

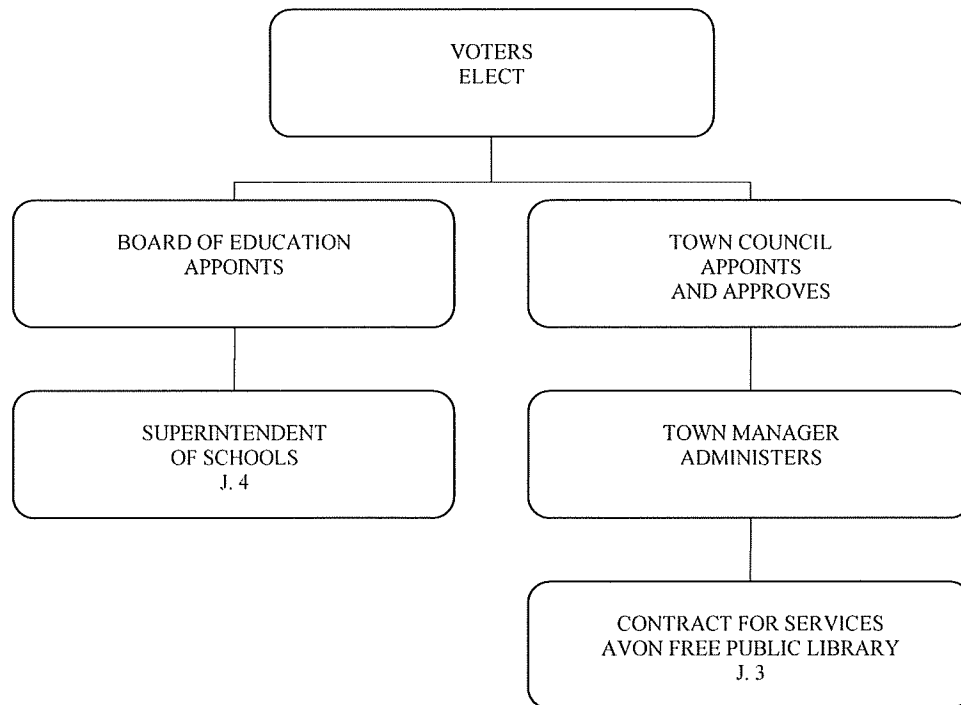
# LIBRARY & EDUCATION

## PROGRAM DESCRIPTION

The Library & Education expenditures include the Avon School System and the Avon Free Public Library. The accounting structure utilized by the Board of Education in managing the school system is mandated by the State of Connecticut. The Board of Education is an elective body composed of nine (9) persons for overlapping four-year terms. The Board of Education hires a Superintendent to manage the School System. The Board of Education, by Charter, submits its budget to the Town Council by February 15<sup>th</sup> of each year.

