



Board of Library Trustees Meeting
Tuesday, April 1, 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 March 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. O'Some Update
 - B. LaSalle Photograph Update
 - C. Budget Update
 - D. Strategic Plan Update
8. New Business
 - A. Consideration and Action on Grant Applications
9. Requests for Information and Responses
10. Date of next meeting
11. Executive Session
 - A. Enter into Executive Session Pursuant to G.L. c. 30A, sec. 21(A)(2), To Conduct Strategy Sessions in Preparation for Negotiations with Nonunion Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Nonunion Personnel - Library Director. Not to return to open session.
12. 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	1,585,556.74	0.00	676,076	70.10
0161051	510112	PART TIME SALARIES	783,726	0	783,726	521,882.64	0.00	261,843	66.60
0161051	510130	OVERTIME	30,000	0	30,000	24,687.87	0.00	5,312	82.30
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	4,875.75	0.00	4,050	54.60
0161051	510143	LONGEVITY	23,786	0	23,786	17,114.38	0.00	6,672	72.00
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	2,156,615.13	0.00	954,381	69.30
0161052	520211	ELECTRICITY	156,904	0	156,904	42,015.78	97,984.22	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	18,574.77	16,755.18	7,474	82.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	15,144.82	2,034.14	2,770	86.10
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	35,581.51	15,968.74	451	99.10
0161052	520244	COMPUTER MAINTENANCE	61,000	1,439	62,439	50,541.25	10,043.28	1,855	97.00
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	4,159.96	606.93	4,503	51.40
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	11,274.55	592.37	1,333	89.90
0161052	540422	PRINTING & FORMS	11,000	0	11,000	7,426.50	0.00	3,574	67.50
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	915.54	21.91	163	85.20
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	14,717.59	1,917.18	1,365	92.40
0161052	550511	BOOKS	499,550	392	499,942	338,592.44	66,616.19	94,734	81.10
0161052	550512	BOOK PROCESSING	51,410	695	52,105	14,830.74	7,685.95	29,589	43.20
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,531	0	1,531	280.00	970.00	281	81.60
0161052	570735	PROJECT LITERACY/TOWN	10,962	960	11,922	8,872.22	0.00	3,050	74.40
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	147.00	2,297	79.30
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	6,428	1,060,082	659,548.24	221,501.09	179,033	83.10
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	17,960.54	22,173.10	45,382	46.90
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	11,661.12	8,115.05	224	98.90
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	4,516	105,516	29,621.66	30,288.15	45,606	56.80
		Grand Total	4,265,650	10,944	4,276,594	2,845,785.03	251,789.24	1,179,020	72.40

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	7,250.50	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	219.25	-	2,986.47	book purchases only
Mead	6,418.63	3,418.63	445.25	25.20	3,838.68	book purchases only
Charles	2,825.14	2,625.14	185.24	-	2,810.38	Armenian History books
Barry	3,648.58	3,648.58	262.81	-	3,911.39	book purchases only
McGuire	3,395.97	2,395.97	288.29	-	2,684.26	book purchases only
W. Pierce	25,520.17	5,520.17	1,736.65	-	7,256.82	book purchases only
MacDonald	9,881.46	4,881.46	707.75	-	5,589.21	Grief related books
O'Reilly	11,103.78	10,603.78	728.01	-	11,331.79	Fiction
Stone	3,960.02	3,960.02	259.67	-	4,219.69	book purchases only
Campbell	5,792.43	4,792.43	379.79	-	5,172.22	Large print books
Santoro	2,439.39	839.39	159.94	-	999.33	Art books only
Brown	2,756.11	1,756.11	184.46	-	1,940.57	Sci-fi books
Keith	4,412.72	3,412.72	289.33	-	3,702.05	Wat history books
Drucker	3,175.19	3,175.19	208.16	-	3,383.35	Humanities books
Special Gifts	52,750.36	52,750.36	51,492.86	10,608.54	93,634.68	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	2,024.60	275.71	9,336.95	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	2,594.61	-	13,796.24	Benefit of the library
Masters	4,402.75	1,695.75	288.66	-	1,984.41	Trustees discretion
B. Pierce	696.73	696.73	81.00	-	777.73	Trustees discretion
LIG/MEG	448,632.78	448,632.78	58,337.94	7,283.34	499,687.38	
Revolving Printing Account	2,256.14	2,256.14	12,366.22	9,130.37	5,491.99	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	12,825.24	3,440.12	66,083.62	
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	178,881.10			74.30	(1,288.66)			\$ 177,666.74	\$ -	\$ 57,838.60	\$ 146,177.42	-
28-Feb	177,666.74			2,452.30	1,301.78		12,001.85	\$ 193,422.67	\$ -	\$ 61,592.68	\$ 146,177.42	-
31-Mar								\$ -	\$ -	\$ 61,592.68	\$ 146,177.42	-
30-Apr								\$ -	\$ -	\$ 61,592.68	\$ 146,177.42	-
31-May								\$ -	\$ -	\$ 61,592.68	\$ 146,177.42	-
30-Jun								\$ -	\$ -	\$ 61,592.68	\$ 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	\$ (2,238.49)	\$ 890.51
Teen Programming	\$ 3,282.00	\$ (2,913.55)	\$ 368.45
Children's Materials	\$ 1,565.00	\$ (1,548.70)	\$ 16.30
Children's Programming	\$ 10,212.00	\$ (9,371.05)	\$ 840.95
Adult Materials	\$ 1,565.00	\$ (1,075.49)	\$ 489.51
Adult Programming	\$ 4,741.00	\$ (4,557.05)	\$ 183.95
Museums	\$ 5,000.00	\$ (4,825.00)	\$ 175.00
Movie Licenses	\$ 1,800.32	\$ (1,782.99)	\$ 17.33
Total	\$ 31,294.32	\$ (28,312.32)	\$ 2,982.00

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	\$ 1,436.00	\$ -	\$ -	\$ 1,445.87
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ -	\$ (3,019.92)	\$ -
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 1,289.09	\$ (13,211.97)	\$ 298.94
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ 1,436.00	\$ 1,289.09	\$ (16,651.89)	\$ 1,324.81



123 MAIN STREET WATERTOWN, MA 02472
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TO: Library Board of Trustees
FROM: Kim Long, Library Director
DATE: March 28, 2025
RE: Donations

The following donations were received in March:

\$400 from Frances Davis



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: April 2025
RE: Director's Report

General Highlights

- Theresa has been continuing to manage Hatch and doing a spectacular job! During this time, she has onboarded several new volunteers, conducted volunteer orientations and met with representatives of Gateway Art in Brookline and White Mountain Science, Inc. in Littleton, NH to discuss makerspace operations.
- The transition to the new Minuteman Mobile (LiDA) app is underway, with a two-month period for staff and patrons to adjust. The app will be launched publicly on May 1, with staff training in the second week of April. The OCLC/Capira app will notify patrons about the switch. There is some system slowness in LiDA currently, which will be addressed further after the rollout.
- The Teen Advisory Board is continuing to be a successful endeavor. Members are closing in on developing meaningful community service tasks for teens.
- Theresa met with MIIA insurance representative regarding the bookmobile accident and facilitated transportation to repair center with Kirsten.
- Ran coordinated with all departments to create and standardize new spine label templates. Joe began working through the new process of copying templates into blank sheets and doing batch spine label replacements. Some issues were worked out and the rest of the Circ staff will be able to use the resulting documentation to begin taking over this process soon.
- The MLS Delivery Survey, conducted from March 10-14, successfully tracked both incoming and outgoing delivery bins, with a total of 2,312 items counted. Staff was very helpful in reporting the delivery survey information with thorough attention to detail!
- Ran developed a "Schedule Tasks Prioritization" chart and has posted it by the schedules to help staff prioritize tasks when off the desk and done with assigned tasks.
- Children's is making room for Juneteenth in the holiday section
- Children's Department is going to discontinue their annual Children's Award. Books will be interfiled but still retain their special designation stickers.
- Reclass/streamlining of teen non-fiction completed
- Michelle L. and our Intern Aurora are doing great work together processing our Lewando's Collection, and we're excited to digitize some of the photos and add them to our Digital Commonwealth collections.
- Stephanie initiated our annual periodicals bid with a new City Hall contact.

