



Board of Library Trustees Meeting
Tuesday, February 6, 2024 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, MA 02472

Agenda

1. Call to Order
2. Secretary's Report
 - A. January 10, 2024 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. New Staff Introductions
 - B. General Updates
7. Old Business
8. New Business
 - A. Building Committee Updates
 - B. Red Leaf Cafe RFP Process Discussion
 - C. Legislative Breakfast Discussion
 - D. Consideration and Action on use of \$2000 from McCall Fund for 1000 Books Before Kindergarten program
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	973,178.82	0.00	790,943	55.20
0161051	510112	PART TIME SALARIES	695,745	0	695,745	365,420.57	0.00	330,324	52.50
0161051	510130	OVERTIME	30,000	0	30,000	21,442.52	0.00	8,557	71.50
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	2,850.00	0.00	2,109	57.50
0161051	510143	LONGEVITY	29,927	0	29,927	13,946.89	0.00	15,980	46.60
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	2,925.00	0.00	0	100.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	2,527,678	0	2,527,678	1,379,763.80	0.00	1,147,914	54.60
0161052	520211	ELECTRICITY	152,334	0	152,334	52,330.51	0.00	100,003	34.40
0161052	520213	GAS	41,557	4,738	46,295	5,400.88	1,623.92	39,271	15.20
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	283	19,662	7,853.43	3,248.83	8,560	56.50
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	31,543.81	5,401.61	7,506	83.10
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	13,230.92	61,795.70	25,367	74.70
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	2,323.19	1,481.14	5,196	42.30
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	7,017.61	4,359.87	623	94.80
0161052	540422	PRINTING & FORMS	8,000	0	8,000	5,087.00	2,624.00	289	96.40
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	770.36	38.99	191	80.90
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	16,973.10	765.34	576	96.90
0161052	550511	BOOKS	485,000	1,390	486,390	219,581.61	167,407.02	99,401	79.60
0161052	550512	BOOK PROCESSING	48,500	700	49,200	18,205.21	15,689.10	15,306	68.90
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	247.00	750.00	303	76.70
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	3,469.01	1,376.72	5,954	44.90
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	1,305.02	1,294.98	0	100.00
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	3,310.77	438.00	6,251	37.50
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	12,923	1,062,086	478,494.43	268,295.22	315,296	70.30
0161058	580840	BUILDING RENOVATIONS	81,000	33,125	114,125	28,329.65	27,640.30	58,155	49.00
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	8,252.99	11,747	41.30
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	33,125	134,125	28,329.65	35,893.29	69,902	47.90
		Grand Total	3,677,841	46,048	3,723,889	1,886,587.88	304,188.51	1,533,113	58.80

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	3,664.43	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	83.62	17.70	2,764.76	
Mead	6,088.42	3,088.42	169.79	-	3,258.21	
Charles	2,687.80	2,487.80	70.61	-	2,558.41	Armenian History books
Barry	3,453.73	3,453.73	100.19	-	3,553.92	
McGuire	3,182.24	2,182.24	109.89	-	2,292.13	
W. Pierce	24,232.83	4,232.83	661.96	-	4,894.79	
MacDonald	9,381.92	4,381.92	270.06	25.41	4,626.57	Grief related books
O'Reilly	10,564.10	10,064.10	277.50	-	10,341.60	Fiction
Stone	3,767.54	3,767.54	98.97	-	3,866.51	
Campbell	5,510.90	4,510.90	144.76	-	4,655.66	Large print books
Santoro	2,320.84	720.84	60.95	-	781.79	Art
Brown	2,619.42	1,619.42	70.28	-	1,689.70	Sci-fi books
Keith	4,198.24	3,198.24	110.28	-	3,308.52	Wat history books
Drucker	3,020.84	3,020.84	79.36	-	3,100.20	Humanities books
Special Gifts	46,255.79	46,255.79	9,444.08	1,960.91	53,738.96	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	-	1,890.00	3,139.51	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	-	1,370.30	9,411.56	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	988.98	-	10,267.27	Benefit of the library
Masters	4,188.77	1,481.77	110.02	-	1,591.79	Trustees discretion
B. Pierce	1,404.90	1,404.90	32.39	769.73	667.56	Trustees discretion
LIG/MEG	346,909.74	346,909.74	51,750.81	1,800.00	396,860.55	
Revolving Printing Account	2,663.62	2,663.62	8,141.29	7,958.93	2,845.98	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	15,781.79	1,968.38	53,447.71	
McCall Gift Fund	47,998.71	47,998.71	-	-	47,998.71	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
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	151,302.88			148.57	1,364.78		10,352.00	\$ 163,168.23	\$ -	\$ 60,232.76	\$ 146,177.42
31-Dec	163,168.23			119.47	1,075.14		(2,038.05)	\$ 162,324.79	\$ -	\$ 61,427.37	\$ 146,177.42
31-Jan								\$ -	\$ -	\$ 61,427.37	\$ 146,177.42
28-Feb								\$ -	\$ -	\$ 61,427.37	\$ 146,177.42
31-Mar								\$ -	\$ -	\$ 61,427.37	\$ 146,177.42
30-Apr								\$ -	\$ -	\$ 61,427.37	\$ 146,177.42
31-May								\$ -	\$ -	\$ 61,427.37	\$ 146,177.42
30-Jun								\$ -	\$ -	\$ 61,427.37	\$ 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	\$ (8,772.19)	\$ 1,415.81
Adult Materials	\$ 1,556.00	\$ (560.37)	\$ 995.63
Adult Programming	\$ 4,730.00	\$ (4,226.33)	\$ 503.67
Museums	\$ 5,000.00	\$ (3,425.00)	\$ 1,575.00
Movie Licenses	\$ 1,700.80	\$ (338.32)	\$ 1,362.48
Total	\$ 31,117.80	\$ (24,967.48)	\$ 6,150.32

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	\$ -	\$ 480.00	\$ (2,050.00)	\$ 2,499.51
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 2,074.69	\$ (6,757.62)	\$ 5,847.69
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ 2,554.69	\$ (8,807.62)	\$ 8,374.48

Matthew Hendrick

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

Dear Theresa Maturevich, Assistant Library Director,

I am eager to apply for the Supervisor of Access Services position at the Watertown Free Public Library. My interests in promoting equitable access to information, collection development and budgeting, and providing exceptional customer service have motivated me to continue my professional growth as a department supervisor in this dynamic learning environment. This position is particularly appealing to me as it sits at the intersection of circulation and acquisitions – two of my favorite aspects of librarianship – and I welcome the opportunity to contribute to this interdisciplinary work.

