



TOWN OF NEWTOWN

Minutes

Board of Finance – Special Meeting
Wednesday February 23, 2022
191 South Main St., Steve Ketchum Conference Room

These minutes are subject to the approval of the Board of Finance.

Present: John Madzula chair, Laura Miller, Erica Sullivan, Steve Goodridge, Chandravir Ahuja, Geoffrey Dent

Also Present: Mr Rosenthal, Mr Tait, Ms Vadas, Dr Rodrigue, Ms Zukowski, Mr Lord and Trustees

Mr Madzula opened the meeting at 7:32 with the Pledge of Allegiance.

Voter comment: none

Communications: Doria Linnetz email to be entered in the minutes.

Ms Sullivan moved to accept the minutes of February 17, 2022. 2nd by Mr Goodridge - approved with Mr Ahuja abstaining

First Selectman report – none

Finance Director report – none

Mr Madzula welcomed the Board of Ed representatives and thanked them for the thorough answers to their questions and for coming. There were a couple of questions that did not get sent because they were late.

Mr Ajuha inquired on the non-lapsing capital current balance -\$237,000.

Mr Goodridge asked about enrollment and staffing. Dr Rodrigue explained the difference in enrollment numbers and where staffing was being requested.

Ms Sullivan inquired about CT State Dept of Ed required funds, the 8th assumption (some grants; new coordinator and teacher training), DEI included in professional services

Ms Miller asked about the 25% decrease in Sp Ed ESY – part of the expense will occur in June of this year so was already budgeted.

Mr Dent questioned the bump in technology and then back down for next year. There is a need for one to one chrome books they have enough to grade 10. This will complete the one to one ratio. While remote learning is not counted this year, they are working on getting approval to count remote learning. Skill is needed for college students so should be practiced. Plan is for 9-12 to go to class online part time.

A very small percentage of students did not have internet.

Due to online learning, there are more students behind in reading and math. By using Rosetta Stone for these students they are at least getting conversational Spanish instead of just missing out due to being pulled out of class for help in Reading and Math.

Mr Ahuja requested his concern be made a part of the record. In the past there has been staff positions in grant money, sometimes 7,8 maybe 9. In this budget there are 18 positions being paid in grant money. If the grant money is not available next year, will all these positions be added to the budget? This could cause a 10-12% increase in one year.

The BOE have always had some positions paid for with grant money. These positions are cycled in incrementally. They always seem to be able to find grants. They do it this way to save money in the budget. There are a lot this year for intervention due to pandemic.

Mr Madzula thanked Dr Rodrigue for her years of service to the town and noted that this is her last budget for the town. Her cooperation is appreciated.

Mr Madzula welcomed Mr Lord to the meeting and thanked him for coming with members of the Board of Trustees. Mr Lord shared a presentation of the work the library has been doing along with their plans for the future. (attached) He expressed gratitude for the funding received from the town. He spoke about the 0-K programs that help ready children for kindergarten, the many programs offered at the library. the various grants that support their programs and the pieces of history they display at the library. The library did not close during the pandemic. They offer 24/7 digital and streaming through hoopla to use library at home. They are asking and listening to what people want. Residents have been working there using the wifi instead of Starbucks. They stay all day. Ebooks are very expensive since they are charged every time it is used.

Paycheck Protectio Program loan was changed to a grant so does not have to be paid back. This meant no one had to be laid off.

They have currently used \$117,000 from the fund balance. They have \$14,400 encumbered to pay for 8 secured doors.

Mr Lord presented upcoming projects renovation of third floor \$131,000, outreach service \$82,000 for vehicle the trailer was paid for with a grant, indoor signage \$21,000, working and meeting area for staff, changing fire doors to ones with windows in them so people on the other side of the door can be seen, and a bathroom upgrade.

Discussion of the questions sent ahead of time. (attached)

Voter comments: none

Announcements: Final budget meeting Thursday February 24th at 7:30 in the Council Chambers.

Ms Sullivan moved to adjourn with Mr Dent 2nd. Mr Madzula adjourned the meeting at 8:53.

Respectfully submitted,

LeReine Frampton, temporary clerk



John Madzula 2nd <jsmadzula2@gmail.com>

Form submission from: Contact the entire Board of Finance

Doria Linnetz via Newtown CT <cmsmailer@civicplus.com>

Mon, Feb 21, 2022 at 10:38 AM

Reply-To: Doria Linnetz <dlinnetz@icloud.com>

To: jsmadzula2@gmail.com

Submitted on Monday, February 21, 2022 - 10:38am

Submitted by user: Anonymous

Submitted values are:

Your Name: Doria Linnetz

Your e-mail address: dlinnetz@icloud.com

Subject: Support for CH Booth Library Budget Request

Message:

Dear Board of Finance & Legislative Council,

I am writing in support of the requested budget for the CH Booth Library.

Over the last few years the library has had an outsized positive impact on helping families navigate the pandemic. During the early days, the library reached out to ensure access to online resources enabling individuals to connect beyond the isolation they were required to take in their homes. They further expanded to print resources with touchless pickup, when many people still had limited access to other resources. During power outages the library offered a place to charge electronics. They have offered online programming for all ages, reducing isolation and providing enrichment to participants. Personally, access to the library resources has been and continues to be a critical tool for "pandemic survival" for my family.

Recently, when reviewing the requested budgets across the town agencies it occurred to me the relatively small investment the library requested that still allows for it to reach and serve every person in our community regardless of age, income, interests, physical ability, religion, race, nationality, political or gender identity. Not only does it provide an inclusive space to nurture interests, introspection and connection, it also opens eyes to differing points of view. The recent sponsorship of a community conversation on race further demonstrates the connective role the library takes in creating a platform for debate and discussion.

Please consider the unique role the CH Booth Library plays as a cornerstone of our community and fund its budget accordingly.

Kind regards,
Doria Linnetz

27 Little Brook Lane Newtown, CT 06470

February 22, 2022

Responses to Questions from BOF:

1. Could we obtain 5 years of details on the grants that have been received and the educator positions that have been supported by those grants. It is believed this would be helpful to put this year's presentation in context See attached table.
2. Out of any of the grant funded positions, how many positions were retained after a grant expired?

This information is included in the table for question 1. We retain all needed staffing positions. While the funding helps offset the budget, we do not typically request positions for short term use (such as elementary counselors, school psychologists, social workers, and SPED teachers). These are positions based on student needs that continue to increase over time.

3. How many years has a particular position, that was grant funded initially, continued or became a full time placement post grant. Again, we could focus on just the past 5 years if you have that information.

This information is included in the table. However, it is also important to note that typically only needed positions are put on grants simply to offset the burden on the budget for a particular year or years, if we have the ability to do so. Various grants have criteria for use of the grant. For example, some are related more to SEL (social-emotional learning), while other grants focus on staff or programs dealing with trauma, crime victims and survivors (VOCA). An example of this is the placement of elementary counselors who started on grants and then moved over to the budget incrementally. The same has been true of other support positions. There are rarely staffing positions that are created for one year for short-term use.

4. With respect to the grant funded positions, how do benefits factor in for a particular individual? When are they offered or how are they, i.e., during the grant period or only after when hired post grant.

Employees funded by grants receive the same benefits as those funded by the board's budget. Benefit costs are not usually charged to grants. Benefits for these employees come from the Board's budget. However, the VOCA and CT Youth Employment Program grants fund employee benefits.

5. Is there any way to forecast expected grant funded positions for the next three (3) years.

The Title and IDEA grants are two-year grants that are renewed every other year and we are able to project funding for the positions covered by these grants. There may be small fluctuations from year to year and the Board will have to make up the difference in funding for the balance of the position.

Most of the private and other federal grants typically have a usage timeline of 1-2 years. Many grants will also allow a "carryover" if the funds have not been completely depleted within the given time frame.

The private grants, such as NOVO and Sandy Hook Foundations have been in place for several years. However, they should be coming to an end and it is not possible to project what other grant sources may become available over the next three years. Our grant writer, in consultation with key staff and administration, reviews needs and determines whether there are grants available for those purposes. Often, districts do not know if they are going to receive the funds until well into the budget season. Therefore, projections are somewhat difficult.

As to the middle school cafeteria tables and Middle Gate: The desks that are being proposed to be replaced, how many of each. (Pg 22) Middle Gate - 19 teacher chairs @ \$180, 25 student chairs @ \$125 and 25 student desks @ \$175 Middle School 6 cafeteria tables @ \$7,500 When was the last time these were replaced or have they been used since the initial purchase. The life of the cafeteria table is approximately 15-20 years and most of them are beyond this time span. We have begun to see extensive wear and some of the tables are non-repairable. The tables that have been included in the budget request are non-repairable and pose a safety concern. . We will most likely have to begin a replacement process, including a few tables in our budget request each year.

Are costs expected to rise, or any indicator of the same, over the next year or two should they wait to be replaced?

It is uncertain if the costs will rise over the next few years. However, if we look at what is currently happening with the increase in goods and services due to inflation, we assume this will continue in the near future.

Next:

1. pg 95: Technology Education (STEAM), instructional supplies shows \$3,169.00 increase/change from prior year. The foot note is acknowledged, but can you better explain the increase?

These circuits are used in the Tech Ed program and require periodic replacement. This is instructional and teaches basic engineering, electronics and circuitry concepts by using building components with snaps to assemble electronic circuits.

2. As to pg 96, is Rosetta Stone a new offering this year? Is it going to continue going forward? Additional costs every year or every few years? Is it computer based or book based. Is the program available to all students for languages being offered (Spanish/French)

This is due to the current year expansion of the program. The current year was funded through the ESSER II grant; however, the Board will absorb this cost going forward. Rosetta Stone is a digital program and has been instrumental in supporting world language skills for our students who are typically unable to take a world language based on their SPED services, intervention needs, and others who have difficulty being successful in learning a language. Using a digital program for world language for this population has demonstrated positive results, giving ALL students, regardless of their ability level, the opportunity to learn a language. Rosetta Stone happens to be one of the most reputable of the digital language programs.

3. And the cost for workbooks, is this a new item and will continue going forward? Are the workbooks part of the Rosetta Stone program? No, these workbooks are part of the world language instructional program at NMS (not associated with Rosetta Stone). The anticipated cost is about \$8,650

On page 153, please explain foot note #2 "expansion of anonymous alters system to include all schools"

The expansion of our Anonymous Alert system was a goal from members of the PEAC (Parent Educator Advisory Council), a district-based action-oriented committee. The goal was to ensure all students, including younger students, had access to the system for sharing confidential information about incidents happening to them or their peers (e.g, bullying, harassment, discrimination, or other more serious emotional issues such as depression, anxiety). Currently, we have data to show that this is being used by students at all levels, including elementary students. This system allows our staff and leaders the ability to intervene when necessary, often providing deliberate plans to provide support.

Salaries:

Staffing request for a total 9.38 FTE (6.18 FTE were funded by Grants). Are these all new teachers or some from positions funded by Grants?

The *9.38 is a combination of new staffing positions added to the budget, which have never been grant funded, and those being moved from having been previously grant funded.

The new staff totals 7.5 FTE (never been grant funded) and consists of all certified positions. The 6.18 FTE are mostly certified with the exception of a behavioral therapist. All of these positions were previously grant funded. The net of budget requests totals 9.38 since this includes reductions in staffing for next year as well (both certified and non-certified).

*We also recently included a 1.0 staffing reduction in our nursing department (you will see this on the replacement page 19 in your budget book), which brings our total staffing request to 8.38 FTE, but was already included in the total budget request of \$83,051,179.

Are there new positions available for Grants?

We have outlined all of the new positions in the grants (e.g., interventionists, SPED teachers, health and wellness coordinator). These are already listed on your table.

Student Enrollment (pg30-32):

Why are the Actual 10/2/21 & Central Office Projections for 2022-23 so different from Prowda projections for 10 years?

Consulting firms that provide enrollment projections are typically more accurate in the first 5 years of a study. This also depends on housing and economic development changes that occur. Central Office projections are updated annually, basing the projection on actual enrollment data within the current year; therefore we can only foresee one year out.

Consultants take other variables into consideration, such as births, housing sales, etc. and are able to project 5 and even 10 years out. However, due to the pandemic and the disenrollment of students, as well as mobility of families, we will be requesting another full study this spring.

One thing to keep in mind, it is very difficult to accurately predict enrollment for more than a couple of years out. The ten year data is included in our consultants report only to gauge the direction of how our enrollment will change over the years. Some consultants will provide a high, middle and low range; however, this data may also become inaccurate and these studies are typically quite costly.

Textbooks Elementary (pg43):

Why the big increase \$25,473? Is it because of Bridge math program?

About half of the increase is due to Bridges and the other half is for Foundations consumables, which is a reading program. Foundations was a program Dr. Rodrigue mentioned at the last meeting as a reading program for all students, but specifically advantageous for struggling readers.

Technology Equipment (pg148):

Increase \$169,604 (+129.5%) What's being done there/please explain the increase that is?

Does it encompass refreshing obsolete equipment or adding new?

This increase is primarily due to the reduction in the current year budget. Last year the LC removed \$179,491 from our technology equipment budget and funded this amount through the capital non-recurring account. Reducing the BOE portion of this line item in 21-22 creates a larger increase the following year. The total request for 21-22 (before the LC reduction) was \$310,451 and the 22-23 budget request is actually less than the 21-22 budget at \$300,564.

Food Services (pg156):

What's going on with the new contract?

The current contract will end on 6/30/22 and an RFP is currently being prepared to solicit vendors for this service.

Where did this go? Looks like it disappeared. Are we waiting for the new bids?

The line item in the budget for "contracted services" was originally created in 2018-19 in order to subsidize the loss that the food service was beginning to experience. This came about due to higher cafeteria worker wages, the increase of compostable costs as we implemented items for student use, (such as paper straw, non-styrofoam trays, etc) as well as the increase in free & reduced lunches being served at the High School. Because the High School was not on the National School Lunch Program (NSLP), federal funds were not available to support these free & reduced lunches which took away from our profit.

