



Board of Library Trustees Meeting

Tuesday, March 3, 2026 at 7:00 PM

Please note the IN PERSON has been canceled and will be held via Zoom only

Agenda

Pursuant to Chapter 2 of the Acts of 2025, the meeting and public hearing will be conducted with remote opportunities for participation.

ACCESS INFORMATION:

- A. This meeting will be held on March 3, 2026 at 7:00 PM. Location: Remote Participation Only
- B. Public may join the virtual meeting audio only by phone:
(877) 853-5257 or (888) 475-4499 (Toll Free) and enter Meeting ID: 837 6416 4727
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/83764164727>

1. Call to Order
2. Secretary's Report
 - A. Minutes of February 3, 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 Staff Day Request
 - B. Consideration and Action on Mcall Fund Use Request
 - C. Consideration and Action on Hosmer Tool Loan
 - D. Marshall Home Fund Grant
 - E. A Novel Idea Public Arts Partnership

9. Requests for Information and Responses
10. Date of next meeting
11. Adjournment

**Board of Library Trustees Meeting
Tuesday February 3, 2026 at 7:00pm**

**Raya Stern Trustees Room - Watertown Free Public Library
123 Main Street Watertown, MA 02472**

Meeting Minutes

Documents used and/or referred to during this meeting include the following: January 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY26 2nd Quarter YTD Budget Breakdown, FY26 Funds and Grants Spreadsheet, Griffin and Burke Fund Reports, FY26 Hatch Summary, Memo From Director Long listing Donations received in January 2026, Director's Report dated February 3, 2026, Proposed draft of Hatch Creations Policy, Notification of Intent re: Pride 2026 Grants. The meeting was recorded by Watertown Cable Access Television and is available for viewing at wcatv.org.

1. **Call to Order at 7:00 PM.** Present by roll call: Director Long, Assistant Director Maturevitch, Trustee Murphy-Holroyd, Trustee Owens, Trustee Kokoros, Trustee Peng, Chair Young, Trustee Hammonds.
2. **Secretary's Report**
 - A. Minutes of January 6, 2026 Meeting. Trustee Hammonds thanked Trustee Kokoros for preparing the minutes. There were no questions or comments. Trustee Hammonds made a motion to approve the minutes, Trustee Murphy-Holroyd seconded. The motion passed unanimously.
3. **Public Forum**-no members of the public spoke during the public forum.
4. **Financial Report.** Trustee Kokoros presented the financial report as follows:
 - A. **FY26 Budget.** Year to date expenditures are \$2,082,264.67, encumbrances are \$238,915.43, Available Budget is \$1,765,022.00, and Percent of Budget used is 56.8 percent.
 - B. **Burke Fund Report.** Available Budget is \$12,962.89
 - C. **HATCH Financials.** Available Budget is \$13,084.86

Director Long noted that the library is doing a mini audit for book purchasing materials to check on where we are and prepare for the fiscal close in June. She added that the book budget is 75% used or encumbered. Another project reflected in the budget is the recent re-keying of the building which falls under building maintenance. Trustee Hammonds asked about the employee reimbursements listed in the quarterly expense breakdown. Director Long explained that there is only one debit card kept at City Hall for purchasing and it is often more convenient for employees to charge an expense on a personal card and get reimbursed. In the future, the City may obtain cards for each department. But, Director Long is unsure of the timing on that. In the meantime, if library employees prefer to be reimbursed that works fine.

A motion was made by Trustee Owens and seconded by Trustee Peng to approve the financial report. The motion passed unanimously.

D. **Consideration and Action on Acceptance of Donations.** Trustee Murphy-Holroyd made a motion to accept the donations received in January 2026. Motion seconded by Trustee Hammonds. Motion passed unanimously.

5. **Chair's Report.** Chair Young thanked the Board for their support and informed them that she has met with Director Long to discuss the role of chair and plans to meet with Trustee Hammonds and Director Long this month to learn more.

6. **Director's Report**

A. **General Updates.** Director Long highlighted updates from her Director's report. She began by noting that WFPL was recently commended for being one of the highest circulating libraries the Saturday before the recent snowstorm. In general, WFPL averages 1,041 items circulated on Saturdays. On January 24th, WFPL circulated 2,730 items. That was the third highest circulation number in the Minuteman Network that day, behind Cambridge and Newton. The Minuteman Network Executive Director sent around the statistics after the storm. The statistics were for physical checkouts and did not include electronic materials. Director Long noted that about half of the Watertown checkouts were at the self-checkout machine. Director Long thanked the staff who worked that day. Director Long also gave a shout-out to the DPW for clearing the snow from the library grounds and the city parking lot. She noted that the lot is challenging to clear and that some library staff worked from home the first day the library opened post-storm to ease parking issues in the city lots.

B. **Discussion.** (i) Trustee Murphy-Holroyd asked about the reason for O'Some's temporary closing and Director Long stated that O'Some is having some business issues and had given her rather short notice of the closure. Director Long asked that O'Some remain open for an additional week to allow her to inform the library community and patrons, which O'Some was able to do. They will be closed for a month, with plans to reopen at the beginning of March.

(ii) Trustee Owens asked if the Pride Event was funded separately from the library budget. Director Long replied that when people donate to Pride it goes into Special Funds where there is a line for Pride. While Pride is a City event, the library facilitates it. Some money is provided by the City, some from the library's budget and some from donations.

(iii) Trustee Owens asked what happens to discarded library books. Director Long said they go to Better World Books, a service that picks up boxes of books and the library gets some money back for them, though not a large amount.

(iv) Trustee Owens asked if the library could apply for Community Preservation Committee ('CPC') funds for repairs to the Periodicals Room. Director Long explained that we have available funds from the city, so she would not suggest going to CPC for this project. She would like to apply for CPC funds for future projects that are not covered by the library or city budget.

