



**Board of Library Trustees Meeting**  
**Thursday, November 6, 2025 at 7:00 PM**  
**Lucia Mastrangelo Meeting Room - Watertown Free**  
**Public Library**  
**123 Main Street, Watertown, Massachusetts 02472**

**Agenda**

1. Call to Order
2. Secretary's Report
  - A. Minutes of October 8, 2025 Meeting
3. Public Forum
4. O'Some Cafe Update
  - A. Update and Financial Report
  - B. Consideration and Action on Continuation of O'Some Contract
5. Financial Report
  - A. FY26 Budget
  - B. Burke Fund Report
  - C. HATCH Financials
  - D. Consideration and Action on Acceptance of Donations
6. Chair's Report
7. Director's Report
  - A. General Updates
8. Old Business
9. New Business
  - A. New Staff Introductions
  - B. Consideration and Action on Collection Development Policy
  - C. Consideration and Action on Meeting Room Policy
  - D. Consideration and Action on Borrowing Policy
  - E. Consideration and Action on Lending to Decertified Libraries Policy
  - F. Consideration and Action on Community Fridge Placement
  - G. Consideration and Action on Capital Submissions for FY27
10. Requests for Information and Responses
11. Date of next meeting
12. Adjournment

# O'SOME café - Watertown Free Public Library location

## Current Menu

### **TARTINE**

#### **AVOCADO TOAST**

MASHED AVOCADO, ONION, TOMATO, ROASTED CHERRY TOMATO & GARLIC SAUCE, FETA, CHOPPED MIXED GREENS

#### **AVOCADO TOAST WITH SMOKED SALMON**

MIXED GREEN SALAD WITH ROASTED CHERRY TOMATO & GARLIC DRESSING, AVOCADO, ONION, SMOKED SALMON, MICROGREENS

#### **EGG SALAD TOAST**

LEMON CAPER EGG SALAD, CHOPPED MIXED GREENS

#### **TUNA SALAD TOAST**

CLASSIC TUNA SALAD, CHOPPED MIXED GREENS

#### **TUNA MELT**

CLASSIC TUNA SALAD, WHITE CHEDDAR CHEESE

#### **PROSCIUTTO APPLE TOAST**

PROSCIUTTO WITH MIXED GREENS APPLE SALAD AND RICOTTA, TOPPED WITH FIG BALSAMIC DRIZZLE

#### **MEXICAN STREET CORN TOAST**

CORN, MAYONNAISE, CAYENNE PEPPER, JALAPEÑO, CILANTRO, COTIJA CHEESE, LIME, SALT, PEPPER

#### **MEDITERRANEAN CHICKEN TOAST**

ROASTED CHICKEN, ROASTED RED PEPPER CHICKPEA HUMMUS, MIXED GREENS AND FETA

#### **CHICKEN PITA PIZZA**

CHICKEN, ONIONS AND CHEESE WITH TOMATO SAUCE

#### **PEPPERONI PITA PIZZA**

PEPPERONI AND CHEESE WITH TOMATO SAUCE

#### **BRIOCHE TIRAMISU**

ESPRESSO DIPPED BRIOCHE TOPPED WITH MASCARPONE CHEESE AND COCOA POWDER

#### **SOUP OF THE DAY**

POTATO & LEEKS

#### **BAKED GOODS**

CHOCOLATE CHIP COOKIES

BANANA BREAD

LEMON LOAF

CHOCOLATE CHIP MUFFINS

BLUEBERRY

VEGAN GLUTEN FREE PUMPKIN CRUMBLE MUFFINS

SHORTBREAD COOKIES

#### **BAGELS**

PLAIN

FRENCH TOAST

EVERYTHING

# **O'SOME café - Watertown Free Public Library location**

## **Current Menu**

W/ CREAMCHEESE OR SMOKE SALMON W/CREAMCHEESE

### **DRINKS**

ESPRESSO

DRIP COFFEE

ICED COFFEE

AMERICANO

CAPPUCCINO

LATTE

MOCHA

MATCHA

FLAVORS: VANILLA, CARAMEL, BLACK SESAME, BROWN SUGAR, PUMPKIN

### **TEAS**

BLACK

EARL GREY

CHAMOMILE

YUZU

### **PRE-PACKAGED DRINKS (DISPLAY REFRIGERATOR)**

SPINDRIFTS

HONEST KIDS ORGANIC JUICE

COCONUT WATER

V8 ENERGY DRINKS

### **COMING SOON**

PASTA SALAD

QUNIOA & KALE SALAD

**Library Monthly report**

		July	August	September	October
Gross Sales	(monthly)	\$3,140.90	\$2,947.75	\$4,382.85	\$5,977.00
Rent	(monthly)	(100.00)	(100.00)	(100.00)	(100.00)
Labor	(monthly)	(2800.00)	(2800.00)	(2600.00)	(2600.00)
Inventory	(monthly)	(1200.00)	(800.00)	(800.00)	(1000.00)
insurance	(yearly)				
	liability				
	worker compensation				
	with 100 Main	(80.00)	(80.00)	(80.00)	(80.00)
	with 100 Main	(91.00)	(91.00)	(91.00)	(91.00)
grease trap	(quarterly)				(160.00)
Food establishment permit	(yearly)				(200.00)
seating permit	(yearly)				(200.00)
<b>Net Total</b>		<b>(\$1,130.10)</b>	<b>(\$923.25)</b>	<b>\$711.85</b>	<b>\$1,546.00</b>



TO: Library Trustees  
FROM: Kim Long, Library Director  
DATE: November 2025  
RE: O'some Contract Renewal

This memo is to request the renewal of O'some's contract to maintain the café until September 2027 pursuant to the terms of our contract.

**FY26 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	2,245,759	0	2,245,759	681,694.07	0.00	1,564,065	30.40
0161051	510112	PART TIME SALARIES	747,380	0	747,380	172,587.31	0.00	574,793	23.10
0161051	510130	OVERTIME	22,000	0	22,000	6,000.21	0.00	16,000	27.30
0161051	510143	LONGEVITY	26,422	0	26,422	5,638.02	0.00	20,784	21.30
0161051	510146	CPR STIPEND	250	0	250	0.00	0.00	250	0.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,041,811	0	3,041,811	865,919.61	0.00	2,175,891	28.50
0161052	520211	ELECTRICITY	0	26,537	26,537	0.00	26,536.53	0	100.00
0161052	520213	GAS	0	13,245	13,245	0.00	13,245.23	0	100.00
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	20,299	0	20,299	3,814.56	4,006.67	12,478	38.50
0161052	520241	BUILDING MAINTENANCE	10,000	10,000	20,000	0.00	10,000.00	10,000	50.00
0161052	520244	COMPUTER MAINTENANCE	67,444	6,196	73,640	9,859.59	33,897.09	29,883	59.40
0161052	530327	REGIONAL LIBRARY SERVICES	91,343	0	91,343	86,354.00	0.00	4,989	94.50
0161052	530342	COMMUNICATIONS - POSTAGE	2,100	0	2,100	0.00	0.00	2,100	0.00
0161052	530383	PROGRAM SERVICES	11,770	0	11,770	3,642.52	318.56	7,809	33.70
0161052	540421	OFFICE SUPPLIES	14,200	0	14,200	1,048.51	3,767.91	9,384	33.90
0161052	540422	PRINTING & FORMS	12,000	0	12,000	1,196.00	0.00	10,804	10.00
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	647.24	0.00	681	48.70
0161052	540430	BUILDING MAINTENANCE SUP.	3,000	1,542	4,542	304.27	1,642.97	2,594	42.90
0161052	550511	BOOKS	512,500	705	513,205	148,709.29	211,069.03	153,427	70.10
0161052	550512	BOOK PROCESSING	52,500	0	52,500	4,775.74	15,025.56	32,699	37.70
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570720	OUT OF STATE TRAVEL	4,000	0	4,000	0.00	0.00	4,000	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,710	0	1,710	0.00	550.00	1,160	32.20
0161052	570735	PROJECT LITERACY/TOWN	11,200	960	12,160	3,914.11	1,021.53	7,224	40.60
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	425.00	500.00	1,675	35.60
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	0.00	0.00	3,050	0.00
0161052	570787	STAFF DEVELOPMENT	3,050	0	3,050	117.50	0.00	2,933	3.90
0161052		Total 0161052 LIBRARY - EXPENSES	824,566	59,213	883,779	264,808.33	321,581.08	297,389	66.40
0161058	580840	BUILDING RENOVATIONS	50,000	27,889	77,889	12,475.97	17,430.49	47,982	38.40
0161058	580870	REPLACEMENT OF EQUIPMENT	75,000	224	75,224	223.83	0.00	75,000	0.30
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	12,699.80	17,430.49	122,982	19.70
		Grand Total	3,991,377	87,325	4,078,702	1,143,427.74	339,011.57	2,596,263	36.30

