



Board of Library Trustees Meeting

Monday, October 28, 2024 at 7:00 PM

Agenda

Pursuant to Chapter 2 of the Acts of 2023, the meeting and public hearing will be conducted with remote opportunities for participation. This meeting has only remote opportunities for participation with public access provided as listed below.

ACCESS INFORMATION:

- A. The Public may join the virtual meeting online:

Join Zoom Meeting

<https://watertown-ma.zoom.us/j/81428274821>

Meeting ID: 814 2827 4821

-
1. Call to Order
 2. Secretary's Report
 - A. Minutes of October 2, 2024 Meeting
 3. Public Forum
 4. Financial Report
 - A. FY25 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 5. Chair's Report
 6. Director's Report
 - A. General Updates
 7. Old Business
 - A. Consideration and Action on FY26 Budget Capital Submission Memo
 8. New Business
 - A. Language Access Plan Presentation
 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	662,758.85	0.00	1,598,874	29.30
0161051	510112	PART TIME SALARIES	783,726	0	783,726	218,296.15	0.00	565,430	27.90
0161051	510130	OVERTIME	30,000	0	30,000	10,127.62	0.00	19,872	33.80
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	2,326.50	0.00	6,600	26.10
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	899,772.38	0.00	2,211,224	28.90
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	611.88	34,388.12	7,804	81.80
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	5,319.73	3,129.19	11,500	42.40
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	30,436.30	20,528.74	1,036	98.00
0161052	520244	COMPUTER MAINTENANCE	61,000	1,439	62,439	15,592.67	42,390.06	4,457	92.90
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	600.08	295.00	8,375	9.70
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	3,190.99	5,630.62	4,378	66.80
0161052	540422	PRINTING & FORMS	11,000	0	11,000	2,690.00	132.50	8,178	25.70
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	326.22	116.32	657	40.20
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	4,853.71	8,372.05	4,774	73.50
0161052	550511	BOOKS	499,550	392	499,942	156,337.44	195,956.12	147,649	70.50
0161052	550512	BOOK PROCESSING	51,410	695	52,105	4,950.20	11,794.27	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	5,804.31	0.00	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	341,894.63	445,520.59	272,667	74.30
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	1,246,968.14	451,812.59	2,577,813	39.70

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	5,845.55	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	187.88	-	2,955.10	book purchases only
Mead	6,418.63	3,418.63	381.73	25.20	3,775.16	book purchases only
Charles	2,825.14	2,625.14	158.73	-	2,783.87	Armenian History books
Barry	3,648.58	3,648.58	225.21	-	3,873.79	book purchases only
McGuire	3,395.97	2,395.97	247.07	-	2,643.04	book purchases only
W. Pierce	25,520.17	5,520.17	1,488.19	-	7,008.36	book purchases only
MacDonald	9,881.46	4,881.46	606.50	-	5,487.96	Grief related books
O'Reilly	11,103.78	10,603.78	623.85	-	11,227.63	Fiction
Stone	3,960.02	3,960.02	222.50	-	4,182.52	book purchases only
Campbell	5,792.43	4,792.43	325.45	-	5,117.88	Large print books
Santoro	2,439.39	839.39	137.05	-	976.44	Art books only
Brown	2,756.11	1,756.11	158.06	-	1,914.17	Sci-fi books
Keith	4,412.72	3,412.72	247.94	-	3,660.66	Wat history books
Drucker	3,175.19	3,175.19	178.39	-	3,353.58	Humanities books
Special Gifts	52,750.36	52,750.36	45,827.40	2,683.76	95,894.00	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	-	1,154.47	1,865.45	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	2,223.41	-	13,425.04	Benefit of the library
Masters	4,402.75	1,695.75	247.37	-	1,943.12	Trustees discretion
B. Pierce	696.73	696.73	69.41	-	766.14	Trustees discretion
LIG/MEG	448,632.78	448,632.78	-	5,069.56	443,563.22	
Revolving Printing Account	2,256.14	2,256.14	4,907.37	2,137.88	5,025.63	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	792.25	1,939.87	55,550.88	
McCall Gift Fund	46,061.25	46,061.25	-	-	46,061.25	For children's dept only

