

FY23 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	1,726,020	0	1,726,020	294,613.20	0.00	1,431,407	17.10
0161051	510112	PART TIME SALARIES	682,142	0	682,142	112,970.38	0.00	569,172	16.60
0161051	510130	OVERTIME	30,000	0	30,000	6,725.58	0.00	23,274	22.40
0161051	510141	SHIFT DIFFERENTIAL	3,719	0	3,719	826.25	0.00	2,893	22.20
0161051	510143	LONGEVITY	29,202	0	29,202	6,103.30	0.00	23,099	20.90
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,462.75	0.00	1,462	50.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	0	2,474,008	422,701.46	0.00	2,051,307	17.10
0161052	520211	ELECTRICITY	147,897	0	147,897	12,026.46	98,073.54	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	399.75	23,600.25	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	1,483.98	2,913.21	13,632	24.40
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	4,932.57	2,037.50	37,481	15.70
0161052	520244	COMPUTER MAINTENANCE	119,889	0	119,889	23,626.14	54,851.88	41,411	65.50
0161052	530327	REGIONAL LIBRARY SERVICES	81,673	0	81,673	81,673.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,700	0	1,700	0.00	1,700.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	1,100.00	675.00	7,225	19.70
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	370.36	7,471.57	4,158	65.30
0161052	540422	PRINTING & FORMS	6,400	0	6,400	824.22	4,050.00	1,526	76.20
0161052	540425	PROGRAM SUPPLIES	750	0	750	69.03	89.85	591	21.20
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	0	17,860	123.90	1,298.90	16,437	8.00
0161052	550511	BOOKS	481,000	0	481,000	88,717.78	210,757.27	181,525	62.30
0161052	550512	BOOK PROCESSING	45,000	0	45,000	2,056.06	14,878.89	28,065	37.60
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	0.00	1,300.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	960.00	348.74	9,491	12.10
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	450.00	2,150	17.30
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	1,180.20	1,259.20	7,561	24.40
		Total 0161052 LIBRARY - EXPENSES	1,051,196	0	1,051,196	219,543.45	425,755.80	405,897	61.40
0161058	580840	BUILDING RENOVATIONS	81,000	0	81,000	0.00	2,267.00	78,733	2.80
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	1,327.12	0.00	18,673	6.60
		Total 0161058 LIBRARY - CAPITAL	101,000	0	101,000	1,327.12	2,267.00	97,406	3.60
Grand Total			3,626,204	0	3,626,204	643,572.03	428,022.80	2,554,609	29.60

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	1,308.56	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	57.78	-	3,411.66	
Mead	5,937.88	2,937.88	111.54	-	3,049.42	
Charles	2,625.18	2,425.18	46.37	-	2,471.55	Armenian History books
Barry	3,364.91	3,364.91	65.81	-	3,430.72	
McGuire	3,084.76	2,084.76	72.21	-	2,156.97	
W. Pierce	23,645.88	3,645.88	434.86	-	4,080.74	
MacDonald	9,312.26	4,312.26	180.42	-	4,492.68	Grief related books
O'Reilly	10,318.05	9,818.05	182.29	-	10,000.34	Fiction
Stone	3,679.81	3,679.81	65.01	-	3,744.82	
Campbell	5,382.56	4,382.56	95.10	-	4,477.66	Large print books
Santoro	2,266.77	666.77	40.05	-	706.82	Art
Brown	2,557.12	1,557.12	46.18	-	1,603.30	Sci-fi books
Keith	4,100.49	3,100.49	72.44	-	3,172.93	Wat history books
Drucker	2,950.48	2,950.48	52.12	-	3,002.60	Humanities books
Special Gifts	45,007.45	45,007.45	22,019.59	104.00	66,923.04	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	933.92	5,367.24	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	1,475.61	11,859.39	Bookmobile expenses
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	649.70	-	9,051.04	Benefit of the library
Masters	4,473.44	1,766.44	79.04	-	1,845.48	Trustees discretion
B. Pierce	1,359.62	1,359.62	33.53	-	1,393.15	Trustees discretion
LIG/MEG	195,397.22	195,397.22	49,950.00	95.99	245,251.23	
Revolving Printing Account	8,070.51	8,070.51	2,240.13	-	10,310.64	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	10,006.00	1,165.50	50,939.09	
McCall Gift Fund	52,725.54	52,725.54	-	129.73	52,595.81	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	
FY22 BAL FWD	203,774.66							\$ 228,632.81	\$ -	\$ 42,845.64	\$ 160,929.02	-
31-Jul	203,774.66			31.32	668.46		(14,751.60)	\$ 189,722.84	\$ -	\$ 43,545.42	\$ 146,177.42	-
31-Aug								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	-
30-Sep						-		\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	-
31-Oct								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
30-Nov								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
31-Dec								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
31-Jan								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
28-Feb								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
31-Mar								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
30-Apr								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
31-May								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
30-Jun								\$ -	\$ -	\$ 43,545.42	\$ 146,177.42	
FY23 TOTAL		-	-	31.32	668.46	-	(14,751.60)	\$ 189,722.84	-	43,545.42	\$ 146,177.42	-

