



Board of Library Trustees Meeting
Tuesday, May 13, 2025 at 7:00 PM
Lower Hearing Room - Watertown City Hall
149 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. Minutes of March 4, 2025 Meeting
 - B. Minutes of April 1, 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
 - E. Consideration and Action on Personnel Budget Line Transfer
 - F. Consideration and Action on Burke Fund Allocations
5. Chair's Report
6. Director's Report
 - A. General Updates
7. Old Business
 - A. Strategic Plan Preview
 - B. O'Some Cafe Update
 - C. LaSalle Photograph Update
 - D. FY26 Budget Update
8. New Business
 - A. Teen Advisory Board Presentation
 - B. Consideration and Action on Collection Development Policy Amendment
 - C. Consideration and Action on Watertown Community Foundation Grant
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	1,836,968.55	0.00	424,664	81.20
0161051	510112	PART TIME SALARIES	783,726	0	783,726	598,651.86	0.00	185,074	76.40
0161051	510130	OVERTIME	30,000	0	30,000	29,008.61	0.00	991	96.70
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	5,708.25	0.00	3,218	64.00
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	2,666.25	0.00	259	91.20
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,110,996	0	3,110,996	2,490,117.90	0.00	620,878	80.00
0161052	520211	ELECTRICITY	156,904	0	156,904	47,990.08	92,009.92	16,904	89.20
0161052	520213	GAS	42,804	0	42,804	21,734.21	13,595.74	7,474	82.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,949	0	19,949	17,991.24	1,096.04	862	95.70
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	36,286.51	11,503.74	4,211	91.90
0161052	520244	COMPUTER MAINTENANCE	61,000	1,433	62,433	51,001.25	8,183.79	3,248	94.80
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	6,306.83	881.67	2,082	77.50
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	11,617.84	655.58	927	93.00
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	13.19	171	84.40
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	15,857.96	1,946.28	196	98.90
0161052	550511	BOOKS	499,550	392	499,942	398,780.73	38,710.36	62,451	87.50
0161052	550512	BOOK PROCESSING	51,410	695	52,105	22,284.97	3,932.97	25,887	50.30
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	220.00	1,031	32.70
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	442.72	2,001	82.00
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	6,422	1,060,076	743,966.45	173,350.00	142,760	86.50
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	28,490.67	11,642.97	45,382	46.90
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	19,776.17	0.00	224	98.90
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	4,516	105,516	48,266.84	11,642.97	45,606	56.80
		Grand Total	4,265,650	10,938	4,276,588	3,282,351.19	184,992.97	809,244	81.10

