



Board of Trustees Meeting, Grinnell Public Library District:
Agenda for April 17, 2024

Call to order

Motion to Accept minutes from March 2024 Board Meeting
V.P. of Finances Report and Monthly Vouchers

Liaison Reports

- **Village of Wappingers Falls**
- **Town of Wappinger**
- **Friends of Grinnell**
- **Public Comment**

Executive Director's Report:

Committee Reports

- **Finance:**
- **Governance:** Review Tutoring Policy (see attached)
- **Personnel:**
- **Building Committee:**

New Business: Asking the state to install a flashing crosswalk signal to cross East Main Street at Spring St. and Satterlee Pl.

Adjournment

Next meeting: May 15, 2024



Director's Report

April 2024

Building

Non-fiction room work has been completed. Room will be back open to the public the week of April 15, 2024. Nasim and Michael conducted an onsite meeting with Barone 4/11/2024 to review current work. Work is close to completion for the first phase; painting and trim work will be completed in the coming weeks scheduled to finish by the May 31 completion date.

The bidding period for the next phase has been pushed back due to delays in getting information from QUEST and Marvin (window manufacturer). P2G Architecture is expecting to have full drawings after receiving needed information the week of April 22 to go out to bid the week of April 29 with the goal of starting the next phase in June.

Personnel:

Hiring will continue for two part-time clerk positions. Along with circulation desk duties one will be a passport acceptance agent and the other will help with adult programming. Passports are on track to be started Fall 2024 after summer reading.

Programs of Note:

Carnwath Seed Library – Kick-off Garden Party - April 6th (75 ppl)



Eclipse: GPLD gave away 450 eclipse glasses including 30 corresponding make and take kits. Staff answered more than 300 calls leading up to the solar eclipse on Monday April 8.

GPLD has been actively increasing their program offerings including a stretch and stabilization class for seniors that will be continued to be offered weekly (except in July and August). Carol and Lisa Platt wrote “We would like to express how beneficial exercise class has been to us...we appreciate the library offering classes that are no cost to seniors that are on a budget” (April 10, 2024).

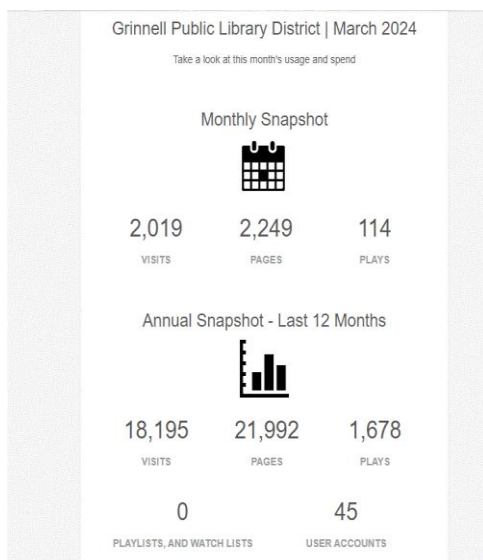
Monthly watercolor and acrylic classes fill up as soon as they are announced with a substantial wait list. We have received much positive feedback about the classes, also thanking the library for offering them.



Statistics: Hoopla 2024

DATE	AUDIOBOOKS COUNT	BINGEPASSES COUNT	COMICS COUNT	EBOOKS COUNT	MOVIES COUNT	MUSIC COUNT	TELEVISION COUNT	TOTAL
Jan 2024	209	5	20	135	15	11	23	418
Feb 2024	199	4	17	111	12	12	9	364
Mar 2024	226	1	14	142	27	7	15	432
Apr 2024	96	1	4	71	10	4	9	195
Totals	730	11	55	459	64	34	56	1409

