



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2025-02-10

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 Community 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



Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. RMLD Update on EV Charger Use
- IV. Technology Plan Update
- V. Financial Report
- VI. Director's Report
- VII. Discussion: Sunsetting or Extending the Ad Hoc Library Landscape Committee
- VIII. Approval January 13, 2025, Meeting Minutes
- IX. Future Agenda Items
 - a. March
 - i. Spring Programming Update
 - ii. Policy Regarding Minors
 - b. April
 - i. OESJ Update
 - ii. New Trustee Introduction

TECHNOLOGY PLAN 2025



READING
PUBLIC LIBRARY

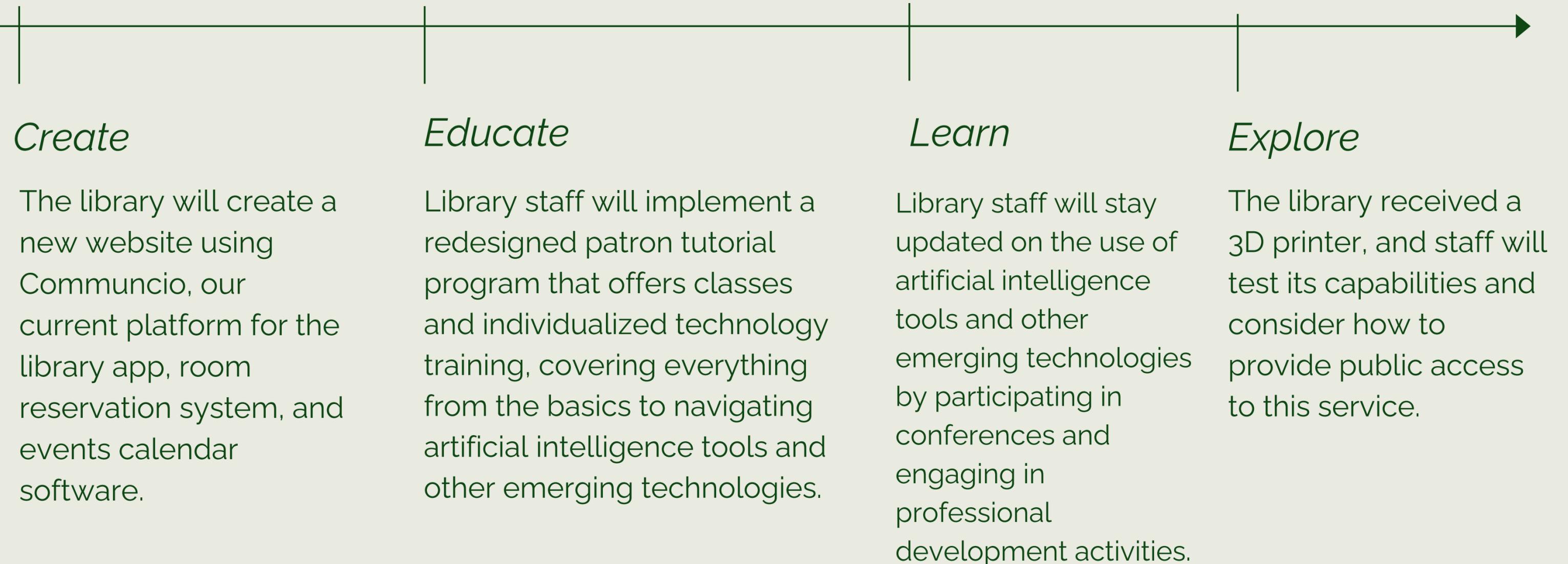
The Library is committed to staying current with technology and providing resources for the Reading community to bridge the digital divide.



HIGHLIGHTS FROM 2024

- Meeting Room Audio Visual Upgrade
- New Library App
- New Events and Meeting Reservation Software

FUTURE STATE OF TECHNOLOGY



Thank you.



SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,754,250	\$ -	\$ 992,385	\$ -	\$ 761,865	56.57%
Municipal Expenses	\$ 143,000	\$ -	\$ 101,573	\$ -	\$ 41,427	71.03%
Municipal Materials	\$ 283,900	\$ -	\$ 153,972	\$ -	\$ 129,928	54.23%
Fines & Fees	\$ 13,606	\$ 7,227	\$ 5,671	\$ 3,002	\$ 12,159	N/A
State Aid	\$ 75,579	\$ 33,039	\$ 32,371	\$ -	\$ 76,247	N/A
Gifts	\$ 188,572	\$ 46,162	\$ 37,126	\$ -	\$ 197,607	N/A
Trusts (Expendable Funds)	\$ 114,983	\$ -	\$ 554	\$ -	\$ 114,429	N/A
TOTALS	\$2,573,889	\$86,428	\$1,323,652	\$3,002	\$1,333,662	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$ 468,400		\$ 266,263	\$ -	\$ 202,137	56.85%
Salaries - Leave Buyback*	\$ -		\$ -	\$ -	\$ -	
Salaries - Collection Services	\$ 506,450		\$ 297,146	\$ -	\$ 209,304	58.67%
Salaries - Public Services	\$ 779,400		\$ 428,977	\$ -	\$ 350,423	55.04%
Expenses - General						
Library Maint Contract Supp	\$ 23,000		\$ 22,241	\$ -	\$ 759	96.70%
Professional Development	\$ 14,000		\$ 8,885	\$ -	\$ 5,115	63.47%
Library Programs	\$ 10,500		\$ 839	\$ -	\$ 9,661	7.99%
Software/ Licenses	\$ 70,500		\$ 60,357	\$ -	\$ 10,143	85.61%
Library Supplies	\$ 9,000		\$ 4,242	\$ -	\$ 4,758	47.13%
Office Supplies	\$ 5,000		\$ 1,731	\$ -	\$ 3,269	34.61%
Technology	\$ 11,000		\$ 3,279	\$ -	\$ 7,721	29.81%
Materials	\$ 283,900		\$ 153,972	\$ -	\$ 129,928	54.23%
Books			\$ 52,582	\$ -		
Audio			\$ 1,724	\$ -		
Video			\$ 1,801	\$ -		
Periodicals			\$ 1,019	\$ -		
Electronic Resources			\$ 48,049	\$ -		
Other Materials			\$ 6,149	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 42,649	\$ -		
TOTALS	\$ 2,181,150	\$ -	\$ 1,247,930	\$ -	\$ 933,220	57.21%

