



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

**TUCKER FREE LIBRARY BOARD OF TRUSTEES**  
**ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA**  
**WEDNESDAY May 11, 2022 at 5:00 PM**  
**In-person, Tucker Free Library – Lower Level Meeting Area**

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROLL CALL | Attendance                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ITEM 1    | Public Forum                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| ITEM 2    | Minutes of Meeting: March 16, 2022                                                                                                                                                                                                                                                                                                                                                                                                           |
| ITEM 3    | Treasurer's Report & Financial Deliberations <ul style="list-style-type: none"><li>• Year-to-Date Summary</li><li>• Monthly Manifest</li><li>• Trust Fund Accounting</li><li>• Monies/Gifts to be Accepted</li></ul>                                                                                                                                                                                                                         |
| ITEM 4    | Director's Report <ul style="list-style-type: none"><li>• General State of the Library</li><li>• Building Projects<ul style="list-style-type: none"><li>○ Screen Doors</li><li>○ Windows</li><li>○ Moose Plate Grant</li><li>○ Library Garden Grant</li><li>○ Status of Garaventa Replacement Project</li><li>○ Limited Mobility Entrance</li><li>○ Emergency Exit</li></ul></li><li>• Generating Community Involvement/Enthusiasm</li></ul> |
| ITEM 5    | Other                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ITEM 6    | Schedule Next Meeting                                                                                                                                                                                                                                                                                                                                                                                                                        |