In my current role as Assistant Supervisor of Adult Services at one of the busiest public libraries in Massachusetts, I have honed my practice into an array of circulation and acquisitions-based expertise. In general, my work as a supervisor incorporates various aspects of personnel and project management. This includes duties such as managing daily and monthly employee schedules across multiple points of service, assessing and reclassifying materials with cataloging issues, and documenting and communicating departmental policy. I also gather data from a variety of sources to organize and interpret for insight into library operations, which are used in monthly meetings with the library's Board of Trustees. Additionally, this year I was chosen for the NELLS Leadership Symposium, which focused on the application of leadership theory into practice. This conference equipped me with invaluable new tools and ideas in how to approach management in a library setting.

I believe a successful library leader is one who operates with a "diversity by design" framework, that is, that diversity (in all aspects of the library – collections, staffing, and programming) is implemented as intentional practice from the outset, not as an afterthought. In this new position as Supervisor of Access Services, I envision a concerted effort to revitalize and audit the library's collections to promote more diverse voices and subjects, and an exploration of culturally competent, empathic library services that can best serve the institution and community as a whole. These projects, along with building deep connections with staff and community partners, are what I aim to achieve as the supervisor of this department.

Thank you for your consideration for this opportunity at the Watertown Free Public Library. I look forward to speaking with you soon to discuss my qualifications and interest in this position.

Sincerely,
Matthew Hendrick

Matthew Hendrick

Education

2017-2018	MS in Library and Information Science <i>Simmons University, Boston MA</i>
2011-2014	BA in Secondary Education & English Literature <i>Knox College, Galesburg IL</i>
2010	<i>University of Mississippi, Oxford MS</i>

Professional Experience

2021-Present	Assistant Supervisor of Adult Services
2019-2021	Public Services Librarian
2017-2019	Senior Library Assistant

Newton Free Library, Newton MA

- Recipient – 2023 New England Library Leadership Symposium (NELLS II): Mid-Career Leadership Cohort
- Generated weekly schedule, processed time off requests, and evaluated staffing levels for Public Services department of 37 FTE and 13 PTE
- Directly supervised 9 FTE and 7 PTE
- Designed and documented service outcomes for points of service; interviewed and managed training for new employees
- Used data driven analysis for collection maintenance within specified content areas and holistically; conducted collection audits; maintained itemized budgets
- Regularly compiled, cleaned, and analyzed library data regarding circulation, collection performance, etc.
- Led technology and information literacy courses for patrons; led workshops and professional development sessions for staff
- Researched and processed complex queries for interlibrary loan/resource sharing
- Collaborated on sourcing interviewees, audio production, metadata creation, website management, and transcription for Newton Talks Oral History Project

2017

Public Service Assistant

Wheelock College Library, Boston MA

- Assisted students with research and reference services, searching and citing various databases, journals, and electronic sources
- Conducted thorough reference interviews face-to-face, over the phone, and via virtual reference service (LibraryH3lp)
- Supervised proper borrowing procedure of course reserves and technology

Volunteer Experience

2021-Present

E-Board Member

AFSCME Local 3092

- Served as one of six elected board members
- Represented a wide swathe of workers across the City of Newton in union negotiations between library administration and the city

2015-2016

Youth Asset Builder

Peace Corps Morocco

- Taught content-based English lessons to youth aged 12-18
- Collaboratively established a multilingual library at a local high school through grant funding, renovations, and book donations
- Served as Secretary for Gender and Development Committee, a nationwide resource providing training, workshops, curriculum materials, and support for volunteers and their counterparts

Skills

Technical: Innovative Sierra ILS, Ex Libris Voyager ILS, MS Access, MySQL, OCLC's WorldCat and FirstSearch, Wordpress CMS, SpringShare Suite, WhenToWork, Adobe Photoshop, HTML, CSS, SQL, R

Theoretical: Personnel Management, Project Management, Web Design and Accessibility, Database Design and Management

Language: Portuguese (elementary proficiency)

Elizabeth Flint-Somerville



Dear Watertown Free Public Library Personnel,

I am very interested in being considered for the Digital Services Librarian position at the Watertown Free Public Library. I've had a professional crush on WFPL especially because of your bookmobile and zine fest, and it's exciting to think of supporting such an inspiring staff with digital resources and reference work! Similarly to WFPL's mission statement, I love thinking of how the library can expand beyond its physical walls and connect the community to each other and necessary resources, and digital librarianship is a big part of what the library can be in this increasingly digital world.

I am currently employed as a Staff Librarian in Adult Services at the Cambridge Public Library. Some of the joys of my job are creatively problem solving in order to say "Yes!" to inquiries, being equally available to all patrons, and helping people access the resources they need. I am an instructor for the Tech Goes Home Community Class and I'm on the "Overdrive Team" at CPL that keeps abreast of updates to Libby, Overdrive, and Hoopla, and trains staff on how best to help patrons with the apps, including being one of the go-to librarians to help patrons trouble-shoot our e-Resources. One of my constantly evolving tasks is coming up with ways to increase engagement with our less-used databases. Access is always a primary concern, and one of my most fulfilling projects was a technology accessibility assessment where I used research and observational methods to collect data on the accessibility of in-library technology and the W3C-standardized accessibility of the library website. The praxis between our values as library and information professionals and how they impact the people we serve is where I get most excited about public library work. Though I worked in multiple library systems as a paraprofessional, I pursued my MLIS because I want to be part of creatively pushing the boundaries of the role the library plays in the community. Between e-resources, social justice, outreach, STEAM initiatives, media literacy, and the digital divide, there are many exciting frontiers in public librarianship.

Having worked in all branches and the Main Library in Cambridge, as well as in Cary Memorial Library in Lexington, MA and a regional library in southeastern North Carolina, I have had many opportunities to provide customer service and technology support to patrons. I have received appreciation for my attention to detail, positive attitude, compassion, strong work ethic, and friendliness with staff and patrons. In keeping with CPL's anti-racism initiatives, I was chosen to participate in a library training focused on teen patrons and I am a member of the CPL's second cohort of Project READY learners. I have participated in trainings for Mental Health First Aid, trauma-centered librarianship, and de-escalation. Because I believe a supported library staff directly translates to a vibrant and supported community I produced a webinar titled *Stress, Burnout, & Care For Public Library Staff: A webinar for workers, managers, and administration*.

Before my work in public libraries I sharpened my skills in customer service, readers' advisory, and teamwork as a bookseller. As a former business owner in the wellness field I exercised efficiency and time management while fueling the business leading workshops and classes, strategizing our social media posts,

updating the website, and writing a weekly blog. I am a poet, which demands attention to detail and fosters a habit of creativity, and my most fulfilling volunteer work was teaching adult literacy at the Cape Fear (NC) Literacy Council.

