



2021 NHLTA Sue Palmatier Friends of the Year
2018 NHLTA Library of the Year
2013 NHLTA Trustee of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242

(603) 428-3471
www.tuckerfreelibrary.org

MEETING RESCHEDULED

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY January 19, 2022 at 5:00 PM
In-person, Tucker Free Library - NH Room
ENTER THROUGH FRONT DOOR

ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: December 15, 2021
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Trust Fund Accounting• Monies/Gifts to be Accepted
ITEM 4	Director's Report
ITEM 5	Town Meeting 2022: Annual Report, Warrant Articles, Budget
ITEM 6	Building Project Strategy Session
ITEM 7	2022 Town Meeting Calendar
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: January 11, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

ROLL CALL

ACTION - RECORD ATTENDANCE

MEETING PARTICIPANTS	PRESENT
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y
Lynn Piotrowicz- DIRECTOR	Y

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
n/a	

ITEM 2

Minutes of Meeting: December 15, 2021

MOVE TO ACCEPT: with corrections, John

SECONDED BY: Joe

TRUSTEES	VOTE RECORD
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

ITEM 3

Treasurer’s Report & Financial Deliberations

1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting

MOVE TO ACCEPT: Deb

SECONDED BY: Anne

TRUSTEES	VOTE RECORD
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

2) Monies/Gifts to Accept: Rich & Nancy Annis, \$200.00 in memory of Patricia Clement, \$150.00 Martha Nemiccolo for the Mary Kjellman Fund

MOVE TO ACCEPT: Anne

SECONDED BY: Deb

TRUSTEES	VOTE RECORD
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

ITEM 4

Director’s Report

- Upcoming staffing changes. Recruitment needs will be determined after Town Meeting. Current staff will fill any gaps in staffing as needed.
- Review of upcoming newsletter – next issue to go out 1/29/22.
- Review of new brochure and plans to disseminate to new residents.
- Virtual programming started in January. More programs coming up in Feb and March.
- Received half of Moose Plate funds on 1/9/22 (\$4,975). Designated for repair of granite and mortar on front of building (NORTH ELEVATION)/Facing Western Avenue).
- Demonstrated the new automated library window blinds.

ITEM 5

2022 Town Meeting: Annual Report, Warrant Articles, & Budget Deliberations

- Lynn submitted annual report to Town Hall. Lynn also submitted warrant articles.

ITEM 6

Building Project Strategy Session

- Feedback from meeting on 12/20/2021 – discussed recent BOS and CIP meetings that Board members have attended and/or watched and next steps.

ITEM 7

2022 TOWN MEETING Calendar

2022 Budget Calendar Commitments

- 1) BOS Public Hearing on Budget 2/1
- 2) Town Meeting Part 1 – 3/8
- 3) Town Meeting Part 2 – 3/12

To attend:

- BOS Public Hearing on Budget 2/1 (start at 6:15pm at Community Center) – Tentatively all
- Town Meeting Part 2 – 3/12 – All

ITEM 8

Other

- The Friends have begun their annual membership drive. Are also working on co-hosting a concert for kids in June 2022 as part of summer concert series.

ITEM 9

Schedule Next Meeting:

- Tentatively set for 2/2/22, 5pm, pending outcome of the 2/1 budget hearing (if not, no February meeting)

**ADJOURN
6:15pm**

MOVE TO ADJOURN MEETING BY: Joe SECONDED BY: Deb

TRUSTEES	VOTE RECORD
John Capuco	YES
Anne Crotti	YES
Debra Kreutzer	YES
E. Joseph Petrick	YES
Frances Tain	YES

