



# Director's Report

March 2024

## Building

Scaffolding placement and office work will start the week of March 18 after completion Barone will move on to the non-fiction room windows. The estimated completion date for this phase is May 31, 2024.

The tentative bidding period for the next phase of development is as follows: Bid will be placed publicly by P2G Architecture on April 2, 2024 with a non-mandatory pre-bid walk through April 12, Bids will be open at 2 pm on April 26.

These dates are subject to QUEST testing. Their report, drawing, and specifications are needed to incorporate into the bid documents.

**MHLS:** Please see the attached Memo of Understanding that outlines the relationship between individual libraries and the system. This MOU has been vetted and approved at the December 6, 2023 Directors Association.

Dutchess County Library Association Trustee Reception: Thursday April 25, 2024

Topic: NYLA, Advocacy and you!

\*This presentation will count as .5 hours toward mandatory trustee education

**Motion needed:** Grinnell Public Library District will pay \$27.00 towards the cost of any trustee attending this training from the continuing education budget line item.

RSVP by 3/28/24 to [director@grinnell-library.org](mailto:director@grinnell-library.org)

## Financial:

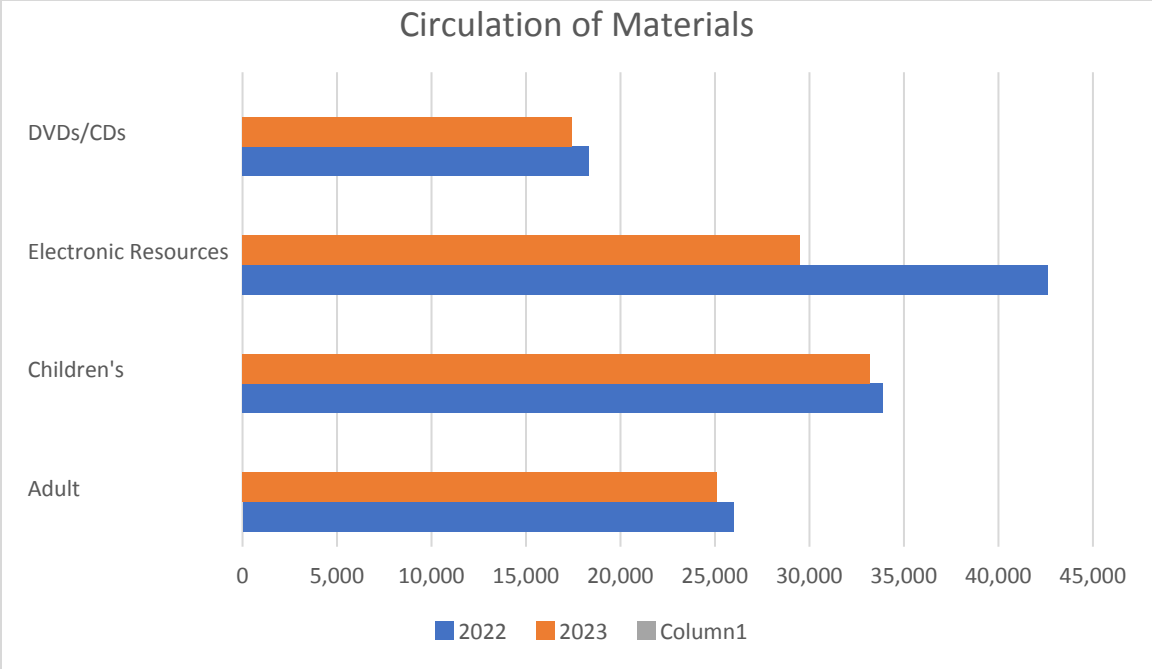
\*Annual audit started 3/4/24 with two auditors from PKF O'Connor Davis, in-library work has finished, and the report will be forthcoming around June.

\*State report has been submitted by RBT

\*Tax cap has been filed

## 2024 Annual Report:

	2023	2022
Website Visits	41,786	30,265
Reference Transactions	2,750	2,885
Visitors	55,562	58,007
Programs Offered	856	700
Program Attendance	5,563	4,501
Wireless Sessions	34,663	23,021
Computer Users	4,490	4,180



**Motion needed:** To approve the 2023 annual report.

Respectfully submitted, Kristen Campbell

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
1072 Bill.com Money Out Clearing							
Bill Payment (Check)	01/04/2024		P2G Architecture	Inv 1031-- bill.com Check Number: 75270128		-2,792.50	-2,792.50
Bill Payment (Check)	01/04/2024		CDPHP	Acct 20022121 - Inv 233480005482-- bill.com Check Number: 75248354		-4,065.23	-6,857.73
Bill Payment (Check)	01/04/2024		Shelter Point Life	Acct D157616 - Inv 122023-- bill.com Check Number: 75270365		-3,258.00	-10,115.73
Journal Entry	01/04/2024	11.23		BILL 01/04/24 Payables Funding		10,255.52	139.79
Bill Payment (Check)	01/04/2024		Toshiba Financial Services	Acct 1922723 - Inv 518438577-- bill.com Check Number: 75269524		-139.79	0.00
Bill Payment (Check)	01/10/2024		Royal Carting Service Co.	Acct 984920-000 - Inv 123123		-71.91	-71.91
Journal Entry	01/10/2024	11.25		BILL 01/10/24 Payables Funding		71.91	0.00
Journal Entry	01/10/2024	11.24		BILL 01/10/24 Payables Funding		240.80	240.80
Bill Payment (Check)	01/10/2024		T-Mobile	Acct 966989203 - Inv 122323		-240.80	0.00
Bill Payment (Check)	01/11/2024		New York State Deferred Compensation Plan Receipts	Inv 1406285-- bill.com Check Number: 75376436		-180.77	-180.77
Journal Entry	01/11/2024	11.26		BILL 01/11/24 Payables Funding		247.48	66.71
Bill Payment (Check)	01/11/2024		Poughkeepsie Journal	Acct PJ2059078 - Inv 010124-- bill.com Check Number: 75378592		-42.00	24.71
Bill Payment (Check)	01/11/2024		Jennifer Thompson	Inv 120823		-18.50	6.21
Bill Payment (Check)	01/11/2024		Jon Farnum	Inv 122023		-6.21	0.00
Journal Entry	01/17/2024	12.13		BILL 01/17/24 Payables Funding		135.00	135.00
Bill Payment (Check)	01/17/2024		Kanopy	Inv 380283-PPU		-135.00	0.00
Bill Payment (Check)	01/17/2024		Ingram Library Services	Acct 20V7995 - Multiple invoices-- bill.com Check Number: 75593812		-2,960.95	-2,960.95
Bill Payment (Check)	01/17/2024		W.B. Mason Co., Inc.	Acct C1267923 - Multiple invoices		-90.06	-3,051.01
Bill Payment (Check)	01/17/2024		Overdrive, Inc	Multiple invoices		-3,386.63	-6,437.64
Journal Entry	01/17/2024	12.11		BILL 01/17/24 Payables Funding		3,386.63	-3,051.01
Journal Entry	01/17/2024	12.10		BILL 01/17/24 Payables Funding		202.41	-2,848.60
Journal Entry	01/17/2024	12.09		BILL 01/17/24 Payables Funding		90.06	-2,758.54
Journal Entry	01/17/2024	12.12		BILL 01/17/24 Payables Funding		2,960.95	202.41
Bill Payment (Check)	01/17/2024		Verizon (850-791-803-0001-60)	Acct 850791803000160 - Inv 010324		-202.41	0.00
Bill Payment (Check)	01/18/2024		Barone Construction Group, Inc	Inv 1-- bill.com Check Number: 75534347		-30,875.00	-30,875.00
Bill Payment (Check)	01/18/2024		Kim Cirulli	Inv 011524		-680.00	-31,555.00
Bill Payment (Check)	01/18/2024		Hoopla	Acct 2000018707 - Inv 504860248-- bill.com Check Number: 75510372		-805.42	-32,360.42
Bill Payment (Check)	01/18/2024		Mid-Hudson Library System	Multiple invoices (details on stub)-- bill.com Check Number: 75510144		-1,453.00	-33,813.42
Bill Payment (Check)	01/18/2024		New York State & Local Retirement System	Acct 51506 ERS - Inv 121523-- bill.com Check Number: 75511386		-242.00	-34,055.42
Bill Payment (Check)	01/18/2024		Central Hudson Gas & Electric 090	Acct 21002390090 - Inv 010424		-178.29	-34,233.71
Bill Payment (Check)	01/18/2024		Village of Wappingers Falls	Acct 00001253-00 - Inv 121323-- bill.com Check Number: 75485766		-146.23	-34,379.94
Bill Payment (Check)	01/18/2024		Culligan Newburgh	Acct 211331 - Inv 0910003-- bill.com Check Number: 75509373		-45.95	-34,425.89
Bill Payment (Check)	01/18/2024		Midwest Tape, LLC	Acct 2000001913 - Multiple invoices		-242.16	-34,668.05
Bill Payment (Check)	01/18/2024		Budget Library Supplies	Inv 20705-- bill.com Check Number: 75486302		-89.50	-34,757.55
Bill Payment (Check)	01/18/2024		MicroMarketing	Acct 574035 - Multiple invoices		-300.36	-35,057.91
Bill Payment (Check)	01/18/2024		Thomas Drohan Waxman Petigrow & Mayle, LLP	Inv 010424-- bill.com Check Number: 75511679		-2,433.16	-37,491.07
Bill Payment (Check)	01/18/2024		Vanguard Organization, Inc.	Inv 37453		-3,534.25	-41,025.32
Bill Payment (Check)	01/18/2024		Dale Kelley c/o GPLD	Inv 011824-- bill.com Check Number: 75487764		-135.00	-41,160.32
Bill Payment (Check)	01/18/2024		Tompkins Visa Community Card	Inv 010324-- bill.com Check Number: 75485446		-615.25	-41,775.57
Bill Payment (Check)	01/18/2024		Mindful Yoga with Liz	Inv 1132		-175.00	-41,950.57
Journal Entry	01/18/2024	12.14		BILL 01/18/24 Payables Funding		41,950.57	0.00
Bill Payment (Check)	01/24/2024		Ingram Library Services	Acct 20V7995 - Multiple invoices-- bill.com Check Number: 75699515		-79.96	-79.96
Bill Payment (Check)	01/24/2024		W.B. Mason Co., Inc.	Acct C1267923 - Inv 243432556		-100.31	-180.27
Bill Payment (Check)	01/24/2024		Optimum	Acct 07883657213017 - Inv 011624		-185.84	-366.11
Journal Entry	01/24/2024	12.16		BILL 01/24/24 Payables Funding		185.84	-180.27
Journal Entry	01/24/2024	12.17		BILL 01/24/24 Payables Funding		100.31	-79.96
Journal Entry	01/24/2024	12.15		BILL 01/24/24 Payables Funding		79.96	0.00
Bill Payment (Check)	01/25/2024		Central Hudson Gas & Electric	Acct 21003075542 - Inv 010924		-1,323.84	-1,323.84
Bill Payment (Check)	01/25/2024		D. Silvestri Sons, Inc.	Inv 2239-323-- bill.com Check Number: 75606173		-480.00	-1,803.84
Bill Payment (Check)	01/25/2024		Judith Campanaro	Inv 010824		-150.00	-1,953.84
Journal Entry	01/25/2024	12.18		BILL 01/25/24 Payables Funding		1,953.84	0.00
Bill Payment (Check)	01/31/2024		New York State Deferred Compensation Plan Receipts	Inv 1419773-- bill.com Check Number: 75704227		-180.77	-180.77
Journal Entry	01/31/2024	12.19		BILL 01/31/24 Payables Funding		180.77	0.00
Bill Payment (Check)	02/01/2024		Judith Campanaro	Inv 012024		-250.00	-250.00
Bill Payment (Check)	02/01/2024		CDPHP	Acct 20022121 - Inv 240130001621-- bill.com Check Number: 75726654		-4,065.23	-4,315.23

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill Payment (Check)	02/01/2024		Toshiba Financial Services	Acct 1922723 - Inv 520674169-- bill.com Check Number: 75752187		-139.79	-4,455.02
Bill Payment (Check)	02/01/2024		W.B. Mason Co., Inc.	Acct C1267923 - Inv 243553059		-69.94	-4,524.96
Journal Entry	02/01/2024	12.20		BILL 02/01/24 Payables Funding		4,524.96	0.00
Journal Entry	02/08/2024	AJE12.02		BILL 02/08/24 Payables Funding		387.67	387.67
Bill Payment (Check)	02/08/2024		New York State Deferred Compensation Plan Receipts	Inv 1421874-- bill.com Check Number: 75869874		-180.77	206.90
Bill Payment (Check)	02/08/2024		Julie Beyer	Inv 47		-203.00	3.90
Bill Payment (Check)	02/08/2024		Verizon Business (Y2777466)	Acct Y2777466 - Inv 63833599		-3.90	0.00
Bill Payment (Check)	02/14/2024		T-Mobile	Acct 966989203 - Inv 012524		-240.80	-240.80
Journal Entry	02/14/2024	AJE1.09		BILL 02/14/24 Payables Funding		240.80	0.00
Bill Payment (Check)	02/14/2024		Verizon (850-791-803-0001-60)	Acct 850791803000160 - Inv 020324		-203.18	-203.18
Bill Payment (Check)	02/14/2024		Royal Carting Service Co.	Acct 984920-000 - Inv 013124		-71.91	-275.09
Journal Entry	02/14/2024	AJE1.10		BILL 02/14/24 Payables Funding		966.27	691.18
Bill Payment (Check)	02/14/2024		Overdrive, Inc	Inv 01938CO23444433		-966.27	-275.09
Journal Entry	02/14/2024	AJE1.11		BILL 02/14/24 Payables Funding		203.18	-71.91
Journal Entry	02/14/2024	AJE1.08		BILL 02/14/24 Payables Funding		71.91	0.00
Bill Payment (Check)	02/15/2024		Mid-Hudson Library System	Inv 1661-- bill.com Check Number: 76028567		-1,944.00	-1,944.00
Bill Payment (Check)	02/15/2024		Central Hudson Gas & Electric 090	Acct 21002390090 - Inv 020124		-197.86	-2,141.86
Bill Payment (Check)	02/15/2024		Judith Campanaro	Multiple invoices		-400.00	-2,541.86
Journal Entry	02/15/2024	AJE1.12		BILL 02/15/24 Payables Funding		2,676.86	135.00
Bill Payment (Check)	02/15/2024		Richard Harlin d/b/a Harlin Computer Svcs	Inv 20240201		-135.00	0.00
Bill Payment (Check)	02/21/2024		Ingram Library Services	Acct 20V7995 - Multiple invoices		-3,766.39	-3,766.39
Journal Entry	02/21/2024	AJE12.10		BILL 02/21/24 Payables Funding		907.84	-2,858.55
Journal Entry	02/21/2024	AJE12.09		BILL 02/21/24 Payables Funding		163.00	-2,695.55
Bill Payment (Check)	02/21/2024		Overdrive, Inc	Multiple invoices		-907.84	-3,603.39
Journal Entry	02/21/2024	AJE12.11		BILL 02/21/24 Payables Funding		356.74	-3,246.65
Bill Payment (Check)	02/21/2024		Kanopy	Inv 385055-PPU		-163.00	-3,409.65
Journal Entry	02/21/2024	AJE12.12		BILL 02/21/24 Payables Funding		3,766.39	356.74
Bill Payment (Check)	02/21/2024		W.B. Mason Co., Inc.	Acct C1267923 - Multiple invoices		-356.74	0.00
Bill Payment (Check)	02/22/2024		D. Silvestri Sons, Inc.	Inv 2239-330-- bill.com Check Number: 76119196		-700.85	-700.85
Bill Payment (Check)	02/22/2024		Thomas Drohan Waxman Petigrow & Mayle, LLP	Inv 109600-- bill.com Check Number: 76148851		-354.16	-1,055.01
Bill Payment (Check)	02/22/2024		Southern Dutchess News	Inv 49095-- bill.com Check Number: 76120052		-39.58	-1,094.59
Bill Payment (Check)	02/22/2024		Kim Cirulli	Inv 022224		-680.00	-1,774.59
Bill Payment (Check)	02/22/2024		Verizon Business (Y2777466)	Acct Y2777466 - Inv 64312528		-6.61	-1,781.20
Bill Payment (Check)	02/22/2024		MicroMarketing	Acct 574035 - Multiple invoices		-253.08	-2,034.28
Bill Payment (Check)	02/22/2024		Penworthy Company	Acct 3320233-1 - Multiple invoices (details on stub)-- bill.com Check		-594.03	-2,628.31
Journal Entry	02/22/2024	AJE12.13		BILL 02/22/24 Payables Funding		186,482.45	183,854.14
Bill Payment (Check)	02/22/2024		Midwest Tape, LLC	Acct 2000001913 - Multiple invoices		-216.65	183,637.49
Bill Payment (Check)	02/22/2024		Khalie Wood-Aker	Inv 101-- bill.com Check Number: 76149075		-70.00	183,567.49
Bill Payment (Check)	02/22/2024		Culligan Newburgh	Acct 211331 - Inv 0911089-- bill.com Check Number: 76147853		-45.95	183,521.54
Bill Payment (Check)	02/22/2024		Mid-Hudson Library System	Inv 1613-- bill.com Check Number: 76147184		-4,086.00	179,435.54
Bill Payment (Check)	02/22/2024		Poughkeepsie Journal	Acct PJ2059078 - Inv 020124-- bill.com Check Number: 76121113		-42.00	179,393.54
Bill Payment (Check)	02/22/2024		Tompkins Visa Community Card	Inv 020224-- bill.com Check Number: 76118938		-437.29	178,956.25
Bill Payment (Check)	02/22/2024		Barone Construction Group, Inc	Inv 2-- bill.com Check Number: 76151436		-178,956.25	0.00
Journal Entry	02/28/2024	AJE12.14		BILL 02/28/24 Payables Funding		3,196.97	3,196.97
Bill Payment (Check)	02/28/2024		RBT CPAs, LLP	Acct 60846 - Inv 243730		-3,196.97	0.00
Bill Payment (Check)	02/28/2024		Optimum	Acct 07883657213017 - Inv 021624		-185.84	-185.84
Journal Entry	02/28/2024	AJE12.15		BILL 02/28/24 Payables Funding		185.84	0.00
Bill Payment (Check)	02/29/2024		Central Hudson Gas & Electric	Acct 21003075542 - Inv 020624		-1,468.48	-1,468.48
Bill Payment (Check)	02/29/2024		New York State Deferred Compensation Plan Receipts	Inv 1427591-- bill.com Check Number: 76226959		-180.77	-1,649.25
Bill Payment (Check)	02/29/2024		Dale Kelley c/o GPLD	Inv 021724-- bill.com Check Number: 76226297		-375.00	-2,024.25
Journal Entry	02/29/2024	AJE12.16		BILL 02/29/24 Payables Funding		2,024.25	0.00
<b>Total for 1072 Bill.com Money Out Clearing</b>						<b>\$0.00</b>	
1190.00 Payroll Clearing							
Check	01/10/2024		Payroll - Direct Deposit			10,847.89	10,847.89
Check	01/10/2024	18469	PR- Lovelett, Valerie			538.02	11,385.91
Check	01/10/2024		Payroll - Taxes			4,646.80	16,032.71

