

James Blackstone Memorial Library
Budget Request (Summary)
 July 2024 through June 2025

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BRANFORD TOWN CLERK

	Actual 2022-2023	Budget 2023-2024	Requested 2024-2025	Change Amount	Change Percent	Percent of Budget
Operations Income/Expense						
Income						
Total 41000 - Town of Brfd Operating Grant	1,650,816	1,700,340	1,743,500	43,160	2.54%	89.21%
Total 42000 - Program Operations	14,795	20,500	17,500	-3,000	-14.63%	0.90%
Total 43000 - Contributions	79,566	60,000	64,000	4,000	6.67%	3.27%
Total 43500 - Development & Fundraising	25,142	25,500	29,000	3,500	13.73%	1.48%
Total 44000 - Other Grants	47,359	9,000	8,000	-1,000	-11.11%	0.41%
Total Income	1,817,667	1,815,340	1,862,000	46,660	2.57%	95.27%
Expense						
Total 60000 - Salaries	943,970	1,023,078	1,046,777	23,699	2.32%	53.56%
Total 60200 - Payroll Taxes	74,331	83,697	85,528	1,831	2.34%	4.58%
Total 60300 - Employee Benefits & Insurance	324,033	412,737	396,688	-16,049	-3.89%	20.30%
Total 61000 - Materials of the Collection	112,751	105,000	112,000	7,000	6.67%	5.73%
Total 62100 - Utilities	52,124	59,184	61,027	1,863	3.15%	3.12%
Total 62200 - Repairs/Maintenance	64,635	62,000	79,000	17,000	27.42%	4.04%
Total 63100 - Automation/Technology	75,793	75,000	77,250	2,250	3.0%	3.95%
Total 63200 - Development/Fundraising	6,149	9,700	9,200	-500	-5.16%	0.47%
Total 63300 - Insurance	33,383	34,000	40,000	6,000	17.65%	2.05%
Total 63500 - Supplies/Postage/Copying	10,910	11,000	17,450	700	4.18%	0.89%
Total 63700 - Professional Fees	946	1,000	2,000	1,000	100.0%	0.10%
Total 63800 - Memberships/Cont.Ed	1,355	1,600	1,600	0	0.0%	0.08%
Total 63900 - Telephone	7,781	6,000	9,900	3,900	65.0%	0.51%
Total 64000 - Other Program Expenses	45,307	5,000	4,000	-1,000	-20.0%	0.20%
Total Expense	1,768,840	1,905,726	1,954,420	48,694	2.56%	100.00%
Net Operations Income	48,828	-90,386	-92,420	-2,034	2.25%	-4.73%
47010 - Transfer from LJT Investments	0	90,386	92,420	2,034	2.25%	4.73%
Net Income	48,828	0	0	0	0.00%	0.00%

BOF meeting handout
3/21/2024

James Blackstone Memorial Library
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	Actual 2022-2023	Budget 2023-2024	Requested 2024-2025	Change Amount	Change Percent	Percent of Budget
* Operations Income/Expense						
* Income						
* Total 41000 - Town of Bfd Operating Grant	1,650,816	1,700,340	1,743,500	43,160	2.54%	89.21%
42000 - Program Operations						
42020 - Lost & Damaged	1,652	1,200	1,200	0	0.0%	0.06%
42030 - Copier/Printing	7,327	5,500	5,500	0	0.0%	0.28%
42040 - Miscellaneous	1,616	800	800	0	0.0%	0.04%
42050 - Auditorium	4,200	13,000	10,000	-3,000	-23.08%	0.51%
* Total 42000 - Program Operations	14,795	20,500	17,500	-3,000	-14.63%	0.90%
43000 - Contributions						
43010 - Donations	23,800	10,000	12,000	2,000	20.0%	0.61%
43020 - Direct Appeals	55,756	50,000	52,000	2,000	4.0%	2.66%
* Total 43000 - Contributions	79,556	60,000	64,000	4,000	6.67%	3.27%
43500 - Development & Fundraising						
43501 - Fall Event	0	7,500	9,000	1,500	20.0%	0.46%
43502 - Spring event	25,142	18,000	20,000	2,000	11.11%	1.02%
* Total 43500 - Development & Fundraising	25,142	25,500	29,000	3,500	13.73%	1.48%
44000 - Other Grants						
44030 - State of Connecticut	4,534	4,000	4,000	0	0.0%	0.20%
44050 - Other Grants	42,825	5,000	4,000	-1,000	-20.0%	0.20%
* Total 44000 - Other Grants	47,359	9,000	8,000	-1,000	-11.11%	0.41%
* Total Income	1,817,667	1,815,340	1,862,000	46,660	2.57%	95.27%

