



Director's Report to Library Trustees for June 10th, 2025

Gleason Public Library

FY25 Budget as of 6/6/2025 (6.6% of fiscal year remaining)

Account #	Account Name	Account Type	FY25 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	112,007	9,011.99	8.05%
01610510 511050	Staff Wages	Operations	395,775	47,347.80	11.96%
01610510 511055	Custodial Wages	Building	41,963	1,254.00	2.99%
01610520 524000	Automation	Operations	29,300	(296.01)	-1.01%
01610520 530000	Training & Meetings	Operations	800	(393.47)	-49.18%
01610520 530010	Office Supplies	Operations	4,000	(303.57)	-7.59%
01610520 542000	Repair & Maint.	Building	224	(21.76)	-9.71%
01610520 545000	Building Supplies	Building	3,700	782.16	21.14%
01610520 551000	Books	Materials	30,000	2,454.78	8.18%
01610520 551030	Teen Books	Materials	4,500	1,102.55	24.50%
01610520 551020	Children's Books	Materials	15,500	3,030.43	19.55%
01610520 551005	Digital	Materials	35,000	628.81	1.80%
01610520 551010	Audio	Materials	7,000	1,490.57	21.29%
01610520 551015	Visual	Materials	5,500	585.24	10.64%
01610520 551025	Periodicals	Materials	8,000	1,227.04	15.34%
01610520 558000	Programs & Outreach	Operations	2,000	(2,099.05)	-104.95%
01610580 585000	Add'l Equipment	Operations	5,570	1,226.16	22.01%
		TOTAL	700,839.00	67,027.68	9.56%
Materials Expenditure Requirement			106,956	4,938.68	4.62%

OPERATING BUDGET AND TOWN ADMINISTRATION

FY25 Budget

- Some of our book orders have been delayed due to vendor issues (see below), but factoring those in, we are on track to come in at about 98-99% of our budget, and meet our materials expenditure requirements.
- Notable expenses since last meeting:
 - Two replacement laptops

FY26 Budget Process

FY26 Budget approved at Town Meeting on May 18th, including a 2.5% COLA and 1% increase in the share of health insurance premiums paid by the Town. Warrant articles for elevator replacement and HVAC fan coil project also approved.

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	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					
Fund Name	FY25 Start	Non-expendable	YTD expenses	Details	Expendable Balance
Green	1,378.16	1,000.00			378.16
Hollis	129,796.04	-	(42,120.00)	Design Services	87,676.04
Melone	285,727.11	81,249.41	(10,000.00)	OPM Services	194,477.70
Richardson	1,377.96	1,000.00	-	-	377.96
<i>Total Trust</i>	<i>418,279.27</i>	<i>83,249.41</i>	<i>(52,120.00)</i>		<i>282,909.86</i>

Design and Project Management Contracts

Schwartz/Silver Architects Design Services				
Phase	Fee	\$ Paid	\$ Remaining	Notes
<i>Schematic Design</i>	60,450	(60,450)	-	Completed 2022
<i>Design Development</i>	70,200	(42,120)	28,080	To be paid from Hollis
<i>Construction Documents</i>	91,900	-	91,900	To be paid from Hollis + Melone
<i>Bidding</i>	7,000	-	7,000	
<i>Construction Administration</i>	90,700	-	90,700	
Total Contract	320,250	(102,570)	217,680	
CMS OPM Services				
Phase	Fee	\$ Paid to date	\$ Remaining	Notes
<i>Design & Bidding</i>	35,000	(10,000)	25,000	
<i>Construction Phase</i>	135,000	-	135,000	
<i>Closeout Phase</i>	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

- Draft cost estimates – costs have increased, by about the expected amount due to inflation; we are awaiting a final version of the full budget estimate.
- Mechanical room – MFC is working on a study of how much space may be needed for future mechanical room equipment and maintenance needs, as this will affect the final layout of the staff area.
- Code compliance: a significant renovation like this one triggers requirements to comply with safety and accessibility code changes.
 - We are working on a waiver application for a sprinkler system, which is not feasible for us due to the lack of a public water supply or space for a 40,000-gallon cistern.
 - The staircase from the Hollis Room to the front lawn is also no longer up to code; we are planning to request a variance but may need to replace it with a safer modern staircase, which would be an added expense and be a loss of historic character, albeit rarely-seen.

PERSONNEL UPDATES

Graduation Congratulations!:

- Claire Gordy, part-time library assistant, received her MLIS degree from Simmons University.
- Chen-An Lin, library page, has graduated from Lawrence Academy and will attend Barnard College in the fall. We'll miss her here!

Professional Development

Through a grant, Town Hall is providing professional development sessions with the UMass Collins Center for all departments.

