



Board of Library Trustees Meeting
Tuesday, May 7, 2024 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. April 3, 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. General Updates
7. Old Business
 - A. Consideration and Action on RFP Selection Committee
8. New Business
 - A. Consideration and Action on Burke Allocations
 - B. Budget Update
 - C. Consideration and Action on Study Room Plans
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/ADJSMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,764,122	5,904	1,770,026	1,383,205.98	0.00	386,820	78.10
0161051	510112	PART TIME SALARIES	695,745	0	695,745	506,930.96	0.00	188,814	72.90
0161051	510130	OVERTIME	30,000	5,000	35,000	27,365.03	0.00	7,635	78.20
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	3,990.00	0.00	969	80.50
0161051	510143	LONGEVITY	29,927	-5,000	24,927	19,224.77	0.00	5,702	77.10
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	5,904	2,533,582	1,943,641.74	0.00	589,940	76.70
0161052	520211	ELECTRICITY	152,334	0	152,334	65,041.88	6,426.90	80,865	46.90
0161052	520213	GAS	41,557	4,738	46,295	21,102.40	1,623.92	23,569	49.10
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	283	19,662	16,043.72	1,645.59	1,973	90.00
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	40,965.39	1,925.00	1,561	96.50
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	63,217.70	31,470.82	5,705	94.30
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	6,649.95	100.00	2,250	75.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	9,458.39	2,119.83	422	96.50
0161052	540422	PRINTING & FORMS	8,000	0	8,000	7,777.00	0.00	223	97.20
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	998.95	0.00	1	99.90
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	17,686.05	454.19	174	99.10
0161052	550511	BOOKS	485,000	1,390	486,390	387,538.12	71,381.17	27,471	94.40
0161052	550512	BOOK PROCESSING	48,500	700	49,200	28,028.23	11,191.32	9,980	79.70
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	188.77	311	37.80
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	997.00	303.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	4,851.89	5,937.91	10	99.90
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	2,316.00	284.00	0	100.00
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	5,022.52	971.00	4,006	59.90
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	12,923	1,062,086	767,540.19	136,023.42	158,522	85.10
0161058	580840	BUILDING RENOVATIONS	81,000	33,125	114,125	41,343.42	19,162.69	53,619	53.00
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	8,501.93	0.00	11,498	42.50
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	33,125	134,125	49,845.35	19,162.69	65,117	51.50
Grand Total			3,677,841	51,952	3,729,793	2,761,027.28	155,186.11	813,580	78.20

FY24 Funds and Grants

Fund or Grant	7/1/2023	Available to spend balance as of 7/2/2023	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	143,338.46	12,310.90	5,859.61	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	150.09	17.70	2,831.23	
Mead	6,088.42	3,088.42	304.83	-	3,393.25	
Charles	2,687.80	2,487.80	126.77	-	2,614.57	Armenian History books
Barry	3,453.73	3,453.73	179.87	-	3,633.60	
McGuire	3,182.24	2,182.24	197.30	-	2,379.54	
W. Pierce	24,232.83	4,232.83	1,188.44	-	5,421.27	
MacDonald	9,381.92	4,381.92	484.64	25.41	4,841.15	Grief related books
O'Reilly	10,564.10	10,064.10	498.21	-	10,562.31	Fiction
Stone	3,767.54	3,767.54	177.69	-	3,945.23	
Campbell	5,510.90	4,510.90	259.89	-	4,770.79	Large print books
Santoro	2,320.84	720.84	109.43	-	830.27	Art
Brown	2,619.42	1,619.42	126.19	-	1,745.61	Sci-fi books
Keith	4,198.24	3,198.24	197.99	-	3,396.23	Wat history books
Drucker	3,020.84	3,020.84	142.47	-	3,163.31	Humanities books
Special Gifts	46,255.79	46,255.79	16,043.48	10,373.65	51,925.62	Unrestricted
- Cohen Fund	8,412.00	8,412.00	-	144.48	8,267.52	Cookbook and Mysteries
- Makerspace Fund	5,029.51	5,029.51	-	2,991.50	2,038.01	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	50.00	1,370.30	9,461.56	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	1,775.55	-	11,053.84	Benefit of the library
Masters	4,188.77	1,481.77	197.53	-	1,679.30	Trustees discretion
B. Pierce	1,404.90	1,404.90	56.95	769.73	692.12	Trustees discretion
LIG/MEG	346,909.74	346,909.74	104,450.94	2,239.92	449,120.76	
Revolving Printing Account	2,663.62	2,663.62	12,228.83	13,511.91	1,380.54	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	16,373.79	2,086.09	53,922.00	
McCall Gift Fund	47,998.71	47,998.71	-	1,872.46	46,126.25	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	162,324.79			47.04	(100.43)		15,042.75	\$ 177,314.15	\$ -	\$ 61,373.98	\$ 146,177.42	-
28-Feb	177,314.15			2,345.02	(0.82)		(7,537.55)	\$ 172,120.80	\$ -	\$ 63,718.18	\$ 146,177.42	-
31-Mar	172,120.80			117.95	806.77	6,275.90		\$ 179,321.42	\$ -	\$ 70,918.80	\$ 146,177.42	-
30-Apr								\$ -	\$ -	\$ 70,918.80	\$ 146,177.42	-
31-May								\$ -	\$ -	\$ 70,918.80	\$ 146,177.42	-
30-Jun								\$ -	\$ -	\$ 70,918.80	\$ 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

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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FY2024 State Aid to Public Libraries Certified Municipalities and Total Awards

Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
ABINGTON	17,094	12/7/2023	24,085.71	16,539.09	3,273.54	43,898.34
ACTON	23,846	11/2/2023	33,599.38	16,498.34	10,012.30	60,110.02
ACUSHNET	10,553	12/7/2023	14,869.34	10,413.65	4,498.56	29,781.55
ADAMS	8,100	11/2/2023	11,413.02	16,853.14	554.37	28,820.53
AGAWAM	28,494	11/2/2023	40,148.48	34,571.95	3,137.62	77,858.05
AMESBURY	17,269	11/2/2023	24,332.29	15,210.23	1,612.45	41,154.97
AMHERST	39,378	12/7/2023	55,484.21	81,141.02	12,969.08	149,594.31
ANDOVER	36,517	11/2/2023	51,453.01	19,925.43	7,930.05	79,308.49
AQUINNAH	450	12/7/2023	3,522.55	35.87	465.05	4,023.47
ARLINGTON	45,617	11/2/2023	64,275.05	23,441.38	21,834.83	109,551.26
ASHBURNHAM	6,341	11/2/2023	8,934.57	7,191.96	1,129.09	17,255.62
ASHBY	3,170	12/7/2023	4,466.58	3,672.34	104.40	8,243.32
ASHFIELD	1,691	12/7/2023	3,522.55	1,485.97	646.24	5,654.76
ASHLAND	18,560	12/7/2023	26,151.32	14,614.14	3,933.84	44,699.30
ATHOL	11,905	12/7/2023	16,774.33	20,375.85	4,078.41	41,228.59
ATTLEBORO	46,580	1/4/2024	57,427.94	47,645.33	3,526.29	108,599.56
AUBURN	16,830	1/4/2024	23,713.73	15,710.54	4,634.65	44,058.92
AVON	4,755	12/7/2023	6,699.87	3,188.21	2,730.86	12,618.94
AYER	8,400	11/2/2023	11,835.73	7,034.15	1,858.70	20,728.58
BARNSTABLE	49,583	1/4/2024	69,863.21	20,572.33	12,486.05	102,921.59
BARRE	5,526	11/2/2023	7,786.22	7,977.66	1,305.52	17,069.40
BECKET	1,932	12/7/2023	3,522.55	903.37	53.38	4,479.30
BEDFORD	14,155	11/2/2023	19,944.61	6,594.84	9,534.20	36,073.65
BELCHERTOWN	15,279	1/4/2024	21,528.34	18,839.38	893.00	41,260.72
BELLINGHAM	16,905	11/2/2023	23,819.40	13,135.82	2,861.19	39,816.41
BELMONT	26,838	12/7/2023	37,815.15	10,575.79	14,060.20	62,451.14
BERKLEY	6,785	11/2/2023	9,560.17	6,452.37	517.94	16,530.48
BERLIN	3,674	11/2/2023	5,176.72	2,654.10	165.59	7,996.41
BERNARDSTON	2,106	11/2/2023	3,522.55	2,334.98	325.74	6,183.27
BEVERLY	42,446	12/7/2023	59,807.06	30,621.31	8,086.14	98,514.51
BILLERICA	41,453	11/2/2023	58,407.91	28,961.83	4,376.02	91,745.76
BLACKSTONE	9,177	12/7/2023	12,930.53	10,430.27	1,051.30	24,412.10
BLANDFORD	1,210	12/7/2023	3,522.55	926.05	134.57	4,583.17
BOLTON	5,676	11/2/2023	7,997.57	3,755.81	1,955.82	13,709.20
BOSTON	654,776	12/7/2023	922,589.41	288,778.16	36,662.11	1,248,029.68
BOURNE	20,709	12/7/2023	29,179.30	11,450.99	4,022.14	44,652.43
BOXBOROUGH	5,425	12/7/2023	7,643.91	3,289.20	3,148.80	14,081.91

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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FY2024 State Aid to Public Libraries Certified Municipalities and Total Awards

Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
BOXFORD	8,141	1/4/2024	11,470.79	4,493.39	313.04	16,277.22
BOYLSTON	4,882	12/7/2023	6,878.81	3,549.99	649.62	11,078.42
BRAINTREE	38,822	12/7/2023	54,700.79	25,748.23	8,634.59	89,083.61
BREWSTER	10,456	12/7/2023	14,732.66	3,373.47	4,874.64	22,980.77
BRIDGEWATER	28,805	1/4/2024	35,513.35	27,762.34	1,133.69	64,409.38
BRIMFIELD	3,690	12/7/2023	5,199.27	3,967.12	272.35	9,438.74
BROCKTON	105,446	11/2/2023	148,575.03	160,041.03	2,880.85	311,496.91
BROOKFIELD	3,432	11/2/2023	4,835.74	4,852.75	852.66	10,541.15
BROOKLINE	62,726	12/7/2023	88,381.89	20,066.94	32,924.03	141,372.86
BUCKLAND	1,816	1/4/2024	3,522.55	1,859.39	544.38	5,926.32
BURLINGTON	25,989	11/2/2023	36,618.90	11,431.89	5,544.09	53,594.88
CAMBRIDGE	117,090	11/2/2023	164,981.60	29,719.98	43,371.73	238,073.31
CANTON	24,470	12/7/2023	34,478.60	14,317.35	6,425.73	55,221.68
CARLISLE	5,181	11/2/2023	7,300.11	2,222.25	1,573.80	11,096.16
CARVER	11,668	11/2/2023	16,440.39	11,951.77	1,556.86	29,949.02
CHARLEMONT	1,184	11/2/2023	3,522.55	1,375.40	28.64	4,926.59
CHARLTON	13,317	11/2/2023	18,763.86	12,151.61	4,338.39	35,253.86
CHATHAM	6,703	1/4/2024	9,444.63	781.25	2,571.89	12,797.77
CHELMSFORD	35,933	1/4/2024	50,630.15	27,364.84	10,319.91	88,314.90
CHELSEA	38,889	1/4/2024	54,795.20	44,918.02	479.98	100,193.20
CHESHIRE	3,236	12/7/2023	4,559.57	4,199.30	47.46	8,806.33
CHESTER	1,221	12/7/2023	3,522.55	1,514.26	0.00	5,036.81
CHESTERFIELD	1,178	11/2/2023	3,522.55	1,110.05	162.53	4,795.13
CHICOPEE	55,190	11/2/2023	77,763.56	99,494.21	6,703.68	183,961.45
CHILMARK	1,248	11/2/2023	3,522.55	61.24	1,873.62	5,457.41
CLARKSBURG	1,649	2/1/2024	3,522.55	2,770.03	160.84	6,453.42
CLINTON	15,381	11/2/2023	21,672.06	19,457.55	498.96	41,628.57
COHASSET	8,373	12/7/2023	11,797.69	3,013.62	6,575.38	21,386.69
COLRAIN	1,615	1/4/2024	3,522.55	1,957.87	374.21	5,854.63
CONCORD	18,184	12/7/2023	25,621.53	6,870.94	13,118.90	45,611.37
CONWAY	1,768	12/7/2023	3,522.55	1,595.47	3.39	5,121.41
CUMMINGTON	819	11/2/2023	3,522.55	665.93	1.36	4,189.84
DALTON	6,290	11/2/2023	8,862.71	8,240.09	2,825.43	19,928.23
DANVERS	27,898	12/7/2023	39,308.71	18,490.72	7,980.22	65,779.65
DARTMOUTH	34,005	12/7/2023	47,913.57	25,932.11	10,148.23	83,993.91
DEDHAM	25,240	1/4/2024	35,563.55	14,731.04	4,798.71	55,093.30
DEERFIELD	5,115	11/2/2023	7,207.11	4,588.58	1,900.57	13,696.26