POSTED: May 4, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

<p><b>ROLL CALL</b></p>		<p><b>ACTION - RECORD ATTENDANCE</b></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>E. Joseph Petrick</td> <td></td> </tr> <tr> <td>Frances Tain</td> <td></td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td></td> </tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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<p><b>ITEM 2</b></p>	<p><b>PGS 4-6</b></p>	<p><b>Minutes of Meeting: March 16, 2022</b></p> <p><b>MOVE TO ACCEPT:</b></p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>E. Joseph Petrick</td> <td></td> </tr> <tr> <td>Frances Tain</td> <td></td> </tr> </tbody> </table> <p><b>SECONDED BY:</b></p>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain													
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<p><b>ITEM 3</b></p> <p><b>Treasurer's Report, Summary PG 7 Full Report PG 8</b></p> <p><b>Manifest Report, PGS 9-10</b></p> <p><b>Trust Fund Report, PG 11</b></p>		<p><b>Treasurer's Report &amp; Financial Deliberations</b></p> <p>1) <b>TFL HAS YET TO RECEIVE FUNDS FROM THE TRUSTEES OF THE TOWN TRUST FUND. I HAVE REACHED OUT TO RUSS ROY AND HE REPORTED THAT "they are working on it." THERE IS NO CONTACT INFORMATION AVAILABLE FOR THE TRUSTEES OF THE TOWN TRUST FUND ON THE TOWN WEBSITE NOR IS THERE UP-TO-DATE MINUTES/AGENDAS TO INFORM THE PUBLIC OF THE STATUS OF THE TOWN TRUST FUND MONEY. WE USUALLY RECEIVE THE FUNDS SHORTLY AFTER TOWN MEETING.</b></p> <p>2) Y-T-D Summary, Monthly Expenditure Manifest, &amp; Trust Fund Accounting</p> <p><b>MOVE TO ACCEPT:</b></p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>E. Joseph Petrick</td> <td></td> </tr> <tr> <td>Frances Tain</td> <td></td> </tr> </tbody> </table> <p><b>SECONDED BY:</b></p> <p>3) Monies/Gifts to Accept: 5/3/22 Skip and Carolyn McKean, \$500.00 General Fund</p> <p><b>MOVE TO ACCEPT:</b></p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>E. Joseph Petrick</td> <td></td> </tr> <tr> <td>Frances Tain</td> <td></td> </tr> </tbody> </table> <p><b>SECONDED BY:</b></p>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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<p><b>ITEM 4</b></p>		<p><b>Director’s Report</b></p> <ol style="list-style-type: none"> <li>1) General State of the Library – Staff Update, Hours, Summer Planning</li> <li>2) Projects             <ol style="list-style-type: none"> <li>a. Screen Doors</li> <li>b. Windows</li> <li>c. Moose Plate - Grant and letter of intent accepted for Phase 2. Beginning to work on Phase 1 of grant.</li> <li>d. Library garden/Patio – <a href="#">Applied for a grant to fund</a>. (See pages 11-14 for narrative) Hope to hear soon. Backup plan, apply to the Cogswell Benevolent Trust</li> <li>e. Garaventa Replacement – Status Report                 <ul style="list-style-type: none"> <li>• Representatives from Garaventa have completed the shop drawings.</li> <li>• When the compliance expert came to see the site he indicated that he is concerned with two major overhead clearance issues, the first at the bottom of the stairwell and the second at the Main Floor landing. The bottom stairwell has an overhead hazard. The Main Floor landing area overhead clearance falls within the “FLAGGED” zone and may not provide enough height for code compliance.</li> <li>• A trustee asked about the weight limit variance. “Thought we would realize a weight capacity of 550 with the replacement model.” I asked Garaventa Representative, “Can you respond to this please?”                     <ul style="list-style-type: none"> <li>○ The factory designer looks at the existing rail structure details and uses that to determine if the capacity can be increased.</li> <li>○ They list the maximum capacity from their research on the new drawings.</li> <li>○ I will double check with them - but it appears that the limitation is from the existing rail system, and likely cannot be increased.</li> </ul> </li> <li>• Both areas need to be considered by the State Inspector and variances will be required.</li> <li>• At this point, the project realization is dependent on the decision of the State Inspector and their willingness to grandfather in the new lift since it is a replacement and not a new build.</li> <li>• If we get the variance, then we are looking at 4-6 weeks for delivery of the mechanicals. I spoke with Garaventa representative and expressed my concern that we have a HARD STOP date of June 21, the last day of school. Work may have to wait until mid-August if we can’t complete install by the 21<sup>st</sup>. It is expected that the decommissioning, installation and inspection will take 2-3 days.</li> <li>• If we don’t get the variance the project is unachievable with the current budget and physical components.</li> <li>• I have asked to be Bcc’d on all correspondence to keep on top of the issue.</li> </ul> </li> <li>f. Limited Mobility Door Project - Status Report. Supply chain issues. Waiting for parts.</li> <li>g. Emergency Exit – Status Report. Supply chain issues. Waiting for parts.</li> </ol> </li> <li>3) Community Involvement – Trying to create communal atmosphere on Main Floor. Purchased a table-top puzzle board, puzzle, and some small interactive games for</li> </ol>
<p><b>ITEM 5</b></p>		<p><b>Other</b> patrons to use and promote visits.</p>
<p><b>ITEM 6</b></p>		<p><b>Schedule Next Meeting: 6 weeks = 6/22/2022, 9 weeks=7/13/2022 and then following meeting 9/7/2022 or 9/14/2022</b></p>

**ROLL CALL ACTION - RECORD ATTENDANCE**

MEETING PARTICIPANTS	PRESENT
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y, joined at 5:20pm
Frances Tain	Y
Lynn Piotrowicz- DIRECTOR	Y

**ITEM 1 ANNUAL BOARD REORGANIZATION**

**Chair: Fran Tain**

**MOVE TO ACCEPT: John Capuco**

**SECONDED BY: Deb Kreutzer**

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

**Treasurer: Deb Kreutzer**

**MOVE TO ACCEPT: Fran Tain**

**SECONDED BY: Anne Crotti**

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

**Secretary: Joe Petrick**

**MOVE TO ACCEPT: John Capuco**

**SECONDED BY: Anne Crotti**

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

**ITEM 2 Public Forum**

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

**ITEM 3 Minutes of Meeting: January 19, 2022**

**MOVE TO ACCEPT: John Capuco**

**SECONDED BY: Anne Crotti**

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

**ITEM 4 Treasurer’s Report & Financial Deliberations**

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

**MOVE TO ACCEPT: John Capuco**

**SECONDED BY: Anne Crotti**

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

- 2) Monies/Gifts to Accept: Joseph & Joanne Grady, \$100.00 General Fund; Darby McGraw, \$200.00 General Fund; Alicia Macleay, \$50.00 Mary F. Kjellman Fund