FY25 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	
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	185,809.98			187.71	418.48		10,125.55	\$ 196,541.72	\$ -	\$ 60,797.38	\$ 146,177.42	-
31-Oct								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
30-Nov								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
31-Dec								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
31-Jan								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
28-Feb								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
31-Mar								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
30-Apr								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
31-May								\$ -	\$ -	\$ 60,797.38	\$ 146,177.42	
30-Jun								\$ -	\$ -	\$ 60,797.38	\$ 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	\$ (2,876.29)	\$ 405.71
Children's Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Children's Programming	\$ 10,212.00	\$ (7,600.22)	\$ 2,611.78
Adult Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Adult Programming	\$ 4,741.00	\$ (1,470.66)	\$ 3,270.34
Museums	\$ 5,000.00	\$ (1,825.00)	\$ 3,175.00
Movie Licenses	\$ 1,800.32	\$ (360.99)	\$ 1,439.33
Total	\$ 31,294.32	\$ (14,133.16)	\$ 17,161.16

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	\$ -	\$ 720.00	\$ (1,254.47)	\$ 1,045.45
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 6,684.44	\$ (3,463.33)	\$ 4,652.23
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ -	\$ 7,404.44	\$ (4,717.80)	\$ 5,707.55

TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: October 28, 2024
RE: Director's Report

General Highlight

- Kirsten, Jamie, and Allie presented “Beyond Books and Brews” at the New England Library Association on October 21 in Portland, ME. They had a great crowd and did an excellent job!
- Kazia, Joe, Carolyn, and Theresa attended NELA conference as well, and Kim went Monday.
- The For Freedoms project has been a success! Carey worked with the high school and middle school to have teens make signs, and on October 11 a group of 10 student volunteers from the middle school came to the library to install the signs on the lawn. Signs will remain up for one month. In total: 213 middle and high school students participated by making a sign. This project was a great collaboration between the school and library- thank you to Cerrone Daly and Roy Karp for assisting Carey in getting into these classrooms. It has been really exciting to bring this to Watertown!



- The Reference Department worked with Pages to reorganize our Large Print section. It has a much more appealing display for new titles now and looks much more inviting overall!
- Jill had a great idea for a Mythbusters page on our website, which Liz and Jamie then created and launched. Its purpose is to bolster patron's media literacy skills

and help them to dispel misinformation. You can view it at:

<https://www.watertownlib.org/766/WFPL-Myth-Busters>

- Our page, Houria, helped to put together the fantastic Zine-Fest pins that Claudia designed.
- Department Heads and admin began working on budget requests for FY26.
- The Building Committee met on October 7 and approved \$7,150 for programming for the library.
- Volunteer Trudy Nemeth was recognized by the City Council for her years of service to the library and the community with a proclamation they approved on October 8. Trudy and her family were able to watch from home. Thank you to Trudy for her dedication!!
- Theresa led the Assistant Director's Forum bimonthly meeting and led a budget orientation session for members of the Digital Content Working Group. The group provides Joe and Access Services staff have been doing an excellent job of training many new staff (both permanent and temporary employees). Everyone is learning quickly and Joe reports that our new staff members have been great additions to the team.
- Deanne has taken on responsibility for managing our museum passes, as this was previously done by Inés. Deanne has been handling this responsibility very well and has been extremely helpful handling some issues that arose unexpectedly.
- Jamie reports that our social media is at peak performance right now with all of the #LibraryCardSignupMonth videos dovetailing into very popular Watertown Zine Fest content. Our posts saw lots of social shares and buzz about WZF.
- Alex is in the process of installing two new desktops for patrons in the teen room.

