

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	804,573.67	0.00	921,446	46.60
0161051	510112	PART TIME SALARIES	682,142	0	682,142	328,342.63	0.00	353,799	48.10
0161051	510130	OVERTIME	30,000	0	30,000	22,330.91	0.00	7,669	74.40
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	2,158.75	0.00	2,810	43.40
0161051	510143	LONGEVITY	29,202	-1,250	27,952	12,556.23	0.00	15,396	44.90
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	1,171,424.94	0.00	1,302,583	47.30
0161052	520211	ELECTRICITY	147,897	0	147,897	59,839.22	50,260.78	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	4,239.30	19,760.70	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	3,692.08	1,797.47	12,539	30.40
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	10,784.86	4,900.24	31,324	33.40
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	50,832.48	42,415.16	33,493	73.60
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	1,700.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	2,828.66	300.00	5,871	34.80
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	4,030.51	4,574.81	3,395	71.70
0161052	540422	PRINTING & FORMS	6,400	0	6,400	2,674.22	3,432.00	294	95.40
0161052	540425	PROGRAM SUPPLIES	750	0	750	708.79	0.00	41	94.50
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	9,570.87	5,488.46	6,799	68.90
0161052	550511	BOOKS	481,000	0	481,000	221,114.45	133,393.75	126,492	73.70
0161052	550512	BOOK PROCESSING	45,000	0	45,000	7,014.54	10,923.98	27,061	39.90
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	3,331.08	1,028.27	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	4,034.40	750.00	5,216	47.80
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	468,068.46	280,775.62	315,760	70.30
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	52,770.52	21,899.00	58,249	56.20
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	55,802.96	34,094.92	63,021	58.80
		Grand Total	3,626,204	65,327	3,691,531	1,695,296.36	314,870.54	1,681,364	54.50

