



**HARTFORD PUBLIC LIBRARY  
FY2025**

**Annual Budget**

***Adopted June 6, 2024***

## EXECUTIVE SUMMARY

The following is the adopted FY25 budget, approved by Hartford Public Library's Board of Directors on June 6, 2024.

In prior years, grants (government, corporate and foundation) have been reflected as a separate exhibit, and not included in the operating budget. A placeholder amount of approximately \$1,000,000 was used to reflect the amount anticipated from grant revenue each year, and a corresponding expenditure in the same amount was also used as a placeholder. Grant revenue and expenditure actuals were reported to the Board in the quarterly CEO Report as a separate item, but were not reflected in the operating budget detail.

For the FY25 Budget, grant revenues and expenses are now reflected in the operating budget draft, as presented. For revenue, the amount anticipated for grants in FY25 is included in the Contributed Income revenue line, which also includes individual giving. Grant expenditures are reflected in their corresponding expense lines; the largest impact of this change can be seen in the Salaries, Programs, Professional Services and Supply expense line items.

This change will help to reflect the revenue and expense impact of grants, and streamline the operating budget reporting process more completely and clearly.

The adopted FY25 Budget includes funding to continue operations in all the current locations, and also reflects the plan to restore a level of public service at the Downtown Library starting in the fall of 2025. Other priorities reflected in the budget are based on the Strategic Plan, including supporting and expanding programming and social services (Goal 1), expanding and enhancing communication strategies (Goal 2), supporting the branch locations (Goal 3), and staff engagement and development support.

## ADOPTED FY25 BUDGET SUMMARY

<u>REVENUE</u>	<u>ADOPTED FY'25</u> <u>BUDGET</u>	<u>ADOPTED FY'24</u> <u>BUDGET</u>	<u>NET</u> <u>INCREASE/</u> <u>DECREASE</u>	<u>PERCENTAGE</u> <u>VARIANCE</u>
Governmental	\$ 9,513,786	\$ 9,202,354	\$ 311,432	3.4%
Endowment	\$ 841,000	\$ 835,804	\$ 5,196	0.6%
Earned Interest (Endowment)	\$ 410,000	\$ 55,000	\$ 355,000	645.5%
Trust Income	\$ 80,000	\$ 77,000	\$ 3,000	3.9%
Lease/Rental Income	\$ 283,178	\$ 308,594	\$ (25,416)	-8.2%
Contributed Income	\$ 2,206,705	\$ 1,800,000	\$ 406,705	22.6%
Service Income	\$ 335,000	\$ 315,000	\$ 20,000	6.3%
Prior Year Funding	\$ -	\$ 158,000	\$ (158,000)	-100.0%
<b>Total:</b>	<b>\$ 13,669,669</b>	<b>\$ 12,751,752</b>	<b>\$ 917,917</b>	<b>7.2%</b>

<u>EXPENSE</u>	<u>ADOPTED FY'25</u> <u>BUDGET</u>	<u>ADOPTED FY'24</u> <u>BUDGET</u>	<u>NET</u> <u>INCREASE/</u> <u>DECREASE</u>	<u>PERCENTAGE</u> <u>VARIANCE</u>
Salaries	\$ 7,981,306	\$ 6,872,776	\$ 1,108,530	16.1%
Fringe Benefits	\$ 2,673,886	\$ 2,587,151	\$ 86,735	3.4%
Professional Services	\$ 862,415	\$ 563,032	\$ 299,383	53.2%
Training/Dues	\$ 94,200	\$ 87,775	\$ 6,425	7.3%
Supplies	\$ 352,152	\$ 122,400	\$ 229,752	187.7%
Information Technology	\$ 208,875	\$ 234,176	\$ (25,301)	-10.8%
Collection	\$ 546,282	\$ 546,282	\$ -	0.0%
Utilities	\$ 123,100	\$ 125,460	\$ (2,360)	-1.9%
Rent	\$ 36,000	\$ 36,000	\$ -	0.0%
Facilities	\$ 443,000	\$ 417,000	\$ 26,000	6.2%
Programs	\$ 348,453	\$ 159,700	\$ 188,753	118.2%
Contingency	\$ -	\$ -	\$ -	0.0%
Other	\$ -	\$ -	\$ -	0.0%
Grants	\$ -	\$ 1,000,000	\$ (1,000,000)	-100.0%
<b>Total:</b>	<b>\$ 13,669,669</b>	<b>\$ 12,751,752</b>	<b>\$ 917,917</b>	<b>7.2%</b>

**Note:** Trust Income is income received from trusts that are not managed by Hartford Public Library where the library is a beneficiary. Grant expenditures are incorporated throughout the various line items of the expenses in the FY'25 numbers.