In 2019-20 and 20-21, due to the pandemic, we had to subsidize much more than we had budgeted.

This line item is now zero for the upcoming year (22-23) because we will continue to stay on the NSLP and feel that having more federal assistance for this program should offset the program costs.

The RFP must be approved by the State before it can be made public. We are currently in the process of finalizing this and hope to have bids coming in during the first week of April.

Transportation (pg170):

You are estimating an 8% increase. You also think it could increase 5% to 15%. How did you come up with +8%?

We have access to a large database of information through the CASBO group (CT Association of School Business Officials) and because many other districts were going out to bid (and most of us were feeling the sting of the bus driver shortage) information was being collected and distributed regarding bids. We analyzed all of the information, especially districts that were either close by or similar to ours, and came up with a percentage increase that was both reasonable, practical and responsible.

Are there any more Grants available?

The only grant available for transportation is a portion of the Excess Cost Grant and this only pertains to students who travel to special educational programs in schools located outside of our district. In order for the cost to be eligible for this grant, they must also be above the threshold of \$89,636 (which is 4.5x last year's net per pupil expenditure), and this was mentioned in our budget presentation. It should be noted that we add both the tuition and transportation for these students in order to meet the threshold and be eligible for reimbursement by the State.

When will actual know about the new contract?

The contract will be brought forward to the Board of Education for approval and award most likely during our next board meeting.

Para Educators:

There's no contract for them 2022-23 so how are you figuring those salaries?

Our typical increase for most unions has been around the 2.25% mark on average. This union is a bit more complex as it now includes step increases. This was taken into consideration as well as our typical GWI. We review the percentage increases from other unions to gauge our prediction and past negotiations, as well as the current landscape of what paras are receiving in other district negotiations.

HISTORY BOARD OF EDUCATION - GRANTS FUNDING POSITIONS

POSITIONS	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	
		ADDED TO BUDGET	TOTAL GRANT AWARD/FTE ON GRANT	ADDED TO BUDGET	TOTAL GRANT AWARD/FTE ON GRANT	ADDED TO BUDGET	TOTAL GRANT AWARD/FTE ON GRANT
FEDERAL SPECIAL GRANTS							
ESSER I				\$141,090			
BEHAVIORAL INTERVENTIONIST				0.93			
ESSER II					\$625,532		
BEHAVIORAL INTERVENTIOIST				0.93	0.93	0.93	
MATH INTERVENTIONISTS							0.50
READING INTERVENTIONIST					0.50		
SP. ED. TEACHERS					2.00	1.05	0.95
ESSER III					\$809,095		
MATH INTERVENTIONISTS					4.00	2.00	4.00
SP. ED. TEACHERS					3.14		1.14
SP. ED. TEACHERS - RIS							1.00
ELL TEACHER					1.00	1.00	
SPEECH THERAPIST					1.00	1.00	
COORDINATOR OF HEALTH							1.00
NMS ARC					1.00		1.00
SOC. WORKER					0.60		0.60
VOCA (PART OF TOWN GRANT)			\$121,927	\$136,928	\$160,655		
SOC. WORKER			0.65	0.80	2 TO NOVO		
FAMILY ASSIST. COORD			1.00	1.00			
PRIVATE GRANTS							
SANDY HOOK FOUNDATION	\$184,506		\$82,812		\$42,900		
SP. ED. SUPERVISOR	0.26	0.26	0.00				
SOC. WORKERS	1.12	1.12	0.00	0.60	TO NOVO		
FAMILY ASSIST. COORD	1.00		1.00	TO VOCA			
NOVO FOUNDATION	\$500,000		\$500,000	\$500,000	Carryover	\$500,000	
ELEM COUNSELORS	4.00	2.00	2.00	2.00	2.00	0.00	
SOC. WORKERS	0.76		2.40	2.75	0.40	0.60	2.00
					1 MEDICAID, 6 SIF, 15 VOCA		
FAMILY ASSIST. COORD.						1.00	1.00
PSYCHOLOGIST	1.00		1.00	1.00			
SP. ED. TEACHERS	1.00		1.00	1.00	1.00	0.20	0.20
DISTRICT DIRECTORS	0.25	0.08	0.17	0.17	0.17		
PARAEDUCATORS							
DIVERSITY & INCLUSION						1.00	1.00
NEWTOWN-SANDY HOOK COMMUNITY	\$25,000						
GRANT SPECIALIST	0.50	0.50					
DALIO FOUNDATION	\$145,000						
SOC. WORKERS	1.24	TO NOVO					
PSYCHOLOGIST	1.00	1.00					
STAFFING	12.13	4.96	7.57	1.00	8.5	3.57	3.93
						0.00	18.37
							6.18
							14.19

DEPARTMENT: LIBRARY**MISSION/DESCRIPTION**

The Cyrenius H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community. The library accomplishes this with free educational programs and materials resources.

Web site: <http://chboothlibrary.org/>

Library annual reports: <http://www.chboothlibrary.org/annual-reports/>

BUDGET HIGHLIGHTS

The budget for the library contribution is \$1,406,000 (excluding town contributions for life insurance and pension) for fiscal year 2022-2023, which is an increase of \$25,000 or 1.81%.

The requested contribution was \$1,457,160.

Regarding the library's internal operating 2022-23 budget, see the account detail under "contributions to outside agencies" on page 250.

LIBRARY BUDGET

LIBRARY	2019 - 2020 ACTUALS	2020 - 2021 ACTUALS	2021 - 2022 ADOPTED	2021 - 2022 AMENDED	12/31 ACTUAL	2022 - 2023 BUDGET				CHANGE	
						1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
GROUP INSURANCE	2,229	2,000	2,000	2,000	964	2,000	2,000			-	0.00%
RETIREMENT CONTRIBUTIONS	26,449	26,557	24,621	24,621	17,316	24,152	24,152			(469)	-1.90%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,353,380	1,395,351	1,381,000	1,381,000	580,226	1,406,000	1,406,000			25,000	1.81%
	1,382,059	1,423,908	1,407,621	1,407,621	598,506	1,432,152	1,432,152	-	-	24,531	1.74%

DEPARTMENT: LIBRARY**ACCOUNT DETAIL**

Group Insurance; Retirement Contributions: Group Insurance – This amount includes life insurance and long term disability. Retirement Contributions – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 291 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

Contributions to Outside Agencies - Library Contribution: The Town of Newtown funds the library's operating and capital budget after the application of grants, fees, fund raising and investment income. The following is the library's internal budget for 2022-2023 (next page):



DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

The Cyrenius H. Booth Library's budget goals for FY22-23 are to respond to needs expressed by the community with educational programs and related supports in the form of free circulating materials, emerging technologies, and patron services supports. Public programs that support local economic development and preserve and protect objects related to Newtown's heritage are an important focus, as is maintaining the facility. The public programs related to raising the level of civil discourse in the community will continue, and the 2022-2025 long-range plan will be completed. The mission statement that carries out the strategic plan will remain the same: Promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place.

INCOME/EXPENSE HIGHLIGHTS

Total library budget income increases by \$88.7K (5.6%)

- Considerable \$17.5K, 15% increase in overall fundraising goal
- Reduced (\$7.4K) revenue from fees and fines (COVID related)

Expense:

- \$57.8K (76%) of total municipal increase goes to salary and benefits increase
- \$3.2K (1.1%) decrease in Operations (e.g., books, e-content, added technology, etc)
- \$9.5K (7%) decrease in Occupancy budget

Friends

- Income and Expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming and net to zero, are not included in the above and are detailed in the library's Financial Statements

DEPARTMENT: LIBRARY

LINE	INCOME	Actual 2020-2021	Awarded 2021-2022	Proposed Budget 2022-2023	Budget Comparison \$ Difference	% Change
GRANTS						
1000	State of Connecticut	4,112	-	-	-	0.00%
1100	Town of Newtown	1,395,351	1,381,000	1,457,160	76,160	5.51%
1200	Other Grants	5,100	12,500	15,000	2,500	20.00%
	Total Grants	1,404,563	1,393,500	1,472,160	78,660	5.64%
OPERATIONS						
2100	Fines & Misc. Sales	5,418	10,916	5,000	(5,916)	(54.20%)
2200	Photocopy Revenue	1,565	6,000	5,000	(1,000)	(16.67%)
2300	Other Operating	939	2,000	1,500	(500)	(25.00%)
	Total Operations	7,923	18,916	11,500	(7,416)	(39.20%)
FUND RAISING						
3000	Annual Fund Drive	95,100	50,000	55,000	5,000	10.00%
3502	TT Road Race	19,205	40,000	40,000	-	0.00%
3100	Bequests/gifts	13,269	12,500	25,000	12,500	100.00%
3500	Fund Raising Other	2,036	15,000	15,000	-	0.00%
	Total Fund Raising	129,610	117,500	135,000	17,500	14.89%
INVESTMENT INCOME						
4000	Knotts Estate	17,330	15,000	15,000	-	0.00%
4400	Hawley Trust	43,402	45,000	45,000	-	0.00%
4300	Restricted Funds	66	450	450	-	0.00%
	Total Investment Income	60,797	60,450	60,450	-	0.00%
	INCOME SUBTOTAL	1,602,893	1,590,366	1,679,110	88,744	5.58%

DEPARTMENT: LIBRARY

		Actual	Awarded	Proposed Budget	Budget Comparison \$ Difference	% Change
		2020-2021	2021-2022	2022-2023		
EXPENSES						
PERSONNEL						
5000	Salaries	830,822	908,942	954,400	45,458	5.00%
5010	Benefits	184,205	188,635	197,500	8,865	4.70%
5020	Social Security	57,423	69,534	73,000	3,466	4.98%
	Total Personnel	1,072,450	1,167,111	1,224,900	57,789	4.95%
LIBRARY OPERATIONS						
5040	Maintenance	2,921	3,000	3,000	-	0.00%
5050	Equipment	6,004	4,500	6,500	2,000	44.44%
5060	Contractual Services	67,760	52,374	52,500	126	0.24%
5070	Total A/V Software	21,284	26,500	26,500	-	0.00%
5080	Bibliomation	45,519	46,734	47,902	1,168	2.50%
5100	Total Books	61,836	63,000	55,000	(8,000)	(12.70%)
5110	Total Books-spec. funds	-	450	450	-	0.00%
5120	Total Databases	13,792	16,000	16,000	-	0.00%
5130	Memberships	1,923	2,685	2,700	15	0.56%
5135	Other Grants	3,860	12,500	15,000	2,500	20.00%
5140	Periodicals	5,600	5,000	5,000	-	0.00%
5150	Total Programs	17,736	19,000	19,500	500	2.63%
5160	Professional Development	6,026	4,000	3,000	(1,000)	(25.00%)
5165	Technology (incl CEN costs)	30,480	25,500	25,000	(500)	(1.96%)
	Total Library Operations	284,740	281,243	278,052	(3,191)	(1.13%)

DEPARTMENT: LIBRARY

		Actual	Awarded	Proposed Budget	Budget Comparison \$ Difference	% Change
		2020-2021	2021-2022	2022-2023		
	OCCUPANCY					
5200	Supplies	9,148	6,000	6,000	-	0.00%
5240	Contractual Services	34,708	26,358	26,358	-	0.00%
5250	Electricity	44,136	44,000	44,000	-	0.00%
5260	Heat	15,469	14,000	14,000	-	0.00%
5270	Maintenance	53,002	36,500	29,500	(7,000)	(19.18%)
5280	Telephone	5,782	4,000	3,000	(1,000)	(25.00%)
5290	Water	1,821	2,300	2,000	(300)	(13.04%)
5255	Equipment	5,782	2,000	800	(1,200)	(60.00%)
	Total Occupancy	169,848	135,158	125,658	(9,500)	(7.03%)
	ADMINISTRATION					
5600.3	Annual Fund Drive	6,945	6,500	6,500	-	0.00%
5600.11	Turkey Trot Road Race	2,386	15,000	15,000	-	0.00%
5600.4	Bequests/gifts				-	0.00%
5600.5	Fund Raising Other	1,137	3,500	2,500	(1,000)	(28.57%)
5700	Postage/petty cash	2,000	2,000	1,500	(500)	(25.00%)
5750	Professional Services	10,594	20,000	15,000	(5,000)	(25.00%)
5800	Supplies	8,141	9,000	9,000	-	0.00%
5900	Working contingency	1,411	1,000	1,000	-	0.00%
	Total Administration	32,614	57,000	50,500	(6,500)	(11.40%)
	EXPENSE TOTAL	1,559,652	1,640,512	1,679,110	38,598	2.35%

DEPARTMENT: LIBRARY**LIBRARY - MEASURES & INDICATORS**
For 2021-2022 Budget Request

Measure/Indicator	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
# of Items Circulated	204,686	206,373	209,216	163,937	150,784
# of Patron Visits Per Day	472	399	367	356	184
# Registered Borrowers	12,068	11,466	10,968	10,015	9,692
# of eBooks & eAudiobooks Circulated	14,250	20,135	29,385	39,236	44,568
# of Database & Electronic Resource usage	45,814	50,399	53,568	48,695	32,555
Average Daily Wireless Bandwidth Usage	31.1GB	16.1GB	17.7GB	17.7GB	17.4GB
# of Reference Transactions	21,307	21,000 (est)	13,416	12,530	6,227
# of Programs	749	711	919	642	467
Program Attendance	15,010	15,012	18,303	11,890	12,467
Average attendance per program	20	21	20	19	27
Value of Library Services/Return on Investment*	\$ 4,609,395	\$ 4,281,729	\$ 4,695,230	\$ 2,944,007	\$3,254,779

* Calculated using American Library Association's Library Value Calculator

Question for Library from Board of Finance

Q: Generally, as to the funds received through the Friends of the Library, what are your projects you have earmarked for that funding vs. the funding you seek from the Town.

