



Durham Public Library

MEMORANDUM

To: Mr. Todd Selig, Town Administrator
Ms. Gail Jablonski, Business Manager

From: Sheryl Bass, Library Director

RE: FY 2021 Durham Public Library Operating Budget

Date: October 7, 2020

On behalf of the Library and the Board of Trustees, I present for your review and consideration the proposed 2021 operating budget for the Durham Public Library. The proposed budget supports the Library's mission to enhance the quality of life in Durham through open access to ideas and information, encourage exploration and learning in people of all ages, and support cultural enrichment by establishing the Library as a center of the community. To that end, the Library is committed to continuing to address the needs of the community in 2021 by promoting literacy through enrichment activities, our robust print collection, and by increasing the digital services and technology offerings available to the public.

The proposed budget gives much consideration to the growing needs of our patrons and larger community. The most significant changes in the proposed 2021 budget from the previous year are the addition of one 15-hr staff person and the cost of digital resources added by the library to serve patrons accessing services remotely.

Over the last year, the Library has added a significant amount of informative and entertaining digital resources that patrons of all ages can access remotely using various electronic devices. Additionally, we have worked diligently to provide engaging informational and entertaining virtual programming published on multiple electronic platforms for patrons of all ages. Data collected over the past year indicates that patrons are gravitating towards the Library's online content and technological/digital resources. This shift fully parallels an existing well-documented trend in Public Libraries across the nation. We anticipate that given the economic hardships and required physical/social distancing the pandemic environment has created, the demand for technology and digital resources will continue.

Adding more digital resources, online content, and upgraded technology has allowed us to better serve patrons, but it requires additional time and technical support beyond our approved 2020 staffing level. Presented with the problem of having to support these resources with an already limited staff, we hired a 15-hour IT/Digital Resources support person with the

necessary skills to help the library maintain, support, and develop the digital and technology offerings to patrons. This position not only supports patron services but also serves to augment the Town's existing IT support personnel, freeing up valuable time and resources to better focus on other Town Departments.

Thank you for the opportunity to present this budget. It will allow the Library to maintain a high level of patron service to the community and supports the goals of both the Library Board of Trustees and the Town of Durham in providing equal access to ideas and information, thereby creating an informed citizenry which ensures our democracy.

We appreciate the support of the Town Council and the patrons and residents of the Durham Community as well as the Friends of the Durham Public Library. We look forward to enhancing our existing relationships and cultivating new ones throughout our community in 2021.

I certify that this budget has been carefully reviewed with a fiscally conservative lens and is appropriate and representative of our commitment to the Durham Community, our patrons, and our fiduciary responsibility.

Respectfully submitted,

Sheryl Bass
Director, Durham Public Library

LIBRARY FUND

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2021 Approved
Transfer in - Town of Durham	\$ 400,354 3%	\$ 426,142 6%	\$ 453,430 6%	\$ 454,570 0%	\$ 494,335 9%	\$ 514,300 4%	\$ 512,200 0%
Library Trustees Paid to Town	\$ 55,981	\$ 17,210	\$ 13,380	\$ 14,792	\$ 17,570	\$ 20,000	\$ 20,000
Expenditures	\$ 456,335 12%	\$ 443,352 -3%	\$ 466,810 5%	\$ 465,817 0%	\$ 511,905 10%	\$ 534,300 4%	\$ 532,200 0%

NOTE: At the end of each year the Library Board of Trustees will reimburse the Town for any expenses which exceed the Town's annual appropriation.

2021 Town Council Estimated Revenues

Town of Durham

		1 2017 Received As of Year End	2 2018 Received As of Year End	3 2019 Received As of Year End	4 2020 TC Estimated As of December	5 2021 Dept Estimated	6 2021 Town Admin Estimated	7 2021 Council Estimated
Library Fund								
10-3710-000-69-000	Donations	0.00	0.00	2,061.25	0.00	0.00	0.00	0.00
10-3710-000-70-000	Interest on investments - Library	192.17	423.04	7,631.93	0.00	0.00	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	39,930.65	31,635.66	35,337.87	20,000.00	20,000.00	20,000.00	20,000.00
<i>Narrative for Column # 5</i>								
Funds provided by the Library Trustees towards expenses.								
10-3710-000-98-001	Transfer in - General Fund (Library ann	453,430.00	454,570.32	494,335.00	514,300.00	515,200.00	512,200.00	512,200.00
10-3710-000-99-000	Transfer from Fund Balance - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		493,552.82	486,629.02	539,366.05	534,300.00	535,200.00	532,200.00	532,200.00

