



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 OCTOBER 12, 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: September 14, 2022
ITEM 3	Treasurer's Report & Financial Deliberation
ITEM 4	Director's Report
ITEM 5	2023 BUDGET DELIBERATIONS & STRATEGY SESSION
ITEM 6	Other
ITEM 7	Schedule Next Meeting

POSTED: OCTOBER 5, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

<p>ROLL CALL</p>		<p>ACTION - RECORD ATTENDANCE</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>ITEM 3</p>	<p>Treasurer's Y-T-D Summary, PGS 6-7</p> <p>Manifest, PGS, 8-10</p> <p>Trust Fund Report, PG 11</p>	<p>Treasurer's Report & Financial Deliberations</p> <p>1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting</p> <p>MOVE TO ACCEPT:</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>2) Monies/Gifts to Accept:</p> <p>MOVE TO ACCEPT:</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>SECONDED BY:</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>ITEM 4</p>		<p>Director's Report</p> <ol style="list-style-type: none"> 1) General State of the Library 2) Friends – Annual Meeting 3) Volunteer Corp 4) Holiday Reminder <ol style="list-style-type: none"> a. Per our policy, the library will be closed on: <ol style="list-style-type: none"> i. Friday, November 11 for Veterans Day ii. Thursday and Friday, November 24-25 for Thanksgiving iii. Sunday, December 25 for XMAS Day iv. Sunday, January 1 for New Year's Day b. Per our policy, the library has one floating holiday which the staff has traditionally used for XMAS Eve. Asking for permission to use this floating holiday on Saturday, December 24. c. Also, we have traditionally closed at 5PM on the Wednesday before Thanksgiving. Since we are open until 6PM I am asking permission that we remain open until 6, not closing early on this day. 																								
<p>ITEM 5</p>	<p>TOWN MEETING CALENDAR, PG 13 Budget Worksheet, PG 14</p>	<p>2023 BUDGET DELIBERATIONS & STRATEGY SESSION</p> <ol style="list-style-type: none"> 1) Formulate response to town resident's budget proposal 2) Identified dates on the Town Meeting Calendar that may require members of the Board of Trustees to attend 3) Debra Kreutzer and John Capuco are up for election at Town Meeting in 2023 																								

	<p>Category Descriptions, PG 15 Personnel Summary, PG 16</p>	<p>4) Notable budget issues – WAITING FOR BENEFIT INFORMATION 5) Per library policy, all performance evaluations have been completed. The personnel summary reflects MERIT increases. Waiting for final direction from town on COLA, document from Town indicates a 1.16% COLA rate but not confirmed.</p>
<p>ITEM 6</p>		<p>Other</p>
<p>ITEM 7</p>		<p>Schedule Next Meeting</p>

ROLL CALL

ACTION - RECORD ATTENDANCE

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

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

ITEM 2

Minutes of Meeting: July 27, 2022

MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: John Capuco

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

ITEM 3

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	N/A
Frances Tain	Y

2) Notice of Preliminary Assessment Value for library
LAND \$148,900 + BUILDING \$1,238,300 = TOTAL VALUE \$1,387,200

3) Monies/Gifts to Accept:
MOVE TO ACCEPT: NONE SECONDED BY:

ITEM 4

2023 BUDGET DELIBERATIONS BEGIN

ITEM 5

Director’s Report

- 1) General State of the Library – Staff Update, Hours, Summer Report, Planning for future
- 2) Volunteer recognition. Joseph Clement and Skylar Praul helped out at TFL this summer. Joseph completed the inventory of the entire physical collection and Skylar assisted Erin on Wednesday mornings during story time. Sylvia Lennox helped Erin prepare materials for summer reading programs. The Friends manned a table at the Community Market in April, May, June, July, August, September. They plan on attending a final time on October 6th. The Friends also assisted with Reggie Harris programs and the Lawn Party.
- 3) In advance of budget season, employee performance evaluations have commenced in accordance with Board Policy.
- 4) Projects
 - a. Screen Doors & Windows
 - b. Moose Plate – Awaiting notification in October 2022 with work to be completed in spring of 2023 if successful. Phase 2 will focus on the south east/south elevation.
 - c. Library garden From TA “...Marc mentioned that the library landscaper has been bagging weeds and leaving them for the TS to pick up. You might not be aware; the TS does not accept yard waste and we do not have a compost pile. Can you direct the landscaper to dispose of the yard waste in another manner” REPLY: We don’t have a landscaper or anyone who regularly does any weeding out front, perhaps a volunteer has done that?
 - d. Garden is overrun with weeds and plants are becoming unruly. Perhaps we could do a plant sale and remove them and seed it with grass!!!!
 - e. TA asked. “When was the last memo of understanding between the Library and Selectboard reviewed? It might be a good time to revisit.” REPLY: We attempted MOU review two years ago but it went nowhere.

