

**RECORDING SECRETARY ROLL CALL**

**ANNE CROTTI SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:25PM**

**ACTION - RECORD ATTENDANCE**

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

**PUBLIC COMMENT**

**Public Forum**

MEMBERS OF PUBLIC PRESENT
Sylvia Lennox, Friends of Tucker Free

**ITEM 1**

**ACCEPT MINUTES OF PRIOR MEETING: NOVEMBER 16, 2023**

**ACTION – MOVE TO ACCEPT: FRAN TAIN**

**SECONDED BY: JOHN CAPUCO**

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

**ITEM 2**

**TREASURER’S REPORT**

**TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST**

**ACTION – MOVE TO ACCEPT: JOHN CAPUCO**

**SECONDED BY: E. JOSEPH PETRICK**

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

**MONIES/GIFTS TO ACCEPT**

DONATION FROM	AMOUNT	FOR
Martha Nemiccolo	\$100.00	Mary F. Kjellman Fund
Rodney & Carolyn Patenaude	\$300.00	Robert N. Fitch Fund
Darby McGraw	\$200.00	General Fund
Terri Trier	\$100.00	General Fund

**ACTION – MOVE TO ACCEPT: ANNE CROTTI**

**SECONDED BY: FRAN TAIN**

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

**ITEM 3**

**DIRECTOR’S REPORT**

**A. Programming Update**

- Full slate of programs through January and into February. Continue to offer a mix of one-time and recurring programs. Nattanan has worked with Google calendar to more quickly & accurately record monthly programming total.
- People who have attended programs in the new meeting area have expressed gratitude and appreciation for the quiet/private space

**B. Staffing Update**

- Working to streamline staff scheduling/reporting/tracking using Google Drive/Calendar
- Four pages on staff to help cover afterschool shifts as we struggle to fill shifts as the students have many extracurricular activities typical of the age group

- Lynn out of building 1/19-1/29. Will be working from home on February newsletter (out on 1/27) and annual report (due 2/5)
  - Trustees discussed Proper Meeting Protocols for Communication for 2024
- C. Trust Fund End of Year Documentation sent
- Fund family representatives receive an annual report of activity including a list of acquisitions/accounting & Trustees of the Town Trust Fund

D. Monthly Metrics

METRICS	2022 TOTAL	2023 Y-TD TOTAL	CHANGE OVER 2022	DECEMBER
# PROGRAMS	60	242	182	19
# ATTENDING PROGRAMS	532	2026	1494	170
# NEW PATRONS	166	224	58	25
CIRCULATION - PHYSICAL	22675	24693	2018	1505
CIRCULATION - eCONTENT	8215	10299	2084	940
% PHYSICAL TO eCONTENT	73.41%	70.57%	-2.84%	61.55%
DOOR COUNT	11126	14098	2972	1030

ITEM 4

**2024 TOWN MEETING**

A. TOWN REPORT

- [Narrative](#) Lynn reviewed
- [Statistics](#) & Financials (Forthcoming)

B. BUDGET DISCUSSION – **2024 REVISED BUDGET**

- BOS asked Town Administrator to calculate the impact on budgets if a 2% COLA is given
- Lynn working on Warrant Articles for 2024. Discussion and adjustments agreed upon.

C. TOWN MEETING CALENDAR

- **CIP Presentation to Board of Selectmen; Advisory Budget Committee Recommendations; Budget Review – 1/16**
- FILING PERIOD: 1/24 – 2/2 (Frances Tain & E. Joseph Petrick are up for reelection)
- BUDGET PUBLIC HEARING – 2/6 changed to 2/13
- TOWN MEETING – VOTE 3/12
- TOWN MEETING – ANNUAL MEETING 3/16

ITEM 5

**PUBLIC HEALTH & SAFETY INITIATIVES**

- A. Narcan (see [document with issues to consider](#)) This item has been put on hold for now
- B. CIP

- Following submission of three CIP requests no additional contact with CIP Committee
- Presented CIP plan for 2024 at BOS meeting 1/16
- SEE MINUTES [12282023](#)
- SEE MINUTES [01032024](#)

ITEM 6

**OTHER**

Garaventa did not pass inspection. Trustees asked director to investigate steps for decommissioning.

