

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	481,297.19	0.00	1,244,723	27.90
0161051	510112	PART TIME SALARIES	682,142	0	682,142	193,556.35	0.00	488,586	28.40
0161051	510130	OVERTIME	30,000	0	30,000	14,120.94	0.00	15,879	47.10
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	1,396.25	0.00	3,573	28.10
0161051	510143	LONGEVITY	29,202	-1,250	27,952	6,103.30	0.00	21,849	21.80
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	697,936.78	0.00	1,776,071	28.20
0161052	520211	ELECTRICITY	147,897	0	147,897	41,033.57	69,066.43	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	618.63	23,381.37	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	2,374.66	2,311.46	13,343	26.00
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	5,859.34	6,275.76	34,874	25.80
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	33,981.76	61,743.70	31,015	75.50
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	2,120.00	0.00	6,880	23.60
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	1,649.82	8,063.85	2,286	80.90
0161052	540422	PRINTING & FORMS	6,400	0	6,400	1,749.22	3,125.00	1,526	76.20
0161052	540425	PROGRAM SUPPLIES	750	0	750	382.22	0.00	368	51.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	6,175.85	6,704.31	8,978	58.90
0161052	550511	BOOKS	481,000	0	481,000	163,800.44	175,294.61	141,905	70.50
0161052	550512	BOOK PROCESSING	45,000	0	45,000	5,209.58	13,025.37	26,765	40.50
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	2,447.83	1,911.52	6,441	40.40
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	1,689.40	750.00	7,561	24.40
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	350,765.32	375,103.38	338,736	68.20
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	0.00	54,186.00	78,733	40.80
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	3,032.44	12,195.92	4,772	76.10
		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	3,032.44	66,381.92	83,505	45.40
		Grand Total	3,626,204	65,327	3,691,531	1,051,734.54	441,485.30	2,198,312	40.40

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	(2,725.03)	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	(142.43)	-	3,211.45	
Mead	5,937.88	2,937.88	(274.89)	-	2,662.99	
Charles	2,625.18	2,425.18	(114.31)	-	2,310.87	Armenian History books
Barry	3,364.91	3,364.91	(162.17)	-	3,202.74	
McGuire	3,084.76	2,084.76	(177.91)	-	1,906.85	
W. Pierce	23,645.88	3,645.88	(1,071.68)	-	2,574.20	
MacDonald	9,312.26	4,312.26	(444.64)	-	3,867.62	Grief related books
O'Reilly	10,318.05	9,818.05	(449.27)	-	9,368.78	Fiction
Stone	3,679.81	3,679.81	(160.23)	-	3,519.58	
Campbell	5,382.56	4,382.56	(234.37)	-	4,148.19	Large print books
Santoro	2,266.77	666.77	(98.69)	-	568.08	Art
Brown	2,557.12	1,557.12	(113.84)	-	1,443.28	Sci-fi books
Keith	4,100.49	3,100.49	(178.55)	-	2,921.94	Wat history books
Drucker	2,950.48	2,950.48	(128.48)	-	2,822.00	Humanities books
Special Gifts	45,007.45	45,007.45	20,774.22	3,734.25	62,047.42	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	1,325.37	4,975.79	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	1,587.16	11,747.84	Bookmobile expenses
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	(1,601.11)	-	6,800.23	Benefit of the library
Masters	4,473.44	1,766.44	(194.78)	-	1,571.66	Trustees discretion
B. Pierce	1,359.62	1,359.62	(82.64)	-	1,276.98	Trustees discretion
LIG/MEG	195,397.22	195,397.22	49,950.00	1,146.96	244,200.26	
Revolving Printing Account	8,070.51	8,070.51	3,774.37	2,018.73	9,826.15	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	13,006.00	2,642.29	52,462.30	
McCall Gift Fund	52,725.54	52,725.54	-	200.62	52,524.92	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	
FY20 BAL FWD	203,784.66							\$ 228,632.81	\$ -	\$ 42,845.64	\$ 160,929.02	-
31-Jul	203,784.66			31.32	668.46		(14,751.60)	\$ 189,732.84	\$ -	\$ 43,545.42	\$ 146,177.42	10.00
31-Aug	189,732.84			2,187.47	(1,238.29)		(14,169.30)	\$ 176,512.72	\$ -	\$ 44,494.60	\$ 132,008.12	-
30-Sep	176,512.72			143.22	(1,515.22)	-	(12,422.40)	\$ 162,718.32	\$ -	\$ 43,122.60	\$ 119,585.72	-
31-Oct								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
30-Nov								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
31-Dec								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
31-Jan								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
28-Feb								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
31-Mar								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
30-Apr								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
31-May								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
30-Jun								\$ -	\$ -	\$ 43,122.60	\$ 119,585.72	
FY23 TOTAL		-	-	2,362.01	(2,085.05)	-	(41,343.30)	\$ 162,718.32	-	43,122.60	\$ 119,585.72	10.00

