



# Director's Report

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November 2023

## Building

-Vanguard will be onsite on 11-15-23 to make the emergency repairs until roof replacement in 2024.

**As of 11/13, Barone has not given an updated schedule for the exterior rehab of the first phase.**

I met with Nasim and Michael on Thursday 10/9 to discuss the actions we could take.

The back office setup for processing has been completed. A Wi-Fi extender has been installed in the apartment for the option of other back-office space set up.

**Emergency Closing:** Grinnell closed early November 2, 2023, after Central Hudson turned off power following the gas explosion. Staff reported that the library shook due to the force of the blast.

## Continuing Education:

Jennifer Thompson attended the Fall into Books conference on 10/26/23 (she also won free admission into next year's conference)

Grinnell sent two staff members (myself and Rachael) to NYLA

Northeast Resilient Facilities Summit 11/8 was attended by myself

**Community Outreach:** We have taken up a collection for the families impacted by the gas explosion on 11/2/23.

Grinnell is a drop-off location for Toys for Tots through the first week in December.

## Proposed 2024 Holiday Schedule:

-Floating Holidays: MLK (1/15), Presidents Day(2/19), Juneteenth (6/19),

Columbus Day (10/14), Veterans Day (11/11)

-Holidays: Memorial Day (Monday, 5/27), Independence Day (Thursday,7/4),

Labor Day (Monday,9/2), Close at 2pm 11/27, Thanksgiving (11/28, 11/29),

Christmas Eve (Tuesday, 12/24), Christmas (Wednesday, 12/23),

New Years Eve (Tuesday, 12/31) New Years (Wednesday, 1/1)

## Programs of Note:

- Grinnell has started two new weekly programs in November – Monday Storytime and afterschool crafts on Thursday
- Two adult craft classes: watercolor class 12/4 and snowman craft 12/12
- Winter break family programs will be held the Tuesday, Wednesday, and Thursday of December break.

Respectfully submitted, Kristen Campbell

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

October 18, 2023

*Present:* District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, Fran Shepherd, and Amanda Sen Villalobos.  
*Also Present:* Kristen Campbell, Library Director, and Board Recorder Julie Beyer.

**Call to Order** – The meeting was called to order by President Cheetham at 7:00 PM.

**Wednesday, November 15, 2023** – The next GPLD Board meeting is at 7:00 PM in the Community Room.

### **Votes**

All votes were unanimous, unless otherwise noted.

**Minutes** – The Board agreed to accept the September 20, 2023 meeting minutes on a motion made by President Cheetham and seconded by Trustee Halvey. Motion carried.

### **VP of Finance's Report & Monthly Bills**

The Board agreed to authorize the voucher signing by President Cheetham and directed the Treasurer to pay the September 2023 Audit Committee reviewed bills (bills as of October 18, 2023) for a total of \$49,120.19 on a motion by Trustee Halvey and seconded by Trustee Lowney. Motion carried.

### **Liaison Reports**

*Town of Wappinger* – There was no report at this time.

*Village of Wappingers Falls* – There was no report at this time.

*Friends* – Director Campbell stated she attended their meeting and the fundraiser at Outback will be November 4<sup>th</sup> from 11:30 AM – 1:00 PM. Tickets are \$30.00 and you can get them from a Friend or at the Circulation Desk. The Gala for next year is tentatively scheduled for September 14, 2024. President Cheetham asked how this year's Gala made out. Director Campbell stated there are still some checks to be dealt with, but they believe they are in the black.

**Director's Report** – Director Campbell's report covered the following items:

### **Building**

Silvestri installed the surge protector for the Quaternity units on 10/3/23.

The 9/29 storm caused a leak in the ceiling going down into the basement. Vanguard roofing came out on 10/2/23 took pictures and assessed the damage. Director Campbell spoke to Frank from Vanguard Roofing on 10/13. He stated there was a lot going on

and Grinnell needs a new roof. She asked him about the 30-year roof and the forecast of replacement in 2027 he said the library would not make it to 2027. Michael Buifi believes that it would be cost-effective for Grinnell to include roofing in the bid package with all the other work, since the gutters will have to come off for that already. It also means only doing one bid. Trustee Devine asked if the roof was cedar shakes like in some other historical buildings because a few sites had to send to Washington State to get them in. President Cheetham stated he did not believe they were because the roof was partially replaced in 1997. Trustee Shepherd asked how many roofs were there and Director Campbell said at least two, possibly three. Trustee Devine asked if she had any idea of the cost and the Director said no. Trustee Devine asked when it would go out to bid, as she is worried about continuing damage from the current leak. Director Campbell said they should have a bid package to review at the November meeting, then it will go out with a bid opening in January. Trustee McAlister asked if this could be considered an emergency to move the repair along. Director Campbell doesn't feel it is in the best interest to spend a lot on a fix when the whole roof will be getting pulled off in the spring. Trustee McAlister stated winter and ice could contribute greatly to more damage. Director Campbell said she could call some roofers to see if there is a fix that could be done quicker than spring and not have to meet bid levels. **On a motion by Trustee Halvey and seconded by President Cheetham, up to \$10,000 can be spent to do a repair on the roof to keep it water tight through the spring. Motion carried.** Silvestri has been called for fall maintenance on the boilers.

### **Exterior Rehab**

As of 10/13/23 Barone was still awaiting window arrival. Director Campbell called them again today and was told that they are looking to ship them on October 30. That means the project is pushed back about three weeks from the tentative schedule given in August. Trustee Devine asked if Mr. Buifi knows how unhappy the library is with Barone at this point. Director Campbell said yes and he is in agreement. They are doing a few other large projects at the same time. Director Campbell said she is not happy with the brackets. They need to be scraped some more. The paint chips have not been properly cleaned up and are now blowing around. Joe Barone should be here tomorrow to discuss this. Director Campbell also said the shingles and stain have been approved. She is hoping that work can be done in the shop so it's not affected by the weather. Barone would like to push off more until the spring, but she and Mr. Buifi want to continue to move forward now.

