



Director's Report to Library Trustees for March 19th, 2025

Gleason Public Library

FY25 Budget as of 3/14/2025 (29.59% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	34,760.75	31.03%
01610510 511050	Staff Wages	Operations	395,775	134,672.70	34.03%
01610510 511055	Custodial Wages	Building	41,963	11,427.28	27.23%
01610520 524000	Automation	Operations	29,300	(233.06)	-0.80%
01610520 530000	Training & Meetings	Operations	800	(1.82)	-0.23%
01610520 530010	Office Supplies	Operations	4,000	741.74	18.54%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	1,852.20	50.06%
01610520 551000	Books	Materials	30,000	9,818.20	32.73%
01610520 551030	Teen Books	Materials	4,500	1,653.29	36.74%
01610520 551020	Children's Books	Materials	15,500	5,562.56	35.89%
01610520 551005	Digital	Materials	35,000	5,110.08	14.60%
01610520 551010	Audio	Materials	7,000	2,528.60	36.12%
01610520 551015	Visual	Materials	5,500	1,835.11	33.37%
01610520 551025	Periodicals	Materials	8,000	1,964.60	24.56%
01610520 558000	Programs & Outreach	Operations	2,000	(1,773.63)	-88.68%
01610580 585000	Add'l Equipment	Operations	5,570	2,960.53	53.15%
		TOTAL	700,839.00	212,857.38	30.37%
Materials Expenditure Requirement			106,956	23,691.70	22.15%

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; (+) state deposit	\$39,890.60
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices	\$5,117.74
19320 -----	Gifts	8,236.14	(+) gift received (-) museum passes	\$8,436.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

- No unusual expenditures since last meeting
- Subscription prices for Boston Globe and Lowell Sun have increased, but we can accommodate the new prices due to having discontinued less-used periodicals

FY26 Budget Process

The Finance Committee initially recommended a \$9500 reduction to our budget request, to just meet the MAR. After further feedback from Kaitlin and myself regarding the impact this would have, they updated their recommendation to a \$1950 reduction. We can absorb the lesser reduction without reducing hours, due mainly to staff turnover (lower step levels than initially budgeted for two positions). We are still awaiting final budget decisions from the Select Board, including the COLA for FY26.

FinCom would like to meet with us this summer, to discuss future budgets and the MAR.

Succession Planning Project

The Town continues succession planning support work through a grant. This spring, two trainings will be offered as part of this process:

- Supervisory training for non-department-head staff
- Continuity of Operations Planning for department heads

FUNDRAISING UPDATES

With Karen's assistance, I submitted an application for the Association of Rural and Small Libraries "Sustainable & Resilient New England Libraries" grant ([more info.](#)) The request is for \$15,000 for the new ADA-compliant 2nd floor bathroom; grant decisions will be announced around mid-April. If we don't receive funding this year, this would be a good grant to keep an eye on for future years, for renovation-related costs or for outdoor space projects.

BUILDING PROJECT UPDATES

We have a separate agenda item for these, but two items I wanted to highlight:

Asbestos Testing and Remediation

Our OPM suggested doing some testing for asbestos now so that we aren't surprised later in the project. They forwarded a proposal from a firm that does this work, for a cost not to exceed \$6K depending on how many samples were taken.

I suspect that this isn't necessary – we did some testing as part of our carpet replacement in 2020, and I know that some hazardous material abatement work was done in the 2000 renovation. However, I haven't yet located records of exactly what was abated in 2000 – I'm setting aside some time to dig through old files again!

Children's Librarian Office Space

The initial project designs include converting the Curiosity Corner mural room into an office space for the Children's Librarian. At the time, the space was hardly ever used by patrons, and Jenn needed additional space for the take-and-make kits she was distributing each month. Now, it holds a train table and rotation of toys and is more heavily used, and we rarely offer take-and-makes. I spoke with Jenn and she felt that having a separate office space on the second floor would be isolating from the rest of the staff, and that she would prefer to stay in the staff area.

PERSONNEL UPDATES AND RECOGNITION

Sinead Sinnott has been doing a great job since her promotion to Head of Circulation, not just catching up on training and items that had been set aside for a few months during the transition period, but also collaborating with other departments to promote our home delivery service.

Thank you and congratulations to **Jenn Buliszak** for winning **two grants** in the Carlisle Cultural Council's winter round for library art programs.

- \$450 for a Wee-Felted Mice Crafting Class in conjunction with the spring Art at the Gleason exhibit, for ages 10 through adult
- \$600 for a Sea Turtle Mosaic program this summer, for children ages 6+

We **posted openings** for her previous Library Assistant position, and for a new Library Page, and have strong applicant pools for both. We've been doing phone interviews for the Library Assistant position, and plan to hold in-person interviews the week of March 17th.

Annual Review meetings have been completed; this was a great chance for me to touch base with all staff on their performance and goals.

OUTREACH AND COMMUNITY

Outreach Activities

- For Read Across America Day, Jenn visited CPS and Carlisle Kids' House to read to classes, and I visited CPS and read to Mr. Bailey's 4th grade class.
- Sinead has been working with COAHS to promote our home delivery options for those who are unable to make it to the library for health or mobility reasons. She is planning to accompany the Meals on Wheels deliveries later next month.

