



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 January 17, 2024 AT 3:30PM
In-person, Tucker Free Library

ROLL CALL	ATTENDANCE
PUBLIC COMMENT	PUBLIC FORUM
ITEM 1	ACCEPT MINUTES OF PRIOR MEETING – November 16, 2023
ITEM 2	TREASURER'S REPORT
ITEM 3	DIRECTOR'S REPORT
ITEM 4	2024 BUDGET DISCUSSION
ITEM 5	PUBLIC HEALTH AND SAFETY INITIATIVES
ITEM 6	OTHER
ITEM 7	SCHEDULE NEXT MEETING
ITEM 8	ADJOURN

GENERAL MEETING ANNOUNCEMENT POSTED: January 10, 2024 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

RECORDING SECRETARY	ANNE CROTTI SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT:																																							
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ITEM 2 TRUST FUND REPORT, PG 6 Y-T-D REPORT EOY2023, PGS 7 -8 MANIFEST 2023, PGS 9-11 MANIFEST 2024, PG 12	<p>TREASURER’S REPORT</p> <p>TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST</p> <p>ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">MEETING PARTICIPANTS</th> <th style="width: 40%;">VOTE</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>MONIES/GIFTS TO ACCEPT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">DONATION FROM</th> <th style="width: 20%;">AMOUNT</th> <th style="width: 45%;">FOR</th> </tr> </thead> <tbody> <tr> <td>Martha Nemiccolo</td> <td>\$100.00</td> <td>Mary F, Kjellman Fund</td> </tr> <tr> <td>Rodney & Carolyn Patenaude</td> <td>\$300.00</td> <td>Robert N. Fitch Fund</td> </tr> <tr> <td>Darby McGraw</td> <td>\$200.00</td> <td>General Fund</td> </tr> <tr> <td>Terri Trier</td> <td>\$100.00</td> <td>General Fund</td> </tr> </tbody> </table> <p>ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">MEETING PARTICIPANTS</th> <th style="width: 40%;">VOTE</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		DONATION FROM	AMOUNT	FOR	Martha Nemiccolo	\$100.00	Mary F, Kjellman Fund	Rodney & Carolyn Patenaude	\$300.00	Robert N. Fitch Fund	Darby McGraw	\$200.00	General Fund	Terri Trier	\$100.00	General Fund	MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 3	<p>DIRECTOR’S REPORT</p> <p>A. Programming Update</p> <ul style="list-style-type: none"> • Full slate of programs through January and into February. Continue to offer a mix of one-time and recurring programs. Nattanan has worked with Google calendar to more quickly & accurately record monthly programming total. • People who have attended programs in the new meeting area have expressed gratitude and appreciation for the quiet/private space <p>B. Staffing Update</p> <ul style="list-style-type: none"> • Working to streamline staff scheduling/reporting/tracking using Google Drive/Calendar • Four pages on staff to help cover afterschool shifts as we struggle to fill shifts as the students have many extracurricular activities typical of the age group 																																							