<b>FY26 1st QUARTER YTD BUDGET BREAKDOWN</b>		
<b>0161052 570735 PROJECT LITERACY</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ACT	\$ 1,312.11	ANNUAL RENEWAL
MINUTEMAN PRESS	\$ 322.00	BROCHURE PRINTING
PIFER-BRIGHAM LLC	\$ 2,052.00	EASY ENGLISH NEWS
JANET SAIED	\$ 228.00	REIMBURSEMENTS
<b>TOTAL</b>	<b>\$ 3,914.11</b>	
<b>0161052 570785 COMMITTEE EXPENSES</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AD SUTTON & SONS INC	\$ 425.00	HYGIENE STATION SUPPLIES
<b>TOTAL</b>	<b>\$ 425.00</b>	
<b>0161052 570787 STAFF DEVELOPMENT</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
THERESA MATUREVICH	\$ 117.50	STAFF BREAKFAST
<b>TOTAL</b>	<b>\$ 117.50</b>	
<b>0161052 540430 BUILDING MAINTENANCE SUPPLIES</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
EVERLAST CLIMBING INDUSTRIES	\$ 184.00	BIKE FIXIT STATION REPLACEMENT PARTS
ULINE	\$ 67.57	SHARPS CONTAINER INSERTS
WB MASON	\$ 52.70	CUSTODIAL SUPPLIES
<b>TOTAL</b>	<b>\$ 304.27</b>	
<b>0161052 540425 PROGRAM SUPPLIES</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 49.18	BOOKMOBILE SUPPLIES
KELLY DENEEN	\$ 132.01	TEEN PROGRAMMING SUPPLIES
DISCOUNT SCHOOL SUPPLY	\$ 57.45	ADULT PROGRAMMING SUPPLIES
ALLISON FRY	\$ 11.99	ADULT PROGRAMMING SUPPLIES
ALPHAGRAPHICS	\$ 149.10	FOR FREEDOMS SIGNAGE
STAPLES	\$ 188.17	TEEN/BOOKMOBILE PROGRAMMING
PAULI STERN	\$ 31.15	ADULT PROGRAMMING SUPPLIES
WB MASON	\$ 28.19	PROGRAMMING SUPPLIES
<b>TOTAL</b>	<b>\$ 647.24</b>	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY26

<b>0161052 540422 PRINTING</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 1,196.00	NEWSLETTER PRINTING
<b>TOTAL</b>	<b>\$ 1,196.00</b>	
<b>0161052 540421 OFFICE SUPPLIES</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 118.78	OFFICE SUPPLIES
STAPLES ADVANTAGE	\$ 207.35	OFFICE SUPPLIES
WB MASON	\$ 669.53	OFFICE SUPPLIES
<b>TOTAL</b>	<b>\$ 995.66</b>	
<b>0161052 530383 PROGRAM SERVICES</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
4IMPRINT	\$ 269.13	BOOKMOBILE TABLECLOTH
ALPHAGRAPHS	\$ 400.00	FOR FREEDOMS SIGNS
BLICK ART MATERIALS	\$ 155.28	TEEN PROGRAMMING
CAREY CONKEY	\$ 416.86	TEEN PROGRAMMING
DEMCO INC	\$ 52.93	BOOKMOBILE PROGRAMMING
RACHEL EVE JUDELSON	\$ 225.00	ASL SERVICES
KALEIDOSCOPE ARTISTIC	\$ 800.00	SUMMER BLOCK PARTY ENTERTAINMENT
REBECCA KRANZ	\$ 150.00	ASL SERVICES
CLAIRE KRESGE	\$ 130.00	INTERPRETING SERVICES
STAPLES INC	\$ 100.54	BOOKMOBILE SUPPLIES
TJ STENO CAPTIONING	\$ 777.78	CART SERVICES
<b>TOTAL</b>	<b>\$ 3,477.52</b>	
<b>0161052 520244 COMPUTER MAINTENANCE</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
CANVA	\$ 119.99	ANNUAL SUBSCRIPTION
DELL MARKETING LP	\$ 2,516.72	STAFF MONITORS
FARONICS TECHNOLOGIES USA	\$ 309.22	DEEP FREEZE RENEWAL
LENOVO INC	\$ 6,085.83	LAPTOPS
MAILCHIMP	\$ 330.00	MAILCHIMP SUBSCRIPTION
SIDECAR PUBLICATIONS LLC	\$ 384.00	GIMLET 1-YEAR SERVICE
STAPLES	\$ 38.83	SUPPLIES
SURPLUS TECHNOLOGY SOLUTIONS	\$ 75.00	E-WASTE RECYCLING PICKUP
<b>TOTAL</b>	<b>\$ 9,859.59</b>	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY26

<b>0161052 520240 EQUIPMENT MAINTENANCE</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
CANON SOLUTIONS AMERICA	\$ 143.27	PHOTOCOPIER CONTRACT
COMCAST	\$ 829.31	HATCH INTERNET
CHRISTOPHER ERNENWEIN	\$ 80.00	HATCH INSTRUCTION
THERESA MATUREVICH	\$ 14.97	HATCH REIMBURSEMENTS
CHERYL MOREAU	\$ 308.89	HATCH REIMBURSEMENTS/INSTRUCTION
ALLISON MORROW	\$ 100.92	HATCH REIMBURSEMENTS
RICOH USA INC	\$ 622.33	STAFF PHOTOCOPIER CONTRACT
SERVICESTAR DOCUMENT MGMT	\$ 899.00	ANNUAL VIEWSCAN WARRANTY
STAPLES INC	\$ 83.99	HATCH MAKER CARDS
<b>TOTAL</b>	<b>\$ 3,082.68</b>	
<b>0161058 580840 BUILDING RENOVATIONS</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
DEMCO	\$ 6,149.85	FURNITURE
GLOBAL EQUIPMENT CO	\$ 1,046.12	CHILDREN'S ROOM CUBBIES
SUBURBAN GLASS & MIRROR CO INC	\$ 2,580.00	REPLACEMENT GLASS
SUNSHINE SIGN COMPANY	\$ 2,700.00	SIGNAGE DESIGN
<b>TOTAL</b>	<b>\$ 12,475.97</b>	
<b>0161058 580870 REPLACEMENT OF EQUIPMENT</b>		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
LENOVO INC	\$ 223.83	STAFF LAPTOPS
<b>TOTAL</b>	<b>\$ 223.83</b>	

FY26 Funds and Grants

Fund or Grant	7/1/2026	Available to spend balance as of 7/1/2026	Deposits YTD	Expended YTD	Current available balance	Notes
<b>Book Funds</b>						
Pratt (includes Pratt Stock)	157,208.40	19,578.29	2,956.21	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	55.15	887.13	2,148.47	book purchases only
Mead	6,826.52	3,826.52	153.49	-	3,980.01	book purchases only
Charles	3,005.33	2,805.33	64.05	-	2,869.38	Armenian History books
Barry	3,904.21	3,904.21	90.88	-	3,995.09	book purchases only
McGuire	3,676.36	2,676.36	99.69	-	2,776.05	book purchases only
W. Pierce	27,209.27	7,209.27	600.47	-	7,809.74	book purchases only
MacDonald	10,569.81	5,569.81	244.73	-	5,814.54	Grief related books
O'Reilly	11,811.86	11,311.86	251.73	-	11,563.59	Fiction
Stone	4,212.58	4,212.58	89.77	-	4,302.35	book purchases only
Campbell	6,161.80	5,161.80	131.30	-	5,293.10	Large print books
Santoro	2,594.95	994.95	55.31	-	1,050.26	Art books only
Brown	2,935.52	1,935.52	63.78	-	1,999.30	Sci-fi books
Keith	4,694.12	3,694.12	100.04	-	3,794.16	Wat history books
Drucker	3,377.65	3,377.65	71.97	-	3,449.62	Humanities books
Special Gifts	89,199.68	89,199.68	8,491.78	764.87	96,926.59	Unrestricted
- Cohen Fund	7,952.90	7,952.90	-	-	7,952.90	Cookbook and Mysteries
- Makerspace Fund	-	-	1,000.00	-	1,000.00	Makerspace expenses
- Bookmobile Fund	7,527.88	7,527.88	1,000.00	-	8,527.88	Bookmobile expenses
- Gallant Fund	8,476.99	8,476.99	-	-	8,476.99	Children's dept
<b>Other Funds &amp; Grants</b>						
Kaveny	42,096.67	13,725.18	897.12	-	14,622.30	Benefit of the library
Masters	4,683.50	1,976.50	99.80	-	2,076.30	Trustees discretion
B. Pierce	775.51	775.51	28.01	-	803.52	Trustees discretion
LIG/MEG	550,988.57	550,988.57	-	2,509.50	548,479.07	
Revolving Printing Account	8,012.88	8,012.88	6,908.80	6,637.88	8,283.80	
Friends of Project Literacy Fundraising	61,485.13	61,485.13	-	1,171.09	60,314.04	
McCall Gift Fund	42,520.90	42,520.90	-	-	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	
<b>FY25 BAL FWD</b>	<b>196,070.02</b>								\$ -	\$ 55,478.30	\$ 113,956.82	-
31-Jul	196,070.02			138.15	(266.12)	(1,649.85)		\$ 194,292.20	\$ -	\$ 53,700.48	\$ 146,177.42	-
31-Aug	194,292.20			2,406.98	1,061.52	4,755.45		\$ 202,516.15	\$ -	\$ 61,924.43	\$ 146,177.42	-
30-Sep	202,516.15			236.85	32.60	(905.80)		\$ 201,879.80	\$ -	\$ 61,288.08	\$ 146,177.42	-
31-Oct								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
30-Nov								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
31-Dec								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
31-Jan								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
28-Feb								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
31-Mar								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
30-Apr								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
31-May								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	
30-Jun								\$ -	\$ -	\$ 61,288.08	\$ 146,177.42	

