

**BOARD OF FINANCE  
TOWN OF BRANFORD, BRANFORD, CONNECTICUT 06405**

JOSEPH W. MOONEY, CHAIRMAN

HARRY DIADAMO, JR.  
VICTOR J. CASSELLA  
PAMELA DeLISE  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE



EX-OFFICIO  
JAMES B. COSGROVE,  
First Selectman

CLERK  
LISA E. ARPIN, CMC MCTC  
Town Clerk

**BOARD OF FINANCE  
Minutes  
March 23, 2023**

RECEIVED

MAR 31 REC'D

BRANFORD TOWN CLERK

The Board of Finance held a regular meeting on Thursday, March 23, 2023 called to order by Chairman Mooney at 7:00 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting was available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

Board members seated were: Chairman Joseph Mooney, Victor Cassella, Harry DiAdamo, Pamela DeLise, Charles Shelton and Jeffrey Vailette. Also present were First Selectman James Cosgrove, Jim Finch, Finance Director, Kathryn LaBanca, Assistant Finance Director, Deborah Conklin, Treasurer and Lisa Arpin, Town Clerk. RTM reps in attendance were Judith Barron, Josh Brooks, Don Conklin, Tracy Everson, Dennis Flanigan, Ray Ingraham, Barbara Maresca, Ed Prete, Ram Shrestha, Frank Twohill and Carolyn Sires. Reps Maryann Amore and Peter Black arrived at 7:15pm.

1. To act on opening bank accounts for the Tax Office to implement lockbox at Webster Bank. Robert Imperato, Tax Collector gave a brief presentation regarding opening a new lockbox at Webster Bank. Mr. Vailette made the motion to approve, seconded by Mr. Cassella. Vote was unanimous.

**RESOLVED:** That the Board of Finance authorizes the Finance Director to establish a new bank account(s) with Webster Bank to receive tax and sewer payments for lock box processing.

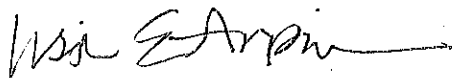
2. Budget Hearings – The continuance of budget hearing presentations to the Board of Finance for fiscal year 2023-2024 took place after Chairman Mooney gave a summary of budget requirements (see attached summary pages from the budget book.) The following departments presented with an opportunity for Q&A by the Board, the RTM and the public. No votes were taken during the hearings.

Budget hearing presentations for fiscal year 2023-2024 continued as follows:

<u>DEPARTMENT</u>	<u>PRESENTER</u>	
<i>(RTM-EDUCATION COMMITTEE)</i>		
Shoreline Adult Education	Christine Bjork	62
School Age Child Care	Charles Cicarella & Ariana Loyola	63
Willoughby Wallace Memorial Library	Alice Pentz	52
James Blackstone Memorial Library	Katy McNicol & Kathy Oxsalida	51
*The attached handout was provided to supplement the digital budget book.		
Board of Education	Hamlet Hernandez Peter Berdon Donald Neel Robert Kovi Joe Carbone	55

3. Chairman Mooney closed Public Hearings for the Fiscal 2023-2024 Budget.
4. FY23-24 American Rescue Plan Act (ARPA) Recommendations  
Finance Director Jim Finch provided the Board with the attached memo and spreadsheet recommending ARPA as a potential funding source to take into consideration to augment some departmental budget requests. The Board will consider these items while deliberating the budget.
5. Adjournment—The meeting adjourned at 9:00 p.m. by motion from Mr. DiAdamo, seconded by Mr. Vailette.

Dated this 31<sup>st</sup> day of March, 2023.



Lisa E. Arpin, CMC MCTC  
Board of Finance Clerk

# Office of Tax Collector

TOWN OF BRANFORD  
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

# Item #1

ROBERT M. IMPERATO  
Tax Collector



TEL: (203) 315-0672  
FAX: (203) 315-3334  
www.branford-ct.gov  
Email: rimperato@branford-ct.gov

To: Joseph Mooney, Board of Finance  
From: James Finch, Finance Director  
Robert M Imperato, Tax Collector  
Re: Resolution for Bank Account  
Webster Bank Lock Box  
Date: February 24, 2023

RECEIVED  
2023 FEB 24 P 3 44  
MAY 24 2023  
BRANFORD TOWN CLERK

I am writing to seek the Board's approval to establish a new bank account relationship for both tax and sewer lock box payment processing with Webster Bank.