- Kirsten has completed purchasing for children's summer reading lists books.

City/Community Meetings and Collaboration

- Kim, Stephanie F, and Emily M attended an Empowering Women in Leadership event at the Commander's Mansion on March 19 and heard from two great panels of local leaders in the business world and in the City.
- Carey attended the Pride Committee meeting and had a few related meetings to work on her part of the effort.
- Kim attended MLN's Membership meeting on March 19. A new app is coming this spring and the directors discussed the rollout and timelines.
- Theresa led Digital Content Working Group's Chairs meeting with Minuteman Library Network liaison and met with World Languages subcommittee
- Theresa attended the Employee Experience Committee meeting to discuss the results of the city's survey on recognition and communication.
- Theresa met with Samantha Johnson of Tatum Robotics to review library spaces for a potential display location for Tatum's robotic DeafBlind aid.
- Theresa and Joe met with Pat Rathbone to discuss additions to LOT potentially funded by Watertown Faces Climate Change committee
- Theresa reviewed plans with Carey and Kirsten for bookmobile and Hatch to be represented at Pride in June and with Carey, Kirsten, and Jill to review the Learning Corner plan for Pride
- Janet had several meetings with teachers who would like to be more involved in helping our students learn English using AI, beginner resources, etc.
- Janet had a meeting with Olivia Fields at the Watertown Housing Authority to setup a book club.
- Theresa met with Lei and Ricci from O'some to review vending machine needs with a vendor. O'some has since signed a contract with Cuffy's Abundance.
- Carey served as judge for Watertown Boys and Girls Club Youth of the Year award
- Carey had a meeting with Tia Tilson to discuss potential grant for Pride as the Watertown Community Foundation's criteria have changed this year.
- Carey met with Monica from Waltham Youth Partnership about the possible placement of a teen intern.
- Carey attended the Perkins World of Work Event where Perkins students meet with various agencies to find out about potential summer intern placement.
- Ran, Kim, and Carey went to the Middle School on March 27 for

Program Highlights

- Our One Book, One Watertown Zoom program with author Ross Gay was delightful. Allie did a wonderful job with the interview and Ross was charming and interesting. We received great feedback :

- a. “It was lovely. A true source of joy in a dark time and gave me some things to consider about my hopes for life.”
- b. “it was a total pleasure--the author; the librarian's enthusiasm, and sharing that the Watertown library seeks to foster an atmosphere of shared delight; the ASL signers.”
- c. “Thank you for this. Long live libraries!”
- Club de Lectura en Español/Spanish Language Book Club had their first meeting on March 24. It was a big success! We had great feedback from attendees.
- Puzzle Club was a hit this month! We had a group of 19 attendees who are pumped about Rubix cubes and tried Ubongo (puzzle board game).
- Franny had an amazing story time at Harvard Art Museums! There were 22 people there (4 over the limit!). She read stories about museums at Jarvis’s request, and had lots of books about rocks.
- We had a very successful teen movie program on early release days—20 attendees and a very fun Super Smash Brothers Tournament in the Watertown Savings Bank Room.
- Kirsten has restarted weekly Arsenal Yards visits after a winter hiatus. Thus far, regulars from the fall are delighted to see the bookmobile, and she signed several new patrons up for library cards.

Project Literacy

- Janet submitted the Marshall Home Fund Grant proposal and included a book club at the Watertown Housing Authority-Munger location for it. The residents there are older and often isolated, so bringing a book club there could benefit a number of people. The book we chose is ‘Seedfolks.’ It will run for 6-8 weeks over the late spring/summer.
- Project Literacy is working on scheduling for summer classes-teachers, space (classroom space has already been requested at Hosmer)
- Janet is working on a grant for the Watertown Community Foundation to fund summer Parent classes with childcare.
- We kicked off our tutoring sessions with the Cambridge School of Weston this month. Everything has been going well. This is our 2nd year with the program.

Facilities/IT

- The library’s boiler broke on March 16. Public Buildings responded right away, but there was still a lot of flooding into the circulation office, and Ran’s office specifically. This will take a good amount of work to resolve including replacing carpet tiles and removing/replacing at least 2 feet of sheetrock around that area of the office. It also meant that heating in the building would be problematic until the boiler is repaired. Temps in the building were cooler in the week after the break, then on March 24 three HVAC units stopped working and temps were really low (hovering between 59-68 depending on your location in the building). DPB and their vendors came out quickly to try to resolve the situation. Only one unit came back up

the morning of March 25, but they were here working on the other two all day. The repair is expected to be made on March 27.

- Maurice, Alex, Theresa and Kim met to discuss network updates coming April 29.
- Alex worked with Ran and recovered four licenses to deploy additional chromebooks.
- Alex and IT completed a migration of the single Library Application virtual server into three separate servers.
- Alex reports that migrating the single Library server has improved the performance and management of the library's network.
- Library vendor Tomorrow Business Solutions (TBS) upgrade has improved services on the existing patron computers and scanning stations. We have had some mixed feedback on whether it's an improvement but will be interested to see if some of this is users adapting to a slightly different system or not. TBS along with the Adult Reference librarians, and Alex are constantly working to improve TBS systems as problems happen. We have upgraded their software on several occasions as necessary. As with many software products, the vendor fixes a few bugs but creates a few in return. It's an ongoing "adjustment" process.

Personnel

- Our teen page Houria will be resigning. May 15th is her last day.
- Teen is losing least two temps and will need to post to hire new ones.

Action Plan

- Sunshine Signs came out on March 19 to do a walkthrough of the building and subsequently prepared a quote for a wayfinding package.
- Jamie is making great progress on mapping areas with less cardholders to send postcards.

COLLEENE FESKO
Fine Art and Antiques
34 Hamilton Road Unit 509
Arlington, Massachusetts 02474
~

Telephone (617) 939-4982

Insurance Appraisal
of a Photograph (from digital image)

From the Collection of
Archy LaSalle
26 Hillcrest Circle
Watertown, Massachusetts 02474

On Loan to
Watertown Free Public Library
123 Main Street
Watertown, Massachusetts 02472

Colleene Fesko
Appraiser
17 March 2025

Attachments:
Appraisal
Appraiser's Credentials
Invoice

COLLEENE FESKO
Fine Art and Antiques
34 Hamilton Road Unit 509
Arlington, Massachusetts 02474
~

Telephone (617) 939-4982

1. Archy LaSalle (b. 1948)

Agricultural Panel “B”/a triptych/2022

Signed “Archy LaSalle” on verso
Each image signed in graphite lower right

Three digital silver prints framed en suite, 48 x 108 inches
framed in wooden frame

N.B. In addition to his fine art photography, Archy LaSalle 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.

Agricultural Panel “B” was part of a creative partnership between WHERE ARE ALL THE BLACK PEOPLE AT and the Fitchburg Art Museum, resulting the acclaimed exhibition “Dialogues, Diasporas, and Detours Through Africa” in the fall of 2023.

Archy LaSalle exhibits widely, and his work can be seen in numerous public collections including: Museum of Modern Art, NY, Museum of Fine Arts, Boston, Schomburg Center for Research in Black Culture, The New York Public Library and the Bibliothèque Nationale, Paris, among other public, corporate and private collections

\$40,000.00

Distilled these goals from the DH's work:

WELCOME > ENGAGE>REPRESENT>CONNECT>EMPOWER

Department Head Work:

Goal 1: Plan and adapt for improvement and growth in Library facilities

Objective 1: Improve Sound Experience

- Investigate and implement temporary noise reduction strategies.
- Implement sound mitigation strategies throughout the building, with a particular focus on the second floor.
- Improve WSBR sound system functionality by modifying the WSBR sound system to allow for easier division of the room, enabling quieter areas for groups without sound requirements.

