



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
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY NOVEMBER 18, 2020 at 5:30 PM
VIA ZOOM MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/83737414438?pwd=Tkw4SGtzbUhPVjJ5QTBtc1hNWFpkQT09>

Meeting ID: 837 3741 4438

Passcode: 613197

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: October 20, 2020
ITEM 3	Treasurer's Report
ITEM 4	Director's Report
ITEM 5	Budget Discussion
ITEM 6	Other
ITEM 7	Schedule Next Meeting

POSTED: NOVEMBER 12, 2020 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:837 3741 4438 Passcode: 613197 or by clicking on the following website address: <https://zoom.us/join>. Meeting ID: 837 3741 4438 Passcode: 613197

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 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 teleconferencing 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.

Item #	Supporting Documents	NOVEMBER 18, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																					
MEETING PROCESS	<i>Page 2</i>	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency																					
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ITEM 4		Director's Report <p>a) Holiday schedule reminder 11/26 & 11/27 (Thursday & Friday) Thanksgiving 12/24 & 12/25 (Thursday & Friday) Christmas 12/31 (Thursday) Open 10-3 1/1 (Thursday & Friday) New Year</p> <p>b) Request from Weare Public Library – Notified. Spoke to interim director and sent letter.</p> <p>c) Update on Pandemic Service</p> <p>d) Friends' annual meeting 12/6/2020 at 2PM via Zoom. Interested in working with library staff on newsletter project. All members of executive board will remain. Sylvia Lennox will be nominated for Vice Chair and Naomi Praul will be nominated for Chair.</p> <p>Reminder from Director regarding Town Meeting 2021</p> <p>e) Trustees. Planning for the future. Reaching out to future trustees? Process?</p> <p>f) Attendance at various budget meetings. Mandatory trustee representation highlighted December 1 Warrant Article Review (Any Bonds over 100K) December 15 Warrant Article Review (All remaining warrant articles) January 5 Select Board Budget Review January 19 Public Hearing for bonds over \$100K/Budget Review</p>																					

		g) February 2 Public Hearing on operating budget March 13 Town Meeting												
ITEM 5	<i>Pages 9-10</i>	Budget Discussion												
ITEM 6		Other												
ITEM 7		Next Meeting:												
ADJOURN PUBLIC SESSION	TIME:	MOVE TO ADJOURN MEETING BY: <table border="1" style="display: inline-table; vertical-align: top;"> <thead> <tr> <th>NAME</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>Patti Osgood</td> <td></td> </tr> <tr> <td>Angelica Ladd</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>John Capuco</td> <td></td> </tr> </tbody> </table> RECORDING SECRETARY:	NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco	
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MEETING
PROCESS
ROLL CALL

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency
ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.

MEETING PARTICIPANTS	PRESENT AT	OTHERS IN ROOM
Patti Osgood	5:30	NO
Angelica Ladd	5:30	NO
Debra Kreutzer	5:30	NO
Anne Crotti	5:30	NO
John Capuco	5:30	NO
Lynn Piotrowicz- DIRECTOR	5:30	NO

ITEM 1 **Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.**

NAME OF PUBLIC MEMBER ATTENDING
Sylvia Lennox

ITEM 2 **Minutes of Meeting: September 24, 2020**

MOVE TO ACCEPT: Patti Osgood SECONDED BY: John Capuco

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 3 **Treasurer’s Report**

a) Y-T-D Summary & Monthly Expenditure Manifest

MOVE TO ACCEPT: John SECONDED BY: Patti

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

b) Personnel Timesheet Review

ACTION – Treasurer reviewed timesheets and signed all through August 23, 2020. Subsequent timesheet review suspended until able.

