



Board of Library Trustees Meeting
Wednesday, January 10, 2024 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free
Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

1. Call to Order
2. Election of Officers
3. Secretary's Report
 - A. December 12, 2023 Meeting Minutes
4. Public Forum
5. Financial Report
 - A. FY24 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
6. Chair's Report
7. Director's Report
 - A. New Employee Introduction
 - B. General Updates
8. Old Business
9. New Business
 - A. Consideration and Action on FY25 Budget Proposal
 - B. Consideration and Action on Staff Day Closing Request
 - C. Consideration and Action on using \$800 from Trustee Expenses to purchase staff sweatshirts
10. Requests for Information and Responses
11. Date of next meeting
12. Adjournment

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	839,469.14	0.00	924,653	47.60
0161051	510112	PART TIME SALARIES	695,745	0	695,745	318,739.28	0.00	377,006	45.80
0161051	510130	OVERTIME	30,000	0	30,000	20,857.83	0.00	9,142	69.50
0161051	510141	SHIFT DIFFERENTIAL	4,959	0	4,959	2,470.00	0.00	2,489	49.80
0161051	510143	LONGEVITY	29,927	0	29,927	11,387.51	0.00	18,539	38.10
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	1,194,386.51	0.00	1,333,291	47.30
0161052	520211	ELECTRICITY	152,334	0	152,334	38,236.16	4,872.79	109,225	28.30
0161052	520213	GAS	41,557	4,738	46,295	2,286.48	4,738.32	39,271	15.20
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	19,379	283	19,662	7,267.56	2,999.74	9,395	52.20
0161052	520241	BUILDING MAINTENANCE	44,451	0	44,451	18,960.00	6,082.11	19,409	56.30
0161052	520244	COMPUTER MAINTENANCE	95,037	5,357	100,394	11,955.20	66,644.82	21,794	78.30
0161052	530327	REGIONAL LIBRARY SERVICES	88,105	0	88,105	88,105.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,740	0	1,740	1,740.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	2,067.29	180.95	6,752	25.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	5,127.67	6,148.91	723	94.00
0161052	540422	PRINTING & FORMS	8,000	0	8,000	5,087.00	1,279.00	1,634	79.60
0161052	540425	PROGRAM SUPPLIES	1,000	0	1,000	770.36	8.59	221	77.90
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	454	18,314	16,967.11	649.53	698	96.20
0161052	550511	BOOKS	485,000	1,390	486,390	212,333.39	163,807.56	110,249	77.30
0161052	550512	BOOK PROCESSING	48,500	700	49,200	17,954.53	15,788.88	15,457	68.60
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	247.00	750.00	303	76.70
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	3,306.40	1,195.35	6,298	41.70
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	1,305.02	484.00	811	68.80
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	3,310.77	0.00	6,689	33.10
0161052		Total 0161052 LIBRARY - EXPENSES	1,049,163	12,923	1,062,086	437,026.94	275,630.55	349,428	67.10
0161058	580840	BUILDING RENOVATIONS	81,000	33,125	114,125	28,329.65	22,824.77	62,971	44.80
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	1,044.00	18,956	5.20
0161058		Total 0161058 LIBRARY - CAPITAL	101,000	33,125	134,125	28,329.65	23,868.77	81,927	38.90
		Grand Total	3,677,841	46,048	3,723,889	1,659,743.10	299,499.32	1,764,647	52.60

FY24 2nd QUARTER YEAR TO DATE BUDGET BREAKDOWN**0161052 570735 PROJECT LITERACY**

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 1,047.99	MATERIALS
CAMBRIDGE UNIVERSITY PRESS	\$ 1,064.39	MATERIALS
INTERCAMBIO DE COMUNIDADES	\$ 1,094.52	MATERIALS
JANET SAIED	\$ 81.50	EVENT REIMBURSEMENTS
TECH SOUP GLOBAL	\$ 18.00	ZOOM DISCOUNT
TOTAL	\$ 3,306.40	

0161052 570785 COMMITTEE EXPENSES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
DONALD BLEECH	\$ 44.00	MEETING REFRESHMENTS
DANIEL BROWER	\$ 911.02	TRAVEL REIMBURSEMENT
MAJA L YOUNG	\$ 350.00	PAINTING REIMBURSEMENT
TOTAL	\$ 1,305.02	

0161052 570787 STAFF DEVELOPMENT

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 787.00	COURSE REGISTRATION
CAREY CONKEY	\$ 1,543.40	YALSA CONFERENCE
THERESA MATUREVICH	\$ 656.37	NELA CONFERENCE
YOURMEMBERSHIP.COM	\$ 324.00	JOB POSTING
TOTAL	\$ 3,310.77	

0161052 540430 BUILDING MAINTENANCE SUPPLIES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 154.90	SUPPLIES
EVERLAST CLIMBING INDUSTRIES	\$ 143.00	BIKE FIXIT STATION PARTS
FUJITEC AMERICA	\$ 1,136.00	ELEVATOR SERVICE
WW GRAINGER INC	\$ 5.08	SUPPLIES
HD SUPPLY INC	\$ 303.45	SUPPLIES
HILLYARD, INC	\$ 102.70	VACUUM SUPPLIES
MECHANICAL AIR CONTROLS INC	\$ 912.00	HVAC SERVICE
MILHENCH SUPPLY CO INC	\$ 10,929.47	SUPPLIES
NORTHEAST ELECTRICAL DISTRIBUTORS	\$ 1,307.56	SUPPLIES
RB ALLEN COMPANY	\$ 1,452.00	SERVICE
WB MASON	\$ 520.95	SUPPLIES
TOTAL	\$ 16,967.11	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

0161052 540425 PROGRAM SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 412.41	PROGRAMMING/BOOKMOBILE SUPPLIES
DISCOUNT SCHOOL SUPPLY	\$ 298.95	CHILDREN'S PROGRAMMING SUPPLIES
STAPLES ADVANTAGE	\$ 55.43	BOOKMOBILE SUPPLIES
PAULI STERN	\$ 3.57	SUPPLY REIMBURSEMENT
TOTAL	\$ 770.36	
0161052 540422 PRINTING		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 5,087.00	PRINTING
TOTAL	\$ 5,087.00	
0161052 540421 OFFICE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,254.34	OFFICE SUPPLIES
D2G GROUP LLC	\$ 89.32	SIGN HOLDERS
GRAINGER INC	\$ 4.39	OFFICE SUPPLIES
HAMCO KANSAS CITY	\$ 609.55	RECEIPT PAPER
INSITE SOLUTIONS LLC	\$ 199.32	CARPET TAPE
POSTMASTER OF BOSTON	\$ 200.00	PO BOX RENTAL
STAPLES ADVANTAGE	\$ 98.58	OFFICE SUPPLIES
WB MASON	\$ 2,672.17	OFFICE SUPPLIES
TOTAL	\$ 5,127.67	
0161052 530383 PROGRAM SERVICES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 58.74	TEEN PROGRAMMING
DAVIS BATES	\$ 300.00	CHILDREN'S PROGRAMMING
KELLY DENEEN	\$ 15.28	TEEN PROGRAMMING
JOY MARZOLF	\$ 425.00	CHILDREN'S PROGRAMMING
THE POOP MUSEUM	\$ 400.00	CHILDREN'S PROGRAMMING
POP UP ART SCHOOL INC	\$ 325.00	TEEN PROGRAMMING
BEVERLY RAYMOND	\$ 130.00	TEEN PROGRAMMING
LINDSAY SPRAGUE	\$ 103.00	TEEN PROGRAMMING
STAPLES ADVANTAGE	\$ 63.99	BOOKMOBILE PROGRAMMING
PAULI STERN	\$ 21.28	ADULT PROGRAMMING
SHERYL WHITE	\$ 225.00	CHILDREN'S PROGRAMMING
TOTAL	\$ 2,067.29	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

0161052 520244 COMPUTER MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 765.57	COMPUTER MAINTENANCE SUPPLIES
DELL COMPUTER CORPORATION	\$ 5,356.80	COMPUTERS
FARONICS TECHNOLOGIES USA INC	\$ 420.00	DEEP FREEZE
LINODE	\$ 30.00	LINODE
MAGNA5	\$ 3,562.00	WEBSITE SERVICES
THERESA MATUREVICH	\$ 679.83	REIMBURSEMENTS
MINUTEMAN LIBRARY NETWORK	\$ 60.00	TELECOMMUNICATIONS FEE
RICOH	\$ (900.00)	STAFF COPIER REBATE
T-MOBILE USA, INC	\$ 1,981.00	HOT SPOT SERVICE
TOTAL	\$ 11,955.20	
0161052 520241 BUILDING MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ALDEN LOCK & SECURITY	\$ 1,085.30	LOCK REPAIRS
FUJITEC AMERICA	\$ 3,224.00	ELEVATOR SERVICE
FM EMERGENCY GENERATOR INC	\$ 300.00	GENERATOR MAINTENANCE
F&W PEST CONTROL INC	\$ 195.00	PEST CONTROL
HD SUPPLY INC	\$ 885.20	SUPPLIES
NEW ENGLAND SCHOOL SERVICES INC	\$ 2,213.00	STORAGE ROOM REPAIR
SUBURBAN GLASS & MIRROR CO INC	\$ 9,335.00	DRYWALL REPAIR/ROOF LEAK EVAL
ANTHONY VANARIA AND SONS	\$ 1,722.50	LANDSCAPING
TOTAL	\$ 18,960.00	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY24

