Programs & Tea: 392

Programs: 28

Program Attendance: 307

Other

- The carpet in the program room downstairs was cleaned for \$300.00 using funds from the repairs and maintenance account. It was felt that carpet cleaning should be done annual focusing on a season between winter and spring.
- Archivist Lavallee has been rebuilding the library's website to accessibility standards with which the library needs to comply by April, 2026. A new and improved library website should be completed the first week of December.
- Ingram, the new vendor supplying the library's titles has started shipping on time.
- The town's Winter Stroll to be held on December 13 is being sponsored by Lindsey Sarah Realty. The library will have its usual assortment of crafts and refreshments. A "Blind Date with a Book" is a fundraiser suggested by Fontaine and will also be held during the Winter Stroll. It will be held downstairs using Friends books with donations going to the Friends.

Old Business

○ **Building Projects**

▪ **Accessibility**

No report.

▪ **Front Steps**

Troop 134 Boy Scouts are no longer interested in power washing the front steps.

- Morrow along with Snook will look for a solution.
- **Mini-split cooling lines**
Renaud is waiting on parts, then they'll commence replacing.
- **Security cameras**
- Dave Vernaglia, the town IT personnel, and Snook are making steady progress. Snook has the IP addresses and administrative logins for all the cameras on the library's network. A powered switch is needed so it can be reset allowing for test compatibility. Snook feels he will understand the new system better and will be able to troubleshoot problems.
- **Other**
Brian Lavallee replaced all of the seized up toilet shutoffs and fixed the tank hardware.
- **Grants**
 - **Capital Campaign**
Last month, \$277,489.53. This month, \$285,125.65
- **Friends**
 - **2025 Auction**
One winner has been uncommunicative about a \$15 Little Coffee Bean gift card, but other than that, the auction appears to be finished.
- **Federal and State funding updates**
The first LIG/MEG disbursement will be \$12,857.48 and should be in the grant account in December.
In other good news, the executive order that dismantled the Institute of Museum and Library Services has been permanently blocked by a U.S. District Court Chief Judge. It is being appealed. Funding will probably be restored in some capacity in FY26.
- **FY26 Bridge Plan Accomplishments**
For programs a weekly writing program has been added, Writing Accountability Group. It is meeting weekly on Monday evenings. Fiber Art Friends attendance has increased from 2-3 people per session to 10-12.
Fundraising has gone well this season.
Incremental building improvements continue at a modest pace. As mentioned, the library now has functional water shutoffs. The Children's room and the Archive are done except for miscellaneous things that need mounted to the walls.
Flexible user space where the Children's librarian's office had been, has been used for the Friends' auction as well as for a Friend's program during the Winter Stroll.
Chesebrough suggested that the fundraising activity was initiated for new activities, not what is covered by Friends

New Business

- **Next Meeting**
It was decided to move the next meeting to January 6, 2026, virtual meeting, 6:30 PM, the agenda for which will also include the FY27 Budget as well as a review of the Director.

The meeting adjourned at 7:42 PM.

Respectfully submitted,
Ellie Chesebrough, Secretary