

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	-67,819	1,595,218	1,513,628.34	0.00	81,590	94.90
0161051	510112	PART TIME SALARIES	641,476	33,558	675,034	610,278.70	0.00	64,755	90.40
0161051	510130	OVERTIME	25,000	40,000	65,000	51,972.88	0.00	13,027	80.00
0161051	510141	SHIFT DIFFERENTIAL	4,824	0	4,824	3,595.00	0.00	1,229	74.50
0161051	510143	LONGEVITY	29,516	0	29,516	28,952.29	0.00	564	98.10
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	2,211,803.21	0.00	161,165	93.20
0161052	520211	ELECTRICITY	143,589	-37,000	106,589	106,088.86	3.14	497	99.50
0161052	520213	GAS	39,172	-15,000	24,172	22,506.10	1,493.90	172	99.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	18,004.24	0.00	25	99.90
0161052	520241	BUILDING MAINTENANCE	43,500	4,000	47,500	43,890.07	1,638.00	1,972	95.80
0161052	520244	COMPUTER MAINTENANCE	92,112	17,575	109,687	102,771.27	6,852.08	64	99.90
0161052	530327	REGIONAL LIBRARY SERVICES	76,569	-2,804	73,765	73,765.00	0.00	0	100.00
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	7,000.00	0.00	0	100.00
0161052	540421	OFFICE SUPPLIES	12,000	2,160	14,160	14,160.00	0.00	0	100.00
0161052	540422	PRINTING & FORMS	6,300	0	6,300	6,298.90	0.00	1	100.00
0161052	540425	PROGRAM SUPPLIES	600	0	600	600.00	0.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,340	74	17,414	11,589.69	4,418.98	1,406	91.90
0161052	550511	BOOKS	443,000	5,664	448,664	448,663.54	0.46	0	100.00
0161052	550512	BOOK PROCESSING	41,800	-4,392	37,408	37,397.15	5.70	5	100.00
0161052	570710	IN STATE TRAVEL	500	0	500	96.70	0.00	403	19.30
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	978.00	0.00	322	75.20
0161052	570735	PROJECT LITERACY/TOWN	8,700	0	8,700	8,700.00	0.00	0	100.00
0161052	570785	COMMITTEE EXPENSES	2,600	-2,160	440	439.80	0.00	0	100.00
0161052	570787	STAFF DEVELOPMENT	10,000	-1,404	8,596	8,595.29	0.00	1	100.00
		Total 0161052 LIBRARY - EXPENSES	965,711	-33,287	932,424	913,144.61	14,412.26	4,867	99.50
0161058	580840	BUILDING RENOVATIONS	81,000	16,283	97,283	45,008.89	36,401.00	15,873	83.70
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	3,047	23,047	23,047.17	0.00	0	100.00
		Total 0161058 LIBRARY - CAPITAL	101,000	19,330	120,330	68,056.06	36,401.00	15,873	86.80
		Grand Total	3,433,498	-7,776	3,425,722	3,193,003.88	50,813.26	181,905	94.70

