



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**  
**TUESDAY NOVEMBER 4, 2025 at 3:30PM**  
**In-person, Main Floor Meeting Space**

ROLL CALL	ATTENDANCE
PUBLIC COMMENT	PUBLIC FORUM – please limit comments to three minutes
ITEM 1	ACCEPT MINUTES OF PRIOR MEETING OCTOBER 14, 2025
ITEM 2	THE ROBERT D. ELINOR AND MARJORIE W. ELINOR REVOCABLE FAMILY TRUST Donation Received. Information on process.
ITEM 3	DIRECTOR'S REPORT
ITEM 4	POLICY WORK 1 <sup>st</sup> Reading Policy for HB273 Compliance
ITEM 5	FINANCIAL REPORT
ITEM 6	TOWN MEETING 2026
ITEM 7	OTHER
ITEM 8	SCHEDULE NEXT MEETING. ADJOURN.

GENERAL MEETING ANNOUNCEMENT POSTED: October 28, 2025 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#)

<b>RECORDING SECRETARY</b>	<b>Fran Tain :SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:33pm</b>																											
<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>N</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>Y</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>Y</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>Y</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>Y</b></td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td><b>Y</b></td> </tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco	<b>N</b>	Debra Kreutzer	<b>Y</b>	Angelica Ladd	<b>Y</b>	E. Joseph Petrick	<b>Y</b>	Frances Tain	<b>Y</b>	Lynn Piotrowicz- DIRECTOR	<b>Y</b>													
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<b>ITEM 2</b>	<p><b>THE ROBERT D. ELINOR AND MARJORIE W. ELINOR REVOCABLE FAMILY TRUST</b>  <b>Donation Received. Information on process.</b></p>																											
<b>ITEM 3</b>	<p><b>DIRECTOR’S REPORT</b></p> <ul style="list-style-type: none"> <li>A. Friends’ next meeting – November 8<sup>th</sup> at 8AM. Holiday party December 18<sup>th</sup> after 5PM.</li> <li>B. AED Training complete. Six staff members received training on AED, applying tourniquets, and basic first aid supplies in the backpack. This was a 2-hour paid in-service.</li> <li>C. Holiday Schedule: Closed November 11, 27, &amp; 28. Open Christmas Eve 10-1, Closed Christmas Day, Open New Year’s Eve 10-1, Closed New Year’s Day. Holiday hours posted.</li> <li>D. Use Metrics through 10/31/2025</li> </ul> <table border="1"> <thead> <tr> <th>METRICS</th> <th>2025 Y-T-D</th> <th>2024 TOTAL</th> </tr> </thead> <tbody> <tr> <td># PROGRAMS</td> <td>263</td> <td>272</td> </tr> <tr> <td># ATTENDING PROGRAMS</td> <td>2175</td> <td>2114</td> </tr> <tr> <td># EXTERNAL USES OF MEETING SPACE</td> <td>37</td> <td></td> </tr> <tr> <td># EXTERNAL PARTICIPANTS USING MEETING SPACE</td> <td>306</td> <td></td> </tr> <tr> <td># NEW PATRONS</td> <td>159</td> <td>165</td> </tr> <tr> <td>CIRCULATION - PHYSICAL</td> <td>19951</td> <td>22831</td> </tr> <tr> <td>CIRCULATION - eCONTENT</td> <td>8952</td> <td>10507</td> </tr> <tr> <td>DOOR COUNT</td> <td>12130</td> <td>13909</td> </tr> </tbody> </table>	METRICS	2025 Y-T-D	2024 TOTAL	# PROGRAMS	263	272	# ATTENDING PROGRAMS	2175	2114	# EXTERNAL USES OF MEETING SPACE	37		# EXTERNAL PARTICIPANTS USING MEETING SPACE	306		# NEW PATRONS	159	165	CIRCULATION - PHYSICAL	19951	22831	CIRCULATION - eCONTENT	8952	10507	DOOR COUNT	12130	13909
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<b>ITEM 4</b>	<p>POLICY WORK 1<sup>st</sup> Reading Policy for HB273 Compliance  <b>Tucker Free Library Policy &amp; Procedure for Responding to Request Parental Access to Minor Children's Library Records (HB273 Compliance)</b></p> <p><b>Background:</b> This correspondence {from Primex} is to provide guidance regarding the implementation of procedures to address requests under House Bill 273. The bill amends RSA 201-D:11 by adding a new paragraph authorizing access to library records relating to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, to a parent or legal guardian of the minor. The new law goes into effect on January 1, 2026, and states as follows:</p> <p><b><i>All library records related to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, shall be available to either</i></b></p>																											