(v) Chair Young commended library staff for assisting a family new to Watertown in accessing resources.

(vi) Trustee Hammonds asked about staff working from home the first day the library opened after the storm and how that worked. Director Long explained that at the request of the City, she asked some library employees who could work remotely to stay home in order to ease crowding in the partially cleared parking lot. She said that as far as she knows it is a new procedure to ask employees to work remotely after a big storm, but it was helpful and worked well.

7. **Old Business.** No old business.

8. **New Business**

A. **Consideration and Action on Hatch Creations Policy.** Director Long explained the proposed policy which clarifies that Hatch resources may only be used for lawful purposes and that Hatch reserves the right to halt, delete or disallow the creation of items that violate Watertown Free Public Library's policies. The policy would bar the creation of any items that would be a danger to others, particularly weapons or components of weapons. It also bars the use of Hatch resources in violation of another's intellectual property rights. Short discussion ensued.

(i) Chair Young asked if there was a policy to keep makers from producing in bulk at Hatch and selling their products. Director Long said it may be covered in the Hatch policy and Assistant Director Maturevich added that there is an understanding that using Hatch's materials for making products to sell or for mass production is not allowed. They noted that this does not come up often and depends on which machine they might want to use and other factors. If a person or group comes in with their own materials they may be able to use Hatch tools to produce them in bulk.

(ii) Trustee Owens noted that it may be advisable to amend the written Hatch policy in the future to add language that clearly reserves the library's right to limit the use of Hatch materials for mass produced items.

Trustee Hammonds made a motion to approve the Hatch Creations Policy and Trustee Kokoros seconded the motion. The motion passed unanimously.

B. **Consideration and Action on Pride Grants.** Director Long explained that the Pride Committee has identified several foundation and community bank grants for which it may apply. A list of these grants is included in the Notification of Intent re Pride 2026 Grants, including a Community Engagement Grant in the amount of \$1,000 from the Watertown Community Foundation, a Community Sponsorship Award in the amount of \$1,375 from Fenway Health, the Watertown Pride HRC Funding grant of \$1,000 from the Watertown Human Rights Commission, and a Charitable Foundation Grant of \$1,500 from the Eastern Savings Bank Foundation. An additional grant from the Eastern Savings Bank Foundation and one from M&T Bank were also on the list, amounts to be determined. Not all grants listed will be applied for as the committee is still investigating whether they qualify for some of them.

Trustee Hammonds made a motion to support the Pride Committee in applying for the grants listed in the Notification of Intent re: Pride 2026 Grants and any others that come to the attention of the Pride Committee in the next couple of months. Trustee Kokoros seconded the motion. The motion passed unanimously.

9. **Requests for Information and Responses.** A. Trustee Peng asked what the library's role would be in the 400th anniversary of the founding of Watertown. Director Long is not sure yet as the city is in the very early planning stage but expects the Library will have a role. She noted that the programming librarian is working with the Mosesian Center and other community groups on the city's commemoration of the country's 250th anniversary coming up this summer.

B. Trustee Peng asked if community resources outside of the library would be listed in the welcome pamphlet that Jamie is preparing for distribution to patrons. Director Long replied that this is a short pamphlet and would only list library resources and is intended to be an intro to the library. She noted that the City might be preparing its own literature with city-wide resources included. The library pamphlets will be available at circulation desks. Assistant Director Maturevitch added that the pamphlets would be especially helpful to have in the bookmobile as they often get a lot of questions about library services there. Director Long noted that the pamphlet would replace the bookmarks that are currently available to patrons.

10. **Date of next meeting.** March 3, 2026

11. **Adjournment.** Trustee Murphy-Holroyd made a motion to adjourn, motion seconded by Trustee Owens. Motion passed unanimously and the meeting adjourned at 7:51 PM.

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 | 61,450 | 2,307,209 | 1,366,287.73 | 0.00 | 940,921 | 59.20 |
| 0161051 | 510112 | PART TIME SALARIES | 747,380 | 12,000 | 759,380 | 353,875.87 | 0.00 | 405,504 | 46.60 |
| 0161051 | 510130 | OVERTIME | 22,000 | 0 | 22,000 | 13,107.84 | 0.00 | 8,892 | 59.60 |
| 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 | 510148 | BILINGUAL STIPEND | 0 | 3,000 | 3,000 | 0.00 | 0.00 | 3,000 | 0.00 |
| 0161051 | | Total 0161051 LIBRARY - PERS. SVCS. | 3,041,811 | 76,500 | 3,118,311 | 1,745,568.24 | 0.00 | 1,372,743 | 56.00 |
| 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 | 7,202.06 | 2,047.91 | 11,049 | 45.60 |
| 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 | 31,082.48 | 26,393.39 | 16,164 | 78.00 |
| 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 | 6,904.99 | 223.71 | 4,641 | 60.60 |
| 0161052 | 540421 | OFFICE SUPPLIES | 14,200 | 0 | 14,200 | 4,119.47 | 3,228.67 | 6,852 | 51.70 |
| 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 | 743.14 | 0.00 | 585 | 56.00 |
| 0161052 | 540430 | BUILDING MAINTENANCE SUP. | 3,000 | 1,542 | 4,542 | 759.10 | 1,219.04 | 2,563 | 43.60 |
| 0161052 | 550511 | BOOKS | 512,500 | 705 | 513,205 | 296,914.10 | 99,101.82 | 117,189 | 77.20 |
| 0161052 | 550512 | BOOK PROCESSING | 52,500 | 0 | 52,500 | 11,914.58 | 9,788.83 | 30,797 | 41.30 |
| 0161052 | 570710 | IN STATE TRAVEL | 500 | 0 | 500 | 252.66 | 0.00 | 247 | 50.50 |
| 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 | 453.00 | 960 | 43.90 |
| 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 | 1,395.00 | 60.00 | 1,595 | 47.70 |
| 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 | 457,716.37 | 195,219.08 | 230,843 | 73.90 |
| 0161058 | 580840 | BUILDING RENOVATIONS | 50,000 | 27,889 | 77,889 | 27,233.99 | 7,387.39 | 43,267 | 44.40 |
| 0161058 | 580870 | REPLACEMENT OF EQUIPMENT | 75,000 | 224 | 75,224 | 8,606.83 | 8,854.00 | 57,763 | 23.20 |
| 0161058 | | Total 0161058 LIBRARY - CAPITAL | 125,000 | 28,112 | 153,112 | 35,840.82 | 16,241.39 | 101,030 | 34.00 |
| Grand Total | | | 3,991,377 | 163,825 | 4,155,202 | 2,239,125.43 | 211,460.47 | 1,704,616 | 59.00 |