## FY24 BUDGET YTD ACTUALS

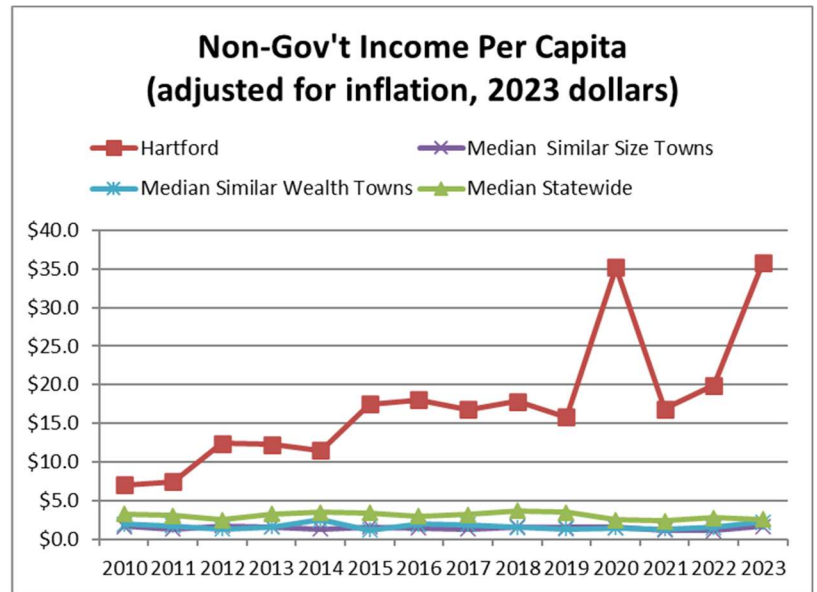
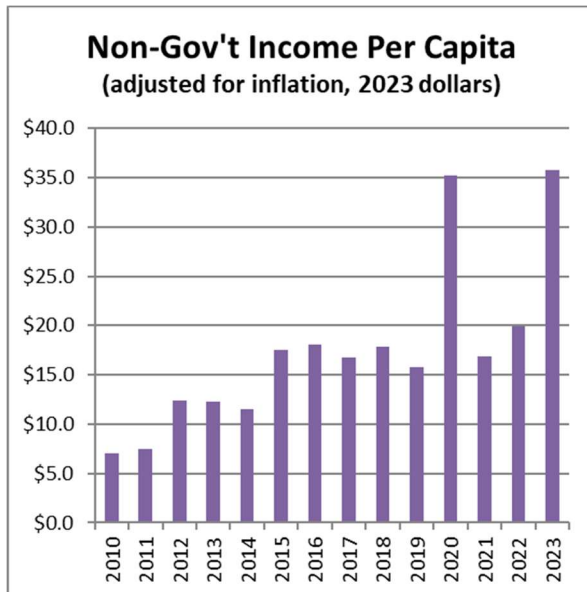
	Adopted FY'24	Year-to-Date	NET VARIANCE	
<u>REVENUE</u>	<u>BUDGET</u>	<u>FY'24</u>		<u>PERCENTAGE</u>
Governmental	\$ 9,202,354	\$ 6,901,196	\$ 2,301,158	75.0%
Endowment	\$ 835,804	\$ 423,007	\$ 412,797	50.6%
Earned Interest (Endowment)	\$ 55,000	\$ 509,589	\$ (454,589)	926.5%
Other/Prior Year Funds	\$ 158,000	\$ 158,000	\$ -	100.0%
Trust Income	\$ 77,000	\$ 56,838	\$ 20,162	73.8%
Lease/Rental Income	\$ 308,594	\$ 169,233	\$ 139,361	54.8%
Contributed Income	\$ 1,800,000	\$ 1,588,222	\$ 211,778	88.2%
Service Income	\$ 315,000	\$ 75,694	\$ 239,306	24.0%
<b>Total:</b>	<b>\$ 12,751,752</b>	<b>\$ 9,881,779</b>	<b>\$ 2,869,973</b>	<b>77.5%</b>
<u>EXPENSE</u>				
Salaries	\$ 6,872,776	\$ 4,839,047	\$ 2,033,729	70.4%
Fringe Benefits	\$ 2,587,151	\$ 1,717,898	\$ 869,253	66.4%
Professional Services	\$ 563,032	\$ 570,119	\$ (7,087)	101.3%
Training/Dues	\$ 87,775	\$ 57,903	\$ 29,872	66.0%
Supplies	\$ 122,400	\$ 63,425	\$ 58,975	51.8%
Information Technology	\$ 234,176	\$ 304,629	\$ (70,453)	130.1%
Collection	\$ 546,282	\$ 335,325	\$ 210,957	61.4%
Utilities	\$ 125,460	\$ 80,905	\$ 44,555	64.5%
Rent	\$ 36,000	\$ 27,000	\$ 9,000	75.0%
Facilities	\$ 417,000	\$ 372,692	\$ 44,308	89.4%
Programs	\$ 159,700	\$ 56,747	\$ 102,953	35.5%
Contingency	\$ -	\$ -	\$ -	0.0%
Other	\$ -	\$ -	\$ -	0.0%
Grants	\$ 1,000,000	\$ 1,091,955	\$ (91,955)	109.2%
<b>Total:</b>	<b>\$12,751,752</b>	<b>\$9,517,645</b>	<b>\$3,234,107</b>	<b>74.6%</b>

**Note:** Trust Income is income received from trusts that are not managed by Hartford Public Library where the library is a beneficiary. Expenditures are forecasted through March 31, 2024.

