WFPL
Watertown Free Public Library

Library Director
Leone E. Cole

TO: Library Trustees

FROM: Leone E. Cole, Library Director Leone E Cole

DATE: January 10, 2022

RE: FY2023 Budget Submission

Enclosed please find my budget recommendations that comply with the Town Manager's requirements for submission. Also included are the Town Manager's instructions and the Town Council's Budget Policy Guidelines.

Our budget hearing is scheduled for January 26, 2022.

In the interest of saving time at our meeting and in anticipation of questions our newest Trustees may have, here are some notes on the budget submission:

1) Pages 1 and 2 are the COVER SHEET of the budget proposal.
2) LIBRARY PERSONNEL section. This section includes all staff compensation and is broken down on two spreadsheets (pages 3 and 4). Salaries for permanent staff (included by name), except for the Director and Assistant Director are calculated according to the respective Collective Bargaining Agreements. There are two rows on page 4 which are not governed by the Collective Bargaining Agreements. They are PROJECT LITERACY PART-TIME which includes funds for the Project Literacy teachers and TEMPORARY PART-TIME, which includes funds to pay the Hatch assistants, pages, and fill-in and weekend employees who are not part of the union.
3) Pages 5 through 7 are a breakdown of the LIBRARY EXPENSES section of the budget. You will see further explanation of many of these items in the BUDGET NARRATIVE which is on pages 41 and 42. Some items of note: Several years ago the City completed an energy efficiency initiative which is being funded by the surpluses in the energy accounts at the end of each fiscal year. Since then we have been instructed to increase the gas and electricity budget by a certain increase in order to have a surplus. For FY23 that number is 3%. The Public Buildings Department is allowed to expend funds from three of our accounts – 520241 Building Maintenance, 540430 Building Maintenance Supplies, and 580840 Building Improvements. Public Buildings was consulted on any changes for Building Maintenance which includes all of our building maintenance contracts and on supplies. The City Manager decides how much the Building Improvements budget is. Regional Library Services 530327 includes the cost of

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belonging to the Minuteman Library Network. Project Literacy 570735 includes the purchase of textbooks and other supplies for the program. Project Literacy is funded primarily (approximately 80%) with City funds but we also seek out grant funding and the Friends of Project Literacy do an annual fund drive and donate some of those funds to us as well for support of the program. Committee expenses 570785 is where Trustees can be reimbursed for expenses that they may incur as part of their work as Trustees.

4) Page 8 is the OPERATING CAPITAL section of the budget and includes funding for building improvements and replacement of equipment.
5) Pages 9 through 14 are the REQUESTS FOR ADDITIONAL FUNDING. According to the City Manager's instructions, any funding requests above level service must be outlined and justified separately. These requests are in the order of priority as determined by Caitlin and myself.
6) Pages 15 through 39 are SPECIAL REVENUE AND EXPENDABLE TRUST WORKSHEETS. The City asks for a sheet for each of our special funds with estimates on future revenue and expenditures. Also noted are any restrictions on the funds.
7) Page 40 is the DEPARTMENTAL LICENSES, PERMITS & FEES WORKSHEET. Since we no longer collect fines the only entry is the rent from the café, which is determined by the café contract.
8) As noted earlier, pages 41 and 42 are the BUDGET NARRATIVE.
9) Page 43 is the ORG CHART.

I hope that the above is helpful as you review the budget proposal. Also please keep in mind that the library budget must be in compliance with the MAR and other state requirements in order to receive state aid (LIG/MEG) funds.

I will be happy to discuss the budget and any questions you may have at our meeting on Wednesday.

Thank you.

CITY OF WATERTOWN
NEXT YEAR BUDGET COMPARISON REPORT

			FY 2021 ACTUAL	FY 2022 ORIGINAL BUDGET	FY 2022 REVISED BUDGET	FY 2023 LEVEL SERVICE BUDGET	FY 2023 ADDITIONAL FUNDING REQUESTS	MANAGER RECOMMENDS
0161051	LIBRARY PERSONNEL							
0161051	510111	FULL TIME SALARIES	$ 1,537,255	$ 1,663,037	$ 1,663,037	$ 1,662,167	$ 88,426	
0161051	510112	PART TIME SALARIES	$ 538,003	$ 641,476	$ 641,476	$ 656,143		
0161051	510130	OVERTIME	$ 17,540	$ 25,000	$ 25,000	$ 25,000		
0161051	510141	SHIFT DIFFERENTIAL	$ 2,741	$ 4,824	$ 4,824	$ 3,719		
0161051	510143	LONGEVITY	$ 29,923	$ 29,516	$ 29,516	$ 29,202		
0161051	510190	CLOTHING	$ 2,837	$ 2,934	$ 2,934	$ 2,925		
0161051	511111	PRIOR YEAR FULL TIME	$ 5,705					
0161051	511112	PRIOR YEAR PART TIME	$ 729					
TOTAL	LIBRARY PERSONNEL		$ 2,134,734	$ 2,366,787	$ 2,366,787	$ 2,379,156	$ 88,426	$ -
0161052	LIBRARY EXPENSES							
0161052	520211	ELECTRICITY	$ 93,414	$ 143,589	$ 143,589	$ 147,897		
0161052	520213	GAS	$ 18,454	$ 39,172	$ 39,172	$ 40,347		
0161052	520240	EQUIPMENT MAINTENANCE	$ 17,359	$ 18,029	$ 18,029	$ 18,029		
0161052	520241	BUILDING MAINTENANCE	$ 25,384	$ 43,500	$ 43,500	$ 44,451		
0161052	520244	COMPUTER MAINTENANCE	$ 122,162	$ 92,112	$ 92,112	$ 96,309	$ 23,580	
0161052	530327	REGIONAL LIBRARY SERVICES	$ 71,570	$ 76,569	$ 76,569	$ 81,673		
0161052	530383	PROGRAM SERVICES	$ 1,510	$ 7,000	$ 7,000	$ 7,500	$ 1,500	
0161052	530342	POSTAGE	$ 6,500	$ 1,600	$ 1,600	$ 1,700		
0161052	540421	OFFICE SUPPLIES	$ 12,000	$ 12,000	$ 12,000	$ 12,000		
0161052	540422	PRINTING AND FORMS	$ 4,600	$ 6,300	$ 6,300	$ 6,400		
0161052	540425	PROGRAM SUPPLIES	$ 500	$ 600	$ 600	$ 750		
0161052	540430	BLDG MAINT SUPPLIES	$ 15,434	$ 17,340	$ 17,340	$ 17,860		
0161052	550511	LIBRARY MATERIALS	$ 414,761	$ 443,000	$ 443,000	$ 456,000	$ 25,000	

CITY OF WATERTOWN

NEXT YEAR BUDGET COMPARISON REPORT

			FY 2021 ACTUAL	FY 2022 ORIGINAL BUDGET	FY 2022 REVISED BUDGET	FY 2023 LEVEL SERVICE BUDGET	FY 2023 ADDITIONAL FUNDING REQUESTS	MANAGER RECOMMENDS
0161052	550512	BOOK PROCESSING	$ 41,462	$ 41,800	$ 41,800	$ 45,000		
0161052	570710	IN STATE TRAVEL	$ -	$ 500	$ 500	$ 500		
0161052	570730	DUES & SUBCRIPT.	$ 1,200	$ 1,300	$ 1,300	$ 1,300		
0161052	570735	PROJECT LITERACY	$ 8,635	$ 8,700	$ 8,700	$ 10,000		
0161052	570785	COMMITTEE EXPENSES	$ 402	$ 2,600	$ 2,600	$ 2,600		
0161052	570787	STAFF DEVELOPMENT	$ 3,124	$ 10,000	$ 10,000	$ 10,000		
TOTAL	LIBRARY EXPENSES		$ 858,470	$ 965,711	$ 965,711	$ 1,000,316	$ 50,080	$ -
0161058	LIBRARY CAPITAL							
0161058	580840	IMPROVEMENTS	$ 49,000	$ 81,000	$ 81,000	$ 81,000		
0161058	580870	REPLACEMENT OF EQUIP.	$ 20,000	$ 20,000	$ 20,000	$ 20,000		
TOTAL	LIBRARY CAPITAL		$ 69,000	$ 101,000	$ 101,000	$ 101,000	$ -	$ -
TOTAL	LIBRARY		$ 3,062,204	$ 3,433,498	$ 3,433,498	$ 3,480,472	$ 138,506	$ -