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 | 5,903.69 | 9,812.27 | 9,766.02 | 80% of int on periodicals |
| Whitney | 2,980.45 | 2,980.45 | 130.39 | 887.13 | 2,223.71 | book purchases only |
| Mead | 6,826.52 | 3,826.52 | 356.54 | - | 4,183.06 | book purchases only |
| Charles | 3,005.33 | 2,805.33 | 148.79 | - | 2,954.12 | Armenian History books |
| Barry | 3,904.21 | 3,904.21 | 211.10 | - | 4,115.31 | book purchases only |
| McGuire | 3,676.36 | 2,676.36 | 231.56 | - | 2,907.92 | book purchases only |
| W. Pierce | 27,209.27 | 7,209.27 | 1,394.81 | - | 8,604.08 | book purchases only |
| MacDonald | 10,569.81 | 5,569.81 | 568.47 | - | 6,138.28 | Grief related books |
| O'Reilly | 11,811.86 | 11,311.86 | 584.74 | - | 11,896.60 | Fiction |
| Stone | 4,212.58 | 4,212.58 | 208.51 | - | 4,421.09 | book purchases only |
| Campbell | 6,161.80 | 5,161.80 | 305.01 | - | 5,466.81 | Large print books |
| Santoro | 2,594.95 | 994.95 | 128.46 | - | 1,123.41 | Art books only |
| Brown | 2,935.52 | 1,935.52 | 148.15 | - | 2,083.67 | Sci-fi books |
| Keith | 4,694.12 | 3,694.12 | 232.36 | - | 3,926.48 | Wat history books |
| Drucker | 3,377.65 | 3,377.65 | 167.21 | - | 3,544.86 | Humanities books |
| Special Gifts | 89,199.68 | 89,199.68 | 15,405.90 | 7,829.30 | 96,776.28 | 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 | 2,083.90 | - | 15,809.08 | Benefit of the library |
| Masters | 4,683.50 | 1,976.50 | 231.84 | - | 2,208.34 | Trustees discretion |
| B. Pierce | 775.51 | 775.51 | 65.05 | - | 840.56 | 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 | 11,996.18 | 10,127.08 | 9,881.98 | |
| Friends of Project Literacy Fundraising | 61,485.13 | 61,485.13 | 10,100.00 | 2,671.32 | 68,913.81 | |
| 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 | 194,940.45 | | | 71.31 | 627.38 | 12,260.65 | | \$ 207,899.79 | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |
| 28-Feb | | | | | | | | \$ - | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |
| 31-Mar | | | | | | | | \$ - | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |
| 30-Apr | | | | | | | | \$ - | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |
| 31-May | | | | | | | | \$ - | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |
| 30-Jun | | | | | | | | \$ - | \$ - | \$ 67,308.07 | \$ 146,177.42 | - |

FUNDS USED TO PURCHASE ADDITIONAL SHARES

| Burke | | | |
|-------------------------------|------------------|---------------------|------------------|
| | Allocated | Expenditures | Available |
| Teen Materials | \$ 3,183.00 | \$ (2,435.16) | \$ 747.84 |
| Teen Programming | \$ 3,350.00 | \$ (2,245.57) | \$ 1,104.43 |
| Children's Materials | \$ 1,592.00 | \$ (1,592.00) | \$ - |
| Children's Programming | \$ 10,423.00 | \$ (6,168.71) | \$ 4,254.29 |
| Adult Materials | \$ 1,592.00 | \$ (1,088.46) | \$ 503.54 |
| Adult Programming | \$ 4,840.00 | \$ (3,094.23) | \$ 1,745.77 |
| Museums | \$ 5,000.00 | \$ (3,850.00) | \$ 1,150.00 |
| Movie Licenses | \$ 1,850.48 | \$ (411.53) | \$ 1,438.95 |
| Total | \$ 31,830.48 | \$ (20,885.66) | \$ 10,944.82 |

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 | \$ - | \$ (2,188.29) | \$ 2,923.99 |
| Watertown Commuty Foundation Grant | \$ - | \$ - | \$ - | \$ - | \$ - |
| City Budget: Equip. Maint. | \$ 15,000.00 | \$ - | \$ 1,573.00 | \$ (5,172.30) | \$ 8,254.70 |
| Burke | \$ - | \$ - | \$ - | \$ - | \$ - |
| Totals | \$ 15,854.78 | \$ 5,257.50 | \$ 1,573.00 | \$ (7,360.59) | \$ 12,178.69 |



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

The following donations were received in February:

\$1000 from Rachel Nemeth Cohen in memory of Trudy Nemeth



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

General Highlights

- Saturday, January 24th was officially the busiest checkout day across the entire network since daily tracking began in 2020. Watertown came in 3rd overall with an impressive 2,700+ checkouts in one day. This was the day before the big snowstorm. A little more than half those checkouts were over the counter, and the rest were at our self-checks. That's a busy day and indicates that patrons find our self-checks easy to work with and will turn to them when staff are occupied with other patrons.
- Several staff members attended the virtual MLN AI for Library Workers training and reported back to the department.
- Deanne, Christine, and Michelle also worked together to create a quick guide that instructs staff on the options for dealing with lost or damaged library items. Having this in the fines drawer should help guide temps on best practices without having to look up the details on the Access Services staff site.
- Megan, Danielle, and Joe helped the Teen department in judging their monthly creative writing submissions. Danielle will be crafting a creative writing workshop series! This collaboration across departments is exactly what we want to see happening and so appreciate everyone participating.
- The delivery backup finally ended after weeks of patrons being concerned about their holds being stuck In-Transit for a very long time. With it came an influx of delivery bins, but staff jumped into action to keep this overflow organized and processed as quickly as possible. Thanks to their hard work we should be operating closer to normal.
- As mentioned last month, the Teen Advisory Board continues to craft an employment workshop for teens. The workshop will offer a chance to get help with resumes, an introduction to LinkedIn, mock interviews, and tips on how to fill out successful job applications. The teens also contacted many area businesses to see if they were hiring teens and the ages they hire and made a list to share with those who participate in the workshop. Liz will help with mock interviews and giving feedback, Nnamdi Okaka from the school's DEIB office will help with resumes, and another adult will be helping with LinkedIn.

- Reference is working with our cataloger, Kate, to get her fully up to speed with our cataloguing conventions so selectors can phase out making call number assignments at time of ordering.
- Average waiting times for our patrons have decreased significantly, even while our circulation keeps going up. The average wait time is about 33 days for Watertown and there are about 4,627 active holds on average.
- Jamie finalized designs for the first order of wayfinding signs.
- Jamie worked to update the Pride 2026 branding and website, organized website access and credentials with help from Maurice and Tammy, and delivered to Pride Committee.

City/Community Meetings and Collaboration

- Allie met with leaders from Agora Cultural Architects - Elsa Mosquera (Watertown), Zeida Garcia, and Damián López - to discuss logistics for our two events: the author talk with Javier Marin (Feb. 17) and final winter concert (March 8). We are thrilled to partner with such an esteemed cultural organization doing vital work to support Latine performing artists. Plans are going well, and both ACA and WFPL want to continue this partnership. Allie also helped facilitate Elsa connecting with Liz Helfer in the City of Watertown.
- Kim met with the rest of the Massachusetts delegation to National Library Legislative Day to plan for the best advocacy efforts.
- NLLD activities are on February 24 and 25. Kim will meet with the DC offices of Katherine Clark, Ed Markey, Elizabeth Warren, and Seth Moulton.
- Allie met with Zine Librarians from Framingham Public Library to discuss a statewide Zine Library Crawl. Last year, Allie was the point coordinator for the MetroWest Zine Library Crawl, and FPL librarians were awesome partners. There are no official plans yet, but we are looking forward to a partnership.
- Jamie and Allie met with Matt Hanna to discuss a WFPL partnership with his podcast Little Local Conversations.
- Allie and Claudia met with Maria Mayobre to create a plan for Spanish language creative writing workshops. There is expressed interest both in Watertown and the broader MetroWest region. Mayobre is a local published Spanish language author who has recently finished her MFA studying under such accomplished writers as National Book Award winner Samanta Schweblin (Argentina).
- Allie is meeting with the Watertown Community Conversations group to plan for their One Book, One Watertown community dialogue event in March.
- Kim is participating in a Professional Development Training with 12 other City Department Heads. This is an 11-week course run by Marc Wey of Leadership Management International, Inc.

- On February 2 Emily attended a focus group at Cunniff for Caregiver University. The topic was Summer Reading. Families participating acknowledged the value of WFPL in the summer to reduce learning loss, which is always a joy to hear.
- Kim met with Maja and Leanne to discuss Trustee Chair responsibilities.
- Kirsten, Allie, Jamie, and Kim met with the Watertown Business Coalition and had a productive conversation about partnership opportunities and ways to support each other. Collabs and cross-promotions coming soon!

Program Highlights

- One Book, One Watertown is upon us! Allie's top priority in March is prepping for Angie Cruz's visit. Cruz will be joining WFPL in person from NYC on Tuesday, March 24. Registration for the event will open March 2.
- The library's first collaborative program with Ágora Cultural Architects greeted 45 audience members for a Spanish and English author talk with Javier Marín. Marín's Live from America: How Latin TV Conquered the U.S. (available in both Spanish and English at WFPL) details the rise of Univision and its impact on media, politics, and culture. Thank you to Claudia who co-hosted the program, offered Spanish language outreach to audiences (many of whom were first-time library visitors), and spotlighted WFPL's Club de Lectura en Español. Ágora Cultural Architects, Marín, and visitors alike were all incredibly impressed with the library's offerings.
- Dino Man visited on February 17 to kickoff school vacation week. The program was a BIG hit! A very large crowd of 200 came. This was the first time we hosted Dino Man, but I am

guessing it won't be the last time.