FY25 3rd QUARTER YTD BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ACT	\$ 960.00	ANNUAL RENEWAL
AMAZON	\$ 1,682.63	MATERIALS
INTERCAMBIO DE COMUNIDADES	\$ 2,033.25	MATERIALS
MINUTEMAN PRESS	\$ 610.00	BROCHURE PRINTING
PIFER-BRIGHAM LLC	\$ 2,220.00	EASY ENGLISH NEWS
JANET SAIED	\$ 946.87	EVENT REIMBURSEMENTS
STAPLES INC	\$ 340.89	
JACKY VAN LEEUWEN	\$ 78.58	EVENT REIMBURSEMENTS
TOTAL	\$ 8,872.22	
0161052 570730 DUES & SUBSCRIPTIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 280.00	MEMBERSHIP RENEWAL
TOTAL	\$ 280.00	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 280.00	MEMBERSHIP RENEWALS
DONALD BLEECH	\$ 100.00	MEETING REFRESHMENTS
TOTAL	\$ 380.00	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
KAZIA BERKLEY-CRAMER	\$ 1,114.64	NELA CONFERENCE
EMPATHY STUDIOS	\$ 1,111.70	ANNUAL MEMBERSHIP
JOE FERREIRA	\$ 694.74	NELA CONFERENCE
ALLISON FRY	\$ 667.12	NELA CONFERENCE/MLA
CAROLYN GRABER	\$ 600.00	NELA CONFERENCE
KIRSTEN HANSEN	\$ 1,039.72	NELA CONFERENCE
KIM HEWITT	\$ 1,308.95	ALA CORE FORUM
JAMIE KALLESTAD	\$ 1,002.55	NELA CONFERENCE
THERESA MATUREVICH	\$ 1,128.15	NELA CONFERENCE
TOTAL	\$ 8,667.57	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AIREX FILTER CORP	\$ 474.96	FILTERS
AMAZON	\$ 356.66	SUPPLIES
BC SOLUTIONS LLC	\$ 216.28	ELECTRICAL SUPPLIES
BOSTON LOCK & SAFE CO INC	\$ 218.13	KEYS AND LOCKS
FW WEBB COMPANY	\$ 251.90	PLUMBING SUPPLIES
HD SUPPLY INC	\$ 8,735.87	SUPPLIES
JR BALSAN INC	\$ 537.22	PLUMBING SUPPLIES
PLUMBERS SUPPLY COMPANY	\$ 33.96	PLUMBING SUPPLIES
THE SHERWIN WILLIAMS COMPANY	\$ 378.10	PAINT
SONEPAR DISTRIBUTION NEW ENGLAND	\$ 2,484.81	ELECTRICAL SUPPLIES
ULINE	\$ 67.50	SHARPS CONTAINER INSERTS
WW GRAINGER INC	\$ 1,535.88	SUPPLIES
WB MASON	\$ 160.29	SUPPLIES
TOTAL	\$ 15,451.56	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 373.27	PROGRAMMING/BOOKMOBILE SUPPLIES
CAREY CONKEY	\$ 81.74	TEEN PROGRAMMING SUPPLIES
KELLY DENEEN	\$ 115.80	TEEN PROGRAMMING SUPPLIES
DISCOUNT SCHOOL SUPPLY	\$ 279.15	CHILDREN'S PROGRAMMING SUPPLIES
ALLISON FRY	\$ 50.01	ADULT PROGRAMMING SUPPLIES
KIRSTEN HANSEN	\$ 15.57	
TOTAL	\$ 915.54	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MCDERMOTT-PALLOTTA INC	\$ 132.50	WAYFINDING POSTERS
MINUTEMAN PRESS	\$ 7,294.00	PRINTING
TOTAL	\$ 7,426.50	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 4,230.64	OFFICE SUPPLIES
BONA FIDE MASKS CORP	\$ 525.00	STAFF MASKS
CUSTOM ENGRAVING PLATES	\$ 101.11	NAME BADGES
D2G GROUP LLC	\$ 127.04	SIGN HOLDERS
EASYKEYS.COM INC	\$ 53.22	AUTOMATIC DOOR KEYS
EVERGREEN UNFINISHED FURNITURE	\$ 224.99	TEEN SHELVING
KIM HEWITT	\$ 23.08	MIC BATTERIES
RICOH USA INC	\$ 1,293.00	PHOTOCOPIER TONER
STAPLES ADVANTAGE	\$ 1,575.39	OFFICE SUPPLIES
ULINE	\$ 347.29	TRASH CANS
WB MASON	\$ 3,117.08	OFFICE SUPPLIES
TOTAL	\$ 11,617.84	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 123.33	TEEN PROGRAMMING
CAREY CONKEY	\$ 558.19	FOR FREEDOMS EXTRA LAWN SIGNS
REJANE DE MUSIS	\$ 500.00	CHILDREN'S PROGRAMMING
KELLY DENEEN	\$ 411.89	TEEN PROGRAMMING
EMERALD CITY PLANT SHOP	\$ 200.00	ADULT PROGRAMMING
GABRIELLE ESPOSITO	\$ 150.00	ADULT PROGRAMMING
ALLISON FRY	\$ 295.09	ADULT PROGRAMMING
MATTHEW HEATON	\$ 850.00	CHILDREN'S PROGRAMMING
CAROL KAGAN	\$ 625.00	CHILDREN'S YOGA
MCDERMOTT-PALLOTTA INC	\$ 155.81	BOOKMOBILE PROGRAMMING
LEEANN MCMORROW	\$ 100.00	CHILDREN'S PROGRAMMING
TARA MURPHY	\$ 525.00	CHILDREN'S PROGRAMMING
SWANK MOTION PICTURES	\$ 125.00	MOVIE LICENSE
PAULI STERN	\$ 107.52	ADULT PROGRAMMING
SIMON RIOS	\$ 100.00	ADULT PROGRAMMING
MARIKO SUGIMORI	\$ 250.00	ADULT PROGRAMMING
JONATHAN TODD	\$ 400.00	CHILDREN'S PROGRAMMING
TOTAL	\$ 5,476.83	
0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,616.51	COMPUTER MAINTENANCE SUPPLIES
ASSABET INTERACTIVE	\$ 1,075.00	MUSEUM PASS MODULE
BIBLIOTHECA LLC	\$ 16,926.92	RFID WORKSTATION/ANNUAL CONTRACT
BITLY	\$ 96.00	BITLY ANNUAL RENEWAL
CANVA	\$ 119.99	ANNUAL MEMBERSHIP
EMPATHY STUDIOS	\$ 87.30	ANNUAL MEMBERSHIP
FARONICS TECHNOLOGIES USA	\$ 420.00	DEEP FREEZE RENEWAL
GOVCONNECTION INC	\$ 7,063.64	LAPTOPS
HOOTSUITE	\$ 1,188.00	HOOTSUITE ANNUAL RENEWAL
HUB TECHNICAL SERVICES LLC	\$ 564.04	FORTINET RENEWAL
MAILCHIMP	\$ 1,100.00	MAILCHIMP SUBSCRIPTION
NOUN PROJECT	\$ 39.99	ANNUAL MEMBERSHIP
OCLC ONLINE COMPUTER LIBRARY CTR INC	\$ 5,505.55	CONTENT DM RENEWAL
SECURE BY DESIGN INC	\$ 240.00	NINITE ANNUAL RENEWAL
SENSOURCE INC	\$ 456.00	DOOR COUNTER
SHANAHAN SOUND & ELECTRONICS INC	\$ 6,634.32	WSBR PROJECTOR REPLACEMENT
SURPLUS TECHNOLOGY SOLUTIONS	\$ 75.00	E-WASTE RECYCLING PICKUP
SURVEYMONKEY	\$ 497.25	ANNUAL SUBSCRIPTION
T-MOBILE USA, INC	\$ 6,030.20	HOT SPOT SERVICE
WHEN TO WORK	\$ 1,243.00	ANNUAL SUBSCRIPTION
WB MASON CO INC	\$ 22.54	SUPPLIES
TOTAL	\$ 51,001.25	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AIREX FILTER CORP	\$ 69.04	HVAC FILTERS
ATLANTIC ELEVATOR	\$ 7,791.50	ELEVATOR SERVICE/MAINTENANCE
BUONO PEST CONTROL	\$ 135.00	PEST CONTROL
COMBUSTION SERVICE CO	\$ 308.00	ANNUAL BOILER MAINTENANCE
CML CONSTRUCTION	\$ 275.00	BOILER ROOM REPAIR
DUGMORE & DUNCAN	\$ 740.00	KEY CORE AND KEYS
THOMAS G GALLAGHER INC	\$ 551.01	SERVICE CALL
FM GENERATOR INC	\$ 659.20	GENERATOR SERVICE
WW GRAINGER INC	\$ 223.36	HVAC SUPPLIES
NOREL SERVICES	\$ 1,831.00	ALARM SERVICES
PATRICK J KENNEDY & SONS INC	\$ 20,293.40	HVAC SERVICE
ROLLINS INC	\$ 655.00	PEST CONTROL
SUBURBAN GLASS & MIRROR	\$ 1,830.00	FRONT ENTRANCE ADA REPAIR
WAYNE ALARM	\$ 925.00	ALARM MONITORING
TOTAL	\$ 36,286.51	
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 3,745.52	HATCH SUPPLIES/STAFF FANS
ROBERT ANDERSON	\$ 160.00	HATCH INSTRUCTION
BLICK ART MATERIALS	\$ 26.01	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 231.86	PHOTOCOPIER CONTRACT
ROBERT A CASSELS	\$ 47.71	HATCH SUPPLIES
COMCAST	\$ 2,541.72	HATCH INTERNET
CAROLINE DEBROTA	\$ 160.00	HATCH INSTRUCTION
DEMCO INC	\$ 75.72	HATCH SUPPLIES
DIGI-KEY CORPORATION	\$ 88.92	HATCH SUPPLIES
CHRISTOPHER ERNENWEIN	\$ 234.55	HATCH INSTRUCTION
FIRE MOUNTAIN GEMS & BEADS	\$ 40.69	HATCH SUPPLIES
INCISIVE MEDTECH CONSULTING	\$ (29.51)	HATCH INSTRUCTION
THERESA MATUREVICH	\$ 530.97	HATCH REIMBURSEMENTS
MCDERMOTT-PALLOTTA INC	\$ 164.00	HATCH A-FRAME SIGNS
CHERYL MOREAU	\$ 992.38	HATCH REIMBURSEMENTS
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
RICOH USA INC	\$ 1,717.84	STAFF PHOTOCOPIER CONTRACT
SCOTT W RUSHIA	\$ 4,711.00	HATCH LASER CUTTER SUPPLIES
SEWING PARTS ONLINE INC	\$ 219.13	HATCH SUPPLIES
STAPLES ADVANTAGE	\$ 274.94	HATCH SUPPLIES
WB MASON INC	\$ 173.99	HATCH SUPPLIES
WOODCRAFT SUPPLY LLC	\$ 33.48	HATCH SUPPLIES
WW GRAINGER	\$ 3.44	HATCH SUPPLIES
AMELIA YOUNG	\$ 569.64	HATCH REIMBURSEMENTS
TOTAL	\$ 17,613.00	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY25

