



Director's Report to Library Trustees for December 2nd, 2025

Gleason Public Library

FY26 Budget as of 11/26/2025 [59.2% of fiscal year remaining]

| Account # | Account Name | Account Type | FY26 Budget | \$ Remaining | % Remaining |
|-----------------|---------------------|--------------|-------------------|-------------------|--------------|
| 01610510 511050 | Director Wages | Operations | 115,956.00 | 71,972.97 | 62.1% |
| 01610510 511050 | Staff Wages | Operations | 408,858.00 | 269,436.42 | 65.9% |
| 01610510 511055 | Custodial Wages | Building | 43,546.00 | 26,418.37 | 60.7% |
| 01610520 524000 | Automation | Operations | 30,900.00 | (21.09) | -0.1% |
| 01610520 530000 | Training & Meetings | Operations | 800.00 | 800.00 | 100.0% |
| 01610520 530010 | Office Supplies | Operations | 4,300.00 | 2,007.57 | 46.7% |
| 01610520 545000 | Building Supplies | Building | 3,700.00 | 2,162.02 | 58.4% |
| 01610520 551000 | Books | Materials | 29,600.00 | 15,923.84 | 53.8% |
| 01610520 551030 | Teen Books | Materials | 4,550.00 | 3,398.07 | 74.7% |
| 01610520 551020 | Children's Books | Materials | 15,800.00 | 10,454.15 | 66.2% |
| 01610520 551005 | Digital | Materials | 36,000.00 | 3,186.48 | 8.9% |
| 01610520 551010 | Audio | Materials | 7,000.00 | 4,339.50 | 62.0% |
| 01610520 551015 | Visual | Materials | 5,500.00 | 3,184.46 | 57.9% |
| 01610520 551025 | Periodicals | Materials | 8,160.00 | 3,785.94 | 46.4% |
| 01610520 558000 | Programs & Outreach | Operations | 2,000.00 | 1,606.00 | 80.3% |
| 01610580 585000 | Add'l Equipment | Operations | 5,800.00 | 2,074.47 | 35.8% |
| | TOTAL | | 722,470.00 | 420,729.17 | 58.2% |

Materials Expenditure Requirement: 38.8% remaining

OTHER ACCOUNTS

| Account # | Account Name | FY26 Start | Details | Remaining |
|-----------|--------------|------------|---|-----------|
| 12061052 | State Aid | 44,302.47 | (-) page wages, hotspot & broadband bills | 42,256.09 |
| 23361052 | Manton Grant | 4,131.10 | (-) software renewal, off-site storage | 2,980.10 |
| 22261052 | Gifts | 8,936.14 | (+) gift received | 10,536.14 |

TRUST FUNDS

| Fund | FY26 Start | Non-expendable | FY26 Expenses | Details | Expendable Balance |
|------------|------------|----------------|---------------|---|--------------------|
| Green | 1,460.21 | 1,000 | - | | 460.21 |
| Melone | 292,708.53 | 81,249.41 | (26,472.25) | SSA fees | 184,986.87 |
| Richardson | 1,460.41 | 1,000 | - | | 460.41 |
| Hollis | 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:

- Custodial supplies (restocking paper goods and cleaning supplies): \$786
- US Newsstream database subscription: \$2414
- Door counters (old ones were no longer functioning; new model reports through an app rather than requiring staff to manually record numbers): \$980

FY27 Budget Process: separate agenda item

FUNDRAISING AND BUILDING PROJECT UPDATES

The Carlisle Historical Commission has joined the Concord Commission on Disability in providing a letter of support for our **variance application for the historic staircase**. Schwartz/Silver is submitting the application and we will likely be scheduled for a virtual hearing on December 15th. The input from both boards was very helpful in refining the application and thinking of ways to make our plans inclusive and historically respectful.

Additional discussion elsewhere on agenda.

PERSONNEL UPDATES AND RECOGNITION

Dan Brainard was outstanding as always at making Books & Brews a success, from set-up Saturday afternoon to clean-up Sunday morning. Thank you, Dan!

COLLECTIONS, SERVICES, AND COMMUNITY OUTREACH

With colder weather and no remaining locations in town to purchase food or drinks, we are seeing an increase in students at the library after school. Tahleen is planning to offer a **drop-in time for 5th through 8th grade in the Hollis Room on Friday afternoons**, with snacks and games available, and we are discussing how else the library or other community organizations can help make sure that food and safe spaces are available for this group.

Jill is updating the children's nonfiction section by moving the "Who Was", "Who Would Win", National Geographic books, and Brad Meltzer biographies to a **series nonfiction section** highlighted at the beginning. To make room for this and increase patron privacy, "Tough Topics" titles have moved back into the regular nonfiction. Booklist handouts are available with info on where to find books on "tough topics" such as divorce, grief, etc.

The Town is investigating a potential **community calendar** software option that would integrate various local calendars including the Library, COAHS, Recreation, schools, and potentially other community groups. This would likely not completely replace our current software, but would make it much easier for residents to find information on activities – one of the top requests heard in our own strategic planning focus groups last year!

MVLC, MBLC, AND BEYOND

MVLC is preparing materials that we can share with the Finance Committee regarding the assessment increase and the value of the shared services that our membership provides. Library consortia are a leading example of the kind of regional resource-sharing that the town is interested in leveraging for cost savings in other departments.

BUILDING

Steve Munroe cleaned the gutters without the need to bring in an outside vendor, saving several hundred dollars over previous years and preparing us for winter weather.

PROGRAMS AND EVENTS

Recent Event Highlights:

- [Panama Canal Travel Talk with Barry Pell](#), 11/19
- [Snowy House Luminaria with Pop-Up Art School](#), 11/19

Upcoming Event Highlights:

- [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

Registration is full for family holiday events! Thank you to the Friends for coordinating the Nutcracker reading – they will be bringing a craft activity and refreshments for attendees to enjoy.

USAGE AND STATISTICS

November statistics will be included in next report