



Board of Library Trustees Meeting
Tuesday, May 5, 2026 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on May 5, 2026 at 7:00pm. Location: Raya Stern Trustees Room - Watertown Free Public Library, 123 Main Street, Watertown, Massachusetts 02472
 - B. Please Visit the Board of Library Trustees Website here:
<https://www.watertownlib.org/203/Trustees>
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- 1. Call to Order
- 2. Secretary's Report
 - A. Minutes of April 9, 2026 Meeting
- 3. Public Forum
- 4. O'Some Cafe Update
- 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
 - A. No Old Business to Discuss
- 9. New Business
 - A. New Employee Introduction
 - B. Consideration and Action on Transfer Request
 - C. Consideration and Action on Treasurer Authorization for Transfers
 - D. Consideration and Action on Bridge Fund Request
 - E. Consideration and Action on Burke Fund Allocations
 - F. Discussion on Director Annual Review Process

G. By-Laws Review Process Discussion

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

**Board of Library Trustees Meeting
Thursday, April 9, 2026 at 7:00pm**

**Lucia Mastrangelo Meeting 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: March 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY26 3rd 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 March 2026, Memo dated April 9, 2026 re: Budget Line Transfers, Director's Report dated April 9, 2026, Watertown Pride 2026 Community Engagement Grant Application, Internship Stipend Support Grant Application, World Cup Watching Party Grant request. The meeting was recorded by Watertown Cable Access Television and is available for viewing at wcatv.org.

1. **Call to Order at 7:06 PM.** Present by roll call: Director Long, Assistant Director Maturevich, Trustee Murphy-Holroyd, Trustee Owens, Trustee Kokoros, Trustee Peng, Chair Young, Trustee Hammonds.
2. **Secretary's Report**
 - A. Minutes of March 3, 2026 Meeting. There were two minor corrections suggested to the Minutes. Trustee Murphy-Holroyd made a motion to approve the minutes, as amended, Trustee Kokoros 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 \$2,706,567, encumbrances are \$198,716, Available Budget is \$1,249,918, and Percent of Budget used is 70 percent.
 - B. **Burke Fund Report.** Available Budget is \$6,065
 - C. **HATCH Financials.** Available Budget is \$10,900

Trustee Hammonds asked about the status of elevator phone repairs and Assistant Director Maturevich updated the trustees. The phone makes calls but needs to be reprogrammed so that it calls the security company and not the police. Trustee Kokoros shared O'some's financial report with the trustees and noted some ups and downs over the winter but things are looking up in March and April. Director Long reported that the state-earmarked funds for the new citizenship corner have not come in yet. We are expecting \$6,500 from the state and will hopefully receive the whole amount. Director Long is working with the treasurer and the appropriate state officials. She will follow up to ensure funds are received before the end of the fiscal year. Trustee Hammonds asked if we could use other funds for now. Director Long said

that's unclear because this specific earmark may need to be used by the end of the fiscal year. She is working with the treasure on this. Trustee Kokoros asked if there is anything the trustees can do to advocate. Director Long will let us know after she meets with the treasurer and City Manager Proakis.

A motion was made by Trustee Hammonds and seconded by Trustee Murphy-Holroyd to approve the financial report. The motion passed unanimously.

D. **Consideration and Action on Acceptance of Donations.** Trustee Owens made a motion to accept the donations received in March 2026. Motion seconded by Trustee Peng. Motion passed unanimously.

Trustee Peng inquired about how to donate to the library as part of a block party he is planning in May. Director Long explained that donations can be made directly to the library or to the Building Committee. If donations are coming directly to the library it needs to be by check. The Building Committee can accept donations through Paypal. She suggested that one person could collect donations at the block party and then cut a check—especially if the donors would like the donation to benefit a specific library program, like Hatch or Pride. Assistant Director Maturevich added that the library website lists the options for making donations as well.

E. **Consideration and Action on Transfer Requests.** Director Long explained the request for two line item transfers as set forth in her memo to the Trustees dated 4/9/2026. Trustee Hammonds made a motion to approve the two line item transfers: \$4,989.00 from Regional Library Services to Office Supplies and \$2,081.49 from Communications Postage to Printing & Forms. Chair Young seconded. The motion passed unanimously.

5. **Chair's Report.** Chair Young updated trustees that going forward the Board will no longer approve grant applications prior to submission. Director Long researched and talked to MBLC and the city attorney. There is no need for pre-approval of applications. She will report about current grant applications in her director's report. If a grant is awarded the trustees will vote to approve the acceptance of the funds. Chair Young also thanked trustees for promoting library events and programs on social media.