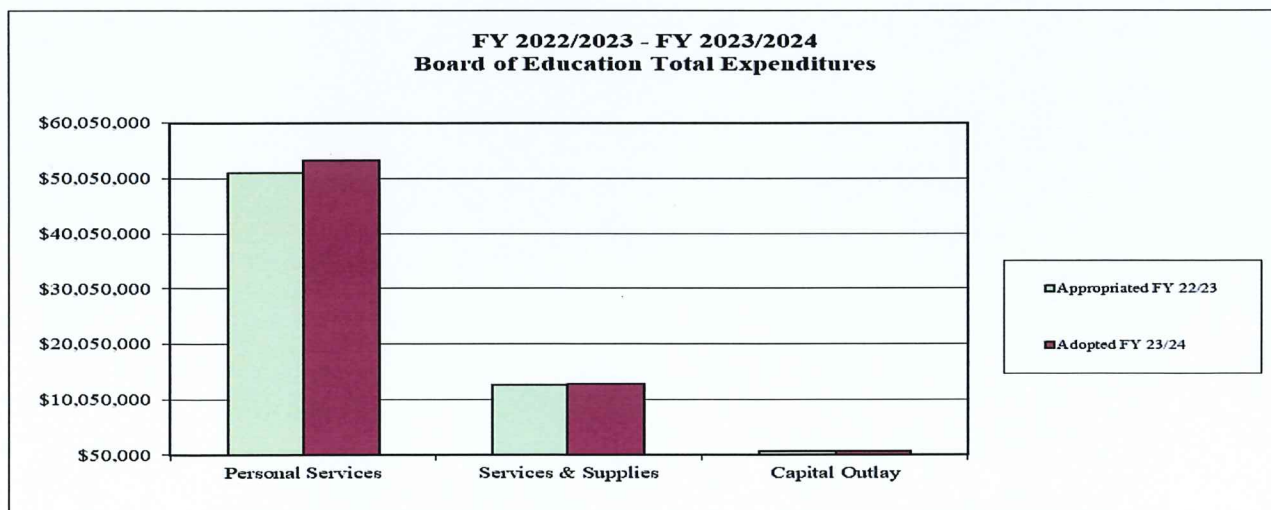
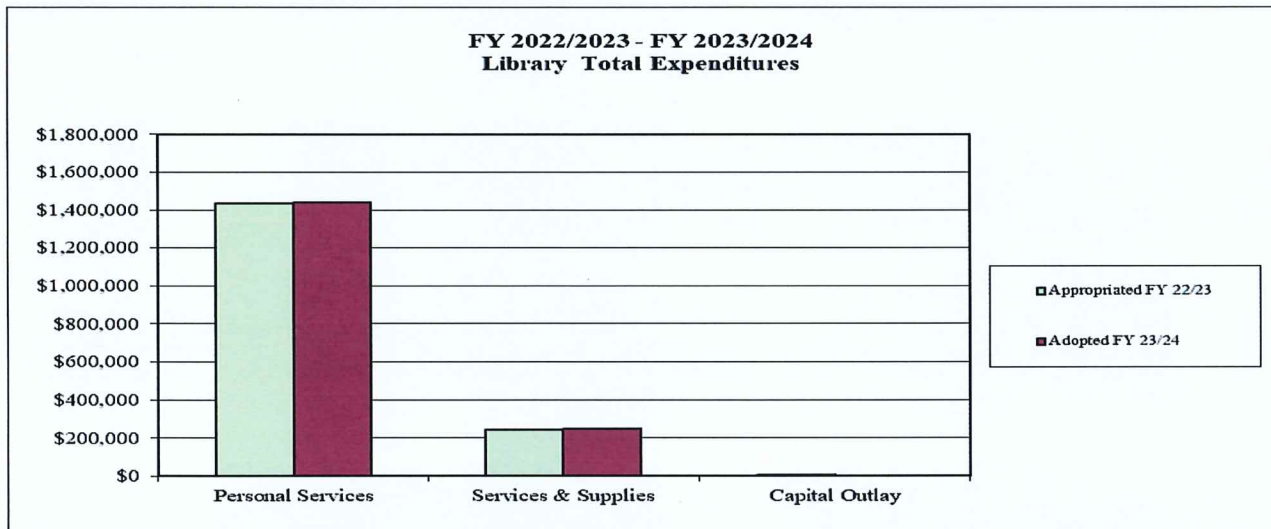
The Avon Free Public Library provides library services to the Town of Avon by written contract. The Library Trustees, as part of the contract, provide a detailed budget in the format requested by the Town. The Town of Avon owns and operates the Library Building.

