

**Round Lake Library Board of Trustees  
Meeting Agenda  
November 8, 2022  
Round Lake Library – Malta Branch – 7pm**

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

The library increased in-person programming in October and almost doubled attendance. Patrons have been asking for more in person programs and staff have responded. Our story times are well attended and the six-week writer's workshop that is currently running has been well received. Programs for November and December are set and this year the library will bring back the in-person Gingerbread House program that everyone loves.

While COVID restrictions have lifted and the community is in a better place than it was at the beginning of the pandemic, the library continues to follow cleaning procedures and safety precautions that are now the new normal. We are very proud of how our staff handled the last two years and adapted to an ever-changing environment.

For the second year in a row, the Round Lake Library and Malta Branch participated in the Great Give Back. The Great Give Back is a day for NY State public libraries to participate in service and give back to the community. This year we collected personal care items for Wellspring, an organization that provides support, shelter and resources to domestic violence and assault victims in Saratoga County. Thank you to staff member Susan Markarian-Poran for setting this up and delivering the items collected.

Jennifer Hurd, Director

Upcoming Dates:

November 11, 2022 – Veterans Day 10am -3 pm

November 23, 2022 – Closing at 3 pm

November 24, 2022 – CLOSED Thanksgiving

Statistics 2022		YTD Total	October 2022	September 2022	August 2022
<b>ROUND LAKE LIBRARY</b>					
<b>MALTA</b>					
Total Circulation	36,676	3,573	3,888	4,372	
Book	28,261	2,773	3,048	3,572	
Non-Book	8,415	800	840	800	
10/2021 total circ = 3411					
Cardholders New	202	18	21	48	
Cardholders Total	2,538	2,538	2,555	2,579	
Borrowers	5,550	563	562	635	
Programs**	114	19 71,1T,2F,9A	11 3J, 5A, 3F	25 12J, 4T, 7A, 2F	
Attendance	1,575	216 74J,4T,87F,51A	106 57J, 21A, 28F	488 326J, 36T, 50A, 76F	
<b>CLARK HOUSE</b>					
Total Circulation	16,855	1,495	1,519	2,032	
Book	13,407	1,176	1,162	1,634	
Non-Book	3,448	319	357	398	
10/2021 total circ = 2072					
Cardholders New	137	6	6	11	
Cardholders Total	1,647	1,647	1,623	1,593	
Borrowers	2,536	247	247	278	
Programs**	53	5 5J	5 5J	11 5J, 2T, 4F	
Attendance	778	63 63J	42 42J	411 83J, 8T, 320F	
<b>MALTA + CLARK HOUSE</b>					
Programs	167	24	16	36	
Attendance	2,353	279	148	899	
Cardholders New	339	24	27	59	
Cardholders	4,185	4,185	4,178	4,172	
Borrowers	7,172	810	809	913	
Circulation	53,531	5,068	5,407	6,404	
<b>2022 Total YTD Circulation</b>	<b>53,531</b>	<b>53,531</b>	<b>48,463</b>	<b>43,056</b>	
YTD 2022/2021 Circulation *	2,858	2,858	3,068	3,068	
**Juvenile, Teen, Adult, Family (For All Ages)					

\*note 15\*

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\*note 15\*

\*note\* see footnote page

\* see Virtual stats

July 2022	June 2022	May 2022	April 2022	March 2022	February 2022
4,554	3,702	3,341	3,262	3,783	3,042
3,660	2,892	2,517	2,381	2,837	2,233
894	810	824	881	946	809
37	19	12	11	2	20
2,598	2,602	2,611	2,619	2,638	2,648
640	572	506	542	518	516
19 12J, 1T, 3A, 3F	7 2J, 5A	11 4J, 1T, 6A	11 6J, 2A, 3F	3 2J, 1A	5
287 204J, 15T, 13A, 55F	93 12J, 81A	70 28J, 6T, 36A	231 54J, 17A, 160 F	17 12J, 5, A	46
1,905	1,728	1,471	1,596	1,896	1,716
1,565	1,391	1,129	1,254	1,551	1,401
340	337	342	342	345	315
17	10	17	14	39	17
1,543	1,511	1,475	1,317	1,265	1,157
274	257	260	265	250	246
11 7J, 1T, 3F	2 2J	5 5J	6 5J, 1A	4 4J	3
66 49J, 7T, 10F	15 15J	53 53J	60 47J, 13A	36 36J	23
30	9	16	17	7	8
353	108	123	291	53	69
54	29	29	25	41	37
4,141	4,113	4,086	3,936	3,903	3,805
914	829	766	807	768	762
6,459	5,430	4,812	4,858	5,679	4,758
36,652	30,193	24,763	19,951	15,093	9,414
2,405	1,782	1,445	985	935	475