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ -	\$ 2,813.00
Teen Programming	\$ 2,848.00	\$ (118.73)	\$ 2,729.27
Children's Materials	\$ 1,406.00	\$ -	\$ 1,406.00
Children's Programming	\$ 8,862.00	\$ (4,016.39)	\$ 4,845.61
Adult Materials	\$ 1,406.00	\$ -	\$ 1,406.00
Adult Programming	\$ 4,115.00	\$ (717.51)	\$ 3,397.49
Museums	\$ 5,000.00	\$ (450.00)	\$ 4,550.00
Movie Licenses	\$ 1,675.00	\$ -	\$ 1,675.00
Total	\$ 28,125.00	\$ (5,302.63)	\$ 22,822.37

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	\$ -	\$ 480.00	\$ (1,245.37)	\$ 4,199.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 2,110.68	\$ (553.19)	\$ 12,016.13
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 2,590.68	\$ (2,361.59)	\$ 16,803.89

TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: September 1, 2022
RE: Donations

The following donations were received in August:

\$20,030.85 from the Estate of Ginette Gallant for the Children's Room

\$10,000 from the Friends of Project Literacy

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: August 31, 2022
RE: Request to Transfer Funds

I am requesting a transfer of \$1250 from Longevity (0161051 510143) to Shift Differential (0161051 510141). This will cover the unbudgeted shift differential for our new custodian who is working a different shift than the previous custodian. The \$1250 longevity is not needed due to staffing changes between FY22 and FY23. Thank you for your consideration.

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: August 31, 2022
RE: Director's Report

ARIS

Attached you will find the FY23 Annual Report Information Survey (ARIS). Completing the ARIS is one of the requirements libraries in Massachusetts must meet in order to be eligible for State Aid.

State Aid to Public Libraries is an annual, voluntary program administered by the MBLC that distributes local aid to municipalities. It encourages municipal support and improvement for public library service, bolsters reciprocal resource sharing among libraries, compensates for differences in municipal funding capacities, and offsets costs to libraries that circulate materials to patrons from other certified municipalities.

Our report for this year shows the library continuing to exceed past performance. A more detailed analysis of the raw data is forthcoming.

PLA Digital Initiative

The application for the Digital Literacy Workshop Incentive submitted by Jaccavrie McNeely has been accepted. This incentive is administered by the Public Library Association (PLA) and supported by AT&T. WFPL will be part of a cohort of 160 libraries nationally providing workshops using DigitalLearn resources. The incentive period runs September 2022 through March 31, 2023.

Staffing

Theresa Maturevich has been selected as our new Assistant Director. Theresa begins on Monday, September 19 and will be introduced to the Trustees at the October meeting.