Currently our municipal banking relationship is with Bank of America (BA). Pursuant to a recommendation from a consultant we hired to review the tax office Town opted to set up a lock box payment processing program. Since BA is the Town's primary bank they were a logical choice for our lock box processing services. Under this set up payments were sent directly to an off-site payment processing location in Boston which in turn provided relief to our on-site payment processing within our tax office.

Following the recent tax cycle the office evaluated their experience with the service and felt it was necessary to explore other options with the goal of improving the experience of the office and the taxpayer. As a result, the Tax Office researched other payment processing providers within the lock box space and invited those vendors the opportunity to discuss their services.

After reviewing proposals from each vendor as to their time and expertise in the municipal lock box payment processing space as well as speaking with other tax collectors as to their experience, we are looking to move the lock box services to Webster Bank. It is important to note that Webster Bank was recommended by other tax collectors within the state as well as our tax servicing platform provider Quality Data Services (QDS)

Currently Webster Bank is servicing over 200 municipal clients with 40 utilizing its lock box services in Connecticut. This new relationship would also provide a local Connecticut address for payment processing as opposed to our current Boston location. Finally Webster Bank operates a branch in Branford with a close proximity to the town hall.

In order to implement the change in lock box providers we need to set up accounts with Webster Bank. Therefore, I respectfully request that you approve the following resolution:

**Resolved:** The Board of Finance authorize the Finance Director to establish a new bank account(s) with Webster Bank to receive tax and sewer payment for lock box processing.

TOWN OF BRANFORD  
MILL RATE CALCULATION  
(PROPOSED BUDGET)  
FISCAL YEAR 2023 - 2024

	2022/2023	2023/2024	Change Amount	%
	\$124,821,065	\$135,173,946	\$10,352,881	8.3%
Less: Annual Receipts Other Than Taxes	\$1,842,169	\$2,096,199	\$254,030	13.8%
Interest & Penalties on Back Taxes	3,021,698	\$3,464,882	\$443,184	14.7%
State & Federal Grants	6,439,220	\$8,020,263	\$1,581,043	24.6%
Departmental Receipts	\$3,947,000	\$3,100,000	(\$847,000)	-21.5%
Fund Balance Brought Forward	\$15,250,087	\$16,681,344	\$1,431,257	9.4%
<b>Net to be raised from Taxation</b>	<b>\$109,570,978</b>	<b>\$118,492,602</b>	<b>\$8,921,624</b>	<b>8.1%</b>

**Budget Requirements**

Less: Annual Receipts Other Than Taxes  
Interest & Penalties on Back Taxes  
State & Federal Grants  
Departmental Receipts  
Fund Balance Brought Forward

**Net to be raised from Taxation**

	2022/2023	2023/2024	Change Amount	%
NET GRAND LIST	\$3,810,911,114	\$3,879,790,337	\$68,879,223	1.8%