Objective 2: Assess and Enhance Accessibility

- Conduct a comprehensive accessibility assessment throughout the building and implement necessary improvements.
- Improve signage by increase the visibility of signs in the library and ensure they are available in multiple languages.
- Explore auto-door opener for bathrooms.
- Install charging stations for devices on both floors and create a pod or phone booth on the first floor.
- Add a water fountain and bottle filling station on the second floor for patron convenience.
- Provide more study rooms and meeting spaces for the community
- Consider a larger space for the Hatch such as the old police station.

Objective 3: Initiate Lobby Redesign

- Create spaces for adults to relax and congregate on the first floor
- Add the following features to the lobby including:
 - comfortable seating (chairs or benches with backs);
 - a centralized information desk staffed by Librarians and Access services staff;
 - a catalog and/or express computer workstation;
 - a better display area for the Library of Things;
 - a section for Open Holds; and
 - a dedicated Community Information area.
- Reevaluate security gate placement by considering the relocation of the security gates to improve access to the bathrooms, café, and WSBR without triggering the gates.

Objective 4: Improve Teen Service Desk Location

- Move the teen service desk to its new location by the teen printer for improved access and visibility for patrons.

Goal 2: Develop Library staff expertise to provide effective service to the community

Objective 1: Increase Staff Hiring

- Recruit additional staff members to support service needs and ensure adequate coverage.
- Hire additional part-time employees specifically for weekend staffing to allow for increased Sunday hours and provide the flexibility to offer more weekend programming.

- Increase staffing budget for Hatch to enable more hours and classes.

Objective 2: Adjust Staffing Hours to Improve Service

- Evaluate and adjust library hours to increase Sunday service availability, such as reducing hours during other parts of the week (e.g., Monday evenings) or standardizing weekend hours to 11:00 AM - 5:00 PM.

Objective 3: Implement a Cross-Training Program

- Develop and launch a comprehensive, ongoing cross-training program for all staff, including temporary employees, to ensure versatility and service excellence.
- Cross-train Circulation staff on common issues related to digital apps, with training sessions facilitated by experienced staff.
- Identify and implement solutions that make it easier for Circ desk staff to find answers to difficult or rarely asked questions.

Goal 3: Provide the community with diverse, informative, and representative collections, programming, and outreach through the Library

- Programming
- Offer accommodations for programs: Ensure that accommodations are available for all programs, continuing the recent additions for inclusivity.
- Facilitate adult meetups: Set aside specific hours in the café for adult meetups or weekly coffee gatherings, potentially in the evenings after the café closes.
- Empower group self-facilitation: Build expertise within groups and clubs (e.g., D&D club) to enable self-facilitation, reducing the need for hired leaders.
- Establish rotating leadership for discussion groups: Create a structure for rotating leadership roles in ongoing discussion groups, allowing for shared responsibility.
- Create cross-generational programming: Develop more cross-generational programming that allows for one presenter to reach multiple audiences, such as a Mocktail Party featuring new books or book discussions in the Periodicals Room.
- Explore funding opportunities for arts and crafts programming: Pursue grants to support additional art and craft programming.
- Utilize Project Literacy skills for programming: Tap into the skills of Project Literacy students for craft, cooking, or other program types, starting with a 3-question questionnaire to connect relevant individuals (Allie and Janet).
- Promote OmPractice for wellness programming: Increase the promotion of OmPractice through various channels, including flyers in the Children’s Room and announcements during in-person fitness and mindfulness programs.
- Explore casual and themed book groups: Gauge interest in starting a book-to-TV adaptation discussion group or a casual book group with no assigned reading, such as a Mystery Lovers group.
- Collections
- Evaluate and reorganize zine categories: Assess the current zine categories and reorganize them if necessary.
- Relocate zines to a permanent home: Relocate zines to a permanent display area or move them to the WATA section of the Adult area if they are to remain there long-term.

- Enhance visibility of digital magazines: Promote and educate the public about the availability and benefits of digital magazines.
- Improve access to high-demand materials: Reduce the high-demand material ratio to 3-to-1 to ensure better access for all patrons.
- Library of Things
- Acquire service plans for Library of Things items**: Procure service plans for items in the Library of Things that offer such plans.
- Purchase duplicates of popular items: Buy duplicates of the most popular Library of Things items to ensure availability.
- Redesign material displays: Revamp how Library of Things materials are displayed to improve visibility and accessibility.
- Promote Library of Things in Aspen: Increase the visibility and findability of Library of Things items in the Aspen catalog.
- Outreach and Promotion
- Increase paper promotional distribution: Boost the distribution of paper promotional materials with QR codes for Children's offerings.
- Expand merchandise offerings: Add more merchandise to the library's merchandise shop to enhance revenue and community engagement.
- Connect with city distribution channels: Find new and effective ways to connect with the city's information distribution channels to expand outreach.
- Conduct patron education on library functions: Increase patron education on key library issues, including:
 - How the library protects patron rights and privacy.
 - How libraries function and operate.
 - The library's stance on not censoring materials.
 - The process for balancing and curating library collections.
- Bookmobile
- Add an Apple Tag and let people track it in real time
- More clarity in promotion of bookmobile schedule via social media and calendar to differentiate between private and public visits/stops

Goal 4: Strengthen the Library's role as a trusted community hub

- Signage
- Accommodation for programs
- Review website design to ensure information is findable and accessible
- Extended hours
- Congregation space
- Community info area
- Security gates



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: April 2025
RE: Grant Applications

Consideration and Action on the following Grant Applications:

This memo is being submitted for your consideration on the following Grant applications:

Watertown Community Foundation:

Pride Committee Donation written by Carey to fund a Black Trans Speaker and create a "Learning Corner" which will include the Bookmobile, the High School and Middle School Gay Straight Alliances, members of the school system's Diversity and Belonging Councils. Also having tables will be Watertown's Human Rights Commission and other local agencies that support the LGBTQ+ community.

Request: \$850.00

Programming Donation for Mwalim written by Allie to host Mwalim again. Mwalim's 80-minute concert blends live musical performance with captivating storytelling and often erased histories of Indigenous musical history and innovation. The songs from Thunderchild are infused with soul, blues, funk, Caribbean and punk rock influences. Drawing from his expertise as a musician, Mashpee Wampanoag elder, and tenured professor of English, Communications and Black Studies at UMass Dartmouth, and former Director of Black Studies at UMass Dartmouth. Our objectives are to support cultural preservation and innovation of the Mashpee Wampanoag and African Americans while providing high quality programming that introduces our community to and deepens their understanding of Indigenous musicality and music history. The anticipated impact of this program is deeper learning about and enjoyment of contemporary Indigenous arts.

Request:

Marshall Home Fund:

Project Literacy teacher trainings and book club at Watertown Housing Authority Munger residences led by a Watertown Resident over the age of 55.

Request: \$4,547.35

MBLC Explore LSTA Grant:

Project Literacy Citizenship Corner Grant to updated materials and support the creation of a Citizenship Corner outside the Project Literacy office as well as a page of resources on our website. Most of our circulated materials on citizenship are over 10 years old.

Request: \$4,000.00

Respectfully,

Kim Long

Hi Kim,

Please consider this email a letter of intent to apply for a grant from the Watertown Community Foundation. Would you please present this intent to Library Trustees for approval.

I would like to apply for a Community Engagement grant in relationship to the Library's involvement in Pride 2025. I believe that this grant application would fall in line with the WCF's focus on "fund(ing) programs that increase access and engagement to the Watertown community and remove barriers to community-based programs and services...and increase connection and understanding between people..." (From the WCF website). The grant application will become available April 1st.

There would be two grant requests in my application. The City's Pride Planning Committee (of which I am a member) would like to fund an "inspirational" speaker who is a Black trans woman for the June 1st event. We are in negotiation with three potential speakers who we feel would uplift and inspire the City's trans community, especially youth. I would like to ask the Foundation **for up to \$250** to cover the costs for this speaker.

