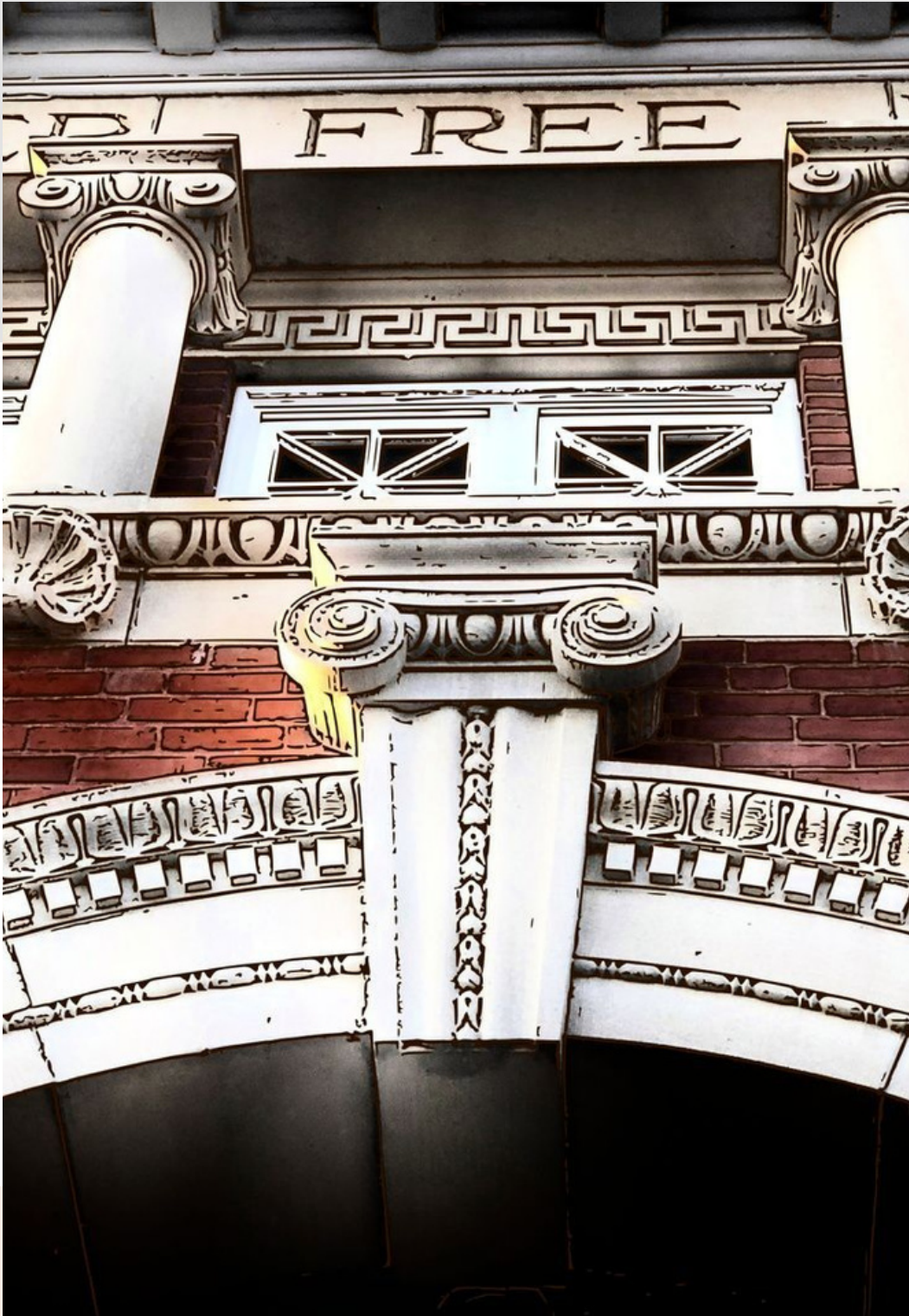


TUCKER FREE LIBRARY



TUCKER FREE LIBRARY REPORT TO BOARD OF SELECTMEN & BUDGET ADVISORY COMMITTEE, 2024

1	Executive Summary: Library Operations Explained	3-9
2	Comparison Date (NH State Library Annual Report, 2022)	11
	GRAPH – Per Capital Appropriation for Town Library, 2022	12
	GRAPH – Comparing Annual Appropriation to Total Personnel Budget, 2022	13
	GRAPH – Annual Appropriation, 2022	14
	GRAPH – 2022 Hours Open Weekly & FTE	15
	GRAPH – 2022 Comparison of Director’s Hourly Rate and Years in Position	16
	CHART – Metrics of Service 2022-2023	17
3	Budget Category Description	19
	Budget Drivers	20
	2024 Proposed Budget	21
	Library Budgets 2023-2018	22-27
4	Tucker Free Library Trust Funds – Summary	
	Interpretation of Intent by DOJ-Charitable Trust Unit	29
	CHART – Non-Tax Appropriation Revenue Year End Report 2024-2018	30
	CHART – Tucker Free Library MS-9 Summary of Funds Managed by Trustees of Town Trust Fund	31
	CHART – Tucker Free Library Trust Fund Summary	32
5	Trust Funds Held by Trustees of the Town Trust Funds	33-67
6	Land Deed, Henry Emerson	69-70
7	Willis Cogswell Fund Held by TDWealth, Origin/Intent Documents and Current Quarterly Statements	72-79
8	Bar Harbor Fund, Origin Documents and Current Quarterly Statements	81-94
9	Annual Town Reports – Extracts for Tucker Free Library: Narrative, Statistics, Financial Reports and Town Wage Reports (2018-2022)	96-119
10	Tucker Free Library Policy Manual	121-206
11	NH RSA 202 Public Libraries	208-217

THE BOARD AND ITS AUTHORITY



(2023 Board of Trustees- L-R, Joe Petrick, Deb Kreutzer, Anne Crotti, Fran Tain, John Capuco)

The Tucker Free Library is governed by a five-member Board of Trustees. These members are elected for a staggered three year term by a vote at Town Meeting.

New Hampshire public libraries ARE NOT town departments, and are therefore not subject to jurisdiction and review by the town manager and/or select board. (Town of Littleton v. Kathryn Taylor, April 1994) This court judgement affirms that the Board of Library Trustees is "the governing body of the library." Further, the Justice Department, Office of the Attorney General, attests that annual library appropriations SHALL NOT be lowered because trust income is available. Library trustees are required to follow donor intent in expending trust fund income (RSA 202-A:22 and 23, RSA 31:21, RSA 41:6). The library trustees are vested with the entire custody and management of the library as defined by New Hampshire RSA 202-A Public Libraries and as such, the trustees:

- Hire the director
- Adopt policies to govern the library's operation and advocate for adequate financial support of the library
- Have the power to expend all funds provided to the library, and to determine how they will be spent. (RSA 202-A:11-a)
- **THE TRUSTEES REVIEW INCOME AND EXPENDITURES AT EVERY SCHEDULED MEETING.**
 - Only trustees approve and submit the proposed and final library budget
 - Only trustees make the decision of line allocations in the budget, including salaries and benefits, technology, and collection development
 - Only trustees can move money from one line to another
- Trustees approve an investment policy for trust funds, bequests, and large donations made to the library. (RSA 31:25)

As trustees develop the annual library budget the following income is included:

- Overdue fines and payments for lost or damaged material
- Trust funds or interest income
- Grants, gifts, donations and bequests
- Bond issues
- Fees from non-resident cards
- Money received from income-generating equipment such as printers or fax machines

All monies received as listed above must be held in a non-lapsing fund (RSA 202-A:11-a) and shall be in addition to the appropriation (RSA 202-A:11, III)

THE BOARD CREATES THE BUDGET

REVENUE...

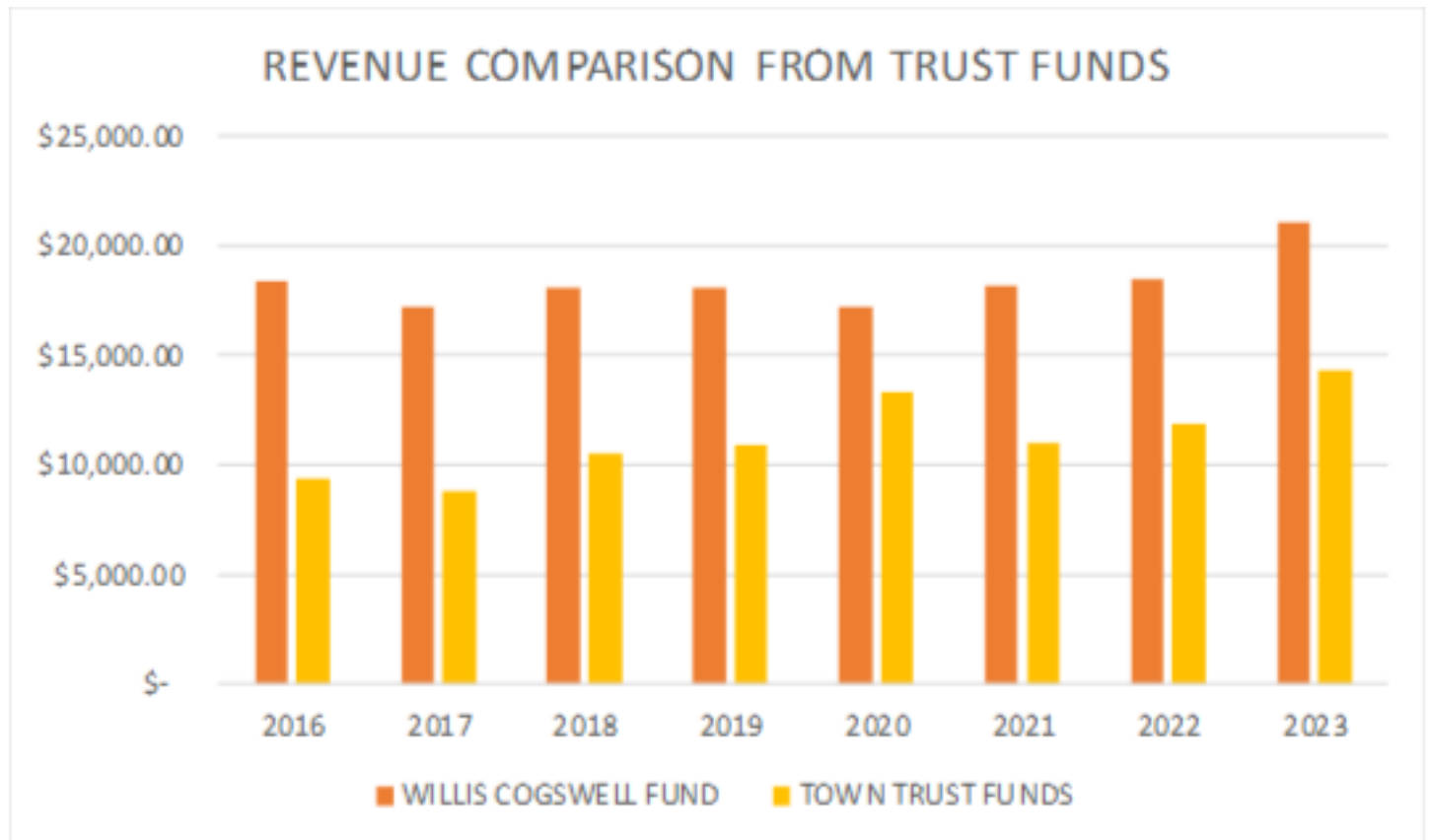
TOWN APPROPRIATION	REVENUE FROM OPERATING FEES	MONEY FROM WILLIS COGSWELL FUND TDBank	MONEY FROM TOWN TRUST FUNDS Trustees of Town Trust Funds	BAR HARBOR FUND
<p>Covers</p> <ul style="list-style-type: none"> Personnel Heating Oil Operational Expenses Material Acquisitions 	<p>Includes</p> <ul style="list-style-type: none"> Contribution Overdue (Guilt Box at Circulation Desks) Copy/Fax Non-resident Card Overdue Processing Fee Damaged/Lost Materials Sale of Surplus <p>The library also receives donations which are accepted at each Trustee Meeting.</p> <ul style="list-style-type: none"> General donations In Memory/In Honor of <p>Approximately \$2,000 annually</p>	<p>Fund was established with the financial institute as agent for the trust.</p> <p>Annual Revenue received quarterly, approximately \$18,000 annually</p>	<p>Intent mechanisms mandate how the money is used with specific designations for:</p> <ul style="list-style-type: none"> Operational Expenses Materials <p>For example, the Robert Fitch Fund is used to purchase technology while the Marjorie B. Bennett Fund is used to purchase non-fiction materials.</p> <p>Any donation received for the established Town Trust Funds is sent to the Trustees of the Town Trust Fund.</p> <p>Receive this check from Trustees, approximately \$10,000-14,000 annually.</p>	<p>Intent inferred to include:</p> <ul style="list-style-type: none"> Substantive projects to improve library Does not include operational expenses <p>Used in past after approval of legislative body at Town Meeting</p> <ul style="list-style-type: none"> Revitalization in 2013 which included carpeting the entire library, creating the Soderstrom Area, and purchasing custom bookshelves through the NH State Prison Woodshop 2014 purchase of new tables and chairs in the children's department <p>Trustees of Tucker Free Library have an investment policy in place that governs this fund. It has been designated as a Board Restricted Endowment Fund to be used to realize larger goals for the library.</p> <p>No annual revenue received</p>

TRUST FUND INCOME

There are TWO primary sources of Trust Fund Income that are included in the REVENUE PROJECTIONS in our annual budget. The COGSWELL FUND is administered by TDBank and the money is used for library operations. The quarterly checks total approximately \$18,000 - \$20,000.

The TOWN TRUST FUNDS include a cluster of funds created over time that the Tucker Free Library receives revenue from. The Trustees of the Town Trust Funds administer these funds and send an annual check of approximately \$10,000 - \$14,000. These funds all have INTENT MECHANISMS which prescribe how the money can be spent.

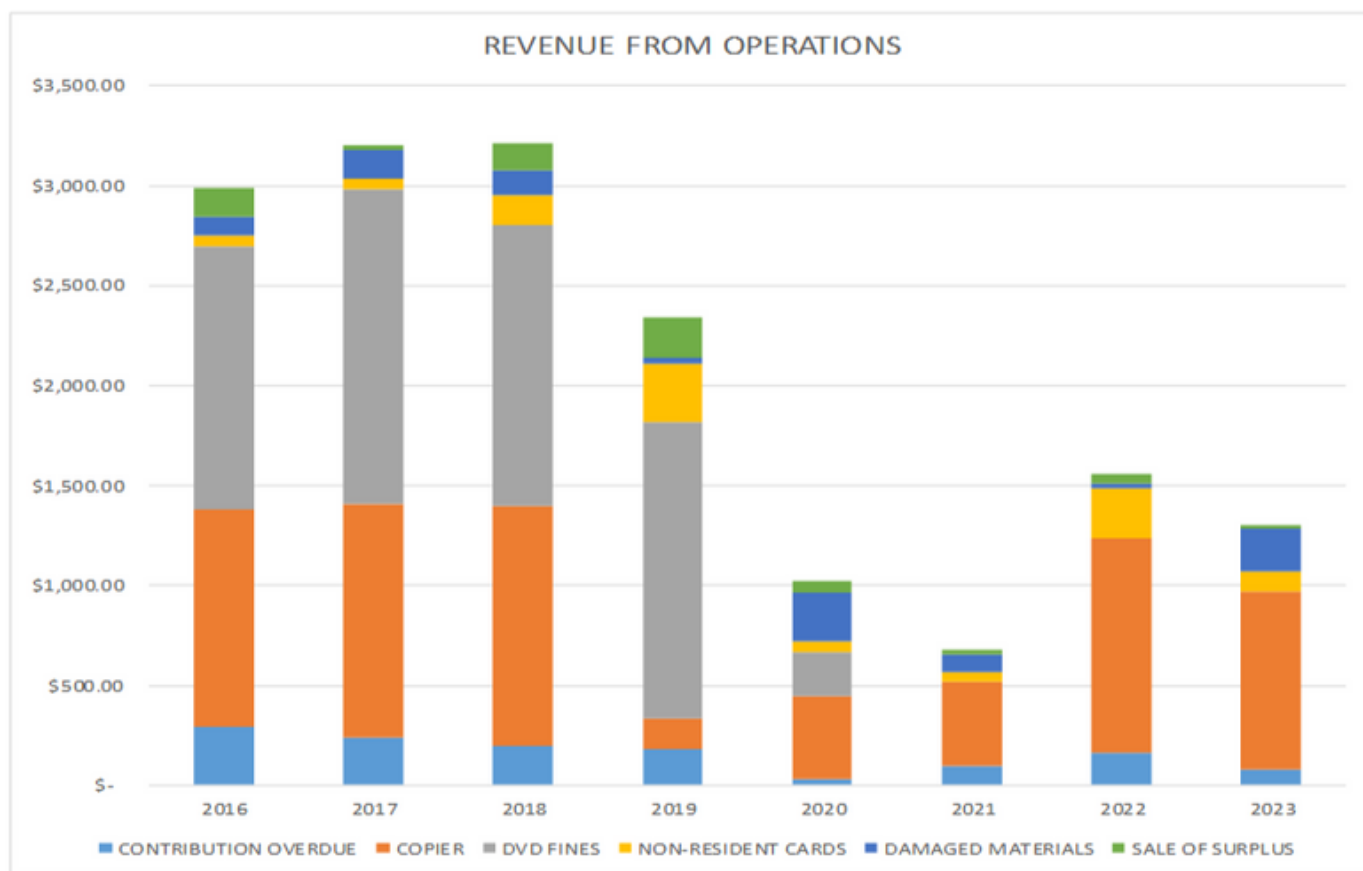
PLEASE NOTE: THE WILLIS COGSWELL FUND IS LESS THAN HALF THE AMOUNT HELD BY THE TRUSTEES OF THE TOWN TRUST FUNDS FOR TUCKER FREE LIBRARY



OPERATIONAL REVENUE

- The library does not collect fines
- The library does collect payments for lost and/or damaged materials, as well as:
 - Fees from non-resident cards (\$50 annually)
 - Income from equipment such as the copy or fax machine
 - Contributions for overdue materials (guilt boxes at the circulation desks)
 - Donations in memory/honor of and general purpose donations.

Donations received for established TRUST FUNDS are transferred to the Town Trust Fund account for each established fund. This money is not included in the annual operational revenue projections.



FUNDING SPECIAL PROJECTS

TUCKER FREE LIBRARY STAFF HAVE A PROVEN TRACK RECORD WHEN APPLYING FOR AND RECEIVING GRANTS TO FUND SPECIAL PROJECTS

Building improvements, programming, conference attendance, and feasibility studies are among the few types of grants that the library staff have received on behalf of the library. These include grants from state and national funding sources!

- NATIONAL - TFLKidsSpace: A Playground for the Mind!
- NATIONAL - Attendance at ALA Conference in New Orleans to participate in the Libraries Transform Communities Training Sessions
- REGIONAL - Participant in New England Library Leadership Conference
- STATEWIDE - Preservation and Restoration of architectural elements through the Moose Plate Grant Program
 - Stained Glass Transoms (Multiple years)
 - Iron Lamps on Front Porch
 - Windows above entrance
 - Masonry and Granite improvements (2022, 2023 +)
- STATEWIDE - New Hampshire Preservation Alliance Condition Assessment Study
- STATEWIDE - Humanities to Go Program Scholarships for Sundays at the Library Presentations

	GRANT 1	GRANT 2	GRANT 3	TOTAL
2016	\$ 500.00			\$ 500.00
2017	\$ 460.20	\$ 8,220.29		\$ 8,680.49
2018	\$ 700.00	\$ 800.00		\$ 1,500.00
2019	\$ 687.00	\$ 3,120.00		\$ 3,807.00
2020	\$ 1,750.00	\$ 3,120.00	\$ 400.00	\$ 5,270.00
2021	\$ 1,543.00	\$ 1,600.00	\$ 9,500.00	\$ 12,643.00
2022	\$ 20,000.00			\$ 20,000.00
2023	\$ 17,950.00			\$ 17,950.00
				\$ 70,350.49

EXPENDITURES

WHO PAYS THE BILLS AND HOW?

THE TRUSTEES HAVE SOLE AUTHORITY OVER THE BUDGET. They create it, they present it, and they defend it.

The director is authorized to make purchases on behalf of the Tucker Free Library. When a bill is received, the director reviews and assigns the budget category that the funds should be deducted from. A hired bookkeeper prepares the payment and records the transaction in our accounting software.

Every month, the director and bookkeeper prepare a list of transactions that have occurred. This list, along with a year-to-date summary of revenue and expenditures, is reviewed at a regularly scheduled board meeting. All this information is included in the Board Package on the library website. The library submits all records of financial transactions to the Town of Henniker Finance Director. That information is then included in the annual audit of Town Finances.

A summary of the expenditures and revenue is prepared for the Town Report which is public record. **NO OTHER DEPARTMENT PRESENTS SUCH A THOROUGH ACCOUNTING OF THEIR ANNUAL FISCAL ACTIVITY in the Town Report.**

THE FUTURE

For 119 years, the doors of this beautiful building have been open to all. If we fail to address the needs of the physical structure, the doors may not be open to all in the future. Improvements must be made to keep our building compliant with local, state, and federal regulations.

There are many challenges ahead. How can you help?

- Attend Town Meeting - We need you to vote for our annual budget and for capital improvements.
- Planned Giving - Be a supporting benefactor, include Tucker Free Library in your estate planning.
- Annual Donations - Small or large, every donation makes a difference.
- Gifts - Don't know what to buy for the library lover in your life? Make a donation in their name.

Reach out to any trustee or email the director at tuckerfree@comcast.net. We will help you decide what options work best for you!

Stewards have cared for it, librarians have tended it, and residents have supported it. It took a village to build this library and it will take one to guarantee that the Tucker Free remains a viable community resource for the next hundred years. As our 125th founding anniversary approaches, let us all renew our pledge of support for the Tucker Free Library.

DID YOU KNOW?



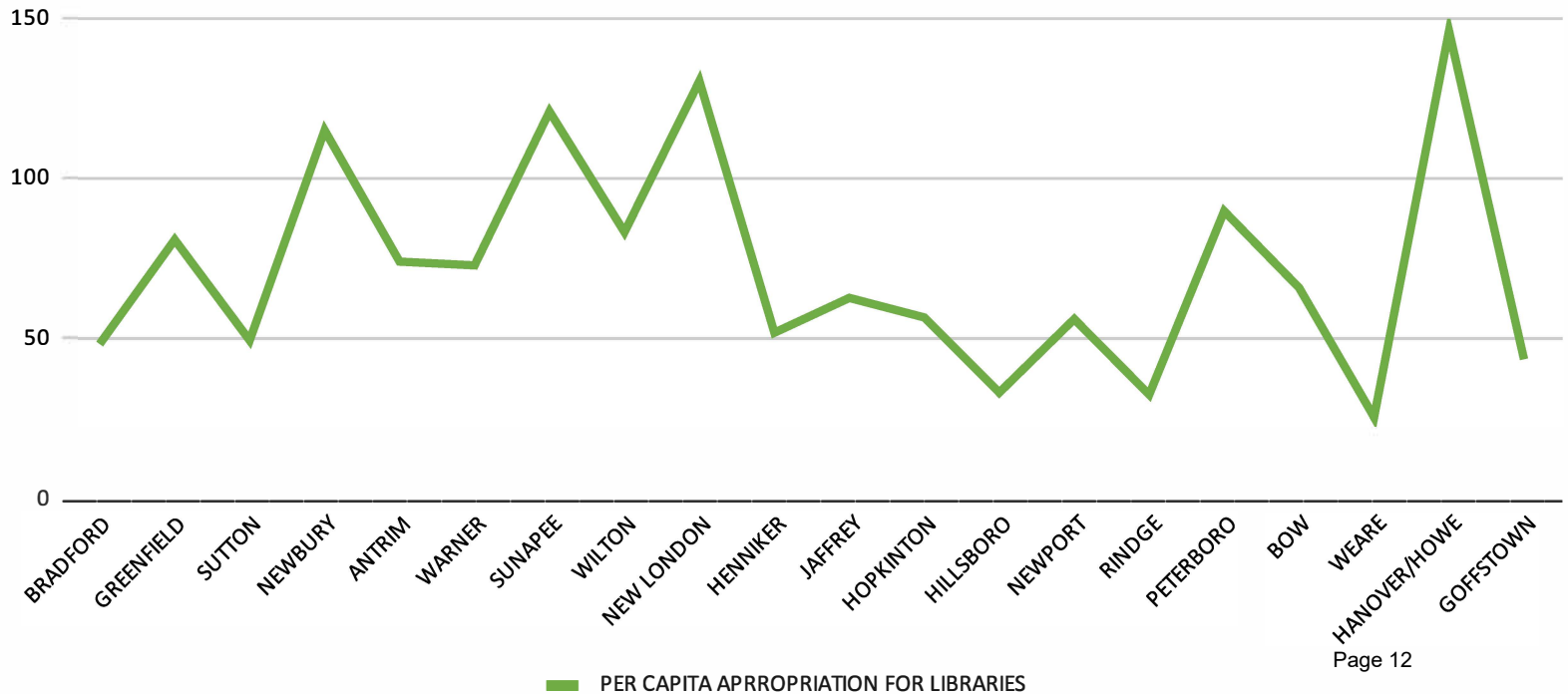
Trustee meetings are open to the public. If you can't attend the meeting you can review the [meeting package](#), [meeting minutes](#), and [monthly financial statements](#) on the library's website, www.tuckerfreelibrary.org. Questions, concerns, or comments: tuckerfree@comcast.net.

COMPARATIVE DATA METRICS

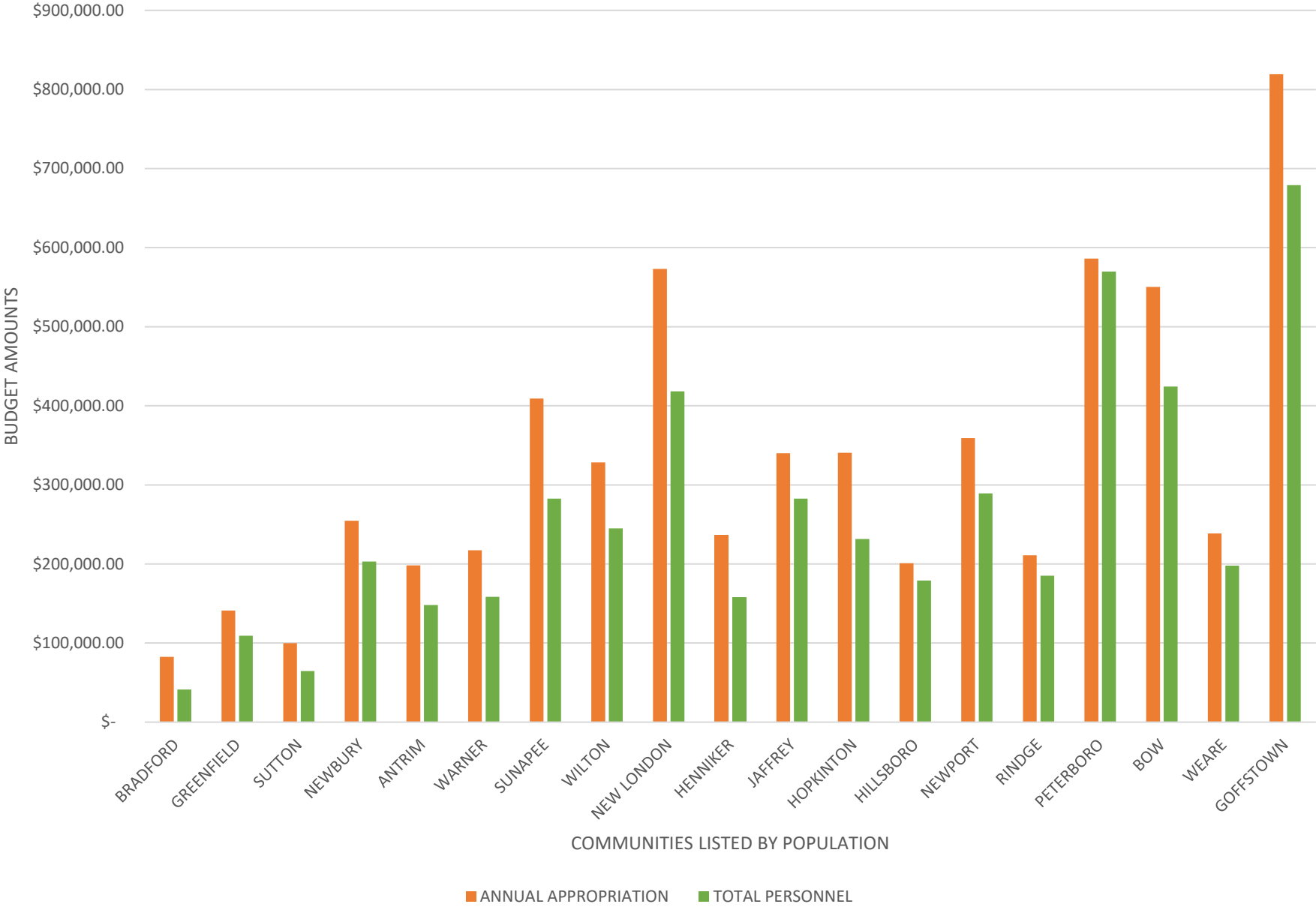
NH STATE LIBRARY STATISTICS FOR 2022

	POPULATION	ANNUAL APPROPRIATION	TOTAL BUDGET	SALARY	BENEFITS	TOTAL PERSONNEL	HRS OPEN	FTE	DIRECTOR /WK	HOURLY SALARY	YRS IN POSITION	PER CAPITA APPROPRIATION FOR LIBRARIES
BRADFORD	1696	\$ 82,560.00	\$ 90,150.00	\$ 41,390.00	\$ -	\$ 41,390.00	896	1.4	25	\$ 20.00	4	\$ 48.68
GREENFIELD	1738	\$ 141,034.00	\$ 143,242.00	\$ 81,079.00	\$ 18,288.00	\$ 109,367.00	1560	2.9	40	\$ 21.43	2	\$ 81.15
SUTTON	2006	\$ 99,849.00	\$ 94,132.00	\$ 64,512.00	\$ -	\$ 64,512.00	1144	1.5	30	\$ 23.00	5	\$ 49.78
NEWBURY	2208	\$ 254,516.00	\$ 253,304.00	\$ 139,533.00	\$ 63,501.00	\$ 203,034.00	2132	2.9	37	\$ 30.75	9	\$ 115.27
ANTRIM	2668	\$ 198,307.00	\$ 202,388.00	\$ 122,841.00	\$ 25,376.00	\$ 148,217.00	1664	2.8	40	\$ 28.00	5	\$ 74.33
WARNER	2972	\$ 217,425.00	\$ 240,315.00	\$ 130,572.00	\$ 27,793.00	\$ 158,365.00	1716	2.7	40	\$ 28.69	37	\$ 73.16
SUNAPEE	3378	\$ 409,103.00	\$ 422,696.00	\$ 210,092.00	\$ 72,405.00	\$ 282,497.00	2860	5.6	40	\$ -	0	\$ 121.11
WILTON	3933	\$ 328,572.00	\$ 386,017.00	\$ 187,272.00	\$ 56,806.00	\$ 245,078.00	1872	4.2	0	\$ 38.38	0	\$ 83.54
NEW LONDON	4389	\$ 573,240.00	\$ 592,098.00	\$ 336,324.00	\$ 82,046.00	\$ 418,370.00	2184	7.3	40	\$ 39.59	2	\$ 130.61
HENNIKER	4536	\$ 236,621.00	\$ 264,675.00	\$ 183,448.00	\$ 27,231.00	\$ 158,365.00	1872	3.4	40	\$ 38.66	17	\$ 52.17
JAFFREY	5395	\$ 340,000.00	\$ 410,353.00	\$ 238,861.00	\$ 43,779.00	\$ 282,640.00	2262	5.1	0	\$ -	0	\$ 63.02
HOPKINTON	5986	\$ 340,716.00	\$ 340,716.00	\$ 199,429.00	\$ 32,128.00	\$ 231,557.00	1969	4.1	40	\$ 33.35	14	\$ 56.92
HILLSBORO	6001	\$ 201,002.00	\$ 203,008.00	\$ 123,584.00	\$ 55,372.00	\$ 178,956.00	1296	2.9	28	\$ 24.02	5	\$ 33.49
NEWPORT	6364	\$ 359,036.00	\$ 428,237.00	\$ 252,145.00	\$ 37,000.00	\$ 289,145.00	2303	5.7	40	\$ 31.88	2	\$ 56.42
RINDGE	6421	\$ 210,978.00	\$ 233,862.00	\$ 135,192.00	\$ 49,966.00	\$ 185,158.00	1898	3.2	40	\$ 28.77	6	\$ 32.86
PETERBORO	6508	\$ 586,055.00	\$ 642,270.00	\$ 414,459.00	\$ 155,263.00	\$ 569,722.00	2496	6.8	40	\$ -	9	\$ 90.05
BOW	8319	\$ 550,362.00	\$ 519,770.00	\$ 304,857.00	\$ 119,552.00	\$ 424,409.00	2808	7.2	40	\$ 40.74	4	\$ 66.16
WEARE	9223	\$ 238,554.00	\$ 245,231.00	\$ 170,124.00	\$ 27,835.00	\$ 197,959.00	2340	4.4	0	\$ -	0	\$ 25.87
HANOVER/HOWE	10293	\$ 1,505,139.00	\$ 1,554,563.00	\$ 1,075,964.00	\$ 200,768.00	\$ 1,276,732.00	2814	14.26	35	\$ 70.28	6	\$ 146.23
GOFFSTOWN	18649	\$ 819,251.00	\$ 866,200.00	\$ 473,568.00	\$ 295,396.00	\$ 678,964.00	2572	8.3	40	\$ 44.41	23	\$ 43.93

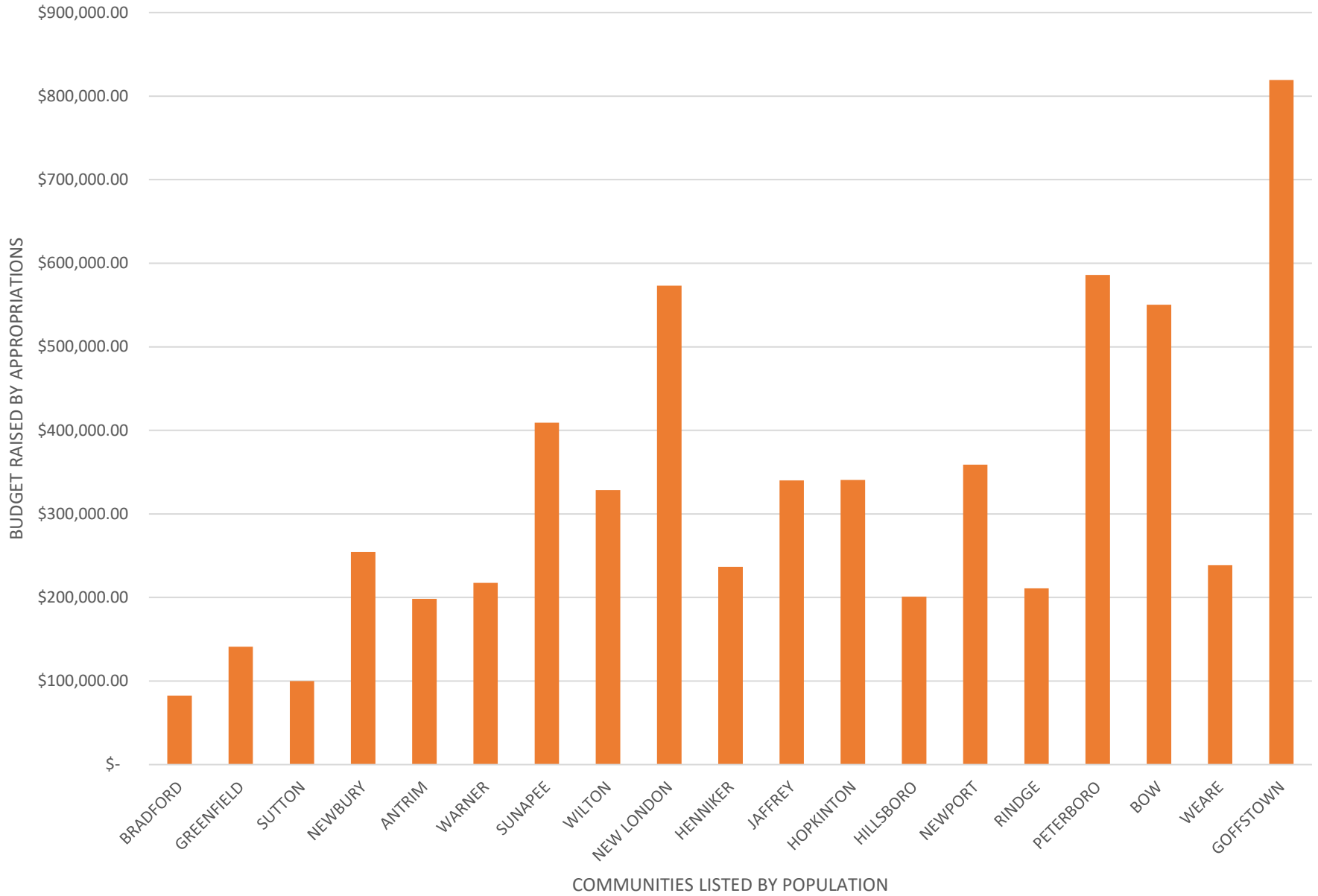
PER CAPITA APPROPRIATION FOR TOWN LIBRARY, 2022



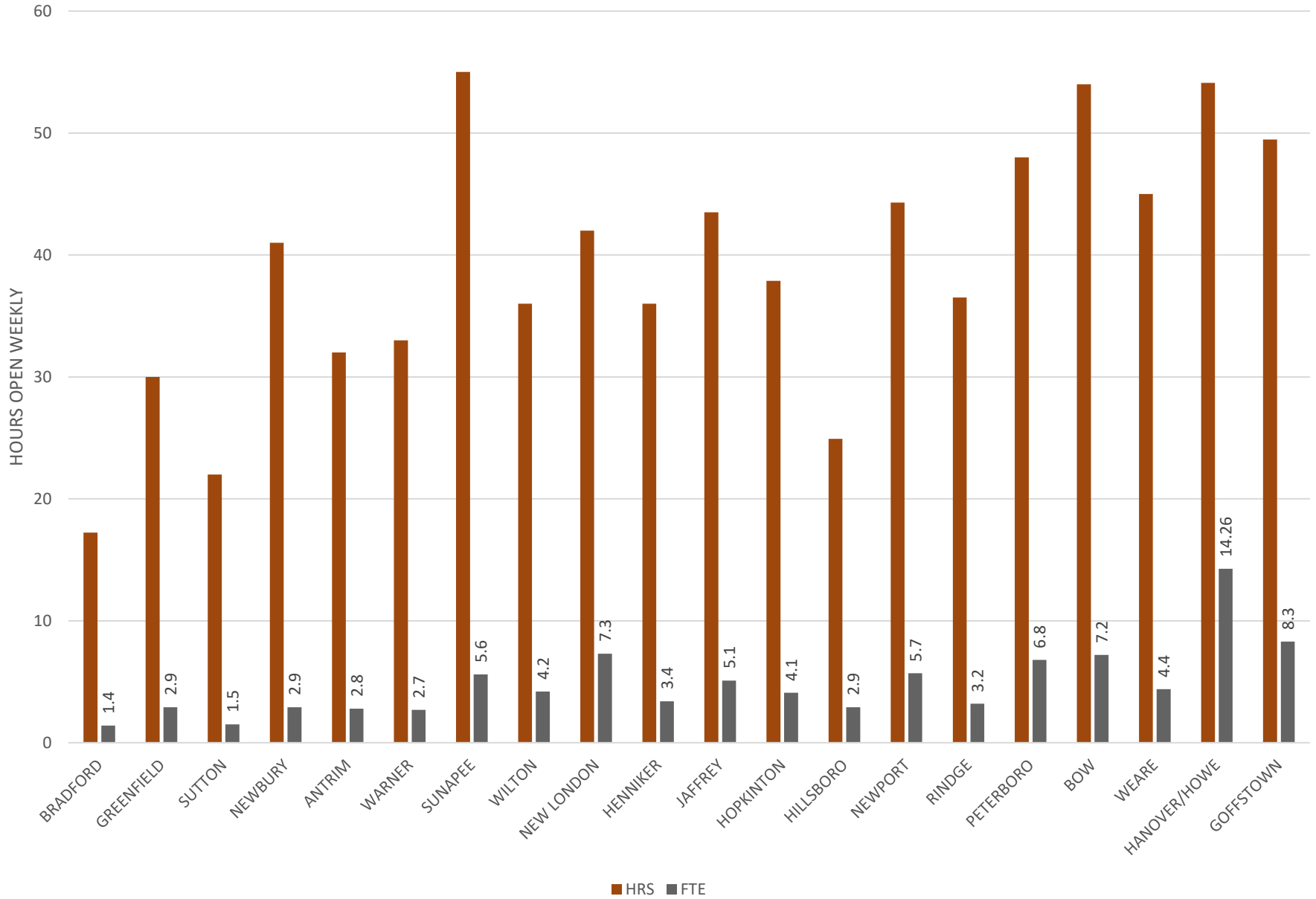
COMPARING ANNUAL APPROPRIATION to TOTAL PERSONNEL BUDGET, 2022



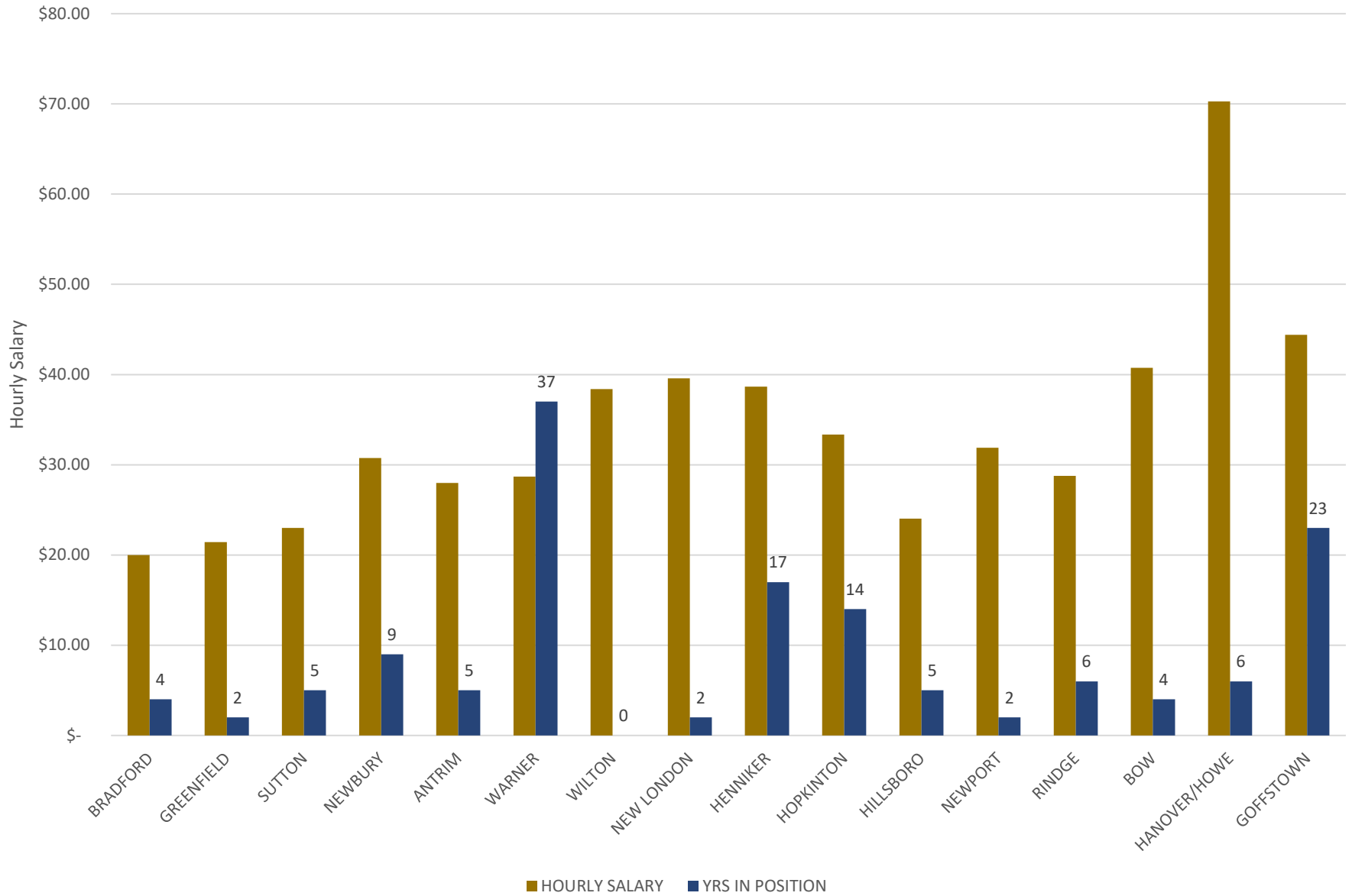
ANNUAL APPROPRIATION, 2022



2022 HOURS OPEN WEEKLY & FTE (FIGURE IN GREY WITH NUMBER)



2022 Comparison of Director's Hourly Rate and Years in Position (in blue below).
 (Sunapee, Jaffrey, Peterboro, Weare did not provide data so those libraries were not included in this graphic)



**TUCKER FREE LIBRARY
BUDGET CATEGORY DESCRIPTIONS
2024 BUDGET DRIVERS/NARRATIVE
2024 PROPOSED BUDGET
BUDGETS 2023-2018**