FULL-TIME EMPLOYEE NAME	TITLE	HIRE DATE	NUMBER HOURS	FY22 Grade/Step	FY22 Annual - 52.2	FY23 Grade/Step	FY23 Annual - 52.2	Long-evity	Clothing Allow.	Shift Diff.	Total Compen-sation (52.2)
COLE, L	LIBRARY DIRECTOR	3/20/1995	37.5	GR4 S19	$121,086	GR4 S19	$121,086	$0			$121,086
BERKLEY-CRAMER, K	LIBRARY PROFESSIONAL	8/8/2016	37	GR3 S6	$63,676	GR3 S7	$64,949	$600			$65,549
BRENNAN, K	LIBRARY PROFESSIONAL	8/15/2012	37	GR3 S10	$68,925	GR3 S10	$68,925	$1,100			$70,025
BROWNE, C	ASSISTANT DIRECTOR	9/4/2007	37.5	GR3 S8	$95,285	GR3 S8	$95,285	$0			$95,285
CASHIN, M	LIBRARY CLERICAL	10/7/2013	37	GR1 S9	$49,722	GR1 S10	$51,785	$969			$52,755
CLEMENTS, J	LIBRARY DEPARTMENT HEAD	1/18/2011	37	GR4 S10	$81,523	GR4 S10	$81,523	$1,100			$82,623
CONKEY, C	LIBRARY DEPARTMENT HEAD	2/21/1989	37	GR4 S10	$81,523	GR4 S10	$81,523	$3,600			$85,123
DEVLIN, T	LIBRARY CLERICAL	7/6/2021	37	GR1 S1	$42,437	GR1 S2	$43,286	$0			$43,286
FERREIRA, J	LIBRARY CLERICAL	3/30/2016	37	GR1 S6	$46,854	GR1 S7	$47,791	$600			$48,391
FRUEH, S	LIBRARY PROFESSIONAL	11/15/2010	37	GR3 S10	$68,925	GR3 S10	$68,925	$1,100			$70,025
GONZALEZ-ROMERO, I	LIBRARY CLERICAL	11/2/2020	37	GR1 S2	$43,286	GR1 S3	$44,152	$0			$44,152
KALLESTAD, J	COMMUNITY ENGAGEMENT SP	9/10/2018	37	GR2 S4	$50,169	GR2 S5	$51,173	$485			$51,658
KOTTAS, K	LIBRARY DEPARTMENT HEAD	6/1/2015	37	GR4 S6	$75,315	GR4 S7	$76,821	$600			$77,421
LAMBERT, A	LIBRARY DEPARTMENT HEAD	10/2/2007	37	GR4 S4	$72,390	GR4 S5	$73,838	$1,450			$75,288
LEVINE, E	LIBRARY PROFESSIONAL	7/29/2019	37	GR3 S3	$60,003	GR3 S4	$61,203	$0			$61,203
LOWE, K	LIBRARY CLERICAL	8/7/1990	37	GR1 S10	$51,785	GR1 S10	$51,785	$3,600			$55,385
MCNEELY, J	LIBRARY PROFESSIONAL	12/16/2019	37	GR3 S3	$60,003	GR3 S4	$61,203	$0			$61,203
MERCADO, J C	JUNIOR CUSTODIAN	10/19/2021	40	GR4L S1	$50,712	GR4L S1/2	$51,767	$0	$900		$52,667
MIRANDA, E	LIBRARY DEPARTMENT HEAD	6/9/2010	37	GR4 S10	$81,523	GR4 S10	$81,523	$1,100			$82,623
MONTEIRO, M	LIBRARY PROFESSIONAL	8/25/2021	37	GR3 S1	$57,673	GR3 S2	$58,827	$0			$58,827
POLINCHAK, R	JUNIOR CUSTODIAN	7/1/2021	40	GR4L S1	$50,712	GR4L S2	$52,234	$0	$900	$2,088	$55,222
RAMETTE, M	LIBRARY CLERICAL	6/27/2016	37	GR1 S6	$46,854	GR1 S7	$47,791	$600			$48,391
ROGAN, B	LIBRARY CLERICAL	5/6/2013	37	GR1 S9	$49,722	GR1 S10	$51,785	$1,100			$52,885
RUGGERI-KORET, N	HEAD CLERK	1/28/2013	37.5	GR4C S8	$62,371	GR4C S8	$62,371	$1,525			$63,896
SCRAPCHANSKY, S	LIBRARY CLERICAL	2/5/2007	37	GR1 S10	$51,785	GR1 S10	$51,785	$1,450			$53,235
YOUNG, A	LIBRARY PROFESSIONAL	11/22/2021	37	GR3 S1	$57,673	GR3 S2	$58,827	$0			$58,827
FULL-TIME TOTALS					**$1,641,938**		**$1,662,167**	**$20,979**	**$1,800**	**$2,088**	**$1,687,034**

PART-TIME EMPLOYEE NAME	TITLE	HIRE DATE	NUMBER HOURS	FY22 Grade/Step	FY22 Annual	FY23 Grade/Step	FY23 Annual - 52.2	Long-evity	Clothing Allow.	Shift Diff. (52.2)	Total Compen-sation (52.2)
BROGAN, J	LIBRARY CLERICAL	9/15/2008	23	GR1P S10	$32,191	GR1P S10	$32,191	$869			$33,061
CORBETT, R.	JUNIOR CUSTODIAN	7/5/2012	25	GR4L S8	$38,982	GR4L S8	$38,982	$953	$563	$1,631	$42,129
DENEEN, K.	LIBRARY PROFESSIONAL	6/21/2010	21	GR3P S10	$39,119	GR3P S10	$39,119	$627			$39,746
JASSET, J	JUNIOR CUSTODIAN	5/8/2008	25	GR4L S8	$38,982	GR4L S8	$38,982	$1,250	$563		$40,795
LIBERATORE, M	LIBRARY CLERICAL	9/23/2013	23	GR1P S9	$30,908	GR1P S10	$32,191	$622			$32,813
LITTLEWOOD, C	LIBRARY PROFESSIONAL	7/13/20	23	GR3P S2	$36,568	GR3P S3	$37,299	$0			$37,299
MERCHANT, D	LIBRARY PROFESSIONAL	5/3/21	24	GR3P S1	$37,409	GR3P S2	$38,158	$0			$38,158
READER, J	LIBRARY CLERICAL	1/28/2008	23	GR1P S10	$32,191	GR1P S10	$32,191	$914			$33,105
SHADIC, C	LIBRARY CLERICAL	4/11/2000	23	GR1P S10	$32,191	GR1P S10	$32,191	$1,638			$33,829
STERN, P.	LIBRARY PROFESSIONAL	8/17/2006	24	GR3P S10	$44,708	GR3P S10	$44,708	$943			$45,650
SZENDE, D	LIBRARY CLERICAL	9/7/21	23	GR1P S1	$26,380	GR1P S2	$26,907	$0			$26,907
VAN LEEUWEN, J.	LIBRARY CLERICAL	12/1/2015	25	GR1P S7	$32,291	GR1P S8	$32,937	$408			$33,345
PART-TIME SUBTOTAL							**$425,858**	**$8,224**	**$1,125**	**$1,631**	**$436,837**
PROJECT LITERACY PART-TIME							**$55,193**				**$55,193**
TEMPORARY PART-TIME							**$175,092**				**$175,092**
PART-TIME TOTALS							**$656,143**	**$8,224**	**$1,125**	**$1,631**	**$667,122**
FULL-TIME TOTALS							**$1,662,167**	**$20,979**	**$1,800**	**$2,088**	**$1,687,034**
DEPARTMENT TOTALS							**$2,318,310**	**$29,202**	**$2,925**	**$3,719**	**$2,354,156**
							$ -	$ -	$ -		
									OVERTIME		$ 25,000
											$ 2,379,156

SUPPLIES AND SERVICES
EXPENDITURE WORKSHEET
FISCAL YEAR 2023

DEPARTMENT: LIBRARY

ACCOUNT ORG	ACCOUNT OBJECT	ACCOUNT TITLE	FY 2022 REVISED BUDGET	FY 2023 LEVEL SERVICE BUDGET	INFORM. TECH.	DESCRIPTION
0161052	520211	ELECTRICITY	$143,589	$147,897		
				$0		
				$0		
0161052	520213	GAS	$39,172	$40,347		
				$0		
				$0		
0161052	520240	EQUIPMENT MAINTENANC	$18,029	$18,029		
				$899	$899	MICROREADER/PRINTER CONTRACT
				$14,680	$14,680	HATCH EQUIPMENT & INTERNET
				$750	$700	CUSTODIAL CELL PHONE
				$1,200	$1,200	PHOTOCOPIER CONTRACT
				$500	$500	EQUIPMENT REPAIR AND SUPPLIES
0161052	520241	BUILDING MAINTENANCE	$43,500	$44,451		
				$880		BUILDING SECURITY SYSTEM
				$2,200		ELEVATOR QUARTERLY MAINTENANCE & ANNU
				$400		FIRE EXTINGUISHERS SERVICE
				$2,000		SPRINKLER & FIRE ALARM ANNUAL INSPECTION
				$750		GENERATOR TESTING & MAINTENANCE
				$850		ROUTINE PEST CONTROL
				$4,400		CARPET & RUNNER CLEANING
				$350		GREASE TRAP CLEANING
				$600		WATER HEATER SERVICE
				$15,000		HVAC SYSTEM MAINTENANCE
				$5,000		ELEVATOR SERVICE CALLS/REPAIRS
				$5,000		ROOF, DOOR, WINDOW REPAIRS
				$7,021		BUILDING REPAIRS & MAINTENANCE