ITEM 6 **Library Accessibility – Status Update**
IS THE LIBRARY ELIGIBLE TO REQUEST ARPA FUNDS FROM THE TOWN?
Board of Selectmen - Public Hearing - September 20, 2022 6:30 pm
Acceptance of Unanticipated Revenue
The Board of Selectmen will hold a public hearing during the regularly scheduled Selectboard meeting on September 20, 2022, at 6:30 pm at the Henniker Community Center, 57 Main Street, under RSA 31:95-b III (a) to accept unanticipated funding in the following amounts from the following sources: American Rescue Plan Act funding LFRF second payment \$262,666.33, State Bridge Aid funding \$203,706, and additional Highway Block Grant Funding \$146,036.89. The Board of Selectmen is soliciting public input on appropriate use of funding. The regularly scheduled Selectmen’s meeting will follow the public hearing.

Trustees will attend this BOS hearing.

ITEM 7 **Other – No other**

ITEM 8 **Schedule Next Meeting October 12, 2022, 5pm**

ADJOURN **Adjourned public session at 6:20pm, began non-public session at 6:21pm**

NON-PUBLIC **RSA 91-A:3 II(a)** – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. **PERFORMANCE EVALUATION, DIRECTOR**

Frances Tain, Recording Secretary

Tucker Free Library
 31 Western Avenue
 PO Box 688
 Henniker, NH 03242

Cash Disbursements Journal
 9/14/2022 To 10/4/2022

		ID#	Acct#	Account Name	Debit	Credit
CD	14-Sep-22	Eversource				
		5535	1-1100	General Checking Account		\$371.44
		5535	6-4020	Utilities	\$371.44	
CD	20-Sep-22	Marc Aucoin's Elex				
		5536	1-1100	General Checking Account		\$120.00
		5536	6-4000	General Maintenance	\$120.00	
CD	20-Sep-22	Baker & Taylor				
		5537	1-1100	General Checking Account		\$787.61
		5537	6-3000	Books	\$787.61	
CD	20-Sep-22	Baker & Taylor NC				
		5538	1-1100	General Checking Account		\$163.38
		5538	6-3000	Books	\$163.38	
CD	27-Sep-22	Mansfild Public Lit				
		5539	1-1100	General Checking Account		\$8.99
		5539	4-3560	Damaged/Lost Books	\$8.99	
CD	27-Sep-22	SYNCB/Amazon				
		5540	1-1100	General Checking Account		\$747.93
		5540	6-3000	Books	\$416.24	
		5540	6-3030	DVD - Appropriation Fund	\$210.21	
		5540	6-4030	Supplies	\$121.48	
CD	28-Sep-22	TDS				
		5542	1-1100	General Checking Account		\$38.05
		5542	6-4020	Utilities	\$38.05	
CD	28-Sep-22	TDS				
		5543	1-1100	General Checking Account		\$43.42
		5543	6-4020	Utilities	\$43.42	
CD	4-Oct-22	Mark Reilly White				
		5541	1-1100	General Checking Account		\$400.00
		5541	6-4000	General Maintenance	\$400.00	
Grand Total:					\$2,680.82	\$2,680.82

Cash Receipts Journal
 9/14/2022 To 10/4/2022

		ID#	Acct#	Account Name	Debit	Credit
CR	20-Sep-22					
		CR000395	1-1100	General Checking Account	\$27.00	
		CR000395	4-3510	Contribution Overdue		\$2.00
		CR000395	4-3520	Copier		\$25.00
CR	27-Sep-22					
		CR000396	1-1100	General Checking Account	\$17.00	
		CR000396	4-3520	Copier		\$17.00
Grand Total:					\$44.00	\$44.00