ACCOUNT NUMBER	ACCOUNT TITLE	ACCOUNT DESCRIPTION
PERSONNEL EXPENSES		
Expenses Managed By Town		
4550-110	Library - Wages	As identified in library policy
4550-211	Library - Benefit Insurance	As procured by town with 92/8 split with insured employee
4550-220	Library - FICA	Social security remains at 6.2% and medicare at 1.45%
4550-230	Library - Retirement	14.66% thru 6/30/23 and then 13.53% for remainder of the year
4550-523	Library - Workers Comp/Unemp Ins	
6-1010	Library -Utilities: Heating Oil (negotiated contract)	2023-24 Heating Season, contract negotiated with Ayer & Goss, 1800 gallons @ \$3.419
Expenses Managed By Library		
Additional Personnel		
6-2020	Library Membership, Mileage	We routinely pay \$150/YR for Trustees to belong to NHLTA.
6-2030	Library Staff Development	New hirers are required to complete criminal background check form. This figure does not provide for any continuing education opportunities for staff.
PATRON SERVICES EXPENSES		
6-3000	Library Acquisitions - Books	Books purchased for collection
6-3010	Library Acquisitions - Audio Books	Audio books purchased for collection
6-3020	Library Acquisitions - Periodicals	The number of magazines decreased in 2023, it further decreased to 7 for 2024. This line covers Concord Monitor and magazines.
6-3030	Library Acquisitions - Video Appropriation	DVDs purchased for collection
6-6000	Library Contract Services - Technology	
	Library Circulation System	Annual fee for Circulation/Catalog Software
	Annual Payment to NH Downloadable	Annual fee for patrons to access downloadable content
	Annual Website Fees	Misc. licensing and enhancements
	Annual Newsletter Fees	Monthly fee for newsletter as subscribers now exceeds limit of free account
	Patron computer licensing Fees	Fees to cover software to protect computer infrastructure and manage use
6-6010	Library Programs - Speakers & Supplies	Supplies to support library programs for patrons funded primarily through Friends
FACILITY MANAGEMENT EXPENSES		
6-4000	Library General Maintenance - Janitorial	Cleaning the library
6-4010	Library General Maintenance - Repairs	Incidental expenses such as annual HVAC service, electrician, plumber, unanticipated facility equipment failure
6-4020	Library Contracted Services - Building Safety & Utilities	
	Fire System/Safety Monitoring	Service provided by Monadnock Security/Central Dispatch Required by NH State Dept of Labor. Only vendor able to inspect. Different load tests are mandated in offsetting years
	Annual Lift Inspections	
	Annual Fire Extinguisher Inspection	Required by State. Some years the extinguishers need to be replaced or recharged
	Annual Fire/Safety System Inspection	Smoke and fire detector system inspected annually as required
	Annual Lift/Boiler Certificates of Operation	NH Dept of Labor requires the reporting of inspection results and the posting of certificates of operation
	Heating	Part of town bulk buying to benefit from volume discounts 1800 gal @\$3.419/gal Our supplier is ENGIE Resources, Inc. The rate has been .0684. The contract is set thru 10/23. New contract will be negotiated and advised by Finance Director to increase 11/23 & 12/23 to 22 cents per kwh. We average 1,269 KWH used/month with the highest months being July and August. The lowest months being May and June.
	Electric	
	Water	Town rate/minimum use
	Sewer	Town rate
	Phone	We are required to have two phone lines, one for business and the other for fire security system
	Internet	Renegotiated rate for high speed internet required to allow staff and patrons to use the same line
	USPS Box Rental	Annual fee for small box rental
6-4030	Library Building Maintenance - Supplies	Misc. supplies required to operate facility. Paper, printer cartridges, labels, etc. Offset by business service fees
TECHNOLOGY MANAGEMENT EXPENSES		
6-5010	Library Technical Maintenance	Consultant to assist with technical issues that staff cannot solve
6-5020	Library Technical Equipment/Software	Hardware & software for staff computers, printers, licensing for software

TUCKER FREE LIBRARY APPROVED BUDGET - 2023

PERSONNEL EXPENSES WITH CALCULATED COLA 0-10%																							
COLA	2023 BASE	0 COLA	0.5% COLA	1.0% COLA	1.5% COLA	2.0% COLA	2.5% COLA	3.0% COLA	3.5% COLA	4.0% COLA	4.5% COLA	5.0% COLA	5.5% COLA	6.0% COLA	6.5% COLA	7.0% COLA	7.5% COLA	8.0% COLA	8.5% COLA	9.0% COLA	9.5% COLA	10.0% COLA	
	\$ 179,700.00																						
		2024 CALCULATED COLA	\$ -	\$ 898.50	\$ 1,797.00	\$ 2,695.50	\$ 3,594.00	\$ 4,492.50	\$ 5,391.00	\$ 6,289.50	\$ 7,188.00	\$ 8,086.50	\$ 8,985.00	\$ 9,883.50	\$ 10,782.00	\$ 11,680.50	\$ 12,579.00	\$ 13,477.50	\$ 14,376.00	\$ 15,274.50	\$ 16,173.00	\$ 17,071.50	\$ 17,970.00
		2024 CALCULATED WAGES	\$ 179,700.00	\$ 180,598.50	\$ 181,497.00	\$ 182,395.50	\$ 183,294.00	\$ 184,192.50	\$ 185,091.00	\$ 185,989.50	\$ 186,888.00	\$ 187,786.50	\$ 188,685.00	\$ 189,583.50	\$ 190,482.00	\$ 191,380.50	\$ 192,279.00	\$ 193,177.50	\$ 194,076.00	\$ 194,974.50	\$ 195,873.00	\$ 196,771.50	\$ 197,670.00
	\$ 5,956.00	Merit YTB 3.5% TOTAL WAGE POOL	\$ 185,989.50	\$ 186,919.45	\$ 187,849.40	\$ 188,779.34	\$ 189,709.29	\$ 190,639.24	\$ 191,569.19	\$ 192,499.13	\$ 193,429.08	\$ 194,359.03	\$ 195,288.98	\$ 196,218.92	\$ 197,148.87	\$ 198,078.82	\$ 199,008.77	\$ 199,938.71	\$ 200,868.66	\$ 201,798.61	\$ 202,728.56	\$ 203,658.50	\$ 204,588.45
	\$ 1,375.00	LONGEVITY	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	
	\$ 12,389.00	FICA	\$ 14,333.38	\$ 14,404.53	\$ 14,475.67	\$ 14,546.81	\$ 14,617.95	\$ 14,689.09	\$ 14,760.23	\$ 14,831.37	\$ 14,902.51	\$ 14,973.65	\$ 15,044.79	\$ 15,115.94	\$ 15,187.08	\$ 15,258.22	\$ 15,329.36	\$ 15,400.50	\$ 15,471.64	\$ 15,542.78	\$ 15,613.92	\$ 15,685.06	\$ 15,756.20
	\$ 10,535.00	TOLD TO ANTICIPATE 14% INCREASE IN BENEFITS	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	\$ 23,439.00	
	\$ 11,358.00	RETIREMENT	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	\$ 11,358.00	
	\$ 1,375.00	WORKMAN'S COMP/UNEMPLOYMENT	\$ 1,375.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	\$ 1,376.00	
		STAFF ADDITION (Bring staffing up to 3.5 FTE 141 hours)	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	\$ 39,312.00	
		TOTAL	\$ 277,182.88	\$ 278,183.97	\$ 279,185.06	\$ 280,186.15	\$ 281,187.24	\$ 282,188.33	\$ 283,189.42	\$ 284,190.50	\$ 285,191.59	\$ 286,192.68	\$ 287,193.77	\$ 288,194.86	\$ 289,195.95	\$ 290,197.03	\$ 291,198.12	\$ 292,199.21	\$ 293,200.30	\$ 294,201.39	\$ 295,202.48	\$ 296,203.57	\$ 297,204.65
OPERATIONAL EXPENSES		2024 BUDGET	2023 BUDGET	CHANGE																			
Patron Service Expenses																							
	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ -	\$ 522.00																		
	Library Acquisitions - Material Processing Fee	\$ 1,300.00	\$ 1,000.00	\$ 300.00	\$ 318.00																		
	Library Acquisitions - Audio Books	\$ -	\$ 750.00	\$ (750.00)																			
	Library Acquisitions - Periodicals	\$ 300.00	\$ 500.00	\$ (200.00)	\$ 54.00	\$ 128.00																	
	Library Acquisitions - Video Appropriation	\$ 300.00	\$ 750.00	\$ (450.00)																			
	Library Acquisitions - Patron Technology	\$ 500.00	\$ 500.00	\$ -	\$ 74.00																		
	Library Contract Services - Technology/Hardware			\$ -																			
	Library Circulation System	\$ 2,050.00	\$ 1,950.00	\$ 100.00	\$ 599.99	\$ 469.87																	
	Annual Payment to NH Downloadable	\$ 2,689.00	\$ 2,167.00	\$ 522.00	\$ 250.00																		
	Misc. Software Fees - Staff	\$ 470.00	\$ 500.00	\$ (30.00)	\$ 119.88																		
	Annual Newsletter Fees	\$ 318.00	\$ -	\$ 318.00																			
	Annual Website Fees	\$ 300.00	\$ 300.00	\$ -																			
	Misc Patron computer licensing fees & management	\$ 128.00	\$ 128.00	\$ -	\$ 19.99	\$ 435.99																	
	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ -	\$ 98.00																		
Facility Management Expenses																							
	Library General Maintenance - Janitorial	\$ 5,500.00	\$ 5,500.00	\$ -																			
	Library General Maintenance - Repairs	\$ 8,965.00	\$ 8,965.00	\$ -																			
	Library Contract Services - Building Safety & Utilities			\$ -	\$ -750.00																		
	Central Dispatch Monitoring	\$ 408.00	\$ 408.00	\$ -	\$ -540.00																		
	Annual Lifts Inspection	\$ 500.00	\$ 500.00	\$ -	\$ -520.00																		
	Annual Fire Extinguisher Inspection	\$ 55.00	\$ 55.00	\$ -	\$ 1,000,894.11																		
	Annual Fire/Safety System Inspection	\$ 350.00	\$ 350.00	\$ -																			
	PO BOX Rental	\$ 76.00	\$ 76.00	\$ -	\$ 54,000.00																		
	Heating	\$ 6,154.00	\$ 6,910.00	\$ (756.00)	\$ 1,054,894.11																		
	Electric	\$ 3,200.00	\$ 3,200.00	\$ -																			
	Water	\$ 228.00	\$ 228.00	\$ -																			
	Sewer	\$ 480.00	\$ 480.00	\$ -																			
	Phone	\$ 1,094.00	\$ 1,094.00	\$ -																			
	Internet	\$ 1,416.00	\$ 1,416.00	\$ -																			
	Library Building Maintenance - Supplies	\$ 3,500.00	\$ 3,500.00	\$ -																			
	COVID Related Supplies/Expenses	\$ -	\$ -	\$ -																			
Technology Maintenance Expenses																							
	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ -																			
	Library Technical Equipment/Software	\$ -	\$ -	\$ -																			
SUBTOTAL		\$ 56,781.00	\$ 57,727.00	\$ (946.00)																			

Dept 4550 - Library

Balance As of 11/29/23

GL Number	Description	2023	2023	YTD ACTIVITY	Encumbrance	Balance As of 11/29/23		2024 Budget Proposal	Amended Proposal	Over 2023	TA Comments
		Original Budget	Amended Budget			Available	% Bdg				
						Balance	Remain				
					11/29/23	11/29/23					
01-4550-4110-000	WAGES (includes longevity)	-	177,521	166,666	-	10,855	6%	247,290	227,647	50,126	Wages per 2023 hours + merit + 3.5FTE; no COLA;
01-4550-4211-000	BENEFIT INSURANCE	-	20,536	17,265	-	3,271	16%	23,439	24,754	4,218	Maximum Rate for 2024 (health/dental/life/ltd/std)
01-4550-4220-000	FICA/MEDICARE	-	12,389	12,607	-	(218)	-2%	18,918	17,415	5,026	7.65%
01-4550-4230-000	RETIREMENT	-	11,358	9,720	-	1,638	14%	11,358	11,487	129	13.27%
01-4550-4341-000	PHONE - INTERNET								2,510	2,510	
01-4550-4410-000	ELECTRICITY								3,200	3,200	
01-4550-4411-000	HEAT FUEL	-	5,000	4,218	-	782	16%	6,154	6,154	1,154	
01-4550-4412-000	WATER & SEWER								708	708	
01-4550-4414-000	ALARM SYSTEMS								408	408	
01-4550-4430-000	BLD REPAIR/MAINT								8,094	8,094	
01-4550-4523-000	WORKERS/UNEMP INS	-	1,376	308	-	1,068	78%	1,376	1,376	-	
01-4550-4956-000	OTHER APPROPRIATION	242,210	14,030	10,000	-	4,030	29%	14,920	-	(14,030)	
Expenditures		242,210	242,210	220,783	-	58,667	0	323,455	303,753	61,543	
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								

TUCKER FREE LIBRARY APPROVED BUDGET - 2023

ACCOUNT NUMBER	2023 ACCOUNT TITLE	2023 BUDGET	PROPRIATION	TRUST FUNDS	TRUST FUND	GENERAL REVENUE	GRANTS	FRIENDS
PERSONNEL EXPENSES		\$ 223,454.62	\$ 223,454.62	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town								
4550-110	Library - Wages (1.16% COLA)	\$ 170,189.99						
	Merit YTBD 3.5% TOTAL WAGE	\$ 5,956.00						
	Library - Wages Longevity	\$ 1,375.00						
4550-211	Library - Benefit Insurance (92/8PER TOWN POLICY)	\$ 20,535.62						
4550-220	Library - FICA	\$ 12,389.37						
4550-230	Library - Retirement	\$ 11,358.00						
4550-523	Library - Workers Comp/Unemp Ins	\$ 1,375.64						
Additional Personnel								
6-2020	Library Membership, Mileage	\$ 150.00						
6-2030	Library Staff Development	\$ 125.00						
PATRON SERVICES EXPENSES		\$ 24,117.00	\$ 20,551.27	\$ 1,565.73	\$ -	\$ -	\$ -	\$ 2,000.00
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 15,256.72	\$ 743.28				
6-3002	Library Acquisitions - Material Processing Fee	\$ 1,000.00						
6-3010	Library Acquisitions - Audio Books	\$ 750.00	\$ (72.45)	\$ 822.45				
6-3020	Library Acquisitions - Periodicals	\$ 500.00						
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00						
6-3035	Library Acquisitions - Patron Technology	\$ 500.00						
6-6000	Library Contract Services - Technology							
	Library Circulation System	\$ 1,950.00						
	Annual Payment to NH Downloadable	\$ 2,167.00						
	Library Website, Misc Software	\$ 500.00						
6-6010	Library Programs - Speakers & Supplies	\$ -						\$ 2,000.00
FACILITY MANAGEMENT EXPENSES		\$ 52,681.60	\$ (1,626.96)	\$ 12,791.31	\$ 18,702.14	\$ 2,814.00	\$ 20,000.00	\$ -
6-4000	Library General Maintenance - Janitorial	\$ 5,500.00						
6-4010	Library General Maintenance - Repairs	\$ 8,965.00						
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 14,716.60						
	Central Dispatch Monitoring	\$ 408.00						
	Annual Lifts Inspection	\$ 500.00						
	Annual Fire Extinguisher Inspection	\$ 55.00						
	Annual Fire/Safety System Inspection	\$ 350.00						
	PO BOX Rental	\$ 76.00						
	Heating	\$ 6,910.00						
	Electric	\$ 3,200.00						
	Water	\$ 227.60						
	Sewer	\$ 480.00						
	Phone	\$ 1,094.00						
	Internet	\$ 1,416.00						
6-4030	Library Building Maintenance - Supplies	\$ 3,500.00				\$ 1,464.00		
6-4035	COVID Related Supplies/Expenses	\$ -						
6-7015	2023 MOOSE PLATE PROJECT	\$ 20,000.00					\$ 20,000.00	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00						
6-5020	Library Technical Equipment	\$ -	\$ -					
TOTAL OPERATION BUDGET		\$ 300,753.22	\$ 242,878.93	\$ 14,357.00	\$ 18,702.14	\$ 2,814.00	\$ 20,000.00	\$ 2,000.00

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TUCKER FREE LIBRARY 2022 BUDGET

ACCOUNT NUMBER	2022 ACCOUNT TITLE	2022 FINAL	TOWN APPROPRIATION	TOWN TRUST FUNDS	WILLIS COGSWELL FUND	OPERATIONAL REVENUE	GRANTS	FRIENDS
PERSONNEL EXPENSES		\$ 207,113.77	\$ 207,113.77	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town								
4550-110	Library - Wages (1.16% COLA)	\$ 165,548.76						
	Library - Wages Longevity	\$ 2,500.00						
4550-211	Library - Benefit Insurance (92/8 PER TOWN POLICY)	\$ 13,482.00						
4550-220	Library - FICA	\$ 12,389.37						
4550-230	Library - Retirement	\$ 11,358.00						
4550-523	Library - Workers Comp/Unemp Ins	\$ 1,375.64						
Additional Personnel								
6-2020	Library Membership, Mileage	\$ 150.00						
6-2030	Library Staff Development	\$ 310.00						
PATRON SERVICES EXPENSES		\$ 24,522.00	\$ 20,806.22	\$ 1,302.11	\$ -	\$ 13.66	\$ 400.	\$ 2,000
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 15,381.96	\$ 618.04		\$ 13.66		
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 815.92	\$ 684.08				
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00						
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00						
6-3035	Library Acquisitions - Patron Technology	\$ 1,000.00		\$ 480.40				
6-6000	Library Contract Services - Technology							
	Library Circulation System	\$ 1,950.00						
	Annual Payment to NH Downloadable	\$ 1,922.00						
	Library Website, Misc Software	\$ 400.00						
6-6010	Library Programs - Speakers & Supplies	\$ -					\$ 400.	\$ 2,000
FACILITY MANAGEMENT EXPENSES		\$ 42,441.60	\$ (1,168.29)	\$ 10,159	\$ 21,124.7	\$ 2,376.11	\$ 9.95	\$ -
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00						
6-4010	Library General Maintenance - Repairs	\$ 3,900.00						
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 14,716.60						
	Central Dispatch Monitoring	\$ 408.00						
	Annual Lifts Inspection	\$ 500.00						
	Annual Fire Extinguisher Inspection	\$ 55.00						
	Annual Fire/Safety System Inspection	\$ 350.00						
	PO BOX Rental	\$ 76.00						
	Heating	\$ 6,910.00						
	Electric	\$ 3,200.00						
	Water	\$ 227.60						
	Sewer	\$ 480.00						
	Phone	\$ 1,094.00						
	Internet	\$ 1,416.00						
6-4030	Library Building Maintenance - Supplies	\$ 3,375.00				\$ 2,376.11		
6-4035	COVID Related Supplies/Expenses	\$ 1,000.00						
6-7015	2022 MOOSE PLATE PROJECT	\$ 9,950.00					\$ 9.95	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00						
6-5020	Library Technical Equipment	\$ 2,000.00	\$ 2,000.00					
TOTAL OPERATION BUDGET		\$ 276,577.37	\$ 229,251.70	\$ 11,461	\$ 21,124.7	\$ 2,389.7	\$ 10.3	\$ 2,000
		\$ 276,577.37						

TUCKER FREE LIBRARY 2021 BUDGET

ACCOUNT NUMBER	2021 ACCOUNT TITLE	2021 FINAL	TOWN APPROPRIATION	TOWN TRUST FUNDS	WILLIS COGSWELL FUND	OPERATIONAL REVENUE	GRANTS	FRIENDS
PERSONNEL EXPENSES		\$190,461.56	\$ 190,461.56	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town								
4550-110	Library - Wages (1.16% COLA)	\$153,756.00						
	Library - Wages Longevity	\$ -						
4550-211	Library - Benefit Insurance (92/8 PER TOWN POLICY)	\$ 14,302.40						
4550-220	Library - FICA	\$ 11,944.02						
4550-230	Library - Retirement	\$ 9,333.14						
4550-523	Library - Workers Comp/Unemp Ins	\$ 876.00						
Additional Personnel								
6-2020	Library Membership, Mileage	\$ 150.00						
6-2030	Library Staff Development	\$ 100.00						
PATRON SERVICES EXPENSES		\$ 25,256.00	\$ 21,842.73	\$ 1,202.91	\$ -	\$ 125.77	\$ 400.00	\$ 1,684.59
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 15,381.96	\$ 568.68		\$ 125.77		
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 815.92	\$ 634.23				
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00						
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00						
6-3035	Library Acquisitions - Patron Technology							
6-6000	Library Contract Services - Technology							
	Library Circulation System	\$ 1,950.00						
	Annual Payment to NH Downloadable	\$ 1,956.00						
	Library Website, Misc Software	\$ 100.00						
6-6010	Library Programs - Speakers & Supplies	\$ 2,000.00					\$ 400.00	\$ 1,684.59
FACILITY MANAGEMENT EXPENSES		\$ 28,775.00	\$ (4,353.23)	\$ 9,418.71	\$ 20,552.00	\$ 1,613.60	\$ 1,543.00	\$ -
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00						
6-4010	Library General Maintenance - Repairs	\$ 3,900.00						
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,000.00						
	Central Dispatch Monitoring							
	Annual Lifts Inspection							
	Annual Fire Extinguisher Inspection							
	Annual Fire/Safety System Inspection							
	PO BOX Rental							
	Heating							
	Electric							
	Water							
	Sewer							
	Phone							
	Internet							
6-4030	Library Building Maintenance - Supplies	\$ 3,375.00				\$ 1,613.60		
6-4035	COVID Related Supplies/Expenses	\$ 1,000.00						
6-7015	2021 NHPA CONDITION ASSESSMENT GRANT	\$ 1,543.00					\$ 1,543.00	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 2,500.00	\$ 2,059.14	\$ 440.86	\$ -	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00						
6-5020	Library Technical Equipment	\$ 2,000.00		\$ 440.86				
TOTAL OPERATION BUDGET		\$ 246,992.56	\$ 210,010.20	\$ 11,062.48	\$ 20,552.00	\$ 1,739.37	\$ 1,943.00	\$ 1,684.59
		\$246,992.56						

TUCKER FREE LIBRARY 2021 BUDGET

ACCOUNT NUMBER	2020 ACCOUNT TITLE	2020 FINAL	TOWN APPROPRIATION	TOWN TRUST FUNDS	MILLIS COGSWELL FUND	OPERATIONAL REVENUE	GRANTS	FRIENDS
PERSONNEL EXPENSES		\$ 194,554.80	\$ 194,554.80	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town								
4550-110	Library - Wages (1.16% COLA)	\$ 158,209.00						
	Library - Wages Longevity	\$ -						
4550-211	Library - Benefit Insurance (92/8 PER TOWN POLICY)	\$ 13,336.80						
4550-220	Library - FICA	\$ 12,446.00						
4550-230	Library - Retirement	\$ 8,387.00						
4550-523	Library - Workers Comp/Unemp Ins	\$ 876.00						
Additional Personnel								
6-2020	Library Membership, Mileage	\$ 800.00						
6-2030	Library Staff Development	\$ 500.00						
PATRON SERVICES EXPENSES		\$ 27,090.00	\$ 24,800.14	\$ 1,432.86	\$ -	\$ 457.00	\$ 400.00	\$ -
6-3000	Library Acquisitions - Books	\$ 17,250.00	\$ 15,381.96	\$ 667.28		\$ 233.00		
6-3010	Library Acquisitions - Audio Books	\$ 1,750.00	\$ 815.92	\$ 765.58				
6-3020	Library Acquisitions - Periodicals	\$ 1,400.00						
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00				\$ 224.00		
6-3035	Library Acquisitions - Patron Technology							
6-6000	Library Contract Services - Technology							
	Library Circulation System	\$ 1,950.00						
	Annual Payment to NH Downloadable	\$ 1,890.00						
	Library Website, Misc Software	\$ 100.00						
6-6010	Library Programs - Speakers & Supplies	\$ 2,000.00					\$ 400.00	
FACILITY MANAGEMENT EXPENSES		\$ 33,770.00	\$ (2,699.23)	\$ 11,369.23	\$ 18,240.40	\$ 1,748.76	\$ 4,870.00	\$ 240.84
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00						
6-4010	Library General Maintenance - Repairs	\$ 3,900.00						
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,000.00						
	Central Dispatch Monitoring							
	Annual Lifts Inspection							
	Annual Fire Extinguisher Inspection							
	Annual Fire/Safety System Inspection							
	PO BOX Rental							
	Heating							
	Electric							
	Water							
	Sewer							
	Phone							
	Internet							
6-4030	Library Building Maintenance - Supplies	\$ 4,500.00				\$ 1,748.75		
6-4035	COVID Related Supplies/Expenses	\$ -						
6-7015	2020 MOOSE PLATE PROJECT	\$ 4,870.00					\$ 4,870.00	\$ 240.84
TECHNOLOGY MANAGEMENT EXPENSES		\$ 2,500.00	\$ 1,992.91	\$ 507.09	\$ -	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00						
6-5020	Library Technical Equipment	\$ 2,000.00		\$ 507.09				
TOTAL OPERATION BUDGET		\$ 257,914.80	\$ 218,648.62	\$ 13,309.1	\$ 18,240.40	\$ 2,205.76	\$ 5,270.00	\$ 240.84
		\$ 257,914.80						

TUCKER FREE LIBRARY 2019 BUDGET

ACCOUNT NUMBER	2019 ACCOUNT TITLE	2019 FINAL	TOWN APPROPRIATION	TOWN TRUST FUNDS	WILLIS COGSWELL FUND	OPERATIONAL REVENUE	GRANTS
PERSONNEL EXPENSES		\$ 191,910.40	\$ 191,910.40	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town							
4550-110	Library - Wages (1.16% COLA)	\$ 156,179.00					
	Library - Wages Longevity	\$ -					
4550-211	Library - Benefit Insurance (92/8 PER TOWN POLICY)	\$ 13,002.40					
4550-220	Library - FICA	\$ 11,948.00					
4550-230	Library - Retirement	\$ 8,614.00					
4550-523	Library - Workers Comp/Unemp Ins	\$ 867.00					
Additional Personnel							
6-2020	Library Membership, Mileage	\$ 800.00					
6-2030	Library Staff Development	\$ 500.00					
PATRON SERVICES EXPENSES		\$ 30,760.00	\$ 27,544.03	\$ 1,177.97	\$ -	\$ 1,351.00	\$ 687.00
6-3000	Library Acquisitions - Books	\$ 18,000.00	\$ 15,381.96	\$ 549.33		\$ 164.00	
6-3010	Library Acquisitions - Audio Books	\$ 2,000.00	\$ 815.92	\$ 628.64			
6-3020	Library Acquisitions - Periodicals	\$ 1,650.00					
6-3030	Library Acquisitions - Video Appropriation	\$ 1,000.00				\$ 1,187.00	
6-3035	Library Acquisitions - Patron Technology						
6-6000	Library Contract Services - Technology						
	Library Circulation System	\$ 1,950.00					
	Annual Payment to NH Downloadable	\$ 1,751.00					
	Library Website, Misc Software	\$ 2,409.00					
6-6010	Library Programs - Speakers & Supplies	\$ 2,000.00					\$ 687.00
FACILITY MANAGEMENT EXPENSES		\$ 31,820.00	\$ (15.58)	\$ 9,335.58	\$ 18,114.00	\$ 1,266.00	\$ 3,120.00
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00					
6-4010	Library General Maintenance - Repairs	\$ 3,900.00					
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,000.00					
	Central Dispatch Monitoring						
	Annual Lifts Inspection						
	Annual Fire Extinguisher Inspection						
	Annual Fire/Safety System Inspection						
	PO BOX Rental						
	Heating						
	Electric						
	Water						
	Sewer						
	Phone						
	Internet						
6-4030	Library Building Maintenance - Supplies	\$ 4,300.00				\$ 1,266.00	
6-4035	COVID Related Supplies/Expenses	\$ -					
6-7015	2019 MOOSE PLATE PROJECT	\$ 3,120.00					\$ 3,120.00
TECHNOLOGY MANAGEMENT EXPENSES		\$ 1,500.00	\$ 914.45	\$ 585.55	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00					
6-5020	Library Technical Equipment	\$ 1,000.00		\$ 585.55			
TOTAL OPERATION BUDGET		\$ 255,990.40	\$ 220,353.30	\$ 11,099.10	\$ 18,114.00	\$ 2,617.00	\$ 3,807.00
		\$ 255,990.40					

TUCKER FREE LIBRARY 2018 BUDGET

ACCOUNT NUMBER	2018 ACCOUNT TITLE	2018 FINAL	TOWN APPROPRIATION	TOWN TRUST FUNDS	WILLIS COGSWELL FUND	OPERATIONAL REVENUE	GRANTS	FRIENDS
PERSONNEL EXPENSES		\$ 183,252.20	\$ 183,252.20	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses Managed By Town								
4550-110	Library - Wages (1.16% COLA)	\$ 146,315.00						
	Library - Wages Longevity	\$ -						
4550-211	Library - Benefit Insurance (92/8 PER TOWN POLICY)	\$ 15,447.20						
4550-220	Library - FICA	\$ 11,329.00						
4550-230	Library - Retirement	\$ 8,285.00						
4550-523	Library - Workers Comp/Unemp Ins	\$ 876.00						
Additional Personnel								
6-2020	Library Membership, Mileage	\$ 500.00						
6-2030	Library Staff Development	\$ 500.00						
PATRON SERVICES EXPENSES		\$ 28,626.00	\$ 25,394.82	\$ 1,124.68	\$ -	\$ 1,406.50	\$ 700.00	\$ -
6-3000	Library Acquisitions - Books	\$ 18,000.00	\$ 15,381.96	\$ 517.49				
6-3010	Library Acquisitions - Audio Books	\$ 2,000.00	\$ 815.92	\$ 607.19				
6-3020	Library Acquisitions - Periodicals	\$ 1,650.00						
6-3030	Library Acquisitions - Video Appropriation	\$ 1,000.00				\$ 1,406.50		
6-3035	Library Acquisitions - Patron Technology							
6-6000	Library Contract Services - Technology							
	Library Circulation System	\$ 1,950.00						
	Annual Payment to NH Downloadable	\$ 1,676.00						
	Library Website, Misc Software	\$ 100.00						
6-6010	Library Programs - Speakers & Supplies	\$ 2,250.00					\$ 700.00	
FACILITY MANAGEMENT EXPENSES		\$ 29,500.00	\$ 1,134.00	\$ 9,017.10	\$ 18,082.90	\$ 1,266.00	\$ -	\$ -
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00						
6-4010	Library General Maintenance - Repairs	\$ 3,900.00						
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,000.00						
	Central Dispatch Monitoring							
	Annual Lifts Inspection							
	Annual Fire Extinguisher Inspection							
	Annual Fire/Safety System Inspection							
	PO BOX Rental							
	Heating							
	Electric							
	Water							
	Sewer							
	Phone							
	Internet							
6-4030	Library Building Maintenance - Supplies	\$ 4,300.00				\$ 1,266.00		
6-4035	COVID Related Supplies/Expenses	\$ -						
6-7015	2018 CONVENTION GRANT	\$ 800.00					\$ 800.00	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 1,500.00	\$ 1,107.53	\$ 392.47	\$ -	\$ -	\$ -	\$ -
6-5010	Library Technical Maintenance	\$ 500.00						
6-5020	Library Technical Equipment	\$ 1,000.00		\$ 392.47				
TOTAL OPERATION BUDGET		\$ 242,878.20	\$ 210,888.55	\$ 10,534.25	\$ 18,082.90	\$ 2,672.50	\$ 700.00	\$ -
		\$ 242,878.20						

TUCKER FREE LIBRARY TRUST FUNDS

Interpretation of Intent by DOJ- Charitable Trust Unit

Annual Trust Fund Reports Comparing Trust Funds held by the Trustees of the Town Trust Funds against performance of other funds

31:32 Expenditures. – Trust funds, or the income thereof, to be expended, shall be paid to trustees or agents of the town [including Library Trustees] established to carry out the objects designated by such trusts, and, if there be no such trustees or agents, then such expenditures shall be made by the full board of town trustees.

In the State of New Hampshire donor intent is paramount:

564-B:1-112 Rules of Construction. –

(a) The rules of construction that apply in this state to the interpretation of and disposition of property by will also apply as appropriate to the interpretation of the terms of a trust and the disposition of the trust property. For the purposes of this section, RSA 551:10 is not a rule of construction. RSA 551:10 shall not apply to any trust.

(b) In interpreting or construing the terms of a trust, the settlor's intent shall be sovereign to the extent that the settlor's intent is lawful, not contrary to public policy, and possible to achieve.

(c) For the purposes of determining the benefit of the beneficiaries, the settlor's intent as expressed in the terms of the trust shall be paramount.

This means donor intent must be carried out by trustees, whether Library Trustees or otherwise. Failure to do so is a breach of fiduciary responsibility which may be prosecuted by the Attorney General. When a N.H. town or city accepts a private gift, bequest, donation, etc., an agreement is formed between the municipality and the donor to carry out donor intent which is legally binding upon the municipality.

Unless a donor or donors of the trust funds to the Library stated the money was to be used to reduce taxes, the money cannot be used for that purpose. The trust funds held by the Library Trustees MUST be used as specified by the donor.

NON-TAX APPROPRIATION REVENUE - YEAR END		2024	2023	2022	2021	2020	2019	2018
TRUSTEES OF THE TOWN TRUST FUNDS		PROJECTED*						
LA Cogswell	Operations	\$ 1,909.51	\$ 1,588.28	\$ 1,472.54	\$ 1,777.48	\$ 1,459.54	\$ 1,409.75	
Francis O Holmes	Books	\$ 148.66	\$ 123.45	\$ 114.64	\$ 138.38	\$ 113.63	\$ 109.75	
DW & EL Cogswell	Operations	\$ 1,237.34	\$ 1,029.17	\$ 954.18	\$ 1,151.78	\$ 945.76	\$ 913.49	
AD Huntoon	Operations	\$ 84.67	\$ 70.43	\$ 65.29	\$ 78.82	\$ 64.73	\$ 62.51	
Marjorie B Bennett	Books	\$ 822.45	\$ 684.08	\$ 634.23	\$ 765.58	\$ 628.64	\$ 607.19	
Scott J Berry	Books	\$ 146.97	\$ 122.25	\$ 113.34	\$ 136.81	\$ 112.34	\$ 108.51	
Mary F Kjellman	Books	\$ 236.62	\$ 196.81	\$ 180.96	\$ 214.77	\$ 172.57	\$ 159.74	
James W Doon	Books	\$ 68.47	\$ 56.95	\$ 52.79	\$ 63.74	\$ 52.33	\$ 50.55	
Preston Fund	Operations	\$ 861.34	\$ 716.45	\$ 664.23	\$ 801.79	\$ 658.37	\$ 635.91	
Alice V Colby	Operations	\$ 25.47	\$ 21.18	\$ 19.65	\$ 23.70	\$ 19.47	\$ 18.80	
George W Tucker	Operations	\$ 8,095.42	\$ 6,733.51	\$ 6,242.82	\$ 7,535.66	\$ 6,187.71	\$ 5,976.64	
Robert N Fitch	Technology	\$ 577.56	\$ 480.40	\$ 440.86	\$ 507.09	\$ 411.45	\$ 392.47	
Walter K Robinson	Books	\$ 142.56	\$ 118.58	\$ 106.96	\$ 123.58	\$ 98.46	\$ 88.94	
		\$ 12,023.00	\$ 14,357.04	\$ 11,941.54	\$ 11,062.49	\$ 13,319.18	\$ 10,925.00	\$ 10,534.25
TOTAL OF COMMON FUND		\$ 4,468,571.92	\$ 4,344,101.46	\$ 3,926,903.57	\$ 3,731,026.35	\$ 3,568,103.92	\$ 3,440,435.25	
LIBRARY PORTION OF COMMON FUND		\$ 845,877.17	\$ 819,982.81	\$ 742,304.30	\$ 706,317.90	\$ 676,062.26	\$ 649,056.30	
TDBANK MANAGED TRUST FUND		PROJECTED						
	Operations	\$ 18,700.00	\$ 18,702.60	\$ 18,522.77	\$ 20,552.92	\$ 18,240.40	\$ 18,114.00	\$ 18,082.90
TOTAL OF FUND				\$ 339,950.70	\$ 432,088.02	\$ 407,824.50	\$ 387,192.97	\$ 341,727.77
GENERAL OPERATIONAL REVENUE								
Contribution Overdue (Change at Desk)	Operations		\$ 79.50	\$ 160.56	\$ 186.74	\$ 32.00	\$ 181.00	\$ 198.84
Copies/Fax Service	Supplies		\$ 889.50	\$ 1,075.25	\$ 681.86	\$ 412.00	\$ 1,071.00	\$ 1,197.65
DVD Fines			\$ 0.00	\$ -	\$ -	\$ 224.00	\$ 1,187.00	\$ 1,406.50
Non-Resident Fee (\$50 annual)	Operations		\$ 100.00	\$ 250.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 150.00
Overdue Processing Fee	Books		\$ 5.00	\$ 10.00	\$ 5.00	\$ -	\$ -	\$ 5.00
Damaged Material Reimbursement	Books		\$ 216.75	\$ 22.66	\$ 120.77	\$ 233.00	\$ 164.00	\$ 126.40
Refund from Vendor	Supplies		\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ 81.97
Cat's Meow Sales			\$ 0.00	\$ -	\$ -	\$ 20.00	\$ 20.00	\$ 675.00
In Honor/Memory of Donations			\$ 0.00	\$ 150.00	\$ 280.00	\$ 472.76	\$ 195.00	\$ 30.00
General Purpose Fund Donations			\$ 160.00	\$ 1,387.30	\$ 304.00	\$ 475.00	\$ -	\$ 130.00
Sale of Surplus	Supplies		\$ 14.00	\$ 49.00	\$ 111.00	\$ 63.00	\$ 195.00	\$ 133.00
		\$ 3,000.00	\$ 1,464.75	\$ 3,104.77	\$ 1,739.37	\$ 1,981.76	\$ 3,113.00	\$ 4,134.36
TOTAL FOR LIBRARY OPERATION/BOOKS		PROJECTED	\$ 34,524.39	\$ 33,569.08	\$ 33,354.78	\$ 33,541.34	\$ 32,152.00	\$ 32,751.51
EARMARKED GRANTS/FRIENDS/DONATIONS								
NH Humanities		\$ 400.00	\$ 400.00	\$ 1,800.00	\$ 400.00	\$ 687.00	\$ 700.00	
Special Project Grants (Moose Plate)		\$ 20,000.00	\$ 17,950.00	\$ 9,950.00	\$ 1,543.00	\$ 4,870.00	\$ 800.00	
Friends Program Support		\$ 1,000.00	\$ 986.95	\$ 869.85	\$ 814.59	\$ -	\$ -	
Established Trust Fund Donations (This money goes to the Trustees of Trust Fund for deposit in appropriate account)		\$ 400.00	\$ 400.00	\$ 200.00	\$ 1,050.00	\$ 575.00	\$ 597.36	\$ 1,776.00
		\$ 21,800.00	\$ 19,336.95	\$ 11,419.85	\$ 5,207.59	\$ 5,845.00	\$ 4,404.36	\$ 3,276.00
BAR HARBOR (Charter Trust)								
	End of Year Value	\$ 287,556.00	\$ 271,604.39	\$ 317,390.84	\$ 284,761.29	\$ 266,654.76	\$ 229,129.58	
* PROJECTED VALUES APPEAR IN THIS COLOR		\$ 33,723.00						

Tucker Free Library MS-9 Summary of Funds Managed by Trustees of Town Trust Funds

	2018	%tot	2019	%tot	2020	%tot	2021	%tot	2022	%tot	2023	%tot
TOTAL OF COMMON FUNDS	\$ 3,568,103.92		\$ 3,731,026.35		\$ 3,926,903.57		\$ 4,344,101.46		\$ 4,468,571.92		\$ -	
TFL Portion of Common Funds	\$ 676,062.26	19%	\$ 706,317.90	19%	\$ 742,304.30	19%	\$ 819,982.81	19%	\$ 845,857.17	19%	\$ -	#DIV/0!
LA Cogswell	\$ 90,223.99		\$ 94,023.08		\$ 98,729.19		\$ 109,059.42		\$ 112,500.73		\$ -	
Francis O Holmes	\$ 7,024.16		\$ 7,319.92		\$ 7,686.30		\$ 8,490.33		\$ 8,758.45		\$ -	
D&W & El Cogswell	\$ 58,463.62		\$ 60,925.36		\$ 63,974.84		\$ 70,668.65		\$ 72,898.57		\$ -	
AD Huntoon	\$ 4,000.90		\$ 4,169.35		\$ 4,378.03		\$ 4,836.12		\$ 4,988.72		\$ -	
Marjorie B. Bennett	\$ 38,860.41		\$ 40,496.72		\$ 42,523.68		\$ 46,973.02		\$ 48,455.24		\$ -	
Scott J. Berry	\$ 6,944.47		\$ 7,236.88		\$ 7,599.11		\$ 8,394.22		\$ 8,659.09		\$ -	
Mary F. Kjellman	\$ 10,897.82		\$ 11,550.65		\$ 12,232.63		\$ 13,514.22		\$ 13,940.66		\$ -	
James W. Doon	\$ 3,235.05		\$ 3,371.27		\$ 3,540.00		\$ 3,910.40		\$ 4,033.79		\$ -	
Preston	\$ 40,698.37		\$ 42,412.07		\$ 44,534.91		\$ 49,194.69		\$ 50,746.99		\$ -	
Alice V. Colby	\$ 1,203.33		\$ 1,254.00		\$ 1,316.78		\$ 1,454.54		\$ 1,500.45		\$ -	
George W. Tucker	\$ 382,505.27		\$ 398,611.59		\$ 418,563.15		\$ 462,358.24		\$ 476,947.71		\$ -	
Roberth N. Fitch	\$ 25,734.64		\$ 28,123.61		\$ 29,857.59		\$ 32,986.65		\$ 34,027.53		\$ -	
Walter K. Robinson	\$ 6,270.23		\$ 6,823.40		\$ 7,368.09		\$ 8,142.31		\$ 8,399.24		\$ -	
									\$ 845,857.17		\$ -	

DATA EXTRACTED FROM THE ANNUAL TOWN REPORTS, Report of the Trust Funds of the Town of Henniker, NH
 "Trustees of the Trust Fund: Common Trust Fund - Form MS-9)

For illustrative purposes the final column of that form was used. It is titled "Grand Total Principal & Income"

TUCKER FREE LIBRARY TRUST FUND SUMMARY

TRUST FUND ACTIVITY		2024	2023	2022	2021	2020	2019	2018
1)	TRUSTEES OF THE TOWN TRUST FUNDS							
	TOTAL OF COMMON FUND	\$ 4,468,571.92	\$ 4,344,101.46	\$ 3,926,903.57	\$ 3,731,026.35	\$ 3,568,103.92	\$ 3,440,435.25	
	LIBRARY PORTION OF COMMON FUND	\$ 845,857.17	\$ 819,982.81	\$ 742,304.30	\$ 706,317.90	\$ 676,062.26	\$ 649,056.30	
	LIBRARY ANNUAL REVENUE FOR OPERATIONAL EXPENSES	\$ 14,000.00	\$ 14,357.04	\$ 11,941.54	\$ 11,062.49	\$ 13,319.18	\$ 10,534.25	
2)	TDBANK MANAGED TRUST FUND							
	TOTAL OF FUND		\$ 339,950.70	\$ 432,088.02	\$ 407,824.50	\$ 387,192.97	\$ 341,727.77	
	LIBRARY ANNUAL REVENUE - ACTUAL		\$ 18,522.77	\$ 20,552.92	\$ 18,240.40	\$ 18,114.00	\$ 18,082.90	
	LIBRARY ANNUAL REVENUE FOR OPERATIONAL EXPENSES	\$ 18,000.00	\$ 18,702.60	\$ 21,124.76				
3)	BAR HARBOR (Charter Trust)							
	TOTAL OF FUND	\$ 287,556.00	\$ 271,604.39	\$ 317,390.84	\$ 284,761.29	\$ 266,654.76	\$ 229,129.58	
	LIBRARY REVENUE FOR SPECIAL PROJECTS							

TRUST FUNDS HELD BY THE TRUSTEES OF THE TOWN TRUST FUNDS

Below, each of the 13 trusts held by Trustees of the Town Trust Fund for Tucker Free Library is presented with a screenshot of the intent comment (as synthesized by Laurie Grob, Trustee of the Town Trust Funds in 2005) and a copy of the original donor intent statement.

[CLICK HERE FOR Original document authored by Laurie Grob.](#)

Funds in Trust (Compiled in 2005 by Laurie Grob, Trustee of the Town Trust Fund)						
					Purpose of Trust Fund	Balance End of
	Date of Creation	Name of Trust Fund	Fund Code			
6	TFLTRST	1929	LA Cogswell			
7	TFLTRST	1991	Francis O Holmes Memorial			
8	TTTF	1920	DW & EL Cogswell			
9	TFLTRST	1943	AD Huntoon			
10	TFLTRST	1986	Marjorie B Bennett			
11	TFLTRST	1984	Scott J Berry			
12	TFLTRST	1992	Mary F Kjellmarn			
13	TFLTRST	2001	James W Doon Fund			
14	TTTF	1951	Preston Fund			
15	TFLTRST	1938	Alice V Colby			
16	TTTF	1903	George Tucker			
17	TFLTRST	1996	Robert N. Fitch Memorial	L12	Technology	\$379.12

Laurie A Grob:
 BE IT KNOWN,
 That I, LEANDER A. COGSWELL, of Henniker, in the County of Merrimack and State of New Hampshire, do hereby make, publish and declare this my last will and testament, in manner and form following, that is to say:
 SIXTEENTH: I give and bequeath to, the Tucker Free Library, of said Henniker, the sum of Ten Thousand Dollars (\$10,000.00), said sum to be kept safely invested by said Library and the income thereof to be used annually for the benefit of said Library.

Trust fund of Leander A. Cogswell. Accepted by the Town of Henniker at its Annual March Meeting held at Henniker U.H.

Article in Tuesday March 9th 1920.

Town Abstract copy of Article 13 of Town Warrant. Warrant. To see if the voters will accept a pecuniary gift of a trust fund from Leander A. Cogswell upon certain terms & conditions, and pass all votes necessary thereto.

Abstract copy of vote

The following resolution was offered by Edward U. Cogswell, and unanimously adopted by the voters of Henniker U.H. at its Annual Town Meeting held Tuesday Mar. 9th 1920

Gift Accepted Resolved:- That the proposition of Leander A. Cogswell as printed in the town report, be accepted & adopted. And the Fifty Thousand dollars now in the hands of the Selectmen be placed in the hands of the Trustees of Town Trust Funds

The following resolution was offered by Edward U. Cogswell & unanimously adopted.

Whereas: Leander A. Cogswell has presented the town Fifty thousand dollars, which has been accepted & adopted by the town, therefore resolved, that the hearty thanks of the voters of the town is hereby tendered Mr. Cogswell for his generous gift. This resolution was unanimously adopted by a rising vote and unopposed heads.

To the Town of Henniker, in the County of Merrimack and State of New Hampshire:

I, Leander A. Cogswell, of said Henniker, as a tribute to the loving memory of my deceased parents J. Warren and Eliza L. Cogswell, and as an act of genuine regard for my native town, do hereby make and deliver to said Henniker this deed of gift upon the terms and conditions as hereinafter set forth. It would be a pleasure to me if the town would erect a suitable inscribed tablet to perpetuate this memorial.

1. I hereby give to said Henniker the sum of Fifty Thousand Dollars (\$50,000.00) as evidenced by my accompanying check for that amount and payable to its order, but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees and to be known as the "J. Warren and Eliza L. Cogswell Memorial Fund".

