

Tentative Agenda
Drake Community Library Board of Trustees
January 3, 2024, 5:15 p.m.
In-person attendees meet in the Library's Alan & Jean Jones Board Room
Remote attendees may connect electronically
made available via Zoom from the online City Agenda Center

Join Zoom Meeting

<https://zoom.us/j/92222844462?pwd=TmZCYVp1UnVlbXVyZithVU0wQjRvUT09>

Meeting ID: 922 2284 4462

Passcode: 651913

A. **Members present:** __ Elfenbein __Hardin __Hammond __McFee
 __ Pagliai __Lindley __Swick Other: __Neal __Snow

B. Approval of Agenda

C. Approval of Minutes

1. Approval of November 29, 2023, Board Meeting minutes.

D. Communications

1. October DCL Endowment Fund report.

E. Report of Director

1. November 2023 Statistical Report
2. Additional estimate for geothermal work
3. Accreditation due February 29, 2024

F. Committee reports

Building and grounds –

Finance and salary

Personnel-

Long range planning –

Policy –

H. Trustee report –

I. Financial report and approval of bills payable in January.

J. Old business-

1. Board Correspondence

K. New Business-

1. Discuss and approve bill for Convergent.

2. Discuss and approve bill for Tri-State Automatic Sprinkler
3. Yearly report on CollectionHQ.

L. Trustee Continuing Education-

Next regular board meeting- January 22, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

November 29, 2023, 5:15 p.m.

Drake Community Library Board Room

Meeting also made available via Zoom from the online City Agenda Center

- A. **ROLL CALL:** *_X_Elfenbein _X_Hardin _X_Hammond __Lindley _X_McFee
X_Pagliai _X_Swick Others: X_Neal X_Snow*

President Hardin called the meeting to order at 5:15 p.m.

B. APPROVAL OF AGENDA:

McFee moved and Elfenbein seconded approval of the agenda.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

C. APPROVAL OF MINUTES:

Hammond moved and McFee seconded approval of the October 25, 2023, Board Meeting Minutes.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

Pagliai moved and Hammond seconded approval of the November 4, 2023 Special Board Meeting minutes

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

D. COMMUNICATIONS:

The September DCL Endowment Fund report and the FY23 Performance report from Greater Poweshiek Community Foundation was discussed.

E. REPORT OF DIRECTOR:

1. October 2023 Statistical Report discussed.
2. Trees will be planted in the spring.
3. FY25 Budget process has begun.

F. COMMITTEE REPORTS:

Building and Grounds: Met to discuss geothermal repairs.

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

G. TRUSTEE REPORT:

H. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. Elfenbein moved and Hammond seconded the approval of bills payable in December.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

I. OLDBUSINESS:

The board discussed correspondence from a community member, no action was taken.

J. NEW BUSINESS:

1. McFee moved and Hammond seconded approval of a contract with Midwest Alarm.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

2. Pagliai moved and Hammond seconded approval of a contract with Baker & Taylor TS360.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

3. Hammond moved and Swick seconded approval of the quarterly bill for Woodman Controls.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

4. Pagliai moved and Hammond seconded approval of an assessment estimate from Grace Electric.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

5. McFee moved and Hammond seconded approval of metal work on the outside of the building.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

6. McFee moved and Swick seconded approval of exploring geothermal upgrades.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

7. Pagliai moved and Hammond seconded approval a review of the DCL Bylaws.

Roll call vote:

Aye-Elfenbein Aye-Hardin Aye -Hammond -Lindley Aye-McFee Aye-Pagliai Aye-Swick

K. Trustee Continuing Education-

1. Pagliai and McFee reported on Library Board training provided by the State Library, "Intersections: Where City and Library Meet-People and Personnel".

Meeting adjourned at 6:04 p.m.

Next regular meeting: December 27, 2023 at 5:15 p.m.

Adrienne Hardin
Library Board
President

Karen Neal
Library Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
October 01, 2023 through October 31, 2023

Fund Activity Summary

	<u>Oct 2023</u>	<u>Jul 2023</u>
Beginning Balance	177,460.62	181,480.82
Additions to Fund		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	3,185.38	5,039.01
Investment Revenue	-5,280.60	-10,543.97
Totals	-2,095.22	-5,504.96
Disbursements		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	252.75	857.36
Interest Expense	0	-0.03
Other Expenses	0.54	6.42
Totals	253.29	863.75
Net Change	(\$2,348.51)	(\$6,368.71)
Ending Balance	\$175,112.11	\$175,112.11

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	4,500.30
Investments	170,611.81
Total	175,112.11

Outstanding Fund Liabilities

No outstanding liabilities for the fund

DCL Circulation Stats by Item Types

November 2023

Item type Group		Current Month Total	Same month Previous Year	Current FY YTD	Previous YTD
	Book	1,772	1,689	9,717	9,252
	Special Book (7 day)	11	16	56	78
TOTAL ADULT BOOKS		1,783	1,705	9,773	9,330
TOTAL YA BOOKS	YA Book	225	197	1,214	1,190
		225	197	1,214	1,190
TOTAL CHILDREN'S BOOKS	Children's Book	2,092	1,857	11,565	10,677
		2,092	1,857	11,565	10,677
TOTAL PAPERBACKS	Paperback	145	206	1,120	857
		145	206	1,120	857
TOTAL AUDIO/VIDEO	Adult Audio	26	71	255	258
	Adult Video	156	71	690	581
		182	142	945	839
TOTAL YA AUDIO/VIDEO	YA Audio	10	2	26	12
		10	2	26	12
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	4	8	42	54
	Children's Video	80	44	453	241
		84	52	495	295
TOTAL MISCELLANEOUS	Periodicals	48	18	183	141
	Equipment	10	12	50	50
	ILL from other libraries	34	26	185	194
	Misc. Other	5	5	8	14
		97	61	426	399
Total Physical Item Circ		4,618	4,222	25,564	23,599
	Bridges eBooks	841	728	4,172	4,288
	Bridges eAudiobooks	800	693	4,261	3,576
	Freegal Downloads & Streams	319	699	2,247	1,933
	Bridges eMagazines	184	67	482	313
	Kanopy Streaming Video	110	156	617	802
Total eResource Downloads		2,254	2,343	11,162	10,912
TOTAL CIRCULATION		6,872	6,565	36,726	34,511

ONSITE USE

Door Count	5,603	5,439	24,493	22,874
Wireless Users	1,720	1,132	8,043	6,628

ONLINE OUTREACH

MAIN WEBSITE	Users	1,968	1,739	9,473	8,323
	Pageviews	6,914	3,472	30,358	20,546
	Clicks	454	1,354	2,476	1,678
LOCAL HISTORY WEBSITE	Users	335	417	2,012	1,802
	Pageviews	618	900	4,658	4,408
	Clicks	1,204	1,668	8,030	18,203
SOCIAL MEDIA REACH	DCL Facebook	6,095	4,816	29,311	23,909
	PHPP Facebook	38,675	6,128	254,570	55,257
	Grinnellstories on Instagram	682	901	4,919	5,274

Google Analytics definitions

User: a visitor who has initiated a session on your website: the moment a person lands on any page of your site, they

Pageviews: The total number of pages viewed. Repeated views of a single page are counted

Clicks: How often someone clicked a link from Google to your site.