### LIBRARY & EDUCATION ORGANIZATIONAL CHART



**ADOPTED BUDGET SUMMARY  
LIBRARY & EDUCATION**

	Appropriated FY 2022/2023	Requested FY 2023/2024	Adopted FY 2023/2024	Inc/(Dec) \$	Inc/-Dec %
<b>Library</b>					
Total Personal Services	\$1,437,268	\$1,441,055	\$1,441,055	\$3,787	0.26%
Total Services & Supplies	\$243,970	\$247,210	\$247,210	\$3,240	1.33%
Total Capital Outlay	\$8,230	\$0	\$0	(\$8,230)	-100.00%
<b>Total Library</b>	<b>\$1,689,468</b>	<b>\$1,688,265</b>	<b>\$1,688,265</b>	<b>(\$1,203)</b>	<b>-0.07%</b>
<b>Board of Education- General Fund</b>					
Total Personal Services	\$51,069,216	\$53,256,521	\$53,256,521	\$2,187,305	4.28%
Total Services & Supplies	\$12,605,206	\$12,848,752	\$12,848,752	\$243,546	1.93%
Total Capital Outlay	\$681,182	\$638,536	\$638,536	(\$42,646)	-6.26%
Sub-Total Board of Education General Fund	\$64,355,604	\$66,743,809	\$66,743,809	\$2,388,205	3.71%
<b>Board of Education - Special Revenue Fund</b>					
State and Fed. Education Grants - Fund 13	\$950,311	\$958,612	\$958,612	\$8,301	0.87%
School Cafeteria - Fund 14	\$1,153,428	\$1,139,410	\$1,139,410	(\$14,018)	-1.22%
Use of School Facilities - Fund 15	\$25,000	\$38,000	\$38,000	\$13,000	52.00%
Technology Protection Plan	\$38,675	\$25,250	\$25,250	(\$13,425)	0.00%
Sub-Total Board of Education Special Revenue	\$2,167,414	\$2,161,272	\$2,161,272	(\$6,142)	-0.28%
<b>Total Board of Education</b>	<b>\$66,523,018</b>	<b>\$68,905,081</b>	<b>\$68,905,081</b>	<b>\$2,382,063</b>	<b>3.58%</b>





# 6101 LIBRARY

## PROGRAM DESCRIPTION

The Avon Free Public Library (AFPL) is a private organization under the management of a Board of Trustees. The majority of the operating funds are supplied by the Town under a written contract for services. The Town owns and operates the Library Building. The AFPL serves as the center of enrichment for the community, providing free and convenient access to information, literature, culture and the arts through a variety of media and technologies.

## PROGRAM COMMENTARY

The fiscal year 2023/2024 budget request maintains current levels of services and reflects the need to augment our collection of downloadable e-content, requests additional personnel funds for current staff, and includes a capital outlay request for necessary upgrades and repairs on the library facility's security camera network.

WORKLOAD MEASURES	2019/ 2020	2020/ 2021	2021/ 2022	Est. 2022/ 2023	Proj. 2023/ 2024
Number of Card Holders <sup>1</sup>	8,257	6,197	6,206	6,500	6,750
Population, estimated	19,795	18,932	18,932	19,000	19,000
Cardholders % of Population	42%	33%	33%	34%	36%
Visits to Library	127,172	40,762	80,405	98,225	105,000
Visits Per Capita	6.4	2.1	4.2	5.1	5.5
Library Sponsored Children's Programs	670	664	672	700	700
Library Sponsored Adult Programs	362	395	307	350	350
Participants in Children's Programs	12,204	11,947	14,789	15,000	16,000
Participants in Adult Programs	17,978	13,591	13,090	18,000	20,000
Total circulation	217,594	204,815	272,143	285,000	300,000
Library Service Hours	2,040	1,275	2,960	2,960	2,960
Circulation Per Service Hour	106.7	160.6	92	96	101
Reserves	25,890	43,730	29,314	32,000	33,500
Interlibrary Loan Transactions	16,945	22,213	22,860	25,000	27,500
borrowIT CT loans (loans to non-residents)	42,207	39,018	49,140	55,000	57,000
Items Checked In	134,368	90,821	142,886	150,000	157,000
Public Computer Logins	8,234	4,322	3,505	3,800	4,200
Hours of Public Wifi Usage <sup>2</sup>	14,238	3,424	17,150	18,000	20,000
Database Searches	75,012	83,528	93,464	100,000	115,000
Website Visits	100,776	110,673	113,310	120,000	125,000
Print Books Owned	98,456	96,062	92,912	95,000	100,000
Total Collection Size (physical & digital)	190,995	199,693	201,912	205,000	207,000

<sup>1</sup>Note: Temporary cards issued while library was closed due to the pandemic began expiring in early 2021.

<sup>2</sup>Note: Open wifi access was provided throughout the pandemic, with no login required and no statistics captured.

