



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

MEMORANDUM

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

From: Sheryl Bass, Library Director

RE: FY 2022 Durham Public Library Operating Budget

Date: October 21, 2021

On behalf of the Library and the Board of Trustees, I present for your review and consideration the proposed 2022 operating budget for the Durham Public Library.

Fiscal year 2021 will be remembered for the challenges we all faced during the COVID-19 pandemic, but at the Library we will also remember it as a time of innovation and progress working together to maintain our core services to the community during a difficult and unprecedented time. The Library's dedicated staff and Library Board of Trustees looked outward toward our community for ways to provide access to information, entertainment, and literacy-based resources important to the community. We were successful in keeping our patrons engaged and community members and staff safe while enhancing the quality of life in Durham through open access to ideas and information. The Durham Public Library remains committed to continuing to address the needs of the community in 2022 by continuing to promote literacy through enrichment activities, our robust physical materials collection, the newly created Bill Schoonmaker Library of Things, and by maintaining our increased digital services and upgraded technology available to our patrons and community members.

The proposed FY 2022 budget gives much consideration to the increase in demand for digital resources and technology at the Library. The most significant increases in the budget are funds associated with sustaining and supporting our full array of digital resources that give patrons access to reliable information sources and engaging streaming platforms both inside and outside the physical walls of the Library.

In addition to an increase in demand for physical materials over the last year, Library patrons are using digital resources and devices like never before, making our community representative of the trend that libraries are experiencing all over the world – increased demand for remote digital access and innovative technologies and the

training and help needed to successfully use such resources. As such, we have an increased need not only for funds to cover the costs of such resources but also for staffing to support the digital resources and technology that we are making available to the public. We are asking for a modest increase in hours and wages for our technical staff member who will provide continuity of service at a high-level to our patrons.

We are also asking for modest increases to the print material budgets for both the youth and adult collections to cover the cost of inflation in purchasing print materials for the Library.

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, partnerships and creating new ones in 2022.

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

2022 Town Council Estimated Revenues

Town of Durham

		1 2018 Received As of Year End	2 2019 Received As of Year End	3 2020 Received As of Year End	4 2021 Council Estimated	5 2022 Dept Estimated	6 2022 Town Admin Estimated	7 2022 Council Estimated
Library Fund								
10-3710-000-69-000	Donations	0.00	2,061.25	2,924.00	0.00	0.00	0.00	0.00
10-3710-000-70-000	Interest on investments - Library	423.04	7,631.93	8,375.17	0.00	0.00	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	31,635.66	35,337.87	32,026.27	20,000.00	25,750.00	25,750.00	25,750.00
<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	454,570.32	494,335.00	514,300.00	512,200.00	532,900.00	532,900.00	542,900.00
10-3710-000-99-000	Transfer from Fund Balance - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library Fund Total		486,629.02	539,366.05	557,625.44	532,200.00	558,650.00	558,650.00	568,650.00
Grand Total:		486,629.02	539,366.05	557,625.44	532,200.00	558,650.00	558,650.00	568,650.00

