



## Durham Public Library

49 Madbury Road || Durham, New Hampshire 03824  
603-868-6699 || [durhampubliclibrary.org](http://durhampubliclibrary.org) || [durhampl@gmail.com](mailto:durhampl@gmail.com)

---

### MEMORANDUM

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

From: Sheryl Bass, Library Director

RE: FY 2024 Durham Public Library Operating Budget

Date: October 11, 2023

On behalf of the Library and the Board of Trustees, I present for your review and consideration the proposed budget for the 2024 fiscal year, which reflects a balanced approach to sustaining and improving the services we offer to our valued community members.

Fiscal year 2023 was a busy year for the Library! Coupled with the steady and consistent use of our technology and print and digital resources, more and more community members are using our rooms and library spaces as they navigate their post-pandemic remote work environments. Attendance is up, as well, at our programs for children and adults. Use of our technology and print and digital resources continues to be steady and consistent. Accordingly, we have proportionately increased the budget for the procurement and replacement of books and to meet the costs of maintaining our digital/technological resources. This will ensure that we maintain a diverse and up-to-date offering that caters to the wide-ranging interests and educational requirements of our patrons.

Furthermore, we are excited to announce a new Assistant Director position within our organization. This position combines the job responsibilities of two positions formerly known as the Library Technologist and the Head of Adult Services. Making the Technology position full-time gives us better prospects for employee retention in the highly competitive IT field. (In the past 2 years, the DPL has lost 2 highly qualified part-time technologist employees to full-time positions elsewhere.) Having an Assistant Director also enhances our administrative capacity and clarifies lines of responsibility. Consequently, an allocation for increased staff wages has been factored into our budget proposal, reflecting these factors, plus our commitment to competitive, fair compensation and professional growth opportunities for our dedicated team members.

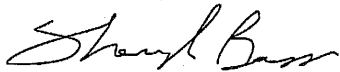
We are confident that the proposed budget for 2024 strikes a balance between prudent fiscal management and our unwavering commitment to providing exceptional library services to the community we are privileged to serve. We remain open to any questions

or suggestions you may have and are eager to collaborate in refining this budget to best serve the interests of all stakeholders involved.

Thank you for your continued support of the Durham Public Library. We look forward to working together in the coming year to make our library an even greater resource for our community. We also appreciate the support of the Town Council, patrons and residents of the Durham Community as well as the Friends of the Durham Public Library. We look forward to fostering our existing relationships, partnerships and creating new opportunities for connection and service in 2024.

