

FY23 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	1,726,020	-1	1,726,020	1,000,758.93	0.00	725,261	58.00
0161051	510112	PART TIME SALARIES	682,142	0	682,142	402,459.55	0.00	279,682	59.00
0161051	510130	OVERTIME	30,000	0	30,000	26,365.74	0.00	3,634	87.90
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	2,728.75	0.00	2,240	54.90
0161051	510143	LONGEVITY	29,202	-1,250	27,952	15,115.61	0.00	12,836	54.10
0161051	510190	CLOTHING ALLOWANCE	2,925	1	2,926	2,925.50	0.00	0	100.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	0	2,474,008	1,450,354.08	0.00	1,023,654	58.60
0161052	520211	ELECTRICITY	147,897	0	147,897	66,587.95	43,512.05	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	7,922.67	16,077.33	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	4,087.21	2,215.47	11,726	35.00
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	12,055.11	19,396.60	15,557	66.90
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	63,498.61	29,279.24	33,963	73.20
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	2,828.66	450.00	5,721	36.40
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	4,441.75	4,386.35	3,172	73.60
0161052	540422	PRINTING & FORMS	6,400	0	6,400	3,906.22	2,200.00	294	95.40
0161052	540425	PROGRAM SUPPLIES	750	0	750	708.79	0.00	41	94.50
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	9,899.69	6,131.64	5,827	73.30
0161052	550511	BOOKS	481,000	0	481,000	254,329.31	148,067.44	78,603	83.70
0161052	550512	BOOK PROCESSING	45,000	0	45,000	8,119.83	10,675.58	26,205	41.80
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	4,783.60	1,738.30	3,478	65.20
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	529,873.48	286,908.27	247,823	76.70
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	52,770.52	21,899.00	58,249	56.20
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	3,032.44	12,195.92	4,772	76.10
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	55,802.96	34,094.92	63,021	58.80
		Grand Total	3,626,204	65,327	3,691,531	2,036,030.52	321,003.19	1,334,498	63.80

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	1,707.04	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	30.65	-	3,384.53	
Mead	5,937.88	2,937.88	103.07	-	3,040.95	
Charles	2,625.18	2,425.18	59.16	-	2,484.34	Armenian History books
Barry	3,364.91	3,364.91	34.91	-	3,399.82	
McGuire	3,084.76	2,084.76	38.30	-	2,123.06	
W. Pierce	23,645.88	3,645.88	230.64	-	3,876.52	
MacDonald	9,312.26	4,312.26	95.68	-	4,407.94	Grief related books
O'Reilly	10,318.05	9,818.05	96.67	-	9,914.72	Fiction
Stone	3,679.81	3,679.81	34.47	-	3,714.28	
Campbell	5,382.56	4,382.56	50.43	-	4,432.99	Large print books
Santoro	2,266.77	666.77	21.25	-	688.02	Art
Brown	2,557.12	1,557.12	24.48	-	1,581.60	Sci-fi books
Keith	4,100.49	3,100.49	38.41	-	3,138.90	Wat history books
Drucker	2,950.48	2,950.48	27.64	-	2,978.12	Humanities books
Special Gifts	45,007.45	45,007.45	8,577.75	6,779.05	46,806.15	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	2,685.37	3,615.79	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	344.59	-	8,745.93	Benefit of the library
Masters	4,473.44	1,766.44	41.92	-	1,808.36	Trustees discretion
B. Pierce	1,359.62	1,359.62	17.80	-	1,377.42	Trustees discretion
LIG/MEG	195,397.22	195,397.22	101,231.12	1,146.96	295,481.38	
Revolving Printing Account	8,070.51	8,070.51	6,287.61	9,116.51	5,241.61	
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

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	
FY22 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	161,887.86			2,176.56	1,320.25		5,208.35	\$ 170,593.02	\$ -	\$ 45,788.95	\$ 124,794.07	-
31-Dec	170,593.02			97.78	(402.26)		1,358.70	\$ 171,647.24	\$ -	\$ 45,484.47	\$ 126,152.77	-
31-Jan								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
28-Feb								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
31-Mar								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
30-Apr								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
31-May								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
30-Jun								\$ -	\$ -	\$ 45,484.47	\$ 126,152.77	-
FY23 TOTAL		-	-	4,669.26	(2,030.43)	-	(34,776.25)	\$ 171,647.24	-	45,484.47	\$ 126,152.77	10.00