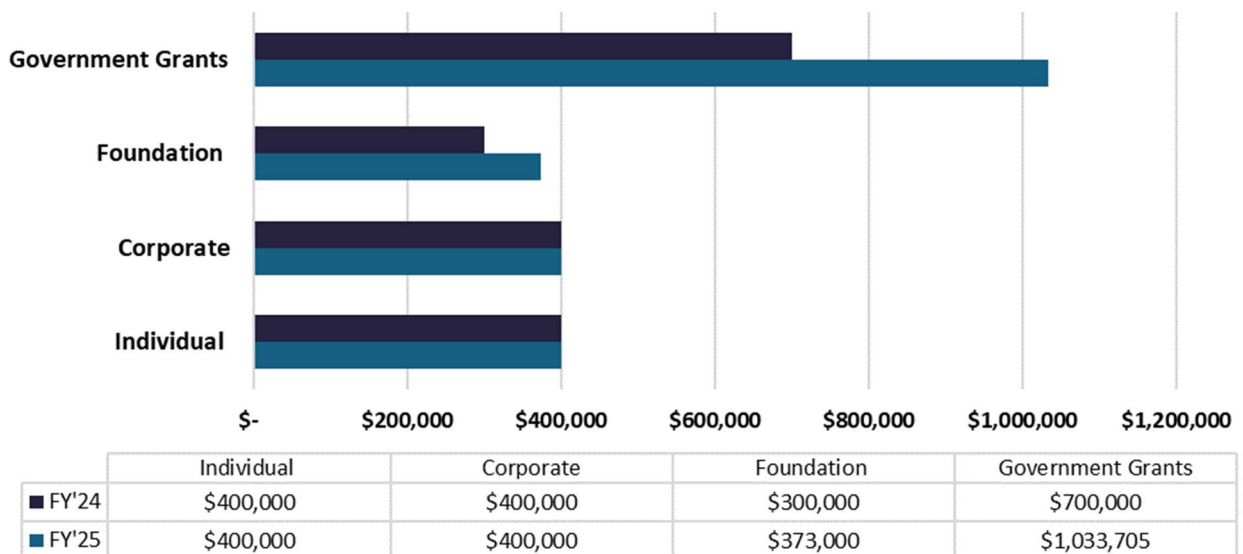
# BUDGET FY25 DETAIL

<u>REVENUE</u>	<u>FY'25</u>	<u>FY 24</u>	<u>VARIANCE</u>
<b>Governmental</b>			
City of Hartford	\$ 9,512,786	\$ 9,201,354	\$ 311,432
State Library Support	\$ 1,000	\$ 1,000	\$ -
<b>Subtotal:</b>	<b>\$ 9,513,786</b>	<b>\$ 9,202,354</b>	<b>\$ 311,432</b>
<b>Endowment</b>			
Restricted	\$ 315,000	\$ 311,464	\$ 3,536
Unrestricted	\$ 526,000	\$ 524,340	\$ 1,660
<b>Subtotal:</b>	<b>\$ 841,000</b>	<b>\$ 835,804</b>	<b>\$ 5,196</b>
<b>Earned Interest (Endowment)</b>	<b>\$ 410,000</b>	<b>\$ 55,000</b>	<b>\$ 355,000</b>
<b>Subtotal:</b>	<b>\$ 410,000</b>	<b>\$ 55,000</b>	<b>\$ 355,000</b>
<b>Trust Income</b>	<b>\$ 80,000</b>	<b>\$ 77,000</b>	<b>\$ 3,000</b>
<b>Subtotal:</b>	<b>\$ 80,000</b>	<b>\$ 77,000</b>	<b>\$ 3,000</b>
<b>Lease/Rental</b>			
Verizon Lease	\$ 39,000	\$ 38,003	\$ 997
Café Rental	\$ 10,000	\$ 4,000	\$ 6,000
UConn Lease	\$ 209,178	\$ 203,063	\$ 6,115
Room Rental	\$ 25,000	\$ 25,000	\$ -
Goodwin Lease	\$ -	\$ 38,528	\$ (38,528)
<b>Subtotal:</b>	<b>\$ 283,178</b>	<b>\$ 308,594</b>	<b>\$ (25,416)</b>
<b>Contributed Income</b>			
Individual	\$ 400,000	\$ 400,000	\$ -
Corporate	\$ 400,000	\$ 400,000	\$ -
Foundation	\$ 373,000	\$ 300,000	\$ 73,000
Government Grants	\$ 1,033,705	\$ 700,000	\$ 333,705
<b>Subtotal:</b>	<b>\$ 2,206,705</b>	<b>\$ 1,800,000</b>	<b>\$ 406,705</b>
<b>Service Income</b>			
Digital Library Lab	\$ 215,000	\$ 200,000	\$ 15,000
Guard Card Program	\$ 15,000	\$ 15,000	\$ -
Immigration Services	\$ 55,000	\$ 55,000	\$ -
Desk Receipts	\$ 50,000	\$ 45,000	\$ 5,000
<b>Subtotal:</b>	<b>\$ 335,000</b>	<b>\$ 315,000</b>	<b>\$ 20,000</b>
<b>Prior Year Funding</b>			
Prior Year Funding	\$ -	\$ 158,000	\$ (158,000)
<b>Prior Year Funding</b>	<b>\$ -</b>	<b>\$ 158,000</b>	<b>\$ (158,000)</b>
<b>Total:</b>	<b>\$ 13,669,669</b>	<b>\$ 12,751,752</b>	<b>\$ 917,917</b>
<b><u>EXPENSE</u></b>	<b><u>FY'25</u></b>	<b><u>FY 24</u></b>	<b><u>VARIANCE</u></b>
Salaries	\$7,981,306	\$6,872,776	\$1,108,530
Fringe Benefits	\$2,673,886	\$2,587,151	\$86,735
Professional Services	\$862,415	\$563,032	\$299,383
Training/Dues	\$94,200	\$87,775	\$6,425
Supplies	\$352,152	\$122,400	\$229,752
Information Technology	\$208,875	\$234,176	-\$25,301
Collection	\$546,282	\$546,282	\$0
Utilities	\$123,100	\$125,460	-\$2,360
Rent	\$36,000	\$36,000	\$0
Facilities	\$443,000	\$417,000	\$26,000
Programs	\$348,453	\$159,700	\$188,753
Contingency	\$0		\$0
Other	\$0		\$0
Grants	\$0	\$1,000,000	-\$1,000,000
<b>Total:</b>	<b>\$13,669,669</b>	<b>\$12,751,752</b>	<b>\$917,917</b>