2. I direct, and this direction shall be a continuing and an express condition of this gift that the net annual income arising from the foregoing trust fund shall each year be expended by said trustees, through such proper agents, trustees or officers of said town as may be established by it to carry out the objects herein designated, for the purposes and in the proportions following (70%) thereof for the support, maintenance and benefit of the Henniker High School and all other grades of public schools which are Page 36 or

may hereafter be located in the Hemiker High School Building, so called in said Hemiker or which may be similarly located in any other building, in said Hemiker, devoted to like purposes; provided, however that the school board of the school district in which said schools are or may be located shall apply during the current year such amount of the school money, received by them from any source, for the support and maintenance of the public schools of said Hemiker herein particularly described and alluded to, as they would by law be required to expend if the trust fund hereby created were not in existence: ten per cent

(10%) thereof for the support maintenance and benefit of the Tucker Free Library, located in said town; ten per cent (10%) thereof for the care, repair and benefit of the Hemiker Cemetery Association and the lots therein, located in said town. and ten per cent (10%) thereof for shade or ornamental trees to be placed along highways or other public places and for parks or commons, all to be located in said town and within a radius of one half mile ($1/2$) from what is known as Proctors Square

3. I further direct, and this direction shall also be a continuing and express condition of this gift, that the expenditure by said trustees of the net annual income arising

from said trust fund as hereinbefore set forth shall not at any time be controlled, regulated, supervised, changed or modified by the State of New Hampshire, or by the State Board of Education, or by any other local or State Board, or by any public officer or agent, or by any officer, agent or other representative of said State or said Board.

4 From time to time I direct said trustees, having the custody of said trust fund to advance to said town so much of the principal thereof as may be needed by it to pay the principal of said Town of Henniker Water Bonds, heretofore issued by and now outstanding against it to the extent of Fifty Thousand Dollars (\$50,000.00) as and when said bonds shall become due and payable. For the amount and at the time of each and every such advancement, made by said trustees to said Town for the purpose aforesaid, the Town of Henniker shall execute and deliver to said trustees its promissory note payable to the order of said trustees at such time as said town may decide; the interest to be paid on each of said notes shall from time to time be adjusted by said selectmen and said trustees, so that the income thereon shall at all times be reasonable as compared with the income which said trust fund might earn if invested in other legal investments, but in no case shall the interest

1929

Library Copy

Leander A. Cogswell

OCT 28 1980

Leander

BE IT KNOWN,

That I, Leander A. Cogswell, of Henniker, in the County of Merrimack and State of New Hampshire, do hereby make, publish and declare this my last will and testament, in manner and form following, that is to say:

First: I direct my executors, hereinafter named, to pay all my just debts, funeral expenses and expenses of administration.

Second: I give, devise and bequeath to Cora M. Robie, of Manchester, New Hampshire, my house, and adjoining land, together with all household furnishings therein, situated at No. 567 Beech Street, in said Manchester. I also give and bequeath to said Cora M. Robie the sum of Fifty Thousand Dollars (\$50,000.00).

Late

Third: I give, devise and bequeath to my brother, Willis Cogswell, of said Manchester, my house and buildings, and adjoining land, together with all household furnishings therein, situated in said Henniker, and known as the Cogswell Homestead. I also give and bequeath to said Willis Cogswell the sum of Fifty Thousand Dollars (\$50,000.00)

Fourth: I give and bequeath to my friend, Frank L. Clarke, of said Manchester, my diamond ring.

Fifth: I give and bequeath to my cousin, Edward M. Cogswell, of said Henniker, the sum of Five Thousand Dollars (\$5000.00).

Sixth: I give and bequeath to Minnie Cogswell, wife of said Edward M. Cogswell, the sum of Five Thousand Dollars (\$5000.00).

Willa Cogswell Pray.

lot extended with the east line of the High School highway; thence southerly on a straight line, being the extended line of the east line of said High School highway, to a bound on or near the bank of the Contoocook River; thence westerly by said Contoocook River to land of heirs of Jonas Wallace; thence in a northeasterly direction by land of Susan Cogswell, Nellie A. Preston and E. Maria Cogswell to the High School land; thence southerly and easterly by said High School land to the place of beginning.

Said lot of land, to be known as the Henniker Athletic Field, shall be forever owned, held and controlled by said town of Henniker, but in trust, however, as a public park, to be used particularly as a playground and for sports and games, under such rules, regulations and orders as may be prescribed from time to time by the trustees of said town elected to hold trust funds for such purposes; and I also give and bequeath to said town of Henniker the sum of Five Thousand Dollars (\$5000.00), but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees, and to use and expend the net annual income therefrom, through its proper agents, trustees or officers, for the suitable repair, upkeep and improvement of the above described lot of land, so that the object of this gift may be fully enjoyed.

Thirtieth: I give, devise and bequeath to said town of Henniker a certain lot of land owned by me in the village of said Henniker and located between said Western Avenue and

at
Lake
Athletic
Fields

Lake

town of Henniker, but in trust, however, to be used particularly as a playground and for sports and games, under such rules, regulations and orders as may be prescribed from time to time by the trustees of said town elected to hold trust funds for such purposes; and I also give and bequeath to said town of Henniker the sum of Five Thousand Dollars (\$5000.00), but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees, and to use and expend the net annual income therefrom, through its proper agents, trustees or officers, for the suitable repair, upkeep and improvement of the above described lot of land, so that the object of this gift may be fully enjoyed.

Thirtieth: I give, devise and bequeath to said town of Henniker a certain lot of land owned by me in the village of said Henniker and located between said Western Avenue and said Contocook River, just east of said Athletic Field, not otherwise hereinbefore disposed of; said lot of land is to be known as Azalea Park, shall be forever owned, held and controlled by said town of Henniker, but in trust, however, as a

AZ
Park

public park, under such rules, regulations and orders as may be prescribed from time to time by the trustees of said town elected to hold trust funds for such purposes; and I also give and bequeath to said town of Henniker the sum of Five Thousand Dollars (\$5000.00), but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees, and to use and expend the net annual income therefrom, through its proper agents, trustees or officers, for the suitable repair, upkeep, improvement and embellishment of the above described lot of land, so that the object of this gift may be fully enjoyed.

Late

Thirty-first: All the rest, residue and remainder of my property, real, personal or mixed, and wheresoever situated, which I may own or in which I may have any interest at the time of my decease, I give as a trust fund, to be known as the "Cogswell Benevolent Trust," and I appoint Edward M. Cogswell of Henniker, and Arthur M. Heard of Manchester, and Frank L. Clarke of Manchester, as trustees of said fund with full power to sell, assign, transfer, invest, reinvest, and otherwise manage said property in such manner as said trustees may decide for the best interest of said trust fund. Said property shall be handled and all business relating thereto done through and in the name of said Cogswell Benevolent Trust.

Said trustees shall use and distribute the annual income derived from said property for such benevolent, church, educational and charitable purposes as they may select. At

(100%) of the annual income shall be

public park, under such rules, regulations and orders as may be prescribed from time to time by the trustees of said town elected to hold trust funds for such purposes; and I also give and bequeath to said town of Henniker the sum of Five Thousand Dollars (\$5000.00), but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees, and to use and expend the net annual income therefrom, through its proper agents, trustees or officers, for the suitable repair, upkeep, improvement and embellishment of the above described lot of land, so that the object of this gift may be fully enjoyed.

Lake

Thirty-first: All the rest, residue and remainder of my property, real, personal or mixed, and wheresoever situated, which I may own or in which I may have any interest at the time of my decease, I give as a trust fund, to be known as the "Cogswell Benevolent Trust," and I appoint Edward M. Cogswell of Henniker, and Arthur M. Heard of Manchester, and Frank L. Clarke of Manchester, as trustees of said fund with full power to sell, assign, transfer, invest, reinvest, and otherwise manage said property in such manner as said trustees may decide for the best interest of said trust fund. Said property shall be handled and all business relating thereto done through and in the name of said Cogswell Benevolent Trust.

Said trustees shall use and distribute the annual income derived from said property for such benevolent, church, educational and charitable purposes as they may select. ^{At} ~~Page~~ 43
least ninety per cent (90%) of the annual income shall be

trust property shall be used for such purposes annually unless in the discretion of said trustees a portion of the same shall be permitted to accumulate for not exceeding two years in order to effect some particular object within the limitations of said purposes.

Whenever a vacancy may occur in said board of trustees by reason of death, removal from jurisdiction, resignation or incapacity, the remaining trustees shall cause the vacancy to be filled within sixty (60) days, provided, however, that if the remaining trustees cannot agree upon a person to fill the vacancy, the appointment shall then be made by the Judge of Probate for the County of Hillsborough. No person shall be named as trustee except one who is a member of the Masonic Fraternity.

Sal
Said trust shall go into effect within two years from the time of my decease and the distribution of income shall be made annually thereafter. A set of books and records shall be kept by said trustees of all sales, purchases and transfers of securities made by said trustees. Said record shall also contain a list of donations made under said trust, the same as though said trust was incorporated.

Said trustees shall be liable only for their own default or wilful neglect. Said trustees are expressly authorized to continue in their discretion to hold any stocks, bonds or other securities owned by me at the time of my death even though such investments might not be legal for savings banks or trustees.

Thirty-second: The executors herein named are hereby authorized in their discretion to pay any legacy by delivering to the legatee specific stocks, bonds or other securities owned by me at the time of my death at the appraised value thereof, and to cause such stocks to be transferred to the beneficiary, paying the cost of such transfer out of my general estate, and without deduction from the appraised value of such securities on account of the cost of such transfer.

Thirty-third: All bequests and devises under this will shall be paid by my executors without deduction on account of any inheritance, succession or transfer tax, and my said executors are hereby authorized to pay all such taxes out of my general estate before paying over specific legacies or bequests to beneficiaries herein named.

late

Thirty-fourth: In the event that any beneficiary under this will shall endeavor in any way to contest this will or the validity thereof or of any provision thereof in any court or before any tribunal, such contestant beneficiary shall thereupon forfeit and shall henceforth cease to have any right, title or interest in or to any portion of my estate or any property devised or bequeathed hereunder, and any and all provisions of this will in favor of such contestant are hereby absolutely revoked, and any and all rights and interests which said contestant would otherwise have had hereunder shall fall into and become a part of the residue of my estate hereinbefore referred to.

seal at Manchester, in the County of Hillsborough and State of New Hampshire, this twenty-first day of January, A.D. 1927.

Leander A Cogswell



Signed, sealed, published and declared by the above named Leander A. Cogswell as and for his last will and testament in the presence of us three, who, at his request, in his presence and in the presence of each other, have hereunto set our names as witnesses.

Names	Addresses
X <u>William J. Starr</u>	<u>Manchester N.H.</u>
<u>Selma A Nordstrom</u>	<u>Manchester, N. H.</u>
<u>Louis E Wyman</u>	<u>Manchester, N. H.</u>

3		Date of	Name of Trust Fund		Trust Fund				
4		Creation		Fund					
5				Code					
6	TFLTRST	1929	LA Cogswell	11	Tucker Free Library	\$2,045.70			
7	TFLTRST	1991	Francis O Hol						
8	TTTF	1920	DW & EL Co		FRANCIS O. HOLMES MEMORIAL FUND				
9	TFLTRST	1943	AD Huntoon		AT TUCKER FREE LIBRARY, HENNIKER, N.H.				
10	TFLTRST	1986	Marjorie B B		November 19, 1990				
11	TFLTRST	1984	Scott J Berry		His family's understanding of terms of agreement:				
12	TFLTRST	1992	Mary F Kjell		1. The Fund will consist of a principal sum of money, and the interest thereon.				
13	TFLTRST	2001	James W Doc		2. The principal will be increased by any sum(s) given in memory of Dr. Holmes.				
14	TTTF	1951	Preston Fund		3. The Library will receive such gifts, to add them to the principal.				
15	TFLTRST	1938	Alice V Colb		4. The interest will be spent to further the goals & operation of the Library.				
16	TTTF	1903	George Tuck		5. The interest will be spent at the discretion of the Librarian.				
17	TFLTRST	1996	Robert N. Fit		6. A list will be kept on file of what is bought with the interest each year.				
18					7. Any books bought will be identified with a bookplate naming the fund.				
19	TTTF		WALTER K		8. While the obvious things to buy are books, the interest may be spent in any other appropriate way to further the successful operation of the Library.				
20	TDBANK		WILLIS COC		9. As requested by the present librarian: In years when books are bought with the interest, the family points out—for the guidance of the Librarian—that Dr.				
21					Holmes' interests included:				
22					(a) wildflowers,				
23					(b) all other plants including trees,				
24					(c) honeybees and beekeeping,,				
25					(d) other living creatures [thus "biology" and "nature"]				
26					(e) plant diseases,				
27					(f) viruses [=his professional work during most of his career],				
28					(g) children,				
29					(h) Henniker,				
30					(i) the people of Henniker,				
31					(j) New Hampshire,				
32					(k) where he lived & studied abroad (Puerto Rico, Philippines, India),				
					(1) peace and efforts to bring about peace among all peoples.				
					Sincerely,				
					Francis W. Holmes (son)				

Funds in Trust (Compiled in 2005 by Laurie Grob, Trustee of the Town Trust Fund)						
	Date of Creation	Name of Trust Fund	Fund Code	Purpose of Trust Fund	Balance End of	
TFLTRST	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70	
TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08	
TTTF	1920	DW & EL Cogswell				
TFLTRST	1943	AD Huntoon				
TFLTRST	1986	Marjorie B Bennett				
TFLTRST	1984	Scott J Berry				
TFLTRST	1992	Mary F Kjellmarn				
TFLTRST	2001	James W Doon Fund				
TTTF	1951	Preston Fund				
TFLTRST	1938	Alice V Colby				
TTTF	1903	George Tucker				
TFLTRST	1996	Robert N. Fitch Memorial				
		Total Library Funds Received				
TTTF		WALTER K ROBINSON				
TDBANK		WILLIS COGSWELL				
Bar Harbor						

Laurie A Grob:
Copy of 1920 TOWN REPORT
Page 8, 9, & 10

To the Town of Henniker, in the County of Merrimack and State of New Hampshire:

I, Leander A. Cogswell, of said Henniker, as a tribute to the loving memory of my deceased parents D. Warren Cogswell and Eliza L. Cogswell, and as an act of genuine regard for my native town, do hereby make and deliver to said Henniker this deed of gift, upon the terms and conditions as hereinafter set forth. It would be a pleasure to me if the town would erect a suitably inscribed tablet to perpetuate this memorial.

1. I hereby give to said Henniker the sum of fifty Thousand Dollars (\$50,000), as evidenced by my accompanying check fur that amount and payable to its order, but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees and to be known as the "D. Warren and Eliza L. Cogswell Memorial Fund."

2. I direct, and direction shall be a continuing and an express condition of this gift, that the net annual income arising from the foregoing trust fund shall each year be expended by said trustees, through such proper agents, trustees or officers of said town as may be established by it to carry out the objects herein designated, for the purposes and in the proportions following: Seventy per cent (70%) thereof for time support, maintenance and benefit of the Henniker High School and all other grades of public schoo1s which are now or may hereafter be located in the Henniker High School building, so-called, in said Henniker, or winch may be similarly located in any other building, in said Henniker, devoted to like purposes; provided, however, that time school board of the school district in which said schools are or may be located shall apply during the current year such amount of the school money, received by them from any source, for the support and maintenance of the public schools of said Henniker herein particularly described and alluded to, as they would by law be required to expend if tile trust fund hereby created

§

Copy of 1920 TOWN REPORT

Page 8, 9, & 10

To the Town of Henniker, in the County of Merrimack and State of New Hampshire:

I, Leander A. Cogswell, of said Henniker, as a tribute to the loving memory of my deceased parents D. Warren Cogswell and Eliza L. Cogswell, and as an act of genuine regard for my native town, do hereby make and deliver to said Henniker this deed of gift, upon the terms and conditions as hereinafter set forth. It would be a pleasure to me if the town would erect a suitably inscribed tablet to perpetuate this memorial.

1. I hereby give to said Henniker the sum of fifty Thousand Dollars (\$50,000), as evidenced by my accompanying check for that amount and payable to its order, but in trust, however, to be forever held, invested and reinvested by it through its legally constituted trustees and to be known as the "D. Warren and Eliza L. Cogswell Memorial Fund."

2. I direct, and ~~direction shall be a continuing and an express~~ condition of this gift, that the net annual income arising from the foregoing trust fund shall each year be expended by said trustees, through such proper agents, trustees or officers of said town as may be established by it to carry out the objects herein designated, for the purposes and in the proportions following: Seventy per cent (70%) thereof for time support, maintenance and benefit of the Henniker High School and all other grades of public schools which are now or may hereafter be located in the Henniker High School building, so-called, in said Henniker, or which may be similarly located in any other building, in said Henniker, devoted to like purposes; provided, however, that time school board of the school district in which said schools are or may be located shall apply during the current year such amount of the school money, received by them from any source, for the support and maintenance of the public schools of said Henniker herein particularly described and alluded to, as they would by law be required to expend if the trust fund hereby created

8

were not in existence; ten per cent (10%) thereof for the support, maintenance and benefit of The Tucker Free Library, located in said town; ten per cent (10%) thereof for the care, repair and benefit of the Henniker Cemetery Association and the lots therein, located in said town; and ten per cent. (10%) thereof for shade or ornamental trees to be placed along highways or other public places, and for park or commons, 'all to be located in said town and within a radius of one—half (1/2) mile from what is now known as Proctor Square.

3, I further direct, and this direction shall also be a continuing and express condition of this gift, that the expenditure by said trustees of the net annual income arising from said trust fund as hereinbefore set forth shall not at any time be controlled, regulated, supervised, changed or modified by the State of New Hampshire, or by the State Board of Education, or by any other local State Board or by any other public officer or agent, or other representative of said State or said boards.

4. From time to time I direct said trustees having the custody of said trust fund, to advance to said town so much of the principal thereof as may be needed by it to pay the principal of said Town of Henniker Water Bonds, heretofore issued by and now outstanding against it, to the

1920 - 259
Cogswell will (P3)

extent of Fifty Thousand Dollars (\$50,000), as and when said bonds shall become due and payable. For the amount and at the time of each and every such advancement, made by said trustees to said town for the purposes aforesaid, the Town of Henniker shall execute and deliver to said trustees its promissory note payable to the order of said trustees at such time as said town may decide; the interest to be paid on each of said notes shall from time to time be adjusted by said selectmen and said trustees, so that the income thereon shall at all times be reasonable as compared with the income which said trust fund might earn if invested in other legal investments, but in no case shall the interest on any such note be less than four per cent (4%) per

annum; said notes shall be signed by the selectmen of Henniker and countersigned by its treasurer. It is my wish that eventually the entire principal of the trust fund hereby created shall be thus permanently invested in the notes of said Henniker and that its entire income shall be derived therefrom; it is also my wish that said notes may run an indefinite period of time, but the statute of limitations shall not apply to any of the same.

5. As a condition to the foregoing gift, the present water works system, as now or hereafter maintained in said Henniker, shall be henceforth and forever known as the "Cogswell Spring Water Works."

I hope that the foregoing offer maybe accepted by the Town of Henniker.

Respectfully submitted,
LENDER A. COGSWELL.

Dated January 10, 1920.

Funds in Trust (Compiled in 2005 by Laurie Grob, Trustee of the Town Trust Fund)						
				Purpose of	Balance End of	
	Date of	Name of Trust Fund		Trust Fund		
	Creation		Fund			
			Code			
6	TFLTRST	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08
8	TTTF	1920	DW & EL Cogswell	L2	Library	\$1,225.58
9	TFLTRST	1943	AD Huntoon			
10	TFLTRST	1986	Marjorie B Bennett			
11	TFLTRST	1984	Scott J Berry			
12	TFLTRST	1992	Mary F Kjellmarn			
13	TFLTRST	2001	James W Doon Fund			
14	TTTF	1951	Preston Fund			
15	TFLTRST	1938	Alice V Colby			
16	TTTF	1903	George Tucker			
17	TFLTRST	1996	Robert N. Fitch Memorial			
18			Total Library Funds Received			\$14,872.85

Laurie A Grob:
 Abstracts from the Attorney Generals Office – Concord NH
 A. D. Huntoon Fund
 Established 1943
 Page 139 – Trust Records
 Herewith I present my check for \$1,000.00, the interest of this sum is to be used for the purchase of books and to be known as the Huntoon Trust Fund.

Copy.

Communication from Eva W. Huntington.

Herricks, N.Y. Sept 1, 1943

Trustees Truckee Free Library:

Herewith I present my check for One Thousand dollars (\$1000). The interest of this sum to be used for the purchase of books and to be known as the - "Huntington Trust Fund".

Respectfully,

(Signed) Eva W. Huntington

Deposited in Mechanics Savings Bank A/c #18637

Sept 3, 1943 Received from Treasurer Herricks Cemetery Assn, the W.O. and J. J. Flanders trust fund in amount of two hundred dollars principal and six + 39/100 dollars accumulated income, transferred to trustees trust funds by request of Flanders family. Income for care of Flanders lot in North New Cemetery. Deposited in Hillsboro Guaranty Savings Bank - A/c # 8298

Funds in Trust (Compiled in 2005 by Laurie Grob, Trustee of the Town Trust Fund)					
	Date of	Name of Trust Fund		Purpose of	Balance End of
	Creation		Fund	Trust Fund	
			Code		
6	TFLTRST	1929	LA Cogswell	L1	Tucker Free Library \$2,045.70
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library \$126.08
8	TTTF	1920	DW & EL Cogswell	L3	Library \$1,325.58
9	TFLTRST	1943	AD Huntoon	L4	Benefit Library \$89.71
10	TFLTRST	1986	Marjorie B Bennett		
11	TFLTRST	1984	Scott J Berry		
12	TFLTRST	1992	Mary F Kjellmarn		
13	TFLTRST	2001	James W Doon Fund		
14	TTTF	1951	Preston Fund		
15	TFLTRST	1938	Alice V Colby		
16	TTTF	1903	George Tucker		
17	TFLTRST	1996	Robert N. Fitch Memorial		
18			Total Library Funds Received		
19	TTTF		WALTER K ROBINSON		
20	TDBANK		WILLIS COGSWELL		
21	Bar Harbor				
22					
23					
24					
25					
26					

Laurie A Grob:
TUCKER FREE LIBRARY
Box 688
Henniker, New Hampshire 03242
Jan. 3, 1987
Dear Mr. Bennett,
The Tucker Free Library greatly appreciates your most generous donation to the Marjorie B. Bennett Memorial Fund. The total of the contributions to date, \$2000, will deposited as a permanent trust fund to be named, Marjorie B. Bennett Memorial. The Library will use the annual interest accrued from this fund to purchase books of relevant and current importance in the fields of medicine and health. We will place a commemorative book plate in each book. I will send an example of the plate when we receive them from the printers. On a more personal level, the staff of the library is delighted to have this memorial fund established because we were all very fond of Mrs. Bennett.
Sincerely,
Peggy Ward
Librarian.



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

September 20, 2023

Bennett Family
C/O Spencer Bennett
PO Box 517
Henniker, NH 03242

**MEMORANDUM OF UNDERSTANDING
INTENT OF MARJORIE B. BENNETT MEMORIAL FUND**

Thank you for considering the request to change the intent of the Marjorie B. Bennett Memorial Fund. Over the past 18 years the money received from the fund has been used to purchase audiobooks. As that particular medium has become obsolete the Trustees of the Tucker Free Library respectfully ask that the annual funds be used to purchase non-fiction materials instead.

It is understood that you have agreed to this in principle following email exchanges with the Tucker Free library director. A summary of those emails that confirm the change in intent follows:

Library Director: "...how would you feel if it was used for general NON-FICTION books instead? Of course you can tell me if there are any subject areas that you would prefer we not use the funds for." (email dated: Thursday, September 7, 2023 1:02:19 PM)

Spencer Bennett: "What you are recommending sounds fine to me. I trust your judgement in the subject areas." (email dated: Thu 9/14/2023 3:40 PM)

A copy of this communication is attached.

Frances Tain
Chair
Tucker Free Library Board of Trustees

Spencer Bennett
Family Representative
Marjorie B. Bennett Memorial Fund at
Tucker Free Library

Funds in Trust (Compiled in 2005 by Laurie Grob, Trustee of the Town Trust Fund)						
				Purpose of	Balance End of	
	Date of	Name of Trust Fund		Trust Fund		
	Creation		Fund			
			Code			
6	TFLTRST	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08
8	TTTF	1920	DW & EL Cogswell	L3	Library	\$1,325.58
9	TFLTRST	1943	AD Huntoon	L4	Benefit Library	\$90.71
10	TFLTRST	1986	Marjorie B Bennett	L5	Library	\$891.10
11	TFLTRST	1984	Scott J Berry		TUCKER FREE LIBRARY	
12	TFLTRST	1992	Mary F Kjell		Box 688 Henniker, New Hampshire 03242	
13	TFLTRST	2001	James W Doc			
14	TTTF	1951	Preston Fund		December 28, 1994	
15	TFLTRST	1938	Alice V Colby		Scott J. Berry Memorial Fund was established in 1984 in memory of Willa Brigham's grandson. I was not library director at the time and no paperwork exists as to how the	
16	TTTF	1903	George Tucker		money was to be spent. However, I do remember Mrs. Brigham verbally specifying that the funds be used to purchase books on the following subjects:	
17	TFLTRST	1996	Robert N. Fitt		Art and painting	
18					T	
19	TTTF		WALTER K		Wood working	
20	TDBANK		WILLIS COG		Automobile repair	
21	Bar Harbor				Handy man (Do-it-yourself)	
22						
23						
24					(signed Peggy Ward)	
25					Peggy Ward	
26					Library Director	
27					Notes added by Peggy Ward:	
28					Fund established in 1984 with \$1,100.00 given to trustees Town Trust Funds	
29					7/15/98 I called Laurel Berry; she gave permission for art video purchase	
30						
31						

1984

July 22

At a meeting of James Crane and Philip Chase, trustees it was voted to recommend that an arrangement be made with the Grange whereby the school department shall have permission to hold art classes in the basement of the K. of P. hall and that music classes shall be allowed in the main floor area provided that proper stations shall be set up for Grange meetings when they are to be held, and that other special uses for the Grange shall be allowed outside of school hours. The school department shall provide heat, light, and janitor service.

It was also voted to approve the spending of the income of the Cogswell School Athletic Field Fund as needed for grading the baseball field and enlarging it according to an outline as presented.

Jan 5

Jan 5, 1984 Received 1000.⁰⁰ from Willsa Bingham and 100.⁰⁰ from an anonymous donor for investment in a Scott J. Berry Library Fund, the income to be used for books and other library use. The money came by way of the treasurer of the library.

Dec 15

Received from New England College, the sum of 3746.38, the total of the George M. Parmenter, Jr. Memorial Scholarship. George was a student at New England College who had been killed in an automobile accident Feb 26, 1970 when he was only 23 years old.

1985

June 1985 at the request of the state auditors, custody of the investments was changed from E. F. Hutton Co. to the Indian Head National Bank

4		Creation		Fund				
5				Code				
6	Ss	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70		
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08		
8	TTTT	1920	DW & EL Cogswell	L3	Library	\$1,325.58		
9	TFLTRST	1943	AD Huntoon	L4	Benefit Library	\$90.71		
10	TFLTRST	1986	Marjorie B Bennett	L5	Library	\$881.10		
11	TFLTRST	1984	Scott J Berry	L6	Library	\$157.45		
12	TFLTRST	1992	Mary F Kjellman					
13	TFLTRST	2001	James W Doody					
14	TTTT	1951	Preston Fund					
15	TFLTRST	1938	Alice V Colby					
16	TTTT	1903	George Tucker					
17	TFLTRST	1996	Robert N. Fitch					
18								
19	TTTT		WALTER K. Fitch					
20	TDBANK		WILLIS COG					
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Laurie A Grob:

Mary Constance Fuller Kjellman
 MARY F. KJELLMAN
 HENNIKER, NEW HAMPSHIRE 03242
 February 19, 1991

Mrs. Peggy Ward:

Since Mary's family can be traced to the Mayflower, I decided to show her full name for the sake of genealogists who may come to Town to trace the Fuller family.

The Mary F. Kjellman Memorial Fund shall consist of a principal invested with The Trustees of the Library Trust Fund and shall accumulate such interest as they are able to provide for the purchase of books in perpetuity, in such general classifications as Mary would have preferred;

Nutrition
 Medicine
 History (especially biography)
 Poetry
 Gardening.

I shall wait until after grave side services to implement this Trust. Services are scheduled for April 27, 1991 at two p.m. at the New Cemetery

If I may be of further service in this matter please contact me,
 Sincerely
 Victor Kjellman

Funds in Trust						
	Date of	Name of Trust Fund		Purpose of	Balance End of	
	Creation		Fund	Trust Fund		
			Code			
6	Ss	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08
8	TTTTF	1920	DW & EL Cogswell	L3	Library	\$1,325.58
9	TFLTRST	1943	AD Huntoon	L4	Benefit Library	\$90.71
10	TFLTRST	1986	Marjorie B Bennett	L5	Library	\$881.10
11	TFLTRST	1984	Scott J Berry	L6	Use of Library	\$157.45
12	TFLTRST	1992	Mary F Kjellmarn	L7	Library Boks	\$170.89
13	TFLTRST	2001	James W Doon Fund	L8	Library Books	\$73.25
14	TTTTF	1951	Preston Fund			
15	TFLTRST	1938	Alice V Colby			
16	TTTTF	1903	George Tucker			
17	TFLTRST	1996	Robert N. Fitch Memorial			
18			Total Library Funds Received			
19	TTTTF		WALTER K ROBINSON			
20	TDBANK		WILLIS COGSWELL			
21						

Laurie A Grob:
 BE IT KNOWN HEREBY, That I, **Harry B. Preston**, of Henniker in the County of Merrimack and. State of New Hampshire, do make and publish this my LAST WILL AND TESTAMENT.

Six. I give and bequeath Three thousand dollars, (\$3000.00) to the Trustees of Trust Funds of said Henniker in trust, the income to be paid annually to the Treasurer of the Trustees of TUCKER FREE LIBRARY, and to be used for the purchase of books only.

1950.

Jan 21

Record of Maud & Ingersoll, executrix of TL Will of Eliza C. Preston the sum of fifty dollars + 12/100 being the distribution share of payment of one hundred dollar under article #2 of will of the said Eliza C. Preston:

"To the Trustees of Trust Funds of the Town of Henniker & hereby give, devise and bequeath the sum of one hundred Dollars (\$100) the income of same to be used for the perpetual care of the lot of the said Charles C. Preston lot in the North New-Cemetery"

Deposited in Merrimack Savings Bank - \$ 354.20.
Lot #2 North New-Cem. North New Cemetery

— H —

May 25, 1950

Received of estate of H. B. Preston the sum of (\$3000.00) three thousand dollars to be expended in the following manner:

Section Six (will of H. B. Preston)

I give and bequeath Three Thousand Dollars, (\$3000.00) to the Trustees of Trust Funds of said Henniker in trust, the income to be paid annually to the Treasurer of the Trustees of Tuckermans Library, and to be used for the purchase of books only.

May 25

Voted to invest the sum of Three thousand dollars (\$3000.00) (H. B. Preston Library Fund) in 125 shares of Boston Fund.

	A	B	C	D	E	F	G
15	TFLTRST	1938	Alice V Colby	L10	Library Books	007.00	
16	TTTF	1903	George Tucker				
17	TFLTRST	1996	Robert N. Fitz				
18							
19	TTTF		WALTER K. I				
20	TDBANK		WILLIS COG				
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Laurie A Grob:
George W Tucker
Tucker Free Library

WHEREAS the Trustees of the Tucker Free Library have assigned, transferred and delivered to the Trustees of Trust Funds for the Town of Henniker, New Hampshire certain bonds, stocks and savings bank deposits represented by bank books, and cash on hand, which under the provisions of chapter 162 of the Laws of 1915 are required to be the custody of the last named trustees; and

WHEREAS said property was assigned and transferred to said trustees of the Tucker Free Library under the provisions of the will of George W Tucker late of Bradford, New Hampshire, dated July 21, 1902 and duly probated by the Court of Probate for Merrimack County New Hampshire, an on file in said registry, the provisions of which will include the following:

"Twelfth All the rest, residue and remainder of my estate whether real, personal or mixed and wherever found or situate, I give bequeath and devise unto the town of Henniker, aforesaid, and the same shall constitute a fund, to be held by said town in trust for the following purposes and uses, namely; said town as trustee of said fund shall safely and judiciously invest the same, and out of the interest and income thereof, 1st, shall pay an annuity of Four Hundred dollars to my said brother, Samuel G. Tucker, payable in equal quarterly payments of One Hundred dollars each, on the first January, April, July and October in each year during his lifetime - 2nd said town shall pay an annuity of One Hundred dollars to Nancy Tucker, wife of my said brother, payable in equal quarterly payments of Twenty five dollars (25) each on the first day of each January, April, July and October during her lifetime, and in case she dies before her said husband, then, this annuity shall be paid to him, in addition to the above, during his lifetime.

3rd Said town shall pay to my dear friend Sarah P. Morse an annuity of Four Hundred (400) dollars., payable in equal quarterly payments of One Hundred dollars each on the first day of each January, April, July and October during her lifetime.

"4th. Out of the principal of said fund said town shall erect in some suitable location within its limits, within the five years from my decease, a Library Building to cost not less than Ten Thousand (10,000) dollars, and not more than Fourteen Thousand (14,000)dollars, which said building shall be plainly marked on the outside, 'Tucker Free Library.'

"The income of said fund, after the payment of the annuities aforesaid and the erection of said Library Building shall be devoted to and used for the purchase of books and the care, support and maintenance of said building and a library therein which shall be forever free to the inhabitants of said town of Henniker.

"Thirteenth" After the completion of said Library Building and the payment of the cost thereof, any depreciation in the amount of the said fund then remaining in the hands of said town shall be applied and made good from the income thereof."

Resolved that the Trustees of Town Funds for the Town of Henniker, New Hampshire, hereby accept title to and possession of all of said property and hold the same in accordance with the provisions of said will, as hereinabove set forth.

Signed.....

The State of New Hampshire

MERRIMACK SS.

COURT OF PROBATE

I, LEILA Y. BARTLETT, Register of the Court of Probate for said County of Merrimack, having by law the custody of the Seal and all the records, books, documents and papers of or appertaining to the said Court of Probate, hereby certify that the paper hereunto annexed is a true copy of a paper appertaining to said Court, on file and of record in the office of said Court, to wit: the last Will and Testament of George W.

Tucker, late of Bradford, in said County of Merrimack, deceased.

Given under my hand and the Seal of said Court at Concord, in said County,

this twelfth day of January A. D. 1972.

Leila y. Bartlett Register



BE IT KNOWN, THAT I, George W. Tucker of Bradford,
Essex: County of Merrimack, and State of New Hampshire being
of sound mind and memory, do make and publish this my last will and
testament in manner and form following, that is to say: and bequeath

FIRST: I order my Executor hereinafter named to pay my just
Tenth: debts and funeral expenses as soon as possible, after
my decease.

SECOND: I order, direct, authorize and empower my Executor to
thereof to collect all debts due me and to sell and convey, and to
convert into cash all my property and estate both real and personal,
and to make final settlement of his account within two years of the
date of my decease. the sum of One Hundred Dollars (100) to be

THIRD: Unto my nephew, Frank Tucker, I give and bequeath the
and expended sum of Five Dollars (5). care and maintenance of my

FOURTH: Unto my niece, Eliza Burbank, I give and bequeath the
Henniker sum of Five Dollars (5). to be paid to her

FIFTH: Unto Eben G. Bryant I forgive any and all indebtedness
and direct my Executor to release and discharge the mortgage
which I hold against him. and devise unto the Town of a fund,

SIXTH: Unto my niece, Mary A. Hanson, I give and bequeath the
to be paid sum of Two Hundred Dollars (200). Having purposes

SEVENTH: Unto my nephew, George C. Tucker, I give and bequeath the
sum of Six Hundred Dollars (600) and my gold watch and

chain, and my double barrelled gun.

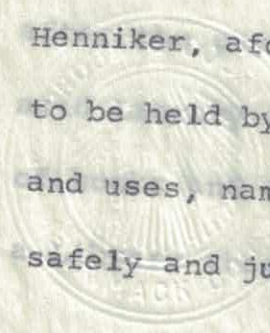
EIGHT: Unto my cousin, Lydia H. Sullivan, I give and bequeath the sum of Two Hundred Dollars (200).

Ninth: Unto my brother, Samuel G. Tucker, I give and bequeath the sum of Five Hundred Dollars (500).

Tenth: Unto The Henniker Cemetery Association I give and bequeath the sum of One Hundred Dollars (100) the same to be held by said Association in trust, and the income thereof to be used and expended yearly in the care and maintenance of my burial lot.

Eleventh: Unto the Town of Henniker in said County, I give and bequeath the sum of One Hundred Dollars (100) to be held by said Town in trust, and the income thereof to be used and expended yearly in and for the care and maintenance of my burial lot in the Old Cemetery near the Town House in said Henniker.

Twelfth: All the rest residue and remainder of my estate (14,000) Dollars whether real personal or mixed and wherever found or situated, I give, bequeath and devise unto the Town of Henniker, aforesaid, and the same shall constitute a fund to be held by said Town in trust for the following purposes and uses, namely: Said Town as Trustee of said fund shall safely and judiciously invest the same and out of the interest



and income thereof,--1st. shall pay an annuity of Four Hundred Dollars to my said brother, Samuel G. Tucker, payable in equal quarterly payments of One Hundred Dollars each, on the first January, April, July and October in each year during his lifetime,--2nd. said Town shall pay an annuity of One Hundred Dollars to Nancy Tucker, wife of my said brother, payable in equal quarterly payments of Twenty five (25) each on the first day of each January, April, July and October, during her lifetime, and in case she dies before her said husband then this annuity shall be paid to him, in addition to the above, during his lifetime,--3rd. Said Town shall pay to my dear friend Sarah P. Morse an annuity of Four Hundred (400) Dollars, payable in equal quarterly payments of One Hundred Dollars each on the first day of each January, April, July and October during her lifetime,--4th. Out of the principal of said fund said Town shall erect in some suitable location within its limits, within the term of five years from my decease, a Library Building to cost no less than Ten Thousand (10,000) Dollars, and not more than Fourteen Thousand (14,000) Dollars, which said building shall be plainly marked on the outside, "Tucker Free Library." The income of said fund, after the payment of the annuities aforesaid and the erection of said Library Building shall be devoted to and used for the purchase of books and the care, support and maintenance of said building and a Library therein which shall be forever free to the inhabitants of

to my said proper, Samuel C. Tucker, Esquire, in
and income thereof, I hereby bequeath to you a sum of Eight Hundred Dollars

-3-
-4-

said Town of Henniker.

Thirteenth: After the completion of said Library Building and the payment of the cost thereof any depreciation in the amount of said fund then remaining in the hands of said Town shall be supplied and made good from the income thereof.

Fourteenth: I hereby constitute and appoint John E. French of said Bradford sole Executor of this my last Will and Testament; and in case said French does not accept said Trust, or for any reason is incapacitated from completing the same, then I appoint George C. Preston of said Henniker sole Executor hereof.

In Witness whereof I have hereunto set my hand and seal this 21st day of July 1902.

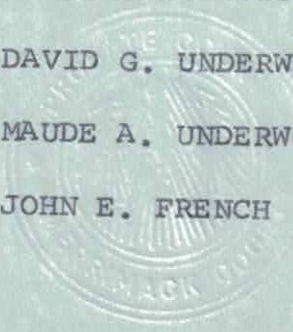
GEORGE W. TUCKER (LS)

Signed, sealed, declared and published by the above named George W. Tucker to be his last Will and Testament in the presence of us; who at his request and in his presence, and in the presence of each other have subscribed our names as witnesses thereto; the erasure in the eighteenth line on the fourth page being made and the word "more" interlined before signing.

DAVID G. UNDERWOOD

MAUDE A. UNDERWOOD

JOHN E. FRENCH



Funds in Trust						
	Date of Creation	Name of Trust Fund	Fund Code	Purpose of Trust Fund	Balance End of	
6	Ss	1929	LA Cogswell	L1	Tucker Free Library	\$2,045.70
7	TFLTRST	1991	Francis O Holmes Memorial	L2	Tucker Free Library	\$126.08
8	TTTF	1920	DW & EL Cogswell	L3	Library	\$1,325.58
9	TFLTRST	1943	AD Huntoon	L4	Benefit Library	\$90.71
10	TFLTRST	1986	Marjorie B Bennett	L5	Library	\$881.10
11	TFLTRST	1984	Scott J Berry	L6	Use of Library	\$157.45
12	TFLTRST	1992	Mary F Kjellmarn	L7	Library Boks	\$170.89
13	TFLTRST	2001	James W Doon Fund	L8	Library Books	\$73.35
14	TTTF	1951	Preston Fund	L9	Books. Tucker Library	\$922.78
15	TFLTRST	1938	Alice V Colby	L10	Library Books	\$27.29
16	TTTF	1903	George Tucker	L11	Benefit Tucker Library	\$8,629.70
17	TFLTRST	1996	Robert N. Fitch			
18						
19	TTTF		WALTER K. I			
20	TDBANK		WILLIS COG			
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Laurie A Grob:

TUCKER FREE LIBRARY
Box 688
Henniker, New Hampshire 03242

Robert N. Fitch Memorial

Established 10-1-96 - with an initial \$3000 donation from Carolyn and Rodney Patenaude

Terms of Fund: \$3000 to be invested with Trustees of Trust Funds with Tucker Free Library receiving the annual interest to purchase any of the following items:

- Computer - software, hardware or peripheral equipment
- Videos - popular works
- Audios - popular works
- Compact disks - popular works

(Signed – Carolyn Patenaude)



DISTRICT 7870

"Service Above Self"

HENNIKER ROTARY CLUB

P.O. BOX 695

HENNIKER NH 03242-0695


August 13, 2008

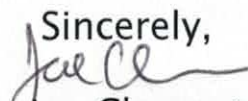
Tucker Free Library
PO Box 688
Henniker, NH 03242

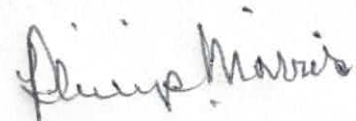
Dear Ms. Piotrowicz,

We are enclosing a check in the amount of \$2540.00 and request that you establish a permanent fund named the Walter K. Robinson Classics Fund. The annual interest from this fund will be utilized by the library trustees to purchase books for the Classics Collection. We also request that a commemorative bookplate be placed in each book stating that the book was purchased from this fund that was established by the Henniker Rotary Club. Please send us a sample of this plate when it is received from the printer.

If you have any questions regarding this, please contact Sue Pennock at 428-1704.

⁸⁴⁸

Sue Pennock

Sincerely,

Joe Clement


Philip Morris

LAND DEED, HENRY EMERSON

Know all Men by these Presents:

That I Henry H. Emage of Henniker in the County of Rockingham and State of New Hampshire,

MCRD
COPY 361
BOOK 125
PAGE TOP

for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations, to me in hand, before the delivery hereof, well and truly paid by the Town of Henniker of said

the receipt whereof I do hereby acknowledge, have given, granted, bargained and sold, and by these presents do give, grant, bargain, sell, alien, entail, convey and confirm, unto the said Town of Henniker

heirs and assigns forever.

a certain tract of land situated on South side of Western Avenue in the Village of Henniker, commencing about twenty-four feet ^{24'} Westly from said town Engine House at an iron bound on Western Avenue; thence Southly one hundred and twenty and one half feet; thence Westly one hundred and thirty-eight feet to an iron pin; thence Northly one hundred twenty and one half feet; thence by said Avenue to place of beginning. Also giving to said town the right of way between said Engine House and the above described lot.

This conveyance is made for the purpose of furnishing to the Town of Henniker a site for the location of the Tucker Free Library Building, and this ^{conveyance} is made upon the express condition that whenever the same ^{shall cease} to be used for that ^{purpose}, this ^{deed} shall become null and void and the title to the land ^{hereby} conveyed shall revert to the grantor, his heirs and assigns forever.

VOL 361

COPY: 361
BOOK 125
PAGE Bottom

the said *John of Merrimack* for the purposes aforesaid
and *heirs and assigns, to it* and their only proper use and benefit forever. And *I,* the said
Henry A. Emerson and *my* heirs, executors and administrators, do hereby covenant,
grant and agree, to and with the said *John of Merrimack aforesaid*
and *heirs and assigns,* that until the delivery hereof, *I am* the lawful owner of the said premises, and *am* seized
and possessed thereof in *my* own right in fee simple; and have full power and lawful authority to grant and convey the same in
manner aforesaid; that the *said* premises are free and clear from all and every incumbrance whatsoever,
and that *I* and *my* heirs, executors and administrators, shall and will warrant and defend the same to the said *John of*
Merrimack, as aforesaid,

And I, *Louise M. Emerson,* *and* *heirs and assigns,* against the lawful claims and demands of any person or persons whomsoever,
wife of the said *Henry A. Emerson,*
in consideration aforesaid, do hereby relinquish my right of dower in the before mentioned premises.

And we and each of us do hereby release all rights of *Homestead,*
secured to us, or either of us, by Chapter 138 of the Public
Statute of New Hampshire, or any other statute of said State.

In Witness Whereof, we have hereunto set our hands and seals this *Eighteenth* day of *November,*
in the year of our Lord *A. D. 1904.*

Signed, sealed and delivered in presence of us:

H. C. Preston
E. N. Boggs

Henry A. Emerson (L.S.)
Louise M. Emerson (L.S.)

State of New Hampshire, Merrimack ss. *November*
Personally appeared the above named *Henry A. Emerson and Louise M. Emerson*
Eighteenth Day of October (18th) A. D. 1904

acknowledged the foregoing instrument to be *their* voluntary act and deed. Before me,

Dated the _____ day of _____

George C. Preston JUSTICE OF THE PEACE

Received *Nov 19 10 53 a.m. 1904*

Recorded and examined: _____ Attest:

Samuel N. Brown

325

WILLIS COGSWELL FUND - HELD BY TDBANK

Sept. 21. 1929.

A meeting of the trustees of Trust Funds held at the home of H. B. Preston. Present Messrs. Cross, Connelly, and Preston.

On motion of Mr. Connelly it was voted that the treasurer should deposit the Cogswell Library Fund nearly paid over, of \$10,000. to be deposited in the following savings bank.

Deposit of
Cogswell
Library
Fund.

Mechanics Savings Bank
Manchester \$3,000.

New Hampshire Savings Bank
Concord \$4,000.

Merimack River Savings Bank
Manchester \$3,000.

No other business appearing voted to adjourn.

H. B. Preston, Clerk

TRUST DEED.