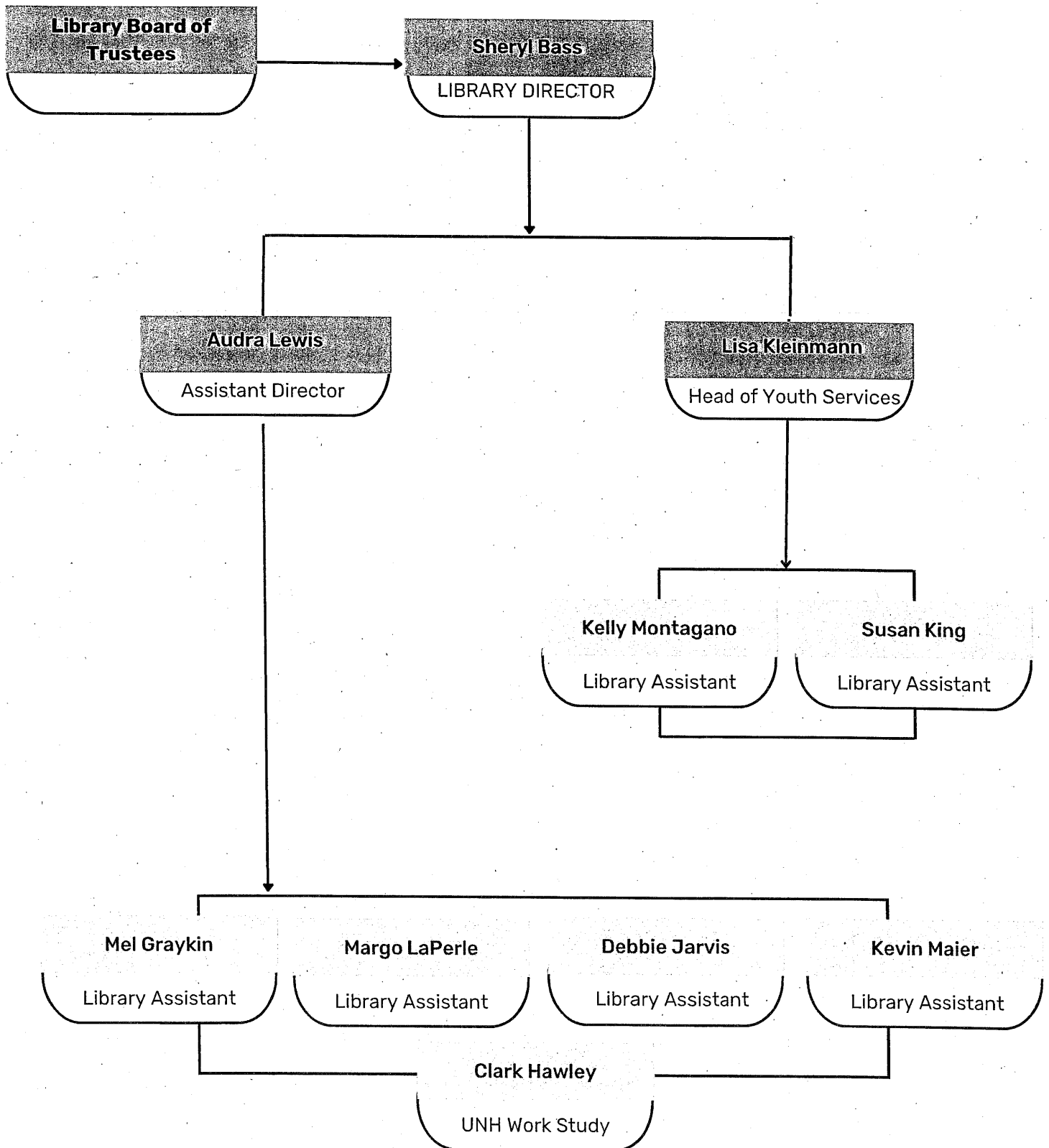
I certify that this budget has been carefully reviewed with a fiscally conservative lens and is appropriate and representative of our commitment to the Durham community, our patrons, and our fiduciary responsibility.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sheryl Bass".

Sheryl Bass  
Director, Durham Public Library

# DURHAM PUBLIC LIBRARY



**Durham Public Library Board of Trustees  
2022-2023  
Library Board of Trustees**

<b>Name</b>	<b>Position</b>	<b>Term</b>
Robin Glasser	Chair	3/26
Andrew Sharp	Vice-Chair	3/25
Erik Waddell	Treasurer	3/25
Susan Wagner	Secretary	3/24
Martha "Martie" Gooze	Alternate Trustee	3/24
Callie Langton	Alternate Trustee	3/24
Randall O'Brien	Trustee	3/24
Charlotte Ramsay	Trustee	3/25
Kimberly Sweetman	Trustee	3/26

