



Board of Library Trustees Meeting
Tuesday, February 3, 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. Secretary's Report
 - A. Minutes of January 6, 2026 Meeting
3. Public Forum
4. Financial Report
 - A. FY26 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
5. Chair's Report
6. Director's Report
 - A. General Updates
7. Old Business
8. New Business
 - A. Consideration and Action on HATCH Creations Policy
 - B. Consideration and Action on Pride Grants
9. Requests for Information and Responses
10. Date of next meeting
11. 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	1,277,839.79	0.00	975,369	56.70
0161051	510112	PART TIME SALARIES	747,380	0	747,380	330,924.52	0.00	416,455	44.30
0161051	510130	OVERTIME	22,000	0	22,000	12,258.26	0.00	9,742	55.70
0161051	510143	LONGEVITY	26,422	50	26,472	12,296.80	0.00	14,175	46.50
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	1,633,319.37	0.00	1,415,992	53.60
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	6,491.91	2,417.46	11,390	43.90
0161052	520241	BUILDING MAINTENANCE	10,000	10,000	20,000	0.00	12,682.80	7,317	63.40
0161052	520244	COMPUTER MAINTENANCE	67,444	6,196	73,640	26,209.80	37,812.77	9,617	86.90
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	18.15	2,082	0.90
0161052	530383	PROGRAM SERVICES	11,770	0	11,770	6,564.99	300.00	4,905	58.30
0161052	540421	OFFICE SUPPLIES	14,200	0	14,200	2,575.78	4,476.83	7,147	49.70
0161052	540422	PRINTING & FORMS	12,000	0	12,000	3,588.00	0.00	8,412	29.90
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	658.62	41.28	628	52.70
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	269,732.77	116,870.23	126,602	75.30
0161052	550512	BOOK PROCESSING	52,500	0	52,500	10,879.03	10,237.40	31,384	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	1,047.65	220.00	1,332	48.80
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	1,037.00	358.00	1,655	45.70
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	421,487.48	226,694.96	235,596	73.30
0161058	580840	BUILDING RENOVATIONS	50,000	27,889	77,889	27,233.99	2,672.47	47,982	38.40
0161058	580870	REPLACEMENT OF EQUIPMENT	75,000	224	75,224	223.83	9,548.00	65,452	13.00
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	27,457.82	12,220.47	113,434	25.90
		Grand Total	3,991,377	94,825	4,086,202	2,082,264.67	238,915.43	1,765,022	56.80

FY26 2nd QUARTER YTD BUDGET BREAKDOWN		
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
CANON SOLUTIONS AMERICA	\$ 172.32	PHOTOCOPIER CONTRACT
JEAN CHANG	\$ 80.00	HATCH INSTRUCTION
COMCAST	\$ 1,756.73	HATCH INTERNET
CHRISTOPHER ERNENWEIN	\$ 280.00	HATCH INSTRUCTION
DEBORAH FARRINGTON	\$ 120.00	HATCH INSTRUCTION
THERESA MATUREVICH	\$ 432.75	HATCH REIMBURSEMENTS
CHERYL MOREAU	\$ 691.68	HATCH REIMBURSEMENTS/INSTRUCTION
ALLISON MORROW	\$ 371.65	HATCH REIMBURSEMENTS
RICOH USA INC	\$ 892.03	STAFF PHOTOCOPIER CONTRACT
SCOTT RUSHIA	\$ 450.00	LASER CUTTER MAINTENANCE
SERVICESTAR DOCUMENT MGMT	\$ 899.00	ANNUAL VIEWSCAN WARRANTY
STAPLES INC	\$ 166.10	HATCH MAKER CARDS
TOTAL	\$ 6,312.26	
0161052 520244 COMPUTER MAINTENANCE		
<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
DHE COMPUTER SYSTEMS	\$ 9,078.49	STAFF COMPUTERS
FARONICS TECHNOLOGIES USA	\$ 309.22	DEEP FREEZE RENEWAL
INGRAM	\$ 350.00	IPAGE REVIEWS
LENOVO INC	\$ 6,085.83	LAPTOPS
MAILCHIMP	\$ 660.00	MAILCHIMP SUBSCRIPTION
OCLC	\$ 5,670.72	CONTENTDM ANNUAL RENEWAL
SIDECAR PUBLICATIONS LLC	\$ 384.00	GIMLET 1-YEAR SERVICE
STAPLES	\$ 38.83	SUPPLIES
SURPLUS TECHNOLOGY SOLUTIONS	\$ 150.00	E-WASTE RECYCLING PICKUP
T-MOBILE	\$ 846.00	HOT SPOT SERVICE
TOTAL	\$ 26,209.80	
0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
4IMPRINT	\$ 269.13	BOOKMOBILE TABLECLOTH
ALPHAGRAPHICS	\$ 400.00	FOR FREEDOMS SIGNS
BLICK ART MATERIALS	\$ 155.28	TEEN PROGRAMMING
REBECCA CHUGKOWSKI	\$ 100.00	TEEN PROGRAMMING
CAREY CONKEY	\$ 468.98	TEEN PROGRAMMING
DEMCO INC	\$ 94.72	BOOKMOBILE PROGRAMMING
MATTHEW DONLE	\$ 450.00	CHILDREN'S PROGRAMMING
RACHEL EVE JUDELSON	\$ 225.00	ASL SERVICES
CAROL KAGAN	\$ 270.00	CHILDREN'S PROGRAMMING
KALEIDOSCOPE ARTISTIC	\$ 800.00	SUMMER BLOCK PARTY ENTERTAINMENT
REBECCA KRANZ	\$ 150.00	ASL SERVICES
CLAIRE KRESGE	\$ 130.00	INTERPRETING SERVICES
RACHEL MACLEAN	\$ 250.00	TEEN PROGRAMMING
TIMOTHY PIPER MERLE	\$ 545.00	CHILDREN'S PROGRAMMING

