

KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
Tuesday, August 22, 2017 at 5:00 P.M.

AGENDA

1. Call to order
2. Approval of the August 23, 2016 Annual Meeting minutes (page 1)
3. Annual Reports
 - a. President's Report (page 3)
 - b. Treasurer's Reports
 - Primary Account Expenditures (page 4)
 - Encumbered & Restricted Funds (page 5)
 - Donations & Distributions (page 7)
 - Portfolio Changes (page 9)
 - Trustee Budget (page 10)
 - c. Finance (page 12)
 - d. Building and Grounds (page 15)
 - e. Policy (page 16)
 - f. Fine Arts (page 17)
 - g. Community Outreach (page 18)
 - h. Long Range Planning Committee (page 19)
 - i. Friends of the Keene Public Library (page 22)
 - j. Cheshire County Literacy Coalition (page 24)
 - k. Horatio Colony Museum (page 25)
 - l. Nominating Committee (page 27)
 - m. Director's Report (page 28)
 - n. Staff Reports
 - Youth Dept. (page 30)
 - Community Services (page 33)
 - AV (page 35)
 - Reference, Interlibrary Loan, Internet (page 36)
 - Technology (page 37)
 - Technical Services (page 40)
 - o. Statistical Reports
 - Library Statistics (page 41)
 - Circulation (page 43)
 - Database Usage (page 45)
 - Acquisitions (page 47)
 - p. Financial Appendix for Expansion Project (page 48)
4. Adjournment

Keene Public Library
Boards of Trustees Annual Meeting
Tuesday, August 23, 2016

Called to order by Board President Kathleen Packard at 5.02pm

Present: Trustees Kathleen Packard, William Stroup, Charles Redfern, Jennifer DeCoste, Don Wilmeth, George Scott, Judy Putnam, Sally Miller, Nat Stout, and Ken Jue; from the City Med Kopczynski; Library Director Nancy Vincent.

The Minutes of the 2015 annual meeting were approved unanimously on a motion by Sally Miller seconded Charles Redfern.

The Annual Reports in the packet from each subcommittee, advisory group, and division of the staff were reviewed. President Packard began by thanking city staff and library staff for hard work and participation this year, as well as the consistent support of the Friends of the KPL.

Treasurer Putnam pointed out pages 4-5 to highlight gifts.

Motion to accept gifts included in annual report passed unanimously on a motion by Ken Jue and seconded by Charles Redfern.

The **Nominating committee** usually presents a slate of officers for the coming year at the annual meeting; however, Paul Henkel's recent injury requires delaying the nominations until the regular meeting of September 2016. All of the Trustees extend our warmest wishes to Paul on a full and speedy recovery.

Director's report: Nancy Vincent encouraged the trustees to study the staff and statistical reports carefully, and to thank and to support the staff every day. Knowing that there will be disruptions, we need to know that we have an exceedingly good staff. Across the country, libraries are having a resurgence, and this will be another exciting year for the KPL.

See staff and statistical supports. We have more downloadable books and ebooks, and slightly fewer physical books, but many books are still going in and out. George points out that number of people who come in might matter the most; people want to come here. We should think about how to measure that. Nancy will investigate how much it would cost to put in a door counter.

Med points out that the library is a cultural resource and a cultural center. Information, technology, training, a changing face of services.

Motion to adjourn by Ken Jue, seconded George Scott, passed unanimously.

Annual Meeting adjourned at 6.04 pm.

Submitted by William Stroup, Secretary

2017 Report of the President of the Trustees

Nancy Vincent and the staff of the Library have continued to provide excellent and seamless services to the community.

Trustees, Friends, Library staff, City staff, City Council, and Monadnock Economic Development Corporation have again gone above and beyond their regular duties and support of the Library and worked tirelessly to meet every goal for the library renovation timeline. Many new committees were created and met regularly to achieve this, as well as consulting with specialists in our community, which helps ensure we are providing the best, most informed options.

This year has been extremely productive. Some of the highlights include raising 95% of the public fundraising, being awarded New Markets Tax Credits, as well as creating a model of the project that has been able to inspire the community. This impressive level of work towards the project represents only some of the year's accomplishments. The Library also began implementing the landscaping improvement plan by trimming our beloved Thayer Oak, we showed the Reflection film series for a second time at the Colonial this past fall, and we were awarded the status of being a Maker Corps host site.

I am in awe of the dedication of all parties involved in supporting the Keene Public Library. At every step of the way this project has been matched with the seriousness and support it demands. The next phase of the project will benefit from this level of attention. As we begin construction this coming year, we should be proud and continue this strong effort. It takes time to achieve greatness and our library of the future will be worth every attention to detail we have spent.

Sincerely,
Kathleen Packard

**Keene Public Library Trustees
Treasurer's Annual Report, Account #72-1-5 Checking
2016-2017**

Opening Balance

Income **\$22,087.98**

Donations for Books and Materials	1,025.00
Lipsky Book Fund	125.00
Memorial Gifts	1,240.00
Rotary Gifts	325.00
 NHCF Endowment for Outreach Grants	 5,410.49
Chautauqua 2016	600.00
Family Place	2,500.00
WWI	1,800.00
 Investment Income	 8,457.26
Money Market Interest	16.28
cancel check/not cashed	
Total Income	21,499.03

Expenses

Books and Materials	177.45
 Outreach Programming (including summer reading)	 2,273.43
Staff Conference	5,114.20
Gardening	230.00
Tree Trimming	1,775.00
Grants Expended	
Abolitionists	
Chautauqua 2016	1,050.00
 Membership NHLTA	 390.00
Total Expenses	11,010.08

Closing Balance

\$32,576.93

**KPL Trustees
Encumbered and Restricted Funds
June 30, 2017**

	Balance 6/30/2016	Changes 2016-2017	Balance 6/30/2017
For Books and Materials	6,676.33		
Memorial Gifts		1240	
Rotary Donations		325	
Other Donations		1025	
 Purchase of books		-177.45	9,088.88
 For Outreach Programming	-560.63		
Donations for Outreach Programs			
Donations for Summer Reading			
From ALA/STEAM grant			
From Target grant			
From Endowment		5410.49	
Spent on all Outreach Programming		-2273.43	2,576.43
 For Staff Training	5,619.83		
Trustee Budget 16-17		3500	
Used in 16-17		-5114.2	4,005.63
 From Sale of KPL History	274.31		274.31
Landscaping project	594.42	-230	
Trustees pledged additional		600	964.42
Hanna Fund	1,265.45		1,265.45
Fox Memorial	1,004.00		1,004.00
Millenium Clock	100.00		100.00
Faulkner Framing	-1,153.48		-1,153.48
Dollars for Doers	350.00		350.00
 Lipsky Book Fund	314.36		
Donations		125	
Moved to restricted investment account			439.36

Grants	1,957.86		
Grant Income			
Family Place		2500	
World War I		1800	
Chautauqua		600	
Grant Expenses			
Cahutauqua		-1050	5,807.86
Reserve for Long Range Planning	5,250.00		
Trustee Budget		750	6,000.00
Reserve for Furniture Replacement	1,735.18		
Trustee Budget		500	
Used in16-17			2,235.18
Unrestricted Gifts			
Palone Bequest	886.70		886.70
(used for Project design)			
Curtis-Cherkassaky bequest			
(used for Project design)			
Proper Bequest	1,793.40		1,793.40
(used for chair refurbishment)			
Clark Bequest	7,210.46		7,210.46
(used for Project design)			
Faulkner Bequest	10,000.00		10,000.00
LaBrie Bequest			
(used for Project design)			
Faulkner Endowment Returned/NHCF	15,243.36		15,243.36
Total Restricted Funds	58,561.55	9530.41	68,091.96
Cash in Checking Account	22,087.98		32,576.93
Cash in Investment Account	29,704.23		79,724.37

Note: On May 23,2017 the Trustees voted to liquidate up to \$75,000 of investments to support the renovation project if and when it is needed. \$50,000 was liquidated in May.

Keene Public Library Trustees
Treasurer's Annual Report, Donations 2016-2017
Account #72-1-5 Checking

Donations for Books and Materials

Fraternal Order of Eagles (large print)	\$500.00
Overeaters Anonymous	75.00
Jacob Lichman Trust	250.00
Dorothy Saks	100.00
Coleen and Alex Kossakoski	100.00

Donations to Lipsky Book Fund

Aaron Lipsky	25.00
Dorothy Saks	100.00

Rotary Doanations

Jody Dodge	25.00
Stephen Felder	25.00
John Harper	25.00
Charles Prigge	25.00
Elizabeth Truman	25.00
Thomas Ewing	25.00
Richard Berry	25.00
Jane P. Lane	25.00
Christopher M Wilder	25.00
Charles A Prigge	25.00
Robert Farrar	25.00
David Stabler	25.00
Mitch Greenwald	25.00

Gifts in Memory of Emily Stone

Walter and Barbara Lacey	250.00
Robert and Kim Mitchell	100.00
Peter Espiefs	100.00
Michael and Diana Elkavitch	25.00
Robert and Lianne Therrien	50.00
Timothy and Kim Wolfe	50.00
Linda F. Lange	50.00

Charles and Louise Domina	50.00
John and Peggy Evans	35.00
Timothy and Talu Robertson	100.00
Stephen and Karen Dimock	30.00
Everett and Judith Dimock	350.00
Donald and Barbara Tattersall	50.00

Total Donations **\$2,715.00**

Grant Income

C&S Wholesale Grocers/Chautauqua	500.00
NH Humanities/Chautauqua	100.00
Middle Country Public Library/Family Place	2,500.00
Library of America/World War I	1,800.00

Total Grants **\$4,900.00**

Distribution from Endowment

NH Charitable Fouondation/Outreach Programming	5,410.49
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Total Endowment Distribution **\$5,410.49**

Keene Public Library Trustees
 Annual Report, June 30, 2017
 Portfolio Changes

	6/30/2016	6/30/2017
Account 48-1-2 (Investment Account)		
Mutual Funds	\$214,358.65	\$191,688.72
Cash and Money Market	29,704.23	79,724.37
Account 86-1-1 (Restricted Funds Account)		
Mutual Funds	45,155.75	46,185.06
Cash and Money Market	2,317.09	3,388.64
Account 72-1-5 (Checking Account)		
Cash	22,087.98	32,576.93
Total Value	\$313,623.70	\$353,563.72

Q2 Notes To rebalance our investment portfolio, we moved \$20,000 from Growth and Income Funds (\$5,000 each from AMCAP Fund, Capital World Growth and Income, Europacific Growth Fund and New Perspective Fund) to Bond Funds (\$5,000 each to Intermediate Bond Fund of America, Capital World Bond Fund, Bond Fund of America, and American High Income Trust.) We realized gains of \$3,596.40 on the sale of the growth and income funds, which were reinvested into the new funds. Income this quarter included \$3,299.65 of long term capital gains.