The second request relates to the Library's hosting a "Learning Corner" at the festival. The Learning Corner will be made up of the Bookmobile, the High School and Middle School Gay Straight Alliances and members of the school system's Diversity and Belonging Councils. Also having tables will be Watertown's Human Rights Commission and other local agencies that support the LGBT+ community. One activity of the Learning Corner will be to promote the collecting of LGBT+ community members' life stories through oral interviews and autobiographical writings which will ultimately be housed in the Library's Local History collection. We hope to include stories from all ages, including caretakers/parents of LGBT+ youth. As part of my grant application, I **would ask for \$600** for recording equipment and related supplies and promotional costs, as well as giveaways that will be distributed by Library staff to event attendees. We foresee this project to be ongoing and it is our hope that teens will help with recording interviews with LGBT+ seniors, and other teens.

Please let me know if you have any questions.

Thank you for your consideration,

Carey

Follow Up - Grant Lifecycle Manager

WATERTOWN COMMUNITY FOUNDATION



Helpful Information for Applicants

Click for a comprehensive [GLM Applicant Tutorial](#).

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this helpful tool, please review this [easy tutorial](#).

Please note that fields with an asterisk (*) next to the question header are required.

Organization Status

Use the drop-down menu below to tell us if your organization is a public entity, a 501(c)(3) organization, or if you will be using a fiscal sponsor.*

*WCF grants directly to 501(c)(3) nonprofits and public entities. If your organization/group is not a 501(c)(3) nonprofit or public entity, you will need to use a fiscal sponsor to receive grant monies. Fiscal sponsors must be a Watertown-based 501(c)(3) nonprofit or public entity. If you select a fiscal sponsor, we will ask for additional details later in this application. Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Program Name

Please list the name of your proposed program or project.

Area of Focus

Use the drop-down menus below to describe your program or organization's area of focus.

Primary Area of Focus Secondary Area of Focus

*

Program's Primary Target Population

Collecting information on the populations served by WCF-funded programs helps us best understand and report on the impact of our funding to the larger Watertown community.

It is 100% okay if your program is free and open to all members of the Watertown community with no specific target population! If this is the case, please write "All of Watertown" in the text box below.

However, if your program is designed to serve a specific target population within Watertown (ex. senior citizens), please include any additional population details.

Some possible examples include:

- Specific age groups (ex. children, adults, seniors)
- Specific linguistic, cultural, racial, or economic backgrounds
- Populations with particular needs or risk factors

All of Watertown is welcome, and at the library we recognize the importance of reflecting our community and bringing more diverse perspectives to Watertown. The program will be targeted to adults and families, including Black and Indigenous people in Watertown and surrounding areas.

Watertown Residents Served

Please tell us approximately how many Watertown residents will be served by this program.

Watertown Residents Served (Details)

If you would like to add additional details about the number of Watertown residents, families, or households served, you can do so here.

Program Start Date

Please enter the month and year you anticipate your program starting.

Month (Program Start) Year (Program Start)

Program End Date

Enter the month and year you anticipate your program concluding.

Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Month (Program End) Year (Program End)

Program Timeline

Please detail the program timeline and tell us approximately when various activities will occur. Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Mwalim would perform at the Library on Thursday, July 11th in the evening. Leading up to the event, we will work with Watertown groups and Mwalim and Poly-Groove Records to promote the event widely.

Program Location

Please tell us where the program will occur.

This program will occur at the Watertown Free Public Library, 123 Main Street, Watertown, MA.

Name of Program Manager

Please provide the name of the person managing the program's operation. If you are both the grant applicant and the program manager, please list your name.

Program Manager's Experience

Please describe the program manager's relevant experience.

I have served as the Library's Programming Librarian since May 2022. I coordinate all library programs for adults, from workshops and lectures to festivals and community read campaigns like One Book, One Watertown.

Program Details

Describe the program you plan to offer.

Mwalim's 80-minute concert blends live musical performance with captivating storytelling and often erased histories of Indigenous musical history and innovation. The songs from *Thunderchild* are infused with soul, blues, funk, Caribbean and punk rock influences. Drawing from his expertise as a musician, Mashpee Wampanoag elder, and tenured professor of English, Communications and Black Studies at UMass Dartmouth, and former Director of Black Studies at UMass Dartmouth.

Mwalim DaPhunkee Professor is a multi-award winning performer, composer, writer, and scholar. *Thunderchild* is his 7th studio album, and the first featuring his work as a guitarist. Drawing the title from the collective term used to describe the various sacred clown traditions of indigenous people; Mwalim is a Mashpee Wampanoag elder, as well as a student and keeper of the AHANAENUN, or Sacred Clown, tradition of Wampanoag people. He's a three (3) time winner of the New England Urban Music Award for Best Male Jazz Artist and a multi-year top nominee in the Native American Music Awards and founding member/resident songwriter of the multi-Grammy nominated GroovaLottos.

Program Goals and Objectives

Briefly describe the goals or objectives of this program. What is the anticipated impact of the program on the Watertown community?

Our objectives are to support cultural preservation and innovation of the Mashpee Wampanoag and African Americans while providing high quality programming that introduces our community to and deepens their understanding of Indigenous musicality and music history. The anticipated impact of this program is deeper learning about and enjoyment of contemporary Indigenous arts. Unfortunately there are still deep misconceptions about Indigenous life and culture in the U.S., and many people are unaware of the historical and present-day impacts the Mashpee Wampanoag Tribe has in the arts. Our community has previously been very engaged when we have been able to offer programs that spotlight Indigenous experts and creatives, and music in particular can bring people together across ethnic and cultural differences in a powerful way. We know that music also helps fight isolation and loneliness and that public libraries have a big role to play in bringing people together. Beyond cultural education, our anticipated impact would also be providing another high quality and free opportunity for our community members to come together. (Read more about the health risk of loneliness and role of libraries: <https://www.libraryjournal.com/story/hungry-for-connection-addressing-loneliness-through-the-library#:~:text=Fewer%20people%20visiting%20libraries%20can,and%20needs%20of%20their%20community.>)

Funding Impact

What will be the impact if WCF is unable to fund your proposal?

We will not be able to host this program without this grant funding. Mwalim is creating tour date stops for the summer. We would have to pass on the program and consider pursuing different grants in future years to cover a program with him.

Does your organization/group currently have a Board of Directors?

Yes

No

Will you collaborate with other Watertown, MA, organizations to deliver your program?

Yes

No

Number of Collaborating Organizations

Please tell us how many organizations you will collaborate with to provide this programming.

**The Marshall Home Fund
Program Grant Application Form**

DUE MARCH 14, 2025

Part One: Organizational Information

Name of Sponsoring Organization: Project Literacy, Watertown Free Public Library

Name of Executive Director: Janet Saied

Phone: 617-924-8797

Email: jsaied@watertown-ma.gov

Mailing Address: 123 Main Street

City/State/Zip: Watertown, MA 02472

Name of primary contact for MHF grant, if different from above:

Phone: Same as above

Email: Same as above

Organization's Web Site Address: <https://watertownlib.org/165/Project-Literacy>

Does your organization have 501(c)(3) status? no

Did you receive a program grant from the Marshall Home Fund in 2024?

If yes, have you submitted your 2024 Evaluation Form?

Evaluation is being submitted with this grant application.

Signature of Applicant's Representative:

Date Signed: 3/13/2025

Print Name of Person Signing as Applicant's Representative: Janet Saied

Part Two: Description of Proposed Program

Please **use this form** to describe the activities/ workshops/ classes to be provided with an MHF grant. Use no more than 3 pages for Part Two.

