

FY22 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	1,663,037	-67,819	1,595,218	1,298,942.98	0.00	296,275	81.40
0161051	510112	PART TIME SALARIES	641,476	33,558	675,034	524,157.90	0.00	150,876	77.60
0161051	510130	OVERTIME	25,000	40,000	65,000	41,745.61	0.00	23,254	64.20
0161051	510141	SHIFT DIFFERENTIAL	4,824	0	4,824	3,025.00	0.00	1,799	62.70
0161051	510143	LONGEVITY	29,516	0	29,516	22,952.35	0.00	6,564	77.80
0161051	510190	CLOTHING ALLOWANCE	2,934	442	3,376	3,376.00	0.00	0	100.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,366,787	6,181	2,372,968	1,894,199.84	0.00	478,768	79.80
0161052	520211	ELECTRICITY	143,589	0	143,589	82,468.29	13,531.71	47,589	66.90
0161052	520213	GAS	39,172	0	39,172	17,639.32	6,360.68	15,172	61.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	13,372.53	733.88	3,923	78.20
0161052	520241	BUILDING MAINTENANCE	43,500	0	43,500	40,226.07	2,987.25	287	99.30
0161052	520244	COMPUTER MAINTENANCE	92,112	9,575	101,687	82,199.92	14,665.35	4,822	95.30
0161052	530327	REGIONAL LIBRARY SERVICES	76,569	0	76,569	73,765.00	0.00	2,804	96.30
0161052	530342	COMMUNICATIONS - POSTAGE	1,600	0	1,600	1,600.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	7,000	0	7,000	5,461.55	1,138.45	400	94.30
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	6,517.73	2,560.04	2,922	75.60
0161052	540422	PRINTING & FORMS	6,300	0	6,300	4,115.70	837.00	1,347	78.60
0161052	540425	PROGRAM SUPPLIES	600	0	600	600.00	0.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,340	74	17,414	9,085.18	3,344.34	4,985	71.40
0161052	550511	BOOKS	443,000	0	443,000	387,838.16	39,166.08	15,996	96.40
0161052	550512	BOOK PROCESSING	41,800	9,064	50,864	29,445.60	2,317.01	19,101	62.40
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	978.00	0.00	322	75.20
0161052	570735	PROJECT LITERACY/TOWN	8,700	0	8,700	5,052.79	3,339.87	307	96.50
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	235.80	204.00	2,160	16.90
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	1,624.40	2,479.19	5,896	41.00
		Total 0161052 LIBRARY - EXPENSES	965,711	18,713	984,424	762,226.04	93,664.85	128,533	86.90
0161058	580840	BUILDING RENOVATIONS	81,000	16,283	97,283	16,283.21	30,543.20	50,457	48.10
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	3,047	23,047	5,122.76	6,632.15	11,292	51.00
		Total 0161058 LIBRARY - CAPITAL	101,000	19,330	120,330	21,405.97	37,175.35	61,749	48.70
		Grand Total	3,433,498	44,224	3,477,722	2,677,831.85	130,840.20	669,050	80.80

FY22 FUNDS AND GRANTS

Fund or Grant	7/1/2021	Available to spend balance as of 7/1/2021	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	138,821.75	5,136.62	2,156.01	-	5,136.62	80% of int on periodicals
Whitney	3,382.14	3,382.14	34.45	-	3,416.59	
Mead	5,941.98	2,941.98	116.94	-	3,058.92	
Charles	2,647.84	2,447.84	27.67	-	2,475.51	Armenian History books
Barry	3,756.94	3,756.94	39.24	-	3,796.18	
McGuire	3,120.05	2,120.05	43.05	-	2,163.10	
W. Pierce	23,778.90	3,778.90	340.59	-	4,119.49	
MacDonald	9,408.92	4,408.92	110.72	11.61	4,508.03	Grief related books
O'Reilly	10,407.12	9,907.12	108.73	-	10,015.85	Fiction
Stone	3,711.56	3,711.56	38.78	-	3,750.34	
Campbell	5,429.03	4,429.03	56.73	-	4,485.76	Large print books
Santoro	2,286.36	686.36	23.87	-	710.23	Art
Brown	2,579.72	1,579.72	27.52	-	1,607.24	Sci-fi books
Keith	4,135.89	3,135.89	43.22	-	3,179.11	Wat history books
Drucker	2,975.95	2,975.95	31.10	-	3,007.05	Humanities books
Special Gifts	87,185.31	87,185.31	124,677.35	113,120.51	98,742.15	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	-	9,185.14	Cookbook and Mysteries
- Makerspace Fund	9,685.00	9,685.00	-	6,208.59	3,476.41	Makerspace materials
Other Funds & Grants						
Kaveny	37,090.36	8,718.87	387.41	-	9,106.28	Benefit of the library
Masters	4,512.06	1,805.06	47.14	-	1,852.20	Trustees discretion
B. Pierce	2,075.03	2,075.03	23.94	161.00	1,937.97	Trustees discretion
LIG/MEG	205,409.44	205,409.44	112,538.41	106,567.07	211,380.78	
Revolving Printing Account	7,878.28	7,878.28	8,805.20	8,657.18	8,026.30	
Friends of Project Literacy Fundraising	29,946.47	29,946.47	39,407.50	31,776.19	37,577.78	
McCall Gift Fund	58,887.60	58,887.60	-	3,137.24	55,750.36	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
FY21 BAL FWD	228,632.81							\$ 228,632.81	\$ -	\$ 50,612.99	\$ 178,019.82
31-Jul	228,632.81		(5,549.85)	37.68	567.41		(808.75)	\$ 222,879.30	\$ -	\$ 45,668.23	\$ 177,211.07
31-Aug	222,879.30			2,125.67	247.25		(2,523.30)	\$ 222,728.92	\$ -	\$ 48,041.15	\$ 174,687.77
30-Sep	222,728.92			128.65	(921.41)		(3,202.65)	\$ 218,733.51	\$ -	\$ 47,248.39	\$ 171,485.12
31-Oct	218,733.51			54.65	567.10		(3,299.70)	\$ 216,055.56	\$ -	\$ 47,870.14	\$ 168,185.42
30-Nov	216,055.56			2,116.57	(206.53)		(8,799.20)	\$ 209,166.40	\$ -	\$ 49,780.18	\$ 159,386.22
31-Dec	209,166.40			92.22	1,111.44		5,457.15	\$ 215,827.21	\$ -	\$ 50,983.84	\$ 164,843.37
31-Jan	215,837.21			23.06	(747.01)		4,108.45	\$ 219,221.71	\$ -	\$ 50,259.89	\$ 168,951.82
28-Feb	219,221.71			2,188.28	(648.16)		1,423.40	\$ 222,185.23	\$ -	\$ 51,800.01	\$ 170,375.22
31-Mar	222,185.23			135.71	(224.98)		(8,831.55)	\$ 213,264.41	\$ -	\$ 51,710.74	\$ 161,543.67
30-Apr	230,790.39			-	-		-	\$ 230,790.39	\$ -	\$ 51,710.74	\$ 161,543.67
31-May	229,987.02			-	-		-	\$ 229,987.02	\$ -	\$ 51,710.74	\$ 161,543.67
30-Jun	228,060.12			-	-		-	\$ 228,060.12	\$ -	\$ 51,710.74	\$ 161,543.67
FY22 TOTAL			(5,549.85)	6,902.49	(254.89)	-	(16,476.15)	\$ 213,254.41	-	51,710.74	\$ 161,543.67

