



**Board of Library Trustees Meeting**  
**Tuesday, March 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 February 4, 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. Strategic Plan Update and Discussion
8. New Business
  - A. Consideration and Action on Program Development Policy
  - B. Consideration and Action on Promotion, Postings, and Display Case Policy
  - C. Consideration and Action on Meeting Room Policy Revisions
  - D. Discussion of LaSalle Photograph
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	1,420,735.47	0.00	840,898	62.80
0161051	510112	PART TIME SALARIES	783,726	0	783,726	467,979.16	0.00	315,747	59.70
0161051	510130	OVERTIME	30,000	0	30,000	21,447.35	0.00	8,553	71.50
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	4,524.75	0.00	4,401	50.70
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	1,928,951.86	0.00	1,182,044	62.00
0161052	520211	ELECTRICITY	156,904	0	156,904	35,525.45	104,474.55	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	12,327.95	22,672.05	7,804	81.80
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	14,353.65	1,965.42	3,630	81.80
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	35,378.51	16,521.74	101	99.80
0161052	520244	COMPUTER MAINTENANCE	61,000	1,439	62,439	38,345.33	22,019.20	2,075	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	2,547.41	858.28	5,864	36.70
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	9,585.01	1,853.27	1,762	86.70
0161052	540422	PRINTING & FORMS	11,000	0	11,000	6,230.50	0.00	4,770	56.60
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	902.04	21.91	176	84.00
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	10,941.01	5,460.80	1,598	91.10
0161052	550511	BOOKS	499,550	392	499,942	288,709.80	101,773.90	109,458	78.10
0161052	550512	BOOK PROCESSING	51,410	695	52,105	13,899.95	7,888.19	30,317	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	1,030.00	220.00	281	81.60
0161052	570735	PROJECT LITERACY/TOWN	10,962	960	11,922	7,776.28	1,064.95	3,081	74.20
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	380.00	158.00	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	574,173.46	287,219.31	198,690	81.30
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	17,960.54	17,671.10	49,884	41.70
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	846.13	18,930.04	224	98.90
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	4,516	105,516	18,806.67	36,601.14	50,108	52.50
		Grand Total	4,265,650	10,944	4,276,594	2,521,931.99	323,820.45	1,430,842	66.50

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
<b>Book Funds</b>						
Pratt (includes Pratt Stock)	149,518.01	15,732.12	4,957.71	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	129.26	-	2,896.48	book purchases only
Mead	6,418.63	3,418.63	263.05	25.20	3,656.48	book purchases only
Charles	2,825.14	2,625.14	109.20	-	2,734.34	Armenian History books
Barry	3,648.58	3,648.58	154.93	-	3,803.51	book purchases only
McGuire	3,395.97	2,395.97	169.95	-	2,565.92	book purchases only
W. Pierce	25,520.17	5,520.17	1,023.84	-	6,544.01	book purchases only
MacDonald	9,881.46	4,881.46	417.25	-	5,298.71	Grief related books
O'Reilly	11,103.78	10,603.78	429.20	-	11,032.98	Fiction
Stone	3,960.02	3,960.02	153.09	-	4,113.11	book purchases only
Campbell	5,792.43	4,792.43	223.91	-	5,016.34	Large print books
Santoro	2,439.39	839.39	94.29	-	933.68	Art books only
Brown	2,756.11	1,756.11	108.75	-	1,864.86	Sci-fi books
Keith	4,412.72	3,412.72	170.58	-	3,583.30	Wat history books
Drucker	3,175.19	3,175.19	122.71	-	3,297.90	Humanities books
Special Gifts	52,750.36	52,750.36	47,216.50	10,608.54	89,358.32	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	-	3,019.92	-	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
<b>Other Funds &amp; Grants</b>						
Kaveny	39,573.12	11,201.63	1,529.66	-	12,731.29	Benefit of the library
Masters	4,402.75	1,695.75	170.18	-	1,865.93	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	10,926.32	7,549.37	5,633.09	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	12,825.24	3,027.12	66,496.62	
McCall Gift Fund	46,061.25	46,061.25	-	20.00	46,041.25	For children's dept only

