



Board of Library Trustees Meeting
Thursday, August 8, 2024 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free
Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. Minutes of June 18, 2024 Meeting
3. Public Forum
4. Red Leaf Café Update
5. Financial Report
 - A. FY24/FY25 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
6. Chair's Report
7. Director's Report
 - A. General Updates
8. Old Business
9. New Business
 - A. Consideration and Action on Temporary License Agreement with Arsenal Yards
 - B. Consideration and Action on Code of Conduct Policy
 - C. Consideration and Action on Staff Day Closure Date
10. Requests for Information and Responses
11. Date of next meeting
12. Adjournment

FY24 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,764,122	86,854	1,850,976	1,799,269.64	0.00	51,706	97.20
0161051	510112	PART TIME SALARIES	695,745	15,800	711,545	624,283.09	0.00	87,262	87.70
0161051	510130	OVERTIME	30,000	5,900	35,900	33,947.61	0.00	1,952	94.60
0161051	510141	SHIFT DIFFERENTIAL	4,959	4,200	9,159	5,548.00	0.00	3,611	60.60
0161051	510143	LONGEVITY	29,927	-5,000	24,927	24,621.58	0.00	305	98.80
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	2,925.00	0.00	0	100.00
0161051	511111	PRIOR YEAR FULL TIME	0	37,422	37,422	37,421.56	0.00	0	100.00
0161051	511112	PRIOR YEAR PART TIME	0	4,403	4,403	0.00	0.00	4,403	0.00
0161051	511130	PRIOR YEAR OVERTIME	0	1,825	1,825	867.53	0.00	957	47.50
0161051	511141	PRIOR YEAR SHIFT DIFF.	0	1,875	1,875	0.00	0.00	1,875	0.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	2,527,678	153,279	2,680,957	2,528,884.01	0.00	152,073	94.30
0161052	520211	ELECTRICITY	152,334	-62,000	90,334	87,769.17	0.00	2,565	97.20
0161052	520213	GAS	41,557	-10,262	31,295	24,741.63	0.00	6,554	79.10
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	283	19,662	19,662.18	0.00	0	100.00
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	42,621.00	1,830.00	0	100.00
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	98,614.83	1,778.97	0	100.00
0161052	530327	REGIONAL LIBRARY SERVICES	88,105	0	88,105	88,105.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,740	0	1,740	1,740.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	9,000.00	0.00	0	100.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	11,997.92	0.00	2	100.00
0161052	540422	PRINTING & FORMS	8,000	0	8,000	8,000.00	0.00	0	100.00
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	998.95	0.00	1	99.90
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	18,314.19	0.00	0	100.00
0161052	550511	BOOKS	485,000	1,390	486,390	485,993.97	392.18	4	100.00
0161052	550512	BOOK PROCESSING	48,500	700	49,200	48,504.66	695.30	0	100.00
0161052	570710	IN STATE TRAVEL	500	0	500	382.75	0.00	117	76.60
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	1,300.00	0.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	9,826.77	973.23	0	100.00
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	2,416.00	0.00	184	92.90
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	8,888.30	1,111.70	0	100.00
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	-64,077	985,086	968,877.32	6,781.38	9,427	99.00
0161058	580840	BUILDING RENOVATIONS	81,000	33,125	114,125	109,609.91	4,515.51	0	100.00
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	20,000.00	0.00	0	100.00
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	33,125	134,125	129,609.91	4,515.51	0	100.00
Grand Total			3,677,841	199,327	3,877,168	3,322,694.66	94,649.27	459,824	88.10

FY25 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	2,261,633	0	2,261,633	169,637.50	0.00	2,091,996	7.50
0161051	510112	PART TIME SALARIES	783,726	0	783,726	49,576.03	0.00	734,150	6.30
0161051	510130	OVERTIME	30,000	0	30,000	2,632.56	0.00	27,367	8.80
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	589.50	0.00	8,337	6.60
0161051	510143	LONGEVITY	23,786	0	23,786	0.00	0.00	23,786	0.00
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,260.00	0.00	1,665	43.10
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,110,996	0	3,110,996	223,695.59	0.00	2,887,300	7.20
0161052	520211	ELECTRICITY	156,904	0	156,904	0.00	140,000.00	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	0.00	35,000.00	7,804	81.80
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	894.42	4,272.24	14,782	25.90
0161052	520241	BUILDING MAINTENANCE	50,171	0	50,171	4,558.46	12,594.00	33,019	34.20
0161052	520244	COMPUTER MAINTENANCE	61,000	0	61,000	0.00	7,964.86	53,035	13.10
0161052	530327	REGIONAL LIBRARY SERVICES	91,703	0	91,703	87,573.00	0.00	4,130	95.50
0161052	530342	COMMUNICATIONS - POSTAGE	2,000	0	2,000	0.00	0.00	2,000	0.00
0161052	530383	PROGRAM SERVICES	9,270	0	9,270	0.00	0.00	9,270	0.00
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	117.24	7,132.76	5,950	54.90
0161052	540422	PRINTING & FORMS	11,000	0	11,000	1,345.00	0.00	9,655	12.20
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	0.00	0.00	1,100	0.00
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	2,077.71	11,045.46	4,877	72.90
0161052	550511	BOOKS	499,550	0	499,550	46,716.38	262,310.29	190,523	61.90
0161052	550512	BOOK PROCESSING	51,410	0	51,410	48.92	15,501.36	35,860	30.20
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,531	0	1,531	0.00	0.00	1,531	0.00
0161052	570735	PROJECT LITERACY/TOWN	10,962	0	10,962	0.00	479.36	10,483	4.40
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	0.00	2,600	0.00
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	0.00	0.00	10,000	0.00
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	0	1,053,654	143,331.13	496,300.33	414,023	60.70
0161058	580840	BUILDING RENOVATIONS	81,000	0	81,000	0.00	6,231.49	74,769	7.70
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	0.00	20,000	0.00
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	0	101,000	0.00	6,231.49	94,769	6.20
Grand Total			4,265,650	0	4,265,650	367,026.72	502,531.82	3,396,091	20.40