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Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
DENNIS	14,903	1/4/2024	20,998.56	3,799.46	6,471.49	31,269.51
DIGHTON	8,150	12/7/2023	11,483.47	7,702.48	560.82	19,746.77
DOUGLAS	9,049	12/7/2023	12,750.18	9,588.05	348.97	22,687.20
DOVER	5,892	11/2/2023	8,301.92	1,854.09	5,336.14	15,492.15
DRACUT	32,159	11/2/2023	45,312.52	32,916.31	4,651.77	82,880.60
DUDLEY	11,884	12/7/2023	16,744.74	16,492.25	1,540.58	34,777.57
DUNSTABLE	3,341	12/7/2023	4,707.52	2,403.44	152.36	7,263.32
DUXBURY	16,116	11/2/2023	22,707.69	7,347.85	8,902.88	38,958.42
EAST BRIDGEWATER	14,465	11/2/2023	20,381.41	14,424.38	1,923.28	36,729.07
EAST BROOKFIELD	2,209	11/2/2023	3,522.55	2,329.27	182.87	6,034.69
EAST LONGMEADOW	16,370	11/2/2023	23,065.58	17,677.58	10,758.69	51,501.85
EASTHAM	5,832	11/2/2023	8,217.38	1,441.54	3,923.67	13,582.59
EASTHAMPTON	16,022	1/4/2024	22,575.24	20,426.87	1,852.95	44,855.06
EASTON	25,247	11/2/2023	35,573.41	22,025.15	2,455.45	60,054.01
EDGARTOWN	5,302	12/7/2023	7,470.60	387.09	3,503.35	11,361.04
EGREMONT	1,371	1/4/2024	3,522.55	464.95	85.59	4,073.09
ERVING	1,667	12/7/2023	3,522.55	436.84	1,217.22	5,176.61
ESSEX	3,668	1/4/2024	5,168.27	1,897.26	566.41	7,631.94
EVERETT	48,557	1/4/2024	68,417.56	37,840.14	1,180.10	107,437.80
FAIRHAVEN	15,909	12/7/2023	22,416.02	13,389.93	3,484.20	39,290.15
FALL RIVER	93,884	11/2/2023	132,283.99	171,335.18	2,129.71	305,748.88
FALMOUTH	33,128	1/4/2024	46,677.86	10,830.69	10,429.23	67,937.78
FITCHBURG	41,732	1/4/2024	51,450.90	61,851.46	1,320.65	114,623.01
FLORIDA	685	1/4/2024	3,522.55	384.85	0.00	3,907.40
FOXBOROUGH	18,519	12/7/2023	26,093.55	13,670.08	5,952.88	45,716.51
FRAMINGHAM	71,265	12/7/2023	100,413.48	61,262.01	12,682.82	174,358.31
FRANKLIN	33,036	11/2/2023	46,548.23	24,691.27	6,834.85	78,074.35
FREETOWN	9,202	11/2/2023	12,965.76	7,121.03	579.97	20,666.76
GARDNER	21,191	1/4/2024	22,393.83	29,201.27	5,384.97	56,980.07
GEORGETOWN	8,416	11/2/2023	11,858.27	6,552.76	1,298.74	19,709.77
GILL	1,536	1/4/2024	3,522.55	1,956.58	0.00	5,479.13
GLOUCESTER	29,952	1/4/2024	36,927.48	13,542.23	1,070.63	51,540.34
GOSHEN	950	11/2/2023	3,522.55	782.63	1.01	4,306.19
GOSNOLD	70	11/2/2023	3,522.55	3.14	0.00	3,525.69
GRAFTON	19,756	1/4/2024	27,836.51	18,925.04	3,624.20	50,385.75
GRANBY	6,061	12/7/2023	8,540.04	7,303.13	4,219.08	20,062.25
GRANVILLE	1,533	1/4/2024	3,522.55	1,518.12	56.61	5,097.28

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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FY2024 State Aid to Public Libraries Certified Municipalities and Total Awards

Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
GREAT BARRINGTON	7,164	12/7/2023	10,094.19	4,494.36	3,826.05	18,414.60
GREENFIELD	17,652	12/7/2023	24,871.94	27,119.24	4,635.83	56,627.01
GROTON	11,147	12/7/2023	15,706.29	8,614.94	4,920.90	29,242.13
GROVELAND	6,737	11/2/2023	9,492.54	5,512.47	616.57	15,621.58
HADLEY	5,272	1/4/2024	7,428.33	3,649.22	3,275.58	14,353.13
HALIFAX	7,749	11/2/2023	10,918.46	7,560.99	2,094.45	20,573.90
HAMILTON	7,539	11/2/2023	10,622.57	4,530.43	3,888.59	19,041.59
HAMPDEN	4,935	12/7/2023	6,953.49	4,894.25	600.30	12,448.04
HANCOCK	751	1/4/2024	3,522.55	253.77	19.99	3,796.31
HANOVER	14,871	11/2/2023	20,953.47	10,114.25	3,226.09	34,293.81
HANSON	10,674	11/2/2023	15,039.83	10,188.23	835.54	26,063.60
HARDWICK	2,660	1/4/2024	3,747.98	3,720.08	208.47	7,676.53
HARVARD	6,844	11/2/2023	9,643.30	4,980.38	1,158.07	15,781.75
HARWICH	13,629	1/4/2024	19,203.47	3,964.97	7,834.80	31,003.24
HATFIELD	3,314	11/2/2023	4,669.48	2,521.77	767.07	7,958.32
HAVERHILL	67,361	11/2/2023	94,912.68	78,845.12	1,719.90	175,477.70
HAWLEY	350	11/2/2023	3,522.55	355.28	28.47	3,906.30
HEATH	726	1/4/2024	3,522.55	763.95	131.52	4,418.02
HINGHAM	24,311	1/4/2024	34,254.57	10,390.90	14,727.97	59,373.44
HINSDALE	1,908	1/4/2024	3,522.55	1,527.52	263.72	5,313.79
HOLBROOK	11,335	1/4/2024	15,971.19	11,728.71	1,561.43	29,261.33
HOLDEN	19,898	11/2/2023	28,036.59	20,407.16	3,296.42	51,740.17
HOLLAND	2,583	12/7/2023	3,639.49	2,465.25	130.84	6,235.58
HOLLISTON	14,840	11/2/2023	20,909.79	10,351.28	2,519.18	33,780.25
HOLYOKE	37,929	1/4/2024	53,442.54	85,261.53	1,142.14	139,846.21
HOPEDALE	5,998	11/2/2023	8,451.27	5,902.59	612.00	14,965.86
HOPKINTON	18,943	12/7/2023	26,690.98	10,575.47	1,844.64	39,111.09
HUBBARDSTON	4,312	11/2/2023	6,075.67	4,823.18	265.92	11,164.77
HUDSON	19,790	12/7/2023	27,884.41	17,018.44	5,612.22	50,515.07
HULL	10,144	12/7/2023	14,293.05	5,502.12	809.11	20,604.28
HUNTINGTON	2,074	11/2/2023	3,522.55	2,567.28	54.74	6,144.57
IPSWICH	13,716	12/7/2023	19,326.05	7,856.15	1,786.51	28,968.71
KINGSTON	13,793	1/4/2024	19,434.55	10,798.14	6,026.27	36,258.96
LAKEVILLE	11,762	11/2/2023	16,572.84	9,034.71	5,073.26	30,680.81
LANCASTER	8,455	12/7/2023	11,913.22	9,222.55	3,428.45	24,564.22
LANESBOROUGH	3,027	12/7/2023	4,265.09	2,938.30	106.44	7,309.83
LAWRENCE	88,508	2/1/2024	124,709.13	183,915.98	294.05	308,919.16

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FY2024 State Aid to Public Libraries Certified Municipalities and Total Awards

Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
LEE	5,755	11/2/2023	8,108.88	4,292.66	1,466.69	13,868.23
LEICESTER	11,048	11/2/2023	15,566.80	14,213.92	1,537.71	31,318.43
LENOX	5,099	11/2/2023	7,184.57	2,647.38	2,823.74	12,655.69
LEOMINSTER	43,613	12/7/2023	61,451.38	56,323.68	8,174.44	125,949.50
LEVERETT	1,862	11/2/2023	3,522.55	1,561.32	912.32	5,996.19
LEXINGTON	34,071	12/7/2023	48,006.56	11,772.88	23,058.67	82,838.11
LEYDEN	738	1/4/2024	3,522.55	794.83	65.59	4,382.97
LINCOLN	6,890	12/7/2023	9,708.12	2,924.14	5,659.16	18,291.42
LITTLETON	10,121	11/2/2023	14,260.64	6,380.52	1,906.67	22,547.83
LONGMEADOW	15,725	12/7/2023	22,156.77	15,336.94	2,011.74	39,505.45
LOWELL	113,994	12/7/2023	160,619.29	174,182.22	1,202.30	336,003.81
LUDLOW	20,900	11/2/2023	29,448.42	27,619.62	2,344.10	59,412.14
LUNENBURG	11,816	11/2/2023	16,648.92	11,473.17	2,295.13	30,417.22
LYNN	100,843	12/7/2023	142,089.33	133,249.57	667.76	276,006.66
LYNNFIELD	12,955	11/2/2023	18,253.79	6,188.72	3,455.05	27,897.56
MALDEN	65,074	12/7/2023	91,690.26	64,706.93	8,163.43	164,560.62
MANCHESTER-BY-THE-SEA	5,363	11/2/2023	7,556.55	1,476.74	1,307.21	10,340.50
MANSFIELD	23,823	11/2/2023	33,566.97	18,118.29	4,982.26	56,667.52
MARBLEHEAD	20,296	12/7/2023	28,597.37	8,366.36	1,799.22	38,762.95
MARION	5,333	12/7/2023	7,514.28	2,143.77	964.01	10,622.06
MARLBOROUGH	41,110	11/2/2023	57,924.62	34,380.32	1,064.00	93,368.94
MARSHFIELD	25,869	1/4/2024	36,449.82	16,326.54	4,919.89	57,696.25
MASHPEE	15,357	12/7/2023	21,638.25	5,264.94	8,419.00	35,322.19
MATTAPOISETT	6,574	11/2/2023	9,262.87	2,975.33	4,744.13	16,982.33
MAYNARD	10,574	12/7/2023	14,898.93	9,269.74	3,401.84	27,570.51
MEDFIELD	12,915	12/7/2023	18,197.43	7,839.28	4,703.46	30,740.17
MEDFORD	62,098	12/7/2023	87,497.03	42,334.84	8,947.45	138,779.32
MEDWAY	13,131	12/7/2023	18,501.78	9,392.10	3,000.84	30,894.72
MELROSE	29,312	12/7/2023	41,301.06	19,178.71	3,346.08	63,825.85
MENDON	6,251	12/7/2023	8,807.75	4,839.66	1,222.14	14,869.55
MERRIMAC	6,705	11/2/2023	9,447.45	6,446.78	896.39	16,790.62
METHUEN	52,798	12/7/2023	74,393.19	56,789.77	2,588.50	133,771.46
MIDDLEBOROUGH	24,459	12/7/2023	34,463.11	25,934.91	3,695.04	64,093.06
MIDDLEFIELD	388	1/4/2024	3,522.55	309.09	13.90	3,845.54
MIDDLETON	9,767	12/7/2023	13,761.85	5,593.86	2,660.52	22,016.23
MILFORD	30,277	1/4/2024	42,660.76	31,600.42	2,992.54	77,253.72