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ (2,277.13)	\$ 535.87
Teen Programming	\$ 2,848.00	\$ (889.30)	\$ 1,958.70
Children's Materials	\$ 1,406.00	\$ (1,406.00)	\$ -
Children's Programming	\$ 8,862.00	\$ (6,669.90)	\$ 2,192.10
Adult Materials	\$ 1,406.00	\$ (1,049.13)	\$ 356.87
Adult Programming	\$ 4,115.00	\$ (2,822.52)	\$ 1,292.48
Museums	\$ 5,000.00	\$ (3,575.00)	\$ 1,425.00
Movie Licenses	\$ 1,675.00	\$ (312.68)	\$ 1,362.32
Total	\$ 28,125.00	\$ (19,001.66)	\$ 9,123.34

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	\$ -	\$ 160.00	\$ (2,925.37)	\$ 2,839.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,030.70	\$ (3,436.54)	\$ 10,212.76
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 1,190.70	\$ (6,924.94)	\$ 13,640.52



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

TO: Trustees

FROM: Caitlin Browne, Director

DATE: February 3, 2023

RE: Consideration and Action to Transfer Funds

I request a transfer of \$20,000 from Full Time Salaries (0161051 510111) to Overtime (0161051 510130). Thank you for your consideration.

January:	Election of Officers Financial Quarterly Report with spending breakdown, donations Set Trustee Meeting Calendar Policy Review
February:	Policy Review
March:	Department Head Update/New employee introductions Policy review
April:	Quarterly Report with spending breakdown, donations Policy review
May:	Self-evaluation submitted by Director in advance of annual review Action Plan-11 th month of fiscal year update Trustees submit annual evaluation of Director to Board Secretary by mid-May Secretary prepares composite review before June meeting Policy review
June:	Director evaluation completed and goals for following year set Renewal of Director's employment contract (next in 2025 and then every 2 years) Policy review
July:	Quarterly report with spending breakdown, donations Policy review
August:	Policy review
September:	Department Head Update/new employee introductions Policy review
October:	Quarterly report with spending breakdown, donations Policy review
November:	Action Plan for next fiscal year submitted and approved by Trustees Policy review
December:	Update from Director on progress toward annual goals Action Plan- midyear update Policy review

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: February 3, 2023
RE: Director's Report

City/Community Meetings and Collaboration

The Public Arts and Culture Silent Art Auction on Saturday, January 28 was a success! Around fifty people attended and they raised \$1200. Attendees and PACC were all complimentary to the library for allowing the event to take place in the library after hours.

I attended the first session of two DEI trainings for City Department Heads and City Council on January 17, 2023. The second will be held on Monday, February 27.

Starting February 28, 2023 an 11 week English course for parents will be offered through Project Literacy. This class is taught and developed by PL teacher Erin Ward and will focus on teaching English with a focus on community and school resources available to parents. Childcare and classroom space is provided by Watertown Public Schools.

Project Literacy has also been in collaboration with WGBH to create multigenerational science learning materials for Spanish speakers. PL teacher Erin Ward has been advisor to the program and will be conducting a three week teaching pilot for caregivers and families at the Waltham Family School.

Bookmobile

The bookmobile is back in service!

- Marissa and Carey had an amazing stop with the students at Beacon High. Of the 25 or so students, everyone either got a card or had a card. Most of the kids took out 2-5 items. The staff were very appreciative and are already looking forward to our next visit.
- New stop added at Jewish Community Day School on 2/7, 2/28, and 3/14.
- Working on high school, both Lowell school locations, and Alexandria property.
- The bookmobile page has a calendar! watertownlib.org/bookmobile

Facilities

The HVAC in the Watertown Savings Bank Room was non-functional for approximately 2.5 weeks. The decision to shut the room down was due to no heat and no air circulation. Both units that service the room are now fully functional.

Program Highlights

Levon Gyulkhasyan's author conversation with Dan Mazur was very popular. We had about 38 people crammed into the Mastrangelo Room, and what was exciting to me was the intersection of various demographics who were in attendance. There were young, hip graphic novel fans, comic book fans who followed Dan here from M.I.C.E., and a large contingent of the Armenian community of all ages. It was an exciting event whose audience beautifully reflected some of Watertown's diversity.

