



## Town of Reading Meeting Posting with Agenda

### Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-02-12

Time: 7:00 PM

Building: Reading Public Library

Location: Conference Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Patrick Egan, Chair

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: [rpltrustee@noblenet.org](mailto:rpltrustee@noblenet.org)



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

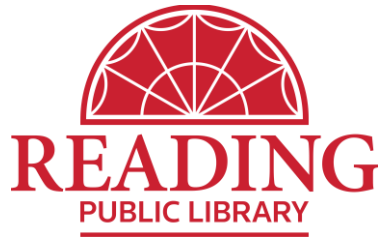
- I. Call to Order
- II. Public Comment
- III. Technology Plan Update
- IV. Discussion on BOLT Committees and Liaisons
- V. REVIEW: Borrowing Policy/Fines and Fees Policy Combined
- VI. Tween Spot Update
- VII. Charter Review Update
- VIII. Financial Report
- IX. Director's Report
- X. Approval of January 8, 2024, Meeting Minutes
- XI. Future Agenda Items

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# TECHNOLOGY PLAN

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06/30/2024-07/01/2025



Prepared by: Michelle Filleul, Assistant Director

February 12, 2024

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## Background Information

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Reading is a gracious, vibrant, and affluent community bolstered by a stable tax base, strong public institutions, and active civic engagement. Its gem of a library plays a significant role in sustaining high literacy levels and academic achievement. (Source: FY21-FY25 Strategic Plan)

## Vision and Mission

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### *Mission*

The Reading Public Library is a center and resource for learning and civic engagement. We provide a place and platform of, by, and for the people who can benefit as individuals as well as contribute to the well-being of the community.

### *Vision*

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

## Technology Statement

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The Reading Public Library is a center for learning. The library is committed to staying current with technology and providing resources for the Reading community to bridge the digital divide. Our technology resources reflect this. Our technology goals include:

- Staying current within two years of the latest software releases for public and staff computers.
- Replacing PCs on a rotating five-year basis
- Updating and installing hybrid audio-visual equipment in both the Conference and Community Rooms
- Expanding the use of the Oculus Meta Quest 2 for in-person programming targeted towards virtual job training
- Upgrading the Envisionware security gates and people counter.

## Current State of Technology

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### *Technology for Public Use*

To provide resources for the Reading community and to bridge the digital divide, the library has

- 25 public PC workstations with the Windows 10 and the 2019 Microsoft Office Suite.
- Eight gaming computers: four in the Teen Room and four in the Children's Room.
- Two iMacs with the Adobe Creative Suite in the Studio.
- Eight laptops for in-library use and six Chromebooks for external library use.
- Two public pay-to-print stations with both onsite and mobile printing options. Today's Business Solutions (TBS) and Town IT maintain the software (PaperCut) and hardware (printers and pay stations). Patrons can pay for print jobs with cash, credit cards, and Apple Pay.
- A dedicated printer and two iPad kiosks for research in the Health Nook.
- A ScanEz Machine for general faxing, scanning, and copying.
- A microfilm machine, standalone printer, and large scanner are in the Local History Room.
- Five Smart TVs for programs and video conference meetings. These are in the Studio, Conference Room, Local History Room, Children's Program Room, and Reference workroom.
- New iPad catalog kiosks (2023) with specialized software: one in the Children's Room, one on the Ground Floor, and two on the main floor.
- A growing Library of Things collection with various technology items, including a Merge VR kit, three Meta Quest 2 Oculus VR headsets, three projectors, and six WIFI hotspots.
- Five Tech Logic Self-Check Stations. Tech Logic maintains the self-check station hardware and software. The self-check server is offsite and maintained by Town IT.
- Town IT maintains the Envisionware Security Gates and People Counter. The Envisionware gates server is cloud-based and hosted by Envisionware. The gates will reach their end of life in September 2024.
- Bibliotheca Library Lockers that allow patrons to check out materials 24/7: Bibliotheca maintains the locker's hardware and software.

- An Automated Materials Handler system for patron self-return of items. Lyngsoe maintains the PV Supa automated return system through a contract with Bayscan. The server for the automated return is within the system itself
- The library provides wireless Internet access inside and outside the building from 7 am to 10 pm, seven days a week. Town IT manages the wireless internet hardware and software.
- Public internet access is provided and maintained by the North of Boston Library Exchange (NOBLE).

### *Technology for Staff Use*

Library staff use workstations, computer peripherals, and other equipment to provide programs and services to the community. The inventory of staff equipment includes:

- 38 staff workstations. Peripherals for some stations include RFID pads, barcode scanners, and receipt printers.
- Five iPads.
- Nine laptops.
- One WiFi hotspot.
- Internet and Town network access managed by Town IT.

Library staff use many web-based and locally installed software programs. A selection of these include:

- The integrated library system software (ILS) Evergreen is managed by NOBLE. The most recent Evergreen system upgrade was in January 2024.
- Gimlet to track reference interactions.
- Assabet Museum Pass software.
- Springshare LibCal event and room management software.
- Mosio's Text-a-librarian.

### *Communications*

Each year, the Communications Working Group evaluates all social media platforms, our newsletter, and our website to assess community reach and engagement. Social media platforms are dynamic, and our Communications Specialist keeps abreast of these changes. Staff members are informed of changes and how we can continue to engage and educate the public using these platforms.