6. **Director's Report**

A. **General Updates.** Director Long highlighted updates from her Director's report. She had a few updates to the written report: (i) it is confirmed that Project Literacy classes will take place at the middle school this summer and so registration is now open, (ii) the chimney will be tested the morning of April 10th at 7:00AM and (iii) Ryan Brennan, the new Access Services Supervisor, starts work on Monday, April 13th. Ryan comes to us from the Brookline Public Library where he was a department head and served as acting assistant director.

B. **Discussion.** Regarding the recent lion dance event, Trustee Peng mentioned he wished there were more of a collaboration between the group and WPS students. This year Belmont students helped out and he hopes to see more WPS involvement next time. Trustee

Owens asked about the role of Access Services Supervisor and Director Long explained that the supervisor leads the library's circulation, cataloging and technical services groups, supervising 14 staff members. Chair Young commented that she appreciated that one of the Hatch volunteers found a way to reuse some of the plastic debris from the 3D printer. Assistant Director Maturevich reiterated thanks to volunteer Dorie for her dedication to Hatch and for the new system. Trustee Hammonds asked about the Digital Equity grant, how the list of visits was determined and whether more visits can be added/requested throughout the year. Assistant Director Maturevich explained the original grant had proposed three partners, Wayside, Watertown Housing Authority and the Senior Center. More partners can be added and original partners could drop out in the coming months. After the initial sessions, the plan is to determine a good base and then potentially reach out to other partners. So far, what some existing partners have requested is not digital equity-related. But, their needs can still be met by the library, and then we can shift the Digital Equity Grant funds to other partners.

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

8. **New Business** No new business.

9. **Requests for Information and Responses.** (A) Trustee Peng asked about spaces within the library that could be used for health checks at the Pride event and how to request funds for more such spaces in the library in the future. Director Long explained that the library would love to have additional study and meeting spaces and continues to advocate for future expansion to provide that additional space. The current building layout does not allow for additional study rooms. For this year's Pride event she said that City Hall will be able to provide private spaces for the health checks. The library would not be an appropriate space for health checks. The study rooms all have glass doors and/or windows because library staff need to have sight lines into those rooms.

(B) Following up on a discussion at last month's meeting, Trustee Hammonds asked if Director Long has considered working with a consultant or having a study on the library's IT strategy to help us decide on whether to fully integrate with city IT or separate the library IT going forward. She noted that it seems like a complex question and that maybe we could use some guidance. Director Long responded that she thinks that would be a great idea since she is not an IT expert and even Alex, the library's IT specialist, does not have the same level of expertise as the head of the city's IT department. She has been thinking a lot about how to ensure we have the right solutions and fit for the library. She will bring the matter up with George Proakis and get back to the Board with an update.

10. **Date of next meeting.** May 5, 2026.

