FY21 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	1,550,350	0	1,550,350	783,413.92	9.68	766,926	50.50
0161051	510112	PART TIME SALARIES	624,176	0	624,176	277,570.46	0.00	346,606	44.50
0161051	510130	OVERTIME	25,000	0	25,000	6,781.73	0.00	18,218	27.10
0161051	510141	SHIFT DIFFERENTIAL	3,719	0	3,719	1,671.25	0.00	2,048	44.90
0161051	510143	LONGEVITY	31,971	0	31,971	12,307.75	0.00	19,663	38.50
0161051	510190	CLOTHING ALLOWANCE	2,771	0	2,771	2,762.00	0.00	9	99.70
		Total 0161051 LIBRARY - PERS. SVCS.	2,237,987	0	2,237,987	1,084,507.11	9.68	1,153,470	48.50
0161052	520211	ELECTRICITY	139,406	0	139,406	54,905.45	59,094.55	25,406	81.80
0161052	520213	GAS	38,031	0	38,031	6,268.24	17,731.76	14,031	63.10
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	17,383	0	17,383	3,763.82	3,435.54	10,184	41.40
0161052	520241	BUILDING MAINTENANCE	43,500	2,500	46,000	5,690.50	7,904.50	32,405	29.60
0161052	520244	COMPUTER MAINTENANCE	91,025	8,472	99,497	51,383.68	27,939.46	20,174	79.70
0161052	530327	REGIONAL LIBRARY SERVICES	72,650	0	72,650	71,570.00	1,080.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,600	0	1,600	1,510.00	0.00	90	94.40
0161052	530383	PROGRAM SERVICES	6,500	0	6,500	1,200.00	0.00	5,300	18.50
0161052	540421	OFFICE SUPPLIES	12,000	229	12,229	1,956.55	4,836.66	5,435	55.60
0161052	540422	PRINTING & FORMS	6,300	0	6,300	313.88	2,800.00	3,186	49.40
0161052	540425	PROGRAM SUPPLIES	500	0	500	24.80	0.00	475	5.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,000	3,344	20,344	7,552.49	6,443.36	6,348	68.80
0161052	550511	BOOKS	415,000	0	415,000	201,303.35	82,833.89	130,863	68.50
0161052	550512	BOOK PROCESSING	41,500	0	41,500	9,797.43	5,709.44	25,993	37.40
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,250	0	1,250	750.00	500.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	8,635	0	8,635	1,169.90	92.14	7,373	14.60
0161052	570785	COMMITTEE EXPENSES	3,600	0	3,600	0.00	450.00	3,150	12.50
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	900.00	1,750.00	7,350	26.50
		Total 0161052 LIBRARY - EXPENSES	926,380	14,544	940,924	420,060.09	222,601.30	298,263	68.30
0161058	580840	BUILDING RENOVATIONS	49,000	5,756	54,756	5,756.48	0.00	49,000	10.50
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	0.00	0.00	20,000	0.00
		Total 0161058 LIBRARY - CAPITAL	69,000	5,756	74,756	5,756.48	0.00	69,000	7.70
		Grand Total	3,233,367	20,301	3,253,668	1,510,323.68	222,610.98	1,520,733	53.30

FY21 2nd QUARTER BUDGET BREAKDOWN

0161058 580840 IMPROVMENTS/BUILDING RENOVATIONS

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
PCNS LLC (APOGEE)	$ 2,764.48	BACKUP IMPLEMENTATION
SUBURBAN GLASS & MIRROR	$ 2,992.00	WINDOW AND WALL REPAIR
TOTAL	**$ 5,756.48**	

0161052 570787 STAFF DEVELOPOMENT

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
TESOL	$ 900.00	AIMEE LAMBERT COURSE REGISTRATION
TOTAL	**$ 900.00**	

0161052 570735 PROJECT LITERACY

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 107.86	MATERIALS
CAMBRIDGE UNIVERSITY PRESS	$ 1,062.04	MATERIALS
TOTAL	**$ 1,169.90**	

0161052 540430 BUILDING MAINTENANCE SUPPLIES

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 414.39	SUPPLIES
BOSTON LOCK & SAFE CO INC	$ 26.04	SUPPLIES
CENTRAL FAN COMPANY INC	$ 162.50	SUPPLIES
D&G INDUSTRIES	$ 89.50	SUPPLIES
FW WEBB COMPANY	$ 1,843.99	SUPPLIES
GRAINGER	$ 1,044.17	SUPPLIES
HOME DEPOT	$ 1,109.13	SUPPLIES
NORTHEAST ELECTRICAL DISTRIBUTORS	$ 26.02	SUPPLIES
OHLIN SALES INC	$ 41.30	SUPPLIES
PLUMBERS SUPPLY COMPANY	$ 148.03	SUPPLIES
STAPLES BUSINESS ADVANTAGE	$ 34.74	SUPPLIES
TURF EQUIPMENT PLUS INC	$ 62.84	SUPPLIES
WB MASON CO INC	$ 541.02	SUPPLIES
TOTAL	**$ 5,543.67**	