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET	Y-T-D %
			CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 116,622.24	\$ 209,965.13	
4-2000	Town Appropriation - Personnel	\$ 116,622.24	\$ 209,085.13	56%
CASH INCOME & TRUST FUNDS		\$ 28,066.92		
4-3510	Contribution Overdue	\$ 142.81		
4-3540	Non-Resident Cards	\$ 200.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 14,370.27	\$ 21,124.76	68%
4-5020	Annual Income from Town Trust Funds	\$ 11,941.54	\$ 11,941.54	100%
4-5030	Donations: Established Trust Funds	\$ 200.00		
4-5040	Donations: In Memory/Honor of Donations	\$ 200.00		
4-5050	Donations: General Purpose	\$ 1,012.30		
4-9200	Invoice Paid. TFL NOT REIMBURSED BY TOWN IN 2020 for design work	\$ 2,714.00		
OPERATIONAL INCOME		\$ 29,977.35		
4-1000	Town Appropriation-Operations	\$ 27,326.00	\$ 27,326.00	
4-1010	Town Appropriation - Fuel	\$ 1,865.69	\$ 4,408.20	42%
4-3520	COPY & FAX Service	\$ 772.00		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 8.66		
OTHER DIRECT INCOME		\$ 11,581.80		
4-6000	Sale of Surplus	\$ 49.00		
4-6020	Reimbursed Purchase	\$ 312.95		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85		
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00		
4-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 9,950.00	\$ 9,950.00	100%
TOTAL REVENUE				
EXPENDITURES		2022	2022 BUDGET	Y-T-D %
		EXPENDITURES	CATEGORY	SPENT
PERSONNEL EXPENSES		\$ 116,622.24	\$ 209,965.13	56%
6-2000	Library -- Wages	\$ 92,927.16	\$ 165,548.76	56%
	Library - Benefit: Health Insurance	\$ 9,132.76	\$ 16,853.00	54%
	Library -- Fica (7.65% of Library Wages)	\$ 6,975.75	\$ 12,389.37	56%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 4,729.23	\$ 11,358.00	42%
	Library - Longevity Pay for Employees	\$ 2,150.68	\$ 2,500.00	86%
	Library -- Workers Comp/Unemp Ins	\$ 306.00	\$ 856.00	36%
6-2020	Library -- Membership & Mileage	\$ 275.66	\$ 150.00	184%
6-2030	Library -- Staff Development	\$ 125.00	\$ 310.00	40%
PATRON SERVICES EXPENSES		\$ 18,308.84	\$ 25,022.00	73%
6-3000	Library Acquisitions -- Books	\$ 11,506.09	\$ 16,000.00	72%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 334.59	\$ 500.00	67%
6-3010	Library Acquisitions -- Audio Books	\$ 839.39	\$ 1,500.00	56%
6-3020	Library Acquisitions -- Periodicals	\$ 386.75	\$ 1,000.00	39%
6-3030	Library Acquisitions -- DVD	\$ 982.04	\$ 750.00	131%
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	\$ 364.78	\$ 400.00	91%
6-6010	Library Program - Speakers & Supplies	\$ 23.20	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 27,866.07	\$ 32,294.14	86%
6-4000	Library General Maintenance -- Janitorial	\$ 4,528.00	\$ 6,000.00	75%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 12,720.64	\$ 9,965.00	128%
6-4020	Library Utilities (Total - Heating Oil)	\$ 4,423.49	\$ 7,475.94	59%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 1,865.69	\$ 4,408.20	42%
6-4030	Library Bldg Maintenance Supplies	\$ 4,328.25	\$ 4,445.00	97%
TECHNOLOGY MANAGEMENT EXPENSES		\$ 480.00	\$ 500.00	96%
6-5010	Library Tech Maintenance	\$ 480.00	\$ 250.00	192%
6-5020	Library Equipment	\$ -	\$ 250.00	0%
OTHER DIRECT COSTS		\$ 11,952.36	\$ 14,021.83	85%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 309.07	\$ 1,000.00	31%
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%
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85	\$ 1,048.39	83%
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	\$ 9,950.00	\$ 9,950.00	100%
TOTAL LIBRARY OPERATIONS BUDGET		\$ 175,229.51	\$ 267,781.27	65%

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	116,622.24
Cash Income & Trust Funds	\$	28,066.92
Operational Income	\$	29,977.35
Other Direct Income	\$	11,581.80
2021 Unexpended/Reserve Funds	\$	5,162.99
TOTAL REVENUE	\$	191,411.30
EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	116,622.24
Patron Service Expenses	\$	18,308.84
Facility Management Expenses	\$	27,866.07
Technology Management Expenses	\$	480.00
Other Direct Costs	\$	11,952.36
TOTAL EXPENDITURES	\$	175,229.51
REVENUE OVER EXPENDITURES	\$	16,181.79
RESERVED FUNDS		
Total Trust Funds Reserved	\$	2,714.18
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	5,162.99

