

FY22 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,663,037	0	1,663,037	511,383.38	0.00	1,151,654	30.70
0161051	510112	PART TIME SALARIES	641,476	0	641,476	197,816.97	0.00	443,659	30.80
0161051	510130	OVERTIME	25,000	0	25,000	8,871.44	0.00	16,129	35.50
0161051	510141	SHIFT DIFFERENTIAL	4,824	0	4,824	1,172.50	0.00	3,652	24.30
0161051	510143	LONGEVITY	29,516	0	29,516	5,828.48	0.00	23,688	19.70
0161051	510190	CLOTHING ALLOWANCE	2,934	0	2,934	1,913.00	0.00	1,021	65.20
		Total 0161051 LIBRARY - PERS. SVCS.	2,366,787	0	2,366,787	726,985.77	0.00	1,639,801	30.70
0161052	520211	ELECTRICITY	143,589	0	143,589	37,337.88	58,662.12	47,589	66.90
0161052	520213	GAS	39,172	0	39,172	656.14	23,343.86	15,172	61.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	6,379.90	2,665.43	8,984	50.20
0161052	520241	BUILDING MAINTENANCE	43,500	0	43,500	18,452.05	11,816.15	13,232	69.60
0161052	520244	COMPUTER MAINTENANCE	92,112	9,575	101,687	41,391.03	49,685.73	10,610	89.60
0161052	530327	REGIONAL LIBRARY SERVICES	76,569	0	76,569	73,765.00	0.00	2,804	96.30
0161052	530342	COMMUNICATIONS - POSTAGE	1,600	0	1,600	0.00	0.00	1,600	0.00
0161052	530383	PROGRAM SERVICES	7,000	0	7,000	1,667.97	1,507.03	3,825	45.40
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	2,928.99	5,115.91	3,955	67.00
0161052	540422	PRINTING & FORMS	6,300	0	6,300	1,480.30	2,747.00	2,073	67.10
0161052	540425	PROGRAM SUPPLIES	600	0	600	391.75	208.25	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,340	74	17,414	2,131.80	3,369.92	11,912	31.60
0161052	550511	BOOKS	443,000	0	443,000	163,969.90	230,841.63	48,188	89.10
0161052	550512	BOOK PROCESSING	41,800	9,064	50,864	18,737.85	11,300.27	20,826	59.10
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	0.00	0.00	1,300	0.00
0161052	570735	PROJECT LITERACY/TOWN	8,700	0	8,700	3,214.85	885.15	4,600	47.10
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	0.00	2,600	0.00
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	0.00	0.00	10,000	0.00
		Total 0161052 LIBRARY - EXPENSES	965,711	18,713	984,424	372,505.41	402,148.45	209,770	78.70
0161058	580840	BUILDING RENOVATIONS	81,000	16,283	97,283	4,298.21	11,985.00	81,000	16.70
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	3,047	23,047	3,047.17	0.00	20,000	13.20
		Total 0161058 LIBRARY - CAPITAL	101,000	19,330	120,330	7,345.38	11,985.00	101,000	16.10
Grand Total			3,433,498	38,043	3,471,541	1,106,836.56	414,133.45	1,950,571	43.80

