



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 17, 2023 AT 3:30PM**

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

ROLL CALL	Attendance Board of Trustees and Public
PUBLIC COMMENT	Public Forum
ITEM 1	ACCEPT MINUTES OF PRIOR MEETING – April 19, 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

Following the Board Meeting, the Trustees will gather with Friends of Tucker Free Library, Staff of Tucker Free Library, Town of Henniker Selectboard Members, and Henniker Town Hall Employees to welcome new selectmen and thank Town Hall employees for their help over the year

GENERAL MEETING ANNOUNCEMENT POSTED: May 10, 2023 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)



	B. Staffing update C. Friends update D. Summer 2023 update 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>

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**RECORDING SECRETARY ROLL CALL**

**Anne Crotti SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30**

**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>PRESENT</b>
Lynn Piotrowicz- DIRECTOR	<b>PRESENT</b>

**PUBLIC COMMENT**

**Public Forum**

**MEMBERS OF PUBLIC PRESENT**  
 Sylvia Lennox-Friends of Tucker Free Library

**ITEM 1**

**ACCEPT MINUTERS OF PRIOR MEETING: March 8, 2023 & March 29, 2023**

**ACTION – MOVE TO ACCEPT: Fran Tain SECONDED BY: Deb Kreutzer**

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>YES</b>

**ITEM 2**

**TREASURER’S REPORT**

**MANIFEST, YEAR-TO-DATE BUDGET REPORT & TRUST FUND REPORT**

**ACTION – MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: Fran Tain**

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>YES</b>

**MONIES/GIFTS TO ACCEPT—NO MONIES TO BE ACCEPTED**

**ITEM 3**

**DIRECTOR’S REPORT**

**A. Monthly Metrics**

Metrics	MARCH	2023 Y-T-D TOTAL	2022 TOTAL
# PROGRAMS	16	60	60
# ATTENDING PROGRAMS	109	477	532
# NEW PATRONS	15	49	166
CIRCULATION - PHYSICAL	2004	5914	22675
CIRCULATION - eCONTENT	775	2257	8215
% PHYSICAL TO eCONTENT	72.11%		73.41%
DOOR COUNT	1195	3555	11126

- B. Staffing Update-Current Library Services Coordinator to leave in May. New hire to begin in May. The library is looking for substitutes to bring on board.
- C. Summer 2023 update-Discussion of Summer Library offerings. Discussion of offerings and contributions of the Friends group to summer library programs.
- D. Project update: Moose Plate work, Windows, Screen Doors-It is anticipated that work will start next week on the cleaning and stone work at the back of the library. Work on the windows and screen doors has continued, thanks to Jim Airgood.

ITEM 4 LIBRARY ACCESSIBILITY PROJECT – UPDATE—Communication continues after meeting with SMP. No update.

- ITEM 5 OTHER:
- A. Discussion of upcoming appraisal of the library’s fine art collection for insurance purposes.
  - B. Discussion of celebrating the library with Henniker Library Week (May or early June)
  - C. Discussion of Meet and Greet with Town Hall Staff-Date TBD

ITEM 6 SCHEDULE NEXT MEETING: May 17, 2023 at 3:30

ITEM 7 ADJOURN: 4:30 pm

**ACTION – MOVE TO ACCEPT: Fran Tain      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>YES</b>

# Tucker Free Library Cash Disbursements Journal

4/11/2023 To 5/3/2023

	ID#	Acct#	Account Name	Debit	Credit	
CD	11-Apr-23	Harding Plumbing				
		5616	1-1100	General Checking Account		\$873.77
		5616	6-4010	Building Repairs	\$873.77	
CD	11-Apr-23	Biblionix				
		5619	1-1100	General Checking Account		\$2,050.00
		5619	6-6000	Library Programs - Contracted	\$2,050.00	
CD	12-Apr-23	Eversource				
		5620	1-1100	General Checking Account		\$157.37
		5620	6-4020	Utilities	\$157.37	
CD	12-Apr-23	Comcast				
		5621	1-1100	General Checking Account		\$168.44
		5621	6-4020	Utilities	\$168.44	
CD	25-Apr-23	DEMCO				
		5622	1-1100	General Checking Account		\$96.88
		5622	6-4030	Supplies	\$96.88	
CD	25-Apr-23	Baker & Taylor				
		5623	1-1100	General Checking Account		\$1,693.99
		5623	6-3002	Processing	\$166.94	
		5623	6-3000	Books	\$1,527.05	
CD	25-Apr-23	Baker & Taylor NC				
		5624	1-1100	General Checking Account		\$327.16
		5624	6-3002	Processing	\$16.26	
		5624	6-3000	Books	\$310.90	
CD	25-Apr-23	Mark Reilly White				
		5625	1-1100	General Checking Account		\$400.00
		5625	6-4000	General Maintenance	\$400.00	
CD	25-Apr-23	Airgood Carpentry				
		5626	1-1100	General Checking Account		\$550.00
		5626	6-4010	Building Repairs	\$550.00	
Grand Total:				\$6,317.61	\$6,317.61	