FY24 BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 3,154.10	MATERIALS
CAMBRIDGE UNIVERSITY PRESS	\$ 1,064.39	MATERIALS
INTERCAMBIO DE COMUNIDADES	\$ 4,041.88	MATERIALS
MARGARET ISHAM	\$ 150.90	SUPPLY REIMBURSEMENT
JSI RESEARCH & TRAINING	\$ 600.00	WORLD EDUCATION SUBSCRIPTION
PIFER-BRIGHAM LLC	\$ 216.00	EASY ENGLISH NEWS
RED RIVER PRESS INC	\$ 220.00	ELLII ORGANIZATIONAL PLAN
JANET SAIED	\$ 81.50	EVENT REIMBURSEMENTS
SPRINGER NATURE	\$ 280.00	ONE STOP ENGLISH SUBSCRIPTION
TECH SOUP GLOBAL	\$ 18.00	ZOOM DISCOUNT
TOTAL	\$ 9,826.77	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 13.83	NAMEPLATE
DONALD BLEECH	\$ 344.00	MEETING REFRESHMENTS
DANIEL BROWER	\$ 911.02	TRAVEL REIMBURSEMENT
4IMPRINT	\$ 797.15	STAFF SWEATSHIRTS
MAJA L YOUNG	\$ 350.00	PAINTING REIMBURSEMENT
TOTAL	\$ 2,416.00	
0161052 570730 DUES & SUBSCRIPTIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 380.00	KIM HEWITT MEMBERSHIP
DIGITAL COMMONWEALTH	\$ 750.00	ANNUAL MEMBERSHIP
MASS LIBRARY ASSOCIATION	\$ 170.00	
TOTAL	\$ 1,300.00	
0161052 570710 IN STATE TRAVEL		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
FRANCESCA BESTER	\$ 40.20	MLA TRAVEL REIMBURSEMENT
KIRSTEN HANSEN	\$ 49.58	MLA TRAVEL REIMBURSEMENT
KIM HEWITT	\$ 64.00	TRAVEL REIMBURSEMENT
JAMES KALLESTAD	\$ 188.77	TRAVEL REIMBURSEMENT
EMILY MIRANDA	\$ 40.20	MLA TRAVEL REIMBURSEMENT
TOTAL	\$ 382.75	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 1,300.00	COURSE REGISTRATION/MEMBERSHIPS
FRANCESCA BESTER	\$ 175.00	CONFERENCE REGISTRATION
CAREY CONKEY	\$ 1,543.40	YALSA CONFERENCE
KELLY DENEEN	\$ 464.75	PAX CONFERENCE REIMBURSEMENTS
KIRSTEN HANSEN	\$ 475.00	CONFERENCE REIMBURSEMENTS
LAURA HARMS	\$ 80.00	CONFERENCE REGISTRATION
KIM HEWITT	\$ 2,151.78	CONFERENCE REIMBURSEMENTS
LIBRARY JOURNALS LLC	\$ 239.00	LIZ FLINT-SOMERVILLE REGISTRATION
LIBRARY MARKETING CONFERENCE GROUP	\$ 79.00	JAMIE KALLESTAD REGISTRATION
MA LIBRARY ASSOCIATION	\$ 1,040.00	CONFERENCE REGISTRATIONS
MA MUNICIPAL ASSOCIATION	\$ 85.00	KIM HEWITT CONFERENCE REGISTRATION
THERESA MATUREVICH	\$ 656.37	NELA CONFERENCE
EMILY MIRANDA	\$ 275.00	CONFERENCE REGISTRATION
YOURMEMBERSHIP.COM	\$ 324.00	JOB POSTING
TOTAL	\$ 8,888.30	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 154.90	SUPPLIES
ATLANTIC ELEVATOR	\$ 12.81	ELEVATOR MAINTENANCE
EVERLAST CLIMBING INDUSTRIES	\$ 143.00	BIKE FIXIT STATION PARTS
FUJITEC AMERICA	\$ 1,136.00	ELEVATOR SERVICE
WW GRAINGER INC	\$ 496.12	SUPPLIES
HD SUPPLY INC	\$ 406.17	SUPPLIES
HOME DEPOT CREDIT SERVICES	\$ 227.90	SUPPLIES
HILLYARD, INC	\$ 102.70	VACUUM SUPPLIES
MECHANICAL AIR CONTROLS INC	\$ 912.00	HVAC SERVICE
MILHENCH SUPPLY CO INC	\$ 10,929.47	SUPPLIES
NORTHEAST ELECTRICAL DISTRIBUTORS	\$ 1,307.56	SUPPLIES
RB ALLEN COMPANY	\$ 1,452.00	SERVICE
SONEPAR DISTRIBUTION NEW ENGLAND	\$ 489.88	ELECTRICAL SUPPLIES
WB MASON	\$ 543.68	SUPPLIES
TOTAL	\$ 18,314.19	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 492.14	PROGRAMMING/BOOKMOBILE SUPPLIES
DEMCO INC	\$ 139.28	BOOKMOBILE SUPPLIES
DISCOUNT SCHOOL SUPPLY	\$ 298.95	CHILDREN'S PROGRAMMING SUPPLIES
KIRSTEN HANSEN	\$ 9.58	BOOKMOBILE SUPPLIES
STAPLES ADVANTAGE	\$ 55.43	BOOKMOBILE SUPPLIES
PAULI STERN	\$ 3.57	SUPPLY REIMBURSEMENT
TOTAL	\$ 998.95	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 8,000.00	PRINTING
TOTAL	\$ 8,000.00	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 2,345.12	OFFICE SUPPLIES
BONE FIDE MASKS CORP	\$ 540.00	STAFF MASKS
CUSTOM ENGRAVING PLATES	\$ 100.90	NAMETAGS
D2G GROUP LLC	\$ 169.22	SIGN HOLDERS
GRAINGER INC	\$ 4.39	OFFICE SUPPLIES
HAMCO KANSAS CITY	\$ 609.55	RECEIPT PAPER
INSITE SOLUTIONS LLC	\$ 199.32	CARPET TAPE
POSTMASTER OF BOSTON	\$ 200.00	PO BOX RENTAL
RICOH USA INC	\$ 1,514.84	PHOTOCOPIER TONER
STAPLES ADVANTAGE	\$ 407.51	OFFICE SUPPLIES
WB MASON	\$ 5,907.07	OFFICE SUPPLIES
TOTAL	\$ 11,997.92	
0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
4IMPRINT	\$ 175.57	BOOKMOBILE TABLECLOTH
AMAZON.COM	\$ 512.19	PROGRAMMING SUPPLIES
DAVIS BATES	\$ 300.00	CHILDREN'S PROGRAMMING
HEATHER BECK	\$ 62.00	TEEN PROGRAMMING
SWATI BISWAS	\$ 250.00	ADULT PROGRAMMING
BLICK ART MATERIALS	\$ 102.05	PROGRAMMING SUPPLIES
CDW	\$ 61.18	BOOKMOBILE CRADLEPOINT RENEWAL
CORNELL W. COLEY	\$ 275.00	CHILDREN'S PROGRAMMING
DEMCO	\$ 120.19	BOOKMOBILE SUPPLIES
KELLY DENEEN	\$ 59.76	TEEN PROGRAMMING
JOSHUA DO	\$ 650.00	TEEN PROGRAMMING
THAMAR JEAN FEDESTIN	\$ 100.00	ADULT PROGRAMMING
ALLISON FRY	\$ 271.64	ADULT PROGRAMMING
JOSHUA GLICK	\$ 100.00	ADULT PROGRAMMING
BARBARA GORDON POWDERLY	\$ 160.00	ADULT EXCEL CLASSES
ELIZABETH ANNE GROSS	\$ 200.00	ADULT PROGRAMMING
FRIENDS OF ASHLAND PUBLIC LIBRARY	\$ 15.00	ADULT PROGRAMMING
FRIENDS OF MT AUBURN CEMETERY	\$ 150.00	ADULT PROGRAMMING
FRIENDS OF THE ROWLEY FREE PUBLIC LIBRARY	\$ 61.50	HATCH/ADULT PROGRAMMING

