

FY23 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,726,020	0	1,726,020	738,767.20	0.00	987,253	42.80
0161051	510112	PART TIME SALARIES	682,142	0	682,142	301,495.53	0.00	380,646	44.20
0161051	510130	OVERTIME	30,000	0	30,000	20,942.92	0.00	9,057	69.80
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	1,968.75	0.00	3,000	39.60
0161051	510143	LONGEVITY	29,202	-1,250	27,952	12,556.23	0.00	15,396	44.90
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,462.75	0.00	1,462	50.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	0	2,474,008	1,077,193.38	0.00	1,396,815	43.50
0161052	520211	ELECTRICITY	147,897	0	147,897	59,839.22	50,260.78	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	4,239.30	19,760.70	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	3,428.93	2,065.11	12,535	30.50
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	7,624.86	6,715.24	32,669	30.50
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	40,511.14	52,476.70	33,753	73.40
0161052	530327	REGIONAL LIBRARY SERVICES	81,673	0	81,673	81,673.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,700	0	1,700	1,700.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	2,290.90	537.76	6,171	31.40
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	3,763.11	4,235.29	4,002	66.70
0161052	540422	PRINTING & FORMS	6,400	0	6,400	2,674.22	3,432.00	294	95.40
0161052	540425	PROGRAM SUPPLIES	750	0	750	420.11	162.11	168	77.60
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	9,393.37	5,665.96	6,799	68.90
0161052	550511	BOOKS	481,000	0	481,000	206,279.50	148,228.70	126,492	73.70
0161052	550512	BOOK PROCESSING	45,000	0	45,000	6,397.89	11,008.24	27,594	38.70
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	0.00	1,300.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	3,331.08	1,028.27	6,441	40.40
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	450.00	2,150	17.30
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	3,584.40	1,200.00	5,216	47.80
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	437,151.03	308,526.86	318,926	70.00
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	33,419.00	41,250.52	58,249	56.20
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	3,032.44	12,195.92	4,772	76.10
		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	36,451.44	53,446.44	63,021	58.80
		Grand Total	3,626,204	65,327	3,691,531	1,550,795.85	361,973.30	1,778,762	51.80

FY23 Funds and Grants

Fund or Grant	7/1/2022	Available to spend balance as of 7/2/2022	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	140,049.22	9,706.08	(752.61)	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	(55.32)	-	3,298.56	
Mead	5,937.88	2,937.88	(106.76)	-	2,831.12	
Charles	2,625.18	2,425.18	(44.40)	-	2,380.78	Armenian History books
Barry	3,364.91	3,364.91	(62.98)	-	3,301.93	
McGuire	3,084.76	2,084.76	(69.09)	-	2,015.67	
W. Pierce	23,645.88	3,645.88	(416.21)	-	3,229.67	
MacDonald	9,312.26	4,312.26	(172.69)	-	4,139.57	Grief related books
O'Reilly	10,318.05	9,818.05	(174.49)	-	9,643.56	Fiction
Stone	3,679.81	3,679.81	(62.24)	-	3,617.57	
Campbell	5,382.56	4,382.56	(91.03)	-	4,291.53	Large print books
Santoro	2,266.77	666.77	(38.32)	-	628.45	Art
Brown	2,557.12	1,557.12	(44.22)	-	1,512.90	Sci-fi books
Keith	4,100.49	3,100.49	(69.35)	-	3,031.14	Wat history books
Drucker	2,950.48	2,950.48	(49.90)	-	2,900.58	Humanities books
Special Gifts	45,007.45	45,007.45	3,741.79	4,422.26	44,326.98	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	2,045.37	4,255.79	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	2,535.21	10,799.79	Bookmobile expenses
- Gallant Fund	-	-	20,030.85	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	(621.82)	-	7,779.52	Benefit of the library
Masters	4,473.44	1,766.44	(75.65)	-	1,690.79	Trustees discretion
B. Pierce	1,359.62	1,359.62	(32.09)	-	1,327.53	Trustees discretion
LIG/MEG	195,397.22	195,397.22	49,950.00	1,146.96	244,200.26	
Revolving Printing Account	8,070.51	8,070.51	4,422.63	5,188.33	7,304.81	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	13,006.00	3,034.29	52,070.30	
McCall Gift Fund	52,725.54	52,725.54	-	282.81	52,442.73	For children's dept only

FY23 GRIFFIN FUND REPOT

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	
FY20 BAL FWD	203,784.66							\$ 228,632.81	\$ -	\$ 42,845.64	\$ 160,929.02	-
31-Jul	203,784.66			31.32	668.46		(14,751.60)	\$ 189,732.84	\$ -	\$ 43,545.42	\$ 146,177.42	10.00
31-Aug	189,732.84			2,187.47	(1,238.29)		(14,169.30)	\$ 176,512.72	\$ -	\$ 44,494.60	\$ 132,008.12	-
30-Sep	176,512.72			143.22	(1,515.22)		(12,422.40)	\$ 162,718.32	\$ -	\$ 43,122.60	\$ 119,585.72	-
31-Oct	162,718.32			32.91	(863.37)			\$ 161,887.86	\$ -	\$ 42,292.14	\$ 119,585.72	-
30-Nov								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
31-Dec								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
31-Jan								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
28-Feb								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
31-Mar								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
30-Apr								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
31-May								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
30-Jun								\$ -	\$ -	\$ 42,292.14	\$ 119,585.72	-
FY23 TOTAL				2,394.92	(2,948.42)		(41,343.30)	\$ 161,887.86	\$ -	42,292.14	\$ 119,585.72	10.00

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ (1,395.59)	\$ 1,417.41
Teen Programming	\$ 2,848.00	\$ (729.69)	\$ 2,118.31
Children's Materials	\$ 1,406.00	\$ (1,230.40)	\$ 175.60
Children's Programming	\$ 8,862.00	\$ (5,324.10)	\$ 3,537.90
Adult Materials	\$ 1,406.00	\$ (582.22)	\$ 823.78
Adult Programming	\$ 4,115.00	\$ (1,857.31)	\$ 2,257.69
Museums	\$ 5,000.00	\$ (3,175.00)	\$ 1,825.00
Movie Licenses	\$ 1,675.00	\$ (312.68)	\$ 1,362.32
Total	\$ 28,125.00	\$ (14,606.99)	\$ 13,518.01



October 14, 2022

Ms. Leone Cole
Director
Watertown Free Public Library
123 Main Street
Watertown, MA 02472

Re: Grant # D2023-0157

Dear Ms. Cole,

I am writing to inform you of the amount the Watertown Free Public Library will receive from the Boston Foundation's Charles T. Burke Fund for the Watertown Free Public Library during our fiscal year ending June 30, 2023.

