



TOWN OF GRANBY

MEMORANDUM

DATE: April 14, 2025

TO: The Granby Board of Selectman
FROM: Mike Walsh, Granby Town Manager
REGARDING: Library Summer Intern Position 2025

A handwritten signature in blue ink, likely belonging to Mike Walsh, the Granby Town Manager.

Background

In April 2025, the Granby Library Association and the Friends of the Granby Public Libraries agreed to provide \$5,722.50 for a temporary, full-time summer internship program at the Granby Public Library. This position will be 35 hours a week and run for 10 weeks. There will be no benefits. The selected candidate will gain valuable library experience working in a busy public library, while sharing the joys of the Summer Reading Program with patrons of all ages. Duties will include looking up books in a library catalog, checking in and out books, assisting patrons with finding and recommending titles, assisting with setting up programs, supporting patrons with makerspace equipment and other tasks, as assigned. The candidate will be a Granby Memorial High School graduate and will have completed at least one year of college.

Next Steps

Upon approval of this funding, GLA and FOGPL will each provide a check in the amount of \$2,861.25. Candidates will be interviewed and will begin working at the library in early June.

Since these funds will increase revenue and expenditure line items in the General Fund, which was not budgeted in the FY25 & FY26 adopted budget, a budget amendment is required according to the Town Charter. The GLA and FOGPL donation will increase FY 25 Payroll-Temp/PT line item by \$2,289.00 in the General Fund and FY26 Payroll-Temp/PT line item by \$3,433.50 in the General Fund. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

Proposed Motion:

I MOVE THAT THE BOARD OF SELECTMEN APPROVE A BUDGET AMENDMENT TO INCREASE THE PAYROLL-TEMP/PT LINE ITEM IN THE FY25 GENERAL FUND BUDGET BY \$2,289 AND FORWARD THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

FURTHER, I MOVE THAT THE BOARD OF SELECTMEN APPROVE A BUDGET AMENDMENT TO INCREASE THE PAYROLL-TEMP/PT LINE ITEM IN THE FY26 GENERAL

FUND BUDGET BY \$3,433.50 AND FORWARD THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

CC: Mike Walsh, Granby Town Manager
Kimi Cheng, Director of Finance