**DCL Other Services
November 2023**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	346	356	2056	2174
Children's Computers	170	155	877	561
TOTAL COMPUTER SESSIONS	516	511	2933	2735
Distinct Users This Month	125	130		
Guest Logins	51	52		
MEETING ROOM USE				
Business Groups	17	2	46	26
Community Groups	22	46	228	217
Public Forums	1	1	5	5
Drop-In & Other Use	36	22	160	127
Total Groups	76	71	439	375
Business People	149	6	333	100
Community People	904	818	3648	3754
Public Forum People	115	25	305	200
Drop-In & Other Use	58	32	272	220
Total People Count	1226	881	4558	4274
LIBRARY PROGRAMS				
Adult programs (includes Book Delivery)	6	6	30	38
Young Adult programs	0	0	13	16
Children programs	15	18	106	106
Total In Person Programs Offered	21	24	149	160
Adult attendance	43	32	388	541
Young Adult attendance	0	0	84	80
Child attendance	375	362	3212	2059
Total In Person Program Attendance	418	394	3684	2680
VIRTUAL PROGRAMS				
Adult programs	0	0	0	0
Young Adult programs	0	0	0	0
Children programs	0	0	0	0
Total Virtual Programs Offered	0	0	0	0
Adult attendance	0	0	0	0
Young Adult attendance	0	0	0	0
Child attendance	0	0	0	0
Total Virtual Program Attendance	0	0	0	0
PASSIVE PROGRAM PARTICIPATION	233	na	1423	na
ARCHIVE USE	31	25	130	151
VOLUNTEERS				
Number of	5	6	22	30
Total hours	26	24	110	137

DCL Circulation Stats by Borrower Types

November 2023

Btype Group	Current	Same month	Current	Previous
	Month	Previous	Current	Previous
	Total	Year	YTD	YTD
Area Resident	3,327	2852	18,010	15486
Open Access Borrower	227	212	1,159	1107
Grinnell College Student	161	131	878	534
Youth	453	482	2,130	2569
Open Access Youth	18	NEW	118	NEW
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	4,186	3,677	22,295	19,696
Bk Del (Homebound)	65	58	338	327
Bk Del (Books in Baskets)	103	111	467	527
BOOK DELIVERY	168	169	0	
Educator	198	NEW	1,589	NEW
Library Program Materials	10	31	306	554
Home School Provider (phasing out)	na	119	na	818
Preschool Teachers (phasing out)	na	62	na	448
Teacher G-N Schools (phasing out)	na	78	na	735
Teacher Not G-N Schools (phasing out)	na	5	na	87
EDUCATION SUPPORT	208	295	1,895	2,642
ILL sent to other libraries	46	42	265	227
LP sent to other libraries	10	44	306	202
SPECIAL LOAN	56	86	571	429
TOTAL	4,618	4,227	24,761	22,767

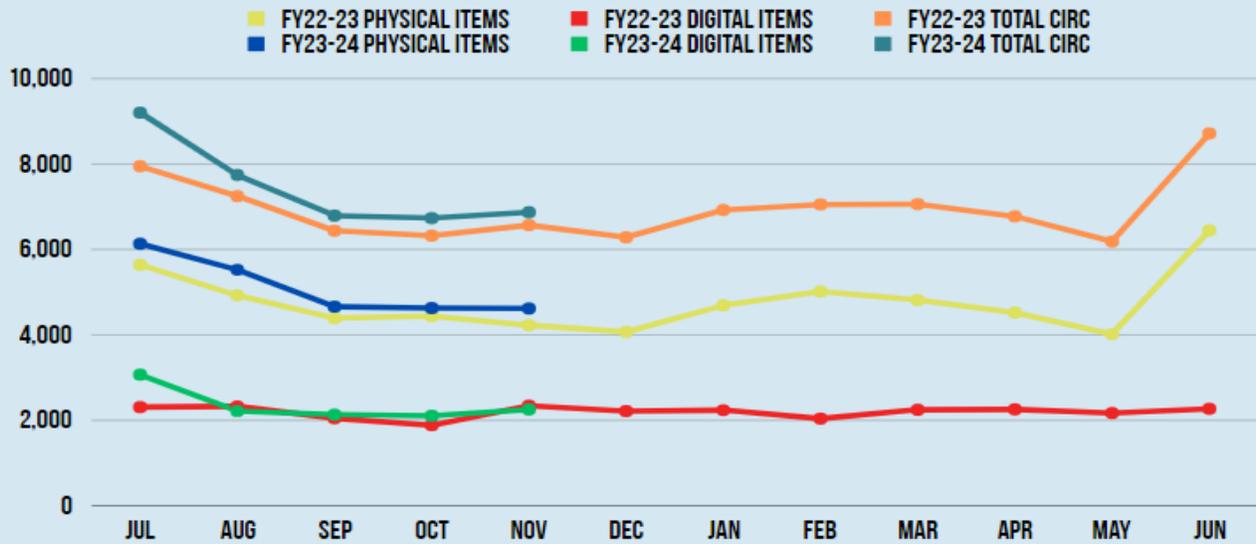
Online Learning and Reference Databases

Reference Solutions Directory Searches	3	8	23	23
Mango Language Program Sessions	31	11	253	122
Brainfuse	0	0	2	10
Ancestry.com Searches	0	116	122	661
Heritage Quest Searches	0	0	2	105
Niche Tutorial Views	9	51	102	178
Craft & Hobby (starting Sept 1)	0	6	7	97

