



Board of Library Trustees Meeting
Tuesday, December 12, 2023 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. November 8, 2023 Meeting Minutes
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. ARPA Update
8. New Business
 - A. New Employee Introductions
 - B. Budget Update
 - C. Strategic Planning Process
 - D. Orientation/Tours with the Director
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	711,405.96	0.00	1,052,716	40.30
0161051	510112	PART TIME SALARIES	695,745	0	695,745	271,552.44	0.00	424,193	39.00
0161051	510130	OVERTIME	30,000	0	30,000	19,370.41	0.00	10,630	64.60
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	2,090.00	0.00	2,869	42.10
0161051	510143	LONGEVITY	29,927	0	29,927	11,387.51	0.00	18,539	38.10
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	1,017,269.07	0.00	1,510,409	40.20
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	7,066.77	2,659.68	9,936	49.50
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	4,686.50	12,725.61	27,039	39.20
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	11,932.23	52,490.57	35,971	64.20
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	1,740.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	1,496.01	0.00	7,504	16.60
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	4,366.57	6,826.46	807	93.30
0161052	540422	PRINTING & FORMS	8,000	0	8,000	3,721.00	2,645.00	1,634	79.60
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	732.26	12.16	256	74.40
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	15,343.14	2,237.53	734	96.00
0161052	550511	BOOKS	485,000	1,390	486,390	194,576.13	174,170.92	117,643	75.80
0161052	550512	BOOK PROCESSING	48,500	700	49,200	17,294.61	16,448.80	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	3,131.92	1,207.22	6,461	40.20
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	955.02	834.00	811	68.80
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	1,966.37	1,344.40	6,689	33.10
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	12,923	1,062,086	357,113.53	279,090.67	425,881	59.90
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	1,402,712.25	302,959.44	2,018,217	45.80

FY24 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)	143,338.46	12,310.90	(1,202.42)	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	(91.71)	17.70	2,589.43	
Mead	6,088.42	3,088.42	(186.46)	-	2,901.96	
Charles	2,687.80	2,487.80	(77.53)	-	2,410.27	Armenian History books
Barry	3,453.73	3,453.73	(109.99)	-	3,343.74	
McGuire	3,182.24	2,182.24	(120.69)	-	2,061.55	
W. Pierce	24,232.83	4,232.83	(726.88)	-	3,505.95	
MacDonald	9,381.92	4,381.92	(296.57)	14.02	4,071.33	Grief related books
O'Reilly	10,564.10	10,064.10	(304.71)	-	9,759.39	Fiction
Stone	3,767.54	3,767.54	(108.67)	-	3,658.87	
Campbell	5,510.90	4,510.90	(158.96)	-	4,351.94	Large print books
Santoro	2,320.84	720.84	(66.95)	-	653.89	Art
Brown	2,619.42	1,619.42	(77.22)	-	1,542.20	Sci-fi books
Keith	4,198.24	3,198.24	(121.10)	-	3,077.14	Wat history books
Drucker	3,020.84	3,020.84	(87.13)	-	2,933.71	Humanities books
Special Gifts	46,255.79	46,255.79	172.83	859.85	45,568.77	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	-	1,650.00	3,379.51	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	(1,085.98)	-	8,192.31	Benefit of the library
Masters	4,188.77	1,481.77	(120.82)	-	1,360.95	Trustees discretion
B. Pierce	1,404.90	1,404.90	(56.05)	769.73	579.12	Trustees discretion
LIG/MEG	346,909.74	346,909.74	-	-	346,909.74	
Revolving Printing Account	2,663.62	2,663.62	6,015.51	5,307.31	3,371.82	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	15,781.79	-	55,416.09	
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	142,985.57			49.53	(531.42)		8,799.20	\$ 151,302.88	\$ -	\$ 58,719.41	\$ 146,177.42
30-Nov								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
31-Dec								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
31-Jan								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
28-Feb								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
31-Mar								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
30-Apr								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
31-May								\$ -	\$ -	\$ 58,719.41	\$ 146,177.42
30-Jun								\$ -	\$ -	\$ 58,719.41	\$ 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	\$ (3,275.66)	\$ (0.66)
Children's Materials	\$ 1,556.00	\$ (1,297.40)	\$ 258.60
Children's Programming	\$ 10,188.00	\$ (8,054.56)	\$ 2,133.44
Adult Materials	\$ 1,556.00	\$ -	\$ 1,556.00
Adult Programming	\$ 4,730.00	\$ (3,396.33)	\$ 1,333.67
Museums	\$ 5,000.00	\$ (3,025.00)	\$ 1,975.00
Movie Licenses	\$ 1,700.80	\$ (338.32)	\$ 1,362.48
Total	\$ 31,117.80	\$ (22,459.48)	\$ 8,658.32

