



**Board of Library Trustees Meeting**  
**Tuesday, June 2, 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 June 2, 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 May 5, 2026 Meeting
  - 3. Public Forum
  - 4. O'Some Café 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. Consideration and Action on Extending Library Hours for World Cup Watch Party
    - B. Consideration and Action on Library of Things Policy Updates
    - C. Action Plan Update
  - 10. Requests for Information and Responses
  - 11. Date of next meeting
  - 12. Adjournment



**Board of Library Trustees Meeting  
Tuesday May 5, 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:** April 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY26 Funds and Grants Spreadsheet, Griffin and Burke Fund Reports, FY26 Hatch Summary, Memo From Director Long listing Donations received in April 2026, Director's Report dated May 5, 2026, Cover letter and resume from Ryan Brennan, and the following Memos from Director Long: (i) re: Budget Transfer requests, (ii) re: Treasurer Authorization for Transfers, (iii) re: Bridge Funds Request, (iv) re: Burke Fund Allocation,. The meeting was recorded by Watertown Cable Access Television and is available for viewing at wcatv.org.

1. **Call to Order at 7:02PM.** 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 April 9, 2026 Meeting. Trustee Owens made a motion to approve the minutes, Trustee Peng seconded. The motion passed unanimously.
3. **Public Forum**-no members of the public spoke during the public forum.
4. **O'Some Cafe Update.** Director Long does not have the financial report from O'some yet but will forward it to the trustees when it is available. Trustee Owens asked if O'some is open on weekends and Assistant Director Maturevich stated that they are scheduled to be open on Saturdays until 4:00 but there are days when they do not have staffing and close earlier.
5. **Financial Report.** Trustee Kokoros presented the financial report as follows:
  - A. **FY26 Budget.** Year to date expenditures are \$2,992,370, encumbrances are \$181,343, Available Budget is \$981,489, and Percent of Budget used is 76.4 percent.
  - B. **Burke Fund Report.** Available Budget is \$3,934
  - C. **HATCH Financials.** Available Budget is \$5,807

Trustee Owens asked why the budget lines for electric/gas are zero. Director Long and Trustee Kokoros explained that electric and gas costs used to be part of the library budget but are now in the Public Buildings budget. Assistant Director Maturevich noted that the Public Buildings Department was formed around 2019. Trustee Peng asked when the FY27 budget will be finalized. Director Long reported that the City Council is holding budget hearings this month. She gave an overview of the City's budget process to date and noted that a budget would be

finalized by June and the FY27 budget will begin on July 1st. Trustee Hammonds added that the library budget is on the council's hearing agenda and encouraged trustees to attend that hearing next week. Director Long noted that questions at the budget hearing would be directed to her but she would appreciate trustees' presence as a show of support.

A motion was made by Trustee Hammonds to approve the financial report. Seconded by Trustee Peng. The motion passed unanimously.

**D. Consideration and Action on Acceptance of Donations.** Trustee Murphy-Holroyd made a motion to accept the donations for April 2026. Motion seconded by Trustee Kokoros. Motion passed unanimously.

6. **Chair's Report.** Chair Young asked the trustees to try to attend the city council's budget hearing on May 11th at 6:00 in the Council Chambers.

7. **Director's Report**

A. **General Updates.** Director Long highlighted updates from her Director's report.

B. **Discussion.** The Trustees expressed their appreciation to Director Long for participating at a talk on free speech at Harvard this month and for stepping into a vacancy on the Board of Directors for Minuteman Library Network.

When discussing the bookmobile's updated schedule, Director Long noted that it is nice to have Kirsten back since spring is such a busy time for the bookmobile. Trustee Hammonds noted that the Waltham Library has just added a bookmobile and wondered if they had met with Watertown staff in preparation. Kim confirmed that they had and that the bookmobile also visited a Newton fundraiser recently, as the Newton library is also planning to get one. Chair Young noted that it is nice that the local libraries are collaborating and sharing knowledge and experience.

