



Board of Library Trustees Meeting
Wednesday, October 2, 2024 at 7:00 PM
Watertown Savings Bank Meeting Room - Watertown
Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. Minutes of August 8, 2024 Meeting
 - B. Minutes of September 5, 2024 Meeting
3. Public Forum
4. Financial Report
 - A. FY25 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
5. Chair's Report
6. Director's Report
 - A. General Updates
7. Old Business
8. New Business
 - A. Introduction of New Staff
 - B. Consideration and Action on Child Safety Policy
 - C. Consideration and Action on Heckscher Loan
 - D. Consideration and Action on FY25 Action Plan
 - E. Budget Priorities for FY26
 - F. Asa Pratt Trust Fund Trustees
9. Requests for Information and Responses
10. Date of next meeting
11. Adjournment

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	500,615.73	0.00	1,761,017	22.10
0161051	510112	PART TIME SALARIES	783,726	0	783,726	158,296.40	0.00	625,430	20.20
0161051	510130	OVERTIME	30,000	0	30,000	6,858.66	0.00	23,141	22.90
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	1,750.50	0.00	7,176	19.60
0161051	510143	LONGEVITY	23,786	0	23,786	5,003.26	0.00	18,783	21.00
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	673,784.55	0.00	2,437,211	21.70
0161052	520211	ELECTRICITY	156,904	0	156,904	20,000.40	119,999.60	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	242.26	34,757.74	7,804	81.80
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	3,915.96	3,607.15	12,426	37.70
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	19,295.51	30,151.53	2,554	95.10
0161052	520244	COMPUTER MAINTENANCE	61,000	1,439	62,439	14,002.50	46,939.53	1,497	97.60
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	560.06	40.02	8,670	6.50
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	2,094.88	6,201.73	4,903	62.90
0161052	540422	PRINTING & FORMS	11,000	0	11,000	2,690.00	0.00	8,310	24.50
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	326.22	0.00	774	29.70
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	4,756.70	8,469.06	4,774	73.50
0161052	550511	BOOKS	499,550	392	499,942	133,277.66	204,601.70	162,063	67.60
0161052	550512	BOOK PROCESSING	51,410	695	52,105	3,925.34	12,819.13	35,361	32.10
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	1,250.00	281	81.60
0161052	570735	PROJECT LITERACY/TOWN	10,962	960	11,922	4,836.01	968.30	6,118	48.70
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	100.00	438.00	2,062	20.70
0161052	570787	STAFF DEVELOPMENT	10,000	1,112	11,112	3,507.70	1,100.00	6,504	41.50
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	6,428	1,060,082	301,104.20	471,343.49	287,635	72.90
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	4,455.00	6,292.00	74,769	12.60
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	846.13	0.00	19,154	4.20
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	4,516	105,516	5,301.13	6,292.00	93,922	11.00
Grand Total			4,265,650	10,944	4,276,594	980,189.88	477,635.49	2,818,769	34.10

