



## Town of Reading Meeting Posting with Agenda

### Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-09-09

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Amy Lannon for Chair Cappy Popp

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

### Topics of Discussion:

**This meeting will be held in-person in the Conference Room at the Reading Public Library and remotely on Zoom. It will also be available streamed live through RCTV**

Join Zoom Meeting

<https://us02web.zoom.us/j/86117297460>

Meeting ID: 861 1729 7460

One tap mobile

+13017158592,,86117297460# US (Washington DC)

+13052241968,,86117297460# US

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 861 1729 7460

Find your local number: <https://us02web.zoom.us/j/86117297460>

The Trustees also accept public comments through email: [rpitrustee@noblenet.org](mailto:rpitrustee@noblenet.org)



## **Town of Reading Meeting Posting with Agenda**

- I. Call to Order
- II. Public Comment
- III. Landscape Committee Recommendations
- IV. Fall Programming & Summer Reading Report
- V. Discussion and Vote: Meeting Room Policy
- VI. Discussion and Vote: Tutoring Policy
- VII. Discussion and Vote: FY26-FY30 Strategic Plan
- VIII. Reminder: State Ethics Commission Advisory 11-1: Public Employee Political Activity
- IX. Financial Report and FY25 Supplemental Spending Recommendations
- X. Director's Report
- XI. Ad Hoc Commemoration Establishment Committee Appointment
- XII. Approval of August 12, 2024, Meeting Minutes
- XIII. Future Agenda Items
  - a. October
    - i. Toys for Tots Collection
  - b. November
    - i. FY26 Level 1 Budget (presented to Select Board December 4 or December 10)



# Fall 2024

Public Services Update

# Summer Reading Recap

**Stick with Summer Reading**  
June 14-August 16

**366** kids participated in the Stick with Summer Reading Program

**57** programs RPL offered to children ages 0-11

**1,150** attendees at programs as of 8/12

**2,887** kids completed our passive programs as of 8/12 (i.e. scavenger hunts, Cloud Corner crafts, etc)

**175** kids found Spot, our jet-setting giraffe

**5** karaoke machines won by kids

**TEEN SUMMER READING**  
ENTERING GRADES 6-12

**FULL S.T.E.A.M. AHEAD!**  
AUGUST 9TH

**2024 Summer Reading Bingo**  
June 14 - August 9 PARTICIPATION DETAILS ON SIDE 2

7 weeks of summer reading fun for readers age 18 and older. Book titles and activities may be used once per card.

<b>WILD CARD</b> Share a book or film you'd recommend!	Read a book set in a different country. What is the title?	Watch a movie or TV series adapted from a book. What is it?	Visit the Reading Public Library.	Attend a virtual or in-person library program. What was it?
Tag the library in a social media post.	Check out an item from the RPL Library of Things. What did you borrow?	Reread an old favorite. What is it?	Read outside. Where did you go?	<b>FREE SPACE</b>
Read a book that has a red cover. What is the title?	Tell someone about RPL summer reading.	<b>FREE SPACE</b>	Explore your neighborhood. Where did you go?	Read a book written by a LGBTQ+ author. What is the title?
Ask a librarian for a book or movie recommendation. What is it?	Attend an in-person or virtual author event. Who is the author?	Check out a library museum pass. Where did you go?	Read a book outside of your usual genre. What is it?	Listen to a new song on Hoopla or borrow a CD. Name the song!
Read or listen to a nonfiction book. What is the title?	<b>FREE SPACE</b>	Sign up for the RPL e-newsletter or follow RPL on social media.	Read or listen to an e-book using Libby. What is it?	Recommend a book to someone. What is the title?

Name: \_\_\_\_\_ Email or Library Card #: \_\_\_\_\_

**PROGRAMS**

Total number of teen programs offered: **9**

Total number of attendees: **88**

**PARTICIPANTS**

**37** Teens earned raffle tickets by attending programs and writing book reviews. **37** Teens entered into the raffle.

**RAFFLES**

There were **3** raffle prizes offered this summer and there was a total of **206** submissions.

**BOOK REVIEWS**

Total paper submissions: **86**


Total online submissions: **12**

**SUCCESS!**

Full STEAM Ahead was a success. There were some new teen faces and everyone had a fun time during the programs. Those who participated liked the competition.

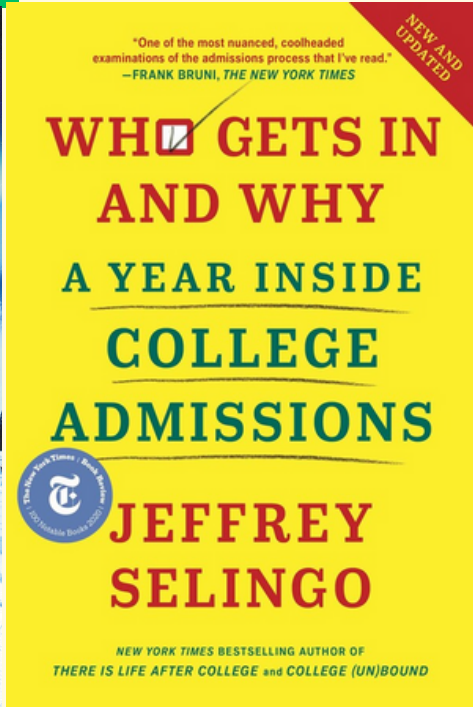
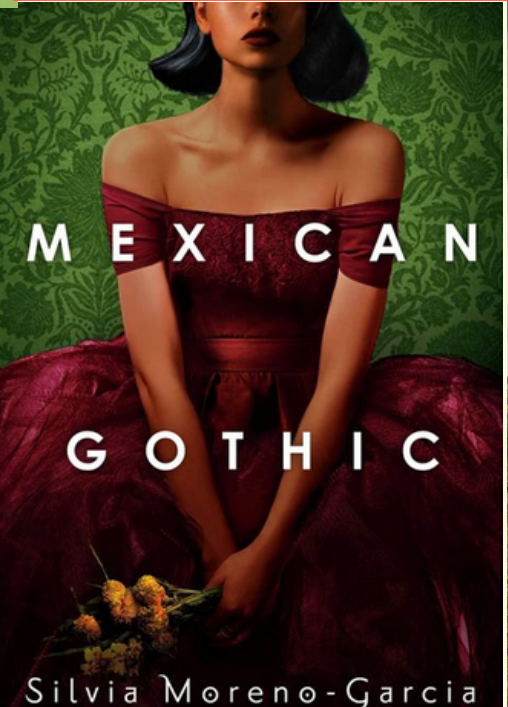
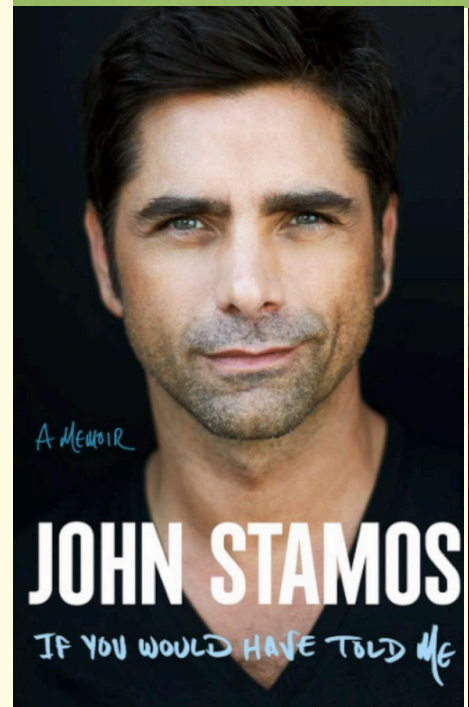
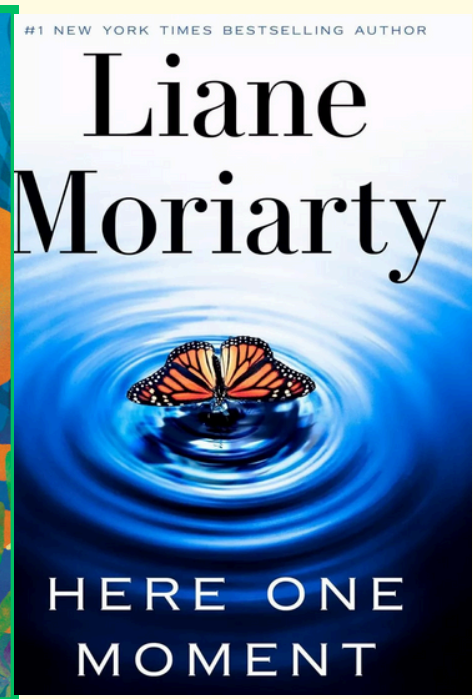
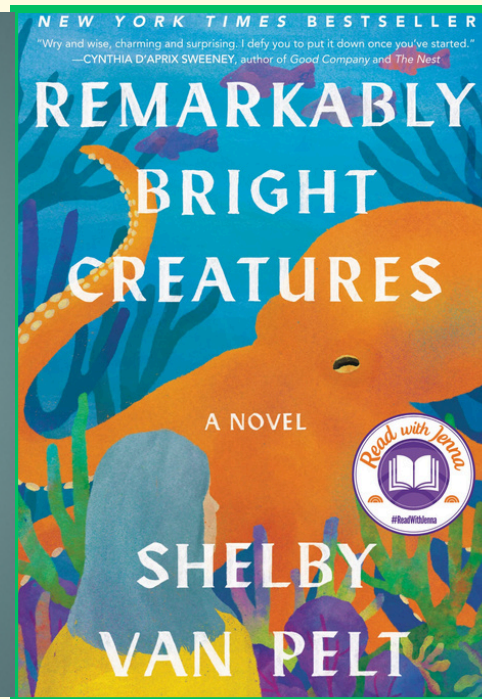
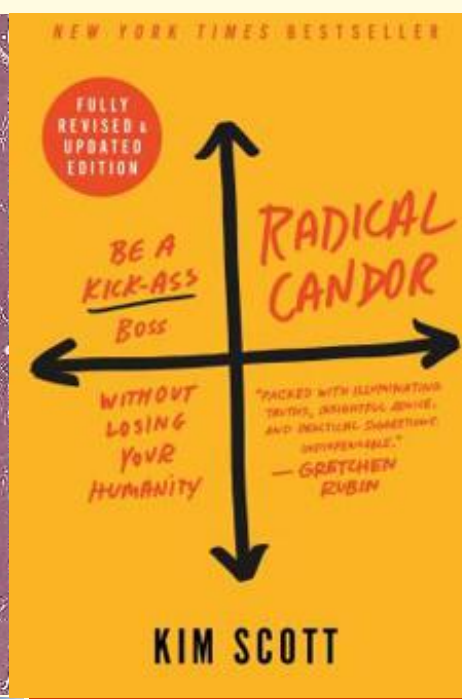
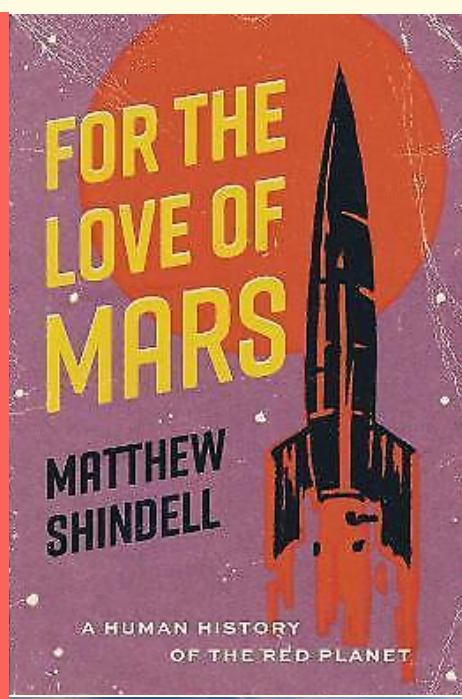
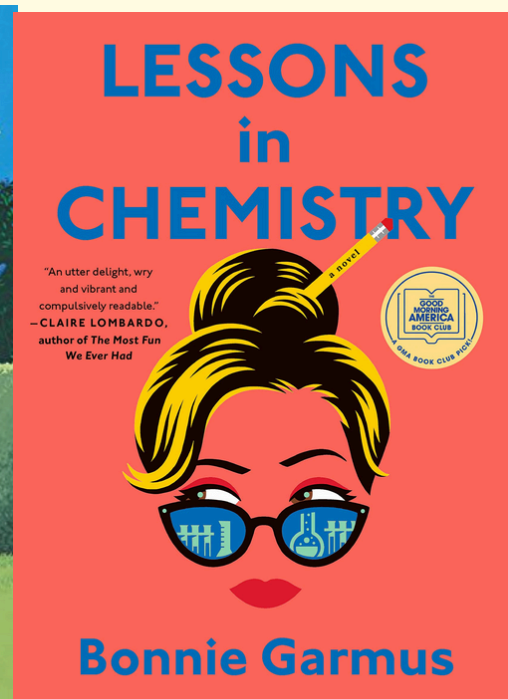
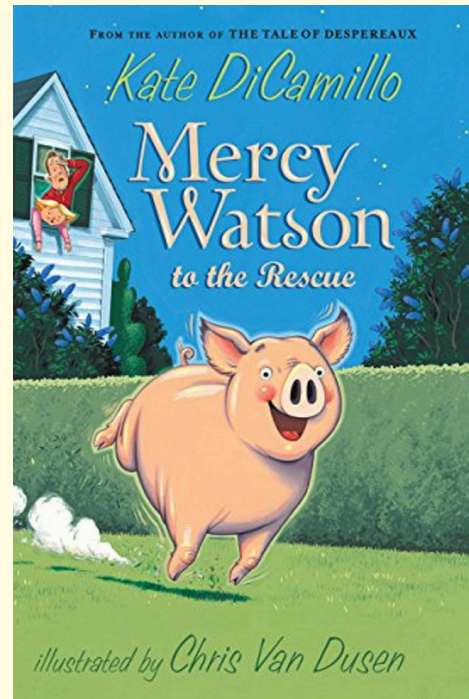


