

C. Update on:

- Town audit. Responded to auditor questions and supplied supportive material
- Projects
 - i. 2023 Moose Plate Grant complete, final report in, received final payment from State in the amount of \$7,950.00 (Received \$10,000 advance for work early 2023)
 - ii. 2024 Preparations for Moose Plate Grant for east and west sides. Drone work done, we received a copy of the 3-D rendering and file with pictures. Scope of project delivered, chimney work and flashing removed from 2024 project as cost exceeds the \$20,000 grant limit.
 - iii. Friends: Changing Station & Circulation Desk: Changing station completed, funded by friends. will be installed next Monday.
 - iv. Moving collections on Main Floor
- Job Description Analysis & Revisioning
- Staff Positions and future strategies: Strategies discussed.
- Program planning for winter 2024
- Newsletter, wondering if a trustee representative would like to write a “From the director’s desk” article for December (reflecting on the past) or January (planning for the future)?

ITEM 4

FRIENDS REQUEST TO USE BUILDING FOR TWO EVENTS: Mahjong Day with 50:50 raffle. Indoor carnival.

ITEM 5

2024 BUDGET DISCUSSION

- i. Budget as submitted
- ii. Complete budget package
- iii. Talking points
- iv. Who will be in attendance
- v. ETF & CIP
- vi. Warrants for 2024, Town Report work commencing

ITEM 6

OTHER

ITEM 7

SCHEDULE NEXT MEETING: 1/17/24 at 3:30PM

ITEM 8

ADJOURN

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2023	BALANCE 12/31/2022	EXPENDED THRU 11/07/2023	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	\$ 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	\$ 217.38	\$ -	\$ -	\$ 983.45
Scott J. Berry*	MEMORIAL BOOKS	\$ 146.97	\$ 641.56	\$ -	\$ -	\$ -	\$ 788.53
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 236.62	\$ 490.42	\$ 90.96	\$ 400.00	\$ 400.00	\$ 636.08
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
		\$ 14,357.04	\$ 2,635.54	\$ 12,716.59	\$ 400.00	\$ 400.00	\$ 4,275.99

*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 11/07/2023
TD Bank							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16
Bar Harbor (1)							
SUBFUND							
	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022
			8/8/2023				
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	271,604.39
							287,556.00

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

REVENUE		2023 INCOME
Personnel Appropriation Funds	\$	168,081.94
Cash Income & Trust Funds	\$	27,967.10
Operational Income	\$	15,329.26
Other Direct Income	\$	11,000.95
TOTAL REVENUE	\$	222,379.25

EXPENDITURES		2023 EXPENDITURES
Personnel Expenses	\$	168,081.94
Patron Service Expenses	\$	23,881.33
Facility Management Expenses	\$	38,579.60
Technology Management Expenses	\$	-
Other Direct Costs	\$	986.95
TOTAL EXPENDITURES	\$	231,529.82

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,275.99
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	6,724.80

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023		2023 INCOME	2023 BUDGET	%
INCOME		YTD	CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 167,831.94	\$ 223,454.62	75%
4-2000	Town Appropriation - Personnel	\$ 167,831.94	\$ 223,454.62	75%
CASH INCOME & TRUST FUNDS		\$ 27,967.10	\$ 33,059.64	85%
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 fromTown 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	\$ 160.00		
OPERATIONAL INCOME		\$ 15,329.26	\$ 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	\$ 889.50		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 216.75		
OTHER DIRECT INCOME		\$ 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%
TOTAL REVENUE		\$ 222,129.25	\$ 297,278.64	75%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
PERSONNEL EXPENSES		\$ 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%
PATRON SERVICES EXPENSES		\$ 23,881.33	\$ 24,117.00	99%
6-3000	Library Acquisitions -- Books	\$ 15,429.36	\$ 16,000.00	96%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,236.86	\$ 1,000.00	124%
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	\$ -	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 38,579.60	\$ 52,681.60	73%
6-4000	Library General Maintenance -- Janitorial	\$ 4,800.00	\$ 5,500.00	87%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,892.25	\$ 8,965.00	43%
6-4020	Library Utilities (Total - Heating Oil)	\$ 5,503.43	\$ 7,806.60	70%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 4,218.01	\$ 6,910.00	61%
6-4030	Library Blding Maintenance Supplies	\$ 2,165.91	\$ 3,500.00	62%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 18,000.00	\$ 20,000.00	90%
TECHNOLOGY MANAGEMENT EXPENSES		\$ -	\$ 500.00	0%
6-5010	Library Tech Maintenance	\$ -	\$ 500.00	0%
6-5020	Library Equipment	\$ -	\$ -	
OTHER DIRECT COSTS		\$ 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)	\$ -	\$ -	
TOTAL LIBRARY OPERATIONS BUDGET		\$ 231,529.82	\$ 302,138.54	77%

Tucker Free Library Cash Disbursements Journal 10/18/2023 To 11/7/2023

	ID#	Acct#	Account Name	Debit	Credit
CD	24-Oct-23	Baker & Taylor 5686	1-1100 General Checking Account		\$1,239.01
		5686	6-3000 Books	\$1,131.51	
		5686	6-3002 Processing	\$107.50	
CD	24-Oct-23	Baker & Taylor NONFIC L4497643 5687	1-1100 General Checking Account		\$377.16
		5687	6-3000 Books	\$357.60	
		5687	6-3002 Processing	\$19.56	
CD	24-Oct-23	Henniker Waste Water Treatment 5688	1-1100 General Checking Account		\$240.00
		5688	6-4020 Utilities	\$240.00	
CD	24-Oct-23	NE LIFT CO 5689	1-1100 General Checking Account		\$500.00
		5689	6-4010 Building Repairs	\$500.00	
CD	26-Oct-23	Comcast 5692-1	1-1100 General Checking Account		\$109.90
		5692-1	6-4020 Utilities	\$109.90	
CD	31-Oct-23	Alex Pendlebury 5690	1-1100 General Checking Account		\$8,975.00
		5690	6-7015 Moose Plate Grant	\$8,975.00	
CD	31-Oct-23	Graham Pendlebury 5691	1-1100 General Checking Account		\$8,975.00
		5691	6-7015 Moose Plate Grant	\$8,975.00	
CD	1-Nov-23	TDS 5695	1-1100 General Checking Account		\$38.41
		5695	6-4020 Utilities	\$38.41	
CD	1-Nov-23	TDS 5696	1-1100 General Checking Account		\$43.15
		5696	6-4020 Utilities	\$43.15	
CD	1-Nov-23	Eversource 5697	1-1100 General Checking Account		\$374.42
		5697	6-4020 Utilities	\$374.42	
CD	7-Nov-23	Edmunds Ace Hardware 5692	1-1100 General Checking Account		\$36.20
		5692	6-4030 Supplies	\$36.20	
CD	7-Nov-23	Hampshire Fire Protection Co 5693	1-1100 General Checking Account		\$65.00
		5693	6-4020 Utilities	\$65.00	
CD	7-Nov-23	State of New Hampshire Department of 5694	1-1100 General Checking Account		\$50.00
		5694	6-4020 Utilities	\$50.00	
Grand Total:				\$21,023.25	\$21,023.25

Cash Receipts Journal 10/18/2023 To 11/7/2023

	ID#	Acct#	Account Name	Debit	Credit
CR	31-Oct-23	CR000452	1-1100 General Checking Account	\$50.00	
		CR000452	4-3520 Copier		\$15.00
		CR000452	4-5050 General Purpose Donation		\$35.00
Grand Total:				\$50.00	\$50.00