Part time Library Assistant Danielle Szende resigned to move out of state. We have selected her replacement and will announce once her background has cleared.

A candidate for the new children's librarian position has been selected. She will be announced once her background has cleared.

Bookmobile

The bookmobile launch weekend was a huge success! On our first two stops at the Watertown Arts Market and the WPS Elementary Diversity and Belonging Councils' playdate we checked out 191 items to 72 unique patrons from 9 different communities. Of those 191 items checked out, 141 were to Watertown patrons. Fifty-three of the 72 unique patrons were Watertown patrons.

Since August 14, Marissa has brought the bookmobile to:

- Watertown Housing Authority property
- Harvard Vanguard parking lot
- Hosmer and Lowell Elementary Popsicles with the Principal events

Next up is to schedule stops to locations for Seniors and Watertown apartment complexes. She'll also be trying impromptu stops throughout Watertown.

Facilities

HVAC: We experienced two cooling issues over the summer when rooftop unit 2 had a leak. Both times the leak was repaired. There are also ongoing temperature regulation issues. The HVAC is getting to end of life and is currently scheduled for replacement in FY24 through the Capital Improvement Plan.

Furniture: We've replaced the work tables on the second floor with charging tables. Three tables are currently powered and the remaining 6 will have power installed soon. We also replaced 20 computer chairs. This was a carryover project from FY22.

Information Technology

I have engaged with City IT to move more of our IT management to the City as opposed to contracted services. The first step will be to move to City provided antivirus. Over the course of the next 12-18 months we will migrate the library over to City management for the staff network. The staff network will remain completely separate from the public network. Apogee will remain our contracted help desk support at least through the end of FY23.

Project Literacy

Classes begin on September 6 with 14 classes offered, 2 more than last year. Three classes will be in-person at the high school and the rest online via Zoom. The following week 18 volunteer led groups will start. New this year: each class level will receive a [welcome packet](#) created by the Student Coordinator Janet Saied.

I attended a meeting with the Board of Friends of Project Literacy. They would like more frequent communication with Library Trustees.

Building Committee Funding

I requested \$10,750 from the Building Committee to fund a variety of programs including Library of Things, One Book One Watertown, Black History Month speakers, Children's vacation week performers, and a teen art class. All requests were approved.

Library Merchandising

I also discussed setting up an online merch store through the Building Committee. Using the website bonfire.com we will be able to sell library t-shirts, tote bags, and other products for our fans to broadcast their library love to the community. All of the work is handled through the website and the Building Committee will make a small cut on sales. We intend to have this set up by Zine fest on October 15. We would also like to have a small merch store set up in the café further down the road.

Banned Books Week

Banned Books Week is September 18-24. You will find displays in the lobby and on the second floor.

Project 351 9/11 Rock Garden

Last week I was approached by a young ambassador with [Project 351](#). They are working to create community rock gardens across Massachusetts to commemorate the 206 people from Massachusetts who were killed in the 9/11 attacks. I agreed to allow them to paint the rocks and display the rock garden on the library lawn. The rock garden will be on display for 2 weeks starting on Friday, September 9. More information was shared in a [press release](#) on Watertown News.

