



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

MEETING RESCHEDULED

TUCKER FREE LIBRARY BOARD OF TRUSTEES ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA

WEDNESDAY January 19, 2022 at 5:00 PM

In-person, Tucker Free Library - NH Room

ENTER THROUGH FRONT DOOR

ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: December 15, 2021
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Trust Fund Accounting• Monies/Gifts to be Accepted
ITEM 4	Director's Report
ITEM 5	Town Meeting 2022: Annual Report, Warrant Articles, Budget
ITEM 6	Building Project Strategy Session
ITEM 7	2022 Town Meeting Calendar
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: January 11, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)



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TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY January 12, 2022 at 5:00 PM
In-person, Tucker Free Library - NH Room
ENTER THROUGH FRONT DOOR


ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: December 15, 2021
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Trust Fund Accounting• Monies/Gifts to be Accepted
ITEM 4	Director's Report
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ITEM 6	Building Project Strategy Session
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POSTED: January 5, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

January 12, 2022	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																									
ROLL CALL		ACTION - RECORD ATTENDANCE <table><tr><td>MEETING PARTICIPANTS</td><td>PRESENT</td></tr><tr><td>John Capuco</td><td></td></tr><tr><td>Anne Crotti</td><td></td></tr><tr><td>Debra Kreutzer</td><td></td></tr><tr><td>E. Joseph Petrick</td><td></td></tr><tr><td>Frances Tain</td><td></td></tr><tr><td>Lynn Piotrowicz- DIRECTOR</td><td></td></tr></table>		MEETING PARTICIPANTS	PRESENT	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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ITEM 3	Manifest, PG, 6 Treasurer's Report, PG 7 Trust Fund Report, PG 8	Treasurer's Report & Financial Deliberations 1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting MOVE TO ACCEPT: <table><tr><td>TRUSTEES</td><td>VOTE RECORD</td></tr><tr><td>John Capuco</td><td></td></tr><tr><td>Anne Crotti</td><td></td></tr><tr><td>Debra Kreutzer</td><td></td></tr><tr><td>E. Joseph Petrick</td><td></td></tr><tr><td>Frances Tain</td><td></td></tr></table> SECONDED BY: 2) Monies/Gifts to Accept: Rich & Nancy Annis, \$200.00 in memory of Patricia Clement MOVE TO ACCEPT: <table><tr><td>TRUSTEES</td><td>VOTE RECORD</td></tr><tr><td>John Capuco</td><td></td></tr><tr><td>Anne Crotti</td><td></td></tr><tr><td>Debra Kreutzer</td><td></td></tr><tr><td>E. Joseph Petrick</td><td></td></tr><tr><td>Frances Tain</td><td></td></tr></table> SECONDED BY:		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 5	Annual Report, PGS 9-11 Warrant Articles, PG 12 2022 Preliminary Budget, PG 13	2022 Town Meeting: Annual Report, Warrant Articles, & Budget Deliberations																									
ITEM 6	Garaventa Quote, PGS 14-18	Building Project Strategy Session <ul style="list-style-type: none">Feedback from meeting on 12/20/2021																									
ITEM 7		2022 TOWN MEETING Calendar 2022 Budget Calendar Commitments <ul style="list-style-type: none">1) Trustee Candidate – Sign-up 1/19-1/282) BAC Recommendations to BOS 1/4<ul style="list-style-type: none">Feedback from meeting from attendees/ discussion3) BOS Budget Review 1/184) BOS Public Hearing on Budget 2/15) Town Meeting Part 1 – 3/86) Town Meeting Part 2 – 3/12 To attend:																									

		<ul style="list-style-type: none">• BOS Budget Review 1/18 (start at 6:15pm at Community Center) – Deb, Joe, maybe Fran• BOS Public Hearing on Budget 2/1 (start at 6:15pm at Community Center) – Tentatively all• Town Meeting Part 2 – 3/12 – All
ITEM 8		Other
ITEM 9		Schedule Next Meeting:

December 15, 2021	TUCKER FREE LIBRARY, BOARD OF TRUSTEES MEETING MINUTES																									
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ITEM 4	Director's Report 1) Hiring of new cleaning service (White Tornado Cleaning Service) to replace cleaning service that just resigned 2) TFL Emergency Management Manual – Lynn to make a hard copy and take it home for offsite safekeeping 3) Five upcoming virtual programs starting 1/29/22 – supported by NH Humanities and Friends of TFL 4) Feedback from newsletter – no feedback received 5) Report on conversation with USDA Community Facilities Program as identified by Senator Shaheen's office – provided ideas/leads in response to our request for Build Back Better Infrastructure support. Shaheen's office sent ideas for fundraising efforts but noted that Henniker is not eligible for free money though we are eligible for loans 6) Hassan's office – provided ideas/leads in response to our request for Build Back Better Infrastructure support. Hassan's office sent ideas for fundraising efforts but noted that no moneys are available for construction 7) United for Libraries Access (Training Session 12/14) – excellent online learning resource for Trustees, is available for our use for a year 8) Reminder of Holiday Hours – we will be closed 12/24, 12/25, open 10-3pm on 12/31, closed on 1/1, and closed on MLK Jr. Day																									

	<p>9) Lift Annual Inspection – our lifts passed annual inspection; awaiting certificate to arrive from the state</p>
ITEM 5	<p>End of Year Project Status</p> <ol style="list-style-type: none"> 1) Additional patron computers purchased, preparing for deployment – computer stations available in adult reading areas but not yet in children’s area due to pandemic concerns 2) Air filtration system purchased for lower level meeting room 3) Exterior electrical outlet project – installed last Friday 4) Screen door project – John Routen working on installing screen doors that can be positioned in front or back of main wood doors (to allow easier use of screen doors on hot days) 5) E-Room window refurbishment project – most windows not currently functional; John Routen and Lynn making a plan to repair non-working windows over time (estimated cost for repair of 9 windows = \$6300 total) 6) ReMarkable purchase tabled in lieu of discussion on E-Room window refurbishment – will redirect funds to window repair
ITEM 6	<ul style="list-style-type: none"> • Action item: Lynn to email Tia Hooper to request a face-to-face meeting between CIP Committee, TFL Trustee(s), and Select Board representative <p>Building Project Strategy Session FROM: agenda_12.7.21-all.pdf (henniker.org) Vice Chair Hooper stated that the CIP Committee had started meeting and would be meeting tomorrow night. The Committee was looking forward to welcoming some of the Budget Committee members to join and would review Rescue fleet/items with Gregory Aucoin, including moving around some items on the schedule with delivery delays over a year out. Chairman Blomback asked if department managers are included with review of the items with the Committee. Vice Chair Hooper said yes, all the department heads were communicated with, and some great information already came back, and a few departments reports still pending. Once the report is submitted, the department heads are scheduled to meet with the CIP Committee to review the report in detail.</p> <p>COMMUNICATION WITH TIA HOOPER POST-SUBMISSION</p> <p>On 11/28/2021 12:27 PM Tia Hooper <tiamhooper@gmail.com> wrote:</p> <p>Good Afternoon Lynn, I hope you had a wonderful holiday. I am currently reviewing your submission and just wanted to circle back to follow up quickly to see if you can provide the total cost estimate for the project. If possible also the cost of each item 1-4 listed under the description.</p> <p>Please do not hesitate to contact me if you have any questions. Thank you Tia </p> <p>Tia the numbers haven’t changed but the trustee’s want to start a conversation with CIP and BOS to get the project at least listed as a part of the CIP.</p> <p>Stay warm and well Lynn</p>
ITEM 7	<p>2022 TOWN MEETING Calendar FROM WENDY BAKER Good morning everyone!! It is once again Town Report time!! This is to remind everyone that you will be submitting any reports directly to me and this year I would like them to all be in either Word or Excel format. I am not worried about font or formatting as I will convert all to fit into my design of the report. I would love submission of any photos as well that anyone would like to include. Anyone that can send their report early is encouraged to as this has become a very busy time of year for me and the sooner I can get a jump on the report the better. If you will not be submitting a report this year for whatever reason, would you please communicate that to me as well.</p>

