



Board of Library Trustees Meeting
Tuesday, February 4, 2025 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. Minutes of January 7, 2025 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
 - A. Budget Update
 - B. O'Some Update
 - C. Strategic Plan Update
8. New Business
 - A. Consideration and Action on McCall and McDonald Fund Use Request
 - B. Consideration and Action on New Study Room Policy
 - C. Consideration and Action on Staff Day date
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	1,251,429.20	0.00	1,010,204	55.30
0161051	510112	PART TIME SALARIES	783,726	0	783,726	414,123.14	0.00	369,603	52.80
0161051	510130	OVERTIME	30,000	0	30,000	18,517.75	0.00	11,482	61.70
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	4,173.75	0.00	4,752	46.80
0161051	510143	LONGEVITY	23,786	0	23,786	11,767.38	0.00	12,019	49.50
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	2,497.75	0.00	427	85.40
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,110,996	0	3,110,996	1,702,508.97	0.00	1,408,487	54.70
0161052	520211	ELECTRICITY	156,904	0	156,904	29,467.79	110,532.21	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	6,193.21	28,806.79	7,804	81.80
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	12,805.31	2,579.89	4,564	77.10
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	34,420.51	17,479.74	101	99.80
0161052	520244	COMPUTER MAINTENANCE	61,000	1,439	62,439	34,772.55	25,585.98	2,081	96.70
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	1,932.41	295.00	7,043	24.00
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	9,005.14	1,949.14	2,246	83.00
0161052	540422	PRINTING & FORMS	11,000	0	11,000	4,885.50	1,345.00	4,770	56.60
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	566.56	316.63	217	80.30
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	9,233.93	5,272.57	3,494	80.60
0161052	550511	BOOKS	499,550	392	499,942	255,086.54	122,923.48	121,932	75.60
0161052	550512	BOOK PROCESSING	51,410	695	52,105	8,984.49	12,817.97	30,303	41.80
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	7,245.09	1,491.50	3,185	73.30
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	8,667.57	267.05	2,177	80.40
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	6,428	1,060,082	510,939.60	333,350.95	215,792	79.60
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	8,807.00	26,484.08	50,224	41.30
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	846.13	16,190.20	2,964	85.20
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	4,516	105,516	9,653.13	42,674.28	53,188	49.60
		Grand Total	4,265,650	10,944	4,276,594	2,223,101.70	376,025.23	1,677,467	60.80