Kanopy 2024



Respectively Submitted by Kristen Campbell

Grinnell Public Library District

Balance Sheet

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
A200 CASH	0.00	0.00
1010.02 Mahopac - Operating Fund	1,102,895.69	2,219,593.20
1010.08 Mahopac - Operating x9773	1,000.00	3,722.98
1010.10 DC Grant (85632)	0.00	343.77
1010.11 Mahopac-Muni Split Tier Savings	1,265,469.29	1,015,141.98
Total A200 CASH	2,369,364.98	3,238,801.93
Total Bank Accounts	\$2,369,364.98	\$3,238,801.93
Accounts Receivable		
A380 ACCOUNTS RECEIVABLE	0.00	0.00
1100.00 Accounts Receivable	42,977.91	0.00
Total A380 ACCOUNTS RECEIVABLE	42,977.91	0.00
Total Accounts Receivable	\$42,977.91	\$0.00
Other Current Assets		
A480 PREPAID EXPENSES	0.00	0.00
1175.00 Prepaid Insurance	7,871.66	7,580.57
1180.00 Prepaid Expense	7,299.73	4,852.94
Total A480 PREPAID EXPENSES	15,171.39	12,433.51
Total Other Current Assets	\$15,171.39	\$12,433.51
Total Current Assets	\$2,427,514.28	\$3,251,235.44
TOTAL ASSETS	\$2,427,514.28	\$3,251,235.44
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
A600 ACCOUNTS PAYABLE	0.00	0.00
2100.00 Accounts Payable	99,649.30	24,885.54
Total A600 ACCOUNTS PAYABLE	99,649.30	24,885.54
Total Accounts Payable	\$99,649.30	\$24,885.54
Other Current Liabilities		
A600-2 OTHER ACCOUNTS PAYABLE	0.00	0.00
2245.00 414H Retirement Payable	0.00	14.08
2246.00 457B Retirement Payable	-1,150.14	-1,151.14
Total A600-2 OTHER ACCOUNTS PAYABLE	-1,150.14	-1,137.06
A601 ACCRUED LIABILITIES	0.00	0.00
2300.00 Accrued Expense	3,262.50	3,250.00

Grinnell Public Library District

Balance Sheet

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Total A601 ACCRUED LIABILITIES	3,262.50	3,250.00
Total Other Current Liabilities	\$2,112.36	\$2,112.94
Total Current Liabilities	\$101,761.66	\$26,998.48
Total Liabilities	\$101,761.66	\$26,998.48
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	-476,846.23	908,164.59
Total Equity	\$2,325,752.62	\$3,224,236.96
TOTAL LIABILITIES AND EQUITY	\$2,427,514.28	\$3,251,235.44

Grinnell Public Library District

Profit and Loss January - March, 2024

	TOTAL		
	JAN - MAR, 2024	JAN - MAR, 2023 (PY)	% CHANGE
Income			
A1001 REAL PROPERTY TAXES	0.00	0.00	
4100.00 District Public Funds	0.00	0.00	
4120.00 District Property Taxes T/Wapp	0.00	1,090,244.09	-100.00 %
4170.00 Payments in Lieu of Taxes	100.00	0.00	
Total 4100.00 District Public Funds	100.00	1,090,244.09	-99.99 %
Total A1001 REAL PROPERTY TAXES	100.00	1,090,244.09	-99.99 %
A2082 LIBRARY CHARGES	0.00	0.00	
4500.00 Library Charges	300.75	814.95	-63.10 %
4500.01 Copier	156.80	140.35	11.72 %
4500.02 Printouts/SAM	769.73	581.66	32.33 %
4500.03 Faxes/Telephone	207.00	241.25	-14.20 %
4500.04 Book Sale	658.00	536.15	22.73 %
4500.05 Lost Materials	361.00	272.34	32.55 %
Total 4500.00 Library Charges	2,453.28	2,586.70	-5.16 %
Total A2082 LIBRARY CHARGES	2,453.28	2,586.70	-5.16 %
A2401 INTEREST & EARNINGS	0.00	0.00	
4800.00 Interest Income	7,262.51	5,337.96	36.05 %
Total A2401 INTEREST & EARNINGS	7,262.51	5,337.96	36.05 %
A2680 INSURANCE RECOVERIES	0.00	0.00	
4850.00 Insurance Recoveries	0.00	100.00	-100.00 %
Total A2680 INSURANCE RECOVERIES	0.00	100.00	-100.00 %
A2705 GIFTS & DONATIONS	0.00	0.00	
4200.00 Gifts & Endowments	0.00	0.00	
4220.00 Donations	1,810.71	598.30	202.64 %
Total 4200.00 Gifts & Endowments	1,810.71	598.30	202.64 %
4210.00 Grants - Non Library System	0.00	480.00	-100.00 %
Total A2705 GIFTS & DONATIONS	1,810.71	1,078.30	67.92 %
Total Income	\$11,626.50	\$1,099,347.05	-98.94 %
GROSS PROFIT	\$11,626.50	\$1,099,347.05	-98.94 %
Expenses			
A74101 LIBRARY, PERS SERV	0.00	0.00	
5500.00 Library Personnel	95,004.84	92,988.40	2.17 %
Total A74101 LIBRARY, PERS SERV	95,004.84	92,988.40	2.17 %