Your organization should expect a grant from the Charles T. Burke Fund for the Watertown Free Public Library in the amount of \$31,117.80 in May 2023 to cover the Boston Foundation's fiscal year from July 1, 2022 through June 30, 2023. This grant should be used for general operating support of the Watertown Free Public Library. Please note that no part of this grant should be used for salaries, expenses, reimbursements, or other benefits to the Directors or Members of the Corporation's Governing Board.

To receive the grant, please complete and return the response form below required by the Boston Foundation as part of its Designated Grant Oversight Process.

When recognizing this grant, please acknowledge it as coming from the Charles T. Burke Fund for the Watertown Free Public Library at the Boston Foundation. The Boston Foundation appreciates acknowledgment of the funding it provides to your organization.

Distributions from Boston Foundation funds are governed by a spending rate. This spending rate is approved by the Foundation's Board of Directors annually. The Board voted to use a rate of 5 percent for the upcoming year.

If you have questions, please contact Dorota Pano at Dorota.Pano@tbf.org or 617-338-3912.

We wish you continued success in the work you are doing.

Best regards,

A handwritten signature in black ink that reads "Al Van Ranst".

Alfred F. Van Ranst, Jr.
Chief Financial Officer



October 14, 2022

Ms. Leone Cole
Director
Watertown Free Public Library

Re: Grant #D2023-0157

In order to process the grant identified in the accompanying letter totaling \$31,117.80, please respond to the following questions regarding the last grant issued to your Organization:

1. Did your organization use the grant totaling \$28,125.00 with a distribution dated 05/09/2022 from Charles T. Burke Fund for the Watertown Free Public Library for general operating support of the Watertown Free Public Library. Please note that no part of this grant should be used for salaries, expenses, reimbursements, or other benefits to the Directors or Members of the Corporation's Governing Board? ☒ Yes or ☐ No
If no, a separate one-page narrative detailing how the grant was used must be attached.

2. Does your organization (or fiscal sponsor) have current not-for-profit status with the IRS? ☒ Yes or ☐ No
Please provide your (or your fiscal sponsor's) EIN #: **046-001-340**

3. Our records list the contact person below. Please edit or change as appropriate:

Current:

Name: Leone Cole
Title: Director
Email: lcole@watertown-ma.gov

New:

Name: **Caitlin Browne**
Title: **Director**
Email: **cbrowne@watertown-ma.gov**

By October 28, 2022, please reply to this email with your completed form or send a separate email to:

Grants@tbf.org

Subject: Designated Grant Response Form

The Boston Foundation will review your completed response form as part of its Designated Grant Oversight Process, before payment will be issued. If you have any questions, please contact Dorota Pano. Thank you.

Submitted by: **Caitlin Browne** Date: **11.9.22**

Phone: **617-972-6433**

FY23 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 375.92	\$ -	\$ -	\$ -	\$ 375.92
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 775.00	\$ -	\$ -	\$ (563.03)	\$ 211.97
Watertown Commuty Foundation Grant	\$ 5,925.24	\$ -	\$ 720.00	\$ (2,125.37)	\$ 3,079.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,627.96	\$ (2,296.15)	\$ 10,755.89
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 2,347.96	\$ (4,984.55)	\$ 14,423.65

Browne, Caitlin

From: pubdir-announce-request@mblc.state.ma.us on behalf of Quinn, MaryRose (BLC)
<maryrose.quinn@state.ma.us>
Sent: Thursday, December 8, 2022 12:48 PM
To: pubdir-announce@mblc.state.ma.us; stateaid@mblc.state.ma.us; trustees-announce@mblc.state.ma.us
Cc: Quinn, MaryRose (BLC)
Subject: [pubdir-announce] December State Aid Awards

Good afternoon,

The second group of State Aid Award recipients were approved by MBLC Commissioners at their monthly board meeting in Boston on December 1, 2022. The second group included 186 libraries meeting full requirements.

FY 2023 Awards and Certification Status

- Certified Municipalities and Awards To Date - See lists below.
Updated after Board meetings when municipalities are certified.
****Please be sure to keep a copy of the applicable list for your own records.**
[Awards - Initial Payment - December 2022 \(PDF\)](#)
[Awards - Initial Payment - November 2022 \(PDF\)](#)

IMPORTANT: For those libraries on the December list, please share the information with your Trustees and Municipal Officials. We no longer send printed notifications to the library, the Trustees, or the Town/City. The funds should be transferred to your municipality within the next week to 10 days. The payments are based on your library's half share of the FY 2023 State Aid to Public Libraries budget of \$16 million.

The remaining applicants meeting the State Aid requirements for the year **WILL BE APPROVED** at the January meeting; these include all Multiple Independent Libraries, the libraries needing Accommodation of the Materials Requirement, and libraries with forms that required additional processing or more detailed review (about 56 in total). **DO NOT WORRY! ALL remaining libraries meeting the requirements will be approved at the January meeting.**

PLEASE NOTE: The 8 waiver applicants will be presented in January and voted on in February.

The awards are made in two installments. The second half payments will be sent out to the entire list of award recipients in early spring.

Mary Rose

Mary Rose Quinn

Head of State Programs /Government Liaison
Massachusetts Board of Library Commissioners
90 Canal Street, Suite 500
Boston, MA 02114-2018

maryrose.quinn@mass.gov
857-488-7155 (cell)
617-725-1860 x220 (office)
1-800-952-7403 x220 (in state)
mass.gov/mblc