FY23 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
161051	510111	FULL TIME SALARIES	1,726,020	0	1,726,020	116,657.96	0.00	1,609,362	6.80
161051	510112	PART TIME SALARIES	682,142	0	682,142	44,380.31	0.00	637,762	6.50
161051	510130	OVERTIME	30,000	0	30,000	2,385.21	0.00	27,615	8.00
161051	510141	SHIFT DIFFERENTIAL	3,719	0	3,719	285.00	0.00	3,434	7.70
161051	510143	LONGEVITY	29,202	0	29,202	0.00	0.00	29,202	0.00
161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,181.50	0.00	1,744	40.40
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	0	2,474,008	164,889.98	0.00	2,309,118	6.70
161052	520211	ELECTRICITY	147,897	0	147,897	12,026.46	98,073.54	37,797	74.40
161052	520213	GAS	40,347	0	40,347	0.00	24,000.00	16,347	59.50
161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	995.58	2,853.42	14,180	21.30
161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	331.25	2,368.75	41,751	6.10
161052	520244	COMPUTER MAINTENANCE	119,889	0	119,889	11,451.00	65,366.83	43,071	64.10
161052	530327	REGIONAL LIBRARY SERVICES	81,673	0	81,673	81,673.00	0.00	0	100.00
161052	530342	COMMUNICATIONS - POSTAGE	1,700	0	1,700	0.00	1,700.00	0	100.00
161052	530383	PROGRAM SERVICES	9,000	0	9,000	0.00	0.00	9,000	0.00
161052	540421	OFFICE SUPPLIES	12,000	0	12,000	153.28	7,597.30	4,249	64.60
161052	540422	PRINTING & FORMS	6,400	0	6,400	795.00	4,050.00	1,555	75.70
161052	540425	PROGRAM SUPPLIES	750	0	750	0.00	0.00	750	0.00
161052	540430	BUILDING MAINTENANCE SUP.	17,860	0	17,860	72.92	1,224.88	16,562	7.30
161052	550511	BOOKS	481,000	0	481,000	43,782.10	224,537.77	212,680	55.80
161052	550512	BOOK PROCESSING	45,000	0	45,000	133.14	16,366.86	28,500	36.70
161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	0.00	1,300.00	0	100.00
161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	960.00	348.74	9,491	12.10
161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	450.00	2,150	17.30
161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	955.20	159.20	8,886	11.10
		Total 0161052 LIBRARY - EXPENSES	1,051,196	0	1,051,196	153,328.93	450,397.29	447,470	57.40
161058	580840	BUILDING RENOVATIONS	81,000	0	81,000	0.00	0.00	81,000	0.00
161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	0.00	20,000	0.00
		Total 0161058 LIBRARY - CAPITAL	101,000	0	101,000	0.00	0.00	101,000	0.00
		Grand Total	3,626,204	0	3,626,204	318,218.91	450,397.29	2,857,588	21.20