FY25 2nd QUARTER YTD BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ACT	\$ 960.00	ANNUAL RENEWAL
AMAZON	\$ 1,481.34	MATERIALS
INTERCAMBIO DE COMUNIDADES	\$ 968.30	MATERIALS
MINUTEMAN PRESS	\$ 610.00	BROCHURE PRINTING
PIFER-BRIGHAM LLC	\$ 2,220.00	EASY ENGLISH NEWS
JANET SAIED	\$ 946.87	EVENT REIMBURSEMENTS
JACKY VAN LEEUWEN	\$ 58.58	EVENT REIMBURSEMENTS
TOTAL	\$ 7,245.09	
0161052 570730 DUES & SUBSCRIPTIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 500.00	MEMBERSHIP RENEWAL
DIGITAL COMMONWEALTH	\$ 750.00	ANNUAL MEMBERSHIP
TOTAL	\$ 1,250.00	
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	\$ 1,114.64	NELA CONFERENCE
EMPATHY STUDIOS	\$ 1,111.70	ANNUAL MEMBERSHIP
JOE FERREIRA	\$ 694.74	NELA CONFERENCE
ALLISON FRY	\$ 667.12	NELA CONFERENCE/MLA
CAROLYN GRABER	\$ 600.00	NELA CONFERENCE
KIRSTEN HANSEN	\$ 1,039.72	NELA CONFERENCE
KIM HEWITT	\$ 1,308.95	ALA CORE FORUM
JAMIE KALLESTAD	\$ 1,002.55	NELA CONFERENCE
THERESA MATUREVICH	\$ 1,128.15	NELA CONFERENCE
TOTAL	\$ 8,667.57	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AIREX FILTER CORP	\$ 474.96	FILTERS
AMAZON	\$ 343.66	SUPPLIES
BC SOLUTIONS LLC	\$ 216.28	ELECTRICAL SUPPLIES
HD SUPPLY INC	\$ 6,589.85	SUPPLIES
THE SHERWIN WILLIAMS COMPANY	\$ 183.35	PAINT
SONEPAR DISTRIBUTION NEW ENGLAND	\$ 757.40	ELECTRICAL SUPPLIES
WW GRAINGER INC	\$ 569.51	SUPPLIES
WB MASON	\$ 122.08	SUPPLIES
TOTAL	\$ 9,257.09	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 332.51	PROGRAMMING/BOOKMOBILE SUPPLIES
CAREY CONKEY	\$ 81.74	TEEN PROGRAMMING SUPPLIES
KELLY DENEEN	\$ 115.80	TEEN PROGRAMMING SUPPLIES
ALLISON FRY	\$ 36.51	ADULT PROGRAMMING SUPPLIES
TOTAL	\$ 566.56	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MCDERMOTT-PALLOTTA INC	\$ 132.50	WAYFINDING POSTERS
MINUTEMAN PRESS	\$ 4,753.00	PRINTING
TOTAL	\$ 4,885.50	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 3,969.34	OFFICE SUPPLIES
BONA FIDE MASKS CORP	\$ 525.00	STAFF MASKS
CUSTOM ENGRAVING PLATES	\$ 101.11	NAME BADGES
D2G GROUP LLC	\$ 127.04	SIGN HOLDERS
EASYKEYS.COM INC	\$ 53.22	AUTOMATIC DOOR KEYS
EVERGREEN UNFINISHED FURNITURE	\$ 224.99	TEEN SHELVING
KIM HEWITT	\$ 23.08	MIC BATTERIES
RICOH USA INC	\$ 809.00	PHOTOCOPIER TONER
STAPLES ADVANTAGE	\$ 1,096.07	OFFICE SUPPLIES
ULINE	\$ 347.29	TRASH CANS
WB MASON	\$ 1,729.00	OFFICE SUPPLIES
TOTAL	\$ 9,005.14	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 123.33	TEEN PROGRAMMING
CAREY CONKEY	\$ 508.27	FOR FREEDOMS EXTRA LAWN SIGNS
REJANE DE MUSIS	\$ 500.00	CHILDREN'S PROGRAMMING
MATTHEW HEATON	\$ 170.00	CHILDREN'S PROGRAMMING
CAROL KAGAN	\$ 375.00	CHILDREN'S YOGA
MCDERMOTT-PALLOTTA INC	\$ 155.81	BOOKMOBILE PROGRAMMING
LEEANN MCMORROW	\$ 100.00	CHILDREN'S PROGRAMMING
TOTAL	\$ 1,932.41	
0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,600.73	COMPUTER MAINTENANCE SUPPLIES
ASSABET INTERACTIVE	\$ 325.00	MUSEUM PASS MODULE
BIBLIOTHECA LLC	\$ 4,731.00	RFID WORKSTATION
CANVA	\$ 119.99	ANNUAL MEMBERSHIP
EMPATHY STUDIOS	\$ 87.30	ANNUAL MEMBERSHIP
FARONICS TECHNOLOGIES USA	\$ 420.00	DEEP FREEZE RENEWAL
GOVCONNECTION INC	\$ 7,063.64	LAPTOPS
HUB TECHNICAL SERVICES LLC	\$ 564.04	FORTINET RENEWAL
MAILCHIMP	\$ 770.00	MAILCHIMP SUBSCRIPTION
NOUN PROJECT	\$ 39.99	ANNUAL MEMBERSHIP
OCLC ONLINE COMPUTER LIBRARY CTR INC	\$ 5,505.55	CONTENT DM RENEWAL
SHANAHAN SOUND & ELECTRONICS INC	\$ 6,634.32	WSBR PROJECTOR REPLACEMENT
SURVEYMONKEY	\$ 497.25	ANNUAL SUBSCRIPTION
T-MOBILE USA, INC	\$ 5,148.20	HOT SPOT SERVICE
WHEN TO WORK	\$ 1,243.00	ANNUAL SUBSCRIPTION
WB MASON CO INC	\$ 22.54	SUPPLIES
TOTAL	\$ 34,772.55	
0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AIREX FILTER CORP	\$ 69.04	HVAC FILTERS
ATLANTIC ELEVATOR	\$ 7,145.50	ELEVATOR SERVICE/MAINTENANCE
COMBUSTION SERVICE CO	\$ 308.00	ANNUAL BOILER MAINTENANCE
CML CONSTRUCTION	\$ 275.00	BOILER ROOM REPAIR
DUGMORE & DUNCAN	\$ 740.00	KEY CORE AND KEYS
THOMAS G GALLAGHER INC	\$ 551.01	SERVICE CALL
FM GENERATOR INC	\$ 659.20	GENERATOR SERVICE
WW GRAINGER INC	\$ 223.36	HVAC SUPPLIES
NOREL SERVICES	\$ 1,506.00	ALARM SERVICES
PATRICK J KENNEDY & SONS INC	\$ 19,723.40	HVAC SERVICE
ROLLINS INC	\$ 465.00	PEST CONTROL
SUBURBAN GLASS & MIRROR	\$ 1,830.00	FRONT ENTRANCE ADA REPAIR
WAYNE ALARM	\$ 925.00	ALARM MONITORING
TOTAL	\$ 34,420.51	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 3,308.59	HATCH SUPPLIES/STAFF FANS
BLICK ART MATERIALS	\$ 26.01	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 133.40	PHOTOCOPIER CONTRACT
ROBERT A CASSELS	\$ 47.71	HATCH SUPPLIES
COMCAST	\$ 1,495.92	HATCH INTERNET
DEMCO INC	\$ 75.72	HATCH SUPPLIES
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	\$ 190.88	HATCH REIMBURSEMENTS
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
RICOH USA INC	\$ 599.63	STAFF PHOTOCOPIER CONTRACT
SCOTT W RUSHIA	\$ 4,711.00	HATCH LASER CUTTER SUPPLIES
SEWING PARTS ONLINE INC	\$ 168.17	HATCH SUPPLIES
STAPLES ADVANTAGE	\$ 200.92	HATCH SUPPLIES
WB MASON INC	\$ 48.19	HATCH SUPPLIES
WOODCRAFT SUPPLY LLC	\$ 33.48	HATCH SUPPLIES
WW GRAINGER	\$ 3.44	HATCH SUPPLIES
AMELIA YOUNG	\$ 569.64	HATCH REIMBURSEMENTS
TOTAL	\$ 12,805.31	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
SUBURBAN GLASS & MIRROR CO INC	\$ 8,807.00	BUILDING REPAIRS
TOTAL	\$ 8,807.00	
0161058 580870 REPLACEMENT OF EQUIPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
SCHOOL OUTFITTERS LLC	\$ 846.13	TEEN COMPUTER TABLE
TOTAL	\$ 846.13	