Grinnell Public Library District

Profit and Loss January - March, 2024

	TOTAL		
	JAN - MAR, 2024	JAN - MAR, 2023 (PY)	% CHANGE
A74102 LIBRARY, EQUIP & CAP OUTLAY	0.00	0.00	
5030.00 Equipment	0.00	0.00	
5030.01 Equipment/ Copier	686.84	982.29	-30.08 %
5030.02 IT Maintenance Consultant	1,217.00	674.80	80.35 %
Total 5030.00 Equipment	1,903.84	1,657.09	14.89 %
5100.00 Capital Improvement Projects	0.00	1,550.00	-100.00 %
5100.05 Exterior Rehab	301,796.25	7,616.88	3,862.20 %
Total 5100.00 Capital Improvement Projects	301,796.25	9,166.88	3,192.25 %
Total A74102 LIBRARY, EQUIP & CAP OUTLAY	303,700.09	10,823.97	2,705.81 %
A74104 LIBRARY EXPENDITURES	0.00	0.00	
5010.00 Professional & Consultant Fees	0.00	0.00	
5010.01 Accounting	9,582.02	9,603.03	-0.22 %
5010.03 Professional Services	3,344.48	1,339.15	149.75 %
Total 5010.00 Professional & Consultant Fees	12,926.50	10,942.18	18.13 %
5050.00 Operation & Maintenance of Bldg	0.00	0.00	
5050.01 Electricity/Gas	4,874.92	6,538.58	-25.44 %
5050.02 Water	149.66	115.47	29.61 %
5050.03 Insurance - Building & D&O	3,007.41	2,723.25	10.43 %
5050.04 Custodial Supp/Cleaning/Grounds	2,320.61	1,840.73	26.07 %
Total 5050.00 Operation & Maintenance of Bldg	10,352.60	11,218.03	-7.71 %
5070.00 Telecommunications	0.00	0.00	
5070.01 Telephone	618.14	589.77	4.81 %
5070.02 Internet Service	1,039.12	1,185.87	-12.37 %
Total 5070.00 Telecommunications	1,657.26	1,775.64	-6.67 %
5110.00 Building Repairs & Maintenance	720.85	4,360.26	-83.47 %
5200.00 Print Materials Expenditures	0.00	0.00	
5200.01 Books	8,785.53	9,287.40	-5.40 %
5200.02 Periodicals & Newspapers	126.00	123.00	2.44 %
Total 5200.00 Print Materials Expenditures	8,911.53	9,410.40	-5.30 %
5230.00 Other Materials Expenditures	0.00	0.00	
5230.01 AV - Books on CD	867.70	384.29	125.79 %
5230.02 AV - DVD	1,020.30	1,505.31	-32.22 %
Total 5230.00 Other Materials Expenditures	1,888.00	1,889.60	-0.08 %
5240.00 Electronic Materials	7,704.13	6,059.34	27.14 %
5250.00 Library & Office Supplies	2,624.38	1,446.41	81.44 %
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 %
Total 5270.00 Contracts with Public Libraries	6,242.03	7,374.00	-15.35 %
5300.00 Postage & Freight	67.00	0.00	