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

FY22 4th QUARTER BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 937.82	SUPPLIES
ANNE BENAQUIST	\$ 777.00	CITIZENSHIP TEACHING
CAMBRIDGE UNIVERSITY PRESS	\$ 3,288.78	MATERIALS
INTERCAMBIO DE COMUNIDADES	\$ 1,141.49	MATERIALS
MINUTEMAN PRESS	\$ 225.00	BROCHURES
PIFER-BRIGHAM LLC	\$ 875.00	EASY ENGLISH NEWS
STAPLES ADVANTAGE	\$ 481.74	SUPPLIES
INTERCAMBIO DE COMUNIDADES	\$ 973.17	MATERIALS
TOTAL	\$ 8,700.00	
0161052 570785 COMMITTEE EXPENSES		
AMAZON	\$ 31.83	TRUSTEE NAME PLATES
AMERICAL LIBRARY ASSOCIATION	\$ 408.00	TRUSTEE MEMBERSHIPS
TOTAL	\$ 439.83	
0161052 5707087 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 307.61	STAFF DAY SUPPLIES
AMERICAN LIBRARY ASSOCIATION	\$ 820.00	CONFERENCE REGISTRATIONS
KAZIA BERKLEY-CRAMER	\$ 35.00	CONFERENCE REGISTRATION
KATHLEEN BRENNAN	\$ 69.00	COURSE REIMBURSEMENT
CAITLIN BROWNE	\$ 734.04	PROF. DEV. BOOKS & JOB POSTINGS
TAYLOR DEVLIN	\$ 1,593.75	ALA CONFERENCE REIMBURSEMENTS
JAMES KALLESTAD	\$ 1,948.69	CONFERENCE REIMBURSEMENTS
QUIINCY KNAPP	\$ 389.23	MLA CONFERENCE REIMBURSEMENTS
AIMEE LAMBERT	\$ 40.00	MATSOL MEMBERSHIP
LIBRARY JOURNALS LLC	\$ 245.00	STEPHANIE FRUEH REGISTRATION
MASS MUNICIPAL ASSOCIATION	\$ 225.00	CUSTODIAL JOB POSTING
JACCAVRIE MCNEELY	\$ 394.79	PLA CONFERENCE REIMBURSEMENTS
NCS PEARSON INC	\$ 608.00	TAYLOR DEVLIN EXAM REGISTRATION
WB MASON	\$ 15.18	STAFF DAY SUPPLIES
YOURMEMBERSHIP.COM	\$ 1,170.00	JOB POSTINGS
TOTAL	\$ 8,595.29	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 367.39	SUPPLIES
BOSTON LOCK & SAFE CO INC	\$ 487.96	DOOR LOCK
D&G INDUSTRIES	\$ 487.50	SUPPLIES
FW WEBB COMPANY	\$ 28.84	SUPPLIES
GRAINGER	\$ 1,559.99	SUPPLIES
HOME DEPOT	\$ 2,006.72	SUPPLIES
DANIEL JEWERS	\$ 28.37	REIMBURSEMENT
LIKARR INC	\$ 1,458.69	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	\$ 562.42	SUPPLIES
WSI MANUFACTURING INC	\$ 796.56	SUPPLIES
TOTAL	\$ 11,589.69	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ALEXANDRA ADAMO	\$ 8.25	TEEN PROGRAMMING
AMAZON.COM	\$ 391.75	TEEN / ADULT SUPPLIES
TARGET	\$ 200.00	CHILDREN'S PROGRAM SUPPLIES
TOTAL	\$ 600.00	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 34.30	BOOK MARKS
ASP ENTERPRISES	\$ 14.20	ROOM DEDICATION LETTERING
CAITLIN BROWNE	\$ 75.00	FACEBOOK AD REIMBURSEMENTS
JAMIE KALLESTAD	\$ 135.00	AD REIMBURSEMENTS
MCDERMOTT-PALLOTTA (ALPHAGRAPHICS)	\$ 290.00	SIGNAGE
MINUTEMAN PRESS	\$ 5,750.40	PRINTING
TOTAL	\$ 6,298.90	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 540421 OFFICE SUPPLIES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 2,631.67	OFFICE SUPPLIES
ASP ENTERPRISES	\$ 1,369.22	VINYL LETTERING
BALL CHAIN MANUFACTURING	\$ 1,965.00	STAFF KN95 MASKS
CAITLIN BROWN	\$ 221.00	CUSTODIAL JOB POSTING
CAREY CONKEY	\$ 59.90	PRIDE FLAG REIMBURSEMENT
D2G GROUP (DISPLAYS 2 GO)	\$ 511.69	SIGN HOLDERS
MARK ESSLINGER	\$ 137.75	NAME TAGS
GRAINGER	\$ 5.09	DE-ICER
HAMCO KANSAS CITY	\$ 601.55	RECEIPT PAPER
LOCKMASTERS INC	\$ 63.06	COMPUTER CABINET LOCKS
POSTMASTER OF BOSTON	\$ 30.00	PO BOX RENTAL
SOUTHERN COMPUTER WAREHOUSE	\$ 1,306.16	STAFF TONER
STAPLES ADVANTAGE	\$ 1,784.18	OFFICE SUPPLIES
WAYFAIR	\$ 629.86	DESKS
WB MASON	\$ 2,843.87	OFFICE SUPPLIES
TOTAL	\$ 14,160.00	

