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	6,181	1,669,218	1,195,790.80	0.00	473,427	71.60
0161051	510112	PART TIME SALARIES	641,476	-442	641,034	475,675.42	0.00	165,359	74.20
0161051	510130	OVERTIME	25,000	0	25,000	22,970.11	0.00	2,030	91.90
0161051	510141	SHIFT DIFFERENTIAL	4,824	0	4,824	2,740.00	0.00	2,084	56.80
0161051	510143	LONGEVITY	29,516	0	29,516	22,952.35	0.00	6,564	77.80
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	6,181	2,372,968	1,723,504.68	0.00	649,463	72.60
0161052	520211	ELECTRICITY	143,589	0	143,589	75,681.98	20,318.02	47,589	66.90
0161052	520213	GAS	39,172	0	39,172	14,052.69	9,947.31	15,172	61.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	12,360.92	1,745.49	3,923	78.20
0161052	520241	BUILDING MAINTENANCE	43,500	0	43,500	35,328.42	4,285.50	3,886	91.10
0161052	520244	COMPUTER MAINTENANCE	92,112	9,575	101,687	76,190.12	21,333.45	4,164	95.90
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	5,136.55	1,200.00	663	90.50
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	5,835.49	3,119.32	3,045	74.60
0161052	540422	PRINTING & FORMS	6,300	0	6,300	4,115.70	837.00	1,347	78.60
0161052	540425	PROGRAM SUPPLIES	600	0	600	600.00	0.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,340	74	17,414	8,383.86	4,045.66	4,985	71.40
0161052	550511	BOOKS	443,000	0	443,000	321,970.67	117,726.60	3,303	99.30
0161052	550512	BOOK PROCESSING	41,800	9,064	50,864	26,821.05	4,941.56	19,101	62.40
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	4,188.02	885.15	3,627	58.30
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	235.80	204.00	2,160	16.90
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	922.00	2,860.00	6,218	37.80
		Total 0161052 LIBRARY - EXPENSES	965,711	18,713	984,424	667,938.27	193,449.06	123,037	87.50
0161058	580840	BUILDING RENOVATIONS	81,000	16,283	97,283	16,283.21	5,340.00	75,660	22.20
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	3,047	23,047	5,122.76	0.00	17,924	22.20
		Total 0161058 LIBRARY - CAPITAL	101,000	19,330	120,330	21,405.97	5,340.00	93,584	22.20
		Grand Total	3,433,498	44,224	3,477,722	2,412,848.92	198,789.06	866,084	75.10

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

FY22 3RD QUARTER BUDGET BREAKDOWN

0161052 570735 PROJECT LITERACY		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
CAMBRIDGE UNIVERSITY PRESS	$ 1,943.88	MATERIALS
MINUTEMAN PRESS	$ 225.00	BROCHURES
PIFER-BRIGHAM LLC	$ 875.00	EASY ENGLISH NEWS
STAPLES ADVANTAGE	$ 170.97	SUPPLIES
INTERCAMBIO DE COMUNIDADES	$ 973.17	MATERIALS
TOTAL	**$ 4,188.02**	
0161052 570785 COMMITTEE EXPENSES		
AMAZON	$ 31.83	TRUSTEE NAME PLATES
AMERICAL LIBRARY ASSOCIATION	$ 204.00	TRUSTEE MEMBERSHIPS
TOTAL	**$ 235.83**	
0161052 5707087 STAFF DEVELOPMENT		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
KATHLEEN BRENNAN	$ 69.00	COURSE REIMBURSEMENT
LIBRARY JOURNALS LLC	$ 245.00	STEPHANIE FRUEH REGISTRATION
NCS PEARSON INC	$ 608.00	TAYLOR DEVLIN EXAM REGISTRATION
TOTAL	**$ 922.00**	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON	$ 320.27	SUPPLIES
BOSTON LOCK & SAFE CO INC	$ 487.96	DOOR LOCK
FW WEBB COMPANY	$ 28.84	SUPPLIES
GRAINGER	$ 1,317.78	SUPPLIES
HOME DEPOT	$ 241.08	SUPPLIES
LIKARR INC	$ 1,298.50	ICE MELT
MECHANICAL AIR CONTROLS	$ 3,496.52	HVAC SERVICE
NORTHEAST ELECTRICAL DISTRIBUTORS	$ 56.18	SUPPLIES
PLUMBERS SUPPLY COMPANY	$ 252.55	SUPPLIES
WB MASON CO INC	$ 87.62	SUPPLIES
WSI MANUFACTURING INC	$ 796.56	SUPPLIES
TOTAL	**$ 8,383.86**	
0161052 540425 PROGRAM SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
ALEXANDRA ADAMO	$ 8.25	TEEN PROGRAMMING
AMAZON.COM	$ 391.75	TEEN / ADULT SUPPLIES
TARGET	$ 200.00	CHILDREN'S PROGRAM SUPPLIES
TOTAL	**$ 600.00**	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 540422 PRINTING		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMERICAN LIBRARY ASSOCIATION	$ 34.30	BOOK MARKS
CAITLIN BROWNE	$ 75.00	FACEBOOK AD REIMBURSEMENTS
JAMIE KALLESTAD	$ 79.40	AD REIMBURSEMENTS
MCDERMOTT-PALLOTTA (ALPHAGRAPHICS)	$ 290.00	SIGNAGE
MINUTEMAN PRESS	$ 3,637.00	PRINTING
TOTAL	**$ 4,115.70**	

