

**Keene Public Library Trustees Finance Committee Meeting**  
**February 8, 2022**

(Meeting commenced at 3:02 p.m.)

Present: Judy Putnam, Jane Pitts, Ken Jue, Marti Fiske (Library Director)

Absent: Charles Redfern

1. Treasurer's report:

- a. Judy Putnam reported on the dividends from the Trustees' Permanently Restricted Funds for the period 7/1/21- 12/31/21. Judy credited dividends to each individual fund on a prorated basis based upon the percentage of each fund in the total collection of the Permanently Restricted Funds. The total dividends that will be available for use for the library is: \$20,208.62
- b. Judy also reported that our current New Hampshire Charitable Foundation (NHCF) Fund is at \$191,756.96. This fund was established to support the library's community outreach initiatives and programs. The estimated payout to be dispersed from this Fund: \$6960.59

2. Library Draft Operating Budget

- a. Marti Fiske presented the initial draft operating budget for Fiscal Year '23 for eventual submission to the City Manager. Marti provided comparative budgets from Fiscal Years '16-'22 to assist us in comparing the draft budget for Fiscal Year 23. There are modest increases and decreases among the various line items, much of it affected by inflation.
  - i. A new line item was added for some programming costs to be assumed by the City. All programming costs have been supported by the Friends of the Keene Public Library.
  - ii. A second new line item was created for costs related to administrative software expenses.
  - iii. Personnel represents an increase due to 2 changes:
    1. Shift and redesign of a current half-time position to a full-time position with an upgrade in the position.
    2. Hire a part-time janitor, since currently, the Library staff do a good portion of the cleaning in the Library. This part-time position would not be reflected in the Library's budget, but in the City's Facilities Budget managed by Andy Bohannon.
  - iv. The draft budget increase is \$11,077, representing a 5.2% increase, to non-personnel lines.
  - v. Marti answered questions on the schedule of City Council and its Finance Committee meetings in establishing the FY '23 budget.

Submitted by,

*Kenneth Jue*

Kenneth Jue, Committee Member, 2/12/22