c) Monies to Be Accepted: **None**

ITEM 4 **Director’s Report**

- a) Holiday schedule for consideration
11/11 (Wednesday) Veteran’s Day
11/26 & 11/27 (Thursday & Friday) Thanksgiving
12/24 & 12/25 (Thursday & Friday) Christmas
12/31 & 1/1 (Thursday & Friday) New Year
- b) VROOM project – grant program Early Learning NH/Bezo’s Family Foundation
www.vroom.org; “Vroom is a global program of the Bezos Family Foundation. We believe all parents have the potential to create a bright future for their children. Our free, science-based tips and tools help parents and caregivers give children a great start in life today—and an even better future.”
- c) Request from Weare Public Library
Politely decline the request to combine services with WPL
- d) Update on Pandemic Service
Curbside is going well, self-check-out is going really well.
- e) Status of materials checked out prior to COVID closure
Witling down the amount of overdue items.
We estimate that we will have to write off about 20 items

ITEM 5 **Budget Discussion**

ITEM 6 **Policy Work**

- a) Employee Travel During COVID
The trustees agree to adhere to the NH Department of Health and Human Services’ COVID-19 Travel and Quarantine guidance and criteria.

- b) Working During Pandemic Related Stay at Home Orders
No new policy needed. Ongoing conversation as needed.

ITEM 7

Town Meeting 2021

- a) Patti Osgood and Angelica Ladd are up for election. Planning for the future. Intentions? Reaching out to future trustees? Process? Patti Osgood informed the Board of her intention not to run for reelection. Angelica Ladd informed the Board of her intention not to run for reelection.
- b) Attendance at various budget meetings. Mandatory trustee representation **highlighted**
 October 28 2021 Budget Due at Town Hall
November 14 Select Board & Budget Advisory Review 8AM-4PM (NO APPT YET)
 December 1 Warrant Article Review (Any Bonds over 100K)
 December 15 Warrant Article Review (All remaining warrant articles)
 January 5 Select Board Budge Review
 January 19 Public Hearing for bonds over \$100K/Budget Review
February 2 Public Hearing on operating budget
March 13 Town Meeting

ITEM 8

Other

Friends meeting on Saturday, Oct. 24
 Website needs a quick update to fix staff photos

ITEM 9

Next Meeting:

**ADJOURN PUBLIC
SESSION**

MOVE TO ADJOURN MEETING BY: Patti

SECONDED BY: Angelica

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

RECORDING SECRETARY: Angelica Ladd

Tucker Free Library Treasurer's Year-To-Date Report

January 1, 2020 - November 12, 2020

		Selected Period	Budgeted	\$ Difference	Notes/Comments	
4-0000	Income					
4-1000	Town Appropriation	\$23,833.49	\$229,379.00	\$205,545.51	<i>\$833 encumbered from 2019, 7/29/2020: \$111,614.23 (51%) of appropriation remains</i>	
4-1010	Heating Oil Appropriation	\$2,965.26	\$4,408.00	\$1,442.74		
4-2000	Personnel Appropriation	\$163,390.22	\$199,076.00	\$35,685.78		
4-3510	Contribution Overdue	\$32.00	\$0.00	(\$32.00)		
4-3520	Copier	\$372.50	\$0.00	(\$372.50)		
4-3530	DVD FINES	\$224.00	\$0.00	(\$224.00)		
4-3540	Non-Resident Cards	\$50.00	\$0.00	(\$50.00)		
4-3560	Damaged/Lost Books	\$170.75	\$0.00	(\$170.75)		
4-3570	Damaged/Lost Audio	\$24.00	\$0.00	(\$24.00)		
4-4035	COVID-19 Funds	\$5,037.64	\$7,415.47	\$2,377.83		RECEIVED FROM TOWN: GOEFFER FUNDS
4-5010	Willis Cogswell Fund	\$18,240.40	\$18,967.92	\$727.52	<i>Through 11/12/2020</i>	
4-5020	Town Trust Funds	\$13,319.00	\$13,319.00	\$0.00		
4-5030	Established Trust Fund Donation	\$225.00	\$0.00	(\$225.00)		
4-5040	Memory/Honor Donations	\$472.76	\$0.00	(\$472.76)		
4-5050	General Purpose Donation	\$275.00	\$0.00	(\$275.00)		
4-6000	Sale of Surplus	\$63.00	\$0.00	(\$63.00)		
4-7000	Cat's Meow Sold	\$20.00	\$0.00	(\$20.00)		
4-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00		
4-7010	NHPA GRANT	\$1,750.00	\$1,750.00	\$0.00		
4-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00		
4-7020	NHHC Speaker Reimbursement	\$400.00	\$400.00	\$0.00	<i>Money for Friends that came in as TFL NHPA Grant was for \$1750 + matching \$1750 \$3120 receive in 2019, represents remaining 50%</i>	
4-9200	Design Work	\$46,655.50	\$49,369.44	\$2,713.94		
					<i>The \$49,369 is what remains from \$70,000 from 2019. The income is amount reimbursed by Town thus far</i>	
6-0000	Expenses					
6-1010	Heating Oil Appropriation	\$2,965.26	\$4,408.00	\$1,442.74	<i>COVID19 content to ease the burden on statewide holds</i>	
6-2000	Personnel Appropriation	\$141,544.13	\$199,076.00	\$57,531.87		
6-2020	Meetings/Membership/Mileage	\$150.00	\$800.00	\$650.00		
6-2030	Staff Development	\$25.00	\$500.00	\$475.00		
6-3000	Books	\$12,087.26	\$17,250.00	\$5,162.74		
6-3007	Downloadable Content	\$857.59	\$0.00	(\$857.59)		
6-3010	Audio Books	\$915.41	\$1,750.00	\$834.59		
6-3020	Periodicals	\$482.84	\$1,400.00	\$917.16		
6-3030	DVD - Appropriation Fund	\$0.00	\$750.00	\$750.00		
6-3035	DVD - Fine Revenue	\$1,021.76	\$1,187.00	\$165.24		
6-4000	General Maintenance	\$6,824.50	\$9,000.00	\$2,175.50	<i>See 6-1010 for additional utility expense</i>	
6-4010	Building Repairs	\$609.36	\$3,900.00	\$3,290.64		
6-4020	Utilities	\$5,224.65	\$9,592.00	\$4,367.35		
6-4030	Supplies	\$2,237.86	\$4,500.00	\$2,262.14		
6-4035	COVID-19 Supplies	\$7,415.47	\$5,037.64	(\$2,377.83)		
6-5010	Technical Maintenance	\$310.00	\$925.00	\$615.00		
6-5020	Equipment	\$962.00	\$4,800.00	\$3,838.00		
6-6000	Library Programs - Contracted	\$3,840.00	\$3,940.00	\$100.00		
6-6010	Library Program -Speaker & Sup	\$123.83	\$2,000.00	\$1,876.17		
6-6080	Bank Fees	\$22.00	\$24.00	\$2.00		
6-6090	Trustees of the Trust Fund	\$0.00	\$225.00	\$225.00	<i>Submitted to Town of Henniker for GOEFFER Reimbursement</i>	
6-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00		
6-7010	NHPA GRANT	\$1,750.00	\$1,750.00	\$0.00		
6-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00		
6-7020	NHHC Speaker Reimbursed	\$460.00	\$460.00	\$0.00		
6-9100	Outreach	\$0.00	\$730.00	\$730.00		
6-9200	Design Work	\$46,655.50	\$49,369.00	\$2,713.50		
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00		
						<i>\$730 encumbered from 2019</i>
						<i>\$1000 encumbered from 2019</i>

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	CK #	CONFIRMATION #
Amazon	Supplies	Supplies	6-4030	\$ 16.24	5284	QVWCK-K771G
	Books	Acquisitions - Books	6-3000	\$ 126.85		
TDS	COVID Supplies	COVID Supplies	6-4035	\$ 226.46		
	Business Line	Utilities	6-4020	\$ 44.45	5289	QWYWP-CQBR0
	FAX Line	Utilities	6-4020	\$ 42.61	5288	QWYWP-CPN58
Star Light Cleaning	Janitorial - October	General Maintenance	6-4000	\$ 1,650.00	5287	QWYWP-CP621
Monadhock	Annual Monitoring	Utilities	6-4020	\$ 408.00	5286	QWYWP-CNR01
Henniker Waste Water	Sewer Bill	Utilities	6-4020	\$ 240.00	5285	QWYWP-CMXY4
Comcast Bsn Internet	Internet	Utilities	6-4020	\$ 124.90	5290	QWYX3-4BDW8
Eversource	Electric	Utilities	6-4020	\$ 184.51	5291	QX85F-DH6KJ
Baker & Taylor	Books	Acquisitions - Books	6-3000	\$ 603.65	5292	QXW2J-K58HW
EBSCO	PERIODICALS	ACQUISITIONS-PERIODICALS	6-3020	\$ 181.87	5293	QXW2J-KT1MP

Date of Board Review: See 11182020 Meeting Minutes for Vote Documentation

By signing below, I acknowledge, assign, and authorize payment of the aforementioned bill.