	<p><i>parent or the legal guardian of the minor when requested by either parent or the legal guardian of the minor, or the parent or legal guardian of the minor whose address matches that on the library account or who is listed on the library account.</i></p> <p>SEE POLICY HERE</p> <p><b>Second and third readings waived. Policy adopted by Trustees on 11/4/25.</b></p>																								
<p><b>ITEM 5</b></p>	<p><b>FINANCIAL REPORTING</b>  <b>Trust Fund Accounting, Y-T-D Accounting &amp; Manifests</b>  <b>MOVE TO ACCEPT: Angelica Ladd</b> <span style="float: right;"><b>SECONDED BY: Deb Kreutzer</b></span></p> <table border="1" data-bbox="370 432 846 642"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>n/a</td> </tr> <tr> <td>Debra Kreutzer</td> <td>Y</td> </tr> <tr> <td>Angelica Ladd</td> <td>Y</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>Y</td> </tr> <tr> <td>Frances Tain</td> <td>Y</td> </tr> </tbody> </table> <p><b>Monies to Accept: Laura Bucci, \$20.00 General Fund</b>  <b>MOVE TO ACCEPT: Angelica Ladd</b> <span style="float: right;"><b>SECONDED BY: Joe Petrick</b></span></p> <table border="1" data-bbox="370 768 846 978"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>n/a</td> </tr> <tr> <td>Debra Kreutzer</td> <td>Y</td> </tr> <tr> <td>Angelica Ladd</td> <td>Y</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>Y</td> </tr> <tr> <td>Frances Tain</td> <td>Y</td> </tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco	n/a	Debra Kreutzer	Y	Angelica Ladd	Y	E. Joseph Petrick	Y	Frances Tain	Y	MEETING PARTICIPANTS	VOTE	John Capuco	n/a	Debra Kreutzer	Y	Angelica Ladd	Y	E. Joseph Petrick	Y	Frances Tain	Y
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<p><b>ITEM 6</b></p>	<p><b>TOWN MEETING 2026</b></p> <ul style="list-style-type: none"> <li>A. BOS 10/21 Meeting Debrief</li> <li>B. Who is up in 2026? - Debra Kreutzer and John Capuco</li> <li>C. 2026 Preliminary Budget Goals for TFL and Budget Sheets (see link below)</li> </ul>																								
<p><b>ITEM 7</b></p>	<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Lynn reached out to Diane Kendall about our interest in participating in energy efficiency investment audit.</li> </ul>																								
<p><b>ITEM 8</b></p>	<p><b>SCHEDULE NEXT MEETING. 12/16/25, 3:30pm</b>  <b>ADJOURN.</b></p>																								

## Tucker Free Library Policy & Procedure for Responding to Request Parental Access to Minor Children's Library Records (HB273 Compliance)

**Background:** This is to provide guidance regarding the implementation of procedures to address requests under House Bill 273. The bill amends RSA 201-D:11 by adding a new paragraph authorizing access to library records relating to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, to a parent or legal guardian of the minor. The new law goes into effect on January 1, 2026, and states as follows:

***All library records related to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, shall be available to either parent or the legal guardian of the minor when requested by either parent or the legal guardian of the minor, or the parent or legal guardian of the minor whose address matches that on the library account or who is listed on the library account.***

### Policy Purpose:

Tucker Free Library will comply with New Hampshire House Bill 273, which grants parents or legal guardians access to their minor children's current borrowing records. This document outlines the procedures for responding to parental requests for this information while respecting the privacy of all patrons.