P2G Architecture will be drafting the next bid documents. It might be more fiscally responsible to fold Phases 2 and 3 in together.

### **Vote**

The library budget passed on October 3, 2023 for a tax levy of \$1,329,676.00. There were 47 voters in all. The total count was 43 yes votes, 4 no votes. Beth Devine, Fran Shepherd, and Amanda Sen Villalobos were all voted in for three-year terms. There was a lower number of voters this year and this could be because story hours were held offsite due to construction materials in the lawn. That was the reason for opening the polls earlier, to accommodate those families that participate in that program.

### **Community Outreach**

Grinnell is participating in the Great Give Back along with other Dutchess County libraries marketed as “Dutchess Libraries Care”. Full-sized toiletries will be given to the Grace Smith House while travel-sized toiletries will be given to Hudson River Housing.

### **Personnel**

COLA is at 3.2% for 2024.

Arnold has resigned from his page position to take a full-time job. Nancy has reached out to a teen volunteer who has interest in the position.

### **Finance**

There will be an increase of \$235 for Grinnell’s E&O/EPLI Policy. Jack (Marshall & Sterling) stated the increase is due to the carrier taking a rate increase as well as the past claim history.

### **Programs of Note:**

The Hispanic Heritage Festival was well attended with 45 kids and adults despite the rain. This program was funded by an MHLs outreach grant that also funded library materials in Spanish.

10/21 -The Art of Antique Bottle Detecting @ 2 pm

10/24 - Reading is O-Kay Book Club @ 5:30

There has been a \$200.00 donation made in memory of Kay Heydman Smith for the Reading is O-Kay Book Club. She attended Kinery Elementary, Van Wyck Jr. and Ketcham High School. Her name was used as inspiration for the book club name.

### **Committee Reports**

There were no Committee Reports from the following Committees at this meeting: Strategic Planning, Finance, and Personnel.

*Governance Committee* – President Cheetham stated the Board had been given copies of the Computer and Internet Use Policy and the Wireless Use Policy. **On a motion by President Cheetham and seconded by Trustee Sen Villalobos, the Computer and Internet Use Policy was approved. President Cheetham made a motion to approve the Wireless Use Policy. Seconded by Trustee McAlister.** Both motions carried.

*Building Committee* – Most building issues have already been discussed in the Director’s Report. Trustee Devine said she did go to the Village Planning Board meeting and it went very well. Everything was approved. The Committee was going to recommend doing the rest of the building, but now they have to deal with the roof.

### **Old Business**

There was none.

### **New Business**

**On a motion by President Cheetham and seconded by Trustee Halvey, Amber Carpenter was approved as a Page. Motion carried.**

President Cheetham stated the employee raises worksheet will be referred to the Personnel Committee.

**Adjournment – At 7:39 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Morris. Motion carried.**

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary

DRAFT

## **GRINNELL LIBRARY COMMUNITY ROOM USE POLICY AND APPLICATION**

The basement community meeting room at Grinnell Library may be reserved by educational, civic, cultural, and governmental groups. The room is not available for activities that are solely political or religious in nature. The room is also not available for for-profit purposes.

Reservations may be made up to three months in advance on a first-come, first-served basis. Priority for the meeting room is given to programs sponsored by the library. The library also reserves the right to prioritize requests to use the room for events that are open to the public, that serve more than two people, and that further the library's mission.

Meetings and activities using the basement community room must begin at least thirty minutes after the library opens and end at least fifteen minutes before the library closes.

Library staff can deny use to group that is disorderly or violates any library policies. Failure to comply with rules may result in suspension of a group's meeting room privileges. The Library reserves the right to end a program and ask participants to leave if Library rules or policies are violated.

Permission to use rooms does not constitute approval by the Library of any group's mission, beliefs, or positions. Any signage and publicity must state clearly that the event is not affiliated or sponsored by Grinnell Public Library District.

Community room capacity is 47 people. Approximately six tables and approximately 20 chairs are available for use. Reserving groups must provide all other equipment. Groups are responsible for room set up and configuration of tables and chairs as well as returning the room to its original condition.

Refreshments may be served only with prior approval of Library staff. No tobacco, marijuana, or any illegal substances may be used at any time.

Groups using the room for activities involving youth under the age of 18 must ensure adequate adult supervision at all times.

If extra maintenance or housekeeping services are necessary due to use of the community room, the Library reserves the right to charge the group that reserved and used the room for the cost of cleaning or maintenance at a minimum of \$25.00.

Groups using the community room for programs not sponsored by the Library must present a Certification of Insurance (COI) naming Grinnell Public Library District as an additional named insured prior to using the room. Requirements for such insurance are below.

Insurance requirements:

- Organizations and groups using the Library community room must, before using the room, provide the Library with proof of insurance from a carrier that has at least an A.M. Best A- rating and is licensed to conduct business in New York.
- Minimum required insurance coverage includes:
  - \$2,000,000 aggregate
  - \$2,000,000 products and completed operations aggregate
  - \$1,000,000 personal and advertising injury
  - \$1,000,000 damage to premises
  - \$10,000 medical expenses
  - \$1,000,000 each occurrence
- By using the community room, organizations and groups agree to indemnify the Library for any applicable deductions or self-insured retentions.