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	Actual 2022-2023	Budget 2023-2024	Requested 2024-2025	Change Amount	Change Percent	Percent of Budget
* Expense						
60000 · Salaries						
60010 · Salaries/Director	95,338	97,138	99,566	2,428	2.5%	5.09%
60020 · Salaries/Full-time	690,807	730,767	745,947	15,180	2.08%	38.17%
60030 · Salaries/Part-time	133,075	170,173	176,264	6,091	3.58%	9.02%
60100 · Salaries/Vac&Sick	2,820	6,000	3,000	-3,000	-50.0%	0.15%
60110 · Salaries/Sunday	21,930	19,000	22,000	3,000	15.79%	1.13%
* Total 60000 · Salaries	943,970	1,023,078	1,046,777	23,699	2.32%	53.56%
60200 · Payroll Taxes						
60210 · P/R Taxes-FICA	66,349	78,265	80,078	1,813	2.32%	4.10%
60220 · P/R Taxes-SUT	5,982	5,432	5,450	18	0.33%	0.28%
* Total 60200 · Payroll Taxes	74,331	83,697	85,528	1,831	2.34%	4.38%
60300 · Employee Benefits & Insurance						
60310 · Health Insurance	278,950	353,867	336,969	-16,898	-4.78%	17.24%
60320 · Dental/Disability	17,115	20,352	21,394	1,042	5.12%	1.09%
60330 · Defined Contribution 401A	27,968	38,518	38,325	-193	-0.5%	1.96%
* Total 60300 · Employee Benefits & Insurance	324,033	412,737	396,688	-16,049	-3.89%	20.30%
61000 · Materials of the Collection						
61100 · Fiction	24,536	20,605	20,605	0	0.0%	1.05%
61200 · Non-Fiction/Reference	17,360	20,750	20,750	0	0.0%	1.06%
61300 · Juvenile & Teen	11,087	11,900	11,900	0	0.0%	0.61%
61400 · Digital	9,010	10,500	10,500	0	0.0%	0.54%
61500 · Periodicals	8,162	7,550	7,550	0	0.0%	0.39%
61600 · DVD/Adult	2,306	3,875	3,875	0	0.0%	0.20%
61650 · Streaming Services	31,714	19,400	26,400	7,000	0.0%	1.35%
61700 · DVD/Juvenile & Teen	2,381	2,540	2,540	0	0.0%	0.13%
61800 · Processing & Materials	6,195	7,880	7,880	0	0.0%	0.40%
* Total 61000 · Materials of the Collection	112,751	105,000	112,000	7,000	6.67%	5.73%
62100 · Utilities						
62110 · Electricity	35,119	42,500	43,000	500	1.18%	2.20%
62120 · Gas	15,061	15,000	16,000	1,000	6.67%	0.82%
62130 · Water	1,730	1,450	1,800	350	24.14%	0.09%
62140 · Sewer Use	214	214	227	13	5.84%	0.01%
* Total 62100 · Utilities	52,124	59,164	61,027	1,863	3.15%	3.12%