At a Trustee meeting May 23, 2017 the Trustees voted to liquidate up to \$75,000 of Trustee held investments for use in the renovation project. At the suggestion of our investment advisor we liquidated \$50,000 which is now held in a money market account.

**Keene Public Library
Trustee Budget July 1, 2017- June 30, 2018**

Income

Trustee Held Investments	5,500.00 *
Donations for books and materials	
Memorial Gifts	500.00
Rotary	500.00
Other	500.00
Thayer Fund	500.00
Outreach Projects	
From KPL endowment at NHCF	5,410.49
From Eugene Choe Fund	123.00
Staff Training/Workshops	
Encumbered from 2016-2017	4,000.00 estimate
Bequests 2012-2015, remaining unspent	36,898.92
Sale of investments for project support	75,000.00
Landscaping (encumbered from previous year)	150.00 estimate
Added to Landscaping budget by Trustees	600.00
Hanna Fund	1,265.45
Millenium Fund/ clocks	100.00
Total Income	131,047.86

Expenses

Books and materials	2,000.00
Outreach	
From Endowment NHCF	5,410.49
From Eugene Choe Fund/Summer Reading	123.00
Staff Conferences and Workshops	
From investment income	3,500.00 *
Encumbered from 2016-2017	4,000.00 estimate
Reserve for special Trustee Projects/from bequests	36,898.92
Reserve for project support	75,000.00
Fine Arts	
Green and Price Room Enhancements (Hanna)	1,265.45
Millenium Fund/clocks	100.00
Other fine arts	200.00 *
Landscaping Project	750.00
Reserve for long range planning	750.00 *
Reserve for furniture replacement	500.00 *
Miscellaneous	550.00 *
Total Expenses	131,047.86

* denotes anticipated income from investments at Edward Jones and its uses.

2017 Keene Public Library Finance Committee Annual Report

July 28, 2017

There was little change in the library's operating budget this past year, as the focus has been and continues to be support of funding for the Heberton Hall Renovation and Main Library improvements and maintenance. We work closely each year with Nancy Vincent, our Director, to closely monitor and work within the approved budget. As in recent past years, we exercise reasonable restraint in our annual budget requests and work with the City Manager's proposed budget to the City Council.

Mr. Al Cantor, fundraising consultant, and Patty Farmer, the KPL Campaign Manager, have completed their work with the Library's Fundraising Committee. However, the Committee continues to seek matching funds for the current match challenge as we proceed closer (96% at this writing) to our \$5 million goal. We anticipate a successful conclusion to this fundraising campaign by the end of this calendar year. Judy Putnam and Dita Englund are marvelous co-chairs of the Fundraising Committee. We are indebted to them for all they have done and continue to do.

The Monadnock Economic Development Corporation (MEDC) announced this past month that our project has been awarded the federal New Market Tax Credits we sought for the support of the renovation effort. As the project has evolved, there have been some shifting of where the cost of certain improvements will be placed, whether under Heberton Hall or the Main Library component. Because our "private/public" partnership arrangement with the City, the Friends of the Keene Public Library and the Library Trustees is unique, we have had some unpredictable changes occur. These changes have not affected the overall cost of the project, but have necessitated the need for a bridge loan. The contractors for the project are now established and the maximum price for construction has been agreed by all parties.

We will continue to collaborate closely with staff of the City of Keene, the Friends of the Keene Public Library and MEDC toward the eventual renovation of Heberton Hall. We are optimistic that we will be successful with the renovation project, as all parties share the vision, goals and see clear benefits for the City of Keene and our residents.

Submitted by,

Kenneth Jue

Kenneth Jue, Chairperson

7/28/17

KPL Board of Trustees Overview of Library Finance 2016-17 Report

City of Keene Annual Operating Budget – Library

Provides for staff and operating expenses and is approved by the City Council in June for the next fiscal year. The figure approved for FY 2017-18 is \$1, 396,120.96. At the time of approval the City Council also asked that the total City budget be reduced by \$17,000 to cover the purchase of voting booths which was an expenditure that was overlooked during the budget preparation. The Library's share of the reduction was \$604. The following adjustments were \$500 from postage and \$104 from telephone.

This year's approved Books and AV materials budget is \$141,550. Each year, the staff prepares an analysis of the collection, including current size by item, quantity to replace at a 5% ratio, and assumed price per item using fair generic cost estimates. The annual acquisition rate of approximately 5% which includes new titles as well as the replacement of worn-out and dated materials has been accepted as a standard measure to keep the collection current and relevant. This analysis leads to a projection of the annual budget figure for Books and AV materials. To support a 5% replacement target, \$169,800 is needed. During these difficult economic times, the Friends of the Library continue to supplement city funding which sustains 4.2 % of the target goal.

City Held Trust Funds

A portion of the annual budget is funded by income from City Held Trust Funds. The income from City Held Trust Funds is spent in accordance to the directive of each trust – books, magazines, library equipment, etc. The figure approved for FY 2017-18 is \$3,500.

Library Renovation City Held Temporarily Restricted Trust Fund.

This fund was set up to handle monies received for the KPL Capital Campaign Drive. The following page documents the establishment and purpose of the fund.

City of Keene Annual Operating Budget – Library Facilities Maintenance

The Facilities maintenance budget is under the Parks, Recreation and Facilities Department and is under the supervision of Andy Bohannon, Director. Facility issues are also reviewed by the Trustee's Building and Grounds committee which consists of City Staff, Trustees and Friends.

City of Keene Annual Operating Budget – Library Maintenance

The Library Facilities Maintenance Budget is approved by the City Council in June for the next fiscal year. The budget figure approved for FY 2017-18 is \$305,769.

City of Keene Annual Operating Budget: Library Annex Maintenance

The Public Library Annex Budget is approved by the City Council in June for the next fiscal year. The figure approved FY 2017-18 is \$23,976

City of Keene Capital Improvements Projects Budget (CIP).

Last year's CIP included \$2,000,000 for the Library Renovation Project and will be included as a loan to the City as part of the NMTC funding.

KPL Trustee Budget

The proposed budget for FY 2017-18 as adopted by the trustees is \$57,348.44. This reflects the anticipated income from investments as well as monies encumbered for specific purposes that will be used for those purposes this year.

It should be noted that all grants that are given directly to KPL are monitored and administered by the treasurer of the trustees under the supervision of the library director. A record of all grants given directly to the library is part of the treasurer's report. (See Treasurer's Annual Report)

KPL Trustee Held Funds

The total value of the investments held by the Trustees at Edward Jones as of June 30, 2017 is \$353,563.72 versus last year's value of \$313.623

The NHCF now holds only one fund for the benefit of the Keene Public Library. It is the "Keene Public Library Endowment Fund" and on June 30, 2017, for the purposes of supporting the library's outreach programs. The fund was \$135,135.83 versus last year's value \$124,595.

The NHCF no longer holds the "Elizabeth Jones Faulkner Memorial Trust". The value of the fund was returned to the Keene Public Library Trustees as of 12/21/13. The value on that date was \$35,243.36. The "Elizabeth Jones Faulkner Memorial Trust" was established on 3/17/2000 as an agency fund. Since that date, a change was made in NH State Statute: RSA 31:25 regarding agency funds that required the return of the fund.

The Trustees voted to establish the Elizabeth Jones Faulkner Fund as a restricted fund using \$20,000 of the returned fund. The remainder will be used for other library purposes.

Annual Report of the Buildings and Grounds Committee

August 2017

The Buildings and Grounds Committee monitored progress on the design of the project.

Cheshire TV staff assessed the Kay Fox Room and concluded it will temporarily meet their needs. It was recognized that we will need to look at possible off-site spaces for programming during construction.

- **Parking** – It is anticipated that all of the parking on Winter Street as well as the parking facing Winter Street in the Annex lot will be available during the project. The parking on the West side of the Annex will not be available. Construction workers will be given a map showing where they may not park, which will include all of the public parking spaces in front of the library and annex.
- **Alternates** – Items not included in the scope of work covered by NMTC, but to be done if funding permits include: recarpeting, repair of windows on 1st and 2nd floors of library mansion, plumbing upgrades, and replacing some of lighting fixtures.
- **Brick testing** – Our architect reported bricks and mortar testing showed they are durable enough to allow insulation to occur.
- **Landscaping** - Dead branches in the Thayer Oak required trimming for safety and to trim away from the Library building. The members of B&G met with the arborist, Frank Grano of Bartlett Tree Service, on August 31, 2016. Andy Bohannon arranged for Bartlett to trim dead wood from the 3 trees on the Winter Street side of the Library and do some light pruning. Funding came from the Trustees and the Facilities budgets.