APPLICATION FORM  
USE OF GRINNELL LIBRARY BASEMENT COMMUNITY ROOM

Name and address of organization

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Name of person completing application: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Will the event be open to the public? \_\_\_\_\_

Expected number of participants: \_\_\_\_\_

Proposed date and time: \_\_\_\_\_

Alternate date and time, if applicable: \_\_\_\_\_

Will food or beverages be served? If yes, please explain

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I agree to abide by the regulations of the Grinnell Public Library District in regard to the use of the community room and will be personally responsible for any damage to the room and its contents.

Signed \_\_\_\_\_ . Date \_\_\_\_\_



# Grinnell Public Library District

## Balance Sheet

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1072 Bill.com Money Out Clearing	0.00	12.50
1190.00 Payroll Clearing	9,988.45	0.00
A200 CASH		
1010.02 Mahopac - Operating Fund	1,686,114.09	1,470,939.09
1010.08 Mahopac - Operating x9773	7,979.07	1,546.50
1010.10 DC Grant (85632)	343.77	343.77
1010.11 Mahopac-Muni Split Tier Savings	1,253,791.22	1,006,694.04
<b>Total A200 CASH</b>	<b>2,948,228.15</b>	<b>2,479,523.40</b>
<b>Total Bank Accounts</b>	<b>\$2,958,216.60</b>	<b>\$2,479,535.90</b>
Other Current Assets		
1260.03 Loans & Exchanges	0.00	-4.51
A480 PREPAID EXPENSES		
1175.00 Prepaid Insurance	9,864.15	8,656.71
1180.00 Prepaid Expense	4,065.23	7,627.25
<b>Total A480 PREPAID EXPENSES</b>	<b>13,929.38</b>	<b>16,283.96</b>
<b>Total Other Current Assets</b>	<b>\$13,929.38</b>	<b>\$16,279.45</b>
<b>Total Current Assets</b>	<b>\$2,972,145.98</b>	<b>\$2,495,815.35</b>
<b>TOTAL ASSETS</b>	<b>\$2,972,145.98</b>	<b>\$2,495,815.35</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
A600 ACCOUNTS PAYABLE		
2100.00 Accounts Payable	6,085.46	13,574.82
<b>Total A600 ACCOUNTS PAYABLE</b>	<b>6,085.46</b>	<b>13,574.82</b>
<b>Total Accounts Payable</b>	<b>\$6,085.46</b>	<b>\$13,574.82</b>
Other Current Liabilities		
A600-2 OTHER ACCOUNTS PAYABLE		
2245.00 414H Retirement Payable	-105.06	0.00
2246.00 457B Retirement Payable	-1,150.14	-1,151.14
<b>Total A600-2 OTHER ACCOUNTS PAYABLE</b>	<b>-1,255.20</b>	<b>-1,151.14</b>
<b>Total Other Current Liabilities</b>	<b>\$ -1,255.20</b>	<b>\$ -1,151.14</b>
<b>Total Current Liabilities</b>	<b>\$4,830.26</b>	<b>\$12,423.68</b>
<b>Total Liabilities</b>	<b>\$4,830.26</b>	<b>\$12,423.68</b>

# Grinnell Public Library District

## Balance Sheet

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
Equity		
3200.00 Unrestricted Net Assets	1,286,394.37	1,023,818.11
3201.00 Reserve for Prepaid Expenses	26,315.00	26,315.00
3202.00 Non Capital Reserve Fund	234,857.00	234,857.00
3203.00 Capital Reserve Fund	768,506.00	768,506.00
Net Income	651,243.35	429,895.56
<b>Total Equity</b>	<b>\$2,967,315.72</b>	<b>\$2,483,391.67</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,972,145.98</b>	<b>\$2,495,815.35</b>

# Grinnell Public Library District

## Profit and Loss

January - October, 2023

	TOTAL		
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	% CHANGE
<b>Income</b>			
4600.00 Insurance Recovery	100.00		
<b>A1001 REAL PROPERTY TAXES</b>			
<b>4100.00 District Public Funds</b>			
4120.00 District Property Taxes T/Wapp	1,090,244.09	853,412.27	27.75 %
4130.00 District Property Taxes V/Wapp	145,313.00	145,313.00	0.00 %
4150.00 State Aid		7,956.78	-100.00 %
4170.00 Payments in Lieu of Taxes	3,979.31	3,176.70	25.27 %
<b>Total 4100.00 District Public Funds</b>	<b>1,239,536.40</b>	<b>1,009,858.75</b>	<b>22.74 %</b>
<b>Total A1001 REAL PROPERTY TAXES</b>	<b>1,239,536.40</b>	<b>1,009,858.75</b>	<b>22.74 %</b>
<b>A2082 LIBRARY CHARGES</b>			
<b>4500.00 Library Charges</b>			
4500.01 Copier	2,481.52	4,867.44	-49.02 %
4500.02 Printouts/SAM	444.30	646.10	-31.23 %
4500.02 Printouts/SAM	2,186.94	1,895.26	15.39 %
4500.03 Faxes/Telephone	779.46	868.60	-10.26 %
4500.04 Book Sale	1,846.68	1,833.00	0.75 %
4500.05 Lost Materials	1,134.03	963.29	17.72 %
<b>Total 4500.00 Library Charges</b>	<b>8,872.93</b>	<b>11,073.69</b>	<b>-19.87 %</b>
<b>Total A2082 LIBRARY CHARGES</b>	<b>8,872.93</b>	<b>11,073.69</b>	<b>-19.87 %</b>
<b>A2401 INTEREST &amp; EARNINGS</b>			
<b>4800.00 Interest Income</b>			
4800.00 Interest Income	22,504.85	5,333.15	321.98 %
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>22,504.85</b>	<b>5,333.15</b>	<b>321.98 %</b>
<b>A2705 GIFTS &amp; DONATIONS</b>			
<b>4200.00 Gifts &amp; Endowments</b>			
4220.00 Donations	3,143.03	4,829.10	-34.91 %
4235.00 Donations in memory E.Sassman		195.00	-100.00 %
<b>Total 4200.00 Gifts &amp; Endowments</b>	<b>3,143.03</b>	<b>5,024.10</b>	<b>-37.44 %</b>
4210.00 Grants - Non Library System	480.00		
4250.00 Special Event		20.00	-100.00 %
<b>Total A2705 GIFTS &amp; DONATIONS</b>	<b>3,623.03</b>	<b>5,044.10</b>	<b>-28.17 %</b>
<b>Total Income</b>	<b>\$1,274,637.21</b>	<b>\$1,031,309.69</b>	<b>23.59 %</b>
<b>GROSS PROFIT</b>	<b>\$1,274,637.21</b>	<b>\$1,031,309.69</b>	<b>23.59 %</b>
<b>Expenses</b>			
<b>A74101 LIBRARY, PERS SERV</b>			
<b>5500.00 Library Personnel</b>			
5500.00 Library Personnel	323,983.25	310,461.62	4.36 %
<b>Total A74101 LIBRARY, PERS SERV</b>	<b>323,983.25</b>	<b>310,461.62</b>	<b>4.36 %</b>

