



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 APRIL 19, 2023 AT 3:30PM**

**In-person, Tucker Free Library – Lower Level**

|                |   |
|----------------|---|
| ROLL CALL      | Attendance<br>Board of Trustees and Public                        |
| PUBLIC COMMENT | Public Forum  |
| ITEM 1         | ACCEPT MINUTES OF PRIOR MEETING<br>March 8, 2023 & March 29, 2023 |
| ITEM 2         | TREASURER'S REPORT  |
| ITEM 3         | DIRECTOR'S REPORT   |
| ITEM 4         | LIBRARY ACCESSIBILITY PROJECT - UPDATE                            |
| ITEM 5         | OTHER   |
| ITEM 6         | SCHEDULE NEXT MEETING   |
| ITEM 7         | ADJOURN   |

GENERAL MEETING ANNOUNCEMENT POSTED: April 12, 2023 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)



|               |   |
|---------------|---|
|               | D. Summer 2023 update<br>E. Project update: Moose Plate work, Windows, Screen Doors |
| <b>ITEM 4</b> | <b>LIBRARY ACCESSIBILITY PROJECT - UPDATE</b>                                       |
| <b>ITEM 5</b> | <b>OTHER</b>  |
| <b>ITEM 6</b> | <b>SCHEDULE NEXT MEETING</b>  |
| <b>ITEM 7</b> | <b>ADJOURN</b>  |

**ROLL CALL**

**ACTION - RECORD ATTENDANCE**

| MEETING PARTICIPANTS      | PRESENT        |
|---------------------------|----------------|
| John Capuco               | <b>Absent</b>  |
| Anne Crotti               | <b>Present</b> |
| Debra Kreutzer            | <b>Present</b> |
| E. Joseph Petrick         | <b>Present</b> |
| Frances Tain              | <b>Absent</b>  |
| Lynn Piotrowicz- DIRECTOR | <b>Present</b> |

**PUBLIC COMMENT**

**Public Forum**

| MEMBERS OF PUBLIC PRESENT | MEMBERS OF PUBLIC PRESENT |
|---------------------------|---------------------------|
| Sylvia Lennox             | Michelle McMurphy         |

**ITEM 1**

**ACCEPT MINUTERS OF PRIOR MEETING: JANUARY 31, 2023**

**ACTION – MOVE TO ACCEPT: Deb Kreutzer**

**SECONDED BY: Anne Crotti**

| MEETING PARTICIPANTS | VOTE          |
|----------------------|---------------|
| John Capuco          | <b>Absent</b> |
| Anne Crotti          | <b>Yes</b>    |
| Debra Kreutzer       | <b>Yes</b>    |
| E. Joseph Petrick    | <b>Yes</b>    |
| Frances Tain         | <b>Absent</b> |

**ITEM 2**

**TREASURER’S REPORT**

**MANIFEST & YEAR-TO-DATE BUDGET REPORT**

**ACTION – MOVE TO ACCEPT: Debra Kreutzer**

**SECONDED BY: Anne Crotti**

| MEETING PARTICIPANTS | VOTE          |
|----------------------|---------------|
| John Capuco          | <b>Absent</b> |
| Anne Crotti          | <b>Yes</b>    |
| Debra Kreutzer       | <b>Yes</b>    |
| E. Joseph Petrick    | <b>Yes</b>    |
| Frances Tain         | <b>Absent</b> |

**MONIES/GIFTS TO ACCEPT**

\$100.00 from Martha Nemiccolo for the Mary F. Kjellman Fund 1/17/2023

\$100.00 from Martha Nemiccolo for the Mary F. Kjellman Fund 3/7/2023

**ACTION – MOVE TO ACCEPT: Joe Petrick**

**SECONDED BY: Anne Crotti**

| MEETING PARTICIPANTS | VOTE          |
|----------------------|---------------|
| John Capuco          | <b>Absent</b> |
| Anne Crotti          | <b>Yes</b>    |
| Debra Kreutzer       | <b>Yes</b>    |
| E. Joseph Petrick    | <b>Yes</b>    |
| Frances Tain         | <b>Absent</b> |

**ITEM 3**

**DIRECTOR’S REPORT**

**A. Monthly Metrics**

| # PROGRAMS             | JANUARY | FEBRUARY | TOTAL | 2022 TOTAL |
|------------------------|---------|----------|-------|------------|
| # ATTENDING PROGRAMS   | 23      | 21       | 44    | 60         |
| # NEW PATRONS          | 177     | 97       | 274   | 532        |
| CIRCULATION - PHYSICAL | 11      |          | 11    | 166        |
| CIRCULATION - eCONTENT | 2461    |          | 2461  | 22675      |
| % PHYSICAL TO eCONTENT | 736     |          | 736   | 8215       |
| DOOR COUNT             | 76.98%  |          |       | 73.41%     |
|                        | 1449    |          | 1449  | 11126      |

B. Programming update & plans for summer 2023

C. Vacation schedule

D. Easter Sunday – April 9 (Trustees agree; Tucker Free Library should be closed on day but it is not to be considered a holiday for all staff since it is not included in the holiday leave policy)

ITEM 4 TOWN MEETING DELIBERATIONS

ITEM 5 OTHER

Meeting with SMP regarding accessibility project. March 29, 2023 at 3:00PM

ITEM 6 SCHEDULE NEXT MEETING – Will decide when John and Fran are available to consult their schedules

ITEM 7 ADJOURN at 4:20 to enter non=public

NON-PUBLIC 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.

