



Board of Library Trustees Meeting
Tuesday, January 6, 2026 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Election of Officers
3. Secretary's Report
 - A. Minutes of December 2, 2025 Meeting
4. Public Forum
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. Consideration and Action on Borrowing Policy
 - B. Grant Submission Review
10. Requests for Information and Responses
11. Date of next meeting
 - A. 2026 Proposed Meeting Dates
12. Adjournment

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	7,450	2,253,209	1,016,475.25	0.00	1,236,734	45.10
0161051	510112	PART TIME SALARIES	747,380	0	747,380	266,436.96	0.00	480,943	35.60
0161051	510130	OVERTIME	22,000	0	22,000	8,785.83	0.00	13,214	39.90
0161051	510143	LONGEVITY	26,422	50	26,472	10,596.80	0.00	15,875	40.00
0161051	510146	CPR STIPEND	250	0	250	0.00	0.00	250	0.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,041,811	7,500	3,049,311	1,302,294.84	0.00	1,747,016	42.70
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	5,205.65	3,305.53	11,788	41.90
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	19,638.08	43,832.09	10,170	86.20
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	5,184.99	585.00	6,000	49.00
0161052	540421	OFFICE SUPPLIES	14,200	0	14,200	2,456.52	3,560.19	8,183	42.40
0161052	540422	PRINTING & FORMS	12,000	0	12,000	2,392.00	0.00	9,608	19.90
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	658.62	0.00	670	49.60
0161052	540430	BUILDING MAINTENANCE SUP.	3,000	1,542	4,542	752.86	1,225.28	2,563	43.60
0161052	550511	BOOKS	512,500	705	513,205	251,546.83	130,330.36	131,328	74.40
0161052	550512	BOOK PROCESSING	52,500	0	52,500	10,564.35	10,538.13	31,398	40.20
0161052	570710	IN STATE TRAVEL	500	0	500	155.93	0.00	344	31.20
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	297.00	253.00	1,160	32.20
0161052	570735	PROJECT LITERACY/TOWN	11,200	960	12,160	4,935.64	0.00	7,224	40.60
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	448.67	753.00	1,398	46.20
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	673.00	364.00	2,013	34.00
0161052	570787	STAFF DEVELOPMENT	3,050	0	3,050	206.50	0.00	2,844	6.80
0161052		Total 0161052 LIBRARY - EXPENSES	824,566	59,213	883,779	391,470.64	244,528.34	247,780	72.00
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	8,148.00	66,852	11.10
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	12,699.80	25,578.49	114,834	25.00
		Grand Total	3,991,377	94,825	4,086,202	1,706,465.28	270,106.83	2,109,630	48.40

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
Book Funds						
Pratt (includes Pratt Stock)	157,208.40	19,578.29	4,571.89	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	107.75	887.13	2,201.07	book purchases only
Mead	6,826.52	3,826.52	295.42	-	4,121.94	book purchases only
Charles	3,005.33	2,805.33	123.29	-	2,928.62	Armenian History books
Barry	3,904.21	3,904.21	174.92	-	4,079.13	book purchases only
McGuire	3,676.36	2,676.36	191.87	-	2,868.23	book purchases only
W. Pierce	27,209.27	7,209.27	1,155.74	-	8,365.01	book purchases only
MacDonald	10,569.81	5,569.81	471.04	-	6,040.85	Grief related books
O'Reilly	11,811.86	11,311.86	484.51	-	11,796.37	Fiction
Stone	4,212.58	4,212.58	172.78	-	4,385.36	book purchases only
Campbell	6,161.80	5,161.80	252.73	-	5,414.53	Large print books
Santoro	2,594.95	994.95	106.43	-	1,101.38	Art books only
Brown	2,935.52	1,935.52	122.76	-	2,058.28	Sci-fi books
Keith	4,694.12	3,694.12	192.54	-	3,886.66	Wat history books
Drucker	3,377.65	3,377.65	86.99	-	3,464.64	Humanities books
Special Gifts	89,199.68	89,199.68	12,872.06	1,319.30	100,752.44	Unrestricted
- Cohen Fund	7,952.90	7,952.90	-	176.17	7,776.73	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
Other Funds & Grants						
Kaveny	42,096.67	13,725.18	1,726.71	-	15,451.89	Benefit of the library
Masters	4,683.50	1,976.50	192.10	-	2,168.60	Trustees discretion
B. Pierce	775.51	775.51	53.90	-	829.41	Trustees discretion
LIG/MEG	550,988.57	550,988.57	-	3,361.86	547,626.71	
Revolving Printing Account	8,012.88	8,012.88	9,263.62	8,444.60	8,831.90	
Friends of Project Literacy Fundraising	61,485.13	61,485.13	10,100.00	1,771.09	69,814.04	
McCall Gift Fund	42,520.90	42,520.90	-	-	42,520.90	For children's dept only

