



Board of Library Trustees Meeting

Tuesday, August 1, 2023 at 6:45 PM

Agenda

Pursuant to Chapter 2 of the Acts of 2023, the meeting and public hearing will be conducted with remote opportunities for participation. This meeting has only remote opportunities for participation with public access provided as listed below.

ACCESS INFORMATION:

- A. The Public may join the virtual meeting online:

Join Zoom Meeting

<https://watertown-ma.zoom.us/j/82931703870?pwd=aCsyUzZpZGFOb09lWUN2QVkyYExQZz09>

Meeting ID: 829 3170 3870

Passcode: 447688

Dial by your location

• +1 646 558 8656 US (New York)

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1. Call to Order
 2. Secretary's Report
 - A. Minutes of May 23, 2023 Meeting
 - B. Minutes of June 6, 2023 Meeting
 - C. Minutes of June 12, 2023 Meeting
 - D. Minutes of June 21, 2023 Library Director Screening Committee Meeting
 - E. Minutes of June 29, 2023 Library Director Screening Committee Meeting
 - F. Minutes of July 5, 2023 Meeting
 - G. Minutes of July 19, 2023 Meeting
 3. Public Forum
 4. Financial Report
 - A. FY23 / FY24 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 5. Chair's Report
 6. Director's Report

- A. General Updates
- 7. Old Business
 - A. Consideration and Action on Interim Library Director Salary
- 8. New Business
- 9. Requests for Information and Responses
- 10. Date of next meeting
- 11. Executive Session
 - A. Enter into Executive Session Pursuant to G.L. c. 30A, sec. 21(A)(2), To Conduct Strategy Sessions in Preparation for Negotiations with Nonunion Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Nonunion Personnel – Library Director. Not to return to open session.
- 12. Adjournment

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	-38,001	1,688,020	1,667,393.21	0.00	20,626	98.80
0161051	510112	PART TIME SALARIES	682,142	0	682,142	640,435.56	0.00	41,706	93.90
0161051	510130	OVERTIME	30,000	20,000	50,000	45,411.94	0.00	4,588	90.80
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	4,686.25	0.00	283	94.30
0161051	510143	LONGEVITY	29,202	-1,250	27,952	27,304.26	0.00	648	97.70
0161051	510190	CLOTHING ALLOWANCE	2,925	1	2,926	2,925.50	0.00	0	100.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	-18,000	2,456,008	2,388,156.72	0.00	67,851	97.20
0161052	520211	ELECTRICITY	147,897	-33,000	114,897	112,804.35	0.00	2,093	98.20
0161052	520213	GAS	40,347	-8,500	31,847	25,920.79	4,738.32	1,188	96.30
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	16,469.98	280.39	1,279	92.90
0161052	520241	BUILDING MAINTENANCE	44,451	2,137	46,588	41,035.25	2,175.00	3,377	92.80
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	116,907.33	5,356.80	4,477	96.50
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	1,700.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	9,000.00	0.00	0	100.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	11,998.66	0.00	1	100.00
0161052	540422	PRINTING & FORMS	6,400	0	6,400	6,400.00	0.00	0	100.00
0161052	540425	PROGRAM SUPPLIES	750	0	750	750.00	0.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	21,204.97	524.59	129	99.40
0161052	550511	BOOKS	481,000	0	481,000	479,605.06	1,389.94	5	100.00
0161052	550512	BOOK PROCESSING	45,000	0	45,000	44,057.83	699.96	242	99.50
0161052	570710	IN STATE TRAVEL	500	0	500	100.87	0.00	399	20.20
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	1,145.00	0.00	155	88.10
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	10,798.25	0.00	2	100.00
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	857.74	0.00	1,742	33.00
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	7,871.53	0.00	2,128	78.70
0161052		Total 0161052 LIBRARY - EXPENSES	1,051,196	-28,513	1,022,683	990,300.61	15,165.00	17,217	98.30
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	99,761.32	31,225.42	1,932	98.50
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	19,982.96	0.00	17	99.90
161058		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	119,744.28	31,225.42	1,949	98.70
Grand Total			3,626,204	5,406	3,631,610	3,498,201.61	46,390.42	87,018	97.60