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	\$ -	\$ 400.00	\$ (1,730.00)	\$ 2,899.51
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 2,497.14	\$ (5,873.18)	\$ 6,309.68
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ 2,897.14	\$ (7,603.18)	\$ 9,236.47

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

General Highlights

- The Watertown Commission on Disability funded our request for Communication Access Realtime Translation (CART) services and American Sign Language (ASL) translation services for our keynote author event for One Book, One Watertown in March.
- I want to extend a BIG “thank you” to the Circulation Department for getting us through a really challenging time staffing-wise. On top of being without a supervisor, there were several folks out for long stretches of time, and two vacant full-time positions (now filled!). Thank you to everyone who has stepped up, pitched in, and shown flexibility in their schedules to get us through it all without major disruptions. In another month hopefully we will be in a much better situation, but they deserve a lot of thanks.
- Jamie Kallestad has made a “quiet map” of the second floor. This is to help problem-solve when people voice concern about noise in the library. Now we can give patrons a map directing them to quiet study areas. This is a helpful tool in resetting expectations for patrons: most of the library is not quiet, but there are some areas to go if that’s what you’re looking for.
- Carey Conkey-Finn recently hosted a class from Gann Academy (private high school in Lexington) in the teen room to talk about zines and show them the collection.
- The collection of books for parents of teens is seeing a lot of use already. We started the collection at the end of the summer and have received good feedback.
- Carey attended the Young Adult Services Library Association (YASLA) Symposium in St. Louis November 10-12. She came back with a lot of great ideas for teen services!
- eReaders have been moved from the bottom of the Express shelves to the LoT shelves.

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 met with Emily Monea, Colleen Doyle, and Megan Langan to review the typical budget process (official documents have not been released yet).
- Kim attended a MUNIS training with Jim Salvas and Colleen Doyle.

Program Highlights

- Llama Rama was great! The weather was not spotty, but we still saw a big crowd of happy people: small children, big kids, teens, and some solo adults.

- Our Barbenheimer pairing of Barbie and Oppenheimer screening went off brilliantly, with attendance spurred by a social media post and a mash-up display on the 2nd floor.
- Our screening of A Reckoning in Boston in collaboration with Race Reels brought in a large group for the film, a panel discussion, and pizza. It was a big success.
- On December 3rd we kicked off our popular Winter Concert Series when we welcomed Naomi Westwater and their folk band for a winter celebration of Yule.
- Kirsten Hansen staffed a table at the Senior Health and Wellness Fair on November 15. Kirsten reports that she had the opportunity to meet many library patrons and potential patrons and share information about Home Delivery and other library services. She had a few people who were interested in signing up and lots who said they have friends or family who could benefit from Home Delivery. The event was also a great opportunity to meet community partners who serve our seniors. We hope to participate every year.
- Kirsten completed 15 bookmobile visits in November!