0161052	520244 COMPUTER MAINTENANCE	$92,112	$96,309		
			$19,967	$19,967	SOFTWARE MAINTENANCE
			$8,342	$8,342	HARDWARE MAINTENANCE
			$63,000	$63,000	CONTRACTED SERVICES
			$5,000	$5,000	COMPUTER SUPPLIES
0161052	530327 REGIONAL LIBRARY SERVI	$76,569	$81,673		MLN CONTRACT
0161052	530383 PROGRAM SERVICES	$7,000	$7,500		PROGRAM SERVICES
0161052	530342 POSTAGE	$1,600	$1,700		POST OFFICE BOX RENTAL
0161052	540421 OFFICE SUPPLIES	$12,000	$12,000		OFFICE SUPPLIES
0161052	540422 PRINTING AND FORMS	$6,300	$6,400		STATIONARY, FORMS, PR, NEWSLETTER
0161052	540425 PROGRAM SUPPLIES	$600	$750		PROGRAM SUPPLIES
0161052	540430 BLDG MAINT SUPPLIES	$17,340	$18,000		PAPER SUPPLIES, LIGHT BULBS, CLEANING SUF
0161052	550511 LIBRARY MATERIALS	$443,000	$456,000		BOOKS, AV, PERIODICALS, ONLINE DATABASES
0161052	550512 BOOK PROCESSING	$41,800	$45,000		BOOK JACKETS, BOOK SECURITY, BARCODES,
0161052	570710 IN STATE TRAVEL	$500	$500		TRAVEL TO MEETINGS & CONFERENCES

0161052	570730 DUES & SUBCRIPT.	$1,300	$1,300	
			$550	ALA
			$750	DIGITAL COMMONWEALTH
0161052	570735 PROJECT LITERACY	$8,700	$10,000	LITERACY CLASSES & SUPPLIES
0161052	570785 COMMITTEE EXPENSES	$2,600	$2,600	TRUSTEE EXPENSES
0161052	570787 STAFF DEVELOPMENT	$10,000	$10,000	
	TOTALS	$965,711	$1,000,456	

OPERATING CAPITAL
EXPENDITURE WORKSHEET
FISCAL YEAR 2023

DEPARTMENT: LIBRARY

ACCOUNT OBJECT	ACCOUNT TITLE	FY 2022 REVISED BUDGET	FY 2023 LEVEL SERVICE BUDGET	INFORM. TECH.	DESCRIPTION
580840	IMPROVEMENTS	$81,000	$81,000		
580870	REPLACEMENT OF EQUIP.	$20,000	$20,000		
	TOTALS	$101,000	$101,000		

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

FULL-TIME CHILDREN'S LIBRARIAN

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0161051/510111	FULL TIME CHILDREN'S LIBRARIAN	$57,673
	BENEFITS	$20,000
	TOTAL REQUEST	$77,673

4. JUSTIFICATION/IMPACT

PATRON FEEDBACK INDICATES THAT OUR PATRONS WANT MORE CHILDREN'S PROGRAMS AND SERVICES, PARTICULARLY ON EVENINGS AND WEEKENDS. THIS FEEDBACK COMES FROM BOTH THE 2020 STRATEGIC PLANNING SURVEY AND A CHILDREN'S SERVICES SURVEY ADMINISTERED IN FALL 2021. WITH OUR CURRENT STAFFING LEVELS WE ARE ONLY ABLE TO PROVIDE PROGRAMS FOR THE HIGHEST DEMAND POPULATIONS, MAINLY 5 AND UNDER, DURING WEEKDAY MORNINGS AND AFTERNOONS WITH AN OCCASIONAL WEEKEND OFFERING. AN ADDITIONAL LIBRARIAN WOULD ALLOW US TO OFFER PROGRAMS TO CHILDREN AND FAMILIES THAT DON'T HAVE THE LUXURY OF COMING TO THE LIBRARY DURING STANDARD WORK HOURS. IT WOULD ALLOW US TO BROADEN OUR AUDIENCE TO OLDER CHILDREN WHO CURRENTLY DO NOT HAVE MANY PROGRAMS OFFERED FOR THEIR INTEREST AND AVAILABILITY. IN ADDITION TO THE DEMAND AND EQUITY CONSIDERATIONS MENTIONED, THE CHILDREN'S LIBRARIANS ARE THE MOST PRODUCTIVE LIBRARY DEPARTMENT. AMID THE COVID PANDEMIIC 86,000 ADDITIONAL CHILDREN'S BOOKS WERE CIRCULATED WHILE GROWNG THE COLLECTION BY 9.5% AND PROVIDING STORYTIMES AND OTHER CHILDREN'S PROGRAMS. DESPITE THE EXTENSIVE WORK THE CURRENT STAFF DOES, PATRONS ARE SEEKING MORE FROM US. AN ADDITIONAL LIBRARIAN WOULD HELP SATISFY THE DEMAND.

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

ENHANCEMENTS TO TECH SECURITY

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0151052/520244	ENHANCED ENDPOINT PROTECTION	$5,760
	OPEN DNS SECURITY	$936
	PASSWORD MANAGEMENT	$2,448
	ENHANCED NETWORK PROTECTION	$6,496
	TOTAL REQUEST	$15,640

4. JUSTIFICATION/IMPACT

CYBER-ATTACKS ARE INCREASINGLY MORE DAMAGING TO ORGANIZATIONS. THEY ARE ALSO HARDER TO DETECT AND AVOID AS MORE SOPHISTICATED TACTICS ARE USED. THE LIBRARY IS HUGELY RELIANT ON TECHNOLOGY TO OPERATE, AND TECHNOLOGY IS A MAJOR SERVICE WE PROVIDE TO THE COMMUNITY. A PROLONGED LIBRARY OUTAGE BECAUSE OF A PREVENTABLE CYBER-ATTACK WOULD HAVE SIGNIFICANT IMPACT ON THE CITY. WITH THIS ADDITIONAL FUNDING WE WOULD BE ABLE TO IMPLEMENT AN ANTIVIRUS SOLUTION THAT DETECTS AND BLOCKS MALWARE IN REAL TIME, IMPLEMENT A LOCAL MONITOR THAT DETECTS SUSPICIOUS NETWORK ACTIVITY BEFORE IT IS ABLE TO DISRUPT THE ENVIRONMENT, AND IMPLEMENT A PASSWORD MANAGEMENT SYSTEM SO THAT STAFF CAN SAFELY USE APPLICATIONS WITH SECURE AND COMPLEX PASSWORDS EASILY.

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

RECLASSIFY HATCH COORDINATOR FROM GRADE 3 TO GRADE 4

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0161051/510111	RECLASSIFICATION TO LIBRARY DEPARTMENT HEAD	$10,753
	TOTAL REQUEST	$10,753

4. JUSTIFICATION/IMPACT

SINCE WE LAUNCHED HATCH IN 2015 IT HAS BECOME AN ESSENTIAL LIBRARY SERVICE. IT PROVIDES PROGRAMS, TOOLS, SPACE, AND EXPERTISE TO WATERTOWN'S CREATIVE COMMUNITY. THE SMALL HATCH STAFF OF ONE FULL-TIME PERMANENT HATCH COORDINATOR AND TWO PART-TIME HATCH ASSISTANTS PROVIDE 44 SERVICE HOURS A WEEK WHICH INCLUDES 4 EVENINGS AS WELL AS BOTH WEEKEND DAYS. THE HATCH COORDINATOR IS REPOSIBLE FOR MANAGING ALL PROGRAMS, VOLUNTEERS, AND SUPERVISING THE TWO PART TIME ASSISTANTS. THIS POSITION IS ALSO REQUIRED TO ENSURE ALL HATCH EQUIPMENT IS PROPERLY MAINTAINED. IN ADDITION TO THE ADMINSTRATIVE AND MANAGERIAL TASKS, THIS PERSON IS ALSO PROVIDING DIRECT SERVICE TO HATCH USERS. THE RESPONSIBILITIES LISTED HERE ARE COMPARABLE TO OTHER LIBRARY DEPARTMENT HEADS AND AS SUCH THE POSITION SHOULD BE RECLASSIFIED AND COMPENSATED AS A DEPARTMENT HEAD.

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

HOTSPOTS AND ZOOM SUBSCRIPTIONS

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0161052/520244	ANNUAL CHARGE FOR HOTSPOTS	$6,240
	ZOOM SUBSCRIPTIONS	$1,700
	TOTAL REQUEST	$7,940

4. JUSTIFICATION/IMPACT

CARES FUNDING HAS RUN OUT BUT THE NEED FOR HOTSPOTS AND ZOOM SUBSCRIPTIONS REMAIN WHILE THE PANDEMIC IS ONGOING. LIBRARY PATRONS CONTINUE TO NEED REMOTE ACCESS FOR WORK AND VIRTUAL MEETING AND PROGRAMS ARE STILL IN DEMAND.

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

BOOKMOBILE PROGRAMMING FUNDS

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0161052/530383	PROGRAMMING FUNDS	$1,500
	TOTAL REQUEST	$1,500

4. JUSTIFICATION/IMPACT

THANKS TO A VERY GENEROUS DONOR, THE LIBRARY WILL BE TAKING POSSESSION OF A BOOKMOBILE DURING FY23. THESE FUNDS ARE A START FOR PROGRAMMING WHICH WILL BE ONE OF THE MAIN USES OF THE BOOKMOBILE. THE OUTREACH LIBRARIAN WILL BE TAKING MATERIALS AND PROGRAMS TO VARIOUS LOCATIONS, INCLUDING THE SENIOR CENTER, SCHOOLS, DAYCARE PROVIDERS, BUSINESSES, PARKS, AND FESTIVALS.

REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2023

1. DEPARTMENT

LIBRARY

2. SHORT DESCRIPTION/TITLE

ADDITIONAL FUNDING FOR CHILDREN'S MATERIALS

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
0151051/510511	CHILDREN'S LIBRARY MATERIALS	$25,000
	TOTAL REQUEST	$25,000

4. JUSTIFICATION/IMPACT

IN FY21 317,695 CHILDREN'S ITEMS CIRCULATED, UP 86,077 FROM FY20 AND 31,731 FROM FY1 CHILDREN'S BOOKS ACCOUNT FOR 46.5% OF THE TOTAL LIBRARY CIRCULATION FOR FY21 AND THIS WAS DESPITE IN-LIBRARY TRAFFIC DECREASE DUE TO COVID. AN INCREASE IN CHILDREN'S MATERIALS BUDGET WOULD ALLOW US TO MAINTAIN THE COLLECTION BY REPLACING OUTDATED AND DAMAGED MATERIALS, PURCHASING MULTIPLE COPIES OF IN-DEMAND ITEMS TO DECREASE WAIT TIMES FOR POPULAR TITLES, AS WELL AS ALLOW US TO FURTHER DEVELOP WEAKER AREAS OF THE COLLECTION SUCH AS WORLD LANGUAGES.

SPECIAL REVENUE & EXPENDABLE TRUST WORKSHEET FISCAL YEAR 2023

DEPARTMENT: LIBRARY **ACCOUNT NAME:** BARRY FUND

FUND NUMBER: 8119

BEGINNING BALANCE AS OF 12/31/21			$ 3,807.31
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81194-482000	INTEREST	$50	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$50
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81195-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$3,757
FY 23 PROJECTED REVENUES:			
81194-482000	INTEREST	$100	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$100
FY 23 PROJECTED EXPENDITURES:			
81195-570000	BOOKS	$100	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$100
PROJECTED ENDING BALANCE 6/30/23			$3,757

NOTES:

BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**BROWN FUND**
		FUND NUMBER:	**8131**
BEGINNING BALANCE AS OF 12/31/21			$ 2,615.05
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81314-48200	INTEREST	$40	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$40
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81315-570000	BOOKS	$250	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$250
PROJECTED BEGINNING BALANCE 7/1/22			$2,405
FY 23 PROJECTED REVENUES:			
81314-482000	INTEREST	$80	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$80
FY 23 PROJECTED EXPENDITURES:			
81315-570000	BOOKS	$100	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$100
PROJECTED ENDING BALANCE 6/30/23			$2,385

NOTES:
$1000 BASE UNAVAILABLE TO SPEND
SCIENCE FICTION BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	LIBRARY	ACCOUNT NAME:	BURKE FUND	
		FUND NUMBER:		8138
BEGINNING BALANCE AS OF 12/31/21			$	12,014.72
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:				
81384-482000	INTEREST	$2		
	DONATIONS	$28,125		
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22				$28,127
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:				
81385-570000	BOOKS	$3,787		
	PROGRAMS	$5,470		
	MUSEUM PASSES	$1,255		
	MOVIE LICENCES	$1,389		
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22				$11,901
PROJECTED BEGINNING BALANCE 7/1/22				$28,241
FY 23 PROJECTED REVENUES:				
81384-482000	INTEREST	$5		
	DONATIONS	$28,000		
	TOTAL ANTICIPATED REVENUE FOR FY 23			$28,005
FY 23 PROJECTED EXPENDITURES:				
81385-570000	BOOKS	$5,600		
	PROGRAMS	$17,000		
	MUSEUM PASSES	$4,000		
	MOVIE LICENCES	$1,400		
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23			$28,000
PROJECTED ENDING BALANCE 6/30/23				$28,246

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**CAMPBELL FUND**
		FUND NUMBER:	**8127/8214**
BEGINNING BALANCE AS OF 12/31/21			$ 5,501.82
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81274-482000	INTEREST	$70	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$70
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81275-570000	BOOKS	$350	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$350
PROJECTED BEGINNING BALANCE 7/1/22			$5,222
FY 23 PROJECTED REVENUES:			
81274-482000	INTEREST	$120	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$120
FY 23 PROJECTED EXPENDITURES:			
81275-570000	BOOKS	$300	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$300
PROJECTED ENDING BALANCE 6/30/23			$5,042

NOTES:
$1000 BASE UNAVAILABLE TO SPEND
LARGE PRINT BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**CHARLES FUND**
		FUND NUMBER:	**8117/8208**
BEGINNING BALANCE AS OF 12/31/21			$ 2,683.35
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81174-482000	INTEREST	$30	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$30
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81175-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$2,613
FY 23 PROJECTED REVENUES:			
81174-482000	INTEREST	$60	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$60
FY 23 PROJECTED EXPENDITURES:			
81175-570000	BOOKS	$150	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$150
PROJECTED ENDING BALANCE 6/30/23			$2,523

NOTES:
$200 BASE UNAVAILABLE TO SPEND
ARMENIAN HISTORY BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**DRUCKER FUND**
		FUND NUMBER:	**8136**
BEGINNING BALANCE AS OF 12/31/21			$ 3,015.85
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81364-482000	INTEREST	$40	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$40
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81365-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$2,956
FY 23 PROJECTED REVENUES:			
81364-482000	INTEREST	$80	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$80
FY 23 PROJECTED EXPENDITURES:			
81365-570000	BOOKS	$100	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$100
PROJECTED ENDING BALANCE 6/30/23			$2,936

NOTES:
HUMANITIES BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**GRIFFIN FUND**
		FUND NUMBER:	**8140**
BEGINNING BALANCE AS OF 12/31/21			$ 186,565.40
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81404-482000	INTEREST	$2,000	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$2,000
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81405-570000	MISC	$5,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$5,000
PROJECTED BEGINNING BALANCE 7/1/22			$183,565
FY 23 PROJECTED REVENUES:			
81404-482000	INTEREST	$6,000	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$6,000
FY 23 PROJECTED EXPENDITURES:			
81405-570000	MISC	$20,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$20,000
PROJECTED ENDING BALANCE 6/30/23			$169,565

NOTES:

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**KAVENY FUND**
		FUND NUMBER:	**8132/8215**
BEGINNING BALANCE AS OF 12/31/21			$ 37,587.64
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81324-482000	INTEREST	$400	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$400
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81325-570000	MISC ITEMS	$500	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$500
PROJECTED BEGINNING BALANCE 7/1/22			$37,488
FY 23 PROJECTED REVENUES:			
81324-482000	INTEREST	$800	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$800
FY 23 PROJECTED EXPENDITURES:			
81325-570000	MISC ITEMS	$1,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$1,000
PROJECTED ENDING BALANCE 6/30/23			$37,288

NOTES:
$28,371.49 BASE UNAVAILABLE TO SPEND

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**KEITH FUND**
		FUND NUMBER:	**8125/8213**
BEGINNING BALANCE AS OF 12/31/21			$ 4,191.37
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81254-482000	INTEREST	$50	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$50
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81255-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$4,141
FY 23 PROJECTED REVENUES:			
81254-482000	INTEREST	$100	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$100
FY 23 PROJECTED EXPENDITURES:			
81255-570000	BOOKS	$150	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$150
PROJECTED ENDING BALANCE 6/30/23			$4,091

NOTES:
$1000 BASE UNAVAILABLE TO SPEND
WATERTOWN HISTORY BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT: LIBRARY **ACCOUNT NAME:** LIG-MEG

FUND NUMBER: 3310

BEGINNING BALANCE AS OF 12/31/21			$ 126,719.05
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
33104-468000	STATE GRANT	$100,000	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$100,000
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
33105-570000	HOLD LOCKERS	$25,000	
	BOOKMOBILE	$15,000	
	EQUIPMENT	$8,000	
	LIBRARY OF THINGS	$2,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$50,000
PROJECTED BEGINNING BALANCE 7/1/22			$176,719
FY 23 PROJECTED REVENUES:			
33104-468000	STATE GRANT	$70,000	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$70,000
FY 23 PROJECTED EXPENDITURES:			
33105-570000	BOOKMOBILE	$10,000	
	LIBRARY OF THINGS	$3,000	
	EQUIPMENT & FURNITUR	$30,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$43,000
PROJECTED ENDING BALANCE 6/30/23			$203,719

NOTES:
STATE AID

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**		**LITERACY FUNDRAISING**
		FUND NUMBER:		**3708**
BEGINNING BALANCE AS OF 12/31/21			$	53,506.31
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:				
37084-483000	DONATIONS	$1,500		
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22				$1,500
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:				
37085-570000	LITERACY SUPPLIES	$10,000		
37085-510000	LITERACY PERSONNEL	$20,000		
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22				$30,000
PROJECTED BEGINNING BALANCE 7/1/22				$25,006
FY 23 PROJECTED REVENUES:				
37084-483000	DONATIONS	$30,000		
	TOTAL ANTICIPATED REVENUE FOR FY 23			$30,000
FY 23 PROJECTED EXPENDITURES:				
37085-570000	LITERACY SUPPLIES	$15,000		
37085-510000	LITERACY PERSONNEL	$22,000		
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23			$37,000
PROJECTED ENDING BALANCE 6/30/23				$18,006