0161052 540425 PROGRAM SUPPLIES

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
X-TRONIC INTERNATIONAL	$ 24.80	HATCH PROGRAMMING SUPPLIES
TOTAL	**$ 24.80**	

0161052 540422 PRINTING

VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
CAITLIN BROWNE	$ 79.88	FACEBOOK ADS
MCDERMOTT-PALLOTTA (ALPHAGRAPHICS)	$ 234.00	CHARLES LENOX DISPLAY SIGNS
TOTAL	**$ 313.88**	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY21

0161052 540421 OFFICE SUPPLIES			
VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
AMAZON.COM	$	394.67	OFFICE SUPPLIES
CAITLIN BROWNE	$	300.02	JOB POSTINGS
STAPLES ADVANTAGE	$	514.19	OFFICE SUPPLIES
WB MASON	$	747.67	OFFICE SUPPLIES
TOTAL	**$**	**1,956.55**	
0161052 530383 PROGRAM SERVICES			
VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
KRISTIN O'DONNELL	$	1,200.00	ADULT YOGA CLASSES
TOTAL	**$**	**1,200.00**	
0161052 520244 COMPUTER MAINTENANCE			
VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
AMAZON.COM	$	598.67	COMPUTER MAINTENANCE SUPPLIES
BARTLETT INTERACTIVE LLC	$	1,216.96	CALENDAR UPDATES
BIBLIOTHECA LLC	$	8,989.61	ANNUAL SUPPORT & MAINTENANCE
CAITLIN BROWNE	$	300.95	MAIL CHIMP/WORDPRESS
CIVICPLUS	$	320.00	WEBSITE MODULES
LEONE COLE	$	169.84	CRASHPLAN REIMBURSEMENT
EVERNOTE	$	600.00	ANNUAL BUSINEESS MEMBERSHIP
FARONICS	$	2,312.92	DEEP FREEZE & ANTIVIRUS
GOVCONNECTION INC	$	4,088.46	ADOBE LICENSE RENEWALS
LINODE LLC	$	30.00	LINODE RENEWAL
PCNS LLC (APOGEE)	$	32,483.27	MONTHLY CONTRACT/IT SERVICES
TECH SOUP GLOBAL	$	273.00	OFFICE LICENSES
TOTAL	**$**	**51,383.68**	
0161052 520241 BUILDING MAINTENANCE			
VENDOR	AMOUNT TO DATE		ITEMS/COMMENTS
ANTHONY VANARIA & SONS INC	$	165.00	PATIO WEEDING
THOMAS BICKERSTAFFE	$	245.00	DRAIN CLEANING
FM EMERGENCY GENERATOR INC	$	770.00	GERNERATOR MAINTENANCE/SERVICE
NEW ENGLAND SCHOOL SERVICES	$	1,691.00	THAXTER STREET DOOR REPAIR
SAS SPECIAL AGENT SYSTEMS INC	$	440.00	SECURITY MONITORING
SCOTT THOMAS	$	725.00	CONTROLS CONSULTING
UNITED ELEVATOR COMPANY	$	1,245.00	ANNUAL PERMIT & SERVICE CALLS
WALTHAM SERVICES	$	341.25	PEST CONTROL
TOTAL	**$**	**5,622.25**	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY21

0161052 520240 EQUIPMENT MAINTENANCE		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 835.38	HATCH SUPPLIES/COMPUTER SUPPLIES
CANON SOLUTIONS AMERICA	$ 521.62	PHOTOCOPIER CONTRACTS
COMCAST	$ 797.50	HATCH INTERNET
ELIZABETH HELFER	$ 263.69	HATCH SUPPLIES
CHERYL MOREAU	$ 78.39	HATCH SUPPLIES
SERVICESTAR DOCUMENT MGMT	$ 749.17	MICROREADER/SCANNER CONTRACT
VERIZON WIRELESS	$ 458.07	CUSTODIAL/HATCH CELL PHONE
WB MASON	$ 31.80	HATCH SUPPLIES
YOU DO IT ELECTRONICS	$ 28.20	HATCH SUPPLIES
TOTAL	**$ 3,763.82**	