### TOWN COUNCIL LONG TERM GOALS

*Provide a quality educational system with a caring and supportive learning environment by ensuring both high faculty standards and superior educational facilities, resulting in well prepared students capable of successfully entering the nation's most competitive colleges and universities as well as competing in today's increasingly sophisticated world.*

**Program Goal:** Provide community access to relevant collections, innovative services, and quality programs

**Program Objective:** Increased use of both physical and digital collection materials

**Performance Measure:** Annual circulation per capita of 15 or greater including both physical and digital loans

2019/2020	2020/2021	2021/2022	Est. 2022/2023	Proj. 2023/2024
11	10.8	14.4	15	15.8

**Program Objective:** Provide a current and relevant collection of materials to our community of borrowers

**Performance Measure:** Turnover rate (average number of annual loans per item, physical collection only) of 2.4

2019/2020	2020/2021	2021/2022	Est. 2022/2023	Proj. 2023/2024
1.6	1.7	2.2	2.3	2.4

**Program Objective:** Engage the community with entertaining, informative, and timely programs

**Performance Measure:** Annual program attendance per capita of at least 1.9

2019/2020	2020/2021	2021/2022	Est. 2022/2023	Proj. 2023/2024
1.5	1.3	1.5	1.7	1.9

## Board of Finance's Budget Summary

Budget Fiscal Year: 2024 to 2024

Account# and Description	2022 Actual	2023 Base Budget	2023 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
6101 LIBRARY									
PERSONAL SERVICES									
WAGES & SALARIES	1,047,991	1,142,526	940,712	1,157,994	1,157,994	1,157,994	1,157,994	15,468	1
EMPLOYEE BENEFITS	278,269	294,742	272,136	283,061	283,061	283,061	283,061	(11,681)	(4)
Total PERSONAL SERVICES	1,326,260	1,437,268	1,212,848	1,441,055	1,441,055	1,441,055	1,441,055	3,787	0
SERVICES & SUPPLIES									
AUTO ALLOWANCE	610	1,600	615	1,600	1,600	1,600	1,600	0	0
TRAVEL & MEETING EXP	235	250	170	250	250	250	250	0	0
ADVERTISING	493	300	0	300	300	300	300	0	0
MEMBERSHIP FEES	1,997	2,810	1,808	2,810	2,810	2,810	2,810	0	0
BOOKS & PERIODICALS	169,993	172,500	164,146	183,000	172,500	172,500	172,500	0	0
RECRUITMENT & TRAINING	2,097	1,000	947	4,000	4,000	4,000	4,000	3,000	300
UTILITIES	6,031	5,500	3,071	4,000	4,000	4,000	4,000	(1,500)	(27)
CONTRACTUAL SERV & PRINTING	54,625	54,510	53,958	56,250	56,250	56,250	56,250	1,740	3
POSTAGE	444	500	355	500	500	500	500	0	0
MATERIALS AND SUPPLIES	5,104	5,000	3,571	5,000	5,000	5,000	5,000	0	0
Total SERVICES & SUPPLIES	241,629	243,970	228,641	257,710	247,210	247,210	247,210	3,240	1
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	0	8,230	8,230	23,210	0	0	0	(8,230)	(100)
Total CAPITAL OUTLAY	0	8,230	8,230	23,210	0	0	0	(8,230)	(100)
Total 6101 LIBRARY	1,567,889	1,689,468	1,449,719	1,721,975	1,688,265	1,688,265	1,688,265	(1,203)	0