ITEM 7

**SCHEDULE NEXT MEETING: March 6, 2024. 3:30PM**

ITEM 8

**ADJOURNMENT**

Move to adjourn: John Capuco      Second: Joe Petrick  
 Adjourned at 5:35PM

## TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2023	BALANCE 12/31/2022	EXPENDED THRU 11/07/2023	DONATIONS TO 2023	DEPOSIT TO TRUST FUND	BALANCE 12/31/2023
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,909.51	\$ -	\$ 1,909.51	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 148.66	\$ 54.29	\$ 103.08	\$ -	\$ -	\$ 99.87
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,237.34	\$ -	\$ 1,237.34	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 84.67	\$ -	\$ 84.67	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 822.45	\$ 378.38	\$ 281.12	\$ -	\$ -	\$ 919.71
Scott J. Berry*	MEMORIAL BOOKS	\$ 146.97	\$ 641.56	\$ -	\$ -	\$ -	\$ 788.53
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 236.62	\$ 490.42	\$ 90.96	\$ 400.00	\$ 400.00	\$ 636.08
James W. Doon*	MEMORIAL BOOKS	\$ 68.47	\$ 532.25	\$ -	\$ -	\$ -	\$ 600.72
Preston Fund	LIBRARY OPERATIONS	\$ 861.34	\$ -	\$ 861.34	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 25.47	\$ -	\$ 25.47	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 8,095.42	\$ -	\$ 8,095.42	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 577.56	\$ 480.40	\$ -	\$ 300.00	\$ 300.00	\$ 1,057.96
Walter K. Robinson	MEMORIAL BOOKS	\$ 142.56	\$ 58.24	\$ 91.42	\$ -	\$ -	\$ 109.38
		<b>\$ 14,357.04</b>	<b>\$ 2,635.54</b>	<b>\$ 12,780.33</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>	<b>\$ 4,212.25</b>

\*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE 12/31/2022	BALANCE 12/31/2023
<b>TD Bank</b>							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16
<b>Bar Harbor (1)</b>							
<b>SUBFUND</b>							
	<b>Starting Balance</b>	<b>% of Fund</b>	<b>12/31/2018</b>	<b>12/31/2019</b>	<b>12/31/2020</b>	<b>12/31/2021</b>	<b>12/31/2022</b>
			<b>12/31/2018</b>	<b>12/31/2019</b>	<b>12/31/2020</b>	<b>12/31/2021</b>	<b>12/31/2022</b>
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>284,761.29</b>	<b>317,390.84</b>	<b>271,604.39</b>

### ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE BAR HARBOR TRUST ACCOUNT.

- 1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0. It is now known as Bar Harbor as the change in management has occurred.
- 2-The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy
- 3-The Anna Childs has as it's intent statement: "I give and bequeath to the Trustees of the Tucker Free Library of Henniker, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00) to establish an Endowment Fund to be known as the Anna L. Childs Memorial Fund, the income only to be used for the benefit of the Francis Lane Childs Historical Room, but if not needed for this purpose, then for the general purposes of the Library." Will of Francis L. Childs, June 4, 1974.
- 4-Unconditional "I give my entire Estate, including any property over which I may have a power of appointment, as follows:...One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire." Last Will and Testament of Ann Soderstrom dated June 25, 2008.
- 5-Library Director received a letter and a check from TDWealth Management:  
The letter states that the status of our trust failed to meet new regulations so it has been changed to a private foundation. Since it is now considered a private foundation they owed us money to compensate for the incorrect status (it changed from 4% to 5%) so they sent us \$6210

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023

REVENUE		2023 INCOME
Personnel Appropriation Funds	\$	225,967.00
Cash Income & Trust Funds	\$	32,861.19
Operational Income	\$	15,496.26
Other Direct Income	\$	18,950.95
<b>TOTAL REVENUE</b>		<b>\$ 293,275.40</b>

