Gleason Library Trustee Meeting
Monday, July 28, 2025
7:00 PM
For remote participation, email
info@gleasonlibrary.org for Zoom link Gleason Public
Library

Agenda

1. Approve May, June and July 1 meeting minutes
2. Director's report
3. Timeline for appointing a new trustee - meet with Select Board 8/26
4. Review Fin Com requests
    a. Five Year Financial Outlook
    b. Capital Planning
    c. Summer request - MBTA financial impact for GPL
5. Town Administrator bylaw - HR process review
6. Library renovation building committee updates, including new member appointment
7. Capital campaign fundraising updates
8. GPLT email addresses
9. Review Staff Professional Development Policy
10. Set next meeting date
11. Public Comment
12. Adjourn

Gleason Public Library

Director's Report to Library Trustees for July 28th, 2025

FY2025 FINANCE RECAP

FY25 Budget Final

Account #	Account Name	Account Type	FY25 Budget	$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	(0.07)	0.00%
01610510 511050	Staff Wages	Operations	395,775	15,698.59	3.97%
01610510 511055	Custodial Wages	Building	41,963	(2,349.20)	-5.60%
01610520 524000	Automation	Operations	29,300	(319.43)	-1.09%
01610520 530000	Training & Meetings	Operations	800	(457.94)	-57.24%
01610520 530010	Office Supplies	Operations	4,000	(935.62)	-23.39%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	759.69	20.53%
01610520 551000	Books	Materials	30,000	(1,071.63)	-3.57%
01610520 551030	Teen Books	Materials	4,500	1,078.44	23.97%
01610520 551020	Children's Books	Materials	15,500	(146.56)	-0.95%
01610520 551005	Digital	Materials	35,000	(1,398.78)	-4.00%
01610520 551010	Audio	Materials	7,000	773.77	11.05%
01610520 551015	Visual	Materials	5,500	231.45	4.21%
01610520 551025	Periodicals	Materials	8,000	714.15	8.93%
01610520 558000	Programs & Outreach	Operations	2,000	(3,791.90)	-189.60%
01610580 585000	Add'l Equipment	Operations	5,570	(1,140.75)	-20.48%
		TOTAL	**700,839.00**	7,622.45	1.09%
Materials Expenditure Requirement			*106,956*	*(6,274.90)*	*(5.87%)*

FY25 Budget

- We finished FY25 on target, with 1.09% of the budget remaining to be turned back to the town.
- Encumbered $450 for bottled water delivery – we are disputing part of a previous bill and waiting to receive the billing for June. We are planning to switch vendors due to a dramatic price increase and poor customer service.
- Our Materials Expenditure Requirement to maintain certification was $106,956; we safely met the requirement with $105,751 from the municipal budget and $7,479 from other sources (primarily the Friends of the Library museum pass purchases.)
- Notable expenses after June meeting:
    - Ancestry genealogy database renewal
    - Summer reading brochures
    - Spine label printers
    - Backlog of book orders was received

Other Accounts FY25 Final				
Account #	**Account Name**	**FY25 Start**	**Details**	**Remaining**
12061052 -----	State Aid	39,768.10	(-) page wages, hotspot, advertising, summer reading prizes, strategic planning; (+) state deposit	44,906.11
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices, association membership	4,290.90
19320 -----	Gifts	8,236.14	(+) gift received, Garden Club donation (-) butterfly passes	8,886.14

Trust Funds FY25 Final					
Fund Name	**FY25 Start**	**Non-expendable**	**FY25 Expenses**	**FY25 Revenue**	**Expendable Balance**
Green	1,378.16	1,000.00	-	82.25	460.21
Hollis	129,796.04	-	(70,222)	7,438.86	67,012.90
Melone	285,727.11	81,249.41	(10,000)	16,981.42	211,459.12
Richardson	1,377.96	1,000.00	-	82.25	460.41
Total Trust	*418,279.27*	*83,249.41*	*(80,222)*	*24,584.78*	*279,392.64*

Thanks to new investment policies for the town finance department, we received $24,585 in income for the trust funds.