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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FY2023 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
ABINGTON	17,062	12/1/2022	10,837.56	7,052.13	1,640.08	19,529.77
AGAWAM	28,692	12/1/2022	18,224.78	14,437.52	934.21	33,596.51
AQUINNAH	439	12/1/2022	1,588.08	13.70	199.56	1,801.34
ARLINGTON	46,308	12/1/2022	29,414.23	9,660.71	11,416.50	50,491.44
ATTLEBORO	46,461	12/1/2022	29,511.41	23,536.29	1,341.99	54,389.69
AUBURN	16,889	12/1/2022	10,727.67	6,784.65	2,237.04	19,749.36
AVON	4,777	12/1/2022	3,034.29	1,440.91	1,318.03	5,793.23
BARRE	5,530	12/1/2022	3,512.59	3,476.60	723.84	7,713.03
BEDFORD	14,383	12/1/2022	9,135.89	2,710.44	4,905.56	16,751.89
BELMONT	27,295	12/1/2022	17,337.43	4,363.87	7,990.35	29,691.65
BERKLEY	6,764	12/1/2022	4,296.41	2,713.50	307.20	7,317.11
BLANDFORD	1,215	12/1/2022	1,588.08	470.75	62.32	2,121.15
BOSTON	675,647	12/1/2022	429,162.04	129,054.37	15,243.46	573,459.87
BOURNE	20,452	12/1/2022	12,990.84	4,655.79	1,956.75	19,603.38
BOXFORD	8,203	12/1/2022	5,210.44	1,913.32	184.00	7,307.76
BOYLSTON	4,849	12/1/2022	3,080.02	1,514.90	305.68	4,900.60
BRAINTREE	39,143	12/1/2022	24,863.12	10,752.99	5,191.66	40,807.77
BREWSTER	10,318	12/1/2022	6,553.86	1,400.91	1,319.91	9,274.68
BRIDGEWATER	28,633	12/1/2022	18,187.31	13,898.87	670.91	32,757.09
BRIMFIELD	3,694	12/1/2022	2,346.38	1,685.74	157.63	4,189.75
BROCKTON	105,643	12/1/2022	67,103.04	72,391.29	1,546.91	141,041.24
BROOKFIELD	3,439	12/1/2022	2,184.41	2,181.26	345.92	4,711.59
BROOKLINE	63,191	12/1/2022	40,138.09	8,177.16	18,695.80	67,011.05
BUCKLAND	1,816	12/1/2022	1,588.08	805.15	302.46	2,695.69
CANTON	24,370	12/1/2022	15,479.50	6,043.19	3,256.46	24,779.15
CARVER	11,645	12/1/2022	7,396.75	5,066.36	785.26	13,248.37
CHARLEMONT	1,185	12/1/2022	1,588.08	549.55	7.33	2,144.96
CHELMSFORD	36,392	12/1/2022	23,115.72	11,653.01	5,839.41	40,608.14
CHELSEA	40,787	12/1/2022	25,907.37	22,695.50	221.46	48,824.33
CHESHIRE	3,258	12/1/2022	2,069.44	1,870.04	58.65	3,998.13
CHESTER	1,228	12/1/2022	1,588.08	669.13	0.00	2,257.21
CHILMARK	1,212	12/1/2022	1,588.08	23.16	455.98	2,067.22
COHASSET	8,381	12/1/2022	5,323.50	1,249.47	3,373.31	9,946.28
COLRAIN	1,606	12/1/2022	1,588.08	814.00	154.68	2,556.76
CONCORD	18,491	12/1/2022	11,745.24	2,762.57	5,089.83	19,597.64
CONWAY	1,761	12/1/2022	1,588.08	655.14	2.24	2,245.46
CUMMINGTON	829	12/1/2022	1,588.08	289.65	0.45	1,878.18

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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FY2023 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
DEDHAM	25,364	12/1/2022	16,110.88	6,324.31	3,431.25	25,866.44
DEERFIELD	5,090	12/1/2022	3,233.10	1,846.11	939.31	6,018.52
DIGHTON	8,101	12/1/2022	5,145.65	3,252.82	190.62	8,589.09
DOVER	5,923	12/1/2022	3,762.21	714.23	2,400.92	6,877.36
DUDLEY	11,921	12/1/2022	7,572.06	7,147.32	907.03	15,626.41
EAST BROOKFIELD	2,224	12/1/2022	1,588.08	1,022.38	90.21	2,700.67
EAST LONGMEADOW	16,430	12/1/2022	10,436.12	7,257.64	5,466.76	23,160.52
EASTHAMPTON	16,211	12/1/2022	10,297.02	8,543.65	798.13	19,638.80
EASTON	25,058	12/1/2022	15,916.51	8,846.03	1,211.82	25,974.36
EGREMONT	1,372	12/1/2022	1,588.08	235.13	82.35	1,905.56
ERVING	1,665	12/1/2022	1,588.08	167.07	533.40	2,288.55
FALL RIVER	94,000	12/1/2022	59,707.56	81,445.52	958.26	142,111.34
FITCHBURG	41,946	12/1/2022	26,643.55	33,711.89	769.70	61,125.14
FLORIDA	694	12/1/2022	1,588.08	152.51	0.00	1,740.59
FOXBOROUGH	18,618	12/1/2022	11,825.91	5,500.84	2,990.02	20,316.77
FRAMINGHAM	72,362	12/1/2022	45,963.39	27,187.47	6,238.07	79,388.93
GILL	1,551	12/1/2022	1,588.08	797.22	0.00	2,385.30
GLOUCESTER	29,729	12/1/2022	18,883.47	6,728.16	1,174.80	26,786.43
GOSHEN	960	12/1/2022	1,588.08	305.62	11.45	1,905.15
GOSNOLD	70	12/1/2022	1,588.08	1.23	0.00	1,589.31
GRAFTON	19,664	12/1/2022	12,490.32	7,810.22	1,001.36	21,301.90
GRANBY	6,110	12/1/2022	3,880.99	3,081.56	2,297.12	9,259.67
GRANVILLE	1,538	12/1/2022	1,588.08	647.96	67.15	2,303.19
GROTON	11,315	12/1/2022	7,187.14	3,629.67	2,454.48	13,271.29
HADLEY	5,325	12/1/2022	3,382.37	1,476.50	1,633.82	6,492.69
HAMPDEN	4,966	12/1/2022	3,154.34	2,146.55	250.07	5,550.96
HARVARD	6,851	12/1/2022	4,351.67	2,049.49	447.12	6,848.28
HAWLEY	353	12/1/2022	1,588.08	138.45	7.33	1,733.86
HINGHAM	24,284	12/1/2022	15,424.88	4,279.91	6,969.33	26,674.12
HOLBROOK	11,405	12/1/2022	7,244.31	5,149.65	1,067.96	13,461.92
HOLYOKE	38,238	12/1/2022	24,288.27	35,416.31	452.58	60,157.16
HOPKINTON	18,758	12/1/2022	11,914.84	4,552.88	838.19	17,305.91
HUDSON	20,092	12/1/2022	12,762.17	7,347.47	2,181.61	22,291.25
HULL	10,072	12/1/2022	6,397.60	2,277.46	399.92	9,074.98
HUNTINGTON	2,094	12/1/2022	1,588.08	1,243.17	34.69	2,865.94
KINGSTON	13,708	12/1/2022	8,707.14	4,703.02	2,566.95	15,977.11
LAKEVILLE	11,523	12/1/2022	7,319.26	3,762.95	2,280.23	13,362.44