# Grinnell Public Library District

## Profit and Loss

January - October, 2023

	TOTAL		
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	% CHANGE
<b>A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>			
5030.00 Equipment	3,460.56		
5030.01 Equipment/ Copier	2,698.82	2,669.61	1.09 %
5030.02 IT Maintenance Consultant	707.30	26.40	2,579.17 %
<b>Total 5030.00 Equipment</b>	<b>6,866.68</b>	<b>2,696.01</b>	<b>154.70 %</b>
5100.00 Capital Improvement Projects	1,550.00	0.00	
5100.05 Exterior Rehab	17,819.17	3,827.22	365.59 %
5100.08 Pavillion		1,876.02	-100.00 %
5100.09 Lift		12,895.00	-100.00 %
5100.10 Community Room AC		4,724.14	-100.00 %
<b>Total 5100.00 Capital Improvement Projects</b>	<b>19,369.17</b>	<b>23,322.38</b>	<b>-16.95 %</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>	<b>26,235.85</b>	<b>26,018.39</b>	<b>0.84 %</b>
<b>A74104 LIBRARY EXPENDITURES</b>			
5010.00 Professional & Consultant Fees			
5010.01 Accounting	32,837.46	20,594.58	59.45 %
5010.03 Professional Services	5,227.49	6,102.02	-14.33 %
<b>Total 5010.00 Professional &amp; Consultant Fees</b>	<b>38,064.95</b>	<b>26,696.60</b>	<b>42.58 %</b>
5050.00 Operation & Maintenance of Bldg	365.00		
5050.01 Electricity/Gas	14,252.26	11,405.42	24.96 %
5050.02 Water	632.05	660.84	-4.36 %
5050.03 Insurance - Building & D&O	11,977.74	11,218.55	6.77 %
5050.04 Custodial Supp/Cleaning/Grounds	14,230.31	11,491.75	23.83 %
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>	<b>41,457.36</b>	<b>34,776.56</b>	<b>19.21 %</b>
5070.00 Telecommunications			
5070.01 Telephone	1,962.39	1,977.27	-0.75 %
5070.02 Internet Service	4,220.17	3,719.78	13.45 %
<b>Total 5070.00 Telecommunications</b>	<b>6,182.56</b>	<b>5,697.05</b>	<b>8.52 %</b>
5110.00 Building Repairs & Maintenance	11,927.92	8,694.56	37.19 %
5200.00 Print Materials Expenditures			
5200.01 Books	28,634.68	33,409.71	-14.29 %
5200.02 Periodicals & Newspapers	3,536.67	3,455.09	2.36 %
<b>Total 5200.00 Print Materials Expenditures</b>	<b>32,171.35</b>	<b>36,864.80</b>	<b>-12.73 %</b>
5230.00 Other Materials Expenditures	85.72		
5230.01 AV - Books on CD	1,514.59	2,854.24	-46.94 %
5230.02 AV - DVD	5,173.42	5,271.23	-1.86 %
<b>Total 5230.00 Other Materials Expenditures</b>	<b>6,773.73</b>	<b>8,125.47</b>	<b>-16.64 %</b>