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue (and Carryover)	\$ 13,606	\$ 7,227	\$ -	\$ -	\$20,833
Materials			\$ 25	\$ -	(\$25)
Supplies			\$ 5,646	\$ 3,002	(\$8,648)
TOTALS	\$ 13,606	\$ 7,227	\$ 5,671	\$ 3,002	\$12,159

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue (and Carryover)	\$ 75,579	\$ 32,544	\$ -	\$ -	\$ 108,123
Expenses					\$ -
Office Supplies			\$ -	\$ -	\$ -
Professional Development			\$ -	\$ -	\$ -
Materials			\$ 4,742	\$ -	\$ (4,742)
Library Other		\$ 495	\$ 22,753	\$ -	\$ (22,258)
Library Equipment			\$ 4,876	\$ -	\$ (4,876)
TOTALS	\$ 75,579	\$ 33,039	\$ 32,371	\$ -	\$ 76,247

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
<i>Revenue (and Carryover)</i>	\$ 46,109	\$ 16,448	\$ 12,182	\$ -	\$ 50,375
Professional Development		\$ -	\$ 1,864	\$ -	\$ (1,864)
Recreational		\$ -	\$ 1,643	\$ -	\$ (1,643)
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	\$ -	\$ 561	\$ -	\$ 26,069
Programs & Services- Local History	\$ 500	\$ -	\$ -	\$ -	\$ 500
Studio	\$ 30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$ -	\$ 28,891	\$ 18,891	\$ -	\$ 10,000
Garden	\$ -	\$ -	\$ 1,905	\$ -	\$ (1,905)
Other Gifts (Combined)	\$ 4,685	\$ -	\$ -	\$ -	\$ 4,685
Materials	\$ 27,552	\$ -	\$ -	\$ -	\$ 27,552
TOTALS	\$ 188,572	\$ 46,162	\$ 37,126	\$ -	\$ 197,607

Trusts	Original \$\$	Avail/Income	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 7,911	\$ -	\$ -	\$ -	\$ 7,911
Edward Appleton	\$ 46,381	\$ -	\$ 554	\$ -	\$ 45,827
R/M Babcock	\$ 3,323	\$ -	\$ -	\$ -	\$ 3,323
Stephen Foster	\$ 10,246	\$ -	\$ -	\$ -	\$ 10,246
Charles Torrey	\$ 1,300	\$ -	\$ -	\$ -	\$ 1,300
Donald Tuttle	\$ 1,105	\$ -	\$ -	\$ -	\$ 1,105
Elaine & George Long	\$ 36,201	\$ -	\$ -	\$ -	\$ 36,201
Barbara Hewitt	\$ 6,878	\$ -	\$ -	\$ -	\$ 6,878
James Rawstron	\$ 1,637	\$ -	\$ -	\$ -	\$ 1,637
TOTALS	\$ 114,983	\$ -	\$ 554	\$ -	\$ 114,429

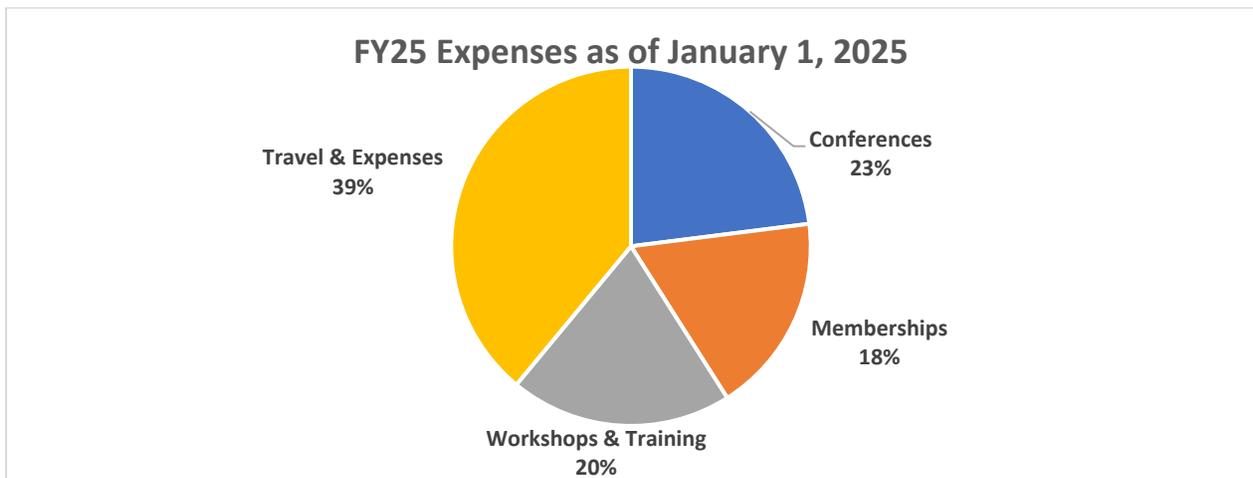
Name	Non-Expend	Purpose
Appleton / Mansfield	\$ 11,000	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	\$ 5,000	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings for said library.
R/M Babcock	\$ 3,598	"Books 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)
TOTALS	\$ 48,663	