### Scope:

This policy applies to all library staff members who handle patron information and respond to inquiries regarding borrowing records.

### Definitions:

- **Minor:** An individual under the age of 18.
- **Parent or Legal Guardian:** An individual with legal parental rights or guardianship of a minor child.
- **Current Borrowing Records:** A list of printed library materials and audio-visual materials (DVDs, CDs) currently checked out on a minor's library card.
- **Library Records:** Any information maintained by the library that identifies a patron and their use of library resources.

### Procedure for Parental Access to Minor Children's Library Records:

1. **Verification of Identity and Guardianship:** Libraries should require verification that the individual requesting the records is entitled to obtain them under the law. The following are some options that libraries can use for verification:

- V1:** Possession of a library card in the requestor's name which shows the same address as that on the account of the minor whose records are being sought.
- V2:** A birth certificate with the requestor's name listed as a parent, or a court order granting guardianship.
- V3:** Governmentally issued photo identification verifying the requestor's name and with an address matching that on file for the minor. If the addresses do not match, additional documentation proving legal guardianship may be required.
- V4:** Other information or documentation to verify to the satisfaction of the library that the requestor is a parent or legal guardian. If it is difficult to verify the relationship, it is recommended that the request be referred to the library director.

2. **Provision of Current Borrowing Records:**

- Once identity and guardianship are verified, staff will provide the parent or legal guardian with a list of the minor child's currently checked-out printed library materials and audio-visual materials (DVDs, CDs).
- **Only current borrowing** records of printed library materials and audio-visual materials **should be provided to the requestor. Library records such as address, phone number and age of the minor should not be supplied.** In addition, any records that contain information about any other library users should be edited to remove such information.
- Staff will not provide access to past borrowing history, digital resource usage, or other library records beyond the scope of HB273.

### 3. Documentation:

- Staff will use appropriate forms to document the request, verification process, and information provided in the patron's account notes. This documentation will be shredded once the request has been satisfied and subsequent requests must go through the same process repeatedly.

### 4. Confidentiality:

- Staff will maintain the confidentiality of all patron information and will only release information as required by law.

### 5. Patron Education:

- Staff will inform all card holders that they have the ability to **turn off saved history** within their online account. **However, currently borrowed items will always be available** to the parent or legal guardian as per HB273. Library patrons have two ways to modify their history settings in the Apollo system, one is staff directed and the second is patron directed. See [HOW PATRONS CAN MODIFY HISTORY SETTINGS.docx](#) for instructions.
- Staff will also provide information to all patrons regarding the library's commitment to patron privacy and the legal requirements that govern the release of patron information. The Tucker Free Library adheres to the principles inherent in the [Library Bill of Rights](#).

### Patron Privacy:

Tucker Free Library is committed to protecting the privacy of all patrons, including minors. While complying with HB273, staff will strive to minimize the disclosure of information and will only provide the information explicitly required by law.

1st reading: Continued discussion, November 4, 2025

2nd reading:

3rd reading:

Adopted by the Tucker Free Library Board of Trustees on:

**Tucker Free Library Procedure for Responding to Request  
Parental Access to Minor Children's Library Records (HB273 Compliance)**

**Background:** This is to provide guidance regarding the implementation of procedures to address requests under House Bill 273. The bill amends RSA 201-D:11 by adding a new paragraph authorizing access to library records relating to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, to a parent or legal guardian of the minor. The new law goes into effect on January 1, 2026, and states as follows:

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NAME of requestor:

ADDRESS of requestor:

DOES NAME of MINOR MATCH THAT PROVIDED BY REQUESTOR: \_\_\_\_\_  
YES/NO

DOES THE ADDRESS of MINOR MATCH THAT OF THE REQUESTOR: \_\_\_\_\_  
YES/NO

"I hereby swear or affirm that I am the parent or legal guardian of the above-named minor, and that such rights have not been terminated by any court order or other legal proceeding and as such I wish to have access to the above-named minor's CURRENT borrowing record."