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED THRU 10/04/2022	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	\$ 89.53	\$ -	\$ -	\$ 68.57
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	\$ 472.30	\$ -	\$ -	\$ 400.42
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ 46.32	\$ 150.00	\$ 150.00	\$ 511.58
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	\$ 74.07	\$ -	\$ -	\$ 79.40
		\$ 11,941.54	\$ 1,613.88	\$ 10,841.24	\$ 150.00	\$ 150.00	\$ 2,714.18

*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						6/30/2022	
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 349,042.10	
Bar Harbor	LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	10/4/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,390.81
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,747.14
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 235,155.85
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,081.20
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	266,375.00

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. It is now known as Bar Harbor as the change in management has occurred.
- 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



2022/2023 Henniker Budget and Town Meeting Schedule

Date	Day of the Week	Time/Type of Hearing	Description
September 26, 2022	Monday	N/A	Department Heads receive budget sheets
October 5 th – 14 th 2022	Wednesday – Friday	N/A	Meeting with Department Heads
October 18, 2022	Tuesday	6:15	Selectboard Meeting
October 19, 2022	Wednesday	3:00pm	Budget requests due
November 1, 2022	Tuesday	6:15 Selectboard Meeting	Selectboard Meeting 2023 Budget Binder
November 12, 2022	Saturday	8:00am – 4:00pm Public Meeting	Selectboard and Budget Advisory Committee – Review of 2023 Operating Budget
November 15, 2022	Tuesday	6:15:00 AM Selectboard	Selectboard Meeting - Propose/Review any zoning ordinance, historic district ordinance or building code for consideration at the 2023 town meeting
December 6, 2022	Tuesday	6:15 Selectboard Meeting	Warrant Article Review (Any Bond articles over \$100k)
December 20, 2022	Tuesday	6:15 Selectboard Meeting	Proposed warrant articles by town departments under 100K/warrant articles from town committees
January 3, 2023	Tuesday	6:15 Selectboard Meeting	Budget Review May want to attend
January 17, 2023	Tuesday	Public Hearing	Public Hearing for any bond article over \$100k
January 17, 2023	Tuesday	Selectboard Hearing	CIP Presentation to Board of Selectmen; Advisory Budget Committee Recommendations; Budget Review
January 31, 2023	Tuesday	Public Hearing	Public Hearing on proposed budget and warrant articles
February 14, 2023	Tuesday	Selectboard Meeting	Selectboard decides who is speaking to the warrant articles
February 17, 2023	Friday	8:00am	Warrant posted at polling locations and Town Hall
March 7, 2023	Tuesday		Town Meeting Voting Day
March 11, 2023	Saturday	1:00pm	Town Meeting

Highlighted dates indicate when trustee attendance may be necessary



Date: September 29, 2022

To: Henniker Board of Selectmen

From: Russ Roy, Finance Director

RE: **2023 Town Wide Budget Changes**

Wages: The State of NH granted a 1.16% Cola, effective 7/1/22 which according to the policy will be part of the 2023 wage calculations. The new merit raise system requires a review be performed with an effective implementation date of 4/1/2023. Once the reviews are received by finance, wage information will be sent to departments.

Benefits: We anticipate receiving the Healthtrust guaranteed adjustment in early October 2022. Once that information is received, it will be sent to departments.

Heating Fuels: Heating oil was bid at \$3.89 for 2022 which increased 2.00 from the 2021 rate of 1.89. Propane was bid \$1.699 for 2022 which increased -0- from the 2021 rate.

Electric: Electricity at .0684 per kwh is set until October 2023. We will be looking to purchase the next contract in the summer of 2023. It is highly unlikely we will be get such a favorable rate for the 2023-2024 year, so I would recommend November & December estimates of power be calculated at 22 cents per kwh as that reflects the current market conditions.

Retirement: Employer portion of NH Retirement for full time employees. Group I wages stayed the same thru 6/30/23 at 14.66% and dropped to 13.53% from 7/1/23 through the balance of the year. Group II Police will be 33.8% through 6/30/23 and dropped to 31.28% from 7/1/23 through the balance of the year. Group II Fire will be 32.99% through 6/30/23 and dropped to 30.35% from 7/1/23 through the balance of the year. The change in 2023 rates reflects an approximate 7.5% reduction.

