



MEMORANDUM

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

From: Sheryl Bass, Library Director

RE: FY 2023 Durham Public Library Operating Budget

Date: October 19, 2022

On behalf of the Library and the Board of Trustees, I present for your review and consideration, the proposed 2023 operating budget for the Durham Public Library.

Fiscal year 2022 was a busy year for the Library! While COVID-19 is still with us, we have seen most of the challenges facing library services subside. We have seen increased foot traffic as users return to the Library; more patrons, of all ages, taking part in programming and using meeting rooms along with steady consistent use of our print and digital resources.

The Library Board of Trustees approved the Durham Public Library Strategic Plan for 2022-2025 and our internal and external activities have focused primarily on aligning our services with the Library Strategic Plan and the needs of the Durham community. Our dedicated Staff and Library Board of Trustees have endeavored to mindfully engage in library activities that relate to objectives in areas of priority identified in our Strategic Plan: creating community connections, information access for all, and support for literacy and lifelong learning. We strive toward these objectives while maintaining a focus on the future and remaining ready to pivot when necessary and engage in whatever comes next!

The proposed FY 2023 budget presented by the Library gives much consideration to the challenges faced by the Town in 2023. The budget presented includes modest increases for the continued support for digital resources, technology, and materials but also includes modest decreases that offset those increases in areas that won't have an immediate effect on our ability to provide a high level of patron service. We present a flat budget with the exception of a modest increase in part-time staffing hours for our Library Technologist, adding an additional (4) hours per week. We have seen a tremendous increase in the amount of staff time required to support digital device and content users since the onset of the pandemic and to continue providing a high-level of service and outreach to patrons of all ages who are currently using technology, we must be able to adequately staff to meet their needs.



Durham Public Library

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

Thank you for the opportunity to present this budget. It will allow the Library to maintain its commitment 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 supporting 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 2023.

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,

A handwritten signature in black ink, appearing to read 'Sheryl Bass'. The signature is written in a cursive, flowing style.

Sheryl Bass
Director, Durham Public Library

2023 Town Administrator Proposal

Town of Durham

| | | 1 2019 RECEIVED As of Year End | 2 2020 RECEIVED As of Year End | 3 2021 RECEIVED As of Year End | 4 2022 ESTIMATED As of December | 5 2022 RECEIVED AS OF 9/30/2022 As of September | 6 2023 DEPT HEAD ESTIMATED | 7 2023 TOWN ADMIN ESTIMATED | 8 \$ CHANGE 2022 VS 2023 | 9 % CHANGE 2022 VS 2023 |
|--|---|---|---|---|--|---|-------------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| Library Fund | | | | | | | | | | |
| 10-3319-000-01-000 | Federal Grants & Reimb | 0.00 | 0.00 | 2,775.00 | 0.00 | 18,500.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-66-000 | Other Grant monies - Library | 0.00 | 0.00 | 0.00 | 0.00 | 2,300.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-68-000 | Funds Rec'd for Library Trustee Div#108 | 0.00 | 0.00 | 14,919.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-69-000 | Donations (Friends of) | 2,061.25 | 2,924.00 | 5,419.20 | 0.00 | 4,421.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-70-000 | Interest on investments - Library | 7,631.93 | 8,375.17 | 8,309.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-80-000 | Miscellaneous - Library | 35,337.87 | 32,026.27 | 38,150.12 | 25,750.00 | 0.00 | 25,750.00 | 25,750.00 | 0.00 | |
| <i>Narrative for Column # 6</i> | | | | | | | | | | |
| Funds provided by the Library Trustees towards expenses. | | | | | | | | | | |
| 10-3710-000-83-000 | Other Revenue Sources - Library | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-3710-000-98-001 | Transfer in - General Fund (Library annual ap | 494,335.00 | 514,300.00 | 512,200.00 | 542,900.00 | 542,900.00 | 577,400.00 | 577,400.00 | 34,500.00 | 6% |
| 10-3710-000-99-000 | Transfer from Fund Balance - Library | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Library Fund Total | | 539,366.05 | 557,625.44 | 581,804.01 | 568,650.00 | 568,121.00 | 603,150.00 | 603,150.00 | 34,500.00 | -6% |
| Grand Total: | | 539,366.05 | 557,625.44 | 581,804.01 | 568,650.00 | 568,121.00 | 603,150.00 | 603,150.00 | 34,500.00 | -6% |

