

**Round Lake Library Board of Trustees
Meeting Agenda
September 13, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Trustee Position Update
- 7) 2023 Holiday Schedule
- 8) Book Sale Summary
- 9) Adjournment

Round Lake Library
August 2022

Director Report

August saw the end to a very successful summer reading program. Over all 324 summer bags were given out to participants. As part of the reading program, when participants brought in their reading logs each week they received 1 raffle ticket for the weekly raffle. This summer over 500 raffle tickets were turned in. In person programming also made a full return this summer and 66 programs were held in both buildings. The summer reading program also brought in new patrons and families to the library.

The Local Library Service Aid (LLSA) was received from SALS in August for \$5,076.

The library's annual book sale also returned this summer after a 2-year hiatus due to COVID. Thank you to Nancy Theissen and all the volunteers who helped to make this a success. The sale brought in \$5,224, including the sale of the 125th Anniversary bags. The library would also like to recognize staff member Jennifer Finkle who ran the Mini Book Making program during the markets weekend. We heard many compliments from participants about how much fun it was.

SALS is moving forward with the grant to purchase Meraki wireless routers for all SALS libraries to replace the 10-year-old routers currently in use. The library director will update everyone when more information is available.

Jennifer Hurd, Director

Upcoming Dates:

Thursday September 15th – September 11th Collection Dedication 6:30pm Malta Branch

Saturday September 24th – Local Author Book Reading Signing

Why Should I Climb This Tree by Ryan Hogan 11am Malta Branch

Statistics 2022	YTD Total	August 2022	July 2022	June 2022
ROUND LAKE LIBRARY				
MALTA				
Total Circulation	29,215	4,372	4,554	3,702
Book	22,440	3,572	3,660	2,892
Non-Book	6,775	800	894	810
08/2021 total circ = 3860				
Cardholders New	163	48	37	19
Cardholders Total	2,579	2,579	2,598	2,602
Borrowers	4,425	635	640	572
Programs**	84	25 12J, 4T, 7A, 2F	19 12J, 1T, 3A, 3F	7 2J, 5A
Attendance	1,253	488 326J, 36T, 50A, 76F	287 204J, 15T, 13A, 55F	93 12J, 81A
CLARK HOUSE				
Total Circulation	13,841	2,032	1,905	1,728
Book	11,069	1,634	1,565	1,391
Non-Book	2,772	398	340	337
08/2021 total circ = 1881				
Cardholders New	125	11	17	10
Cardholders Total	1,593	1,593	1,543	1,511
Borrowers	2,042	278	274	257
Programs**	43	11 5J, 2T, 4F	11 7J, 1T, 3F	2 2J
Attendance	673	411 83J, 8T, 320F	66 49J, 7T, 10F	15 15J
MALTA + CLARK HOUSE				
Programs	127	36	30	9
Attendance	1,926	899	353	108
Cardholders New	288	59	54	29
Cardholders	4,172	4,172	4,141	4,113
Borrowers	5,553	913	914	829
Circulation	6,404	6,404	6,459	5,430
2022 Total YTD Circulation	43,056	43,056	36,652	30,193
YTD 2022/2021 Circulation *	3,068	3,068	2,405	1,782
**Juvenile, Teen, Adult, Family (For All Ages)				

