

**Round Lake Library Board of Trustees
Meeting Agenda
October 11, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Staffing
- 7) Volunteers
- 8) Adjournment

Round Lake Library
September 2022

Director Report

September has always been a quiet month at the library. Kids are back in school, staff are resting from summer reading and planning fall/winter programming. While circulation and door counts were down slightly this month, that is normal.

This month the library hosted two larger in person events. Our September 11th Memorial Collection was dedicated on September 15, 2022. This collection was graciously donated to the library by local resident, first responder and 9/11 recovery team member Kathleen Shaw. The collection is housed at the Malta Branch and contains books, magazines, newspaper articles and memorabilia related to the attacks and the aftermath. Ms. Shaw also spoke about her experiences at ground zero and the current work that she is doing to help those facing medical issues from exposure at ground zero. A special thank you goes to Associate Director Marybeth Max for all of her hard work processing, cataloging and arranging the collection.

The library also hosted town resident and new author Ryan Hogan for an author talk and signing. His children's book *Why Should I Climb this Tree* has just been released and we were excited to help him showcase his new work.

Thank you to Sue Lesar and Lorrie Anthony for helping at Community Day. The library had a table under the tent and also ran two story times this year. This is a great event that allows us to talk with our patrons, meet new ones and connect with others in our community.

Jennifer Hurd, Director

Upcoming Dates:

Monday 10/10 - Library Open 10-3

Saturday 10/15 – The Great Giveback

Monday 10/31 – Library Open 10-3

Statistics 2022

ROUND LAKE LIBRARY

MALTA

Total Circulation
 Book 33,103
 Non-Book 25,488
 09/2021 total circ = 3266

YTD Total

September 2022

August 2022

July 2022

Cardholders New	184	21	48	37
Cardholders Total	2,555	2,555	2,579	2,598
Borrowers	4,987	562	635	640
Programs**	95	11 3J, 5A, 3F	25 12J, 4T, 7A, 2F	19 12J, 1T, 3A, 3F
Attendance	1,359	106 57J, 21A, 28F	488 326J, 36T, 50A, 76F	287 204J, 15T, 13A, 55F
CLARK HOUSE				
Total Circulation	15,360	1,519	2,032	1,905
Book	12,231	1,162	1,634	1,565
Non-Book	3,129	357	398	340
09/2021 total circ = 1936				

Cardholders New	131	6	11	17
Cardholders Total	1,623	1,623	1,593	1,543
Borrowers	2,289	247	278	274
Programs**	48	5 5J	11 5J, 2T, 4F	11 7J, 1T, 3F
Attendance	715	42 42J	411 83J, 8T, 320F	66 49J, 7T, 10F

MALTA + CLARK HOUSE

Programs	143	16	36	30
Attendance	2,074	148	899	353
Cardholders New	315	27	59	54
Cardholders	4,178	4,178	4,172	4,141
Borrowers	6,362	809	913	914
Circulation		5,407	6,404	6,459
2022 Total YTD Circulation	48,463	48,463	43,056	36,652
YTD 2022/2021 Circulation *	3,273	3,068	3,068	2,405

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 * see Virtual stats

	December 2021	November 2021	October 2021	September 2021	Statistics Round Lake Library
	3,311	3,308	3,411	3,266	MALTA
	2,453	2,585	2,659	2,486	Total Circulation
	858	723	752	780	Book
					Non-Book
	8	16	16	16	Cardholders New
	2,638	2,650	2,653	2,662	Cardholders Total
	498	486	495	493	Borrowers
					Programs
					Attendance
					CLARK HOUSE
	1,725	1,922	2,072	1,936	Total Circulation
	1,418	1,547	1,719	1,541	Book
	307	375	353	395	Non-Book
	6	6	5	10	Cardholders New
	1,137	1,140	1,137	1,139	Cardholders Total
	229	235	256	239	Borrowers
					Programs
					Attendance
					MALTA + CLARK HOUSE
					Programs
					Attendance
	14	22	21	26	New Borrowers
	3775	3790	3790	3801	Borrowers Total
	727	721	751	732	
	5036	5230	5483	5202	Circulation
	60,939	55,903	50,673	45,190	2022 YTD Circulation
	16,868	16,670	15,665	14,759	YTD 2022/2021 Circulation

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

**OVERDRIVE
(Ebooks, EAudiobooks)**

downloads 5,272 636 600 598 561 536 624 563

WIRELESS USES

Malta 1,120 112 134 118 131 149 141 118
 Round Lake 547 57 64 73 64 57 66 71
 Malta + Round Lake 1,300 191 195 206 207 189

DATABASES:

FREEGAL (Music)

downloads 216 3 43 35 23 27 13 28
 # unique download patrons 47 3 8 5 5 5 2 5
 # songs streamed 1,114 133 268 300 78 53 73 77
 # unique streaming users 64 6 12 16 4 5 6 8

FREADING (Ebooks)

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

Hoopla (added 3/23/22)

downloads 226 39 38 33 36 40 28 12

MAGAZINE CIRCULATION

Malta 23 0 0 0 1 0 0 14
 Round Lake 34 3 3 10 4 0 5 6
 Malta + Round Lake 57 3 3 10 5 0 5 20