# RPL UnBound

- Friends Speakers Series @ PSC
  - Book Bike at Reading Rec Performances
  - Sunset Storytimes
  - Treats & Beats-apartment complex concerts
  - Lions Friends & Family Day
  - Reading/Lions Annual Fun Run
- 

# Friends Speaker Series

Celebrated authors & compelling speakers to watch live and on-demand, at home or at the library!



# Fall Highlights

## Adults

- Mental Health First Aid
- Disaster Preparedness
- The Salem Witch Trials with Author Dan Gagnon
- The Search for Alien Worlds From Earth's Largest Telescopes
- FSS: Liane Moriarty
- FSS: Liberating Latin American Literature with Author Silvia Moreno-Garcia
- Artist Reception: Community Seed Beading Project

## Children

- Tween Space Ribbon Cutting
- Creeping It Real-Horror Writing Workshop for Tweens
- Trails and Tails Series
- Sulinha Trio Brazilian concert
- Plant Lab on the Patio: Pumpkins, Greens, Houseplants

## Teens

- 6th Grade Tours
- Cemetary Craft
- TAG
- Buildwave: A Hands-On Building Game
- K Pop Craft

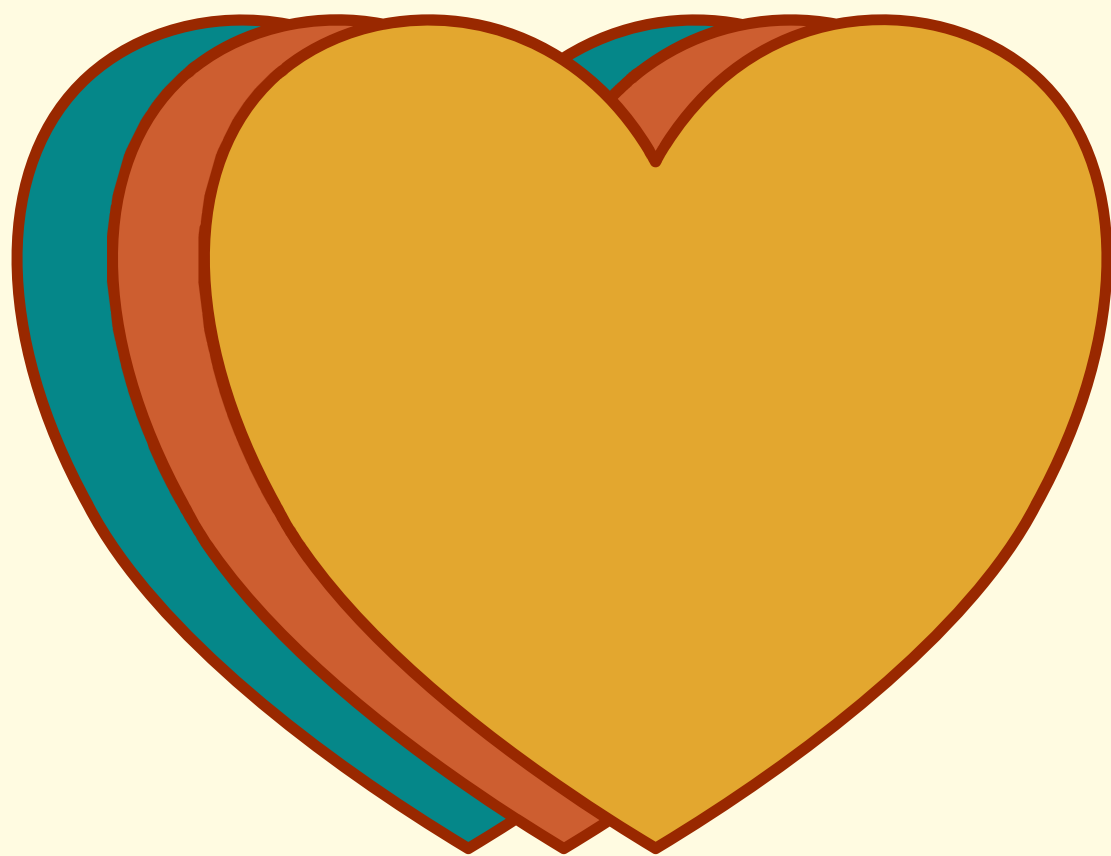




# New & Renewed

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- 1 Dig In Grant Awarded! Runs Oct-Sep
  - 2 TAG: Revised & Aligned With Grant & Building Job Skills
  - 3 Knit Crochet & Mah Jongg Meet Ups
  - 4 Book Groups: The Real Story: Non Fiction , Peter Sanborn Place, Fact or Fiction, Word of Mouth
  - 5 Kids Concert Series: Sulinha Trio, Mara & Motoko, Movement and Music with Ms. Julie, and local legend Peter Sheridan
  - 6 National Voter Registration Day with Town Clerk Laura Gemme
  - 7 Mandarin Storytimes, Music Makers for toddlers, and Hello Baby new parent group
- 





**Thank you!**

# MEETING ROOM POLICY

## Statement of Policy

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The Board of Library Trustees has established this policy regarding use of the Library meeting and conference rooms, and is the sole authority in interpreting these rules and regulations.—The Director is authorized to accept reservations for the use of these rooms in accordance with this policy, and to deny or immediately terminate permission to any group whose programs or policies are inconsistent with the best interest of the Library or that violates this policy.—The Director's interpretation of these rules and regulations shall prevail subject to the final decision of the Board of Library Trustees.

