

Durham Public Library

To: Todd Selig

From: Thomas Madden

Date: 9/23/15

Re: Durham Public Library FY 2016 Budget Proposal

On behalf of the Durham Public Library and its Board of Trustees, I am pleased to submit the library's proposed operating budget for 2016. The Durham Public Library staff works hard to provide high quality service and materials to the community comprising not only books and movies, but downloadable e-books and audio-books. Services include entertaining programs for children and adults, reference help, computer and mobile device assistance, reader's advisory, a notary public, and meeting space for community groups.

Our budget request for 2016 is similar to last year's with necessary increases built in for items such as staff pay, benefits, electricity, supplies, building maintenance, and technology. The cost of electricity has increased marginally over the past years. Two years into our tenure in the new building, the cost to maintain it properly has increased, driven in part by annual inspections for the elevator, sprinklers, and alarm system. The increased technology line results from needing to replace six heavily used but aging computers.

To supplement the budget, the Trustees and Friends of the Library annually contribute privately raised funds to the operating budget, and this year is no exception as they anticipate donating \$18,500, much of which is earmarked for the purchase of books, DVDs, magazines, museum passes, and for supporting programs. Without these additional funds, which are incorporated into the operating budget total, the size and quality of the library's collection would suffer and events such as the extremely successful Summer Reading Program Series would be greatly curtailed.

After two years in the new facility, we have a good understanding of the ebb and flow of patron usage. In any given hour of the day, day of the week, or month of the year, the bottom line is that the library is a very busy place. Over the past year, we had 65,930 patron visits, 12,294 adults and children attend programs, 62,162 books checked out, 2,393 people using our meeting spaces, and we added 699 new patrons to our database. We continue to serve the community with a lean staff of nine mostly part-time employees representing 5.3 FTE. Despite the numbers, the library's 2016 budget proposal does not include additional staffing.

Thank you for reviewing the Durham Public Library's 2016 budget proposal. I look forward to having the opportunity to discuss it with you.

Tom Madden
Director

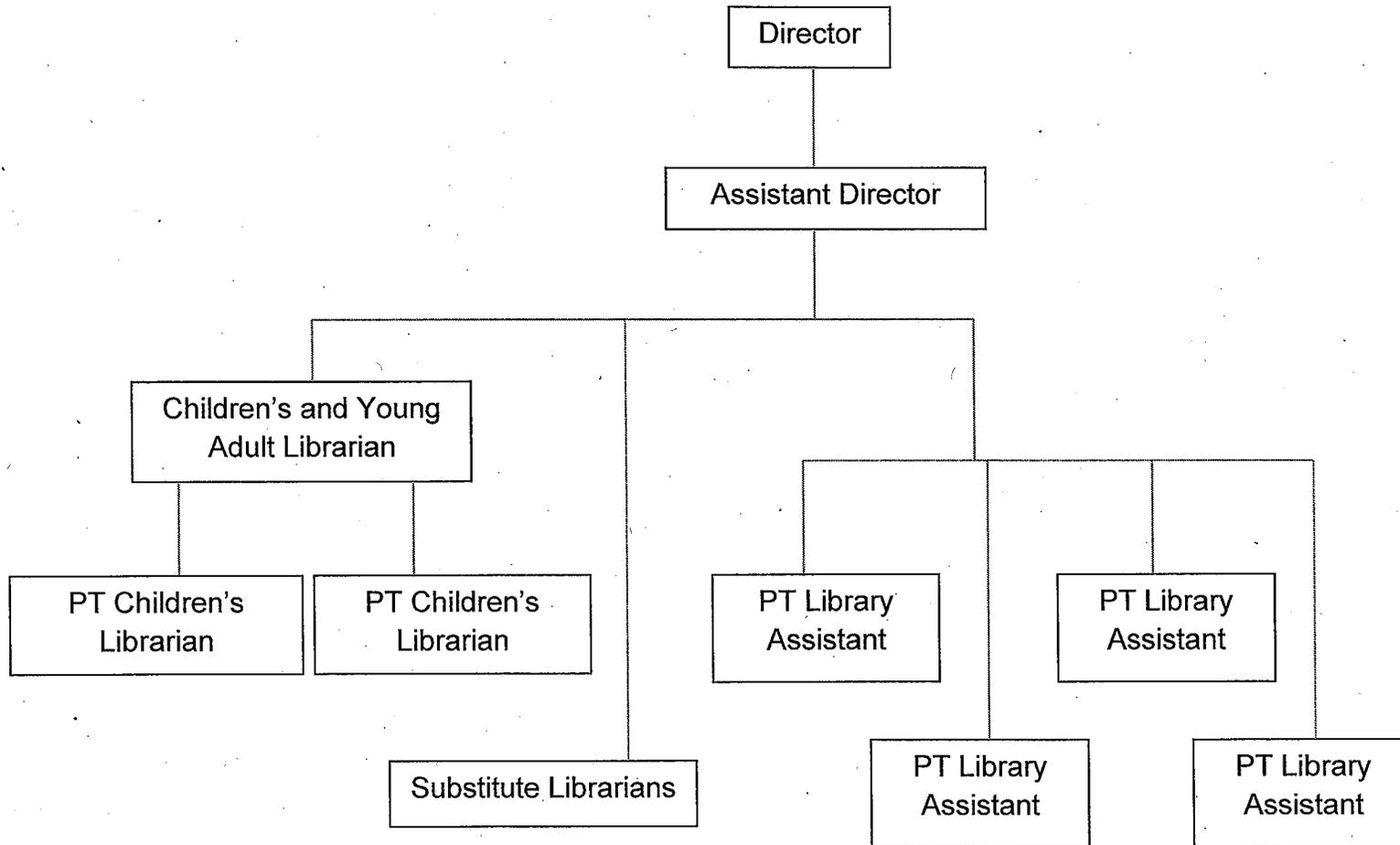
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Durham Public Library Organizational Chart