RECORDING SECRETARY: Fran Tain

Tucker Free Library
MANIFEST FOR APPROVAL
 12/08/2021 To 12/30/2021

BILLS PAID		ID#	Acct#	Account Name	Debit	Credit
CD	8-Dec-21	Citizens Bank Businss Card				
		5424	1-1100	General Checking Account		\$494.78
		5424	6-4030	Supplies	\$63.14	
		5424	6-6000	Library Programs - Contracted	\$431.64	
CD	8-Dec-21	Comcast				
		5428	1-1100	General Checking Account		\$118.44
		5428	6-4020	Utilities	\$118.44	
CD	8-Dec-21	Eversource				
		5429	1-1100	General Checking Account		\$150.93
		5429	6-4020	Utilities	\$150.93	
CD	14-Dec-21	Star Light Cleaning Services				
		5425	1-1100	General Checking Account		\$257.50
		5425	6-4000	General Maintenance	\$257.50	
CD	14-Dec-21	US Postal Service				
		5426	1-1100	General Checking Account		\$84.00
		5426	6-4020	Utilities	\$84.00	
CD	14-Dec-21	Baker & Taylor				
		5427	1-1100	General Checking Account		\$1,003.88
		5427	6-3000	Books	\$1,003.88	
CD	21-Dec-21	NE LIFT CO				
		5430	1-1100	General Checking Account		\$500.00
		5430	6-4000	General Maintenance	\$500.00	
CD	28-Dec-21	State of New Hampshire Departmer				
		5431	1-1100	General Checking Account		\$150.00
		5431	6-4020	Utilities	\$150.00	
CD	28-Dec-21	Sunapee Shade and Blind				
		5432	1-1100	General Checking Account		\$6,409.84
		5432	6-4010	Building Repairs	\$6,409.84	
CD	28-Dec-21	SYNCB/Amazon				
		5433	1-1100	General Checking Account		\$8,979.40
		5433	6-5020	Equipment	\$7,318.17	
		5433	6-3000	Books	\$73.06	
		5433	6-4030	Supplies	\$1,446.41	
		5433	6-3030	DVD - Appropriation Fund	\$141.76	
CD	29-Dec-21	TDS				
		5435	1-1100	General Checking Account		\$53.54
		5435	6-4020	Utilities	\$53.54	
CD	29-Dec-21	TDS				
		5436	1-1100	General Checking Account		\$42.51
		5436	6-4020	Utilities	\$42.51	
Grand Total:					\$18,244.82	\$18,244.82
DEPOSITS		ID#	Acct#	Account Name	Debit	Credit
CR	14-Dec-21	CR000357	1-1100	General Checking Account	\$49.00	
		CR000357	4-3510	Contribution Overdue		\$23.00
		CR000357	4-3520	Copier		\$26.00
CR	14-Dec-21	CR000358	1-1100	General Checking Account	\$337.00	
		CR000358	4-3510	Contribution Overdue		\$20.00
		CR000358	4-3520	Copier		\$17.00
		CR000358	4-5030	Established TrustFund Donation		\$300.00
CR	21-Dec-21	CR000359	1-1100	General Checking Account	\$231.00	
		CR000359	4-3520	Copier		\$31.00
		CR000359	4-7020	NHHC Speaker Reimbursement		\$200.00
CR	28-Dec-21	CR000360	1-1100	General Checking Account	\$715.00	
		CR000360	4-3520	Copier		\$15.00
		CR000360	4-5040	Memory/Honor Donations		\$200.00
		CR000360	4-7005	FOR FRIENDS OF TFL		\$500.00
		Grand Total:				