1. Name of the program you plan to offer older adults with the MHF grant:

Project Literacy Volunteer Program

Goal and Type of Services

2. In a few sentences, describe the goal of the program you plan to offer:

The goal of the program is two-fold. The first goal is to harness the experience and expertise of Project Literacy paid teaching staff to set up quality trainings for our volunteers, a majority of whom are Watertown residents aged 55 and older. Our teachers will also compile resource materials in a document that future volunteers can also benefit from. In addition, Project Literacy will run a book club for English language learning residents of Watertown Housing Authority Munger residences, which houses a majority of senior living. This will be led by a Watertown resident who is over 55. In all, we want to create opportunities for our volunteers to be more involved in PL community events to not only add to their own experience but to enrich the learning experience of our learners.

3. How will your program contribute to helping Watertown grow as an Age Friendly Community?

It will contribute to the already thriving older Watertown population by providing training, resources and opportunities for social gatherings and public engagement. We want to continue to make significant strides in supporting our English language learners by empowering and educating our volunteers in ELL teaching resources and tools and also adding a fun component of unique social opportunities, like representing PL at the Watertown Farmers' Market, leading a Summer Book Club at the Watertown Housing Authority Munger location, and taking a lead on our volunteer newsletter, the *Tutor Connector*.

4. What are the specific activities you will offer to meet your goal(s)?

We aim to have at least 2 new tutor trainings, 4 trainings determined by a brainstorming & building session from our PL teachers, a Summer Book Club at the Watertown Housing Authority. We also want to include our older volunteers to be a part of community outreach at the Farmers' Market and the *Tutor Connector*. In addition, we have found that our volunteers want more opportunities to collaborate with each other, so we plan to hold more roundtables to enhance their teaching and foster a sense of community among each other.

PL's community events and social gatherings are a fantastic way to enrich our volunteers' experience beyond just tutoring. We have had great success with our over 55 aged volunteers representing us at community gatherings like the Farmers' Market. They know the community and enjoy the time spent engaging in conversations with the diverse residents of Watertown.

5. Will you partner with other community organizations to deliver your program?

Many of our classes will be held at the Watertown Free Public Library and we have classes at the Church of Good Shepherd, and one held at the Watertown Belmont United Methodist Church. We really appreciate our partnerships with Watertown's churches. In addition, First Parish has always welcomed us to use their space. Their space has worked out well for tutor roundtables.

We also plan to partner with the Watertown Housing Authority and open a summer book club at the Munger apartments. There's a significant number of non-native English speakers at an intermediate to advanced level that could benefit from being in a book club this summer. The group would be run by a Watertown resident who is over the age of 55.

6. How will you market your program to older adults in the community?

Our Volunteer Coordinator does monthly outreach that we have found is essential for maintaining a vibrant volunteer community. We will also market our program through the Watertown Library website as well as their print & online newsletters to inform people on upcoming trainings, workshops and social events.

Regarding the Summer Book Club, we plan to work with the Watertown Housing Authority to hang up flyers to let Munger residents know about the Summer Book Club and accompany the Bookmobile to community outreach events held at Munger throughout the spring.

7. What steps will you take to make sure the older adults who make up Watertown's diverse population are welcome, included, and able to participate in your program?

Project Literacy has always embraced the rich array of backgrounds in its student and volunteer population. We can tailor training to individual needs, and we try to provide trainings and workshops that help break down barriers and encourage connections across cultures and generations. If our volunteers need support, we advise them to work with our Volunteer Teacher/Trainer for 1:1 sessions. We try to maintain a flexible program to accommodate any needs by meeting 1:1 to discuss specific needs and online for those who have difficulty meeting in-person.

8. What strategies, if any, will you use to reach older adults who prefer to participate in your program remotely?

As mentioned above, our Volunteer Teacher/Tutor Trainer can accommodate someone's preference and can meet them outside the library and online. Holding a Summer Book Club at the Munger apartments is a way to reach our older community. We identified this need at a grocery pickup event at the Munger Apartments by speaking to the residents.

Program participants/recipients

9. Are you providing events/classes etc. for groups of older people?

Yes, we will provide trainings for our older population to teach and tutor our students. Many of these classes are also attended by students who are Watertown residents over the age of 55. The summer classes at Munger will be led by an older Watertown resident and the people in the group will all be older residents.

9a. How many events/classes etc. do you plan to provide over the course of the year, using your grant funds?

We plan to run 6 trainings (2 New Tutor Trainings, 4 Specific Needs), one summer book club, 2 annual PL community events, the Holiday Party in December and our outdoor Spring potluck event at Filippello Park. We also want to include our volunteers in community outreach events like the Farmers' Market and a 6-8 week Summer Book Club at Munger that meets once a week.

9b. Approximately how many older adults do you expect to attend each event/class?

We expect 15-20 older adults in our new tutor trainings, 20-30 in our volunteer trainings that are based on specific skills, and we generally have about the same attend our events throughout the year. We plan to have at least 10 residents take part in the Munger Summer Book Club.

10. Are you providing direct services for individual older adults?

Yes

10a. How many individual older adults do you plan to serve over the course of the year?

We have 233 volunteers, and 130 of them are Watertown residents and about 90 of them are 55 years old or older. In addition, we have 901 students in our program, and over 35% of our students are over the age of 55.

10b. Approximately how often?

We see many of our volunteers on a weekly basis and we also offer 1:1 support when needed. We would like to have a training and/or social event available each month. We're hoping to provide the Book Club at Munger once a week for 6 to 8 weeks this summer.

Tracking and Evaluation

11. How will you know if you met your project's goal?

We track the attendance for each training session offered as well as the social events and gatherings throughout the year.

12. How will you track the number of people you reach with your MHF grant?

We use an attendance sheet to track the number of people who we'll reach through the Marshall Home Fund grant. This past year, we have noticed that 75% of attendees are Watertown residents over the age of 55 in our daytime trainings. Our evening trainings had about 50%. In addition, we will use our database to effectively record the demographic details for the Watertown residents over 55 years old.

13. Describe other methods you'll use to determine the impact of your program on the older adults you're reaching.

We plan to develop an evaluation form after each training or roundtable to collect feedback to help make our trainings better regarding content, frequency of trainings and times and days offered. We also have a Volunteer Coordinator and Teacher/Tutor Trainer who regularly checks-in with our volunteers to gather personal stories and experiences they have had working with students. In addition, our Tutor Connector newsletter is another tool we have to share these stories.

Costs

14. Total project budget: \$4547.35

Total Project Literacy Expenses: \$132,116

15. Total amount requested from Marshall Home Fund: \$4547.35

16. Other sources of funds you expect to have available for these services:

Project Literacy receives partial funding from the city of Watertown. We also have our own fundraising group, The Friends of Project Literacy, that solicits contributions from individuals. In addition to the Marshall Home Fund, we will be submitting a grant to the Watertown Community Foundation.

17. Have you received a grant from MHF in the past?

We have received the following grant allocations in the past: FY 2023 \$8,500

Other

18. Is there anything else you'd like us to know about your proposed project?

Our plan for the proposed project is to set up a more detailed training guide for our volunteers that can be used throughout the years. Harnessing our teachers' experience in the classroom along with their dynamic teaching styles will allow us to give our volunteers many more tools and resources in the classroom as they co-teach and tutor. Ideally, allowing us to apply for Marshall Home Fund grants in a different way next year can allow us to create more opportunities for our student base that is comprised of more than 35% of nearly 900 current students.

Part Three: Project Budget

Please attach a proposed budget showing your expenses, amounts MHF would cover, and other expected sources of funds.