2016 TOWN COUNCIL ESTIMATED REVENUES

Town of Durham

	1 2013 RECEIVED As of Year End	2 2014 RECEIVED As of Year End	3 2015 ESTIMATED As of December	4 2015 RECEIVED AS OF 12/22/15 As of December	5 2016 DEPT HEAD ESTIMATED	6 2016 TOWN ADM ESTIMATED	7 2016 COUNCIL ESTIMATED
Library Fund							
10-3710-000-70-000	Interest on investments - Library	5,165.59	704.65	0.00	-275.37	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	248,373.36	60,710.98	0.00	53,945.84	0.00	0.00
10-3710-000-98-001	Transfer in - General Fund (Library ann	300,295.00	389,575.00	400,354.00	400,354.00	426,142.00	426,142.00
10-3710-000-99-000	Transfer from Fund Balance - Library	0.00	0.00	17,500.00	0.00	18,500.00	18,500.00
	<i>Narrative for Column # 5</i> Trustees to contribute funds for operating expenses.						
Grand Total:	553,833.95	450,990.63	417,854.00	454,024.47	444,642.00	444,642.00	444,642.00

2016 TOWN COUNCIL APPROVED BUDGET

Town of Durham

		1	2	3	4	5	6	7
		2013	2014	2015	2015	2016	2016	2016
		EXPENDED	EXPENDED	BUDGETED	EXPENDED	DEPT HEAD	TOWN ADM	COUNCIL
		As of Year End	As of Year End	As of December	AS OF 12/22/15 As of December	PROPOSED	PROPOSED	APPROVED
Library Fund								
10-4550-100-01-010	F-T Wages - Library	60,855.21	127,910.35	137,128.00	132,772.12	142,367.00	142,367.00	142,367.00
	<i>Narrative for Column # 5</i>							
	3% cost-of-livng adjustment for full-time employees.							
10-4550-100-01-020	P-T Wages - Library	87,366.03	69,973.69	75,153.00	77,127.81	84,011.00	84,011.00	84,011.00
	<i>Narrative for Column # 5</i>							
	3% cost-of-living adjustment for part-time staff.							
10-4550-100-01-030	O-T Wages - Library	0.00	79.35	0.00	289.68	0.00	7,119.00	7,119.00
10-4550-100-01-050	Substitute Librarian Wages	3,892.40	5,157.53	2,000.00	3,451.25	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	8,452.90	6,608.00	6,326.28	7,119.00	0.00	0.00
10-4550-100-01-910	Wage Accrual - Library	1,023.74	-1,456.62	0.00	-2,153.22	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	1,838.05	-4,262.68	0.00	0.00	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	9,608.40	12,763.09	13,563.00	13,505.28	14,477.00	14,477.00	14,477.00
10-4550-100-02-320	Medicare - Library	2,247.05	2,984.96	3,172.00	3,158.66	3,386.00	3,386.00	3,386.00
10-4550-100-02-330	Retirement - Library	6,064.45	13,595.34	15,042.00	14,461.42	15,902.00	15,902.00	15,902.00
10-4550-100-03-610	Health & Dental - Library	16,951.98	48,100.74	55,390.00	54,654.46	57,808.00	57,808.00	57,808.00
10-4550-100-03-630	Life - Library	150.00	450.00	450.00	450.00	450.00	450.00	450.00
10-4550-100-03-640	STD - Library	0.00	1,041.75	960.00	892.14	877.00	877.00	877.00
10-4550-100-04-010	S.U.T.A. - Library	603.00	666.98	945.00	684.08	688.00	688.00	688.00
10-4550-100-04-020	Workers Comp - Library	159.00	185.00	263.00	286.00	327.00	327.00	327.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	213.89	852.77	200.00	810.94	200.00	200.00	200.00
10-4550-100-12-000	Property / Liab Ins - Library	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
10-4550-100-15-000	Electricity - Library	13,405.48	15,646.69	15,000.00	16,473.40	16,000.00	16,000.00	16,000.00
	<i>Narrative for Column # 5</i>							
	Increase represents projected cost for electricity in 2016 based on 2015 heating season.							