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

BETH CEDERBERG GUERTIN	\$	200.00	TEEN PROGRAMMING
HANDS ON NATURE	\$	225.00	CHILDREN'S PROGRAMMING
MATTHEW HEATON	\$	300.00	CHILDREN'S PROGRAMMING
BITHIAH HOLTON	\$	100.00	ADULT PROGRAMMING
KIERNAN JOHNSTON	\$	28.08	ASL SERVICES
KRISTIN ANN O'DONNELL KLIPP	\$	50.00	ADULT PROGRAMMING
ARCHY LASALLE	\$	75.00	ADULT PROGRAMMING
RACHEL MACLEAN	\$	100.00	ADULT PROGRAMMING
JOY MARZOLF	\$	425.00	CHILDREN'S PROGRAMMING
THERESA MATUREVICH	\$	101.80	CANVA REIMBURSEMENT
SEAN MCCAULEY	\$	400.00	ADULT ASL CLASSEES
MCDERMOTT-PALLOTTA INC	\$	90.00	BOOKMOBILE BANNER
LEEANN MCMORROW	\$	400.00	CHILDREN'S PROGRAMMING
BRIAN PIERCE MAN	\$	325.00	CHILDREN'S PROGRAMMING
MELISSA MENDOZA	\$	127.78	ADULT PROGRAMMING
THE POOP MUSEUM	\$	400.00	CHILDREN'S PROGRAMMING
POP UP ART SCHOOL INC	\$	325.00	TEEN PROGRAMMING
BEVERLY RAYMOND	\$	130.00	TEEN PROGRAMMING
LINDSAY SPRAGUE	\$	103.00	TEEN PROGRAMMING
STAPLES ADVANTAGE	\$	63.99	BOOKMOBILE PROGRAMMING
PAULI STERN	\$	82.18	ADULT PROGRAMMING
SHERYL WHITE	\$	450.00	CHILDREN'S PROGRAMMING
JONATHAN TODD	\$	400.00	CHILDREN'S PROGRAMMING
TOWN OF NORWOOD	\$	52.09	ADULT PROGRAMMING
WATERTOWN BUSINESS COALITION	\$	20.00	BOOKMOBILE WAM REGISTRATION
JOSHUA WINER	\$	400.00	TEEN PROGRAMMING
TOTAL	\$	9,000.00	
0161052 520244 COMPUTER MAINTENANCE			
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>	
AMAZON.COM	\$ 1,423.47	COMPUTER MAINTENANCE SUPPLIES	
BARTLETT INTERACTIVE LLC	\$ 448.80	WEB CALENDAR UPDATES	
BIBLIOTHECA LLC	\$ 13,389.92	RFID SERVICES	
BTAC	\$ 715.85	TS360 REVIEW ACCESS	
CDW LLC	\$ 152.10	BOOKMOBILE CRADLEPOINT RENEWAL	
DELL COMPUTER CORPORATION	\$ 22,139.46	COMPUTERS	
FARONICS TECHNOLOGIES USA INC	\$ 420.00	DEEP FREEZE	
GOVCONNECTION INC	\$ 1,641.45	CHROMEBOX	
KIM HEWITT	\$ 914.42	DATABASE REMIBURSEMENTS	
HUB TECHNICAL SERVICES LLC	\$ 13,778.90	CHROME LICENSES	
INTUILAB	\$ 1,272.00	INTUIFACE LICENSES	
JAMIE KALLESTAD	\$ 96.00	BITLY ANNUAL RENEWAL	
LINODE	\$ 60.00	LINODE	
MAGNA5	\$ 22,326.40	CONTRACTED SERVICES	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

THERESA MATUREVICH	\$ 969.75	REIMBURSEMENTS
MINUTEMAN LIBRARY NETWORK	\$ 60.00	TELECOMMUNICATIONS FEE
MOSIO INC	\$ 959.00	MOSIO ANNUAL RENEWAL
OCLC	\$ 5,907.59	CONTENT DM/MUSEUM KEY
RICOH	\$ (900.00)	STAFF COPIER REBATE
SECURE BY DESIGN	\$ 240.00	NINITE ANNUAL RENEWAL
SENSOURCE	\$ 450.00	DOOR COUNTER CONTRACT
SHANAHAN SOUND & ELECTRONICS INC	\$ 1,756.98	MEETING ROOM AV SERVICE
SURPLUS TECHNOLOGY SOLUTIONS LLC	\$ 150.00	E-WASTE RECYCLING
T-MOBILE USA, INC	\$ 6,194.20	HOT SPOT SERVICE
TODAY'S BUSINESS SOLUTIONS	\$ 45.80	SIMPLESCAN LICENSE RENEWAL
US BANK NATIONAL ASSOCIATION	\$ 1,628.00	HOOTSUITE/MAILCHIMP
WB MASON CO INC	\$ 2,374.74	TONER & SUPPLIES
TOTAL	\$ 98,614.83	
0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ALDEN LOCK & SECURITY	\$ 1,085.30	LOCK REPAIRS
AIREX FILTER CORP	\$ 192.96	HVAC FILTERS
AMAZON.COM	\$ 39.60	SUPPLIES
ATLANTIC ELEVATOR	\$ 377.19	ELEVATOR MAINTENANCE
JC CANNISTRARO INC	\$ 7,880.21	HVAC
FUJITEC AMERICA	\$ 4,504.00	ELEVATOR SERVICE
FM EMERGENCY GENERATOR INC	\$ 300.00	GENERATOR MAINTENANCE
F&W PEST CONTROL INC	\$ 480.00	PEST CONTROL
HD SUPPLY INC	\$ 2,505.04	SUPPLIES
HOME DEPOT CREDIT SERVICES	\$ 41.64	SUPPLIES
HUB TECHNICAL SERVICES	\$ 1,609.71	AV FACE PLATE REPLACEMENT
PATRICK J KENNEDY & SONS INC	\$ 6,146.21	BUILDING MAINTENANCE
MILHENCH SUPPLY CO INC	\$ 1,221.50	SUPPLIES
NEW ENGLAND SCHOOL SERVICES INC	\$ 2,213.00	STORAGE ROOM REPAIR
PLUMBERS SUPPLY COMPANY	\$ 60.68	SUPPLIES
SONEPAR DISTRIBUTION NEW ENGLAND	\$ 990.46	
SUBURBAN GLASS & MIRROR CO INC	\$ 11,251.00	DRYWALL REPAIR/ROOF LEAK EVAL
ANTHONY VANARIA AND SONS	\$ 1,722.50	LANDSCAPING
TOTAL	\$ 42,621.00	
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 5,284.65	HATCH SUPPLIES
BLICK ART MATERIALS LLC	\$ 176.08	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 351.35	PHOTOCOPIER CONTRACTS
COMCAST	\$ 2,829.81	HATCH INTERNET