2024 TOWN COUNCIL ESTIMATED  
Town of Durham

		2	3	4	5	6	7	8	9
		2020	2021	2022	2023	2023	2024	2024	2024
		ACTUAL	ACTUAL	ACTUAL	TOWN COUNCIL	RECEIVED	DEPT HEAD	TOWN ADMIN	COUNCIL
					ESTIMATED		ESTIMATED	ESTIMATED	ESTIMATED
		As of Year End	As of Year End	As of Year End	As of September				
Library Fund									
10-3319-000-01-000	Federal Grants & Reimb	0.00	2,775.00	18,500.00		0.00	0.00	0.00	0.00
10-3710-000-66-000	Other Grant monies - Library	0.00	0.00	2,600.00		3,300.00	0.00	0.00	0.00
10-3710-000-68-000	Funds Rec'd for Library Trustee Div#108	0.00	14,919.85	18,043.43		0.00	0.00	0.00	0.00
10-3710-000-69-000	Donations (Friends of)	2,924.00	5,419.20	8,218.47		3,798.06	0.00	0.00	0.00
10-3710-000-70-000	Interest on investments - Library	8,375.17	8,309.84	2,057.19		0.00	0.00	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	32,026.27	38,150.12	23,021.68	25,750.00	0.00	20,000.00	20,000.00	20,000.00
Narrative for Column # 8									
Funds provided by the Library Trustees towards expenses.									
10-3710-000-83-000	Other Revenue Sources - Library	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)	514,300.00	512,200.00	542,900.00	577,400.00	577,400.00	633,515.00	633,515.00	633,515.00
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:		557,625.44	581,804.01	615,340.77	603,150.00	584,498.06	653,515.00	653,515.00	653,515.00

2024 TOWN COUNCIL APPROVED  
Town of Durham

		2	3	4	5	6	7	8	9
		2020	2021	2022	2023	2023	2024	2024	2024
		ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
					BUDGET		PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End		As of September			
Library Fund									
Library									
10-4550-100-01-010	F-T Wages - Library	183,524.10	185,938.87	188,737.31	191,200.00	148,416.12	213,200.00	213,200.00	213,200.00
Narrative for Column # 7									
The Library has added a F/T Assistant Director position. The position combines the responsibilities of what was formerly the Librarian Technologist Position (24hrs@\$25.00/hr.) and the former Head of Adult Services position \$54,596/year plus insurance buyout of \$13,468.00.)									
10-4550-100-01-020	P-T Wages - Library	124,557.15	133,435.00	160,584.73	155,600.00	120,460.48	155,000.00	155,000.00	155,000.00
Narrative for Column # 7									
Includes \$3,000.00 reallocated from Substitute Line (10-4550-100-01-050).									
10-4550-100-01-030	O-T Wages - Library	0.00	0.00	0.00		0.00	0.00	0.00	0.00
10-4550-100-01-050	Substitute Librarian Wages	2,085.00	4,811.91	6,277.50	10,000.00	8,777.50	7,000.00	7,000.00	7,000.00
Narrative for Column # 7									
Reallocate \$3,000.00 to P/T wages. This allows more flexibility to utilize skilled workers for up to 29.5 hrs./ week.									
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	16,038.49	16,247.53	15,998.02	15,000.00	6,734.13	0.00	0.00	0.00
10-4550-100-01-910	Wage Accrual - Library	3,029.61	2,475.80	262.58		-13,711.00	0.00	0.00	0.00
10-4550-100-01-920	P-T Wages - Library - Accrual	0.00	0.00	0.00		0.00	0.00	0.00	0.00
10-4550-100-02-310	Soc Sec - Library	20,412.62	21,261.60	23,054.46	23,300.00	16,782.97	23,300.00	23,300.00	23,300.00
10-4550-100-02-320	Medicare - Library	4,773.88	4,972.68	5,392.24	5,400.00	3,925.02	5,400.00	5,400.00	5,400.00
10-4550-100-02-330	Retirement - Library	20,157.28	23,474.44	26,391.87	26,400.00	18,332.88	28,800.00	28,800.00	28,800.00
10-4550-100-03-610	Health & Dental - Library	28,792.62	23,459.41	27,442.96	48,900.00	44,293.48	78,000.00	78,000.00	78,000.00
10-4550-100-03-630	Life - Library	369.00	342.00	342.00	300.00	266.00	300.00	300.00	300.00
10-4550-100-03-640	STD - Library	1,028.70	1,027.86	1,051.26	1,000.00	821.40	1,100.00	1,100.00	1,100.00
10-4550-100-04-010	S.U.T.A. - Library	200.00	100.00	100.00	800.00	244.00	800.00	800.00	800.00
10-4550-100-04-020	Workers Comp - Library	450.00	416.00	500.00	600.00	561.00	700.00	700.00	700.00
10-4550-100-08-000	Travel & Mileage Reimb - Library	187.84	90.10	256.02	400.00	257.42	400.00	400.00	400.00
10-4550-100-17-000	Telephone / Fax / Cable - Library	8,213.39	9,162.21	9,088.09	9,000.00	6,961.85	9,500.00	9,500.00	9,500.00
Narrative for Column # 7									
Slightly increased to cover rate hikes for internet and cell service.									
10-4550-100-18-000	Cell Phones - Library	579.48	0.00	0.00		0.00	0.00	0.00	0.00
10-4550-100-24-000	Software support / Maintenance agreements -Librar	5,083.93	5,821.91	6,409.26	6,000.00	3,047.99	6,300.00	6,300.00	6,300.00
Narrative for Column # 7									
5% increase in software/software maintenance costs.									