FUNDS USED TO PURCHASE ADDITIONAL SHARES

<b>Burke</b>			
	<b>Allocated</b>	<b>Expenditures</b>	<b>Available</b>
<b>Teen Materials</b>	\$ 3,183.00	\$ (623.28)	\$ 2,559.72
<b>Teen Programming</b>	\$ 3,350.00	\$ (1,010.16)	\$ 2,339.84
<b>Children's Materials</b>	\$ 1,592.00	\$ -	\$ 1,592.00
<b>Children's Programming</b>	\$ 10,423.00	\$ (4,403.72)	\$ 6,019.28
<b>Adult Materials</b>	\$ 1,592.00	\$ -	\$ 1,592.00
<b>Adult Programming</b>	\$ 4,840.00	\$ (2,242.07)	\$ 2,597.93
<b>Museums</b>	\$ 5,000.00	\$ (1,350.00)	\$ 3,650.00
<b>Movie Licenses</b>	\$ 1,850.48	\$ (411.53)	\$ 1,438.95
<b>Total</b>	\$ 31,830.48	\$ (10,040.76)	\$ 21,789.72

### FY26 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 854.78	\$ 4,157.50	\$ -	\$ (1,044.21)	\$ 3,968.07
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 2,451.28	\$ (2,347.95)	\$ 10,200.77
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 15,854.78	\$ 5,157.50	\$ 2,451.28	\$ (3,392.16)	\$ 15,168.84



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

The following donations were received in October:

\$500 from Shashi and Pamela Rajpal

\$1600 from Margaret J. Geller

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

### General Highlights

- Baker and Taylor closed in October. This was our main vendor for our physical book materials. This closure was sudden and unexpected which gave libraries very little time to prepare or find new vendors. Fortunately, we already have accounts set up with Ingram as we used them as a supplement to B&T so we were ahead of the curve in that regard. Ingram focuses on the retail market and has some policies and operations that make them less friendly to libraries and more time consuming to order from. Baker and Taylor was really the only large-scale vendor focused on public libraries so this is a huge disruption to the library community.
- The vendor's closure required Tech Services (Ran and Kate) to transition orders to other vendors. Following the closure of B&T, all outstanding orders were cancelled. A few packages were received after the 10/13 announcement. Kate and Ran subsequently placed new orders for 2,619 titles through Ingram and other vendors. They did this work quickly and efficiently and made it as painless as possible for our selectors and our patrons. We received 22 boxes of materials from Ingram as of Friday, October 31. Thank you to Kate and Mike for unpacking and processing all of these materials!
- Ran deserves huge thanks from every selector, to be frank. Without her work on this, our response would have been painfully slow and tedious. The transition isn't complete, but we are in good shape thanks largely to Ran's effort in overseeing this entire process. We thank the selectors and our patrons for their patience and understanding during this transition.
- Jamie created a detailed marketing proposal for Watertown Pride 2026 with Library and Committee action items. The designs look great, and we are excited to share them with the community!!
- Kim submitted 3 Capital Improvement items for the library. Of those, 2 are lines we receive annually for maintenance of the building and our equipment and 1 is related to our chimney. More information will be in the attached memo.
- We are working on the 2024 Annual Report, due in December. Theresa has been working on preparing the seed library for the 2026 season.
- Our new Children's Librarian, Brooke, is learning to drive the Bookmobile!
- The City of Watertown received a digital equity grant. The Library will be purchasing items like laptops and hotspots specifically for remote classes/drop-in sessions scheduled by Reference .
- Jamie, Kim, and Tyler wrote a Strategic Plan press release that was concise and compelling. We shared it widely with local news outlets, elected officials, and Cultural

Council organizations. You can find our plan here: <https://watertownlib.org/202/Reports-Plans>

- Watertown Zine Fest marketing was a successful team effort. Jamie coordinated the final marketing push for Watertown Zine Fest which included many moving parts. Thank you to Allie, Emely, and Megan for so much outreach and street team flyering. Thank you, Claudia, for the eye-stopping illustrations and lobby mural. Megan gave [a fantastic interview](#) on the Little Local Conversations podcast, and Allie made sure every zinester coming to our fest was also a marketing ambassador, sharing the fest with their networks. You can see more of their work in the latest Boston Compass issue. Natasha has been helped with last-minute supply needs. Many more staff have been talking up the fest with patrons and answering “what’s a zine?” repeatedly. Thank you, everyone, for the buzz!
- Carey & Jena Saul did an excellent job with collection maintenance and making additions to the Zine collection in advance of Zine Fest.
- Jamie has been working to prepare outreach welcome packets for new Councilors, Trustees, and community stakeholders.
- As mentioned, on October 3rd, Megan participated in an episode of the Creative Chats/ Little Local Conversations podcast series with Matt Hanna at the Mosesian Center. Their discussion centered around all things zines: their importance as a medium, zines as a tool for fostering community and self-expression, the creative zine-making process, and Watertown Zine Fest. Allie, Claudia, and Jamie were in attendance, in addition to a few community members, WCATV, and Mosesian Center staff. The podcast is available through Matt's website (<https://www.littlelocalconversations.com/>) and Watertown Cable Access News.
- Joe attended the MLN Circulation Supervisor's Orientation on October 15, hosted by Ruth Souto. This was a good opportunity to be introduced to a lot of other circ supervisors and hear about their organizations and operations. The training provided a good walkthrough of the MLN resources available to supervisors, as well as the tasks that we should be staying on top of which Joe is working with Ran to ensure we have a plan in Watertown.
- Kate and Mike undertook the significant project of batch converting the jSeries collection to jFiction, collaborating with both the Children’s Department and Circulation staff to ensure that the process of collecting and converting 3,329 items was conducted as efficiently as possible.

### City/Community Meetings and Collaboration

- City Trick or Treat took place on Tuesday, October 28 from 5-6:30 pm. Folks could go to both City Hall and the Library for candy. We say several hundred trick-or-treaters in a short period of time and learned some lessons for next year (candy at the front desk is not ideal for instance!)
- Liz will be visiting the Senior Center on 11/5 for "Coffee with a Librarian" to connect people with our digital services, Home Delivery, and more!

- Kazia and Theresa attended Wicked Watertown and told spooky stories!



- Theresa moderated the Assistant Director's Forum and their bimonthly meeting.
- Theresa Represented WFPL at the Indigenous Peoples Day event at Hosmer Elementary School on Sunday 10/12.
- Ran led Keyusers/TIG on October 3, 2025 as the new chair.
- Ran attended two MHEC meetings about the contract and transition with Baker & Taylor's closure.
- Kim met with Liz Helfer to discuss details about the 250<sup>th</sup> celebration.
- Kim worked with KP Law and the Watertown Community Fridge Steering Committee to discuss a potential new home for the fridge.
- Kim worked with Jenna to plan the Library's participation in community food drive efforts over the next few months.
- Kim attended the monthly City Department Head meeting, then met with George and Emily for our monthly meeting.

## Program Highlights

- Zine Fest was a success!! Fest number five was held on Saturday, 10/18. We welcomed 55 zinester vendors to 2 floors this year, we hosted 3 workshops, and welcomed 525 visitors to the library!
- Alice coordinated Hatch Volunteers and joined in the Zine Hive/Makerspace.
- Library Insiders made their own Zines on the Friday before in celebration of Zinefest. We're grateful to Maureen L, Susan, and Julie for volunteering to help our Library Insiders with the project! Thank you to Pauli for coordinating this activity.
- Jamie noted that there was very positive buzz and feedback about the event on our social media channels.



- 
- The Watertown's Lesbian History program with Robin Bernstein was a massive hit
- The two-day celebration of disability rights was very well received. (movie: Crip Camp and panel discussion the following night)
- There was a very successful Community Kickoff event for Pride on October 28. Community members gave their input on what a meaningful and fun Pride event looks like for 2026.

## Project Literacy

- We had about 70 people attend the Immigrant Support Session with the ACLU. From that, we helped 5 families with Harvard immigration lawyers the following week.
- Our network of resources has grown and we have had success connecting families in need to these resources and services. More people are reaching out because they've heard we can help. It's easy to connect them with resources because we've been working on establishing these relationships for the last year.
- We now have 2 lawyers on our family preparedness packet team who Janet is able to rely on with short notice to help families fill out their plan.
- Admin reviewed the ACT database with Janet and Jacky to better understand the information they have and how they update it.
- We held some volunteer trainings which were paid for through the Marshall Home Fund. We've had a good turnout and great feedback on those trainings. Thank you for the support!

## Facilities/IT

- HVAC units were placed on the roof on October 23. 2 units had the wrong base which the vendor rectified and sent out. Those two units will be set up the week of November 3 before the library opens one morning as they do need the crane still- likely November 7.
- The laser cutter is going to be out of operation until November 3, at least. Hatch is still holding laser training classes, but otherwise patrons cannot use the laser.
- Theresa with Maurice Myrie and Alexander to review status of library's MLN-provided ISPs.
- Alexander is working on getting all the staff Windows 10 computers upgraded to Windows 11.
- The new phone system continues to present minor issues, most notably with the workaround required to perform attended transfers, which remains somewhat complex and inconsistent. Overall the system is a big improvement!
- Kim and Theresa meet with Bob to discuss ongoing facilities projects.
- Kim and Denise connected to discuss Capital Improvement Submissions.

## Personnel

- No updates, interviews for full-time Library Assistant II are underway.

# Katharine Wolfe

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Dear Assistant Director Maturevich,

Throughout my career I've endeavored to both create a positive library experience for patrons, and also to make my coworkers' lives easier.

