

**Round Lake Library Board of Trustees**  
**Meeting Agenda**  
**July 12, 2022**  
**Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrant
- 6) Announcements
  - Budget Prep Meeting – July 14 th, 1pm, Malta branch
  - Collection Management Policy and Webinar – July 19th
- 7) Book Sale Volunteers & Updates
- 8) Clark House Fire Alarm Update
- 9) Cyber Security Insurance Policy
- 10) SALS Assurance Form
- 11) 125<sup>th</sup> Anniversary Ideas
- 12) Adjournment



<b>Statistics 2022</b>	<b>YTD Total</b>	<b>June</b>	<b>May</b>	<b>April</b>
<b>ROUND LAKE LIBRARY</b>		<b>2022</b>	<b>2022</b>	<b>2022</b>
<b>MALTA</b>				
Total Circulation	20,289	3,702	3,341	3,262
Book	15,208	2,892	2,517	2,381
Non-Book	5,081	810	824	881
06/2021 total circ = 3167				
Cardholders New	78	19	12	11
Cardholders Total	2,602	2,602	2,611	2,619
Borrowers	3,150	572	506	542
Programs**	40	7 2J, 5A	11 4J, 1T, 6A	11 6J, 2A, 3F
Attendance	478	93 12J, 81A	70 28J, 6T, 36A	231 54J, 17A, 160 F
<b>CLARK HOUSE</b>				
Total Circulation	9,904	1,728	1,471	1,596
Book	7,870	1,391	1,129	1,254
Non-Book	2,034	337	342	342
06/2021 total circ = 1926				
Cardholders New	97	10	17	14
Cardholders Total	1,511	1,511	1,475	1,317
Borrowers	1,490	257	260	265
Programs**	21	2 2J	5 5J	6 5J, 1A
Attendance	196	15 15J	53 53J	60 47J, 13A
<b>MALTA + CLARK HOUSE</b>				
Programs	61	9	16	17
Attendance	674	108	123	291
Cardholders New	175	29	29	25
Cardholders	4,113	4,113	4086	3936
Borrowers	4,640	829	766	807
Circulation		5,430	4812	4858
<b>2022 Total YTD Circulation</b>	<b>30,193</b>	<b>30,193</b>	<b>24,763</b>	<b>19,951</b>
YTD 2022/2021 Circulation *		1,782	1,445	985
**Juvenile, Teen, Adult, Family (For All Ages)				
		*note 15*	*note 15*	*note 15*

\*note\* see footnote page

\* see Virtual stats

March 2022	February 2022	January 2022	December 2021	November 2021	October 2021	September 2021	August 2021	July 2021
3,783	3,042	3,159	3,311	3,308	3,411	3,266	3,860	3,994
2,837	2,233	2,348	2,453	2,585	2,659	2,486	3,048	3,117
946	809	811	858	723	752	780	812	877
2	20	14	8	16	16	16	20	15
2,638	2,648	2,639	2,638	2,650	2,653	2,662	2,683	2,684
518	516	496	498	486	495	493	586	584
3 2J, 1A	5 1J, 4A	3 *	*	*	*	*	*	*
17 12J, 5, A	46 6J, 40A	21 *	*	*	*	*	*	*
1,896	1,716	1,497	1,725	1,922	2,072	1,936	1,881	1,842
1,551	1,401	1,144	1,418	1,547	1,719	1,541	1,524	1,510
345	315	353	307	375	353	395	357	332
39	17	0	6	6	5	10	7	4
1,265	1,157	1,128	1,137	1,140	1,137	1,139	1,137	1,142
250	246	212	229	235	256	239	242	268
4 4J	3 3J	1 *	*	*	*	*	*	*
36 36J	23 23J	9 *	*	*	*	*	*	*
7	8	4 *	*	*	*	*	*	*
53	69	30 *	*	*	*	*	*	*
41	37	14	14	22	21	26	27	19
3903	3805	3767	3775	3790	3790	3801	3820	3826
768	762	708	727	721	751	732	828	852
5679	4758	4656	5036	5230	5483	5202	5741	5836
15,093	<b>9,414</b>	4,656	60,939	55,903	50,673	45,190	39,988	34,247
935	475	475	16,868	16,670	15,665	14,759	14,103	12,555

