



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 November 13, 2024 AT 3:30PM
In-person, Main Floor Meeting Space

ROLL CALL	ATTENDANCE
PUBLIC COMMENT	PUBLIC FORUM – please limit comments to three minutes
ITEM 1	ACCEPT MINUTES OF PRIOR MEETING – October 16, 2024
ITEM 2	TREASURER'S REPORT
ITEM 3	DIRECTOR'S REPORT
ITEM 4	2025 BUDGET DELIBERATIONS
ITEM 5	OTHER
ITEM 6	SCHEDULE NEXT MEETING
ITEM 7	ADJOURN

PLEASE NOTE	THE HENNIKER TOWN ADMINISTRATOR IS PLANNING TO JOIN US FOR THE BUDGET PORTION OF THIS MEETING. WHEN SHE ARRIVES WE WILL ADJUST THE AGENDA TO ACCOMMODATE HER PRESENCE.
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GENERAL MEETING ANNOUNCEMENT POSTED: November 6, 2024 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

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	<p>ii. Moose Plate – still outstanding</p> <p>C. BUILDING UPDATES</p> <ol style="list-style-type: none">1. HVAC annual cleaning/maintenance completed.2. Annual Fire/Smoke Detector inspection completed. Cost \$274.743. Fire Extinguisher inspection completed. Several extinguishers needed to be replaced, including the large one on the Main Floor by the back door. Cost \$450.004. Small lift between E-Room and J-Room passed inspection. Certificate of Operation from NHDOL
ITEM 4	2025 BUDGET WORKSHOP/DISCUSSION
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REDACTED INFORMATION/WORKING DOCUMENTS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

RECORDING SECRETARY ROLL CALL

Anne Crotti SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30 P<

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

APPOINTMENT 1

Representatives from Bar Harbor Wealth Management will appear for annual review

Bar Harbor Wealth Management Representatives Present
Shawn Foley-Bar Harbor Wealth Management

DETAILS:

- Annual Financial Meeting
- Review of Current Economic Transitions
- Review of TFL Portfolio
- Q&A Discussion

ITEM 1

ACCEPT MINUTES OF PRIOR MEETING: August 14, 2024

ACTION – MOVE TO ACCEPT: Deb Kreutzer

SECONDED BY: Joseph Petrick

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

ITEM 2

TREASURER’S REPORT

A. APPROPRIATION REQUEST WITH SUPPORTING DOCUMENTS

- 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.

B. TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST

ACTION – MOVE TO ACCEPT: FRAN TAIN

SECONDED BY: JOSEPH PETRICK

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

C. MONEY TO ACCEPT: Matthew & Jessica White, \$100.00 General Fund

ACTION – MOVE TO ACCEPT: FRAN TAIN

SECONDED BY: JOSEPH PETRICK

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. 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 are 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.
 - iv. Identified sources for patio features

Voted to proceed with the hard scape portion of the Front Patio Project to be funded through Library Investments.

Moved by Debra Secoded by John

- Debra Yes
- Joe Yes
- Fran Yes
- John Yes
- Anne Absent (Anne Crotti was excused from the meeting at 4:30 pm)

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. Will not proceed.
 - 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-STILL WAITING
 - ii. Moose Plate STILL WAITING
5. Youth Services Circulation Desk – Complete
6. Employee Evaluations – Complete

D. BUILDING UPDATES

1. Contacted by Town Administrator. Primex is doing a reappraisal of Town owned buildings. Ours was scheduled for Monday, October 7 at 12:15. The representative did a walk through and photographed the interior/exterior of our building.
2. HVAC annual cleaning/maintenance is being scheduled
3. Annual Fire/Smoke Detector inspection scheduled for 10/31/2024

ITEM 4

2025 BUDGET WORKSHOP/DISCUSSION

At the [9/3/2024 Select board meeting](#), the Town Administrator and Finance Director suggested that the budgetary process be modified (Timestamp 1:11:00). Instead of all the meetings on one Saturday, departments will have meetings with BOS as scheduled below. The library is on the agenda for December 3rd at 6:45PM.

