Board of Library Trustees Meeting

Wednesday, November 8, 2023 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
   A. Minutes of October 11, 2023 Meeting
3. Public Forum
4. Financial Report
   A. FY24 Budget
   B. Burke Fund Report
   C. HATCH Financials
5. Chair's Report
6. Director's Report
   A. General Updates
7. Old Business
   A. Watertown Cultural Council Grant Application
8. New Business
   A. FY24 Action Plan Update
9. Requests for Information and Responses
10. Date of next meeting
11. Adjournment

FY24 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	1,764,122	0	1,764,122	512,385.75	0.00	1,251,736	29.00
0161051	510112	PART TIME SALARIES	695,745	0	695,745	192,358.48	0.00	503,387	27.60
0161051	510130	OVERTIME	30,000	0	30,000	11,454.22	0.00	18,546	38.20
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	1,520.00	0.00	3,439	30.70
0161051	510143	LONGEVITY	29,927	0	29,927	5,936.38	0.00	23,991	19.80
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,462.75	0.00	1,462	50.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	2,527,678	0	2,527,678	725,117.58	0.00	1,802,560	28.70
0161052	520211	ELECTRICITY	152,334	0	152,334	0.00	0.00	152,334	0.00
0161052	520213	GAS	41,557	4,738	46,295	0.00	4,738.32	41,557	10.20
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	283	19,662	6,143.45	2,810.43	10,708	45.50
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	4,342.00	3,390.61	36,718	17.40
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	10,294.42	53,988.42	36,111	64.00
0161052	530327	REGIONAL LIBRARY SERVICES	88,105	0	88,105	88,105.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,740	0	1,740	0.00	1,740.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	725.00	79.27	8,196	8.90
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	3,850.43	7,142.60	1,007	91.60
0161052	540422	PRINTING & FORMS	8,000	0	8,000	2,376.00	2,624.00	3,000	62.50
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	676.83	64.02	259	74.10
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	1,227.58	11,476.30	5,610	69.40
0161052	550511	BOOKS	485,000	1,390	486,390	155,888.40	212,610.30	117,891	75.80
0161052	550512	BOOK PROCESSING	48,500	700	49,200	15,105.69	18,637.72	15,457	68.60
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	750.00	550	57.70
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	2,765.15	1,312.79	6,722	37.80
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	955.02	484.00	1,161	55.30
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	1,104.37	538.00	8,358	16.40
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	12,923	1,062,086	293,559.34	322,386.78	446,139	58.00
0161058	580840	BUILDING RENOVATIONS	81,000	33,125	114,125	28,329.65	22,824.77	62,971	44.80
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	1,044.00	18,956	5.20
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	33,125	134,125	28,329.65	23,868.77	81,927	38.90
		Grand Total	3,677,841	46,048	3,723,889	1,047,006.57	346,255.55	2,330,627	37.40

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)	143,338.46	12,310.90	(438.88)	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	(60.50)	17.70	2,620.64	
Mead	6,088.42	3,088.42	(123.06)	-	2,965.36	
Charles	2,687.80	2,487.80	(51.17)	-	2,436.63	Armenian History books
Barry	3,453.73	3,453.73	(72.58)	-	3,381.15	
McGuire	3,182.24	2,182.24	(79.66)	-	2,102.58	
W. Pierce	24,232.83	4,232.83	(479.73)	-	3,753.10	
MacDonald	9,381.92	4,381.92	(195.74)	14.02	4,172.16	Grief related books
O'Reilly	10,564.10	10,064.10	(201.10)	-	9,863.00	Fiction
Stone	3,767.54	3,767.54	(71.72)	-	3,695.82	
Campbell	5,510.90	4,510.90	(104.92)	-	4,405.98	Large print books
Santoro	2,320.84	720.84	(44.19)	-	676.65	Art
Brown	2,619.42	1,619.42	(50.96)	-	1,568.46	Sci-fi books
Keith	4,198.24	3,198.24	(79.92)	-	3,118.32	Wat history books
Drucker	3,020.84	3,020.84	(57.50)	-	2,963.34	Humanities books
Special Gifts	46,255.79	46,255.79	(894.58)	444.43	44,916.78	Unrestricted
- Cohen Fund	8,412.00	8,412.00	-	129.67	8,282.33	Cookbook and Mysteries
- Makerspace Fund	5,029.51	5,029.51	-	1,280.00	3,749.51	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	-	1,070.30	9,711.56	Bookmobile expenses
- Gallant Fund	20,030.85	20,030.85	-	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	37,649.78	9,278.29	(716.73)	-	8,561.56	Benefit of the library
Masters	4,188.77	1,481.77	(79.74)	-	1,402.03	Trustees discretion
B. Pierce	1,404.90	1,404.90	(36.99)	-	1,367.91	Trustees discretion
LIG/MEG	346,909.74	346,909.74	-	-	346,909.74	
Revolving Printing Account	2,663.62	2,663.62	4,744.50	1,611.14	5,796.98	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	13,000.00	-	52,634.30	
McCall Gift Fund	47,998.71	47,998.71	-	-	47,998.71	For children's dept only