2023 Department Head Proposal

Town of Durham

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------------------|--|----------------|----------------|----------------|----------------|----------------|-----------------|------------|--------------|--------------|
| | | 2018 | 2019 | 2020 | 2021 | 2022 | 2022 | 2023 | \$ CHANGE | % CHANGE |
| | | EXPENDED | EXPENDED | EXPENDED | EXPENDED | APPROPRIATION | EXPENDED | DEPT HEAD | 2022 VS 2023 | 2022 VS 2023 |
| | | | | | | | AS OF 9/30/2022 | PROPOSED | | |
| | | As of Year End | As of Year End | As of Year End | As of Year End | As of December | As of September | | | |
| Library Fund | | | | | | | | | | |
| Library | | | | | | | | | | |
| 10-4550-100-01-010 | F-T Wages - Library | 164,114.46 | 157,768.29 | 183,524.10 | 185,938.87 | 187,500.00 | 144,057.61 | 191,200.00 | 3,700.00 | 2% |
| | <i>Narrative for Column # 7</i> | | | | | | | | | |
| | Includes 2% COLA | | | | | | | | | |
| 10-4550-100-01-020 | P-T Wages - Library | 101,557.86 | 139,249.24 | 124,557.15 | 133,435.00 | 148,300.00 | 125,529.03 | 155,600.00 | 7,300.00 | 5% |
| | <i>Narrative for Column # 7</i> | | | | | | | | | |
| | Includes 2% COLA and 4 additional hours for P/T Library Technologist | | | | | | | | | |
| 10-4550-100-01-030 | O-T Wages - Library | 113.76 | 0.00 | 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 | 4,811.91 | 10,000.00 | 4,717.50 | 10,000.00 | 0.00 | |
| 10-4550-100-01-090 | Ins Buy-Out (Wages) - Library | 9,050.20 | 13,491.26 | 16,038.49 | 16,247.53 | 18,200.00 | 12,678.24 | 15,000.00 | -3,200.00 | -18% |
| 10-4550-100-01-910 | Wage Accrual - Library | -8,919.81 | 3,919.17 | 3,029.61 | 2,475.80 | 0.00 | -13,448.42 | 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 | 0.00 | |
| 10-4550-100-02-310 | Soc Sec - Library | 17,357.11 | 19,772.61 | 20,412.62 | 21,261.60 | 22,600.00 | 16,959.23 | 23,300.00 | 700.00 | 3% |
| 10-4550-100-02-320 | Medicare - Library | 4,059.49 | 4,624.15 | 4,773.88 | 4,972.68 | 5,300.00 | 3,966.43 | 5,400.00 | 100.00 | 2% |
| 10-4550-100-02-330 | Retirement - Library | 17,563.71 | 17,101.50 | 20,157.28 | 23,474.44 | 26,400.00 | 19,260.68 | 26,400.00 | 0.00 | |
| 10-4550-100-03-610 | Health & Dental - Library | 64,118.08 | 49,639.41 | 28,792.62 | 23,459.41 | 23,600.00 | 19,567.40 | 48,900.00 | 25,300.00 | 107% |
| 10-4550-100-03-630 | Life - Library | 385.50 | 352.00 | 369.00 | 342.00 | 300.00 | 285.00 | 300.00 | 0.00 | |
| 10-4550-100-03-640 | STD - Library | 1,006.50 | 850.25 | 1,028.70 | 1,027.86 | 1,100.00 | 882.54 | 1,000.00 | -100.00 | -9% |
| 10-4550-100-04-010 | S.U.T.A. - Library | 359.00 | 352.00 | 200.00 | 100.00 | 800.00 | 100.00 | 800.00 | 0.00 | |
| 10-4550-100-04-020 | Workers Comp - Library | 405.00 | 458.00 | 450.00 | 416.00 | 500.00 | 500.00 | 600.00 | 100.00 | 20% |
| 10-4550-100-08-000 | Travel & Mileage Reimb - Library | 398.33 | 378.28 | 187.84 | 90.10 | 400.00 | 88.51 | 400.00 | 0.00 | |
| 10-4550-100-17-000 | Telephone / Fax / Cable - Library | 7,989.08 | 8,121.73 | 8,213.39 | 9,162.21 | 9,000.00 | 6,791.96 | 9,000.00 | 0.00 | |
| 10-4550-100-18-000 | Cell Phones - Library | 583.20 | 637.03 | 579.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-4550-100-24-000 | Software support / Maintenance agreements - | 9,686.50 | 10,691.89 | 5,083.93 | 5,821.91 | 5,000.00 | 3,821.11 | 6,000.00 | 1,000.00 | 20% |
| | <i>Narrative for Column # 7</i> | | | | | | | | | |
| | Increase of \$1,000.00 for software to support Virtual Summer Reading Platform no longer supported by the NH State Library post-pandemic. | | | | | | | | | |
| 10-4550-100-25-000 | Office & Computer Supplies - Library | 3,269.63 | 2,887.42 | 2,552.75 | 2,091.58 | 2,500.00 | 1,551.37 | 2,750.00 | 250.00 | 10% |
| | <i>Narrative for Column # 7</i> | | | | | | | | | |
| | 10% increase to cover the cost of materials and services due to inflation. | | | | | | | | | |
| 10-4550-100-26-000 | Postage - Library | 0.00 | 148.32 | 102.43 | 16.08 | 300.00 | 69.30 | 300.00 | 0.00 | |
| 10-4550-100-27-000 | Printing - Library | 139.43 | 488.39 | 346.54 | 1,733.51 | 500.00 | 460.10 | 1,000.00 | 500.00 | 100% |
| | <i>Narrative for Column # 7</i> | | | | | | | | | |
| | Increase \$500.00 to cover the cost of promoting library services to the public. A need for service promotion was identified in the Library Strategic Plan and through ARPA grant survey activities. | | | | | | | | | |
| 10-4550-100-28-000 | Professional / Staff Dev - Library | 2,967.98 | 2,825.45 | 2,283.76 | 1,213.30 | 2,600.00 | 752.82 | 2,600.00 | 0.00 | |
| 10-4550-100-29-000 | Membership Dues - Library | 1,016.35 | 155.00 | 976.00 | 1,026.95 | 1,000.00 | 1,332.00 | 1,000.00 | 0.00 | |