- Jennifer, Jenn, and Tahleen attended a two-part **supervisory training**. Topics covered included effective communication and feedback, respectful workplace practices, planning and goal-setting, and performance management.
- Jennifer and I are attending **Succession Planning** workshops. At the first meeting, we identified opportunities, challenges, and tools for department-wide planning and documentation. A second workshop will be held June 10th and a third in the fall, to review completed plans and implementation.

COLLECTIONS, SERVICES, AND OUTREACH

Outreach Activities

Jenn and Tahleen have been busy with school visits to promote summer reading.

Books Vendors

We recently switched vendors for our book orders, as our primary vendor was not shipping books from some publishers. Unfortunately the new vendor is also having some glitches fulfilling our orders – our apologies if you are waiting for a new release that hasn't arrived yet! We believe the issues have been addressed, but we are waiting to receive the backlog.

These are the two main vendors serving public libraries. They provide significant discounts off of list price through statewide contracts; options for importing orders directly into our catalog; and pre-processing books with mylar jackets.

Summer Hours

The Library will be closed on Thursday 6/19 for Juneteenth. Our regular operating hours will continue through the end of June. We'll be closed on Friday 7/4 and Saturday 7/5 for Independence Day, and then summer Saturday hours of 10 a.m. to 1 p.m. will go into effect beginning 7/12.

Publicity

The Gleason was the featured library of the month in the Wall Street Journal "Book Notes" newsletter:



FEATURED LIBRARY

Gleason Public Library

Carlisle, MA

The Gleason Public Library is located in Carlisle, Massachusetts, 25 miles outside of Boston. The town is distinctly small and pastoral compared to other more developed, suburban towns in the area. Once called "city of the woods" by Henry David Thoreau, Carlisle is still a rural community, with over 30% of the land permanently protected open space. We have about 3,000 library cardholders out of a population of 5,200.

Carlisle is one of the most highly educated towns in the state: of residents age 25 and over, 81% have at least a bachelor's, and 49% have at least one graduate degree. The Gleason is one of very few public places where people can gather and find community in Carlisle, where there is no community center or senior center, and almost no commercial development. While the library building remains busy, usage has skyrocketed for online magazines and newspapers, including The Wall Street Journal Online, where our patrons have read almost 16,000 articles in the past year!

MVLC, MBLC, AND BEYOND

State and Federal Library Funding Updates

While Rhode Island district court judge John J. McConnell Jr. issued an injunction to stop the dismantling the federal Institute of Museum and Library Services (IMLS), this injunction is being appealed, and the Trump administration's proposed FY2026 budget would almost completely defund IMLS.

Due to the cuts, the state will be discontinuing several online databases as of July 1st, including the Boston Globe Article Archive, Britannica Moderna (Spanish-language encyclopedia), HeritageQuest, Peterson's Career Prep, Peterson's Test Prep, and Transparent Language Online. Carlisle patrons' access to the Boston Globe Article Archive will continue through our US Newsstream subscription, and MVLC is investigating pricing for group purchases to continue the most heavily-used databases. Many of them are not as heavily used by public library patrons but are invaluable for school use.

MBLC has created some ways to track what's happening with services and federal funding:

[MBLC Program Status](#)

[Database Information Sheet](#)

[Federal Funding Impact Dashboard](#) (for stakeholders, on the agency website)

[Federal Funding Impact for the Public](#) (on the consumer portal) updated with the most current information.

BUILDING

HVAC was switched over to air conditioning on June 3rd.

PROGRAMS AND EVENTS

Recent Event Highlights:

- Art at the Gleason reception gave attendees a chance to chat with the artists and view the children's book illustration exhibit, which has just ended.
- Pride Festival was a success, with lovely weather, crafts and facepainting led by CPS Pride Club, lawn games, Kona Ice courtesy of the PTO DEIAC, and live music supported by a Cultural Council grant.
- The Friends' Poetry Festival was a lovely way to celebrate poetry and our contest winners – thank you to all of the volunteers who made it a success. Emma Boettcher put together some great children's activities.



Upcoming Event Highlights:

- Summer Reading 2025: Level Up! Brochure has been sent to the printers, and the kickoff will be Saturday, June 14th. More info on our website: <http://gleasonlibrary.org/summer-reading-program>
- Carlisle Public School art exhibit is being installed starting Monday 6/9, and on display through the summer.
- [Creating a Tech-Healthy Family with Andrea Davis](#), on Zoom 6/17
- [Party Band of Lowell](#), at Spalding Field 6/18
- [Insects for Beginners](#), talk + walk with Conservation Foundation, 6/28

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	May 2025	FY25 YTD	May 2024	FY24 YTD
Circulation – Physical Materials	7,374	82,204	6,995	77,293
Circulation – Overdrive	1,379	14,522	1,158	12,833
Holds Transactions	3,693	40,344	3,261	39,399
New Items Cataloged	310	3,932	473	4,226
Visitor Door Count	6,439	65,908	5,715	61,360
New patrons registered	22	280	18	299