I have lived abroad and traveled around the world; I speak beginner-level German and Spanish, and am continuing my studies in Spanish. I've found that my international experiences are especially beneficial working in the Boston area with its robust community of people who are new to the United States. I know how tiring it is to navigate a new culture and language, and how important a friendly, patient presence is. One of the most impactful people during my time living in Berlin was a pasta maker I saw weekly at the local market. She was so patient listening to me practice my German and encouraging as I got more proficient (and her pasta was delicious!). As a public-facing librarian I am regularly given the opportunity to be that welcoming, supportive presence to patrons with many different life experiences, and this includes different relationships with technology. I've experienced a lot of patron gratitude but never as much as when I help them navigate digital resources, show them new ways to safely be on-line, or even help them better understand their own devices. When I hear patrons self-deprecate themselves because they "don't get it" I always tell them to blame the computer/device/app first because machines don't have feelings, and I think this sums up my approach to digital librarianship: a kind, compassionate approach to figuring out the digital landscape together. I will bring all of the skills I've learned professionally and through my life experiences, plus a buoyant sense of humor, to my work at Watertown Free Public Library.

Thank you for your consideration. Included, please find my resume and references.

Sincerely,
Liz Flint-Somerville

Elizabeth Flint-Somerville

SKILLS:

Staff librarian with programming, outreach, collection development and maintenance experience.
Tech Goes Home community computer course instructor with experience helping patrons with technology.
Writer with experience teaching and mentoring at various non-profits, workshops, and classes.
Supportive manager with effective communication and interpersonal skills.
Organized, detail-oriented, efficient, and self-motivated worker and teammate.
Energetic, tactful, and friendly person with years of customer service experience.
Citizen and librarian committed to diversity, equity, inclusion, and anti-racist work.

EDUCATION:

VALDOSTA STATE UNIVERSITY, Valdosta, GA | Masters of Library and Information Science, December 2022
SUFFOLK UNIVERSITY, Boston, MA | Bachelor of Arts in English, June 2000, Summa Cum Laude

WORK HISTORY:

CAMBRIDGE PUBLIC LIBRARY, Cambridge, MA
Staff Librarian, Adult Services, February 2022 – present
CAMBRIDGE PUBLIC LIBRARY, Cambridge, MA
Library Assistant, Adult Services, July 2021 – February 2022
CARY MEMORIAL LIBRARY, Lexington, MA
Sunday Children's Reference Librarian, August 2021 – June 2022
CARY MEMORIAL LIBRARY, Lexington, MA
Library Technician, Adult Services, November 2020 – October 2021
CAMBRIDGE PUBLIC LIBRARY, Cambridge, MA
Library Clerk, Valente Branch, October 2020 – July 2021
CAMBRIDGE PUBLIC LIBRARY, Cambridge, MA
Senior Substitute Intermittent, February 2019 – October 2020
POMEGRANATE BOOKS & CAFÉ ZOLA, Wilmington, NC
Bookseller, August 2016 – June 2018
NEW HANOVER COUNTY PUBLIC LIBRARY, Wilmington, NC
Library Assistant, December 2016 – April 2018

ADDITIONAL EDUCATION:

CHICAGO SCHOOL OF MASSAGE THERAPY, Chicago, IL | Massage Therapy Program, December 2002
ELDERBERRY SCHOOL OF BOTANIC MEDICINE, Portland, OR | Herbalist Training Program, November, 2009
ATTIC INSTITUTE MASTER WRITING PROGRAM, Portland, OR | Poetry, June 2011

VOLUNTEER EXPERIENCE:

STANDING UP FOR RACIAL JUSTICE, Boston, MA
CAPE FEAR LITERACY COUNCIL, Wilmington, NC
826 BOSTON, Boston, MA

December 1, 2023

Watertown Free Public Library
123 Main St,
Watertown, MA 02472
(617)972-6431

Dear Ms Kim Hewitt,

Please accept this letter as an expression of my sincerest interest in the part-time Local History Librarian position. I am a highly motivated and progress-focused librarian/archivist, so I know my qualifications and personal strengths align with the needs and mission of Watertown Free Public Library to serve the evolving library and its community.

I am a recent graduate of the Archive Management program at Simmons University, having completed my MLIS in May 2023. My educational background has given me a solid understanding of the latest policies, procedures and preservation techniques used in libraries, archives and museums. Having taken on my first librarian role earlier this year, I have learned how to develop collections, plan fun adult programs, while tapping into my own personal interests to provide readers advisory to patrons of all ages.

With over a decade in different library roles and three years of archival training, I bring a comprehensive set of skills that will be valuable to the local history department. I have honed the practice of organization and strict attention to detail in all of my tasks, providing a firm foundation for the daily needs of a Local History Librarian. My passion for working with archives has led me to oversee a local history collection where I have been able to establish and administer a functioning archival collection and have made it accessible to the public.

I am excited about the prospect of bringing my extensive background in public libraries and archives to support the Watertown community. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable to the Local History Librarian role.

Warm regards,

LAURA (ELLE) HARMS

Laura [Elle] Harms

Librarian/Archivist



Summary

Highly motivated and passionate about libraries and working with the public. A dedicated and detail-oriented librarian that is experienced in excellent customer service, collection management and readers advisory. Offering a keenly developed sense of organization and commitment for sharing literature and preserving history.

Expertise

- Information Management Systems
- Metadata Schemas
- Records and Collection Management
- Organization
- Research Skills
- Digitization

Education

2023

MLIS ARCHIVE MANAGEMENT
Simmons University

2014

BA FILM STUDIES
Chapman University

2012

AA ARTS AND HUMANITIES
Chaffey College

Experience

March 2023 - Present

Goodnow Library

REFERENCE & LOCAL HISTORY LIBRARIAN

- Survey and process special collections and artifacts using best practices for preservation, publish finding aids for patron use
- Field reference and genealogical research questions regarding local history
- Develop and oversee Librarian's Choice, Best Seller, Local Authors and Local History collections
- Plan adult programs, local history lectures and monthly displays

November 2022 - Present

Waltham Public Library

LIBRARY ASSISTANT II

- Support reference, circulation, children's and teen departments
- Assist patrons with checkouts, registrations and inquiries regarding library materials, resources and services
- Excellent knowledge of Sierra ILS and Minuteman system, along with ComCat and ILL services
- Educate and assist patrons with digital content including Libby, OverDrive, Kanopy and Hoopla