In addition, the library uses other channels of communication, including:

- In-library digital signs using BrightSign software; there is one digital sign on each floor of the library.
- The Reading Public Library App was designed and maintained by OCLC Capira. Capira is working on an upgrade allowing users to check materials out in the stacks using RFID. There are currently 1720 library app users.
- A WordPress-powered website hosted by BlueHost. The contract with Bluehost runs through June 2025.
- MailChimp.
- Survey Monkey.
- S'more.
- Adobe Creative Suite.
- Canva.

### *Other Technology*

- Reading Community Television maintains broadcasting equipment in the Community Room
- Facilities maintains security cameras.
- Town IT manages the telephone system
- The Town manages and pays for three multifunction (print, scan, copy) machines and a postage machine for staff use only.

### *Accessibility Tools*

- One public PC has Jaws from Freedom Scientific/Vispero software installed to aid low-vision patrons
- The Community Room audio system has Listen iDSP-IR Receivers. All staff are trained to use this equipment.
- Each service desk has a PocketTalk translator for staff use. The PocketTalk translator and a LingoPen, a reading and language assistant tool, are both available in our Library of Things collection
- The library website has Google Translate, an accessibility toolbar, and all website images have alternative text descriptions

## Future State of Technology

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The library is actively looking at ways to improve hybrid meeting technology. The goal is to allow anyone using the community and conference rooms to host remote and in-person meetings easily in these spaces with the equipment installed in the rooms.

Staff are considering using the Oculus Meta Quest 2 for in-person programming targeted toward virtual job training. This is in the early stages and would require a community business or educational partner. There are programs statewide in other states where a company has created tutorials for trainees to learn a new hands-on skill through virtual reality training. An example of this is being trained to provide kidney dialysis.

Our Netguide program is our one-on-one introductory technology training program staffed by high school volunteers. It has been on hold since the pandemic. Staff are working to launch a revamped program for summer or fall 2024.

The library anticipates updating the website and moving away from WordPress and Bluehost in 2024. Options include using Civic Plus to align with the Town of Reading website and integrating a knowledge-based product like LibGuides to organize the content.

We are collaborating with the town to update our cybersecurity. Efforts include mandatory two-factor authentication and integrated password management software.

As the town shifts to a more secure digital environment, the library administrative and leadership teams and the other town departments will be added to the Town's active directory.

Library staff are expected to stay informed about using AI tools in libraries and education through conferences and professional development.

In closing, the Reading Public Library is future-focused. Staff use the Strategic Plan and follow technology needs and trends to provide the community with up to date equipment, software and services. Specific technology questions and suggestions should be addressed to the Assistant Director. This document is updated yearly with input from the Director, Town IT and the Board of Trustees.



# BORROWING, FINES, AND FEES POLICY

## Purpose

This policy outlines the borrowing privileges and related fines and fees for use of Reading Public Library materials and services.

## Borrowing Privileges

The Reading Public Library lends items to all public library card holders with library cards in good standing (i.e., no billed items). To protect our collections, the library reserves the right to refuse service to anyone who abuses borrowed items or is repeatedly late in returning borrowed items.

## Checkout Limits

Most library materials have no borrowing limits. However, to allow everyone to have access to items in certain collections we limit:

- Video Games: 2 per patron.
- Adult Library of Things: 2 per patron.
- Children's Library of Things: 2 per patron.

## Notices and Fines

All notices, communications, bills and account blocks are in accordance with the NOBLE "Standard Overdue and Billing Policy." <https://www.noblenet.org/sis/about-noble/policies/standard-notice-policy/>

Reading does not charge overdue fines and Reading patrons are not responsible for overdue fines from other libraries.

Reading patrons are responsible for bills pertaining to lost materials from any library. Long overdue items are considered lost and the patron account may be blocked until the item is returned or the bill has been paid

Fines may be paid in person using cash or check, or online with a credit card from the patron's account. Patrons must pay the replacement costs as set by the lending library for lost or damaged items.

## Fees

- Printing/Copying                    \$0.20 per page black/white  
    \$0.25 per page color
- Document retrieval                \$0.20 per page black/white  
    \$0.25 per page color
- Replacement Cards                \$1.00

*Adopted:            August 14, 2017*  
*Amended:        October 15, 2019*  
*Amended:        November 9, 2021*  
*Amended:        December 11, 2023*  
*Amended         March 11, 2024*

# BORROWING, FINES, AND FEES POLICY

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## Borrowing Privileges Periods

The Reading Public Library lends items to all public library card holders with library cards in good standing (i.e., no billed items). [To protect our collections, the library reserves the right to refuse service to anyone who abuses borrowed items or is repeatedly late in returning borrowed items.](#)

~~Unless otherwise noted, all Reading Public Library materials without waiting lists may be renewed twice. Please see “Renewals” for further information.~~

### ~~14 Days~~

- ~~• Books~~
- ~~• Magazines~~
- ~~• Audiobooks~~
- ~~• Videogames~~
- ~~• Library of Things<sup>1</sup>~~