## Town of Avon

## Board of Finance's Budget Detail

Budget Fiscal Year: 2024 to 2024

Account# and Description	2022 Actual	2023 Base Budget	2023 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-6101-51011 REG FULL TIME	576,303	609,414	514,669	622,777	622,777	622,777	622,777	13,363	2
01-6101-51012 REG PART TIME	471,688	531,912	426,043	534,017	534,017	534,017	534,017	2,105	0
01-6101-51014 TEMPORARY PART	0	1,200	0	1,200	1,200	1,200	1,200	0	0
01-6101-51031 FICA	77,393	83,907	70,423	83,060	83,060	83,060	83,060	(847)	(1)
01-6101-51033 MEDICAL INSURAN	145,891	152,452	152,452	143,583	143,583	143,583	143,583	(8,869)	(6)
01-6101-51034 DENTAL INS	6,548	6,886	5,399	6,596	6,596	6,596	6,596	(290)	(4)
01-6101-51036 WORK COMP	2,379	2,743	2,689	0	0	0	0	(2,743)	(100)
01-6101-51038 DEFINED CONTRIB	46,058	48,754	41,173	49,822	49,822	49,822	49,822	1,068	2
01-6101-52111 MILEAGE & TOLLS	610	1,600	615	1,600	1,600	1,600	1,600	0	0
01-6101-52113 MEALS	235	250	170	250	250	250	250	0	0
01-6101-52121 RECRUITING	493	300	0	300	300	300	300	0	0
01-6101-52131 FEES-PROFESSION	1,137	1,950	948	1,950	1,950	1,950	1,950	0	0
National professional organization fees for director and managers. State professional organization fees for professional staff.									
01-6101-52132 FEES-STATE OR R	860	860	860	860	860	860	860	0	0
01-6101-52141 BOOKS & PERIODI	169,993	172,500	164,146	183,000	172,500	172,500	172,500	0	0
Current industry standards suggest spending 11% of the operating budget on the collection for public libraries. This request is 10.8% of last year's operating budget									
ADULT BOOKS \$55,000									
ADULT AV \$ 7,000									
CHILD/TEEN BOOKS \$30,000									
CHILD/TEEN AV \$ 3,000									
PERIODICALS \$10,000									
E-BOOKS \$39,500									
E-REFERENCE \$38,500									
01-6101-52155 PROFESSIONAL DE	2,097	1,000	947	4,000	4,000	4,000	4,000	3,000	300
\$3,080 for Reference Librarian to go to ALA national conference \$920 for 7 staff to go to in-state CLA conference									
01-6101-52176 TELEPHONE	6,031	5,500	3,071	4,000	4,000	4,000	4,000	(1,500)	(27)
Savings on carrier costs due to Library joining the Town phone system									
01-6101-52181 PRINTING	142	250	0	250	250	250	250	0	0
01-6101-52189 SERVICES - OTHE	54,483	54,260	53,958	56,000	56,000	56,000	56,000	1,740	3
\$36,225 Library Connection Consortium \$14,875 Bibliotheca equipment lease & maintenance \$ 4,900 Web hosting and internet access									
01-6101-52221 POSTAGE	444	500	355	500	500	500	500	0	0

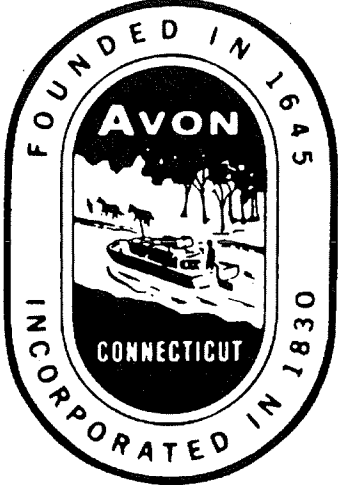
## Board of Finance's Budget Detail

Budget Fiscal Year: 2024 to 2024

Account# and Description	2022 Actual	2023 Base Budget	2023 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-6101-52231 OFFICE SUPPLIES	5,104	5,000	3,571	5,000	5,000	5,000	5,000	0	0
01-6101-53319 OTHER EQUIP	0	8,230	8,230	23,210	0	0	0	(8,230)	(100)
Hardware and labor costs to replace									
24 of 32 security cameras at Avon Library due to malfunction or age and to upgrade video storage server and software									
(TOWN MANAGER REDUCED)									
Total LIBRARY	1,567,889	1,689,468	1,449,719	1,721,975	1,688,265	1,688,265	1,688,265	(1,203)	0
Total 6101 LIBRARY	1,567,889	1,689,468	1,449,719	1,721,975	1,688,265	1,688,265	1,688,265	(1,203)	0