Trustee Peng appreciated the teen employment program and resume building workshop for offering important life skills to local teens and Chair Young appreciated that it was a program that was planned by teens for their peers. Trustee Peng hopes that there will be other events like this planned in the future. Director Long noted that staff will engage with the Teen Advisory Board about what they would like to see for future programs and she is pretty sure that they will want to run this or a similar employment skills workshop again.

Trustee Hammonds commented that the increase in visits to Hatch compared to prior years is likely related to the fact that we were able to increase the amount of hours for a Hatch assistant last year, leading to an increase in open hours and programs. She noted that dollars spent on library services are impactful and she wanted to highlight that since we are in budget season again. Director Long agreed and is pleased that the City Manager has recommended a further increase in hours for the Hatch assistant this year.

Trustee Kokoros reminded trustees that the Watertown Square Plan open house is coming up on May 20th.

Trustee Owens praised Director Long for all of her outreach and advocacy efforts.

8. **Old Business.** No old business.

9. **New Business**

A. **New Employee Introduction.** Director Long introduced Ryan Brennan. He is the newly hired supervisor of Access Services. The trustees welcomed Ryan to WFPL and asked a few questions about his time here so far and his prior experience.

B. **Consideration and Action on Transfer Request.** Director Long explained the process for making line-item transfers in preparation for the end of the fiscal year. As set forth in her memo to the trustees, Director Long requested that the following transfers be approved: \$10,000 from Part-Time Salaries to Overtime, \$998 from Dues and Subscriptions to Staff Development, \$1,000 from Committee Expenses to Staff Development and \$3,200 from Book Processing to Staff Development.

Trustee Kokoros asked what the extra staff development funds would cover and Director Long said they would cover reimbursements to several staff members who attended professional development programs during the year as well as the upcoming MLA conference. Also, the funds will cover costs for this month's professional development day. There are two speakers coming, one will speak about mental health/self care and the other speaker is a customer service trainer. Trustee Owens asked if it is usual to have funds left in Book Processing, Director Long said that book processing costs are harder to estimate at the start of the year so it is typical to have a little left at year-end.

Trustee Hammonds made a motion to approve all of the requested transfers requested in the memo from Director Long. Chair Young seconded. The motion passed unanimously.

C. **Consideration and Action on Treasurer Authorization for Transfers.** Director Long requested that the trustees authorize the treasurer, Trustee Kokoros, to approve line-item transfers through the end of the 2026 fiscal year.

Chair Young made a motion to authorize Trustee Kokoros to approve line-item transfers within the operating budget until the closure of the 2026 fiscal year. Trustee Peng seconded. The motion passed unanimously.

D. **Consideration and Action on Bridge Fund Request.** Director Long requested the allocation of \$2,225 from the Barry fund to allow the library to continue ordering materials during the fiscal year transition. Trustee Long explained that by utilizing the trust funds, library staff may order items that will arrive after July 1 which cannot be paid with FY2026 funds. This will avoid delays with receiving popular releases as FY2027 funds are made available.

Trustee Hammonds made a motion to allocate \$2,225 from the Barry Trust to allow the library to continue ordering materials during the fiscal year transition. Trustee Murphy-Holroyd seconded. The motion passed unanimously.

E. **Consideration and Action on Burke Fund Allocations.** Director Long stated that WFPL gets an annual grant from the Boston Foundation and is usually notified of the amount in February or March. This money goes into the Burke Fund. Unlike prior years, we have not yet been

notified of the exact amount of this year's grant. Boston Foundation leadership is in transition and Director Long has not been able to reach them to inquire about the amount. She expects that we will receive the funds as usual and has no reason to believe the grant is not coming. So, Director Long requested that upon receipt of the FY27 Burke fund monies from the Boston Foundation, that the funds be allocated in our usual manner. The normal procedure is to set aside fixed amounts for Movie Licenses and Museum Passes and then allocate the remaining funds to materials and programming in the following manner: 10% for Teen Materials, 18% for Teen Programming, 5% for Children's Materials, 56% for Children's Programming, 5% for General (adult) Materials and 6% for General Programming.

Trustee Hammonds made a motion to authorize the allocation of the FY2027 Burke Funds, once received, in the manner set forth in the memo from Director Long. Trustee Kokoros seconded. The motion passed unanimously.