A: Friends funds come in the form of a restricted grant that can only be spent as budgeted in four distinct areas: technology, library materials, programming, digital content. This is operational funding for which we would otherwise be asking the town.

Q: This can also include a discussion of fund balance matters.

A: Lots of information in the presentation

Q: What are some upcoming Capital projects for the library, proposed?

A: There are 'big' projects under CIP request (hvac, driveway, roof) and 'little' projects (to be shared via the presentation).

Q: Pg 254/255: Please explain the line item for 'contractual services'? What comprises this item?

A: Operations, Contractual (5060): the library has contractual relationships with a dozen or so companies that provide products and services for the work that we do. The largest of these are to do with payroll services -- which includes web-punching, calculating PTO and taxes (Paychex) -- and the library's multiple copy machines and printers (Xerox). Others include the software used to order books and materials, the people-counter, the calendar system, network support (monetarily the largest), a delivery service for interlibrary loaned books (brings in ~\$175K worth of books each year); Constant Contact, and the public charities registration.

Occupancy Contractual (5240): the library contracts with a dozen or so companies for services on mechanical and hvac systems. Waste and recycling, fire systems, sprinkler systems, fire and burglar alarms, elevator testing. All of these are base+ meaning we often pay extra. We also have smaller, reliable local vendors for things like electrical work and carpenter bee treatments.

Q: Pg 256: Do you expect the # of patron visits per day to increase in 2022-2023 from the previous year?

A: Yes. It is important to note that with the pandemic we have seen record-setting increases in virtual, online and digital usage. So even though there has been a drop regarding 'in person' attendance, the library offers other avenues to access library materials and services accessible to all.

While the pandemic caused an industry-wide drop in attendance (see graph 1) -- and less people taking out more items per person - patrons are beginning to return. Some of the shift to digital will be permanent, curbside is here to stay, but other people seem to have discovered the library for the first time -- especially those who come and stay for extended periods e.g., all day.

Q: Pg 254: please explain the increase in “salaries” for the proposed 2022-2023 budget and the increase from 2020-2021 onward.

A: Salaries for our DRG and region are low see graph 2, 2A, 5, and 6; the library is in the process of a reconfiguration of the professional positions as there has been some recent turnover and there is a cost to losing, recruiting, hiring, and training qualified people. So this is a process of equalizing.

Q: How are salaries generally funded? Donations or other means?

A: In order to meet payroll requirements -- particularly at the beginning of the fiscal year -- the quarterly disbursement from the town helps to fund payroll. The library's major fundraisers do not occur until the 2nd & 3rd quarters of the fiscal year. Given the library's budget structure, unrestricted income sources fund expense line items. Thus, depending on the snapshot of time, salaries may indeed be funded by both the town and fundraising. Although fundraising provides some income to fund the library's budget it is not consistent nor enough to fully fund the salary line. See graph 3 re: municipal appropriation.

Q: Pg 253: how do you - account for/what is the predictor for - the increase in Bequests/Gifts for 2022-2023.

A: The predictor for the increase is based on the further development of planned giving, contributions through donor advised funds, matching funds and legacy programs.

Q: Pg 254: Plan explain what is accounted for in “Equipment” and the proposed \$6,500.

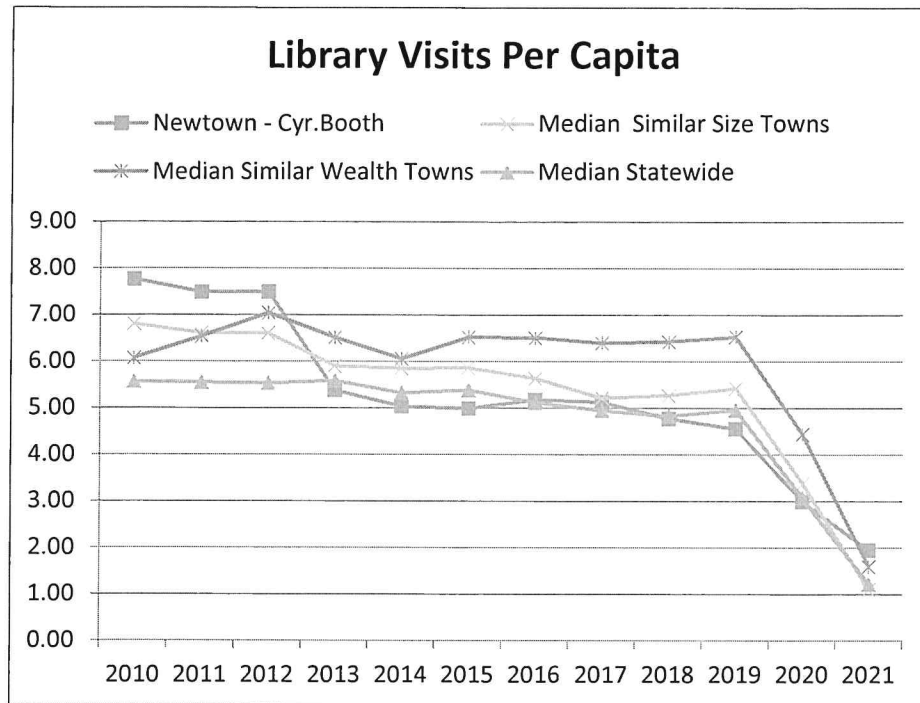
A: Operations equipment are pieces of equipment integral to library operations, ex. book carts, telephone hardware, laminators and other machines, receipt printers, art racks.

Q: Pg 18 of Notes to Financial Statements:

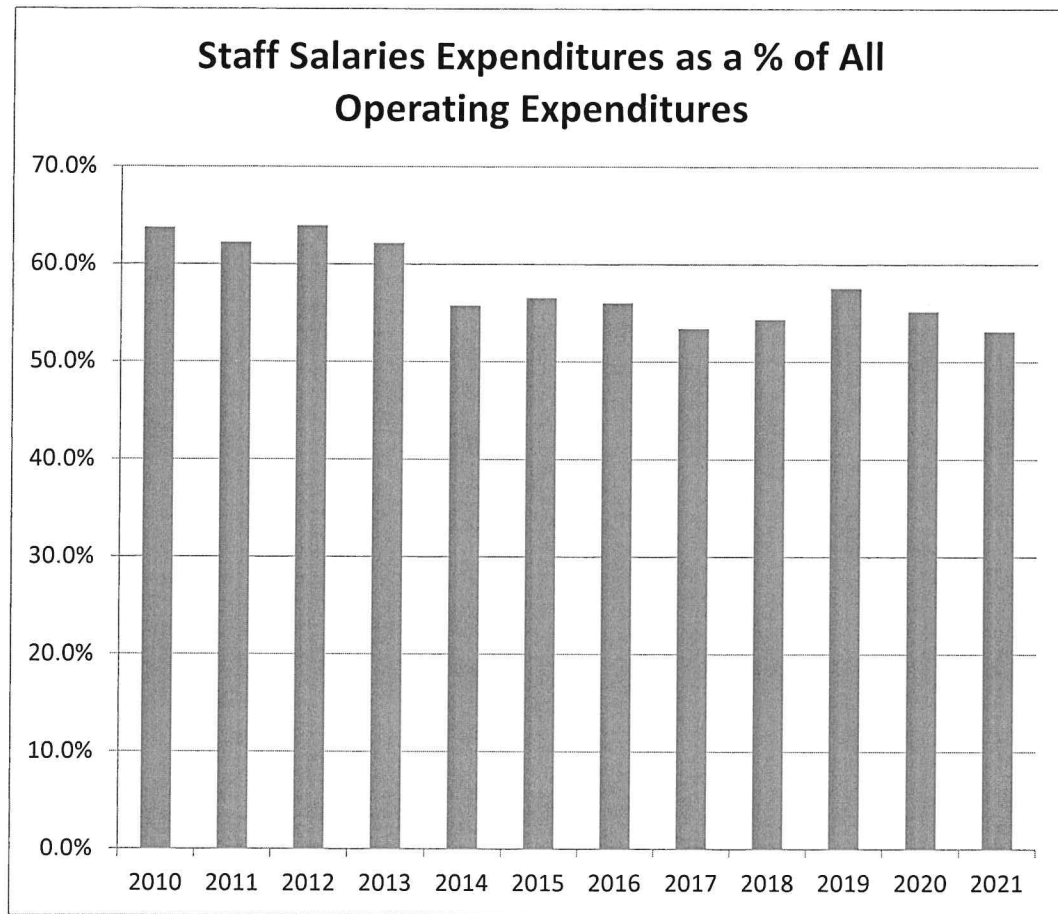
Note 8: Out of the monies/grants received from 2020 & 2021 respectively from the Town of Newtown, how much is remaining from those years; i.e., carried over and unspent? And if there are any remaining funds, what are they earmarked for going forward.

A: In the past the question has not been so simply answered as it is a complicated question to which many hours and weeks could be devoted. It has been subject to much speculation but because of the way the accounting works it has never been answered. The board *is* working on cleaning up the town vs. fundraised revenues, Graph 4 may help.

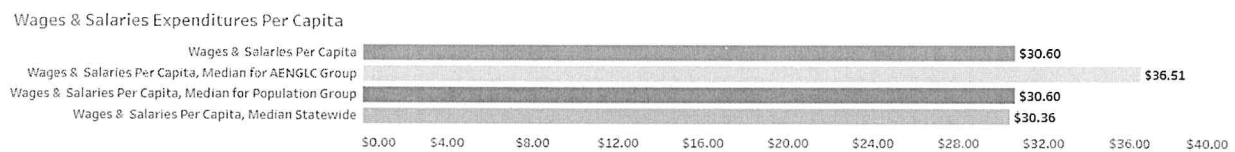
Graph 1. In recent years it was below similar wealth and size towns, now we're on top



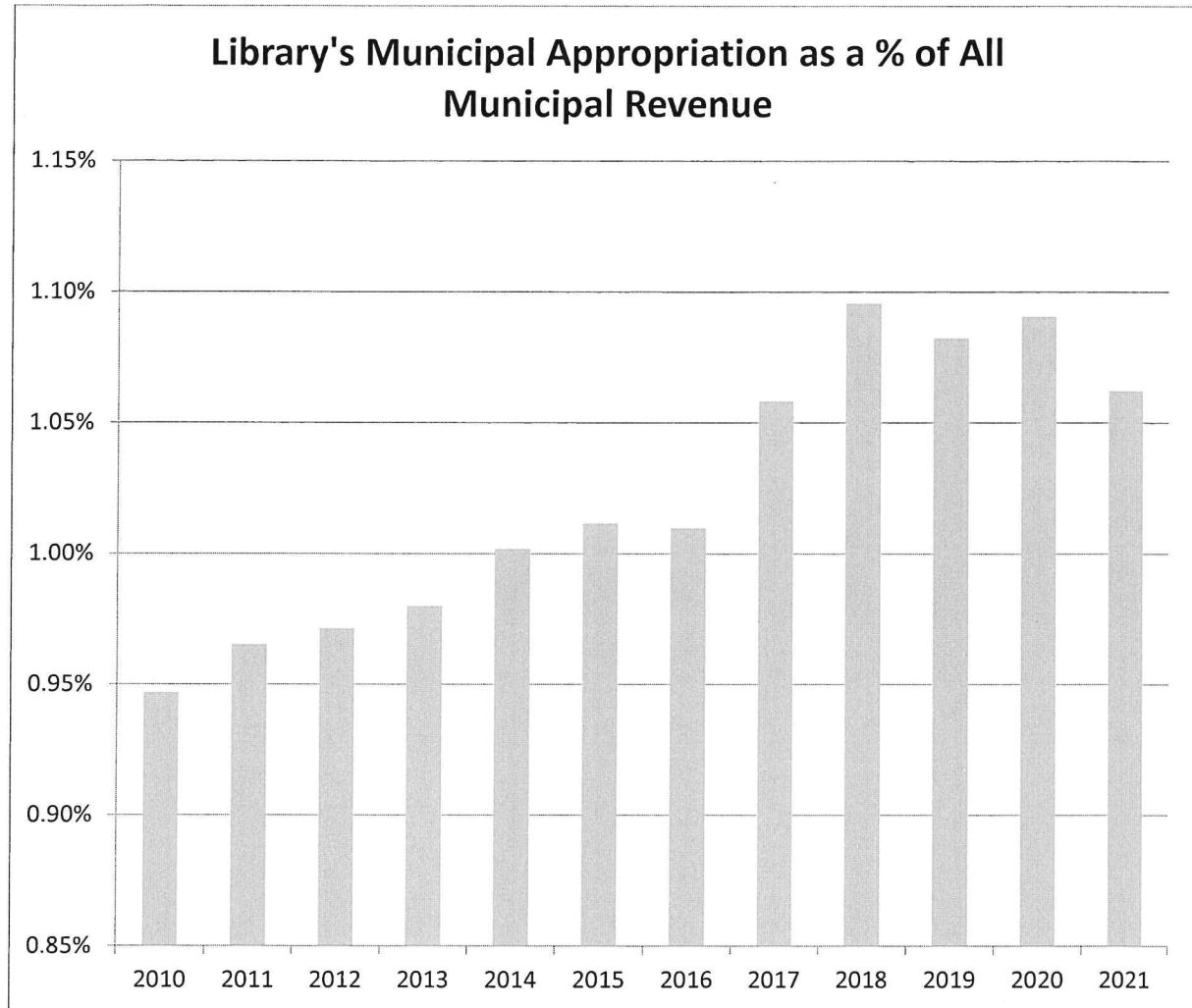
Graph 2. For the past few years the trend has been downward



