

Durham Public Library

To: Todd Selig
From: Thomas Madden
Date: October 22, 2014
Re: Durham Public Library FY 2015 Budget Proposal

The new Durham Public Library opened its doors on July 23, 2013 which means we now have a year's worth of data on which to base our budget proposal for 2015. Budgets for fiscal years 2013 and 2014 were based to a large degree on estimates, using information we had at the time, and while we were fairly accurate in our projections, there were some surprises. For example, heating and electricity cost approximately half of what we expected; supplies and software support cost more.

With a year's accumulated data, we are able to shift funds within the budget to more accurately reflect the Library's operational expenditures. We are proposing a modest increase in the overall 2015 budget to cover a cost of living wage adjustment, approved by the Council mid-year 2014, extended for a full year, plus a new 12hour/week Program Coordinator position so we can continue providing the quality programming that Durham residents have become accustomed to. We are able to offset increased spending on office supplies, software support, and telecomm with savings found in the heating and electricity budget lines.

The Library has been busy throughout our first year of operation. Exceptionally busy. In that time, the library saw 66,079 patron visits, a 44% increase over the previous year; program attendance was up 110% (11,496); circulation grew by 37% (62,432); 4,087 people used our meeting rooms for their local groups and organizations; and the Library registered 1,116 new members.

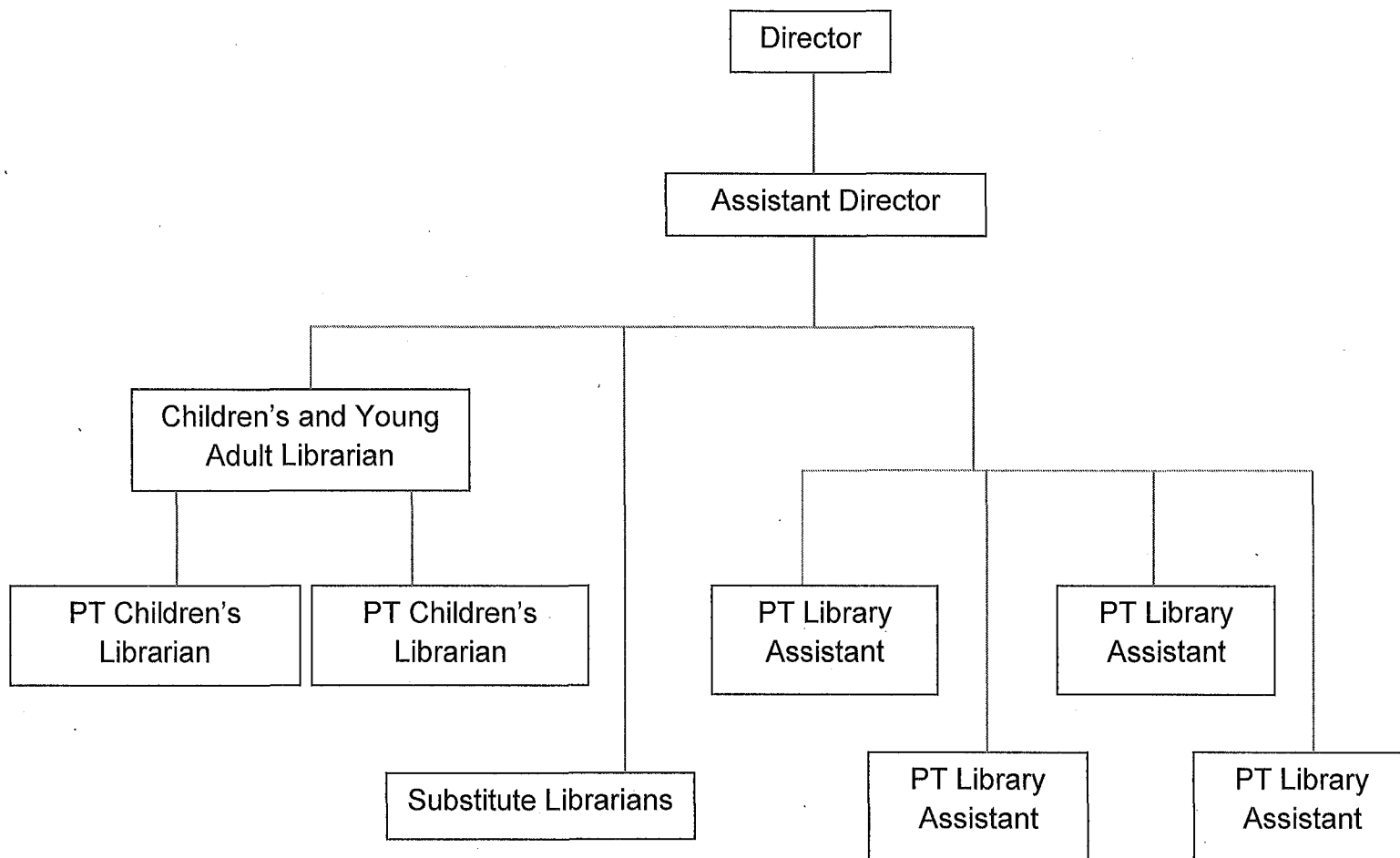
While it has been a challenge to accommodate the dramatic increase in patron visits, we appreciate the strong support the community has demonstrated for its public library. With anticipated expansion of the collection, services, and programs, we expect to be even busier in the coming year.