0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ASP ENTERPRISES INC	\$ 340.56	CAFÉ DOOR LETTERING
CMC SHADES AND SPECIALTIES	\$ 19,343.11	SHADES
SUBURBAN GLASS & MIRROR CO INC	\$ 8,807.00	BUILDING REPAIRS
TOTAL	\$ 28,490.67	
0161058 580870 REPLACEMENT OF EQUIPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
GOVCONNECTION INC	\$ 10,814.99	COMPUTERS
SCHOOL OUTFITTERS LLC	\$ 846.13	TEEN COMPUTER TABLE
SHANAHAN SOUND & ELECTRONICS	\$ 8,115.05	WSBR AV EQUIPMENT
TOTAL	\$ 19,776.17	

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	7,681.66	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	212.99	-	2,980.21	book purchases only
Mead	6,418.63	3,418.63	432.57	25.20	3,826.00	book purchases only
Charles	2,825.14	2,625.14	179.95	-	2,805.09	Armenian History books
Barry	3,648.58	3,648.58	255.31	-	3,903.89	book purchases only
McGuire	3,395.97	2,395.97	280.05	-	2,676.02	book purchases only
W. Pierce	25,520.17	5,520.17	1,687.04	-	7,207.21	book purchases only
MacDonald	9,881.46	4,881.46	687.52	-	5,568.98	Grief related books
O'Reilly	11,103.78	10,603.78	707.22	-	11,311.00	Fiction
Stone	3,960.02	3,960.02	252.25	-	4,212.27	book purchases only
Campbell	5,792.43	4,792.43	368.93	-	5,161.36	Large print books
Santoro	2,439.39	839.39	155.37	-	994.76	Art books only
Brown	2,756.11	1,756.11	179.19	-	1,935.30	Sci-fi books
Keith	4,412.72	3,412.72	281.06	-	3,693.78	Wat history books
Drucker	3,175.19	3,175.19	202.21	-	3,377.40	Humanities books
Special Gifts	52,750.36	52,750.36	52,626.24	11,187.17	94,189.43	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	870.31	8,742.35	Bookmobile expenses
- Gallant Fund	19,412.99	19,412.99	-	10,936.00	8,476.99	Children's dept
Other Funds & Grants						
Kaveny	39,573.12	11,201.63	2,520.49	-	13,722.12	Benefit of the library
Masters	4,402.75	1,695.75	280.42	-	1,976.17	Trustees discretion
B. Pierce	696.73	696.73	78.69	-	775.42	Trustees discretion
LIG/MEG	448,632.78	448,632.78	58,337.94	9,938.34	497,032.38	
Revolving Printing Account	2,256.14	2,256.14	14,355.45	9,708.61	6,902.98	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	12,825.24	3,517.02	66,006.72	
McCall Gift Fund	46,061.25	46,061.25	-	3,540.35	42,520.90	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 AVAILABLE		
									CASH HELD FOR INV	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	193,422.67			135.92	(248.50)		7,311.10	\$ 200,621.19	\$ 61,480.10	\$ 146,177.42	
30-Apr								\$ -	\$ 61,480.10	\$ 146,177.42	
31-May								\$ -	\$ 61,480.10	\$ 146,177.42	
30-Jun								\$ -	\$ 61,480.10	\$ 146,177.42	
FY25 TOTAL				31.32	668.46		(14,751.60)	\$ 189,722.84	43,545.42	\$ 146,177.42	

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,129.00	\$ (3,129.00)	\$ -
Teen Programming	\$ 3,282.00	\$ (2,945.19)	\$ 336.81
Children's Materials	\$ 1,565.00	\$ (1,548.70)	\$ 16.30
Children's Programming	\$ 10,212.00	\$ (9,992.23)	\$ 219.77
Adult Materials	\$ 1,565.00	\$ (1,565.00)	\$ -
Adult Programming	\$ 4,741.00	\$ (4,741.00)	\$ -
Museums	\$ 5,000.00	\$ (4,825.00)	\$ 175.00
Movie Licenses	\$ 1,800.32	\$ (1,782.99)	\$ 17.33
Total	\$ 31,294.32	\$ (30,529.11)	\$ 765.21

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	\$ 2,698.25	\$ -	\$ -	\$ 2,708.12
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ -	\$ (3,019.92)	\$ -
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 522.90	\$ (14,289.71)	\$ (12.61)
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ 2,698.25	\$ 522.90	\$ (17,729.63)	\$ 2,275.51



TO: Library Board of Trustees
FROM: Kim Long, Library Director
DATE: May 2025
RE: Donations

The following donations were received in April:

\$1500 from Watertown Savings Bank Customer Choice Awards



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: May 2025
RE: Budget Line Transfer

This memo is to request a budget transfer within our personnel lines to increase the overtime line by \$10,000. We would like to move this money from the Part-Time Salaries line item.

