

5/17/20

Of note in April:

-The library Trust Funds recovered some of their losses from the prior two months. This may be an opportune time, now that we would not be locking in our losses, for the BOT to consider whether the current allocation is appropriate. While conservatively allocated (roughly 50/50 in equities and fixed income), the Board may wish to consider moving more of our funds into cash if there is an anticipated short-term need, given market volatility.

-We received our annual distribution from the Henney Trust into our Operating/Checking account--these funds are devoted to the costs associated with the Henney History Room Curator position. Because Bob's salary is paid via the Town, these funds should ultimately be sent to the Town as offsetting revenue.

For the benefit of our new Trustees, I'll also leave some brief notes regarding our accounts:

- 1) The majority of the assets on our balance sheet are in an investment account held by Charter Trust. These assets include a "General Memorials and Donations" fund as well as a number of funds subject to various restrictions made by their donors. The balance of each subaccount is noted in the monthly subaccounting, which also lists the various funds' restrictions. These funds must be appropriated to be spent down--either via a special warrant article or as part of the Operating Budget, with the trust funds used as offsetting revenue.
- 2) The Income Account is money brought in via library fines and fees. This is the only money the library holds that is "in addition to the appropriation" under the governing RSA. The Trustees may authorize spending out of this account entirely separate from the Town Budget process; however, it is important to note that the RSA also significantly limits the ways in which this money may be spent. It may be spent only on specific types of items, such as books, repairs and upgrades of equipment, and supplies. When our Operating Account/Checking Account balance is low, we transfer funds from the Income Account to the Operating Account to pay regular expenses.
- 3) The Donation Account holds money received from donations and grants. Donations received in the current budget year are considered "unanticipated revenue" and may be spent at the discretion of the Trustees. Donation funds received prior January 1st are considered "anticipated" and therefore cannot be spent without being appropriated as part of the Town Budget process.
- 4) The Henney Trust, as noted above, is dedicated to the History Room. We receive statements for this Trust quarterly and a single annual distribution.

Respectfully submitted,  
David Paige