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET CATEGORY	Y-T-D % RECEIVED	
PERSONNEL APPROPRIATION FUNDS		\$ -	\$ 209,295.13		
4-2000	Town Appropriation - Personnel	\$ -	\$ 209,085.13		
CASH INCOME & TRUST FUNDS		\$ 155.00			
4-3510	Contribution Overdue	\$ 5.00			
4-3540	Non-Resident Cards	\$ -			
4-5010	Annual Income from Willis Cogswell Fund	\$ -	\$ 21,124.76		
4-5020	Annual Income from Town Trust Funds	\$ -			
4-5030	Donations: Established Trust Funds	\$ 150.00			
4-5040	Donations: In Memory/Honor of Donations	\$ -			
4-5050	Donations: General Purpose	\$ -			
OPERATIONAL INCOME		\$ 37.00			
4-1000	Town Appropriation-Operations	\$ -			
4-1010	Town Appropriation - Fuel	\$ -	\$ 4,408.20		
4-3520	COPY & FAX Service	\$ 37.00			
4-3550	Overdue Processing Fee	\$ -			
4-3560	Damaged/Lost Books	\$ -			
OTHER DIRECT INCOME		\$ 5,375.00			
4-6000	Sale of Surplus	\$ -			
4-6020	Reimbursed Purchase	\$ -			
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00			
4-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 4,975.00			
TOTAL REVENUE					
EXPENDITURES		2022 EXPENDITURES	2022 BUDGET CATEGORY	Y-T-D % SPENT	
PERSONNEL EXPENSES		\$ -	\$ 209,295.13	0%	
6-2000	Library -- Wages	\$ -	\$ 165,548.76	0%	
	Library - Benefit: Health Insurance	\$ -	\$ 16,853.00	0%	
	Library -- Fica (7.65% of Library Wages)	\$ -	\$ 12,389.37	0%	
	Library -- Retirement (11.17% of Eligible Wages)	\$ -	\$ 11,358.00	0%	
	Library - Longevity Pay for Employees	\$ -	\$ 2,500.00	0%	
	Library -- Workers Comp/Unemp Ins	\$ -	\$ 186.00	0%	
6-2020	Library -- Membership & Mileage	\$ -	\$ 150.00	0%	
6-2030	Library -- Staff Development	\$ -	\$ 310.00	0%	
PATRON SERVICES EXPENSES		\$ 3,872.00	\$ 24,522.00	16%	
6-3000	Library Acquisition -- Books	\$ -	\$ 16,000.00	0%	
6-3010	Library Acquisitions -- Audio Books	\$ -	\$ 1,500.00	0%	
6-3020	Library Acquisitions -- Periodicals	\$ -	\$ 1,000.00	0%	
6-3030	Library Acquisitions -- DVD	\$ -	\$ 750.00	0%	
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 1,000.00	0%	
6-6000	Library Program - Software Services				
		Library Catalog	\$ 1,950.00	\$ 1,950.00	100%
		NHDB for eContent	\$ 1,922.00	\$ 1,922.00	100%
	Library Website, Misc. Software	\$ -	\$ 400.00	0%	
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -		
FACILITY MANAGEMENT EXPENSES		\$ -	\$ 32,294.14	0%	
6-4000	Library General Maintenance -- Janitorial	\$ -	\$ 6,000.00	0%	
6-4010	Library General Maintenance -- Blding Repairs	\$ -	\$ 9,965.00	0%	
6-4020	Library Utilities (Total - Heating Oil)	\$ -	\$ 7,475.94	0%	
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ -	\$ 4,408.20	0%	
6-4030	Library Blding Maintenance Supplies	\$ -	\$ 4,445.00	0%	
TECHNOLOGY MANAGEMENT EXPENSES		\$ -	\$ 500.00	0%	
6-5010	Library Tech Maintenance	\$ -	\$ 250.00	0%	
6-5020	Library Equipment	\$ -	\$ 250.00	0%	
OTHER DIRECT COSTS		\$ 200.00	\$ 12,660.49	2%	
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ 1,000.00	0%	
6-6080	Town of Henniker (Refund for Overpayment of Appropriation)	\$ -	\$ 110.49	0%	
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 200.00	\$ 1,600.00	13%	
6-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ -	\$ 9,950.00	0%	
TOTAL LIBRARY OPERATIONS BUDGET		\$ 4,072.00	\$ 266,611.27	2%	

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	-
Cash Income & Trust Funds	\$	155.00
Operational Income	\$	37.00
Other Direct Income	\$	5,375.00
2021 Unexpended/Reserve Funds	\$	4,062.69
TOTAL REVENUE	\$	9,629.69

EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	-
Patron Service Expenses	\$	3,872.00
Facility Management Expenses	\$	-
Technology Management Expenses	\$	-
Other Direct Costs	\$	200.00
TOTAL EXPENDITURES	\$	4,072.00

REVENUE OVER EXPENDITURES \$ **5,557.69**

RESERVED FUNDS		
Total Trust Funds Reserved	\$	1,613.88
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	4,062.69

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED 2022	DONATIONS TO 2022	DEPOSIT TO TRUST FUND	BALANCE 12/31/2022
L.A. Cogswell*	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ -	\$ 34.65	\$ -	\$ -	\$ -	\$ 34.65
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ -	\$ 188.64	\$ -	\$ -	\$ -	\$ 188.64
Scott J. Berry*	MEMORIAL BOOKS	\$ -	\$ 519.31	\$ -	\$ -	\$ -	\$ 519.31
Mary F. Kjellman*	MEMORIAL BOOKS	\$ -	\$ 361.09	\$ -	\$ 150.00	\$ 150.00	\$ 361.09
James W. Doon*	MEMORIAL BOOKS	\$ -	\$ 475.30	\$ -	\$ -	\$ -	\$ 475.30
Preston Fund	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Walter K. Robinson	MEMORIAL BOOKS	\$ -	\$ 34.89	\$ -	\$ -	\$ -	\$ 34.89
		\$ -	\$ 1,613.88	\$ -	\$ 150.00	\$ 150.00	\$ 1,613.88

*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE CURRENT
TD Bank						
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 432,088.02
Charter Trust						
SUBFUND						
	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84

ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE CHARTER TRUST ACCOUNT.

1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0.

2-The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy

3-The Anna Childs has as it's intent statement: "I give and bequeath to the Trustees of the Tucker Free Library of Henniker, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00) to establish an Endowment Fund to be known as the Anna L. Childs Memorial Fund, the income only to be used for the benefit of the Francis Lane Childs Historical Room, but if not needed for this purpose, then for the general purposes of the Library." Will of Francis L. Childs, June 4, 1974.

4-Unconditional "I give my entire Estate, including any property over which I may have a power of appointment, as follows:...One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire." Last Will and Testament of Ann Soderstrom dated June 25, 2008.