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,183.00	\$ (2,320.93)	\$ 862.07
Teen Programming	\$ 3,350.00	\$ (1,852.57)	\$ 1,497.43
Children's Materials	\$ 1,592.00	\$ -	\$ 1,592.00
Children's Programming	\$ 10,423.00	\$ (5,043.61)	\$ 5,379.39
Adult Materials	\$ 1,592.00	\$ (466.43)	\$ 1,125.57
Adult Programming	\$ 4,840.00	\$ (2,634.52)	\$ 2,205.48
Museums	\$ 5,000.00	\$ (3,315.00)	\$ 1,685.00
Movie Licenses	\$ 1,850.48	\$ (411.53)	\$ 1,438.95
Total	\$ 31,830.48	\$ (16,044.59)	\$ 15,785.89

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	\$ -	\$ (1,440.47)	\$ 3,571.81
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 1,887.60	\$ (3,658.91)	\$ 9,453.49
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 15,854.78	\$ 5,157.50	\$ 1,887.60	\$ (5,099.38)	\$ 14,025.30

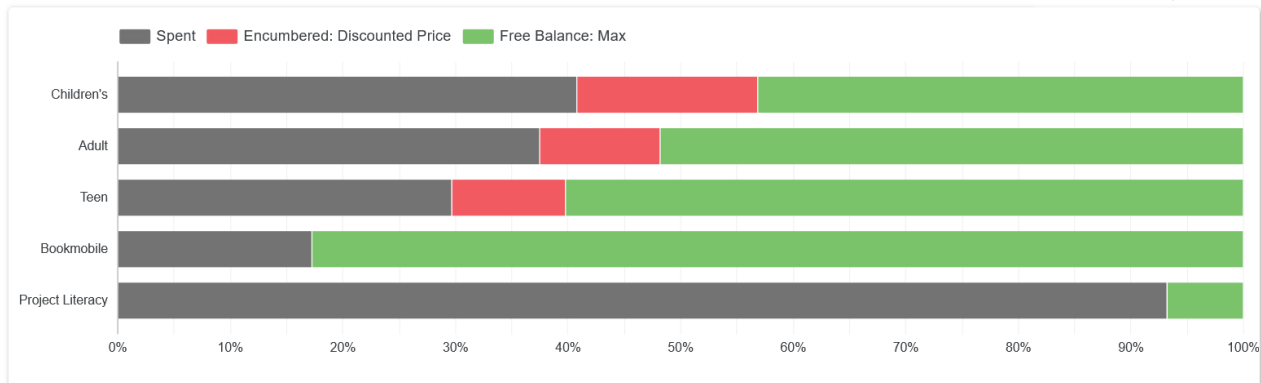


TO: Library Board of Trustees
FROM: Kim Long, Library Director
DATE: January 2026
RE: Donations

The following donations were received in December:

- \$500 from The Office Performing Arts + Film
- \$50 from Helen G. Dempsey
- \$750 from Marian Friedman
- \$100 from Edward F. Methelis for Project Literacy
- \$72 from Stop & Shop from the Community Bag program

easily see our spending by vendor, by department, and gives us the average time between orders being placed and received.