The FFA from John Mitchel's Keene High horticulture class treated the trees on the Winter Street side and one Maple in the southwest corner by injecting mycorrhizae into the soil. Equipment was furnished by Pinney Plumbing and Heating.

The Old Homestead Garden Club placed greenery in the urn in front of the Library in early December. Petunias from the High School horticulture class were planted in the spring.

Plantings on the Winter Street side of the building near the book drop island and alongside of the handicap ramp were maintained by Sara Stockwell.

The Library building mechanic position was filled by Dan McLaughlin. Dan repaired the "stucco" on the front of the building and removed the outer door of the shed. The overhead lights in the Atrium on the 1st floor have been replaced with 10-year LED bulbs. The ceiling fans have been repaired at Heberton Hall. The fan on one of the Library boilers has been replaced. Outside railings and the bike rack have been painted.

The State Dept. of Environmental Resources signed off after testing the area where there was an oil spill saying they found no remains of oil or contamination. Discolored metal trim adjacent to the Winter Street entrance was sanded and painted.

Automatic flush toilets have been installed in the bathrooms. They will soon have indicators showing patrons when they are occupied. A new drinking fountain has been installed in the basement.

Keene Public Library Policy Committee

Annual Report 2017

This year the Policy Committee was chaired by William Stroup, and was joined by trustees Kathleen Packard and Charles Redfern. The group met regularly with a goal to review the entire policy manual in anticipation of changes with the library renovation.

The committee discussed the current policy manual at length and identified some areas where it may need to be updated regarding the new library space. A full review of the manual is ongoing. There were no proposals brought to the board this year because it was agreed by the committee that it was best to address the changes as a whole and not as individual sections.

A consensus for where to address unattended personal belongings and excessive use of space was achieved. A recommendation to reword the services of the library section (3.001) so it is more modern was completed.

A member of the Policy Committee met with library staff to review the framed art prints collection and recommended to the Board to decommission them from the collection. As per Policy we will be transferring these to the Friends for their fundraising purposes.

A member of the Policy committee met with the Fine Arts committee and is continuing to develop a possible Art gift model.

The policy committee started reviewing a new policy regarding patrons in the children's department drafted by staff.

The year ended with the committee taking time to reflect on whether or not the entire Policy Manual should be minimalized and take a “general” or “specific” stance. This discussion is ongoing.

Respectfully submitted by,
Kathleen Packard

Keene Public Library Fine Arts Committee

Community Outreach Annual Report

August 2017

The Community Outreach Committee was reorganized this past year. Jennifer Alexander was appointed as chair of the committee, replacing Elizabeth Truman. Goals for the committee have been established. The committee plans to meet on a quarterly basis with additional meetings scheduled as needed to accomplish committee outreach goals. The committee has re-affirmed that its' main function is to support the work of Gail Zachariah, head of Youth and Community Services. During the upcoming year, the committee plans to support outreach activities such as "Outside the Lines: Libraries Reintroduced," an international campaign to celebrate the creativity and innovation found in today's modern public libraries. This outreach work will help to promote the library renovation project scheduled for 2017-2018 by communicating with the community about the new creative and collaborative ways community members can engage in at the library.

The Library had a very active and successful year with their programming and outreach for children, young adults and adults. Details are covered in the Youth Services Annual Report and Community Services Annual Report.

Jennifer Alexander

Chair, Community Outreach Committee

**Keene Public Library
Annual Report
Fiscal Year 2016-17
Long Range Planning Committee**

KEENE LIBRARY ANNEX ADVISORY COMMITTEE (KLAAC) - Our joint partnership with the City and the Friends of the Keene Public Library continues to work well and together we have made significant progress on the Library Renovation Project. If current plans come to fruition, construction will be completed in Fiscal Year 2018-19.

CONSTRUCTION TIMELINE - Monadnock Economic Development Corporation (MEDC), working with a Construction Committee with Representatives from the City, Friends, and Trustees, selected a Project Manager (Steve Horton) and the firm of Engleberth Construction, Inc. to renovate the library Annex and build the Connector between the Annex and the present library building. The GMP (Guaranteed Maximum Price) of \$8,226,831 has been presented and agreed upon. Necessary permits (Historic Preservation, Code Review, Zoning, and Building), are in place, Engleberth offered a construction timeline of approximately 13 months. Construction Documents are completed. A Development Agreement between the City and MEDC must be signed and agreed upon by the City, the Trustees and Friends before New Market Tax Credits can be awarded and construction can begin. This is scheduled to take place in September and once this is accomplished, construction is scheduled to begin in late September/early October of this year.

NEW MARKETS TAX CREDITS - Once the Development Agreement between the City and MEDC is negotiated, signed and approved, Mascoma Bank (the Community Development Entity Bank), will award the tax credits for the project to MEDC, and these credits will then be sold. An LLC will be formed and this LLC will technically own the Library Annex and the Connector for seven years, beginning with the closing of the negotiations but the City as Master Tenant will retain control of the Library operations and decision making in the Annex and the Connector for the 7 year period.

OTHER FUNDING FOR THE PROJECT - The City approved funding from the 2017-2022 Capital Improvements Projects Budget. This budget includes the Library Campus Development Project with the request for the City to bond \$2,000,000 in 2017 to go towards the total Library Renovation Project.

THE LIBRARY RENOVATION TRUST FUND – The Fund Raising Committee has done an excellent job of working towards their \$5,000,000 goal. All monies raised are deposited with Cambridge Trust and then accepted by the City of Keene and the Trustees of the City Trust Funds. The funds are then held in this temporarily restricted city held trust fund.

The Library Renovation Trust Fund will be used for the project, with \$4,726,661 of the nearly \$5,000,000 raised by the KPL Trustees and Friends going towards the renovation of the Annex and the construction of the connector. (See Exhibit A for description of NMTC funds) After the necessary funds are transferred to MEDC for the Annex Renovation and Connector, the

remaining funds will be used for needed changes and repairs to the main library building. This will be done through a separate city contract to be negotiated with the Construction Management firm. The cost is estimated to be \$614,371 and the money will come from donations, and any surplus project money.

FUND RAISING COMMITTEE - This committee has done an outstanding job and are nearing their goal. Judy Putnam, a library trustee, and Dita England, a former trustee, have served as co-chairs of the fundraising campaign with Ernest Hebert serving as Honorary Chair.

After a very successful silent phase of the campaign reaching just pass the 2/3 mark, they moved forward with the public phase. Assisted by The Public Campaign Committee, chaired by Jane Pitts, President of the Friends, they have planned and executed a very ambitious public campaign.

They commissioned a portable model of the new addition. The model was constructed by George Scott, a library trustee, and a Keene State architecture student, Connor Bell. This model was used during speeches and presentations to the public. They used this model in presentations to all major organizations in the area as well as making it available for viewing at the library, at Swamp Bat games and the Farmers' Market. All was done in an effort to reach the general public.

They mounted exhibits of the renovation plans at City Hall and at the library.

They did advertising and press releases to get the word out, had a website, Facebook page, put a campaign banner up on the library building and a campaign tower display in the lobby.

They secured a new challenge grant of over \$400,000 from an anonymous donor.

They held Open House events and tours for donors and organizations that use the library.

Working with Laura Knoy from NPR, the committee held an open house, which she attended and the program was later broadcast on National Public Radio.

They have worked very hard, planned well, and have been successful in their efforts. Without these two hard- working committees, it would not have been possible to complete this project

FURNISHINGS AND EQUIPMENT SUB-GROUPS - Jeff Hoover, our architect, from Tappe Associates, has been meeting throughout the year with several sub-groups who are interested in certain phases of the project. He has solicited their input and their suggestions. These groups are: (1) City Construction Document Review – Fire, Code, Engineering (2) Energy & Environment Review Group (3) Adaptive Technology Group (4) Furnishings and Equipment – Performance Areas (5) Furnishings and Equipment – Public Spaces –Lobby, Atrium, Meeting/Conference Rooms – (6) Furnishings and Equipment-Kitchen (7) Furnishing and Equipment – Friends Area (7) Furnishings and Equipment -Youth and Children's Area. He has also met with 4 staff groups several times regarding furnishings and equipment needs (1) the Circulation Area and Workroom, (2) AV/Periodicals , (3) Reference Office, (4) Reference and

Young Adult. Jeff has also met with Cheshire TV as they will continue to be our tenant during and after the renovations. He has reviewed their proposed area and has made every effort to meet their needs.

CHESHIRE TV – As stated above, Cheshire TV will continue to be our tenant. During the renovations they will occupy the Kay Fox Room in the basement of the current library building.

We have had a busy year and will have another as we continue our renovations. We thank the City of Keene and The Friends of the Keene Public Library, our partners in the project, for their hard and dedicated work. We also thank the many donors who have made this project possible.

It is often said that the library serves many people in this community and serves them well and we are proud of that. We are also proud of the many people who have stepped forward and committed many hours and worked hard on this project, it has truly been a community effort. We would like to express our appreciation to the library staff, the many serving on committees, sub-committees, and sub-groups.

Nancy Vincent, Library Director

Sally Miller, Chair

Friends of Keene Public Library President's Annual Report 2016-2017

In our 34th year of existence as an organization, I am delighted to report on another very busy and successful year for the Friends.

Library Support:

Good investment performance, two very successful book sales, and generous membership donations provided the Friends with the means to fulfill our mission of supporting the library collection, programming, and staff in areas not funded by the city budget. Our contribution to the library's collection development remained level to years prior. Principal commitments went towards equipment purchases such as: a computer tablet, a standing desk, and a door counter to tally patron usage of the facility. We added three new museum passes to the collection, and now offer 21 passes for patrons to check out. We continued our yearly commitment to support additions to youth and adult programming such as family dances, film series, and the Summer Reading Program. A budgeted contribution to the landscaping initiative had the garden spaces around the library campus resplendent in bloom for three enjoyable seasons.

