



Director's Report to Library Trustees for April 1st, 2026

Gleason Public Library

FY26 Budget as of 3/26/2026 [26.3% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	\$ Remaining	% Remaining
01610510 511050	Director Wages	Operations	115,956.00	31,988.41	27.6%
01610510 511050	Staff Wages	Operations	408,858.00	135,705.82	33.2%
01610510 511055	Custodial Wages	Building	43,546.00	11,122.84	25.5%
01610520 524000	Automation	Operations	30,900.00	(35.97)	-0.1%
01610520 530000	Training & Meetings	Operations	800.00	800.00	100.0%
01610520 530010	Office Supplies	Operations	4,300.00	824.53	19.2%
01610520 545000	Building Supplies	Building	3,700.00	1,839.01	49.7%
01610520 551000	Books	Materials	29,600.00	5,875.17	19.8%
01610520 551030	Teen Books	Materials	4,550.00	2,781.85	61.1%
01610520 551020	Children's Books	Materials	15,800.00	5,682.18	36.0%
01610520 551005	Digital	Materials	36,000.00	397.49	1.1%
01610520 551010	Audio	Materials	7,000.00	2,728.15	39.0%
01610520 551015	Visual	Materials	5,500.00	1,201.82	21.9%
01610520 551025	Periodicals	Materials	8,160.00	1,334.17	16.4%
01610520 558000	Programs & Outreach	Operations	2,000.00	(1,808.42)	-90.4%
01610580 585000	Add'l Equipment	Operations	5,800.00	(10,950.17)	-188.8%
TOTAL			722,470.00	189,486.88	26.2%

Materials Expenditure Requirement: 15% 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	47,856.87
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	2,451.34
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. No major expenses since last report.

FY27 Budget Process: FY27 operating budget finalized by FinCom and Select Board, with 2.5% COLA and 1% increase in town contribution towards employee health insurance premiums.

BUILDING PROJECT UPDATES

We had a strong showing of contractors and subcontractors at an optional walk-through for the renovation procurement. The bid submission deadline is Thursday, April 16th. Following opening of the bids, we will work with CMS to vet the lowest bidder and confirm the actual construction cost for the project for our CPC request.

The deadline for proposals for a temporary library space is Thursday, April 30th.

I will be working with Town Hall on any documentation needed for the various funding sources being used towards the renovation. In order to sign a construction contract, all of the funding must either be in the appropriate town account, or have a signed contract/MOU confirming that it is committed for the project.

PERSONNEL UPDATES AND RECOGNITION

Heather Wright is going to be transitioning out of her part-time position here due to increased hours at another job. Heather joined us in the Assistant to the Director position last spring and has been a fantastic part of the time, picking up the basic responsibilities quickly and cheerfully helping out with whatever else is needed (including wrangling the director’s old paper file archives!)

COLLECTIONS, SERVICES, AND COMMUNITY OUTREACH

Jill toured several other area libraries to check out their children's room spaces, collections, and programming, lots of fresh ideas and perspectives!

With the warmer weather and the impending reopening of Kimball’s, we are wrapping up the scheduled Friday afternoon middle school hangouts. We will open up the Hollis Room as a supervised space for eating and gathering on an ad hoc basis (rainy Fridays, unusually busy afternoons, etc.) if staffing is available.

With new computers for both staff and public arriving at the same time, Jennifer has been hard at work getting everything set up and preparing the old ones for deaccessioning. The new public desktop computers are now in place and we are finalizing our lending procedures for the new public laptops.

MVLC, MBLC, AND BEYOND

The MVLC Membership Committee voted to accept the Executive Committee's recommendation to move

forward with contract negotiations with Equinox Open Library Initiative based on their proposal for providing Evergreen as MVLC's next Integrated Library System.

MVLC used an earlier version of Evergreen from 2011 to 2017. The software has developed considerably since then, including a browser-based staff login rather than a desktop client, and a new “discovery layer” and mobile app for the public. Equinox has extensive experience in hosting and managing Evergreen for public library systems, and comes recommended by other New England libraries.

BUILDING

DPW continues to patch the worst spots of the parking lot now that we've had the spring thaw.

PROGRAMS AND EVENTS

Event Highlights:

- **Stargazing Party:** had a good view of several astronomical items; we're planning another for next fall
- **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 to understand current issues, April 6th

USAGE AND STATISTICS

March statistics not yet available as of report submission.