FY24 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	
FY23 BAL FWD	**169,445.12**							**$ 169,445.12**	**$ -**	**$ 55,478.30**	**$ 113,956.82**	-
31-Jul	169,445.12			52.51	136.28		(10,060.85)	**$ 159,573.06**	**$ -**	$ 55,667.09	$ 146,177.42	-
31-Aug	159,573.06			185.77	(17.83)		(20,121.70)	**$ 139,619.30**	$ -	$ 55,835.03	$ 146,177.42	-
30-Sep	139,619.30			149.83	3,216.44	-		**$ 142,985.57**	$ -	$ 59,201.30	$ 146,177.42	-
31-Oct								$ -	$ -	$ 59,201.30	$ 146,177.42	
30-Nov								$ -	$ -	$ 59,201.30	$ 146,177.42	
31-Dec								$ -	$ -	$ 59,201.30	$ 146,177.42	
31-Jan								$ -	$ -	$ 59,201.30	$ 146,177.42	
28-Feb								$ -	$ -	$ 59,201.30	$ 146,177.42	
31-Mar								$ -	$ -	$ 59,201.30	$ 146,177.42	
30-Apr								$ -	$ -	$ 59,201.30	$ 146,177.42	
31-May								$ -	$ -	$ 59,201.30	$ 146,177.42	
30-Jun								$ -	$ -	$ 59,201.30	$ 146,177.42	
FY24 TOTAL		-	-	**31.32**	**668.46**	-	**(14,751.60)**	**$ 189,722.84**	-	**43,545.42**	**$ 146,177.42**	-

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	$ 3,112.00	$ (3,072.21)	$ 39.79
Teen Programming	$ 3,275.00	$ (2,879.16)	$ 395.84
Children's Materials	$ 1,556.00	$ -	$ 1,556.00
Children's Programming	$ 10,188.00	$ (7,753.51)	$ 2,434.49
Adult Materials	$ 1,556.00	$ -	$ 1,556.00
Adult Programming	$ 4,730.00	$ (2,596.87)	$ 2,133.13
Museums	$ 5,000.00	$ (2,490.00)	$ 2,510.00
Movie Licenses	$ 1,700.80	$ (338.32)	$ 1,362.48
Total	$ 31,117.80	$ (19,130.07)	$ 11,987.73

FY24 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	$ -	$ -	$ -	$ -	$ -
LIG/MEG	$ -	$ -	$ -	$ -	$ -
Building Committee	$ 27.28	$ -	$ -	$ -	$ 27.28
Watertown Commuty Foundation Grant	$ 5,029.51	$ -	$ 450.00	$ (1,360.00)	$ 3,219.51
City Budget: Equip. Maint.	$ 14,680.00	$ -	$ 2,611.03	$ (5,201.72)	$ 6,867.25
Burke	$ -	$ -	$ -	$ -	$ -
Totals	$ 19,736.79	$ -	$ 3,061.03	$ (6,561.72)	$ 10,114.04

TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: November 2, 2023
RE: Director's Report

General Highlights

- Minuteman is rolling out a new catalog for searching our collections called Aspen. We will be updating our links and pointing to this new catalog soon, but both Encore and Aspen will be in use for a few months so patrons can slowly adjust, then Encore will go away. Aspen provides some nice customizable features so we're looking forward to seeing what we can do with it to promote our collections.
- Watertown Middle School Evacuation Drill was on October 23, just before opening. Students walked over from the middle school and used our space for about 20 minutes for the drill. It is a great opportunity for the library to be part of their safety plans.
- The Teen department has recently introduced a collection to support parents of teens and the issues that their adolescent may have. They are also introducing a small Russian collection which should be on the shelves by mid-November.
- Carey Conkey-Finn and Kelly Deneen had a great visit with Wayside Youth and Family Support Network recently. They learned about what Wayside offers and brainstormed about services for teens who have experience trauma and/or need a way to access mental health resources.
- The Teen department has two students from Perkins who volunteer once a week that help with book sorting and dusting. The program offers the students an opportunity to engage with the community and learn about work habits.
- We are seeing increased interest in our printed marketing efforts. We will be ordering a higher volume of our newsletter in print because we have been running out. We are also ordering more bookmarks.

City/Community Meetings and Collaboration

- Kim had her regular meeting with George Proakis, Emily Monea, and Steve Magoon as well as the regular city department head meeting.
- Kim has nearly completed 1 on 1 with staff members.
- Kim attended the Watertown Square Area Planning Kick-off on October 17.
- Kim had training on the MUNIS system on November 3.
- Kim attended the Women Leading Government 1-day conference from the Mass Municipal Association on November 2.