DRAKE COMMUNITY LIBRARY

NOVEMBER 2023

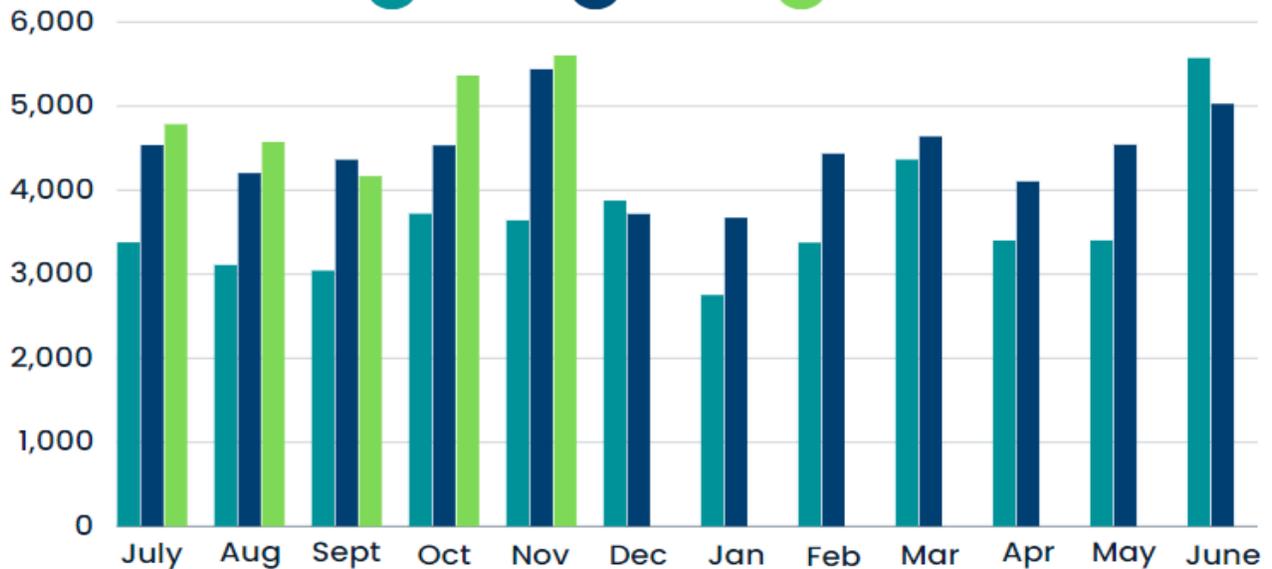
DCL CIRCULATION OVERVIEW



DCL DOOR COUNT

Library Use as tracked by the people counter at the gate in the lobby. Monthly number is divided in two (once in and once out). This count will miss people who go to events in the main community room but do not enter the main library.

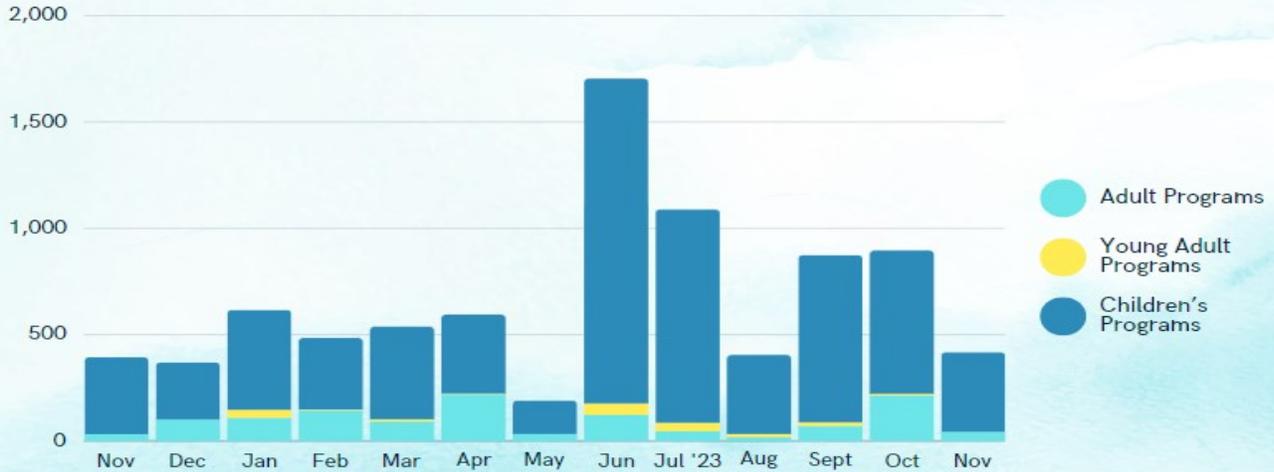
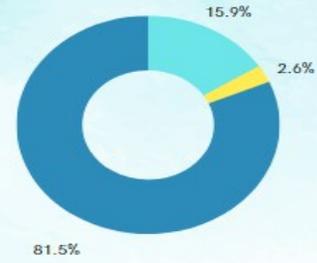
Legend: FY21-22 (Teal), FY22-23 (Dark Blue), FY23-24 (Light Green)



DRAKE COMMUNITY LIBRARY

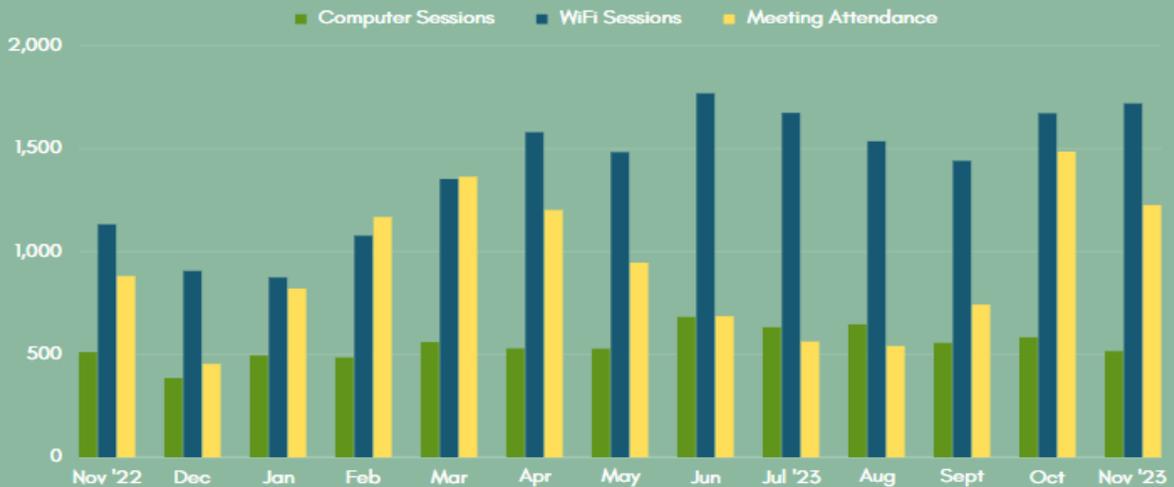
NOVEMBER 2023

Library Program Attendance



OTHER KEY SERVICES

Computer Sessions
WiFi Sessions
Meeting Room Use (number of attendees)



**DRAKE COMMUNITY LIBRARY
RECEIPTS
November 30, 2023**

	Previous balance		MTD		YTD
County tax	\$ -		\$0.00	\$	7,125.75
Donations (incl. mtg room donations)	\$ 550.00	\$	550.95	\$	1,100.95
Fees (Contracting Cities, State Money)	\$0.00		\$0.00		\$5,728.22
Lost materials	\$ 259.70	\$	10.95	\$	270.65
Photocopy	\$ 1,077.32	\$	227.46	\$	1,304.78
Miscellaneous (replacement cards)	\$ 18.00	\$	14.00	\$	32.00
Rental		\$	-		
Total		\$	803.36	\$	15,562.35

Carryover from May 31, 2023	\$	75.00
Plus total from June 30, 2023	\$	803.36
Less undeposited receipts	\$	75.00
Total recorded at City Office	\$	803.36

GIFT ACCOUNT (167 detail)
Balance as of November 30, 2023

\$ 101,412.00

RECEIPTS

M.J. Zimmerman	\$100.00
Eleanor Osland	\$25.00
Virgina Cameron	\$100.00
Iowa Art Quilters	\$39.00
Ben & Noah Graham	\$20.00

Lions Club		\$500.00
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Total Gift Revenue	\$	102,196.00
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EXPENDITURES

