

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	889,230.17	0.00	773,807	53.50
0161051	510112	PART TIME SALARIES	641,476	-442	641,034	350,711.13	0.00	290,323	54.70
0161051	510130	OVERTIME	25,000	0	25,000	13,849.45	0.00	11,151	55.40
0161051	510141	SHIFT DIFFERENTIAL	4,824	0	4,824	2,027.50	0.00	2,797	42.00
0161051	510143	LONGEVITY	29,516	0	29,516	17,047.39	0.00	12,469	57.80
0161051	510190	CLOTHING ALLOWANCE	2,934	442	3,376	3,376.00	0.00	0	100.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,366,787	0	2,366,787	1,276,241.64	0.00	1,090,545	53.90
0161052	520211	ELECTRICITY	143,589	0	143,589	54,467.97	41,532.03	47,589	66.90
0161052	520213	GAS	39,172	0	39,172	2,706.30	21,293.70	15,172	61.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	10,781.18	1,852.75	5,395	70.10
0161052	520241	BUILDING MAINTENANCE	43,500	0	43,500	31,252.25	3,056.50	9,191	78.90
0161052	520244	COMPUTER MAINTENANCE	92,112	9,575	101,687	65,068.33	32,684.67	3,934	96.10
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	1,600.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	7,000	0	7,000	4,270.00	919.05	1,811	74.10
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	4,520.18	3,917.85	3,562	70.30
0161052	540422	PRINTING & FORMS	6,300	0	6,300	3,351.30	1,120.00	1,829	71.00
0161052	540425	PROGRAM SUPPLIES	600	0	600	400.00	200.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,340	74	17,414	6,762.13	3,109.91	7,542	56.70
0161052	550511	BOOKS	443,000	0	443,000	228,671.48	177,534.07	36,794	91.70
0161052	550512	BOOK PROCESSING	41,800	9,064	50,864	23,018.43	7,381.66	20,464	59.80
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	750.00	0.00	550	57.70
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	19.87	419.93	2,160	16.90
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	69.00	4,828.00	5,103	49.00
		Total 0161052 LIBRARY - EXPENSES	965,711	18,713	984,424	514,688.27	300,735.27	169,000	82.80
0161058	580840	BUILDING RENOVATIONS	81,000	16,283	97,283	8,318.21	7,965.00	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	11,365.38	7,965.00	101,000	16.10
		Grand Total	3,433,498	38,043	3,471,541	1,802,295.29	308,700.27	1,360,546	60.80

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	5,136.62	3,822.75	-	5,136.62	80% of int on periodicals
Whitney	3,382.14	3,382.14	130.70	-	3,512.84	
Mead	5,941.98	2,941.98	302.71	-	3,244.69	
Charles	2,647.84	2,447.84	104.91	-	2,552.75	Armenian History books
Barry	3,756.94	3,756.94	148.83	-	3,905.77	
McGuire	3,120.05	2,120.05	163.30	-	2,283.35	
W. Pierce	23,778.90	3,778.90	1,080.36	-	4,859.26	
MacDonald	9,408.92	4,408.92	411.34	11.61	4,808.65	Grief related books
O'Reilly	10,407.12	9,907.12	412.30	-	10,319.42	Fiction
Stone	3,711.56	3,711.56	147.04	-	3,858.60	
Campbell	5,429.03	4,429.03	215.08	-	4,644.11	Large print books
Santoro	2,286.36	686.36	90.56	-	776.92	Art
Brown	2,579.72	1,579.72	104.44	-	1,684.16	Sci-fi books
Keith	4,135.89	3,135.89	163.87	-	3,299.76	Wat history books
Drucker	2,975.95	2,975.95	117.90	-	3,093.85	Humanities books
Special Gifts	87,185.31	87,185.31	117,959.61	111,326.87	93,818.05	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	-	9,185.14	Cookbook and Mysteries
- Makerspace Fund	9,685.00	9,685.00	-	2,300.00	7,385.00	Makerspace materials
Other Funds & Grants						
Kaveny	37,090.36	8,718.87	1,469.35	-	10,188.22	Benefit of the library
Masters	4,512.06	1,805.06	178.76	-	1,983.82	Trustees discretion
B. Pierce	2,075.03	2,075.03	84.84	-	2,159.87	Trustees discretion
LIG/MEG	205,409.44	205,409.44	-	78,766.37	126,643.07	
Revolving Printing Account	7,878.28	7,878.28	5,860.70	7,045.90	6,693.08	
Friends of Project Literacy Fundraising	29,946.47	29,946.47	34,936.00	11,126.16	53,756.31	
McCall Gift Fund	58,887.60	58,887.60	-	-	58,887.60	For children's dept only