Grinnell Public Library District

Profit and Loss January - March, 2024

	TOTAL		
	JAN - MAR, 2024	JAN - MAR, 2023 (PY)	% CHANGE
5330.00 Interest Expense	0.00	3.39	-100.00 %
5600.00 Other Miscellaneous	477.99	0.00	
5600.02 Programs	2,963.78	400.00	640.95 %
5600.03 Travel/ Conferences	19.39	0.00	
5600.05 Automation/Telecom - MHLS	371.00	0.00	
5600.07 PR & Newsletter	88.98	0.00	
5600.08 Bank Charges	1.00	35.00	-97.14 %
5600.09 Payroll Service Fees	3,315.54	3,181.34	4.22 %
5600.10 Packing & Storage	56.36	0.00	
Total 5600.00 Other Miscellaneous	7,294.04	3,616.34	101.70 %
Total A74104 LIBRARY EXPENDITURES	60,388.32	58,095.59	3.95 %
EMPLOYEE BENEFITS	0.00	0.00	
A90108 STATE RETIREMENT SYSTEM	0.00	0.00	
5505.02 Retirement	8,488.22	8,409.28	0.94 %
Total A90108 STATE RETIREMENT SYSTEM	8,488.22	8,409.28	0.94 %
A90308 SOCIAL SECURITY, EMPLOYER CONT	0.00	0.00	
5505.01 Payroll Tax Expense (FICA)	7,581.21	7,138.79	6.20 %
Total A90308 SOCIAL SECURITY, EMPLOYER CONT	7,581.21	7,138.79	6.20 %
A90408 WORKERS COMPENSATION, EMP BNFTS	0.00	0.00	
5505.03 Workers Comp.	1,074.97	936.70	14.76 %
Total A90408 WORKERS COMPENSATION, EMP BNFTS	1,074.97	936.70	14.76 %
A90508 UNEMPLOYMENT INS, EMP BNFTS	0.00	0.00	
5505.07 Unemployment Insurance Expense	2,489.48	2,343.83	6.21 %
Total A90508 UNEMPLOYMENT INS, EMP BNFTS	2,489.48	2,343.83	6.21 %
A90558 DISABILITY INS, EMP BNFTS	0.00	0.00	
5505.04 Disability	476.40	676.56	-29.58 %
Total A90558 DISABILITY INS, EMP BNFTS	476.40	676.56	-29.58 %
A90608 HOSPITAL & MED (DEN), EMP BNFTS	0.00	0.00	
5505.05 Health Insurance	9,269.20	9,769.34	-5.12 %
Total A90608 HOSPITAL & MED (DEN), EMP BNFTS	9,269.20	9,769.34	-5.12 %
Total EMPLOYEE BENEFITS	29,379.48	29,274.50	0.36 %
Total Expenses	\$488,472.73	\$191,182.46	155.50 %
NET OPERATING INCOME	\$ -476,846.23	\$908,164.59	-152.51 %
NET INCOME	\$ -476,846.23	\$908,164.59	-152.51 %

Grinnell Public Library District

Profit and Loss by Class

January - March, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
Income				
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
Total 4100.00 District Public Funds	0.00	0.00	100.00	\$100.00
Total A1001 REAL PROPERTY TAXES	0.00	0.00	100.00	\$100.00
A2082 LIBRARY CHARGES	0.00	0.00	0.00	\$0.00
4500.00 Library Charges	0.00	0.00	300.75	\$300.75
4500.01 Copier	0.00	0.00	156.80	\$156.80
4500.02 Printouts/SAM	0.00	0.00	769.73	\$769.73
4500.03 Faxes/Telephone	0.00	0.00	207.00	\$207.00
4500.04 Book Sale	0.00	0.00	658.00	\$658.00
4500.05 Lost Materials	0.00	0.00	361.00	\$361.00
Total 4500.00 Library Charges	0.00	0.00	2,453.28	\$2,453.28
Total A2082 LIBRARY CHARGES	0.00	0.00	2,453.28	\$2,453.28
A2401 INTEREST & EARNINGS	0.00	0.00	0.00	\$0.00
4800.00 Interest Income	5,651.70	1,345.11	265.70	\$7,262.51
Total A2401 INTEREST & EARNINGS	5,651.70	1,345.11	265.70	\$7,262.51
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	1,810.71	\$1,810.71
Total 4200.00 Gifts & Endowments	0.00	0.00	1,810.71	\$1,810.71
Total A2705 GIFTS & DONATIONS	0.00	0.00	1,810.71	\$1,810.71
Total Income	\$5,651.70	\$1,345.11	\$4,629.69	\$11,626.50
GROSS PROFIT	\$5,651.70	\$1,345.11	\$4,629.69	\$11,626.50
Expenses				
A74101 LIBRARY, PERS SERV	0.00	0.00	0.00	\$0.00
5500.00 Library Personnel	0.00	0.00	95,004.84	\$95,004.84
Total A74101 LIBRARY, PERS SERV	0.00	0.00	95,004.84	\$95,004.84
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	686.84	\$686.84
5030.02 IT Maintenance Consultant	0.00	0.00	1,217.00	\$1,217.00
Total 5030.00 Equipment	0.00	0.00	1,903.84	\$1,903.84