2023 Department Head Proposal 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 EXPENDED As of Year End | 5 2022 APPROPRIATION As of December | 6 2022 EXPENDED AS OF 9/30/2022 As of September | 7 2023 DEPT HEAD PROPOSED | 8 \$ CHANGE 2022 VS 2023 | 9 % CHANGE 2022 VS 2023 |
|---|---------------------------------------|---|---|---|---|--|---|------------------------------------|--------------------------------|-------------------------------|
| 10-4550-100-35-000 | Work Study (non payroll) - Library | 1,213.55 | 2,297.36 | 1,261.76 | 1,239.48 | 1,900.00 | 678.78 | 2,500.00 | 600.00 | 32% |
| 10-4550-100-45-000 | General Supplies - Library | 357.62 | 579.28 | 407.78 | 590.10 | 500.00 | 484.59 | 550.00 | 50.00 | 10% |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| 10% increase to cover the cost of materials and services due to inflation. | | | | | | | | | | |
| 10-4550-100-53-000 | Office Equip Maint - Library | 521.22 | 0.00 | 686.98 | 181.60 | 500.00 | 0.00 | 500.00 | 0.00 | |
| 10-4550-100-55-000 | Equipment Rental - Library | 350.00 | 1,210.72 | 1,243.52 | 1,381.66 | 1,500.00 | 1,595.62 | 1,500.00 | 0.00 | |
| 10-4550-100-89-000 | Miscellaneous - Library | 175.00 | 759.27 | 968.89 | 962.62 | 750.00 | 631.54 | 825.00 | 75.00 | 10% |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| 10% increase to cover the cost of materials and services due to inflation | | | | | | | | | | |
| 10-4550-100-90-051 | Collect - Digital Resources - Library | 0.00 | 0.00 | 12,591.26 | 27,440.42 | 27,000.00 | 25,363.56 | 29,725.00 | 2,725.00 | 10% |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| Trustees will contribute \$10,000.00 to support digital resources for patrons. | | | | | | | | | | |
| Includes increase of 11% to NHDB through the NHSL as well as other incremental increases based on rate hikes for other resources. Additionally, less \$1,998.00 for AtoZ DB, which is being cut due to low use. | | | | | | | | | | |
| 10-4550-100-90-052 | Collect - Music - Library | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-4550-100-90-053 | Collect - Child - Print - Library | 11,103.43 | 12,918.94 | 15,289.66 | 14,606.49 | 13,500.00 | 9,146.10 | 13,500.00 | 0.00 | |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| Trustees will contribute \$3,000.00 to this line in 2023. | | | | | | | | | | |
| 10-4550-100-90-054 | Collect - Child - Audio - Library | 4.94 | 140.29 | 310.00 | 58.33 | 800.00 | 81.74 | 800.00 | 0.00 | |
| 10-4550-100-90-057 | Collect - Adult - Print - Library | 16,639.17 | 19,205.20 | 20,463.65 | 18,981.93 | 20,000.00 | 14,470.87 | 20,000.00 | 0.00 | |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| The Trustees will continue to contribute \$2,750 towards this line in 2023. | | | | | | | | | | |
| 10-4550-100-90-058 | Collect - Adult - Audio - Library | 549.04 | 1,063.21 | 1,573.11 | 1,480.96 | 1,450.00 | 910.39 | 1,450.00 | 0.00 | |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| The Trustees will contribute \$200 towards the increase in this line. | | | | | | | | | | |
| 10-4550-100-90-060 | Subscriptions - Library | 1,268.68 | 2,138.98 | 3,321.76 | 3,651.63 | 4,200.00 | 3,582.48 | 3,600.00 | -600.00 | -14% |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |
| Reduce line; many print subscriptions are ceasing; digital usage increasing. | | | | | | | | | | |
| 10-4550-100-90-061 | Collect - Child - Video - Library | 1,007.82 | 946.28 | 389.63 | 218.36 | 1,200.00 | 74.89 | 1,070.00 | -130.00 | -11% |
| 10-4550-100-90-062 | Collect - Adult - Video - Library | 1,344.18 | 1,539.94 | 1,913.93 | 1,007.53 | 1,500.00 | 776.30 | 1,370.00 | -130.00 | -9% |
| 10-4550-100-90-063 | Programs - Child - Library | 4,199.34 | 5,440.33 | 5,182.00 | 6,325.33 | 5,000.00 | 4,775.97 | 5,000.00 | 0.00 | |
| 10-4550-100-90-064 | Programs - Adult - Library | 2,145.12 | 2,118.01 | 3,106.10 | 1,711.17 | 2,350.00 | 3,619.92 | 2,350.00 | 0.00 | |
| 10-4550-100-90-065 | Museum Passes - Library | 0.00 | 0.00 | 5,426.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-4550-100-90-067 | Technology - Library | 3,592.29 | 22,146.64 | 28,259.04 | 17,928.44 | 17,000.00 | 5,070.52 | 13,010.00 | -3,990.00 | -23% |
| <i>Narrative for Column # 7</i> | | | | | | | | | | |