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Check	01/10/2024	18475	PR-Willis, Audrey L			1,377.25	17,409.96
Check	01/10/2024	18463	PR-Hirsch, Barbara			188.98	17,598.94
Expense	01/22/2024		Payroll - Taxes	940 schedule A		698.13	18,297.07
Check	01/24/2024		Payroll - Taxes			4,558.47	22,855.54
Check	01/24/2024	18486	PR- Lovelett, Valerie			538.03	23,393.57
Check	01/24/2024	18480	PR-Hirsch, Barbara			195.99	23,589.56
Check	01/24/2024	18492	PR-Willis, Audrey L			1,377.26	24,966.82
Check	01/24/2024		Payroll - Direct Deposit			10,463.67	35,430.49
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		-35,430.49	0.00
Check	02/07/2024		Payroll - Taxes			4,544.45	4,544.45
Check	02/07/2024	18497	Barbara Hirsch			181.98	4,726.43
Check	02/07/2024	18509	PR-Willis, Audrey L			1,377.26	6,103.69
Check	02/07/2024		Payroll - Direct Deposit			10,578.21	16,681.90
Check	02/07/2024	18503	PR- Lovelett, Valerie			538.01	17,219.91
Check	02/21/2024	18514	PR-Hirsch, Barbara			188.98	17,408.89
Check	02/21/2024		Payroll - Direct Deposit			10,960.90	28,369.79
Check	02/21/2024	18520	PR- Lovelett, Valerie			538.02	28,907.81
Check	02/21/2024		Payroll - Taxes			4,640.85	33,548.66
Check	02/21/2024	18526	PR-Willis, Audrey L			1,377.25	34,925.91
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		-34,925.91	0.00
<b>Total for 1190.00 Payroll Clearing</b>						<b>\$0.00</b>	
A200 CASH							
1010.02 Mahopac - Operating Fund							
Beginning Balance							1,542,448.96
Deposit	01/02/2024					8,020.00	1,550,468.96
Deposit	01/02/2024					255.01	1,550,723.97
Transfer	01/02/2024					-6,997.52	1,543,726.45
Transfer	01/03/2024					-3,258.00	1,540,468.45
Deposit	01/03/2024					46.55	1,540,515.00
Deposit	01/04/2024					17.45	1,540,532.45
Deposit	01/08/2024					13.40	1,540,545.85
Deposit	01/08/2024					101.25	1,540,647.10
Deposit	01/08/2024					1,000.00	1,541,647.10
Deposit	01/09/2024					23.15	1,541,670.25
Transfer	01/09/2024					-19,398.05	1,522,272.20
Deposit	01/11/2024					114.25	1,522,386.45
Deposit	01/12/2024					17.00	1,522,403.45
Deposit	01/12/2024					500.00	1,522,903.45
Deposit	01/15/2024					65.80	1,522,969.25
Deposit	01/16/2024					14.90	1,522,984.15
Transfer	01/17/2024					-48,725.62	1,474,258.53
Deposit	01/17/2024					20.00	1,474,278.53
Deposit	01/18/2024					31.65	1,474,310.18
Deposit	01/19/2024					126.05	1,474,436.23
Deposit	01/19/2024					4.80	1,474,441.03
Deposit	01/22/2024					50.10	1,474,491.13
Transfer	01/23/2024					-20,823.97	1,453,667.16
Deposit	01/25/2024					37.95	1,453,705.11
Deposit	01/25/2024					109.35	1,453,814.46
Deposit	01/26/2024					33.50	1,453,847.96
Transfer	01/30/2024					-4,524.96	1,449,323.00
Deposit	01/30/2024					44.50	1,449,367.50
Deposit	01/31/2024	INTEREST		Interest Earned		101.35	1,449,468.85
Deposit	02/05/2024					75.94	1,449,544.79
Transfer	02/06/2024					-18,792.84	1,430,751.95
Deposit	02/06/2024					13.35	1,430,765.30

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Deposit	02/07/2024					30.45	1,430,795.75
Deposit	02/08/2024					25.85	1,430,821.60
Deposit	02/09/2024					20.90	1,430,842.50
Deposit	02/09/2024					58.00	1,430,900.50
Deposit	02/12/2024					60.70	1,430,961.20
Transfer	02/13/2024					-4,794.44	1,426,166.76
Deposit	02/14/2024					39.85	1,426,206.61
Deposit	02/15/2024					43.90	1,426,250.51
Deposit	02/16/2024					29.85	1,426,280.36
Deposit	02/19/2024					30.98	1,426,311.34
Deposit	02/20/2024					33.60	1,426,344.94
Transfer	02/20/2024					-210,763.24	1,215,581.70
Deposit	02/21/2024					13.05	1,215,594.75
Deposit	02/22/2024					16.70	1,215,611.45
Deposit	02/23/2024					58.35	1,215,669.80
Deposit	02/23/2024					27.45	1,215,697.25
Deposit	02/27/2024					114.65	1,215,811.90
Transfer	02/27/2024					-5,226.29	1,210,585.61
Deposit	02/27/2024					50.50	1,210,636.11
Deposit	02/28/2024					43.40	1,210,679.51
Deposit	02/29/2024					33.85	1,210,713.36
Deposit	02/29/2024	INTEREST		Interest Earned		86.09	1,210,799.45
<b>Total for 1010.02 Mahopac - Operating Fund</b>						<b>\$ -331,649.51</b>	
1010.08 Mahopac - Operating x9773							
Beginning Balance							
							1,062.71
Transfer	01/02/2024					6,997.52	8,060.23
Transfer	01/03/2024					3,258.00	11,318.23
Journal Entry	01/04/2024	11.23		BILL 01/04/24 Payables Funding		-10,255.52	1,062.71
Transfer	01/09/2024					19,398.05	20,460.76
Check	01/10/2024		Payroll - Taxes			-4,646.80	15,813.96
Check	01/10/2024	18469	PR- Lovelett, Valerie			-538.02	15,275.94
Bill Payment (Check)	01/10/2024		Paychex EIB fee	# 2024010901		-585.89	14,690.05
Check	01/10/2024	18475	PR-Willis, Audrey L			-1,377.25	13,312.80
Check	01/10/2024		Payroll - Direct Deposit			-10,847.89	2,464.91
Check	01/10/2024		Paychex WC			-186.49	2,278.42
Check	01/10/2024	18463	PR-Hirsch, Barbara			-188.98	2,089.44
Check	01/10/2024		Cons Coll			-466.54	1,622.90
Journal Entry	01/10/2024	11.24		BILL 01/10/24 Payables Funding		-240.80	1,382.10
Journal Entry	01/10/2024	11.25		BILL 01/10/24 Payables Funding		-71.91	1,310.19
Journal Entry	01/11/2024	11.26		BILL 01/11/24 Payables Funding		-247.48	1,062.71
Journal Entry	01/17/2024	12.11		BILL 01/17/24 Payables Funding		-3,386.63	-2,323.92
Journal Entry	01/17/2024	12.10		BILL 01/17/24 Payables Funding		-202.41	-2,526.33
Journal Entry	01/17/2024	12.09		BILL 01/17/24 Payables Funding		-90.06	-2,616.39
Journal Entry	01/17/2024	12.12		BILL 01/17/24 Payables Funding		-2,960.95	-5,577.34
Transfer	01/17/2024					48,725.62	43,148.28
Journal Entry	01/17/2024	12.13		BILL 01/17/24 Payables Funding		-135.00	43,013.28
Journal Entry	01/18/2024	12.14		BILL 01/18/24 Payables Funding		-41,950.57	1,062.71
Expense	01/22/2024		Payroll - Taxes			-698.13	364.58
Transfer	01/23/2024					20,823.97	21,188.55
Bill Payment (Check)	01/23/2024		Paychex EIB fee	# 2024012201		-543.64	20,644.91
Check	01/24/2024	18486	PR- Lovelett, Valerie			-538.03	20,106.88
Journal Entry	01/24/2024	12.15		BILL 01/24/24 Payables Funding		-79.96	20,026.92
Journal Entry	01/24/2024	12.17		BILL 01/24/24 Payables Funding		-100.31	19,926.61
Check	01/24/2024	18492	PR-Willis, Audrey L			-1,377.26	18,549.35
Check	01/24/2024		Cons Coll			-462.54	18,086.81
Check	01/24/2024	18480	PR-Hirsch, Barbara			-195.99	17,890.82

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Check	01/24/2024		Paychex WC			-183.65	17,707.17
Check	01/24/2024		Payroll - Taxes			-4,558.47	13,148.70
Check	01/24/2024		Payroll - Direct Deposit			-10,463.67	2,685.03
Journal Entry	01/24/2024	12.16		BILL 01/24/24 Payables Funding		-185.84	2,499.19
Journal Entry	01/25/2024	12.18		BILL 01/25/24 Payables Funding		-1,953.84	545.35
Transfer	01/30/2024					4,524.96	5,070.31
Journal Entry	01/31/2024	12.19		BILL 01/31/24 Payables Funding		-180.77	4,889.54
Journal Entry	02/01/2024	12.20		BILL 02/01/24 Payables Funding		-4,524.96	364.58
Bill Payment (Check)	02/06/2024		Paychex EIB fee	# 2024020501		-543.64	-179.06
Transfer	02/06/2024					18,792.84	18,613.78
Check	02/07/2024	18497	Barbara Hirsch			-181.98	18,431.80
Check	02/07/2024		Cons Coll			-461.40	17,970.40
Check	02/07/2024		Paychex WC			-180.22	17,790.18
Check	02/07/2024	18503	PR- Lovelett, Valerie			-538.01	17,252.17
Check	02/07/2024		Payroll - Direct Deposit			-10,578.21	6,673.96
Check	02/07/2024	18509	PR-Willis, Audrey L			-1,377.26	5,296.70
Check	02/07/2024		Payroll - Taxes			-4,544.45	752.25
Journal Entry	02/08/2024	AJE12.02		BILL 02/08/24 Payables Funding		-387.67	364.58
Transfer	02/13/2024					4,794.44	5,159.02
Journal Entry	02/14/2024	AJE1.09		BILL 02/14/24 Payables Funding		-240.80	4,918.22
Journal Entry	02/14/2024	AJE1.10		BILL 02/14/24 Payables Funding		-966.27	3,951.95
Journal Entry	02/14/2024	AJE1.11		BILL 02/14/24 Payables Funding		-203.18	3,748.77
Journal Entry	02/14/2024	AJE1.08		BILL 02/14/24 Payables Funding		-71.91	3,676.86
Journal Entry	02/15/2024	AJE1.12		BILL 02/15/24 Payables Funding		-2,676.86	1,000.00
Transfer	02/20/2024					210,763.24	211,763.24
Bill Payment (Check)	02/20/2024		Paychex EIB fee	# 2024021601		-543.64	211,219.60
Journal Entry	02/21/2024	AJE12.09		BILL 02/21/24 Payables Funding		-163.00	211,056.60
Journal Entry	02/21/2024	AJE12.10		BILL 02/21/24 Payables Funding		-907.84	210,148.76
Check	02/21/2024	18526	PR-Willis, Audrey L			-1,377.25	208,771.51
Check	02/21/2024		Payroll - Taxes			-4,640.85	204,130.66
Journal Entry	02/21/2024	AJE12.12		BILL 02/21/24 Payables Funding		-3,766.39	200,364.27
Check	02/21/2024		Cons Coll			-469.09	199,895.18
Check	02/21/2024	18514	PR-Hirsch, Barbara			-188.98	199,706.20
Check	02/21/2024		Payroll - Direct Deposit			-10,960.90	188,745.30
Check	02/21/2024	18520	PR- Lovelett, Valerie			-538.02	188,207.28
Journal Entry	02/21/2024	AJE12.11		BILL 02/21/24 Payables Funding		-356.74	187,850.54
Check	02/21/2024		Paychex WC			-187.32	187,663.22
Journal Entry	02/22/2024	AJE12.13		BILL 02/22/24 Payables Funding		-186,482.45	1,180.77
Transfer	02/27/2024					5,226.29	6,407.06
Journal Entry	02/28/2024	AJE12.15		BILL 02/28/24 Payables Funding		-185.84	6,221.22
Journal Entry	02/28/2024	AJE12.14		BILL 02/28/24 Payables Funding		-3,196.97	3,024.25
Journal Entry	02/29/2024	AJE12.16		BILL 02/29/24 Payables Funding		-2,024.25	1,000.00
<b>Total for 1010.08 Mahopac - Operating x9773</b>						<b>\$ -62.71</b>	
1010.11 Mahopac-Muni Split Tier Savings							
Beginning Balance							1,258,472.48
Deposit	01/31/2024	INTEREST		Interest Earned		2,379.18	1,260,851.66
Deposit	02/29/2024	INTEREST		Interest Earned		2,229.75	1,263,081.41
<b>Total for 1010.11 Mahopac-Muni Split Tier Savings</b>						<b>\$4,608.93</b>	
<b>Total for A200 CASH</b>						<b>\$ -327,103.29</b>	
A380 ACCOUNTS RECEIVABLE							
1100.00 Accounts Receivable							
Beginning Balance							50,897.91
Journal Entry	01/01/2024	AJE12.04R		To record LLSA receivable from MHLS @ 12/31/23		-7,920.00	42,977.91
<b>Total for 1100.00 Accounts Receivable</b>						<b>\$ -7,920.00</b>	
<b>Total for A380 ACCOUNTS RECEIVABLE</b>						<b>\$ -7,920.00</b>	

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
<b>A480 PREPAID EXPENSES</b>							
1175.00 Prepaid Insurance							
Beginning Balance							
Journal Entry	01/31/2024	AJE1.05		To allocate prepaid paid family leave		-271.50	11,693.57
Journal Entry	01/31/2024	AJE1.04		To allocate prepaid D&O liability insurance		-138.58	11,422.07
Journal Entry	01/31/2024	AJE1.03		To allocate prepaid umbrella insurance		-185.83	11,283.49
Journal Entry	01/31/2024	AJE1.02		To allocate prepaid liability/package insurance		-678.06	11,097.66
Journal Entry	02/29/2024	2.02		To allocate prepaid liability/package insurance		-678.06	10,419.60
Journal Entry	02/29/2024	2.05		To allocate prepaid paid family leave		-271.50	9,741.54
Journal Entry	02/29/2024	2.03		To allocate prepaid umbrella insurance		-185.83	9,470.04
Journal Entry	02/29/2024	2.04		To allocate prepaid D&O liability insurance		-138.58	9,284.21
<b>Total for 1175.00 Prepaid Insurance</b>						<b>\$ -2,547.94</b>	
1180.00 Prepaid Expense							
Beginning Balance							
Journal Entry	01/01/2024	12.08R		To reclass Jan 2024 CDPHP bill to prepaid		-4,065.23	14,365.11
Journal Entry	01/31/2024	1.07		To reclass Feb 2024 CDPHP bill to prepaid		4,065.23	10,299.88
Journal Entry	01/31/2024	AJE1.06		To record expired NYLRS expense for Jan 2024		-20.17	14,365.11
Journal Entry	01/31/2024	AJE1.06		To record expired NYLRS expense for Jan 2024		-2,809.25	14,344.94
Journal Entry	02/01/2024	1.07R		To reclass Feb 2024 CDPHP bill to prepaid		-4,065.23	11,535.69
Journal Entry	02/29/2024	2.07		To expense 4/21/23 Recite Me NA LLC (3yr contract) 2 months - Jan & Feb		-134.20	7,470.46
Journal Entry	02/29/2024	2.06		To record expired NYLRS expense for Feb 2024		-2,809.25	7,336.26
Journal Entry	02/29/2024	2.06		To record expired NYLRS expense for Feb 2024		-20.17	4,527.01
<b>Total for 1180.00 Prepaid Expense</b>						<b>\$ -9,858.27</b>	
<b>Total for A480 PREPAID EXPENSES</b>						<b>\$ -12,406.21</b>	
<b>A600 ACCOUNTS PAYABLE</b>							
2100.00 Accounts Payable							
Beginning Balance							
Bill	01/01/2024	010124	Poughkeepsie Journal	Poughkeepsie Journal		42.00	51,721.21
Bill	01/01/2024	78594638	Ingram Library Services	10/30/23 Invoice - Books for Collection		399.85	51,763.21
Bill	01/01/2024	78501641	Ingram Library Services	10/24/23 Invoice - Books for Collection		290.39	52,163.06
Bill	01/01/2024	01938CO23444433	Overdrive, Inc	12/7/23 Invoice - E-books		966.27	52,453.45
Bill	01/02/2024	942674	MicroMarketing	Books on CD		73.93	53,419.72
Bill	01/02/2024	20705	Budget Library Supplies	Thermal Paper Rolls		89.50	53,493.65
Bill	01/02/2024	243553561	W.B. Mason Co., Inc.	Toilet Cleaner/Trash bags		70.27	53,583.15
Bill	01/02/2024	243556051	W.B. Mason Co., Inc.	Thermal Receipt Paper		19.79	53,653.42
Bill	01/02/2024	942581	MicroMarketing	Books on CD		85.00	53,673.21
Bill	01/02/2024	504861650	Midwest Tape, LLC	DVD'S		22.49	53,758.21
Bill	01/02/2024	243553059	W.B. Mason Co., Inc.	Soap, mouse traps, water		69.94	53,780.70
Bill	01/03/2024	010324	Tompkins Visa Community Card	December 2023 Statement		615.25	53,850.64
Bill	01/03/2024	010324	Verizon (850-791-803-0001-60)	phone		202.41	54,465.89
Bill Payment (Check)	01/04/2024		P2G Architecture			-2,792.50	54,668.30
Bill	01/04/2024	010424	Thomas Drohan Waxman Petigrow & Mayle, LLP	General Counseling Services		2,433.16	51,875.80
Bill Payment (Check)	01/04/2024		Shelter Point Life			-3,258.00	54,308.96
Bill	01/04/2024	010424	Central Hudson Gas & Electric 090	Electric		178.29	51,050.96
Bill Payment (Check)	01/04/2024		Toshiba Financial Services			-139.79	51,229.25
Bill Payment (Check)	01/04/2024		CDPHP			-4,065.23	51,089.46
Bill	01/05/2024	1132	Mindful Yoga with Liz	Children's Yoga Dec Event		175.00	47,024.23
Bill	01/05/2024	79764150	Ingram Library Services	Books for Collection		161.62	47,199.23
Bill	01/05/2024	504877918	Midwest Tape, LLC	DVD'S		18.74	47,360.85
Bill	01/08/2024	243702916	W.B. Mason Co., Inc.	Toner, Ice Melt		175.93	47,379.59
Bill	01/08/2024	79803029	Ingram Library Services	Books for Collection		541.21	47,555.52
Bill	01/08/2024	1518	Mid-Hudson Library System	Tech Support Contract		1,082.00	48,096.73
Bill	01/08/2024	1549	Mid-Hudson Library System	Web Page Hosting		371.00	49,178.73
Bill	01/08/2024	010824	Judith Campanaro	Watercolor Workshop		150.00	49,549.73
Bill	01/09/2024	942960	MicroMarketing	Books on CD		29.74	49,699.73



# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill	01/09/2024	010924	Central Hudson Gas & Electric	Electricity and Gas		1,323.84	51,053.31
Bill	01/09/2024	943156	MicroMarketing	Books on CD		26.70	51,080.01
Bill	01/09/2024	79835214	Ingram Library Services	Books for Collection		114.34	51,194.35
Bill	01/09/2024	01938CO24006971	Overdrive, Inc	E-books		772.36	51,966.71
Bill	01/10/2024	63833599	Verizon Business (Y2777466)	phone		3.90	51,970.61
Bill Payment (Check)	01/10/2024		T-Mobile			-240.80	51,729.81
Bill	01/10/2024	1406285	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		180.77	51,910.58
Bill	01/10/2024	79860010	Ingram Library Services	Books for Collection		32.42	51,943.00
Bill	01/10/2024	79860009	Ingram Library Services	Books for Collection		368.24	52,311.24
Bill Payment (Check)	01/10/2024		Royal Carting Service Co.			-71.91	52,239.33
Bill	01/10/2024	2024010901	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		585.89	52,825.22
Bill Payment (Check)	01/10/2024		Paychex EIB fee			-585.89	52,239.33
Bill Payment (Check)	01/11/2024		Jennifer Thompson			-18.50	52,220.83
Bill Payment (Check)	01/11/2024		Poughkeepsie Journal			-42.00	52,178.83
Bill Payment (Check)	01/11/2024		Jon Farnum			-6.21	52,172.62
Bill Payment (Check)	01/11/2024		New York State Deferred Compensation Plan Receipts			-180.77	51,991.85
Bill	01/12/2024	0596352-IN	Penworthy Company	Juv Books		372.37	52,364.22
Bill	01/13/2024	240130001621	CDPHP	Health Insurance -Feb 2024		4,065.23	56,429.45
Bill	01/14/2024	011824	Dale Kelley c/o GPLD	Snow Removal		135.00	56,564.45
Bill	01/15/2024	011524	Kim Cirulli	December 2023 Cleaning Services		680.00	57,244.45
Bill	01/15/2024	243730	RBT CPAs, LLP	December 2023 fee & Bill.com		3,196.97	60,441.42
Bill	01/16/2024	243894689	W.B. Mason Co., Inc.	Cleaner, Correction Fluid		13.32	60,454.74
Bill	01/16/2024	943533	MicroMarketing	Books on CD		77.43	60,532.17
Bill	01/16/2024	011624	Optimum	Internet		185.84	60,718.01
Bill	01/16/2024	504909819	Midwest Tape, LLC	DVD'S		22.49	60,740.50
Bill	01/16/2024	79942157	Ingram Library Services	Books for Collection		367.85	61,108.35
Bill	01/17/2024	243922940	W.B. Mason Co., Inc.	Jumbo roll bathroom tissue		73.92	61,182.27
Bill	01/17/2024	49095	Southern Dutchess News	1 week legal notice plus affidavit charge		39.58	61,221.85
Bill Payment (Check)	01/17/2024		Verizon (850-791-803-0001-60)			-202.41	61,019.44
Bill Payment (Check)	01/17/2024		Overdrive, Inc			-3,386.63	57,632.81
Bill Payment (Check)	01/17/2024		Kanopy			-135.00	57,497.81
Bill Payment (Check)	01/17/2024		Ingram Library Services			-2,960.95	54,536.86
Bill Payment (Check)	01/17/2024		W.B. Mason Co., Inc.			-90.06	54,446.80
Bill Payment (Check)	01/18/2024		Budget Library Supplies			-89.50	54,357.30
Bill Payment (Check)	01/18/2024		Midwest Tape, LLC			-242.16	54,115.14
Bill Payment (Check)	01/18/2024		Culligan Newburgh			-45.95	54,069.19
Bill Payment (Check)	01/18/2024		Village of Wappingers Falls			-146.23	53,922.96
Bill Payment (Check)	01/18/2024		Central Hudson Gas & Electric 090			-178.29	53,744.67
Bill Payment (Check)	01/18/2024		New York State & Local Retirement System			-242.00	53,502.67
Bill Payment (Check)	01/18/2024		Mid-Hudson Library System			-1,453.00	52,049.67
Bill Payment (Check)	01/18/2024		Hoopla			-805.42	51,244.25
Bill Payment (Check)	01/18/2024		Barone Construction Group, Inc			-30,875.00	20,369.25
Bill Payment (Check)	01/18/2024		MicroMarketing			-300.36	20,068.89
Bill Payment (Check)	01/18/2024		Thomas Drohan Waxman Petigrow & Mayle, LLP			-2,433.16	17,635.73
Bill Payment (Check)	01/18/2024		Vanguard Organization, Inc.			-3,534.25	14,101.48
Bill Payment (Check)	01/18/2024		Dale Kelley c/o GPLD			-135.00	13,966.48
Bill	01/18/2024	79971882	Ingram Library Services	Books for Collection		372.54	14,339.02
Bill Payment (Check)	01/18/2024		Kim Cirulli			-680.00	13,659.02
Bill Payment (Check)	01/18/2024		Mindful Yoga with Liz			-175.00	13,484.02
Bill Payment (Check)	01/18/2024		Tompkins Visa Community Card			-615.25	12,868.77
Bill	01/22/2024	01938CO24018931	Overdrive, Inc	E-books		792.85	13,661.62
Bill	01/22/2024	520674169	Toshiba Financial Services	Toshiba Contract Payment		139.79	13,801.41
Bill	01/22/2024	504948870	Midwest Tape, LLC	DVD'S		67.47	13,868.88
Bill	01/23/2024	01938DA24021352	Overdrive, Inc	E-books, Audio Books		114.99	13,983.87
Bill	01/23/2024	2024012201	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	14,527.51
Bill Payment (Check)	01/23/2024		Paychex EIB fee			-543.64	13,983.87

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill	01/23/2024	80061725	Ingram Library Services	Books for Collection		346.34	14,330.21
Bill	01/23/2024	80061726	Ingram Library Services	Books for Collection		34.14	14,364.35
Bill	01/23/2024	944048	MicroMarketing	Books on CD		33.99	14,398.34
Bill	01/24/2024	1419773	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		180.77	14,579.11
Bill Payment (Check)	01/24/2024		Optimum			-185.84	14,393.27
Bill Payment (Check)	01/24/2024		W.B. Mason Co., Inc.			-100.31	14,292.96
Bill Payment (Check)	01/24/2024		Ingram Library Services			-79.96	14,213.00
Bill Payment (Check)	01/25/2024		Judith Campanaro			-150.00	14,063.00
Bill	01/25/2024	012524	T-Mobile	mobile hotspot		240.80	14,303.80
Bill Payment (Check)	01/25/2024		D. Silvestri Sons, Inc.			-480.00	13,823.80
Bill Payment (Check)	01/25/2024		Central Hudson Gas & Electric			-1,323.84	12,499.96
Bill	01/29/2024	012024	Judith Campanaro	Acrylic paint workshop 1/20/24		250.00	12,749.96
Bill	01/30/2024	944859	MicroMarketing	Books on CD		19.99	12,769.95
Bill	01/30/2024	944685	MicroMarketing	Books on CD		39.94	12,809.89
Bill Payment (Check)	01/31/2024		New York State Deferred Compensation Plan Receipts			-180.77	12,629.12
Bill	01/31/2024	385055-PPU	Kanopy	streaming		163.00	12,792.12
Bill	01/31/2024	0911089	Culligan Newburgh	water club - Feb 2024		45.95	12,838.07
Bill	01/31/2024	013124	Royal Carting Service Co.	Jan Trash		71.91	12,909.98
Bill	02/01/2024	020124	Central Hudson Gas & Electric 090	Electric		197.86	13,107.84
Bill Payment (Check)	02/01/2024		CDPHP			-4,065.23	9,042.61
Bill Payment (Check)	02/01/2024		Toshiba Financial Services			-139.79	8,902.82
Bill Payment (Check)	02/01/2024		W.B. Mason Co., Inc.			-69.94	8,832.88
Bill	02/01/2024	020124	Poughkeepsie Journal	Poughkeepsie Journal		42.00	8,874.88
Bill Payment (Check)	02/01/2024		Judith Campanaro			-250.00	8,624.88
Bill	02/02/2024	020224	Tompkins Visa Community Card	January 2024 Statement		437.29	9,062.17
Bill	02/02/2024	1613	Mid-Hudson Library System	Quarter 1 - General Assessment		4,086.00	13,148.17
Bill	02/03/2024	020324	Verizon (850-791-803-0001-60)	phone		203.18	13,351.35
Bill	02/05/2024	47	Julie Beyer	BOT Meeting and transposition of minutes, Treasurer, Payroll Review		203.00	13,554.35
Bill	02/05/2024	020524	Judith Campanaro	Watercolor paint workshop 2/5/24		150.00	13,704.35
Bill	02/05/2024	505013218	Midwest Tape, LLC	DVD'S		126.69	13,831.04
Bill	02/06/2024	0596939-IN	Penworthy Company	Juv Books		221.66	14,052.70
Bill	02/06/2024	244386540	W.B. Mason Co., Inc.	Paper Towels, Ice Melt		93.57	14,146.27
Bill	02/06/2024	020624	Central Hudson Gas & Electric	Electricity and Gas		1,468.48	15,614.75
Bill Payment (Check)	02/06/2024		Paychex EIB fee			-543.64	15,071.11
Bill	02/06/2024	2024020501	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	15,614.75
Bill	02/06/2024	2	Barone Construction Group, Inc	Priming - 2023		178,956.25	194,571.00
Bill	02/06/2024	109600	Thomas Drohan Waxman Petigrow & Mayle, LLP	General Counseling Services		354.16	194,925.16
Bill	02/07/2024	80353232	Ingram Library Services	Books for Collection		1,008.31	195,933.47
Bill	02/07/2024	1421874	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		180.77	196,114.24
Bill	02/07/2024	20240201	Richard Harlin d/b/a Harlin Computer Svcs	Troubleshoot wired connections		135.00	196,249.24
Bill	02/07/2024	80353233	Ingram Library Services	Books for Collection		512.56	196,761.80
Bill	02/08/2024	1661	Mid-Hudson Library System	Sierra Licenses		1,944.00	198,705.80
Bill	02/08/2024	945617	MicroMarketing	Books on CD		81.73	198,787.53
Bill	02/08/2024	2239-330	D. Silvestri Sons, Inc.	Boiler Repair		700.85	199,488.38
Bill Payment (Check)	02/08/2024		Verizon Business (Y2777466)			-3.90	199,484.48
Bill Payment (Check)	02/08/2024		New York State Deferred Compensation Plan Receipts			-180.77	199,303.71
Bill Payment (Check)	02/08/2024		Julie Beyer			-203.00	199,100.71
Bill	02/10/2024	021024	Judith Campanaro	Acrylic paint workshop 2/10/24		250.00	199,350.71
Bill	02/10/2024	64312528	Verizon Business (Y2777466)	phone		6.61	199,357.32
Bill	02/12/2024	505045343	Midwest Tape, LLC	DVD'S		73.46	199,430.78
Bill	02/12/2024	80431260	Ingram Library Services	Books for Collection		393.57	199,824.35
Bill	02/13/2024	021324	Village of Wappingers Falls	sewer and water - actual reading		149.66	199,974.01
Bill	02/14/2024	80485211	Ingram Library Services	Books for Collection		34.24	200,008.25
Bill	02/14/2024	01938CO24047706	Overdrive, Inc	E-books, Audio Books		1,220.08	201,228.33
Bill Payment (Check)	02/14/2024		Overdrive, Inc			-966.27	200,262.06
Bill Payment (Check)	02/14/2024		T-Mobile			-240.80	200,021.26

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill Payment (Check)	02/14/2024		Verizon (850-791-803-0001-60)			-203.18	199,818.08
Bill Payment (Check)	02/14/2024		Royal Carting Service Co.			-71.91	199,746.17
Bill	02/15/2024	245487	RBT CPAs, LLP	January 2024 fee & Bill.com		3,196.44	202,942.61
Bill Payment (Check)	02/15/2024		Judith Campanaro			-400.00	202,542.61
Bill Payment (Check)	02/15/2024		Richard Harlin d/b/a Harlin Computer Svcs			-135.00	202,407.61
Bill Payment (Check)	02/15/2024		Mid-Hudson Library System			-1,944.00	200,463.61
Bill Payment (Check)	02/15/2024		Central Hudson Gas & Electric 090			-197.86	200,265.75
Bill	02/16/2024	021624	Optimum	Internet		185.84	200,451.59
Bill	02/17/2024	021724	Dale Kelley c/o GPLD	Snow Removal		375.00	200,826.59
Bill	02/20/2024	01938CO24051993	Overdrive, Inc	E-books, Audio Books		1,012.88	201,839.47
Bill	02/20/2024	522938950	Toshiba Financial Services	Toshiba Contract Payment + overage		205.96	202,045.43
Bill	02/20/2024	946261	MicroMarketing	Books on CD		150.42	202,195.85
Bill	02/20/2024	505077886	Midwest Tape, LLC	DVD'S		12.74	202,208.59
Bill	02/20/2024	2024021601	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	202,752.23
Bill Payment (Check)	02/20/2024		Paychex EIB fee			-543.64	202,208.59
Bill Payment (Check)	02/21/2024		Kanopy			-163.00	202,045.59
Bill	02/21/2024	1427591	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		180.77	202,226.36
Bill Payment (Check)	02/21/2024		W.B. Mason Co., Inc.			-356.74	201,869.62
Bill Payment (Check)	02/21/2024		Ingram Library Services			-3,766.39	198,103.23
Bill Payment (Check)	02/21/2024		Overdrive, Inc			-907.84	197,195.39
Bill	02/22/2024	80630686	Ingram Library Services	Books for Collection		520.35	197,715.74
Bill Payment (Check)	02/22/2024		Barone Construction Group, Inc			-178,956.25	18,759.49
Bill Payment (Check)	02/22/2024		Mid-Hudson Library System			-4,086.00	14,673.49
Bill Payment (Check)	02/22/2024		Poughkeepsie Journal			-42.00	14,631.49
Bill Payment (Check)	02/22/2024		Penworthy Company			-594.03	14,037.46
Bill Payment (Check)	02/22/2024		Midwest Tape, LLC			-216.65	13,820.81
Bill Payment (Check)	02/22/2024		Khalie Wood-Aker			-70.00	13,750.81
Bill Payment (Check)	02/22/2024		Culligan Newburgh			-45.95	13,704.86
Bill	02/22/2024	80623478	Ingram Library Services	Books for Collection		46.41	13,751.27
Bill Payment (Check)	02/22/2024		Tompkins Visa Community Card			-437.29	13,313.98
Bill	02/22/2024	022224	Kim Cirulli	January 2024 Cleaning Services		680.00	13,993.98
Bill	02/22/2024	101	Khalie Wood-Aker	Bilingual Story Time -3/2/24		70.00	14,063.98
Bill Payment (Check)	02/22/2024		Kim Cirulli			-680.00	13,383.98
Bill Payment (Check)	02/22/2024		Southern Dutchess News			-39.58	13,344.40
Bill Payment (Check)	02/22/2024		Thomas Drohan Waxman Petigrow & Mayle, LLP			-354.16	12,990.24
Bill Payment (Check)	02/22/2024		D. Silvestri Sons, Inc.			-700.85	12,289.39
Bill Payment (Check)	02/22/2024		Verizon Business (Y2777466)			-6.61	12,282.78
Bill Payment (Check)	02/22/2024		MicroMarketing			-253.08	12,029.70
Bill	02/27/2024	505110960	Midwest Tape, LLC	DVD'S		72.72	12,102.42
Bill Payment (Check)	02/28/2024		Optimum			-185.84	11,916.58
Bill Payment (Check)	02/28/2024		RBT CPAs, LLP			-3,196.97	8,719.61
Bill	02/28/2024	244887870	W.B. Mason Co., Inc.	Paper products (tp, pt, tissues)		168.13	8,887.74
Bill Payment (Check)	02/29/2024		Dale Kelley c/o GPLD			-375.00	8,512.74
Bill Payment (Check)	02/29/2024		New York State Deferred Compensation Plan Receipts			-180.77	8,331.97
Bill Payment (Check)	02/29/2024		Central Hudson Gas & Electric			-1,468.48	6,863.49
Bill	02/29/2024	0912173	Culligan Newburgh	water club - March 2024		45.95	6,909.44
Bill	02/29/2024	03212024	Royal Carting Service Co.	Feb Trash		71.91	6,981.35
Bill	02/29/2024	389501	Kanopy	streaming		162.00	7,143.35
<b>Total for 2100.00 Accounts Payable</b>						<b>\$ -44,577.86</b>	
<b>Total for A600 ACCOUNTS PAYABLE</b>						<b>\$ -44,577.86</b>	
A600-2 OTHER ACCOUNTS PAYABLE							
2210.00 Payroll Taxes Payable							
Beginning Balance							
Journal Entry	01/01/2024	AJE12.06R		To accrue FUTA credit reduction payable @ 12/31/23		-698.13	0.00
<b>Total for 2210.00 Payroll Taxes Payable</b>						<b>\$ -698.13</b>	