0161052 520240 EQUIPMENT MAINTENANCE		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,941.92	HATCH SUPPLIES
BLICK ART MATERIALS LLC	\$ 105.59	HATCH SUPPLIES
CANON SOLUTIONS AMERICA	\$ 177.09	PHOTOCOPIER CONTRACTS
COMCAST	\$ 1,157.75	HATCH INTERNET
FEDEX	\$ 37.85	HATCH SUPPLIES
FIRE MOUNTAIN GEMS & BEADS	\$ 66.09	HATCH SUPPLIES
GRAINGER	\$ 491.29	HATCH SUPPLIES
JBHS LLC	\$ 238.22	HATCH SUPPLIES
THERESA MATUREVICH	\$ 424.99	HATCH SUPPLIES
MINUTEMAN PRESS OF WALTHAM	\$ 335.00	HATCH POSTCARDS
CHERYL MOREAU	\$ 194.08	HATCH REIMBURSEMENTS
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
RICOH USA INC	\$ 159.25	PHOTOCOPIER CONTRACTS
SEWING PARTS ONLINE INC	\$ 103.75	HATCH SUPPLIES
STAPLES ADVANTAGE	\$ 46.71	HATCH SUPPLIES
VERIZON WIRELESS	\$ 430.34	STAFF CELL PHONES
WATERTOWN BUSINESS COALITION	\$ 10.00	ARTS MARKET REGISTRATION
WB MASON INC	\$ 74.91	HATCH SUPPLIES
WOODCRAFT SUPPLY LLC	\$ 280.39	HATCH SUPPLIES
YOU DO IT ELECTRONICS	\$ 53.90	HATCH SUPPLIES
AMELIA YOUNG	\$ 39.44	HATCH REIMBURSEMENTS
TOTAL	\$ 7,267.56	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ENVIRONMENTS AT WORK	\$ 17,313.80	FURNITURE
MECHANICAL AIR CONTROLS	\$ 9,804.23	AHU1 REPAIRS
SCHOOLOUTFITTERS.COM	\$ 1,211.62	TEEN STUDY ROOM TABLE
TOTAL	\$ 28,329.65	
0161058 580870 REPLACEMENT OF EQUIPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
BIBLIOTHECA	\$ 1,044.00	RFID WORKSTATION
TOTAL	\$ 1,044.00	

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	12,310.90	1,757.99	-	12,310.90	80% of int on periodicals
Whitney	2,698.84	2,698.84	6.27	17.70	2,687.41	
Mead	6,088.42	3,088.42	12.63	-	3,101.05	
Charles	2,687.80	2,487.80	5.26	-	2,493.06	Armenian History books
Barry	3,453.73	3,453.73	7.47	-	3,461.20	
McGuire	3,182.24	2,182.24	8.17	-	2,190.41	
W. Pierce	24,232.83	4,232.83	49.28	-	4,282.11	
MacDonald	9,381.92	4,381.92	20.10	25.41	4,376.61	Grief related books
O'Reilly	10,564.10	10,064.10	20.66	-	10,084.76	Fiction
Stone	3,767.54	3,767.54	7.37	-	3,774.91	
Campbell	5,510.90	4,510.90	10.77	-	4,521.67	Large print books
Santoro	2,320.84	720.84	4.53	-	725.37	Art
Brown	2,619.42	1,619.42	5.21	-	1,624.63	Sci-fi books
Keith	4,198.24	3,198.24	8.21	-	3,206.45	Wat history books
Drucker	3,020.84	3,020.84	5.91	-	3,026.75	Humanities books
Special Gifts	46,255.79	46,255.79	4,667.15	960.91	49,962.03	Unrestricted
- Cohen Fund	8,412.00	8,412.00	-	129.67	8,282.33	Cookbook and Mysteries
- Makerspace Fund	5,029.51	5,029.51	-	1,730.00	3,299.51	Makerspace expenses
- Bookmobile Fund	10,781.86	10,781.86	-	1,370.30	9,411.56	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	73.62	-	9,351.91	Benefit of the library
Masters	4,188.77	1,481.77	8.19	-	1,489.96	Trustees discretion
B. Pierce	1,404.90	1,404.90	3.81	769.73	638.98	Trustees discretion
LIG/MEG	346,909.74	346,909.74	-	1,800.00	345,109.74	
Revolving Printing Account	2,663.62	2,663.62	7,295.40	5,307.31	4,651.71	
Friends of Project Literacy Fundraising	39,634.30	39,634.30	15,781.79	1,316.38	54,099.71	
McCall Gift Fund	47,998.71	47,998.71	-	-	47,998.71	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
FY23 BAL FWD	169,445.12							\$ 169,445.12	\$ -	\$ 55,478.30	\$ 113,956.82
31-Jul	169,445.12			52.51	136.28		(10,060.85)	\$ 159,573.06	\$ -	\$ 55,667.09	\$ 146,177.42
31-Aug	159,573.06			185.77	(17.83)		(20,121.70)	\$ 139,619.30	\$ -	\$ 55,835.03	\$ 146,177.42
30-Sep	139,619.30			149.83	3,216.44			\$ 142,985.57	\$ -	\$ 59,201.30	\$ 146,177.42
31-Oct	142,985.57			49.53	(531.42)		8,799.20	\$ 151,302.88	\$ -	\$ 58,719.41	\$ 146,177.42
30-Nov	151,302.88			148.57	1,364.78		10,352.00	\$ 163,168.23	\$ -	\$ 60,232.76	\$ 146,177.42
31-Dec								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
31-Jan								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
28-Feb								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
31-Mar								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
30-Apr								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
31-May								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
30-Jun								\$ -	\$ -	\$ 60,232.76	\$ 146,177.42
FY24 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	\$ 3,112.00	\$ (3,072.21)	\$ 39.79
Teen Programming	\$ 3,275.00	\$ (3,275.66)	\$ (0.66)
Children's Materials	\$ 1,556.00	\$ (1,297.40)	\$ 258.60
Children's Programming	\$ 10,188.00	\$ (8,472.19)	\$ 1,715.81
Adult Materials	\$ 1,556.00	\$ -	\$ 1,556.00
Adult Programming	\$ 4,730.00	\$ (3,776.33)	\$ 953.67
Museums	\$ 5,000.00	\$ (3,025.00)	\$ 1,975.00
Movie Licenses	\$ 1,700.80	\$ (338.32)	\$ 1,362.48
Total	\$ 31,117.80	\$ (23,257.11)	\$ 7,860.69

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	\$ -	\$ 480.00	\$ (1,810.00)	\$ 2,739.51
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 1,971.69	\$ (6,343.43)	\$ 6,364.88
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 19,736.79	\$ -	\$ 2,451.69	\$ (8,153.43)	\$ 9,131.67

TO: Library Board of Trustees
FROM: Kim Hewitt, Library Director
DATE: January 5, 2024
RE: Donations

The following donations were received in the second quarter of FY24:

\$49 from Tugce Buse Saglam
\$500 from Shashi and Pamela Rajpal
1932 Watertown High School yearbook by Melissa H. Dawson
Local History donations by Dan McCarthy
\$1000 from Raya Stern in support of library staff
\$1250 from Margaret J. Geller
\$1281.79 from Friends of Project Literacy for books
\$200 from Elaine R. Sokoloff
\$500 from Marian Friedman
\$100 from Barbara Darrow

September 7, 2023

Watertown Free Public Library,

My name is Steve Butzel, and I am writing to express my enthusiastic interest in the position of part-time adult services librarian at the Watertown Free Public Library. I believe my 20-year career in public libraries, whose foundation is in reference librarianship and adult services, makes me a highly qualified candidate for the position.

While I have spent the last 14 years in library administration positions, and I am excited to return to a front-line role. Frankly, I miss feeling energized by the process of making connections with individual patrons and organizations that visit the library or may want to partner with the library.

From the beginning of my career, I have always been an “IT geek” and a library programming enthusiast. In fact, I founded the New Hampshire Library Association’s Information Technology Section (ITS) which remains a thriving organization today. In Portsmouth, I also spearheaded the implementation of wireless printing, lots of new digital services, and the purchasing of several 3D printers, 2 new digital microfilm reader machines, as well as the creation of a mini-maker space. As director in Portsmouth, I more than quadrupled the budget for library programming, and planned and implemented numerous programs myself, including a highly popular world affairs lecture series and ongoing weekly discussion group.