# Grinnell Public Library District

## Profit and Loss

January - October, 2023

	TOTAL		
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	% CHANGE
5240.00 Electronic Materials	24,358.63	17,660.16	37.93 %
5250.00 Library & Office Supplies	6,356.86	5,916.32	7.45 %
5270.00 Contracts with Public Libraries	3,347.00	1,397.00	139.58 %
5270.01 Database Fees	1,081.78	717.28	50.82 %
5270.02 MHLS Delivery / General Fees	16,308.00	17,968.88	-9.24 %
<b>Total 5270.00 Contracts with Public Libraries</b>	<b>20,736.78</b>	<b>20,083.16</b>	<b>3.25 %</b>
5300.00 Postage & Freight	121.12	91.92	31.77 %
5330.00 Interest Expense	46.92		
5600.00 Other Miscellaneous	244.15		
5600.02 Programs	5,572.24	4,806.35	15.93 %
5600.03 Travel/ Conferences	309.00	146.83	110.45 %
5600.04 Dues/Workshops	17.00	50.00	-66.00 %
5600.05 Automation/Telecom - MHLS	437.50	182.50	139.73 %
5600.07 PR & Newsletter	64.74	378.00	-82.87 %
5600.08 Bank Charges	165.00		
5600.09 Payroll Service Fees	12,004.03	11,531.24	4.10 %
5600.12 NYSLRS Service Fees	314.33		
5600.50 Grant Exp - Non Library System	456.59	7,687.44	-94.06 %
<b>Total 5600.00 Other Miscellaneous</b>	<b>19,584.58</b>	<b>24,782.36</b>	<b>-20.97 %</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>	<b>207,782.76</b>	<b>189,388.96</b>	<b>9.71 %</b>
EMPLOYEE BENEFITS			
A90108 STATE RETIREMENT SYSTEM			
5505.02 Retirement	8,409.28	11,970.28	-29.75 %
<b>Total A90108 STATE RETIREMENT SYSTEM</b>	<b>8,409.28</b>	<b>11,970.28</b>	<b>-29.75 %</b>
A90308 SOCIAL SECURITY, EMPLOYER CONT			
5505.01 Payroll Tax Expense (FICA)	23,884.79	22,643.21	5.48 %
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>	<b>23,884.79</b>	<b>22,643.21</b>	<b>5.48 %</b>
A90408 WORKERS COMPENSATION, EMP BNFTS			
5505.03 Workers Comp.	3,505.10	3,283.05	6.76 %
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>	<b>3,505.10</b>	<b>3,283.05</b>	<b>6.76 %</b>
A90508 UNEMPLOYMENT INS, EMP BNFTS			
5505.07 Unemployment Insurance Expense	4,410.35	4,151.86	6.23 %
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>	<b>4,410.35</b>	<b>4,151.86</b>	<b>6.23 %</b>
A90558 DISABILITY INS, EMP BNFTS			
5505.04 Disability	1,470.99		
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>	<b>1,470.99</b>		

# Grinnell Public Library District

## Profit and Loss

January - October, 2023

	TOTAL		
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	% CHANGE
A90608 HOSPITAL & MED (DEN), EMP BNFTS			
5505.05 Health Insurance	23,711.49	33,496.76	-29.21 %
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>	<b>23,711.49</b>	<b>33,496.76</b>	<b>-29.21 %</b>
<b>Total EMPLOYEE BENEFITS</b>	<b>65,392.00</b>	<b>75,545.16</b>	<b>-13.44 %</b>
<b>Total Expenses</b>	<b>\$623,393.86</b>	<b>\$601,414.13</b>	<b>3.65 %</b>
NET OPERATING INCOME	<b>\$651,243.35</b>	<b>\$429,895.56</b>	<b>51.49 %</b>
NET INCOME	<b>\$651,243.35</b>	<b>\$429,895.56</b>	<b>51.49 %</b>

# Grinnell Public Library District

## Profit and Loss by Class

January - October, 2023

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
<b>Income</b>				
4600.00 Insurance Recovery			100.00	\$100.00
<b>A1001 REAL PROPERTY TAXES</b>				<b>\$0.00</b>
4100.00 District Public Funds				\$0.00
4120.00 District Property Taxes T/Wapp			1,090,244.09	\$1,090,244.09
4130.00 District Property Taxes V/Wapp			145,313.00	\$145,313.00
4170.00 Payments in Lieu of Taxes			3,979.31	\$3,979.31
<b>Total 4100.00 District Public Funds</b>			<b>1,239,536.40</b>	<b>\$1,239,536.40</b>
<b>Total A1001 REAL PROPERTY TAXES</b>			<b>1,239,536.40</b>	<b>\$1,239,536.40</b>
<b>A2082 LIBRARY CHARGES</b>				<b>\$0.00</b>
4500.00 Library Charges			2,481.52	\$2,481.52
4500.01 Copier			444.30	\$444.30
4500.02 Printouts/SAM			2,186.94	\$2,186.94
4500.03 Faxes/Telephone			779.46	\$779.46
4500.04 Book Sale			1,846.68	\$1,846.68
4500.05 Lost Materials			1,134.03	\$1,134.03
<b>Total 4500.00 Library Charges</b>			<b>8,872.93</b>	<b>\$8,872.93</b>
<b>Total A2082 LIBRARY CHARGES</b>			<b>8,872.93</b>	<b>\$8,872.93</b>
<b>A2401 INTEREST &amp; EARNINGS</b>				<b>\$0.00</b>
4800.00 Interest Income	16,163.02	4,154.65	2,187.18	\$22,504.85
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>16,163.02</b>	<b>4,154.65</b>	<b>2,187.18</b>	<b>\$22,504.85</b>
<b>A2705 GIFTS &amp; DONATIONS</b>				<b>\$0.00</b>
4200.00 Gifts & Endowments				\$0.00
4220.00 Donations			3,143.03	\$3,143.03
<b>Total 4200.00 Gifts &amp; Endowments</b>			<b>3,143.03</b>	<b>\$3,143.03</b>
4210.00 Grants - Non Library System			480.00	\$480.00
<b>Total A2705 GIFTS &amp; DONATIONS</b>			<b>3,623.03</b>	<b>\$3,623.03</b>
<b>Total Income</b>	<b>\$16,163.02</b>	<b>\$4,154.65</b>	<b>\$1,254,319.54</b>	<b>\$1,274,637.21</b>
<b>GROSS PROFIT</b>	<b>\$16,163.02</b>	<b>\$4,154.65</b>	<b>\$1,254,319.54</b>	<b>\$1,274,637.21</b>
<b>Expenses</b>				
<b>A74101 LIBRARY, PERS SERV</b>				<b>\$0.00</b>
5500.00 Library Personnel			323,983.25	\$323,983.25
<b>Total A74101 LIBRARY, PERS SERV</b>			<b>323,983.25</b>	<b>\$323,983.25</b>
<b>A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>				<b>\$0.00</b>
5030.00 Equipment			3,460.56	\$3,460.56
5030.01 Equipment/ Copier			2,698.82	\$2,698.82
5030.02 IT Maintenance Consultant			707.30	\$707.30
<b>Total 5030.00 Equipment</b>			<b>6,866.68</b>	<b>\$6,866.68</b>