**TUCKER FREE LIBRARY, BOARD OF TRUSTEES – MEETING MINUTES FOR MARCH 29, 2023**

| <b>ROLL CALL</b>                              |                        | <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><b>Arrived at 3:20</b></td> </tr> <tr> <td>Anne Crotti</td> <td><b>YES</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>YES</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>YES</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>YES</b></td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td><b>YES</b></td> </tr> </tbody> </table>   | MEETING PARTICIPANTS      | PRESENT                                       | John Capuco         | <b>Arrived at 3:20</b> | Anne Crotti | <b>YES</b> | Debra Kreutzer | <b>YES</b> | E. Joseph Petrick | <b>YES</b> | Frances Tain | <b>YES</b> | Lynn Piotrowicz- DIRECTOR | <b>YES</b> |             |            |             |            |                |            |                   |            |              |            |
|---|------------------------|--|---------------------------|---|---------------------|------------------------|-------------|------------|----------------|------------|-------------------|------------|--------------|------------|---------------------------|------------|-------------|------------|-------------|------------|----------------|------------|-------------------|------------|--------------|------------|
| MEETING PARTICIPANTS                          | PRESENT                |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| John Capuco                                   | <b>Arrived at 3:20</b> |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Anne Crotti                                   | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Debra Kreutzer                                | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| E. Joseph Petrick                             | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Frances Tain                                  | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Lynn Piotrowicz- DIRECTOR                     | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>PUBLIC COMMENT</b>                         |                        | <p><b>Public Forum</b></p> <table border="1"> <thead> <tr> <th>MEMBERS OF PUBLIC PRESENT</th> </tr> </thead> <tbody> <tr> <td>Sylvia Lennox, Friends of Tucker Free Library</td> </tr> <tr> <td>Jason La Combe, SMP</td> </tr> <tr> <td>Anthony Mento, SMP</td> </tr> </tbody> </table>  | MEMBERS OF PUBLIC PRESENT | Sylvia Lennox, Friends of Tucker Free Library | Jason La Combe, SMP | Anthony Mento, SMP     |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| MEMBERS OF PUBLIC PRESENT                     |                        |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Sylvia Lennox, Friends of Tucker Free Library |                        |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Jason La Combe, SMP                           |                        |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Anthony Mento, SMP                            |                        |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 1</b>                                 |                        | <p><b>Meeting with representatives of SMP to discuss accessibility project</b><br/>Trustees met with architects to discuss accessibility project and options to consider. SMP will follow-up with details following a review of plans and discussion with construction manager.</p>  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 2</b>                                 |                        | <p><b>Other</b><br/>Sylvia Lennox urged the trustees to consider an event during National Library Week (4/23-4/29)</p>   |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 3</b>                                 |                        | <p><b>Schedule Next Meeting: April 19, 2023 at 3:30PM</b></p>  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 4</b>                                 |                        | <p><b>Adjourn to NON-PUBLIC at 4:20PM</b></p>  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>NON-PUBLIC</b>                             |                        | <p><b>RSA 91-A:3 II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.</b></p> <p>After entering non-public session the trustees deemed the matter public information, closed the non-public and re-entered public meeting.</p>   |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 5</b>                                 |                        | <p><b>The position of LIBRARY SERVICES COORDINATOR will be vacated by current employee in May.</b><br/>Library director will post the position on the NH librarian listserv, area joblines, and on the library website/newsletter.</p>   |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| <b>ITEM 6</b>                                 |                        | <p><b>BOARD RECONSTITUTION</b></p> <p><b>BOARD CHAIR</b></p> <p><b>MOTION BY DEB KREUTZER NOMINATING FRANCES TAIN, SECOND BY JOE PETRICK</b></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>YES</b></td> </tr> <tr> <td>Anne Crotti</td> <td><b>YES</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>YES</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>YES</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>YES</b></td> </tr> </tbody> </table> <p><b>BOARD TREASURER</b></p> <p><b>MOTION BY DEB KREUTZER NOMINATING E. JOSEPH PETRICK, SECOND BY JOHN CAPUCO</b></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>YES</b></td> </tr> <tr> <td>Anne Crotti</td> <td><b>YES</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>YES</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>YES</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>YES</b></td> </tr> </tbody> </table> <p><b>TRUSTEES AGREE TO SHARE THE DUTIES OF BOARD SECRETARY, ROTATING THE RESPONSIBILITIES FOR EACH MEETING BASED ON ALPHABETIC ORDER (LAST NAME).</b><br/>As John Capuco would be the secretary for the April 19<sup>th</sup> meeting but will be unavailable Anne Crotti will take minutes for the April meeting.</p> <p>ADJOURNED AT 4:45, RECORDING SECRETARY: E. JOSEPH PETRICK</p> | MEETING PARTICIPANTS      | PRESENT                                       | John Capuco         | <b>YES</b>             | Anne Crotti | <b>YES</b> | Debra Kreutzer | <b>YES</b> | E. Joseph Petrick | <b>YES</b> | Frances Tain | <b>YES</b> | MEETING PARTICIPANTS      | PRESENT    | John Capuco | <b>YES</b> | Anne Crotti | <b>YES</b> | Debra Kreutzer | <b>YES</b> | E. Joseph Petrick | <b>YES</b> | Frances Tain | <b>YES</b> |
| MEETING PARTICIPANTS                          | PRESENT                |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| John Capuco                                   | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Anne Crotti                                   | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Debra Kreutzer                                | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| E. Joseph Petrick                             | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Frances Tain                                  | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| MEETING PARTICIPANTS                          | PRESENT                |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| John Capuco                                   | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Anne Crotti                                   | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Debra Kreutzer                                | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| E. Joseph Petrick                             | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |
| Frances Tain                                  | <b>YES</b>             |  |                           |   |                     |                        |             |            |                |            |                   |            |              |            |                           |            |             |            |             |            |                |            |                   |            |              |            |

