

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES MEETING
DOUGLAS, MASSACHUSETTS
March 24, 2026
6:30 PM**

Present: Morrow, Anderson, Fontaine, Chesebrough, Holden, Harvey, Lee, Church
Absent: None

It was moved, seconded, and passed unanimously to accept the February 24, 2026 minutes as written.

Financial Report

Municipal budget status as of March 23, 72.8% of the fiscal year has passed.

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 273,476.00	\$ 188,807.46	\$ 84,668.54	69%
Electricity	\$ 7,000.00	\$ 4,099.52	\$ 2,900.48	59%
Other Utilities	\$ 515.00	\$ 663.80	\$ (148.80)	129%
Repairs, Maintenance, Replacements	\$ 22,388.00	\$ 14,129.52	\$ 8,258.48	63%
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	\$ 366.75	\$ 133.25	73%
Postage	\$ 42.00	\$ 148.06	\$ (106.06)	353%
CPC Licenses	\$ 14,400.00	\$ 8,815.67	\$ 5,584.33	61%
Other services (wowbrary, programs)	\$ 1,000.00	\$ 375.00	\$ 625.00	38%
Office/Other supplies	\$ 6,050.00	\$ 7,452.95	\$ (1,402.95)	123%
Custodial supplies	\$ 1,010.00	\$ 515.54	\$ 494.46	51%
Library materials	\$ 79,950.00	\$ 52,825.75	\$ 27,124.25	66%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 287,435.02	\$ 130,060.98	69%

The budgetary position for this time of year is good. The compensation surplus is \$8,000. A transfer in the special town meeting interdepartmental transfer article will be made by a vote of the Trustees. A motion was made seconded and passed unanimously to make available for transfer to the town at Spring special town meeting the sum of \$8,000 from the Library's compensation line item.

Trustee accounts this month have been raised by a \$2,500 donation from Unibank and by high interest earnings in February:

Accounts	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$26,166.00		\$226,513.66			
LIG/MEG Grants	\$64,623.95	\$12,857.48	\$1,417.61	\$22,000.00			\$54,063.82
Regular donations	\$52,390.47	\$3,305.78	\$493.80	\$50,500.00	\$586.76	\$116.89	\$3,998.80
Fines	\$268.18	\$151.12					\$419.30
RS Douglas	\$10,470.20	\$264.50			\$10,000.00		\$734.70
Carrick Fund	\$1,964.29	\$1,239.00	\$1,620.00				\$1,583.29
Total	\$330,064.75	\$43,983.88	\$3,531.41	\$299,013.66	\$10,586.76	\$116.89	\$60,799.91

Director's Report

The number of active borrowers dipped from 2,815 last month to 2,809. Programs hosted were 20 with an attendance of 180.

The Library provided 3,034 loans from its collection with 1,609 loans to Douglas patrons and 1,425 were sent to CWMARS members. The largest circulations were 2,368 books and 397 DVDs.

The age breakdown was:

Early Readers: 748

Juvenile: 360

Youth: 275

Teen: 79

Adult: 1,537

Other: 35

The Library borrowed 2,713 items from their libraries in February mostly of 2,232 books and 292 DVDs.

The Library provided digitally 4,025 items to patrons in February. The significant loans were 607 e-books, 820 e-audio, 255 e-magazines and 26 Kanopy videos.

Old Business

- **Building Projects**

- **Accessibility**

- Snook initiated a discussion on using the firescape door off of the Children's room, main floor. Due to snow conditions during the 2026 winter, patrons parked behind the library appreciated being able to use the firescape to access a more direct way to get into the library. Snook will look into costs for this access and present at the April Trustees meeting.

Original Scope Draft For Weston and Sampson as presented to the Building Facilities Construction Committee (BFCC) on February 22, 2024. "The trustees would like to know what it would cost to install an elevator, stairs, and entrance behind the library in the general outline of the Van Voorhis Plans provided, adding whatever other modifications are necessary for ADA compliance as economically as possible. The trustees would also like to know the cost of extending elevator access to the third floor and making it accessible as economically as possible. Finally, the trustees would like to know what it would cost to square off the back of the design and extend the whole rear of the building to accommodate for the additional ADA compliant stacks necessary to maintain the size of our collection. The solution favored for parking is indicated by the attached Farley designs."

- **LULA Lifts**

Snook did not have anything new to report about LULA lifts. He has spoken with Town Administrator Wojcik, about how to move the process forward, but Wojcik's focus currently is on the town's operational budgets.

- **Mini-split cooling lines**

The company needs better, warmer weather to repair this.

- **Summer Reading Programs**

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

- **Chairs**

Trustee Church has taken on the task of the Library's chair needs. She has a business that restores chairs and has offered her expertise at no charge to the Library.

- **Capital Campaign**

There is \$299,013.66 in this account.

- **Friends**

The Library is using donated Science Fiction books for sale on May 4th in celebration of Star War Day.

The Friends Annual Meeting will be Saturday, April 25, at 10 AM.

Reports to MA Attorney General, MA Secretary of State, IRS 990-EZ have been mailed.

Morrow had attended a program at the Uxbridge Library which had a exchange of jigsaw puzzles. She suggested that the Friends might be able to

create a program similar to this.

- **Federal and State Funding Updates**

No updates since last month.

- **FY2026 Bridge Plan Accomplishments**

No updates since last month

- **Other Old Business**

Morrow attended a meeting on Open Meeting laws. She also spoke to the Town Clerk and determined that Douglas does comply with these laws.

New Business

Snook reported on budgetary issues. The Trustees expressed a concern, if the Municipal Appropriated Requirement (MAR) which the Massachusetts Board of Library Commissioners awards libraries that comply (Douglas gets approximately \$20,000 annually) would be jeopardized.

Next Meeting April 28, 2026 6:30 pm

The Meeting Adjourned at 7:53pm.

Respectfully submitted,
Ellie Chesebrough, Secretary