The primary purpose for the Library meeting and conference rooms is to accommodate current and future Library programming needs.—This includes use by Reading Public Library, the Board of Library Trustees, Friends of the Reading Public Library, and Reading Public Library Foundation.—After these needs have been met, these spaces are available on equal terms to agencies of the Town, Reading not-for-profit groups and residents of Reading regardless of beliefs and affiliations, provided that the meetings are open to the public.—Use of the Library's meeting and conference rooms does not imply endorsement of the group's or individual's policies, beliefs, or programs by the Reading Public Library, Board of Library Trustees, or the Town of Reading.

The Applicant signing for the organization or resident assumes responsibility for the conduct of participants and the protection of Library property in connection with the meeting, event or program.—Signee must be at least 18 years old and be an active member of the sponsoring group or a Reading resident. The Trustees, the Library, and the Town of Reading will be not responsible for injury to persons or property while the building or grounds are used by any group.

## Eligibility

Meeting spaces may be rented by Town/government agencies, nonprofits that serve Reading, or Reading residents provided:

1. The meeting, event or program serves an educational, cultural, or civic purpose to the community.
2. Applicants do not charge any fees for registration or attendance, with the exception of Library fundraising activities which require permission from the Board of Library Trustees.
3. Meetings, events or programs are open to the public and doors remain unlocked at all times.
4. The primary clientele are Reading residents.

5. Applicants do not offer sale of any goods or services, or collect attendee information without permission-
6. Applicants agree to pay for any additional fees for special services as outlined in the “Fee Schedule.”
7. Use is limited to twelve (12) ~~times~~ reservations per calendar year.

Library meeting room rentals are intended for occasional use. Clubs, groups or meetups that have membership fees may not use the library as a primary meeting location.

## General Rules for Room Use

1. Meetings cannot conflict with regular Library services or programs.
2. The Library Trustees reserve the right to refuse the use of the Library meeting and conference rooms or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town of Reading.
3. The Applicant requesting the reservation will be the primary contact and the - submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect requests by this individual’s organization in the future.
4. All rental applications must be submitted online at least five (5) business days and no earlier than maximum of three (3) months ninety (90) business days in advance of the date and time of the event. Rental applications are considered “Pending” until the Applicant pays the required fees and receives electronic approval from library staff.
5. Payment is due with 48 two (2) business days hours of notification of approval. Please note that “Approved” applications are not “Confirmed” your reservation is not finalized until payment is received. The Library may cancel the reservation due to non-payment if fees are not received one business day prior to the event.
6. Full refunds are issued issued when:
  - a. Cancellations by the Applicant are received at least one business day in advance of the event.
  - b. If the Library is closed due to weather.
  - c. If the Library must cancel the event due to scheduling conflicts.
- 6-7. to cancellations received one business day in advance of the event, if the Library is closed due to weather, or if the Library must cancel the event due to scheduling conflicts. Cancellations by the Applicant that are received less than one business day in advance may result in forfeiture of the fee.
- 7-8. If rental period or services exceed the initial agreed upon fee, the Applicant will be billed within seven five (75) days.

- ~~8-9.~~\_\_\_\_\_ The rental period is calculated by hour and includes any time for setup or breakdown.
- ~~9-10.~~\_\_\_\_\_ Room rental does not include any custodial assistance with set up or break down, or general technology assistance.— Each room comes with specified furniture and equipment.— For additional services, please see the “Schedule of Fees.”
- ~~10-11.~~\_\_\_\_\_ The Applicant may request custodial or technical assistance (fees apply) no less than five (5) business days in advance of the program.
- ~~11-12.~~\_\_\_\_\_ Rates and fees are subject to change without prior notice.  
Additional fees may apply when paying by credit card.
- ~~12-13.~~\_\_\_\_\_ All meeting rooms must be cleared 10 minutes before scheduled closing time to avoid incurring additional fees.
- ~~13-14.~~\_\_\_\_\_ All publicity materials for non-Library meetings, events or programs must state that the program is not endorsed or sponsored by the Reading Public Library, The Board of Library Trustees, or Library staff.— The Applicant may include the Library address and location, but may not use the Library telephone number or email as a contact point.
- ~~14-15.~~\_\_\_\_\_ The Library reserves the right to send a representative to any event held in the facility in order to ensure that no unlawful action or action contrary to this policy or the Patron Rights and Responsibilities policy is occurring.
- ~~15-16.~~\_\_\_\_\_ The Library reserves the right to cancel a reservation when the Applicant or their representative is not present within 30 minutes after the reservation start time.
- ~~16-17.~~\_\_\_\_\_ Renters-Applicants and attendees will adhere to the Reading Public Library Patron Rights and Responsibilities policy.
- ~~17-18.~~\_\_\_\_\_ Facilities must be left neat and orderly.— The Applicant is responsible for removing all food and beverages.
- ~~18-19.~~\_\_\_\_\_ Library staff is not available to help with set up.
- ~~19-20.~~\_\_\_\_\_ Nothing may be attached to the walls.
- ~~20-21.~~\_\_\_\_\_ Damage to the facilities must be reported promptly.
- ~~21-22.~~\_\_\_\_\_ Light refreshments in the form of beverages and finger foods may be served.
- ~~22-23.~~\_\_\_\_\_ No smoking, vaping or alcoholic beverages.
- ~~23-24.~~\_\_\_\_\_ Storage of material for groups is not permitted within the Library. The Library is not responsible for equipment, supplies, exhibit materials or other materials owned by a group or individual and used in the Library.
- ~~24-25.~~\_\_\_\_\_ Any meeting that includes children or teens requires one (1) adult for every fifteen (15) individuals under the age of 14.
- ~~25-26.~~\_\_\_\_\_ When the Library is open, non-handicapped individuals attending

programs are requested to park on those portions of Middlesex Avenue, Deering or School Streets directly adjacent to Library property. The parking lot is available for use after hours.

## Fee Schedule

<i>Room Rental Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Community Room A/B (Max. capacity 120) Rental includes 50 chairs, 10 tables, podium w/ microphone*; access to projector and screen.	No Fee	\$20 / 3 hrs	\$40 / 3 hrs
Community Room A (60) Rental includes 30 chairs, 5 tables, 1 podium*; access to projector and screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Community Room B (60) Rental includes 30 chairs, 5 tables.*	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Conference Room (25) Rental includes conference table and chairs; laptop/wireless access to screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs

*\*Does not include set up of table and chairs.*

<i>Additional Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Standard Custodial Monday-Friday 9am-8pm	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)
Weekend, Holiday Custodial	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)

General Technology Assistance *	No Fee	\$30 / hr (1 hr min.)	\$30 / hr (1 hr. min)
DVD/Blu Ray	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Microphone / Wireless Microphones	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Piano Fee **	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Tables	No Fee	\$5 / table	\$5 / table
Kitchen Access	No Fee	\$10 / 3 hrs	\$10 / 3 hrs

\*Technology Assistance must be requested at least five (5) business days in advance and is **only** available during regular Library hours.

\*\*Piano use must be approved by Library Director.

Adopted: June 15, 1998  
 Amended: August 15, 2016  
 Amended: February 11, 2017  
 Amended: February 1, 2019  
 Amended: July 12, 2021  
 Amended: September 11, 2023  
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Amended: August 15, 2016  
Amended: February 11, 2017  
Amended: February 1, 2019  
Amended: July 12, 2021  
Amended: September 11, 2023  
Amended: September 9, 2024*

# TUTORING POLICY

The Reading Public Library believes that tutoring is an activity consistent with the Library's role as an educational center in the community and welcomes tutors and students. To accommodate the needs of all library patrons, the Board of Library Trustees endorses the following policy:

1. Professional tutoring is permitted on the ground floor of the Library during normal hours of operation. The Library reserves the right to limit tutoring to accommodate library activities or if tutoring interferes with Library operations.
2. In certain ~~special~~ circumstances, the Library may assign other areas of the building for tutoring. Library staff will clearly identify any overflow or alternative tutoring locations.
3. There is a limit of 2 students per tutoring session.
4. Tutors are responsible for students under 11 years of age while on Library property until released to a parent/guardian or to authorized transportation per the Library's Responsibilities Regarding Minors Policy ~~Safe Child Policy~~.
5. Students and tutors must follow all rules and policies of the Library, including the Patron Rights and Responsibilities Policy.
6. Tutors and students must be conscious of and not be disruptive to other library patrons.
- ~~7. Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction.~~
- ~~7. Tutors are responsible for checking the Library's hours of operation and program schedules before making appointments with students. It is the tutor's responsibility to check the Library's hours of operations and program schedules before making appointments with students.~~
8. Tutors may not reserve tables or other Library spaces, nor may they ask others to move to accommodate a tutoring session.
- ~~9. It is the responsibility of the tutor and the student to make all arrangements prior to arrival at the Library. Tutors and students may not use Library telephones.~~
- ~~9-10.~~ The Library will not take or receive payment on behalf of students or tutors.
- ~~10-11.~~ The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.
- ~~11-12.~~ Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

Adopted: September 16, 2016

Amended: January 13, 2020  
Amended: June 13, 2022  
[Amended: September 9, 2024](#)