\*note 15\*

\*note 15\*

\*note 14\*

\*note 14\*

\*note 14\*

\*note 14\*

\*note 14\*

\*note 14\*

June **Statistics**

2021 **Round Lake Library**

**MALTA**

3,167 Total Circulation

2,470 Book

697 Non-Book

15 Cardholders New

2,691 Cardholders Total

500 Borrowers

\* Programs

\* Attendance

**CLARK HOUSE**

1,926 Total Circulation

1,529 Book

397 Non-Book

9 Cardholders New

1,145 Cardholders Total

227 Borrowers

\* Programs

\* Attendance

**MALTA + CLARK HOUSE**

\* Programs

\* Attendance

24 New Borrowers

3836 Borrowers Total

727

5093 Circulation

28,411 **2022 YTD Circulation**

9,696 YTD 2022/2021 Circulation

\*note 13\*

Statistics - page 2

	YTD Total	June 2022	May 2022	April 2022	March 2022	February 2022	January 2022
<b>MALTA</b>							
Door Count **	20,497	3,269	2,897	3,410	5,141	3,048	2,732
Computer Use INT + OPAC	870	135	153	181	149	134	118
Reference Questions	1,308	192	175	213	255	207	266
# items circulated	17,779	3,317	2,912	2,872	3,231	2,691	2,756
# Items Added to Collection	821	94	137	133	182	178	97
Total # items in Collection	21,835	21,835	21,833	21,770	21,597	21,498	21,394
Requests Placed*	5,413	982	940	920	907	735	929
Requests Filled*	4,988	1,002	793	817	860	722	794
Inter-Library Loan Requests*							
<b>CLARK HOUSE</b>							
Door Count **	4,589	793	793	831	864	744	564
Computer Use INT + OPAC	325	55	57	59	54	61	39
Reference Questions	1,273	203	211	225	222	223	189
# items circulated	9,155	1,583	1,385	1,492	1,703	1,607	1,385
Items Added to Collection	546	52	95	93	96	174	36
Total # items in Collection	19,343	19,343	19,273	19,269	19,244	19,208	19,008
Requests Placed*	2,519	330	441	334	469	458	487
Requests Filled*	2,459	386	417	298	470	410	478
Inter-Library Loan Requests*							
<b>MALTA + CLARK HOUSE</b>							
Total Door Count **	25,086	4062	3690	4241	6005	3792	3296
Total Computer Use INT + OPAC	1,195	190	210	240	203	195	157
Total Reference Questions	2,581	395	386	438	477	430	455
# Items circulated	26,934	4,900	4,297	4,364	4,934	4,298	4,141
# Items Added to Collection	1,367	146	232	226	278	352	133
Total items in Collection	41,178	41,178	41,106	41,039	40,841	40,706	40,402
Total Requests Placed*	7,932	1312	1381	1254	1376	1193	1416
Total Requests Filled*	7,447	1388	1210	1115	1330	1132	1272
Early Literacy Programs	34	4	8	11	6	3	2
Early Literacy Attendance	279	27	62	101	48	29	12

