



2021 NHLTA Sue Palmatier Friends of the Year
2018 NHLTA Library of the Year
2013 NHLTA Trustee of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242

(603) 428-3471
www.tuckerfreelibrary.org

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

Wednesday October 16, 2024 AT 3:30PM

In-person, Main Floor Meeting Space

ROLL CALL

PUBLIC COMMENT

APPOINTMENT

ITEM 1

ITEM 2

ITEM 3

ITEM 4

ITEM 5

ITEM 6

ITEM 7

ATTENDANCE

PUBLIC FORUM – please limit comments to three minutes

Representatives from the Bar Harbor Wealth Management will appear for annual review.

ACCEPT MINUTES OF PRIOR MEETING – August 14, 2024

TREASURER'S REPORT

DIRECTOR'S REPORT

2025 BUDGET DELIBERATIONS

OTHER

SCHEDULE NEXT MEETING

ADJOURN

GENERAL MEETING ANNOUNCEMENT POSTED: October 9, 2024 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

<p>RECORDING SECRETARY</p>	<p style="text-align: center;">SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT:</p>																								
<p>ROLL CALL</p>	<p>ACTION - RECORD ATTENDANCE</p> <table border="1" data-bbox="326 205 800 443"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> <tr><td>Lynn Piotrowicz- DIRECTOR</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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<p>APPOINTMENT 1</p>	<p>Representatives from Bar Harbor Wealth Management will appear for annual review</p> <table border="1" data-bbox="326 579 1097 716"> <thead> <tr> <th>Bar Harbor Wealth Management Representatives Present</th> </tr> </thead> <tbody> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </tbody> </table> <p>DETAILS:</p>	Bar Harbor Wealth Management Representatives Present																							
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<p>ITEM 1 PGS</p>	<p>ACCEPT MINUTES OF PRIOR MEETING: August 14, 2024</p> <p>ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" data-bbox="326 1041 800 1247"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain													
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<p>ITEM 2 APPROPRIATION REQUEST LETTER, PG OPERATIONAL EXPENSES SPREADSHEET, PG TRUST FUND REPORT, PG Y-T-D REPORT, PG MANIFEST, PG</p>	<p>TREASURER’S REPORT</p> <p>A. APPROPRIATION REQUEST WITH SUPPORTING DOCUMENTS</p> <ul style="list-style-type: none"> A request for a portion of the library 2024 appropriation for operational expenses has been prepared for signature. Corresponding documents have been scanned to accompany request. See link for redacted documents at the end of this meeting outline. <p>B. TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST</p> <p>ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" data-bbox="402 1472 881 1677"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>C. MONEY TO ACCEPT: Matthew & Jessica White, \$100.00 General Fund</p> <p>ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" data-bbox="402 1772 881 1978"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 3

DIRECTOR’S REPORT

A. Metrics

METRICS	2023 TOTAL	2024 Y-T-D TOTAL	AUGUST	SEPTEMBER
# PROGRAMS	242	211	14	25
# ATTENDING PROGRAMS	2026	1446	80	211
# NEW PATRONS	224	109	10	18
CIRCULATION - PHYSICAL	24693	17558	2180	2011
CIRCULATION - eCONTENT	10299	7894	790	840
% PHYSICAL TO eCONTENT	70.57%	68.98%	73.40%	70.54%
DOOR COUNT	14098	10184	976	1180

B. PROGRAMMING UPDATES

MAHJONGG MONDAY: 20 people participated in the Friends’ Mahjongg Monday program. Feedback from all extremely positive. Thinking ahead to another event next year. One player from New Boston emailed, “Thank you for including some “outsiders “to your very special mah-jongg day at the library. I really enjoyed meeting players from other parts of New Hampshire. This event was very well organized. And the snacks were very much appreciated. I hope you will continue this tradition.”

HCS VISIT: 1st Graders from HCS will be at TFL on Tuesday October 29th at 9AM for a tour and lesson about our library as part of their curriculum about books/libraries around the world.

WINTER: Staff are preparing for post-holiday programming including February vacation week opportunities.