**MOVE TO ACCEPT: Deb Kreutzer**

**SECONDED BY: Fran Tain**

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

**ITEM 5 Director’s Report**

- 1) The ILL issue
- 2) Staff update
  - a. Rose Jansen to start 4/5/22. Title will be Library Services Coordinator.
  - b. Denise Getts and Lynne Lawrence departing mid-April.
- 3) Friends Projects
  - a. Cooperative arrangement with Henniker concert committee to do a program about the underground railroad the morning of the upcoming Reggie Harris concert
  - b. Library Connections – announcement in the library newsletter where volunteers can be matched with library-related activities (beautification, etc.). Lynn is monitoring.
  - c. Hosting 4/7 open house at library

**ITEM 6 WHAT’S NEXT?**

1. Computers to be reinstalled in J-room
2. Resumption of summer reading program inside library
3. Sunday programs – Lynn and Rose to develop new ideas (new book clubs, TED talks, etc.)
4. Recruit new staff for Friday and Saturday
5. Increase Saturday Summer hours once staff is secured

**ITEM 7 Garaventa Replacement & Door Project**

Library director notified SMP of the outcome of the 2022 Budget/CIP Process

Proceed with plans outlined in the approved Warrant Article 26 which was amended to read:

**26) To see if the Town will vote to raise and appropriate the sum of Fifty-Eight Thousand Six Hundred Seventy Dollars and Twenty Cents (\$58,670.20) 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.**

- 1) Authorize director as signing agent for Garaventa
- 2) Authorize payment of deposit for Garaventa in the amount of \$14,566.20 (30%)
- 3) Authorize director to submit paperwork to Town for reimbursement of \$14,566.20
- 4) Authorize director as signing agent for rear entry work to be completed by Integrated Door Solutions
- 5) Authorize payment of deposit for rear entry work in the amount of \$2,391.30 (50%)
- 6) Authorize director to submit paperwork to Town for reimbursement of \$2,391.30
- 7) Authorize director as signing agent for emergency exit door in J-Room.
- 8) Authorize payment of deposit for emergency exit door in J-Room \$1,340.17 (50%)

**MOVE TO ACCEPT: Deb Kreutzer**

**SECONDED BY: Anne Crotti**

TRUSTEES	VOTE RECORD
John Capuco	Y

Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

ITEM 8

Other -None

ITEM 9

Schedule Next Meeting: 5/11/22, 5pm

Meeting end 6:32pm

Minute taker: Fran Tain

## TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	41,763.43
Cash Income & Trust Funds	\$	5,817.76
Operational Income	\$	393.00
Other Direct Income	\$	5,687.95
2021 Unexpended/Reserve Funds	\$	16,004.23
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>69,666.37</b>

EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	41,763.43
Patron Service Expenses	\$	9,288.82
Facility Management Expenses	\$	9,306.22
Technology Management Expenses	\$	480.00
Other Direct Costs	\$	1,192.69
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>62,031.16</b>

## TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET CATEGORY	Y-T-D % RECEIVED
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 41,763.43	\$ 209,965.13	
4-2000	Town Appropriation - Personnel	\$ 41,763.43	\$ 209,085.13	20%
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 5,817.76		
4-3510	Contribution Overdue	\$ 83.00		
4-3540	Non-Resident Cards	\$ 50.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 5,184.76	\$ 21,124.76	25%
4-5020	Annual Income fromTown Trust Funds	\$ -	\$ 11,941.54	0%
4-5030	Donations: Established Trust Funds	\$ 200.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 300.00		
4-9200	Invoice Not Paid. Payment not processed in 2020 for design work	\$ 2,714.00		
<b>OPERATIONAL INCOME</b>		\$ 393.00		
4-1000	Town Appropriation-Operations	\$ -		
4-1010	Town Appropriation - Fuel	\$ -	\$ 4,408.20	0%
4-3520	COPY & FAX Service	\$ 393.00		
4-3550	Overdue Processing Fee	\$ -		
4-3560	Damaged/Lost Books	\$ -		
<b>OTHER DIRECT INCOME</b>		\$ 5,687.95		
4-6000	Sale of Surplus	\$ -		
4-6020	Reimbursed Purchase	\$ 312.95		
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	\$ 9,950.00	50%
<b>TOTAL REVENUE</b>				
EXPENDITURES		2022 EXPENDITURES	2022 BUDGET CATEGORY	Y-T-D % SPENT
<b>PERSONNEL EXPENSES</b>		\$ 41,763.43	\$ 209,965.13	20%
6-2000	Library -- Wages	\$ 32,579.17	\$ 165,548.76	20%
	Library - Benefit: Health Insurance	\$ 4,566.36	\$ 16,853.00	27%
	Library -- Fica (7.65% of Library Wages)	\$ 2,438.40	\$ 12,389.37	20%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 1,648.50	\$ 11,358.00	15%
	Library - Longevity Pay for Employees	\$ -	\$ 2,500.00	0%
	Library -- Workers Comp/Unemp Ins	\$ 306.00	\$ 856.00	36%
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	100%
6-2030	Library -- Staff Development	\$ 75.00	\$ 310.00	24%
<b>PATRON SERVICES EXPENSES</b>		\$ 9,288.82	\$ 24,522.00	38%
6-3000	Library Acquisition -- Books	\$ 4,119.86	\$ 16,000.00	26%
6-3010	Library Acquisitions -- Audio Books	\$ 654.07	\$ 1,500.00	44%
6-3020	Library Acquisitions -- Periodicals	\$ 286.00	\$ 1,000.00	29%
6-3030	Library Acquisitions -- DVD	\$ 183.79	\$ 750.00	25%
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	\$ 149.90	\$ 400.00	37%
6-6010	Library Program - Speakers & Supplies	\$ 23.20	\$ -	
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 9,306.22	\$ 32,294.14	29%
6-4000	Library General Maintenance -- Janitorial	\$ 2,000.00	\$ 6,000.00	33%
6-4010	Library General Maintenance -- Blding Repairs	\$ 2,675.29	\$ 9,965.00	27%
6-4020	Library Utilities (Total - Heating Oil)	\$ 1,583.53	\$ 7,475.94	21%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 1,865.69	\$ 4,408.20	42%
6-4030	Library Blding Maintenance Supplies	\$ 1,181.71	\$ 4,445.00	27%
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ 480.00	\$ 500.00	96%
6-5010	Library Tech Maintenance	\$ 480.00	\$ 250.00	192%
6-5020	Library Equipment	\$ -	\$ 250.00	0%
<b>OTHER DIRECT COSTS</b>		\$ 1,192.69	\$ 12,973.44	9%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 219.25	\$ 1,000.00	22%
6-6020	Staff Reimbursed Purchase	\$ 312.95	\$ 312.95	100%
6-6080	Town of Henniker (Refund for Overpayment of Appropriation)	\$ 110.49	\$ 110.49	100%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00	\$ 1,600.00	25%
6-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 150.00	\$ 9,950.00	2%
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 62,031.16	\$ 267,281.27	23%