F. **Discussion on Director Annual Review Process.** Chair Young, Trustee Hammonds and Director Long outlined the process and timeline for the director's annual review that will take place over the summer. Director Long will submit a self-review in time for the July trustees' meeting. Then, each trustee will submit a review and forward it to the Board secretary, Trustee Hammonds, by August 15th. Trustee Hammonds will compile all the reviews into a single document that will be included in the September packet. The director review will be an agenda item for the September meeting. Director Long said that the director review document from last year can be found in the meeting documents from the September 2025 trustees' meeting. Chair Young assured new trustees that they can direct questions about the process to one of the other trustees. Trustee Hammonds said that trustees can also feel free to discuss their review with Director Long and added that there may be questions on the review form for which some trustees have not had the opportunity to review the director's performance. That is fine, just note it on the review form.

G. **By-Laws Review Process Discussion.** Trustee Hammonds noted that the Board's bylaws have not been updated for about ten years and a few minor updates are needed. She suggested that she submit proposed revisions at the next meeting. She will forward a draft and discuss with Trustee Murphy-Holroyd prior to the meeting and then review the revisions and ask for any additional comments from the rest of the Board at the June meeting.

10. **Requests for Information and Responses.** None.

11. **Date of next meeting.** June 2, 2026

12. **Adjournment.** Trustee Kokoros made a motion to adjourn, motion seconded by Chair Young. Motion passed unanimously and the meeting adjourned at 8:09 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	2,006,499.50	0.00	300,710	87.00
0161051	510112	PART TIME SALARIES	747,380	2,000	749,380	523,435.22	0.00	225,945	69.80
0161051	510130	OVERTIME	22,000	10,000	32,000	21,947.08	0.00	10,053	68.60
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	2,569,305.68	0.00	549,005	82.40
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	14,340.93	3,253.21	2,705	86.70
0161052	520241	BUILDING MAINTENANCE	10,000	10,000	20,000	5,792.80	6,890.00	7,317	63.40
0161052	520244	COMPUTER MAINTENANCE	67,444	6,196	73,640	58,021.68	15,618.15	0	100.00
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	11,039.23	91.46	639	94.60
0161052	540421	OFFICE SUPPLIES	14,200	4,989	19,189	8,776.70	2,424.65	7,988	58.40
0161052	540422	PRINTING & FORMS	12,000	2,081	14,081	5,980.00	6,014.51	2,086	85.20
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	1,270.02	0.00	58	95.60
0161052	540430	BUILDING MAINTENANCE SUP.	3,000	1,542	4,542	2,289.83	2,251.77	0	100.00
0161052	550511	BOOKS	512,500	705	513,205	464,366.84	37,249.94	11,588	97.70
0161052	550512	BOOK PROCESSING	52,500	-3,200	49,300	23,995.33	13,553.55	11,751	76.20
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	-998	712	712.00	0.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	11,200	960	12,160	9,503.24	2,112.47	544	95.50
0161052	570785	COMMITTEE EXPENSES	2,600	-1,000	1,600	1,497.82	93.00	9	99.40
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	2,479.37	469.58	101	96.70
0161052	570787	STAFF DEVELOPMENT	3,050	5,198	8,248	1,494.89	6,118.63	634	92.30
0161052		Total 0161052 LIBRARY - EXPENSES	824,566	59,213	883,779	702,185.85	136,170.02	45,423	94.90
0161058	580840	BUILDING RENOVATIONS	50,000	27,889	77,889	38,450.63	9,415.00	30,023	61.50
0161058	580870	REPLACEMENT OF EQUIPMENT	75,000	224	75,224	21,266.58	27,244.20	26,713	64.50
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	59,717.21	36,659.20	56,736	62.90
<b>Grand Total</b>			<b>3,991,377</b>	<b>163,825</b>	<b>4,155,202</b>	<b>3,331,208.74</b>	<b>172,829.22</b>	<b>651,164</b>	<b>84.30</b>

