



Director's Report to Library Trustees for October 8th, 2024

Gleason Public Library

FY25 Budget as of 10/4/2024 (73.7% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	86,159.24	76.92%
01610510 511050	Staff Wages	Operations	395,775	308,219.40	77.88%
01610510 511055	Custodial Wages	Building	41,963	31,835.83	75.87%
01610520 524000	Automation	Operations	29,300	(26.83)	-0.09%
01610520 530000	Training & Meetings	Operations	800	62.50	7.81%
01610520 530010	Office Supplies	Operations	4,000	1,937.11	48.43%
01610520 542000	Repair & Maint.	Building	13,224	12,978.24	98.14%
01610520 545000	Building Supplies	Building	3,700	2,760.87	74.62%
01610520 551000	Books	Materials	30,000	22,833.21	76.11%
01610520 551030	Teen Books	Materials	4,500	3,286.57	73.03%
01610520 551020	Children's Books	Materials	15,500	12,028.55	77.60%
01610520 551005	Digital	Materials	35,000	17,746.68	50.70%
01610520 551010	Audio	Materials	7,000	5,526.57	78.95%
01610520 551015	Visual	Materials	5,500	4,190.39	76.19%
01610520 551025	Periodicals	Materials	8,000	7,079.64	88.50%
01610520 558000	Programs & Outreach	Operations	2,000	1,723.75	86.19%
01610580 585000	Add'l Equipment	Operations	5,570	4,264.69	76.57%
		TOTAL	713,839.00	522,606.41	73.21%
Materials Expenditure Requirement			106,956	71,224.71	66.59%

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
12061052 -----	State Aid	39,768.10	(-) page wages, hotspot, advertising, summer reading prizes, strategic planning	35,577.81
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices	5,806.30
19320 -----	Gifts	8,236.14		8,236.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

Notable expenses since last meeting:

- Training & Meetings – Tahleen attended the Association of Rural and Small Libraries conference in Springfield, MA
- Equipment – A/V receiver (11 years old) and staff color printer (5 years old) both broke down and needed to be replaced.

FY26 Budget Process

I met with town and facilities administration to discuss capital items for the Library for the next five years.

Upcoming projects include:

- Mechanical room expansion – funds already approved via MFC; incorporated into renovation plans
- HVAC updates – funds already approved via MFC; to be completed in conjunction with renovation
- Elevator replacement – the town is looking at replacing the Library, Town Hall, and another school elevator as a combined project; study is in progress. Funding for the three elevators combined may be approximately \$1M, to be requested at next spring's Town Meeting. May be completed in conjunction with renovation depending on timing.
- Parking lot repaving – this is in the 5-year plan but not yet funded; planned for after completion of renovation. Consider engineering study to see if parking spots could be increased; consider adding EV charging stations.

Town Administration

9 staff members attended the in-person town employee training on sexual harassment and discrimination in the workplace; it presented some valuable up-to-date information on legal requirements and best practices.

FUNDRAISING AND BUILDING PROJECT UPDATES

Following our summer matching donation campaign, our fundraising total is \$1.79M including the CPA grant match earned to date, or up to \$1.96M if counting the full CPA grant (2-to-1 match required for disbursement of funds=\$340K of private fundraising remains.)

Building Committee interviewed and ranked 3 OPM firms; all three were well qualified and a pleasure to talk to.

PERSONNEL UPDATES

Staff Changes

We have some strong candidates for the two open circulation assistant positions (replacing Kathleen Taffel and Rebecca Bromark), and are currently checking references and hope to make offers soon.

Sadly Barbara Carrera also gave notice due to a change in her availability; Barbara has worked at the Gleason for two years primarily evenings and weekends, first as a circulation assistant and then as a reference assistant. We have posted her position and have received a few applications so far.

Personnel Recognition

Town Administrator Ryan McLane recently publicly thanked our custodian Dan Flannery, along with Town Hall custodian Al Foote, for their “above and beyond approach to Town building maintenance. The Facilities Department has been short-staffed, and Al and Dan have stepped up to not only complete projects that improve daily operations, but also take it upon themselves to improve and beautify Town buildings without direction. It is this type of dedication and team effort that allows a small scrappy staff to accomplish big Town services. There is not a person in the Town Hall of the Library that does not appreciate Dan and Al.”