I have also been known throughout my career as a bold and innovative leader, willing to take risks in order to further the mission and increase the positive impact of the libraries in which I have served. Working together with my staff in Portsmouth, I led the effort to create a Land Acknowledgment for the library. Adopted by our Board, this was the first land acknowledgment within Portsmouth’s City administration. I also successfully advocated for the elimination of library late fees in order to reduce barriers to access to the library and to foster greater equity. I joined with some of my colleagues in forming a library Taskforce on Inclusion, Diversity and Equity (TIDE). This taskforce set the standard for the rest of the City staff and was a model for future committees in other City departments.

I have always held myself to high standards for excellent customer service. This means meeting each patron where they are at and tailoring my service to their needs. While this sounds easy on paper, I fully appreciate the patience, the emotional intelligence and the stamina this requires!

As people who know me well will tell you, I have a very positive outlook on life and a mindset that thrives on collaboration, lifelong learning and resilience. I am rarely satisfied with the status quo and instinctively gravitate towards innovative and creative thinking and formulation of new ideas, while equally respecting important lessons learned from the past.

In closing, I want to reiterate how enthusiastic I am about pursuing this opportunity. While it might seem unusual that a former library director would be interested in a part-time front-line position, I makes a lot of sense to me for where I am in my career, and I can’t imagine working for a higher functioning library in the Boston area than the Watertown Free Public Library. Ultimately, I would be thrilled to join the Watertown Free Public Library team and discover how I could best apply my experience and expertise to help the library and the community thrive, while learning from those around me all the time.

Respectfully,

Steven K. Butzel

Steven K. Butzel



EDUCATION

Simmons Graduate School of Library and Information Science, Boston, MA
Master of Science, 2004

University of Maryland and Harvard Extension School

Graduate-level courses in finance, financial accounting, managerial statistics, microeconomics, strategic information systems and human resource management, 1998-2002

Yale University, New Haven, CT
Bachelor of Arts, History, 1993

ADULT SERVICES LIBRARIANSHIP EXPERIENCE

Nashua Public Library, Nashua, NH, 2005-2008

Reference Department Supervisor, Computer Instructor, Web and Database Developer, Blog Administrator

- Supervised reference department consisting of six full-time reference librarians and one reference page
- Facilitated staff development by introducing cutting edge knowledge management skills and applications and providing ongoing instruction, support and feedback
- Chaired the book and materials selection committee; selected books for reference, computers, business, science and mathematics collections; made recommendations to library director regarding book budgets; met frequently with publisher representatives
- Planned for and oversaw management of digitization projects including; acquired necessary hardware and software, and selected and oversaw graduate student interns
- Assisted with maintenance of public computers including making configuration changes to public PC time and print management software and using Network Controller software to enable and disable workstation security software
- Assisted with troubleshooting network services and internet connections; reset the library's wireless router, restarted servers and firewall devices
- Taught computer classes on Microsoft Word, Excel and Access, Internet basics, and web design
- Participated on the Nashua Reads committee

Monroe C. Gutman Library, Harvard Graduate School of Education, Cambridge, MA, 2002-2004

Reference Librarian

- Provided reference services to undergraduate and graduate students, staff and faculty
- Met one-on-one with researchers to provide hour-long reference consultations
- Maintained library web pages and other information technology resources including computers and microfiche viewers

Robert D. Farber University Archives and Special Collections, Brandeis University, Waltham, MA, 2002-2004

Archives Assistant

- Processed archival and special collections, created electronic finding aids
- Provided reference services to students, faculty, staff and outside researchers
- Designed and developed websites to accompany exhibits
- Participated on the Brandeis University Libraries Scholarly Publishing and Communication Committee; helped plan symposium on open access publishing in the humanities

OTHER PROFESSIONAL LIBRARY AND RELATED EXPERIENCE

Portsmouth Public Library, Portsmouth, NH

Library Director, 2014-2022

Assistant Director, 2008-2014

- Worked with the City Manager, City Council, nine-member Board of Trustees and 40 library staff members to develop and manage the library's annual budget of nearly \$2 million
- Set strategic direction for the library, collaborated with direct reports on planning for and establishing departmental goals and objectives
- Authorized and coordinated external and internal communications, including social media
- Emphasized inclusivity, innovation, sustainability, customer service excellence and continuous improvement in all areas of library operations and staff development
- Diligently pursued new partnerships and nurture existing ones with community leaders, organizations and a wide array of stakeholders
- Communicated effectively with the general public, City staff and government officials
- Participated in weekly "Core Group" calls and "Covid Update" calls with other City department heads and the City Manager
- Helped form and participated in the library's Taskforce on Inclusion Diversity, Equity (TIDE); represented the library on the City's equivalent committee

Interim Library Directorships

Weeks Public Library, Greenland, MA, 2023

Fiske Public Library, Wrentham, MA, 2023

Wiggin Memorial Library, Stratham, NH, 2022

- Managed library budget, process invoices, oversee payroll, assist with collection development
- Advised the Board of Trustees on policy issues and strategic library initiatives
- Consulted with Town Administrator on future directions for the library

Uncomfortable Fun, Dover, NH

Founder and Leadership Coach, 2022-Present

- Coach library directors and other organizational leaders in developing greater self-confidence and courage, managing conflict more effectively, and modeling a "Trust & Inspire" leadership mindset

Phoenix Country Day School, Phoenix, AZ, 1995-1998

Information Technology Coordinator and Instructor, Math Teacher, Coach

- Coordinated integration of information technology across school-wide curriculum
- Collaborated with faculty on developing new course materials and enhancing existing lesson plans
- Designed and implemented technology training program for 110 faculty members
- Designed computer literacy curriculum and taught courses for middle and high school students
- Taught fifth and eighth grade math classes; coached football and basketball teams

PROFESSIONAL ASSOCIATIONS

American Library Association

- ALA Councilor for New Hampshire chapter, 2009-2011

New Hampshire Library Association

- President, 2008

New England Library Association

TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: January 2024
RE: Director's Report

General Highlights

- The library will be launching a new campaign called “You Belong” this spring. Jamie Kallestad has been working hard on designs and plans with Kim to bring this to fruition. We’re very excited about this idea as it is a way to advertise the library broadly, and to welcome people to us, our services, and our space. We plan to offer a free t-shirt day (generously funded by the Building Committee) in April after the eclipse.
- The library just published our first ever Impact Report on January 2! It gives a snapshot of data points and anecdotal comments about the library to help provide a story about our library’s reach. Jamie Kallestad designed the document and did an excellent job turning this idea into a reality! You can view the report at watertownlib.org/impact or pick up a hardcopy in the library.
- Carey Conkey-Finn was awarded a grant from Watertown Cultural Council for a Teen Art Series. Three sessions have been confirmed: Drawing Bootcamp (Watertown resident), Mosaic Making, and Weaving with Looms. Kelly Deneen will do a class on linographs as well.
- The Children’s Department is working to finalize Summer 2024 reading lists.

City/Community Meetings and Collaboration

- Kim met with Megan Langan to review Capital Budget Submissions
- Kim attended the city’s monthly city department head meeting.
- Kim, Theresa, and Natasha were able to attend City Hall’s Holiday party
- Theresa and Janet attended Watertown Business Coalition & Rotary Club's Holiday Mixer & Toy Drive!
- Kim and Jamie attended Project Literacy’s Holiday Party- run by Janet and Jacky.
- Kim met with the Building Committee to review several requests for funding, all of which were graciously approved. Some of the initiatives they will help fund include: children’s programs (including Eclipse programming!), our Adult Summer Reading program, shirts to give away as part of the You Belong campaign, and Teen Summer Reading incentives. They also funded our fiber arts installation for One Book, One Watertown.



Program Highlights

- Our One Book, One Watertown author was just announced: Celeste Ng will visit the library to discuss her book *Our Missing Hearts*.
- We had 180 people visit the bookmobile during the Arsenal Yard's Holiday Stroll event!
- Kirsten had 11 bookmobile visits in December.
- The Watertown Stitch Lounge celebrated 1 year of being a Monthly Meetup at the library in December, with 13 participants. They are working with us to plan a Craft Supply Swap in the new year.
- Cook the Books hosted 16 participants for their most recent meeting which was a cookie swap!
- Our Pokemon Club was very well attended this month.

Project Literacy

- Project Literacy hosted a holiday potluck for students, teachers, and volunteers on December 21 in the Watertown Savings Bank Room. Several students spoke about holiday traditions in their home countries, and Janet shared a lovely slideshow about Project Literacy. This was the first holiday party in 4 years due to COVID.
- We began a class for seniors at the Watertown Housing Authority.
- A volunteer, Margaret Islam, received a grant for Project Literacy from the Watertown Cultural Council for creating a caregiver with child ELL class that starts on January 17th. She's named the class 'Communities in Common.'