NOTES:

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**MACDONALD FUND**
		FUND NUMBER:	**8122/8211**
BEGINNING BALANCE AS OF 12/31/21			$ 9,538.41
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81224-482000	INTEREST	$125	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$125
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81225-570000	BOOKS	$300	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$300
PROJECTED BEGINNING BALANCE 7/1/22			$9,363
FY 23 PROJECTED REVENUES:			
81224-482000	INTEREST	$200	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$200
FY 23 PROJECTED EXPENDITURES:			
81225-570000	BOOKS	$200	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$200
PROJECTED ENDING BALANCE 6/30/23			$9,363

NOTES:
$5000 BASE UNAVAILABLE TO SPEND
GRIEF RELATED BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**LYDIA MASTERS FUND**
		FUND NUMBER:	**8118**
BEGINNING BALANCE AS OF 12/31/21			$ 4,572.57
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81184-482000	INTEREST	$50	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$50
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81185-570000	MISC ITEMS	$50	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$50
PROJECTED BEGINNING BALANCE 7/1/22			$4,573
FY 23 PROJECTED REVENUES:			
81184-482000	INTEREST	$100	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$100
FY 23 PROJECTED EXPENDITURES:			
81185-570000	MISC ITEMS	$100	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$100
PROJECTED ENDING BALANCE 6/30/23			$4,573

NOTES:
$2707 BASE UNAVAILABLE TO SPEND
TRUSTEES DISCRETION

SPECIAL REVENUE & EXPENDABLE TRUST WORKSHEET FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**MCCALL FUND**
		FUND NUMBER:	**3744**
BEGINNING BALANCE AS OF 12/31/21			$ 58,887.60
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
37444-482000	INTEREST	$0	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$0
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
37445-570000	CHILDREN'S DEPT	$2,500	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$2,500
PROJECTED BEGINNING BALANCE 7/1/22			$56,388
FY 23 PROJECTED REVENUES:			
37444-482000	INTEREST	$0	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$0
FY 23 PROJECTED EXPENDITURES:			
37445-570000	CHILDREN'S DEPT	$4,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$4,000
PROJECTED ENDING BALANCE 6/30/23			$52,388

NOTES:
CHILDREN'S DEPARTMENT ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**MEAD FUND**
		FUND NUMBER:	**8115**
BEGINNING BALANCE AS OF 12/31/21			$ 6,077.79
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81154-482000	INTEREST	$125	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$125
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81155-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$6,103
FY 23 PROJECTED REVENUES:			
81154-482000	INTEREST	$250	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$250
FY 23 PROJECTED EXPENDITURES:			
81155-570000	BOOKS	$100	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$100
PROJECTED ENDING BALANCE 6/30/23			$6,253

NOTES:
$3000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**MCGUIRE FUND**
		FUND NUMBER:	**8120/8209**

BEGINNING BALANCE AS OF 12/31/21			$ 3,175.32
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81204-482000	INTEREST	$50	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$50
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81205-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$3,125
FY 23 PROJECTED REVENUES:			
81204-482000	INTEREST	$100	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$100
FY 23 PROJECTED EXPENDITURES:			
81205-570000	BOOKS	$150	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$150
PROJECTED ENDING BALANCE 6/30/23			$3,075

NOTES:
$1000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**O'REILLY FUND**
		FUND NUMBER:	**8124/8212**
BEGINNING BALANCE AS OF 12/31/21			$ 10,546.67
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81244-482000	INTEREST	$120	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$120
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81245-570000	BOOKS	$200	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$200
PROJECTED BEGINNING BALANCE 7/1/22			$10,467
FY 23 PROJECTED REVENUES:			
81244-482000	INTEREST	$200	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$200
FY 23 PROJECTED EXPENDITURES:			
81245-570000	BOOKS	$150	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$150
PROJECTED ENDING BALANCE 6/30/23			$10,517

NOTES:

$500 BASE UNAVAILABLE TO SPEND
FICTION ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**B PIERCE FUND**
		FUND NUMBER:	**8116**
BEGINNING BALANCE AS OF 12/31/21			$ 2,105.42
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81164-482000	INTEREST	$30	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$30
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81165-570000	BOOKS	$50	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$50
PROJECTED BEGINNING BALANCE 7/1/22			$2,085
FY 23 PROJECTED REVENUES:			
81164-482000	INTEREST	$60	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$60
FY 23 PROJECTED EXPENDITURES:			
81165-570000	BOOKS	$50	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$50
PROJECTED ENDING BALANCE 6/30/23			$2,095

NOTES:
TRUSTEES DISCRETION

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**W PIERCE FUND**
		FUND NUMBER:	**8121/8210**
BEGINNING BALANCE AS OF 12/31/21			$ 24,194.60
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81214-482000	INTEREST	$400	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$400
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81215-570000	BOOKS	$500	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$500
PROJECTED BEGINNING BALANCE 7/1/22			$24,095
FY 23 PROJECTED REVENUES:			
81214-482000	INTEREST	$800	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$800
FY 23 PROJECTED EXPENDITURES:			
81215-570000	BOOKS	$500	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$500
PROJECTED ENDING BALANCE 6/30/23			$24,395

NOTES:
$20,000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**ASA PRATT**
		FUND NUMBER:	**8113/8112/8207**

BEGINNING BALANCE AS OF 12/31/21			$ 140,246.83
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81134-482000/483000	INTEREST	$500	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$500
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81135-570000	PERIODICALS	$0	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$0
PROJECTED BEGINNING BALANCE 7/1/22			$140,747
FY 23 PROJECTED REVENUES:			
81134-482000/483000	INTEREST	$800	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$800
FY 23 PROJECTED EXPENDITURES:			
81135-570000	PERIODICALS	$5,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$5,000
PROJECTED ENDING BALANCE 6/30/23			$136,547

NOTES:
80% OF INTEREST AVAILABLE TO SPEND ANNUALLY ON PERIODICALS

SPECIAL REVENUE & EXPENDABLE TRUST WORKSHEET FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**PRINTING-REVOLVING**
		FUND NUMBER:	**3701**
BEGINNING BALANCE AS OF 12/31/21			$ 5,863.79
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
37014-437000	INCOME GENERATED	$4,000	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$4,000
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
37015-570000	PRINTING SUPPLIES	$4,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$4,000
PROJECTED BEGINNING BALANCE 7/1/22			$5,864
FY 23 PROJECTED REVENUES:			
37014-437000	INCOME GENERATED	$8,000	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$8,000
FY 23 PROJECTED EXPENDITURES:			
37015-570000	PRINTING SUPPLIES	$4,000	
	HARDWARE/SOFTWARE	$2,000	
	EQUIPMENT	$1,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$7,000
PROJECTED ENDING BALANCE 6/30/23			$6,864

NOTES:

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**SANTORO FUND**
		FUND NUMBER:	**8128**
BEGINNING BALANCE AS OF 12/31/21			$ 2,367.00
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81284-482000	INTEREST	$30	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$30
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81285-570000	BOOKS	$150	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$150
PROJECTED BEGINNING BALANCE 7/1/22			$2,247
FY 23 PROJECTED REVENUES:			
81284-482000	INTEREST	$60	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$60
FY 23 PROJECTED EXPENDITURES:			
81285-570000	BOOKS	$50	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$50
PROJECTED ENDING BALANCE 6/30/23			$2,257

NOTES:
$1600 BASE UNAVAILABLE TO SPEND
ART BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**SPECIAL GIFTS**
		FUND NUMBER:	**8129**
BEGINNING BALANCE AS OF 12/31/21			$ 103,888.53
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81294-483000	DONATIONS	$500.00	
81294-482000	INTEREST	$20	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$520
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81295-570000	BOOKS	$1,000	
81295-570000	EQUIP & MISC	$4,000	
81295-570000	BOOKMOBILE	$50,000	
81295-570000	HATCH	$7,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$62,000
PROJECTED BEGINNING BALANCE 7/1/22			$42,409
FY 23 PROJECTED REVENUES:			
81294-483000	DONATIONS	$5,000	
81294-482000	INTEREST	$25	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$5,025
FY 23 PROJECTED EXPENDITURES:			
81295-570000	BOOKS	$1,000	
81295-570000	EQUIP & MISC	$2,000	
81295-570000	HATCH	$8,000	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$11,000
PROJECTED ENDING BALANCE 6/30/23			$36,434

NOTES:

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**STONE FUND**
		FUND NUMBER:	**8126**
BEGINNING BALANCE AS OF 12/31/21			$ 3,761.33
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81294-482000	INTEREST	$40	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$40
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81265-570000	BOOKS	$50	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$50
PROJECTED BEGINNING BALANCE 7/1/22			$3,751
FY 23 PROJECTED REVENUES:			
81294-482000	INTEREST	$80	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$80
FY 23 PROJECTED EXPENDITURES:			
81295-570000	BOOKS	$50	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$50
PROJECTED ENDING BALANCE 6/30/23			$3,781

