



Director's Report to Library Trustees for November 17th, 2025

Gleason Public Library

FY26 Budget as of 11/14/2025 [62.5% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
01610510 511050	Director Wages	Operations	115,956.00	76,415.70	65.90%
01610510 511050	Staff Wages	Operations	408,858.00	283,930.15	69.44%
01610510 511055	Custodial Wages	Building	43,546.00	28,088.97	64.50%
01610520 524000	Automation	Operations	30,900.00	(21.09)	-0.07%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.00%
01610520 530010	Office Supplies	Operations	4,300.00	2,114.88	49.18%
01610520 545000	Building Supplies	Building	3,700.00	2,203.94	59.57%
01610520 551000	Books	Materials	29,600.00	17,861.78	60.34%
01610520 551030	Teen Books	Materials	4,550.00	3,410.04	74.95%
01610520 551020	Children's Books	Materials	15,800.00	10,579.63	66.96%
01610520 551005	Digital	Materials	36,000.00	5,788.26	16.08%
01610520 551010	Audio	Materials	7,000.00	4,718.25	67.40%
01610520 551015	Visual	Materials	5,500.00	3,257.79	59.23%
01610520 551025	Periodicals	Materials	8,160.00	3,947.04	48.37%
01610520 558000	Programs & Outreach	Operations	2,000.00	1,606.00	80.30%
01610580 585000	Add'l Equipment	Operations	5,800.00	3,054.37	52.66%
	TOTAL		722,470.00	447,755.72	61.98%

Materials Expenditure Requirement: 43.64% remaining

OTHER ACCOUNTS

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(-) page wages, hotspot & broadband bills	42,339.13
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	3,139.90
22261052	Gifts	8,936.14	(+) gift received	10,536.14

TRUST FUNDS

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable Balance
<i>Green</i>	1,460.21	1,000	-		460.21
<i>Melone</i>	292,708.53	81,249.41	(26,472.25)	SSA fees	184,986.87
<i>Richardson</i>	1,460.41	1,000	-		460.41
<i>Hollis</i>	67,012.90	-	(67,588.05)	SSA fees, also received interest income	-

FINANCE, BUDGET, AND TOWN ADMINISTRATION

FY26 Expenses: Spending is on track. Notable expenses since last report:

- Spine label printers: \$800
- Photocopier repair: \$400
- Annual hotspot service subscription: \$600 total for 5 devices with nonprofit discount program

FY27 Budget Process: separate agenda item

FUNDRAISING AND BUILDING PROJECT UPDATES

Kelsey Laser and I met with the Concord Commission on Disability regarding our **variance application for the historic staircase**. They voted unanimously to provide a recommendation letter for the Massachusetts Architectural Access Board in support of our request.

We are also seeking support from the Carlisle Historical Commission and hope to have an update after their November 19th meeting.

Additional discussion elsewhere on agenda.

PERSONNEL UPDATES AND RECOGNITION

Jill Sirois has hit the ground running as our new Children’s Librarian – after her first storytime, parents told me and other library staff that “Miss Jill is WONDERFUL” and “that was the best storytime!” She has set up the Children’s Room with displays for DinoVember, Know-vember, and Thankfulness, and provided a seasonal Frankenstein craft in October and a Scarecrow in November.

Thank you again to the library staff for keeping things running smoothly while the position was vacant, especially Tahleen Shamlan, who covered story times, book groups, and ordering children’s books while continuing her regular duties!

OUTREACH AND COMMUNITY GROUPS

The **Friends of the Gleason Public Library** have held their annual board election. Emma Boettcher is now president, James Steele is vice president, Bill Cooney continues as treasurer, Verna Gilbert continues as secretary, and Jen King has joined the board. We have a great group and I’m looking forward to working with them this year!

Jill is working on **outreach to local early childhood organizations**, including scheduling story times for the Carlisle Kid’s House and Carlisle Family Connection members.