FY26 Funds and Grants

Fund or Grant	7/1/2026	Available to spend balance as of 7/1/2026	Deposits YTD	Expended YTD	Current available balance	Notes
<b>Book Funds</b>						
Pratt (includes Pratt Stock)	157,208.40	19,578.29	6,378.75	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	125.77	887.13	2,219.09	book purchases only
Mead	6,826.52	3,826.52	344.10	-	4,170.62	book purchases only
Charles	3,005.33	2,805.33	143.60	-	2,948.93	Armenian History books
Barry	3,904.21	3,904.21	203.75	-	4,107.96	book purchases only
McGuire	3,676.36	2,676.36	223.48	-	2,899.84	book purchases only
W. Pierce	27,209.27	7,209.27	1,346.17	-	8,555.44	book purchases only
MacDonald	10,569.81	5,569.81	548.66	-	6,118.47	Grief related books
O'Reilly	11,811.86	11,311.86	564.35	-	11,876.21	Fiction
Stone	4,212.58	4,212.58	201.24	-	4,413.82	book purchases only
Campbell	6,161.80	5,161.80	294.37	-	5,456.17	Large print books
Santoro	2,594.95	994.95	123.98	-	1,118.93	Art books only
Brown	2,935.52	1,935.52	142.97	-	2,078.49	Sci-fi books
Keith	4,694.12	3,694.12	224.26	-	3,918.38	Wat history books
Drucker	3,377.65	3,377.65	161.38	-	3,539.03	Humanities books
Special Gifts	89,199.68	89,199.68	24,336.41	8,964.83	104,571.26	Unrestricted
- Cohen Fund	7,952.90	7,952.90	-	317.73	7,635.17	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
<b>Other Funds &amp; Grants</b>						
Kaveny	42,096.67	13,725.18	2,011.25	-	15,736.43	Benefit of the library
Masters	4,683.50	1,976.50	223.76	-	2,200.26	Trustees discretion
B. Pierce	775.51	775.51	62.79	-	838.30	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	17,460.91	13,068.97	12,404.82	
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

**GRIFFIN FUND REPORT**

<b>MONTH ENDING</b>	<b>BEG BAL</b>	<b>ADDED</b>	<b>WITHDRAWN</b>	<b>INTEREST / DIVIDENDS</b>	<b>INVESTMENT MKT VAL ADJ</b>	<b>VERIZON DIVIDENDS</b>	<b>VERIZON STOCK MKT VAL ADJ</b>	<b>END BAL</b>	<b>CASH HELD FOR INV</b>	<b>CASH AVAILABLE FOR SPENDING</b>	<b>INV</b>	
<b>FY25 BAL FWD</b>	<b>196,070.02</b>								\$ -	\$ 55,478.30	\$ 113,956.82	-
31-Jul	196,070.02			138.15	(266.12)	(1,649.85)		\$ 194,292.20	\$ -	\$ 53,700.48	\$ 146,177.42	-
31-Aug	194,292.20			2,406.98	1,061.52	4,755.45		\$ 202,516.15	\$ -	\$ 61,924.43	\$ 146,177.42	-
30-Sep	202,516.15			236.85	32.60	(905.80)		\$ 201,879.80	\$ -	\$ 61,288.08	\$ 146,177.42	-
31-Oct	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	207,899.79			324.59	1,897.50	18,180.70		\$ 228,302.58	\$ -	\$ 87,710.86	\$ 146,177.42	-
31-Mar	228,302.58			214.21	(2,549.73)	194.10		\$ 226,161.16	\$ -	\$ 85,569.44	\$ 146,177.42	-
30-Apr	226,161.16			115.76	(123.93)	(7,019.95)		\$ 219,133.04	\$ -	\$ 78,541.32	\$ 146,177.42	-
31-May								\$ -	\$ -	\$ 78,541.32	\$ 146,177.42	-
30-Jun								\$ -	\$ -	\$ 78,541.32	\$ 146,177.42	-