NOTES:
BOOKS ONLY

SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2023

DEPARTMENT:	**LIBRARY**	**ACCOUNT NAME:**	**WHITNEY FUND**
		FUND NUMBER:	**8114**
BEGINNING BALANCE AS OF 12/31/21			$ 3,426.37
REVENUES ANTICIPATED FOR THE REMAINING OF FY 22:			
81144-482000	INTEREST	$40	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 22			$40
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 22:			
81145-570000	BOOKS	$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 22			$100
PROJECTED BEGINNING BALANCE 7/1/22			$3,366
FY 23 PROJECTED REVENUES:			
81144-482000	INTEREST	$80	
	TOTAL ANTICIPATED REVENUE FOR FY 23		$80
FY 23 PROJECTED EXPENDITURES:			
81145-570000	BOOKS	$50	
	TOTAL ANTICIPATED EXPENDITURES FOR FY 23		$50
PROJECTED ENDING BALANCE 6/30/23			$3,396

NOTES:
BOOKS ONLY

DEPARTMENTAL LICENSES, PERMITS & FEES WORKSHEET FISCAL YEAR 23

DEPARTMENT: LIBRARY

DESCRIPTION	RATE AMOUNT	DATE CURRENT RATE WAS SET	ORG OBJ WHERE DEPOSITED
Overdue fines	$0.00	7/1/2020	n/a
Café rental	$200 per month or 5% of profit	9/8/2009	002123360/436100

Watertown Free Public Library
Budget Narrative – Fiscal Year 2023
Level Services Budget of $3,480,472

The proposed level service budget for the Watertown Free Public Library for FY2023 is designed to accomplish two primary and specific objectives.

Objective #1 is to continue to provide the same high level of service for which the Watertown Free Public Library is known.

Objective #2 is to enable the Watertown Free Public Library to meet all of the requirements set by the Massachusetts Board of Library Commissioners for certification. Meeting the certification requirements makes it possible for the library to receive the Library Incentive Grant, the Municipal Equalization Grant, the Non-Resident Circulation Offset Grant, and the Public Library Construction Grant as well as being eligible for any State and Federal grants. Certification also enables Watertown residents to borrow library materials from any other certified library in the state and to be a member of the Minuteman Library Network.

PERSONNEL

The enclosed compensation sheet is based on contractual agreements.

PURCHASE OF SERVICES

0161052 520211 - Electricity:	*3% increase as per instructions*
0161052 520213 - Gas:	*3% increase as per instructions*
0161052 520240 - Office Equip. Mnt.:	*Same as FY22.*
0161052 520241 - Building Mnt.:	*Increase requested by Department of Public Buildings.*
0161052 520244 - Computer Mnt.:	*Increase in maintenance and license costs for the RFID system, adobe, hootsuite, server, MS365, and mailchimp.*
0161052 530327 – Regional Lib Serv:	*Increase in the Minuteman Library Network fee.*
0161052 530383 – Program Services:	*Increase of $500 to be able to expand and/or enhance programming.*
0161052 530342 - Postage:	*$100 increase in anticipation of higher cost in FY23.*

EQUIPMENT AND SUPPLIES

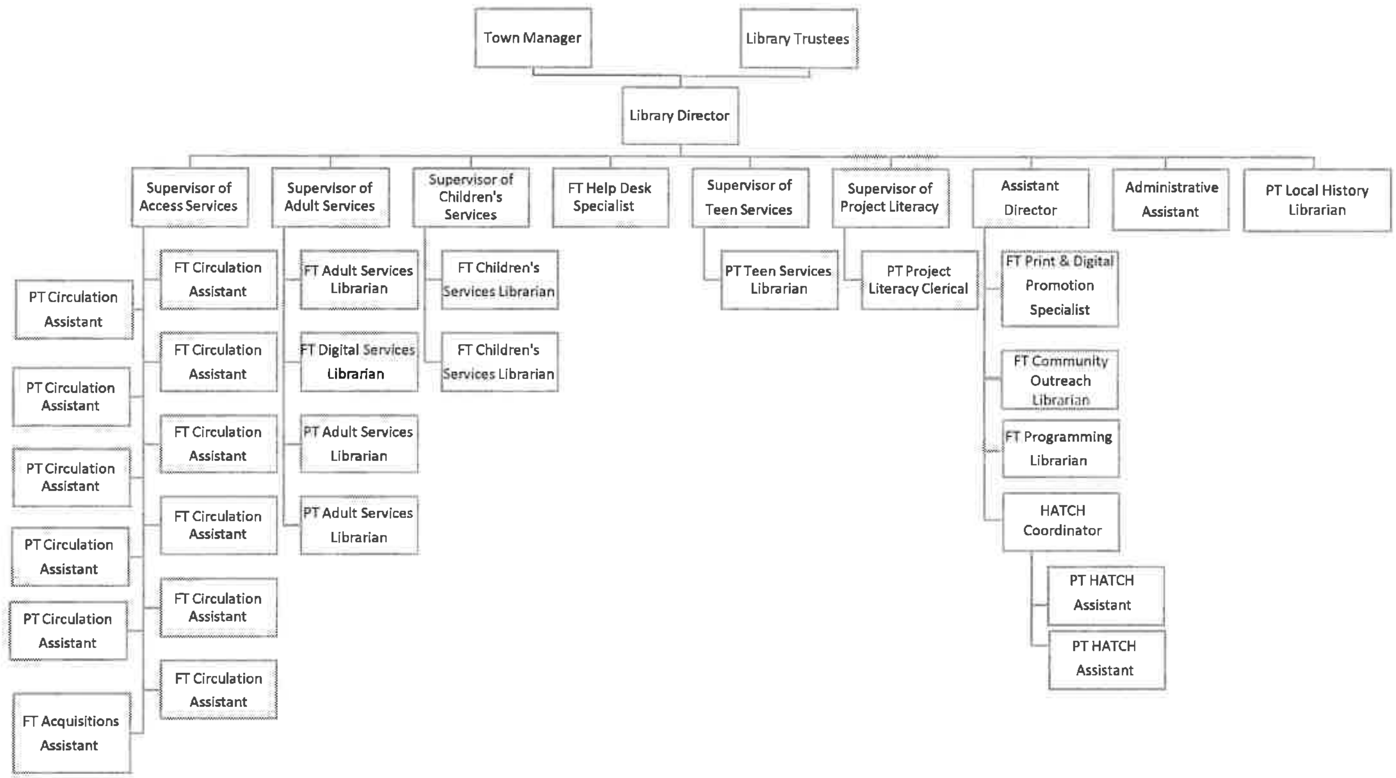
0161052 540421 - Office supplies:	*Same as FY22.*
0161052 540422 - Printing:	*$100 increase to cover higher cost of printing newsletters.*
0161052 540425 – Program Supplies:	*Increase of $150 to support additional programs.*
0161052 540430 - Building Mnt:	*Increased 3% in anticipation of higher cost of supplies.*
0161052 550511 - Books:	*Increase to keep ahead of inflation and to continue to grow the collection and be in compliance with the 13% requirement of the MAR.*
0161052 550512 - Book processing:	*10% of the book budget to cover materials processing costs.*

OTHER CHARGES AND EXPENSES

0161052 570710 - Travel:	*Same as FY22.*
0161052 570730 - Dues:	*Same as FY22.*
0161052 570735 - Project Literacy:	*$1300 increase to cover the higher cost of literacy textbooks.*
0161052 570785 - Trustee expenses:	*Same as FY22.*
0161052 570787 - Staff development:	*Same as FY22.*

CAPITAL ITEMS

0161058 580840 – Replacement equip	*Same as FY22.*
0161058 580870 – Improvements	*Same as FY22.*


Town Manager
Library Trustees
Library Director
Supervisor of Access Services
Supervisor of Adult Services
Supervisor of Children's Services
FT Help Desk Specialist
Supervisor of Teen Services
Supervisor of Project Literacy
Assistant Director
Administrative Assistant
PT Local History Librarian
PT Circulation Assistant
PT Circulation Assistant
PT Circulation Assistant
PT Circulation Assistant
PT Circulation Assistant
FT Acquisitions Assistant
FT Circulation Assistant
FT Circulation Assistant
FT Circulation Assistant
FT Circulation Assistant
FT Circulation Assistant
FT Circulation Assistant
FT Adult Services Librarian
FT Digital Services Librarian
PT Adult Services Librarian
PT Adult Services Librarian
FT Children's Services Librarian
FT Children's Services Librarian
PT Teen Services Librarian
PT Project Literacy Clerical
FT Print & Digital Promotion Specialist
FT Community Outreach Librarian
FT Programming Librarian
HATCH Coordinator
PT HATCH Assistant
PT HATCH Assistant

CITY OF WATERTOWN

Office of the City Manager

Michael J. Driscoll
City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: All Department Heads

From: Michael J. Driscoll, City Manager

Date: December 3, 2021

Subject: Instructions for Fiscal Year 2023 Budget Development

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OVERVIEW

The Fiscal Year 2023 Budget covers the period from July 1, 2022 through June 30, 2023. As in past years, the Fiscal Year 2023 Budget will be developed in an effort to:

1. Provide the highest level of essential services possible with the most efficient utilization of resources;

2. Ensure annual costs of all operations be funded on an annual basis out of current revenues;

3. Not defer maintenance and/or recognition of costs of capital equipment, facilities and infrastructure to future years;

4. Remain focused on achieving our long-term goal of sound financial management and fiscal stability;

5. Present a budget based on sound business practices.

On October 12, 2021, I gave the Fiscal Year 2023 Preliminary Budget Overview (Overview) presentation to the Honorable City Council. The presentation included a review of the City's financial condition, Revenue and Expenditure Forecasts and other information relevant to the budget process. The Preliminary Revenue and Expenditure Forecasts are contained on pages 30-55 of the Overview and the issues affecting the development of the Fiscal Year 2023 Budget are listed on page 58 of the Overview. These will need to be monitored and taken into consideration during the budget process.