## CONTRIBUTED INCOME



## CONTRIBUTED INCOME FY'25 vs FY'24

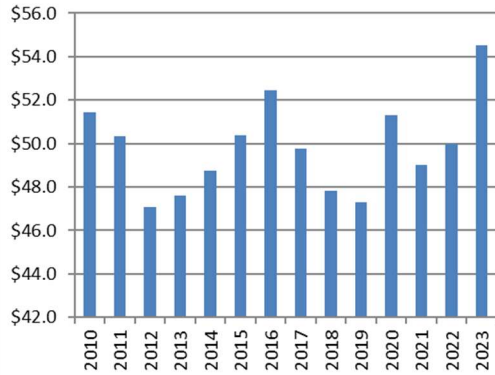


## ORGANIZATIONAL EXPENDITURES

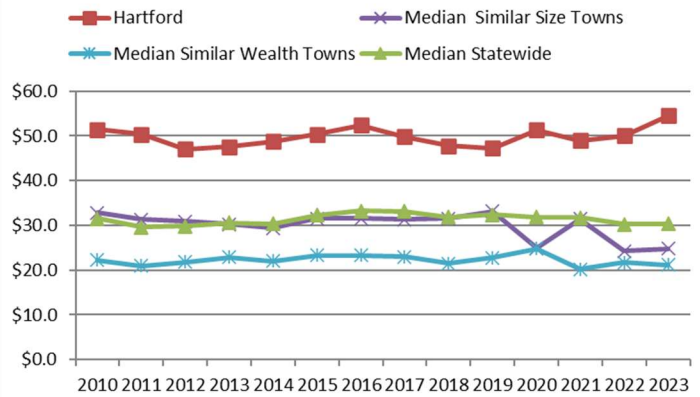
Department Budget Breakdown	Salaries	Fringe Benefits	Compensation Subtotal	OTPS	FY'25 Budget Total
Administration	\$ 578,649	\$ 196,801	\$ 775,450	\$ 405,300	\$ 1,180,750
Communications	\$ 147,192	\$ 59,099	\$ 206,291	\$ 43,500	\$ 249,791
Development	\$ 301,938	\$ 93,961	\$ 395,899	\$ 76,500	\$ 472,399
Facilities	\$ 456,481	\$ 155,475	\$ 611,956	\$ 304,000	\$ 915,956
Finance	\$ 312,859	\$ 106,597	\$ 419,456	\$ 57,000	\$ 476,456
Human Resources	\$ 270,019	\$ 91,678	\$ 361,697	\$ 114,000	\$ 475,697
Information Technology	\$ 303,767	\$ 110,327	\$ 414,094	\$ 349,540	\$ 763,634
Security	\$ 382,706	\$ 132,629	\$ 515,335	\$ 13,000	\$ 528,335
<b>SYSTEM WIDE SERVICES</b>					
Public Services	\$ 812,584	\$ 230,208	\$ 1,042,792	\$ 452,000	\$ 1,494,792
Technical Services	\$ 319,745	\$ 108,753	\$ 428,498	\$ -	\$ 428,498
Teen Services	\$ 337,486	\$ 121,409	\$ 458,895	\$ 19,000	\$ 477,895
Youth Services	\$ 339,769	\$ 146,347	\$ 486,116	\$ 193,782	\$ 679,898
Hartford History Center	\$ 234,707	\$ 79,871	\$ 314,578	\$ 60,200	\$ 374,778
Digital Library Lab	\$ 160,311	\$ 54,429	\$ 214,740	\$ -	\$ 214,740
Public Programming	\$ 204,629	\$ 69,585	\$ 274,214	\$ 261,502	\$ 535,716
HPL Studios	\$ 128,520	\$ 43,557	\$ 172,077	\$ -	\$ 172,077
The American Place (TAP)	\$ 1,024,405	\$ 292,931	\$ 1,317,336	\$ 357,053	\$ 1,674,389
<b>BRANCHES</b>					
Albany	\$ 312,873	\$ 106,602	\$ 419,475	\$ 66,700	\$ 486,175
Barbour	\$ 216,960	\$ 73,802	\$ 290,762	\$ 52,500	\$ 343,262
Camp Field	\$ 237,927	\$ 80,972	\$ 318,899	\$ 29,600	\$ 348,499
Dwight	\$ 281,907	\$ 95,814	\$ 377,721	\$ 22,300	\$ 400,021
Park	\$ 361,995	\$ 123,225	\$ 485,220	\$ 91,000	\$ 576,220
Goodwin	\$ -	\$ -	\$ -	\$ 42,000	\$ 42,000
Rawson	\$ 89,327	\$ 33,708	\$ 123,035	\$ -	\$ 123,035
Ropkins	\$ 107,101	\$ 36,233	\$ 143,334	\$ 4,000	\$ 147,334
West Middle	\$ 57,449	\$ 29,873	\$ 87,322	\$ -	\$ 87,322
<b>TOTAL</b>	<b>\$ 7,981,306</b>	<b>\$ 2,673,886</b>	<b>\$ 10,655,192</b>	<b>\$ 3,014,477</b>	<b>\$ 13,669,669</b>

# COMPENSATION-COMPARATIVE SALARY TRENDS

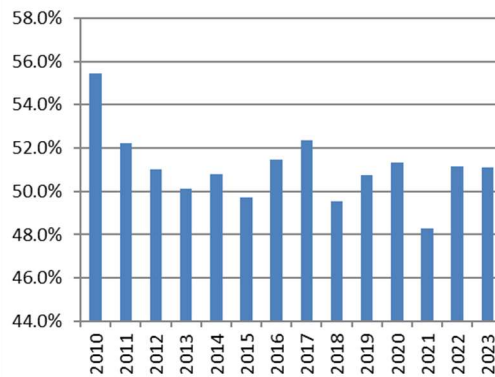
**Staff Salaries Expenditures Per Capita (adjusted for inflation, 2023 dollars)**



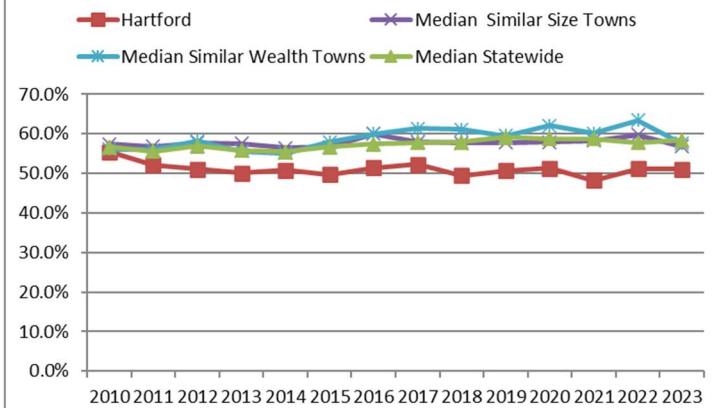
**Staff Salaries Expenditures Per Capita (adjusted for inflation, 2023 dollars)**