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

FEDEX	\$	37.85	HATCH SUPPLIES
FIRE MOUNTAIN GEMS & BEADS	\$	66.09	HATCH SUPPLIES
GRAINGER	\$	491.29	HATCH SUPPLIES
JBHS LLC	\$	364.01	HATCH SUPPLIES
THERESA MATUREVICH	\$	424.99	HATCH SUPPLIES
MCMASTER-CARR SUPPLY CO	\$	51.94	HATCH SUPPLIES
MINUTEMAN PRESS OF WALTHAM	\$	335.00	HATCH POSTCARDS
CHERYL MOREAU	\$	457.64	HATCH REIMBURSEMENTS
PAMELA MORGAN	\$	899.00	MICROREADER/SCANNER CONTRACT
RICOH USA INC	\$	541.77	PHOTOCOPIER CONTRACTS
ROCKLER COMPANIES INC	\$	111.96	HATCH SUPPLIES
SCOTT W RUSHIA	\$	4,101.00	HATCH LASER CUTTER SUPPLIES/SERVICE
SEWING PARTS ONLINE INC	\$	341.64	HATCH SUPPLIES
STAPLES ADVANTAGE	\$	845.06	HATCH SUPPLIES
ULINE	\$	64.19	SHARPS CONTAINER INSERTS
VERIZON WIRELESS	\$	870.24	STAFF CELL PHONES
WATERTOWN BUSINESS COALITION	\$	10.00	ARTS MARKET REGISTRATION
WB MASON INC	\$	255.44	HATCH SUPPLIES
WOODCRAFT SUPPLY LLC	\$	280.39	HATCH SUPPLIES
YOU DO IT ELECTRONICS	\$	53.90	HATCH SUPPLIES
AMELIA YOUNG	\$	416.89	HATCH REIMBURSEMENTS
TOTAL	\$	19,662.18	
0161058 580840 BUILDING RENOVATIONS			
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>	
ALL BRANDS VACUUM CORP	\$ 272.40	VACUUM SERVICE	
ATKINSON CARPET	\$ 1,297.30	CARPET SQUARES	
ATLANTIC ELEVATOR	\$ 240.00	ELEVATOR INSPECTION PERMIT FEE	
CMC SHADES AND SPECIALTIES	\$ 421.12	SHADE REPAIR	
DEMCO INC	\$ 2,593.59	BOOK CARTS	
ENVIRONMENTS AT WORK	\$ 17,313.80	FURNITURE	
EVERGREEN UNFINISHED FURNITURE INC	\$ 224.99	TEEN BOOKSHELF	
GRAINGER	\$ 134.56	FILTERS/SUPPLIES	
HD SUPPLY INC	\$ 2,137.22	SUPPLIES	
HOME DEPOT CREDIT SERVICES	\$ 19.07	SUPPLIES	
HUB TECHNICAL SERVICES LLC	\$ 11,700.00	FIREWALL DECOMMISSIONING	
KEANE FIRE AND SAFETY	\$ 619.18	ANNUAL INSPECTION	
PATRICK J KENNEDY & SONS INC	\$ 9,327.01	HVAC REPAIRS	
THE LIBRARY STORE	\$ 513.44	COFFEE TABLE	
MAMAVA INC	\$ 20,700.00	FLEX POD	
MECHANICAL AIR CONTROLS	\$ 9,804.23	AHU1 REPAIRS	
MILHENCH SUPPLY CO INC	\$ 1,108.10	CUSTODIAL SUPPLIES	
NEW ENGLAND SCHOOL SERVICES	\$ 6,951.00	THAXTER STREET DOOR REPLACEMENT	
PLAYCORE GROUP INC	\$ 2,511.29	PATIO UMBRELLAS AND BASES	
PLUMBERS SUPPLY COMPANY	\$ 117.69	SUPPLIES	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

SCHOOLOUTFITTERS.COM	\$ 1,211.62	TEEN STUDY ROOM TABLE
SHANAHAN SOUND & ELECTRONICS INC	\$ 944.21	AV SERVICE CALLS
SONEPAR DISTRIBUTION NEW ENGLAND INC	\$ 2,563.11	ELECTRICAL SUPPLIES
STAPLES INC	\$ 736.98	OFFICE CHAIRS
SUBURBAN GLASS & MIRROR CO INC	\$ 16,148.00	BUILDING REPAIRS
TOTAL	\$ 109,609.91	
0161058 580870 REPLACEMENT OF EQUIPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
DELL COMPUTER CORPORATION	\$ 18,707.06	COMPUTERS
HUB TECHNICAL SERVICES	\$ 1,292.94	HDMI REPLACEMENTS
TOTAL	\$ 20,000.00	

FY24 Funds and Grants

Fund or Grant	7/1/2023	Available to spend balance as of 7/2/2023	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	143,338.46	12,310.90	6,179.55	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	162.57	94.19	2,767.22	
Mead	6,088.42	3,088.42	330.21	-	3,418.63	
Charles	2,687.80	2,487.80	137.34	-	2,625.14	Armenian History books
Barry	3,453.73	3,453.73	194.85	-	3,648.58	
McGuire	3,182.24	2,182.24	213.73	-	2,395.97	
W. Pierce	24,232.83	4,232.83	1,287.34	-	5,520.17	
MacDonald	9,381.92	4,381.92	524.95	25.41	4,881.46	Grief related books
O'Reilly	10,564.10	10,064.10	539.68	-	10,603.78	Fiction
Stone	3,767.54	3,767.54	192.48	-	3,960.02	
Campbell	5,510.90	4,510.90	281.53	-	4,792.43	Large print books
Santoro	2,320.84	720.84	118.55	-	839.39	Art
Brown	2,619.42	1,619.42	136.69	-	1,756.11	Sci-fi books
Keith	4,198.24	3,198.24	214.48	-	3,412.72	Wat history books
Drucker	3,020.84	3,020.84	154.35	-	3,175.19	Humanities books
Special Gifts	46,255.79	46,255.79	18,230.08	11,735.51	52,750.36	Unrestricted
- Cohen Fund	8,412.00	8,412.00	-	438.20	7,973.80	Cookbook and Mysteries
- Makerspace Fund	5,029.51	5,029.51	3,000.00	5,009.59	3,019.92	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	50.00	3,243.80	7,588.06	Bookmobile expenses
- Gallant Fund	20,030.85	20,030.85	-	617.86	19,412.99	Children's dept
Other Funds & Grants						
Kaveny	37,649.78	9,278.29	1,923.34	-	11,201.63	Benefit of the library
Masters	4,188.77	1,481.77	213.98	-	1,695.75	Trustees discretion
B. Pierce	1,404.90	1,404.90	61.56	769.73	696.73	Trustees discretion
LIG/MEG	346,909.74	346,909.74	104,450.94	2,727.90	448,632.78	
Revolving Printing Account	2,663.62	2,663.62	15,206.96	15,614.44	2,256.14	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	29,219.79	12,155.59	56,698.50	
McCall Gift Fund	47,998.71	47,998.71	-	1,937.46	46,061.25	For children's dept only

