



Director's Report to Library Trustees for September 23rd, 2025

Gleason Public Library

FY26 Budget as of 9/19/2025 [77.81% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
Library Accounts					
01610510 511050	Director Wages	Operations	115,956.00	94,186.62	81.23%
01610510 511050	Staff Wages	Operations	408,858.00	336,584.93	82.32%
01610510 511055	Custodial Wages	Building	43,546.00	34,960.97	80.29%
01610520 524000	Automation	Operations	30,900.00	(11.88)	-0.04%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.00%
01610520 530010	Office Supplies	Operations	4,300.00	2,874.73	66.85%
01610520 545000	Building Supplies	Building	3,700.00	3,094.77	83.64%
01610520 551000	Books	Materials	29,600.00	21,779.58	73.58%
01610520 551030	Teen Books	Materials	4,550.00	3,649.17	80.20%
01610520 551020	Children's Books	Materials	15,800.00	11,796.40	74.66%
01610520 551005	Digital	Materials	36,000.00	8,270.35	22.97%
01610520 551010	Audio	Materials	7,000.00	5,956.06	85.09%
01610520 551015	Visual	Materials	5,500.00	4,024.18	73.17%
01610520 551025	Periodicals	Materials	8,160.00	6,743.55	82.64%
01610520 558000	Programs & Outreach	Operations	2,000.00	1,606.00	80.30%
01610580 585000	Add'l Equipment	Operations	5,800.00	5,027.75	86.69%
		TOTAL	722,470.00	541,343.18	74.93%
Materials Expenditure Requirement			108,371	60,854.79	56.15%

Other Accounts FY26 to date

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(-) page wages, hotspot & broadband bills	42,921.03
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	3,299.70
22261052	Gifts	8,936.14	(+) gift received	9,036.14

Trust Funds FY26 to date

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable Balance
Total Trust	362,642.05	83,249.41	(75,229.1)	SSA fees	204,163.54

(I'm checking with town finance on the current balances of individual trust funds, but this is the overall picture)

FINANCE, BUDGET, AND TOWN ADMINISTRATION

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

- HeritageQuest digital genealogy subscription
- Disc buffing machine repair – we have used the same machine for cleaning scratched CDs and DVDs since 2008, and the repair

FY27 Budget Process: Budget requests will be due at the end of November, with a guidance letter to departments expected in early November.

FUNDRAISING AND BUILDING PROJECT UPDATES

To be discussed under separate agenda items.

PERSONNEL UPDATES

We received a strong group of applicants for the **Children’s Librarian position** and have begun conducting interviews. Thank you to the staff and Tahleen especially for pitching in to cover programs, desks, and outreach with the children’s librarian vacancy.

Tahleen also received **thanks from town administration** for providing a library tour for town employees. Everyone really enjoyed the tours and came away with a much better understanding of the work that goes on behind the scenes outside of Town Hall.

Since Jenn’s last day was September 1st, we covered the town share of the insurance premium for September. I agreed to defray this expense from Library funds if needed due to the unusual timing with her last day on a holiday. Funds are available due to savings in the personnel budget with the vacancy, and after Jenn’s years of dedicated service to the families of Carlisle it seemed worth it to cover the gap until her new position’s insurance coverage begins.

Professional Development: Jennifer attended a webinar on **Prepared to Help: Library of Things and Emergency Response**. While some of the information wasn’t directly applicable to Carlisle, it was still a good way to learn more about what libraries nationwide are doing and how we can think broadly about items that can be helpful to the community in times of climate change and natural disasters.

COLLECTIONS, SERVICES, AND OUTREACH

We received a wonderful set of maps and materials about the **Sudbury, Assabet, and Concord Rivers** from the local river stewardship council representative, Elissa Brown, and the Fowler Branch Library in West Concord. Patrons can take copies to keep while supplies last.

Our **HeritageQuest online genealogy subscription** through the state ended on June 30th due to federal funding cuts. We have resumed a direct subscription for the Gleason as of 9/1; this complements our Ancestry Library Edition subscription for genealogy research – Ancestry is available for in-library use only, while HeritageQuest can be accessed from anywhere.

