

TOWN OF EAST LYME

FY 2026/2027

Dept No.

420

Budget Input

Dept Culture and Recreation

| Acct. | Account Description | Budget | Supporting Description of Activity |
|-------|---------------------|-----------|--|
| 295 | EL Public Library | 1,403,788 | The East Lyme Public Library provides library service for 6,533 registered non-expired users and 11,241 users generally. The library has a collection of 108,721 physical items, and offers access to 1,109,536 ebooks, 370,189 e-audiobooks, 6,000 online magazines and 466,115 online music albums. Approximately 2.5 million items are available through the LION consortium. |

Culture and Recreation Total

Index of Supporting Documentation

| | |
|--|---------|
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GENERAL FUND BUDGET FY 2026/2027

| | 2025 Actual Expense | 2026 Adopted Budget | 2026 Amended Budget | 2027 Dept Head Requested | 2027 Bd Selectmen Proposed | 2027 Bd Finance Proposed |
|-------------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|----------------------------------|--------------------------------|
| 420 - Culture and Recreation | | | | | | |
| 150 Community Services | 1,231,806 | 1,310,000 | 1,310,000 | 1,403,788 | | 7.16 % inc |
| 295 EL Public Library | | | | | | |
| Community Services Total | 1,231,806 | 1,310,000 | 1,310,000 | | | |
| Culture and Recreation Total | 1,231,806 | 1,310,000 | 1,310,000 | | | |

Budget Narrative FY26/27

East Lyme Library, Inc. updated 12/18/25

FY26 Budget

For FY25 we received an increase in town funding of 6.53%; for FY 27 we are asking for a 7.16% increase. We will actually decrease our spending in three categories (see additional sheet titled "East Lyme Library Budget FY27 vs. FY26, pg. 10): Maintenance, Operations and Materials. The other three categories (Salaries, Benefits, and Utilities) show an increase. The Salaries line shows a basic pay raise for the staff of 2.75 % (we will again this year need to increase what staff pay for health insurance). The Benefits line show assumes a 14% increase for health insurance next year, and in the Utilities category our phone bill increased in price dramatically at the end of FY25 so that line has been increased. We were planning to replace 10 staff computers this year, but we have now lowered that to 5 computers in order to afford our new children's room employee. I have set aside funding in FY27 to replace the other five computers. This budget also includes a small amount of funding set aside for extra help in the summer, a small stipend for grant writing, and also includes funding to be open on Sundays during FY27.

Funding Sources

Funding for the library comes from three different areas plus any grants we receive:

- 1) *Town Subsidy* – this makes up the majority of the library's funding.
- 2) *Annual Fund Drive* – the library conducts an annual fund drive to raise additional funds. These funds are used to purchase additional books and audiovisual items, support programming, most capital costs, any furniture and technology costs or small special projects. We received approximately \$38,000 during FY25's Annual Fund Drive.
- 3) *Private Foundations* - there are two of these. The *East Lyme Library Foundation (ELLF)* is a separate legal entity from the library that was created to manage and grow an endowment; by IRS law 5% of this endowment has to be dispersed to the library each year. The amount of annual funding from this source has ranged from a low of \$15,787 to a high of \$56,382 in FY26 and is entirely dependent on the stock market. A small portion of this money is required to be used exclusively for the purchase of books, the rest was intended to be set aside for "big ticket" items or equipment the library could not normally afford. Over the past two decades this money has been used exclusively to purchase books. The East Lyme Library Foundation would like to see the town pick up more of the costs for books so that it can once again fund those big ticket items.

- 4) A second endowment for the library is set up at the *Community Foundation of Eastern Connecticut*. This fund was the result of a generous gift of \$100,000 from that organization made to each of the public libraries in southeastern Connecticut in 2010. A small amount of this endowment is dispersed to the library each year and has either been used for incidental items (supplies for the historical collection housed at the library), experimental new services (streaming video), emergency expenses (sudden health care cost increases) or (usually) re-invested in order to continue growing this fund.

Revenues/ Fees

State law prohibits public libraries from charging for borrower's cards. Communities invest in public libraries; libraries are not considered profit-making centers. Nevertheless, the library has found ways to help support its operating costs in appropriate ways. These include providing copier services that result in a small profit annually, used book sales, and seeking memorial gifts. We added poster printing services that now provide an additional income stream. The state provides a small amount of aid each year, but this amount has shrunk in the past few years and may disappear entirely at some point. Furthermore, services once provided by the state library (the book delivery system in particular) have been greatly diminished and required additional funding on our part to keep providing basic library services to the town of East Lyme.