FY25 Funds and Grants

Fund or Grant	7/1/2024	Available to spend balance as of 7/1/2024	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	149,518.01	15,732.12	545.28	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	-	-	2,767.22	book purchases only
Mead	6,418.63	3,418.63	-	-	3,418.63	book purchases only
Charles	2,825.14	2,625.14	-	-	2,625.14	Armenian History books
Barry	3,648.58	3,648.58	-	-	3,648.58	book purchases only
McGuire	3,395.97	2,395.97	-	-	2,395.97	book purchases only
W. Pierce	25,520.17	5,520.17	-	-	5,520.17	book purchases only
MacDonald	9,881.46	4,881.46	-	-	4,881.46	Grief related books
O'Reilly	11,103.78	10,603.78	-	-	10,603.78	Fiction
Stone	3,960.02	3,960.02	-	-	3,960.02	book purchases only
Campbell	5,792.43	4,792.43	-	-	4,792.43	Large print books
Santoro	2,439.39	839.39	-	-	839.39	Art books only
Brown	2,756.11	1,756.11	-	-	1,756.11	Sci-fi books
Keith	4,412.72	3,412.72	-	-	3,412.72	Wat history books
Drucker	3,175.19	3,175.19	-	-	3,175.19	Humanities books
Special Gifts	52,750.36	52,750.36	-	1,839.61	50,910.75	Unrestricted
- Cohen Fund	7,973.80	7,973.80	-	-	7,973.80	Cookbook and Mysteries
- Makerspace Fund	3,019.92	3,019.92	-	215.47	2,804.45	Makerspace expenses
- Bookmobile Fund	7,588.06	7,588.06	-	-	7,588.06	Bookmobile expenses
- Gallant Fund	19,412.99	19,412.99	-	-	19,412.99	Children's dept
Other Funds & Grants						
Kaveny	39,573.12	11,201.63	-	-	11,201.63	Benefit of the library
Masters	4,402.75	1,695.75	-	-	1,695.75	Trustees discretion
B. Pierce	696.73	696.73	-	-	696.73	Trustees discretion
LIG/MEG	448,632.78	448,632.78	-	-	448,632.78	
Revolving Printing Account	2,256.14	2,256.14	1,314.61	-	3,570.75	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	-	-	56,698.50	
McCall Gift Fund	46,061.25	46,061.25	-	-	46,061.25	For children's dept only

GRIFFIN FUND REPORT

MONTH ENDING	BEG BAL	ADDED	WITHDRAWN	INTEREST / DIVIDENDS	INVESTMENT MKT VAL ADJ	VERIZON DIVIDENDS	VERIZON STOCK MKT VAL ADJ	END BAL	CASH HELD FOR INV	CASH AVAILABLE FOR SPENDING	INV
FY23 BAL FWD	169,445.12							\$ 169,445.12	\$ -	\$ 55,478.30	\$ 113,956.82
31-Jul	169,445.12			52.51	136.28		(10,060.85)	\$ 159,573.06	\$ -	\$ 55,667.09	\$ 146,177.42
31-Aug	159,573.06			185.77	(17.83)		(20,121.70)	\$ 139,619.30	\$ -	\$ 55,835.03	\$ 146,177.42
30-Sep	139,619.30			149.83	3,216.44			\$ 142,985.57	\$ -	\$ 59,201.30	\$ 146,177.42
31-Oct	142,985.57			49.53	(531.42)		8,799.20	\$ 151,302.88	\$ -	\$ 58,719.41	\$ 146,177.42
30-Nov	151,302.88			148.57	1,364.78		10,352.00	\$ 163,168.23	\$ -	\$ 60,232.76	\$ 146,177.42
31-Dec	163,168.23			119.47	1,075.14		(2,038.05)	\$ 162,324.79	\$ -	\$ 61,427.37	\$ 146,177.42
31-Jan	162,324.79			47.04	(100.43)		15,042.75	\$ 177,314.15	\$ -	\$ 61,373.98	\$ 146,177.42
28-Feb	177,314.15			2,345.02	(0.82)		(7,537.55)	\$ 172,120.80	\$ -	\$ 63,718.18	\$ 146,177.42
31-Mar	172,120.80			117.95	806.77	6,275.90		\$ 179,321.42	\$ -	\$ 70,918.80	\$ 146,177.42
30-Apr	179,321.42			71.24	(844.55)		(7,990.45)	\$ 170,557.66	\$ -	\$ 70,145.49	\$ 146,177.42
31-May	170,557.66			2,261.50	723.69		5,370.10	\$ 178,912.95	\$ -	\$ 73,130.68	\$ 146,177.42
30-Jun	178,912.95			114.79	31.30		291.15	\$ 179,350.19	\$ -	\$ 73,276.77	\$ 146,177.42
FY24 TOTAL		-	-	31.32	668.46	-	(14,751.60)	\$ 189,722.84	-	43,545.42	\$ 146,177.42

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,129.00	\$ -	\$ 3,129.00
Teen Programming	\$ 3,282.00	\$ (1,111.25)	\$ 2,170.75
Children's Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Children's Programming	\$ 10,212.00	\$ (3,918.18)	\$ 6,293.82
Adult Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Adult Programming	\$ 4,741.00	\$ (606.15)	\$ 4,134.85
Museums	\$ 5,000.00	\$ (350.00)	\$ 4,650.00
Movie Licenses	\$ 1,800.32	\$ -	\$ 1,800.32
Total	\$ 31,294.32	\$ (5,985.58)	\$ 25,308.74