Massachusetts Libraries

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FY2023 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
LANESBOROUGH	3,038	12/1/2022	1,929.70	1,247.56	55.08	3,232.34
LEOMINSTER	43,782	12/1/2022	27,809.75	25,081.04	4,342.21	57,233.00
LEVERETT	1,865	12/1/2022	1,588.08	687.03	476.09	2,751.20
LEXINGTON	34,454	12/1/2022	21,884.73	5,079.40	11,803.63	38,767.76
LEYDEN	734	12/1/2022	1,588.08	326.72	26.47	1,941.27
LONGMEADOW	15,853	12/1/2022	10,069.62	6,273.59	956.47	17,299.68
LOWELL	115,554	12/1/2022	73,398.37	78,154.27	534.21	152,086.85
LYNN	101,253	12/1/2022	64,314.57	60,209.55	272.78	124,796.90
MALDEN	66,263	12/1/2022	42,089.38	27,482.32	5,876.51	75,448.21
MANCHESTER-BY-THE-SEA	5,395	12/1/2022	3,426.84	630.23	638.45	4,695.52
MARBLEHEAD	20,441	12/1/2022	12,983.86	3,460.80	970.51	17,415.17
MARION	5,347	12/1/2022	3,396.35	869.59	406.36	4,672.30
MASHPEE	15,060	12/1/2022	9,565.92	2,182.34	3,673.89	15,422.15
MATTAPOISETT	6,508	12/1/2022	4,133.80	1,284.61	2,308.30	7,726.71
MAYNARD	10,746	12/1/2022	6,825.72	4,108.81	1,572.66	12,507.19
MEDWAY	13,115	12/1/2022	8,330.48	3,975.10	1,522.77	13,828.35
MENDON	6,228	12/1/2022	3,955.95	2,065.84	683.78	6,705.57
MERRIMAC	6,723	12/1/2022	4,270.36	2,695.52	384.27	7,350.15
METHUEN	53,059	12/1/2022	33,702.38	24,832.95	1,298.54	59,833.87
MIDDLEBOROUGH	24,245	12/1/2022	15,400.11	11,005.02	1,535.29	27,940.42
MIDDLETON	9,779	12/1/2022	6,211.49	2,329.32	1,314.37	9,855.18
MILLBURY	13,831	12/1/2022	8,785.27	5,683.65	1,186.25	15,655.17
MILLIS	8,460	12/1/2022	5,373.68	2,909.96	3,317.97	11,601.61
MILTON	28,630	12/1/2022	18,185.40	6,930.53	4,399.70	29,515.63
MONTAGUE	8,580	12/1/2022	5,449.90	4,448.99	1,464.75	11,363.64
MONTEREY	1,095	12/1/2022	1,588.08	127.90	357.45	2,073.43
MOUNT WASHINGTON	160	12/1/2022	1,588.08	14.75	0.00	1,602.83
NANTUCKET	14,255	12/1/2022	9,054.59	448.84	738.14	10,241.57
NEEDHAM	32,091	12/1/2022	20,383.78	5,126.14	6,652.20	32,162.12
NEW BEDFORD	101,079	12/1/2022	64,204.05	84,766.74	1,903.91	150,874.70
NEW BRAINTREE	996	12/1/2022	1,588.08	455.80	21.19	2,065.07
NEW MARLBOROUGH	1,528	12/1/2022	1,588.08	236.82	241.13	2,066.03
NEW SALEM	983	12/1/2022	1,588.08	450.35	141.26	2,179.69
NEWTON	88,923	12/1/2022	56,482.72	13,305.02	13,749.29	83,537.03
NORFOLK	11,662	12/1/2022	7,407.55	3,956.54	1,349.59	12,713.68
NORTH ADAMS	12,961	12/1/2022	8,232.66	12,078.59	880.30	21,191.55

Massachusetts Libraries

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FY2023 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
NORTH ANDOVER	30,915	12/1/2022	19,636.80	9,560.61	840.33	30,037.74
NORTH READING	15,554	12/1/2022	9,879.70	3,865.42	239.34	13,984.46
NORTHBOROUGH	15,741	12/1/2022	9,998.48	4,331.95	3,905.73	18,236.16
NORTHBRIDGE	16,335	12/1/2022	10,375.78	8,117.98	1,029.70	19,523.46
NORTON	19,202	12/1/2022	12,196.86	7,327.21	930.99	20,455.06
NORWOOD	31,611	12/1/2022	20,078.89	9,298.54	2,810.41	32,187.84
OAK BLUFFS	5,341	12/1/2022	3,392.54	452.90	1,855.19	5,700.63
OAKHAM	1,851	12/1/2022	1,588.08	825.51	372.92	2,786.51
ORLEANS	6,307	12/1/2022	4,006.13	507.77	2,727.80	7,241.70
PAXTON	5,004	12/1/2022	3,178.48	2,377.77	513.82	6,070.07
PEABODY	54,481	12/1/2022	34,605.61	18,845.47	2,154.61	55,605.69
PERU	814	12/1/2022	1,588.08	379.73	9.57	1,977.38
PETERSHAM	1,194	12/1/2022	1,588.08	488.30	100.32	2,176.70
PHILLIPSTON	1,726	12/1/2022	1,588.08	762.80	2.24	2,353.12
PLYMPTON	2,930	12/1/2022	1,861.10	837.06	243.64	2,941.80
PRINCETON	3,495	12/1/2022	2,219.98	1,191.19	143.05	3,554.22
PROVINCETOWN	3,664	12/1/2022	2,327.33	213.72	673.86	3,214.91
RANDOLPH	34,984	12/1/2022	22,221.38	16,661.30	2,286.57	41,169.25
RAYNHAM	15,142	12/1/2022	9,618.00	5,226.00	998.58	15,842.58
REVERE	62,186	12/1/2022	39,499.73	28,728.37	92.18	68,320.28
ROCHESTER	5,717	12/1/2022	3,631.37	1,713.05	593.75	5,938.17
ROCKLAND	17,803	12/1/2022	11,308.23	7,604.86	1,286.03	20,199.12
ROCKPORT	6,992	12/1/2022	4,441.23	1,138.52	626.92	6,206.67
ROYALSTON	1,250	12/1/2022	1,588.08	607.91	101.48	2,297.47
RUSSELL	1,643	12/1/2022	1,588.08	976.26	2.42	2,566.76
RUTLAND	9,049	12/1/2022	5,747.81	4,541.81	258.12	10,547.74
SALEM	44,480	12/1/2022	28,253.11	17,172.26	2,850.46	48,275.83
SALISBURY	9,236	12/1/2022	5,866.59	2,453.39	714.54	9,034.52
SANDISFIELD	989	12/1/2022	1,588.08	235.08	5.01	1,828.17
SAUGUS	28,619	12/1/2022	18,178.41	8,585.91	1,249.55	28,013.87
SCITUATE	19,063	12/1/2022	12,108.57	4,032.80	3,069.42	19,210.79
SHREWSBURY	38,325	12/1/2022	24,343.54	12,417.17	5,365.73	42,126.44
SHUTESBURY	1,717	12/1/2022	1,588.08	696.57	59.46	2,344.11
SOMERSET	18,303	12/1/2022	11,625.83	8,061.04	3,010.50	22,697.37
SOMERVILLE	81,045	12/1/2022	51,478.71	18,942.40	4,093.84	74,514.95
SOUTHBRIDGE	17,740	12/1/2022	11,268.22	15,107.96	448.20	26,824.38
SOUTHWICK	9,232	12/1/2022	5,864.05	4,079.01	1,926.00	11,869.06