Know All Men by these Presents, that I, Willis Cogswell, of Henniker, New Hampshire, for and in consideration of the sum of one dollar to be paid by Mechanicks National Bank of Concord, New Hampshire, and of the acceptance by said Mechanicks National Bank of the trusts hereinafter provided, have assigned, transferred and delivered, and by these presents, do assign, transfer and deliver unto said Mechanicks National Bank, its successors and assigns, the sum of ten thousand dollars to be held in trust by said Mechanicks National Bank for the following uses and purposes:

First To hold, manage, invest and reinvest the same in accord with its best discretion, without reference to laws governing investments by trustees, with power to sell and convey real estate as well as to transfer stocks, and with power to declare such receipt items as rights to subscribe, the proceeds thereof, stock dividends, dividends paid in stock, and other such items to be principal and not income and to annex the same to the principal of the trust.

Second To pay to me, at least quarterly, the net income from said trust for and during the term of my natural life.

Third Following my decease, to pay the net income of said trust, and so much of the principal part thereof as said Bank, as trustee, shall deem to be necessary to or for the comfortable support and maintenance of my wife, Sarah J. Cogswell, for and during the term of her natural life and to pay the expense of her last sickness and burial, out of principal or income, if such expense can not be met from other assets in her estate.

Fourth Following the decease of my said wife, to thereafter pay the net income from the remainder of said trust to the Trustees of the Tucker Free Library of said Henniker, to be used by them for the general purposes of said Library.

Fifth I hereby reserve the right to add cash or securities at any time to the principal of this trust.

Sixth The Trustee is authorized and empowered to vote in person or by proxy upon all stocks or other securities held by it; to exchange the securities of any corporation for other securities issued by the same, or by any other corporation, at such times and upon such terms and conditions as the Trustee shall deem proper; to consent to the reorganization, consolidation or merger of any corporation, or to the sale or lease of its property, or any portion thereof, to any person or corporation, or to the lease by any person or corporation of his or its property, or any portion thereof, to such corporation, and upon such reorganization, consolidation, merger, sale or lease, to exchange the securities held by it for the securities issued in connection therewith; to pay all assessments, subscriptions and other sums of money as the Trustee may deem expedient for the protection of its interests as holder of any stocks, bonds or other securities of any corporation, and to exercise any option contained in any stock

and generally to exercise in respect of all stocks, bonds or other investments held by the Trustee hereunder all rights, powers and privileges as are or may be lawfully exercised by any person owning similar property in his own right, provided however, that the Trustee shall not be required to make any of the payments herein provided, except from the principal of the trust fund, or from funds furnished by me for that purpose.

Seventh The Mechanics National Bank hereby accepts this trust and agrees to operate the same, in its Trust Department, under its terms and conditions.

It witness whereof said Willis Cogswell and said Mechanics National Bank, by its President and its Trust Officer have set their hands and seals this sixth day of May, 1936.

Willis Cogswell

Mechanicks National Bank

by

Harry H. Dudley
President

Benjamin W. Couch
Trust Officer.

STATE OF NEW HAMPSHIRE

Merrimack, ss.

Concord, N.H., May 6, 1936.

Personally appeared Willis Cogswell who is wellknown to me to be the person who executed this instrument, and who acknowledged it to be his free act and deed and Harry H. Dudley and Benjamin W. Couch, who, being by me duly sworn, did depose and say that they are President and Trust Officer respectively of said Mechanics National Bank, and that they executed this instrument for it by order and authority of its Board of Directors, Before me:

Paul F. Halloran
Notary Public.



**BANK OF
NEW HAMPSHIRE**
NATIONAL ASSOCIATION

June 14, 1973

Tucker Free Library
Western Avenue
Henniker, New Hampshire

Gentlemen:

As you know, Sarah J. Cogswell died June 11th. Tucker Free Library is the income remainderman under the Willis Cogswell Trust Agreement dated May 5, 1936. A copy of this agreement is enclosed for your information.

Very truly yours,

Frederic R. Pilch
Vice President & Trust Officer

FRP:msb
Enclosure



Cogswell Willis Irrev Trust
October 1, 2022 - December 31, 2022

Account Number: 40-0178-01-8

Account Manager

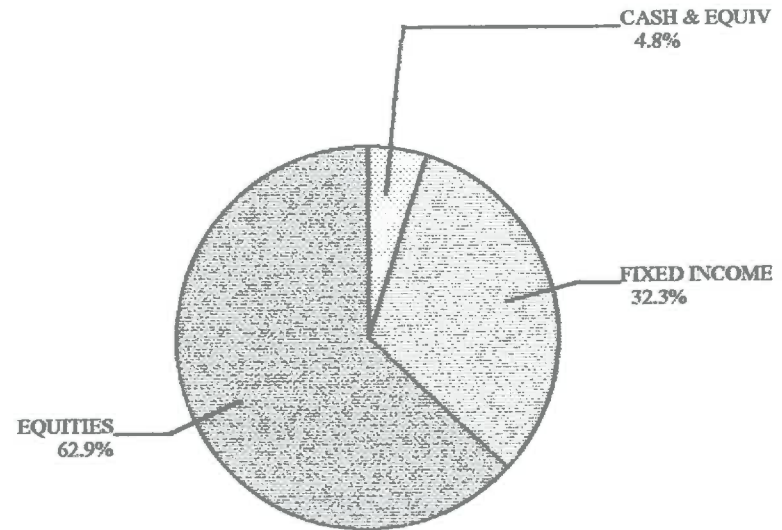
Wendy M. Brown
603-222-9590

TUCKER FREE LIBRARY
ATTN: TREASURER
P.O. BOX 688
HENNIKER NH 03242
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Account Review

Portfolio Summary

Your Beginning Market Value:	\$ 324,876.01
Income Earned :	\$ 4,733.57
Withdrawals :	\$ -5,753.79
Realized Gains/(Losses) :	\$ 4,454.99
Unrealized Gain/(Loss) :	\$ 11,639.59
Your Ending Market Value :	\$ 339,950.37





Cogswell Willis Irrev Trust
January 1, 2023 - March 31, 2023

Account Number: 40-0178-01-8

Account Manager

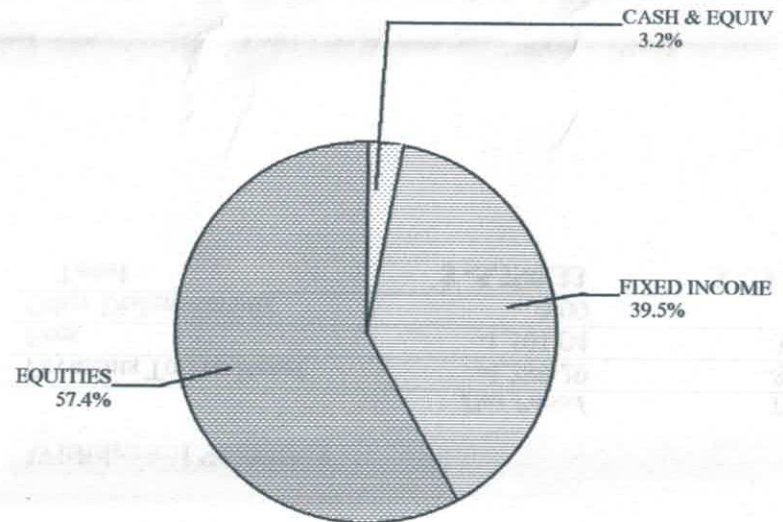
Wendy M. Brown
603-222-9590

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Account Review

Portfolio Summary

Your Beginning Market Value:	\$ 339,950.37
Income Earned :	\$ 1,232.69
Withdrawals :	\$ -5,790.33
Realized Gains/(Losses) :	\$ 3,021.25
Unrealized Gain/(Loss) :	\$ 10,534.71
Your Ending Market Value :	\$ 348,948.69





Cogswell Willis Irrev Trust

April 1, 2023 - June 30, 2023

Account Number: 40-0178-01-8

Account Manager

Wendy M. Brown
603-222-9590

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HENNIKER NH 03242



Account Review

Portfolio Summary

Your Beginning Market Value: \$ 348,948.69

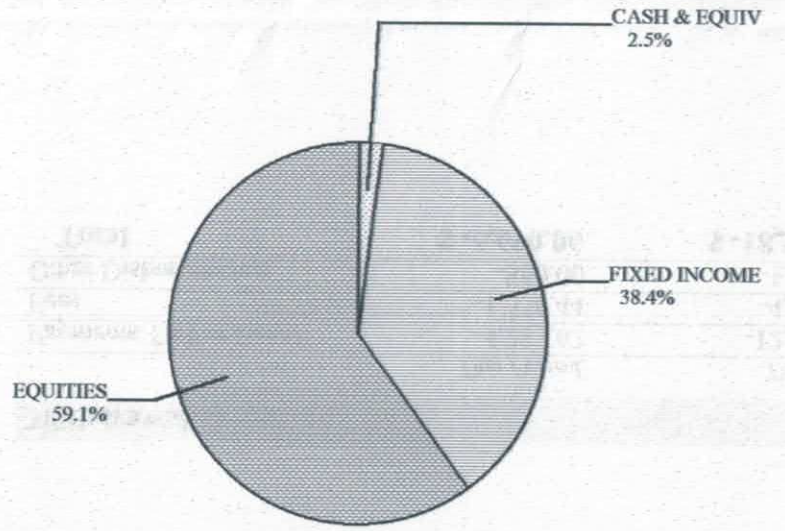
Income Earned : \$ 1,873.33

Withdrawals : \$ -6,690.06

Realized Gains/(Losses) : \$ -41.44

Unrealized Gain/(Loss) : \$ 7,732.37

Your Ending Market Value : \$ 351,822.89





Cogswell Willis Irrev Trust
July 1, 2023 - September 30, 2023

Account Number: 40-0178-01-8

Account Manager

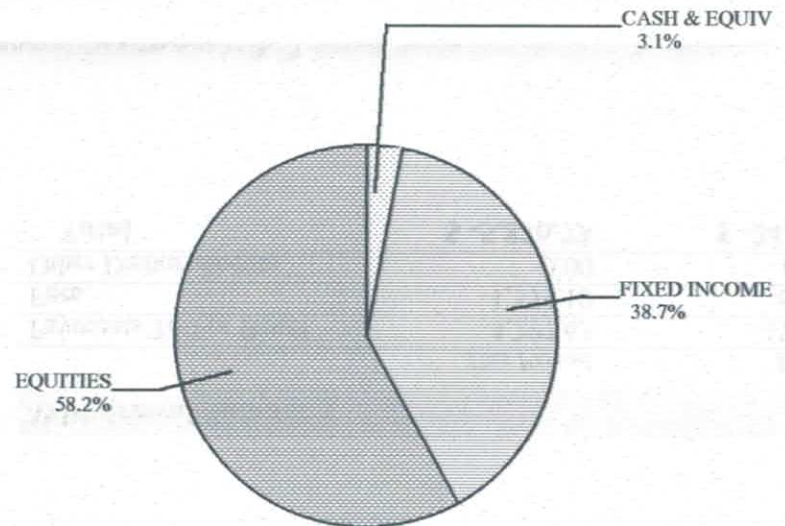
Wendy M. Brown
603-222-9590

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ATTN: TREASURER
P.O. BOX 688
HENNIKER NH 03242
|||||

Account Review

Portfolio Summary

Your Beginning Market Value:	\$ 351,822.89
Income Earned :	\$ 1,906.99
Withdrawals :	\$ -5,876.73
Realized Gains/(Losses) :	\$ 2,629.15
Unrealized Gain/(Loss) :	\$ -17,369.14
Your Ending Market Value :	\$ 333,113.16



BAR HARBOR FUND

Overview of Your Account - 8000005411 Tucker Free Library

Investment Objective: Balanced

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	317,390.84	317,390.84
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	5,454.87	5,454.87
Fees	-2,000.00	-2,000.00
Withdrawals	0.00	0.00
Change in Account Value	-49,241.32	-49,241.32
Market Value on Dec 31, 2022	\$271,604.39	\$271,604.39

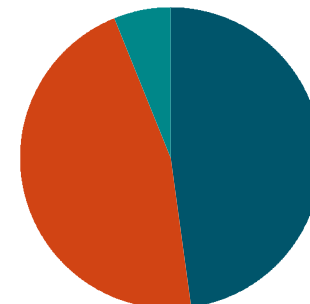
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	5,450.42	5,450.42
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$5,450.42	\$5,450.42
Total Short Term Realized Capital Gain/Loss	-\$772.95	-\$772.95
Total Long Term Realized Capital Gain/Loss	\$17,968.81	\$17,968.81
Total Realized Capital Gain/Loss	\$17,195.86	\$17,195.86

This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.

Asset Allocation on December 31, 2022

	Market Value (\$)	Percent
Equity	129,788.58	48%
Fixed Income	125,156.45	46%
Cash & Equivalents	16,659.36	6%
Total of Your Account	\$271,604.39	100%



Overview of Your Account - 8000005411 Tucker Free Library

Investment Objective: Balanced

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	271,604.39	271,604.39
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	1,761.00	1,761.00
Fees	-500.00	-500.00
Withdrawals	0.00	0.00
Change in Account Value	8,829.08	8,829.08
Market Value on Mar 31, 2023	\$281,694.47	\$281,694.47

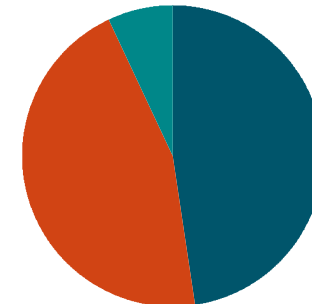
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	1,761.00	1,761.00
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$1,761.00	\$1,761.00
Total Short Term Realized Capital Gain/Loss	-\$97.17	-\$97.17
Total Long Term Realized Capital Gain/Loss	\$141.67	\$141.67
Total Realized Capital Gain/Loss	\$44.50	\$44.50

This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.

Asset Allocation on March 31, 2023

	Market Value (\$)	Percent
Equity	134,058.65	48%
Fixed Income	127,879.29	45%
Cash & Equivalents	19,756.53	7%
Total of Your Account	\$281,694.47	100%



Overview of Your Account - 8000005411 Tucker Free Library

Investment Objective: Balanced

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	281,694.47	271,604.39
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	1,582.61	3,343.61
Fees	-695.00	-1,195.00
Withdrawals	0.00	0.00
Change in Account Value	6,257.36	15,086.44
Market Value on Jun 30, 2023	\$288,839.44	\$288,839.44

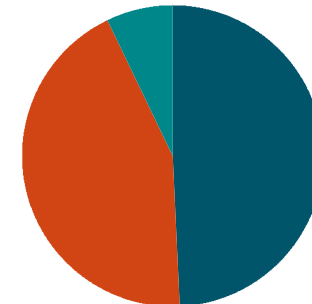
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	1,582.61	3,343.61
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$1,582.61	\$3,343.61
Total Short Term Realized Capital Gain/Loss	\$0.00	-\$97.17
Total Long Term Realized Capital Gain/Loss	\$0.00	\$141.67
Total Realized Capital Gain/Loss	\$0.00	\$44.50

This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.

Asset Allocation on June 30, 2023

	Market Value (\$)	Percent
Equity	142,092.08	49%
Fixed Income	126,103.22	44%
Cash & Equivalents	20,644.14	7%
Total of Your Account	\$288,839.44	100%



Overview of Your Account - 8000005411 Tucker Free Library

Investment Objective: Balanced

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	288,839.44	271,604.39
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	2,149.49	5,493.10
Fees	-500.00	-1,695.00
Withdrawals	0.00	0.00
Change in Account Value	-6,233.56	8,852.88
Market Value on Sep 30, 2023	\$284,255.37	\$284,255.37

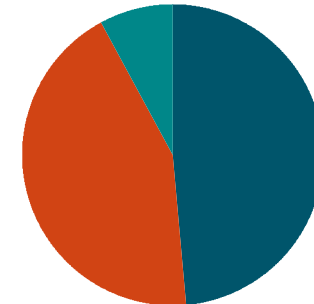
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	2,149.49	5,493.10
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$2,149.49	\$5,493.10
Total Short Term Realized Capital Gain/Loss	\$0.00	-\$97.17
Total Long Term Realized Capital Gain/Loss	\$2,993.26	\$3,134.93
Total Realized Capital Gain/Loss	\$2,993.26	\$3,037.76

This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.

Asset Allocation on September 30, 2023

	Market Value (\$)	Percent
Equity	137,959.70	48%
Fixed Income	123,891.46	44%
Cash & Equivalents	22,404.21	8%
Total of Your Account	\$284,255.37	100%



LAST WILL AND TESTAMENT

I, **Ann Soderstrom**, with a mailing address of P.O. Box 34, Henniker, New Hampshire 03242, make this my Will and revoke all my prior Wills and Codicils.

PARAGRAPH 1.

I intentionally leave nothing to my child, Suzi Snook.

PARAGRAPH 2.

I give my entire Estate, including any property over which I may have a power of appointment, as follows:

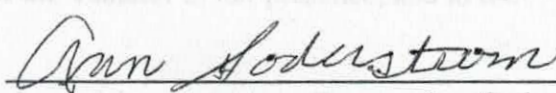
- One-quarter (1/4) of my estate to Fuller Public Library, Hillsborough, New Hampshire;
- One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire; and
- One-quarter (1/4) of my estate to Penacook Branch of the Concord Public Library, Penacook, New Hampshire.

PARAGRAPH 3.

I nominate and appoint Robert Furness of Contoocook, New Hampshire as Executor of this Will and direct that my Executor be allowed to serve with the minimum bond required by law. I direct that my Executor shall have full power to sell, either at public or private sale, or to exchange, lease, pledge or mortgage in such manner and on such terms as he may deem advisable, any and all property, real or personal, belonging to my estate, and to execute all deeds, assignments, contracts, mortgages, leases or other instruments necessary or proper for these purposes, without license from the Court. I also authorize my Executor to pay as an expense of administration such debts or expenses related to any real estate which I may own at the time of my death as he deems necessary or appropriate, including real estate taxes, mortgage payments, insurance payments and normal maintenance and repairs.

I direct my Executor promptly to pay all the legally collectible debts which I may owe at the time of my death, the expenses of administering my estate and all taxes payable by my estate on account of income earned by my estate, provided, however, in the event that any of my property is subject to a mortgage or security interest at the time of my death, I direct my Executor to pay only those amounts which become due before title to the property vests in the devisee. It is my intention that each devisee take the property subject to the existing mortgage or security interest.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this June 25, 2008.


Ann Soderstrom

Signed, sealed, published and declared by the above-named Testator as and for her last will, in the presence of us two, who at her request, in her presence and in the presence of one another, have hereunto subscribed our names as witnesses thereof, all on the date last above written.

Francis Lane Childs

(Form 72)

THE STATE OF NEW HAMPSHIRE

GRAFTON, SS.

COURT OF PROBATE

NOTICE OF LEGATEES, SURVIVING SPOUSE AND HEIRS AT LAW

To Trustees of the Tucker Free Library of Henniker

in the County of ... and State of New Hampshire

You are hereby notified that the subscriber (s) has been duly appointed executor of the will of - administrator of the estate of Francis Lane Childs late of Hanover

in said County and that the will of said deceased was allowed by said Court on the 28th day of August A. D. 19 73

This notice is given as required by law for the following reason:

- (x) You appear to be interested in said will as a legatee - Copy of will enclosed.
() You are the surviving spouse of the said deceased
() You are an heir at law of the said deceased, although not specifically named as a legatee

Dated this 5th day of September A. D. 19 73

Signature of Max A. Norton
Max A. Norton
Executor
Administrat
P. O. Address Box 148
Hanover, New Hampshire 03755

(Notice must be given within sixty days of appointment)

BE IT REMEMBERED that I, FRANCIS LANE CHILDS, of Hanover, in the County of Grafton and The State of New Hampshire, hereby revoking all prior wills and testamentary dispositions heretofore made by me, do make, publish and declare this my last will and testament, as follows:

FIRST: I direct my executor hereinafter named to pay all my just debts and funeral expenses as soon as conveniently possible after my decease, and I further direct my executor to pay from the general assets of my estate, as though they were a debt, all estate, inheritance, legacy and succession taxes levied against my estate, or on account of any legacy expressed herein, or on account of any transfer of property becoming taxable upon the occasion of my death.

SECOND: I give and bequeath to my niece, Marion Childs Cate, of Hooksett, New Hampshire, the sum of Ten Thousand Dollars (\$10,000.00).

THIRD: I give and bequeath to my nephew, Richard L. Childs, of Rockwood, Pennsylvania, the sum of Seventy-Five Hundred Dollars (\$7,500.00).

FOURTH: I give and bequeath to my niece, Mary Childs Miner, of San Francisco, California, the sum of Three Thousand Dollars (\$3,000.00).

FIFTH: I give and bequeath to my nephew, John F. Childs, of Somersworth, New Hampshire, the sum of Seventy-Five Hundred Dollars (\$7,500.00).

SIXTH: I give and bequeath to my nephew-in-law, Reverend George K. Dreher, of Mystic, Connecticut, the sum of Seventy-Five Hundred Dollars (\$7,500.00).

SEVENTH: I give and bequeath to my faithful housekeeper, Mary Anne Mooney, of Hanover, New Hampshire, on the condition that she survives me, the sum of Five Thousand Dollars (\$5,000.00) in appreciation of her friendship and devoted service.

EIGHTH: 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.

NINTH: I give and bequeath to the Hanover Historial Society of Hanover, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00).

TENTH: I direct that if my estate shall be insufficient to pay the foregoing money legacies in full that they shall be proportionately abated.

ELEVENTH: I give and bequeath to my executor all my books, papers, pictures and other such articles of personal nature and all my furniture, silver, china and other such articles of the nature of household furnishings, with the hope that he will distribute the same among such of my nieces and nephews as shall survive me in accordance with their wishes, but without imposing any obligation or trust upon my executor in connection therewith and reposing in him the final determination of the distribution of such articles.

TWELFTH: I give, devise and bequeath all the rest, residue and remainder of my estate of whatever kind and nature and wheresoever

situate, including any property over which I have a power of appointment or power of disposition by will, as follows:

(A) One-half (1/2) thereof to the Trustees of Dartmouth College at Hanover, New Hampshire.

(B) One-half (1/2) thereof to Mary Hitchcock Memorial Hospital at Hanover, New Hampshire.

In each case to establish an Endowment Fund to be known as the Francis L. and Lella K. Childs Fund, the annual income to be used for the general purposes of the respective Institutions.

THIRTEENTH: I nominate and appoint Max A. Norton, of said Hanover, to be executor of this my will, and if for any reason he shall be unable or unwilling to serve or to continue to serve in such capacity, I nominate and appoint James B. Godfrey, of Concord, New Hampshire, and failing him, I nominate and appoint Joseph S. Ransmeier, of said Concord, to serve as substitute or successor executor, and I direct that whichever of them shall be charged with the execution of this will shall be exempt from giving bond in such capacity so far as such exemption is permitted by law. I hereby direct my executor to convert to cash any real or tangible personal property falling into the residue of my estate before passing the same to the residuary legatee, and I hereby empower my executor or any successor in said office to sell at public or private sale and without license from the Probate Court any property, whether real or personal, which shall constitute an asset of my estate, and to execute and deliver good and sufficient deeds or other instruments necessary or convenient to effect a transfer of

the property so sold.

IN WITNESS WHEREOF, I, the said FRANCIS LANE CHILDS, have hereunto set my hand and seal to this my will this 29th day of January, 1970.

Francis Lane Childs

Signed, sealed, published and declared by the above-named Francis Lane Childs as and for his last will and testament, in the presence of us, who, at his request, in his presence and in the presence of each other, believing him to be of sound mind and disposing memory, have hereunto subscribed our names as witnesses this 27th day of January, 1970.

Christie W. Harlow

Hanover, N. H.

Patricia D. Lee

Hanover, N. H.

Kenneth C. Dimick

Hanover, N. H.

MAX A. NORTON
4 Ledyard Lane · Box 48
HANOVER · NEW HAMPSHIRE 03755
Telephone: (603) 643-2048

June 4, 1974

To the Beneficiaries Under The Will of Francis L. Childs:

It will be some time before the Estate of the late Francis L. Childs can be closed but its administration has progressed to a point where I feel that it is reasonable to pay the individual bequests as provided under the will.

I am therefore enclosing a check in the amount of \$ 5,000.00 payable to your order in full settlement of the bequest made to you under Section 8 of the will.

It would be appreciated if you would sign the official Probate Court receipt enclosed and return it to me in the envelope provided.

With all good wishes, I am,

Sincerely yours,

ESTATE OF FRANCIS L. CHILDS

By: 

Max A. Norton, Executor

MAN/ch
Enclosures

✓ Trustees of the Tucker Free Library of Henniker, N. H.

EIGHTH: 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.

astmark

INSURANCE COMPANY

FRONT MARK
INSURANCE COMPANY

PO BOX 7937 Lake Forest, Illinois 60045
Phone (800) 918-8877 Fax (847) 615-3128

June 10, 2009 FINAL NOTICE
April 17, 2009 2nd Notice
March 10, 2009 1st Notice

Lynn Piotrowicz
Tucker Free Library
PO Box 688
Henniker NH 03242

Re: Helen Cammett
City of Lynn

Dear Ms. Piotrowicz:

We are sorry to learn of the death your Helen Cammett and we extend our sincere sympathy to The Cammett family.

Tucker Free Library Trustees Henniker is the named beneficiary under this coverage. For this claim to be considered, you must complete the enclosed Beneficiary's Statement. Please return it with a certified copy of the death certificate and the original insurance contract. If you cannot locate the original contract, you may indicate that on line 8 of the Beneficiary's Statement.

Once we receive the necessary documentation, prompt consideration will be given to your claim. A return envelope is enclosed for your convenience.

If you have any questions or feel we have not serviced your request for benefits properly, please contact our Service Representative on our toll free number 1-800-433-8188.

Sincerely,

Christina Azevedo
Custom VP

cc: City of Lynn

99

EXHIBIT A

CP03-271277
COUNTY CLERK
NEW HAMPSHIRE
JUL 1 1966

02 JUN -6 PM 2:32

LAST WILL AND TESTAMENT

I, Kenneth Beres, of Henniker, New Hampshire, make this my Will and revoke all my prior Wills and Codicils.

PARAGRAPH I.

First, I make the following charitable bequests:

- A. Two Thousand Dollars (\$2,000.00) to the Tucker Free Library, of Henniker, New Hampshire.
- B. One Thousand Dollars (\$1,000.00) to the Shrine Burn Center, of Boston, Massachusetts.
- C. One Thousand Dollars (\$1,000.00) to the Congregation Sons of Israel, of Peabody, Massachusetts.
- D. Thirty Five Thousand Dollars (\$35,000.00) to the Trustees of New England College, in trust nevertheless, the Trust to be known as the Kenneth and Elenor Beres Business Scholarship Fund. From the income produced by said fund, One Hundred Dollars (\$100.00) per year shall be paid to the Trustees as payment in full for the cost of administering the Trust. Seven Hundred Dollars (\$700.00) shall be awarded to a student at New England College majoring in business, the student to be selected by the members of the business faculty according to whatever standards they may deem appropriate. Any earnings in excess of Eight Hundred Dollars (\$800.00) shall be added to principal and if the income exceeds One Thousand Five Hundred Dollars (\$1,500.00) in any year, an additional Seven Hundred Dollar (\$700.00) scholarship shall be awarded. Should inflation or other factors result in tuition charged by the college exceed Sixteen Thousand Dollars (\$16,000.00) per year, the Trustees may change each scholarship amount to a maximum of ten percent (10%) of the annual tuition charged. If the business major is dropped, the scholarship may be awarded to any student in the school to be selected by the faculty as a whole or a committee chosen by the faculty. In the event that New England College closes or ceases to exist, the remaining balance in said scholarship fund shall be transferred to the Peabody Memorial High School, Peabody, Massachusetts, to be used for college scholarships for graduating students.

PARAGRAPH II.

I give Fifteen Thousand Dollars (\$15,000.00) to Brad Stern of Cherry Hill, New Jersey, in trust for Stanley M. Hershoff, the Trustee to pay the net from the investment of said funds at least annually to said Stanley M. Hershoff. Upon the death of said beneficiary, the remainder shall be given to Elliott Beres, or added to my estate should Elliott Beres predecease me.

Last Will and Testament
Kenneth Beres
Page 1

PARAGRAPH III.

I give \$2,000.00 to my grandnephew, David Sandberg, if he survives me.

PARAGRAPH IV.

I give the rest of my estate to those of the following who survive me, in equal shares, share and share alike: Ursula Alderman, Penelope Hill, Charles Sandberg, Theodore Sandberg, Joan Dexter, Rona Stern, Marjorie Levin, Jeffrey Levin, William Beres, Elliott Beres and Stanley Hershoff.

PARAGRAPH V.

I nominate and appoint Brad Stern, of Cherry Hill New Jersey as Executor of this Will and direct that he be allowed to serve with the minimum bond required by law. I direct that my Executor shall have full power to sell, either at public or private sale, or to exchange, lease, pledge or mortgage in such manner and on such terms as he may deem advisable, any and all property, real or personal, belonging to my estate, and to execute all deeds, assignments, contracts, mortgages, leases or other instruments necessary or proper for these purposes, without license from the Court. I also authorize my Executor to pay as an expense of administration such debts or expenses related to any real estate which I may own at the time of my death as he deems necessary or appropriate, including real estate taxes, mortgage payments, insurance payments and normal maintenance and repairs.

Also as an expense of my estate I direct that Two Thousand Dollars (\$2,000.00) shall be given to the Maple Street Cemetery, Sons of Jacob in Peabody, Massachusetts to use for maintenance of the Kenneth and Elenor Beres Plot.

I direct my Executor promptly to pay all the legally collectible debts which I may owe at the time of my death, the expenses of administering my estate and all taxes payable by my estate on account of income earned by my estate.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this August 22, 1996.


Kenneth Beres

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

The foregoing instrument was acknowledged before me this August 22, 1996 by Kenneth Beres, Testator, Kenneth Gleason, and [unclear] witnesses, who under oath do solemnly swear that the Testator signed the instrument as his will or expressed intent to sign for him.

Last Will and Testament
Kenneth Beres
Page 2

ANNUAL TOWN REPORTS -

EXTRACTS ONLY FOR TUCKER FREE LIBRARY

Narrative, Use, Financial Reports

Town Wage Report



Town of

Henniker

New Hampshire



Henniker, New Hampshire
"The Only Henniker on Earth!"

Annual Report

2018

Tucker Free Library

TUCKER FREE LIBRARY ANNUAL REPORT FOR 2018



TUCKER FREE LIBRARY

2018 NHLTA LIBRARY OF THE YEAR!



TFL KIDSpace: A PLAYGROUND FOR THE MIND! has been attracting families and small groups to the library to enjoy our large collection of STEAM manipulators. Whether the kids or grandkids are science-minded, artistic, or musically inclined, there is something for everyone. The staff of the Tucker Free Library participated in an 18-month national grant to create a space for community engagement.

Director Piotrowicz won a national grant to attend the American Library Association annual conference in New Orleans in June. Piotrowicz attended several workshops on creating spaces to facilitate community conversations.

On November 1, 2018 the Henniker community gathered at the Tucker Free Library to celebrate the achievement of LIBRARY OF THE YEAR status. Representatives of the New Hampshire Library Trustees Association (NHLTA) were on hand to present the award to library trustees and staff.

“Receiving this award reflects the efforts, teamwork and imagination of its dedicated trustees, talented library director and dedicated staff, its Friends of the Library, and its committed and engaged patrons and community members,” said Mary Castelli, President of the NHLTA at the celebration.

Founded 114 years ago with the generous legacy gift by George Tucker, the Tucker Free Library has remained fresh and current; adopting technologies to bridge to the future like enhancing its library website, and being a resource to other libraries on its technological achievements.

TFL is a welcoming, friendly gathering place where all ages come together to share a sense of community – where the quality of lives is enhanced and where learning, involvement, and creativity of all ages are sparked.

Going forward. The trustees are considering adding an elevator to the building because the existing vehicle (Garaventa Lift) is at the end of “its life cycle.” To replace the Garaventa with a new model is not a viable option.

The most viable solution under consideration include the addition of an elevator. We also hope to add public restrooms that are easily accessed and safe. Currently, someone requiring mobility assistance must use two separate lifts to get to the one bathroom. One must also move through the area where our youngest patrons gather, often interrupting scheduled programming and distracting the children from their learning activities.

Finally, our engaging & growing programs require that we look at innovative ways to utilize space. Trustees are taking into consideration the only undeveloped space in the library, the third floor and how it may be used in the future. As outlined in our goals for the feasibility study, any new mechanical solutions for accessibility should reach all levels of the library.

Tucker Free Library (Continued)

OPERATIONAL BUDGET

REVENUE		EXPENDITURES	
Town of Henniker--Appropriation 2018	\$ 216,440.00	Books	\$ 18,041.00
Contribution/Overdue	\$ 198.84	Audiotapes/books	\$ 1,920.00
Copies/Fax Service	\$ 1,197.65	DVDs	\$ 2,899.15
DVD Fines	\$ 1,406.50	Periodicals	\$ 1,403.09
Non-Resident Fee Revenue	\$ 150.00	Supplies	\$ 4,780.01
Overdue Processing Fee	\$ 5.00	General Maintenance	\$ 8,189.00
Damaged Materials Reimbursed	\$ 126.40	Building Repairs	\$ 2,867.18
Refund from Vendor	\$ 81.97	Capital Reserve Fund - Roof Replacement	\$ 53,380.00
Staff Reimbursed Purchase	\$ 14.95	Architectural Feasibility Study	\$ 3,295.00
New Hampshire Humanities Council Grants	\$ 700.00	Utilities	\$ 11,514.00
Capital Reserve Fund - Roof Replacement	\$ 53,000.00	Technical Maintenance	\$ 75.00
Architectural Feasibility Study	\$ 3,295.00	Equipment	\$ -
Special Projects/Grants	\$ 800.00	Programs	\$ 2,297.50
Sale of Cat's Meow Figures	\$ 675.00	Annual Software Subscription Fees	\$ 4,035.54
Town Trust Funds	\$ 10,534.50	Staff Development	\$ 1,190.75
Willis Cogswell Fund	\$ 18,082.90	Meetings/Membership/Mileage	\$ 717.13
Established Trust Funds - Donations to	\$ 1,776.00	Personnel	\$ 184,273.85
In Honor/Memory of - Donations to	\$ 30.00	Established Trust Funds - Donations to	\$ 1,776.00
General Purpose Fund - Donations to	\$ 130.00	Special Projects/Grants	\$ 800.00
Sale of Surplus	\$ 133.00	Purchase of Cat's Meow Figures	\$ 900.00
		Staff Reimbursed Purchase	\$ 14.95
		Bank Fees	\$ 24.00
TOTAL REVENUE	\$ 308,777.71	TOTAL EXPENDITURES	\$ 304,393.15

REVENUE OVER EXPENDITURES

RESERVED FUNDS	\$ 4,384.56
Total Trust Fund Reserved	\$ 971.31
Vivian Allen	\$ 448.81
Beres Fund	\$ 2,000.00
Total	\$ 3,420.12
UNEXPENDED/RESERVED FUNDS	\$ 7,804.68

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST					DONATIONS TO	DEPOSIT TO	BALANCE
FUNDS MANAGED	EXPENDITURE CATEGORY	BALANCE 12/31/17	RECEIVED 2018	EXPENDED 2018	2018	TRUST FUND	12/31/18
L.A. Cogswell	LIBRARY OPERATIONS	\$ -	\$ 1,409.75	\$ 1,409.75	\$ -	\$ -	
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 77.36	\$ 109.75	\$ 185.56	\$ -	\$ -	\$ 155
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ -	\$ 913.49	\$ 913.49	\$ -	\$ -	\$ -
A.D. Huntoon	LIBRARY OPERATIONS	\$ -	\$ 62.51	\$ 62.51	\$ -	\$ -	\$ -
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 100.25	\$ 607.19	\$ 529.68	\$ -	\$ -	\$ 177.76
Scott J. Berry	MEMORIAL BOOKS	\$ 243.68	\$ 108.51	\$ 352.19	\$ -	\$ -	\$ -
Mary F. Kjellman	MEMORIAL BOOKS	\$ 92.31	\$ 159.74	\$ 184.90	\$ 190.00	\$ 190.00	\$ 67.15
James W. Doon	MEMORIAL BOOKS	\$ 343.04	\$ 50.55	\$ 393.59	\$ -	\$ -	\$ -
Preston Fund	LIBRARY OPERATIONS	\$ -	\$ 635.91	\$ 635.91	\$ -	\$ -	\$ -
Alice V. Colby	LIBRARY OPERATIONS	\$ -	\$ 18.80	\$ 18.80	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ -	\$ 5,976.64	\$ 5,976.64	\$ -	\$ -	\$ -
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 333.99	\$ 392.47	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 726.46
Walter K. Robinson	MEMORIAL BOOKS	\$ (1.33)	\$ 88.94	\$ 89.22	\$ 286.00	\$ 286.00	\$ (1.61)
		\$ 1,189.30	\$ 10,534.25	\$ 10,752.24	\$ 1,776.00	\$ 1,776.00	\$ 971.31

THANK YOU HENNIKER FOR YOUR CONTINUED SUPPORT!

Tucker Free Library (Continued)

PATRON USE STATISTICS

CATEGORY	PATRONS	CIRCULATION
New Patrons	222	
Adult Residents	1,492	20,211
Juvenile Residents	523	3,371
Interlibrary Loan Partners	222	1,668
NEC Students	15	8
NEC Staff	8	116
Tucker Free Staff	15	1,439
SAU 24 Full Time Staff/Non-Resident	7	1
Provisional	10	24
Non-Resident \$50 Fee Paid	3	62
Henniker Town Employee/Non-Resident	1	20
Home Delivery	4	79
Hopkinton Town Library	19	336
TOTAL	2,319	27,335
2018 Library Appropriation		\$ 216,440.65
Money Saved by Henniker Residents Using TFL		\$ 464,435.00

MATERIAL USE STATISTICS

NUMBER OF...	CIRCULATION
Materials checked out at Library	27,335
Materials downloaded by patrons	6,390
Materials checked out by Interlibrary Loan Partners	1,668
Interlibrary loan requests made by our patrons	656
Access of electronic databases	-
Reads-To-Go Books Checked Out	42
	33,767

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	776	305
Early Readers	253	1,159
Middle Readers	170	330
Teen Readers	81	365
Audio Materials	112	110
Video Materials	231	412
	1,623	2,681

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
	2008	\$ 500.00	759	\$ 1.32
	2009	\$ 550.00	1,090	\$ 0.50
	2010	\$ 550.00	1,308	\$ 0.42
	2011	\$ 700.00	1,819	\$ 0.38
	2012	\$ 875.00	3,018	\$ 0.29
	2013	\$ 1,000.00	3,841	\$ 0.26
	2014	\$ 1,103.00	3,979	\$ 0.25
	2015	\$ 1,103.00	4,989	\$ 0.22
	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26



Available on the
App Store

GET IT ON
Google Play

Get it from
Microsoft

DONATIONS RECEIVED

- Martha Nemiccolo for the Mary F. Kjellman Fund
- Alicia & David MacLeay for the Mary F. Kjellman Fund
- Henniker Rotary Club for the Walter K. Robinson Fund
- Stephen Patricia St. Laurence donation in Memory of Robert T. French, SR.
- Peter & Rebecca Josephson for the General Fund
- Carolyn & Rodney Patenaude for the Robert N. Fitch Fund
- William & Darby McGraw for the General Fund
- Lois Fitch for the Robert N. Fitch Fund
- Anonymous donations for the General Fund

IN-KIND SERVICE

- Linda Patterson for her gardening leadership
- Jon Routon for helping with doors
- NEC for their assistance with our fall yard work
- **THANKS FOR THE...** Many other anonymous and gracious acts of kindness and volunteerism!

SUBMITTED ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY BY...

Lynn M. Piotrowicz, Director

TRUSTEES

Patti N. Osgood, Chair

John Capuco, Treasurer

Debra Kreutzer, Co-Recording Secretary

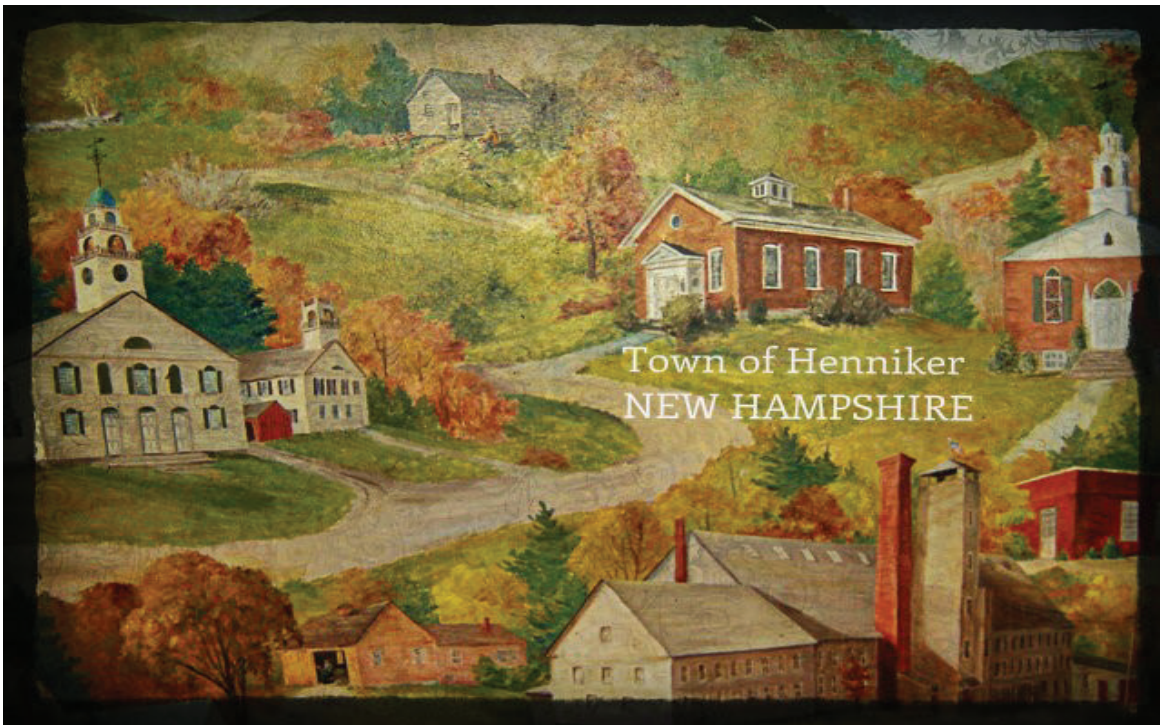
Angelica Ladd, Co-Recording Secretary

Jamie Ramsey, 1/2018-6/2018

Anne Crotti, 7/2018-



Town of
Henniker
New Hampshire



Annual Town Report
2019

Tucker Free Library received its fifth Moose Plate Grant. This grant restored the windows above the front porch. Cracks and overall poor condition of the glass allowed for cold air to create condensation which led to damage to wood muntins, casings, and sills. The panes were replaced with code compliant safety glass. Not only did this project greatly enhance the appearance and safety of these windows, but the project should increase energy efficiency of the building. The value of the grant was \$6,240 for a total of \$31,885 in Moose Plate grant money received since 2014.

Along with SMP Architects, the library director is working on a Condition Assessment with Preservation Guidelines for Tucker Free Library. This document was made possible by a grant received from the New Hampshire Preservation Alliance. The preparation of this guide is an important first step when applying for larger Land & Community Heritage Investment Program (LCHIP) grants. We hope to seek LCHIP funds to assist with various components of the building project. The matching grant has a value of \$1750.

FACILITY PROJECTS: Tucker Free Library participated in the town wide Eversource LED Lighting Project to decrease the use of electricity. Cost \$9,035.00 with \$4517.50 in rebates from Eversource. Unanticipated replacement of air conditioning unit installed in 2000. Cost \$12,740.78.

IN MEMORIAM: We honor the memory of Pauline Mortimer-Simkin. Pauline, a trustee from 2007-2008 was a loyal library user and steward. REST IN PEACE.

Three public meetings were held in 2019, seeking input from the Henniker community on the library accessibility and safety project. The project includes adding an elevator to improve accessibility to all levels of the library, adding additional, ADA compliant bathrooms, and renovating the attic (the last viable space in the building) for programs.

Architect Jason Lacombe shared design iterations and listened to comments from the audience members at the three public meetings. The meetings are available to view on the library website, tuckerfreelibrary.org. Each successive meeting reflected design changes resulting from the feedback.



Throughout the year work has continued on the project with geotechnical surveys, structural and mechanical engineering evaluations, and cost-estimating. SMP Architects will incorporate the results of the information gathered to complete the design process over the next year.

Capital campaign: The trustees recognize that the realization of the library safety and accessibility project is dependent on a successful capital campaign. With a positive vote at Town Meeting, we will hire a fundraising consultant to assist in this process.

The consultant will work with trustees to design the capital campaign and develop a realistic timeline. The consultant will develop a compelling case for support of the building project, identify a prospect list comprised of local and regional philanthropic donors, recommend strategies for reaching donors, offer key players training in capital campaign solicitation, and give recommendations on donor recognition appropriate to this project.

The funding for this project will include a combination of sources including the capital campaign, grants, and town appropriation. The trustees, staff, and Friends will be working together on the capital campaign to offset the tax-burden for the library accessibility and safety project.



Friends of Tucker Free Library was reconstituted in 2019. Led by an enthusiastic group of library supporters, the group met often and achieved many goals, including completing the application for and receiving IRS 501(c)3 status.

This allows the FTL to officially call themselves a non-profit. Any donations to the FTL are tax-deductible. If you would like to join the FTL see a Friend or check out the Friends' page on the library website: tuckerfreelibrary.org/join-the-friends/.

(EXECUTIVE BOARD: TREASURER: Ellen Chase-Lucard, PAST CHAIR: Mary Corsetti, VICE CHAIR: Naomi Praul, CHAIR: Sylvia Lennox, and SECRETARY: Rob Reno)

PATRON USE STATISTICS TUCKER FREE LIBRARY (cont.)

