



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

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

October 16, 2025

From: Sheryl Bass, Library Director

RE: FY2026 Durham Public Library Proposed Operating Budget

On behalf of the Library and the Board of Trustees, I am pleased to present the proposed operating budget for Fiscal Year 2026. This proposal continues the Library's commitment to fiscal responsibility while sustaining the exceptional level of service and community engagement that residents have come to expect from the Durham Public Library.

The Library remains a cornerstone of civic life in Durham—an essential hub for connection, learning, and access for all. Through a dynamic mix of programs, collections, and public spaces, we serve patrons of every age and interest. The FY2026 budget supports this mission by prioritizing the people and resources that make the Library's work possible, ensuring that our services remain responsive, inclusive, and forward-looking.

Summary of Key Budget Proposals

Staffing and Compensation: Personnel remains the Library's largest investment. The FY2026 budget includes a 3% cost-of-living adjustment (COLA) for all full- and part-time staff to reflect inflationary pressures and retain skilled employees in a competitive labor market. Funding for substitute coverage and longevity bonuses has been increased to ensure operational stability and continuity of service. The total allocation for wages and salaries reflects a 3.8% increase from FY2025.

Collections and Programming: A modest increase is proposed across all collections to maintain access to high-demand materials, including large print, audiobooks, and digital resources through platforms such as Libby, Hoopla, and Kanopy. Program funding continues to support diverse offerings for children, teens, and adults, reflecting the Strategic Plan's focus on Community Connection and Lifelong Learning.

Technology and Supplies: Technology allocations maintain essential digital infrastructure and public computing resources. Slight increases are anticipated in software maintenance and subscription costs to support public access systems, circulation and administrative software, cybersecurity, and online communications.

Utilities and Operational Costs: Internet connectivity expenditures and office and material processing supplies are consistent with FY2025 levels.

Professional Development: Continued investment in professional development ensures that library staff remain current in areas such as public service, technology, and community engagement. Funding for training and conferences remains consistent with FY2025 levels.

The total proposed FY2026 operating budget is approximately \$665,000, which includes \$20,000.00 pledged by the Library Board of Trustees. The total increase requested from the Town is 4.1% increase over FY2025. This moderate rise reflects necessary adjustments for personnel, program growth, and technology maintenance while

maintaining the Library's commitment to prudent financial stewardship.

The Durham Public Library continues to deliver high value to residents, offering access to information, technology, and enrichment and connection opportunities that strengthen our community. We believe this proposal responsibly balances operational needs with prudent fiscal management and aligns with the Town's priorities for sustainable service delivery.

Thank you for your continued support of the Library and the vital role it plays in the life of Durham. I look forward to working collaboratively in the year ahead to build on our shared commitment to access, innovation, equity, and community connection.