	<p>The DEADLINE for submission is Friday, January 7th. Please communicate any extenuating circumstances with regard to that date because I will not be able to accept any after that date.</p> <p>I am looking forward to creating my first Town Report for Henniker (I have done many with other towns) and having it be one to remember!</p> <p>2022 Budget Calendar Commitments</p> <ol style="list-style-type: none"> 1) BAC Meeting 12/1, 12/15, 12/29 2) New Trustee Search – Dates to sign-up 1/19-1/28 3) BAC Recommendations to BOS 1/4 4) BOS Budget Review 1/18 5) BOS Public Hearing on Budget 2/1 6) Town Meeting Part 1 – 3/8 7) Town Meeting Part 2 – 3/12 <p>To attend:</p> <ul style="list-style-type: none"> • BAC Recommendations to BOS 1/4 (start at 6:15pm at Community Center) – Lynn, Fran, John • BOS Budget Review 1/18 (start at 6:15pm at Community Center) – Deb, Joe, maybe Fran • BOS Public Hearing on Budget 2/1 (start at 6:15pm at Community Center) – Tentatively all • Town Meeting Part 2 – 3/12 – All
ITEM 8	Other
ITEM 9	Schedule Next Meeting: 1/12/22, 5pm
ADJOURN	PUBLIC SESSION ADJOURNED. 6:09pm
ENTER NON-PUBLIC	<p>NEW TRUSTEE SEARCH DISCUSSION</p> <p>91-A:3(II-c) Matters which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the public body itself</p>

Tucker Free Library MANIFEST FOR APPROVAL

12/08/2021 To 12/30/2021

BILLS PAID		ID#	Acct#	Account Name	Debit	Credit
CD	8-Dec-21	Citizens Bank Business Card				
		5424	1-1100	General Checking Account		\$494.78
		5424	6-4030	Supplies	\$63.14	
		5424	6-6000	Library Programs - Contracted	\$431.64	
CD	8-Dec-21	Comcast				
		5428	1-1100	General Checking Account		\$118.44
		5428	6-4020	Utilities	\$118.44	
CD	8-Dec-21	Eversource				
		5429	1-1100	General Checking Account		\$150.93
		5429	6-4020	Utilities	\$150.93	
CD	14-Dec-21	Star Light Cleaning Services				
		5425	1-1100	General Checking Account		\$257.50
		5425	6-4000	General Maintenance	\$257.50	
CD	14-Dec-21	US Postal Service				
		5426	1-1100	General Checking Account		\$84.00
		5426	6-4020	Utilities	\$84.00	
CD	14-Dec-21	Baker & Taylor				
		5427	1-1100	General Checking Account		\$1,003.88
		5427	6-3000	Books	\$1,003.88	
CD	21-Dec-21	NE LIFT CO				
		5430	1-1100	General Checking Account		\$500.00
		5430	6-4000	General Maintenance	\$500.00	
CD	28-Dec-21	State of New Hampshire Department				
		5431	1-1100	General Checking Account		\$150.00
		5431	6-4020	Utilities	\$150.00	
CD	28-Dec-21	Sunapee Shade and Blind				
		5432	1-1100	General Checking Account		\$6,409.84
		5432	6-4010	Building Repairs	\$6,409.84	
CD	28-Dec-21	SYNCB/Amazon				
		5433	1-1100	General Checking Account		\$8,979.40
		5433	6-5020	Equipment	\$7,318.17	
		5433	6-3000	Books	\$73.06	
		5433	6-4030	Supplies	\$1,446.41	
		5433	6-3030	DVD - Appropriation Fund	\$141.76	
CD	29-Dec-21	TDS				
		5435	1-1100	General Checking Account		\$53.54
		5435	6-4020	Utilities	\$53.54	
CD	29-Dec-21	TDS				
		5436	1-1100	General Checking Account		\$42.51
		5436	6-4020	Utilities	\$42.51	
Grand Total:					\$18,244.82	\$18,244.82
DEPOSITS		ID#	Acct#	Account Name	Debit	Credit
CR	14-Dec-21	CR000357				
		CR000357	1-1100	General Checking Account	\$49.00	
		CR000357	4-3510	Contribution Overdue		\$23.00
		CR000357	4-3520	Copier		\$26.00
CR	14-Dec-21	CR000358				
		CR000358	1-1100	General Checking Account	\$337.00	
		CR000358	4-3510	Contribution Overdue		\$20.00
		CR000358	4-3520	Copier		\$17.00
		CR000358	4-5030	Established TrustFund Donation		\$300.00
CR	21-Dec-21	CR000359				
		CR000359	1-1100	General Checking Account	\$231.00	
		CR000359	4-3520	Copier		\$31.00
		CR000359	4-7020	NHHC Speaker Reimbursement		\$200.00
CR	28-Dec-21	CR000360				
		CR000360	1-1100	General Checking Account	\$715.00	
		CR000360	4-3520	Copier		\$15.00
		CR000360	4-5040	Memory/Honor Donations		\$200.00
		CR000360	4-7005	FOR FRIENDS OF TFL		\$500.00
Grand Total:					\$1,332.00	\$1,332.00

TREASURER'S REPORT STILL AWAITING FINAL DATA FROM TOWN HALL. WILL PROVIDE AT MEETING.