FY21 FUNDS AND GRANTS

Fund or Grant	7/1/2020	Available to spend balance as of 7/1/2020	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	131,412.14	TBD	4,115.99	-	#VALUE!	80% of int on periodicals
Whitney	3,135.84	3,135.84	133.21	-	3,269.05	
Mead	7,293.30	4,293.30	334.64	-	4,627.94	
Charles	2,450.15	2,250.15	106.93	-	2,357.08	Armenian History books
Barry	3,476.48	3,476.48	151.70	-	3,628.18	
McGuire	2,812.35	1,812.35	166.41	-	1,978.76	
W. Pierce	24,625.70	4,625.70	1,140.30	-	5,766.00	
MacDonald	8,740.34	3,740.34	421.48	39.64	4,122.18	Grief related books
O'Reilly	8,654.58	8,154.58	1,395.83	-	9,550.41	Fiction
Stone	3,434.46	3,434.46	149.88	-	3,584.34	
Campbell	5,023.72	4,023.72	219.22	-	4,242.94	Large print books
Santoro	2,115.68	515.68	92.33	-	608.01	Art
Brown	2,382.85	1,382.85	106.48	-	1,489.33	Sci-fi books
Keith	3,827.13	2,827.13	167.00	-	2,994.13	Wat history books
Drucker	2,753.80	2,753.80	120.16	-	2,873.96	Humanities books
Special Gifts	68,983.73	68,983.73	13,118.23	2,500.00	79,601.96	Unrestricted
- Cohen Fund	9,185.14	9,185.14	-	-	9,185.14	Cookbook and Mysteries
- Makerspace Fund	2,654.33	2,654.33	100.00	150.23	2,604.10	Makerspace materials
Other Funds & Grants						
Kaveny	34,321.37	5,949.88	1,497.65	-	7,447.53	Benefit of the library
Masters	4,175.25	1,468.25	182.17	-	1,650.42	Trustees discretion
B. Pierce	2,009.71	2,009.71	87.68	100.00	1,997.39	Trustees discretion
LIG/MEG	147,300.00	147,300.00	425.11	13,440.33	134,284.78	
Revolving Printing Account	13,674.67	13,674.67	-	3,346.80	10,327.87	
Friends of Project Literacy Fundraising	5,952.04	5,952.04	17,006.00	5,400.74	17,557.30	
McCall Gift Fund	59,417.30	59,417.30	-	529.70	58,887.60	For children's dept only

GRIFFIN FUND REPORT

MONTH ENDING	BEG BAL	ADDED	WITHDRAWN	INTEREST / DIVIDENDS	INVESTMENT MKT VAL ADJ	VERIZON DIVIDENDS	VERIZON STOCK MKT VAL ADJ	END BAL	CASH HELD FOR INV	CASH AVAILABLE FOR SPENDING	INV	
FY20 BAL FWD	**212,599.21**							**$ 212,599.21**	**$ -**	**$ 37,490.89**	**$ 175,108.32**	-
31-Jul	212,599.21			32.57	518.88		7,602.25	**$ 220,752.91**		$ 38,042.34	$ 182,710.57	-
31-Aug	220,752.91			2,088.93	319.58		5,790.65	**$ 228,952.07**	$ -	$ 40,450.85	$ 188,501.22	-
30-Sep	228,952.07			117.93	(238.26)		711.70	**$ 229,543.44**	$ -	$ 40,330.52	$ 189,212.92	-
31-Oct	229,543.44			55.94	(402.40)		(8,087.50)	**$ 221,109.48**	$ -	$ 39,984.06	$ 181,125.42	-
30-Nov	221,109.48			2,075.34	975.30		11,063.70	**$ 235,223.82**	$ -	$ 43,034.70	$ 192,189.12	-
31-Dec								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
31-Jan								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
28-Feb								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
31-Mar								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
30-Apr								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
31-May								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
30-Jun								**$ -**	$ -	$ 43,034.70	$ 192,189.12	(235,223.82)
FY21 TOTAL		**-**	**-**	**4,370.71**	**1,173.10**	**-**	**17,080.80**	**$ 235,223.82**	**-**	**43,034.70**	**$ 192,189.12**	-

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke FY21		Munis		Teen.Mat.	Teen.Prog.	Child.Mat.	Child.Prog.	Adult Mat.	Adult Prog.	Museums	Mov.Lic
$27,148.40			$27,148.00	$2,715.00	$2,560.00	$1,358.00	$8,702.00	$1,358.00	$3,915.00	$5,000.00	$1,540.00
PO or Check #	Date		Vendor/Description								
Spent as of	1/6/2021		$15,904.08	$2,646.88	$2,175.36	$0.00	$5,742.62	$0.00	$2,533.65	$2,545.00	$260.57
Accounts as of 1/6/2021			$11,243.92	$68.12	$384.64	$1,358.00	$2,959.38	$1,358.00	$1,381.35	$2,455.00	$1,279.43

FY21 HATCH FINANCIALS

	July 1 Allocation	Adjustments (ne	Encumbrances	Expenditures	Available funds
Special Gifts	$ 594.33	$ -	$ -	$ (150.23)	$ 444.10
LIG/MEG	$ -	$ -	$ -	$ -	$ -
Building Committee	$ 503.17	$ -	$ -	$ -	$ 503.17
Watertown Commuty Foundation Grant*	$ 60.00	$ -	$ -	$ -	$ 60.00
Town Budget: Equip. Maint.	$ 13,534.00	$ -	$ 1,136.50	$ (3,133.21)	$ 10,400.79
Town Budget: Printing	$ 300.00	$ -	$ -	$ -	$ 300.00
Town Budget: Programming	$ 2,000.00	$ -	$ -	$ (24.80)	$ 1,975.20
Totals	$ 16,991.50	$ -	$ 1,136.50	$ (3,308.24)	$ 13,683.26