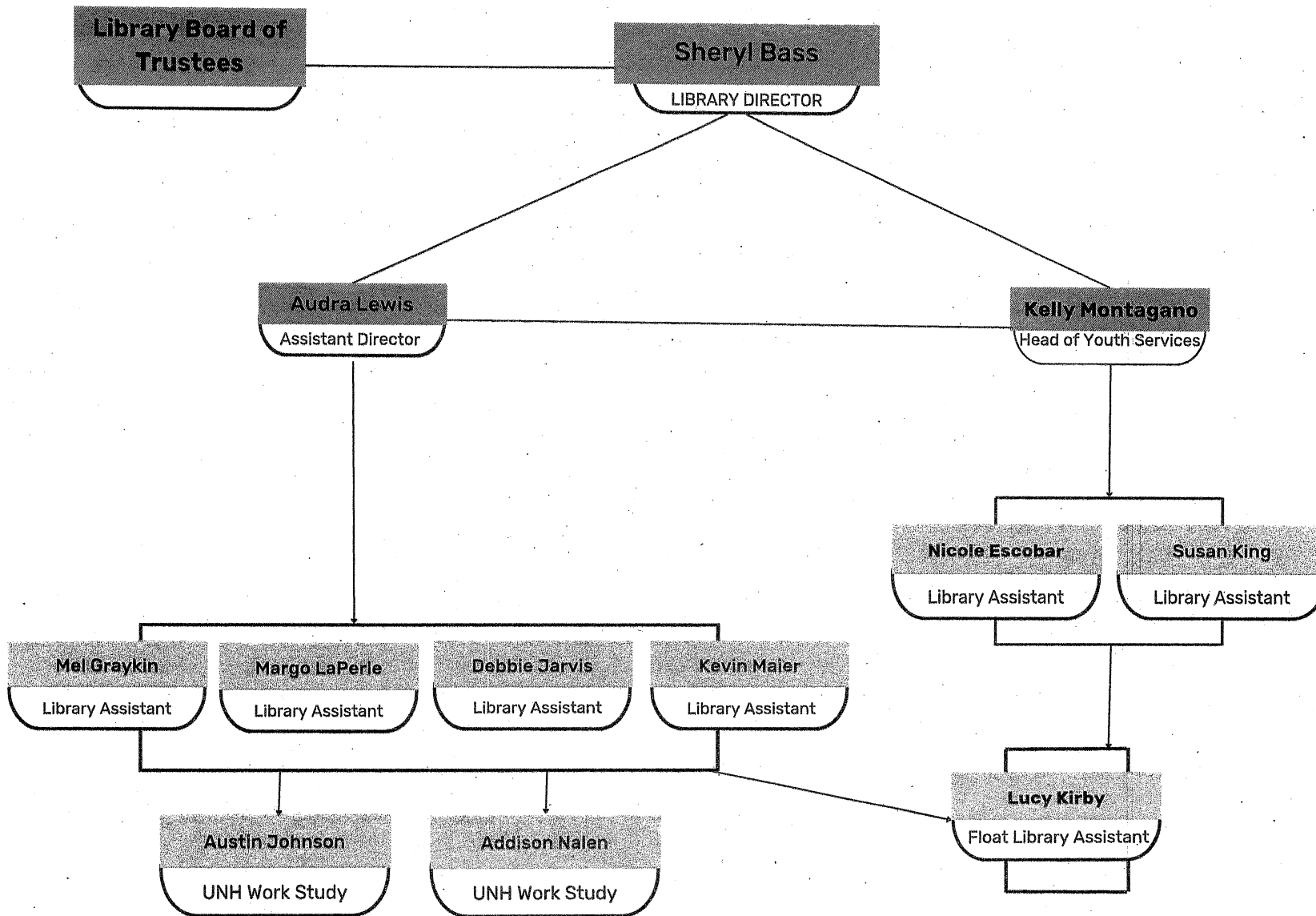
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sheryl Bass", written in a cursive style.

Sheryl Bass

Director, Durham Public Library

DURHAM PUBLIC LIBRARY



2026 TOWN ADMINISTRATOR PROPOSED

Town of Durham

		1	2	3	4	5	6	7	8	9
		2022	2023	2024	2025	2025	2026	Town Admin	2025 vs 2026	2025 vs 2026
		ACTUAL	ACTUAL	ACTUAL	ESTIMATED	Received	Dept Head	Proposed	\$ Difference	% Difference
		As of December	As of December	As of Year End	BUDGET	Thru 9/30/2025	Estimated			
						As of September				
Library Fund										
1 10-3319-000-01-000	Federal Grants & Reimb	18,500.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	
2 10-3710-000-66-000	Other Grant monies - Library	2,600.00	4,800.00	5,100.00	0.00	1,000.00	0.00	0.00	0.00	
3 10-3710-000-68-000	Funds Rec'd for Library Trustee Div#108	18,043.43	0.00	0.00	0.00	24,794.08	0.00	0.00	0.00	
4 10-3710-000-69-000	Donations (Friends of)	8,218.47	9,560.66	10,671.83	0.00	3,485.90	0.00	0.00	0.00	
5 10-3710-000-70-000	Interest on investments - Library	2,057.19	15,417.10	18,769.89	0.00	0.00	0.00	0.00	0.00	
6 10-3710-000-80-000	Miscellaneous - Library	23,021.68	25,589.75	26,491.01	20,000.00	0.00	20,000.00	20,000.00	0.00	
Narrative for Column # 6										
Funds provided by Library Trustees to offset expenses in select budget lines.										
7 10-3710-000-83-000	Other Revenue Sources - Library	0.00	0.00	145.00	0.00	541.98	0.00	0.00	0.00	
8 10-3710-000-98-001	Transfer in - General Fund (Library annual ap	542,900.00	577,400.00	633,515.00	635,683.00	635,683.00	661,970.00	666,040.00	30,357.00	5%
9 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	
Grand Total:		615,340.77	632,767.51	694,692.73	655,683.00	667,504.96	681,970.00	686,040.00	30,357.00	-4%