11. **Adjournment.** Trustee Kokoros made a motion to adjourn, motion seconded by Trustee Hammonds. Motion passed unanimously and the meeting adjourned at 7:53 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	1,827,948.64	0.00	479,260	79.20
0161051	510112	PART TIME SALARIES	747,380	12,000	759,380	473,863.25	0.00	285,517	62.40
0161051	510130	OVERTIME	22,000	0	22,000	17,586.55	0.00	4,413	79.90
0161051	510143	LONGEVITY	26,422	50	26,472	17,423.88	0.00	9,048	65.80
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	2,336,822.32	0.00	781,489	74.90
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	9,403.73	4,069.75	6,826	66.40
0161052	520241	BUILDING MAINTENANCE	10,000	10,000	20,000	2,682.80	10,000.00	7,317	63.40
0161052	520244	COMPUTER MAINTENANCE	67,444	6,196	73,640	49,597.31	10,503.46	13,539	81.60
0161052	530327	REGIONAL LIBRARY SERVICES	91,343	-4,989	86,354	86,354.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	2,100	-2,081	19	18.51	0.00	0	97.40
0161052	530383	PROGRAM SERVICES	11,770	0	11,770	10,623.33	0.00	1,147	90.30
0161052	540421	OFFICE SUPPLIES	14,200	4,989	19,189	6,287.35	2,731.06	10,171	47.00
0161052	540422	PRINTING & FORMS	12,000	2,081	14,081	4,784.00	7,210.51	2,086	85.20
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	1,220.86	0.00	107	91.90
0161052	540430	BUILDING MAINTENANCE SUP.	3,000	1,542	4,542	900.40	2,399.43	1,242	72.70
0161052	550511	BOOKS	512,500	705	513,205	403,313.86	42,248.13	67,643	86.80
0161052	550512	BOOK PROCESSING	52,500	0	52,500	15,897.34	12,400.24	24,202	53.90
0161052	570710	IN STATE TRAVEL	500	0	500	252.66	247.34	0	100.00
0161052	570720	OUT OF STATE TRAVEL	4,000	0	4,000	4,000.00	0.00	0	100.00
0161052	570730	DUES & SUBSCRIPTIONS	1,710	0	1,710	712.00	0.00	998	41.60
0161052	570735	PROJECT LITERACY/TOWN	11,200	960	12,160	9,407.64	1,055.60	1,697	86.00
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	1,298.15	199.67	1,102	57.60
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	2,184.37	546.61	319	89.50
0161052	570787	STAFF DEVELOPMENT	3,050	0	3,050	206.50	1,200.00	1,644	46.10
0161052		Total 0161052 LIBRARY - EXPENSES	824,566	59,213	883,779	609,144.81	134,593.56	140,040	84.20
0161058	580840	BUILDING RENOVATIONS	50,000	27,889	77,889	37,796.08	10,069.55	30,023	61.50
0161058	580870	REPLACEMENT OF EQUIPMENT	75,000	224	75,224	8,606.83	36,680.06	29,937	60.20
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	46,402.91	46,749.61	59,960	60.80
Grand Total			3,991,377	163,825	4,155,202	2,992,370.04	181,343.17	981,489	76.40

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	6,388.33	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	126.08	887.13	2,219.40	book purchases only
Mead	6,826.52	3,826.52	344.94	-	4,171.46	book purchases only
Charles	3,005.33	2,805.33	143.95	-	2,949.28	Armenian History books
Barry	3,904.21	3,904.21	204.24	-	4,108.45	book purchases only
McGuire	3,676.36	2,676.36	224.02	-	2,900.38	book purchases only
W. Pierce	27,209.27	7,209.27	1,349.43	-	8,558.70	book purchases only
MacDonald	10,569.81	5,569.81	549.99	-	6,119.80	Grief related books
O'Reilly	11,811.86	11,311.86	565.72	-	11,877.58	Fiction
Stone	4,212.58	4,212.58	201.73	-	4,414.31	book purchases only
Campbell	6,161.80	5,161.80	295.09	-	5,456.89	Large print books
Santoro	2,594.95	994.95	124.28	-	1,119.23	Art books only
Brown	2,935.52	1,935.52	143.32	-	2,078.84	Sci-fi books
Keith	4,694.12	3,694.12	224.80	-	3,918.92	Wat history books
Drucker	3,377.65	3,377.65	161.77	-	3,539.42	Humanities books
Special Gifts	89,199.68	89,199.68	18,752.88	7,837.30	100,115.26	Unrestricted
- Cohen Fund	7,952.90	7,952.90	-	227.72	7,725.18	Cookbook and Mysteries
- Makerspace Fund	-	-	1,000.00	-	1,000.00	Makerspace expenses
- Bookmobile Fund	7,527.88	7,527.88	1,000.00	527.95	7,999.93	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	2,016.12	-	15,741.30	Benefit of the library
Masters	4,683.50	1,976.50	224.30	-	2,200.80	Trustees discretion
B. Pierce	775.51	775.51	62.94	-	838.45	Trustees discretion
LIG/MEG	550,988.57	550,988.57	120,060.91	3,361.86	667,687.62	
Revolving Printing Account	8,012.88	8,012.88	15,626.34	12,353.05	11,286.17	
Friends of Project Literacy Fundraising	61,485.13	61,485.13	10,100.00	3,384.78	68,200.35	
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	\$ (2,435.16)	\$ 747.84
Teen Programming	\$ 3,350.00	\$ (2,686.92)	\$ 663.08
Children's Materials	\$ 1,592.00	\$ (1,592.00)	\$ -
Children's Programming	\$ 10,423.00	\$ (8,919.32)	\$ 1,503.68
Adult Materials	\$ 1,592.00	\$ (1,621.18)	\$ (29.18)
Adult Programming	\$ 4,840.00	\$ (3,911.19)	\$ 928.81
Museums	\$ 5,000.00	\$ (4,825.00)	\$ 175.00
Movie Licenses	\$ 1,850.48	\$ (1,905.53)	\$ (55.05)
Total	\$ 31,830.48	\$ (27,896.30)	\$ 3,934.18