I approved a box in the Library foyer for a town-wide collection drive for **the Open Pantry of Greater Lowell**. We will be collecting nonperishable foods and other staples through Saturday, October 4th. This vital area food pantry is experiencing dire times because of federal budget cuts and creeping inflation. While the number of

clients grew by 39% between February and June, the food distribution has gone from 6,000 pounds of food each week to between 3,000 and 4,000 pounds at double the cost.

MVLC, MBLC, AND BEYOND

Each year MVLC receives funding from the state's **Library Ebook and Audiobook (LEA) Grant program**. For FY26, the LEA Grant program budget was cut in half, with funds being reallocated to maintain statewide databases that were lost due to federal funding cuts. Instead of two separate awards for content and platform fees, MVLC received a single disbursement of \$51,073.19, which must be spent by September 30. While lower than we originally budgeted, the award is slightly better than a 50% cut due to effective collection development that has resulted in strong usage (which factors into the award formula). The net result is \$34K less state funding than anticipated for digital content.

MVLC also put together a **MVLC By the Numbers** infographic that I'm attaching with my report, showing what the consortium provided in FY25.

BUILDING

The Library's **elevator is back in full operation**.

HVAC maintenance work continues with preventive maintenance for the boiler and repairs to the pump connections in the boiler room scheduled.

The Town's Facilities Director has also brought concerns to the Municipal Facilities Committee about the **poor condition of the piping** throughout town buildings, including the Library, and possible future replacement plans. The pipes have deteriorated over time due to the water supply; pH balancing filtration systems are difficult to install due to space limitations and have limited use given the current state of the pipes.

PROGRAMS AND EVENTS

Summer Reading 2025: Level Up at Your Library wrapped up a great season. Participation was up about 21% over last year, thanks largely to our collaborations with the Recreation Department and COAHS on all-ages concerts and performers that worked with the Summer Fun camp schedule. We gave out 5269 tickets to the reading raffle, representing 316,140 minutes read.

ACTIVITY	2025	2024	2023	2022	2019
Program attendance	1264	976	817	727	849
Kids' Book Bingos	159	145	139	100	99
Kids' Bingo Blackouts	89	92	86	73	34
Raffle Participants	129	131	101	26	127
Adult/Teen Book Bingos	61	57	38	22	16
Adult/Teen Bingo Blackouts	44	38	30	13	6
TOTAL PARTICIPATION	1746	1439	1211	961	1131

Thank you to the entire staff for a fantastic summer, and congratulations to 6 library staff members (Liz Briggs, Claire Gordy, Julianna King, Helen Lyons, Jennifer Pike, and Sinead Sinnott) on reading 16 books to complete bingo blackouts in their free time!

Upcoming Event Highlights:

- [Feminism & Music](#) (9/24) and [The Pulitzer Prize-Winning Musicals](#) (10/8) with Richard Travers
- [Stargazing Party](#) (9/30)
- [42nd Annual Great Pumpkin Spectacle](#) (10/21) with magician Mike Bent

We traditionally take a break from story times and kids' book groups in September as everyone transitions back into the school year routine. Book groups and story times will resume in October; Tahleen will be leading these, on a slightly reduced story time schedule, until the new Children's Librarian is on board.

USAGE AND STATISTICS

YEAR TO DATE STATISTICS	Aug. 2025	FY26 to date	Aug. 2024	FY25 to date
Circulation – Physical Materials	8,343	17,356	7,884	16,850
Circulation – All Digital	2,538	4,892	2,112	4,297
Holds Transactions	3,688	8,164	3,659	7,939
New Items Cataloged	248	766	335	806
Visitor Door Count	6,247	12,301	5,418	11,286
New patrons registered	30	64	30	70

Notes:

- *State statistical reporting guidelines changed recently to include all of our e-content (Hoopla, Kanopy, etc.) in digital circulation, not just Overdrive; I've updated this report, including last year's comparison #s, to correspond with the new guidelines.*
- *"Items cataloged" down for the month due to a delay in receiving an order of barcodes for new items.*