



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

**TUCKER FREE LIBRARY BOARD OF TRUSTEES
EMERGENCY MEETING
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
SATURDAY, JANUARY 30, 2021 at 1PM
VIA ZOOM MEETING**

Join Zoom Meeting

<https://us02web.zoom.us/j/89921885013?pwd=M244bzdOUzdVTzA0aU9yQzZHNVQRQUT09>

Meeting ID: 899 2188 5013

Passcode: 056586

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL ITEM 1	Attendance Emergency Meeting to Discuss 2021 Budget

POSTED: January 28, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Library Director of the Tucker Library on behalf of the Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM for this electronic meeting.¹ All members of the Board of Trustees have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #1 929 205 6099 US (New York) and Meeting ID: 899 2188 5013 Passcode: 056586, or by clicking on the following website address: <https://zoom.us/join>. Meeting ID: 899 2188 5013 Passcode: 056586

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board of Trustees at: <http://www.tuckerfreelibrary.org/current-meeting-agenda/>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 428-3471/540-0947 or email at: tuckerfree@comcast.net.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

¹ Many public bodies are utilizing video conferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

PLEASE FEEL FREE TO ADD/SUBTRACT/COMMENT. This will serve as our official rebuttal.

By RSA, only the Trustees of the Library have authority over the library budget. We have argued this before and prevailed. All our expenditures are 1) reviewed by trustees at our scheduled meetings via approval of a bill manifest and 2) those expenditures are also tracked against budget categories at those same meetings. This was true in 2020 as well as in previous years. TFL is also included in the audit conducted by external accountants annually. There has never been any issue regarding how we conduct business.

During any year, our budget is made up of both Town Appropriation Funds and Income from Trust Funds. As a former Board Treasurer told me in the early days, you always spend your Town Appropriation Funds before the Trust Funds. This was affirmed by Russ Roy in a 2007 email which dealt with this very issue (included as last page of this package) and in 2011 when the BOT sought to change to Gross Basis Budgeting (which is too complicated for purpose of this discussion but aligns with the directives we have received from Town). In conversation with Russ Roy, we were instructed that the current way we ask for appropriation was sufficient.

In summary, Unexpended Trust Fund money gets us through the first months of the year before Town Meeting. In 2020,

- TFL received \$34,340.61 in APPROPRIATION MONEY for operational expenses and \$32,286.92 from Willis Cogswell Fund and the Town Trust Funds.
- Our operational expenses for 2020 totaled \$52,178.45 meaning we expended all of the \$34,340.61 in APPROPRIATION MONEY.
- An additional \$17,837.84 in operational expenses came from the Town Trust Funds.
- Of the remaining \$14,449.08 from Town Trust Funds, \$5,499.32 is considered RESERVED funds for money not spent on memorial books.
- This leaves \$8,949.76 to carry over to 2021 from the operational expenses and \$8,167 from personnel expenses.
- An accounting of all the funds is provided in the Tucker Free Library Town Report.

We were asked to come in with a flat budget, which we did. That budget was at great expense to many of our lines to absorb the added cost of Pandemic Level Janitorial Services that we are facing. To come in flat, we reduced:

- Library Acquisition by \$4,800.00 (books decreased \$3,250.00, audio books decreased \$500.00, and most spectacularly periodicals were reduced by \$1,000.00 so we are only receiving 5 magazines per month).
- Technology Management Expenses by \$2,500.00
- Program Expenses by \$1,684.00

Due to the unprecedented nature of 2020, the Tucker Free Library did not expend the total amount projected in our 2020 budget. The following chart summarizes our expenditures and income. These numbers are as documented in our annual report:

DESCRIPTION	BUDGET AMOUNT	RECEIVED/SPENT IN 2020	OVER/UNDER SPENT
INCOME			
Personnel	\$ 199,076.00	\$ 190,909.00	\$ 8,167.00
Heating Oil Appropriation	\$ 4,408.00	\$ 4,201.32	\$ 206.68
Operational Appropriation	\$ 34,340.61	\$ 34,340.61	\$ -
GOEFFER FUNDS	\$ 5,037.64	\$ 7,937.99	\$ (2,900.35)
Willis Cogswell Fund	\$ 18,967.92	\$ 18,240.40	\$ 727.52
Town Trust Funds	\$ 13,319.00	\$ 13,319.00	\$ -
Misc Income Fines, Copy Fees	\$ 2,500.00	\$ 781.00	\$ 1,719.00
	\$ 277,649.17	\$ 269,729.32	\$ 7,919.85
OPERATIONAL EXPENSES			
Personnel	\$ 199,076.00	\$ 190,909.09	\$ 8,166.91
Meetings/Membership/Mileage	\$ 800.00	\$ 150.00	\$ 650.00
Staff Development	\$ 500.00	\$ 25.00	\$ 475.00
Books	\$ 17,250.00	\$ 13,567.09	\$ 3,682.91
Downloadable Content	\$ -	\$ 857.59	\$ (857.59)
Periodicals	\$ 1,400.00	\$ 482.84	\$ 917.16
DVD-Appropriation Fund	\$ 750.00	\$ 750.00	\$ -
DVD-Fine Revenue	\$ 1,187.00	\$ 473.91	\$ 713.09
General Maintenance	\$ 9,000.00	\$ 8,368.00	\$ 632.00
Building Repairs	\$ 3,900.00	\$ 609.36	\$ 3,290.64
Heating Oil Utilities	\$ 4,408.20	\$ 4,201.32	\$ 206.88
All other utilites minus heating oil	\$ 9,591.80	\$ 6,346.00	\$ 3,245.80
Supplies	\$ 4,500.00	\$ 3,108.52	\$ 1,391.48
COVID Supplies	\$ 5,037.64	\$ 7,937.99	\$ (2,900.35)
Technical Maintenance	\$ 500.00	\$ 310.00	\$ 190.00
Equipment	\$ 2,500.00	\$ 962.00	\$ 1,538.00
Library Programs - Contracted	\$ 3,940.00	\$ 3,905.00	\$ 35.00
Library Programs - Speakers/Sup	\$ 2,000.00	\$ 123.83	\$ 1,876.17
	\$ 266,340.64	\$ 243,087.54	\$ 23,253.10
INCOME OVER EXPENDITURES	\$ 11,308.53	\$ 26,641.78	\$ (15,333.25)

2021 Tucker Free Library Budget		APPROPRIATED IN	2021 TRUSTEE	CHANGE OVER
		2020	BUDGET	2020
PERSONNEL EXPENSES		\$ 199,076.09	\$ 201,648.44	\$ 2,572.35
6-2000	Library -- Wages	\$ 159,629.00	\$ 158,789.00	\$ (840.00)
	Library - Benefit: Health Insurance (Confirmed)	\$ 15,840.00	\$ 17,878.30	\$ 2,038.30
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84		\$ (831.84)
	Library -- Fica (7.65% of Library Wages)	\$ 12,211.62	\$ 12,147.36	\$ (64.26)
	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,387.99	\$ 9,333.14	\$ 945.15
	Library - Longevity Pay for Employees	\$ -	\$ 2,375.00	\$ 2,375.00
	Library -- Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ -
6-2020	Library -- Membership & Mileage	\$ 800.00	\$ 150.00	\$ (650.00)
6-2030	Library -- Staff Development	\$ 500.00	\$ 100.00	\$ (400.00)
ACQUISITION EXPENSES		\$ 21,150.00	\$ 16,350.00	\$ (4,800.00)
6-3000	Library Acquisition -- Books	\$ 17,250.00	\$ 14,000.00	\$ (3,250.00)
6-3010	Library Acquisitions -- Audio Books	\$ 1,750.00	\$ 1,200.00	\$ (550.00)
6-3020	Library Acquisitions -- Periodicals	\$ 1,400.00	\$ 400.00	\$ (1,000.00)
6-3030	Library Acquisitions -- DVD Appropriation Fund	\$ 750.00	\$ 750.00	\$ -
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 1,187.00		\$ (1,187.00)
FACILITY MANAGEMENT EXPENSES		\$ 31,400.00	\$ 38,900.00	\$ 7,500.00
6-4000	Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 19,500.00	\$ 10,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ -
6-4020	Library Utilities (Total - Heating Oil)	\$ 9,591.80	\$ 7,581.80	\$ (2,010.00)
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 4,408.20	\$ 3,418.20	\$ (990.00)
6-4030	Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 4,500.00	\$ -
TECHNOLOGY MANAGEMENT EXPENSES		\$ 3,000.00	\$ 500.00	\$ (2,500.00)
6-5010	Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ -
6-5020	Library Equipment	\$ 2,500.00	\$ -	\$ (2,500.00)
PROGRAM EXPENSES		\$ 5,940.00	\$ 4,256.00	\$ (1,684.00)
6-6000	Library Program - Contracted Services	\$ 3,940.00	\$ 4,006.00	\$ 66.00
	Apollo (Set by vendor, can't be changed)	\$ 1,950.00	\$ 1,950.00	\$ -
	NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	\$ 1,890.00	\$ 1,956.00	\$ 66.00
	Website	\$ 100.00		\$ (100.00)
6-6010	Library Program - Speakers & Supplies	\$ 2,000.00	\$ 250.00	\$ (1,750.00)
TOTAL LIBRARY OPERATIONS BUDGET		\$ 260,566.09	\$ 261,654.44	\$ 1,088.35
LIBRARY REVENUE PROJECTIONS		\$ 31,187.00	\$ 30,000.00	\$ (1,187.00)
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION		\$ 229,379.09	\$ 231,654.44	\$ 2,275.35
CHANGE OVER 2020 BUDGET		\$ -	\$ 2,275.35	\$ 2,275.35