2016 TOWN COUNCIL APPROVED BUDGET

Town of Durham

		1 2013 EXPENDED As of Year End	2 2014 EXPENDED As of Year End	3 2015 BUDGETED As of December	4 2015 EXPENDED AS OF 12/22/15 As of December	5 2016 DEPT HEAD PROPOSED	6 2016 TOWN ADM PROPOSED	7 2016 COUNCIL APPROVED
10-4550-100-16-000	Heating Fuel - Library	3,022.90	4,949.24	8,000.00	5,384.29	8,000.00	8,000.00	8,000.00
10-4550-100-17-000	Telephone / Fax / Cable - Library	5,146.30	7,746.22	6,000.00	4,666.31	6,000.00	6,000.00	6,000.00
10-4550-100-18-000	Cell Phones - Library	0.00	0.00	0.00	0.00	750.00	750.00	750.00
	<i>Narrative for Column # 5</i>							
	Previously budgeted under Emergency Management in the General Fund Operating Budget.							
10-4550-100-19-000	Water & Sewer - Library	605.73	1,342.50	800.00	1,304.80	1,000.00	1,000.00	1,000.00
10-4550-100-24-000	Software support / Maintenance agreeen	6,043.99	6,865.09	6,500.00	11,771.47	6,500.00	6,500.00	6,500.00
	<i>Narrative for Column # 5</i>							
	Circulation system hosting/support \$2,395, online reservation system \$775, downloadable books \$2,200, web hosting service \$600.							
10-4550-100-25-000	Office & Computer Supplies - Library	6,676.63	4,644.90	3,000.00	2,244.64	3,500.00	3,500.00	3,500.00
	<i>Narrative for Column # 5</i>							
	Increase in public and staff use of printers and copiers: ink cartridges, paper.							
10-4550-100-26-000	Postage - Library	192.62	253.59	300.00	1,418.30	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	487.60	337.30	300.00	528.48	300.00	300.00	300.00
10-4550-100-28-000	Professional / Staff Dev - Library	438.22	906.79	2,600.00	1,463.75	2,600.00	2,600.00	2,600.00
	<i>Narrative for Column # 5</i>							
	Trustees to contribute \$2,000 toward staff development; town appropriation is \$600.							
10-4550-100-29-000	Membership Dues - Library	473.00	448.00	500.00	430.00	500.00	500.00	500.00
	<i>Narrative for Column # 5</i>							
	Memberships in the American Library Association, New England Library Association, and New Hampshire Library Association.							
10-4550-100-35-000	Work Study (non payroll) - Library	3,044.98	1,533.21	2,400.00	1,494.29	2,400.00	2,400.00	2,400.00
	<i>Narrative for Column # 5</i>							
	Allows the library to hire a page through the UNH work study program. UNH and the library are each responsible for half of the wages.							
10-4550-100-40-000	Cleaning Service - Library	8,281.83	13,234.96	13,000.00	12,425.00	13,000.00	13,000.00	13,000.00
10-4550-100-41-000	Auditing - Library	1,000.00	612.00	1,200.00	1,300.00	1,300.00	1,300.00	1,300.00
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	2,402.45	1,637.55	1,500.00	1,625.58	1,500.00	1,500.00	1,500.00
10-4550-100-50-000	Building Rent - Library	29,937.79	2,855.73	0.00	0.00	0.00	0.00	0.00