Community Outreach:

Under the guidance of the Book Sale Committee, the Friends produced two successful book sales that combined grossed just under \$25,000. We held 10 successful book-sorting catch-up days that would each engage 25-30 of our members in the task of catching up with pricing and organizing books to prepare for the sales. These book sorting days were necessary, productive and fostered community among our membership. We also partnered with two community initiatives to get more donations sorted: The United Way's "Day of Caring" and Keene State College "Freshmen Community Days" together sent over 60 volunteers to help us out. Additionally in anticipation of the move we would need to make from our sorting and storage area during the library renovation period, the Book Sale Committee located a temporary home for the sales, sorting and storage of our donated books conveniently down the road in the old County Court House building. The Friends also displayed an exhibit of book and library themed artwork from students in a graphic arts class at Keene State College during the fall book sale. Finally, the Friends partnered once again with the Swamp Bats Baseball organization in Keene to sponsor the elementary literacy program "Mr. Gemmell's Reading with Ribby" for a 13th year, reaching over 1400 children in Keene and surrounding area schools.

Library Expansion and Renovation project:

Members of this Board have been very active participants in all aspects of planning for the library's expansion and renovation. In the past year, board members have provided oversight and input with respect to the design, financing, procurement of tax credits, and governmental process for the project. Board members have assisted with the hire of a construction management firm, and have weighed in on the employment of environmental and cost efficient technologies. The Friends committed to complete funding of a budget to cover the expenses of running a capital campaign and continue to

manage the personnel retained to work on the campaign. The Friends have agreed to reconcile all online and anonymous campaign donations, and many talents have been employed toward marketing and fundraising in support of the capital campaign.

Membership & Board Contributions:

We continue to receive steady financial support from over 100 active dues paying members, and realized a 3.6% increase in membership contributions for the 2016 calendar year. Executive Board members participate in sub-committees for finance, hospitality, membership, book sales, and the library renovation project. An informative newsletter is produced quarterly for our membership, and the research & selection of potential museum passes is performed.

The Friends welcomed new board members Michelle Fuller, Michael Chelstowski, and Kathleen Chertok Bonneau into our ranks.

The Friends warmly thank retiring board member Jean Kostick who served in the capacity of Secretary for her 3 years on the Board.

In appreciation:

The Friends are grateful to the Library Board of Trustees, Library Director Nancy Vincent and library staff, former Capital Campaign Manager Patty Farmer and Campaign Gifts Administrator Julie Dickson for their continued support to our organization. It has been my privilege to serve as President for a fourth and final year. I am grateful to have the pleasure of working with such an outstanding group of people. I thank you Jill Cielinski, Marilyn Gemmell, Paul Ledell, Pam Knight, Jean Kostick, Sally Rinehart, David Meader, Mike Chelstowski, Michelle Fuller, and Kathleen Chertok Bonneau for your dedication and consistent excellence.

Respectfully submitted,
Jane Pitts
May 10th, 2017.

Cheshire County Literacy Coalition
Annual Report to the Keene Public Library Board of Trustees
August 2017

This past year, Jennifer Alexander, the Cheshire County Literacy Coalition liaison, Kathleen Packard, Keene Public Library Trustee Chair, and Nancy Vincent, Keene Public Library Director met to discuss plans for the future of the Coalition. Discussed was the history of the Coalition's establishment, the scope of the work the Coalition accomplished, and the desire to re-energize greater participation in the Coalition. The goal for the upcoming year is to invite community members to discuss the need and desire to re-activate the Coalition in a more formal way.

During the past year, the Coalition did support its annual activities:

- The Success-by-Six committee, a joint committee of both Keene rotary clubs, made a contribution of \$1,000 to the Cheshire Health Foundation designated for the Reach Out & Read program of DHK/CMC.
- The Coalition awarded a Betty Cox award to an outstanding student in the Adult Diploma program.

Jennifer Alexander,

2017 Annual Report for the Horatio Colony Museum and Nature Preserve

The Horatio Colony House Museum and Nature Preserve was established by Horatio Colony II to preserve and protect the 1806 Federal house and collections of Horatio Colony II and the 645-acre nature preserve on West Hill in Keene. The goals of the museum and preserve are to educate residents of and visitors to Keene about the history of the Colony family and the social and natural history of the area by means of exhibits, tours, lectures and special programs, through a focus on the property of Horatio Colony.

The advisory board includes a representative of the Trustees of Keene Public Library and a representative of the President of Keene State College. Those positions are held by Paul Henkel and William Stroup, PhD.

Horatio was a world traveler who respected and collected artifacts from many cultures and religions. A sampling of programming which is intended to honor Horatio's interest in cultures and wildlife follows.

A Short Course in Islam for Non-Muslims

June 15 - held at the *Cheshire County Court House*

The foundation of Western Civilization rests on three monotheistic faiths – Judaism, Christianity and Islam. The interaction between and among these systems of belief continues to impact events in daily life and politics on the world stage. Following an outline of Islamic beliefs and practices by Charles Kennedy, discussion turned to how Islam is practiced in the United States. Charles Kennedy earned a PhD from Yale University's Department of Near Eastern Languages and Literatures. He is Professor Emeritus at Virginia Polytechnic Institute.

Understanding World Cultures: Hinduism

August 2 @ 11:00 Am - September 17 @ 4:00 Pm

An exhibit of antique Hindu objects from the museum's collection, as well as items on loan from the Mariposa Museum. The exhibit will include an overview of this rich and ancient spiritual belief. The exhibit can be viewed Wednesdays through Sundays from 11:00 AM to 4:00 PM. FREE

An Evening of Candlelight Croquet

August 17 @ 7:00 Pm - 9:00 Pm

A revival of the garden party, featuring 3 garden croquet courts, Japanese lanterns, and lemonade ; all under candlelight in the museum's beautiful city garden. Add to the fun by wearing vintage clothing or garden party hats (optional). Please note this program is weather dependent; call the museum at 603 352-0460 if weather is questionable

Janmashtami

August 19 @ 10:00 Am - 11:00 Am (Raindate: August 26 –Saturday – 10:00 AM)

In India, the birthday of Lord Krishna is marked with great devotion and enthusiasm in late summer. All over India this day is celebrated with devotional songs and dances, pujas, arti, blowing of the conch and rocking the cradle of baby Sri Krishna. Join local Artist Bijaya Paul for traditional songs, dance and a puppet show.

Return of the Cougar

SEPTEMBER 8 @ 7:00 PM - 9:00 PM – held in the Community Room at Antioch University New England

Join Antioch University and the Horatio Colony House Museum & Nature Preserve as we celebrate 30 years of partnership by welcoming Sue Morse, the founder of Keeping Track®, a highly regarded wildlife expert and tracker in North America.

Wildlife Hike with Sue Morse

SEPTEMBER 9 @ 9:00 AM - 4:00 PM - Meet at the preserve parking lot on Daniels Hill Road

Join Sue Morse, founder of Keeping Track®, for a group hike at the Horatio Colony Nature Preserve. Sue will guide the group to identify wildlife tracks and other signs

How to Research your Historic House

September 14 @ 7:00 pm - 8:30 pm

Celebrating the 40th Anniversary of the Horatio Colony House Museum, we hope to foster preservation of historic architecture by offering this program to home owners and those interested in vintage architecture. Join Sally Zimmerman, Senior Preservation Services Manager, an architectural historian and formerly Preservation Planner at the Cambridge (MA) Historical Commission to learn how to research the story of your house.

KPL Board of Trustees
Nominating Committee Report

The Nominating Committee is pleased to present the following slate of

KPL Officers For 2017-18

President - Nathaniel Stout

Vice- President - Charles Redfern

Treasurer – Judith Putnam

Secretary – William Stroup

Library Director's Report 2016-17

TO THE TRUSTEES OF THE KEENE PUBLIC LIBRARY, THE 142nd ANNUAL REPORT IS HEREWITH SUBMITTED:

Through extraordinary dedication and the combined efforts of Trustees, Friends, and the City of Keene, the Library Renovation Project is now poised to begin construction early this autumn. A monumental effort has been required, with each partner devoting inordinate time, expertise, and resources to fashion construction plans and a complex funding mechanism. The project goals of (a) restoring the historic buildings, (b) incorporating latest technologies, (c) increasing gathering and learning space will serve to significantly enhance the vibrancy to the downtown area. Members of our community, appreciating what the renovated space will mean to their own lives, are fully embracing that this facility is for everyone. It is, indeed, their library.

While the Library Renovation Project has demanded extraordinary effort from both volunteers and staff, everyone involved has remained keenly aware that quality service remains of vital importance. Accordingly, amidst the project's demands, the Library staff has continued to provide those quality services emblematic of its long-term reputation through daily interaction and exceptional community programming for all ages.

As the renovation project evolves to its construction phase, the staff's day-to-day activities will no doubt face unanticipated challenges. But throughout construction, the goal of maintaining the highest possible service will remain our focus. Although our intent will be to remain open to the public throughout, we enter this experience realistically, recognizing that construction may result in some disruptions in services. But the library's staff will, as always, do its utmost to address the needs of library users and meet the highest standards attached to public library services. As always, it will be the staff that enables the library to successfully operate successfully, even during a trying period of transition. Ultimately, we will all keep our eyes on the prize: an enlarged and renovated facility. The Keene Public Library has an excellent staff that will do its very best to serve everyone, irrespective of the challenges involved.