0161052 540421 OFFICE SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 759.01	OFFICE SUPPLIES
ASP ENTERPRISES	$ 540.42	VINYL LETTERING
D2G GROUP (DISPLAYS 2 GO)	$ 511.69	SIGN HOLDERS
MARK ESSLINGER	$ 137.75	NAME TAGS
GRAINGER	$ 5.09	DE-ICER
POSTMASTER OF BOSTON	$ 30.00	PO BOX RENTAL
STAPLES ADVANTAGE	$ 613.42	OFFICE SUPPLIES
WAYFAIR	$ 629.86	DESKS
WB MASON	$ 2,608.25	OFFICE SUPPLIES
TOTAL	**$ 5,835.49**	

0161052 530383 PROGRAM SERVICES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
ALEXANDRA ADAMO	$ 482.03	TEEN PROGRAMMING
AMAZON.COM	$ 62.02	TEEN/ADULT PROGRAMMING
MICHAEL ARCENEAUX	$ 150.00	ADULT PROGRAMMING
MICHAEL BABCOCK	$ 150.00	FLYER PRINTING
MARY BARBA	$ 75.00	ZINE FEST PRESENTATION
BOSTON SCOOP SHOPS	$ 500.00	SUMMER READING ICE CREAM PARTY
BRAIN ARTS ORGANIZATION	$ 150.00	ZINE FEST PROMOTION
CELENE CHEN	$ 75.00	ZINE FEST PRESENTATION
CAREY CONKEY	$ 150.00	ZINE FEST REIMBURSEMENTS
SETH DEITCH	$ 75.00	ZINE FEST PRESENTATION
DIG MEDIA GROUP	$ 200.00	ZINE FEST ADVERTISING
BARRETT FELKER	$ 340.00	CHILDREN'S PROGRAMMING
MATT HEATON	$ 750.00	CHILDREN'S MUSICAL PROGRAMS
DANIELLE LACASSE	$ 400.00	TEEN PROGRAMMING
ANNA LEE	$ 340.00	CHILDREN'S PROGRAMMING
MASS AUDUBON SOCIETY	$ 150.00	ADULT PROGRAMMING
KRISTIN O'DONNELL	$ 400.00	ADULT YOGA CLASSES
O'SOME CAFÉ LLC	$ 140.00	CONCERT REFRESHMENTS
POWERS MUSIC SCHOOL	$ 200.00	CHILDREN'S PROGRAMMING
QUILLING CARD LLC	$ 247.50	ADULT PROGRAMMING
JEFFREY DEAN ZENTNER	$ 100.00	ADULT PROGRAMMING
TOTAL	**$ 5,136.55**	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 520244 COMPUTER MAINTENANCE

VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
AMAZON.COM	$	2,218.11	COMPUTER MAINTENANCE SUPPLIES
BARTLETT INTERACTIVE	$	693.53	CALENDAR UPDATES
BIBLIOTHECA LLC	$	9,166.92	ANNUAL SUPPORT & MAINTENANCE
CAITLIN BROWNE	$	1,176.83	MAIL CHIMP/HOOTSUITE/CRASHPLAN
CIVICPLUS	$	160.00	WEB CALENDAR UPDATES
LEONE COLE	$	254.76	CRASHPLAN REIMBURSEMENT
EVERNOTE	$	240.00	ANNUAL RENEWAL
FARONICS TECHNOLOGIES	$	2,384.45	DEEP FREEZE & ANTI-VIRUS
FOUNDATION CABLING	$	2,344.00	DATA CABLING
GOVCONNECTION INC	$	4,638.48	ADOBE LICENSE RENEWALS
HUB TECHNICAL SERVICES LLC	$	6,445.76	OFFICE 365 LICENSES
LINODE LLC	$	30.00	LINODE RENEWAL
PCNS LLC (APOGEE)	$	43,588.97	MONTHLY CONTRACT/IT SERVICES
SENSOURCE	$	432.00	DOOR COUNTER ANNUAL RENEWAL
SIMPLETEXTING LLC	$	294.00	ANNUAL FEE
TODAY'S BUSINESS SOLUTIONS	$	2,122.31	SCANEZ STATION W/COIN TOWER
TOTAL	**$**	**76,190.12**	

0161052 520241 BUILDING MAINTENANCE

VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
AC GENERAL CONTRACTING	$	5,545.00	SOLAR CHARGING TABLE INSTALLATION
AMAZON.COM	$	689.63	FACE MASKS
ANTHONY VANARIA AND SONS	$	2,000.00	MONTHLY LANDSCAPE MAINTENANCE
BOSTON LOCK & SAFE CO	$	294.80	RESTROOM DOOR HANDLE
COMBUSTION SERVICE CO OF N.E.	$	752.00	MAINTENANCE
COMMONWEALTH OF MA	$	50.00	BOILER INSPECTION
FM EMERGENCY GENERATOR INC	$	300.00	GENERATOR MAINTENANCE
KEANE FIRE & SAFETY CO	$	90.00	FIRE EXTINGUISHER SERVICE
LIKARR INC	$	1,911.37	CUSTODIAL SUPPLIES
MECHANICAL AIR CONTROLS	$	17,495.30	HVAC SERVICE
SAS SPECIAL AGENT SYSTEMS INC	$	880.00	SECURITY MONITORING
SURPLUS TECHNOLOGY SOLUTIONS	$	90.00	E-WASTE RECYCLING PICKUP
T-MOBILE	$	437.40	HOT SPOT SERVICE
UNITED ELEVATOR COMPANY	$	4,037.05	ELEVATOR MAINTENANCE & SERVICE
VERIZON WIRELESS	$	75.98	HOT SPOT SERVICE
WALTHAM SERVICES	$	582.25	PEST CONTROL
WSI MANUFACTURING INC	$	97.64	FILTERS
TOTAL	**$**	**35,328.42**	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 520240 EQUIPMENT MAINTENANCE		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 4,109.14	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	$ 790.94	PHOTOCOPIER CONTRACTS
COMCAST	$ 1,119.52	HATCH INTERNET
CHERYL MOREAU	$ 155.90	HATCH SUPPLIES
NORTHEAST ENGRAVERS	$ 4,473.62	HATCH LASER CUTTER MAINTENANCE/SERVICE
SERVICESTAR DOCUMENT MGMT	$ 899.00	MICROREADER/SCANNER CONTRACT
VERIZON WIRELESS	$ 479.17	CUSTODIAL/HATCH CELL PHONE
AMELIA YOUNG	$ 333.63	HATCH REIMBURSEMENT
TOTAL	**$ 12,360.92**	
0161058 580870 EQUIPMENT REPLACEMENT		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
DELL COMPUTER CORPORATION	$ 2,075.59	COMPUTERS
PCNS LLC	$ 3,047.17	FIREWALL & SWITCH REFRESH
TOTAL	**$ 5,122.76**	
0161058 580840 IMPROVMENTS/BUILDING RENOVATIONS		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AC GENERAL CONTRACTING	$ 11,985.00	VENEER REPLACEMENT & CUBBIES
THE LIBRARY STORE	$ 4,298.21	RETURN BIN WITH CART
TOTAL	**$ 16,283.21**	