	<ul style="list-style-type: none"> Lynn out of building 1/19-1/29. Will be working from home on February newsletter (out on 1/27) and annual report (due 2/5) <p>C. Trust Fund End of Year Documentation sent</p> <ul style="list-style-type: none"> Fund family representatives receive an annual report of activity including a list of acquisitions/accounting & Trustees of the Town Trust Fund <p>D. Monthly Metrics</p> <table border="1" data-bbox="418 373 1284 611"> <thead> <tr> <th>METRICS</th> <th>2022 TOTAL</th> <th>2023 Y-T-D TOTAL</th> <th>CHANGE OVER 2022</th> <th>DECEMBER</th> </tr> </thead> <tbody> <tr> <td># PROGRAMS</td> <td>60</td> <td>242</td> <td>182</td> <td>19</td> </tr> <tr> <td># ATTENDING PROGRAMS</td> <td>532</td> <td>2026</td> <td>1494</td> <td>170</td> </tr> <tr> <td># NEW PATRONS</td> <td>166</td> <td>224</td> <td>58</td> <td>25</td> </tr> <tr> <td>CIRCULATION - PHYSICAL</td> <td>22675</td> <td>24693</td> <td>2018</td> <td>1505</td> </tr> <tr> <td>CIRCULATION - eCONTENT</td> <td>8215</td> <td>10299</td> <td>2084</td> <td>940</td> </tr> <tr> <td>% PHYSICAL TO eCONTENT</td> <td>73.41%</td> <td>70.57%</td> <td>-2.84%</td> <td>61.55%</td> </tr> <tr> <td>DOOR COUNT</td> <td>11126</td> <td>14098</td> <td>2972</td> <td>1030</td> </tr> </tbody> </table>	METRICS	2022 TOTAL	2023 Y-T-D TOTAL	CHANGE OVER 2022	DECEMBER	# PROGRAMS	60	242	182	19	# ATTENDING PROGRAMS	532	2026	1494	170	# NEW PATRONS	166	224	58	25	CIRCULATION - PHYSICAL	22675	24693	2018	1505	CIRCULATION - eCONTENT	8215	10299	2084	940	% PHYSICAL TO eCONTENT	73.41%	70.57%	-2.84%	61.55%	DOOR COUNT	11126	14098	2972	1030
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<p>ITEM 4 PGS 13-18</p>	<p>2024 TOWN MEETING</p> <p>A. TOWN REPORT</p> <ul style="list-style-type: none"> Narrative Statistics & Financials (Forthcoming) <p>B. BUDGET DISCUSSION – 2024 REVISED BUDGET</p> <ul style="list-style-type: none"> BOS asked Town Administrator to calculate the impact on budgets if a 2% COLA is given <p>C. TOWN MEETING CALENDAR</p> <ul style="list-style-type: none"> CIP Presentation to Board of Selectmen; Advisory Budget Committee Recommendations; Budget Review – 1/16 FILING PERIOD: 1/24 – 2/2 (Frances Tain & E. Joseph Petrick are up for reelection) BUDGET PUBLIC HEARING – 2/6 TOWN MEETING – VOTE 3/12 TOWN MEETING – ANNUAL MEETING 3/16 																																								
<p>ITEM 5</p>	<p>PUBLIC HEALTH & SAFETY INITIATIVES</p> <p>A. Narcan (see document with issues to consider)</p> <p>B. CIP</p> <ul style="list-style-type: none"> Following submission of three CIP requests no additional contact with CIP Committee Presented CIP plan for 2024 at BOS meeting 1/16 SEE MINUTES 12282023 SEE MINUTES 01032024 																																								
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TUCKER FREE LIBRARY, BOARD OF TRUSTEES – MEETING MINUTES FOR NOVEMBER 16, 2023

RECORDING SECRETARY ROLL CALL

JOHN CAPUCO SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30PM

ACTION - RECORD ATTENDANCE

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

PUBLIC COMMENT

Public Forum

MEMBERS OF PUBLIC PRESENT
Sylvia Lennox

APPOINTMENT

The Trustees of the Tucker Free Library have invited the Trustees of the Town Trust Fund to this meeting for a discussion on how to maximize return on our investments. None attended

ITEM 1

ACCEPT MINUTES OF PRIOR MEETING: October 25, 2023

ACTION – MOVE TO ACCEPT: Joe Petrick

SECONDED BY: Fran Tain

MEETING PARTICIPANTS	VOTE
John Capuco	Y
Anne Crotti	Excused
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: DEB Kreutzer

SECONDED BY: JOE Petrick

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

MONIES/GIFTS TO ACCEPT: Elise DeMichael, \$75.00 for the General Fund

ACTION – MOVE TO ACCEPT: Deb Kreutzer

SECONDED BY: John Capuco

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

ITEM 3

DIRECTOR'S REPORT

A. Monthly Metrics

Metrics	2022 TOTAL	2023 Y-T-D TOTAL	OCTOBER
# PROGRAMS	60	196	32
# ATTENDING PROGRAMS	532	1659	171
# NEW PATRONS	166	169	7
CIRCULATION - PHYSICAL	22675	21177	2107
CIRCULATION - eCONTENT	8215	8458	938
% PHYSICAL TO eCONTENT	73.41%	71.46%	69.20%
DOOR COUNT	11126	12053	1194

B. Post Meet and Greet discussion. Well received. Very beneficial. Recommended to do this again. Will follow up with J1 and H2 Pat's Peak workers.

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	\$ 281.12	\$ -	\$ -	\$ 919.71
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	\$ -	\$ 300.00	\$ 300.00	\$ 1,057.96
Walter K. Robinson	MEMORIAL BOOKS	\$ 142.56	\$ 58.24	\$ 91.42	\$ -	\$ -	\$ 109.38
		\$ 14,357.04	\$ 2,635.54	\$ 12,780.33	\$ 700.00	\$ 700.00	\$ 4,212.25

*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)							
LIBRARY DEVELOPMENT							
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022
Cammatt, 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

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 Cammatt 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	\$	225,967.00
Cash Income & Trust Funds	\$	32,861.19
Operational Income	\$	15,496.26
Other Direct Income	\$	18,950.95
TOTAL REVENUE	\$	293,275.40