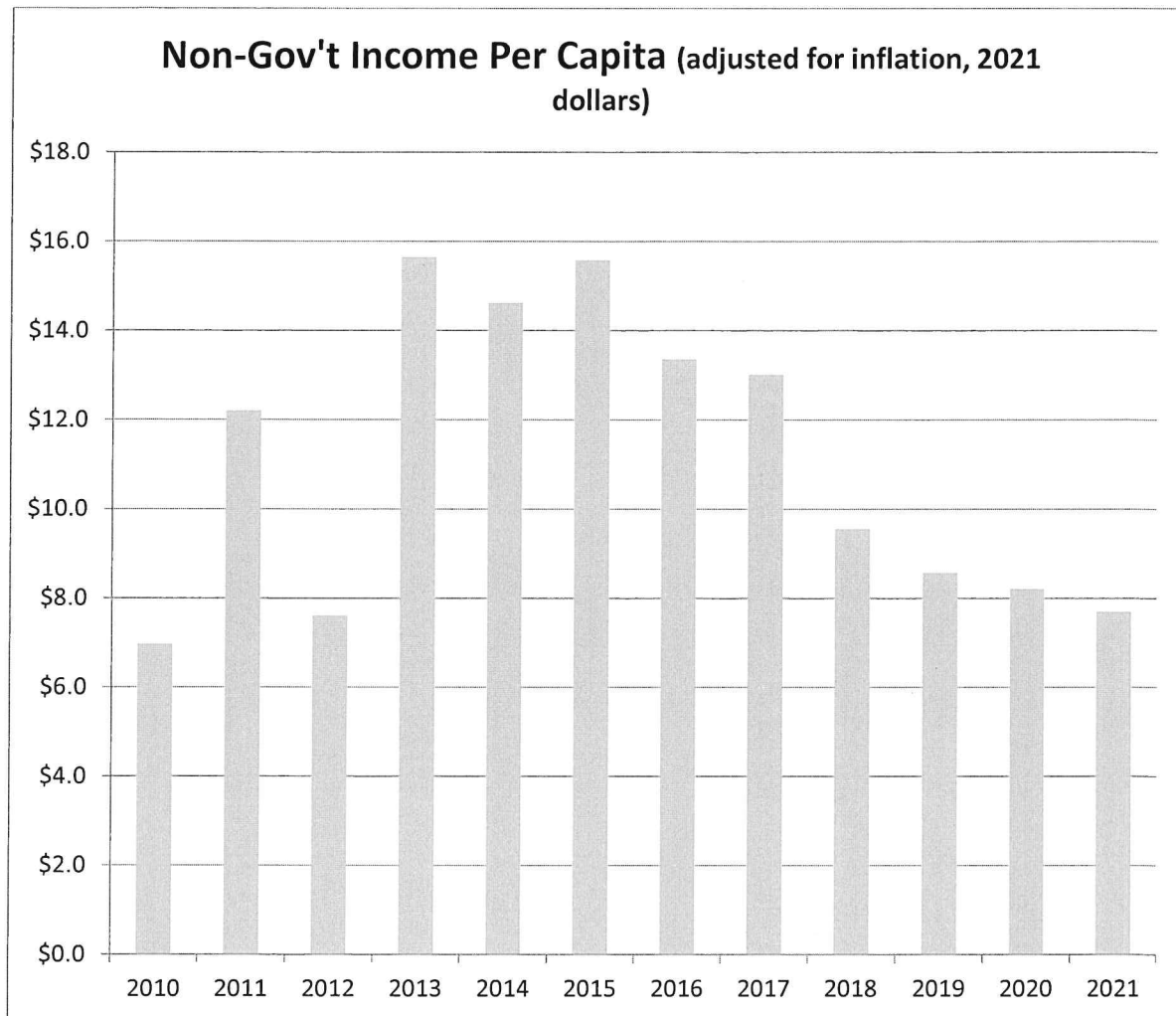
Graph 2A: Newtown in green; not terrible, but not competitive



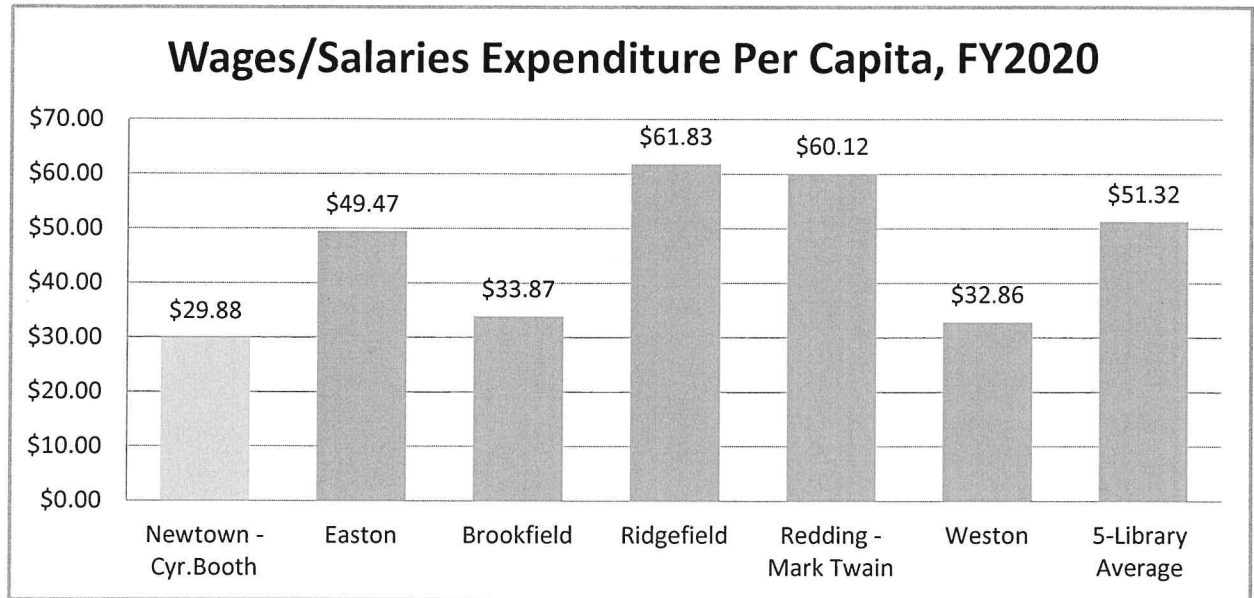
Graph 3. The library municipal funding ebbs and flows, it is not a straight line of increases as it has been in the past. We are really striving to equalize this and trend it so as to have a smooth set of costs for the town.

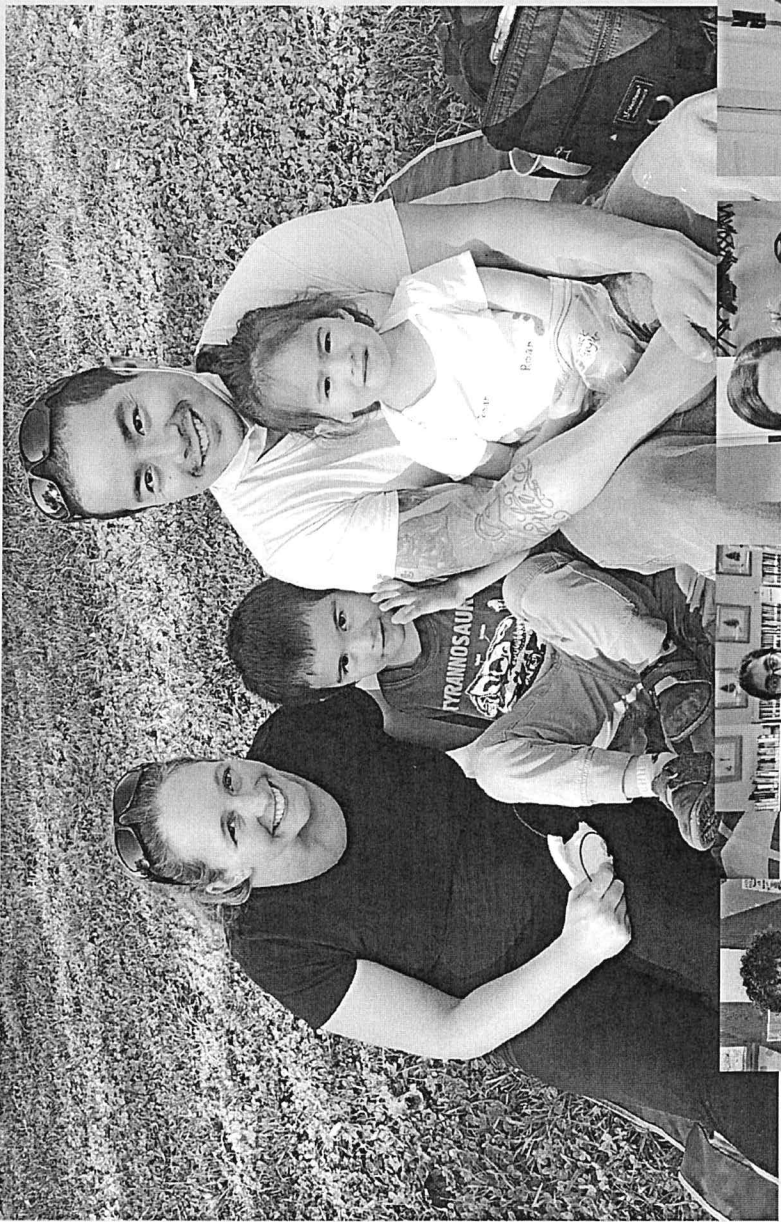
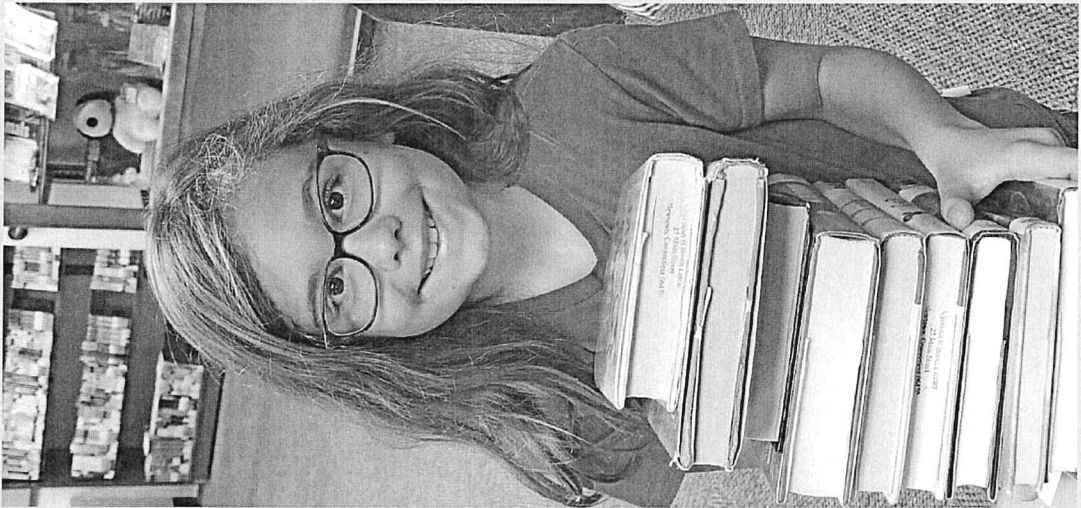


Graph 4: The trend is actually downward when adjusted for inflation. So we're working hard to counter act that so we can continue to save the taxpayers money.



Graph 5: Newtown at the bottom of this 5-town mix





DEPARTMENT: LIBRARY**MISSION/DESCRIPTION**

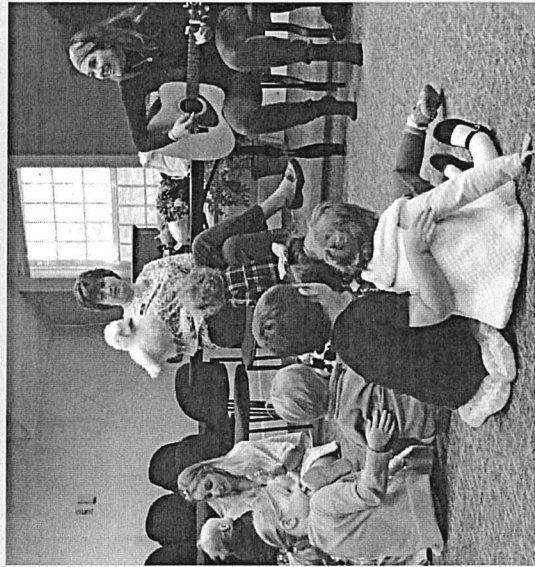
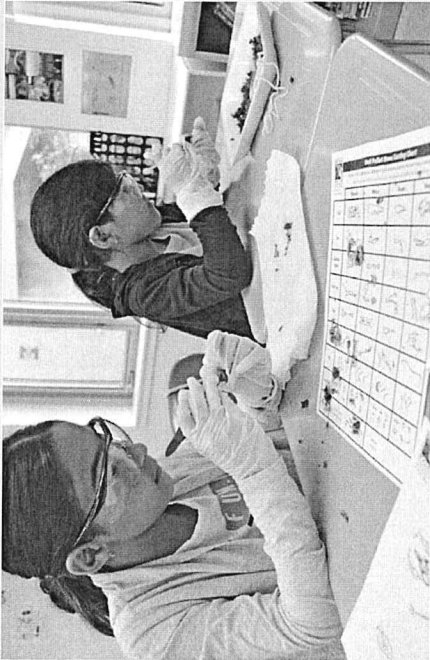
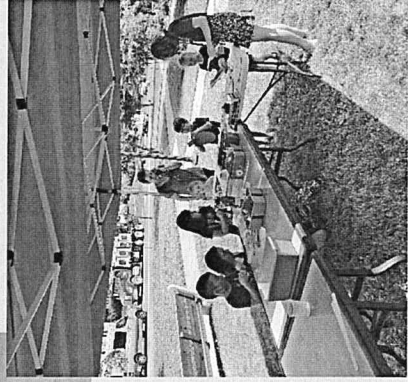
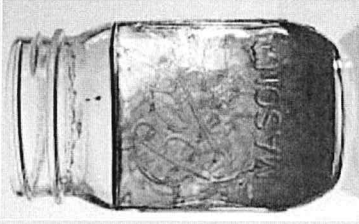
The Cyrenius H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community. The library accomplishes this with free educational programs and materials resources. The web site has pretty much everything we do, <http://chboothlibrary.org/> and the annual reports are online too. <http://www.chboothlibrary.org/annual-reports/>.