**GRIFFIN FUND REPORT**

<b>MONTH ENDING</b>	<b>BEG BAL</b>	<b>ADDED</b>	<b>WITHDRAWN</b>	<b>INTEREST / DIVIDENDS</b>	<b>INVESTMENT MKT VAL ADJ</b>	<b>VERIZON DIVIDENDS</b>	<b>VERIZON STOCK MKT VAL ADJ</b>	<b>END BAL</b>	<b>CASH HELD FOR INV</b>	<b>CASH AVAILABLE FOR SPENDING</b>	<b>INV</b>	
<b>FY24 BAL FWD</b>	<b>179,350.19</b>							<b>\$ 169,445.12</b>	<b>\$ -</b>	<b>\$ 55,478.30</b>	<b>\$ 113,956.82</b>	<b>-</b>
31-Jul	179,350.19			91.04	1,349.55		(2,329.20)	<b>\$ 178,461.58</b>	<b>\$ -</b>	<b>\$ 56,918.89</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-Aug	178,461.58			2,335.03	937.27		4,076.10	<b>\$ 185,809.98</b>	<b>\$ -</b>	<b>\$ 60,191.19</b>	<b>\$ 146,177.42</b>	<b>-</b>
30-Sep	185,809.98			187.71	418.48		10,125.55	<b>\$ 196,541.72</b>	<b>\$ -</b>	<b>\$ 60,797.38</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-Oct	196,541.72			53.82	(1,241.58)		(8,993.30)	<b>\$ 186,360.66</b>	<b>\$ -</b>	<b>\$ 59,609.62</b>	<b>\$ 146,177.42</b>	<b>-</b>
30-Nov	186,360.66			164.30	502.87		7,149.35	<b>\$ 194,177.18</b>	<b>\$ -</b>	<b>\$ 60,276.79</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-Dec	194,177.18			146.33	(1,370.16)		(14,072.25)	<b>\$ 178,881.10</b>	<b>\$ -</b>	<b>\$ 59,052.96</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-Jan	178,881.10			74.30	(1,288.66)			<b>\$ 177,666.74</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
28-Feb								<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-Mar								<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
30-Apr								<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
31-May								<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
30-Jun								<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,838.60</b>	<b>\$ 146,177.42</b>	<b>-</b>
<b>FY25 TOTAL</b>		<b>-</b>	<b>-</b>	<b>31.32</b>	<b>668.46</b>	<b>-</b>	<b>(14,751.60)</b>	<b>\$ 189,722.84</b>	<b>-</b>	<b>43,545.42</b>	<b>\$ 146,177.42</b>	<b>-</b>

FUNDS USED TO PURCHASE ADDITIONAL SHARES

<b>Burke</b>			
	<b>Allocated</b>	<b>Expenditures</b>	<b>Available</b>
<b>Teen Materials</b>	\$ 3,129.00	\$ (375.44)	\$ 2,753.56
<b>Teen Programming</b>	\$ 3,282.00	\$ (2,913.55)	\$ 368.45
<b>Children's Materials</b>	\$ 1,565.00	\$ -	\$ 1,565.00
<b>Children's Programming</b>	\$ 10,212.00	\$ (8,905.54)	\$ 1,306.46
<b>Adult Materials</b>	\$ 1,565.00	\$ (912.39)	\$ 652.61
<b>Adult Programming</b>	\$ 4,741.00	\$ (4,557.05)	\$ 183.95
<b>Museums</b>	\$ 5,000.00	\$ (4,690.00)	\$ 310.00
<b>Movie Licenses</b>	\$ 1,800.32	\$ (360.99)	\$ 1,439.33
<b>Total</b>	\$ 31,294.32	\$ (22,714.96)	\$ 8,579.36

### 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	\$ 700.00	\$ -	\$ -	\$ 709.87
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ -	\$ (3,019.92)	\$ -
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 1,675.80	\$ (12,268.71)	\$ 855.49
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 17,829.79	\$ 700.00	\$ 1,675.80	\$ (15,708.63)	\$ 1,145.36

TO: Library Board of Trustees  
FROM: Kim Hewitt, Library Director  
DATE: February 28, 2025  
RE: Donations

The following donations were received in February:

\$25 from Jane Brady

\$10,000 from Friends of Project Literacy



TO: Library Trustees  
FROM: Kim Hewitt, Library Director  
DATE: March 4, 2025  
RE: Director's Report

### General Highlights

- The Seed Library launched successfully! Patrons really love this offering.
- Children's is working on their Book Awards.
- Summer Reading plans are being finalized. Kathleen, Allie, and Jamie worked hard on the theme and the plans. Jamie helped to guide marketing plan and marketing materials for Summer Reading 2025.
- Our Winter Concert event with Grace Givertz was picked up by the Boston Globe thanks to Jamie's PR efforts.
- Joe has started to provide a weekly summary email for Access Services staff and temps so that everyone is on the same page heading into the weekend.
- Theresa has been managing Hatch operations in Amelia's absence. Carolyn and Joe have been taking on shifts at Hatch to keep it open for the public. Pauli was recently trained too! We really appreciate everyone that's pitched in to prevent us from closing.
- We got our new Simmons archives intern (Aurora Daniel) acclimated. We're excited to work with her on the Lewando's collection.
- We changed the default session for public PCs to a comfortable 2 hours. Patrons no longer need to renew to access the second hour: they will be granted 2 hours when they log in.
- We launched the new modular study space! It's already super-popular, and it's going to skyrocket once the lighting is improved!
- Finally, getting a Teen Advisory Board together. Watertown High School through the DEIB department has developed a Teen leadership program. Groups of students have volunteered to work with various City departments, including the Library. We have four high school students, grades 11, who are invested in improving Library service for teens. Their first project is creating a survey to share with high school (and eventually middle school) students. The survey will be distributed mid-March.

### City/Community Meetings and Collaboration

- Kim and Janet attended a MIRA webinar "Municipal Best Practices for Welcoming and Protecting Immigrant Communities"
- Met with Tyler to review focus group reports and discuss details of the sessions.
- Kim virtually attended the Budget and Fiscal Oversight Committee meeting on 2/13 to hear about the committee's CIP recommendations.