EXPENDITURES		2023 EXPENDITURES
Personnel Expenses	\$	225,967.00
Patron Service Expenses	\$	26,490.78
Facility Management Expenses	\$	41,000.14
Technology Management Expenses	\$	202.00
Other Direct Costs	\$	1,361.90
TOTAL EXPENDITURES	\$	295,021.82

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,212.25
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	6,661.06

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023		2023 INCOME	2023 BUDGET	%
INCOME		YTD	CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 225,967.00	\$ 223,454.62	101%
4-2000	Town Appropriation - Personnel	\$ 225,967.00	\$ 223,454.62	101%
CASH INCOME & TRUST FUNDS		\$ 32,861.19	\$ 33,059.64	99%
4-3510	Contribution Overdue	\$ 79.50		
4-3540	Non-Resident Cards	\$ 150.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 16,974.63	\$ 18,702.60	91%
4-5020	Annual Income fromTown Trust Funds	\$ 14,357.06	\$ 14,357.04	100%
4-5030	Donations: Established Trust Funds	\$ 800.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 500.00		
OPERATIONAL INCOME		\$ 15,496.26	\$ 18,764.38	83%
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	\$ 1,019.50		
4-3550	Overdue Processing Fee	\$ 10.00		
4-3560	Damaged/Lost Books	\$ 248.75		
OTHER DIRECT INCOME		\$ 18,950.95	\$ 19,950.00	95%
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	\$ 17,950.00	\$ 17,950.00	100%
TOTAL REVENUE		\$ 293,275.40	\$ 295,228.64	99%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
PERSONNEL EXPENSES		\$ 225,967.00	\$ 224,839.94	101%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 180,469.00	\$ 177,531.31	102%
	Library - Benefit: Health Insurance	\$ 19,106.00	\$ 20,535.62	93%
	Library -- Fica (7.65% of Library Wages)	\$ 13,651.00	\$ 12,389.37	110%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 10,808.00	\$ 11,358.00	95%
	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		\$ 26,490.78	\$ 24,117.00	110%
6-3000	Library Acquisitions -- Books	\$ 17,599.87	\$ 16,000.00	110%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,415.29	\$ 1,000.00	142%
6-3010	Library Acquisitions -- Audio Books	\$ 662.05	\$ 750.00	88%
6-3020	Library Acquisitions -- Periodicals	\$ 532.59	\$ 500.00	107%
6-3030	Library Acquisitions -- DVD	\$ 867.65	\$ 750.00	116%
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		\$ 41,000.14	\$ 50,631.60	81%
6-4000	Library General Maintenance -- Janitorial	\$ 5,200.00	\$ 5,500.00	95%
6-4010	Library General Maintenance -- Blding Repairs	\$ 4,807.25	\$ 8,965.00	54%
6-4020	Library Utilities (Total - Heating Oil)	\$ 6,310.89	\$ 7,806.60	81%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 4,218.01	\$ 6,910.00	61%
6-4030	Library Blding Maintenance Supplies	\$ 2,513.99	\$ 3,500.00	72%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 17,950.00	\$ 17,950.00	100%
TECHNOLOGY MANAGEMENT EXPENSES		\$ 202.00	\$ 500.00	40%
6-5010	Library Tech Maintenance	\$ -	\$ 500.00	0%
6-5020	Library Equipment	\$ 202.00	\$ -	
OTHER DIRECT COSTS		\$ 1,361.90	\$ 2,000.00	68%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 95.00	\$ -	
6-6020	Staff Reimbursed Purchase	\$ 279.95	\$ -	
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		\$ 295,021.82	\$ 300,088.54	98%