CATEGORY	PATRONS	CIRCULATION
New Patrons	176	
Adult Residents	1,606	19,159
Juvenile Residents	551	3,337
Interlibrary Loan Partners	225	1,765
NEC Students/Residents	22	17
NEC Staff	8	106
Tucker Free Staff	18	1,363
SAU 24 Full Time Staff/Non-Resident	9	12
Provisional	19	44
Non-Resident \$50 Fee Paid	3	65
Henniker Town Employee/Non-Resident	1	5
Home Delivery	4	205
Book Club	1	56
Hopkinton Town Library (thru May 2019)	22	168
TOTAL	2,489	26,302
2019 Library Appropriation	\$	227,730.00
Money Saved by Henniker Residents Using TFL	\$	403,149.26

MATERIAL USE STATISTICS

NUMBER OF...	CIRCULATION
Materials checked out at Library	26,302
Materials downloaded by patrons	6,114
Materials checked out by Interlibrary Loan Partners	1,765
Interlibrary loan requests made by our patrons	654
Access of electronic databases	104
Reads-To-Go Books Checked Out	42
	34,981

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	1222	1,077
Early Readers	295	49
Middle Readers	137	480
Teen Readers	41	5
Audio Materials	71	74
Video Materials	136	20
	1,902	1,705

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
	2008	\$ 500.00	759	\$ 1.32
	2009	\$ 550.00	1,090	\$ 0.50
	2010	\$ 550.00	1,308	\$ 0.42
	2011	\$ 700.00	1,819	\$ 0.38
	2012	\$ 875.00	3,018	\$ 0.29
	2013	\$ 1,000.00	3,841	\$ 0.26
	2014	\$ 1,103.00	3,979	\$ 0.25
	2015	\$ 1,103.00	4,989	\$ 0.22
	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26
	2019	\$ 1,751.00	6114	\$ 0.28



nh newhamphshire
Downloadable Books Consortium
brought to you by your NH public library



DONATIONS RECEIVED

MARTHA NEMICCOLO
For the Mary F. Kjellman Fund

HENNIKER ROTARY CLUB
For the Walter K. Robinson Fund

STEPHEN & PATRICIA ST. LAURENCE
In Honor of Fr. Marcel Martel

SUSAN ROSE & JENNI RUNTE
In Memory of Mary Ashcliffe

RODNEY & CAROLYN PATENAUDE
For the Robert N. Fitch Fund

MICHAEL SKOCAY
In Memory of Joan Manoli

JOSEPH & JOANNE GRADY
In Honor of Annjanette Grady Alves

G. RAY COLBY & SONS, INC.
For the Future Building Project

IN-KIND SERVICE

LINDA PATTERSON
For her gardening expertise

JON ROUNTON
For installing our interior doors and screens

TO THE FRIENDS OF TUCKER FREE
Who have spent many Sunday afternoons working on by-laws, forms, and procedures.

THANKS FOR THE... Many other anonymous and gracious acts of kindness and volunteerism, especially the garden stewards who took it upon themselves to weed the front gardens!

LET'S NOT FORGET... Everyone who dropped their spare change in the donation boxes at the circulation desks. We collected \$181.00 this year!

THIS REPORT IS SUBMITTED BY...

Lynn M. Piotrowicz, M.A., M.L.S.
Library Director

ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY ...

Patti N. Osgood, Chair
Angelica Ladd, Vice Chair
Debra Kreutzer, Treasurer
Anne Crotti, Co-Recording Secretary
John Capuco, Co-Recording Secretary

OPERATIONAL BUDGET

TUCKER FREE LIBRARY (cont.)

Expenses		Income	
Town Appropriation - Operating Budget	\$ 25,883.49	Town Appropriation - Operating Budget	\$ 25,883.49
Lighting Project	\$ 4,517.50	Lighting Project	\$ 4,517.50
Heating Oil	\$ 5,480.89	Heating Oil	\$ 5,480.89
Personnel	\$ 191,848.12	Personnel	\$ 191,848.12
Meetings/Membership/Mileage	\$ 200.00	Contribution Overdue	\$ 181.00
Staff Development	\$ 100.00	Copier	\$ 1,071.00
Books	\$ 18,219.00	DVD FINES	\$ 1,187.00
Audio Books	\$ 1,567.00	Non-Resident Cards	\$ 100.00
Periodicals	\$ 1,211.00	Damaged/Lost Books	\$ 140.00
DVD - Appropriation Fund	\$ 863.00	Damaged/Lost Audio	\$ 24.00
DVD - Fine Revenue	\$ 1,059.00	Willis Cogswell Fund	\$ 18,114.00
General Maintenance	\$ 6,679.00	Town Trust Funds	\$ 10,925.00
Building Repairs	\$ 412.22	Established Trust Fund Donation	\$ 597.36
Air Condition Unit Replacement	\$ 12,740.78	Memory/Honor Donations	\$ 195.00
Utilities	\$ 9,960.00	Sale of Surplus	\$ 205.00
Supplies	\$ 5,534.00	Staff Reimbursed Purchase	\$ 26.00
Technical Maintenance	\$ 150.00	Cat's Meow Sold	\$ 20.00
Equipment	\$ 456.00	Moose Plate Grant	\$ 3,120.00
Library Programs - Contracted	\$ 3,687.00	NHHC Speaker Reimbursement	\$ 687.00
Library Program -Speaker & Sup	\$ 1,549.00	Feasibility Study (2018TM)	\$ 7,205.00
Staff Reimbursed Purchase	\$ 26.00	Design Work	\$ 20,630.56
Bank Fees	\$ 24.00	Project Planning	\$ 1,000.00
Trustees of the Trust Fund (4-5030)	\$ 597.36	Building Project Donation	\$ 1,000.00
Moose Plate Grant	\$ -	2018 Unexpended/Reserved Fund	\$ 7,804.68
NHHC Speaker Reimbursed	\$ 687.00	Total Income	\$ 301,962.60
Feasibility Study (2018 TM)	\$ 7,205.00		
Design Work	\$ 20,630.56	REVENUE OVER EXPENDITURES	\$ 5,675.68
Project Planning	\$ -		
Total Expenses	\$ 295,403.43	RESERVED FUNDS	
		Total Trust Fund Reserved	\$ 2,250.42
		Vivian Allen	\$ 448.81
		Beres Fund	\$ 2,000.00
		Total	\$ 4,699.23
		UNEXPENDED/RESERVED FUNDS	\$ 10,374.91

TRUST FUND ACCOUNTING

TRUST FUNDS	EXPENDITURE CATEGORY	RECEIVED 2019	BALANCE 12/31/18	EXPENDED 2019	DONATIONS TO 2019	DEPOSIT TO TRUST FUND	BALANCE 12/31/19
L.A. Cogswell	LIBRARY OPERATIONS	\$ 1,459.54	\$ -	\$ 1,459.54	\$ -	\$ -	\$ -
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 113.63	\$ 1.55	\$ 85.13	\$ -	\$ -	\$ 30.05
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 945.76	\$ -	\$ 945.76	\$ -	\$ -	\$ -
A.D. Huntoon	LIBRARY OPERATIONS	\$ 64.73	\$ -	\$ 64.73	\$ -	\$ -	\$ -
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 628.64	\$ 177.76	\$ 610.28	\$ -	\$ -	\$ 196.12
Scott J. Berry	MEMORIAL BOOKS	\$ 112.34	\$ 243.68	\$ -	\$ -	\$ -	\$ 356.02
Mary F. Kjellman	MEMORIAL BOOKS	\$ 172.57	\$ 67.15	\$ 117.30	\$ 100.00	\$ 100.00	\$ 122.42
James W. Doon	MEMORIAL BOOKS	\$ 52.33	\$ 343.04	\$ -	\$ -	\$ -	\$ 395.37
Preston Fund	LIBRARY OPERATIONS	\$ 658.37	\$ -	\$ 658.37	\$ -	\$ -	\$ -
Alice V. Colby	LIBRARY OPERATIONS	\$ 19.47	\$ -	\$ 19.47	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,187.71	\$ -	\$ 6,187.71	\$ -	\$ -	\$ -
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 411.45	\$ 726.46	\$ -	\$ 300.00	\$ 300.00	\$ 1,137.91
Walter K. Robinson	MEMORIAL BOOKS	\$ 98.46	\$ (1.61)	\$ 84.32	\$ 197.36	\$ 197.36	\$ 12.53
		\$ 10,925.00	\$ 1,558.03	\$ 10,232.61	\$ 597.36	\$ 597.36	\$ 2,250.42

Wage Report

EMPLOYEE WAGE REPORT

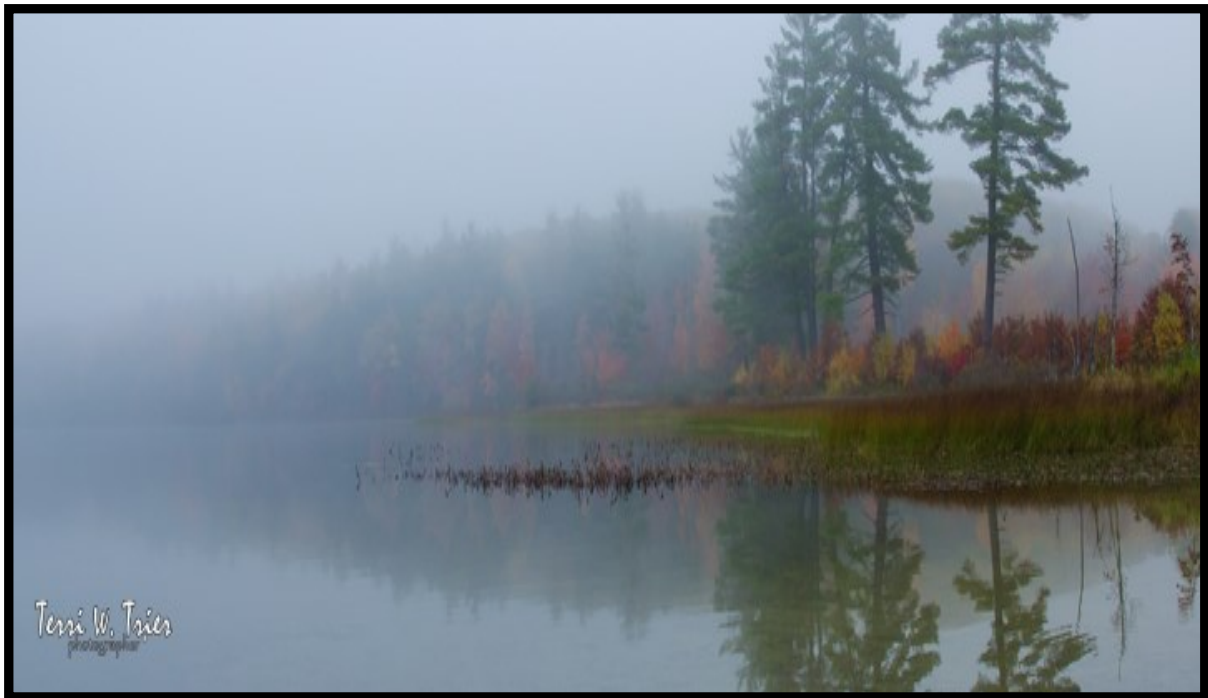
Employee	Rate	Pay Type	Yrs of Service	Grade/Step	Position	Rate	Pay Type	Yrs of Service	Grade/Step	Position
Abramowicz, Gail	43,680	Annual	22.64	13/8	Police - Admin	19.55	Hourly	N/A	Volunteer/Call	Rescue/Fire
Adams, Tyler	14.00	Hourly	N/A	Volunteer/Call	Fire	17.10	Hourly	N/A	Volunteer/Call	Town Administrator
Amos, William	23.00	Hourly	0.59	20/4	Police - PT	\$85,000	Salaried	0.6	N/A	Selectman
Anelli, Garrett	20.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	1,500	Hourly	N/A	20/4	Rescue
Andrews, Daniel	18.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	22.68	Hourly	0.59	N/A	WWTP-Operator
Archibald, Christine	16.00	Hourly	13.28	13/5B	Deputy TX/TC	18.54	Hourly	N/A	15/3	Library-PT
Aucoin, Deborah	18.45	Hourly	N/A	Volunteer/Call	Fire	7.83	Hourly	N/A	N/A	Library-PT
Aucoin, Greg	20.03	Hourly	1.67	31/4	Highway Superintendent	10.00	Hourly	N/A	N/A	Library-PT
Aucoin, Leo	79,414	Annual	1.12	19/4	Police - FT	25.80	Hourly	6.74	N/A	Highway - FT
Bardiccia, Luis	57,577	Annual	4.22	21/2	Transfer/Parks Superintendent	60,873	Annual	31.4	21/8	Town Cln/Tax Collector
Bergeson, Kristen	47,091	Annual	N/A	N/A	Selectman	20.04	Annual	1.22	16/4	Highway - FT
Blomback, Kris	1,500	Hourly	0.27	15/1	Police - FT	14.00	Hourly	N/A	N/A	Rescue
Bolis, Jake	19.40	Hourly	0.42	18/7C	Transfer/Parks-PT	17.10	Hourly	N/A	N/A	Rescue
Boisvert, Marc	24.57	Hourly	17.52	19/8	Police-FT	15.84	Hourly	N/A	N/A	Rescue
Bossi, Amy	67,885	Annual	N/A	N/A	Library - PT	15.00	Hourly	N/A	N/A	Rescue
Bouffard, Emily	16.75	Hourly	N/A	Volunteer/Call	Fire	23.74	Hourly	2.66	19/2	Police-FT
Brunnhoelzl, Frederick	14.00	Hourly	8.89	18/6A	CSWW	69,272	Annual	27.35	27/5A	WWTP Superintendent
Burnford, Ryan	23.61	Hourly	30.25	27/6B	CSWW Superintendent	17.50	Hourly	N/A	N/A	Police-PT
Burnford, Norman	72,426	Annual	N/A	Volunteer/Call	Fire/Rescue	19.40	Hourly	N/A	N/A	Library-PT
Burnford, Norman	14,000	Hourly	N/A	N/A	Animal Control	20.90	Hourly	N/A	N/A	Fire/Rescue
Burritt, Adam	20.00	Hourly	N/A	N/A	Library - PT	12.00	Hourly	N/A	N/A	PT-Transfer Station
Camara, Shannon	8.75	Hourly	N/A	Volunteer/Call	Fire	14.00	Hourly	N/A	N/A	Fire
Carbone, Bryant	14.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	7.25	Hourly	N/A	N/A	Supervisor of Checklist
Carbone, Justin	17.10	Hourly	N/A	N/A	Library-PT	14.00	Hourly	N/A	N/A	Fire
Chase, Justin	15.30	Hourly	4.11	19/5B	Police - FT	14.00	Hourly	N/A	N/A	Fire
Colby, Jesse A	60,059	Annual	19.12	15/8	WWTP-Operator	72,670	Annual	18.01	23/7A	Police-Sgt
Colby, Michael	22.64	Hourly	N/A	N/A	Library - PT	14.00	Hourly	N/A	N/A	Fire
Colby, Joshua	15.00	Hourly	5.27	N/A	Library - PT	15.81	Hourly	N/A	N/A	Fire/Rescue
Conforti-Adams, Carol	20.00	Hourly	N/A	Volunteer/Call	Welfare Case Worker	14.00	Hourly	N/A	N/A	Fire
Connor, Jeffrey	14.00	Hourly	N/A	Volunteer/Call	Fire	17.00	Hourly	N/A	N/A	Fire/Rescue
Connor, Steven	14.00	Hourly	N/A	Volunteer/Call	Fire	14.00	Hourly	N/A	N/A	Minute Taker
Cooper, Joseph	14.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	25.61	Hourly	10.84	21/6A	Fire/Rescue
Cooper, Richard	18.78	Hourly	N/A	Volunteer/Call	Fire/Rescue	14.00	Hourly	5.63	19/5B	Police-FT
Costello, Michael	16.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	26.86	Hourly	N/A	N/A	Fire
Costello, Stefanie	16.00	Hourly	N/A	Volunteer/Call	Emergency Management	15.19	Hourly	N/A	N/A	Fire
Cote, Adam	1,200	Annual	N/A	N/A	Fire/Rescue	10,000	Annual	N/A	N/A	Fire Chief
Courser, Craig	16.00	Hourly	N/A	N/A	Police - PT	18.00	Hourly	N/A	N/A	Highway-PT
Crisp, Darcy	19.40	Hourly	N/A	N/A	Police - PT	18.00	Hourly	N/A	N/A	Fire
Croatti, Brittany	15.81	Hourly	N/A	Volunteer/Call	Fire/Rescue	8.75	Hourly	N/A	N/A	Library - PT
Crosby, Jackson	15.19	Hourly	N/A	Volunteer/Call	Fire/Rescue	11.00	Hourly	N/A	N/A	Crossing Guard
Dandaneau, Michelle	15.19	Hourly	13.68	23/4	Police-Diet Sgt	11.00	Hourly	N/A	N/A	Crossing Guard
Dean, Mitchell	68,399	Annual	N/A	Volunteer/Call	Fire/Rescue	15.42	Hourly	N/A	N/A	Fire/Rescue
Demoura, Keith	20.03	Hourly	N/A	Volunteer/Call	Fire/Rescue	1,125	Annual	N/A	N/A	Selectman
Dennis, Stephen	14.00	Hourly	15.31	19/8	Police-FT	19.29	Hourly	0.9	16/3	Highway - FT
Demysyk, Ruslan	67,885	Annual	0.2	N/A	Fire	20.35	Hourly	4.66	13/8	Executive Secretary
Devine, Joseph	14.00	Hourly	0.2	N/A	Town Administrator	25.00	Hourly	N/A	N/A	Building Inspector
Dodge, Zachary	85,000	Salaried	0.72	N/A	Transfer Station - PT	1,500	Annual	N/A	N/A	Selectman
Eaton, Jean	19.19	Hourly	0.72	13/6A	Executive Secretary	14.00	Hourly	N/A	N/A	Fire
Flynn, Peter	1,500	Annual	N/A	N/A	Selectman	10.00	Hourly	N/A	N/A	Library - PT
Forestell, Delaney	9.00	Hourly	N/A	N/A	Library - PT	73,986	Salaried	N/A	N/A	Library Director
Freeman, Chazz M	17.09	Hourly	1.23	15/1	Transfer Station - FT	19.19	Hourly	7.2	13/6A	Finance - Admin. Asst
French, James	18.00	Hourly	N/A	N/A	Highway - PT	20.04	Hourly	3.99	15/5A	Highway - FT
French, Thomas	16.69	Hourly	N/A	Volunteer/Call	Rescue-Chief/Fire	16.50	Hourly	N/A	N/A	Library - PT
French, Varyl	15.81	Hourly	N/A	Volunteer/Call	Fire/Rescue	19.55	Hourly	N/A	N/A	Fire/Rescue
French, Varyl	25.00	Hourly	N/A	Volunteer/Call	Highway - PT	91,083	Salaried	27.33	31/7A	Finance Off/Sys Admin
French, Matthew	88,657	Salaried	3.67	26/7A	Police Chief	20.86	Hourly	2.19	18/3	WWTP-Chief Operator
Gagne, Keaton	50,043	Annual	1.27	17/3	Minute Taker	15.19	Hourly	N/A	N/A	Fire
Gagnon, Colleen	17.00	Hourly	N/A	Volunteer/Call	Fire/Rescue	19.40	Hourly	N/A	N/A	Police-PT
Gaudette, Lee	14.10	Hourly	N/A	N/A	Library - PT	17.36	Hourly	N/A	N/A	Fire/Rescue
Gets, Denise	20.00	Hourly	N/A	N/A	Transfer Station - PT	1,500	Annual	N/A	N/A	Treasurer
Gilbert, Keith	14.00	Hourly	N/A	Volunteer/Call	Fire	12.00	Hourly	N/A	N/A	Transfer Station - PT
Gould, Anne	7.25	Hourly	N/A	N/A	Election	14.00	Hourly	N/A	N/A	Fire
Gould, Edward	16.00	Hourly	N/A	N/A	Highway - PT	14.49	Hourly	N/A	N/A	Parking Enforcement
Gould, Ryan	7.25	Hourly	6.66	13/6A	Election	19.25	Hourly	N/A	N/A	Rescue
Grielder, Terri	19.20	Hourly	N/A	N/A	PD-PT Administration	14.00	Hourly	N/A	N/A	Fire
Harding, Eric	14.00	Hourly	N/A	Volunteer/Call	Fire	20.04	Hourly	14.31	13/7B	Assess Tech / Asst TC/TX



Town of

Henniker

New Hampshire



Annual Report

2020

What a year it has been... A year so tumultuous the Oxford English Dictionary editors could not settle on one word of the year. Instead they listed 45, including anthropause and Zoom-bombing. Along with a global pandemic known as COVID-19 caused by the novel coronavirus SARS-CoV-2, the US experienced civil unrest (Black Lives Matter Movement) stemming from several police brutality incidents, and a Presidential election which engaged a record 156 million people to vote during a global pandemic.

In early March of 2020 the Board of Trustees reconsidered warrants for expenses related to the Library Accessibility and Safety Building Project. They chose not to pursue funding for a Capital Campaign consultant and continued design work in advance of construction during the 2020 Town Meeting. The groundwork however, does continue. Trustees of the Tucker Free Library (TFL) submitted the project for consideration and inclusion in the Henniker Capital Improvement Plan. The TFL director worked with SMP Architecture to complete a Condition Assessment with Preservation Guidelines for Tucker Free Library. This document is required when applying for Land & Community Heritage Investment Program (LCHIP) grants, of which various components of the building project might be eligible. It is the plan to relaunch the project campaign in 2021.

When the COVID-19 State of Emergency was executed on March 13, 2020, libraries across the state closed their doors. Staff, including those at TFL, worked from home until our library re-opened on June 9, 2020 with curbside services. From the very beginning, staff members began preparing for the day they could once again offer traditional library service. They procured personal protective equipment, they participated in state-wide committees, and they attended continuing education programs all with the goal of ensuring the health of staff and community members. Staff members presented trustees with a flexible pandemic service plan that included curbside service through the summer. The next phase of service allowed for a brief return to some sense of normalcy when the doors opened to the public for browsing in September. We reverted to curbside service in December when there was the potential for increased cases of COVID-19 in Henniker.

Amidst the turmoil of 2020, the TFL staff remained connected with the Henniker community. During the early days of the COVID-19 shutdown, staff procured digital content for patrons, they produced literary-based cooking and craft demonstrations, cooperated with publishers to post online story times, and created book-based digital activities and storytime for families. Staff worked with the Friends of Tucker Free Library (FTFL) to offer a summer reading program, complete with thematic, age appropriate "take and make" craft projects. This year we even had a program for adults; a very popular local eatery gift certificate raffle for our loyal patrons, branded as "Friends Helping Friends and Neighbors."

Summarizing the year is impossible without consideration of the challenges that we all struggled with and how library services evolved. As we close out the year and digest the enormity of the situation, the true impact is yet to be seen but, the struggle has made us stronger. Our library service model is better for having lived through 2020!

Hearfelt thanks go out to Patti N. Osgood as she hangs up her Trustee hat! Joining the board in 2000, she has served as Chair since 2009. During her tenure she has proven why she was the NHLTA Trustee of the Year in 2013 and our beloved TFL was Library of the Year in 2018.

Patti has worked tirelessly throughout her tenure to improve library services for everyone in Henniker. She has fearlessly stood up for the library, successfully arguing for and securing adequate funding for library operations.

Patti has been a stalwart supporter of the Tucker Free Library staff. Her leadership is evident in the many achievements and accomplishments of staff. She gently pushed library management to create an environment of continuous improvement of library services and professional enrichment for staff through her advocacy.

Sign up for the TFL newsletter for regular updates on library activities.

Join the Friends of Tucker Free Library.

Go to www.tuckerfreelibrary.org.

Friends of Tucker Free Library, a 501c(3) non-profit organization, proved to be a formidable group in 2020. Meeting virtually on Saturday mornings, this group didn't let a global pandemic stand in the way of achieving their goals. Not only did they add to their membership roll, but the donations received allowed them to fund summer reading activities for youth and adults. Most recently, they funded and decorated the TFL for the 1st Ever Henniker Holiday Spirit Contest.

At their annual meeting on December 6th, their annual report and financial statement was reviewed. The 2021 Executive Board was also elected. The officers include Naomi Praul, Chair, Sylvia Lennox, Vice Chair, Rob Reno, Secretary, Ellen Chase-Lucard, Treasurer, and Mary Corsetti, Past Chair. Anne Crotti continues as TFL Board liaison.

PATRON USE STATISTICS

CATEGORY	PATRONS	CIRCULATION
New Patrons	101	
Adult Residents	1,675	9,213
Juvenile Residents	566	1,091
Interlibrary Loan Partners	227	630
NEC Students/Residents	2	2
NEC Staff	7	41
Tucker Free Staff	19	690
SAU 24 Full Time Staff/Non-Resident	11	2
Provisional	21	9
Non-Resident \$50 Fee Paid	3	29
Henniker Town Employee/Non-Resident	2	1
Home Delivery	4	16
Book Club	1	38
TOTAL	2,538	11,762
2020 Library Appropriation	\$	229,379.09
Money Saved by Henniker Residents Using TFL	\$	170,692.69

MATERIAL USE STATISTICS

NUMBER OF...	CIRCULATION
Materials checked out at Library	12,284
Materials downloaded by patrons	6,665
Materials checked out by Interlibrary Loan Partners	630
Interlibrary loan requests made by our patrons	341
Access of electronic databases	201
Reads-To-Go Books Checked Out	1
	20,122

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	1007	2,404
Early Readers	157	16
Middle Readers	104	12
Teen Readers	18	191
Audio Materials	42	2
Video Materials	86	15
	1,414	2,640

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
	2008	\$ 500.00	759	\$ 1.32
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	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26
	2019	\$ 1,751.00	6,114	\$ 0.28
	2020	\$ 1,890.00	6,665	\$ 0.28



DONATIONS RECEIVED

MARTHA NEMICCOLO
For the Mary F. Kjellman Fund

DARBY MCGRAW
General Fund

LORINDA ROUNTON
For the great book worms, Gary McGrath and
Walter & Angela Robinson

KELLI CONNEELY
General Fund

JOSEPH & JOANNE GRADY
To Honor Family

STEPHEN & PATRICIA ST. LAURENCE
In Memory of J. Douglass Paul, Jr.

RODNEY & CAROLYN PATENAUE
For the Robert N. Fitch Fund

MICHAEL SKOCAY
In Memory of Joan Manoli

IN-KIND SERVICE

TO THE FRIENDS OF TUCKER FREE
Who helped library staff shine during a year of
darkness.

THANKS FOR THE... Many other anonymous
and gracious acts of kindness and volunteer-
ism, especially the garden stewards who took
it upon themselves to weed the front gardens!

SUPPORT & KINDNESS

To the staff of Tucker Free Library.
You rolled with all the ambiguity and
didn't let it get you down. You har-
nessed your creativity, engaged in
problem solving, and came up with
new ways to serve our patrons.

THIS REPORT IS SUBMITTED BY...

Lynn M. Piotrowicz, M.A., M.L.S.
Library Director

ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY ...

Patti N. Osgood, Chair
John Capuco, Vice Chair
Debra Kreutzer, Treasurer
Anne Crotti, Co-Recording Secretary
Angelica Ladd, Co-Recording Secretary

OPERATIONAL BUDGET

Expenses		Income	
Town Appropriation - Operating Budget	\$ 35,174.10	Town Appropriation - Operating Budget	\$ 35,174.10
Heating Oil	\$ 4,201.32	Heating Oil	\$ 4,201.32
Personnel	\$ 189,144.34	Personnel	\$ 189,144.34
Meetings/Membership/Mileage	\$ 150.00	Contribution Overdue	\$ 32.00
Staff Development	\$ 25.00	Copier	\$ 412.00
Books	\$ 13,567.09	DVD FINES	\$ 224.00
Audio Books	\$ 915.41	Non-Resident Cards	\$ 50.00
Downloadable Content	\$ 857.59	Damaged/Lost Books	\$ 219.00
Periodicals	\$ 482.84	Damaged/Lost Audio	\$ 24.00
DVD - Appropriation Fund	\$ 750.00	COVID-19 Supplies (GOEFFER FUNDS)	\$ 5,037.64
DVD - Fine Revenue	\$ 473.91	Willis Cogswell Fund	\$ 18,240.40
General Maintenance	\$ 8,638.00	Town Trust Funds	\$ 13,319.00
Building Repairs	\$ 609.36	Established Trust Fund Donation	\$ 575.00
Utilities	\$ 6,346.00	Memory/Honor Donations	\$ 472.76
Supplies	\$ 3,108.52	General Purpose Donations	\$ 475.00
COVID-19 Supplies	\$ 7,937.99	Sale of Surplus	\$ 63.00
Technical Maintenance	\$ 310.00	For Friends of Tucker Free Library	\$ 25.00
Equipment	\$ 962.00	Cat's Meow Sold	\$ 20.00
Library Programs - Contracted	\$ 3,905.00	NHPA Grant - 50% Matching Fund	\$ 1,750.00
Library Program -Speaker & Sup	\$ 123.83	Moose Plate Grant	\$ 3,120.00
Trustees of the Trust Fund	\$ 575.00	NHHC Speaker Reimbursement	\$ 400.00
For Friends of Tucker Free Library	\$ 25.00	Design Work	\$ 46,655.50
NHPA Grant - 50% Matching Fund	\$ 1,750.00	2019 Unexpected/Reserved Funds	\$ 10,374.91
Moose Plate Grant	\$ 3,120.00	Total Income	\$ 294,834.87
NHHC Speaker Reimbursed	\$ 400.00	REVENUE OVER EXPENDITURES	\$ (258.83)
NHHC Speaker Mileage Expense	\$ 60.00	RESERVED FUNDS	
Design Work	\$ 46,655.50	Total Trust Fund Reserved	\$ 5,499.32
Total Expenses	\$ 295,093.70	Vivian Allen	\$ 448.81
		Beres Fund	\$ 2,000.00
		Total	\$ 7,948.13
		UNEXPENDED/RESERVED FUNDS	\$ 7,689.30

TRUST FUND ACCOUNTING

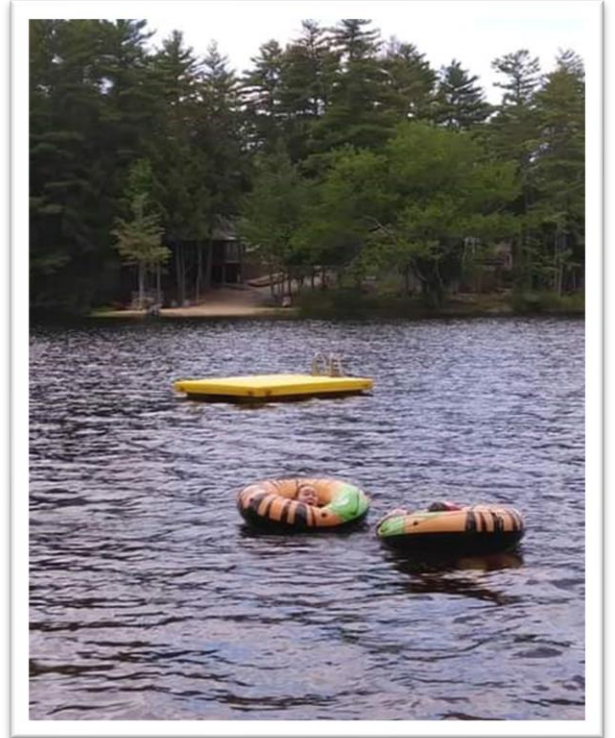
TRUSTEES OF TOWN		BALANCE		EXPENDED		DONATIONS		DEPOSIT	
TRUST FUNDS	EXPENDITURE CATEGORY	RECEIVED 2020	12/31/19	2020	TO 2019	TO TRUST	12/31/2020	FUND	
MANAGED									
L.A. Cogswell	LIBRARY OPERATIONS	\$ 1,777.48	\$ -	\$ 1,459.54	\$ -	\$ -	\$ -	\$ 317.94	
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 138.38	\$ 30.02	\$ 69.74	\$ -	\$ -	\$ -	\$ 98.66	
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,151.78	\$ -	\$ 945.76	\$ -	\$ -	\$ -	\$ 206.02	
A.D. Huntoon	LIBRARY OPERATIONS	\$ 78.82	\$ -	\$ 64.73	\$ -	\$ -	\$ -	\$ 14.09	
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 765.58	\$ 196.12	\$ 531.97	\$ -	\$ -	\$ -	\$ 429.73	
Scott J. Berry	MEMORIAL BOOKS	\$ 136.81	\$ 356.02	\$ 40.42	\$ -	\$ -	\$ -	\$ 452.41	
Mary F. Kjellman	MEMORIAL BOOKS	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ -	\$ 268.46	
James W. Doon	MEMORIAL BOOKS	\$ 63.74	\$ 395.37	\$ -	\$ -	\$ -	\$ -	\$ 459.11	
Preston Fund	LIBRARY OPERATIONS	\$ 801.79	\$ -	\$ 658.37	\$ -	\$ -	\$ -	\$ 143.42	
Alice V. Colby	LIBRARY OPERATIONS	\$ 23.70	\$ -	\$ 19.47	\$ -	\$ -	\$ -	\$ 4.23	
George W. Tucker	LIBRARY OPERATIONS	\$ 7,535.66	\$ -	\$ 6,187.71	\$ -	\$ -	\$ -	\$ 1,347.95	
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 1,645.00	
Walter K. Robinson	MEMORIAL BOOKS	\$ 123.58	\$ 12.53	\$ 23.81	\$ -	\$ -	\$ -	\$ 112.30	
		\$ 13,319.18	\$ 2,250.39	\$ 10,070.25	\$ 575.00	\$ 575.00	\$ 575.00	\$ 5,499.32	

Employee Wage Report

Employee	Position	Rate	Pay Type	Yrs of Service	Grade/Step	Employee	Position	Rate	Pay Type	Yrs of Service	Grade/Step
Abramowicz, Gail	Police - Admin	45,988	Annual	23.64	13/8	Gilbert, Keith	Fire	14.00	Hourly	N/A	N/A
Adams, Tyler	Fire	14.00	Hourly	N/A	Volunteer/Call	Gould, Ryan	Election	7.25	Hourly	N/A	N/A
Amos, William	Fire-PT	23.00	Hourly	1.59	20/A	Grieder, Terri	PD-PT Administration	19.50	Hourly	N/A	13/6B
Ancti, Garrett	Police - PT	25.00	Hourly	N/A	15/1	Harding, Eric	Fire	14.00	Hourly	N/A	Volunteer/Call
Andrews, Daniel	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Henley, Thomas	Rescue/Fire	18.07	Hourly	N/A	Volunteer/Call
Archibald, Christine	Fire/Rescue	15.81	Hourly	N/A	Volunteer/Call	Hess, Chris	Fire	14.00	Hourly	N/A	Volunteer/Call
Atkins, Samuel	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Hooper, Tia-Marie	Selectman	1,500	Annual	N/A	N/A
Aucoin, Deborah	Deputy TX/TC	19.50	Hourly	14.28	13/6B	Hornblower, Ryan	Rescue	20.35	Hourly	N/A	Volunteer/Call
Aucoin, Greg	Fire	21.22	Hourly	N/A	Volunteer/Call	Howard, Douglas	WWTP-Operator	18.83	Hourly	2.96	15/3
Aucoin, Greg	Rescue Chief	10,000	Annual	N/A	N/A	Jansen, Rose	Library - PT	10.00	Hourly	N/A	N/A
Aucoin, Greg	Health Officer	5,000	Annual	N/A	N/A	Jensen, Lily	Library-PT	9.00	Hourly	N/A	N/A
Aucoin, Leo	Highway Superintendent	84,448	Annual	2.68	31/5A	Johnson, Justin	Highway - FT	26.00	Hourly	7.74	18/8
Bannister, Cole	Police - FT	44,075	Annual	0.12	15/1	Johnson, Kimberly	Town Clk/Tax Collector	64,500	Annual	32.4	21/9
Berdécia, Luis	Police - FT	63,523	Annual	2.09	19/6A	Johnstone, Stephen	Highway - FT	21.19	Annual	2.22	16/5A
Bergeron, Kristen	Transfer/Parks Superintendent	47,819	Annual	5.23	21/2	Jones, Sawyer	Fire	14.00	Hourly	N/A	Volunteer/Call
Bloomback, Kris	Selectman	1,500	Annual	N/A	N/A	Keon, Thomas	Fire	14.00	Hourly	N/A	Volunteer/Call
Bols, Jake	Police - FT	44,075	Hourly	0.27	15/1	Lamontagne, Brittany J	Rescue	18.07	Hourly	N/A	N/A
Boisvert, Marc	Transfer/Parks-PT	24.96	Hourly	2.42	18/7C	Lawrence, Lynne	Library-PT	15.00	Hourly	N/A	N/A
Bossi, Amy	Police-FT	72,488	Annual	18.52	19/9	Levesque, Kenneth	WWTP Superintendent	70,345	Annual	28.35	27/5B
Bumford, Ryan	CSWW	24.96	Hourly	9.89	18/7A	Lindsley, Mark	Police-PT	19.40	Hourly	N/A	N/A
Bumford, Norman	CSWW Superintendent	72,426	Annual	31.25	27/7A	Longan, Erin	Library-PT	17.50	Hourly	N/A	N/A
Burritt, Adam	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	Lorenze, Stephen	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call
Burton, Alysia	Police - FT	53,913	Annual	1.1	19/2	Marchand, Micheal	Fire	14.00	Hourly	N/A	Volunteer/Call
Camara, Shannon	Animal Control	20.00	Hourly	N/A	N/A	Marko, Loretta	Supervisor of Checklist	7.25	Hourly	N/A	N/A
Caplin, Grace	Library - PT	8.88	Hourly	N/A	N/A	Marsh, Richard	Highway - FT	19.59	Hourly	0.17	15/4
Carbone, Bryant	Fire	14.00	Hourly	N/A	Volunteer/Call	Marsland, Phillip	Fire	14.00	Hourly	N/A	Volunteer/Call
Chase, Justin	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call	Martin, Michael	Police-Sgt	79,019	Annual	19.01	23/7A
Checkett, Timmy	Fire	14.00	Hourly	N/A	Volunteer/Call	Martin, Neal	Fire	14.00	Hourly	N/A	Volunteer/Call
Colby, Jesse A	Police - FT	66,227	Annual	5.12	19/7A	Mason, Christopher	Fire/Rescue	16.66	Hourly	N/A	Volunteer/Call
Colby, Joshua	Library - PT	15.23	Hourly	N/A	N/A	McComish, Timothy	Fire	14.00	Hourly	N/A	Volunteer/Call
Conforti-Adams, Carol	Welfare Case Worker	20.00	Hourly	6.27	N/A	McComish, Timothy Jr	Fire	14.00	Hourly	N/A	Volunteer/Call
Connor, Jeffrey	Fire	14.00	Hourly	N/A	Volunteer/Call	McCourt, Joshua	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call
Connor, Steven	Fire	14.00	Hourly	N/A	Volunteer/Call	McCutcheon, Kelly	Minute Taker	17.00	Hourly	N/A	N/A
Cooper, Joseph	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	McManus, Michael	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call
Cooper, Richard	Fire/Rescue	20.35	Hourly	N/A	Volunteer/Call	Meade, Stephen	Fire/Rescue - Medic/FF	27.32	Hourly-PT	11.84	21/7A
Croatti, Brittany	Fire/Rescue	16.00	Hourly	N/A	Volunteer/Call	Mitchell, Matthew	Police-FT	66,227	Hourly	6.63	19/7A
Costello, Michael	Fire/Rescue	16.00	Hourly	N/A	Volunteer/Call	Moir, Alexander	Fire	16.00	Hourly	N/A	Volunteer/Call
Costello, Stefanie	Police - PT	25.00	Hourly	N/A	N/A	Morse, James	Fire Chief	10,000	Annual	N/A	N/A
Courser, Craig	Police-Det Sgt	75,628	Annual	14.68	N/A	Mumford, Alden	Fire	14.00	Hourly	N/A	Volunteer/Call
Crisp, Darcy	Fire/Rescue	16.66	Hourly	N/A	Volunteer/Call	Murdough, Morgan	Highway-PT	20.00	Hourly	N/A	N/A
Croatti, Brittany	Fire/Rescue	15.42	Hourly	N/A	Volunteer/Call	Newcomb, Brynna	Library - PT	12.00	Hourly	N/A	N/A
Crosby, Jackson	Fire/Rescue	15.42	Hourly	N/A	Volunteer/Call	Nickerson, Lester	Crossing Guard	11.00	Hourly	N/A	N/A
Dandeneau, Michelle	Police-Det Sgt	75,628	Annual	14.68	23/6A	Nickerson, Susan	Crossing Guard	11.00	Hourly	N/A	N/A
Davis, Meghan T.	Fire/Rescue	19.84	Hourly	N/A	Volunteer/Call	Osborne, Emma	Fire/Rescue	15.42	Hourly	N/A	Volunteer/Call
Dean, Mitchell	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Osgood, David Scott	Selectman	1,500	Annual	N/A	N/A
Demoura, Keith	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	Oshua, Brendan	Highway - FT	19.59	Hourly	1.91	16/3
Dennis, Stephen	Police-FT	68,952	Annual	15.31	19/8	Parker, Dan	Highway - PT	25.00	Hourly	N/A	N/A
Densytk, Ruslan	Fire	14.00	Hourly	N/A	Volunteer/Call	Parker, Leon	Selectman	1,500	Annual	N/A	N/A
Devine, Joseph	Town Administrator	100,000	Salaried	1.2	N/A	Patterson, Andrew	Fire	14.00	Hourly	N/A	Volunteer/Call
Dimond, Debra	Transfer Station - PT	17.37	Hourly	N/A	N/A	Patterson, Hunter	Fire	14.00	Hourly	N/A	Volunteer/Call
Dockman, Kirk	Highway - PT	20.00	Hourly	N/A	N/A	Petkiewicz, Penelope	Library - PT	10.00	Hourly	N/A	N/A
Dodge, Zachary	Transfer Station - PT	13.00	Hourly	N/A	N/A	Piotrowicz, Lynn	Library Director	75,088	Salaried	N/A	N/A
Eaton, Jean	Executive Secretary	20.36	Hourly	1.72	13/7A	Poland, Annette	Finance - Admin. Asst	19.50	Hourly	8.2	13/6B
Flyn, Peter	Selectman	1,500	Annual	N/A	N/A	Power, Troy	Highway - FT	21.19	Hourly	5.0	15/6A
Forrestall, Delaney	Library - PT	9.14	Hourly	N/A	N/A	Roy, Russell	Finance Off/Sys Admin	96,824	Salaried	28.33	31/8
Freeman, Chazz M	WWTP	19.59	Hourly	2.23	15/4	Slager, Richard	WWTP-Chief Operator	22.11	Hourly	3.19	18/4
French, Kelly	Rescue	15.84	Hourly	N/A	Volunteer/Call	Stansfield, Marcia	Library - PT	15.00	Hourly	N/A	N/A
French, Thomas	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call	Symonds, Scott	Fire/Rescue	17.36	Hourly	N/A	N/A
French, Thomas	Rescue Chief	10,000	Annual	N/A	N/A	Taylor, Ronald	Treasurer	1,500	Annual	N/A	N/A
French, Varyl	Fire/Rescue	16.66	Hourly	N/A	Volunteer/Call	Trombly, Peter	Fire	14.00	Hourly	N/A	N/A
French, Varyl	Highway - PT	25.00	Hourly	N/A	N/A	Verity, Robert	Parking Enforcement	14.49	Hourly	N/A	N/A
French, Matthew	Police Chief	98,176	Salaried	4.68	26/9	Walsh, Joseph	Fire/Rescue	19.54	Hourly	N/A	Volunteer/Call
Gagne, Keaton	Fire/Rescue	50,794	Annual	2.28	17/3	Wellbrenner, Brad	Rescue	20.35	Hourly	N/A	Volunteer/Call
Gagnon, Colleen	Minute Taker	17.00	Hourly	N/A	N/A	Weston, Thomas	Fire	14.00	Hourly	N/A	N/A
Gauthier, Kristine	Fire/Rescue	17.36	Hourly	N/A	Volunteer/Call	Winn, Helga	Assess Tech / Asst TC/TX	20.36	Hourly	15.32	13/7C
Getts, Denise	Library - PT	20.30	Hourly	N/A	N/A						

Town of Henniker

New Hampshire



Annual Report 2021



PATRON USE STATISTICS

CATEGORY	PATRONS	CIRCULATION
New Patrons	171	
Adult Residents	1,747	11,744
Juvenile Residents	644	2,405
Interlibrary Loan Partners	229	627
NEC Students/Residents	27	12
NEC Staff	7	-
Tucker Free Staff	18	853
SAU 24 Full Time Staff/Non-Resident	12	6
Provisional	21	30
Non-Resident \$50 Fee Paid	3	26
Henniker Town Employee/Non-Resident	2	-
Home Delivery	4	10
Book Club	1	12
TOTAL	2,715	15,725
2021 Library Appropriation	\$	217,654.00
Money Saved by Henniker Residents Using TFL	\$	227,689.99

MATERIAL USE STATISTICS





NUMBER OF ...	CIRCULATION
Materials checked out at Library	15,725
Materials downloaded by patrons	6,782
Materials checked out by Interlibrary Loan Partners*	627
Interlibrary loan requests made by our patrons*	608
STEAM Kits Checked Out*	138
	22,507

* Included in materials checked out

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	649	57
Early Readers	302	5
Middle Readers	154	5
Teen Readers	50	0
STEAM Kits	30	1
Audio Materials	75	74
Video Materials	58	3
	1,318	145

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
    <p>nh newhampshire Downloadable Books Consortium <small>Bringing to you by your NH public library</small></p>	2008	\$ 500.00	759	\$ 1.32
	2009	\$ 550.00	1,090	\$ 0.50
	2010	\$ 550.00	1,308	\$ 0.42
	2011	\$ 700.00	1,819	\$ 0.38
	2012	\$ 875.00	3,018	\$ 0.29
	2013	\$ 1,000.00	3,841	\$ 0.26
	2014	\$ 1,103.00	3,979	\$ 0.25
	2015	\$ 1,103.00	4,989	\$ 0.22
	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26
	2019	\$ 1,751.00	6,114	\$ 0.28
2020	\$ 1,890.00	6,665	\$ 0.28	
2021	\$ 1,956.00	6,782*	\$ 0.19	

*Use: Audio (3,615), eBook (2,929), Magazine (238)

DONATIONS RECEIVED

MARTHA NEMICCOLO
For the Mary F. Kjellman Fund

ALICIA & DAVID MACLEAY
For the Mary F. Kjellman Fund

WILLIAM & ANNE CROTTI
General Fund

RUTH & JOHN DROESCHER
General Fund

COLLEEN GRADY
To Honor Joseph Grady

LOIS FITCH
For the Robert N. Fitch Fund

RODNEY & CAROLYN PATENAUDE
For the Robert N. Fitch Fund

VAUGHAN & NANCY ANNIS
In Memory of Patricia Ellen Hendricks Clement

IN-KIND SERVICE

TO THE FRIENDS OF TUCKER FREE

Without whose generous support, Henniker would be void of the special things you do to support excellent library service.

MUCH GRATITUDE TO BRUCE AND JEFF, PROPRIETORS OF THE COLBY HILL INN... For hosting our Friends Award Event in October.

THANKS ...Volunteer extraordinaire Jon Routon for managing our interior doors come spring or winter and willingly take on special projects like hanging banners!