### ~~7 Days~~

- ~~• Express Books  
(no renewals)<sup>2</sup>~~
- ~~• DVDs~~
- ~~• CDs~~
- ~~• Telescope<sup>1</sup>~~

### ~~3 Days~~

- ~~• Express DVDs (no renewals)<sup>2</sup>~~

### ~~1 Day~~

- ~~• Museum Passes (no renewals)<sup>3</sup>~~

~~<sup>1</sup> Certain materials, such as items in the Library of Things, must be picked up and returned at the Reading Public Library.~~

~~<sup>2</sup> Express items may not be placed on hold.~~

~~<sup>3</sup> Certain materials, such as museum passes and selected online resources, are limited to Reading residents.~~

~~*\*Special arrangements may be made by request. Extended loans are also available to Reading teachers and for school or special projects.*~~

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## Special Collections

### —*Local History*

~~Items in the Library's local history collection, including microfilm, do not circulate. Access to the local history room is by request only. Reservations are through the Research and Reader's Advisory desk and may be made in advance or on a walk-in basis.~~

### —*Library of Things*

~~Certain items, such as audio-visual equipment, may have age restrictions.~~

### —*"In-Library Use" Equipment*

~~This equipment may be used ONLY in the library and may be checked out for two hours per day.~~

## Renewals

~~Autorenewal uses an automated process to identify and renew items that are eligible for renewal. Autorenewal for Reading patrons applies only to items that belong to the Reading Public Library. Items from other NOBLE libraries may be renewed in person, by telephone or online.~~

~~Materials from non-NOBLE libraries may not be renewed.~~

## Restriction of Borrowing Privileges

~~Borrowing materials is unrestricted unless the patron has overdue items with a billed status. The billed status (as established by the automated system) is firm, and unless there is compelling reason to act otherwise, delinquent patrons will be unable to check out any library materials until their record is cleared.~~

## Fines and Fees

~~Please see the Fines and Fees Policy for information regarding overdue, lost, or damaged materials.~~

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- Telescope <sup>1</sup>

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## Fines and Fees

Please see the Fines and Fees Policy for information regarding overdue, lost, or damaged materials.

*Adopted:* August 14, 2017  
*Amended:* October 15, 2019  
*Amended:* November 9, 2021  
*Amended:* December 11, 2023

# Fines and Fees

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The purpose of this policy is to outline fines and fees for use of Reading Public Library materials and services. All communications, bills and account blocks are in accordance with the NOBLE “Standard Notice Policy” and “Long Overdue and Billing Policy.” Reading patrons are not responsible for overdue fines from other libraries with the exception of bills pertaining to lost materials. Long overdue items are considered lost until returned or the bill for the item has been paid.

## Fines

*Fines may be paid in person using cash or check, or online with a credit card from the patron’s account.*

Library of Things	\$5.00/day up to the replacement cost of the item
Laptops, Tablets	\$5.00/hour or full replacement cost after 1 day
Lost items*	Replacement cost of the item

*\*Patrons must pay replacement cost of lost or damaged materials. Replacement costs vary. Speak to a staff member for more information.*

## Fees

Fax (facsimile)	\$1.00 per page
Photocopies	\$0.20 per page
Printing	\$0.20 per page black/white \$0.25 per page color
Document retrieval	\$0.20 per page black/white \$0.25 per page color

## Replacement Library Cards

\$1.00

*Adopted: 10/94*

*Approved: June 19, 1995*

*Amended: October 10, 2017*

*Amended: October 15, 2019*

*Amended: November 9, 2021*





*Town of*  
**READING**  
**LIBRARY**

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# LOOK BOOK CONTENTS

- 01 HISTORY**
- 02 ABOUT THE SPACE**
- 03 DRAWINGS**
- 04 KEY PRODUCT DETAILS**
- 05 EDUCATIONAL JUSTIFICATION**
- 06 CALL TO ACTION**
- 07 THANK YOU**



# Project Partners





# Reading **COMMITMENT**

## **Library Goals & Plans**

A good public library holds up a mirror to its community; a truly great public library both holds up a mirror to the community and opens a window out to the larger world. Through its services, collections, and relationships with the community, a library can help a community see itself more clearly as well as everything around it.





# Reading PHILOSOPHY

## **Mission**

The Reading Public Library is a center and resource for learning and civic engagement. We provide a place and platform of, by, and for the people who can benefit as individuals as well as contribute to the well-being of the community.

## **Vision**

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



# Reading HISTORY

## The Reading Public Library

64 Middlesex Avenue in Reading, Massachusetts.

Previously known as the Highland School, the two-story brick-and-concrete Renaissance Revival building was designed by architect Horace G. Wadlin and built in 1896-97. The building was listed on the National Register of Historic Places in 1984, the year it was converted for use as the library. In 2016, the library completed a two-year long renovation and expansion designed by CBT Architects.



# ABOUT THE SPACE



## The Wilderness Retreat

The Wilderness Retreat space, aims to corral partnership, promote creativity, and engage young adventurers in outstanding explorations.

Each section offers opportunities to investigate independently, in pairs, or with a small group.

The trees welcome readers into the space by captivating their senses and creating intrigue for the wilderness.

Pieces are mobile, fabricating a non stagnant environment; allowing individuals to experience the space freely and safely. The structure and layout of space also works to advance librarian guidance - elevating programming, differentiation, and agency.