Tucker Free Library Cash Disbursements Journal

11/8/2023 To 12/31/2023

	ID#	Acct#	Account Name	Debit	Credit
14-Nov-23	Mark Reilly White				
	5699	1-1100	General Checking Account		\$400.00
	5699	6-4000	General Maintenance	\$400.00	
15-Nov-23	Citizens Bank Bus				
	5702	1-1100	General Checking Account		\$716.16
	5702	6-6020	Staff Reimbursed Purchase	\$279.95	
	5702	6-3000	Books	\$46.96	
	5702	6-5020	Equipment	\$202.00	
	5702	6-4030	Supplies	\$140.79	
	5702	6-3030	DVD - Appropriation Fund	\$19.96	
	5702	6-6000	Library Programs - Contracted	\$26.50	
15-Nov-23	Eversource				
	5704	1-1100	General Checking Account		\$171.55
	5704	6-4020	Utilities	\$171.55	
21-Nov-23	Baker & Taylor				
	5700	1-1100	General Checking Account		\$1,049.70
	5700	6-3000	Books	\$953.96	
	5700	6-3002	Processing	\$95.74	
21-Nov-23	Baker & Taylor NC				
	5701	1-1100	General Checking Account		\$318.02
	5701	6-3000	Books	\$302.78	
	5701	6-3002	Processing	\$15.24	
21-Nov-23	Ebsco				
	5703	1-1100	General Checking Account		\$220.59
	5703	6-3020	Periodicals	\$220.59	
5-Dec-23	Graham Pendlebu				
	5705	1-1100	General Checking Account		\$350.00
	5705	6-4010	Building Repairs	\$350.00	
5-Dec-23	Comcast				
	5718-1	1-1100	General Checking Account		\$109.90
	5718-1	6-4020	Utilities	\$109.90	
6-Dec-23	Citizens Bank Bus				
	5708	1-1100	General Checking Account		\$841.43
	5708	6-3000	Books	\$91.29	
	5708	6-3030	DVD - Appropriation Fund	\$19.96	
	5708	6-4030	Supplies	\$207.29	
	5708	6-6095	Friends of Tucker Free Library	\$401.39	
	5708	6-6000	Library Programs - Contracted	\$26.50	
	5708	6-4035	COVID RELATED SUPPLIES	\$95.00	
6-Dec-23	TDS				
	5709	1-1100	General Checking Account		\$38.20
	5709	6-4020	Utilities	\$38.20	

6-Dec-23	TDS 5710 5710	1-1100 6-4020	General Checking Account Utilities	\$44.75	\$44.75
12-Dec-23	Airgood Carpentry 5707 5707	1-1100 6-4010	General Checking Account Building Repairs	\$440.00	\$440.00
14-Dec-23	Eversource 5713 5713	1-1100 6-4020	General Checking Account Utilities	\$333.16	\$333.16
20-Dec-23	Baker & Taylor 5711 5711 5711	1-1100 6-3000 6-3002	General Checking Account Books Processing	\$650.15 \$60.21	\$710.36
20-Dec-23	Baker & Taylor NC 5712 5712 5712	1-1100 6-3000 6-3002	General Checking Account Books Processing	\$125.37 \$7.24	\$132.61
20-Dec-23	Mark Reilly White 5714 5714	1-1100 6-4000	General Checking Account General Maintenance	\$400.00	\$400.00
27-Dec-23	Sunapee Shade al 5715 5715	1-1100 6-4010	General Checking Account Building Repairs	\$125.00	\$125.00
Grand Total:				\$6,401.43	\$6,401.43

Cash Receipts Journal

11/8/2023 To 12/31/2023

	ID#	Acct#	Account Name	Debit	Credit
14-Nov-23	CR000455	1-1100	General Checking Account	\$12,134.09	
	CR000455	4-3520	Copier		\$40.00
	CR000455	4-5010	Willis Cogswell Fund		\$4,104.09
	CR000455	4-5050	General Purpose Donation		\$40.00
	CR000455	4-7015	Moose Plate Grant		\$7,950.00
21-Nov-23	CR000454	1-1100	General Checking Account	\$79.00	
	CR000454	4-3520	Copier		\$24.00
	CR000454	4-3540	Non-Resident Cards		\$50.00
	CR000454	4-3550	Overdue Processing Fee		\$5.00
28-Nov-23	CR000456	1-1100	General Checking Account	\$39.00	
	CR000456	4-3520	Copier		\$7.00
	CR000456	4-3560	Damaged/Lost Books		\$32.00
5-Dec-23	CR000457	1-1100	General Checking Account	\$310.00	

	CR000457	4-3520	Copier		\$10.00
	CR000457	4-5030	Established TrustFund Donation		\$100.00
	CR000457	4-7005	FOR FRIENDS OF TFL		\$200.00
13-Dec-23					
	CR000458	1-1100	General Checking Account	\$20.00	
	CR000458	4-3520	Copier		\$20.00
19-Dec-23					
	CR000459	1-1100	General Checking Account	\$300.00	
	CR000459	4-5030	Established TrustFund Donation		\$300.00
26-Dec-23					
	CR000460	1-1100	General Checking Account	\$311.00	
	CR000460	4-3520	Copier		\$11.00
	CR000460	4-5050	General Purpose Donation		\$300.00
			Grand Total:	\$13,193.09	\$13,193.09