October 2022 - Present

Natick Historical Society

SENIOR ARCHIVAL INTERN

- Survey unprocessed collections for accessioning
- Review and maintain finding aids to ensure they represent the breadth of the collection
- Publish finding aids using DACS and RDA standards
- Use archival best practices for processing, rehousing, storage and maintenance of collections

September 2021 - November 2022

Harvard University, Widener Library

ACCESS SERVICES COORDINATOR

- Processed incoming ILLs and other in-library use materials fulfilling user requests
- Assisted patrons with using HOLLIS database, microfilm readers and bookeye scanners
- Handled and monitored rare manuscripts, maps and other archival materials when assisting researchers, using best practices for collections care

Certifications

2021

DIGITIZATION SKILLS

Pasadena City College

2020

LIBRARY TECHNOLOGY

Pasadena City College

Volunteering

2019-2020

PEACE CORPS GEORGIA

United States Peace Corps

2017-2019

PEACE CORPS MONGOLIA

United States Peace Corps

October 2020 - July 2021

South Pasadena Public Library

LIBRARY AIDE I

- Handled check-in and check-out process of library books and materials at circulation desk
- Organized and accurately shelved books, audio-visual, and periodicals in dewey decimal system throughout the library
- Initiated special project of relabeling all children's non-fiction materials, updating barcodes and spine labels
- Regularly withdrew items from system and OCLC holdings

March 2010 - May 2017 / January 2020 - September 2020

Rancho Cucamonga Public Library

CLERK/PAGE

- Received and processed new materials for the library on a weekly basis, including acrylic and/or laminate covering,
- Regularly weeded sections and withdrew materials
- Located requested books on shelves and in library database using Horizon ILS, traced lost/missing items
- Sorted, shelved, organized and retrieved a wide variety of routine library materials
- Held a US Passport Agent certification and administered applications at the RCPL Biane location

Accomplishments

Natick Historical Society

Published a short article, "The Natick Theatre", on the the historical society's website to promote a collection I had processed.

Natick History Museum

For the opening of the historical society's new museum, I curated the Natick at Night exhibit. I solely selected items, researched content, and wrote the information plaques. I also created the virtual exhibit on the Natick Historical Society's website.



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: February 2024
RE: Director's Report

General Highlights

- There has been such a great reception to our One Book, One Watertown announcement of *Our Missing Hearts* by Celeste Ng! We have 130 physical copies currently checked out (including large print, book on cd, playaways). We also have digital copies available!
- Express shelves were reorganized to reflect alphanumeric cataloguing and shelving.
- An endcap on the holdshelf broke at the beginning of the month, but we gracefully navigated a period with a makeshift holdshelf. The broken piece has now been replaced with a temporary solution until the new endcaps arrive in March. Circulation just migrated the holds back to their respective place, freeing up numerous carts and space in our shared office. Thank you to circulation staff for making the best of this situation and keeping operations running smoothly.
- Kim will meet with City Manager George Proakis to review the library's budget request for FY25 on February 13 at 11AM.
- The Library had two staff breakfasts in January, graciously funded by Raya Stern, to express appreciation for all the amazing people we have and the work they do!
- We received a new remote book drop and are investigating where to place it.

City/Community Meetings and Collaboration

- Kim attended the city's monthly city department head meeting and had a check-in with George and Emily Monea afterwards.
- Kirsten Hansen met with Nicole Gardner to discuss ideas for bookmobile stops and potential collaborations.
- Kim met separately with George Patrick, Veterans Services Officer, and Laura Murray, 311 Service Center Director, and with Bryan Parkin, Manager at Bar'Cino to discuss future partnerships and learn more about each other's roles and organizations.
- Kim attended a virtual hearing on book challenges in MA held at the State House on January 10 and January 23.
- MLN held a membership meeting on January 17, which Kim attended.
- Allie, Amelia, Kirsten, and Kim attended the Cultural Leaders Meeting on January 18 and shared about wonderful programs and happenings at the library, and heard about what many of our partners have going on, too.
- Emily made a visit to our local Head Start. She enjoyed meeting with parents and encouraging them to visit the library. We're going to visit for monthly story times.
- The Boys and Girls Club visited the children's room for a book group. They are scheduled

to come back again next month.

Program Highlights

- The Craft Swap on 1/20 was a huge success! Allie put the program together, and Amelia and Kirsten were at the event. This idea came from our Stitch Lounge group, and several regular attendees volunteered their time to help run the event. We had 160 people attend, with many attendees letting us know they would love to see this as a regular event.
- Kirsten had 11 bookmobile visits in January including to the Extended Day program at the Cunniff school and Arsenal Yards.
- Children's had 45 people attend Pokemon Club!



Project Literacy

- We started our 'Communities In Common' class this month which allows parents with young children to attend class and create art while practicing English.
- Janet has been planning an event called Community Stories, which will be held on April 25. Students will give a short speech about a time they felt they did, or did not, belong which is a tie-in to the theme of our You Belong campaign. She got input from teachers, volunteers, and the Watertown Refugee Support Coalition. Several library departments have given great feedback, too.
- We've had a big surge in interest from people looking to volunteer. Jacky is doing a great job setting expectations with new and veteran volunteers alike!
- January is a time of year when many new students are added to classes. Teachers have been great at welcoming their new students and integrating them into the class.
- One of our teacher's assistants, Mamak, has been acting as the point person at the high school for classes on Tuesday and Thursday evenings and is doing a great job! She's also a former student in the Project Literacy program.

Facilities/IT

- Library closed on January 7 for a snow event.
- Kim and Theresa met with Denise and Bob to discuss some building projects like planning for the new study room and fixing some cosmetic damage under the skylights on our next staff day.

Personnel

- Matt Hendrick (Access Services Supervisor), Liz Flint-Somerville (Digital Services Librarian), and Elle Harms (Local History Librarian) will attend our February meeting.
- Maureen Liberatore will retire on March 1 after many years of service! We thank her for her time with us, and wish her well on her many travel plans!

**Town of Watertown
Purchasing Department**

REQUEST FOR PROPOSALS:

**CAFÉ
for**

WATERTOWN FREE PUBLIC LIBRARY

MAY 2021

REQUEST FOR PROPOSAL

“Café” For Watertown Free Public Library

The Town of Watertown is seeking Proposals and sealed Price Proposals for “Cafe” Services at the Watertown Free Public Library. Cafe Services will be effective July 1, 2021 through June 30, 2024. The Town reserves the right to reject any and all proposals.

