



Director's Report to Library Trustees for August 26th, 2025

Gleason Public Library

FY26 Budget as of 8/14/2025 [87.7% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	115,956.00	103,072.08	88.89%
01610510 511050	Staff Wages	Operations	408,858.00	366,443.65	89.63%
01610510 511055	Custodial Wages	Building	43,546.00	38,516.65	88.45%
01610520 524000	Automation	Operations	30,900.00	13.12	0.04%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.00%
01610520 530010	Office Supplies	Operations	4,300.00	3,888.49	90.43%
01610520 545000	Building Supplies	Building	3,700.00	3,237.97	87.51%
01610520 551000	Books	Materials	29,600.00	24,635.53	83.23%
01610520 551030	Teen Books	Materials	4,550.00	4,028.43	88.54%
01610520 551020	Children's Books	Materials	15,800.00	13,068.11	82.71%
01610520 551005	Digital	Materials	36,000.00	9,863.32	27.40%
01610520 551010	Audio	Materials	7,000.00	6,535.49	93.36%
01610520 551015	Visual	Materials	5,500.00	4,493.08	81.69%
01610520 551025	Periodicals	Materials	8,160.00	7,093.95	86.94%
01610520 558000	Programs & Outreach	Operations	2,000.00	1,706.00	85.30%
01610580 585000	Add'l Equipment	Operations	5,800.00	5,314.35	91.63%
		TOTAL	722,470.00	592,710.22	82.04%
Materials Expenditure Requirement			108,371	69,753.41	64.37%

Other Accounts FY26 to date

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(-) page wages, hotspot & broadband bills	43,240.14
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	-	-	460.41
Hollis	67,012.90	-	(18,431.21)	SSA fees	48,581.69
Melone	292,708.53	81,249.41	-	-	211,459.12
Richardson	1,460.21	1,000.00	-	-	460.21
Total Trust	362,642.05	83,249.41	(18,431.21)		260,961.43

FINANCE, BUDGET, AND TOWN ADMINISTRATION

FY26 Expenses to date are as expected. Significant expenses paid since last report:

- Hoopla digital materials deposit
- Lowell Sun subscription

Building Project expenses and funding: no changes since last report submitted

I submitted our **long-term budget projections and capital plan** to the Finance Committee and Town Administrator; waiting for them to review.

Select Board FY26 Goals: the Select Board held their annual goal-setting session; their updated goals for FY26 [can be reviewed on the town website here](#). Items relevant to the library include: volunteer support; long-term capital planning; and transparency and communication among town departments and groups. Other items include several building projects, MBTA Communities zoning, and Climate Leader grants.

FUNDRAISING AND BUILDING PROJECT UPDATES

- Mechanical Room – BLW Engineers is working on designs for Municipal Facilities Committee to consider. For structural engineering reasons, the room will not be expanded as much as originally hoped, but the engineers have confirmed that the existing and planned set-up is code compliant.
- Coordination on fan coil unit replacement project – SSA and MFC discussing how to handle this
- Building Committee membership

PERSONNEL UPDATES

Thank you to Jenn, Tahleen, and the entire staff for creating a busy and fun summer reading program for all ages!

Thank you to our **summer volunteers** of all ages, who have been working on collection inventory, shelf-reading, and landscaping projects!

COLLECTIONS, SERVICES, AND OUTREACH

As part of a Town Hall Professional Development Day, Tahleen will be offering Town Hall staff **tours of the library building and information on how to get a library card and what we offer**.

The **Carlisle Cultural Council** extended an invitation for library staff to attend their monthly meetings when time permits, to enhance communications and collaborations.

Jenn welcomed the Recreation Department's **Summer Fun campers** for a fun llama craft activity.

Tahleen and I are planning an updated **system for volunteer management** for the fall, including more formal required volunteer orientation sessions. We often have applications in the fall from several students seeking a limited number of community service hours to meet school requirements, and we would like to harness this energy in a way that is better-organized and more valuable for both the library and the students.

The CCHS Green Team has proposed planting and maintaining a **pollinator garden** at the Gleason – this would both be an educational opportunity for the public, and beautify a corner of our grounds. I met with Stephanie Liang and faculty advisor Priscilla Guiney and am excited to move forward with this. All plantings would be native plants.

MVLC, MBLC, AND BEYOND

Data Privacy Act Legal Review Nine Massachusetts library networks jointly commissioned a legal review of the Massachusetts Data Privacy Act (Bill S2516) to evaluate its potential impact on nonprofit library networks. This review will help identify compliance requirements and prepare us for any necessary policy changes if the bill becomes law.