FUNDS USED TO PURCHASE ADDITIONAL SHARES

<b>Burke</b>			
	<b>Allocated</b>	<b>Expenditures</b>	<b>Available</b>
<b>Teen Materials</b>	\$ 3,183.00	\$ (2,435.16)	\$ 747.84
<b>Teen Programming</b>	\$ 3,350.00	\$ (2,778.81)	\$ 571.19
<b>Children's Materials</b>	\$ 1,592.00	\$ (1,592.00)	\$ -
<b>Children's Programming</b>	\$ 10,423.00	\$ (9,221.01)	\$ 1,201.99
<b>Adult Materials</b>	\$ 1,592.00	\$ (1,621.18)	\$ (29.18)
<b>Adult Programming</b>	\$ 4,840.00	\$ (4,540.00)	\$ 300.00
<b>Museums</b>	\$ 5,000.00	\$ (4,825.00)	\$ 175.00
<b>Movie Licenses</b>	\$ 1,850.48	\$ (1,905.53)	\$ (55.05)
<b>Total</b>	\$ 31,830.48	\$ (28,918.69)	\$ 2,911.79

### 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	\$ -	\$ (5,097.36)	\$ 14.92
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 2,295.87	\$ (12,154.70)	\$ 549.43
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 15,854.78	\$ 5,257.50	\$ 2,295.87	\$ (17,252.06)	\$ 1,564.35



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

The following donations were received in May:

- \$2000 from Watertown Community Foundation for Watertown Pride
- \$100 from Gurdev Singh
- \$2000 from Watertown Community Foundation for Teen Summer Internship
- \$1000 from Watertown Human Rights Commission for Watertown Pride
- \$4900 from The Marshall Home Fund Inc. for Project Literacy Volunteer Program



TO: Library Trustees  
FROM: Kim Long, Library Director  
DATE: June 2, 2026  
RE: Director's Report

### General Highlights

- The Library's budget was approved by City Council on May 26.
  - WFPL will have an Outreach and Engagement Department which will consist of Jamie as Supervisor, Kirsten as Outreach Specialist, and Allie as Programming Specialist.
  - Seth will go from non-benefitted part-time to benefitted full-time at Hatch.
  - Reference will be able to increase one PT position's hours to FT.
- We are working on our fiscal close: Ryan and his team are monitoring shipping dates for materials, working to get invoices to Natasha quickly, and performing the fiscal close function in Sierra to ensure we have spent out our funds.
- Allie presented at MLA on "The Craft and the Curious," highlighting how to lead successful craft supply swap programs.
- Carey is finalizing plans for Pride. The remaining work is primarily organizing vendors and community groups that have tables, finalizing parade logistics and overall event layout, communications with Police, Fire and DPW, Watertown Rec and performers.
- Kelly completed the summer reading recommendations list for middle and high school patrons.
- Carey met with Christina Lupica and Nnamdi Okaka to debrief activities of the Library's Teen Advisory group and plan recruitment for next fall.
- Allie, Franny, Steph F, and Michelle B convened as the One Book, One Watertown 2027 Selection Committee to continue their work in gathering eligible titles. The OBOW Committee will narrow down 40+ (!) suggested titles (not all feasible) to 3 frontrunners for the committee to read together over the summer.
- Allie, Claudia, Kirsten, and Kim attended the Massachusetts Library Association Conference and saw some great programs. The bookmobile was at conference, too, and TechOps gave tours of the van. Thanks to Kirsten and Theresa for getting the bookmobile there and back!
- At MLA, Claudia and Allie met with Ally Dowds of the MBLC to discuss resources for Spanish book selectors. Ally was able to get Claudia connected with resources and a virtual roundtable for library workers and librarians.
- Theresa coordinated the repair of an Orion StarBlast with Jim Zebrowski from Aldrich Astronomical who traveled here with a new part. The telescope has been returned to the Library of Things collection!
- Ryan, Joe, and Kate got a number of new LOT items in circulation. We added a second power washer and carpet cleaner; new musical items including 3 ukuleles, acoustic guitar, electric guitar kit, electric keyboard kit, and music stands.