FY2026 FINANCE YEAR TO DATE

FY26 Budget as of 7/23/2025 [93.7% of fiscal year remaining)

Account #	Account Name	Account Type	FY26 Budget	$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	115,956.00	111,957.54	96.55%
01610510 511050	Staff Wages	Operations	408,858.00	395,967.32	97.03%
01610510 511055	Custodial Wages	Building	43,546.00	41,909.43	96.24%
01610520 524000	Automation	Operations	30,900.00	34.36	0.11%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.00%
01610520 530010	Office Supplies	Operations	4,300.00	4,053.96	94.28%
01610520 545000	Building Supplies	Building	3,700.00	3,700.00	100.00%
01610520 551000	Books	Materials	29,600.00	27,915.55	94.31%
01610520 551030	Teen Books	Materials	4,550.00	4,168.61	91.62%
01610520 551020	Children's Books	Materials	15,800.00	14,579.48	92.28%
01610520 551005	Digital	Materials	36,000.00	16,035.81	44.54%
01610520 551010	Audio	Materials	7,000.00	6,784.61	96.92%
01610520 551015	Visual	Materials	5,500.00	5,136.93	93.40%
01610520 551025	Periodicals	Materials	8,160.00	7,255.05	88.91%
01610520 558000	Programs & Outreach	Operations	2,000.00	1,846.00	92.30%
01610580 585000	Add'l Equipment	Operations	5,800.00	5,800.00	100.00%
		TOTAL	**722,470.00**	**648,698.30**	**89.79%**
Materials Expenditure Requirement			*108,371*	*82,486.54*	*76.12%*

FY26 Budget

Year-to-date expenses are as expected. Several annual fees and renewals are paid in July. These include:

- Automation budget line
  - MVLC membership fee
  - Platform fee for materials selection
- Digital budget line
  - MVLC econtent assessment (Overdrive/Libby content)
  - Value Line Investment Survey
  - Morningstar Investment Resource Center
  - Freegal streaming and downloadable music
  - Kanopy streaming movies and TV

The Finance Committee has requested 5-year projections for budget and capital needs by the end of this month; attached drafts to be discussed later on the agenda.

Other Accounts FY26 to date				
Account #	**Account Name**	**FY26 Start**	**Details**	**Remaining**
12061052	State Aid	44,302.47	(-) page wages	43,984.84
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	3,619.30
22261052	Gifts	8,936.14	(+) gift received	9,036.14

Trust Funds FY26 to date					
Fund Name	**FY26 Start**	**Non-expendable**	**FY26 Expenses**	**Details**	**Expendable Balance**
Green	1,460.41	1,000.00	-		460.21
Hollis	67,012.90	-	(18,431.21)	Design Services	48,581.69
Melone	292,708.53	81,249.41	-		211,459.12
Richardson	1,460.21	1,000.00	-		460.41
Total Trust	*279,392.64*	*83,249.41*	*(18,431.21)*		*260,961.43*

Design and Project Management Contracts

Schwartz/Silver Architects Design Services				
Phase	**Fee**	**$ Paid**	**$ Remaining**	**Notes**
Schematic Design	60,450	(60,450)	-	Completed 2022
Design Development	70,200	(70,200)	-	Paid from Hollis
Construction Documents	91,900	(18,380)	73,520	To be paid from Hollis + Melone
Bidding	7,000	-	7,000	
Construction Administration	90,700	-	90,700	
Reimbursables		(73.21)		Up to $3K allowed
Total Contract	**320,250**	**(149,103)**	**171,147**	
CMS OPM Services				

Phase	Fee	$ Paid to date	$ Remaining	Notes
Design & Bidding	35,000	(10,000)	25,000	
Construction Phase	135,000	-	135,000	
Closeout Phase	18,000	-	18,000	
Total Contract	**188,000**	**(10,000)**	**178,000**	To be paid from Melone

Grant and Endowment Funding

Source	Amount	Notes
Mass. Cultural Facilities Fund	200,000	
CPA grant	767,000	Full amount is contingent on 2:1 match
GPL Endowment	938,574	Unrestricted funds as of 2/28/2025

MFC has committed $50K towards mechanical room and up to $700K for fan coil unit replacement.

FUNDRAISING AND BUILDING PROJECT UPDATES

- Mechanical room – MFC contracted SSA and BLW Engineers for a study of space needs and possible equipment layouts. The renovation will not include as large of an expansion as they were originally hoping for, but will accommodate maintenance of current equipment and some future equipment additions.
- Building Committee meeting Friday 7/25 to review progress on Construction Documents.
- Discussion of coordination between GGD Engineering (designed HVAC specs for MFC) and BLW Engineering (working with SSA on HVAC specs for renovation)

PERSONNEL UPDATES

Professional Development

I attended a webinar on **"Fortifying Your Library: Protecting Your Library and Staff Through Policy"** with Al Hayden from MBLC.