 Date 11/12/20

Lynn M. Piotrowicz

2020 Tucker Free Library Budget		APPROPRIATED IN 2020	EXPENDED THUS FAR (7 Weeks Remaining)	2021 TRUSTEE BUDGET	CHANGE OVER 2020
PERSONNEL EXPENSES		\$ 199,076.09	\$ 163,565.02	\$ 199,273.44	\$ 197.35
6-2000	Library -- Wages	\$ 159,629.00	\$ 133,426.07	\$ 158,789.00	\$ (840.00)
	Library - Benefit: Health Insurance (Confirmed)	\$ 15,840.00	\$ 12,956.57	\$ 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	\$ 10,068.84	\$ 12,147.36	\$ (64.26)
	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,387.99	\$ 6,938.54	\$ 9,333.14	\$ 945.15
	Library -- Workers Comp/Unemp Ins	\$ 875.64		\$ 875.64	\$ -
6-2020	Library -- Membership & Mileage	\$ 800.00	\$ 150.00	\$ 150.00	\$ (650.00)
6-2030	Library -- Staff Development	\$ 500.00	\$ 25.00	\$ 100.00	\$ (400.00)
ACQUISITION EXPENSES		\$ 21,150.00	\$ 13,485.51	\$ 16,350.00	\$ (4,800.00)
6-3000	Library Acquisition -- Books	\$ 17,250.00	\$ 12,087.26	\$ 14,000.00	\$ (3,250.00)
6-3010	Library Acquisitions -- Audio Books	\$ 1,750.00	\$ 915.41	\$ 1,200.00	\$ (550.00)
6-3020	Library Acquisitions -- Periodicals	\$ 1,400.00	\$ 482.84	\$ 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	\$ 1,021.76	\$ -	\$ (1,187.00)
FACILITY MANAGEMENT EXPENSES		\$ 31,400.00	\$ 17,861.63	\$ 38,900.00	\$ 7,500.00
6-4000	Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 6,824.50	\$ 19,500.00	\$ 10,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 609.36	\$ 3,900.00	\$ -
6-4020	Library Utilities (Total - Heating Oil)	\$ 9,591.80	\$ 5,224.65	\$ 7,581.80	\$ (2,010.00)
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 4,408.20	\$ 2,965.26	\$ 3,418.20	\$ (990.00)
6-4030	Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 2,237.86	\$ 4,500.00	\$ -
TECHNOLOGY MANAGEMENT EXPENSES		\$ 3,000.00	\$ 1,272.00	\$ 500.00	\$ (2,500.00)
6-5010	Library Tech Maintenance	\$ 500.00	\$ 310.00	\$ 500.00	\$ -
6-5020	Library Equipment	\$ 2,500.00	\$ 962.00	\$ -	\$ (2,500.00)
PROGRAM EXPENSES		\$ 5,940.00	\$ 3,963.83	\$ 4,256.00	\$ (1,684.00)
6-6000	Library Program - Contracted Services	\$ 3,940.00	\$ 3,840.00	\$ 4,006.00	\$ 66.00
	Apollo (Set by vendor, can't be changed)	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -
	NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	\$ 1,890.00	\$ 1,890.00	\$ 1,956.00	\$ 66.00
	Website	\$ 100.00	\$ -	\$ -	\$ (100.00)
6-6010	Library Program - Speakers & Supplies	\$ 2,000.00	\$ 123.83	\$ 250.00	\$ (1,750.00)
TOTAL LIBRARY OPERATIONS BUDGET		\$ 260,566.09	\$ 200,147.99	\$ 259,279.44	\$ (1,286.65)
LIBRARY REVENUE PROJECTIONS		\$ 31,187.00	\$ 38,551.24	\$ 30,000.00	\$ (1,187.00)
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION		\$ 229,379.09	\$ 161,596.75	\$ 229,279.44	\$ (99.65)
CHANGE OVER 2020 BUDGET		\$ -	\$ -	\$ (99.65)	\$ (99.65)