While that was going on, we had our first reborn Immigration Clinic taking place in Study Room 3 and Project Literacy. The attorneys from Greater Boston Legal Services were lovely to work with. 6 people signed up for 45 minute appointments, and they were quite vocal in expressing their gratitude. The GBLS lawyers were so excited about this collaboration, and said that they have a number of other attorneys who want to help, so if we see increasing demand, they're ready to increase their presence to meet it.

Miscellaneous

All employees and Trustees must complete an Online Ethics Training Program regarding the Conflict of Interest Law every two years. There is no need to print the certificate. The course is at: <https://massethicstraining.skillburst.com>. You must provide your name, email and select your municipality. Training must be completed by **February 18, 2023**.

We're running a month long photo sweepstakes with prizes for the Watertown Collective Memory Project. In the first 48 hours there were nearly 40 submissions! Prizes include a Polaroid camera, iphone lenses, and kodak funsaver disposable cameras. The sweepstakes end on February 28.

Please see attached letter and agenda from the MBLC regarding the March 15 Legislative Day at the State House. I will be attending.

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

January 12, 2022

Commissioners

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Marshfield

Vice-Chair
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James M. Lonergan

To Our Library Community and Partners,

I am extraordinarily pleased to share with you the 2024 Massachusetts Board of Library Commissioners Legislative Agenda. This Agenda recognizes the importance of providing strong funding and support for all of the Board's line items as well as much needed robust increases to the Perkins Braille and Talking Book Library, Worcester Talking Book Library, and Automated Resource Sharing Networks line items. These programs are critical to the fulfillment of the Board's mission to promote equitable access, advance innovation, and foster resilience in libraries across the Commonwealth through funding, guidance, partnerships, and the coordination of statewide services. promoting the fair treatment and full participation of all residents.

Please share this document with your Trustees, Friends of the Library, City/Town Officials, and State representatives. This is an ambitious Legislative Agenda and I am asking all members of the Library Community to advocate for its adoption. I hope to see you at one of the Legislative Advocacy events being held across the Commonwealth and at the March 15, 2023, Legislative Day at the State House.

Sincerely,



Deborah Conrad, Chair

Ensuring your right to read



Freedom from censorship

Librarians find themselves on the front line of book challenges and disruptions centered mainly around LGBTQ+ and race themed books and programs. Since 2021 book challenges and disruptions have more than quadrupled in the Commonwealth. While we recognize the right to challenge, we're also working to build understanding and ensuring that everyone can see themselves reflected in our collections and services.

Digital equity through Networks

Access to reliable internet is an issue of economic, educational, and social equity. The MBLC provides grants to library Networks to make internet and community Wi-Fi access affordable. This is an essential service for the estimated four-in-ten adults with lower incomes who do not have home broadband. (2) With libraries hosting 7,200 internet sessions on library computers daily and lending out laptops, tablets and hotspots, we're working together to make sure reliable internet is available for all.

Budget line 7000-9506 is a priority.

Accessibility for all

With more than 780,000 people** with disabilities living in Massachusetts, expanding access to library services is a priority. Whether it's a newspaper, a website, the new best seller in large print, or simply a text or email, the talking book libraries at Perkins and Worcester are working to ensure that everyone can read what they want, when they want. Librarians across the state have been trained to increase accessibility for residents who are visually impaired and for people who are deaf and hard of hearing.



Perkins (budget line 7000-9406) and Worcester (budget line 7000-9402) are priorities.

Cybersecurity

Networks are very aware of and are preparing against cyberattacks, especially since patron privacy (protected by Mass General Law) is integral to public library service. The online technical support Networks provide to libraries makes daily library transactions, like checking out a book, possible. A cyberattack on one of the Networks could shut down library services for an entire region of the state.

Budget line 7000-9506 is a priority.

Legislative Agenda FY2024

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Unfair eBook pricing and practices

Exorbitant eBook pricing and restrictive publisher licensing rules make it difficult to keep up with demand. (1) *Residents wait on average more than a month for an eBook.

Here's an example:

Lessons in Chemistry: A Novel
(9780385547376)
by Bonnie Garmus

LIBRARY PRICING for the eBook \$55.00	CONSUMER PRICING for eBook \$14.99
RESTRICTIONS on library eBook: License expires after 24 months.	RESTRICTIONS on consumer eBook: Ownership does not expire.
LIBRARY PRICING for eAudio \$95.00	CONSUMER PRICING for eAudio \$24.99
RESTRICTIONS on library eAudio: License expires after 12 months.	RESTRICTIONS on eAudio: License does not expire.