Burke FY22		Munis		Teen.Mat	Teen.Prog.	Child.Mat	Child.Prog	Adult.Mat.	Adult.Prog	Museums	Mov.Lic
\$27,504.04			\$27,504.00	\$2,750.00	\$2,600.00	\$1,375.00	\$8,854.00	\$1,375.00	\$3,900.00	\$5,000.00	\$1,650.00
PO or Check #	Date		Vendor/Description								
Spent as of	4/28/2022		\$26,528.91	\$2,750.00	\$2,246.89	\$1,324.80	\$8,730.13	\$1,375.00	\$3,902.52	\$4,585.00	\$1,614.57
Accounts as of											
4/28/2022			\$975.09	\$0.00	\$353.11	\$50.20	\$123.87	\$0.00	-\$2.52	\$415.00	\$35.43

FY22 HATCH FINANCIALS

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 2,125.00	\$ -	\$ -	\$ (1,580.00)	\$ 545.00
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 325.00	\$ 450.00	\$ -	\$ -	\$ 775.00
Watertown Commuty Foundation Grant	\$ 7,560.00	\$ 80.00	\$ 480.00	\$ (4,708.59)	\$ 2,451.41
Town Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 617.28	\$ (10,979.21)	\$ 3,083.51
Totals	\$ 24,690.00	\$ 530.00	\$ 1,097.28	\$ (17,267.80)	\$ 6,854.92



Library Director
Leone E. Cole

TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: April 29, 2022
RE: Donations

The following donations were received in April:

Local History Civil Service Application Paper donation by Veronica McCormack

Caitlin Browne



Library Director
Leone E. Cole

TO: Library Trustees
FROM: Caitlin Browne, Assistant Director
DATE: April 25, 2022
RE: McCall Fund Request

The children's librarians would like to use \$3,500 from the McCall fund to purchase prize books for the Summer Reading Program. This strategy has proven popular in the past and I recommend that the Trustees approve this request.



Library Director
Leone E. Cole

TO: Library Trustees
FROM: Caitlin Browne, Assistant Director
DATE: April 25, 2022
RE: Grant Submissions and Progress

Attached please find the final drafts of submitted grant applications.

1. Watertown Community Foundation (WCF) Institutional support grant for Project Literacy submitted by Aimee Lambert (\$7,500).
2. WCF program grant for Watertown Pride Extravaganza! Submitted by Carey Conkey Finn (\$5,000).
3. WCF institutional support grant for Hatch submitted by Amelia Young (\$7,500).
4. John Cotton Dana Award for outstanding library PR submitted by Jamie Kallestad (\$10,000).

Also attached is Caroline Littlewood's interim report on the Collective Memory Project.

1.Name of organization:
Project Literacy

2.Tax ID#:
046-001-340

3.Your Name:
Aimee Lambert

4.Your Title:
Program Director

5.Your email address:
alambert@watertown-ma.gov

6.What is your phone number?:
617-972-8797

7. Amount of funds being requested:
\$7,500

8.Payee for Check and Address to which the check should be sent:
Project Literacy, Watertown Free Public Library, 123 Main St. Watertown, MA
02472

9.How will you use these funds to support your organization's operating needs, staffing, or programming (250 words or less):

Project Literacy will be offering fourteen professionally taught English classes in six levels for the 2022/2023 academic year. This year, for the first-time, all levels will be offered in both the daytime and evening, giving students more learning flexibility.

Many previously unserved learners were able to attend class during the pandemic because they were virtual. This eliminated the need for transportation and

childcare and allowed many mothers to participate while home with their children. We also learned we lost learners, particularly beginner students, because virtual learning proved too difficult even with additional in-person support.

For the upcoming year we will be taking what we learned from the past two years to create a more flexible, student-driven learning model. We will have in person and virtual options for all beginner students, day and evening classes as well as weekend opportunities.

Funds from the Watertown Community Foundation will ensure that we can provide this schedule of classes, taught by paid professional teachers, as well as classroom materials at no cost to our students.

10.What populations or sub populations in Watertown do you serve? Please provide as much detail as possible regarding the number of Watertown families or individuals that you expect to benefit from this grant award (250 words maximum):

Currently, 240 of our learners are living in Watertown. We estimate, based on intake forms, another 100 are working in the City. Over half of our Watertown learners are native Spanish or Portuguese speakers.

Many of our Watertown learners have children in the City's schools. Program administrators, teachers, and tutors often act as school and community liaisons. Our numbers do not reflect the number of children and caregivers that benefit from increased English education, advocacy, and access to Project Literacy resources.

In addition to increasing English levels, Project Literacy is also committed to connecting our learners to Watertown's many resources including HATCH, the Senior Center, Parks and Recreation, and the Boys and Girls Club.

11.What will be the impact of WCF is unable to fully fund your request?
The cost to run each of our classes, that run September through May and meet twice a week, is \$7,500. If Project Literacy does not receive the funding, we will have to cut back on our class offerings.

12. Briefly describe if and how this grant funding will enhance the commitment of your organization or program to diversity, equity, inclusion, and justice:

Project Literacy is learner focused. This is seen through our commitment to providing learning opportunities for individuals with complex, often difficult, work schedules. Watertown Community Foundation funding will help our program expand our class offerings, providing more flexible learning hours as well as in-person and virtual classes, and thus reach more learners.

Funding also provides valuable training throughout the year for over 200 volunteer tutors working one-on-one with our learners. Many students express struggling with learning in their native language, difficulty working in a traditional classroom, or feeling the group pace too hard. Bimonthly trainings ensure our tutors are equipped with the tools necessary to work with learners regardless of their education experience or background.

13. Please share any additional information that you think would be helpful (optional):

We know, through our partnerships with Watertown schools, that there is a growing Spanish-and Portuguese-speaking immigrant population with limited English proficiency. Project Literacy, and the Watertown Free Public Library, is committed to serving these families. This spring the children's and teen departments have been purchasing materials in these languages, we will be hosting a library tour in Spanish and Portuguese in May, and the children's department will be hosting Spanish story time. These new efforts are just the start of our work reaching out and serving non-native residents of Watertown.

Watertown Community Foundation Program Grant Application

1. Name of organization:

Watertown Free Public Library

2. TAX ID#

046-001-340

3. Your Name

Carey Conkey

4. Your Title

Supervisor of Teen Services, Watertown Free Public Library

5. Your email address

cconkey@watertown-ma.gov

6. Your phone number

617-972-6437

7. Amount of funds being requested

\$5000

8. Payee for Check and Address to which the check should be sent:

Watertown Free Public Library, 123 Main St., Watertown, MA 02472

9. What is the name of your proposed program or project? Describe in 250 words or less

Watertown Pride Extravaganza! Be Yourself, Change the World

The Watertown Pride Extravaganza (WPE) festival is a collaborative project between Watertown Free Public Library staff and the city's Public Arts and Culture planner. The impetus for this festival is our desire to have a fun, vibrant event that celebrates our diversity and coming together as a community.

WPE will be held on Saturday, June 4, 2022. It is an all-age, family-friendly celebration of Watertown's LGBTQIA+ communities. A mini parade with a brass band will lead the crowd from the Library to Saltonstall Park where there is a performance stage with an emcee, music, spoken word performers, and even some Zumba!