- Carey is serving as a judge to select the Boys and Girls Club Youth of the Year.
- Janet had several meetings with Kate Philipson from the WPS to plan the 2 trainings they collaborated on for Project Literacy.
- Janet met with Jee Eun from the Cambridge School of Weston to get our 2<sup>nd</sup> year underway for tutoring sessions as well as Aviel from the Beaver Country Day School. He's bringing 14 HS students over to interview one of our Advanced level classes.
- I've also taken part in the ELL Library Roundtable group and the new Watertown Rapid Response Task Force group.
- Kim met with George and Emily on February 27 for our monthly meeting.
- Carey is participating with the Watertown's Pride Planning Committee and reaching out to the schools GSA's to hear from students about what they want to see at Pride.
- Theresa met with members of the Digital Content Working Group's World Languages subcommittee and led chairs meeting and Working Group meeting
- Theresa attended an Employee Experience Committee meeting
- Theresa moderated Minuteman's Assistant Directors Forum
- Theresa and Alex both attended several meetings with IT, HubTech, and TBS staff re: final server cutover
- Ran attended MLN Keyusers on February 7th.

### Program Highlights

- On Feb 19, we were thrilled to host well over 200 people via Zoom for WBUR journalist Simón Rios, who shared his journey reporting on the plight of migrants in MA amidst changing shelter policies and shifting political climate.
- Vacation week was a big success! We had big numbers at our big programs.
  - Approximately 100 people attended Awesome Robb's Magic Show, February 15.
  - Approximately 200 people attended Rainforest Reptiles, February 20.
  - We had a good crowd for Ammaya Drum Circle, February 22.
- Franny had a dedicated group of D&D beginners that met every day of vacation week.
- Claudia is working on starting a Spanish Language bookclub.
- Kelly has been managing a minimalist art program put together by the high school's National Art Society. They did a program with middle school patrons and will continue to put together future programs, hopefully with various age groups.

### Project Literacy

- Our citizenship trainer ran 2 tutor training sessions. Tutors will be helping people study and pass their citizenship exam and interview. We had approximately 40 attendees for the first session and 20 for the second.
- Our tutoring program with Cambridge School of Weston high school students began. There are 14 Project Literacy students paired with tutors who have been specially trained to work 1:1 with them.

- Janet attended the Refugee Support Group 10<sup>th</sup> Anniversary.



Caption: Former Project Literacy director, Jeri, and current director, Janet, at the Refugee Coalition 10 Year Anniversary party

- In February, Project Literacy held a teachers' meeting. They reviewed Know Your Rights information and how to increase student talk time.

### Facilities/IT

- Kim and Theresa met with architects and the new Department of Public Buildings Project Manager, Christopher Nixon, to discuss a potential redesign of our lobby.
- Our App Server was dying, so Hubtech and IT were able to make a plan to move to a new server quickly. That work was started 2/12 and ended shortly after opening on 2/13.
- Kim and Theresa met with Andrea from WCA-TV to discuss potential equipment upgrades in the library which would change the way the station could broadcast programs.
- The cafe space's white walls were repainted and the blue paint on the fireplace was touched up the week of February 10.
- The book drop room was wet-sealed and repainted during the same week. We will be adding a partition and furniture into the space to create a wellness room for staff use. It will be a space to comfortably pump, and when a staff member is not in need of the room for that purpose, we will open the room to staff so there is a place to go to make private calls, etc.
- O'some's contractor began work on the cafe space on 2/12. They've nearly completed the new counter. New tables have also arrived. It's looking great!
- Alex added new Chromebooks to Reference and Access Services.

- Alex and Theresa have been working with IT and HubTech on server issues
- Cafe door signage was updated to reflect the change in vendor.
- Kirsten took the Bookmobile to Braintree Collision Center for them to look over damage from the January accident. We will be bringing it back to them for work to be done next week.

#### Personnel

- We have an archives intern from Simmons this Spring, Aurora Daniel. She began on 2/13.

#### Action Plan

- The new study room is open! It will operate with day-of reservations and can fit 3 people.
- The survey closed for good on 2/14 with 998 responses.
- Jamie began wayfinding pain point research with Department Heads.

## Vision Statement

The Watertown Free Public Library strives to enrich the mind, spirit, and heart of every patron.

## User Needs Assessment

### Overview

Watertown is small city of 35,270 people living in a densely populated land area of four-square miles which runs along the Charles River. Watertown is considered one of the inner core communities of the Greater Boston region. It is the 48th most populous city in the state and 10th most populous city in the Minuteman Library Network.<sup>1</sup>

The number of households in Watertown is expected to increase by 1,400 by 2035. Elderly households will account for most of the growth, as a decline in younger households is projected.<sup>2</sup> Population in Watertown has already exceeded 2030 estimates of the Metropolitan Area Planning Council's 2014 projections.<sup>3</sup>

There are three public elementary schools, one public middle school, and one public high school along with a handful of private and parochial schools. In November 2024, the City Council voted to prioritize renovating the newer portion of the middle school (built in 1998) and replacing the older building (built in 1922). Construction is expected to start in spring of 2026.