Professional Development

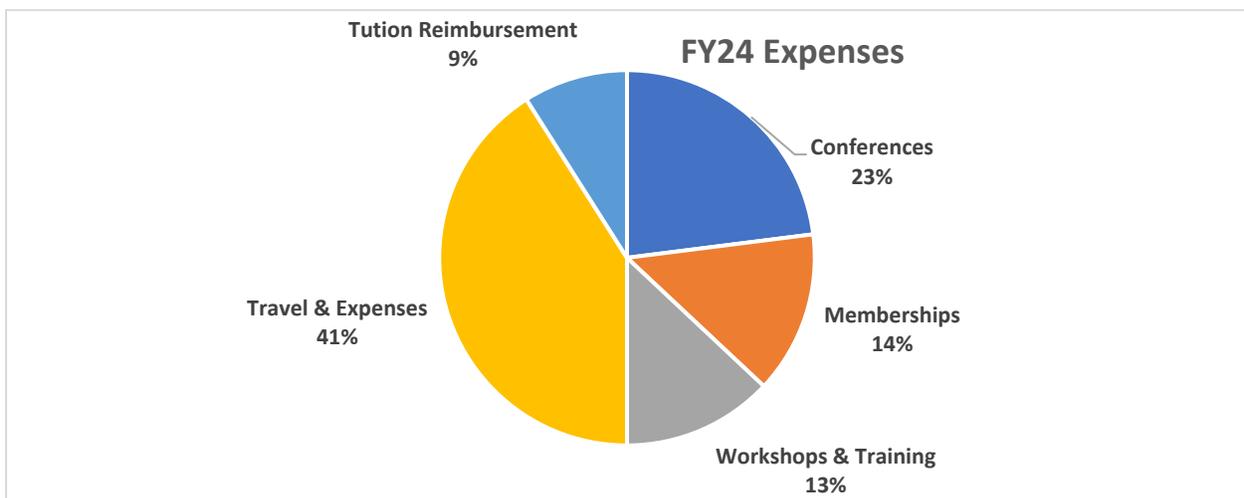
FY25 Update (July 2024 – December 2024)

FY25 BUDGET SUMMARY

The municipal FY25 Professional Development (PD) budget is \$14,000 and may be supplemented by state aid and gift funds as needed. We have spent about \$8,750 so far and expect to use the full PD budget with planned attendance at the May MLA Conference, a tuition reimbursement request, various workshops, and other opportunities.

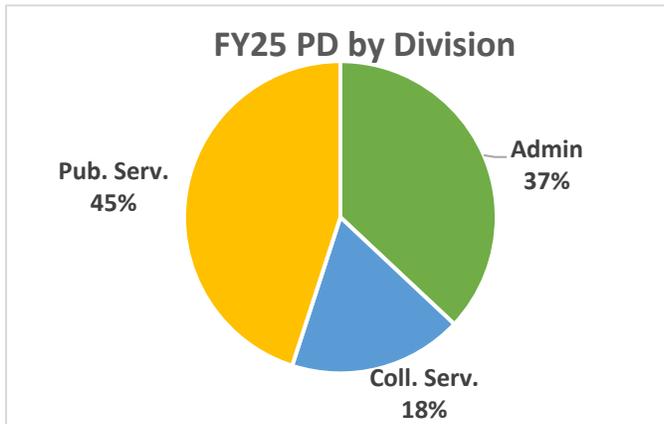


Actual FY24 expenditures totaled \$21,729.34, exceeding the \$14,000 municipal budget amount by \$7,729.34 of supplemental state aid, gifts, and trust funds. Attendance at the FY24 Public Library Association (PLA) and Computers in Libraries Conference was a valuable learning experience, but is not planned for FY25. Tuition reimbursement requests totaling approximately \$2,000 are expected for FY2025.



