

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES  
DOUGLAS, MASSACHUSETTS  
January 6, 2026**

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

Chair Morrow called the meeting to order at 6:34 PM.

A motion was made, seconded, and passed unanimously to accept the minutes for November 25, 2025

**Financial Report**

The table has been adjusted to reflect the fall town meeting transfers (adding \$5,000 to repairs and maintenance and subtracting \$5,000 from compensations).

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 273,476.00	\$ 109,716.95	\$ 163,759.05	40%
Electricity	\$ 7,000.00	\$ 2,796.14	\$ 4,203.86	40%
Other Utilities	\$ 515.00	\$ 269.15	\$ 245.85	52%
Repairs, Maintenance, Replacements	\$ 22,388.00	\$ 14,690.66	\$ 7,697.34	66%
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	\$ 234.69	\$ 265.31	47%
Postage	\$ 42.00	\$ 72.21	\$ (30.21)	172%
CPC Licenses	\$ 14,400.00	\$ 5,102.84	\$ 9,297.16	35%
Other services (wowbrary, programs)	\$ 1,000.00		\$ 1,000.00	0%
Office/Other supplies	\$ 6,050.00	\$ 4,096.94	\$ 1,953.06	68%
Custodial supplies	\$ 1,010.00	\$ 319.69	\$ 690.31	32%
Library materials	\$ 79,950.00	\$ 28,867.68	\$ 51,082.32	36%
Dues/memberships	\$ 140.00		\$ 140.00	0%
<b>Total</b>	<b>\$ 417,496.00</b>	<b>\$ 174,091.95</b>	<b>\$ 243,404.05</b>	<b>42%</b>

**51.66% fiscal year**

**Trustees Accounts**

Accounts	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
<b>Bldg donations</b>	\$200,347.66	\$22,512.99		\$222,860.65			

<b>LIG/MEG Grants</b>	\$64,623.95	\$12,857.48	\$1,036.52	\$22,000.00			\$54,444.91
<b>Regular donations</b>	\$52,390.47	\$637.08	\$355.08	\$50,500.00	\$680.12	\$232.23	\$1,260.12
<b>Fines</b>	\$268.18	\$45.95					\$314.13
<b>RS Douglas</b>	\$10,470.20	\$76.07			\$10,000.00		\$546.27
<b>Carrick Fund</b>	\$1,964.29	\$1,239.00	\$1,620.00				\$1,583.29
<b>Total</b>	<b>\$330,064.75</b>	<b>\$37,368.57</b>	<b>\$3,011.60</b>	<b>\$295,360.65</b>	<b>\$10,680.12</b>	<b>\$232.23</b>	<b>\$58,148.72</b>

## **Director's Report**

### Circulation

Format	Nov 2024	Nov 2025	Dec 2024	Dec 2025
Books	2090	1988	2358	1983
Audio	27	32	75	13
Periodicals	59	36	45	24
Video	344	361	398	422
Other Physical Media	46	55	51	70
Digital Loans	1805	1731	1788	1932
Computer Use	180	180	217	155
Door Count	1539	1240	1678	1611
Active Programs	22	18	14	17
Passive Programs	206	137	116	483
Website Views	1471	1662	1449	1504

The Library's new book vendor, Ingram, has shipped all of the back-logged books.

Archivist Lavalley has rebuilt the library's website in accordance with new accessibility standards and revamped it a lot in the process. The Library is starting to move the public's engagement off of social media and back to the website.

Space in the workroom is being rearranged by installing a standing desk for the Director as well as a new shelf. This space is getting crowded and solutions are being tried.

The first Dungeons and Dragons Club met today with 11 participants.

### **Old Business**

- **Building Projects**
  - **Accessibility**

Snook has reported the Library's fundraising for renovations to the town administrator and has asked him to put some serious thought into practical paths forward from here with the current levels of fundraising. Feedback included perhaps a LULA lift tacked onto the back of the building.

Snook suggested the following:

- Begin meeting in person again to have more meaningful deliberations.
- Use scheme G from the Durland Van Hoorhis plans that were estimated at \$2.5 million in 2011.
- Prepare to work with the BFCC, because it will be their job to select a designer and ultimately OPM.
- Prepare to try and pass a debt exclusion article to fund the project.