**Mill Rate**

29.45      31.27

Gross Taxes Available

\$112,249,162      \$121,334,319

Less: State Reimbursements

\$270,800

Less: Elderly Tax Relief

\$386,899

Less: Allowance for Uncollectible

\$2,020,485      2,184,018

Net Taxes Available

\$109,570,978      \$118,492,602

**Collection Rate**

98.26%      98.20%

Deborah F. Conklin  
Treasurer  
Town of Branford  
3/13/2023

(1) Reflects anticipated reductions from tax appeals

## GRAND LIST HISTORY

Grand List Year	BAA 2016	BAA 2017	BAA 2018	BAA 2019	BAA 2020	BAA 2021	2022	Change	%
Real Estate	3,150,003,000	3,163,619,910	3,170,247,090	3,250,687,261	3,255,322,111	3,289,270,491	3,311,764,871	22,494,380	0.68%
Personal Property	179,273,241	195,974,736	209,241,316	219,306,049	230,404,030	240,264,821	272,395,410	32,130,589	13.37%
Motor Vehicles	237,095,461	243,534,685	249,643,138	262,226,502	274,250,285	345,398,902	360,660,753	15,261,851	4.42%
<b>Total Gross Taxable Property</b>	<b>3,566,371,702</b>	<b>3,603,129,331</b>	<b>3,629,131,544</b>	<b>3,732,219,812</b>	<b>3,759,976,426</b>	<b>3,874,934,214</b>	<b>3,944,821,034</b>	<b>69,886,820</b>	<b>1.80%</b>
Manufacturer's Machinery & Equipment	(19,525,197)	(24,775,721)	(37,617,023)	(38,873,775)	(39,850,433)	(38,936,062)	(39,030,606)	(94,544)	0.24%
Veteran's, Blind & Elderly Appeals & DMV Reserve	(8,973,269)	(8,362,355)	(8,388,925)	(8,302,975)	(7,742,602)	(7,342,811)	(7,281,235)	61,576	-0.84%
<b>Total Net Taxable Property</b>	<b>3,537,873,236</b>	<b>3,569,991,255</b>	<b>3,583,125,596</b>	<b>3,685,043,062</b>	<b>3,712,383,391</b>	<b>3,828,655,341</b>	<b>3,898,509,193</b>	<b>116,271,950</b>	<b>3.04%</b>

# TOWN OF BRANFORD

## 2023 - 2024

### Budget Summary

<u>DEPT #</u>	<u>REVENUES</u>	<u>RTM Amended 2022 - 2023</u>	<u>Requested Budget 2023 - 2024</u>	<u>Difference Requested vs RTM Amended</u>	<u>PERCENT</u>
3010	Tax Collector	111,413,147	120,588,801	9,175,654	8.2%
3020	State & Federal Grants	3,021,698	3,464,882	443,184	14.7%
3030	Other Revenues	10,386,220	11,120,263	734,043	7.1%
<b>Total Revenues &amp; Taxes</b>		<b>124,821,065</b>	<b>135,173,946</b>	<b>10,352,881</b>	<b>8.3%</b>
<u>EXPENDITURES</u>					
4101	Legislative	18,503	18,766	263	1.4%
4102	Executive	310,104	330,091	19,987	6.4%
4103	Finance	100,039	105,676	5,637	5.6%
4104	Fiscal Services	500,706	549,690	48,984	9.8%
4105	Assessor	465,544	494,271	28,727	6.2%
4106	Board of Tax Review	14,360	14,625	265	1.8%
4107	Tax Collector	836,756	761,377	(75,379)	-9.0%
4108	Town Clerk	275,257	277,271	2,014	0.7%
4109	Legal Services	450,000	450,000	0	0.0%
4110	Labor Relations	62,500	93,600	31,100	49.8%
4111	Probate Court	16,900	17,290	1,390	8.7%
4112	Elections	311,512	220,349	(91,163)	-29.3%
4113	Planning & Zoning	370,766	345,313	(25,453)	-6.9%
4114	Zoning Board of Appeals	9,492	10,838	1,346	14.2%
4115	Economic Development	19,150	23,550	4,400	23.0%
4116	Inland Wetlands & Natural Resources	142,431	143,683	1,252	0.9%
4117	Municipal Government Buildings	1,115,381	1,163,013	47,632	4.3%
4118	Cable T.V.	15,100	15,600	500	3.3%
4119	Information Technology	969,871	1,178,342	208,471	21.5%
4120	Human Resources	339,968	345,328	5,360	1.6%
<b>Sub - Total General Government</b>		<b>6,343,340</b>	<b>6,558,573</b>	<b>215,333</b>	<b>3.4%</b>