FY24 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 27.28	\$ -	\$ -	\$ (17.41)	\$ 9.87
Watertown Commuty Foundation Grant	\$ 5,029.51	\$ -	\$ -	\$ (5,009.59)	\$ 19.92
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ -	\$ (14,680.00)	\$ (0.00)
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ -	\$ (19,707.00)	\$ 29.79

FY25 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 9.87	\$ -	\$ -	\$ -	\$ 9.87
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ 640.00	\$ (215.47)	\$ 2,164.45
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 2,946.48	\$ (1,267.91)	\$ 10,585.61
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ -	\$ 3,586.48	\$ (1,483.38)	\$ 12,759.93

TO: Library Board of Trustees
FROM: Kim Hewitt, Library Director
DATE: August 1, 2024
RE: Donations

The following donations were received in the fourth quarter of FY24:

- \$500 from Raya Stern for eclipse programming
- \$2000 from Watertown Savings Bank Customer Choice Awards
- \$10 from Prudence Humphreys
- \$10 from Lori Sue Cignarella
- \$400 from Frances Davis
- \$8500 from Marshall Home Fund for Project Literacy
- \$4346 from Watertown Community Foundation for Project Literacy
- \$3000 from Watertown Community Foundation for HATCH
- \$1715 from Watertown Community Foundation for programming



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: August 2024
RE: Director's Report

General Highlights

- Kostas and Sherri, our interns (funded through Watertown Community Foundation) began working at the end of June and immediately began helping with ELL conversation groups, farmers markets, and planning a Magic the Gathering club.
- Jamie launched a WFPL Marketing Dashboard, then revised and updated WFPL Style Guide- both of which help staff with our marketing!
- Jamie had a smooth gallery booking for 2025.
- The Building Committee met on July 23 and approved the fall requests from library departments. Thank you!
- This summer, the Children's Room has been busy! They are seeing a steady stream of Belmont users (who need different summer reading books, etc).
- The Reference Department spent time weeding the Reference section and have nearly completed a weeding of the 900s section.
- The Reference Department also shifted world languages to allow a more spacious presentation.
- Two Watertown Community Foundation interns, one World of Work Perkins Intern, and several other teens completed 325 hours of work for the Library this month! It has been incredible to see these teens become a part of our team.
- Jamie completed several updates for improved user experience on our website including an events feed on the homepage, updated accessibility information, and created a Contact Form for patrons to get in touch with library departments.
- Jamie attended the Virtual Library Marketing & Communications Conference and found it very informative and useful.
- Hatch continues to receive great feedback about the reorganization of the space, and Amelia and her team are continuing to organize areas that weren't finished at that time- like the electronics area, the lighting and key station, and the button maker and all of its supplies. This is greatly improving accessibility to the items in the makerspace.
- The Department Heads and Admin have been working to complete ARIS reports, which are due to the state on August 16.

City/Community Meetings and Collaboration

- Kim attended the City's Department Head Retreat on July 11 at the Commander's Mansion

- Kim and Carey attended a PRIDE debrief with other City employees
- Kim attended the Women Leading Government conference on June 26, as well as several other City department heads which is an exciting trend to see!
- Kim met with Ceronne Daly to discuss DEI efforts in the city.
- Allie, Kirsten, and Kim ran a bird bingo program with Library Insiders on July 12
- Kim and Alex met with Chris McClure to confirm the status of several projects before his last day in Watertown on July 17.

Program Highlights

- Non-conformist Orchestra June 26, ended 30 mins early due to rain, but was well attended and enjoyed.
- Lesbian History of Watertown We had fabulous attendance for this lecture (over 50 people!)



- Animal Adventures brought so many fun zoo animals to the library! We had an enthusiastic crowd of families and attracted the attention of many staff as well!
- The Children's Room hosted a visit from Wayside Social Services Resource Specialists on July 10 and introduced 25 adults to their services. We expect them to come back in the Fall.

- Kirsten and the bookmobile had two great visits to the Summer Success program at Hosmer Elementary, which is a summer program for 1st-8th grade students who need additional help prior to the next school year. Many of the students are English Language Learning students and they were *so excited* to see our collections of Portuguese, Spanish, Russian, and Arabic titles. Portuguese was the most popular language.
- The bookmobile only went on ten visits in July. Two visits were cancelled due to weather, and Kirsten was on vacation, so it was a slower month for visits.
- Kirsten's weekly Arsenal Yards and Filippello Park visits continue to be popular.
- We have 92 teens signed up for our Summer Reading Auction. This is the most that have signed up in recent history. They have been earning their auction "dollars" by reading, attending programs and filling out shelf-talkers. The auction is August 23rd.
-

Project Literacy

- Jacky's had to find a number of volunteers to sub in for our volunteer-led classes because many have chosen to take a long vacation or leave over the summer, and she has done a great job of making it all pull together.
- Janet is finalizing our September to May classes and working to ensure we have a space for all of them.
- We really focused on serving parents of the Watertown School system this summer. These are our numbers for the evening summer parent classes at the J R Lowell Elementary School:
 - Beginner 1: 12 out of 17 Students are Watertown Parents
 - Beginner 2/3: 12 out of 22 students are Watertown Parents
 - Intermediate 1: 13 out of 23 students are Watertown Parents
 - In total, 37 out of 62 are Watertown Parents. This is the most Watertown Parents we've been able to serve at one time.
- Project Literacy was able to lift an English program off the ground within 2 weeks. English for New Bostonians, along with the Office for Refugees and Immigrants and Watertown Refugee Support Group, has set up workplace English classes for everyone living at the shelter in Watertown. This program has 33 sites around the state. These programs are all financially supported by the state. Project Literacy was able to obtain space with the Church of Good Shephard, and find 2 teachers to take on two classes! This is a unique program, where we'll be able to directly help people learn enough English to get them working in the community as soon as possible. They've got the work permits and now they need the language skills.
- Kate Philipson, who is the ELL Coordinator for the Watertown School System, came to a Summer Parent Class at the end of July to speak to our students about ELL in the schools, and ELPAC (English Learner Parent Advisory Council). We had a great turnout!
- We hired a new page, Myselie, to help with Project Literacy and her employment has been going well. It's been particularly busy since she started, and Janet has

found her help to be invaluable. Janet reports that teachers whose classes she's assisted in have raved about her help.

Facilities/IT

- Work on HVAC continued in late June with PJ Kennedy.
- Mamava was installed on July 3.
- Theresa and Alex met with Hubtech and Comm-Tract to do a walkthrough of the library for a cabling project that City IT initiated.
- Work was done to seal the leak in the skylight above the staircase.

Personnel

- Joe Ferreira was promoted from Access Services assistant to Assistant Supervisor of Access Services and began on July 10 (we received over 60 applications!!)
- Interviews took place for a number of temporary staff positions, and we have hired several for Children's, Teen, and Reference. We are working through Access Services temps currently.
- We received over 80 applications for 2 full-time Access Services positions and are currently reviewing them.