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Modified Program Stats	YTD Totals		September	August	July
	2022	2022		2022	2022
Programs	Virtual Live	11	1	2	2
	Virtual Recorded		1A	2A	2A
	In person		regular sheet	regular sheet	regular sheet
Virtual Program Attendance		85	1	7	13
Kids Craft Bags/activity Bags	Program Related				
Reference Email	DYI	6343	610	1200	1110
			moved to regular sheet	moved to regular sheet	moved to regular sheet
Reference Phone	MAL		moved to regular stat sheet	moved to regular stat sheet	moved to regular stat sheet
	RDL				
Curbside Pick-up Stared					
6/22/2020	MAL	8	0	1	0
	RDL	52	6	3	5

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Round Lake Library 2022 Actual vs Budget

thru September 30, 2022							
	Actual as of 9/30/2022	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	\$ 462	\$ 189	\$ 273	\$ 250	\$ 125	\$ 125	184.70%
11 Book Shop (Ongoing)	\$ 1,545	\$ 497	\$ 1,048	\$ 2,500	\$ 1,250	\$ 1,250	61.81%
11 Book Sales (Annual)	\$ 5,224	\$ 2,612	\$ 2,612	\$ 3,500	\$ 1,750	\$ 1,750	149.25%
11 Copies/Faxes	\$ 1,638	\$ 761	\$ 878	\$ 3,200	\$ 1,400	\$ 1,800	51.20%
11 Donations	\$ 966	\$ 486	\$ 480	\$ 1,000	\$ 500	\$ 500	96.57%
11 Fines	\$ 609	\$ 160	\$ 449	\$ 2,500	\$ 1,250	\$ 1,250	24.35%
11 Interest - Savings	\$ 96	\$ 48	\$ 48	\$ 200	\$ 100	\$ 100	47.84%
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	\$ 10,945	\$ 4,955	\$ 5,990	\$ 13,350	\$ 6,475	\$ 6,875	81.99%
Total Income	\$ 277,551	\$ 4,955	\$ 5,990	\$ 368,050	\$ 6,475	\$ 6,875	75.41%
Employee Expenses:							
12 Payroll Exp: Admin	\$ 46,724	\$ 23,362	\$ 23,362	\$ 70,164	\$ 35,082	\$ 35,082	66.59%
12 Payroll Exp: Staff	\$ 139,640	\$ 70,546	\$ 69,092	\$ 170,827	\$ 85,414	\$ 85,414	81.74%
12 IRA	\$ 1,856	\$ 928	\$ 928	\$ 3,000	\$ 1,500	\$ 1,500	61.87%
12 Payroll Taxes	\$ 14,257	\$ 7,165	\$ 7,091	\$ 19,000	\$ 9,500	\$ 9,500	75.04%
12 Payroll Insurances	\$ 3,807	\$ 1,903	\$ 1,903	\$ 4,000	\$ 2,000	\$ 2,000	95.17%
Sub Total Employee Expenses	\$ 206,283	\$ 103,905	\$ 102,376	\$ 266,991	\$ 133,496	\$ 133,496	77.26%
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	\$ 556	\$ 278	\$ 278	\$ 200	\$ 100	\$ 100	277.83%
12 Books/Serials/AV	\$ 35,386	\$ 16,895	\$ 18,491	\$ 42,000	\$ 21,000	\$ 21,000	84.25%
12 Circulation Fees	\$ 12,038	\$ 4,641	\$ 7,398	\$ 15,500	\$ 6,045	\$ 9,455	77.67%
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	\$ 443	\$ 201	\$ 242	\$ 2,500	\$ 1,250	\$ 1,250	17.72%
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%
12 Memberships	\$ 620	\$ 310	\$ 310	\$ 1,200	\$ 600	\$ 600	51.71%
12 Payroll Processing	\$ 3,834	\$ 1,917	\$ 1,917	\$ 5,500	\$ 2,750	\$ 2,750	69.70%
12 Postage	\$ 254	\$ 114	\$ 140	\$ 250	\$ 100	\$ 150	101.79%
12 Printer Contract	\$ 1,758	\$ 1,426	\$ 332	\$ 4,500	\$ 2,250	\$ 2,250	39.06%
12 Programs	\$ 5,610	\$ 2,916	\$ 2,694	\$ 5,000	\$ 2,000	\$ 3,000	112.21%
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	\$ 284	\$ 284	\$ -	\$ 400	\$ 400	\$ -	71.03% Clark Only
12 Software & Repairs	\$ 2,427	\$ 1,083	\$ 1,344	\$ 1,000	\$ 500	\$ 500	242.67%
12 Staff Development	\$ 2,555	\$ 1,327	\$ 1,227	\$ 2,000	\$ 1,000	\$ 1,000	127.74%
12 Supplies	\$ 6,196	\$ 3,013	\$ 3,183	\$ 4,000	\$ 1,600	\$ 2,400	154.89%
12 Telephone	\$ 898	\$ 898	\$ -	\$ 1,200	\$ 1,200	\$ -	74.87% Clark Only
12 Trash	\$ 179	\$ 179	\$ -	\$ 400	\$ 400	\$ -	44.66% Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%
12 Utilities	\$ 3,570	\$ 3,570	\$ -	\$ 5,500	\$ 5,500	\$ -	64.91% Clark Only
Sub Total Non-Employee Expenses	\$ 89,762	\$ 41,265	\$ 48,497	\$ 101,059	\$ 51,649	\$ 49,410	80.44%
Total Expenses	\$ 296,046	\$ 145,170	\$ 150,874	\$ 368,050	\$ 185,145	\$ 182,906	80.44%
Net Income/Loss	\$ (18,495)	\$ -	\$ -	\$ -	\$ -	\$ -	-