Thank you for your consideration.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: May 2025
RE: Burke Fund: Trust Fund Use Request

This memo is to request the allocation of \$31830.48 from the Burke fund as follows:

Teen Materials: \$3,183
Teen Programming: \$3,350

Children's Materials: \$1,592
Children's Programming: \$10,423

Adult Materials: \$1,592
Adult Programming: \$4,840

Museums: \$5,000
Movie Licenses: \$1,850.48

This follows our normal procedure of setting aside fixed amounts for Movie Licenses and Museum Passes and allocating the remaining funds to materials and programming in 3 departments. We set aside 10% for Teen Materials, 18% for Teen Programming; 5% for Children's Materials, 56% for Children's Programming; 5% for General (adult) Materials, and 26% for General Programming.

Thank you for your consideration.

TO: Library Trustees
FROM: Kim Long, Library Director
DATE: May 13, 2025
RE: Director's Report

General Highlights

- Our Summer Reading Program will begin in June. On June 22, award-winning children's author Grace Lin will visit WFPL to help us kick off summer reading! This year, we're inviting all ages to complete reading challenges inspired by Watertown landmarks and learn more about our community. More details coming soon to: watertownlib.org/summer
- WFPL received a Watertown Savings Bank Customer Choice Award of \$1,500. Kirsten attended their award banquet. We appreciate all the votes, and our staff



- Admin, Ran and her team successfully developed and implemented a detailed relocation plan in preparation for the Access Services construction project (May 1-14+), ensuring that essential workflows like check-ins, paging, shelving, and delivery processing continue with minimal disruption. All temporary desk stations were identified, equipment relocated, and clear task assignments and signage were created to support staff throughout the transition.
- Alex was essential in moving the stations, adjusting the technology (peripherals and printers), and allowing us to continue to do the work and serve the public.
- A big thank-you to the other departments (Children's, Teens, Reference, and Project Literacy) for generously sharing their spaces when and where possible, and to all staff for being flexible and collaborative to keep us operational during this period.

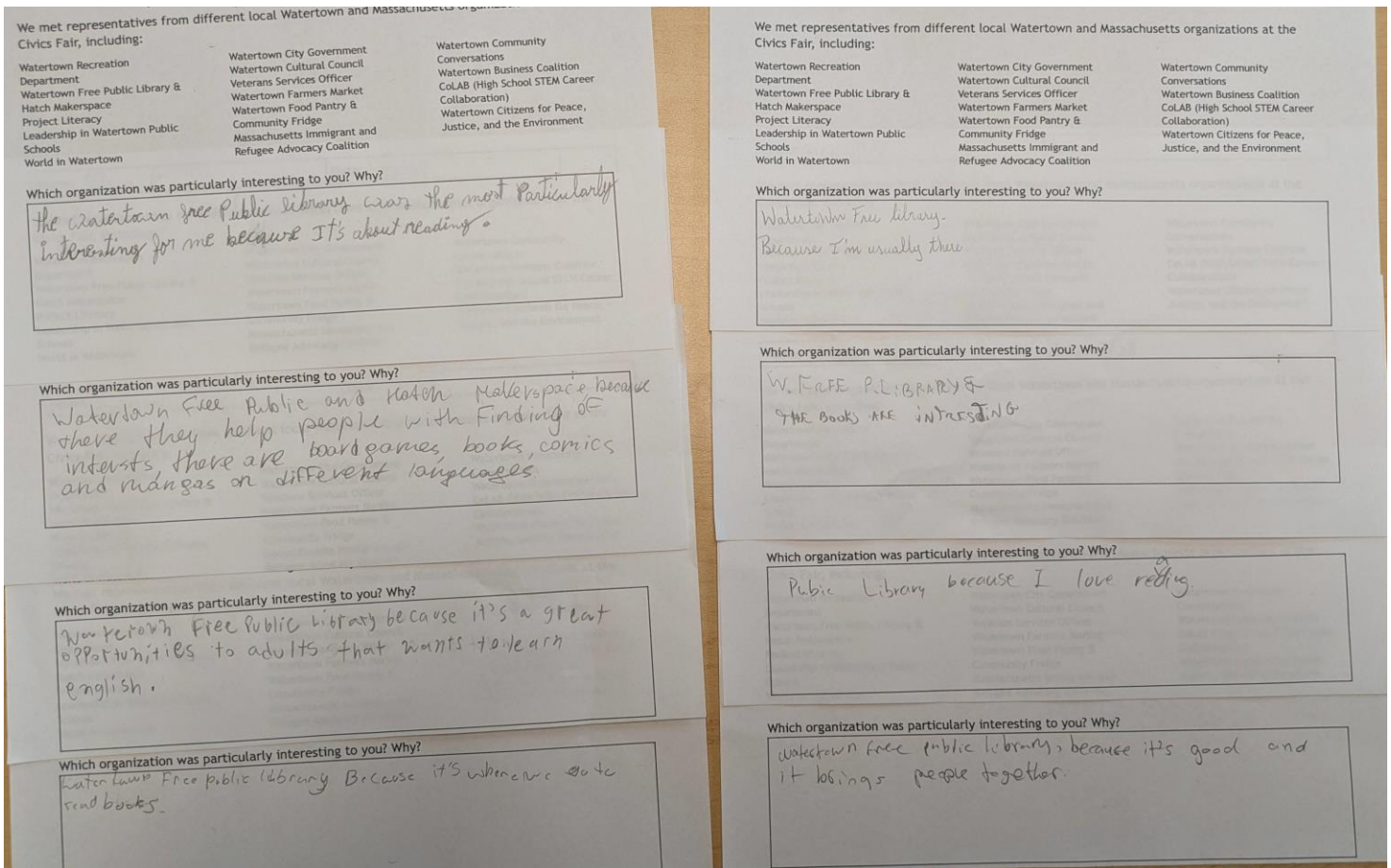
- In preparation for our temporary relocation during construction, Ran proactively coordinated with MLS Optima Delivery and the Minuteman Library Network to explore ways to reduce material flow into the building. As a result, Watertown was placed on lowest lending priority within MLN, which helped to decrease the volume of title paging requests and ease the workload on staff during this period.
- Aurora and Michelle worked together on a donated collection of materials from Lewando's. We hope to share some parts of it with the community through a lobby display this summer, as well as social media posts. Thanks to Aurora and Michelle!
- The Mamava saw 37 uses from January through March!
- Jill, Joe, and Ran worked on developing out book group internal procedures and library-book group card creation.
- Theresa is still managing Hatch operations post-Amelia. We were able to pivot pretty quickly after Amelia's resignation to working on a temp coverage schedule with thanks to those who have agreed to pick up shifts (thank you to Allie, Carolyn, Joe, Liz, and Pauli).
- We are planning a cleaning closure for Hatch. This year we plan to close on June 3 and reopen on June 5 at 5pm.
- Theresa and Kirsten have been planning for Kirsten's absence, and we will be operating a reduced visitation schedule for the bookmobile while she is out.
- Representative Owens graciously and successfully advocated for the House to include \$6,500 for the Watertown Library's Citizenship Corner in the FY26 budget. The next steps are for the bill to get through the Senate and then to the Governor for her signature, likely to happen in July. This money would make a huge difference as we previously received an LSTA grant to complete this project that was taken back due to federal funding issues.
- O'some is hoping to fully open within the month! We're all very exciting to see this vision come to life! Ricci and her team have worked hard to move the project along as quickly as possible, navigating many different permits, inspections, etc, this past year!