FY24 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	1,764,122	0	1,764,122	72,936.29	0.00	1,691,186	4.10
0161051	510112	PART TIME SALARIES	695,745	0	695,745	25,171.15	0.00	670,574	3.60
0161051	510130	OVERTIME	30,000	0	30,000	932.85	0.00	29,067	3.10
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	190.00	0.00	4,769	3.80
0161051	510143	LONGEVITY	29,927	0	29,927	0.00	0.00	29,927	0.00
0161051	510190	CLOTHING ALLOWANCE	2,925	0	2,925	1,462.75	0.00	1,462	50.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	2,527,678	0	2,527,678	100,693.04	0.00	2,426,985	4.00
0161052	520211	ELECTRICITY	152,334	0	152,334	0.00	0.00	152,334	0.00
0161052	520213	GAS	41,557	0	41,557	0.00	0.00	41,557	0.00
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	0	19,379	0.00	5,181.72	14,197	26.70
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	344.50	1,353.50	42,753	3.80
0161052	520244	COMPUTER MAINTENANCE	95,037	0	95,037	-900.00	35,800.00	60,137	36.70
0161052	530327	REGIONAL LIBRARY SERVICES	88,105	0	88,105	0.00	88,105.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,740	0	1,740	0.00	1,740.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	0.00	0.00	9,000	0.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	0.00	10,988.64	1,011	91.60
0161052	540422	PRINTING & FORMS	8,000	0	8,000	1,188.00	3,812.00	3,000	62.50
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	0.00	0.00	1,000	0.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	0	17,860	0.00	561.85	17,298	3.10
0161052	550511	BOOKS	485,000	0	485,000	452.46	303,462.48	181,085	62.70
0161052	550512	BOOK PROCESSING	48,500	0	48,500	1,000.00	22,600.00	24,900	48.70
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	750.00	550	57.70
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	0.00	18.00	10,782	0.20
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	528.00	2,072	20.30
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	0.00	249.00	9,751	2.50
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	0	1,049,163	2,084.96	475,150.19	571,928	45.50
0161058	580840	BUILDING RENOVATIONS	81,000	0	81,000	0.00	0.00	81,000	0.00
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	0.00	20,000	0.00
161058		Total 0161058 LIBRARY - CAPITAL	101,000	0	101,000	0.00	0.00	101,000	0.00
Grand Total			3,677,841	0	3,677,841	102,778.00	475,150.19	3,099,913	15.70