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Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
MILLBURY	13,884	12/7/2023	19,562.77	13,741.09	2,458.50	35,762.36
MILLIS	8,668	12/7/2023	12,213.34	6,856.90	6,595.38	25,665.62
MILLVILLE	3,151	1/4/2024	4,439.81	3,910.65	28.64	8,379.10
MILTON	28,388	11/2/2023	39,999.13	16,160.14	7,745.82	63,905.09
MONSON	8,098	12/7/2023	11,410.21	10,799.78	1,036.39	23,246.38
MONTAGUE	8,580	11/2/2023	12,089.35	10,854.17	2,833.06	25,776.58
MONTEREY	1,092	12/7/2023	3,522.55	328.05	516.58	4,367.18
MONTGOMERY	812	11/2/2023	3,522.55	771.78	40.00	4,334.33
MOUNT WASHINGTON	159	12/7/2023	3,522.55	39.11	0.00	3,561.66
NAHANT	3,315	11/2/2023	4,670.89	1,415.59	82.20	6,168.68
NANTUCKET	14,491	12/7/2023	20,418.04	1,197.01	1,293.49	22,908.54
NATICK	36,426	1/4/2024	51,324.79	19,238.06	11,989.98	82,552.83
NEEDHAM	32,048	12/7/2023	45,156.12	12,723.74	12,072.86	69,952.72
NEW BEDFORD	100,941	12/7/2023	142,227.41	192,395.34	3,631.31	338,254.06
NEW BRAINTREE	990	1/4/2024	3,522.55	1,112.32	246.08	4,880.95
NEW MARLBOROUGH	1,518	1/4/2024	3,522.55	579.40	338.62	4,440.57
NEW SALEM	997	12/7/2023	3,522.55	1,123.67	395.23	5,041.45
NEWBURY	6,701	1/4/2024	9,441.81	3,399.79	1,880.57	14,722.17
NEWBURYPORT	18,295	12/7/2023	25,777.94	9,022.55	7,958.53	42,759.02
NEWTON	87,453	11/2/2023	123,222.62	32,124.30	26,468.98	181,815.90
NORFOLK	11,550	11/2/2023	16,274.13	9,309.55	1,961.24	27,544.92
NORTH ADAMS	12,880	12/7/2023	18,148.12	28,597.85	1,772.27	48,518.24
NORTH ANDOVER	30,711	12/7/2023	43,272.27	22,509.21	2,104.45	67,885.93
NORTH ATTLEBOROUGH	30,854	11/2/2023	43,473.76	30,336.42	1,608.55	75,418.73
NORTH BROOKFIELD	4,743	1/4/2024	6,682.96	6,250.65	690.64	13,624.25
NORTH READING	15,343	12/7/2023	21,618.52	8,867.11	755.89	31,241.52
NORTHAMPTON	29,311	1/4/2024	41,299.65	30,944.05	18,690.45	90,934.15
NORTHBOROUGH	15,667	12/7/2023	22,075.04	10,295.45	7,305.17	39,675.66
NORTHBRIDGE	16,298	12/7/2023	22,964.13	18,852.62	2,284.61	44,101.36
NORTHFIELD	2,876	12/7/2023	4,052.33	2,057.61	1,707.36	7,817.30
NORTON	19,278	1/4/2024	23,767.63	15,341.38	1,708.43	40,817.44
NORWELL	11,349	11/2/2023	15,990.91	6,135.93	6,812.32	28,939.16
NORWOOD	31,441	12/7/2023	44,300.85	21,343.02	5,562.06	71,205.93
OAK BLUFFS	5,472	12/7/2023	7,710.13	1,051.10	3,109.15	11,870.38
OAKHAM	1,846	11/2/2023	3,522.55	1,927.54	671.99	6,122.08
ORANGE	7,577	1/4/2024	10,676.11	12,431.11	1,016.21	24,123.43
ORLEANS	6,411	12/7/2023	9,033.20	1,288.10	5,376.64	15,697.94

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Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
OTIS	1,629	12/7/2023	3,522.55	535.49	82.02	4,140.06
OXFORD	13,287	11/2/2023	18,721.59	15,541.54	2,593.24	36,856.37
PALMER	12,372	1/4/2024	15,253.30	17,677.55	3,919.99	36,850.84
PAXTON	5,028	12/7/2023	7,084.53	5,860.41	1,255.36	14,200.30
PEABODY	54,119	12/7/2023	76,254.50	45,095.60	5,008.69	126,358.79
PELHAM	1,267	1/4/2024	3,522.55	1,207.85	1,522.79	6,253.19
PEMBROKE	18,410	12/7/2023	25,939.97	15,143.50	3,426.92	44,510.39
PEPPERELL	11,577	12/7/2023	16,312.17	12,224.00	690.80	29,226.97
PERU	804	12/7/2023	3,522.55	862.71	16.27	4,401.53
PETERSHAM	1,188	11/2/2023	3,522.55	1,128.49	146.44	4,797.48
PHILLIPSTON	1,720	12/7/2023	3,522.55	1,697.64	3.55	5,223.74
PITTSFIELD	43,641	11/2/2023	61,490.84	68,481.75	5,578.49	135,551.08
PLAINFIELD	628	11/2/2023	3,522.55	500.45	36.27	4,059.27
PLAINVILLE	9,896	11/2/2023	13,943.62	8,004.60	4,500.41	26,448.63
PLYMOUTH	62,131	11/2/2023	87,543.53	43,128.91	5,947.46	136,619.90
PLYMPTON	2,939	12/7/2023	4,141.10	2,012.01	381.16	6,534.27
PRINCETON	3,499	12/7/2023	4,930.14	2,918.03	496.25	8,344.42
PROVINCETOWN	3,708	12/7/2023	5,224.63	518.59	971.64	6,714.86
QUINCY	101,119	1/4/2024	124,668.44	65,078.94	8,583.51	198,330.89
RANDOLPH	34,715	12/7/2023	48,913.97	37,736.10	4,294.16	90,944.23
RAYNHAM	15,230	11/2/2023	21,459.30	12,929.53	2,282.91	36,671.74
READING	25,223	12/7/2023	35,539.59	14,823.36	8,133.76	58,496.71
REHOBOTH	12,687	11/2/2023	17,876.18	10,268.70	925.20	29,070.08
REVERE	59,075	12/7/2023	83,237.58	56,670.81	204.56	140,112.95
RICHMOND	1,405	11/2/2023	3,522.55	593.24	247.61	4,363.40
ROCHESTER	5,762	11/2/2023	8,118.75	4,050.71	1,299.92	13,469.38
ROCKLAND	17,771	12/7/2023	25,039.61	18,053.41	2,876.61	45,969.63
ROCKPORT	6,959	12/7/2023	9,805.34	2,723.78	1,339.25	13,868.37
ROWE	422	12/7/2023	3,522.55	50.30	182.87	3,755.72
ROWLEY	6,131	11/2/2023	8,638.67	4,212.01	1,199.08	14,049.76
ROYALSTON	1,256	11/2/2023	3,522.55	1,389.50	176.26	5,088.31
RUSSELL	1,635	11/2/2023	3,522.55	2,154.51	8.82	5,685.88
RUTLAND	9,169	12/7/2023	12,919.26	10,247.72	370.66	23,537.64
SALEM	44,819	11/2/2023	63,150.66	39,351.92	5,788.14	108,290.72
SALISBURY	9,212	12/7/2023	12,979.85	5,728.04	1,159.42	19,867.31
SANDISFIELD	982	1/4/2024	3,522.55	561.19	9.83	4,093.57
SANDWICH	20,585	1/4/2024	25,379.01	10,181.73	3,706.60	39,267.34

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SAUGUS	28,676	11/2/2023	40,404.92	20,562.66	3,317.26	64,284.84
SCITUATE	19,185	11/2/2023	27,031.96	9,427.92	6,199.13	42,659.01
SEEKONK	15,568	11/2/2023	21,935.55	12,485.75	9,392.67	43,813.97
SHARON	18,494	11/2/2023	26,058.33	12,149.98	3,121.18	41,329.49
SHEFFIELD	3,312	11/2/2023	4,666.66	2,122.03	1,386.36	8,175.05
SHELBURNE	1,889	1/4/2024	3,522.55	1,725.32	1,268.06	6,515.93
SHERBORN	4,390	12/7/2023	6,185.58	2,000.36	985.87	9,171.81
SHIRLEY	7,279	11/2/2023	10,256.22	9,531.92	1,210.27	20,998.41
SHREWSBURY	38,999	11/2/2023	54,950.19	32,140.91	11,359.51	98,450.61
SHUTESBURY	1,731	11/2/2023	3,522.55	1,770.21	200.49	5,493.25
SOMERSET	18,250	1/4/2024	25,714.53	17,844.46	5,944.23	49,503.22
SOMERVILLE	79,815	12/7/2023	112,460.56	42,577.66	8,608.66	163,646.88
SOUTH HADLEY	17,995	12/7/2023	25,355.23	25,752.43	5,435.45	56,543.11
SOUTHAMPTON	6,187	11/2/2023	8,717.58	6,202.73	2,179.70	17,100.01
SOUTHBOROUGH	10,421	12/7/2023	14,683.35	5,459.12	3,472.51	23,614.98
SOUTHBRIDGE	17,657	12/7/2023	24,878.98	33,410.20	1,292.63	59,581.81
SOUTHWICK	9,196	11/2/2023	12,957.30	9,952.00	3,303.53	26,212.83
SPENCER	11,928	1/4/2024	14,705.89	13,206.47	652.42	28,564.78
SPRINGFIELD	154,789	1/4/2024	218,100.07	321,674.94	5,721.88	545,496.89
STERLING	8,152	11/2/2023	11,486.29	7,040.99	2,059.03	20,586.31
STOCKBRIDGE	2,003	11/2/2023	3,522.55	589.80	1,929.21	6,041.56
STONEHAM	22,877	11/2/2023	32,234.04	15,409.95	2,828.31	50,472.30
STOUGHTON	29,132	2/1/2024	41,047.43	24,944.18	4,499.57	70,491.18
STOW	7,059	12/7/2023	9,946.24	4,763.64	1,688.72	16,398.60
STURBRIDGE	9,846	11/2/2023	13,873.16	9,593.41	3,249.31	26,715.88
SUDBURY	19,059	12/7/2023	26,854.42	10,045.33	15,383.85	52,283.60
SUNDERLAND	3,662	11/2/2023	5,159.81	4,462.03	4,396.19	14,018.03
SUTTON	9,361	11/2/2023	13,189.79	7,265.94	1,443.99	21,899.72
SWAMPSCOTT	15,155	11/2/2023	21,353.63	8,739.41	7,331.95	37,424.99
SWANSEA	17,259	12/7/2023	24,318.20	16,505.02	3,394.72	44,217.94
TAUNTON	59,600	11/2/2023	83,977.31	73,084.53	1,813.79	158,875.63
TEMPLETON	8,160	12/7/2023	11,497.56	11,361.77	33.05	22,892.38
TEWKSBURY	30,876	12/7/2023	43,504.76	23,258.74	5,324.61	72,088.11
TISBURY	4,920	12/7/2023	6,932.36	1,006.26	2,695.78	10,634.40
TOLLAND	465	12/7/2023	3,522.55	146.45	6.27	3,675.27
TOPSFIELD	6,555	12/7/2023	9,236.10	3,884.14	3,810.28	16,930.52
TOWNSEND	8,983	11/2/2023	12,657.18	10,459.65	4,686.00	27,802.83

