



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

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www.tuckerfreelibrary.org

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

Wednesday April 10, 2024 AT 3:30PM

In-person, Main Floor Meeting Space

ROLL CALL

PUBLIC COMMENT

ITEM 1

ITEM 2

ITEM 3

ITEM 4

ITEM 5

ITEM 6

ITEM 7

ATTENDANCE

PUBLIC FORUM – please limit comments to three minutes

ACCEPT MINUTES OF PRIOR MEETING – March 6, 2024

TREASURER'S REPORT

DIRECTOR'S REPORT

BUILDING PROJECTS, PUBLIC HEALTH AND SAFETY INITIATIVES

OTHER

SCHEDULE NEXT MEETING

ADJOURN

GENERAL MEETING ANNOUNCEMENT POSTED: April 3, 2024 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

**RECORDING SECRETARY
ROLL CALL****E. JOSEPH PETRICK SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT 3:30PM****ACTION - RECORD ATTENDANCE**

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Absent
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 Liaison

ITEM 1**BOARD REORGANIZATION****CHAIR – Frances Tain****TREASURER –Joe Petrick****ACTION – MOVE TO ACCEPT: Frances Tain****SECONDED BY: Joe Petrick**

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

ITEM 2**ACCEPT MINUTES OF PRIOR MEETING: March 6, 2024****ACTION – MOVE TO ACCEPT: Frances Tain****SECONDED BY: John Capuco**

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

ITEM 3**TREASURER'S REPORT****TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST****ACTION – MOVE TO ACCEPT: John Capuco****SECONDED BY: Frances Tain**

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

MONIES/GIFTS TO ACCEPT

DONATION FROM	AMOUNT	FOR
Grady Family	\$221.07	To purchase Newbury and Caldecott Award Books

ACTION – MOVE TO ACCEPT: Debra Kreutzer**SECONDED BY: Joe Petrick**

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

ITEM 4

DIRECTOR’S REPORT

- A. Post Budget Season wrap-up and staff vacations
- B. Monthly Metrics

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

ITEM 5

BUILDING PROJECTS, PUBLIC HEALTH & SAFETY INITIATIVES

- A. Garaventa. Done.
- B. For review at future meeting. Update on various building projects discussed last August.

ITEM 6

OTHER

Right to know request.
Meeting with Town Trust Fund Trustees

ITEM 7

SCHEDULE NEXT MEETING

MAY 29, 2024 at 3:30 pm

ITEM 8

ADJOURN

4:15 pm

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2024	BALANCE 12/31/2023	APPLIED THRU 2024	DONATIONS TO 2024	DEPOSIT TO TRUST FUND	BALANCE 12/31/2024
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 2,401.25	\$ -	\$ 2,401.25	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 186.94	\$ 99.87	\$ 120.95	\$ -	\$ -	\$ 165.86
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,555.97	\$ -	\$ 1,555.97	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 106.48	\$ -	\$ 106.48	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 1,034.24	\$ 919.71	\$ 303.95	\$ -	\$ -	\$ 1,650.00
Scott J. Berry*	MEMORIAL BOOKS	\$ 184.82	\$ 788.53	\$ 22.77	\$ -	\$ -	\$ 950.58
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 297.55	\$ 636.08	\$ 112.24	\$ 300.00	\$ 300.00	\$ 821.39
James W. Doon*	MEMORIAL BOOKS	\$ 86.10	\$ 600.72	\$ 17.10	\$ -	\$ -	\$ 669.72
Preston Fund	LIBRARY OPERATIONS	\$ 1,083.16	\$ -	\$ 1,083.16	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 32.03	\$ -	\$ 32.03	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 10,180.13	\$ -	\$ 10,180.13	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 726.29	\$ 1,057.96	\$ 234.48	\$ -	\$ -	\$ 1,549.77
Walter K. Robinson	MEMORIAL BOOKS	\$ 179.28	\$ 109.38	\$ 276.36	\$ -	\$ -	\$ 12.30
		\$ 18,054.24	\$ 4,212.25	\$ 16,446.87	\$ 300.00	\$ 300.00	\$ 5,819.62

*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	CURRENT BALANCE
TD Bank								
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16	\$ 333,113.16
Bar Harbor (1)								
SUBFUND								
	Starting Balance		% of Fund					
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 9,574.78
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 13,404.69
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 268,336.88
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,644.78
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	271,604.39	303,961.12
								315,274.00

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

1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0. It is now known as Bar Harbor as the change in management has occurred.

2-The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy

3-The Anna Childs has as it's intent statement: "I give and bequeath to the Trustees of the Tucker Free Library of Henniker, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00) to establish an Endowment Fund to be known as the Anna L. Childs Memorial Fund, the income only to be used for the benefit of the Francis Lane Childs Historical Room, but if not needed for this purpose, then for the general purposes of the Library." Will of Francis L. Childs, June 4, 1974.

4-Unconditional "I give my entire Estate, including any property over which I may have a power of appointment, as follows:...One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire." Last Will and Testament of Ann Soderstrom dated June 25, 2008.