SHOWING GRATITUDE: Many have contributed to the efforts of the Tucker Free Library to create a programming and community space. Would like to recognize these acts in some way in the November newsletter, focusing on gratitude for our community. Examples of these acts; garden fairies who have managed the weeds, the patron who brings fresh flowers from her garden every week throughout the growing season, the beautification alliance for the planters with recognition of Pats Peak and Michie Corp (the businesses that have sponsored our planters), the Friends, community members who offered their expertise, trustees, etc...

NEWSLETTER: If you noticed, I highlighted “Community Partnerships” and “Neighbors Teaching Neighbors” in the October Newsletter. Lion’s Club is hosting three Saturday, Recycled Craft Days. Two local residents doing programs at TFL this fall. Final newsletters of 2024 will go out on November 2 and November 30. We will send out January 2025 newsletter on December 28th.

C. PROJECT UPDATES

1. Library Front Patio
 - i. Developed Project Management Worksheet
 - ii. Project scope rounding out
 - iii. Identified local hardscape/landscape professional. [See link at end of this document](#) under redacted information
 - iv. Identified sources for patio pieces
2. Water/Coffee Dispensers
 - i. Identified companies to provide drinking water. Of the two companies, only one delivers to Henniker. They only provide top loaded dispensers at \$15.00 rent/month. Library could purchase a dispenser and have water delivered at \$10.50/5-gallon container. The first delivery would include a deposit fee of \$7.50/container. Suggest starting with a delivery of five containers every four weeks. The cost of the dispenser would be approximately \$175.00.
 - ii. The purchase of coffee machine and supplies funded by donations made in memory of Janine Bates, former patron/Friends of Tucker Free Library. While equipment and starter supplies paid for, it is suggested that we ask that patrons pay for the refreshment service on a per use basis. \$1/cup. Also mandate that the beverage be consumed in this room or taken directly outside.
3. Painting completed over weekend of 10/04-10/07. Company representatives came in on 10/9 to take care of a few items on the punch list.
4. Grant Applications
 - i. Merrimack Bank

	METRICS	2023 TOTAL	2024 Y-T-D TOTAL	MAY	JUNE	JULY
	# PROGRAMS	242	172	17	16	26
	# ATTENDING PROGRAMS	2026	1155	127	115	220
	# NEW PATRONS	224	81	7	17	19
	CIRCULATION - PHYSICAL	24693	13367	1827	1808	2449
	CIRCULATION - eCONTENT	10299	6264	876	785	764
	% PHYSICAL TO eCONTENT	70.57%	68.09%	67.59%	69.73%	76.22%
	DOOR COUNT	14098	8028	1149	1044	1505
	<p>B. Steps to create the Community Gallery</p> <ul style="list-style-type: none"> • Prior to removal of NH Room artwork, the director published a call for an organizational meeting of community gallery space volunteers. The group, which numbered 4, met on August 6th and discussed general operational issues and suggestions. • The relocation of the paintings made the front cover of the Henniker Historian, the Historical Society Newsletter. • It was decided that we would send TFL coloring sheets to HCS and JS for September/October followed by a soft rollout with invited artists for the first several display periods. This will allow us to work out the details on process and policy for the gallery space. • Yet to be done: Move remaining bookshelves to NH Room • Purchase and install hanging system • Paint quotes • Other enhancements to the meeting space could include coffee service and a water dispense <p>C. Community Garden Space</p> <ul style="list-style-type: none"> • Revisit the project. • Look into partnering with local organization for possible bench project <p>D. Fall/Winter Program Planning has commenced</p> <ul style="list-style-type: none"> • Working to create a program calendar for mid-October through mid-March • Nattanan has prepared a grant application for the Merrimack Saving Bank Foundation to purchase food preparation equipment. Since the recipient must be a non-profit, the Friends of Tucker Free Library have agreed to accept and expend the grant should we be successful. Amount \$2500.00 to include equipment, supplies, and programming opportunities. • The Community Gallery Working Group thought artists who display in the gallery could be approached to offer a class in exchange for the free exposure they are getting through the library. 					
ITEM 4	<p>PERSONNEL/Board Structure</p> <p>A. Began employee annual evaluations in advance of 2025 Budget Discussions per policy</p> <p>B. Holiday Policy - Revision (consideration of Juneteenth)</p> <p>Trustees voted that holiday closures would include Christmas Eve and Christmas Day as well as New Years Eve and New Years Day.</p>					
ITEM 5	<p>OTHER</p> <p>A. Board Member up for election in March 2025</p> <p>B. While functional, the circulation desk in the children’s department has yet to be completed. Drawer pulls, doors, securing top to base, and moving the desk into its final location are still outstanding.</p> <p>C. Director will review Moose Plate Grants for the Arts Council on September 11th. This coincides with the commencement of the director’s vacation which runs 9/11-9/21.</p>					
ITEM 6	<p>SCHEDULE NEXT MEETING</p> <p>Wednesday, October 16 2024 starting at 3:30 pm</p>					
ITEM 7	<p>ADJOURN</p>					