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	\$ (4,780.87)	\$ 4,081.13
Adult Materials	\$ 1,406.00	\$ -	\$ 1,406.00
Adult Programming	\$ 4,115.00	\$ (787.15)	\$ 3,327.85
Museums	\$ 5,000.00	\$ (1,495.00)	\$ 3,505.00
Movie Licenses	\$ 1,675.00	\$ (312.68)	\$ 1,362.32
Total	\$ 28,125.00	\$ (7,494.43)	\$ 20,630.57

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	\$ -	\$ 320.00	\$ (1,805.37)	\$ 3,799.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,579.12	\$ (1,358.69)	\$ 11,742.19
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 1,899.12	\$ (3,727.09)	\$ 16,129.95



123 MAIN STREET WATERTOWN, MA 02472
617.972.6434 • WATERTOWNLIB.ORG

TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: October 26, 2022
RE: Donations

The following donations were received in October:

\$50 from Louis and Gail Pucci

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: October 25, 2022
RE: Director's Report

City/Community Meetings

I attended the Comprehensive Plan community meeting on Thursday 9/29. Because the priorities for this plan are land use; economic development; transportation, circulation, and parking; and open space and recreation there are not any bright beacons that are relevant to the library. However, I will continue to listen in on these conversations and participate in appropriate ways as they come up.

I attended the Watertown Special Education Parent Advisory Council (SEPAC) meeting on October 17. Again, I attended to listen to hear if there was anything relevant to the library. One potential outcome is that we may be able to help parents connect with each other using library space.

I watched the City Manager's Preliminary FY24 Budget Overview from October 11. Of note is the impending purchase of the Parker School Building for City staff office space which may be a positive development in the quest for space for Hatch at the former police station. I have been in touch with the City Manager regarding Parker School and he will advise that the consultants doing the city space study include the library in their research.

Collective Memory Project

The team is working on a more aggressive marketing plan to implement in November and December. The hope is to increase community participation in the project. This plan includes flyering, promotional bookmark distribution at circulation, a social media campaign, and three large banners hung throughout the City.

School Visits

Jewish Community Day School (JCDS) visited the library on October 25. Children's librarian Kazia Berkley-Cramer hosted a 5th grade class with 21 students and 3 teachers. She led them through

a presentation on how to find online sources, how to evaluate whether a source is "good" or "bad," how to find print materials in the Minuteman OPAC, how to read a Dewey call number, and what parts of informational books can be helpful in finding what you need (index, bibliography, etc.). The students were very engaged and had tons of relevant questions. Two of the teachers said that this was "exactly what [they] needed" and that both the teachers and students learned a lot of new and helpful information!

On October 25 Watertown Middle School held its annual emergency evacuation drill at the library (we are their emergency location). The students and teachers did an excellent job and it went smoothly with no issues to report on our end.