FY25 1st QUARTER BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ACT	\$ 960.00	ANNUAL RENEWAL
AMAZON	\$ 939.19	MATERIALS
MINUTEMAN PRESS	\$ 322.00	BROCHURE PRINTING
PIFER-BRIGHAM LLC	\$ 2,220.00	EASY ENGLISH NEWS
JANET SAIED	\$ 394.82	EVENT REIMBURSEMENTS
TOTAL	\$ 4,836.01	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
DONALD BLEECH	\$ 100.00	MEETING REFRESHMENTS
TOTAL	\$ 100.00	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
KAZIA BERKLEY-CRAMER	\$ 450.00	NELA CONFERENCE REGISTRATION
EMPATHY STUDIOS	\$ 1,111.70	ANNUAL MEMBERSHIP
JOE FERREIRA	\$ 450.00	NELA CONFERENCE REGISTRATION
ALLISON FRY	\$ 334.00	NELA CONFERENCE REGISTRATION
CAROLYN GRABER	\$ 450.00	NELA CONFERENCE REGISTRATION
KIRSTEN HANSEN	\$ 383.00	NELA CONFERENCE REGISTRATION
KIM HEWITT	\$ 329.00	ALA CORE FORUM REGISTRATION
TOTAL	\$ 3,507.70	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 25.97	SUPPLIES
BC SOLUTIONS LLC	\$ 34.82	ELECTRICAL SUPPLIES
HD SUPPLY INC	\$ 3,708.71	SUPPLIES
SONEPAR DISTRIBUTION NEW ENGLAND	\$ 730.10	ELECTRICAL SUPPLIES
WW GRAINGER INC	\$ 135.02	SUPPLIES
WB MASON	\$ 122.08	SUPPLIES
TOTAL	\$ 4,756.70	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 126.19	PROGRAMMING/BOOKMOBILE SUPPLIES
CAREY CONKEY	\$ 81.74	TEEN PROGRAMMING SUPPLIES
KELLY DENEEN	\$ 115.80	TEEN PROGRAMMING SUPPLIES
ALLISON FRY	\$ 2.49	ADULT PROGRAMMING SUPPLIES
TOTAL	\$ 326.22	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 2,690.00	PRINTING
TOTAL	\$ 2,690.00	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 529.15	OFFICE SUPPLIES
CUSTOM ENGRAVING PLATES	\$ 101.11	NAME BADGES
D2G GROUP LLC	\$ 62.92	SIGN HOLDERS
EVERGREEN UNFINISHED FURNITURE	\$ 224.99	TEEN SHELVING
KIM HEWITT	\$ 23.08	MIC BATTERIES
RICOH USA INC	\$ 159.00	PHOTOCOPIER TONER
STAPLES ADVANTAGE	\$ 246.97	OFFICE SUPPLIES
ULINE	\$ 347.29	TRASH CANS
WB MASON	\$ 400.37	OFFICE SUPPLIES
TOTAL	\$ 2,094.88	
0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
CAREY CONKEY	\$ 404.25	FOR FREEDOMS EXTRA LAWN SIGNS
MCDERMOTT-PALLOTTA INC	\$ 155.81	BOOKMOBILE PROGRAMMING
TOTAL	\$ 560.06	
0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 393.96	COMPUTER MAINTENANCE SUPPLIES
BIBLIOTHECA LLC	\$ 2,388.00	RFID WORKSTATION
CANVA	\$ 119.99	ANNUAL MEMBERSHIP
EMPATHY STUDIOS	\$ 87.30	ANNUAL MEMBERSHIP
GOVCONNECTION INC	\$ 2,170.38	LAPTOPS
HUB TECHNICAL SERVICES LLC	\$ 282.02	FORTINET RENEWAL
MAILCHIMP	\$ 330.00	MAILCHIMP SUBSCRIPTION
NOUN PROJECT	\$ 39.99	ANNUAL MEMBERSHIP
SHANAHAN SOUND & ELECTRONICS INC	\$ 5,554.32	WSBR PROJECTOR REPLACEMENT
T-MOBILE USA, INC	\$ 1,764.00	HOT SPOT SERVICE
WHEN TO WORK	\$ 850.00	ANNUAL SUBSCRIPTION
WB MASON CO INC	\$ 22.54	SUPPLIES
TOTAL	\$ 14,002.50	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ATLANTIC ELEVATOR	\$ 5,876.50	ELEVATOR SERVICE/MAINTENANCE
WW GRAINGER INC	\$ 223.36	HVAC SUPPLIES
NOREL SERVICES	\$ 1,506.00	ALARM SERVICES
PATRICK J KENNEDY & SONS INC	\$ 10,634.65	HVAC SERVICE
ROLLINS INC	\$ 275.00	PEST CONTROL
WAYNE ALARM	\$ 780.00	ALARM MONITORING
TOTAL	\$ 19,295.51	
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,445.79	HATCH SUPPLIES/STAFF FANS
CANON SOLUTIONS AMERICA	\$ 72.93	PHOTOCOPIER CONTRACT
COMCAST	\$ 732.96	HATCH INTERNET
DIGI-KEY CORPORATION.	\$ 88.92	HATCH SUPPLIES
FIRE MOUNTAIN GEMS & BEADS	\$ 40.69	HATCH SUPPLIES
MCDERMOTT-PALLOTTA INC	\$ 164.00	HATCH A-FRAME SIGNS
CHERYL MOREAU	\$ 94.22	HATCH REIMBURSEMENTS
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
SCOTT W RUSHIA	\$ 60.00	HATCH LASER CUTTER SUPPLIES
SEWING PARTS ONLINE INC	\$ 93.98	HATCH SUPPLIES
STAPLES ADVANTAGE	\$ 185.36	HATCH SUPPLIES
WB MASON INC	\$ 10.32	HATCH SUPPLIES
AMELIA YOUNG	\$ 27.79	HATCH REIMBURSEMENTS
TOTAL	\$ 3,915.96	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
SUBURBAN GLASS & MIRROR CO INC	\$ 4,455.00	BUILDING REPAIRS
TOTAL	\$ 4,455.00	