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note see footnote page

* see Virtual stats

May 2022	April 2022	March 2022	February 2022	January 2022	December 2021	November 2021
3,341	3,262	3,783	3,042	3,159	3,311	3,308
2,517	2,381	2,837	2,233	2,348	2,453	2,585
824	881	946	809	811	858	723
12	11	2	20	14	8	16
2,611	2,619	2,638	2,648	2,639	2,638	2,650
506	542	518	516	496	498	486
11 4J, 1T, 6A	11 6J, 2A, 3F	3 2J, 1A	5 1J, 4A	3 *		*
70 28J, 6T, 36A	231 54J, 17A, 160 F	17 12J, 5, A	46 6J, 40A	21 *		*
1,471	1,596	1,896	1,716	1,497	1,725	1,922
1,129	1,254	1,551	1,401	1,144	1,418	1,547
342	342	345	315	353	307	375
17	14	39	17	0	6	6
1,475	1,317	1,265	1,157	1,128	1,137	1,140
260	265	250	246	212	229	235
5 5J	6 5J, 1A	4 4J	3 3J	1 *		*
53 53J	60 47J, 13A	36 36J	23 23J	9 *		*
16	17	7	8	4 *		*
123	291	53	69	30 *		*
29	25	41	37	14	14	22
4086	3936	3903	3805	3767	3775	3790
766	807	768	762	708	727	721
4812	4858	5679	4758	4656	5036	5230
24,763	19,951	15,093	9,414	4,656	60,939	55,903
1,445	985	935	475	475	16,868	16,670

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October 2021	September 2021	August 2021	Statistics Round Lake Library
3,411	3,266	3,860	MALTA
2,659	2,486	3,048	Total Circulation
752	780	812	Book
			Non-Book
16	16	20	Cardholders New
2,653	2,662	2,683	Cardholders Total
495	493	586	Borrowers
*	*	*	Programs
*	*	*	Attendance
			CLARK HOUSE
2,072	1,936	1,881	Total Circulation
1,719	1,541	1,524	Book
353	395	357	Non-Book
5	10	7	Cardholders New
1,137	1,139	1,137	Cardholders Total
256	239	242	Borrowers
*	*	*	Programs
*	*	*	Attendance
			MALTA + CLARK HOUSE
*	*	*	Programs
*	*	*	Attendance
21	26	27	New Borrowers
3790	3801	3820	Borrowers Total
751	732	828	
5483	5202	5741	Circulation
50,673	45,190	39,988	2022 YTD Circulation
15,665	14,759	14,103	YTD 2022/2021 Circulation

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Statistics - page 2

	YTD Total	August 2022	July 2022	June 2022	May 2022	April 2022	March 2022
MALTA							
Door Count **	30,502	5,121	4,884	3,269	2,897	3,410	5,141
Computer Use INT + OPAC	1,260	213	177	135	153	181	149
Reference Questions	1,759	219	232	192	175	213	255
# items circulated	25,501	3,741	3,981	3,317	2,912	2,872	3,231
# Items Added to Collection	1,119	132	166	94	137	133	182
Total # items in Collection	21,387	21,387	21,681	21,835	21,833	21,770	21,597
Requests Placed*	7,668	898	1,357	982	940	920	907
Requests Filled*	7,036	898	1,150	1,002	793	817	860
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	6,555	1,121	845	793	793	831	864
Computer Use INT + OPAC	439	72	42	55	57	59	54
Reference Questions	1,741	265	203	203	211	225	222
# items circulated	12,742	1,820	1,767	1,583	1,385	1,492	1,703
Items Added to Collection	723	88	89	52	95	93	96
Total # items in Collection	18,993	18,993	19,116	19,343	19,273	19,269	19,244
Requests Placed*	3,419	456	444	330	441	334	469
Requests Filled*	3,252	384	409	386	417	298	470
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	37,057	6,242	5,729	4,062	3,690	4,241	6,005
Total Computer Use INT + OPAC	1,699	285	219	190	210	240	203
Total Reference Questions	3,500	484	435	395	386	438	477
# Items circulated	38,243	5,561	5,748	4,900	4,297	4,364	4,934
# Items Added to Collection	1,842	220	255	146	232	226	278
Total items in Collection	40,380	40,380	40,797	41,178	41,106	41,039	40,841
Total Requests Placed*	11,087	1,354	1,801	1,312	1,381	1,254	1,376
Total Requests Filled*	10,288	1,282	1,559	1,388	1,210	1,115	1,330
Early Literacy Programs	53	11	8	4	8	11	6
Early Literacy Attendance	565	166	120	27	62	101	48

note see footnote page
* see Virtual stats

statistics - continued

February	January	*December	*November	*October	*September	*August
2022	2022	2021	2021	2021	2021	2021