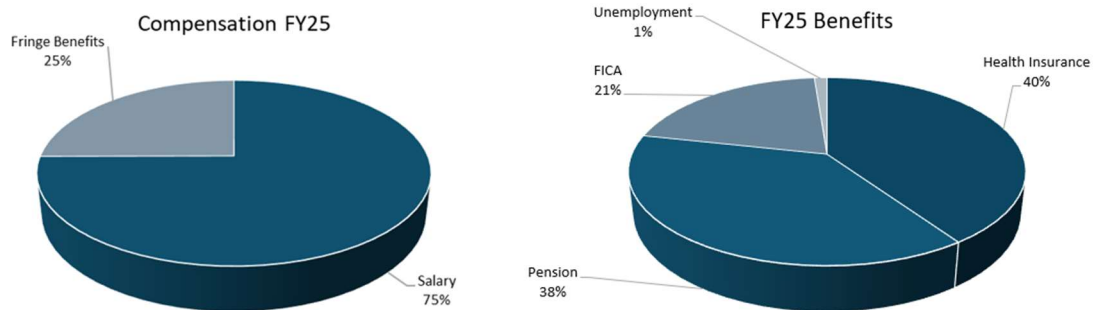
**Staff Salaries Expenditures as a % of All Operating Expenditures**



**Staff Salaries Expenditures as a % of All Operating Expenditures**

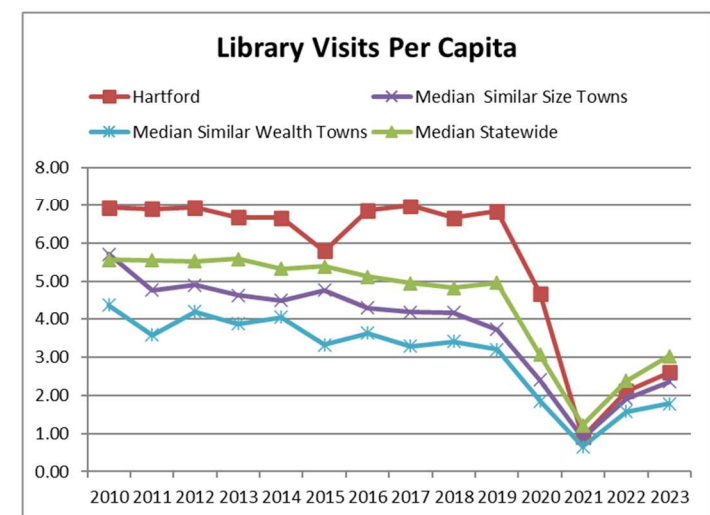
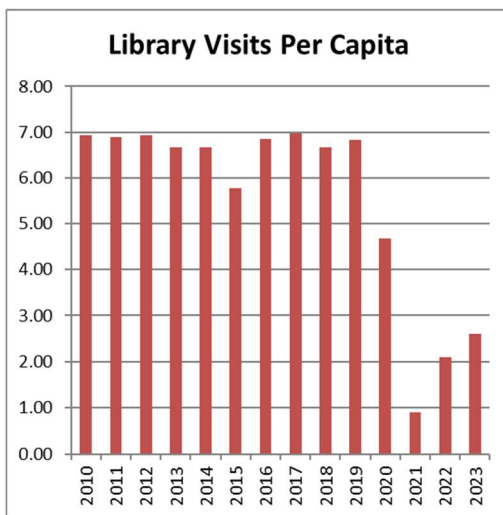
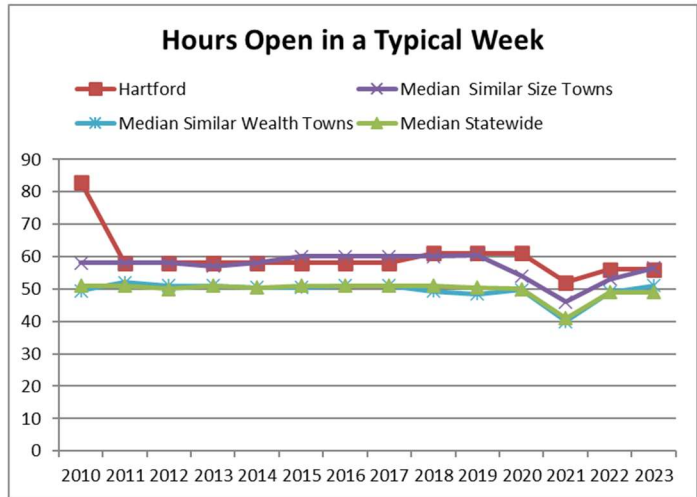
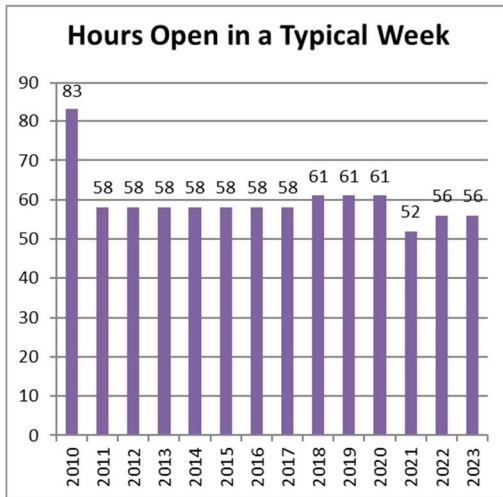
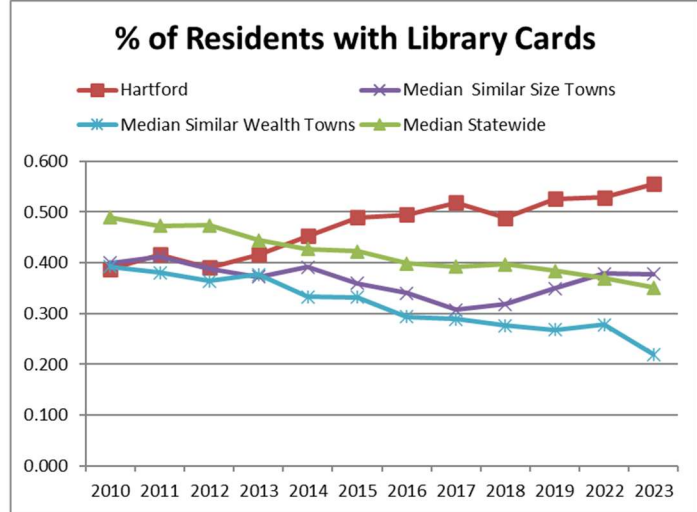
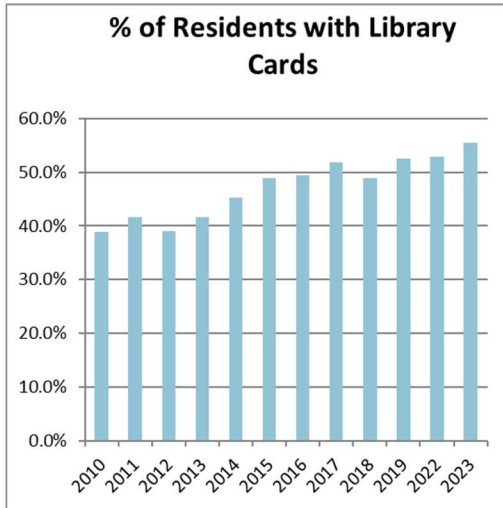


