



Director's Report to Library Trustees for September 16th, 2024

Gleason Public Library

FY25 Budget as of 9/13/2024 (79.45% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610 51120	Wages	Operations	507,782.00	418,127.69	82.34%
01610 51121	Custodial Wages	Building	41,963.00	33,394.51	79.58%
01610 52400	Automation	Operations	29,300.00	(26.83)	-0.09%
01610 53100	Training & Meetings	Operations	800.00	800.00	100.00%
01610 54200	Office Supplies	Operations	4,000.00	2,287.43	57.19%
01610 54300	Repair & Maint.	Building	13,224.00	12,978.24	98.14%
01610 54500	Building Supplies	Building	3,700.00	2,834.93	76.62%
01610 55101	Books	Materials	30,000.00	24,297.36	80.99%
01610 55102	Teen Books	Materials	4,500.00	3,337.23	74.16%
01610 55103	Children's Books	Materials	15,500.00	12,300.39	79.36%
01610 55120	Digital	Materials	35,000.00	17,829.18	50.94%
01610 55131	Audio	Materials	7,000.00	5,924.69	84.64%
01610 55132	Visual	Materials	5,500.00	4,635.37	84.28%
01610 55140	Periodicals	Materials	8,000.00	7,538.10	94.23%
01610 55822	Programs & Outreach	Operations	2,000.00	1,723.75	86.19%
01610 58500	Additional Equipment	Operations	5,570.00	5,313.58	95.40%
		TOTAL	713,839.00	553,295.61	77.51%
	Materials Expenditure Requirement		106,956	75,317.60	70.42%

Trust Accounts				
Account #	Account Name	Balance as of 7/1/2024		Expendable Portion
82410	Green Fund	1,378.16		378.16
82414	Melone Fund	285,727.11		204,477.70
82404	Richardson Fund	1,377.96		377.96
82420	Hollis Fund	129,796.04		129,796.04
Other Accounts				
Account #	Account Name	FY25 Start	Details	Remaining
19306 -----	State Aid	39,768.10	(-) page wages, hotspot, advertising, summer reading prizes	37,762.62
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices	5,966.10
19320 -----	Gifts	8,236.14		8,236.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

Year-to-date spending for FY25 is on track. No significant expenses to report since the August board meeting.

I've been looking at our collections budgets to make sure that they're aligned with usage trends and community priorities. For Hoopla Digital, monthly costs have been increasing and become high compared to the amount of our usage that it makes up; in response, we have reduced the monthly downloads per patron from 10 to 8 (prior to COVID it was 5.) We have also allocated some of our digital collection funds to purchasing "Overdrive Advantage" copies of popular titles in Overdrive/Libby, which will make them available to Carlisle residents more quickly.

We are planning to split the "Equipment" budget line so that there are separate lines for the library's equipment (computers, printers, etc) and items purchased for the Library of Things, which count towards our Materials Expenditure Requirement. This is a change to our tracking, rather than to our spending.

Town Administration

Town HR is working to update and standardize employee training. A new required sexual harassment training is scheduled for later this month, and up-to-date trainings will also be required on State Conflict of Interest Law; Cybersecurity; and (if relevant to an employee's job) Open Meeting Law. Aubrey Thomas attended a library staff meeting to share information on the training plans.

FUNDRAISING AND BUILDING PROJECT UPDATES

As of 9/11/2024, the Endowment's summer matching donation campaign had raised about \$88,000 from 61 donors, including many new donors as well as ongoing supporters.

GPL Building Committee reviewed 5 proposals from firms for Owner's Project Management Services. – see separate agenda item.

STRATEGIC PLANNING

We had great participation in our focus groups and survey boards, and the Planning Advisory Group has been very helpful in analyzing the public input and shaping the plan and priorities.

Once approved, I'll submit the plan to the Massachusetts Board of Library Commissioners by the October 1st deadline. This will maintain Carlisle's eligibility for state grant funding, and will help the staff as we shape future action plans. The next step will be for library staff to create an updated action plan for next year based on the new strategic plan.

Thank you again to all of the volunteers who were part of the planning process!