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	\$ 2,153.43	\$ (2,783.62)	\$ 175.23
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 3,368.65	\$ (6,999.21)	\$ 4,632.14
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 15,854.78	\$ 5,257.50	\$ 5,522.08	\$ (9,782.83)	\$ 5,807.37



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

The following donations were received in April:

- \$1000 from Watertown Savings Bank for World Cup Final Party
- \$500 from World in Watertown for Watertown Pride
- \$250 from Wu An Martial Arts LLC for Watertown Pride
- \$250 from Gaze Optical LLC for Watertown Pride
- \$179 from Watertown Pride fundraising at Ritcey East
- \$500 from Rubi's Piercing LLC for Watertown Pride



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: May 5, 2026
RE: Director's Report

General Highlights

- The Library's budget hearing with City Council is scheduled for May 11.
- Kim spoke at the Harvard Kennedy School of Government on April 20 as part of their "Democracy, Speech, & Public Institutions: "The Librarians" Documentary Screening event. After the showing Kim was in conversation with Professor Timothy Patrick McCarthy about the first amendment, policy, and the library's role in strengthening the democratic society.
- Jamie and Kelly C. attended the Public Library Association conference in Minneapolis, MN, April 1 – 3, 2026. Jamie presented "How to Create a Library Style Guide." It was helpful to distill the style guide to marketing pipeline into a presentation and compare notes with marketing pros from other libraries. There were a lot of good questions from like-minded folks!
- Kim was elected to fill a vacancy on the Board of Directors for Minuteman Library Network. The Board of Directors approves spending over a certain amount, evaluates the executive director, and consults on new initiatives and directions for the network.
- Kim was invited to the ribbon cutting of the new teen room at Needham Public Library as she had completed the feasibility study that started this project. It was great to see the final product and consider what future projects might look like in Watertown.
- Department heads attended a demo for a scheduling software at the end of April.
- Access Services and the Reference Department have begun cross-training at each other's desk. Children's staff cross trained in the Reference Department. Ryan notes: "Cross-training between departments not only prepares us for more flexibility in desk coverage, but it also broadens staff knowledge to ensure more cohesive service across departments." Emily notes: "When staff understand each other's roles they develop greater empathy, better collaboration, and enhanced problem-solving abilities. Good job team!"
- The Reference team trained on the new Microfilm scanstation and took to it immediately. The new system is an ST Viewscan 5, and Putnam Morgan worked with Alexander to install it, and then train the Reference team on April 15, 2026. It has been in use without issue since.
- Cataloger, Kate Wolfe, and Access Services Supervisor, Ryan Brennan, completed a project to roll out twenty new Chromebook and hotspot kits for circulation. Chromebooks and

hotspots are always in high demand, but a kit that allows for both items to be easily reserved at the same time has been one of our most common patron requests.

- Assistant Supervisor of Access Services, Joe Ferreira arranged the first meeting of the library's first Staff Recognition Committee. Formed of staff members from various departments, the group brought together their ideas and past experiences to brainstorm new ways that library staff could be recognized for their efforts across the year.
- Patron traffic at Hatch has been consistently and significantly increasing – so far in 2026, Hatch has had over 600 more visitors than it had at this same time in 2025. During school vacation week, traffic at Hatch increased dramatically. Volunteer Dorie helpfully came in on multiple days outside of her regular shift to help manage patrons.
- A patron brought in flowers to thank Hatch staff and volunteers for teaching her and her grandchildren about 3D printing over spring break.
- Since setting up the new 3D print intake form in March, Hatch has gathered 160 responses about how the printers are used, which will be helpful in planning maintenance and budgeting for parts and filament.
- Ryan is meeting with the Library's Ingram rep in May to discuss our accounts as well as processing options.
- Megan Ramette has continued working on the Zine reclassification project, with the help of Teen Librarian Carey Conkey-Finn and Circulation Assistant Claudia Basaldua. An audit of our current collection was performed, with plans for recategorization and weeding where necessary. An order was placed to use up remaining fiscal year funds for this collection.
- Hatch Makerspace coordinated with the Watertown Pride Committee to plan a drop-in pride preparation event at Hatch, to be held on Friday May 22. There will be a selection of preplanned crafts available for patrons to participate in, including pronoun pins, rainbow beaded keychains, and rainbow heat-transfer vinyl for customizing clothing and accessories.
- The library Periodicals Bid was gathered, a recommendation made, and a contract awarded for FY27 thanks to Stephanie F's diligence. WT Cox will be filling our periodicals subscription needs for the first time in many years, as they were able to fill more of our subscriptions than Ebsco or Rivistas, while still maintaining a competitive price.