Bookmobile

In the month of September:

- Registered 34 new library cards
- Open to the public 18.5 hours across 8 stops
- Circulated 449 items

October was a busy month, particularly with Halloween festivities. Visits included stops at apartments, city parks and athletic events, and Watertown Housing Authority property, among others. Some feedback we've heard:

- A patron at the Joyce Munger apartments was very impressed with the collection I brought on the Bookmobile. "These are brand new books!" she exclaimed.
- When the Bookmobile visited the Woodland Tower apartments, a patron asked if we would bring Russian language books next time. When the Bookmobile visited the Joyce Munger apartments, a patron asked if I would bring Armenian language books next time.

The bookmobile will have a quiet month in November as it get serviced for some interior repairs and mechanical maintenance.

Facilities

The elevator was briefly out of service on October 25. Jim Kane, Director of Public Buildings, had the contracted elevator servicer here by the afternoon. There is a minor repair to happen but it is not impacting the use or safety of the elevator.

Program Highlights

Zine fest was a success yet again. This year roughly doubled attendance from last year with around 450 attendees. There were over 30 vendors, 4 panelist speakers, and a beautifully diverse crowd enjoying the day.

The October Domino night was a special outdoor session that included twinkle lights, music, dancing, and more than 40 people coming through to play dominoes. Allie Fry shared the following anecdote from a patron:

“Growing up in Watertown, he was typically the only Spanish speaker in school. Watertown has changed so much in the last couple decades, and he loves that. He was so happy this event was happening and that the library was holding a space to connect people across languages and cultures, especially for Hispanic and Latine people. He shared he could not have imagined this kind of event happening while he was growing up in Watertown.”

Jaccavrie McNeely is implementing the PLA Digital Learning Grant. The dates scheduled so far are:

Date	Class	Location
10/28	Internet Basics	WFPL
11/15	Internet Basics	Warren Street (WHA)
11/21	eMail Basics	Warren Street (WHA)
12/7	Internet Basics	Lexington Gardens (WHA)
12/20	Tablet Basics	Lexington Gardens (WHA)

Classes will be added in other languages, and additional locations for the New Year.

Miscellaneous

The City is hosting an 18+ Flu Clinic on Friday, October 28 from 3-6 in the Watertown Savings Bank Meeting Room.

We will be holding a series of Intellectual Freedom trainings for library staff in November that will cover the recent changes to our reconsideration policy and intellectual freedom challenges in general.

Our final farmers market appearance was 10/12. From July through October, our used book sale at the farmers market generated \$256.25.



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TO: Trustees
FROM: Caitlin Browne, Director
DATE: October 26, 2022
RE: Watertown Public Arts and Culture Committee Request for After Hours Event

Following up on our conversation in October I have drafted the attached Agreement to allow Watertown Public Arts and Culture Committee to host an after hours event at the library on January 28, 2023.



Agreement for After Hours Library Use by Watertown Public Arts and Culture Committee

The Trustees of the Watertown Free Public Library (WFPL) permit the Watertown Public Arts and Culture Committee (PACC) to use the library for an after hours event on Saturday, January 28, 2023 from 6-8 pm with the agreed upon terms below. This agreement is for the stated event only and does not set precedent for future events with PACC or any other non-library group.

PACC agrees that:

- The event shall be capped at 100 attendees. It may be ticketed but tickets must be free. Ticketing must be handled by PACC, not library staff;
- The event will run from 6-8 pm and members and volunteers of PACC will be permitted in the library for the period of 5-9 pm. All attendees and PACC members and volunteers will exit the library by 9 pm;
- Alcohol will not be served, light refreshments are permitted;
- There will be a designated area around the gallery on the second floor for the event. There will be adequate staffing by PACC to ensure attendees stay in the designated event areas;
- PACC members a volunteers will manage the event in its entirety including organizing logistics, publicity, set up, breakdown, and any other event related activity.

The library agrees that:

- The Library Director will be present for the event to assist with crowd control and building related issues;
- Custodial coverage will be made available for event cleanup;
- The event will be rescheduled if it is cancelled due to inclement weather.