City/Community Meetings and Collaboration

- Carey and Kim met with Roy Karp, WHS DEI department, to plan for a Staff Day program about working with teen populations.
- Kim met with Community Fridge board members about the potential of being a site for the fridge if the Church is sold.
- As Vice Chair, Ran led Keyusers on April 4.
- Kim, Joe, and Ran represented the Library at Diversity Night at the Middle School on April 17th.
- Kim, Theresa, and Ran met to discuss the materials budget and to discuss the pending reconstruction project in Access Services.
- Denise Moroney, Kim, and Ran also met to discuss the upcoming reconstruction project.
- Theresa led Digital Content Working Group's Chairs meeting with Minuteman Library Network liaison, led Digital Content Working Group's bimonthly meeting.
- Theresa attended Waltham Partnership for Youth event at Waltham High School

with Carey to promote our summer internship and meet with prospective interns.

- Theresa participated in an interview with a local resident and grad student about staff training for a school project.
- Carey has completed the arrangements for the Learning Corner at Pride. She has arranged for the area to have the Bookmobile, a space to promote a new LGBTQA+ oral history initiative, Wayside Youth, the Middle and High School GSAs, and the school's Diversity and Belonging groups. Watertown's HRC and World in Watertown groups will be in this corner, and an artist to help event goers "bling" their sunglasses will also be there. The Library is sponsoring The Femmes performance from 3-4 at Pride as well.
- Carey met with Monica Manna & Medjine Lucien, Waltham Youth Partnership & numerous Waltham students to discuss internships.
- Carey met with Kelly Cronin, Watertown Savings Bank, to brainstorm about the financial literacy series for teens, possible topics
- Carey, Kim, and Ran met many 8th and 9th graders at the WHS/WMS Community Civics Fair. We were sent some very nice comments from students afterwards.



Program Highlights

- The Children's Department hosted 10 programs over April vacation week! The weather was beautiful, and we had lots of great questions and met lots of grandparents from out of town helping families get through the week. Toddler Time had great attendance with 73 people on 4/22.
- Pint Size Yoga has been a lot of fun! Our last session is next month. We heard lots of feedback from families who appreciated an opportunity for young kids to move their bodies independently.
- Theresa organized and attended a staff/Hatch volunteer sewing tutorial so more regulars can assist with the machines while covering Hatch
- We were very pleased to bring Arto Vaun, Executive Director of Project SAVE to the library for our latest Democracy Talks event.
- There was such great demand for our DIY Lotion Bars craft let by Pauli, that we added a bunch of seats to the program to accommodate more people. Everyone who came out had a wonderful time, and we have some materials left over so we hope to repeat this craft.
- Franny was the Mystery Reader at Hosmer and did a great job, seen here having a blast!



Project Literacy

- Janet and Kris Johnson had a meeting with Olivia Fields and their intern, Vanessa, about creating the Book Club at the Watertown Housing Authority. This book club will be every Monday at 3pm beginning on May 5 through June. They will be reading 'Seedfolks.'
- A volunteer training was held on Wednesday, April 30.

- A teacher's meeting was held on Monday, May 5, where they discussed end-of-year documents, the potluck party and some upcoming trainings.
- Janet submitted a Watertown Community Foundation 2025 Community Engagement Grant proposal for a Watertown Parent Class. If awarded, we'll be able to provide childcare and some light refreshments for parents this year. Organizations are already being contacted, and we have a handful of Watertown parents that are already signed up.
- The department is creating *Welcome Packets* for new students. They are also working with the WPS to try to have some uniform flyers and information in it.
- Thank you to Erin and Jacky for all the work they've done with Community Outreach this past month. Erin helped with the Community Supper and attended 2 WPS Diversity events. At one of them, she was able to recruit HS volunteers to help with childcare in the Parent class this summer.
- We are focusing efforts on helping understand and complete Family Preparedness Packets.