0161052 530383 PROGRAM SERVICES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ALEXANDRA ADAMO	\$ 482.03	TEEN PROGRAMMING
AMAZON.COM	\$ 62.02	TEEN/ADULT PROGRAMMING
MICHAEL ARCENEUX	\$ 150.00	ADULT PROGRAMMING
MICHAEL BABCOCK	\$ 150.00	FLYER PRINTING
MARY BARBA	\$ 75.00	ZINE FEST PRESENTATION
WENDY BIRCHMIRE	\$ 150.00	ADULT PROGRAMMING
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	\$ 225.00	ZINE FEST/PRIDE REIMBURSEMENTS
SETH DEITCH	\$ 75.00	ZINE FEST PRESENTATION
DIG MEDIA GROUP	\$ 200.00	ZINE FEST ADVERTISING
DISCOUNT SCHOOL SUPPLIES	\$ 370.00	CHILDREN'S PROGRAMMING
BARRETT FELKER	\$ 340.00	CHILDREN'S PROGRAMMING
MATT HEATON	\$ 1,050.00	CHILDREN'S MUSICAL PROGRAMS
DANIELLE LACASSE	\$ 400.00	TEEN PROGRAMMING
ANNA LEE	\$ 340.00	CHILDREN'S PROGRAMMING
MASS AUDUBON SOCIETY	\$ 150.00	ADULT PROGRAMMING
LEANNE MCMORROW	\$ 200.00	CHILDREN'S PROGRAMMING
KRISTIN O'DONNELL	\$ 400.00	ADULT YOGA CLASSES
O'SOME CAFÉ LLC	\$ 178.45	CONCERT REFRESHMENTS
BARBARA GORDON POWDERLY	\$ 80.00	ADULT PROGRAMMING
POWERS MUSIC SCHOOL	\$ 200.00	CHILDREN'S PROGRAMMING
PUBLIC EDUCATION SERVICES INC	\$ 250.00	ADULT PROGRAMMING
QUILLING CARD LLC	\$ 247.50	ADULT PROGRAMMING
QUYEN TRAN	\$ 400.00	ADULT PROGRAMMING
JEFFREY DEAN ZENTNER	\$ 100.00	ADULT PROGRAMMING
TOTAL	\$ 7,000.00	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 4,653.23	COMPUTER MAINTENANCE SUPPLIES
BAKER & TAYLOR LLC	\$ 695.00	TS360 REVIEW ACCESS
BARTLETT INTERACTIVE	\$ 747.23	CALENDAR UPDATES
BIBLIOTHECA LLC	\$ 9,166.92	ANNUAL SUPPORT & MAINTENANCE
CAITLIN BROWNE	\$ 5,233.37	MAIL CHIMP/HOOTSUITE/CRASHPLAN
CDW GOVERNMENT INC	\$ 50.35	DELL LAPTOP
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	\$ 8,395.76	OFFICE 365 LICENSES
INTUILAB	\$ 948.00	INTUIFACE ANNUAL LICENSE
JAMES KALLESTAD	\$ 39.99	NOUN PROJECT REIMBURSEMENT
LINODE LLC	\$ 60.00	LINODE RENEWAL
MOSIO INC	\$ 959.20	MOSIO ANNUAL RENEWAL
PCNS LLC (APOGEE)	\$ 54,274.97	MONTHLY CONTRACT/IT SERVICES
PLYMOUTH ROCKET INC	\$ 871.25	TIXKEEPER/KITKEEPER RENEWAL
SCOTT RUSHIA	\$ 3,323.00	LASER CUTTER FILTERS
SECURE BY DESIGN INC	\$ 240.00	NINITE ANNUAL RENEWAL
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
AMELIA YOUNG	\$ 243.00	CORELDRAW/STUDENT SHOP
TOTAL	\$ 102,771.27	
0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AC GENERAL CONTRACTING	\$ 5,545.00	SOLAR CHARGING TABLE INSTALLATION
AMAZON.COM	\$ 689.63	FACE MASKS
ANTHONY VANARIA AND SONS	\$ 2,993.75	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	\$ 2,975.77	CUSTODIAL SUPPLIES
MECHANICAL AIR CONTROLS	\$ 17,495.30	HVAC SERVICE
RB ALLEN COMPANY	\$ 2,960.00	FIRE ALARM/SPRINKLER MAINTENANCE
SANIBEL ELECTRICAL CORP	\$ 2,675.00	ELECTRICAL WORK
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	\$ 4,127.05	ELEVATOR MAINTENANCE & SERVICE
VERIZON WIRELESS	\$ 75.98	HOT SPOT SERVICE
WALTHAM SERVICES	\$ 1,360.75	PEST CONTROL
WSI MANUFACTURING INC	\$ 97.64	FILTERS
TOTAL	\$ 43,890.07	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY22