5-Library Director received a letter and a check from TDWealth Management:

The letter states that the status of our trust failed to meet new regulations so it has been changed to a private foundation. Since it is now considered a private foundation they owed us money to compensate for the incorrect status (it changed from 4% to 5%) so they sent us \$6210 09/09/2011. They later sent an additional check in the amount of \$901.97 for underpayment.

Tucker Free Library Manifest Cash Disbursements Journal

2/28/2024 To 4/2/2024

		ID#	Acct#	Account Name	Debit	Credit
CD	28-Feb-24	5742	1-1100	General Checking Account		\$5.99
		5742	4-3560	Damaged/Lost Books	\$5.99	
CD	28-Feb-24	TDS				
		5743	1-1100	General Checking Account		\$44.21
		5743	6-4020	Utilities	\$44.21	
CD	28-Feb-24	TDS				
		5744	1-1100	General Checking Account		\$39.00
		5744	6-4020	Utilities	\$39.00	
CD	5-Mar-24	Comcast				
		5756-1	1-1100	General Checking Account		\$109.90
		5756-1	6-4020	Utilities	\$109.90	
CD	6-Mar-24	Eversource				
		5749	1-1100	General Checking Account		\$262.79
		5749	6-4020	Utilities	\$262.79	
CD	12-Mar-24	Mark Reilly White				
		5746	1-1100	General Checking Account		\$400.00
		5746	6-4000	General Maintenance (Custodial)	\$400.00	
CD	12-Mar-24	Airgood Carpentry				
		5747	1-1100	General Checking Account		\$260.00
		5747	6-4010	Building Repairs (Garaventa Removal)	\$260.00	
CD	12-Mar-24	Concord Monitor				
		5748	1-1100	General Checking Account		\$338.00
		5748	6-3020	Periodicals	\$338.00	
CD	12-Mar-24	Harding Plumbing				
		5750	1-1100	General Checking Account		\$422.50
		5750	6-4010	Building Repairs (Furnace Maintenance)	\$422.50	
CD	12-Mar-24	Marc Aucoin's Elec				
		5751	1-1100	General Checking Account		\$280.00
		5751	6-4010	Building Repairs (Garaventa Removal)	\$280.00	
CD	13-Mar-24	Citizens Bank Bus				
		5754	1-1100	General Checking Account		\$724.60
		5754	6-3000	Books	\$303.17	
		5754	6-6000	Library Programs - Contracted	\$266.38	
		5754	6-3030	DVD - Appropriation Fund	\$102.43	
		5754	6-4030	Supplies	\$52.62	
CD	19-Mar-24	Baker & Taylor				
		5752	1-1100	General Checking Account		\$1,601.91
		5752	6-3000	Books	\$1,601.91	
CD	19-Mar-24	Baker & Taylor NC				
		5753	1-1100	General Checking Account		\$497.17
		5753	6-3000	Books	\$497.17	
CD	20-Mar-24	Eversource				

		5756	1-1100	General Checking Account		\$251.68
		5756	6-4020	Utilities	\$251.68	
CD	26-Mar-24	State of New Ham				
		5755	1-1100	General Checking Account		\$100.00
		5755	6-4010	Building Repairs	\$100.00	
Grand Total:					\$5,337.75	\$5,337.75

Cash Receipts Journal

		ID#	Acct#	Account Name	Debit	Credit
CR	5-Mar-24	CR000470	1-1100	General Checking Account	\$45.52	
		CR000470	4-3520	Copier		\$20.00
		CR000470	4-3550	Overdue Processing Fee		\$2.00
		CR000470	4-3560	Damaged/Lost Books		\$23.52
CR	12-Mar-24	CR000471	1-1100	General Checking Account	\$239.07	
		CR000471	4-3520	Copier		\$18.00
		CR000471	4-5050	General Purpose Donation (Purchase Newbury/Caldecott Bks)		\$221.07
CR	19-Mar-24	CR000473	1-1100	General Checking Account	\$34.02	
		CR000473	4-3510	Contribution Overdue		\$1.02
		CR000473	4-3520	Copier		\$33.00
CR	26-Mar-24	CR000474	1-1100	General Checking Account	\$10.00	
		CR000474	4-3520	Copier		\$10.00
Grand Total:					\$328.61	\$328.61

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024

REVENUE		2024 INCOME
Personnel Appropriation Funds	\$	23,482.71
Cash Income & Trust Funds	\$	5,059.14
Operational Income	\$	934.80
Other Direct Income	\$	614.00
TOTAL REVENUE		\$ 30,090.65

EXPENDITURES		2024 EXPENDITURES
Personnel Expenses	\$	23,482.71
Patron Service Expenses	\$	11,241.63
Facility Management Expenses	\$	5,859.03
Technology Management Expenses	\$	-
Other Direct Costs	\$	600.00
TOTAL EXPENDITURES		\$ 41,183.37

RESERVED FUNDS		
Total Trust Funds Reserved	\$	5,819.62
Vivian Allen Fund	\$	176.88
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS		\$ 7,996.50