Facilities/IT

- Restoration work on the Access Services office began on May 1. Vendors are replacing carpet, replacing sections of wall, and building a wall between the back-office area and the public desk area. The wall had electrical installed and inspected, the framing was inspected, and then the drywall was added. The work has been quick, efficient, and we are looking forward to putting everything back in there on May 14 if all goes well.
- Our new garden bed, funded by the Building Committee, has arrived and a date is scheduled to get it set up for planting.
- Alex worked with Ran and recovered three licenses to deploy additional Chromebooks.
- Alex worked to improve the performance and management of the library's network by separating City IT's staff and the Patron network. The migration has uncovered legacy network issues, but ongoing work will solve it.
- Alex moved the Children's Catalog computer on the Staff Wi-Fi. As we were having intermittent Wi-Fi for the public a few days while HubTech was here, we became aware of this and made it a priority to resolve so that their service remains consistent even when the public Wi-Fi isn't.
- Public Computing and Wi-Fi access has been intermittent due to work being done by Hubtech to try to complete some of the remaining pieces of the firewall cutover project.
- A resident ran over the Bookmobile lift at an event at the Middle School and damaged part of the hydraulic system. Kim was able to meet Kirsten and Police at the Middle School and manually crank the lift back into the van. We are working through the process to get this fixed. Kirsten scheduled a MobilityWorks appointment on May 8 in Norwood.

Personnel

- Amelia Young has resigned from her position as Hatch Coordinator. Her last day was April 18.

- The Hatch Coordinator position was posted and closed on May 9. There are already a lot of really promising applicants as of writing.
- Teen and Children's temp Sam Westall will have their last shift on July 27 and Teen Page Houria Awan has just had her last shift.
- Kirsten will be on prenatal leave starting sometime in July.
- Our Simmons Intern Aurora Daniel finished her internship. This was a big success; we hope to have more Simmons Archives interns in the future.
- Carey is in the process of setting up three internships: This summer we will once again have an intern from Perkins. We have an intern coming from Waltham Partnership for Youth. In the fall, we will have Emily Ollero, a Simmons student and a Teen temp, who will work with us for 130 hours for class credit. She will mainly work on projects in Teen and Access Services.

Action Plan

- Department Heads, Administration, Communications and Design Specialist, and the Community Engagement Specialists worked on shaping the draft of our next strategic plan.
- Jamie and Kim visited the Bedford Public Library on April 10, then met with Stephanie at the Robbins Library in Arlington to view signage work done by Sunshine Signs. These site visits helped us to focus on what we really liked that they had done, and what did not seem to work very well (or may not work for us in our space). Sunshine Signs is working on plans for signage in the library currently.

2026-2030 Strategic Framework

Welcome

- Center the patron experience
- Improve Library atmosphere with particular attention to sound
- Assess and enhance accessibility and wayfinding in physical and digital spaces
- Initiate lobby redesign

Engage

- Create inclusive programs that encourage connection to the community (and each other)
- Evaluate outreach and promotion strategy
- Strengthen programs, collections, and resources by collaborating with community and city partners
- Align library collections and resources with evolving community interests and demographics
- Collaborate and deepen connection with city stakeholders to strengthen the WFPL's value to the community
- Further empower City Leadership to advocate and promote the Library's meaningful standing in the community

Represent

- Ensure collections reflect diverse cultures, experiences, and interests of the community
- Reflect inclusivity and equity in all services and offerings
- Develop strategy for program evaluation to meet and satisfy community expectations and needs over time

Empower

- Foster leadership by providing clear goals and growth opportunities for staff at all levels
- Support the development of life skills and creative pursuits at all ages
- Increase transparency around core Library philosophy, functions, and process
- Share the community's history by preserving and giving voice to lived experiences
- Aid community members in developing and leading programs that reflect their interests



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: May 2025
RE: Collection Development Policy Amendment

This memo is to request the addition of the following bullet point to our Collection Development Policy under the "Principles of Collection Development" section:

The Library may, at its discretion, agree to purchase additional copies of high-demand materials in order to support Watertown-based community groups when deemed appropriate. These purchases will be made in accordance with the rest of our Collection Development policy. Current network demand for the item, the number of available copies circulating in the network, the price of the item, the funding available, and the item's anticipated interest level to the community at large after the group's use will all be considered.

Project Literacy Parent Class

2025 Community Engagement Grant

Watertown Free Public Library - Project Literacy

Janet Saied
123 Main Street
Watertown, MA 02472

O: 617-924-8797
M: 216-258-1756

Janet Saied

123 Main Street
Watertown, MA 02472

jsaied@watertown-ma.gov
O: 617-924-8797
M: 216-258-1756

Application Form

Main Grant Application (Community Engagement Grant)

**WATERTOWN
COMMUNITY
FOUNDATION**



2025 Community Engagement Grants

Funding Level

- Grant awards are up to \$5,000, depending on the scope and scale of the proposed project.

Grants Timeline

- Grant applications are due April 24th, 2025.
- Applicants will be notified of award decisions on or around May 24th, 2025.
- Grantees must complete a grant agreement before the release of grant funds.
- Grantees can expect to receive grant funds via mail in mid-June 2025.
- Funded programs are expected to be completed by March 31st, 2026.
- Grant Reports are due within 1 month following program completion or by April 24th, 2026, whichever comes first.

Helpful Information for Applicants

Click for a comprehensive GLM Applicant Tutorial.

- Select the tutorial for the Legacy Dashboard.

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)

Public Entity

Area of Focus

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

Primary Area of Focus	Secondary Area of Focus
Education	Community Diversity and Inclusion

Program Name*

Please list the name of your proposed program or project.

Project Literacy Parent Class

Primary Focus of Program*

Please select which of the below is the primary focus area of your proposed program.

Increasing Access to Programs and Services: Projects with a focus on making community-based programs, events, and services more accessible to all Watertown residents, particularly those who may face barriers to participation. These barriers might include economic, linguistic, cultural, or disability-related factors.

Fostering Intercultural Communication and Understanding: Programs that promote dialogue, understanding, and connection between different cultural, racial, and religious groups in Watertown.

Strengthening Community Connections: Projects that create shared experiences, strengthen social connections among residents, and benefit the Watertown community as a whole.