Grinnell Public Library District

Profit and Loss by Class

January - March, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
5100.00 Capital Improvement Projects	0.00	0.00	0.00	\$0.00
5100.05 Exterior Rehab	0.00	0.00	301,796.25	\$301,796.25
Total 5100.00 Capital Improvement Projects	0.00	0.00	301,796.25	\$301,796.25
Total A74102 LIBRARY, EQUIP & CAP OUTLAY	0.00	0.00	303,700.09	\$303,700.09
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	9,582.02	\$9,582.02
5010.03 Professional Services	0.00	0.00	3,344.48	\$3,344.48
Total 5010.00 Professional & Consultant Fees	0.00	0.00	12,926.50	\$12,926.50
5050.00 Operation & Maintenance of Bldg	0.00	0.00	0.00	\$0.00
5050.01 Electricity/Gas	0.00	0.00	4,874.92	\$4,874.92
5050.02 Water	0.00	0.00	149.66	\$149.66
5050.03 Insurance - Building & D&O	0.00	0.00	3,007.41	\$3,007.41
5050.04 Custodial Supp/Cleaning/Grounds	0.00	0.00	2,320.61	\$2,320.61
Total 5050.00 Operation & Maintenance of Bldg	0.00	0.00	10,352.60	\$10,352.60
5070.00 Telecommunications	0.00	0.00	0.00	\$0.00
5070.01 Telephone	0.00	0.00	618.14	\$618.14
5070.02 Internet Service	0.00	0.00	1,039.12	\$1,039.12
Total 5070.00 Telecommunications	0.00	0.00	1,657.26	\$1,657.26
5110.00 Building Repairs & Maintenance	0.00	0.00	720.85	\$720.85
5200.00 Print Materials Expenditures	0.00	0.00	0.00	\$0.00
5200.01 Books	0.00	0.00	8,785.53	\$8,785.53
5200.02 Periodicals & Newspapers	0.00	0.00	126.00	\$126.00
Total 5200.00 Print Materials Expenditures	0.00	0.00	8,911.53	\$8,911.53
5230.00 Other Materials Expenditures	0.00	0.00	0.00	\$0.00
5230.01 AV - Books on CD	0.00	0.00	867.70	\$867.70
5230.02 AV - DVD	0.00	0.00	1,020.30	\$1,020.30
Total 5230.00 Other Materials Expenditures	0.00	0.00	1,888.00	\$1,888.00
5240.00 Electronic Materials	0.00	0.00	7,704.13	\$7,704.13
5250.00 Library & Office Supplies	0.00	0.00	2,624.38	\$2,624.38
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
Total 5270.00 Contracts with Public Libraries	0.00	0.00	6,242.03	\$6,242.03
5300.00 Postage & Freight	0.00	0.00	67.00	\$67.00