- The website for our Library of Things collection has been updated to include categories for “Eco”, “Musical”, and “Games”. Missing cover images on the website have also been updated.
- Kim was accepted into the MMA-Suffolk Certificate in Local Government Leadership and Management Program. The Massachusetts Municipal Association partnered with Suffolk University to develop this program in 2011, and entry is very competitive. She will be deferring a year and participating in the September 2027 program which will wrap in May 2028. Courses will include Foundations of Local Government Administration, Budgeting and Financial Management, Human Resources Management, Strategic Leadership, Seminar in Public Policy: Contemporary Legal Challenges for Local Government, and Seminar in Public Policy: Contemporary Management Challenges for Local Government.
- Alice and Brooke worked on a quick guide for families who stop into Hatch without a project in mind. Brooke prepared one-page craft suggestions that are now posted at Hatch.
- Theresa met with a representative from Conserv about our environmental monitoring units for areas housing local history collections. We will be getting new transmitters and a new receiver in the next fiscal year and having Michelle L trained in how to monitor them.
- Circulation staff member Maya Freed-Barlow put together a display on the 2nd floor in honor of Asian American Native Hawaiian Pacific Islander Heritage Month. This was their first display, and we love having circ staff participate in these activities!
- Children’s has new puppets, puzzles, and board games for general library use.
- Children’s Graphic Novels have expanded. It looks good and it’s great to keep collections together!
- AV materials on the second floor have shifted around within the same area. Jill’s team interfiled the Playaways and Books on CD as part of this move. New signage will go up soon.
- Reference had a very short-staffed month. People picked up extra shifts, swapped schedules, delayed breaks, did extra desk time, and all sorts of other convolutions to ensure our department remained well-covered during Liz’ leave. Jill expressed her gratitude, and I want to express mine as well. We saw departments pull together and pitch in, and it was exactly the type of teamwork we want to see happening! Thank you to everyone who helped make it work.

#### City/Community Meetings and Collaboration

- A group of Watertown 8th graders held a banned book swap in the Teen Room for their Civics Action Project, and to heighten awareness of book banning in general. The event was planned students with help from Carey.
- Allie met with Lt. Ken Swift and three eighth grade students from WPS to plan for their Civic Action Project. The students will lead an AI Media Literacy class for seniors at the Senior Center with Allie and Lt. Swift as adult mentors in attendance in early June.
- Theresa drove the bookmobile to EcoFest on May 9. She and Kelly C had 144 visitors despite the damp weather. Alice and some Hatch volunteers were operating a drop-in tutorial on hand sewing inside the Commander’s Mansion in support of the clothing sale happening at the event. They had 46 visitors.
- Kirsten attended several large events including Community on the Lawn at Browne House, Herring Fest, the Wayside Multi Service Center open house, and the Massachusetts Library Association annual conference.

- Carey has attended the last Anti-Bias Coalition meeting for this school year. The Coalition's main work and purpose was to analyze feedback collected during the Youth Summit held last October and set goals and direction for the City to meet their needs. The Library has been consistently noted for its positive role in serving Watertown's youth.
- Allie met with Jenna Bancroft and Stephanie Venizelos (Human Services) and documentary director Lisa Oliveri to work on programming for Recovery Month in September.
- In June, Children's Librarians will visit schools to promote summer reading. Summer Reading begins and local author Melissa Stewart visits on June 14.

### Program Highlights

- On May 23, over 225 people came together to play, watch, and cheer on soccer at the Watertown World Cup led by Project Literacy! The event would not have been possible without the Recreation Department's collaboration and teamwork. Project Literacy learners from various nations captained teams of 8 players of all ages. Ultimately, India took home the coveted Watertown World Cup trophy! Project Literacy teachers, tutors, and library staff coordinated sign making activities and local business Natural Fruittiberri served savory and sweet treats. Thank you to Janet, Allie, Claudia, Jacky, and Erin Ward for their teamwork on this event.