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Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
SPRINGFIELD	155,929	12/1/2022	99,044.04	149,160.06	2,479.25	250,683.35
STERLING	7,985	12/1/2022	5,071.97	2,925.53	821.20	8,818.70
STOCKBRIDGE	2,018	12/1/2022	1,588.08	246.74	839.62	2,674.44
STONEHAM	23,244	12/1/2022	14,764.28	6,659.88	790.09	22,214.25
SUDBURY	18,934	12/1/2022	12,026.63	4,026.66	7,542.60	23,595.89
SWANSEA	17,144	12/1/2022	10,889.64	6,967.07	1,783.22	19,639.93
TEMPLETON	8,149	12/1/2022	5,176.14	5,230.46	14.75	10,421.35
TISBURY	4,815	12/1/2022	3,058.43	414.46	1,511.87	4,984.76
TOPSFIELD	6,569	12/1/2022	4,172.54	1,644.27	2,336.82	8,153.63
TOWNSEND	9,127	12/1/2022	5,797.35	4,670.29	2,261.18	12,728.82
TRURO	2,454	12/1/2022	1,588.08	139.67	849.45	2,577.20
UXBRIDGE	14,162	12/1/2022	8,995.52	5,720.82	654.28	15,370.62
WALES	1,832	12/1/2022	1,588.08	1,051.20	8.41	2,647.69
WALTHAM	65,218	12/1/2022	41,425.61	16,044.72	5,133.19	62,603.52
WARWICK	780	12/1/2022	1,588.08	425.58	15.29	2,028.95
WATERTOWN	35,329	12/1/2022	22,440.52	7,318.21	21,522.39	51,281.12
WAYLAND	13,943	12/1/2022	8,856.41	2,643.71	3,490.97	14,991.09
WEBSTER	17,776	12/1/2022	11,291.08	9,876.37	929.20	22,096.65
WELLFLEET	3,566	12/1/2022	2,265.08	275.43	1,649.28	4,189.79
WEST BRIDGEWATER	7,707	12/1/2022	4,895.39	2,482.72	1,582.50	8,960.61
WEST BROOKFIELD	3,833	12/1/2022	2,434.67	1,921.24	768.81	5,124.72
WEST NEWBURY	4,500	12/1/2022	2,858.34	1,136.50	1,245.26	5,240.10
WEST SPRINGFIELD	28,835	12/1/2022	18,315.61	16,153.97	3,175.99	37,645.57
WEST TISBURY	3,555	12/1/2022	2,258.09	242.64	3,209.07	5,709.80
WESTFIELD	40,834	12/1/2022	25,937.22	26,650.20	1,480.48	54,067.90
WESTFORD	24,643	12/1/2022	15,652.91	6,782.45	1,725.28	24,160.64
WESTMINSTER	8,213	12/1/2022	5,216.79	3,479.38	1,039.26	9,735.43
WESTON	11,851	12/1/2022	7,527.60	1,196.67	6,876.70	15,600.97
WESTWOOD	16,266	12/1/2022	10,331.95	2,924.95	3,858.16	17,115.06
WEYMOUTH	57,437	12/1/2022	36,483.22	20,320.60	8,663.94	65,467.76
WHATELY	1,607	12/1/2022	1,588.08	515.87	191.24	2,295.19
WILLIAMSBURG	2,504	12/1/2022	1,590.51	1,092.80	1,960.24	4,643.55
WILLIAMSTOWN	7,513	12/1/2022	4,772.16	3,084.55	864.74	8,721.45
WINCHENDON	10,364	12/1/2022	6,583.08	7,503.11	109.61	14,195.80
WINCHESTER	22,970	12/1/2022	14,590.24	3,503.55	5,957.96	24,051.75
WINDSOR	831	12/1/2022	1,588.08	322.86	0.00	1,910.94
WINTHROP	19,316	12/1/2022	12,269.27	7,491.92	473.32	20,234.51

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Municipality	FY2020 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
WORCESTER	206,518	12/1/2022	131,177.50	159,366.73	4,825.09	295,369.32
WRENTHAM	12,178	12/1/2022	7,735.31	3,445.28	444.98	11,625.57

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: December 8, 2022
RE: Director's Report

City/Community Meetings

On November 9 I attended a meeting with other Cultural Leaders and organized by Liz Helfer, Watertown's Arts and Culture Planner, to discuss the feasibility of creating a cultural district in Watertown Square. If this idea is pursued it would create a one mile cultural district along Main St. between Mt. Auburn St. and Waverly Ave. Everyone in the group is enthusiastic about exploring this option. If the project proceeds I would be closely involved.

On December 6 I attended the Recreation Department meeting about parks permits so that the library is able to use fields for special events.

Outreach and Collaborations

Marissa Monteiro made a visit to two Watertown High School ESL classes and made library cards for the students. Two of the students went to the library that afternoon and checked out books!

Carey Conkey-Finn held a focus group with students from Walker Beacon High. They discussed public library usage. The visit prompted a request for a bookmobile stop! They have also been invited to have a gallery display in June.

Marissa Monteiro and Allie Fry attended the Whoville Jubilee at the Commander's Mansion on December 4.

Jamie Kallestad is planning a general marketing campaign with the funds received from the John Cotton Dana Award. A run on a local

The library is now partnering with Watertown SEPAC to host social opportunities for parents of special needs students to connect. The first session was well received.