**Tucker Free Library**  
Manifest

# Cash Disbursements Journal

3/1/2023 To 4/7/2023

|    |           | ID#                | Acct#  | Account Name                   | Debit      | Credit     |
|----|-----------|--------------------|--------|--------------------------------|------------|------------|
| CD | 1-Mar-23  | TDS                |        |                                |            |            |
|    |           | 5603               | 1-1100 | General Checking Account       |            | \$38.01    |
|    |           | 5603               | 6-4020 | Utilities                      | \$38.01    |            |
| CD | 1-Mar-23  | TDS                |        |                                |            |            |
|    |           | 5604               | 1-1100 | General Checking Account       |            | \$43.21    |
|    |           | 5604               | 6-4020 | Utilities                      | \$43.21    |            |
| CD | 8-Mar-23  | Citizens Bank Bus  |        |                                |            |            |
|    |           | 5605               | 1-1100 | General Checking Account       |            | \$333.76   |
|    |           | 5605               | 6-3000 | Books                          | \$92.82    |            |
|    |           | 5605               | 6-4030 | Supplies                       | \$134.99   |            |
|    |           | 5605               | 6-6095 | Friends of Tucker Free Library | \$79.45    |            |
|    |           | 5605               | 6-6000 | Library Programs - Contracted  | \$26.50    |            |
| CD | 8-Mar-23  | Comcast            |        |                                |            |            |
|    |           | 5606               | 1-1100 | General Checking Account       |            | \$152.34   |
|    |           | 5606               | 6-4020 | Utilities                      | \$152.34   |            |
| CD | 14-Mar-23 | Concord Monitor    |        |                                |            |            |
|    |           | 5607               | 1-1100 | General Checking Account       |            | \$312.00   |
|    |           | 5607               | 6-3020 | Periodicals                    | \$312.00   |            |
| CD | 22-Mar-23 | Monadnock Securi   |        |                                |            |            |
|    |           | 5608               | 1-1100 | General Checking Account       |            | \$334.00   |
|    |           | 5608               | 6-4010 | Building Repairs               | \$334.00   |            |
| CD | 22-Mar-23 | Eversource         |        |                                |            |            |
|    |           | 5611               | 1-1100 | General Checking Account       |            | \$161.75   |
|    |           | 5611               | 6-4020 | Utilities                      | \$161.75   |            |
| CD | 28-Mar-23 | Baker & Taylor     |        |                                |            |            |
|    |           | 5609               | 1-1100 | General Checking Account       |            | \$989.47   |
|    |           | 5609               | 6-3002 | Processing                     | \$70.42    |            |
|    |           | 5609               | 6-3010 | Audio Books                    | \$25.84    |            |
|    |           | 5609               | 6-3000 | Books                          | \$893.21   |            |
| CD | 28-Mar-23 | Baker & Taylor NC  |        |                                |            |            |
|    |           | 5610               | 1-1100 | General Checking Account       |            | \$201.07   |
|    |           | 5610               | 6-3002 | Processing                     | \$10.16    |            |
|    |           | 5610               | 6-3000 | Books                          | \$190.91   |            |
| CD | 28-Mar-23 | Mark Reilly White  |        |                                |            |            |
|    |           | 5612               | 1-1100 | General Checking Account       |            | \$400.00   |
|    |           | 5612               | 6-4000 | General Maintenance            | \$400.00   |            |
| CD | 28-Mar-23 | Town of Henniker   |        |                                |            |            |
|    |           | 5613               | 1-1100 | General Checking Account       |            | \$1,170.13 |
|    |           | 5613               | 6-6080 | Town of Henniker (Refund)      | \$1,170.13 |            |
| CD | 4-Apr-23  | Integrated Door Sc |        |                                |            |            |