It was agreed to keep this topic on the next Trustees' agenda

- **Front Steps**

The Boy Scouts decided to not do the powerwash on the front steps as recommended before putting a sealant on them. Snook suggested waiting for warmer weather to inspect the stairs for damage.

- **Attic**

Nothing to report.

- **Mini-Split Cooling Lines**

Renaud should have this done by the end of the January. If they don't, a working relationship with Renaud is in jeopardy.

- **Security Cameras**

It was agreed to discuss this at the next Trustees meeting

- **Capital Campaign**

Last month the total was \$285,125.65. This month it is \$295,175.65

- **Friends**

- **Winter Stroll "Blind Date with a Book" T**

- Thanks to Fontaine's efforts, \$140.00 was raised for the Building Account

- **Annual Friends Membership Flyer**

The flyer will be mailed at the end of January

- **Federal and State funding updates**

- The Massachusetts Bureau of Library Commissioners', MBLC, most recent news release can be found at [mblc.state.ma.us](http://mblc.state.ma.us). The Institute of Museum and Library Services, IMLS, funding has been restored and will be rebuilding the programs they fund.

- **FY26 Bridge Plan Accomplishments**

- A recurring program has been added, a Dungeons and Dragons Club
- In the FY 2027 budget takes over recurring expenses which had been funded by the Friends.

## **New Business**

- **FY 2027 Budget**

- The FY 2027 budget keeps the operational allocation steady and decreases the personnel allocation to fit the voluntary staffing reduction.

<b>Operational Accounts</b>	<b>FY26 Budget</b>	<b>FY27 Director Proposal</b>
Building & Equipment Repairs	\$0.00	<b>\$0.00</b>
Circulating Materials	\$79,950.00	<b>\$80,000.00</b>
Custodial Supplies	\$1,010.00	<b>\$1,500.00</b>
Dues & Memberships	\$140.00	<b>\$0.00</b>
Electricity	\$7,000.00	<b>\$7,500.00</b>
Licenses & Subscriptions	\$14,400.00	<b>\$12,000.00</b>
Non Energy Utilities	\$515.00	<b>\$600.00</b>
Office Supplies	\$2,050.00	<b>\$3,000.00</b>
Other Property Related Expenses	\$2,000.00	<b>\$2,110.00</b>
Other Services	\$1,000.00	<b>\$375.00</b>
Other Supplies	\$4,000.00	<b>\$4,250.00</b>
Postage	\$42.00	<b>\$150.00</b>
Professional & Technical Consultants	\$9,025.00	<b>\$8,127.00</b>
Public Safety Supplies	\$400.00	<b>\$400.00</b>
Repairs & Maintenance	\$14,988.00	<b>\$16,318.00</b>
Replacement Equipment	\$2,000.00	<b>\$2,500.00</b>
Telephone	\$500.00	<b>\$600.00</b>
Training & Education	\$0.00	<b>\$0.00</b>
Delivery		<b>\$1,000.00</b>
<b>Total Operations</b>	<b>\$139,020.00</b>	<b>\$140,430.00</b>
<b>Personnel Accounts</b>		
Salaries	\$87,485.00	<b>\$89,234.70</b>
Full Time Wages	\$150,790.00	<b>\$146,608.15</b>
Part Time Wages	\$40,201.00	<b>\$34,319.85</b>
<b>Total Personnel</b>	<b>\$278,476.00</b>	<b>\$270,162.70</b>
<b>Bottom Line:</b>	<b>\$417,496.00</b>	<b>\$410,592.70</b>

It was moved, seconded, and passed unanimously to accept the budget proposed by the Director for FY 2027.

- **Director's Review**

The evaluation survey noted decision making needs to slow down, Trustees need more empowerment, and more building progress needs to happen. It was moved, seconded, and approved unanimously to accept the Director's review to be signed by the Trustees' Chair and forwarded to the Town Administrator.

- **Low Temperature Sensor**

Discussion has been suspended until the next Trustees' meeting.

- **Creativebug**

It is planned to not renew Creativebug because the cost doesn't justify its use.

- **Summer Reading Program**

The Cultural Council was unable to fund all the requests for summer reading programs this year due to a surge in applications this season. Between the Friends, Unibank, private donors, and using our monthly programming budget from grants, the Library can absorb the unfunded programs without any problems.

Next Meeting January 27, 2026, 6:30pm

Adjourned 7:46pm

Respectfully submitted,

Ellie Chesebrough, Secretary