Round Lake Library
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	81.58
Adirondack Trust Savings	217,537.17
Total Checking/Savings	<u>217,818.75</u>
Total Current Assets	217,818.75
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	990.27
Other Assets	
Marketable Securities	24,202.90
Total Other Assets	<u>24,202.90</u>
TOTAL ASSETS	<u><u>243,011.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	3,162.99
Federal Taxes (941/944)	201.27
NYS Income Tax	432.08
Total Payroll Liabilities	<u>3,796.34</u>
Total Other Current Liabilities	<u>3,805.60</u>
Total Current Liabilities	<u>3,805.60</u>
Total Liabilities	3,805.60
Equity	
Unreal. Appre. of Investments	-24,866.85
Opening Bal Equity	12,493.04
Unrestricted Net Assets	270,074.78
Net Income	-18,494.65
Total Equity	<u>239,206.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>243,011.92</u></u>

11:39 AM
 10/11/22
 Cash Basis

Round Lake Library Profit & Loss by Class January through September 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	188.80	272.96	461.76
Book Shop	0.00	497.09	1,048.20	1,545.29
Book Sales	5,223.77	0.00	0.00	5,223.77
Copies / fax	0.00	760.80	877.50	1,638.30
Donations	600.00	185.85	179.85	965.70
Fines	0.00	159.55	449.28	608.83
Interest - Savings	0.00	47.82	47.86	95.68
Workers Comp Ins Refund	405.83	0.00	0.00	405.83
Total Library Income	6,229.60	1,839.91	2,875.65	10,945.16
Total Income	272,835.60	1,839.91	2,875.65	277,551.16
Gross Profit	272,835.60	1,839.91	2,875.65	277,551.16
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Book Sale Expense	0.00	277.94	277.92	555.86
Books / Serials / AV				
AV	0.00	10.69	0.00	10.69
Books	0.00	13,150.50	13,452.27	26,602.77
E-Books	0.00	1,400.00	1,400.00	2,800.00
Lost Books	0.00	0.00	76.82	76.82
Magazine/Newspaper	0.00	134.80	1,202.10	1,336.90
Books / Serials / AV - Other	0.00	2,199.46	2,359.36	4,558.82
Total Books / Serials / AV	0.00	16,895.45	18,490.55	35,386.00
Circulation Fees	0.00	4,640.54	7,397.86	12,038.40
Computers & Equipment	0.00	1,886.76	3,958.63	5,845.39
Insurance				
Commercial	210.00	11.50	221.50	443.00
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	4,016.82	11.50	221.50	4,249.82
Memberships	0.00	310.24	310.24	620.48
Payroll Expenses				
3% Simple IRA	1,856.09	0.00	0.00	1,856.09
Taxes	14,256.82	0.00	0.00	14,256.82
Wages	186,363.64	0.00	0.00	186,363.64
Total Payroll Expenses	202,476.55	0.00	0.00	202,476.55
Payroll Processing	3,833.50	0.00	0.00	3,833.50
Postage	0.00	114.08	140.40	254.48
Printer Contract				
Printer/Copier Lease Buy Out	0.00	0.00	-1,094.83	-1,094.83
Printer Contract - Other	0.00	1,426.38	1,426.36	2,852.74
Total Printer Contract	0.00	1,426.38	331.53	1,757.91
Programs	0.00	2,915.98	2,694.37	5,610.35
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

11:39 AM
10/11/22
Cash Basis

Round Lake Library
Profit & Loss by Class
January through September 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	284.13	0.00	284.13
Software / Repairs	0.00	1,082.53	1,344.14	2,426.67
Staff Development	0.00	1,327.35	1,227.35	2,554.70
Supplies	0.00	3,013.00	3,182.75	6,195.75
Telephone	0.00	898.48	0.00	898.48
Trash	0.00	186.00	-7.36	178.64
Utilities	0.00	3,569.98	0.00	3,569.98
Total Expense	<u>210,363.98</u>	<u>39,147.45</u>	<u>46,534.38</u>	<u>296,045.81</u>
Net Ordinary Income	<u>62,471.62</u>	<u>-37,307.54</u>	<u>-43,658.73</u>	<u>-18,494.65</u>
Net Income	<u><u>62,471.62</u></u>	<u><u>-37,307.54</u></u>	<u><u>-43,658.73</u></u>	<u><u>-18,494.65</u></u>