



Board of Library Trustees Meeting
Tuesday, June 3, 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 May 13, 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 Granting the Treasurer the Authority to Make Transfers Through the End of FY25
5. Chair's Report
6. Director's Report
 - A. General Updates
7. Old Business
 - A. Consideration and Action on 2026-2030 Strategic Framework
8. New Business
 - A. Consideration and Action on Pratt Fund Request
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	1,918,997.11	0.00	342,636	84.90
0161051	510112	PART TIME SALARIES	783,726	-10,000	773,726	626,509.39	0.00	147,217	81.00
0161051	510130	OVERTIME	30,000	10,000	40,000	30,853.88	0.00	9,146	77.10
0161051	510141	SHIFT DIFFERENTIAL	8,926	0	8,926	6,027.75	0.00	2,898	67.50
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	2,602,168.76	0.00	508,827	83.60
0161052	520211	ELECTRICITY	156,904	0	156,904	54,384.81	85,615.19	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	18,622.36	464.92	862	95.70
0161052	520241	BUILDING MAINTENANCE	50,171	1,830	52,001	37,742.48	8,746.62	5,512	89.40
0161052	520244	COMPUTER MAINTENANCE	61,000	1,433	62,433	51,111.25	10,026.97	1,295	97.90
0161052	530327	REGIONAL LIBRARY SERVICES	91,703	0	91,703	87,573.00	0.00	4,130	95.50
0161052	530342	COMMUNICATIONS - POSTAGE	2,000	0	2,000	0.00	0.00	2,000	0.00
0161052	530383	PROGRAM SERVICES	9,270	0	9,270	7,313.50	299.59	1,657	82.10
0161052	540421	OFFICE SUPPLIES	13,200	0	13,200	12,040.43	510.70	649	95.10
0161052	540422	PRINTING & FORMS	11,000	0	11,000	8,622.50	1,696.00	682	93.80
0161052	540425	PROGRAM SUPPLIES	1,100	0	1,100	928.73	0.00	171	84.40
0161052	540430	BUILDING MAINTENANCE SUP.	18,000	0	18,000	16,351.32	1,529.36	119	99.30
0161052	550511	BOOKS	499,550	392	499,942	426,129.08	46,834.13	26,979	94.60
0161052	550512	BOOK PROCESSING	51,410	695	52,105	23,592.59	10,243.44	18,269	64.90
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	500.00	0	100.00
0161052	570730	DUES & SUBSCRIPTIONS	1,531	0	1,531	490.00	0.00	1,041	32.00
0161052	570735	PROJECT LITERACY/TOWN	10,962	960	11,922	8,872.22	1,938.77	1,111	90.70
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	9,218.69	933.92	959	91.40
0161052		Total 0161052 LIBRARY - EXPENSES	1,053,654	6,422	1,060,076	785,107.17	183,093.35	91,876	91.30
0161058	580840	BUILDING RENOVATIONS	81,000	4,516	85,516	28,490.67	27,533.97	29,491	65.50
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	27,533.97	29,715	71.80
		Grand Total	4,265,650	10,938	4,276,588	3,435,542.77	210,627.32	630,418	85.30

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	7,362.66	-	15,732.12	80% of int on periodicals
Whitney	2,767.22	2,767.22	200.46	-	2,967.68	book purchases only
Mead	6,418.63	3,418.63	407.22	25.20	3,800.65	book purchases only
Charles	2,825.14	2,625.14	169.38	-	2,794.52	Armenian History books
Barry	3,648.58	3,648.58	240.31	-	3,888.89	book purchases only
McGuire	3,395.97	2,395.97	263.58	-	2,659.55	book purchases only
W. Pierce	25,520.17	5,520.17	1,586.87	-	7,107.04	book purchases only
MacDonald	9,881.46	4,881.46	647.10	-	5,528.56	Grief related books
O'Reilly	11,103.78	10,603.78	665.65	-	11,269.43	Fiction
Stone	3,960.02	3,960.02	237.42	-	4,197.44	book purchases only
Campbell	5,792.43	4,792.43	347.24	-	5,139.67	Large print books
Santoro	2,439.39	839.39	146.24	-	985.63	Art books only
Brown	2,756.11	1,756.11	168.66	-	1,924.77	Sci-fi books
Keith	4,412.72	3,412.72	264.54	-	3,677.26	Wat history books
Drucker	3,175.19	3,175.19	190.32	-	3,365.51	Humanities books
Special Gifts	52,750.36	52,750.36	52,091.58	15,082.17	89,759.77	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	2,372.33	-	13,573.96	Benefit of the library
Masters	4,402.75	1,695.75	263.93	-	1,959.68	Trustees discretion
B. Pierce	696.73	696.73	74.07	-	770.80	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	15,307.34	10,631.65	6,931.83	
Friends of Project Literacy Fundraising	56,698.50	56,698.50	17,525.24	5,179.22	69,044.52	
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 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	193,422.67			135.92	(248.50)		7,311.10	\$ 200,621.19	\$ -	\$ 61,480.10	\$ 146,177.42	-
30-Apr	200,621.19			92.88	(317.95)		(4,205.50)	\$ 196,190.62	\$ -	\$ 61,255.03	\$ 146,177.42	-
31-May								\$ -	\$ -	\$ 61,255.03	\$ 146,177.42	-
30-Jun								\$ -	\$ -	\$ 61,255.03	\$ 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	\$ (10,167.23)	\$ 44.77
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	\$ (30,704.11)	\$ 590.21