PERSONNEL UPDATES

Library Assistant Staffing Updates: Kathleen Taffel submitted her resignation; her last day will be October 1st. We have been advertising to hire two new part-time employees to fill the remaining vacant shifts after

internal postings, with plans to schedule interviews for late September. Thank you to the rest of the staff for their willingness to help fill in as needed.

Professional Development: Tahleen attended the Association of Rural and Small Libraries Conference in Springfield, MA, this month, and will share notes on relevant sessions with the rest of the library staff.

COLLECTIONS, SERVICES, AND OUTREACH

Jenn and Jennifer will be attending the COAHS monthly senior luncheon to present on the Library's digital resources (Libby, Hoopla) and provide hands-on support for signing up and using them.

I have agreed to be part of the review committee for the state's "Small Libraries in Networks" grant program, which has provided support towards Carlisle's MVLC membership assessment for many years. Every few years, the Mass. Board of Library Commissioners reviews the program's criteria and procedures. I participated in this review process in 2019 and am interested to see how it develops this year.

PROGRAMS AND EVENTS

Summer Reading Wrap-Up

ACTIVITY	2024	2023	2022
Program attendance	976	817	727
Kids' Book Bingos	145	139	100
Kids' Bingo Blackouts	92	86	73
Raffle Participants	131	101	26
Adult/Teen Book Bingos	57	38	22
Adult/Teen Bingo Blackouts	38	30	13
TOTAL PARTICIPATION	1439	1211	961

We are pleased to report that Summer Reading participation was up about 20% over last year. We gave out 9,407 tickets to the reading raffle, representing 141,105 minutes read.

Thank you to the entire staff and especially Jenn for a fantastic summer – our local kids and families have had a lot of fun. Holly Mansfield and the Recreation Commission also sent their immense thanks for the Library's support of the Summer Fun program, including joint programming and a beautiful bird craft activity that Jenn ran for the campers. Several events were partnerships with the Rec Department and Council on Aging and Human Services, including collaborations on Cultural Council grant applications.

Additionally, 5 library staff members (Barbara Carrera, Claire Gordy, Helen Lyons, Jennifer Pike, and Sinead Sinnott) managed to complete bingo blackouts, which entailed reading 16 books fitting specific categories on their own time.

Art at the Gleason

- Art by Carlisle Public School students has been on display throughout the Library over the summer, to be taken down around September 21st.

- The next exhibit will feature photography of nature in Carlisle, coordinated by Judy Asarkof, and a ceramic exhibit in the display cases. An artist reception is scheduled for the afternoon of Saturday, October 19th, with light refreshments. The Environmental Sustainability Committee will be contributing to the cost of an advertisement in the Mosquito for this exhibit.

Recent Event Highlights:

- Grandparent/Grandchild Story Time intergenerational partnership with COAHS, September 7, was well received, with 27 people attending.
- Stargazing Party was postponed again due to EEE considerations.
- A Zoom program on “How To Become A Better Public Speaker” with Barack Obama Speechwriter Terry Szuplat, organized by the Tewksbury Public Library in cooperation with other libraries, had 9 Carlisle attendees, which is a very good response for us for a Zoom presentation with only a couple of weeks of advertising.

Upcoming Event Highlights:

- Kindergarten Library Card Sign-Up Event, Saturday, September 14
- Musical Instrument Petting Zoo, partnership with Rec Dept on early release day for K-4, September 18
- Cultural lecture series partnership with COAHS, beginning with “The Life and Music of George Gershwin” presented by Richard Travers on Wednesday, September 25
- Story Times, Children’s Book Groups, and TAB (Teen Advisory Board) resume in October
- Pumpkin Spectacle Wednesday 10/30, with storyteller Tony Toledo

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Aug. 2024	FY25 YTD	Aug. 2023	FY24 YTD
Circulation – Physical Materials	8,966	16,214	8,021	16,435
Circulation – Overdrive	1,309	2,619	1,180	2,136
Holds Transactions	4,280	7,601	3,684	7,530
New Items Cataloged	471	803	420	823
Visitor Door Count	5,418	11,286	6,092	11,644
New patrons registered	30	55	40	72