FY23 4th QUARTER BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 1,065.58	MATERIALS
CAITLIN BROWNE	\$ 960.00	ACT REIMBURSEMENT
CAMBRIDGE UNIVERSITY PRESS	\$ 348.74	MATERIALS
KEITH FOLSE	\$ 250.00	PRESENTATION
INTERCAMBIO DE COMUNIDADES	\$ 1,342.01	MATERIALS
AIMEE LAMBERT	\$ 1,899.69	REIMBURSEMENTS
NEARPOD INC	\$ 2,475.00	HIGHER ED LICENSES
PIFER-BRIGHAM LLC	\$ 1,680.00	EASY ENGLISH NEWS
JANET SAIED	\$ 62.47	EVENT REIMBURSEMENTS
ERIN WARD	\$ 89.00	ZENGENDO SUBSCRIPTION
GAEL WILLIAMS	\$ 25.76	REIMBURSEMENTS
WORLD EDUCATION	\$ 600.00	CHANGE AGENT ONLINE ACCESS
TOTAL	\$ 10,798.25	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 420.00	TRUSTEE MEMBERSHIPS
DONALD BLEECH	\$ 44.00	MEETING REFRESHMENTS
CAITLIN BROWNE	\$ 393.74	INTELLECTUAL FREEDOM MATERIALS
TOTAL	\$ 857.74	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 500.00	KATIE KOTTAS CONFERENCE REGISTRATION
CAITLIN BROWNE	\$ 742.19	CONFERENCE REIMBURSEMENTS
KELLY MARIE DENEEN	\$ 464.50	PAX CONFERENCE REIMBURSEMENTS
JANICE K EVANS	\$ 385.92	ASL INTERPRETING
JOINT COUNCIL OF LIBRARIANS OF COLOR	\$ 350.00	QUINCY KNAPP REGISTRATION
QUINCY KNAPP	\$ 931.54	CONFERENCE REIMBURSEMENTS
KATHRYN KOTTAS	\$ 1,978.48	ALA CONFERENCE REIMBURSEMENTS
LIBRARY JOURNALS LLC	\$ 2,179.40	CONFERENCE REGISTRATIONS
THERESA MATUREVICH	\$ 105.00	JOB POSTING
RHEA A STONE	\$ 234.50	ASL INTERPRETING
TOTAL	\$ 7,871.53	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 471.97	SUPPLIES
BOSTON LOCK & SAFE CO INC	\$ 29.60	KEYS
CAITLIN BROWNE	\$ 19.97	REIMBURSEMENT
F W WEBB COMPANY	\$ 103.02	PLUMBING SUPPLIES
GRAINGER	\$ 2,049.48	SUPPLIES
HILLYARD, INC	\$ 343.39	CARPET EXTRACTOR PORT COVER
HOME DEPOT	\$ 746.08	SUPPLIES
LIKARR INC	\$ 7,696.43	LIGHT BULBS
MECHANICAL AIR CONTROLS	\$ 6,418.99	HVAC SERVICE
NORTHEAST ELECTRICAL DISTRIBUTORS	\$ 930.98	ELECTRICAL SUPPLIES
PLUMBERS SUPPLY COMPANY	\$ 1,363.63	PLUMBING SUPPLIES
WB MASON	\$ 74.76	CLEANING SUPPLIES
WSI MANUFACTURING INC	\$ 956.67	HVAC MOTOR
TOTAL	\$ 21,204.97	
0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 555.59	PROGRAMMING/BOOKMOBILE SUPPLIES
KATHLEEN BRENNAN	\$ 126.57	CHILDREN'S REIMBURSEMENT
KELLY DENEEN	\$ 37.89	TEEN REIMBURSEMENT
MARISSA MONTEIRO	\$ 29.95	DOMINO NIGHT REIMBURSEMENT
TOTAL	\$ 750.00	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 6,370.78	PRINTING
STAPLES ADVANTAGE	\$ 29.22	BUSINESS CARDS
TOTAL	\$ 6,400.00	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 2,778.50	OFFICE SUPPLIES