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	Actual 2022-2023	Budget 2023-2024	Requested 2024-2025	Change Amount	Change Percent	Percent of Budget
* 62200 · Repairs/Maintenance						
62220 · Repairs/Maintenance	23,911	26,000	35,000	9,000	34.62%	1.79%
62230 · Maintenance Supplies	8,411	6,000	9,000	3,000	50.0%	0.46%
62240 · Contractual Services	32,313	30,000	35,000	5,000	16.67%	1.79%
* Total 62200 · Repairs/Maintenance	64,635	62,000	79,000	17,000	27.42%	4.04%
* Total 63100 · Automation/Technology	75,793	75,000	77,250	2,250	3.0%	3.95%
63200 · Development/Fundraising						
63201 · Fall Event	0	2,000	2,000	0	0.0%	0.10%
63202 · Spring Event	3,560	4,200	4,200	0	0.0%	0.21%
63203 · Devel/Fund-Other	2,589	3,500	3,000	-500	-14.29%	0.15%
* Total 63200 · Development/Fundraising	6,149	9,700	9,200	-500	-5.16%	0.47%
* Total 63300 · Insurance	33,383	34,000	40,000	6,000	17.65%	2.05%
63500 · Supplies/Postage/Copying						
63510 · Office/Copy Supplies/Payroll	12,564	13,000	14,000	1,000	7.69%	0.72%
63520 · Postage	960	1,150	1,150	0	0.0%	0.06%
63530 · Appeal printing/mailling	1,849	2,600	2,300	-300	-11.54%	0.12%
* Total 63500 · Supplies/Postage/Copying	15,373	16,750	17,450	700	4.18%	0.89%
* Total 63700 · Professional Fees	10,910	11,000	12,000	1,000	9.09%	0.61%
* Total 63800 · Memberships/Cont.Ed	946	1,000	2,000	1,000	100.0%	0.10%
* Total 63900 · Telephone	1,355	1,600	1,600	0	0.0%	0.08%
64000 · Other Program Expenses						
64200 · Miscellaneous	806	0	0	0	0.0%	0.00%
64300 · Programming/Promotion	4,343	4,000	7,000	3,000	75.0%	0.36%
64400 · Other Administrative						
64410 · Bank/Merchant Fees	997	1,400	1,500	100	7.14%	0.08%
64420 · Board of Trustees	372	400	400	0	0.0%	0.02%
64430 · Other	1,263	200	1,000	800	400.0%	0.05%
* Total 64400 · Other Administrative	2,632	2,000	2,900	900	45.0%	0.15%
* Total 64000 · Other Program Expenses	7,781	6,000	9,900	3,900	65.0%	0.51%
65500 · Funded Program Expenses						
65520 · Other Grants	45,307	5,000	4,000	-1,000	-20.0%	0.20%
* Total 65500 · Funded Program Expenses	45,307	5,000	4,000	-1,000	-20.0%	0.20%
* Total Expense	1,768,840	1,905,726	1,954,420	48,694	2.56%	100.00%
* Net Operations Income	48,828	-90,386	-92,420	-2,034	2.25%	-4.73%
* 47010 · Transfer from LJT Investments	0	90,386	92,420	2,034	2.25%	4.73%
* Net Income	48,828	0	0	0	0.0%	0.00%

NOTES TO PROPOSED JBML BUDGET FOR FISCAL YEAR 2024-2025

(41000 – 44000) INCOME:

The library's revenue comes from several sources, the **Town of Branford Operating Grant** being the largest. In FY 2025, the library is requesting \$1,743,500 or 89.21% of total expenses. **Program Operations** income includes payment for lost items, rental of the facility after-hours for private events, and copier and fax machine revenue. The library eliminated overdue fines in FY 21. **Contributions** are comprised of donations and our semi-annual appeals. Bequests may be reflected in actual numbers for the previous FY budget, but are not budgeted as they cannot be predicted. **Development and Fundraising** income is raised through special fundraising events such as Mingolf, Shred-A-Thons, Evening with the Spirits, etc. **Other Grants** consist of borrowIT reimbursement funds from the State of Connecticut (\$4,000), and grants for specific programs that come to the library through application (Allen Louis Loeb Foundation and Guilford Savings Bank for a total of \$4,000). Consistent with the move in FY2022 toward a more sustainable endowment, the proposed draw from the investment account will be \$92,420 (a 2.25% increase over last year) for FY 2025.

Town Contribution:	\$1,743,500 (89.21%)
Library Contribution:	\$210,920 (10.79%)
Total Funding Sources:	\$1,954,420 (100%)

Personnel Expenses:

60000 – Salaries – The amount of \$1,046,777 reflects an overall salary increase of \$23,699 or 2.32%

The library employs 13 full-time staff (8 with advanced professional degrees) and 9 part-time staff.

In accordance with all unaffiliated Town employees, the Library is proposing a salary increase of 2.5% for full-time staff and 2% for part-time staff in FY 2025. The budget for Sunday staffing and vacation replacement hours remains at \$25,000.

Approximately 80% of staff time is spent on direct customer service. The library provides residents of all ages with effective, professional and technologically adept reference service during the 63 hours of weekly service, which includes Saturdays, Sundays, and evenings. Staff provide technology and personal enrichment classes, reader's advisory services, including bibliographies and pathfinders as aides in securing materials for patrons in the most efficient manner. The Youth Services staff extends their service to outreach by visiting public and private schools and day care centers in Branford where storytelling and library usage is the focus. The Library provides homebound service for patrons who are physically unable to come to the library; we retrieve and provide delivery of books, movies, and audio books for these patrons. We continue to provide contactless pickup services. All of the staff provides a wide range of programming from infants through seniors and staff have offered some programs virtually or in hybrid format. We also partner with community groups to provide unique programming. All programs are free of charge and open to the public.

The administrative staff directs all aspects of library operations, which consists of library planning, governance, policymaking, public relations, human resources, budgeting, bookkeeping, bill-paying, payroll, and document retention. In addition to the library director and

business manager, a development associate handles annual appeals, special donor events and fundraisers. A Reference librarian, with assistance from staff in Circulation and Youth Services, handles ordering, cataloging, and processing of materials as well as confirming packing slips and purchase orders and preparing materials for shelving.