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Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
TRURO	2,486	12/7/2023	3,522.55	359.04	2,161.23	6,042.82
TYNGSBOROUGH	12,421	12/7/2023	17,501.38	10,804.00	1,913.28	30,218.66
TYRINGHAM	423	1/4/2024	3,522.55	119.56	2.88	3,644.99
UPTON	8,050	12/7/2023	11,342.57	6,904.18	452.35	18,699.10
UXBRIDGE	14,270	12/7/2023	20,106.65	13,486.27	902.82	34,495.74
WAKEFIELD	27,104	11/2/2023	38,189.95	17,238.33	13,426.35	68,854.63
WALES	1,816	1/4/2024	3,522.55	2,433.88	20.51	5,976.94
WALPOLE	26,652	11/2/2023	37,553.08	18,194.70	4,001.64	59,749.42
WALTHAM	64,015	11/2/2023	90,198.12	36,293.69	11,765.43	138,257.24
WARE	10,178	12/7/2023	14,340.96	17,114.66	338.62	31,794.24
WAREHAM	23,317	11/2/2023	32,854.01	17,640.55	2,129.37	52,623.93
WARREN	4,955	1/4/2024	6,981.67	7,678.78	284.56	14,945.01
WARWICK	782	12/7/2023	3,522.55	1,016.08	17.45	4,556.08
WASHINGTON	493	12/7/2023	3,522.55	382.11	53.21	3,957.87
WATERTOWN	35,149	12/7/2023	49,525.48	16,920.43	37,565.11	104,011.02
WAYLAND	13,724	2/1/2024	19,337.33	6,525.25	5,799.49	31,662.07
WEBSTER	17,651	1/4/2024	24,870.53	23,152.62	1,623.13	49,646.28
WELLESLEY	30,191	11/2/2023	42,539.58	9,603.52	31,145.65	83,288.75
WELLFLEET	3,635	12/7/2023	5,121.77	680.13	2,899.32	8,701.22
WENDELL	926	11/2/2023	3,522.55	1,091.57	346.26	4,960.38
WENHAM	4,987	11/2/2023	7,026.76	3,752.30	3,888.59	14,667.65
WEST BOYLSTON	7,855	11/2/2023	11,067.82	7,816.79	4,247.04	23,131.65
WEST BRIDGEWATER	7,727	12/7/2023	10,887.46	6,272.77	3,013.73	20,173.96
WEST BROOKFIELD	3,820	12/7/2023	5,382.44	4,333.50	1,571.95	11,287.89
WEST NEWBURY	4,544	11/2/2023	6,402.57	2,646.86	2,090.56	11,139.99
WEST SPRINGFIELD	28,629	11/2/2023	40,338.70	37,841.46	5,220.71	83,400.87
WEST STOCKBRIDGE	1,338	12/7/2023	3,522.55	602.03	275.92	4,400.50
WEST TISBURY	3,635	1/4/2024	5,121.77	612.23	6,877.91	12,611.91
WESTBOROUGH	21,499	12/7/2023	30,292.42	14,033.48	3,775.55	48,101.45
WESTFIELD	40,575	12/7/2023	57,170.80	63,091.34	3,209.65	123,471.79
WESTFORD	24,446	12/7/2023	34,444.79	15,965.81	3,789.27	54,199.87
WESTHAMPTON	1,614	11/2/2023	3,522.55	1,483.82	1,096.89	6,103.26
WESTMINSTER	8,275	11/2/2023	11,659.60	7,850.06	2,124.62	21,634.28
WESTON	11,666	12/7/2023	16,437.57	2,884.88	11,870.84	31,193.29
WESTPORT	16,359	11/2/2023	23,050.08	9,432.56	1,687.86	34,170.50
WESTWOOD	16,213	12/7/2023	22,844.37	7,314.83	7,689.04	37,848.24
WEYMOUTH	57,670	12/7/2023	81,257.91	47,831.97	15,988.91	145,078.79

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

FY2024 State Aid to Public Libraries Certified Municipalities and Total Awards

Municipality	FY2021 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Total Award \$
WHATELY	1,631	12/7/2023	3,522.55	1,216.14	271.34	5,010.03
WHITMAN	15,279	11/2/2023	21,528.34	16,592.16	4,074.51	42,195.01
WILBRAHAM	14,551	11/2/2023	20,502.58	15,312.82	3,385.57	39,200.97
WILLIAMSBURG	2,475	12/7/2023	3,522.55	2,517.33	3,443.87	9,483.75
WILLIAMSTOWN	7,813	12/7/2023	11,008.64	8,134.34	1,854.30	20,997.28
WILMINGTON	23,012	12/7/2023	32,424.26	13,636.56	2,369.53	48,430.35
WINCHENDON	10,352	1/4/2024	14,586.13	16,605.39	186.60	31,378.12
WINCHESTER	22,662	12/7/2023	31,931.11	8,204.03	10,049.08	50,184.22
WINDSOR	821	1/4/2024	3,522.55	734.19	17.62	4,274.36
WINTHROP	18,505	12/7/2023	26,073.83	16,425.11	947.91	43,446.85
WOBURN	41,056	11/2/2023	57,848.53	25,306.92	6,635.04	89,790.49
WORCESTER	205,918	12/7/2023	290,141.62	345,031.68	10,181.61	645,354.91
WORTHINGTON	1,182	12/7/2023	3,522.55	1,072.35	0.00	4,594.90
WRENTHAM	12,209	12/7/2023	17,202.67	8,075.26	987.06	26,264.99
YARMOUTH	25,286	1/4/2024	35,628.36	12,457.62	5,175.29	53,261.27

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	\$ (1,546.85)	\$ 9.15
Children's Programming	\$ 10,188.00	\$ (9,570.41)	\$ 617.59
Adult Materials	\$ 1,556.00	\$ (1,583.41)	\$ (27.41)
Adult Programming	\$ 4,730.00	\$ (4,730.00)	\$ -
Museums	\$ 5,000.00	\$ (4,285.00)	\$ 715.00
Movie Licenses	\$ 1,700.80	\$ (1,760.32)	\$ (59.52)
Total	\$ 31,117.80	\$ (29,823.86)	\$ 1,293.94

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	\$ -	\$ 1,126.56	\$ (3,061.30)	\$ 841.65
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,292.89	\$ (13,387.11)	\$ (0.00)
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ 2,419.45	\$ (16,448.41)	\$ 868.93



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

General Highlights

- Kim, Elle, Jamie, Inés, Emily, Kirsten and Franny will be attending the Mass Library Association Annual Conference in Framingham May 7-8. Inés was nominated for paraprofessional of the year award.
- The Library has moved to a new room booking software, Assabet. Theresa and Jamie worked hard to get this up and running and to train staff on how to enter events and room bookings. Now, our events calendar will show library sponsored programming by default. You will see a purple "Community events" button and a "Project Literacy Classes" button to view those events. This makes it much easier to view all the events and programs we have going on each day.
- Access Services has added 3 new circulating Chromebooks from Children's collection and processed new biking materials for our Library of Things collection.
- Matt is working on fiscal close and handling order cancellations.
- Department Heads are working on completing their summer schedules and getting temps where needed.
- We submitted 3 Watertown Community Foundation grants (see packet)
 - Allie applied to support indigenous programming
 - Amelia applied to support sustainability programming at HATCH
 - Janet applied to support classes for parents to help orient them to the school system while working on learning English.
- Elle is working out new processes and procedures to better manage our Local History intake and processing.
- Stephanie completed the periodicals bid process smoothly and ahead of schedule. We are now waiting on City Purchasing for the green light to award the bid.
- The Library submitted a draft RFP to Procurement and we are waiting to hear back about putting it out for the public, but hope it will be the first weeks of May.
- Alex and Jill worked with our printing vendor to resolve several issues we were ran into.
- Kim attended the Public Library Association's Conference in Columbus, OH.
- There is a group of regulars in the Teen Room that have been helping with a number of projects (like creating birds for the display we had, helping to make pins for various events). It's great to see them developing regularity in the room and being involved!
- Hatch will be closed to the public from May 19-24 for some training and re-organizing.

City/Community Meetings and Collaboration

- Teen organized and held a library card drive at the Middle School on April 9
- Kim, Theresa, Kazia, and Janet went to Hosmer for the Diversity and Belonging Meeting on April 11
- Jamie, Carey and Elle attended WCATV's open house on April 12
- Kim attended Watertown Cares meeting on April 12
- Theresa attended the Cultural District meeting on April 8

- Theresa attended the Watertown Savings Bank's Customer Choice Award Winners event. The Library was awarded \$2,000.
- Kim attended the City Department Head meeting on April 24, and met with George Proakis after.
- Kim attended George's Budget Presentation to City Council on April 30.
- Carey and Kelly ran a library card drive at the Middle School and had the MS ESL students here for a scavenger hunt.

Program Highlights

- Children's hosted 5 Space week programs, cohosted 1 with Adult/All ages, and encouraged viewing on April 8. We gave out 2,000 pairs of glasses and 1,000 people came to the viewing party! We received a lot of positive feedback from the community about all of these events. Thank you to the "Space Team" for making this such a success!
- Vacation week (April 14-20) we hosted 12 events that were well attended.
- Children's is visiting the schools to promote our summer reading program.
- Teen completed their Art Series and had a lot of fun making things with teens.
- We have 19 bookmobile visits scheduled for May, and Kirsten has scheduled school visits for the rest of the school year, including lunchtime visits at the Middle School.

Project Literacy

- Community Stories on April 25 was a great success! There were 16 students who spoke (2 of them were children!). Their stories were so moving and powerful. Thank you to everyone that worked on this- Janet, Kirsten, Erin, Allie & our partners at Watertown Citizens Refugee Support Group. Janet received some lovely feedback from attendees:
 - "At times, it seemed to me that the room was actually vibrating with love, support and positivity! I feel SO fortunate to be a part of this community."
 - "There was a great spirit in that room of... I guess I'd have to say... belonging."
- Jacky and Erin led a volunteer training session for beginners at the First Parish church. We had several volunteers attend who had never worked with beginners. It was a successful training that inspired several of our volunteers to take on beginners groups.
- Janet is currently working to finalize the summer class schedule.

Facilities/IT

- The Building Department repaired a hole in the plaster along the glass ramp overlook near the non-fiction section.
- We are still waiting on an architect to look at the lobby.
- IT came over with one of their vendors to discuss creating a data closet on the 2nd floor to allow for more flexibility in the future when it comes to cameras and access points.
- The high humidity in the Local History Room continued even after a replacement part fixed the issue- luckily it was under warranty and replaced, so the room should be a good temperature now.

Personnel

- We are in the process of hiring a part-time reference librarian.

Application

C ★ Public Profile

Copy Previous Answers

Concert: Thunderchild by Mwalim
Process: 2024 Program Grant

Collaborate 0

- Contact Info
- Request
- Documents 0

Applicant:

Allie Fry
afry@watertown-ma.gov
617-972-6436
123 Main Street
Watertown, MA 02472



Contact Email History

Organization:

Watertown Free Public Library
04-6001340
617-972-6436
123 Main Street
Watertown, MA 02472



If your organization information does not appear correct, please contact the funder. Thank you.