Watertown - Watertown Free Public Library

2023 Massachusetts Annual Report Information Survey (ARIS)

General Information

2	Municipality	Watertown
3	Library Name	Watertown Free Public Library
4	Street Address	123 Main St.
5	City	Watertown
6	County	Middlesex
7	Zip Code (xxxxx-xxxx)	02472-4478
8	Mailing Address	123 Main St.
9	City	Watertown
10	Zip Code (xxxxx-xxxx)	02472-4478
11	Telephone Number (###)###-####	(617)972-6431
12	Director's Phone	(617)972-6434
13	Network	MLN
14	Person Completing Survey	Caitlin Browne
15	Email Address of Person Completing Survey	cbrowne@watertown-ma.gov
16	Director/Acting Director First Name	Caitlin
17	Director/Acting Director Last Name	Browne
18	Director/Acting Director Email Address	cbrowne@watertown-ma.gov
19	Trustee Chair First Name	Leanne
20	Trustee Chair Last Name	Hammonds
21	Trustee Chair Email Address	lhammonds@watertown-ma.gov
22	Municipal Population	35,329
100	Legal Service Area Boundary Change	N
101	Reporting Period Starting Date	07/01/2021
102	Reporting Period Ending Date	06/30/2022
103	Number of Central Libraries	1
104	Population of Legal Service Area	35,329
105	Grouping by Population Served	F
106	Population of the Municipality	35,329
107	Population Grouping of the Municipality	F

36	Total Hours per Week	185
37	Number of Vacancies	0
38	Number of Master's or Doctorate of Library Science	5
39	Number of Other Graduate Degree	
40	Number of Bachelor's Library Science	
41	Number of Bachelor's Other	
42	Number of 2 or More Years of College	
43	Number of Less than 2 Years of College	
44	Number of High School Diploma	
45	Number of High School Students/Other	
46	BL Branch Librarian	BL Branch Librarian
47	Minimum Hourly Wage	
48	Maximum Hourly Wage	
49	Number of Positions	
50	Total Hours per Week	
51	Number of Vacancies	
52	Number of Master's or Doctorate of Library Science	
53	Number of Other Graduate Degree	
54	Number of Bachelor's Library Science	
55	Number of Bachelor's Other	
56	Number of 2 or More Years of College	
57	Number of Less than 2 Years of College	
58	Number of High School Diploma	
59	Number of High School Students/Other	
50	AL Adult Services Librarian	AL Adult Services Librarian
51	Minimum Hourly Wage	\$29.86
52	Maximum Hourly Wage	\$35.68
53	Number of Positions	5
54	Total Hours per Week	159
55	Number of Vacancies	
56	Number of Master's or Doctorate of Library Science	5
57	Number of Other Graduate Degree	
58	Number of Bachelor's Library Science	
59	Number of Bachelor's Other	

104	Maximum Hourly Wage	
105	Number of Positions	
106	Total Hours per Week	
107	Number of Vacancies	
108	Number of Master's or Doctorate of Library Science	
109	Number of Other Graduate Degree	
110	Number of Bachelor's Library Science	
111	Number of Bachelor's Other	
112	Number of 2 or More Years of College	
113	Number of Less than 2 Years of College	
114	Number of High School Diploma	
115	Number of High School Students/Other	
116	YL Young Adult Services Librarian	YL Young Adult Services Librarian
117	Minimum Hourly Wage	\$29.86
118	Maximum Hourly Wage	\$35.68
119	Number of Positions	1
120	Total Hours per Week	21
121	Number of Vacancies	
122	Number of Master's or Doctorate of Library Science	1
123	Number of Other Graduate Degree	
124	Number of Bachelor's Library Science	
125	Number of Bachelor's Other	
126	Number of 2 or More Years of College	
127	Number of Less than 2 Years of College	
128	Number of High School Diploma	
129	Number of High School Students/Other	
130	OL Other Librarian	Outreach Librarian
131	Minimum Hourly Wage	\$29.86
132	Maximum Hourly Wage	\$35.68
133	Number of Positions	1
134	Total Hours per Week	37
135	Number of Vacancies	
136	Number of Master's or Doctorate of Library Science	
137	Number of Other Graduate Degree	

