



Director's Report to Library Trustees for April 7th, 2025

Gleason Public Library

FY25 Budget as of 4/4/2025 (23.9% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	30,469.29	27.20%
01610510 511050	Staff Wages	Operations	395,775	120,107.00	30.35%
01610510 511055	Custodial Wages	Building	41,963	9,922.64	23.65%
01610520 524000	Automation	Operations	29,300	(233.06)	-0.80%
01610520 530000	Training & Meetings	Operations	800	(272.72)	-34.09%
01610520 530010	Office Supplies	Operations	4,000	619.71	15.49%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	1,777.27	48.03%
01610520 551000	Books	Materials	30,000	7,829.27	26.10%
01610520 551030	Teen Books	Materials	4,500	1,530.93	34.02%
01610520 551020	Children's Books	Materials	15,500	5,022.49	32.40%
01610520 551005	Digital	Materials	35,000	4,000.71	11.43%
01610520 551010	Audio	Materials	7,000	2,310.83	33.01%
01610520 551015	Visual	Materials	5,500	1,446.28	26.30%
01610520 551025	Periodicals	Materials	8,000	1,642.84	20.54%
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	187,338.62	26.73%
Materials Expenditure Requirement			106,956	19,002.61	17.77%

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	\$45,682.14
19347 -----	Manton Grant	6,637.70	(-) software renewal, storage invoices, association membership	\$4,610.50
19320 -----	Gifts	8,236.14	(+) gift received (-) butterfly passes	\$8,436.14

BUDGET AND TOWN ADMINISTRATION

FY25 Budget

- No unusual expenses since last meeting
- Wages on track to come in slightly under budget due to staff turnover

State Aid

We received our second and final payment for FY25, \$6,324.56 for a total of \$12,606.49 this year.

FY26 Budget Process

Select Board considering 2.5% COLA.

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

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

Town Meeting Warrant Articles

As previously discussed, the Municipal Facilities Committee is planning to bring Warrant Articles to Town Meeting for two library items: the elevator replacement, and the HVAC fan coil replacement. I'll work with them on advance publicity informing the public about the need for these items.

FUNDRAISING AND BUILDING PROJECT UPDATES

To be discussed separately on the agenda. Two items for the Trustees to consider:

1. What is the maximum amount of time the Library would consider closing during construction? Fully closing the building during key stages such as removing the old staircase could help speed the project up and lower costs, but it's a tradeoff with access. The fan coil replacement planned by the MFC (pending funding approval at Town Meeting) may be also be difficult to achieve without closing, as the HVAC system will be fully drained and offline.
2. SSA asked whether the Trustees are planning to contract them for furniture selection (the FF&E line in their fee proposal copied below); this was not included in the contract agreement so far:

Fee

Based on our current understanding of the project budget, we propose a fixed fee of **\$299,800** for Phases II and III as follows:

<u>Phase II: Pre-Construction:</u>	
Design Development	\$ 70,200
Construction Documents	\$ 91,900
Bidding/Negotiation	\$ 7,000
<u>Phase III: Construction:</u>	
Construction Administration	\$100,700
FF&E Design, Bidding, & Installation	\$ 30,000
Total Fixed Fee	\$299,800

Project-related expenses are in addition to the above and are estimated as follows:

Phase II: Pre-Construction	\$ 800
Phase III: Construction	\$ 2,000
FF&E Design, Bidding, & Installation	\$ 800
Total Estimated Reimbursable Expenses	\$ 3,600

PERSONNEL UPDATES

I'm happy to introduce **Liz Briggs** as our newest **Library Assistant**. She has worked previously at the Pollard Library in Lowell and is learning the ropes here quickly. She will be working 15 hours/week plus a Saturday rotation.

We received excellent applications for the **Library Page** position. Tahleen and I have been conducting interviews and hope to fill the position soon.

Seema Peterson has given notice that she'll be resigning her **Assistant to the Library Director** position due to increased commitments at another job; we will be posting this 4-hour per week position.