The planning committee is committed to be as inclusive as possible. The majority of the performers identify as Black and/or transgender. We have applied for funds to get American Sign Language interpreters for the stage performances and to Braille the festival's program booklet.

There will be fifteen Information booths for organizations that support LGBTQIA+ rights. Many organizations have signed up for booths that support area youth such as the Watertown Middle and

High schools' Gender Sexuality Alliances, the elementary schools' Diversity and Belonging Councils and OUT Metrowest.

The Watertown Pride Extravaganza will also include many creative outlets for attendees of all ages including pronoun button making at the welcome tent; HATCH, the Library's makerspace, will be offering arts and crafts for all ages; Watertown Arts Market will lend a hand with tie-dying, rainbow wand making and more. For the younger crowd Watertown Boys and Girls Club will run an obstacle course and lawn games.

10. With what organizations will you collaborate, if any, to provide this program or service

Watertown Commission on Disability, funding ASL Interpreters

Perkins School for the Blind, Brailleing of event program booklet

Hatch, WFPL's Makerspace, arts and crafting

Watertown Arts Market, arts and crafting support

Watertown Boys and Girls Club, lawn games for children

11. Briefly describe the goals or objectives of this program and the anticipated impact on the Watertown Community

Goal 1: Support and uphold Watertown's LGBTQIA+ populations with a special emphasis on BIPOC and/or LGBTQIA+ youth.

Goal 2: Provide an event where people can gather and celebrate after 2 years of isolation and fear.

Goal 3: Encourage youth to see that the Watertown community values them and their input.

Goal 4: Entertain through music and poetry and dance and have a wide range of activities in which all ages can participate.

Goal 5: Energize and create new partnerships between city departments, the business community, local social justice organizations, the local arts community, and school groups that promote equity, diversity and belonging.

Goal 6: Provide information booths so area organizations can share with festival attendees the work that they do for the LGBTQIA+ community

Goal 8: Educate members of the public who are unaware of the contributions of the LGBTQIA+ people to create less divisiveness, limit prejudice, and encourage social justice.

Goal 9: Put Watertown on the map as an inclusive city that celebrates and values its diversity and works for equity, justice and belonging.

12. What populations or sub populations do you serve? Please provide as much detail as possible regarding the number of Watertown families or individuals that you expect to benefit from this grant award

The Watertown Pride Extravaganza will welcome all who live and work in the Watertown area and surrounding towns.

We cannot give a true estimate of the number of LGBTQIA+ people who live in the city. Many do not feel safe to identify themselves and gender identity can be very fluid. For them, WPE may be a signal of support from the community.

WPE planners have made specific efforts to encourage youth involvement. We have met with the middle and high school gender sexuality and alliance clubs to encourage their participation in the festival. Staff have attended the elementary school diversity and belonging committees to encourage families with young children to participate. (2600 students and their families)

13. Please provide a detailed explanation of your budget that explains exactly what funding from the Watertown Community Foundation will cover.

Partial funding of the Performer's Fees (drag king emcee, JP Honk, an activist band, a spoken word artist, Zumba instructor): \$1225

Equipment Rental: tents and tables: \$990

Promotional Materials: six large vinyl banners for street advertising, printing of signs and maps, sandwich board signs, lawn signs (\$360 for 20), Facebook and newspaper ads (Bay Windows): \$1600

Partial funding of materials for parade participants: noisemakers, small Pride flags, etc.: \$200

Supplement for ASL Interpretation (two people for 5-hour event): \$700*

T-shirts for those staffing/volunteering for the event: \$280

*It is difficult to secure interpreters as there is a shortage. We have applied to the Massachusetts Commission for the Deaf and Hard of Hearing to get ASL interpreters that would cost \$600. The Watertown Commission on Disability will be able to fund this. There is no guarantee that the State can provide these interpreters. If we were to engage with a private company, it would be \$1300.

14. What funding, if any, are you receiving from other organizations to support this request. What will those funds cover?

We have secured funding from the following:

ASL Interpreters (two people for 5-hour event) for Performance Stage: Watertown Commission on Disability: \$600* (see above note)

Braille of Event Programs, Perkins School for the Blind: \$100

Mass Cultural Council Program Grant: \$1500, Watertown School of Rock and sound equipment rental

Hatch, Watertown Free Public Library's Makerspace: \$950, arts and crafting supplies

Watertown Savings Bank, \$150 for chair rental

We have approached Roche Brothers for in-kind water and snack donation for volunteers

15. What will be the impact if WCF is unable to fully fund your proposal

Although we have received some tentative funding commitments from city entities (the Watertown Free Public Library Building Committee has committed up to \$3000 to cover costs; the Public Art and Culture Commission, up to \$1000) it is not enough to fill the gap between what we have planned and the cash we have received so far. We would perhaps scale back by not offering informational booths and save on table and tent rental. We would pull back on our promotional efforts by cutting things like banners, newspaper ads and the like.

The WPE planning community has noticed a great deal of palpable excitement from community groups and individuals who want to be involved when they learn about the event. The disappointment would be real and negatively affect those in the community who need the representation and support the WPE would provide. The money we are requesting from the Watertown Community Foundation would ensure that the WPE planning committee can make our vision become reality.

16. Briefly describe if and how this grant funding will enhance the commitment of your organization or program to diversity, equity, inclusion, and justice

Our lineup of performers includes people of color and transgender individuals.

We will provide access by having ASL interpretation and Brailled material for those that would benefit.

Many of the organizations that will have information booths support LGBTQIA+ unhoused youth, the BIPOC community, and the trans community

17. Please list all program grants you have received from WCF in the last four years. List the program name and the amount received

WFPL has not received a program grant, though has received institution grants the past several years for Hatch, the Library's makerspace and the Project Literacy program.

18. Please share any additional information that you think would be helpful (optional)

Letters of support from City Councilors Nicole Gardner and John Gannon and the Watertown Elementary Schools Diversity and Belonging Councils will be forwarded to the Foundation.

Please see the WPE website: www.watertownlib.org/pride

WCF Institutional Grant Application 2022

- 1.Name of Organization: Hatch Makerspace via Watertown Free Public Library
- 2.Tax ID#: 046-001-340
- 3.Your Name: Amelia Young
- 4.Your Title: Hatch Makerspace Coordinator
- 5.Your email address: ayoung@watertown-ma.gov
- 6.What is your phone number? 781-795-2309
- 7.Amount of funds being requested: \$7,500
- 8.Payee for Check and Address to which the check should be sent: Watertown Free Public Library, 123 Main St Watertown 02472

9.How will you use these funds to support your organization's **operating needs**, staffing, or **programming** (250 words or less).

Operating Needs

Hatch's tools and materials are provided free of cost to the the public so that people can access established and emerging technologies they otherwise might not be able to. Our three most popular tools are the sewing machines, laser cutter, and 3D printers. Each of these have specific maintenance needs:

The laser cutter is the Hatch tool that is least accessible to individuals in their own homes. Replacement laser cutter filters cost ~\$500 each with shipping. On average we use 1 filter per month.

3D printers require frequent repair as a matter of course. Our machines need even more because they are used by many people. We are about to invest \$1000 in new printer equipment to make sure this station can remain usable and accessible.

Sewing machines are Hatch's most popular tools. Our longtime volunteer Cheryl maintains them well and contracts repairs to specialists when necessary. We budget \$150 per month for textiles area maintenance and repair.