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		2022	2023	2024	2025	2025	2026	2026	2025 vs 2026	2025 vs 2026
		ACTUAL	ACTUAL	ACTUAL	APPROVED	Expended	Dept Head	Town Admin	\$ Difference	% Difference
		As of December	As of December	As of Year End	BUDGET	Thru 9/30/2025	Proposed	Proposed		
						As of September				
Library Fund										
Library										
1	10-4550-100-01-010 F-T Wages - Library	188,737.31	197,923.96	213,556.46	215,100.00	166,522.57	221,690.00	221,690.00	6,590.00	3%
	Narrative for Column # 6									
	Includes: 3% COLA increase for Director, Asst. Director, & Head of Youth Services									
	Also includes funds for (4) F/T Sick Leave Bonuses.									
2	10-4550-100-01-020 P-T Wages - Library	160,584.73	153,622.12	155,044.30	161,600.00	121,791.34	166,640.00	166,640.00	5,040.00	3%
	Narrative for Column # 6									
	3% COLA Increase for P/T employees, (4) P/T sick leave bonuses and \$6,334.90 in additional skilled labor hours.									
3	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	
4	10-4550-100-01-050 Substitute Librarian Wages	6,277.50	10,693.75	11,820.00	7,000.00	9,225.00	10,000.00	10,000.00	3,000.00	43%
	Narrative for Column # 6									
	We are seeking an increase in our sub wages in the amount of \$3,000.00 for the following reasons:									
	1. Additional outreach activities in the community.									
	2. Cover vacations, medical leaves and staff turnover.									
	3. Cover gaps in the schedule due to increased programming in both the youth and adult services.									
5	10-4550-100-01-090 Ins Buy-Out (Wages) - Library	15,998.02	6,734.13	4,347.24	5,500.00	4,267.32	6,050.00	6,370.00	870.00	10%
6	10-4550-100-01-910 Wage Accrual - Library	262.58	329.32	2,216.20	0.00	-16,256.52	0.00	0.00	0.00	
7	10-4550-100-01-920 P-T Wages - Library - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	10-4550-100-02-310 Soc Sec - Library	23,054.46	22,907.03	24,002.54	23,800.00	17,710.27	24,680.00	24,680.00	880.00	4%
9	10-4550-100-02-320 Medicare - Library	5,392.24	5,357.32	5,613.44	5,600.00	4,141.78	5,770.00	5,770.00	170.00	3%
10	10-4550-100-02-330 Retirement - Library	26,391.87	25,957.36	28,063.61	28,300.00	20,529.95	28,270.00	28,270.00	-30.00	
11	10-4550-100-03-610 Health & Dental - Library	27,442.96	56,693.56	55,722.32	66,100.00	55,552.64	71,240.00	74,990.00	8,890.00	8%
12	10-4550-100-03-630 Life - Library	342.00	323.00	324.00	300.00	255.00	310.00	310.00	10.00	3%
13	10-4550-100-03-640 STD - Library	1,051.26	999.36	1,040.48	1,200.00	1,010.38	1,340.00	1,340.00	140.00	12%
14	10-4550-100-04-010 S.U.T.A. - Library	100.00	244.00	293.00	800.00	213.33	420.00	420.00	-380.00	-48%
15	10-4550-100-04-020 Workers Comp - Library	500.00	561.00	700.00	800.00	646.19	1,000.00	1,000.00	200.00	25%
16	10-4550-100-08-000 Travel & Mileage Reimb - Library	256.02	839.76	955.40	1,000.00	400.42	1,000.00	1,000.00	0.00	
	Narrative for Column # 6									
	Increased staff dev/prof travel.									
17	10-4550-100-17-000 Telephone / Fax / Cable - Library	9,088.09	9,402.40	9,636.12	10,185.00	7,324.34	10,185.00	10,185.00	0.00	
18	10-4550-100-24-000 Software support / Maintenance agreements -	6,409.26	6,453.82	7,438.09	8,311.00	5,213.07	8,820.00	8,820.00	509.00	6%
	Narrative for Column # 6									
	6% average increase to software used to support library operations.									
19	10-4550-100-25-000 Office & Computer Supplies - Library	2,521.89	2,503.52	0.00	0.00	0.00	0.00	0.00	0.00	
20	10-4550-100-26-000 Postage - Library	140.30	75.10	4.63	300.00	44.38	300.00	300.00	0.00	
21	10-4550-100-27-000 Printing - Library	482.63	919.58	1,295.76	1,300.00	931.01	1,300.00	1,300.00	0.00	