Fica: Social security remains at 6.2% and medicare at 1.45%

We would like to see budget worksheets returned to the finance department by Wednesday 10/23/22.

ACCOUNT NUMBER	ACCOUNT TITLE	2023 REQUESTED	2022 FINAL	DIFFERENCE
PERSONNEL EXPENSES		\$ 215,398.76	\$ 209,965.13	\$ 5,433.63
Expenses Managed By Town				
4550-110	Library - Wages (Includes Merit YTBD, 1.16%COLA)	\$ 170,189.99	\$ 165,548.76	\$ 4,641.23
	Library - Wages Longevity	\$ 1,375.00	\$ 2,500.00	\$ (1,125.00)
4550-211	Library - Benefit Insurance THIS INFO NOT YET AVAILABLE	\$ 17,000.00	\$ 16,853.00	\$ 147.00
4550-220	Library - FICA	\$ 13,124.72	\$ 12,389.37	\$ 735.35
4550-230	Library - Retirement	\$ 12,058.41	\$ 11,358.00	\$ 700.41
4550-523	Library - Workers Comp/Unemp Ins	\$ 1,375.64	\$ 856.00	\$ 519.64
Additional Personnel				
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ -
6-2030	Library Staff Development	\$ 125.00	\$ 310.00	\$ (185.00)
PATRON SERVICES EXPENSES		\$ 23,117.00	\$ 24,522.00	\$ (1,405.00)
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ -
6-3010	Library Acquisitions - Audio Books	\$ 750.00	\$ 1,500.00	\$ (750.00)
6-3020	Library Acquisitions - Periodicals	\$ 500.00	\$ 1,000.00	\$ (500.00)
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ -
6-3035	Library Acquisitions - Patron Technology	\$ 500.00	\$ 1,000.00	\$ (500.00)
6-6000	Library Contract Services - Technology			
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ -
	Annual Payment to NH Downloadable	\$ 2,167.00	\$ 1,922.00	\$ 245.00
	Library Website, Misc Software	\$ 500.00	\$ 400.00	\$ 100.00
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ -
FACILITY MANAGEMENT EXPENSES		\$ 33,661.80	\$ 36,880.54	\$ (3,218.74)
6-4000	Library General Maintenance - Janitorial	\$ 5,500.00	\$ 6,000.00	\$ (500.00)
6-4010	Library General Maintenance - Repairs	\$ 9,965.00	\$ 9,965.00	\$ -
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 14,696.80	\$ 16,470.54	\$ (1,773.74)
	Central Dispatch Monitoring	\$ 408.00	\$ 408.00	\$ -
	Annual Lifts Inspection	\$ 500.00	\$ 500.00	\$ -
	Annual Fire Extinguisher Inspection	\$ 35.00	\$ 35.00	\$ -
	Annual Fire/Safety System Inspection	\$ 350.00	\$ 350.00	\$ -
	PO BOX Rental	\$ 76.00	\$ 76.00	\$ -
	Heating	\$ 6,910.20	\$ 4,408.00	\$ 2,502.20
	Electric	\$ 3,200.00	\$ 7,475.94	\$ (4,275.94)
	Water	\$ 227.60	\$ 227.60	\$ -
	Sewer	\$ 480.00	\$ 480.00	\$ -
	Phone	\$ 1,094.00	\$ 1,094.00	\$ -
	Internet	\$ 1,416.00	\$ 1,416.00	\$ -
6-4030	Library Building Maintenance - Supplies	\$ 3,500.00	\$ 4,445.00	\$ (945.00)
6-4035	COVID Related Supplies/Expenses	\$ -	\$ 500.00	\$ (500.00)
TECHNOLOGY MANAGEMENT EXPENSES		\$ 500.00	\$ 500.00	\$ -
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ -
6-5020	Library Technical Equipment	\$ -	\$ -	\$ -
	TOTAL OPERATION BUDGET	\$ 272,677.56	\$ 266,621.00	\$ 6,056.56
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,000.00	\$ -
	APPROPRIATION REQUEST	\$ 242,677.56	\$ 236,621.00	\$ 6,056.56
	MERIT INCREASE -YTBD BY TRUSTEES	\$ -	\$ 5,890.16	\$ (5,890.16)
	COLA INCREASE	\$ 1,951.57	\$ 2,306.34	\$ (354.77)
	LONGEVITY BONUS	\$ 1,375.00	\$ 2,500.00	\$ (1,125.00)
		\$ 3,326.57	\$ 10,696.50	\$ (7,369.93)