2022 Town Council Approved Budget

Town of Durham

		1 2018 Expended As of Year End	2 2019 Expended As of Year End	3 2020 Expended As of Year End	4 2021 Council Approved	5 2022 Dept Proposed	6 2022 Town Admin Proposed	7 2022 Council Approved
Library Fund								
Library								
10-4550-100-01-010	F-T Wages - Library	164,114.46	157,768.29	183,524.10	183,600.00	187,500.00	187,500.00	187,500.00
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 2022.								
10-4550-100-01-020	P-T Wages - Library	101,557.86	139,249.24	124,557.15	136,800.00	138,300.00	138,300.00	148,300.00
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. In addition 20 hours per week are included for an emerging technician library employee to support the Library's increasing demand for IT and digital resources support. The amount also includes a COLA adjustment of 2% for 2022.								
10-4550-100-01-030	O-T Wages - Library	113.76	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-01-050	Substitute Librarian Wages	9,347.50	6,994.95	2,085.00	10,000.00	10,000.00	10,000.00	10,000.00
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	9,050.20	13,491.26	16,038.49	15,600.00	18,200.00	18,200.00	18,200.00
10-4550-100-01-910	Wage Accrual - Library	-8,919.81	3,919.17	3,029.61	0.00	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	665.46	-2,510.46	0.00	0.00	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	17,357.11	19,772.61	20,412.62	20,400.00	22,600.00	22,600.00	22,600.00
10-4550-100-02-320	Medicare - Library	4,059.49	4,624.15	4,773.88	4,800.00	5,300.00	5,300.00	5,300.00
10-4550-100-02-330	Retirement - Library	17,563.71	17,101.50	20,157.28	22,800.00	26,400.00	26,400.00	26,400.00
10-4550-100-03-610	Health & Dental - Library	64,118.08	49,639.41	28,792.62	32,200.00	23,600.00	23,600.00	23,600.00
10-4550-100-03-630	Life - Library	385.50	352.00	369.00	300.00	300.00	300.00	300.00
10-4550-100-03-640	STD - Library	1,006.50	850.25	1,028.70	1,100.00	1,100.00	1,100.00	1,100.00
10-4550-100-04-010	S.U.T.A. - Library	359.00	352.00	200.00	800.00	800.00	800.00	800.00
10-4550-100-04-020	Workers Comp - Library	405.00	458.00	450.00	400.00	500.00	500.00	500.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	398.33	378.28	187.84	200.00	400.00	400.00	400.00
Narrative for Column # 5								
Increase in mileage due to additional committee involvement, outreach and cooperative activities with Lee and Madbury.								
10-4550-100-17-000	Telephone / Fax / Cable - Library	7,989.08	8,121.73	8,213.39	8,200.00	9,000.00	9,000.00	9,000.00
Narrative for Column # 5								
Increase to cover the cost of connectivity for the T-Mobile hotspots.								

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10-4550-100-18-000	Cell Phones - Library	583.20	637.03	579.48	0.00	0.00	0.00	0.00
Narrative for Column # 5 Director will use her personal cell phone as Town Contact.								
10-4550-100-24-000	Software support / Maintenance agree	9,686.50	10,691.89	5,083.93	3,600.00	5,000.00	5,000.00	5,000.00
Narrative for Column # 5 Increased software expense to support library technology and operations efficiency.								
10-4550-100-25-000	Office & Computer Supplies - Library	3,269.63	2,887.42	2,552.75	2,500.00	2,500.00	2,500.00	2,500.00
10-4550-100-26-000	Postage - Library	0.00	148.32	102.43	300.00	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	139.43	488.39	346.54	300.00	500.00	500.00	500.00
Narrative for Column # 5 Increased need for printing related to marketing our services.								
10-4550-100-28-000	Professional / Staff Dev - Library	2,967.98	2,825.45	2,283.76	750.00	2,600.00	2,600.00	2,600.00
Narrative for Column # 5 Restore to pre-COVID levels.								
10-4550-100-29-000	Membership Dues - Library	1,016.35	155.00	976.00	750.00	1,000.00	1,000.00	1,000.00
Narrative for Column # 5 Increased staff participation in professional development activities.								
10-4550-100-35-000	Work Study (non payroll) - Library	1,213.55	2,297.36	1,261.76	1,900.00	1,900.00	1,900.00	1,900.00
10-4550-100-40-000	Cleaning Service - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-45-000	General Supplies - Library	357.62	579.28	407.78	500.00	500.00	500.00	500.00
10-4550-100-51-000	Building Maintenance - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-53-000	Office Equip Maint - Library	521.22	0.00	686.98	500.00	500.00	500.00	500.00
10-4550-100-55-000	Equipment Rental - Library	350.00	1,210.72	1,243.52	1,500.00	1,500.00	1,500.00	1,500.00
10-4550-100-89-000	Miscellaneous - Library	175.00	759.27	968.89	750.00	750.00	750.00	750.00
10-4550-100-90-051	Collect - Digital Resources - Library	0.00	0.00	12,591.26	19,850.00	27,000.00	27,000.00	27,000.00
Narrative for Column # 5								