MALTA						
3,048	2,732	3451	3599	2651	2726	1930
134	118	119	150	135	99	150
207	266	231	247	260	*	*
2,691	2,756	2,760	2,770	2,867	2,846	3,430
178	97	165	105	157	117	102
21,498	21,394	21,484	21,344	21,418	21,205	21,244
735	929	696	818	1,077	790	983
722	794	722	830	885	759	938
Inter-Library Loan*						

CLARK HOUSE						
744	564	743	732	701	677	764
61	39	54	58	45	44	31
223	189	195	209	226	*	*
1,607	1,385	1,481	1,760	1,805	1,763	1,736
174	36	104	49	122	81	95
19,208	19,008	19,052	19,255	20,106	19,343	19,253
458	487	388	519	600	558	531
410	478	386	485	518	552	488
Inter-Library Loan*						

MALTA + CLARK HOUSE						
3792	3296	4194	4331	3352	3403	2694
195	157	173	208	180	143	181
430	455	426	456	486	*	*
4,298	4,141	4,241	4,530	4,672	4,609	5,166
352	133	269	154	279	198	197
40,706	40,402	40,536	40,599	41,524	40,548	40,497
1193	1416	1084	1337	1677	1348	1514
1132	1272	1108	1315	1403	1311	1426
3	2	0	0	0	0	0
29	12	0	0	0	0	0
Early Literacy Programs						
Early Literacy Attendance						

* note 15* * note 14* * note 14* * note 14* * note 14* * note 14* * note 14*



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YTD Totals 2020 August 2022 July 2022 June 2022 May 2022 April 2022 March 2022 February 2022

**OVERDRIVE
(EBooks, EAudiobooks)**

downloads 4,636 600 598 561 536 624 563 572

WIRELESS USES

Malta 1,008 134 118 131 149 141 118 109
 Round Lake 490 64 73 64 57 66 71 47
 Malta + Round Lake 1,300 191 195 206 207 189 156

DATABASES:

FREGAL (Music)

downloads 213 43 35 23 27 13 28 24
 # unique download patrons 44 8 5 5 5 2 5 9
 # songs streamed 981 268 300 78 53 73 77 81
 # unique streaming users 58 12 16 4 5 6 8 3

FREADING (EBooks)

downloads 10 0 0 1 0 1 4 2
 # unique users 8 0 0 1 0 1 3 1
 # tokens used 30 0 0 3 0 5 12 2

Hoopla (added 3/23/22)

downloads 187 38 33 36 40 28 12

MAGAZINE CIRCULATION

Malta 23 0 0 1 0 0 14 2
 Round Lake 31 3 10 4 0 5 6 2
 Malta + Round Lake 54 3 10 5 0 5 20 4

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January 2022 December 2021 November 2021 October 2021 September 2021 August 2021

582 493 460 425 532 532

108 107 109 92 91 110
 48 52 51 74 51 58
 156 159 160 166 142 168

20 33 33 98 33 38
 5 6 3 7 3 4
 51 70 193 146 109 118
 4 5 4 6 4 8

2 0 0 2 4 0
 2 0 0 1 1 0
 8 0 0 6 18 0

6 1 8 5 3 8
 1 5 8 11 4 4
 7 6 0 16 0 12 0

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May 2022	April 2022	March 2022	February 2022	January 2022	December 2021
2	2A	1A	1A	1	4 1A
moved to	regular sheet	moved to	moved to	regular sheet	7J, 4A
10	5	5A	6A	30	74
854	5 weeks of family kis	5 weeks of family kis	4 weeks of family kis	349	593
moved to	regular sheet	regular sheet	regular sheet	moved to	regular sheet
	moved to	moved to	moved to	moved to	moved
	regular stat sheet	regular stat sheet	regular stat sheet	regular stat sheet	regular sheet
1	1	1	1	1	0
10	3	4	11	5	6
note 15	*note 15*	*note 15*	*note 15*	*note 14*	*note 14*

