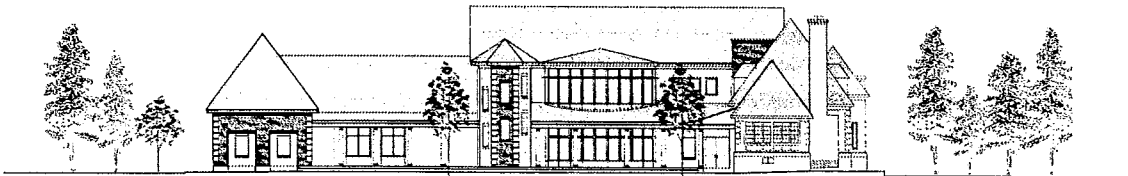


LIBRARY FUND

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2021 Proposed
Transfer in - Town of Durham	\$ 400,354 3%	\$ 426,142 6%	\$ 453,430 6%	\$ 454,570 0%	\$ 494,335 9%	\$ 514,300 4%	\$ 515,200 0%
Library Trustees Paid to Town	\$ 55,981	\$ 17,210	\$ 13,380	\$ 14,792	\$ 17,570	\$ 20,000	\$ 20,000
Expenditures	\$ 456,335 12%	\$ 443,352 -3%	\$ 466,810 5%	\$ 465,817 0%	\$ 511,905 10%	\$ 534,300 4%	\$ 532,200 0%

NOTE: At the end of each year the Library Board of Trustees will reimburse the Town for any expenses which exceed the Town's annual appropriation.



Durham Public Library

MEMORANDUM

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

From: Sheryl Bass, Library Director

RE: FY 2021 Durham Public Library Operating Budget

Date: October 7, 2020

On behalf of the Library and the Board of Trustees, I present for your review and consideration the proposed 2021 operating budget for the Durham Public Library. The proposed budget supports the Library's mission to enhance the quality of life in Durham through open access to ideas and information, encourage exploration and learning in people of all ages, and support cultural enrichment by establishing the Library as a center of the community. To that end, the Library is committed to continuing to address the needs of the community in 2021 by promoting literacy through enrichment activities, our robust print collection, and by increasing the digital services and technology offerings available to the public.

The proposed budget gives much consideration to the growing needs of our patrons and larger community. The most significant changes in the proposed 2021 budget from the previous year are the addition of one 15-hr staff person and the cost of digital resources added by the library to serve patrons accessing services remotely.

Over the last year, the Library has added a significant amount of informative and entertaining digital resources that patrons of all ages can access remotely using various electronic devices. Additionally, we have worked diligently to provide engaging informational and entertaining virtual programming published on multiple electronic platforms for patrons of all ages. Data collected over the past year indicates that patrons are gravitating towards the Library's online content and technological/digital resources. This shift fully parallels an existing well-documented trend in Public Libraries across the nation. We anticipate that given the economic hardships and required physical/social distancing the pandemic environment has created, the demand for technology and digital resources will continue.

Adding more digital resources, online content, and upgraded technology has allowed us to better serve patrons, but it requires additional time and technical support beyond our approved 2020 staffing level. Presented with the problem of having to support these resources with an already limited staff, we hired a 15-hour IT/Digital Resources support person with the

necessary skills to help the library maintain, support, and develop the digital and technology offerings to patrons. This position not only supports patron services but also serves to augment the Town's existing IT support personnel, freeing up valuable time and resources to better focus on other Town Departments.

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 and cultivating new ones throughout our community in 2021.