# Grinnell Public Library District

## Profit and Loss by Class

January - October, 2023

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
5100.00 Capital Improvement Projects			1,550.00	\$1,550.00
5100.05 Exterior Rehab			17,819.17	\$17,819.17
<b>Total 5100.00 Capital Improvement Projects</b>			<b>19,369.17</b>	<b>\$19,369.17</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>			<b>26,235.85</b>	<b>\$26,235.85</b>
A74104 LIBRARY EXPENDITURES				\$0.00
5010.00 Professional & Consultant Fees				\$0.00
5010.01 Accounting			32,837.46	\$32,837.46
5010.03 Professional Services			5,227.49	\$5,227.49
<b>Total 5010.00 Professional &amp; Consultant Fees</b>			<b>38,064.95</b>	<b>\$38,064.95</b>
5050.00 Operation & Maintenance of Bldg			365.00	\$365.00
5050.01 Electricity/Gas			14,252.26	\$14,252.26
5050.02 Water			632.05	\$632.05
5050.03 Insurance - Building & D&O			11,977.74	\$11,977.74
5050.04 Custodial Supp/Cleaning/Grounds			14,230.31	\$14,230.31
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>			<b>41,457.36</b>	<b>\$41,457.36</b>
5070.00 Telecommunications				\$0.00
5070.01 Telephone			1,962.39	\$1,962.39
5070.02 Internet Service			4,220.17	\$4,220.17
<b>Total 5070.00 Telecommunications</b>			<b>6,182.56</b>	<b>\$6,182.56</b>
5110.00 Building Repairs & Maintenance			11,927.92	\$11,927.92
5200.00 Print Materials Expenditures				\$0.00
5200.01 Books			28,634.68	\$28,634.68
5200.02 Periodicals & Newspapers			3,536.67	\$3,536.67
<b>Total 5200.00 Print Materials Expenditures</b>			<b>32,171.35</b>	<b>\$32,171.35</b>
5230.00 Other Materials Expenditures			85.72	\$85.72
5230.01 AV - Books on CD			1,514.59	\$1,514.59
5230.02 AV - DVD			5,173.42	\$5,173.42
<b>Total 5230.00 Other Materials Expenditures</b>			<b>6,773.73</b>	<b>\$6,773.73</b>
5240.00 Electronic Materials			24,358.63	\$24,358.63
5250.00 Library & Office Supplies			6,356.86	\$6,356.86
5270.00 Contracts with Public Libraries			3,347.00	\$3,347.00
5270.01 Database Fees			1,081.78	\$1,081.78
5270.02 MHLS Delivery / General Fees			16,308.00	\$16,308.00
<b>Total 5270.00 Contracts with Public Libraries</b>			<b>20,736.78</b>	<b>\$20,736.78</b>
5300.00 Postage & Freight			121.12	\$121.12
5330.00 Interest Expense			46.92	\$46.92



# Grinnell Public Library District

## Profit and Loss by Class

January - October, 2023

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
5600.00 Other Miscellaneous			244.15	\$244.15
5600.02 Programs			5,572.24	\$5,572.24
5600.03 Travel/ Conferences			309.00	\$309.00
5600.04 Dues/Workshops			17.00	\$17.00
5600.05 Automation/Telecom - MHLS			437.50	\$437.50
5600.07 PR & Newsletter			64.74	\$64.74
5600.08 Bank Charges			165.00	\$165.00
5600.09 Payroll Service Fees			12,004.03	\$12,004.03
5600.12 NYSLRS Service Fees			314.33	\$314.33
5600.50 Grant Exp - Non Library System			456.59	\$456.59
<b>Total 5600.00 Other Miscellaneous</b>			<b>19,584.58</b>	<b>\$19,584.58</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>			<b>207,782.76</b>	<b>\$207,782.76</b>
EMPLOYEE BENEFITS				\$0.00
A90108 STATE RETIREMENT SYSTEM				\$0.00
5505.02 Retirement			8,409.28	\$8,409.28
<b>Total A90108 STATE RETIREMENT SYSTEM</b>			<b>8,409.28</b>	<b>\$8,409.28</b>
A90308 SOCIAL SECURITY, EMPLOYER CONT				\$0.00
5505.01 Payroll Tax Expense (FICA)			23,884.79	\$23,884.79
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>			<b>23,884.79</b>	<b>\$23,884.79</b>
A90408 WORKERS COMPENSATION, EMP BNFTS				\$0.00
5505.03 Workers Comp.			3,505.10	\$3,505.10
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>			<b>3,505.10</b>	<b>\$3,505.10</b>
A90508 UNEMPLOYMENT INS, EMP BNFTS				\$0.00
5505.07 Unemployment Insurance Expense			4,410.35	\$4,410.35
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>			<b>4,410.35</b>	<b>\$4,410.35</b>
A90558 DISABILITY INS, EMP BNFTS				\$0.00
5505.04 Disability			1,470.99	\$1,470.99
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>			<b>1,470.99</b>	<b>\$1,470.99</b>
A90608 HOSPITAL & MED (DEN), EMP BNFTS				\$0.00
5505.05 Health Insurance			23,711.49	\$23,711.49
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>			<b>23,711.49</b>	<b>\$23,711.49</b>
<b>Total EMPLOYEE BENEFITS</b>			<b>65,392.00</b>	<b>\$65,392.00</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$623,393.86</b>	<b>\$623,393.86</b>
NET OPERATING INCOME	<b>\$16,163.02</b>	<b>\$4,154.65</b>	<b>\$630,925.68</b>	<b>\$651,243.35</b>
NET INCOME	<b>\$16,163.02</b>	<b>\$4,154.65</b>	<b>\$630,925.68</b>	<b>\$651,243.35</b>