Hatch provides all the necessary materials to learn these tools.

Programming

Our regular Monday night workshops are also free of charge. These cover a wide range of topics, from Introduction to the Sewing Machine to Electronics 101. Instructors are paid for their time and expertise. Between October 2021 and March 2022 we hosted 26 workshops serving 167 attendees, not including special tool trainings. Funding from this grant would allow us to host a similar or greater number of workshops consistently throughout the year.

10. What populations or sub populations in Watertown do you serve? Please provide as much detail as possible regarding the number of Watertown families or individuals that you expect to benefit from this grant award (250 words maximum)

Hatch is open to everyone. We regularly serve people from a diverse range of ages, economic backgrounds, races, genders, and experience levels. In the past 6 months we have served over 1,200 adult and 250 child makers during our open hours.

We also currently have 35 active volunteers, many of whom have been with us for 3+ years. Pre-COVID we had 40+ active volunteers. Between January and March of 2022 our volunteers donated over 375 hours despite the Omicron surge, reduced programming, and a temporary capacity limit inside Hatch. They are also some of our most frequent patrons.

Conversations at Hatch are overwhelmingly non-hierarchical. I have witnessed and participated in numerous discussions between people of different ages and from very different professional fields, where everyone was listened to for what they had to say and not what status they held in their personal lives. I will often learn that a volunteer or regular patron holds a high-level degree, job, skill, or credential only after months of working with them. Humility, curiosity, and sharing are core features of the community here.

11. What will be the impact of WCF is unable to fully fund your request?

Hatch depends on City funds through the Library operating budget, gifts, and donations. We will continue to operate without this grant, but will be able to offer far fewer workshops, events, and materials to the public, and may have to put limits on laser cutter use.

12. Briefly describe if and how this grant funding will enhance the commitment of your organization or program to diversity, equity, inclusion and justice:

Receiving this amount in full will help us continue to provide communal space and tools for the public to make things, learn new skills, and exchange ideas *entirely for free*. It will also greatly increase the number of workshops and materials we can offer and will support the maintenance of our equipment.

Historically and presently, people from oppressed identities have fewer financial resources and less access to power, institutions, and resources. We are committed to improving what we offer to the public and how we do so. I am working with the Print and Promotion Specialist at WFPL on the accessibility of our events, communications, and signage, and to create design systems that cement ADA standards. We also offer Youth Internships throughout the year for highschoolers age 16-19 to gain professional skills in STEAM and education.

13. Please share any additional information that you think would be helpful (optional)

COPY AND RESIST!

Promotional Campaign for WFPL Zine Fest (Narrative)

Needs Assessment and Planning

Why would a public library host a zine fest? Let's start with some statistics and problems:

The 2020 census revealed that Watertown residents skew towards the 25-35 age group and the 60+ age group. For years, staff members have observed that Library programs have attracted few patrons from the 25-35 range, though that age group is a significant percentage of our city's population.

The American Community Survey data from 2020 shows that Watertown is diversifying faster than previously predicted. The percentage of white people in our city decreased from 2010 to 2020. The percentage of people of color and people of mixed race increased dramatically. We believe it is important that our diverse community see itself reflected on our library shelves.

As part of our mission, the Watertown Free Public Library (WFPL) collects and preserves stories, artifacts, and photos of our community in the Local History Collection. But there is a big problem—the majority of our collection dates from before 1980. **What's more, the narrative of Watertown's colonial history dominates our archive, skewing what residents think of as "local history."** We feel a responsibility to preserve the stories of our community now. It's time for new voices to be added.

That's where zines come in. Zines are "do it yourself," handmade magazines or pamphlets that come in all different shapes, sizes, and formats. A favorite medium of punks, the Riot Grrrl movement, and superfan subcultures, zines have flourished in various forms for decades. Today, zines are experiencing a renaissance in popularity (especially with young people) and provide a powerful platform of expression, storytelling, and resistance for marginalized groups, outside of the traditional publishing industry.

We decided to launch the Library's first-ever zine collection in the fall of 2021. To celebrate this, we planned "WFPL Zine Fest" for October 2, 2021. The festival would include a Zine Marketplace with 30+ zinester-vendors from near and far, four breakout sessions with guest speakers, and a Zine Hive where anyone can learn how to make a zine. Planning began in the summer of 2021. Inspired by the census data and observations listed above, we had three objectives in mind for our promotional campaign:

- **#1 Goal:** Bring first-time visitors into the Library, especially younger adults.
- **#2 Goal:** Introduce our patrons and community to the vibrant world of zines and DIY publishing.
- **#3 Goal:** Encourage community members to share their own experiences through zine making and add them to the Local History Collection.

Now here's the PR dilemma: how do we execute a promotional campaign that appeals both to die-hard zinesters (who have never visited our library) *and* community members who have no idea what a zine is?

Implementation and Creativity

Though we did not have a significant marketing budget for WFPL Zine Fest, we embraced this constraint. In total, we budgeted \$600 for advertising and printing. We budgeted an additional \$700 for custom tote bags which we planned to sell for a “pay-what-you-can” suggested donation.

To pull off our ambitious and quirky promotional campaign, we needed to stay super organized, while keeping our minds open to untested PR strategies. The “WFPL Zine Team” was led by librarian Carey Conkey-Finn. The team included three Library Outreach Team members, two Circulation staff members, a Teen librarian, a makerspace staff member, and temp librarian Wesley Sueker. (Wesley, a longtime zinester, was an invaluable source of knowledge.) We met regularly in August and September.

Together, the Zine Team decided that traditional media outlets would not reach the zinester, punk, and younger demographic that we wanted to invite to the Library. We also decided to cast a wide net and promote WFPL Zine Fest beyond Watertown. WFPL is part of the Minuteman Library Network and serves patrons across the Boston metro area, so this plan suited our Library’s mission.

To start, we made a list of independent media organizations to contact: local rags, zine distributors, zinesters message boards, Facebook groups, local zine libraries, and small-press publishing houses. We also sought the involvement of zine distributors that were influential in the local area, tagging and messaging them on Twitter and Instagram. One team member, Megan, biked up and down some of Boston’s “younger” neighborhoods, posting flyers near record shops, music venues, community fridges, restaurants, and dives. We chronicled her street team adventures on social media.

Since this was the first time our library was stepping into zine world, getting buy in from local zine-leaning organizations was really important. Two staff members from the Library’s makerspace converted our bike-powered outreach wagon into a “zinemobile” and took it to the Massachusetts Independent Comics Expo. We invited local indie newspaper Boston Compass to table at WFPL Zine Fest and send a guest speaker. We placed ads in Boston’s only alt-weekly magazine, DigBoston. Most importantly, we encouraged all participating zinesters-vendors to spread the word to their friends and like-minded folks.

Because we had a dual mission to reach a zinester audience *and* a general audience, we also sought coverage through traditional promotional strategies: network news, cable access news, newspapers, news websites, event calendars, and geotargeted social media ads. The messaging we designed for these channels was more educational, since we had to assume that many folks had no idea what a zine is. Our press releases to Watertown local media and community organizations opens with “If you’re asking ‘what’s a zine?’ that’s ok” and invited anyone to come and “learn what zines are and why they matter.”