2023 Department Head Proposal

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 EXPENDED As of Year End | 5 2022 APPROPRIATION As of December | 6 2022 EXPENDED AS OF 9/30/2022 As of September | 7 2023 DEPT HEAD PROPOSED | 8 \$ CHANGE 2022 VS 2023 | 9 % CHANGE 2022 VS 2023 |
|---|---|---|---|---|--|---|------------------------------------|--------------------------------|-------------------------------|
| Trustees will contribute \$10,000.00 to this line in 2023. Town portion will be reduced by \$3990.00. | | | | | | | | | |
| Includes a 10% increase for the cost of goods and services for the 2023 Approved Tech Plan less the following: -\$ 550.00 charging station postponed. -\$1,000.00 of \$2,000.00 Steam line item -\$440.00 Adult Services Head office printer replacement postponed. -\$1,000.00 of \$2,000.00 for meeting room technology postponed | | | | | | | | | |
| 10-4550-100-90-069 Processing Supplies - Library | 1,908.70 | 3,091.65 | 2,359.13 | 2,887.82 | 2,500.00 | 1,577.28 | 2,750.00 | 250.00 | 10% |
| <i>Narrative for Column # 7</i> 10% increase to cover the cost of materials and services due to inflation. | | | | | | | | | |
| 10-4550-100-90-072 Membership Dues - Trustees - Library | 330.00 | 300.00 | 270.00 | 300.00 | 350.00 | 300.00 | 350.00 | 0.00 | |
| 10-4550-100-96-000 Capital - Library | 415.89 | 0.00 | 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 | 1,720.17 | 750.00 | 737.70 | 750.00 | 0.00 | |
| 10-4550-100-97-000 Expenses Paid by the Library Trustees - Libra | 14,792.26 | 7,414.46 | 6,587.41 | 14,542.45 | 0.00 | 0.00 | 0.00 | 0.00 | |
| <i>Narrative for Column # 7</i> These funds are now distributed throughout the accounts they will be used for. | | | | | | | | | |
| Library Fund Total | 469,362.58 | 522,023.37 | 538,023.89 | 556,335.23 | 568,650.00 | 423,800.66 | 603,150.00 | 34,500.00 | 6% |
| Grand Total: | 469,362.58 | 522,023.37 | 538,023.89 | 556,335.23 | 568,650.00 | 423,800.66 | 603,150.00 | 34,500.00 | 6% |