Program Expenses:

Teachers	\$118,922
Training	\$944.00
Materials, Digital Resources, Printing	\$12,250
Total	\$132,116

Marshall Home Fund Proposed Contributions:

Expense	Calculation	Total
ELL Teacher/Tutor Trainer	=2 hrs a wk X 42 weeks =84 hrs X \$29.50	\$2,478
Project Tutor Curriculum	\$15 x 20	\$300
2 New Tutor Trainings	4 hrs + 3 hrs (1.5 hr prep for each training) X \$29.50	\$324.50
4 Specific Skills Trainings	2 hrs each training, 1.5 prep each training= 14 X \$29.50	\$413

Initial Teacher Meeting for Tutor/Volunteer Set Trainings	13 teachers X \$29.40 per hr X 2hrs=	\$767
Curriculum Support Seedfolks Books for Book Club	\$100 (printing cost) \$10.99 X 15 =	\$264.85
Total		\$4547.35

Submission Guidelines

**Signed applications and any attachments must be submitted electronically
(Word documents or PDF files) to info@marshallhomefund.org**

Marshall Home Fund Program Grant Evaluation Report: 2024 Grants

Dear Program Grant Recipient:

You received a program grant from the Marshall Home Fund in Spring of 2024. To help us understand and share the reach and impact of our grants, please complete this short evaluation form. **Return this form to info@mashallhomefund.org upon completion of the project, or 12 months after the starting date, whichever comes first.** If you are applying to the Marshall Home Fund for a grant in **2023**, you must submit this form with your application by **March 14, 2025**, to be eligible for a new grant.

Organization: Project Literacy

Contact name and title: Janet Saied, Director of Project Literacy

Phone: (617) 924-8797

Email: jsaied@watertown-ma.gov

Date: 3/13/2025

1. What was the goal of your MHF-funded program?

A vast majority of our volunteers are Watertown residents over the age of 55 years old. Our goal was to use the money on trainings, especially trainings on working with beginners. Because of this, we were able to open up more classes and match more people in our 1:1 tutoring. This allowed us to keep our waitlist the shortest it's been in years despite the high enrollment numbers. We also wanted to create more opportunities for community involvement for our Project Literacy volunteers by holding events where our volunteers can attend with their learners, and/or help them take part in PL activities.

2. What activities/services did you offer with the grant funds?

Over this past year, we held 2 New Tutor trainings, a workshop on working with beginners, pronunciation workshop, citizenship workshops and roundtables. We also had First Literacy run a training entitled 'Moving Beyond Student Persistence to Student Success.' In addition, MIRA held a 'Know Your Rights' training at the library and online that several of our volunteers attended.

We also saw many of our volunteers attend library events with their learners and some helped their learners take part in 'Community Stories' held in April and 'Ghost Stories' that was held in October.

3. How were grant funds used specifically? (Please list, e.g., staff, materials, phone).

The funds were specifically used on training new volunteers through working with our experience teaching team-something we want to continue to do this upcoming year because it worked out so well. Our training team has expanded to 2 key teachers-Gael Williams and Erin Ward who have led roundtables. The funds supported Erin working 1:1 with volunteers, and Gael co-teaching and mentoring new beginner volunteers to co-teach classes. These classes are taught at the Church of Good Shepherd.

Adding our ELL teacher, Gael Williams, to our tutor training team allowed us to create more beginner classes. She developed a plan to have volunteers observe a beginner level class, train them on resources, lesson planning and activities with beginners. She then gave them an opportunity to teach some lessons before taking over the class officially.

We leveraged the experience of several veteran volunteers, who are also over the age of 55 and are Watertown residents. Alex Humez led a pronunciation workshop and Jean Mulroy helped run a beginner round table. Money was used for resources and training packets.

4. Did you partner with other community organizations to deliver your program or services? If so, which organizations and what was their role?

Through the help of Laurie Garden and the Friends of Project Literacy, we created a new partnership with the Good Shepherd Church. Through this partnership, we are using classroom space to hold two beginner classes that are run by volunteers teaming up to co-teach beginners.

We also partnered up with First Literacy who conducted training for our volunteers in November. First Literacy is a Boston based organization that provides excellent trainings throughout the year in the Boston area and online. This year was the first time we had them do one at the Watertown Free Public Library. The training was on 'Moving Beyond Student Persistence to Student Success.'

In January, we teamed up with MIRA to offer Know Your Rights training for our students and anyone who is working with the immigrant population. Through this training, we were able to get a lot of valuable resources and many of our veteran volunteers worked with other volunteers on keeping each other informed and up-to-date on any policy changes on immigration. It's proven to be extremely beneficial as we get through this time.

Last April, we teamed up with the Watertown Refugee Support Coalition to hold 'Community Stories' event. This event had 13 speakers from our immigrant community share a story of a time that felt like they *belonged or didn't belong to a community*. The event was well attended and gave insight into some of the obstacles facing our learners.

5. How did you advertise/promote your program or services to older adults in the community? Which types of outreach were tried? Which were most useful?

We used 4 main types of advertising to promote our events & trainings. The most effective is our direct outreach by our Volunteer Coordinator, who reaches out monthly to our volunteers to let them know of upcoming trainings, workshops and events. We also use the WFPL newsletters and online services (Instagram, WFPL webpage banner adverts, online newsletters). The library's Marketing & Design Specialist creates many of our flyers to advertise and he will often work with our Volunteer Teacher/Trainer on publicizing our upcoming events. Lastly, our *Tutor Connector* newsletter also has a section for our upcoming events. We're planning on finding a better way to reach our volunteers with the Tutor Connector because it has been a challenge get that to them.

6. What steps did you take to reach out to and engage older adults from diverse populations within Watertown (e.g. people with low incomes; members of various racial and ethnic groups; veterans, immigrants, people with cognitive and physical disabilities; people who are LGBTQIA+?) Do you feel you were successful in this effort?

We put out an ad in the Project Literacy section of our print and online WFPL newsletter. We found this very effective. We had an increase in the amount of volunteers coming in this past year. It's difficult to say whether it was the ad or the political change in our country, but several volunteers said they saw the ad in the library's newsletter.

7. If you used your grant funding to provide events/classes or programs for groups of older adults, please answer the following questions:

7a. How many events/classes/programs were you able to provide this year using MHF grant funds?

We were able to provide 8 trainings throughout this year funded by the MHF grant: Beginner Level Roundtable at First Parish, 2 New Tutor Trainings, a First Literacy training, Pronunciation Workshop, Roundtable Session at the WFPL, Know Your Rights training and 2 Citizenship trainings. In addition, any volunteer who couldn't make the trainings was able to schedule time with our Volunteer Teacher/Tutor trainer to follow-up. We were able to add our experience ELL teacher, Gael Williams, to our volunteer training program.

We also held a Community Stories event in the spring and a Ghost Stories event in the fall. Our tutors worked with their learners to help them share their stories at the events and they also attended. Our annual Holiday Party and End-of-Year Potluck was well attended by our volunteers.

Not only did we provide those trainings & event, the grant also allowed us to open up 3 additional Beginner Classes led by volunteers whose training was directly funded by the Marshall Home Fund.

7b. Please estimate attendance at each event:

We averaged about 20 attendees at our trainings. There were much higher numbers at the Pronunciation and Citizenship trainings, about 30-40 volunteers attended. Our events are usually very well attended. In fact, Community Stories and the Ghost Stories events had at least 30 of our Watertown volunteers. Our Holiday Party and End-of-Year picnic also had about 30-40 of our volunteers.

8. If you used your grant funding to provide direct services or assistance to individual older adults, please answer the following questions:

8a. How many older adults did you provide services or assistance to?

We have 233 volunteers. We had a higher number last year but we were required to have all our volunteers submit CORI, and our numbers dropped about 10-15%. Though, we found it was a blessing because it gave us the opportunity to clean up our database. Of our 233 current volunteers, 130 are from Watertown, and 94 out of the 130 are 55 years old or older.

We currently have 901 students, and roughly 30% of our students are 55 years old or older.

8b. List the types and amounts of assistance provided: (e.g. \$700 for three air conditioners)

ELL Teacher/Tutor Trainers: Erin Ward & Gael Williams -\$4,956

Beginner Level/Citizenship Materials/Curriculum materials-\$3,350

Trainings-\$696

Total=\$9,002

IT exceeded the amount of the grant because the hourly rate of teaching staff went up to \$29.50, the city & Friends of Project Literacy offset that cost.

8c. Approximately how many times did you see each person?

