

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES AGENDA
DOUGLAS, MASSACHUSETTS
February 24, 2026
6:30 PM**

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

Absent: Holden, Harvey, Lee

Chair Morrow called the meeting to order at 6:46 PM. A motion was made, seconded and passed unanimously to accept the minutes for January 27, 2026 as written.

Financial Report

The Library's budget from the town as of February 19, 2026 has used 63.85% throughfor fiscal year 2026.

	propriated	Expended	Balance	% spent YTD
Compensations	\$ 273,476.00	\$ 168,945.10	\$ 104,530.90	62%
Electricity	\$ 7,000.00	\$ 3,770.79	\$ 3,229.21	54%
Other Utilities	\$ 515.00	\$ 269.15	\$ 245.85	52%
Repairs, Maintenance, Replacements	\$ 22,388.00	\$ 13,888.87	\$ 8,499.13	62%
Alarms (Other Property Expenses)	\$ 2,000.00	\$ 1,310.00	\$ 690.00	66%
C/W MARS	\$ 9,025.00	\$ 7,925.00	\$ 1,100.00	88%
Telephone	\$ 500.00	\$ 324.26	\$ 175.74	65%
Postage	\$ 42.00	\$ 148.06	\$ (106.06)	353%
CPC Licenses	\$ 14,400.00	\$ 7,619.52	\$ 6,780.48	53%
Other services (wowbrary, programs)	\$ 1,000.00	\$ 375.00	\$ 625.00	38%
Office/Other supplies	\$ 6,050.00	\$ 6,275.65	\$ (225.65)	104%
Custodial supplies	\$ 1,010.00	\$ 515.54	\$ 494.46	51%
Library materials	\$ 79,950.00	\$ 47,415.79	\$ 32,534.21	59%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 258,782.73	\$ 158,713.27	62%

Trustees Accounts

The Trustee accounts are much higher than last month because it includes three months of interest that were reconciled with the Municipal Center.

Accounts	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$25,014.10		\$225,361.76			
LIG/MEG Grants	\$64,623.95	\$12,857.48	\$1,366.91	\$22,000.00			\$54,114.52
Regular donations	\$52,390.47	\$744.73	\$493.80	\$50,500.00	\$586.76	\$116.89	\$1,437.75
Fines	\$268.18	\$146.12					\$414.30
RS Douglas	\$10,470.20	\$207.80			\$10,000.00		\$678.00
Carrick Fund	\$1,964.29	\$1,239.00	\$1,620.00				\$1,583.29
Total	\$330,064.75	\$37,668.74	\$3,243.97	\$295,560.65	\$10,680.12	\$210.25	\$58,038.50

Director's Report

Ingram is delivering regularly and staff accounts have been set up to rebuild the delegated collection development procedures similar to the Baker and Taylor routine.orders.

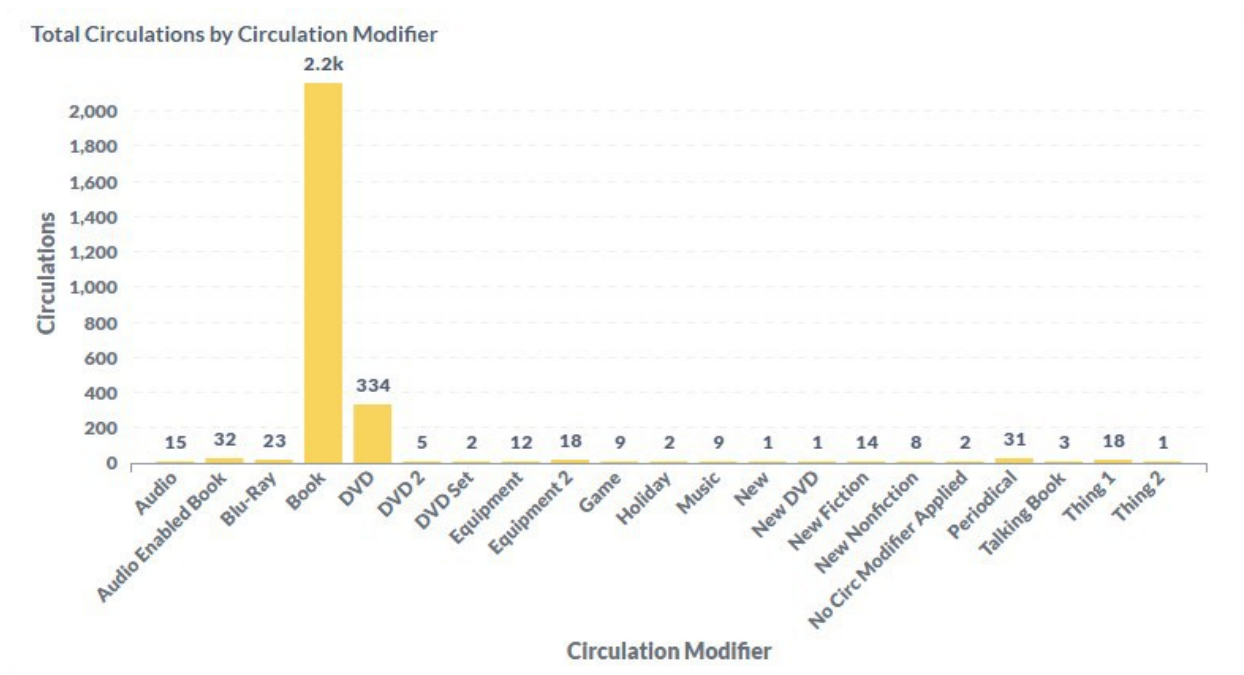
Teen programming seems to have taken off in January. Between Dungeons and Dragons, Battletech, and the new affirming book club, the Library has engaged more teens.