- The "Watertown Olympic Village," visits otherwise known as our WFPL Olympic Watch Parties have been a hit with seniors, teens, caregivers and kids. Some people sit for long periods and others pop in for a quick watch. Thank you to Deanne for spearheading this idea. Allie noted that this has been such a community morale booster.
- The library welcomed cellist Francesca McNeeley for a winter concert on February 1st. Despite an iffy forecast and freezing temps, we welcomed ~140 audience members! This is our largest audience in the series this year, but we have been seeing consistently large audiences who are excited to see a diverse range of musicians new to libraries! It's especially rewarding to see locally celebrated musicians have a wonderful reception here so we can continue to attract excellent talent for years to come. While the program existed prior, Allie has been working on it since 2022. She's worked hard to diversify the artists we welcome to the series- work that has really been paying off year after year. Jamie has created excellent marketing for the series to attract our audiences, too.
- Matt Heaton played to a crowd of 160 on Saturday, February 14 which was a nice children's program.

Project Literacy

- Janet and her team have found 11 speakers for an event on March 17. The theme of the event will be 'Overcoming Adversity: Stories of Near and Far'.

- Classes are going well. The teachers have been consistent aside from a few illnesses this winter. Volunteers are making a difference and enjoying working with their learners. Our hard work is paying off- we are doing everything we think we can to help people that come to the program. We have resources to share and people to help connect these resources to the people who need them.
- Janet attended a meeting held by Kate Phillipson for immigrant families. The meeting was well-attended, and I spoke about our Access to Justice program at the library, our classes, and family preparedness information. Erin Moulton, Hosmer's Principal, and Kate Phillipson both commented on how grateful they were at the resources available at the library.
- We had a teachers' meeting at the end of January with another scheduled on March 9.

Facilities/IT

- City IT has completed the Library's Free Wi- deployed standardized Library Bookmarks (URLs) via the GPO for the Edge, Chrome, and Firefox browsers. While the initial implementation was tedious, all future URL changes will be much simpler and faster. Lastly, worked with City IT to implement an Acceptable User Policy portal to appear upon a patron's request for free Wi-Fi.
- Kim met with Maurice to discuss separating Library IT from City IT.
- The elevator phone was replaced, but we are having issues with the volume now. Atlantic is trying to work with City IT to figure out the issue.

Personnel

Ran Cronin's last day as Supervisor of Access Services is March 4, 2026.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: March 3, 2026
RE: Staff Day Request

This memo is to request a library closure on Friday, May 15, 2026 for staff day.

Thank you for your consideration.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: March 3, 2026
RE: McCall Fund Use Request

This memo is to request \$3,000 from the McCall Fund to purchase books for our 1,000 Books Before Kindergarten program. As part of the program, families receive free books as they meet goals to help keep their momentum going. These funds would be used to purchase books to give away. Due to a lack of discounts available as a result of Baker and Taylor's closing, this is a higher amount than our usual annual ask.

The purpose of the program is to engage families with young children in early literacy.

Thank you for your consideration.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: March 3, 2026
RE: Hosmer Tools Loan Extension Request

Emma Stebbins: Carving Out History will be traveling to additional venues through March 2029. We have been asked to consider allowing the fifteen sculpting tools on loan to continue to be part of the exhibit as it travels.

This memo is to request Trustee approval to allow the Hosmer tools to remain part of the exhibit. The Hosmer portrait will be returned to Watertown after the exhibit closes at the Hecksher Museum. Please see additional supporting documents attached.

The above work would join the touring exhibition scheduled to travel to the following tentative venues:

| Venue Name | Location | Dates |
|------------------------------------|---------------------|---------------------------|
| Driehaus Museum | Chicago, IL | October 2026 – May 2027 |
| Fralin Museum of Art at UVA | Charlottesville, VA | July 2027 – January 2028 |
| Taft Museum of Art 2028 | Cincinnati, OH | March 2028 – Sept |
| New Britain Museum of American Art | New Britain, CT | October 2028 – March 2029 |

Thank you for your consideration.

February 13, 2026

Kim Hewitt
Watertown Free Public Library
123 Main St
Watertown, MA 02472

Dear Ms. Hewitt,

Art Bridges is excited to partner with the Heckscher Museum of Art to continue traveling *Emma Stebbins: Carving Out History* to additional venues through March 2029. This exhibition is the first to recognize Emma Stebbins (1815–1882) as one of the most significant American sculptors of the nineteenth century. As such, this loan letter requests the following objects to be included in the tour from September 2026 to April 2029.

Hosmer's Tools for Sculpting, Fifteen Pieces, Wood and Metal, dimensions vary

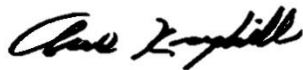
The above work would join the touring exhibition scheduled to travel to the following tentative venues:

| Venue Name | Location | Dates |
|---|---------------------|---------------------------|
| Driehaus Museum | Chicago, IL | October 2026 – May 2027 |
| Fralin Museum of Art at UVA | Charlottesville, VA | July 2027 – January 2028 |
| Taft Museum of Art | Cincinnati, OH | March 2028 – Sept 2028 |
| New Britain Museum of American Art | New Britain, CT | October 2028 – March 2029 |

We hope that you will agree to lend these items. This tour will be supported and managed by the Art Bridges Foundation. Art Bridges will extend the very highest level of professional care and handling to your work throughout the loan period. We will assume responsibility for all costs associated with packing and shipping and will arrange for standard commercial fine arts insurance coverage on a wall-to-wall basis. If you are amenable to this loan, we ask you to complete the attached loan agreement.

Thank you in advance for your consideration and generosity regarding this loan request.

Sincerely,



Anne Kraybill
Chief Executive Officer, Art Bridges

cc: Ashley Holland, Director of Curatorial Initiatives & Curator, Art Bridges
Melanie Fox, Traveling Exhibitions Registrar, Art Bridges
Laura Williams, Traveling Exhibitions Manager, Art Bridges



EXHIBITION LOAN AGREEMENT

THIS AGREEMENT is made and entered into as of the date of _____, by and between Art Bridges, Inc., with an address of 209 West 2nd Street, #370, Fort Worth, Texas 76102 (the “Borrower”), Watertown Free Public Library located at 123 Main St. Watertown, MA 02472 (the “Lender”).