Designing promotional materials, swag, and ephemera, was one of the most joyful and collaborative parts of this whole campaign. The Zine Team decided *not* to use the Library’s traditional branding for this campaign, signaling Zine Fest was not Library business as usual. Instead, we leaned into the handmade look, creating a distinct brand that still referenced the Library as host. The original slogan “Copy and Resist!” references the DIY, photocopied, anti-establishment aesthetic and ethos of zine making.

WFPL staff members Yi Bin Liang, Wesley Sueker, and Jamie Kallestad contributed artwork and design for the Zine Fest webpage, social media graphics, wayfinding signage, flyers, tote bags, and buttons. A highlight was Wesley’s festival program, which evolved into an intricately assembled zine in its own right. The program incorporated Yi Bin’s illustration, zinester-vendor bios, typewriter text, and photocopied graphics. Take a look at the attached images to get a sense of the look and feel of WFPL Zine Fest!

Evaluation

So what happened? Zine fest was a smashing success. Hundreds of people attended the event and our PR campaign introduced our zine collection to hundreds, if not thousands, more. In our Zine Team debrief one week after the event, we were still riding a high from the big day. We used a variety of assessment methods to evaluate the success of our campaign. Here are the numbers:

- **#1 Goal:** Bring first-time visitors into the Library, especially younger adults.
 - *340 programs were distributed to attendees. We estimate that between 300 and 400 people attended Zine Fest—WFPL's biggest event after the 150th Anniversary Gala.*
 - *162 attendees completed our door survey. 47% said it was their first time visiting our Library!*
 - *We did not collect age data from attendees, but staff reports and photos show that the crowd was young, most participants were in their 20s and 30s.*
- **#2 Goal:** Introduce our patrons and community to the vibrant world of zines and DIY publishing.
 - *In the run up to Zine Fest, Library social media reach and engagement reached an all-time high. Our posts received approximately 44,000 impressions with 2041 unique engagements.*
 - *Zine Fest was covered extensively by the Watertown Tab (5 articles), Watertown News, Boston Compass Newspaper, and the Boston Globe. The Globe was on our PR wish list for some time!*
- **#3 Goal:** Encourage community members to share their own experiences through zine making and add them to the Local History Collection.
 - *To date, 28 zines by Watertown residents have been added to our Local History Collection.*
 - *40 people participated in the Zine Hive zine-making workshop at WFPL Zine Fest.*
 - *231 people signed up for our "Zines at WFPL" email interest list.*

Not all of our promotional strategies were successful. Based on our door survey, very few attendees learned about Zine Fest from Dig Boston ads, Boston Compass, or the Watertown Tab (despite extensive coverage). On the flip side, our most successful promotional strategies were comparatively low-cost: street flyers, organic social media posts, and word-of-mouth hype attracted most of our attendees.

And here's a stat our Library Director loved: WFPL Zine Fest came in under-budget! We were able to recoup 100% of advertising and merch expenses through the sale of pay-what-you-want tote bags.

Conclusion

Zine Fest will return. The Zine Team has already declared an annual event, now called "Watertown Zine Fest" which we aim to grow with the involvement of the City of Watertown. Still, Watertown Zine Fest will take place at WFPL, with the dual mission of bringing more first-time patrons to the Library, *and* empowering our community to self-publish and circulate their own stories. Copy and resist!

COPY AND RESIST!

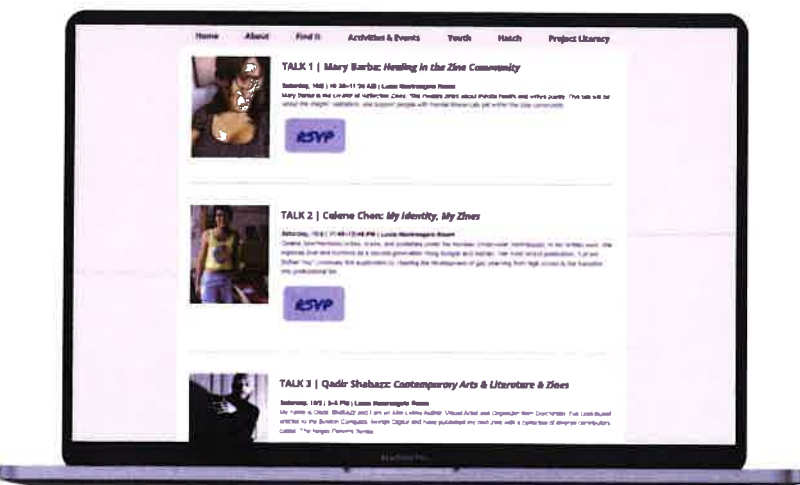
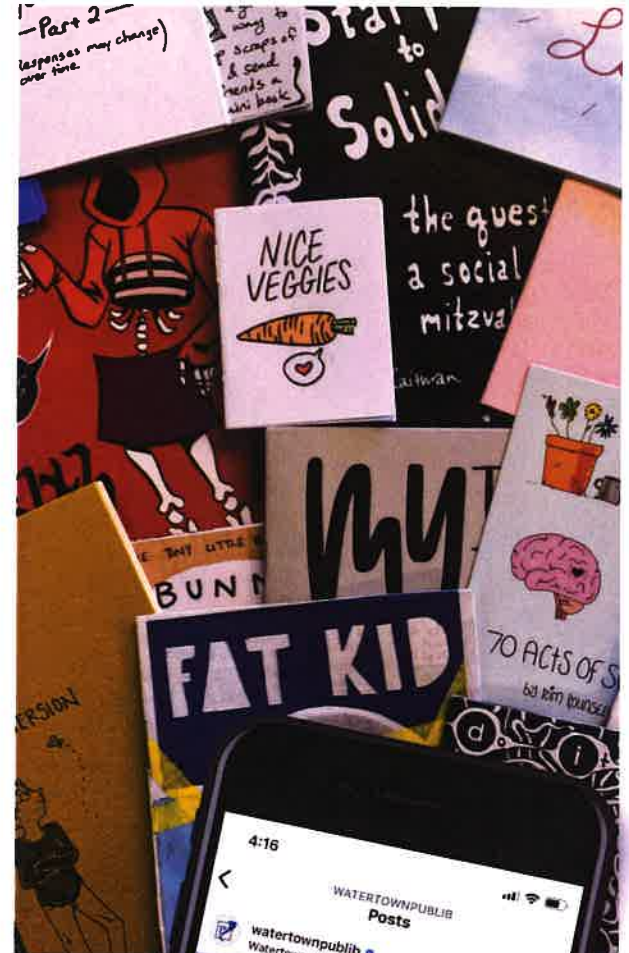
Promotional Campaign for WFPL Zine Fest (Summary)

In the fall of 2021, the Watertown Free Public Library launched a campaign to promote the first-ever WFPL Zine Fest and brand-new zine collection. We aimed to introduce young people to the Library and empower our community to tell their stories through zine making. Embracing the low-cost, anti-establishment, DIY zine aesthetic, we reached tens of thousands of people with online marketing, earned writeups in both indie "rags" and The Boston Globe, and attracted hundreds to WFPL Zine Fest, mostly young people and many first-time visitors. By selling pay-what-you-can tote bags, we even recouped all marketing expenses. Copy and resist!

GETTING STARTED...

Zine Fest website

Zine design inspiration



Social media announcement



PROMO MATERIAL / SWAG

Street team poster



Buttons!