Strengthening Community Connections

Program Details*

Describe the program you plan to offer.

Project Literacy will offer a 9-week summer course specifically for Watertown parents of school-aged children. The course will include the adult ESOL instruction that we already offer year-round and will incorporate topics specific to Watertown parents. The class will meet once a week at the Watertown library and will offer childcare services so that the need for childcare is not a barrier to attendance. The instruction will be at a beginner level so that parents who have limited English proficiency can bolster their language skills and learn more about local resources related to caregiving in the community. The class will be led by a paid professional teacher, childcare teacher and vetted volunteers will run the childcare.

While half the classes will be Beginner Level ESOL instruction, the other classes will be seminars held on

topics that include childcare, food, health and immigrant assistance (Know Your Rights & Family Preparedness Packets) and local family friendly activities. These classes will be held on Wednesday evenings, so Watertown parents who are in our higher level English classes on Tuesdays and Thursdays will be invited to attend the seminars on Wednesday evenings.

Translations will be necessary for our beginner level students in these seminars. We want to expand a program we started this year that offers volunteer opportunities for our Advanced English speaking students. Advanced level students have shared their interest in giving back to Project Literacy. By offering them translating opportunities, they are able to work with and mentor students from their same language background who are new to the area and/or students who are struggling with the language barrier.

Program Goals and Objectives*

1. Briefly describe the goals or objectives of this program.
2. Explain how these program goals and objectives align with the Community Engagement Focus area you identified above.
3. Describe the anticipated impact of the program on the Watertown community.

The goal of the Project Literacy Parent Class is to reach as many Watertown English language learning parents as possible with quality English language instruction while also connecting them with relevant resources to help them navigate life as parents in the Watertown school district and community at large. Topics covered will include understanding school attendance policies, parent teacher conferences, health policies, the school calendar and before and after school opportunities. We will also bring in members of the community to share with parents about different resources. These may include the English Language Parent Advisory Council, Diversity Inclusion Equity and Belonging groups, Know Your Rights Information, Wayside Services, the Boys and Girls Club and Eat Well Watertown.

While building their English language skills, students will be more equipped with increased resources and language skills to care for their children and grandchildren. Also, the shared experience of participating in this class with other Watertown caregivers will increase the students' sense of community as they learn alongside other caregivers and share their own experiences. This aligns with our objective of strengthening community connections. The better equipped caregivers are to navigate and share their voice in the school community, the more the whole community benefits.

We successfully carried out a similar program last year and reached thirty-five families. This year we will improve upon last year's program by hosting the class at the more central location of the Watertown Library and also offer childcare. This aligns with our objective to increase access to our programs and services. The Watertown Library is centrally located in Watertown and along a bus route, whereas last year our classes at Lowell Elementary were more difficult for some parents to access. Additionally, onsite childcare provided by Project Literacy adult volunteers as well as high school volunteers will eliminate one of the major barriers to parents attending our classes. By including our Advanced level students in translating, we believe this will create a stronger sense of community as well as a clear understanding of the content in the seminars.

Ultimately, our objective is to provide classes to Watertown parents so they will be more seen, heard and included as well as ease any extra load the schools may face. We believe that language is more than a tool-it's a bridge to belonging and empowerment.

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

The target population of this program is Watertown caregivers/parents who care for children or grandchildren who are in the Watertown school system or who will be entering in the school system in the coming fall. Our students at Project Literacy come from many different linguistic, cultural, racial and economic backgrounds. We chose to focus on only Watertown caregivers for this class so that the instruction can be focused on specific resources available in Watertown.

Watertown Residents Served*

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

40

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.

Project Literacy primarily serves immigrants who want to improve their English language skills to be able to obtain a better job, speak with their children’s schools to advocate for and help their children, and speak with neighbors and other community members so that they can be more fully integrate into the Watertown community. As a place that has historically welcomed immigrants from all over, Watertown continues to have a substantial community of recently immigrated residents.

Program Start Date

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

Month (Program Start)	Year (Program Start)
June	2025

Program End Date

Enter the month and year you anticipate your program concluding.

Please note that funded programs are expected to be completed by March 31st, 2026.

Month (Program End)	Year (Program End)
August	2025

Program Timeline*

Please detail the program timeline and tell us approximately when various activities will occur within the program start and end date provided above.

During the spring of 2025, the Project Literacy office will recruit students for the summer class. We will advertise the class to our current students and to new students through our connections with the ELL director in the school district. Prior to the beginning of the class, Project Literacy teachers will discuss the curriculum and update it from previous years to include new resources and information. Project Literacy will also reach out to local community members and invite them to come speak to the students throughout the summer course. In addition, because these are beginner level classes, we will ask our students in the higher levels to serve as translators when community members come in to talk about their programs. The class will begin on June 4 and finish on July 30. Project Literacy staff will follow up with students during the month of August to gain their feedback on the summer program and invite them to attend our regular courses which begin in September.

Program Location*

Please tell us where the program will occur.

The class will take place at the Watertown Free Public Library in the Watertown Savings Bank Room. The size of this room will allow for the class to take place in one portion of the room while the childcare takes place on the other side of a partition. Allowing the caregivers to be in close proximity to the children increases security and comfortability for all. The Watertown Library is also centrally located to Watertown residents and accessible by bus route.

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.

Janet Saied & Erin Ward

Program Manager's Experience*

Please describe the program manager's relevant experience.

Janet Saied has been the Director of Project Literacy for 2 years and she's been connected to the Watertown community for more than ten years. Before becoming Director, she was a Project Literacy teacher for ten years and the Teacher/Tutor Trainer for 2 years. She wants to see Watertown families thrive in the community and has asked Erin Ward, Project Literacy Teacher/Trainer and Community Liaison to help her make this class successful. Erin brings a significant amount of expertise to the program. She has taught a Parent class before and she's established strong connections to Watertown, its schools and community.

Funding Impact*

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

We will not be able to provide Watertown Parent classes with childcare. Our Watertown parents will continue to be a priority but they will be enrolled in our general summer classes. We have tried to plan many different budget scenarios for the upcoming fiscal year. Since there is tremendous uncertainty, we will have to cancel the Watertown Parent class and offer any Watertown Parent an English class as a regular summer class program.