- Eligibility
- Application
- Application Packet
- Question List
-

Due by 04/24/2024 05:00 PM EDT.

Fields with an asterisk (*) are required.

Main Grant Application (Spring Program Grant)



Helpful Information for Applicants

Click for a comprehensive GLM Applicant Tutorial.

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this helpful tool, please review this easy tutorial.

Please note that fields with an asterisk (*) next to the question header are required.

Organization Status*

Use the drop-down menu below to tell us if your organization is a public entity, a 501(c)(3) organization, or if you will be using a fiscal sponsor.*

*WCF grants directly to 501(c)(3) nonprofits and public entities. If your organization/group is not a 501(c)(3) nonprofit or public entity, you will need to use a fiscal sponsor to receive grant monies. Fiscal sponsors must be a Watertown-based 501(c)(3) nonprofit or public entity. If you select a fiscal sponsor, we will ask for additional details later in this application. Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Public Entity ▼

Program Name*

Please list the name of your proposed program or project.

Concert: Thunderchild by Mwalim

Area of Focus

Use the drop-down menus below to describe your program or organization's area of focus.

 Primary Area of Focus	 Secondary Area of Focus	
▼ * Arts and Culture ▼	▼ Community Diversity and Inclusion ▼	

Program's Primary Target Population*

Collecting information on the populations served by WCF-funded programs helps us best understand and report on the impact of our funding to the larger Watertown community.

It is 100% okay if your program is free and open to all members of the Watertown community with no specific target population! If this is the case, please write "All of Watertown" in the text box below.

However, if your program is designed to serve a specific target population within Watertown (ex. senior citizens), please include any additional population details.

Some possible examples include:

- Specific age groups (ex. children, adults, seniors)
- Specific linguistic, cultural, racial, or economic backgrounds
- Populations with particular needs or risk factors

B *i* U   

All of Watertown is welcome, and at the library we recognize the importance of reflecting our community and bringing more diverse perspectives to Watertown. The program will be targeted to adults and families, including Black and Indigenous people in Watertown and surrounding areas.

217 characters left of 500

Watertown Residents Served*

Please tell us approximately how many Watertown residents will be served by this program.

#	100
---	-----

Watertown Residents Served (Details)

If you would like to add additional details about the number of Watertown residents, families, or households served, you can do so here.

500 characters left of 500

Program Start Date

Please enter the month and year you anticipate your program starting.

 Month (Program Start)	 Year (Program Start)	
 July 	# 2024	

Program End Date

Enter the month and year you anticipate your program concluding.
Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

 Month (Program End)	 Year (Program End)	
 July 	# 2024	

Program Timeline*

Please detail the program timeline and tell us approximately when various activities will occur. Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Mwalim would perform at the Library on Thursday, July 11th in the evening. Leading up to the event, we will work with Watertown groups and Mwalim and Poly-Groove Records to promote the event widely.

801 characters left of 1,000

Program Location*

Please tell us where the program will occur.

This program will occur at the Watertown Free Public Library, 123 Main Street, Watertown, MA.

405 characters left of 500

Name of Program Manager*

Please provide the name of the person managing the program's operation. If you are both the grant applicant and the program manager, please list your name.

Allie Fry

Program Manager's Experience*

Please describe the program manager's relevant experience.

B *i* U   

I have served as the Library's Programming Librarian since May 2022. I coordinate all library programs for adults, from workshops and lectures to festivals and community read campaigns like One Book, One Watertown.

785 characters left of 1,000

Program Details*

Describe the program you plan to offer.

B *i* U   

Mwalim's 80-minute concert blends live musical performance with captivating storytelling and often erased histories of Indigenous musical history and innovation. The songs from *Thunderchild* are infused with soul, blues, funk, Caribbean and punk rock influences. Drawing from his expertise as a musician, Mashpee Wampanoag elder, and tenured professor of English, Communications and Black Studies at UMass Dartmouth, and former Director of Black Studies at UMass Dartmouth.

Mwalim DaPhunkee Professor is a multi-award winning performer, composer, writer, and scholar. *Thunderchild* is his 7th studio album, and the first featuring his work as a guitarist. Drawing the title from the collective term used to describe the various sacred clown traditions of indigenous people; Mwalim is a Mashpee Wampanoag elder, as well as a student and keeper of the AHANAEENUN, or Sacred Clown, tradition of Wampanoag people. He's a three (3) time winner of the New England Urban Music Award for Best Male Jazz Artist and a multi-year top nominee in the Native American Music Awards and founding member/resident songwriter of the multi-Grammy nominated GroovaLottos.

1,851 characters left of 3,000

Program Goals and Objectives*

Briefly describe the goals or objectives of this program. What is the anticipated impact of the program on the

Watertown community?

B *i* U   

Our objectives are to support cultural preservation and innovation of the Mashpee Wampanoag and African Americans while providing high quality programming that introduces our community to and deepens their understanding of Indigenous musicality and music history. The anticipated impact of this program is deeper learning about and enjoyment of contemporary Indigenous arts. Unfortunately there are still deep misconceptions about Indigenous life and culture in the U.S., and many people are unaware of the historical and present-day impacts the Mashpee Wampanoag Tribe has in the arts. Our community has previously been very engaged when we have been able to offer programs that spotlight Indigenous experts and creatives, and music in particular can bring people together across ethnic and cultural differences in a powerful way. We know that music also helps fight isolation and loneliness and that public libraries have a big role to play in bringing people together. Beyond cultural education, our anticipated impact would also be providing another high quality and free opportunity for our community members to come together. (Read more about the health risk of loneliness and role of libraries:

<https://www.libraryjournal.com/story/hungry-for-connection-addressing-loneliness-through-the-library#:~:text=Fewer%20people%20visiting%20libraries%20can,and%20needs%20of%20their%20community.>)

1,606 characters left of 3,000

Funding Impact*

What will be the impact if WCF is unable to fund your proposal?

B *i* U   

We will not be able to host this program without this grant funding. Mwalim is creating tour date stops for the summer. We would have to pass on the program and consider pursuing different grants in future years to cover a program with him.

259 characters left of 500

Does your organization/group currently have a Board of Directors?*

- ☐ Yes
☒ No

Will you collaborate with other Watertown, MA, organizations to deliver your program?*

- ☒ Yes
☐ No

Number of Collaborating Organizations*

Please tell us how many organizations you will collaborate with to provide this programming.

1 ▾

▾ Collaborating Organization #1

Name of Collaborating Organization #1*

Pigsgusset Initiative

Briefly describe your collaboration with organization #1.*

A working group of the Watertown Citizens for Peace, Justice, and the Environment, the Pigsgusset Initiative seeks to increase communication and promote collaboration among Watertown residents to undo the erasure of Indigenous Peoples from the place now called Watertown and to promote inclusive historical narratives. The library has previously collaborated with the Pigsgusset Initiative for several successful programs.

78 characters left of 500

▾ Group Leadership

Program Leadership Team*

Earlier in this application, you indicated that your organization/program does not have a Board of Directors. Please use this space to tell us about your organization/project leadership team.

B *i* U  ▾  ▾

The library has a six elected members on the Board of Trustees. Trustees serve 4-year terms. The library's director is Kim Hewitt. I work within the Adult Services Department under Jill Clements.

1,299 characters left of 1,500

▾ Program Budget Details

Amount Requested (\$)*

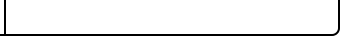
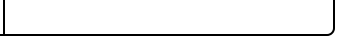
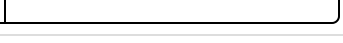
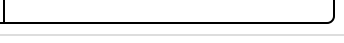
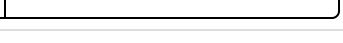
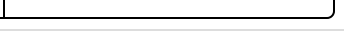
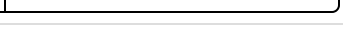
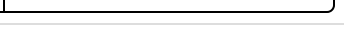
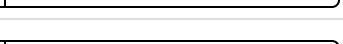
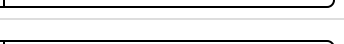
The maximum allowable requested amount for this grant is \$5000.

\$	1,715.00
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Proposed Budget

For us to fully consider your proposal, please provide a budget and itemize the expenses covered by this grant in the table below. Please provide the specific costs associated with each item or activity for which you are requesting support. Your itemized expenses should equal the total dollar amount of your grant request.

Note: If you are awarded this grant, the table below will be shared in your follow-up Grantee Reporting Form, with an additional column for "Actual Expense."

 Expense Category	 Expense Description	 Budgeted Expense (\$)	
 * Presenter(s) 	 * Principle artist, stage ma	 * 1,515.00	
 Equipment 	 Sound equipment and tra	 200.00	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
 	 	 	
		 1715	

Budget Details (Program)

Please provide any additional information you would like us to know about the above budget.

B

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Are there additional program expenses not covered by your grant request?*

- ☐ Yes
☒ No

✓ Diversity, Equity, and Inclusion (DEI)

Your Organization/Project DEI goals*

The WCF Mission states that Diversity, Equity, and Inclusion (DEI) is at the forefront of all our work. Please use this space to tell us about your organization/project DEI goals.

B *i* U   

Our library's mission is, "The Watertown Free Public Library extends beyond its walls to connect people to ideas, information, education, creative opportunities, and to each other. While preserving the rich history of Watertown, the Watertown Free Public Library embraces the advancement of library service, inspires personal development, and promotes community. The library provides free recreation, entertainment, and enrichment. It welcomes and serves everyone." We truly mean *everyone*, and we deeply value diversity, equity, and inclusion.

This month, the library announced a new initiative called "You Belong," with the goal of ensuring everyone feels welcome and a part of the library. We are committed to creating an authentically welcoming environment for individual people and their stories. Within our library programming, we aim to invite diverse presenters - across identities and areas of expertise. Racial and ethnic diversity is a high priority when selecting program presenters for any and every topic - from science and politics lectures to art workshops and music performances.

1,906 characters left of 3,000

Funding Impact on DEI Goals*

How will this grant funding advance the above DEI goals?

Note: Upon completing your program, you will fill out a Grantee Report, which will ask you to share any progress your program made toward advancing your DEI goals.

The library's programs are always free to patrons. However, they aren't always free for the library to offer. When planning events, budget constraints are often the first consideration. Too often, the labor and expertise of presenters who are Black and/or Indigenous and/or people of color is undervalued. It's vital that we compensate our presenters adequately, and the library can continue to provide high caliber programming that is free and accessible to our community. This funding supports this particular program, *and* it will help us continue to build and sustain relationships with Indigenous presenters in the region.

2,373 characters left of 3,000

✓
 Past WCF Funding

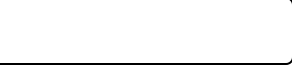
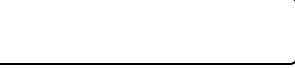
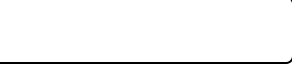
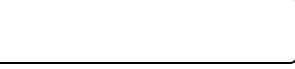
Did you receive this grant last year?*

- ☐
Yes
- ☒
No

If you answered "yes" to the above question, you must fill out and submit the WCF [Grantee Report Form](#) for last year's program to be considered for funding.

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

 WCF Grant Category	 Grant Year	 Grant Amount	
 	# 	\$ 	
 	# 	\$ 	
 	# 	\$ 	
 	# 	\$ 	

✓
 Recognition of Funding

Funding Acknowledgment*

Please select the method(s) you will use to acknowledge funding from the Watertown Community Foundation.

- ☒ Program Print Materials
- ☒ Press Release
- ☒ Website
- ☒ Social Media
- ☒ Internal Organization Communications
- ☐ Other

Funding Acknowledgment (Details)

If you selected *other* on the previous question, please use the below text box to explain.