ITEM 5

OTHER

Several visitors in town for the Henniker School Reunion stopped by the library for a walk down memory lane. They reminisced with staff and were impressed with the condition of the building.

ITEM 6

SCHEDULE NEXT MEETING November 13, 2014 at 3:30 pm

ITEM 7

ADJOURN

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)
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	\$ 913.99	\$ -	\$ -	\$ 1,048.31
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	\$ 17,812.10	\$ 300.00	\$ 300.00	\$ 4,600.00

\$ 2,094.73

*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	\$ 380,163.33
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
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

333,892.44

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 - TREASURER'S REPORT 2024

REVENUE		2024 INCOME
Personnel Appropriation Funds	\$	176,506.08
Cash Income & Trust Funds	\$	32,685.59
Operational Income	\$	13,527.25
Other Direct Income	\$	1,392.29
TOTAL REVENUE	\$	224,111.21

EXPENDITURES		2024 EXPENDITURES
Personnel Expenses	\$	176,506.08
Patron Service Expenses	\$	27,311.26
Facility Management Expenses	\$	18,731.83
Technology Management Expenses	\$	949.98
Other Direct Costs	\$	1,351.29
TOTAL EXPENDITURES	\$	224,850.44

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,600.00
Vivian Allen Fund	\$	176.88
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	6,776.88

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024				
INCOME		2024 INCOME YTD	2024 BUDGET CATEGORY	
PERSONNEL APPROPRIATION FUNDS		\$ 176,506.08	\$ 245,445.00	
4-2000	Town Appropriation - Personnel (- thru9/30/2024)	\$ 176,506.08	\$ 245,445.00	
CASH INCOME & TRUST FUNDS		\$ 32,685.59	\$ 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	\$ 320.00	\$ -	
4-5050	Donations: General Purpose	\$ 464.24	\$ -	
OPERATIONAL INCOME		\$ 13,527.25	\$ 26,953.00	
4-1000	Town Appropriation-Operations	\$ 8,667.10	\$ 20,799.00	
4-1010	Town Appropriation - Fuel (thru 8/31/2024)	\$ 3,798.51	\$ 6,154.00	
4-3520	COPY & FAX Service	\$ 823.25	\$ -	
4-3550	Overdue Processing Fee	\$ 6.45	\$ -	
4-3560	Damaged/Lost Books	\$ 231.94	\$ -	
OTHER DIRECT INCOME		\$ 1,392.29	\$ 24,600.00	
4-6000	Sale of Surplus	\$ -	\$ -	
4-6020	Reimbursed Purchase	\$ 41.00	\$ -	
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 751.29	\$ 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		\$ 224,111.21	\$ 332,400.77	
EXPENDITURES		2024 PAID YTD	2024 BUDGET CATEGORY	
PERSONNEL EXPENSES - thru 8/31/2024		\$ 176,506.08	\$ 245,444.64	
6-2000	Library -- Wages (2% COLA + MERIT POOL of \$3K)	\$ 138,584.38	\$ 191,222.00	
	Library - Benefit: Health Insurance	\$ 17,745.91	\$ 24,754.00	
	Library -- Fica (7.65% of Library Wages)	\$ 10,578.55	\$ 14,734.00	
	Library -- Retirement (11.17% of Eligible Wages)	\$ 7,904.24	\$ 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		\$ 27,311.26	\$ 28,173.00	
6-3000	Library Acquisitions -- Books	\$ 18,975.79	\$ 16,000.00	\$ 2,094.73
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,429.27	\$ 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		\$ 18,731.83	\$ 58,080.00	
6-4000	Library General Maintenance -- Janitorial	\$ 3,802.19	\$ 5,500.00	
6-4010	Library General Maintenance -- Bldg Repairs (CertaPro Main \$6464.73)	\$ 2,458.50	\$ 8,965.00	
6-4020	Library Utilities (Total - Heating Oil)	\$ 7,152.17	\$ 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	\$ 1,520.46	\$ 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		\$ 224,850.44	\$ 332,197.64	

