

**Round Lake Library Board of Trustees
Meeting Agenda
June 14, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrant
- 6) First Amendment Audits
- 7) Clark House Maintenance
- 8) Clark House Policies
- 9) 125th Anniversary
- 10) Adjournment

May 2022

May was a quieter month at the library. Circulation is down slightly but that will increase with the start of the summer reading season. Library programs continue to see increased attendance and staff are currently working to prep our summer reading program – Oceans of Possibilities. We are hopeful that this summer we will be able to offer more in person programming, both inside and outside of the library.

The library director, board president Nancy Theissen and trustees Steve Ames, Lorrie Anthony and Sue Lesar attended the virtual SALS Annual Meeting on May 16, 2022. The guest speaker was Deborah Caldwell-Stone, Director of the Office for Intellectual Freedom. She also serves as executive director for the Freedom to Read Foundation. Her discussion focused on censorship and book challenges that many libraries are facing today.

The new outdoor book drop arrived much sooner than anticipated on May 17th. The town maintenance crew will install it within the next few weeks.

Town maintenance is also working on a lighting issue in the Malta Branch. The new replacement bulbs that were installed in the Malta Branch have been flickering on and off in several locations. Maintenance believes they have figured out the problem and will be able to fix it quickly.

The new alarm system has been installed and is now operational in the community center. Staff will be shown how to work it during our staff development day on June 8th.

Town historian Paul Perreault and historical reenactor Linda McKenney presented a program on Susan B. Anthony on May 12th at the Malta Branch. Originally scheduled for Fall 2020, the rescheduled program was held in the main area of the library and was attended by over 25 patrons.

Jennifer Hurd, Director

Upcoming Events:

Summer Reading Program Starts: June 20th

Round Lake Antiques Festival: June 25th & 26th

July 4th – Library Closed

Library Book Sale: August 13th & 14th

Markets at Round Lake: August 13th & 14th

Statistics 2022

ROUND LAKE LIBRARY

MALTA

	YTD Total	May 2022	April 2022	March 2022	February 2022
Total Circulation	16,587	3,341	3,262	3,783	3,042
Book	12,316	2,517	2,381	2,837	2,233
Non-Book	4,271	824	881	946	809
05/2021 total circ = 2672					

Cardholders New

Cardholders Total	59	12	11	2	20
Borrowers	2,611	2,611	2,619	2,638	2,648
Programs**	2,578	506	542	518	516
Attendance	22	11 4J, 1T, 6A	11 6I, 2A, 3F	3 2J, 1A	5
CLARK HOUSE	315	70 28J, 6T, 36A	231 54J, 17A, 160 F	17 12J, 5, A	46

Total Circulation

Book	8,176	1,471	1,596	1,896	1,716
Non-Book	6,479	1,129	1,254	1,551	1,401
05/2021 total circ = 1680	1,697	342	342	345	315

Cardholders New

Cardholders Total	87	17	14	39	17
Borrowers	1,475	1,475	1,317	1,265	1,157
Programs**	1,233	260	265	250	246
Attendance	14	5 5J	6 5J, 1A	4 4J	3
MALTA + CLARK HOUSE	128	53 53J	60 47J, 13A	36 36J	23

Programs

Attendance	52	16	17	7	8
Cardholders New	566	123	291	53	69
Cardholders	146	29	25	41	37
Borrowers	4,086	4086	3936	3903	3805
Circulation	3,811	766	807	768	762

2022 Total YTD Circulation

YTD 2022/2021 Circulation *	4812	4812	4858	5679	4758
**Juvenile, Teen, Adult, Family (For All Ages)	24,763	24,763	19,951	15,093	9,414
	1,445	1,445	985	935	475

note 15 *note 15* *note 15*

note see footnote page

* see Virtual stats

April	Statistics
2021	Round Lake Library
	MALTA
2,910	Total Circulation
2,155	Book
755	Non-Book
7	Cardholders New
2,709	Cardholders Total
419	Borrowers
	Programs
	Attendance
	CLARK HOUSE
1,898	Total Circulation
1,595	Book
303	Non-Book
2	Cardholders New
1,142	Cardholders Total
213	Borrowers
	Programs
	Attendance
	MALTA + CLARK HOUSE
	Programs
	Attendance
9	New Borrowers
3851	Borrowers Total
632	
4808	Circulation
18,966	2022 YTD Circulation
2,104	YTD 2022/2021 Circulation