2021 Town Council Approved Budget

Town of Durham

		1 2017 Expended As of Year End	2 2018 Expended As of Year End	3 2019 Expended As of Year End	4 2020 TC Approved As of December	5 2021 Dept Proposed	6 2021 Town Admin Proposed	7 2021 Council Approved
Library Fund								
Library								
Library								
10-4550-100-01-010	F-T Wages - Library	138,894.37	164,114.46	157,768.29	181,600.00	183,600.00	183,600.00	183,600.00
Narrative for Column # 5								
Includes Library Director, Director of Children's and Youth Services and Director of Adult Services who each work 37.5 hours per week. This amount includes a 2% COLA adjustment for 2021.								
10-4550-100-01-020	P-T Wages - Library	122,778.87	101,557.86	139,249.24	120,300.00	136,800.00	136,800.00	136,800.00
Narrative for Column # 5								
Includes current positions of four (4) Library Assistants at 24 hours per week, one (1) Library Assistant at 15 hours per week, and one (1) Library Assistant at 12 hours per week. These hours include an additional 15 hour per week staff member who has been added to the library staff to support the Library's increasing demand for IT and digital resources support. The amount also includes a COLA adjustment of 2% for 2021.								
10-4550-100-01-030	O-T Wages - Library	0.00	113.76	0.00	0.00	0.00	0.00	0.00
10-4550-100-01-050	Substitute Librarian Wages	17,056.65	9,347.50	6,994.95	10,000.00	10,000.00	10,000.00	10,000.00
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	0.00	9,050.20	13,491.26	14,400.00	15,600.00	15,600.00	15,600.00
10-4550-100-01-910	Wage Accrual - Library	7,363.68	-8,919.81	3,919.17	0.00	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	-1,159.01	665.46	-2,510.46	0.00	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	17,666.12	17,357.11	19,772.61	20,200.00	20,400.00	20,400.00	20,400.00
10-4550-100-02-320	Medicare - Library	4,131.78	4,059.49	4,624.15	4,700.00	4,800.00	4,800.00	4,800.00
10-4550-100-02-330	Retirement - Library	16,509.03	17,563.71	17,101.50	20,300.00	22,800.00	22,800.00	22,800.00
10-4550-100-03-610	Health & Dental - Library	73,519.65	64,118.08	49,639.41	63,300.00	32,200.00	32,200.00	32,200.00
10-4550-100-03-630	Life - Library	387.50	385.50	352.00	500.00	300.00	300.00	300.00
10-4550-100-03-640	STD - Library	1,033.54	1,006.50	850.25	1,100.00	1,100.00	1,100.00	1,100.00
10-4550-100-04-010	S.U.T.A. - Library	276.00	359.00	352.00	800.00	800.00	800.00	800.00
10-4550-100-04-020	Workers Comp - Library	366.00	405.00	458.00	450.00	400.00	400.00	400.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	810.97	398.33	378.28	200.00	200.00	200.00	200.00
10-4550-100-09-000	Educ, Train, & Seminars - Library	50.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-12-000	Property / Liab Ins - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-15-000	Electricity - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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10-4550-100-16-000	Heating Fuel - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-17-000	Telephone / Fax / Cable - Library	6,607.70	7,989.08	8,121.73	8,200.00	8,200.00	8,200.00	8,200.00
10-4550-100-18-000	Cell Phones - Library	374.48	583.20	637.03	750.00	0.00	0.00	0.00
Narrative for Column # 5 Director will use her personal cell phone as Town Contact.								
10-4550-100-19-000	Water & Sewer - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-24-000	Software support / Maintenance agreeen	8,980.59	9,686.50	10,691.89	9,600.00	3,600.00	3,600.00	3,600.00
Narrative for Column # 5 The amount in this line will reflect software support and maintenance fees as well as licensing costs for the library. Digital resources (and the amount of \$6,000.00) have been moved to a seperate collection line.								
10-4550-100-25-000	Office & Computer Supplies - Library	2,049.81	3,269.63	2,887.42	2,500.00	2,500.00	2,500.00	2,500.00
10-4550-100-26-000	Postage - Library	20.82	0.00	148.32	300.00	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	0.00	139.43	488.39	300.00	300.00	300.00	300.00
10-4550-100-28-000	Professional / Staff Dev - Library	1,592.67	2,967.98	2,825.45	2,750.00	2,750.00	750.00	750.00
10-4550-100-29-000	Membership Dues - Library	663.00	1,016.35	155.00	750.00	750.00	750.00	750.00
10-4550-100-35-000	Work Study (non payroll) - Library	1,823.48	1,213.55	2,297.36	1,900.00	1,900.00	1,900.00	1,900.00
10-4550-100-40-000	Cleaning Service - Library	457.13	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-41-000	Auditing - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-45-000	General Supplies - Library	571.18	357.62	579.28	500.00	500.00	500.00	500.00
10-4550-100-50-000	Building Rent - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-51-000	Building Maintenance - Library	1,173.75	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-53-000	Office Equip Maint - Library	138.38	521.22	0.00	500.00	500.00	500.00	500.00
10-4550-100-55-000	Equipment Rental - Library	1,718.65	350.00	1,210.72	2,300.00	1,500.00	1,500.00	1,500.00
Narrative for Column # 5 Reduce and move \$800.00 to Children's collection budget.								
10-4550-100-89-000	Miscellaneous - Library	1,367.42	175.00	759.27	750.00	750.00	750.00	750.00
10-4550-100-90-051	Collect - Digital Resources - Library	0.00	0.00	0.00	0.00	19,850.00	19,850.00	19,850.00
Narrative for Column # 5								