# TOWN OF BRANFORD 2023 - 2024 Budget Summary

<u>DEPT #</u>	<u>EXPENDITURES</u>	<u>RTM Amended 2022 - 2023</u>	<u>Requested Budget 2023 - 2024</u>	<u>Difference Requested vs RTM Amended</u>	<u>PERCENT</u>
4701	Debt - Principal	7,135,000	7,135,000	(75,000)	-1.0%
4702	Debt - Interest	2,138,436	2,243,646	105,210	4.9%
	Sub - Total Debt Service	9,348,436	9,378,646	30,210	0.3%
4800	Board of Education	60,931,374	64,477,616	3,546,242	5.8%
4901	Pensions & Contributions	6,515,795	7,039,140	523,345	8.0%
4902	Employee Group Insurance	6,429,059	6,521,580	92,521	1.4%
4903	Municipal Insurance	2,458,358	2,758,365	301,507	12.3%
	Sub - Total Pension & Insurance	15,401,712	16,319,085	917,373	6.0%
4904	Contingency	692,621	2,152,061	1,459,440	210.7%
5000	Capital Project Funds - BOE	163,000	1,102,854	939,854	576.6%
	Capital Project Funds - Town	3,837,632	5,318,265	1,480,633	38.6%
	Trans Out - FEMA Fund	0	0	0	0.0%
	Lease Fund Town	142,000	147,000	5,000	3.5%
	Lease Fund BOE	100,000	115,000	15,000	15.0%
	Sub - Total Capital	4,242,632	6,683,119	2,440,487	57.5%
	<b>Total Expenditures</b>	<b>124,821,065</b>	<b>135,173,946</b>	<b>10,352,881</b>	<b>8.3%</b>
<i>Composition of Expenditures</i>					
	Municipal Operating Expenditures	49,606,002	52,482,504	2,876,502	5.8%
	Town Capital & Lease Expenditures	3,979,632	5,465,265	1,485,633	37.3%
	Total Town Expenditures	53,585,634	57,947,769	4,362,135	8.1%
	Board of Education Expenditures	60,931,374	64,477,616	3,546,242	5.8%
	BOE Capital & Lease Expenditures	263,000	1,217,854	954,854	363.1%
	Total BOE Expenditures	61,194,374	65,695,470	4,501,096	7.4%
	Contingency	692,621	2,152,061	1,459,440	210.7%
	Debt Service Expenditures	9,348,436	9,378,646	30,210	0.3%
	<b>Total</b>	<b>124,821,065</b>	<b>135,173,946</b>	<b>10,352,881</b>	<b>8.3%</b>



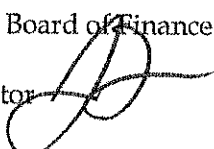
OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #4

1019 MAIN STREET  
POST OFFICE BOX 150



(203) 315-0663  
Fax: (203) 315-3736  
www.branford-ct.gov

Date: March 23, 2023  
To: Joseph Mooney, Chairman Board of Finance  
From: James Finch, Finance Director   
Re: American Rescue Plan Act (ARPA) Recommendations

**Background:**

As you will recall, last year upon the conclusion of the budget presentations the Board of Finance made recommendations to the RTM for the FY 2023 ARPA allocations. Additionally, the town elected the standard allowance which provides the most flexibility provided funds are not used for debt service, pensions or reserve funds.

**ARPA Recommendations:**

The initial ARPA requests total \$2.1 million and if approved this will leave a balance of \$1.685 million or 20.4% of the total allocation. As the board may recall these funds are available for a period of years and must be obligated by December 2024 (fiscal year 24-25). These projects span a variety of governmental functions: general government, public safety, public works/engineering, and human services.

When you review the recommendations please consider the following:

- All of the projects were previously presented to the Board.
- Some recommendations reflect an increase over the amount requested allowing the town to enhance its service efforts without dramatically increasing the tax requirements or additional debt.
- While one may be tempted to reduce the current level of funding for these efforts and back fill the dollars with ARPA funds we should all be aware that these efforts will likely be seen as supplanting which is not permissible.
- Some recommendations will present an opportunity to reduce a FY 23-24 request provided it does not trigger a supplanting violation.

- For those projects which reflect enhanced funding and for which the town is seeking to continue beyond the ARPA funding process, the town's strategy is to provide a glide path so that the general fund increases in future years remain logical and budget sensitive.

I have attached a spreadsheet that outlines the recommendations for FY 2024 while providing a listing of prior appropriations and reservations.

Cc: James Cosgrove, First Selectman  
Board of Finance  
Kathryn LaBanca, Assistant Finance Director  
Lisa Arpin, Town Clerk  
RTM

**TOWN OF BRANFORD  
ARPA FUND  
FISCAL YEARS 2022-2025**

Department	RTM Approved 2022	RTM Approved 2023	2024 Recommendations	BOF Recommended FY 2024	RTM Approved FY 2024
<b>GENERAL GOVERNMENT</b>					
Desktop Computers			30,000	30,000	0
Cybersecurity		25,000			
SAN Storage Device	160,000		0	0	0
Shoreline Chamber of Commerce		25,000			
BACA (Arts)		70,000			
Athletic Field Study		400,000			
Reserve for Non-Profits		425,000			
<b>Total General Government Services</b>	<b>160,000</b>	<b>945,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>

