

**RECORDING SECRETARY ROLL CALL**

**FRAN TAIN SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:31pm**

**ACTION - RECORD ATTENDANCE**

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

**PUBLIC COMMENT**

**Public Forum**

MEMBERS OF PUBLIC PRESENT
None

**ITEM 1**

**ACCEPT MINUTERS OF PRIOR MEETING: September 20, 2023**

**ACTION – MOVE TO ACCEPT: Deb SECONDED BY: Joe**

MEETING PARTICIPANTS	VOTE
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

**ITEM 2**

**TREASURER’S REPORT**

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

**ACTION – MOVE TO ACCEPT: Anne SECONDED BY: John**

MEETING PARTICIPANTS	VOTE
John Capuco	Y
Anne Crotti	Y
Debra Kreutzer	Y
E. Joseph Petrick	Y
Frances Tain	Y

**MONIES/GIFTS TO ACCEPT: None**

**ITEM 3**

**DIRECTOR’S REPORT**

A. Monthly Metrics

Metrics	SEPTEMBER	2023 Y-T-D TOTAL	2022 TOTAL
# PROGRAMS	23	164	60
# ATTENDING PROGRAMS	139	1488	532
# NEW PATRONS	13	162	166
CIRCULATION - PHYSICAL	2074	19070	22675
CIRCULATION - eCONTENT	865	7520	8215
% PHYSICAL TO eCONTENT	70.57%	71.72%	73.41%
DOOR COUNT	1301	10859	11126

- Lynn to add a link on TFL website to Maine State Library’s Library Use Value Calculator to show dollar value of benefits accrued by library patrons through usage of TFL resources.

B. Discussion of Open House with Town Officials

- Scheduled for 11/2 at 5-6pm, ~25 guests (BOS, Town Hall staff, trustees, Friends, maybe staff). Trustees to bring food and drinks. Library to supply paper goods.

**ITEM 4**

**2024 PRELIMINARY BUDGET DISCUSSION - [Continued](#)**

**ITEM 5**

**CIP DISCUSSION**

- Fran to call Town Administrator to ask guidance and get back to the group.

ITEM 6

OTHER

- Pursue meeting with Trustees of the Town Trust Funds to discuss ideas about trust fund management – Fran to email Town Administrator for Lori Marko’s contact info.
- Working on the final design for the children’s circulation desk – will be funded by the Friends.
- Close to being able to buy and install the baby changing station (purchased by the Friends).
- Ideas still under development for main circulation desk re-configuration.
- No updates on exploring security system options.
- John researched safety measures with NH Fire and Safety, Henniker Fire Dept. etc.:
  - *Naloxone* (Narcan) – DHHS has an initiative to place kits throughout NH; recommend mounting it outside of the building so it is accessible to all. Henniker Fire Dept. can train us; John arranging meeting with Fire Chief to discuss further.
  - *Defibrillator* – need a trained user to administer; would have to register with NH Dept. of Safety; costs between \$969-1600 for portable/fixed location styles.
  - *Stop the Bleed* – bleeding control (<https://www.stopthebleed.org/>)
  - Lynn should begin broaching topic of having/using safety measures with staff.

ITEM 7

**SCHEDULE NEXT MEETING – Nov. 16, 2023. 3:30pm**

ITEM 8

**ADJOURN 5:45pm**

## TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2023	BALANCE 12/31/2022	EXPENDED THRU 10/17/2023	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	\$ 103.08	\$ -	\$ -	\$ 99.87
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	\$ 85.69	\$ -	\$ -	\$ 1,115.14
Scott J. Berry*	MEMORIAL BOOKS	\$ 146.97	\$ 641.56	\$ -	\$ -	\$ -	\$ 788.53
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 236.62	\$ 490.42	\$ 74.03	\$ 400.00	\$ 400.00	\$ 653.01
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	\$ 91.42	\$ -	\$ -	\$ 109.38
		<b>\$ 14,357.04</b>	<b>\$ 2,635.54</b>	<b>\$ 12,567.97</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ 4,424.61</b>

\*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 10/13/2023	
<b>TD Bank</b>								
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16	
<b>Bar Harbor (1)</b>								
<b>SUBFUND</b>	<b>Starting Balance</b>	<b>% of Fund</b>	<b>12/31/2018</b>	<b>12/31/2019</b>	<b>12/31/2020</b>	<b>12/31/2021</b>	<b>12/31/2022</b>	<b>8/8/2023</b>
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 8,963.83
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 12,549.36
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 251,214.86
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 11,837.95
<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>284,566.00</b>

### ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE BAR HARBOR 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 - TREASURER'S REPORT 2023

<b>REVENUE</b>		<b>2023 INCOME</b>
Personnel Appropriation Funds	\$	168,081.94
Cash Income & Trust Funds	\$	27,932.10
Operational Income	\$	15,294.26
Other Direct Income	\$	11,000.95
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>222,309.25</b>

<b>EXPENDITURES</b>		<b>2023 EXPENDITURES</b>
Personnel Expenses	\$	168,081.94
Patron Service Expenses	\$	23,881.33
Facility Management Expenses	\$	19,512.52
Technology Management Expenses	\$	-
Other Direct Costs	\$	986.95
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>212,462.74</b>

<b>RESERVED FUNDS</b>		
Total Trust Funds Reserved	\$	4,439.92
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
<b>TOTAL UNEXPENDED/RESERVE FUNDS</b>	<b>\$</b>	<b>6,888.73</b>

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023				
INCOME		2023 INCOME	2023 BUDGET	%
		YTD	CATEGORY	RECEIVED
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 167,831.94	\$ 223,454.62	75%
4-2000	Town Appropriation - Personnel	\$ 167,831.94	\$ 223,454.62	75%
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 27,932.10	\$ 33,059.64	84%
4-3510	Contribution Overdue	\$ 79.50		
4-3540	Non-Resident Cards	\$ 100.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 12,870.54	\$ 18,702.60	69%
4-5020	Annual Income from Town Trust Funds	\$ 14,357.06	\$ 14,357.04	100%
4-5030	Donations: Established Trust Funds	\$ 400.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 125.00		
<b>OPERATIONAL INCOME</b>		\$ 15,294.26	\$ 18,764.38	82%
4-1000	Town Appropriation-Operations	\$ 10,000.00	\$ 11,854.38	84%
4-1010	Town Appropriation - Fuel	\$ 4,218.01	\$ 6,910.00	61%
4-3520	COPY & FAX Service	\$ 854.50		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 216.75		
<b>OTHER DIRECT INCOME</b>		\$ 11,000.95	\$ 22,000.00	50%
4-6000	Sale of Surplus	\$ 14.00		
4-6020	Reimbursed Purchase	\$ -		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 986.95	\$ 2,000.00	49%
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>		\$ 222,059.25	\$ 297,278.64	75%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
			CATEGORY	
<b>PERSONNEL EXPENSES</b>		\$ 168,081.94	\$ 224,839.94	75%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 134,322.20	\$ 177,531.31	76%
	Library - Benefit: Health Insurance	\$ 13,581.36	\$ 20,535.62	66%
	Library -- Fica (7.65% of Library Wages)	\$ 10,266.61	\$ 12,389.37	83%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 7,978.77	\$ 11,358.00	70%
	Library - Longevity Pay for Employees	\$ 1,375.00	\$ 1,375.00	100%
	Library -- Workers Comp/Unemp Ins	\$ 308.00	\$ 1,375.64	22%
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	100%
6-2030	Library -- Staff Development	\$ 100.00	\$ 125.00	80%
<b>PATRON SERVICES EXPENSES</b>		\$ 23,881.33	\$ 24,117.00	99%
6-3000	Library Acquisitions -- Books	\$ 15,556.42	\$ 16,000.00	97%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,109.80	\$ 1,000.00	111%
6-3010	Library Acquisitions -- Audio Books	\$ 662.05	\$ 750.00	88%
6-3020	Library Acquisitions -- Periodicals	\$ 312.00	\$ 500.00	62%
6-3030	Library Acquisitions -- DVD	\$ 827.73	\$ 750.00	110%
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	\$ 1,196.33	\$ 500.00	239%
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -	
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 19,512.52	\$ 52,681.60	37%
6-4000	Library General Maintenance -- Janitorial	\$ 4,400.00	\$ 5,500.00	80%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,892.25	\$ 8,965.00	43%
6-4020	Library Utilities (Total - Heating Oil)	\$ 4,822.55	\$ 7,806.60	62%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 4,218.01	\$ 6,910.00	61%
6-4030	Library Bldg Maintenance Supplies	\$ 2,129.71	\$ 3,500.00	61%
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>		\$ 986.95	\$ 2,000.00	49%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -	
6-6020	Staff Reimbursed Purchase	\$ -	\$ -	
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 986.95	\$ 2,000.00	49%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -	\$ -	
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 212,462.74	\$ 302,138.54	70%