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note 11

Statistics - page 2

	YTD Total	May 2022	April 2022	March 2022	February 2022	January 2022	*December 2021
MALTA							
Door Count **	17,228	2,897	3,410	5,141	3,048	2,732	3451
Computer Use INT + OPAC	735	153	181	149	134	118	119
Reference Questions	1,116	175	213	255	207	266	231
# items circulated	14,462	2,912	2,872	3,231	2,691	2,756	2,760
# Items Added to Collection	727	137	133	182	178	97	165
Total # items in Collection	21,833	21,833	21,770	21,597	21,498	21,394	21,484
Requests Placed*	4,431	940	920	907	735	929	696
Requests Filled*	3,986	793	817	860	722	794	722
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	3,796	793	831	864	744	564	743
Computer Use INT + OPAC	270	57	59	54	61	39	54
Reference Questions	1,070	211	225	222	223	189	195
# items circulated	7,572	1,385	1,492	1,703	1,607	1,385	1,481
Items Added to Collection	494	95	93	96	174	36	104
Total # items in Collection	19,273	19,273	19,269	19,244	19,208	19,008	19,052
Requests Placed*	2,189	441	334	469	458	487	388
Requests Filled*	2,073	417	298	470	410	478	386
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	21,024	3690	4241	6005	3792	3296	4194
Total Computer Use INT + OPAC	1,005	210	240	203	195	157	173
Total Reference Questions	2,186	386	438	477	430	455	426
# Items circulated	22,034	4,297	4,364	4,934	4,298	4,141	4,241
# Items Added to Collection	1,221	232	226	278	352	133	269
Total items in Collection	41,106	41,106	41,039	40,841	40,706	40,402	40,536
Total Requests Placed*	6,620	1381	1254	1376	1193	1416	1084
Total Requests Filled*	6,059	1210	1115	1330	1132	1272	1108
Early Literacy Programs	22	8	11	6	3	2	0
Early Literacy Attendance	190	62	101	48	29	12	0

**note* see footnote page
* see Virtual stats

note 15

note 15

note 15

note 15

note 14

note 14

*November 2021	*October 2021	*September 2021	*August 2021	*July 2021	*June 2021	*May 2021	*April 2021	statistics - con
3599	2651	2726	1930	920	777	494	554	MALTA
150	135	99	150	93	106	55	52	Door Count
247	260	*	*	*	*	*	*	Computer Use
2,770	2,867	2,846	3,430	3,438	2,782	2,432	2,584	Reference Que
105	157	117	102	114	146	106	109	# items circulat
21,344	21,418	21,205	21,244	21,825	21,198	21,051	20,981	# Items Added
818	1,077	790	983	1,004	930	905	844	Total # items ir
830	885	759	938	903	840	810	742	Requests Place
								Requests Filled
								Inter-Library Loar
								CLARK HOUSE
732	701	677	764	804	701	477	545	Door Count
58	45	44	31	45	39	38	21	Computer Use
209	226	*	*	*	*	*	*	Reference Que
1,760	1,805	1,763	1,736	1,696	1,690	1,580	1,758	# items circulat
49	122	81	95	100	92	106	94	Items Added to
19,255	20,106	19,343	19,253	20,551	19,328	19,260	19,390	Total items in C
519	600	558	531	542	569	490	737	Requests Place
485	518	552	488	486	644	468	685	Requests Filled
								Inter-Library Loar
								MALTA + CLAR
4331	3352	3403	2694	1724	1478	971	1099	Total Door Cou
208	180	143	181	138	145	93	73	Total Compute
456	486	*	*	*	*	*	*	Total Referenc
4,530	4,672	4,609	5,166	5,134	4,472	4,012	4,342	# Items circulat
154	279	198	197	214	238	212	203	# Items Added
40,599	41,524	40,548	40,497	42,376	40,526	40,311	40,371	Total items in C
1337	1677	1348	1514	1546	1499	1395	1581	Total Requests
1315	1403	1311	1426	1389	1484	1278	1427	Total Requests
0	0	0	0	0	0	0	0	Early Literacy P
0	0	0	0	0	0	0	0	Early Literacy A
note 14	*note 14*	*note 14*	*note 14*	*note 14*	*note 13*	*note 12*	*note 11 *	