W I T N E S S E T H:

WHEREAS, Lender is the owner of the work of art listed on Schedule A attached hereto (the “Work”);

WHEREAS, Borrower wishes to borrow the Work for exhibition; and

WHEREAS, Lender wishes to lend the Work to Borrower for exhibition.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. Period and Purpose of the Loan

The period of the loan shall be from the date the Work is shipped to Borrower September 2026 to the date the Work is returned to Lender April 2029 (the “Loan Period”) for the purpose of a museum exhibition titled *Emma Stebbins: Carving Out History*(the “Exhibition”).

2. Location and Dates of the Exhibition

The Work will be exhibited at the following locations (the “Venues”) for the indicated period:

| Venue Name | Location | Dates |
|---|---------------------|---------------------------|
| Driehaus Museum | Chicago, IL | October 2026 – May 2027 |
| Fralin Museum of Art at UVA | Charlottesville, VA | July 2027 – January 2028 |
| Taft Museum of Art | Cincinnati, OH | March 2028 – Sept 2028 |
| New Britain Museum of American Art | New Britain, CT | October 2028 – March 2029 |

The Work will not travel to another exhibition location without the specific written consent of Lender.

3. Traveling Loans

If the Exhibition is to travel to more than one venue, it is the responsibility of Borrower to see that the conditions set forth in this document are met by all exhibiting institutions.

4. Credit Line

Lender will provide a credit line ("Work Credit Line") for each Work in the attached Exhibit A. Borrower will ensure that the Work Credit Line appears on the label adjacent to the Work, and in all reproductions of the Work.

5. Copyright, Photography and Reproduction

a. Use of Lender's Photography. Borrower is expected to use Lender's photography, if available, for reproduction purposes.

Lender grants permission for Borrower to reproduce the Work for the following uses in connection with the Exhibition: exhibition checklist, printed materials, publicity and promotion, including Borrower's website, lectures, archival and registration records, non-commercial educational use, and didactic uses or displays related to or part of the Exhibition.

Lender's permission extends only to such rights as Lender has to authorize reproduction and does not purport to include any such rights which persons other than Lender may have. Borrower shall obtain any necessary third-party copyright clearance with respect to reproducing any Work outside the public domain.

b. Photography by Borrower or Third Parties. Lender grants permission for Borrower to photograph, film or videotape the Work, or to allow such to be done by third parties, for publicity and promotional purposes in connection with the Exhibition. Photography may occur only at Venue's premises under the supervision of the Venue's professional staff (e.g. registration, PR, event, or security staff) must be present with any media and/or film crews for supervisory purposes.

Photography conditions are governed by the same environmental conditions, lighting restrictions, and care, handling and display requirements indicated herein.

The Work may be photographed with no flash for condition reports and in general installation views for educational, archival and publicity purposes.

Photography of the object by the general public for private, non-commercial use is permitted, provided no flash equipment, tripod, or selfie stick is used.

c. Merchandise The sale or production of merchandise by the Venues in connection with the Works will be the subject of a separate agreement between the Lender and the relevant Venue. For the avoidance of doubt, this Agreement does not permit the Borrower or Venues to produce or sell merchandise, including any merchandise using the Images provided by the Lender to Venues, in conjunction with this Loan.

6. Insurance

The Work shall be insured under a fine-arts insurance policy carried by the Borrower at Borrower's expense. Insurance will represent wall-to-wall, all-risk fine art coverage with standard fine art exclusions. Borrower agrees to follow all procedures dictated by the terms of the insurance policy.

7. Packing and Shipping

Lender will pack the Work and crate as necessary. The Work will remain wrapped and crated for a minimum of 24 hours, as outlined in Schedule B, upon arrival in order to allow for acclimatization. Borrower will retain the original packing materials and repack the Work with the same materials and in the same way as it was sent by Lender. Off-site crate storage will ensure appropriate preservation conditions for crates, as outlined in Schedule B.

Borrower will make transportation arrangements in consultation with the Lender. Borrower must consult with and obtain advance approval from the Lender before finalizing any transportation arrangements. If the Work is to travel to more than one venue, transportation between venues will be approved by the Lender before the Work travels. Borrower encourages that all shipments be arranged using the most carbon-efficient routes, minimizing the number of trucks utilized to the greatest extent possible.

All vehicles used will be equipped with dual drivers, air-ride suspension, a lift gate, and must never be left unattended. Climate control may be required during transport as outlined in Schedule B. When the Work travels by air, freight forwarding agents must provide full airport supervision at departure and arrival.

Borrower encourages the use of virtual courier for shipments, when possible. Lender reserves the right to determine at any time prior to or during the loan period that courier accompaniment is required.

8. Expenses

Borrower will pay all costs of packing, crating, shipping, and insurance and courier accompaniment if necessary, related to the loan.

9. Care, Preservation, and Exhibition

a. Care and Handling. Borrower will give to the Work the same care it gives comparable property of its own. The Work will not be cleaned, repaired, retouched, removed from mats, mounts, or frames, or altered in any way whatsoever except with the written permission of Lender. The Work will not be subjected to any kind of technical or scientific examination without prior written consent of Lender. Hardware will not be added to or removed from the Work (i.e. hanging devices, security brackets, etc.) except with Lender's written permission. Only qualified members of Borrower's or Venue's staff may unpack, repack and handle the Work. The Work will not be handled by volunteers or interns.

b. Environmental Conditions. Precautions will be taken to protect the Work from fire, theft, mishandling, dirt, and insects, and from extremes of light, temperature, and humidity while in Borrower's custody.