PARTICIPATION

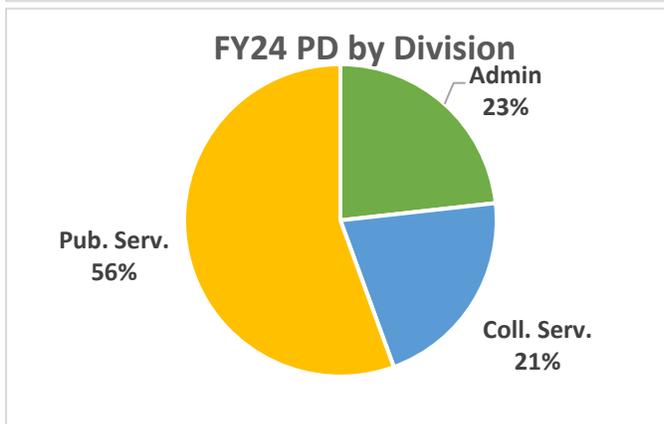
All regularly scheduled staff (not including substitutes or pages) engage in professional development. Employees set learning goals during the annual performance review cycle, with additional “as needed” training or education every year. Staff also participate in team and division meetings, NOBLE working groups, professional committees, webinars, community discussions, and more.



FY2025 (as of 1/1/25)

244 Reported Hours

169 Reported Sessions



FY2024

692 Reported Hours

357 Reported Sessions

All regularly scheduled staff and substitutes regularly attend meetings and undergo training on a variety of topics including:

- Crisis Prevention Institute Verbal Intervention De-Escalation Training
- Cybersecurity Awareness
- Dementia Friendly Training
- Diversity, Equity, and Inclusion
- Ethics and Conflict of Interest Law
- Harassment Prevention
- Human Resources and Personnel Policies Review
- Mental Health First Aid
- Privacy and Safety
- Strategic Planning and Action Planning

FY25 Conferences and Workshops

Staff are encouraged to attend conferences and workshops to develop their professional knowledge and skills. Staff with conference attendance in their development plan or annual review goals or who can show a direct connection to their position goals and duties receive priority funding for these activities. All staff attending conferences are required to write summary reports to share key learning takeaways with colleagues.

Conference/Workshop	# of Staff Attending	Cost
American Library Association (ALA) 2024 Core Forum (Minneapolis, MN)	1	\$1,242
Association for Library Service to Children's (ALSC) National Institute Conference (Denver, CO)	1	\$1,797
Challenges and Solutions for Interpreting Enslavement in the North (Virtual)	1	\$25
How the Work of Fred Rogers Supports the Evolution of Public Libraries (Virtual)	1	\$47
Library Journal Budget Management Fundamentals (Virtual)	4	\$860
Massachusetts Library Association (MLA) 2025 Annual Conference (North Falmouth, MA)	11 (tentative)	TBD
New England Library Association (NELA) 2024 Annual Conference (Portland, ME)	4	\$1,463
Social Media Marketing and Engagement for Libraries (Virtual)	2	\$420
Strategic Library Leadership Development Program hosted by Library Leaders in New England (LLINE) (North Andover, MA)	1	\$950
TechLogic TLCU conference (Virtual)	1	\$99
TOTAL	26	\$6,903

- Children's Librarian Ashley Waring presented a NELA session on Inclusive Programming for Neurodiverse Youth.
- Head of Public Services Andrea Fiorillo presented a NELA session on Intellectual Freedom in New England.
- In March, the Children's Department will engage in a presentation from Mary Grein Rasner on the "Science of Reading for Kids" and work to expand the decodable collection.

FY25 Professional Memberships

RPL staff are proud members of various professional organizations:

Organization	# Staff Members	Estimated Cost
American Association for State and Local History	1	\$45
American Library Association (ALA)	7	\$953
Association of College & Research Librarians (ACRL)	1	\$76
Association for Library Service to Children (ALSC)	1	\$53
Core: Leadership, Infrastructure, Futures (CORE)	1	\$70
Intellectual Freedom Round Table (IFRT)	1	\$15
Massachusetts Library Association (MLA)	13	\$1,230
New England Library Association (NELA)	10	\$200
Public Library Association (PLA)	4	\$340
RUSA (Reference and User Services Association)	1	\$33
Sustainability Round Table	1	\$15
Total	41	\$3,030



RPL Staff Day 2024



RPL's annual staff development day was held on Friday, November 1, 2024. This year's theme was "Creating a Welcoming Community," and twenty-seven staff members gathered at [UTEC](#) in Lowell. RPL chose this venue because of their important work with young people and their dedication to sustainability (UTEC is now the oldest LEED Platinum Certified building in the world).

The staff heard from New Americans Librarian Katelyn Duncan from the Worcester Public Library there. The afternoon program included a Boott Cotton Mill Museum tour and a talk by a National Park ranger about the historical and current impact of immigrants in Lowell and the surrounding areas.

The day highlighted RPL's core values of education, equity, access, and accountability.

Thank you to the Friends of RPL and the RPL Foundation who funded this year's Staff Development Day

Selected Activities (Workshops, Webinars, and More)