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

2021 Town Administrator Proposed Budget

Town of Durham

		1 2016	2 2017	3 2018	4 2019	5 2020	6 2020	7 2021	8 2021	9	10
		RECEIVED	RECEIVED	RECEIVED	RECEIVED	ESTIMATED	RECEIVED 09/30/2020	BUSINESS OFFICE ADMINISTRATOR ESTIMATED	ADMINISTRATOR ESTIMATED	\$ DIFFERENCE 2020 vx TA 2021	% DIFFERENCE 2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	As of September				
Library Fund											
10-3710-000-69-000	Donations	0.00	0.00	0.00	2,061.25	0.00	1,785.00	0.00	0.00	0.00	0.00
10-3710-000-70-000	Interest on investments - Library	97.11	192.17	423.04	7,631.93	0.00	0.00	0.00	0.00	0.00	0.00
10-3710-000-80-000	Miscellaneous - Library	43,136.12	39,930.65	31,635.66	35,337.87	20,000.00	0.00	20,000.00	20,000.00	0.00	0.00
	<i>Narrative for Column # 7</i>										
	Funds provided by the Library Trustees towards expenses.										
10-3710-000-98-001	Transfer in - General Fund (Library annual ap	426,142.00	453,430.00	454,570.32	494,335.00	514,300.00	514,300.00	515,200.00	512,200.00	-2,100.00	
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	0.00	0.00
Grand Total:		469,375.23	493,552.82	486,629.02	539,366.05	534,300.00	516,085.00	535,200.00	532,200.00	-2,100.00	-0%

2021 Town Administrator Proposed Budget

Town of Durham

		1	2	3	4	5	6	7	8	9	10
		2016	2017	2018	2019	2020	2020	2021	2021	\$ DIFFERENCE	% DIFFERENCE
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT	ADMINISTRATOR	2020 vx TA 2021	2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020	PROPOSED	PROPOSED		
Library Fund											
10-4550-100-01-010	F-T Wages - Library	125,299.39	138,894.37	164,114.46	157,768.29	181,600.00	134,458.96	183,600.00	183,600.00	2,000.00	1%
Narrative for Column # 7											
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 2021.											
10-4550-100-01-020	P-T Wages - Library	105,003.76	122,778.87	101,557.86	139,249.24	120,300.00	87,538.72	136,800.00	136,800.00	16,500.00	14%
Narrative for Column # 7											
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. These hours include an additional 15 hour per week staff member who has been added to the library staff to support the Library's increasing demand for IT and digital resources support. The amount also includes a COLA adjustment of 2% for 2021.											
10-4550-100-01-030	O-T Wages - Library	133.32	0.00	113.76	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-01-050	Substitute Librarian Wages	5,513.37	17,056.65	9,347.50	6,994.95	10,000.00	2,085.00	10,000.00	10,000.00	0.00	
10-4550-100-01-090	Ins Buy-Out (Wages) - Library	1,579.68	0.00	9,050.20	13,491.26	14,400.00	11,685.26	15,600.00	15,600.00	1,200.00	8%
10-4550-100-01-910	Wage Accrual - Library	-1,854.88	7,363.68	-8,919.81	3,919.17	0.00	-7,923.01	0.00	0.00	0.00	
10-4550-100-01-920	P-T Wages - Library - Accrual	3,004.01	-1,159.01	665.46	-2,510.46	0.00	0.00	0.00	0.00	0.00	
10-4550-100-02-310	Soc Sec - Library	14,798.09	17,666.12	17,357.11	19,772.61	20,200.00	14,126.47	20,400.00	20,400.00	200.00	1%
10-4550-100-02-320	Medicare - Library	3,460.85	4,131.78	4,059.49	4,624.15	4,700.00	3,303.75	4,800.00	4,800.00	100.00	2%
10-4550-100-02-330	Retirement - Library	12,836.13	16,509.03	17,563.71	17,101.50	20,300.00	14,002.86	22,800.00	22,800.00	2,500.00	12%
10-4550-100-03-610	Health & Dental - Library	60,898.02	73,519.65	64,118.08	49,639.41	63,300.00	25,092.44	32,200.00	32,200.00	-31,100.00	-49%
10-4550-100-03-630	Life - Library	400.00	387.50	385.50	352.00	500.00	312.00	300.00	300.00	-200.00	-40%
10-4550-100-03-640	STD - Library	787.13	1,033.54	1,006.50	850.25	1,100.00	869.50	1,100.00	1,100.00	0.00	
10-4550-100-04-010	S.U.T.A. - Library	388.00	276.00	359.00	352.00	800.00	200.00	800.00	800.00	0.00	
10-4550-100-04-020	Workers Comp - Library	369.00	366.00	405.00	458.00	450.00	450.00	400.00	400.00	-50.00	-11%
10-4550-100-08-000	Travel & Mileage Reimb - Library	357.68	810.97	398.33	378.28	200.00	138.97	200.00	200.00	0.00	
10-4550-100-09-000	Educ, Train, & Seminars - Library	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-12-000	Property / Liab Ins - Library	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-15-000	Electricity - Library	17,657.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-16-000	Heating Fuel - Library	3,226.45	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	6,439.60	6,607.70	7,989.08	8,121.73	8,200.00	6,068.32	8,200.00	8,200.00	0.00	
10-4550-100-18-000	Cell Phones - Library	605.85	374.48	583.20	637.03	750.00	389.98	0.00	0.00	-750.00	-100%
Narrative for Column # 7											
Director will use her personal cell phone as Town Contact.											
10-4550-100-19-000	Water & Sewer - Library	1,062.60	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 -	6,257.25	8,980.59	9,686.50	10,691.89	9,600.00	13,277.75	3,600.00	3,600.00	-6,000.00	-63%
Narrative for Column # 7											
The amount in this line will reflect software support and maintenance fees as well as licensing costs for the library. Digital resources (and the amount of \$6,000.00) have been moved to a separate collection line.											
10-4550-100-25-000	Office & Computer Supplies - Library	2,842.12	2,049.81	3,269.63	2,887.42	2,500.00	2,080.95	2,500.00	2,500.00	0.00	
10-4550-100-26-000	Postage - Library	414.80	20.82	0.00	148.32	300.00	35.00	300.00	300.00	0.00	

