

**Henrietta Public Library
Board of Trustees**

**Personnel, Budget and Finance Committee
Charge Statement**

Purpose and scope of the committee:

The Personnel, Budget and Finance Committee is a standing committee chartered to guide, support and make recommendations for best practices for the Henrietta Public Library. Responsibilities include, but are not limited to, prepared recommendations and improvement of fiscal policies, review of the annual budget and ensuring accurate budget management, tracking fiscal trends and identifying areas of potential growth.

Committee organization and reporting structure:

- Committee reports to the board of trustees of the Henrietta Public Library.
- Committee is led by the Committee Chair.
- Henrietta Public Library director is also on the committee.
- Committee will provide written reports about its meetings, prepared recommendations and actions.
- Committee makes recommendations to the full Board for the Board's review and approval.
- Membership of the committee is selected on an annual basis, each member may extend their term for an additional year.

Charges:

- Learn and train other Board members on how to read and analyze financial data.
- Ensure accuracy and efficiency of financial management by reviewing and updating the fiscal policies and prepared recommendation, and training all Board members about the policies and procedures.
- Support the library director by researching, evaluating and making recommendations on current employees' pay rates, and salaries and benefits.
- Assist Director in preparation of annual budget proposal.
- Evaluate, research and make recommendations to add an additional line for capital funds for maintenance replacement of large equipment and necessary items.
- Monitor financial operations results related to the annual budget.
- Ensure that annual staff evaluations are completed.

Meeting Frequency: once per month.

Term length: All members of the committee shall serve one-year terms, which may be renewable.

Approved March 2021

Updated January 2023