|              |          |                   |        |                                |            |            |
|--------------|----------|-------------------|--------|--------------------------------|------------|------------|
|              |          | 5614              | 1-1100 | General Checking Account       |            | \$133.00   |
|              |          | 5614              | 6-4010 | General Maintenance            | \$133.00   |            |
| CD           | 5-Apr-23 | Citizens Bank Bus |        |                                |            |            |
|              |          | 5615              | 1-1100 | General Checking Account       |            | \$1,030.83 |
|              |          | 5615              | 6-6095 | Friends of Tucker Free Library | \$156.47   |            |
|              |          | 5615              | 6-4030 | Supplies                       | \$433.97   |            |
|              |          | 5615              | 6-3000 | Books                          | \$55.48    |            |
|              |          | 5615              | 6-6000 | Library Programs - Contracted  | \$46.49    |            |
|              |          | 5615              | 6-3030 | DVD - Appropriation Fund       | \$338.42   |            |
| CD           | 5-Apr-23 | TDS               |        |                                |            |            |
|              |          | 5617              | 1-1100 | General Checking Account       |            | \$38.01    |
|              |          | 5617              | 6-4020 | Utilities                      | \$38.01    |            |
| CD           | 5-Apr-23 | TDS               |        |                                |            |            |
|              |          | 5618              | 1-1100 | General Checking Account       |            | \$42.80    |
|              |          | 5618              | 6-4020 | Utilities                      | \$42.80    |            |
| Grand Total: |          |                   |        |                                | \$5,380.38 | \$5,380.38 |

## Cash Receipts Journal

3/1/2023 To 4/7/2023

|              |           | ID#      | Acct#  | Account Name                   | Debit       | Credit      |
|--------------|-----------|----------|--------|--------------------------------|-------------|-------------|
| CR           | 7-Mar-23  | CR000421 | 1-1100 | General Checking Account       | \$149.00    |             |
|              |           | CR000421 | 4-3520 | Copier                         |             | \$49.00     |
|              |           | CR000421 | 4-5030 | Established TrustFund Donation |             | \$100.00    |
| CR           | 21-Mar-23 | CR000422 | 1-1100 | General Checking Account       | \$10,170.00 |             |
|              |           | CR000422 | 4-3520 | Copier                         |             | \$20.00     |
|              |           | CR000422 | 4-3540 | Non-Resident Cards             |             | \$50.00     |
|              |           | CR000422 | 4-5030 | Established TrustFund Donation |             | \$100.00    |
|              |           | CR000422 | 4-7015 | Moose Plate Grant              |             | \$10,000.00 |
| CR           | 28-Mar-23 | CR000423 | 1-1100 | General Checking Account       | \$23.00     |             |
|              |           | CR000423 | 4-3520 | Copier                         |             | \$23.00     |
| Grand Total: |           |          |        |                                | \$10,342.00 | \$10,342.00 |



## TUCKER FREE LIBRARY - TREASURER'S REPORT 2023

| REVENUE                       |    | 2023 INCOME         |
|-------------------------------|----|---------------------|
| Personnel Appropriation Funds | \$ | 58,360.93           |
| Cash Income & Trust Funds     | \$ | 4,678.29            |
| Operational Income            | \$ | 3,231.36            |
| Other Direct Income           | \$ | 10,000.00           |
| 2021 Unexpended/Reserve Funds | \$ | 7,101.39            |
| <b>TOTAL REVENUE</b>          |    | <b>\$ 83,371.97</b> |

| EXPENDITURES                   |    | 2023 EXPENDITURES   |
|--------------------------------|----|---------------------|
| Personnel Expenses             | \$ | 58,360.93           |
| Patron Service Expenses        | \$ | 7,819.86            |
| Facility Management Expenses   | \$ | 7,048.08            |
| Technology Management Expenses | \$ | -                   |
| Other Direct Costs             | \$ | 385.82              |
| <b>TOTAL EXPENDITURES</b>      |    | <b>\$ 73,614.69</b> |