500 characters left of 500

▼ Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

The Library has received several program grants in the past submitted by Hatch Makerspace and Project Literacy. Carey Conkey-Finn received Pride Extravaganza funding for 2022 and 2023. This is my first time submitting for a program grant from the Adult Department in the library.

721 characters left of 1,000

 Due by 04/24/2024 05:00 PM EDT.

Abandon Request

Save Application

Submit Application

Application

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Public Profile

Collaborate

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Sustainability Programming
Process: 2024 Program Grant

Contact Info

Request

Documents0

Applicant:

Amelia Young

ayoung@watertown-ma.gov

781-795-2309

20 Summer St.

Watertown, MA 02472

Organization:

Watertown Free Public Library - Hatch Makerspace

04-6001340

781-795-2309

123 Main St

Watertown, MA 02472

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Eligibility

Application

Application Packet

Question List

Fields with an asterisk (*) are required.

▼ Main Grant Application (Spring Program Grant)

WATERTOWN
COMMUNITY
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Helpful Information for Applicants

1 of 12

#24/2410:01:58 PMPage 30 of 58

Click for a comprehensive GLM Applicant Tutorial.

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this helpful tool, please review this easy tutorial.

Please note that fields with an asterisk (*) next to the question header are required.

Organization Status*

Use the drop-down menu below to tell us if your organization is a public entity, a 501(c)(3) organization, or if you will be using a fiscal sponsor.*

*WCF grants directly to 501(c)(3) nonprofits and public entities. If your organization/group is not a 501(c)(3) nonprofit or public entity, you will need to use a fiscal sponsor to receive grant monies. Fiscal sponsors must be a Watertown-based 501(c)(3) nonprofit or public entity. If you select a fiscal sponsor, we will ask for additional details later in this application. Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Public Entity

▼

Program Name*

Please list the name of your proposed program or project.

Sustainability Programming

Area of Focus

Use the drop-down menus below to describe your program or organization's area of focus.

Primary Area of Focus	Secondary Area of Focus	
▼ * Education ▼	▼ Arts and Culture ▼	

Program's Primary Target Population*

Collecting information on the populations served by WCF-funded programs helps us best understand and report on the impact of our funding to the larger Watertown community.

It is 100% okay if your program is free and open to all members of the Watertown community with no specific target population! If this is the case, please write "All of Watertown" in the text box below.

However, if your program is designed to serve a specific target population within Watertown (ex. senior citizens), please include any additional population details.

Some possible examples include:

- Specific age groups (ex. children, adults, seniors)
- Specific linguistic, cultural, racial, or economic backgrounds
- Populations with particular needs or risk factors

Hatch is open to everyone. We regularly serve people from a diverse range of ages, economic backgrounds, races, genders, and experience levels. Since July 2023 over 800 attendees have taken part in Hatch events, most of them Sustainability Programs funded by a Spring 2023 Programming Grant from the Watertown Community Foundation.

168 characters left of 500

Watertown Residents Served*

Please tell us approximately how many Watertown residents will be served by this program.

#	800
---	-----

Watertown Residents Served (Details)

If you would like to add additional details about the number of Watertown residents, families, or households served, you can do so here.

500 characters left of 500

Program Start Date

Please enter the month and year you anticipate your program starting.

Month (Program Start)	Year (Program Start)	
June	# 2024	

Program End Date

Enter the month and year you anticipate your program concluding.
Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Month (Program End)	Year (Program End)	
May	# 2025	

Program Timeline*

Please detail the program timeline and tell us approximately when various activities will occur.
Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Hatch will host several public workshops and maker activities throughout the year, focusing on environmental sustainability education, repair, and earth-friendly materials. Depending on the grant amount awarded, we anticipate being able to offer between 2-5 Sustainability Programs per month for 12 months.

693 characters left of 1,000

Program Location*

Please tell us where the program will occur.

Most workshops and activities will take place at Hatch Makerspace, located at 20 Summer Street in Watertown. Hatch also participates in several citywide public events each year, including the Watertown Arts Market, Watertown Farmer's Market, and Faire in the Square, so some activities will take place at those locations.

179 characters left of 500

Name of Program Manager*

Please provide the name of the person managing the program's operation. If you are both the

grant applicant and the program manager, please list your name.

Amelia Young

Program Manager's Experience*

Please describe the program manager's relevant experience.

Amelia Young has been the Hatch Makerspace Coordinator since November 2021. She is the planner and manager for all of Hatch's programming as well as the budget manager for its events and operations.

802 characters left of 1,000

Program Details*

Describe the program you plan to offer.

Hatch is the Watertown Free Public Library's workshop space which is stocked with tools, materials, and expertise so the community can learn and create their own projects. It is free and open to everyone, as are all of its instructional programs. These programs teach community members how to use our tools, create and repair items, and thoughtfully reuse materials.

We are seeking funds for Sustainability Programming at Hatch Makerspace to align with Watertown's Climate Resiliency Plan, keep pace with Watertown's leadership in sustainable environmental policy, and expand access to maker programs regardless of participants' economic conditions. To accomplish this, our plan is to green Hatch's public programs by working with our existing instructors to center biodegradable and reused materials in their workshops, and by selecting new workshops and instructor proposals based on these priorities. For example, drawing and book binding workshops can forego plastic-based paints, glues, and markers in favor of compostable alternatives with bases made of rice, wheat starch, and earth pigments. There are also now 3D printing filaments available on the market that are compostable in the right conditions. Developing workshops with these materials, and introducing their benefits during instruction, can change the way people think about and use the tools at Hatch and beyond.

We seek to continue our programming partnerships with organizations including the Department of Public Works, the Solid Waste Advisory Committee, the Public Arts and Culture Committee, Watertown Community Gardens, and the Watertown Farmer's Market. Further iterations of our Fix-It Saturday series will give the community access to workspace, tools, and advice on how to repair and restore household items. Additionally, we would like to selectively grow our set of repair tools and compostable alternatives to plastics, which will help us promote repair, reuse, and cradle-to-cradle materials use within the makerspace during regular open hours.

973 characters left of 3,000

Program Goals and Objectives*

Briefly describe the goals or objectives of this program. What is the anticipated impact of the program on the Watertown community?

For a lot of people, Hatch programs are their first deep dive into maker projects. If we can teach them to plan projects in environmentally sustainable ways, they will have a strong foundation for everything they make in the future, and the knowledge and awareness to choose earth-friendly materials and methods. By increasing participants' access to environmental sustainability knowledge and to providing them with tools, instructor expertise, and experience, they will be able to make safer and more ecologically-informed projects.

2,466 characters left of 3,000

Funding Impact*

What will be the impact if WCF is unable to fund your proposal?

Hatch Makerspace relies on community funding to offer its full breadth of programs every year. The startup costs for this new initiative are not covered in the library's annual budget. If not funded externally, the sustainability programming efforts will be scaled back significantly.

216 characters left of 500

Does your organization/group currently have a Board of Directors?*

- ☐ Yes
☒ No

Will you collaborate with other Watertown, MA, organizations to deliver your program?*

- ☒ Yes
☐ No

Number of Collaborating Organizations*

Please tell us how many organizations you will collaborate with to provide this programming.

3 ▼

✓ Collaborating Organization #1

Name of Collaborating Organization #1*

Solid Waste Advisory Committee (SWARC)

Briefly describe your collaboration with organization #1.*

In November 2023 and April 2024 we teamed up with SWARC and the Outreach department of the Watertown Free Public Library to host our first two "Fix-It Saturdays." These are repair events in which community members can receive advice, assistance, and instruction on how to repair various household items. We intend to continue the series and would like to offer it at least twice per year.

111 characters left of 500

✓ Collaborating Organization #2

Name of Collaborating Organization #2*

Watertown Arts Market

Briefly describe your collaboration with organization #2.*

Since its start in 2020 the Watertown Arts Market has always featured a free maker activity run by Hatch. In August 2023 we offered Found Object Jewelry Making and Chalk Drawing activities, and served over 330 participants during the event.

259 characters left of 500

✓ Collaborating Organization #3

Name of Collaborating Organization #3*

Watertown Community Gardens / Pollinator Pathways

Briefly describe your collaboration with organization #3.*

Hatch teamed up with Watertown Community Gardens and Pollinator Pathways to offer a Pest Prevention Cages workshop for gardeners. We are discussing additional workshops and activities, including making signs for Pollinator Pathways and garden plants. There may also be opportunities to showcase gardening projects at the Library's community garden and/or alongside our seed library.

118 characters left of 500

Group Leadership

Program Leadership Team*

Earlier in this application, you indicated that your organization/program does not have a Board of Directors. Please use this space to tell us about your organization/project leadership team.

The Watertown Free Public Library is overseen by a publicly-elected Board of Library Trustees and the Library Director. (Our Trustees and their roles are listed here: <https://watertownlib.org/203/Trustees>) As part of the Library, Hatch operates within this umbrella of oversight. The Hatch Makerspace Coordinator reports directly to the Assistant Library Director and sends monthly Department Reports to the Library Director.

1,075 characters left of 1,500

Program Budget Details

Amount Requested (\$)*

The maximum allowable requested amount for this grant is \$5000.

\$5,000.00

Proposed Budget

For us to fully consider your proposal, please provide a budget and itemize the expenses covered by this grant in the table below. Please provide the specific costs associated with each item or activity for which you are requesting support. Your itemized expenses should equal the total dollar amount of your grant request.

Note: If you are awarded this grant, the table below will be shared in your follow-up Grantee Reporting Form, with an additional column for "Actual Expense."

 Expense Category	 Expense Description	 Budgeted Expense (\$)	
 * Presenter(s) 	 * 38 hands-on worksh	 * 3,040.00	
 Supplies 	 \$30 per workshop for	 1,140.00	
 Print Materials 	 Repair guides, reuse i	 220.00	
 Supplies 	 Mending supplies for	 300.00	

▼ Supplies ▼	A Repair supplies for pl	\$ 300.00	
▼ ▼	A	\$	
▼ ▼	A	\$	
▼ ▼	A	\$	
▼ ▼	A	\$	
▼ ▼	A	\$	
▼ ▼	A	\$	
		📅 5000	

Budget Details (Program)

Please provide any additional information you would like us to know about the above budget.

1,000 characters left of 1,000

Are there additional program expenses not covered by your grant request?*

- ☐ Yes
- ☒ No

▼ Diversity, Equity, and Inclusion (DEI)

Your Organization/Project DEI goals*

The WCF Mission states that Diversity, Equity, and Inclusion (DEI) is at the forefront of all our work. Please use this space to tell us about your organization/project DEI goals.

At their core, libraries are about equalizing access to knowledge. As a part of the Watertown Free Public Library (WFPL), Hatch Makerspace is no different. We welcome people from all walks of life inside our doors and offer equal access to equipment, staff expertise, and instruction.

We continue to not charge any fees for membership or supplies in an effort to encourage people from all economic means to enjoy the space. Though Hatch itself does not lend out equipment, we do coordinate with WFPL's Library of Things, a collection of tools, devices, and

games that can be borrowed by the public at no cost. These items include everything from sewing machines and easels to tool kits and circular saws.

Moving forward, we seek to improve accessibility for visitors who are English language learners (ELL) with a reorganization and relabeling project based on universal symbols as well as clearly written signs in all tool areas to make navigating the space easier. In addition, we are working with WFPL's Project Literacy which offers classes to almost 800 ELL students to bring students through for orientation tours and instruction.

As our space is currently located at The Residence at Watertown Square, an independent, assisted & memory care living center, we are looking at ways to offer classes geared at older community members. We are also reviewing physical strategies such as flexible furnishings and sensory kits to make the space more inviting to neurodiverse people and people with disabilities.