171	Number of High School Students/Other	
172	AA Administrative Assistant	AA Administrative Assistant
173	Minimum Hourly Wage	\$25.91
174	Maximum Hourly Wage	\$31.86
175	Number of Positions	1
176	Total Hours per Week	37.5
177	Number of Vacancies	
178	Number of Master's or Doctorate of Library Science	
179	Number of Other Graduate Degree	
180	Number of Bachelor's Library Science	
181	Number of Bachelor's Other	
182	Number of 2 or More Years of College	
183	Number of Less than 2 Years of College	1
184	Number of High School Diploma	
185	Number of High School Students/Other	
186	PA Page	PA Page
187	Minimum Hourly Wage	\$14.25
188	Maximum Hourly Wage	\$14.25
189	Number of Positions	5
190	Total Hours per Week	70
191	Number of Vacancies	
192	Number of Master's or Doctorate of Library Science	
193	Number of Other Graduate Degree	
194	Number of Bachelor's Library Science	
195	Number of Bachelor's Other	3
196	Number of 2 or More Years of College	
197	Number of Less than 2 Years of College	2
198	Number of High School Diploma	
199	Number of High School Students/Other	
200	CS Clerical Staff	CS Clerical Staff
201	Minimum Hourly Wage	
202	Maximum Hourly Wage	
203	Number of Positions	
204	Total Hours per Week	
205	Number of Vacancies	

Γ2	Total Hours per Week (P4 + P22 + P36 + P50 + P64 + P78 + P92 + P106 + P120 + P134 + P148 + P162 + P176 + P190 + P204 + P218 + P232)	1,231.5
Γ3	Number of Vacancies (P5 + P23 + P37 + P51 + P65 + P79 + P93 + P107 + P121 + P135 + P149 + P163 + P177 + P191 + P205 + P219 + P233)	2
Γ4	Number of Master's or Doctorate of Library Science (P9 + P24 + P38 + P52 + P66 + P80 + P94 + P108 + P122 + P136 + P150 + P164 + P178 + P192 + P206 + P220)	16
Γ5	Number of Other Graduate Degree (P10 + P25 + P39 + P53 + P67 + P81 + P95 + P109 + P123 + P137 + P151 + P165 + P179 + P193 + P207 + P221)	1
Γ6	Number of Bachelor's Library Science (P11 + P26 + P40 + P54 + P68 + P82 + P96 + P110 + P124 + P138 + P152 + P166 + P180 + P194 + P208 + P222)	0
Γ7	Number of Bachelor's Other (P12 + P27 + P41 + P55 + P69 + P83 + P97 + P111 + P125 + P139 + P153 + P167 + P181 + P195 + P209 + P223)	16
Γ8	Number of 2 or More Years of College (P13 + P28 + P42 + P56 + P70 + P84 + P98 + P112 + P126 + P140 + P154 + P168 + P182 + P196 + P210 + P224)	0
Γ9	Number of Less than 2 Years of College (P14 + P29 + P43 + P57 + P71 + P85 + P99 + P113 + P127 + P141 + P155 + P169 + P183 + P197 + P211 + P225)	6
Γ10	Number of High School Diploma (P15 + P30 + P44 + P58 + P72 + P86 + P100 + P114 + P128 + P142 + P156 + P170 + P184 + P198 + P212 + P226)	2
Γ11	Number of High School Students/Other (P16 + P31 + P45 + P59 + P73 + P87 + P101 + P115 + P129 + P143 + P157 + P171 + P185 + P199 + P213 + P227)	0

Staff Hours & Directors Annual Salary as of July 1, 2022

12	Books: Young Adult	8,744
13	Print periodicals, newspapers & other print serials: Young Adult	0
14	Audio (compact discs, cassettes, etc): Young Adult	1
15	Video (VHS/Discs/DVDs, etc): Young Adult	664
16	E-books: Young Adult	8,309
17	Downloadable audio (audiobooks, music, etc): Young Adult	3,905
18	Downloadable video: Young Adult	
19	Materials in Electronic Format (include CD-ROMs): Young Adult	628
20	Materials in Microforms (fiche, rolls, etc.): Young Adult	
21	Miscellaneous (e.g. e-book readers, laptops, kits, puppets, library of things, etc): Young Adult	5
22	Total Young Adult Materials (H12 + H13 + H14 + H15 + H16 + H17 + H18 + H19 + H20 + H21)	22,256