Watertown is home to prominent local and national cultural institutions, notably Perkins School for the Blind, the Armenian Museum of America, Mosesian Center for the Arts, and Mt. Auburn Cemetery.

Watertown follows a Council/Manager form of government with a Town Charter review mandated every ten years. The next Town Charter review will happen in 2030. The library has an elected Board of Trustees consisting of six members elected for four-year terms every three years. Three seats on the Board of Trustees will be up for re-election in fall 2025.

Renovated and expanded in 2006, the library is located on Main Street in the south-western quadrant with six off-site remote book returns. The library will reach its intended 20-year life in 2026. The library's off-site makerspace is located two blocks from the library in a donated retail space on the bottom floor of the Residences at Watertown Square, an assisted living facility. The library's Book Mobile was launched in August 2022. It was out in the community and open to the public for 229.5 hours in Fiscal Year 2024.

## Demographics and Community Environment

The data used here is American Community Survey (ACS) 5-year Estimates 2019-2023. As newer data from the results of the Census Bureau become available, they will be reviewed and considered in relation to this strategic plan. Any statistic about library patrons or usage is calculated using reporting functions in the Sierra Integrated Library System.

### Age

Watertown residents skew towards the 25-35 and 35-44 ranges with 22% and 16% of the population, respectively. This is a higher concentration of the Younger Adult archetype than the Commonwealth's

average. Watertown’s median age is 38.8. The average persons per household is 2.16. Watertown’s percentage of people under the age of 5 is the same as the Commonwealth average.

Watertown Free Public Library has 20,727 patrons with a Watertown coded patron type. 43% of these patrons were born between 1980 and 1999, which tracks with the overall population of these ages in the City where citizens ages 25-44 are 38% of the general population<sup>4</sup>.

**Watertown Population by Years**

Age	Population	Percentage
<5	1910	5%
5-9	1277	4%
10-14	1228	3%
15-19	1417	4%
20-24	1466	4%
25-34	7586	22%
35-44	5632	16%
45-54	3799	11%
55-59	2295	7%
60-64	2338	7%
65-74	3746	11%
75-84	1902	5%
85+	674	2%

**Library Patrons by Decade**

Decade	Total	Percentage
1920-1929	30	<1%
1930-1939	229	1%
1940-1949	1019	5%
1950-1959	1669	8%
1960-1969	1859	9%
1970-1979	2434	12%
1980-1989	4751	23%
1990-1999	4166	20%
2000-2009	1784	9%
2010-2019	1685	8%
2020-2025	104	<1%

**Race and Ethnicity**

<b>Watertown Race and Ethnicity</b>			
	<b>% of population 2020 Census</b>	<b>ACS Estimates 2023 by Race</b>	<b>% Change from 2020 Census to 2023 ACS Estimates</b>
<b>White alone</b>	74.6%	71%	-3.6%
<b>Black or African American alone</b>	3.6%	4.2%	0.6%
<b>American Indian and Alaska Native alone</b>	.2%	.2%	0.0%
<b>Asian alone</b>	9.6%	12%	2.4%
<b>Native Hawaiian and Other Pacific Islander alone</b>	0.0%	0.0%	0.0%
<b>Some Other Race alone</b>	4.1%	3.7%	0.4%
<b>Population of two or more races</b>	7.9%	9%	1.1%
<b>Hispanic and Latine</b>	7.7%	6.4%	-1.3%

Source: 2020 Census and the ACS Demographics and Housing Estimates for 2023.

<b>Enrollment by Race/Ethnicity (2024-25)</b>		
<b>Race</b>	<b>% of District</b>	<b>% of State</b>
<b>American Indian or Alaska Native</b>	0.1%	0.2%
<b>Asian</b>	8.8%	7.5%
<b>Black or African American</b>	4.6%	10.2%
<b>Hispanic or Latino</b>	23 %	25.9%
<b>Multi-Race, Not Hispanic or Latino</b>	8.8%	4.6%
<b>Native Hawaiian or Other Pacific Islander</b>	0.0%	0.1%
<b>White</b>	54.6%	51.5%

Source: Massachusetts DESE School and District Profiles

## Household Income and Housing

Household Income for Watertown Renters	
Household Income	% of Households
\$0-24,999	8.1%
\$25,000-49,999	9.8%
\$50,000-74,999	17.3%
\$75,999-99,999	13.6%
\$100,000-149,999	26.3%
\$150,000+	24.9%

The estimated median household income in Watertown for 2023 was \$123,383. That number is up from 2019's estimate of \$101,103. If you factor in race, however, the median tells a different story. In contrast to what was reported in the previous Strategic Plan factoring in race increases the median income from white (\$119,646) to Black (\$130,282), Hispanic/Latine (\$129,573) and Asian residents (\$177,831). The median income related to race seems to reflect the changing demographics in Watertown and the influx of higher paid Bioscience-related jobs. Though the median income is relatively high one can assume that the library's service population consists of residents with various socio-economic backgrounds. As noted in the Watertown Housing Plan, more than a third of residents are significantly cost burdened by the fact that they are spending too much of their income on housing and as such the City of Watertown has an ongoing demonstrable need for additional affordable housing. To further this goal the City has lessened parking requirements for residential buildings and in April 2023 the City adopted a linkage fee that applies to any non-residential developments of 30,000 square feet or more.