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Move \$6,000.00 from Software Support and Maintenance line (10-4550-100-24-000). This line represents the addition of several new digital resources in the library collection. Data shows that the community is using these resources and feedback indicates that they are appreciated. Having these resources available is very much in line with the trend in public libraries and patrons' shifting interest toward accessing digital materials in addition to print materials. Trustees will contribute \$10,000.00 to this line.								
10-4550-100-90-052	Collect - Music - Library	0.00	0.00	30.00	300.00	300.00	300.00	300.00
10-4550-100-90-053	Collect - Child - Print - Library	7,367.70	11,103.43	12,918.94	10,500.00	10,500.00	10,500.00	10,500.00
<i>Narrative for Column # 5</i> Move \$800.00 from Equipment Rental (10-4550-100-55-000) to Children's collection budget. The children's print collection budget has not been increased in several years despite increasing cost. Please consider increasing this line by \$2,700.00 to \$10,500.00.								
10-4550-100-90-054	Collect - Child - Audio - Library	491.99	4.94	140.29	900.00	800.00	800.00	800.00
10-4550-100-90-057	Collect - Adult - Print - Library	9,367.03	16,639.17	19,205.20	15,250.00	15,250.00	15,250.00	15,250.00
10-4550-100-90-058	Collect - Adult - Audio - Library	1,158.06	549.04	1,063.21	1,450.00	1,450.00	1,450.00	1,450.00
10-4550-100-90-060	Subscriptions	1,666.26	1,268.68	2,138.98	2,870.00	3,870.00	2,870.00	2,870.00
<i>Narrative for Column # 5</i> Increase represents restoring print magazine subscriptions to the library collection.								
10-4550-100-90-061	Collect - Child - Video - Library	1,399.07	1,007.82	946.28	1,400.00	1,200.00	1,200.00	1,200.00
10-4550-100-90-062	Collect - Adult - Video - Library	1,743.00	1,344.18	1,539.94	1,750.00	1,500.00	1,500.00	1,500.00
10-4550-100-90-063	Programs - Child - Library	3,864.93	4,199.34	5,440.33	5,000.00	5,000.00	5,000.00	5,000.00
10-4550-100-90-064	Programs - Adult - Library	1,713.69	2,145.12	2,118.01	2,350.00	2,350.00	2,350.00	2,350.00
<i>Narrative for Column # 5</i> Adult programming has consistently cost the library \$2,350.00 for several years. Please consider increasing this line to this amount.								
10-4550-100-90-065	Museum Passes - Library	2,940.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 5</i> Museum passess are purchased by the Friends of the Library								
10-4550-100-90-067	Technology - Library	5,017.41	46.49	8,483.93	20,000.00	17,000.00	17,000.00	17,000.00
<i>Narrative for Column # 5</i> Trustees will contribute \$10,000 towards this line.								
10-4550-100-90-069	Processing Supplies - Library	2,505.04	1,908.70	3,091.65	2,500.00	2,500.00	2,500.00	2,500.00
10-4550-100-90-070	Postage - Trustees - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-071	PR / Dev / Events - Trustees - Library	51.70	0.00	0.00	0.00	0.00	0.00	0.00

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10-4550-100-90-072	Membership Dues - Trustees - Library	300.00	330.00	300.00	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	415.89	0.00	0.00	0.00	0.00	0.00
10-4550-100-96-110	Furnishings - Library	0.00	210.01	286.93	750.00	750.00	750.00	750.00
10-4550-100-97-000	Expenses Paid by the Library Trustees	18,300.51	14,792.26	7,414.46	0.00	0.00	0.00	0.00
10-4550-100-98-007	Transfer to Capital Projects Fund - Libr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		485,110.60	465,816.78	508,360.66	534,300.00	535,200.00	532,200.00	532,200.00