hildren

23	Books: Children's	61,202
24	Print periodicals, newspapers & other print serials: Children's	15
25	Audio (compact discs, cassettes, etc): Children's	1,183
26	Video (VHS/Discs/DVDs, etc): Children's	2,725
27	E-books: Children's	14,123
28	Downloadable audio (audiobooks, music, etc): Children's	4,823
29	Downloadable video: Children's	
30	Materials in Electronic Format (include CD-ROMs): Children's	622
31	Materials in Microforms (fiche, rolls, etc.): Children's	
32	Miscellaneous (e.g. e-book readers, laptops, kits, puppets, library of things, etc): Children's	193
33	Total Children's Materials (H23 + H24 + H25 + H26 + H27 + H28 + H29 + H30 + H31 + H32)	84,886

OTALS

34	Total Books (H1+ H12 + H23)	149,653
35	Total Print Periodicals, newspapers & other print serials (H2 + H13 + H24)	68
36	Total Print Materials (H34 + H35)	149,721.00

3	Usage of state-wide electronic collections (excludes e-books, downloadable audio and video counted below in Circulation.)	1,259
4	Total usage of electronic collections (C1 + C2 + C3)	41,061

Total Circulation as of June 30, 2022
Adult

5	Books: Adult	154,497
6	Print periodicals, newspapers and other print serials: Adult	3,626
7	Audio (compact discs, cassettes, etc.): Adult	15,175
8	Video (VHS/Discs/DVDs, etc.): Adult	51,093
9	E-books: Adult	50,510
10	Downloadable Audio (audiobooks, music, etc.): Adult	42,791
11	Downloadable Video: Adult	11,708
12	Materials in Electronic Format: Adult	582
13	Materials in Microform: Adult	
14	Miscellaneous (e.g. museum passes, e-book readers, kits, library of things, etc.): Adult	4,122
15	Total Adult Circulation (C5 + C6 + C7 + C8 + C9 + C10 + C11 + C12 + C13 + C14)	334,104

Young Adult

16	Books: Young Adult	30,510
17	Print periodicals, newspapers and other print serials: Young Adult	3
18	Audio (compact discs, cassettes, etc.): Young Adult	194
19	Video (VHS/Discs/DVDs, etc.): Young Adult	1,303
20	E-books: Young Adult	
21	Downloadable Audio (audiobooks, music, etc.): Young Adult	
22	Downloadable Video: Young Adult	
23	Materials in Electronic Format: Young Adult	2,332
24	Materials in Microform: Young Adult	
25	Miscellaneous (e.g. museum passes, e-book readers, kits, library of things, etc.): Young Adult	5

48	Total Miscellaneous Circulation (C14 + C25 + C36)	4,509
49	Total Non Print Circulation (C41 + C42 + C43 + C44 + C45 + C46 + C47 + C48)	204,390
50	Total Circulation Materials (C15 + C26 + C37)	755,924

Interlibrary Loans Reported as Patron Circulation

- 51 ILL's also reported as patron
circulation in the Circulation
Information section above (if
applicable)
- 52 Of that total, how many were
included in CHILDREN's
circulation?

ILL and Nonresident Circulation Information

Interlibrary loans RECEIVED FROM other libraries

53	ILL items RECEIVED that must be returned	94,707
54	ILL items RECEIVED that need not be returned	11
55	Total (C53 + C54)	94,718

Interlibrary loans PROVIDED TO other libraries

56	ILL items PROVIDED that must be returned	78,711
57	ILL items PROVIDED that need not be returned	0
58	Total (C56 + C57)	78,711
59	Direct Circulation	755,924
60	Circulation Transactions	834,635

