



# Durham Public Library

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## MEMORANDUM

October 16, 2024

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

From: Sheryl Bass, Library Director

RE: **FY2025 Durham Public Library Operating Budget**

On behalf of the Library and the Board of Trustees, I present the proposed budget for the 2025 fiscal year. This budget reflects a balanced approach to maintaining and enhancing the services we provide to the community.

The Durham Public Library remains a vital hub for lifelong learning and engagement, offering a welcoming space where individuals of all ages can connect and grow. With a broad range of programs and resources, including storytime for children, workshops for adults, and access to technology, we aim to empower and enrich the lives of our patrons. Additionally, the library offers spaces for collaboration and community-building, ensuring a supportive environment for all.

### Summary of Key Proposals:

#### Staffing and Compensation:

- Full-time wages include a 3% cost-of-living adjustment (COLA) for the Director and Assistant Director, a 10% salary increase for the Head of Youth Services, and allocations for sick leave and longevity bonuses. The full-time wage budget is \$215,100.
- Part-time wages also include a 3% COLA, with additional provisions for sick leave bonuses and skilled labor hours, totaling \$161,600.

#### Collections and Programming:

- A 2% inflationary increase applies to collections, including digital and print/audio materials for all age groups. The budget includes a \$10,000 contribution from the Trustees for digital resources.
- Adult programming sees a 2% increase to accommodate inflation, with a proposed budget of \$2,468.

#### Technology and Supplies:

- Technology expenses are outlined according to the Library Tech Plan, with a \$10,000 contribution from the Trustees. The total technology budget is \$28,259.
- Additional funds support a new newsletter platform and higher software costs, bringing the total for software maintenance to \$8,311.

**Utilities and Operational Costs:**

- A 5% increase is projected for Internet and cable services due to rate hikes, while other utility costs remain stable.
- Office supplies, postage, and printing are budgeted based on prior expenditures with inflationary adjustments.

**Professional Development:**

- The budget allocates \$2,600 for staff development, underscoring the importance of ongoing professional growth.

The total proposed budget for 2025 is \$655,683, reflecting a modest increase of less than 1% over 2024. This budget continues to focus on maintaining services, print materials, enhancing digital resources, and offering competitive staff compensation.

We believe this proposal balances fiscal responsibility with the need to invest in valuable services for the community. Thank you for your continued support, and we look forward to collaborating in the year ahead to further enhance the library's impact.

I certify that this budget has been carefully reviewed and is aligned with our commitment to the Durham community, our patrons, and our fiduciary responsibilities.

Respectfully submitted,



Sheryl Bass  
Director, Durham Public Library

# 2025 TOWN ADMINISTRATOR ESTIMATED

## Town of Durham

	1 2021 ACTUAL As of December	2 2022 ACTUAL As of December	3 2023 ACTUAL As of December	4 2024 COUNCIL ESTIMATED As of December	5 2024 RECEIVED AS OF SEPT 30th As of September	6 2025 DEPT HEAD ESTIMATED	7 2025 ADMINISTRATOR ESTIMATED	8 2024 vs 2025 \$ DIFFERENCE	9 2024 vs 2025 % DIFFERENCE
<b>Library Fund</b>									
1 10-3319-000-01-000 Federal Grants & Reimb	2,775.00	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
2 10-3710-000-66-000 Other Grant monies - Library	0.00	2,600.00	4,800.00	0.00	3,600.00	0.00	0.00	0.00	
3 10-3710-000-68-000 Funds Rec'd for Library Trustee Div#108	14,919.85	18,043.43	0.00	0.00	0.00	0.00	0.00	0.00	
4 10-3710-000-69-000 Donations (Friends of)	5,419.20	8,218.47	9,560.66	0.00	4,055.60	0.00	0.00	0.00	
5 10-3710-000-70-000 Interest on investments - Library	8,309.84	2,057.19	15,417.10	0.00	0.00	0.00	0.00	0.00	
6 10-3710-000-80-000 Miscellaneous - Library	38,150.12	23,021.68	25,589.75	20,000.00	0.00	20,000.00	20,000.00	0.00	
<i>Narrative for Column # 6</i>									
Funds provided by Library Trustees to offset expenses in select budget lines.									
7 10-3710-000-83-000 Other Revenue Sources - Library	30.00	0.00	0.00	0.00	145.00	0.00	0.00	0.00	
8 10-3710-000-98-001 Transfer in - General Fund (Library annual ap	512,200.00	542,900.00	577,400.00	633,515.00	633,515.00	635,683.00	635,683.00	2,168.00	
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	
<b>Library Fund Total</b>	<b>581,804.01</b>	<b>615,340.77</b>	<b>632,767.51</b>	<b>653,515.00</b>	<b>641,315.60</b>	<b>655,683.00</b>	<b>655,683.00</b>	<b>2,168.00</b>	<b>-0%</b>
<b>Grand Total:</b>	<b>581,804.01</b>	<b>615,340.77</b>	<b>632,767.51</b>	<b>653,515.00</b>	<b>641,315.60</b>	<b>655,683.00</b>	<b>655,683.00</b>	<b>2,168.00</b>	<b>-0%</b>