- Kelly and Stephanie have been moving quickly through massive weeding projects in the 100s, 400s, 700s and 900s. Non-fiction is getting into shape!
- We found high school patrons who want to be part of the “bagel brigade”, bringing leftovers from Wicked Bagels to the Library and bagging them up for distribution on Fridays (distribution will happen on Saturdays). Three teens will be doing this for community service.
- Kelly put together a survey to collect info about what teens (and their parents) would like to see for programming. We received over 80 responses. Teen also had pizza on Fridays this month to run informal focus groups. Preliminary data showed that Wednesdays and weekends were best for programming. There is also a significant interest in creative writing programs. Carey put together a quick writing contest to meet this interest initially. If successful, this contest will run every month. Carey and Kelly are still working through the results.
- The Teen Advisory group is working on projects related to searching for jobs—how to find a summer job, creating jobs, and setting up some mock interviews.

City/Community Meetings and Collaboration

- The City of Watertown held a staff Holiday Party at the library on December 16.
- Theresa and Kazia ran a successful winter-themed story time event at the Merry Mingle on December 6 where we saw 564 people come through the room. Theresa decorated the room at the Commander’s Mansion with Megan Ramette prior to the event. Thank you everyone for representing the library at this event!
- All Children’s Librarians were on site at the elementary schools for literacy night on December 4. We saw about 223 users across 3 locations. Children’s Librarians also took the Bookmobile out to schools for pre-literacy night hype. We saw about 215 students and checked out about 250 items.
- Kim met with Maurice from City IT to work on some lingering issues with Kim’s accounts that have been interrupting workflows.

- Natasha and Kim met with Colleen from HR to discuss some streamlining of some HR paperwork processes.
- Jill met with Julian Santos, Head Law Librarian of the Lowell Trial Court Library, about establishing the Access to Justice Public Library Initiative.
- Carey arranged for a meeting with the middle school and high school librarians to discuss potential collaborations and mutual problem solving. A card drive is in the works and Carey will be bringing books to the high school that supplement different class projects. They also discussed community service and the impact of the new high school reopening.
- Carey attended the Anti-Bias Coalition meeting where they discussed action items from feedback collected at the Youth Summit.
- Kim attended WCA-TV's 20 Year Anniversary event on December 4.
- Kim met with George and Emily for our monthly meeting.
- Kim will attend the City's Inauguration Ceremony on January 2.

Program Highlights

- Club de Lectura held its last meeting of 2025 on December 22. There were 9 members in attendance. Claudia has built a very strong book club with a solid group attending each month! We're so excited for this club to continue in 2026.



- Cook the Books has their last meeting of the year on December 16 with 13 people in attendance.
- Pauli hosted a holiday cookie decorating program for a Library Insiders group of over 30 people which was wonderful.



Project Literacy

- Project Literacy held a holiday brunch and holiday dinner potluck on December 18. Just under a hundred attended the brunch and we saw over a hundred people at the dinner. Janet and Jacky did a great job of making this a festive, joyful event for students!



- Theresa met with Guy Zweibel, the PL intern, to review his work on the ACT database and get recommendations for alternate database options as ACT is not built for our needs.

- Project Literacy held a Mental Health First Aid for PL teachers and volunteers. It was also attended by some staff of other, similar organizations.
- A specific success story this month: a PL student from Senegal was matched with a tutor for Citizenship as well as someone who can help him study for the firefighter's exam. He was worried about his English level to pass both exams. He passed both the firefighters' exam as well as his citizenship exam!

Facilities/IT

- The library was rekeyed on December 16.
- Tree Warden and his crew cut down bushes along the back of the library to dissuade rodents from making a home there.
- Theresa submitted a Massachusetts Broadband Institute grant for 30 MS Office-enabled laptops. We will be able to share more information soon, but we expect to use these for circulation and for teaching patron classes.
- We are waiting on Atlantic Elevator to evaluate the phone programming in the elevator as calls made to police do not disconnect when police hang up.
- With the assistance and guidance of City IT, Alex was able to install and enable the Keeper password manager application license for the library staff's watertown-ma.gov accounts which means all staff are using MFA.