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*Adopted: September 16, 2016*  
*Amended: January 13, 2020*  
*Amended: June 13, 2022*  
*Amended: September 9, 2024*

# STRATEGIC AREA OF FOCUS: COMMUNITY LEARNING AND ENGAGEMENT

## **Goal 1: Support the ESL community with programs and services that build community connections**

- Develop partnerships and programming with community organizations
- Explore other programmatic offerings relevant to ESL learners

## **Goal 2: Position Reading Public Library as a space to address community needs and connect with other municipal services**

- Strengthen existing relationships and partnerships with municipal departments and organizations
- Support municipal departments and initiatives with library staff participating in town-wide committees and task forces
- Continue to grow the partnership with Reading Public Schools to support the curriculum, encourage routine use of library services, and foster a positive relationship with reading

## **Goal 3: Continue to offer programming to build new community connections across background, age, or identity**

- Assess the impact of library programs through feedback and demographic studies to ensure they are meeting the evolving community needs
- Explore a variety of programming formats that can include passive, meet-up, virtual, hobby-based

## **Goal 4: Develop transition strategies for all ages to grow into library services**

- Continue to foster relationships with tweens and caregivers through programming and enhancement of tween space
- Develop programs, services, and collections for post-secondary emerging adults.
- Assess the usability of existing teen room to meet the evolving needs of teens

# STRATEGIC AREA OF FOCUS: LIBRARY AS SPACE AND PLACE

**Goal 1: Adapt library spaces that are open to all, ensuring everyone can explore information and resources with ease.**

- Assess the feasibility of broadening library meeting room policy outside of reservations and internal use
- Audit of library spaces for accessibility of library patrons and implementation of results

**Goal 2: Implement strategies to increase diversity among library staff and volunteers**

- Develop a succession plan that includes the strategic recruitment and retention of diverse staff members
- Develop a plan that includes a review and strategic recruitment of diverse volunteers at all levels

**Goal 3: Plan for the future**

- Position the library as a community resource that is open to all, with a commitment to inclusion and equity, meeting library users where they are when they enter the building
- Adapting and anticipating changes in community trends by reviewing library services to ensure RPL is proactive, flexible, and providing relevant services with appropriate funding
- Respond to and prepare for climate change and other environmental concerns
- Investigate the feasibility of completing the Sustainable Libraries Certification program

**Goal 4: Continue enhancement of outdoor library spaces**

- Investigate the feasibility of implementing the Ad Hoc Library Landscape Committee recommendations
- Continue to develop functional outdoor spaces that align with the mission and core values



<b>SUMMARY</b>	<b>Original \$\$</b>	<b>Rev/Adj</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>	<b>% Used</b>
Municipal Salaries	\$ 1,754,250	\$ -	\$ 254,859	\$ -	\$ 1,499,391	14.53%
Municipal Expenses	\$ 143,000	\$ -	\$ 63,240	\$ -	\$ 79,760	44.22%
Municipal Materials	\$ 283,900	\$ -	\$ 74,321	\$ -	\$ 209,579	26.18%
Fines & Fees	\$ 13,594	\$ 2,304	\$ 3,685	\$ -	\$ 12,213	N/A
State Aid	\$ 60,579	\$ -	\$ 18,200	\$ -	\$ 42,379	N/A
Gifts	\$ 188,572	\$ 916	\$ (1,966)	\$ -	\$ 191,453	N/A
Trusts (Expendable Funds)	\$ 108,149	\$ -	\$ 336	\$ -	\$ 107,813	N/A
<b>TOTALS</b>	<b>\$2,552,043</b>	<b>\$3,219</b>	<b>\$412,675</b>	<b>\$0</b>	<b>\$2,142,587</b>	

<b>Municipal Appropriation</b>	<b>Original \$\$</b>	<b>Rev/Adj</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>	<b>% Used</b>
Salaries - Library Administration	\$ 468,400		\$ 70,439	\$ -	\$ 397,961	15.04%
Salaries - Leave Buyback*	\$ -		\$ -	\$ -	\$ -	
Salaries - Collection Services	\$ 506,450		\$ 76,655	\$ -	\$ 429,795	15.14%
Salaries - Public Services	\$ 779,400		\$ 107,765	\$ -	\$ 671,635	13.83%
Expenses - General						
Library Maint Contract Supp	\$ 23,000		\$ -	\$ -	\$ 23,000	0.00%
Professional Development	\$ 14,000		\$ 2,151	\$ -	\$ 11,849	15.36%
Library Programs	\$ 10,500		\$ -	\$ -	\$ 10,500	0.00%
Software/ Licenses	\$ 70,500		\$ 58,154	\$ -	\$ 12,346	82.49%
Library Supplies	\$ 9,000		\$ 1,977	\$ -	\$ 7,023	21.96%
Office Supplies	\$ 5,000		\$ 279	\$ -	\$ 4,721	5.59%
Technology	\$ 11,000		\$ 679	\$ -	\$ 10,321	6.17%
Materials	\$ 283,900		\$ 74,321	\$ -	\$ 209,579	26.18%
Books			\$ 14,733	\$ -		
Audio			\$ 106	\$ -		
Video			\$ 455	\$ -		
Periodicals			\$ 351	\$ -		
Electronic Resources			\$ 24,548	\$ -		
Other Materials			\$ 3,775	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 30,353	\$ -		
<b>TOTALS</b>	<b>\$ 2,181,150</b>	<b>\$ -</b>	<b>\$ 392,420</b>	<b>\$ -</b>	<b>\$ 1,788,730</b>	<b>17.99%</b>

<b>Fines and Fees</b>	<b>Original \$\$</b>	<b>Rev/Adj</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Revenue (and Carryover)	\$ 13,594	\$ 2,304	\$ -	\$ -	\$15,898
Materials			\$ -	\$ -	
Supplies			\$ 3,685	\$ -	(\$3,685)
<b>TOTALS</b>	<b>\$ 13,594</b>	<b>\$ 2,304</b>	<b>\$ 3,685</b>	<b>\$ -</b>	<b>\$12,213</b>

<b>State Aid</b>	<b>Original \$\$</b>	<b>Rev/Adj</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Revenue (and Carryover)	\$ 60,579		\$ -	\$ -	\$ 60,579
Expenses					\$ -
Office Supplies			\$ -	\$ -	\$ -
Professional Development			\$ -	\$ -	\$ -
Materials			\$ -	\$ -	\$ -
Library Other			\$ 16,148	\$ -	\$ (16,148)
Library Equipment			\$ 2,052	\$ -	\$ (2,052)
<b>TOTALS</b>	<b>\$ 60,579</b>	<b>\$ -</b>	<b>\$ 18,200</b>	<b>\$ -</b>	<b>\$ 42,379</b>

<b>Gifts &amp; Donations</b>	<b>Original \$\$</b>	<b>Adj/Income</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Revenue (and Carryover)	\$ 46,109	\$ 93	\$ (3,088)	\$ -	\$ 49,290
Professional Development		\$ -	\$ 600	\$ -	\$ (600)
Recreational		\$ -	\$ 177	\$ -	\$ (177)
Programs & Services Adults	\$ 28,522	\$ -	\$ -	\$ -	\$ 28,522
Programs & Services Teens	\$ 24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$ 11	\$ 823	\$ 80	\$ -	\$ 754
Programs & Services Childrens	\$ 26,629	\$ -	\$ -	\$ -	\$ 26,629
Programs & Services- Local History	\$ 500	\$ -	\$ -	\$ -	\$ 500
Studio	\$ 30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$ -	\$ -	\$ -	\$ -	\$ -
Garden	\$ -	\$ -	\$ 265	\$ -	\$ (265)
Other Gifts (Combined)	\$ 4,685	\$ -	\$ -	\$ -	\$ 4,685
Materials	\$ 27,552	\$ -	\$ -	\$ -	\$ 27,552
<b>TOTALS</b>	<b>\$ 188,572</b>	<b>\$ 916</b>	<b>\$ (1,966)</b>	<b>\$ -</b>	<b>\$ 191,453</b>

<b>Trusts</b>	<b>Original \$\$</b>	<b>Avail/Income</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Appleton / Mansfield	\$ 7,137	\$ -	\$ -	\$ -	\$ 7,137
Edward Appleton	\$ 44,277	\$ -	\$ 336	\$ -	\$ 43,941
R/M Babcock	\$ 3,040	\$ -	\$ -	\$ -	\$ 3,040
Stephen Foster	\$ 9,335	\$ -	\$ -	\$ -	\$ 9,335
Charles Torrey	\$ 1,206	\$ -	\$ -	\$ -	\$ 1,206
Donald Tuttle	\$ 1,039	\$ -	\$ -	\$ -	\$ 1,039
Elaine & George Long	\$ 34,379	\$ -	\$ -	\$ -	\$ 34,379
Barbara Hewitt	\$ 6,230	\$ -	\$ -	\$ -	\$ 6,230
James Rawstron	\$ 1,504	\$ -	\$ -	\$ -	\$ 1,504
<b>TOTALS</b>	<b>\$ 108,149</b>	<b>\$ -</b>	<b>\$ 336</b>	<b>\$ -</b>	<b>\$ 107,813</b>

<b>Name</b>	<b>Non-Expend</b>	<b>Purpose</b>
Appleton / Mansfield	\$ 11,000	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	\$ 5,000	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings for said library.
R/M Babcock	\$ 3,598	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	\$ 12,000	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	\$ 1,000	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	\$ 500	"Books"
Elane & George Long	\$ 5,000	"Books or Equipment"
Barbara Hewitt	\$ 8,952	"Books"
James Rawstron	\$ 1,613	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)
<b>TOTALS</b>	<b>\$ 48,663</b>	

# FY25 Supplemental Spending

## Summary

The Library’s FY25 municipal operating budget is \$2,181,150 with the following breakdown:

Salaries	\$1,754,250	80.5%
Materials	\$283,900	13%
Supplies, Licenses, Equipment Maintenance, Technology	\$118,500	5.5%
Professional Development	\$14,000	0.5%
Programs	\$10,500	0.5%
<b>TOTAL:</b>	<b>\$2,181,150</b>	

RPL receives additional funds in the form of State Aid, gifts, and income from trusts. FY25's recommended supplemental spending is \$103,500 (4% of the municipal budget).