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	4,377.06	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	152.96	-	2,920.18	book purchases only
Mead	6,418.63	3,418.63	310.80	25.20	3,704.23	book purchases only
Charles	2,825.14	2,625.14	129.24	-	2,754.38	Armenian History books
Barry	3,648.58	3,648.58	183.36	-	3,831.94	book purchases only
McGuire	3,395.97	2,395.97	201.16	-	2,597.13	book purchases only
W. Pierce	25,520.17	5,520.17	1,211.62	-	6,731.79	book purchases only
MacDonald	9,881.46	4,881.46	493.79	-	5,375.25	Grief related books
O'Reilly	11,103.78	10,603.78	507.91	-	11,111.69	Fiction
Stone	3,960.02	3,960.02	181.14	-	4,141.16	book purchases only
Campbell	5,792.43	4,792.43	264.97	-	5,057.40	Large print books
Santoro	2,439.39	839.39	111.58		950.97	Art books only
Brown	2,756.11	1,756.11	128.69	-	1,884.80	Sci-fi books
Keith	4,412.72	3,412.72	201.86	-	3,614.58	Wat history books
Drucker	3,175.19	3,175.19	145.24	-	3,320.43	Humanities books
Special Gifts	52,750.36	52,750.36	44,535.48	2,038.76	95,247.08	Unrestricted
- Cohen Fund	7,973.80	7,973.80	-	20.90	7,952.90	Cookbook and Mysteries
- Makerspace Fund	3,019.92	3,019.92	-	914.47	2,105.45	Makerspace expenses
- Bookmobile Fund	7,588.06	7,588.06	-	275.71	7,312.35	Bookmobile expenses
- Gallant Fund	19,412.99	19,412.99	-	10,936.00	8,476.99	Children's dept
Other Funds & Grants						
Kaveny	39,573.12	11,201.63	1,810.21	-	13,011.84	Benefit of the library
Masters	4,402.75	1,695.75	201.40	-	1,897.15	Trustees discretion
B. Pierce	696.73	696.73	56.51	-	753.24	Trustees discretion
LIG/MEG	448,632.78	448,632.78	-	4,965.56	443,667.22	
Revolving Printing Account	2,256.14	2,256.14	3,911.59	95.20	6,072.53	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	792.25	560.00	56,930.75	
McCall Gift Fund	46,061.25	46,061.25	-	-	46,061.25	For children's dept only

FY25 GRIFFIN RUND 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
FY24 BAL FWD	179,350.19							\$ 169,445.12	\$ -	\$ 55,478.30	\$ 113,956.82
31-Jul	179,350.19			91.04	1,349.55		(2,329.20)	\$ 178,461.58	\$ -	\$ 56,918.89	\$ 146,177.42
31-Aug	178,461.58			2,335.03	937.27		4,076.10	\$ 185,809.98	\$ -	\$ 60,191.19	\$ 146,177.42
30-Sep								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
31-Oct								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
30-Nov								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
31-Dec								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
31-Jan								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
28-Feb								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
31-Mar								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
30-Apr								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
31-May								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
30-Jun								\$ -	\$ -	\$ 60,191.19	\$ 146,177.42
FY25 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	\$ (2,699.53)	\$ 582.47
Children's Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Children's Programming	\$ 10,212.00	\$ (7,361.83)	\$ 2,850.17
Adult Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Adult Programming	\$ 4,741.00	\$ (1,095.66)	\$ 3,645.34
Museums	\$ 5,000.00	\$ (1,425.00)	\$ 3,575.00
Movie Licenses	\$ 1,800.32	\$ (360.99)	\$ 1,439.33
Total	\$ 31,294.32	\$ (12,943.01)	\$ 18,351.31