Personnel

- Danielle Green joined WFPL as a Library Assistant II on December 29.
- Kirsten has returned from leave- she is working with Theresa to get caught up and to plan activities for the bookmobile this winter and spring.

Borrowing & Returning Policy

~~A You must have a library card is required to check out materials at the Watertown Free Public Library. Patrons are expected to use their assigned card. If you do not have your library card present when picking up materials, staff can accept a driver's license, state ID, passport, or the email notification that a hold is ready. Patrons are expected to use their assigned card.~~

Loan Periods

Loan Periods at the Watertown Free Public Library are:

~~3-week loan, requestable, 2 renewals:~~

- ~~• New and regular books, DVDs, audiobooks, and music CDs~~
- ~~• Magazines, video games, eReader/tablets~~
- ~~• Chromebooks, hotspots, and Library of Things materials (Watertown pick up and return only)~~

~~2-week loan, NO requests, NO renewals:~~

- ~~• Express collections (books, DVDs, audiobooks, and music CDs)~~

~~2-hour In-Library Use loan, NO requests, renewals may be possible:~~

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

~~2-month loan, requestable, 2 renewals~~

- ~~• Project Literacy Materials~~

~~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~~

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 charges~~ overdue fines. ~~This policy applies to items checked out at Watertown only but and 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. Patrons with materials more than 28 days overdue will be billed for those materials to the patron's account. If the total amount of billed items exceeds \$100, the patron will be blocked from checking out additional materials until the billed items are either returned or paid for. When billed materials are returned, the replacement fee will be waived.~~

Renewals

Eligible items will be automatically renewed two days before the due date. Materials may also 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 or Children's Room 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 on weekdays, 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.

Updated November 6, 2025



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Loan Periods

Loan Periods at the Watertown Free Public Library are:

3-week loan, requestable, 2 renewals:

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- Chromebooks, hotspots, and Library of Things materials (Watertown pick up and return only)

2-week loan, NO requests, NO renewals:

- Express collections (books, DVDs, audiobooks, and music CDs)

2-hour In-Library Use loan, NO requests, renewals may be possible:

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

2-month loan, requestable, 2 renewals

- Project Literacy Materials

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Updated November 6, 2025

← Back (https://massbroadbandinstitute.submittable.com/submit)





§ Theresa Maturevich ▾

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[\(https://broadband.masstech.org/\)](https://broadband.masstech.org/)

(https://www.submittable.com/help/submitter?orgId=26002)

Connected & Online

Ends on Fri, Nov 7, 2025 5:00 PM

Connected & Online Program Background:

The Connected & Online Program is a new initiative that will distribute up to 27,000 internet-enabled devices—along with assistive technology and supportive equipment—to eligible organizations across Massachusetts. The goal of the program is to expand access to education, workforce training and telehealth by establishing public device lending programs and on-site device stations, especially in Gateway Cities and rural communities. Devices will be fully loaded with software, selected accessories and warranties at no cost to awardees. Funding is provided by the U.S. Treasury Capital Projects Fund (CPF).

Key Application Information:

- All requirements have been outlined on the **Connected & Online program page**.
- When completing the application, **please be sure to carefully read each question and the helper text provided.** Complete each section entirely.
- **Be sure to save your work regularly to avoid losing any progress.** Once your application is completed, please review to ensure it is accurate and complete, and then hit the Submit button.
- Once your application is submitted, an automated confirmation email will be sent to you. **You can always review your submissions by logging into your Submittable account under the “submissions” tab.** Please note, that you may return to your application at any time to make changes or complete additional sections **up until the application's close date.**

Timeline:

This application is inclusive of a two-step process:

- For the opportunity to receive clarifying questions, **by 5:00 PM on Friday, October 31.** The review team may ask for clarifications, which you can provide by the final deadline.
- Submit your application by **Friday, November 7, 2025, at 5:00 PM EDT.**

Contact for Questions:

- If you have any questions about or during the process, please contact MBI using the proposals@masstech.org (<mailto:proposals@masstech.org>) email. Please include “2026-MBI-01 C&O Application” in the subject line. The question period ends on Wednesday, October 15. **Please review our FAQ before submitting a question.**
- MBI will also be hosting a Technical Assistance Session on October 15, 2025 from 12:00 p.m. to EDT to 1:00 p.m. answer any questions.