1,493 characters left of 3,000

Funding Impact on DEI Goals*

How will this grant funding advance the above DEI goals?

Note: Upon completing your program, you will fill out a Grantee Report, which will ask you to share any progress your program made toward advancing your DEI goals.

This funding will allow us to pay instructors and purchase supplies for our general programs (which are open to all), translations of new marketing materials for our ELL visitors, and specialty instruction for programs geared towards seniors.

2,758 characters left of 3,000

▼ Past WCF Funding

Did you receive this grant last year?*

- ☒ Yes
☐ No

If you answered "yes" to the above question, you must fill out and submit the WCF [Grantee Report Form](#) for last year's program to be considered for funding.

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

--

 WCF Grant Category	 Grant Year	 Grant Amount	
 Spring Program Grant 	 2023	\$ 5,000.00	
 Spring Institutional Sup 	 2022	\$ 5,000.00	
 Spring Program Grant 	 2021	\$ 5,000.00	
 Spring Program Grant 	 2015	\$ 5,000.00	

▼ Recognition of Funding

Funding Acknowledgment*

Please select the method(s) you will use to acknowledge funding from the Watertown Community Foundation.

- ☒ Program Print Materials
- ☐ Press Release
- ☒ Website
- ☒ Social Media
- ☒ Internal Organization Communications
- ☐ Other

Funding Acknowledgment (Details)

If you selected *other* on the previous question, please use the below text box to explain.

500 characters left of 500

▼ Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

1,000 characters left of 1,000

Project Literacy Parent Program

2024 Program Grant

Watertown Free Public Library - Project Literacy

Janet Saied
123 Main Street
Watertown, MA 02472

O: 617-924-8797
M: 216-258-1756

Janet Saied

123 Main Street
Watertown, MA 02472

jsaied@watertown-ma.gov
O: 617-924-8797
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Application Form

Main Grant Application (Spring Program Grant)

**WATERTOWN
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Helpful Information for Applicants

Click for a comprehensive GLM Applicant Tutorial.

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this helpful tool, please review this easy tutorial.

Please note that fields with an asterisk (*) next to the question header are required.

Organization Status*

Use the drop-down menu below to tell us if your organization is a public entity, a 501(c)(3) organization, or if you will be using a fiscal sponsor.*

*WCF grants directly to 501(c)(3) nonprofits and public entities. If your organization/group is not a 501(c)(3) nonprofit or public entity, you will need to use a fiscal sponsor to receive grant monies. Fiscal sponsors must be a Watertown-based 501(c)(3) nonprofit or public entity. If you select a fiscal sponsor, we will ask for additional details later in this application. Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Public Entity

Program Name*

Please list the name of your proposed program or project.

Project Literacy Parent Program

Area of Focus

Use the drop-down menus below to describe your program or organization's area of focus.

Primary Area of Focus	Secondary Area of Focus
Education	Community Diversity and Inclusion

Program's Primary Target Population*

Collecting information on the populations served by WCF-funded programs helps us best understand and report on the impact of our funding to the larger Watertown community.

It is 100% okay if your program is free and open to all members of the Watertown community with no specific target population! If this is the case, please write "All of Watertown" in the text box below.

However, if your program is designed to serve a specific target population within Watertown (ex. senior citizens), please include any additional population details.

Some possible examples include:

- Specific age groups (ex. children, adults, seniors)
- Specific linguistic, cultural, racial, or economic backgrounds
- Populations with particular needs or risk factors

Our program is a free and open to any adult ELL parent in Watertown who has a child in the Watertown Public School System. The grant will fund 2 summer parent classes for learners who are at a beginner and a high beginner level. In addition, many of our students will be Haitian and Brazilian parents who are relatively new to the area and school system. However, the class will be open to any Watertown parent who needs to improve their English and become familiar with the school system.

Watertown Residents Served*

Please tell us approximately how many Watertown residents will be served by this program.

40

Watertown Residents Served (Details)

If you would like to add additional details about the number of Watertown residents, families, or households served, you can do so here.

We had 650 learners last year with 287 being Watertown residents. This year we have 798 learners with 411 being Watertown residents. Of the 411 learners, 24% were Watertown parents. The need has grown significantly. The impact of these summer classes will exceed the 40 students served as the students share the information from the seminars about WPS culture and processes within the immigrant community.

Program Start Date

Please enter the month and year you anticipate your program starting.

Month (Program Start)	Year (Program Start)
June	2024

Program End Date

Enter the month and year you anticipate your program concluding.

Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

Month (Program End)	Year (Program End)
August	2024

Program Timeline*

Please detail the program timeline and tell us approximately when various activities will occur. Please note that funded programs are expected to be completed within 12 months after the grant is awarded.

We will offer a beginner and high beginner level English class that begins in June 2024 and finishes in August 2024. These classes will be held in the evening twice a week for two hours each for 8 weeks. During these 8 weeks, there will be seminars held every other week on navigating the Watertown School System, as well as speakers from the district who can help understand school policies and the resources available for parents. These learners will be encouraged to attend WFPL events and other community event with their teachers and classmates throughout the summer.

The learners in these parent classes will be given priority to our September to May classes that offers intensive English language instruction throughout the academic year. These classes will follow the Watertown School Systems academic year calendar.

Program Location*

Please tell us where the program will occur.

This class will be held at a Watertown Public School. We will hold these classes on Tuesdays and Thursdays at the Lowell Elementary school located at 175 Orchard Street. Parents who continue class in the fall will continue to have class in classrooms in the Watertown Public School and follow the schools system's calendar. It's an ideal location so parents can become familiar with the Watertown schools.

Name of Program Manager*

Please provide the name of the person managing the program's operation. If you are both the grant applicant and the program manager, please list your name.

Janet Saied & Erin Ward

Program Manager's Experience*

Please describe the program manager's relevant experience.

The Director and Teacher/Volunteer Trainer are heading this program. They have both been a part of Project Literacy for 10 years as teachers, program leaders and liaisons to the WPS. They understand the needs of Watertown's immigrant population and have experience working with the organizations that help Watertown's ELL population navigate their community and advocate for themselves and their families. The

immigrant population has grown significantly this past year, and many have been parents who have children in the Watertown School System. The Director and Teacher/Volunteer Trainer have experience working with the WPS on various levels, including being an advocate for ELPAC (English Learner Parent Advisory Council) and working with the district to receive referrals for the PL program. Additionally, the Teacher/Volunteer Trainer is a parent of three students in the WPS district and is familiar with the ins and outs of how the district operates.

Program Details*

Describe the program you plan to offer.

The program will offer English language instruction for beginners and high beginners of Watertown parents who have children in the school system. It will be an intense English course that covers grammar, reading, writing, listening, vocabulary, pronunciation and speaking, as well as seminars on school and health policies, parent/teacher conferences, class subjects and routines, after school activities and the vocabulary and grammar structures that support these topics. While building the parents' skills in English, the curriculum also helps them learn about supporting their children's learning and navigating in the Watertown School System. Project Literacy is also committed to connecting learners to Watertown's many resources including library resources and events, HATCH, Parks and Recreation, and the Boys and Girls Club.

We will have open enrollment when space is available so we can serve as many people as possible. The grant will pay for the beginner level teachers as well as provide training to those teachers on navigating the Watertown school system. We have a curriculum already in place, referrals for learners and a Watertown school to hold these classes. At the end of the program, learners in these classes will be enrolled into our September to May courses, furthering their English skills and connecting them to Project Literacy's year round resources in job training, citizenship, building computer skills, and community events.

Program Goals and Objectives*

Briefly describe the goals or objectives of this program. What is the anticipated impact of the program on the Watertown community?

There are several goals of this program. One goal is meeting an immediate need in Watertown. We have a number of ELL parents that are new to the US and Watertown. We estimate, based on intake forms, nearly half are parents with children in the school system. Program administrators, teachers, and tutors often act as school and community liaisons. We believe this program will lessen the burden on the school system by empowering parents with English skills to be understood, function independently in the community, take responsibility for lifelong learning, read with comprehension, advocate effectively for their families and themselves, access library resources, utilize information and communication technology and participate in recreational, civic and cultural activities.

In addition, another goal is to help ELL parents navigate the Watertown School System while improving their English skills, and gain access to community resources. Ultimately, our Watertown ELL parents will feel integrated into our community.

At the end of the program, our goal for this specific summer program is to encourage our summer learners to continue their English education with our September to May intensive English program. In addition, we hope to help build the ELPAC (English Learner Parent Advisory Council) committee by inviting the head of the committee to talk to the learners in these classes. ELPAC gives ELL parents a voice yet it's a voice that many of our parents do not know they have. ELPAC is one of several resources ELL parents deserve to know exists to help them support their child's learning.

Funding Impact*

What will be the impact if WCF is unable to fund your proposal?

Without this funding, we will have to limit the amount of Watertown parents that can benefit for improving their English skills while becoming familiar with the school system. This will greatly impact the ability of immigrant families in Watertown to fully integrate into our community and access the resources they need to thrive. The demand for these services is only increasing, and without proper funding, we will not be able to meet the needs of our growing immigrant population.

Does your organization/group currently have a Board of Directors?*

No

Will you collaborate with other Watertown, MA, organizations to deliver your program?*

Yes

Number of Collaborating Organizations*

Please tell us how many organizations you will collaborate with to provide this programming.

2

Collaborating Organization #1

Name of Collaborating Organization #1*

Watertown Public School System

Briefly describe your collaboration with organization #1.*

We rely on the Watertown Public Schools for space for our evening classes. We also receive referrals from teachers for the parents of their students. In addition, we work with diversity councils and other school groups to help understand the current need in our community.

Collaborating Organization #2

Name of Collaborating Organization #2*

Watertown Citizens Refugee Support Group

Briefly describe your collaboration with organization #2.*

We partnered up with the Watertown Citizens Refugee Support Group when they started working closely with the new Haitian immigrant population. We shared resources and provided ELL classes. We were also

able to start a new beginner class at the Belmont Watertown United Methodist Church. We've teamed up to hold events that we hope gives a voice to our learners. This partnership will provide us with referrals for any Watertown parents they are serving who could benefit from our summer classes.

Group Leadership

Program Leadership Team*

Earlier in this application, you indicated that your organization/program does not have a Board of Directors. Please use this space to tell us about your organization/project leadership team.

The Director of Project Literacy reports to the Director of the Library. There is a Board of Trustees for the Watertown Free Public Library. Project Literacy has 'Friends of Project Literacy Board' that helps with fund raising and community outreach.

Program Budget Details

Amount Requested (\$)*

The maximum allowable requested amount for this grant is \$5000.

\$4,346.00

Proposed Budget

For us to fully consider your proposal, please provide a budget and itemize the expenses covered by this grant in the table below. Please provide the specific costs associated with each item or activity for which you are requesting support. Your itemized expenses should equal the total dollar amount of your grant request.

Note: If you are awarded this grant, the table below will be shared in your follow-up Grantee Reporting Form, with an additional column for "Actual Expense."

Expense Category	Expense Description	Budgeted Expense (\$)
Staffing	2 classes X 8 weeks (4 hrs per week + 3 hours prep per class)=14hrs per week X 8 weeks	\$3,136.00
Print Materials	40 Intercambio Books + 2 Teachers Books	\$566.00
Presenter(s)	WPS Seminars (8 hours + 6 hours Prep Time)=14 hours X \$28.00	\$392.00
Staffing	Staff Training for parent curriculum (2 meeting 1.5 hours each	\$252.00

	(\$28 per hour)X 3 staff)	
		4346

Budget Details (Program)

Please provide any additional information you would like us to know about the above budget.