Grinnell Public Library District

Profit and Loss by Class

January - March, 2024

	CAPITAL RESERVE	NON-CAPITAL RESERVE	NOT SPECIFIED	TOTAL
5600.00 Other Miscellaneous	0.00	0.00	477.99	\$477.99
5600.02 Programs	0.00	0.00	2,963.78	\$2,963.78
5600.03 Travel/ Conferences	0.00	0.00	19.39	\$19.39
5600.05 Automation/Telecom - MHLS	0.00	0.00	371.00	\$371.00
5600.07 PR & Newsletter	0.00	0.00	88.98	\$88.98
5600.08 Bank Charges	0.00	0.00	1.00	\$1.00
5600.09 Payroll Service Fees	0.00	0.00	3,315.54	\$3,315.54
5600.10 Packing & Storage	0.00	0.00	56.36	\$56.36
Total 5600.00 Other Miscellaneous	0.00	0.00	7,294.04	\$7,294.04
Total A74104 LIBRARY EXPENDITURES	0.00	0.00	60,388.32	\$60,388.32
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	8,488.22	\$8,488.22
Total A90108 STATE RETIREMENT SYSTEM	0.00	0.00	8,488.22	\$8,488.22
A90308 SOCIAL SECURITY, EMPLOYER CONT	0.00	0.00	0.00	\$0.00
5505.01 Payroll Tax Expense (FICA)	0.00	0.00	7,581.21	\$7,581.21
Total A90308 SOCIAL SECURITY, EMPLOYER CONT	0.00	0.00	7,581.21	\$7,581.21
A90408 WORKERS COMPENSATION, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.03 Workers Comp.	0.00	0.00	1,074.97	\$1,074.97
Total A90408 WORKERS COMPENSATION, EMP BNFTS	0.00	0.00	1,074.97	\$1,074.97
A90508 UNEMPLOYMENT INS, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.07 Unemployment Insurance Expense	0.00	0.00	2,489.48	\$2,489.48
Total A90508 UNEMPLOYMENT INS, EMP BNFTS	0.00	0.00	2,489.48	\$2,489.48
A90558 DISABILITY INS, EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.04 Disability	0.00	0.00	476.40	\$476.40
Total A90558 DISABILITY INS, EMP BNFTS	0.00	0.00	476.40	\$476.40
A90608 HOSPITAL & MED (DEN), EMP BNFTS	0.00	0.00	0.00	\$0.00
5505.05 Health Insurance	0.00	0.00	9,269.20	\$9,269.20
Total A90608 HOSPITAL & MED (DEN), EMP BNFTS	0.00	0.00	9,269.20	\$9,269.20
Total EMPLOYEE BENEFITS	0.00	0.00	29,379.48	\$29,379.48
Total Expenses	\$0.00	\$0.00	\$488,472.73	\$488,472.73
NET OPERATING INCOME	\$5,651.70	\$1,345.11	\$ -483,843.04	\$ - 476,846.23
NET INCOME	\$5,651.70	\$1,345.11	\$ -483,843.04	\$ - 476,846.23

Grinnell Public Library District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
A1001 REAL PROPERTY TAXES				
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	
Total 4100.00 District Public Funds	100.00	1,336,676.00	-1,336,576.00	0.01 %
Total A1001 REAL PROPERTY TAXES	100.00	1,336,676.00	-1,336,576.00	0.01 %
A2082 LIBRARY CHARGES				
4500.00 Library Charges	300.75	10,000.00	-9,699.25	3.01 %
4500.01 Copier	156.80		156.80	
4500.02 Printouts/SAM	769.73		769.73	
4500.03 Faxes/Telephone	207.00		207.00	
4500.04 Book Sale	658.00		658.00	
4500.05 Lost Materials	361.00		361.00	
Total 4500.00 Library Charges	2,453.28	10,000.00	-7,546.72	24.53 %
Total A2082 LIBRARY CHARGES	2,453.28	10,000.00	-7,546.72	24.53 %
A2401 INTEREST & EARNINGS				
4800.00 Interest Income	7,262.51	9,000.00	-1,737.49	80.69 %
Total A2401 INTEREST & EARNINGS	7,262.51	9,000.00	-1,737.49	80.69 %
A2705 GIFTS & DONATIONS				
4200.00 Gifts & Endowments				
4220.00 Donations	1,810.71	3,000.00	-1,189.29	60.36 %
Total 4200.00 Gifts & Endowments	1,810.71	3,000.00	-1,189.29	60.36 %
Total A2705 GIFTS & DONATIONS	1,810.71	3,000.00	-1,189.29	60.36 %
Total Income	\$11,626.50	\$1,358,676.00	\$ -1,347,049.50	0.86 %
GROSS PROFIT	\$11,626.50	\$1,358,676.00	\$ -1,347,049.50	0.86 %
Expenses				
A74101 LIBRARY, PERS SERV				
5500.00 Library Personnel	95,004.84	510,000.00	-414,995.16	18.63 %
Total A74101 LIBRARY, PERS SERV	95,004.84	510,000.00	-414,995.16	18.63 %
A74102 LIBRARY, EQUIP & CAP OUTLAY				
5030.00 Equipment				
5030.01 Equipment/ Copier	686.84	19,500.00	-18,813.16	3.52 %
5030.02 IT Maintenance Consultant	1,217.00	2,000.00	-783.00	60.85 %
Total 5030.00 Equipment	1,903.84	21,500.00	-19,596.16	8.86 %
5100.00 Capital Improvement Projects				
5100.05 Exterior Rehab	301,796.25	223,735.00	301,796.25	
Total 5100.00 Capital Improvement Projects	301,796.25	223,735.00	78,061.25	134.89 %
Total A74102 LIBRARY, EQUIP & CAP OUTLAY	303,700.09	245,235.00	58,465.09	123.84 %
A74104 LIBRARY EXPENDITURES				
5010.00 Professional & Consultant Fees				

