

Library Trustee Orientation - Part II

Budget Process, Meetings & Right to Know Law

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Budgeting and Management of Funds



Trustees Financial Duties

202-A:11 Powers and Duties

- Prepare an annual budget
- Shows what support is needed from public funds
- To be submitted to Selectmen, Town Council, City Council, etc.
- A separate budget request required for new construction, capital improvements

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Preparing a Budget

Process and timetable will vary depending on whether you have a traditional town meeting, are an "SB2 town," or a city. All have these elements:

- Preliminary budget
 - ✓ Director prepares
 - ✓ BOT reviews, amends and approves
- Meet with Selectmen/Budget Committee/City or Town Council
- Final Proposed Budget
- Final Budget – approved at Town Meeting or City Council

Gross Budgeting Required

- Gross Budgeting Is Required by **RSA 32:5 III**
- Definition: "All appropriations recommended shall be stipulated on a "gross" basis, showing anticipated revenues from all sources, including grants, gifts, bequests, and bond issues, which shall be shown as offsetting revenues to appropriations affected."
- Revenues to be shown: anticipated income from grants, donations, etc.

Hometown Library Budget

Acct #	Description	Town Funding	Anticip. Other Income	Anticip. Grants, Donations, Credits	Total Budget
12345	Salaries	\$200,000			\$200,000
12346	Benefits	\$60,000			\$60,000
12350	Building Maint.	\$2,000	\$400		\$2,400
12360	Periodicals	\$500		\$1,500	\$2,000
12370	Books and Multimedia	\$18,000	\$10,000		\$28,000
12380	Digital Materials	\$2,250		\$1,800	\$4,050

Advocating for Your Budget

- Present the budget in the context of the library's mission, goals, objectives.
- Share statistics on circulation, programs, collection— opportunity to educate the public!
- Know what share of the town budget the library represents.
- Know what the library costs taxpayers annually.
 - ✓ Pennies on the tax rate
 - ✓ Dollars per capita or per average household

The Library is one of the best deals in Town!

Trustees Spend Money

202-A:11 Powers and Duties [of trustees]

III. Expend all moneys raised and appropriated by the town...

IV. Expend income from all trust funds... in accordance with the conditions of each donation or bequest accepted by the town

202-A:4-c Trustees' Authority to Accept and Expend Gifts..

any town at an annual meeting may adopt an article authorizing... the public library trustees to apply for, accept and expend... **unanticipated money**... which becomes available **during the fiscal year**.

Sources of Library Money

PUBLIC MONEY - from the taxpayers

PRIVATE MONEY - from private donations, fine money, money from income-generating equipment*, gifts*, grants*, trusts [*requires town meeting vote once] – require board action to accept these funds. Ref: RSA 202-A:4-c, -d

View webinar "The Other Money" presented by the NH Attorney General's Office available on the NHLTA website.

Managing to a Budget

- Choose a strong Treasurer
- Monthly Treasurer's Report to the Trustees
- Cannot overspend the bottom line
- Several ways to manage the money:
 - 1) Allow the town to serve as your bookkeeper for all the public funds.
 - 2) Use town for payroll services and benefits, but manage the rest of the money yourself.
 - 3) Handle ALL the money yourself (perhaps using a payroll service for that function).

If You Manage the Checkbook Yourself

- Should have a memo of understanding between the Town and Library for timing of distribution of funds by the Town Treasurer. (RSA 202-A:11, III)
- Trustees should sign monthly check register.
- Bank account may require two Trustee signatures on all checks or set amount.



Segregation of Funds

RSA 202-A:11, III: Money from fines and lost/damaged materials "shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment..."

Need to *account* for fines, fees, etc., separately from public funds so that they do not lapse to the General Fund at year end as public funds do.

Financial Policies

- Adopt policies to guide the management of funds
- Sample topics for policies:
 - ✓ Investment
 - ✓ Purchasing – use of credit or debit card, when to go out to bid, etc.
 - ✓ Authority to over-spend (transfer from line to line) without prior trustee approval

Trustee Meetings



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Board of Trustees Meetings

- Meetings generally occur monthly and last from an hour and a half to two hours.
- Send out an agenda at least several days ahead.
- Stick to the agenda.
- Address new and ongoing business of the library.
- Review library policies, update, and approve them on a regularly scheduled basis.
- Review finance, fundraising, and director's reports.
- Chair is in charge! Robert's Rules or Alice Sturgis Standard Code of Parliamentary Procedure provide guidance for an orderly meeting.

See NHLTA "Resources" webpage for samples.

Evaluate Your Meetings

- Evaluate the effectiveness of the board meetings periodically and make necessary adjustments.
- A timed agenda can improve meeting effectiveness.
- Make sure all participants stay involved.
- Keep track of on-going actions, pending matters.

RSA 91-A. The Right to Know Law

- Meetings must be open to the public.
- Meetings must be posted in 2 places at least 24 hours prior to the meeting. Library website can be one of the places.
- Minutes must be kept, and draft minutes must be *available* to the public not more than 5 business days after the meeting. Remember to include the names of those who made and seconded motions in the minutes.
- Serial communications may not be used to contravene the spirit of the law. *NO deliberations or decisions via email, other than setting meeting dates.*

Non-Public Sessions

Can only go into "non-public" to discuss

- matters relating to individual personnel (hiring, firing, compensation, discipline, etc.)
- Matters that would likely adversely affect the reputation of any person other than a board member
- Buying, selling or leasing real or personal property
- Lawsuits filed or threatened against the Library until fully resolved
- Emergency functions related to terrorism

Procedures for Non-Public

- Must go into non-public from a noticed public meeting
- Must state the reason for going into non-public
- Majority roll call taken
- Once in non-public, can only discuss the reason for non-public; no other business can be discussed
- Must take minutes
- May seal the minutes at end of the non-public session; otherwise they are available to the public within 72 hrs.
- Exit non-public, regular meeting resumes

Meeting Tips

- Always be on time; shows respect for other members.
- If you will be late or absent, inform the President.
- Come prepared; read any materials distributed in advance, do any homework you agreed to do at prior meetings.
- Share your thoughts and opinions, and respect others' perspectives.
- Stay on topic during discussions; respect the agenda.
- Stay focused on the main issues, let the trivia take care of itself.

NHLTA Resources

- NHLTA Board Members
- NHLTA Conferences and Workshops
- 2016 Trustee Manual
mailed to each library, updated every 5 years
- NHLTA Newsletter – published quarterly
- NHLTA Web Site : www.NHLTA.org
(join listserv via link on Home Page)
- LISTSERV: to post a message, send email to
NHLTA-L@maillist2.nh.gov