0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 6,300.46	HATCH SUPPLIES
CAITLIN BROWNE	\$ 1,775.20	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 1,028.99	PHOTOCOPIER CONTRACTS
COMCAST	\$ 1,684.08	HATCH INTERNET
CHERYL MOREAU	\$ 315.80	HATCH SUPPLIES
NORTHEAST ENGRAVERS	\$ 4,973.62	HATCH LASER CUTTER MAINTENANCE/SERVICE
SERVICESTAR DOCUMENT MGMT	\$ 899.00	MICROREADER/SCANNER CONTRACT
VERIZON WIRELESS	\$ 666.57	CUSTODIAL/HATCH CELL PHONE
WB MASON	\$ 26.89	HATCH SUPPLIES
AMELIA YOUNG	\$ 333.63	HATCH REIMBURSEMENT
TOTAL	\$ 18,004.24	
0161058 580870 EQUIPMENT REPLACEMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 3,112.73	REPLACEMENT COMPUTER EQUIPMENT
BIBLIOTHECA LLC	\$ 4,625.00	RFID WORKSTATIONS
CDW GOVERNMENT INC	\$ 987.04	DELL LAPTOP
DELL COMPUTER CORPORATION	\$ 10,446.63	COMPUTERS
HUB TECHNICAL SERVICES LLC	\$ 828.60	CHROMEBOOK LICENSES
PCNS LLC	\$ 3,047.17	FIREWALL & SWITCH REFRESH
TOTAL	\$ 23,047.17	
0161058 580840 IMPROVMENTS/BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AC GENERAL CONTRACTING	\$ 11,985.00	VENEER REPLACEMENT & CUBBIES
ANTHONY VANARIA AND SONS INC	\$ 4,092.00	LANDSCAPING
EFI GLOBAL INC	\$ 2,336.00	MOLD REMEDIATION
ENVIROVANTAGE INC	\$ 6,500.00	MOLD REMEDIATION
GIBSON'S ROOFS INC	\$ 3,168.00	ROOF REPAIR
THE LIBRARY STORE	\$ 9,296.81	RETURN BIN, BOOK DROP
NATIONAL BUSINESS FURNITURE	\$ 2,291.08	FOLDING TABLES
WB MASON	\$ 5,340.00	LOUNGE CHAIRS
TOTAL	\$ 45,008.89	

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	1,227.47	-	5,136.62	80% of int on periodicals
Whitney	3,382.14	3,382.14	(28.26)	-	3,353.88	
Mead	5,941.98	2,941.98	(4.10)	-	2,937.88	
Charles	2,647.84	2,447.84	(22.66)	-	2,425.18	Armenian History books
Barry	3,756.94	3,756.94	(32.16)	359.87	3,364.91	
McGuire	3,120.05	2,120.05	(35.29)	-	2,084.76	
W. Pierce	23,778.90	3,778.90	(133.02)	-	3,645.88	
MacDonald	9,408.92	4,408.92	(85.05)	11.61	4,312.26	Grief related books
O'Reilly	10,407.12	9,907.12	(89.07)	-	9,818.05	Fiction
Stone	3,711.56	3,711.56	(31.75)	-	3,679.81	
Campbell	5,429.03	4,429.03	(46.47)	-	4,382.56	Large print books
Santoro	2,286.36	686.36	(19.59)	-	666.77	Art
Brown	2,579.72	1,579.72	(22.60)	-	1,557.12	Sci-fi books
Keith	4,135.89	3,135.89	(35.40)	-	3,100.49	Wat history books
Drucker	2,975.95	2,975.95	(25.47)	-	2,950.48	Humanities books
Special Gifts	87,185.31	87,185.31	138,650.78	167,493.64	58,342.45	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	385.69	8,799.45	Cookbook and Mysteries
- Makerspace Fund	9,685.00	9,685.00	5,000.00	8,383.84	6,301.16	Makerspace materials
Other Funds & Grants						
Kaveny	37,090.36	8,718.87	(317.53)	-	8,401.34	Benefit of the library
Masters	4,512.06	1,805.06	(38.62)	-	1,766.44	Trustees discretion
B. Pierce	2,075.03	2,075.03	(15.86)	699.55	1,359.62	Trustees discretion
LIG/MEG	205,409.44	205,409.44	112,538.41	122,550.63	195,397.22	
Revolving Printing Account	7,878.28	7,878.28	10,547.77	10,355.54	8,070.51	
Friends of Project Literacy Fundraising	29,946.47	29,946.47	57,044.15	44,892.03	42,098.59	
McCall Gift Fund	58,887.60	58,887.60	-	6,162.06	52,725.54	For children's dept only