The selected firm shall have demonstrated previous experience in providing Café Services as specified in the RFP. A complete RFP may be obtained, without charge, by contacting the Purchasing Department via email at purchasing@watertown-ma.gov or on the Towns web site at www.watertown-ma.gov document center for Purchasing. **Documents will be available after 8:30 a.m. – 5:00 p.m. Monday – Friday, beginning March 15, 2021 – April 1, 2021 at 1:00 p.m. prevailing due time all proposals will be due. No late submissions will be accepted.** It is recommended that respondents to this request familiarize themselves with the detailed RFP.

It is the intent of the Awarding Authority to award a contract within thirty (30) business days after receiving the proposals. This service is being procured according to MGL. 30B. This will be a 3 year contract commencing July 1, 2021.

The deadline for submitting proposals to the Town of Watertown Purchasing Department, Administration Building, 149 Main Street, Watertown, MA, 02472, is **1:00 p.m., Thursday, April 1, 2021. This is not a public bid opening.**

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

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Section I Introduction

The Watertown Free Public Library seeks proposals for providing food service in the Library Café with a basic menu of high quality beverages, salads, sandwiches, and snacks through courteous and professional service to library patrons and outside clientele.

About the Library:

Located in Watertown Square, the Library is surrounded by city government offices, local businesses and residences.. Current Café clientele includes Library patrons and area business people and residents.

Current traffic into the Library is estimated at 440,000 annually.

The Library facilities and programs include:

- One large meeting room (200 person capacity), two smaller meeting rooms, and three group study rooms (total number of reservations for these rooms totaled 7692 in 2019)
- Adult Programs (334 programs with 6,769 attendance in 2019)
- Children's Room (493 programs with total 16,296 attendance in 2019)
- Young Adult Room (153 programs with total 3,237 attendance in 2019)
- Project Literacy (1373 programs with total 21,313 attendance in 2019)
- Computer room with 24 workstations

The Library hours, which are subject to change, are currently:

- Monday – Thursday, 9:00 a.m. – 9:00 p.m.
- Friday, 9:00 a.m. – 7:00 p.m.
- Saturday, 9:00 a.m. – 5:00 p.m.
- Sunday, 1:00 p.m. – 5:00 p.m.

See Appendix A for the Library Code of Conduct.

About the Café:

The café is located on the first floor directly off the main corridor near the front entrance and adjacent to the Circulation Desk, Children's and Teen's Rooms. The dimensions are 36' X 20'. There is also a storage room with dimensions 10' X 12'. The floor is VCT tiles. The Library provides eight tables and 16 chairs. A counter, prep sink, and hand sink are provided by the Library, as well as a triple sink in the storage area. A grease trap, as required by the Health Department is also provided. The proposer will be responsible for installation of any refrigeration or other equipment. See Appendix B for the café floor plan.

Consumption of beverages in covered containers is allowed in the Library. Food consumption is allowed in the café area, staff room and all meeting rooms. See Appendix C for the Library policy on Food and Drink.

Section II Proposal Submission Requirements

Three (3) copies of the proposal must be submitted to the Purchasing Department 149 Main Street, Watertown, MA 02472 **no later than 1:00 pm, April 1, 2021.** **Technical Proposals** must be in sealed envelopes, plainly marked **Watertown Free Public Library Café**. A separate sealed **Price Proposal** shall be plainly marked **Price Proposal Watertown Free Public Library Café**. There will be no public opening of proposals. The names and addresses of all parties submitting proposals will be provided to the committee selected to evaluate them. THE ENCLOSED NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED ALONG WITH PROPOSALS.

As required by M.G.L., c.30B, s.6 each copy of the proposal must contain (2) original sealed envelopes, one marked "**Watertown Free Public Library Café - Price Proposal**" and one marked "**Watertown Free Public Library Café - Technical Proposal**". The Technical Proposal shall not include any price information.

PRICE PROPOSAL

The price proposal will include a provision for rent paid to the Town of Watertown. An advantageous proposal provides for a rent of \$100 per month or 5% of gross profits, whichever is greater.

TECHNICAL PROPOSAL

The technical proposal must include:

1. Proposed Menu. The proposed menu will, at a minimum, include offerings in each of the following categories and include prices and portion sizes:

- a. Coffee and tea drinks
- b. Dessert and snack items, including at least one healthy snack option
- c. Other beverages such as bottled water, juices, and soft drinks in bottles or cans.

2. Experience and Qualifications. A description of the qualifications and food service experience of the proposer.

3. Proposed Equipment, Packaging, and Utensils. Information on any proposed equipment, food packaging, and utensils. The Town of Watertown strongly encourages the use and purchase of recycled products.

4. Proposed Business Operations Plan. The proposer's plan for operation of the Café. Areas covered by the plan should include **at a minimum**, the following:

- a. Hours of Operation.
- b. Proposed plan of operation for staffing, methods of displaying and serving food.
- c. Proposed signage and marketing plan.

5. References. Each proposal should include a minimum of three (3) business references.

Section III Minimum Criteria

All proposals must meet the following minimum criteria in order to be considered for further evaluation:

- 1. Experience.** The proposer must have at least three (3) years experience in the food service industry.
- 2. Standard Menu.** The proposed standard menu must include items from each of these categories: Beverages, Dessert and Snack Items.
- 3. Staffing Requirements.** The proposed business operations plan must indicate trained and competent staff during all operating hours of the café. All café personnel will be required to behave in a professional and courteous manner at all times.
- 4. Menu Display.** A menu will be displayed for patrons to see the current pricing for all items. Café personnel will be trained and familiar with the pricing.

Section IV

Comparative Evaluation Criteria

Proposals which meet the minimum criteria will be evaluated based on the following comparative criteria:

1. Experience and Qualifications

Number of years proposer has in the food service industry.

Highly Advantageous:
Advantageous:

More than 5 years
3-5 years

2. Standard Menu Variety

Highly Advantageous:

Advantageous:

includes additional menu items including lunch items and a free trade coffee option
includes items from all of the identified menu categories

3. Staffing Requirements

Highly Advantageous:

Advantageous:

Provisions for additional Café staffing during busy periods and as back-up café coverage
Café staff on site during all café hours.

4. Proposed Business Plan

A. Hours of operation:
Highly Advantageous:

Advantageous:

Provide 8 hours of operation Monday – Saturday and 4 hours on Sunday.
Provide a shorter operating schedule but include hours each day the library is open. See Appendix D for Library hours.

5. Interview

Proposers whose submittals meet the minimum criteria will be invited to attend a personal interview with the Evaluation Committee. The purpose of the interview will be to allow the Proposer to verbally present his/her plan for the successful operation of the café and to respond to questions from the committee.

Highly Advantageous: Proposers who present a cogent and creative plan for the café and who demonstrate a clear and realistic understanding of its successful operation based on documentable past experience.