## Climate Preparedness

The Resilient Watertown Climate and Energy Plan (May 2022) points to intense storms, flooding, drought and heat waves as particular concerns in Watertown. The plan notes a 27% increase in heavy downpours in Massachusetts between 1950-2014 and Massachusetts experienced 22 flood-related disasters between 1954 and 2018. The plan also points to a projected increase of 10 more days per year of precipitation totaling more than one inch by 2050. The library has continued to experience impacts from heavy rains and flooding with drain backups causing flooding on the first floor as well as skylight and roof leaks due to heavy rains. The library keeps sandbags on hand to mitigate any flooding.

Watertown has made several efforts to reduce the City's impact on the climate including the introduction of EV charging stations in the library parking lot and other municipal lots, and Bluebikes throughout the City. The library encourages bicycle use with two well-used bike racks at the front and rear entrance, a bike fix-it station, as well as offering a bike repair kit in our Library of Things. The library and HATCH have also hosted bike repair workshops. In addition, the City has also developed a comprehensive Bicycle & Pedestrian Plan Report (February 2021). Other climate initiatives include an increase in composting, planting more trees, reducing heat islands in our city parking lots and transitioning to using more renewable energy sources like the addition of rooftop solar on some municipal buildings. Watertown High School is undergoing a full reconstruction making it a net-zero school building like Hosmer and Cuniff elementary schools. It is worth noting that the City may face significant challenges in addressing climate change in the future, as the federal government seeks to roll-back funding, programs and research addressing climate change throughout the country.

## Languages

There is no official Town data on languages spoken in Watertown (**Jamie is confirming this with Tyler Cote**), but we can piece together a snapshot of the languages spoken in the community from a few different sources.

### WFPL Survey

The 2025 WFPL Survey asked the question "what languages do you speak at home?" Of the 972 who responded to the question, 934 listed English. 75 listed languages other than *or in addition to* English. 26 non-English languages were listed, including American Sign Language. Among library survey respondents, Spanish and Armenian were the most common languages spoken at home, with 11 and 9 respondents listing those languages, respectively.

Project Literacy is the library's English language education program. 36 languages other than English are spoken among the nearly 883 active students in the program. Of these 36 languages, the most spoken are Spanish (21%), Portuguese (16%), Russian (10%), and Haitian Creole (10%). Project Literacy is open to anyone who wants to learn to speak English, not only Watertown residents, but most students live in Watertown and surrounding towns.

### Watertown Public Schools (2021 data. 2025 data coming soon)

Within Watertown Public Schools, 987 or 39% of students have a language other than English as their first language, that is almost double the percentage across Massachusetts in which 23% of students have a language other than English as their first language. 14% of Watertown students are considered English language learners meaning "a student whose first language is a language other than English who is unable to perform ordinary classroom work in English." <sup>9</sup> There are

nearly 60 different languages other than English spoken among the students with the most common being Pashtu, Spanish, and Chinese.<sup>10</sup>

### **Watertown Housing Authority**

The 2024 Watertown Housing Authority (WHA) Language Access Plan<sup>11</sup> outlines services for tenants who are Limited English Proficiency Persons (LEP) which is defined by Department of Housing and Urban Development as “persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write or understand English.” Using regional data provided by the American Community Survey for individuals that speak English less than very well, and data from WHA programs, WHA prioritizes translation and language assistance in Spanish, Portuguese, Haitian Creole, Russian, Vietnamese, and Chinese.

Based on data from WHA programs, WHA staff have identified Chinese, Spanish, Russian, Hindi, Cantonese, Armenian, Farsi, Simplified Chinese, Turkish, Thai, Arabic/Armenian, and Vietnamese, in no particular order, as the most common languages spoken by their tenants.<sup>12</sup>

### **U.S. Census Data (Still looking but not finding Watertown-specific census data)**

U.S. Census Data is limited for the small geographic area of Watertown. It is possible to get good data on the most common languages spoken at home for our tri-county region, however. Using 2022 American Survey Data accessed in 2024, we calculated that the most common languages spoken at home in combined Middlesex, Norfolk, and Suffolk, counties are: Spanish, Chinese, Portuguese, Haitian, Vietnamese, Arabic, Russian, French, Khmer, and Hindi, in that order.

### **Language Footnotes:**

9 Massachusetts DESE

10 Watertown Public Schools System Wide Spoken Language report

11 Watertown Housing Authority Language Access Plan, 2024

12 February 2024 Email Communication with WHA Language Access Coordinator

## **Watertown Free Public Library Programming Development Policy**

### **Purpose of the Policy**

This Program Development Policy upholds the mission and goals of the Watertown Free Public Library by setting guidelines for the planning and operation of Library programs and events. The policy applies to programming and events provided by the library and its staff. It does not apply to programs provided by non-library groups using the library's [Meeting Rooms](#).

### **Responsibility for Program Development**

Responsibility for program development rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Program planning and facilitating is delegated to staff members based on their job responsibilities and areas of expertise. Library staff are guided by this policy and utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering library programs.