FY23 Funds and Grants

Fund or Grant	7/1/2022	Available to spend balance as of 7/2/2022	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	140,049.22	9,706.08	-	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	-	-	3,353.88	
Mead	5,937.88	2,937.88	-	-	2,937.88	
Charles	2,625.18	2,425.18	-	-	2,425.18	Armenian History books
Barry	3,364.91	3,364.91	-	-	3,364.91	
McGuire	3,084.76	2,084.76	-	-	2,084.76	
W. Pierce	23,645.88	3,645.88	-	-	3,645.88	
MacDonald	9,312.26	4,312.26	-	-	4,312.26	Grief related books
O'Reilly	10,318.05	9,818.05	-	-	9,818.05	Fiction
Stone	3,679.81	3,679.81	-	-	3,679.81	
Campbell	5,382.56	4,382.56	-	-	4,382.56	Large print books
Santoro	2,266.77	666.77	-	-	666.77	Art
Brown	2,557.12	1,557.12	-	-	1,557.12	Sci-fi books
Keith	4,100.49	3,100.49	-	-	3,100.49	Wat history books
Drucker	2,950.48	2,950.48	-	-	2,950.48	Humanities books
Special Gifts	45,007.45	45,007.45	50.00	-	45,057.45	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	80.00	6,221.16	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	625.66	12,709.34	Bookmobile expenses
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	-	-	8,401.34	Benefit of the library
Masters	4,473.44	1,766.44	-	-	1,766.44	Trustees discretion
B. Pierce	1,359.62	1,359.62	-	-	1,359.62	Trustees discretion
LIG/MEG	195,397.22	195,397.22	49,950.00	86.98	245,260.24	
Revolving Printing Account	8,070.51	8,070.51	534.57	-	8,605.08	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	-	1,165.50	40,933.09	
McCall Gift Fund	52,725.54	52,725.54	-	42.63	52,682.91	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	209,166.40			92.22	1,111.44		5,457.15	\$ 215,827.21	\$ -	\$ 50,983.84	\$ 164,843.37
31-Jan	215,837.21			23.06	(747.01)		4,108.45	\$ 219,221.71	\$ -	\$ 50,259.89	\$ 168,951.82
28-Feb	219,221.71			2,188.28	(648.16)		1,423.40	\$ 222,185.23	\$ -	\$ 51,800.01	\$ 170,375.22
31-Mar	222,185.23			135.71	(224.98)		(8,831.55)	\$ 213,264.41	\$ -	\$ 51,710.74	\$ 161,543.67
30-Apr	213,264.41			44.22	(553.25)		(15,010.40)	\$ 197,744.98	\$ -	\$ 51,201.71	\$ 146,533.27
31-May	197,744.98		(10,149.40)	2,137.79	281.46		16,142.65	\$ 206,157.48	\$ -	\$ 43,471.56	\$ 162,675.92
30-Jun	206,157.48			97.93	(723.85)		(1,746.90)	\$ 203,784.66	\$ -	\$ 42,845.64	\$ 160,929.02
FY22 TOTAL		-	(15,699.25)	9,182.43	(1,250.53)	-	(17,090.80)	\$ 203,774.66	-	42,845.64	\$ 160,929.02

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ -	\$ 2,813.00
Teen Programming	\$ 2,848.00	\$ (90.16)	\$ 2,757.84
Children's Materials	\$ 1,406.00	\$ -	\$ 1,406.00
Children's Programming	\$ 8,862.00	\$ (3,640.45)	\$ 5,221.55
Adult Materials	\$ 1,406.00	\$ -	\$ 1,406.00
Adult Programming	\$ 4,115.00	\$ (592.51)	\$ 3,522.49
Museums	\$ 5,000.00	\$ (350.00)	\$ 4,650.00
Movie Licenses	\$ 1,675.00	\$ -	\$ 1,675.00
Total	\$ 28,125.00	\$ (4,673.12)	\$ 23,451.88

FY22 HATCH FINANCIALS

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 2,125.00	\$ -	\$ -	\$ (1,749.08)	\$ 375.92
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 325.00	\$ 450.00	\$ -	\$ -	\$ 775.00
Watertown Commuty Foundation Grant	\$ 7,560.00	\$ 5,000.00	\$ -	\$ (6,634.76)	\$ 5,925.24
Town Budget: Equip. Maint.	\$ 14,680.00	\$ 729.68	\$ -	\$ (15,409.68)	\$ -
Burke	\$ -	\$ 400.00	\$ -	\$ (400.00)	\$ -
Totals	\$ 24,690.00	\$ 6,579.68	\$ -	\$ (24,193.52)	\$ 7,076.16

FY23 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 375.92	\$ -	\$ -	\$ -	\$ 375.92
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 775.00	\$ -	\$ 563.03	\$ -	\$ 211.97
Watertown Commuty Foundation Grant	\$ 5,925.24	\$ -	\$ 582.05	\$ (80.00)	\$ 5,263.19
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,702.54	\$ (141.14)	\$ 12,836.32
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 2,847.62	\$ (221.14)	\$ 18,687.40