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	curbside pickup, virtual programs, digital material	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 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 reired	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

Round Lake Library 2022 Actual vs Budget

thru August 31, 2022							
	Actual as of 8/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget
Funding Income:							
11 Town of Malta Tax	\$ 254,250	\$ -	\$ -	\$ 339,000	\$ -	\$ -	75.00%
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%
11 Local Library Services Aid	\$ 5,076	\$ -	\$ -	\$ 1,200	\$ -	\$ -	423.00%
11 Grants / Awards	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%
Subtotal Funding	\$ 266,606	\$ -	\$ -	\$ 354,700	\$ -	\$ -	75.16%
Library Income:							
11 Book Replacements	\$ 320	\$ 166	\$ 154	\$ 250	\$ 125	\$ 125	128.11%
11 Book Shop (Ongoing)	\$ 1,332	\$ 427	\$ 905	\$ 2,500	\$ 1,250	\$ 1,250	53.28%
11 Book Sales (Annual)	\$ 5,224	\$ 2,612	\$ 2,612	\$ 3,500	\$ 1,750	\$ 1,750	149.25%
11 Copies/Faxes	\$ 1,373	\$ 610	\$ 763	\$ 3,200	\$ 1,400	\$ 1,800	42.90%
11 Donations	\$ 900	\$ 445	\$ 454	\$ 1,000	\$ 500	\$ 500	89.97%
11 Fines	\$ 509	\$ 126	\$ 383	\$ 2,500	\$ 1,250	\$ 1,250	20.35%
11 Interest - Savings	\$ 86	\$ 43	\$ 43	\$ 200	\$ 100	\$ 100	43.14%
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	\$ 10,149	\$ 4,631	\$ 5,518	\$ 13,350	\$ 6,475	\$ 6,875	76.02%
Total Income	\$ 276,755	\$ 4,631	\$ 5,518	\$ 368,050	\$ 6,475	\$ 6,875	75.20%
Employee Expenses							
12 Payroll Exp: Admin	\$ 42,153	\$ 21,077	\$ 21,077	\$ 70,164	\$ 35,082	\$ 35,082	60.08%
12 Payroll Exp: Staff	\$ 124,920	\$ 63,110	\$ 61,809	\$ 170,827	\$ 85,414	\$ 85,414	73.13%
12 IRA	\$ 1,671	\$ 836	\$ 836	\$ 3,000	\$ 1,500	\$ 1,500	55.70%
12 Payroll Taxes	\$ 12,781	\$ 6,424	\$ 6,357	\$ 19,000	\$ 9,500	\$ 9,500	67.27%
12 Payroll Insurances	\$ 3,807	\$ 1,903	\$ 1,903	\$ 4,000	\$ 2,000	\$ 2,000	95.17%
Sub Total Employee Expenses	\$ 185,332	\$ 93,349	\$ 91,981	\$ 266,991	\$ 133,496	\$ 133,496	69.42%
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	\$ 121	\$ 60	\$ 60	\$ 200	\$ 100	\$ 100	60.42%
12 Books/Serials/AV	\$ 32,602	\$ 15,611	\$ 16,991	\$ 42,000	\$ 21,000	\$ 21,000	77.62%
12 Circulation Fees	\$ 10,855	\$ 4,184	\$ 6,671	\$ 15,500	\$ 6,045	\$ 9,455	70.03%
12 Computers & Equipment	\$ 5,845	\$ 1,887	\$ 3,959	\$ 4,500	\$ 2,250	\$ 2,250	129.90%
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	\$ 509	\$ 255	\$ 255	\$ 1,200	\$ 600	\$ 600	42.46%
12 Payroll Processing	\$ 3,465	\$ 1,732	\$ 1,732	\$ 5,500	\$ 2,750	\$ 2,750	62.99%
12 Postage	\$ 250	\$ 114	\$ 136	\$ 250	\$ 100	\$ 150	100.13%
12 Printer Contract	\$ 1,468	\$ 1,281	\$ 187	\$ 4,500	\$ 2,250	\$ 2,250	32.62%
12 Programs	\$ 4,908	\$ 2,544	\$ 2,364	\$ 5,000	\$ 2,000	\$ 3,000	98.16%
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	\$ 253	\$ 253	\$ -	\$ 400	\$ 400	\$ -	63.14% Clark Only
12 Software & Repairs	\$ 2,200	\$ 742	\$ 1,458	\$ 1,000	\$ 500	\$ 500	220.04%
12 Staff Development	\$ 2,520	\$ 1,310	\$ 1,210	\$ 2,000	\$ 1,000	\$ 1,000	125.99%
12 Supplies	\$ 5,176	\$ 2,564	\$ 2,612	\$ 4,000	\$ 1,600	\$ 2,400	129.40%
12 Telephone	\$ 799	\$ 799	\$ -	\$ 1,200	\$ 1,200	\$ -	66.58% Clark Only
12 Trash	\$ 186	\$ 186	\$ -	\$ 400	\$ 400	\$ -	46.50% Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%
12 Utilities	\$ 3,142	\$ 3,142	\$ -	\$ 5,500	\$ 5,500	\$ -	57.13% Clark Only
Sub Total Non-Employee Expenses	\$ 81,609	\$ 36,991	\$ 44,618	\$ 101,059	\$ 51,649	\$ 49,410	72.53%
Total Expenses	\$ 266,941	\$ 130,339	\$ 136,599	\$ 368,050	\$ 185,145	\$ 182,906	72.53%
Net Income/Loss	\$ 9,815	\$ -	\$ -	\$ -	\$ -	\$ -	-