Veronica Ruse mileage to DSM airport to pick up Sequoia Nagamatsu		\$170.30
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Shuttleworth & Ingersoll	\$	392.00
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Total Gift Expenditure		\$562.30
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Balance on November 30, 2023	\$	101,633.70
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**Library Monthly Budget Report
General Fund
January 2, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 1/2/2024	PROJ. BUDGET BALANCE 1/2/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:					
003-3.410.1.4766 Fines, Misc.	\$ 6,950	\$ 7,000	\$ 5,149	\$ -	\$ -
003-3.410.2.4440 State Grants	-	-	-	-	-
003-3.410.2.4461 Grinnell College	12,114	3,086	3,000	-	-
003-3.410.2.4470 County Contributions	16,612	28,503	14,252	-	-
003-3.410.2.4715 Refunds	137	-	-	-	-
003-3.410.2.4720 Ins Collections	17	-	342,582	-	-
003-3.410.4.4311 Rent	125	-	-	-	-
003-3.410.4.4705 Non Gov/College/	-	-	-	-	-
003-3.410.4.4790 Property Taxes	526,436	633,559	192,473	-	-
003-3.910.4.4830 Transfer In	-	-	-	-	-
Total Revenues	\$ 562,391	\$ 672,148	\$ 557,456	\$ -	\$ -
Expenditures:					
003-4.410.1.6010 Salaries	\$ 233,013	\$ 281,305	\$ 124,761	\$ -	\$ 156,544
003-4.410.1.6020 Part Time Salaries	160,743	202,312	87,486	-	114,827
003-4.410.1.6040 Overtime Salaries	-	-	-	-	0
003-4.410.1.6051 FEMA Disaster Salaries	-	-	-	-	0
003-4.410.1.6110 FICA	-	-	-	-	0
003-4.410.1.6130 IPERS	-	-	-	-	0
003-4.410.1.6180 Ee Utility Reimb/Housing Allow	4,000	6,000	-	-	6,000
003-4.410.1.6181 Allowances	-	-	-	-	0
003-4.410.1.6185 Health Program	-	-	-	-	0
003-4.410.1.6186 Pre-Emp Testing & Other	584	400	1,092	-	(692)
003-4.410.1.6210 Dues/Memberships	1,343	1,343	125	-	1,218
003-4.410.1.6220 Meeting Registration	845	900	889	-	11
003-4.410.1.6230 Mileage & Meeting Expense	456	600	535	-	65
003-4.410.2.6310 Repair/Maintain Building	7,289	2,000	1,168	-	833
003-4.410.2.6332 Repair/Maintain Equipment	6,060	7,500	1,123	1,969	4,408
003-4.410.2.6371 Utilities	33,032	40,000	21,600	3,458	14,942
003-4.410.2.6373 Telephone	5,430	5,220	1,610	399	3,211
003-4.410.2.6409 General Insurance	19,858	13,569	-	-	13,569
003-4.410.2.6414 Printing and	695	600	262	-	338
003-4.410.2.6421 Consulting/Professional Fees	85	-	-	-	0
003-4.410.2.6426 Safety Program	-	-	-	-	0
003-4.410.2.6428 Misc Contractual Work	73,569	76,312	32,616	5,090	38,606
003-4.410.2.6506 Office Supplies	5,999	5,500	2,652	399	2,449
003-4.410.2.6507 Program Operating Supplies	408	500	390	-	110
003-4.410.2.6508 Postage & Shipping	375	2,400	51	-	2,349
003-4.410.2.6513 Misc Supplies	2,520	2,500	806	-	1,694
003-4.410.2.6521 Prog Children	1,988	2,000	3,407	-	(1,407)
003-4.410.2.6522 Prog Child-	5,786	2,000	695	56	1,249
003-4.410.2.6523 Program Young Ad	1,049	1,000	389	25	586
003-4.410.3.6721 Furniture & Fixtures	4,242	-	1,660	-	(1,660)
003-4.410.3.6750 Bldg Improvements	-	-	-	-	0
003-4.410.3.6762 Computer	-	-	807	-	(807)
003-4.410.3.6763 Ebooks/Adult	753	1,500	1,021	180	299
003-4.410.3.6765 Books/Children	10,997	6,000	2,464	815	2,721
003-4.410.3.6766 Books/Young A	1,997	2,000	1,149	223	628
003-4.410.3.6767 Books	3,201	-	-	-	0
003-4.410.3.6768 Periodicals	1,256	3,000	1,324	929	747
003-4.410.3.6769 Audio Visual	376	500	9	390	101
003-4.410.3.6770 AV/Youth	508	500	-	17	484
003-4.410.3.6771 Ebooks/Youth	1,581	1,600	373	-	1,227
Total Expenditures	\$ 590,036	\$ 669,062	\$ 290,466	\$ 13,949	\$ 364,648
ENDING BALANCE	\$ (27,645)	\$ 3,086	\$ 266,990		



**Library Monthly Budget Report
Library Fund State - General
January 2, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 1/2/2024	PROJ. BUDGET BALANCE 1/2/2024
Beginning Balances	\$ 2	\$ 4,155	\$ 4,155		\$ 4,155
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	7,158	5,800	5,803	-	(3)
103-3.410.4.4300 Interest Earned	-	-	-	-	-
103-3.410.4.4790 Trans In - Internal	-	-	-	-	-
Total Revenues	\$ 7,158	\$ 5,800	\$ 5,803	\$ -	\$ (3)
Expenditures:					
103-4.410-1.6010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
103-4.410.1.6020 Part Time Salaries	-	-	-	-	-
103-4.410.1.6040 Overtime Salaries	-	-	-	-	-
103-4.410.1.6110 FICA	-	-	-	-	-
103-4.410.1.6130 IPERS	-	-	-	-	-
103-4.410.1.6180 Employee Utility Reimburse	-	-	-	-	-
103-4.410.2.6310 Repair/Maintain Building	-	-	-	-	-
103-4.410.2.6332 Repair/Maintain Equipment	-	-	-	-	-
103-4.410.2.6421 Funraising Consultant	-	-	-	-	-
103-4.410.2.6508 Postage & Shipping	-	-	-	-	-
103-4.410.2.6513 Misc Supplies	-	-	-	-	-
103-4.410.3.6721 Furniture & F-xtures	-	-	-	-	-
103-4.410.3.6750 Bldg Improvements	-	-	-	-	-
103-4.410.3.6762 Computer Equipment	-	-	-	-	-
103-4.410.3.6767 Books	1,346	4,300	69	-	4,231
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,659	1,500	1,495	-	5
Total Expenditures	\$ 3,005	\$ 5,800	\$ 1,565	\$ -	\$ 4,235
ENDING BALANCE	\$ 4,155	\$ 4,155	\$ 8,394		