Thomas Madden
Director

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Durham Public Library

Organizational Chart



2015 TOWN COUNCIL ESTIMATED REVENUES

Town of Durham

	1 2012 RECEIVED As of December	2 2013 RECEIVED As of December	3 2014 ESTIMATED As of December	4 2014 RECEIVED THRU NOV 30 As of November	5 2015 DEPT HEAD ESTIMATED	6 2015 TOWN ADMIN ESTIMATED	7 2015 TOWN COUNCIL ESTIMATED
Library Fund							
10-3710-000-21-000	Rent - 49 Madbury Road	9,759.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-60-000	Town Appropriation	0.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-66-000	Grant monies - Library	0.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-69-000	Donations	0.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-70-000	Interest on investments - Library	8,118.37	5,165.59	0.00	0.00	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	353,138.25	248,373.36	0.00	0.00	0.00	0.00
10-3710-000-98-000	Transfer in - Library Reserves	0.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-98-001	Transfer in - General Fund (Library ann	269,727.00	300,295.00	389,575.00	389,575.00	403,854.00	397,127.00
10-3710-000-99-000	Transfer from Fund Balance - Library	0.00	0.00	0.00	0.00	17,500.00	17,500.00
<i>Narrative for Column # 5</i> Trustees to contribute funds for operating expenses.							
Grand Total:	640,742.62	553,833.95	389,575.00	389,575.00	421,354.00	414,627.00	417,854.00

2015 TOWN COUNCIL APPROVED BUDGET

Town of Durham

		1 2012 EXPENDED As of December	2 2013 EXPENDED As of December	3 2014 BUDGETED As of December	4 2014 EXPENDED THRU NOV 30 As of November	5 2015 DEPT HEAD PROPOSED	6 2015 TOWN ADM PROPOSED	7 2015 TOWN COUNCIL APPROVED
Library Fund								
10-4550-100-01-010	F-T Wages - Library	59,216.98	60,855.21	135,352.00	112,391.42	137,128.00	137,128.00	137,128.00
	<i>Narrative for Column # 5</i>	3% cost-of-living increase for full-time employees.						
10-4550-100-01-020	P-T Wages - Library	67,207.62	87,366.03	51,271.00	61,443.20	75,144.00	72,151.00	75,153.00
	<i>Narrative for Column # 5</i>	3% cost-of-living increase. Includes 12 P-T hours at base rate for a Program Coordinator.						
	<i>Narrative for Column # 6</i>	Town Administrator kept Program Coordinator at current 8 hours per week.						
	<i>Narrative for Column # 7</i>	Town Council reinstated Program Coordinator to 12 hours per week.						
10-4550-100-01-030	O-T Wages - Library	0.00	0.00	0.00	79.35	0.00	0.00	0.00
10-4550-100-01-050	Substitute Librarian Wages	3,291.75	3,892.40	2,000.00	4,917.31	2,000.00	2,000.00	2,000.00
10-4550-100-01-080	P-T Wages - Programs - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	0.00	0.00	0.00	7,726.99	6,608.00	6,608.00	6,608.00
10-4550-100-01-910	F-T Wages - Library - Accrual	337.37	1,023.74	0.00	-3,609.84	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	-84.12	1,838.05	0.00	-4,262.68	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	8,058.30	9,608.40	11,596.00	11,078.59	13,570.00	13,384.00	13,563.00
10-4550-100-02-320	Medicare - Library	1,884.66	2,247.05	2,712.00	2,590.99	3,174.00	3,130.00	3,172.00
10-4550-100-02-330	Retirement - Library	5,230.93	6,064.45	13,645.00	11,775.06	15,042.00	15,042.00	15,042.00
10-4550-100-03-610	Health & Dental - Library	18,272.46	16,951.98	52,517.00	48,100.74	55,390.00	55,390.00	55,390.00
10-4550-100-03-630	Life - Library	150.00	150.00	450.00	412.50	450.00	450.00	450.00
10-4550-100-03-640	STD - Library	0.00	0.00	0.00	965.82	960.00	960.00	960.00
10-4550-100-04-010	S.U.T.A. - Library	601.00	603.00	769.00	666.98	945.00	945.00	945.00
10-4550-100-04-020	Workers Comp - Library	127.00	159.00	206.00	185.00	263.00	259.00	263.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	129.79	213.89	200.00	852.77	200.00	200.00	200.00
10-4550-100-09-000	Educ, Train, & Seminars - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-12-000	Property / Liab Ins - Library	0.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00