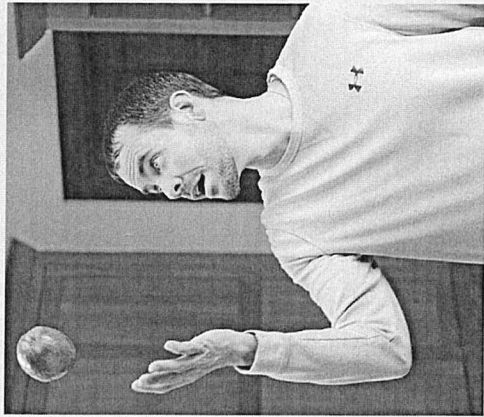
BUDGET HIGHLIGHT

Requested: \$1,457,160 (excluding town contributions for life insurance and pension) for fiscal year 22-23, an increase of \$76,160 or 5.51%.
Recommended BOS: \$1,406,000 (excluding town contributions for life insurance and pension) for fiscal year 22-23, an increase of \$25,000 or 1.81%.

LIBRARY BUDGET

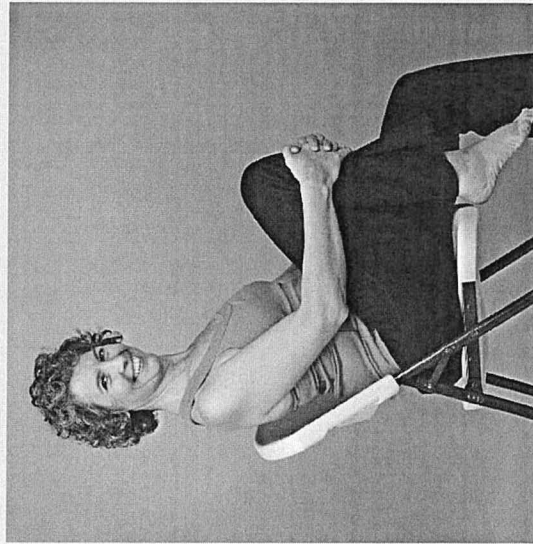
The library is incredibly grateful to have the support of the Town of Newtown in funding the operating and occupancy budget. We feel that the library is an incredible asset to the town. It offers a healthy ROI and saves taxpayers money as it is used and as donors and underwrite costs.



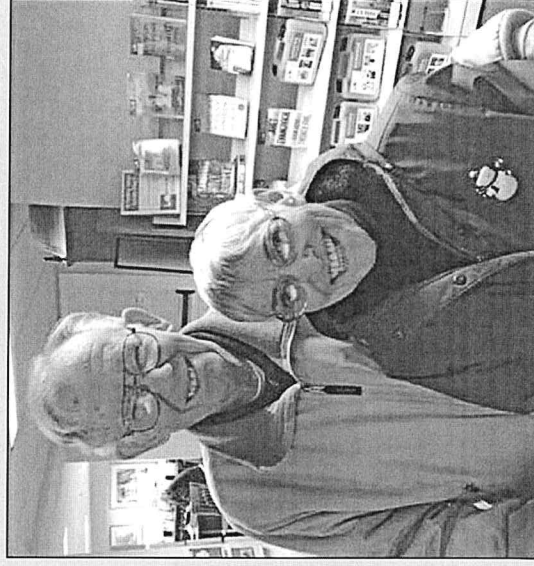


The two most consistently popular adult programs have to do with health. Like everything the library offers, they are free.

Currently have a \$9,274 grant awarded from the National Network of Libraries of Medicine for health literacy outreach



All of US
RESEARCH PROGRAM





A portion of the LRP is devoted to 'raising the level of civil discourse' in the community.

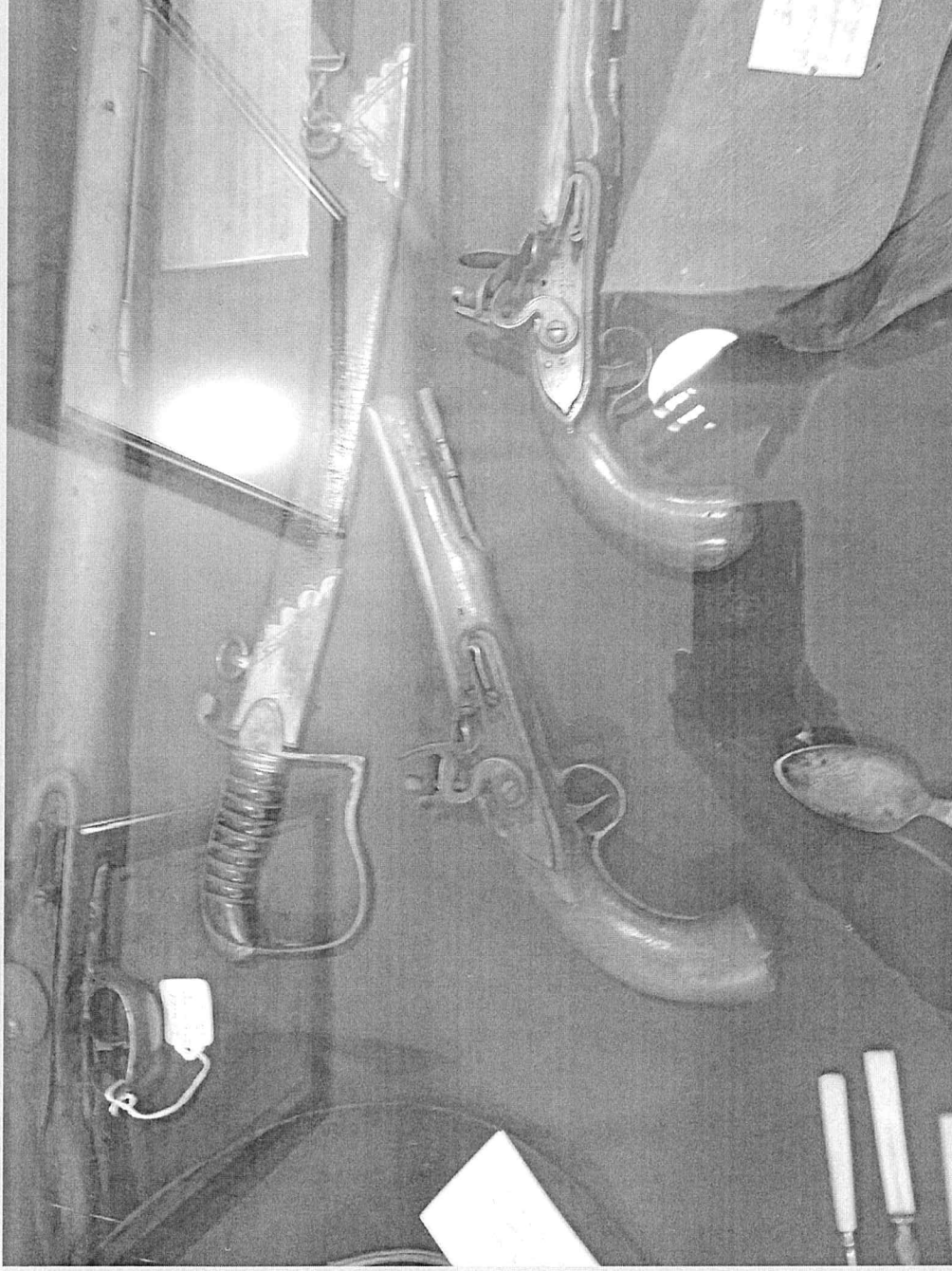
Programs specific to this are included in Newtown Together programming

Bill -
 Thanks for the play & Doris book.
 I realize you didn't have to do that,
 especially after mentoring it already.
 appreciate how supportive you have
 been of me over the years here @ FV
 you are a true friend + mentor.



The Newtown Nonprofit Council is one way in which we do this.

Grant-funded Get Connected Newtown engages with residents as they seek civic engagement



CHB serves as a de-facto repository of objects that have cultural significance

Significant specialty is involved with preserving, protecting and displaying these objects properly.

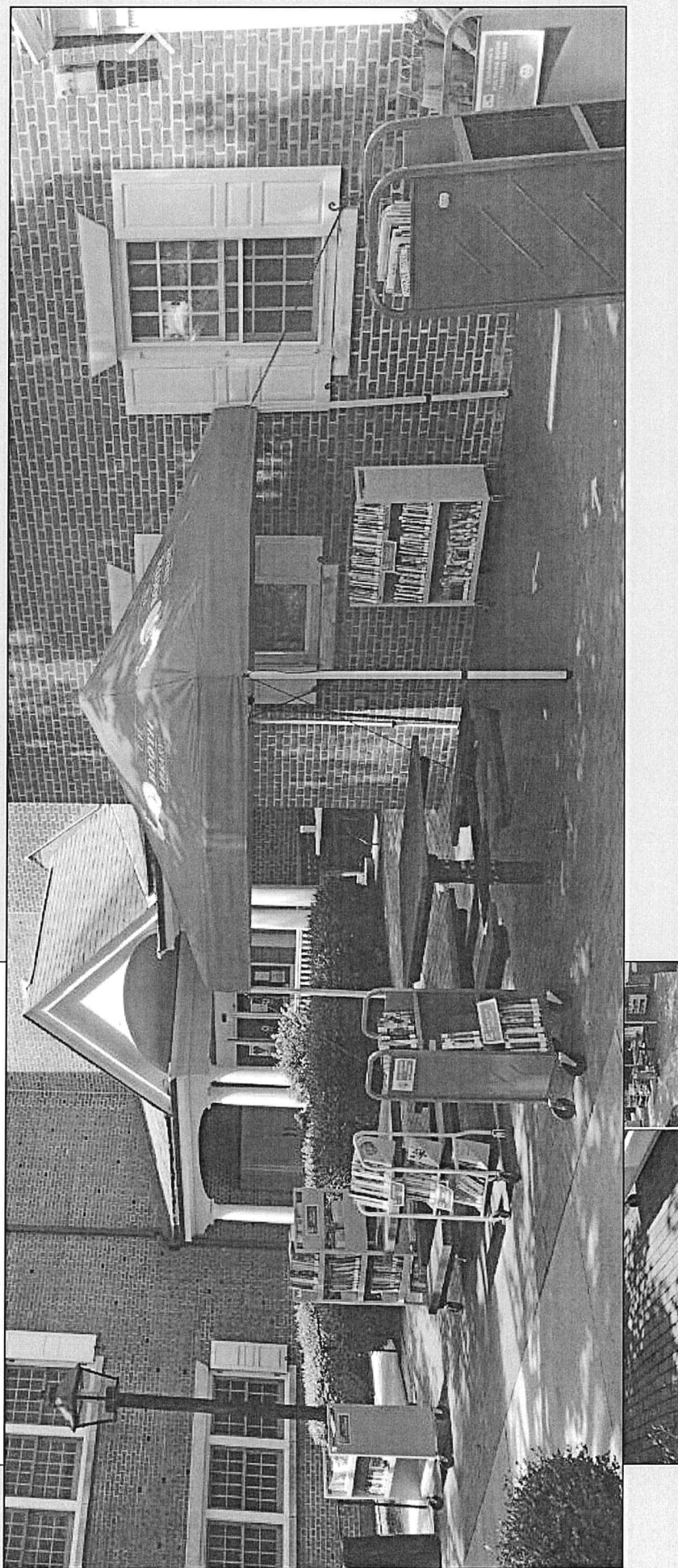
High need area, quite costly.

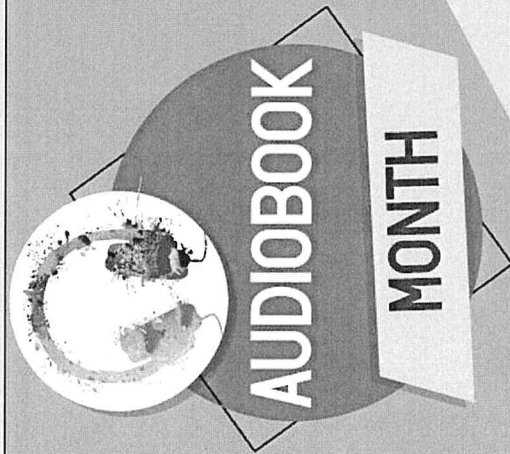


Cyrenius H. Booth Library

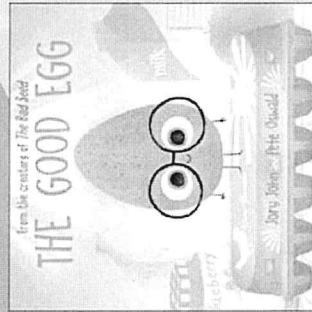
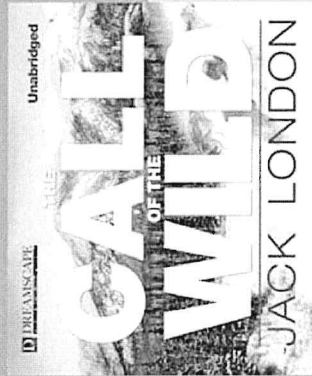
Published by Amy Schumann [7]-1 hr. ©

The Library on the Patio is now OPEN! (until 4 pm. or rain, whichever comes first...probably rain!) Our most popular and new items are out for

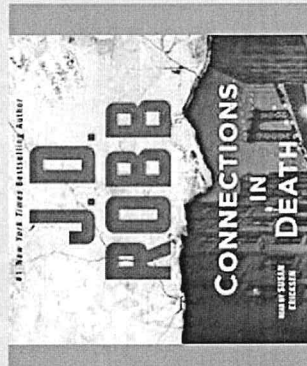




hoopla®



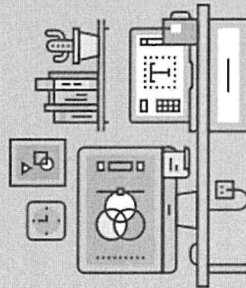
June is #AudiobookMonth.