# COMPENSATION AND BENEFITS

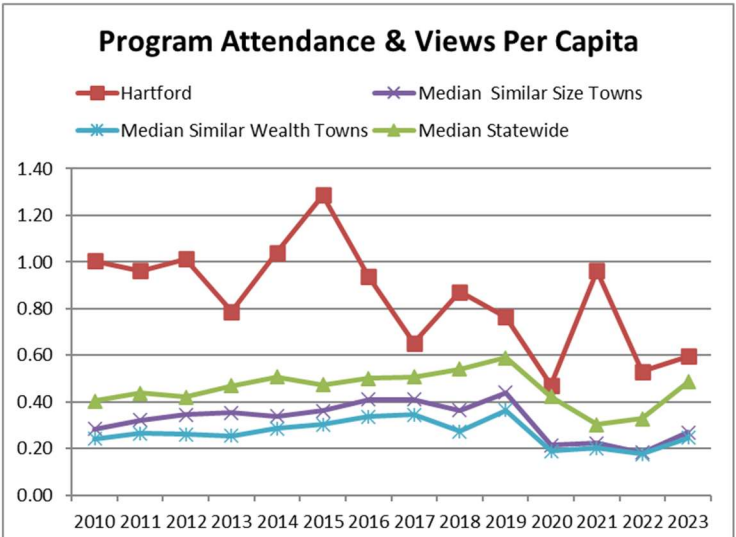
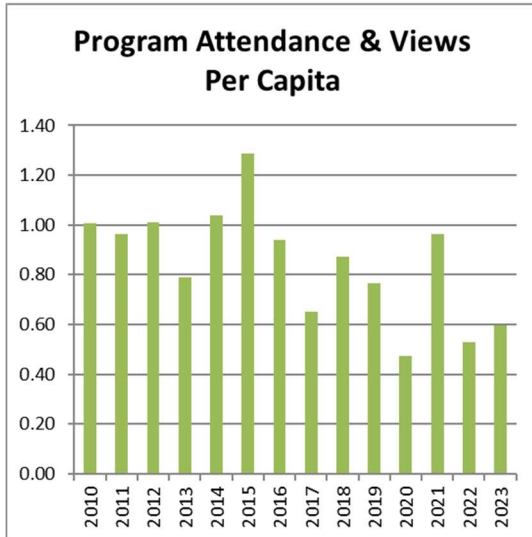
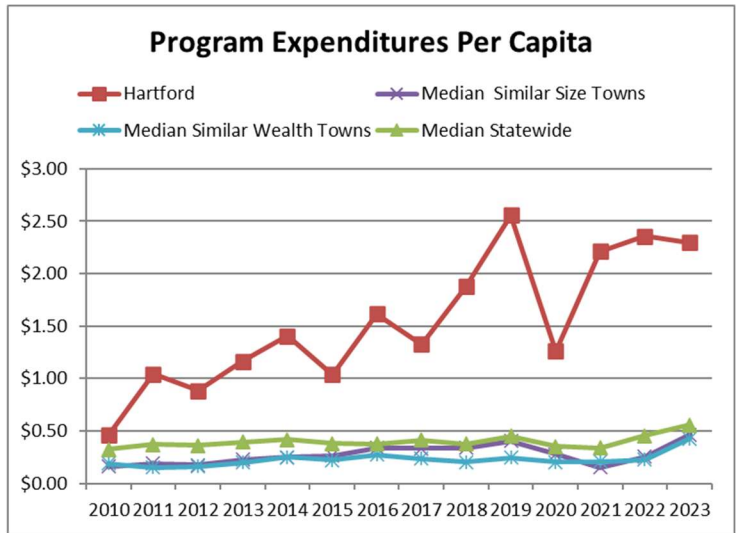
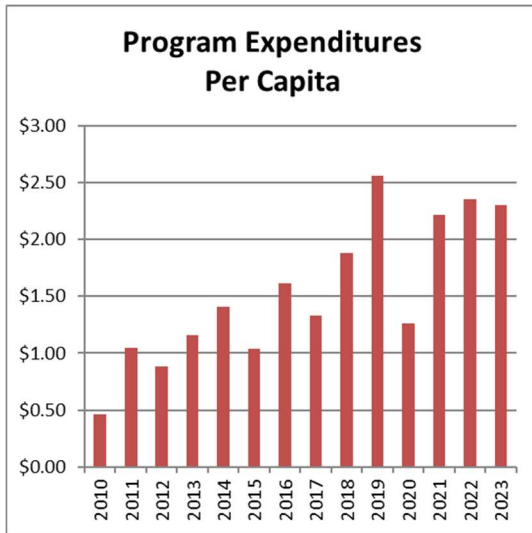