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Programs

Attendance

	YTD Totals 2020	May 2022	April 2022	March 2022	February 2022	January 2022	December 2021	November 2021
OVERDRIVE								
(EBooks, EAudiobooks)								
# downloads	2,877	536	624	563	572	582	493	460
# WIRELESS USES								
Malta	625	149	141	118	109	108	107	109
Round Lake	289	57	66	71	47	48	52	51
Malta + Round Lake	914	206	207	189	156	156	159	160
DATABASES:								
FREGAL (Music)								
# downloads	112	27	13	28	24	20	33	33
# unique download patrons	26	5	2	5	9	5	6	3
# songs streamed	335	53	73	77	81	51	70	193
# unique streaming users	26	5	6	8	3	4	5	4
FREADING (EBooks)								
# downloads	9	0	1	4	2	2	0	0
# unique users	7	0	1	3	1	2	0	0
# tokens used	27	0	5	12	2	8	0	0
Hoopla (added 3/23/22)								
# downloads	80	40	28	12				
MAGAZINE CIRCULATION								
Malta	22	0	0	14	2	6	1	8
Round Lake	14	0	5	6	2	1	5	8
Malta + Round Lake	36	0	5	20	4	7	6	16

note see footnote page *note 15* *note 15* *note 15* *note 14* *note 14* *note 14*

October 2021 Septmeber 2021 August 2021 July 2021 June 2021 May 2021 April 2021

425 532 532 508 433 509 517

92 91 110 114 91 109 74
 74 51 58 56 49 41 48
 166 142 168 170 140 150 122

98 33 38 24 15 22 18
 7 3 4 3 3 4 3
 146 109 118 47 125 54 33
 6 4 8 4 12 6 3

2 4 0 0 0 2 0
 1 1 0 0 0 1 0
 6 18 0 0 0 5 0

5 3 8 5 10 3
 11 4 4 7 23 4 8
 16 0 7 0 12 0 12 33 4 11

note 14 *note 14* *note 14* *note 14* *note 13* *note 12* *note 11*

Modified Program Stats

	YTD Totals 2022	May 2022	April 2022	March 2022
Programs				
Virtual Live	6	2	1	1
Virtual Recorded		2A	1A	1A
In person		moved to regular sheet	moved to regular sheet	moved to regular sheet
Virtual Program Attendance	56	10	5	5

Kids Craft Bags/activity Bags

Program Related

DYI	3322	854	719	800
		5 weeks of family kis	5 weeks of family kis	5 weeks of family kis

Reference Email

moved to regular sheet moved to regular sheet

Reference Phone

MAL moved to moved to
RDL regular stat regular stat
sheet sheet

Curbside Pick-up Stared

6/22/2020

MAL	5	1	1	1
RDL	33	10	3	4

note see footnote page

note 15

note 15

note 15

February 2022	January 2022	December 2021	November 2021	October 2021	September 2021
1	1A	4 1A	4 1A	7 1A	7 1A
moved to	regular sheet	2J, 2A	6J, 2A	8	4J,1T,3A 2A
6	6A	12J, 18A	59J, 15A	61	7J,8T,46A 15
600	4 weeks of family kis	593	800	755	5 weeks of family kits
moved to	regular sheet	regular sheet	18	16	26
moved to	regular sheet	moved to regular stat sheet	moved to regular stat sheet	moved to regular stat sheet	184
1	1	0	0	1	2
11	5	6	9	12	7
note 15	*note 14*	*note 14*	*note 14*	*note 14*	*note 14*

	August 2021	July 2021	June 2021	May 2021	April 2021
	32	3A, 16J, 13F 6 0	3 2	2 2	3 3A
15A	500	18A, 409J, 73F 284	36	40	20
		31A, 253J 16A, 20J		14A, 26J 20A	
5 weeks of family kits	865	5 weeks of kits 650	720	684	639
	18	21	16	25	18
	275	139	131	93	128
	221	209	209	133	116
	2	6	4	12	10
	6	7	8	15	21
					2 weekly seed and 4 weeks of kids kits