State Aid	\$58,500	56%
Gifts	\$40,000	39%
Trusts	\$5,000	5%
<b>TOTAL:</b>	<b>\$103,500</b>	

These spending recommendations will:

- provide additional funding for special community, adult, teen, and children’s events.
- fund the transcription, digitization, and preservation of Local History materials.
- support staff development.
- provide in-kind contributions for programs and services associated with the "Dig In!" grant.
- fund all marketing and communications to raise awareness of library services.
- upgrade the RPL app, website, and room management software.
- purchase general furniture, fixtures, and equipment (FF&E) to enhance staff work areas, patron accessibility, and outdoor spaces.
- supplement the materials budget as needed.

NOTE: RPL has carried over \$34,109 from FY24 for completion of the hybrid technology upgrades for the Community Room and Conference Room.

## State Aid: Description and Details

The Library maintains certification standards and requirements to receive State Aid. State Aid funds may be used for any purpose. RPL uses State Aid for marketing and communications costs, purchasing new or replacement FF&E and supplementing various municipal operations budget lines. Please visit the Massachusetts Board of Library Commissioners website for more details on the State Aid to Public Libraries program.

State Aid spending recommendations are based on the previous fiscal year's award. The FY24 award was \$58,497.

### **FY25 Recommended State Aid Spending (\$58,500)**

At the end of FY24, the available of State Aid funds totaled \$60,578. As noted above, planned supplemental spending for FY25 is based on the FY24 award. FY26 spending recommendations will be based on the FY25 award.

App, website, and room mgt software upgrades	\$15,000	26%
Equipment and furnishings <sup>1</sup>	\$17,000	29%
Local History transcription, digitization and preservation	\$6,500	11%
Marketing and communications	\$18,000	31%
Miscellaneous	\$2,000	3%
<b>TOTAL:</b>	<b>\$58,500</b>	

<sup>1</sup>*Improvements to outdoor spaces and in-kind contributions to the Dig In! grant.*

## Gifts: Description and Details

RPL receives directed and unrestricted financial gifts. Please see the [Library's Gift Policy](#) for more information.

The Reading Public Library Foundation (RPLF) regularly gives money to RPL to be used at the discretion of the Board of Library Trustees, provided the funds are not used for salaries or expenses that are the responsibility municipal budget.

Financial gifts are reported to the Board of Library Trustees. Donors receive a card or letter of acknowledgment in thanks and for tax-deduction purposes. If requested, RPL also sends acknowledgments of gifts to third parties.

Revenue in the form of gifts varies from year to year. In FY24, RPL received \$28,605 in donations, including a large bequest from the Estate of Lawrence Stiles.

### **FY25 Recommended Gift Spending (\$40,000)**

At the end of FY24, the available gift funds totaled \$188,572. Planned supplemental spending from these accounts is \$40,000.

Equipment & Furnishings <sup>2</sup>	\$22,000	55%
Professional Development/Staff Training <sup>3</sup>	\$8,500	21%
Programs and Services <sup>4</sup>	\$5,000	13%
Supplies	\$1,000	2%
Miscellaneous	\$3,500	9%
<b>TOTAL:</b>	<b>\$40,000</b>	

<sup>2</sup>FF&E including public use Accessibility Station and staff equipment. May be used to support Dig In! grant or improvements to outdoor spaces as needed.

<sup>3</sup>Includes tuition reimbursement as needed

<sup>4</sup>Special community, adult, teen, and children's events. New services as needed.

### **Trusts: Description and Details**

Town meeting establishes trust funds at the request of the Board of Library Trustees or community members. The Commissioners of Trust Funds, a volunteer town board appointed by the Select Board, oversee trust investments to generate revenue and provide sustaining support outside the tax levy. (<https://www.readingma.gov/325/Commissioners-of-Trust-Funds>)

RPL has nine (9) trusts managed by the Commissioners. Each trust specifies what the funds may be used for (e.g. audio, nonfiction, etc.). In FY24, the expendable funds earned \$13,690 interest.

### **FY25 Recommended Trust Spending (\$5,000)**

At the end of FY24, the available balance of expendable trust funds totaled \$112,793. Planned FY25 supplemental spending from these accounts is \$5,000 and will be spent according to individual trust guidelines.

Materials	\$5,000	100%
<b>TOTAL:</b>	<b>\$5,000</b>	

Respectfully submitted,

Amy F. Lannon, Library Director  
*September 5, 2024*

# September 2024 Board of Library Trustees Meeting

## IX. FINANCIAL REPORT

- a) **FY24 Financial Report and State Aid application:** The annual filing is signed and submitted to the Massachusetts Board of Library Commissioners. RPL met its materials expenditure, Municipal Appropriation Requirement (MAR), and service requirements for State Aid eligibility.
  
- b) **Supplemental Spending:** The recommendation for state aid, gifts, and trust income spending to supplement the FY25 municipal appropriation is \$103,500.

These spending recommendations will:

- provide additional funding for special community, adult, teen, and children’s events.
- fund the transcription, digitization, and preservation of Local History materials.
- support staff development.
- provide in-kind contributions for programs and services associated with the "Dig In!" grant.
- fund all marketing and communications to raise awareness of library services.
- upgrade the RPL app, website, and room management software.
- purchase general furniture, fixtures, and equipment (FF&E) to enhance staff work areas, patron accessibility, and outdoor spaces.
- supplement the materials budget as needed.

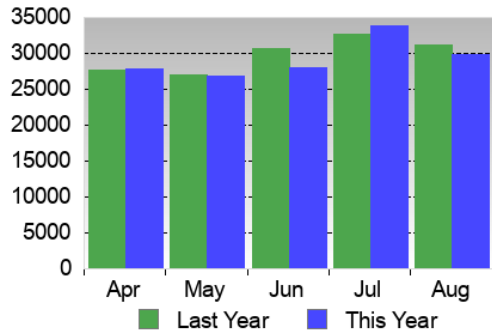
### c) August Gifts

DONOR	AMOUNT	PURPOSE
Armen and Pauline Harootian	\$25.00	General
Cash Donation	\$38.00	General
<b>Total</b>	<b>\$63.00</b>	

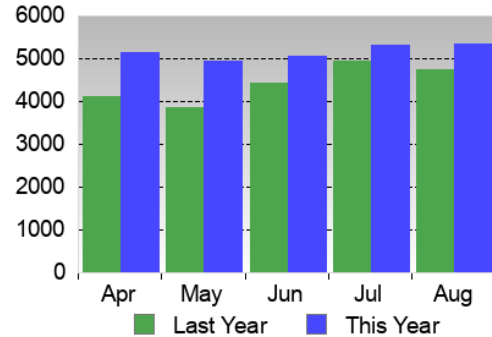
## X. DIRECTOR'S REPORT

### a) August Snapshot

**Physical Circulation**



**Overdrive Circulation**



Usage	August 2024	July 2024	August 2023
<b>Circulation</b>	29,777	33,814	31,107
<b>Locker Use</b>	77	77	85
<b>Meeting Rooms Rentals</b>	25	25	14
<b>Museum Passes</b>	196	216	218
<b>New Library Cards</b>	124	149	137
<b>Overdrive</b>	5,338	5,328	5,4754
<b>Programs</b>	35	45	31
<b>Reference Questions</b>	2,055	2,217	2,447
<b>Visitors</b>	14,971	16,699	14,975
<b>Volunteer Hours</b>	20	113	20

### b) Collections, Programs, and Services

- i) The Readings Magazine published an excellent article about RPL on Wheels in the Fall 2024 issue. The article highlights the library's positive value to the community. See page 68 of RPL's print version or [see it online](#).
- ii) Elder Services Librarian Elizabeth Weilbacher brought the Friends Speaker Series to the Pleasant Street Center (PCS). This event was a great partnership with RPL facilitating a discussion and showing the recording of renowned chef Lidia Bastianich. PSC staff supported the program with coffee, tea, and cookies.
- iii) Passive programming this month was another hit with our Lego scavenger hunt, farm animal play, voting for best elementary school and best athlete, Connect Four bulletin board, light table, and our back-to-school play in the turret. RPL creates spaces where kids can find something to do in every nook and cranny of the library. These activities instill children with social skills, civic engagement, hands-on

learning, and imaginative play. Children's Room staff recorded over 1300 interactions.

- iv) Vehicle Day's 25th anniversary had close to 350 friends and families—a huge thank you to all the town departments that shared their fabulous vehicles with the community.
- v) Cate Zannino kicked off FY25 with a new series called Treats and Beats Concerts. These programs target children and families in hard-to-reach venues. Ms. Zannino coordinated two bilingual family concerts with Rockabye Beats, a band that performs in English and Spanish. Guided by suggestions from the RPS Multilingual Language Learners department, the concerts were at Reading's two largest apartment complexes the Depot/Trident apartments (concert at nearby Washington Park) and the Lakeview Avenue apartments (concert on the complex lawn). Both events also included allergy-friendly popsicle treats for all. Each event reached its target audience and attendance included a large percentage of the resident families.