# 2025 TOWN ADMINISTRATOR PROPOSED

## Town of Durham

		1	2	3	4	5	6	7	8	9	
		2021	2022	2023	2024	2024	2025	2025	2024 vs 2025	2024 vs 2025	
		ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	ADMINISTRATOR	\$ Difference	% Difference	
		As of December	As of December	As of December	BUDGET	AS OF SEPT 30th	PROPOSED	PROPOSED			
					As of December	As of September					
<b>Library Fund</b>											
<b>Library</b>											
1	10-4550-100-01-010	F-T Wages - Library	185,938.87	188,737.31	197,923.96	213,200.00	164,918.58	215,100.00	215,100.00	1,900.00	1%
	<i>Narrative for Column # 6</i>										
	Includes: 3% COLA increase for Director and Asst. Director; 10% pay increase for Head of Youth Services to bump to state average for position; and funds for (2) F/T Sick Leave Bonuses as well as a longevity bonus for the Library Director .										
2	10-4550-100-01-020	P-T Wages - Library	133,435.00	160,584.73	153,622.12	155,000.00	118,337.20	161,600.00	161,600.00	6,600.00	4%
	<i>Narrative for Column # 6</i>										
	3% COLA Increase for P/T employees, (2) P/T sick leave bonuses and \$6,146.14 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	4,811.91	6,277.50	10,693.75	7,000.00	9,918.75	7,000.00	7,000.00	0.00	
5	10-4550-100-01-090	Ins Buy-Out (Wages) - Library	16,247.53	15,998.02	6,734.13	0.00	3,111.48	5,500.00	5,500.00	5,500.00	100%
6	10-4550-100-01-910	Wage Accrual - Library	2,475.80	262.58	329.32	0.00	-14,040.32	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	21,261.60	23,054.46	22,907.03	23,300.00	17,504.05	23,800.00	23,800.00	500.00	2%
9	10-4550-100-02-320	Medicare - Library	4,972.68	5,392.24	5,357.32	5,400.00	4,093.60	5,600.00	5,600.00	200.00	4%
10	10-4550-100-02-330	Retirement - Library	23,474.44	26,391.87	25,957.36	28,800.00	20,384.56	28,300.00	28,300.00	-500.00	-2%
11	10-4550-100-03-610	Health & Dental - Library	23,459.41	27,442.96	56,693.56	78,000.00	46,792.72	66,100.00	66,100.00	-11,900.00	-15%
12	10-4550-100-03-630	Life - Library	342.00	342.00	323.00	300.00	273.00	300.00	300.00	0.00	
13	10-4550-100-03-640	STD - Library	1,027.86	1,051.26	999.36	1,100.00	870.92	1,200.00	1,200.00	100.00	9%
14	10-4550-100-04-010	S.U.T.A. - Library	100.00	100.00	244.00	800.00	293.00	800.00	800.00	0.00	
15	10-4550-100-04-020	Workers Comp - Library	416.00	500.00	561.00	700.00	700.00	800.00	800.00	100.00	14%
16	10-4550-100-08-000	Travel & Mileage Reimb - Library	90.10	256.02	839.76	400.00	415.38	1,000.00	1,000.00	600.00	150%
	<i>Narrative for Column # 6</i>										
	Increased staff dev/prof travel.										
17	10-4550-100-17-000	Telephone / Fax / Cable - Library	9,162.21	9,088.09	9,402.40	9,500.00	7,177.20	10,185.00	10,185.00	685.00	7%
	<i>Narrative for Column # 6</i>										
	Includes 5% rate increase.										
18	10-4550-100-18-000	Cell Phones - Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19	10-4550-100-24-000	Software support / Maintenance agreements -	5,821.91	6,409.26	6,453.82	6,300.00	5,252.32	8,311.00	8,311.00	2,011.00	32%
	<i>Narrative for Column # 6</i>										
	Add Newsletter Platform (\$1,200) and incremental increases to software used to support library operations.										
20	10-4550-100-25-000	Office & Computer Supplies - Library	2,091.58	2,521.89	2,503.52	0.00	0.00	0.00	0.00	0.00	
21	10-4550-100-26-000	Postage - Library	16.08	140.30	75.10	300.00	0.00	300.00	300.00	0.00	
22	10-4550-100-27-000	Printing - Library	1,733.51	482.63	919.58	1,300.00	311.20	1,300.00	1,300.00	0.00	
23	10-4550-100-28-000	Professional / Staff Dev - Library	1,213.30	1,008.49	1,927.92	2,600.00	2,602.98	2,600.00	2,600.00	0.00	
24	10-4550-100-29-000	Membership Dues - Library	1,026.95	1,332.00	1,591.50	1,000.00	1,328.00	1,300.00	1,300.00	300.00	30%