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		ACTUAL	ACTUAL	ACTUAL	APPROVED	Expended	Dept Head	Town Admin	\$ Difference	% Difference
		As of December	As of December	As of Year End	BUDGET	Thru 9/30/2025	Proposed	Proposed		
						As of September				
22	10-4550-100-28-000	Professional / Staff Dev - Library	1,008.49	1,927.92	2,602.98	2,600.00	1,586.20	2,600.00	2,600.00	0.00
23	10-4550-100-29-000	Membership Dues - Library	1,332.00	1,591.50	1,353.00	1,300.00	1,345.00	1,300.00	1,300.00	0.00
24	10-4550-100-35-000	Work Study (non payroll) - Library	1,090.40	656.33	1,277.82	2,500.00	0.00	2,500.00	2,500.00	0.00
25	10-4550-100-45-000	Misc. and General Supplies - Library	499.33	344.60	4,057.08	4,335.00	2,404.10	4,335.00	4,335.00	0.00
26	10-4550-100-53-000	Office Equip Maint - Library	120.56	0.00	123.12	500.00	112.95	500.00	500.00	0.00
27	10-4550-100-55-000	Equipment Rental - Library	1,620.62	653.50	770.67	1,500.00	1,831.78	1,500.00	1,500.00	0.00
28	10-4550-100-89-000	Miscellaneous - Library	754.39	624.35	99.83	0.00	0.00	0.00	0.00	0.00
29	10-4550-100-90-051	Collect - Digital Resources - Library	29,560.84	33,131.96	36,790.48	36,447.00	32,130.56	38,000.00	38,000.00	1,553.00
		Narrative for Column # 6								
		Includes 6% increase to digital resources (excluding Hoopla and Kanopy).								
		Trustees contribute \$10,000.00 to this line.								
30	10-4550-100-90-053	Collect - Child - Print - Library	13,282.49	14,647.58	15,163.77	15,147.00	11,268.43	15,150.00	15,150.00	3.00
31	10-4550-100-90-054	Collect - Child - Audio - Library	81.74	60.01	19.95	408.00	117.96	410.00	410.00	2.00
32	10-4550-100-90-057	Collect - Adult - Print - Library	19,447.55	22,419.65	22,734.90	22,440.00	17,559.43	22,440.00	22,440.00	0.00
33	10-4550-100-90-058	Collect - Adult - Audio - Library	1,274.65	1,025.42	692.29	1,275.00	348.69	1,275.00	1,275.00	0.00
34	10-4550-100-90-060	Subscriptions - Library	3,877.46	3,865.74	4,659.33	4,420.00	4,184.89	4,420.00	4,420.00	0.00
35	10-4550-100-90-061	Collect - Child - Video - Library	322.33	318.99	181.80	540.00	350.22	540.00	540.00	0.00
36	10-4550-100-90-062	Collect - Adult - Video - Library	1,100.45	962.35	666.86	1,020.00	335.52	1,020.00	1,020.00	0.00
37	10-4550-100-90-063	Programs - Child - Library	5,438.48	6,884.99	6,081.27	6,212.00	4,904.57	6,210.00	6,210.00	-2.00
38	10-4550-100-90-064	Programs - Adult - Library	2,811.06	2,375.74	2,124.81	2,468.00	1,979.41	2,470.00	2,470.00	2.00
39	10-4550-100-90-065	Museum Passes - Library	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00
40	10-4550-100-90-067	Technology - Library	13,814.10	4,356.55	18,554.59	11,250.00	7,730.51	14,160.00	14,160.00	2,910.00
		Narrative for Column # 6								
		This amount varies from year to year based on expenses laid out in the Library Tech Plan.								
		The Trustees contribute \$10,000.00 to this line.								
41	10-4550-100-90-069	Processing Supplies - Library	2,356.28	2,392.76	2,746.48	3,025.00	2,100.58	3,025.00	3,025.00	0.00
42	10-4550-100-90-072	Membership Dues - Trustees - Library	330.00	300.00	300.00	350.00	350.00	350.00	350.00	0.00
43	10-4550-100-98-110	Furnishings - Library	737.70	677.04	666.24	750.00	607.88	750.00	750.00	0.00
44	10-4550-100-97-000	Expenses Paid by the Library Trustees - Libra	4,132.38	18,490.88	769.50	0.00	0.00	0.00	0.00	0.00
45	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:		580,026.42	620,747.95	644,510.36	655,683.00	490,771.15	681,970.00	686,040.00	30,357.00	4%