Advantageous: Proposers who present a plan that is cogent and demonstrate an understanding of a successful operation.

Section V Award of Contract

The contract will be awarded to the proposer deemed by the evaluation committee and the Chief Procurement Officer to have submitted the most advantageous proposal taking into consideration all of the listed comparative criteria. The Town of Watertown reserves the right, in the best interests of the Town, to reject any and all proposals.

Section VI Scope of Work and Contract Requirements

1. General

A. The successful proposer ("Operator" hereafter) will provide café clientele with a basic menu of high quality beverages, lunch items, desserts, and snacks during consistently maintained and publicized hours of operation.

B. It shall be the responsibility of the Operator to establish, review and control the pricing and portion sizes of all items available for sale in the café with final review and approval by the Library Board of Trustees.

C. The term of the agreement resulting from this RFP will be three (3) years from the date of contract execution. The Town (acting through the Library Board of Trustees) may terminate this Agreement at any time upon thirty (30) days written notice for any reason including its own convenience or for cause, including but not limited to, failure to pay monthly rent, failure to have any necessary local, state, or federal licenses and/or permits, failure to pay any and all taxes, failure to maintain required worker's compensation insurance in force at all times, failure to comply with any local, state, or federal regulations pertaining to food establishments of this type, failure to promptly correct any use of the premises that conflicts with the Town use, and failure for satisfactory behavior of all staff/management. In the case of a termination for cause, the Town shall give the Operator a written notice of termination stating the basis of the termination, effective thirty (30) days after the Operator's receipt of such notice. The Operator shall have the right to cure the cause of termination within ten (10) days of receipt of the notice.

D. Before beginning operations, the Operator will be expected to provide certificates of insurance naming the Town as an additional insured reflecting the existence of at least \$1,000,000 of General Comprehensive Liability Insurance and insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c. 52, as amended, to all employed under the contract and shall continue such insurance in full force and effect during the term of the contract. The Operator shall indemnify the Library from any theft, damage, or loss of property.

E. The Operator will obtain at its own expense all local, state, or federal licenses and/or approvals throughout the time it uses the premises pursuant to this RFP. The Operator will comply with all local, state and federal laws and ordinances in operating the café. In order to obtain an annual food permit, the Operator must complete the

Health Department Food Plan Review process. This consists of completing a Plan Review application (see Appendix E). In addition to other requirements, the application submittals consist of a detailed floor plan, specification sheets for all food storage and preparation equipment, proof of Food Protection Manager training, an approved menu and a plan review application fee of \$125.00. The Watertown Health Department offers Person in Charge training for new establishments. The training details the expectations of the Watertown Health Department in accordance with Article 10, 105CMR 590-595 for the Food Code. Further information will be provided during the Food Plan Review Process.

F. The Operator will on a monthly basis provide to the Library Board of Trustees a detailed statement of all revenue and operating expenses relating to café operations. Annually, the Operator shall document its payment of all applicable taxes and compliance with all federal, state, or local tax laws. Annually at minimum, and as may be otherwise requested by the Town, the Operator shall provide evidence of Worker's Compensation and General Liability insurance as required in paragraph D above.

G. The Operator shall pay rent monthly. Rent calculation will be based on the first of each month to the last day. In the case that the first month of operation is not a full month, rent will be based on sales from the first open day to the end of that month. The Operator is to make rent payment within fifteen (15) days of the last day of the preceding month. If the Operator is delinquent for 15 days or longer in paying rent, the Operator shall pay a \$25 late fee (subject to change), accrued monthly until the payment is made in full.

2. Facilities and Equipment

A. The Town authorizes the Operator to use the café space for the sole purpose of operating a café in accordance with this RFP. The following equipment is installed in the café and will be available for use by the Operator:

- Triple sink
- Food preparation sink
- Hand washing sink
- Slop sink (in custodial closet on same floor of library)
- Grease trap
- Built-in counter
- 8 café tables
- 16 chairs

B. The Operator shall be responsible to provide any additional equipment which it deems necessary by reason of its operation of the café. All such additional equipment to be delivered to or installed in the café must be approved in advance by the Library Board of Trustees or their designee. Any equipment, fixture, or appurtenance the installation of which requires a permanent alteration to the building structure shall become the property of the Library upon termination of the agreement. The Library may, at its discretion, allow the Operator to remove equipment, fixtures, or appurtenances if the Operator at its own expense and to the Library's satisfaction restores the building structure to its condition prior to installation.

C. All kitchen mechanical equipment to be installed at the Operator's expense, including but not limited to soft drink display cases, dessert, dairy, and other assorted refrigerated cases, shall be serviced at the Operator's expense at least semi-annually to ensure proper operation. Service to heating and cooling equipment must include compressors, coils, and related mechanical components. It shall be the Operator's responsibility to ensure that all display cases are moved and the compressors, coils, interior, and exterior of machines and equipment are washed and cleaned of dirt, dust grease, and debris including behind and beneath the units. Upon termination of the contract, the Operator will remove any non-permanent equipment installed at his/her expense, unless other arrangements are made between the Operator and the Town.

D. The Town will not guarantee the uninterrupted provision of electric, gas or other utilities or services except to ensure that all reasonable and diligent efforts will be pursued in restoring interrupted service. The Town shall not be liable for any losses incurred by the Operator which may result from interruptions or failure of such service.

E. The Operator will not perform any spatial modifications to the café. The Library will in good faith, but without obligation, consider modifications to the facility which the Operator desires to enhance serviceability. All such modifications will be performed by the Library's own contractors. In no instance shall failure by the Library to perform a requested modification relieve the Operator from fully performing its obligations under this contract.

F. The Operator shall provide all required equipment, furnishings, appliances, dishware, flatware, paper goods and other utensils required for the serving and consumption of the menu items. Commercial quality paper/plasticware for customer use will be acceptable.

3. Access To and Use of Space

A. For purposes of food preparation, cleaning, etc., or for any of the purposes identified in Section F below, the Operator will be allowed access to the café between the hours of 7:00 am and 11:00 pm each day. The Operator will have no right to use the premises except during those hours described above except as specifically permitted by the Library Board of Trustees or their designee, which permission shall not be unreasonably withheld. The café operation shall not interfere with the normal operations of the Library.

B. The seating area of the café shall be available to the public and library staff during all Library hours regardless of whether they have purchased food or beverages from the café.

C. The café does not have doors to the public hallway that can be locked. There must always be access through the café for library staff to access the staff room off of the café. If the café is not open all of the hours that the library is open, the Operator is responsible for security of his/her equipment during those hours the café is not open for business.