We will need to expand in coming years

As reported previously, the library has completely outgrown the space it occupies. Major renovations and expansion are urgently needed to maintain services and to grow in the appropriate manner for a public library in a town of this size. Our reading room is crowded, our meeting rooms are in great demand, and we lack adequate space for programming, particularly in the children's room. We have no dedicated space for young adults in spite of being located across the street from the middle school. A feasibility study done during FY24, funded by town American Rescue Act funds, determined the approximate costs of expanding as approximately \$8 million, \$11 million, or \$17 million depending on the size of the renovation.

East Lyme Library Operating Budget FY 26/27

| | Actual Budget | Actual Budget | Actual Budget | Proposed Budget |
|----------------------------------|----------------|----------------|----------------|-----------------|
| | FY24 | FY25 | FY26 | FY27 |
| Salaries | | | | |
| 55201 Full-Time Salaries | 551,669 | 604,240 | 641,387 | 659,025 |
| 55601 Hourly Wages | 224,745 | 217,725 | 213,368 | 219,955 |
| | 776,414 | 821,965 | 854,755 | 878,980 |
| Fringe Benefits | | | | |
| 57201 Social Security | 59,085 | 62,747 | 65,389 | 67,242 |
| 57601 Health Insurance | 124,287 | 166,429 | 170,839 | 194,757 |
| 57801 Life Insurance | 1,484 | 1,538 | 1,700 | 1,700 |
| | 184,855 | 230,714 | 237,928 | 263,699 |
| Utilities | | | | |
| 40401 Telephone | 2,898 | 3,522 | 4,728 | 4,800 |
| 40501 CEN - Internet | 1,476 | 1,476 | 1,500 | 1,500 |
| 40601 Wifi hotspots | 4,374 | 1,794 | 1,794 | 1,794 |
| 40701 Licenses | | 3,606 | 8,545 | 8,980 |
| | | 10,398 | 16,567 | 17,074 |
| Maintenance | | | | |
| 42201 Insurance | 16,089 | 17,307 | 18,000 | 18,000 |
| 42301 Computer Maintenance | 6,146 | 1,586 | 2,000 | 2,000 |
| 42411 Equipment lease & purchase | 15 | - | 10,000 | 5,000 |
| 42601 Equip Service Contracts | 1,750 | 550 | 1,400 | 1,400 |
| 42801 Equip Maint. & Repair | 280 | - | 300 | 300 |
| | 24,280 | 19,443 | 31,700 | 26,700 |

| | Actual Budget FY24 | Actual Budget FY25 | Actual Budget FY26 | Proposed Budget FY27 |
|---------------------------------|--------------------|--------------------|--------------------|----------------------|
| Operations | | | | |
| 45201 Technical Supplies | 13,710 | 17,625 | 19,000 | 12,000 |
| 45601 Custodial Supplies | 203 | - | 200 | 200 |
| 45801 Postage | 7,103 | 6,848 | 7,500 | 7,500 |
| 46201 Printing | 6,923 | 10,851 | 11,000 | 12,000 |
| 46401 Professional Training | 3,941 | 3,992 | 4,000 | 4,000 |
| 46601 LION Data Lease | 49,798 | 51,292 | 52,829 | 54,415 |
| 46611 LION Delivery | 4,248 | 4,460 | 4,684 | 4,918 |
| 47001 Dues | 1,354 | 1,618 | 2,000 | 2,000 |
| 47201 Audit/ (Strategic Plan) | 14,500 | 9,500 | 10,000 | 11,000 |
| 48201 Bank Charges | 4 | 101 | 50 | 50 |
| 48202 Credit Card fees | 694 | 1,006 | 1,200 | 1,200 |
| 49001 Miscellaneous | 3,282 | 4,523 | 3,750 | 3,308 |
| 66001 Payroll Processing | 1,576 | 2,208 | 2,500 | 3,152 |
| | 107,336 | 114,024 | 118,713 | 115,743 |
| Materials | | | | |
| 50401 Books (Town, Print) | 15,000 | 13,270 | 15,000 | 15,000 |
| 50411 eBooks, Town | 4,644 | - | - | - |
| 50421 LION Overdrive | | 10,325 | 10,842 | 11,383 |
| 50501 ILL Fees | | - | 50 | 50 |
| 50601 Data Bases | 24,362 | 12,316 | 15,335 | 10,000 |
| 50701 Hoopla | | 28,032 | 34,000 | 34,420 |
| 50801 Serials & Periodicals | 17,748 | 18,630 | 19,000 | 19,000 |
| 51001 Audiovisual Materials | 15,000 | 7,440 | 15,000 | 15,000 |
| 51201 Microfilms | 15,341 | 16,137 | 18,000 | 22,000 |
| 51401 Programs | 12,000 | 12,576 | 12,000 | 12,000 |
| | 104,096 | 118,726 | 139,227 | 138,853 |
| Total Operating Expenses | 1,265,595 | 1,315,270 | 1,398,890 | 1,441,049 |

