

SECRETARY  
ROLL CALL

**Joe Petrick SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30 pm**

**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  
APPOINTMENT  
ITEM 1

Public Forum - None present

TYLER MCIVER OF TYLER LANDSCAPE TO DISCUSS FRONT PORCH PROJECT

ACCEPT MINUTES OF PRIOR MEETING: November 13, 2024

**ACTION – MOVE TO ACCEPT: John** **SECONDED BY: Fran**

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

ACCEPT MINUTES OF PRIOR MEETING: December 3, 2024

**ACTION – MOVE TO ACCEPT: Deb** **SECONDED BY: Fran**

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

ITEM 2

**TREASURER’S REPORT**

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

**ACTION – MOVE TO ACCEPT: John** **SECONDED BY: Anne**

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

**B. MONEY TO ACCEPT: Carolyn & Rodney Patenaude \$300.00 for the Robert N. Fitch Technology Fund, Darby & William McGraw \$100.00 for general fund, Spencer & Linda Bennett \$200.00 in the names of William and Margaret Bennett for Marjorie B. Bennett Memorial Fund, Martha Nemiccolo \$300.00 for the Mary F. Kjellman Fund**

**ACTION/Patenaude – MOVE TO ACCEPT: Fran** **SECONDED BY: Anne**

**ACTION/McGraw – MOVE TO ACCEPT: John** **SECONDED BY: Anne**

**ACTION/Bennett – MOVE TO ACCEPT: Deb** **SECONDED BY: Fran**

**ACTION/Nemiccolo – MOVE TO ACCEPT: Fran** **SECONDED BY: Anne**

MEETING PARTICIPANTS	VOTE Patenaude	VOTE McGraw	VOTE Bennett	VOTE Nemiccolo
John Capuco	yes	yes	yes	yes
Anne Crotti	yes	yes	yes	yes
Debra Kreutzer	yes	yes	yes	yes
E. Joseph Petrick	yes	yes	yes	yes
Frances Tain	yes	yes	yes	yes

ITEM 3

**DIRECTOR’S REPORT**

A. New community partnerships/initiatives

1. Art display with Henniker Community School and Azalea Park
2. Lions Club – Planting a terrarium, recycled craft in March
3. Merrimack Community Savings Bank – two educational programs: Cyber Security and Financial Literacy Friday, January 10 and 24 at 3PM
4. NH Supreme Court/NH State Law Library

“To this end, two years ago, the Law Library started providing access to Westlaw (a top-tier legal database) to eleven public libraries in the state. The Law Library is expanding on that project, and has purchased (eleven) subscriptions to LexisNexis, also a top-tier legal database, and is offering to provide the resource to partner public libraries free of charge. All that the Law Library would ask is that the partner public library has a working computer where this database can be accessed, and that use of that computer for legal research would be prioritized over other work on that computer (we're not asking for exclusive use - just priority, which would be specified in a MOU). I will be available to provide training to any staff members interested in learning more about it, and also will be drafting brief *How to* memos for patrons to use, so that patrons doing legal research can help themselves and don't need to use the limited staff resources from the partner libraries. “ From NH State Law Librarian

B. Metrics

METRICS	2024 Y-T-D TOTAL
# PROGRAMS	272
# ATTENDING PROGRAMS	2114
# HENNIKER LIBRARY CARD HOLDERS	2994
# NEW PATRONS	165
CIRCULATION - PHYSICAL	22831
CIRCULATION - eCONTENT	10507
DOOR COUNT	13909