Budget line 7000-9506 is a priority.



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1. <https://www.readersfirst.org/publisher-price-watch>

2. <https://www.pewresearch.org/fact-tank/2021/06/22/digital-divide-persists-even-as-americans-with-lower-incomes-make-gains-in-tech-adoption/>

*Wait times are based on a 90 day report provided by OverDrive and vary by Network but all are more than 30 days.

**From the Massachusetts Rehabilitation Commission fact sheet



Ensuring
your right
to read



Legislative Agenda FY2024

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Line Item Number	Line Name	FY2022 Budget	FY2023 Budget	FY2024 Request	Increase Over FY2023
7000-9101	<i>Board of Library Commissioners</i>	\$1,702,272*	\$1,731,586	\$1,904,745	\$173,159
7000-9401	<i>Regional Libraries Local Aid</i>	\$14,100,731	\$14,516,000	\$15,967,600	\$1,451,600
** 7000-9402	<i>Talking Book Program Worcester</i>	\$518,222	\$521,569	\$678,040	\$156,471
** 7000-9406	<i>Talking Book Program (Perkins) Watertown</i>	\$2,950,499	\$2,969,554	\$3,860,420	\$890,866
7000-9501	<i>State Aid to Public Libraries</i>	\$13,562,408	\$16,000,000	\$17,600,000	\$1,600,000
** 7000-9506	<i>Technology & Automated Resource - Sharing</i>	\$4,713,848	\$4,744,293	\$6,167,581	\$1,423,288
7000-9508	<i>Center for the Book</i>	\$312,979	\$400,000	\$440,000	\$40,000
		\$36,361,524,	\$40,883,002	\$46,618,385	\$5,735,383



* includes 2 earmarks for \$25,000 and \$50,000
** Funding priorities



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Center the Library Experience		
Activity 1	Key Players	Deadline
Improve wayfinding within the library using a combination of new signage, maps, and service practices. Examples include installing prominent bathroom signage, creating an enhanced library map in multiple languages for print and online use, and developing multimodal service practices to assist patrons to desired locations.	Project Lead: Theresa Project Assistance: Jamie	Planning complete by Feb 1, Orders/Purchases encumbered by March 1, Installation complete by May 30.
Progress Notes: In progress		
Activity 2	Key Players	Deadline
Incorporate text/SMS messaging as a mode of promotional communication for library programming and services. Consideration for cost to patron, translating options, and ease of use should be prioritized with choosing a service provider.	Project Lead: Jamie Project Assistance: Allie, Carey, Emily, Marissa	Develop and monitor all year. Determine if is viable and desirable to continue service by June 15.
Progress Notes: Project abandoned. We tested the product with teen audience but it never took off. We don't have the capacity to build up this tool at this time. (CEB/10/20/22)		

Engage in Reciprocal Communication		
Activity 1	Key Players	Deadline
Develop a Language Access Plan	Project Lead: Caitlin Project Assistance: Department Heads Project Input: Outreach Dept., Inés, Danielle, Quincy	Complete plan by March 15

Progress Notes: in progress, but running behind		
Activity 2	Key Players	Deadline
Develop a method for patrons to independently submit feedback in-house	Project Lead: Theresa Project Input: Circulation Department	November 15
Progress Notes: Complete. Suggestion box in lobby. Checked weekly.		
Activity 3	Key Players	Deadline
Adopt service models that prioritize user experience. Examples include user instruction that focuses on patron use instead of service brand, cross training library staff on library tools, and using project management tools to more effectively communicate service changes and updates to staff	Project Lead: Theresa Project Assistance: Katie, Jaccavrie, Stephanie F Project Input: DH	Decide on project specifics by Dec. 31. At least 1 defined service model will be implemented library wide by April 30.
Progress Notes:		

Expand Audience		
Activity 1	Key Players	Deadline
Increase patron engagement with the library through programs and services offered via bookmobile.	Project Lead: Marissa Project Assistance: Allie Project Input: Amelia, Aimee, children's librarian, teen librarian	Define performance measures for bookmobile by August 13
Progress Notes: Complete Performance measures for bookmobile defined. Engagement ongoing.		
Activity 2	Key Players	Deadline

Develop a list of Watertown organizations and locations to post entry level jobs and broaden candidate pool	Project Lead: Theresa	Complete initial list by September 15, updating as necessary.
Progress Notes: Complete and attached.		
Activity 3	Key Players	Deadline
Review the yearly American Community Survey (ACS) estimates and consider the information in future planning	Project Lead: Caitlin	September 1
Progress Notes: Complete. Update emailed to staff and Trustees November 4.		