D. The Library or individuals as permitted by the Library may use the café seating space at times when the café is not operating, provided that such use shall not be

inconsistent with the Operator's use and the Library notifies the Operator of such intended use in advance.

4. Cleaning and Sanitation Requirements

A. The Operator shall maintain all areas of the café space in a clean and sanitary manner in accordance with the highest industry standards. The Operator shall train all employees in a "clean-as-you-go" policy. The café will be subject to regular inspection by Town of Watertown Health Department Officials.

B. Continually through the day the Operator shall keep clean the VCT tile floor, counter, tables and chairs. The VCT floor will be washed and waxed on a regular basis by the library cleaning staff.

C. Café patrons shall be expected to bus their trays, plates, cups, and other debris to designated receptacles and locations. The Operator shall be responsible to monitor the café seating area during service hours to ensure it is maintained in a clean condition, with trash and debris removed from tables, trash receptacles emptied and tables and chairs wiped down as needed. The Operator may deposit trash in the Town Hall dumpster.

D. The Operator shall encourage the recycling of plastic, glass, and aluminum beverage containers and shall provide separate receptacles for this purpose. The Operator is strongly encouraged to use recycled products.

5. Personnel Requirements

The Operator will be responsible to recruit, train, supervise, direct, discipline and, if necessary, discharge any and all personnel working in the café. Service should be timely, attentive, and friendly. Each employee should be clean, neat, and well groomed. Each floor of the library has public restrooms for café employee use.

6. Special Conditions

A bookstore operation is ongoing in the café space. The Operator will be responsible for collecting book sale money, accounting for those sales, and turning over the proceeds to the Library on a daily basis.

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

Appendix A

Library Hours of Operation

The Library's hours for FY2019 will be as follows:

Monday through Thursday:	9:00 a.m. – 9:00 p.m.
Friday:	9:00 a.m. – 7:00 p.m.
Saturday:	9:00 a.m. – 5:00 p.m.
Sunday:	1:00pm – 5:00pm

Hours are subject to annual municipal budget and Trustee vote.

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

Appendix B

Library Code of Conduct

Library Conduct

Watertown Free Public Library provides a safe, comfortable environment conducive to the use of the library materials and facilities. The Library is intended for the use of all members of the public. Patrons are expected to

serve the rights of other patrons and staff members and to use the library for its intended purposes. Misconduct will not be allowed in the library.

Definition: Misconduct may include, but is not limited to:

- **Interfering with the rights of individuals to use the library materials, services and premises;**
 - **Interfering with the ability of staff to conduct library business;**
- **Threatening the secure and comfortable environment of the library or those using the library;**
- **Willfully annoying, harassing, or threatening another person;**
- **Endangering or potentially endangering the safety or health of others;**
- **Engaging in disorderly, loud, or boisterous behavior in a manner not in keeping with the atmosphere of a library;**
- **Using abusive or profane language;**
- **Theft, vandalism, or the deliberate destruction of materials, property, or the personal property of patrons or staff members;**
- **Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data;**
- **Impeding access to library resources, premises, or an area of the premises;**
- **Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member;**
- **Using personal electronic devices without earphones or with earphones at an unreasonable volume;**
- **Using cell phones at a volume that is disruptive to others;**
- **Distributing or posting material without staff approval;**
- **Photographing or video taping of individuals unless authorized by the individuals involved or with permission of the parent or guardian if a minor is involved;**
- **Soliciting of sales or selling to library patrons except at library-sponsored events;**
- **Using tobacco products inside the library;**
- **Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events involving animals;**
- **Using alcohol on library premises;**
- **Using restroom facilities for activities other than their intended purpose;**
- **Conduct that otherwise violates municipal, state, or federal law or regulations.**

Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time. Misconduct by persons under eighteen years of age is discussed by the remedies provided in the section regarding unattended children.

- Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave for the rest of the day.**
- Patrons who engage in misconduct that in the judgment of a staff member is “extreme” may be ordered to leave the building immediately and may be requested not to return for the remainder of the day. “Extreme” misconduct may include activities that are harassing, threatening, dangerous or destructive to persons or property at the Library premises.**
- If necessary, a staff member may call the police for assistance.**
- Patrons who engage in misconduct may receive, by certified or registered mail or hand delivery, written notice from the Director of suspension or revocation of Library privileges, including prohibition against entering the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused by policy infractions, and other relevant circumstances. Patrons may request a hearing before the Board of Library Trustees to appeal the notice within fourteen (14) days of such notice and the notice shall include language advising the patron of the right to appeal.**

Any unlawful actions committed in the library or on the library premises will immediately be reported to the Watertown Police Department.

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

Appendix C

Library Policy on Food and Drink

Beverages in covered containers are permitted throughout the library. They are not permitted under any circumstances in the local history room.

Food is limited to the Café and to approved events in the meeting rooms.

*Approved by the Trustees
3/7/06*

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

Appendix D

NON COLLUSION AND STATE TAX STATUS FORM

CERTIFICATE OF GOOD FAITH (NON-COLLUSION) and TAX COMPLIANCE

Pursuant of M.G.L. Ch. 62C, Sec. 49A, I certify under the pains and penalties of perjury that the contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Name of Person Signing Bid (Please Print)

Signature of Person Signing Bid

Company

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

Appendix E

INSURANCE LIABILITY COVERAGE

- A. The CONTRACTOR shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and shall continue such insurance in full force and effect during the term of the Agreement.
- B. The CONTRACTOR shall also maintain general liability insurance, including property damage, bodily injury or death and personal injury, in an amount of not less than \$1,000,000/\$2,000,000 and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property in an amount not less than \$500,000/\$1,000,000. **The TOWN shall be named as an additional insured on the general liability and automobile liability coverage.**
- C. Certificates and any and all renewals substantiating that required insurance coverage be in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the TOWN at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.

**Town of Watertown
Request for Proposals
Watertown Free Public Library Café**

**Appendix F
SAMPLE TOWN AGREEMENT**

THIS AGREEMENT made this ____ day of _____, 20__ by and between the Town of _____, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at _____, _____, MA _____, acting by and through its _____, hereinafter referred to as the “Town”, and _____, a Massachusetts corporation/partnership/sole proprietorship) having a usual place of business at _____, _____, MA _____, hereinafter referred to as the “Contractor”.

WITNESSETH:

Whereas, the Town invited the submission of a proposal for _____ “the Project”; and

WHEREAS, the Contractor submitted a proposal in response to said invitation, and the Town has awarded the contract therefore to the Contractor.