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Town of Durham

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10-4550-100-51-000	Building Maintenance - Library	480.77	3,052.88	1,000.00	6,355.86	3,000.00	3,000.00	3,000.00
	<i>Narrative for Column # 5</i>							
	Required annual sprinkler, elevator, and alarm inspections cost over \$1,800 in 2015.							
10-4550-100-53-000	Office Equip Maint - Library	0.00	0.00	1,000.00	610.00	1,000.00	1,000.00	1,000.00
10-4550-100-55-000	Equipment Rental - Library	2,181.55	2,307.47	2,300.00	2,159.18	2,300.00	2,300.00	2,300.00
10-4550-100-89-000	Miscellaneous - Library	462.54	983.72	500.00	3,598.80	750.00	750.00	750.00
	<i>Narrative for Column # 5</i>							
	Frequent backround checks for volunteers alone costs \$200 - \$300 annually.							
10-4550-100-90-052	Collect - Music - Library	37.73	0.00	300.00	0.00	300.00	300.00	300.00
	<i>Narrative for Column # 5</i>							
	Trustees will contribute \$300.00 from operating funds; town appropriation is \$0.							
10-4550-100-90-053	Collect - Child - Print - Library	6,026.84	8,267.06	8,000.00	6,136.96	8,000.00	8,000.00	8,000.00
	<i>Narrative for Column # 5</i>							
	Trustees to contribute \$5,000 toward Children's books; town appropriation is \$3,000.							
10-4550-100-90-054	Collect - Child - Audio - Library	394.93	710.23	800.00	440.25	800.00	800.00	800.00
10-4550-100-90-057	Collect - Adult - Print - Library	11,873.24	17,835.28	10,000.00	13,803.63	10,000.00	10,000.00	10,000.00
	<i>Narrative for Column # 5</i>							
	Trustees to contribute \$6,000 toward books for adults; town appropriation is \$4,000.							
10-4550-100-90-058	Collect - Adult - Audio - Library	1,648.50	1,337.20	1,250.00	1,233.34	1,250.00	1,250.00	1,250.00
10-4550-100-90-060	Subscriptions	3,362.99	3,219.02	2,000.00	3,050.77	2,500.00	2,500.00	2,500.00
	<i>Narrative for Column # 5</i>							
	Increase to cover full cost of magazine and newspaper subscriptions. Trustees to contribute \$1,000; town appropriation is \$1,500.							
10-4550-100-90-061	Collect - Child - Video - Library	456.27	320.63	1,200.00	239.50	1,200.00	1,200.00	1,200.00
10-4550-100-90-062	Collect - Adult - Video - Library	851.74	586.37	1,500.00	2,169.96	1,500.00	1,500.00	1,500.00
10-4550-100-90-063	Programs - Child - Library	3,541.87	4,558.99	3,000.00	5,219.78	3,000.00	3,000.00	3,000.00
	<i>Narrative for Column # 5</i>							
	Friends of the Library will contribute \$1,000 from their cookie sales; town appropriation is \$2,000.							

2016 TOWN COUNCIL APPROVED BUDGET

Town of Durham

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10-4550-100-90-064 Programs - Adult - Library	1,239.23	2,781.02	1,700.00	1,866.47	1,700.00	1,700.00	1,700.00
<i>Narrative for Column # 5</i> Trustees will contribute \$700.00 toward programs for adults; town appropriation is \$1,000.							
10-4550-100-90-065 Museum Passes - Library	2,735.00	3,485.00	2,500.00	3,150.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 5</i> Paid for by the Friends of the Library. Approximate cost will be \$2,500.00; town appropriation is \$0.							
10-4550-100-90-067 Technology - Library	-3,712.75	1,414.70	5,000.00	10,187.99	7,000.00	7,000.00	7,000.00
<i>Narrative for Column # 5</i> The replacement of aging library computers is based on a five year schedule. The library owns 30 computers for staff and public use. Anticipated cost of replacement for 6 computers in 2016 - some of which are 6 -7 years old and heavily utilized- is \$6,300.							
10-4550-100-90-069 Processing Supplies - Library	927.95	1,277.87	1,250.00	1,093.75	1,250.00	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	11.00	100.00	100.00	100.00
10-4550-100-90-072 Membership Dues - Trustees - Library	330.00	330.00	330.00	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	1,660.62	0.00	0.00	0.00	0.00	0.00
10-4550-100-96-110 Furnishings - Library	0.00	0.00	0.00	0.00	750.00	750.00	750.00
<i>Narrative for Column # 5</i> New budget line to cover the purchase of small furnishings such as magazine racks and bulletin boards etc.							
10-4550-100-97-000 Expenses Paid by the Library Trustees	36,180.73	2,881.85	0.00	6,114.97	0.00	0.00	0.00
10-4550-100-98-007 Transfer to Capital Projects Fund - Libr	1,046,096.46	118,962.69	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:	1,388,248.31	527,481.52	417,854.00	439,019.42	444,642.00	444,642.00	444,642.00