City/Community Meetings and Collaboration

- Theresa has been participating on the Employee Experience Committee that Human Resources convened. They are gathering ideas for how to improve employee recognition and training opportunities.
- Carey worked with the schools to discuss teen services and to coordinate For Freedoms signs.
- Emily and Kirsten represented the WFPL at Cunniff's Open House on 10/1
- Kim met with Mark Lang, the Management and Grants Specialist who just started in Watertown to discuss the types of grants we typically receive and introduce him to our library in general.
- Kirsten attended the Cultural District Planning meeting on October 7.
- Kirsten and Amelia attended the Cultural Leaders meeting on October 17.

- Theresa and Kirsten read spooky Halloween books at Wicked Watertown on October 26.

Program Highlights

- ZineFest was held on October 19 and we had over 500 visitors here specifically for WZF! This fest took a lot of teamwork to plan and run it successfully. Great work from Allie, Claudia, Jamie, Pauli, Emely, Kirsten, Amelia, and thank you to former WFPL staffer Megan Ramette for her assist in marketing the event all over Boston.
- Library Insiders had a great showing for Inside Out 2.
- The Fine Motor Skills program had 60 attendees in the Children's Room on October 11.
- We hosted multiple Voter Registration and Information Table events, and they were quite successful with lots of engagement. Often people were already registered but wanted to check in about their polling location, etc. It was very useful, and we are a trusted resource in the community. Thank you to Jill and the Reference Team for pulling this together on short notice.
- The Children's Room recently purchased a new toy offering: Big Blue Blocks and they had their debut on October 6 with a group of 30 kids. These large foam blocks connect in various ways so kids can build and play. They are a fun way to ignite creativity and imagination and probably too big to store in most people's homes. We're excited to be able to offer them to our younger patrons.



Project Literacy

- Ghost Stories is on October 29. We will hear from 10-12 students and speakers about ghost stories from around the world.
- Two volunteer trainings were held this month. We just started a volunteer-led beginner class on Friday evenings at the library that's going well, and we are about to begin another beginner class on Tuesday mornings from 10am-12pm at Good Shepherd. This class will be co-taught by 2 volunteers. We're hoping to start this on Tuesday, Oct. 29th.
- Attendance for our classes is better than last year, so they are being very

attentive to attendance and dropping students that are not showing up so that people can move off the waitlist and join the class.

- Classes held at Hosmer this year has been going very well.
- Project Literacy had a teacher meeting on Monday, Oct. 21. At this meeting, they discussed what's been going well/challenges this year, details and responsibilities for Ghost Stories and possibilities for the holiday party this year.

Facilities/IT

- On 10/16 FM Generator was apparently at the library to look at an issue with the fuel pump on our generator. We were not aware of an issue, and this was coordinated through Public Buildings. We are awaiting an invoice for the repair.
- A part on the humidifier connected to the Local History Room was malfunctioning and sending warm steam into the room. Fortunately, it was handled quickly and are able to manually power the system off in the meantime.
- We need electrical work completed in order to move forward with the firewall/server migration and are dependent on DPB to schedule Vinnie to come over. We only have until early December until the current firewall expires and we've already extended that contract twice. We are hoping this will all be resolved soon, and planning some work on November 7 during our staff day so there aren't interruptions to the public.
- Public Buildings received a quote from Dugmore & Duncan for the internal re-key project. We are waiting for them to approve it before the project is scheduled. This turned into a big project, and Theresa did a great job diligently checking all doors and locks in the building to scope this out.
- Theresa replaced Conserv sensors in local history.
- We are still waiting on quotes for window treatments.

Personnel

- No new staff or departing staff to report.

Action Plan

- We're kicking off work on the FY26 Action Plan.



TO: Library Trustees

FROM: Kim Hewitt, Library Director

DATE: October 2024

RE: Capital Improvement Program Submission for FY26

This memo is to request authorization for the Director to submit a Capital Improvement Program proposal to fund mitigation strategies for the Library's HVAC system should it fail before being fully replaced as part of the Recommissioning Study by Public Buildings. Additional conversations with the Public Buildings Department are needed before a proposal would be finalized to submit.

Thank you for your consideration!