Subsequent to the Fiscal Year 2023 Preliminary Budget Overview Presentation, in accordance with Section 5-I of the Watertown Home Rule Charter, the Honorable City Council developed the attached Fiscal Year 2023 Budget Policy Guidelines that were approved at the November 23, 2021 City Council Meeting and were subsequently ranked in order of priority the following week. Budget Goals and the Fiscal Year 2023 Budget will be developed based on these guidelines.

The submittal deadline for your budget proposal is no later than Wednesday, January 12, 2022.

Your cooperation in developing workable budget submissions in a timely fashion will be appreciated. All budget submission packages delivered to the City Manager's Office must include **two (2) complete sets** of all **single-sided** materials on **three-hole punched** paper.

BUDGET SUBMISSION SECTION

Level Service Budget

Please prepare a Level Service Budget. The Level Service Budget should reflect a budget retaining all services currently provided in your Fiscal Year 2022 Budget. Budgeted staffing levels should be the same in your Fiscal Year 2023 Budget submission as approved in the Fiscal Year 2022 Budget. Operational accounts should be adjusted to reflect any increases or decreases in existing service levels. Please include a narrative of all the changes needed to go from the Fiscal Year 2022 Budget to the Fiscal Year 2023 Level Service Budget submission.

Compensation Worksheets

The Compensation Worksheet(s) for your Level Service Budget submission will be e-mailed to you. The Compensation Worksheet reflects all types of compensation each employee receives and also includes current vacant positions. The only increases in compensation categories are those provided by collective bargaining agreements, such as step increases, longevity changes, etc. Department heads will need to contact the Personnel Director to verify the information on the Compensation Sheet.

Requests For Additional Funding

A "Request for Additional Funding" form is included with your package. This form must be used to request additional funding **above your level service** amount. Every request for additional funding, whether for a program expansion, additional staff, or purchase of equipment, should be separately justified on individual "Request for Additional Funding" forms. Any requests for additional funding involving additional staff must include a draft job description and the cost of benefits. Please add $20,000 to each request for an additional employee.

Requests for additional funding will be evaluated separately and may, at the City Manager's discretion, be added to the final "Manager Recommends" budget. You are encouraged to identify funds not currently included in the Revenue Forecast contained in the Overview to support new initiatives.

The Preliminary Fiscal Year 2023 Revenue & Expenditure Forecasts, the previously mentioned Budget Issues and the Fiscal Year 2023 Budget Policy Guidelines will all be considered during the review of the requests for additional funding.

Performance Measures

Please provide a progress update on your Fiscal Year 2022 Performance Measures and any changes you plan for Fiscal Year 2023. During the budget review, you should be prepared to justify and fully document any new proposed program initiatives that are to be undertaken and/or are reflected in your budget requests.

BUDGET PREPARATION GUIDELINES

Seven Budget Preparation Worksheets will be e-mailed to you in an Excel format.

In addition to the two (2) complete sets submitted to the City Manager's Office, the Budget Preparation Worksheets should be e-mailed in **original electronic format (e.g., Excel and Word) to citymgr@watertown-ma.gov properly formatted in the following order:**

1. Fiscal Year 2023 Budget Worksheet
2. Compensation Worksheets as coordinated and verified with Personnel
3. Supplies and Services Expenditure Worksheet
4. Operating Capital Expenditure Worksheet
5. Request For Additional Funding Worksheet
6. Special Revenue and Expendable Trust Worksheet
7. Departmental Licenses, Permits & Fees Worksheet
8. Budget Narrative for a Level Service Budget
9. Current Organizational Chart
10. Performance Measures for Fiscal Year 2022
11. Performance Measures for Fiscal Year 2023

Please schedule time with Christopher L. McClure, Chief Information Officer in advance of your budget submission to discuss your current Information Technology (IT) spending and IT operating & capital needs.

An update of the Fiscal Year 2022 survey of your Departmental Licenses, Permits & Fees Rate Structure should be undertaken by contacting at least the following communities: Stoneham, Dedham, Melrose, Saugus, Canton, Arlington and Belmont. These communities are the first seven (7) peer communities in the study by Municipal Benchmarking LLC completed in 2007. Please feel free to include other communities you feel are appropriate for comparison. The survey information should be forwarded to the City Manager's Office no later than Friday, January 21, 2022.

CLOSING

Initial individual departmental budget overviews will be held in the Louis P. Andrews Upper Conference Room according to the attached schedule. As the Fiscal Year 2023 budget process evolves, additional information will be requested and meetings will be scheduled as required.

Should you have any questions about completing the budget submission packet, please do not hesitate to contact me.

cc: Honorable City Council
Honorable School Committee
Honorable Library Board of Trustees

SCHEDULE - BUDGET REVIEW MEETINGS

All meetings will take place in the Louis P. Andrews Upper Conference Room.

Department	Date	Time
	Wednesday, January 26, 2022	
Recreation		9:30 AM
Information Technology		10:30 AM
City Clerk/Elections		1:00 PM
Council on Aging		2:00 PM
Personnel		2:30 PM
Assessor		3:00 PM
Veterans' Services		3:30 PM
Library		4:00 PM
	Thursday, January 27, 2022	
Skating Rink		10:30 AM
Community Development & Planning		11:00 AM
Police		1:30 PM
City Manager		2:30 PM
City Auditor/Retirement		3:00 PM
Treasurer/Collector – Parking Lots & Mtrs		3:30 PM
Purchasing		4:00 PM
Public Buildings/City Hall Maintenance		4:30 PM
	Friday, January 28, 2022	
Fire		11:00 AM
Health Department		1:30 PM
Department of Public Works		2:15 PM

Watertown's FY2023 Budget Policy Guidelines

As Approved and Ranked by the City Council

November 23, 2021

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for Fiscal Year 2023. *Watertown's Ongoing Budget Policy Guidelines* Resolution 2012-72, *Amending Watertown's Ongoing Budget Policy Guidelines* Resolution 2017-84 and *Watertown's Ongoing Capital Project Budget Guidelines* Resolution 2013-76 are hereby incorporated by reference.

I. COST-SAVINGS/REVENUES

Note: The items in this section were ranked in order of priority by the City Council on December 2

The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY23 budget, the City Manager should:

A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base.

B. Continue pursuing mitigation monies and/or other measures for larger scale projects.

C. Consider filing additional applications to all applicable federal and Commonwealth programs and grants, including, but not limited to, the Commonwealth's Community Compact program, the Municipal Vulnerability Preparedness program, the Green Communities program, the Housing Choice program and the Community Oriented Policing Services (COPS) grant.

D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements with each non-profit organization owning or purchasing property in Watertown.

II. PROGRAM ENHANCEMENTS/EXPENDITURES

Note: The items in this section were ranked in order of priority by the City Council on December 2

To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY23 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.

A. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.

B. Continue to work collaboratively with the Watertown Public Schools to develop a comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a FY23 Education appropriation that will provide level-service funding for our schools.

C. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Consider what technology platforms are needed to support the Department.

D. Update the five year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.

E. With the creation of the Acquisition of Land/Open Space Stabilization Fund, continue working on plans with the City Council to meet the identified and ongoing need for acquisition of land for open space and recreational use; including proposals submitted to the Community Preservation Committee.

F. Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding, including tax revenue if needed, for the shuttle bus program in Watertown.

G. Hire a management consultant to review the structural operations of the Personnel Department and to make recommendations for improvements, including issues of Diversity, Equity, and Inclusion.

H. Continue to develop an evolving comprehensive IT master plan to ensure Watertown's commitment to government technology leadership remains strong, including but not limited to implementing the remaining recommendations of the City-wide Information Technology Assessment.

I. Continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.

J. Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, and (2) Analyzing the data to determine an action plan and to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.

K. Finalize re-use of the former north branch library, and the former police station.

L. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.

Watertown Town Council
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

Resolution# 2012- 72

Resolution: Watertown's Ongoing Budget Policy Guidelines

WHEREAS the Town Council adopts budget policy guidelines each year pursuant to Section 5-1 of the Watertown Home Rule Charter, so that the Town Manager can develop budgetary goals and the Town budget for the next fiscal year, and

WHEREAS for the past several years, annual budget policy guidelines have included three sections of ongoing budget practices, namely Section I. FINANCIAL POLICIES, Section II. ONGOING BUDGET PRACTICES, and Section V. BUDGET AND FINANCIAL MONITORING, and

WHEREAS the budget policy guidelines in these three sections have reached a point of maturity whereby they have become standard operating procedure, and do not need to be revised each year.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby establishes the following budget policy guidelines as permanent policy guidance, to be followed annually:

I. FINANCIAL POLICIES

A. Unreserved fund balance: In order to respond to emergencies and other unanticipated needs, preserve financial flexibility, and maintain favorable bond ratings, the Town should seek to maintain an unreserved fund balance (including stabilization funds) equal to 7-10% of the annual operating budget. The Council and the Town Manager will work to develop a formal multi-year policy on the unreserved fund balance, including the use of free cash if the unreserved fund balance is above the 7-10% target.