Find your new favorite listens!



Using the Library from home



How do you want to spend your time?

Reading Books

- Hoopla
- Libby/OverDrive
- RBDigital
- RomanceBookCloud

Listening to books

- Hoopla
- Libby/OverDrive
- AudibleBookCloud
- RBDigital

Research

- Ancestry
- A to Z
- Reference USA
- Value Line
- LearningExpress Library

Stuff for Teens

- TeenBookCloud
- Hoopla (music, tool)
- Libby/OverDrive
- AEDO Secondary Bookshelf

Stuff for Kids

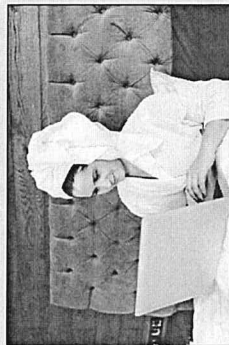
- TumbleBooks
- TumbleMath
- AEDO Zoom
- AEDO Elementary Bookshelf
- Kanopy Kids video content

Viewing movies/tv

- Kanopy
- Hoopla (music, tool)



ancestry.com



C.H. BOOTH LIBRARY

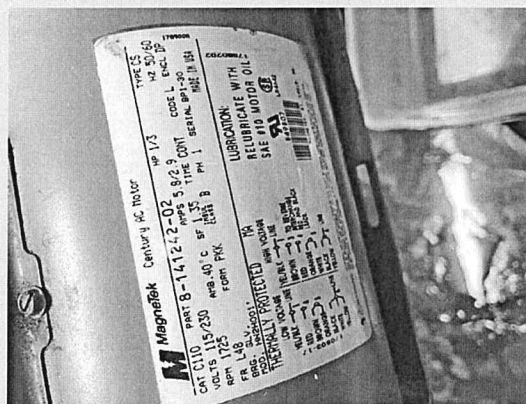
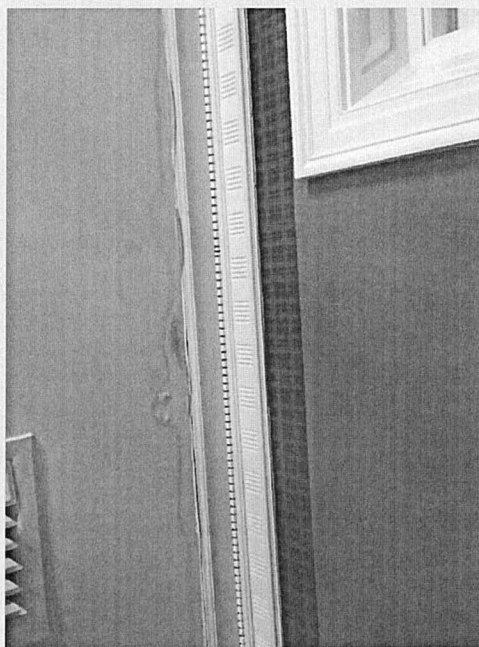
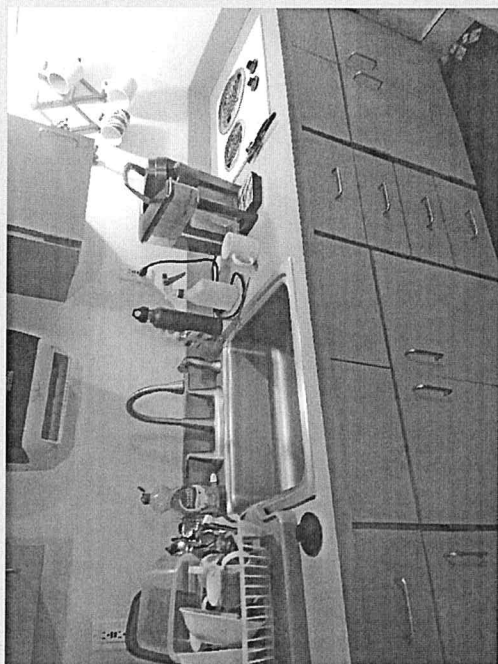
YOUR PRIVACY IS IMPORTANT!

What does this mean?

- We will never divulge the details of your account to others.
- If you want others to pick up your holds, please give them your card, or let us know they have your permission so we can note it on your account.
- If you don't have your library card, you will be asked to show an ID.

Accelerated our already excellent digital strategy
More more more





DEPARTMENT: LIBRARY**C.H. BOOTH LIBRARY MEASURES & INDICATORS****2021-2022**

<u>Measure/Indicator</u>	<u>Actual</u> <u>2017</u>	<u>Actual</u> <u>2018</u>	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>
# of Items Circulated	204,686	206,373	209,216	163,937	150,784
# of Patron Visits Per Day	472	399	367	356	184
# Registered Borrowers	12,068	11,466	10,968	10,015	9,692
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Average attendance per program	20	21	20	19	27
Value of Library Services/Return on Investment*	\$4,609,395	\$4,281,729	\$4,695,230	\$2,944,007	\$3,254,779
* Calculated using American Library Assoc Value Calculator					
\$ Technology's evolution allows for less resource usage for online sessions; uses less bandwidth					

DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

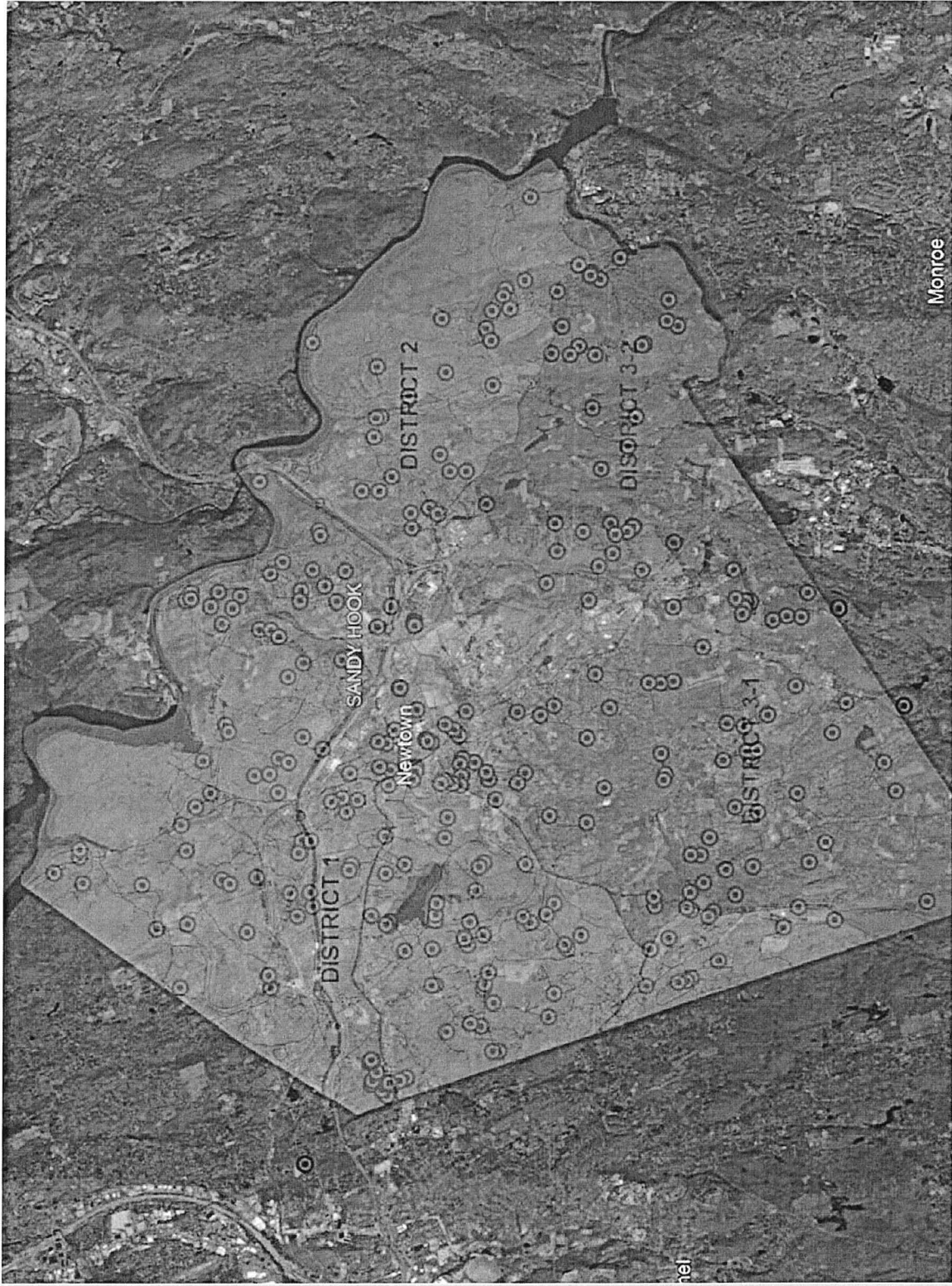
The Cyrenius H. Booth Library's budget goals for FY22-23 are to respond to the expressed needs of the community as specified by users with free materials and educational programs, emerging technologies and related patron supports, programs that stimulate local economic development, improving building safety and reliability, and preserving and protecting objects related to Newtown's heritage and culture. Another important goal for the 22-23 year is to continue the program of educational and participatory community conversations related to raising the level of civil discourse in the community. The library's 2022-2025 long-range plan is under development and its mission will continue to be: Promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place.

INCOME/EXPENSE HIGHLIGHTS**Total Income**

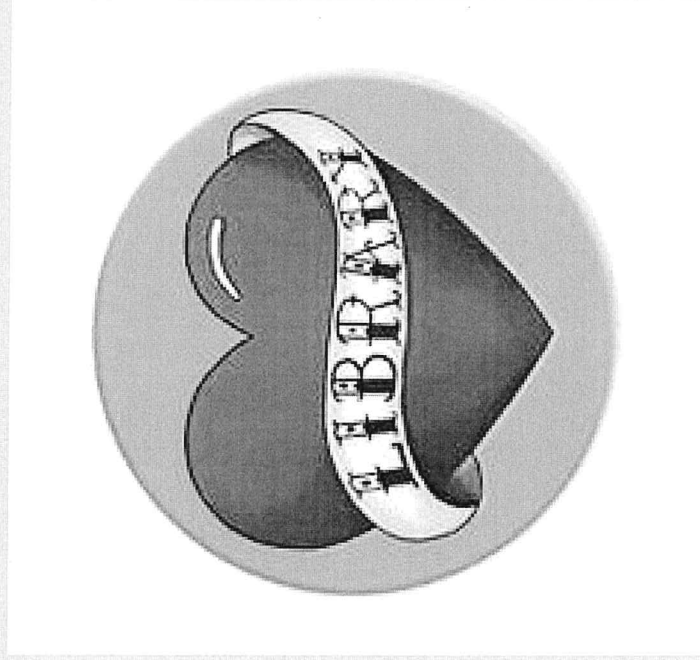
- Envisioned an \$88.7K increase in total revenue to match needed community services
- Capacity for fundraising looks to be steady, reflecting a strong community support index and which addresses the annual funding gap
- Reduced operational revenues as COVID affects usage, fees, and fines and automatic renewals reduce fines

Expenses

- Operational decreases are budgeted for municipal side; books, e-content, technology
- Performing a salary / compensation study
- Continued efforts to minimize expenses for the building (e.g., VOIP, etc.)
- This year and next year sees multiple service improvements that will amplify the facility's usefulness for patrons
- Friends: Income and Expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming, net to zero are not included in the above and are detailed in the library's Financial Statements



The library's return on investment to the community for 20-21 was \$3.25M



<http://www.ilovelibraries.org/what-libraries-do/calculator>

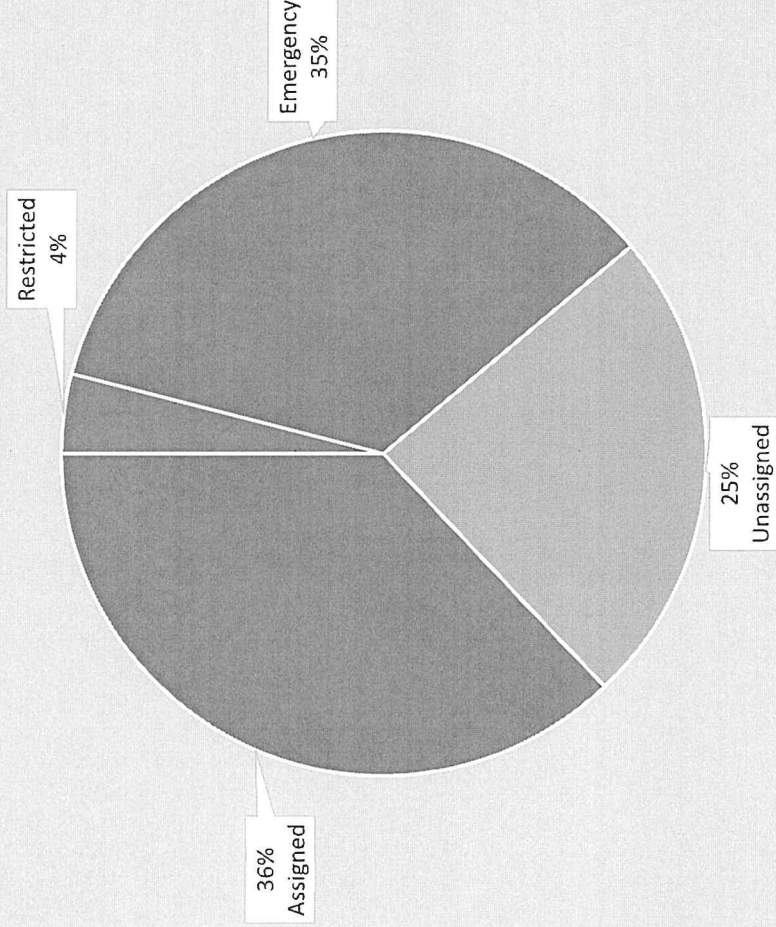
Home » What Libraries Do » What's Your Library Worth?