2015 TOWN COUNCIL APPROVED BUDGET

Town of Durham

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10-4550-100-15-000	Electricity - Library	4,674.00	13,405.48	33,000.00	13,407.76	15,000.00	15,000.00	15,000.00
	<i>Narrative for Column # 5</i> Decrease represents actual cost for electricity for 2013 and 2014.							
10-4550-100-16-000	Heating Fuel - Library	4,855.82	3,022.90	14,000.00	3,956.05	8,000.00	8,000.00	8,000.00
	<i>Narrative for Column # 5</i> Decrease represents the actual cost of heating the building during 2013 and 2014.							
10-4550-100-17-000	Telephone / Fax / Cable - Library	2,363.80	5,146.30	4,000.00	6,752.09	6,000.00	6,000.00	6,000.00
	<i>Narrative for Column # 5</i> Covers cost of phone and cable.							
10-4550-100-19-000	Water & Sewer - Library	0.00	605.73	800.00	1,342.50	800.00	800.00	800.00
10-4550-100-24-000	Software support / Maintenance agreen	5,224.23	6,043.99	5,000.00	6,865.09	6,500.00	6,500.00	6,500.00
	<i>Narrative for Column # 5</i> Increased cost of annual software support fees.							
10-4550-100-25-000	Office & Computer Supplies - Library	4,036.51	6,676.63	2,000.00	3,444.56	3,500.00	3,000.00	3,000.00
	<i>Narrative for Column # 5</i> Increase to cover actual cost of office and computer supplies.							
10-4550-100-26-000	Postage - Library	327.42	192.62	300.00	242.28	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	0.00	487.60	300.00	297.94	300.00	300.00	300.00
10-4550-100-28-000	Professional / Staff Dev - Library	341.42	438.22	600.00	906.79	2,600.00	2,600.00	2,600.00
	<i>Narrative for Column # 5</i> Trustees to contribute \$2,000 toward staff development.							
10-4550-100-29-000	Membership Dues - Library	305.00	473.00	300.00	448.00	500.00	500.00	500.00
	<i>Narrative for Column # 5</i> More staff have become members of the NHLA for increased educational and networking opportunities.							
10-4550-100-35-000	Work Study (non payroll) - Library	2,302.07	3,044.98	2,268.00	793.85	2,400.00	2,400.00	2,400.00
10-4550-100-40-000	Cleaning Service - Library	2,160.00	8,281.83	15,000.00	11,068.30	13,000.00	13,000.00	13,000.00
	<i>Narrative for Column # 5</i> Reduction reflects new cleaning service contract.							