**Library Monthly Budget Report
Library Gifts - Spec Rev Fund
January 2, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 1/2/2024	PROJ. BUDGET BALANCE 1/2/2024
Beginning Balances	\$ 106,389	\$ 104,764	\$ 104,764		\$ 104,764
Revenues:					
167-3.410.2.4400 Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -
167-3.410.2.4440 State Grant	-	-	-	-	-
167-3.410.2.4461 Grants - Non Government	3,000	-	-	-	-
167-3.410.2.4700 Contributions	5,709	15,000	2,969	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	617	500	239	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	-	-	1,233	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 9,326	\$ 15,500	\$ 4,441	\$ -	\$ -
Expenditures:					
167-4.410-1.6010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
167-4.410.1.6020 Part Time Salaries	-	-	-	-	-
167-4.410.1.6040 Overtime Salaries	-	-	-	-	-
167-4.410.1.6110 FICA	-	-	-	-	-
167-4.410.1.6130 IPERS	-	-	-	-	-
167-4.410.1.6180 Employee Utility Reimburse	-	-	-	-	-
167-4.410.2.6421 Consulting/Professional Fees	-	-	-	-	-
167-4.740.3.6721 Furniture & Fixtures	6,205	-	1,377	-	(1,377)
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	4,746	25,000	7,530	-	17,470
Total Expenditures	\$ 10,951	\$ 25,000	\$ 8,907	\$ -	\$ 16,093
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 10,951	\$ 25,000	\$ 8,907	\$ -	\$ 16,093
ENDING BALANCE	\$ 104,764	\$ 95,264	\$ 100,298		



**Library Monthly Budget Report
Capital Loan Note
January 2, 2024**

	2023-2024 CURRENT BUDGET	2023-2024 YTD ACTUAL
Beginning Balances	\$ -	\$ -
Expenditures:		
314-4.750.3.6727 Capital Outlay - Library	\$ 31,500	\$ 14,665
Total Expenditures	\$ 31,500	\$ 14,665
ENDING BALANCE	\$ -	\$ -

BILLS LIST 1/2/2024	PROJ. BUDGET BALANCE 7/3/2023
<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ 16,835</u>
\$ -	\$ 16,835



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Defined Budgets						
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2023-2024 YE
Fund: 003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	9,460.00	8,479.86	7,000.00	7,858.84	7,000.00	5,149.43	7,000.00
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	0.00	9,115.00	13,845.00	15,200.34	3,086.00	3,000.00	3,086.00
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUT...	24,284.00	26,012.00	21,638.00	16,578.50	28,503.00	14,251.50	28,503.00
003-3.410.2.4715	LIBRARY - REFUNDS	76.00	190.27	140.00	137.45	0.00	0.00	0.00
003-3.410.2.4720	LIBRARY - INS COLLECTIONS	0.00	0.00	17.00	16.72	0.00	342,581.99	0.00
003-3.410.4.4311	LIBRARY - RENT	0.00	0.00	125.00	5,884.50	0.00	0.00	0.00
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	584,520.00	575,491.79	628,185.95	619,665.14	633,558.71	192,472.77	633,558.71
	Revenue Total:	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	557,455.69	672,147.71
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	248,239.00	227,085.13	269,399.52	269,234.58	281,305.32	124,761.42	287,986.00
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	177,541.00	169,872.02	185,640.00	183,519.35	202,312.24	87,485.59	195,495.00
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING I...	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	0.00	6,000.00
003-4.410.1.6185	LIBRARY - HEALTH PROGRAM	150.00	0.00	0.00	0.00	0.00	0.00	0.00
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING &...	1,875.00	1,660.00	720.00	584.00	400.00	1,092.00	400.00
003-4.410.1.6210	LIBRARY - DUES/MEMBERSHIPS	1,150.00	1,587.69	1,343.00	1,342.91	1,343.00	124.92	1,343.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	700.00	187.50	845.00	845.00	900.00	889.04	900.00
003-4.410.1.6230	LIBRARY -MILEAGE & MTG EXP	700.00	339.95	600.00	456.07	600.00	534.94	600.00
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	10,000.00	10,154.52	7,296.54	7,288.86	2,000.00	1,167.50	2,000.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	11,677.20	7,500.00	6,149.46	7,500.00	1,123.37	7,500.00
003-4.410.2.6371	LIBRARY - UTILITIES	41,000.00	36,202.00	40,000.00	35,403.02	40,000.00	21,600.30	40,000.00
003-4.410.2.6373	LIBRARY - TELEPHONE	4,200.00	4,171.48	5,980.96	5,872.63	5,220.00	1,610.42	5,220.00
003-4.410.2.6409	LIBRARY - GENERAL INSURANCE	9,071.03	9,071.03	19,858.43	19,858.43	13,569.15	0.00	13,569.15
003-4.410.2.6414	LIBRARY - PRINTING AND COPI...	800.00	1,256.02	700.00	749.33	600.00	262.40	600.00
003-4.410.2.6421	LIBRARY - CONS/PROF FEES	1,402.00	1,401.91	90.00	85.11	0.00	0.00	0.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,400.00	100,077.21	76,572.00	77,535.14	76,312.00	32,616.10	76,312.00

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 12/31/2023

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,300.00	5,366.99	6,000.00	6,641.92	5,500.00	2,652.15	5,500.00
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	385.01	500.00	443.02	500.00	389.88	500.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,710.00	2,525.75	2,404.50	2,384.80	2,400.00	51.05	2,400.00
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	2,988.00	2,495.12	2,500.00	2,789.02	2,500.00	806.15	2,500.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	3,150.57	2,000.00	2,355.77	2,000.00	3,407.06	2,000.00
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	2,000.00	2,457.55	5,845.00	6,012.47	2,000.00	695.00	2,000.00
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG A...	1,000.00	483.17	1,100.00	1,048.52	1,000.00	389.16	1,000.00
003-4.410.3.6721	LIBRARY - FURNITURE & FIXTU...	0.00	0.00	5,316.00	5,217.90	1,486.00	1,659.83	1,486.00
003-4.410.3.6762	LIBRARY - COMPUTER	0.00	3,811.57	0.00	0.00	1,600.00	807.42	1,600.00
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	1,500.00	3,028.44	1,500.00	2,790.58	1,500.00	1,021.29	1,500.00
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	6,000.00	6,271.39	10,900.00	11,726.84	6,000.00	2,464.19	6,000.00
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,323.57	2,000.00	2,029.45	2,000.00	1,149.02	2,000.00
003-4.410.3.6767	LIBRARY - BOOKS	0.00	1,954.46	2,740.00	4,161.60	0.00	0.00	0.00
003-4.410.3.6768	LIBRARY - PERIODICALS	5,000.00	4,862.73	5,000.00	2,387.87	3,000.00	1,323.85	3,000.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	898.36	500.00	375.70	500.00	8.99	500.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	530.58	500.00	508.01	500.00	0.00	500.00
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	0.00	1,600.00	1,588.43	1,600.00	372.61	1,600.00
	Expense Total:	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	290,465.65	672,011.15
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	266,990.04	136.56
Fund: 103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	5,800.00
	Revenue Total:	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	5,800.00
Expense								
103-4.410.3.6767	BOOKS	5,500.00	2,017.15	5,500.00	3,990.53	4,300.00	69.30	4,300.00
103-4.410.3.6769	AUDIO VISUAL	1,000.00	2,976.53	1,659.00	3,167.76	1,500.00	1,495.30	1,500.00
	Expense Total:	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	1,564.60	5,800.00
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	4,238.62	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4440	STATE GRANT	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
167-3.410.2.4461	GRANTS - NON GOVERNMENT...	6,560.00	5,830.00	3,000.00	3,000.00	0.00	0.00	0.00