D2G GROUP LLC	\$ 297.42	SIGN HOLDERS
DEMCO	\$ 412.44	SIGN HOLDERS
EASYKEYS.COM	\$ 26.61	KEYS
MARK ESSLINGER	\$ 100.58	NAME TAGS
HAMCO KANSAS CITY	\$ 617.55	RECEIPT PAPER
MINUTEMAN PRESS OF WALTHAM	\$ 777.22	PRINTING
ONLINE LABELS	\$ 28.73	LABELS
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	\$ 974.89	OFFICE SUPPLIES
WB MASON	\$ 5,092.98	OFFICE SUPPLIES
TOTAL	\$ 11,998.66	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 2,086.35	PROGRAMMING SUPPLIES
LUCIOLA VILLEIA BOUCHER	\$ 500.00	CHILDREN'S PROGRAMMING
LEONARD CABRAL	\$ 700.00	CHILDREN'S PROGRAMMING
ALISSA COATES	\$ 125.00	CHILDREN'S PROGRAMMING
CAREY CONKEY	\$ 506.19	TEEN PROGRAMMING
PHAEA CREDE	\$ 50.00	CHILDREN'S PROGRAMMING
DEMCO INC	\$ 637.88	CHILDREN'S ENDCAP DISPLAYS
EPHITEO EVANS	\$ 200.00	ADULT PROGRAMMING
FEDCO SEEDS INC	\$ 315.00	BOOKMOBILE SUPPLIES
ALLISON FRY	\$ 142.16	ADULT PROGRAMMING
FRED GRIFFETH	\$ 250.00	CHILDREN'S PROGRAMMING
ELIZABETH GROSS	\$ 400.00	ADULT PROGRAMMING
LEVON GYULKHASAYAN	\$ 75.00	ADULT PROGRAMMING
MATTHEW RYAN HANNA	\$ 100.00	ADULT PROGRAMMING
MATTHEW HEATON	\$ 150.00	CHILDREN'S PROGRAMMING
JAMIE KALLESTAD	\$ 100.00	ADULT PROGRAMMING
KOREAN SPIRIT & CULTURE	\$ 192.00	ADULT PROGRAMMING
CHANDREYEE LAHIRI	\$ 100.00	ADULT PROGRAMMING
ELISANDRA LOPES	\$ 150.00	ADULT PROGRAMMING
MCDERMOTT-PALLOTTA INC	\$ 65.00	ADULT PROGRAMMING
KRISTIN O'DONNELL	\$ 300.00	ADULT PROGRAMMING
POWERS MUSIC SCHOOL	\$ 150.00	CHILDREN'S PROGRAMMING
TALEWISE	\$ 375.00	CHILDREN'S PROGRAMMING
JESSICA TAM	\$ 75.00	ADULT PROGRAMMING
THE DRIVE TO SING	\$ 150.00	ADULT PROGRAMMING
JONATHAN TODD	\$ 345.00	CHILDREN'S PROGRAMMING
VANESSA ROLSAD TRIEN	\$ 450.00	CHILDREN'S PROGRAMMING
MARCOS VALLES	\$ 300.00	CHILDREN'S PROGRAMMING
WB MASON	\$ 10.42	BOOKMOBILE SUPPLIES
TOTAL	\$ 9,000.00	
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	\$ 5,870.30	COMPUTER MAINTENANCE SUPPLIES
BAKER & TAYLOR LLC	\$ 695.00	TS360 REVIEW ACCESS
BARTLETT INTERACTIVE LLC	\$ 280.50	WEBSITE SERVICES
BIBLIOTHECA LLC	\$ 8,829.00	ANNUAL SERVICE CONTRACT
CAITLIN BROWNE	\$ 2,400.51	REIMBURSEMENTS
CDW LLC	\$ 4,037.90	COMPUTER MAINTENANCE SUPPLIES
DELL COMPUTER CORPORATION	\$ 13,751.14	HATCH LAPTOPS
FARONICS TECHNOLOGIES	\$ 1,572.00	DEEP FREEZE & ANTI-VIRUS
HUB TECHNICAL SERVICES LLC	\$ 5,906.36	CHROMEBOOK LICENSES
INTUILAB	\$ 1,020.00	INTUIFACE LICENSES
JAMES KALLESTAD	\$ 39.99	NOUN PROJECT REIMBURSEMENT
LINODE LLC	\$ 60.00	LINODE