COLLECTIONS, SERVICES, AND OUTREACH

Outreach Activities

- Jenn held a Saturday story time for the Carlisle Family Connection, with 40 people in attendance
- Martha attended the monthly COAHS coffee hour at Benfield Farms

Pride Festival

I have volunteered to coordinate planning for this spring's Carlisle Pride event, previously led by Carol Grueneich – it's planned for 3 to 6 p.m. on Tuesday, June 3rd, an early release day. This event is a joint effort with the Carlisle Public School, Carlisle PTO and DEICAC, COAHS, and FRS, with support from a Carlisle Cultural Council grant.

MVLC Mobile App

Our mobile app has been customized for Carlisle patrons with our logo, color scheme, and some library-specific links (under the "hamburger menu" on the lower right). This personalization was included in our subscription cost but took some time to set up as they are doing one MVLC library at a time. It will also allow us to add customized announcements to the app.

MVLC, MBLC, AND BEYOND

IMLS Cuts

We've had questions about how the Gleason is affected by actions targeting federal funding to libraries and museums through the Institute of Museum and Library Services (IMLS). The Mass. Board of Library Commissioners is keeping an [up to date information page here](#), and the [American Library Association also has an FAQ here](#).

In the past, the Gleason has used IMLS-funded grants for projects including:

- Create access for **people with hearing or vision loss, dementia, or other health related concerns**
- Bolster **Reader's Advisory services** provided by the Library through professional development and enhanced resources to help connect people with books and share the benefits of reading

- Boost Education and Library Participation through **Science, Technology, Engineering, Math, and Music**. The Library sponsored 35 science, technology and music programs for all ages, and worked with local schools to incorporate its new seismograph into the curriculum
- Provide active, **older adults in the community** of Carlisle with attractive opportunities to engage with the community productively and to enrich their own knowledge, skills, and leisure-time entertainment.
- Increase **early childhood story time** offerings and collections

SLIN Review Committee

This group submitted our report and recommendations to the Mass. Board of Library Commissioners. The recommended formula uses EQV as the main measure of need, as well as giving an additional \$300 bump to the libraries with the smallest populations. It looks like Carlisle's grant (currently \$2,125/year) will stay the same or increase slightly, depending on future state budget allocations.

BUILDING

Our **exterior lighting** around the parking lot and sidewalks is all back in working order.

DPW has begun patching **parking lot potholes**. We are also getting quotes to repair the **sidewalk by the accessible parking and entrance**.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Adventures in Trees with Owls and Cats with Andrew Joslin – [read more in Dale Joachim's Mosquito piece this week](#)
- 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 took place as originally scheduled, with about 70 happy attendees – we will likely plan another in the fall
- Spring story time sessions have begun
- Ivan, a therapy alpaca in training from Harvard Alpaca Ranch, visited the Library Lawn on Friday, April 4th, for both preschool story time and a meetup with the Gleason Knitters. We learned that alpacas can ride in a minivan!
- "Read to Rudy" the therapy dog has been popular, spaces available for next visit on 4/25

Upcoming Event Highlights:

- Virtual: Behind the Headlines – Understanding Bird Flu 4/7
- Drop-in Children's Craft: Make a Paul Revere Lantern, in the children's room for the week leading up to April 19th
- Playdough Palooza 4/24
- Poetry Contest (deadline 4/25) and festival (5/17)
- Craft Supply Swap 4/26

- Crafting Wee Felted Mice with Rachel Benson of the Fiber Web 4/30 (registration full with a waiting list)
- Eyes on Owls 5/7 (intergenerational collab with Rec and COAHS, on early release day on Spalding Field)
- Taiwanese documentary showing + discussion 5/8

Art at the Gleason's new exhibit features children's book illustrators Priscilla Alpaugh, Wayne Geehan, Julia Miner, Ilse Plume, Jean Winslow, and Wilmot Winslow, plus some magical mice from Carlisle's Wee Forest Folk. An artist reception is planned for the afternoon of Saturday, May 10th.

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Mar. 2025	FY25 YTD	Mar. 2024	FY24 YTD
Circulation – Physical Materials	7,722	67,266	7,297	63,590
Circulation – Overdrive	1,453	11,706	1,171	10,576
Holds Transactions	3,906	32,934	3,885	32,782
New Items Cataloged	421	3,367	354	3,435
Visitor Door Count	6,824	52,413	5,538	49,840
New patrons registered	19	236	19	286