The funds would cover a majority of the cost of 2 professional instructors who have special training in teaching beginner English for Speakers of Other Languages (ESOL). The class will meet two evenings a week for 2 hours each evening, for 8 weeks, from June 2024 to August 2024. Our teachers receive 1 hour 1/2 of prep time for each class taught. There are a total of 4 hours of instruction each week, plus 3 hours of prep time, so the teacher will receive \$196.00 (7 hours X \$28.00) per class/per week. With 8 weeks in our program, the teaching expense is a total of \$3,136 for 2 teachers for 8 weeks. In addition, the curriculum is based on the Intercambio textbooks, each textbook is \$13.00 (40 students x \$13.00 = \$520), plus 2 teacher's books (2 X \$21.00).

Are there additional program expenses not covered by your grant request?*

No

Diversity, Equity, and Inclusion (DEI)

Your Organization/Project DEI goals*

The WCF Mission states that Diversity, Equity, and Inclusion (DEI) is at the forefront of all our work. Please use this space to tell us about your organization/project DEI goals.

Our students come from over 70 different countries, and our teachers and volunteers are diverse in country of origin and in membership in various racial and ethnic groups, religions, identities, and orientations and ages.

The class will be comprised of diverse learners in terms of ethnic and linguistic background, educational experience, age and gender. The current composition of our classes:

Spanish - 19%
 Haitian Creole: 16%
 Portuguese- 15%
 Russian-11%
 Chinese-7%
 Arabic- 6%
 Farsi- 5%
 French-5%
 Turkish-4%
 Ukrainian-4%
 Armenian-3%

The remaining 5% make up several other languages, such as Japanese, Korean, Nepali, Albanian, Pashto, Thai, Vietnamese and others.

Learners in our program come from 70 different countries. There are nearly 70 different languages spoken in the Project Literacy family. Providing these classes, we are giving immigrants the tools they need to improve their English proficiency, increase their job opportunities, and integrate more successfully into our community. This will help them access better job opportunities, education, healthcare, and other essential services that will ultimately lead to a higher quality of life for them and their families.

Furthermore, offering these classes demonstrates our commitment to inclusivity and diversity in Watertown. It sends a message that we value and support our immigrant population, and that we are dedicated to helping them succeed and thrive in our community. Our students are also provided with social opportunities and civic engagement through respect and inclusion in our classes. Many of our classes are diverse in culture, race, age, religion and social economical backgrounds.

Our volunteers and teachers will help our learners become more comfortable in our community and give them the tools needed to navigate and grow within.

Funding Impact on DEI Goals*

How will this grant funding advance the above DEI goals?

Note: Upon completing your program, you will fill out a Grantee Report, which will ask you to share any progress your program made toward advancing your DEI goals.

By providing these classes, we are giving immigrants the tools they need to improve their English proficiency, increase their job opportunities, and integrate more successfully into our community. This will help them access better job opportunities, education, healthcare, and other essential services that will ultimately lead to a higher quality of life for them and their families. These classes that are specifically for Watertown parents will help our adult learners better support their children as they navigate life in the US school system. They will learn about their rights as parents and learn to advocate for their children in school.

Overall, these classes will contribute to creating a more equitable and supportive environment for all residents of Watertown, regardless of their background or immigration status. It is through initiatives like these that we truly create a community where everyone has the opportunity to reach their full potential.

Past WCF Funding

Did you receive this grant last year?*

Yes

If you answered "yes" to the above question, you must fill out and submit the WCF [Grantee Report Form](#) for last year's program to be considered for funding.

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

WCF Grant Category	Grant Year	Grant Amount
Spring Program Grant	2023	\$6,272.00
Spring Institutional Support Grant	2022	\$7,500.00
Spring Institutional Support Grant	2019	\$4,924.00

Recognition of Funding

Funding Acknowledgment*

Please select the method(s) you will use to acknowledge funding from the Watertown Community Foundation.

☐ Program Print Materials
☐ Website
☐ Social Media
☐ Internal Organization Communications
☐ Other

Funding Acknowledgment (Details)

If you selected *other* on the previous question, please use the below text box to explain.

We plan to put 'This class and books are funded by the Watertown Community Foundation' on each book given out for the class.

Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

Through the WCF grant last year, we were able to provide more beginner level classes and train volunteers to take on more beginners in groups and co-teach classes. Project Literacy is fortunate to have a great team of

volunteers to help us meet the need in our community. We were able to keep people off of waitlist and put them in class. We plan to utilize the WCF grant to continue those relationships and trainings and to help meet the need of our English learners in Watertown by giving our volunteers the opportunity to observe these parent classes, learn from the seminars on the WPS and continue the program when the grant is finished.

File Attachment Summary

Applicant File Uploads

No files were uploaded

Our Missing Hearts has dozens of angles to explore, and we were deeply inspired to get our community to make art with us! In January after the One Book announcement, librarians Stephanie Frueh and Kelly Deenan and Hatch Makerspace Coordinator Amelia Young facilitated community crafting for our yarn bird mobile sculpture. Teens made the majority of the 150+ birds that “flew” above the stairwell. In late February, Public Arts & Culture Planner Liz Helfer assisted Stephanie and Allie with installing the sculpture, and we could not have done it without her expertise! Patrons delighted in seeing the sculpture, and when they asked about it, staff could share information about One Book. Also in January, Circulation Assistants Claudia Basaldua and Christine Shadic created art inspired by the book for our display case in the front lobby that captured our patrons’ attention and highlighted upcoming programs. Claudia also brought to our attention the need for Spanish translations of the book, which we were able to procure for the collection. From January 2 to March 31, the title circulated an average of 3.7 times per copy across all formats (physical & digital), which is an increase from the previous three years.

In the month of March, Programming Librarian Allie Fry facilitated a book discussion with the library’s longest running book group, the Wednesday Book Group. Outreach Librarian Kirsten Hansen facilitated a discussion of *Our Missing Hearts* at Perkins School for the Blind, re-establishing our connection with their library and book group. We collaborated with Watertown Race Reels to hold a screening and discussion of *One Day in March: Rising Against Asian Hate*. We hosted artist and educator Crystal Bi for an interactive art workshop on “Collective Dreamwork,” or how we can build the cities we want to live in with our neighbors. Journalist/author Roxanna Asgarian, Jessica Chicco from MA Immigrant & Refugee Advocacy Coalition, and Cheryl Aguilar, LCSW and director of Hope Center for Wellness, shared their expertise on family separation in the United States to an audience of over 70 patrons on Zoom.

The Reference Department, Kirsten, Print & Digital Promotion Specialist Jamie Kallestad, and Director Kim Hewitt pulled off a fantastic evening with bestselling author Celeste Ng in person! WFPL has not hosted a One Book author in person since 2019 when *The Library Book* author Susan Orlean spoke. Our community was very excited to hear from Celeste Ng and have her sign books. Thanks to the Watertown Commission on Disability, CART services (live transcription) and ASL interpretation were available at the event. Several people who are Hard of Hearing thanked us for providing this. Kim welcomed the audience and shared information about our You Belong initiative, and Allie interviewed Celeste Ng, raising questions about censorship and the role of public libraries in the fight for our freedoms.

Registration for the event “sold out” within fifteen minutes! We were able to move people off the waitlist as cancellations came in, but we will consider other practices in the future like groups of tickets going live at different times in the month to try to allow more people a chance. It’s an admittedly wonderful problem for us to have.

We are grateful to the Building Committee for making this month possible, and to our WFPL staff and community for engaging deeply with our 2024 selection!

Some highlights of program feedback include:

“Thank you so much for allowing us to participate in this year's One Book One Watertown program. For months we've been meeting remotely, this was the first time welcoming patrons to rejoin us in person and we were honored to welcome a special guest to the conversation as well. We were so thankful to have Kirsten join us and share in the discussion. And even though more people chose to join us remotely rather than in person we still had a lively talk, filled with expressive patrons and animated discourse. We are looking forward to next year's event and hopefully, we can participate again.”

- Erin Fragola, Perkins School for the Blind Library Outreach Manager

Patron Survey Feedback from our Democracy Talks: Child Removal in the U.S. Program:

“All speakers were excellent.”

“Panel well curated.”

Patron Survey Feedback from An Evening with Celeste Ng:

“This was a wonderful conversation with the author, touching on everything from the writing process, to the ways the author’s own life relates to the book, to pointing out factual data and how the world of the book is not far removed from today’s reality. I will definitely be reading the book again now.”

“The upbeat attitude of everyone in the room and the thoughtful back and forth between the interviewer and Ms. Ng had me hanging on their every word!”

“What a remarkable event! The organization was impeccable, and the dialogue with Celeste was masterfully orchestrated. I am truly honored to be part of the WFPL community. Your dedication to serving our community is deeply appreciated. Thank you for all your efforts!”

Prepared by Programming Librarian Allie Fry

TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: May 2, 2024
RE: Consideration and Action on Burke Allocations

We will be receiving our Charles T. Burke Fund payment from the Boston Foundation this month in the amount of \$31294.32. I propose the following allocations which follow the same percentages as previous years:

Teen Materials: \$3129
Teen Programming: \$3282

Children's Materials: \$1565
Children's Programming: \$10212

Adult Materials: \$1565
Adult Programming: \$4741

Museums: \$5000
Movie Licenses: \$1800.32

Study Room Plans



85" high panels

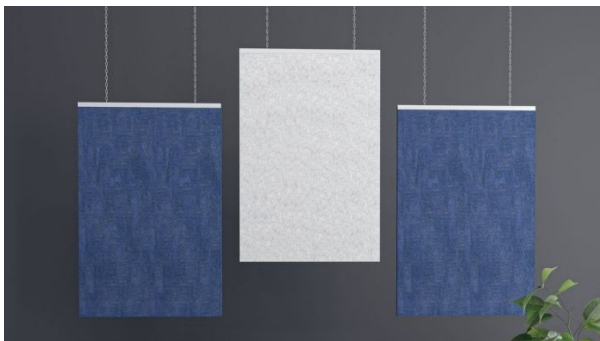
Then, we think it would be possible to get sound dampening panels hung around the perimeter above the room panels. Something like the following options:



Whisperwave Ribbon: <https://acousticalsolutions.com/product/whisperwave-ribbon-sound-baffle/>

Acoustiform Sound Baffle: <https://acousticalsolutions.com/product/acoustiform-sound-baffle/>

Sonex Valueline: <https://acousticalsolutions.com/product/sonex-valueline-hanging-baffle/>



ESCAPE Acoustical Panel: <https://www.skutchi.com/product/product-lines/escape-solutions-series/escape-acoustical-hanging-panel-30w-x-47h-available-in-14-colors/>

March 6th, 2024

Dear Kim:

Here is the updated pricing for your project:

**85"H Partitions
Option 1 - Solid Door**

Qty	Description	
1	85H x 30 Herman Miller A02 half glass panel	
2	85H x 36 Herman Miller A02 half glass panel	
1	85H x 42 Herman Miller A02 half glass panel	
1	85H x 48 Herman Miller A02 door panel	
1	Panel to Panel Connectors	
2	Panel wall starters	
1	Normal hour, non-union delivery and installation	
Total:		\$4,795.00

**85"H Partitions
Option 2 - Tempered Glass Door**

Qty	Description	
1	85H x 30 Herman Miller A02 half glass panel	
2	85H x 36 Herman Miller A02 half glass panel	
1	85H x 42 Herman Miller A02 half glass panel	
1	85H x 48 Herman Miller A02 Tempered glass door	
1	Panel to Panel Connectors	
2	Panel wall starters	
1	Normal hour, non-union delivery and installation	
Total:		\$5,770.00

Pricing is based on using Lyco standard finishes.

Payment Terms: One half deposit upon placement of order with balance due Net 15 upon completion. Price does not include state sales tax.

Thank you for this opportunity to quote. If you have any questions please do not hesitate to call.

Sincerely,

Andy Considine
WB Mason Co.