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024			
INCOME		2024 INCOME YTD	2024 BUDGET CATEGORY
PERSONNEL APPROPRIATION FUNDS		\$ 23,482.71	\$ 245,445.00
4-2000	Town Appropriation - Personnel	\$ 23,482.71	\$ 245,445.00
CASH INCOME & TRUST FUNDS		\$ 5,059.14	\$ 35,257.16
4-3510	Contribution Overdue	\$ 20.17	\$ -
4-3540	Non-Resident Cards	\$ -	\$ -
4-5010	Annual Income from Willis Cogswell Fund	\$ 4,300.73	\$ 17,202.92
4-5020	Annual Income from Town Trust Funds	\$ -	\$ 18,054.24
4-5030	Donations: Established Trust Funds	\$ 200.00	\$ -
4-5040	Donations: In Memory/Honor of Donations	\$ 300.00	\$ -
4-5050	Donations: General Purpose	\$ 238.24	\$ -
OPERATIONAL INCOME		\$ 934.80	\$ 26,953.00
4-1000	Town Appropriation-Operations	\$ -	\$ 20,799.00
4-1010	Town Appropriation - Fuel	\$ 463.96	\$ 6,154.00
4-3520	COPY & FAX Service	\$ 303.50	\$ -
4-3550	Overdue Processing Fee	\$ 2.00	\$ -
4-3560	Damaged/Lost Books	\$ 165.34	\$ -
OTHER DIRECT INCOME		\$ 614.00	\$ 24,600.00
4-6000	Sale of Surplus	\$ 14.00	\$ -
4-6020	Reimbursed Purchase	\$ -	\$ -
4-6095	Friends of Tucker Free Library Reimbursed Purchase		\$ 4,000.00
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 600.00	\$ 600.00
4-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ -	\$ 20,000.00
TOTAL REVENUE		\$ 30,090.65	\$ 332,255.16
EXPENDITURES		2024 PAID YTD	2024 BUDGET CATEGORY
PERSONNEL EXPENSES		\$ 23,482.71	\$ 245,444.64
6-2000	Library -- Wages (2% COLA + MERIT POOL of \$3K)	\$ 17,100.87	\$ 191,222.00
	Library - Benefit: Health Insurance	\$ 3,683.34	\$ 24,754.00
	Library -- Fica (7.65% of Library Wages)	\$ 1,292.42	\$ 14,734.00
	Library -- Retirement (11.17% of Eligible Wages)	\$ 1,088.08	\$ 11,709.00
	Library - Longevity Pay for Employees	\$ -	\$ 1,375.00
	Library -- Workers Comp/Unemp Ins	\$ 318.00	\$ 1,375.64
6-2020	Library -- Membership & Mileage	\$ -	\$ 150.00
6-2030	Library -- Staff Development	\$ -	\$ 125.00
PATRON SERVICES EXPENSES		\$ 11,241.63	\$ 28,173.00
6-3000	Library Acquisitions -- Books	\$ 5,760.76	\$ 16,000.00
6-3002	Library Acquisitions -- Material Processing Fee	\$ 151.11	\$ 1,300.00
6-3020	Library Acquisitions -- Periodicals	\$ 338.00	\$ 300.00
6-3030	Library Acquisitions -- DVD	\$ 109.46	\$ 300.00
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00
6-3560	Reimbursement for Lost/Damaged ILL to LENDING LIBRARY	\$ 36.00	\$ -
6-6000	Library Program - Software Services	\$ -	\$ -
	Library Catalog	\$ 2,050.00	\$ 2,050.00
	NHDB for eContent	\$ 2,689.00	\$ 2,689.00
	Library Website, Misc. Software	\$ 107.30	\$ 1,034.00
6-6010	Library Program - Speakers & Supplies	\$ -	\$ 4,000.00
FACILITY MANAGEMENT EXPENSES		\$ 5,859.03	\$ 58,080.00
6-4000	Library General Maintenance -- Janitorial	\$ 1,802.19	\$ 5,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 1,319.50	\$ 8,965.00
6-4020	Library Utilities (Total - Heating Oil)	\$ 1,791.85	\$ 13,961.00
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 463.96	\$ 6,154.00
6-4030	Library Bldg Maintenance Supplies	\$ 481.53	\$ 3,500.00
6-9600	GRANT FUNDS: Moose Plate Phase 3 Granite/Mortar	\$ -	\$ 20,000.00
TECHNOLOGY MANAGEMENT EXPENSES		\$ -	\$ 500.00
6-5010	Library Tech Maintenance	\$ -	\$ 500.00
6-5020	Library Equipment	\$ -	\$ -
OTHER DIRECT COSTS		\$ 600.00	\$ 600.00
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -
6-6020	Staff Reimbursed Purchase	\$ -	\$ -
6-6090	Trustees of the Town Trust Funds (Total from 4-5030)	\$ -	\$ -
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ -	\$ -
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 600.00	\$ 600.00
TOTAL LIBRARY OPERATIONS BUDGET		\$ 41,183.37	\$ 332,197.64