FINAL REPORTS FROM TRUST FUND AGENCIES STILL OUTSTANDING. WILL PROVIDE AT MEETING IF AVAILABLE.

TUCKER FREE LIBRARY

From the Board of Trustees Library Accessibility and Safety Project Recap and Update

In 2018 Tucker Free Library was informed that its 25-year-old Garaventa wheelchair lift could no longer be repaired: that the next breakdown would be its last and the library would be looking at losing its designation as “Handicap Accessible” in compliance with the American with Disabilities Act (ADA).

The trustees saw the eventual decommissioning as an opportunity to address not only access but also safety within the library. The only public restroom in the building is located in the lower level. To access the facilities people must pass through the children’s area.

The Board of Trustees presented the problems to the Henniker residents. TFL hosted 9 public meetings and attended 2 community events to discuss options ranging from:

- Doing nothing (and losing accessible status)
- Replacing the Garaventa (which would do nothing to address the restroom problem)
- Building an addition to house an elevator and accessible restrooms (resolving the access and safety issues simultaneously)

While vague price tags could be put on some of the options, no one knew the cost – or even the feasibility of this building project. So, in 2018 the voters approved an appropriation of \$10,500.00 for a feasibility study. The result, yes it is possible to build an addition for an elevator that adds public restrooms. Then in 2019 the voters approved the appropriation of \$70,000.00 for engineering studies and preliminary design work.

The resulting plans were the product of extensive engagement. Along with public meetings with the architects, library representative shared the schematics at multiple town events to raise awareness of the project and its cost, which in 2019 was estimated at \$2.2 million. Designers anticipated an increase of approximately 7-8% every year thereafter.

With the uncertainty wrought from a global pandemic, the TFL Board motioned to table the warrant article that would fund the final design phase at the 2020 Town Meeting. We did not seek funding for additional project expenses in 2021, but have reached a compromise with the Capital Improvement Committee to replace the lift and add the project to the long range plan of the Town.

SERVICE INNOVATIONS

The Friends of Tucker Free Library donated \$817.00 to fund the creation of 30 STEAM Kits. 45 families have checked out these kits since they were added in June. Two StoryWalks hosted by businesses around Tucker Free were enjoyed by countless families and visitors as they explored our downtown. 878 Take and Make Kits were distributed to Henniker families. In-person storytime was offered outdoors during the summer of 2021 and 128 people attended the 5 Wednesday activities. Kids of all ages were reading, 1927 books were recorded on the 78 reading logs that were requested and 33 kids read all ten Lady Bug Books for 2021.

During the winter of 2021, 207 adults attended 8 Sunday ZOOM programs. Attendees repeatedly thanked us for giving them a chance to see other human faces. Just as ZOOM became a popular medium during the isolation of winter, the shine wore off as the weather improved and we began seeking actual human connections. During the first five months of 2021 a total of 36 people attended monthly ZOOM meetings of the Page Turners Book Group. Attendance increased to an average of 17 per month once the group began meeting in-person for a total of 119 participants.

Over 500 patrons have subscribe to the library’s monthly newsletter. Utilizing the free version of mailchimp, the staff has produced a content-rich monthly library update since January 2021. Front porch pickup has continued to be a popular service option for those who are uncomfortable entering public spaces. This is also popular with those who want a quick, convenient option that has become a norm for many service industries.

ARPA AMBASSADOR PROJECT

The Tucker Free Library has been adorned with banners and Henniker neighborhoods have been plastered with yard signs raising awareness of the library. This project, which celebrates the library as the center of our community, was made possible through a NH State Library grant utilizing the American Rescue Plan Act Funds. Additionally, our award-winning Friends group paid for a ten-week public service series that was published in a local paper.