FY22 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	
FY21 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	218,733.51			54.65	567.10		(3,299.70)	\$ 216,055.56	\$ -	\$ 47,870.14	\$ 168,185.42	
30-Nov	216,055.56			2,116.57	(206.53)		(8,799.20)	\$ 209,166.40	\$ -	\$ 49,780.18	\$ 159,386.22	
31-Dec	235,223.82			92.22	1,111.44		5,457.15	\$ 241,884.63	\$ -	\$ 50,983.84	\$ 164,843.37	
31-Jan	230,199.37			-	-		-	\$ 230,199.37	\$ -	\$ 50,983.84	\$ 164,843.37	
28-Feb	217,052.48			-	-		-	\$ 217,052.48	\$ -	\$ 50,983.84	\$ 164,843.37	
31-Mar	220,676.59			-	-		-	\$ 220,676.59	\$ -	\$ 50,983.84	\$ 164,843.37	
30-Apr	230,790.39			-	-		-	\$ 230,790.39	\$ -	\$ 50,983.84	\$ 164,843.37	
31-May	229,987.02			-	-		-	\$ 229,987.02	\$ -	\$ 50,983.84	\$ 164,843.37	
30-Jun	228,060.12			-	-		-	\$ 228,060.12	\$ -	\$ 50,983.84	\$ 164,843.37	
FY22 TOTAL		-	(5,549.85)	4,555.44	1,365.26	-	(13,176.45)	\$ 215,827.21	-	50,983.84	\$ 164,843.37	-

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	1/26/2022		\$15,849.91	\$296.57	\$1,260.40	\$919.28	\$5,987.44	\$746.07	\$2,634.58	\$3,745.00	\$260.57
Accounts as of											
1/26/2022			\$11,654.09	\$2,453.43	\$1,339.60	\$455.72	\$2,866.56	\$628.93	\$1,265.42	\$1,255.00	\$1,389.43

FY22 HATCH FINANCIALS

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 2,125.00	\$ -	\$ -	\$ (1,580.00)	\$ 545.00
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 325.00	\$ 450.00	\$ -	\$ -	\$ 775.00
Watertown Commuty Foundation Grant	\$ 7,560.00	\$ 80.00	\$ 160.00	\$ (640.00)	\$ 6,840.00
Town Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 697.70	\$ (9,083.31)	\$ 4,898.99
Totals	\$ 24,690.00	\$ 530.00	\$ 857.70	\$ (11,303.31)	\$ 13,058.99





Library Director
Leone E. Cole

TO: Library Board of Trustees
FROM: Leone E. Cole, Library Director
DATE: January 28, 2022
RE: Donations

The following donations were received in January:

\$350 from Marian Friedman

\$625 from various donors for the bookmobile, in honor of Leone Cole



Library Director
Leone E. Cole

TO: Library Trustees
FROM: Caitlin Browne, Assistant Director
DATE: January 26, 2022
RE: LIG/MEG Request

I am requesting \$800 from LIG/MEG to pay for KN95 masks for staff. We were given KN95 masks from the City in summer of 2020 and have been working from that supply since then. Between then and now, the masks we were given have been de-listed as safe KN95 masks. I have purchased 1,000 new KN95 masks that were listed by the CDC for emergency use for hospital personnel during the state of emergency.

