



Director's Report to Library Trustees for March 10th, 2026

Gleason Public Library

FY26 Budget as of 3/5/2026 [32.1% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
01610510 511050	Director Wages	Operations	115,956.00	40,873.86	35.2%
01610510 511050	Staff Wages	Operations	408,858.00	165,705.78	40.5%
01610510 511055	Custodial Wages	Building	43,546.00	14,240.12	32.7%
01610520 524000	Automation	Operations	30,900.00	(31.72)	-0.1%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.0%
01610520 530010	Office Supplies	Operations	4,300.00	911.93	21.2%
01610520 545000	Building Supplies	Building	3,700.00	1,908.91	51.6%
01610520 551000	Books	Materials	29,600.00	7,952.65	26.9%
01610520 551030	Teen Books	Materials	4,550.00	2,903.77	63.8%
01610520 551020	Children's Books	Materials	15,800.00	6,762.25	42.8%
01610520 551005	Digital	Materials	36,000.00	1,055.59	2.9%
01610520 551010	Audio	Materials	7,000.00	2,984.51	42.6%
01610520 551015	Visual	Materials	5,500.00	2,023.39	36.8%
01610520 551025	Periodicals	Materials	8,160.00	1,817.03	22.3%
01610520 558000	Programs & Outreach	Operations	2,000.00	(1,808.42)	-90.4%
01610580 585000	Add'l Equipment	Operations	5,800.00	(10,461.40)	-180.4%
	TOTAL		722,470.00	237,638.25	32.9%

Materials Expenditure Requirement: 20.7% remaining

Grants and State Aid FY26 to date

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(+) state deposit (-) page wages, hotspot & broadband bills	47,939.91
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	2,500.70
22261052	Gifts	8,936.14	(+) gifts received	11,636.14
13261052	Cultural Facilities Fund grant		(+) \$112,600 reimbursement (-) SSA design fees *\$200K grant total; additional \$87,400 will be disbursed when we submit construction invoices	79,709.12

Trust Funds FY26 to date

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable
Green	1,460.21	1,000	-		460.21
Melone	292,708.53	81,249.41	(41,589.25)	SSA + OPM fees	169,869.87

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable
Richardson	1,460.41	1,000	-		460.41
Hollis	67,012.90	-	(67,588.05)	SSA fees, interest income	-

FINANCE, BUDGET, AND TOWN ADMINISTRATION

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

- Staff computer replacements (5 laptop, 5 desktop)
- TumbleBooks renewal (kids’ picture books and early readers online app)

FY27 Budget Process: Select Board has set a **2.5% COLA** for FY27; this will be added to our budget request.

BUILDING PROJECT UPDATES

The **Invitation for Bids** has been posted, with a contractor walk-through scheduled for March 13th and a submission deadline of Thursday, April 16th. Following opening of the bids, we will work with CMS to vet the lowest bidder (in an IFB, the contract is awarded to the lowest “responsible and responsive” bidder.) This will give us the actual construction cost for our CPA request.

Temporary Space

- I’ve worked with Ryan and CMS on the temporary library space RFP, which is almost ready for posting. We are looking for a 12-month lease starting July 1. Responses will be on a similar timeline to the renovation IFB.
- I am contacting a library moving company to discuss the moving process and packing and storage options, and meeting with staff to make more detailed plans for what to bring to a temporary space.

Grants

We continue work on applications for T-Mobile Hometown, Linn Foundation, and Middlesex Savings Bank grants for the building project, all with deadlines at the end of March/beginning of April.

PERSONNEL UPDATES AND RECOGNITION

Thank you to our custodians, Dan Brainard and Dan Flannery, and our town maintenance technician, Steve Munroe, for continuing to work together to keep the library walkways clear of snow and to deal with leaks and other issues as they arise.

COLLECTIONS, SERVICES, AND COMMUNITY OUTREACH

Winter Reading Challenge has wrapped up with slightly higher participation than last year’s.

Jill and myself visited Carlisle Public School classes to share books on **Read Across America day**.

Letters to the Librarian: Ready for a new adventure? From Monday 3/2 to Saturday 3/7, drop off a letter addressed to Miss Jill with your name, age/grade level, your library card # (or your guardian's), and the subject or genre you are seeking out, and Miss Jill will choose 2-3 books to check out to your account.

Our gleasonlibrary.org website was down for a period due to an issue with our hosting provider; thank you to Jennifer for working with the host and our web designer to get it back up and running. The online catalog and library apps such as MVLC Mobile and Libby were still working, and we were able to provide alternate links to the events calendar, Library of Things, museum passes, and meeting room bookings – but while we posted these links to Facebook and on QR code flyers at the library, it’s difficult to get the word out to website users when the website is down!

The security camera approved by the Trustees at the February meeting has been reviewed by Town Counsel; I’m including the updated version with their edits, which doesn’t include any substantive changes.

MVLC, MBLC, AND BEYOND

ILS Review Process

The ILS Steering Committee has narrowed down the field to two potential options. MVLC directors will vote in March on which vendor to move forward with negotiations with.

BUILDING

One of the leaks has continued as the snow melts; we are keeping an eye out for any new water entry.

Annual elevator inspection completed on Friday, March 6th.

PROGRAMS AND EVENTS

Event Highlights:

- **Black History Month movie and game night** with Race Amity Day had 17 people in attendance despite iffy weather – thank you to local resident Gina Fox for suggesting and coordinating this!
- Jill’s new **late-afternoon story time** on Thursdays has had better attendance than the Thursday morning option.
- **Drive-In Movie Night:** kids decorate their own cardboard box cars to watch from, March 9th
- **Poetry-Writing Workshop:** 4-week session this month, on Zoom with Mary Zoll
- **St. Patrick’s Day Storytime with Strega Mama:** March 11th
- **Bird & Wildlife Photography:** Conservation Foundation/Zielinski Fund presentation March 11th
- **Stargazing Party:** March 24th
- **Spring on the Wing:** FOGPL will host a plant cutting swap at the Garden Club’s spring event, March 28th
- **Preschool Story Time/Author Visit:** Carrie Finison will share her new book *Plenty of Pancakes*, April 3rd
- **Local Author Talk:** Chris Edelson will discuss the origins and historical development of emergency presidential power in the US in order to understand current issues, April 6th

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Feb. 2026	FY26 to date	Feb. 2025	FY25 to date
Circulation – Physical Materials	6,134	60,835	7,220	59,544
Circulation – Digital	2,095	18,519	2,133	17,058
Holds Transactions	3,041	29,681	3,191	29,028
New Items Cataloged	375	2,897	365	2,991

YEAR-TO-DATE STATISTICS	Feb. 2026	FY26 to date	Feb. 2025	FY25 to date
Visitor Door Count	3,659	41,880	5,439	45,589
New patrons registered	20	173	19	217