Twenty-four new patrons have been registered, bringing the total active patronage to 2,815. Twenty-four programs with a total attendance of 216, and a door count of 1,124. The door count was slow reflecting perhaps on snowy weather as well as colder temperatures.

Circulation was 3,088 loans from the Library's collection (1,622 for Douglas residents, 1,466 for out-of-towners). Age breakdown for what was borrowed:

- Early Readers: 693 (pre-K)
- Juvenile: 309 (early grade school)
- Youth: 312 (middle school-ish)
- Teen: 63 (upper teen books)
- Adult: 1,682
- Other: 29

Non-print materials: 1 audiobook, 37 wonderbooks, 71 blurays, 466 DVDs, 12 hotspots, 18 computers, 9 games, 119 music cds, 30 magazines, 18 puzzles, and a ukulele. Local patrons borrowed 2,704 items in January. Since 1,622 came from the Library's collection, it can be ascertained that 1,082 came from the network (other libraries) as holds:



Digital loans the Library provided 4,057 items in January, 2026.

- 451 for Douglas
- 162 for Boston
- 155 for Worcester
- 105 for other certified libraries
- 281 for smaller libraries

Building the Library's collection is based on local residents demand.

Digital Formats:

- | | |
|-------------------------|---------------------|
| Overdrive Listen: 934 | Overdrive Read: 428 |
| Overdrive Magazine: 295 | Kindle Book: 277 |
| Misc. Audiobook: 17 | Kobo ebook: 7 |
| Adobe EPUB eBook: 3 | Misc. Ebook: 2 |
| Open EPUB ebook: 1 | |

The majority of loans are adult material. Juvenile and young adult circulations are less than 100 each.

Simplified: 951 audiobooks, 718 books, and 295 magazines were borrowed digitally. And 35 videos streamed on Kanopy.

The Trustees agreed with Snook's proposal that this format worked.

Old Business

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

Snook feels focusing on the parking area should be addressed. He feels that Tuesdays require a third row for parking. Chesebrough suggested that staff should park elsewhere, There may be an easement issue if using either the former Petraglia property or the Webster Credit Union parking areas. It was pointed out that former Trustee Tetreault had gotten permission to use Unibank's parking area, but may have been a specific

issue Snook also felt that dividing accessibility issues into smaller parts is not a good strategy as Chesebrough suggested at the January meeting. Thirty percent of the Library's assessed value is \$60,570 which is the limit that can be spent before the Library is required to become fully compliant.

The Trustees would like to see the outline they made for the architects Weston and Sampson and the Building Facilities and Construction Committee in 2024.

- **LULA Lifts**

Average LULA installations cost \$70,000.

Options:

- Cut a hole in the program room ceiling and put the lift there. The outside would have to be re-graded or ramps would have to be installed to get people down to elevator level. This is probably the least expensive option because it would be paying in space. Without significant interior remodeling and re-organization a commitment to much smaller programs.
- Do basically the same thing, but outside as the Aaron Socrat plans recommended. It would be awkward and change the flow of traffic in the Library. We'd still be losing the program room would lose some space as discrete space, but it would be easier to use the space for something else. No grading outside would be required.
- Install a LULA in something like Van Hoorhis's 2012 plans instead of a full elevator, but expense may be an issue.

Several companies provide LULA Lifts. Snook will research this further

- **Mini-split cooling lines**

Waiting for warm weather.

- **Low Temperature Sensor**

It was agreed to remove this from the agenda.

- **Other Building Projects**

Electrician Jeff Grenier is going to come fix the first floor light fixtures that are out. He is also going to finish installing the lights in the attic needed to see up there.

- **Summer Reading Programs**

Unibank is donating to the Library \$2,500 to spend on Summer Reading Programs and books.

- **Chairs**

Snook will be using some of the Repairs and Maintenance budget to purchase 4 chairs as samples for replacements.

- **Capital Campaign**

\$297,861.76 is the current count.

- **Friends**

The Annual Membership flyer has been mailed. Some patrons had used the QR disc on the flyer. It did not get routinely deposited in the Friends' bank account. As a result no thank yous had been sent to thank them. Snook has put a monthly reminder to check the balances to let the Friends be aware of these balances.

- **Federal and State Funding Updates**

Snook attended the Library Legislative Breakfast in Northbridge. Everything on the state level looks well.

- **FY2026 Bridge Plan Accomplishments**

Nothing new to report.

- **Dolly Parton Foundation**

Morrow reported on the Dolly Parton Foundation prospects that might provide funds for children's books. Unfortunately there was no opportunity for this Library to fulfill it's needs.

New Business

None

Next Meeting March 24, 2026m 6:30 pm

Adjourned 7:51pm

Respectfully submitted,
Ellie Chesebrough
Secretary.