Nonresident Circulation Transactions

Report 0 if no activity

61	Number of items circulated at library to residents of other MA municipalities certified for State Aid to Public Libraries	240,725
62	Number of items circulated at library to residents of other MA municipalities not certified for State Aid to Public Libraries	0
63	Number of items circulated at library to residents of other states	43
64	Total Nonresident Circulation Transactions (C61 + C62 + C63)	240,768
100	Total Circulation of Materials	755,924
101	Circ. Of Children's Material	387,473
102	Use of Electronic Material	105,009
103	Total Physical Circ	650,915

13	Total attendance at LIVE Adult programs in LIBRARY SYSTEM NOTE: Starting this year, General Audience or All Ages programming has its own category. Please see below.	2,520
14	Total number of LIVE programs for YA held in LIBRARY SYSTEM	46
15	Total attendance at LIVE YA programs in LIBRARY SYSTEM	1,306
16	Total number of LIVE programs for School Children Aged 6-11 held in LIBRARY SYSTEM NOTE: Children aged Birth through 5 will have their own category starting this year.	0
17	Total attendance at LIVE School Children's Aged 6-11 programs in LIBRARY SYSTEM NOTE: Children aged Birth through 5 will have their own category starting this year.	0
18	Total number of LIVE programs for Young Children Aged Birth - 5 in LIBRARY SYSTEM	182
19	Total attendance at LIVE Young Children Aged Birth - 5 programs in LIBRARY SYSTEM	6,399
20	Total number of LIVE programs for General Audience/All Ages in LIBRARY SYSTEM	95
21	Total attendance at LIVE General Audience/All Ages programs in LIBRARY SYSTEM	1,751
22	Total number of LIVE library programs held in LIBRARY SYSTEM (S12+S14+S16+S18+S20)	559
23	Total program attendance held in LIBRARY SYSTEM (S13+S15+S17+S19+S21)	11,976
Programming by Format (Location)		
24	Number of LIVE In-Person Onsite Program Sessions	518
25	LIVE In-Person Onsite Program Attendance	11,453
26	Number of LIVE In-Person Offsite Program Sessions	5
27	LIVE In-Person Offsite Program Attendance	210

36 Did the library use technological measures (e.g., filtering software) to block access to certain web content? No

Online Services

37 How many "hits" were recorded on the library's website during FY2022? 307,709

38 How many wireless sessions does the library provide annually? 9,126

38a Is this an actual count or an estimate? CT - Actual Count ES - Estimate
ES - Estimate

39 Is the library's web presence optimized for mobile devices? Yes

3100 Number of Uses of Public Internet Computers Per Year 19,188

Services to Children

avg. Hours per Week of Services to Children (11 and Under) During FY2022

21 Average hours all staff provided library services to children 11 and under each week 185

22 Average hours all librarians (including director) holding an MLS degree provided library services to children 11 and under each week 121

Children's Services and Facilities

23 Number of public use computers with Internet access in the children's room or area 9

24 Did your library have a homework center? No

Governance

Friends, Trustees, Foundations & Governance as of June 30, 2022

V1 Does the library have a Friends of the Library Group? No

V2 If yes, how many members are in the Friends Group?

V3 Name of the Friends Group N/A

V4 Name of Friends Group President N/A

V5 Email address of Friends Group President N/A

V6 Name of contact for Friends Group (if different from President) N/A

Service conditions that caused
 figures reported on this form to vary substantially from last year covid

EW Questions This Year

nes

- 39 As of June 30, 2022, does the library charge overdue fines to ANY USERS when they fail to return PHYSICAL PRINT MATERIALS by the date due? No

ge Categories for Overdue Fines

- 40 As of June 30, 2022, does the library charge overdue fines to YOUNG CHILDREN (Birth through Five) when they fail to return PHYSICAL PRINT MATERIALS by the date due? No
- 41 As of June 30, 2022, does the library charge overdue fines to CHILDREN (Six through Eleven) when they fail to return PHYSICAL PRINT MATERIALS by the date due? No
- 42 As of June 30, 2022, does the library charge overdue fines to YOUTH (Twelve through Eighteen) when they fail to return PHYSICAL PRINT MATERIALS by the date due? No
- 43 As of June 30, 2022, does the library charge overdue fines to ADULTS (19 through 54) when they fail to return PHYSICAL PRINT MATERIALS by the date due? No
- 44 As of June 30, 2022, does the library charge overdue fines to SENIORS (55 and older) when they fail to return PHYSICAL PRINT MATERIALS by the date due? No