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## Town of Durham

	1	2	3	4	5	6	7	8	9	
	2021	2022	2023	2024	2024	2025	2025	2024 vs 2025	2024 vs 2025	
	ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	ADMINISTRATOR	\$ Difference	% Difference	
				BUDGET	AS OF SEPT 30th	PROPOSED	PROPOSED			
	As of December	As of December	As of December	As of December	As of September					
<i>Narrative for Column # 6</i>										
Add Institutional Rotary Membership.										
25	10-4550-100-35-000	Work Study (non payroll) - Library	1,239.48	1,090.40	856.33	2,500.00	610.05	2,500.00	2,500.00	0.00
26	10-4550-100-45-000	General Supplies - Library	590.10	499.33	344.60	4,250.00	2,727.00	4,335.00	4,335.00	85.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										
27	10-4550-100-53-000	Office Equip Maint - Library	181.60	120.56	0.00	500.00	0.00	500.00	500.00	0.00
28	10-4550-100-55-000	Equipment Rental - Library	1,381.66	1,620.62	653.50	1,500.00	485.17	1,500.00	1,500.00	0.00
29	10-4550-100-89-000	Miscellaneous - Library	962.62	754.39	624.35	0.00	99.83	0.00	0.00	0.00
30	10-4550-100-90-051	Collect - Digital Resources - Library	27,440.42	29,560.84	33,131.96	35,500.00	31,503.51	36,447.00	36,447.00	947.00
<i>Narrative for Column # 6</i>										
Includes 8% increase to digital resources (excluding Hoopla and Kanopy).										
Trustees contribute \$10,000.00 to this line.										
31	10-4550-100-90-053	Collect - Child - Print - Library	14,606.49	13,282.49	14,647.58	14,850.00	11,701.18	15,147.00	15,147.00	297.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase										
32	10-4550-100-90-054	Collect - Child - Audio - Library	58.33	81.74	60.01	400.00	0.00	408.00	408.00	8.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase										
33	10-4550-100-90-057	Collect - Adult - Print - Library	18,981.93	19,447.55	22,419.65	22,000.00	19,337.17	22,440.00	22,440.00	440.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase										
34	10-4550-100-90-058	Collect - Adult - Audio - Library	1,480.96	1,274.65	1,025.42	1,250.00	544.37	1,275.00	1,275.00	25.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										
35	10-4550-100-90-060	Subscriptions - Library	3,651.63	3,877.46	3,865.74	3,600.00	4,510.33	4,420.00	4,420.00	820.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										
36	10-4550-100-90-061	Collect - Child - Video - Library	218.36	322.33	318.99	530.00	67.33	540.00	540.00	10.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										
37	10-4550-100-90-062	Collect - Adult - Video - Library	1,007.53	1,100.45	962.35	1,000.00	646.87	1,020.00	1,020.00	20.00
38	10-4550-100-90-063	Programs - Child - Library	6,325.33	5,438.48	6,884.99	6,090.00	4,608.45	6,212.00	6,212.00	122.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										
39	10-4550-100-90-064	Programs - Adult - Library	1,711.17	2,811.06	2,375.74	2,420.00	1,598.26	2,468.00	2,468.00	48.00
<i>Narrative for Column # 6</i>										
Includes 2% inflationary increase.										

# 2025 TOWN ADMINISTRATOR PROPOSED

## Town of Durham

	1	2	3	4	5	6	7	8	9	
	2021	2022	2023	2024	2024	2025	2025	2024 vs 2025	2024 vs 2025	
	ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	ADMINISTRATOR	\$ Difference	% Difference	
	As of December	As of December	As of December	BUDGET As of December	AS OF SEPT 30th As of September	PROPOSED	PROPOSED			
40 10-4550-100-90-065	Museum Passes - Library	0.00	0.00	300.00	0.00	0.00	0.00	0.00		
41 10-4550-100-90-067	Technology - Library	17,928.44	13,814.10	4,356.55	18,000.00	10,744.85	11,250.00	11,250.00	-6,750.00	-38%
	<i>Narrative for Column # 6</i>									
	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.									
42 10-4550-100-90-069	Processing Supplies - Library	2,887.82	2,356.28	2,392.76	3,025.00	2,561.46	3,025.00	3,025.00	0.00	
	<i>Narrative for Column # 6</i>									
	Includes 2% inflationary increase.									
43 10-4550-100-90-072	Membership Dues - Trustees - Library	300.00	330.00	300.00	350.00	300.00	350.00	350.00	0.00	
44 10-4550-100-96-110	Furnishings - Library	1,720.17	737.70	677.04	750.00	632.25	750.00	750.00	0.00	
45 10-4550-100-97-000	Expenses Paid by the Library Trustees - Libra	14,542.45	4,132.38	18,490.88	0.00	0.00	0.00		0.00	
<b>Library Fund Total</b>		<b>556,335.23</b>	<b>580,026.42</b>	<b>620,747.95</b>	<b>653,515.00</b>	<b>482,922.70</b>	<b>655,683.00</b>	<b>655,683.00</b>	<b>2,168.00</b>	<b>0%</b>
<b>Grand Total:</b>		<b>556,335.23</b>	<b>580,026.42</b>	<b>620,747.95</b>	<b>653,515.00</b>	<b>482,922.70</b>	<b>655,683.00</b>	<b>655,683.00</b>	<b>2,168.00</b>	<b>0%</b>