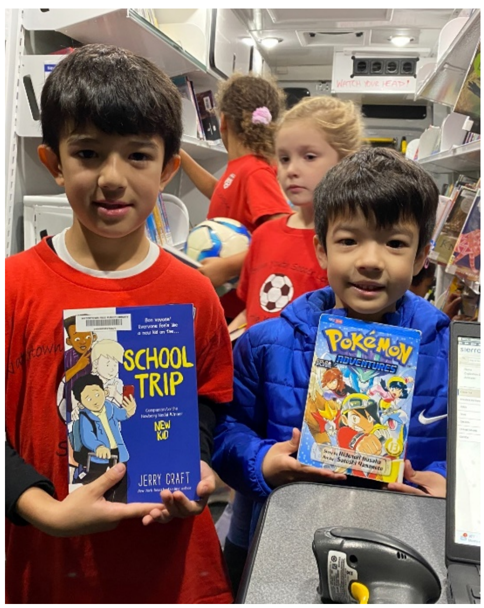
Program Highlights

- Watertown Zine Fest was a huge success! We had excellent feedback and so many people who came had never been to our library before.

- There were about 500 people here throughout the day just for this event.
- Two older patrons commented that this event was the first time they did not feel like a minority in the library because they saw so many LGBTQIA+ people here!
- Thank you to Allie Fry, Carey Conkey-Finn, Jamie Kallestad, Megan Ramette, Inés Gonzalez-Romero, Kirsten Hansen, and Amelia Young for their excellent planning, to Claudia Basaldua for her amazing artwork, and to everyone who worked to make this day the huge success it was!

- Children's had a fun Monster Mash Dance Party on October 31. We hosted a big crowd of 110 people to dance in their costumes and play with bubbles and glow sticks.

- Kirsten is receiving lots of positive feedback from patrons and staff who go on bookmobile duty with her.



- We offered two sessions of our LGBTQ History Walks at Mt Auburn Cemetery and registration was full for both!
- We had wonderful, multi-generational attendance at our Creepy Crafts for All Ages extravaganza, co-hosted by the Children's, Teen, and Adult Departments! Everybody was making spooky things together, and it was wonderful.
- Race Reels returned with a screening of *The Doll Test on 10/19.*

Project Literacy

- Janet Saied and her team have been able to place an additional 20 students in classes in the last few weeks, which is a significant increase. There are few people that are on the waiting list, but they should be starting classes within a week or two because we've had some incredible volunteers step up. Thank you to everyone who is working on this!

Facilities/IT

- Theresa and Kim have been meeting with Denise Moroney and Bob Lazdowsky to review outstanding building maintenance concerns and understand how our budgets align.
- There has been movement to correct some issues with our phones including ordering some new phones and getting a phone for the Café up and running.
- The post housing our automatic door push button near the main street entrance was just recemented to correct its wobble.
- One of the Thaxter Street doors is about to be replaced- the replacement has been received by the vendor doing the work and should be scheduled to come out soon.

Personnel

- Gabe Elliot will begin as a new Hatch Assistant with a tentative start date of 10/19.
- Steve Butzel is starting part-time in Reference on November 8.
- Jaccavrie McNeely is heading to MBLC. Her last day will be November 25.
- Katie Kottas had her last day in her current role on November 1. She will now be working part-time to help with scheduling and the transition.
- We are in the process of hiring for the Supervisor of Access Services. Our posting stated that we would give priority to applications received by November 1 and we are working through those now.

Application Summary: FY24-LCC-58908

Application To: Watertown Cultural Council

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: City of Watertown
Fiscal Agent:

Please note, organizations are required to provide a Massachusetts 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. The Primary Contact is responsible for all communications regarding the application, including questions and contracts. 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

Project Information

Amount Requested

$700

Project Discipline

Multidisciplinary

Project Title

Beyond Our Experience, a Free Art Series for Teens

When will the project take place?

2024

Where will the project take place?

Watertown Free Public Library

Estimated number of people served

> Number of People Served - Estimate of the number of individuals that you predict will participate in or benefit from this project.

120

Does this project primarily serve schoolchildren (grades pre-K to 12)?

Yes

Where does the project take place?

After/Out-of-School

Total Number of Youth Served

120

Project Overview

Summarize the proposed project or program.