Action Plan

- We are working to finalize our FY25 Action Plan.
- We are finalizing our Language Access Plan –one meeting and revision to go!
- We are still waiting to hear back from the Auditor's Office about the study room build.

TEMPORARY LICENSE AGREEMENT

This Temporary License Agreement (“License”) is made and entered into this [___] day of April, 2024 (“Effective Date”), by and between Arsenal Yards Core Holding LLC with an address at c/o The Wilder Companies, 800 Boylston Street – Suite 1300, Boston, Massachusetts 02199 (“Licensor”), and the City of Watertown, a municipal corporation and the operator of the Watertown Free Public Library, with an address at 123 Main Street, Watertown, Massachusetts 02472 (“Licensee”).

RECITALS

WHEREAS, Licensor is the owner of that certain real property known as the Arsenal Yards shopping center located in Watertown, Massachusetts (the “Shopping Center”); and

WHEREAS, Licensee has requested a license to enter upon the Shopping Center for the installation and operation of a book return box; and

WHEREAS, Licensor is willing to grant the license subject to and upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Premises.** In consideration of the mutual covenants, conditions and agreements in this License, Licensor hereby licenses to Licensee the following described premises (the “Premises”) within the Shopping Center: certain premises consisting of an approximate twelve (12) square foot parcel of land upon which Licensee shall construct a concrete pad (the “Pad”) to which it will attach a book return box (the “Book Drop”) in the approximate location referenced on the site plan attached hereto as Exhibit A.

2. **Construction.** (a) Licensee acknowledges that it has inspected the Premises, and it is understood and agreed that Licensee accepts the demised premises in their existing “As Is” physical condition, and Licensor shall be under no obligation to make any repairs, alterations or improvements to the demised premises prior to or at the commencement of the term hereof or at any time thereafter, except as herein specifically provided otherwise. Licensor agrees to deliver possession of the demised premises to Licensee upon the execution and delivery of this License.

(b) Licensee shall perform, at its sole risk and its own cost and expense, all work required to prepare the Premises for Licensee’s occupancy, including the construction of the Pad and installation of the Book Drop (pursuant to plans and specifications therefor approved in writing by Licensor). Licensee acknowledges and agrees that it shall not drill into the sidewalk near the Premises or anywhere else in the Shopping Center. The Book Drop shall be in good condition and of first-class quality, and subject to Licensor’s reasonable approval.

3. **Term.** The term of this License (“Term”) shall begin on the Effective Date and shall terminate on the last day of the twelfth (12th) month following the Effective Date (“Expiration”).

Date”) unless otherwise extended by agreement of the parties; provided, however, Licensor shall have the right to terminate this License upon no less than sixty (60) days’ prior written notice.

Upon the Expiration Date, Licensee shall remove the Book Drop and any books or reading materials contained therein (the “Library Materials”). Any and all items left on the Premises or in the Book Drop following the Expiration Date (including the Book Drop, if not removed) shall become the property of Licensor, and Licensor, at its discretion, may have all remaining items removed from the Premises at Licensee’s sole cost and expense.

Licensor and Licensee shall be under no further obligation to each other following the Expiration Date except with respect to any liabilities incurred by either of the parties pursuant to the terms and conditions of the License prior to the Expiration Date.

4. **Use of Common Areas.** Licensee shall have the right to use, in common with, and with due regard for the rights of others entitled to use the same, parking areas, driveways, walks, entrances, exits and service roads in the Shopping Center.

5. **Taxes.** Licensee will pay all applicable sales, property and payroll taxes and all other taxes, assessments and/or license fees or other levies imposed by any public authority which are allocable to Licensee’s employees or to Licensee’s sales, merchandise, fixtures, equipment, or business.

6. **Permitted Use.** Licensee shall use the Premises as a receptacle for the return of Library Materials and for no other use whatsoever. Licensor reserves the right to adopt and enforce reasonable rules and regulations governing the use of the Premises from time to time and Licensee agrees to comply with same. Licensee shall at all times comply with all applicable ordinances, rules, regulations, codes, laws, statutes and requirements of all federal, state, county and municipal governmental bodies or their subdivisions respecting the use of the Premises.

7. **Maintenance and Repairs.** Licensee shall at all times at its sole cost and expense maintain the Premises and the Book Drop in good condition. Licensee shall, at least one time on each and every day, empty the contents of the Book Drop and maintain the surrounding area.

8. **Assignment.** Licensee shall not assign this License without first obtaining the prior written consent of Licensor, which consent may be given or withheld at Licensor’s sole and absolute discretion.

9. **Licensor Relocation Right.** Licensor reserves the right, at all times during the Term, to relocate the Book Drop to another part of the Shopping Center upon not less than sixty (60) days’ notice (“Relocation Notice”). The Relocation Notice shall specify the location of the new premises (“New Premises”) and the date for the relocation. Licensor may postpone the relocation date, provided Licensor gives Licensee advance notice of the new relocation date. Licensor shall relocate the Book Drop to the New Premises at Licensor’s expense and Licensee agrees to cooperate with Licensor in the relocation. From and after the relocation, all of the terms and provisions of this License shall apply to the New Premises with the same force and effect as if it was originally identified as the “Premises”; and following the relocation, the parties shall

immediately execute an amendment to this License setting forth the relocation of the Premises. Licensee shall have no right to relocate the Book Drop from the Premises, or New Premises.

10. **Liens.** Licensee shall not permit any liens to be filed against the Premises. In the event liens are filed, then Licensee shall promptly cause the same to be released, bonded or satisfied in full within ten (10) days of the date of such filing.

11. **Indemnification.** Licensor shall have no liability whatsoever for any damage to property or any other items located in the Premises or the Book Drop, nor for any personal injuries or death arising out of any matter relating to the Premises, and in all events, Licensee agrees to look first to its insurance carrier for payment of any losses sustained in connection with Licensee's use of the Premises. More particularly, but without limitation, Licensor shall have no liability for loss of or damage to any property by theft, vandalism, fire, explosion, falling plaster, steam, gas, electricity, water, rain, bursting of pipes, seepage, dampness or any other cause. Licensee hereby waives on behalf of its insurance carriers all rights of subrogation against Licensor and its agents.

12. **Hazardous Materials.** Licensee agrees not to maintain, keep, store or permit the maintenance or storage of any dangerous, flammable or hazardous material on the Premises and further agrees to comply with all fire and safety rules and regulations.

13. **Quiet Enjoyment.** Licensor represents and warrants that Licensor has the right, power and lawful authority to enter into this License. Licensee, upon paying the Fees and other amounts required under this License, if any, shall peaceably and quietly hold and enjoy the Premises during the Term hereof, subject to the terms hereof.