- Heated Rivalry Trivia brought out a crowd of 20 adults, and two libraries from MA inquired via email how to host the event since their patrons were asking for a similar style event. The team of two strangers who met at the event took home the grand prize, a gift card to Branchline, and were excited to keep up the fandom fun over a future night out together.
- Pauli and Allie continue to collaborate with Kirsten and several Access Services staff including Michelle B, Megan, Deanne, and Danielle to facilitate high quality, staff-led programs for Library Insiders. These collaborations have been very successful, benefiting both patrons enjoying extra fun programming and staff honing program ideation and facilitation skills.
- Hatch hosted a Pride craft event in collaboration with the Watertown Pride Advisory Committee on Saturday May 22. 11 people attended. Patrons had fun making pronoun pins and beaded keychains, and customized tote bags with rainbow heat-transfer vinyl.
- Danger Club met on May 13 with 8 participants. The activity was geometric string art! Participants hammered nails into a pre-sanded board and artistically wrapped colorful string around the nail heads. Safety goggles were worn by all.
- Book Club for 7-8 year olds met on May 19 to discuss *The Chocolate Touch* by Patrick Skene Catling. The story is a retelling of the King Midas story, which was shared during the meeting. 3 kids attended this session. This program will continue through the summer.

### Project Literacy

- Project Literacy brought their academic year (September to May classes) to a close. We had a great year and it was celebrated by an End-of-Year Picnic where we over 100 students, staff, teachers, and volunteers celebrate at Filippello Park on May 21.
- Janet held two volunteer trainings and attended the WPS ACCESS Celebration where connections were made. PL connected with Watertown parents & got them signed up for summer classes.

- PL created a class evaluation form to get feedback on classes, staff, and services. The responses have been really eye-opening. For example, out of the first 45 responses, 33 people have requested pronunciation classes. The highest request by far. After pronunciation, citizenship & offering more weekend classes came in 2. The biggest surprise was that there were less requests for childcare than anticipated. Evaluations are still coming in and will be looked at closely. Feedback from the evaluation forms will be considered as we plan the upcoming year.
- A teacher moved sooner than expected which left a scheduled summer class without a teacher. There is now another teacher who may move out of the area by September. The situation is similar for both teachers. They both want to stay in the area, but opportunity in housing and work is taking them out of the area. We are working hard to get new teachers on payroll before the beginning of our summer classes starting on June 1. Filling these positions can be tricky because classes are set and positions must be filled before classes begin, however, paperwork needs to be completed before a teacher can start.
- Janet began the end-of-year 1:1 meetings with teachers. These meetings provide insight into useful materials in the classroom, attending issues and how to approach them, feedback on any needs or requests by teachers and students and overall maintenance of the program and best practices for the upcoming year.

#### Facilities/IT

- Chimney work was completed in May. They'll do another test with a hose to ensure the leaks are fully sealed before scheduling cosmetic repairs in the library's interior.
- Vinnie will be coming to the library to replace the button that opens the automatic doors with a wave sensor identical to what we have had in the front of the library for a few months now.
- Some lights on the first floor need replacing, the work will be scheduled soon.
- Alexander has been working on getting some of the public desktops back in service after 3 were out of order for various issues.
- Alexander installed the new scan stations in Reference.
- Ten Windows laptops, equipped with Microsoft Office suite, have been rolled out to patrons courtesy of a grant from the Massachusetts Broadband Institute.

#### Personnel

- The Teen Department has received 18 applications for the teen summer internship program.
- Brooke's last day will be June 6 – she will be working the Pride event!
- Emily, Theresa, and Kim are interviewing candidates for the Children's position. We had around 50 applicants.
- At Massachusetts Library Association (MLA) Conference, Claudia won a much-deserved Paraliarian of the Year award!
  - Part of the nomination read: *“Claudia works tirelessly to build trust, belonging, and community with Watertown library patrons, especially with Spanish speaking patrons and immigrant patrons. She envisioned and launched the first book club for native Spanish speakers in the Minuteman Library Network, WFPL's Club de Lectura en Español. She serves on multiple library committees, going above and beyond the daily work of her Circulation Assistant role. Beyond this, Claudia has put her incredible artistic skills in service of Library promotion, designing creative library displays,*

*temporary installations, merchandise, and more. If you've been following the Library for the past few years, you've probably seen her hard work everywhere!"*



TO: Library Trustees  
FROM: Kim Hewitt, Library Director  
DATE: June 2026  
RE: World Cup Watch Party

This memo is to request that the library be open late for the World Cup Watch Party. The party is scheduled to take place outside, and we would like the restrooms on the first floor to remain open to the public until the game ends. The library would not be open for normal services, the second floor would be closed; teen, children's, and circulation would also be closed. Staff would be stationed to direct people to the restrooms and ensure patrons exit the building. The game begins at 3pm and will be screened until approximately 8pm.