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	\$ 2,420.62	\$ -	\$ 2,420.62	\$ -	\$ -	\$ -	
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 188.45	\$ 99.87	\$ 293.43	\$ -	\$ -	\$ (5.11)	\$ 2,021.20
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,568.52	\$ -	\$ 1,568.52	\$ -	\$ -	\$ -	
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 107.34	\$ -	\$ 107.34	\$ -	\$ -	\$ -	
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 1,042.59	\$ 919.71	\$ 840.46	\$ -	\$ -	\$ 1,121.84	
Scott J. Berry*	MEMORIAL BOOKS	\$ 186.31	\$ 788.53	\$ 139.76	\$ -	\$ -	\$ 835.08	
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 299.95	\$ 636.08	\$ 434.14	\$ 300.00	\$ 300.00	\$ 501.89	
James W. Doon*	MEMORIAL BOOKS	\$ 86.79	\$ 600.72	\$ 37.05	\$ -	\$ -	\$ 650.46	
Preston Fund	LIBRARY OPERATIONS	\$ 1,091.90	\$ -	\$ 1,091.90	\$ -	\$ -	\$ -	
Alice V. Colby*	LIBRARY OPERATIONS	\$ 32.28	\$ -	\$ 32.28	\$ -	\$ -	\$ -	
George W. Tucker	LIBRARY OPERATIONS	\$ 10,262.23	\$ -	\$ 10,262.23	\$ -	\$ -	\$ -	
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 732.15	\$ 1,057.96	\$ 234.48	\$ -	\$ -	\$ 1,555.63	
Walter K. Robinson	MEMORIAL BOOKS	\$ 180.72	\$ 109.38	\$ 276.36	\$ -	\$ -	\$ 13.74	
		\$ 18,199.85	\$ 4,212.25	\$ 17,738.57	\$ 300.00	\$ 300.00	\$ 4,673.53	

*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	\$ 365,704.16		
Bar Harbor (1)										
LIBRARY DEVELOPMENT										
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	\$ 10,449.78
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	\$ 14,629.69
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	\$ 292,859.19
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	\$ 13,800.34
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	331,739.00

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

- 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.
- The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy
- 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.
- 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.
- 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 - TREASURER'S REPORT 2024

REVENUE		2024 INCOME
Personnel Appropriation Funds	\$	160,250.77
Cash Income & Trust Funds	\$	32,783.83
Operational Income	\$	4,716.15
Other Direct Income	\$	1,351.29
TOTAL REVENUE	\$	199,102.04

EXPENDITURES		2024 EXPENDITURES
Personnel Expenses	\$	160,250.77
Patron Service Expenses	\$	24,235.20
Facility Management Expenses	\$	16,638.66
Technology Management Expenses	\$	949.98
Other Direct Costs	\$	1,351.29
TOTAL EXPENDITURES	\$	203,425.90

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,673.53
Vivian Allen Fund	\$	176.88
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	6,850.41