\_\_\_\_\_  
SIGNATURE of requestor DATE

TO BE COMPLETED BY LIBRARY STAFF (check the verification process/documentation that applies)

- V1:** Possession of a library card in the requestor's name which shows the same address as that on the account of the minor whose records are being sought.
- V2:** A birth certificate with the requestor's name listed as a parent, or a court order granting guardianship.
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Information was provided on CURRENT circulation record on: \_\_\_\_\_ by: \_\_\_\_\_  
(date) (staff member name)

Verification and date of of compliance should be recorded on the minor's record in the following format:

On \_\_\_\_\_, I \_\_\_\_\_, verified guardianship using \_\_\_\_\_. I then provided guardian with  
(date) (name of staff member) V1, V2, V3, V4

Information regarding the minor's CURRENT borrowing record.

\_\_\_\_\_  
SIGNATURE of Library Staff who verified proper guardianship DATE

TRUST FUND ACCOUNTING

	MS-9 DATA FROM 2024 DATA FOR 2018	MS-9 DATA FROM 2023 DATA FOR 2019	MS-9 DATA FROM 2022 DATA FOR 2020	MS-9 DATA FROM 2021 DATA FOR 2021	MS-9 DATA FROM 2020 DATA FOR 2022	MS-9 DATA FROM 2019 DATA FOR 2023	MS-9 DATA FROM 2018 DATA FOR 2024	MS-9 DATA FROM 2017 DATA FOR 2025
<b>NON-TAX APPROPRIATION REVENUE</b>								
<b>TRUSTEES OF TOWN TRUST FUNDS MANAGED</b>								
TOTAL OF COMMON FUND	\$ 3,440,435.25	\$ 3,568,103.92	\$ 3,731,026.35	\$ 3,926,903.57	\$ 4,344,101.46	\$ 4,468,571.92	\$ 4,835,741.34	\$ 5,149,967.39
LIBRARY PORTION OF COMMON FUND	\$ 649,056.30	\$ 676,062.26	\$ 706,317.90	\$ 742,304.30	\$ 819,982.81	\$ 845,877.17	\$ 831,605.48	\$ 970,428.23
RECEIVED FROM TOWN FUND	\$ 10,534.25	\$ 10,925.00	\$ 13,319.18	\$ 11,062.49	\$ 11,941.54	\$ 14,357.04	\$ 18,199.85	\$ 23,007.58

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2025	BALANCE 12/31/2024	APPLIED THRU 2025	DONATIONS TO 2025	INTEREST ACCRUAL JAN-AUG	DEPOSIT TO TRUST FUND	BALANCE 12/31/2025
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 2,841.84	\$ -	\$ 2,841.84	\$ -	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 221.24	\$ (5.11)	\$ 150.95	\$ -	\$ -	\$ -	\$ 65.18
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 3,409.98	\$ -	\$ 3,409.98	\$ -	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 126.02	\$ -	\$ 126.02	\$ -	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 1,224.01	\$ 924.36	\$ 704.08	\$ -	\$ -	\$ -	\$ 1,444.29
Scott J. Berry*	MEMORIAL BOOKS	\$ 218.74	\$ 821.83	\$ 170.47	\$ -	\$ -	\$ -	\$ 870.10
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 383.76	\$ 485.94	\$ 515.18	\$ 600.00	\$ 400.00	\$ -	\$ 354.52
James W. Doon*	MEMORIAL BOOKS	\$ 101.90	\$ 650.46	\$ -	\$ -	\$ -	\$ -	\$ 752.36
Preston Fund	LIBRARY OPERATIONS	\$ 1,281.90	\$ -	\$ 1,281.90	\$ -	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 37.91	\$ -	\$ 37.91	\$ -	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 12,048.00	\$ -	\$ 12,048.00	\$ -	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 900.11	\$ 1,555.63	\$ -	\$ 2,705.00	\$ 2,705.00	\$ -	\$ 2,455.74
Walter K. Robinson	MEMORIAL BOOKS	\$ 212.17	\$ (3.36)	\$ 93.55	\$ -	\$ -	\$ -	\$ 115.26
		\$ 23,007.58	\$ 4,212.25	\$ 21,379.88	\$ 21,379.88	\$ 3,105.00	\$ 3,105.00	\$ 6,057.45
				\$ 1,634.23				