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY26

SIAGEL PRODUCTIONS	\$ 495.00	LITTLE BEATS
STAPLES INC	\$ 254.10	BOOKMOBILE SUPPLIES
TJ STENO CAPTIONING	\$ 777.78	CART SERVICES
ELIZABETH WHITLOW	\$ 480.00	ADULT PROGRAMMING
TOTAL	\$ 6,314.99	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 197.58	OFFICE SUPPLIES
DISPLAYS2GO	\$ 124.85	SIGN HOLDERS
HAMCO KANSAS CITY	\$ 382.70	RECEIPT PAPER
JAMIE KALLESTAD	\$ 72.98	
KIM LONG	\$ 4.39	SUPPLY REIMBURSEMENT
STAPLES ADVANTAGE	\$ 719.92	OFFICE SUPPLIES
ULINE	\$ 115.37	BAGEL PACKING SUPPLIES
WB MASON	\$ 913.73	OFFICE SUPPLIES
TOTAL	\$ 2,531.52	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 3,588.00	NEWSLETTER PRINTING
TOTAL	\$ 3,588.00	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 49.18	BOOKMOBILE SUPPLIES
DEMCO	\$ 11.38	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
TOTAL	\$ 658.62	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
EVERLAST CLIMBING INDUSTRIES	\$ 184.00	BIKE FIXIT STATION REPLACEMENT PARTS
GRAINGER	\$ 316.32	SUPPLIES
THERESA MATUREVICH	\$ 101.37	HATCH CLEANING SUPPLIES
ULINE	\$ 67.57	SHARPS CONTAINER INSERTS
WB MASON	\$ 83.60	CUSTODIAL SUPPLIES
TOTAL	\$ 752.86	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY26

0161052 570710 IN STATE TRAVEL		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
BROOKE EUBANKS	40.04	MLS TRAVEL
KIM LONG	115.89	MILEAGE/PARKING REIMBURSEMENT
TOTAL	\$ 155.93	
0161052 570730 DUES AND SUBSCRIPTIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 297.00	DIRECTOR MEMBERSHIP
TOTAL	\$ 297.00	
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ACT	\$ 1,312.11	ANNUAL DATABASE LICENSE
MINUTEMAN PRESS	\$ 322.00	BROCHURES
INTERCAMBIO DE COMUNIDADES	\$ 1,021.53	MATERIALS
PIFER-BRIGHAM LLC	\$ 2,052.00	EASY ENGLISH NEWS
JANET SAIED	\$ 228.00	REIMBURSEMENTS
TOTAL	\$ 4,935.64	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AD SUTTON & SONS	\$ 678.00	HYGIENE STATION SUPPLIES
AMAZON CAPITAL SERVICES	\$ 23.67	TRUSTEE NAMEPLATES
AMERICAN LIBRARY ASSOCIATION	\$ 280.00	TRUSTEE MEMBERSHIPS
KIM LONG	\$ 65.98	MEETING TIMER
TOTAL	\$ 1,047.65	
0161052 570786 CONFERENCE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ALA	\$ 364.00	PLA CONFERENCE REGISTRATION
JAMIE KALLESTAD	\$ 673.00	PLA CONFERENCE REGISTRATION
TOTAL	\$ 1,037.00	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
JAMIE KALLESTAD	\$ 89.00	ALA WEBINAR REGISTRATION
THERESA MATUREVICH	\$ 117.50	STAFF BREAKFAST
TOTAL	\$ 206.50	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
DEMCO	\$ 6,149.85	FURNITURE
DUGMORE & DUNCAN	\$ 14,758.02	RE-KEY PROJECT
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
TOTAL	\$ 27,233.99	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY26