Professional Development

I attended the Library Journal Director's Summit at the Enoch Pratt Library in Baltimore on December 1-2. The theme of the event was "Supporting a Resilient Workforce" and included sessions on equity in workplace culture, digital equity, strengthening staff support, library advocacy, and current challenges in libraries. I was particularly inspired by the keynote speaker Dr. Gena Cox who discussed her book *Leading Inclusion: Drive Change Your Employees Can See and Feel*. Another MLN Director is trying to organize a group to attend a virtual talk with her for MLN/Massachusetts directors.

I attended the Library Journal webinar Resisting Book Banks: Tactical Approaches to Defend Intellectual Freedom on December 6. WFPL is following many of the recommended best practices.

Theresa Maturevich presented three WFPL Skillbuild sessions for staff about Intellectual Freedom. Topics included a how-to for frontline staff when presented with book challenges as well as what to do if first amendment "auditors" come to the library.

Jamie Kallestad is in the completed a three week Library Journal course on "Uniting Marketing and Outreach."

Aimee Lambert completed a two part workshop with First Literacy on "Immigrant Strengths, Contributions, and Narratives."

Allie Fry attended the webinar "Moving Beyond Surveys" presented by Massachusetts Library System (MLS).

Theresa Maturevich attended "Recruiting and Retaining a Diverse Workforce" hosted by MLN.

Stephanie Frueh and Theresa Maturevich attended a three week series "Tools and Strategies for Managing Frontline Challenges."

Emily Miranda attended an MLN webinar on Data Visualizations.

Bookmobile

Marissa Monteiro is working on creating a rotating schedule. We currently have confirmed stops with: Hosmer, Cunniff, Beacon School, Atrius Health, Woodland Towers and the Joyce Munger apartments. We're awaiting confirmation from seven other potential partners. The goal is to have a four week rotation making stops Tuesday-Thursday. This would be a winter/early spring trial.

Facilities

We have completed the electrical installation on the second floor. We have added electricity to 9 work tables so that patrons may charge their devices without running cords across the floors. Patrons starting using them quickly and it appears to have been a welcome addition to our space.

The eight tables in the Mastrangelo Room have been replaced.

Miscellaneous

Project Literacy is hosting a holiday party for learners, tutors, and teachers on December 22 from 6:30 to 8:30.

The Library of Things has been relaunched and is back better than before. Changes include moving the Things into the main lobby so patrons can browse, making them findable and requestable in the catalog and offering a better online guide.

There was a huge turnout for Llama-rama on November 19. We had 7 llamas and approximately 1,000 people come through to pet and gush at the llamas. It was a huge success.

Planning for Watertown Pride Extravaganza 2023 is underway.



123 MAIN STREET WATERTOWN, MA 02472
617.972.6434 • WATERTOWNLIB.ORG

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: December 12, 2022
RE: Update on FY23 Director's Goals

1a. Bookmobile: Plan ceremony and launch of bookmobile celebrations.	Complete	The bookmobile launch was a huge success. We had a fabulous turnout for our launch ceremony with many donors in attendance. Our inaugural trip to the Watertown Arts Market was well received.
1b. Bookmobile: establish sustainable bookmobile operations.	In progress	In summer and fall our primary focus was attending events and trying a variety of locations and times. The events were well attended, usually because there was already a captive audience. In winter/spring we'll be doing a rotating schedule with published calendar to see how that model works. We have a policy pending approval and are working on emergency procedures.
2. Foundations/Friends Group	No progress	
3. Leverage City IT staff expertise to improve library IT environment operations and reduce costs paid to external IT vendors	In progress	I've engaged with City IT to work together. We have consolidated our Zoom, adobe, and Microsoft 365 licenses and they are now managed by the City. We are continuing to be in touch throughout the year to look for other opportunities for consolidation. One important factor of this type of consolidation is that if our budget is reduced we have to alert MBLC so they can recalculate our MAR. I have confirmed with MBLC that we would not be penalized for any budget reduction that is the result of consolidation within the municipality provided we notify them and can provide documentation.

4. Re-establish performance reviews for library staff.	In progress	A new form should be public to staff by early January. More details to come.
5. Attend and participate in city meetings that are relevant to the library. Examples include the Comprehensive Plan Review, Community Preservation Committee, Watertown Commission on Disability, and topical City Council meetings.	Ongoing	Through December I attended: Community Preservation Committee Public Hearing on June 16 Watertown Special Education Parent Advisory Council (SEPAC) on October 17 Committee on Human Services on September 16 Watertown Commission on Disability on September 18 Comprehensive Plan on May 19 and October 29 Watertown Cultural Leaders on November 9. Recreation Department on December 5 Details of these meetings have been shared previously.
6. Attend major library events.	Ongoing	Through December I attended: Bookmobile Launch/Watertown Arts Market on August 13 Faire on the Square on September 24 Zine Fest on October 15 Will attend the Project Literacy Holiday Party on December 22



123 MAIN STREET WATERTOWN, MA 02472
617.972.6434 • WATERTOWNLIB.ORG

TO: Trustees
FROM: Caitlin Browne, Director
DATE: December 9, 2022
RE: Request for Funds for Staff Appreciation Meal

I would like to request up to \$600 from the Masters Fund to provide a staff appreciation meal in January.



123 MAIN STREET WATERTOWN, MA 02472
617.972.6434 • WATERTOWNLIB.ORG

TO: Trustees

FROM: Caitlin Browne, Director

DATE: December 9, 2022

RE: Consideration and Action on Massachusetts Cultural Council Grant Application

For your approval please find the Mass Cultural Council grant application for the 2023 Pride Festival submitted by Carey Conkey-Finn and Allie Fry.

Applicant Information

Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

Legal Name: Watertown Free Public Library

Doing Business As:

Physical Address:

Address 1: 123 Main Street

Address 2:

City: Watertown

State: MA

ZIP: 02472-4478

Mailing Address (if different):

Mailing Address 1:

Mailing Address 2:

City:

State:

ZIP:

Parent Organization: Town of Watertown

Fiscal Agent:

Please note, organizations are required to provide a physical address. A PO Box can be provided for the mailing address, but not the physical address. Organizations that do not have a facility or office typically provide the address of the primary person leading the organization or group, such as the board chair, staff person, or lead volunteer for the group.

If you see "Grant Seeking Organization" listed as your parent organization, this means that you do not have a parent organization and you can disregard it.