# Tucker Free Library MANIFEST FOR APPROVAL, MAY 11, 2022

BILLS PAID	ID#	Acct#	Account Name	Debit	Credit
CD	8-Mar-22	Concord Monitor 5460 5460	1-1100 General Checking Account 6-3020 Periodicals	\$286.00	\$286.00
			COMMENT ANNUAL SUBSCRIPTION TO NEWSPAPER		
CD	9-Mar-22	Comcast 5464 5464	1-1100 General Checking Account 6-4020 Utilities	\$118.44	\$118.44
CD	9-Mar-22	Eversource 5465 5465	1-1100 General Checking Account 6-4020 Utilities	\$165.48	\$165.48
CD	15-Mar-22	Baker & Taylor 5463 5463 5463	1-1100 General Checking Account 6-3000 Books 6-3010 Audio Books	\$1,052.03 \$69.81	\$1,121.84
CD	15-Mar-22	Mark Reilly White Tornado 5466 5466	1-1100 General Checking Account 6-4000 General Maintenance	\$400.00	\$400.00
			COMMENT MONTHLY JANITORIAL		
CD	29-Mar-22	Monadnock Security Systems, Inc 5467 5467	1-1100 General Checking Account 6-4000 General Maintenance	\$245.00	\$245.00
CD	29-Mar-22	SYNCB/Amazon 5468 5468 5468 5468	1-1100 General Checking Account 6-3000 Books 6-4030 Supplies 6-3030 DVD - Appropriation Fund	\$67.52 \$374.80 \$74.86	\$517.18
CD	30-Mar-22	TDS 5469 5469	1-1100 General Checking Account 6-4020 Utilities	\$37.25	\$37.25
CD	30-Mar-22	TDS 5470 5470	1-1100 General Checking Account 6-4020 Utilities	\$41.70	\$41.70
CD	6-Apr-22	Comcast 5471 5471	1-1100 General Checking Account 6-4020 Utilities	\$118.44	\$118.44
CD	12-Apr-22	Edmunds Ace Hardware 5472 5472	1-1100 General Checking Account 6-4030 Supplies	\$6.64	\$6.64
CD	12-Apr-22	Mark Reilly White Tornado 5473 5473	1-1100 General Checking Account 6-4000 General Maintenance	\$400.00	\$400.00
CD	12-Apr-22	Rose Jansen 5474 5474	1-1100 General Checking Account 6-2030 Staff Development	\$25.00	\$25.00
			COMMENT REIMBURSE CRIMINAL BACKGROUND CHECK		
CD	12-Apr-22	Routon Painting 5475 5475	1-1100 General Checking Account 6-4010 Building Repairs	\$2,000.00	\$2,000.00
			COMMENT DEPOSIT FOR WINDOWS		
CD	13-Apr-22	Eversource 5476 5476	1-1100 General Checking Account 6-4020 Utilities	\$142.47	\$142.47
CD	19-Apr-22	Baker & Taylor 5477 5477 5477	1-1100 General Checking Account 6-3000 Books 6-3010 Audio Books	\$795.14 \$236.57	\$1,031.71

CD	27-Apr-22	TDS 5480 5480	1-1100 6-4020	General Checking Account Utilities		\$40.30	\$40.30
CD	27-Apr-22	TDS 5481 5481	1-1100 6-4020	General Checking Account Utilities		\$43.51	\$43.51
CD	3-May-22	Karin Carr 5478 5478	1-1100 6-2030	General Checking Account Staff Development		\$25.00	\$25.00
CD	3-May-22	SYNCB/Amazon 5479 5479 5479 5479	1-1100 6-4035 6-3000 6-4030	General Checking Account COVID RELATED SUPPLIES Books Supplies		\$89.82 \$37.50 \$275.43	\$402.75
Grand Total:						\$7,168.71	\$7,168.71
<b>DEPOSITS</b>		<b>ID#</b>	<b>Acct#</b>	<b>Account Name</b>		<b>Debit</b>	<b>Credit</b>
CR	8-Mar-22	CR000370 CR000370	1-1100 4-3520	General Checking Account Copier		\$31.00	\$31.00
CR	15-Mar-22	CR000371 CR000371 CR000371 CR000371	1-1100 4-3510 4-3520 4-5030	General Checking Account Contribution Overdue Copier Established TrustFund Donation		\$79.30	\$6.30 \$23.00 \$50.00
CR	23-Mar-22	CR000372 CR000372	1-1100 4-3520	General Checking Account Copier		\$13.00	\$13.00
CR	29-Mar-22	CR000373 CR000373 CR000373	1-1100 4-3510 4-3520	General Checking Account Contribution Overdue Copier		\$39.00	\$2.00 \$37.00
CR	5-Apr-22	CR000374 CR000374 CR000374	1-1100 4-3520 4-6020	General Checking Account Copier Staff Reimbursed Purchase		\$126.00	\$20.00 \$106.00
CR	12-Apr-22	CR000375 CR000375 CR000375	1-1100 4-3520 4-9200	General Checking Account Copier Design Work		\$2,729.00	\$15.00 \$2,714.00
				<b>COMMENT</b>	OLD SMP BILL FOUND DURING AUDIT PREP THAT TFL PAID BUT DID NOT RECEIVED REIMBURSEMENT FOR FROM TOWN. PAID DURING THE HEIGHT OF COVID CLOSURE		
CR	19-Apr-22	CR000376 CR000376 CR000376 CR000376	1-1100 4-3510 4-3520 4-3540	General Checking Account Contribution Overdue Copier Non-Resident Cards		\$90.00	\$20.00 \$20.00 \$50.00
CR	26-Apr-22	CR000377 CR000377	1-1100 4-3520	General Checking Account Copier		\$19.00	\$19.00
Grand Total:						\$3,126.30	\$3,126.30

## TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	NOT YET RECEIVED 2022	BALANCE 12/31/2021	EXPENDED 2022	DONATIONS TO 2022	DEPOSIT TO TRUST FUND	BALANCE 12/31/2022
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,588.28	\$ -	\$ -	\$ -	\$ -	\$ 1,588.28
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 123.45	\$ 34.65	\$ -	\$ -	\$ -	\$ 158.10
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,029.17	\$ -	\$ -	\$ -	\$ -	\$ 1,029.17
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 70.43	\$ -	\$ -	\$ -	\$ -	\$ 70.43
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 684.08	\$ 188.64	\$ -	\$ -	\$ -	\$ 872.72
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ -	\$ 150.00	\$ 150.00	\$ 557.90
James W. Doon*	MEMORIAL BOOKS	\$ 56.95	\$ 475.30	\$ -	\$ -	\$ -	\$ 532.25
Preston Fund	LIBRARY OPERATIONS	\$ 716.45	\$ -	\$ -	\$ -	\$ -	\$ 716.45
Alice V. Colby*	LIBRARY OPERATIONS	\$ 21.18	\$ -	\$ -	\$ -	\$ -	\$ 21.18
George W. Tucker	LIBRARY OPERATIONS	\$ 6,733.51	\$ -	\$ -	\$ -	\$ -	\$ 6,733.51
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 480.40	\$ -	\$ -	\$ -	\$ -	\$ 480.40
Walter K. Robinson	MEMORIAL BOOKS	\$ 118.58	\$ 34.89	\$ -	\$ -	\$ -	\$ 153.47
		\$ 11,941.54	\$ 1,613.88	\$ -	\$ 150.00	\$ 150.00	\$ 13,555.42

\*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 03/31/2022	
<b>TD Bank</b>							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 396,831.47	
<b>Charter Trust</b>	LIBRARY DEVELOPMENT						
<b>SUBFUND</b>	<b>Starting Balance</b>	<b>% of Fund</b>	12/31/2018	12/31/2019	12/31/2020	12/31/2021	4/29/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 9,000.05
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 12,600.08
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 252,230.08
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,885.79
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>284,761.29</b>	<b>317,390.84</b>	<b>285,716.00</b>

### 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.

## 1<sup>st</sup> NARRATIVE

During the pandemic closures of our library, it became obvious to all that community members gather at our library for a variety of reasons, one being to use our free Wi-Fi that is broadcast around the building. As staff members working within the closed building looked out on our property, what they saw was stunning. People were using a variety of devices while sitting in their cars or on the front stairs, they were stretched out on the lawn or balancing themselves on the handicap ramp railings, they had folded into themselves on the curb using our internet connection. One evening as I drove by after dark, I noticed that there were people leaning against the antique iron lampposts using their devices. Leaning, sprawling, balancing, all because we have no seating around the library. This observation/revelation led to extensive discussions with the trustees and Friends group about the creation of a park/garden space around the library so families and friends could gather for conversation, a game of chess/checkers, or a place to comfortably connect to the world via internet.

Looking at the physical space around the library, it was determined that the best option would be the front lawn area. The northern elevation provides a natural shade for those individuals during the heat of summer. It is a space that is away from traffic and parking areas for safety reasons. It is also a space that needs improvement, as the landscape is in need of refurbishment.

The Tucker Free Library is listed on the New Hampshire Historic Register. It was built in 1904 as the town library. Considered a gem of our community, the building is more than a space it is a destination for Henniker residents young and old alike. One of my favorite quotes from the "Paris Library" by Janet Skeslien Charles aptly summarizes this; "The library was more than bricks and books; its mortar was people who cared."