THE BEST FOR LAST...

The Friends of Tucker Free Library were the recipients of the 2021 Sue Palmatier Award for Outstanding Support by a Friends of the Library Group. They were nominated by the Tucker Free Library Board of Trustees, competed against many Friends groups in NH, and named by the New Hampshire Library Trustees Association.

Board of Trustees, Meeting 01122022

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
Access of electronic databases	2
STEAM Kits Checked Out	138
	22,509

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
	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

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 PATENAUE

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.

THANKS TO COLBY HILL INN... For hosting our Friends Award Event in October.

THANKS FOR THE ASSIST... 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

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

3rd PAGE OF REPORT WHICH INCLUDES YEAR END FINANCIAL SUMMARIES WILL BE PROVIDED AT MEETING



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

January 13, 2022

Tucker Free Library Warrant Articles – 2022

1. To see if the Town will vote to raise and appropriate the sum of Two Hundred Thirty-Six Thousand Six-Hundred Twenty-one Dollars (\$236,621) for the Tucker Free Library with the amount to be raised from current year taxation
2. To see if the Town will vote to raise and appropriate the sum of Nine Thousand Nine Hundred Ninety Dollars (\$9,990) for the purpose of continued restoration of granite and mortar on the exterior of the Tucker Free Library. Furthermore, this appropriation is 100% reimbursable to the Town from a Conservation License Plate Grant Program offered through the State of New Hampshire. No expenditure under this article shall occur unless the library receives the amount of the stated grant of Nine Thousand Nine Hundred Ninety Dollars (\$9,990).
3. To see if the Town will vote to establish a Library Accessibility and Safety Project Expendable Trust Fund per RSA 31:19-a for the purpose of funding future library expansion and to raise and appropriate One Dollar (\$1) to put in the fund, with this amount to come from taxation further to name the Tucker Free Library Board of Trustees as agents to expend from said fund.
4. To see if the Town will vote to raise and appropriate the sum of up to Eighty Thousand Dollars (\$80,000) for replacement of the Garaventa Lift, replacement of the exterior door that provides access to the Garaventa Lift complete with handicap switch to operate said door, and repair and/or replace the ramp further to name the Tucker Free Library Board of Trustees as agents to expend.