(1) In line with Borrowers' commitment to a more sustainable cultural sector, Borrower recommends following the [Bizot Green Protocol](#) for environmental conditions, when appropriate. Specific requirements for temperature and relative humidity ranges are outlined in Schedule B.

(2) No eating, drinking or smoking may take place in areas where any Work is located.

(3) The Works may not be displayed in close proximity to sources of hot or cold air.

(4) Appropriate lighting conditions are required for sensitive objects, as outlined in Schedule B.

(5) Venue will ensure that all construction, painting, preparation, and cleaning of the exhibition galleries is complete prior to unpacking of Works in galleries and installation of Works in galleries.

(6) After installation, closed cases may not be opened without prior written permission of the Organizer.

c. Condition Report. Digital copies of the Lender's condition report will be sent to the Borrower. The report shall be annotated by Venue (and Borrower's representative if present) upon receipt and inspection of the Works and prior to re-packing. Venue shall ensure that all updates to the condition report are saved in the location designated by the Borrower. Should physical condition reports be sent with the Works, Venue shall pack these with the Works prior to return.

d. Damage to Work or Change in Condition. Borrower will immediately notify Lender of any damage or loss, whether in transit or at any location, regardless of who may be responsible. Borrower will provide a written

report accompanied by photographs. Unless it is necessary to move the Work to protect it from further damage, Borrower will wait for Lender's instructions. If damaged in transit, all packing materials and boxes will be saved for inspection, and the Lender will immediately be notified. In an emergency Borrower will take all steps prudent and necessary to halt or minimize damage to the Work.

10. Security and Fire Control

A sufficient number of guards for adequate security will be present in the Exhibition building 24 hours per day, or an interior electronic sensing device will be functioning at all times when guards are not present during non-public hours.

Records will be maintained on all movement of loans including internal relocations, and only Borrower's or Venue's registration staff or more senior official may sign for the removal of works of art.

Exhibition buildings will have adequate fire equipment and smoke detection and an emergency preparedness plan.

11. Return of Loan

Borrower agrees to return the Work to Lender within fifteen (15) business days of the end of the Exhibition unless other arrangements are agreed to in writing by both parties. The Work will be returned only to Lender or to a location designated by Lender.

12. Warranty of Lender

The Lender warrants that it has the authority to enter into this Agreement and that the person who has executed the Agreement below on behalf of the Lender has the authority to bind the Lender.

13. Miscellaneous

This Agreement represents the entire understanding of the parties hereto, supersedes any and all other and prior agreements between the parties and declares all such prior agreements between the parties null and void. The terms of this Agreement may not be modified or amended, except in a writing signed by the party to be charged. This Agreement and all matters relating to it shall be governed by the laws of the State of Arkansas. This Agreement shall inure to the benefit of, and shall be binding upon, the successors, heirs, executors and administrators of the parties hereto.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have hereunto signed their hands and seals the day and year first above written.

LENDER

Watertown Free Public Library

By:
Its:

BORROWER

Art Bridges, Inc.

By: Anne Kraybill
Its: Chief Executive Officer

SCHEDULE A

THE WORK

Title: *Hosmer's Tools for Sculpting, Fifteen Pieces*

Medium: Wood & Metal

Size: Dimensions Vary

Credit Line: Watertown Free Public Library, Gift of Harriet Hosmer Carr, 1923

Values: \$

SCHEDULE B

Environmental Requirements

Art Bridges supports updated climate control practices and recommends reviewing the updated [Bizot Green Protocol](#) for collections care practices. Art Bridges acknowledges that each collection and each institution is unique, and we recommend consulting with a preventive conservator to find the most appropriate conditions for your Loans.

Acclimatization Period:

The Work will remain wrapped and crated for a minimum of 24 hours upon arrival in order to allow for acclimatization.

Crate Storage: Climate Controlled

Off-site crate storage will ensure appropriate preservation conditions for crates.

Transportation climate control: Y

T/RH ranges (if applicable):

Temperature: 16°C - 25°C / 50°F - 77°F

Relative humidity: 40 – 60 % (fluctuations of no more than 10% RH per 24 hours within the range)

Lighting Conditions:

All light sources used to illuminate Works including light fixtures, windows, and Skylights must be UV filtered (99%). Works shall not be exposed to direct natural light. Galleries with Works shall be illuminated during museum hours only, which shall not exceed 10 hours per day. LED or Incandescent light is preferred, fluorescent light and daylight are not allowed.

| | |
|---|--------------------------------------|
| <u>Paintings:</u> | <u>25 footcandles (250 lux)</u> |
| <u>Prints, drawings, watercolors, pastels, photographs, and textiles:</u> | <u>5-7 footcandles (53 - 75 lux)</u> |

Please note that Art Bridges is open to discussions to determine acceptable climate control parameters and solutions.



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: March 3, 2026
RE: Grant Information

This memo is to inform the Trustees of the Library's intent to apply for two grants from Marshall Home Fund. Neither has a matching requirement.

The first application is to support Project Literacy's volunteer trainings, for \$4,800.

The second application is to support a Drag Tea for Watertown LGBTQIA+ Seniors, for \$300.

Thank you for your consideration.



Watertown Grant Application Authorization Form

Please fill out this form before applying for any grant funding opportunity and submit to Mark Lang at mlang@watertown-ma.gov. If you have any questions, please contact Mark via email or at extension 12906.

Please fill and sign this form electronically

Department Preparing Grant Application: _____

Department Contact for Grant Application: _____

Contact Email Address: _____ Contact Extension #: _____

Grant Name: _____

Source Organization: _____

Link to Grant Opportunity: _____

Description of proposed project:

Amount Requested: _____ Application Due Date: _____

Grant applications for amounts greater than \$10,000 must wait for approval from the City Manager's Office before applying for the grant.