\*note\* see footnote page  
 \* see Virtual stats

\*note 15\*

\*note 15\*

\*note 15\*

\*note 15\*

\*note 15\*

\*note 14\*

*December 2021	*November 2021	*October 2021	*September 2021	*August 2021	*July 2021	*June 2021	*May 2021	*April 2021	
3451	3599	2651	2726	1930	920	777	494	554	
119	150	135	99	150	93	106	55	52	
231	247	260	*	*	*	*	*	*	
2,760	2,770	2,867	2,846	3,430	3,438	2,782	2,432	2,584	
165	105	157	117	102	114	146	106	109	
21,484	21,344	21,418	21,205	21,244	21,825	21,198	21,051	20,981	
696	818	1,077	790	983	1,004	930	905	844	
722	830	885	759	938	903	840	810	742	In
743	732	701	677	764	804	701	477	545	
54	58	45	44	31	45	39	38	21	
195	209	226	*	*	*	*	*	*	
1,481	1,760	1,805	1,763	1,736	1,696	1,690	1,580	1,758	
104	49	122	81	95	100	92	106	94	
19,052	19,255	20,106	19,343	19,253	20,551	19,328	19,260	19,390	
388	519	600	558	531	542	569	490	737	
386	485	518	552	488	486	644	468	685	In
4194	4331	3352	3403	2694	1724	1478	971	1099	
173	208	180	143	181	138	145	93	73	
426	<b>456</b>	<b>486</b>	*	*	*	*	*	*	
4,241	4,530	4,672	4,609	5,166	5,134	4,472	4,012	4,342	
269	154	279	198	197	214	238	212	203	
40,536	40,599	41,524	40,548	40,497	42,376	40,526	40,311	40,371	
1084	1337	1677	1348	1514	1546	1499	1395	1581	
1108	1315	1403	1311	1426	1389	1484	1278	1427	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
*note 14*	*note 14*	*note 14*	*note 14*	*note 14*		*note 13*	*note 12*	*note 11 *	

**statistics - continued**

**MALTA**

Door Count

Computer Use INT + OPAC

Reference Questions

# items circulated

# Items Added to Collection

Total # items in Collection

Requests Placed\*

Requests Filled\*

ter-Library Loan\*

**CLARK HOUSE**

Door Count

Computer Use INT + OPAC

Reference Questions

# items circulated

Items Added to Collection

Total items in Collection

Requests Placed\*

Requests Filled\*

ter-Library Loan\*

**MALTA + CLARK HOUSE**

Total Door Count

Total Computer Use INT + OPAC

Total Reference Questions

# Items circulated

# Items Added to Collection

Total items in Collection

Total Requests Placed\*

Total Requests Filled\*

Early Literacy Programs

Early Literacy Attendance



	YTD Totals 2020	June 2022	May 2022	April 2022	March 2022	February 2022	January 2022	December 2021	
<b>OVERDRIVE</b>									
<b>(EBooks, EAudiobooks)</b>									
# downloads	3,438	561	536	624	563	572	582	493	
<b># WIRELESS USES</b>									
Malta	756	131	149	141	118	109	108	107	
Round Lake	353	64	57	66	71	47	48	52	
<b>Malta + Round Lake</b>	<b>1,109</b>	<b>195</b>	<b>206</b>	<b>207</b>	<b>189</b>	<b>156</b>	<b>156</b>	<b>159</b>	
<b>DATABASES:</b>									
<b>FREEGAL (Music)</b>									
# downloads	135	23	27	13	28	24	20	33	
# unique download patrons	31	5	5	2	5	9	5	6	
# songs streamed	413	78	53	73	77	81	51	70	
# unique streaming users	30	4	5	6	8	3	4	5	
<b>FREADING (EBooks)</b>									
# downloads	10	1	0	1	4	2	2	0	
# unique users	8	1	0	1	3	1	2	0	
# tokens used	30	3	0	5	12	2	8	0	
<b>Hoopla (added 3/23/22)</b>									
# downloads	116	36	40	28	12				
<b>MAGAZINE CIRCULATION</b>									
Malta	23	1	0	0	14	2	6	1	
Round Lake	18	4	0	5	6	2	1	5	
<b>Malta + Round Lake</b>	<b>41</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>20</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>0</b>

\*note\* see footnote page

\*note 15\*

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November 2021	October 2021	Septmeber 2021	August 2021	July 2021	June 2021
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460	425	532	532	508	433
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109	92	91	110	114	91
51	74	51	58	56	49
160	166	142	168	170	140