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 12/31/2023

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
167-3.410.2.4700	CONTRIBUTIONS	15,000.00	14,103.00	15,000.00	7,570.59	15,000.00	2,968.96	15,000.00
167-3.410.4.4300	INTEREST EARNED	500.00	679.09	690.00	740.11	1,950.00	238.73	1,950.00
167-3.410.4.4305	LIBRARY GIFTS - INT EARNED - I...	0.00	0.00	0.00	0.00	0.00	1,232.85	0.00
	Revenue Total:	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	4,440.54	16,950.00
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	1,106.36	1,106.36	6,500.00	6,205.35	0.00	1,376.57	0.00
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	20,000.00	20,000.00	5,457.72	25,000.00	7,530.46	25,000.00
	Expense Total:	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	8,907.03	25,000.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-4,466.49	-8,050.00
Fund: 301 - CLNS FY 21-22								
Revenue								
301-3.910.4.4830	CLNS 21-22 - TRANSFERS IN	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
Expense								
301-4.750.2.6428	CLNS FY 21-22 - POLICE CAPITAL	50,000.00	47,154.44	2,845.56	2,845.56	0.00	0.00	0.00
301-4.750.2.6513	CLNS FY 21-22 - FIRE CAPITAL	42,000.00	21,179.52	20,820.48	20,820.48	0.00	0.00	0.00
301-4.750.3.6727	CLNS FY 21-22 - LIBRARY BOOKS	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6780	CLNS FY 21-22 - PARKS	68,105.00	18,876.09	49,228.91	3,180.00	0.00	0.00	0.00
301-4.750.3.6782	CLNS FY 21-22 - POOL	92,612.00	92,612.00	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6799	CLNS FY 21-22 - PSB	62,583.00	18,094.62	0.00	0.00	44,488.38	0.00	44,488.38
301-4.910.5.6911	CLNS 21-22 - TRANSFERS	0.00	0.00	0.00	0.00	46,048.91	46,048.91	46,048.91
	Expense Total:	345,300.00	227,916.67	72,894.95	26,846.04	90,537.29	46,048.91	90,537.29
	Fund: 301 - CLNS FY 21-22 Surplus (Deficit):	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
Fund: 314 - CLN FY 23-24								
Revenue								
314-3.910.4.4830	CLNS FY 23-24 - TRANSFER IN	0.00	0.00	0.00	0.00	183,540.00	0.00	183,540.00
	Revenue Total:	0.00	0.00	0.00	0.00	183,540.00	0.00	183,540.00
Expense								
314-4.750.2.6428	CLNS FY 23-24 - POLICE CAPITAL	0.00	0.00	0.00	0.00	60,000.00	45,598.83	60,000.00
314-4.750.2.6513	CLNS FY 23-24 - FIRE CAPITAL	0.00	0.00	0.00	0.00	45,000.00	23,219.52	45,000.00
314-4.750.3.6727	CLNS FY 23-24 - LIBRARY BOOKS	0.00	0.00	0.00	0.00	31,500.00	14,664.54	31,500.00
314-4.750.3.6780	CLNS FY 23-24 - PARKS CAPITAL	0.00	0.00	0.00	0.00	32,580.00	8,106.77	32,580.00

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 12/31/2023

Defined Budgets

	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
314-4.910.5.6911 CLNS FY 23-24 - TRANS OUT	0.00	0.00	0.00	0.00	14,460.00	0.00	14,460.00
Expense Total:	0.00	0.00	0.00	0.00	183,540.00	91,589.66	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	-91,589.66	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	129,123.60	-98,450.73

Group Summary

Account Typ...	2021-2022		2022-2023		2023-2024		Defined Budgets
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2023-2024 YE
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	557,455.69	672,147.71
Expense	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	290,465.65	672,011.15
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	266,990.04	136.56
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	5,800.00
Expense	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	1,564.60	5,800.00
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	4,238.62	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	4,440.54	16,950.00
Expense	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	8,907.03	25,000.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-4,466.49	-8,050.00
Fund: 301 - CLNS FY 21-22							
Revenue	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
Expense	345,300.00	227,916.67	72,894.95	26,846.04	90,537.29	46,048.91	90,537.29
Fund: 301 - CLNS FY 21-22 Surplus (Deficit):	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
Fund: 314 - CLN FY 23-24							
Revenue	0.00	0.00	0.00	0.00	183,540.00	0.00	183,540.00
Expense	0.00	0.00	0.00	0.00	183,540.00	91,589.66	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	-91,589.66	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	129,123.60	-98,450.73

Fund Summary

Fund	Defined Budgets						
	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
003 - LIBRARY - GENERAL FUND	-986.03	0.00	0.00	-44.30	0.00	266,990.04	136.56
103 - LIBRARY FUND STATE - GEN	400.00	0.00	0.00	0.18	0.00	4,238.62	0.00
167 - LIBRARY GIFTS - SPEC REV	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-4,466.49	-8,050.00
301 - CLNS FY 21-22	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
314 - CLN FY 23-24	0.00	0.00	0.00	0.00	0.00	-91,589.66	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	129,123.60	-98,450.73