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/2018	BALANCE 12/31/2019	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE 12/31/2022	BALANCE 12/31/2023	BALANCE 12/31/2024	BALANCE 9/30/2025
<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	\$ 373,072.02	\$ 393,804.72
	RECEIVED FROM FUND	\$ 18,082.00	\$ 18,114.00	\$ 18,240.00	\$ 20,552.00	\$ 18,522.00	\$ 21,275.00	\$ 17,202.00	
<b>Bar Harbor (1)</b>	LIBRARY DEVELOPMENT								
<b>SUBFUND</b>	<b>Starting Balance</b>	<b>% of Fund</b>							
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 9,574.78	\$ 10,445.39
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 13,404.69	\$ 14,623.55
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 268,336.88	\$ 292,736.21
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,644.78	\$ 13,794.55
<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>\$303,961.12</b>	<b>\$331,599.69</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 09/09/2011. They later sent an additional check in the amount of \$901.97 for underpayment.

<b>TREASURER'S SUMMARY</b>			
<b>REVENUE</b>			<b>2025 INCOME</b>
Personnel Appropriation Funds		\$	189,613.26
Cash Income & Trust Funds		\$	63,917.81
Operational Income		\$	9,478.39
Other Direct Income		\$	4,758.14
	<b>TOTAL REVENUE</b>	<b>\$</b>	<b>267,767.60</b>
<b>EXPENDITURES</b>			<b>2025 EXPENDITURES</b>
Personnel Expenses		\$	190,007.86
Patron Service Expenses		\$	20,066.42
Facility Management Expenses		\$	16,720.74
Technology Management Expenses		\$	1,499.98
Other Direct Expenses		\$	4,609.86
	<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>232,904.86</b>
<b>RESERVED FUNDS</b>			
Total Trust Funds Reserved		\$	4,429.75
Vivian Allen Fund		\$	43.55
Beres Fund		\$	2,000.00
	<b>TOTAL UNEXPENDED/RESERVE FUNDS</b>	<b>\$</b>	<b>6,473.30</b>