SUPPORT & KINDNESS

To the staff of Tucker Free Library. You worked through closures and reopening, you created new services to respond to the changing world, you engaged in creative activities to better inform our community. You made it through 20 months of a global pandemic wearing masks and abiding by COVID protocols. During that time the library was never closed because of staff illness/infection!

THIS REPORT IS SUBMITTED BY...

Lynn M. Piotrowicz, M.A., M.L.S.
Library Director

ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY ...

John Capuco, Chair
Debra Kreutzer, Treasurer
Anne Crotti, Secretary/Friends Liaison
E. Joseph Petrick
Frances Tain

TUCKER FREE LIBRARY - TREASURER'S REPORT 2021

REVENUE	2021 INCOME	
Personnel Appropriation Funds	\$	195,027.05
Cash Income & Trust Funds	\$	34,296.71
Operational Income	\$	23,545.07
Other Direct Income	\$	3,425.00
2021 Unexpended/Reserve Funds	\$	4,062.69
TOTAL REVENUE	\$	260,356.52

EXPENDITURES	2021 EXPENDITURES	
Personnel Expenses	\$	195,027.05
Patron Service Expenses	\$	25,941.75
Facility Management Expenses	\$	35,276.07
Technology Management Expenses	\$	7,955.30
Other Direct Costs	\$	4,869.67
TOTAL EXPENDITURES	\$	269,069.84

REVENUE OVER EXPENDITURES \$ (8,713.32)

RESERVED FUNDS		
Total Trust Funds Reserved	\$	1,613.88
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	4,062.69

READ MORE ABOUT THE FINANCIAL MANAGEMENT OF THE TUCKER FREE LIBRARY ON OUR WEBSITE
[2022 Budget Process – Tucker Free Library at WWW.TUCKERFREELIBRARY.ORG/2022-BUDGET-PROCESS/](http://WWW.TUCKERFREELIBRARY.ORG/2022-BUDGET-PROCESS/)

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2021	BALANCE 12/31/2020	EXPENDED 2021	DONATIONS TO 2021	DEPOSIT TO TRUST FUND	BALANCE 12/31/2021
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,472.54	\$ -	\$ 1,472.54	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 114.64	\$ 98.66	\$ 178.65	\$ -	\$ -	\$ 34.65
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 954.18	\$ -	\$ 954.18	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 65.29	\$ -	\$ 65.29	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 634.23	\$ 429.73	\$ 875.32	\$ -	\$ -	\$ 188.64
Scott J. Berry*	MEMORIAL BOOKS	\$ 113.34	\$ 452.41	\$ 46.44	\$ -	\$ -	\$ 519.31
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 180.96	\$ 268.46	\$ 88.33	\$ 250.00	\$ 250.00	\$ 361.09
James W. Doon*	MEMORIAL BOOKS	\$ 52.79	\$ 459.11	\$ 36.60	\$ -	\$ -	\$ 475.30
Preston Fund	LIBRARY OPERATIONS	\$ 664.23	\$ -	\$ 664.23	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 19.65	\$ -	\$ 19.65	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,242.82	\$ -	\$ 6,242.82	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 440.86	\$ 1,645.00	\$ 2,085.86	\$ 800.00	\$ 800.00	\$ -
Walter K. Robinson	MEMORIAL BOOKS	\$ 106.96	\$ 112.30	\$ 184.37	\$ -	\$ -	\$ 34.89
		\$ 11,062.49	\$ 3,465.67	\$ 12,914.28	\$ 1,050.00	\$ 1,050.00	\$ 1,613.88

*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	
TD Bank						
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	
Charter Trust	LIBRARY DEVELOPMENT					
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84

WAGE REPORT

EMPLOYEE WAGE REPORT

Employee	Position	Rate	Pay Type	Yrs of Service	Grade/Step	Employee	Position	Rate	Pay Type	Yrs of Service	Grade/Step
Abramowitz, Gail	Police - Admin	45,988	Annual	24.64	13/9	Henley, Kelly	Deputy Finance Director	62,483	Annual	0.13	N/A
Adams, Tyler	Fire	14.00	Hourly	N/A	Volunteer/Call	Henley, Thomas	Rescue/Fire	18.07	Hourly	N/A	Volunteer/Call
Amos, William	Fire/Rescue	62,246	Hourly	1.91	20/5A	Hess, Chris	Fire	14.00	Hourly	N/A	Volunteer/Call
Ancil, Garrett	Police - PT	25.00	Hourly	N/A	15/1	Hooper, Tia-Marie	Selectman	1,500	Annual	N/A	N/A
Andrews, Daniel	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Hornblower, Ryan	Rescue	20.35	Hourly	N/A	Volunteer/Call
Atkins, Samuel	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Hunt, Harold	Highway - FT	19.59	Hourly	N/A	18/1
Aucoin, Deborah	Deputy TX/TC	42,348	Annual	15.28	13/7A	Johnson, Justin	Highway - FT	27.10	Hourly	8.74	18/9
Aucoin, Greg	Fire	21.22	Hourly	N/A	Volunteer/Call	Johnson, Kimberley	Town Clk/Tax Collector	64,500	Annual	33.4	21/9
Aucoin, Greg	Rescue Chief	10,000	Annual	N/A	N/A	Johnstone, Stephen	Highway - FT	21.19	Annual	3.22	16/5B
Aucoin, Greg	Health Officer	5,000	Annual	N/A	N/A	Jones, Sawyer	Fire	14.00	Hourly	N/A	Volunteer/Call
Aucoin, Leo	Highway Superintendent	84,448	Annual	3.68	31/5B	Keon, Thomas	Fire	14.00	Hourly	N/A	Volunteer/Call
Baker, Wendy	Executive Secretary	44,075	Annual	0.9	13/8	Lacroix, Scott	Building Inspector	26.00	Hourly	N/A	N/A
Bannister, Cole	Police - FT	51,750	Annual	1.07	19/1	Lamontagne, Brittany J	Rescue	21.22	Hourly	N/A	Volunteer/Call
Berdecia, Luis	Police - FT	63,524	Annual	2.59	19/6A	Landes, Karen	Library - PT	10.00	Hourly	N/A	N/A
Bergeron Kristen	Transfer/Parks Superintendent	47,819	Annual	5.73	21/2	Lang, Rachael	Police-FT	63,524	Annual	0.81	19/6A
Blomback, Kris	Selectman	1,500	Annual	N/A	N/A	Lawrence, Lynne	Library-PT	15.46	Hourly	N/A	N/A
Boisvert, Marc	Transfer/Parks-PT	24.96	Hourly	3.42	21/4	Levesque, Kenneth	WWTP Superintendent	73,548	Annual	29.35	27/6A
Bossi, Amy	Police-FT	72,491	Annual	19.52	19/9	Lindsley, Mark	Police-PT	19.40	Hourly	N/A	N/A
Bumford, Ryan	CSWW	51,916	Annual	10.89	18/7B	Longan, Erin	Library-PT	18.03	Hourly	N/A	N/A
Bumford, Norman	CSWW Superintendent	76,710	Annual	32.25	27/7B	Lorence, Stephen	Fire/Rescue	22.07	Hourly	N/A	Volunteer/Call
Burritt, Adam	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	Marchand, Micheal	Fire	14.00	Hourly	N/A	Volunteer/Call
Burton, Alyssia	Police - FT	56,190	Annual	2.1	19/3	Marko, Loretta	Supervisor of Checklist	10.00	Hourly	N/A	N/A
Camara, Shannon	Animal Control	15.00	Hourly	N/A	N/A	Marsh, Richard	Highway - FT	19.59	Hourly	0.17	15/4
Caplin, Grace	Library - PT	8.88	Hourly	N/A	N/A	Martin, Neal	Fire	14.00	Hourly	N/A	Volunteer/call
Chase, Justin	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call	Mason, Christopher	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call
Checkett, Timmy	Fire	14.00	Hourly	N/A	Volunteer/Call	McComish, Timothy	Fire	14.00	Hourly	N/A	Volunteer/Call
Colby, Jesse A	Police - FT	68,958	Annual	6.12	19/8	McComish, Timothy Jr	Fire	14.00	Hourly	N/A	Volunteer/Call
Colby, Joshua	Library - PT	15.46	Hourly	N/A	N/A	McCourt, Joshua	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call
Conforti-Adams, Carol	Welfare Case Worker	20.00	Hourly	7.27	N/A	McCutcheon, Kelly	Minute Taker	17.00	Hourly	N/A	N/A
Connor, Jeffrey	Fire	14.00	Hourly	N/A	Volunteer/Call	McManus, Michael	Fire/Rescue	16.66	Hourly	N/A	Volunteer/Call
Connor, Steven	Fire	14.00	Hourly	N/A	Volunteer/Call	Meade, Stephen	Fire/Rescue - Medic/FF	27.32	Hourly-PT	12.84	21/7B
Cooper, Joseph	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	Mitchell, Matthew	Police-Det Sgt	72,491	Hourly	7.63	23/5B
Cooper, Richard	Fire/Rescue	20.35	Hourly	N/A	Volunteer/Call	Moir, Alexander	Fire	16.06	Hourly	N/A	Volunteer/Call
Costello, Michael	Fire/Rescue	16.00	Hourly	N/A	Volunteer/Call	Morse, James	Fire Chief	10,000	Annual	N/A	N/A
Costello, Stefanie	Fire/Rescue	16.00	Hourly	N/A	Volunteer/Call	Mumford, Alden	Fire	14.00	Hourly	N/A	Volunteer/Call
Crisp, Darcy	Fire/Rescue	17.98	Hourly	N/A	Volunteer/Call	Murdough, Morgan	Highway-PT	20.00	Hourly	N/A	N/A
Dandeneau, Michelle	Police-Lt	79,020	Annual	15.68	23/7A	Newcomb, Brynna	Library - PT	12.18	Hourly	N/A	N/A
Dean, Mitchell	Fire/Rescue	21.22	Hourly	N/A	Volunteer/Call	Nickerson, Lester	Crossing Guard	11.00	Hourly	N/A	N/A
Demoura, Keith	Fire/Rescue	14.00	Hourly	N/A	Volunteer/Call	Nickerson, Susan	Crossing Guard	11.00	Hourly	N/A	N/A
Dennis, Michael	Highway - PT	30.00	Hourly	N/A	N/A	Osgood, David Scott	Selectman	1,500	Annual	N/A	N/A
Denyshk, Ruslan	Fire	16.66	Hourly	N/A	Volunteer/Call	Oshea, Brendan	Highway - FT	20.36	Hourly	1.91	16/4
Devine, Joseph	Town Administrator	100,006	Salaried	2.2	N/A	Parker, Dan	Highway - PT	25.00	Hourly	N/A	N/A
Dimond, Debra	Transfer Station - PT	20.36	Hourly	1.9	N/A	Parker, Leon	Selectman	1,500	Annual	N/A	N/A
Dockham, Kirk	Highway - PT	30.00	Hourly	N/A	N/A	Patterson, Andrew	Fire	14.00	Hourly	N/A	Volunteer/Call
Dodge, Zachary	Transfer Station - PT	17.34	Hourly	N/A	N/A	Patterson, Hunter	Fire	14.00	Hourly	N/A	Volunteer/Call
Eaton, Jean	Executive Secretary	20.36	Hourly	1.72	13/7A	Perron, Maralyn	Library - PT	15.00	Hourly	N/A	N/A
Evans, Tedd	Building Inspector	50.00	Hourly	N/A	N/A	Petkiewicz, Penelope	Library - PT	10.00	Hourly	N/A	N/A
Flynn, Peter	Selectman	1,500	Annual	N/A	N/A	Plotowicz, Lynn	Library Director	76,211	Salaried	N/A	N/A
Forrestal, Delaney	Library - PT	9.14	Hourly	N/A	N/A	Poland, Annette	Finance - Admin. Asst	19.50	Hourly	9.2	13/6B
Freeman, Chaz M	WWTP	20.36	Hourly	3.23	15/5A	Power, Troy	Highway - FT	21.19	Hourly	6.0	15/6B
French, Kelly	Fire	14.00	Hourly	N/A	Volunteer/Call	Roy, Russell	Finance Off/Sys Admin	101,192	Salaried	29.33	31/9
French, Matthew	Police Chief	98,182	Salaried	5.68	26/9	Scholes, Nadine	Minute Taker	21.00	Hourly	N/A	N/A
French, Thomas	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call	Slager, Richard	WWTP-Chief Operator	22.11	Hourly	4.19	18/4
French, Varyl	Fire/Rescue	18.07	Hourly	N/A	Volunteer/Call	Stansfield, Marcia	Library - PT	15.23	Hourly	N/A	N/A
French, Varyl	Highway - PT	30.00	Hourly	N/A	N/A	Taylor, Ronald	Treasurer	1,500	Annual	N/A	N/A
Gagne, Keaton	Fire/Rescue	52,858	Annual	3.28	17/4	Twombly, Peter	Fire	14.00	Hourly	N/A	N/A
Getts, Denise	Library - PT	20.60	Hourly	N/A	N/A	Walsh, Joseph	Fire/Rescue	20.35	Hourly	N/A	Volunteer / Call
Gilbert, Keith	Fire	14.00	Hourly	N/A	Volunteer/Call	Weilbrenner, Brad	Rescue	21.22	Hourly	N/A	Volunteer/Call
Gould, Ryan	Election	10.00	Hourly	N/A	N/A	Weston, Thomas	Fire	14.00	Hourly	N/A	N/A
Griender, Terri	PD-PT Administration	19.50	Hourly	8.66	13/6B	Winn, Helga	Assess Tech / Asst TC/TX	20.36	Hourly	16.32	13/7C
Harding, Eric	Fire	14.00	Hourly	N/A	Volunteer/Call						

Town of Henniker

New Hampshire



Annual Report 2022



TUCKER FREE LIBRARY

TUCKER FREE LIBRARY, 2022

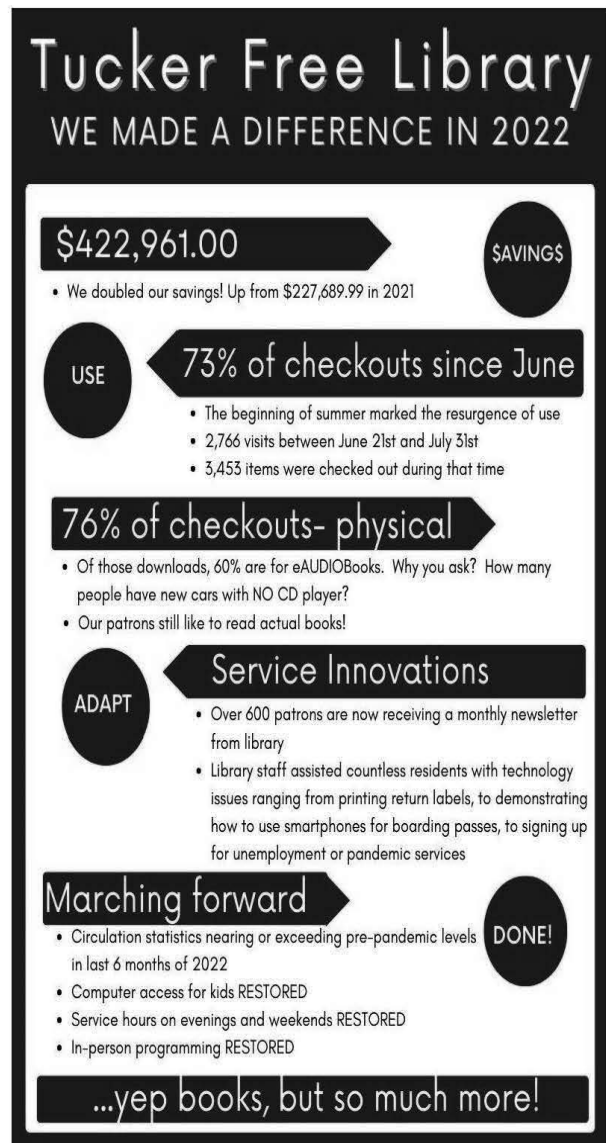
While it has taken some time to recover from the pandemic, the summer of 2022 puts a clear mark on the calendar that Henniker residents are ready to put the past two years of Covid-19 life behind us. People came into the library; they took a seat at the community puzzle table; they met with neighbors at book discussions; and they spent time browsing and chatting in the stacks! During the six weeks of in-person programming, participants heard stories and learned about the underground railroad, octopuses, water, and buoyancy. A new Saturday Arts & Craft program was designed for youth. Library patrons enjoyed a lawn party that included jumbo yard games and snacks (thanks to a generous donation from the HCS Student Government). Our adult patrons had fun with our first-ever summer BINGO challenge, while families enjoyed the library's annual scavenger hunt, a story walk, and other fun activities. When all was said and done, 2,766 people visited the library and saved \$104,588 checking out 3,453 library items in just the period from June 21 through the end of July!

As we began 2022, the TFL trustees articulated their goal to restore Sunday hours and make the weekday hours consistent over the remaining days. Prior to setting the final post-pandemic hours of operation, trustees were presented with data and analysis based on the circulation numbers per hour for a five-year period. Trustees also requested that daily traffic statistics be recorded to offer a secondary data point for future decision making - a practice that was launched immediately continues to date. Other routine data collection and analysis includes circulation, hourly foot traffic, daily visits, digital vs physical materials, number of card holders and one-time users, to name a few. Analysis, summary reports and updates of these can be found at tuckerfreelibrary.org or can be made available by asking any TFL staff member.

The fall of 2022 saw the return of the after-school patrons. The library is offering a chance for Henniker youth to learn, to grow, and to socialize with others in a warm and safe environment. They are borrowing books, participating in our new graphic novel book club, meeting with friends, using the library computers, and playing games. The vast majority of after-school users are respectful, polite and considerate of materials, staff, rules and their peers. We appreciate those patrons and encourage such behavior from all who enter the TFL doors.

In short, 2022 was a very good year for the Tucker Free Library. New staff, new programs and new users gave a heartfelt lift to our atmosphere. As always, TFL stayed within its budget limitations, but was able to offer new programs, services and materials for patrons. We continue to work closely with town officials and the public to figure out how to address the ongoing challenges of accessibility and safety and we hope to see greater progress in the coming year.

We encourage all Henniker residents to review and ask questions or express concerns about the operation and utilization of the TFL as an important town resource.



PATRON USE STATISTICS

CATEGORY	PATRONS	CIRCULATION
New Patrons	171	
Adult Residents	833	14,761
Juvenile Residents	267	4,188
Interlibrary Loan Partners	232	977
NEC Students/Residents	2	3
NEC Staff	2	-
Tucker Free Staff	13	902
SAU 24 Full Time Staff/Non-Resident	1	21
Provisional	4	6
Non-Resident \$50 Fee Paid	5	132
New Member	-	4
Home Delivery	-	11
Book Club	2	5
TOTAL	1,361	21,010
2022 Library Appropriation	\$	236,621.00
Money Saved by Henniker Residents Using TFL	\$	422,961.00


MATERIAL USE STATISTICS

NUMBER OF...	CIRCULATION
Materials checked out at Library	21,010
Materials downloaded by patrons	8,215
Materials checked out by Interlibrary Loan Partners	935
Interlibrary loan requests made by our patrons	985
	31,145

COLLECTION STATISTICS

MATERIAL AREA	ADDED	DISCARDED
Adult Materials	755	1,189
Early Readers	231	223
Middle Readers	159	2
Teen Readers	49	0
STEAM Kits	5	0
Audio Materials	54	191
Video Materials	78	0
	1,331	1605

eCONTENT - NH DOWNLOADS

	YEAR	MEMBERSHIP FEE	CIRCULATION	COST/CIRC
	2008	\$ 500.00	759	\$ 1.32
	2009	\$ 550.00	1,090	\$ 0.50
	2010	\$ 550.00	1,308	\$ 0.42
	2011	\$ 700.00	1,819	\$ 0.38
	2012	\$ 875.00	3,018	\$ 0.29
	2013	\$ 1,000.00	3,841	\$ 0.26
	2014	\$ 1,103.00	3,979	\$ 0.25
	2015	\$ 1,103.00	4,989	\$ 0.22
	2016	\$ 1,159.00	5,201	\$ 0.22
	2017	\$ 1,337.00	5,853	\$ 0.22
	2018	\$ 1,676.00	6,390	\$ 0.26
	2019	\$ 1,751.00	6,114	\$ 0.28
	2020	\$ 1,890.00	6,665	\$ 0.28
2021	\$ 1,956.00	6,782	\$ 0.19	
2022	\$ 1,922.00	8,215*	\$ 0.23	

*Use: Audio (4,877), eBook (2,672), Magazine (666)

DONATIONS RECEIVED

MARTHA NEMICCOLO

For the Mary F. Kjellman Fund

ALICIA & DAVID MACLEAY

For the Mary F. Kjellman Fund

WILLIAM & DARBY MCGRAW

General Fund

JOSEPH & JOANNE GRADY

General Fund

THE GRADY FAMILY

To Honor Joseph and Joanne Grady

SKIP & CAROLYN MCKEAN

General Fund

LAURA M BUCCI

General Fund

DAN DACOSTA

General Fund

HENNIKER COMMUNITY SCHOOL- STUDENT GOVERNMENT

Proceeds from book sale— General Fund

EVERYONE WHO DROPPED THEIR SPARE

CHANGE IN THE DONATION BOXES AT CIRCULATION DESKS.

\$160.52— General Fund

TO THE FRIENDS OF TUCKER FREE

Without whose generosity, Henniker would be void of the special things you do to support excellent library service.

MUCH GRATITUDE TO the Saturday morning garden clean-up crew, the Henniker Beautification Alliance, and the Henniker Parks Department for keeping our exterior looking good!

THANKS ... to everyone who has offered programs, led book discussions, taught us games, and helped with the community puzzle. Henniker residents have sought to reconnect with friends and neighbors, the library serving as the safe place to do so!

THIS REPORT IS SUBMITTED BY...

Lynn M. Piotrowicz, M.A., M.L.S.
Library Director

ON BEHALF OF THE TRUSTEES OF THE TUCKER FREE LIBRARY ...

Frances Tain, Chair
Debra Kreutzer, Treasurer
Anne Crotti, Friends' Liaison
E. Joseph Petrick, Secretary
John Capuco

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE	2022 INCOME
Personnel Appropriation Funds	\$ 210,682.01
Cash Income & Trust Funds	\$ 33,012.17
Operational Income	\$ 32,615.97
Other Direct Income	\$ 12,347.83
2021 Unexpended/Reserve Funds	\$ 5,084.35
TOTAL REVENUE	\$ 293,742.33

EXPENDITURES	2022 EXPENDITURES
Personnel Expenses	\$ 210,682.01
Patron Service Expenses	\$ 24,713.86
Facility Management Expenses	\$ 34,199.85
Technology Management Expenses	\$ 954.00
Other Direct Costs	\$ 17,776.36
TOTAL EXPENDITURES	\$ 288,326.08

REVENUE OVER EXPENDITURES	\$ 5,416.25
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RESERVED FUNDS	
Total Trust Funds Reserved	\$ 2,635.54
Vivian Allen Fund	\$ 448.81
Beres Fund	\$ 2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$ 5,084.35

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED THRU 11/08/2022	DONATIONS TO 2022	DEPOSIT TO TRUST FUND	BALANCE 12/31/2022
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,588.28	\$ -	\$ 1,588.28	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 123.45	\$ 34.65	\$ 103.81	\$ -	\$ -	\$ 54.29
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,029.17	\$ -	\$ 1,029.17	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 70.43	\$ -	\$ 70.43	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 684.08	\$ 188.64	\$ 494.34	\$ -	\$ -	\$ 378.38
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ 67.48	\$ 250.00	\$ 250.00	\$ 490.42
James W. Doon*	MEMORIAL BOOKS	\$ 56.95	\$ 475.30	\$ -	\$ -	\$ -	\$ 532.25
Preston Fund	LIBRARY OPERATIONS	\$ 716.45	\$ -	\$ 716.45	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 21.18	\$ -	\$ 21.18	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,733.51	\$ -	\$ 6,733.51	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 480.40	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 480.40
Walter K. Robinson	MEMORIAL BOOKS	\$ 118.58	\$ 34.89	\$ 95.23	\$ -	\$ -	\$ 58.24
		\$ 11,941.54	\$ 1,613.88	\$ 10,919.88	\$ 550.00	\$ 550.00	\$ 2,635.54

*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	
TD Bank							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	
Bar Harbor	LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36
TD Bank Refund	\$ 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

WAGE REPORT

Employee	Position	Rate	Pay Type	Yrs. of Service	Employee	Position	Rate	Pay Type	Yrs. of Service
Abramowicz, Gail	Police - Administrative Assistant	\$ 23.03	Hourly	22	Hess, Chris	Fire	\$ 14.00	Hourly	N/A
Adams, Tyler	Fire	\$ 14.00	Hourly	N/A	Hooper, Tia-Marie	Selectswoman	\$ 1,500	Annual	N/A
Adler, Elijah	Library - PT	\$ 9.75	Hourly	N/A	Hornblower, Ryan	Rescue	\$ 20.59	Hourly	N/A
Amos, William	Rescue - FT Paramedic	\$ 25.18	Hourly	4	Hubbard, Kyle	Fire/Rescue	\$ 1,000	Annual	N/A
Amos, William	Rescue Lieutenant	\$ 1,000.00	Annual	N/A	Jansen, Rose	Library - PT	\$14.00 / \$15.60	Hourly	N/A
Anchel, Garrett	Police - PT Officer	\$ 25.30	Hourly	N/A	Johnson, Justin	Highway - Assist Hwy Super/Mechanic	\$ 28.45	Hourly	9
Andrews, Daniel	Rescue	\$ 21.47	Hourly	N/A	Johnston, Kimberly	Town Clerk/Tax Collector	\$ 65.274	Hourly	4
Austin, Deborah	Deputy Town Clerk/Tax Collector	\$ 21.31	Hourly	16	Johnston, Stephen	Highway - Heavy Equip Operator	\$ 25.17	Hourly	3
Austin, Greg	Fire/Rescue	\$14.00 / \$21.47	Hourly	N/A	Jones, Sawyer	Fire/Rescue	\$14.00 / \$15.42	Hourly	N/A
Aucott, Greg	Rescue Chief	\$ 20,000.00	Annual	N/A	Keon, Thomas	Town Administrator	\$ 100,000.00	Salary	0.75
Aucott, Greg	Health Officer	\$ 5,000.00	Annual	N/A	Klein, Stuart	Fire	\$ 14	Hourly	N/A
Aucott, Greg	Highway Super/Road Agent	\$ 42.38	Hourly	4	Klein, Stuart	Transfer Station/Parks - Attendant PT	\$ 15.18	Hourly	1
Baker, Wendy	Executive Secretary (resigned)	\$ 22.11	Hourly	1.5	Knight, Steven	CSWW - Operator PT	\$ 26	Hourly	0.5
Bannister, Cole	Police - Officer	\$ 25.11	Hourly	2	Koese, Nattanan	Library - PT	\$ 16.00	Hourly	N/A
Bernstein, Jacob	Land Use/General Admin Assist	\$ 16.93	Hourly	0.25	Kyle, Christian	Police - Officer	\$ 24	Hourly	0.25
Bloomak, Kris	Selectman	\$ 1,500.00	Annual	N/A	Lamontagne, Brittany	Rescue	\$ 21.47	Hourly	N/A
Boden, Seth	Fire/Rescue	\$ 14.00	Hourly	N/A	Landes, Karen	Supervisor of Checklist	\$ 10	Hourly	N/A
Boisvert, Marc	Transfer Station/Parks Manager - PT	\$ 32.30	Hourly	18	Lang, Rachael	Police - Officer	\$ 29.65	Hourly	1
Boss, Amy	Police - Officer	\$ 33.75	Hourly	20	Lawrence, Lynne	Library - PT	\$ 16	Hourly	N/A
Bradstreet, Sherry	Deputy Finance Director	\$ 35.78	Hourly	0.5	Levesque, Kenneth	WWTP - Superintendent (retired)	\$ 36.85	Hourly	30
Bunford, Matt	Transfer Station/Parks - Assit Mgr	\$ 24.27	Hourly	0.5	Lindsley, Mark	Police - Auxiliary PT	\$ 19	Hourly	N/A
Bunford, Ryan	CSWW - Chief Operator (resigned)	\$ 25.26	Annual	1.5	Longan, Erin	Library - PT	\$ 21.00	Hourly	N/A
Burrill, Adam	Fire	\$ 14.00	Hourly	N/A	Lorenza, Stephen	Rescue	\$ 22	Hourly	N/A
Cannara, Shannon	Animal Control	\$ 2,080.00	Annual	N/A	Lorenza, Stephen	Rescue Lieutenant & Training Officer	\$ 2,000.00	Annual	N/A
Captain, Grace	Library - PT	\$ 13.50	Hourly	N/A	Marechal, Michael	Fire	\$ 14	Hourly	N/A
Carv, Karin	Library - PT	\$ 13.50	Hourly	N/A	Marko, Loreta	Supervisor of Checklist	\$ 10.25	Hourly	N/A
Chase, Justin	Fire/Rescue	\$14.00 / \$18.29	Hourly	N/A	Marko, Loreta	Selectman	\$ 1,125	Annual	N/A
Colby, Jesse	Police - Officer (resigned)	\$ 32.19	Hourly	6.5	Martin, Jake	Highway - Light Equip Operator	\$ 20.36	Hourly	0.5
Colby, Joshua	Library - PT	\$ 15.46	Hourly	N/A	Martin, Neal	Fire	\$ 14	Hourly	N/A
Conforti-Adams, Carol	Welfare Director	\$ 21.00	Hourly	8	Mason, Christopher	Fire/Rescue	\$16.00 / \$18.29	Hourly	N/A
Conner, Jeffrey	Fire	\$ 14.00	Hourly	N/A	Mason, Christopher	Fire Captain	\$ 1,000	Annual	N/A
Comer, Steven	Fire	\$ 14.00	Hourly	N/A	Mason, Catherine	Fire	\$ 14.00	Hourly	N/A
Cooper, Joseph	Fire	\$ 16.00	Hourly	N/A	McCormick, Timothy	Fire	\$ 14	Hourly	N/A
Cooper, Richard	Fire Lieutenant	\$ 1,000.00	Annual	N/A	McCormick, Timothy	Fire	\$ 14.00	Hourly	N/A
Costello, Michael	Rescue	\$ 20.59	Hourly	N/A	McCormick, Timothy	Fire	\$ 14.00	Hourly	N/A
Costello, Michael	Fire	\$ 16.00	Hourly	N/A	McCormick, Timothy	Fire	\$ 14.00	Hourly	N/A
Costello, Michael	Deputy Fire Chief	\$ 2,500.00	Annual	N/A	McCutcheon, Kelly	Minute Taker	\$ 17	Hourly	N/A
Costello, Michael	Fire/Rescue	\$14.00 / \$20.38	Hourly	N/A	McCutcheon, Kelly	Fire/Rescue	\$14.00 / \$16.86	Hourly	N/A
Costello, Stefanie	Emergency Management	\$ 1,200.00	Annual	N/A	McCutcheon, Kelly	Rescue - Permanent PT	\$ 28.74	Hourly	13
Crisp, Darcy	Rescue	\$ 18.20	Hourly	N/A	McCutcheon, Kelly	Police - Sergeant	\$ 34	Hourly	8
Dandaneu, Michelle	Police - Lieutenant	\$ 36.90	Hourly	16	Moir, Alexander	Rescue	\$ 16.25	Hourly	N/A
Dani, Mitchell	Rescue	\$ 21.47	Hourly	N/A	Moir, Alexander	Fire Chief	\$ 20,000	Annual	N/A
Demoura, Keith	Fire	\$ 14.00	Hourly	N/A	Morse, James	Fire	\$ 16.00	Hourly	N/A
Dennis, Michael	Highway - PT	\$ 30.00	Hourly	N/A	Morse, James	Library - PT	\$ 17	Hourly	N/A
Densysk, Ruslan	Fire/Rescue	\$14.00 / \$20.38	Hourly	N/A	Mousseni, Cynthia	Highway - PT	\$ 25.00	Hourly	N/A
Devine, Joseph	Town Admin Consultant (resigned)	\$ 700.00	Weekly	2.5	Murdoch, Morgan	Library - PT	\$ 10	Hourly	N/A
Diamond, Dahn	Transfer Station - PT (resigned)	\$ 20.36	Hourly	2	Newcomb, Bertley	Library - PT	\$ 12.34	Hourly	N/A
Doddham, Kirk	Highway - PT	\$ 30.80	Hourly	N/A	Newcomb, Dezmand	Library - PT	\$ 11	Hourly	N/A
Dodge, Zachary	Transfer Station/Parks - Attendant	\$ 18.06	Hourly	1.5	Nickerson, Lester	Crossing Guard	\$ 11.00	Hourly	N/A
Donahue, Meghan	Rescue	\$ 20.58	Hourly	N/A	Nickerson, Susan	Crossing Guard	\$ 11.00	Hourly	N/A
Donison, James	CSWW - Superintendent PT	\$ 59.17	Hourly	N/A	Osgood, David Scott	Selectman	\$ 1,500	Annual	N/A
Evans, Tadd	Building Inspector (Temp)	\$ 50.00	Hourly	0.5	Oshka, Brendan	Highway - Heavy Equip Operator (resigned)	\$ 26.36	Hourly	3
Flynn, Peter	Selectman	\$ 1,500.00	Annual	N/A	Parker, Leon	Selectman (former)	\$ 375	Annual	N/A
Freeman, Chazz M.	WWTP - Operator	\$ 23.00	Hourly	4	Patterson, Andrew	Fire	\$ 14.00	Hourly	N/A
French, Kelley	Fire Clerk	\$ 14.00	Hourly	N/A	Patterson, Chase	Fire/Rescue	\$14.00 / \$15.60	Hourly	N/A
French, Kelley	Police Chief	\$ 500.00	Annual	N/A	Patterson, Hunter	Fire/Rescue	\$14.00 / \$15.60	Hourly	N/A
French, Matthew	Fire/Rescue	\$ 102,789.00	Salary	6	Perron, Marilyn	Library - PT	\$ 15	Hourly	N/A
French, Thomas	Fire/Rescue	\$14.00 / \$18.29	Hourly	N/A	Petkiewicz, Penelope	Library - PT	\$ 10.00	Hourly	N/A
French, Thomas	Rescue Deputy Chief	\$ 2,500.00	Annual	N/A	Photowicz, Lynn	Library Director	\$ 78.945	Salary	17
French, Varyl	Fire/Rescue	\$16.00 / \$17.59	Hourly	N/A	Power, Troy	Highway - Driver/Labour	\$ 23.21	Hourly	6
French, Varyl	Deputy Fire Chief	\$ 2,500.00	Annual	N/A	Roy, Russell	Rescue	\$ 105,685.00	Salary	30
French, Varyl	Highway - PT	\$ 30.00	Hourly	N/A	Roy, Russell	Finance Director	\$ 21	Hourly	N/A
Gagne, Daniel	Fire	\$ 14.00	Hourly	N/A	Scholes, Nadine	Minute Taker	\$ 34.23	Hourly	5
Gagne, Kaiton	Fire	\$ 16.00	Hourly	N/A	Slager, Richard	WWTP - Superintendent	\$ 21	Hourly	N/A
Gagne, Kaiton	Fire Lieutenant	\$ 1,000.00	Annual	N/A	Stalker, Joseph	Rescue	\$ 21	Hourly	N/A
Gafo, Alexander	Rescue	\$ 16.05	Hourly	N/A	Swan, Luete	Library - PT	\$ 13.50	Hourly	N/A
Garside, Robert	Building Inspector/Code Enforce	\$ 24,960.00	Salary	1	Taylor, Ronald	Treasurer	\$ 2,000	Annual	N/A
Getts, Denise	Library - PT	\$ 21.73	Hourly	N/A	Trenblay, Derek	Highway - PT	\$ 25.00	Hourly	N/A
Gilbert, Keith	Fire	\$ 14.00	Hourly	N/A	Twoombly, Peter	Fire	\$ 14	Hourly	N/A
Gould, Ryan	Supervisor of the Checklist	\$ 10.00	Hourly	N/A	Urban, Zachary	Rescue	\$ 19.77	Hourly	N/A
Gricder, Terri	Police - Secretary PT	\$ 30.32	Hourly	9	Walsh, Joseph	Rescue - FT Paramedic	\$ 21	Hourly	0.5
Henley, Kelly	Deputy Finance Director (resigned)	\$ 30.40	Hourly	0.5	Wilberner, Brad	Rescue	\$ 21.47	Hourly	N/A
Henley, Thomas	Rescue	\$ 18.07	Hourly	N/A	Winston, Thomas	Fire	\$ 14	Hourly	N/A
					Wynn, Helga	Exec Assistant / Assessing	\$ 27.43	Hourly	0.5

TUCKER FREE LIBRARY POLICY MANUAL

Policy Table of Contents

Section I – Governance

1. Board of Trustees
2. Tucker Free Library Investment Policy
3. Tucker Free Library Bill Paying Policy

Section II – General Policies

1. General Objectives
2. Who May Use the Library
3. Services
4. Gifts and Memorials
5. Displays, Exhibits, Social Media, & Photographs

Section III – Collection Development

1. Materials Collection

Section IV – Management & Personnel Policies

1. General Definitions & Staff Designations
2. Job Descriptions
3. General Employment Policies
 - A. Hiring
 - B. Criminal Background Check
 - C. Employment of Minors
 - D. Probationary Period
 - E. Compensation
 - F. Reimbursement for On-Call Personnel
 - G. Reimbursement for Expenses
 - H. Employee Benefits
 - I. Training or Development of Staff
 - J. Performance Evaluations
 - K. Employee Concerns
 - L. Longevity Bonua
4. Leave Policies
 - A. Sick Leave
 - B. Vacation
 - C. Holiday
 - D. Personal Leave
 - E. Emergency Closure Weather/Public Health Emergency – Adequate Staffing
 - F. Military Leave
 - G. Jury Duty
 - H. Bereavement Leave
 - I. Crime Victims
5. Voluntary or Involuntary Terminations
 - A. Resignation

- B. Retirement
- C. Removal & Termination

Appendix

1. Vacancy on Board of Trustees -- RSA 669:75
2. New Hampshire Library Laws
3. Library Bill of Rights
4. Membership Requirements for Registration
5. Patron Check-out Limits
6. Rules of Conduct/Reasons Why Patron Can Be Denied Access -- RSA 202-A:25
7. Internet Use Policy
8. Request for Reconsideration
9. Job Description – Library Director
10. Job Description – Assistant Library Director
11. Job Description – Youth Services Library
12. Job Description – Library Assistant
13. Job Description – Library Associate/Aide
14. Job Description – Library Page
15. Criminal Background Check Form
16. Employment of Minors Form for Parental Permission
17. Town Safety Committee – Training Guidelines
18. Library Training Competencies Checklist
19. Employee Review – Annual
20. Performance Evaluation – Library Director & Other Senior Management Positions
21. Employees, Removal -- RSA 202 – 17

SECTION I Governance

1. Board of Trustees

Approved by Board of Trustees, 05/17/2011
(Amended 11/09/2021 – See F)

- A. The Board of Trustees shall consist of five members elected by the citizens of the Town of Henniker. They shall be elected for a term of three overlapping years.
- B. The majority of the vote of the Trustees shall elect the chair, vice chair, secretary, and treasurer annually within one month after town meeting.
- C. Vacancies on the Board shall be filled by the vote of the Selectmen, upon the recommendation of the Trustees, to complete the term until the next town meeting, in compliance with RSA 669:75 (See Appendix 1).
- D. The Board shall employ a qualified and competent Library Director.
- E. The Board shall meet at least eight (8) times per year with the notice of the meetings posted as required by law. The Library Director shall attend all meetings unless excused by the Chair. Trustees are expected to attend at least 80% of the meetings.
- F. If it is the case that one or more members (but less than a quorum) of a board cannot be physically present for a meeting, “a public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body...only when such attendance is not reasonably practical.” RSA 91-A:2, III. “Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.” RSA 91-A:2, III(a). Note, of course, that a body which allows members to participate electronically must still abide by the requirement that a quorum of the body be physically present except in an emergency, as outlined above. (Amendment to policy 11092021)
- G. The Board and the Library Director shall jointly prepare the annual budget and be ready to answer any questions pertaining thereto at the budget hearings and town meeting.
- H. The Board shall be responsible for securing adequate funds to operate the library on a level that fulfills the needs of the Town of Henniker.
- I. Amendments to these policies may be proposed at any regular meeting and shall be made known to members not present and shall be voted at the next meeting.

SECTION I Governance

2. Investment Policies - GENERAL

Approved by Board of Trustees, 02/09/2010

General

The purpose of this policy is to outline general guidelines for the accomplishment of Library objectives while ensuring compliance with state and federal laws for the investment of funds dedicated to Tucker Free Library. This policy is also designed to outline internal controls over the safeguarding of fund assets. The investment policy retains management control of the Fund's investment portfolio in the Trustees, subject to the guidelines of this policy. The overall portfolio should be managed in accordance with the Prudent Investor Rule. The definition is based on RSA31:25-b.

“A prudent investment is one in which a prudent man would purchase for his own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived there from.”

In carrying out these duties, the Trustees may retain an Investment Advisor to assist in managing the assets of the Fund. The Investment Advisor's role is to provide guidance to the Trustees on matters pertaining to the investment of Fund assets including investment policy, monitoring Fund performance, and compliance of the Investment Policy.

Objectives

The primary objective of the Library's investment activities is, in priority order:

1. To conform with all applicable federal, state and other legal requirements (legal).
2. To adequately safeguard principal (safety).
3. To provide sufficient liquidity to meet unanticipated needs.
4. To obtain a reasonable rate of return (yield).

Diversification

It is the policy of the Tucker Free Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Trustee Responsibility

- Retain a qualified Investment Advisor to assist in the development and implementation of the investment policy.
- Establish the investment policy for the funds.
- Meet a minimum of twice per year to review investment performance and other issues that may arise.

Investment Advisor Responsibility

- Assist the Trustees of the Tucker Free Library in establishing the investment policy and guidelines contained in this policy.
- Meet with the Trustees on a semi-annual basis to review investment performance and certify compliance with the investment policy.

1. Purpose

It shall be the purpose of this policy to direct the investment activity of the **Tucker Free Library**.

2. Objective

The objectives of investment activities shall be as follows: first, safety and preservation of principal; second, liquidity; and third, maximizing the return for the fund. With respect to return or yield, the assets of the portfolio are to be invested for the benefit of the **Tucker Free Library** to maintain or increase the purchasing power of the funds principal and income over the long term, taking into account the primary objectives of safety and liquidity.

Additionally, this document sets forth the Trustees’ wishes and criteria for use of funds.

Known to Town of Henniker as an “UNRESERVED FUND BALANCE” the Trustees have set out use parameters to insure the long-term solvency of this conglomeration of funds known as the “CHARTER TRUST ACCOUNT.”

SUBFUND	STARTING BALANCE 2010	% OF FUND	CHARACTERIZATION OF FUND
Cammett, Helen	\$ 5,001.13	3.15	UNRESTRICTED
Childs, Anna	\$ 7,247.14	4.41	RESTRICTED
Soderstrom, Ann	\$ 189,147.45	88.28	UNRESTRICTED
TD Bank Refund	\$ 7,111.97	4.16	UNRESTRICTED
TOTAL OF FUNDS	\$ 208,507.69	100.0	

The Trustees voted to designate any of the unrestricted funds in the Charter Trust Account as a board restricted endowment. (RECORD OF VOTE & DISCUSSION RELATED TO DECISION FOUND IN MINUTES OF: 09082021)

A Trustee vote at a later time could remove that designation. From an accounting and legal standpoint, the funds remain available for use, both principal and income, subject to a trustee vote and underlying town meeting spending appropriation.

3. Spending Policy

The Tucker Free Library has adopted a spending policy rule that allows a percentage of the average market value over the trailing three years to be used for capital improvements and special projects. It is the Trustees’ intention that these funds are not to be used for general operating expenses. The Tucker Free Library has a December 31 fiscal year end. The allowable percentage rate is set to provide a relatively predictable stream of income while maintaining a principal base that will grow. The spending policy and allowable percentage are reviewed annually by the Trustees and the investment

manager. The allowable percentage rate shall not exceed 1.5% unless approved by the Board of Trustees.

4. Investment Authority

Professional guidance: Whenever required or deemed necessary by the trustees, professional guidance will be requested of experienced professionals in the investment field. The Trustees will hire or employ the trust department or departments of a bank or banks or a brokerage firm to assist in the management and investment of trust fund resources in compliance with the investment guidelines outlined in this policy.

5. Responsibilities

- a. In accordance with this policy, the Trustees shall periodically:
 - i. Review the acceptability of various asset categories
 - ii. Set guidelines for the percentage of various asset categories
 - iii. Monitor investment manager performance.
 - iv. Establish specific goals.
- b. The Trustees have hired a professional investment manager, **Charter Trust Company**. The Trustees expect the assets to be managed over the long term. They neither expect nor encourage high turnover, nor emphasis on the short term.
- c. Those investments that the Trustees oversee should not be for speculation, but for investment, always considering the safety of capital as well as the probable income.
- d. The Investment Policy Statement should be reviewed and approved by the Trustees at least annually.

6. Approved Investments

- a. The Trustees shall select asset classifications, presently limited to domestic and international common stock, preferred stock, U.S. government and corporate bonds, mutual funds, exchange traded funds, and cash equivalents.

7. Constraints

- a. **Guidelines – Equities:**
 - i. **The percentage of the portfolio in common and convertible preferred stock shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50%.**

- ii. Equities purchases are restricted to those listed in the S&P 1500 & Global 700 indices and/or those approved by the Investment Manager unless otherwise noted.
- iii. For the purpose of diversification, no single equity should exceed 10% of the total market value of the equity portion of the portfolio, except in unusual circumstances. The total value of a single company (equity or fixed income) should not exceed 10% of the market value of the entire portfolio.
- iv. The equity portfolio shall at all times be well diversified across industry groups as defined by Standard & Poor's. Although the Trustees prefer not to specify precise weightings, the intent is to comply with common law prudence.

b. Guidelines – Fixed Income and Cash Equivalents:

- i. **The percentage of the portfolio held in fixed income investments and cash equivalents shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50% of total assets: 45% fixed income, 5% cash equivalents.**
- ii. Convertible bonds and preferred stock shall not exceed 15% of the total market value of the portfolio.
- iii. Corporate bonds shall at the time of purchase be restricted to "investment grade" quality (BBB or better) by a nationally recognized rating agency.

8. Reporting

The investment manager shall provide quarterly reports listing all holdings and transactions. Additionally, the investment manager shall provide periodic reviews comparing portfolio performance to relative indices.

9. Conflicts of Interest

Trustees shall refrain from personal business activity that could conflict with the investment program or could impair their ability to make impartial investment decisions. Trustees shall disclose any significant outside activity or interest that could be related to the investment performance.