* note 14*

note 13

note 12

note 11

March
2021

2 2A
4 4J

41 14A, 27J

4 weekly
kits and
seed
starter kits

792

16

121

164

62

35

note 11

Footnotes	Date of Change	Change	Services Available	Hours
#1		Normal Operating Hours and Services	Normal Operating Hours and Services	10 am - 8 pm
#2	3/14/2020	cancelled in person programming	In-person browsing, in-person pickup	10 am - 8 pm
	3/17/2020	closed to the public - no in-person services, staff report for shorter shifts	virtual programs, digital material	staff in house - 9:30 am - 2:30 pm
	3/20/2020	100% closure due to NY Pause executive order	virtual programs, digital material	staff working from home
#3		100% Closed -	virtual programs, digital material	staff working from home
#4	6/8/2020	staff return to prep library for curbside service	curbside pickup, virtual programs, digital material	staff only 10am -1 pm & 1:30 pm - 4:30 pm
	6/22/2020	curbside service begins	pick up at circ des, curbside service virtual programs, digital material	10 am - 6 pm
#5	7/21/2020	In-person pickup	browsing, pickup at circ des, curbside service virtual programs, digital material	10 am - 6 pm
#6	8/12/2020	In-person Browsing allowed	browsing, pickup at circ des, curbside service virtual programs, digital material	10 am - 6 pm
#7	11/2/2020	Public computers opened for 1 hour time limit, limited computers	browsing, pickup at circ des, curbside service virtual programs, digital material, public computers	10 am - 6 pm
#8	12/30/2020	closed public computers	browsing, pickup at circ des, curbside service virtual programs, digital material	10 am - 6 pm
#9	1/6/2021	move back to curbside service only	curbside pickup, virtual programs, digital material	10 am - 6 pm
#10	2/10/2021	In-person browsing allowed	browsing, pickup at circ des, curbside service virtual programs, digital material	10 am - 6 pm
#11	3/10/2021	Public computers opened for 1 hour time limit, limited computers	browsing, pickup at circ des, curbside service virtual programs, digital material, public computers	10 am - 6 pm
#12	5/10/2021	Library hours extend to normal M-F 10 am - 8 pm	browsing, pickup at circ des, curbside service virtual programs, digital material, public computers	10 am - 8 pm
#13	6/5/2021	Saturday hours begin 10 am - 3 pm	browsing, pickup at circ des, curbside service virtual programs, digital material, public computers	10 am - 3 pm
#14	8/2/2021	Masks required for all, regardless of vaccination status	browsing, pickup at circ des, curbside service, virtual programs, digital material, some in person programs, public computers	M-F 10 am - 8 pm Sat. 10 am - 3 pm
#15	2/22/2022	Masks are no longer required	browsing, pickup at circ des, curbside service, virtual programs, digital material, some in person programs, public computers	M-F 10 am - 8 pm Sat. 10 am - 3 pm