Tucker Free Library Cash Disbursements Journal 1/1/2024 To 1/9/2024

		ID#	Acct#	Account Name	Debit	Credit
CD	3-Jan-24	TDS				
		5716	1-1100	General Checking Account		\$38.20
		5716	6-4020	Utilities	\$38.20	
CD	3-Jan-24	TDS				
		5717	1-1100	General Checking Account		\$44.79
		5717	6-4020	Utilities	\$44.79	
CD	9-Jan-24	Park Street Found				
		5718	1-1100	General Checking Account		\$2,689.00
		5718	6-6000	Library Programs - Contracted	\$2,689.00	
Grand Total:					\$2,771.99	\$2,771.99

Cash Receipts Journal 1/1/2024 To 1/9/2024

		ID#	Acct#	Account Name	Debit	Credit
CR	2-Jan-24					
		CR000461	1-1100	General Checking Account	\$146.00	
		CR000461	4-3520	Copier		\$44.00
		CR000461	4-3560	Damaged/Lost Books		\$102.00
Grand Total:					\$146.00	\$146.00

DRAFT 2024 TAX RATE ESTIMATE
General Fund Only - 2% COLA wage adjustment

2023 Valuation->		737,302,447		Estimated Add Value->		0		737,302,447	
	DEPT REQUESTED 12.19.23	DEPT REQUESTED with 2% COLA	01.02.24 Edit Change	ESTIMATED REVENUE	ESTIMATED NET TO BE RAISED	ESTIMATED TAX IMPACT			
Fund: GENERAL FUND									
4130 - EXECUTIVE	354,065	355,201	1,136	75	355,126	0.482			
4140 - TOWN CLERK	107,614	108,123	509	1,008,746	(900,623)	(1.222)			
4141 - ELECTIONS	26,073	26,186	113	-	26,186	0.036			
4142 - TAX MAP	4,950	4,950	-	-	4,950	0.007			
4150 - FINANCE	248,315	248,426	111	-	248,426	0.337			
4151 - TAX COLLECTOR	114,521	115,030	509	94,711	20,319	0.028			
4152 - ASSESSING	55,400	55,400	-	-	55,400	0.075			
4153 - LEGAL	20,000	20,000	-	-	20,000	0.027			
4191 - PLANNING	32,083	32,026	(57)	3,000	29,026	0.039			
4192 - ZONING	5,271	5,271	-	900	4,371	0.006			
4194 - GENERAL GOVERNMENT BUILDINGS	104,631	107,758	3,127	3,000	104,758	0.142			
4195 - CEMETERIES	35,030	35,030	-	-	35,030	0.048			
4196 - INSURANCE	169,674	169,674	-	-	169,674	0.230			
4197 - MUNICIPAL DUES	4,043	4,043	-	-	4,043	0.005			
4210 - POLICE	1,488,957	1,512,785	23,828	8,825	1,503,960	2.040			
4214 - FIRE & RESCUE	773,997	803,709	29,712	-	803,709	1.090			
4215 - RESCUE	124,159	124,159	-	515,500	(391,341)	(0.531)			
4220 - FIRE	175,455	175,455	-	-	175,455	0.238			
4240 - CODE	32,163	32,388	225	31,500	888	0.001			
4290 - EMERGENCY MANAGEMENT	3,043	3,043	-	-	3,043	0.004			
4311 - HIGHWAY	892,135	902,286	10,151	-	902,286	1.224			
4312 - HIGHWAY & STREETS	744,000	744,000	-	-	744,000	1.009			
4316 - STREET LIGHTS	13,500	13,500	-	-	13,500	0.018			