Any deviation from these policy guidelines shall require the approval of the Tucker Free Library board of trustees.

Approved by the Trustees:

_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date

Addition to INVESTMENT Policy
Added to Policy dated: 02/09/2010
Approved by Board of Trustees, 09/08/2021

SECTION I Governance

3. Tucker Free Library Bill Paying Policy

Approved by Board of Trustees, 12/11/2018

- A. Bills arrive at the Tucker Free Library, either hard copies through mail or digital copies through email.
- B. Library director receives the bill, approves payment of the expense, assigns a budget category for the expenditure.
- C. The library director adds the payment information to the Treasurer's Monthly Bill Manifest.
- D. If the bill is for an operational expense, then the bookkeeper pays the bill using ONLINE Banking.
- E. If the bill involves payment to a staff member or trustee, then the bookkeeper shall prepare a check that the treasurer must sign.
- F. Trustees will review and approve the monthly payment manifest as part of the treasurer's discussion of the monthly income/expenditure report.

SECTION II General Policies

1. General Objectives

Approved by Board of Trustees, 05/17/2011

- A. To provide for the residents of Henniker a center for information that stimulates the knowledge, wisdom, culture, and pure enjoyment of reading and learning.
- B. To assemble and administer in organized collections, books and related educational and recreational materials.
- C. To operate said library in accordance with the New Hampshire Library Laws (See Appendix 2) and to strive to meet current standards set by the New Hampshire State Library Development System.
- D. To support the American Library Association Bill of Rights and “Freedom to Read” Statement. (See Appendix 3 and supplemental interpretations).
- E. To strive for a quality collection of adult and children’s materials, including fiction and nonfiction, a reference collection, periodicals and multimedia, while maintaining objectivity in presenting varying points of view.
- F. To cooperate with the district school libraries and other libraries within the New Hampshire State Library Development System.

SECTION II General Policies

2. Library Patrons

Approved by Board of Trustees, 05/17/2011

All residents of Henniker may use the library after meeting the registration requirements. Individuals are required to show proof of residency. (See Appendix 4)

- A. A reciprocal agreement made by the librarians of Tucker Free Library and New England College Library will be honored subject to review by said librarians.
- B. PERMANENT FULL or PART-TIME Henniker Town Employees, Henniker Community School Employees, and New England College faculty and staff who are not residents of Henniker, may also use the library after showing proof of employment. This privilege is extended to the employee only. Family members may not receive their own cards.
- C. Residents of neighboring towns may become registered patrons up payment of an annual membership fee of \$50.00. User privileges shall be the same as for town residents.
- D. Library privileges may be denied by the librarian for due cause. Such cause may be failure to return books, failure to pay collection charges, destruction or damage to library property, or any objectionable conduct on library premises.
- E. Board of Trustees shall adopt procedures for recovering delinquent materials, recovering overdue fines, and dealing with patrons who repeatedly return overdue materials. (See Procedure Section 5, PATRONS: Procedure for Recovering Overdue Materials).
- F. Rules of Conduct (See Appendix 6 for supporting explanations)

All library patrons are expected to practice reasonable, courteous behavior. They are expected to be considerate of others and respect the rights of other library users.

A person who demonstrates undesirable behavior will receive notice from staff that such behavior or similar behavior is unacceptable. Repetition or continuation of undesirable behavior will result in the person having to leave the library and a telephone call to the police if the person refuses to leave.

Parents are responsible for their children's behavior in the library. Children under the age of seven (7) may not be left unattended in the library.

The library staff is not responsible for childcare. In the event that a child is left unattended after the library closes, library personnel are instructed to notify the Henniker Police Department.

SECTION II General Policies

3. Services

Approved by Board of Trustees, 05/17/2011

- A. Hours of Operation: The library shall be open sufficient hours to be in compliance with the requirements of the New Hampshire Library Development System and to adequately meet the needs of the community.
- B. Provision of Requested Materials: The library staff shall use all means at their disposal (i.e., interlibrary loan, referral to the appropriate agencies) to try to obtain information and materials beyond its resources.
- C. Circulation Policy & Check-out Limits: All library materials, except for the reference collection, shall be loaned to registered patrons for the designated period of time as stated in the procedures manual approved by the Trustees. Certain unique or fragile items are restricted to use within the building and in some cases used only under the direct supervision of the Library Director (See Appendix 5).
- D. Recovery of Overdue Materials: Material that is overdue, lost or damaged must be paid for as determined by the Library Director. Failure to do so could result in action being taken in compliance with RSA 202-A:25 (See Appendix 6).
- E. Internet Access: The Tucker Free Library provides free, unfiltered access to the internet to anyone who signs an INTERNET USE AGREEMENT (See Appendix 7).

SECTION II General Policies

4. Gifts and Memorials

Approved by Board of Trustees, 05/17/2011

- A. Books and other materials shall be accepted on the condition that the library has the authority to make whatever disposition it deems suitable. All materials thus acquired must be designated as a gift. (Loans not acceptable).
- B. Gifts of money, real property and/or stocks shall be accepted if the conditions attached there to are agreeable to the Board of Trustees and in accordance with any applicable laws.
- C. To establish a Memorial Fund, a letter outlining the trust terms and conditions should be submitted to the Board of Trustees for their review and acceptance. The donor shall meet with the Library Director to draft the letter.
- D. The library reserves the right not to accept materials.
- E. At each meeting, the Library Director will present, for Trustees' approval, a list of all monetary gifts donated to the library since the last meeting of Trustees.

SECTION II General Policies

5. Displays, Exhibits, Social Media & Photographs

Approved by Board of Trustees, 05/17/2011

- A. Photographs: Staff members take pictures at various public events for the purpose of publicizing programming opportunities available at the library. The photos may be used on the library website or as part of a public relations campaign in a press release. Efforts to maintain anonymity when using photos would include:
1. Photographing the group from behind.
 2. Focusing the subject in relation to the object of attention (i.e., art work being the focus or the book being read).
 3. Seeking written consent before providing individual names in a press release.
- B. Bulletin Board: A bulletin board shall be maintained where official notices of the Town and Library, announcements of music and drama events civic programs and similar items may be displayed with the permission of the Library Director.
- C. Election Material: Election material of any type regarding the election of a candidate political or otherwise, may not be displayed at the library or on its grounds.
- D. Social Media Policy for the Tucker Free Library
1. Content will be created by Tucker Free Library staff to assist in fulfilling our mission of providing access to knowledge and information that will inform, educate, and serve the Henniker community.
 2. Comments and postings from the public are allowed, but will be reviewed by library staff for content. Library staff reserves the right to review all comments and postings, deleting comments and postings that fall within one of the following categories:
 - a. Obscene, sexist, or racist content
 - b. Harassing library staff or other social media users
 - c. Private, personal information of another person without appropriate consent or authority
 - d. Comments, postings, and/or hyperlinks not related to the content created by library staff
 - e. Advertisements and solicitations

(Approved by Board of Trustees, 05/09/2017)

TUCKER FREE LIBRARY MEETING SPACE POLICY

The meeting spaces in the library are intended for library programming and community use. First priority for bookings of the meeting rooms will be reserved for Tucker Free Library programs or programs sponsored by the library.

Any group not based in Henniker requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area or membership. TFL recognizes the rights of free speech and free assembly.

- Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by TFL.
- No group will imply in its advertising or during the meeting that the library has sponsored or supports its meeting, group or presentation.
- Neither the name nor the address of the library may be used as the official address or headquarters of a user.
- No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the library.
- Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the library.
- Adjudicated family visits must be supervised at all times. If at any time, staff members or other patrons become uncomfortable with the visit or feel threatened by any behavior, the library reserves the right to ask the Henniker Police Department to escort all parties from the building.

Rules for Using TFL Meeting Spaces

- All general library policies apply.
- Disruption of library function is not permitted. Staff retain the right to address disruptive behavior or any kind.
- Parents or guardians attending an event/approved use of the premises may not leave children unattended in the main library or Children's Room.
- Library staff will not assist in room setup, configuration, or troubleshooting of personal technology devices that are not TFL sponsored functions.
- Each group is responsible for set-up and break-down for its event in the meeting room itself.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

An adult representative for each group using the library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.

- TFL assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting.
- Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the TFL.

Hours of Use and Room Capacities

The meeting rooms are available for use during the library's normal operating hours.

- For specific open and closing times check the library website.
- Capacity of space will be discussed when booking.
- Reservation times include setup and breakdown time.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

The meeting rooms are not available for use on holidays on which the library is closed. If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR and on the library web page. It is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

The Tucker Free Library reserves the right to alter these rules as deemed necessary by the Director in conjunction with the Board of Trustees.

Adopted by Library Board of Trustees

1st reading 8/18/2023

Revisions from 8/18/2023

2nd reading 9/20/2023

3rd reading waived 9/20/2023

POLICY ADOPTED 9/20/2023

SECTION II General Policies

6. Pandemic Services

Approved by Board of Trustees, 05/17/2020

TUCKER FREE LIBRARY EPIDEMIC/PANDEMIC POLICY

I: Definitions

Epidemic: A widespread occurrence of an infectious disease in a community at a particular time.

Pandemic: A pandemic is the worldwide spread of a new disease.

Epidemic/Pandemic Plan: An epidemic/pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Appropriate Staffing Level: For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the library director or his/her designee. Should staffing levels drop because a staff member needs to leave and if replacement staff cannot be identified, the library director should consult with the board of trustees prior to deciding to close the facility.

II. Purpose and Specific Recommendations for Operational or Closure Protocol

If there is a serious infectious disease outbreak, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from an epidemic/pandemic may be slow, as compared to a natural disaster or other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to an epidemic/pandemic.

Seeing to the critical needs of the facility if the library is closed for an extended time.

- Lock book drop on front porch.
- Put a large garbage bag on the book drop at rear of building since there is no lock.
- Submit payroll remotely. Director should take laptop home.

- If mail service is still running and staff is able, check mail weekly and pay bills if possible.
- Walk through building weekly to make sure everything is functioning properly.
- Cancel weekly cleaning, schedule thorough sanitizing re-opening cleaning.

Means for continuing to provide information services for the public, such as online ordering of materials and pick up from a table in the lobby at certain times, or expansion of online services

- Create a specific webpage to keep the community informed.
- Publicize downloadable content.
- If local or regional newspapers provide free access, include on website. Include links to local or regional health resources.
- Material may be placed on hold online. Hold requests would be prepared for pickup during limited library hours to reduce risk of contamination from social gathering.
- Determine methods for the handling and/or recovery of materials post-quarantine.

Accommodation of the needs of people in the community who may not have a home subscription to the local newspaper or a working home computer

- Determine a mechanism to allow for printing of materials of a critical nature.
- Post emergency information on front door for community consumption.
- If limited hours are feasible, then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.
- Discourage social activities within the building.

Education of the public in advance of an epidemic

- Provide instruction on the handling of materials if members of household are quarantined.
- Eliminate video fines throughout the crisis.
- Eliminate overdue notification process throughout the crisis.
- Provide step by step instructions on how to renew materials.
- Provide step by step instruction on reading eContent.
- Provide access to any free resources that are available such as local and regional newspapers, health department alerts, town notifications.

III: Suspension of Service and/or Library Closure

Public Health Mandate

The Tucker Free Library will close due to an epidemic/pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Specific criteria for closing the library

- Limited staff availability.
- Town offices, school, White Birch, NEC closed.
- Mandated by local or regional officials

Discretionary Service Level Changes

At the discretion of the library director and in consultation with the board of trustees, the library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the library director or designee will maintain communication with staff, library Board of Trustees, and the Town Manager.

Specific criteria for suspending story times and other library programs

- Limited staff availability.
- School and/or White Birch experiencing outbreaks.
- Mandated by local or regional authorities.

IV: School Closure Due to Epidemic/Pandemic

In the event that Henniker School District school is closed due to an epidemic/pandemic illness, the Tucker Free Library will remain open, but with reduced hours and services, unless one of the criteria for closing listed above is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Henniker schools are closed due to an epidemic/pandemic-related illness.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours. An inability to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

- Our employees are cross-trained and can fit into any role.
- Assuming an epidemic/pandemic level closure or suspension of services, only essential functions will be required. ILL may be limited by State. Acquisitions work may be limited by availability of vendor and shipping. Without acquisitions there will be no need for the physical processing of materials.
- Director will pay any outstanding bills in need of immediate attention. If the director is unavailable, then bookkeeper can be consulted. Treasurer should receive basic bill paying instruction for the sake of continuity in case director and bookkeeper become unable to fulfill their roles.
- Director has a binder in office titled “Lib Admin Emergency Management” which contains relevant operational procedures.
- Director has created a chart of accounts and passwords. This file is contained in the office.

In providing service safely and efficiently, the following actions may be taken at the discretion of the library director or designee with consultation with the library Board of Trustees.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.).
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety).
- Social distancing practices in public areas.
- Reduction of open hours.
- Cancellation of all programs, special events, and meeting room reservations.
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours.
- Closure of the library.

If the library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure, employees shall be compensated for their regularly scheduled hours. If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours.

VI: Communication

In the event of closure necessitated by epidemic/pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner.

Communications plan for reaching staff and for communicating with the public.

- Update emergency call list.
- Make WMUR closing login information available to staff and trustees.
- Update website and Facebook as needed. Include directions for materials and hours.
- Facilitate Google Hangouts Conversation for emergency communication with Trustees, Staff, and Friends.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online.
- Payroll.
- Accounts Payable.
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the library director or designee will prioritize service-related tasks and assign the daily work plan to staff.

VIII: Additional Concerns Related to Library Services

Policies for social distancing -- that is, removing a number of chairs so people aren't sitting close to each other, or limiting the number of people who can come in at any one time, or taking out coat racks, and similar actions that keep people and their belongings separate from each other.

- If limited hours are feasible then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.

Provision of masks and gloves along with the training of staff in their removal and disposal.

- Make personal protection equipment (PPE) available if needed.
- Provide public education on handling of materials if members of households have flu or virus.
- Educate and practice universal precautions.

Standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc.

- Disinfect railings and door knobs.
- All staff will wipe down their work stations before handing off to new staff member. This includes telephone, keyboards, and desk tops.
- Refrain from eating at circulation desk.
- Empty and tie off bag in all wastebaskets before being placed in larger bag.

TUCKER FREE LIBRARY EXISTING POLICY FOR EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY

EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY – ADEQUATE STAFFING. In order to provide the best service, the Tucker Free Library is open for scheduled service whenever possible, so long as adequate staffing is available. For the purpose of operation of the library, adequate staffing means that two employees are available to work but ideally, three should be available to provide scheduled breaks for all employees.

1. The library is, however, concerned about the safety of its patrons and employees. During extreme weather situations or community emergencies the Director or his/her designee may close the Tucker Free Library by the authority of, and time permitting, prior consultation with the Chair of the Tucker Free Library Board of Trustees. If such an event occurs, the Director or his/her designee will inform Town Administrator of the decision. The Director or his/her designee will also inform local media outlets of the closing, change the message on the library answering machine, and post the closing on the library website.

2. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for the weather situation or community emergency.
3. If the library remains open but staff members feel they cannot make it into work or must leave early, they may opt to use vacation time or take unpaid leave.

(Approved by Board of Trustees, 6/16/2015)

SECTION III Collection Development

Materials Collection

Approved by Board of Trustees, 06/28/2011

- A. Acquisition Responsibility: The ultimate responsibility for selection policy lies with the Board of Trustees. Customarily, the Board of Trustees delegate to the Library Director the authority and responsibility to select materials for the development of the collection. At the discretion of the Library Director, some selection responsibility may be delegated to other staff.
- Materials will be selected through various means including published reviews in recognized periodicals and newspapers, publisher's preview collections, bibliographies and other professional resources.
 - Materials will be judged using the applicable guidelines of collection needs, literary quality, accurate information, favorable reviews, timeliness and presentation of all points of view concerning issues.
- B. Censorship: Selection of materials for the adult collection will not be affected by the fact that children may obtain literature that their parents consider inappropriate. Ultimate responsibility for the use of reading materials by children rests with their parents or legal guardians.
- C. Request for Reconsideration: If a patron objects to an item in the library collection, their written and signed objection will be required on a standard form provided by the library. This formal objection will be reviewed at a regular Trustees' meeting and the patron will receive a written reply (See Appendix 8).
- D. Collection Analysis & Maintenance: The collection will be evaluated on a continual basis and systematic withdrawal of materials will occur. Material will be discarded when they have been judged to be dated, inaccurate, seldom used, in poor condition or otherwise no longer appropriate.

SECTION IV Management & Personnel Policies

1. General Definitions

Approved by Board of Trustees, 10/25/2011

A. **Employee:** An individual hired by the board or the library director to work for the library. Individual employed by the library may fall into one or more of the following categories:

1. **Full Time:** An employee who regularly works 37.5 hours or more per week for 12 or more consecutive calendar months, who has satisfactorily completed a probationary period and whose appointment has been accepted by the board. The customary work week for full time employees is 37.5 hours.
2. **Part Time:** An employee who works less than 37.5 hours per week for or more calendar months.
3. **Temporary/Seasonal:** An employee who works either full time or part time, but for a limited time or irregular basis.
4. **Exempt Employees:** An individual who is not eligible for overtime pay or minimum wage regulations because he/she is classified under the category "executive," "administrative," or "professional" employee as defined by the Fair Labor Standards Act.
5. **Non-Exempt Employees:** An individual who is eligible for overtime or compensatory time off for hours worked in excess of 40 hours per week.

SECTION IV Management & Personnel Policies

2. Job Descriptions

REVIEW OF JOB DESCRIPTIONS. Library trustees will review and update position descriptions every three years.

- A. Library Director – Appendix 9
- B. Community Relations Coordinator – Appendix 10
- C. Youth Services Coordinator – Appendix 11
- D. Adult Services Coordinator– Appendix 12
- E. Library Services Weekend Manager – Appendix 13
- F. Library Page – Appendix 14
- G. Library Assistant: Substitute - Appendix 15

SECTION IV Management & Personnel Policies

Employment Policies

Approved by Board of Trustees, 05/06/2009

- A. **HIRING:** The Board of Trustees shall hire the Library Director. All other personnel shall be recruited and hired by the Library Director in consultation with the Trustees.

SECTION IV Management & Personnel Policies

Employment Policies

- C. EMPLOYMENT OF MINORS: Need to add this to address State Labor Laws (See Appendix 16).

SECTION IV Management & Personnel Policies

Employment Policies

- D. **PROBATIONARY PERIOD:** There shall be a probationary period of three (3) months for each new employee. During this time, or at the end of the probationary period, the employee may be discharged without cause. **Successful completion of the probationary period includes demonstrated competency in policies and procedures mandated by the Town Safety Committee (See Appendix 17) and Library Training Competencies Checklist (See Appendix 18).**

SECTION IV Management & Personnel Policies

Employment Policies

- E. **COMPENSATION:** Staff members and employees shall be paid weekly, for the prior week's work, on a schedule in accordance with Town payroll. Compensation shall be reviewed annually and raises shall be retroactive to January first of the current year, as long as the individual is still employed in the same capacity by Tucker Free Library when the library's budget is voted on at that year's annual town meeting.

SECTION IV Management & Personnel Policies

Employment Policies

- F. REIMBURSEMENT FOR ON-CALL PERSON: In the event the director is unavailable for an extended period of time, a senior staff member will be designated as the “On-Call Person.” The “On-Call Person” shall be paid their hourly rate if there is an occurrence where they are called to assist staff members dealing with an issue at the library. This staff member will be reimbursed for the duration of the event that required their attention or a minimum of three hours of call-in pay. (This follows the policy of the Town of Henniker.)

(Approved by Board of Trustees, 4/11/2017)

SECTION IV Management & Personnel Policies

Employment Policies

- G. REIMBURSEMENT: Library Director will be reimbursed and approve reimbursement of staff member for any expenses incurred on behalf of the Library.

SECTION IV Management & Personnel Policies

Employment Policies

- H. **EMPLOYEE BENEFITS:** Benefits defined as health insurance, group life insurance and membership in the New Hampshire retirement system will be offered to full time, **salaried** staff members. Part-time staff members will not be eligible for the above mentioned benefits.

Benefits and salary are specific to job title/position. If an employee changes from a position that accrues sick leave to a position that does not accrue sick leave, any accumulated sick leave shall be forfeited. In this situation, compensation shall be paid for vacation time earned prior to change in job title/position.

SECTION IV Management & Personnel Policies

Employment Policies

- I. TRAINING OR DEVELOPMENT OF STAFF: Personnel shall be encouraged to participate in library associated meetings. Trustees may direct staff members to attend training providing expenses and costs are paid for by the library. At the discretion of the Trustees, educational workshops might be paid for by the library. Payment may include mileage, cost of course/actual time in class, and any other related expense. Advance agreement must be obtained by the Trustees.

SECTION IV Management & Personnel Policies

Employment Policies

- J. PERFORMANCE EVALUATIONS, MERIT AND COLA INCREASES: The performance review provides an opportunity to compare performance relative to position requirements and to formulate job goals. Performance evaluations generally will be performed annually using appropriate tool as approved by the Board. Evaluations may be more frequent for new staff members. Staff members will be given the opportunity to review written evaluations, to discuss evaluations with a supervisor and to respond in writing to the evaluations contents. The staff member will be asked to sign the evaluation to acknowledge its receipt. The evaluation and the staff member's comments, if any, will become a part of the staff member's personnel file. The Library Director generally will be reviewed by the Board of Trustees annually.

As per the Town of Henniker Employee Evaluations and Merit Increase policy dated 05/04/2021, "employees will be eligible for an annual merit pay wage increase between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process."

These evaluations are to be conducted in advance of annual budget discussion which traditionally begins at the October Trustees Board meeting. The director will calculate the amount each employee is eligible to receive. The director will only report the total amount of the merit increases to maintain personnel confidentiality. This amount will be identified on the budget worksheet for trustees as MERIT INCREASE.

As stated in the Town of Henniker policy on salary increases, "Merit pay increases will not be diminished because of financial considerations of the Department or the Town."

Additionally, the Town of Henniker follows the State of New Hampshire employee pay parameters with regard to Cost of Living Adjustments (COLA). The COLA increase is based on the negotiated contract of state employees. The Town of Henniker has mirrored this practice, using the State of New Hampshire COLA figures since 1971.

The Board of Selectmen approve the COLA figure in advance of budget deliberations. Department heads are notified of the figure. COLA is not performance based. All employees receive COLA in addition to their calculated performance-based MERIT increases. Once the COLA figure has been determined, the director will calculate the amount each employee will receive. The director will only report the total amount of the COLA increase to maintain personnel confidentiality. This amount will be included in the budget worksheet and identified for trustees as COLA INCREASE.

It is the practice of the Tucker Free Library to wait until the pay period immediately following Town Meeting to finalize and notify employees of their actual pay increase. The director and treasurer then prepare a memo, requesting payment for all employee

pay considerations, retroactive to January 1st of each year. The amount is based on the number of hours the employee has worked since January 1.

(Amended PERFORMANCE Evaluation Policy
Replaces Policy J approved 01/13/2005
First Reading: 09/08/2021
Second Reading:10/13/2021
Approved by Board of Trustees, 10/13/2021)

SECTION IV Management & Personnel Policies

Employment Policies

- K. **EMPLOYEE CONCERNS:** To promote a spirit of teamwork and to minimize possible difficulties and misunderstandings; staff members are encouraged to raise any questions, suggestions or concerns directly with a supervisor. Any such concern should be presented to the Library Director so the concern can be discussed openly and resolved in a mutually respectful manner. If a concern still exists after meeting with the Library Director or if such a meeting would not adequately address the concern, the staff member or the Library Director may contact the Chair of the Board of Trustees to discuss the concern further.

SECTION IV Management & Personnel Policies

Employment Policies

L. LONGEVITY BONUS (Based on Town of Henniker Personnel Policy Change)

(Approved by Board of Trustees, 05/19/2021)

The Tucker Free Library provides longevity pay to full-time employees based on years of service as follows:

Years of Service	Annual Payment
3-5 Years	\$250.00
6-10 Years	\$500.00
11-15 Years	\$750.00
16-20 Years	\$1,000.00
21 or more	\$1,250.00

Payment shall be made annually on the payroll that includes the employee’s anniversary date. Upon termination of employment with the Tucker Free Library, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee’s anniversary date to the day employee terminates.

The Tucker Free Library provides longevity pay to part-time employees based on continuous years of service as follows:

Years of Service	Annual Payment
3-5 Years	\$125.00
6-10 Years	\$250.00
11-15 Years	\$375.00
16-20 Years	\$500.00
21 or more	\$625.00

Payment shall be made annually on the payroll that includes the employee’s anniversary date. Upon termination of employment with the Tucker Free Library, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee’s anniversary date to the day employee terminates.

The amount of payment will be based on the status (part time/full time) of the employee on their anniversary date.

1st Reading: April 24, 2021
 2nd Reading: May 19, 2021
 Final Reading/Approved: May 19, 2021

SECTION IV Management & Personnel Policies

Leave Policies

- A. **SICK LEAVE:** Sick leave is a fringe benefit to be used for employee or immediate family member* illness, bodily injury or medical appointment that cannot be otherwise scheduled. Sick leave cannot be taken until earned. After completion of a probationary period staff members shall accrue sick leave according to the following table:

DESIGNATION	REQUIRED HOURS	ACCRUAL RATE	ACCRUAL MAX
Full Time		8 HRS/Month	520 HRS (effective 6/1/12)
Part Time	Minimum 30 HRS/WK	3.5 HRS/Month	72 HRS Maximum
Part Time	Minimum 20 HRS/WK	2.0 HRS/Month	40 HRS Maximum

* “Immediate family” is defined as spouse, domestic partner, parent, or child.

1. The library will pay one-third (1/3) of the accumulated sick leave on the books upon retirement. Retirement must be approved by the Board of Trustees and qualifications established by the New Hampshire state benefit provider (currently the NH Retirement System).
2. If an employee terminates service and is not eligible for retirement or is discharged by the library, accumulated sick leave will not be compensated.
3. An employee may utilize his/her sick leave allowance, upon notification of the department head/supervisor.
4. Employees receiving occupational injuries or illness in the line of duty shall receive medical care and compensation as provided by worker’s compensation. All claims must be reported to department head/supervisor and the office of the selectmen immediately, but in any case, no later than forty-eight (48) hours. The selectmen’s office shall submit an “Employer’s First Report of Injury or Occupational Disease” to the Department of Labor.
5. Occupational injury/illness is not treated as sick time. At no time does an employee receive both sick pay and disability pay, although sick leave may assist in providing the employee in making up the difference between the funds provided by worker’s compensation, short or long term disability, and the amount provided in their regular net weekly wage.

6. If an employee is absent due to illness/injury the library can request documentation from a physician regarding the ability to resume normal duties. If the employee refuses to provide such certification, his/her employment may be terminated.
7. It is required that the employee must contact the department head prior to the normal start time to explain the reason(s) for the absence. This may be waived if the employee states a just cause why he/she was unable to contact the supervisor.
8. The Board of Trustees may have an independent physician examine, at library expense, an employee who, in the Library Director's opinion, may not be entitled to sick leave.

Approved by Board of Trustees, 06/16/2015

SECTION IV Management & Personnel Policies

Leave Policies

B. VACATION: Shall be scheduled with prior approval and at the discretion of the Library Director.

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due.

DESIGNATION	REQUIRED SERVICE	ACCRUAL RATE	ACCRUAL MAX
Full Time	Up to 6 YRS	1.75 HRS/WK	120 HRS
Full Time	Over 6 YRS	2.5 HRS/WK	160 HRS
Full Time	10-15 YRS	3.0 HRS/WK	200 HRS
Full Time	16-20 YRS	3.5 HRS/WK	240 HRS
Part Time (20HRS/WK)	Up to 6 YRS	1.25 HRS/WK	65 HRS
Part Time (20 HRS/WK)	Over 6 YRS	1.75 HRS/WK	90 HRS
Part Time (Min 20 HRS/WK)	30 Weeks	2% HRS Work/Month	50 HRS
Part Time (Less than 20 HRS/WK)	30 Weeks	2% HRS Work/Month	20 HRS

(Approved by Board of Trustees, 9/18/2012)

SECTION IV Management & Personnel Policies

Leave Policies

C. HOLIDAYS

The Tucker Free Library honors eleven (12) paid holidays as follows:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth	Christmas Day
Independence Day	
Labor Day	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The trustees will set the annual holiday calendar and approve dates for Holiday Time Bank expiration as provided by the director at their meeting in November.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay and not earn time in their holiday bank time for said holiday.

Full-time employees shall be granted paid holiday time. Permanent part time employees who work 20 hours or more per week for more than 30 weeks shall be granted paid holiday time on a pro-rated basis. If the employee works fewer than 20 hours per week and/or has been on staff for less than 30 weeks, that employee will in the event the holiday falls on a work day, be paid for the time usually worked but not earn holiday bank time. Substitutes or occasional employees who are not regularly scheduled are not eligible for holiday pay or to earn holiday bank time.

When a specific holiday falls within an eligible employee's approved vacation period, that day shall not be considered a vacation day.

Any employee who is not scheduled to work on a calendar holiday will earn holiday bank time and be given the opportunity to schedule another work day off with pay, such day to be at the discretion of the library director.

All holiday bank time must be used within four weeks of the holiday. If the time is not used within four weeks, then the time is forfeited. If, upon discussion with library director, it is not convenient for a staff member to use their holiday bank time because of library scheduling conflicts, then the director and staff member can make accommodations to extend the use of holiday bank time by up to four additional weeks but, the time cannot be used in combination with other holiday bank time.

Upon termination or resignation from employment, any holiday bank hours are forfeited and no pay will be provided in lieu of those hours.

SECTION IV Management & Personnel Policies

Leave Policies

D. PERSONAL LEAVE: Full time and part time staff members may request a leave of absence with pay for important personal reasons. Requests for personal leave should be submitted in writing to the Library Director. The request should explain the reason for the leave and the period of such leave. All personal leave must be approved by the Board of Trustees.

1. Personal leave is granted at the Library's discretion and, as a general rule, a leave of absence in excess of 12 weeks will not be granted.
2. Leave without pay due to sickness will not be granted until all of the employee's sick leave has been exhausted.
3. The Library will make every reasonable effort to reinstate the staff member to his/her same position or similar position at the end of an authorized personal leave; however, there is no guarantee of reinstatement at the end of such leave.
4. No vacation or sick time will be accumulated during personal leave.
5. Leave of absence time will not be counted toward service.
6. Failure on the part of an employee to report promptly at the expiration of the leave of absence except for satisfactory reasons submitted in advance shall be cause for dismissal.
7. While on leave of absence, payments for all insurance coverage – medical, dental, disability – other than worker's compensation, shall be made by the employee to the Town of Henniker at least ten (10) days in advance of remittance date of such insurance, if the employee wishes to continue insurance coverage during his/her leave of absence. The employee must sign an agreement to this effect if he/she wishes to continue coverage, and must understand that coverage will be terminated if payments are not made when due.
8. In the event an employee is on an extended leave of absence – two or more months – and does not make payments to cover insurance premiums, said individual may be unable to readmitted to the insurance pool until the open enrollment period established by the insurance carrier.

(Approved by Board of Trustees, 6/16/2015)

SECTION IV Management & Personnel Policies

Leave Policies

- E. EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY – ADEQUATE STAFFING. In order to provide the best service, the Tucker Free Library is open for scheduled service whenever possible, so long as adequate staffing is available. For the purpose of operation of the library, adequate staffing means that two employees are available to work but ideally, three should be available to provide scheduled breaks for all employees.
1. The library is, however, concerned about the safety of its patrons and employees. During extreme weather situations or community emergencies the Director or his/her designee may close the Tucker Free Library by the authority of, and time permitting, prior consultation with the Chair of the Tucker Free Library Board of Trustees. If such an event occurs, the Director or his/her designee will inform Town Administrator of the decision. The Director or his/her designee will also inform local media outlets of the closing, change to message on the library answering machine, and post the closing on the library website.
 2. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for the weather situation or community emergency.
 3. If the library remains open but staff members feel they cannot make it into work or must leave early, they may opt to use vacation time or take unpaid leave.

(Approved by Board of Trustees, 6/16/2015)

SECTION IV Management & Personnel Policies

Leave Policies

F. **MILITARY LEAVE:** Any employee of the Library may take military duty or training leave in accordance with the Uniformed Services Employment and Pre-Employment Rights Act of 1994 (USERRA) and applicable state law. Military leaves of absence are without pay; however, an employee may use accrued vacation time during such leave. Reinstatement rights will be in accordance with USERRA.

1. All requests for military leave as prescribed by RSA 110-B:16 must be accompanied by official orders stating dates of commitment. The following policy should be in effect for as long as the member is in good standing of the US Military Service. Should an employee be convicted of crimes while in active service the policy will not apply. No sick or vacation leave will accrue while on active duty.
2. The policy should be only for Full-Time employees, enrolled in NHRS and current Town sponsored health insurance program.
3. **Retirement Policy:** In the event an employee is paid more by the Town of Henniker than he will earn while in active military service, the Town will continue to pay said employee at the current salary level for up to a period of one year, providing the employee surrender the wage portion of his military pay to the Town of Henniker. (Subject to annual December review by BOS). Said method would allow the employee required contributions to continue to be paid by the employee and then the Town will provide its normal contribution which is dictated by the State of NH NHRS.

In the event an employee is paid less by the Town of Henniker, than he will earn while on active military service, the Town will report up to his normal wages that would have been paid to NHRS, providing the employee provides evidence of all wages paid by the Federal Government. In order for the Town of Henniker to pay its portion of the retirement benefit, said employee would need to pay the Town of Henniker the employee's required withholding portion of their contribution. If an employee does not remit his portion, wages will not be reported to the NHRS and the Town portion will not be remitted.

4. **Benefit Insurances:** While in active service, the Federal Government has regulations regarding the health insurance coverage of its members of military that have been activated. This policy shall adjust to accommodate the provisions of any military mandate. The employee will be transferred to the government health insurance program and continuation of the Town coverage will act as a supplement to the government insurance bringing the terms and condition to be equal to the currently held town insurance. The balance of any family members on the policy will be covered according to the policy the town holds with the current health insurance carrier.

Short term disability, long term disability and life insurance are not benefits that the town can offer the employee as provisions within these insurance prohibit active military personnel from participating.

(Approved by Board of Trustees, 6/16/2015)

SECTION IV Management & Personnel Policies

Leave Policies

G. JURY DUTY: Any employee who is summoned and reports for jury duty, as prescribed by applicable law, shall be paid by the Library an amount equal to the regular pay the employee would have received if not called for jury duty. The employee will reimburse the library for the amount of the daily jury duty or subpoena fee paid by the court or agency (not including travel allowances or reimbursements of expenses) for each day on which she/he otherwise would have been scheduled to work for the Library. In order to receive payment, an employee must provide the Library proper notice that she/he reported for or performed jury duty on the days for which she/he claims such payment.

(Approved by Board of Trustees, 6/16/2015)

SECTION IV Management & Personnel Policies

Leave Policies

H. BEREAVEMENT LEAVE: Staff members will be granted emergency leave with pay not to exceed 3 days when absence is required by the death of a member of the immediate family or member of one's household to include:

Spouse	Domestic Partner
Brother	Child
Sister	Mother
Mother-in-Law	Father
Father-in-Law	

A special leave of one (1) working day with pay for the purpose of attending the funeral shall be granted for an employee in the event of the death of the employee's:

Grandmother	Brother-in-Law
Grandfather	Sister-in-Law
Grandchild	Cousin
Aunts	Uncles

Then number of days granted for bereavement leave may be extended with library director's approval. Accumulated compensatory time, annual vacation or sick time may be used if a further extension of time is needed.

SECTION IV Management & Personnel Policies

Leave Policies

I. **CRIME VICTIMS:** The New Hampshire Crime Victim Employment Leave Act RSA 275:61 became effective on January 1, 2006. The Town of Henniker Crime Victims Policy below complies with this law.

A. **Definitions:** For purposes of this policy:

1. "**CRIME**" means an offense designated by law as a felony or a misdemeanor.
2. "**VICTIM**" means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. "VICTIM" also includes the immediate family of any victim who is a minor who is incompetent or the immediate family of a homicide victim.
3. "**IMMEDIATE FAMILY**" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.

B. **RIGHT TO LEAVE WORK:** The Town of Henniker will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered authorized unpaid leave of absence. The employee will not lose seniority while taking this leave.

C. **SUBSTITUTION OF PAID LEAVE:** The employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under this policy.

D. **NOTICE REQUIRED:** Before taking leave under this policy, the employee must provide the Town Administrator with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. The Town Administrator will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee's request for leave under this policy.

E. **LIMITATIONS OF LEAVE:** The Town Administrator may limit the leave provided under this policy if the employee's leave creates an undue hardship to departmental business.

F. **NO DISCRIMINATION:** The Town will not discharge, threaten or otherwise discriminate against any employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has exercised his or her right to leave work as provided under this policy. Complaints

of discrimination should immediately be brought to the attention of the Town Administrator or Board of Selectmen. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.

SECTION IV Management & Personnel Policies

Voluntary or Involuntary Terminations

Approved by Board of Trustees, 05/06/2009

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due. If an employee terminates service or is discharged by the Library, accumulated sick leave will not be compensated.

- A. RESIGNATION: The Library Director shall give four (4) weeks' notice to the Board of Trustees, in the event of his/her resignation. Other staff members shall give two (2) weeks' notice. All resignation shall be submitted in writing. The Trustees reserve the right to pay a staff member in lieu of working through the notice period. Upon leaving employment, staff members and other employees must return all Library property, including but not limited to, manuals, pass codes and security codes.

SECTION IV Management & Personnel Policies

Voluntary or Involuntary Terminations

Approved by Board of Trustees, 05/06/2009

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due. If an employee terminates service or is discharged by the Library, accumulated sick leave will not be compensated.

B. **RETIREMENT:** To terminate employment or service upon reaching retirement age, a staff member who is eligible to begin receiving State of NH retirement or Social Security benefits. The library will pay one third of the accumulated sick leave on the books upon retirement.

SECTION IV Management & Personnel Policies

Voluntary or Involuntary Terminations

Approved by Board of Trustees, 05/06/2009

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due. If an employee terminates service or is discharged by the Library, accumulated sick leave will not be compensated.

C. REMOVAL & TERMINATION: The Library Trustees shall discharge or remove employees upon receipt of evidence constituting malfeasance, misfeasance, inefficiency in office, incapacity or unfitness to perform said person's duties. Prior to such discharge or removal, the Trustees shall prepare a statement explaining the grounds for removal or discharge, signed by the majority of the Board. Such notice shall be given to the employee not less than 15 calendar day nor more than 30 calendar days prior to the discharge or removal effective date. Upon receipt of said notice and within 30 calendar days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the Library Trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 calendar days after receipt of the request for the hearing, and the Trustees, upon due hearing, shall find good cause for the discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such person during the proceedings for discharge or removal until the final effective date of the order for discharge or removal in accordance with RSA 202-17 (See Appendix 21).

Appendix 1

Vacancy on Board of Trustees

Section 669:75

669:75 Vacancies in Other Offices. – Vacancies in the offices of constable, sewer commissioner, town assessor, overseers of public welfare, library trustee, and any other optional offices where no other method of filling a vacancy shall be provided by vote of the town shall be filled by appointment made by the board of selectmen.

Source. 1979, 410:1, eff. July 1, 1979.

Appendix 2

New Hampshire Library Laws

**TITLE XVI
LIBRARIES**

**CHAPTER 202-A
PUBLIC LIBRARIES**

See pages 208-217 for complete text

202-A:18 Discontinuance of Library. – Any town now maintaining a public library established by expenditure of town funds may by majority vote at a regular town meeting discontinue said library. In case of such discontinuance, the library property of the town may be loaned or disposed of by the library trustees, subject to the approval of the commissioner of cultural resources. The provisions of this section shall not apply in cases where a public library has been acquired by the town in whole or in part by donation or bequest.

Source. 1933, 60:2. RL 15:54. RSA 202:5. 1963, 46:1. 1985, 268:41. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998.

Section 202-A:19

202-A:19 Defunct Libraries. – When a public library in any town shall, as such, cease to function, all books or other property given by the state for the use of said library or purchased with state funds shall be returned to the state by the selectmen of said town, delivery to be made to the commissioner of cultural resources, who shall have the power to retain, sell, distribute, or otherwise dispose of such returned books or property as in its judgment seems wise.

Source. 1917, 59:1. PL 10:58. 1927, 82:5. RL 15:62. RSA 202:13. 1963, 46:1. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998.

Section 202-A:20

202-A:20 Custody of Publications. – Any town clerk, board of selectmen, or others having custody of the books, pamphlets, and public documents that have been sent to the towns by the departments of state government may, with consent of the librarian, transfer these publications to the public library, upon condition that they be included in the catalogues of the library and be made accessible to the public.

Source. 1913, 48:1. PL 10:60. RL 15:64. RSA 202:15. 1963, 46:1, eff. July 1, 1963.

Section 202-A:21

202-A:21 Penalties. – Any town or library official violating any of the provisions of this chapter shall be guilty of a misdemeanor.

Source. 1917, 59:1. PL 10:61. RL 15:65. RSA 202:16. 1963, 46:1. 1973, 529:38, eff. Oct. 31, 1973 at 11:59 p.m.

Section 202-A:22

202-A:22 Custody and Control of Trust Funds. – Trust funds given to towns and cities for the use of a public library shall be held in the custody and under the management of the trustees of trust funds. The entire income from such funds shall be paid over to the library

Appendix 3

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

(<http://www.ala.org/advocacy/intfreedom/librarybill> Accessed 4/14/2017)

Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the [Library Bill of Rights](#) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the [ALA Council](#).

[Access for Children and Young Adults to Nonprint Materials](#): Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

[Access to Digital Information, Services, and Networks](#): Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

[Access to Library Resources and Services for Minors](#): Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

[Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation](#): The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.

[Access to Resources and Services in the School Library](#): The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries.

[Challenged Resources](#): The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the Library Bill of Rights, and that is approved by the appropriate governing authority.

[Diversity in Collection Development](#): Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of

a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

[Economic Barriers to Information Access](#): A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.

[Evaluating Library Collections](#): The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.

[Exhibit Spaces and Bulletin Boards](#): Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

[Expurgation of Library Materials](#): Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any).

[Importance of Education to Intellectual Freedom](#): Through education programming and instruction in information skills, libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas. Such education facilitates intellectual access to information and offers a path to intellectual freedom.

[Internet Filtering](#): In the span of a single generation the Internet has revolutionized the basic functions and operations of libraries and schools and expanded exponentially both the opportunities and challenges these institutions face in serving their users. During this time many schools and libraries in the United States have installed content filters on their Internet access. They have done so for a variety of reasons, not least of which is the requirement to comply with the Children's Internet Protection Act (CIPA) in order to be eligible to receive federal funding or discounts through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program (E-

rate), or to comply with state filtering requirements that may also be tied to state funding. Their rationale for filtering is that it is better to have filtered access than no access.

[Intellectual Freedom Principles for Academic Libraries](#): A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.

[Labeling Systems](#): The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

[Minors and Internet Activity](#): The digital environment offers opportunities both for accessing information created by others and for creating and sharing new information. The rights of minors to retrieve, interact with, and create information posted on the Internet in schools and libraries are extensions of their First Amendment rights.

[Library-Initiated Programs as a Resource](#): Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation.

[Meeting Rooms](#): Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

[Prisoners Right to Read](#): The American Library Association asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps and segregated units within any facility.

[Privacy](#): Privacy is essential to the exercise of free speech, free thought, and free association. See also Questions and Answers on Privacy and Confidentiality.

[Rating Systems](#): Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems appearing in library public access catalogs or resource discovery tools present distinct challenges to these intellectual freedom principles.

[Religion in American Libraries](#): The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from

establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed.

[Restricted Access to Library Materials](#): Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

[Services to People with Disabilities](#): ALA recognizes that persons with disabilities are a large and often neglected part of society. In addition to many personal challenges, some persons with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment, and the broad range of societal activities. The library plays a catalytic role in their lives by facilitating their full participation in society.

[The Universal Right to Free Expression](#): Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.

[User-Generated Content in Library Discovery Systems](#): Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system.

[\[PDF of Library Bill of Rights with complete interpretations\]](#)

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations> Accessed 4/14/2017)

Appendix 4

TUCKER FREE LIBRARY
MEMBERSHIP REQUIREMENTS FOR REGISTRATION
As amended by the Trustees, October 17, 2006

Any one of the following is requested in order to get a library card without charge. If supporting documents are not available and the patron has an identifying document (photo identification) then the patron will be issued a PROVISIONAL CARD with an expiration date of one month and a check-out limit of two items. If supporting documents are available, then the patron will be issued a permanent card with full borrowing privileges.

A non-residency cards is available for \$50 per annum.

ALL DOCUMENTS LISTED BELOW MUST BE CURRENT AND CONTAIN NAME OF APPLICANT AND A HENNIKER STREET ADDRESS, ALONG WITH A POST OFFICE BOX IF APPLICABLE.

- A. A utility bill.
- B. A lease for a Henniker residence. Document must state duration of lease – library card will be valid until three weeks prior to the expiration of lease.
- C. A monthly rental receipt for a Henniker residence. If document does not state duration of agreement, a card will be issued for a period not to exceed six months.
- D. Documents showing purchase of Henniker residence, i.e. mortgage, warranty deed.
- E. Vehicle registration showing Henniker address.
- F. Current Henniker property tax bill.
- G. Any proof of residency presently acceptable to the Town Clerk's office.

A DRIVER'S LICENSE IS NOT ACCEPTABLE
(As recommended by the State of New Hampshire)

PATRONS OVER 5 YEARS AND UNDER 18 YEARS OF AGE will be issued a card with parents/guardian signing applicable form – said parents/guardians to have provided proof of residency.

NEW ENGLAND COLLEGE STUDENTS: Upon showing a current, valid NEC identification card and completing a card application form, an NEC student will be issued a card which will expire approximately two weeks prior to the end of the current semester.

Information on the patron record must be updated and renewed annually.

Appendix 5 Patron Check-out Limits

New Patron – Permanent:	25 Items per cardholder
New Patron – Provisional:	2 Items/ONE MONTH CARD
Adult/Juvenile Resident:	25 items per cardholder 2 VIDEO/DVDs per cardholder
1-Year Card Holder:	25 Items per cardholder 2 VIDEO/DVDs per cardholder
NEC Students:	5 Items per cardholder (this includes 2 VIDEO/DVDS)
ILL from other Libraries:	2 Items per patron transaction
Out-of-State Requests:	2 Items free of charge plus costs (\$10.00 plus costs for additional items)
Reserves:	2 Items per patron per transaction

ITEM	CHECKOUT TIME	RENEWABLE
New Books	2 weeks	Yes
Books	2 weeks	Yes
Audios	2 weeks	Yes
CDs	2 weeks	Yes
Videos	1 week	NO
Puzzles	2 weeks	Yes
Periodicals	1 week	NO

Books, Audios, CDs, and Puzzles are **RENEWABLE** as long as they are not on **HOLD**.