0161058 580870 REPLACEMENT OF EQUIPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
LENOVO INC	\$ 223.83	STAFF LAPTOPS
TOTAL	\$ 223.83	

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	5,090.61	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	103.93	887.13	2,197.25	book purchases only
Mead	6,826.52	3,826.52	285.11	-	4,111.63	book purchases only
Charles	3,005.33	2,805.33	118.99	-	2,924.32	Armenian History books
Barry	3,904.21	3,904.21	168.81	-	4,073.02	book purchases only
McGuire	3,676.36	2,676.36	185.17	-	2,861.53	book purchases only
W. Pierce	27,209.27	7,209.27	1,115.37	-	8,324.64	book purchases only
MacDonald	10,569.81	5,569.81	454.59	-	6,024.40	Grief related books
O'Reilly	11,811.86	11,311.86	467.59	-	11,779.45	Fiction
Stone	4,212.58	4,212.58	166.74	-	4,379.32	book purchases only
Campbell	6,161.80	5,161.80	243.90	-	5,405.70	Large print books
Santoro	2,594.95	994.95	102.72	-	1,097.67	Art books only
Brown	2,935.52	1,935.52	118.47	-	2,053.99	Sci-fi books
Keith	4,694.12	3,694.12	185.81	-	3,879.93	Wat history books
Drucker	3,377.65	3,377.65	133.71	-	3,511.36	Humanities books
Special Gifts	89,199.68	89,199.68	12,734.49	7,829.30	94,104.87	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	520.00	8,007.88	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	1,666.41	-	15,391.59	Benefit of the library
Masters	4,683.50	1,976.50	185.39	-	2,161.89	Trustees discretion
B. Pierce	775.51	775.51	52.02	-	827.53	Trustees discretion
LIG/MEG	550,988.57	550,988.57	59,846.19	3,361.86	607,472.90	
Revolving Printing Account	8,012.88	8,012.88	10,446.40	8,444.60	10,014.68	
Friends of Project Literacy Fundraising	61,485.13	61,485.13	10,100.00	2,356.32	69,228.81	
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	
FY25 BAL FWD	196,070.02								\$ -	\$ 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	201,879.80			85.05	218.64	(13,619.35)	\$ 188,564.14	\$ -	\$ -	\$ 47,972.42	\$ 146,177.42	-
30-Nov	188,564.11			2,357.70	916.88	4,431.95	\$ 196,270.64	\$ -	\$ -	\$ 55,678.95	\$ 146,177.42	-
31-Dec	196,270.67			261.59	(362.51)	(1,229.30)	\$ 194,940.45	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
31-Jan							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
28-Feb							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
31-Mar							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
30-Apr							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
31-May							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
30-Jun							\$ -	\$ -	\$ -	\$ 54,348.73	\$ 146,177.42	-
FUNDS USED TO PURCHASE ADDITIONAL SHARES												

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,183.00	\$ (2,348.67)	\$ 834.33
Teen Programming	\$ 3,350.00	\$ (1,886.65)	\$ 1,463.35
Children's Materials	\$ 1,592.00	\$ (1,592.00)	\$ -
Children's Programming	\$ 10,423.00	\$ (5,208.22)	\$ 5,214.78
Adult Materials	\$ 1,592.00	\$ (996.00)	\$ 596.00
Adult Programming	\$ 4,840.00	\$ (2,709.52)	\$ 2,130.48
Museums	\$ 5,000.00	\$ (3,715.00)	\$ 1,285.00
Movie Licenses	\$ 1,850.48	\$ (411.53)	\$ 1,438.95
Total	\$ 31,830.48	\$ (18,867.59)	\$ 12,962.89