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

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

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023		2023 INCOME	2023 BUDGET	%
INCOME		YTD	CATEGORY	RECEIVED
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 225,967.00	\$ 223,454.62	101%
4-2000	Town Appropriation - Personnel	\$ 225,967.00	\$ 223,454.62	101%
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 32,861.19	\$ 33,059.64	99%
4-3510	Contribution Overdue	\$ 79.50		
4-3540	Non-Resident Cards	\$ 150.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 16,974.63	\$ 18,702.60	91%
4-5020	Annual Income fromTown Trust Funds	\$ 14,357.06	\$ 14,357.04	100%
4-5030	Donations: Established Trust Funds	\$ 800.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 500.00		
<b>OPERATIONAL INCOME</b>		\$ 15,496.26	\$ 18,764.38	83%
4-1000	Town Appropriation-Operations	\$ 10,000.00	\$ 11,854.38	84%
4-1010	Town Appropriation - Fuel	\$ 4,218.01	\$ 6,910.00	61%
4-3520	COPY & FAX Service	\$ 1,019.50		
4-3550	Overdue Processing Fee	\$ 10.00		
4-3560	Damaged/Lost Books	\$ 248.75		
<b>OTHER DIRECT INCOME</b>		\$ 18,950.95	\$ 19,950.00	95%
4-6000	Sale of Surplus	\$ 14.00		
4-6020	Reimbursed Purchase	\$ -		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 986.95	\$ 2,000.00	49%
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -		
4-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 17,950.00	\$ 17,950.00	100%
<b>TOTAL REVENUE</b>		\$ 293,275.40	\$ 295,228.64	99%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
PERSONNEL EXPENSES		\$ 225,967.00	\$ 224,839.94	101%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 180,469.00	\$ 177,531.31	102%
	Library - Benefit: Health Insurance	\$ 19,106.00	\$ 20,535.62	93%
	Library -- Fica (7.65% of Library Wages)	\$ 13,651.00	\$ 12,389.37	110%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 10,808.00	\$ 11,358.00	95%
	Library - Longevity Pay for Employees	\$ 1,375.00	\$ 1,375.00	100%
	Library -- Workers Comp/Unemp Ins	\$ 308.00	\$ 1,375.64	22%
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	100%
6-2030	Library -- Staff Development	\$ 100.00	\$ 125.00	80%
<b>PATRON SERVICES EXPENSES</b>		\$ 26,490.78	\$ 24,117.00	110%
6-3000	Library Acquisitions -- Books	\$ 17,599.87	\$ 16,000.00	110%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,415.29	\$ 1,000.00	142%
6-3010	Library Acquisitions -- Audio Books	\$ 662.05	\$ 750.00	88%
6-3020	Library Acquisitions -- Periodicals	\$ 532.59	\$ 500.00	107%
6-3030	Library Acquisitions -- DVD	\$ 867.65	\$ 750.00	116%
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00	0%
6-6000	Library Program - Software Services	\$ -		
	Library Catalog	\$ 2,050.00	\$ 1,950.00	105%
	NHDB for eContent	\$ 2,167.00	\$ 2,167.00	100%
	Library Website, Misc. Software	\$ 1,196.33	\$ 500.00	239%
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -	
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 41,000.14	\$ 50,631.60	81%
6-4000	Library General Maintenance -- Janitorial	\$ 5,200.00	\$ 5,500.00	95%
6-4010	Library General Maintenance -- Blding Repairs	\$ 4,807.25	\$ 8,965.00	54%
6-4020	Library Utilities (Total - Heating Oil)	\$ 6,310.89	\$ 7,806.60	81%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 4,218.01	\$ 6,910.00	61%
6-4030	Library Blding Maintenance Supplies	\$ 2,513.99	\$ 3,500.00	72%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 17,950.00	\$ 17,950.00	100%
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ 202.00	\$ 500.00	40%
6-5010	Library Tech Maintenance	\$ -	\$ 500.00	0%
6-5020	Library Equipment	\$ 202.00	\$ -	
<b>OTHER DIRECT COSTS</b>		\$ 1,361.90	\$ 2,000.00	68%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 95.00	\$ -	
6-6020	Staff Reimbursed Purchase	\$ 279.95	\$ -	
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 986.95	\$ 2,000.00	49%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -	\$ -	
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 295,021.82	\$ 300,088.54	98%

# Tucker Free Library Cash Disbursements Journal

11/8/2023 To 12/31/2023

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

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

## Cash Receipts Journal

11/8/2023 To 12/31/2023

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

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

# Tucker Free Library Cash Disbursements Journal

1/1/2024 To 1/9/2024

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

# Cash Receipts Journal

1/1/2024 To 1/9/2024

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