Grinnell Public Library District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5010.01 Accounting	9,582.02	38,200.00	-28,617.98	25.08 %
5010.02 Audit		13,000.00	-13,000.00	
5010.03 Professional Services	3,344.48	7,400.00	-4,055.52	45.20 %
Total 5010.00 Professional & Consultant Fees	12,926.50	58,600.00	-45,673.50	22.06 %
5050.00 Operation & Maintenance of Bldg				
5050.01 Electricity/Gas	4,874.92	26,500.00	-21,625.08	18.40 %
5050.02 Water	149.66	750.00	-600.34	19.95 %
5050.03 Insurance - Building & D&O	3,007.41	18,000.00	-14,992.59	16.71 %
5050.04 Custodial Supp/Cleaning/Grounds	2,320.61	19,600.00	-17,279.39	11.84 %
Total 5050.00 Operation & Maintenance of Bldg	10,352.60	64,850.00	-54,497.40	15.96 %
5070.00 Telecommunications				
5070.01 Telephone	618.14	2,800.00	-2,181.86	22.08 %
5070.02 Internet Service	1,039.12	5,600.00	-4,560.88	18.56 %
Total 5070.00 Telecommunications	1,657.26	8,400.00	-6,742.74	19.73 %
5110.00 Building Repairs & Maintenance	720.85	60,571.00	-59,850.15	1.19 %
5200.00 Print Materials Expenditures		45,000.00	-45,000.00	
5200.01 Books	8,785.53		8,785.53	
5200.02 Periodicals & Newspapers	126.00		126.00	
Total 5200.00 Print Materials Expenditures	8,911.53	45,000.00	-36,088.47	19.80 %
5230.00 Other Materials Expenditures		13,200.00	-13,200.00	
5230.01 AV - Books on CD	867.70		867.70	
5230.02 AV - DVD	1,020.30		1,020.30	
Total 5230.00 Other Materials Expenditures	1,888.00	13,200.00	-11,312.00	14.30 %
5240.00 Electronic Materials	7,704.13	35,075.00	-27,370.87	21.96 %
5250.00 Library & Office Supplies	2,624.38	9,400.00	-6,775.62	27.92 %
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	
Total 5270.00 Contracts with Public Libraries	6,242.03	31,000.00	-24,757.97	20.14 %
5300.00 Postage & Freight	67.00	195.00	-128.00	34.36 %
5600.00 Other Miscellaneous	477.99		477.99	
5600.02 Programs	2,963.78	20,000.00	-17,036.22	14.82 %
5600.03 Travel/ Conferences	19.39	6,500.00	-6,480.61	0.30 %
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	88.98	800.00	-711.02	11.12 %
5600.08 Bank Charges	1.00	50.00	-49.00	2.00 %
5600.09 Payroll Service Fees	3,315.54	15,600.00	-12,284.46	21.25 %
5600.10 Packing & Storage	56.36		56.36	
Total 5600.00 Other Miscellaneous	7,294.04	55,900.00	-48,605.96	13.05 %
Total A74104 LIBRARY EXPENDITURES	60,388.32	382,191.00	-321,802.68	15.80 %

Grinnell Public Library District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
EMPLOYEE BENEFITS				
A90108 STATE RETIREMENT SYSTEM				
5505.02 Retirement	8,488.22		8,488.22	
Total A90108 STATE RETIREMENT SYSTEM	8,488.22		8,488.22	
A90308 SOCIAL SECURITY, EMPLOYER CONT				
5505.01 Payroll Tax Expense (FICA)	7,581.21		7,581.21	
Total A90308 SOCIAL SECURITY, EMPLOYER CONT	7,581.21		7,581.21	
A90408 WORKERS COMPENSATION, EMP BNFTS				
5505.03 Workers Comp.	1,074.97		1,074.97	
Total A90408 WORKERS COMPENSATION, EMP BNFTS	1,074.97		1,074.97	
A90508 UNEMPLOYMENT INS, EMP BNFTS				
5505.07 Unemployment Insurance Expense	2,489.48		2,489.48	
Total A90508 UNEMPLOYMENT INS, EMP BNFTS	2,489.48		2,489.48	
A90558 DISABILITY INS, EMP BNFTS				
5505.04 Disability	476.40		476.40	
Total A90558 DISABILITY INS, EMP BNFTS	476.40		476.40	
A90608 HOSPITAL & MED (DEN), EMP BNFTS				
5505.05 Health Insurance	9,269.20		9,269.20	
Total A90608 HOSPITAL & MED (DEN), EMP BNFTS	9,269.20		9,269.20	
A90898 OTHER EMPLOYEE BENEFITS				
		221,250.00	-221,250.00	
Total EMPLOYEE BENEFITS	29,379.48	221,250.00	-191,870.52	13.28 %
Total Expenses	\$488,472.73	\$1,358,676.00	\$ -870,203.27	35.95 %
NET OPERATING INCOME	\$ -476,846.23	\$0.00	\$ -476,846.23	0.00%
NET INCOME	\$ -476,846.23	\$0.00	\$ -476,846.23	0.00%

Grinnell Public Library District
Tutoring Policy

The mission of the Grinnell Public Library is to provide free access to a variety of informational materials, library services, and programs using its resources and those of the Mid-Hudson Library System, to meet the educational, cultural, and recreational needs of the community.

The library permits private tutoring on a paid or volunteer basis. This policy is intended to provide a balance between the use of the library by tutors and their students and the use of the library by other members of the community. The Director, or her or his designee, has final discretion as to whether the activity is tutoring and permissible under this policy.

In order for Grinnell Public Library to ensure that tutoring is in line with the library's mission, the following regulations apply to all tutoring that takes place in the library:

- Space within the library is on a first come first served basis, no area will be reserved for tutoring.
- Maximum limits of students per tutor will be set at one (1) at a time. The director (or designee) in consultation with the tutor may alter the maximum number of students.
- Tutors may use the library for tutoring for a maximum of three (3) hours per day. The director (or designee) in consultation with the tutor may alter the maximum number of hours per day on a case-by-case basis
- The tutor must remain with the student(s) at all times.
- The library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Conversations or instruction should not be loud enough to distract other library users.
- Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters identifying the library as their place of doing business or imply library sponsorship of their activities.
- The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between student and tutors nor relay messages on their behalf.
- Tutors and students are expected to abide by the library's Patron Code of Conduct and Child and Vulnerable Adult Safety Policy. Children under the age of 18 who are tutored in the library are the responsibility of the tutor while on library property.
- The library may allow not-for-profit group tutoring on a case-by-case basis. Use of the community room may be allowed for group tutoring pursuant to the Community Room Use Policy and Application.
- The library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors.

Adopted by the Grinnell Public Library Board of Trustees on _____.