For the first part, while I was already friendly and patient, four years of working in Borrower Services at the Cambridge Public Library taught me the importance of meeting patrons "where they're at." So even during difficult interactions or when enforcing library rules, I try to connect with people in an empathetic and nonjudgmental way. I never want the library to be part of someone's "bad day."

My position now in Collection Services is not patron-facing, but I still work to catalog books in a timely fashion so that people don't have to wait unnecessarily for new releases. I also do my best to ensure complete and accurate records; I write documentation detailing best practices for cataloging, and developed a Python script that scans item and bibliographic data for errors. Having standardized records helps patrons find things on the shelf, and lets them be certain they are putting the right item on hold.

To help my colleagues, I like to use technology to streamline workflows and enhance processes. I've written several Excel macros that organize and format reports for different departments. From making the paging list easier to use, to creating a fund report that shows each branch how much they have left to spend, to providing invoice summaries (with actual invoice numbers, not voucher numbers) to the Finance department. My goal is to automate as much work as possible so that we can focus on the more important aspects of our roles.

With my warmth, enthusiasm, and experience, I know I would have an immediate and beneficial impact working in Access Services at the Watertown Free Public Library.

Thank you so much for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
Kate Wolfe

# Katharine Wolfe

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## OVERVIEW

10+ years library experience. A friendly, reliable, and self-motivated problem-solver who values efficiency and accuracy. Thrives in an intellectually-stimulating environment.

## EDUCATION

**Simmons University**, Boston, MA  
*MA in Library and Information Science*  
September 2017 - May 2020

**University of Glasgow**, Glasgow, Scotland  
*MA in Medieval and Renaissance Studies*  
September 2011 - November 2012

**Smith College**, Northampton, MA  
*BA in Psychology, minor in Medieval Studies*  
September 2006 - May 2010

## SKILLS

- Python programming
- Excel formulas & macros
- Database management, SQL
- Sierra cataloging, acquisitions, circulation, and reports functions

## INTERESTS

- Japanese logic puzzles
- Romance novels
- Video games
- Cross-stitching

## EXPERIENCE

**Cambridge Public Library**, Cambridge, MA  
*Library Associate – Acquisitions, Collection Services; 2017 - Present*

Order items for all seven branches of the library from our primary vendors, Ingram and Midwest, and some third party vendors. Track shipments and process invoices for about 50,000 items a year, ensuring all items either arrive or are cancelled in time for fiscal close. Catalog adult fiction books for Main and branch libraries, and help with cataloging children's and nonfiction when needed. Perform other duties as assigned, such as programming Tonieboxes and maintaining STEAM Kits. Served on the Anti-Racism Task Force.

**Cambridge Public Library**, Cambridge, MA  
*Intermittent Senior Substitute, 2013 - 2014; Library Clerk, Borrower Services, 2014 - 2017*  
Executed regular circulation tasks—checkins/checkouts, paging list, clear holds, shelving, etc. Assisted patrons with account issues and reference questions. Spearheaded the transition to an online schedule to better coordinate a 20-person department. Developed an Excel macro that condenses and reformats the paging list, saving paper and enabling staff to find items much more quickly.

## Kelly Champine

Dear Hiring Committee,

It is with great enthusiasm that I am applying for the position of Part-Time Reference Librarian at Watertown Free Public Library. I have worked at WFPL in temporary roles since September 2024, first as a Page and more recently as a Substitute Librarian in both the Youth Services and Adult Services departments. Now that I have completed my MLIS from Simmons University and am seeking more permanent roles, I would be thrilled to continue growing professionally as a Reference Librarian at WFPL.

My love of public libraries is what first led me to pursue an MLIS, and continued to be a clear focus throughout my degree. Hands-on coursework in reference services, collection development, and user instruction provided me with a strong theoretical and practical foundation: some examples of practical assignments included designing and proposing a new library program; using book reviews to make recommendations for purchase; leading an instructional workshop; and writing a grant proposal. Outside of graduate coursework, I have gained invaluable public service experience as a Senior Substitute for the Cambridge Public Library. This role involves answering basic reference and reader's advisory questions as well as frequently troubleshooting patron computers, printers, and library apps like Libby, Hoopla, and Minuteman Mobile. These often simple yet gratifying interactions continue to affirm my passion for the services that public libraries provide, and I feel energized each time I connect a patron with the resources they need.

In addition to public library experience, I also bring five years of professional experience as an educator. Because of my time in the classroom, offering individualized one-on-one assistance or leading a large program are both well within my comfort zone. As a former teacher of world languages and cultures, I am also well-versed in effective intercultural communication and am comfortable and confident assisting patrons with varying English proficiencies or different cultural backgrounds.

Perhaps most importantly, I am passionate about the mission of public libraries and am dedicated to a career in public service. It would truly be a privilege to continue that career at WFPL, where I have felt welcomed and supported from the start. Thank you for your time and consideration.

Sincerely,

Kelly Champine

# Kelly Champine

## WORK EXPERIENCE

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### **Watertown Free Public Library**, Watertown, MA

Substitute Librarian

JUNE 2025 – PRESENT

- Provide reference and reader's advisory services to children, teens, and adults
- Restock themed displays and assist in processing new materials
- Troubleshoot library technology such as printers, computers, and library apps
- Use Sierra to check out materials, place holds, and manage patron accounts

Library Page

SEPTEMBER 2024 – JUNE 2025

- Organize and shelf materials alphabetically and by call number (DDC)
- Shift and shelf-read to maintain well-organized collections
- Assist with weeding and reorganization projects

### **Cambridge Public Library**, Cambridge, MA

MARCH 2025 – PRESENT

Senior Substitute

- Staff public service desks at all library branches as needed
- Manage and troubleshoot patron computers and printing
- Use Sierra to check materials in and out, create library cards, place holds, and manage patron accounts
- Provide reference and reader's advisory services to all ages

### **Boston Tea Party Ships & Museum**, Boston, MA

MAY 2024 – OCTOBER 2024

Tea Room Attendant

- Performed high volume food preparation, bussing and cleaning, and operation of cash register
- Provided high quality customer service to local and international tourists

### **Cambridgeport School**, Cambridge, MA

FEBRUARY 2024 – JUNE 2024

Library Volunteer

- Assisted with shelving, shelf-reading, weeding, retrieving and checking in materials

### **Melrose Veterans Memorial Middle School**, Melrose, MA

AUGUST 2022 – JUNE 2023

German Teacher

- Developed and taught proficiency-based language and culture curriculum
- Supervised weekly middle school Gender and Sexuality Alliance (GSA)
- Co-coordinated two-week high school exchange trip to Hamburg, Germany

**Fulbright Austria, Bregenz, Austria** OCTOBER 2021 – MAY 2022  
U.S. Teaching Assistant

- Prepared and taught weekly lessons on English language and American culture for Austrian secondary students

**DEFA Film Library, Amherst, MA** JANUARY 2020 – MAY 2020  
Translator and Subtitler

- Created and proofread English subtitles for feature films and documentaries
- Translated written articles and interviews from German to English

**University of Massachusetts Amherst, Amherst, MA** SEPTEMBER 2019 – MAY 2021  
Teaching Associate

- Taught undergraduate German courses (German 110, 120, 230, 240) in-person and online
- Designed and led after-school “SPARK for German” and German Book Club programs in cooperation with Amherst Regional Public Schools and the Jones Library (Amherst, MA)

**Westford Academy, Westford, MA** AUGUST 2018 – JUNE 2019  
German Teacher

- Prepared and taught intermediate German, grades 10-12
- Supervised high school German Club

## EDUCATION

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**Simmons University** MAY 2025  
M.S. Library and Information Science

**University of Massachusetts Amherst** MAY 2018  
B.A. German Studies

**Eberhard-Karls University of Tübingen, Germany** MARCH 2016 – AUGUST 2017  
Study Abroad

## RELEVANT COURSEWORK

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### Simmons University

- Information Sources & Services (Reference)
- Collection Development & Management
- Reader’s Advisory
- User Instruction

# BROOKE EUBANKS

## LIBRARY SPECIALIST AND MLIS GRADUATE

### CONTACT



### SKILLS

Project Management

Social Media Management

Customer Service

Writing and Editing

Outreach and Programming

Reference and Reader's Advisory

Integrated Library Systems: Sierra, Polaris

### LICENSE

**Educational Paraprofessional Certificate**

**Illinois State Board of Education**

January 2021 - June 2026

### EDUCATION

**Master of Library and Information Science (MLIS)**

**Master of Arts in History (MA)**

**Simmons University**

September 2022 - May 2025

**Bachelor of Arts in English (BA)**

**Columbia College Chicago**

September 2018 - May 2022

- Graduated summa cum laude
- Honors program.

### WORK EXPERIENCE

#### Substitute Youth Services Librarian

City of Watertown - Watertown Free Public Library

June 2025 - Present

- Providing service, reader's advisory, and reference service within the Children's and Teen Departments.
- Tending to special projects, including craft and program ideas.

#### Library Assistant Specialist II Children's

City of Waltham - Waltham Public Library

March 2024 - Present

- Managing and participating in youth programs, including but not limited to Sensory Storytime and weekly guided crafts within the Makerspace.
- Developing large-scale crafts for events with up to 1,200 attendees.
- Creating take-home craft bags using leftover craft materials to eliminate waste.
- Performing clerical duties within a busy, smaller urban library setting.
- Aiding patrons with reference service and reader's advisory.