Online banners



Final tote bag

Tote bag draft



PR SUCCESSES

5 placements in the Watertown Tab including press release, two articles, and video interviews



Indie Boston Compass Newspaper blog post

...plus, the organic Instagram Post that broke all of WFPL's social media records!

PR SUCCESSES

Hey! We made the Boston Globe!

Draculev hacks Wu. adds national voice to

SATURDAY, OCTOBER 2, 2021

The Boston Globe

Ahead of Watertown zine fest, one creator says: 'Zines give people power'

By Diti Kohli

GLOBE CORRESPONDENT

The Watertown Free Public Library is celebrating zine culture with a full-day festival dedicated to the small-batch, self-published works.

This fall, the library began circulating a collection of zines. Creators — many of them under-represented in mainstream media — use the indie publications to touch on topics such as art, sexuality, and identity. “The main rule is that there are no rules,” the library wrote on its website.

The Saturday event schedule includes a zine marketplace, zine-making hive, and slate of panels from 10 a.m. to 4 p.m. (Additional details are available at watertownlib.org.)

Mary Barba, one of four festival speakers, spoke with the Globe ahead of her “Healing in the Zine Community” presentation. Based in Danvers, she is a violist and music educator, as well as the founder of Reflective Zines.

Q. To start, what makes zines different from other mediums?

A. A zine is a self-published pamphlet or notebook of things people have to say. About anything, really. The special part is that you get to hear individual voices who might not otherwise have access to amplification. Before I had zines, I could talk to my friends or people next to me. But nobody else heard my voice. Zines give people power.

Q. Tell me about Reflective Zines.

A. It's a complication of zines about mental health and healing. I've had my own experiences with mental illness, and I use that knowledge to help other people. A lot of the zines I first made — in 2016 and 2017 — were based on me looking inside myself, uncovering things about who I am, and thinking about what I may have been avoiding.

I also like to focus on mental



MARY BARBA PHOTOS

Mary Barba, one of four festival speakers, founded Reflective Zines to help people learn about mental health and healing.

FESTIVALS

health resources because not everyone has access to adequate care. Growing up, I definitely didn't. Now, I'm lucky to have them. I'm not a doctor. But I always imagine that if I could give everything I've learned in therapy to my younger self, I would have been really grateful. Knowing these deeper, more complex forms of therapy can help resolve issues, rather than put a Band-Aid on them.

For example, one of my zines is about dialectical behavioral therapy. It helped me manage my emotions and connect with people. I also made a Halloween zine with spooky stories about ... asylums and how mental health care has improved.

Q. When I open one of your zines, what would I see?

A. My trauma therapy zine has pictures and information about what trauma therapy feels like, stories about my experiences, [and] other people's experiences. Also then, tips. How can you get started with it? If you don't have access to it, here are some alternatives. Some of my zines include my poetry. It's basically trying to disseminate information in a way that humanizes people, because it's coming from someone who experienced it firsthand.

Q. Your zines are very crafty, too. **A.** I've never been very good at drawing. Crafts have always been a good replacement.

In terms of production, I create [the zines] in my home, print them at home, [and] send them out myself at the post office. I'll either staple them or sew them, and then bring them to zine fests, sell them online, or leave them in small libraries on the side of the road.

Q. What has the response to Reflective Zines been like?

A. One person told me they read the trauma therapy zine and brought it to one of their appointments. It actually led to them starting a new type of therapy. The biggest thing people have said is that it starts conversations in their lives. Sometimes having that icebreaker of “Oh, I read this zine” can spark a dialogue. And I also get people coming to me, asking how they could start making zines, too.

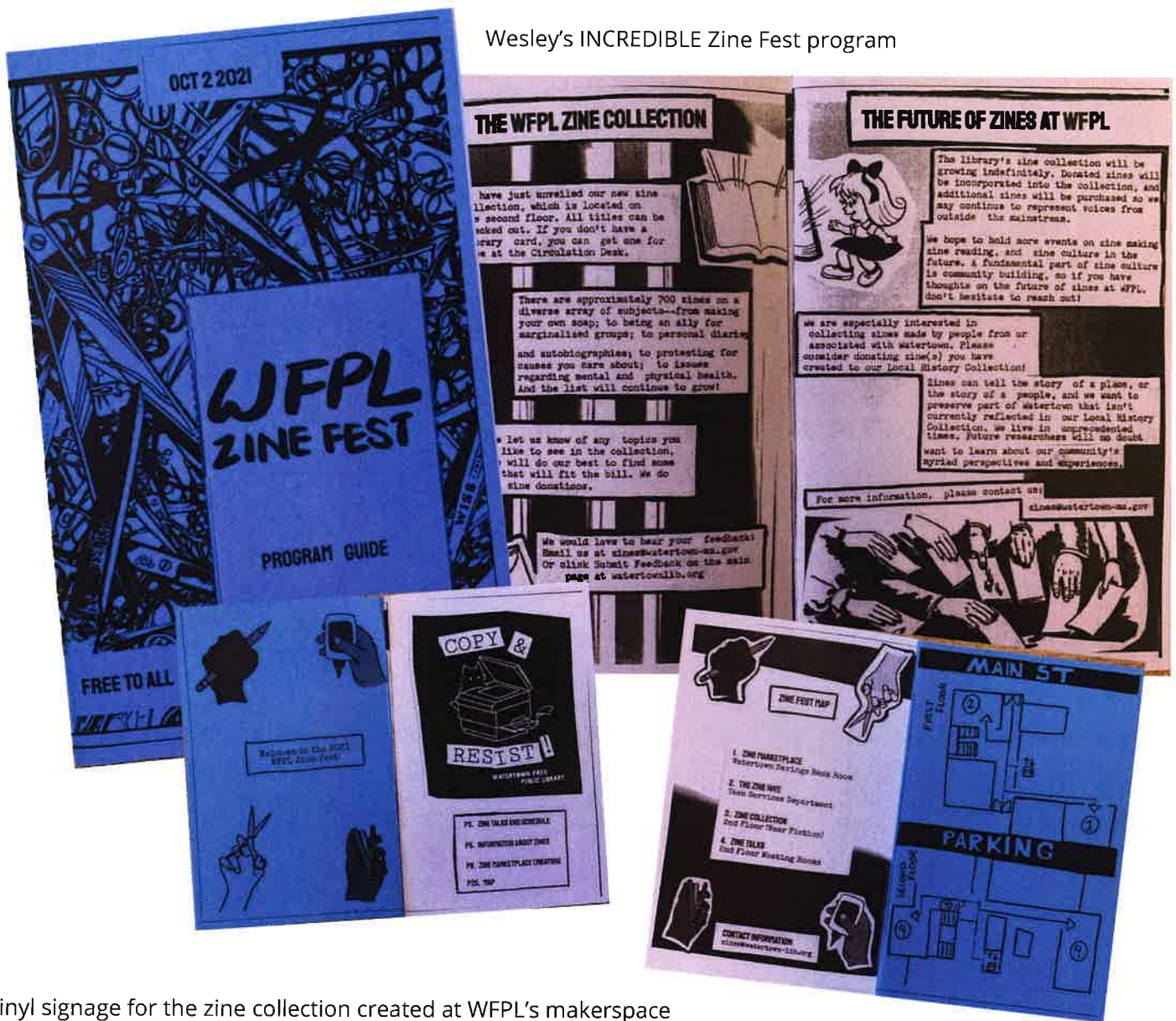
Q. I imagine you're not in this for the money. What's the goal?