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	\$ 80.00	\$ (747.50)	\$ 1,880.62
Watertown Commuty Foundation Grant	\$ 3,019.92	\$ -	\$ -	\$ (3,019.92)	\$ -
City Budget: Equip. Maint.	\$ 14,800.00	\$ -	\$ 261.45	\$ (14,551.16)	\$ (12.61)
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,829.79	\$ 2,698.25	\$ 341.45	\$ (18,738.58)	\$ 1,448.01



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

The following donations were received in May:

\$4700 from Marshall Home Fund for Project Literacy



TO: Library Trustees

FROM: Kim Long, Library Director

DATE: June 2025

RE: Authorization of Treasurer to Approve Line-Item Transfers

This memo is to request that the Treasurer be authorized to approve line-item transfers through July 15, 2025.

Thank you for your consideration.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: June 3, 2025
RE: Director's Report

General Highlights

- O'some officially opened their second cafe space which is located on the first floor of the library.
- Photograph by Archy LaSalle was hung on the wall in the lobby (along the stairs) on May 21. We are thrilled to have this work on loan for the next five years. The library paid for the installation and appraisal.
- The garden beds were re-planted by Theresa and Ran recently! They are looking great.
- Staff Day was held on May 9. It was not the most exciting day, but that wasn't the goal. We had a lot of information we wanted to get across to staff: some big picture information we wanted staff to have a better understanding of based on common misconceptions or knowledge gaps we've run into, some were items I wanted staff to hear about directly from me regarding policies, procedures, and philosophy. We had Deputy Manager Emily Monea and Human Resources Director Colleen Doyle speak with staff too. Roy Karp from the Watertown Public Schools collaborated with Carey on a presentation about teen development.
- As part of our preparations for temporary relocation during construction, Watertown was previously placed on the lowest lending priority within the Minuteman Library Network to help reduce incoming materials and ease staff workload. Thanks to coordination with MLS Optima Delivery and MLN, this adjustment has helped manage material flow effectively during this time. Starting Monday, June 2, we will resume normal lending priority levels within the network
- While the move back into the newly renovated Access Services space has proven to be a valuable opportunity to be more intentional about how to occupy the space. Joe, Ran, and the team are now taking the time to thoughtfully place materials and redesign workflows to better align with the new layout. Staff are actively contributing ideas to make workflows more efficient and intuitive. The flexibility and patience of the team are once again making a big difference- thank you to everyone involved.
- The Children's Room was closed from 9-6 on May 15 to reorganize the layout of some of the materials in the room. They moved over 23,000 items! I am so

impressed by how this team works together and gets so much done. HUGE thanks!!!Here's a sampling of what this team accomplished:

- Repositioned Picture Books.
 - COPING takes 1 whole aisle.
 - Christmas is all of the same side of the shelf.
 - Juneteenth joined the Holidays.
 - Resources and Awards are facing the languages.
 - DVDs got angled bucket shelves
 - Series are consolidated
 - Fiction expanded!
- We launched the Hygiene Supplies Station, located behind the elevator on the second floor. Thank you to Jill and her team for getting this done.
 - Michelle worked with Jamie and created a lovely Local History window display in the lobby, featuring recently acquired collections from The New Rep Theatre Company and Lewando's Cleansers.
 - Reference and Access Services staff pitched in and covered HATCH for many hours- thank you everyone for being flexible and keeping the space open to the public.
 - Helped Carey develop the interview questions and procedures for the LGBTQ+ local history collection project.
 - The Teen department finalized their summer calendars and programming plans.
 - Jamie submitted a proposal to present at PLA 2026. We'll be crossing our fingers!
 - Jamie finalized the postcard design with Kim and we are planning to launch them in June
 - Summer reading materials finalized- thank you to Kathleen and Jamie!
 - We created a rainbow version of our You Belong shirts which are available for patrons to purchase on our Bonfire site.