Beyond Our Experience is a free, robust art series for teens (grades 6-12) who live in Watertown or the surrounding area. We will be offering five different types of art programming that have been selected because they are outside, or "beyond" the typical offerings teens can access in a public school setting. The first module encourages participants to break outside self-limiting beliefs that hinder the creative process that will be led by an art therapist who has a degree in the visual arts. The second module will be a "drawing bootcamp" program that will touch upon different types of illustration and technique. For the third module we will bring in a jewelry maker who travel extensively around the state teaching teen metals workshops at libraries. Our final module will offer participants the opportunity to create mosaics led by artists who have made murals worldwide.

Who is the target audience for this project?

> Target Audience: The specific individuals you are hoping to attract to attend or participate in a project. These individuals may be defined by age, economic status, geographic location, interests, etc.

The target audience is teens in grades 6-12 who reside in the Watertown area. We will focus on promoting this series to those who may find the cost of art classes financially out of reach. Each module will have 15-20 participants.

What is the cost of participation for attendees (if any)?

Instruction and needed supplies will be provided for free to all all participants.

How does the proposed project provide public benefit and contribute to the cultural vitality of the local community as a whole? Please address actions the proposed project includes to advance diversity, equity, inclusion, and/or access.

> Public Benefit: Local council funds may only be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order to satisfy the public benefit requirement. An important component of public benefit is advancing diversity, equity, inclusion, and access.

There are no economic barriers for those that are interested in participating in this art series. Local community education opportunities that offer similar content cost between $75 to $175 to attend a single session. Often these opportunities are limited to adult participants only. None of the modules require previous experience or the need to bring their own supplies. The Library's promotional efforts will be focused on the Watertown Housing Authority, the Watertown Boys and Girls Club, and immigrants that have newly arrived in the City.

Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.

Elisandra Lopez is a graphic designer, illustrator and has a Master's in Clinical Mental Health Counseling specializing in Art Therapy.
Kurt Skaife has a Bachelor of Fine Arts and is a Lexington Public School teacher.
Jaclyn Gaffney is an illustrator, wood engraver, and printmaker. She teaches at the New Art Center in Newton and also in the public schools.
Heather Beck is fine jewelry maker based in Western Massachusetts and has an undergraduate degree in metalsmithing from UMass Dartmouth.
Crystal and Sean Abbraccio own Tiny Tile Mosaics (Chelmsford) that has a teaching studio. They have have made community based murals in the Virgin Islands and have been commissioned to do projects by the US National Park System.

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

The Watertown Free Public Library will contribute approximately $800 for the art series from its programming budget. This is a firm commitment.

How are you planning to promote the project to the community and your target audience?

We will enlist the Library's promotion department to create flyers, social media posts, and newsletters to highlight the art series. Using our contacts with the Watertown Housing Authority, the Boys and Girls Club, and Project Literacy staff we will focus on reaching teens and their families who are associated with these agencies and programs. We will reach out to area churches that have sponsored many immigrant families to identify youth who may wish to participate.

Budget

Project Budget

Cash Expenses	Description	Amount
Salaries/Fees: Artists/Humanists/Scientists	Elisandra Lopez, art therapist	$300.00
Salaries/Fees: Artists/Humanists/Scientists	Kurt Skaife or Jaclyn Gaffney, illustrators	$300.00
Salaries/Fees: Artists/Humanists/Scientists	Heather Beck, metalworker	$460.00
Salaries/Fees: Artists/Humanists/Scientists	Crystal and Sean Abbraccio, mosaics	$450.00
Supplies and Materials	included in salaries/fees by artists	$0.00
Marketing/Promotion	will be covered by Library budget	$0.00
Salaries/Fees: Administrative	will be covered by Library's personnel budget	$0.00
		$1,510.00

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

The library's programming budget will cover approximately $800 for artists salaries/supplies needed. Library staff will fold promotional efforts, grant administration, etc., into their regular work responsibilities.

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

How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

We will scale back by offering two modules instead of four.

If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below.

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	May
Activity 2	**Key Players**	**Deadline**
Develop library-wide orientation program and documentation for all new hires including temporary/substitute staff.	Assistant Director	April
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.	Director, Public Buildings	Jan/Feb
Engage in Reciprocal Communication		
Activity 1	**Key Players**	**Deadline**
Develop a Language Access Plan	Project Lead: Director Project Assistance: Department Heads Project Input: Outreach Dept., Inés,	June (work on smaller parts earlier)
signage plan with images		
pocket talks		
what to translate and not/documenting what we translate, what does MLN provide?		
review circ on world languages (and survey) to see where to allocate funding and build collections		
braile?		
money for ASL or interpretation at programs and what programs require it		
power point closed captions		
alt text on images		
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	Jan-June
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	June
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	April, Present to Trustees in June
Plan for Growth		
Activity 1	**Key Players**	**Deadline**
Continue to advocate for permanent location for Hatch in City property.	Director, Trustees	ongoing
Activity 2	**Key Players**	**Deadline**
Continue to build a new Friends or Library Fundraising group with a diverse membership.	Director	Spring