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	3,898.47	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	87.41	-	2,854.63	book purchases only
Mead	6,418.63	3,418.63	178.31	25.20	3,571.74	book purchases only
Charles	2,825.14	2,625.14	73.85	-	2,698.99	Armenian History books
Barry	3,648.58	3,648.58	104.76	-	3,753.34	book purchases only
McGuire	3,395.97	2,395.97	114.91	-	2,510.88	book purchases only
W. Pierce	25,520.17	5,520.17	692.32	-	6,212.49	book purchases only
MacDonald	9,881.46	4,881.46	282.14	-	5,163.60	Grief related books
O'Reilly	11,103.78	10,603.78	290.23	-	10,894.01	Fiction
Stone	3,960.02	3,960.02	103.52	-	4,063.54	book purchases only
Campbell	5,792.43	4,792.43	151.41	-	4,943.84	Large print books
Santoro	2,439.39	839.39	63.75		903.14	Art books only
Brown	2,756.11	1,756.11	79.54	-	1,835.65	Sci-fi books
Keith	4,412.72	3,412.72	115.35	-	3,528.07	Wat history books
Drucker	3,175.19	3,175.19	82.97	-	3,258.16	Humanities books
Special Gifts	52,750.36	52,750.36	45,446.60	10,431.04	87,765.92	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	-	2,374.47	645.45	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	1,034.36	-	12,235.99	Benefit of the library
Masters	4,402.75	1,695.75	115.08	-	1,810.83	Trustees discretion
B. Pierce	696.73	696.73	32.30	-	729.03	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	9,236.04	5,801.87	5,690.31	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	2,825.24	3,027.12	56,496.62	
McCall Gift Fund	46,061.25	46,061.25	-	20.00	46,041.25	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	
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	196,541.72			53.82	(1,241.58)		(8,993.30)	\$ 186,360.66	\$ -	\$ 59,609.62	\$ 146,177.42	
30-Nov	186,360.66			164.30	502.87		7,149.35	\$ 194,177.18	\$ -	\$ 60,276.79	\$ 146,177.42	
31-Dec	194,177.18			146.33	(1,370.16)		(14,072.25)	\$ 178,881.10	\$ -	\$ 59,052.96	\$ 146,177.42	
31-Jan								\$ -	\$ -	\$ 59,052.96	\$ 146,177.42	
28-Feb								\$ -	\$ -	\$ 59,052.96	\$ 146,177.42	
31-Mar								\$ -	\$ -	\$ 59,052.96	\$ 146,177.42	
30-Apr								\$ -	\$ -	\$ 59,052.96	\$ 146,177.42	
31-May								\$ -	\$ -	\$ 59,052.96	\$ 146,177.42	
30-Jun								\$ -	\$ -	\$ 59,052.96	\$ 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	\$ (375.44)	\$ 2,753.56
Teen Programming	\$ 3,282.00	\$ (2,913.55)	\$ 368.45
Children's Materials	\$ 1,565.00	\$ -	\$ 1,565.00
Children's Programming	\$ 10,212.00	\$ (8,419.67)	\$ 1,792.33
Adult Materials	\$ 1,565.00	\$ (760.01)	\$ 804.99
Adult Programming	\$ 4,741.00	\$ (2,787.05)	\$ 1,953.95
Museums	\$ 5,000.00	\$ (3,715.00)	\$ 1,285.00
Movie Licenses	\$ 1,800.32	\$ (360.99)	\$ 1,439.33
Total	\$ 31,294.32	\$ (19,331.71)	\$ 11,962.61