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

PCNS LLC /MAGNA5 (APOGEE)	\$ 47,135.23	MONTHLY CONTRACT/IT SERVICES
MOSIO INC	\$ 959.20	MOSIO
OCLC	\$ 539.46	MUSEUMKEY SOFTWARE
OFFICE SUPPLIES BY THE CASE	\$ 259.80	MOUSE PADS
RICOH USA INC	\$ 8,962.43	STAFF PHOTOCOPIER
SECURE BY DESIGN INC	\$ 240.00	NINITE
SENSOURCE	\$ 432.00	DOOR COUNTER
SHANAHAN SOUND & ELECTRONICS INC	\$ 2,356.24	WIRELESS MICROPHONES
SURPLUS TECHNOLOGY SOLUTIONS LLC	\$ 100.00	E-WASTE RECYCLING
T-MOBILE USA, INC	\$ 5,468.53	HOT SPOT SERVICE
VERIZON WIRELESS	\$ 1,294.34	BOOKMOBILE WIFI/HOTSPOT SERVICE
TOTAL	\$ 116,907.33	
0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
BC SOLUTIONS LLC	\$ 933.00	BOILER SERVICE
COMBUSTION SERVICE CO	\$ 1,320.00	BOILER SERVICE
FM GENERATOR	\$ 568.75	GENERATOR MAINTENANCE
FUJITEC AMERICA	\$ 5,377.34	ELEVATOR STATE TESTING
GLASS AND MIRROR INC	\$ 345.00	WINDOW REPAIR
HILLYARD INC	\$ 450.76	VACUUM SERVICE
MECHANICAL AIR CONTROLS	\$ 23,242.48	HVAC SERVICE
ISHAK MESCIOGLU	\$ 195.00	KEY SERVICES
RB ALLEN	\$ 3,286.93	ANNUAL FIRE ALARM TESTING
ROLLINS INC	\$ 513.54	PEST CONTROL
SAS SPECIAL AGENT SYSTEMS INC	\$ 780.00	SECURITY MONITORING
SHANAHAN SOUND	\$ 1,365.00	SOUND SYSTEM MAINTENANCE
ANTHONY VANARIA AND SONS	\$ 2,345.25	MONTHLY LANDSCAPE MAINTENANCE
WB MASON	\$ 37.16	SUPPLIES
WALTHAM SERVICES	\$ 275.04	PEST CONTROL
TOTAL	\$ 41,035.25	
0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 5,757.40	HATCH SUPPLIES
CAITLIN BROWNE	\$ 194.12	HATCH REIMBURSEMENTS
CANON SOLUTIONS AMERICA	\$ 1,138.49	PHOTOCOPIER CONTRACTS
COMCAST	\$ 1,970.14	HATCH INTERNET
DEMCO INC	\$ 694.39	HATCH SUPPLIES
DHARMA TRADING CO	\$ 412.13	HATCH SUPPLIES
DIGI-KEY CORPORATION	\$ 16.96	HATCH SUPPLIES
GRAINGER	\$ 951.96	HATCH SUPPLIES
INCISIVE MEDTECH CONSULTING INC	\$ 80.00	HATCH INSTRUCTION

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

JBHS LLC	\$ 322.36	HATCH SUPPLIES
THERESA MATUREVICH	\$ 1,291.88	HATCH REIMBURSEMENTS
ISHAK MESCIOGLU	\$ 200.00	HATCH LOCK REKEY
CHERYL MOREAU	\$ 339.21	HATCH REIMBURSEMENT
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
SCOTT RUSHIA	\$ 930.21	HATCH LASER CUTTER FILTERS
RYAN SARGENT	\$ 210.00	HATCH 3D PRINTER REPAIR
SENSOURCE INC	\$ 395.00	HATCH PEOPLE COUNTER
SEWING PARTS ONLINE INC	\$ 57.48	HATCH SUPPLIES
STAPLES ADVANTAGE	\$ 377.21	HATCH SUPPLIES
WB MASON	\$ 232.04	HATCH LABELS
TOTAL	\$ 16,469.98	
0161058 580870 EQUIPMENT REPLACEMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 411.96	BARCODE SCANNER
BIBLIOTHECA	\$ 12,195.92	SELF CHECK LEASING
DELL COMPUTER CORPORATION	\$ 7,375.08	HATCH LAPTOPS
TOTAL	\$ 19,982.96	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
BAUTISTA MASONRY CORPORATION	\$ 5,800.00	CONCRETE PAD FOR BOOKDROP
ENVIRONMENTS AT WORK	\$ 45,063.60	FURNITURE REPLACEMENT
DEMCO INC	\$ 9,344.95	SHELVING/OPAC STATION
MCS DRAPERY SERVICE	\$ 1,462.00	FICTION WINDOW SHADES
OFFICE FURNITURE DISTRIBUTORS	\$ 9,756.75	WIGGLEROOM POD
QUILL CORPORATION	\$ 569.50	HON COZE TABLES
SCHOOLOUTFITTERS.COM	\$ 3,208.52	TABLES
WS ANDERSON INC	\$ 24,556.00	ELECTRICAL INSTALLATION
TOTAL	\$ 99,761.32	