- Topics included policies for collection development and patron behavior expectations.
- Our policies cover most of the points discussed, but I noted some ideas for future updates.
- One policy to add: programming. Expect a draft at an upcoming meeting!

I also attended **30B Overview: Basics and Beyond** with the Office of the Inspector General, to refresh my understanding of procurement procedures in anticipation of the renovation project.

Town Hall has scheduled a professional development day for staff in August; details still in development, but we will offer a library tour for town personnel.

COLLECTIONS, SERVICES, AND OUTREACH

Summer Reading has been hopping – thank you to Jenn and Tahleen for coordinating the programs, and to Sinead and other staff for putting together lists of suggested titles for the book bingo categories.

Tahleen and Sinead have been working on expanding and highlighting our **"HOT" title section,** shelving these books on a separate shelf near the new fiction. These are extra copies of popular books that can't be put on hold and that check out for 7 days with no renewals – some libraries call it a "lucky day" collection. Books can continue as "hot" copies as long as they are popular, rather than rotating out on a schedule like the rest of the new book section.

Jenn welcomed another class from the **Carlisle Kids' House** for a library visit in June.

I met with the **new COAHS director**, Geoffrey Kotowski, to discuss our collaborations and future plans.

Our **Novelist Plus database** has gotten an update, with a more modern look, more mobile-friendly interface, and updated content. Novelist is a source for staff and patrons to find "read-a-like" recommendations, author information, or search for books fitting a theme, style, or mood. Click here to visit it, or on our website, it's under What We Offer->Digital Resources A-Z.

MVLC, MBLC, AND BEYOND

MVLC has a number of projects and decisions on the horizon in the coming year:

- **ILS (integrated library software system) review process:** MVLC's contract for our library software system ends in May 2027, and an RFP has been issued to determine our future course. 5 vendors, including the current vendor, have indicated that they are planning to submit proposals. We expect to make a decision next spring, which will give a year to prepare for the transition if a new system is selected.
- **Assessment formula cap:** the formula for determining how much each member library contributes to MVLC next year is being reviewed to ensure equity and sustainability for the coming years. Carlisle's annual fee may have a slightly larger increase than we have seen in the past.
- **Email/office software:** MVLC currently provides email hosting and office software to member library staff through Microsoft Office 365. Microsoft recently significantly increased nonprofit pricing for these licenses, and MVLC will be considering a migration to Google Workspace, which is free for nonprofits and used by other Massachusetts libraries.
- **Federal and state funding uncertainty:** MVLC and MBLC are monitoring the federal and state funding situation in their budget planning. MVLC has reduced operating costs by moving to a smaller office space this summer, since most central site staff now have a hybrid work schedule.

BUILDING

After a quiet period for building repairs, we have dealt with a number of issues in recent weeks; thank you to Steve and Stephen from facilities for all of their attention to these issues!

- Backflow device for our water supply failed annual state testing and was replaced – most likely hard water ate the brass internal parts
- While the backflow was being replaced, facilities staff noted a leak from one of our two HVAC pumps. Steve and Stephen discovered that 2 flanges were never bolted together when the pump was replaced several years ago, leading to a leaking gasket; they will have it repaired.
- Steve cleaned the building's gutters.
- The Library elevator began exhibit unexpected noises and vibrations; we have called for service and are waiting for a technician to be scheduled.

- A second-floor HVAC unit had a clogged condensation drain and was very slowly leaking moisture into the staff room ceiling; Steve has addressed the situation and will be checking the drains on the other units.

In better news, the **"pilot study" phase of our PFAS treatment system has been approved by Mass DEP** with no unexpected results, and the water testing schedule has been updated accordingly. Monitoring of PFAS levels will continue periodically so that we know when the filtration media need replacement.

I am also pleased that Black Earth has begun offering **curbside picking service for composting** to the eastern portion of Carlisle, and the Library plans to sign up for biweekly pickup. We will capture organic waste from the staff breakroom and library events. Thank you to Tom Bilotta from the Transfer Station Action Committee for coordinating.