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
<b>2245.00 414H Retirement Payable</b>							
Check	01/10/2024		Cons Coll			-466.54	-466.54
Check	01/24/2024		Cons Coll			-462.54	-929.08
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		929.08	0.00
Check	02/07/2024		Cons Coll			-461.40	-461.40
Check	02/21/2024		Cons Coll			-469.09	-930.49
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		930.49	0.00
<b>Total for 2245.00 414H Retirement Payable</b>						<b>\$0.00</b>	
<b>2246.00 457B Retirement Payable</b>							
Beginning Balance							-1,150.14
Bill	01/10/2024	1406285	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		-180.77	-1,330.91
Bill	01/24/2024	1419773	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		-180.77	-1,511.68
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		361.54	-1,150.14
Bill	02/07/2024	1421874	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		-180.77	-1,330.91
Bill	02/21/2024	1427591	New York State Deferred Compensation Plan Receipts	Jennifer Thompson		-180.77	-1,511.68
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		361.54	-1,150.14
<b>Total for 2246.00 457B Retirement Payable</b>						<b>\$0.00</b>	
<b>Total for A600-2 OTHER ACCOUNTS PAYABLE</b>						<b>\$ -698.13</b>	
<b>A601 ACCRUED LIABILITIES</b>							
<b>2300.00 Accrued Expense</b>							
Beginning Balance							16,376.75
Journal Entry	01/01/2024	AJE12.03R		To record accrued expense @ 12/31/23		-2,876.75	13,500.00
<b>Total for 2300.00 Accrued Expense</b>						<b>\$ -2,876.75</b>	
<b>2302.00 Accrued Payroll</b>							
Beginning Balance							8,695.94
Journal Entry	01/01/2024	AJE12.05R		To record accrued payroll @ 12/31/23		-8,695.94	0.00
<b>Total for 2302.00 Accrued Payroll</b>						<b>\$ -8,695.94</b>	
<b>Total for A601 ACCRUED LIABILITIES</b>						<b>\$ -11,572.69</b>	
<b>3200.00 Unrestricted Net Assets</b>							
Beginning Balance							1,770,345.30
<b>Total for 3200.00 Unrestricted Net Assets</b>							
<b>3201.00 Reserve for Prepaid Expenses</b>							
Beginning Balance							22,180.00
<b>Total for 3201.00 Reserve for Prepaid Expenses</b>							
<b>3202.00 Non Capital Reserve Fund</b>							
Beginning Balance							236,438.16
<b>Total for 3202.00 Non Capital Reserve Fund</b>							
<b>3203.00 Capital Reserve Fund</b>							
Beginning Balance							773,635.39
<b>Total for 3203.00 Capital Reserve Fund</b>							
<b>A1001 REAL PROPERTY TAXES</b>							
<b>4100.00 District Public Funds</b>							
<b>4150.00 State Aid</b>							
Journal Entry	01/01/2024	AJE12.04R		To record LLSA receivable from MHLS @ 12/31/23		-7,920.00	-7,920.00
Deposit	01/02/2024			MHLS - State Aid		7,920.00	0.00
<b>Total for 4150.00 State Aid</b>						<b>\$0.00</b>	
<b>4170.00 Payments in Lieu of Taxes</b>							
Deposit	01/02/2024			Vanguard Pilot		100.00	100.00
<b>Total for 4170.00 Payments in Lieu of Taxes</b>						<b>\$100.00</b>	
<b>Total for 4100.00 District Public Funds</b>						<b>\$100.00</b>	
<b>Total for A1001 REAL PROPERTY TAXES</b>						<b>\$100.00</b>	
<b>A2082 LIBRARY CHARGES</b>							
<b>4500.00 Library Charges</b>							

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Deposit	01/02/2024			Fines		34.55	34.55
Deposit	01/03/2024			Fines		1.00	35.55
Deposit	01/04/2024			Earbuds/USB		2.00	37.55
Deposit	01/08/2024			Fines		9.10	46.65
Deposit	01/08/2024			Fines		10.00	56.65
Deposit	01/09/2024			Fines		1.00	57.65
Deposit	01/11/2024			Fines		3.10	60.75
Deposit	01/15/2024			Fines		5.00	65.75
Deposit	01/22/2024			Fines		15.00	80.75
Deposit	01/25/2024			Fines		3.90	84.65
Deposit	01/25/2024			Fines		19.95	104.60
Deposit	02/05/2024			Fines		10.40	115.00
Deposit	02/07/2024			Fines		7.00	122.00
Deposit	02/08/2024			Earbuds/USB		2.00	124.00
Deposit	02/08/2024			Fines		0.20	124.20
Deposit	02/12/2024			Fines		28.80	153.00
Deposit	02/14/2024			Fines		1.00	154.00
Deposit	02/15/2024			Fines		7.00	161.00
Deposit	02/16/2024			Fines		8.00	169.00
Deposit	02/20/2024			Fines		11.40	180.40
Deposit	02/27/2024			Fines		3.40	183.80
Deposit	02/27/2024			Fines		12.20	196.00
Deposit	02/28/2024			Fines		10.00	206.00
Deposit	02/29/2024			Earbuds/USB		5.00	211.00
<b>Total for 4500.00 Library Charges</b>						<b>\$211.00</b>	
4500.01 Copier							
Deposit	01/19/2024			Copier		103.05	103.05
<b>Total for 4500.01 Copier</b>						<b>\$103.05</b>	
4500.02 Printouts/SAM							
Deposit	01/02/2024			Printouts		115.30	115.30
Deposit	01/03/2024			Printouts		19.25	134.55
Deposit	01/04/2024			Printouts		3.95	138.50
Deposit	01/08/2024			Printouts		6.00	144.50
Deposit	01/08/2024			Printouts		0.30	144.80
Deposit	01/09/2024			Printouts		3.15	147.95
Deposit	01/11/2024			Printouts		19.90	167.85
Deposit	01/12/2024			Printouts		3.00	170.85
Deposit	01/15/2024			Printouts		24.05	194.90
Deposit	01/16/2024			Printouts		6.40	201.30
Deposit	01/17/2024			Printouts		2.00	203.30
Deposit	01/18/2024			Printouts		24.15	227.45
Deposit	01/19/2024			Printouts		0.15	227.60
Deposit	01/22/2024			Printouts		7.05	234.65
Deposit	01/25/2024			Printouts		20.81	255.46
Deposit	01/25/2024			Printouts		14.05	269.51
Deposit	01/26/2024			Printouts		12.50	282.01
Deposit	01/30/2024			Printouts		12.75	294.76
Deposit	02/05/2024			Printouts		17.04	311.80
Deposit	02/06/2024			Printouts		7.80	319.60
Deposit	02/07/2024			Printouts		2.10	321.70
Deposit	02/08/2024			Printouts		1.15	322.85
Deposit	02/09/2024			Printouts		6.85	329.70
Deposit	02/12/2024			Printouts		10.90	340.60
Deposit	02/14/2024			Printouts		16.85	357.45
Deposit	02/15/2024			Printouts		0.65	358.10

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Deposit	02/16/2024			Printouts		5.45	363.55
Deposit	02/19/2024			Printouts		18.65	382.20
Deposit	02/20/2024			Printouts		2.95	385.15
Deposit	02/21/2024			Printouts		6.05	391.20
Deposit	02/22/2024			Printouts		8.40	399.60
Deposit	02/23/2024			Printouts		8.60	408.20
Deposit	02/23/2024			Printouts		58.35	466.55
Deposit	02/27/2024			Printouts		15.90	482.45
Deposit	02/27/2024			Printouts		25.70	508.15
Deposit	02/28/2024			Printouts		6.35	514.50
Deposit	02/29/2024			Printouts		3.80	518.30
<b>Total for 4500.02 Printouts/SAM</b>						<b>\$518.30</b>	
4500.03 Faxes/Telephone							
Deposit	01/02/2024			Fax		12.60	12.60
Deposit	01/03/2024			Fax		3.00	15.60
Deposit	01/04/2024			Fax		8.00	23.60
Deposit	01/08/2024			Fax		2.00	25.60
Deposit	01/09/2024			Fax		1.00	26.60
Deposit	01/11/2024			Fax		5.00	31.60
Deposit	01/12/2024			Fax		4.50	36.10
Deposit	01/15/2024			Fax		9.00	45.10
Deposit	01/16/2024			Fax		4.00	49.10
Deposit	01/18/2024			Fax		3.50	52.60
Deposit	01/19/2024			Fax		3.00	55.60
Deposit	01/22/2024			Fax		6.00	61.60
Deposit	01/25/2024			Fax		6.50	68.10
Deposit	01/25/2024			Fax		18.50	86.60
Deposit	01/26/2024			Fax		4.50	91.10
Deposit	01/30/2024			Fax		1.00	92.10
Deposit	02/05/2024			Fax		3.00	95.10
Deposit	02/06/2024			Fax		4.50	99.60
Deposit	02/07/2024			Fax		1.00	100.60
Deposit	02/08/2024			Fax		9.50	110.10
Deposit	02/09/2024			Fax		3.00	113.10
Deposit	02/12/2024			Fax		1.50	114.60
Deposit	02/14/2024			Fax		8.50	123.10
Deposit	02/15/2024			Fax		5.50	128.60
Deposit	02/16/2024			Fax		8.90	137.50
Deposit	02/19/2024			Fax		3.00	140.50
Deposit	02/23/2024			Fax		1.00	141.50
Deposit	02/27/2024			Fax		4.00	145.50
<b>Total for 4500.03 Faxes/Telephone</b>						<b>\$145.50</b>	
4500.04 Book Sale							
Deposit	01/02/2024			Book Sale		81.50	81.50
Deposit	01/03/2024			Book Sale		3.25	84.75
Deposit	01/04/2024			Book Sale		3.00	87.75
Deposit	01/08/2024			Book Sale		18.25	106.00
Deposit	01/08/2024			Book Sale		1.50	107.50
Deposit	01/09/2024			Book Sale		3.00	110.50
Deposit	01/11/2024			Book Sale		51.25	161.75
Deposit	01/12/2024			Book Sale		9.50	171.25
Deposit	01/15/2024			Book Sale		18.75	190.00
Deposit	01/16/2024			Book Sale		4.50	194.50
Deposit	01/17/2024			Book Sale		3.00	197.50
Deposit	01/18/2024			Book Sale		4.00	201.50

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Deposit	01/19/2024			Book Sale		1.50	203.00
Deposit	01/22/2024			Book Sale		10.00	213.00
Deposit	01/25/2024			Book Sale		24.99	237.99
Deposit	01/25/2024			Book Sale		1.50	239.49
Deposit	01/26/2024			Book Sale		14.25	253.74
Deposit	01/30/2024			Book Sale		5.75	259.49
Deposit	02/05/2024			Book Sale		17.50	276.99
Deposit	02/06/2024			Book Sale		1.00	277.99
Deposit	02/07/2024			Book Sale		10.25	288.24
Deposit	02/08/2024			Book Sale		11.00	299.24
Deposit	02/09/2024			Book Sale		10.50	309.74
Deposit	02/12/2024			Book Sale		19.50	329.24
Deposit	02/14/2024			Book Sale		3.50	332.74
Deposit	02/15/2024			Book Sale		3.75	336.49
Deposit	02/16/2024			Book Sale		7.50	343.99
Deposit	02/19/2024			Book Sale		2.25	346.24
Deposit	02/20/2024			Book Sale		13.25	359.49
Deposit	02/21/2024			Book Sale		5.00	364.49
Deposit	02/22/2024			Book Sale		5.25	369.74
Deposit	02/23/2024			Book Sale		1.75	371.49
Deposit	02/27/2024			Book Sale		9.50	380.99
Deposit	02/27/2024			Book Sale		43.00	423.99
Deposit	02/28/2024			Book Sale		25.00	448.99
Deposit	02/29/2024			Book Sale		9.00	457.99
<b>Total for 4500.04 Book Sale</b>						<b>\$457.99</b>	
4500.05 Lost Materials							
Deposit	01/02/2024			Replacement Items		2.00	2.00
Deposit	01/03/2024			Replacement Cards		2.00	4.00
Deposit	01/08/2024			Replacement Items		67.00	71.00
Deposit	01/09/2024			Replacement Cards		2.00	73.00
Deposit	01/11/2024			Replacement Cards		2.00	75.00
Deposit	01/11/2024			Replacement Items		33.00	108.00
Deposit	01/19/2024			Lost Book		23.00	131.00
Deposit	01/25/2024			Replacement Items		27.00	158.00
Deposit	01/25/2024			Replacement Cards		2.00	160.00
Deposit	01/26/2024			Replacement Cards		2.00	162.00
Deposit	02/05/2024			Replacement Items		28.00	190.00
Deposit	02/08/2024			Replacement Cards		2.00	192.00
Deposit	02/09/2024			Replacement Items		26.00	218.00
Deposit	02/09/2024			Replacement Items		32.00	250.00
Deposit	02/15/2024			Replacement Items		25.00	275.00
Deposit	02/20/2024			Replacement Cards		6.00	281.00
Deposit	02/21/2024			Replacement Cards		2.00	283.00
Deposit	02/27/2024			Replacement Items		19.00	302.00
Deposit	02/27/2024			Replacement Cards		2.00	304.00
Deposit	02/27/2024			Replacement Items		17.00	321.00
Deposit	02/28/2024			Replacement Cards		2.00	323.00
<b>Total for 4500.05 Lost Materials</b>						<b>\$323.00</b>	
<b>Total for 4500.00 Library Charges with subs</b>						<b>\$1,758.84</b>	
<b>Total for A2082 LIBRARY CHARGES</b>						<b>\$1,758.84</b>	
A2401 INTEREST & EARNINGS							
4800.00 Interest Income							
Deposit	01/31/2024	INTEREST			Non-Capital Reserve	457.38	457.38
Deposit	01/31/2024	INTEREST			Capital Reserve	1,921.80	2,379.18
Deposit	01/31/2024	INTEREST				101.35	2,480.53

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Deposit	02/29/2024	INTEREST				86.09	2,566.62
Deposit	02/29/2024	INTEREST			Non-Capital Reserve	428.68	2,995.30
Deposit	02/29/2024	INTEREST			Capital Reserve	1,801.07	4,796.37
<b>Total for 4800.00 Interest Income</b>						<b>\$4,796.37</b>	
<b>Total for A2401 INTEREST &amp; EARNINGS</b>						<b>\$4,796.37</b>	
A2705 GIFTS & DONATIONS							
4200.00 Gifts & Endowments							
4220.00 Donations							
Deposit	01/02/2024			Donations		9.06	9.06
Deposit	01/03/2024			Donations		18.05	27.11
Deposit	01/04/2024			Donations		0.50	27.61
Deposit	01/08/2024			Donation		1,000.00	1,027.61
Deposit	01/08/2024			Donations		0.50	1,028.11
Deposit	01/09/2024			Donations		13.00	1,041.11
Deposit	01/12/2024			Donation		500.00	1,541.11
Deposit	01/15/2024			Donations		9.00	1,550.11
Deposit	01/17/2024			Donations		15.00	1,565.11
Deposit	01/19/2024			Donation		0.15	1,565.26
Deposit	01/22/2024			Donations		12.05	1,577.31
Deposit	01/25/2024			Donations		8.10	1,585.41
Deposit	01/26/2024			Donations		0.25	1,585.66
Deposit	01/30/2024			Donations		25.00	1,610.66
Deposit	02/06/2024			Donations		0.05	1,610.71
Deposit	02/07/2024			Donations		10.10	1,620.81
Deposit	02/09/2024			Donations		0.55	1,621.36
Deposit	02/14/2024			Donations		10.00	1,631.36
Deposit	02/15/2024			Donations		2.00	1,633.36
Deposit	02/19/2024			Donations		7.08	1,640.44
Deposit	02/22/2024			Donations		3.05	1,643.49
Deposit	02/23/2024			Donations		16.10	1,659.59
Deposit	02/27/2024			Donations		12.75	1,672.34
Deposit	02/27/2024			Donations		0.70	1,673.04
Deposit	02/28/2024			Donations		0.05	1,673.09
Deposit	02/29/2024			Donations		16.05	1,689.14
<b>Total for 4220.00 Donations</b>						<b>\$1,689.14</b>	
<b>Total for 4200.00 Gifts &amp; Endowments</b>						<b>\$1,689.14</b>	
<b>Total for A2705 GIFTS &amp; DONATIONS</b>						<b>\$1,689.14</b>	
A74101 LIBRARY, PERS SERV							
5500.00 Library Personnel							
Journal Entry	01/01/2024	AJE12.05R		To record accrued payroll @ 12/31/23		-8,695.94	-8,695.94
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		34,357.20	25,661.26
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		34,564.57	60,225.83
<b>Total for 5500.00 Library Personnel</b>						<b>\$60,225.83</b>	
<b>Total for A74101 LIBRARY, PERS SERV</b>						<b>\$60,225.83</b>	
A74102 LIBRARY, EQUIP & CAP OUTLAY							
5030.00 Equipment							
5030.01 Equipment/ Copier							
Bill	01/22/2024	520674169	Toshiba Financial Services	Toshiba Contract Payment		139.79	139.79
Bill	02/20/2024	522938950	Toshiba Financial Services	Toshiba Contract Payment + overage		205.96	345.75
Journal Entry	02/29/2024	2.07		To expense 4/21/23 Recite Me NA LLC (3yr contract) 2 months - Jan & Feb		134.20	479.95
<b>Total for 5030.01 Equipment/ Copier</b>						<b>\$479.95</b>	
5030.02 IT Maintenance Consultant							
Bill	01/08/2024	1518	Mid-Hudson Library System	Tech Support Contract		1,082.00	1,082.00
Bill	02/07/2024	20240201	Richard Harlin d/b/a Harlin Computer Svcs	Troubleshoot wired connections		135.00	1,217.00



# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
<b>Total for 5030.02 IT Maintenance Consultant</b>						<b>\$1,217.00</b>	
<b>Total for 5030.00 Equipment</b>						<b>\$1,696.95</b>	
5100.00 Capital Improvement Projects							
5100.05 Exterior Rehab							
Bill	02/06/2024	2	Barone Construction Group, Inc	Certified Payroll #2		178,956.25	178,956.25
<b>Total for 5100.05 Exterior Rehab</b>						<b>\$178,956.25</b>	
<b>Total for 5100.00 Capital Improvement Projects</b>						<b>\$178,956.25</b>	
<b>Total for A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>						<b>\$180,653.20</b>	
A74104 LIBRARY EXPENDITURES							
5010.00 Professional & Consultant Fees							
5010.01 Accounting							
Bill	01/15/2024	243730	RBT CPAs, LLP	December 2023 fee & Bill.com		3,196.97	3,196.97
Bill	02/15/2024	245487	RBT CPAs, LLP	January 2024 fee & Bill.com		3,196.44	6,393.41
<b>Total for 5010.01 Accounting</b>						<b>\$6,393.41</b>	
5010.03 Professional Services							
Bill	01/04/2024	010424	Thomas Drohan Waxman Petigrow & Mayle, LLP	General Counseling Services		2,433.16	2,433.16
Bill	02/05/2024	47	Julie Beyer	BOT Meeting and transposition of minutes, Treasurer, Payroll Review		203.00	2,636.16
Bill	02/06/2024	109600	Thomas Drohan Waxman Petigrow & Mayle, LLP	General Counseling Services		354.16	2,990.32
<b>Total for 5010.03 Professional Services</b>						<b>\$2,990.32</b>	
<b>Total for 5010.00 Professional &amp; Consultant Fees</b>						<b>\$9,383.73</b>	
5050.00 Operation & Maintenance of Bldg							
5050.01 Electricity/Gas							
Bill	01/04/2024	010424	Central Hudson Gas & Electric 090	Electric		178.29	178.29
Bill	01/09/2024	010924	Central Hudson Gas & Electric	Electricity and Gas		1,323.84	1,502.13
Bill	02/01/2024	020124	Central Hudson Gas & Electric 090	Electric		197.86	1,699.99
Bill	02/06/2024	020624	Central Hudson Gas & Electric	Electricity and Gas		1,468.48	3,168.47
<b>Total for 5050.01 Electricity/Gas</b>						<b>\$3,168.47</b>	
5050.02 Water							
Bill	02/13/2024	021324	Village of Wappingers Falls	sewer and water - actual reading		149.66	149.66
<b>Total for 5050.02 Water</b>						<b>\$149.66</b>	
5050.03 Insurance - Building & D&O							
Journal Entry	01/31/2024	AJE1.04		To allocate prepaid D&O liability insurance		138.58	138.58
Journal Entry	01/31/2024	AJE1.03		To allocate prepaid umbrella insurance		185.83	324.41
Journal Entry	01/31/2024	AJE1.02		To allocate prepaid liability/package insurance		678.06	1,002.47
Journal Entry	02/29/2024	2.03		To allocate prepaid umbrella insurance		185.83	1,188.30
Journal Entry	02/29/2024	2.02		To allocate prepaid liability/package insurance		678.06	1,866.36
Journal Entry	02/29/2024	2.04		To allocate prepaid D&O liability insurance		138.58	2,004.94
<b>Total for 5050.03 Insurance - Building &amp; D&amp;O</b>						<b>\$2,004.94</b>	
5050.04 Custodial Supp/Cleaning/Grounds							
Journal Entry	01/01/2024	AJE12.03R		To record accrued expense @ 12/31/23		-680.00	-680.00
Bill	01/03/2024	010324	Tompkins Visa Community Card	Mouse Repellent		29.88	-650.12
Bill	01/14/2024	011824	Dale Kelley c/o GPLD	Snow Removal		135.00	-515.12
Bill	01/15/2024	011524	Kim Cirulli	December 2023 Cleaning Services		680.00	164.88
Bill	01/31/2024	013124	Royal Carting Service Co.	Jan Trash		71.91	236.79
Bill	02/17/2024	021724	Dale Kelley c/o GPLD	Snow Removal		375.00	611.79
Bill	02/22/2024	022224	Kim Cirulli	January 2024 Cleaning Services		680.00	1,291.79
Bill	02/29/2024	03212024	Royal Carting Service Co.	Feb Trash		71.91	1,363.70
<b>Total for 5050.04 Custodial Supp/Cleaning/Grounds</b>						<b>\$1,363.70</b>	
<b>Total for 5050.00 Operation &amp; Maintenance of Bldg</b>						<b>\$6,686.77</b>	
5070.00 Telecommunications							
5070.01 Telephone							
Bill	01/03/2024	010324	Verizon (850-791-803-0001-60)	phone		202.41	202.41
Bill	01/10/2024	63833599	Verizon Business (Y2777466)	phone		3.90	206.31

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill	02/03/2024	020324	Verizon (850-791-803-0001-60)	phone		203.18	409.49
Bill	02/10/2024	64312528	Verizon Business (Y2777466)	phone		6.61	416.10
<b>Total for 5070.01 Telephone</b>						<b>\$416.10</b>	
5070.02 Internet Service							
Bill	01/16/2024	011624	Optimum	Internet		185.84	185.84
Bill	01/25/2024	012524	T-Mobile	mobile hotspot		240.80	426.64
Bill	02/16/2024	021624	Optimum	Internet		185.84	612.48
<b>Total for 5070.02 Internet Service</b>						<b>\$612.48</b>	
<b>Total for 5070.00 Telecommunications</b>						<b>\$1,028.58</b>	
5110.00 Building Repairs & Maintenance							
Bill	02/08/2024	2239-330	D. Silvestri Sons, Inc.	Boiler Repair		700.85	700.85
<b>Total for 5110.00 Building Repairs &amp; Maintenance</b>						<b>\$700.85</b>	
5200.00 Print Materials Expenditures							
5200.01 Books							
Bill	01/01/2024	78594638	Ingram Library Services	Juvenile		320.89	320.89
Bill	01/01/2024	78594638	Ingram Library Services	Teens		78.96	399.85
Journal Entry	01/01/2024	AJE12.03R		To record accrued expense @ 12/31/23		-690.24	-290.39
Bill	01/01/2024	78501641	Ingram Library Services	Juvenile		76.44	-213.95
Bill	01/01/2024	78501641	Ingram Library Services	Teens		25.78	-188.17
Bill	01/01/2024	78501641	Ingram Library Services	Adults		188.17	0.00
Bill	01/05/2024	79764150	Ingram Library Services	Teen		29.57	29.57
Bill	01/05/2024	79764150	Ingram Library Services	Juvenile		43.06	72.63
Bill	01/05/2024	79764150	Ingram Library Services	Adult		88.99	161.62
Bill	01/08/2024	79803029	Ingram Library Services	Adult		541.21	702.83
Bill	01/09/2024	79835214	Ingram Library Services	Adult		30.95	733.78
Bill	01/09/2024	79835214	Ingram Library Services	Juvenile		83.39	817.17
Bill	01/10/2024	79860010	Ingram Library Services	Juvenile		16.77	833.94
Bill	01/10/2024	79860009	Ingram Library Services	Teen		33.02	866.96
Bill	01/10/2024	79860009	Ingram Library Services	Adult		258.62	1,125.58
Bill	01/10/2024	79860009	Ingram Library Services	Juvenile		76.60	1,202.18
Bill	01/10/2024	79860010	Ingram Library Services	Adult		15.65	1,217.83
Bill	01/12/2024	0596352-IN	Penworthy Company	Juv Books		372.37	1,590.20
Bill	01/16/2024	79942157	Ingram Library Services	Juvenile		35.00	1,625.20
Bill	01/16/2024	79942157	Ingram Library Services	Adult		332.85	1,958.05
Bill	01/18/2024	79971882	Ingram Library Services	Adults		10.79	1,968.84
Bill	01/18/2024	79971882	Ingram Library Services	Juvenile		361.75	2,330.59
Bill	01/23/2024	80061726	Ingram Library Services	Juvenile		19.02	2,349.61
Bill	01/23/2024	80061726	Ingram Library Services	Adult		15.12	2,364.73
Bill	01/23/2024	80061725	Ingram Library Services	Juvenile		45.59	2,410.32
Bill	01/23/2024	80061725	Ingram Library Services	Adult		267.73	2,678.05
Bill	01/23/2024	80061725	Ingram Library Services	Teen		33.02	2,711.07
Bill	02/02/2024	020224	Tompkins Visa Community Card	books		21.98	2,733.05
Bill	02/06/2024	0596939-IN	Penworthy Company	Juv Books		221.66	2,954.71
Bill	02/07/2024	80353232	Ingram Library Services	Adult		999.92	3,954.63
Bill	02/07/2024	80353232	Ingram Library Services	Juvenile		8.39	3,963.02
Bill	02/07/2024	80353233	Ingram Library Services	Teen		44.72	4,007.74
Bill	02/07/2024	80353233	Ingram Library Services	Juvenile		467.84	4,475.58
Bill	02/12/2024	80431260	Ingram Library Services	Adult		289.67	4,765.25
Bill	02/12/2024	80431260	Ingram Library Services	Juvenile		92.71	4,857.96
Bill	02/12/2024	80431260	Ingram Library Services	Teen		11.19	4,869.15
Bill	02/14/2024	80485211	Ingram Library Services	Adult		34.24	4,903.39
Bill	02/22/2024	80623478	Ingram Library Services	Adult		26.99	4,930.38
Bill	02/22/2024	80630686	Ingram Library Services	Adult		385.10	5,315.48
Bill	02/22/2024	80630686	Ingram Library Services	Juvenile		95.10	5,410.58
Bill	02/22/2024	80623478	Ingram Library Services	Juvenile		19.42	5,430.00

# Grinnell Public Library District

## General Ledger

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TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill	02/22/2024	80630686	Ingram Library Services	Teen		40.15	5,470.15
<b>Total for 5200.01 Books</b>						<b>\$5,470.15</b>	
5200.02 Periodicals & Newspapers							
Bill	01/01/2024	010124	Poughkeepsie Journal	Poughkeepsie Journal		42.00	42.00
Bill	02/01/2024	020124	Poughkeepsie Journal	Poughkeepsie Journal		42.00	84.00
<b>Total for 5200.02 Periodicals &amp; Newspapers</b>						<b>\$84.00</b>	
<b>Total for 5200.00 Print Materials Expenditures</b>						<b>\$5,554.15</b>	
5230.00 Other Materials Expenditures							
5230.01 AV - Books on CD							
Bill	01/02/2024	942581	MicroMarketing	Books on CD		85.00	85.00
Bill	01/02/2024	942674	MicroMarketing	Books on CD		73.93	158.93
Bill	01/09/2024	942960	MicroMarketing	Books on CD		29.74	188.67
Bill	01/09/2024	943156	MicroMarketing	Books on CD		26.70	215.37
Bill	01/16/2024	943533	MicroMarketing	Books on CD		77.43	292.80
Bill	01/23/2024	944048	MicroMarketing	Books on CD		33.99	326.79
Bill	01/30/2024	944685	MicroMarketing	Books on CD		39.94	366.73
Bill	01/30/2024	944859	MicroMarketing	Books on CD		19.99	386.72
Bill	02/08/2024	945617	MicroMarketing	Books on CD		81.73	468.45
Bill	02/20/2024	946261	MicroMarketing	Books on CD		150.42	618.87
<b>Total for 5230.01 AV - Books on CD</b>						<b>\$618.87</b>	
5230.02 AV - DVD							
Bill	01/02/2024	504861650	Midwest Tape, LLC	DVD'S		22.49	22.49
Bill	01/05/2024	504877918	Midwest Tape, LLC	DVD'S		18.74	41.23
Bill	01/16/2024	504909819	Midwest Tape, LLC	DVD'S		22.49	63.72
Bill	01/22/2024	504948870	Midwest Tape, LLC	DVD'S		67.47	131.19
Bill	02/05/2024	505013218	Midwest Tape, LLC	DVD'S		126.69	257.88
Bill	02/12/2024	505045343	Midwest Tape, LLC	DVD'S		73.46	331.34
Bill	02/20/2024	505077886	Midwest Tape, LLC	DVD'S		12.74	344.08
Bill	02/27/2024	505110960	Midwest Tape, LLC	DVD'S		72.72	416.80
<b>Total for 5230.02 AV - DVD</b>						<b>\$416.80</b>	
<b>Total for 5230.00 Other Materials Expenditures</b>						<b>\$1,035.67</b>	
5240.00 Electronic Materials							
Bill	01/01/2024	01938CO23444433	Overdrive, Inc	12/7/23 Invoice - E-books		966.27	966.27
Journal Entry	01/01/2024	AJE12.03R		To record accrued expense @ 12/31/23		-966.27	0.00
Bill	01/09/2024	01938CO24006971	Overdrive, Inc	E-books		772.36	772.36
Bill	01/22/2024	01938CO24018931	Overdrive, Inc	E-books		792.85	1,565.21
Bill	01/23/2024	01938DA24021352	Overdrive, Inc	E-books, Audio Books		114.99	1,680.20
Bill	01/31/2024	385055-PPU	Kanopy	streaming		163.00	1,843.20
Bill	02/14/2024	01938CO24047706	Overdrive, Inc	E-books, Audio Books		1,220.08	3,063.28
Bill	02/20/2024	01938CO24051993	Overdrive, Inc	E-books, Audio Books		1,012.88	4,076.16
Bill	02/29/2024	389501	Kanopy	streaming		162.00	4,238.16
<b>Total for 5240.00 Electronic Materials</b>						<b>\$4,238.16</b>	
5250.00 Library & Office Supplies							
Bill	01/02/2024	243556051	W.B. Mason Co., Inc.	Thermal Receipt Paper		19.79	19.79
Bill	01/02/2024	243553561	W.B. Mason Co., Inc.	Toilet Cleaner/Trash bags		70.27	90.06
Bill	01/02/2024	20705	Budget Library Supplies	Thermal Paper Rolls		89.50	179.56
Bill	01/02/2024	243553059	W.B. Mason Co., Inc.	Soap, mouse traps, water		69.94	249.50
Bill	01/08/2024	243702916	W.B. Mason Co., Inc.	Toner, Ice Melt		175.93	425.43
Bill	01/16/2024	243894689	W.B. Mason Co., Inc.	Cleaner, Correction Fluid		13.32	438.75
Bill	01/17/2024	243922940	W.B. Mason Co., Inc.	Jumbo roll bathroom tissue		73.92	512.67
Bill	01/31/2024	0911089	Culligan Newburgh	water club - Feb 2024		45.95	558.62
Bill	02/02/2024	020224	Tompkins Visa Community Card	Rubber bands, file folders, painters tape		33.15	591.77
Bill	02/06/2024	244386540	W.B. Mason Co., Inc.	Paper Towels, Ice Melt		93.57	685.34
Bill	02/28/2024	244887870	W.B. Mason Co., Inc.	Paper products (tp, pt, tissues)		168.13	853.47

# Grinnell Public Library District

## General Ledger

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TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Bill	02/29/2024	0912173	Culligan Newburgh	water club - March 2024		45.95	899.42
<b>Total for 5250.00 Library &amp; Office Supplies</b>						<b>\$899.42</b>	
5270.00 Contracts with Public Libraries							
5270.01 Database Fees							
Bill	01/03/2024	010324	Tompkins Visa Community Card	Constant Contact, Dropbox		162.63	162.63
Bill	02/02/2024	020224	Tompkins Visa Community Card	Constant Contact, Dropbox		49.40	212.03
<b>Total for 5270.01 Database Fees</b>						<b>\$212.03</b>	
5270.02 MHLS Delivery / General Fees							
Bill	02/02/2024	1613	Mid-Hudson Library System	Quarter 1 - General Assessment		4,086.00	4,086.00
Bill	02/08/2024	1661	Mid-Hudson Library System	Sierra Licenses		1,944.00	6,030.00
<b>Total for 5270.02 MHLS Delivery / General Fees</b>						<b>\$6,030.00</b>	
<b>Total for 5270.00 Contracts with Public Libraries</b>						<b>\$6,242.03</b>	
5300.00 Postage & Freight							
Bill	01/03/2024	010324	Tompkins Visa Community Card	Certified Mail for Exterior Rehab		57.50	57.50
Bill	02/02/2024	020224	Tompkins Visa Community Card	Postage		9.50	67.00
<b>Total for 5300.00 Postage &amp; Freight</b>						<b>\$67.00</b>	
5600.00 Other Miscellaneous							
Bill	02/02/2024	020224	Tompkins Visa Community Card	Microwave		99.99	99.99
<b>Total for 5600.00 Other Miscellaneous</b>						<b>\$99.99</b>	
5600.02 Programs							
Journal Entry	01/01/2024	AJE12.03R		To record accrued expense @ 12/31/23		-540.24	-540.24
Bill	01/03/2024	010324	Tompkins Visa Community Card	Children, adult & teen Dec programs		365.24	-175.00
Bill	01/05/2024	1132	Mindful Yoga with Liz	Children's Yoga Dec Event		175.00	0.00
Bill	01/08/2024	010824	Judith Campanaro	Watercolor Workshop		150.00	150.00
Bill	01/29/2024	012024	Judith Campanaro	Acrylic paint workshop 1/20/24		250.00	400.00
Bill	02/02/2024	020224	Tompkins Visa Community Card	Children, adult & teen programs		166.91	566.91
Bill	02/05/2024	020524	Judith Campanaro	Watercolor paint workshop 2/5/24		150.00	716.91
Bill	02/10/2024	021024	Judith Campanaro	Acrylic paint workshop 2/10/24		250.00	966.91
Bill	02/22/2024	101	Khalie Wood-Aker	Bilingual Story Time -3/2/24		70.00	1,036.91
<b>Total for 5600.02 Programs</b>						<b>\$1,036.91</b>	
5600.05 Automation/Telecom - MHLS							
Bill	01/08/2024	1549	Mid-Hudson Library System	Web Page Hosting		371.00	371.00
<b>Total for 5600.05 Automation/Telecom - MHLS</b>						<b>\$371.00</b>	
5600.07 PR & Newsletter							
Bill	01/17/2024	49095	Southern Dutchess News	1 week legal notice plus affidavit charge		39.58	39.58
<b>Total for 5600.07 PR &amp; Newsletter</b>						<b>\$39.58</b>	
5600.09 Payroll Service Fees							
Bill	01/10/2024	2024010901	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		585.89	585.89
Bill	01/23/2024	2024012201	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	1,129.53
Bill	02/06/2024	2024020501	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	1,673.17
Bill	02/20/2024	2024021601	Paychex EIB fee	For posting only. Paychex processing fee. PD on due date.		543.64	2,216.81
<b>Total for 5600.09 Payroll Service Fees</b>						<b>\$2,216.81</b>	
5600.10 Packing & Storage							
Bill	02/02/2024	020224	Tompkins Visa Community Card	Bankers Box		56.36	56.36
<b>Total for 5600.10 Packing &amp; Storage</b>						<b>\$56.36</b>	
<b>Total for 5600.00 Other Miscellaneous with subs</b>						<b>\$3,820.65</b>	
<b>Total for A74104 LIBRARY EXPENDITURES</b>						<b>\$39,657.01</b>	
EMPLOYEE BENEFITS							
A90108 STATE RETIREMENT SYSTEM							
5505.02 Retirement							
Journal Entry	01/31/2024	AJE1.06		To record expired NYLRS expense for Jan 2024		2,809.25	2,809.25
Journal Entry	01/31/2024	AJE1.06		To record expired NYLRS expense for Jan 2024		20.17	2,829.42
Journal Entry	02/29/2024	2.06		To record expired NYLRS expense for Feb 2024		2,809.25	5,638.67