Project Literacy

- Janet Saied was able to find more useable spaces with the Watertown Housing Authority & at Belmont Watertown United Methodist Church.
- She also created 3 more beginner classes within the last month, 5 in the last 2 months.
- Jacky VanLeeuwen has been doing great work following up with any interest coming from new volunteers. Teachers have been open to having volunteers observe their classes, and Erin, our Teacher/Volunteer trainer, has worked with new volunteers in groups and individually.
- Janet and Erin also held 2 New Tutor Trainings on November 27 and December 4.
- Project Literacy will host a holiday party for students, teachers, and volunteers on December 21 from 6:30-8:30pm in the Watertown Savings Bank Room.
- While there has been a waitlist to get into classes, on average, people on the waitlist have only had to wait 2 weeks before getting into a class. Thank you to all the teachers and volunteers for making that happen.

Facilities/IT

- We had some small leaks on 11/22 in places that we have previously reported (and some have had previous work done but the problems aren't yet solved).
- We have growing concerns about the elevator's unreliable nature.

Personnel

- Carolyn Graber and Deanne England started their full-time library assistant positions on December 4.
- Caroline Littlewood is taking a full-time role at Brandeis. Her last day in her role was 11/29/2023. Jaccavrie McNeely had her last day in her role on 11/25/2023.
- Our new Supervisor of Access Services will start January 8th. We look forward to being fully staffed in that department again.
- We are in the process of hiring a replacement Digital Services Librarian, an offer has been made and we are hoping to work out the details quickly.

- We are in the process of reviewing applications for the Local History position, and we will be scheduling interviews soon.

Deanne England



October 11, 2023

Theresa Maturevich
Assistant Library Director
Watertown Free Public Library

Dear Ms. Maturevich,

I am writing this letter to express my interest in the full time Library Assistant position at the Watertown Free Public Library. The position immediately caught my attention as many of the requirements align closely with my own qualifications and passions. My qualifications include:

- College Education
- Ability to learn new technologies
- Extensive experience with the public (Retail and Public School)
- Detail Oriented (Public School teacher)
- Passionate about reading and literacy

I am proud to say that I am a user of the Watertown Library and am grateful for the friendly, and resourceful staff that has consistently interacted with me. In my prior career as a Kindergarten teacher, I was motivated to instill a love of learning and create a little community where all people belonged. These are tenets that I believe carry-over to the mission of the Watertown library.

I believe my experience with the public, familiarity with computers, and professional motivation would make me an asset to the Watertown Library. Thank you in advance for your consideration.

Sincerely,

Deanne England

Deanne England



EXPERIENCE

Wilmington Public Schools

September 2007 - June 2021

~Wildwood Early Childhood Center — Kindergarten Teacher

August 2015 - June 2021

Communicated regularly and effectively with stakeholders. Elevated materials and curriculum to be more culturally inclusive. Expanded and classified classroom library. Created and delivered presentations using Google Slides and Powerpoint. Documented data in compliance with federal, state and district guidelines. Prioritized data and deadlines to most effectively meet students' needs. Organized and developed daily schedules and systems. Participated in on-going training.

~Wildwood Early Childhood Center — Educational Assistant

August 2012 - August 2015

Assisted teacher in implementing Kindergarten curriculum. Supported students to reach goals.

~C.A.R.E.S. After School Program — After School Site Coordinator

August 2010 - August 2012

Developed and implemented developmentally appropriate activities for the before and after school Kindergarten program. Researched and organized field trips. Managed part-time staff. Communicated regularly with families.

~C.A.R.E.S. After School Program — Team Leader

September 2007 - June 2010

Engaged and supported students K-5. Promoted to Site Coordinator.

CUSTOMER SERVICE EXPERIENCE

Whole Foods, Newton Ma - Bakery Team Member

December 2021 - present

Provides excellent customer service by recommending bakery products, taking special orders, and engaging with customers. Assists with the production of all prepared bakery items adhering to all high quality standards. Assisted in training new employees within the department.

SKILLS

Strong customer service.

Effective written and verbal communication.

Proven multi-tasker.

Ability to learn new technology.

Collect and organize data.

Google Suite, Zoom, Screencastify.

Compassionate and patient.