14. **Signage.** The terms of this License do not confer upon Licensee any right to install signage on the Book Drop, the Premises, or anywhere else in the Shopping Center. Any request by Licensee to install signage on the Premises or within the Shopping Center is subject to Licensor's prior written approval, which Licensor can withhold in its sole and absolute discretion. If approved, the signage must be placed in a location designated by Licensor, must be in compliance with any other restrictions, rules, or standards requested by Licensor, and must be in compliance with all governing codes and requirements. Upon the removal of any signs at the end of the Term, Licensee will make all necessary repairs to return the Premises to its original condition prior to the installation or removal of sign(s), reasonable wear and tear excepted.

15. **Decorative Use of Book Drop.** Upon Licensee's prior written approval which cannot be unreasonably withheld, conditioned or delayed, Licensor may decorate the Book Drop by means of custom graphics and/or advertising wraps approved by Licensee (including but not limited to student art work) installed on the Book Drop. The design of these wraps are not to include advertising for tenants of Arsenal Yards.

16. **Default.** In the event Licensee shall be in default in the performance of any of the terms, covenants, conditions or provisions herein contained binding upon Licensee after Licensor has given Licensee ten (10) days prior written notice of such non-performance, Licensor shall have the right (in addition to all other rights and remedies provided by law) to immediately terminate this License, to re-enter and take possession of the Premises, peaceably or by force, and to remove the

Book Drop and any other property therein, without liability for damage to and without obligation to store such property, after expiration of such ten (10) day notice period.

17. **Notices.** Any notice required or permitted under this License shall be in writing to the addresses reflected on the first page of this License Agreement and shall be deemed to have been duly given and delivered one (1) business day after the date on which the same has been delivered prepaid to a national courier service guaranteeing next day service.

18. **Entire Agreement.** There are no oral or written agreements or representations between Licensor and Licensee except as expressly set forth in this License. No modifications of this License will be binding upon Licensor or Licensee unless in writing and signed by each party. The terms, covenants and conditions contained herein shall inure to the benefit of, and be binding upon, Licensor and Licensee, and their respective heirs, successors and assigns.

19. **Severability.** If any term or provision of this License or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License or the application of such term or provision to persons or circumstances, other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this License shall be valid and be enforced to the fullest extent permitted by law.

20. **Governing Law.** This License shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have executed this License the day and year first above written.

LICENSOR:

ARSENAL YARDS CORE HOLDING LLC

By: Arsenal Yards Holding LLC,
a Delaware limited liability company
its Managing Member

By: BP Watertown Retail LLC,
a Delaware limited liability company,
its Managing Member

By: BP/Arsenal Group LLC,
a Delaware limited liability company,
its Manager

By: _____
William P. McQuillan, Manager

LICENSEE:

CITY OF WATERTOWN

By: _____
Name:
Title: Authorized Signatory

EXHIBIT A
SITE PLAN



[Exhibit A]

Code of Conduct

Watertown Free Public Library provides a safe and comfortable environment conducive to the use and enjoyment of library materials, services, and facilities. The Library¹ is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purposes.

Misconduct

Misconduct will not be allowed on any library property or at off-site library events in which library staff participate.

Definition: Misconduct may include, but is not limited to:

- Interfering with the rights of individuals to use the library materials, services and premises²
- Interfering with the ability of staff to conduct library business
- Threatening the secure and comfortable environment of the library or those using the library
- Willfully annoying, harassing,³ or threatening another person
- Endangering or potentially endangering the safety or health of others
- Engaging in disorderly, loud, or boisterous behavior in a manner not in keeping with the atmosphere of a library
- Using abusive or profane language
- Theft, vandalism, or the deliberate destruction of materials, property, or the personal property of patrons or staff members
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data
- Impeding access to library resources, premises, or an area of the premises
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member
- Using personal electronic devices without earphones or with earphones at an unreasonable volume
- Using cell phones at a volume that is disruptive to others
- Distributing or posting material without staff approval
- Soliciting of sales or selling to library patrons except at library-sponsored events
- Using tobacco or nicotine delivery products on library property or within 25 feet of the premises
- Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events involving animals
- Eating food in the library with the exception of the café or approved meeting room events

- Eating **and preparing** food **and beverages** in the library with the exception of **in** the café or approved meeting room events
- **Using outlets for anything other than charging personal communication devices and small electronics**
- Bringing uncovered beverages into the library
- Using alcohol or recreational drugs on library property
- Using restroom facilities for activities other than their intended purpose
- Being without a shirt and/or shoes
- Conduct that otherwise violates municipal, state, or federal law or regulations

Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time. Misconduct by persons under eighteen years of age is discussed by the remedies provided in the section regarding unattended children.

- Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave for the rest of the day.
- Patrons who engage in misconduct that in the judgment of a staff member is "extreme" may be ordered to leave the building immediately and may be requested not to return for the remainder of the day. "Extreme" misconduct may include activities that are harassing, threatening, dangerous or destructive to persons or property at the Library premises.
- If necessary, a staff member may call the police for assistance.
- Patrons who engage in misconduct may receive, by certified or registered mail or hand delivery, written notice from the Director of suspension or revocation of Library privileges, including prohibition against entering the Library or attending off-site library events for a period of one week to three years, depending on the nature of the misconduct, the extent of damage or disruption caused by policy infractions, and other relevant circumstances. Patrons may request a hearing before the Board of Library Trustees to appeal the notice within fourteen days of such notice and the notice shall include language advising the patron of the right to appeal. In addition to the appeal process described above, patrons who are suspended or have their library privileges revoked for a period longer than one year may, after the first year of their suspension, request a hearing before the Board of Library Trustees to reinstate their Library privileges. If the Board of Library Trustees is convinced that the patron has demonstrated their ability to comply with the Library Code of Conduct, the Board, in its sole discretion, may vote to reinstate the patron's Library privileges. Language advising the patron of their right to request reinstatement of Library privileges after one year of suspension shall be included in the notice from the Director of suspension.

Any unlawful actions committed in the library or on the library premises will immediately be reported to the Watertown Police Department.

1. The term "library" includes the library property at 123 Main Street, Hatch Makerspace, and the Bookmobile.
2. The term "premises" includes: the interior of all Library buildings and the exterior on the lot on which Library buildings are situated.
3. Harassment is defined as any action taken or situation created that would be reasonably deemed to produce psychological or physical discomfort, embarrassment, or humiliation for others. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

Approval

Approved by the Board of Library Trustees July 28, 2009; Amended November 2, 2017; Amended October 1, 2019; Amended October 6, 2021; Amended November 1, 2022.

Amended August 8, 2024.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: August 2024
RE: Staff Day Request Memo

This memo is to request a closure of the library to the public for a staff day training on Monday, November 4, 2024.

Thank you for your consideration!