# Grinnell Public Library District

## General Ledger

January - February, 2024

TRANSACTION TYPE	DATE	NUM	NAME	MEMO/DESCRIPTION	CLASS	AMOUNT	BALANCE
Journal Entry	02/29/2024	2.06		To record expired NYLRS expense for Feb 2024		20.17	5,658.84
<b>Total for 5505.02 Retirement</b>						<b>\$5,658.84</b>	
<b>Total for A90108 STATE RETIREMENT SYSTEM</b>						<b>\$5,658.84</b>	
A90308 SOCIAL SECURITY, EMPLOYER CONT							
5505.01 Payroll Tax Expense (FICA)							
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		2,502.66	2,502.66
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		2,518.52	5,021.18
<b>Total for 5505.01 Payroll Tax Expense (FICA)</b>						<b>\$5,021.18</b>	
<b>Total for A90308 SOCIAL SECURITY, EMPLOYER CONT</b>						<b>\$5,021.18</b>	
A90408 WORKERS COMPENSATION, EMP BNFTS							
5505.03 Workers Comp.							
Check	01/10/2024		Paychex WC			186.49	186.49
Check	01/24/2024		Paychex WC			183.65	370.14
Check	02/07/2024		Paychex WC			180.22	550.36
Check	02/21/2024		Paychex WC			187.32	737.68
<b>Total for 5505.03 Workers Comp.</b>						<b>\$737.68</b>	
<b>Total for A90408 WORKERS COMPENSATION, EMP BNFTS</b>						<b>\$737.68</b>	
A90508 UNEMPLOYMENT INS, EMP BNFTS							
5505.07 Unemployment Insurance Expense							
Journal Entry	01/01/2024	AJE12.06R		To accrue FUTA credit reduction payable @ 12/31/23		-698.13	-698.13
Journal Entry	01/31/2024	1.01		To record payroll FUTA Cr reduction - Jan 2024		698.13	0.00
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024- FUI		196.33	196.33
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024- SUI		721.50	917.83
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024- FUI		164.44	1,082.27
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024- SUI		725.86	1,808.13
<b>Total for 5505.07 Unemployment Insurance Expense</b>						<b>\$1,808.13</b>	
<b>Total for A90508 UNEMPLOYMENT INS, EMP BNFTS</b>						<b>\$1,808.13</b>	
A90558 DISABILITY INS, EMP BNFTS							
5505.04 Disability							
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024-PFL		-111.69	-111.69
Journal Entry	01/31/2024	AJE1.05		To allocate prepaid paid family leave		271.50	159.81
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024-PFL		-112.43	47.38
Journal Entry	02/29/2024	2.05		To allocate prepaid paid family leave		271.50	318.88
<b>Total for 5505.04 Disability</b>						<b>\$318.88</b>	
<b>Total for A90558 DISABILITY INS, EMP BNFTS</b>						<b>\$318.88</b>	
A90608 HOSPITAL & MED (DEN), EMP BNFTS							
5505.05 Health Insurance							
Journal Entry	01/01/2024	12.08R		To reclass Jan 2024 CDPHP bill to prepaid		4,065.23	4,065.23
Bill	01/13/2024	240130001621	CDPHP	Health Insurance -Feb 2024		4,065.23	8,130.46
Journal Entry	01/31/2024	1.01		To record payroll - Jan 2024		-1,643.02	6,487.44
Journal Entry	01/31/2024	1.07		To reclass Feb 2024 CDPHP bill to prepaid		-4,065.23	2,422.21
Journal Entry	02/01/2024	1.07R		To reclass Feb 2024 CDPHP bill to prepaid		4,065.23	6,487.44
Journal Entry	02/29/2024	2.01		To record payroll - Feb 2024		-1,643.02	4,844.42
<b>Total for 5505.05 Health Insurance</b>						<b>\$4,844.42</b>	
<b>Total for A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>						<b>\$4,844.42</b>	
<b>Total for EMPLOYEE BENEFITS</b>						<b>\$18,389.13</b>	
Not Specified							
Journal Entry	02/29/2024	2.07				0.00	0.00
<b>Total for Not Specified</b>						<b>\$0.00</b>	

# Grinnell Public Library District

## Balance Sheet

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
A200 CASH	0.00	0.00
1010.02 Mahopac - Operating Fund	1,210,799.45	1,200,330.01
1010.08 Mahopac - Operating x9773	1,000.00	3,732.08
1010.10 DC Grant (85632)	0.00	343.77
1010.11 Mahopac-Muni Split Tier Savings	1,263,081.41	1,013,393.32
<b>Total A200 CASH</b>	<b>2,474,880.86</b>	<b>2,217,799.18</b>
<b>Total Bank Accounts</b>	<b>\$2,474,880.86</b>	<b>\$2,217,799.18</b>
Accounts Receivable		
A380 ACCOUNTS RECEIVABLE	0.00	0.00
1100.00 Accounts Receivable	42,977.91	0.00
<b>Total A380 ACCOUNTS RECEIVABLE</b>	<b>42,977.91</b>	<b>0.00</b>
<b>Total Accounts Receivable</b>	<b>\$42,977.91</b>	<b>\$0.00</b>
Other Current Assets		
A480 PREPAID EXPENSES	0.00	0.00
1175.00 Prepaid Insurance	9,145.63	6,458.66
1180.00 Prepaid Expense	4,506.84	2,803.12
<b>Total A480 PREPAID EXPENSES</b>	<b>13,652.47</b>	<b>9,261.78</b>
<b>Total Other Current Assets</b>	<b>\$13,652.47</b>	<b>\$9,261.78</b>
<b>Total Current Assets</b>	<b>\$2,531,511.24</b>	<b>\$2,227,060.96</b>
<b>TOTAL ASSETS</b>	<b>\$2,531,511.24</b>	<b>\$2,227,060.96</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
A600 ACCOUNTS PAYABLE	0.00	0.00
2100.00 Accounts Payable	7,143.35	14,127.29
<b>Total A600 ACCOUNTS PAYABLE</b>	<b>7,143.35</b>	<b>14,127.29</b>
<b>Total Accounts Payable</b>	<b>\$7,143.35</b>	<b>\$14,127.29</b>
Other Current Liabilities		
A600-2 OTHER ACCOUNTS PAYABLE	0.00	0.00
2246.00 457B Retirement Payable	-1,150.14	-1,151.14
<b>Total A600-2 OTHER ACCOUNTS PAYABLE</b>	<b>-1,150.14</b>	<b>-1,151.14</b>
A601 ACCRUED LIABILITIES	0.00	0.00
2300.00 Accrued Expense	13,500.00	13,000.00
<b>Total A601 ACCRUED LIABILITIES</b>	<b>13,500.00</b>	<b>13,000.00</b>

# Grinnell Public Library District

## Balance Sheet

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
<b>Total Other Current Liabilities</b>	<b>\$12,349.86</b>	<b>\$11,848.86</b>
<b>Total Current Liabilities</b>	<b>\$19,493.21</b>	<b>\$25,976.15</b>
<b>Total Liabilities</b>	<b>\$19,493.21</b>	<b>\$25,976.15</b>
Equity		
3200.00 Unrestricted Net Assets	1,770,345.30	1,283,818.82
3201.00 Reserve for Prepaid Expenses	22,180.00	22,180.00
3202.00 Non Capital Reserve Fund	236,438.16	236,438.16
3203.00 Capital Reserve Fund	773,635.39	773,635.39
Net Income	-290,580.82	-114,987.56
<b>Total Equity</b>	<b>\$2,512,018.03</b>	<b>\$2,201,084.81</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,531,511.24</b>	<b>\$2,227,060.96</b>

# Grinnell Public Library District

## Profit and Loss

January - February, 2024

	TOTAL		
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	% CHANGE
<b>Income</b>			
A1001 REAL PROPERTY TAXES	0.00	0.00	
4100.00 District Public Funds	0.00	0.00	
4170.00 Payments in Lieu of Taxes	100.00	0.00	
<b>Total 4100.00 District Public Funds</b>	<b>100.00</b>	<b>0.00</b>	
<b>Total A1001 REAL PROPERTY TAXES</b>	<b>100.00</b>	<b>0.00</b>	
A2082 LIBRARY CHARGES	0.00	0.00	
4500.00 Library Charges	211.00	492.40	-57.15 %
4500.01 Copier	103.05	125.40	-17.82 %
4500.02 Printouts/SAM	518.30	398.55	30.05 %
4500.03 Faxes/Telephone	145.50	174.50	-16.62 %
4500.04 Book Sale	457.99	390.75	17.21 %
4500.05 Lost Materials	323.00	258.34	25.03 %
<b>Total 4500.00 Library Charges</b>	<b>1,758.84</b>	<b>1,839.94</b>	<b>-4.41 %</b>
<b>Total A2082 LIBRARY CHARGES</b>	<b>1,758.84</b>	<b>1,839.94</b>	<b>-4.41 %</b>
A2401 INTEREST & EARNINGS	0.00	0.00	
4800.00 Interest Income	4,796.37	3,481.72	37.76 %
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>4,796.37</b>	<b>3,481.72</b>	<b>37.76 %</b>
A2680 INSURANCE RECOVERIES	0.00	0.00	
4850.00 Insurance Recoveries	0.00	100.00	-100.00 %
<b>Total A2680 INSURANCE RECOVERIES</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00 %</b>
A2705 GIFTS & DONATIONS	0.00	0.00	
4200.00 Gifts & Endowments	0.00	0.00	
4220.00 Donations	1,689.14	584.30	189.09 %
<b>Total 4200.00 Gifts &amp; Endowments</b>	<b>1,689.14</b>	<b>584.30</b>	<b>189.09 %</b>
<b>Total A2705 GIFTS &amp; DONATIONS</b>	<b>1,689.14</b>	<b>584.30</b>	<b>189.09 %</b>
<b>Total Income</b>	<b>\$8,344.35</b>	<b>\$6,005.96</b>	<b>38.93 %</b>
<b>GROSS PROFIT</b>	<b>\$8,344.35</b>	<b>\$6,005.96</b>	<b>38.93 %</b>
<b>Expenses</b>			
A74101 LIBRARY, PERS SERV	0.00	0.00	
5500.00 Library Personnel	60,225.83	57,064.90	5.54 %
<b>Total A74101 LIBRARY, PERS SERV</b>	<b>60,225.83</b>	<b>57,064.90</b>	<b>5.54 %</b>



# Grinnell Public Library District

## Profit and Loss

January - February, 2024

	TOTAL		
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	% CHANGE
A74102 LIBRARY, EQUIP & CAP OUTLAY	0.00	0.00	
5030.00 Equipment	0.00	0.00	
5030.01 Equipment/ Copier	479.95	982.29	-51.14 %
5030.02 IT Maintenance Consultant	1,217.00	674.80	80.35 %
<b>Total 5030.00 Equipment</b>	<b>1,696.95</b>	<b>1,657.09</b>	<b>2.41 %</b>
5100.00 Capital Improvement Projects	0.00	0.00	
5100.05 Exterior Rehab	178,956.25	4,212.63	4,148.09 %
<b>Total 5100.00 Capital Improvement Projects</b>	<b>178,956.25</b>	<b>4,212.63</b>	<b>4,148.09 %</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>	<b>180,653.20</b>	<b>5,869.72</b>	<b>2,977.71 %</b>
A74104 LIBRARY EXPENDITURES	0.00	0.00	
5010.00 Professional & Consultant Fees	0.00	0.00	
5010.01 Accounting	6,393.41	6,406.70	-0.21 %
5010.03 Professional Services	2,990.32	900.99	231.89 %
<b>Total 5010.00 Professional &amp; Consultant Fees</b>	<b>9,383.73</b>	<b>7,307.69</b>	<b>28.41 %</b>
5050.00 Operation & Maintenance of Bldg	0.00	0.00	
5050.01 Electricity/Gas	3,168.47	4,630.60	-31.58 %
5050.02 Water	149.66	115.47	29.61 %
5050.03 Insurance - Building & D&O	2,004.94	1,815.50	10.43 %
5050.04 Custodial Supp/Cleaning/Grounds	1,363.70	833.82	63.55 %
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>	<b>6,686.77</b>	<b>7,395.39</b>	<b>-9.58 %</b>
5070.00 Telecommunications	0.00	0.00	
5070.01 Telephone	416.10	392.97	5.89 %
5070.02 Internet Service	612.48	551.70	11.02 %
<b>Total 5070.00 Telecommunications</b>	<b>1,028.58</b>	<b>944.67</b>	<b>8.88 %</b>
5110.00 Building Repairs & Maintenance	700.85	852.50	-17.79 %
5200.00 Print Materials Expenditures	0.00	0.00	
5200.01 Books	5,470.15	6,669.82	-17.99 %
5200.02 Periodicals & Newspapers	84.00	82.00	2.44 %
<b>Total 5200.00 Print Materials Expenditures</b>	<b>5,554.15</b>	<b>6,751.82</b>	<b>-17.74 %</b>
5230.00 Other Materials Expenditures	0.00	0.00	
5230.01 AV - Books on CD	618.87	232.87	165.76 %
5230.02 AV - DVD	416.80	840.38	-50.40 %
<b>Total 5230.00 Other Materials Expenditures</b>	<b>1,035.67</b>	<b>1,073.25</b>	<b>-3.50 %</b>
5240.00 Electronic Materials	4,238.16	4,219.16	0.45 %
5250.00 Library & Office Supplies	899.42	690.54	30.25 %
5270.00 Contracts with Public Libraries	0.00	3,297.00	-100.00 %
5270.01 Database Fees	212.03	0.00	
5270.02 MHLS Delivery / General Fees	6,030.00	4,077.00	47.90 %
<b>Total 5270.00 Contracts with Public Libraries</b>	<b>6,242.03</b>	<b>7,374.00</b>	<b>-15.35 %</b>
5300.00 Postage & Freight	67.00	0.00	

# Grinnell Public Library District

## Profit and Loss

January - February, 2024

	TOTAL		
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	% CHANGE
5600.00 Other Miscellaneous	99.99	0.00	
5600.02 Programs	1,036.91	0.00	
5600.05 Automation/Telecom - MHLS	371.00	0.00	
5600.07 PR & Newsletter	39.58	0.00	
5600.09 Payroll Service Fees	2,216.81	2,126.96	4.22 %
5600.10 Packing & Storage	56.36	0.00	
<b>Total 5600.00 Other Miscellaneous</b>	<b>3,820.65</b>	<b>2,126.96</b>	<b>79.63 %</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>	<b>39,657.01</b>	<b>38,735.98</b>	<b>2.38 %</b>
EMPLOYEE BENEFITS	0.00	0.00	
A90108 STATE RETIREMENT SYSTEM	0.00	0.00	
5505.02 Retirement	5,658.84	5,606.16	0.94 %
<b>Total A90108 STATE RETIREMENT SYSTEM</b>	<b>5,658.84</b>	<b>5,606.16</b>	<b>0.94 %</b>
A90308 SOCIAL SECURITY, EMPLOYER CONT	0.00	0.00	
5505.01 Payroll Tax Expense (FICA)	5,021.18	4,545.57	10.46 %
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>	<b>5,021.18</b>	<b>4,545.57</b>	<b>10.46 %</b>
A90408 WORKERS COMPENSATION, EMP BNFTS	0.00	0.00	
5505.03 Workers Comp.	737.68	605.80	21.77 %
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>	<b>737.68</b>	<b>605.80</b>	<b>21.77 %</b>
A90508 UNEMPLOYMENT INS, EMP BNFTS	0.00	0.00	
5505.07 Unemployment Insurance Expense	1,808.13	1,623.25	11.39 %
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>	<b>1,808.13</b>	<b>1,623.25</b>	<b>11.39 %</b>
A90558 DISABILITY INS, EMP BNFTS	0.00	0.00	
5505.04 Disability	318.88	0.00	
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>	<b>318.88</b>	<b>0.00</b>	
A90608 HOSPITAL & MED (DEN), EMP BNFTS	0.00	0.00	
5505.05 Health Insurance	4,844.42	6,942.14	-30.22 %
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>	<b>4,844.42</b>	<b>6,942.14</b>	<b>-30.22 %</b>
<b>Total EMPLOYEE BENEFITS</b>	<b>18,389.13</b>	<b>19,322.92</b>	<b>-4.83 %</b>
<b>Total Expenses</b>	<b>\$298,925.17</b>	<b>\$120,993.52</b>	<b>147.06 %</b>
NET OPERATING INCOME	<b>\$ -290,580.82</b>	<b>\$ -114,987.56</b>	<b>-152.71 %</b>
NET INCOME	<b>\$ -290,580.82</b>	<b>\$ -114,987.56</b>	<b>-152.71 %</b>