- A Mindful Approach to Stress
- Achieving Workforce Diversity, Equity, and Inclusion in Local Government
- Adult Book Buzz Fall 2024/Winter 2025
- AI For Youth Services Workers
- Basic Google Sheets
- Beyond Books & Brews: Engaging Millennials & Gen-Z
- Beyond the Shelves and Manipulatives: Learning Environments That Nurture Young Children
- Book Bans and Censorship: Managing Public Comments Sessions and Materials Challenges
- Bridging the Divide: A Panel Discussion on Library Workers Loneliness
- Building Bridges: Collecting Culturally Relevant Data
- Building Community Through Book Clubs
- Challenges & Crises: Preparing Your Board of Trustees
- Civic Literacy in Public Libraries: Why, What, and How
- Climate Change Communication: How and Why to Do It in Libraries
- Co-Creating Library Services for Transformative Impact
- Crafting and Maintaining Effective Patron Policies for Community Success
- Crisis Communications for Library Leaders
- Cultural Humility in Library Work
- Decodable Texts: Tap Into the Power to Support Beginning Readers
- Digital Safety & Privacy for Librarians
- Disability in the Workplace
- Elements of Data Visualization and Design
- Engaging Beyond Our Walls: Libraries Connecting Communities Through Outdoor Games and Stories
- Enhance Onboarding with Niche Academy
- Exploring Public Libraries Survey Data for Peer Comparisons
- Foundations of Self-Regulation
- From Audit to Action: Enhancing Accessibility
- Gemini AI: Hands-On Workshop
- Geopolitics of the Internet and Its Implications for the Governance of AI
- Getting Teens to Work for You: Managing Teen Volunteers in Libraries
- Hosting Accessible Events and Meetings
- How Do We Rebuild Trust in Authoritative Information Sources?
- How the Age of Misinformation Can Work for and Against Your Library: Strategies for Success
- Incident Command Training
- Inclusive Language Skills: Writing about People with Disabilities
- Introduction to Cataloging and Data Equity
- It's Called Praxis (What Cis Managers Need to Know to Support Trans Staff)
- Jargon-Free Libraries: Using the Language of Our Patrons
- Leadership Strategies for Building Connection and Defusing Difficult Situations
- Lessons Learned from a Library Rebrand
- Loose Parts Alive: Exploring Nature with Preschoolers
- Loud and Proud! Maximizing Your Accessibility Info for Guests
- Managing Google Shared Drives
- Managing Your Own Emotions During Conflict
- Media Literacy & Misinformation
- Meet Me at the Corner of Cat and Circ
- Misinformation and Conspiracy Theory Trends: Advice for Libraries
- Narcan Administration Training
- Partnerships and Building Relationships: How, Why, and Who
- Polls, Politics, and People: Fostering Psychological Safety in Intergenerational Workforces
- Prejudice: How to Respond to Prejudicial Comments from Customers
- Preparing for Program Challenges at Your Public Library
- Putting the Patron First: A Subject Based Classification System
- Redefining Accessibility: A Disability Justice Approach
- Reflect, Realign & Ready for Impact: Strategic Data-Driven Planning for Library Leaders
- Repair Cafes in Libraries
- Resilient Leadership: Powering Through in Local Government
- Science X Design: Incorporating Science & Lived Experience into Early Childhood Program Design
- Setting Boundaries with Patrons
- Social Media Marketing and Engagement for Libraries
- Strategies for Communicating Across Generations in the Workplace
- Strengthening Your Communication Skills
- Supporting English Language Learners at Your Library
- The Basics of Online Research for Historic Buildings
- The New England Teen Summit
- Transforming Senior Services and Outreach
- Unlock the Potential of Asset Mapping
- Voter Engagement in the First AI Election: Fighting Misinformation & Disinformation
- What Counts? Finding Meaningful Metrics
- Who Let the Dogs in? Using Therapy Dogs to Help Your Patrons De-stress
- Winning Back-to-School Activities for Every Age
- Yoga and Mindfulness Techniques for Calm Kids (and Librarians!)

February 10, 2025 Board of Library Trustees Meeting

V. FINANCIAL REPORT

a) **FY25 Update:** The FY25 budget is doing well. We continue to run approximately 1.4% under budget for salaries.

Attached to this report is a summary of the YTD professional development activities and spending. This is a mid-year snapshot and things are on track. Spending will be less than FY24 which included attendance to the Public Library Association biennial conference. RPL is a learning organization and continuing education is essential to providing services to the Reading community.

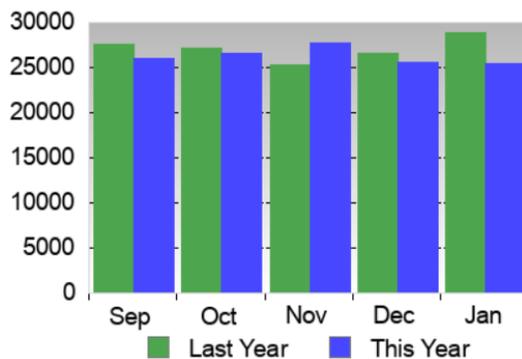
b) **December Gifts:**

DONOR	AMOUNT	PURPOSE
Judith Holden	\$1,000	Special recognition of Jocelyn Guld's local history research
Phyllis Doherty	\$25	In memory of Edward B. Doherty, DDS
Cash Donations	\$28	General
Total	\$1,053	