Town of Avon				
Personnel Wage Analysis				
				Annual Total
				For Split
<u>Account</u>	<u>LIBRARY</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-6101-51011	ADMINISTRATIVE SECRETARY II		63,638	
01-6101-51011	CHILDREN'S & TEEN SERVICES MGR		76,356	
01-6101-51011	CIRCULATION & OUTREACH MANAGER		72,985	
01-6101-51011	LIBRARY DIRECTOR		129,701	
01-6101-51011	REFERENCE AND ADULT SERVICES MANAGER		81,624	
01-6101-51011	REFERENCE LIBRARIAN		63,871	
01-6101-51011	TECHNOLOGY & TECHNICAL SERVICES MANAGER		68,842	
01-6101-51011	TEEN LIBRARIAN		65,760	
01-6101-51012	LIBRARY ASSISTANT SUB		6,139	
01-6101-51012	LIBRARY ASSISTANT		161,979	
01-6101-51012	LIBRARY TECHNICIAN		81,946	
01-6101-51012	LIBRARY SPECIALIST SUB		4,351	
01-6101-51012	LIBRARY PAGE		22,568	
01-6101-51012	LIBRARY SPECIALIST		145,672	
01-6101-51012	REFERENCE LIBRARIAN PT		102,642	
01-6101-51012	REFERENCE LIBRARIAN SUB		8,720	
01-6101-51014	CLERK LIBRARY BOARD		1,200	
			<b>1,157,994</b>	
<b>Legend:</b>				
51010 (Part Time ROV)				
51011 Full Time				
51012 Reg. Part Time				
51013 Temp Full Time				
51014 Temp Part Time				





## **6301      BOARD OF EDUCATION**

### **PROGRAM DESCRIPTION**

The Avon Board of Education is responsible, under town charter and state statute, for the operation of the Town of Avon's public schools. The Board hires a Superintendent of Schools as its Chief Executive Officer. The school system includes two (2) elementary schools (Roaring Brook and Pine Grove Elementary School), one (1) grade 5/6 school (Thompson Brook School), one (1) middle school (Avon Middle School), and one (1) high school (Avon High School).

### **PROGRAM COMMENTARY**

<b>Account/Expenditures</b>		<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>
<b>General Fund</b>		<b>Budgeted</b>	<b>Budgeted</b>	<b>Budgeted</b>	<b>Adopted</b>
100	Salaries	\$38,718,888	\$39,215,846	\$40,699,418	\$42,180,291
200	Employee Benefits	10,354,342	10,859,254	10,369,798	11,076,230
300	Purchased Professional & Tech Services	1,449,368	1,393,370	1,450,159	1,331,551
400	Property Services	778,770	790,665	774,926	816,421
500	Other Purchased Services	7,089,577	7,332,640	7,680,735	7,850,636
600	General Supplies & Utilities	2,150,275	2,326,392	2,571,436	2,702,842
700	Equipment	376,685	620,482	681,182	638,536
800	Fees & Memberships	97,320	95,654	127,950	147,302
<b>TOTAL GENERAL FUND</b>		<b><u>\$61,015,225</u></b>	<b><u>\$62,634,303</u></b>	<b><u>\$64,355,604</u></b>	<b><u>\$66,743,809</u></b>
<b>Special Revenue Fund</b>					
	Cafeteria Operation	\$1,011,269	\$993,240	\$1,153,428	\$1,139,410
	Prepaid State & Federal Grants	864,800	905,914	950,311	958,612
	Use of School Facilities	50,000	25,000	25,000	38,000
	Technology Protection Plan	0	0	38,675	25,250
<b>Total Special Revenue Fund</b>		<b><u>\$1,926,069</u></b>	<b><u>\$1,924,154</u></b>	<b><u>\$2,167,414</u></b>	<b><u>\$2,161,272</u></b>
<b>ALL FUNDS</b>		<b><u>\$62,941,294</u></b>	<b><u>\$64,558,457</u></b>	<b><u>\$66,523,018</u></b>	<b><u>\$68,905,081</u></b>

The adopted fiscal year 2023-2024 budget displays salaries & benefits, utilities and transportation as the major drivers influencing the \$2,388,204.95 or 3.71% increase from the prior fiscal year. In general, salaries and benefits comprise 80% of the District's annual operating budget. Transportation and tuition account for 11% of the total budget, followed by supplies & equipment at 3.15%, contracted services 3.08%, utilities 2.30% and all other lineitem expenditures.