**REVENUE OVER EXPENDITURES** \$ **9,757.28**

| RESERVED FUNDS                        |    |                    |
|---------------------------------------|----|--------------------|
| Total Trust Funds Reserved            | \$ | 4,652.58           |
| Vivian Allen Fund                     | \$ | 448.81             |
| Beres Fund                            | \$ | 2,000.00           |
| <b>TOTAL UNEXPENDED/RESERVE FUNDS</b> |    | <b>\$ 7,101.39</b> |

| TUCKER FREE LIBRARY - TREASURER'S REPORT 2023 |  |               |               |          |
|---|--|---------------|---------------|----------|
| INCOME  |  | 2023 INCOME   | 2023 BUDGET   | %        |
|   |  | YTD           | CATEGORY      | RECEIVED |
| <b>PERSONNEL APPROPRIATION FUNDS</b>          |  | \$ 58,360.93  | \$ 223,454.62 | 26%      |
| 4-2000  | Town Appropriation - Personnel                             | \$ 58,360.93  | \$ 223,454.62 | 26%      |
| <b>CASH INCOME &amp; TRUST FUNDS</b>          |  | \$ 4,678.29   | \$ 33,059.64  | 14%      |
| 4-3510  | Contribution Overdue                                       | \$ 14.00      |               |          |
| 4-3540  | Non-Resident Cards   | \$ 50.00      |               |          |
| 4-5010  | Annual Income from Willis Cogswell Fund                    | \$ 4,289.29   | \$ 18,702.60  | 23%      |
| 4-5020  | Annual Income from Town Trust Funds                        | \$ -          | \$ 14,357.04  | 0%       |
| 4-5030  | Donations: Established Trust Funds                         | \$ 300.00     |               |          |
| 4-5040  | Donations: In Memory/Honor of Donations                    | \$ -          |               |          |
| 4-5050  | Donations: General Purpose                                 | \$ 25.00      |               |          |
| <b>OPERATIONAL INCOME</b>                     |  | \$ 3,231.36   | \$ 18,764.38  | 17%      |
| 4-1000  | Town Appropriation-Operations                              | \$ -          | \$ 11,854.38  | 0%       |
| 4-1010  | Town Appropriation - Fuel                                  | \$ 2,936.87   | \$ 6,910.00   | 43%      |
| 4-3520  | COPY & FAX Service   | \$ 256.50     |               |          |
| 4-3550  | Overdue Processing Fee                                     | \$ -          |               |          |
| 4-3560  | Damaged/Lost Books   | \$ 37.99      |               |          |
| <b>OTHER DIRECT INCOME</b>                    |  | \$ 10,000.00  | \$ 22,000.00  | 45%      |
| 4-6000  | Sale of Surplus  | \$ -          |               |          |
| 4-6020  | Reimbursed Purchase  | \$ -          |               |          |
| 4-6095  | Friends of Tucker Free Library Reimbursed Purchase         | \$ -          | \$ 2,000.00   | 0%       |
| 4-7020  | GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)     | \$ -          |               |          |
| 4-9600  | GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar            | \$ 10,000.00  | \$ 20,000.00  | 50%      |
| <b>TOTAL REVENUE</b>                          |  | \$ 76,270.58  | \$ 297,278.64 | 26%      |
| EXPENDITURES                                  |  | 2023 PAID YTD | 2023 BUDGET   | % SPENT  |
|   |  |               | CATEGORY      |          |
| <b>PERSONNEL EXPENSES</b>                     |  | \$ 58,360.93  | \$ 224,839.94 | 26%      |
| 6-2000  | Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)            | \$ 48,198.83  | \$ 177,531.31 | 27%      |
|   | Library - Benefit: Health Insurance                        | \$ 4,774.89   | \$ 20,535.62  | 23%      |
|   | Library -- Fica (7.65% of Library Wages)                   | \$ 3,647.81   | \$ 12,389.37  | 29%      |
|   | Library -- Retirement (11.17% of Eligible Wages)           | \$ 1,739.40   | \$ 11,358.00  | 15%      |
|   | Library - Longevity Pay for Employees                      | \$ -          | \$ 1,375.00   | 0%       |
|   | Library -- Workers Comp/Unemp Ins                          | \$ -          | \$ 1,375.64   | 0%       |
| 6-2020  | Library -- Membership & Mileage                            | \$ -          | \$ 150.00     | 0%       |
| 6-2030  | Library -- Staff Development                               | \$ -          | \$ 125.00     | 0%       |
| <b>PATRON SERVICES EXPENSES</b>               |  | \$ 7,819.86   | \$ 24,117.00  | 32%      |
| 6-3000  | Library Acquisitions -- Books                              | \$ 2,643.71   | \$ 16,000.00  | 17%      |
| 6-3002  | Library Acquisitions -- Material Processing Fee            | \$ 210.56     | \$ 1,000.00   | 21%      |
| 6-3010  | Library Acquisitions -- Audio Books                        | \$ 51.68      | \$ 750.00     | 7%       |
| 6-3020  | Library Acquisitions -- Periodicals                        | \$ 312.00     | \$ 500.00     | 62%      |
| 6-3030  | Library Acquisitions -- DVD                                | \$ 338.42     | \$ 750.00     | 45%      |
| 6-3035  | Library Acquisitions -- Patron Technology                  | \$ -          | \$ 500.00     | 0%       |
| 6-6000  | Library Program - Software Services                        | \$ -          |               |          |
|   | Library Catalog  | \$ 2,050.00   | \$ 1,950.00   | 105%     |
|   | NHDB for eContent  | \$ 2,167.00   | \$ 2,167.00   | 100%     |
|   | Library Website, Misc. Software                            | \$ 46.49      | \$ 500.00     | 9%       |
| 6-6010  | Library Program - Speakers & Supplies                      | \$ -          | \$ -          |          |
| <b>FACILITY MANAGEMENT EXPENSES</b>           |  | \$ 7,048.08   | \$ 52,681.60  | 13%      |
| 6-4000  | Library General Maintenance -- Janitorial                  | \$ 1,200.00   | \$ 5,500.00   | 22%      |
| 6-4010  | Library General Maintenance -- Bldg Repairs                | \$ 1,340.77   | \$ 8,965.00   | 15%      |
| 6-4020  | Library Utilities (Total - Heating Oil)                    | \$ 989.49     | \$ 7,806.60   | 13%      |
|   | Library Utilities - Heating Oil 1800 gals @ \$2.499per gal | \$ 2,936.87   | \$ 6,910.00   | 43%      |
| 6-4030  | Library Bldg Maintenance Supplies                          | \$ 580.95     | \$ 3,500.00   | 17%      |
| 6-9600  | GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar            | \$ -          | \$ 20,000.00  | 0%       |
| <b>TECHNOLOGY MANAGEMENT EXPENSES</b>         |  | \$ -          | \$ 500.00     | 0%       |
| 6-5010  | Library Tech Maintenance                                   | \$ -          | \$ 500.00     | 0%       |
| 6-5020  | Library Equipment  | \$ -          | \$ -          |          |
| <b>OTHER DIRECT COSTS</b>                     |  | \$ 385.82     | \$ 2,000.00   | 19%      |
| 6-4035  | COVID Related Expenses (UNREIMBURSED)                      | \$ -          | \$ -          |          |
| 6-6020  | Staff Reimbursed Purchase                                  | \$ -          | \$ -          |          |
| 6-6095  | Friends of Tucker Free Library Reimbursed Purchase         | \$ 385.82     | \$ 2,000.00   | 19%      |
| 6-7020  | GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)     | \$ -          | \$ -          |          |
| <b>TOTAL LIBRARY OPERATIONS BUDGET</b>        |  | \$ 73,614.69  | \$ 302,138.54 | 24%      |

## TRUST FUND ACCOUNTING

| TRUSTEES OF TOWN<br>TRUST FUNDS<br>MANAGED | EXPENDITURE CATEGORY | RECEIVED 2023 | BALANCE<br>12/31/2022 | EXPENDED<br>THRU 04/07/2023 | DONATIONS TO<br>2023 | DEPOSIT TO<br>TRUST FUND | BALANCE<br>12/31/2023 |
|--|----------------------|---------------|-----------------------|-----------------------------|----------------------|--------------------------|-----------------------|
| L.A. Cogswell*                             | LIBRARY OPERATIONS   | \$ 1,909.51   | \$ -                  | \$ 1,909.51                 | \$ -                 | \$ -                     | \$ -                  |
| Dr. Francis O. Holmes*                     | MEMORIAL BOOKS       | \$ 148.66     | \$ 54.29              | \$ 15.87                    | \$ -                 | \$ -                     | \$ 187.08             |
| D.W. & E. Cogswell                         | LIBRARY OPERATIONS   | \$ 1,237.34   | \$ -                  | \$ 1,237.34                 | \$ -                 | \$ -                     | \$ -                  |
| A.D. Huntoon*                              | LIBRARY OPERATIONS   | \$ 84.67      | \$ -                  | \$ 84.67                    | \$ -                 | \$ -                     | \$ -                  |
| Marjorie B. Bennett*                       | MEMORIAL BOOKS       | \$ 822.45     | \$ 378.38             | \$ 25.84                    | \$ -                 | \$ -                     | \$ 1,174.99           |
| Scott J. Berry*                            | MEMORIAL BOOKS       | \$ 146.97     | \$ 641.56             | \$ -                        | \$ -                 | \$ -                     | \$ 788.53             |
| Mary F. Kjellman*                          | MEMORIAL BOOKS       | \$ 236.62     | \$ 490.42             | \$ 16.93                    | \$ 100.00            | \$ 100.00                | \$ 710.11             |
| James W. Doon*                             | MEMORIAL BOOKS       | \$ 68.47      | \$ 532.25             | \$ -                        | \$ -                 | \$ -                     | \$ 600.72             |
| Preston Fund                               | LIBRARY OPERATIONS   | \$ 861.34     | \$ -                  | \$ 861.34                   | \$ -                 | \$ -                     | \$ -                  |
| Alice V. Colby*                            | LIBRARY OPERATIONS   | \$ 25.47      | \$ -                  | \$ 25.47                    | \$ -                 | \$ -                     | \$ -                  |
| George W. Tucker                           | LIBRARY OPERATIONS   | \$ 8,095.42   | \$ -                  | \$ 8,095.42                 | \$ -                 | \$ -                     | \$ -                  |
| Robert N. Fitch*                           | MEMORIAL TECHNOLOGY  | \$ 577.56     | \$ 480.40             | \$ -                        | \$ -                 | \$ -                     | \$ 1,057.96           |
| Walter K. Robinson                         | MEMORIAL BOOKS       | \$ 142.56     | \$ 58.24              | \$ 67.61                    | \$ -                 | \$ -                     | \$ 133.19             |
|  |                      | \$ 14,357.04  | \$ 2,635.54           | \$ 12,340.00                | \$ 100.00            | \$ 100.00                | \$ 4,652.58           |

