



Director's Report to Library Trustees for November 4th, 2024

Gleason Public Library

FY25 Budget as of 10/31/2024 (66% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	77,675.35	69.35%
01610510 511050	Staff Wages	Operations	395,775	279,385.87	70.59%
01610510 511055	Custodial Wages	Building	41,963	28,269.73	67.37%
01610520 524000	Automation	Operations	29,300	(218.44)	-0.75%
01610520 530000	Training & Meetings	Operations	800	(1.82)	-0.23%
01610520 530010	Office Supplies	Operations	4,000	1,224.86	30.62%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	2,760.87	74.62%
01610520 551000	Books	Materials	30,000	19,661.29	65.54%
01610520 551030	Teen Books	Materials	4,500	3,024.05	67.20%
01610520 551020	Children's Books	Materials	15,500	10,917.27	70.43%
01610520 551005	Digital	Materials	35,000	17,309.06	49.45%
01610520 551010	Audio	Materials	7,000	5,144.83	73.50%
01610520 551015	Visual	Materials	5,500	3,634.27	66.08%
01610520 551025	Periodicals	Materials	8,000	4,367.61	54.60%
01610520 558000	Programs & Outreach	Operations	2,000	1,723.75	86.19%
01610580 585000	Add'l Equipment	Operations	5,570	4,222.71	75.81%
		TOTAL	700,839.00	459,079.49	65.50%
Materials Expenditure Requirement			106,956	59,566.48	56.73%

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	34,794.03
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices	5,646.50
19320 -----	Gifts	8,236.14		8,236.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

Notable updates since last meeting:

- “Repair & Maintenance” budget has been shifted to the Facilities Department, as previously discussed – library expenses will still be tracked separately for reporting purposes.
- Annual magazine subscription renewal paid (Periodicals line) - \$ amount level from last year; a couple of magazines stopped publishing, and we added a couple of new ones (*Atlantic Monthly*, *Young Rider*)

FY26 Budget Process

The Library’s budget request for FY26 will be due to the Town Administrator by December 3rd. I’m attaching a draft for your review. This includes step increases for staff (1% annually); COLA will be added later in the budget process. There are also modest increases to other lines due to inflation, an upcoming increase in our MVLC membership assessment, and the state requirement to spend 15% of our budget on library materials.

Staff retention is a stated top priority for the Select Board and Finance Committee in the budget process. Any other increases will be scrutinized. The aim again will be to limit the overall budget increase to 3%, due to upcoming anticipated capital projects and expense increases (retirement funding, health insurance.) This draft budget currently shows a 1.35% increase over the FY25 budget; after COLA it would be around 3% or slightly higher.

Town Administrator budget page can be found here, including budget process calendar and 5-year financial forecasts: <https://www.carlislema.gov/1083/Budget-Information>

Townwide HR Training

The Town has set up a slate of mandatory training for all employees:

- Harassment and Discrimination
- Mass. Conflict of Interest Law
- Acknowledgment of Personnel Policies
- Cybersecurity (for employees using our computers/email accounts)
- Open Meeting Law (for employees supporting boards)

The plan is that these will be repeated annually and included in new employee onboarding. I’ve been working with staff to make sure everyone is able to complete these; Aubrey Thomas has made things as streamlined as possible, e.g. most of the completions are tracked automatically online rather than requiring certificates to be printed and submitted. It can be challenging for part-time employees to complete everything during their scheduled hours, so some staff have been spending additional time completing trainings from home (paid).

FUNDRAISING AND BUILDING PROJECT UPDATES

See separate agenda items.

PERSONNEL UPDATES

Personnel Celebrations

Three new staff members have started: Circulation Assistants Cassidy Wenstrom and Cheryl Kelly, and Reference Assistant Julianna King. We are excited to have them join us!

2024 Holiday Schedule

This year, the Select Board and Town Administrator have decided to close Town Hall on Christmas Eve and New Year's Eve and give the days as paid holidays for all Town Hall staff. We do see patrons using the Library on these days, but, with the Trustees' support, I'd like to offer Library staff a similar amount of paid time off during the holiday season.

2025 Holiday Schedule

When Jennifer was entering the approved 2025 holidays into the calendar, she pointed out that 12/24/25 falls on a Wednesday. Since we close at 1 p.m. on Christmas Eve, and don't open until 1 p.m. on Wednesdays, we will be closed on this day – this isn't a change to what the Trustees approved, but I wanted to note it.

COLLECTIONS, SERVICES, AND OUTREACH

Overdrive Advantage Report

Our Overdrive account rep sent out information on the average waiting period for our patrons that shows the impact of the Overdrive Advantage program. Through this program, starting in July, Carlisle and other MVLC libraries had the option to purchase additional copies of ebooks and eaudiobooks that give priority to our local patrons, and then are available to the entire consortium if no one is waiting locally. Tahleen started ordering an extra copy of a handful of the highest-demand titles each month. Since then, the average waiting period for our patrons has dropped from 76.1 days to 48.3 days – a 36% drop!

Outreach

The Recreation Department has started a middle school advisory group and Tahleen is attending meetings to get input on what this age group is interested in.

Jenn is talking to the National Charity League about working with their volunteers on a couple of events each year, such as the Grandparent-Grandchild Story Tim Breakfast.

A CCHS student contacted us about hosting a glove donation drive for The Wish Project; details to be confirmed.

Debbie Bentley contacted us for the 250 Committee about hosting a book discussion next winter/spring of *Revolutionary Mothers: Women in the Struggle for America's Independence*.

BUILDING

Water treatment – Stephen Connearney has contracted with The Metro Group to perform monthly testing and treatment of the water in the HVAC loop. This has been recommended in the past to keep our pipes and HVAC system in good shape, given our water's high mineral content, and at \$175/mo will likely pay for itself in repairs savings.

The MFC is moving forward with design work for updating the Library’s HVAC fan coils, so that it can be included with library renovation construction documents when they go out for bid.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Local poet Eve Linn held a reading from her newly published book for an appreciative audience.
- The 41st Annual Pumpkin Spectacle, with Spooky Stories by Tony Toledo, delighted attendees of all ages. Thank you to Christine Lear, Holly Mansfield, and Jean Bagnaschi for serving as judges; Verna Gilbert and Ginny Lamere for being our registrars; Dan Flannery and Dan Brainard for helping with setup and cleanup; and our library staff, especially Tahleen for coordinating the judging, Sinead and Cassidy for assisting, and Jenn Buliszak for coordinating the entire production.
- Art reception on October 19th had a good attendance, and the exhibition is also part of Carlisle’s first Open Studios event.

Upcoming Event Highlights:

- Shh!! Secret Pizza Party with Strega Mama, November 9th
- Faroe Islands travel talk with Barry Pell (COAHS collaboration)
- Stargazing Party rescheduled to November 13th
- 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.
- Night Sky Paint Night with Pop Up Art School, November 21st

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Oct. 2024	FY25 YTD	Oct. 2023	FY24 YTD
Circulation – Physical Materials	6,953	30,159	5,993	29,165
Circulation – Overdrive	1,143	4,914	1,225	4,503
Holds Transactions	3,448	14,967	3,484	14,749
New Items Cataloged	364	1,690	453	1,752
Visitor Door Count	6,991	23,127	5,859	22,258
New patrons registered	35	138	24	151

(Will update when statistics are ready)