



TOWN OF GRANBY

MEMORANDUM

DATE: April 22, 2025

TO: The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Consideration of Budget Amendment for Library Summer Intern Position

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

GLA and FOGPL will each provide a check for \$2,861.25. Candidates will be interviewed and begin working at the library in early June. Below table illustrates the expenses in each fiscal year and its funding sources:

						Funding Source		
		<u>weekly</u>	<u>Total Wages</u>	<u>PR Tax</u>	<u>Total</u>	<u>GLA Donation</u>	<u>FOGPL Donation</u>	<u>Library Dept Budget</u>
FY25	4 weeks	572.25	2,289.00	175.11	\$ 2,464.11	2,289.00		175.11
FY26	6 weeks	572.25	3,433.50	262.66	\$ 3,696.16	572.25	2,861.25	262.66
TOTAL			5,722.50	437.77	\$ 6,160.27	2,861.25	2,861.25	437.77

Since these funds will increase revenue and expenditure line items in the General Fund, which was not budgeted in the FY25 & FY26 adopted budget, two budget amendments are required

At its April 21, 2025 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment.

PROPOSED MOTION:

I move that the Board of Finance approves a budget amendment to increase Misc. Revenue line item by \$2,289, Payroll-Temp/PT line item by \$2,113.89, and FICA & Medicare line item by \$175.11 in the fiscal year 2024-25 adopted general fund budget for the 4-week of the library summer intern.

And, I move that the Board of Finance approves a budget amendment to increase Misc. Revenue line item by \$3,433.50, Payroll-Temp/PT line item by 3,170.84, and FICA & Medicare line item by \$262.66 in the fiscal year 2025-26 adopted general fund budget for the 6-week of the library summer intern.

Enclosure: Appropriation #2025-005
Appropriation #2026-001

TOWN OF GRANBY

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action: Board of Selectmen X
 Board of Education

Date of Requesting Agency's Action: April 21, 2025

Type of Action Requested (Check One): Additional Appropriation
 Transfer of Funds
 Budget Amendment X

Date of Request: April 28, 2025

Fiscal Year: 2024-25

Amount of Request: \$2,289.00

Purpose of Request (Explain briefly or attach narrative):

To support the hire of a Summer Intern at Granby Public Library.

<u>Budget Amendment (Inc. In Revenue):</u>	<u>Budget Amendment (Inc. In Expenditure):</u>
001.04.11.0000.46038 Misc. Revenue \$2,289.00	001.40.40.4001.51402 Payroll-Temp/PT \$2,113.89 001.10.10.1005.51820 FICA & Medicare \$175.11

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

 Town Manager/Date

Date of Board of Selectmen Comment Action: April 21, 2025 Approved: YES X NO

Date of Board of Finance Resolution Action: April 28, 2025 Approved: YES NO

cc: Director of Finance & Town Treasurer

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Date of Requesting Agency's Action: April 21, 2025

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 Transfer of Funds
 Budget Amendment X

Date of Request: April 28, 2025

Fiscal Year: 2025-26

Amount of Request: \$3,433.50

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