Remain Flexible		
Activity 1	Key Players	Deadline
Reimagine the vital space in the first-floor lobby to create the most welcoming and useful experience we can provide. Examples include a multilingual and interactive digital information kiosk, lobby greeters, concierge/welcome space, etc.	Project Lead: Caitlin Project Assistance:	Plans complete by Jan 15. Project complete by June 30
Progress Notes: The digital displays on the first floor and second floor is going to be transitioned to a digital wayfinding tool. Library of things were moved to the lobby for visibility. No other changes anticipated this year.		

Plan for Growth		
Activity 1	Key Players	Deadline
Initiate meetings with important decision makers to begin discussion to expand the library.	Project Lead: Caitlin	Ongoing

Progress Notes: Every meeting I have with any decision maker includes mention of the growing use of the library and that we're reaching capacity. The reception to this discussion is often met with skepticism but I'm keeping the dialogue open.

Activity 2

Complete a needs assessment of required resources to transition the library from Dewey Decimal Classification to Bookstore model. Should include scope of project, staff resources, estimated duration to complete, budget considerations, promotional needs, required patron education, and intended outcomes.

Key Players

Project Lead: Assistant Director
Project Assistance: Jill, Carey, Emily

Deadline

June 30

Progress Notes: Decision has been made that transitioning out of Dewey is neither necessary or feasible at this time. However, it led back to the discussion of wayfinding and signage.

Activity 3

Library Trustees will attend Town Meetings that discuss the future of the former police station and advocate for Hatch to be included in any plans for that location.

Key Players

Project Lead: Leanne
Project Assistance: Board of Trustees, Caitlin

Deadline

Ongoing

Progress Notes:

Places to post:

- Library
 - Circulation and Red Leaf Café bulletin boards, Hatch Makerspace, Bookmobile
 - social media and digital signs
 - Project Literacy (Aimee can email advanced students with any postings)
- Town departments
 - Housing Authority
 - Senior Center
 - Town Hall
 - Veterans Services Office
- Local news
 - Craigslist \$10-75/ad
 - Resident's Facebook page: "Watertown, Ma Parents & Residents"
 - School newsletter and the school's family liaisons
 - Watertownmanews.com
 - \$85 a month, weekly rates also available for ads
 - Probably better for large events/campaigns
- Local organizations/community groups
 - Boys and Girls Club
 - [Watertown Family Network](#)/Cunniff School, watertownfamilynetwork@gmail.com
 - [Watertown Food Pantry](#)/Belmont-Watertown United Methodist Church
 - Wayside Youth & Family Support Network (email Sophia_Suarez-Friedman@WaysideYouth.org, Sophia is willing to share on her Social Services Resource Specialist Program Facebook page
 - WCATV, info@wcatv.org
- Houses of worship (optional)
 - [Archangels Greek Orthodox Church](#), 25 Bigelow Ave, (617) 924-8182, email form
 - [Armenian Memorial Church](#), 32 Bigelow Ave, (617) 923-0498, office@armenianmemorialchurch.org
 - [Belmont-Watertown United Methodist Church](#)
 - [Church Of Good Shepherd](#), 9 Russell Ave, (617) 924-9420, rector@goodsshepherdwatertown.org
 - [First Parish In Watertown Untrn Uni](#), 35 Church St, (617) 924-6143, office@fpwatertown.org
 - [Grace Chapel](#), 525 Main St., (781) 862-6499, info@grace.org
 - [Grace Vision United Methodist Church](#), 80 Mt Auburn St., 910-670-4858, info@gracevisionumc.org [Korean]
 - Ministerio Internacional Fuente de Vida Deseable, 372 Main St, (617) 393-0116, FB only
 - [Redeemer Fellowship Church](#), 111 mt Auburn St., (617) 923-1968, info@redeemberboston.com
 - [Sacred Heart Parish](#), 617-926-9680, office@watertowncatholic.com
 - [St James Armenian Apostolic Church](#), (617) 923-8860, info@sthagop.com
 - [St. John's United Methodist Church](#), (857) 600-1282, office@bwumc.org