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	January 2022	December 2021	November 2021	October 2021	Statistics Round Lake Library
	3,159	3,311	3,308	3,411	<b>MALTA</b>
	2,348	2,453	2,585	2,659	Total Circulation
	811	858	723	752	Book
					Non-Book
	14	8	16	16	Cardholders New
	2,639	2,638	2,650	2,653	Cardholders Total
	496	498	486	495	Borrowers
1J, 4A	3	*	*	*	Programs
6J, 40A	21	*	*	*	Attendance
	1,497	1,725	1,922	2,072	<b>CLARK HOUSE</b>
	1,144	1,418	1,547	1,719	Total Circulation
	353	307	375	353	Book
					Non-Book
	0	6	6	5	Cardholders New
	1,128	1,137	1,140	1,137	Cardholders Total
	212	229	235	256	Borrowers
3J	1	*	*	*	Programs
23J	9	*	*	*	Attendance
	4	*	*	*	<b>MALTA + CLARK HOUSE</b>
	30	*	*	*	Programs
	14				Attendance
	3767	3775	3790	3790	New Borrowers
	708	727	721	751	Borrowers Total
	4656	5036	5230	5483	Circulation
	4,656	60,939	55,903	50,673	<b>2022 YTD Circulation</b>
	475	16,868	16,670	15,665	YTD 2022/2021 Circulation

\*note 14\*

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**Statistics - page 2**

	YTD Total	October 2022	September 2022	August 2022	July 2022	June 2022	May 2022
<b>MALTA</b>							
Door Count	38,774	4,620	3,652	5,121	4,884	3,269	2,897
Computer Use INT + OPAC	1,617	195	162	213	177	135	153
Reference Questions	2,177	238	180	219	232	192	175
# items circulated	31,786	3,006	3,279	3,741	3,981	3,317	2,912
# Items Added to Collection	1,343	112	112	132	166	94	137
Total # items in Collection	21,211	21,211	21,304	21,387	21,681	21,835	21,833
Requests Placed	9,526	874	984	898	1,357	982	940
Requests Filled	8,703	799	868	898	1,150	1,002	793
Inter-Library Loan Requests							

**CLARK HOUSE**

Door Count	8,086	754	777	1121	845	793	793
Computer Use INT + OPAC	530	51	40	72	42	55	57
Reference Questions	2,111	175	195	265	203	203	211
# items circulated	15,437	1,315	1,380	1,820	1,767	1,583	1,385
Items Added to Collection	913	52	138	88	89	52	95
Total # items in Collection	19,058	19,058	19,043	18,993	19,116	19,343	19,273
Requests Placed	4,081	310	352	456	444	330	441
Requests Filled	3,898	297	349	384	409	386	417
Inter-Library Loan Requests							

**MALTA + CLARK HOUSE**

Total Door Count	46,860	5374	4429	6242	5729	4062	3690
Total Computer Use INT + OPAC	2,147	246	202	285	219	190	210
Total Reference Questions	4,288	413	375	484	435	395	386
# items circulated	47,223	4,321	4,659	5,561	5,748	4,900	4,297
# Items Added to Collection	2,256	164	250	220	255	146	232
Total items in Collection	40,269	40,269	40,347	40,380	40,797	41,178	41,106
Total Requests Placed	13,607	1184	1336	1354	1801	1312	1381
Total Requests Filled	12,601	1096	1217	1282	1559	1388	1210
Early Literacy Programs	68	7	8	11	8	4	8
Early Literacy Attendance	774	110	99	166	120	27	62

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

\*note 15\*      \*note 15\*      \*note 15\*      \*note 15\*      \*note 15\*      \*note 15\*      \*note 15\*

		statistics - continued				
April	March	February	January	*December	*November	*October
2022	2022	2022	2022	2021	2021	2021
3,410	5,141	3,048	2,732	3451	3599	2651
181	149	134	118	119	150	135
213	255	207	266	231	247	260
2,872	3,231	2,691	2,756	2,760	2,770	2,867
133	182	178	97	165	105	157
21,770	21,597	21,498	21,394	21,484	21,344	21,418
920	907	735	929	696	818	1,077
817	860	722	794	722	830	885
<b>MALTA</b>						
Door Count						
Computer Use INT + OPAC						
Reference Questions						
# items circulated						
# Items Added to Collection						
Total # items in Collection						
Requests Placed						
Requests Filled						
Inter-Library Loan						
<b>CLARK HOUSE</b>						
Door Count						
Computer Use INT + OPAC						
Reference Questions						
# items circulated						
Items Added to Collection						
Total items in Collection						
Requests Placed						
Requests Filled						
Inter-Library Loan						
<b>MALTA + CLARK HOUSE</b>						
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						

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





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

**OVERDRIVE**  
**(EBooks, EAudiobooks)**  
 # downloads    5,831    559    636    600    598    561    536    624

**# WIRELESS USES**  
 Malta    1,256    136    112    134    118    131    149    141  
 Round Lake    622    75    57    64    73    64    57    66  
 Malta + Round Lake    1,300                191    195    206    207

**DATABASES:**  
**FREEGAL (Music)**  
 # downloads    252    36    3    43    35    23    27    13  
 # unique download patrons    52    5    3    8    5    5    5    2  
 # songs streamed    1,222    108    133    268    300    78    53    73  
 # unique streaming users    69    5    6    12    16    4    5    6