The **candy donations for Town Center Trick-or-Treating** on Halloween helped the households in the town center welcome over 1,000 trick or treaters on Halloween!

COLLECTIONS AND SERVICES

In collaboration with the COAHS and Recreation Department, we have submitted an application for a [“Connected and Online” grant from the Mass. Broadband Institute](#) – thank you to Geoff Kotowski for spearheading this and putting together the narrative. The application is for 30 computers and tablets to be

divided between the three departments; this would be replacements for our public computers plus circulating laptops to add. We also requested a projector, whiteboard, and smartboard for the meeting rooms, and assistive accessibility technology for the public computers. We will find out in December whether our application was successful.

The CCHS Green Team has installed plantings in the **pollinator garden**, labeled for public information. They plan to bring more plants after Verrill Farm's Winter Seed Sowing Workshop. We are also talking about community projects that they can help lead such as winter seed-sowing in milk jugs, and painting rocks and bricks for a border.

MVLC, MBLC, AND BEYOND

ILS (Integrated Library Software System) Selection Process: Vendor demos are in progress for three potential software systems to replace our current system in spring 2027.

As noted in our FY27 Budget Request, **MVLC Membership has voted to eliminate "special budget rules"** that in effect subsidized some libraries' membership fees by capping the annual rate of increase.

- This was originally intended as a temporary measure put in place 10+ years ago. Over time, it was exacerbating inequities and continuing an unsustainable budget situation for the consortium.
- Our FY27 assessment will be about 10% (\$3K) higher than FY26; future years' increases are expected to be more moderate.
- Member assessments are determined by a formula that takes into account each library's circulation, new items added per year, and staff headcount (FTE) to represent the extent to which each library uses shared consortium resources.
- MVLC's proposed FY27 budget as a whole represents a slight reduction from FY26 thanks to a smaller office space, aggressive negotiations on vendor contracts, and bringing previously outsourced services in-house.

BUILDING

Changeover from air conditioning to heating took place uneventfully.

With the colder weather we've seen signs of mouse activity, particularly in the attic eaves; pest control has been contacted.

The low bid for the elevator project was slightly over the amount approved by Town Meeting last spring; the MFC will be funding the difference. References are being checked for the low bidder before awarding the final contract.

PROGRAMS AND EVENTS

Recent Event Highlights:

- 42nd Annual Great Pumpkin Spectacle had a great turnout for the magic show and a smaller but fantastic number of entries in the pumpkin contest. We had enough extra prizes that we declared every entrant a winner.

- 5-week Zoom Poetry-Writing Workshop had an appreciative group of attendees
- Felted Owls workshop for ages 9 to 12 was fantastic, with adorable results
- Life in Madagascar talk by Kay Hurley, with the Carlisle Conservation Foundation, was well-attended and well-received
- FOGPL Annual Meeting had about 40 people in attendance as author David Daniel fascinated the audience with stories about his life as an author and other roles

Upcoming Event Highlights:

- [Panama Canal Travel Talk with Barry Pell](#), 11/19
- [Snowy House Luminaria with Pop-Up Art School](#), 11/19
- [The Golden Age of Silent Movies](#) with live keyboard accompaniment and presentation by Richard Hughes, 12/3
- [Nutcracker Reading](#) with Commonwealth Ballet Company, 12/6
- [Gingerbread House Workshops](#) with Mandy Roberge, two sessions on 12/15

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Oct. 2025	FY26 to date	Oct. 2024	FY25 to date
Circulation – Physical Materials	7,261	31,949	6,953	30,159
Circulation – All Digital	2,243	9,414	1,971	8,366
Holds Transactions	3,995	15,874	3,448	14,967
New Items Cataloged	374	1,690	364	1,690
Visitor Door Count	8,104	26,452	6,991	23,127
New patrons registered	23	109	35	138

Notes:

- *Door counter devices were acting up in October, so the number is an estimate and may be less accurate*