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TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: July 28, 2022
RE: Donations

The following donations were received in July:

\$50 from Caroline and Stuart Lowry in memory of Donna Marble

FOR IMMEDIATE RELEASE: Watertown, MA – 8/1/22



Bookmobiles Are Back and Watertown's "Speed Reader" Is Ready to Roll

[WATERTOWN] "The Library has left the building." That's the catchphrase that Outreach Librarian Marissa Monteiro keeps coming back to when describing her new ride, the Watertown Free Public Library (WFPL) Bookmobile. "It really is a full-service library on wheels," she beams, leaning against the colorful Sprinter Van. "You can borrow books, connect to Wi-Fi, or get recommendations from a librarian. The main difference is—now we'll be even closer to the places our community hangs out."

To that point, Watertown's brand-new bookmobile will debut at the 2nd-annual [Watertown Arts Market](#) at Arsenal Park on Saturday, August 13. Organized by the Watertown Public Arts and Culture Committee, the Arts Market is free annual event that draws hundreds. And that's exactly where Monteiro wants to be: right in the middle of everything, spreading the word about free library materials and services.

Bringing bookmobile service to Watertown was a longtime dream of Library Director Caitlin Browne and former Director Leone Cole. "Though we are a well-loved library, we know there are many residents who don't or can't use our services," explains Browne. "Rather than trying to convince those people to come to us—for materials, classes, or simple human connection—we want to meet them where they are. The Bookmobile allows us to better serve people who, for a variety of reasons, are not coming into our building."

After years of planning, Browne and Cole's dream of bookmobile service is finally coming to fruition. It was a team effort. The purchase of a custom Sprinter Van was made possible through the generosity of many individual donors and funding from the Library Building Committee. Monteiro's position was created in 2021.

In rolling out their new "Speed Reader," WFPL picks up the mantle of a long tradition. For centuries, intrepid librarians have been retrofitting carriages, wagons, cars, and busses to carry books and resources out to people who need them. In the mid-20th century, bookmobile service gained popularity across the United States. Do you remember visiting a bookmobile as a kid? You may recognize some of the vintage bookmobiles from the Boston Public Library, Newton Free Library, or the Waltham Public Library, archived in the State's [Digital Commonwealth Photograph Collection](#).

Today, bookmobiles deliver more than Library books. As librarians look for new and creative ways to serve marginalized populations, bookmobiles make it easier to deliver community programming, share essential information and resources, and extend internet connectivity beyond a library building's physical walls.

Monteiro, who speaks English, Spanish, and Portuguese, is excited to find people who are unfamiliar with the Library and show them everything it has to offer. "We know

that there are community members who still don't think our Library is meant for them," she explains. "Maybe that's due to a language barrier, maybe they can't get a ride to Main Street, or maybe they just don't know what we offer. Now I get to drive around and be their friend on the inside. I get feel like Oprah saying, 'You get a library card, and you get a library card, and YOU get a library card!'"

In her first months on the road, Monteiro is planning to take the Bookmobile to schools, parks, residential areas, and community events. She is very open to suggestions. "The whole point of this service is to meet people where they are. I'm asking Watertown, *please* let me know where you want the bookmobile to go! It's yours, after all."

Do you want to bring the Speed Reader to your neighborhood? Please keep in mind that ample parking space is required. The Bookmobile cannot offer service on narrow streets, sidewalks, hills, or anywhere beyond Watertown city limits. For more information or to request a visit, head to watertownlib.org/bookmobile

About WFPL

The Watertown Free Public Library provides access to a wide variety of popular materials, resources, services, and programs that fulfill the informational, cultural, and recreational needs of Watertown and surrounding communities. Our Library works to create an environment that attracts and welcomes users of all ages and abilities. For more, visit watertownlib.org.

###

Library Director Evaluation

The Watertown Free Public Library will conduct a formal, written evaluation of the Library Director's performance at the end of each fiscal year. The evaluation will take into account the self-evaluation the Library Director will submit to the Board at least a month in advance of the scheduled evaluation,

The Purposes of the Performance Evaluation:

- To provide the Director with a clear understanding of the Board's expectations.
- To ensure that the Director and the Board understand how well the expectations are being met.
- To serve as a formal vehicle of communication between the Board and Director.
- To demonstrate sound management practices and accountability to Town officials and the community.