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

FY23 2nd QUARTER BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 471.73	MATERIALS
CAMBRIDGE UNIVERSITY PRESS	\$ 348.74	MATERIALS
KEITH FOLSE	\$ 250.00	PRESENTATION
INTERCAMBIO DE COMUNIDADES	\$ 271.92	MATERIALS
AIMEE LAMBERT	\$ 1,899.69	REIMBURSEMENTS
ERIN WARD	\$ 89.00	ZENGENDO SUBSCRIPTION
TOTAL	\$ 3,331.08	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
JOINT COUNCIL OF LIBRARIANS OF COLOR	\$ 350.00	QUINCY KNAPP REGISTRATION
LIBRARY JOURNALS LLC	\$ 1,789.40	CONFERENCE REGISTRATIONS
PROFESSIONAL DEVELOPMENT ACADEMY	\$ 1,895.00	CAITLIN BROWNE REGISTRATION
TOTAL	\$ 4,034.40	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 11.38	SUPPLIES
CAITLIN BROWNE	\$ 19.97	REIMBURSEMENT
GRAINGER	\$ 1,163.30	SUPPLIES
HILLYARD, INC	\$ 57.80	CARPET EXTRACTOR PORT COVER
HOME DEPOT	\$ 199.00	SUPPLIES
LIKARR INC	\$ 1,498.50	LIGHT BULBS
MECHANICAL AIR CONTROLS	\$ 5,253.17	HVAC SERVICE
NORTHEAST ELECTRICAL DISTRIBUTORS	\$ 34.48	ELECTRICAL SUPPLIES
PLUMBERS SUPPLY COMPANY	\$ 668.52	PLUMBING SUPPLIES
WB MASON	\$ 74.76	CLEANING SUPPLIES
WSI MANUFACTURING INC	\$ 589.99	HVAC MOTOR
TOTAL	\$ 9,570.87	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 514.38	PROGRAMMING/BOOKMOBILE SUPPLIES
KATHLEEN BRENNAN	\$ 126.57	CHILDREN'S REIMBURSEMENT
KELLY DENEEN	\$ 37.89	TEEN REIMBURSEMENT
MARISSA MONTEIRO	\$ 29.95	DOMINO NIGHT REIMBURSEMENT
TOTAL	\$ 708.79	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 2,645.00	NEWSLETTER PRINTING
STAPLES ADVANTAGE	\$ 29.22	BUSINESS CARDS
TOTAL	\$ 2,674.22	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,239.93	OFFICE SUPPLIES
DEMCO	\$ 91.35	SIGN HOLDERS
EASYKEYS.COM	\$ 26.61	KEYS
MARK ESSLINGER	\$ 100.58	NAME TAGS
POSTMASTER OF BOSTON	\$ 20.00	PO BOX RENEWAL
NATASHA RUGGERI-KORET	\$ 15.00	KEY DUPLICATION REIMBURSEMENT
SOUTHERN COMPUTER WAREHOUSE	\$ 856.74	STAFF TONER
STAPLES ADVANTAGE	\$ 722.05	OFFICE SUPPLIES
WB MASON	\$ 958.25	OFFICE SUPPLIES
TOTAL	\$ 4,030.51	
0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 537.76	TEEN PROGRAMMING
LUCIOLA VILLEIA BOUCHER	\$ 500.00	CHILDREN'S PROGRAMMING
ALISSA COATES	\$ 125.00	CHILDREN'S PROGRAMMING
CAREY CONKEY	\$ 120.90	TEEN PROGRAMMING
PHAEA CREDE	\$ 50.00	CHILDREN'S PROGRAMMING
FRED GRIFFETH	\$ 250.00	CHILDREN'S PROGRAMMING
MATTHEW HEATON	\$ 150.00	CHILDREN'S PROGRAMMING
JONATHAN TODD	\$ 345.00	CHILDREN'S PROGRAMMING
VANESSA ROLSAD TRIEN	\$ 450.00	CHILDREN'S PROGRAMMING
MARCOS VALLES	\$ 300.00	CHILDREN'S PROGRAMMING
TOTAL	\$ 2,828.66	
0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ADOBE INC	\$ 4,697.40	LICENSE RENEWALS
AMAZON.COM	\$ 1,854.54	COMPUTER MAINTENANCE SUPPLIES
BIBLIOTHECA LLC	\$ 7,889.00	ANNUAL SERVICE CONTRACT
CAITLIN BROWNE	\$ 1,272.83	REIMBURSEMENTS
DELL COMPUTER CORPORATION	\$ 6,851.84	HATCH LAPTOPS
FARONICS TECHNOLOGIES	\$ 1,572.00	DEEP FREEZE & ANTI-VIRUS
HUB TECHNICAL SERVICES LLC	\$ 1,651.80	CHROMEBOOK LICENSES
PCNS LLC (APOGEE)	\$ 21,372.00	MONTHLY CONTRACT/IT SERVICES
T-MOBILE USA, INC	\$ 2,346.73	HOT SPOT SERVICE
VERIZON WIRELESS	\$ 1,294.34	BOOKMOBILE WIFI/HOTSPOT SERVICE
TOTAL	\$ 50,802.48	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
COMBUSTION SERVICE CO	\$ 1,320.00	BOILER SERVICE
FUJITEC AMERICA	\$ 840.00	ELEVATOR STATE TESTING
MECHANICAL AIR CONTROLS	\$ 3,490.07	HVAC SERVICE
ISHAK MESCIOGLU	\$ 195.00	KEY SERVICES
RB ALLEN	\$ 1,000.00	ANNUAL FIRE ALARM TESTING
SAS SPECIAL AGENT SYSTEMS INC	\$ 780.00	SECURITY MONITORING
SHANAHAN SOUND	\$ 1,365.00	SOUND SYSTEM MAINTENANCE
ANTHONY VANARIA AND SONS	\$ 1,656.25	MONTHLY LANDSCAPE MAINTENANCE
WALTHAM SERVICES	\$ 138.54	PEST CONTROL
TOTAL	\$ 10,784.86	
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,087.93	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 456.92	PHOTOCOPIER CONTRACTS
COMCAST	\$ 705.70	HATCH INTERNET
CHERYL MOREAU	\$ 20.98	HATCH REIMBURSEMENT
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
SENSOURCE INC	\$ 395.00	HATCH PEOPLE COUNTER
STAPLES ADVANTAGE	\$ 116.00	HATCH SUPPLIES
WB MASON	\$ 10.55	HATCH LABELS
TOTAL	\$ 3,692.08	
0161058 580870 EQUIPMENT REPLACEMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 411.96	BARCODE SCANNER
DELL COMPUTER CORPORATION	\$ 2,620.48	HATCH LAPTOPS
TOTAL	\$ 3,032.44	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ENVIRONMENTS AT WORK	\$ 33,419.00	FURNITURE REPLACEMENT
SCHOOLOUTFITTERS.COM	\$ 3,208.52	TABLES
WS ANDERSON INC	\$ 16,143.00	ELECTRICAL INSTALLATION