We do not currently have access to any emergency or other local funds to purchase covid supplies. For that reason I am asking to be reimbursed from LIG/MEG funds. We hope that when there is access to ARPA funds we will be able to use them to pay for covid supplies like masks and other cleaning supplies we may need in the future.



Library Director
Leone E. Cole

TO: Library Board of Trustees
FROM: Leone E. Cole, Library Director *Leone E. Cole*
DATE: January 28, 2022
RE: Request for Additional Funding

Attached please find a Request for Additional Funding that I would like to submit to the City as part of our FY23 budget proposal.

We have been working toward the day when Project Literacy would have the annual operating budget fully funded by city funds and this request would accomplish that. Any grant funding or donations made by the Friends of Project Literacy would be used for new initiatives.

I apologize that it was not part of the original budget packet. Thank you in advance for your consideration of this request.

1. DEPARTMENT

2. SHORT DESCRIPTION/TITLE

3. FUNDING AMOUNT REQUESTED

4. JUSTIFICATION/IMPACT

THE PROJECT LITERACY DEPARTMENT PLAYS A VITAL ROLE IN THE LIBRARY AND IN THE COMMUNITY. OVER THE PAST DECADES THE PROGRAM HAS GONE FROM A TOTALLY GRANT SUPPORTED EFFORT TO AN ESTABLISHED DEPARTMENT WITH DEDICATED STAFF. THE AMOUNT BEING REQUESTED WOULD MAKE THE DEPARTMENT FULLY FUNDED BY TAX DOLLARS THEREFORE ENSURING IT'S PLACE AS AN ESSENTIAL SERVICE.

Watertown Free Public Library Director Search: Community Survey

Thank you for participating in this survey to help identify the desired experience and skills of the next Director of the Watertown Free Public Library. Your opinions will assist the recruitment consultants and the Screening Committee as they work to identify candidates and then narrow the field to a small group of finalists to submit to the Board of Library Trustees. Thank you for your time and assistance!

 **nruggeri-koret@minlib.net** (not shared) [Switch account](#)



1. Please select the type of experience you believe the next Director of the Watertown Free Public Library should possess. Select up to five options.

- ☐ Experience as a municipal Library Director or Assistant Library Director
- ☐ Experience as a Library Director - municipal, academic, law, etc
- ☐ Experience as a department head in a large library
- ☐ Experience leading a nonprofit or governmental organization
- ☐ Experience working in a diverse community.
- ☐ Experience developing collaborative partnerships
- ☐ Experience in developing innovative programming
- ☐ Experience with special collections
- ☐ Experience with community outreach
- ☐ Other:



2. Please select the skills you believe are most important for the next Library Director to possess. Select up to five options.

- ☐ Staff management
- ☐ Strong communication skills - with staff and with community
- ☐ Managing and curating collections
- ☐ Facility management and building construction/renovation
- ☐ Managing library programs and services
- ☐ Community outreach
- ☐ Financial management/budgeting
- ☐ Grant writing and grant administration
- ☐ Able to create a vision and secure buy-in
- ☐ Technologically savvy
- ☐ Strong leadership skills
- ☐ Other:



3. Please select the characteristics you believe are most important to have in the next Library Director. Select up to five options.

- ☐ Embraces transparency
- ☐ Communicative
- ☐ Approachable; active listener
- ☐ Engaging; involved with community
- ☐ Inclusive and welcoming
- ☐ Available and visible in community
- ☐ Leader/coach management style
- ☐ Nimble; able to pivot as needed
- ☐ Organized
- ☐ Innovative; visionary
- ☐ Empathetic; compassionate
- ☐ Other:

4. What challenges and opportunities do you expect the Watertown Free Public Library to experience over the next five years?

Your answer



5. The most important thing a new Library Director should know about Watertown and/or the Watertown Free Public Library is:

Your answer

6. Is there any other information you believe we should know in our search for a new Library Director?

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created outside of your domain. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms

