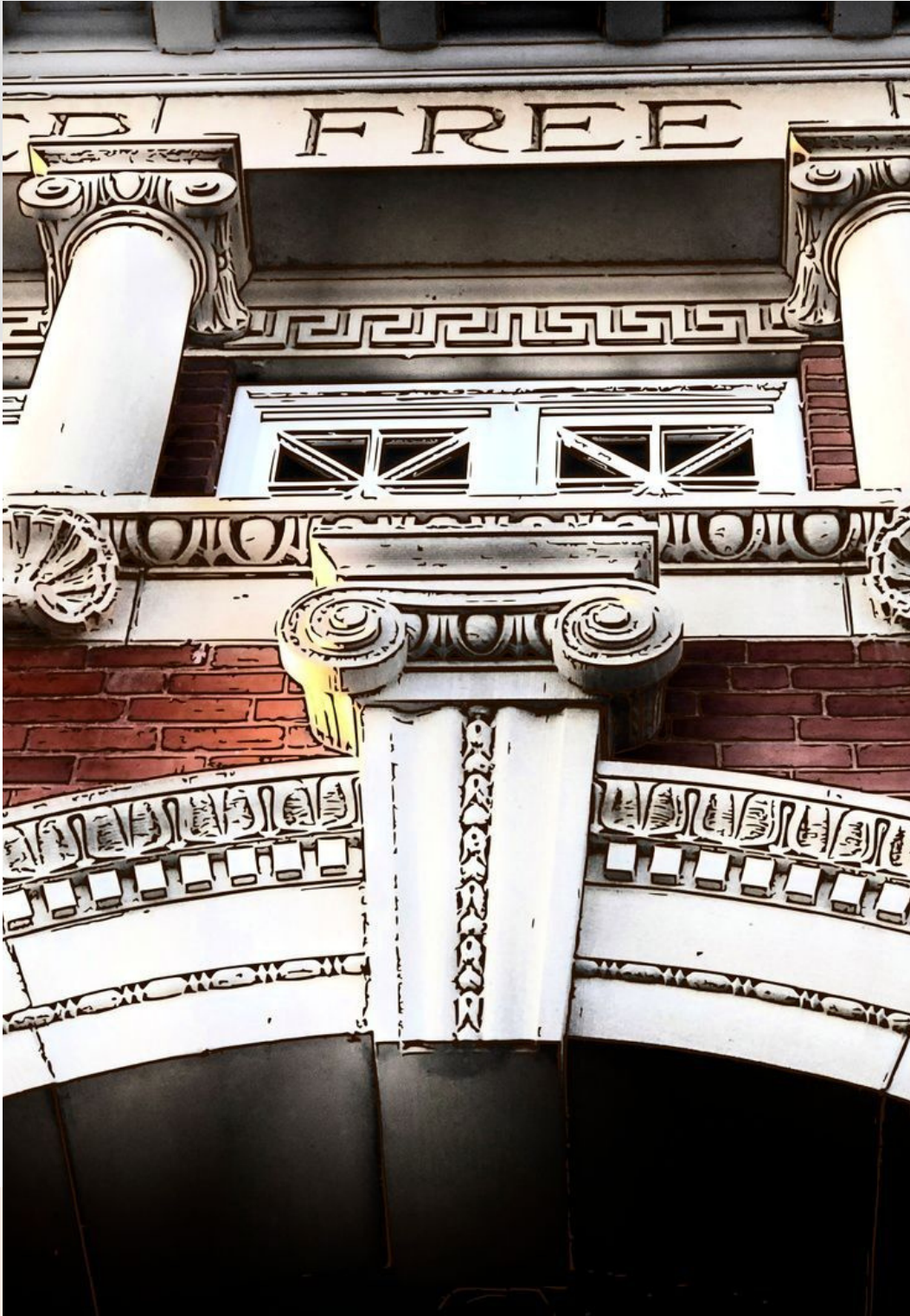


TUCKER FREE LIBRARY

LIBRARY FINANCIALS



WWW.TUCKERFREELIBRARY.ORG

THE BOARD AND ITS AUTHORITY



(2021 Board of Trustees- L-R, Joe Petrick, Deb Kreutzer, Anne Crotti, Fran Tain, John Capuco)

The Tucker Free Library is governed by a five-member Board of Trustees. These members are elected for a staggered three year term by a vote at Town Meeting.

New Hampshire public libraries ARE NOT town departments, and are therefore not subject to jurisdiction and review by the town manager and/or select board. (Town of Littleton v. Kathryn Taylor, April 1994) This court judgement affirms that the Board of Library Trustees is "the governing body of the library." Further, the Justice Department, Office of the Attorney General, attests that annual library appropriations SHALL NOT be lowered because trust income is available. Library trustees are required to follow donor intent in expending trust fund income (RSA 202-A:22 and 23, RSA 31:21, RSA 41:6). The library trustees are vested with the entire custody and management of the library as defined by New Hampshire RSA 202-A Public Libraries and as such, the trustees:

- Hire the director
- Adopt policies to govern the library's operation and advocate for adequate financial support of the library
- Have the power to expend all funds provided to the library, and to determine how they will be spent. (RSA 202-A:11-a)
- THE TRUSTEES REVIEW INCOME AND EXPENDITURES AT EVERY SCHEDULED MEETING.
 - Only trustees approve and submit the proposed and final library budget
 - Only trustees make the decision of line allocations in the budget, including salaries and benefits, technology, and collection development
 - Only trustees can move money from one line to another
- Trustees approve an investment policy for trust funds, bequests, and large donations made to the library. (RSA 31:25)

As trustees develop the annual library budget the following income is included:

- Overdue fines and payments for lost or damaged material
- Trust funds or interest income
- Grants, gifts, donations and bequests
- Bond issues
- Fees from non-resident cards
- Money received from income-generating equipment such as printers or fax machines

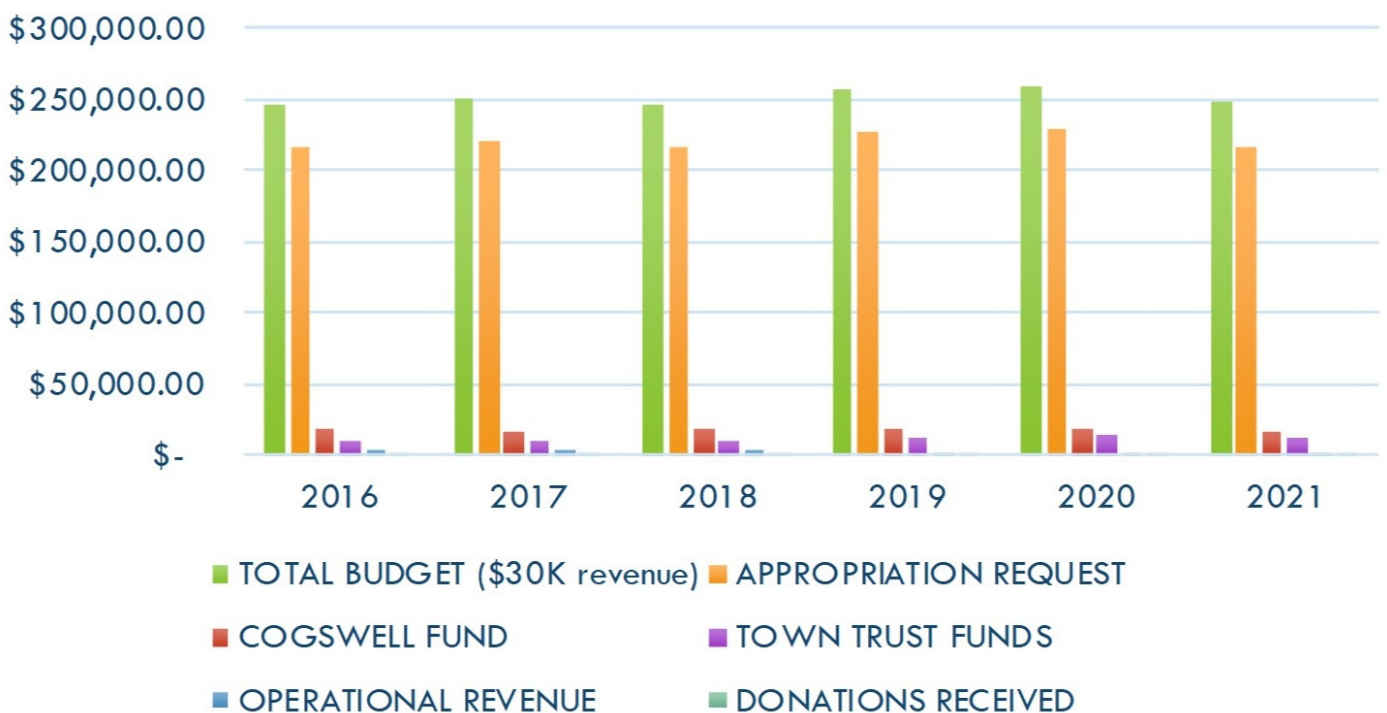
All monies received as listed above must be held in a non-lapsing fund (RSA 202-A:11-a) and shall be in addition to the appropriation (RSA 202-A:11, III)

THE BOARD CREATES THE BUDGET

REVENUE...

TOWN APPROPRIATION	REVENUE FROM OPERATION FEES	MONEY FROM FUND WILLIS COGSWELL –TDBank	MONEY FROM TOWN TRUST FUNDS – Trustees of Trust Funds	CHARTER TRUST FUND
<p>Covers</p> <ul style="list-style-type: none"> Personnel Expenses Heating Oil Operation Expenses 	<p>Includes</p> <ul style="list-style-type: none"> Contribution Overdue (Guilt Box at Circulation Desks) Copy/Fax Non-resident card Overdue Processing Fee Damaged/Lost Materials Sale of Surplus <p>During the pandemic closure of 2020, Trustees decided to not charge fines for overdue DVDs.</p> <p>Once library reopened, they decided to eliminate this fee permanently</p> <p>We also receive donations which are accepted at each Trustee Meeting. General and In Memory/In Honor of donations go into the operations bucket.</p> <p>Approximately \$2K annually</p>	<p>Library Trustees, with the assistance of DOJ Charitable Trust Unit, were unable to wrestle control of this fund from TDBank</p> <p>Annual revenue received quarterly</p> <p>Approximately \$18K annually</p>	<p>Intent Mechanisms mandate use</p> <ul style="list-style-type: none"> Operational Expenses Materials <p>For example, the Robert Fitch Fund is used to purchase technology while the Marjorie B. Bennett fund is used to purchase audio materials. The Francis Holmes fund allows for the acquisition of Natural Science materials while the Scott Berry Fund is used to purchase Do It Yourself and Art books. The Kjellman Fund promotes books on health, well-being, women’s issues, gardening, and current events</p> <p>Any donations received for established Town Trust Funds are sent to the Trustees of the Town Trust Funds</p> <p>Receive this check annually</p> <p>Approximately \$10-12K annually</p>	<p>Intent inferred to include</p> <ul style="list-style-type: none"> Substantive projects to improve library Not operational expenses <p>Used in past after approval of legislative body at Town Meeting</p> <ul style="list-style-type: none"> 2013 Revitalization which included the creation of the Soderstrom Area 2014 purchased new furniture for children’s department <p>Characterized by Finance Dept. and Auditors as “UNRESERVED FUND BALANCE” while the Trustees of Tucker Free Library have designated this as a Board Restricted Endowment Fund to be used to realize larger goals for the library, not daily operational expenses.</p> <p>No revenue received</p>

REVENUE BREAKDOWN

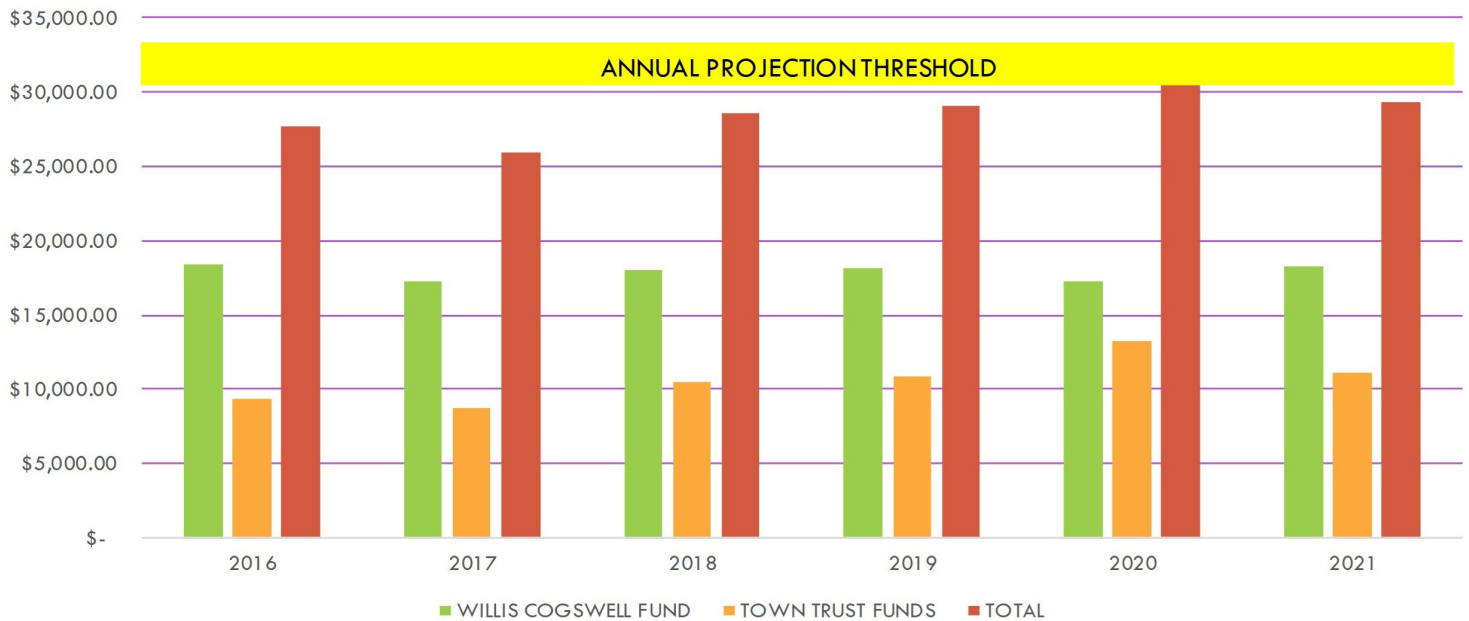


TRUST FUND INCOME

There are TWO primary sources of Trust Fund Income that are included in the REVENUE PROJECTIONS in our annual budget. The COGSWELL FUND is administered by TDBank and the money is used for library operations. The quarterly checks total approximately \$18,000.

The TOWN TRUST FUNDS include a cluster of funds created over time that the Tucker Free Library receives revenue from. The Trustees of the Town Trust Funds administer these funds and send an annual check of approximately \$10,000. These funds all have INTENT MECHANISMS which prescribe how the money can be spent. Over the past five years our projection threshold has been \$30,000.

TRUST FUNDS RECEIVED



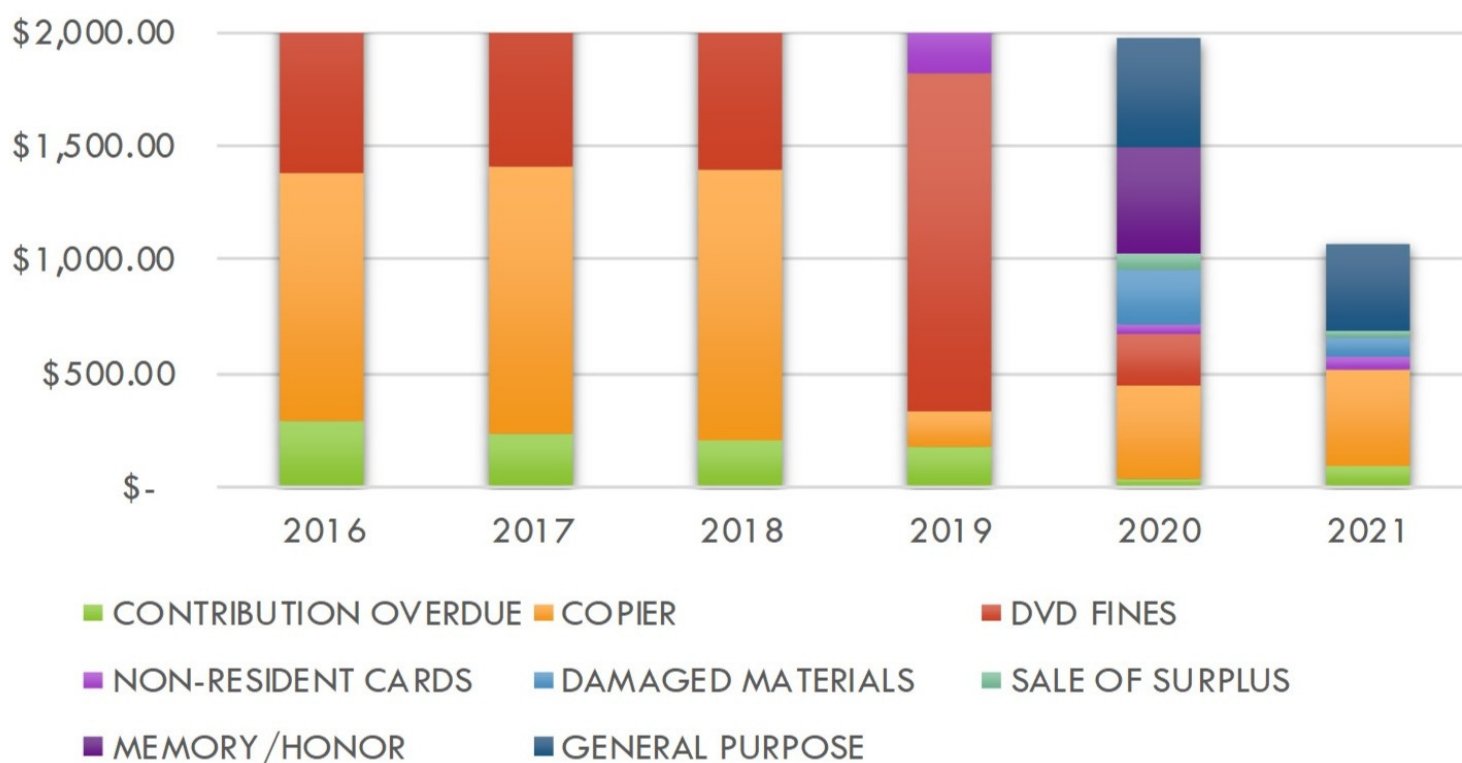
TRUSTEES OF TOWN TRUST FUND MANAGED FUNDS

Ownership	Year Established	Name of Trust	Category	Intent Mechanism Prescription
TFLTRST	1929	LA Cogswell	Tucker Free Library	LIBRARY OPERATIONS
TFLTRST	1991	Francis O Holmes Memorial	Tucker Free Library	NATURE, NATURALIST, SCIENCE, SCIENCE BIO
TTTF	1920	DW & EL Cogswell	Library	LIBRARY OPERATIONS
TFLTRST	1943	AD Huntoon	Benefit Library	LIBRARY OPERATIONS
TFLTRST	1986	Marjorie B Bennett	Library	AUDIO BOOKS
TFLTRST	1984	Scott J Berry	Use of Library	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES
TFLTRST	1992	Mary F Kjellmarn	Library Boks	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY
TFLTRST	2001	James W Doon Fund	Library Books	ANYTHING NH OR NEW ENGLAND
TTTF	1951	Preston Fund	Books. Tucker Library	LIBRARY GENERAL BOOK FUND
TFLTRST	1938	Alice V Colby	Library Books	LIBRARY GENERAL BOOK FUND
TTTF	1903	George W. Tucker	Benefit Tucker Library	LIBRARY OPERATIONS
TFLTRST	1996	Robert N. Fitch Memorial	Technology	TECH EQUIPMENT ONLY
TTTF	2008	Walter K Robinson	Library Books	CLASSICS

OPERATIONAL REVENUE

- The library does not collect fines
- The library does collect payments for lost and/or damaged materials, as well as:
 - Fees from non-resident cards (\$50 annually)
 - Income from equipment such as the copy or fax machine
 - Contributions for overdue materials (guilt boxes at the circulation desks)
 - Donations in memory/honor of and general purpose donations.

Donations received for established TRUST FUNDS are transferred to the Town Trust Fund account for each established fund. This money is not included in the annual operational revenue projections.



FUNDING SPECIAL PROJECTS

TUCKER FREE LIBRARY STAFF HAVE A PROVEN TRACK RECORD WHEN APPLYING FOR AND RECEIVING GRANTS TO FUND SPECIAL PROJECTS

Building improvements, programming, conference attendance, and feasibility studies are among the few types of grants that the library staff have received on behalf of the library. These include grants from state and national funding sources!

- NATIONAL - TFLKidsSpace: A Playground for the Mind!
- NATIONAL - Attendance at ALA Conference in New Orleans to participate in the Libraries Transform Communities Training Sessions
- REGIONAL - Participant in New England Library Leadership Conference
- STATEWIDE - Preservation and Restoration of architectural elements through the Moose Plate Grant Program
 - Stained Glass Transoms (Multiple years)
 - Iron Lamps on Front Porch
 - Windows above entrance
 - Masonry and Granite improvements (2021 +)
- STATEWIDE - New Hampshire Preservation Alliance Condition Assessment Study
- STATEWIDE - Humanities to Go Program Scholarships for Sundays at the Library Presentations

	GRANT 1	GRANT 2	GRANT 3	TOTAL
2016	\$ 500.00			\$ 500.00
2017	\$ 460.20	\$ 8,220.29		\$ 8,680.49
2018	\$ 700.00	\$ 800.00		\$ 1,500.00
2019	\$ 687.00	\$ 3,120.00		\$ 3,807.00
2020	\$ 1,750.00	\$ 3,120.00	\$ 400.00	\$ 4,870.00
2021	\$ 1,543.00	\$ 1,600.00	\$ 9,500.00	\$12,643.00

EXPENDITURES

WHO PAYS THE BILLS AND HOW?

THE TRUSTEES HAVE SOLE AUTHORITY OVER THE BUDGET. They create it, they present it, and they defend it.

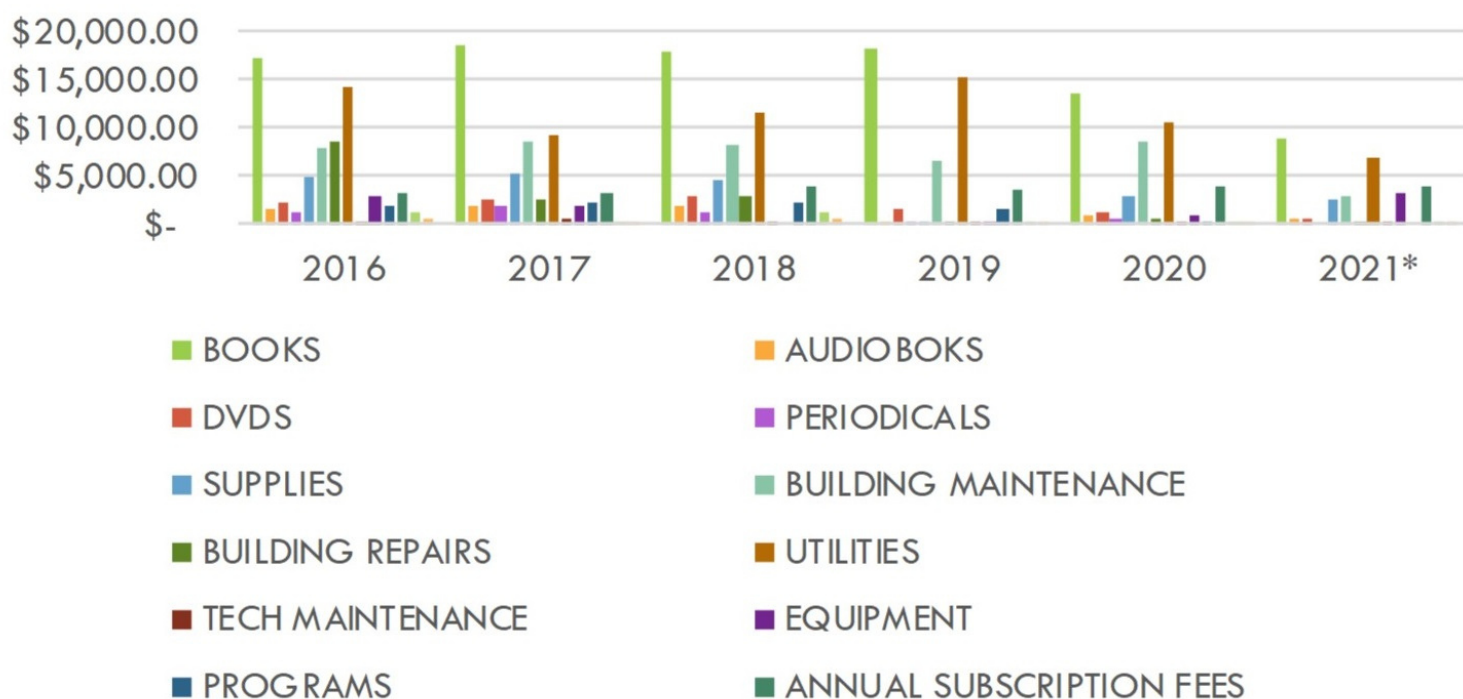
The director is authorized to make purchases on behalf of the Tucker Free Library. When a bill is received, the director reviews and assigns the budget category that the funds should be deducted from. A hired bookkeeper prepares the payment and records the transaction in our accounting software.

Every month, the director and bookkeeper prepare a list of transactions that have occurred. This list, along with a year-to-date summary of revenue and expenditures, is reviewed at a regularly scheduled board meeting. All this information is included in the Board Package on the library website. The library submits all records of financial transactions to the Town of Henniker Finance Director. That information is then included in the annual audit of Town Finances.

A summary of the expenditures and revenue is prepared for the Town Report which is public record. NO OTHER DEPARTMENT PRESENTS SUCH A THOROUGH ACCOUNTING OF THEIR ANNUAL FISCAL ACTIVITY in the Town Report.

SUMMARY OF EXPENDITURES

Consistent Spending Over Time



OPERATIONS BUDGET

Operational expenses decreased in 2020 because of COVID19 retractions of service. When the library was shuttered, utilities and cleaning expenses decreased but, as plans were made to reopen additional expenses were incurred to provide a safe space for patrons and staff. These expenses were reimbursed by the Town of Henniker under the GOEFFER program. The library continues to incur COVID19 related expenses in 2021 and has yet to receive any reimbursement for the necessary PPE supplies that must be available to staff and patrons.

Along with a reduction in service hours, line item expenses were decreased in 2021 to deal with the \$14,000.00 budget cut that the library trustees did not support. Personnel, acquisitions, and programming expenses were reduced. Helping to absorb the budget deficit, the savings enjoyed as a benefit of participation in the LED lighting conversion project and the significant reduction in electric expenses. The library also participates in the Town bidding process for Heating Oil. This has also led to savings in the utility line.

Contracted services such as our library catalog and annual membership in the New Hampshire Downloadable Consortium are set by vendors and can't be changed.

TRUSTEE BUDGET GOALS FOR 2022

- RESTORATION OF PRE-PANDEMIC HOURS
- CONTINUED SEARCH FOR ALTERNATIVE REVENUE STREAMS TO FUND SPECIAL PROJECTS

THE FUTURE

For 117 years, the doors of this beautiful building have been open to all. If we fail to address the needs of the physical structure, the doors may not be open to all in the future. Improvements must be made to keep our building compliant with local, state, and federal regulations.

There are many challenges ahead. How can you help?

- Attend Town Meeting - We need you to vote for our annual budget and for capital improvements.
- Planned Giving - Be a supporting benefactor, include Tucker Free Library in your estate planning.
- Annual Donations - Small or large, every donation makes a difference.
- Gifts - Don't know what to buy for the library lover in your life? Make a donation in their name.

Reach out to any trustee or email the director at tuckerfree@comcast.net. We will help you decide what options work best for you!

Stewards have cared for it, librarians have tended it, and residents have supported it. It took a village to build this library and it will take one to guarantee that the Tucker Free remains a viable community resource for the next hundred years. As our 125th founding anniversary approaches, let us all renew our pledge of support for the Tucker Free Library.

DID YOU KNOW?



Trustee meetings are open to the public. If you can't attend the meeting you can review the [meeting package](#), [meeting minutes](#), and [monthly financial statements](#) on the library's website, www.tuckerfreelibrary.org. Questions, concerns, or comments: tuckerfree@comcast.net.