FY25 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ -	\$ -	\$ -	\$ (420.00)	\$ (420.00)
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 9.87	\$ -	\$ -	\$ -	\$ 9.87
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ 485.45	\$ (2,534.47)	\$ -
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 2,756.15	\$ (10,992.50)	\$ 1,051.35
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ -	\$ 3,241.60	\$ (13,946.97)	\$ 641.22

TO: Library Board of Trustees
FROM: Kim Hewitt, Library Director
DATE: January 31, 2025
RE: Donations

The following donations were received in January:

Puck engraving print donated by William Bonney



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: February , 2025
RE: Director's Report

General Highlights

- We have launched One Book, One Watertown! This year's title is "The Book of Delights" by Ross Gay. Staff are so excited to share this pick with the community and we have some excellent programs planned for March including an author talk with Ross Gay on March 18. Thank you to the Reference Department for all their hard work to select a title for this program, and to Jamie for helping to craft our promotional materials! Very special thanks to Claudia and Christine who put a lot of work into creating a beautiful One Book display in the lobby.
- Physical copies of "Book of Delights" cannot stay on the shelves despite us continuing to buy more copies! We're hoping this leads to great engagement during the March programs. The book is available for free and without a wait on the Hoopla App – you just need your library card!
- The new Assabet Interactive Museum Pass Management System launched on Monday, February 3, 2025. All reservations in Museum Key were migrated to Assabet Interactive. Circulation staff have reported that the system appears much more user friendly than Museum Key. Thank you to Jamie and Alex for their assistance in getting the website updated and putting shortcuts to Assabet Interactive on all staff desktops.
- Theresa finalized preparations for opening the seed library in February. It opened on February 3.
- Theresa and the Hatch Assistants have been focusing on Hatch coverage and continuing service in light of a prolonged and unplanned absence of the Coordinator. Seth, Liz, Carolyn, Joe have been a huge help in providing coverage to keep Hatch open to the public. We are also trying to ensure that programs are scheduled, inventory is done, and budgets are prepared. Please check the Hatch page of our website for up-to-date hours: <https://watertownlib.org/707/Hatch-Makerspace>
- Joe made a Library of Things binder for the circ desk which has made the process of finding things in our collection much easier when helping patrons.
- The majority of Access Services staff have now completed a training "*Fundamentals of Librarianship for Frontline Staff*". They have also been attending more MLN trainings, watching recordings of past trainings, and becoming more familiar with the resources available on the MLN staff site. This is very helpful training so that staff feel confident and empowered to handle issues and know where to go to find information when they haven't encountered a specific issue before, and to become more informed about librarianship overall.
- DVD cases have started coming off the shelf with missing discs again. This happened a few months ago but then stopped. We are keeping a closer eye on the area as it seems to be theft. As a reminder, anyone in Massachusetts can get a library card and borrow our materials for free!
- The Building Committee met on January 10 and approved \$1,100 for some Children's and Teen programming.