PROGRAMS AND EVENTS

Selected Recent Event Highlights:

- FOGPL Book Swap on Old Home Day brought in over $1,000 in donations and was a great community activity as always.
- Local stuffies enjoyed two sleepovers at the Library – click here to see what they got up to: June 17th; June 24th
- Summer Concert with the Party Band of Lowell was held on Spalding Field to a great turnout. The tent for the Old Home Day Music Festival was set up earlier that day, providing a nice venue.
- Crafts on the Lawn have been full each session; the activities so far have been Decorating Bunny Stuffies and Let's Make Slime.
- Carlisle Public School art exhibit is on display for the summer, featuring middle school and 3rd grade artwork.
- The Insects for Beginners program with the Carlisle Conservation Foundation included indoor activities in place of the walk at the Cranberry Bog due to rain; a make-up field session is planned for later in the summer.
- The Storytime Quintet's Peter and the Wolf performance delighted families and Summer Fun campers from the Rec Department. This event was supported by a Carlisle Cultural Council grant, as well as FOGPL, Rec, and COAHS.
- Walk across the Solar System with Steve Golson was educational and ended with an ice cream social at Kimball's for over 50 attendees. Thank you to the Carlisle Police Department for sending an officer to accompany the group on their walk for traffic safety.
- Trevor the Games Man provided a great show and activities on a hot day on Spalding Field, for all ages including the Rec Department's Summer Fun campers.

Upcoming Event Highlights:

- Riverboat Stompers Jazz Band, August 5th
- Sea Turtle Mosaics, August 6th
- Kids' Crafts on the Lawn: Let's Make Beaded Snails, August 8th and Pom Pom Turtles August 22nd
- Storywalk: Erno Rubik and his Magic Cube, August 11th through 26th

- Family Retro Gaming, August 18th
- Music at the Blissful, August 21st
- Full summer reading info on our website: http://gleasonlibrary.org/summer-reading-program

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	June 2025	FY25 Final	June 2024	FY24 Final
Circulation – Physical Materials	8,241	90,445	7,845	85,138
Circulation – Overdrive	1,424	15,946	1,201	14,034
Holds Transactions	4,215	44,559	4,134	43,533
New Items Cataloged	543	4,436	288	4,466
Visitor Door Count	7,631	73,539	7,166	68,525
New patrons registered	41	321	31	330

Our final FY25 statistics showed a nice increase in collections usage and library visits. Collections with notable increases in circulation included:

- Teen print books, especially graphic novels up 53%
- Print magazines up 17%
- Overdrive ebooks, eaudiobooks, and emagazines up 14%
- Children's print books up 10%

Usage numbers for adult print books, music CDs, and miscellaneous materials (Library of Things and museum passes) were similar to last year, while CD audiobooks and DVDs declined.

We also offered more programs and welcomed more attendees on those programs compared to last year. I'll include more information next month after I've filed our annual state statistics reporting.

Finance Committee Letter, July 2025

Dear Department Head,

As part of the Finance Committee's summer session, we are looking to gather as much information from departments earlier in our process, with a goal of keeping an efficient, streamlined budget process in the fall. Each department has put together a great 5 year projection of capital needs, which has been a fantastic resource. The next step in this forward looking process will be a draft budget projection. The other area the Finance Committee will be focusing on is the potential financial impact of the MBTA. We would ask for each department to submit answers to the below requests by the end of July. We may ask departments to come in to discuss with us in greater detail following these submissions.

1. Please provide a draft 5 year budget projection for your department, assuming a level service over these 5 years. If there are outside financial circumstances specific to your department which are outside of your control, please highlight these. These projections will not be considered final, but rather a way for the FinCom to understand the future needs of your department. Please explain any changes highlighted. Additionally, if there are any updates to capital requests over the next 5 years, please update those now.

Operating Budget (see attached spreadsheet): Most items will follow inflation. Our library consortium membership fee (Automation line) is likely to have a larger increase. We also anticipate the need to add a paid Comcast business connection for public use.

Details:
Automation: The Library's Merrimack Valley Library Consortium membership fee may have a 10-12% increase ($3-3.5K) for FY27 and/or FY28, followed by increases in line with inflation in following years.

- Membership in MVLC provides our library software system, email hosting, high-speed internet connection, centralized cataloging services, IT services, management of shared digital collections, staff training and professional development, and more.
- Each year, MVLC's budget is funded by a combination of grant income, interest income, and assessments paid by the 36 member libraries. After applying anticipated grant and interest income, the remaining balance is shared among members using a formula that balances a shared base cost with usage-based factors (e.g., circulation, staffing, and collection activity). The result is each member library's annual operating assessment.
- Carlisle's FY26 assessment is $31,246; a state grant subsidy for small libraries lowers our actual cost to $29,121.
- The MVLC budget formula has capped annual increases to each library's fee at 5% for over 10 years, which has led to artificially low changes year-to-year for Carlisle.
- Based on current discussions, the cap is likely to be removed as it is not sustainable or equitable.
- MVLC's library software system contract ends in late FY27. An RFP has been issued to determine whether to stay with the current vendor or migrate to a new one; costs beginning in FY28 are uncertain.
- We will know more specifics by the time we submit our FY27 budget request.