City/Community Meetings and Collaboration

- Kirsten's Bookmobile lineup for spring 2026 has a wonderful mix of community groups, age groups, and program types represented: Senior Center, Gore Place Puppet Show, Eco Fest, Herring Fest, Pride, etc. It's great to see the Bookmobile has become "standard" for Watertown happening. Kirsten has worked hard and dependably to earn repeat community partners.
- Kim attended the City Manager's budget proposal presentation to City Council on April 14. We are hopeful that the Council will support the Manager's recommendations.

- Kelly attended Diversity Night at the Middle School and was able to interact with middle and high school students and their caregivers. She distributed over 300 buttons promoting diverse teen literature. Numerous caregivers mentioned the importance of the library to their kids, appreciating the Teen collections, programs, and space.
- Over the month, Kim met separately with Lisa Feltner, Tony Palomba, and Caroline Bays to find out more about what their constituents care about and need.
- On May 2, the Bookmobile was on display at the Newton Free Library's Spring Fling fundraising event as they prepare to purchase a bookmobile in their community. The Bookmobile will also be going to the Massachusetts Library Association's Annual conference on May 18-19 in Danvers, MA courtesy of TechOps (TechOps has previously transported our vehicle to the Texas Library Association conference).
- Kim met with Nathaniel Harrison to discuss the library's endorsement of the Pigsgusset Initiative's Indigenous People's Day event.
- Phil McNulty, Executive Director of Minuteman Library Network visited on April 10. He was impressed with our new(ish) circulation office setup and our great circulation statistics compared to other MLN libraries of similar populations.
- Alice attended a meeting of Boston area makerspace coordinators at Artisan's Asylum on Saturday April 25, with the intent of improving inter-organizational communications, sharing programming ideas and feedback, and potentially helping to standardize equipment training to make it easier for patrons to move between spaces. The meeting hosted coordinators from library makerspaces in Medford and Waltham, as well as the directors of both for-profit and non-profit makerspaces like Artisan's Asylum and Mill Forge. There will be a second meeting in June. Attendees are working on methods to keep in contact.
- So far Carey and the Pride Advisory Committee raised over \$11,200 for Pride this year through grants, tracking down business sponsorships, holding community events at which donations were collected, and more. This is excellent work and well-deserved support for this City program.
- Allie attended WBC STEM Night on April 29 and spoke to 82 people. Alice and team made pins for the event, and all of the pins were taken. At the event, attendees shared some feedback with Allie: enthusiasm for upcoming STEAM & Danger Clubs programs, a few comments about Franny's D&D facilitation from parents who said their kids had been wanting to learn for a long time! There were a lot of inquiries into 3D printing instruction. Allie directed them to the Friday drop-ins at Hatch. There was also lots of recognition of the Take & Make crafts we had on display and excitement for future ones! It was also a great thing to point families with very little kids to as a possible activity for them to try together. Thank you to Brooke for putting Take and Makes together, to Franny and Children's for offering these programs, Alice and team for making pins, and Allie for being a great library ambassador.

Program Highlights

- Two excited patrons came out for the first “Get to Know the WFPL” walking tour hosted by Kelly C on Monday April 13, 2026, and were so pleased to learn all the things they can do here at their local library. This tour will be offered every other month and can be led by any member of the Reference Department.
- Megan joined Kirsten on April 16 for a Bookmobile visit to Hosmer Elementary.
- The Teen Advisory Board planned and implemented a Teen Employment Program for their peers. The Advisory board did almost all the promotion The Board reached out to approximately 30 Watertown businesses to see if they hired teens, compiled the results and created a document to share to share with other teens. Carey, two school personnel and an outside consultant presented workshops on creating a resume, mock interviews and an intro on LinkedIn. Approximately 35 teens attended the program.
- The inaugural Puzzle Swap and Community Puzzling Event held on Sunday May 26, 2026 attracted 117 enthusiastic puzzlers! The Reference Dept will be looking to repeat the event periodically. More staff will be assigned, as Kelly C. managed this one with no other staff in attendance! She did have a patron co-lead, luckily, who was very helpful.
- The Children’s Department had a great April Vacation week:
 - Tufts Enchanted sang a cappella Disney songs to a group of 81 people.
 - Brooke hosted a series of acting classes that were well received. Many families commented that they were happy to try this free option before paying for classes.
- Rainforest Reptiles brought a snake, an alligator, and many other small reptiles on Friday, April 24, 2026. There were just over 100 people in attendance and everyone who wanted to touch the alligator was able to.