- Ran completed most of a large project with metadata in our material's records. This will allow our reports to be more accurate and our materials processing time to lessen once complete. This is not a flashy project, but an impactful one for the organization.

City/Community Meetings and Collaboration

- City Department Heads met on January 30.
- George and Emily met with Kim for a monthly meeting.
- Kim was interviewed by Matt Hanna for the Little Community Conversations podcast <https://www.littlelocalconversations.com/episodes/episode-42-kim-hewitt-director-of-the-watertown-free-public-library> Jamie will be interviewed for Matt's podcast in February.
- Ran, Kim, Theresa, and Seth were part of an interview for a WBZ-TV Feature Story with reporter Jordyn Jagolinzer. The piece will center on the Library of Things and Hatch Makerspace. We will share it when it airs.
- Theresa, Natasha, and Kim went to the Parker Building to see the various City department spaces there and to look at some furniture that DPB is offering to our department.
- Eli Miller, Watertown's Jail Diversion Co-Response Clinician, met with Kim, Theresa, and Aida Quinonez from Wayside to discuss piloting a Tracfone referral program.
- Ran and Jill worked on a plan for the Perkins deposit collection
- Ran met with Travis Kelly of Baker & Taylor to discuss plans for our ordering workflow and account management.
- Joe, Ran, Theresa, and Deanne attended an Assabet Interactive training.
- Kim attended Minuteman's Membership meeting on January 22.

Program Highlights

- Hatch's Birthday Party Showcase was a very successful event! We had at least 80 attendees throughout the showcase. Thank you to Amelia and Theresa for planning the event, Jamie for making a lovely slideshow, and Representative Steve Owens for presenting us with a citation from the State House. Theresa took over finalizing the event in Amelia's absence and did an amazing job making sure the event was still able to happen!
- 'Too Craft, Too Curious' Craft Swap had over 250 attendees. We plan to offer this event twice annually because of the high level of interest from our community.
- We held a Know Your Rights training for the community in January. It was presented by the Massachusetts Immigration and Refugee Advocacy Committee (MIRA). They presented in English first and then did the training again in Spanish in the same night.



Project Literacy

- We have two trainings for students coming up: The first event is 'Navigating the US Healthcare System,' and the second event is 'Know Your Rights' training by Harvard.

- Know Yor Rights cards are available in 8 different languages at the Circulation and Reference desks as well as outside the Literacy office. MIRA is still adding more languages every day. Natasha helped get these cards ordered for the languages that MIRA didn't have pre-printed and available to order.
- Janet submitted a grant application to help us update our citizenship content. We would like to set up a citizenship corner outside the Literacy office and update our website with more information from the USCIS website.
- Janet met with Jee Eun Regina at the Cambridge School of Weston to discuss our 1:1 Tutor Program that will start February 12. This will be the first tutor training session for the CSW high school students.
- Janet met with Saica to create an effective plan for new teacher training.
- Jacky and Erin went to the Middle School on January 30 for an event with parents of ELL students and had great conversations about the library's resources and offerings.
- Janet reported that through the library, school system, and community organizations like Wayside, Project Literacy has been able to provide our students with more trainings and opportunities to get information and learn about resources more in the last few months than last year combined. We appreciate all our collaborators so much!

Facilities/IT

- The Bookmobile was in a small accident on January 9. A resident backed into the front corner of the van. There was a tiny amount of damage to the bumper, but nothing serious. A police report was filed and an insurance claim. We will be taking it to Mercedes-Benz soon for repair, but we are happy it is operational in the meantime!
- CMC replaced the window shades in the Mastrangelo Room. They are remote controlled, and a set of mounted controls will be installed in the room in the future. Patrons will be required to get staff assistance with adjusting the shades. They also fixed in the Children's storytime room.
- Shanahan came out to test an issue with our mics in the Watertown Savings Bank Room last month. Unfortunately, our mics are still working inconsistently and we are trying to determine why. We are investigating wired mics as backups.
- Shanahan also repaired the hearing loop in the WSBR. Those with compatible hearing aids can connect to it so that the sound going through the sound system will be picked up by their hearing aid. Soon we will also have 4 loop receivers that will be made available to be borrowed by patrons who do not have a compatible hearing aid and require hearing assistance.
- IT is continuing to map out and handle network clean up post-firewall cutover.
- Natasha's phone is not able to pick up or make calls, which has been difficult for our workflow as her line is the direct line to the Administration office. This means Theresa and I are answering phones (mostly Theresa!) and this is taking time from other activities. We have put in a ticket with MDCOM but have not seen a response yet.
- The new study room has been painted and furniture will be placed shortly.
- HVAC work was done on Unit 2 as it was showing low temperatures.