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	1,725.89	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	53.40	-	3,407.28	
Mead	5,937.88	2,937.88	103.07	-	3,040.95	
Charles	2,625.18	2,425.18	42.84	-	2,468.02	Armenian History books
Barry	3,364.91	3,364.91	60.82	-	3,425.73	
McGuire	3,084.76	2,084.76	66.72	-	2,151.48	
W. Pierce	23,645.88	3,645.88	401.83	-	4,047.71	
MacDonald	9,312.26	4,312.26	166.70	-	4,478.96	Grief related books
O'Reilly	10,318.05	9,818.05	168.44	-	9,986.49	Fiction
Stone	3,679.81	3,679.81	60.06	-	3,739.87	
Campbell	5,382.56	4,382.56	87.87	-	4,470.43	Large print books
Santoro	2,266.77	666.77	37.02	-	703.79	Art
Brown	2,557.12	1,557.12	42.66	-	1,599.78	Sci-fi books
Keith	4,100.49	3,100.49	66.93	-	3,167.42	Wat history books
Drucker	2,950.48	2,950.48	48.16	-	2,998.64	Humanities books
Special Gifts	45,007.45	45,007.45	7,280.81	4,422.26	47,866.00	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	-	2,125.37	4,175.79	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	2,535.21	10,799.79	Bookmobile expenses
- Gallant Fund	-	-	20,030.85	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	600.35	-	9,001.69	Benefit of the library
Masters	4,473.44	1,766.44	73.03	-	1,839.47	Trustees discretion
B. Pierce	1,359.62	1,359.62	31.00	-	1,390.62	Trustees discretion
LIG/MEG	195,397.22	195,397.22	101,231.12	1,146.96	295,481.38	
Revolving Printing Account	8,070.51	8,070.51	5,055.26	5,785.33	7,340.44	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	13,006.00	3,034.29	52,070.30	
McCall Gift Fund	52,725.54	52,725.54	-	282.81	52,442.73	For children's dept only

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ (2,262.08)	\$ 550.92
Teen Programming	\$ 2,848.00	\$ (729.69)	\$ 2,118.31
Children's Materials	\$ 1,406.00	\$ (1,384.05)	\$ 21.95
Children's Programming	\$ 8,862.00	\$ (5,424.10)	\$ 3,437.90
Adult Materials	\$ 1,406.00	\$ (1,025.97)	\$ 380.03
Adult Programming	\$ 4,115.00	\$ (1,907.31)	\$ 2,207.69
Museums	\$ 5,000.00	\$ (3,175.00)	\$ 1,825.00
Movie Licenses	\$ 1,675.00	\$ (312.68)	\$ 1,362.32
Total	\$ 28,125.00	\$ (16,220.88)	\$ 11,904.12

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	\$ -	\$ 400.00	\$ (2,445.37)	\$ 3,079.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,296.84	\$ (2,477.27)	\$ 10,905.89
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ -	\$ 1,696.84	\$ (5,485.67)	\$ 14,573.65

TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: December 29, 2022
RE: Donations

The following donations were received in November and December:

\$6193 from MBLC for the Go Local grant
\$50 from Timothy Whelan and Barbara Biancone
\$150 from Theodore M. Hammett
\$10 from Margaret Pierce
\$50 from James I. McDaniel
\$1500 from the Boston Pride Community Fund



Board of Directors

Linda DeMarco
President

Malcolm Carey
Treasurer

Martha Plaza
Clerk

Deborah Drew
Tina Rosado

398 Columbus Ave. #285
Boston, MA 02116

P: (617) 262-9405
E: info@bostonpride.org
W: bostonpride.org

2022 Community Fund Award Acknowledgement

Dear Watertown Pride:

We are pleased to advise you that the Board of Directors of Boston Pride has recently met and has awarded your organization the amount of \$1,500.00 through the Boston Pride Community Fund program. The purpose of this award is to recognize and support your ongoing work in supporting our vision and mission:

To produce events and activities to achieve inclusivity, equality, respect, and awareness in Greater Boston and beyond. Fostering diversity, unity, visibility, and dignity, we educate, communicate, and advocate by building and strengthening community connections.

The Boston Pride Community Fund was established in 2016 and was funded via the JP and Back Bay Block Parties as well as Boston Pride had committed 10% of all Sponsorship dollars towards the Community Fund. In addition, monies have been received from donations directly to the fund itself. Since its inception in 2016, the Boston Pride Community Fund has disbursed close to \$180,000 to 99 grassroots and nonprofit organizations in our community.

The Boston Pride Board congratulates you on being an active member of the Pride movement and continuing the efforts to bring Pride celebrations to local communities.

Sincerely,

The Boston Pride Board of Directors
Boston Pride Community Fund
bostonpride.org/fund

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: December 29, 2022
RE: Director's Report

City/Community Meetings and Collaboration

Stephanie Venizelos from Live Well Watertown requested support to promote their online Watertown Farmers' Market Food Access Survey. A link will go out in our January e-newsletter. She is looking for more responses, especially from families. Please take the survey and share with your networks <https://www.livewellwatertown.org/farmers-market>

Bookmobile

After a few weeks off the road for maintenance and repairs the bookmobile is back. In January through March we are experimenting with rotations at schools, housing complexes, and medical facilities throughout the city. Schedule is below. A calendar of all stops will be available on the website. Not all sites we contacted have confirmed, more may be added if they do.

- Middle School, 3:15-4:30pm 1/5, 2/2, 3/2
- Hosmer, 2:30-4:00pm 1/11, 2/8, 3/8
- Cunniff, 2:30-4:00pm 1/10, 2/14, 3/14
- Beacon School, 1-2pm 1/18, 2/15, 3/15
- Atrius Health, 10:30am-12pm 1/18, 2/15, 3/15
- Woodland Towers, 10:30am-12pm 1/12, 2/9, 3/9
- Joyce Munger Apartments, 10:30am-12pm 1/19, 2/16, 3/16

Facilities

The most recent rainstorm brought some significant leaks, the worst in the rear vestibule. Public Buildings is working to get roofers here to fix the leaks.

Program Highlights

Our virtual program "Democracy Talks: Russia's Invasion, Ukraine's Resistance, and Prospects for Peace" with Tufts Professor Oxana Shevel had 131 people attend live! Jaccavrie posted the program's recording to the Library's YouTube, and the YouTube video had 309 views within one week of posting. Several attendees thanked the library for hosting such an informative program.

The One Book, One Watertown 2023 selection is *Big Girl* by Mecca Jamilah Sullivan! The author will join us via Zoom in March, and we have a robust lineup of themed programs slated for March. Extra copies of the book will be available at the library beginning Jan. 2, 2023.

Professional Development

Allie Fry finished the 10-week Library Freedom Project Crash Course on developing programs and trainings for library patrons. The Library Freedom Project's mission is to equip librarians with the knowledge and skills to teach people how to navigate privacy in an increasingly surveilled world. Allie says, "I am looking forward to incorporating this knowledge into our future technology courses, and I have gained a new network of over 150 librarians in public, academic, school, and prison settings with expertise in this subject area."