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	3,289.24	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	77.99	733.03	2,698.84	
Mead	5,937.88	2,937.88	150.54	-	3,088.42	
Charles	2,625.18	2,425.18	62.62	-	2,487.80	Armenian History books
Barry	3,364.91	3,364.91	88.82	-	3,453.73	
McGuire	3,084.76	2,084.76	97.48	-	2,182.24	
W. Pierce	23,645.88	3,645.88	586.95	-	4,232.83	
MacDonald	9,312.26	4,312.26	242.32	172.66	4,381.92	Grief related books
O'Reilly	10,318.05	9,818.05	246.05	-	10,064.10	Fiction
Stone	3,679.81	3,679.81	87.73	-	3,767.54	
Campbell	5,382.56	4,382.56	128.34	-	4,510.90	Large print books
Santoro	2,266.77	666.77	54.07	-	720.84	Art
Brown	2,557.12	1,557.12	62.30	-	1,619.42	Sci-fi books
Keith	4,100.49	3,100.49	97.75	-	3,198.24	Wat history books
Drucker	2,950.48	2,950.48	70.36	-	3,020.84	Humanities books
Special Gifts	45,007.45	45,007.45	18,900.20	17,651.86	46,255.79	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	387.45	8,412.00	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	5,060.00	6,331.65	5,029.51	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	2,553.14	10,781.86	Bookmobile expenses
- Gallant Fund	-	-	20,030.85	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	876.95	-	9,278.29	Benefit of the library
Masters	4,473.44	1,766.44	102.85	387.52	1,481.77	Trustees discretion
B. Pierce	1,359.62	1,359.62	45.28	-	1,404.90	Trustees discretion
LIG/MEG	195,397.22	195,397.22	152,659.48	1,146.96	346,909.74	
Revolving Printing Account	8,070.51	8,070.51	11,463.01	16,869.90	2,663.62	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	26,378.00	28,842.29	39,634.30	
McCall Gift Fund	52,587.44	52,587.44	-	4,588.73	47,998.71	For children's dept only

FY24 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)	143,338.46	TBD	499.84	-	TBD	80% of int on periodicals
Whitney	2,698.84	2,698.84	-	-	2,698.84	
Mead	6,088.42	3,088.42	-	-	3,088.42	
Charles	2,687.80	2,487.80	-	-	2,487.80	Armenian History books
Barry	3,453.73	3,453.73	-	-	3,453.73	
McGuire	3,182.24	2,182.24	-	-	2,182.24	
W. Pierce	24,232.83	4,232.83	-	-	4,232.83	
MacDonald	9,381.92	4,381.92	-	-	4,381.92	Grief related books
O'Reilly	10,564.10	10,064.10	-	-	10,064.10	Fiction
Stone	3,767.54	3,767.54	-	-	3,767.54	
Campbell	5,510.90	4,510.90	-	-	4,510.90	Large print books
Santoro	2,320.84	720.84	-	-	720.84	Art
Brown	2,619.42	1,619.42	-	-	1,619.42	Sci-fi books
Keith	4,198.24	3,198.24	-	-	3,198.24	Wat history books
Drucker	3,020.84	3,020.84	-	-	3,020.84	Humanities books
Special Gifts	46,255.79	46,255.79	500.00	-	46,755.79	Unrestricted
- Cohen Fund	8,412.00	8,412.00	-	82.67	8,329.33	Cookbook and Mysteries
- Makerspace Fund	5,029.51	5,029.51	-	80.00	4,949.51	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	-	-	10,781.86	Bookmobile expenses
- Gallant Fund	20,030.85	20,030.85	-	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	37,649.78	9,278.29	-	-	9,278.29	Benefit of the library
Masters	4,188.77	1,481.77	-	-	1,481.77	Trustees discretion
B. Pierce	1,404.90	1,404.90	-	-	1,404.90	Trustees discretion
LIG/MEG	346,909.74	346,909.74	-	-	346,909.74	
Revolving Printing Account	2,663.62	2,663.62	834.16	-	3,497.78	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	-	-	39,634.30	
McCall Gift Fund	47,998.71	47,998.71	-	-	47,998.71	For children's dept only