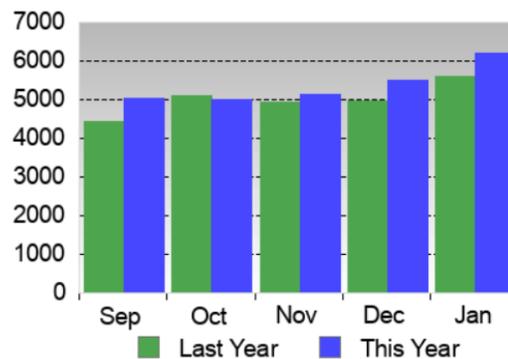
VI. DIRECTOR'S REPORT

a) **January Snapshot**

Physical Circulation



Overdrive Circulation



Usage	January 2025	December 2024	January 2024
Circulation	25,448	25,626	27,307
Locker Use	69	46	41
Meeting Rooms Rentals	33	29	21
Museum Passes	184	152	134
New Library Cards	101	79	51
Overdrive	6,185	5,512	4,361
Programs	58	42	54
Reference Questions	1,975	1,751	2,245
Visitors	15,281	13,138	13,513
Volunteer Hours	13.5	24.5	N/A

b) Services, Programs, and Collections

- i) Annual MLK Event: January 20, 2025, was a wonderful community event despite a little snow. It was a terrific example of teamwork with DPW, Facilities, Food Services, OESJ and lots of volunteers pulling together to make things safe and fun.
- ii) Sparkly Storytime: Another great Pride Storytime went smoothly with over 60 participants. Thank you to everyone who planned and showed up for this event. We gave away 15 copies of the book for the visiting authors to sign, the guest reader felt welcomed, and everyone had a blast!
- iii) RPL has resurrected LiveWires: Lifelong Learning for Older Adults. The first event was a folk dancing series at the Unitarian Church- a frolicking success. Thank you, Elizabeth for getting the series off to a great start. LiveWires first launched in 2007 and ran for about 10 years under that name.
- iv) Exam Cram was very successful with about 110 teens stopping by to prep for midterms.

c) Rooted in Reading Grant (So much!)

- i) RPL hosted a terrific Visible Mending workshop with local artist Cathy Karp. This was a hands-on class where attendees learned about sustainable mending. Cathy shared supplies and a variety of techniques. Attendees asked for more programs like this. It was a great opportunity to promote the new Craft & Hobby database.
- ii) RPL hosted the Climate Advisory Committee’s public session on tree preservation in Reading.
- iii) The “Season Your Way to a Healthier You” had (25) attendees. Not only did participants learn about the different types of herbs and spices, but the presenter

shared her extensive medical background, explaining the tremendous health benefits of each. Each attendee created their own spice/herb mix.

- iv) The Monarch Gardener shared her tremendous knowledge of the monarch butterfly with a group of 22, including 2 children. Following the presentation each participant got to make several common milkweed seed balls to spread the sole food for the monarchs.
- v) Check out CR's Plant Lab with sprouting basil, thyme, rosemary, and more.

d) Horizons

- i) February
 - (1) RPL is working on hiring a Substitute Librarian to fill in RR, CR, GF Desks
 - (2) February Vacation Week will feature some messy-art-programming (drop-in) and some registered programming for tweens.
 - (3) Shelf Joy launches at the end of February, look out for the whimsy
 - (4) Green Burial program with partner Reading Neighbor's Network is coming in February
 - (5) The next (full registration) English at Large session will run on Mondays from February through early May.
- ii) March
 - (1) Craft Swap
 - (2) Teen Author Visit: Tara Sullivan
- iii) General
 - (1) Plans to expand and refresh Chinese-language print collection.
 - (2) There will be an exhibit sometime this spring that will feature sculptures of endangered animals created by RMHS students.
 - (3) RPL will host a group from Simmons' LIS 476 class. Thank you to Jocelyn who will share her experience as an archivist/reference specialist and discuss a special project.
- iv) Trustee Dates:
 - (1) March 5 and 12, 2025 FINCOM Budget Review
 - (2) March 10, 2025, General Meeting
 - (3) April 8, 2025, Local Elections
 - (4) April 14, 2025, General Meeting
 - (5) April 28, May 1, 5, and 8, 2025, Annual Town Meeting

e) Personnel

February Anniversaries

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

f) Professional Development (selected)

- 60 Tips for School and Youth Services in 60 Minutes
- Adult Programs That Work
- Agile in the Library: Principles and Tools for Managing Teams and Strengthening Change
- AI Hour Community Chat
- Building Community: Strategies for Coming Together
- Doing What Matters: Values in the Library
- Finding Inclusive Reads for Every Reader with Novelist
- How the Work of Fred Rogers Supports the Evolution of Public Libraries
- Let's Collaborate: Teen-Adult Partnerships to Enhance Youth Leadership
- Massachusetts: Introduction to Public Records
- Standing Up for Libraries: The Next 100 Days
- The Science of Reading in Action: Misunderstandings of the Science of Reading
- Tired of Hearing, "I Didn't Know the Library Did That"? Here's Your Fix!
- "Windows and Mirrors" in Visual Storytelling

Respectfully submitted,

Amy Lannon, Director (*she/her*)
February 6, 2025



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2025-01-13

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:**

Cappy Popp, Chair; Patrick Egan, Vice-Chair (remote); Andrew Grimes, Secretary; Cherrie Dubois; Andrew Gregory (remote); Monette Verrier

Members - Not Present:

Others Present:

Amy Lannon, Director; Michelle Filleul, Assistant Director;
Meaghan Clemente, Administrative Assistant; Joseph McDonagh, Finance
Committee Liaison to Reading Public Library

Minutes Respectfully Submitted By: Andrew Grimes, Secretary

Topics of Discussion:

I. Call to Order 7:01 p.m.

II. Public Comment

No public comments were made in person or remotely.