A. I do make some profit, “pizza profit.” But it's something I do that makes me feel whole. It gives me purpose. It connects me to other people. It helps me sort out my own thoughts.

Interview was edited for length and clarity. Diti Kohli can be reached at diti.kohli@globe.com.

FINISHING TOUCHES

Wesley's INCREDIBLE Zine Fest program



Vinyl signage for the zine collection created at WFPL's makerspace



THE BIG DAY! 10/2/21

300 – 400 people attended WFPL Zine Fest



Door
survey
info-
graphic!



SOCIAL MEDIA COMMENTS

"Wow, that was waaaaay more talking than a regular art show...thanks a billion to everyone who came and made the day a huge success! Thanks to the Library for investing in zines and zine makers. I'm so grateful."



- sarah_dudek** • Follow
- sarah_dudek Me and my tablemate @khushbukshirsagar at the @watertownpublib Zine Marketplace yesterday! We had the best time, and I'll say it right now, my first zine fest won't be my last! (But, wow, that was waaaaay more talking than a regular art show. Hahaha.) Thanks a billion to everyone who came and made the day a huge success! Thanks to the library for investing in zines and zine makers. I'm so grateful.
- sarah_dudek #zinefest #library #zines #indestructiblefood #foodzine #zinemachine !

Liked by bostonwomensmarket and 139 others

1 DAY AGO



- reflectivezines** • Follow
Watertown Free Public Library
- reflectivezines The very first @watertownpublib zine fest was a MASSIVE success!! It was absolutely magical. There were so many amazing creators there, and an endless amount of people in attendance. Their new zine library is beautifully curated, and the library as a whole is so special. I could not be more honored to have been a part of this and I canNOT wait until next year!! ❤️❤️❤️
- #zine #zines #zinester #zinesters #zinefest #zinefests #mentalhealth #depression #anxiety #bpd #selfcare #selfhelp #zinemaking #smallpress #coping #copingskills #mentalillness #poem #poems #poetry #notrcommunity #notrlovers

80 likes

2 DAYS AGO

Add a comment...

"The very first @watertownpublib zine fest was a MASSIVE success!! It was absolutely magical."

"Had an awesome time with @punkseawitch at the WFPL zine fest at our local library. Got some really cool stuff :) @watertownpublib."

"Love love loved the zine fest out in by @watertownpublib ... I can't wait for another event like this. I got so many nice compliments on my witchy outfit too!"

PATRON COMMENTS

Feedback from the program evaluation form sent to all zinester-vendors:

- "The zine fest was really well organized. The team did an amazing job of marketing! I saw flyers up in Allston and Cambridge."
- "The marketing was incredible! I was amazed how many people came from various neighborhoods of Boston."
- "Honestly, I think the best part was how obviously well you advertised. I have never been to a zine fest that was so busy and had so many interested patrons. I met a lot of people I don't usually meet. The welcome table, zinefest merchandise, ect was extremely professional. The tables (tablecloths, water, and nameplates included !!) were fantastic. Thank you so much"
- "Higher volume of folks of all ages - than expected"

From the Library anonymous feedback form:

- "I just wanted to thank you for the excellent zine fest last weekend. I love zines and zine culture, so I was excited to see library events for them. I had a great time exploring the zine marketplace, and I was incredibly happy with how unapologetically counterculture/queer/trans/sex-positive/etc it was even when brought into a more mainstream library space. I'm definitely looking forward to future zine events at the library, and I'll have to come back to check out the collection sometime (luckily, I'm very close by, so it's an easy trip)."

Staff note about a patron discovering the Zine Collection for the first time:

- "A patron stopped by the desk to comment on the gender section of the Zine collection. She said that it was such a great introduction to topics that she knew very little about, and it helped her be able to ask questions in a respectful way."

FOR IMMEDIATE RELEASE: Watertown, MA – 9/9/21



Watertown Free Public Library Embraces the Power of Zines

[WATERTOWN] On Saturday, October 2, The Watertown Free Public Library will host WFPL Zine Fest—a day-long celebration of zine culture and DIY publishing. Whether you are a die-hard *zinester*, or just want to learn what zines are and why they matter, the Library invites you to browse the marketplace, attend talks, and check out the brand-new circulating zine collection.

If you're asking "what's a zine?" that's ok. Zines are easier to describe than define. They are DIY, handmade magazines that come in all different shapes, sizes, and formats.

Many are handwritten, photocopied and stapled, while some are professionally printed. A favorite medium of punks, the Riot Grrrl movement, and superfan sub-cultures, zines have flourished in various forms for decades. But you won't find zines in most bookstores, so why would a public library host a zine fest?

"Zines are an important way to support and empower marginalized voices," says WFPL Zine Fest Coordinator Carey Conkey-Finn. "They're also a way for people to create community and share ideas that do not typically appear in the traditional publishing industry. Our goal is to provide a place for zines and the ideas of their creators to be represented in our collections. We believe they belong in the Library."

The main event at WFPL Zine Fest will be the Zine Marketplace, hosting 30 zinester-vendors from near and far, showcasing and selling their work in the library's largest meeting room. Throughout the day, there will be also breakout talks on mental health and zines, integrating one's identity through zines, zines as a source for empowerment, and the history of Boston's 80s/90s independent publishing scene. Want to be part of the creative process? People of all ages will have the opportunity to create their own zine or work collaboratively in the Zine Hive.

In the weeks leading up to the festival, the Watertown Free Public Library will debut a circulating zine collection, with over 700 titles by local zinesters and national zine distributors. WFPL Zine Fest is a way to shine a light on these new materials while encouraging attendees to get involved and submit their own work to the collection.

"Zines can tell the story of a place, or the story of a people, and we want to preserve a part of Watertown that isn't currently reflected in our local history collection," says Conkey-Finn. "You don't have to be a zinester to attend zine fest. People of all ages and types are welcome to browse, listen, and get inspired."

To learn more and RSVP, head to watertownlib.org/zinefest. The Watertown Free Public Library is located at 123 Main St. in Watertown and is accessible by public transit. Masks are required for all people ages two and older inside the Library. If you have questions about Zine Fest or want to be involved, contact cconkey@watertown-ma.gov.



Media Contact: Jamie Kallestad | jkallestad@watertown-ma.gov
Office: 617-972-6431 x17141 | Cell: 218-213-5302

About WFPL

The Watertown Free Public Library provides access to a wide variety of popular materials, resources, services, and programs that fulfill the informational, cultural, and recreational needs of Watertown and surrounding communities. Our Library works to create an environment that attracts and welcomes users of all ages and abilities. For more information, visit watertownlib.org.

###

Massachusetts Board of Library Commissioners
LSTA Interim Report
Due April 15

Reports can be emailed to Amy.Clayton@state.ma.us. Put your library name and your project name in the subject line of the message and in the attachment filename (Anytown PL Mind in the Making). Attach any electronic versions of photos or other relevant documents to the email.

GENERAL INFORMATION

1. Library Name: Watertown Free Public Library
2. Grant Category: Go Local
3. Program Title (if any): Watertown Collective Memory Project
4. Community Description: ☒ urban ☐ suburban ☐ rural
5. Project Director: Caitlin Browne, Interim Library Director
6. Phone: (617) 972-6438
7. Email: cbrowne@watertown-ma.gov
8. Grant funds expended as of April 1: \$6,596.34

PROJECT ACTIVITIES

Please provide information on any activities that have happened to date. You only need answer those activity questions that apply to your grant and may leave the rest blank. Most grants will only use one or two categories (typically instruction and content).