# Cash Receipts Journal

4/11/2023 To 5/3/2023

	ID#	Acct#	Account Name	Debit	Credit	
CR	11-Apr-23	CR000425	1-1100	General Checking Account	\$53.00	
		CR000425	4-3520	Copier		\$41.00
		CR000425	4-3550	Overdue Processing Fee		\$5.00
		CR000425	4-3560	Damaged/Lost Books		\$7.00
CR	18-Apr-23	CR000426	1-1100	General Checking Account	\$40.00	
		CR000426	4-3520	Copier		\$6.00
		CR000426	4-3560	Damaged/Lost Books		\$20.00
		CR000426	4-6000	Sale of Surplus		\$14.00
CR	25-Apr-23	CR000427	1-1100	General Checking Account	\$80.00	
		CR000427	4-3510	Contribution Overdue		\$5.00
		CR000427	4-3520	Copier		\$45.00
		CR000427	4-7005	FOR FRIENDS OF TFL		\$30.00
Grand Total:				\$173.00	\$173.00	

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023				
INCOME		2023 INCOME	2023 BUDGET	%
		YTD	CATEGORY	RECEIVED
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 76,109.16	\$ 223,454.62	34%
4-2000	Town Appropriation - Personnel	\$ 76,109.16	\$ 223,454.62	34%
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 4,694.79	\$ 33,059.64	14%
4-3510	Contribution Overdue	\$ 30.50		
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 fromTown 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>		\$ 3,376.36	\$ 18,764.38	18%
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	\$ 369.50		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 64.99		
<b>OTHER DIRECT INCOME</b>		\$ 10,534.14	\$ 22,000.00	48%
4-6000	Sale of Surplus	\$ 14.00		
4-6020	Reimbursed Purchase	\$ -		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 520.14	\$ 2,000.00	26%
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>		\$ 94,714.45	\$ 297,278.64	32%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
			CATEGORY	
<b>PERSONNEL EXPENSES</b>		\$ 76,109.16	\$ 224,839.94	34%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 62,102.63	\$ 177,531.31	35%
	Library - Benefit: Health Insurance	\$ 6,366.52	\$ 20,535.62	31%
	Library -- Fica (7.65% of Library Wages)	\$ 4,700.22	\$ 12,389.37	38%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 2,939.79	\$ 11,358.00	26%
	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>		\$ 9,956.74	\$ 24,117.00	41%
6-3000	Library Acquisitions -- Books	\$ 4,499.81	\$ 16,000.00	28%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 393.76	\$ 1,000.00	39%
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	\$ 402.49	\$ 750.00	54%
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	\$ 80.00	\$ 500.00	16%
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -	
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 10,470.25	\$ 52,681.60	20%
6-4000	Library General Maintenance -- Janitorial	\$ 1,600.00	\$ 5,500.00	29%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 2,540.77	\$ 8,965.00	28%
6-4020	Library Utilities (Total - Heating Oil)	\$ 2,664.78	\$ 7,806.60	34%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 2,936.87	\$ 6,910.00	43%
6-4030	Library Blding Maintenance Supplies	\$ 677.83	\$ 3,500.00	19%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 50.00	\$ 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>		\$ 469.82	\$ 2,000.00	23%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -	
6-6020	Staff Reimbursed Purchase	\$ -	\$ -	
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 469.82	\$ 2,000.00	23%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -	\$ -	
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 97,005.97	\$ 302,138.54	32%

## TUCKER FREE LIBRARY - TREASURER'S REPORT 2023

REVENUE		2023 INCOME
Personnel Appropriation Funds	\$	76,109.16
Cash Income & Trust Funds	\$	4,694.79
Operational Income	\$	3,376.36
Other Direct Income	\$	10,534.14
<b>TOTAL REVENUE</b>		<b>\$ 94,714.45</b>

EXPENDITURES		2023 EXPENDITURES
Personnel Expenses	\$	76,109.16
Patron Service Expenses	\$	9,956.74
Facility Management Expenses	\$	10,470.25
Technology Management Expenses	\$	-
Other Direct Costs	\$	469.82
<b>TOTAL EXPENDITURES</b>		<b>\$ 97,005.97</b>

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>



# TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2023	BALANCE 12/31/2022	EXPENDED THRU 04/07/2023	DONATIONS TO 2023	DEPOSIT TO TRUST FUND	BALANCE 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 MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE 12/31/2022	BALANCE 03/31/2023	
<b>TD Bank</b>								
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 348,948.69	
<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	5/4/2023
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 8,856.67
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 12,399.33
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 248,211.58
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 11,696.42
<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>281,164.00</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