Grinnell, IA

My Open Payable Report

As Of 01/02/2024

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 999-2020 - ACCOUNTS PAYABLE							
Vendor: 018200	ALLIANT ENERGY						Payable Count: (1)
12.11.23	UTILITIES	01/02/2024	3,457.53	0.00	0.00	0.00	3,457.53
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (8)
133L-LDXL-4M6K	DVDS	01/02/2024	39.75	0.00	0.00	0.00	39.75
1L9T-L1DD-W7PX	SUPPLIES	01/02/2024	175.98	0.00	0.00	0.00	175.98
1LWK-PR3Y-VL4M	SUPPLIES	01/02/2024	32.13	0.00	0.00	0.00	32.13
1NHV-QKMM-X4KY	BOOKS	01/02/2024	19.95	0.00	0.00	0.00	19.95
1QYW-TV64-3HNV	SUPPLIES/BOOK	01/02/2024	45.69	0.00	0.00	0.00	45.69
1WRT-V3D6-T4D3	SUPPLIES	01/02/2024	58.99	0.00	0.00	0.00	58.99
1XW1-YPTJ-XTH4	BOOKS	01/02/2024	57.45	0.00	0.00	0.00	57.45
1YPF-Y31N-WYPM	SUPPLIES	01/02/2024	29.67	0.00	0.00	0.00	29.67
Vendor: 001700	BAKER & TAYLOR -ENT #5103						Payable Count: (3)
2037967802	BOOKS	01/02/2024	282.07	0.00	0.00	0.00	282.07
2037982707	BOOKS	01/02/2024	900.76	0.00	0.00	0.00	900.76
2037986601	BOOKS	01/02/2024	281.40	0.00	0.00	0.00	281.40
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (3)
2037947104	YA BOOK	01/02/2024	8.99	0.00	0.00	0.00	8.99
2037968675	BOOKS	01/02/2024	121.27	0.00	0.00	0.00	121.27
2037972398	BOOKS	01/02/2024	166.79	0.00	0.00	0.00	166.79
Vendor: 001701	BAKER & TAYLOR, INC						Payable Count: (1)
2037983999	WORLD ALMANAC	01/02/2024	31.52	0.00	0.00	0.00	31.52
Vendor: 003700	BRODART CO						Payable Count: (1)
B6704267	TAX GUIDE	01/02/2024	28.28	0.00	0.00	0.00	28.28
Vendor: 002522	BUTLER, MICHELLE						Payable Count: (1)
004272	METAL WORK PAINTED	01/02/2024	8,200.00	0.00	0.00	0.00	8,200.00
Vendor: 090192	DES MOINES REGISTER						Payable Count: (1)
1.2.24 DRAKE	DSM REG SUB-ANNUAL	01/02/2024	928.94	0.00	0.00	0.00	928.94
Vendor: 002042	ELM USA, INC.						Payable Count: (1)
63194	MONTHLY MIN	01/02/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002628	GIBSON, DEREK						Payable Count: (1)
872357	CLEANING SVC (NOV)	01/02/2024	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 099530	GRACE ELECTRIC						Payable Count: (1)
1547	LIGHTING PROJECT	01/02/2024	1,200.00	0.00	0.00	0.00	1,200.00
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (2)
78633639	BOOKS	01/02/2024	315.56	0.00	0.00	0.00	315.56
79077621	BOOKS	01/02/2024	413.45	0.00	0.00	0.00	413.45
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1)
685614	NETWORK SVC	01/02/2024	8.33	0.00	0.00	0.00	8.33
Vendor: 099529	LIBRARY FURNITURE INTERNATIONAL, LLC						Payable Count: (1)
8904	MOVING SVC	01/02/2024	550.00	0.00	0.00	0.00	550.00
Vendor: 002707	MAHASKA COMMUNICATIONS GROUP, LLC						Payable Count: (1)
11.15.23 DRAKE	TELEPHONE	01/02/2024	390.70	0.00	0.00	0.00	390.70
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (4)

My Open Payable Report

As Of 01/02/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
939157	LP BOOKS	01/02/2024	183.90	0.00	0.00	0.00	183.90
939642	LP BOOKS	01/02/2024	70.38	0.00	0.00	0.00	70.38
939698	LP BOOKS	01/02/2024	115.18	0.00	0.00	0.00	115.18
940325	BOOK	01/02/2024	27.60	0.00	0.00	0.00	27.60
Vendor: 000848	NEAL, KAREN						
1.3.24	MAILCHIMP SUB REIMB	01/02/2024	39.50	0.00	0.00	0.00	39.50
Vendor: 002016	OVERDRIVE, INC.						
06497CO23424863	AUDIO & EBOOKS	01/02/2024	570.38	0.00	0.00	0.00	570.38
Vendor: 030690	QUILL CORPORATION						
35687785	SUPPLIES	01/02/2024	29.99	0.00	0.00	0.00	29.99
35762737	SUPPLIES	01/02/2024	44.18	0.00	0.00	0.00	44.18
35774713	SUPPLIES	01/02/2024	51.98	0.00	0.00	0.00	51.98
Vendor: 001201	S & S PLUMBING, HEATING & AIR CONDITIONING, LLC						
2021-4021	WIRING RPR	01/02/2024	218.67	0.00	0.00	0.00	218.67
Vendor: 032300	SCHENDEL PEST CONTROL CO						
258826	PEST CONTROL	01/02/2024	49.05	0.00	0.00	0.00	49.05
Vendor: 099525	SHUTTLEWORTH & INGERSOLL, PLC						
4557141	LEGAL SVC	01/02/2024	392.00	0.00	0.00	0.00	392.00
Vendor: 099338	UNIVERSITY OF MINNESOTA						
2180002089	SUBSCRIPTIONS	01/02/2024	2,151.00	0.00	0.00	0.00	2,151.00
Vendor: 036590	WALMART - CAPITAL ONE						
09363	SUPPLIES	01/02/2024	33.72	0.00	0.00	0.00	33.72
Vendor: 001452	WOODMAN CONTROLS COMPANY						
2432	TECH SUPPORT	01/02/2024	1,100.00	0.00	0.00	0.00	1,100.00
			Payable Account 999-2020				
				Payable Count: (42)	Total:		24,637.73

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	42	24,637.73
Report Total:	42	24,637.73

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	42	24,637.73
Report Total:	42	24,637.73

December Additional Payables

Paid Date	Vendor	Description	Amount	Acct #
			\$	
12/4/2023	Access systems	Copier Lease	733.76	003-4.410.2.6428
			\$	
12/4/2023	Baker & Taylor	Bookclub & Requests	163.71	314-4.750.3.6727
			\$	
12/4/2023	Derek Gibson	November Cleaning	1,790.00	003-4.410.2.6428
			\$	
12/4/2023	JP Gardening	Lawn Care	150.00	003-4.410.2.6310
			\$	
12/4/2023	Micro Marketing	LP Books	122.39	314-4.750.3.6727
			\$	
12/4/2023	Brad's Mowing	Mowing (Nov)	50.00	003-4.410.2.6310
			\$	
12/4/2023	Total Choice	Strategic Plan Booklets	172.39	003-4.410.2.6414



Bill To:

Grinnell (Drake) Comm Library
 930 Park St
 Grinnell, IA 50112
 USA

Ship To:

930 Park St, Grinnell
 930 Park St
 Grinnell, IA 50112
 USA

Invoice	IN00127572
Invoice Date	12/07/2023
Payment Terms	Payment due on receipt
Customer Code	C0016821
Customer PO#	N/A
Customer Alt PO/Ref#	
Project	US01-J00124061
CTC	111
Service Order #	W1001146811
Currency	USD
Amount Due	\$1,631.00

You can pay your invoice online at: www.convergint.com/invoice

Please Remit To: Convergint Technologies, LLC
 35257 Eagle Way
 Chicago, IL 60678
 USA

**Include Invoice# or Customer Code on check code or send to: achremit@convergint.com

Date	Description	Quantity	Unit Price	Extension
11/13/2023	Security Software Tech	5.5	\$164.00	\$902.00
11/13/2023	Control Panel	1	\$580.00	\$580.00
11/13/2023	Battery	1	\$25.00	\$25.00
11/13/2023	Service Fee	1	\$20.00	\$20.00
11/13/2023	Shipping	1	\$29.00	\$29.00
11/13/2023	Truck Charge	1	\$75.00	\$75.00

Subtotal:	\$1,631.00
Tax:	\$0.00
Total:	\$1,631.00
Current Due:	\$1,631.00

For questions about this invoice, contact your local Convergint office at 515-964-0812

DUNS # 02-964-0740



Invoice	IN00127572
Invoice Date	12/07/2023
Payment Terms	Payment due on receipt
Customer Code	C0016821
Customer PO#	N/A
Customer Alt PO/Ref#	
Project	US01-J00124061
CTC	111
Service Order #	W1001146811
Currency	USD
Amount Due	\$1,631.00

Bill To:

Grinnell (Drake) Comm Library
 930 Park St
 Grinnell, IA 50112
 USA

Ship To:

930 Park St, Grinnell
 930 Park St
 Grinnell, IA 50112
 USA

You can pay your invoice online at; www.convergint.com/invoice

Please Remit To: Convergint Technologies, LLC
35257 Eagle Way
Chicago, IL 60678
USA

**Include Invoice# or Customer Code on check code or send to: achremit@convergint.com

Date	Description	Quantity	Unit Price	Extension
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Service notes: Alarm upgrade. Please reach out to Nicki Brand for a new rapid account.

