



Director's Report to Library Trustees for December 9th, 2024

Gleason Public Library

FY25 Budget as of 12/5/2024 (56.7% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	64,800.97	57.85%
01610510 511050	Staff Wages	Operations	395,775	234,016.37	59.13%
01610510 511055	Custodial Wages	Building	41,963	23,123.75	55.11%
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	1,077.01	26.93%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	2,729.13	73.76%
01610520 551000	Books	Materials	30,000	17,648.28	58.83%
01610520 551030	Teen Books	Materials	4,500	2,712.43	60.28%
01610520 551020	Children's Books	Materials	15,500	9,674.05	62.41%
01610520 551005	Digital	Materials	35,000	8,132.06	23.23%
01610520 551010	Audio	Materials	7,000	4,391.77	62.74%
01610520 551015	Visual	Materials	5,500	3,151.32	57.30%
01610520 551025	Periodicals	Materials	8,000	4,185.91	52.32%
01610520 558000	Programs & Outreach	Operations	2,000	(1,050.96)	-52.55%
01610580 585000	Add'l Equipment	Operations	5,570	3,285.01	58.98%
		TOTAL	700,839.00	377,635.08	53.88%
Materials Expenditure Requirement			106,956	47,104.07	44.04%

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	34,418.84
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices	5,486.70
19320 -----	Gifts	8,236.14		8,236.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

Notable updates since last meeting:

- Annual service renewal for 5 mobile hotspots - \$120/year per device at discounted nonprofit rate
- Payments for Hoopla and Kanopy digital content
- Annual renewal for Assabet Interactive (events calendar, museum pass, library of things, and meeting room reservations)

MHEC, an educational purchasing consortium of which we are a member, negotiated free Business Prime benefits as part of their contract with Amazon. Business Prime starts at \$179/year and the level included in the contract would normally cost \$1200/year; we had not previously been members both because of the price and because it required a credit card. We now have access to Prime shipping, additional negotiated price discounts, and the ability to have multiple user logins with different levels of account access.

FY26 Budget Process

Initial request submitted –discussed in separate agenda item.

Town Administrator budget page, including budget process calendar and 5-year financial forecasts:

<https://www.carlislema.gov/1083/Budget-Information>

FUNDRAISING AND BUILDING PROJECT UPDATES

To be discussed separately on the agenda. Our fundraising totals as of 12/6/2024 are:

- \$400K - Committed by vote of Trustees from preexisting trust and endowment funds
- \$630K - Individual donations to capital campaign to date
- \$50K - MFC funding for mechanical room expansion
- \$200K - Cultural Facilities Fund grant
 - To be disbursed on reimbursement basis, available to apply to design development and project management expenses
- Up to \$767K - CPA grant
 - \$1 disbursed for every \$2 of non-CPA funds spent
- \$25K - Pledge from Friends of the Library for furnishings

There is approximately \$250K in additional unrestricted funds held in the Endowment, Trust, State Aid, and Gift accounts, in addition to the amount the Trustees initially committed.

PERSONNEL UPDATES

Personnel Recognition

I'd like to appreciate my appreciation for all of the Gleason's staff for stepping up to help with coverage and training as we filled these three vacancies and other absences. In particular, Jennifer for wrangling the schedule, Sinead for taking on additional circulation responsibilities and having a key role in training new staff, and Tahleen and Jenn for being flexible in providing extra desk coverage.

COLLECTIONS, SERVICES, AND OUTREACH

Jenn attended the **COAHS health and wellness fair**, promoting our wellness-related Library of Things items.

I recorded a brief segment for the **Town of Carlisle Winter PSA: Stay Safe, Stay Connected**, [posted on the Minuteman Media Youtube channel](#)

MVLC held an educational and networking event for library directors at their central office in North Andover. I was able to attend and enjoyed listening to presentations from other library directors on holds pickup lockers (Burlington), the process of creating a bookmobile (North Andover), and hosting legislative breakfasts (Andover), as well as socializing with other directors since most of our consortium meetings remain virtual.

Concord-Carlisle Adult Education/Village University thanked the Library and Trustees for the use of the Hollis Room for Carol Murphree's course on the Byzantine Empire. They had feedback from several attendees that they appreciated the choice of location, for reasons including parking, accessibility, and a space they were comfortable with.

BUILDING

The Library's heating had a couple of outages in November – each time it was noticed quickly by staff and the problem turned out to be with the Building Management System that controls our thermostats. I've been working with Stephen Connearney to resolve the problem and monitor for further issues; so far it seems to be resolved.

One of the pumps in the mechanical room has worn-out bearings; Stephen is getting a quote for repairs.

With the onset of winter weather, I'm attaching the Library's emergency closing policy/procedures for the Trustees' reference. If the Carlisle Public School is closed for the day due to weather, the Library will open at noon at the earliest. Any decision to close the building is the responsibility of the Library Trustees; if it looks like conditions merit it, I will be contacting you for a decision.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Shh!! Secret Pizza Party with Strega Mama had 36 people in attendance – we haven't held many Saturday morning story times in the past, and multiple families expressed their appreciation for the time slot. Jenn has scheduled a "Frozen" themed story time with this performer for January.
- Stargazing Party took place! Over 60 people attended and enjoyed the opportunity to delve into the night sky, including great views of Jupiter.
- FOGPL Annual Meeting – we had a full house at the Commonwealth Ballet Nutcracker Event. The FOGPL Board held their annual business meeting immediately afterward.
- Registration for adult art events has been filling up quickly, including November's Night Sky Paint Night and upcoming December programs like Copper Ornaments and Felted Gnomes.
- Fall Story Times were well attended, especially the last preschool story time before Thanksgiving with guest readers Chief Sorrows and Deb Kablotsky from the Carlisle Fire Department.

Upcoming Event Highlights:

- Gingerbread House Workshops with Mandy Roberge (both full with waiting lists) 12/16
- Across Namibia – A Natural History Journey, travel presentation with Alan Ankers of CCF 12/17
- Felted Gnome crafts for middle school and adults with Pop Up Art School 12/18
- Holiday Sing-Along with Steve Blunt 12/19
- Our next art exhibit, coming in January, will include work by the Gleason's own Sinead Sinnott!

USAGE AND STATISTICS*October*

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

November

YEAR-TO-DATE STATISTICS	Nov. 2024	FY25 YTD	Nov. 2023	FY24 YTD
Circulation – Physical Materials	7,021	37,180	6,542	35,702
Circulation – Overdrive	1,258	6,172	1,234	5,737
Holds Transactions	3,456	18,423	3,823	18,572
New Items Cataloged	359	2,019	383	2,119
Visitor Door Count	5,618	28,745	4,920	27,177
New patrons registered	26	166	27	178