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TO: Trustees

FROM: Caitlin Browne, Director

DATE: October 26, 2022

RE: Recommended Changes to Library Code of Conduct

I submit for your review recommended changes to the Library Code of Conduct. These changes were prompted by the growing amount of outreach events that we participate in as well as the addition of the bookmobile.

Library Conduct

Watertown Free Public Library provides a safe and, comfortable environment conducive to the use and enjoyment of ~~the~~ library materials, services, and facilities. The Library¹ is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purposes.

~~Patrons must be fully clothed.~~

~~Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.~~

~~No smoking or vaping on library property or within 25 feet of the library building.~~

Misconduct will not be allowed on in any the library property or at off-site library events in which library staff participate.

Definition: Misconduct may include, but is not limited to:

- Interfering with the rights of individuals to use the library materials, services and premises;²
- Interfering with the ability of staff to conduct library business;
- Threatening the secure and comfortable environment of the library or those using the library;
- Willfully annoying, harassing,³ or threatening another person;
- Endangering or potentially endangering the safety or health of others;
- Engaging in disorderly, loud, or boisterous behavior in a manner not in keeping with the atmosphere of a library;
- Using abusive or profane language;
- Theft, vandalism, or the deliberate destruction of materials, property, or the personal property of patrons or staff members;
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data;
- Impeding access to library resources, premises, or an area of the premises;
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member;

¹ The term “library” includes the library property at 123 Main St, Hatch Makerspace, and the bookmobile.

² The term “premises” includes: the interior of all Library buildings and the exterior on the lot on which Library buildings are situated.

³ Harassment is defined as any action taken or situation created that would be reasonably deemed to produce psychological or physical discomfort, embarrassment, or humiliation for others. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

- Using personal electronic devices without earphones or with earphones at an unreasonable volume;
- Using cell phones at a volume that is disruptive to others;
- Distributing or posting material without staff approval;
- Soliciting of sales or selling to library patrons except at library-sponsored events;
- Using tobacco or nicotine delivery products ~~inside the library~~ on library property or within 25 feet of the premises;
- Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events involving animals;
- Eating food in the library with the exception of the café or approved meeting room events;
- Bringing uncovered beverages into the library;
- Using alcohol or recreational drugs ~~on~~ library ~~property~~ premises;
- Using restroom facilities for activities other than their intended purpose;
- Being without a shirt and/or shoes;
- Conduct that otherwise violates municipal, state, or federal law or regulations.

Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time. Misconduct by persons under eighteen years of age is discussed by the remedies provided in the section regarding unattended children.

- Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave for the rest of the day.
- Patrons who engage in misconduct that in the judgment of a staff member is “extreme” may be ordered to leave the building immediately and may be requested not to return for the remainder of the day. “Extreme” misconduct may include activities that are harassing, threatening, dangerous or destructive to persons or property at the Library premises.
- If necessary, a staff member may call the police for assistance.
- Patrons who engage in misconduct may receive, by certified or registered mail or hand delivery, written notice from the Director of suspension or revocation of Library privileges, including prohibition against entering the Library or attending off-site library events for a period of one week to three (3) years, depending on the nature of the misconduct, the extent of damage or disruption caused by policy infractions, and other relevant circumstances. Patrons may request a hearing before the Board of Library Trustees to appeal the notice within fourteen (14) days of such notice and the notice shall include language advising the patron of the right to appeal. In addition to the appeal process described above, patrons who are suspended or have their library privileges revoked for a period longer

Approved July 28, 2009; Amended November 2, 2017, Amended October 1, 2019, Amended October 6, 2021, Amended November 1, 2022.

than one (1) year may, after the first year of their suspension, request a hearing before the Board of Library Trustees to reinstate their Library privileges, If the Board of Library Trustees is convinced that the patron has demonstrated their ability to comply with the Library Code of Conduct, the Board, in its sole discretion, may vote to reinstate the patron's Library privileges. Language advising the patron of their right to request reinstatement of Library privileges after one (1) year of suspension shall be included in the notice from the Director of suspension.

Any unlawful actions committed in the library or on the library premises will immediately be reported to the Watertown Police Department.