Year to Date			2025 BUDGET CATEGORY	2025 BUDGET REMAINING
TUCKER FREE LIBRARY - TREASURER'S REPORT 2025				
INCOME		2025 INCOME YTD	GOAL	
		\$ 189,613.26	\$ 247,471.00	\$ 57,857.74
4-2000	Library -- Wages (2% COLA + 53rd week, \$3K Merit Pool, \$1.5K Longevity)	\$ 189,613.26	\$ 247,471.00	\$ 57,857.74
6-2020	Library -- Membership & Mileage	\$ -	\$ 150.00	\$ 150.00
6-2030	Library -- Staff Development	\$ -	\$ 125.00	\$ 125.00
<b>CASH INCOME &amp; TRUST FUNDS</b>		<b>\$ 63,917.81</b>	<b>\$ 55,875.81</b>	<b>\$ (8,042.00)</b>
4-3510	Contribution Overdue	\$ 39.45	\$ 16.45	\$ (23.00)
4-3540	Non-Resident Cards	\$ 50.00	\$ 50.00	\$ -
4-5010	Annual Income from Willis Cogswell Fund	\$ 17,000.00	\$ 18,855.00	\$ 1,855.00
4-5020	Annual Income from Town Trust Funds	\$ 23,007.58	\$ 23,007.58	\$ -
4-5025	Annual Income from Bar Harbor Funds	\$ -	\$ 10,264.00	\$ 10,264.00
4-5030	Donations: Established Trust Funds	\$ 3,205.00	\$ 3,205.00	\$ -
4-5040	Donations: In Memory/Honor of Donations	\$ -	\$ -	\$ -
4-5050	Donations: General Purpose	\$ 20,615.78	\$ 477.78	\$ (20,138.00)
<b>OPERATIONAL INCOME</b>		<b>\$ 9,478.39</b>	<b>\$ 10,310.70</b>	<b>\$ 832.31</b>
4-1000	Town Appropriation-Operations	\$ 4,989.20	\$ 4,989.20	\$ -
4-1010	Town Appropriation - Fuel	\$ 3,554.69	\$ 4,930.00	\$ 1,375.31
4-3520	COPY & FAX Service	\$ 793.50	\$ 315.50	\$ (478.00)
4-3550	Overdue Processing Fee	\$ 23.00	\$ 5.00	\$ (18.00)
4-3560	Cost to Replace Lost/Damaged Materials	\$ 118.00	\$ 71.00	\$ (47.00)
<b>OTHER DIRECT INCOME</b>		<b>\$ 4,758.14</b>	<b>\$ 4,456.18</b>	<b>\$ (301.96)</b>
4-6000	Sale of Surplus	\$ 15.00	\$ 15.00	\$ -
4-6010	Refund From Vendor	\$ 42.53	\$ 42.53	\$ -
4-6020	Reimbursed Purchase	\$ -	\$ -	\$ -
4-6095	Friends of TFL Reimbursed Expense	\$ 4,288.96	\$ 4,000.00	\$ (288.96)
4-7005	Donations to Friends of Tucker Free Paid to TFL send to FTFL	\$ 360.00	\$ 360.00	\$ -
4-7016	Beverage Service	\$ 51.65	\$ 38.65	\$ (13.00)
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -	\$ -	\$ -
4-9600	GRANT FUNDS: Moose Plate Phase 3 Granite/Mortar	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>		<b>\$ 267,767.60</b>	<b>\$ 313,183.69</b>	<b>\$ 45,416.09</b>
EXPENDITURES		2025 PAID YTD	2025 BUDGET CATEGORY	
<b>PERSONNEL EXPENSES</b>		<b>\$ 190,007.86</b>	<b>\$ 247,746.00</b>	<b>\$ 57,738.14</b>
6-2000	Library -- Wages (2% COLA + 53rd week, \$3K Merit Pool, \$1.5K Longevity)	\$ 150,142.82	\$ 196,190.00	\$ 46,047.18
	Library - Benefit: Health Insurance	\$ 19,828.92	\$ 23,455.00	\$ 3,626.08
	Library -- Fica (7.65% of Library Wages)	\$ 11,344.49	\$ 15,009.00	\$ 3,664.51
	Library -- Retirement (11.17% of Eligible Wages)	\$ 7,947.03	\$ 11,441.00	\$ 3,493.97
	Library -- Workers Comp/Unemp Ins	\$ 350.00	\$ 1,376.00	\$ 1,026.00
6-2020	Library -- Membership & Mileage	\$ 169.60	\$ 150.00	\$ (19.60)
6-2030	Library -- Staff Development	\$ 225.00	\$ 125.00	\$ (100.00)