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This increase fully funds our existing digital resource collection that includes the NYT digital, WSJ digital, Kanopy, Hoopla, Libby/Overdrive, Consumer Reports, EBSCOhost, Ancestry.com, Mango Languages, Universal Class and AtoZ Database.								
Trustees will contribute \$10,000 to this line.								
10-4550-100-90-052	Collect - Music - Library	0.00	30.00	0.00	300.00	0.00	0.00	0.00
10-4550-100-90-053	Collect - Child - Print - Library	11,103.43	12,918.94	15,289.66	10,500.00	13,500.00	13,500.00	13,500.00
Narrative for Column # 5								
This increase represents an increase in the cost of books and also our need to buy to our level of circulation demand by our user community.								
Trustees will contribute \$3,000 to this line.								
10-4550-100-90-054	Collect - Child - Audio - Library	4.94	140.29	310.00	800.00	800.00	800.00	800.00
10-4550-100-90-057	Collect - Adult - Print - Library	16,639.17	19,205.20	20,463.65	15,250.00	20,000.00	20,000.00	20,000.00
Narrative for Column # 5								
This increase represents an increase in the cost of books and also our need to buy to our level of circulation demand by our user community.								
The Trustees will contribute \$2,750 to this line.								
10-4550-100-90-058	Collect - Adult - Audio - Library	549.04	1,063.21	1,573.11	1,450.00	1,450.00	1,450.00	1,450.00
10-4550-100-90-060	Subscriptions - Library	1,268.68	2,138.98	3,321.76	2,870.00	4,200.00	4,200.00	4,200.00
Narrative for Column # 5								
This increase represent the amount needed to fully fund our current print periodical subscriptions.								
10-4550-100-90-061	Collect - Child - Video - Library	1,007.82	946.28	389.63	1,200.00	1,200.00	1,200.00	1,200.00
10-4550-100-90-062	Collect - Adult - Video - Library	1,344.18	1,539.94	1,913.93	1,500.00	1,500.00	1,500.00	1,500.00
10-4550-100-90-063	Programs - Child - Library	4,199.34	5,440.33	5,182.00	5,000.00	5,000.00	5,000.00	5,000.00
10-4550-100-90-064	Programs - Adult - Library	2,145.12	2,118.01	3,106.10	2,350.00	2,350.00	2,350.00	2,350.00
10-4550-100-90-065	Museum Passes - Library	0.00	0.00	5,426.63	0.00	0.00	0.00	0.00
Narrative for Column # 5								
Museum passess are purchased by the Friends of the Library								
10-4550-100-90-067	Technology - Library	3,592.29	22,146.64	28,259.04	17,000.00	17,000.00	17,000.00	17,000.00
Narrative for Column # 5								
Trustees will contribute \$10,000 towards this line.								
10-4550-100-90-069	Processing Supplies - Library	1,908.70	3,091.65	2,359.13	2,500.00	2,500.00	2,500.00	2,500.00

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10-4550-100-90-071	PR / Dev / Events - Trustees - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-072	Membership Dues - Trustees - Library	330.00	300.00	270.00	330.00	350.00	350.00	350.00
10-4550-100-96-000	Capital - Library	415.89	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-96-110	Furnishings - Library	210.01	286.93	667.08	750.00	750.00	750.00	750.00
10-4550-100-97-000	Expenses Paid by the Library Trustees	14,792.26	7,414.46	6,587.41	0.00	0.00	0.00	0.00
Library Fund Total		469,362.58	522,023.37	538,023.89	532,200.00	558,650.00	558,650.00	568,650.00
Grand Total:		469,362.58	522,023.37	538,023.89	532,200.00	558,650.00	558,650.00	568,650.00