#### Library Assistant Specialist II Circulation

City of Waltham - Waltham Public Library

October 2023 - March 2024

- Performing circulation desk tasks, including but not limited to patron registration, processing library materials, answering the telephone, and technology service.
- Aiding other library staff and patrons with programs, reference service, reader's advisory, maintaining and weeding library materials.

#### Archives Intern

Boston Children's Museum - Boston, MA

October 2023 - January 2024

- Archiving and processing institutional records, especially relating to youth programs and publications.
- Developing archival documents to aid in research and reference processes.
- Observing youth programs.
- Providing tours of natural history and cultural heritage collections.

#### Online Customer Care Agent

The RoomPlace - Remote

December 2019 - December 2023

- Managing and providing immediate assistance to customers online.
- Multitasking e-commerce, text, email, live chat, and online review inboxes.
- Evaluating and de-escalating customer concerns.
- Delegating tasks between service and sales teams.
- Cashiering and performing daily e-commerce reports.

#### Library Page

City of Chicago - Chicago Public Library

December 2021 - October 2022

- Shelving using the Library of Congress classification system.
- Performing clerical practices, such as creating library cards and applications, answering phones, packing and unpacking library materials, and charging and discharging library materials in the library circulation system.

# BROOKE EUBANKS

LIBRARY SPECIALIST AND MLIS GRADUATE

## CONTACT



August 8, 2025

Theresa Maturevich  
Watertown Free Public Library  
123 Main Street  
Watertown, MA 02472

To Theresa and the Watertown Public Library administration:

I am a current Youth Services Librarian Substitute at Watertown Free Public Library and a Children's Specialist at Waltham Public Library. I am thrilled to have the chance to apply for a full-time position with the Watertown Free Public Library. As someone passionate about innovative library services, I am eager to apply my skills at a library that prides itself on expansive collections and inclusive programming. I have connected with the team of talented librarians at WFPL, and hope to integrate my ideas at a further level.

During the short time I have worked as a part-time Children's Specialist at Waltham Public Library, an adjacent library to yours, I have piloted two continuing programs for youth. Those include a monthly Sensory Storytime and a weekly craft class in the Makerspace. These programs are designed to be inclusive to various age groups and to meet differing individual needs. I also design and implement large-scale crafts for programs with up to 1,200 attendees. With leftovers from these events, I create take-home crafts as a passive program with up to 250 bags per season. As a side project, I also manage the social media account in a three-person team.

Through my MLIS program, I completed courses on reference, collections for youth, readers' advisory, and programming for different cultural heritages. As a result, I am knowledgeable of child developmental psychology and youth collection development, familiar with core collection databases, and have practiced writing and using literary reviews.

While pursuing my MLIS and MA, I welcomed an internship with the Boston Children's Museum's Collections and Archives department. Working with collections focusing on children and their families, I quickly became familiar with creative programming and social media ideas, the maintenance of worldwide cultural heritage collections, and publications and exhibitions created by and for individuals fourteen and younger.

I am confident that my customer service skills, outreach experience, and commitment to growth make me a great long-term addition to this youth-focused community. I would appreciate the opportunity to discuss my potential contributions to the Watertown Free Public Library. In the meantime, I can be reached at [REDACTED] to arrange a meeting.

Warm regards,

Brooke Eubanks

**Maya Freed-Barlow**

May 14, 2025

Library Assistant II  
Watertown Free Public Library  
123 Main St  
Watertown, MA 02472

Dear hiring manager,

My name is Maya Freed-Barlow, and I am an aspiring library professional looking for full-time opportunities. I am excited to apply for the Library Assistant II position at the Watertown Free Public Library. With a Bachelor's degree in Film Studies from Mount Holyoke College and extensive experience as a Library Assistant, I am confident in my ability to provide exceptional service and contribute effectively to your team. Through working in a range of environments, I have developed an aptitude for problem solving, prioritizing tasks, concise communication, and both independent and collaborative work. I am an extremely organized, focused, and detail-oriented person, which is exactly why a library career interests me.

In my previous position assisting the Circulation Department at the Public Library of Brookline, I refined my public service and technical library skills to ensure I am able to provide the best possible service to a diverse population with varying needs. I greeted dozens of patrons each day both in person and on the phone. I am already familiar with the Minuteman network and have experience with Sierra ILS. Through my current work in the Collections Services department of the Public Library of Brookline, I now possess cataloging knowledge and am experienced in the processing of physical library materials, which has allowed me to gain a deeper understanding of the collection. Technological issues are some of the most common difficulties our patrons face, and I have become adept at assisting with general computer usage and troubleshooting our print management system. I have gained valuable experience from the Public Library of Brookline and would love to offer my sharpened library skills to your team.

The library has always been a place of comfort and inspiration for me, and I am eager for the chance to contribute to fostering intellectual exploration, community engagement, and access to resources for every patron of the Watertown community and beyond. I deeply value the preservation of knowledge and maintaining its accessibility and organization, which I believe is one of the most important aspects of librarianship. Thank you for your consideration and I look forward to hearing back soon.

Sincerely,  
Maya Freed-Barlow

# MAYA FREED-BARLOW



## EDUCATION

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**Mount Holyoke College** | South Hadley, MA

*Bachelor of Arts*

**Major:** Film Studies

**Minor:** Gender Studies

## WORK EXPERIENCE

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### **Public Library of Brookline | Brookline, MA**

Library Assistant - Collections Services

November 2024 - present

- Prepare materials for circulation; assist with physical processing of materials; attach spine labels, stamps, genre labels; attach items to bibliographic records in Sierra
- Repair damaged materials and assess “problem items”; correct errors in item records, fix spine labels, reprogram RFID tags
- Update item records and make any physical processing changes for collections that are reclassified
- Process library purchase invoices, ensuring accuracy
- Assist circulation department when necessary

Library Assistant - Circulation

January 2024 - November 2024

- Assisted patrons with general questions about library programming, resources, and technology
- Performed circulation desk responsibilities including management of library materials, issuing library cards to new patrons, processing holds, and other duties as assigned
- Managed collections by ensuring materials were labeled, sorted, and shelved correctly
- Executed library opening and closing procedures, ensuring building was secure

### **Harvard University Countway Library | Boston, MA**

Library Concierge

September 2024 - present

- Assist patrons with general questions about library resources and technology
- Provide patrons with directions to desired locations
- Ensure patrons use spaces respectfully and appropriately, reinforce policies when necessary
- Assist with library opening and closing procedures

### **Boston General Store | Brookline, MA**

Shopkeeper and Key Holder (Part-Time)

October 2022 - September 2024

- Meticulously operated POS system transactions to ensure seamless and accurate cash flow
- Organized and restocked shelves and displays to maintain store visual appeal, engage customers and promote specific merchandise
- Supported the opening and closing of each shift, demonstrating leadership and punctuality
- Received and processed shipments, assisted with keeping an organized and accurate log of inventory

## SKILLS

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**Computer:** Mac and Windows operating systems, library cataloging systems and techniques, copy cataloging, Sierra ILS, Adobe Suite, Microsoft Office Suite, Google Workspace, Shopify POS

**Professional Skills:** Written and verbal communication, research, time management, organization, ability to work independently and collaboratively, attention to detail, customer service, library materials processing

Dear Ms. Maturevich,

When I left WFPL in November 2023 to work at Project Bread, I never doubted that I was making a difficult choice. I was excited for a new opportunity at another organization that—like the library—makes a meaningful impact on people’s everyday lives. At the same time, stepping away from the front desk and into a more administrative setting was going to be a massive change. I knew that I would miss the ability to directly connect with patrons and colleagues every day. I resolved to use this experience in a radically new environment to examine what I truly care about and where I see myself and my future.

When I reflect on my time at Project Bread, I see a clear pattern throughout my favorite projects and proudest accomplishments. Each and every one of them has its roots in information access and library science. I developed databases to archive translated content, spearheaded a major overhaul from Dropbox to SharePoint, cataloged archival photographs, and developed a DEIJ Learning Corner for office staff. These projects were reminiscent of many of my favorite responsibilities that I had while working at WFPL. Importantly, my satisfaction in and enthusiasm for this work came not just from the tasks themselves, but from what they meant for my colleagues and community: improving resource access by identifying and eliminating barriers to information, streamlining systems to support the organization’s work, and developing meaningful community outreach strategies.

I’ve always known that I thrive in environments of team and community support. I’m deeply motivated by collaboration, communication, and connection. One of the biggest realizations that I had while working at Project Bread is that remote work is absolutely not for me. I work best when I’m in a team environment every day and where I can directly interact with the community that I’m serving. I sought opportunities to have that meaningful patron interaction by working seasonal jobs at PAX East and PAX Unplugged, hand-selling books to convention attendees. In addition, I excitedly accepted weekend temp shifts at WFPL. To me, it didn’t matter that this was a “sixth day of work”- it was invigorating to be back at the library where I was interacting with patrons and serving the Watertown community.

I’m so thrilled to apply for the Library Assistant II position and for the opportunity to return to WFPL. The past eighteen months have shown me, with profound clarity, that my future lies with a career in public libraries. I went on a new professional journey seeking answers, and I found them. Library work is incredibly fulfilling, and the core library values of exploration, learning, and community align with my deepest-held convictions. I’ve learned that I cannot leave libraries behind, and I’m certain that it’s time to come back. In the immortal words of Ursula K. Le Guin, “True voyage is return.”