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	\$ 4,257.50	\$ -	\$ (1,622.72)	\$ 3,489.56
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 1,887.60	\$ (4,517.10)	\$ 8,595.30
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 15,854.78	\$ 5,257.50	\$ 1,887.60	\$ (6,139.82)	\$ 13,084.86



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

The following donations were received in January:

\$160 from Pride fundraising at Ritcey East Bingo Night

Watertown Junior High School East Class of 1959 photograph from David Russo

\$50 from Suad Mammadkhanli



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: February 3, 2026
RE: Director's Report

General Highlights

- The library is excited to be an official partner in the Access to Justice initiative of the MA Trial Court Libraries! This makes vital services available to people who may otherwise lack access. Check out <https://www.watertownlib.org/776/Access-to-Justice> for more! Thank you to the Reference Department for setting this up!
- The Bookmobile underwent a collection update which included ensuring accurate RFID tagging, condition review, classification, and weeding across the full collection of 2,374 items. Based on circulation data, 505 low-circulation items were identified and removed. A special thanks to all Access Services staff members who worked on this project, including Joe, Michelle, Megan, Claudia, Christine, and Danielle. Michelle particularly got through a lot of material on Wednesday morning! And, of course, a thank-you to Kirsten for moving the Bookmobile around for us!
- Jamie and Joe completed first draft of Welcome brochure for patrons. Department heads will be reviewing it before it's finalized and printed.
- One Book, One Watertown books are moving fast! Thanks to the OBOW Committee (Allie, Claudia, Liz, Michelle B. and Kazia) for picking a great title, and thanks to Allie for going the extra mile to book an in-person author talk and slate of exciting programs. Jamie is doing the promo for this flagship program, and it looks great! The community is clearly responding.
- Janet and Jamie worked with a Project Literacy tutor, Craig, to begin planning "Project Literacy Stories" content for newsletters, social, and website.
- We picked up a new sandwich board for the Bookmobile as well as a new magnetized sign for the outside of the van when we have the door open at visits (otherwise our name is covered up!).
- WFPL's seed library opened on February 2.
- We recently experienced delivery delays due to limited truck capacity and network-wide transportation issues at Optima, compounded by the snow. Additional empty bins helped us catch up locally, and Optima is now working toward scheduling a large pickup. Despite these disruptions, deliveries are beginning to return to normal. Emely, Megan, and Stephanie did a great job of reorganizing delivery bins so that the oldest materials were prioritized. Their initiative and teamwork helped keep materials moving during a challenging week and are greatly appreciated.

- One of Hatch's new volunteers, Apple, has been collaborating with Seth to redo the laser training materials, in order to better reflect our current setup and make remembering the specific steps easier for patrons. They're remaking the PowerPoint, and also working on a handout so that patrons have an easily-accessible reference.

City/Community Meetings and Collaboration

- Carey received a \$750 grant from the Watertown Cultural Council for Pride.
- Carey and Kim have attended meetings of the Anti-Bias Coalition this month. Carey also met with members of the Anti-Bias Coalition to develop action items based on the survey results from this past fall's Youth Summit.
- Kirsten returned from parental leave at the end of December and is working on re-establishing her normal visits. Special projects right now are planning out an annual calendar of events and updating the documentation for the vehicle so all of the instructions and troubleshooting guides are in one spot.
- Theresa worked with Linda Relson from the Watertown Community Garden to add winter seeds to the seed library. Most packets have been taken out of the 743 donated packets.
- Kirsten and Theresa met with Evan Turissini and Regine Vital from the Actors' Shakespeare Project about potential collaborations.
- Hatch is running smoothly. Alice is working with Engineer To Empower (E2E) on bringing a class for 12-18 year-olds on Saturday mornings once a month. Alice has also been working with Perkins to plan a student tour in May.
- Kim attended the Massachusetts Municipal Association's annual conference, "Connect 351".
- Kim met with George and Emily for their regular monthly meeting.
- Theresa with Liz to review the status of the digital equity grants. Liz, Theresa, and Kim meet with the Housing Authority, Senior Center, Health and Human Services, and Wayside to be sure we are all aligned on timelines and vision of services.
- Alice met with representatives from Artisan's Asylum and the Medford Public Library's makerspace on the 23rd. They are looking to form a "makerspace consortium" in the Boston area, and wanted Hatch to be one of the founding members. Alice will be staying in contact with them as they plan future meetings and reach out to other spaces.