Telecom: ~$2700/year, new budget item.

- Our staff internet connection is a Comcast business connection provided through MVLC.
- Comcast donates an additional connection to the library for free as a community resource. For 20+ years, we have been using this free connection for public internet PCs and wifi.
- This free connection is the slowest bandwidth offered by Comcast and does not meet the demands of modern usage, including videoconferencing and mobile device use.
- The projected cost is based on Comcast's quote for an 800MB connection and a static IP address (used for access to online databases).

We expect other budget line items to increase with inflation and cost-of-living.

Capital requests (in attached spreadsheet): We have worked with the MFC to update the capital plan. Specifics include:

- Automatic doors (2) – opener mechanisms are approaching end of life; the doors may need to be completely replaced due to ongoing issues.
- Landscaping – the Library's front and side lawns were designed and planted in 2001, and require some updating, although we don't anticipate major changes to layout, grading, etc. Our recent strategic planning process also identified an improved outdoor seating area as a priority.
- Photocopier – current machine purchased in 2017

2. FinCom is looking to evaluate the financial impact of the potential MBTA Communities rezoning. Would your department need any additional resources such as staff or capital items, should Carlisle's population increase suddenly by 309 people with the following breakdown. Please provide an explanation and rough breakdown to your answer:
    a. 190 New adults
    b. 33 Pre-K students
    c. 60 K-8 students
    d. 26 high school students

Bottom line: to fully maintain our current level of service, the library would need an additional $25-$30K in staff wages.

Details: The projected population increase would lead to an increase in:

- Demand for public programs, such as story times, book clubs, crafts for adults and children, etc.
- Foot traffic and circulation, particularly during the already busy after-school hours.
- Usage of services such as research, reader's advisory, home delivery, and technology training.

While we could absorb some growth, many programs do currently fill to capacity and we do not have the staff capacity to offer additional events, or to add staff coverage to busy hours.

An additional 18 hours of staff time per week would allow us to maintain our level of service.

- Adding these hours to an existing part-time position to create a benefited full-time position would be desirable for retention and recruitment.
- Adding a non-benefited part-time position is an acceptable alternative.
- A new part-time position at FY26 pay rates would add $25K for a senior library assistant, or $33K for a professional librarian.

We do not anticipate that a population increase would require a change to the library's capital plan or operating hours. There might be small increases to library materials and building supplies (e.g. bottled water.)

Would one large unit or 95 individual units have a greater impact on your department?

No difference

If the above population increase would be able to be absorbed by your department, where would the "tipping point" be, if any, where you would need additional resources?

No specific tipping point – about 6 hours of staffing/week per additional 100 residents to fully maintain our level of service.

If this population increase were spread over 10 years, would that be easier for your department or make no difference?

No difference

Martha Feeney-Patten

From: victor pechaty <victorpechaty@gmail.com>
Sent: Sunday, June 22, 2025 11:32 AM
To: Gleason Library Director
Subject: Library Building Committee

Dear Gleason Public Library,

I noted a posting in the Carlies Mosquito for an opening on the Library Building Committee. I am interested in learning more and volunteering for this position.

I am Victor Pechaty of 555 East St. in Carlisle. I am a practicing architect with 35 years of experience and currently working as a Design Director with the firm Gensler, located at 1 Beacon St. in Boston. Here is a link to my LinkedIn profile:
(39) Victor Pechaty | LinkedIn

Please let me know if I may be a fit to serve on the Committee.

Best Regards,
Victor

Gleason Public Library

STAFF PROFESSIONAL DEVELOPMENT PROCEDURES & APPLICATION

The purpose of this document is to provide guidelines for the awarding of funding to staff for professional development and/or continuing education.

It is the practice of the Board of Library Trustees and the Library Director to encourage continuous professional development among staff. Conferences and continuing education courses offer an excellent means to continue to develop professionally, identify current trends and future services, and stimulate staff and Board growth.

Limited funds are available in the Library's operating budget for professional development. These public funds are used to reimburse staff for travel to routine meetings and other Library-related events; remaining public funds may be used to cover conference and/or continuing education expenses. Endowment funds may be used to supplement staff development and education.