2021 Town Administrator Proposed Budget

Town of Durham

		1	2	3	4	5	6	7	8	9	10
		2016	2017	2018	2019	2020	2020	2021	2021	\$ DIFFERENCE	% DIFFERENCE
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT	ADMINISTRATOR	2020 vs TA 2021	2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020	PROPOSED	PROPOSED		
10-4550-100-27-000	Printing - Library	171.55	0.00	139.43	488.39	300.00	176.90	300.00	300.00	0.00	
10-4550-100-28-000	Professional / Staff Dev - Library	314.97	1,592.67	2,967.98	2,825.45	2,750.00	711.51	2,750.00	750.00	-2,000.00	-73%
10-4550-100-29-000	Membership Dues - Library	509.00	663.00	1,016.35	155.00	750.00	956.00	750.00	750.00	0.00	
10-4550-100-35-000	Work Study (non payroll) - Library	1,785.20	1,823.48	1,213.55	2,297.36	1,900.00	454.08	1,900.00	1,900.00	0.00	
10-4550-100-40-000	Cleaning Service - Library	12,936.48	457.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-41-000	Auditing - Library	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-45-000	General Supplies - Library	2,978.03	571.18	357.62	579.28	500.00	124.93	500.00	500.00	0.00	
10-4550-100-50-000	Building Rent - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-51-000	Building Maintenance - Library	6,128.64	1,173.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-53-000	Office Equip Maint - Library	0.25	138.38	521.22	0.00	500.00	0.00	500.00	500.00	0.00	
10-4550-100-55-000	Equipment Rental - Library	2,575.32	1,718.65	350.00	1,210.72	2,300.00	698.92	1,500.00	1,500.00	-800.00	-35%
<i>Narrative for Column # 7</i>											
Reduce and move \$800.00 to Children's collection budget.											
10-4550-100-89-000	Miscellaneous - Library	1,460.50	1,367.42	175.00	759.27	750.00	45.95	750.00	750.00	0.00	
10-4550-100-90-051	Collect - Digital Resources - Library	0.00	0.00	0.00	0.00	0.00	0.00	19,850.00	19,850.00	19,850.00	100%
<i>Narrative for Column # 7</i>											
Move \$6,000.00 from Software Support and Maintenance line (10-4550-100-24-000). This line represents the addition of several new digital resources in the library collection. Data shows that the community is using these resources and feedback indicates that they are appreciated. Having these resources available is very much in line with the trend in public libraries and patrons' shifting interest toward accessing digital materials in addition to print materials. Trustees will contribute \$10,000.00 to this line.											
10-4550-100-90-052	Collect - Music - Library	0.00	0.00	0.00	30.00	300.00	0.00	300.00	300.00	0.00	
10-4550-100-90-053	Collect - Child - Print - Library	7,543.79	7,367.70	11,103.43	12,918.94	10,500.00	9,979.56	10,500.00	10,500.00	0.00	
<i>Narrative for Column # 7</i>											
Move \$800.00 from Equipment Rental (10-4550-100-55-000) to Children's collection budget. The children's print collection budget has not been increased in several years despite increasing cost. Please consider increasing this line by \$2,700.00 to \$10,500.00.											
10-4550-100-90-054	Collect - Child - Audio - Library	352.29	491.99	4.94	140.29	900.00	235.72	800.00	800.00	-100.00	-11%
10-4550-100-90-057	Collect - Adult - Print - Library	12,157.28	9,367.03	16,639.17	19,205.20	15,250.00	12,500.49	15,250.00	15,250.00	0.00	
10-4550-100-90-058	Collect - Adult - Audio - Library	1,241.86	1,158.06	549.04	1,063.21	1,450.00	815.68	1,450.00	1,450.00	0.00	
10-4550-100-90-060	Subscriptions	4,086.26	1,666.26	1,268.68	2,138.98	2,870.00	3,216.77	3,870.00	2,870.00	0.00	
<i>Narrative for Column # 7</i>											
Increase represents restoring print magazine subscriptions to the library collection.											
10-4550-100-90-061	Collect - Child - Video - Library	261.57	1,399.07	1,007.82	946.28	1,400.00	389.63	1,200.00	1,200.00	-200.00	-14%
10-4550-100-90-062	Collect - Adult - Video - Library	1,340.84	1,743.00	1,344.18	1,539.94	1,750.00	1,104.83	1,500.00	1,500.00	-250.00	-14%
10-4550-100-90-063	Programs - Child - Library	4,816.45	3,864.93	4,199.34	5,440.33	5,000.00	3,428.67	5,000.00	5,000.00	0.00	
10-4550-100-90-064	Programs - Adult - Library	1,600.26	1,713.69	2,145.12	2,118.01	2,350.00	2,114.93	2,350.00	2,350.00	0.00	
<i>Narrative for Column # 7</i>											
Adult programming has consistently cost the library \$2,350.00 for several years. Please consider increasing this line to this amount.											
10-4550-100-90-065	Museum Passes - Library	3,430.00	2,940.00	0.00	0.00	0.00	4,989.13	0.00	0.00	0.00	
<i>Narrative for Column # 7</i>											