INSTRUCTION – An instruction activity involves an interaction for knowledge or skill transfer. It can be a program, presentation, or one-on-one consultation.

- List the number of programs, presentations, or one-on-one consultations; the length of each; how many times it was held; and how many people attended. Each activity may include a brief narrative about it. An activity can happen once or over time. If the library did a series of programs on a particular topic, treat this as one activity. Example: Mother Goose on the Loose story times: 10 story times held for an hour and there were 100 total participants.

Digitization days and related programming will start in April.

The library held two volunteer trainings for digitization day volunteers, each split across two days (with one hour on Zoom and one hour in person).

- Digitization Day Volunteer Training 1 (Part 1) - February 3, 6:30-7:30 p.m., on Zoom, 5 participants
- Digitization Day Volunteer Training 2 (Part 1) - February 6, 2:00-3:00 p.m., on Zoom, 5 participants
- Digitization Day Volunteer Training 1 (Part 2) - February 23, 4:30-5:30 p.m., in person at the library, 2 participants
- Digitization Day Volunteer Training 2 (Part 2) - February 27, 1:30-2:30 p.m., in person at the library, 3 participants

CONTENT – A content activity involves the acquisition, development, or transfer of information. Content activities include purchasing or leasing materials; cataloging; digitizing and preserving materials; creating metadata, kits, or lending materials. Material types include print materials, AV materials, electronic materials, hardware, software, and licensed databases. Examples: preserved 100 postcards, created 15 science kits, digitized local newspaper, purchased, and cataloged 25 videogames.

- List any content activities by the number and material types that you have purchased, cataloged, preserved, or digitized. If any digitized materials have been made available to the public, note those numbers as well.

Digitization days and related programming will start in April, but the digital upload form on our website is open.

To date, we have:

- Collected 19 digital photographs, via the upload form
- List the number and material types that have been created. This may include items such as lesson plans, kits, and guides.

N/A

PLANNING AND EVALUATION

A planning and evaluation activity involves design, development, or assessment of operations, services, or resources. Planning and evaluation activities include the development of plans and/or evaluations. It often involves working with a consultant. Examples: Preservation Assessment Report/Plan; Joint Public Library Planning Report.

- Briefly describe the process so far. State the number of plans/ evaluations created and whether they were developed in-house or through a third party. Indicate how the library intends to use the resulting plan or evaluation. If available at this point, send an electronic copy of the plan to the MBLC.

PROCUREMENT

This activity involves procuring items to improve the library's capacity or infrastructure. It would include purchases of equipment, supplies, hardware, or software. If the library is purchasing materials to add to the collection, put this activity under Content. For instance, if the library purchased laptops to loan, report this under content. **Only use procurement as an activity if the library has purchased an individual item which costs \$5000 or more.**

FUTURE OF PROJECT

Describe the plans for the project during the rest of the grant year.

Digitization days at the library:

- April 3, 2022
- June 11, 2022

Digitization days at community partner sites:

- Residence at Watertown Square, April 26, 2022
- Residence at Watertown Square, May 4, 2022
- Watertown Council on Aging/Senior Center, May 20, 2022
- Watertown Boys and Girls Club, TBD
- Watertown Veteran Services, TBD

Other activities:

- Complementary program on personal digital archiving planned for June 11, 2022
- Mobile digitization (via bookmobile, at farmers' market, Faire on the Square, etc.), summer/TBD
- Project Literacy collaboration, early fall/TBD
- Video interviews, early fall/TBD

ADDITIONAL INFORMATION

Include any other important information that your consultant should be aware of.

Watertown Free Public has experienced several staffing changes since this grant was awarded. The grant application identified key team members:

- Caroline Littlewood, Local History Librarian
- Jaccavrie McNeely, Digital Services Librarian
- Jamie Kallestad, Community Engagement Specialist
- Jill Clements, Head of Adult Services
- Leone Cole, Library Director (Grant project director)

- Caitlin Browne, Assistant Library Director

Last fall, the library hired Community Outreach Librarian Marissa Monteiro, who is now a key team member, and Jamie Kallestad became Print and Digital Promotion Specialist. The library also created a new Programming Librarian position, and the Programming Librarian took on the role originally held by Jill Clements, Head of Adult Services. A few months into the project, our Library Director retired, our Programming Librarian took another position, and we experienced additional staffing shortages. Our current team includes:

- Caroline Littlewood, Local History Librarian
- Marissa Monteiro, Community Outreach Librarian
- Jamie Kallestad, Print and Digital Promotion Specialist
- Jaccavrie McNeely, Digital Services Librarian
- Caitlin Browne, Interim Library Director (Grant project director)

Our new Programming Librarian will join the grant team when she begins in May.

Due to unanticipated staffing changes and COVID surges, we have made minor adjustments to our work timeline. We anticipate additional tweaks to the timeline as we continue to engage in conversation with our community partners and Project participants about their needs and interests.

Library Name: Watertown Free Public L Date: 4/1/2022
 Project Title: Watertown Collective Memory Project (Go Local)
 Project Director: Caitlin Browne Email: cbrowne@watertown-ma.gov

Project Expenditures

Line Items	LSTA Amount	Cost Share	Totals
Salaries, Wages, & Benefits	\$228.43	\$8,054.07	\$8,282.50
Consultant/ Program Fees	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$1,279.96	\$0.00	\$1,279.96
Services	\$5,087.95	\$0.00	\$5,087.95
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00		\$0.00
Grand Total	\$6,596.34	\$8,054.07	\$14,650.41

Library Name: Watertown Free Publi Date: 4/1/2022
 Project Title: Watertown Collective Memory Project (Go Local)
 Project Director: Caitlin Browne Email: cbrowne@watertown-ma.gov

Project Expenditures

Line Items	LSTA Amount	Vendor Name	Description	Check or Warrant #	Date of Invoice
Salaries, Wages, & Benefits	\$91.37		Caroline Littlewood (Local History Librarian) salary - PP 2/13-2/26	00478659	3/3/2022
	\$137.06		Caroline Littlewood (Local History Librarian) salary - PP 2/27-3/12	00479768	3/17/2022
Consultant/Program Fees	\$0.00				
Travel	\$0.00				
Supplies/Materials	\$247.74	Amazon	2 Epson Perfection V39 Color scanners	735475749566 Z81	te: 11/15/2021
	\$756.90	Amazon	2 Epson Perfection V600 Color scanners, 4 Seagate Portable 2TB e	853994464938 B1T	te: 11/16/2021
	\$19.32	W. B. Mason	10 100/pk name badges; 4 3/pk clipboards	225172273	11/16/2021
	\$156.00	Minuteman Press	500 bookmark flyers	49312	3/17/2022
	\$100.00	Alpha Graphics	2 copies of 30" x 40" color posters (for sandwich board)	7978	3/30/2022
Services	\$5,026.75	OCLC	CONTENTdm Base Subscription (1/1/2022-12/31/2022); CONTEN	1000187124	1/1/2022
	\$61.20	Zoom Video Comm.	Zoom Pro license, prorated rate for add-on to institutional account b	INV130063840	1/26/2022
Other	\$0.00				
		Indirect Percentage			
Indirect Costs	\$0.00				
Grand Total	\$6,596.34				