33	98	33	38	24	15
3	7	3	4	3	3
193	146	109	118	47	125
4	6	4	8	4	12

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

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

\*note 14\*

\*note 14\*

\*note 14\*

\*note 14\*

\*note 13\*

<b>Modified Progrma Stats</b>		<b>YTD Totals 2022</b>	<b>June 2022</b>		<b>May 2022</b>		<b>April 2022</b>	
<b>Programs</b>								
	Virtual Live	<b>7</b>	<b>1</b>	<b>1A</b>	2	2A	1	1A
	Virtual Recorded							
	In person		moved to	regular sheet	moved to	regular sheet	moved to	regular sheet
<b>Virtual Program Attendance</b>		<b>62</b>	<b>6</b>		10		5	
<b>Kids Craft Bags/activity Bags</b>								
	Program Related							
	DYI	<b>4033</b>	<b>711</b>	<b>5 weeks of family kis</b>	854	5 weeks of family kis	719	5 weeks of family kis
<b>Reference Email</b>			moved to	regular sheet	moved to	regular sheet	moved to	regular sheet
<b>Reference Phone</b>	MAL		moved to	regular stat	moved to	regular stat	moved to	regular stat
	RDL		regular sheet	sheet	regular sheet	sheet	regular sheet	sheet
<b>Curbside Pick-up Stared 6/22/2020</b>								
	MAL	<b>7</b>	<b>2</b>		1		1	
	RDL	<b>38</b>	<b>5</b>		10		3	
<b>*note*</b> see footnote page			<b>*note 15*</b>		<b>*note 15*</b>		<b>*note 15*</b>	

March 2022		February 2022		January 2022		December 2021		November 2021		October 2021	
1	1A	1	1A	1	4	1A	4	1A	7	1A	
moved to	regular sheet	moved to	regular sheet	4	2J, 2A	7J, 4A		6J, 2A		8	
5	5A	6	6A	30	12J, 18A	74	59J, 15A	48	41J,7A	61	
800	5 weeks of family kis	600	4 weeks of family kis	349		593	5 weeks of family kits	800	5 weeks of family kits	755	
		moved to	regular sheet	moved to	regular sheet	21		18		16	
	moved to regular stat sheet		moved to regular stat sheet		moved to regular stat sheet		moved to regular stat sheet		moved to regular stat sheet		moved regular sheet
1		1		1		0		0		1	
4		11		5		6		9		12	
*note 15*		*note 15*		*note 14*		*note 14*		*note 14*		*note 14*	

	September 2021		August 2021		July 2021		June 2021		May 2021	
7	1A		32	3A, 16J, 13F	6		3		2	
4J,1T,3A	2A				0		2		2	
7J,8T,46A	15	15A	500	18A, 409J, 73F	284	31A, 253J	36	16A, 20J	40	14A, 26J
5 weeks of family kits	678	5 weeks of family kits	865	5 weeks of kits	650	4 weeks of family kits	720	5 weeks of family kits	684	4 weeks of family kits
	26		18		21		16		25	
to	184		275		139		131		93	
stat	212		221		209		209		133	
	2		2		6		4		12	
	7		6		7		8		15	
	*note 14*		*note 14*			*note 13*		*note 12*		

April 2021		March 2021	
3	3A	2 4	2A 4J
20	20A	41	14A, 27J
639	2 weekly seed and 4 weeks of kids kits	792	4 weekly kits and seed starter kits
18		16	
128		121	
116		164	
10		62	
21		35	
*note 11*		*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 broasing, 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 form home
#3		100% Closed -	virtual programs, digital material	staff working form home
#4	6/8/2020	staff return to prep library for curbside service		staff only 10am -1 pm & 1:30 pm - 4:30 pm
	6/22/2020	curbside service begins	curbside pickup, virtual programs, digital material	10 am - 6 pm
#5	7/21/2020	in-person pickup	pickup at circ des, curbside service virtual prgrams, digital material	10 am - 6 pm
#6	8/12/2020	In-person Browsing allowed	browsing, pickup at circ des, curbside service virtual prgrams, 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 prgrams, digital material, public computers	10 am - 6 pm
#8	12/30/2020	closed public computers	browsing, pickup at circ des, curbside service virtual prgrams, 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 prgrams, 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 prgrams, 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 prgrams, 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 prgrams, 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 prgrams, 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 reired	browsing, pickup at circ des, curbside service, virtual prgrams, digital material, some in person programs, public computers	M-F 10 am - 8 pm Sat. 10 am - 3 pm