<b>PUBLIC SAFETY</b>					
Lucas CPR Device		32,000	0	0	0
Gear Extractor Dyer		30,000	0	0	0
Ambulance Equipment		75,000	0	0	0
Ambulance Purchase		220,000	0	0	0
<b>Total Public Safety Services</b>		<b>357,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ENGINEERING/PUBLIC WORKS/SEWERS/SOLID WASTE</b>					
Paving		1,000,000	1,000,000	1,000,000	0
Street Lining		125,000	125,000	125,000	0
Dock Replacement Marine 5		85,000	85,000	85,000	0
Branford Wharf Replacement			400,000	400,000	
Vets Park ADA and Stormwater Upgrades		200,000	200,000	200,000	0
Meadow Street Boardwalk - Engineering Services		75,000	0	0	0
Sidewalks		550,000	225,000	225,000	0
Curbside Recycling Program		925,000			
<b>Total Public Works &amp; Highway Services</b>		<b>2,675,000</b>	<b>2,035,000</b>	<b>2,035,000</b>	<b>0</b>

**TOWN OF BRANFORD  
ARPA FUND  
FISCAL YEARS 2022-2025**

Department	RTM Approved 2022	RTM Approved 2023	2024 Recommendations	BOF Recommended FY 2024	RTM Approved FY 2024
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**HEALTH & HUMAN SERVICES**

Basic Needs		100,000	50,000	50,000	0
Counseling Center					
Total Health & Human Services		100,000	50,000	50,000	0

**RECREATION & LIBRARIES**

Showmobile	220,000	0		0	0
Recreation					
Total Recreation & Library Services	220,000	0	0	0	0

<b>TOTAL ARPA FUNDING REQUEST</b>	<b>380,000</b>	<b>4,077,000</b>	<b>2,115,000</b>	<b>2,115,000</b>	<b>0</b>
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**RECONCILIATION OF ARPA FUNDING**

Opening ARPA Fund Balance	8,257,021
FY 2022 Approved Appropriations	380,000
FY 2023 Approved Appropriations	4,077,000
FY 2024 Allocations	2,115,000
Closing Balance	1,685,021
Percent Remaining	20.4%

Date: February 23, 2023

To: Joseph Mooney, Chairman Board of Finance  
James Cosgrove, First Selectman

From: James Finch, Finance Director

Re: Distribution of American Rescue Plan Act (ARPA) funds to non- profits.  
  
Financial Obligations Review – Branford Community Foundation

**Background:**

At the November Board of Finance meeting the board approved the following two resolutions:

**Resolved** that the Board of Finance acknowledges the Branford community’s desire to use a portion of the American Rescue Plan’s allocation to assist nonprofit organizations within the Town that have suffered negative impacts as a result of the pandemic. Therefore, the Board of Finance hereby declares its intent to reserve \$425,000 of the Town’s \$8,257,021 allocation.

**Resolved:** that the Board of Finance requests the First Selectman to research and provide administrative and distribution options to the Board with regard to local nonprofit organizations negatively impacted by the pandemic.

**Update:**

Following the meeting the Town met multiple times with principals from the Branford Community Foundation (BCF). The Town approached the BCF as they were viewed as a trusted source with experience in awarding grants to non-profits.

At the conclusion of these meetings, the BCF agreed to work with the Town to develop and implement an application process that concludes with a recommendations to the Town’s appropriating bodies. It is important to underscore the checks to grantees will be paid directly by the Town pursuant to approvals by the Board of Finance and RTM.

## Scope of Services and Costs:

### Scope of Services:

The BCF will create a unique application and review process specifically to meet the SLFRF requirements. The process will:

- Create priorities for funding (in partnership with Town and in compliance with regulations)
- Establish realistic timeline for deadline, review, and approvals
- Create an online application
- Assign and prepare committee for review of applications
- Confirm approval process (Committee recommends to BCF Board; the approved recommendations are presented to the Town)
- Ensure timely reporting from awardees on how funding was used.

### Costs:

The costs for this engagement will range from a minimum of 5% up to a maximum of 9%. This equates to a dollar value of \$21,250 - \$38,250.