The past year experienced staff changes. Jennifer Bone, Assistant Library Director and Head of Technical Services retired after 31 plus years. She provided leadership in all areas of the library as well as on city wide initiatives. She is greatly missed by library and city staff. A search committee has been formed and is in the process of interviewing perspective candidates. New hires include: Jay Fee (YA librarian), Amy Kraemer (Youth department), Tracy Snow (youth department) Charlie Lewis (circ aide), Kristie Martin (shelver),

While each and every year, the Library has many volunteers who help with daily services, assist with programs, and projects. For the last two years many aspects of the Library Renovation Project has been supported by volunteers on fundraising, project review, equipment and furnishings, many have worked on multiple aspects. This project could not be accomplished without their dedicated attention and support.

Of special notice this year is the volunteers dedicated to the book sale which will be held at the Cheshire County Courthouse. This is taken monumental commitment. Moving the donated materials from the library lobby to be sorted and stored at the Courthouse is laborious and requires weekly attention. The book sale is important not only for the funds that it raises but all to the community who love books and appreciate being able to purchase these treasures economically.

I wish to express a warm “thank you” to all our volunteers

The following people and entities deserve recognition for the enormous help they provided in ensuring the past year’s success: Library Trustees and Staff; the Library Friends and Volunteers; the City Manager; the City Attorney; the Mayor and City Council; the City Council Liaison to the Library; the City’s Purchasing, Planning, Public Works, Parks and Recreation, and Facilities Departments; the Keene State College Library Staff; the Old Homestead Garden Club; and the Keene High School Horticulture Class.

After more than 31 years, it remains for me a special privilege to serve a community that places so high a value on the role of its public library. I extend my sincere thanks and appreciation to all.

Youth Services Annual Report 2016-2017

NEW STAFF

This year, we welcome two new Youth Librarians, Amy Kraemer and Tracy Snow, and our Teen Services Librarian, Jay Fee, to our team.

PROGRAMMING

This year, the youth services staff offered 636 events for youth from birth to 18 years of age with 8,167 people in attendance, which is a -12.27% decrease in number of programs and a 26.16% decrease in attendance over the year before. The major factor in this is that we were not able to visit any of our schools this year to promote our summer reading program. For more than 20 years, we have visited every student. We did not discover that we would not be allowed this opportunity until a week or so before our scheduled visits. Next year, we will attempt to schedule school visits throughout the year. If we still are unable to get into the schools, we will increase our outreach in other ways. If we had visited the schools, our numbers would have been very similar to last year's numbers.

Reporting Period: July 1, 2016-June 30, 2017

Library Sponsored Youth Events

Program	# of Events	Attendance	Average Attendance per Program
Kids Summer Meals	67	360	5.37
Outreach & Visits to & from students & families	26	863	33.19
Infants and Toddlers	116	912	7.86
Preschool	96	1,384	14.41
School Age	154	2,929	19.01
Tweens	81	766	9.54
Teens	96	953	9.98
TOTALS	636	8,167	12.84

2016-2017 programming highlights included:

- ✓ Weekly storytimes incorporating Every Child Ready to Read and a new Parent Child Workshop series;
- ✓ A monthly family contra dance series from October through May;
- ✓ Technology programming including soldering, e-sewing, 3D printing & CAD workshops. To date. This year, our 3D printer has been used x hours;
- ✓ Citizen Science projects during school vacation weeks and at community events using the Science Journal app and phones and materials donated to us by Google and Maker Media.

Not all library programs happened in the library. Colleen Swider made regular story time visits to First Steps Preschool. She also presented at the Ready for Kindergarten programs and to Title 1 parents at Jonathan Daniels. We also visited the Swamp Bats. We had booths at the Monadnock Pumpkin Festival, Earth Day, and Keene Community Night celebrations.

All of our programs are co-sponsored by the Friends of the Keene Public Library. Without the financial support of the Friends and of the Endowment Fund of the Keene Public Library, we would not be able to provide the programs that we do.

READING PROGRAMS

The annual Summer Reading Program was a popular as ever, promoting reading and library use while school was out during the summer months. Many community members contribute to the success of Summer Reading. We received donations from The Works Café, Life Is Sweet, The Monadnock Food Coop, and Twinkle Town. As part of this program, fun and educational events and reading games took place in the library thanks to support from the Friends of the Keene Public Library, the Endowment Fund and other generous funders. New Hampshire continues to participate in the Collaborative Summer Library Program. We use Evanced Wandoo Reader to register and keep track of summer reading. With the software, patrons can register and log reading from home or in the library. Some readers do participate this way but others report all of the reading in person. Either way, we encourage library visits and interaction with staff. A big part of our program includes free books. Each participant receives at least one free book during the course of the program. And if readers feel too stressed to join an organized reading program, we encourage summer reading with displays and readers advisory services.

We also offered a Winter Reading Program. This is a small program but it is a valuable program because it helps staff members practice using Wandoo Reader. On the other hand, the 1,000 Books Before Kindergarten Program is very popular. This year, an additional 39 young children joined the program. Since we began this program in 2015, there have been 151 children participating. Thirteen of these participants have finished the program by listening to 1,000 books.

Reading Program	Participants	Hours Reading	TOTAL Books
Summer Reading: Youth 2016	370	536.85	n/a
Summer Reading: Adults 2016	64	n/a	282
Winter Reading	18	n/a	154
1,000 Books Before Kindergarten	39 (<i>new participants</i>)	n/a	6,000
TOTALS	491	536.85	6,436

YOUTH COLLECTION

The Youth Collection is made up of materials for children, tweens, and teens. Last year, these collections were xx% of our total circulation of physical objects. Overall, youth material circulation continues to see yearly decreases. Reading habits have changed for children as well as adults and our decrease is consistent with the rest of the library circulation. In our community, children are still reading for pleasure but there has been a significant change in the types of school related reading.

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Juvenile & YA Fiction	56,093	61,446	64,835	61,450	59,491	51,706
Juvenile & YA Non-Fiction	16,245	13,842	12,585	12,108	10,645	9,009
Juvenile/YA Magazines	944	732	693	568	440	435
Juvenile/YA Media	25,034	24,105	25,456	27,029	25,950	24,050
<u>Total Juvenile & YA Materials</u>	<u>98,316</u>	<u>100,125</u>	<u>103,569</u>	<u>101,155</u>	<u>96,126</u>	<u>85,200</u>

The Youth and YA collection totals 53,803 materials. Using a population of 3,880 young people (the 2010 census figures for young people 0-17 living in Keene) our collection had a per capita circulation rate of 21.95 and turnover rate of 1.58.

MAKER CORPS

This year, we participated again in the Maker Corps program. Maker Corps is a program of Maker Ed and it is a professional development program that combines online training with hands-on practice to create and provide maker education programming within youth-serving organizations. The Friends of the Keene Public Library provide the funds for us to participate and to hire summer interns to provide special programming and to help us with capacity building. We also received funding from the software development company Cognizant through Maker Corps for the 2017 summer program, which allowed us to recruit more interns.

FAMILY PLACE

This is our second year as a Family Place Library in development. Family Place Libraries is a nationwide network of children's librarians who embrace the fact that literacy begins at birth, and libraries can help build healthy communities by nourishing healthy families. These are the core components of a Family Place Library:

- A specially designed space in the children's area for families with young children to relax, play, share books and meet other families.
- Parent-Child Workshops - a five week series of fun, play-based activities, rich with toys, books, and art activities, for toddlers and their parents and caregivers. The Workshops provide an opportunity for families to spend time together, make friends and talk one-on-one with specialists on various aspects of child development and early literacy. We offered 4 workshop series during the fiscal year.
- Collections of books, toys, music and multimedia materials for babies, toddlers, preschoolers, parents and caregivers.
- Librarians specially trained in child development and family support.

As a Family Place Library, we partner with local family serving agencies, and professionals to help parents of young children build foundations for early learning. Research has proven that the ways adults respond to and interact with children from birth-to-five years have dramatic effects on the brain, stimulating a child's social, emotional, and intellectual development.

Respectfully submitted,
Gail Zachariah, Head of Youth and Community Services

Community Services Annual Report 2016-2017

The Keene Public Library offers free public programs that enrich the cultural fabric of our city. The Friends of the Keene Public Library or through grants and community donations fund all of our programs. In 2016-17, the library represented 992 events including author talks, story times, book discussions, craft and DIY workshops, musical performances, book celebrations, author visits, storytimes, film screenings, and many other events that attracted 11,505 people from babies to senior citizens. Unfortunately, this represents a -8.90% decrease in events and a -21.60 decrease in attendance from the year before. There are many reasons to account for this such as three new staff members and we had some difficulty getting out into the community.

Reporting Period: July 1, 2016-June 30, 2017

Library Sponsored Events

Age Group	Events	Attendance	Average Attendance per Program
<u>Community Programs – all ages</u>	14	640	45.71
<u>Class Visits to KPL– all ages</u>	7	257	36.71
<u>Community Meals</u>	67	360	5.37
<u>Children’s Programs (birth-tweens)</u>	447	5,991	13.40
<u>Teen Programs</u>	86	938	10.90
<u>Adult Programs</u>	<u>371</u>	<u>3319</u>	8.94
TOTALS	992	11,505	11.59

A few special highlights of the year were our annual Chautauqua program, which brought in two excellent researcher/performers to portray Paul Robeson and Wilma Rudolph, our third How-to-Festival, several special Harry Potter events, and our first Indie Author Day. Some of the programs that were offered required registration and some did not. But we can report that a total of 307 unique people registered for programs during the 2016-2017 fiscal year.

At many of our programs, we give out free books. We estimate that during the period we gave out 2,500 books during our summer reading program, Library Card Sign-Up Month, and All Hallows Read at the Monadnock Pumpkin Festival.

GRANT WRITING

We received a grant from Library of America for WWI programming. We received grants from New Hampshire Humanities, C&S Wholesale Grocers, and the City’s Martin Luther King, Jr./Jonathan Daniels Committee for our 2017 Chautauqua, which will be held on Friday, Aug. 25, 2017 and will focus on WWI with presentations from W.E.B. Dubois and Woodrow Wilson. We received funding from Maker Ed and Cognizant for the 2017 Maker Corps program.