5-Library Director received a letter and a check from TDWealth Management:

The letter states that the status of our trust failed to meet new regulations so it has been changed to a private foundation. Since it is now considered a private foundation they owed us money to compensate for the incorrect status (it changed from 4% to 5%) so they sent us \$6210 09/09/2011. They later sent an additional check in the amount of \$901.97 for underpayment.

From the Board of Trustees

Library Accessibility and Safety Project Recap and Update

In 2018 Tucker Free Library was informed that its 25-year-old Garaventa wheelchair lift could no longer be repaired: that the next breakdown would be its last and the library would be looking at losing its designation as "Handicap Accessible" in compliance with the Americans with Disabilities Act (ADA).

The trustees saw the eventual decommissioning as an opportunity to address not only access but also safety within the library. The only public restroom in the building is located in the lower level. To access the facilities people must pass through the children's area.

The Board of Trustees presented the problems to the Henniker residents. TFL hosted 9 public meetings and attended 2 community events to discuss options ranging from:

- Doing nothing (and losing accessible status)
- Replacing the Garaventa (which would do nothing to address the restroom problem)
- Building addition to house an elevator and accessible restrooms (resolving the access and safety issues simultaneously)

While vague price tags could be put on some of the options, no one knew the cost – or even the feasibility of this building project. So, in 2018 the voters approved an appropriation of \$10,500.00 for a feasibility study. The result, yes it is possible to build an addition for an elevator that adds public restrooms. Then in 2019 the voters approved the appropriation of \$70,000.00 for engineering studies and preliminary design work.

The resulting plans were the product of extensive engagement. Along with public meetings with the architects, library representatives shared the schematics at multiple town events to raise awareness of the project and its cost, which in 2019 was estimated at \$2.2 million. Designers anticipated an increase of approximately 7-8% every year thereafter.

With the uncertainty wrought from a global pandemic, the TFL Board motioned to table the warrant article that would fund the final design phase at the 2020 Town Meeting. We did not seek funding for additional project expenses in 2021, but have reached a compromise with the Capital Improvement Committee to replace the lift and add the project to the long range plan of the Town.

Tucker Free Library

WE MADE A DIFFERENCE IN 2021

\$227,689.99

- Money saved by community members who used the library!

SAVINGS

FAMILIES

\$5,985.64

- Money saved by one TOP super library user!

\$5874.56

- 376 library items checked out by TOP super user family

KIDS

STEAM, Summer, Story Walk

- Kids checked out 30 STEAM Kits donated by the Friends
- They searched high and low on library Scavenger Hunts
- They visited local businesses who sponsored 2 Story Walks
- They picked up 878 Take and Make Kits
- They read 1927 books, including 33 children who read all 10 Lady Bug Picture Books!

Zoom, Groups, Tech

- 8 Sundays at the Library - Zoom Edition with 207 participants
- 119 people met at monthly in-person book discussions which started in June
- Over 500 patrons are now receiving a monthly newsletter from library
- Library staff assisted countless residents with technology issues ranging from printing return labels, to demonstrating how to use smartphones for boarding passes, to signing up for unemployment or pandemic services

ADULTS

ADAPT

Service Innovations

- Library services continually evolved to guarantee that patrons had access to critical library resources throughout the pandemic

Ambassadors

- Recipients of \$1543 American Rescue Plan Act Grant (ARPA)
- Banners adorn the library and Henniker neighborhoods have been plastered with yard signs
- Goal of program: to raise awareness of the library and celebrate the library as the center of our community

PROMOTE

1

Friends of Tucker Free

- Recipients of the 2021 Sue Palmatier Award for Outstanding Support by a Friends of the Library Group. Nominated by the Board of Trustees, competed against many Friends groups in NH and named by the NH Library Trustees Association

Marching forward

- Returning computer access for kids
- Restoring service hours on evenings and weekends pending vote of budget
- Continuing discussion with Town and library users regarding building project
- Offering in-person programming in children's department, pandemic permitting
- Expanding technology for in-person meetings
- Partnering with community organizations on innovative projects

GOALS FOR 22

...yep books, but so much more!

PATRON USE STATISTICS

CATEGORY	PATRONS	CIRCULATION
New Patrons	171	
Adult Residents	1,747	11,744
Juvenile Residents	644	2,405
Interlibrary Loan Partners	229	627
NEC Students/Residents	27	12
NEC Staff	7	-
Tucker Free Staff	18	853
SAU 24 Full Time Staff/Non-Resident	12	6
Provisional	21	30
Non-Resident \$50 Fee Paid	3	26
Henniker Town Employee/Non-Resident	2	-
Home Delivery	4	10
Book Club	1	12
TOTAL	2,715	15,725
2021 Library Appropriation	\$	217,654.00
Money Saved by Henniker Residents Using TFL	\$	227,689.99

MATERIAL USE STATISTICS

NUMBER OF...	CIRCULATION
Materials checked out at Library	15,725
Materials downloaded by patrons	6,782
Materials checked out by Interlibrary Loan Partners*	627
Interlibrary loan requests made by our patrons*	608
STEAM Kits Checked Out*	138
	22,507

* Included in total

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	649	57
Early Readers	302	5
Middle Readers	154	5
Teen Readers	50	0
STEAM Kits	30	1
Audio Materials	75	74
Video Materials	58	3
	1,318	145

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
	2008	\$ 500.00	759	\$ 1.32
	2009	\$ 550.00	1,090	\$ 0.50
	2010	\$ 550.00	1,308	\$ 0.42
	2011	\$ 700.00	1,819	\$ 0.38
	2012	\$ 875.00	3,018	\$ 0.29
	2013	\$ 1,000.00	3,841	\$ 0.26
	2014	\$ 1,103.00	3,979	\$ 0.25
	2015	\$ 1,103.00	4,989	\$ 0.22
	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26
	2019	\$ 1,751.00	6,114	\$ 0.28
	2020	\$ 1,890.00	6,665	\$ 0.28
	2021	\$ 1,956.00	6,782*	\$ 0.19



nh newhampshire
Downloadable Books Consortium
Brought to you by your local NH public library

*Use: Audio (3,615), eBook (2,929), Magazine (238)

DONATIONS RECEIVED

MARTHA NEMICCOLO

For the Mary F. Kjellman Fund

ALICIA & DAVID MACLEAY

For the Mary F. Kjellman Fund

WILLIAM & ANNE CROTTI

General Fund

RUTH & JOHN DROESCHER

General Fund

COLLEEN GRADY

To Honor Joseph Grady

LOIS FITCH

For the Robert N. Fitch Fund

RODNEY & CAROLYN PATENAUE

For the Robert N. Fitch Fund

VAUGHAN & NANCY ANNIS

In Memory of Patricia Ellen Hendricks Clement

IN-KIND SERVICE

TO THE FRIENDS OF TUCKER FREE

Without whose generous support, Henniker would be void of the special things you do to support excellent library service.

MUCH GRATITUDE TO BRUCE AND JEFF, PROPRIETORS OF THE COLBY HILL INN... For hosting our Friends Award Event in October.

THANKS ...Volunteer extraordinaire Jon Routon for managing our interior doors come spring or winter and willingly take on special projects like hanging banners!

SUPPORT & KINDNESS

To the staff of Tucker Free Library. You worked through closures and reopening, you created new services to respond to the changing world, you engaged in creative activities to better inform our community. You made it through 20 months of a global pandemic wearing masks and abiding by COVID protocols. During that time the library was never closed because of staff illness/infection!

THIS REPORT IS SUBMITTED BY...

Lynn M. Piotrowicz, M.A., M.L.S.
Library Director

ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY ...

John Capuco, Chair
Debra Kreutzer, Treasurer
Anne Crotti, Secretary/Friends Liaison
E. Joseph Petrick
Frances Tain

TUCKER FREE LIBRARY - TREASURER'S REPORT 2021

REVENUE	2021 INCOME
Personnel Appropriation Funds	\$ 195,027.05
Cash Income & Trust Funds	\$ 34,296.71
Operational Income	\$ 23,545.07
Other Direct Income	\$ 3,425.00
2021 Unexpended/Reserve Funds	\$ 4,062.69
TOTAL REVENUE	\$ 260,356.52

EXPENDITURES	2021 EXPENDITURES
Personnel Expenses	\$ 195,027.05
Patron Service Expenses	\$ 25,941.75
Facility Management Expenses	\$ 35,276.07
Technology Management Expenses	\$ 7,955.30
Other Direct Costs	\$ 4,869.67
TOTAL EXPENDITURES	\$ 269,069.84

REVENUE OVER EXPENDITURES \$ (8,713.32)

RESERVED FUNDS	
Total Trust Funds Reserved	\$ 1,613.88
Vivian Allen Fund	\$ 448.81
Beres Fund	\$ 2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$ 4,062.69

READ MORE ABOUT THE FINANCIAL MANAGEMENT OF THE TUCKER FREE LIBRARY ON OUR WEBSITE

[2022 Budget Process – Tucker Free Library](http://WWW.TUCKERFREELIBRARY.ORG/2022-BUDGET-PROCESS/) at WWW.TUCKERFREELIBRARY.ORG/2022-BUDGET-PROCESS/