ITEM 4

**2025 TOWN MEETING AND BUDGET WORKSHOP/DISCUSSION**

Period for declaring candidacy is January 22 to January 31

End of Year Reporting Due February 7

Public Hearing February 4

ITEM 5

**OTHER**

ITEM 6

**SCHEDULE NEXT MEETING    January 31 at 3:30 pm**

ITEM 7

**ADJOURN**

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024			
INCOME		2024 INCOME YTD	2024 BUDGET CATEGORY
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 234,533.04	\$ 245,445.00
4-2000	Town Appropriation - Personnel	\$ 234,533.04	\$ 245,445.00
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 33,390.59	\$ 35,402.77
4-3510	Contribution Overdue	\$ 55.02	\$ -
4-3540	Non-Resident Cards	\$ 100.00	\$ -
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	\$ 900.00	\$ -
4-5040	Donations: In Memory/Honor of Donations	\$ 320.00	\$ -
4-5050	Donations: General Purpose	\$ 594.24	\$ -
<b>OPERATIONAL INCOME</b>		\$ 19,587.26	\$ 26,953.00
4-1000	Town Appropriation-Operations	\$ 13,656.30	\$ 20,799.00
4-1010	Town Appropriation - Fuel	\$ 4,614.32	\$ 6,154.00
4-3520	COPY & FAX Service	\$ 1,006.25	\$ -
4-3550	Overdue Processing Fee	\$ 6.45	\$ -
4-3560	Damaged/Lost Books	\$ 303.94	\$ -
<b>OTHER DIRECT INCOME</b>		\$ 1,412.09	\$ 4,600.00
4-6000	Sale of Surplus	\$ 20.00	\$ -
4-6020	Reimbursed Purchase	\$ 40.80	\$ -
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	\$ -	\$ -
<b>TOTAL REVENUE</b>		\$ 288,922.98	\$ 312,400.77
EXPENDITURES		2024 PAID YTD	2024 BUDGET CATEGORY
<b>PERSONNEL EXPENSES</b>		\$ 234,533.04	\$ 245,444.64
6-2000	Library -- Wages (2% COLA + MERIT POOL of \$3K)	\$ 186,348.91	\$ 191,222.00
	Library - Benefit: Health Insurance	\$ 21,514.94	\$ 24,754.00
	Library -- Fica (7.65% of Library Wages)	\$ 14,186.34	\$ 14,734.00
	Library -- Retirement (11.17% of Eligible Wages)	\$ 10,789.85	\$ 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
<b>PATRON SERVICES EXPENSES</b>		\$ 28,662.53	\$ 28,376.13
6-3000	Library Acquisitions -- Books	\$ 19,469.31	\$ 16,000.00
6-3002	Library Acquisitions -- Material Processing Fee	\$ 1,670.58	\$ 1,300.00
6-3020	Library Acquisitions -- Periodicals	\$ 470.89	\$ 300.00
6-3030	Library Acquisitions -- DVD	\$ 402.07	\$ 300.00
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00
6-3560	Reimbursement for Lost/Damaged ILL to LENDING LIBRARY	\$ 303.94	\$ -
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	\$ 1,606.74	\$ 1,237.13
6-6010	Library Program - Speakers & Supplies	\$ -	\$ 4,000.00
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 24,276.85	\$ 38,080.00
6-4000	Library General Maintenance -- Janitorial	\$ 5,402.19	\$ 5,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 2,508.50	\$ 8,965.00
6-4020	Library Utilities (Total - Heating Oil)	\$ 8,951.08	\$ 13,961.00
	Library Utilities - Heating Oil 1800 gals @ \$2.739 per gal	\$ 4,614.32	\$ 6,154.00
6-4030	Library Bldg Maintenance Supplies	\$ 2,800.76	\$ 3,500.00
6-9600	GRANT FUNDS: Moose Plate Phase 3 Granite/Mortar	\$ -	\$ -
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ 949.98	\$ 500.00
6-5010	Library Tech Maintenance	\$ 150.00	\$ 500.00
6-5020	Library Equipment	\$ 799.98	\$ -
<b>OTHER DIRECT COSTS</b>		\$ 2,292.09	\$ 600.00
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -
6-6020	Staff Reimbursed Purchase	\$ 40.80	\$ -
6-6090	Trustees of the Town Trust Funds (Total from 4-5030)	\$ 900.00	\$ -
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
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 290,714.49	\$ 312,400.77

# TUCKER FREE LIBRARY - TREASURER'S REPORT 2024

<b>REVENUE</b>		<b>2024 INCOME</b>
Personnel Appropriation Funds	\$	234,533.04
Cash Income & Trust Funds	\$	33,390.59
Operational Income	\$	19,587.26
Other Direct Income	\$	1,412.09
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>288,922.98</b>

<b>EXPENDITURES</b>		<b>2024 EXPENDITURES</b>
Personnel Expenses	\$	234,533.04
Patron Service Expenses	\$	28,662.53
Facility Management Expenses	\$	24,276.85
Technology Management Expenses	\$	949.98
Other Direct Costs	\$	2,292.09
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>290,714.49</b>

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

# 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
		<b>\$ 18,199.85</b>	<b>\$ 4,212.25</b>	<b>\$ 17,812.10</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 4,600.00</b>

\$ 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	BALANCE 12/31/2024	CURRENT BALANCE
<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		\$ 380,163.33
<b>Bar Harbor (1)</b>	LIBRARY DEVELOPMENT								
<b>SUBFUND</b>	<b>Starting Balance</b>	<b>% of Fund</b>							
Cammatt, 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	\$ 10,445.39
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	\$ 14,623.55
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	\$ 292,736.21
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	\$ 13,794.55
<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>	<b>303,961.12</b>	<b>331,599.69</b>

\$ 332,310.00

## 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 Cammatt 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.