ACCOUNT NUMBER	ACCOUNT TITLE	ACCOUNT DESCRIPTION
PERSONNEL EXPENSES		
Expenses Managed By Town		
4550-110	Library - Wages	As identified in library policy
4550-211	Library - Benefit Insurance	OUTSTANDING
4550-220	Library - FICA	Social security remains at 6.2% and medicare at 1.45%
4550-230	Library - Retirement	14.66% thru 6/30/23 and then 13.53% for remainder of the year
4550-523	Library - Workers Comp/Unemp Ins	
6-1010	Library -Utilities: Heating Oil (negotiated contract)	2022-23 Heating Season. Ayer & Goss 1800 gals heating oil @ \$3.839/gal
Expenses Managed By Library		
Additional Personnel		
6-2020	Library Membership, Mileage	We routinely pay \$150/YR for Trustees to belong to NHLTA.
6-2030	Library Staff Development	New hirers are required to complete criminal background check form. This figure does not provide for any continuing education opportunities for staff.
PATRON SERVICES EXPENSES		
6-3000	Library Acquisitions - Books	Books purchased for collection
6-3010	Library Acquisitions - Audio Books	Audio books purchased for collection
6-3020	Library Acquisitions - Periodicals	Nine magazines have been renewed through December 2023. Magazines are selected and ordered during the late summer. This line covers Concord Monitor and magazines.
6-3030	Library Acquisitions - Video Appropriation	DVDs purchased for collection
6-6000	Library Contract Services - Technology	
	Library Circulation System	Annual fee for Circulation/Catalog Software
	Annual Payment to NH Downloadable	Annual fee for patrons to access downloadable content
	Annual Website Fees	Misc. licensing and enhancements
6-6010	Library Programs - Speakers & Supplies	Supplies to support library programs for patrons
FACILITY MANAGEMENT EXPENSES		
6-4000	Library General Maintenance - Janitorial	Cleaning the library
6-4010	Library General Maintenance - Repairs	Incidental expenses such as annual HVAC service, electrician, plumber, unanticipated facility equipment failure
6-4020	Library Contracted Services - Building Safety & Utilities	
	Fire System/Safety Monitoring	Service provided by Monadnock Security/Central Dispatch
	Annual Lift Inspections	Required by NH State Dept of Labor. Only vendor able to inspect. Different load tests are mandated in offsetting years
	Annual Fire Extinguisher Inspection	Required by State. Some years the extinguishers need to be replaced or recharged
	Annual Fire/Safety System Inspection	Smoke and fire detector system inspected annually as required
	Annual Lift/Boiler Certificates of Operation	NH Dept of Labor requires the reporting of inspection results and the posting of certificates of operation
	Heating	Part of town bulk buying to benefit from volume discounts 1800 gal @\$3.839/gal
	Electric	Our supplier is ENGIE Resources, Inc. The rate has been .0684. The contract is set thru 10/23. New contract will be negotiated and advised by Finance Director to increase 11/23 & 12/23 to 22 cents per kwh. We average 1,269 KWH used/month with the highest months being July and August. The lowest months being May and June.
	Water	Town rate/minimum use
	Sewer	Town rate
	Phone	We are required to have two phone lines, one for business and the other for fire security system
	Internet	Renegotiated rate for high speed internet required to allow staff and patrons to use the same line
	USPS Box Rental	Annual fee for small box rental
6-4030	Library Building Maintenance - Supplies	Misc. supplies required to operate facility. Paper, printer cartridges, labels, etc.
TECHNOLOGY MANAGEMENT EXPENSES		
6-5010	Library Technical Maintenance	Consultant to assist with technical issues that staff cannot solve
6-5020	Library Technical Equipment/Software	Computers for staff and patrons, printers, licensing for software

ACCOUNT NUMBER	ACCOUNT TITLE	2023 REQUESTED	2022 FINAL
PERSONNEL EXPENSES			
4550	110 Library - Wages		
	MERIT INCREASE -YTBD BY TRUSTEES	\$ -	\$ 5,890.16
	1.16 COLA INCREASE	\$ 1,951.57	\$ 2,306.34
	LONGEVITY BONUS	\$ 1,375.00	\$ 2,500.00
		\$ 3,326.57	\$ 10,696.50