ACCOUNT NUMBER	ACCOUNT TITLE	2022 REQUESTED +27% ON SELECT LINE ITEMS	2021 FINAL	2021 REQUESTED	2022 VS 2021 \$	2022 VS 2021 %	2020 FINAL	2019 FINAL	2018 FINAL
LIBRARY									
Expenses Managed By Town									
4550-110	Library - Wages (Includes Longevity, Merit, 1.5% COLA)	\$ 168,048.76	\$ 153,756.00	\$ 158,789.00	\$ 14,292.76	9%	\$ 158,209.00	\$ 156,179.00	\$ 146,315.00
4550-211	Library - Benefit Insurance	\$ 16,853.00	\$ 17,878.00	\$ 17,878.00	\$ (1,025.00)	-6%	\$ 16,671.00	\$ 16,253.00	\$ 19,309.00
4550-220	Library - FICA	\$ 12,389.37	\$ 11,944.02	\$ 12,147.00	\$ 445.35	4%	\$ 12,446.00	\$ 11,948.00	\$ 11,329.00
4550-230	Library - Retirement	\$ 11,358.00	\$ 9,333.14	\$ 9,333.00	\$ 2,024.86	22%	\$ 8,387.00	\$ 8,614.00	\$ 8,285.00
4550-523	Library - Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ 876.00	\$ -	0%	\$ 876.00	\$ 876.00	\$ 876.00
Additional Personnel									
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 800.00	\$ 800.00	\$ 500.00
6-2030	Library Staff Development	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
Collection Development									
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ -	0%	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
6-3007	Library Acquisitions - Downloadable	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ -	0%	\$ 17,250.00	\$ 18,000.00	\$ 18,000.00
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ -	0%	\$ 1,400.00	\$ 1,650.00	\$ 1,650.00
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%	\$ 750.00	\$ 1,000.00	\$ 1,000.00
6-3035	Library Acquisitions - Video Fine Revenue	\$ -	\$ -	\$ 224.00	\$ -	0%			
Facility Maintenance									
6-4000	Library General Maintenance - Janitorial	\$ 12,065.00	\$ 9,500.00	\$ 19,500.00	\$ 2,565.00	27%	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
6-4010	Library General Maintenance - Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	0%	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,897.60	\$ 11,000.00		\$ 897.60	8%			
	Security Monitoring	\$ 408.00			\$ -				
	Annual Lifts Inspection	\$ 500.00			\$ -				
	Annual Fire Extinguisher Inspection	\$ 35.00			\$ -				
	Annual Fire/Safety System Inspection	\$ 350.00			\$ -				
6-4020	PO BOX Rental	\$ 76.00			\$ -				
	Heating	\$ 4,302.00	\$ 3,418.20	\$ 3,418.20	\$ -				
	Electric	\$ 3,009.00			\$ -				
	Water	\$ 227.60			\$ -				
	Sewer	\$ 480.00			\$ -				
	Phone	\$ 1,094.00			\$ -				
	Internet	\$ 1,416.00			\$ -				
6-4030	Library Building Maintenance - Supplies	\$ 4,445.00	\$ 3,375.00	\$ 4,500.00	\$ 1,070.00	32%	\$ 4,500.00	\$ 4,300.00	\$ 4,300.00
6-4035	COVID Related Supplies/Expenses	\$ 500.00	\$ 1,000.00		\$ (500.00)	-50%			
Technology Equipment & Maintenance									
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
6-5020	Library Technical Equipment/Software		\$ -	\$ -	\$ -		\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Programs, Speakers, Supplies									
6-6000	Library Contract Services - Technology				\$ -				
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	0%	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
	Annual Payment to NH Downloadable	\$ 1,939.00	\$ 1,956.00	\$ 1,956.00	\$ (17.00)	-1%	\$ 1,890.00	\$ 1,751.00	\$ 1,676.00
	Annual Website Fees	\$ 250.00		\$ -	\$ 250.00		\$ 100.00	\$ 100.00	\$ 100.00
	ZOOM Platform	\$ 149.90			\$ 149.90				
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ 350.00	\$ -		\$ 2,000.00	\$ 2,409.00	\$ 2,250.00
	TOTAL OPERATION BUDGET	\$ 266,621.27	\$ 247,917.00		\$ 18,704.27	8%			
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,819.00		\$ (819.00)	-3%			
	APPROPRIATION REQUEST	\$ 236,621.27	\$ 217,098.00		\$ 19,523.27	9%			
			\$ 14,000.00	Selectmen Reduction					
			\$ 231,098.00						
	MERIT INCREASE	\$ 5,890.16							
	1.5% COLA INCREASE	\$ 2,306.34							
	LONGEVITY BONUS	\$ 2,500.00							
		\$ 10,696.50							
		\$ 168,048.76							

Quote #: 15089 - 03
Date: 12/28/2021
Expiration Date: 3/20/2022



Project Name: Tucker Free Library Replace
Address: 31 Western Ave
Henniker, NH 03242

Quotation/Agreement

GSL Artira Inclined Wheelchair Lift

I. Summary:

This Quotation/Agreement represents our offer to supply and install the equipment and scope of work outlined in the following material and equipment descriptions or the complete scope of work described in section N/A of the project plans and specifications. Compliance with plans, specifications and drawings is agreed, with exceptions, if any, as listed in paragraph IX below.

II. Location In Building:

Interior

III. Materials To Be Provided:

One (1) Garaventa Inclined Platform Wheelchair Lift for barrier free access only, according to the following equipment specifications.

Equipment Specification

Speed	6 m/min (20 ft/min) Standard	Complete Installation/Test/Certification	Standard
Capacity	660 Lbs	Warranty	2 Years Parts, 1 Year Labor
Power Fold Platform with Integral	Standard	Preventative Maintenance Plan	Quotation available upon request
Automatic Power Barrier Arms	Standard		
Platform Size	1050 x 760		
"Vandal-Stop" Side Guard	Standard		
Under-Platform Sensor	Standard		
Pedestrian Handrail Integrated with LiftTubes	Included		
Number of Stops	Two Stop		
Bi-directional Ramp Safeties	Standard		
Final Limit Switch	Standard		
Emergency Alarm (sounds at lift only)	Standard		
Drive Box Door Lock	Standard		
Platform Emergency Stop	Standard		
Paint/Color	Epoxy Powder Paint - Color is Satin Grey		
Emergency Lowering Device	Standard		
Pedestrian Safety Lights on Platform	Standard		

Please see Addendum A for optional items if included in this quotation/agreement.