Primary Contact

Review the applicant information. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

Carey Conkey
cconkey@watertown-ma.gov
617-972-6437

Contract Manager Information

If awarded a grant, who will serve as contract manager for the grant? The contract manager is responsible for ensuring the contract and attachments are completed by the authorized signatory and that it is returned in a timely fashion.

Contract Manager

First and last name of person managing contract

Carey Conkey-Finn

Contract Manager Title

Supervisor of Teen Services, Watertown Free Public Library

Contract Manager Phone

617-600-1165

Contract Manager Email

cconkey@watertown-ma.gov

Contract Manager Fax

Project Information

Project Discipline

Multidisciplinary

Beginning Date

When does or did the publicly available component of the festival or project start? To be eligible, the festival or project must start July 1, 2022, or later.

06/03/2023

Ending Date

When does or did the publicly available component of the festival or project end? To be eligible the festival or project must end by June 30, 2023.

06/03/2023

Optional explanation of start and end dates: (500 characters)**Name of Festival or Project**

Watertown Pride Extravaganza

Description

Provide a one-sentence description of the festival or project including purpose and project location by completing this sentence, "This grant will be used for a project to..." This response may appear in communications to the public, and in fiscal documents such as grant contracts.

This grant will be used to support the Watertown Pride Extravaganza (WPEX), a community-focused, all-ages, free festival for people of all identities to commemorate Pride Month, led by the Watertown Free Public Library and Watertown Public Arts Commission taking place in Saltonstall Park, Watertown.

Please provide a description of the festival or project's programming and activities.

What is or was the goal or purpose of the project or festival? How is or was the festival or project primarily focused on promoting access, diversity, or education in the arts, humanities, or interpretive sciences?

WPEX seeks to affirm, uplift, and celebrate LGBTQIA+ populations and voices, with an emphasis on LGBTQIA+ youth. The performances prioritize BIPOC artists and performers in Watertown and surrounding region. Through free arts activities, performances, and informational booths, WPEX aims to be an energizing, entertaining, and participatory experience for the Watertown community that fosters connection, social justice, and awareness.

All activities are free and will include a short parade from the library to the park with a brass band, performances by local musicians and poets, the New Rep, and Circus Up, community and non-profit group informational tables, drag performer emcees, Zumba, and arts and crafts activities.

Who is or was your intended audience for this project or festival?

Be sure to address how the festival was or will be available to the general public (by free or paid admission)

The WPEX aims to affirm and uplift Watertown's LGBTQIA+ communities, with an emphasis LGBTQIA+ youth by working with Watertown's middle and high school Gender Sexuality Alliances and the elementary school's Diversity and Belonging Councils. This event is free. Performances and arts/crafts supplies and instruction are free.

Is or was your project or festival free to the public?

Yes

Describe the steps you took or will take to ensure the project or festival is accessible to people who are Deaf or who have a disability:

We have secured ASL interpreters through Northeast Deaf and Hard of Hearing Services, INC. The parade route will use ramped park entrances.

Festival or Project Location Name

Enter the name(s) of the venue(s) or place(s) where the project/festival will happen. If virtual, write "Online only." If to be determined, write "TBD."

Saltonstall Park in Watertown

Festival/Project Location City/Town**In which city or town did or will most of your festival or project happen?**

Below you will find a list of the 351 official Massachusetts cities and towns. If you are looking for a neighborhood or village, you will need to Google it find out what city or town it is in so you can select that option.

Online only festivals and projects can select "Online Only"

If you are not sure yet which city or town your festival or project will take place in, you can select To Be Determined. However, it will not be included in the priority community review.

Watertown

Optional explanation of location**Festival/Project Website**

Enter the full URL for your site.

watertownlib.org

Festival/Project Instagram

Enter the full Instagram URL that starts with <https://www.instagram.com/>

<https://www.instagram.com/watertownpublib/>

Festival/Project Facebook

Enter the full Facebook URL that starts with <https://www.facebook.com/>

<https://www.facebook.com/watertownfpl>

Festival/Project Twitter

Enter the full Twitter URL that starts with <https://www.twitter.com/>

<https://twitter.com/watertownpublib>

Budget

Please provide estimated cash expenses for the festival or project that took place or will take place between July 1, 2022, and June 30, 2023.

Applicants must have project cash expenses of at least \$2,500

You may include the actual cost of staff time or administrative expenses that are dedicated to this project. Please include an explanation in your description of the project. For example, "Our budget includes 50% of our Education Director's time for 6 weeks."

You will include cash expenses in the budget form by clicking on the "Project Budget" button. Do not include anticipated revenue in the budget form, you will describe your anticipated income using the narrative questions below.

Cash Expenses	Description	Amount
Salaries/Fees: Artists/Humanists/Scientists	Performers including Circus Up (an inclusive group of youth circus performers), Watertown School of Rock band; two drag king emcees Alli Thresher and Quyen Tran; poet Taj Smith; certified Zumba instructor Darren Hairston; parade performances by local brass musical sensation JP Honk.	\$3,950.00
Equipment Rental	PA Rental + Sound Tech Person for Watertown School of Rock	\$750.00
Equipment Rental	Chairs & tables for festival booths	\$400.00
Ensuring Access (ex: costs for ASL interpreter)	ASL Interpreters from Northeast Deaf and Hard of Hearing Services	\$1,200.00
Marketing/Promotion	Marketing budget including Facebook/Instagram ads, poster printing, and more	\$770.00
Other (please describe)	Supplies for parade, welcome table, staff shirts	\$2,000.00
Equipment Rental	Toilet rentals	\$800.00
		\$9,870.00

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Equipment Rental	Toilet rentals	\$800.00
		\$9,870.00

Projected Income: Please briefly describe the other sources of projected income needed to complete this project or festival

We have applied for a Local (Watertown) Cultural Council grant (asking \$1,500), and we will be applying for a Watertown Community Foundation grant (asking \$4,000). We will request funding from the Watertown Commission on Disability to help cover ASL interpretation (asking \$600), the Library's Building Committee (asking \$1,500), and the Watertown Community Savings Bank to cover chair rentals (asking \$200). The Watertown Public Arts & Culture Committee will cover costs of rental toilets (\$800).

In-Kind Support: If applicable, please briefly describe any in-kind support you are getting for this project or festival.

Watertown City's Public Arts & Culture Committee will provide us canopy tents free of charge for our information/activity tables. Hatch Makerspace will provide a craft for all ages free of charge.