# DRAWINGS





# DRAWINGS



# DRAWINGS



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# Product DETAILS

100% of NorvaNivel designs are created with case studies, educational studies, design philosophies, and experiential learning in mind.

100% of NorvaNivel designs include sensory considerations - textures, colors, shapes, angles etc.

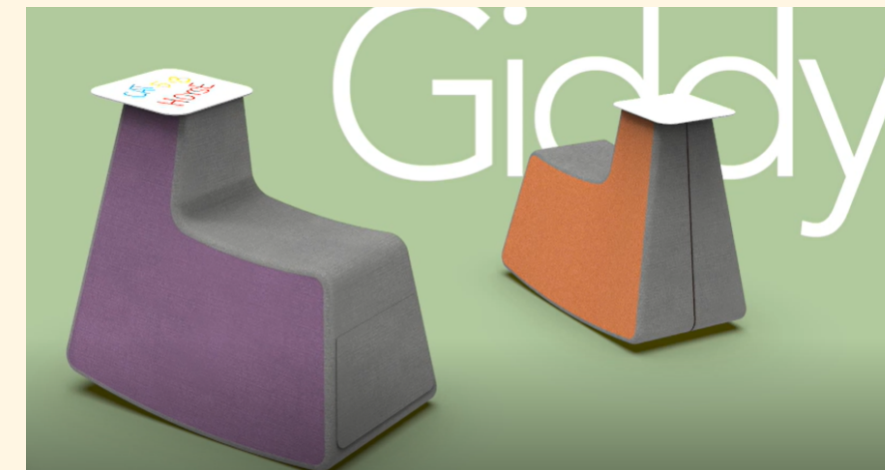
Pedagogy Furniture's The Giddy, was designed with research foundations from Columbia University.

Antimicrobial

Flexible/Mobile

Curriculum  
Supporting

Interchangeable



# Product Key

© NORVANIVEL 2023. ALL RIGHTS RESERVED. THESE SPACE DESIGNS HAVE BEEN CREATED FOR COMMERCIAL PURPOSES AND MAY NOT BE REPRODUCED NOR DISTRIBUTED BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF NORVANIVEL.

ID	QTY	SKU	DESCRIPTION	ITEMS AND DIMENSIONS	FINISHES
A	1	10-T0270-WR	SunshineOnACloudieDay Foldable Table Adjustable Height Frame Writable	1x 69" x 39" x Adjustable Frame: 26.5"H- 41"H	1x Top: Writable, Edge: Natural Ash, Frame: Silver
B	2	giddy-chair-1	Giddy Chair	2x Giddy Chair	1x Seat/Zipper Side: Modena Graphite, Sides: Guardian Canopy 1x Seat/Zipper Side: Modena Graphite, Sides: Kilkinney Grassland
C	2	12-EJ048-G	GRASSYOTT Small Dome Grassy Textile	2x 24" x 24" x 12"H	
D	2	08-JL009	Learning Tree		
E	5	11-SG043	GENGA Small	5x 23.5" x 12" x 6"H	3x Maglia Wisteria, 2x Maglia Aqua
F	1	11-SG007	GENGA Large	1x 47" x 12" x 6"H	1x Maglia Goldenrod
G	1	10-C0915-C	Conclave Booth Outer Bookcase Pair Carpet	2x Conclave Booth Outer Bookcases 54" x 22" x 35"H	2x Carcass: Natural Ash, Edge: Mouse, Back: Carpet
H	1	10-CADD-001	WorkPad Caddy w/ WorkPads	1x WorkPad Caddy 17" x 28"H 10x WorkPads 16" x 2"H	3x Maglia Goldenrod, 2x Kilkinney Mirage, 3x Modena Sanctuary, 2x Guardian Canopy
I	1	10-C0931	TacTiles	1x Long Pile Square (Mopsi) 9" x 9"H 1x Grassy Square (Grassy) 9" x 9"H 1x Bear Fur Square (Furi) 9" x 9"H 1x Blanky Square (Minky) 9" x 9"H 1x Velvet Square (Velli) 9" x 9"H 5x Velcro Strips 3x Acoustic sticker-back squares	
J	2	12-EJ043	Conclave Booth Inner	2x 40" x 18" x 18"H	2x Vanguard CV Autumn



# EDUCATIONAL JUSTIFICATION

Research from Antioch University and Harvard University supports movement and choice throughout the experiential learning space.

Movements as those found in symmetrical/bilateral activities are positively emphasized within growth and developmental processes. Symmetrical movement (forward-backward motion) is linked with working-memory and long-term memory function. Bilateral movement (side-to-side motion) allows for a cross-sensory effect which is key in gross/fine motor activities such as running, handwriting, reading, tying shoe laces etc.

Providing choice within any learning environment is pivotal in supporting equitable cognitive, physical, and socio-emotional development. Learning environments should remain needs-based instead of advocacy-based. Increased agency generally equates to increased self-actualization and confidence within the growth process and in a designated space.



# COGNITIVE JUSTIFICATION

Research from Johnson & Wales University showcases the amazing responsibility the Limbic System has regarding imagination and neuroprocessing.