Facilities/IT

- The library closed on Dec 18 due to a widespread power outage. Fortunately, there was no damage to our equipment or building and power was back up to open normally the next day.
- However, we did have some flooding on Dec 18 due to the drain on Thaxter backing up.
- New Elevator Company begins on 1/1/2024- Atlantic
- City Council approved \$18,000 of ARPA funds for our Additional Private Workspace request. We have not received any further communications about the money at this time, but we look forward to spending it this year!

Personnel

- Matt Hendrick began his role as Supervisor of Access Services on January 8th
- Liz Flint-Somerville began her role as Digital Services Librarian on January 8th
- Our new Local History librarian, Elle Harms, will start on January 22nd

The proposed level service budget for the Watertown Free Public Library for FY25 is \$3,743,113. This figure meets the Municipal Appropriation Requirement (MAR) which is a 2.5% increase over the average of the previous three fiscal years. The MAR for FY24 is \$3,573,807. Meeting the MAR is a requirement to be eligible for State Aid to Public Libraries. In FY24 we are receiving approximately \$103,500 in State Aid.

Personnel

Compensation sheets are based on the City's contractual agreement. The part-time compensation tab includes an increase to temporary salary line (non-union employees) due to hourly rate increases to become competitive with surrounding communities and to be more in line with the proposed classification and compensation study rates for the same positions. In FY24 we have struggled to hire and retain temporary staff due to our hourly rates being so much lower than surrounding libraries. We rely on temporary workers to stay open the full 70 hours a week, and have had several close calls that would have caused us to close if permanent staff (including the Director) had not taken shifts-particularly for weekend and night coverage. This increase does NOT reflect an increase in hours, it is only to provide level services at a slightly higher hourly rate per position.

Purchase of Services

0161052 520211	Electricity	3% increase
0161052 520213	Gas	3% increase
0161052 520240	Equipment Maint.	2.9% increase for yearly HATCH and AV equipment maintenance
0161052 520241	Building Maint.	12.87% increase to cover projected costs based on actual spending in FY24 (mainly to accommodate increased service calls for elevator)
0161052 520244	Computer Maint.	35.81% decrease due to ongoing consolidation with City IT
0161052 530327	Regional Library Services	4.08% increase in Minuteman Library Network Fee
0161052 530383	Program Services	3% increase
0161052 530342	Postage	14.9% increase based on actual spending in FY24

Equipment and Supplies

0161052 540421	Office Supplies	10% increase for anticipated cost increases
0161052 540422	Printing	37.5% increase to cover increasing cost and quantities of newsletter and promotional materials
0161052 540425	Program Supplies	10% increase for anticipated cost increases
0161052 540430	Building Maint.Supply	.78% increase for anticipated cost increases
0161052 550511	Books	3% increase for inflation and rising shipping costs
0161052 550512	Book processing	6% of the book budget to cover materials processing costs

Other Charges and Expenses

0161052 570710	Travel	Same as FY24
0161052 570730	Dues	17.77% increase to cover actual costs in FY24
0161052 570735	Project Literacy	1.5% increase for anticipated cost increases
0161052 570785	Trustee Expenses	Same as FY24
0161052 570787	Staff Development	Same as FY24

Capital Items

0161058 580840	Replacement Equip	Same as FY24
0161058 580870	Improvements	Same as FY24

**CITY OF WATERTOWN
NEXT YEAR BUDGET COMPARISON REPORT**

						FY 2025	FY 2025		
						LEVEL	ADDITIONAL		
		FY 2023	FY 2024	FY 2024		SERVICE	FUNDING	MANAGER	
		ACTUAL	ORIGINAL	REVISED		BUDGET	REQUESTS	RECOMMENDS	
0161051	LIBRARY PERSONNEL								
0161051	510111 FULL TIME SALARIES	\$ 1,667,393	\$ 1,764,122	\$ 1,764,122	\$	1,796,640	\$ 187,765		
0161051	510112 PART TIME SALARIES	\$ 640,436	\$ 695,745	\$ 695,745	\$	727,361	\$ 93,675		
0161051	510130 OVERTIME	\$ 49,412	\$ 30,000	\$ 30,000	\$	30,000			
0161051	510141 SHIFT DIFFERENTIAL	\$ 4,686	\$ 4,959	\$ 4,959	\$	4,959			
0161051	510143 LONGEVITY	\$ 27,304	\$ 29,927	\$ 29,927	\$	26,574			
0161051	510190 CLOTHING	\$ 2,926	\$ 2,925	\$ 2,925	\$	2,925			
0161051	511111 PRIOR YEAR FULL TIME								
0161051	511112 PRIOR YEAR PART TIME								
TOTAL	LIBRARY PERSONNEL	\$ 2,392,157	\$ 2,527,678	\$ 2,527,678	\$	2,588,459	\$ 281,440	\$	-
0161052	LIBRARY EXPENSES								
0161052	520211 ELECTRICITY	\$ 112,804	\$ 152,334	\$ 152,334	\$	156,904			
0161052	520213 GAS	\$ 25,921	\$ 41,557	\$ 41,557	\$	42,804			
0161052	520240 EQUIPMENT MAINTENANCE	\$ 16,470	\$ 19,379	\$ 19,379	\$	19,949			
0161052	520241 BUILDING MAINTENANCE	\$ 41,035	\$ 44,451	\$ 44,451	\$	50,171			
0161052	520244 COMPUTER MAINTENANCE	\$ 116,907	\$ 95,037	\$ 95,037	\$	61,000			
0161052	530327 REGIONAL LIBRARY SERVICES	\$ 81,673	\$ 88,105	\$ 88,105	\$	91,703			
0161052	530342 POSTAGE	\$ 1,700	\$ 1,740	\$ 1,740	\$	2,000			
0161052	530383 PROGRAM SERVICES	\$ 9,000	\$ 9,000	\$ 9,000	\$	9,270			
0161052	540421 OFFICE SUPPLIES	\$ 11,999	\$ 12,000	\$ 12,000	\$	13,200			
0161052	540422 PRINTING AND FORMS	\$ 6,400	\$ 8,000	\$ 8,000	\$	11,000			
0161052	540425 PROGRAM SUPPLIES	\$ 750	\$ 1,000	\$ 1,000	\$	1,100			
0161052	540430 BLDG MAINT SUPPLIES	\$ 21,205	\$ 17,860	\$ 17,860	\$	18,000			
0161052	550511 LIBRARY MATERIALS	\$ 479,605	\$ 485,000	\$ 485,000	\$	499,550			
0161052	550512 BOOK PROCESSING	\$ 44,058	\$ 48,500	\$ 48,500	\$	51,410			
0161052	570710 IN STATE TRAVEL	\$ 101	\$ 500	\$ 500	\$	500			
0161052	570730 DUES & SUBSCRIPT.	\$ 1,145	\$ 1,300	\$ 1,300	\$	1,531			
0161052	570735 PROJECT LITERACY	\$ 10,798	\$ 10,800	\$ 10,800	\$	10,962			

0161052	570785 COMMITTEE EXPENSES	\$	858	\$	2,600	\$	2,600	\$	2,600		
0161052	570787 STAFF DEVELOPMENT	\$	7,872	\$	10,000	\$	10,000	\$	10,000		
TOTAL	LIBRARY EXPENSES	\$	990,301	\$	1,049,163	\$	1,049,163	\$	1,053,654	\$	-
0161058	LIBRARY CAPITAL										
0161058	580840 IMPROVEMENTS	\$	99,761	\$	81,000	\$	81,000	\$	81,000		
0161058	580870 REPLACEMENT OF EQUIP.	\$	19,983	\$	20,000	\$	20,000	\$	20,000		
TOTAL	LIBRARY CAPITAL	\$	119,744	\$	101,000	\$	101,000	\$	101,000	\$	-
TOTAL	LIBRARY	\$	3,502,202	\$	3,677,841	\$	3,677,841	\$	3,743,113	\$	281,440