FY22 FUNDS AND GRANTS

Fund or Grant	7/1/2021	Available to spend balance as of 7/1/2021	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	138,821.75	TBD	654.62	-	#VALUE!	80% of int on periodicals
Whitney	3,382.14	3,382.14	9.54	-	3,391.68	
Mead	5,941.98	2,941.98	68.86	-	3,010.84	
Charles	2,647.84	2,447.84	7.66	-	2,455.50	Armenian History books
Barry	3,756.94	3,756.94	10.87	-	3,767.81	
McGuire	3,120.05	2,120.05	11.94	-	2,131.99	
W. Pierce	23,778.90	3,778.90	149.05	-	3,927.95	
MacDonald	9,408.92	4,408.92	32.69	-	4,441.61	Grief related books
O'Reilly	10,407.12	9,907.12	30.13	-	9,937.25	Fiction
Stone	3,711.56	3,711.56	10.75	-	3,722.31	
Campbell	5,429.03	4,429.03	15.70	-	4,444.73	Large print books
Santoro	2,286.36	686.36	6.60	-	692.96	Art
Brown	2,579.72	1,579.72	7.62	-	1,587.34	Sci-fi books
Keith	4,135.89	3,135.89	11.98	-	3,147.87	Wat history books
Drucker	2,975.95	2,975.95	8.60	-	2,984.55	Humanities books
Special Gifts	87,185.31	87,185.31	104,167.03	82,925.01	108,427.33	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	-	9,185.14	Cookbook and Mysteries
- Makerspace Fund	9,685.00	9,685.00	-	1,160.00	8,525.00	Makerspace materials
Other Funds & Grants						
Kaveny	37,090.36	8,718.87	107.31	-	8,826.18	Benefit of the library
Masters	4,512.06	1,805.06	13.06	-	1,818.12	Trustees discretion
B. Pierce	2,075.03	2,075.03	8.54	-	2,083.57	Trustees discretion
LIG/MEG	205,409.44	205,409.44	-	49,093.06	156,316.38	
Revolving Printing Account	7,878.28	7,878.28	3,519.74	5,873.44	5,524.58	
Friends of Project Literacy Fundraising	29,946.47	29,946.47	31,425.60	10,833.78	50,538.29	
McCall Gift Fund	58,887.60	58,887.60	-	-	58,887.60	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	
FY20 BAL FWD	228,632.81							\$ 228,632.81	\$ -	\$ 50,612.99	\$ 178,019.82	-
31-Jul	228,632.81		(5,549.85)	37.68	567.41		(808.75)	\$ 222,879.30	\$ -	\$ 45,668.23	\$ 177,211.07	-
31-Aug	222,879.30			2,125.67	247.25		(2,523.30)	\$ 222,728.92	\$ -	\$ 48,041.15	\$ 174,687.77	-
30-Sep	222,728.92			128.65	(921.41)	-	(3,202.65)	\$ 218,733.51	\$ -	\$ 47,248.39	\$ 171,485.12	-
31-Oct	229,543.44			-	-		-	\$ 229,543.44	\$ -	\$ 47,248.39	\$ 171,485.12	
30-Nov	221,109.48			-	-		-	\$ 221,109.48	\$ -	\$ 47,248.39	\$ 171,485.12	
31-Dec	235,223.82			-	-		-	\$ 235,223.82	\$ -	\$ 47,248.39	\$ 171,485.12	
31-Jan	230,199.37			-	-		-	\$ 230,199.37	\$ -	\$ 47,248.39	\$ 171,485.12	
28-Feb	217,052.48			-	-		-	\$ 217,052.48	\$ -	\$ 47,248.39	\$ 171,485.12	
31-Mar	220,676.59			-	-		-	\$ 220,676.59	\$ -	\$ 47,248.39	\$ 171,485.12	
30-Apr	230,790.39			-	-		-	\$ 230,790.39	\$ -	\$ 47,248.39	\$ 171,485.12	
31-May	229,987.02			-	-		-	\$ 229,987.02	\$ -	\$ 47,248.39	\$ 171,485.12	
30-Jun	228,060.12			-	-		-	\$ 228,060.12	\$ -	\$ 47,248.39	\$ 171,485.12	
FY21 TOTAL		-	(5,549.85)	2,292.00	(106.75)	-	(6,534.70)	\$ 218,733.51	-	47,248.39	\$ 171,485.12	-

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke FY22		Munis		Teen.Mat.	Teen.Prog.	Child.Mat.	Child.Prog.	Adult Mat.	Adult Prog.	Museums	Mov.Lic
\$27,504.04			\$27,504.00	\$2,750.00	\$2,600.00	\$1,375.00	\$8,854.00	\$1,375.00	\$3,900.00	\$5,000.00	\$1,650.00
PO or Check #	Date		Vendor/Description								
Spent as of	11/3/2021		\$12,093.19	\$282.37	\$714.76	\$699.00	\$5,944.62	\$0.00	\$1,971.87	\$2,220.00	\$260.57
Accounts as of											
11/3/2021			\$15,410.81	\$2,467.63	\$1,885.24	\$676.00	\$2,909.38	\$1,375.00	\$1,928.13	\$2,780.00	\$1,389.43