The Avon Board of Education and the Town of Avon have seen annual health insurance increases ranging between 3% and 11% over the last five years. The Town and Board renewed our insurance broker contract with Lockton in FY21-22, who following and intensive review and audit of the health insurance data, including analyzing the current claims activity between September 2021 and October 2022, has recommended Board to increase health insurance premiums 12.7% (premium rates) for the upcoming year, this is higher than our initial 5-year plan projected increase of 11.3%. The 2023-24 budget is \$7,284,122.55 which is an increase of \$740,443.02.

The Town of Avon investment retirement accounts are overseen by the Ad Hoc Pension Investment Advisory Committee. The July 1, 2021 valuation provides a funded ratio for the Board of Education Town of Avon Pension Plan of 92.3%. Milliman, the Town of Avon's consulting actuarial firm, had projected the funded ratio to grow as of July 1, 2022 to 91.9%, should the Board remain diligent in funding its pension obligation annually. The plan outperformed expectations and projections remain conservative. The 2023-2024 budget includes \$676,227, a decrease of \$94,912 over the prior year, for the Board's actuarially determined pension contribution.

## **6301 BOARD OF EDUCATION, continued**

The Board has also been attentive to funding its OPEB (Other Post Retirement Benefits) obligations according to the actuarially determined amount beginning in fiscal year 2017-2018. The fund has performed very well resulting in a reduction in the liability for FY2021-22 and FY2022-23. We are still awaiting final OPEB calculations. At this time, the 2023-2024 budget continues to fund this responsibility in full totaling \$743,750, resulting in no change from the 2022-2023 budget. The estimated funded ratio as of July 1, 2020 is 31% based on the updated bi-annual mortality tables and lower interest rate.

Tuition for our students with Individualized Education Plans (IEPs) continues to be a major driver for FY2023-2024 representing 5.85% of the total budget. The district has continued to see increased student emotional, social and educational needs due to the effects of the COVID-19 pandemic. The number of students requiring services has increased as well as the cost of the private/residential facilities. FY2023-2024 tuition has increased \$35,909 to \$3,905,337 or 0.06%.

Utilities, including gas, water/sewer, disposal, electric, and fuel have increased significantly over the past year as global inflation has risen. The Town and District renewed our electrical supplier contract for 30 months and have also renewed with our disposal service carrier to stabilize costs. The budget for FY2023-2024 utilities is increasing \$119,067 or 8.41%.

Supplies and Equipment continues to be a driver over the overall budget at comprising 3.15%. Although the 2023-2024 budget shows a decrease of (\$483) or (0.02%) districtwide. This decrease includes a reduction of (\$74,744) in Chromebook leases and (\$72,576) in Textbooks offset by a \$40,269 increase in Software, \$23,723 in equipment including shot clocks, Chromebooks and instruments. Instructional and general supplies (workbooks, graph paper, pens, pencils, etc.) increased \$24,900 due to inflation. These requests support the district's 1:1 environment for our students and staff as well as meeting our curricular goals.

Transportation costs for our in-district Avon routes has remained relatively stable due to the negotiated fixed annual increase of 1.774% through 2024. We saw a reduction in our private school transportation due to CREC's Avon magnet school relocating to Bloomfield. Transportation needs on specialized vehicles continues to rise. The IRS mileage reimbursement rate has increased multiple times in the last 24 months due to inflation resulting in an increase in parent and staff reimbursement costs. The 2023-2024 budget increase is \$98,407 or 2.94%.

## Board of Finance's Budget Summary

Budget Fiscal Year: 2024 to 2024

Account# and Description	2022 Actual	2023 Base Budget	2023 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
9401 BOARD OF EDUCATIO									
BOARD OF EDUCATION									
Board of Education	62,800,730	64,355,604	40,496,996	66,743,809	66,743,809	66,743,809	66,743,809	2,388,205	4
Total BOARD OF EDUCATION	62,800,730	64,355,604	40,496,996	66,743,809	66,743,809	66,743,809	66,743,809	2,388,205	4
Total 9401 BOARD OF EDUCATIO									