FULL-TIME		HIRE	NUMBER	FY23	FY23	FY24	FY24	Long-	Clothing	Shift	Total Compen-
EMPLOYEE NAME	TITLE	DATE	HOURS	Grade/Step	Annual - 52.2	Grade/Step	Annual - 52.2	evity	Allow.	Diff.	sation (52.2)
HEWITT, K	LIBRARY DIRECTOR	9/11/2023	37.5	GR4 S13	\$122,881	GR4 S13/14	\$124,364	\$0			\$124,364
BERKLEY-CRAMER, K	LIBRARY PROFESSIONAL	8/8/2016	37	GR3 S8	\$66,248	GR3 S9	\$67,574	\$600			\$68,174
BESTER, F	LIBRARY PROFESSIONAL	9/5/2023	37	GR3 S1	\$57,673	GR3 S2	\$58,827	\$0			\$58,827
BRENNAN, K	LIBRARY PROFESSIONAL	8/15/2012	37	GR3 S10	\$68,925	GR3 S10	\$68,925	\$1,100			\$70,025
CASHIN, M	LIBRARY CLERICAL	10/7/2013	37	GR1 S10	\$51,785	GR1 S10	\$51,785	\$1,100			\$52,885
CLEMENTS, J	LIBRARY DEPARTMENT HEAD	1/18/2011	37	GR4 S10	\$81,523	GR4 S10	\$81,523	\$1,254			\$82,777
CONKEY, C	LIBRARY DEPARTMENT HEAD	2/21/1989	37	GR4 S10	\$81,523	GR4 S10	\$81,523	\$3,600			\$85,123
DENEEN, K	LIBRARY PROFESSIONAL	6/21/2010	37	GR3 S10	\$68,925	GR3 S10	\$68,925	\$1,450			\$70,375
ENGLAND, D	LIBRARY CLERICAL	12/4/2023	37	GR1 S1	\$42,437	GR1 S2	\$43,286	\$0			\$43,286
FERREIRA, J	LIBRARY CLERICAL	3/30/2016	37	GR1 S8	\$48,747	GR1 S9	\$49,722	\$726			\$50,449
FLINT-SOMERVILLE, E	LIBRARY PROFESSIONAL	1/8/2024	37	GR3 S2	\$58,827	GR3 S2	\$58,827	\$0			\$58,827
FRUEH, S	LIBRARY PROFESSIONAL	11/15/2010	37	GR3 S10	\$68,925	GR3 S10	\$68,925	\$1,322			\$70,247
FRY, A	LIBRARY PROFESSIONAL	5/2/2022	37	GR3 S2	\$58,827	GR3 S3	\$60,003	\$0			\$60,003
GONZALEZ-ROMERO, I	LIBRARY CLERICAL	11/2/2020	37	GR1 S4	\$45,035	GR1 S5	\$45,935	\$399			\$46,334
GRABER, C	LIBRARY CLERICAL	12/4/2023	37	GR1 S1	\$42,437	GR1 S2	\$43,286	\$0			\$43,286
HANSEN, K	LIBRARY PROFESSIONAL	6/20/2023	37	GR3 S1	\$57,673	GR3 S2	\$58,827	\$0			\$58,827
HENDRICK, M	LIBRARY DEPARTMENT HEAD	1/8/2024	27	GR4 S9	\$79,925	GR4 S9	\$79,925	\$0			\$79,925
KALLESTAD, J	COMMUNITY ENGAGEMENT SP	9/10/2018	37	GR2 S6	\$52,196	GR2 S7	\$53,240	\$600			\$53,840
LOWE, K	LIBRARY CLERICAL	8/7/1990	37	GR1 S10	\$51,785	GR1 S10	\$51,785	\$3,600			\$55,385
MAH, A	LIBRARY CLERICAL	6/26/2023	37	GR1 S1	\$42,437	GR1 S2	\$43,286	\$0			\$43,286
MATUREVICH, T	ASSISTANT DIRECTOR	9/19/2022	37.5	GR3 S7/8	\$99,305	GR3 S8/9	\$100,794	\$0			\$100,794
MERCADO, J C	JUNIOR CUSTODIAN	10/19/2021	40	GR4L S2/3	\$53,321	GR4L S3/4	\$53,473	\$0	\$900		\$54,373
MIRANDA, E	LIBRARY DEPARTMENT HEAD	6/9/2010	37	GR4 S10	\$81,523	GR4 S10	\$81,523	\$1,450			\$82,973
POLINCHAK, R	JUNIOR CUSTODIAN	7/1/2021	40	GR4L S3	\$53,801	GR4L S4	\$55,415	\$0	\$900	\$2,088	\$58,403
RUGGERI-KORET, N	HEAD CLERK	1/28/2013	37.5	GR4C S8	\$62,371	GR4C S8	\$62,371	\$1,575			\$63,946
SAIED, J	LIBRARY DEPARTMENT HEAD	4/3/2023	37	GR4 S1	\$68,215	GR4 S2	\$69,579	\$0			\$69,579
SCRAPCHANSKY, S	LIBRARY CLERICAL	2/5/2007	37	GR1 S10	\$51,785	GR1 S10	\$51,785	\$1,450			\$53,235
YOUNG, A	LIBRARY PROFESSIONAL	11/22/2021	37	GR3 S3	\$60,003	GR3 S4	\$61,203	\$0			\$61,203
FULL-TIME TOTALS					\$1,779,062		\$1,796,640	\$20,226	\$1,800	\$2,088	\$1,820,754

PART-TIME											
EMPLOYEE NAME	TITLE	HIRE DATE	NUMBER HOURS	FY23 Grade/Step	FY23 Annual	FY24 Grade/Step	FY24 Annual - 52.2	Long-evity	Clothing Allow.	Shift Diff. (52.2)	Total Compensation (52.2)
BASALDUA, C.	LIBRARY CLERICAL	9/27/2022	23	GR1P S2	\$26,907	GR1P S3	\$27,446	\$0.00			\$27,446
BECKER, M	LIBRARY CLERICAL	5/15/23	23	GR1P S1	\$26,380	GR1P S2	\$26,907	\$0			\$26,907
BUTZEL, S	LIBRARY PROFESSIONAL	11/8/23	24	GR3 S3	\$38,921	GR3 S4	\$39,699	\$0			\$39,699
CORBETT, R.	JUNIOR CUSTODIAN	7/5/2012	25	GR4L S8	\$38,982	GR4L S8	\$38,982	\$984	\$563	\$1,631	\$42,160
HARMS, L	LIBRARY PROFESSIONAL	1/16/24	23	GR3 S1	\$35,851	GR3 S1	\$35,851	\$0			\$35,851
LAURENT, W	JUNIOR CUSTODIAN	7/24/2022	25	GR4L S1/2	\$32,591	GR4L S2/3	\$33,569	\$0	\$563	\$1,240	\$35,372
LIBERATORE, M	LIBRARY CLERICAL	9/23/2013	23	GR1P S10	\$32,191	GR1P S10	\$32,191	\$693			\$32,884
READER, J	LIBRARY CLERICAL	1/28/2008	23	GR1P S10	\$32,191	GR1P S10	\$32,191	\$914			\$33,105
SHADIC, C	LIBRARY CLERICAL	4/11/2000	23	GR1P S10	\$32,191	GR1P S10	\$32,191	\$2,048			\$34,239
STERN, P.	LIBRARY PROFESSIONAL	8/17/2006	28	GR3P S10	\$52,159	GR3P S10	\$52,159	\$1,102			\$53,261
VAN LEEUWEN, J.	LIBRARY CLERICAL	12/1/2015	25	GR1P S9	\$33,596	GR1P S10	\$34,990	\$608			\$35,598
PART-TIME SUBTOTAL							\$386,177	\$6,348	\$1,125	\$2,871	\$396,522
PROJECT LITERACY PART-TIME							\$95,000				\$95,000
TEMPORARY PART-TIME							\$246,183				\$246,183
PART-TIME TOTALS							\$727,361	\$6,348	\$1,125	\$2,871	\$737,705
FULL-TIME TOTALS							\$1,796,640	\$20,226	\$1,800	\$2,088	\$1,820,754
DEPARTMENT TOTALS							\$2,524,000	\$26,574	\$2,925	\$4,959	2,558,458.65

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OVERTIME 30,000.00

**SUPPLIES AND SERVICES
EXPENDITURE WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT: LIBRARY

ACCOUNT ORG	ACCOUNT OBJECT	ACCOUNT TITLE	FY 2024 REVISED BUDGET	FY 2025 LEVEL SERVICE BUDGET	INFORM. TECH.	DESCRIPTION
0161052	520211	ELECTRICITY	\$152,334	\$156,904		
				\$0		
				\$0		
0161052	520213	GAS	\$41,557	\$42,804		
				\$0		
				\$0		
0161052	520240	EQUIPMENT MAINTENANC	\$19,379	\$19,949		
				\$899	\$899	MICROREADER/PRINTER CONTRACT
				\$15,000		HATCH EQUIPMENT & INTERNET
				\$1,200	\$1,200	PHOTOCOPIER CONTRACT
				\$2,850	\$2,850	EQUIPMENT MAINTENANCE, REPAIR, AND SUPP
0161052	520241	BUILDING MAINTENANCE	\$44,451	\$50,171		
				\$980		BUILDING SECURITY SYSTEM
				\$2,500		ELEVATOR QUARTERLY MAINTENANCE & ANNU
				\$100		FIRE EXTINGUISHERS SERVICE
				\$3,000		SPRINKLER & FIRE ALARM ANNUAL INSPECTION
				\$850		GENERATOR TESTING & MAINTENANCE
				\$819		ROUTINE PEST CONTROL
				\$3,000		CARPET & RUNNER CLEANING
				\$350		GREASE TRAP CLEANING
				\$600		WATER HEATER SERVICE
				\$14,000		HVAC SYSTEM MAINTENANCE
				\$8,500		ELEVATOR SERVICE CALLS/REPAIRS
				\$5,000		ROOF, DOOR, WINDOW REPAIRS
				\$7,972		BUILDING REPAIRS & MAINTENANCE
				\$2,500		LANDSCAPE MAINTENANCE
0161052	520244	COMPUTER MAINTENANCE	\$95,037	\$61,000		