OUTREACH AND COMMUNITY COLLABORATIONS

The library continues a relationship with the Hourglass Players, the Edge Theatre, the Monadnock Area Art Association, Monadnock Family Services, Chesco, the Keene Music Festival, the Waldorf High School, the Keene Senior Center, and the Pi Delta Kappa, Education Honor Society. Several

scout groups, Head Start classes, and YMCA camps visited the library for tours and presentations. Youth Librarian Colleen Swider went to the Footsteps Daycare once a month and offered story programs. She also made presentations at SAU 29's Ready for Kindergarten Program.

PR AND PUBLIC RELATIONS

During the year, the Community Services Librarian wrote weekly press releases and maintained the front page and the Youth and Teen pages of the library's website. The library has a presence on Facebook, Twitter, Foursquare, Good Reads, Flickr, WordPress, Instagram, Pinterest, LinkedIn, and Tumblr. On June 29, 2017 we had 2,077 Facebook fans and 2,019 followers. On average, 433 people saw each of our Facebook posts. In the last year, we paid \$614.73 for 138 paid Facebook campaigns reaching 14,799 people. Our Facebook fans are 77% women and 22% men. Currently 22% of our fans are women between the ages of 25-34 while 21% of our fans are women between the ages of 35-44; 14% of our fans are women between the ages of 45-54; 8% of our fans are women between the ages of 55-64, and 6% of our fans are over the age of 65. On the other hand 6% of our fans are men between the ages of 25, 6% are men between the ages of 35 to 44, 6% are men between the ages of 35-44, and 4% of our fans are men 45 to 54 years of age.

On Twitter, we have 856 followers.

We subscribe to a service called Dear Reader that sends patrons an email with a portion of a book. Each week, the patron can try out a different book and then come to the library to check out the book to finish the title.

We also subscribe to Library Aware, which we use to create and manage our PR campaigns and email publications. Currently, 2,857 active subscribers receive emails through Library Aware. During the fiscal year, 1,354 people signed up for emails and 16 people unsubscribed to the service. Last year, we used Library Aware to design 274 printed materials including flyers, posters, shelf signage, pamphlets, and bookmarks, 75 E-blasts, 115 website widgets, and 26 Facebook posts. Through Library Aware we sent out 185,492 emails, which had a 17.39% open rate with 2,754 clicks on web links in the emails. The web links in the website widgets were clicked 138 times. Each month, we send out several book related newsletters using Library Aware. Through Library Aware we send out monthly newsletter emails with new and suggested books and other library materials. Last year a total of 337 newsletters were sent to 8,106 emails with an open rate of 27.59% and 10,109 clicks to the library catalog. Library Aware was used to design the promoted ads, which were broadcast on Cheshire TV. A slight majority of the emails were read on desktops. 43.22% were read on mobile devices and the other 56.78 were read on desktops.

We are fortunate that the Friends of the Keene Public provided the financial support so that we could place several ads in the Shopper News, radio announcements, an ad in a map printed by uai.com, and the phone book.

LOOKING FORWARD

The library will again participate in the national library promotion campaign "Outside the Lines." It is a weeklong celebration – Sept. 10-16, 2017 – demonstrating the creativity and innovation happening in libraries. This year, we will make a greater impact in the community because we have enlisted the help of Board members and Friends.

Respectfully submitted,
Gail Zachariah, Head of Youth and Community Services

2016-2017 Audio-Visual Report

The Adult Audio-Visual collection currently comprises 9% of the total library material holdings and is 19% of the total library circulation.

782 items were added to the collection this year and included generous donations of DVDs and music CDs from our patrons.

The New Hampshire Downloadable Book Consortium collection continues to grow in popularity. 306 of our patrons joined this year, increasing the number of Keene users to 3409. These downloadable formats circulated 21,410 times this past year, an increase of 7.82% over last year.

The Audio-Visual department is committed to providing our public with quality materials in all audio and visual formats in a timely manner to support our patrons' requests.

Format	Number of items added this year	Total format holdings	Number of circulations this year
DVDs	605	7,000	39,529
Books on CD	147	2,701	7,753
Music CDs	30	1,721	2,572
TOTAL	782	11,422	49,854

Respectfully submitted,

Sheila Williams

Audio-Visual Librarian

**Reference Statistics
FY 16 – 17**

At various times during the year, library staff keep track of the number and type of questions being asked at both the reference and youth desks. The types of questions tracked are Directional, Information, and Reference. This sampling, extrapolated out over a year, yielded:

	REFERENCE	YOUTH	
Directional	1449	1610	
Information	1751	1290	
Reference	4908	3739	<u>Total</u>
	8108	6639	14747

**Interlibrary Loan Statistics
Fiscal Year 16 - 17**

The library participates in interlibrary loan with libraries in New Hampshire and throughout the country. Our patrons may request material we do not have and we will attempt to borrow this material from another library. We loan our material to other libraries with the exception of new materials and reference items.

During the past year, the library was able to fill 68.4% of our patron requests for library materials not owned by the library or Keene State. Library patrons requested 2,332 items from other libraries. Of these requests, 1,595 were filled.

The library was able to fill 68.5% of the requests from other libraries to borrow our materials. We received 4,500 requests from other libraries for items in our collection. Of these requests 3,084 were filled.

**Internet & Computer Training Statistics
Fiscal Year 16 – 17**

The library continues to offer internet access to the public through library computers as well as Ethernet and Wireless connectivity for patrons with their own computers. Over the past year the library’s 13 internet computers were used 18,068 times. Our 2 laptops circulated 340 times.

In addition to offering internet access the library continues to offer one on one computer training on various topics. Over the past year the reference librarians have taught 24 training classes.

John Johnson

Technology Report 2016-2017

Technology services – equipment, training, resources, and assistance – continue to be well-used and popular among patrons of KPL. This requires staff to keep up with their efforts to be aware of trends in technology with professional reading as well as attendance at local, regional, and online webinars and workshops.

Digital Collections/Services

- Patron awareness of our many resources remains a key issue. In addition to information on our website we try to direct patrons looking for print resources to the many additional options they have for finding information right at home through our online databases and other electronic resources. For example, our collection of online books on a variety of technologies is an extensive and up-to-date complement to what we are able to provide in print. We keep up-to-date brochures about our online resources available near the reference desk, as well as small ‘business cards’ for each database with pertinent information that patrons can easily take home as reminders about online access. Staff members made 14 visits to community groups to share information about programs, book and digital resources. More visits with community groups, such as the Kiwanis Club, are planned as a way of letting people know about the variety of resources a Keene Public Library card gives them access to.
 - Library staff members use Library Aware for PR. During the fiscal year, 639,332 total users clicked 4,746 times on email announcements, printed posters, brochures, bookmarks, and flyers, widgets, newsletters, and other materials for promoting our resources and events.. During the period, 274 PR materials pieces were created, 75 emails were sent (with a 18.85% open rate and 4,034 clicks), 115 website widgets were viewed 457,687 times (with 460 clicks), and 26 items were posted to social media (with 252 clicks). We also used Library Aware to send 337 monthly newsletters regarding new materials. These email newsletters had a open rate of 27.59% and 10,114 clicks.
- Downloadable books remain extremely popular with 9,885 ebooks checked out (an increase of more than 200 checkouts over last year) and 11,522 audiobook checkouts...13% more than last year. Patron requests for introduction to and assistance with the downloadable books remained steady. The more formal ebook classes proved to be less popular than individual assistance appointments, so the classes have been suspended for the time being. [Once new construction is complete we’ll try more classes and entice patrons to our lovely new learning spaces!]
 - Digital magazines were discontinued by OverDrive in the spring of 2017. They were a very popular part of the digital collection, however, and the New Hampshire Downloadable Consortium is hopeful that there will be an affordable replacement option at some point.
- The library website was visited by 38, 675 users from multiple geographic locations and many kinds of devices. The majority of website users still come to us from a desktop or laptop computer (85%) but use of our mobile library app increased by almost 14% in the last year. It is clear that is becoming an increasingly important means of access to our services.
 - The City of Keene launched a redesigned website in June of 2017 and the library is following suit. During the summer and fall of 2017 Cary Jardine and Gail Zachariah

are working with Nancy Vincent as well as Sarah Miller from the city IT staff on reworking the library website in the new design. This is giving us the opportunity to evaluate and reorganize the library's extensive website content.

- The library app, LibraryAnywhere, had 27,486 visits from 19,253 users. [In just five years, app usage has increased from 1082 users and 2333 visits.] Through this app users of mobile devices can easily find out about our hours, search the library catalog, log into their library accounts, access our events calendar, or get to the full library website if they wish to.
- Increasing numbers of visitors to the library access the internet on their own devices (laptops, tablets, smart phones) using our wireless network, and our public internet computers are still almost constantly in use. So far 8 of the 9 public internet desktop computer towers have been replaced with the much smaller mini-computers. The fact that these mini-computers do not have CD/DVD drives has not proved much of a problem as most users of these computers are interested in just internet access. For those wishing to watch a DVD or retrieve information from a CD we still have several computers with DVD drives plus an external drive that can be borrowed for use within the library.