WHAT'S YOUR LIBRARY WORTH?

Value of Your Library Use	Input Your Use	Library Materials & Services	Value of Your Use
29966		Adult Books Borrowed	\$179232.00
8415		YA Books Borrowed	\$79502.00
42524		Children Books Borrowed	\$799960.00
2218		Audiobooks Borrowed	\$32219.00
8321		Interlibrary Loan Requests	\$188225.00
44965		eBooks Downloaded	\$66520.00
62		Magazines Read	\$20.00
202		Newspapers Read	\$100.00
12746		Movies Borrowed	\$42654.00
0		CDs Borrowed	\$0.00
0		Music Downloaded	\$0.00
2		Meeting Room Use (per hour)	\$50.00
3262		Adult Program Attended	\$2622.00
195		Young Adult Program Attended	\$190.00
1902		Childrens Program Attended	\$1314.00
12		Museum Passes Borrowed	\$240.00
5548		Computer Use (per hour)	\$6978.00
22555		Database Searches	\$64972.20
6227		Reference Assistance	\$4509.00
Calculate The Value of Your Library Use Clear Form			\$3254775.1

Fund balance as of 6/30/21

CH Booth Library
Fund Balance designations



4.0%	\$33,000	Restricted
34.9%	\$290,000	Emergency
25.2%	\$205,000	Unassigned
35.9%	\$298,000	Assigned
Total	\$826,000	



U.S. Small Business
Administration

Paycheck Protection Program

An SBA-backed loan that helps businesses keep their workforce employed during the COVID-19 crisis.

ABOUT US

Who are we?

Friends of the C.H. Booth Library is a 501(c)(3) organization dedicated to providing financial and material support to our local library in Newtown, CT and thereby enriching the intellectual and cultural life of the greater community. Our donations to the library serve to enhance its book and media collections, underwrite adult and children's programs, fund technology upgrades, and generally support library services.

Friends' volunteers raise money for the library through:

- Annual Summer Book Sale
- Holiday Sale
- The Little Book Store
- Merchandise Sales



Fund Balance SPENT in 21-22

Have had a truly difficult time completing projects for two years (covid)

Total \$117K so far

- \$50K from regular budget (cut during 21-22 budget process)
- \$67,733 on projects, some were listed for CIP
- Occupancy, Maintenance (35K) line is over budget
 - Spent \$25,773 through February, 2022
 - Add \$9,800 carpet cleaning, \$5,200 for dead tree & \$8K boiler (inspection)
 - + whatever else we will be over by year's end
- Professional Services line (20K) is over budget
 - As-built drawings + whatever else we will be over by year's end

Fund Balance ENCUMBERED in 21-22

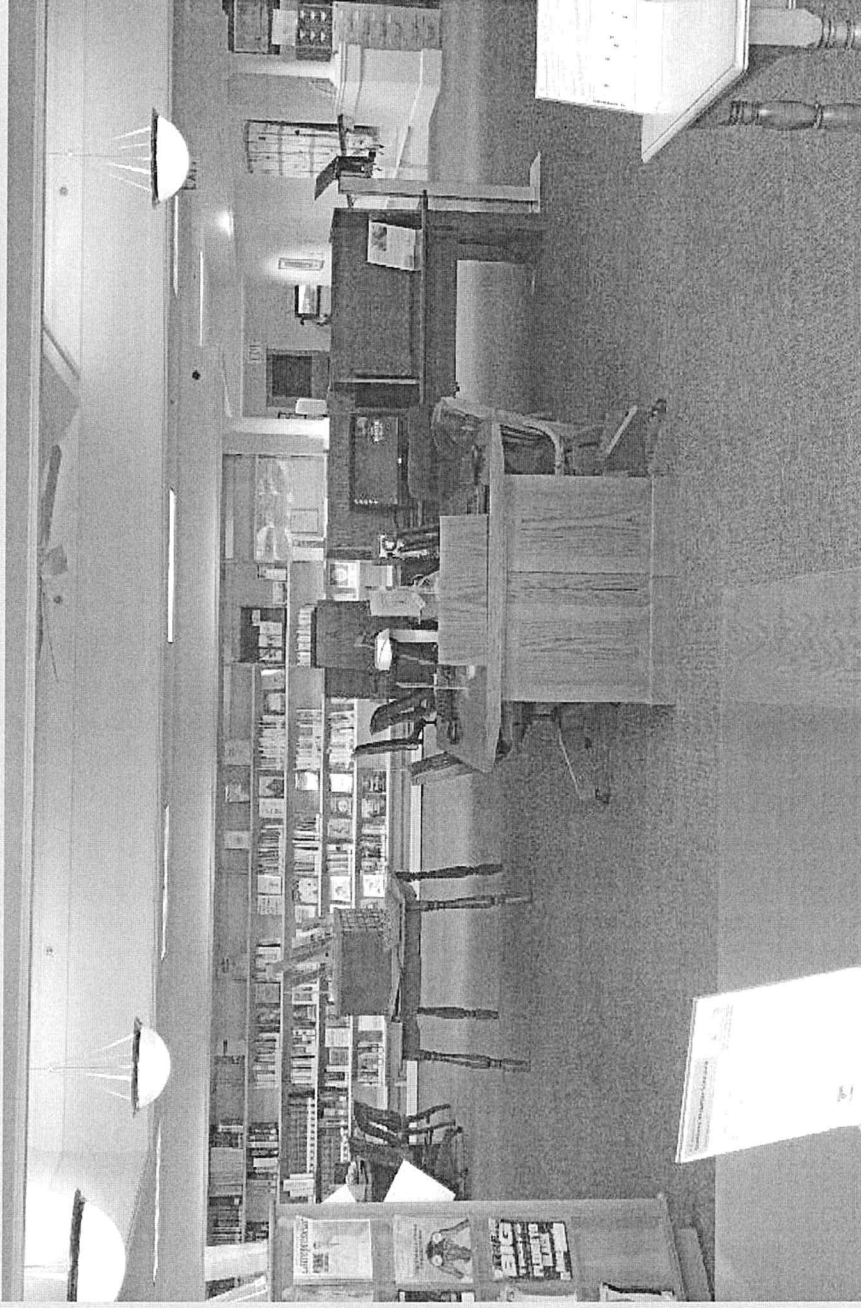
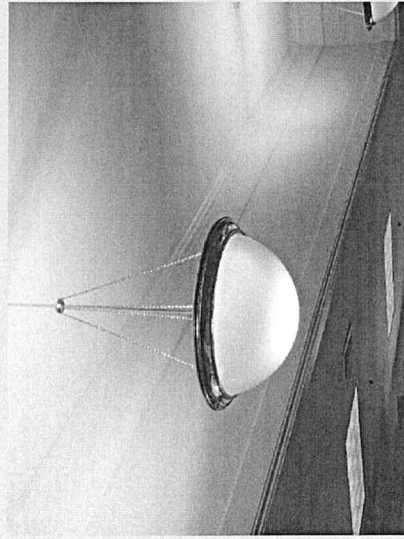
- +8 secured doors \$14.4K

8 Assigned projects (planned)

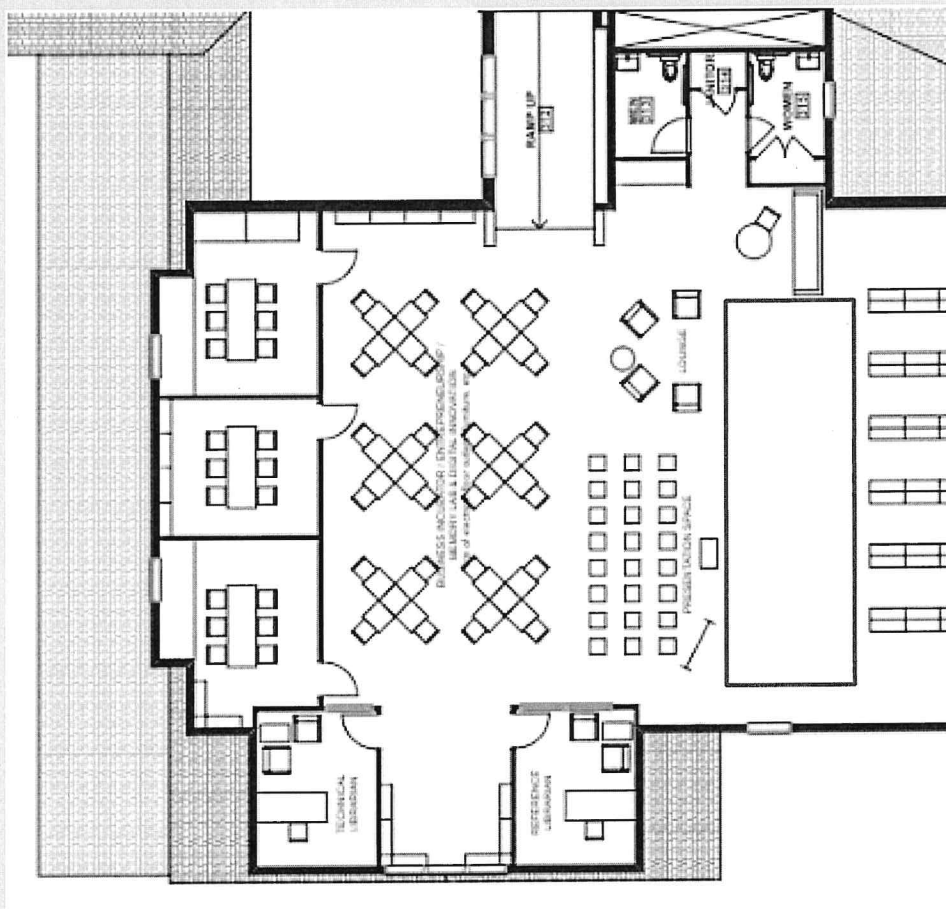
- Following are the top 8 of 35 projects as identified in the Trustees' plans (one already encumbered)
- Among 35 or so projects that are in various stages of consideration
 - Program enhancements
 - Improvements that do not reach monetary threshold of CIP
 - Most were formerly CIP-planned projects
- Excludes large projects that are clearly CIP (driveway, hvac, roofing)

Project 1

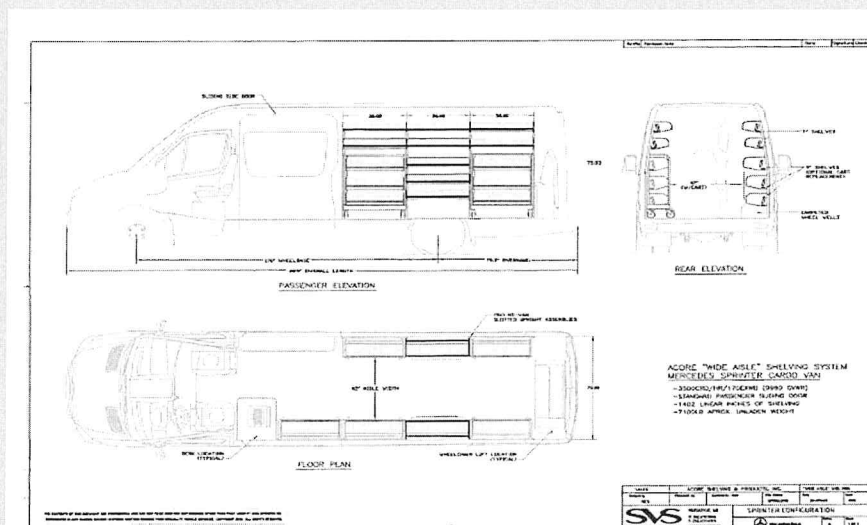
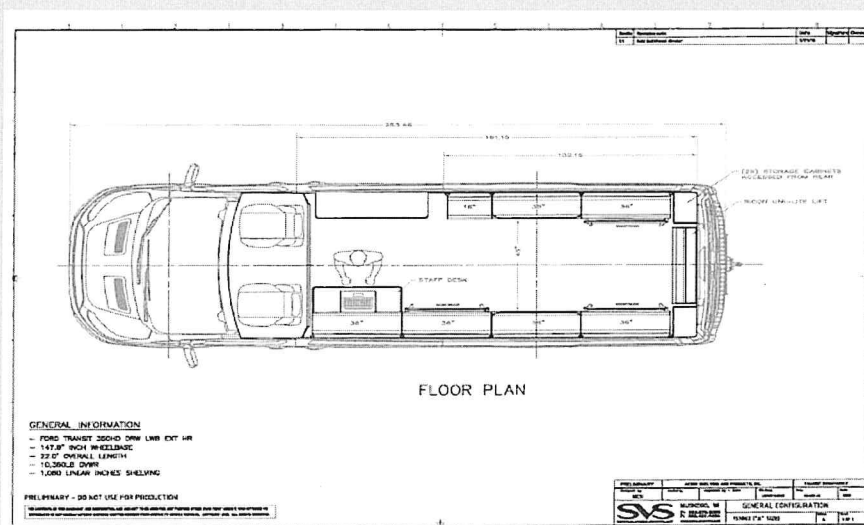
- Space redesign for 3rd floor
- Was in CIP
- Est at \$131K