### **c) Personnel**

- i) If you see them, take a moment to celebrate these September work anniversaries:
  - Meghan McCabe (3 years)
  - Andrea Hogan (11 years)
  - Neftali Gonzalez (20 years)
  - Carol Macomber (24 years)
  - Dawn Colford (31 years)
- ii) Congratulations to Meaghan Clemente, who received a Massachusetts Library System Conference Scholarship to attend the New England Library Association (NELA) Annual Conference in October.
- iii) RPL is working on hiring two new high school pages. This fall we will be looking for additional substitute librarians

### **d) Fall Horizons**

- i) November 23 will be the unveiling event for the Community Beading project.
- ii) The AV upgrade in the Conference and Community Rooms will be the week of October 15-19.
- iii) In October, RPL will welcome Helen Osborne, inventor of Health Literacy Month, and NNLM Education and Outreach Coordinator Margot Malachowski. They will present on Health Literacy, what it is, why it matters, and how to find the answers.



- iv) The Children’s Room “Snack Attack” will focus on the homeschool community and be a recess-type program so they can practice social skills with other homeschool families.
- v) Creator’s Guild: Lego Building continues this fall on Saturdays with the help of Jaclyn Lee, a member of PAIR and a Reading resident.
- vi) The first RPL Dig In programs include Trails and Tales, a program for kids to learn about conservation and discover the trails of Reading, and the Plant Lab. This environmental education program focuses on the patio garden.

**e) Professional Development (selected)**

- A Place Called Vertigo: A Skeptic’s Guide to AI, Large Language Models, and Research Libraries
- Accessibility is Not Accessible
- Civic Literacy in Public Libraries: Why, What, and How
- Communico Attend and Reserve Training
- Creating Accessible Image Descriptions
- Creating Accessible Web Content
- Enhance Onboarding with Niche Academy
- Exploring Public Libraries Survey Data for Peer Comparisons
- Hosting Accessible Events and Meetings
- Introduction to Cataloging
- Repair Events at Your Library
- Strengthening Your Communication Skills
- Yoga and Mindfulness Techniques for Calm Kids (and Librarians!)

Respectfully submitted,

Amy Fang Lannon, Director (*she/her*)  
September 5, 2024

## Ad Hoc Commemoration Establishment Committee

This is the Charge for the Ad Hoc Committee to be approved by the Select Board of Reading, Massachusetts.

**Authority**            **The Ad Hoc Commemoration Establishment Committee (ACE)** is an Ad Hoc Committee under the jurisdiction of the Reading Select Board.

**Membership**        ACE will be comprised of at least seven (7) diverse Reading Residents as follows:

- 1 Select Board Member or designee (ex-officio, appointed by the Select Board)
- 1 Designee of Office of Equity and Social Justice (appointed by the Director of the OESJ)
- 1 Employee of the Reading Police Department (ex-officio, appointed by the Civil Rights Officer)
- 2 Reading residents (appointed by the Select Board)
- 1 Resident student currently enrolled in a school, public or private, funded or partially funded by Reading, in Grades 9-12 (appointed by the School Committee)
- 1 Coalition of Us (CATO) Member or designee (appointed by CATO)
- 1 School Committee Member or designee (ex-officio, appointed by the School Committee)
- 1 Council of Aging Member or designee, with preference to someone who may have been in town during Russell's tenure (appointed by the Council of Aging)
- 1 Designee of the Reading Public Library and Board of Library Trustees (appointed by BOLT)

Associate Membership: 3 Associate Members, appointed by the Select Board. Section 3.3.1.6 of the General Bylaw shall apply to the actions of all associates. Four (4) members must be present for quorum.

Our government values diversity as one of its core strengths, and we wholeheartedly encourage individuals from all backgrounds and walks of life to consider applying for membership on ACE. Diversity not only enriches our work, but also enhances our ability to serve the diverse needs of Reading residents. Every perspective, experience, and background contributes to more

innovative solutions, better decision making, and stronger representation of the community we serve. Our commitment to equal opportunity extends to all, regardless of race, gender, age, religion, disability, gender and/or sexual orientation, or socioeconomic status. A government that reflects the diversity of its people is better equipped to address the challenges and opportunities of our society.

In order to help the Committee carry out its purpose, the Select Board hopes that the following community leaders will lend their professional guidance and advice to the Committee.

- Town Manager
- Superintendent of Schools
- Director of Equity and Social Justice
- Director of Reading Public Library
- President of CATO
- Assistant Town Manager
- Community Development Director
- Community Services Director
- Civil Rights Officer
- Director of Recreation
- Chair or Member of Historical Commission

Meetings may rely upon administrative support provided by Town Hall staff in some cases but not all i.e. scheduling and posting meetings, taking or processing minutes, etc.

**Purpose**

The purpose of this committee is to provide the Reading Select Board with recommendations on the best ways to implement the below listed items:

- Develop a long-term action plan to implement the Select Board's proclamation presented on August 9, 2022, **as shown in Exhibit A.**
- Acknowledge and express accountability for the mistreatment of Bill Russell and his family.
- Establish the funding and infrastructure for the long-term action plan.
- Identify barriers to participation, engagement, and representation for Black and brown people in all aspects of Reading life.
- Honor Bill Russell's legacy by striving to create the vision of an inclusive, equitable, and welcoming community.

The larger purpose of this committee is to launch an annual commemoration of Bill Russell that educates about and builds on the understanding of Bill

Russell's vision and nurtures his legacy of improved civil rights in Reading, making Reading a place that Black and brown people feel a sense of belonging and are empowered to engage within the community.

This day does not need to be called 'The Bill Russell Day', as that is not what he necessarily would have preferred. Rather it should focus on and educate about the causes he promoted: civil rights, equity, justice, inclusion, and sportsmanship.

**Committee Action Plan:** ACE will hold regular meetings (at least monthly) and actively seek community engagement to develop an action plan that learns from, educates about, and commemorates Bill Russell's legacy with the Reading community on an ongoing basis, ACE shall utilize all available resources to:

- Research Bill Russell's history.
- Gather input from the Committee's members, Reading residents, and other information from local DEI related surveys.
- Explore ways in which the town can acknowledge and express accountability for the mistreatment of Bill Russell and his family.
- Invite members of historically marginalized communities to share their stories to better inform Committee and community decisions.
- Collect and archive these stories with the goal of developing or adding to a database to share these stories with others in the community.
- Encourage relationships between town administration, departments, and organizations that will promote, collaborate, and implement the plans recommended by this committee.
- Gather, analyze, and organize information for future planning decisions and the best practices related to events, programs, and activities that promote equity, inclusion, and ensure a welcoming community.
- Research and recommend a structural framework for long-term planning to annually honor and promote the civil rights values advocated and exemplified by Bill Russell.
- Plan and hold at least one community-wide event, program, or activity to launch the annual program.
- Research options for establishing an ongoing town funding source that will ensure continuity for this annual program.
- ACE will work with the Town Manager to transfer the information and responsibilities to a town administrator after the Committee's sunset.

The Committee shall consider the following:

- Black and brown voices in the choice of recommendation.
- Ways to engage as many residents as possible, in both the planning and programming.
- Listen to and consider the concerns and ideas of all residents, administration, and volunteers.
- Using public funds and grants to ensure the continuity of the recommendations.
- If possible, establish contact with the Russell family to inform them of ACE, its purposes, and any related future programming.
- If ACE and future planners aspire to use Bill Russell's name in the title of their recommended plan, the Committee will attempt to obtain permission and invite the Russell family to programming.
- Committee members are encouraged to attend future Cato Conversations.

**Role of the Russell Family**

Recognizing that the Russell family has no responsibility to the Town or obligation to participate or reply, the expectation is that reasonable effort will be made to contact the Russell family and to inform the family of the Committee's purpose and its deliverables. The Committee's decisions are not contingent upon the family's participation or approval, however it is the hope that the family will recognize the goals and intent of this Committee to promote equity and inclusion in Reading as part of Bill Russell's legacy.

No committee with the name of Bill Russell embedded can raise funds without the permission of Bill Russell's estate.

**Deliverable**

The Committee's deliverables shall include, but not be limited to, the following:

1. Report to the Select Board every 2 months on the progress of the Committee until goals are reached.
2. Provide the Select Board with a report exploring the best way for the Town to acknowledge and express accountability for the mistreatment experienced by the Russell Family.
3. Orchestrate and execute the inaugural program.
4. Debrief and use insights gleaned from the event as a foundation to inform and shape subsequent programming.
5. Submit multiple options for annual program recommendations with rationale along with suggestions for funding mechanisms to the Select

Board within 12 months of the start of the ad hoc committee, unless another date is agreed upon by the Select Board.

6. Work with the Town Manager to transfer all information and responsibilities to the town department/administrator that will ensure the continuation of the annual program before the ACE Committee sunsets.

**Sunset**

The expectation of the ACE Committee is that the specified action items outlined above will be completed within a twelve (12) month period. Accordingly, the Committee shall sunset 12 months from vote date but may be extended by Select Board vote.

**Public Body**

The meetings and deliberations of the ACE Committee shall be subject to Open Meeting Law. This committee will abide by Open Meeting Rules. Minutes will be taken and posted as required by law.