60200 – Payroll Taxes

60210-FICA-includes Social Security and Medicare at \$80,078, an increase of \$1,813, or 2.32%

The rate is calculated at 7.65% of total salaries (6.2% is for Social Security and 1.45% is for Medicare).

60220-SUT-includes State Unemployment Compensation at \$5,450, an increase of \$18, or 0.33%

The current rate is 1.1% (reduced from 1.7%) on first \$25,000 of pay, the minimum allowed by the State of CT.

60300 – Employee Benefits & Insurance

60310 – Health Insurance - \$336,969 – This amount reflects a decrease of \$16,898 or -4.78%

This amount is based on enrollment/staffing changes along with a 10% increase in rates as recommended by the CT Insurance Commissioner. This amount includes an allowance for open enrollment. Each participating employee is required to pay 15% of the cost.

60320 – Dental/Disability Benefit – \$21,394– This amount reflects an increase of \$1,042 or 5.12%

60330 - Defined Contribution Pension (Money Purchase Pension Plan) 401A –\$38,325– This amount reflects a decrease of \$193 or -0.5%

Employees at least 21 years of age who have at least one year of service and who work 1,000 hours or more are entitled to a defined pension contribution of 4% of salary, reduced from 5% in 2005.

Operational Expenses

61000 - Materials of the collection - \$112,000 – This amount reflects an increase of \$7,000 or 6.67%

Materials of the collection include books for all ages, DVDs, reference databases, magazines and newspapers, downloadable ebooks, audiobooks, and films through HOOPLA and Kanopy. The proposed budget includes \$26,400 for the HOOPLA and Kanopy streaming services, for which demand continues to rise. The Friends of the Library continue to supplement these services; however, their use continues exceed the amount budgeted by Friends. This amount also includes the cost of processing the materials we loan with book covers, secure packaging for DVDs and audiobooks, etc. (\$7,880). We examine the use of the collections on a regular basis; this amount is often supplemented by gifts and donations.

62100 - Utilities - \$61,027 – This amount reflects an increase of \$1,863 or 3.15%

The library installed energy efficient fixtures and bulbs in 2013, replaced the chiller unit in 2021 and participates in the Town’s electricity and gas buying programs.

• Electricity	\$43,000
• Gas	\$16,000
• Water	\$ 1,800
• Sewer	\$ 227

62200 - Repairs and Maintenance - \$79,000 – This amount reflects an increase of \$17,000, or 27.42%

Includes costs for maintaining the library building and grounds. Includes contractual agreements for lawn mowing, snow removal and sanding, maintaining our specimen trees and shrubs, maintenance on lighting, HVAC, the elevator, painting and general upkeep of the building and grounds. This amount also includes paper towels, toilet paper and cleaning supplies. Window cleaning and carpet cleaning are also included in this amount.

63100 - Automation/Technology - \$77,250 – This amount reflects an increase of \$2,250 or 3.00%

This figure includes the yearly operations fee for an automated library system, WAN support, OPAC, through LION, a consortium of 37 libraries sharing resources. This amount also includes access to the LION consortium’s ever-growing collection of downloadable e-books, audiobooks and magazines through a shared Overdrive subscription, and delivery service among consortium libraries.

This line item also includes our CEN (Connecticut Education Network) Fiber Internet connection, which reflects a discounted rate (50%) from the federal e-rate program. The Library provides free Internet access and WIFI; computers in the Library also provide access to learning software supporting the Town’s education system.

63200 - Development/Fund Raising - \$9,200 – This amount reflects a decrease of \$500, or -5.16%

This amount includes the cost of holding special fundraising events, and is balanced against income from those events (line 43500).

63300 - Insurance - \$40,000 – This amount reflects an increase of \$6,000, or 17.65%

We have blanket coverage for the building and personal property (excluding loaned materials) of approximately \$27.9 million and coverage for books of approximately \$675,000 with a \$500 deductible, at a premium of \$26,748. The library also holds a Business Automobile Policy for non-owned/hired car liability coverage at \$444, Worker’s Comp at \$4,353, Directors & Officers Liability at \$3,677, a Volunteer Accident Policy at \$340, Umbrella Liability at \$3,135, and Pension bond at \$150. The policy renews in August, with a total premium of \$38,347.

63500 - Supplies and Postage - \$17,450 – This amount reflects an increase of \$700, or 4.18%

Supplies include copier and printer paper and toner, plus PC printer ink cartridges for staff and public use at an average of \$70 per cartridge. Also included are the yearly fees to ADP for processing payroll and taxes, the yearly maintenance fee and lease for three copy