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

No

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

Yes

Number of Collaborating Organizations*

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

2

Collaborating Organization #1

Name of Collaborating Organization #1*

Watertown Free Public Library

Briefly describe your collaboration with Organization #1.*

Our Parent Class will be held at the Watertown Free Public Library. This space is easily accessible to Watertown residents and also a great source of other resources outside of the resources we will provide in our class.

Collaborating Organization #2

Name of Collaborating Organization #2*

Watertown Public Schools

Briefly describe your collaboration with Organization #2.*

We will collaborate with the Director of English Language Learners in the Watertown School District to advertise our Parent Class. The school district knows which families could benefit from our class and will collaborate with us by passing out flyers to these families. .

Group Leadership

Program Leadership Team*

Earlier in this application, you indicated that your organization/program does not have a Board of Directors. Please use this space to tell us about your organization/project leadership team.

Project Literacy does not have a Board of Directors, but it's a department of the Watertown Free Public Library, so the Board of Library Trustees could essentially be considered the Board of Directors for Project Literacy. The Director of Project Literacy reports directly to the Director of the Library. Project Literacy has a 'Friends of Project Literacy' board that does fundraising for the organization.

Program Budget Details

Amount Requested (\$)*

The maximum allowable requested amount for this grant is \$5000.

\$2,610.75

Proposed Budget

For us to fully consider your proposal, please provide a budget and itemize the expenses covered by this grant in the table below. Please provide the specific costs associated with each item or activity for which you are requesting support. Your itemized expenses should equal the total dollar amount of your grant request.

Note: If you are awarded this grant, the table below will be shared in your follow-up Grantee Reporting Form, with an additional column for "Actual Expense."

Expense Category	Expense Description	Budgeted Expense (\$)
Presenter(s)	1.5 hrs per class, 1.5 hours paid prep time per class = 3 hrs per week @\$29.50 X 9	\$795.50
Staffing	Childcare 1.5 X 9 @ 21.50	\$290.25
Print Materials	25 Intercambio Books (25 X \$13.00)	\$325.00
Food and Refreshments	Snacks/Drinks for kids	\$450.00

Supplies	Art Supplies for kids	\$250.00
Print Materials	Print materials for seminars/class instruction	\$300.00
Supplies	Student supplies-binders, folders, pens, highlighters, etc	\$200.00
		2610.75

Budget Details (Program)

Please provide any additional information you would like us to know about the above budget.

Many of our Watertown parents work two jobs and still find time to attend class. We know the summer can be busy for families, so offering light food and refreshments can go a long way. We also don't want parents to worry about childcare, and having the right supplies for class, so providing those supplies for our students can help them have a successful summer in our parent classes.

In addition, we've also noticed the amount spent on printing, especially with Know Your Right materials and Family Preparedness Packets. We often have requests for presenters to share their slides. It helps give more understanding of the content. We hope to make this available.

Are there additional program expenses not covered by your grant request?*

No

Diversity, Equity, Inclusion and Belonging

Project's Diversity, Equity, Inclusion and Belonging*

The WCF Mission states that we envision a welcoming community where people of all backgrounds can thrive, connect, and contribute to the strength and resilience of our city.

Please use this space to describe any planned efforts for your project to reach individuals, populations, neighborhoods, and communities in Watertown that you have previously struggled to engage.

Project Literacy serves students from many different backgrounds. This Parent Class will further increase our outreach by removing the barrier of childcare that many parents face when trying to attend English languages classes. We often hear of caregivers who cannot attend our classes because of the need to care for their children. Our online classes help address this issue, but our summer Parent Class will allow caregivers to

bring their children and benefit from in-person classes.

This parent class is a powerful way to welcome someone to the community. While some families will be new to the area, we may have several families who will feel new because of the language barrier but this class can connect them to a community they didn't realize had been here. Not speaking a language can create a huge obstacle that is very divisive and can make a warm community feel cold.

Funding Impact on Diversity, Equity, Inclusion and Belonging*

How will this grant funding help you meet the above goals?

Funding from the Watertown Community Foundation will allow us to pay the teacher and provide childcare and purchase snacks/food, classroom supplies and art & supplies for the children to enjoy while their caregivers are in class. Funding will allow us to purchase books for the caregivers to use in person and take home with them. We hope the biggest impact will be felt in our immigrant families feeling apart of our community and the school district. Parents will understand the expectations our schools have regarding health, participation in parent/teacher conferences, and they will know where to go to find childcare/activities for their school-aged children when class is not in session. Most importantly, Watertown parents will feel fully integrated into our community.

Past WCF Funding

Did you receive this grant last year?*

Yes

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

WCF Grant Category	Grant Year	Grant Amount
Spring Program Grant	2024	\$4,346.00
Spring Program Grant	2023	\$6,272.00
Spring Institutional Support Grant	2022	\$7,500.00
Spring Institutional Support Grant	2019	\$4,924.00

Recognition of Funding

Funding Acknowledgment*

WCF requires our grantees to acknowledge receiving a grant from WCF in all publicity associated with the funded program/project, including but not limited to program/project materials, posts about the program on the organization's website, social media sites, and press releases.

By clicking "I acknowledge and agree to these stipulations", you are acknowledging that you have read the above statement and you commit to providing examples of funding acknowledgment as part of your grant reporting for this project.

I acknowledge and agree to these stipulations.

Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

Watertown Community Foundation is significant to our program. We have grown since last year and we now serve over 900 students. The support we receive from the local community is critical to continue all of our current services. Teachers have shared the impact these classes have had on their success in our community as students have shared their appreciation with their teachers. While we appreciate everything Watertown Community Foundation has done for us and the community, I think Project Literacy can improve on sharing those stories and acknowledging the people, organizations and foundations have helped us, especially as we've grown over the years. We intend to find more ways to acknowledge the Watertown Community Foundation.

File Attachment Summary

Applicant File Uploads

No files were uploaded