Appendix 6

Rules of Conduct/Reasons Why Patron Can Be Denied Access

Section 202-A:25

202-A:25 Detaining Books. – Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.

Source. 1959, 60:1. RSA 572:42-b. 1973, 532:11. 1996, 33:6, eff. June 23, 1996.

Rules of Conduct with explanation

All library patrons are expected to practice reasonable, courteous behavior. They are expected to be considerate of others and respect the rights of other library users.

Examples of behaviors that are not reasonable or courteous: Loud, swearing, running around the area, roughhousing, rudeness, running up and down the stairs, coming behind the staff desk, doing cartwheels, slamming doors, or any other behavior that makes staff or other patrons feel uncomfortable. **STAFF MEMBERS ARE NOT BABYSITTERS.**

A person who demonstrates undesirable behavior will receive notice from staff that such behavior or similar behavior is unacceptable. Repetition or continuation of undesirable behavior will result in the person having to leave the library and a telephone call to the police if the person refuses to leave.

GIVING NOTICE: You are asked to give notice of inappropriate behavior. In giving this notice be exact in why you are doing so and firmly state that the consequences of continuing said behavior will be removal from the library. **ONCE YOU ASK SOMEONE to leave the build, report this to your co-worker on the other floor. LET THEM KNOW why you asked the person to leave and the DOCUMENT the incident.**

DOCUMENTING the incident is key. Leave a note on the director's desk indicating what transpired on your shift. This documentation protects you and allows the director to present tangible evidence to the Board of Trustees requesting permanent removal of the problem patron from library property.

Parents are responsible for their children's behavior in the library. Children under the age of seven (7) may not be left unattended in the library.

This includes younger siblings who are left unattended by their older siblings who are supposed to be watching the child are inattentive or absent from the area.

The library staff is not responsible for childcare. In the event that a child is left unattended after the library closes, library personnel are instructed to notify the Henniker Police Department.

CONTACT (603) 428-3213 during normal business hours or (603) 428-3212 after normal business hours. I know that several of you have felt uncomfortable having youth being in the library until closing. First and foremost, YOU ARE NOT A BABYSITTER NOR ARE YOU RESPONSIBLE FOR GETTING THESE YOUTH SAFELY HOME. Do not assist them by providing rides or waiting for their rides to show up. 30 Minutes before closing suggest that they contact their guardians for transportation and let them know that if they are still in the building 15 minutes before closing you will contact the Henniker Police Department and they will transport them home.

CONSISTENCY IS KEY IN DEALING WITH PROBLEM BEHAVIORS. IF THE PERSON IS ASKED TO LEAVE ANY AREA OF THE LIBRARY, THEN THEY ARE EXPELLED FROM THE ENTIRE BUILDING. THE EXPULSION MUST BE ENFORCED OR YOU ARE SUBVERTING THE AUTHORITY OF THE POLICY AND YOUR FELLOW STAFF MEMBERS.

ADDITIONAL SUPPORTING MATERIAL CAN BE FOUND:

<https://www.nhmunicipal.org/TownAndCity/Article/387>

Problem Patrons in the Public Library: Can Anything Be Done?

New Hampshire Town and City, May 2011

By Kim Hallquist

Libraries differ from many other public buildings in that one goes there not because they must but because they want to. When citizens go to various other public buildings to register a car, pay property taxes, vote or attend a public meeting, the activities conducted in those buildings are highly regulated. In contrast, people in libraries are free to read books, magazines and newspapers, conduct research on just about any topic, check their personal email and search the Web-as they see fit. Because the activities are so varied, library patrons must be given a fair amount of latitude to allow them to decide how best to utilize library resources; it's not as easy as setting up chairs and calling a meeting to order at a set time. While flexibility is essential if libraries are to be useful to the diverse population that they serve, some patrons will likely engage in behavior that creates headaches for the staff and infringes on the ability of other patrons to use the library.

What follows is a brief discussion of the steps libraries, through policies adopted by the library trustees and enforced by the librarian, may take to ensure that the library is a welcoming place for all citizens, where the actions of one individual do not unduly interfere with use of the library by others.

Q. Who is in charge of what goes on at the library?

A. The library trustees, as the governing board of the public library, have "the entire custody and management of the public library." RSA 202-A:6. The library trustees "adopt by-laws, rules and regulations for its own transaction of business and for the government of the library." RSA 202-A:11, I. The library trustees appoint a librarian who serves as the administrative officer of the public

library. RSA 202-A:11, V; RSA 202-A:16, I. Thus, the library trustees adopt the rules and regulations for the library, and the librarian administers them.

Q. What is meant by "problem patrons"?

A. Problem patrons are those visitors to the library who behave in such a way as to unreasonably interfere with the use of the library by others or who interfere with the work of the library staff. In our society, we must all put up with a certain amount of inconvenience from our fellow citizens. However, here we are referring to those patrons whose behavior seriously impacts the ability of other library patrons to enjoy and use the library. Examples include the angry patron who is shouting because she is upset at the overdue book fine she must pay; the table of boisterous, giggling teenagers; and unattended children running through the stacks. Increasingly, some patrons are seen as a problem not because of any inappropriate behaviors, as previously described, but by their very presence in the library. For example, the homeless who use the library as a safe and warm place to spend the day, its public restrooms to bathe in and couches and floors to sleep on, with all of their possessions piled next to them. People who are homeless often look dirty and smell bad because they do not have access to showers or the ability to regularly wash their clothes. To even the most caring and well-meaning of library patrons and staff, sharing an area of the library with a person who hasn't bathed or washed his clothes in weeks or months can be a challenge.

Q. Can't the police be called to make problem patrons leave?

A. Remember that public libraries are just that-public places open to the public. Much of what irritates or annoys other patrons usually does not rise to the level of criminal activity. Imagine the reaction of the parent when the police are called on their noisy teenager or disruptive child. That is not to say that the police should never be called, and maybe sooner rather than later, depending on the situation. However, calling the police may not be the most practical response-or even the best response-given that police departments, like all public services, are stretched pretty thin already.

Moreover, library staff who summarily require patrons to leave the library because of complaints or for what staff members believe to be inappropriate run the risk that the ejected patron will sue the library for a violation of civil rights. In *Wayfield v. Town of Tisbury*, 925 F.Supp. 880 (D. Mass. 1996), Mr. Wayfield, a library patron, sued the Vineyard Haven Public Library, claiming that his constitutionally-protected due process rights were violated when his library privileges were suspended without a hearing. The library claimed that Mr. Wayfield caused a "disruptive incident" with the librarian and also that he stole a menorah from the library. The library suspended Mr. Wayfield's library privileges for nearly four months. He was offered no appeal process for the suspension. The library had no established policy for suspension of library privileges in the sorts of circumstances that were at issue in this case. As a result, the Court found that the library did not afford the patron adequate due process; in fact, it found that "they afforded him no due process at all." *Id.* at 889.

When a decision is made that a patron must leave the library, either by request of staff or by involving the police, that decision should be based on well-crafted library policies that address the circumstances that will lead to suspension of one's library privileges.

Q. Have there been any court cases challenging library policies by people claiming they have the right to be in the library, regardless of any policies?

A. Yes. The most well-known case addressing the exclusion of people from a library is from the U.S. Court of Appeals for the Third Circuit, *Kreimer v. Bureau of Police for Morristown*, 958 F.2d 1242 (3d Cir. 1992). The Third Circuit covers New Jersey and Pennsylvania and, as such, its

decisions are not binding on New Hampshire federal courts. (To date, no federal or state court cases in New Hampshire have considered the issue of the constitutionality of library policies.)

Mr. Kreimer was a homeless man who was forced to leave the library because he violated established library policies on acceptable behaviors (his unacceptable behaviors included staring at and following patrons, and talking loudly to himself and others) and because his odor was often so offensive that it prevented the library patrons from using certain areas of the library and prevented library employees from performing their jobs. *Id.* at 1247.

Mr. Kreimer filed suit in federal court claiming his First Amendment right "to receive information and ideas" was violated as a result of the library's rules. While the Court agreed that receiving information is a First Amendment right, it found the library's hygiene and appearance and loitering policies constitutional because public libraries have a significant interest in ensuring that all patrons can use facilities to the maximum extent possible during its regularly scheduled hours. *Id.* at 1264. Moreover, the Court found that the rules promoted the library's interest in maintaining its facilities in a sanitary and attractive condition. *Id.*

Q. What features should a problem patron library policy include to survive a court challenge?

A. The library policies upheld in *Kreimer* contained all of the features that follow and, as such, provide guidance on what library policies should look like. Library policies must be in writing and posted so that all library patrons and staff know what is expected and what behavior will lead to expulsion from the library.

The policies must be clear and unambiguous, again, so that all who are subject to their terms understand the rules. The policies must be equally applied and enforced, and not subject to interpretation and arbitrary enforcement by the staff. Finally, policies should include a process for appeal (due process) of decisions that result in the deprivation of a patron's privileges to use the library.

Q. Can policies include a total prohibition against guns?

A. This is a complicated question because it must be considered under the facts of the specific situation. Generally speaking, if the patron is in lawful possession of the gun and is not using it in an unlawful manner, then the patron should be allowed to remain in the library with the gun.

While the library trustees do have "the entire custody and management of the public library" and can "adopt by-laws, rules and regulations for its own transaction of business and for the government of the library," this authority is subject to state laws. With regard to guns, RSA 159:26 provides that "[e]xcept as otherwise specifically provided by statute, no ordinance or regulation of a political subdivision may regulate the sale, purchase, ownership, use, possession ... or other matter pertaining to firearms," The public library, as established by a vote of the town in which it is located, is an agency of the political subdivision and thus cannot regulate the possession of firearms within the library. However, this is not to say that a patron who is using a gun to intimidate or threaten other patrons or staff must be ignored. Such a patron will likely be in violation of the criminal code as well as a library policy.

It is possible that other patrons may be disturbed at the mere sight of a weapon and, on those grounds alone, demand that the person be ejected. Caution should be used when ejecting a patron solely on the request of others when the patron in question is not breaking any library policies or state laws regarding gun possession. Of course, library staff who reasonably believe that a patron

in possession of a gun is behaving in a threatening or erratic manner should contact their local police for assistance.

Librarians are dedicated public servants with a strong desire to make libraries open and available to all citizens. They are often called upon to act as social workers, assisting: latch-key kids who have been told to stay at the library until Mom or Dad can come to get them; people with disabilities who have no one to assist them; or homeless patrons in need of various services. These efforts will be greatly enhanced by adopting written library policies that inform patrons and library staff alike of what the rules for use of the library will be. Such policies will ensure that, when patrons do behave in manners that make it difficult or impossible for others to enjoy the library, the offending patron can be asked to leave and the action will be upheld if challenged.

Appendix 7

TUCKER FREE LIBRARY
INTERNET USER AGREEMENT & PARENTAL PERMISSION FORM

1) All Internet Users

In accordance with the New Hampshire State Library and the American Library Association, it is the policy of the Tucker Free library to offer unfiltered access to the Internet.

In conjunction with its mission to provide a gateway to the arena of ideas, the Tucker Free Library offers the privilege of Internet access. This privilege, however, carries with it personal responsibilities. We ask that all library users remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of interests and needs. Please respect the sensibilities of others. If patron behavior while using the Internet or any other library resources becomes inappropriate for a library setting, library staff may ask the patron to leave the building.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding your activities. The Library does NOT guarantee that any username, password, e-mail address, credit card number, or any other information is private or secure. We recommend you do NOT use public workstations for any financial, confidential, or private transactions.

Unacceptable Activities on Internet Stations:

- Sending, displaying, printing, or downloading material that is inappropriate for a library setting.
- Harassing, insulting, intimidating, or attacking other users.
- Damaging computers, peripherals, software, or networks physically or via programs, viruses or software is prohibited.
- Trespassing in, damaging, or altering folders, documents, or files is prohibited
- Violating the privacy of passwords.
- The use of the Internet for commercial purposes is prohibited.
- Infringing on US Copyright Law is illegal.

I have read the above rules and agree to the terms of usage for the unfiltered Internet stations at the Tucker Free Library.

NAME: _____

TFL CARD # _____

SIGNATURE: _____

DATE: _____

Amended and updated **May 14, 2009**

Accepted by Board of Tucker Free Library Trustees, _____

Replaces policy date **September 20, 2005**

2) Use of Internet Computers by Minors (DEFINED AS 18 YEARS OF AGE OR YOUNGER)

As the parent or legal guardian, I wish my child(ren), who is(are) a minor(s), to use the unfiltered Internet stations at the Tucker Free Library.

Name _____ TFL # ____ GRADE ____ Name _____ TFL # ____ GRADE ____

Name _____ TFL # ____ GRADE ____ Name _____ TFL # ____ GRADE ____

In granting this permission I have read and signed the Internet User Agreement and I understand that:

- The Internet is an unregulated medium and the Tucker Free Library does not control or monitor Internet content on its Internet stations. The library cannot guarantee that staff will intercept every inappropriate use of the Internet. Parents or guardians who want guaranteed protection from inappropriate sites for their child will need to accompany their child to the library and monitor the child's Internet use.
- Even with a parental permission form on file, the Tucker Free Library reserves the right to deny access to a minor not accompanied by a parent or legal guardian when the minor is found to be inappropriately using the Internet. The Tucker Free Library reserves the right to contact the parent or legal guardian if there are recurring difficulties with the child's use of the Internet.
- There may be content on the Internet that I find objectionable, offensive, and/or inappropriate for my child.
- The Internet offers the opportunities to buy merchandise by credit card or other financial transactions. Any purchases my child makes, with or without my permission, are my responsibility.
- I release the Tucker Free Library from any responsibility should my child be exposed, through his/her own actions, or through the actions of another patron, to Internet content of which I would not approve.
- If my child is in fifth grade or under, he/she must be accompanied by an adult or my designee who must sit with my child and provide supervision while he/she is using the Internet stations.

I have read the above rules and user agreement and grant permission for my child to use the unfiltered Internet stations at the Tucker Free Library.

PARENT/GUARDIAN NAME: _____ TFL CARD #: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT DESIGNEE: _____

I wish to revoke my child's Internet privileges:

PARENT/GUARDIAN NAME: _____ TFL CARD #: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Amended and updated **May 14, 2009**

Accepted by Board of Tucker Free Library Trustees, _____

Replaces policy dated **September 20, 2005**

Appendix 8

REQUEST FOR RECONSIDERATION

Example: The school board of Mainstream County, U.S.A., has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist/curriculum committee, and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Coordinator of Library Media Resources, Mainstream School Dist., 1 Mainstream Plaza, Anytown, U.S.A.

Name _____

Date _____

Address _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic Information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource? (use other side or additional pages if necessary)
5. Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

Revised by the American Library Association Intellectual Freedom Committee
June 27, 1995

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 9 DIRECTOR

JOB TITLE	DIRECTOR/ADMINISTRATION
STATUS	FULL TIME/SALARIED WITH BENEFITS
SUPERVISION RECEIVED	Works independently in consultation with and under authority of Board of Trustees
SUPERVISION EXERCISED	Oversees activities of all employees, contractors, vendors, consultants
REVISION HISTORY	10/2023 (Replaces description of 2009)

Position Overview

The director is considered the chief administrator of the library, hired by and reporting directly to the Board of Trustees. The director is expected to perform all duties independently, consulting with the Board on major policy matters or operational changes. The director also works in concert with the Friends of Tucker Free Library, providing administrative and programming support as needed.

Primary Duties

1. Plans, organizes, directs and manages all aspects of library services
2. Develops long and short-range plans for library service
3. Identifies problems and issues, recommending solutions to Board
4. Communicates Board policies and operational procedures to all staff and public
5. Keeps abreast of legislative initiatives applicable to library and library resource management
6. Responsible for finding, applying for, overseeing work and contracts related to grants
7. Completes annual report obligations on behalf of Board

Supervisory Duties

1. Exercises supervision over library services staff
2. Responsible for the recruitment, evaluation, promotion, retention, and dismissal of all library employees
3. Facilitates the professional development and training of all staff

Fiscal Responsibilities

1. Prepares annual operating budget and appropriation request in conjunction with the Board
2. Maintains records of all financial transactions, receipts and expenditures, provides monthly manifests and updates, all within sound accounting and reporting practices
3. Manages library financial resources in a prudent, efficient and effective manner
4. Establishes, in conjunction with donor, conditions of expenditures of memorial funds
5. Facilitate the acceptance of gifts of materials and monies under conditions of library policy

Facility Responsibilities

1. Responsible for the maintenance and upkeep of the building and grounds
2. Maintains a schedule of capital improvement projects, informing Board of any replacement/maintenance that is required so adequate funding can be secured

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Programming Duties

1. Develops and promotes programs for the community which encourage the use of the library facilities and materials.
2. Oversee programs, library tours, and other events

Community Outreach

1. Serves as liaison to community organizations, educational institutions and Town departments
2. Stimulate interest in library facilities
3. Project an enthusiastic and positive image of the library

Board Relations & Reporting Duties

1. Collects statistics and submits as requested/required
2. Prepares materials for and attends all meetings of the Board of Trustees
3. Participates in professional library organizations and attends meetings and workshops to remain current in the field.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

APPENDIX 10 (ALT) COMMUNITY RELATIONS COORDINATOR

JOB TITLE	COMMUNITY RELATIONS COORDINATOR/ADMINISTRATION
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works independently in consultation with library director
SUPERVISION EXERCISED	Coordinates engagement with staff, oversees all public relations
REVISION HISTORY	10/2023

Position Overview

The Community Relations Coordinator works closely with the library director to guide the public relations functions of the library. While hired by and reporting directly to the director, the position could also report to the Board of Trustees on relevant projects. The Community Relations Coordinator also works in concert with the Friends of Tucker Free Library, providing administrative and programming support as needed.

Primary Duties:

1. Plans, organizes, directs and manages all aspects of library community outreach
2. Develops long and short-range communication plan
3. Identifies problems and issues related to community outreach, social media, or other communication avenues, recommending solutions to director
4. Keeping abreast of emerging technologies, social media, and communication strategies
5. Responsible for finding, applying for, overseeing work and contracts related to grants
6. Prepares press releases and other promotional literature
7. Works with director to complete annual report obligations on behalf of Board
8. Develops and promotes programs for the community which encourage the use of the library facilities and materials
9. Oversee programs, library tours, and other events

Community Outreach:

1. Serves as liaison to community organizations, educational institutions and Town departments
2. Stimulate interest in library facilities through an enthusiastic and positive image of the library
3. Serve as a liaison to community agencies

Board Relations & Reporting Duties

1. Collects statistics and submits as requested/required
2. Prepares materials for and attends meetings of the Board of Trustees
3. Participates in professional library organizations and attends meetings and workshops to remain current in the field.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

KNOWLEDGE, SKILLS AND DESIRABLE ABILITIES

1. Ability and desire to provide leadership
2. Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort
3. Ability to act in a professional manner
4. Ability to establish priorities and maximize use of available resources and minimize expenditures of time, money, and energy
5. Comprehensive knowledge of library practices and procedures, policies, aims and service
6. Ability to establish standards of work performance
7. Ability to interact with employees in a fair and equitable manner
8. Ability to speak and write clearly and effectively
9. Ability to communicate effectively with staff, Board, and public
10. Commitment to excellence in public service

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

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Appendix 11 Youth Services Coordinator

JOB TITLE	YOUTH SERVICES COORDINATOR
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the supervision of the Assistant Director
SUPERVISION EXERCISED	Oversees activities of all Adult Services Employees
REVISION HISTORY	10/2023 (Replaces description of 2009)

Position Overview

The Youth Services Librarian, under the supervision of the Assistant Director, will be responsible for specific aspects of the Library's services to child aged patrons. The Youth Services Librarian works in conjunction with the library administration to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the Library's slate of services to the child aged population, provides reference service, and performs selection activities.

Primary Duties

1. Perform all tasks related to the circulation of materials
2. Plans, organizes, directs and manages all aspects of youth library services
3. Exercises supervision over professional, paraprofessional, technical, and clerical youth services staff as assigned
4. Serve as a liaison to community agencies serving children
5. Maintains assigned portions of the youth collections; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, weeding, and discarding materials
6. Develops and conducts programs for children and caregivers which encourage reading viewing, and listening skills and use of the library facilities and materials
7. Stimulate interest in library facilities by projecting an enthusiastic and positive image of the library

Reader Advisory Services

1. Provides reference service to children, teachers, and caregivers, and provides reader advisory
Creates in-house displays and decorations highlighting programs and areas of the collection
2. Creates bibliographies and other pathfinding tools
3. Facility with a variety of standard computer applications and online searching tools

Supervisory Responsibilities

1. Building Supervisor during evening or weekend shifts when other supervisory staff is not in the building

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

2. Assists in selecting personnel for the youth library
3. Set priorities in a changing environment and make decisions in a timely manner
4. Directs and evaluates Youth Room staff with recommendations to the Director
5. Directs the daily operation of the Youth Room to ensure the highest quality of service possible

Other Duties as Assigned

1. Pursues and applies for grant money for youth services
2. Prepares statistical and narrative reports for supervisor
3. When called upon to provide coverage in different areas, provides appropriate service courteously and to the best of his/her abilities; informs patrons when necessary that they may need to wait for a regular staff member
4. Participates in professional library organizations and attends meetings and workshops to remain current in the field

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Preferred Qualifications

Minimum of a Bachelor's Degree in Library Studies, Child Development, or Education. Master's Degree in Library Science and experience in a public library children's room or school library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval of the Director.

Required Knowledge, Skills, Attributes & Abilities

1. Has thorough knowledge of public library programs and services
2. Demonstrates effective interpersonal relations with children, their caregivers, and other professionals who work with children
3. Communicates effectively orally and in writing
4. Demonstrates a knowledge and appreciation of literature for children
5. Ability to deal tactfully and courteously with the public; to establish and maintain effective working relationships with co-workers
6. Ability to present ideas and to provide instruction
7. Ability to maintain accurate files and records
8. Ability to maintain composure in stressful work situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Appendix 12 Adult Services Coordinator

JOB TITLE	ADULT SERVICES COORDINATOR
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the supervision of the Assistant Director
SUPERVISION EXERCISED	Oversees activities of all Adult Services Employees
REVISION HISTORY	10/2023

Position Overview

The Adult Services Coordinator, under the supervision of the Assistant Director, will be responsible for specific aspects of the library's services patrons. The Adult Services Coordinator works in conjunction with the Assistant Director to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the library's slate of services to the adult population, provides reference service, and performs selection activities.

Primary Duties:

1. Perform all tasks related to the circulation of materials
2. Plans, organizes, directs and manages all aspects of adult library services
3. Writes press releases and other promotional literature
4. Exercises supervision over staff as assigned
5. Catalogs, processes, and manages library materials
6. Promote and instruct on NHDB
7. Provide reader advisory services
8. Assist with selection of materials
9. Oversee Inter-Library Loan
10. Assist patrons in use of equipment including catalog, computers, printers, chair lift
11. Catalog and process materials
12. Shelve materials
13. Repair materials
14. Work primarily at circulation desk

Reader Advisory Services

1. Provides reference and reader advisory services
2. Assisting patrons with automated databases and other equipment as needed
3. Creates in-house displays and decorations highlighting programs and areas of the collection
4. Creates bibliographies and other pathfinding tools
5. Effectively uses and is able to teach others to use the library catalog
6. Secure material through interlibrary loan or purchase
7. Facility with a variety of standard computer applications and online searching tools.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Collection Development

1. Develops and maintains assigned portions of the collections
2. Evaluates and recommends materials for purchase
3. Responsible for maintenance of the collection through inventory, shelf reading, weeding, and discarding materials

Other Duties as Assigned

1. Pursues and applies for grant money for library services
2. Prepares statistical and narrative reports for supervisor
3. When called upon to provide coverage in different areas, provides appropriate service courteously and to the best of his/her abilities; informs patrons when necessary that they may need to wait for a regular staff member

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Preferred Qualifications

Minimum of a Bachelor's Degree in Library Studies or relevant fields. Master's Degree in Library Science and experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval of the Director.

Required Knowledge, Skills, Attributes & Abilities

1. Has thorough knowledge of public library programs and services
2. Demonstrates effective interpersonal relations with other professionals .
3. Communicates effectively orally and in writing
4. Demonstrates a knowledge and appreciation of literature
5. Ability to deal tactfully and courteously with the public; to establish and maintain effective working relationships with co-workers
6. Ability to present ideas and to provide instruction
7. Ability to maintain accurate files and records
8. Ability to maintain composure in stressful work situations.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

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TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 13 LIBRARY SERVICES WEEKEND MANAGER

JOB TITLE	LIBRARY SERVICES COORDINATOR - WEEKEND
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	Supervises as needed
REVISION HISTORY	11/2023

Position Overview

The Library Services Weekend Manager, under the supervision of the Adult or Youth Services Coordinators, will be responsible for specific aspects of the library's service offered to patrons in the area in which they are assigned. The Library Services Weekend Manager works to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the library's slate of services, provides reference service, and performs selection activities as assigned.

Primary Duties

1. Perform all tasks related to the circulation of materials
2. Responsible for issuing library cards to patrons who meet the requirements of the Library.
3. Plans, organizes, directs and manages all aspects of weekend library services
4. Writes press releases and other promotional literature
5. Exercises supervision over staff as assigned
6. Catalogs, processes, and manages library materials
7. Promote and instruct on NHDB
8. Provide reader advisory services
9. Assist with selection of materials
10. Oversees Inter-Library Loan
11. Assist patrons in use of equipment including catalog, computers, printers, chair lift
12. Catalog and process materials
13. Shelve returned materials
14. Repairs damaged materials as needed
15. Work primarily at circulation desk

Reader Advisory Services

1. Provides reference and reader advisory services
2. Assisting patrons with automated databases and other equipment as needed
3. Creates in-house displays and decorations highlighting programs and areas of the collection
4. Creates bibliographies and other pathfinding tools
5. Effectively uses and is able to teach others to use the library catalog
6. Secure material through interlibrary loan or purchase
7. Facility with a variety of standard computer applications and online searching tools.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Qualifications

High School diploma required, BA in library related discipline of education, training, skills and experience desired. General office and computer skills or any combination of education, training, skills and experience relevant to the position.

Required Knowledge, Skills, Attributes & Abilities

1. Computer skills
2. Oral communication skills
3. Attention to detail
4. Strong interpersonal skills
5. Flexibility in emergency staffing situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 14 LIBRARY PAGE

JOB TITLE	LIBRARY PAGE
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	None
REVISION HISTORY	11/2023

Position Overview

Responsible for assisting at the circulation desks, shelving items, and performing varied library support tasks as assigned.

Essential Job Functions

1. Assists with all tasks at circulation desks as needed
2. Handles incoming telephone calls
3. Shelve returned items
4. Assists patrons in the use of library facilities
5. Performs other duties as assigned

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Minimum Qualifications

High School and/or college student. Documented work experience demonstrating compatibility for Library Page Position.

Required Knowledge, Skills, Attributes & Abilities

1. Tact and courtesy
2. Good oral communication skills
3. Attention to detail.
4. Ability to communicate clearly

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 15 LIBRARY ASSISTANT - SUBSTITUTE

JOB TITLE	LIBRARY ASSISTANT - SUBSTITUTE
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	Supervises as needed
REVISION HISTORY	11/2023

Position Overview

Fills in at the circulation desks when needed. Performs varied assigned general and library support tasks.

Primary Duties

1. Responsible for efficient and smooth operation of circulation desks.
2. Responsible for issuing library cards to patrons who meet the requirements of the Library.
3. Handles incoming and outgoing telephone calls in a courteous, professional manner.
4. Prepares items for circulation.
5. Repairs damaged items.
6. Shelf returned items.
7. Assists patrons in the use of the library facilities.
8. Performs other duties as assigned.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Qualifications

High School diploma required, BA in library related discipline of education, training, skills and experience desired. General office and computer skills or any combination of education, training, skills and experience relevant to the position.

Required Knowledge, Skills, Attributes & Abilities

1. Computer skills
2. Oral communication skills
3. Attention to detail
4. Strong interpersonal skills
5. Flexibility in emergency staffing situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Appendix 16

Employment of Minors Form

Tucker Free Library
P.O. Box 688
31 Western Avenue
Henniker, NH 03242

Employment Permission for Minors

I, _____, mother/father of _____, am aware that _____ will be working at the Tucker Free Library for _____ hours per week, with her scheduled hours being:

By signing this document, I am giving my permission for _____ to be employed at the Tucker Free Library. This permission is granted after reviewing the labor regulations for minors in accordance with the New Hampshire Department of Labor.

SIGNATURE: _____

Name:

Address:

Phone:

Emergency Contact:

Telephone: (603) 428-3471

Fax: (603) 428-7106

tuckerfree@comcast.net

Appendix 17

Town Safety Committee

Training Guidelines

This checklist is to be completed by the Supervisor and the new employee upon hire and filed with the Town Administrator's personnel files.

Employee Name:

Department:

Job Title:

Date of Employment:

Supervisor:

- Issue copy of written Safety Program
- Explanation of Safety & Loss Prevention Committee
- First Aid Kit
- First Aid Log
- Reporting of all incidents or injuries
- Reporting of unsafe conditions
- Emergency Contacts/Phone Numbers
- Evacuation Procedures
- Fire Extinguisher Locations
- Emergency Exit Locations
- Designated Smoking Areas
- Explanation of Personal Protective Equipment (Use, Care, and Mandatory Use)
- Appropriate Clothing/Footwear for the Job
- Review Vehicle Safety and Seatbelt Policies
- Check Valid Driver License (if applicable)
- Review any Special Hazards of Job

Comments:

I have completed the above checklist with my supervisor. I have received the written Henniker Employee Safety Program and have had an opportunity to ask questions. I agree to abide by the written safety rules and procedures provided to me. In addition, I understand that violation of such policies could result in disciplinary action up to, and including termination.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

Appendix 18

	TRAINING COMPETENCIES	DESCRIPTION	DT/BY	COMMENTS
1	Materials Maintenance	Cleaning Books		
		Checking AV Materials		
		Looking for problems		
		What to do when you find		
		What repairs to make		
2	Facility Maintenance	Keeping your area clean		
		Other duties as assigned		
		Wednesday night/garbage		
3	Shelving			
4	Shelf Reading			
5	Checking In Materials			
6	Checking Out Materials			
7	Collecting Fines			
8	When & How to Direct Inquiries			
9	Reserves	Taking Reserves		
		Taking Interlibrary Loans		
10	Phone	Phone Etiquette		
		Picking-up/Transferring Calls		
11	Opening/Closing Building	What gets turned on/off		
		Book Drop		
12	Defining Disorderly Conduct	Running		
		Climbing		
		Bare Feet		
13	Supplies/Keys			
14	Patron Access Catalog	How to find books		
		Helping patron find books		
15	Overdues/Fines	Books		
		Videos		
16	CONFIDENTIALITY			
17	Problem Solving	No card but in the system		
		Refilling Slip Printer		
		Revoked Cards		
		Overdues		
18	Staff Emergency Contacts	Calling Off		
19	Time Sheets/Payday			
20	Using the Internet	Registering Patrons		
		Where the Policies are		
		Printer Problems		
21	Issuing Cards	Determining Residency		
		How To		
22	Processing Materials	Property Stamps		
		Covers		

Appendix 19

New Hampshire Library Laws

**TITLE XVI
LIBRARIES****CHAPTER 202-A
PUBLIC LIBRARIES****Section 202-A:17**

202-A:17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefor shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

Source. 1955, 18:1. RSA 202:10-a. 1963, 46:1. 1996, 33:5, eff. June 23, 1996.

NH RSA 202 Public Libraries

TITLE XVI LIBRARIES

CHAPTER 202-A PUBLIC LIBRARIES

Section 202-A:1

202-A:1 Declaration of Policy. – Mindful that, as the constitution declares, "knowledge and learning, generally diffused through a community" are "essential to the preservation of a free government" the legislature recognizes its duty to encourage the people of New Hampshire to extend their education during and beyond the years of formal education. To this end, it hereby declares that the public library is a valuable supplement to the formal system of free public education and as such deserves adequate financial support from government at all levels.

Source. 1963, 46:1, eff. July 1, 1963.

Section 202-A:2

202-A:2 Definitions. – As used in this chapter the following words shall be construed as follows unless the context clearly requires otherwise:

I. "Public library" shall mean every library which receives regular financial support, at least annually, from public or private sources and which provides regular and currently useful library service to the public without charge. The words may be construed to include reference and circulating libraries, reading rooms and museums regularly open to the public.

II. "Library trustees" shall mean the governing board of a public library.

Source. 1891, 62:3, 4, 5. 1917, 59:1. PL 10:50. RL 15:50. RSA 202:1. 1963, 46:1, eff. July 1, 1963.

Section 202-A:3

202-A:3 Establishment. – Any town may establish a public library by majority vote at any duly warned town meeting. Any town may vote in the same manner to accept a public library which has been provided, in whole or in part, by private donation or bequest and may accept any bequest, devise or donation for the establishment, maintenance and support of such a library. The powers herein granted to a town may be exercised by a city by vote of the city council.

Source. 1963, 46:1, eff. July 1, 1963.

Section 202-A:3-a

202-A:3-a Records and Meetings Subject to Right-to-Know Law. – A public library established or accepted by a town or city shall be deemed a "public agency," and the library trustees a "public body," for purposes of RSA 91-A, and they shall be subject to all applicable provisions of that chapter; provided, however, that any books, documents, records, or other information maintained by a public library that is exempted or protected from disclosure by other provisions of law shall not be subject to disclosure under RSA 91-A.

Source. 2012, 96:1, eff. July 28, 2012.

Section 202-A:4

202-A:4 Maintenance. – Any city or town having a public library shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided.

Source. 1895, 118:1-8. 1917, 59:1. PL 10:51. 1927, 82:2. 1933, 60:1. RL 15:51. RSA 202:2. 1963, 46:1, eff. July 1, 1963.

Section 202-A:4-a

202-A:4-a Cooperatives. – Any public library may join library cooperatives consisting of public libraries, or of public and other than public libraries including school, college and university, and special libraries. Towns are authorized to raise and appropriate sufficient money for participation in cooperatives.

Source. 1981, 499:4, eff. Aug. 28, 1981.

Section 202-A:4-b

202-A:4-b Contracts for Services. – Any town may contract with another town or city, or with an institution or other organization, for any library service. If a town meeting votes to enter into such a contract, the town shall raise and appropriate sufficient money to carry out the contract.

Source. 1981, 499:4, eff. Aug. 28, 1981.

Section 202-A:4-c

202-A:4-c Trustees' Authority to Accept and Expend Gifts. –

I. Notwithstanding any other provision of law to the contrary, any town at an annual meeting may adopt an article authorizing indefinitely until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the town meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town accept the provisions of RSA 202-A:4-c providing that any town at an annual meeting may adopt an article authorizing

indefinitely, until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the town meeting, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town may appropriate money.

III. (a) For unanticipated moneys in the amount of \$5,000 or more, the public library trustees shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The public library trustees may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$5,000. For unanticipated moneys in an amount less than \$5,000, the public library trustees shall post notice of the moneys in the agenda, if any, and shall include notice in the minutes of the public library trustees meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular public library trustees meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32, relative to limitations and expenditures of town moneys.

Source. 1991, 31:1. 1993, 176:16. 2005, 188:3, eff. Aug. 29, 2005.

Section 202-A:4-d

202-A:4-d Acceptance of Personal Property Donated to Libraries. –

I. Any town at an annual meeting may adopt an article authorizing the public library trustees to accept gifts of personal property, other than money, which may be offered to the library for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town meeting.

II. The warrant article may require that, prior to the acceptance of any gift valued at over \$5,000, the public library trustees shall hold a public hearing on the proposed acceptance.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or the library trustees to raise, appropriate, or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

Source. 1996, 33:1, eff. June 23, 1996; 216:1, eff. June 23, 1996, at 12:01 a.m.

Section 202-A:5

202-A:5 Status. – Every public library shall remain forever free to the use of every resident of the town wherein it is located.

Source. 1891, 62:3, 4, 5. 1917, 59:1. PL 10:50. RL 15:50. RSA 202:1. 1963, 46:1, eff. July 1, 1963.

Section 202-A:6

202-A:6 Library Trustees; Election; Alternates. – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

Source. 1917, 59:1. PL 10:52. RL 15:55. RSA 202:6. 1963, 46:1. 1987, 89:1. 2000, 9:2, eff. April 16, 2000.

Section 202-A:7

202-A:7 Special Provisions. – In any town where a public library has been acquired by the town, in whole or in part, by donation or bequest containing other conditions or provisions for the election of its trustees or other governing board, which conditions have been agreed to by vote of the town and which conditions do not provide for a representative of the public, a special library trustee, to represent the public, shall be elected by the town for a 3-year term. Said special trustee shall act with the other trustees.

Source. 1963, 46:1, eff. July 1, 1963.

Section 202-A:8

202-A:8 City Trustees. – The trustees of a public library in a city shall be elected as provided in the city charter. In case of trustees of a city library acquired by a city in whole or in part, by donation or bequest containing other conditions or provisions for the election or appointment of trustees, which conditions do not provide for a representative of the public on the board, the city council shall elect to said board a public trustee for a 3-year term.

Source. 1963, 46:1, eff. July 1, 1963.

Section 202-A:9

202-A:9 Eligibility. – [Repealed 1979, 410:2, XX, eff. July 1, 1979.]

Section 202-A:10

202-A:10 Library Trustees; Vacancies; Alternates. – Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the

city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

Source. 1917, 59:1. PL 10:55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.

Section 202-A:11

202-A:11 Powers and Duties. – Except in those cities where other provision has been made by general or special act of the legislature, the library trustees of every public library in the state shall:

I. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;

II. Prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction, capital improvements of existing library property;

III. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation;

IV. Expend income from all trust funds for library purposes for the support and maintenance of the public library in said town or city in accordance with the conditions of each donation or bequest accepted by the town or city;

V. Appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment unless, in the cities, other provision is made in the city charter or ordinances.

Source. 1917, 59:1. 1919, 35:1. PL 10:56. 1927, 82:4. 1933, 60:3. RL 15:59. 1943, 90:2. RSA 202:10. 1963, 46:1. 1983, 272:1. 2000, 9:4, eff. April 16, 2000.

Section 202-A:11-a

202-A:11-a Use of Additional Funds. – All money received from a library's income-generating equipment shall be retained by the library in a nonlapsing fund and used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment

if approved by the town or city in which the library is located in accordance with RSA 202-A:11-b.

Source. 1983, 272:2, eff. Aug. 17, 1983.

Section 202-A:11-b

202-A:11-b Procedure for Adoption. –

I. A town desiring to permit its library to retain money received from its income-generating equipment under RSA 202-A:11-a may have the question placed on the warrant for a town meeting at which town officers are elected in the manner provided in RSA 39:3. Such question shall be presented for voter approval in the following manner:

(a) A public hearing shall be held by the board of selectmen at least 15 but not more than 30 days before the date the question is to be voted. Notice of the hearing shall be posted in 2 public places in the town and published in a newspaper of general circulation at least 7 days prior to the hearing.

(b) For a town which has an official ballot for the election of town officers, the officer who prepares the ballot shall place the question on such official ballot as it appears in subparagraph (d).

(c) For a town which does not have an official ballot for the election of town officers, the clerk shall prepare a ballot in the form as provided in subparagraph (d).

(d) The wording on the ballot shall be as follows: "Shall we permit the public library to retain all money it receives from its income-generating equipment to be used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment?"

(e) Upon the ballot containing the question shall be printed the word "Yes" with a square near it at the right hand of the question; and immediately below the word "Yes" shall be printed the word "No" with a square near it at the right hand of the question. The voter desiring to vote upon the question shall make a cross in the square of the voter's choice. If no cross is made in a square beside the question, the ballot shall not be counted on the question.

II. A city desiring to permit its library to retain money received from its income-generating equipment under RSA 202-A:11-a may have the question placed on the official ballot for any regular municipal election for the election of city officers upon a vote of the city council or upon submission of a petition signed by 5 percent of the registered voters of the city to the city council. Such question shall be presented to the voters in the following manner:

(a) A public hearing shall be held by the city council at least 15 but not more than 30 days before the date the question is to be voted. Notice of the hearing shall be posted in 2 public places in the city and published in a newspaper of general circulation at least 7 days prior to the hearing.

(b) The question shall be placed on the official ballot by the city clerk with the wording and in the form provided for in paragraph I(d).

III. Upon approval of the question by a majority of those voting on the question, the provisions of RSA 202-A:11-a shall be deemed to have been adopted.

IV. If after adoption of the provisions of RSA 202-A:11-a, any town or city desires to rescind its adoption, it may do so by referendum pursuant to paragraphs I or II by changing the wording in the question on the referendum.

Source. 1983, 272:2. 1996, 33:2, eff. June 23, 1996.

Section 202-A:12

202-A:12 Annual Reports. – Every library regularly open to the public, or to some portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in an organization or association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees' care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the commissioner of cultural resources may require.

Source. 1917, 59:1. PL 10:57. RL 15:60. RSA 202:11. 1963, 46:1. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998.

Section 202-A:12-a

202-A:12-a Trust Fund Annual Reports. – Any public library holding funds in trust shall report to the office of the attorney general, annually at the conclusion of each fiscal year, the information required by RSA 202-A:12(a) through (d).

Source. 1986, 74:1, eff. July 11, 1986.

Section 202-A:13

202-A:13 Discretionary Powers. – The library trustees shall also have the following powers:

- I. To authorize the payment from library funds for the necessary expenses of library staff members attending library courses and meetings for professional advancement;
- II. To extend the privileges and use of the library to nonresidents upon such terms and conditions as they may prescribe;
- III. To deposit library funds for the purchase of books and related materials with the state treasurer to secure economies through pooling of purchasing with the state library. Such funds so deposited shall be held by the state treasurer in a separate account to be paid out upon orders of the state library. The state library shall have no control over the selection of items to be purchased by public libraries.

Source. 1917, 59:1. 1919, 35:1. PL 10:56. 1927, 82:4. 1933, 60:3. RL 15:59. 1943, 90:2. RSA 202:10. 1963, 46:1, eff. July 1, 1963.

Section 202-A:14

202-A:14 Compensation of Trustees. – No trustee of any public library shall receive any compensation for any services rendered as such trustee, unless compensation is stipulated in the terms of the bequest or gift establishing the library. Trustees may be reimbursed, however, for necessary travel expenses to attend professional meetings.

Source. 1933, 60:4. RL 15:61. RSA 202:12. 1963, 46:1, eff. July 1, 1963.

Section 202-A:15

202-A:15 Public Librarian; Qualification and Tenure. – The librarian shall have education of sufficient breadth and depth to give leadership in the use of books and related materials. The librarian shall be appointed by the board of library trustees for a term of office agreed to at the time of employment and until a successor is appointed and qualified.

Source. 1963, 46:1. 1996, 33:3, eff. June 23, 1996.

Section 202-A:16

202-A:16 Powers and Duties. – In addition to any other duties which the librarian may be delegated from time to time, the public librarian shall:

- I. Serve as the administrative officer of the public library;
- II. Recommend to the board of library trustees the appointment of all employees.

Source. 1963, 46:1. 1996, 33:4, eff. June 23, 1996.

Section 202-A:17

202-A:17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefor shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

Source. 1955, 18:1. RSA 202:10-a. 1963, 46:1. 1996, 33:5, eff. June 23, 1996.

Section 202-A:18

202-A:18 Discontinuance of Library. – Any town now maintaining a public library established by expenditure of town funds may by majority vote at a regular town meeting discontinue said library. In case of such discontinuance, the library property of the town may be loaned or disposed of by the library trustees, subject to the approval of the commissioner of cultural resources. The provisions of this section shall not apply in cases where a public library has been acquired by the town in whole or in part by donation or bequest.

Source. 1933, 60:2. RL 15:54. RSA 202:5. 1963, 46:1. 1985, 268:41. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998.

Section 202-A:19

202-A:19 Defunct Libraries. – When a public library in any town shall, as such, cease to function, all books or other property given by the state for the use of said library or purchased with state funds shall be returned to the state by the selectmen of said town, delivery to be made to the commissioner of cultural resources, who shall have the power to retain, sell, distribute, or otherwise dispose of such returned books or property as in its judgment seems wise.

Source. 1917, 59:1. PL 10:58. 1927, 82:5. RL 15:62. RSA 202:13. 1963, 46:1. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998.

Section 202-A:20

202-A:20 Custody of Publications. – Any town clerk, board of selectmen, or others having custody of the books, pamphlets, and public documents that have been sent to the towns by the departments of state government may, with consent of the librarian, transfer these publications to the public library, upon condition that they be included in the catalogues of the library and be made accessible to the public.

Source. 1913, 48:1. PL 10:60. RL 15:64. RSA 202:15. 1963, 46:1, eff. July 1, 1963.

Section 202-A:21

202-A:21 Penalties. – Any town or library official violating any of the provisions of this chapter shall be guilty of a misdemeanor.

Source. 1917, 59:1. PL 10:61. RL 15:65. RSA 202:16. 1963, 46:1. 1973, 529:38, eff. Oct. 31, 1973 at 11:59 p.m.

Section 202-A:22

202-A:22 Custody and Control of Trust Funds. – Trust funds given to towns and cities for the use of a public library shall be held in the custody and under the management of the trustees of trust funds. The entire income from such funds shall be paid over to the library trustees. Payment of such income shall be made by the trustees of trust funds to the library trustees as the same is received.

Source. 1917, 59:1. 1919, 35:1. PL 10:56. 1927, 82:4. 1933, 60:3. RL 15:59. 1943, 90:2. RSA 202:10. 1963, 46:1, eff. July 1, 1963.

Section 202-A:23

202-A:23 Exceptions. – Nothing in this chapter shall preclude the library trustees from accepting, receiving, investing and administering directly any trust funds and donations when so specified by the donor. Library trustees administering and investing such special funds shall be governed by the provisions of RSA 31:25 and RSA 41:6.

Source. 1963, 46:1. 1983, 264:5. 1991, 31:2, eff. June 18, 1991.

Section 202-A:24

202-A:24 Offenses Against Libraries. – Any person who shall wilfully or maliciously deface, damage or destroy any property belonging to or in the care of any gallery or museum or any state, public, school, college, or other institutional library, shall be guilty of a misdemeanor. Any such person shall forfeit to or for the use of such library, gallery, or museum, 3 times the amount of the damage sustained, to be recovered in an action in the superior court.

Source. 1959, 60:1. RSA 572:42-a. 1973, 529:128; 532:11, eff. Nov. 1, 1973.

Section 202-A:25

202-A:25 Detaining Books. – Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.

Source. 1959, 60:1. RSA 572:42-b. 1973, 532:11. 1996, 33:6, eff. June 23, 1996.