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-08-12

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Session: Open Session

Purpose: General Meeting

Version: Final

Attendees: **Members - Present:**

Patrick Egan, Vice-Chair; Cherrie Dubois; Andrew Gregory; Monette Verrier

**Members - Not Present:**

Cappy Popp, Chair; Andrew Grimes, Secretary;

**Others Present:**

Amy Lannon, Director; Michelle Filleul, Assistant Director;  
Meaghan Clemente, Administrative Assistant; Jamie Penney, Head of  
Collection Services;

**Minutes Respectfully Submitted By:** Patrick Egan, Vice-Chair

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## Topics of Discussion:

### I. Call to Order 7:00 p.m.

### II. Public Comment

No public comments were made in person or remotely.

Mr. Egan expressed support for the Worcester Public Library after a librarian at the main branch was assaulted. Mr. Egan noted an outpouring of public support at a community event days later. However, unfortunate events like this underscore the importance of safety protocols.

### III. State of the Collection Report

Jamie Penney, Head of Collection Services, presented an update on the state of the Reading Public Library collection. She noted that the collection includes materials for different audiences, such as adults, teens, or children. These are organized by genre and format. Formats include print, DVDs, music CDs, audiobooks, streaming content, museum passes, and Library of Things items.

Ms. Penney showcased new Tonie box Children's audio devices by presenting examples of Roald Dahl characters. Each figurine sits atop a tissue-box-sized device and reads stories in the voice of popular characters.

RPL incorporates diverse and international materials into the collection. According to surveys from the local public schools, Portuguese and Spanish account for the most non-English languages spoken at home in Reading. Non-English collections include popular English materials translated into other languages and books originally written in different languages. Ms. Penney plans to conduct an official diversity assessment of the

entire collection. For now, librarians strive to be mindful of the availability of diverse content representative of the community.

Ms. Penney summarized the principles of collection management and the life cycle of Library materials. Librarians select and acquire materials and continuously evaluate the collection for condition, relevancy, and popularity. All librarians participate in collection development. Ms. Penney oversees the materials budget for existing and new collections. Librarians use professional journals, vendor analysis tools, popular media, and patron requests and suggestions to inform selection decisions. Ms. Penney noted that patrons can access more materials through interlibrary loans within the North of Boston Library Exchange (NOBLE) network and beyond.

RPL follows Continuous Review, Evaluation, and Weeding (CREW) guidelines to maintain quality throughout the collection. Librarians review usage statistics and regularly assess the collection. Ms. Penney noted that librarians assess the collection using several factors known as MUSTIE. This refers to materials that are misleading, factually inaccurate, ugly, worn, superseded by new editions, outdated, irrelevant to the community's needs and interests, or readily available elsewhere. RPL keeps track of other copies that are available in the NOBLE network. If patrons ask for items no longer in the collection, items are often available at other libraries, and comparable information can be found online.

RPL donates used materials to More than Words, a charity that provides educational training and support to at-risk youth.

Ms. Penney noted that Reading is an information-rich community where cookbooks, craft books, and gardening books are popular.

Ms. Penney presented a snapshot of July circulation and holdings statistics for print items. This report does include renewals. Miscellaneous items include museum passes and Library of Things items. Ms. Penney is working to develop a more comprehensive statistical report analyzing the collection. RPL is regularly one of the top circulating libraries per capita in NOBLE.

Ms. Penney explained that the publishing term "YA" stands for "Young Adult," which is often synonymous with "Teen." Young adults can range broadly in age and prefer printed titles over audiobooks. However, Playaways remain a popular format due to being self-contained audiobook devices and the lack of CD players in many modern vehicles. She noted that many titles are no longer released in DVD or CD format as streaming becomes more prevalent.

Ms. Penney regularly reviews lists of old hold requests from patrons who pick up materials in Reading. She carefully reviews holds that have gone unfulfilled for more than 30 days for various reasons, ranging from patrons with long overdue items to the need for additional copies to reduce wait times.

Ms. Penney clarified that digital OverDrive content is accessible through the Libby application. E-books and e-audiobooks are growing in popularity. Any Massachusetts resident can obtain a Boston Public Library card to access a broader range of materials. RPL cardholders also have access to collections from other Massachusetts library consortia.

Ms. Penney thanked the Board and excused herself at 7:39 p.m.



#### **IV. Review: Meeting Room Policy**

Ms. Filleul reviewed minor adjustments to the Meeting Room Policy. The policy now includes language elements of the new calendar and room booking software through Communico. Changes include handling potential credit card fees, which could begin in about six months using Stripe. The Town currently uses Stripe for tax payments and other bills. Like most governments and nonprofits, the Town charges processing fees directly to users, and the Library intends to do so initially. The Library will regularly monitor and evaluate usage and expenses associated with the credit card payment system and make necessary changes.

The Board discussed additional corrections, clarifications, and consistency. For example, "48 hours" was changed to "two (2) business days." The intent of the text remained the same. The Board discussed the flexibility of "may" versus the firmness of "will" regarding cancellations for nonpayment.

The Board expects to review these edits and vote on the policy at the September meeting.

#### **V. Review: Tutoring Policy**

Ms. Filleul reviewed minor changes to the Tutoring Policy that clarify that tutors are responsible for monitoring and communicating with their students. The policy now correctly references the new Responsibilities Regarding Minors Policy, and Ms. Filleul recommended removing language regarding the use of library space as a classroom or place of business for tutors as it is difficult to enforce.

She noted that sentences within the seventh and eighth points should be separated into multiple points for clarity and emphasis. The Board expects to review these edits and vote on the policy at the September meeting.

#### **VI. Discussion and Vote: FY26-FY30 Strategic Plan**

Maura Deedy from Local Librarian Consulting, LLC incorporated revisions discussed at the July meeting into the FY26-FY30 strategic plan. Language regarding the Library landscape project and staff and board diversity was softened, emphasizing investigating feasibility rather than firm action and commitment.

The Board discussed the intent behind broadening the Meeting Room Policy, determining that RPL should be open to opportunities to expand the number of reservations and make other Library spaces available. Other changes could include for-profit groups reserving Library spaces or meeting as yet unidentified community needs. Library staff will review and analyze meeting room usage to increase usage by both the public and the Town. The Board discussed current meeting room use. Ms. Filleul noted that rental rates have stayed the same but could change. RPL plans to promote meeting room space further once the room reservation software and hybrid technology upgrades are complete. Ms. Lannon noted that by FY30, the duration of this strategic plan, the Town may have made decisions on the potential community center project that may make new community meeting spaces available.

Ms. Verrier suggested translating RPL policies, documents, and website content into other languages to improve accessibility and inspire a better understanding of Library offerings.

The Board discussed the fourth Community Learning and Engagement goal regarding young adult transition strategies. Members noted the importance of navigating life transitions such as from child to tween, tween to teen, and teen to young adult. The

Board asked to broaden this goal beyond the 13-20-year age range. Ms. Lannon will work to improve the draft language for this goal.

The Board discussed the status of the Library Landscape Committee (LLC) and related project plan recommendations. They will review and prioritize the LLC recommendations based on budget requirements. Ms. Lannon noted that including the project as a strategic and focused goal may help obtain future grant funding and donations. Mr. Gregory suggested restructuring the goal to focus on improving the overall outdoor space rather than the Committee's project.

Mr. Egan asked the Board to clarify the use of "Data" in Goal Two of the Library Space as Space and Place. The Board agreed that this included town census data with community demographics.

The Board expressed concerns about the item specifying the development of a more diverse board. The item could be interpreted as influencing the results of public elections, and overall, the current Board has no control over election results. They critiqued the item using the Superintendent as an example. The Superintendent has no control over the members of the School Committee but has discretion regarding teachers and staff. This goal should be rephrased to remove the Board specifically and encompass all volunteers to improve and expand community engagement.

The Board further discussed strategies to engage community members representing diverse groups and improving engagement with volunteers could help facilitate a greater sense of belonging at RPL.

The Board will review and vote on the FY26-FY30 strategic plan in September.

## **VII. Financial Report**

Ms. Lannon reported that the first month of FY25 spending is off to a good start. The FY25 materials budget has been reviewed and allocated across various content and format categories. 86% of this week's warrant is for the Library's annual payments to the North of Boston Library Exchange (NOBLE) for automated library network services and the renewal of Wowbrary, OverDrive, EBSCO, and other digital resources.

The Unitarian Universalist Church of Reading gave a generous donation to benefit the Office of Equity and Social Justice and future Juneteenth celebrations.

## **VIII. Director's Report**

Data shows an increase in the usage of the exterior Library lockers after several months of service disruptions, as has the use of OverDrive content.

The Library recently submitted the Annual Report Information Survey (ARIS) to the Massachusetts Board of Library Commissioners (MBLC).

The MBLC recently awarded RPL a \$20,000 "Dig In" grant, which will launch one year of programming and services to establish the Library as a horticultural hub for the Town of Reading. This library-wide grant will complement the long-term projects being reviewed by the Ad Hoc Library Landscape Committee and the recent short-term beautification and maintenance efforts among volunteers, the Department of Public Works, and the Facilities Department.

Ms. Filleul reported that the Library will launch a completely new mobile application later this month, requiring users to do a new install and delete the old app. Access to the old app has been extended for one month during the transition. Despite some software and

privacy challenges, RPL and Communico have made progress with the Google and Apple versions of the app. RPL will promote the upcoming transition online, on social media, Google Play, and the Apple App Store to build awareness.

Ms. Lannon noted that a new EBSCO Home Improvement Source DIY database will provide access to full-text content from leading home improvement magazines and reference books, as well as a unique collection of images and information on home improvement and repair projects including gardening, design, painting, and decorating.

The Library's 25<sup>th</sup> annual Vehicle Day will take place in the Library parking lot on Tuesday, August 13. The Library will be closed on Friday, November 1, for the staff's annual professional development day. A new children's librarian is scheduled to begin on Monday, August 26. The Library hopes to hire two more part-time high school pages this fall.