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2021	BALANCE 12/31/2020	EXPENDED 2021	DONATIONS TO 2021	DEPOSIT TO TRUST FUND	BALANCE 12/31/2021
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,472.54	\$ -	\$ 1,472.54	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 114.64	\$ 98.66	\$ 178.65	\$ -	\$ -	\$ 34.65
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 954.18	\$ -	\$ 954.18	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 65.29	\$ -	\$ 65.29	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 634.23	\$ 429.73	\$ 875.32	\$ -	\$ -	\$ 188.64
Scott J. Berry*	MEMORIAL BOOKS	\$ 113.34	\$ 452.41	\$ 46.44	\$ -	\$ -	\$ 519.31
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 180.96	\$ 268.46	\$ 88.33	\$ 250.00	\$ 250.00	\$ 361.09
James W. Doon*	MEMORIAL BOOKS	\$ 52.79	\$ 459.11	\$ 36.60	\$ -	\$ -	\$ 475.30
Preston Fund	LIBRARY OPERATIONS	\$ 664.23	\$ -	\$ 664.23	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 19.65	\$ -	\$ 19.65	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,242.82	\$ -	\$ 6,242.82	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 440.86	\$ 1,645.00	\$ 2,085.86	\$ 800.00	\$ 800.00	\$ -
Walter K. Robinson	MEMORIAL BOOKS	\$ 106.96	\$ 112.30	\$ 184.37	\$ -	\$ -	\$ 34.89
		\$ 11,062.49	\$ 3,465.67	\$ 12,914.28	\$ 1,050.00	\$ 1,050.00	\$ 1,613.88

*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	
TD Bank						
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	
Charter Trust						
LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46
Total of Funds	\$ 208,507.69	100%	\$ 229,129.58	\$ 266,654.76	\$ 284,761.29	\$ 317,390.84



2021 NHLTA Sue Palmatier Friends of the Year
2018 NHLTA Library of the Year
2013 NHLTA Trustee of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242

(603) 428-3471
www.tuckerfreelibrary.org

January 13, 2022

Tucker Free Library Warrant Articles – 2022

1. To see if the Town will vote to raise and appropriate the sum of Two Hundred Thirty-Six Thousand Six-Hundred Twenty-one Dollars (\$236,621) for the Tucker Free Library with the amount to be raised from current year taxation
2. To see if the Town will vote to raise and appropriate the sum of Nine Thousand Nine Hundred Ninety Dollars (\$9,990) for the purpose of continued restoration of granite and mortar on the exterior of the Tucker Free Library. Furthermore, this appropriation is 100% reimbursable to the Town from a Conservation License Plate Grant Program offered through the State of New Hampshire. No expenditure under this article shall occur unless the library receives the amount of the stated grant of Nine Thousand Nine Hundred Ninety Dollars (\$9,990).
3. To see if the Town will vote to establish a Library Accessibility and Safety Project Expendable Trust Fund per RSA 31:19-a for the purpose of funding future library expansion and to raise and appropriate One Dollar (\$1) to put in the fund, with this amount to come from taxation further to name the Tucker Free Library Board of Trustees as agents to expend from said fund.
4. To see if the Town will vote to raise and appropriate the sum of up to Eighty Thousand Dollars (\$80,000) for replacement of the Garaventa Lift, replacement of the exterior door that provides access to the Garaventa Lift complete with handicap switch to operate said door, and repair and/or replace the ramp further to name the Tucker Free Library Board of Trustees as agents to expend.

ACCOUNT NUMBER	ACCOUNT TITLE	2022 REQUESTED +27% ON SELECT LINE ITEMS	2021 FINAL	2021 REQUESTED	2022 VS 2021 \$	2022 VS 2021 %	2020 FINAL	2019 FINAL	2018 FINAL
LIBRARY									
Expenses Managed By Town									
4550-110	Library - Wages (Includes Longevity, Merit, 1.5% COLA)	\$ 168,048.76	\$ 153,756.00	\$ 158,789.00	\$ 14,292.76	9%	\$ 158,209.00	\$ 156,179.00	\$ 146,315.00
4550-211	Library - Benefit Insurance	\$ 16,853.00	\$ 17,878.00	\$ 17,878.00	\$ (1,025.00)	-6%	\$ 16,671.00	\$ 16,253.00	\$ 19,309.00
4550-220	Library - FICA	\$ 12,389.37	\$ 11,944.02	\$ 12,147.00	\$ 445.35	4%	\$ 12,446.00	\$ 11,948.00	\$ 11,329.00
4550-230	Library - Retirement	\$ 11,358.00	\$ 9,333.14	\$ 9,333.00	\$ 2,024.86	22%	\$ 8,387.00	\$ 8,614.00	\$ 8,285.00
4550-523	Library - Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ 876.00	\$ -	0%	\$ 876.00	\$ 876.00	\$ 876.00
Additional Personnel									
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 800.00	\$ 800.00	\$ 500.00
6-2030	Library Staff Development	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
Collection Development									
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ -	0%	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
6-3007	Library Acquisitions - Downloadable	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ -	0%	\$ 17,250.00	\$ 18,000.00	\$ 18,000.00
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ -	0%	\$ 1,400.00	\$ 1,650.00	\$ 1,650.00
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%	\$ 750.00	\$ 1,000.00	\$ 1,000.00
6-3035	Library Acquisitions - Video Fine Revenue	\$ -	\$ -	\$ 224.00	\$ -	0%			
Facility Maintenance									
6-4000	Library General Maintenance - Janitorial	\$ 12,065.00	\$ 9,500.00	\$ 19,500.00	\$ 2,565.00	27%	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
6-4010	Library General Maintenance - Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	0%	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,897.60	\$ 11,000.00		\$ 897.60	8%			
	Security Monitoring	\$ 408.00			\$ -				
	Annual Lifts Inspection	\$ 500.00			\$ -				
	Annual Fire Extinguisher Inspection	\$ 35.00			\$ -				
	Annual Fire/Safety System Inspection	\$ 350.00			\$ -				
6-4020	PO BOX Rental	\$ 76.00			\$ -				
	Heating	\$ 4,302.00	\$ 3,418.20	\$ 3,418.20	\$ -				
	Electric	\$ 3,009.00			\$ -				
	Water	\$ 227.60			\$ -				
	Sewer	\$ 480.00			\$ -				
	Phone	\$ 1,094.00			\$ -				
	Internet	\$ 1,416.00			\$ -				
6-4030	Library Building Maintenance - Supplies	\$ 4,445.00	\$ 3,375.00	\$ 4,500.00	\$ 1,070.00	32%	\$ 4,500.00	\$ 4,300.00	\$ 4,300.00
6-4035	COVID Related Supplies/Expenses	\$ 500.00	\$ 1,000.00		\$ (500.00)	-50%			
Technology Equipment & Maintenance									
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
6-5020	Library Technical Equipment/Software		\$ -	\$ -	\$ -		\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Programs, Speakers, Supplies									
6-6000	Library Contract Services - Technology				\$ -				
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	0%	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
	Annual Payment to NH Downloadable	\$ 1,939.00	\$ 1,956.00	\$ 1,956.00	\$ (17.00)	-1%	\$ 1,890.00	\$ 1,751.00	\$ 1,676.00
	Annual Website Fees	\$ 250.00		\$ -	\$ 250.00		\$ 100.00	\$ 100.00	\$ 100.00
	ZOOM Platform	\$ 149.90			\$ 149.90				
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ 350.00	\$ -		\$ 2,000.00	\$ 2,409.00	\$ 2,250.00
	TOTAL OPERATION BUDGET	\$ 266,621.27	\$ 247,917.00		\$ 18,704.27	8%			
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,819.00		\$ (819.00)	-3%			
	APPROPRIATION REQUEST	\$ 236,621.27	\$ 217,098.00		\$ 19,523.27	9%			
			\$ 14,000.00	Selectmen Reduction					
			\$ 231,098.00						
			\$ 5,890.16	MERIT INCREASE					
			\$ 2,306.34	1.5% COLA INCREASE					
			\$ 2,500.00	LONGEVITY BONUS					
			\$ 10,696.50						
			\$ 168,048.76						

Quote #: 15089 - 03
Date: 12/28/2021
Expiration Date: 3/20/2022



Project Name: Tucker Free Library Replace
Address: 31 Western Ave
Henniker, NH 03242

Quotation/Agreement GSL Artira Inclined Wheelchair Lift

I. Summary:

This Quotation/Agreement represents our offer to supply and install the equipment and scope of work outlined in the following material and equipment descriptions or the complete scope of work described in section N/A of the project plans and specifications. Compliance with plans, specifications and drawings is agreed, with exceptions, if any, as listed in paragraph IX below.

II. Location In Building:

Interior

III. Materials To Be Provided:

One (1) Garaventa Inclined Platform Wheelchair Lift for barrier free access only, according to the following equipment specifications.

Equipment Specification

Speed	6 m/min (20 ft/min) Standard	Complete Installation/Test/Certification	Standard
Capacity	660 Lbs	Warranty	2 Years Parts, 1 Year Labor
Power Fold Platform with Integral	Standard	Preventative Maintenance Plan	Quotation available upon request
Automatic Power Barrier Arms	Standard		
Platform Size	1050 x 760		
"Vandal-Stop" Side Guard	Standard		
Under-Platform Sensor	Standard		
Pedestrian Handrail Integrated with LiftTubes	Included		
Number of Stops	Two Stop		
Bi-directional Ramp Safeties	Standard		
Final Limit Switch	Standard		
Emergency Alarm (sounds at lift only)	Standard		
Drive Box Door Lock	Standard		
Platform Emergency Stop	Standard		
Paint/Color	Epoxy Powder Paint - Color is Satin Grey		
Emergency Lowering Device	Standard		
Pedestrian Safety Lights on Platform	Standard		

Please see Addendum A for optional items if included in this quotation/agreement.

IV. Labor To Be Provided:

All labor and incidental materials necessary for the delivery, set-up, installation, adjusting, inspecting, testing and delivery to the owner of the complete lift system.

V. Quotation Amount: \$48,554.00

Sales tax exempt. (Must provide tax exempt certificate, physician's letter also required for residential application)

Quote #: 15089 - 03
Date: 12/28/2021
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VI. Terms:

For a description of the schedule of values/payments, please see Addendum A.

Materials which are not accepted upon an attempt to deliver will be stored and scheduled for re-delivery at the owner's expense. Invoices are payable upon presentation. Title to all equipment shall remain with Garaventa USA, Inc. until all invoices are paid in full.

Customer agrees to bear all costs of collection of overdue invoiced amounts, including any agent/attorney's fees incident thereto.

Quoted price includes installation by qualified and licensed technicians during normal working hours as scheduled with the owner in advance. 'Open Shop' labor rules apply.

VII. Delivery:

In accordance with the project phasing schedule, but not earlier than 7 weeks from approval of submittals or shop drawings. Shop drawings may be expected within 2 weeks of acceptance by all parties of this proposal or other form of contract/purchase order. These time estimates are provided for planning purposes only and do not represent a contractual obligation or commitment.

VIII. Comments/Conditions:

1. Approval (or variances as appropriate), from local or state fire and building authorities for the installation of this lift is the responsibility of the building owners or the owners representative. Garaventa USA will apply and pay for state elevator installation permits and certification tests.
2. All mains electrical power to the drive cabinet location is the responsibility of the owner, including and permits required for this portion of the work.
3. All 24 volt control wiring and raceways will be our responsibility and will be surface mounted. Concealed wiring will be the responsibility of the owner. Contact our office for wiring schematics and specifications for concealed control wiring.
4. All required area lighting is the responsibility of other forces.
5. All modifications and finishing required to facilitate the installation of the lift is the responsibility of other forces.
6. Landing and stair structures for exterior installed lift applications must be properly supported below frost lines.
7. Two (2) year limited warranty on parts and materials is included in the quoted amount (or as indicated in the quotation Equipment Specification section). Labor will be as stated in the quotation Equipment Specification section, if included. Thereafter, at standard labor rates. Extended warranties and preventive maintenance programs, if not indicated in the Equipment Specification section, are available and quotations can be provided at request.
8. Upon acceptance of this quotation/agreement, and unless otherwise specified in contract documents, a cancellation fee will apply if this agreement is canceled by the customer prior to the fabrication of the equipment. The amount of the cancellation fee will be (10) percent of the proposal price (less installation, taxes and freight charges) or actual costs, whichever is greater. Cancellation after the equipment has been fabricated and offered for delivery will be subject to a cancellation fee equal to the full contract value less

IX. Project Exceptions:

For project exceptions specific to this quotation/agreement, please see Addendum A. Exterior installations may be subject to increased maintenance, service and repairs frequencies due to exposure to changing seasonal weather conditions and extreme or intrusive elements.

Quote #: 15089 - 03
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Thank you for your interest in the Garaventa line of products and services. Please contact me directly if you have any questions or concerns.

Submitted by Garaventa USA, Inc.

Adam Bishop
Sales Engineer

Date

Purchaser:

Legal Name of Purchaser or Company/Corporation

Full Address:

Acceptance:

This quotation/agreement, inclusive of all addenda pages, is formally accepted by:

- Owner of Project
- Office/Manager/Agent duly and legally authorized to act as signing authority

Authorized Signature

Please Print Name and Title

Date

Signature constitutes agreement to purchase as per terms and conditions of this agreement

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Addendum A

Schedule of Values

30% deposit, 20% upon provision of approval drawings and before manufacturing can be ordered, 40% upon delivery of lift/equipment, 10% upon completion and before hand-over of the lift/equipment. No third party payment contingencies are accepted.