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024			
INCOME		2024 INCOME YTD	2024 BUDGET CATEGORY
PERSONNEL APPROPRIATION FUNDS		\$ 160,250.77	\$ 245,445.00
4-2000	Town Appropriation - Personnel (- thru 8/31/2024)	\$ 160,250.77	\$ 245,445.00
CASH INCOME & TRUST FUNDS		\$ 32,783.83	\$ 35,402.77
4-3510	Contribution Overdue	\$ 30.02	\$ -
4-3540	Non-Resident Cards	\$ 50.00	\$ -
4-5010	Annual Income from Willis Cogswell Fund	\$ 13,221.47	\$ 17,202.92
4-5020	Annual Income from Town Trust Funds	\$ 18,199.86	\$ 18,199.85
4-5030	Donations: Established Trust Funds	\$ 400.00	\$ -
4-5040	Donations: In Memory/Honor of Donations	\$ 494.24	\$ -
4-5050	Donations: General Purpose	\$ 388.24	\$ -
OPERATIONAL INCOME		\$ 4,716.15	\$ 26,953.00
4-1000	Town Appropriation-Operations	\$ -	\$ 20,799.00
4-1010	Town Appropriation - Fuel (thru 8/31/2024)	\$ 3,798.51	\$ 6,154.00
4-3520	COPY & FAX Service	\$ 700.25	\$ -
4-3550	Overdue Processing Fee	\$ 6.45	\$ -
4-3560	Damaged/Lost Books	\$ 210.94	\$ -
OTHER DIRECT INCOME		\$ 1,351.29	\$ 24,600.00
4-6000	Sale of Surplus	\$ -	\$ -
4-6020	Reimbursed Purchase	\$ 751.29	\$ -
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		\$ 199,102.04	\$ 332,400.77
EXPENDITURES		2024 PAID YTD	2024 BUDGET CATEGORY
PERSONNEL EXPENSES - thru 8/31/2024		\$ 160,250.77	\$ 245,444.64
6-2000	Library -- Wages (2% COLA + MERIT POOL of \$3K)	\$ 125,278.55	\$ 191,222.00
	Library - Benefit: Health Insurance	\$ 16,793.21	\$ 24,754.00
	Library -- Fica (7.65% of Library Wages)	\$ 9,469.65	\$ 14,734.00
	Library -- Retirement (11.17% of Eligible Wages)	\$ 7,016.36	\$ 11,709.00
	Library - Longevity Pay for Employees	\$ 1,375.00	\$ 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		\$ 24,235.20	\$ 28,173.00
6-3000	Library Acquisitions -- Books	\$ 16,064.30	\$ 16,000.00
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,264.70	\$ 1,300.00
6-3020	Library Acquisitions -- Periodicals	\$ 338.00	\$ 300.00
6-3030	Library Acquisitions -- DVD	\$ 317.27	\$ 300.00
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00
6-3560	Reimbursement for Lost/Damaged ILL to LENDING LIBRARY	\$ 46.08	\$ -
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	\$ 1,465.85	\$ 1,034.00
6-6010	Library Program - Speakers & Supplies	\$ -	\$ 4,000.00
FACILITY MANAGEMENT EXPENSES		\$ 16,638.66	\$ 58,080.00
6-4000	Library General Maintenance -- Janitorial	\$ 3,402.19	\$ 5,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 1,659.50	\$ 8,965.00
6-4020	Library Utilities (Total - Heating Oil)	\$ 6,357.53	\$ 13,961.00
	Library Utilities - Heating Oil 1800 gals @ \$2.739 per gal (thru 8/31/2024)	\$ 3,798.51	\$ 6,154.00
6-4030	Library Bldg Maintenance Supplies	\$ 1,420.93	\$ 3,500.00
6-9600	GRANT FUNDS: Moose Plate Phase 3 Granite/Mortar	\$ -	\$ 20,000.00
TECHNOLOGY MANAGEMENT EXPENSES		\$ 949.98	\$ 500.00
6-5010	Library Tech Maintenance	\$ 150.00	\$ 500.00
6-5020	Library Equipment	\$ 799.98	\$ -
OTHER DIRECT COSTS		\$ 1,351.29	\$ 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	\$ 751.29	\$ -
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 600.00	\$ 600.00
TOTAL LIBRARY OPERATIONS BUDGET		\$ 203,425.90	\$ 332,197.64