Self-Directed Activities/Passive Programming

- 45 Total number of Self-Directed Activities offered by LIBRARY SYSTEM 27
- 46 Total number of Self-Directed Activities participants in LIBRARY SYSTEM 586

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mblc

FY2023 STATE AID TO PUBLIC LIBRARIES ANNUAL REPORT INFORMATION SURVEY (ARIS) of FY2022 Data

This must be printed, signed, and emailed no later than August 26, 2022 to the MBLC for a public library to be considered eligible for FY 2023 State Aid to Public Libraries [M.G.L. c. 78, s. 19A; 605 CMR 4.01 (7)]

Municipality: Watertown	
Director/Acting Director name: Caitlin Browne	
Director/Acting Director signature: Caitlin Browne	Date: 8.18.22
Trustee Chair name: Leanne Hammonds	
Trustee Chair signature: Leanne Hammonds	Date: 8/18/22

Please sign and email no later than August 26, 2022

Attn: Uechi Ng (uechi.ng@mass.gov)

Contact Mary Rose Quinn (maryrose.quinn@mass.gov) with any questions.

HELP MAKE HISTORY!



**VOLUNTEER
WITH THE
WATERTOWN
COLLECTIVE
MEMORY
PROJECT**



WATERTOWN
FREE PUBLIC LIBRARY



WATERTOWN COLLECTIVE MEMORY PROJECT

CALL FOR VOLUNTEERS

Do you love history and believe it should include everyone? Are you a creative thinker and skilled communicator with connections in the community? The Watertown Free Public Library is building a digital collection of Watertown photos and stories *from your lifetime* to share and preserve for future generations. **We need your help to make sure every person is represented and every story is told.**

► POSITION DESCRIPTION

The Watertown Collective Memory Project is looking for volunteers—fall 2022 through fall 2023—to facilitate contributions by reaching out to their friends and networks, identifying potential digitization day hosts, and pursuing additional opportunities to encourage participation. Volunteers may also assist with other project activities.

► REQUIREMENTS

This volunteer opportunity is a good match for outgoing people with Watertown community connections who can commit 5-7 hours a month to the Collective Memory Project. Applicants must pass a CORI background check, be over 18, and be able to understand and communicate the goals of the Collective Memory Project.



TO APPLY, EMAIL CLITTLEWOOD@WATERTOWN-MA.GOV



Learn more at watertownlib.org/memory

The Watertown Collective Memory Project is made possible in part by the Institute of Museum and Library Services and the Massachusetts Board of Library Commissioners.



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 self-evaluation will include proposed goals for the next fiscal year. The goals will be mutually agreed upon and finalized by the Trustees and the Director during the evaluation process.

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 City 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. Strategic 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 strategic 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 City Manager, and the City 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 City authorities.
- Prioritizes library facilities projects and makes funding recommendations to the City 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.
- **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:**

• FY23 Goals, C. Browne

1. Bookmobile
 - a. Plan ceremony and launch of bookmobile celebrations.
 - b. Establish sustainable bookmobile operations.
2. Foundation/Friends Group
 - a. Research options for fundraising groups
 - b. Determine benefits of the different structures
 - c. If feasible and necessary, develop plan to either modify the Building Committee as it functions now or establish a new group
3. Leverage City IT staff expertise to improve library IT environment operations and reduce costs paid to external IT vendors.
4. Re-establish performance reviews for library staff.
5. Attend and participate in city meetings that are relevant to the library. Examples include the Comprehensive Plan Review, Community Preservation Committee, Watertown Commission on Disability, and topical City Council meetings.
6. Attend major library events.