			\$26,000	\$26,000	SOFTWARE MAINTENANCE
			\$13,500	\$13,500	HARDWARE MAINTENANCE
			\$14,500	\$14,500	CONTRACTED SERVICES
			\$7,000	\$7,000	COMPUTER SUPPLIES
0161052	530327 REGIONAL LIBRARY SERVI	\$88,105	\$91,703		MLN CONTRACT
0161052	530383 PROGRAM SERVICES	\$9,000	\$9,270		PROGRAM SERVICES
0161052	530342 POSTAGE	\$1,740	\$2,000		POST OFFICE BOX RENTAL
0161052	540421 OFFICE SUPPLIES	\$12,000	\$13,200		OFFICE SUPPLIES
0161052	540422 PRINTING AND FORMS	\$8,000	\$11,000		STATIONARY, FORMS, PR, NEWSLETTER,
0161052	540425 PROGRAM SUPPLIES	\$1,000	\$1,100		PROGRAM SUPPLIES
0161052	540430 BLDG MAINT SUPPLIES	\$17,860	\$18,000		PAPER SUPPLIES, LIGHT BULBS, CLEANING SUF
0161052	550511 LIBRARY MATERIALS	\$485,000	\$499,550		BOOKS, AV, PERIODICALS, ONLINE DATABASES
0161052	550512 BOOK PROCESSING	\$48,500	\$51,410		BOOK JACKETS, BOOK SECURITY, BARCODES,
0161052	570710 IN STATE TRAVEL	\$500	\$500		TRAVEL TO MEETINGS & CONFERENCES

0161052	570730 DUES & SUBSCRIPT	<u>\$1,300</u>	<u>\$1,531</u>	
			\$550	ALA
			\$750	DIGITAL COMMONWEALTH
			\$150	MLA
			\$81	PLA
0161052	570735 PROJECT LITERACY	<u>\$10,800</u>	<u>\$10,962</u>	
				LITERACY CLASSES & SUPPLIES
0161052	570785 COMMITTEE EXPENSES	<u>\$2,600</u>	<u>\$2,600</u>	
				TRUSTEE EXPENSES
0161052	570787 STAFF DEVELOPMENT	<u>\$10,000</u>	<u>\$10,000</u>	
	TOTALS	<u>\$1,049,163</u>	<u>\$1,053,654</u>	

**OPERATING CAPITAL
EXPENDITURE WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT: LIBRARY

ACCOUNT OBJECT	ACCOUNT TITLE	FY 2024 REVISED BUDGET	FY 2025 LEVEL SERVICE BUDGET	INFORM. TECH.	DESCRIPTION
580840	IMPROVEMENTS	\$81,000	\$81,000		
580870	REPLACEMENT OF EQUIP.	\$20,000	\$20,000		
TOTALS		\$101,000	\$101,000		

REQUEST FOR ADDITIONAL FUNDING FISCAL YEAR 2025

1. DEPARTMENT Library

2. SHORT DESCRIPTION/TITLE	Assistant Supervisor of Access Services
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3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
	Full time Assistant Supervisor of Access Services	\$81,611
	Benefits	\$20,000
	TOTAL REQUEST	\$101,611

4. JUSTIFICATION/IMPACT

The Watertown Free Public Library hosts a collection of 177,993 physical holdings, with over 20,000 items added each year. To prepare materials to go out on the shelf and into the hands of residents, items must be processed upon arrival which includes everything from unboxing, adding labels, creating mylar covers, programming RFID tags, to creating catalog records in our system so that residents and librarians can find the materials.

In all surrounding libraries, this work is typically done by a department of 4-10 individuals. The department is usually called Technical Services and they manage collection development procedures, acquisitions, and processing for all materials. In addition to processing new materials, there are often changes to make to current holdings, minor repairs we can make in-house to preserve the life and return on investment of an item. They also help to develop and implement new collections, and they process materials that need to be deaccessioned.

Currently, in Watertown, there is no dedicated department handling these roles. Nearly a decade ago, Technical Services Department was disbanded and absorbed into the Circulation Department (called Access Services). While there has been a trend of reorganizing library departments, this combination is unique, and ultimately the experiment has not been successful. Instead of retaining a cataloger or oversight of a collection development strategy, only a single non-librarian assistant position remained. That one person is responsible for processing all our incoming materials, and the role does not handle the cataloging or any collection development oversight for the organization.

Because of this, our librarians in Reference, Children's, and Teen departments all spend much of their time determining the correct Dewey Decimal Numbers for items that they order and tracking materials budgets. This system is inefficient and creates a lot of redundant collection development and cataloging efforts. The current structure (or lack of) places a burden on these departments and takes away from the librarian's ability to provide programming, trainings, and outreach for residents because their time is occupied with the work that should be done by a Technical Services department. It also means that materials take much longer to get onto the shelves and into the hands of our residents- especially for unique items for special collections like our Library of Things.

The most cost-efficient way to help resolve these inefficiencies is to keep the combination of these two departments, but to add 3 positions: an Assistant Supervisor, Cataloger, and a part-time assistant. Adding these positions would increase resident access to our materials by increasing our capacity to get materials out to the public. It would increase our ability to provide more services to patrons by freeing up the time our librarians in other departments currently spend on making cataloging decisions for our collections.

We are specifically prioritizing an Assistant Supervisor of Access Services because it would have the most impact. The Access Services Supervisor has been overseeing the work of what is normally two departments. Access Services has the largest number of permanent staff in the library, double even the second largest department (Reference). Add to this the fact that the Watertown Free Public Library is one of the busiest circulating libraries in the state (#7 out of 396) and there is more than even the most capable department supervisor can manage effectively.

Creating this position would allow the Supervisor to delegate many of the time-consuming day-to-day circulation management tasks to their Assistant Supervisor and free up their time to oversee our collection development and processing procedures (the technical services side of the role). The Assistant would handle scheduling, training staff and maintaining procedural documentation, handle front line patron services issues, and oversee the page positions in the library.

This position would also create room for staff to move up within the organization. The lack of those opportunities to advance careers within the organization has often been cited as a reason people have left, and we would like to provide a way to recognize the extra workload picked up by staff to make sure this department runs by having a position that could take over that extra workload and be compensated for doing so. This salary is based upon the Grade 8, Step 1 in the proposed Classification and Compensation plan.

REQUEST FOR ADDITIONAL FUNDING FISCAL YEAR 2025

1. DEPARTMENT Library

<u>2. SHORT DESCRIPTION/TITLE</u>	FT Cataloger
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3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
	FT Cataloger	\$66,154
	Benefits	\$20,000
	TOTAL REQUEST	\$86,154

4. JUSTIFICATION/IMPACT

As discussed, the library Technical Services department is a crucial fixture in libraries that is responsible for making determinations about where every single item we purchase should end up on our shelves, giving oversight to our collection development strategy across the organization, receiving and processing every item from checking packing lists against orders and putting barcodes and spine labels onto each item. Without this department, librarians in every department spend valuable time on many technical services responsibilities: primarily cataloging. This system is inefficient and there is a clear benefit to the public by streamlining all the behind-the-scenes tasks into one role.

Cataloging is a specific area of expertise within a library. A library without a cataloging librarian is virtually unheard of, especially in a library of our size processing the number of items we process. We are in dire need of a position to take over the labor-intensive cataloging efforts made by librarians in each department due to the lack of this position. By freeing up other librarian's time from cataloging related tasks, we will be able to meet the demand from patrons for technology drop-in instruction, classes and programming. This position would join the Access Services department. This salary is based on Grade 5, Step 1 of the proposed classification and compensation plan.

**REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2025**

1. DEPARTMENT Library

2. SHORT DESCRIPTION/TITLE PT Technical Services Assistant

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
	Benefits	\$41,669 \$20,000
	TOTAL REQUEST	\$61,669

4. JUSTIFICATION/IMPACT

As discussed, the library lacks a Technical Services department, a crucial fixture in libraries that is responsible for making determinations about where every single item we purchase should end up on our shelves, giving oversight to our collection development strategy across the organization, receiving and processing every item from checking packing lists against orders and putting barcodes and spine labels onto each item.

We require additional help processing materials that have arrived as we are unable to keep up with patron demand for items because there is only one person who is preparing the items to go out to the public upon receiving them from our vendors. This position would be for 25 hours a week and would greatly increase our productivity. The salary is based on Grade 4, Step 1 of the proposed classification and compensation plan.