The Limbic System is a section of the brain in charge of processing memories and emotion as well as responses to environmental stimulus. When the parts of this system work in tandem, our relationships to memories and emotional reactions to sensory stimuli designate our imagination and problem-solving capabilities.

Designing a space which mimics the wilderness, a rainforest, the jungle... can work to positively influence the Limbic System's functioning as well as promote growth in both curiosity and brainstorming.



# Call to **ACTION**



Research suggests that 80% of knowledge base is formed by what is experienced in a environment and not through direct instruction. 20% of knowledge base is direct instruction processed through what an individual has already experienced. When youth enter into their 'reading zones' - imaginations soar, understanding increases, and the journey to self-appreciation and connection begins.

Considering this, let's take the steps to ensure and cultivate a Wilderness Retreat which promotes equity, agency, experience, and the growth of transversal skill.



*Thank*  
**YOU**





SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 929,842	\$ -	\$ 768,308	55%
Municipal Expenses	\$ 143,200	\$ -	\$ 104,627	\$ -	\$ 38,573	73%
Municipal Materials	\$ 273,675	\$ -	\$ 135,148	\$ -	\$ 138,527	49%
Fines & Fees	\$ 12,791	\$ 5,047	\$ 1,829	\$ -	\$ 16,009	N/A
State Aid	\$ 88,662	\$ 29,587	\$ 54,493	\$ -	\$ 63,756	N/A
Gifts	\$ 329,118	\$ 3,674	\$ 31,115	\$ -	\$ 301,677	N/A
Trusts	\$ 48,663	\$ 98,732	\$ -	\$ -	\$ 147,395	N/A
<b>TOTALS</b>	<b>\$ 2,594,259</b>	<b>\$ 137,040</b>	<b>\$ 1,257,053</b>	<b>\$ -</b>	<b>\$ 1,474,245</b>	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 247,443	\$ -	\$ 199,507	55.36%
Salaries - Leave Buyback*	\$0		\$ 2,656	\$ -	\$ (2,656)	
Salaries - Collection Services	\$536,300		\$ 307,425	\$ -	\$ 228,875	57.32%
Salaries - Public Services	\$714,900		\$ 372,317	\$ -	\$ 342,583	52.08%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 22,673	\$ -	\$ (673)	103.06%
Professional Development	\$14,000		\$ 10,805	\$ -	\$ 3,195	77.18%
Library Programs	\$4,000		\$ 2,264	\$ -	\$ 1,736	56.60%
Software/ Licenses	\$69,200		\$ 58,078	\$ -	\$ 11,122	83.93%
Library Supplies	\$8,500		\$ 3,893	\$ -	\$ 4,607	45.80%
Office Supplies	\$4,500		\$ 1,585	\$ -	\$ 2,915	35.22%
Technology	\$11,000		\$ 5,330	\$ -	\$ 5,670	48.45%
Equipment	\$10,000		\$ -	\$ -	\$ 10,000	0.00%
Materials	\$273,675		\$ 135,148	\$ -	\$ 138,527	49.38%
<i>Books</i>			\$ 56,687	\$ -		
<i>Audio</i>			\$ 3,467	\$ -		
<i>Video</i>			\$ 1,598	\$ -		
<i>Periodicals</i>			\$ 2,300	\$ -		
<i>Electronic Resources</i>			\$ 24,640	\$ -		
<i>Databases</i>			\$ 14,150	\$ -		
<i>Other Materials</i>			\$ 6,004	\$ -		
<i>Overdrive (eBooks / eAudiobooks)</i>			\$ 26,301	\$ -		
<b>TOTALS</b>	<b>\$ 2,115,025</b>	<b>\$ -</b>	<b>\$ 1,229,771</b>	<b>\$ -</b>	<b>\$ 945,408</b>	<b>58.14%</b>

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	5,047	\$ -	\$ -	\$ 17,838
Materials			\$ -	\$ -	\$ -
Supplies			\$ 1,829	\$ -	\$ (1,829)
<b>TOTALS</b>	<b>\$ 12,791</b>	<b>\$ 5,047</b>	<b>\$ 1,829</b>	<b>\$ -</b>	<b>\$ 16,009</b>

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ 29,077	\$ -	\$ -	\$117,739
Expenses					
Office Supplies		\$158	\$158		\$0
Professional Development				\$ -	\$0
Materials			\$ 530	\$ -	(\$530)
Library Other			\$38,916	\$ -	(\$38,916)
Library Equipment		\$352	\$14,889		(\$14,537)
<b>TOTALS</b>	<b>\$88,662</b>	<b>\$29,587</b>	<b>\$54,493</b>	<b>\$0</b>	<b>\$63,756</b>

<b>Gifts &amp; Donations</b>	<b>Original \$\$</b>	<b>Adj/Income</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
<i>Revenue</i>	\$44,769	\$ 2,715	\$ -	\$ -	\$ 47,484
Professional Development		\$ -	\$ -	\$ -	\$ -
Recreational		\$ -	\$ 988	\$ -	\$ (988)
Programs & Services Adults	\$29,522	\$ -	\$ -	\$ -	\$ 29,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 450	\$ -	\$ 1,600
Programs & Services Childrens	\$88,755	\$ 500	\$ 14,400	\$ -	\$ 74,855
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 9,626	\$ -	\$ 64,730
Other Gifts (Combined)	\$7,759	\$ -	\$ 5,650	\$ -	\$ 2,109
Materials	\$26,844	\$ 459	\$ -	\$ -	\$ 27,303
<b>TOTALS</b>	<b>\$ 329,118</b>	<b>\$ 3,674</b>	<b>\$ 31,115</b>	<b>\$ -</b>	<b>\$ 301,677</b>