Training & Instruction

- Librarians continue to offer one-on-one public computer training classes although more and more people are looking for “on demand” training rather than scheduled classes, and call or come in with questions. This includes ebook & audiobook instruction as well as assistance with laptops, mobile devices, and various software programs.
- The Digital Services librarian had over one hundred individual appointments for technology assistance and fields anywhere from 2-5 drop-in (or call-in) questions a week in addition to the regularly-scheduled appointments available with other reference librarians. Patrons very clearly appreciate that the library offers this service.
- Youth Librarians offered 38 technological programs teaching coding, robotics, and 3-d printing or demonstrating electronic resources to 170 young people or parents.
- Library staff meet with colleagues at Keene State College as well as other New Hampshire libraries which use Innovative Interfaces for their online library system. Over the past year the decision was made to move from Millennium, our current ILS, to another system available from the same vendor (Sierra, from Innovative Interfaces). Plans are underway to upgrade to the new system within the next 6-8 months. The change-over will probably be done between the fall and spring semesters, the least disruptive time for the college to make a change like this. In the spring of 2017 Susan Hansmeier and Cary Jardine attended the Innovative Users Group conference in Washington, DC, to begin preparing for this migration.
- Staff members regularly attend meetings of the Nubanusit Library Co-op, the Urban Libraries group, CHILIS (Children's Librarians of New Hampshire), YALS (Young Adult Librarians), READS (Reference and Adult Services), and the Information Technology Groups of the New Hampshire Library Association.
- Staff members attended the following national conferences: Computers in Libraries, ALA (American Library Association) Mid-Winter Conference, Book Expo America, and Innovative

Users Group. Four staff members also attended the annual conference of the New Hampshire Library Association.

- Library staff participated in many online webinars on a variety of topics and took online classes through Lynda.com which offers a large selection of technology training classes.

Hardware/Software

- The library has 51 computers, with 28 of those being for public use.
- The Friends of the Keene Public Library purchased a new AWE computer station with learning games for children in early through upper elementary school. We still have the two AWE computer stations purchased by the Friends a few years ago. These are no longer under warranty but we will keep them as long as they are working. During the year, Youth Department staff increased the number of public Internet stations to six while decreasing the number of non-Internet, non-AWE gaming computers to three. The non-Internet game stations were primarily used by Minecraft players. Fewer children are playing Minecraft and are opting to play Roblox, a web based game. It is also more difficult to play Minecraft on non-Internet computers. When Microsoft acquired they discontinued Minecraft Edu, which allowed offline play. Youth can continue to play on Minecraft Edu already installed but we can no longer install software so as our computers are updated, we lose the ability to play offline.
- Three staff computers have been replaced with Microsoft Surface tablets. Most of the computers are on a 5-year replacement cycle (4 laptops and the 3 Surface tablets are on a 3-year replacement cycle). We continue to use Centurion's Smart Shield software to "lock down" and protect the public computers.

Looking Forward

- Staff members and patrons alike look forward to the Annex renovation and expansion which will bring new spaces and new technologies. We also look forward to the new ILS, which will offer our patrons enhanced catalog searching capabilities and access to resources as well as streamlined workflows for staff.
- All of the computers in the library except the Surface tablets are still using Windows 7 (the tablets use Windows 10). One staff laptop has been upgraded to Windows 10, which helps with instruction for patrons using Windows 10 (who are beginning to outnumber those still on Windows 7).

Technical Services Annual Report 2016-2017

With the retirement of Jennifer Bone two months before the end of the fiscal year, we have reorganized her technical services duties among various other staff members. We have been meeting regularly with Nancy to talk about how we're handling the extra work and how we might better share that work and make the processes more efficient.

We have changed the way we track one metric, which is evident in this report: acquisition statistics. Previously, tracking additions and withdrawals relied on manual recordkeeping, with a cumulative total being based, not on the catalog, but on previous years' manual work. We have moved to a process where Cary Jardine writes parameters and runs various reports so as to pull the data from the catalog. For this year, it means we do not have comparative numbers from previous years, but going forward we will be able to compare data gathered by the same means, and so will be comparing apples with apples.

We continue to move toward the migration to Sierra, the newer catalog database from the makers of our current Millennium system, possibly over the holiday break when Keene State College is not in session. Among the many improved features that will make tasks easier and more streamlined are the reporting capabilities that promise to greatly expand and simplify the ways we track data--such as acquisitions.

Though Jennifer's departure has certainly left a gap that is both wide and deep, we are doing our best to plug mission-critical holes.

Sean Wiley, administrative assistant

KEENE PUBLIC LIBRARY
July 2016 - June 2017
Statistical Report

Population Served 23,419

Total number of active borrowers

Cards as of 6/30/17 19,116

Adult resident cards	11,068
Adult non-resident cards	1,667
Youth resident cards	3,698
Youth non-resident cards	747
Business/Organizations	138
KPL Outreach	31
Staff & Other Libraries	420
KPL Patron Archive	1,347

Hours of service : 9:00 a.m. - 9:00 p.m. Monday - Thursday
9:00 a.m. - 6:00 p.m. Friday
9:00 a.m. - 5:00 p.m. Saturday (September - May)
9:00 a.m. - 1:00 p.m. Saturday (June - August)

Total weekly library staff hours : 653

FTE (full time employees) : 8

(part time equivalent) : 9

Total FTE : 17

Average weekly volunteer hours : 7.2

Meeting Room Use

(includes Heberton Hall, Trustees Room, Green Room, Price Room, Auditorium, and Kay Fox Room)

City Staff Department Use (Other than Library Personnel) 31 Events 435 Participants

LIBRARY STAFF, TRUSTEES AND FRIENDS Use 233 Events 2,132 Participants

OUTSIDE GROUPS AND ORGANIZATIONS 768 Events 6,979 Participants
(This includes 245 Tutoring Sessions)

There were 130 Unique Outside Organizations who used Library space.

These figures include the use of Heberton Hall by Outside Groups, some were long term renters who used the hall on a regular basis for classes, performances and rehearsals. This despite the fact that rental to outside groups ended for the most part by April of 2016 which effectively cut the availability of the hall by 25% this year.

Also, it should be noted that there was a great increase in the Library use of room space for programs that included Summer meals every day for a two month period, and use of the Kay Fox Room by the Family Place Program for most of the year. And although these programs were of paramount significance to the Library mission, they did limit to some extent the availability of space for independent community use.

People requesting space that we could not accommodate were directed to Parks and Rec, the facility room at the Ice Arena and other community spaces. Repeatedly we heard that community members were grateful for free, (or low cost) comfortable space to conduct activities.

KEENE PUBLIC LIBRARY CIRCULATION STATISTICS July 2016 - June 2017

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Adult													
fiction	4496	4469	3887	3557	3328	3323	3662	3384	3926	3247	3737	3856	44872
nonfiction	2182	2079	1928	1879	1892	1771	2184	1787	2235	1793	1764	1970	23464
books on CD	639	712	665	625	623	578	655	565	717	637	664	673	7753
magazines	325	312	269	233	209	263	305	336	342	288	293	282	3457
music	196	211	172	275	272	255	196	207	234	188	157	209	2572
DVDs	2903	3121	2958	3101	3431	3690	3630	3232	4041	3104	3176	3142	39529
Youth													
fiction	4193	4228	3700	3593	3685	2842	3924	3624	4076	3581	3458	3927	44831
nonfiction	616	719	696	765	697	497	861	869	947	807	627	631	8732
CD/cassette/playaway	276	246	109	161	162	124	146	172	148	187	160	209	2100
magazines	18	30	25	43	28	44	17	23	34	27	64	32	385
music	21	71	51	38	37	18	34	22	34	28	33	29	416
DVD/VHS/launch/views	1261	1380	1178	1225	1140	972	1063	1019	1049	1069	927	1075	13358
gaming	184	271	108	157	188	245	197	158	111	99	129	126	1973
Young Adult													
fiction	838	781	490	514	406	466	436	396	641	600	581	726	6875
nonfiction	38	38	15	22	17	18	26	21	18	17	29	18	277
CD/playaway	16	4	18	7	7	5	4	16	18	12	12	8	127
magazines	1	2	7	1	4	8	4	4	4	3	6	6	50
DVDs	384	397	411	407	449	373	468	465	551	562	539	451	5457
gaming	36	54	40	43	39	83	80	75	65	44	58	33	650
electronic books	861	973	783	799	763	757	911	800	829	770	825	817	9888
downloadable audio books	883	947	942	907	940	907	1071	934	979	1002	1084	926	11522
laptops	36	40	26	13	11	20	22	20	33	51	35	45	352
equipment	2	2	3	1	0	2	2	2	0	1	0	4	19
interlibrary loan	120	102	92	120	123	83	111	83	114	120	128	179	1375
museum passes	229	200	98	114	108	116	119	188	187	178	164	181	1882
renewals	2916	2685	2505	2440	2362	2452	2408	2261	2868	2329	2568	2386	30180
TOTAL	23670	24074	21176	21040	20921	19912	22536	20663	24201	20744	21218	21941	262096

COMPARATIVE CIRCULATION STATISTICS			
July 2014 - June 2017			
	<u>7/14-6/15</u>	<u>7/15-6/16</u>	<u>7/16-6/17</u>
Adult Fiction	46,822	46,696	44,872
Adult Non-Fiction	28,661	26,266	23,464
<u>Total Adult Book</u>	<u>75,483</u>	<u>72,962</u>	<u>68,336</u>
Juvenile & YA Fiction	61,450	59,491	51,706
Juvenile & YA Non-Fiction	12,108	10,645	9,009
<u>Total Juvenile & YA Book</u>	<u>73,558</u>	<u>70,136</u>	<u>60,715</u>
<u>TOTAL BOOK</u>	<u>149,041</u>	<u>143,098</u>	<u>129,051</u>
Adult Magazines	4,050	3,566	3,457
Juvenile & YA Magazines	568	440	435
<u>TOTAL MAGAZINES</u>	<u>4,618</u>	<u>4,006</u>	<u>3,892</u>
Adult Books on CD	9,977	8,663	7,753
Juvenile & YA Books on CD & Playaway	2,732	2,569	2,227
Adult DVDs	43,968	39,704	39,529
Juv. & YA DVDs, Videos & Playaway Views	22,356	20,358	18,815
Adult Music CDs	3,957	3,017	2,572
Juvenile & YA Music CDs	550	629	416
<u>TOTAL AV</u>	<u>83,540</u>	<u>74,940</u>	<u>71,312</u>
Renewals	32,767	31,084	30,180
Museum Passes	923	983	1,882
Laptops	1,122	837	352
Interlibrary Loan	1,346	1,269	1,375
Equipment & Gaming	1,391	2,421	2,642
<u>TOTAL OTHER</u>	<u>37,549</u>	<u>36,594</u>	<u>36,431</u>
Downloadable Audiobooks	8,517	10,191	11,522
Downloadable Ebooks	9,572	9,665	9,888
<u>TOTAL DOWNLOADABLES</u>	<u>18,089</u>	<u>19,856</u>	<u>21,410</u>
<u>GRAND TOTAL CIRCULATION</u>	<u>292,837</u>	<u>278,494</u>	<u>262,096</u>