<u>COMPENSATION</u>		<u>FY25 Proposed</u>	<u>FRINGE BENEFITS</u>		<u>FY25 Proposed</u>
Salary	\$	7,981,306	Health Insurance	\$	1,047,111
Fringe Benefits	\$	2,673,886	Pension	\$	981,205
			FICA	\$	610,570
			Unemployment	\$	35,000
			Total	\$	2,673,886

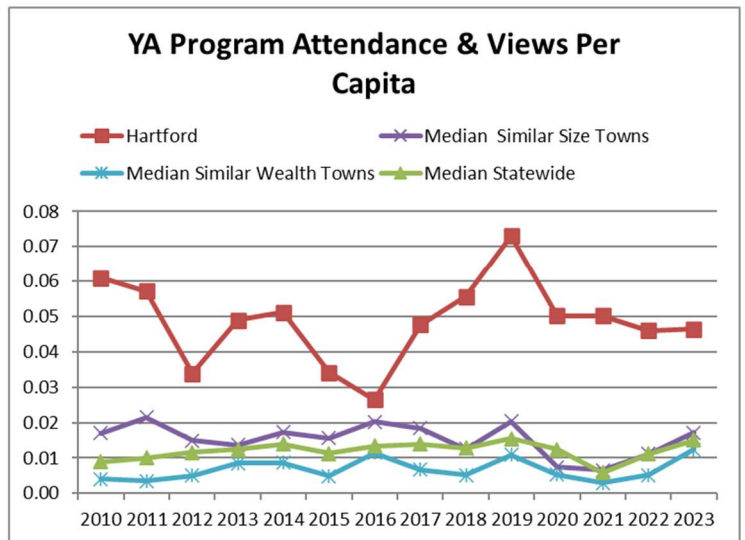
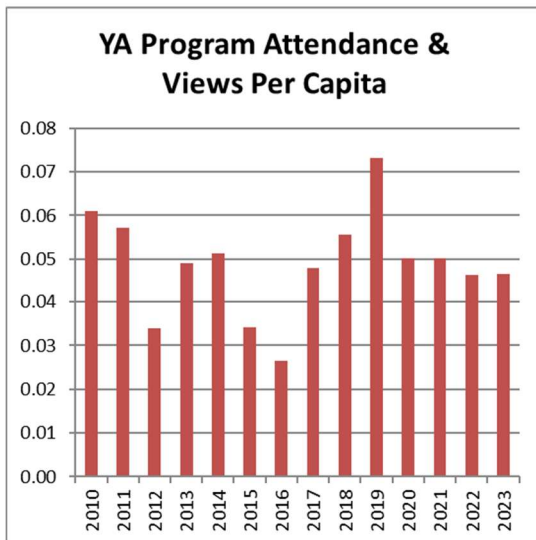
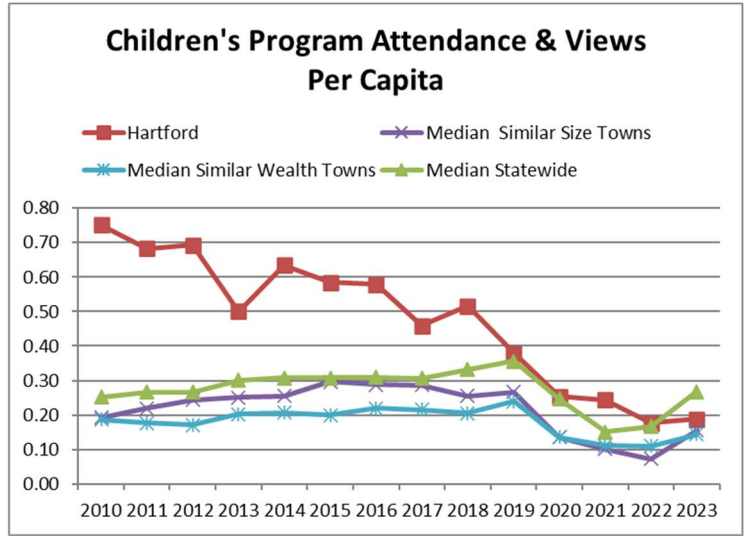
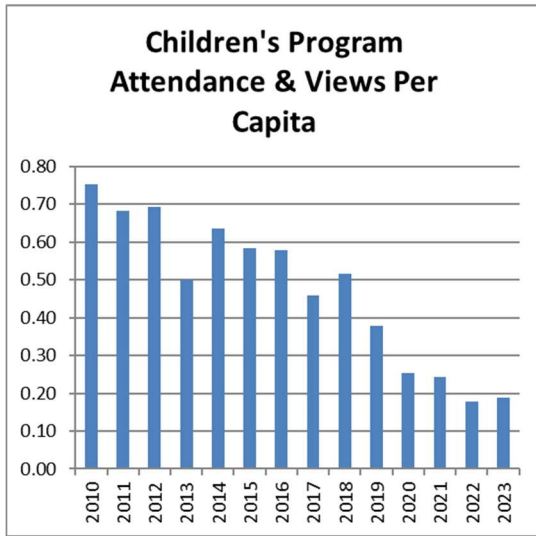
# FY 2010-2023 COMPARATIVE USER AND UTILIZATION TRENDS