<b>Trusts</b>	<b>Non-Expend</b>	<b>Avail/Int</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Appleton / Mansfield	\$ 11,000	\$ 5,558	\$ -	\$ -	\$ 16,558
Edward Appleton	\$ 5,000	\$ 40,032	\$ -	\$ -	\$ 45,032
R/M Babcock	\$ 3,598	\$ 2,462	\$ -	\$ -	\$ 6,059
Stephen Foster	\$ 12,000	\$ 7,477	\$ -	\$ -	\$ 19,477
Charles Torrey	\$ 1,000	\$ 1,014	\$ -	\$ -	\$ 2,014
Donald Tuttle	\$ 500	\$ 905	\$ -	\$ -	\$ 1,405
Elaine & George Long	\$ 5,000	\$ 35,143	\$ -	\$ -	\$ 40,143
Barbara Hewitt	\$ 8,952	\$ 4,908	\$ -	\$ -	\$ 13,860
James Rawstron	\$ 1,613	\$ 1,233	\$ -	\$ -	\$ 2,846
<b>TOTALS</b>	<b>\$ 48,663</b>	<b>\$ 98,732</b>			<b>\$ 147,395</b>

<b>Name</b>	<b>Purpose</b>
Appleton / Mansfield	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings
R/M Babcock	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	"Books"
Elane & George Long	"Books or Equipment"
Barbara Hewitt	"Books"
James Rawstron	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)

# February 12, 2024 Board of Library Trustees Meeting

## VIII. FINANCIAL REPORT

a) **FY24 Update:** The FY24 budget is fine.

b) **December Gifts:**

DONOR	AMOUNT	PURPOSE
Cynthia Langley	\$100.00	In Honor of Catherine Symonds and Richard Plzak
Greg and Robyn Ferrazzani	\$100.00	General
Lyn Chaharyn	\$50.00	In Memory of Mary Blake
Elizabeth Button	\$100.00	In Memory of Diane Dresser
The Winsor Family	\$50.00	In Memory of Diane Dresser
Kathleen and Maura Buckley	\$25.00	In Memory of Mary Anne Arabian
Ellisa C. Harris	\$100.00	In Memory of Mary Anne Arabian
Gail Senese	\$20.00	General
Various Cash Donations	\$30.00	General
<b>Total</b>	<b>\$575.00</b>	

## IX. DIRECTOR'S REPORT

a) **January Snapshot**

\*The exterior pickup lockers are waiting for repairs

Usage	January 2024	December 2023	January 2023
<b>Circulation</b>	26,571	26,571	27,307
<b>Locker Use</b>	N/A	7*	41
<b>Meeting Rooms Rentals</b>	26	18	21
<b>Museum Passes</b>	129	150	134
<b>New Library Cards</b>	109	93	51
<b>Overdrive</b>	5,613	4,961	4,361
<b>Programs</b>	67	57	54
<b>Reference Questions</b>	1,842	1,700	2,245
<b>Visitors</b>	15,199	12,970	13,513
<b>Volunteer Hours</b>	13	4	N/A

## **b) Services, Programs, and Collections**

- i) Decolonizing the Dewey 200s: The traditional Dewey section for religion is the 200s, with Christianity using 200-289, leaving 290-299 for all other world religions. Collection Services is working with a new crosswalk (set of Dewey #'s) that provides a more equitable classification of world religions. This project, being coordinated at a national level, aligns with RPL's Equity and Access core values.
- ii) Annual MLK Event: January 15, 2024, was a great success with almost 500 attendees.
- iii) Star Wars Trivia night with our very own trivia jockey, Justin Acosta. The event drew fathers and son teams, 20-somethings on dates, and so many proud Star Wars geeks.
- iv) The Sunday voice and piano concert was well attended, with 32 attendees. The third and last performance will be on February 25, when Roald Wilson will take listeners on a journey around the world with music and instruments from cultures across six continents.
- v) Introductory Mah Jongg has been a great hit. This January series featured wonderful instruction from RPL's own Alissa Landau. We're planning another Alissa-led series in July and a drop-in play weekly beginning in February.