# Grinnell Public Library District

## Budget vs. Actuals: FY\_2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4600.00 Insurance Recovery	100.00		100.00	
<b>A1001 REAL PROPERTY TAXES</b>				
4100.00 District Public Funds		1,278,535.00	-1,278,535.00	
4120.00 District Property Taxes T/Wapp	1,090,244.09		1,090,244.09	
4130.00 District Property Taxes V/Wapp	145,313.00		145,313.00	
4150.00 State Aid		7,000.00	-7,000.00	
4170.00 Payments in Lieu of Taxes	3,979.31		3,979.31	
<b>Total 4100.00 District Public Funds</b>	<b>1,239,536.40</b>	<b>1,285,535.00</b>	<b>-45,998.60</b>	<b>96.42 %</b>
<b>Total A1001 REAL PROPERTY TAXES</b>	<b>1,239,536.40</b>	<b>1,285,535.00</b>	<b>-45,998.60</b>	<b>96.42 %</b>
<b>A2082 LIBRARY CHARGES</b>				
4500.00 Library Charges	2,481.52	7,700.00	-5,218.48	32.23 %
4500.01 Copier	444.30		444.30	
4500.02 Printouts/SAM	2,186.94		2,186.94	
4500.03 Faxes/Telephone	779.46		779.46	
4500.04 Book Sale	1,846.68		1,846.68	
4500.05 Lost Materials	1,134.03		1,134.03	
<b>Total 4500.00 Library Charges</b>	<b>8,872.93</b>	<b>7,700.00</b>	<b>1,172.93</b>	<b>115.23 %</b>
<b>Total A2082 LIBRARY CHARGES</b>	<b>8,872.93</b>	<b>7,700.00</b>	<b>1,172.93</b>	<b>115.23 %</b>
<b>A2401 INTEREST &amp; EARNINGS</b>				
4800.00 Interest Income	22,504.85	3,700.00	18,804.85	608.24 %
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>22,504.85</b>	<b>3,700.00</b>	<b>18,804.85</b>	<b>608.24 %</b>
<b>A2705 GIFTS &amp; DONATIONS</b>				
<b>4200.00 Gifts &amp; Endowments</b>				
4220.00 Donations	3,143.03	3,000.00	143.03	104.77 %
<b>Total 4200.00 Gifts &amp; Endowments</b>	<b>3,143.03</b>	<b>3,000.00</b>	<b>143.03</b>	<b>104.77 %</b>
4210.00 Grants - Non Library System	480.00		480.00	
<b>Total A2705 GIFTS &amp; DONATIONS</b>	<b>3,623.03</b>	<b>3,000.00</b>	<b>623.03</b>	<b>120.77 %</b>
<b>Total Income</b>	<b>\$1,274,637.21</b>	<b>\$1,299,935.00</b>	<b>\$ -25,297.79</b>	<b>98.05 %</b>
<b>GROSS PROFIT</b>	<b>\$1,274,637.21</b>	<b>\$1,299,935.00</b>	<b>\$ -25,297.79</b>	<b>98.05 %</b>
<b>Expenses</b>				
<b>A74101 LIBRARY, PERS SERV</b>				
5500.00 Library Personnel	323,983.25	506,000.00	-182,016.75	64.03 %
<b>Total A74101 LIBRARY, PERS SERV</b>	<b>323,983.25</b>	<b>506,000.00</b>	<b>-182,016.75</b>	<b>64.03 %</b>
<b>A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>				
5030.00 Equipment	3,460.56		3,460.56	
5030.01 Equipment/ Copier	2,698.82	19,500.00	-16,801.18	13.84 %
5030.02 IT Maintenance Consultant	707.30	2,000.00	-1,292.70	35.37 %
<b>Total 5030.00 Equipment</b>	<b>6,866.68</b>	<b>21,500.00</b>	<b>-14,633.32</b>	<b>31.94 %</b>
5100.00 Capital Improvement Projects	1,550.00	223,400.00	-221,850.00	0.69 %
5100.05 Exterior Rehab	17,819.17		17,819.17	