Thank you for your time and consideration of my candidacy,  
Megan Ramette

# MEGAN RAMETTE (she/they)



## EDUCATION

**B.A., Sociology | Boston University**

**Boston, MA**

## RELEVANT EXPERIENCE

### **CIRCULATION ASSISTANT**

**June 2016- November 2023**

**Watertown Free Public Library | Watertown, MA**

- Managed the library's institutional free & reduced museum admission program.
- Assisted with desk coverage, special events, and summer reading for Children and Teen Departments.
- Partnered with Adult and Teen Departments on outreach strategies for Watertown Pride and Zine Fest.
- Assisted Outreach Department with tabling events and crafting mini-viral social media content.
- Collaborated with the Technical Services Department to update bibliographic records, copy catalog, process new material, and mend circulating material. Supported on SCAT code cleanup projects.
- Contributed to building the Zine Collection, Seed Library, and Library of Things Collection.
- Supported patrons with library accounts, reader's advisory, borrowing policies, and library technology.
- Developed instructional guides and trained Circulation staff on museum pass procedures.

## PROFESSIONAL EXPERIENCE

### **COMMUNICATIONS PROJECT MANAGER**

**October 2024- present**

**Project Bread | East Boston, MA**

- Manages the Communications team's annual workplan. Builds project plans for major cross-departmental awareness campaigns, fundraising initiatives, and seasonal public relations campaigns.
- Develops internal archives of translated content, manages translation processes with external vendors, and updates content across four Project Bread web domains in seven different languages.
- Spearheads major data management system transitions and manages data organization strategies.
- Creates content for blog posts, social media, and other external communications.

### **COMMUNICATIONS ASSOCIATE**

**November 2023- October 2024**

**Project Bread | East Boston, MA**

- Optimized data & content management systems, translation procedures, and website update plans.
- Facilitated culturally relevant translations of content for websites and outreach campaigns.
- Coordinated community outreach for public relations opportunities and fundraising campaigns.

### **BOOKS AND GAMES SALES ASSOCIATE**

**November 2021- present (seasonal)**

**Indie Press Revolution | PAX East and PAX Unplugged**

- Utilizes extensive tabletop roleplaying game knowledge and customer service experience to hand sell books, games, and gaming resources for solo players, groups, families, and children.
- Organizes inventory and manages floor displays. Trusted with cash handling and sales reporting.

## SKILLS

**Professional:** Customer Service, Library Technology, Community Outreach, Bibliographic Data, Reader's Advisory, Working with Children, Collection Maintenance, Display Curation, Project Management, Database Management, Event Coordination, Inventory Tracking, Vendor Relationships, Training & Supervision, Active Listening, DEIJB Principles, Conflict Resolution, Deescalation Techniques

**Technical:** Microsoft 365, Google Workspace, Sierra ILS, DDC, Libby/ OverDrive, hoopla, Kanopy, LendingKey, Assabet, ComCat/ ILL, MLN policy, Asana, Slack, Canva, GA4, Wordpress CMS, Apostrophe CMS, social media

## CERTIFICATES & AWARDS

- Asana, Asana Workflow Specialist Certification** **2025**
- Completed 10 hours of course modules, 3 projects, and a 60-question final exam on best practices for developing team workflows, processes, and project management strategies.
- End Overdose, Opioid Overdose Response- Naloxone Certification** **2024**
- Participated in an online course to learn the knowledge and skills necessary to identify an opioid overdose and administer naloxone.
- American Library Association's John Cotton Dana Award** **2022**
- Awarded a \$10,000 grant in recognition of original and effective community outreach and marketing for the "Copy and Resist!" Zine Fest campaign.
- 

## COMMITTEES

- DEIJ COMMITTEE** **February 2024- present**  
**Project Bread | East Boston, MA**
- Created a DEIJ resource corner in the office for staff to access DEIJ Committee training material, books, media, and cultural celebration information. Curated a selection of books and digital resources for staff.
  - Develops strategies and goals for Project Bread's DEIJ Action Plan.
  - Contributes to DEIJ material for new employees and develops equitable onboarding strategies.
- INTELLECTUAL FREEDOM & SOCIAL RESPONSIBILITY COMMITTEE** **February 2018- November 2023**  
**Massachusetts Library Association**
- Consulted with Circulation department head on utilizing IF&SR materials and resources for developing department policy and staff support on collection and programming challenges, First Amendment audits, and patron information privacy procedures.
- DEIJ COMMITTEE** **December 2018- November 2023**  
**Watertown Free Public Library | Watertown, MA**
- Collaborated with Assistant Director and other committee members to implement DEIJ principles in Library Code of Conduct and staff training materials.
  - Developed a DEIJ corner in the staff room with books and resources for staff education opportunities.
- 

## VOLUNTEER EXPERIENCE

- COMMUNITY ORGANIZER** **October 2020- present**  
**Allston Brighton Community Fridge Project | Allston-Brighton, MA**
- Successfully installed two community refrigerators in Brighton, MA to help provide free and unconditional access to nourishing food and essential items for neighbors.
  - Develops instructional guides for fridge practices, onboards and trains fridge volunteers in accordance with community fridge standards and food safety law.
  - Creates social media content for donation guidelines, mutual aid information, and volunteer outreach.
  - Builds strong statewide relationships between community fridges and other local mutual aid groups through resource sharing projects.
  - Secured donation of 1,000 pieces of menstrual supplies and 500 hygiene products.
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## INTERESTS

Dungeons & Dragons, reading, gardening, cycling, crochet, vegan baking, rock climbing, Magic: the Gathering

## **Collection Development Policy Watertown Free Public Library (WFPL)**

### **Purpose of Policy**

The WFPL must have a collection development policy to guide staff in its efforts to meet community needs and interests due to the volume of publishing, as well as the limitation of budget and space. This policy is used by library staff to evaluate and select materials. This policy also serves to acquaint the general public with the principles which guide staff through the selection process. Please see the separate policy in regards to the WFPL Local History Collection.

### **WFPL Mission Statement**

The Watertown Free Public Library extends beyond its walls to connect people to ideas, information, education, creative opportunities, and to each other. While preserving the rich history of Watertown, the WFPL embraces the advancement of library service, inspires personal development, and promotes community. The library provides free recreation, entertainment, and enrichment. It welcomes and serves everyone.

### **Responsibility for Selection**

The ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates the selection of materials to library staff.

### **Principles of Collection Development**

The WFPL adheres to the following collection development policy principles:

- We serve patrons of all ages and cultural backgrounds, and we realize that patrons have diverse needs, interests, value systems, and reading abilities.
- The Library provides the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.



- Through ongoing assessment and maintenance, the library staff keep collections relevant in content and useful to patrons. Factors used to determine whether material is added or kept in the collection include, but are not limited to: currency, readability, accuracy, patron demand, circulation statistics, cost, availability, ease of use, critical assessments in review media, local interest, and the relationship of the material to other materials in the collection. New material types will be added to the collection when industry reviews indicate that the format is reasonably stable / viable and local requests suggest that a significant portion of the community has the necessary technology to make use of the new format. Similarly, the library staff may remove a material type when analysis demonstrates it is no longer a viable or desirable medium.
- Additional factors to be considered when purchasing digital materials and subscribing to electronic resources include, but are not limited to: hardware/system requirements, licensing and access restrictions, comparison of content and cost with other available formats, training needs, vendor capacity for direct customer support, and privacy policies.
- Not all materials will be suitable for, or of interest to, all segments of the community.
- Library staff is committed to providing an adequate number of copies of each title purchased so that patrons do not need to wait an unreasonable length of time to get any item.
- By participating with other library network members in resource sharing, the Library is able to provide patrons with a larger volume of information.
- Library staff encourages purchase suggestions from patrons and items may be acquired if such suggestions fall within the collection development criteria.
- The Library provides free and open access. Selection criteria for children, teen, and adult materials differ; however, any patron may access and/or borrow from the entire collection. The Library will not act in the role of censor for any age level, material type, or subject matter.
- The Library encourages parents to use the library with their children. The Library does not act *in loco parentis*, that is, caregivers, adopt the role as a



parent for a child in the library. What this means is that the Library supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. Librarians are available to assist parents, but not to determine what children should read, view, or borrow from the library.

- The Library endorses and defends the concept of intellectual freedom as protected by the First Amendment of the United States Constitution. Documents that support the foundation of intellectual freedom are included in the appendices of this document.
- 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.

### **Gift and Donation Policy**

The WFPL welcomes donations of books and other library materials that are in good condition except for textbooks, magazines, or encyclopedias. All donations become the property of the Library. Materials may be added to the collection if it falls within the scope of the Library's collection development policy.

The Library reserves the right to utilize donated materials in whatever way best benefits the collection and services. No donations are accepted unless given to the Library without restriction. Donations may be added to the collection, sold with the proceeds to benefit the Library, passed on to other libraries, or discarded if necessary.

The Library accepts donation of zines from creators and third parties. Zines that are of a highly personal nature will not be accepted by third party donation unless written permission is granted by the creator.

The donor is responsible for obtaining an estimate or appraisal of the donated materials for tax purposes. The Library is unable to assess the value of these items. The donor may request a letter of acknowledgement from the Library for their

donation. Rules and regulations regarding charitable income tax deductions are available from the Internal Revenue Service.

~~The library does not accept gifts solely for the purchase of books for the collection. Monetary gifts are encouraged for general purposes. Gifts of money for the purchase of materials are also welcome. Selection of the materials will be made by the Director in consultation with the donor within the scope of the Library's collection development policy. The donor may request that bookplates be placed in/upon the materials purchased.~~

### **Maintaining the Collection**

The Library collection shall be periodically examined for the purpose of removal, repair, or replacement of materials. The same criteria for selection of materials will be used for the removal of materials from the collection. Materials no longer useful to the Library's collection will be sold, passed on to other libraries, or otherwise disposed of.