 [Manage Collaborators](#)

Applicant Information

This section asks for information about your organization.

Organization Name (required)

Unique Entity Identifier (required)

If you are awaiting a UEI number through SAM.gov please use ABC123DEF456

Taxpayer Identification Number (TIN) (required)

Form W-9 (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Organization Type (please select all that apply) (required)

- Healthcare Provider
- Municipal Entity/Authority
- State Agency
- Non-profit
- Philanthropic Foundation
- Tribal Nation
- Educational Provider
- Career Center
- Library
- Other

Primary Contact (required)

First Name (required)

Last Name (required)

Primary Contact Email (required)

email@example.com

Primary Contact Phone Number (required)



Secondary Contact

First Name

Last Name

Can be used if you are working with another organization on your application and would like their information included.

Secondary Contact Email

email@example.com

Organization Address (required)

Country (required)

Select...

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required)

Zip or Postal Code (required)

Is the address above the same as the address that devices/equipment should be shipped to?

(required)

Yes

No

How many individuals did your organization serve between July 1, 2024 and June 30, 2025? (required)

Please provide the total number of unique individuals who received a direct service from your organization. Each person should be counted only once, even if they received multiple services. Direct services involve significant, personal interaction, such as case management, job training, education, or attending a workshop. Do not include people reached through indirect means like newsletters or media campaigns.

Does your organization serve individuals earning an annual income at or below 300% of the Federal Poverty Level? (required)

- Yes
- No
- I don't know

Equipment Requests: Devices and Peripherals

Laptops: Comes pre-installed with Microsoft Office and antivirus software. Includes 3 year Dell warranty covering accidental damage and hardware issues.

Desktops: Comes pre-installed with Microsoft Office and antivirus software. Includes a 2-Year Dell Limited Hardware Warranty Plus Service with Onsite Service After Remote Diagnosis. **Desktops will also come with wired keyboard, headphones, and mouse.**

Tablets & Chromebooks: Includes 3 year Dell warranty covering accidental damage and hardware issues.

For organizations working with clients who have assistive technology needs, JAWS –New England Low Vision and TD Snap are available as add on's.

DeepFreeze is available for devices being used in public spaces.

Please see the Program page for information on the specific devices offered.

Standard Device Bundles (required)

- Dell Pro 14 Laptop (8GB RAM)
- Dell Chromebook 3120 2-in-1 Touch
- Dell Latitude 3140 2-in-1 Touch Tablet
- Dell Pro Micro Desktop, Dell Pro 24" Video Conferencing Monitor, Wired Headset
- Dell Pro Slim (RTX), Dell Pro 24" Video Conferencing Monitor, Wired Headset
- Add-on Software: JAWS –New England Low Vision
- Add-on Software: TD Snap
- Add-on Software: DeepFreeze

If you selected additional software, which devices do you want the software downloaded on?
(required)

If no additional software selected, indicate NA.

Is your organization looking to replace existing equipment, or will this program enable access to devices you were not able to provide before? (required)

Upon receiving new devices, will your organization organize for refurbishment, recycling, or donation of any currently owned devices?

- Yes
- No
- Unsure

Please note: Answering "Yes" will earn your application bonus points. If awarded, your organization will be contractually required to donate, recycle, or refurbish any devices being replaced.

Response Narrative

Please provide a complete answer to each question below. Some questions have multiple parts, so read them carefully to ensure you address all components. While there are no word limits, we encourage clear and concise responses.