4324 - SOLID WASTE	483,356	478,463	(4,893)	45,500	432,963	0.587			
4411 - HEALTH	5,883	5,883	-	-	5,883	0.008			
4414 - ANIMAL CONTROL	9,408	9,408	-	-	9,408	0.013			
4442 - WELFARE	91,743	92,002	259	-	92,002	0.125			
4520 - ATHLETIC	32,645	32,645	-	-	32,645	0.044			
4530 - PARKS AND PROPERTY	61,440	59,249	(2,191)	-	59,249	0.080			
4550 - LIBRARY	303,753	307,805	4,052	-	307,805	0.417			
4583 - PATRIOTIC PURPOSES	3,210	3,210	-	-	3,210	0.004			
4589 - BAND	21,726	21,726	-	14,200	7,526	0.010			
4611 - CONSERVATION	2,890	2,890	-	-	2,890	0.004			
4652 - COMMUNITY CAP PROGRAM	14,000	14,000	-	-	14,000	0.019			
4659 - WHITE BIRCH CENTER	65,000	65,000	-	-	65,000	0.088			
4711 - DEBT SERVICE PRINCIPAL	92,596	92,596	-	-	92,596	0.126			
4721 - DEBT SERVICE INTEREST	16,265	16,265	-	-	16,265	0.022			
4722 - DEBT SERVICE LEASE	37,568	37,568	-	-	37,568	0.051			
4723 - DEBT SERVICE TAN	20,000	20,000	-	-	20,000	0.027			
OTHER REVENUE									
FED FOREST LAND	-	-	-	5,398	(5,398)	(0.007)			
ST OF NH ROOMS/MEALS	-	-	-	426,340	(426,340)	(0.578)			
ST OF NH WATER POLLUTION GRANT	-	-	-	6,525	(6,525)	(0.009)			
ST OF NH FLOOD CONTROL	-	-	-	76,245	(76,245)	(0.103)			
STATE FOREST LAND	-	-	-	100	(100)	(0.000)			
ST OF NH OTHER	-	-	-	4,000	(4,000)	(0.005)			
SALE OF TOWN PROPERTY	-	-	-	10,000	(10,000)	(0.014)			
INVESTMENT INCOME	-	-	-	63,000	(63,000)	(0.085)			
MISCELLANEOUS REVENUE	-	-	-	5,000	(5,000)	(0.007)			
FROM UNASSIGNED FUND BALANCE	-	-	-	400,000	(400,000)	(0.543)			
Fund 01 - GENERAL FUND SUBTOTAL	6,790,562	6,857,153	66,591	2,722,565	4,134,588	5.61			
WARRANT ARTICLES/CAPITAL RESERVES									
WARRANT ARTICLE ROAD IMPROVE - NH HWB	169,427	169,427	-	169,427	-	-			
HIGHWAY EQUIPMENT - OFFSET BY CAP RES W/D	-	-	-	-	-	-			
ADD TO CAPITAL RESERVES (TBD) (USE 2023)	445,000	445,000	-	-	445,000	0.604			
ADD TO EXPENDABLE TRUST (TBD) (USE 2023)	825,000	850,000	25,000	-	850,000	1.153			
Fund 01 - GENERAL FUND TOTAL	8,229,989	8,321,580	91,591	2,891,992	5,429,588	7.36			
<i>2023 TAX RATE TOTAL</i>									
<i>YoY Tax Rate DIFFERENCE \$</i>									
<i>YoY Tax Rate DIFFERENCE %</i>									
				2023 Town Tax Rate	2024 Estimated Town Tax Rate	YoY Difference			
Impact to Town Portion Tax Bill for Assessed Value				\$ 6.93	\$ 7.36				
	\$ 200,000			\$ 1,386	\$ 1,472	\$ 86			
	\$ 400,000			\$ 2,772	\$ 2,944	\$ 126			
	\$ 800,000			\$ 5,544	\$ 5,888	\$ 252			
	\$ 1,000,000			\$ 6,930	\$ 7,360	\$ 316			