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

| LIBRARY TRUSTEE<br>MANAGED FUNDS | EXPENDITURE CATEGORY    | BALANCE<br>12/31/18 | BALANCE<br>12/31/19 | BALANCE<br>12/31/2020 | BALANCE<br>12/31/2021 | BALANCE<br>12/31/2022 | BALANCE<br>04/07/2023 |                   |
|----------------------------------|-------------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| <b>TD Bank</b>                   |                         |                     |                     |                       |                       |                       |                       |                   |
| Willis Cogswell                  | LIBRARY OPERATIONS      | \$ 341,727.77       | \$ 387,192.97       | \$ 407,824.58         | \$ 432,088.02         | \$ 339,950.70         | \$ 339,950.70         |                   |
| <b>Bar Harbor</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            | 12/31/2022            | 4/7/2023          |
| Cammett, Helen                   | \$ 5,001.13             | 3.15                | \$ 7,217.58         | \$ 8,399.62           | \$ 8,969.98           | \$ 9,997.81           | \$ 8,555.54           | \$ 8,899.82       |
| Childs, Anna                     | \$ 7,247.14             | 4.41                | \$ 10,104.61        | \$ 11,759.47          | \$ 12,557.97          | \$ 13,996.94          | \$ 11,977.75          | \$ 12,459.75      |
| Soderstrom, Ann                  | \$ 189,147.45           | 88.28               | \$ 202,275.59       | \$ 235,402.82         | \$ 251,387.27         | \$ 280,192.63         | \$ 239,772.36         | \$ 249,421.02     |
| TD Bank Refund                   | \$ 7,111.97             | 4.16                | \$ 9,531.79         | \$ 11,092.84          | \$ 11,846.07          | \$ 13,203.46          | \$ 11,298.74          | \$ 11,753.41      |
| <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>271,604.39</b>     | <b>282,534.00</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. 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 \$6210