2024 TOWN COUNCIL APPROVED  
Town of Durham

		2	3	4	5	6	7	8	9
		2020	2021	2022	2023	2023	2024	2024	2024
		ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
					BUDGET		PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End	As of September				
10-4550-100-25-000	Office & Computer Supplies - Library	2,552.75	2,091.58	2,521.89	2,750.00	2,067.57	0.00	0.00	0.00
Narrative for Column # 7									
Combined with the General Supplies - Library Line (10-4550-45-000).									
10-4550-100-26-000	Postage - Library	102.43	16.08	140.30	300.00	9.10	300.00	300.00	300.00
10-4550-100-27-000	Printing - Library	346.54	1,733.51	482.63	1,000.00	867.58	1,300.00	1,300.00	1,300.00
Narrative for Column # 7									
This reflects an increase of 30% due to the increase of printing paper pulp as of April 1, 2022.									
10-4550-100-28-000	Professional / Staff Dev - Library	2,283.76	1,213.30	1,008.49	2,600.00	1,227.13	2,600.00	2,600.00	2,600.00
10-4550-100-29-000	Membership Dues - Library	976.00	1,026.95	1,332.00	1,000.00	1,591.50	1,000.00	1,000.00	1,000.00
10-4550-100-35-000	Work Study (non payroll) - Library	1,261.76	1,239.48	1,090.40	2,500.00	402.17	2,500.00	2,500.00	2,500.00
10-4550-100-45-000	General Supplies - Library	407.78	590.10	499.33	550.00	284.29	4,250.00	4,250.00	4,250.00
Narrative for Column # 7									
Combines the General, Office & Computer, and Miscellaneous Supply lines.									
3% Inflationary increase.									
10-4550-100-53-000	Office Equip Maint - Library	686.98	181.60	120.56	500.00	0.00	500.00	500.00	500.00
10-4550-100-55-000	Equipment Rental - Library	1,243.52	1,381.66	1,620.62	1,500.00	578.50	1,500.00	1,500.00	1,500.00
10-4550-100-89-000	Miscellaneous - Library	968.89	962.62	754.39	825.00	506.96	0.00	0.00	0.00
Narrative for Column # 7									
Combined with the General Supplies - Library Line (10-4550-45-000)									
10-4550-100-90-051	Collect - Digital Resources - Library	12,591.26	27,440.42	29,560.84	29,725.00	27,677.56	35,500.00	35,500.00	35,500.00
Narrative for Column # 7									
Trustees will continue to contribute \$10,000 to support digital resources for patrons.									
Includes increase of 11% to NHDB through the NHSL as well as other incremental increases to database and digital resources. Includes \$200.00 reallocation from Adult Audio (10-4550-100-90-058).									
10-4550-100-90-053	Collect - Child - Print - Library	15,289.66	14,606.49	13,282.49	13,500.00	9,620.25	14,850.00	14,850.00	14,850.00
Narrative for Column # 7									
Trustees contributed \$3,000.00 to this line in 2022; requesting full funding from the Town Council to support the children's print collection.									
Add 10% for expected increase in material costs.									
10-4550-100-90-054	Collect - Child - Audio - Library	310.00	58.33	81.74	800.00	60.01	400.00	400.00	400.00
Narrative for Column # 7									
Reallocate \$400.00 to children's programming line (10-4550-100-90-063); Usage down due to availability of streaming sources.									
10-4550-100-90-057	Collect - Adult - Print - Library	20,463.65	18,981.93	19,447.55	20,000.00	18,264.67	22,000.00	22,000.00	22,000.00
Narrative for Column # 7									
Trustees contributed \$2,750.00 to this line in 2022; requesting full funding from the Town Council to support the adult print collection; Add 10% for expected increase in material costs.									
10-4550-100-90-058	Collect - Adult - Audio - Library	1,573.11	1,480.96	1,274.65	1,450.00	990.43	1,250.00	1,250.00	1,250.00
Narrative for Column # 7									
Reallocate \$200.00 to digital collections (10-4550-100-90-051).									
10-4550-100-90-060	Subscriptions - Library	3,321.76	3,651.63	3,877.46	3,600.00	3,715.77	3,600.00	3,600.00	3,600.00