REVISED

Round Lake Library 2022 Actual vs Budget

thru May 31, 2022									
	Actual as of 5/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	41.67%	
Funding Income:									
11 Town of Malta Tax	\$ 169,500	\$ -	\$ -	\$ 339,000	\$ -	\$ -	50.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	0.00%		
11 Grants / Awards	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%		
Subtotal Funding	\$ 176,780	\$ -	\$ -	\$ 354,700	\$ -	\$ -	49.84%		
Library Income:									
11 Book Replacements	\$ 236	\$ 93	\$ 143	\$ 250	\$ 125	\$ 125	0.00%		
11 Book Shop (Ongoing)	\$ 779	\$ 144	\$ 635	\$ 2,500	\$ 1,250	\$ 1,250	31.15%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,750	\$ 1,750	0.00%		
11 Copies/Faxes	\$ 882	\$ 309	\$ 573	\$ 3,200	\$ 1,400	\$ 1,800	27.56%		
11 Donations	\$ 772	\$ 365	\$ 408	\$ 1,000	\$ 500	\$ 500	77.23%		
11 Fines	\$ 348	\$ 82	\$ 266	\$ 2,500	\$ 1,250	\$ 1,250	13.91%		
11 Interest - Savings	\$ 54	\$ 27	\$ 27	\$ 200	\$ 100	\$ 100	26.84%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
11 Workers Comp Ins Refund	\$ 406	\$ 203	\$ 203	\$ -	\$ -	\$ -	0.00%		
11 Misc: Overpayment & Over/Short	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Interest and Dividend Income/Rem. Fun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
Subtotal Library	\$ 3,477	\$ 1,221	\$ 2,255	\$ 13,350	\$ 6,475	\$ 6,875	26.04%		
Total Income	\$ 180,257	\$ 1,221	\$ 2,255	\$ 368,050	\$ 6,475	\$ 6,875	48.98%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 24,842	\$ 12,421	\$ 12,421	\$ 70,164	\$ 35,082	\$ 35,082	35.41%		
12 Payroll Exp: Staff	\$ 73,744	\$ 37,255	\$ 36,488	\$ 170,827	\$ 85,414	\$ 85,414	43.17%		
12 IRA	\$ 983	\$ 491	\$ 491	\$ 3,000	\$ 1,500	\$ 1,500	32.75%		
12 Payroll Taxes	\$ 7,542	\$ 3,791	\$ 3,751	\$ 19,000	\$ 9,500	\$ 9,500	39.69%		
12 Payroll Insurances	\$ 3,269	\$ 1,635	\$ 1,635	\$ 4,000	\$ 2,000	\$ 2,000	81.73%		
Sub Total Employee Expenses	\$ 110,379	\$ 55,593	\$ 54,785	\$ 266,991	\$ 133,496	\$ 133,496	41.34%		
Non-Employee Expenses									
12 Accounting	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	0.00%		
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 100	\$ 50	\$ 50	35.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Books/Serials/AV	\$ 26,419	\$ 12,689	\$ 13,730	\$ 42,000	\$ 21,000	\$ 21,000	62.90%		
12 Circulation Fees	\$ 7,305	\$ 2,816	\$ 4,489	\$ 15,500	\$ 6,045	\$ 9,455	47.13%		
12 Computers & Equipment	\$ 231	\$ 116	\$ 116	\$ 4,500	\$ 2,250	\$ 2,250	5.14%		
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Furniture	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%		
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 750	\$ 375	\$ 375	0.00%		
12 Insurance	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,250	\$ 1,250	0.00%		
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%		
12 Memberships	\$ 210	\$ 105	\$ 105	\$ 1,200	\$ 600	\$ 600	17.47%		
12 Payroll Processing	\$ 2,183	\$ 1,091	\$ 1,091	\$ 5,500	\$ 2,750	\$ 2,750	39.68%		
12 Postage	\$ 245	\$ 114	\$ 131	\$ 250	\$ 100	\$ 150	98.04%		
12 Printer Contract	\$ 617	\$ 856	\$ (239)	\$ 4,500	\$ 2,250	\$ 2,250	13.71%		
12 Programs	\$ 2,751	\$ 1,466	\$ 1,286	\$ 5,000	\$ 2,000	\$ 3,000	55.03%		
12 Public Relations	\$ 25	\$ 25	\$ -	\$ 100	\$ 50	\$ 50	25.00%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ 7,008	\$ 62	\$ 6,946	\$ 600	\$ 300	\$ 300	1168.00%		
12 Sales Tax/Credit	\$ 37	\$ 19	\$ 19	\$ 300	\$ 150	\$ 150	12.37%		
12 Security	\$ 158	\$ 158	\$ -	\$ 400	\$ 400	\$ -	39.46%	Clark Only	
12 Software & Repairs	\$ 501	\$ 143	\$ 359	\$ 1,000	\$ 500	\$ 500	50.14%		
12 Staff Development	\$ 1,997	\$ 1,049	\$ 949	\$ 2,000	\$ 1,000	\$ 1,000	99.86%		
12 Supplies	\$ 3,362	\$ 1,752	\$ 1,610	\$ 4,000	\$ 1,600	\$ 2,400	84.06%		
12 Telephone	\$ 500	\$ 500	\$ -	\$ 1,200	\$ 1,200	\$ -	41.69%	Clark Only	
12 Trash	\$ 108	\$ 108	\$ -	\$ 400	\$ 400	\$ -	27.00%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%		
12 Utilities	\$ 1,573	\$ 1,573	\$ -	\$ 5,500	\$ 5,500	\$ -	28.59%	Clark Only	
Sub Total Non-Employee Expenses	\$ 55,266	\$ 24,658	\$ 30,609	\$ 101,059	\$ 51,649	\$ 49,410	45.01%		
Total Expenses	\$ 165,646	\$ 80,250	\$ 85,394	\$ 368,050	\$ 185,145	\$ 182,906	45.01%		
Net Income/Loss	\$ 14,611			\$ -					