Depending on their degree of involvement, we see about 15-20 volunteers weekly, and at about 50 monthly. However, we reach out to all one hundred twenty-seven 55+ Watertown volunteers on a monthly basis to check in, offer resources, and support.

9. Beyond the number of people served and amount of financial assistance distributed, how else can you describe the impact of your program? Please provide anecdotes, results of surveys, or any other information that will help us understand our collective impact.

The following paragraphs were written by Laurie Rosenblum, a 55+ Watertown resident who teaches Beginner classes. She had no teaching experience and worked with our ELL teachers/trainers Erin Ward and Gael Williams to take on her own beginner class. Because of her, we have been able to dramatically decrease our beginner level waitlist:

Another volunteer and I started a new beginner English class in mid-November 2024 that meets once a week. Since December, we have had a core group of students from a variety of countries. Their English is improving, and we all enjoy a welcoming place to learn together each week. In particular, we have fun learning some vocabulary by getting up to move our energy in the middle of the class. We say the words of what we're doing while we're doing it, e.g., "I am walking," "I am dancing," "I am stretching my (fill in different parts of the body)".

I have also found the meetings and trainings for volunteers to be very helpful. We learn more about teaching, discuss questions we have, and network with other teachers. I am teaching 2 beginner level classes.

The following paragraphs were written by Rick Kagen, a 55+ Watertown resident who tutors 1:1 and has attended many of our trainings and events throughout this past year. He also volunteered at the Farmers' Market on behalf of Project Literacy:

I was discussing a rule about how to pronounce the 'ED' in past tense English verbs to my native Spanish speaking English Language Learner. In the middle of explaining this to him, his face lit up with understanding. Suddenly, something that had never made sense to him now had a perfectly logical rule. I realized that until this moment I had never had any idea myself about any rule for pronouncing past tenses; as an American, I just knew it....but now I understood my mother tongue just a little bit better and I got excited too.

I was watching a baseball game and patiently worked to explain the many confusing rules and nuances to my ELL. Later we watched a Spanish cycling competition and he just as patiently explained its rules and nuances to me....and my world got a little bigger.

I went to a December meeting run by Project Literacy. People got up and explained the many unusual customs that went into celebrating the New Year's arrival in their countries. On the back tables, there were delicacies brought by ELL's as well as treats I and other volunteers had made. I saw little American kids clutching sweets that weren't at all familiar to them but still obviously tasted great. I took something that was good but tasted foreign and funny to me. I looked around and saw that some of the treats I brought elicited the same reactions from my ELL students. I realized how alike we all are.

During a language lesson, I encountered a grammar point my learner and I had talked about in the past. I was about to reteach it when he pulled out his notebook where the past grammar lesson was recorded in meticulous detail, I realized how passionately my ELL wanted to learn English; it made me feel very good and very grateful to be an American.

10. Is there anything else you'd like to share about your programs or services?

We leveraged the experience of our volunteers and found that they love giving back and teaching new volunteers the skills they have developed over the years in PL. They were able to mentor our new volunteers by sitting down with them and going over lesson plans, the Intercambio series, and inviting them into their classroom to observe their teaching and eventually lead activities in the classroom until they were ready to teach their own group. We opened 3 new beginner classes through this method this past year.

11. Beyond funding, do you have any feedback or suggestions for how Marshall Home Fund can support your efforts and the larger goals of healthy aging in Watertown?

I really enjoyed the meeting that was held in January for organizations interested in applying for the Marshall Home Fund. It was inspiring. I left with many ideas of partnering up with other organizations. I would love to have more events like that, if possible. We have an amazing community of people doing great things and it easily felt in meetings like these. Thank you again for all that you do!

Submission Guidelines

Signed applications and any attachments must be submitted electronically (Word documents or PDF files) to info@marshallhomefund.org

Application Deadline: March 14, 2025

Questions?

Contact Paula Halpin, MHF Administrator at admin@marshallhomefund.org

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Citizenship Corner

Prepared by Project Literacy
for Massachusetts Board of Library Commissioners FY2025 Explore - ESOL/Citizenship Corner Grant

Primary Contact: Janet Saied

Opportunity Details

Opportunity Information

Title

FY2025 Explore - ESOL/Citizenship Corner Grant

Description

This opportunity provides eligible libraries with funds to purchase English language learning materials for speakers of other languages and U.S. citizenship.

Awarding Agency Name

Massachusetts Board of Library Commissioners

Agency Contact Name

Lyndsay Forbes

Agency Contact Phone

617-725-1860 x252

Agency Contact Email

lyndsay.forbes@mass.gov

Manager

Allyson Dowds

Additional Users

Opportunity Posted Date

12/13/2024

Announcement Type

Initial Announcement

Assistance Listings Number

45.310

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/8a0fc942-7075-46d3-9dbd-b0b1ac59d57b>

Is Published

Yes

Funding Information

Opportunity Funding

\$40,000.00

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

Funding for these grants comes from the Grants to States program (20 U.S.C. § 9141) from the Library Services and Technology Act (LSTA) (20 U.S.C. § 9121) provided by the Institute of Museum and Library Services (IMLS).

Funding Restrictions

Grant expenditures are subject to Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards regulations (Uniform Guidance) from the Office of Management and Budget (2 CFR part 200) and

related IMLS guidance.

Award Information

Award Range

\$4,000.00 - \$4,000.00

Award Period

Ends 09/30/2025

Indirect Costs Allowed

Yes

Indirect Cost Description

MBLC is subject to the requirements in § 200.332(a)(4).

Restrictions on Indirect Costs

No

Submission Information

Submission Window

12/16/2024 12:00 AM - 01/16/2025 11:59 PM

Submission Timeline Type

One Time

Eligibility Information

Additional Eligibility Information

Applicants must remain members in good standing of the Massachusetts Library System throughout the application process and award period.
Applicants who have previously received an award must have completed and submitted all reports, evaluations, audits, and other required documentation to the MBLC by the required dates.
All public library applicants must be and remain certified in the State Aid to Public Libraries Program throughout the application process and award period.

Additional Information

Additional Information URL

<https://guides.mblc.state.ma.us/c.php?g=1152215&p=10617835>

Additional Information URL Description

More information on this opportunity can be found on the LibGuide under the Explore Grant sections.

Award Administration Information

Administrative and National Policy Requirements

The administration of this grant and the expenditure of grant funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations (Uniform Guidance) promulgated by the Office of Management and Budget (2 C.F.R. part 200) and related IMLS guidance. Recipients must comply with all applicable statutes and regulations included below and as may be otherwise required by law:
Civil Rights - Nondiscrimination (42 U.S.C. § 2000 et seq.) (29 U.S.C. § 701 et seq., including § 794) (20 U.S.C. §§ 1681-1683, §§ 1685-1686) (42 U.S.C. § 1681-1683)
Debarment and Suspension (2 CFR 3185) (2 C.F.R. part 180)
Lobbying (31 U.S.C. § 1352)
Internet Safety Certification (20 U.S.C. § 9134(f))

Trafficking in Persons (22 U.S.C. § 7104(g))

Recipients must also acknowledge IMLS and MBLC. Guidance is available from IMLS at http://www.imls.gov/recipients/imls_acknowledgement.aspx and from MBLC <https://guides.mblc.state.ma.us/mblc-brand-guide/cobranding>

Recipients must maintain records that adequately support that the MBLC grant funds have been used properly (see Uniform Guidance, including but not limited to 2 CFR § 200.302). These requirements apply to all expenditures associated with LSTA funds. Generally, records must be kept for three years from the date the final expenditure is submitted, or longer in certain circumstances.

Reporting

Recipients will report by October 15, 2025.