Civics Project Petitions

As part of a class civics project, we received well-thought-out letters from two 8th graders regarding library services. One addressed the need for elevator updates to maintain safety and access, while the other pointed out that the headphones at the public computers were showing their age and could be replaced at an affordable cost. We have taken action on the headphones already; the elevator project will have to wait for Town Meeting to vote on funding.

After School Behavior

We continue to be busy after school and see some issues with disruptive behavior, but staff have been working together to keep addressing them consistently.

MVLC LIBRARY NETWORK AND BEYOND

J. V. Fletcher Library Building Project

The J. V. Fletcher Library in Westford is preparing to move off-site for a significant renovation and expansion project. They will be closed with services on hiatus from Monday, March 31, through Monday, April 21, for moving and training at the temporary site. They anticipate that they will be in our temporary location for 18 to 22 months. We may have an increase in visits from Westford patrons, both during the three-week hiatus and while they are at the temporary site, which is about 4 miles north of their regular location and will have more limited browsing areas. We have offered to support some of their book clubs with book requests during this period if needed.

SLIN review committee

I attended the final meeting of the Small Libraries in Networks (SLIN) grant review committee. The committee was tasked with reviewing the methodology for determining funding awards. Much of the discussion focused on ensuring that funds are distributed equitably to communities with the greatest socioeconomic challenges. The committee will recommend using the EQV formula—already employed in the Public Library Construction Grant program—as it provides a reliable measure of a community’s ability to fund its library.

BUILDING

Lamp Post

The broken lamp post has been repaired; thank you to the Facilities Department and DPW for their quick cooperation in this repair.

Pavement

With the spring thaw, our parking lot has turned into a world of potholes, which have received several comments from patrons. The DPW will be patching these for us. The repaving project is in the Town’s 5-year capital plan, slated for after the interior renovation.

The sidewalk near the accessible entrance is in disrepair; we’re talking to facilities staff about short-term patches and plans for longer-term fixes.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Report from the Garden Club on the talk “The Smaller Cut”: *Jen Kettell of Radiant Leaf Consulting was a lively, informative speaker and interacted well with the audience throughout her presentation. Her love of and appreciation for the care of trees knows no bounds! Following questions from attendees, Jen received two rounds of loud applause. At least one person asked for her web site address. Thanks for having the Library share with us in holding and sharing the cost of "The Short Cut" presentation.*
- “Grandparent and Grandkid Valentine Story Time and Breakfast” was a lovely intergenerational program, about 30 people in attendance and a nice picture in the Mosquito!

- “What Thoreau Knew About Butterflies” was another fascinating collaboration with the Carlisle Conservation Foundation.
- 20 middle schoolers participated in a variety of crafts at Tahleen’s “Valentine Craft Party” (it also used up some odds and ends from the craft closet, as a bonus)
- “Drive-In Movie Night” made the front page of the Mosquito
- We collaborated with Carlisle’s Race Amity Day Committee on a screening of “American Stories: Race Amity and the Other Tradition” for Black History Month, including a quick intro by Janot Mendler-Suarez and a fun interactive game of finding connections.
- I led a book discussion on *Revolutionary Mothers* in connection with the Carlisle 250 celebrations; we also have a selection of related books on display, and a recommended reading list from Scott Evans, Captain of the Carlisle Minutemen.
- “Rudy the Reading Therapy Dog” provided a nonjudgmental audience for 4 young readers; this month’s slots are already filled with a short waiting list. We will give people on the waiting list the first chance at next month’s slots.
- 44 people enjoyed a Saturday “Musical Morning with Mara and Motoko”. They were fantastic and greeted every child and caregiver personally as they entered the room. Mara has a great singing voice and is joined by Motoko’s wonderful keyboard accompaniment. Kids were highly engaged with their stories, original songs and fun props (including bubbles).
- Wire Tree Art Class was a fun art activity for adults, with a beautiful end product.
- Winter reading challenge wrapped up, with a total of 77 people completing the challenge, 56 children and 21 adults.

Upcoming Event Highlights:

- Adventures in Trees with Owls and Cats with Andrew Joslin 3/18
- VIRTUAL: Behind Their Screens: What Teens Are Facing (And Adults Are Missing) 3/25
- Virtual Author Talks: Curtis Sittenfeld 3/19, Marie Benedict 4/2
- Stargazing Party 4/1
- Alpaca Storytime 4/4
- FOGPL Poetry Contest and Festival 5/17 (contest deadline 4/25)

Art at the Gleason

The exhibit featuring Patricia Morchel, Deb Richardson, and Sinead Sinnott is ending; the next exhibit will feature children’s book illustrations and a display of Wee Forest Folk.

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Feb. 2025	FY25 YTD	Feb. 2024	FY24 YTD
Circulation – Physical Materials	7,220	59,544	6,609	56,287
Circulation – Overdrive	1,341	10,253	1,123	9,405
Holds Transactions	3,191	29,028	3,531	28,897
New Items Cataloged	365	2,991	406	3,099
Visitor Door Count	5,439	45,589	6,191	44,303
New patrons registered	19	217	22	234