5:37 PM
 07/11/22
 Cash Basis

Round Lake Library Profit & Loss by Class January through May 2022

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Town of Malta	169,500.00	0.00	0.00	169,500.00
Total Funding Income	169,500.00	0.00	0.00	169,500.00
Grant/Awards Income	7,280.00	0.00	0.00	7,280.00
Library Income				
Book Replacements	0.00	92.88	143.48	236.36
Book Shop	0.00	143.50	635.20	778.70
Copies / fax	0.00	309.05	572.95	882.00
Donations	600.00	64.51	107.78	772.29
Fines	0.00	81.55	266.13	347.68
Interest - Savings	0.00	26.82	26.85	53.67
Workers Comp Ins Refund	405.83	0.00	0.00	405.83
Total Library Income	1,005.83	718.31	1,752.39	3,476.53
Total Income	177,785.83	718.31	1,752.39	180,256.53
Gross Profit	177,785.83	718.31	1,752.39	180,256.53
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	9,290.82	9,505.96	18,796.78
E-Books	0.00	1,400.00	1,400.00	2,800.00
Lost Books	0.00	0.00	19.94	19.94
Magazine/Newspaper	0.00	134.80	957.45	1,092.25
Books / Serials / AV - Other	0.00	1,863.42	1,846.19	3,709.61
Total Books / Serials / AV	0.00	12,689.04	13,729.54	26,418.58
Circulation Fees	0.00	2,816.06	4,489.30	7,305.36
Computers & Equipment	0.00	115.56	115.56	231.12
Insurance				
Disability	1,039.28	0.00	0.00	1,039.28
Workers Comp	2,230.00	0.00	0.00	2,230.00
Total Insurance	3,269.28	0.00	0.00	3,269.28
Memberships	0.00	104.79	104.79	209.58
Payroll Expenses				
3% Simple IRA	982.57	0.00	0.00	982.57
Taxes	7,541.79	0.00	0.00	7,541.79
Wages	98,585.54	0.00	0.00	98,585.54
Total Payroll Expenses	107,109.90	0.00	0.00	107,109.90
Payroll Processing	2,182.50	0.00	0.00	2,182.50
Postage	0.00	114.08	131.03	245.11
Printer Contract				
Printer/Copier Lease Buy Out	0.00	0.00	-1,094.83	-1,094.83
Printer Contract - Other	0.00	855.91	855.92	1,711.83
Total Printer Contract	0.00	855.91	-238.91	617.00
Programs	0.00	1,465.71	1,285.63	2,751.34
Public Relations	0.00	25.00	0.00	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	62.01	6,946.00	7,008.01

5:37 PM
07/11/22
Cash Basis

Round Lake Library
Profit & Loss by Class
January through May 2022

	<u>Administrative</u>	<u>Clark House</u>	<u>Malta</u>	<u>TOTAL</u>
Sales Tax	37.11	0.00	0.00	37.11
Security	0.00	157.85	0.00	157.85
Software / Repairs	0.00	142.51	358.86	501.37
Staff Development	0.00	1,048.59	948.59	1,997.18
Supplies	0.00	1,752.45	1,609.94	3,362.39
Telephone	0.00	500.23	0.00	500.23
Trash	0.00	108.00	0.00	108.00
Utilities	0.00	1,572.71	0.00	1,572.71
Total Expense	<u>112,598.79</u>	<u>23,548.00</u>	<u>29,498.83</u>	<u>165,645.62</u>
Net Ordinary Income	<u>65,187.04</u>	<u>-22,829.69</u>	<u>-27,746.44</u>	<u>14,610.91</u>
Net Income	<u>65,187.04</u>	<u>-22,829.69</u>	<u>-27,746.44</u>	<u>14,610.91</u>