### **Reconsideration of Library Materials**

The WFPL recognizes that some materials are controversial and that at any given time an item may offend some patrons. Selection of materials will not be made based on approval or disapproval but solely on the principles stated in this collection development policy. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from injury or theft.

The WFPL adheres to and supports the Library Bill of Rights (Appendix B) and the Freedom to Read Statement (Appendix C) which state that censorship is purely an individual matter. While anyone is free to reject books and other materials they do not approve of for him or themselves, an individual cannot exercise this right of censorship and restrict the freedom of other persons to read or use library materials.

Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act *in loco parentis*. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.

Concerns about materials offered at the Watertown Free Public Library may be expressed by completing a [Request for Reconsideration of Library Materials form](#) (Appendix A) and returning it to the Library Director at 123 Main St, Watertown, MA 02472. Patrons submitting a Request for Reconsideration will be given a copy of this collection development policy; the ALA Library Bill of Rights the ALA Freedom to Read Statement, and the ALA Freedom to View Statement (Appendices B, C, D). Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing in Watertown, Massachusetts. During this process the library material remains in the library collection.

A request for reconsideration will be reviewed by the Library Director or their designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision to the Board of Trustees. Such appeal must be made in writing and delivered to the Library Director. The decision of the Board of Trustees will be final. Once a title or material has undergone the reconsideration process it will not be reviewed for reconsideration again within the following 12 months.

**Appendices:**

- A. [Request for Reconsideration of Materials Form](#)
- B. [Library Bill of Rights](#)
- C. [Freedom to Read Statement](#)
- D. [The Freedom to View](#)
- E. [Free Access to Libraries for Minors-An Interpretation of the Library Bill of Rights](#)
- F. [Advocating for Intellectual Rights](#)

*Approved by the Library Board of Trustees January 7, 2013; Updated August 1, 2017; Updated April 7, 2021; Updated October 4, 2022; Updated May 13, 2025*

## Meeting Rooms Policy

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

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

## Rules for Meeting Room Use

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

- **Scheduling:** Reservation requests must be made by adults, 18 years of age or older. Requests may be made no more than three months and no less than 2 weeks in advance of the event. Scheduling requests submitted less than 2 weeks in advance will be accommodated when possible. In order to allow as many groups as possible to use the meeting rooms, each group is limited to six reservations per six month time period.
- **Point of Contact:** One individual (at minimum) must be designated as the contact person for the meeting room reservation. This individual must be present at the reservation time and check in with staff at the service desks on the respective floors.
- **Responsibility:** Individuals or groups sponsoring events are responsible for liability of the participants (presenters and audience), the event, and the facilities. The City of Watertown, Watertown Free Public Library, its Board of Trustees, Library Director or employees assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.
- **Code of Conduct:** All reservations must abide by the [Library Code of Conduct Policy](#). Meetings shall not interfere with library functions or with other patrons' use of the library. Meetings that disrupt the library operations shall immediately cease upon notification to do so by library staff.



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

⇨ **Purpose:** Programs are expected to match the description provided.

## Facilities

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

## Room Reservations

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

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

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

## Available Rooms

- Watertown Savings Bank Room (first floor)
  - Seating up to 200 people
  - Equipped with kitchenette (including a small refrigerator), audio/visual, digital presentation, data network capabilities, and assistive-hearing capabilities.
- Raya Stern Trustees Room (second floor)
  - Seating up to 12 people
  - Equipped with wireless (Wi-Fi) capabilities
- Lucia Mastrangelo Room (second floor)
  - Seating up to 20 people
  - Equipped with wireless (Wi-Fi) capabilities, audio/visual, digital presentation, and whiteboard

## Applications and Scheduling

Reservation requests may be made:

- Online: Use the [Watertown Free Public Library Reserve a Room Form](#).

- In person or by phone: contact the Administration Office between 9 AM – 5 PM, Monday through Friday via walk-in or by phone at 617-972-6434.

### **Cancellations**

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

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

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

### **Approval**

*Approved by the Trustees December 1, 2021*

*Updated March 4, 2025*

### **Borrowing & Returning Policy**

A library card is required to check out materials at the Watertown Free Public Library. Patrons are expected to use their assigned card.

### **Loan Periods**

Loan Periods at the Watertown Free Public Library are:

#### 2-hour In-Library Use loan:

- Laptops, headphones, mice, phone chargers, and bike locks

#### 2-week loan, without renewals:

- Express collection (books, DVDs, TV series, audiobooks, and music CDs)

#### 3-week loan, with 2 potential renewals:

- All new and regular books, magazines, regular DVDs, regular TV Series, video games, eReader/tablets, audiobooks, and music CDs

Items that are requestable by Watertown Patrons only include new DVDs, new TV Series, circulating Chromebooks, hotspots, and Library of Things materials

- ~~21 Days: Books, CDs, Children's Books and CDs~~
- ~~14 Days: Videos, DVDs, New Books, Video Games, Children's DVDs and Video Games, eReaders, Kill-A-Watt Devices~~
- ~~7 Days: New DVDs (Children's Included)~~
- ~~1 Day: Museum Passes~~
- ~~2 Hours: Headphones, Laptop~~

The Watertown Free Public Library assumes no responsibility for damage to equipment.

### **Lost & Damaged Materials**

Patrons will be charged for lost or damaged items according to the list price of the item, or the generic price entered in the bibliographic record. Patrons may also replace a lost or damaged item with an identical copy.

### **Overdue Fines**

The Watertown Free Public Library no longer changes overdue fines. This policy applies to items checked out at Watertown only but may not be the same at other Minuteman Library Network (MLN) libraries. Patrons with materials overdue more than 28 days must return them or pay for them before they can check out additional materials.

### **Renewals**

Materials may be renewed in person, by telephone, or online. Materials that are reserved for another patron may not be renewed. For telephone renewals, either the library card number or the item number of the item is required. Materials may also be [renewed online](#).

### **Returns**

Materials may be returned to the Circulation Desk when the Library is open.

Book drops are located in the front and rear of the Library. There is a drive up book drop on Thaxter Street between the Library and Town Hall. Also there are five remote drops throughout town: at Watertown Middle School on Bemis and Waverly Streets, Hosmer Elementary School on Boylston Street, Filippello Park on Arlington Street, Lexington Gardens (11 Philip Darch Road), and Arsenal Yards at the corner of Forge Road and Arsenal Yards Boulevard.

Drops are emptied daily.

Materials from other MLN libraries may be returned to the Watertown Free Public Library where they will be checked in. Overdue fines on materials from other MLN libraries will be charged according to Watertown's policy.

### **Lending to Decertified Libraries**

The Watertown Free Public Library does not lend materials to residents of communities in which the library has been decertified by the Massachusetts Board of Library Commissioners. WFPL will discontinue interlibrary loans to such libraries.

Residents of non-certified or decertified municipalities are encouraged to discuss the benefits of pursuing certification with their community's governing body and/or the Mass. Board of Library Commissioners. Benefits include state aid funds, ability to apply for federal and state grant funding to improve library services and resources, as well as full participation in regional networks.



TO: Library Trustees  
FROM: Kim Long, Library Director  
DATE: November 2025  
RE: Community Fridge Placement and Authorization for Licensing

This memo is to approve the use of space on Library property for the purposes of hosting Watertown's Community Fridge. KP Law drafted a licensing agreement which the City Manager and Library Director approve of, and it is currently with the Community Fridge's Steering Committee for their review and finalization.

We would like to see the fridge moved as soon as possible after the license is settled by the Steering Committee and the City's legal team which is likely to happen between the Trustees November meeting and their December meeting- so I am seeking your support with the memo. The Steering Committee would continue to own and operate the fridge, but it would be moved on City property from its current location on private property.

This memo would authorize the Chair to sign the licensing agreement once finalized.

TO: Library Trustees  
FROM: Kim Long, Library Director  
DATE: November 2025  
RE: Approval of Capital Submissions for FY27

**Memo:**

This memo is to request Trustee approval of four Capital Improvement Plan submissions. Please see attached requests for the following:

- 1: Chimney Repair
- 2: Renovations
- 3: Painting
- 4: Recarpeting

You can view and edit your response

Edit response

# Capital Request Form

## 1. Project/Equipment Title \*

Chimney Repairs

## 2. Submitting Department \*

Library



## 3. Prepared By \*

Kim Long

## 4. Was this project included in the FY 2026 - 2030 CIP? \*

No



## 5. Estimated Cost of Request \*

In dollars

50000

## 6. Description, Purpose, and Justification of Request \*

If the project was not included in the FY26 - FY30 CIP and you are requesting it be placed in FY27 or FY28, please include an explanation for why it was not included in last year's CIP.

The flashing is in need of repair or replacement and the chimney needs re-pointing, and the ceiling needs plaster repair. Water has been infiltrating the ceiling and DPB believes it is coming from the chimney. This leak was not apparent until parts of the ceiling started to fall in September 2025. The plaster falling is all in a public area. DPB has come and scraped all the loose sections they

## 7. Projected Year \*

Please select the year you would like this request to be placed in the CIP.

Only pick "Keep as Conceptual Recommendation" if this request is for one of the prior year projects found in the list of Conceptual Recommendations for the FY2026-2030 CIP and you do not want to push the project back to a future year in the CIP.