Project Literacy

- All academic classes end the 3rd week of May. Teachers have to submit paperwork and make sure they complete student recommendations for the next academic year. In addition, teachers are required to schedule 1:1 meeting with the Project Literacy Director. These 1:1 meetings have proven to be beneficial for the teacher and director. The teacher talks about helpful resources, their textbooks/curriculum and provides any feedback on the program. Janet has also asked teachers to think about ideas for upcoming events for the year and better ways to track student attendance.
- Project Literacy held a Tutor Training on Thursday, April 16 and 10 tutors attended. Project Literacy's Tutor Trainer, Erin Ward, led a successful training on showcasing the new resources available as well as topics on increasing talk-time.
- Erin and Janet represented Project Literacy at the Cambridge School of Weston on Wednesday, April 15. They led 2 workshops for students and community members. The first workshop was on Project Literacy, its background and how it connects students and families to resources. The second workshop was on teaching and tutoring adult ELL learners in a community-based program. There were about 25 people in each workshop.
- Registration for Project Literacy's Summer Classes are now open. The teachers/classes and schedule have been set. Morning classes will be held at the Watertown Library during the day and the Watertown Middle School in the evening. Classes begin June 1 and finish July 30.
- Project Literacy is planning two big events: the End-of-Year Picnic on May 21 and the Watertown World Cup on May 23.

Facilities/IT

- A water test was done on the chimneys because we noticed new leaks during our snow storms this winter. The test found severe leaking in both chimneys. Work for the chimney repairs is being scheduled, as well as for fixing parts of the slate roof.
- The Teen department was down one public PC for much of the month. Alex will continue his work to resolve the issue.
- The crash bar on the rear door (door from the parking lot) was replaced and has been working well ever since.
- Donnie from Public Buildings has been putting furniture together for us a lot this month. We purchased new staff chairs and a cabinet for local history items and he got them assembled right away! We really appreciate his quick work.

Personnel

- No updates

Ryan Brennan



Theresa Maturevich

Assistant Director, Watertown Free Public Library
123 Main Street
Watertown, MA 02472

Dear Ms. Maturevich,

I am writing to request that I be considered for the position of Supervisor of Access Services at the Watertown Free Public Library as listed on the Massachusetts Board of Library Commissioners' website. I am very excited about this opportunity, as it sounds like a perfect match for my skills, experience, and interests. I have over fifteen years of progressively responsible experience in public libraries including technical leadership, community collaborations, strategic planning, technology implementation, administration, and supervisory experience. I am looking to return to a more public facing role and continue to develop library services, and increase the impact of the public library in the Watertown community.

I believe that my experience in library administration, as a technology librarian, interim circulation supervisor and as the supervisor of a technical services department that selects, catalogs and processes over 2,000 items per month makes me uniquely qualified for this position. I have led or participated in numerous library-wide projects including redesigning library websites, converting three library collections to RFID security, programming our automated materials handler, expanding eBook collections, deploying chromebooks for public computing, training staff and patrons in technology, and acting as the point person for library technology issues. Additionally, I have extensive experience in developing "Library of Things" collections including problem solving packaging and circulation issues as well as managing user accounts across a variety of platforms.

In my current role I manage the library's databases and eResources including expending the library's \$125,000 OverDrive Advantage budget, setting up authentication (EZProxy, IP addresses, etc.), researching new products and evaluating usage. Last year, I coordinated training for all Public Library of Brookline staff in ergonomics, de-escalation techniques with Brookline PD, and assisted in organizing focus groups and staff interviews with our workplace consultant. Additionally, I chaired the library's policy committee in which we were able to revise and update 8 policies approved by the board and I spearheaded a revamp of our staff schedules to make the software more intuitive for all staff.

As Supervisor of Collection Development at Brookline, I directly supervise and structure the work of the Technical Services department, managing acquisitions workflows, training new selectors (20+), revising internal procedures, managing a materials budget of over \$750,000, and leading large-scale reclassification projects. Throughout my career I have consistently coordinated with librarians and frontline staff to identify training needs, support public-facing technology, and ensure reliable systems for both patrons and staff. I have maintained a strong commitment to patron service and public engagement, regularly working reference desk shifts and managing patron interactions in busy library environments. I bring strong communication skills, an exceptionally

organized approach to work, and a collaborative leadership style grounded in transparency, mentorship, and public service excellence.