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 Community Foundation Grant	\$ 3,019.92	\$ -	\$ 400.00	\$ (1,074.47)	\$ 1,545.45
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 3,551.28	\$ (2,439.92)	\$ 8,808.80
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ -	\$ 3,951.28	\$ (3,514.39)	\$ 10,364.12

TO: Library Board of Trustees
FROM: Kim Hewitt, Library Director
DATE: September 27, 2024
RE: Donations

The following donations were received in the first quarter of FY25:

\$38942.49 from the Raya Stern Fidelity donor-advised fund

\$792.25 from English for New Bostonians for Project Literacy

5 historical photos/postcards of Watertown from David Russo for Local History



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

General Highlights

- Natasha completed the FY24 Financial Report for the MBLC.
- Jamie and Carlos installed wayfinding blade signs in lobby. We now have them for the bathrooms, Watertown Savings Bank Room, and will be getting some for bathrooms upstairs, the study rooms next to the bathrooms, and the administration office.
- Kirsten, Allie, and Jamie are presenting at NELA in Portland, ME at the end of October. Their presentation is called "Beyond Books & Brews: Engaging Millennials & Gen-Z".
- Emily, Kazia, and Franny (along with help from some pages and circulation staff) moved the Dewey collection and Graphic Novels! The layout now is easier to follow as it is more logical and aligned with expect the collection to flow.
- World languages have all been shifted to allow better aesthetic and room to grow. A page also helped shift and reorganize the Large Print section.
- Reference is in the process of moving the Language Learning collection for better visibility and access.
- The Reference Department made their selection for One Book, One Watertown.
- Kelly completed the reorganization/gentrification of our fiction collection. We now have the categories: fiction, mystery, science fiction and fantasy.
- Carey and Kelly are making a lot more school connections (both in Watertown and nearby schools) compared to the same time as previous years. They have been contacted by Cambridge and Lexington schools for zine programming and many Watertown ESOL teachers have reached out which we are attributing to our summer program for immigrant teens.
- Carey is working on creating a more systematic intake process for community service hours with clear time commitments because we have seen a lot of interest.
- The library lawn is soon to be filled with lawn signs as part of the For Freedoms project. Installation will happen October 12. For Freedoms is a way for teens to amplify their voices and let voters know what matters to them. They fill out lawn signs that have the prompts "freedom for", "freedom to", "freedom with", "freedom from". The installation will stay up through election day.

City/Community Meetings and Collaboration

- Kelly and Kirsten had an amazing Middle School bookmobile visit, at least 100 teens. Many new cards were distributed through Paula (the middle school librarian) who brought in applications, we sent cards with her back to the school to give to the students.
- Kirsten, Allie, and Michelle brought the bookmobile to Faire on the Square.
- Carey and Kim met with Roy Kary and Ceronne Daly to discuss teen services and leadership opportunities.
- Carey met with Roy and Ziza later the same week to discuss a more specific teen leadership opportunity.
- Kim attended MLN Membership meeting on September 18.

- Kim attended the monthly city department head meeting and met with George. Proakis and Emily Monea.
- Kirsten attended the Cultural District Partnership meeting in August.
- Kim attended the State of the City address.
- Kim met with Tyler Cote to continue to work on the Strategic Plan.
- Kim met with the Collins Center about the planning of an Administrative Code.

Program Highlights

- “Where All the Black People At?” talk with artists had a great turnout. Jamie made a bigger promo push for this program, which paid off. After the program, one artist applied to show work in our gallery, and the library purchased a book by one of the artists for our collection.
- Eyes on Owls was a massive success! Kids asked lots of great questions and were completely enthralled by the birds. Kim got to take home a fresh pellet.



- Pokémon Club was a big hit this month! Lots of new kids, lots of school year enthusiasm. The kids are hiding cards and crayons and other trinkets again, which they love to do.
- It was a great year for Summer Reading in Children's with 526 participants ages 6-11.
- Kirsten and the bookmobile made 18 visits in September!
- The bookmobile was at Faire on the Square and saw 175 visitors despite the rain! The Hatch table had 107 people stop by!
- Amelia reported that Hatch's first LGBTQ+ Community Craft Night was truly heartwarming, and she took amazing notes that I shared in the staff Feedback form.