2015 TOWN COUNCIL APPROVED BUDGET

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10-4550-100-41-000	Auditing - Library	1,000.00	1,000.00	1,061.00	612.00	1,200.00	1,200.00	1,200.00
10-4550-100-42-000	Other Prof Fees / Services - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-45-000	General Supplies - Library	1,124.45	2,402.45	1,500.00	1,544.59	1,500.00	1,500.00	1,500.00
10-4550-100-50-000	Building Rent - Library	53,462.91	29,937.79	0.00	0.00	0.00	0.00	0.00
10-4550-100-51-000	Building Maintenance - Library	560.51	480.77	1,000.00	788.81	1,000.00	1,000.00	1,000.00
10-4550-100-53-000	Office Equip Maint - Library	0.00	0.00	2,000.00	0.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 5</i> 2013 expenditures indicate this line can be decreased.							
10-4550-100-55-000	Equipment Rental - Library	2,063.19	2,181.55	3,600.00	2,109.05	2,300.00	2,300.00	2,300.00
	<i>Narrative for Column # 5</i> Line decreased because Library opted not to lease a second copier for public use - one is satisfactory.							
10-4550-100-89-000	Miscellaneous - Library	0.00	462.54	500.00	983.72	500.00	500.00	500.00
10-4550-100-90-052	Collect - Music - Library	0.00	37.73	300.00	0.00	300.00	300.00	300.00
	<i>Narrative for Column # 5</i> Trustees will contribute \$300.00 from operating funds.							
10-4550-100-90-053	Collect - Child - Print - Library	5,747.46	6,026.84	3,300.00	6,541.15	8,000.00	8,000.00	8,000.00
	<i>Narrative for Column # 5</i> Trustees to contribute \$5,000 toward Children's books.							
10-4550-100-90-054	Collect - Child - Audio - Library	428.88	394.93	800.00	576.15	800.00	800.00	800.00
10-4550-100-90-057	Collect - Adult - Print - Library	10,690.33	11,873.24	5,468.00	13,128.57	10,000.00	10,000.00	10,000.00
	<i>Narrative for Column # 5</i> Trustees to contribute \$6,000 toward books for adults.							
10-4550-100-90-058	Collect - Adult - Audio - Library	1,365.27	1,648.50	1,250.00	735.16	1,250.00	1,250.00	1,250.00
10-4550-100-90-060	Subscriptions	3,828.07	3,362.99	2,000.00	3,130.03	2,000.00	2,000.00	2,000.00
	<i>Narrative for Column # 5</i> Consolidated children's and adult subscriptions into one line because we purchase magazines through a service.							
10-4550-100-90-061	Collect - Child - Video - Library	871.74	456.27	1,200.00	320.63	1,200.00	1,200.00	1,200.00
10-4550-100-90-062	Collect - Adult - Video - Library	880.22	851.74	1,500.00	539.14	1,500.00	1,500.00	1,500.00

2015 TOWN COUNCIL APPROVED BUDGET

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10-4550-100-90-063 Programs - Child - Library <i>Narrative for Column # 5</i> Friends of the Library will contribute \$1,000 from their cookie sales.	2,200.80	3,541.87	2,000.00	4,115.19	3,000.00	3,000.00	3,000.00
10-4550-100-90-064 Programs - Adult - Library <i>Narrative for Column # 5</i> Trustees will contribute \$700.00 toward programs for adults.	460.94	1,239.23	1,000.00	2,746.49	1,700.00	1,700.00	1,700.00
10-4550-100-90-065 Museum Passes - Library <i>Narrative for Column # 5</i> Paid for by the Friends of the Library. Approximate cost will be \$2,500.00.	2,430.00	2,735.00	0.00	3,485.00	2,500.00	2,500.00	2,500.00
10-4550-100-90-067 Technology - Library	10,814.77	-3,712.75	7,500.00	1,414.70	7,500.00	5,000.00	5,000.00
10-4550-100-90-069 Processing Supplies - Library	967.71	927.95	1,500.00	1,112.17	1,750.00	1,250.00	1,250.00
10-4550-100-90-070 Postage - Trustees - Library	0.00	0.00	150.00	0.00	150.00	150.00	150.00
10-4550-100-90-071 PR / Dev / Events - Trustees - Library	0.00	0.00	100.00	0.00	100.00	100.00	100.00
10-4550-100-90-072 Membership Dues - Trustees - Library	220.00	330.00	260.00	330.00	330.00	330.00	330.00
10-4550-100-90-078 Leasehold Improvements - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-96-000 Capital - Library	0.00	0.00	500.00	1,660.62	0.00	0.00	0.00
10-4550-100-97-000 Expenses Paid by the Library Trustees	22,936.28	36,180.73	0.00	0.00	0.00	0.00	0.00
10-4550-100-98-007 Transfer to Capital Projects Fund - Libr	71,342.00	1,046,096.46	0.00	0.00	0.00	0.00	0.00
10-4912-000-98-000 Transfer from Libr Reserv to Town's Lit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:	384,409.54	1,388,248.31	388,775.00	352,712.58	421,354.00	414,627.00	417,854.00