PRIOR VOLUNTEERING

Watertown Farmers Market (2021)

Annual Library Night - teacher representative and secret reader

Barnes and Noble, Burlington Ma - Bookseller

October 2003- December 2009

Provided excellent customer service, reshelved books, recommended titles to customers, merchandised displays, supported community events. Promoted to Department Manager.

EDUCATION

American International College, Springfield Ma — M.Ed. Early Childhood Education

GPA 4.0

Emerson College, Boston, Ma — M.A. Theatre Education

GPA 4.0

Boston College, Newton, Ma — B.S. Operations Management

Cum Laude

CAROLYN GRABER

October 1, 2023

Hello!

Firstly, I wanted to let you know how excited I am about this opportunity. For as long as I can remember, my life has revolved around libraries. While working in education, customer service, and information organization, I've come to appreciate just how much the role of library assistant would suit me and just how much I could give back to my community by working in a public library.

For the past few months I have been working as a bookseller at Posman Books, a cozy and vibrant bookstore in Back Bay. Recommending books to patrons has been an absolute delight, as has organizing the shelves and maintaining our inventory. Working with Posman has given me invaluable experience in literature organization, as well as building upon my skills of customer service and information management.

Last summer, I had the joy of working with HBO in their media copyright clearances department. My role started as mostly Excel data management and rights catalog maintenance, but I was able to grow into a position that included contract drafting and execution. The majority of my time with HBO was spent frantically fixing the inaccurate, pre-Y2K records in our database in preparation for new streaming releases. Nothing quite drives home the importance of attention to detail like potential lawsuits hanging over one's head.

At Berklee College of Music I graduated summa cum laude and earned the honor of Dean's List every single semester. Additionally, I had the privilege of serving as Statistics and Data Management Tutor and Student Advising Mentor for three of my four years at Berklee. These positions straddled the line between customer service and data management as well as providing experience in the relational skills of communicating remotely, building rapport, and tailoring my affect to suit each individual. In my senior year I had the honor of receiving an award from Berklee recognizing my dedication to and passion for leading my fellow students. It's only spurred me to keep showing my dedication and passion through all of my work, work that I hope will continue with you at the WFPL.

Thank you so much for your time and attention reviewing my application. I hope to hear from you soon,

Carolyn Graber

CAROLYN GRABER

PROFESSIONAL EXPERIENCE

POSAMAN BOOKS, BOSTON, MA

Bookseller, Jun 2023 – Present

- Recommend age-appropriate books to children and parents.
- Maintain working knowledge of new releases and classics alike.
- Update and organize inventory databases.

WARNERMEDIA, NEW YORK CITY, NY

Legal and Business Affairs Intern, Mar 2022 – Aug 2022

- Drafted, edited, and executed media contracts and licenses.
- Organized incompatible document databases through a corporate merger.
- Communicated with industry professionals around the globe.

BERKLEE COLLEGE OF MUSIC, BOSTON, MA

Student Academic Mentor, Aug 2020 – May 2023

- Lead initiatives that increased student engagement by over 400%.
- Coordinated large-scale school events including job fairs and entering-student festivals.
- Created interactive visual representations of possible paths to graduation.

BERKLEE COLLEGE OF MUSIC, BOSTON, MA

Statistics Tutor, Mar 2020 – May 2023

- Oversaw and directed students completing college-level data management projects.
- Advised educators through a curriculum overhaul that lead to a nearly 50% increase in passing grades.
- Organized remote meetings and adapted lesson plans to excel in a remote environment.

EDUCATION

BERKLEE COLLEGE OF MUSIC, BOSTON, MA

B.A. Music Business - Management

- GPA: 3.92

HONORS AND AWARDS

- Berklee Student Employee of the Year (2023)
- Berklee Dean's List (2019 - 2023)

RELEVANT SKILLS

- Literature organization systems
- Children's education
- Database management and organization
- Consistent attention to detail
- Microsoft Office Suite
- Windows and MacOS