I would welcome the opportunity to bring my technical services expertise, management experience, and enthusiasm for continuous improvement to Watertown Free Public Library's leadership team. Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience and skills can support the Watertown community.

Sincerely,

Ryan Brennan

RYAN BRENNAN

EXPERIENCE

04/22 – PRESENT

SUPERVISOR OF COLLECTION DEVELOPMENT, PUBLIC LIBRARY OF BROOKLINE

- Supervise, train, schedule, hire and evaluate a Technical Services staff of 6 employees
- Prepare, oversee, and administer a collection budget of nearly \$800,000 between municipal and trust funds at 3 locations
- Manage the collection development work of 22 selectors including training, coaching, budget management, and ordering.
- Perform all collection development for most of the adult collection.
- Develop internal procedures and processes for the Technical Services Department
- Manage large scale collection projects such as deploying an automated materials handler, moving collections and reclassifying genres and subjects
- Serve on various library committees to set library policy and promote new initiatives
- Served as Interim Circulation Supervisor for 6 months managing 12 additional employees while maintaining normal duties

12/24 – 01/26

INTERIM ASSISTANT DIRECTOR FOR ADMINISTRATION, PUBLIC LIBRARY OF BROOKLINE

- Supervise, train, schedule, hire and evaluate a library staff of 78 employees
- Assist in managing and maintaining three library facilities.
- Assist in preparing and administering an annual operating budget of over \$4.7 million.
- Work directly with municipal officials, the Board of Library Trustees, Library Foundation and Friends of the Library
- Chair Library's policy committee to write and advise the Library Board of Trustees on policy
- Collaborate with other agencies, community groups and town departments to expand the reach and impact of library services
- Worked with state agencies to maintain library certification and receive state aid grant monies
- Plan, schedule and execute staff development workshops on a quarterly basis
- Assist in the development of yearly action plan to coincide with the Library's strategic plan to meet the organization's goals.

11/21 – 03/22

LIBRARY DIRECTOR, NORTH KINGSTOWN FREE LIBRARY

- Supervise, train, schedule, hire and evaluate a library staff of 20 employees
- Prepare, oversee, and administer an annual operating budget of over \$1.5 million.
- Manage and submit bi-weekly payroll using MUNIS software
- Work directly with municipal officials, the Board of Library Trustees and Friends of the Library
- Develop staff policies, procedures and job descriptions
- Collaborate with other agencies, community groups and town departments to expand the reach and impact of library services
- Work with vendors and negotiate service contracts
- Serve on Ocean State Libraries Steering Committee to represent North Kingstown Free Library and other mid-sized RI libraries.
- Coordinate maintenance of the library facility

11/20 – 11/21

LIBRARY DIRECTOR, ROGERS FREE LIBRARY

- Supervise, train, schedule, hire and evaluate a library staff of 27 employees
- Prepare, oversee, and administer an annual operating budget of over \$1 million.
- Work directly with municipal officials, the Board of Library Trustees and Friends of the Library
- Develop staff policies, procedures and job descriptions
- Collaborate with other agencies, community groups and town departments to expand the reach and impact of library services
- Work with vendors, write RFPs and negotiate service contracts
- Serve on Ocean State Libraries Steering Committee to represent Rogers Free Library and other mid-sized RI libraries.
- Write and administer grants for a variety of equipment and services (capital requests, technology, collections, programming, etc.)
- Coordinate maintenance of the library facility

09/19 – 04/20

LIBRARY DIRECTOR, DEDHAM PUBLIC LIBRARY

- Supervise, train, schedule, hire and evaluate a library staff of 26 employees
- Manage and maintain two library facilities. Worked with Facilities Dept. on capital requests.
- Prepare, oversee and administer an annual operating budget of over \$1.5 million.
- Work directly with municipal officials, the Board of Library Trustees and Friends of the Library
- Develop staff policies and job descriptions
- Collaborate with other agencies, community groups and town departments to expand the reach and impact of library services
- Worked with state agencies to maintain library certification and receive state aid grant monies
- Maintain active membership in the Minuteman Network to represent Dedham Library
- Develop yearly action plan to coincide with the Library's strategic plan to meet the organization's goals.