**2024 Henniker General Fund Budget
Summary of Year over Year Change**

2023 Budget	6,525,888
2024 Budget	6,857,153
YoY Change	331,265
YoY %	0

Wages, Taxes, Benefits

WAGES	105,027	3.5% merit 75% year; 2% COLA 100% year; library add service; Exec add service; accounting code change; some budget changes from 23 to 24 offset merit and cola increase. (example retirees replaced with lower wage earners)
OVERTIME	8,016	factor of wage increases
STIPENDS	3,180	accounting code reclassification from wage to stipend
FICA/MEDI	10,286	factor of wage increases
INSURANCE	55,160	change in employee election from single to family and increase cost
RETIREMENT	7,391	factor of wage increases
Total Wages, Taxes, Benefits	189,060	
Technology Services	14,472	increase to support contract for # users, security and software
PD Dispatch	11,000	increase to contract
Streets	46,500	cost increase
Human Services	10,000	housing cost/availability
Concerts	14,531	*offset by revenue
TAN	10,000	interest rate increase
Elections	10,000	4 election year and equipment
Insurance WC/Liab	13,059	actuarial increases
Cemetery	13,700	trees
Subtotal	332,322	
Minus Misc Offsets	(1,057)	
Total Difference	331,265	

2024 BUDGET REPORT FOR TOWN OF HENNIKER
WAGES, EMPLOYEMENT TAXES AND BENEFITS
Calculations As Of 12/31/2023

GL Number	Description	2023 Original Budget	2023 Activity	2024 DEPT REQUESTED	2024 DEPT REQUESTED Amt Change
Department: LIBRARY					
01-4550-4110-000	WAGES	177,521	180,469	231,205	53,684
01-4550-4211-000	BENEFIT INSURANCE	20,536	19,106	24,754	4,218
01-4550-4220-000	FICA/MEDICARE	12,389	13,651	17,687	5,298
01-4550-4230-000	RETIREMENT	11,358	10,808	11,709	351
Total Department LIBRARY:		221,804	224,034	285,355	63,551
Department: CONSERVATION					
01-4611-4112-000	MINUTE TAKER	465	328	465	-
01-4611-4220-000	FICA/MEDICARE	-	25	-	-
Total Department CONSERVATION:		465	353	465	-
Fund 01 - GENERAL FUND:					
TOTAL APPROPRIATIONS WAGES, STIPENDS, TA)		3,772,490	3,459,678	3,961,550	189,060
	WAGES	2,572,946	2,402,755	2,677,973	105,027
	OVERTIME	107,160	135,283	115,176	8,016
	STIPENDS	45,500	43,814	48,680	3,180
	FICA/MEDI	153,408	142,754	163,694	10,286
	INSURANCE	478,373	369,809	533,533	55,160
	RETIREMENT	415,103	365,263	422,494	7,391
		3,772,490	3,459,678	3,961,550	189,060

BUDGET REPORT FOR TOWN OF HENNIKER
Calculations As of 12/31/2023

GL Number	Description	2022 Amended Budget	2023 Original Budget	2023 Activity	2023 Encumbrance	2024 DEPT REQUESTED	2024 DEPT REQUESTED Amt Change
Fund: GENERAL FUND							
4324 - SOLID WASTE		534,985	584,000	501,612	0	478,463	(105,537)
4411 - HEALTH		5,500	5,500	5,000	0	5,883	383
4414 - ANIMAL CONTROL		9,408	9,408	388	0	9,408	0
4442 - WELFARE		80,000	80,000	96,887	0	92,002	12,002
4520 - ATHLETIC		40,145	32,645	33,595	0	32,645	0
4530 - PARKS AND PROPERTY		0	0	0	0	59,249	59,249
4550 - LIBRARY		236,621	242,210	238,560	0	307,805	65,595
4583 - PATRIOTIC PURPOSES		2,600	3,173	3,412	0	3,210	37
4589 - BAND		7,195	7,195	14,083	0	21,726	14,531
4611 - CONSERVATION		16,515	2,890	1,373	0	2,890	0
4652 - COMMUNITY CAP PROGRAM		0	14,000	14,000	0	14,000	0
4659 - WHITE BIRCH CENTER		65,000	65,000	65,000	0	65,000	0
4711 - DEBT SERICE PRINCIPAL		187,720	130,163	92,596	0	92,596	(37,567)
4721 - DEBT SERVICE INTEREST		23,536	19,039	17,850	0	16,265	(2,774)
4722 - DEBT SERVICE LEASE		0	0	37,567	0	37,568	37,568
4723 - DEBT SERVICE TAN		13,500	13,500	7,528	0	20,000	6,500
Fund 01 - GENERAL FUND:							
TOTAL APPROPRIATIONS		6,305,161	6,525,888	5,868,023	76,961	6,857,153	331,265

