



Durham Public Library

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

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## 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.



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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 cursive script, reading 'Sheryl Bass'.

Sheryl Bass  
Director, Durham Public Library

2023 Town Council Estimated  
Town of Durham

		2	3	4	5	6	7	8	9
		2019	2020	2021	2022	2022	2023	2023	2023
		RECEIVED	RECEIVED	RECEIVED	ESTIMATED	RECEIVED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
						AS OF 12/15/22	ESTIMATED	ESTIMATED	ESTIMATED
		As of Year End	As of Year End	As of Year End	As of December	As of December			
<b>Library Fund</b>									
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	2,600.00	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	5,197.83	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	25,750.00
Narrative for Column # 7									
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 appr)	494,335.00	514,300.00	512,200.00	542,900.00	542,900.00	577,400.00	577,400.00	577,400.00
10-3710-000-99-000	Transfer from Fund Balance - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total:</b>		<b>539,366.05</b>	<b>557,625.44</b>	<b>581,804.01</b>	<b>568,650.00</b>	<b>569,197.83</b>	<b>603,150.00</b>	<b>603,150.00</b>	<b>603,150.00</b>

2023 Town Council Approved  
Town of Durham

		2	3	4	5	6	7	8	9
		2019	2020	2021	2022	2022	2023	2023	2023
		EXPENDED	EXPENDED	EXPENDED	APPROPRIATION	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
						AS OF 12/15/22	PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End	As of December	As of December			
Library Fund									
Library									
Library									
10-4550-100-01-010	F-T Wages - Library	157,768.29	183,524.10	185,938.87	187,500.00	188,737.31	191,200.00	191,200.00	191,200.00
Narrative for Column # 7									
Includes 2% COLA									
10-4550-100-01-020	P-T Wages - Library	139,249.24	124,557.15	133,435.00	148,300.00	160,584.73	155,600.00	155,600.00	155,600.00
Narrative for Column # 7									
Includes 2% COLA and 4 additional hours for P/T Library Technologist									
10-4550-100-01-030	O-T Wages - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-01-050	Substitute Librarian Wages	6,994.95	2,085.00	4,811.91	10,000.00	6,277.50	10,000.00	10,000.00	10,000.00
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	13,491.26	16,038.49	16,247.53	18,200.00	15,998.02	15,000.00	15,000.00	15,000.00
10-4550-100-01-910	Wage Accrual - Library	3,919.17	3,029.61	2,475.80	0.00	-13,448.42	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	-2,510.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	19,772.61	20,412.62	21,261.60	22,600.00	22,205.36	23,300.00	23,300.00	23,300.00
10-4550-100-02-320	Medicare - Library	4,624.15	4,773.88	4,972.68	5,300.00	5,193.42	5,400.00	5,400.00	5,400.00
10-4550-100-02-330	Retirement - Library	17,101.50	20,157.28	23,474.44	26,400.00	25,378.15	26,400.00	26,400.00	26,400.00
10-4550-100-03-610	Health & Dental - Library	49,639.41	28,792.62	23,459.41	23,600.00	27,442.96	48,900.00	48,900.00	48,900.00
10-4550-100-03-630	Life - Library	352.00	369.00	342.00	300.00	342.00	300.00	300.00	300.00
10-4550-100-03-640	STD - Library	850.25	1,028.70	1,027.86	1,100.00	1,051.26	1,000.00	1,000.00	1,000.00
10-4550-100-04-010	S.U.T.A. - Library	352.00	200.00	100.00	800.00	100.00	800.00	800.00	800.00
10-4550-100-04-020	Workers Comp - Library	458.00	450.00	416.00	500.00	500.00	600.00	600.00	600.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	378.28	187.84	90.10	400.00	256.02	400.00	400.00	400.00
10-4550-100-09-000	Educ, Train, & Seminars - Library	0.00	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	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	0.00
10-4550-100-16-000	Heating Fuel - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-17-000	Telephone / Fax / Cable - Library	8,121.73	8,213.39	9,162.21	9,000.00	9,058.14	9,000.00	9,000.00	9,000.00
10-4550-100-18-000	Cell Phones - Library	637.03	579.48	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-19-000	Water & Sewer - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-24-000	Software support / Maintenance agreements -Library	10,691.89	5,083.93	5,821.91	5,000.00	6,294.07	6,000.00	6,000.00	6,000.00
Narrative for Column # 7									
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	2,887.42	2,552.75	2,091.58	2,500.00	2,300.94	2,750.00	2,750.00	2,750.00
Narrative for Column # 7									
10% increase to cover the cost of materials and services due to inflation.									