Round Lake Library 2022 Actual vs Budget

	thru May 31, 2022							
	Actual as of 5/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	
Funding Income:								
11 Town of Malta Tax	\$ 169,500	\$ -	\$ -	\$ 339,000	\$ -	\$ -	50.00%	
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%	
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	0.00%	
11 Grants / Awards	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%	
Subtotal Funding	\$ 176,780	\$ -	\$ -	\$ 354,700	\$ -	\$ -	49.84%	
Library Income:								
11 Book Replacements	\$ 236	\$ 93	\$ 143	\$ 250	\$ 125	\$ 125	0.00%	
11 Book Shop (Ongoing)	\$ 779	\$ 144	\$ 635	\$ 2,500	\$ 1,250	\$ 1,250	31.15%	
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,750	\$ 1,750	0.00%	
11 Copies/Faxes	\$ 882	\$ 309	\$ 573	\$ 3,200	\$ 1,400	\$ 1,800	27.56%	
11 Donations	\$ 772	\$ 365	\$ 408	\$ 1,000	\$ 500	\$ 500	77.23%	
11 Fines	\$ 348	\$ 82	\$ 266	\$ 2,500	\$ 1,250	\$ 1,250	13.91%	
11 Interest - Savings	\$ 54	\$ 27	\$ 27	\$ 200	\$ 100	\$ 100	26.84%	
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
11 Workers Comp Ins Refund	\$ 406	\$ 203	\$ 203	\$ -	\$ -	\$ -	0.00%	
11 Misc: Overpayment & Over/Short	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
11 Interest and Dividend Income/Rem. Fun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Subtotal Library	\$ 3,477	\$ 1,221	\$ 2,255	\$ 13,350	\$ 6,475	\$ 6,875	26.04%	
Total Income	\$ 180,257	\$ 1,221	\$ 2,255	\$ 368,050	\$ 6,475	\$ 6,875	48.98%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 24,842	\$ 12,421	\$ 12,421	\$ 70,164	\$ 35,082	\$ 35,082	35.41%	
12 Payroll Exp: Staff	\$ 73,744	\$ 37,255	\$ 36,488	\$ 170,827	\$ 85,414	\$ 85,414	43.17%	
12 IRA	\$ 983	\$ 491	\$ 491	\$ 3,000	\$ 1,500	\$ 1,500	32.75%	
12 Payroll Taxes	\$ 7,542	\$ 3,791	\$ 3,751	\$ 19,000	\$ 9,500	\$ 9,500	39.69%	
12 Payroll Insurances	\$ 3,269	\$ 1,635	\$ 1,635	\$ 4,000	\$ 2,000	\$ 2,000	81.73%	
Sub Total Employee Expenses	\$ 110,379	\$ 55,593	\$ 54,785	\$ 266,991	\$ 133,496	\$ 133,496	41.34%	
Non-Employee Expenses								
12 Accounting	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	0.00%	
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 100	\$ 50	\$ 50	35.00%	
12 Book Sales	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
12 Books/Sericals/AV	\$ 26,419	\$ 12,689	\$ 13,730	\$ 42,000	\$ 21,000	\$ 21,000	62.90%	
12 Circulation Fees	\$ 7,305	\$ 2,816	\$ 4,489	\$ 15,500	\$ 6,045	\$ 9,455	47.13%	
12 Computers & Equipment	\$ 231	\$ 116	\$ 116	\$ 4,500	\$ 2,250	\$ 2,250	5.14%	
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Furniture	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%	
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 750	\$ 375	\$ 375	0.00%	
12 Insurance	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,250	\$ 1,250	0.00%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%	
12 Memberships	\$ 210	\$ 105	\$ 105	\$ 1,200	\$ 600	\$ 600	17.47%	
12 Payroll Processing	\$ 2,183	\$ 1,091	\$ 1,091	\$ 5,500	\$ 2,750	\$ 2,750	39.68%	
12 Postage	\$ 245	\$ 114	\$ 131	\$ 250	\$ 100	\$ 150	98.04%	
12 Printer Contract	\$ 617	\$ 856	\$ (239)	\$ 4,500	\$ 2,250	\$ 2,250	13.71%	
12 Programs	\$ 2,751	\$ 1,466	\$ 1,286	\$ 5,000	\$ 2,000	\$ 3,000	55.03%	
12 Public Relations	\$ 25	\$ 25	\$ -	\$ 100	\$ 50	\$ 50	25.00%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only
12 Repairs & Maintenance	\$ 62	\$ 62	\$ -	\$ 600	\$ 300	\$ 300	10.34%	
12 Sales Tax/Credit	\$ 37	\$ 19	\$ 19	\$ 300	\$ 150	\$ 150	12.37%	
12 Security	\$ 158	\$ 158	\$ -	\$ 400	\$ 400	\$ -	39.46%	Clark Only
12 Software & Repairs	\$ 7,447	\$ 143	\$ 7,305	\$ 1,000	\$ 500	\$ 500	744.74%	
12 Staff Development	\$ 1,997	\$ 1,049	\$ 949	\$ 2,000	\$ 1,000	\$ 1,000	99.86%	
12 Supplies	\$ 3,362	\$ 1,752	\$ 1,610	\$ 4,000	\$ 1,600	\$ 2,400	84.06%	
12 Telephone	\$ 500	\$ 500	\$ -	\$ 1,200	\$ 1,200	\$ -	41.69%	Clark Only
12 Trash	\$ 108	\$ 108	\$ -	\$ 400	\$ 400	\$ -	27.00%	Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%	
12 Utilities	\$ 1,573	\$ 1,573	\$ -	\$ 5,500	\$ 5,500	\$ -	28.59%	Clark Only
Sub Total Non-Employee Expenses	\$ 55,266	\$ 24,658	\$ 30,609	\$ 101,059	\$ 51,649	\$ 49,410	45.01%	
Total Expenses	\$ 165,646	\$ 80,250	\$ 85,394	\$ 368,050	\$ 185,145	\$ 182,906	45.01%	
Net Income/Loss	\$ 14,611	\$ -	\$ -	\$ -	\$ -	\$ -	-	