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,112.00	\$ -	\$ 3,112.00
Teen Programming	\$ 3,275.00	\$ (1,391.69)	\$ 1,883.31
Children's Materials	\$ 1,556.00	\$ -	\$ 1,556.00
Children's Programming	\$ 10,188.00	\$ (1,732.63)	\$ 8,455.37
Adult Materials	\$ 1,556.00	\$ -	\$ 1,556.00
Adult Programming	\$ 4,730.00	\$ (434.19)	\$ 4,295.81
Museums	\$ 5,000.00	\$ (1,050.00)	\$ 3,950.00
Movie Licenses	\$ 1,700.80	\$ -	\$ 1,700.80
Total	\$ 31,117.80	\$ (4,608.51)	\$ 26,509.29

FY23 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 375.92	\$ 60.00	\$ -	\$ (435.92)	\$ -
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 775.00	\$ -	\$ -	\$ (747.72)	\$ 27.28
Watertown Commuty Foundation Grant	\$ 5,925.24	\$ -	\$ -	\$ (5,895.73)	\$ 29.51
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 280.39	\$ (14,432.46)	\$ (32.85)
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ 60.00	\$ 280.39	\$ (21,511.83)	\$ 23.94

FY24 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 27.28	\$ -	\$ -	\$ -	\$ 27.28
Watertown Commuty Foundation Grant	\$ 5,029.51	\$ -	\$ 400.00	\$ (320.00)	\$ 4,309.51
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 2,988.51	\$ (1,134.91)	\$ 10,556.58
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ 3,388.51	\$ (1,454.91)	\$ 14,893.37

TO: Library Trustees
FROM: Theresa Maturevich, Interim Library Director
DATE: July 27, 2023
RE: Interim Director's Report

City/Community Meetings and Collaboration

July's City Department Head meeting was cancelled, but I was able to meet with representatives from Ai3 Architects who are working with the city on space planning. We discussed Hatch Makerspace, classroom space for Project Literacy, and library study room space.

I met with the Information Technology Department to review our plan to transition from Magna5, the library's managed IT service provider, to HUB Tech.

I attended the Farmer's Market on the evening of July 12 to work the library table with Community Outreach Librarian, Kirsten Hansen.

Website

Our new website (www.watertownlib.org) launched on July 26. My thanks to Jamie Kallestad and Jaccavrie McNeely for their work on the project and to all staff for their patience with the changes.

ARIS

Staff have begun working on the Annual Report Information Survey (ARIS). We are required to submit this data in order to receive State Aid.

Staffing

We have extended offers to fill the open Children's Librarian and Adult Library Page positions.

We have posted for openings for a Part-Time Reference Librarian and several open page and substitute librarian and circulation assistant positions.

Program Highlights

Our July 18 program by Bev Stohl, Watertown resident and author of *Chomsky and Me* about the years she spent managing Noam Chomsky's MIT office, was a huge success. 63 people came out for this in-person program and Bev sold out of books.

Miscellaneous

The bookmobile was sent out for emergency service when an issue was noticed with the parking brake. It is now back on the road.

There have been two negotiation sessions with AFSCME93. We owe them proposals at our next session which has not yet been scheduled.