Resolution notes: 11/13/2023:Panel upgrade complete with remote keypad setup.

For questions about this invoice, contact your local Convergint office at 515-964-0812

DUNS # 02-964-0740



Tri-State
AUTOMATIC
Sprinkler



December 18, 2023

Drake Community Library
930 Park Street
Grinnell, IA 50112

Phone: (641) 236-2661
Email: KNeal@grinnelliowa.gov

Re: Annual Fire Sprinkler Inspection Deficiencies

During the recent sprinkler inspection dated 12/4/2023 the following items were identified as NFPA 25 and/or NFPA 13 deficient and need to be addressed.

Tri-State Automatic Sprinkler, Inc. would provide all necessary labor, equipment, material, fabrication, etc...to complete the following:

1. The air compressor tank drain is seized closed and needs to be replaced.
2. The pre-action valve diaphragm is leaking and needs to be repaired.
3. The pre-action alarm test valve is broken and needs to be replaced.
4. The underground supply to the sprinkler system has a significant leak and needs to be repaired. It is assumed that the underground water supply valve is accessible and operational.

Total Price: _____ (\$4,350.00)

Accepted By: _____ Date: _____

Note: The acceptance of this proposal will enable Tri-State Sprinkler to perform the scope of work within this proposal as a Subcontractor for Midwest Alarm Services, Inc. Invoicing will come from Midwest Alarms, Inc., also all general terms, and conditions of Midwest Alarm Services, Inc. will apply. For a list of Midwest Alarm Services, Inc. general terms and conditions please contact your Midwest Alarm Account Manager.

Again, thank you for your consideration and choosing Tri-State for your fire protection needs.

Sincerely,

Andrew Spencer
Service Sales Representative
aspencer@tri-statesprinkler.com
(563) 386-8707

Tri-State Sprinkler General Clarifications

Protect Your World

5570 Carey Avenue • Davenport, Iowa 52807 • 563.386.8707 • 563.386.8769 fax • www.tri-statesprinkler.com

SCOPE OF WORK:

Customer has requested Tri-State to perform the above services as detailed in the attached quotation. All work shall be in accordance with the applicable NFPA Standards, and the terms and conditions contained herein.

PRICING:

Unless otherwise noted, this proposal is good for 60 days. After 60 days this proposal can be considered null and void at Tri-State Automatic Sprinkler Corporation's discretion. This proposal is priced based on the assumption that individual items are being performed as one project. If completed separately additional charges may apply.

CLARIFICATIONS:

Alarms: It is the customer's responsibility to silence/disable the building fire alarm and contact any company or entity which receives alarm signals. Tri-State shall not be responsible for any costs or fees assessed by local fire departments or municipalities from unintended emergency calls or signals.

Existing System Modifications: New sprinklers to be piped from existing outlets. Modifications to existing piping to accommodate other trades are not included.

WATER SUPPLY:

Tri-State Sprinkler cannot be held responsible for the condition of the underground water supply or the quality of the water after operating any underground valve. This would also include any debris getting lodged inside a backflow device or check valve.

Handling Fees: Necessary shipping, handling, and freight charges are included unless specified otherwise.

Hydraulic Calculations: Tri-State has not included hydraulic calculations. New pipe sizes will be based on existing pipe schedule.

Lift Equipment: Necessary man lift equipment is not included.

WIRING:

Tri-State has not included alarm or electrical wiring. Any necessary wiring would require an electrician. Tri-State can provide an electrician at an additional cost if desired.

Materials: Necessary materials are included unless specified otherwise.

Notifications and Fire Watch: It is the customer's responsibility to notify the local fire departments and insurance company if the fire protection system is shut down or out-of-service. Tri-State is not responsible for any required fire watch.

CPVC Piping: Occasionally during the replacement of sprinkler heads, existing CPVC piping can break. Tri-State Sprinkler will utilize every method possible to prevent this from happening however, CPVC piping can become brittle with age and occasionally it can break. If this should happen, Tri-State Sprinkler will make repairs however these costs will be an additional charge.

Patching and Painting: Tri-State has not included any patching, or painting, including cleaning of piping and protection of the installed sprinkler heads from paint.

Pressure Tests: Hydrostatic testing is not included for new or existing piping.

Renovation: The overhead sprinkler system will be returned to service at the end of each workday. It will be the responsibility of the customer to provide temporary Fire Protection measures in the event any agency requires this service.

Working Hours: United Association Local Union No. 669 Sprinkler Fitters and apprentices would perform all work during our normal working hours of Monday through Friday, 7:00am to 3:30pm.

1. The terms of payment for invoices rendered against this order shall be net 30 days from invoice date. Any past due invoices are subject to one and one half percent interest per month (equal to eighteen percent annually).
2. Travel time will be included in the billable hours on all time and material orders.
3. "Tri-State" cannot insure the operational condition of the existing fire protection system and therefore is not responsible for it.
4. This proposal was based upon only the work described. Any additional work required will be done only as a change order to this agreement.
5. "Tri-State" is responsible for new work only. Testing required of the old or existing fire protection system will be done as an additional charge unless otherwise specified.
6. The purchaser assumes full responsibility for the condition of existing equipment and for water and other damage resulting directly or indirectly from such condition of the application of test or flushing procedures.
7. All loss or damage from any cause, not the fault of "Tri-State", to the workmen, work, materials, tools and equipment of "Tri-State" or its agent while in or about the premise of the purchaser shall be borne and paid for by the purchaser.
8. "Tri-State" warrants that all new equipment and material used in this agreement are to be free from defects in workmanship and materials for one year from date of acceptance of the work. No other express warranty is given and no affirmation of "Tri-State" by words or actions shall constitute a warranty. THIS LIMITED WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES – INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.
9. "Tri-State" shall maintain its work area in an orderly and clean condition and shall remove its rubbish and debris to an on-site area designated by the purchaser.
10. This agreement shall constitute a personal contract between "Tri-State" and the purchaser and shall not be assignable by either party, except with written consent of the other party.
11. The purchaser is to provide any interim or fire protection required during the shutdown of the existing fire protection system unless prior arrangements are made before work is to begin and agreed upon by all parties included.