B. Capital Expenditures: In order to maintain and improve its infrastructure, facilities, and equipment, the Town should seek to make annual capital expenditures (including debt and exclusive of enterprise funds) equal to at least 7.5-8% of the operating budget.

C. Pension Liability and Other Post Employment Benefits: In order to achieve long term financial stability, meet the Town's obligations to its employees and retirees, and maintain favorable bond ratings, the Council, the Retirement Board and Town Manager will work to address the Town's unfunded pension liability and other post-employment benefits (OPEB). As was done with the unfunded Pension Liability, create a long-range financial plan for addressing the unfunded OPEB liabilities, including the converting the OPEB stabilization fund to an OPEB Trust Fund. Continue dialog with Retirement Board and State representatives to consider options for pension reforms for new hires.

II. ONGOING BUDGET PRACTICES

A. Continue the Town's efforts within all departments to obtain grant funding from federal, state, and other sources, including the use college interns.

B. Continue to analyze the Town's charges for licenses, permits, penalties, and fees to determine whether they should be increased or new ones instituted, while adhering to the principal that fees should not exceed the cost of services provided.

C. Review the possibilities and cost implications of contracted services vs. staffing in various departments.

D. Support the possibilities of providing more services on a regional or inter-municipal basis in accordance with the council resolution.

E. All department heads should seek to identify line items within their existing budgets where costs can be controlled and not increased. Look at other possible scenarios including spending freezes, level dollar and reduction budgets. Review the use of overtime in each department and monitor consistent Town-wide practices and related utilization.

F. Continue to enhance the Town's website and use other technologies as cost effective means of delivering information and services, increasing public awareness, and encouraging public feedback.

G. Explore cost savings by sharing personnel across Town departments. Work towards merging or combining the following functions to better serve both Town and School Departments: facilities management, human resources, finance, and information technology.

H. Meet annually in Executive Session(s) to discuss strategies on pending collective bargaining agreements and the potential impact on upcoming and future budgets.

III. BUDGET AND FINANCIAL MONITORING

A. In order to improve its ability to monitor the implementation of the Town budget, the Town Council will receive quarterly reports on the revenues and expenditures during the fiscal year.

B. The Town Council will receive a report on the use and balance of monies in the Council reserve upon each transfer, and a report each month when there is a change in Town Councilors' expense line items.

C. An early-warning system will be used to alert the Town Council if revenues fall below projections.

D. The Town Council will receive quarterly updates on progress in addressing the recommendations in the annual audit report.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.

Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of 9 for, 0 against and 0 present on December 11, 2012.

Valerie Papas
Council Clerk

Mark S. Sideris
Council President

Watertown Town Council
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

Resolution# 2013- 76

Resolution: Watertown's Ongoing Capital Project Budget Guidelines

WHEREAS the Town Council adopts budget policy guidelines each year pursuant to Section 5-1 of the Watertown Home Rule Charter, so that the Town Manager can develop budgetary goals and the Town budget for the next fiscal year, and

WHEREAS in the Fiscal Year 2014 budget policy guidelines, Attachment A "ADDITIONAL RECOMMENDATIONS ON CAPITAL PROJECTS" was included to use the Town's capital project funds in the most efficient manner, and to improve the efficiency and transparency of the Capital Improvement Program (CIP) process, and

WHEREAS these recommendations have become standard operating procedure for the Town of Watertown, and do not need to be revised each year.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby establishes the following recommendations on capital projects as permanent budget policy guidance, to be followed annually:

1. Status of existing capital funds and projects: As part of the January CIP submission by the Town Manager, include from each department, a listing of all existing unspent capital funds (including Chapter 90, developer mitigation, grant funds, etc.) and a status on each project or acquisition, including how and when remaining funds will be spent, effective November 30th.
   a. Include project funds appropriated by the Town Council to the School Department.
   b. Include Water/Sewer Enterprise Fund reporting of capital projects & funds as a new section of the CIP separate from the General Fund.

2. Details on new projects: As part of the January CIP submission by the Town Manager, provide details for all items in the CIP that have been previously shown as annual lump sums in a single line.
   a. Include the School Department's "various school improvements".
   b. Include "highway reconstruction" and "sidewalk reconstruction", with a forecast of streets to be done each year.
   c. Include Water/Sewer Enterprise Fund capital projects as a new section of the CIP separate from the General Fund, with a forecast of streets to be done each year.

d. Include transportation or water/sewer and stormwater projects which have or will be proposed in the future, with no funding source yet identified.

3. Coordination Issues Related to Public Works projects: The increasing volume and complexity of public works projects requires a rethinking of how the Town does its planning to maximize the use of capital funds and departmental resources, as well as providing information to the public in a timely, readily accessible fashion.

a. To this end, the CIP needs to have a five-year forecast of what water/sewer/stormwater, road reconstruction, and sidewalk reconstruction are planned, by specific street, which will:

i. Insure that work is sequenced to obtain the maximum life from road and sidewalk reconstruction without major water/sewer work compromising their integrity.
ii. Allow utility companies adequate time to plan underground service replacements prior to road and sidewalk reconstruction, to avoid compromising their integrity.
iii. Allow time for the Zoning Enforcement Office to notify property owners of non-conforming driveways, while giving the owners adequate time to seek a variance.
iv. Allow developers time to plan their projects in coordination with the Town, and avoid digging up newly installed roads and sidewalks.
v. Allow abutting homeowners, who may want to pay for granite curbs on streets scheduled for asphalt curbs, time to arrange contracting and payment.
vi. Allow time for the Tree Warden to notify abutters who may want a street tree in front of their property, to allow for the placement of a tree pit prior to the installation of a new sidewalk.
vii. Provide more transparency to citizens on public works projects and spending.
viii. Allow the Public Works Committee or other appropriate committee adequate time to review the proposed work and provide policy guidance on the above as it relates to Watertown's goals.

b. Issues of coordination and timing need to be improved to insure the most efficient use of funds, and bonding of annual street construction projects should be coordinated with bidding such that contractors can begin by April and be completed by November.

c. The Public Works Department should address, on an ongoing basis:

i. Assure adequate supervisory capacity to eliminate decision bottlenecks and improve timeliness of responses for construction work.
ii. Notification to the public of what construction is happening and where and when it will occur must be improved, and should be available on the website and updated regularly.
iii. Improve completion of punch list items on projects needs to be improved, including painting of roadway markings, installation of traffic signs, removal of temporary construction signs, cleanup of construction debris, etc.

4. Protection of investments: With millions of dollars being spent each year in Watertown on street and sidewalk construction, the administration should take a more aggressive

role to protect the value of these investments to insure that maximum life is obtained from the new surfaces.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.

Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by unanimous voice vote on December 9, 2013.

Valerie Papas, Council Clerk

Mark S. Sideris, Council President

Watertown Town Council
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

Resolution # 84 **2017- R - 84**

RESOLUTION: AMENDING WATERTOWN'S ONGOING BUDGET POLICY GUIDELINES

WHEREAS the Town Council adopted Resolution 2012-72 *Watertown's Ongoing Budget Policy Guidelines*, to establish permanent financial policy guidance, and

WHEREAS since 2014 the Town Council and the School Committee have been working on a plan for the renovation or reconstruction of Watertown's school buildings, including submitting Statements of Interest to the Massachusetts School Building Authority, and

WHEREAS at the Fiscal Year 2019 Preliminary Budget Overview presented on October 10, 2017, it was proposed to self-fund a project to renovate or reconstruct three elementary schools entirely within the operating budget, with funds redirected from the retirement appropriation when the pension is fully funded, while also paying down the OPEB liability, and

WHEREAS the value of the debt service required for such school capital expenditures would exceed 8% of the operating budget as stipulated in Resolution 2012-72, and

WHEREAS the Town of Watertown wants a "strong" position for its financial management policies to get the most favorable rates when going to the bond market for such capital expenditures.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby amends Resolution 2012-72 *Watertown's Ongoing Budget Policy Guidelines,* with existing guidelines I.A and I.B to be deleted in their entirety and replaced with the following language:

I. A. Unreserved fund balance: In order to respond to emergencies and other unanticipated needs, preserve financial flexibility, and maintain favorable bond ratings, the Town should seek to maintain an unreserved fund balance (including stabilization funds) equal to 8-15% of the annual operating budget. The Council and the Town Manager will work to develop a formal multi-year policy on the unreserved fund balance, including the use of free cash, if the unreserved fund balance is above the 8-15% target.

I. B. Capital Expenditures: In order to maintain and improve its infrastructure, facilities, and equipment, the Town should seek to make annual capital expenditures (including debt and exclusive of the school Building for the Future Initiative funding and enterprise funds) equal to at least 7.5-8% of the operating budget.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.

Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 28, 2017.

Marilyn W. Pronovost, Council Clerk

Mark S. Sideris, Council President