## Financial Obligations Review

As in the past, the Board of Finance has offered recommendations the Board of Selectman in accordance with Section 42-1 of the Branford Town Code which states that:

*All financial obligations to which the Town shall be party, whose term is greater than one year and whose dollar value exceeds \$10,000 per year, including all contracts and renewals, extensions, amendments or modifications of any contracts, and grant-eligible school building projects, shall be subject to approval by the Board of Selectmen with the review of the Board of Finance, which shall serve in an advisory capacity to the Board of Selectmen.*

Therefore if the Board concurs that BCF offers a suitable option for the town to distribute ARPA dollars to area non-profits then I ask that you approve the following resolution since the costs of this engagement will exceed one year at a cost in excess of \$10,000.

**Resolved:** That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectman approve an agreement with the Branford Community Foundation to assist the Town in distributing ARPA dollars.

# James Blackstone Library Handout 3/23/2023

February 27, 2022

To: First Selectman, Board of Finance, RTM Education Committee, RTM  
From: James Blackstone Memorial Library Treasurer—Janice Kochanowski

supplement the cost of HOOPLA and Kanopy digital ebooks, audiobooks and streaming music and movies; equipment; staff development; and special programs celebrating the arts and culture.

## Highlights of FY 2021 – 2022 (Last completed FY)

In June 2022, Library Director Karen Jensen retired after 9 years of service. In her time at the library, she oversaw a major building renovation, the launch of a new program for teens, the implementation of a formal development program, the building and strengthening of relationships with community organizations, the management of the library through COVID, and work on the library's new strategic framework, including an internal alignment and community deep needs assessments. After a nationwide search, Katy McNicol, Blackstone's Associate Librarian for Development & Outreach, was selected and assumed the position in June.

The Blackstone received the final payment from the State Library to close out our \$1M construction grant and turned that payment over to the Town of Branford. We are in the process of closing out the State Historical Preservation Office grant, which will officially conclude the renovation project. In September 2021, we resumed in-person events inside the library. We continued to offer some events via Zoom, as well. We learned from the community that many people enjoy the convenience that streaming and recorded programs offer. In addition, attendance at in-person programs grew throughout the year. A total of 196,231 items were loaned, including 48,408 digital items, which accounted for 25% of total circulation. Total circulation is still lower than pre-pandemic levels, but continues to rise.

Staff answered 6,286 questions, our public computers were used 6,622 times, and people accessed the internet through our WIFI 32,822 times. A total of 8,138 adults, teens, and children attended programs at the library, and our meeting rooms were used 1,039 times. A new chiller was installed in late October.

The Library's fundraising efforts earned \$23,220; other grants earned \$9,198 and program operations, direct appeals and donations generated \$93,159 in FY 2022. The Friends of the Library contributed \$33,361, which continues to

## FY 2022 – 2023 (Current FY)

The Blackstone Library continues to provide a full range of services to the community and has seen increasing levels of circulating materials and rising average daily foot traffic. Our contactless Express Pickup service, which began in June 2020, continues to be very popular.

Due to retirements and some restructuring of positions, the year started with open part-time and full-time positions. The library has worked to recruit and hire qualified personnel, and has all but one position successfully filled. Like other sectors, libraries are facing hiring challenges, with many open positions throughout the state offering career advancement opportunities. Supporting a positive environment for staff continues to be a priority for the new Director.

The strategic planning team completed focus group interviews and analysis over the summer, and the Board of Trustees approved the library's Strategic Framework in the fall. In developing the Framework, we found that our community members have a need for more opportunities to gather around shared interests, to find fulfillment through volunteer work, and to feel a deeper connection with their town. We are well-positioned to offer programs and services that address these needs, now and in years to come. Some projects the library is pursuing to support initiatives outlined in the Framework include creating a welcoming space for parents and children with a mural in the Children's area and creating spaces for members of the community to gather outdoors with some exterior enhancements.

**Operating Budget 2023-2024 (Next FY)**

In accordance with all unaffiliated Town employees, the Library is proposing a salary increase of 2.25% for full-time staff and 2% for part-time staff in FY 2024. The budget for Sunday staffing and vacation replacement hours remains at \$25,000 and the library's contribution toward the employees' defined contribution plan remains at 4% of eligible salaries. The medical insurance increase is 10.43% which reflects an anticipated rate increase. The proposed budget for materials of the collection remains at \$105,000 and includes funding for physical and digital materials. This amount is often supplemented by the Friends of the Library.