BUDGET CATEGORIES		DIRECTOR'S NARRATIVE
PERSONNEL EXPENSES		
6-2000	Library -- Wages	Dependent on the number of hours the trustees wish to be open. Propose waiting to expand hours until April (or once budget passes) if budget process is amiable. If we remain at 27 hours per week this amount would be \$153,222. If we expand hours in quarters 2-4 to 42 hours per week the payroll would be \$156,789. This would be a reduction of 3 hours per week over pre-pandemic, closing on evenings at 7PM as opposed to 8PM. Since reopening we have reduced FTE from 2.57 to 2.19, or averaging 96.55 hours per week pre-pandemic down to 87.66)
	Library - Benefit: Health Insurance	This number will be finalized in November. Assumes a 10% increase in July.
	Library - Benefits: Dental, Life, Disability (short & long)	
	Library -- Fica (7.65% of Library Wages)	Based on final number on wages
	Library -- Retirement	Group 1 wages 11.17% Jan-Jun. 14.06% Jul-Dec
	Library -- Workers Comp/Unemp Ins	Set by Russ Roy at \$875
6-2020	Library -- Membership & Mileage	Maintain trustees' membership in NHLTA at \$50/trustee. Conference and meeting attendance discouraged so little or no mileage.
6-2030	Library -- Staff Development	Used primarily to reimburse new employees for \$25.00 criminal background checks. No new hires anticipated.
ACQUISITION EXPENSES		
6-3000	Library Acquisition -- Books	Continue tightening belt. We have only expended \$11,200.00 thus far in 2020. Purchasing materials that are proven. If 2021 finds us offering limited COVID service, patrons turn to eContent.
6-3010	Library Acquisitions -- Audio Books	Maintain a limited budget to purchase routine authors as 1) fewer people are commuting, 2) new cars no longer have CD players thus decreased demand.
6-3020	Library Acquisitions -- Periodicals	Eliminate many of the periodicals based on little use in 2020 and decreased use in 2021 if COVID continues to be an issue.
6-3030	Library Acquisitions -- DVD Appropriation Fund	COVID has caused use of our DVD collection to plummet along with the limited availability of new content.
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	We had collected \$224 in fines prior to COVID closure. We have not reinstated fines.
FACILITY MANAGEMENT EXPENSES		
6-4000	Library General Maintenance -- Janitorial	COVID deep cleaning is approximately \$375 per week. I have based this increase on a need for this level of cleaning through the spring of 2021. If we are still in need of this level of cleaning after June we may have to reconsider expense and cut budget elsewhere.
6-4010	Library General Maintenance -- Bldg Repairs	Kept the same
6-4020	Library Utilities (Total - Heating Oil)	Taking into account the LED project completed in early 2020 and the significant decrease in electric use because of that project I feel comfortable decreasing this line by \$2000.
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	The Town has contracted with Ayer & Goss for \$1.899 per gal on heating oil. We routinely estimate use of 1800 gallons
6-4030	Library Bldg Maintenance Supplies	Suggest not changing this as we may need to purchase additional PPE and cleaning supplies depending on the longevity of the COVID crisis.
TECHNOLOGY MANAGEMENT EXPENSES		
6-5010	Library Tech Maintenance	Remains the same.
6-5020	Library Equipment	This amount can be reduced significantly if COVID crisis persists. Since removing computers from the youth area, we have surplus supplies should we need to replace a computer that breaks down.
PROGRAM EXPENSES		
6-6000	Library Program - Contracted Services	We are contractually bound for services in this area.
		Apollo (Set by vendor, can't be changed)
		NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)
		Website (Maintain \$100 budget to allow for upgrades to plugins and widgets that we currently use on our website.)
6-6010	Library Program - Speakers & Supplies	As long as COVID conditions persist we will not engage in programming. Decrease to zero.