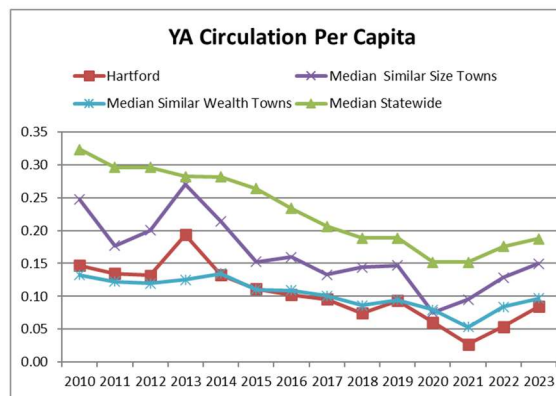
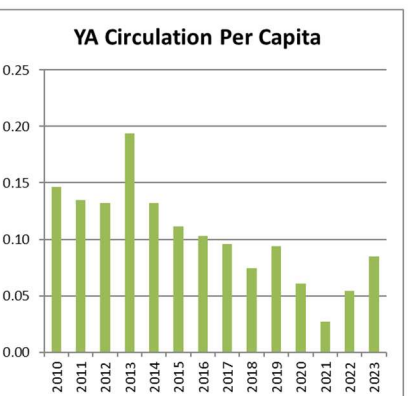
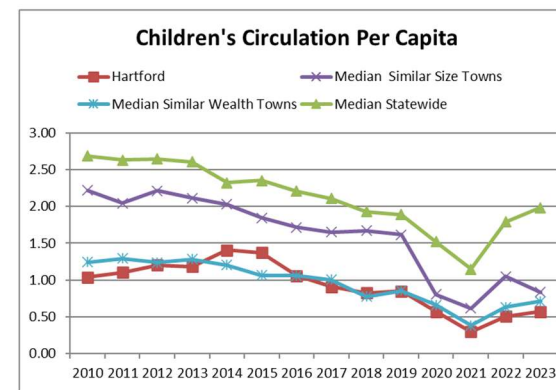
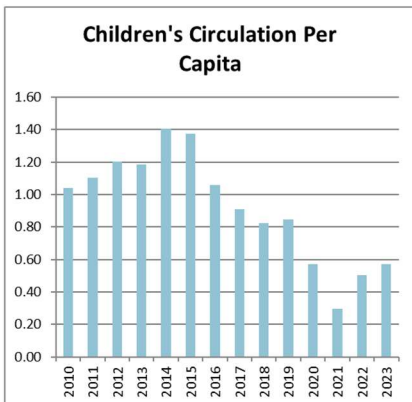
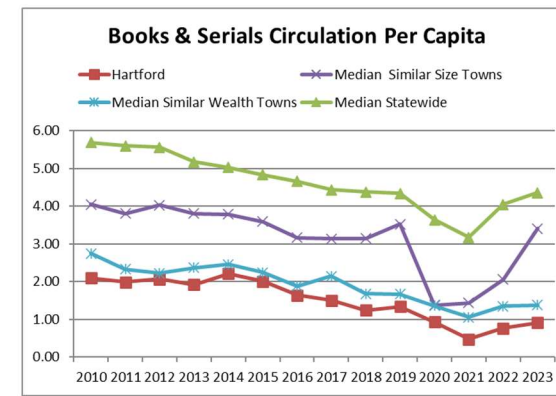
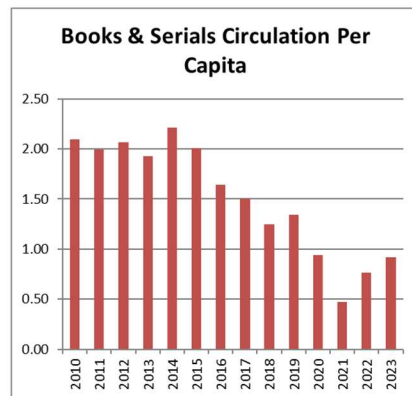
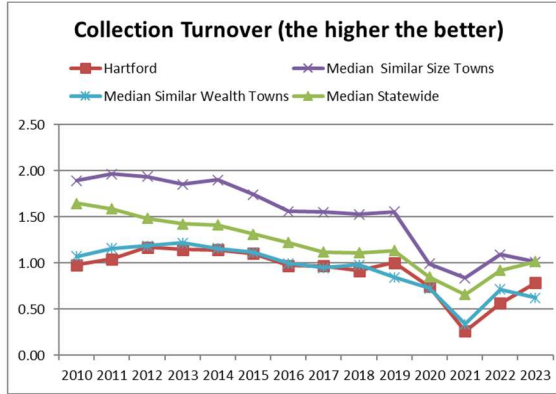
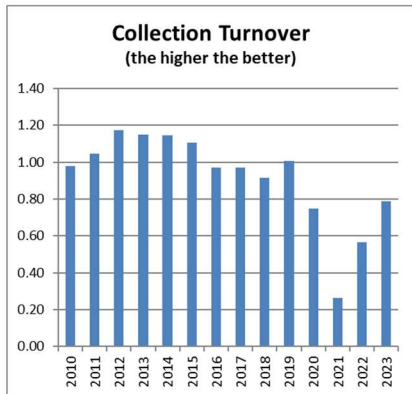
# FY 2010-2023 COMPARATIVE PROGRAMMING TRENDS



# FY 2010-2023 COMPARATIVE PROGRAMMING TRENDS



# FY 2010-2023 COMPARATIVE CIRCULATION TRENDS



# FY 2010-2023 COMPARATIVE SERVICES UTILIZATION TRENDS