# Grinnell Public Library District

## Budget vs. Actuals: FY\_2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5100.00 Capital Improvement Projects</b>	<b>19,369.17</b>	<b>223,400.00</b>	<b>-204,030.83</b>	<b>8.67 %</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>	<b>26,235.85</b>	<b>244,900.00</b>	<b>-218,664.15</b>	<b>10.71 %</b>
A74104 LIBRARY EXPENDITURES				
5010.00 Professional & Consultant Fees				
5010.01 Accounting	32,837.46	38,200.00	-5,362.54	85.96 %
5010.02 Audit		13,000.00	-13,000.00	
5010.03 Professional Services	5,227.49	7,400.00	-2,172.51	70.64 %
<b>Total 5010.00 Professional &amp; Consultant Fees</b>	<b>38,064.95</b>	<b>58,600.00</b>	<b>-20,535.05</b>	<b>64.96 %</b>
5050.00 Operation & Maintenance of Bldg	365.00		365.00	
5050.01 Electricity/Gas	14,252.26	26,500.00	-12,247.74	53.78 %
5050.02 Water	632.05	750.00	-117.95	84.27 %
5050.03 Insurance - Building & D&O	11,977.74	18,000.00	-6,022.26	66.54 %
5050.04 Custodial Supp/Cleaning/Grounds	14,230.31	19,000.00	-4,769.69	74.90 %
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>	<b>41,457.36</b>	<b>64,250.00</b>	<b>-22,792.64</b>	<b>64.53 %</b>
5070.00 Telecommunications				
5070.01 Telephone	1,962.39	2,800.00	-837.61	70.09 %
5070.02 Internet Service	4,220.17	5,600.00	-1,379.83	75.36 %
<b>Total 5070.00 Telecommunications</b>	<b>6,182.56</b>	<b>8,400.00</b>	<b>-2,217.44</b>	<b>73.60 %</b>
5110.00 Building Repairs & Maintenance	11,927.92	40,000.00	-28,072.08	29.82 %
5200.00 Print Materials Expenditures		43,275.00	-43,275.00	
5200.01 Books	28,634.68		28,634.68	
5200.02 Periodicals & Newspapers	3,536.67		3,536.67	
<b>Total 5200.00 Print Materials Expenditures</b>	<b>32,171.35</b>	<b>43,275.00</b>	<b>-11,103.65</b>	<b>74.34 %</b>
5230.00 Other Materials Expenditures	85.72	13,200.00	-13,114.28	0.65 %
5230.01 AV - Books on CD	1,514.59		1,514.59	
5230.02 AV - DVD	5,173.42		5,173.42	
<b>Total 5230.00 Other Materials Expenditures</b>	<b>6,773.73</b>	<b>13,200.00</b>	<b>-6,426.27</b>	<b>51.32 %</b>
5240.00 Electronic Materials	24,358.63	30,075.00	-5,716.37	80.99 %
5250.00 Library & Office Supplies	6,356.86	7,400.00	-1,043.14	85.90 %
5270.00 Contracts with Public Libraries	3,347.00	31,000.00	-27,653.00	10.80 %
5270.01 Database Fees	1,081.78		1,081.78	
5270.02 MHLS Delivery / General Fees	16,308.00		16,308.00	
<b>Total 5270.00 Contracts with Public Libraries</b>	<b>20,736.78</b>	<b>31,000.00</b>	<b>-10,263.22</b>	<b>66.89 %</b>
5300.00 Postage & Freight	121.12	195.00	-73.88	62.11 %
5330.00 Interest Expense	46.92		46.92	
5600.00 Other Miscellaneous	244.15		244.15	
5600.02 Programs	5,572.24	10,000.00	-4,427.76	55.72 %
5600.03 Travel/ Conferences	309.00	1,500.00	-1,191.00	20.60 %
5600.04 Dues/Workshops	17.00	750.00	-733.00	2.27 %
5600.05 Automation/Telecom - MHLS	437.50	11,000.00	-10,562.50	3.98 %
5600.06 Printing		200.00	-200.00	
5600.07 PR & Newsletter	64.74	800.00	-735.26	8.09 %

# Grinnell Public Library District

Budget vs. Actuals: FY\_2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5600.08 Bank Charges	165.00	50.00	115.00	330.00 %
5600.09 Payroll Service Fees	12,004.03	15,600.00	-3,595.97	76.95 %
5600.12 NYSLRS Service Fees	314.33		314.33	
5600.50 Grant Exp - Non Library System	456.59		456.59	
<b>Total 5600.00 Other Miscellaneous</b>	<b>19,584.58</b>	<b>39,900.00</b>	<b>-20,315.42</b>	<b>49.08 %</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>	<b>207,782.76</b>	<b>336,295.00</b>	<b>-128,512.24</b>	<b>61.79 %</b>
EMPLOYEE BENEFITS				
A90108 STATE RETIREMENT SYSTEM				
5505.02 Retirement	8,409.28		8,409.28	
<b>Total A90108 STATE RETIREMENT SYSTEM</b>	<b>8,409.28</b>		<b>8,409.28</b>	
A90308 SOCIAL SECURITY, EMPLOYER CONT				
5505.01 Payroll Tax Expense (FICA)	23,884.79		23,884.79	
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>	<b>23,884.79</b>		<b>23,884.79</b>	
A90408 WORKERS COMPENSATION, EMP BNFTS				
5505.03 Workers Comp.	3,505.10		3,505.10	
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>	<b>3,505.10</b>		<b>3,505.10</b>	
A90508 UNEMPLOYMENT INS, EMP BNFTS				
5505.07 Unemployment Insurance Expense	4,410.35		4,410.35	
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>	<b>4,410.35</b>		<b>4,410.35</b>	
A90558 DISABILITY INS, EMP BNFTS				
5505.04 Disability	1,470.99		1,470.99	
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>	<b>1,470.99</b>		<b>1,470.99</b>	
A90608 HOSPITAL & MED (DEN), EMP BNFTS				
5505.05 Health Insurance	23,711.49		23,711.49	
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>	<b>23,711.49</b>		<b>23,711.49</b>	
A90898 OTHER EMPLOYEE BENEFITS				
		212,740.00	-212,740.00	
<b>Total EMPLOYEE BENEFITS</b>	<b>65,392.00</b>	<b>212,740.00</b>	<b>-147,348.00</b>	<b>30.74 %</b>
<b>Total Expenses</b>	<b>\$623,393.86</b>	<b>\$1,299,935.00</b>	<b>\$ -676,541.14</b>	<b>47.96 %</b>
NET OPERATING INCOME	<b>\$651,243.35</b>	<b>\$0.00</b>	<b>\$651,243.35</b>	<b>0.00%</b>
NET INCOME	<b>\$651,243.35</b>	<b>\$0.00</b>	<b>\$651,243.35</b>	<b>0.00%</b>