Program Highlights

- The Craft Swap was a huge success. Tons of creativity from Joe, Liz, and Maya went into the Instagram Reel. Then 350 people showed up. Allie and Kirsten have created an efficient system for managing volunteers, crowd flow, and donations.

- Children's had a few new music this month! Peter Sheridan on January 10 and Mara & Motoko on January 24. Both were big hits with families.
- Danger Club returned to the Children's Room on January 28 with Bath Bombs (this is a popular program and involves no explosions!).
- Children's has lots of programs in the works for February in general and some special events during school vacation week like Dino Man.
- Teen had a great candle-making program that was run by Neemah of Ain't Easy Crafting. Registration was full and all teens made it to the program despite bitter cold.
- The Teen Advisory Board is planning an employment workshop that will be held the end of February. The teens want to help other students with resume building, summer job finding, the best way to fill out job applications and interviewing skills.
- Jill reports that she is pleased with the new format discussion group Liz led to discuss AI with the community. Twelve people registered, and 7 attended and had a lively discussion.
- Theresa hosted our Seed Packing Party on 1/17 with 21 attendees. There's always lots of interest in this program and we were glad to have the assistance!

Project Literacy

- Project Literacy hosted a Family Preparedness Training on Monday, Jan. 12th. Janet worked with Jake Savage, Somerville Library's Social Worker, to do this training. Janet put a lot of effort into making this a success and spreading the impact: she spent 2 months reaching out to leader of local organizations, schools and any business/church groups to invite them to this training. We had 30 attendees. The training was also a networking opportunity.
- Janet is meeting with people from both Somerville and Watertown schools to share resources and hear the different ways Somerville is supporting his immigrant community. We want to determine how we may expand the help and reach to Watertown families. We are hoping to get Watertown teachers to do some of the work that Somerville teachers do to support families. It all plays a role in the Project Literacy community as so many Project Literacy students are also parents of WPS students.
- We are teaming up with the Watertown Refugee Support Group for Community Stories on Tuesday, March 17th. This program will be part of our One Book, One Watertown offerings.
- The library has noticed a large, new family in Watertown and Janet and Jacky were able to connect them with classes, 1:1 tutoring, community resources and helped them register their children for public school. Seven family members enrolled Project Literacy, and one of them is deaf and is now being tutored in ASL by a Project Literacy teacher. Helping them become acclimated to Watertown through

ELL classes and connecting them to resources is primarily reason we exist. It felt good to do this 7 times in one day! I'm so grateful to staff for noticing this family and connecting them to resources and welcoming them to our community.

- The Library and Watertown Rapid Response Coordinators received the Unity Award at the annual Unity Breakfast, for our work on Family Preparedness through Project Literacy.
- Janet reports that her newest hire, Royat, is doing really well. She's been a great support for teachers and students.
- Classes are going well. Janet has received positive feedback from both teachers and students on classes, the relationships being built, and the progress made in learning the English language.

Facilities/IT

- We deployed new computers at some of our public desks. Emily specifically mentioned that she appreciated that Alex worked on the stations on different days and in advance of the weekend. That planning allowed Children's Staff and Joe to make sure all the logins/setting/printing were ready for Saturday, which is always a busy day.
- Elevator phone work took place recently. We are hoping the issue with calls not disconnecting is resolved now.
- Theresa is completing the ordering of equipment for the digital equity grants. Chromebooks are on order and hotspots are nearly finalized so it's just peripherals remaining.
- New leak in the periodicals room ceiling. We are unsure if this is related to the leaks we had by the fireplace recently, or an ice dam. Public Buildings
- Alexander reports that MFA is complete for individual staff members on their MLN accounts!
- The Library was closed due to the storm on January 25 and 26. The City tried to get the lots clear quickly, but this is always a challenge because the lot isn't cleared of cars all at once- it's spot by spot as residents remove their cars. DPW and DPB did a great job of clearing the spots and the walkways for people to access the library on Tuesday when we reopened.

Personnel

- Nothing to report.