FY 2027



## 8. Request Criteria \*

Select all that apply. All requests must meet at least one criteria

- Regulatory Requirements (State/Federal Court)
- Council Priority (Please specify in "Other Comments" at the end of the form)
- Enhancing Quality of Life
- Efficiencies / Improvements
- Life Cycle Repair / Maintenance

## 9. Expected Useful Life \*

In years

50000

15

10. Departmental Priority \*

Each request must be ranked in order of importance to the submitting department. For example, if a department submitted 7 requests, their top priority project would be "1" and the project with the lowest priority would be "7". Each request must be given a different number. You may come back to each request after you have submitted if you need to change the priority number you list.

1

11. Describe the impact to departmental operating budget \*

i.e., effect on operating costs and anticipated amounts

n/a

12. Describe the impact to department's operating revenue \*

i.e., type and anticipated amounts

n/a

13. Direct Appropriation/Debt Funding \*

Please enter the dollar amount of funding that will come from direct appropriations of tax revenues or from long-term debt. If you have no special sources of funding (see next question), this will be the entire project cost.

14. Other Funding Amounts \*

Please enter the dollar amount of funding that will come from alternate funding sources, such as grants, restricted/special purpose funds, etc...

0

15. Explanation of Other Funding Sources \*

Use this box to provide more information about your proposed funding sources.

If the funding comes from a grant, please describe the grant program and indicate if you have already been awarded the grant or not.

If the funding is from restricted/special purpose funds, please identify the funds.

If the funding is from some other source, please explain.

n/a

16. Other Comments \*

n/a

You can view and edit your response

[Edit response](#)

## Capital Request Form

### 1. Project/Equipment Title \*

Building Renovations/Replacement of Equipment

### 2. Submitting Department \*

Library 

### 3. Prepared By \*

Kim Long

### 4. Was this project included in the FY 2026 - 2030 CIP? \*

Yes, in FY26 

### 5. Estimated Cost of Request \*

In dollars

77250

### 6. Description, Purpose, and Justification of Request \*

If the project was not included in the FY26 - FY30 CIP and you are requesting it be placed in FY27 or FY28, please include an explanation for why it was not included in last year's CIP.

Much of our equipment and building components are near end of life and this funding ensures we are able to keep up with unexpected renovations and improvements required.

### 7. Projected Year \*

Please select the year you would like this request to be placed in the CIP.

Only pick "Keep as Conceptual Recommendation" if this request is for one of the prior year projects found in the list of Conceptual Recommendations for the FY2026-2030 CIP and you do not want to push the project back to a future year in the CIP.

FY 2027 

### 8. Request Criteria \*

Select all that apply. All requests must meet at least one criteria

- Regulatory Requirements (State/Federal Court)
- Council Priority (Please specify in "Other Comments" at the end of the form)
- Enhancing Quality of Life
- Efficiencies / Improvements
- Life Cycle Repair / Maintenance

### 9. Expected Useful Life \*

In years

7

10. Departmental Priority \*

Each request must be ranked in order of importance to the submitting department. For example, if a department submitted 7 requests, their top priority project would be "1" and the project with the lowest priority would be "7". Each request must be given a different number. You may come back to each request after you have submitted if you need to change the priority number you list.

2

11. Describe the impact to departmental operating budget \*

i.e., effect on operating costs and anticipated amounts

this funding allows us to provide improvements and replacements as things come up without using all the funding in our operating budget just to maintain our operability when that funding was intended for other purposes.

12. Describe the impact to department's operating revenue \*

i.e., type and anticipated amounts

we do not generate revenue

13. Direct Appropriation/Debt Funding \*

Please enter the dollar amount of funding that will come from direct appropriations of tax revenues or from long-term debt. If you have no special sources of funding (see next question), this will be the entire project cost.

77250

14. Other Funding Amounts \*

Please enter the dollar amount of funding that will come from alternate funding sources, such as grants, restricted/special purpose funds, etc...

0

15. Explanation of Other Funding Sources \*

Use this box to provide more information about your proposed funding sources.

If the funding comes from a grant, please describe the grant program and indicate if you have already been awarded the grant or not.

If the funding is from restricted/special purpose funds, please identify the funds.

If the funding is from some other source, please explain.

Finance Team TBD

16. Other Comments \*

n/a

You can view and edit your response

[Edit response](#)

## Capital Request Form

### 1. Project/Equipment Title \*

Painting

### 2. Submitting Department \*

Library



### 3. Prepared By \*

Kim Long

### 4. Was this project included in the FY 2026 - 2030 CIP? \*

Yes, in FY26



### 5. Estimated Cost of Request \*

In dollars

51000

### 6. Description, Purpose, and Justification of Request \*

If the project was not included in the FY26 - FY30 CIP and you are requesting it be placed in FY27 or FY28, please include an explanation for why it was not included in last year's CIP.

This is to cover upkeep in the building so that it doesn't fall into disrepair from heavy public use. This is an increase of 1,000 from our previous allocation due to increased costs.

### 7. Projected Year \*

Please select the year you would like this request to be placed in the CIP.

Only pick "Keep as Conceptual Recommendation" if this request is for one of the prior year projects found in the list of Conceptual Recommendations for the FY2026-2030 CIP and you do not want to push the project back to a future year in the CIP.

FY 2027



### 8. Request Criteria \*

Select all that apply. All requests must meet at least one criteria

- Regulatory Requirements (State/Federal Court)
- Council Priority (Please specify in "Other Comments" at the end of the form)
- Enhancing Quality of Life
- Efficiencies / Improvements
- Life Cycle Repair / Maintenance

### 9. Expected Useful Life \*

In years

4

10. Departmental Priority \*

Each request must be ranked in order of importance to the submitting department. For example, if a department submitted 7 requests, their top priority project would be "1" and the project with the lowest priority would be "7". Each request must be given a different number. You may come back to each request after you have submitted if you need to change the priority number you list.

3

11. Describe the impact to departmental operating budget \*

i.e., effect on operating costs and anticipated amounts

n/a

12. Describe the impact to department's operating revenue \*

i.e., type and anticipated amounts

n/a

13. Direct Appropriation/Debt Funding \*

Please enter the dollar amount of funding that will come from direct appropriations of tax revenues or from long-term debt. If you have no special sources of funding (see next question), this will be the entire project cost.

51000

14. Other Funding Amounts \*

Please enter the dollar amount of funding that will come from alternate funding sources, such as grants, restricted/special purpose funds, etc...

0

15. Explanation of Other Funding Sources \*

Use this box to provide more information about your proposed funding sources.

If the funding comes from a grant, please describe the grant program and indicate if you have already been awarded the grant or not.

If the funding is from restricted/special purpose funds, please identify the funds.

If the funding is from some other source, please explain.

Finance Team TBD

16. Other Comments \*

none

You can view and edit your response

[Edit response](#)

## Capital Request Form

### 1. Project/Equipment Title \*

Lobby Recarpeting

### 2. Submitting Department \*

Library

### 3. Prepared By \*

Kim Long

### 4. Was this project included in the FY 2026 - 2030 CIP? \*

No

### 5. Estimated Cost of Request \*

In dollars

0

### 6. Description, Purpose, and Justification of Request \*

If the project was not included in the FY26 - FY30 CIP and you are requesting it be placed in FY27 or FY28, please include an explanation for why it was not included in last year's CIP.

Carpeting in the lobby and on the stairs was installed in 2007 and it is showing its wear. Because of all the extractions and cleanings, edges are peeling up which means the surface is not smooth for walkers. The carpeting should be removed and replaced as it has completed years beyond its lifespan. New carpet would

### 7. Projected Year \*

Please select the year you would like this request to be placed in the CIP.

Only pick "Keep as Conceptual Recommendation" if this request is for one of the prior year projects found in the list of Conceptual Recommendations for the FY2026-2030 CIP and you do not want to push the project back to a future year in the CIP.

FY 2028

### 8. Request Criteria \*

Select all that apply. All requests must meet at least one criteria

- Regulatory Requirements (State/Federal Court)
- Council Priority (Please specify in "Other Comments" at the end of the form)
- Enhancing Quality of Life
- Efficiencies / Improvements
- Life Cycle Repair / Maintenance

### 9. Expected Useful Life \*

In years

10. Departmental Priority \*

Each request must be ranked in order of importance to the submitting department. For example, if a department submitted 7 requests, their top priority project would be "1" and the project with the lowest priority would be "7". Each request must be given a different number. You may come back to each request after you have submitted if you need to change the priority number you list.

4

11. Describe the impact to departmental operating budget \*

i.e., effect on operating costs and anticipated amounts

n/a

12. Describe the impact to department's operating revenue \*

i.e., type and anticipated amounts

n/a

13. Direct Appropriation/Debt Funding \*

Please enter the dollar amount of funding that will come from direct appropriations of tax revenues or from long-term debt. If you have no special sources of funding (see next question), this will be the entire project cost.

0

14. Other Funding Amounts \*

Please enter the dollar amount of funding that will come from alternate funding sources, such as grants, restricted/special purpose funds, etc...

0

15. Explanation of Other Funding Sources \*

Use this box to provide more information about your proposed funding sources.

If the funding comes from a grant, please describe the grant program and indicate if you have already been awarded the grant or not.

If the funding is from restricted/special purpose funds, please identify the funds.

If the funding is from some other source, please explain.

n/a

16. Other Comments \*

waiting for vendor who says they will have a number by wednesday