III. Community Outreach and Engagement Report

Ms. Filleul presented an update on community outreach and engagement. These strategic initiatives forge community relationships and facilitate access to library programs, services, and resources. Outreach efforts target infrequent users, nonusers, and traditionally underserved groups such as immigrants, refugees, New Americans, and people experiencing hunger, homelessness, poverty, and geographic isolation.

Community engagement efforts empower library users, residents, and organizations to take the lead in services and programs that benefit the community. The Library is committed to connecting all community members with opportunities to grow and learn and strives to provide resources to support a welcoming and engaged community.

The Library has booths at major community events such as the Reading Garden Club Plant Sale, Friends and Family Day, Fall Street Faire, Discover the Arts Festival, and the YMCA Health Fair. The Library hosts annual events like Vehicle Day and the Connected Reading community open house. RPL offers tax assistance at the Library in partnership with the Pleasant Street Center. The Library also works with the Public Health Department to host community vaccine clinics. We hosted an Adult Autism Support Center Resource Fair in November in collaboration with Northeast Arc. The Library hosts

multilingual summer tutoring, allowing teachers and students to build their learning relationships and comfort levels with the Library.

The Library book bike brought books, bubbles, stickers, and smiles to five Reading Recreation summer performances. Two Treats and Beats concerts were also held at local apartment complexes to reach the families of multilingual learners. The Library hopes to further engage these community members through additional offerings at apartment complexes and extended day programs.

Deposit collections include materials that have been checked out for extended borrowing and are not available in the Library catalog. Books are gifted to users of the Reading Food Pantry. Items are borrowed and returned at other deposit collection sites on the honor system. The Library understands that some items may not be returned. The Library will explore the possibility of using excess books donated to the Friends of the Reading Public Library book sale turret in deposit collections. Excess donations are donated to other charitable organizations.

Five deposit collections provide direct access to library materials at the Sawtelle Hospice House, Pleasant Street Center, Peter Sanborn Place, Reading Food Pantry, and the Solstice House. Staff are developing additional deposit collections for nearby apartment buildings.

The Library will expand relationships and partnerships with community groups and Town Departments in 2025. The Library will work on translating promotional materials, resource guides, and library card sign-up forms into Portuguese to promote accessibility. Overall, community outreach and engagement enhance the value of Library services for everyone.

IV. RMLD EV Charger Update

Ms. Lannon is working with the Reading Municipal Light Department to review data reports, statistics, and parking space pavement line discrepancies versus state grant requirements associated with its electric vehicle charging stations to determine if at least one parking space could be recovered for regular public use. Director of Integrated Resources Megan Wu will present possible options and usage data at the Board's February 10 meeting.

The Library's Level 3 DC Fast Charger offers the only publicly available expedited charging experience in Reading. Although the Level 3 charger experienced some downtime over the summer, visitors use both chargers daily. There are no plans to upgrade the Library's existing Level 2 charger to Level 3. The length of charging cables and different plug standards on the nozzles allow for diverse charging experiences.

RMLD will analyze usage percentages and the timing of charging sessions to maximize parking efficiency while continuing to support community sustainability initiatives. However, measuring usage and turnover in regular Library parking spots is challenging. Two parking spots are associated with each charger, with additional accessibility space at each end of the charging area. Both chargers are currently operational, and RMLD is working to improve communications around any future outages.

V. Library Landscape Committee Update

The Ad Hoc Library Landscape Committee has been regularly meeting for approximately two years to explore the possible expansion and enhancement of the Library's outdoor space. The Committee has collaborated with Activitas to develop a value-engineered landscape architectural design concept. The proposed terrace will be on the hillside

outside the Conference Room. It will include a small patio/performance area, seating area, landscaping improvements, sustainable gardening elements, and a historic Highland School sink fountain. These improvements will enhance outdoor Library programming, especially during the warmer weather.

The estimated project budget is \$350,000, funded entirely through non-municipal sources, including gifts, state aid, and fundraising initiatives. The Reading Public Library Foundation has expressed its enthusiasm and support for the project. The Foundation has committed to funding up to \$350,000 for the project through its current efforts, investments, and ongoing fundraising. The RPL Foundation will revise this funding commitment if the project exceeds this budget.

The Committee is seeking the Board's formal approval of the project and the allocation of approximately 10% of the projected cost for the design bid process. These funds will come from the Library's existing gifts or state aid reserves. There is also some trust fund income available. This initial investment will allow the Library Director and a Committee representative to collaborate with Town Procurement to develop a detailed scope of work and issue a design bid for the project. Ideally, RPL will select a designer based on proposed cost estimates once funding is fully secured.

The only other major Library project on the horizon is a potential Teen Space refresh, as mentioned in the new 5-year strategic plan. The Teen Space project would be similar in budget and scope to the Tween Space recently established in the Children's Room. That process involved young patrons working with designers on new furniture, collections, and other updates. There are dedicated gift funds for Teens.

Ms. Dubois clarified that Dr. Genady Pilyavsky had stepped down from the Committee due to other obligations.

Motion: To approve the release of up to \$40,000 from Library gift and state aid funds to commence the design bidding procurement process for the outdoor Library Terrace landscape project.

(Dubois / Verrier)

Vote: Approved 6-0

VI. Financial Report

The FY25 budget is on track. There are no significant items or concerns that require attention at this time. The Finance Committee will review the FY26 budget in March.