Definition of Ratings:

- 4. Outstanding
- 3. Effective
- 2. Needs Improvement
- 1. Unacceptable/Needs Substantial Improvement
- N. No Opportunity to Observe

Evaluation:

Please rate the Director's performance in the following areas using the scale given above. Please also provide comments at the end of each section specifying areas of particular strength or weakness.

1. Planning – Long and Short Term

- Establishes strategic goals for the operation and programming of the library, articulating the library's role in serving the people of the Watertown Community and the wider community of patrons.
- Oversees a five-year, long-term planning process with input from Trustees and the public.
- Looks ahead, staying abreast of community changes and new ideas and best practices in the library world.
- Implements short and long-term objectives on an ongoing basis and reports significant changes and accomplishments to Trustees.

Rating:

Comments:

2. Fiscal Management

- Develops annual budget in a timely fashion for review by Trustees, the Town Manager, and the Town Council.
- Administers budget to ensure cost efficiency and controls expenditures to stay within appropriation levels.
- Allocates funds appropriately and effectively and maintains reserves for unanticipated contingencies.
- Prepares monthly summaries of library budget and expenditures.
- Explores and proposes to the Board new potential sources of funding for programs and services.
- Ensures that all reporting and legal requirements of the library are met in a timely manner.
- **Rating:**
- **Comments:**

3. Facilities Management

- Is responsible for the proper upkeep and utilization of the Library's physical plant.
- Monitors Library facilities and recommends repairs, improvements, and additions to Trustees and appropriate Town authorities.
- Prioritizes library facilities projects and makes funding recommendations to the Town Manager.
- **Rating:**
- **Comments:**

4. Programs and Collection Development

- Implements collection development policies and recommends updates to Trustees when necessary.
- Assures that the collection is current and reflects community needs and interests.
- Coordinates purchases to reflect community demand for various formats based on circulation statistics and patron feedback.
- Encourages creativity in programming for every age level and welcomes recommendations from the public.
- Keeps records of community participation and response to past and present programs.
- **Rating:**
- **Comments:**

5. Personnel Management and Development

- Formulates and implements a comprehensive personnel plan that effectively utilizes library staff to deliver its programs and services.
- Oversees staff orientation, training, and development.
- Delegates authority and efficiently organizes the work of personnel.
- Supports and inspires staff to do their best work by providing necessary resources, encouragement, and appreciation.
- Encourages and assists staff seeking professional training and development.
- Emphasizes equal opportunity employment and affirmative action hiring practices.
- **Rating:**
- **Comments:**

6. Board Relations

- Attends all Board of Trustees meetings, creates agendas, and provides a report on current working of library and issues of note.
- Supports and implements board decisions in a timely manner.
- Seeks and accepts ideas and suggestions from the Board, including constructive criticism.
- Informs the Board of proposed changes in personnel policies and revisions to the library's organizational chart.
- Prior to the start of contract negotiations, initiates a meeting with the Town bargaining agent to hear Trustees' concerns and perspectives.
- **Rating:**
- **Comments:**

7. Community Relations

- Provides staffing to ensure proactive and timely communications about library programs and resources.
- Reviews and utilizes best technologies for communications
- Ensures that the library refers all public requests to the appropriate staff for response.
- Ensures library outreach to and advocacy with community groups, elected officials, Watertown Schools, and relevant foundations and professional organizations.
- **Rating:**
- **Comments:**

8. Management Style

- Director's high principles and professional conduct set an example for staff.
- Maintains rapport and productive relationships with department heads and staff.
- Handles differences openly, candidly, and constructively.
- Maintains collegial atmosphere in which an open exchange of idea is easy.
- Seeks input from others.
- Accepts personal responsibility for decisions.
- Gives credit to staff for their input and contributions.
- **Rating:**
- **Comments:**

9. Action Plan and Goals

- Completes action plan in October for the following fiscal year.
- Begins implementation of action plan on July 1.
- Submits a mid-year report in December.
- Notifies Trustees of problems that may arise with any goal.
- Submits a final report on goals in the eleventh month of the fiscal year.
- **Rating:**
- **Comments:**