Browne, Caitlin

From: Helfer, Elizabeth
Sent: Wednesday, February 1, 2023 2:33 PM
To: Public Arts and Culture
Subject: A Cultural District in Watertown - Your Input is Needed

Good afternoon,

Watertown is embarking on a planning process to create a Cultural District centered around Watertown Square and Main St. As a leading cultural organization or business entity in Watertown, your input on the proposed Cultural District will have meaningful impact on the future of this area. If you have already attended a meeting, the rest of this email may feel redundant. If you haven't been to one of the three meetings held this past Fall and Winter, I want to share what's happening and a few easy ways to share your feedback.

Let's start with, what is a [Cultural District](#)? A Cultural District is a state designation that highlights areas with "a density of cultural facilities, activities, and assets. It is an easy to navigate, [and a] compact area that acts as a hub of cultural, artistic, and economic activity and offers a place-based identity [for] collaborative community initiatives."

Why does Watertown want a [Cultural District](#)? A Cultural District creates a destination and a Cultural District Partnership, which is the governing body comprised of leading cultural entities in and around the district. A Cultural District drives economic growth through a marketing plan that attract artists and cultural enterprises as well as businesses and jobs, establishes the district as a tourist destination, and preserves or reuses historic buildings. A Cultural District also brings in state funding for entities in the district. The city and planning committee believes that a Cultural District will help revitalize the Watertown Square and Main St area.

Here's where we need you. We would love to have you/your organization as a Cultural District Partner, giving direct feedback on what you want to see happen in the Watertown Square and Main St area, particularly what type of actions would improve your business or services. This would include monthly meetings with me and other Partners. If you are interested in learning more about what this entails, I'd love to schedule a phone call with you.

If becoming a Cultural District Partner is too large a commitment, the planning committee would still like to hear from you at our next meeting on **Friday, March 3 from 11 AM – NOON** via Microsoft Teams. There will also be several other opportunities to give feedback as we move through the planning and application process this year. [Click here](#) to access the meeting.

If you plan to attend the meeting on 3/3, here are a few action items for you:

1. Familiarize yourself with the state guidelines that govern a Cultural District:
<https://massculturalcouncil.org/communities/cultural-districts/application-process/>
2. Think about your involvement level as we get into the details: do you/your organization want to serve on a planning subcommittee?
3. Read the meeting agenda:
 1. Welcome and Introductions
 2. Project Timeline
 3. Cultural [District Map](#) – this is a draft for discussion
 - a. Create a "Cultural District Boundary" subcommittee to tweak and polish the map
 4. Marketing Goals – for discussion
 - a. Create a "Marketing" subcommittee to begin developing a Marketing Plan for the Cultural District
 5. Set a date and time for the next meeting
 6. Adjourn

You can also email me at any time with your ideas or questions. I look forward to working with you!

Sincerely,

Liz Helfer, Public Arts & Culture Planner
Community Development & Planning
149 Main Street, Watertown, MA 02472
www.watertown-ma.gov/688/Public-Arts-Culture
617-972-6417 Ext: 12167



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

TO: Trustees

FROM: Caitlin Browne, Director

DATE: February 3, 2023

RE: Consideration and Action to use McCall Funds

I would like to request \$4000 from the McCall fund to purchase additional prize books and 1000 Books Before Kindergarten tote bags. Thank you for your consideration.



123 MAIN STREET WATERTOWN, MA 02472
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TO: Trustees

FROM: Caitlin Browne, Director

DATE: February 3, 2023

RE: Consideration and Action on Draft Programming Policy

Attached please find a draft for a proposed Programming Policy. Special thanks go to the staff at the Somerville Public Library for allow us to work from their policy.

Watertown Free Public Library Programming Policy

Program Development Policy

Purpose of the Policy

This Program Development Policy upholds the mission and goals of the Watertown Free Public Library by setting guidelines for the planning and operation of Library programs and events. The policy applies to programming and events provided by the library and its staff. It does not apply to programs provided by non-library groups using the library's meeting rooms.

Responsibility for Program Development

Responsibility for program development rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Program planning and facilitating is delegated to staff members based on their job responsibilities and areas of expertise. Programming librarians are guided by this policy and utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering library programs.

