



Director's Report to Library Trustees for May 4th, 2026

Gleason Public Library

FY26 Budget as of 4/30/2026 [16.7% of fiscal year remaining]

Account #	Account Name	Account Type	FY26 Budget	Running Balance	Remaining %
01610510 511050	Director Wages	Operations	115,956.00	23,102.95	19.9%
01610510 511050	Staff Wages	Operations	408,858.00	105,174.00	25.7%
01610510 511055	Custodial Wages	Building	43,546.00	7,510.54	17.2%
01610520 524000	Automation	Operations	30,900.00	(35.97)	-0.1%
01610520 530000	Training & Meetings	Operations	800.00	770.20	96.3%
01610520 530010	Office Supplies	Operations	4,300.00	569.86	13.3%
01610520 545000	Building Supplies	Building	3,700.00	1,744.02	47.1%
01610520 551000	Books	Materials	29,600.00	3,300.54	11.2%
01610520 551030	Teen Books	Materials	4,550.00	2,489.65	54.7%
01610520 551020	Children's Books	Materials	15,800.00	3,927.67	24.9%
01610520 551005	Digital	Materials	36,000.00	(201.97)	-0.6%
01610520 551010	Audio	Materials	7,000.00	2,275.66	32.5%
01610520 551015	Visual	Materials	5,500.00	1,346.38	24.5%
01610520 551025	Periodicals	Materials	8,160.00	1,173.07	14.4%
01610520 558000	Programs & Outreach	Operations	2,000.00	(1,808.42)	-90.4%
01610580 585000	Add'l Equipment	Operations	5,800.00	(11,388.24)	-196.3%
TOTAL			722,470.00	139,949.93	19.4%

Materials Expenditure Requirement: 8.9% remaining

Grants and State Aid FY26 to date

Account #	Account Name	FY26 Start	Details	Remaining
12061052	State Aid	44,302.47	(+) state deposits (-) page wages, hotspot & broadband bills	53,911.57
23361052	Manton Grant	4,131.10	(-) software renewal, off-site storage	1,944.10
22261052	Gifts	8,936.14	(+) gifts received (-) butterfly passes, RFP posting fees	10,044.14
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	103,368.97

Trust Funds FY26 to date

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable
Green	1,460.21	1,000	-		505.53

Fund	FY26 Start	Non-expendable	FY26 Expenses	Details	Expendable
Melone	292,708.53	81,249.41	(35,165.25)	SSA + OPM fees, interest income	185,224.17
Richardson	1,460.41	1,000	-		505.31
Hollis	67,012.90	-	(67,588.05)	SSA fees, interest income	-

FINANCE, BUDGET, AND TOWN ADMINISTRATION

FY26 Expenses: Spending is on track. No major or unusual expenses since last report.

Renovation Project Expenses

- I noticed that I had approved payment for some architect fees that were under the MFC’s purview; the accounts have been updated to transfer these expenses to them.
- We received invoices for posting the RFP with BidDocs online and the Mosquito; I paid these from the Library Gifts fund as we have received donations to that account recently. Donations that are paid directly to the Library/Town rather than the Endowment are deposited in this account.

State Aid: We received our second and final State Aid payment for FY26, \$6,441.44.

FY27 Budget: headed to Town Meeting for final approval.

The Town received a grant from the Massachusetts Office on Disability to complete **an ADA Self-Evaluation and Transition Plan (SETP)**. A SETP is a requirement under Title II of the ADA. The grant has been used to contract the Institute for Human Centered Design (IHCD) to work on this plan; they’ve toured the library space and reviewed our renovation plans.

BUILDING PROJECT UPDATES

Separate agenda items

PERSONNEL UPDATES AND RECOGNITION

Melissa Danisch has accepted the position of Assistant to the Director. Melissa works as Assistant Town Clerk and will be adding the library position to her existing hours at Town Hall. She also has experience as an attorney and as Chair of the Select Board in Andover. I’m looking forward to having her join us!

Jennifer and I attended training on Prophecy Gov, an AI tool that the Town recently subscribed to. It’s designed specifically for internal use by local government, drawing on the Town’s archive of meeting minutes, reports, and other local documents for information.

COLLECTIONS, SERVICES, AND COMMUNITY OUTREACH

Jill and the Friends of the Library are partnering with the Environmental Sustainability Committee to offer a Fairy House Workshop and Story Time and have an information table at Route to Sustainability Day.

I approved a donation bin in our foyer for 2 weeks to collect board books and picture books for [Room to Grow](#), organized by a local high school student.

MVLC, MBLC, AND BEYOND

Preparation continues for this summer’s migration from Microsoft to Google for staff email and file storage.

BUILDING

We have selected finishes (walls and flooring) for the elevator replacement/refurbishment project.

Steve Munroe has been working with the DPW on maintaining the outdoor spaces, including parking lot sweeping and patching.

PROGRAMS AND EVENTS

Event Highlights:

- **Preschool Story Time/Author Visit:** Carrie Finison shared her new book *Plenty of Pancakes* with 18 children and their grown-ups.
- **Local Author Talk:** Chris Edelson discussed the origins and historical development of emergency presidential power in the US in order to understand current issues, supported by a local cultural council grant.
- CCHS Green Team volunteers led a **seed-starting workshop** and gave attending families a variety of native plant seeds to take home.
- Jill’s **Pokemon Scavenger Hunt** was a huge success, bringing in several new families
- Peter Trull’s talk on **Understanding the Eastern Coyote/Coywolf** was another successful program cosponsored with the Carlisle Conservation Foundation
- Local author Everett Potter gave a fascinating talk on his new book **100 Train Journeys of a Lifetime**
- We hosted another well-attended movie and game night with Gina Fox and the **Race Amity Day** committee. We are planning another event for May and the annual Race Amity Day picnic will be held on Sunday, June 14th.
- We’ve received over 60 entries in the annual Poetry Contest, an increase over last year’s participation.

USAGE AND STATISTICS

YEAR-TO-DATE STATISTICS	Mar. 2026	FY26 to date	Mar. 2025	FY25 to date
Circulation – Physical Materials	7,781	68,616	7,722	67,266
Circulation – Digital	2,497	21,016	2,320	19,378
Holds Transactions	4,079	33,760	3,906	32,934
New Items Cataloged	507	3,366	421	3,367
Visitor Door Count	4,082	45,962	6,824	52,413
Checkout transactions	1,189	10,533	1,167	10,326
New patrons registered	25	198	19	236

YEAR-TO-DATE STATISTICS	Apr. 2026	FY26 to date	Apr. 2025	FY25 to date
Circulation – Physical Materials	7,060	75,676	7,564	74,830
Circulation – Digital	2,211	23,227	2,563	21,941
Holds Transactions	3,707	37,467	3,717	36,651
New Items Cataloged	424	3,748	346	3,669

Visitor Door Count	3,997	49,959	7,057	59,470
Checkout transactions	1,080	11,613	11,63	11,489
New patrons registered	19	217	22	258