**IX. Approval of July 8, 2024, Meeting Minutes**

*Motion: To approve the minutes from the July 8, 2024, Board of Library Trustees meeting as written.*

*(Dubois / Gregory)*

*Vote: Approved 4-0*

**X. Future Agenda Items**

In September, the Board will vote on the FY26-FY30 strategic plan. Head of Public Services Andrea Fiorillo will present an update on fall programming and summer reading. The Ad Hoc Library Landscape Committee will also present an update on the exterior library landscape project.

Ms. Filleul will let the Board know when the Library's new mobile application will be available for previewing and beta testing.

Adjournment 8:32 p.m.

*Motion: To Adjourn*

*(Gregory / Verrier)*

*Vote: Approved 4-0*

Respectfully Submitted,

Patrick Egan, Vice-Chair

<b>Reading Holdings by ARIS statistical categories</b>				
<b>Format</b>	<b>Adult</b>	<b>YA</b>	<b>Child</b>	<b>Total</b>
Audio	7,547	8	420	7,975
Books	33,548	5,086	28,113	66,747
Materials in electronic format	238	66	18	322
Miscellaneous	248	0	943	1,191
Print Serials	1,658	101	222	1,981
Video	9,712	0	541	10,253
<b>TOTAL</b>	<b>52,952</b>	<b>5,261</b>	<b>30,257</b>	<b>88,470</b>
<b>Reading Circulation by ARIS statistical categories.</b>				
<b>Format</b>	<b>Adult</b>	<b>YA</b>	<b>Child</b>	<b>Total</b>
Audio	593	0	479	1,072
Books	9,941	2,180	17,091	29,212
Materials in electronic format	120	17	24	161
Miscellaneous	96	0	204	300
Print Serials	646	9	23	678
Video	1,770	4	492	2,266
<b>TOTAL</b>	<b>13,166</b>	<b>2,210</b>	<b>18,313</b>	<b>33,689</b>

# READING PUBLIC LIBRARY

STRATEGIC PLAN  
2026 - 2030



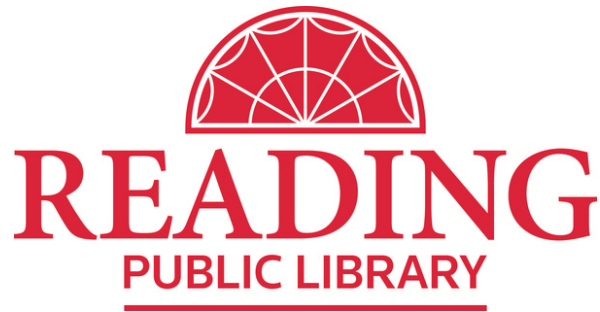
# PLAN SUMMARY

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Reading is facing the challenges of many communities in Massachusetts and beyond, with high-cost housing, an aging population, and divisive local politics. What sets Reading apart is active civic engagement, a community poised to embrace the challenges and welcome new residents, and a public library that models impactful municipal partnerships. Reading Public Library is a high performing organization, with established and refined core library services delivered by a professional and innovative staff. Reading Public Library serves a desirable and affluent community known for its good schools and proximity to both urban and green spaces. With its charm and amenities, Reading attracts newcomers, inspires community participation and provides aspirations to age in place.

How does the library meet the needs of all the community members, ensuring the core values are centered in decision making? How does the library continue to sustain and innovate core services, while expanding outreach and services to community members who are underserved by the library? How does the library plan for the future during uncertain times?

Through the planning process, community members and library staff engaged in deep thinking and thoughtful conversation. The result is a plan that builds on previous strategic priorities, and includes a new mission statement that captures the essence of the work: Building Community, Creating Connections. These connections, to each other, technology, information, and services are all essential for building community.



## **Library Board of Trustees and Governance**

Christian "Cappy" Popp, Chair  
Patrick Egan, Vice Chair  
Andrew Grimes, Secretary  
Cherrie Dubois  
Andrew Gregory  
Monette Verrier  
Amy Fang Lannon, Library Director

## **Strategic Planning Committee**

Michelle Filleul  
Amy Fang Lannon  
Olivia McElwain  
Jamie Penney  
Monette Verrier

## **Consultant**

Maura Deedy, Local Librarian Consulting

August 12, 2024 | approved by the  
Reading Public Library Board of Trustees

## MISSION

### **Building Community, Creating Connections.**

Reading Public Library's mission is to connect all people with opportunities to grow and learn, and to provide resources to support a welcoming and engaged community.

## VISION

Evolving together to strengthen communication, equity, collaboration, and learning.

## CORE VALUES

Education  
Equity  
Accountability  
Access





# STRATEGIC AREA OF FOCUS: CUSTOMER CONVENIENCE AND PERSONALIZATION

## **Goal 1: Engage with the community as co-creators in library programs, services and designs**

- Accessibility assessment with direct involvement from patrons with disabilities to evaluate library programs, services, and technology
- Multi-language programs and services, organized with input from community, town departments, partners schools about event specifics
- Operationalize the translation of library publications, documents and communications

## **Goal 2: Explore library service points outside the library building**

- Develop pilot programs for satellite library services in various community locations, those already existing and those being planned
- Investigate the feasibility of increasing self-services, including library lockers, vending kiosks and returns

## **Goal 3: Expand collections and access for multi-language residents**

- Build robust collections of print and digital materials in languages spoken by Reading residents
- Advocate to the library network to improve integrated library system capabilities to support multi-language resources and findability
- Support English language learning goals with print and digital material and services at various proficiency levels

## **Goal 4: Continue to deliver, improve, and evaluate core library services**

- Support lifelong learning for all residents at all ages by providing collections that inspire, inform and bring joy through personalized services
- Maintain a welcoming, fun, engaging environment
- Continue to support non-traditional or low-literacy library users

# STRATEGIC AREA OF FOCUS: COMMUNITY LEARNING AND ENGAGEMENT

## **Goal 1: Support ESL community with programs and services that build community connections**

- Develop partnerships and programming with community organizations
- Explore other programmatic offerings relevant to ESL learners

## **Goal 2: Position Reading Public Library as a space to address community needs and connect with other municipal services**

- Strengthen existing relationships and partnerships with municipal departments and organizations
- Support municipal departments and initiatives with library staff participating on town-wide committees and task forces
- Continue to grow partnership with Reading Public Schools to support curriculum, encourage a routine use of library services, and foster a positive relationship with reading

## **Goal 3: Continue to offer programming to build new community connections across background, age, or identity**

- Assess the impact of library programs through feedback and demographic studies to ensure they are meeting the evolving community needs
- Explore a variety of programming formats that can include passive, meet-up, virtual, hobby based

## **Goal 4: Develop transition strategies for young adults (ages 13-20) to grow into library services**

- Continue to foster relationships with tweens and caregivers through programming and enhancement of tween space
- Engage with teens as co-creators of teen room programs, services and collections
- Assess usability of existing teen room to meet the evolving needs of teens

# STRATEGIC AREA OF FOCUS: LIBRARY AS SPACE AND PLACE

## **Goal 1: Adapt library spaces that are open to all, ensuring everyone can explore information and resources with ease.**

- Assess the feasibility of broadening library meeting room policy outside of reservations and internal use
- Audit of library spaces for accessibility of library patrons, and implementation of results

## **Goal 2: Implement strategies to increase diversity among library staff and board members**

- Develop a succession plan that includes the strategic recruitment and retention of diverse staff members
- Create a process for assessing board composition and use data to support the development of a diverse board

## **Goal 3: Plan for the future**

- Position the library as a community resource that is open to all, with a commitment to inclusion and equity, meeting library users where they are when they enter the building
- Adapting and anticipating changes in community trends by reviewing library services to ensure RPL is proactive, flexible and providing relevant services with appropriate funding
- Respond to and prepare for climate change and other environmental concerns
- Investigate the feasibility of completing the Sustainable Libraries Certification program

## **Goal 4: Continue the Library Landscape Project**

- Investigate the Ad Hoc Library Landscape Committee recommendations for implementation feasibility
- Support the Ad Hoc Library Landscape Committee fundraising efforts

# METHODOLOGY

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When it came time to start the strategic planning process for the next plan, library leadership reflected on the framework and structure of the FY21-25 plan. The strategic priorities were evergreen, and there were also opportunities to continue the work and develop new goals to meet the evolving needs of the Reading Community.

The planning process began in spring 2024 with a review of recent municipal surveys, including Town of Reading Community Diversity, Equity, and Inclusion Needs Assessment, Youth Risk Behavior Survey 2023, ReImagine Reading Survey, RECALC Summary report, and various library related surveys including the work of the Library Landscape Project. The library was a full partner in the Town of Reading Community Diversity, Equity, and Inclusion Needs Assessment and several of the recommendations in that report are reflected in the goals. These surveys provided rich insight into the aspirations and needs of Reading's residents pulling from various perspectives and community needs.

These insights provided the framework for community engagement sessions which were held with older adults, Partners and Allies for Inclusive Reading members (PAIR), multi-language learners, municipal stakeholders, trustees and library staff in the spring of 2024. Stakeholders were asked questions about the needs of Reading residents, and explored where the library could make an impact. Staff work groups worked on exercises to develop a new mission statement. They spent time thinking about the strategic priorities and what success would look like when the plan was realized. The Library steering committee finalized the documents.

Together, these insights brought forth the strategic goals to shape the focus of library staff in the next several years. This plan is the culmination of insights and thoughtful dialogue about the needs and aspirations of Reading's residents and the Reading Public Library's ability to make an impact.