City/Community Meetings and Collaboration

- Janet met with Watertown High School's Social Justice Team on May 20. The team (about 10 students) interviewed her about her role in Project Literacy, how she got started in education and what gives her hope about her job.
- Janet attended the Marshall Home Fund Grant Award Ceremony and their 25th Anniversary celebration on May 15th. She enjoyed accepting the grant money and seeing familiar, friendly faces.
- Theresa led the Digital Content Working Group's Chairs meeting with Minuteman Library Network liaison
- Theresa, Kirsten, and Pauli represented the library and Hatch at EcoFest on May 10.

- Kim, Theresa, and Natasha met with Julie Knight to learn about potential changes to the city's procurement process
- Kim and Carey interviewed 3 potential interns through Waltham Partnership for Youth.
- Kim attended the MLN Membership meeting on May 21.
- Kim attended City Council's budget hearings with other City departments.

Program Highlights

- The Dewey Decibels played their 2nd Porchfest on May 17 and had a crowd of about 60 people!



- Fungus week was a big success! Dangerous Fungus and Glow in the Dark Fungus saw the biggest turnouts with 28 and 51 respectively.
- The final session of Pint Size Yoga was on May 3. We received positive feedback and would like to offer it again.
- Staff helped out at the City's Pride event on June 1. The Library coordinated a learning corner near the bookmobile.

Project Literacy

- The September to May classes ended recently. Summer classes start the first week of June.
- Set up a successful Parent Class that has 4 organizations ready to come in and connect families to resources.
- Project Literacy put together a Translation Team. This team is made up of our advanced level of students. They'll be asked to translate for our beginner level students in our Watertown Parent Class this summer as well as future trainings,

events.

- Jacky received a Community Spirit Award! The event is on June 4 at 6:00 PM at Filippello Park.
- Project Literacy received a Marshall Home Fund Grant of \$4,700. This funding will go to volunteer training and the new *Seedfolks* Book Club at the Watertown Housing Authority. Janet reported that she is proud we can offer this club, even if it takes a while to pick up, because some people there are very isolated.
- Janet began conducting 1:1 with teachers to go over this past year, resources, and getting feedback to make next year even better.
- Held a teachers' meeting on May 5. Reviewed end-of-year documents, summer classes, resources for next year, feedback for this year, making sure everyone knows and is passing out community resources for their students.

Facilities/IT

- Restoration of the Access Services area is back in working order with a few small updates to be made. It was a pleasure to work with TruBuild and Service Master to get this project accomplished, and we're so thankful to Denise at DPB for coordinating this and keeping it on schedule.
- Alex worked hard to dismantle and setup the Circulation Department's workstations to temporary locations for the restoration project and then reversed the process after the completion of construction repairs.
- Theresa is working on a plan for replacing Windows 10 computers with Alexander.
- Kirsten and Theresa facilitated an appraisal visit and repair after April's bookmobile accident. The lift is now fixed. Thank you to Theresa for driving it down to Norwood for repair!

Personnel

- Interviews with Hatch Coordinator candidates will be complete this week. We received over 90 applications for this role.
- Sofia Perez had her last day on May 23, 2025. Her position in Access Services was posted immediately and closed on May 27 and we had 108 applicants.
- Interviews with temps in reference and teen are ongoing.
- Carey has been planning and finalizing details for several internships:
 - Emily Ollero, Simmons GSLIS student, Fall intern, 130 hours, non-paid for class credit
 - Rebecca Chugowski-Intern from Waltham Partnership for Youth, this summer, 22 hours per week for 6 weeks, paid by the Library
 - Geoge Guterov-UMass Boston History Major (rising senior)-will help with the LGBTQ+ Oral History Project, 40 hours in June, non-paid for class credit

- Harrison Oliviera, World of Work internship program, Perkins School, # of hours to be determined, mid-June through first week in August, paid by Perkins

2026-2030 Strategic Framework

Welcoming

- **Ensure a welcoming, inclusive, and safe environment for all**
- Prioritize user experience
- Improve library atmosphere with particular attention to sound
- Assess and enhance accessibility and wayfinding in physical and digital spaces
- Initiate lobby redesign

Engaging

- Create inclusive programs that encourage connection to the community and each other
- Evaluate and enhance our 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~~
- Deepen collaboration with city partners to strengthen the Library's value to the community
- Further empower City Leadership to advocate and promote the Library's meaningful standing in the community
- **Advocate for the expansion of library and Hatch makerspace services and offerings to meet the needs of the community**

Representing

- Ensure collections reflect the diversity of cultures, languages, 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
- **Publicize Library job openings strategically to reach a broad cross section of our community.**

Empowering

- 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: June 2025
RE: Pratt Fund: Approval for Rivistas Quote

This memo is to request the use of \$9933.15 from the Pratt fund to provide periodicals through Rivistas this year.