6:12 PM
09/06/22
Cash Basis

Round Lake Library
Balance Sheet
As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	1,918.43
Adirondack Trust Savings	243,527.77
Total Checking/Savings	<u>245,646.20</u>
Total Current Assets	245,646.20
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>270,839.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	3,077.12
Federal Taxes (941/944)	201.27
NYS Income Tax	35.89
Total Payroll Liabilities	<u>3,314.28</u>
Total Other Current Liabilities	<u>3,323.54</u>
Total Current Liabilities	<u>3,323.54</u>
Total Liabilities	3,323.54
Equity	
Unreal. Appre. of Investments	-24,866.85
Opening Bal Equity	12,493.04
Unrestricted Net Assets	270,074.78
Net Income	9,814.86
Total Equity	<u>267,515.83</u>
TOTAL LIABILITIES & EQUITY	<u>270,839.37</u>

6:13 PM
 09/06/22
 Cash Basis

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

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Local Library Services Aid	5,076.00	0.00	0.00	5,076.00
Town of Malta	254,250.00	0.00	0.00	254,250.00
Total Funding Income	259,326.00	0.00	0.00	259,326.00
Grant/Awards Income	7,280.00	0.00	0.00	7,280.00
Library Income				
Book Replacements	0.00	165.81	154.47	320.28
Book Shop	0.00	426.59	905.40	1,331.99
Book Sales	5,223.77	0.00	0.00	5,223.77
Copies / fax	0.00	609.95	762.75	1,372.70
Donations	600.00	145.44	154.55	899.99
Fines	0.00	125.55	383.20	508.75
Interest - Savings	0.00	43.12	43.16	86.28
Workers Comp Ins Refund	405.83	0.00	0.00	405.83
Total Library Income	6,229.60	1,516.46	2,403.53	10,149.59
Total Income	272,835.60	1,516.46	2,403.53	276,755.59
Gross Profit	272,835.60	1,516.46	2,403.53	276,755.59
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Book Sale Expense	0.00	60.42	60.41	120.83
Books / Serials / AV				
Books	0.00	11,903.04	12,233.23	24,136.27
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	1,082.50	1,217.30
Books / Serials / AV - Other	0.00	2,173.23	2,255.70	4,428.93
Total Books / Serials / AV	0.00	15,611.07	16,991.37	32,602.44
Circulation Fees	0.00	4,184.42	6,670.72	10,855.14
Computers & Equipment	0.00	1,886.76	3,958.63	5,845.39
Insurance				
Disability	1,576.82	0.00	0.00	1,576.82
Workers Comp	2,230.00	0.00	0.00	2,230.00
Total Insurance	3,806.82	0.00	0.00	3,806.82