For FY 2024, the proposed withdrawal from the endowment is \$90,386. Continuing with the commitment by the Town Administration, the BoF, the RTM, and the Library to sustain the library's endowment, this year's withdrawal is commensurate with the 2.25% assumed inflation factor. The proposed budget also includes direct revenue from program operations, donations and direct appeals for a total of \$80,500, a fundraising goal for special events projected at \$25,500 and other grants estimated at \$9,000. This income brings the total library contribution to \$205,386, which reflects an increase of 2.63% and makes up 10.78% of the operating budget.

***The requested Town contribution to the Blackstone Library is budgeted at \$1,700,340—an increase of \$49,524 or 2.99%, reflecting 89.22% of the library's total operating budget.***

The Library's budget, unlike regular town departments that you review, is the organization's **total budget**.



**James Blackstone Memorial Library**  
**Budget Request**  
 July 2023 through June 2024

	Actual 2021-2022	Budget 2022-2023	Requested 2023-2024	Change Amount	Change Percent	Percent of Budget
<b>Operations Income/Expense</b>						
<b>Income</b>						
Total 41000 - Town of Brd Operating Grant	1,598,085	1,650,816	1,700,340	49,524	2.98%	89.22%
Total 42000 - Program Operations	19,388	20,500	20,500	0	0.0%	1.08%
Total 43000 - Contributions	76,771	57,500	60,000	2,500	4.35%	3.15%
Total 43500 - Development & Fundraising	23,220	25,125	25,500	375	1.49%	1.34%
Total 44000 - Other Grants	42,559	6,800	9,000	400	4.65%	0.47%
<b>Total Income</b>	<b>1,756,973</b>	<b>1,762,541</b>	<b>1,815,340</b>	<b>52,799</b>	<b>3.0%</b>	<b>95.25%</b>
<b>Expense</b>						
Total 60000 - Salaries	970,693	1,004,538	1,023,078	18,540	1.85%	53.68%
Total 60200 - Payroll Taxes	76,159	82,637	83,687	1,050	1.36%	4.39%
Total 60300 - Employee Benefits & Insurance	339,786	381,759	412,737	30,978	8.12%	21.66%
Total 61000 - Materials of the Collection	113,721	105,000	105,000	0	0.0%	5.51%
Total 62100 - Utilities	55,277	59,164	59,164	0	0.0%	3.10%
Total 62200 - Repairs/Maintenance	60,344	61,200	62,000	800	1.31%	3.25%
Total 63100 - Automation/Technology	77,636	75,000	75,000	0	0.0%	3.94%
Total 63200 - Development/Fundraising	7,047	8,680	9,700	1,010	11.62%	0.51%
Total 63300 - Insurance	31,161	32,000	34,000	2,000	6.25%	1.78%
Total 63500 - Supplies/Postage/Copying	15,493	16,550	16,750	200	1.21%	0.88%
Total 63700 - Professional Fees	10,650	11,000	11,000	0	0.0%	0.58%
Total 63800 - Memberships/Cont Ed	455	1,000	1,000	0	0.0%	0.05%
Total 63900 - Telephone	1,358	1,600	1,600	0	0.0%	0.08%
Total 64000 - Other Program Expenses	10,538	5,800	6,000	200	3.45%	0.31%
Total 64480 - Strategic Planning	2,687	0	0	0	0.0%	0.00%
Total 65000 - FF & E	5,749	0	0	0	0.0%	0.00%
Total 65500 - Funded Program Expenses	36,072	5,000	5,000	0	0.0%	0.26%
<b>Total Expense</b>	<b>1,816,826</b>	<b>1,850,938</b>	<b>1,905,726</b>	<b>54,788</b>	<b>2.98%</b>	<b>100.00%</b>
<b>Net Operations Income</b>	<b>-59,853</b>	<b>-88,397</b>	<b>-90,386</b>	<b>-1,989</b>	<b>2.25%</b>	<b>-4.74%</b>
47010 - Transfer from LT Investments	0	88,397	90,386	1,989	2.25%	4.74%
<b>Net Income</b>	<b>-89,853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>