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						AS OF 12/15/22	PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End	As of December	As of December			
10-4550-100-26-000	Postage - Library	148.32	102.43	16.08	300.00	80.30	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	488.39	346.54	1,733.51	500.00	482.63	1,000.00	1,000.00	1,000.00
Narrative for Column # 7									
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	2,825.45	2,283.76	1,213.30	2,600.00	1,008.49	2,600.00	2,600.00	2,600.00
10-4550-100-29-000	Membership Dues - Library	155.00	976.00	1,026.95	1,000.00	1,332.00	1,000.00	1,000.00	1,000.00
10-4550-100-35-000	Work Study (non payroll) - Library	2,297.36	1,261.76	1,239.48	1,900.00	1,022.95	2,500.00	2,500.00	2,500.00
10-4550-100-40-000	Cleaning Service - Library	0.00	0.00	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	0.00
10-4550-100-45-000	General Supplies - Library	579.28	407.78	590.10	500.00	499.33	550.00	550.00	550.00
Narrative for Column # 7									
10% increase to cover the cost of materials and services due to inflation.									
10-4550-100-50-000	Building Rent - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-51-000	Building Maintenance - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-53-000	Office Equip Maint - Library	0.00	686.98	181.60	500.00	0.00	500.00	500.00	500.00
10-4550-100-55-000	Equipment Rental - Library	1,210.72	1,243.52	1,381.66	1,500.00	1,670.62	1,500.00	1,500.00	1,500.00
10-4550-100-89-000	Miscellaneous - Library	759.27	968.89	962.62	750.00	754.39	825.00	825.00	825.00
Narrative for Column # 7									
10% increase to cover the cost of materials and services due to inflation									
10-4550-100-90-051	Collect - Digital Resources - Library	0.00	12,591.26	27,440.42	27,000.00	28,458.35	29,725.00	29,725.00	29,725.00
Narrative for Column # 7									
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	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-053	Collect - Child - Print - Library	12,918.94	15,289.66	14,606.49	13,500.00	12,775.79	13,500.00	13,500.00	13,500.00
Narrative for Column # 7									
Trustees will contribute \$3,000.00 to this line in 2023.									
10-4550-100-90-054	Collect - Child - Audio - Library	140.29	310.00	58.33	800.00	81.74	800.00	800.00	800.00
10-4550-100-90-057	Collect - Adult - Print - Library	19,205.20	20,463.65	18,981.93	20,000.00	18,814.72	20,000.00	20,000.00	20,000.00
Narrative for Column # 7									
The Trustees will continue to contribute \$2,750 towards this line in 2023.									
10-4550-100-90-058	Collect - Adult - Audio - Library	1,063.21	1,573.11	1,480.96	1,450.00	1,104.63	1,450.00	1,450.00	1,450.00
Narrative for Column # 7									
The Trustees will contribute \$200 towards the increase in this line.									
10-4550-100-90-060	Subscriptions - Library	2,138.98	3,321.76	3,651.63	4,200.00	3,877.46	3,600.00	3,600.00	3,600.00
Narrative for Column # 7									
Reduce line; many print subscriptions are ceasing; digital usage increasing.									

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		EXPENDED	EXPENDED	EXPENDED	APPROPRIATION	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
						AS OF 12/15/22	PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End	As of December	As of December			
10-4550-100-90-061	Collect - Child - Video - Library	946.28	389.63	218.36	1,200.00	287.88	1,070.00	1,070.00	1,070.00
10-4550-100-90-062	Collect - Adult - Video - Library	1,539.94	1,913.93	1,007.53	1,500.00	1,100.45	1,370.00	1,370.00	1,370.00
10-4550-100-90-063	Programs - Child - Library	5,440.33	5,182.00	6,325.33	5,000.00	6,455.82	5,000.00	5,000.00	5,000.00
10-4550-100-90-064	Programs - Adult - Library	2,118.01	3,106.10	1,711.17	2,350.00	2,919.92	2,350.00	2,350.00	2,350.00
10-4550-100-90-065	Museum Passes - Library	0.00	5,426.63	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-067	Technology - Library	22,146.64	28,259.04	17,928.44	17,000.00	13,801.06	13,010.00	13,010.00	13,010.00
Narrative for Column # 7									
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	3,091.65	2,359.13	2,887.82	2,500.00	2,347.72	2,750.00	2,750.00	2,750.00
Narrative for Column # 7									
10% increase to cover the cost of materials and services due to inflation.									
10-4550-100-90-070	Postage - Trustees - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-071	PR / Dev / Events - Trustees - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-90-072	Membership Dues - Trustees - Library	300.00	270.00	300.00	350.00	330.00	350.00	350.00	350.00
10-4550-100-90-078	Leasehold Improvements - Library	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00
10-4550-100-96-110	Furnishings - Library	286.93	667.08	1,720.17	750.00	737.70	750.00	750.00	750.00
10-4550-100-97-000	Expenses Paid by the Library Trustees - Library	7,414.46	6,587.41	14,542.45	0.00	0.00	0.00	0.00	0.00
Narrative for Column # 7									
These funds are now distributed throughout the accounts they will be used for.									
10-4550-100-98-007	Transfer to Capital Projects Fund - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		522,023.37	538,023.89	556,335.23	568,650.00	558,215.41	603,150.00	603,150.00	603,150.00