Project Information

Application Information

Application Name
Citizenship Corner

Award Requested
\$4,000.00

Total Award Budget
\$4,000.00

Primary Contact Information

Name
Janet Saied

Email Address
jsaied@watertown-ma.gov

Address
123 Main Street
Watertown, Massachusetts 02472

Phone Number
(617) 924-8797

Project Description

Applicant Background Information

Library Information

Library Name

Watertown Free Public Library

Library Address

123 Main Street
Watertown, MA 02472

Municipality

Watertown

Library Contact

Library Director Name

Kim Hewitt

Library Director Email

khewitt@watertown-ma.gov

Library Director Phone Number

(617) 972-6431

Will the Library Director be the Project Director?

- No
 Yes

Project Director Name

Janet Saied

Project Director Email

jsaied@watertown-ma.gov

Project Director Phone Number

6179248797

Federal Identification

Unique Entity Identifier

English for Speakers of Other Languages (ESOL)/ Citizenship Corner Plans

Eligibility Verification

Member of MLS?

Yes

Public Libraries Only: Certified to receive State Aid?

Yes

Project Goals

Who is the intended audience for these ESOL materials (e.g., adult learners, refugees, immigrants, low-literacy learners)? What long-term impacts do you hope the materials will have on the learners and the broader community?

We intend to reach out to our learners in our adult ELL program as well as Watertown and the neighborhoods surrounding Watertown. We have over 800 students in our adult ELL program that come from over 60 countries. Our students are diverse educationally, economically as well as in their immigration status.

The long term impacts will be significant to our program. These materials contribute to increased civic engagement among both students and volunteers, creating a more active and interconnected community. Overhauling the citizenship materials we offer will help learners find their place within the community as well as participate in recreational, civic and cultural activities. Funding from this grant will help them become fully integrated into the community.

Watertown has historically welcomed immigrants from all corners of the world. Watertown's population of recent immigrants is substantial. The need for our services is evident in the increase in enrollment over the last 10 years. These materials will be effective tools to reach our learners and inspire our community of volunteers. Ultimately, this cultural exchange will create a more inclusive environment where diversity is celebrated and respected.

Give an overview of what you plan to do and describe the purpose of ESOL materials and specific goals you hope to achieve with this funding?

Through this funding, we hope to update our current collection of Citizenship resources and create a Citizenship Corner outside the Project Literacy office as well as a virtual corner on our Project Literacy page on the Watertown Free Public Library's website. While we offer a wide selection of English language learner academic texts, test prep and other English building skills materials, our Citizenship collection is very limited, outdated and often being taken out of circulation because the materials are damaged from years of use. All of our citizenship books, citizenship kits and materials such as flash cards need to be updated. Most of our circulated citizenship materials are more than 10 years old and some study materials are more than 20 years old. Our USCIS citizenship kits are being taped together and often missing information. We will also display the following printed material in different languages from the USCIS website:

10 Steps to Naturalization Brochure, Learn about US Citizenship, Have you Considered U.S. Citizenship, My Pathway to US Citizenship, USCIS Pocket Study Guide, USCIS Vocabulary Flashcards, N-400 Application, Civics Questions and Answers, N-400 Topic Exercises, and test prep resources on the USCIS website.

For promotional materials and volunteer training: Pathway to Citizenship poster (27 X 40) & My Path to US Citizenship, Have you Considered U.S. Citizenship fliers, Adult Citizenship Educators, USCIS Thanks You For Your Service, Guide to the USCIS Naturalization Interview and Test Video as well a volunteer study packet put together by our trained Citizenship volunteer.

We would like to expand our Citizenship Corner to our online page. Currently, our Project Literacy webpage offers a link to Greater Boston Legal Services for free legal consultations, information on eligibility on how to apply, a link to the N-400 application, and 2 PDF's of study materials. We will provide links to citizenship applications, practice exams, and study guides from the USCIS website. Ideally, making the Project Literacy Citizenship Corner page a place where anyone can access the materials they need to become citizens as well as requesting a tutor for citizenship.

We have a team of volunteers who have trained other volunteers to tutor 1:1 and small groups on citizenship. We have 2 trainings set up in February to train a new team of citizenship volunteers. This training has already generated interest

from new volunteers who have attended library events where we've begun to advertise this opportunity.

Will you collaborate with any local organizations, schools, or community groups to implement the materials? How will the project leverage partnerships to enhance the impact of the materials?

Project Literacy has established strong partnerships within the community. To enhance our outreach, we plan to expand our pathway of referrals with Watertown Public Schools by reaching out to Watertown School's ELL Coordinator and person in charge of ELPAC (English Learner Parent Advisory Council). We'll create print materials to advertise our Citizenship Corner at the library, accompanied by a QR code linking it to the Corner on our webpage. These fliers will be prominently displayed, and brochures will be available at key locations such as Watertown schools, local churches (where some classes are held), and the Watertown Housing Authority. We will also reach out to other libraries that offer citizenship classes at various times throughout the year. Libraries can refer learners who can't attend their classes due to schedule conflicts or language obstacles.

How do you plan to distribute materials to the intended audience (community outreach, programming) and ensure the materials are accessible and inclusive for patrons? For example, is your library fine free or have inclusive lending policies or practices?

The Watertown Free Public Library no longer charges late fees once materials are returned. Furthermore, the library has made major strides in having a variety of texts, resources, and materials translated in different languages.

Additionally, Project Literacy will leverage our in-print and online WPFL newsletters to inform library patrons about upcoming citizenship training workshops for volunteers and to encourage registration for citizenship tutoring sessions. We will also share upcoming citizenship trainings in our bi-monthly volunteer newsletter, 'The Tutor Connector.' The library can also promote the new Citizenship Corner on its social media platforms. Project Literacy will work with our marketing team to create a 'You Belong' video. 'You Belong' is the campaign message the library's been sending out since Spring 2024. The video will have several PL learners saying, 'You Belong' in various languages to showcase and promote the new Citizenship Corner.

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Personnel		
Updating Website/Digital Marketing	\$560.00	\$560.00
Subtotal	\$560.00	\$560.00
Supplies		
Citizenship Tool Kits, Circulated Materials	\$1,055.00	\$1,055.00
Subtotal	\$1,055.00	\$1,055.00
Consultants/Contracts		
Citizenship Training	\$885.00	\$885.00
Subtotal	\$885.00	\$885.00
Services		
Printing Services	\$1,500.00	\$1,500.00
Subtotal	\$1,500.00	\$1,500.00
Total Proposed Cost	\$4,000.00	\$4,000.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$4,000.00	\$4,000.00
Subtotal	\$4,000.00	\$4,000.00
Total Proposed Revenue	\$4,000.00	\$4,000.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Supplies

Line items: Accessibility devices and tools Books, audio, video, magazines Circulating kits and related materials
Furniture Hardware In-house printing and advertising Office supplies Postage Storage

Citizenship Tool Kits, Circulated Materials

10 Tool Kit Resources: \$6 USCIS Preparing For the Naturalization Test: A Pocket Study Guide {\$6 X 10} \$13 Vocabulary Flash Cards For The Naturalization Test {\$13 X 10} \$18 Civics Flash Cards for the Naturalization Test {\$18 X 10} \$25 US Citizenship Test Study Guide: What You Need to Face the Naturalization Exam Free From Doubt {\$25 X 10} = \$620 Circulating Materials: an additional 5 items of the above listed that can be checked out individually = \$435 Total =

Consultants/Contracts

Line items: Consultant Program and presenter fees Staff training

Citizenship Training

Our ELL Tutor/Trainer working with new volunteers. Budgeting 30 hours over 6 months with an hourly pay rate of \$29.50 per hour.

Services

Line items: 3rd party printing services Advertising Childcare Conference fees Data conversion services Databases Membership fees Other 3rd party services Software Transcription/translation services

Printing Services

27 X 40 USCIS Citizenship Poster Pathways to Citizenship display and materials for in-person Citizenship: 150 of each from USCIS website: 'Pathways to US Citizenship' 'Have You Thought About Citizenship' 'Welcome to the United States: A Guide For New Immigrants' '10 Steps to Naturalization' *all fliers are already available in many languages-ideally, 75-150 fliers for each language dependent on % of languages already in program = \$1,500