## **c) Horizons**

- i) RPL is working with CATO (the Coalition of Us) to host a viewing of the second half of the Bill Russell documentary on February 13 and a follow-up CATO Conversation on February 15.
- ii) We are waiting on the Library Locker Fix. Thank you for your patience.
- iii) We have started the process for the FY26-30 Strategic Plan.
- iv) RPL will have a team working on an FY25 LSTA Dig-In Grant application through the Massachusetts Board of Library Commissioners. The application is for \$20,000 for programs, collections, and services centered on nature, gardening, and sustainability. Applications are due in April.
- v) The National Library of Medicine is loaning RPL a traveling exhibit from April to mid-May called "Promising Future, Complex Past: Artificial Intelligence and the Legacy of Physiognomy," which explores the history of physiognomy and its influence on contemporary artificial intelligence and computer science technologies.
- vi) We are hosting a gun safety discussion with RPD and Everytown on March 4. This was requested in our programming survey.
- vii) Website and intranet redesigns/updates coming this summer/fall.
- viii) Trustee Dates:
  - (1) March 5, 2024, Local Elections
  - (2) March 11, 2024, General Meeting

(3) April 8, General Meeting

(4) April 22, 25, 29, and May 02, Annual Town Meeting

#### d) Personnel

February Anniversaries

- Michelle Filleul (21 years)
- Desiree Zicko (5 years)

**Welcome Jorge Sanchez!** We are pleased to welcome custodian Jorge Sanchez, who is taking over the morning/afternoon custodial work from John D.

**Retirement:** Suzy Axelson is retiring in March! We wish her well and many moons of fun and family.

**Job Posting:** We have posted a part-time (20 hr. per week) Borrower Services Library Associate position. The hiring committee for the position is Jamie, Olivia, and Alissa. Resumes are rolling in!

#### e) Professional Development (selected)

- Anatomy of a Book Challenge
- Canva 2.0 for Libraries: Page Layout Design
- How to Use Microsoft Access Beginner Tutorial
- Massachusetts Conflict of Interest Law Training
- Modern Database Management Normalization
- Outreach Services for Underserved Children
- Rhode Island Office of Library and Information Services Sensory Storytime: A Panel Discussion
- SQL for Beginners Tutorial
- Using Lucid Chart to Draw an Entity Relationship Diagram (ERD) Tutorial
- Welcome to NOBLE Session

Respectfully submitted,

Amy Lannon, Director (*she/her*)

February 8, 2024



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-01-08

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, Chair; Monette Verrier, Vice-Chair; Andrew Grimes, Secretary;  
Cherrie Dubois; Cappy Popp, Monique Pillow-Gnanaratnam

**Members - Not Present:**

**Others Present:**

Amy Lannon, Director; Michelle Filleul, Assistant Director;  
Meaghan Clemente, Administrative Assistant; Joseph McDonagh, Financial  
Committee Liaison to Reading Public Library (remote); Andrew Gregory,  
Resident; Tara Gregory, Resident;

**Minutes Respectfully Submitted By:** Andrew Grimes, Secretary

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## Topics of Discussion:

### I. Call to Order 7:03 pm.

### II. Public Comment

No public comments were made in person or remotely.

### III. Library Landscape Project Update

Based on feedback, Activitas has provided drafts of four rough conceptual ideas for the exterior library landscape project. Additional information from the ongoing survey will impact and guide the direction of future designs. The survey has received approximately 256 responses and will remain open through Friday, January 12. Ms. Filleul reported a solid response rate comparable to other library surveys.

A working group for the project consists of Library Landscape Committee members Andrea Hogan, Desirée Zicko, and Cherrie Dubois, as well as Community Development Director Andrew MacNichol, Economic Development Director Ben Cares, Library Director Amy Lannon, and other Town employees from the Facilities and DPW departments. The next meeting is scheduled for January 31 to review draft updates and narrow down preferred potential designs.

Although the holidays have caused some minor delays, the project has made substantial progress since the formation of the Library Landscape Committee approximately one year ago. Questions may be directed to Ms. Lannon, Ms. Dubois, or Mr. Popp.

#### **IV. Financial Report**

Ms. Lannon reported that expenses are on track for this time of year. RPL received several notable gifts totaling \$736 in December. Ms. Verrier asked about the budget line for software and license expenses, which is 83% expended as of December. Ms. Lannon clarified that this is due to large renewals frontloaded early in the fiscal year, such as the Library's North of Boston Library Exchange (NOBLE) membership.

Ms. Lannon also noted that the Library is completing its financial commitment to the community DEI assessment conducted by Opportunity Consulting. The remainder of the project will be covered by grant funds from the Town Manager's office.

Ms. Lannon presented the FY25 Level 1 Budget to the Select Board in December. When asked about upcoming staffing needs during the presentation, Ms. Lannon noted that a part-time assistant for the Office of Equity and Social Justice may be necessary to expand services and serve the Town's Diversity, Equity, and Inclusion needs.

#### **V. Director's Report**

In December, Ms. Lannon reported positive library usage with increased foot traffic and 57 library programs. However, the exterior pickup lockers are currently awaiting a new part for repair. The Library hopes that repairs will be completed soon, as many patrons seek a quick pickup option during the cold winter months.

Over the weekend, the North of Boston Library Exchange (NOBLE) installed a significant upgrade to Evergreen, the integrated library management software used by all member libraries. This is the first major upgrade in several years. NOBLE resolved upgrade issues with patron logins today. NOBLE and library staff are working to identify and correct other minor technical backend issues.

The new Sleuths on the Loose subscription service program provides registrants access to new and upcoming mystery titles. Registrations filled quickly. Those on the waitlist will be part of a second round with access to the books when returned from the first subscribers.