NOW, THEREFORE, the Town and the Contractor agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the purchase description, if any, the Invitation for Bids or Request for Proposals, Instructions to Bidders/Proposers, Scope of Services or Specification, and the quotation, bid or proposal submitted by the Contractor, including negotiated modifications to the Plan of Services, if any. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto. In the event of a conflict between any of the Contract Documents, the document most favorable to the Town, in its sole determination, shall prevail.
2. The Work. The Work consists of _____, as more fully described in the Contract Documents as defined above.
3. Term of Contract. This Agreement shall be in effect from _____ and shall expire on _____, unless terminated earlier pursuant to the terms hereof. *(If the solicitation provided for an option to extend, insert the following:* This Agreement may be extended for an additional term of _____, at the sole discretion of the Town, and any such option shall not be subject to the acceptance or approval of the Contractor.)

4. Compensation. A. The Town shall pay, as full compensation for items and/or services furnished and delivered in carrying out this Agreement. Total Price \$ _____, as set forth in more detail in the Contract Documents.
- B. The acceptance by the Contractor of final payment for items and/or services provided shall be deemed a release of the Town from any and all claims and liabilities under this Agreement.
- C. Neither the Town's review, approval or acceptance of, nor payment for any of the items and/or services provided shall be construed to operate as a waiver of any rights of the Town under the Agreement or any cause of action arising out of the performance of the Agreement.
5. Payment of Compensation. The Town shall make payments as follows:
Once monthly.
6. Liability of the Town. The Town's liability hereunder shall be to make all payments when they shall become due, and the Town shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Agreement.
7. Independent Contractor. The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement, and neither the Contractor, nor its employees, agents, servants nor any person for whose conduct the Contractor is responsible shall be considered an employee or agent of the Town for any purpose.
8. Indemnification. The Contractor shall indemnify, defend, and hold the Town harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the Contractor's breach of this Agreement or the negligence or willful misconduct of the Contractor, or the Contractor's agents or employees.
9. Insurance. A. The Contractor shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the Town, as set out in the Invitation for Bids or Request for Proposals, or in Attachment A hereto. **(Consult with the Town's insurer or insurance advisor as to appropriate types and levels of coverage given the nature of the contract work.)**
- B. All policies shall identify the Town as an additional insured (except Workers' Compensation) and shall provide that the Town shall receive written notification at

least 30 days prior to the effective date of any amendment or cancellation.

Certificates evidencing all such coverage's shall be provided to the Town upon the execution of this Agreement, and at least ten (10) days prior to the renewal of any such coverage. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

10. Assignment. The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the Town, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the Town.

11. Termination. A. Termination for Cause. If at any time during the term of this Agreement the Town determines that the Contractor has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the Town, or by not complying with the direction of the Town or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the Town shall notify the Contractor in writing stating therein the nature of the alleged breach and directing the Contractor to cure such breach within ten (10) days. The Contractor specifically agrees that it shall indemnify and hold the Town harmless from any loss, damage, cost, charge, expense or claim arising out of our resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the Contractor fails to cure said breach within ten (10) days, the Town may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the Contractor specifying the effective date of the termination. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the Town may have against the Contractor up to the date of such termination, and the Contractor shall be

liable to the Town for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the Town.

B. Termination for Convenience. The Town may terminate this Agreement at any time for convenience by providing the Contractor written notice specifying therein the termination date which shall not be sooner than ten days from the issuance of said notice. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the Town, such payment not to exceed the fair value of the services provided hereunder.

12. Inspection and Reports. The Town shall have the right at any time to inspect the work of the Contractor, including the right to enter upon any property owned or occupied by Contractor, whether situated within or beyond the limits of the Town. Whenever requested, Contractor shall immediately furnish to the Town full and complete written reports of its operation under this Agreement in such detail and with such information as the Town may request.
13. Royalties and Patents: The Contractor shall pay all applicable royalties and license fees. In addition, the Contractor hereby represents that it is duly authorized to use any process or other intellectual property rights held by third parties in the performance of this Agreement, it shall defend all suits or claims for infringement of any patent or other intellectual property rights and shall indemnify and hold the Town harmless from loss on account thereof.
14. Successor and Assigns. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other. Notwithstanding the approval of any assignment by the Town pursuant to this paragraph, the Contractor shall remain liable for the full performance of the terms of this Contract.
15. Compliance with Laws. The Contractor shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work. The Contractor shall indemnify and hold the Town harmless for and against any and all fines, penalties or monetary liabilities incurred by the Town as a result of the failure of the Contractor to comply with the previous sentence.

16. Notice. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
17. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
18. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Contractor submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
19. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

TOWN OF WATERTOWN

I certify that an appropriation
Is available in the amount of this
contract.

Town Auditor

By: _____
Town Manager

Approved as to Form:

Town Attorney

(Contractor)

By: _____

Name: _____
(Type or Print)

Title: _____



TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: February 2024
RE: McCall Fund Use Request

This memo is to request \$2000 from the McCall Fund to purchase books for our 1,000 Books Before Kindergarten program. As part of the program, families receive free books as they meet goals to help keep their momentum going. These funds would purchase at least 500 books to give away, an amount that we expect to last approximately a year.

The purpose of the program is to engage families with young children in early literacy (see the attached letter for more details).

Thank you for your consideration.

WATERTOWN FREE PUBLIC LIBRARY

1000 BOOKS BEFORE KINDERGARTEN

Hello!

Thank you for visiting Watertown Free Public Library and joining our 1000 Books Before Kindergarten program. 1000 Books Before Kindergarten is an ongoing program that encourages families to read, write, talk, sing, and play every day.

This is a flexible, adaptable program. Children's Librarians are available to help you select books, but there is no mandatory reading list. We encourage you to read books you enjoy. If you want to challenge yourself to read 1000 different books, great! If you want to read the same book 50 times, you can! Read wordless books, comic books, books in a new language – just read!

Today you received a book bag from the library to help you get started. The book bag has 1000 circles on it. For every book you read, color in 1 circle. There are stars at 100, 250, 500, 750, and 1000! These are milestones, and we want to celebrate them with you! We have book prizes for each milestone – just let a staff member know during your next library visit.

It will take time for you and your child to read 1000 books together: it may take 1 year or several years. You will complete 1000 books at your own pace – and that's OK! You are your child's first teacher. Studies consistently demonstrate that children who live in rich verbal environments enter kindergarten with an advantage. It's important that literacy begins at home, and continues when your child starts school. Story times and other library programs model reading strategies that you can practice at home. Use your book bag as a way to talk about numbers, counting, sorting and classifying. Encourage your child to retell a story to a sibling or another family member later in the day. Read books that are also songs and sing them loud and proud!

You can do this!

If you have any questions, feel free to give us a call at 617-972-6435, find us online at watertownlib.org, or stop by the Children's Room.