I myself would add my own thanks to both Dan Flannery and our other custodian, Dan Brainard, for their willingness to help with library special events, such as coming in at different times to help with setting up tents, moving furniture, washing dishes, or whatever else needs to be done.

COLLECTIONS, SERVICES, AND OUTREACH

E-Renew

MVLC is now offering a self-service online option for patrons whose accounts are up for renewal or expired (usually every 3 years). Staff will still be happy to renew accounts as well, but we’re happy to offer an additional convenient option!

Library of Things

We are adding some health and fitness related items to the Library of Things, including portable/under-desk elliptical and stair-stepper machines, workout bands, and a white noise machine.

Decodable Readers

Jenn is working on expanding and organizing our collection of “decodable readers”, separate from the “easy readers”. She started building the collection after discussions with the CPS reading specialist last year, and recently attended a public library workshop with more ideas on how to organize them. Decodable books are carefully written to include words that can be sounded out based on the phonetic code the reader has been taught. They provide a practice ground for good reading habits and discourage adverse habits such as guessing based on pictures or context – this aligns with current best practice for early literacy education. With literacy instruction and the “reading wars” in the news and [podcasts](#), more parents are seeking resources to support their children in learning to read. Phonics-based decodable readers are part of this process.

Outreach

Jennifer and Jenn attended the COAHS Senior Luncheon, with Jennifer giving a presentation on Library ebooks and eaudio.

Jenn has volunteered to be a judge at the PTO’s Trunk or Treat event and is also going to be visiting the Carlisle Kids’ House this month.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Grandparent/Grandchild Story Time intergenerational partnership with COAHS, September 7 was well-received, with 27 people in attendance.

- Musical Instrument Petting Zoo was a big hit, filled to capacity with 50 kids and their families on Spalding Field.
- Seniors were happy to return to an in-person cultural lecture series with Richard Travers' talk on George Gershwin; about 25 people attended and we hope to have more for his talk on Aaron Copland later this month.
- Kids' book clubs and story times have started up again. Toddler story time loved the new farm toys that Jenn set up for sensory play!
- Thank you to Sinead for taking over the Mystery Book Club from Barbara!

Upcoming Event Highlights:

- StoryWalk on display October 4th through 18th: *All the Way to the Top: How One Girl's Fight for Americans with Disabilities Changed Everything*, written by Annette Bay Pimentel and illustrated by Nabi Ali with a foreword by Jennifer Keelan-Chaffins
- Stargazing Party rescheduled to October 15th due to EEE
- Local poet Eve Linn 10/17
- Pumpkin Spectacle Wednesday 10/30, with storyteller Tony Toledo
- New art exhibit has been installed: Carlisle Biodiversity as seen through the lens, hosted by Judy Asarkof, Kay Hurley, and Joeth Barlas, and sponsored by the Environmental Sustainability Committee, Carlisle Conservation Foundation, Carlisle Conservation Commission, and Land Stewardship Committee; plus Texture, Color, Fire: work by Ceramic Artist and Concord-Carlisle Graduate Tucker Nuzum-Clark
 - Artist reception Saturday, October 19th, from 2 to 4 p.m., including light refreshments
- FOGPL Annual Meeting – this year's Annual Meeting is going to be held in conjunction with a family event, a Nutcracker Reading by members of the Commonwealth Ballet Company in costumes. The Nutcracker event will be at 4 p.m. on Wednesday, November 20th, and will be followed by light refreshments, a children's craft, and the brief annual public business meeting of the FOGPL Board.

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Sept. 2024	FY25 YTD	Sept. 2023	FY24 YTD
Circulation – Physical Materials	6,356	23,206	6,732	23,167
Circulation – Overdrive	1,152	3,771	1,036	3,278
Holds Transactions	3,580	11,519	3,735	11,265
New Items Cataloged	576	1,354	512	1,312
Visitor Door Count	4,851	16,137	5,155	16,399
New patrons registered	31	91	44	111