June begins the summer season at the library. Circulation and door count increased for the month and we anticipate that both will increase further over the summer. Our summer reading program started on June 25<sup>th</sup> and as of July 5<sup>th</sup>, 135 children have received summer reading bags and 23 have enrolled using Read-Squared (online reading tracker). In person summer programming will begin the week of July 5<sup>th</sup>, with regular story times, special programs, and a program series for the Malta campers.

The new book drop at the Malta Branch has been installed and is working well. Terry Barnes and his maintenance crew did a great job installing it.

As mentioned a few months back, SALS, through a grant, has hired Unity Web Agency to help redesign and create new WordPress templates for our library websites. This redesign will incorporate accessibility tools and better mobile device capability. We have received some training on the new template and provided feedback to Unity. The anticipated roll out is scheduled for mid-July. Once we receive the official template staff will work to create our new website and aim to go live early this fall, if not sooner.

The Saratoga Children's Museum passes will be available for checkout beginning July 11<sup>th</sup>. The library received 2 sets of family passes along with 4 Science at Home kits courtesy of the museum and a Global Foundries grant they received.

On June 7<sup>th</sup> the library was closed for a staff development day. The morning session was spent at Clark House and began with a general staff meeting. We invited the Round Lake Fire Department to come and walk through evacuation procedures with staff and answer questions. It was very informative and the staff were very appreciative. We will be scheduling them to come back to do a full demonstration using the fire extinguishers. Staff then moved to the Malta branch for lunch and the second half of the day. We reviewed procedures, discussed book challenges that are happening in libraries around the country and spent time planning upcoming programs. These workshop days are very beneficial and allow the staff to come together as a group to discuss issues and work to make the library even better.

Jennifer Hurd, Director

Upcoming Dates:

Library Book Sale: August 13<sup>th</sup> & 14<sup>th</sup>

Markets at Round Lake: August 13<sup>th</sup> & 14<sup>th</sup>



# Round Lake Library 2022 Actual vs Budget

thru June 30, 2022

thru June 30, 2022									
	Actual as of 6/30/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	%	of Budget	50.00%
<b>Funding Income:</b>									
11 Town of Malta Tax	\$ 254,250	\$ -	\$ -	\$ 339,000	\$ -	\$ -	75.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	0.00%		
11 Grants / Awards	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%		
<b>Subtotal Funding</b>	<b>\$ 261,530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>73.73%</b>		
<b>Library Income:</b>									
11 Book Replacements	\$ 303	\$ 149	\$ 154	\$ 250	\$ 125	\$ 125	0.00%		
11 Book Shop (Ongoing)	\$ 1,032	\$ 304	\$ 728	\$ 2,500	\$ 1,250	\$ 1,250	41.29%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,750	\$ 1,750	0.00%		
11 Copies/Faxes	\$ 1,104	\$ 471	\$ 632	\$ 3,200	\$ 1,400	\$ 1,800	34.48%		
11 Donations	\$ 851	\$ 128	\$ 123	\$ 1,000	\$ 500	\$ 500	85.10%		
11 Fines	\$ 382	\$ 88	\$ 294	\$ 2,500	\$ 1,250	\$ 1,250	15.29%		
11 Interest - Savings	\$ 64	\$ 32	\$ 32	\$ 200	\$ 100	\$ 100	31.76%		
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. Fur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
<b>Subtotal Library</b>	<b>\$ 4,142</b>	<b>\$ 1,375</b>	<b>\$ 2,166</b>	<b>\$ 13,350</b>	<b>\$ 6,475</b>	<b>\$ 6,875</b>	<b>31.02%</b>		
<b>Total Income</b>	<b>\$ 265,672</b>	<b>\$ 1,375</b>	<b>\$ 2,166</b>	<b>\$ 368,050</b>	<b>\$ 6,475</b>	<b>\$ 6,875</b>	<b>72.18%</b>		
<b>Employee Expenses</b>									
12 Payroll Exp: Admin	\$ 32,050	\$ 16,025	\$ 16,025	\$ 70,164	\$ 35,082	\$ 35,082	45.68%		
12 Payroll Exp: Staff	\$ 95,909	\$ 48,453	\$ 47,455	\$ 170,827	\$ 85,414	\$ 85,414	56.14%		
12 IRA	\$ 1,271	\$ 636	\$ 636	\$ 3,000	\$ 1,500	\$ 1,500	42.38%		
12 Payroll Taxes	\$ 9,789	\$ 4,920	\$ 4,868	\$ 19,000	\$ 9,500	\$ 9,500	51.52%		
12 Payroll Insurances	\$ 3,269	\$ 1,635	\$ 1,635	\$ 4,000	\$ 2,000	\$ 2,000	81.73%		
<b>Sub Total Employee Expenses</b>	<b>\$ 142,288</b>	<b>\$ 71,668</b>	<b>\$ 70,619</b>	<b>\$ 266,991</b>	<b>\$ 133,496</b>	<b>\$ 133,496</b>	<b>53.29%</b>		
<b>Non-Employee Expenses</b>									
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	\$ 26,635	\$ 12,754	\$ 13,881	\$ 42,000	\$ 21,000	\$ 21,000	63.42%		
12 Circulation Fees	\$ 8,489	\$ 3,272	\$ 5,216	\$ 15,500	\$ 6,045	\$ 9,455	54.77%		
12 Computers & Equipment	\$ 401	\$ 184	\$ 217	\$ 4,500	\$ 2,250	\$ 2,250	8.91%		
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	\$ 2,677	\$ 1,338	\$ 1,338	\$ 5,500	\$ 2,750	\$ 2,750	48.66%		
12 Postage	\$ 245	\$ 114	\$ 131	\$ 250	\$ 100	\$ 150	98.04%		
12 Printer Contract	\$ 888	\$ 991	\$ (103)	\$ 4,500	\$ 2,250	\$ 2,250	19.73%		
12 Programs	\$ 3,358	\$ 1,769	\$ 1,589	\$ 5,000	\$ 2,000	\$ 3,000	67.17%		
12 Public Relations	\$ 25	\$ 25	\$ -	\$ 100	\$ 50	\$ 50	25.00%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ 7,211	\$ 265	\$ 6,946	\$ 600	\$ 300	\$ 300	1201.77%		
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	\$ 1,500	\$ 392	\$ 1,108	\$ 1,000	\$ 500	\$ 500	150.04%		
12 Staff Development	\$ 2,343	\$ 1,221	\$ 1,121	\$ 2,000	\$ 1,000	\$ 1,000	117.14%		
12 Supplies	\$ 3,477	\$ 1,844	\$ 1,633	\$ 4,000	\$ 1,600	\$ 2,400	86.91%		
12 Telephone	\$ 599	\$ 599	\$ -	\$ 1,200	\$ 1,200	\$ -	49.94%	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	
<b>Sub Total Non-Employee Expenses</b>	<b>\$ 59,968</b>	<b>\$ 26,748</b>	<b>\$ 33,220</b>	<b>\$ 101,059</b>	<b>\$ 51,649</b>	<b>\$ 49,410</b>	<b>54.95%</b>		
<b>Total Expenses</b>	<b>\$ 202,257</b>	<b>\$ 98,417</b>	<b>\$ 103,839</b>	<b>\$ 368,050</b>	<b>\$ 185,145</b>	<b>\$ 182,906</b>			
<b>Net Income/Loss</b>	<b>\$ 63,415</b>		<b>\$ -</b>						