- MDCOM came out to examine an issue with the PA system in mid-December. However, we are still having some issues- sometimes the volume is fine, other times it's very soft, and it depends on which handset you use to make an announcement.
- WCATV and IT added equipment to our server room that will help WCATV broadcast programs from the library.
- Public Buildings fixed a broken fan in the children's room bathroom.
- We have a ticket in for a crack in the glass of one of the window panes in the Mastrangelo room. We are not aware of how this happened.

Personnel

- Michelle Lavelle is temporarily working in a full-time role capacity in the Reference Department. She will assist with desk coverage and with the local history collection.
- Mamak Vafi resigned from her position ELL student-teacher liaison effective January 23.
- Ayse Under will be our new ELL student-teacher liaison. Ayse is a former student of Janet's.
- Natalie Politano was hired as a new Project Literacy teacher. She will be working with a Beginner class first so that we can get some students off the waitlist.

Strategic Plan Update

- The Library's Strategic Plan Survey opened closed on January 31. We received 883 responses through Survey Monkey as of January 31, and we also have dozens of paper versions we will need to review too.
- Although we had Portuguese, Spanish, and English are available online, only 30 people took advantage of Spanish and Portuguese.
- We translated the survey into Arabic, Chinese, Haitian Creole, and Russian in print but have not yet reviewed the paper submissions so we do not know if they saw much use.
- Tyler conducted a general focus group with community stakeholder groups and parents as well as an informal chat on the 2nd floor. That wraps up our in-person focus group style efforts for the Strategic Plan.
- A HUGE thank you to Tyler Cote for facilitating focus groups on behalf of the Library, and to he and Jamie both for their teamwork on promoting the survey.
- Access Services staff did an excellent job actively engaging with patrons regarding the library survey which was a huge help in spreading the word!
- Kim has been periodically reviewing results in Survey Monkey and will start the process of reviewing the data with Department Head's help in February.

Budget Update

- Kim and Theresa attended a budget meeting on January 21 to review our requests and our level services budget with the City's Finance Team.
- Kim, Theresa, and Natasha met with Denise Moroney (DPB), and Emily Monea (Deputy City Manager) on January 23 to discuss how to allocate parts of the budget that we share responsibility for and worked out a more detailed understanding of which department should handle which types of items.

O'some Update

- O'some has a contractor that will be doing some work in the café soon. Dates are unknown. Ricci is hoping to open within two months.
- Ricci has been trying to determine parking pass availability for herself and her staff, we are assisting in that process as we can.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: February 2025
RE: McCall and MacDonald Fund Use Request

This memo is to request \$7,000 from the McCall Fund to purchase 500 bags for our 1,000 Books Before Kindergarten program. As part of the program, families receive free books as they meet goals to help keep their momentum going. We would also purchase additional books to give away. The purpose of the program is to engage families with young children in early literacy (see the attached letter for more details).

We are also requesting MacDonald funds in the amount of \$300 to purchase grief books for the Coping section in the Children's Room.

Thank you for your consideration.

Study Rooms Policy

The Watertown Free Public library has several group study rooms. Most rooms accommodate four people. Groups must not exceed designated room capacity.

The group study rooms are available free of charge and can be booked for use during library hours. It is the library's intent to provide these spaces to as many people as possible. Groups using the study rooms shall not sell or promote any material or service for private profit or gain. Persons using the group study rooms are subject to all library policies including the food and drink policy and the library rules of conduct.

The library will not provide additional storage space for any groups and will not be responsible for items left unattended in the study rooms. Study rooms must be left in clean condition. Furniture may not be moved into or out of study rooms. Users must not affix anything on the walls or windows. Study rooms must be vacated five minutes before library closing time.

Approval

Approved by the Trustees March 7, 2006, Revised February 4, 2025.



TO: Library Trustees

FROM: Kim Hewitt, Library Director

DATE: February 2025

RE: Staff Day Request Memo

This memo is to request a closure of the library to the public for a staff day training on May 9, 2025.

Thank you for your consideration!