Account #	Account Title	2021 Requested	2020 Approved	2021 vs 2020 \$	2021 vs 2020 %	2019 Approved	2018 Approved
LIBRARY							
4550	110 Library - Wages	158,789	158,209	580	0.4%	156,179	146,315
4550	211 Library - Benefit Insurance	17,878	16,671	1,207	7.2%	16,253	19,309
4550	220 Library - Fica	12,147	12,446	(299)	-2.4%	11,948	11,329
4550	230 Library - Retirement	9,333	8,387	946	11.3%	8,614	8,285
4550	523 Library - Workers Comp/Unemp Ins	875	876	(1)	-0.1%	876	876
	Library Acquisition - Audio	1,200	1,750	(550)	-31.4%	2,000	2,000
	Library Acquisition - Downloadable content			0	0.0%	0	0
	Library Acquisition - Books	14,000	17,250	(3,250)	-18.8%	18,000	18,000
	Library Acquisition - Periodicals	400	1,400	(1,000)	-71.4%	1,650	1,650
	Library Acquisition - Video	750	750	0	0.0%	1,000	1,000
	Library Blding Maint Supplies	4,500	4,500	0	0.0%	4,300	4,300
	Library General Maint - Cleaning	19,500	9,000	10,500	116.7%	9,000	9,000
	Library General Maint - Blding Repairs	3,900	3,900	0	0.0%	3,900	3,900
	Library Utilities (heating, elect, water, sewer phone)	10,999	14,000	(3,001)	-21.4%	14,000	12,000
	Library Programs	4,256	5,940	(1,684)	-28.4%	6,210	5,976
	Library Membership, Mileage	150	800	(650)	-81.3%	800	500
	Library Staff Development	100	500	(400)	-80.0%	500	500
	Library Tech Maintenance	500	500	0	0.0%	500	500
	Library Equipment	0	2,500	(2,500)	-100.0%	1,000	1,000
	Selectmen Reduction		0	0	0.0%	0	0
	Library Facility Improvement (Paint NH Room/Vestibule)		0	0	0.0%	0	0
	Library Facility Improvement (E Room Window Replace)		0	0	0.0%	0	0
	Building/Renovation Project: Outreach		0	0	0.0%	1,000	0
	Building/Renovation Project: Design Work		0	0	0.0%	0	0
	Building/Renovation Project: Project Planning		0	0	0.0%	0	0
	Library Revenue	(30,000)	(30,000)	0	-0.0%	(30,000)	(30,000)
4550	956 Library - Appropriation	229,277	229,379	(102)	-0.0%	227,730	216,440
	Library Budget Total	229,277	229,379	(102)	-0.0%	227,730	216,440

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Compose [Icons] View

Back 421 [Icons]

Russ Roy <russroy@tds.net> 11/7/2007 9:40 PM [RR]

To Tucker Free Library

Reply Forward Delete [Menu]

Lynn: In your budget request, detail the revenue offset showing the anticipated interest you could collect from the \$30,000 we advance. You don't need to change your bottom line, just make a reasonable number appear and your obligation will be fulfilled. I copied the section that we are going by:

**As part of their budget process, a few libraries list their anticipated
> interest income for the coming year and then reduce the amount they
> request
> from the town by that amount (Bow, Pittsfield, Greenland).**

I believe you are already doing the above, it's just not in the detail (yet).

----- Original Message -----
From: "Tucker Free Library" <tuckerfree@comcast.net >
To: "Russ Roy" <russroy@tds.net >
Sent: Wednesday, November 07, 2007 12:41 PM
Subject: Fw: [Nhais-l] Interest income

> FYI -- Let me know what you think. Thanks, Lynn
>
> ----- Original Message -----
> From: "Sanbornton Public Library" <spl@metrocast.net >
> To: <nhais-l@maillist2.nh.gov >
> Sent: Monday, October 29, 2007 12:28 PM
> Subject: RE: [Nhais-l] Interest income
>