10:48 AM
06/03/22
Cash Basis

Round Lake Library
Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	15,210.12
Adirondack Trust Savings	234,721.39
Total Checking/Savings	<u>250,131.51</u>
Total Current Assets	250,131.51
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	24,202.90
Total Other Assets	<u>24,202.90</u>
TOTAL ASSETS	<u><u>275,324.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	2,766.38
Federal Taxes (941/944)	201.27
NYS Income Tax	35.89
Total Payroll Liabilities	<u>3,003.54</u>
Total Other Current Liabilities	<u>3,012.80</u>
Total Current Liabilities	<u>3,012.80</u>
Total Liabilities	3,012.80
Equity	
Unreal. Appre. of Investments	-24,866.85
Opening Bal Equity	12,493.04
Unrestricted Net Assets	270,074.78
Net Income	14,610.91
Total Equity	<u>272,311.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>275,324.68</u></u>

10:47 AM
 06/03/22
 Cash Basis

Round Lake Library Profit & Loss by Class January through May 2022

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Town of Malta	169,500.00	0.00	0.00	169,500.00
Total Funding Income	169,500.00	0.00	0.00	169,500.00
Grant/Awards Income	7,280.00	0.00	0.00	7,280.00
Library Income				
Book Replacements	0.00	92.88	143.48	236.36
Book Shop	0.00	143.50	635.20	778.70
Copies / fax	0.00	309.05	572.95	882.00
Donations	600.00	64.51	107.78	772.29
Fines	0.00	81.55	266.13	347.68
Interest - Savings	0.00	26.82	26.85	53.67
Workers Comp Ins Refund	405.83	0.00	0.00	405.83
Total Library Income	1,005.83	718.31	1,752.39	3,476.53
Total Income	177,785.83	718.31	1,752.39	180,256.53
Gross Profit	177,785.83	718.31	1,752.39	180,256.53
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	9,290.82	9,505.96	18,796.78
E-Books	0.00	1,400.00	1,400.00	2,800.00
Lost Books	0.00	0.00	19.94	19.94
Magazine/Newspaper	0.00	134.80	957.45	1,092.25
Books / Serials / AV - Other	0.00	1,863.42	1,846.19	3,709.61
Total Books / Serials / AV	0.00	12,689.04	13,729.54	26,418.58
Circulation Fees	0.00	2,816.06	4,489.30	7,305.36
Computers & Equipment	0.00	115.56	115.56	231.12
Insurance				
Disability	1,039.28	0.00	0.00	1,039.28
Workers Comp	2,230.00	0.00	0.00	2,230.00
Total Insurance	3,269.28	0.00	0.00	3,269.28
Memberships	0.00	104.79	104.79	209.58
Payroll Expenses				
3% Simple IRA	982.57	0.00	0.00	982.57
Taxes	7,541.79	0.00	0.00	7,541.79
Wages	98,585.54	0.00	0.00	98,585.54
Total Payroll Expenses	107,109.90	0.00	0.00	107,109.90
Payroll Processing	2,182.50	0.00	0.00	2,182.50
Postage	0.00	114.08	131.03	245.11
Printer Contract				
Printer/Copier Lease Buy Out	0.00	0.00	-1,094.83	-1,094.83
Printer Contract - Other	0.00	855.91	855.92	1,711.83
Total Printer Contract	0.00	855.91	-238.91	617.00
Programs	0.00	1,465.71	1,285.63	2,751.34
Public Relations	0.00	25.00	0.00	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	62.01	0.00	62.01

10:47 AM
06/03/22
Cash Basis

**Round Lake Library
Profit & Loss by Class
January through May 2022**

	<u>Administrative</u>	<u>Clark House</u>	<u>Malta</u>	<u>TOTAL</u>
Sales Tax	37.11	0.00	0.00	37.11
Security	0.00	157.85	0.00	157.85
Software / Repairs	0.00	142.51	7,304.86	7,447.37
Staff Development	0.00	1,048.59	948.59	1,997.18
Supplies	0.00	1,752.45	1,609.94	3,362.39
Telephone	0.00	500.23	0.00	500.23
Trash	0.00	108.00	0.00	108.00
Utilities	0.00	1,572.71	0.00	1,572.71
Total Expense	<u>112,598.79</u>	<u>23,548.00</u>	<u>29,498.83</u>	<u>165,645.62</u>
Net Ordinary Income	<u>65,187.04</u>	<u>-22,829.69</u>	<u>-27,746.44</u>	<u>14,610.91</u>
Net Income	<u><u>65,187.04</u></u>	<u><u>-22,829.69</u></u>	<u><u>-27,746.44</u></u>	<u><u>14,610.91</u></u>