TUCKER FREE LIBRARY  
 APPROVED BUDGET - 2023

| ACCOUNT NUMBER                        | 2023 ACCOUNT TITLE                                       | 2023 BUDGET   | TOWN APPROPRIATION | TOWN MANAGED TRUST FUNDS | TDBANK MANAGED TRUST FUND | OPERATIONAL REVENUE | GRANTS       | FRIENDS     |
|---------------------------------------|--|---------------|--------------------|--------------------------|---------------------------|---------------------|--------------|-------------|
| <b>PERSONNEL EXPENSES</b>             |  | \$ 223,454.62 | \$ 223,454.62      | \$ -                     | \$ -                      | \$ -                | \$ -         | \$ -        |
| Expenses Managed By Town              |  |               |                    |                          |                           |                     |              |             |
| 4550-110                              | Library - Wages (1.16% COLA)                             | \$ 170,189.99 |                    |                          |                           |                     |              |             |
|                                       | Merit YTBD 3.5% TOTAL WAGE                               | \$ 5,956.00   |                    |                          |                           |                     |              |             |
|                                       | Library - Wages Longevity                                | \$ 1,375.00   |                    |                          |                           |                     |              |             |
| 4550-211                              | Library - Benefit Insurance (92/8PER TOWN POLICY)        | \$ 20,535.62  |                    |                          |                           |                     |              |             |
| 4550-220                              | Library - FICA   | \$ 12,389.37  |                    |                          |                           |                     |              |             |
| 4550-230                              | Library - Retirement                                     | \$ 11,358.00  |                    |                          |                           |                     |              |             |
| 4550-523                              | Library - Workers Comp/Unemp Ins                         | \$ 1,375.64   |                    |                          |                           |                     |              |             |
| Additional Personnel                  |  |               |                    |                          |                           |                     |              |             |
| 6-2020                                | Library Membership, Mileage                              | \$ 150.00     |                    |                          |                           |                     |              |             |
| 6-2030                                | Library Staff Development                                | \$ 125.00     |                    |                          |                           |                     |              |             |
| <b>PATRON SERVICES EXPENSES</b>       |  | \$ 24,117.00  | \$ 20,551.27       | \$ 1,565.73              | \$ -                      | \$ -                | \$ -         | \$ 2,000.00 |
| 6-3000                                | Library Acquisitions - Books                             | \$ 16,000.00  | \$ 15,256.72       | \$ 743.28                |                           |                     |              |             |
| 6-3002                                | Library Acquisitions - Material Processing Fee           | \$ 1,000.00   |                    |                          |                           |                     |              |             |
| 6-3010                                | Library Acquisitions - Audio Books                       | \$ 750.00     | \$ (72.45)         | \$ 822.45                |                           |                     |              |             |
| 6-3020                                | Library Acquisitions - Periodicals                       | \$ 500.00     |                    |                          |                           |                     |              |             |
| 6-3030                                | Library Acquisitions - Video Appropriation               | \$ 750.00     |                    |                          |                           |                     |              |             |
| 6-3035                                | Library Acquisitions - Patron Technology                 | \$ 500.00     |                    |                          |                           |                     |              |             |
| 6-6000                                | Library Contract Services - Technology                   |               |                    |                          |                           |                     |              |             |
|                                       | Library Circulation System                               | \$ 1,950.00   |                    |                          |                           |                     |              |             |
|                                       | Annual Payment to NH Downloadable                        | \$ 2,167.00   |                    |                          |                           |                     |              |             |
|                                       | Library Website, Misc Software                           | \$ 500.00     |                    |                          |                           |                     |              |             |
| 6-6010                                | Library Programs - Speakers & Supplies                   | \$ -          |                    |                          |                           |                     |              | \$ 2,000.00 |
| <b>FACILITY MANAGEMENT EXPENSES</b>   |  | \$ 52,681.60  | \$ (1,626.96)      | \$ 12,791.31             | \$ 18,702.60              | \$ 2,814.65         | \$ 20,000.00 | \$ -        |
| 6-4000                                | Library General Maintenance - Janitorial                 | \$ 5,500.00   |                    |                          |                           |                     |              |             |
| 6-4010                                | Library General Maintenance - Repairs                    | \$ 8,965.00   |                    |                          |                           |                     |              |             |
| 6-4020                                | Library Contracted Services - Building Safety & Utilitie | \$ 14,716.60  |                    |                          |                           |                     |              |             |
|                                       | Central Dispatch Monitoring                              | \$ 408.00     |                    |                          |                           |                     |              |             |
|                                       | Annual Lifts Inspection                                  | \$ 500.00     |                    |                          |                           |                     |              |             |
|                                       | Annual Fire Extinguisher Inspection                      | \$ 55.00      |                    |                          |                           |                     |              |             |
|                                       | Annual Fire/Safety System Inspection                     | \$ 350.00     |                    |                          |                           |                     |              |             |
|                                       | PO BOX Rental  | \$ 76.00      |                    |                          |                           |                     |              |             |
|                                       | Heating  | \$ 6,910.00   |                    |                          |                           |                     |              |             |
|                                       | Electric   | \$ 3,200.00   |                    |                          |                           |                     |              |             |
|                                       | Water  | \$ 227.60     |                    |                          |                           |                     |              |             |
|                                       | Sewer  | \$ 480.00     |                    |                          |                           |                     |              |             |
|                                       | Phone  | \$ 1,094.00   |                    |                          |                           |                     |              |             |
|                                       | Internet   | \$ 1,416.00   |                    |                          |                           |                     |              |             |
| 6-4030                                | Library Building Maintenance - Supplies                  | \$ 3,500.00   |                    |                          |                           | \$ 2,814.65         |              |             |
| 6-4035                                | COVID Related Supplies/Expenses                          | \$ -          |                    |                          |                           |                     |              |             |
| 6-7015                                | 2023 MOOSE PLATE PROJECT                                 | \$ 20,000.00  |                    |                          |                           |                     | \$ 20,000.00 |             |
| <b>TECHNOLOGY MANAGEMENT EXPENSES</b> |  | \$ 500.00     | \$ 500.00          | \$ -                     | \$ -                      | \$ -                | \$ -         | \$ -        |
| 6-5010                                | Library Technical Maintenance                            | \$ 500.00     |                    |                          |                           |                     |              |             |
| 6-5020                                | Library Technical Equipment                              | \$ -          | \$ -               |                          |                           |                     |              |             |
| <b>TOTAL OPERATION BUDGET</b>         |  | \$ 300,753.22 | \$ 242,878.93      | \$ 14,357.04             | \$ 18,702.60              | \$ 2,814.65         | \$ 20,000.00 | \$ 2,000.00 |