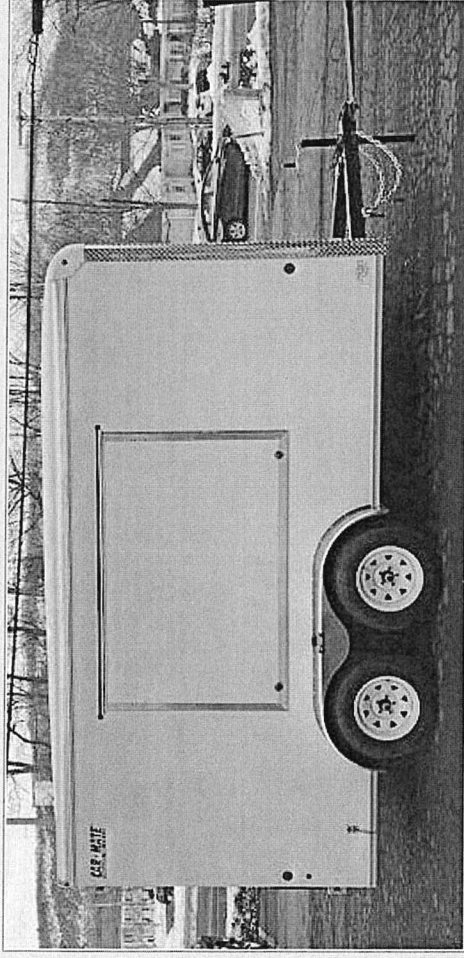






+ Grant-funded trailer (under production)

[illegible]

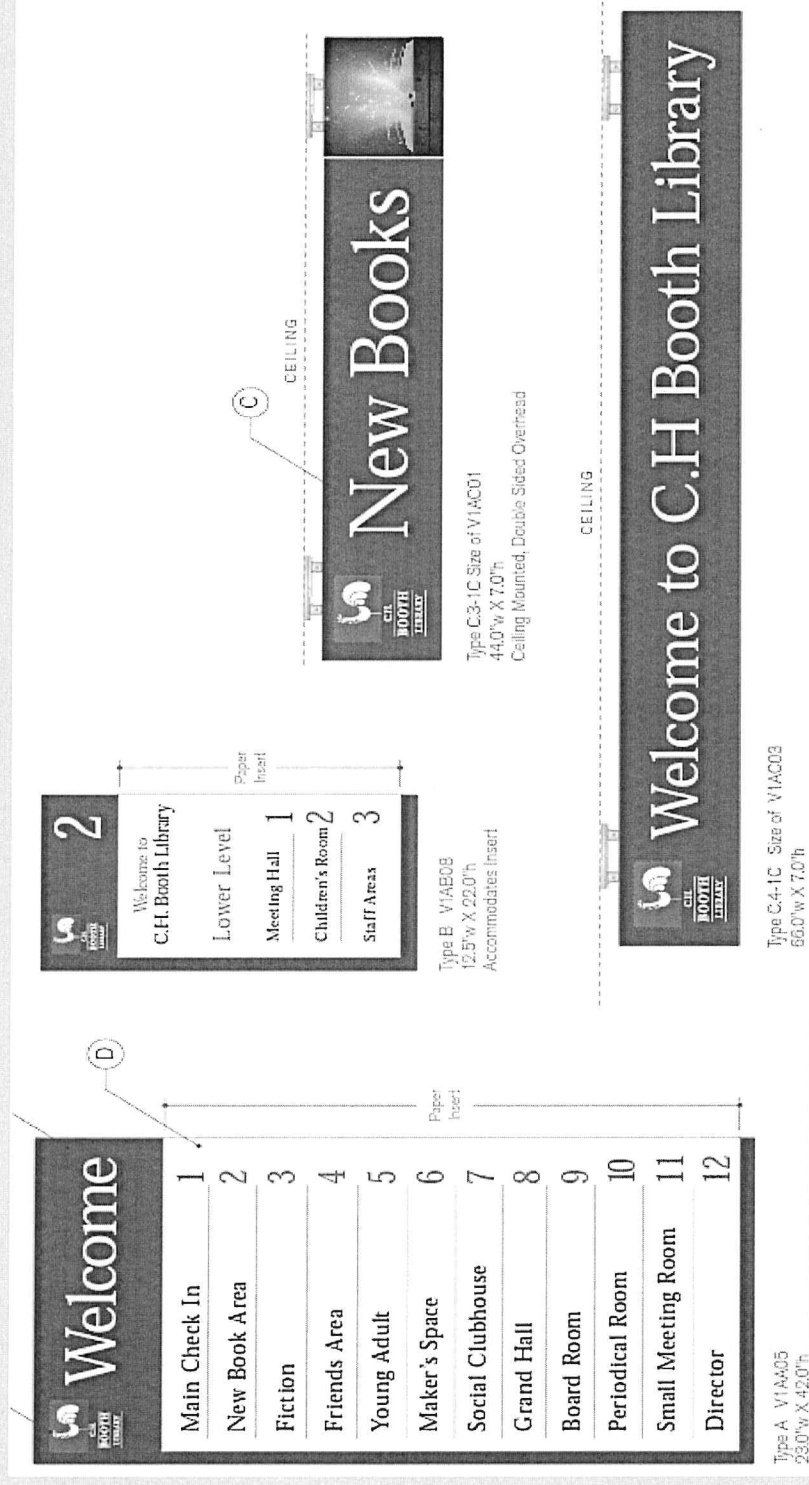


- Two side openings
- Rear double doors
- Lots of shelves to store stuff to check out to people
- Wi-Fi hot spots and laptops
- Reference / Health info



Project 3 | Signage plan, interior & exterior

- Vendor called Takeform
- Working with their design consultant
- Design is called Moxie
- Signage is nonexistent
- Was in CIP
- Est at \$21K



Project 4 | Additional security | (encumbered)

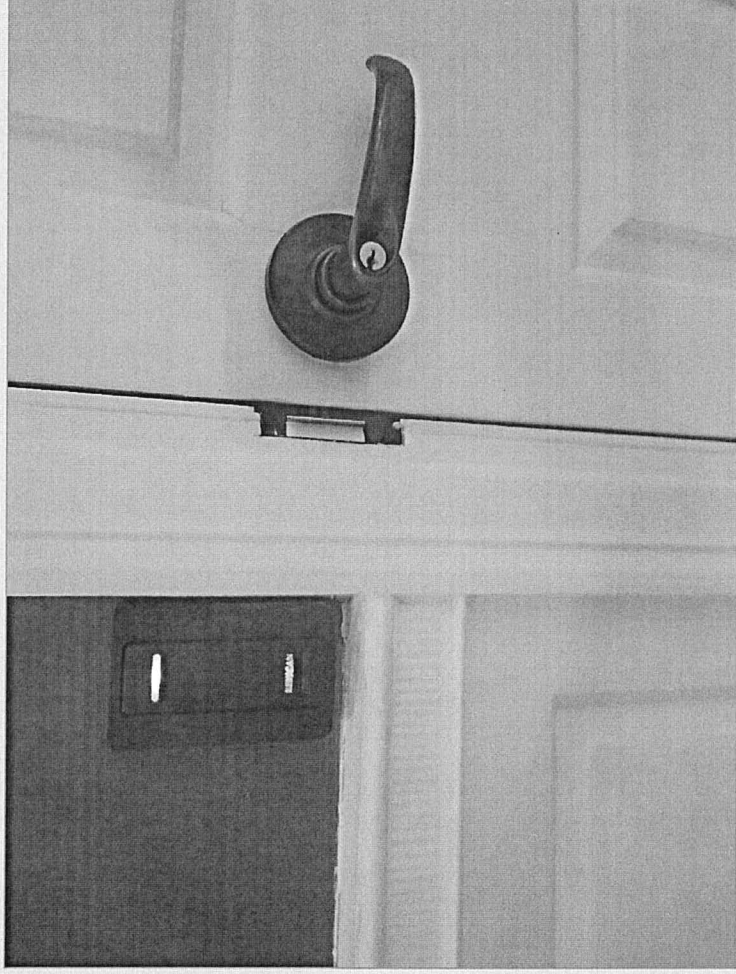
Unsecured areas
include storage
closets & kitchen

Fobs allow easier
access for staff

Local history,
cultural objects,
program materials
and tools are stored

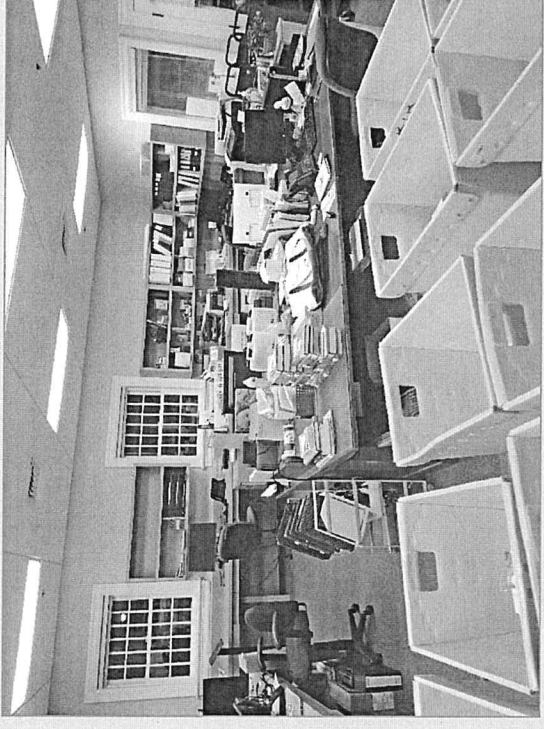
The library has zero
storage

Was in CIP 21-22
Price is \$14.4K



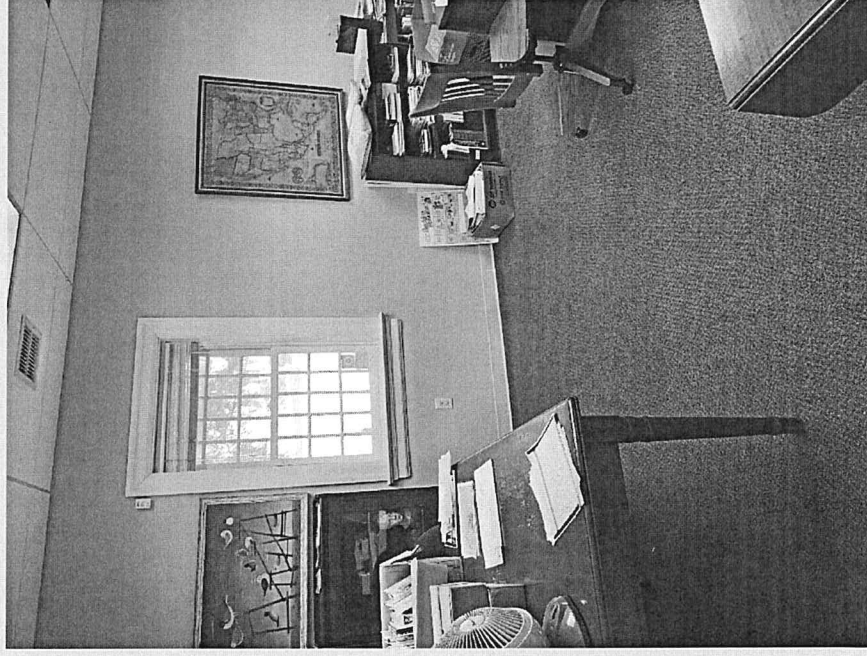
Project 5 | Interior workflows

- Adds efficiencies to accomplish work for patrons
- Cramped, inefficient storage
- Unnecessary crowding of people, objects
- Existing furnishings are beyond end of life
- Architect's drawings will help | Project consultant
- Task lighting
- Was in CIP, est at \$35K



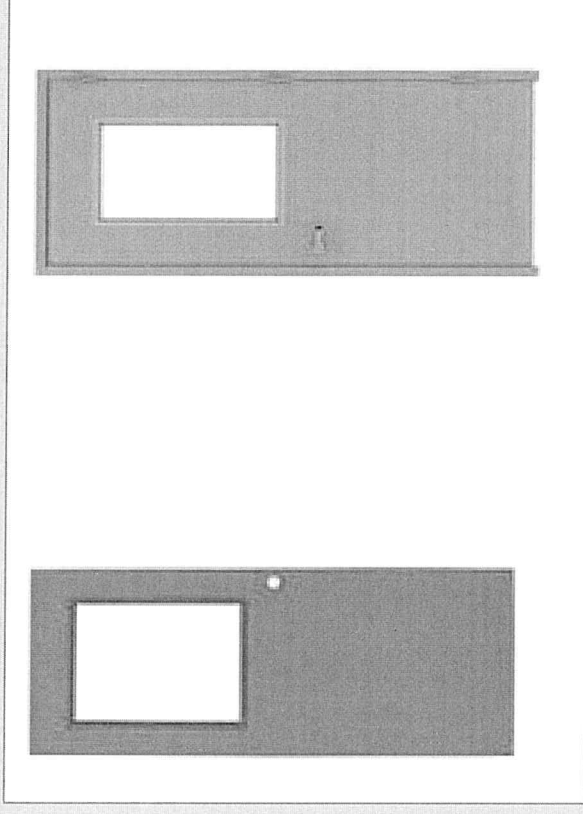
Project 6 | Interior office / internal meeting space

- * Library lacks dedicated meeting space for internal library meetings
- * Aids productivity & streamlines work leading to patron services
- * Est at \$11K



Project 7 | 4 x fire doors

- Trustees are committed to a change
 - Allow natural light in
 - Reduce usage of doors
 - Reduce incidents / collisions
- Exploring options for
 - New doors with windows (preferred)
 - Magnetted doors
- Was in CIP
- Est at \$6K



Project 8 | Lower level bath dividers & updates

- Existing dividers are stained
- Not installed properly ca 1998
- Out of warranty
- Still looking at options
- Was in CIP
- Est at \$18K