Assuming adequate funding exists, the Library Endowment Board is committed to:

- Sending at least one staff member to a national conference annually
- Sending at least three staff members to regional/state conferences annually
- Supporting continuing education ~~as needed provided~~ that ~~it~~ aligns with library services and goals
- Reimbursing membership dues in professional organizations

To be eligible to receive funding, staff must:

- Have worked at the Library for a minimum of ~~12~~ 6 months
- Have the Director's approval
- Have worked with the Assistant Director to ensure adequate desk coverage as needed
- Have completed the application found at the end of this document at least 4 weeks prior to said conference/course
- Submit a written report to the Board on conference sessions and offerings attended and their potential application to the Library

Reimbursements will be made to:

- Cover the expense of registration or course fees
- Cover travel and meal expenses at the Town of Carlisle designated rate
- Cover lodging expenses
- Other expenses on a case-by-case basis

Priority will be given:

- To ensure equity in attendance across library departments and staff
- To staff who are making a presentation or serving as a participant in a proffered program
- To staff who hold a membership or committee standing in the hosting professional organization

Gleason Public Library

STAFF PROFESSIONAL DEVELOPMENT PROCEDURES & APPLICATION

APPLICATION FOR PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Name:____ Date: ______________________________

Length of Time Employed at GPL: ____

Program/Conference/~~Course~~Membership: ____

Dates of Conference/Course: ____

Have you received funding for professional development before? ☐Yes ☐No

If yes, for what? ____

Amount Requested (attach documentation if possible): ____

Please explain briefly how this course/conference/membership would benefit you in your present position.

____

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Director's Signature: ____

Endowment Approval: ☐Yes ☐No Date of approval: ____

Gleason Public Library

Remote and Hybrid work planning for library closure
Per our policy and past practice (snow days, COVID, etc.), if staff would normally be scheduled to work and are available, but the library is closed, they are paid for their regular hours.

In the case of a planned library closure for renovations, staff will be assigned as much remote or off-site work as is possible for their position. Customer-facing hours at off-site locations will be distributed among staff, with a priority to provide hours for staff who have fewer options for non-customer-facing tasks. Examples of staff tasks and projects that can be accomplished remotely are detailed below.

Staff working >20 hours/week (Director, AD, Children's Librarian, Teen Librarian, Head of Circulation, 20-hour Reference Assistant) can all do significant portions of their jobs from home:

- Collection development – read reviews, place orders, analyze usage
- Catalog new items
- Communications and publicity, e.g. social media, enews, PR, designing flyers and graphics
- Respond to customer inquiries by phone (our VOIP system can be set up on laptops and personal phones) and email– place holds, answer questions, reader's advisory
- Plan programs
- Run programs at off-site locations and virtually
- Plan take-and-make kits
- Attend regional meetings
- Outreach visits to schools and community events
- Administrative and managerial work

Part-time staff:

- Professional development – virtual and in-person workshops offered through MVLC, Mass. Library System, Mass. Municipal Association, and others. Many free or low-cost offerings are available. Library admin will provide suggestions and work with staff individually on their plans of study.
- Assist with communications and publicity, e.g. social media, designing flyers and graphics
- Assist with off-site programs
- Assemble take-and-make kits
- Reader's advisory, such as creating themed booklists
- Plan future book displays
- Tour other area libraries and report on takeaways we can apply in Carlisle

Custodians:

- Monitor building condition and maintenance during construction
- Clean areas accessible during construction
- Outdoor landscaping cleanup

Gleason Public Library

Off-site Services brainstorming

Space requirements and desirables:

- Space for patrons to return items, pick up holds, museum passes (desk, shelves/cart)
- Electricity for at least one computer
    - Ability to make and receive phone calls – can use VOIP on computer or device; need headset if not plugging desk phone in or using cell phone app; does phone need ethernet or can it go off of PC?
- Internet access
    - Could potentially use our own hotspot
- Wheelchair/delivery accessible entrance
- At least 4-5 parking spots for staff and patrons, convenient area for patrons to wait for curbside pickup
- Interlibrary bins delivery/pickup ~9:30am M-F
- Package and mail delivery Mon-Sat
    - Could hold mail at post office, limit purchases for delivery
- Space to unpack and store deliveries (ILL and purchases)
- Browsing area for selected popular collections
- Morning, afternoon, evening, and Saturday hours
- Space for programs – story times (morning), book clubs (after school or evening), lectures, performers, TAB, knitting group, etc.

Additional considerations:

- High-speed internet access – could use hot spot if needed
- Office space for more staff
- Space for patrons to meet, work quietly, use computers

These do not necessarily all need to be at one single location – in particular, programs could be at multiple locations.
Closure timeline t.b.d. – options may vary depending on specific dates.