10/17 – 09/19

BRANCH SUPERVISOR, PUBLIC LIBRARY OF BROOKLINE

- Supervise, train, schedule, hire and evaluate a library staff of 25 employees
- Manage one of the busiest branch libraries in Massachusetts including identifying building issues, collection development, procedures, etc.
- Plan, organize and execute library programming for adults and families. Increased programming attendance by nearly 300% year over year.
- Assisted in the execution of a \$3 million renovation of the branch including planning and setting up a temporary location.
- Developed procedures and workflows for the redesigned space
- Performed outreach to local agencies and businesses for sponsorships and programming
- Worked closely with staff to manage and resolve any patron issues and concerns.
- Executed action items as part of the Library's strategic plan

03/16 – 10/17

DEPUTY DIRECTOR, NORTH KINGSTOWN FREE LIBRARY

- Supervise, train, schedule, hire and evaluate a library staff of 20 employees
- Maintain a working relationship with the Ocean State Libraries consortium
- Oversees all functions of the library including Circulation, Adult, and Youth Services
- Purchase library materials, supplies, and digital resources
- Oversees library technology implementation
- Assist in preparing and managing library budget of \$1.5 million
- Work with vendors and negotiated service contracts
- Manage work on the library's next strategic plan (2018-2023)
- Perform all duties of the Library Director in her absence (i.e. payroll, building issues, etc.)

11/15 – 03/16

ASSISTANT DIRECTOR, LINCOLN PUBLIC LIBRARY,

LINCOLN, RI

01/15 – 11/15

EMERGING TECHNOLOGIES LIBRARIAN, NASHUA PUBLIC LIBRARY

NASHUA, NH

10/13 – 01/15

REFERENCE DEPARTMENT SUPERVISOR, CAMPBELL COUNTY PUBLIC LIBRARY

GILLETTE, WY

09/11 – 10/13

REFERENCE LIBRARIAN, NATRONA COUNTY PUBLIC LIBRARY

CASPER, WY

05/10 – 08/11

LIBRARY INTERN, NORTH KINGSTOWN FREE LIBRARY

NORTH KINGSTOWN, RI

EDUCATION

MAY 2011

MASTERS IN LIBRARY AND INFORMATION SCIENCE, UNIVERSITY OF RHODE ISLAND

Certificate in Information Literacy Instruction

MAY 2009

BACHELOR OF ARTS IN HISTORY, RHODE ISLAND COLLEGE

PROFESSIONAL MEMBERSHIPS & CONTINUING EDUCATION

CURRENT

AMERICAN LIBRARY ASSOCIATION

PUBLIC LIBRARY ASSOCIATION

2016-2018

RHODE ISLAND LIBRARY ASSOCIATION (RILA), SECRETARY, EXECUTIVE BOARD

2018

MASSACHUSETTS MUNICIPAL PERSONNEL ASSOCIATION, SUPERVISORY LEADERSHIP DEVELOPMENT PROGRAM

MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS, LIBRARIAN CERTIFICATION



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: May 5, 2026
RE: Budget Transfers Request

This memo is to request the transfer of the following funds:

- \$10,000 from Part Time Salaries to Overtime
- \$998 from Dues and Subscriptions to Staff Development
- \$1,000 from Committee Expenses to Staff Development
- \$3,200 from Book Processing to Staff Development

Thank you for your consideration.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: May 2026
RE: Treasurer Authorization for Transfers

This memo is to request authorization of the Treasurer to approve line-item transfers within the operating budget until the closure of the 2026 fiscal year.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: May 2026
RE: Bridge Funds Request

This memo is to request the allocation of \$2,225 from the Barry Trust to allow the library to continue to order materials during the fiscal year transition. By utilizing Trusts, selectors may order items that will arrive after July 1 which cannot be paid with Fiscal Year 2026 funds. Such orders prevent delays with receiving popular releases as Fiscal Year 2027 funds are made available.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: May 2026
RE: Burke Fund Allocations

This memo is to request the allocation of Burke funds once received from The Boston Foundation. Typically, we hear from them in March, but to date we have not received notification from them, nor have we been able to make contact.

Therefore, we are requesting approval to follow our normal procedure to split this funding when we do receive it. We anticipate receiving the funding this month. Our normal procedure is to set aside fixed amounts for Movie Licenses and Museum Passes and allocate the remaining funds to materials and programming in 3 departments. We set aside 10% for Teen Materials, 18% for Teen Programming; 5% for Children's Materials, 56% for Children's Programming; 5% for General (adult) Materials, and 26% for General Programming.

Thank you for your consideration.