The Pleasant Street Center Book Club, formerly the Not-Too-Stuffey Book Group, is relocating to the Library in January and will be rebranded as the Studio 64 Book Group. The group will merge with the RPL Book Group in the fall to create a larger fiction-based book group. This will allow staff to develop a new nonfiction book group to serve diverse interests better. Ms. Dubois asked about the timing of the new combined meetings. Ms. Lannon explained that staff are still working on scheduling to accommodate the needs and preferences of all participants. However, the Library may offer daytime and evening sessions featuring the same book. Ms. Lannon emphasized balancing varying genre preferences and facilitating positive conversations. Ms. Dubois suggested that participants could choose and lead discussions on different books.

Fifty-four students from Austin Preparatory School recently visited the Library for a research project, resulting in new library cards and checkouts. The Library hopes to see more student visitors due to its proximity to the school. In the first half of FY24, 6,203

people attended 341 regular, virtual, and offsite library programs. Twenty-six passive program activities have also generated numerous interactions.

The Library sent copies of the Reading Daily Times Chronicle microfilm from January to June 2023 for digitization to be added to the online Reading Chronicle Archives. In December, about 80 users accessed this database resource. Mr. Popp noted that this number is likely higher due to how Google Analytics handles user browser settings. Mr. Egan highlighted this resource in the Reading Public Library Foundation's newsletter.

The Dr. Martin Luther King Jr. Day community breakfast and cultural celebration will be held at the Reading Memorial High School Performing Arts Center from 9:30 to 11:00 am on Monday, January 15. The event will feature projects, performances, presentations, and keynote speaker Latifa Ziyad.

Federal and state tax forms will be available soon. For the first time since the onset of the COVID-19 pandemic, the Library will host tax assistance for adults aged 50 and older with some income restrictions. Appointments will be offered on Wednesdays from 9:15 am to 1:00 pm from February 14 through April 10. Tentative registration begins on January 16 through the Pleasant Street Center.

Ms. Lannon reminded the Trustees that the next general meeting on February 12 will be Ms. Pillow-Gnanaratnam's last. The local election is scheduled for March 5. Those elected must be sworn in by March 11 to participate in the next general meeting. Ms. Lannon complimented the Town Clerk's Office on their strong organization of local election logistics. Mr. Egan noted that paperwork regarding campaign finances must be completed by elected officials at Town Hall, even if no funds were raised.

Ms. Lannon noted that the Library continues to be fully staffed. However, long-time custodian John Davis is retiring this month. Although he technically works for the Facilities Department, Mr. Davis has been the dedicated Library custodian for most of his 42 years of service. Mr. Davis has always been the heart of the Library family, going above and beyond to set up programs, protect collections, and maintain the 38,000 square feet of the 125+-year-old building. A public retirement reception in the Library Community Room will be held on Thursday, January 18, from 1:00 to 3:00 pm. Ms. Dubois complimented Mr. Davis' high-quality maintenance and local knowledge.

The RMHS Interact Club has requested permission to set up a collection bin in the library lobby to collect hygiene products and non-perishable packaged foods to ship out to deployed U.S. Army soldiers. Collections would start January 22 and continue through February 14.

*Motion: To approve the placement of a collection bin in the Reading Public Library lobby from January 22, 2024, through February 14, 2024, for care packages benefitting U.S. Army soldiers. (Dubois / Popp)*  
*Vote: Approved 6-0*

## **VI. Approval of December 11, 2023, Meeting Minutes**

*Motion: To approve the minutes of the December 11, 2023, Trustee Meeting as written. (Popp / Verrier)*  
*Vote: Approved 6-0*



## VII. Future Agenda Items

Ms. Lannon thanked the Board for approving recent revisions to the Borrowing Policy. However, Library staff would like to implement a new change to one area of the policy, which will be presented in February and voted on in March. Ms. Lannon also suggested that the Board consider electing designated liaisons for areas such as human resources, finance, the Friends of the Reading Public Library, and other local groups or areas of interest at the March meeting.

Ms. Lannon and Ms. Filleul clarified that the Exam Cram program, which provides teens with collaborative study areas and snacks, will take place from January 17 through January 19 in alignment with the Reading Memorial High School exam schedule.

Mr. Popp complimented the Tween space mural. Ms. Lannon explained that furnishings are in the process of being ordered, although slightly delayed due to holidays and vacations. Furnishings should arrive within three months of being ordered.

Ms. Filleul noted that the Massachusetts Library Association will host various legislative breakfasts at different libraries rather than a Library legislative day at the State House in Boston. These events highlight the legislative agenda for the upcoming fiscal year and help legislators learn about what libraries are doing. Ms. Filleul invited Board members to attend a breakfast and noted that the closest one is Friday, February 9, at 8:00 am at the Wilmington Memorial Library. Ms. Filleul will share informational resources with the Board for review.

Ms. Filleul and Public Services Division Head Andrea Fiorillo will be going to the State House this week regarding two bills impacting school libraries. Ms. Fiorillo will provide testimony, and Ms. Filleul will attend as president of the Massachusetts Library Association. The bills are similar to those recently presented regarding public libraries. They are associated with active issues such as access, censorship, and intellectual freedom that will also be discussed at upcoming legislative breakfasts.

Adjournment: 7:39 pm.

*Motion: To Adjourn 7:39 pm (Popp / Grimes)*

*Vote: Approved 6-0*

Respectfully Submitted,

Andrew Grimes, Secretary