**East Lyme Public Library
Annual Fund Drive Budget FY26/27**

independently by the library. The expenses below are funded without using taxpayer money.

| <u>Account No.</u> | <u>Description</u> | <u>Projected Annual Budget</u> |
|--------------------|---|--------------------------------|
| 29621 | Est. Fund Drive balance 6/30/25 | 5,517 |
| 31521 | Anticipated Gifts to fund drive (45th Annual) | 35,000 |
| | Total Available Funds | 40,517 |
| Expenses: | | |
| 45421 | Fund drive expenses -printing; pstg, etc. | 5,000 |
| 45821 | Postage | 2,000 |
| 46221 | Printing, brochures | 4,000 |
| 47021 | Museum Passes | 2,500 |
| 47621 | Public relations | 2,000 |
| 48821 | New Equipment | 0 |
| 49021 | Misc expense | 1,160 |
| 60341 | Outreach | 2,000 |
| 60342 | Grantwriting | 2,500 |
| 61341 | Library of Things | 1,000 |
| 69021 | Capital Reserves | 257 |
| | Operations | 22,417 |
| | | |
| 50401 | Books | 3,000 |
| 50621 | Databases | 4,100 |
| 51021 | A/V Materials | 5,000 |
| 51421 | Programs | 6,000 |
| | Materials | 18,100 |
| | | |
| | Total Expenses | 40,517 |
| | | |
| | Ending Fund Balance | 0.00 |

Book, Audiovisual, Program and Database Budgets

Library FY27

| | | | |
|---------------------------------|---------------|--|--|
| Overall Book Budget | | | |
| Town funding print books | 15,000 | | |
| AFD funding ebooks | 0 | | |
| Foundation | 56,382 | | |
| Annual Fund Drive | 3,000 | | |
| Total Book Budget | 74,382 | | |
| Overall Audio Visual Budget | | | |
| Town funding | 15,000 | | |
| Annual Fund Drive | 5,000 | | |
| Total A/V Budget | 20,000 | | |
| Overall Programming Budget | | | |
| Town funding | 12,000 | | |
| Annual Fund Drive | 6,000 | | |
| Total Programming Budget | 18,000 | | |
| Overall Database Budget | | | |
| Town Budget | 10,000 | | |
| Annual Fund Drive | 4,100 | | |
| Total Database Budget | 14,100 | | |

East Lyme Library FY27 budget compared to FY26 budget

| | <u>FY26</u> | <u>FY27</u> | <u>difference</u> | <u>% change</u> | <u>why</u> |
|---------------------|------------------|------------------|-------------------|-----------------|---|
| Salaries | 854,755 | 878,980 | 24,225 | 2.75 | raise |
| Benefits | 237,928 | 263,699 | 25,771 | 10.83 | health insurance |
| Utilities | 16,567 | 17,074 | 507 | 1.97 | telephone |
| Maintenance | 31,700 | 26,700 | (5,000) | 15.8 | only replacing 5 staff computers |
| Operations | 118,713 | 115,743 | (2,970) | 2.35 | less tech supplies, slight LION increase |
| Materials | 139,227 | 138,853 | (374) | 0.27 | ebooks moved to fund drive, less database |
| Total budget | 1,398,890 | 1,441,049 | 42,159 | | |
| | | | | | |
| | | | | | |
| | | | | | |