

<p>RECORDING SECRETARY</p>	<p>Deb Kreutzer SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 4:50</p>																																
<p>ROLL CALL</p>	<p>ACTION - RECORD ATTENDANCE</p> <table border="1" data-bbox="332 296 800 531"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>x</td> </tr> <tr> <td>Anne Crotti</td> <td>x</td> </tr> <tr> <td>Debra Kreutzer</td> <td>x</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>x</td> </tr> <tr> <td>Frances Tain</td> <td>x</td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td>x</td> </tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco	x	Anne Crotti	x	Debra Kreutzer	x	E. Joseph Petrick	x	Frances Tain	x	Lynn Piotrowicz- DIRECTOR	x																		
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<p>ITEM 1 PGS 4-6</p>	<p>ACCEPT MINUTES OF PRIOR MEETING: October 16, 2024</p> <p>ACTION – MOVE TO ACCEPT: John SECONDED BY: Joe</p> <table border="1" data-bbox="332 699 800 903"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>x</td> </tr> <tr> <td>Anne Crotti</td> <td>x</td> </tr> <tr> <td>Debra Kreutzer</td> <td>x</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>x</td> </tr> <tr> <td>Frances Tain</td> <td>x</td> </tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco	x	Anne Crotti	x	Debra Kreutzer	x	E. Joseph Petrick	x	Frances Tain	x																				
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<p>ITEM 2 TRUST FUND REPORT, PG 7 Y-T-D REPORT, PGS 8-9 MANIFEST, PG 10-11</p>	<p>TREASURER’S REPORT</p> <p>A. TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST ACTION – MOVE TO ACCEPT: Deb SECONDED BY: Fran</p> <table border="1" data-bbox="406 1003 881 1203"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>x</td> </tr> <tr> <td>Anne Crotti</td> <td>x</td> </tr> <tr> <td>Debra Kreutzer</td> <td>x</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>x</td> </tr> <tr> <td>Frances Tain</td> <td>x</td> </tr> </tbody> </table> <p>B. MONEY TO ACCEPT: None ACTION – MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" data-bbox="406 1270 881 1470"> <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	x	Anne Crotti	x	Debra Kreutzer	x	E. Joseph Petrick	x	Frances Tain	x	MEETING PARTICIPANTS	VOTE	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain									
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	<ul style="list-style-type: none"> iii. Opening bids December 3 at 11AM 2. Grant Applications <ul style="list-style-type: none"> i. Merrimack Bank – Received. Bringing in supplies and scheduling programs for 2025. Cooking equipment for classes and programs. Thanks to Nattanan for preparing this grant. ii. Moose Plate – still outstanding. East and West sides granite repointing. C. BUILDING UPDATES <ul style="list-style-type: none"> 1. HVAC annual cleaning/maintenance completed. 2. Annual Fire/Smoke Detector inspection completed. Cost \$274.74 3. Fire Extinguisher inspection completed. Several extinguishers needed to be replaced, including the large one on the Main Floor by the back door. Cost \$450.00 4. Small lift between E-Room and J-Room passed inspection. Certificate of Operation from NHDOL
ITEM 4	<p>2025 BUDGET WORKSHOP/DISCUSSION</p> <p>Talked about how to realize as many savings as possible while continuing to provide the same amount of books, technology and services. e.g., book acquisition has been \$16K for several years. Cost of books has gone up significantly. To maintain the same level of acquisition now requires approximately 20K.</p>
ITEM 5	<p>OTHER Fran will not be available to make budget presentation next week to BOS. Joe will present.</p> <p>Think about Winter program special activities</p>
ITEM 6	<p>SCHEDULE NEXT MEETING Dec 3 11 a.m. for project bid opening.</p>
ITEM 7	<p>ADJOURN 6:20</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)
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				
			2024 INCOME	2024 BUDGET
INCOME			YTD	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
			2024 PAID YTD	2024 BUDGET
EXPENDITURES				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
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