**REQUEST FOR ADDITIONAL FUNDING
FISCAL YEAR 2025**

1. DEPARTMENT Library

2. SHORT DESCRIPTION/TITLE Hours Increase for 1 Hatch Assistant

3. FUNDING AMOUNT REQUESTED

ACCT CODE	DESCRIPTION/POSITION	COST/SALARY
	12 additional hours	\$12,006
	Benefits	\$20,000
TOTAL REQUEST		\$32,006

4. JUSTIFICATION/IMPACT

This request is for an additional 12 hours a week for one part time Hatch Assistant to bring them from 18 hours a week to 30 hours a week. Adding these hours will assist in providing more instruction and programming for the public at Hatch, and create time for the Hatch Coordinator to work on big picture ideas and planning for the organization.

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT: LIBRARY ACCOUNT NAME: BARRY FUND

FUND NUMBER: 8119

BEGINNING BALANCE AS OF 12/31/23 \$ 3,461.20

REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:

81194-482000 INTEREST \$10

TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24 \$10

EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:

81195-570000 BOOKS \$150

TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24 \$150

PROJECTED BEGINNING BALANCE 7/1/24 \$3,321

FY 25 PROJECTED REVENUES:

81194-482000 INTEREST \$25

TOTAL ANTICIPATED REVENUE FOR FY 25 \$25

FY 25 PROJECTED EXPENDITURES:

81195-570000 BOOKS \$100

TOTAL ANTICIPATED EXPENDITURES FOR FY 25 \$100

PROJECTED ENDING BALANCE 6/30/25 \$3,246

NOTES:

BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>BROWN FUND</u>
		FUND NUMBER:	<u>8131</u>
BEGINNING BALANCE AS OF 12/31/23		\$	2,624.63
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81314-48200	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81315-570000	BOOKS	\$200	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$200</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$2,435</u>
FY 25 PROJECTED REVENUES:			
81314-482000	INTEREST	\$25	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$25</u>
FY 25 PROJECTED EXPENDITURES:			
81315-570000	BOOKS	\$250	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$250</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,210</u>

NOTES:

\$1000 BASE UNAVAILABLE TO SPEND
SCIENCE FICTION BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>BURKE FUND</u>
		FUND NUMBER:	<u>8138</u>
BEGINNING BALANCE AS OF 12/31/23		\$	9,173.23
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81384-482000	INTEREST	\$25	
	DONATIONS	\$31,294	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			\$31,319
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81385-570000	BOOKS	\$1,855	
	PROGRAMS	\$3,058	
	MUSEUM PASSES	\$1,975	
	MOVIE LICENCES	\$1,362	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			\$8,250
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$32,242</u>
FY 25 PROJECTED REVENUES:			
81384-482000	INTEREST	\$40	
	DONATIONS	\$31,000	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$31,040</u>
FY 25 PROJECTED EXPENDITURES:			
81385-570000	BOOKS	\$6,500	
	PROGRAMS	\$18,000	
	MUSEUM PASSES	\$5,000	
	MOVIE LICENCES	\$1,450	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$30,950</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$32,332</u>

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>CAMPBELL FUND</u>
		FUND NUMBER:	<u>8127/8214</u>
BEGINNING BALANCE AS OF 12/31/23		\$	5,521.67
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81274-482000	INTEREST	\$15	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$15</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81275-570000	BOOKS	\$250	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$250</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$5,287</u>
FY 25 PROJECTED REVENUES:			
81274-482000	INTEREST	\$30	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$30</u>
FY 25 PROJECTED EXPENDITURES:			
81275-570000	BOOKS	\$300	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$300</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$5,017</u>

NOTES:

\$1000 BASE UNAVAILABLE TO SPEND
LARGE PRINT BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>CHARLES FUND</u>
		FUND NUMBER:	<u>8117/8208</u>
BEGINNING BALANCE AS OF 12/31/23		\$	2,693.06
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81174-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81175-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$2,603</u>
FY 25 PROJECTED REVENUES:			
81174-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81175-570000	BOOKS	\$150	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$150</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,473</u>

NOTES:

\$200 BASE UNAVAILABLE TO SPEND
ARMENIAN HISTORY BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>DRUCKER FUND</u>
		FUND NUMBER:	<u>8136</u>
BEGINNING BALANCE AS OF 12/31/23		\$	3,026.75
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81364-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81365-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$2,937</u>
FY 25 PROJECTED REVENUES:			
81364-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81365-570000	BOOKS	\$200	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$200</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,757</u>

NOTES:

HUMANITIES BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>GRIFFIN FUND</u>
		FUND NUMBER:	<u>8140</u>
BEGINNING BALANCE AS OF 12/31/23		\$	132,460.58
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81404-482000	INTEREST	\$0	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$0</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81405-570000	MISC	\$5,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$5,000</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$127,461</u>
FY 25 PROJECTED REVENUES:			
81404-482000	INTEREST	\$0	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$0</u>
FY 25 PROJECTED EXPENDITURES:			
81405-570000	MISC	\$10,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$10,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$117,461</u>

NOTES:

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>KAVENY FUND</u>
		FUND NUMBER:	<u>8132/8215</u>
BEGINNING BALANCE AS OF 12/31/23		\$	37,723.40
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81325-482000	INTEREST	\$75	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$75</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81325-570000	MISC ITEMS	\$1,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$1,000</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$36,798</u>
FY 25 PROJECTED REVENUES:			
81325-482000	INTEREST	\$150	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$150</u>
FY 25 PROJECTED EXPENDITURES:			
81325-570000	MISC ITEMS	\$1,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$1,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$35,948</u>

NOTES:

\$28,371.49 BASE UNAVAILABLE TO SPEND

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>KEITH FUND</u>
		FUND NUMBER:	<u>8125/8213</u>
BEGINNING BALANCE AS OF 12/31/23		\$	4,206.45
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81254-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81255-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$4,116</u>
FY 25 PROJECTED REVENUES:			
81254-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81255-570000	BOOKS	\$150	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$150</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$3,986</u>

NOTES:

\$1000 BASE UNAVAILABLE TO SPEND
WATERTOWN HISTORY BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>LIG-MEG</u>
		FUND NUMBER:	<u>3310</u>
BEGINNING BALANCE AS OF 12/31/23		\$	345,109.74
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
33104-468000	STATE GRANT	\$100,000	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$103,500</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
33105-570000	EQUIPMENT	\$14,000	
	LIBRARY OF THINGS	\$6,000	
	OVERDRIVE ADVANTAGE	\$5,000	
	PRINTING SUPPLIES	\$1,200	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$26,200</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$422,410</u>
FY 25 PROJECTED REVENUES:			
33104-468000	STATE GRANT	\$103,000	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$103,000</u>
FY 25 PROJECTED EXPENDITURES:			
33105-570000	HATCH	\$7,000	
	LIBRARY OF THINGS	\$5,000	
	EQUIPMENT & FURNITUR	\$50,000	
	OVERDRIVE	\$10,000	
	PRINTING HARDWARE	\$8,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$80,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$445,410</u>

NOTES:
STATE AID

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT: LIBRARY ACCOUNT NAME: LITERACY FUNDRAISING
FUND NUMBER: 3708

BEGINNING BALANCE AS OF 12/31/23 \$ 54,099.71

REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:

37084-483000 DONATIONS \$1,000

TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24 \$1,000

EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:

37085-570000 LITERACY PROGRAM \$5,000

37085-510000 LITERACY PERSONNEL \$25,000

TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24 \$30,000

PROJECTED BEGINNING BALANCE 7/1/24 \$25,100

FY 25 PROJECTED REVENUES:

37084-483000 DONATIONS \$25,000

TOTAL ANTICIPATED REVENUE FOR FY 25 \$25,000

FY 25 PROJECTED EXPENDITURES:

37085-570000 LITERACY PROGRAM \$8,000

37085-510000 LITERACY PERSONNEL \$25,000

TOTAL ANTICIPATED EXPENDITURES FOR FY 25 \$33,000

PROJECTED ENDING BALANCE 6/30/25 \$17,100

NOTES:

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>MACDONALD FUND</u>
		FUND NUMBER:	<u>8122/8211</u>
BEGINNING BALANCE AS OF 12/31/23		\$	9,376.61
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81224-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$20</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81225-570000	BOOKS	\$300	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$300</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$9,097</u>
FY 25 PROJECTED REVENUES:			
81224-482000	INTEREST	\$40	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$40</u>
FY 25 PROJECTED EXPENDITURES:			
81225-570000	BOOKS	\$300	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$300</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$8,837</u>

NOTES:

\$5000 BASE UNAVAILABLE TO SPEND
GRIEF RELATED BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>LYDIA MASTERS FUND</u>
		FUND NUMBER:	<u>8118</u>
BEGINNING BALANCE AS OF 12/31/23		\$	4,196.96
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81184-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81185-570000	MISC ITEMS	\$200	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$200</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$4,007</u>
FY 25 PROJECTED REVENUES:			
81184-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81185-570000	MISC ITEMS	\$500	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$500</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$3,527</u>

NOTES:

\$2707 BASE UNAVAILABLE TO SPEND
TRUSTEES DISCRETION

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>MCCALL FUND</u>
		FUND NUMBER:	<u>3744</u>
BEGINNING BALANCE AS OF 12/31/23		\$	47,998.71
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
37444-482000	INTEREST	\$0	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$0</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
37445-570000	CHILDREN'S DEPT	\$5,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$5,000</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$42,999</u>
FY 25 PROJECTED REVENUES:			
37444-482000	INTEREST	\$0	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$0</u>
FY 25 PROJECTED EXPENDITURES:			
37445-570000	CHILDREN'S DEPT	\$8,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$8,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$34,999</u>

NOTES:

CHILDREN'S DEPARTMENT ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>MEAD FUND</u>
		FUND NUMBER:	<u>8115</u>
BEGINNING BALANCE AS OF 12/31/23		\$	6,101.05
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81154-482000	INTEREST	\$15	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$15</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81155-570000	BOOKS	\$200	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$200</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$5,916</u>
FY 25 PROJECTED REVENUES:			
81154-482000	INTEREST	\$30	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$30</u>
FY 25 PROJECTED EXPENDITURES:			
81155-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$100</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$5,846</u>

NOTES:

\$3000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>MCGUIRE FUND</u>
		FUND NUMBER:	<u>8120/8209</u>
BEGINNING BALANCE AS OF 12/31/23		\$	3,190.41
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81204-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81205-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$3,100</u>
FY 25 PROJECTED REVENUES:			
81204-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81205-570000	BOOKS	\$150	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$150</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,970</u>

NOTES:

\$1000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>O'REILLY FUND</u>
		FUND NUMBER:	<u>8124/8212</u>
BEGINNING BALANCE AS OF 12/31/23		\$	10,584.76
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81244-482000	INTEREST	\$25	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$25</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81245-570000	BOOKS	\$250	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$250</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$10,360</u>
FY 25 PROJECTED REVENUES:			
81244-482000	INTEREST	\$50	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$50</u>
FY 25 PROJECTED EXPENDITURES:			
81245-570000	BOOKS	\$300	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$300</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$10,110</u>

NOTES:

\$500 BASE UNAVAILABLE TO SPEND
FICTION ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>B PIERCE FUND</u>
		FUND NUMBER:	<u>8116</u>
BEGINNING BALANCE AS OF 12/31/23		\$	638.98
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81164-482000	INTEREST	\$5	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$5</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81165-570000	BOOKS	\$50	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$50</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$594</u>
FY 25 PROJECTED REVENUES:			
81164-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$10</u>
FY 25 PROJECTED EXPENDITURES:			
81165-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$100</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$504</u>

NOTES:

TRUSTEES DISCRETION

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>W PIERCE FUND</u>
		FUND NUMBER:	<u>8121/8210</u>
BEGINNING BALANCE AS OF 12/31/23		\$	24,282.11
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81214-482000	INTEREST	\$50	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$50</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81215-570000	BOOKS	\$500	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$500</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$23,832</u>
FY 25 PROJECTED REVENUES:			
81214-482000	INTEREST	\$100	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$100</u>
FY 25 PROJECTED EXPENDITURES:			
81215-570000	BOOKS	\$500	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$500</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$23,432</u>

NOTES:

\$20,000 BASE UNAVAILABLE TO SPEND
BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT: LIBRARY ACCOUNT NAME: ASA PRATT
FUND NUMBER: 8113/8112/8207

BEGINNING BALANCE AS OF 12/31/23 \$ 144,551.17

REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:

81134-482000/483000 INTEREST \$300

TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24 \$300

EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:

81135-570000 PERIODICALS \$0

TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24 \$0

PROJECTED BEGINNING BALANCE 7/1/24 \$144,851

FY 25 PROJECTED REVENUES:

81134-482000/483000 INTEREST \$600

TOTAL ANTICIPATED REVENUE FOR FY 25 \$600

FY 25 PROJECTED EXPENDITURES:

81135-570000 PERIODICALS \$5,000

TOTAL ANTICIPATED EXPENDITURES FOR FY 25 \$5,000

PROJECTED ENDING BALANCE 6/30/25 \$140,451

NOTES:

80% OF INTEREST AVAILABLE TO SPEND ANNUALLY ON PERIODICALS

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>PRINTING-REVOLVING</u>
		FUND NUMBER:	<u>3701</u>
BEGINNING BALANCE AS OF 12/31/23		\$	4,098.25
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
37014-437000	INCOME GENERATED	\$5,000	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$3,000</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
37015-570000	PRINTING SUPPLIES	\$7,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$7,000</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$98</u>
FY 25 PROJECTED REVENUES:			
37014-437000	INCOME GENERATED	\$10,000	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$10,000</u>
FY 25 PROJECTED EXPENDITURES:			
37015-570000	PRINTING SUPPLIES	\$8,000	
	EQUIPMENT	\$1,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$9,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$1,098</u>

NOTES:

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>SANTORO FUND</u>
		FUND NUMBER:	<u>8128</u>
BEGINNING BALANCE AS OF 12/31/23		\$	2,325.37
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81284-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81285-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$2,235</u>
FY 25 PROJECTED REVENUES:			
81284-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81285-570000	BOOKS	\$200	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$200</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,055</u>

NOTES:

\$1600 BASE UNAVAILABLE TO SPEND
ART BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>SPECIAL GIFTS</u>
		FUND NUMBER:	<u>8129</u>
BEGINNING BALANCE AS OF 12/31/23		\$	90,886.28
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81294-483000	DONATIONS	\$500.00	
81294-482000	INTEREST	\$400	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$900</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 23:			
81295-570000	BOOKS	\$1,500	
81295-570000	EQUIP & MISC	\$6,000	
81295-570000	HATCH	\$3,400	
81295-570000	BOOKMOBILE	\$1,000	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$10,900</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$80,886</u>
FY 25 PROJECTED REVENUES:			
81294-483000	DONATIONS	\$15,000	
81294-482000	INTEREST	\$800	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$15,800</u>
FY 25 PROJECTED EXPENDITURES:			
81295-570000	BOOKS	\$1,000	
81295-570000	BOOKMOBILE	\$4,000	
81295-570000	EQUIP & MISC	\$8,000	
81295-570000	HATCH	\$5,000	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$18,000</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$78,686</u>

NOTES:

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>STONE FUND</u>
		FUND NUMBER:	<u>8126</u>
BEGINNING BALANCE AS OF 12/31/23		\$	3,774.91
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81294-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81265-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$3,685</u>
FY 25 PROJECTED REVENUES:			
81294-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81295-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$100</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$3,605</u>

NOTES:
BOOKS ONLY

**SPECIAL REVENUE & EXPENDABLE TRUST
WORKSHEET
FISCAL YEAR 2025**

DEPARTMENT:	<u>LIBRARY</u>	ACCOUNT NAME:	<u>WHITNEY FUND</u>
		FUND NUMBER:	<u>8114</u>
BEGINNING BALANCE AS OF 12/31/23		\$	2,687.41
REVENUES ANTICIPATED FOR THE REMAINING OF FY 24:			
81144-482000	INTEREST	\$10	
TOTAL ANTICIPATED REVENUE FOR 2ND HALF OF FY 24			<u>\$10</u>
EXPENDITURES ANTICIPATED FOR THE REMAINING OF FY 24:			
81145-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURE FOR 2ND HALF OF FY 24			<u>\$100</u>
PROJECTED BEGINNING BALANCE 7/1/24			<u>\$2,597</u>
FY 25 PROJECTED REVENUES:			
81144-482000	INTEREST	\$20	
TOTAL ANTICIPATED REVENUE FOR FY 25			<u>\$20</u>
FY 25 PROJECTED EXPENDITURES:			
81145-570000	BOOKS	\$100	
TOTAL ANTICIPATED EXPENDITURES FOR FY 25			<u>\$100</u>
PROJECTED ENDING BALANCE 6/30/25			<u>\$2,517</u>

NOTES:
BOOKS ONLY

**DEPARTMENTAL LICENSES, PERMITS & FEES
WORKSHEET
FISCAL YEAR 25**

DEPARTMENT: LIBRARY

DESCRIPTION	RATE AMOUNT	DATE CURRENT RATE WAS SET	ORG OBJ WHERE DEPOSITED
Overdue fines	\$0.00	7/1/2020	n/a
Café rental	\$200 per month or 5% of profit	9/8/2009	002123360/436100

TO: Library Trustees
FROM: Kim Hewitt, Library Director
DATE: January 8, 2024
RE: New Business Requests

[Staff Development Day](#)

The director requests approval to close to the public on April 10 to facilitate a staff development day. This is a prime opportunity for new staff, and to continue to build our shared expectations as a new administration and staff.

[Trustee Funding for Staff Sweatshirts](#)

The director requests consideration for use of funds from the Trustee Expenses account to obtain additional Staff Sweatshirts for new staff. Sweatshirts will cost approximately \$30 each if we order at least 25 for a total of \$800 including set up and shipping. This amount of sweatshirts would help us provide them for new staff and have them on hand for future staff.