# Grinnell Public Library District

## Profit and Loss by Class

January - February, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
<b>Income</b>				
A1001 REAL PROPERTY TAXES	0.00	0.00	0.00	\$0.00
4100.00 District Public Funds	0.00	0.00	0.00	\$0.00
4170.00 Payments in Lieu of Taxes	0.00	0.00	100.00	\$100.00
<b>Total 4100.00 District Public Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>\$100.00</b>
<b>Total A1001 REAL PROPERTY TAXES</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>\$100.00</b>
A2082 LIBRARY CHARGES	0.00	0.00	0.00	\$0.00
4500.00 Library Charges	0.00	0.00	211.00	\$211.00
4500.01 Copier	0.00	0.00	103.05	\$103.05
4500.02 Printouts/SAM	0.00	0.00	518.30	\$518.30
4500.03 Faxes/Telephone	0.00	0.00	145.50	\$145.50
4500.04 Book Sale	0.00	0.00	457.99	\$457.99
4500.05 Lost Materials	0.00	0.00	323.00	\$323.00
<b>Total 4500.00 Library Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>1,758.84</b>	<b>\$1,758.84</b>
<b>Total A2082 LIBRARY CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>1,758.84</b>	<b>\$1,758.84</b>
A2401 INTEREST & EARNINGS	0.00	0.00	0.00	\$0.00
4800.00 Interest Income	3,722.87	886.06	187.44	\$4,796.37
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>3,722.87</b>	<b>886.06</b>	<b>187.44</b>	<b>\$4,796.37</b>
A2705 GIFTS & DONATIONS	0.00	0.00	0.00	\$0.00
4200.00 Gifts & Endowments	0.00	0.00	0.00	\$0.00
4220.00 Donations	0.00	0.00	1,689.14	\$1,689.14
<b>Total 4200.00 Gifts &amp; Endowments</b>	<b>0.00</b>	<b>0.00</b>	<b>1,689.14</b>	<b>\$1,689.14</b>
<b>Total A2705 GIFTS &amp; DONATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>1,689.14</b>	<b>\$1,689.14</b>
<b>Total Income</b>	<b>\$3,722.87</b>	<b>\$886.06</b>	<b>\$3,735.42</b>	<b>\$8,344.35</b>
<b>GROSS PROFIT</b>	<b>\$3,722.87</b>	<b>\$886.06</b>	<b>\$3,735.42</b>	<b>\$8,344.35</b>
<b>Expenses</b>				
A74101 LIBRARY, PERS SERV	0.00	0.00	0.00	\$0.00
5500.00 Library Personnel	0.00	0.00	60,225.83	\$60,225.83
<b>Total A74101 LIBRARY, PERS SERV</b>	<b>0.00</b>	<b>0.00</b>	<b>60,225.83</b>	<b>\$60,225.83</b>
A74102 LIBRARY, EQUIP & CAP OUTLAY	0.00	0.00	0.00	\$0.00
5030.00 Equipment	0.00	0.00	0.00	\$0.00
5030.01 Equipment/ Copier	0.00	0.00	479.95	\$479.95
5030.02 IT Maintenance Consultant	0.00	0.00	1,217.00	\$1,217.00
<b>Total 5030.00 Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>1,696.95</b>	<b>\$1,696.95</b>
5100.00 Capital Improvement Projects	0.00	0.00	0.00	\$0.00
5100.05 Exterior Rehab	0.00	0.00	178,956.25	\$178,956.25
<b>Total 5100.00 Capital Improvement Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>178,956.25</b>	<b>\$178,956.25</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>	<b>0.00</b>	<b>0.00</b>	<b>180,653.20</b>	<b>\$180,653.20</b>

# Grinnell Public Library District

## Profit and Loss by Class

January - February, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
A74104 LIBRARY EXPENDITURES	0.00	0.00	0.00	\$0.00
5010.00 Professional & Consultant Fees	0.00	0.00	0.00	\$0.00
5010.01 Accounting	0.00	0.00	6,393.41	\$6,393.41
5010.03 Professional Services	0.00	0.00	2,990.32	\$2,990.32
<b>Total 5010.00 Professional &amp; Consultant Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>9,383.73</b>	<b>\$9,383.73</b>
5050.00 Operation & Maintenance of Bldg	0.00	0.00	0.00	\$0.00
5050.01 Electricity/Gas	0.00	0.00	3,168.47	\$3,168.47
5050.02 Water	0.00	0.00	149.66	\$149.66
5050.03 Insurance - Building & D&O	0.00	0.00	2,004.94	\$2,004.94
5050.04 Custodial Supp/Cleaning/Grounds	0.00	0.00	1,363.70	\$1,363.70
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>	<b>0.00</b>	<b>0.00</b>	<b>6,686.77</b>	<b>\$6,686.77</b>
5070.00 Telecommunications	0.00	0.00	0.00	\$0.00
5070.01 Telephone	0.00	0.00	416.10	\$416.10
5070.02 Internet Service	0.00	0.00	612.48	\$612.48
<b>Total 5070.00 Telecommunications</b>	<b>0.00</b>	<b>0.00</b>	<b>1,028.58</b>	<b>\$1,028.58</b>
5110.00 Building Repairs & Maintenance	0.00	0.00	700.85	\$700.85
5200.00 Print Materials Expenditures	0.00	0.00	0.00	\$0.00
5200.01 Books	0.00	0.00	5,470.15	\$5,470.15
5200.02 Periodicals & Newspapers	0.00	0.00	84.00	\$84.00
<b>Total 5200.00 Print Materials Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>5,554.15</b>	<b>\$5,554.15</b>
5230.00 Other Materials Expenditures	0.00	0.00	0.00	\$0.00
5230.01 AV - Books on CD	0.00	0.00	618.87	\$618.87
5230.02 AV - DVD	0.00	0.00	416.80	\$416.80
<b>Total 5230.00 Other Materials Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>1,035.67</b>	<b>\$1,035.67</b>
5240.00 Electronic Materials	0.00	0.00	4,238.16	\$4,238.16
5250.00 Library & Office Supplies	0.00	0.00	899.42	\$899.42
5270.00 Contracts with Public Libraries	0.00	0.00	0.00	\$0.00
5270.01 Database Fees	0.00	0.00	212.03	\$212.03
5270.02 MHLS Delivery / General Fees	0.00	0.00	6,030.00	\$6,030.00
<b>Total 5270.00 Contracts with Public Libraries</b>	<b>0.00</b>	<b>0.00</b>	<b>6,242.03</b>	<b>\$6,242.03</b>
5300.00 Postage & Freight	0.00	0.00	67.00	\$67.00
5600.00 Other Miscellaneous	0.00	0.00	99.99	\$99.99
5600.02 Programs	0.00	0.00	1,036.91	\$1,036.91
5600.05 Automation/Telecom - MHLS	0.00	0.00	371.00	\$371.00
5600.07 PR & Newsletter	0.00	0.00	39.58	\$39.58
5600.09 Payroll Service Fees	0.00	0.00	2,216.81	\$2,216.81
5600.10 Packing & Storage	0.00	0.00	56.36	\$56.36
<b>Total 5600.00 Other Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>3,820.65</b>	<b>\$3,820.65</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>39,657.01</b>	<b>\$39,657.01</b>

# Grinnell Public Library District

## Profit and Loss by Class

January - February, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
EMPLOYEE BENEFITS	0.00	0.00	0.00	\$0.00
A90108 STATE RETIREMENT SYSTEM	0.00	0.00	0.00	\$0.00
5505.02 Retirement	0.00	0.00	5,658.84	\$5,658.84
<b>Total A90108 STATE RETIREMENT SYSTEM</b>	<b>0.00</b>	<b>0.00</b>	<b>5,658.84</b>	<b>\$5,658.84</b>
A90308 SOCIAL SECURITY, EMPLOYER CONT	0.00	0.00	0.00	\$0.00
5505.01 Payroll Tax Expense (FICA)	0.00	0.00	5,021.18	\$5,021.18
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>	<b>0.00</b>	<b>0.00</b>	<b>5,021.18</b>	<b>\$5,021.18</b>
A90408 WORKERS COMPENSATION, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.03 Workers Comp.	0.00	0.00	737.68	\$737.68
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>	<b>0.00</b>	<b>0.00</b>	<b>737.68</b>	<b>\$737.68</b>
A90508 UNEMPLOYMENT INS, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.07 Unemployment Insurance Expense	0.00	0.00	1,808.13	\$1,808.13
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>	<b>0.00</b>	<b>0.00</b>	<b>1,808.13</b>	<b>\$1,808.13</b>
A90558 DISABILITY INS, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.04 Disability	0.00	0.00	318.88	\$318.88
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>	<b>0.00</b>	<b>0.00</b>	<b>318.88</b>	<b>\$318.88</b>
A90608 HOSPITAL & MED (DEN), EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.05 Health Insurance	0.00	0.00	4,844.42	\$4,844.42
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>	<b>0.00</b>	<b>0.00</b>	<b>4,844.42</b>	<b>\$4,844.42</b>
<b>Total EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>0.00</b>	<b>18,389.13</b>	<b>\$18,389.13</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$298,925.17</b>	<b>\$298,925.17</b>
NET OPERATING INCOME	\$3,722.87	\$886.06	\$ -295,189.75	\$ - 290,580.82
NET INCOME	\$3,722.87	\$886.06	\$ -295,189.75	\$ - 290,580.82

# Grinnell Public Library District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>A1001 REAL PROPERTY TAXES</b>				
4100.00 District Public Funds		1,329,676.00	-1,329,676.00	
4150.00 State Aid	0.00	7,000.00	-7,000.00	0.00 %
4170.00 Payments in Lieu of Taxes	100.00		100.00	
<b>Total 4100.00 District Public Funds</b>	<b>100.00</b>	<b>1,336,676.00</b>	<b>-1,336,576.00</b>	<b>0.01 %</b>
<b>Total A1001 REAL PROPERTY TAXES</b>	<b>100.00</b>	<b>1,336,676.00</b>	<b>-1,336,576.00</b>	<b>0.01 %</b>
<b>A2082 LIBRARY CHARGES</b>				
4500.00 Library Charges	211.00	10,000.00	-9,789.00	2.11 %
4500.01 Copier	103.05		103.05	
4500.02 Printouts/SAM	518.30		518.30	
4500.03 Faxes/Telephone	145.50		145.50	
4500.04 Book Sale	457.99		457.99	
4500.05 Lost Materials	323.00		323.00	
<b>Total 4500.00 Library Charges</b>	<b>1,758.84</b>	<b>10,000.00</b>	<b>-8,241.16</b>	<b>17.59 %</b>
<b>Total A2082 LIBRARY CHARGES</b>	<b>1,758.84</b>	<b>10,000.00</b>	<b>-8,241.16</b>	<b>17.59 %</b>
<b>A2401 INTEREST &amp; EARNINGS</b>				
4800.00 Interest Income	4,796.37	9,000.00	-4,203.63	53.29 %
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>4,796.37</b>	<b>9,000.00</b>	<b>-4,203.63</b>	<b>53.29 %</b>
<b>A2705 GIFTS &amp; DONATIONS</b>				
<b>4200.00 Gifts &amp; Endowments</b>				
4220.00 Donations	1,689.14	3,000.00	-1,310.86	56.30 %
<b>Total 4200.00 Gifts &amp; Endowments</b>	<b>1,689.14</b>	<b>3,000.00</b>	<b>-1,310.86</b>	<b>56.30 %</b>
<b>Total A2705 GIFTS &amp; DONATIONS</b>	<b>1,689.14</b>	<b>3,000.00</b>	<b>-1,310.86</b>	<b>56.30 %</b>
<b>Total Income</b>	<b>\$8,344.35</b>	<b>\$1,358,676.00</b>	<b>\$ -1,350,331.65</b>	<b>0.61 %</b>
<b>GROSS PROFIT</b>	<b>\$8,344.35</b>	<b>\$1,358,676.00</b>	<b>\$ -1,350,331.65</b>	<b>0.61 %</b>
<b>Expenses</b>				
<b>A74101 LIBRARY, PERS SERV</b>				
5500.00 Library Personnel	60,225.83	510,000.00	-449,774.17	11.81 %
<b>Total A74101 LIBRARY, PERS SERV</b>	<b>60,225.83</b>	<b>510,000.00</b>	<b>-449,774.17</b>	<b>11.81 %</b>
<b>A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>				
<b>5030.00 Equipment</b>				
5030.01 Equipment/ Copier	479.95	19,500.00	-19,020.05	2.46 %
5030.02 IT Maintenance Consultant	1,217.00	2,000.00	-783.00	60.85 %
<b>Total 5030.00 Equipment</b>	<b>1,696.95</b>	<b>21,500.00</b>	<b>-19,803.05</b>	<b>7.89 %</b>
<b>5100.00 Capital Improvement Projects</b>				
5100.05 Exterior Rehab	178,956.25	223,735.00	-223,735.00	
<b>Total 5100.00 Capital Improvement Projects</b>	<b>178,956.25</b>	<b>223,735.00</b>	<b>-44,778.75</b>	<b>79.99 %</b>
<b>Total A74102 LIBRARY, EQUIP &amp; CAP OUTLAY</b>	<b>180,653.20</b>	<b>245,235.00</b>	<b>-64,581.80</b>	<b>73.67 %</b>
<b>A74104 LIBRARY EXPENDITURES</b>				
5010.00 Professional & Consultant Fees				

# Grinnell Public Library District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5010.01 Accounting	6,393.41	38,200.00	-31,806.59	16.74 %
5010.02 Audit		13,000.00	-13,000.00	
5010.03 Professional Services	2,990.32	7,400.00	-4,409.68	40.41 %
<b>Total 5010.00 Professional &amp; Consultant Fees</b>	<b>9,383.73</b>	<b>58,600.00</b>	<b>-49,216.27</b>	<b>16.01 %</b>
5050.00 Operation & Maintenance of Bldg				
5050.01 Electricity/Gas	3,168.47	26,500.00	-23,331.53	11.96 %
5050.02 Water	149.66	750.00	-600.34	19.95 %
5050.03 Insurance - Building & D&O	2,004.94	18,000.00	-15,995.06	11.14 %
5050.04 Custodial Supp/Cleaning/Grounds	1,363.70	19,600.00	-18,236.30	6.96 %
<b>Total 5050.00 Operation &amp; Maintenance of Bldg</b>	<b>6,686.77</b>	<b>64,850.00</b>	<b>-58,163.23</b>	<b>10.31 %</b>
5070.00 Telecommunications				
5070.01 Telephone	416.10	2,800.00	-2,383.90	14.86 %
5070.02 Internet Service	612.48	5,600.00	-4,987.52	10.94 %
<b>Total 5070.00 Telecommunications</b>	<b>1,028.58</b>	<b>8,400.00</b>	<b>-7,371.42</b>	<b>12.25 %</b>
5110.00 Building Repairs & Maintenance	700.85	60,571.00	-59,870.15	1.16 %
5200.00 Print Materials Expenditures		45,000.00	-45,000.00	
5200.01 Books	5,470.15		5,470.15	
5200.02 Periodicals & Newspapers	84.00		84.00	
<b>Total 5200.00 Print Materials Expenditures</b>	<b>5,554.15</b>	<b>45,000.00</b>	<b>-39,445.85</b>	<b>12.34 %</b>
5230.00 Other Materials Expenditures		13,200.00	-13,200.00	
5230.01 AV - Books on CD	618.87		618.87	
5230.02 AV - DVD	416.80		416.80	
<b>Total 5230.00 Other Materials Expenditures</b>	<b>1,035.67</b>	<b>13,200.00</b>	<b>-12,164.33</b>	<b>7.85 %</b>
5240.00 Electronic Materials	4,238.16	35,075.00	-30,836.84	12.08 %
5250.00 Library & Office Supplies	899.42	9,400.00	-8,500.58	9.57 %
5270.00 Contracts with Public Libraries		31,000.00	-31,000.00	
5270.01 Database Fees	212.03		212.03	
5270.02 MHLS Delivery / General Fees	6,030.00		6,030.00	
<b>Total 5270.00 Contracts with Public Libraries</b>	<b>6,242.03</b>	<b>31,000.00</b>	<b>-24,757.97</b>	<b>20.14 %</b>
5300.00 Postage & Freight	67.00	195.00	-128.00	34.36 %
5600.00 Other Miscellaneous	99.99		99.99	
5600.02 Programs	1,036.91	20,000.00	-18,963.09	5.18 %
5600.03 Travel/ Conferences		6,500.00	-6,500.00	
5600.04 Dues/Workshops		750.00	-750.00	
5600.05 Automation/Telecom - MHLS	371.00	12,000.00	-11,629.00	3.09 %
5600.06 Printing		200.00	-200.00	
5600.07 PR & Newsletter	39.58	800.00	-760.42	4.95 %
5600.08 Bank Charges		50.00	-50.00	
5600.09 Payroll Service Fees	2,216.81	15,600.00	-13,383.19	14.21 %
5600.10 Packing & Storage	56.36		56.36	
<b>Total 5600.00 Other Miscellaneous</b>	<b>3,820.65</b>	<b>55,900.00</b>	<b>-52,079.35</b>	<b>6.83 %</b>
<b>Total A74104 LIBRARY EXPENDITURES</b>	<b>39,657.01</b>	<b>382,191.00</b>	<b>-342,533.99</b>	<b>10.38 %</b>

# Grinnell Public Library District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>EMPLOYEE BENEFITS</b>				
A90108 STATE RETIREMENT SYSTEM				
5505.02 Retirement	5,658.84		5,658.84	
<b>Total A90108 STATE RETIREMENT SYSTEM</b>	<b>5,658.84</b>		<b>5,658.84</b>	
A90308 SOCIAL SECURITY, EMPLOYER CONT				
5505.01 Payroll Tax Expense (FICA)	5,021.18		5,021.18	
<b>Total A90308 SOCIAL SECURITY, EMPLOYER CONT</b>	<b>5,021.18</b>		<b>5,021.18</b>	
A90408 WORKERS COMPENSATION, EMP BNFTS				
5505.03 Workers Comp.	737.68		737.68	
<b>Total A90408 WORKERS COMPENSATION, EMP BNFTS</b>	<b>737.68</b>		<b>737.68</b>	
A90508 UNEMPLOYMENT INS, EMP BNFTS				
5505.07 Unemployment Insurance Expense	1,808.13		1,808.13	
<b>Total A90508 UNEMPLOYMENT INS, EMP BNFTS</b>	<b>1,808.13</b>		<b>1,808.13</b>	
A90558 DISABILITY INS, EMP BNFTS				
5505.04 Disability	318.88		318.88	
<b>Total A90558 DISABILITY INS, EMP BNFTS</b>	<b>318.88</b>		<b>318.88</b>	
A90608 HOSPITAL & MED (DEN), EMP BNFTS				
5505.05 Health Insurance	4,844.42		4,844.42	
<b>Total A90608 HOSPITAL &amp; MED (DEN), EMP BNFTS</b>	<b>4,844.42</b>		<b>4,844.42</b>	
A90898 OTHER EMPLOYEE BENEFITS				
		221,250.00	-221,250.00	
<b>Total EMPLOYEE BENEFITS</b>	<b>18,389.13</b>	<b>221,250.00</b>	<b>-202,860.87</b>	<b>8.31 %</b>
<b>Total Expenses</b>	<b>\$298,925.17</b>	<b>\$1,358,676.00</b>	<b>\$ -1,059,750.83</b>	<b>22.00 %</b>
NET OPERATING INCOME	<b>\$ -290,580.82</b>	<b>\$0.00</b>	<b>\$ -290,580.82</b>	<b>0.00%</b>
NET INCOME	<b>\$ -290,580.82</b>	<b>\$0.00</b>	<b>\$ -290,580.82</b>	<b>0.00%</b>



# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

February 21, 2024

*Present:* District Trustees Ed Cheetham, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, DJ McErlean-Hopson, Nicole Morris. Beth Devine and Amanda Sen Villalobos were excused.