IV. Labor To Be Provided:

All labor and incidental materials necessary for the delivery, set-up, installation, adjusting, inspecting, testing and delivery to the owner of the complete lift system.

V. Quotation Amount: \$48,554.00

Sales tax exempt. (Must provide tax exempt certificate, physician's letter also required for residential application)

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VI. Terms:

For a description of the schedule of values/payments, please see Addendum A.

Materials which are not accepted upon an attempt to deliver will be stored and scheduled for re-delivery at the owner's expense. Invoices are payable upon presentation. Title to all equipment shall remain with Garaventa USA, Inc. until all invoices are paid in full.

Customer agrees to bear all costs of collection of overdue invoiced amounts, including any agent/attorney's fees incident thereto.

Quoted price includes installation by qualified and licensed technicians during normal working hours as scheduled with the owner in advance. 'Open Shop' labor rules apply.

VII. Delivery:

In accordance with the project phasing schedule, but not earlier than 7 weeks from approval of submittals or shop drawings. Shop drawings may be expected within 2 weeks of acceptance by all parties of this proposal or other form of contract/purchase order. These time estimates are provided for planning purposes only and do not represent a contractual obligation or commitment.

VIII. Comments/Conditions:

1. Approval (or variances as appropriate), from local or state fire and building authorities for the installation of this lift is the responsibility of the building owners or the owners representative. Garaventa USA will apply and pay for state elevator installation permits and certification tests.
2. All mains electrical power to the drive cabinet location is the responsibility of the owner, including and permits required for this portion of the work.
3. All 24 volt control wiring and raceways will be our responsibility and will be surface mounted. Concealed wiring will be the responsibility of the owner. Contact our office for wiring schematics and specifications for concealed control wiring.
4. All required area lighting is the responsibility of other forces.
5. All modifications and finishing required to facilitate the installation of the lift is the responsibility of other forces.
6. Landing and stair structures for exterior installed lift applications must be properly supported below frost lines.
7. Two (2) year limited warranty on parts and materials is included in the quoted amount (or as indicated in the quotation Equipment Specification section). Labor will be as stated in the quotation Equipment Specification section, if included. Thereafter, at standard labor rates. Extended warranties and preventive maintenance programs, if not indicated in the Equipment Specification section, are available and quotations can be provided at request.
8. Upon acceptance of this quotation/agreement, and unless otherwise specified in contract documents, a cancellation fee will apply if this agreement is canceled by the customer prior to the fabrication of the equipment. The amount of the cancellation fee will be (10) percent of the proposal price (less installation, taxes and freight charges) or actual costs, whichever is greater. Cancellation after the equipment has been fabricated and offered for delivery will be subject to a cancellation fee equal to the full contract value less

IX. Project Exceptions:

For project exceptions specific to this quotation/agreement, please see Addendum A. Exterior installations may be subject to increased maintenance, service and repairs frequencies due to exposure to changing seasonal weather conditions and extreme or intrusive elements.

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Please make checks payable to
"Garaventa USA, Inc"

Project Name: Tucker Free Library Replace
Address: 31 Western Ave
Henniker, NH 03242

Quote #: 15089 - 03
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Address: 31 Western Ave
Henniker, NH 03242

Thank you for your interest in the Garaventa line of products and services. Please contact me directly if you have any questions or concerns.

Submitted by Garaventa USA, Inc.

Adam Bishop
Sales Engineer

Date

Purchaser:

Legal Name of Purchaser or Company/Corporation

Full Address:

Acceptance:

This quotation/agreement, inclusive of all addenda pages, is formally accepted by:

- ☐ Owner of Project
☐ Office/Manager/Agent duly and legally authorized to act as signing authority

Authorized Signature

Please Print Name and Title

Date

Signature constitutes agreement to purchase as per terms and conditions of this agreement

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Addendum A

Schedule of Values

30% deposit, 20% upon provision of approval drawings and before manufacturing can be ordered, 40% upon delivery of lift/equipment, 10% upon completion and before hand-over of the lift/equipment. No third party payment contingencies are accepted.