Hatch Creations Policy

Hatch Makerspace resources may be used for lawful purposes only. Hatch reserves the right to halt, delete, or disallow the creation of items that violate Watertown Free Public Library policies. Patrons will not be permitted to use the Hatch to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, including weapons or components of weapons. Weapon replicas intended to be props or costume accessories are allowed but must be unable to function as the weapons they are meant to resemble and must be clearly labeled as props before leaving Hatch.
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

Notification of Intent

Pride 2026 Grants

Name of Grant: Community Engagement

Grantor: Watertown Community Foundation

Amount that will be requested: \$1000

Description: Community Engagement Grants fund programs that increase access and engagement to the Watertown community, and remove barriers to community-based programs and services. These grants invest in the programs that foster intercultural communication, increase connection and understanding between people, and make it easier for Watertown residents to access programs, events, and places.

Due Date or Rolling: TBA (grant round usually opens in March)

Date of Notification, if applicable: Usually late May

Name of Grant: Community Sponsorship Award

Grantor: Fenway Health

Amount that will be requested: \$1,375

Description: The Community Sponsorship Award recognizes individuals, organizations, or partners who have demonstrated meaningful support for Fenway Health's mission to promote equitable, accessible healthcare and health equity for LGBTQIA+ people and other underserved communities. Award recipients are honored for their commitment to strengthening community ties, advancing public health goals, and contributing to events, programs, or initiatives that expand Fenway's impact and visibility across the region.

Due Date or Rolling: TBD

Date of Notification, if applicable: July (based on 2025 notice of award)

Name of Grant: *Watertown Pride HRC Funding*

Grantor: Watertown Human Rights Commission

Amount that will be requested: \$1,000

Description: Financial support provided by the Human Rights Commission primarily to cover the fee of a speaker and other programming elements if applicable.

Due Date or Rolling: Rolling, ideally by March 2026

Date of Notification, if applicable: May (based on 2025 approval)

Name of Grant: *Community Sponsorship Program*

Grantor: *M & T Bank*

Amount that will be requested: TBD

Description: Community Sponsorships enable us to partner with nonprofit organizations to improve the quality of life in the regions we operate.

The goal is to make meaningful community-based contributions and to work closely with the organizations we support beyond a financial commitment. At M&T Bank, we consider supporting sponsorship opportunities that result in a mutually beneficial partnership.

Due Date or Rolling: January 30, 2026

Date of Notification, if applicable: w/l 8 weeks of application

Name of Grant: *Community Donations*

Grantor: *Eastern Bank Foundation*

Amount that will be requested: TBD

Description: As the philanthropic arm of Eastern Bank, we believe that Join Us For Good is more than just a tagline, it embodies how and why we do our work in Massachusetts, New Hampshire, and Rhode Island.

As one of the region's largest corporate foundations, we are committed to addressing some of the most pressing issues of our time—enhancing community vibrancy and building economic inclusion and mobility.

With our Community Donations we support organizations that have a 501(c)(3) designation from the IRS. These donations are used for many purposes including galas, golf tournaments, and other events, as well as program support for new and existing programs, purchase of equipment or supplies, etc. Donations generally range from \$1,000 to \$10,000.

Rolling: 60 days after prior inquiry

Date of Notification, if applicable: Within 60 days

Name of Grant: *Charitable Foundation Grant*

Grantor: *East Cambridge Savings Charitable Foundation*

Amount that will be requested: \$1500

Description: The East Cambridge Savings Charitable Foundation was formed in May of 1997 to support community organizations that work to address and support affordable housing, education, family and youth services, and senior citizens. Since the Foundation's incorporation, over \$2.5 million in grants have been awarded to local not-for-profit organizations that serve our communities. While many donations are monetary, the bank is also committed to supporting our neighbors through volunteer efforts, collaborating on meeting community needs, providing educational resources, and serving as a responsible corporate citizen. Giving is targeted to the bank's Community Reinvestment Act (CRA) Assessment Area: Arlington, Bedford, Belmont, Billerica, Burlington, Cambridge, Carlisle, Charlestown, Chelsea, Concord, Everett, Lexington, Lincoln, Lynn, Lynnfield, Malden, Medford, Melrose, Nahant, Natick, Needham, Newton, North Reading, Reading, Revere,

Saugus, Somerville, Stoneham, Sudbury, Wakefield, Waltham, Watertown, Wayland, Wellesley, Weston, Wilmington, Winchester, Winthrop, and Woburn.

Due Date or Rolling: March 15, 2026

Date of Notification, if applicable: unsure