### **Selection Guidelines & Objectives**

The Watertown Free Public Library defines a program as an activity or event in a group setting, developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. Programs can be a single event, a short series, or continuously recurring.

Programs may include, but will not be limited to: lectures, forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes.

### **Criteria**

When making decisions regarding program content, presenters, and related resources library staff will consider the following:

- Relevance to the Library's mission and strategic plan
- Community needs and interests, including feedback and suggestions from Watertown residents

- Potential to promote, supplement, and encourage the use of library collections and resources
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area
- Historical, cultural, or educational significance
- Space required, and the availability of that space
- Budget
- Staffing
- Balance of current programs being offered at the Library
- Connection to other community programs, exhibitions, events, **or organizations**
- Safety and security of patrons and staff
- National and local observances, commemorative months, and initiatives (i.e., National Library Week, Women's History Month, Veterans' Day, etc.)

Library programs may take place at the Library, Hatch Makerspace, the Bookmobile, offsite locations, and online; and may be delivered by library staff or library partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

### **Presenters**

Anyone interested in presenting a program may submit a proposal that will be reviewed by Library staff using this policy as a guideline. The Library reserves the right to decline a program for a variety of reasons including, but not limited to, staffing, budgetary constraints, space, or scheduling.

A partnership is a relationship between Watertown Free Public Library and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The Library welcomes partnerships that promote civic engagement and support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all library policies. Partners that participate in co-hosting a program receive acknowledgement in marketing and PR materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants. ~~The library strives to be non-partisan in its offerings, however that does not mean that the library will not plan content that is partisan in nature in the interest of informing residents about current or historic events.~~ Program topics, presenters, and resources are not excluded because of possible controversy.

### **Commercial Use**

Authors or booksellers may sell books as part of a library program. Musicians playing in library sponsored concerts may sell merchandise. Programs sponsored by the Library Building Committee may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial purposes or for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested in purchasing items or services from the presenter.

### **Intellectual Freedom**

The Watertown Free Public Library offers a wide variety of programs to support its mission of providing free recreation, entertainment, and enrichment. The Library respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements (see Appendices A, B, C). The Library's goal is to offer a diverse set of ideas and opinions, including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor programs it offers.

~~Parents and guardians are responsible for overseeing their minor children's use of the Library's collections, services, and programs. The Watertown Free Public Library does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities.~~

### **Open Access**

All library-initiated programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Tween and teen programs are limited to tweens and teens only, except when they require an adult assistant or companion. Programs targeted toward specific audiences are to be publicized as such.

The Library will not act in the role of censor for any age level or subject matter. Not all programs will be suitable for, or of interest to, all segments of the community.

Parents and guardians are responsible for overseeing their minor children's use of the Library's collections, services, and programs. The Watertown Free Public Library does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration, or at the door. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Code of Conduct Policy.

### **Accommodations Request**

The Watertown Free Public Library does not discriminate and does not share your information with anyone. We are committed to providing reasonable accommodation to enable you to participate in our events. Contact the library at 617-972-6436 at least two weeks before an event to arrange for modification.

### **Publicity**

WFPL uses its promotional channels to promote library-sponsored programs which are co-planned with Library staff members following the guidance of this programming policy. WFPL offers limited promotional support for City of Watertown programs and community programs, as outlined in the [Program Promotion Policy](#).

All graphics for Library-sponsored programs must be created or approved by Library staff. All graphics for Library-sponsored programs must include a WFPL logo and must meet the requirements of the WFPL Style Guide.

### **Cancellations**

Programs may be cancelled for several reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the Library's online calendar of events and by other appropriate communication channels.

### **Process for Reconsideration**

The Watertown Free Public Library adheres to and supports the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View (Appendices B, C, D) which state that the choice of library materials for personal use is purely an individual matter. An individual or group cannot restrict the freedom of other persons to read, access, or use library materials. **Access to library programs is incorporated within these documents.**

Concerns about programs currently offered at the Library may be expressed by filling out a Request for Reconsideration form (Appendix D). Forms may be submitted in writing to the attention of the Library Director either in person, or c/o Watertown Free Public Library, 123 Main Street, Watertown, MA 02472. Patrons submitting a Request for Reconsideration will be given copies of the program development policy; the ALA Library Bill of Rights, the ALA Freedom to Read Statement, and the ALA Freedom to View Statement (Appendices A, B, C). Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing or located in Watertown, MA. During the reconsideration process, the material or program will remain available in the Library.

A request for reconsideration will be reviewed by the Library Director or their designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision to the Board of Trustees. The decision of the Board of Trustees will be final.

**Due to the ephemeral nature of programs, concerns about programs that have already taken place are best addressed by submitting a [Feedback Form](#). Reconsideration requests received over 30 days after the program will not be reviewed. Once a program has undergone the reconsideration process it will not be reviewed for reconsideration again within the following 12 months.**

## **Appendix**

- A. [American Library Association Library Bill of Rights](#)
- B. [American Library Association Code of Ethics](#)
- C. [Freedom to Read Statement](#)
- D. [Freedom to View](#)
- E. [Reconsideration Form \(PDF\)](#)

## **Approval**

Approved by Library Board of Trustees February 7, 2023

## WFPL Promotion, Postings, and Display Case Policy DRAFT

The Watertown Free Public Library uses its own promotional channels to promote library-sponsored programs. WFPL recognizes the importance of being a resource of information for the community. To that end, the Library provides bulletin board space for community organizations to market their events and resources at the discretion of the Library Director.