Summary of database & other resource statistics July 1, 2016 – June 30, 2017

Ancestry.com 12,223 total searches

Biblioboard 43 title requests 66 record views 10 multimedia full content requests

Chilton's 43 searches

EBSCO by Database	Regular searches	Record views
Academic Search Premier	515	248
Business Source Premier	278	102
Consumer Health	18	6
ERIC	217	16
Funk & Wagnalls	184	13
GreenFile	225	19
HealthSource Complete	249	31
LISTA	225	31
MAS Ultra	285	12
MasterFile	1422	958
MiddleSearch	645	187
Newspaper Source	336	33
Primary Search	265	25
Professional Development	169	0
Regional Business News	249	6
TopicSearch	241	1

Gale Virtual Reference 9 sessions 14 searches 11 full text retrievals

Learning Express Library

41 sessions 15 registrations 95 page hits 20 tests 7 tutorials 0 computer courses 13 ebooks

Legal Forms (Gale) 57 documents downloaded

Mango Languages 1105 total course uses 690 mobile sessions

Morningstar 11 sessions 102 searches 84 record views

New York Times (online version) 1428 on-site sessions 52 off-site sessions

OverDrive (NH Downloadable Books)

Ebook checkouts 9885
 Audiobook checkouts 11522
 Digital magazines 483

Safari Tech Books Online 96 sessions 27 searches 1077 pages viewed

Tumblebooks 1453 book views

TumbleBook Cloud 4 book views

TumbleBook Cloud Jr. 213 book views

AudioBook Cloud

1418 book
views

Tutor.com 13 live sessions 5 Skills Center usage

ValueLine 3915 log-ins (mostly offsite) 19701 page views

KPL website 209,489 page views 151,231 unique page views
38,675 users 62.7% returning users; 37.7% new users
85% of users accessed site from desktop computer; 15% from a mobile device

Mobile site 15,115 sessions 70% from Apple devices (52% iPad, 18% iPhone); 30% from Android devices

LibAnywhere (mobile app for accessing specific library pages and services)
19253 users 27486 visits 56% from iOS devices; 44% Android
[Five years ago mobile app had 1082 users and 2333 visits)

2016-17 Acquisition Statistics

New items added 7/01/2016 - 6/30/2017		TOTAL HOLDINGS
BOOKS	ADDED	TOTAL BOOKS
Adult	3363	79113
Juvenile	1065	47458
Pamphlets		215
Young Adult	612	8155
Paperbacks	<u>66</u>	1261
TOTAL	5106	136202
ADULT AUDIOVISUAL	ADDED	TOTAL AV HOLDINGS
DVDS	650	7572
Books on CD	191	2448
Music CDs	9	1913
Framed art	<u>0</u>	<u>90</u>
TOTAL	850	12023
YOUTH	ADDED	
DVDs	227	2516
Videocassettes		75
Books on cassette		196
Books on CD	39	903
Music CDs	16	436
Puzzles	2	98
Video games	49	196
Playaways	63	356
Playaway views	9	72
Launch pads	<u>10</u>	56
TOTAL	415	4904
YA A/V	ADDED	TOTAL YA A/V
DVDs	112	1085
Books on CD	5	172
Playaways	4	84
Videogames	<u>11</u>	<u>100</u>
TOTAL	132	1441
Books	5106	136202
Adult AV	850	12023
Youth AV	415	4904
YA AV	132	1441
TOTAL ITEMS ADDED	6503	TOTAL HOLDINGS: 154570

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF:

BALANCE BEGIN OF MONTH	Principal				Year to Date (YTD)									
	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH JUNE 30, 2017	GRAND TOTAL PRINC & INC JUNE 30, 2017	MARKET VALUE JUNE 30, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
2,005,882.42	197,750.00	-	(1,217.66)	(2,500.00)	2,199,914.76	2,204,495.07	2,204,495.07	1,829,223.41	-	(10,171.25)	(343,216.74)	4,566.19	-	-
2,005,882.42	197,750.00	-	(1,217.66)	(2,500.00)	2,199,914.76	2,204,495.07	2,204,495.07	1,829,223.41	-	(10,171.25)	(343,216.74)	4,566.19	-	-

Heberton Hall Uses of Funds

Construction Costs- Building Renovation with Connector	
GMP Building and Site work	\$ 8,226,831
	\$ 8,226,831

Purchase Price	
Building and Land	\$ 2,500,000
Furniture, Fixtures, and Equipment	\$ 350,000
	\$ 2,850,000

Soft Costs	
Architectural Design fees	\$ 715,400
Geotech fees	\$ 5,000
Surveyor	\$ 5,000
A+E reimbursables	\$ 25,000
Third Party Review fee	\$ 15,500
Building Permit	\$ 45,390
Project Manager	\$ 100,000
Materials Testing	\$ 20,000
Commissioning	\$ 25,000
Payment and Performance Bond @ 1%	\$ -
Builders Risk	\$ 20,000
Temporary Power Current Costs	\$ 12,000
PSNH Hook Up	\$ 13,000
Reserves/Prepaid Expenses	\$ 350,000
Owner's Contingency	\$ 205,671
	\$ 1,556,961

Other Development Costs	
Appraisal	\$ 7,000
Development Fee	\$ 395,000
Legal Fees	\$ 300,000
CDE Fees	\$ 340,000
Construction Loan Interest	\$ 75,000
	\$ 1,117,000

Total Project Cost	\$ 13,750,792
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Sources of Funds

Fund Sources	
New Markets Tax Credits	\$ 4,524,131
Private Donations/Foundations	\$ 4,726,661
Historic Tax Credits	\$ -
City Bond	\$ 2,000,000
Sale Price of Building and Land	\$ 2,500,000
	\$ 13,750,792

Total Fund Sources	\$ 13,750,792
Total Fund Uses/Total Project Cost	\$ 13,750,792

LIBRARY RENOVATION TRUST FUND

- I. Creation and Administration. There is hereby created a City temporarily restricted trust fund to be held and administered by the Trustees of Trust Funds and Cemetery Trustees (the “Trustees”) to be known as the Library Renovation Trust Fund (the “Fund”). The City of Keene on behalf of the Fund shall accept all irrevocable bequests, contributions, cash, and other gifts, payable on demand in United States currency or marketable securities to the Fund. All funds so received shall be used as set forth herein by the Trustees, or as nearly so as they can determine to be practicable in order to carry out the intent of the Fund as described herein.

- II. Application of Principal and Interest. The principal of the Fund, and any accrued interest or income thereon, shall be applied toward the costs and expenses for the renovation and expansion of the Keene Public Library located at 60 Winter Street, and including but not limited to, the renovation of the Library Annex located at 76 Winter Street, which is to be attached to and included in the Keene Public Library and surrounding library campus (collectively “Library Project”); provided, however, that if the Fund, together with any other funds that may be raised for the Library Project outside of the Fund, are insufficient to complete the Library Project as intended, then the Fund may be expended as stated in Article III, below. The Trustees shall invest all funds received by the Fund as they are authorized to do by law, until expenditures from the Fund are requested by the City of Keene for the public purposes stated herein; provided, however, that the authority for any expenditures from the fund shall rest solely with the Trustees, which authority may include expenditures from time to time, or a lump sum distribution of the Fund depending on the needs of the Library Project.

- III. Excess Principal. In the event that there is principal and accumulated interest or income in the Fund in excess of the amount necessary for the Library Project, or in the event that the Library Project cannot be completed as originally intended for any reason as determined by the City, then the Trustees shall transfer the Fund, together with accumulated interest or income, to the Library Trustees.

- IV. Cessation of the Fund. The Fund shall cease to exist at any time after the completion of the Library Project as described herein and as determined by the City Building Inspector, or at such time that the principal and accumulated interest or income of the Fund equals zero, but in no event later than December 31, 2025.



**NEW HAMPSHIRE
CHARITABLE FOUNDATION**

Sally D. Miller\Friends of the Keene Public Library
60 Winter Street
Keene, NH 03431-3322

Keene Public Library Endowment Fund (3081-1)

	Current Quarter 4/1/2017 - 6/30/2017	Year to Date 1/1/2017 - 6/30/2017
Activity Summary		
Beginning Balance	\$131,308.83	\$131,781.14
Contributions	\$0.00	\$0.00
Net Investment Return	\$4,053.47	\$9,217.09
Grant Distributions & Program Expenses	\$0.00	(\$5,410.49)
Foundation Fees	(\$226.47)	(\$451.91)
Ending Balance	<u>\$135,135.83</u>	<u>\$135,135.83</u>

Itemized Contributions

Itemized Grant Distributions & Program Expenses

Estimated Charitable Disbursement for 2017	¹	\$0.00
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Message from the Foundation

If you have questions or comments on this report, please contact (603) 225-6641 and select Donor Services option, or email at donorservices@nhcf.org.

¹ Donor advised fund advisors may recommend grant distributions above and beyond the charitable disbursement rate.