Memberships	0.00	254.74	254.74	509.48
Payroll Expenses				
3% Simple IRA	1,671.00	0.00	0.00	1,671.00
Taxes	12,781.11	0.00	0.00	12,781.11
Wages	167,073.23	0.00	0.00	167,073.23
Total Payroll Expenses	181,525.34	0.00	0.00	181,525.34
Payroll Processing	3,464.50	0.00	0.00	3,464.50
Postage	0.00	114.08	136.24	250.32
Printer Contract				
Printer/Copier Lease Buy Out	0.00	0.00	-1,094.83	-1,094.83
Printer Contract - Other	0.00	1,281.39	1,281.38	2,562.77
Total Printer Contract	0.00	1,281.39	186.55	1,467.94
Programs	0.00	2,544.09	2,364.00	4,908.09
Public Relations	0.00	25.00	0.00	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	264.61	6,946.00	7,210.61

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09/06/22
Cash Basis

Round Lake Library
Profit & Loss by Class
January through August 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	252.56	0.00	252.56
Software / Repairs	499.50	492.51	1,208.36	2,200.37
Staff Development	0.00	1,309.85	1,209.85	2,519.70
Supplies	0.00	2,564.04	2,612.10	5,176.14
Telephone	0.00	798.99	0.00	798.99
Trash	0.00	186.00	0.00	186.00
Utilities	0.00	3,141.96	0.00	3,141.96
Total Expense	<u>189,333.27</u>	<u>34,989.99</u>	<u>42,617.47</u>	<u>266,940.73</u>
Net Ordinary Income	<u>83,502.33</u>	<u>-33,473.53</u>	<u>-40,213.94</u>	<u>9,814.86</u>
Net Income	<u><u>83,502.33</u></u>	<u><u>-33,473.53</u></u>	<u><u>-40,213.94</u></u>	<u><u>9,814.86</u></u>

Round Lake Library

2023 Holiday Closings

New Year's Day	Sunday, January 1, 2023	CLOSED
Martin Luther King Jr Day	Monday, January 16, 2023	10 am -3pm (both buildings)
President's Day	Monday, February 20, 2023	10 am -3pm (both buildings)
Memorial Day Weekend	Saturday & Monday May 27-29, 2023	CLOSED
Juneteenth	Monday, June 19, 2023	CLOSED
Independence Day	Tuesday, July 4, 2023	CLOSED
Labor Day Weekend	Saturday & Monday, September 2-4, 2023	CLOSED
Indigenous People's Day	Monday, October 9, 2023	10 am -3pm (both buildings)
Veteran's Day	Saturday, November 11, 2023	CLOSED
Thanksgiving Eve	Wednesday, November 22, 2023	10 am -3pm (both buildings)
Thanksgiving	Thursday, November 23, 2023	CLOSED
Christmas Eve	Sunday, December 24, 2023	CLOSED
Christmas Day	Monday, December 25, 2023	CLOSED
New Year's Eve	Sunday, December 31, 2023	Closed