VII. Director's Report

December usage statistics remain steady despite a slight dip due to holiday closures.

The new Craft & Hobby online platform provides patrons with access to a curated collection of creative educational videos and resources. The Library has also become a FamilySearch affiliate library, offering access to extensive digital genealogical collections. Users can access Craft & Hobby both in the Library and at home.

IT and AVI-SPL have completed the upgrades to the Community and Conference room technology. RPL will highlight these improvements and the new meeting room reservation system in a publicity campaign to increase public utilization of these spaces.

Program highlights include a Baby Snow Ball Dance Party, a multigenerational K-Pop Craft Event, a Winter Solstice celebration, and a STEAM-focused Drone Adventure Workshop for teens. The Friends Speaker Series has reached almost 8,000 views since June.

Rooted in Reading programming included a multigenerational Green Holiday Centerpiece workshop, Children's Plant Lab interactive fungi exploration, and a climate change photography lecture presented by Julia Cumes. Other efforts include expanding the Seed Library and the gardening displays. A progress report on the grant will be filed with the Massachusetts Board of Library Commissioners in February or March.

The Office of Equity and Social Justice is hosting a Martin Luther King Jr. Day community celebration at the Reading Memorial High School Performing Arts Center on Monday, January 20, at 9:30 a.m.

VIII. Approval of December 9, 2024, Meeting Minutes

*Motion: To approve the minutes of the December 9, 2024, Trustee Meeting as written.
(Grimes / Verrier)*

Vote: Approved 6-0

IX. Future Agenda Items

In February, Ms. Filleul will give an update on the Technology plan. Reading Municipal Light Department Director of Integrated Resources Megan Wu will present an update on the electric vehicle chargers and parking at the Library.

In March, Public Services Division Head Andrea Fiorillo will present an update on spring programming, and the Board will review the Policy Regarding Minors as needed.

Adjournment 7:48 p.m.

Motion: To Adjourn (Verrier / Popp)

Vote: Approved 6-0

Respectfully Submitted,

Andrew Grimes, Secretary

OUTREACH AND COMMUNITY ENGAGEMENT



WHAT IS OUTREACH & COMMUNITY ENGAGEMENT?



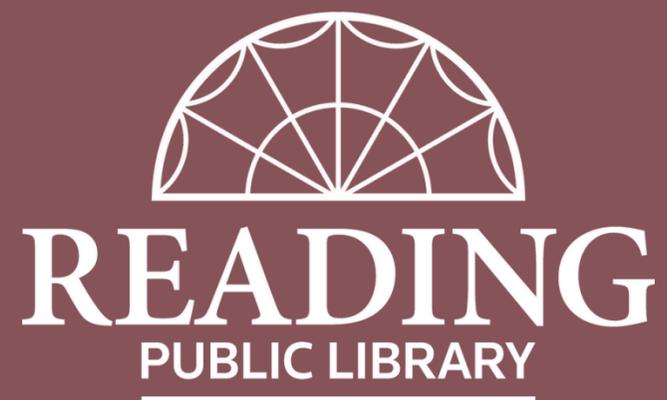
OUTREACH

The ALA Office for Diversity, Literacy, and Outreach Services (ODLOS) defines outreach as services for infrequent users, nonusers, or traditionally underserved.

COMMUNITY ENGAGEMENT

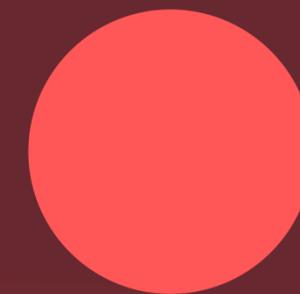
Community engagement involves collaborating with library users, residents, and organizations—to address community issues. It emphasizes allowing these members to take the lead in services and programs that benefit the community.





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.

BUILDING COMMUNITY, MAKING CONNECTIONS



COMMUNITY OUTREACH AND SUPPORT INITIATIVES IN 2024

SEVEN COMMUNITY EVENTS

Reading Garden Club Plant Sale
Friends and Family Day
Vehicle Day
Fall Street Faire
Discover the Arts Festival
YMCA Health Fair
Connected Reading

FIVE READING RECREATION SUMMER PERFORMANCES

Staff brought books, bubbles, stickers and smiles to the performances.

TWO TREATS AND BEATS CONCERTS

Concerts were held at apartment buildings near Washington Park, and at the Lakeview Ave apartments.

FIVE DEPOSIT COLLECTIONS

Sawtelle Hospice House
Pleasant Street Center
Peter Sanborn Place
Food Pantry
Solstice House

2025 ACTION PLAN AND GOALS

BE PRESENT AND ACTIVE WITH THE COMMUNITY

Continue to participate in community events.
Invite Community organizations to partner with the library for events

EXPAND RELATIONSHIPS WITH COMMUNITY GROUPS & TOWN DEPTS.

Reading Recreation
Northeast Arc: Adult Autism Support Center
CATO
Pleasant Street Center

ADDITIONAL SERVICES FOR MLL FAMILIES

We will continue to meet these families where they are, at the apartment complexes and with the extended day programs

ADD MORE DEPOSIT COLLECTIONS

Summit Towers
Cedar Glen
Augustus Court
Frank Tanner