2024 TOWN COUNCIL APPROVED  
Town of Durham

		2	3	4	5	6	7	8	9
		2020	2021	2022	2023	2023	2024	2024	2024
		ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
					BUDGET		PROPOSED	PROPOSED	APPROVED
		As of Year End	As of Year End	As of Year End		As of September			
10-4550-100-90-061	Collect - Child - Video - Library	389.63	218.36	322.33	1,070.00	269.08	530.00	530.00	530.00
Narrative for Column # 7									
Reallocate \$540.00 to children's programming line (10-4550-100-90-063); Usage down due to availability of streaming sources.									
10-4550-100-90-062	Collect - Adult - Video - Library	1,913.93	1,007.53	1,100.45	1,370.00	835.02	1,000.00	1,000.00	1,000.00
Narrative for Column # 7									
Reduction due to increased streaming services use.									
10-4550-100-90-063	Programs - Child - Library	5,182.00	6,325.33	5,438.48	5,000.00	5,201.06	6,090.00	6,090.00	6,090.00
Narrative for Column # 7									
Includes reallocation of \$940.00 from the children's audio and video lines; Also includes 3% inflationary increase.									
10-4550-100-90-064	Programs - Adult - Library	3,106.10	1,711.17	2,811.06	2,350.00	2,475.52	2,420.00	2,420.00	2,420.00
Narrative for Column # 7									
3% inflationary increase.									
10-4550-100-90-065	Museum Passes - Library	5,426.63	0.00	0.00		580.00	0.00	0.00	0.00
10-4550-100-90-067	Technology - Library	28,259.04	17,928.44	13,814.10	13,010.00	4,342.96	18,000.00	18,000.00	18,000.00
Narrative for Column # 7									
Trustees will contribute \$10,000 to this line in 2024. Tech plan for 2024 prioritizes upgrading technology for meeting rooms, staff computers, and patron computers.									
10-4550-100-90-069	Processing Supplies - Library	2,359.13	2,887.82	2,356.28	2,750.00	2,058.24	3,025.00	3,025.00	3,025.00
Narrative for Column # 7									
3% inflationary increase									
10-4550-100-90-072	Membership Dues - Trustees - Library	270.00	300.00	330.00	350.00	300.00	350.00	350.00	350.00
10-4550-100-96-110	Furnishings - Library	667.08	1,720.17	737.70	750.00	677.04	750.00	750.00	750.00
10-4550-100-97-000	Expenses Paid by the Library Trustees - Library	6,587.41	14,542.45	4,132.38		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.									
Library Total		538,023.89	556,335.23	580,026.42	603,150.00	450,773.65	653,515.00	653,515.00	653,515.00
Grand Total:		538,023.89	556,335.23	580,026.42	603,150.00	450,773.65	653,515.00	653,515.00	653,515.00