BUDGET AND TOWN ADMINISTRATION
FY23 Budget: We are halfway through the fiscal year and have 50.25% of our budget remaining. Spending on wages is slightly under budget due to staff turnover. Building repairs are also under budget so far thanks in part to Steve Bastek and Bill Risso, but this is a budget line where unexpected expenses can come up throughout the year.
Updates on the Town’s FY24 Budget Process are available to the public on the town website: https://www.carlislema.gov/1083/Budget-Information

BUILDING

Rooftop ventilation unit installation has made progress. The old unit was removed in December; installation of the new unit, including ductwork fabrication, has been tentatively scheduled for the week of January 16th. We will need to close the library for at least one morning; the contractor recommends remaining closed during their work hours this week (6 a.m. to 2 p.m.) to minimize disruption, but I’d like to keep the first floor open as long as there aren’t safety concerns.

PFAS treatment system design proposal has been approved by Mass. DEP. Small Water Systems is working with a contractor to put together a proposal with pricing for equipment and installation. The equipment may take 6-8 weeks to be delivered. Once we have pricing, I am planning to request ARPA funds from the Town for the equipment and installation; this was our funding source for the system design.

After the treatment system has been installed, the SWSS operator will take required samples to be submitted to the state and a DEP Final Inspection will be scheduled with the installer and the engineer to certify and approve the treatment to go online. The state will require some ongoing PFAS and other sampling as well.

Roof Replacement Project: MFC received 7 bids for the project and has awarded the contract. Work is planned for this spring/summer, exact schedule t.b.d.

PERSONNEL

We are fully staffed! Many thanks to everyone who pitched in to cover for vacancies and absences the past couple of months. We are reviewing our “who does what” assignments to make sure that the various tasks that keep the library running smoothly are all covered by the current staff roster.

I’ll be meeting with staff this month for their annual performance reviews.

SERVICES AND COLLECTIONS

Jenn applied for and was awarded a grant for $600 from the Carlisle Cultural Council for an April vacation week family program, Chain Reactions: Make a Rube Goldberg Machine. Thank you, Jenn!

Digital Downloads: the PIN requirement to log in to Libby and Overdrive went into effect on January 4th; the transition has gone smoothly so far. We have also scheduled a Zoom class on using library ebooks in partnership with the Council on Aging.

EVENTS HIGHLIGHTS
December was a fun month for family programs, including Gingerbread House Workshops with Mandy Roberge over Zoom, and a winter holiday sing-along concert with Steve Blunt in the Children’s Room.

Jenn has been sitting in on baby lapsit programs at other libraries in preparation for starting up a weekly baby program here.

We have fun art programs planned for kids and teens this month, including Make Your Own Rubber Duck Soap and Make a Dragon Eye.

**Book Clubs:** Barbara has taken on the Mystery Book Club following Janet’s retirement, and Frances is starting up a new book club beginning in February, focused on “books about books”. Thank you to both of these part-time staff members for taking on the new responsibility!

**USAGE AND STATISTICS**

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<th>YEAR-TO-DATE STATISTICS</th>
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