Jaccavrie McNeely and Emily Miranda attended a 2 week MLN training on Data Visualization.

Grants

We have been awarded \$750 from the Watertown Cultural Council for Pride.

Our grant requirements for the PLA Digital Initiative have been fulfilled!

- Our targets for the entire workshop were 3 workshops/18 participants. We have held 6 workshops with 32 participants.
- The required report for the mid point of the grant has been submitted.
- Scheduling for the rest of the grant period is still underway.
- Watertown Housing Authority is interested in hosting more workshops, especially for their senior population.
- Since we've fulfilled the terms of the grant, we can now use any of the curricula provided through digitallearn.org



December 24, 2022

Carey Conkey
Watertown Public Library
123 Main Street
Watertown, MA 02472

Dear Carey,

The Watertown Cultural Council is pleased to inform you that your application for funding has received approval in the amount of \$750.00 USD to support your proposal for Watertown Pride. Please read the enclosed materials **CAREFULLY**, even if you have received grants from the Watertown Cultural Council in the past. ***The requirements and deadlines may have changed. If you do not return the required documentation promptly, you risk losing your award.***

I will act as your WCC liaison and look forward to following the progress of your project. If you have any questions during this process, please feel free to contact me. Please carefully review the following information about WCC-funded projects:

As part of our new Direct Grant Payment Option, you will receive your funding as a direct grant that will not require you to expend your own funds and request a reimbursement.

Formal Grant Acceptance

In order to accept your grant and receive payment, **you must complete the attached Grant Agreement and W-9 and return them within two weeks**. In addition, you will be required to fill out a final report on your project once your program is complete. Neglecting to include these items will delay your payment. Payment will take approximately 6-8 weeks.

You have **two choices** for sending us signed documents.

Please mail the signed originals to:

Watertown Cultural Council
Administration Building
149 Main Street
Watertown, MA, 02472

Or, you can email all the signed originals to:

John Foote, Treasurer, WCC

jhf25@cornell.edu

Final Report

You are required to complete a Final Report within two weeks of completing your project for proof of project completion. You may submit the Final Report by email to me at memayobre@gmail.com . In addition to your Final Report, please provide:

- **Evidence of project completion** (i.e., photos, programs or letters from sponsors)
- **A detailed summary of expenses** (retain receipts and other documentation for your records)
- **Evidence of publicity credit** (see below and attached)

If you need additional time to complete your project or would like to make other modifications you must make the request in writing to the Watertown Cultural Council. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If you are unable to complete your project you will be required to repay the grant funds.

Please note that events and programs funded by the WCC must be accessible to persons with disabilities, including the facility or event location as well as the content of the program. Please see the Accessibility Guide on the Mass Cultural Council website for more information about ensuring that your project is accessible. According to IRS guidelines, the grant money you receive may be considered taxable income. Keep the award letter and check stub as a record of the award for your taxes.

Project Publicity

Community benefit is a primary focus of our grants, so publicity is key.

- If your grant includes a public event, send a posting to the Watertown Tab <http://share.wickedlocal.com/watertown/>) and to the Globe West Calendar (westarts@globe.com or 111 Speen St, Framingham 01701).
- Notify me in advance of your upcoming event or project. The WCC is building an online presence and would like to use this to help promote WCC-funded programs.
- In all published materials and announcements regarding the activities supported by WCC funds, the grant recipient must acknowledge this support with a written and/or verbal credit statement and by using the WCC and MCC logos. See enclosed document, "Grantee Credit and Publicity Requirements"

Congratulations!

There were many worthwhile applications for funding and only a select few were funded during this grant cycle. We congratulate you and thank you for your efforts on behalf of our community. Please contact us if you have any questions.

Sincerely,

María E. Mayobre

María E. Mayobre

memayobre@gmail.com

617-851-3475

Enclosures:

Grantee Agreement

W-9

Final Report Form

Grantee Credit and Publicity Requirements

Watertown Cultural Council

www.watertownculturalcouncil.org