Thank you for your consideration.

## Library of Things Collection Development Policy

### About the Library of Things

The Library of Things (LOT) is the Watertown Free Public Library's (WFPL) circulating collection of occasional use materials. Items can be checked out to patrons 18 and older who have signed the borrower's agreement and safety waiver. [See more information about using the LOT.](#)

### Library of Things Collection Goals

WFPL provides this collection of occasional use items in order to:

1. Save patrons money.
2. Reduce waste in the Watertown community.
3. Encourage experimentation, curiosity, and learning.
4. Offer self-guided recreation.

### Materials Selection Criteria

Items will be added to the collection using following criteria:

1. The item meets at least two of the four stated goals of the LOT collection.
2. There is patron demand or demonstrated community need for the item.
3. There is adequate space to store the item.
4. There is funding for the item.
5. Instructions for using the item are available or can be created easily by library staff.
6. It is reasonable to assume that patrons can use the item without extensive specialized training.

### Donations

Donated items will be considered based on the materials selection criteria above. ~~Donations of items will only be accepted if the item is in usable condition with a reasonable expectation it can circulate for at least one year after acquisition.~~ **Donations of items will only be accepted if the item is in new or like-new condition.** To donate items, [email Watertown Free Public Library](#) with a description of the item. Items will not be accepted without prior authorization from library administration.

### Patron Suggestions



All library collections should be of interest and use to the Watertown community. Patrons are encouraged to [submit suggestions for new items using the suggestion form.](#)

### **Removal from Collection**

LOT items will be routinely evaluated. Items will be removed from the collection based on condition, usage, and space constraints. Popular items that are removed because of wear and tear will be replaced when budget allows.

### **Approval**

Approved by the Library Board of Trustees on February 3, 2021. **Amended June 2, 2026.**

Watertown Free Public Library's FY26 Action Plan			
Strategic Priority		Staff	Timeline
<b>Welcoming</b>			
1	Explore options to update library lobby to create a more welcoming and useful space for all ages.	Administration	June 2026
2	Source and implement customer service trainings for all staff and implement Training Guide on Staff Site.	Department Heads, Administration, Staff	April 2026
3	Create and publish a Welcome Brochure for the library with relevant and useful information for new library users and veterans alike.	Communications and Design Specialist, Assistant Supervisor of Access Services	Feb f2026
4	Evaluate policies with a focus on removing unnecessary barriers to library use.	Department Heads, Administration	Ongoing
<b>Engaging</b>			
1	Determine strategy to solicit feedback on specific topics from patrons.	Department Heads, Outreach Team, Administration	Mar 2026
2	Develop library packet for stakeholders to introduce our mission, values, policies, and demonstrate our impact in the community.	Communication and Design Specialist	Jan 2026
3	Conduct a review of local organizations with which we partner or allocate outreach resources towards. Document staff liaisons and reassign liaisons where needed.	Administration, Department Heads, Outreach Team	May 2026
<b>Empowering</b>			
1	Create a Citizenship Corner with updated materials to help patrons navigate the path to citizenship on their own (though we're always here to help!).	Project Literacy Coordinator, Reference Supervisor	June 2026
2	Develop and implement an onboarding process that introduces all staff to various departments and roles within the library to ensure cross training begins on Day 1.	Department Heads	Feb 2026
3	Develop Intro to the Library classes to introduce patrons to resources we offer to increase patrons' ability to access our offerings without assistance.	Reference lead with Dept Heads, Administration	May 2026
<b>Representing</b>			
1	Expand outreach and budget for Spanish Language Book Club.	Administration, Book Club leader	Mar 2026
2	Launch Braille collection for all ages in partnership with Perkins School for the Blind.	Department Heads	Feb 2026
3	Explore expansion of clubs for Teen and Children's, with specific emphasis on book clubs.	Teen and Children's	May 2026
4	Create strategy for proactively allocating funds for ASL/CART services at programs.	Administration, Programming Specialist	Feb 2026