Project Impact: Please describe the intended project, end users, and anticipated impact. (required)

1. Describe the project's goals and deliverables, including the access model (e.g., on-site use, lending program), the primary location(s), and how this approach is specifically tailored to the population you serve.
2. Explain how the equipment will enhance digital participation for underserved populations. Be sure to identify the specific population(s) you will serve, explaining their primary barriers to digital access and why they rely on a program like this to overcome those challenges.
3. Explain the project's anticipated impact by first describing how it represents a new initiative or a significant expansion (beyond just an equipment upgrade), and then detailing how it will improve user access to opportunities in education, workforce, and healthcare.

Feasibility & Readiness: Please describe how your organization is plans to deploy devices. (required)

1. Define the anticipated schedule for device deployment in relation to the date of delivery to your organization. Please specify anticipated start and completion dates.
2. Describe how your organization plans to provide ongoing support and device management, including maintenance, training, and user assistance. This should include a description of staff capacity to sustain the proposed device access program at your organization.
3. Identify any partnerships that will play a critical role in project implementation.

Community Engagement & Public Accessibility: Describe how your organization intends to market towards individuals who do not have access to a high quality device. (required)

1. Describe how you will ensure the devices are in a visible and easily accessible location for the public. Please include details on the planned hours of operation and your strategy for promoting this resource to the community.
2. How will this information be made accessible to community members?
3. Will your outreach be in multiple languages and/or different formats?

Equipment Effectiveness & Program Alignment: Please describe why your organization selected the quantity and type of devices requested. (required)

1. Provide a rationale for the quantity requested.
2. Provide rationale for all requested core devices.
3. Describe your organization's capacity to manage and maintain the equipment. Be sure to explain how this equipment will be integrated into your programs, detailing the access model (on-site or lending) and policies for public use.

Please attach a final or draft copy of your organization's device lending or on-site device use policy or guidelines established for lending or on-site use. (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload this in either a word or PDF document.

Monitoring & Evaluation: Describe your organization's strategy for measuring device usage and outcomes. (required)

1. What is your overall strategy for measuring device usage and its impact?
2. What key metrics will you track to determine if the program is successful?
3. What systems or methods will you use to collect and track this data?

Does your organization plan to integrate any digital skills training or Lifeline enrollment support alongside the device access? If so, please describe. (required)

Please note: Answering "Yes" and describing your plan will earn your application bonus points. If awarded, your organization will be contractually required to implement the support services as described.

If awarded, does your organization want MBI's vendor to deploy devices upon delivery? (required)

- Yes
- No, our staff will do this
- NA - Requesting devices only for lending model

If selecting yes, the vendor will unbox and set up all equipment in the designated technology space and configure them to the appropriate settings.

By checking this box, I certify that all devices and other equipment procured through this program will be used to support public access to education, workforce development, or healthcare services in a manner consistent with the goals of the Capital Projects Fund (CPF). (required)

Ancillary Application

Applicants can continue to the next section which pertains to requests for ancillary equipment. Applicants that indicate they are applying for such will be required to answer an additional set of narrative questions.

Ancillary equipment is not guaranteed and is scored separately from the Core Application.

Continue with Ancillary Application

- Continue with Ancillary Application
- Only Submitting Core Application

Are you applying for additional eligible equipment to support meaningful use of the above devices?

Are you applying for network infrastructure equipment? (required)

Yes

No

Network infrastructure equipment available to apply for includes:

- Ruckus R370 Indoor Access Points
- Ruckus 1 GbE PoE+ Switch
- Ruckus 10 GbE Core Switch
- Ruckus 10G SFP+ Optic
- Ruckus Power Cord

Save Draft

Apply Now

Drafts may be visible to the administrators of this program.

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Proposed Trustees Meeting Dates 2026

Jan 6

Feb 3

March 3

April 9 (Thursday)

May 5

June 2

July 7

Aug 4

Sep 1

Oct 6

Nov 5 (Thursday)

Dec 1