Is there a local match requirement?

Requirement could be financial or in-kind

Yes

No

Is the local match requirement currently in the budget?

Please contact the City Auditor's Office to discuss your funding plan

Yes

No

N/A

Describe local match requirements and proposed funding source(s):

If there are local match requirements, you must wait for approval from the City Manager's Office before applying for the grant.

Additional Comments:

Signature of Applicant: _____ **Date:** _____

Section below this line is for City Manager's Office use only

Date Received: _____

Requires City Manager Approval:

Yes

No

Signature of City Manager: _____ **Date:** _____



TO: Liz Helfer, Public Arts and Culture
FROM: Kim Long, Library Director
DATE: March 3, 2026
RE: A Novel Idea (a Public Arts Partnership)

This memo is to formalize the Building Committee's commitment to fund 50% (\$8,250) of the Novel Idea bench project cost. The Public Art fund has covered the initial 50% (\$8250).



Making Light work of Public Art

December 11, 2025

City of Watertown
Attention: Liz Helfer
Public Arts & Culture Planner
RE: Novel Idea Sculpture
149 Main Street
Watertown, Massachusetts 02472

Greetings Liz,

I am excited to present my sculpture called "A Novel Idea" for consideration as a permanent piece in the community of Watertown. This artwork is a unique artwork which the local community can choose the authors and titles of the books to be included. As an added bonus, it is functional, acting also as a bench.



For over 30 years I have been a craftsman carving stone, forging steel, and creating sculptures in public spaces. I have placed well over 125 artworks in 27 states. My main goal when working with a city, business, or university is to act as a collaborator, listening to stakeholders and their needs guiding designs and later my hands through the creation and fabrication process.

As the designer and fabricator of all my artworks, I am a true "Hands-on creator". On the following pages are images of past sculptures, details, and inspirations for developing your own unique book artwork.



I would love to share "A Novel Idea" with your community. It could be a wonderful chance to share the joy of reading with generation to come. I look forward to collaborating with Watertown, Massachusetts in the near future.

Thank you for your interest,

A handwritten signature in blue ink that reads "Craig".



Making Light Work of Public Art

“A Novel Idea”- Book Bench Sculpture



Project Goal: My concept would be to provide a bench made from granite of books. This functional sculpture can recognize the contribution of local, regional and national writers to knowledge, joy, and the fun of reading. The artwork would also bridge past, present, and future generations in discovery and imagination.

The Idea and Approach: A five(5) foot bench made from stacks of carved granite books would form the theme for this concept. Carved with authors names and titles, **the sculpture can reflect the local story and authors**, while providing a place to rest, read, and relax for friends, neighbors, and visitors. The artwork work would be assembled of between 15-18 individual novels- symbolic of the contribution of many forming a community..

Community Engagement: The project would not be limited by the bounds of the sculpture. As part of the collaboration process, **the community can chose the titles to be carved into the books**. Local libraries, writers groups, and or schools can suggest books to be included. I can also give an artist presentation following the placement of the sculpture. Gathering with local members, can also assist in providing real community ownership of this artwork and future projects.

Longevity and Maintenance: Artwork constructed of granite would have an almost unlimited lifespan and very little upkeep. The durability would not be measured in decades but centuries and will hold up to whatever Mother Nature can dish out - hurricanes, ice, snow, extreme heat and cold.

Specifications: The granite sculpture measures 60” long, 16” wide , and 16” tall for seat top. Stone books are stacked in the middle to prevent people laying down. The “books” are made of individual pieces assembled on site with stainless steel pins and structural epoxy. They are attached to concrete by four stainless steel pins. Minimum concrete footing size is 48”x24”x 4”thick. The average weigh is roughly 950 pounds and can be attached to any standard 3 1/2” thick sidewalk.



Making Light Work of Public Art

Budget/Terms/Logistics - I currently have grey granite to carve a "Novel Idea". When I first submitted there were two sculptures available, these have been leased. With an outright purchase there are a number of creative options. I have provided three possibilities and there are many others.

Budget- The cost of the Sculpture is \$16,500.00 delivered and installed on your concrete slab. My price quote is good for 90 days from today. Tariffs have not affected granite cost because I use domestic stone, but almost all my chisels and diamond blades for carving are sourced outside the United States and the price increases have been extreme.

Terms- For an outright purchase I require a 50% deposit, with an additional 25% payment when sculpture is complete at studio and photos are forwarded. Balance is due upon completion with delivery and placement in Watertown, Massachusetts.

Logistics- My current lead-time is 120-180 days from issuing of deposit, to delivery. I will need novel/author list 30-40 days before proposed delivery date. I can install in your region from April until mid November. I supply all tools, stainless steel fasteners, and structural epoxy. I have all equipment for installation and require no assistance. I can also provide recommended foundation specifications and design. I am fully insured and can provide additional insured documentation.

Book-Title Selection Recommendations:

All that remains is for your community to provide book titles and authors. There are roughly 15-18 books which can be engraved with title/authors. A single style of font is used. My suggestion is to provide up to 20-25 titles listed in order of preference. I will then arrange to see which fit on to the books. This information needs to be provided 3-4 weeks before delivery. Final list of included books will be forwarded before delivery. All authors will be with only last name unless they are very short e.g. - C.S. Lewis and T.S. Eliot. There is one large book which is used for seating this may also be engraved. My suggestion is to include local, regional, and authors know in your community and state but this is completely up to your discretion. One final important note: please review all spelling of titles and authors, ***I am not responsible for typos and will carve only what is provided no proof reading will be done.***