Selection Guidelines and Objectives

The Watertown Free Public Library defines a program as an activity or event in a group setting, developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. Programs can be a single event, a short series, or continuously recurring.

Programs may include, but will not be limited to: lectures, forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes.

Criteria

When making decisions regarding program content, presenters, and related resources library staff will consider the following:

- Relevance to the Library's mission and strategic plan
- Community needs and interests, including feedback and suggestions from Watertown residents
- Potential to promote, supplement, and encourage the use of library collections & resources
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area

- Historical, cultural, or educational significance
- Space required, and the availability of that space
- Budget
- Staffing
- Balance of current programs being offered at the Library
- Connection to other community programs, exhibitions, or events
- Safety and security of patrons and staff
- National and local observances, commemorative months, and initiatives (i.e., National Library Week, Women's History Month, Veterans' Day, etc.)

Library programs may take place at the Library, Hatch Makerspace, the Bookmobile, offsite locations, and online; and may be delivered by library staff or library partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

Presenters

Anyone interested in presenting a program may submit a proposal that will be reviewed by Library staff using this policy as a guideline. The Library reserves the right to decline a program for a variety of reasons including, but not limited to, staffing, budgetary constraints, space, or scheduling.

A partnership is a relationship between Watertown Free Public Library and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The Library welcomes partnerships that promote civic engagement and support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all library policies. Partners that participate in co-hosting a program receive acknowledgement in marketing and PR materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants. Program topics, presenters, and resources are not excluded because of possible controversy.

Commercial Use

Authors or booksellers may sell books as part of a library program. Musicians playing in library sponsored concerts may sell cds. Programs sponsored by the Library Building Committee may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial purposes or for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested in purchasing items or services from the presenter.

Intellectual Freedom

The Watertown Free Public Library offers a wide variety of programs to support its mission of providing free recreation, entertainment, and enrichment. The Library respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements (see Appendices B, C, D). The Library's goal is to offer a diverse set of ideas and opinions, including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor programs it offers.

Parents and guardians are responsible for overseeing their minor children's use of the Library's collections, services, and programs. The Watertown Free Public Library does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities.

Open Access

All library-initiated programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Tween and teen programs are limited to tweens and teens only, except when they require an adult assistant or companion. Programs targeted toward specific audiences are to be publicized as such.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration, or at the door. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Code of Conduct Policy.

Cancellations

Programs may be cancelled for several reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the Library's online calendar of events and by other appropriate communication channels.

Process for Reconsideration

The Watertown Free Public Library adheres to and supports the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View (Appendices B, C, D) which state that the choice of library materials for personal use is purely an individual matter. An individual or group cannot restrict the freedom of other persons to read, access, or use library materials.

Concerns about programs currently offered at the Library may be expressed by filling out a Request for Reconsideration form (Appendix H). Forms may be submitted in writing to the attention of the Library Director either in person, or c/o Watertown Free Public Library, 123 Main St, Watertown, MA 02472. Patrons submitting a Request for Reconsideration will be given copies of the this program development policy; the ALA Library Bill of Rights, the ALA Freedom to Read Statement, and the ALA Freedom to View Statement (Appendices B, C, D). Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing or located in Watertown, MA. During the reconsideration process, the material or program will remain available in the Library.

A request for reconsideration will be reviewed by the Library Director or their designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision to the Board of Trustees. The decision of the Board of Trustees will be final

TO: Trustees

FROM: Caitlin Browne, Director

DATE: February 3, 2023

RE: Consideration and Action for March Staff Development Day

I request that the library be closed from 9 am to 9 pm on Wednesday, March 29 in order to hold a staff development day that focuses on safety in the library along with lunch. Reasons for closing the library for the whole day include:

- Ability to accommodate all staff in the same session
- Ability to allow substitute staff to participate
- Difficulty finding coverage for unscheduled evening shifts
- The importance of safety topics
- The importance of camaraderie created by an intentional shared experience
- There are no other days in March the library is closed

The day would likely include ALICE training pending availability of police trainers, fire drill, review of emergency procedures, testing panic buttons and other safety features. We would end the day with staff meetings and future looking. Library staff would work from 9 am to 5 pm with a 1 hour lunch.

Thank you for your consideration.