<b>PATRON SERVICES EXPENSES</b>		<b>\$ 20,066.42</b>	<b>\$ 29,292.50</b>	<b>\$ 9,226.08</b>
6-3000	Library Acquisitions -- Books	\$ 9,049.11	\$ 18,026.00	\$ 8,976.89
6-3001	Library Acquisitions - Memorial Books	\$ 1,767.56	\$ 2,151.00	\$ 383.44
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,314.61	\$ 1,500.00	\$ 185.39
6-3020	Library Acquisitions -- Periodicals	\$ -	\$ 150.00	\$ 150.00
6-3030	Library Acquisitions -- Video Appropriation	\$ 147.75	\$ 300.00	\$ 152.25
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ -	\$ -
6-3560	Library Acquisitions -- Replace Lost/Damaged Materials	\$ 58.50	\$ 58.50	\$ -
6-6000	Library Contract Services - Technology/Hardware	\$ 6,529.42	\$ -	\$ -
6-6001	Library Circulation System	\$ 2,110.00	\$ 2,110.00	\$ -
6-6002	Annual Payment to NH Download	\$ 3,247.00	\$ 3,247.00	\$ -
6-6003	Misc. Software Fees - Newsletter, website	\$ 1,172.42	\$ 1,750.00	\$ 577.58
6-6095	Friends of TFL Reimbursed Expense	\$ 1,199.47	\$ 4,000.00	\$ 2,800.53
<b>FACILITY MANAGEMENT EXPENSES</b>		<b>\$ 16,720.74</b>	<b>\$ 30,687.00</b>	<b>\$ 13,966.26</b>
6-4000	Library General Maintenance -- Janitorial	\$ 4,400.00	\$ 5,500.00	\$ 1,100.00
6-4010	Library General Maintenance -- Repairs	\$ 2,272.43	\$ 8,000.00	\$ 5,727.57
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 9,013.59	\$ 11,187.00	\$ 2,173.41
	Central Dispatch	\$ 408.00	\$ 408.00	\$ (8,605.59)
	Annual Lift Inspection/Certificate NHDOL	\$ -	\$ 400.00	\$ 400.00
	Annual Fire Extinguisher Inspection	\$ 80.00	\$ 55.00	\$ (25.00)
	Annual Fire Safety System Inspection	\$ 270.00	\$ 350.00	\$ 80.00
	PO Box Rental	\$ 100.00	\$ 100.00	\$ -
	Heating (1800 gals @ \$3.419)	\$ 3,713.66	\$ 4,930.00	\$ 1,216.34
	Electricity	\$ 3,399.94	\$ 2,000.00	\$ (1,399.94)
	Water	\$ 171.99	\$ 240.00	\$ 68.01
	Sewer	\$ 480.00	\$ 480.00	\$ -
	Internet	\$ 219.80	\$ 1,034.00	\$ 814.20
	Phone	\$ 170.20	\$ 1,190.00	\$ 1,019.80
6-4030	Library Building Maintenance Supplies	\$ 1,034.72	\$ 2,000.00	\$ 965.28
6-9600	Special Projects/Grants	\$ -	\$ -	\$ -
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		<b>\$ 1,499.98</b>	<b>\$ 500.00</b>	<b>\$ (999.98)</b>
6-5010	Library Technical Maintenance	\$ 300.00	\$ 500.00	\$ 200.00
6-5020	Library Equipment/Software	\$ 1,199.98	\$ -	\$ (1,199.98)
<b>OTHER DIRECT COSTS</b>		<b>\$ 4,609.86</b>	<b>\$ 7,410.39</b>	<b>\$ 2,800.53</b>
6-6020	Staff Reimbursed Purchase	\$ -	\$ -	\$ -
6-6090	Trustees of the Town Trust Funds (Total from 4-5030)	\$ 3,205.00	\$ 3,205.00	\$ -
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 1,199.47	\$ 4,000.00	\$ 2,800.53
6-7005	Donations to Friends of Tucker Free Paid to TFL send to FTFL	\$ 150.00	\$ 150.00	\$ -
6-7016	Beverage Service	\$ 55.39	\$ 55.39	\$ -
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		<b>\$ 232,904.86</b>	<b>\$ 308,225.50</b>	<b>\$ 75,320.64</b>