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	1,816.14	-	5,136.62	80% of int on periodicals
Whitney	3,382.14	3,382.14	40.59	-	3,422.73	
Mead	5,941.98	2,941.98	128.79	-	3,070.77	
Charles	2,647.84	2,447.84	32.60	-	2,480.44	Armenian History books
Barry	3,756.94	3,756.94	46.23	-	3,803.17	
McGuire	3,120.05	2,120.05	50.73	-	2,170.78	
W. Pierce	23,778.90	3,778.90	387.78	-	4,166.68	
MacDonald	9,408.92	4,408.92	129.88	11.61	4,527.19	Grief related books
O'Reilly	10,407.12	9,907.12	128.10	-	10,035.22	Fiction
Stone	3,711.56	3,711.56	45.69	-	3,757.25	
Campbell	5,429.03	4,429.03	66.83	-	4,495.86	Large print books
Santoro	2,286.36	686.36	28.12	-	714.48	Art
Brown	2,579.72	1,579.72	32.43	-	1,612.15	Sci-fi books
Keith	4,135.89	3,135.89	50.92	-	3,186.81	Wat history books
Drucker	2,975.95	2,975.95	36.64	-	3,012.59	Humanities books
Special Gifts	87,185.31	87,185.31	124,866.24	113,120.51	98,931.04	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	-	9,185.14	Cookbook and Mysteries
- Makerspace Fund	9,685.00	9,685.00	-	6,128.59	3,556.41	Makerspace materials
Other Funds & Grants						
Kaveny	37,090.36	8,718.87	456.44	-	9,175.31	Benefit of the library
Masters	4,512.06	1,805.06	55.53	-	1,860.59	Trustees discretion
B. Pierce	2,075.03	2,075.03	28.10	161.00	1,942.13	Trustees discretion
LIG/MEG	205,409.44	205,409.44	56,253.67	105,568.13	156,094.98	
Revolving Printing Account	7,878.28	7,878.28	7,727.08	8,080.90	7,524.46	
Friends of Project Literacy Fundraising	29,946.47	29,946.47	39,407.50	23,562.17	45,791.80	
McCall Gift Fund	58,887.60	58,887.60	-	3,137.24	55,750.36	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	
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	209,166.40			92.22	1,111.44		5,457.15	**$ 215,827.21**	$ -	$ 50,983.84	$ 164,843.37	
31-Jan	215,827.21			23.06	(747.01)		4,108.45	**$ 219,211.71**	$ -	$ 50,259.89	$ 168,951.82	
28-Feb	219,211.71			2,188.28	(648.16)		1,423.40	**$ 222,175.23**	$ -	$ 51,800.01	$ 170,375.22	
31-Mar	222,175.23			-	-		-	**$ 222,175.23**	$ -	$ 51,800.01	$ 170,375.22	
30-Apr	230,790.39			-	-		-	**$ 230,790.39**	$ -	$ 51,800.01	$ 170,375.22	
31-May	229,987.02			-	-		-	**$ 229,987.02**	$ -	$ 51,800.01	$ 170,375.22	
30-Jun	228,060.12			-	-		-	**$ 228,060.12**	$ -	$ 51,800.01	$ 170,375.22	
FY22 TOTAL		-	**(5,549.85)**	**6,766.78**	**(29.91)**	-	**(7,644.60)**	**$ 222,175.23**	-	**51,800.01**	**$ 170,375.22**	-

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	3/30/2022		$23,848.18	$2,750.00	$1,690.40	$1,324.80	$6,967.44	$1,375.00	$3,540.97	$4,585.00	$1,614.57
Accounts as of 3/30/2022			$3,655.82	$0.00	$909.60	$50.20	$1,886.56	$0.00	$359.03	$415.00	$35.43

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	$ 720.00	$ (4,468.59)	$ 2,451.41
Town Budget: Equip. Maint.	$ 14,680.00	$ -	$ 1,263.54	$ (10,332.95)	$ 3,083.51
Totals	$ 24,690.00	$ 530.00	$ 1,983.54	$ (16,381.54)	$ 6,854.92

Watertown Free Public Library

Library Director
Leone E. Cole

TO: Library Board of Trustees

FROM: Caitlin Browne, Interim Library Director

DATE: March 31, 2022

RE: Donations

The following donations were received in March:

$1135 from various donors for the Bookmobile in honor of Leone Cole

$400 from Frances Davis

Historical Saint Patrick's School Golden Jubilee photos from Allan Hunter

Historical Watertown photograph from David Russo

Watertown Free Public Library

Library Director
Leone E. Cole

TO: Library Trustees
FROM: Caitlin Browne, Interim Library Director
DATE: March 29, 2022
RE: Personnel Transfer

With all of the staffing changes this year our original appropriations for full time, part time, and overtime salaries need to be adjusted. I would like to make the following transfers:

$34,000 from full time salaries (016051-51011) to part time salaries (0161051-510112)
$40,000 from full time salaries (016051-51011) to overtime (0161051-510130)

Thank you for your consideration.