WFPL offers limited promotional support for City of Watertown programs and community programs, as outlined below:

### Promotions

#### Library-Sponsored Programs

The Watertown Free Public Library uses its promotional channels to promote library-sponsored programs.

- **Definition:** “Library-Sponsored Programs” are planned or co-planned by Library staff members, following the guidance of WFPL’s [Program Development Policy](#).

#### City of Watertown Programs

The Library also uses its promotional channels to promote City of Watertown-sponsored programs when relevant to Library patrons. City of Watertown-sponsored programs (that are not also Library-sponsored) will be shared, upon request, in the “Community Events” listing in the Monthly WFPL email Newsletter. City of Watertown social media posts will be shared upon request, if the content is relevant to Library patrons.

- **Definition:** “City of Watertown Programs” are not co-planned with Library staff members. City of Watertown programs are sponsored or hosted by a City of Watertown department.

#### Community Programs

Community programs that take place in the Library are shared out in two channels: The Library “Community Events” calendar at [watertownlib.org](http://watertownlib.org), and the “Community Events” listing in the Monthly WFPL email Newsletter.

- **Definition:** “Community Programs” are not co-planned with Library staff members. Community programs are hosted by community members, and booked into public meeting rooms following the guidance of the library’s [Meeting Room Policy](#).

### Postings Within the Library

#### Community Events Bulletin Board

The Community Events Board is a forum for all postings by community organizations and community members that meet the standards of the Library’s [Code of Conduct](#). The Library

does not endorse viewpoints expressed nor does it assume responsibility for the accuracy of information allowed under this policy.

- Postings must be dated by a Library staff member before posting.
- No business postings allowed. (Posting must be sponsored or co-sponsored by a nonprofit organization, a Government organization, or a community organization.)
- All postings must be identified with the name of the group, business, or individual sharing the information.
- Due to limited space, events and information will be posted for no longer than one month.
- When space is not available for all postings, Watertown postings will be given preference.

### Community Resources Bulletin Board

The Community Resources Board is curated by Library staff. Postings must be submitted to staff for approval prior to posting. Postings that have not been submitted for approval will be removed.

- Postings must be submitted to the Circulation Desk for staff to review, allowing up to three business days for review and posting or placement.
- All items for postings must be identified with the name of the group, business, or individual sharing the information.
- Due to limited space, events and information will be posted for no longer than three months.
- When space is not available for all postings, priority will be given in the following order:
  - Library-created resources
  - City of Watertown resource postings
  - Watertown-specific postings

### Café Bulletin Board

The community bulletin board in the Library Café and Booksale room is managed by the Café vendor. Postings must meet the standards of the Library's Code of Conduct. The Library does not endorse viewpoints expressed nor does it assume responsibility for the accuracy of information allowed under this policy.

### Other Postings in the Library Building or on Library Grounds

Only Library staff may deploy signs, banners, and other informational notices inside the Library building (beyond community bulletin boards) or on Library grounds. Only Library and City of Watertown signs, banners, and other informational notices are permitted in the Library building (beyond community bulletin boards) or on Library grounds.

- All City of Watertown postings (excluding community bulletin boards) must be approved by Library administration and are limited to one month placements, with optional renewal at the discretion of the Library Director.

### **Lobby Display Cabinet**

The glass display cabinets in the Library lobby are for library use only. They are used to highlight library collections, resources, and upcoming library-sponsored programs. The cabinets are booked by library staff and displays are created by library staff.

## **Watertown Free Public Library Meeting Rooms Policy DRAFT**

The Watertown Free Public Library offers the use of its meeting rooms to further its roles as a place to meet and interact in meaningful ways, to learn and stay informed, and to celebrate and enjoy diversity. The library's meeting rooms are a community asset. **Use of the rooms** by area community groups **is encouraged** when not in use for library purposes.

Library meeting rooms are made available **as a public service and reserving a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities**. All meetings and programs must be free, open and accessible to any member of the public. Every group or organization holding any function at the library should be prepared to provide a qualified sign language interpreter if requested to do so.

### **Rules for Meeting Room Use**

All meetings must be open to the public **and free of charge**. Violation of the rules of the meeting rooms may result in suspension of the use of the rooms.

- **Scheduling:** Reservation requests must be made by adults, 18 years of age or older. Requests may be made no more than three months and no less than 2 weeks in advance of the event. Scheduling requests submitted less than 2 weeks in advance will be accommodated when possible. In order to allow as many groups as possible to use the meeting rooms, each group is limited to six reservations per six month time period.
- **Point of Contact:** One individual (at minimum) must be designated as the contact person for the meeting room reservation. This individual must be present at the reservation time and check in with staff at the service desks on the respective floors.

**Responsibility:** Individuals or groups sponsoring events are responsible for liability of the participants (presenters and audience), the event, and the facilities. The City of Watertown, Watertown Free Public Library, its Board of Trustees, Library Director or employees assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.