2021 Town Administrator Proposed Budget

Town of Durham

		1 2016	2 2017	3 2018	4 2019	5 2020	6 2020	7 2021	8 2021	9	10
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT	ADMINISTRATOR	\$ DIFFERENCE	% DIFFERENCE
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020	PROPOSED	PROPOSED	2020 vx TA 2021	2020 vs TA 2021
<i>Museum passess are purchased by the Friends of the Library</i>											
10-4550-100-90-067	Technology - Library	509.84	5,017.41	46.49	8,483.93	20,000.00	2,860.48	17,000.00	17,000.00	-3,000.00	-15%
<i>Narrative for Column # 7</i>											
<i>Trustees will contribute \$10,000 towards this line.</i>											
10-4550-100-90-069	Processing Supplies - Library	1,845.02	2,505.04	1,908.70	3,091.65	2,500.00	2,097.53	2,500.00	2,500.00	0.00	
10-4550-100-90-070	Postage - Trustees - Library	0.00	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	226.76	51.70	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	300.00	330.00	300.00	330.00	270.00	330.00	330.00	0.00	
10-4550-100-90-078	Leasehold Improvements - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-96-000	Capital - Library	0.00	0.00	415.89	0.00	0.00	0.00	0.00	0.00	0.00	
10-4550-100-96-110	Furnishings - Library	0.00	0.00	210.01	286.93	750.00	123.97	750.00	750.00	0.00	
10-4550-100-97-000	Expenses Paid by the Library Trustees - Libra	5,635.57	18,300.51	14,792.26	7,414.46	0.00	0.00	0.00	0.00	0.00	
10-4550-100-98-007	Transfer to Capital Projects Fund - Library	33,953.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total:		482,940.48	485,110.60	465,816.78	508,360.66	534,300.00	355,488.60	535,200.00	532,200.00	-2,100.00	-0%