BUDGET REPORT FOR TOWN OF HENNIKER
Calculations As of 12/31/2023

GL Number	Description	2022 Amended Budget	2023 Original Budget	2023 Activity	2023 Encumbrance	2024 DEPT REQUESTED	2024 DEPT REQUESTED Amt Change
Fund: GENERAL FUND							
Department: ATHLETIC							
01-4520-4743-000	BASKETBALL	8,250	4,500	3,853	0	7,745	3,245
01-4520-4744-000	SWIMMING	2,450	2,450	0	0	0	(2,450)
01-4520-4745-000	SOFTBALL	4,050	4,050	4,554	0	4,050	0
01-4520-4810-000	TECHNOLOGY WEBSITE	1,225	1,225	1,416	0	750	(475)
Total Department ATHLETIC:		40,145	32,645	33,595	0	32,645	0
Department: PARKS AND PROPERTY							
01-4530-4110-000	WAGES FT	0	0	0	0	22,638	22,638
01-4530-4111-000	WAGES PT	0	0	0	0	8,470	8,470
01-4530-4140-000	OVERTIME	0	0	0	0	1,548	1,548
01-4530-4211-000	BENEFIT INSURANCE	0	0	0	0	3,226	3,226
01-4530-4220-000	FICA/MEDICARE	0	0	0	0	2,498	2,498
01-4530-4230-000	RETIREMENT	0	0	0	0	3,499	3,499
01-4530-4410-000	ELECTRICITY	0	0	0	0	720	720
01-4530-4412-000	WATER/SEWER	0	0	0	0	350	350
01-4530-4430-000	BLD REPAIR/MAINT	0	0	0	0	500	500
01-4530-4620-000	SUPPLIES LANDSCAPING	0	0	0	0	3,500	3,500
01-4530-4635-000	VEHICLE FUEL	0	0	0	0	1,000	1,000
01-4530-4660-000	VEHICLE REPAIRS	0	0	0	0	1,000	1,000
01-4530-4688-000	FLOWER PLANTERS	0	0	0	0	1,000	1,000
01-4530-4689-000	SUPPLIES OTHER	0	0	0	0	300	300
01-4530-4740-000	EQUIPMENT PURCHASE	0	0	0	0	2,000	2,000
01-4530-4805-000	EQUIP MAINT/REPAIR	0	0	0	0	1,000	1,000
01-4530-4855-000	SAFETY SUPPLIES	0	0	0	0	500	500
01-4530-4889-000	TREES	0	0	0	0	3,000	3,000
01-4530-4904-000	BEAUTIFICATION PROJECTS	0	0	0	0	2,500	2,500
Total Department PARKS AND PROPERTY:		0	0	0	0	59,249	59,249
Department: LIBRARY							
01-4550-4110-000	WAGES	0	0	180,469	0	231,205	231,205
01-4550-4211-000	BENEFIT INSURANCE	0	0	19,106	0	24,754	24,754
01-4550-4220-000	FICA/MEDICARE	0	0	13,651	0	17,687	17,687
01-4550-4230-000	RETIREMENT	0	0	10,808	0	11,709	11,709
01-4550-4341-000	TELECOM - INTERNET	0	0	0	0	2,510	2,510
01-4550-4410-000	ELECTRICITY	0	0	0	0	3,200	3,200
01-4550-4411-000	HEAT	0	0	0	0	6,154	6,154
01-4550-4412-000	WATER/SEWER	0	0	0	0	708	708
01-4550-4413-000	HEAT FUEL	0	0	4,218	0	0	0
01-4550-4414-000	ALARM MONITOR	0	0	0	0	408	408
01-4550-4430-000	BLD REPAIR/MAINT	0	0	0	0	8,094	8,094
01-4550-4523-000	WORKERS/UNEMP INS	0	0	308	0	1,376	1,376
01-4550-4956-000	APPROPRIATION	236,621	242,210	10,000	0	0	(242,210)
Total Department LIBRARY:		236,621	242,210	238,560	0	307,805	65,595
Department: PATRIOTIC PURPOSES							
01-4583-4610-000	PATRIOTIC PURPOSES	2,600	3,173	3,412	0	3,210	37
Total Department PATRIOTIC PURPOSES:		2,600	3,173	3,412	0	3,210	37
Department: BAND							
01-4589-4240-000	LICENSES	0	0	0	0	125	125
01-4589-4449-000	PORTABLE TOILET RENTAL	0	0	0	0	3,200	3,200

10/03/2023

EXPENDITURE BUDGET VS ACTUAL REPORT I

Dept 4550 - Library

Balance As of 11/29/23

GL Number	Description	2023	2023	YTD ACTIVITY	Encumbrance	Available	% Bdgt
		Original Budget	Amended Budget		11/29/23	Balance 11/29/23	Remain
01-4550-4110-000	WAGES (includes longevity)	-	177,521	166,666	-	10,855	6%
01-4550-4211-000	BENEFIT INSURANCE	-	20,536	17,265	-	3,271	16%
01-4550-4220-000	FICA/MEDICARE	-	12,389	12,607	-	(218)	-2%
01-4550-4230-000	RETIREMENT	-	11,358	9,720	-	1,638	14%
01-4550-4341-000	PHONE - INTERNET						
01-4550-4410-000	ELECTRICITY						
01-4550-4411-000	HEAT FUEL	-	5,000	4,218	-	782	16%
01-4550-4412-000	WATER & SEWER						
01-4550-4414-000	ALARM SYSTEMS						
01-4550-4430-000	BLD REPAIR/MAINT						
01-4550-4523-000	WORKERS/UNEMP INS	-	1,376	308	-	1,068	78%
01-4550-4956-000	OTHER APPROPRIATION	242,210	14,030	10,000	-	4,030	29%
Expenditures		242,210	242,210	220,783	-	58,667	0

Library Estimated 2024 Revenue

Trust Funds held by Trustees of Town Trust Fund	15,000
Trust Fund held by TDBank	18,000
Operational Revenue	2,800
Friends	4,000
TOTAL TRUSTEE REVENUE	39,800

Total Library Operating Budget (SourceUse)	343,553
MINUS Estimated 2024 Revenue	(39,800)
Town Appropriation	303,753