**Code of Conduct:** All reservations must abide by the [Library Code of Conduct Policy](#). Meetings shall not interfere with library functions or with other patrons' use of the library. Meetings that disrupt the library operations shall immediately cease upon notification to do so by library staff.

- An appropriate number of adult supervisors must accompany groups of high school age and younger children.
- If, in the opinion of the Director, the presence of a police officer is advisable, the group using the facilities will hire one (or more) at its own expense.

### **Facilities**

- **Food and Drink:** All food and drink must be confined to the meeting rooms and adjoining kitchenette. The library does not provide plates, utensils, etc. Groups may bring in their own coffee makers. Groups are responsible for cleaning up the kitchen after use (Watertown Savings Bank Room).
    - Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings (such as Board of Health permits for food service)
    - State law prohibits smoking or use of alcohol or illegal substances in public buildings.
  - **Equipment:** Groups are responsible for paying for the replacement or repair, at the library's discretion, of lost, stolen or damaged equipment and furnishings.
  - **Furniture:** Furniture may be rearranged during the reservation but must return to the original position at the end of the reservation. Furniture may not be removed from the meeting rooms.
  - **Decoration:** posting or mounting materials is prohibited.
  - **Access:** Meeting rooms are available during regularly scheduled library hours. All meetings must end 15 minutes prior to library closing. **No access is allowed outside of normal library hours.**
- Publicity:** The name, address and/or phone number of Watertown Free Public Library may not be used as the official address or headquarters of organizations using library meeting rooms. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by Watertown Free Public Library.
- Profit:** **Groups shall not use the meeting rooms to sell or promote any material or service for private profit or gain. Solicitation of donations is also prohibited.**

## Room Reservations

Priority for the use of library meeting rooms will be given in the following order:

1. Library sponsored meetings and programs
2. Meetings and programs sponsored by groups and organizations affiliated with the library
3. Town of Watertown departments, boards, commissions and elected bodies
4. Neighborhood and community-based groups and organizations from Watertown
5. Other groups serving the needs of the community

**Reservations shall be accepted, subject to the provisions of this policy, in the order received.**

## Available Rooms

- Watertown Savings Bank Room (first floor)
  - Seating up to 200 people

- Equipped with kitchenette (including a small refrigerator), audio/visual, digital presentation, data network capabilities, and assistive-hearing capabilities.
- Raya Stern Trustees Room (second floor)
  - Seating up to 12 people
  - Equipped with wireless (wi-fi) capabilities
- Lucia Mastrangelo Room (second floor)
  - Seating up to 20 people
  - Equipped with wireless (wi-fi) capabilities, audio/visual, digital presentation, and whiteboard

### **Applications and Scheduling**

Reservation requests may be made:

- **Online:** Use the [Watertown Free Public Library Reserve a Room Form](#).
- **In person or by phone:** contact the Administration Office between 9 AM – 5 PM, Monday through Friday via walk-in or by phone at 617-972-6434.

### **Cancellations**

Cancellations must be received at least 2 days in advance of the scheduled meeting. Failure to do so may forfeit the right of the group/individual to reserve rooms in the future.

Library administration shall have the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, the library will make every attempt to provide at least 2 weeks advance notice.

In case of an unscheduled library closing due to weather or some other emergency, a group may reschedule another meeting time. The library will notify the contact person for an affected group as soon as possible after the library decides to close.

TO: Library Trustees  
FROM: Kim Long, Library Director  
DATE: March 2025  
RE: Potential Display of LaSalle Photograph

Local artist Archy LaSalle has generously offered to lend us the photograph below for 3-5 years (to be determined). In order for City's insurance to cover this photograph, they require an appraisal. Mr. LaSalle has not had it appraised in the past but estimates its cost at \$36000. We could pay for an appraisal from State Aid. However, to appraise it, we would also need to hire and pay for a fine art moving company to unwrap the photograph in it's current storage space, then be appraised there, and then be packaged back up and transported to the Library. We would plan to hang the photograph on the large blank white wall in the main stairwell. More information about Mr. LaSalle and the work below:



Archy LaSalle, *Agricultural Panel "B"*, 2022, photography (3 digital silver prints), 48" x 108". Courtesy of the artist

Archy LaSalle is a fine art photographer, who has lived in Watertown for the past 20 years. He is an educator and founding director of **WHERE ARE ALL THE BLACK PEOPLE AT**, a grassroots organization whose mission is to bring attention to and help art institutions rectify past injustices of underrepresenting Black and Brown artists in their permanent collections.

This photographic panel was part of a creative partnership between **WHERE ARE ALL THE BLACK PEOPLE AT** and the Fitchburg Art Museum, resulting in the acclaimed exhibition, *Dialogues, Diasporas, and Detours Through Africa* in the fall of 2023.

Mr. LaSalle's photographic project centered on **WORLD FARMERS ASSOCIATION** here in Massachusetts. World Farmers was founded by women and managed by women. The organization supports small farmers in sustainable agricultural production and successful marketing practices. They provide the space and infrastructure for small immigrant and refugee farmers to get started. The ethnic specialty crops supply wholesale and retail markets throughout New England.