Prioritization Factors

Mass Cultural Council seeks to broaden and diversify the range of persons who benefit from its grant programs. To that end priorities have been established that will seek to attract and provide funding under this program to entities and communities that may not have been, or had an equal opportunity to be, beneficiaries of Mass Cultural Council programs. Prioritization will include the following:

Funding History

First time applicants or applicants that have not received direct funding from Mass Cultural Council in the previous three fiscal years (2022, 2021, 2020). Below you will see the information we have on file for your organization, for FY20–FY22. FY23 grants will not be reflected below but may factor in to grant determinations.

By submitting your application, you acknowledge understanding that Mass Cultural Council will verify this information with historical data in our grants management system. Mass Cultural Council will make every effort to ensure accuracy but cannot be held accountable for missing or incorrect information in the relevant sources. If you have questions about the information displayed below send staff a note using the notes feature here or call or email program staff directly.

Received at least one grant in the past three fiscal years

Yes

Under-Resourced Communities

Projects that are located in specific communities, which are cities and towns that are below the state average in household income and educational attainment. This includes but is not limited to places designated as Gateway cities. [See a list of these communities.](#)

Festival/Project is in an under-resourced community

Yes

BIPOC-Centered Self-Identification

Applicants that self-identify as led by and serving people of the global majority — Black, Indigenous, People of Color (BIPOC), Latinx, Asian, Native American, Pacific Islander, and all other ethnicities of color. Organizations wishing to make this identification will need to fill out a [BIPOC-Centered Organization Self-Identification](#) form in the grants management system. The form is in the Opportunities section of your portal.

BIPOC-centered organizations must be able to demonstrate that:

1. The organization's primary Mission, Programming and/or Practices explicitly and specifically reflect and serve one or more communities that self-identify as BIPOC.

AND

Must be BIPOC led and/or run.

For more information, full definitions, guidelines, and to see a sample form, [visit the BIPOC-Centered Self-Identification page](#).

Is your Organization BIPOC-Centered? If so, complete the BIPOC-Centered Self-Identification form. The form is in the Opportunities section of your portal.

By submitting this application, you acknowledge understanding that **you must submit the BIPOC-Centered Self-Identification Form no later than December 15, 2022**, in order for the prioritization to be factored into the review of application for your Festivals & Projects Grant.

Currently recognized as BIPOC-Centered Organization in the system?

If you have recently submitted a BIPOC-Centered Self-Identification form, and it has not yet been reviewed, you will see "No" below. Due to the volume of applications, most will not be reviewed until after December 15.

No

Participation in Card to Culture

Applicants that participate in Mass Cultural Council's Card to Culture program. (This is not a grant program. This is a voluntary discount program aimed at helping organizations reach specific audiences - EBT, WIC, and/or ConnectorCare card holders. There is no funding associated with this program.)

Organizations wishing to participate in Card to Culture will need to fill out an application for the program in the grants management system. The form is in the Opportunities section of your portal.

For more information, full definitions, and guidelines, visit the [Card to Culture page](#).

By submitting this application, you acknowledge understanding that **you must apply for Card to Culture no later than December 15, 2022**, in order for the prioritization to be factored into the review of application for your Festivals & Projects Grant.

Current Participant in Card to Culture?

If you have recently submitted a Card to Culture application, and it has not yet been reviewed, you will see "No" below. Due to the volume of applications, most will not be reviewed until after December 15.

No

Acknowledgement

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

Please note: You have not successfully submitted your application until you see the following message: "Congratulations - You have successfully submitted your application. Click on the Home button to return to your home portal."

Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I hereby release Mass Cultural Council, its members, and employees, from any liability and/or responsibility concerning the submission of materials to this program. In addition, I agree that the required public acknowledgment will be given to Mass Cultural Council if this application is approved. I understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. I certify that we are committed to the completion of the proposed activities in compliance with legal requirements and granting procedures and will file the report required by the Mass Cultural Council.

Clicking "submit" below serves as an authorizing electronic signature.

Authorized Signature

TO: Library Trustees

FROM: Caitlin Browne, Library Director

DATE: December 8, 2022

RE: Consideration and Action on Bookmobile Policy

For your review and approval please find the draft Bookmobile Policy.



The bookmobile is a mobile branch of the Watertown Free Public Library and adheres to the same policies as the library at 123 Main St and the policies set forth below.

- All bookmobile stops must be located within Watertown city limits.
- The bookmobile prioritizes serving people who cannot visit the library easily.
- At minimum stops must include:
 - parking for a van 20 feet long
 - space for book carts to be set up outside the van
 - space for people to gather and browse
- The bookmobile cannot make stops on hills, narrow streets, or narrow sidewalks
- Participation in events will be decided on a case by case basis and is subject to staffing availability, accessibility, and timing.
- The bookmobile cannot be hired for private events or attend events that are exclusive.
- Bookmobile stops may be canceled due to:
 - Hazardous driving conditions
 - Forecasted inclement weather that can create hazardous driving conditions
 - Maintenance, updates, and repair
 - Holiday closures



123 MAIN STREET WATERTOWN, MA 02472
617.972.6434 • WATERTOWNLIB.ORG

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: December 8, 2022
RE: Consideration and Action on the FY24 Action Plan

For your review and approval please find the FY24 action plan.



Center the Library Experience

Activity 1	Key Players	Deadline
Engage with sound engineers to explore feasible options to control or diffuse sound that travels throughout the building. If feasible secure funding and create implementation plan.	Director, Assistant Director	
Activity 2	Key Players	Deadline
Develop library-wide orientation program and documentation for all new hires including temporary/substitute staff.	Director, Assistant Director	
Activity 3	Key Players	Deadline
Work with Public Buildings staff to identify an area for and build an additional study or meeting room on the second floor.	Library Director, Public Buildings	

Engage in Reciprocal Communication

Activity 1	Key Players	Deadline
Begin implementation of Language Access Plan created in FY23.	All staff	

Expand Audience

Activity 1	Key Players	Deadline
Develop a Teen volunteer program that will encourage interested teens from diverse backgrounds to explore careers in library science.	Assistant Director, Supervisor of Teen Services	
Activity 2	Key Players	Deadline
Host a minimum of two programs using City programming budget that support the City's Climate and Energy plan.	Programming librarian	

Remain Flexible

Activity 1	Key Players	Deadline
Use the City's FlashVote tool to solicit feedback for data to create the FY25 action plan.	Director	

Plan for Growth

Activity 1	Key Players	Deadline
Continue to advocate for permanent location for Hatch in City property.	Director, Trustees	
Activity 2	Key Players	Deadline
Continue to build a new Friends or Library Fundraising group with a diverse membership.	Library Director	