- OCTOBIRD is in full swing at Hatch. There are drawing prompts for every day of October all around this avian theme (last year was October and people had a lot of fun with it!).



Project Literacy

- Classes are off to a great start. Classes at Hosmer are going well, and we feel supported and welcome in that school (plus many of our Watertown parents live around there and have children in Hosmer!). We are trying to move people off the waitlist as quickly as possible.
- Janet, Erin, and Saica are put together a packet for Watertown parents to help navigate 'Open House' that was held at Hosmer on October 1st and offered help with translation, too.
- We've adjusted our partnership with English for New Bostonians 'Burlington English' classes for the residents at the shelter due to low attendance. As of September 30th, we will run a class at the shelter in the evenings, making it much more accessible to residents, and we will drop the morning class at Good Shephard Church.
- Janet and Erin will be holding volunteer trainings September 20 and October 7.

Facilities/IT

- Cabling project with HubTech began September 4 and was completed. Special thanks to Theresa for coming in early to provide them access to the building.
- Theresa did a walk through with Dugmore & Duncan, Inc to make a plan to rekey the building.
- The elevator sensor was replaced quickly.
- We are still getting quotes for window treatments to help the four main windows on the 2nd floor by the fiction area, the Mastrangelo Room, and the Children's Story Time Room from another company.
- We had a small leak in the stacks on the 2nd floor near Administration. It was from condensation on the pipes and has been resolved.

Personnel

- Ran Cronin will begin as our new Supervisor of Access Services on November 4. She currently serves as the Assistant Director in Lincoln.
- We have some great new temps on board and trained and a few new pages as well.

Action Plan

- The Department Heads helped to draft the FY26 Action Plan which Kim and Theresa then updated and finalized for the Board to review.
- The Language Plan is complete. The team will present on it at our November meeting.
- We ordered the build of the new study room from WB Mason!
- We began the process of exploring sound mitigation solutions (thanks to Rose Mary for lending her expertise).



Children are always welcome at the Watertown Free Public Library.

Computer Use

The Watertown Free Public Library has three main service departments with dedicated public access desktop computers.

Children and their caregivers are intended to use the computers in the Children's Department. Teens, or children in grades 6 through age 17, are intended to use the computers in the Teen Department.

Adults, or persons 18 or older, are intended to use the computers in the Reference Department.

In the interest of child safety and consistency of service, desktop computers in each department are for use only by the intended audience.

Individuals wishing to use a computer in a different service area may check out a laptop for use anywhere in the library. Adults should be aware of the Unattended Adults policy, and should not settle in the Children's or Teen Departments unaccompanied by a child or teen. Children in the Teen Room must be accompanied by a responsible childcare provider as detailed below.

Unattended Children

The safety of children on Library premises is a serious concern of the Library staff. However, the responsibility for the safety and behavior of children on Library premises rests with the parent or childcare provider and not with Library staff. The following guidelines apply to the conduct of children:

- Children under the age of 10 must be accompanied by a parent or responsible childcare provider.
- Children, age 10 and older may be left unattended for a period of time - not to exceed 2 hours.
- Children left unattended should know how to reach a parent or guardian and parents should be aware of the library closing time.
- Children should know who is picking them up and when.
- Parents and guardians should be aware of the hours of programs so that the children do not have to wait for unreasonable lengths of time to be picked up.
- Parents or guardians should advise children to wait inside the building to avoid the hazards of the street and parking lot.
- Staff members will not transport children from the library to any other location.

- If an unattended child's conduct calls attention to him/herself, a Library staff member may attempt to locate the parent or responsible child care provider.
- If a problem arises with children of any age, and the staff is unable to locate the parent or guardian, the Police will be notified.

The Watertown Public Library is a public building open to *all*. The staff cannot regulate when or with whom children leave the library.

Consequences

Enforcement of these rules for children may take the following forms, depending on the severity of the misconduct, which will be determined by Library staff.

