

KEENE PUBLIC LIBRARY

FINANCE COMMITTEE MEETING

APRIL 9 2024 – 3:00pm

In Attendance: Judy Putnam, Jane Pitts, Justin Somma, Marti Fiske

KPL Trustees Income & Expense Report Q3

Income is as expected. Gift itemization and account balances available in quarterly report.

Expenses – General Library Support – labor for testing better lights in the adult collection area and installing internet for a new counter at the front door. Unfortunately, the tested lighting system didn't work, so this may incur additional charges.

Expenses – Trustee Supported Projects – chair dollies for event use.

Expenses – Building & Grounds - this is for the lectern purchase, comes out of Buildings and Grounds.

Expenses – staff development – for a staff conference and food for staff development.

Expenses – FKPL – for P-card usage. It does not match the expense side because there was a misalignment this month of payment dates, this will resolve itself next month.

Expenses – Grants – approved usage.

Expenses – Move donations – procedural to relocate a restricted budget item.

Jane will bring the FY25 budget to the Committee for the May meeting, to bring to the Trustees in May as a preview, and in June for a formal vote. The Finance Committee will ask for an Outreach Budget to be presented at the May Finance Committee meeting.

KPL Budget for FY 2025

Marti learned that the City Communications' Director is ok with splitting off the KPL website as the combined site is not working for the organization. An independent website would increase flexibility, reduce need to receive permissions to make changes and pull reports. If the City Manager confirms that the library can split off, Marti will source quotes to separate the site from the City's site. The first estimate received (not a formal quote, just an estimate) was for \$15,000 to do the initial website development and \$2,000/year for maintenance and hosting. This is not in the KPL budget, and the work would need to be funded via the Trustees or Friends of KPL. It's too early to make this move, this is just a statement of interest. The earliest this would happen is the beginning of calendar 2025. The annual cost would be offset by cost savings elsewhere (e.g. saving the cost of the current calendar vendor as the calendar would be integrated in the site), as well as the aforementioned flexibility and workflow convenience. Per Judy, this would be a great project to use some restricted funds that have accrued.

Marti does not see big changes in discretionary funds or staff training for FY 2025 budget. A modest increase from \$3,500 to \$3,800 in Training should be enough to cover inflationary impact.

The Finance Committee is going to work to triage the chart of accounts on the Trustees budget to reduce the number of unrestricted expense categories that contain largely flexible and irregular spending.

Budget goes before FOP Committee May 21, will not get to the City Council until the late June meeting. KPL request to separate the software budget is in line with requests in other City departments.

Donations

Charles Prigge for \$50 via the Rotary Bookshelf program.