I have attached two drawings that detail the plan. They were designed by a retired architect who lives in town. The designs were run by another architect who is an expert in historic library buildings, he felt that a project that accentuated the exterior features of the building would enhance the overall curb appeal of our library and our neighborhood.

We plan to build symmetrical spaces on each side of the main walkway. To enhance accessibility, a patio would be laid using granite pavers in an ashlar pattern to play off the facade of the building. Once the pavers are in place, we would install architectural benches to create conversational areas on both sides. Included in the design is the integration of a game table feature, so community members could borrow or bring checkers/chess pieces and engage with friends. Container gardens would be used instead of ground plantings to allow for seasonal variation of foliage. On the eastern side of the front lawn, a new sign would be added that allows for announcements to be posted regarding library events and news. Appropriately styled garbage receptacles will be discretely added to collect refuse from users enjoying lunch from the pizza shop across the street or the coffee shop around the corner.

We have held meetings for this project, it has garnered community enthusiasm. Your grant will allow us to pursue this project immediately. While the conceptualization process has progressed, actual work has not started. It was our intention to apply for ARPA monies through our State Library to fund this project, but after reviewing the grant parameters it was determined that our PUBLIC PARK GARDEN/SEATING SPACE did not fit within the stringent requirements of the grant administrator so we "shelved" the project until today when I was alerted through Grant Station of your Hometown Proud opportunities. This project and your program are compatible because the library is a natural gathering place for our community.

What is left to do? This project has already been green-lighted and certified as meeting all variance and use ordinances. We would have to seek a variance for the new sign, but the Town Administrator sees that as a technicality rather than an obstacle. Next, we would hire a project manager with landscape experience to source patio construction supplies, benches, tables, garden urns, foliage, and a new sign. We would have to hire trades to complete the landscape work and installation. As the longtime director of TFL, I see this project as a crowning achievement, providing a space for our community to reach out and meet our neighbors!

One of my last experiences prior to the pandemic lockdown occurred in a neighboring town. As my spouse shopped, I opted to sit outside on a park bench to enjoy the fresh air. While I was sitting there a complete stranger sat down next to me and we launched into a deep philosophical conversation about the state of our nation. Opinions varied on certain topics but, the freedom to sit and express those differing opinions was mentioned and appreciated by both of us!

## 2<sup>nd</sup> NARRATIVE

By its very nature, a town library draws people of all walks of life to its doors. It is the one place in our communities where everyone is welcome, where knowledge is freely accessible, and where all ideas are expressively welcome. One lesson learned by many library directors running buildings throughout a pandemic: even though the doors of our building may have been shuttered, people still sought out our service. By creating this community gathering space, whether the library is open or closed, the essence of the public library will always be available.

While many of us are consumers of social media, social media has become detrimental to many of our neighbors. Social media has emboldened many to express anti-social sentiment. We all need to learn how to be social again, becoming practitioners of face-to-face conversations! During this fractious time, having a public space available for mending fences, finding commonality, and promoting kindness is critical. Even in our sleepy towns in communities off the beaten path, dissension exists. This project represents more than the transformation of a physical space; it also creates an opportunity for our community members to gather and practice being social. There is no other public space in Henniker that provides a place for people to just sit to think or to meet others and share ideas. Growing up, my neighborhood practiced front porch diplomacy. Neighbors watched out for each other, visited on the front stoop, and shoveled snow together. This project creates a front porch at our library for greater

community conversations and healing because it is hard to scream angrily about an issue when you are face-to-face, not hiding behind the screen of a social media app.

The Friends of Tucker Free Library have led this project since the first conversations. Their mission, "to provide a public organization for the purpose of enhancing the Tucker Free Library's goal of providing the residents of Henniker with a center for information that stimulates the knowledge, culture and pure enjoyment of reading and learning." They earned the 2021 NH Library Trustees Association's designation of "Friends of the Year." Authoritative/authenticating documentation can be found on our website at: <http://www.tuckerfreelibrary.org/2019/06/04/articles-of-incorporation-by-laws/>