FY22 HATCH FINANCIALS

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 2,125.00	\$ -	\$ 860.00	\$ (840.00)	\$ 425.00
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 325.00	\$ -	\$ -	\$ -	\$ 325.00
Watertown Commuty Foundation Grant	\$ 7,560.00	\$ -	\$ 700.00	\$ (320.00)	\$ 6,540.00
Town Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,116.32	\$ (5,074.49)	\$ 8,489.19
Totals	\$ 24,690.00	\$ -	\$ 2,676.32	\$ (6,234.49)	\$ 15,779.19



Library Director
Leone E. Cole

TO: Library Board of Trustees
FROM: Leone E. Cole, Library Director
DATE: November 4, 2021
RE: Donations

The following donations were received in October:

\$100 anonymous donation

22 historical Watertown photographs from the Cambridge Historical Commission for the Local History Collection



Library Director
Leone E. Cole

TO: Library Trustees
FROM: Caitlin Browne, Assistant Director
DATE: November 2, 2021
RE: FY23 Action Plan

Attached please find the draft FY23 Action Plan for your approval.

This plan is significantly changed from the examples I included at the end of the strategic planning process. Upon further review it is my opinion that while some of the activities included initially were reasonable, they weren't the types of activities that would motivate and inspire staff to continue the work we need to accomplish in the next three years. In order to get there, I invited all staff to join me to have conversations around the topic of Welcoming. Over the course of four meetings I met with 12 staff and discussed their ideas on how we can make the library more welcoming. While I did not include every suggestion, I did incorporate the themes that emerged across all of the discussions as well as our strategic planning meeting discussions.



Center the Library Experience

- Create conditions in which all library interactions are friendly, courteous, and compassionate.
- Provide a comfortable and welcoming space for all people to use and enjoy without unnecessary assistance.
- Provide a variety of modes to use and interact with the library that accommodate the varied needs of patrons.

FY23 Activities

1. Improve wayfinding within the library using a combination of new signage, maps, and service practices. Examples include installing prominent bathroom signage, creating an enhanced library map in multiple languages for print and online use, and developing multimodal service practices to assist patrons to desired locations.
2. Incorporate text/SMS messaging as a mode of promotional communication for library programming and services. Consideration for cost to patron, translating options, and ease of use should be prioritized when choosing a service provider.

Engage in Reciprocal Communication

- Communicate about the library in ways that people understand.
- Create opportunities for people to express their library needs.
- Build collaborative relationships with local organizations to deepen our service to the community.

FY23 Activities

1. Develop a Language Access Plan.
2. Develop a method for patrons to independently submit feedback in-house.
3. Adopt service models that prioritize user experience. Examples include user instruction that focuses on patron use instead of service brand, cross training library staff on library tools, and using project management tools to more effectively communicate service changes and updates to staff.

Expand audience

- Bring library services off-site and into the community.
- Build staff, collections, programs, and services that reflect, understand, and respect the unique people in Watertown.
- Reimagine policies, procedures, and service models to focus on welcoming people into the library.

FY23 Activities

1. Increase patron engagement with the library through programs and services offered via bookmobile.
2. Develop a list of Watertown organizations and locations to post entry level jobs and broaden candidate pool.
3. Review the yearly American Community Survey (ACS) estimates and consider the information in future planning.

Remain flexible

- Adjust covid-related policies and procedures based on recommendations from the scientific and medical communities along with state and local government policies.
- Build creative systems to evaluate library services that facilitate thoughtful and compassionate change.
- Prioritize solutions that are mobile, adaptable, and customizable.

FY23 Activities

1. Reimagine the vital space in the first-floor lobby to create the most welcoming and useful experience we can provide. Examples include a multilingual and interactive digital information kiosk, lobby greeters, concierge/welcome space, etc.

Plan for Growth

- Create a library expansion plan that considers community needs, budget, staffing, and physical space.
- Find a suitable permanent home for Hatch in a library- or Town-owned property.
- Make decisions that are environmentally responsible, sustainable, and that consider the impact climate change will have on the library in the next 20 years and beyond.

FY23 Activities

1. Initiate meetings with important decision makers to begin discussion to expand the library.
2. Complete a needs assessment of required resources to transition the library from Dewey Decimal Classification to Bookstore model. Should include scope of project, staff resources, estimated duration to complete, budget considerations, promotional needs, required patron education, and intended outcomes.
3. Library Trustees will attend Town meetings that discuss the future of the former police station and advocate for Hatch to be included in any plans for that location.