



Director's Report to Library Trustees for October 14<sup>th</sup>, 2025

**Gleason Public Library**

**FY26 Budget as of 10/10/2025 [72.05% of fiscal year remaining]**

**Library Accounts**

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
01610510 511050	Director Wages	Operations	115,956.00	85,301.16	73.56%
01610510 511050	Staff Wages	Operations	408,858.00	310,838.39	76.03%
01610510 511055	Custodial Wages	Building	43,546.00	31,430.17	72.18%
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	2,502.82	58.21%
01610520 545000	Building Supplies	Building	3,700.00	3,055.78	82.59%
01610520 551000	Books	Materials	29,600.00	19,621.01	66.29%
01610520 551030	Teen Books	Materials	4,550.00	3,505.94	77.05%
01610520 551020	Children's Books	Materials	15,800.00	10,871.54	68.81%
01610520 551005	Digital	Materials	36,000.00	6,612.53	18.37%
01610520 551010	Audio	Materials	7,000.00	5,475.12	78.22%
01610520 551015	Visual	Materials	5,500.00	3,666.98	66.67%
01610520 551025	Periodicals	Materials	8,160.00	4,269.24	52.32%
01610520 558000	Programs & Outreach	Operations	2,000.00	1,606.00	80.30%
01610580 585000	Add'l Equipment	Operations	5,800.00	4,987.08	85.98%
n/a	<b>TOTAL</b>		<b>722,470.00</b>	<b>494,531.88</b>	<b>68.45%</b>

**Materials Expenditure Requirement: 48.12% remaining**

**Other Accounts**

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(-) page wages, hotspot & broadband bills	42,526.63
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**

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable Balance
<i>Green</i>	<i>1,460.21</i>	<i>1,000</i>			<i>460.21</i>
<i>Melone</i>	<i>292,708.53</i>	<i>81,249.41</i>	<i>(7,641.05)</i>	<i>SSA fees</i>	<i>196,177.02</i>
<i>Richardson</i>	<i>1,460.41</i>	<i>1,000</i>			<i>460.41</i>
<i>Hollis</i>	<i>67,012.90</i>	<i>-</i>	<i>(67,588.05)</i>	<i>SSA fees, also received interest income</i>	<i>-</i>

## FINANCE, BUDGET, AND TOWN ADMINISTRATION

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

- Peterson's Test Prep online database (formerly funded by state, now an MVLC group purchase)
- Annual magazine subscription renewal through W. T. Cox

**FY27 Budget Process:** FY27 budget request to be discussed at November meeting.

**Special Town Meeting** is scheduled for Sunday, November 2<sup>nd</sup> and Monday, November 3<sup>rd</sup>, with warrant articles including Fire Station Design Funding, MBTA Communities Act Zoning, and Demolition Review Bylaw. The Library is not involved in any of the articles, but we may be supplying an inflatable screen from the Library of Things for an overflow space at the school in case attendance exceeds the auditorium/cafeteria.

The Select Board decided to set the **Annual Town Meeting** for May 17-19. It is undecided whether the Board will continue with Sunday Town Meetings, thus the Board approved a range of dates.

## FUNDRAISING AND BUILDING PROJECT UPDATES

To be discussed under separate agenda items.

- Final construction documents are in progress; updated cost estimates are in the expected range but will require more fundraising.
- Waiver/variance applications in process due to two potential code requirements:
  - Fire sprinkler system
  - Historic staircase (fire egress from Hollis Room to front lawn) not fully ADA compliant, would require significant remodeling that may not be feasible – requesting letter of support from Carlisle Historical Commission
- Furniture selection in process with FF&E Working Group
- Researching potential off-site locations for library services

## PERSONNEL UPDATES

**Jill Sirois has accepted the Children's Librarian position**, with a start date of October 27th. Jill is currently working at the J. V. Fletcher Library in Westford and the Weston Public Library, and is in her last semester of a dual master's program in Library & Information Science and Children's Literature at Simmons University. We are excited to have her joining us!

Congratulations to **Claire Gordy on her new position as Reference/Local History Librarian at the Billerica Public Library!** We have seen her professional growth in her 3.5 years here as she completed her graduate studies at Simmons, and are delighted that she has this new opportunity to use her archival skills while also continuing to work evening and weekend shifts at the Gleason.

**Professional Development:** I attended **CPR and First Aid training**, offered for town employees by David Newman from the Carlisle Fire Department.

Sinead and Jennifer attended an MVLC training on **advanced Libby features**, and Sinead also attended an MVLC training with tips and tricks for our circulation software.

## COLLECTIONS, SERVICES, AND OUTREACH

Carlisle's donation drive for the **Open Pantry of Greater Lowell** collected over 9,000 pounds of food to donate – thank you to Ellen Huber and other local residents for coordinating this!

I approved a box in the Library foyer for **candy donations for Town Center Trick-or-Treating** on Halloween. These donations will be distributed by volunteers to the households in the town center that see anywhere from 500 to 800+ trick-or-treaters each year.

The CCHS Green Team has started preparing for the **pollinator garden** at the Gleason, flattening the existing grass by layering cardboard and compost on top of it.

## MVLC, MBLC, AND BEYOND

**ILS (Integrated Library Software System) Selection Process:** I attended the kick-off meeting for the ILS Selection Steering Committee. The role of this committee is to oversee the selection process, compile data from product demonstrations and user surveys, and make sure that member library staff and directors have their feedback heard and questions addressed as we go through this process.

MVLC will be evaluating potential software systems from 3 vendors over the next few months, with a selection expected in spring 2026. A potential migration to a new system would take place in spring 2027.

**Baker & Taylor**, a major library materials vendor, has [announced that the company is shutting down](#) after almost 200 years in business. We switched most of our purchasing to another vendor last spring due to issues with B&T's ability to supply new releases, but it's disappointing to see, and there may be slow-downs to our deliveries as other vendors take on former B&T customers.

## BUILDING

The **parking lot streetlights** were out of commission for a few days due to wildlife nesting inside the base of one light and chewing through wires; they have been repaired.

Bids for the **elevator modernization project** are due October 17<sup>th</sup>.

## PROGRAMS AND EVENTS

### Recent Event Highlights:

- Paint-a-Pint workshop for adults
- Fairy Wands workshop for kids
- Feminism & Music and Pulitzer-Prize Winning Musicals with Richard Travers were a delight, with a bigger audience for the second week.
- Stargazing Party had clear skies and 80 people in attendance.

### Upcoming Event Highlights:

- [42<sup>nd</sup> Annual Great Pumpkin Spectacle](#) (10/21) with magician Mike Bent
- [Clay Candy Corn with Pop-Up Art School](#), 10/24
- [5-week Zoom Poetry-Writing Workshop](#)

- [Felted Owls](#), 11/12
- [Life in Madagascar \(Carlisle Conservation Foundation\)](#), 11/12
- FOGPL Annual Meeting and Author Talk with David Daniel – [book discussion 11/5](#), [annual meeting 11/13](#)
- [Panama Canal Travel Talk with Barry Pell](#), 11/19
- [Snowy House Luminaria with Pop-Up Art School](#), 11/19

## USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Sep. 2025	FY26 to date	Sep. 2024	FY25 to date
Circulation – Physical Materials	7,332	24,688	6,356	23,206
Circulation – All Digital	2,279	7,171	2,098	6,395
Holds Transactions	3,715	11,879	3,580	11,519
New Items Cataloged	610	1,347	576	1,354
Visitor Door Count	5,771	18,072	4,851	16,137
New patrons registered	32	86	31	91

### 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.*
- *We have caught up on receiving and cataloging new items after some delays in the summer*