*Also Present:* Board Recorder Julie Beyer. Kristen Campbell, Library Director was excused.

**Call to Order** – The meeting was called to order by President Cheetham at 7:02 PM.

**Wednesday, March 20, 2024** – 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 January 17, 2024 meeting minutes on a motion made by President Cheetham and seconded by Trustee Morris. 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 January 2024 Audit Committee reviewed bills (bills as of February 21, 2024) for a total of \$200,928.84 on a motion by Trustee Halvey and seconded by Trustee McAlister. Motion carried. Of the invoices paid this month, there was one for the work performed by Barone Construction in the amount of \$178,956.25.

### **Liaison Reports**

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

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

*Friends* – There was no report at this time.

*Public Comment* – There was no one from the public present.

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

### **Facilities**

#### **Exterior Rehab:**

The first floor fiction and lobby windows have been installed. The library was closed a total of 5 days due to the building temperature being too cold and inaccessible entrances. These days were staggered to have less of an impact on patron use and

programming. The next big push will start the week of March 18. Right now they are doing finishing carpentry work.

**Windows:**

The windows are “coconut cream”. This color is the most closely related factory color Marvin had to match to the existing windows.

The exterior wood trim is mahogany and the Board will need to decide if the new wood will be stained or painted. President Cheetham stated he thought they had decided to stain this. Trustee Morris stated she thought the same thing. The stain will last longer than paint. The Board can discuss this further at the March meeting and President Cheetham will try to call a Building Committee meeting prior to that.

Barone will supply a mockup of samples on 2/26/24. These will include:

- (1) Painted interior wood trim sample
- (1) Painted exterior aluminum window sample
- (1) Painted wood sample (wood to match the door species and weather)
- (1) Painted wood sample for the dentils and brackets
- (2-3) Solid stained shingle samples

Once the mockups are provided, the Building Committee can meet to discuss them and give their recommendations to the Board. If the Board decides to change the color, it will be a change order and this will result in increased cost to Phase 1 of the project.

Nasim and Michael did share these concerns:

While it is possible for the windows to be painted to match the existing window color, P2G Architecture would not recommend this for the following reasons:

To paint the new windows, we will need to void the current window finish warranty.

The quality of the work and durability of the new finish that will be provided cannot be guaranteed.

As Michael stated previously when these windows were designed, we were informed that a custom color would cause the cost of these custom windows to be extremely high, which when discussed a decision was made to go with the standard color closest to the original.

President Cheetham stated the windows are finished. The Board, as a whole, decided to leave them as they are. President Cheetham will be meeting with Michael and Nasim next week to go over that and the bid specs.

**Personnel:**

Grinnell Library is in need of a part-time library clerk. JC accepted another position and could not take the offered position. **On a motion by President Cheetham and seconded by Trustee McAlister, Dijana Mladen was hired as a part-time circulation clerk. Motion carried.**

**Updates:**

The State report has been submitted to MHLS and will be ready for review at the March BOT meeting.

The audit will start 3/4/24. Trustee McErlean-Hopson asked what the Board's roll in the audit process was. Trustee Halvey stated they assist in trying to answer any questions that the Director is unsure of. He will send an email to the Director when she is back asking if she needs any additional assistance.

Friends Outback fundraiser is 3/10/24 from 11 am – 1 pm; tickets are available at the front desk.

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

*Building Committee* – President Cheetham stated they had covered all the building information in the Director's report.

*Personnel* – President Cheetham stated it is time for the Board to meet to do the Director's evaluation. Trustee McAlister asked if there was a form for the Board members to fill out and could it be emailed. Trustee McCarthy said yes.

**At 7:18 PM Trustee Halvey made a motion to enter into Executive Session to discuss a specific employee. Seconded by Trustee McAlister and carried.**

**At 7:26 PM Trustee McAlister made a motion to adjourn Executive Session and resume the regular meeting. Seconded by Trustee Halvey and carried.** There were no motions made as a result of this Executive Session.

*Governance* – President Cheetham stated the Board had been provided with copies of the proposed Patron Code of Conduct for review at the last meeting. **On a motion by Trustee Halvey and seconded by Trustee McAlister the Patron Code of Conduct was accepted as presented. Motion carried.**

**Old Business** –

Trustee Devine was not present to do her oath of office.

**New Business** –

President Cheetham stated new business was covered in the Director's report.

**Adjournment** – at 7:35 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McCarthy. Motion carried.

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary

# Memorandum of Understanding Between the Mid-Hudson Library System and Member Libraries

This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System (“System”) and its member libraries (“Member Libraries”) in the cooperative provision of public library service to the residents of the Mid-Hudson Valley. To facilitate a strong cooperative approach to meeting mutual expectations for service, the following are understood by both the Member Libraries and the System.

## Definitions

*Mid-Hudson Library System:* a cooperative public library system chartered by the New York State Board of Regents to serve Columbia, Dutchess, Greene, Putnam and Ulster Counties.

*Member Library:* association and public libraries chartered by the New York State Board of Regents who have been granted membership to the Mid-Hudson Library System by its board of trustees.

*Directors Association:* The Directors Association (DA) of the System is composed of the director or manager of each Member Library as defined by §90.8 of Commissioner’s Regulations. As per the DA bylaws, the purpose of the DA shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the staff and board of MHLS on issues pertaining to the management of services provided by MHLS including, but not limited to, collective agreements and cost sharing for services.

*Membership:* A library's membership in the System grants access to all services outlined in this memorandum; a seat on the Directors Association; and one vote at the Annual Membership Meeting of the System.

*MHLS Board of Trustees:* The System board is elected by the membership to govern the System as per New York State Education Law and Education Commissioner's Regulations.

*Resource Sharing Standards:* These are the policies and procedures adopted by the DA to govern the effective sharing of resources.

*Free Direct Access Plan:* The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations §90.3 (a) through (d)(4). This document reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The document provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

### **General Roles and Responsibilities**

The mission of the System is to uphold the public's right to free and equitable access to information and library resources, to facilitate cost-effective resource sharing, and to promote professional and inclusive library services in partnership with the Member Libraries.

Member Libraries are chartered to serve the public directly and the System serves the Member Libraries.

**A. The MID-HUDSON LIBRARY SYSTEM will, as determined appropriate by the System and consistent with applicable provisions of the Education Law and the Regulations of the Commissioner of Education:**

1. Maintain and operate an integrated library system (ILS) which supports circulation; bibliographic and patron database management; metadata; a public catalog; other resource sharing functions; a physical delivery service for the purpose of sharing materials between the member libraries; shared digital collection platform(s); support for interlibrary loan services and delivery within our region and outside of the region, as appropriate. The choice of ILS vendor and scheduling of deliveries will be done with input from the member libraries.
  - This will include:
    - Assuming the primary financial and contractual responsibility for the operation of the ILS, ILS modules, digital collection platform, and related services.
    - Researching and leading contract negotiations to purchase software as service, equipment, and supplies at the request of the MHLS Directors Association when joint purchase results in savings or efficiencies.
    - Acquiring, creating, and enhancing bibliographic records for new acquisitions as well as managing quality control and updates to the existing bibliographic records on behalf of member libraries.
    - Assisting member libraries in achieving compliance with MHLS Directors Association approved Resource Sharing Standards.
    - Carrying out the implementation of the Procedures for Resource Sharing Standards Violations, as approved by the MHLS Directors Association.
    - Supporting member libraries with local ILS installation and managing the parameters and ILS configurations to meet their needs as they evolve.
    - Maintaining the ILS and modules through upgrade installations and acting on behalf of member libraries to resolve issues as they are reported.
    - Acting as an advocate with the ILS and digital collection platform vendors to develop and enhance these services and other software to meet the needs of our member libraries.

- Acting on behalf of member libraries to integrate services and support third-party vendor integrations.
  - Providing automated library services that are consistent with accepted library standards.
  - Establishing and maintaining financial records and other supporting evidence in accordance with New York State auditing practices.
2. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
  3. Arrange training and provide consulting to member libraries on: the minimum standards for registration of public and association libraries as defined in §90.2 of Commissioner's Regulations; ILS, cataloging, and digital services centrally purchased through MHLS; issues related to services, technology, management and governance as defined in the System's five-year Plan of Service. The MHLS Directors Association (DA) will provide input on the Plan of Service and related action plans prior to approval by the MHLS Board of Trustees and State Library.
  4. Provide advocacy for libraries in the region at the state, and national levels; at the local level upon the request of a member library board; and at the county level upon the request of a county directors/library association.
  5. Carry out the Free Direct Access Plan as defined in §90.3 of the Commissioner's Regulations and approved by the State Library.
  6. Administer and provide support for state aid as mandated by the Education Commissioner's Regulations as well as any grants received by the System for the benefit of members. This includes but is not limited to Coordinated Outreach Services as mandated by section §90.3; Central Library Services Program Aid as mandated in §90.4; and State Aid for Library Construction as mandated in §90.12.
  7. Invoice member libraries based on the annual member assessment adopted by the DA.

8. Provide a means for the mutual exchange of ideas and plans for service, such as the DA, advisory committees, and listservs.
9. Communicate directly, in a timely manner, with any Member Library or libraries wishing to discuss issues.

**B. Each MEMBER LIBRARY will:**

1. Maintain its registration with the State Library via compliance with the minimum standards detailed in §90.2 of Commissioner's Regulations.
2. Employ a paid director or interim director as per §90.2 of Commissioner's Regulations.
3. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
4. Ensure library directors are active participants in the DA which includes staying abreast of current topics of conversation, providing feedback to their county's representatives to DA advisory committees, and regular participation at DA meetings as local conditions allow.
5. Assume responsibility for its portion of the annual member assessment, including the Members Capital Fee, and for its portion of any ILS enhancement or product, based on recommendation by the DA, for MHLS to license through a cost-share agreement.
6. Adhere to the Resource Sharing Standards, including but not limited to purchasing levels.
7. Uphold that the ILS database is intended to contain all the Member Library's materials and registered borrowers, and to that end, agree to the following:
  - To enter or supply data for entry into the ILS database of patron and bibliographic information.



- To enter data only by properly trained personnel with the understanding that MHLS reserves the right to correct, add, modify, or delete bibliographic records and holdings information in keeping with professional standards and established procedures.
  - Keep patron and item records current and edit and delete holdings as necessary.
8. Provide borrowing privileges to patrons of other libraries in the System area as per New York State Education Law §272(g) and as provided for in the System's state-approved Free Direct Access Plan.
  9. Participate in the Interlibrary Loan Service within the System area.
  10. Purchase, install and maintain equipment and internet connectivity as specified by the Integrated Library System (ILS) vendor. This includes a static IP and adequate bandwidth to support the ILS given staff and patron needs.
  11. Maintain password control of access to the ILS and ensure that patron data and transactional information extracted from the ILS is securely stored, transferred and posted using currently acceptable secure methods. Extraction of personally identifiable information is limited to the patron or transactional information necessary for the operation of the library.
  12. Pay for any contractual obligations, e.g., additional user licenses and specialized services, that the Member Library chooses to add beyond MHLS's obligations as outlined above.
  13. Monitor the MHLS-Notices and MHLS-Alerts listservs for MHLS Action Memos and critical calls to action and respond by stated deadlines.
  14. Provide the various reports required by the New York State Library by stated deadlines.
  15. Ensure its trustees and staff are informed about events and services available from the System and keep the System informed of the services they desire.

**C. TITLE TO SYSTEM DATABASE:** The ILS bibliographic and patron database is understood to be the collective property of MHLS and all MHLS Member Libraries. A Member Library shall have the right to acquire, at its own expense, a machine-readable copy of its own holdings in the database, including title, item, current transactions, and patron records as they relate to the Member Library's chartered service area. Requests for machine-readable copies of parts of the database other than a Member Library's own holdings must be made in writing, explaining the intended use, to MHLS and any affected Member Library for their approval.

**D. COMPLAINT PROCESS:**

The System and Member Libraries agree to implement and adhere to the following process, to help ensure a fair and efficient resolution of any concerns by Member Libraries regarding compliance by the System or another Member Library with the agreements set forth in this Memorandum of Understanding. The following process shall be used to assist resolution of any complaint by a Member Library against the System or another Member Library, regarding any issue or issues governed by this Memorandum of Understanding; provided, however, that Member Libraries are required to follow the "Approved Procedures for Resource Sharing Standards Violation" found in the Resource Sharing Standards (incorporated herein by reference and cited below as Exhibit B), with regard to any Resource Sharing Standards Violation.

a. **Complaint Against a Member Library:**

The library director of a Member Library should first reach out to the Member Library in question to informally seek a resolution. If the complaining Member Library is not satisfied with the results of that effort, the library director may, with the approval of the Member Library's board of trustees, submit a written complaint to the MHLS Executive Director to request assistance. The written complaint should include the nature of the complaint, detailed information including evidence of the concern, and the outcome desired by the complaining Member Library. A copy of the written complaint should be provided to the Member Library that is the subject of the complaint. That Member Library should provide a written response to the MHLS Executive Director, with a copy to the complaining Member Library, within two weeks of receipt of the written complaint. The MHLS Executive Director will work with both Member Libraries, and their boards of trustees as appropriate, toward a resolution of the concern.

**b. Complaint Against MHLS:**

The director of a Member Library should first reach out to the MHLS Executive Director to informally seek a resolution. If a Member Library is not satisfied by the results of these efforts, the Member Library's board of trustees may submit a written complaint to the MHLS Executive Director, with copies to the MHLS Board President and the Chair of the DA. If the Member Library's board of trustees is not satisfied by the response from MHLS, the complaining Member Library's board of trustees may request a meeting with the MHLS Board to discuss and seek a resolution.

**E. ARBITRATION:** In the event that informal efforts to resolve disputes pursuant to paragraph D are unsuccessful, any dispute, controversy or claim arising out of or relating to this Memorandum of Understanding shall be determined not in a court of law, but instead by a single neutral arbitrator agreed upon by the complaining Member Library or Libraries, any Member Library that is a subject of the complaint, and MHLS (collectively, the "Parties to the Arbitration"), in Dutchess County, State of New York, in binding arbitration pursuant to the arbitration rules of the American Arbitration Association then in effect. The written decision of the arbitrator shall be final and binding in all respects and may be entered and enforced in any court of competent jurisdiction. The cost of arbitration shall be shared equally by the Parties to the Arbitration. Each of the Parties to the Arbitration shall pay its own fees and expenses, unless otherwise determined by the Arbitrator.

**F. INDEMNIFICATION WAIVERS:** Liability: Each Member Library agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for the failure by MHLS to perform any of the obligations of MHLS as provided in this Agreement. The System agrees that in the absence of gross negligence on the part of a Member Library, a Member Library shall not be liable for compromising the integrity of the ILS.

**G. TERMINATION:** This Memorandum of Understanding is ongoing until superseded pursuant to paragraph I, and may be terminated with respect to a Member Library and its participation in MHLS, by the Member Library or by MHLS, only pursuant to the following conditions for termination:

1. Termination by MHLS: MHLS may terminate this agreement upon six (6) months' written notice to a Member Library if MHLS reasonably concludes that:
  - a. A Member Library is, at the time of the written notice, more than two member assessment payments in arrears on outstanding obligations owed to MHLS;
  - b. A Member Library has breached any material operation procedure(s) or rule(s) for participation in MHLS, including Resource Sharing Standards, and has failed to correct this situation after review and recommendation by the DA; or
  - c. A Member Library has ceased to function as a chartered organization.
2. Termination by a Member Library: A Member Library may terminate this agreement by providing written notice to MHLS six (6) months prior to the anniversary date of MHLS signing the ILS contract. Such termination shall not relieve a Member Library from the obligation to complete payment of all outstanding obligations to MHLS.
3. If MHLS ceases to exist, in which case property of the System will be distributed as required by Education Commissioner Regulations.

**H. APPLICABLE LAW:** The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to System services, including automated circulation.

**I. RENEWING AGREEMENT & EFFECTIVE DATE:** By signing this document a Member Library is renewing its MHLS membership, including but not limited to its agreement for automated library services provided through the MHLS. This Memorandum of Understanding, with attached exhibits, constitutes the entire agreement of the parties and supersedes and replaces any previous Memorandum or Document of Understanding an Automation Agreements between the parties This Agreement is in effect as of May 1, 2024, and remains in effect unless superseded by a subsequent written agreement approved by the MHLS Board of Trustees. Any Member Library failing to sign this document by April 30, 2024, forfeits its participation in MHLS, including but not limited to access to automated library services provided through MHLS.

**J. REVIEW OF AGREEMENT:** This Memorandum of Understanding (MOU) will be reviewed triennially, or sooner if conditions warrant, by the DA’s System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the DA on the SSAC review of the MOU. Any recommended changes by the DA to the MOU will be forwarded by the DA to the MHLS Executive Director for consideration of and approval by the MHLS Board. It is recommended that library boards review this document at least every three years to ensure expectations are clear. All new directors will receive an orientation to the MOU from the MHLS Executive Director. If no changes have been instituted by the MHLS Board within a ten-year period, the document will be re-signed to confirm all directors and boards have agreed to it.

**K. SIGNATORS:** The undersigned hereby agree as stipulated above:

----- Board President Signature	----- Library	----- DATE
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----- Library Director Signature	----- DATE
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----- Board President, MHLS	----- DATE
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----- Executive Director, MHLS	----- DATE
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Approved by the MHLS Directors Association: November 15, 2023  
 Approved by the MHLS Board of Trustees: December 6, 2023

*Memorandum of Understanding Exhibits*

Exhibit A: [Resource Sharing Standards](#)

Exhibit B: [Resource Sharing Standards Violation: Approved Procedures](#)

Exhibit C: [Free Direct Access Plan](#)

## **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.

By using the community room, individuals and groups agree to be held responsible for any damage or liabilities arising from their activities in or use of the community room.

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

Incorporated organizations who are 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.

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 and will be personally responsible for any damage to the community room and its contents arising from this use of the community room.

If I represent an incorporated non-profit organization or a for-profit entity, I agree to provide a Certificate of Insurance (COI) naming the library as an additional insured party prior to my use of the room.

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



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.