ILS RFP Process The July 31 deadline for the Integrated Library System (ILS) Request for Proposals (RFP) brought submissions from five vendors: Spydus, Bywater Solutions, Equinox, Clarivate, and Sirsi. Initial screenings are underway to determine which vendors are qualified to advance to the evaluation phase. This phase will include demos, detailed assessments, and ongoing member input through the remainder of FY26.

BUILDING

Our **elevator** company attempted to repair the elevator but had the wrong size parts; we are awaiting the correct replacement parts. We are minimizing elevator use, but it is available for people who are otherwise unable to access the upper floors.

We have started collecting **compost** and are beginning curbside pickup service with Black Earth this month.

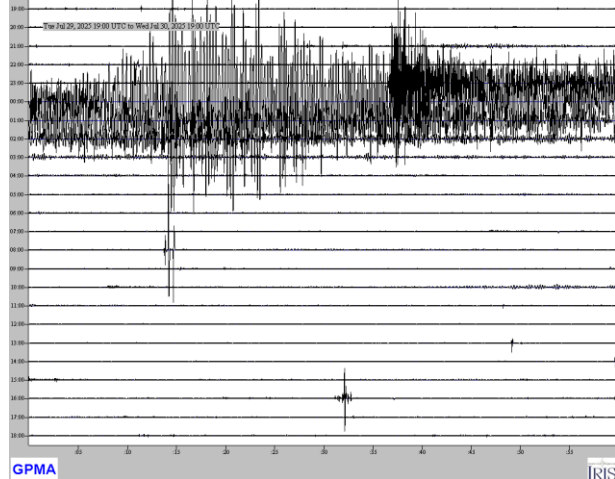
PROGRAMS AND EVENTS

Selected Recent Event Highlights:

- Riverboat Stompers Jazz Band entertained an all-ages audience of about 100 people with their Dixieland jazz. Thanks to the Carlisle Cultural Council for supporting this event.
- Sea Turtle Mosaics with Tiny Tile Mosaics, also funded by the Cultural Council, was a fun time for a full crowd of attendees – see some of the results in a photo below!
- Kids' Crafts on the Lawn: Let's Make Beaded Snails, August 8th and Pom Pom Turtles August 22nd
- Our StoryWalk® of Kerry Aradhya's picture book *Erno Rubik and his Magic Cube* is installed on the path between the Library and the school from August 11th through 26th. After completing the walk, patrons can claim their own mini Rubik's Cube at the Children's desk. This activity also counts for the "Attend a library program" bingo square.
- Family Retro Gaming, August 18th
- Music at the Blissful, August 21st



- Last day for summer reading August 26th



Magnitude 8.8 earthquake off of Russia, July 30, 2025 – the largest earthquake recorded on the Gleason seismograph

Upcoming Event Highlights:

- [Paint-a-Pint adult art night](#), September 11th
- [Poisoning the Well: virtual talk on PFAS](#), September 18th
- [Beaded Fairy Wands kids' craft](#), September 19th
- [Zoom talk: Quaking Bogs & Fens of Massachusetts with Mass Audubon](#), September 3rd

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	July 2025	FY26 to date	July 2024	FY25 to date
Circulation – Physical Materials	9,013	9,013	8,966	8,966
Circulation – Overdrive	1,491	1,491	1,310	1,310
Holds Transactions	4,476	4,476	4,280	4,280
New Items Cataloged	527	527	478	478
Visitor Door Count	6,054	6,054	5,868	5,868
New patrons registered	24	24	30	30

Program Stats History	2019	2020	2021	2022	2023	2024	2025
# of Adult + All-Ages Programs	113	113	88	81	95	108	104
# of Childrens Programs	111	96	74	109	97	100	126
# of Young Adult Programs	33	40	27	25	10	10	25
Total Adult + All-Ages Program Attendance	1,931	2,129	1,325	1,560	1264	2,460	1,962
Total Children Program Attendance	3,309*	2,236	1,283	1192	1634	1879	2545
Total Young Adult Program Attendance	458	453	311	155	35	42	195
Total # of Library Programs	257	249	189	215	202	218	255
Total Program Attendance	5,698*	4,818	2,919	2,907	2,933	4,381	4,702

*in FY19, the Gleason had a "Literary Haunted House" on Halloween and counted all 750 trick-or-treaters as program attendees.