- A child who is violating the Conduct in the Library policy will be given one warning. If a child does not modify his/her behavior after one warning, the parent or child care provider may be asked to remove the child from Library premises.
- If a child is violating the Conduct in the Library policy and is not attended by a parent or child care provider, a Library staff member will ask the child to modify his/her behavior and take appropriate action.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: October 2024
RE: Hecksher Loan of Hosmer Portrait and Tools

This memo is to request authorization for the Treasurer of the Board to appraise and then lend WFPL's Harriet Hosmer portrait and sculpting tools to the Hecksher Museum for an exhibit in 2025. Appraisal costs would be covered by Hecksher Museum or State Aid dollars, not to exceed \$2,000.

Thank you for your consideration.

Center the Library Experience		
Activity 1	Key Players	Deadline
Engage engineers to mitigate sound in the building. Submit capital budget request if appropriate.	Project Lead: Director, Assistant Director Project Assistance: Project Input:	December 2024
Activity 2	Key Players	Deadline
Develop efficient Technical Services processes for the organization for the benefit of patrons, staff, and collections.	Project Lead: Sup of Access Services Project Assistance: Supervisors Project Input: Selectors, Administration	March 2025
Activity 3	Key Players	Deadline
Engage window specialists to explore tinting and shade options to reduce sun glare coming in windows facing Main St and the police building for patron and staff comfort.	Project Lead: Director, Assistant Director Project Assistance: Public Buildings Project Input:	January 2025
Activity 4	Key Players	Deadline
Develop accommodations statement for all programming and seek additional funding in operating budget to provide interpretation and CART services.	Project Lead: Jill, Allie, Emily, Carey Project Assistance: Director, Assistant Director Project Input: Language Access Team	January 2025

Engage in Reciprocal Communication		
Activity 1	Key Players	Deadline
Train staff on Pocket Talks and Language Line and work with the City to identify documents for translation.	Project Lead: Project Assistance: Project Input:	November 2025
Activity 2	Key Players	Deadline
Engage in and complete 2026 Strategic Plan, to include: focus groups with staff, community members, library patrons, and surveys	Project Lead: Director Project Assistance: Tyler Cote, Community Engagement Specialist; Supervisors Project Input: All staff	June 2025
Activity 3	Key Players	Deadline
Develop teen leadership program (Teen Advisory Board) to create a "by, for, and of" approach to programming in the department, and to assist in planning library services and outreach while developing teen's leadership, language, and civics skills.	Project Lead: Carey Project Assistance: Kelly Project Input: Director	December 2024

Expand Audience

Activity 1	Key Players	Deadline
Develop blueprint for a community service volunteer program and paid fellowship opportunities in Children's and Teen by working with Watertown High School and city agencies.	Project Lead: Emily, Carey Project Assistance: Director Project Input: Department Staff	May 2025
Activity 2	Key Players	Deadline
Audit and expand our world language collections and consider standardizing a process for evaluating new language additions.	Project Lead: Supervisor of Access Services Project Assistance: Supervisors, Selectors Project Input: Jamie, Administration	March 2025
Activity 3	Key Players	Deadline
Develop a library orientation packet for Project Literacy students to expose them to all of the resources available at the library.	Project Lead: Janet Project Assistance: Jacky, Reference staff Project Input: Childrens, Circulation, Teen	April 2025

Remain Flexible		
Activity 1	Key Players	Deadline
Cross-train staff in various departments so we are able to adapt when help is needed in one area. Ensure this is part of orientation process in the future.	Project Lead: Project Assistance: Project Input:	Ongoing
Activity 2	Key Players	Deadline
Develop and implement an institution-wide scheduling software to have an all-in-one solution for working hours, desk shifts, time off, etc.	Project Lead: Director, Access Services Supervisors Project Assistance: Supervisors Project Input: Administration	March 2025

Plan for Growth		
Activity 1	Key Players	Deadline
Initiate meetings with important decision makers to continue discussions on expanding the library.	Project Lead: Director Project Assistance: Assistant Director Project Input:	Ongoing
Activity 2	Key Players	Deadline
Support development of a full Friends group to start fund-raising for eventual expansion.	Project Lead: Director Project Assistance: Trustees Project Input:	Ongoing