# Tucker Free Library

PO BOX 688  
31 Western Avenue  
Henniker, NH 03242

## Cash Receipts Journal

9/30/2025 To 10/31/2025

10/28/2025  
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Tucker Free Library.myo  
Job No.

	ID#	Acct#	Account Name	Debit	Credit
<b>CR</b>	<b>10/2/2025</b>	<b>10-2-25 deposit of various cash items</b>			
	CR000007	1-1100	General Checking Account	\$61.00	
	CR000007	4-3520	Copier		\$46.00
	CR000007	4-3550	Overdue Processing Fee		\$3.00
	CR000007	4-3560	Damaged/Lost Books		\$10.00
	CR000007	4-7016	Beverage Service		\$2.00
<b>CR</b>	<b>10/2/2025</b>	<b>10-2-25 deposit for Mary F Kjellman Fund</b>			
	CR000008	1-1100	General Checking Account	\$200.00	
	CR000008	4-5030	Established TrustFund Donatio		\$200.00
<b>CR</b>	<b>10/17/2025</b>	<b>Tucker Free Library</b>			
	CR000009	1-1100	General Checking Account	\$81.00	
	CR000009	4-3520	Copier		\$30.00
	CR000009	4-3550	Overdue Processing Fee		\$5.00
	CR000009	4-3560	Damaged/Lost Books		\$17.00
	CR000009	4-5050	General Purpose Donation		\$23.00
	CR000009	4-7016	Beverage Service		\$6.00
<b>CR</b>	<b>10/24/2025</b>	<b>Tucker Free Library</b>			
	CR000010	1-1100	General Checking Account	\$20,027.00	
	CR000010	4-3520	Copier		\$25.00
	CR000010	4-7016	Beverage Service		\$2.00
	CR000010	4-5050	General Purpose Donation		\$20,000.00
Grand Total:				<u>\$20,369.00</u>	<u>\$20,369.00</u>

**Tucker Free Library**

PO BOX 688  
31 Western Avenue  
Henniker, NH 03242

**Cash Disbursements Journal**

**9/30/2025 To 10/31/2025**

10/28/2025  
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Tucker Free Library.myo  
Job No.

ID#	Acct#	Account Name	Debit	Credit
<b>CD</b>	<b>10/2/2025</b>	<b>TDS # 3471</b>		
CD10-2-25A	1-1100	General Checking Account		\$0.25
CD10-2-25A	2-2000	Accounts Payable	\$0.25	
<b>CD</b>	<b>10/2/2025</b>	<b>TDS #7106</b>		
CD10-2-25B	1-1100	General Checking Account		\$2.75
CD10-2-25B	2-2000	Accounts Payable	\$2.75	
<b>CD</b>	<b>10/10/2025</b>	<b>Hampshire Fire Protection Co LLC</b>		
CD 10-10-25B	1-1100	General Checking Account		\$75.00
CD 10-10-25B	2-2000	Accounts Payable	\$75.00	
<b>CD</b>	<b>10/10/2025</b>	<b>EVERSOURCE</b>		
cd10-10-25A	1-1100	General Checking Account		\$416.92
cd10-10-25A	2-2000	Accounts Payable	\$416.92	
<b>CD</b>	<b>10/17/2025</b>	<b>BAKER &amp; TAYLOR #4833</b>		
CD 10-10-25	1-1100	General Checking Account		\$652.28
CD 10-10-25	2-2000	Accounts Payable	\$652.28	
<b>CD</b>	<b>10/17/2025</b>	<b>Town of Henniker Sewer</b>		
CD 10-17-25	1-1100	General Checking Account		\$240.00
CD 10-17-25	2-2000	Accounts Payable	\$240.00	
<b>CD</b>	<b>10/17/2025</b>	<b>Citizens Bank</b>		
CD10-10-25 C	1-1100	General Checking Account		\$834.76
CD10-10-25 C	2-2000	Accounts Payable	\$834.76	
<b>CD</b>	<b>10/17/2025</b>	<b>BAKER &amp; TAYLOR # 7643</b>		
CD10-10-25A	1-1100	General Checking Account		\$337.58
CD10-10-25A	2-2000	Accounts Payable	\$337.58	
<b>CD</b>	<b>10/24/2025</b>	<b>BAKER &amp; TAYLOR #4833</b>		
CD 10-24-25	1-1100	General Checking Account		\$17.02
CD 10-24-25	2-2000	Accounts Payable	\$17.02	
<b>CD</b>	<b>10/24/2025</b>	<b>White Tornado Cleaning Service</b>		
CD10-24-25B	1-1100	General Checking Account		\$400.00
CD10-24-25B	2-2000	Accounts Payable	\$400.00	
<b>CD</b>	<b>10/24/2025</b>	<b>Monadnock Security Systems</b>		
CD10-24-25C	1-1100	General Checking Account		\$335.00
CD10-24-25C	2-2000	Accounts Payable	\$335.00	

Grand Total: \$3,311.56 \$3,311.56