**FREADING (EBooks)**  
 # downloads    0    10    0    0    0    1    0    1  
 # unique users    8    0    0    0    0    1    0    1  
 # tokens used    30    0    0    0    0    3    0    5  
 0

**Hoopla (added 3/23/22)**  
 # downloads    267    41    39    38    33    36    40    28

**MAGAZINE CIRCULATION**  
 Malta    24    1    0    0    0    1    0    0  
 Round Lake    35    1    3    3    10    4    0    5  
 Malta + Round Lake    57                10    5    0    5

\*note\* see footnote page    \*note 15\*    \*note 15\*    \*note 15\*    \*note 15\*    \*note 15\*    \*note 15\*    \*note 15\*

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

563                      572                      582                      493                      460                      425                      532                      532

118                      109                      108                      107                      109                      92                      91                      110  
 71                      47                      48                      52                      51                      74                      51                      58  
 189                      156                      156                      159                      160                      166                      142                      168

28                      24                      20                      33                      33                      98                      33                      38  
 5                      9                      5                      6                      3                      7                      3                      4  
 77                      81                      51                      70                      193                      146                      109                      118  
 8                      3                      4                      5                      4                      6                      4                      8

4                      2                      2                      0                      0                      2                      4                      0  
 3                      1                      2                      0                      0                      1                      1                      0  
 12                      2                      8                      0                      0                      6                      18                      0

12

14                      2                      6                      1                      8                      5                      3                      8  
 6                      2                      1                      5                      8                      11                      4                      4  
 20                      4                      7                      6                      0                      0                      0                      0                      12                      0

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

Modified Program Stats	YTD Totals 2022	October 2022	September 2022	August 2022
<b>Programs</b>				
Virtual Live	12	0	1	2
Virtual Recorded			1A	2A
In person		moved to regular sheet	moved to regular sheet	moved to regular sheet
<b>Virtual Program Attendance</b>	86	0	7	13
<b>Kids Craft Bags/activity Bags</b>				
Program Related				
DYI	7479	526	610	1200
<b>Reference Email</b>		moved to regular sheet	moved to regular sheet	moved to regular sheet
<b>Reference Phone</b>		moved to regular sheet	moved to regular sheet	moved to regular sheet
<b>Curbside Pick-up Stared 6/22/2020</b>				
MAL	9	1	0	1
RDL	53	1	6	3

\*note\* see footnote page

\*note 15\*

\*note 15\*

\*note 15\*



	January 2022	December 2021	November 2021	October 2021
1A	1	4	4	7
regular sheet		1A	1A	1A
6A	4	7J, 4A	6J, 2A	8
	30	12J, 18A	59J, 15A	61
		74	41J, 7A	4J, 1T, 3A 7J, 8T, 46A
4 weeks of family kis	349	593	800	755
regular sheet	moved to	regular sheet	5 weeks of family kits	5 weeks of family kits
to stat	moved to	moved to	18	16
	regular stat sheet	regular stat sheet	regular stat sheet	regular stat sheet
	1	0	0	1
	5	6	9	12
	*note 14*	*note 14*	*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 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	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	11/7/2020	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

# Round Lake Library 2022 Actual vs Budget

thru October 31, 2022

	Actual as of 10/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	83.33%
<b>Funding Income:</b>								
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%	
11 WRLIS	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -	100.00%	
11 Local Library Services Aid	\$ 5,076	\$ -	\$ -	\$ 1,200	\$ -	\$ -	423.00%	
11 Grants / Awards	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%	
<b>Subtotal Funding</b>	<b>\$ 363,356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>102.44%</b>	
<b>Library Income:</b>								
11 Book Replacements	\$ 467	\$ 189	\$ 278	\$ 250	\$ 125	\$ 125	186.70%	
11 Book Shop (Ongoing)	\$ 1,686	\$ 546	\$ 1,140	\$ 2,500	\$ 1,250	\$ 1,250	67.45%	
11 Book Sales (Annual)	\$ 5,224	\$ 2,612	\$ 2,612	\$ 3,500	\$ 1,750	\$ 1,750	149.25%	
11 Copies/Faxes	\$ 1,791	\$ 845	\$ 946	\$ 3,200	\$ 1,400	\$ 1,800	55.96%	
11 Donations	\$ 972	\$ 488	\$ 484	\$ 1,000	\$ 500	\$ 500	97.19%	
11 Fines	\$ 626	\$ 160	\$ 467	\$ 2,500	\$ 1,250	\$ 1,250	25.05%	
11 Interest - Savings	\$ 107	\$ 54	\$ 54	\$ 200	\$ 100	\$ 100	53.68%	
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>\$ 11,279</b>	<b>\$ 5,096</b>	<b>\$ 6,183</b>	<b>\$ 13,350</b>	<b>\$ 6,475</b>	<b>\$ 6,875</b>	<b>84.49%</b>	
<b>Total Income</b>	<b>\$ 374,635</b>	<b>\$ 5,096</b>	<b>\$ 6,183</b>	<b>\$ 368,050</b>	<b>\$ 6,475</b>	<b>\$ 6,875</b>	<b>101.79%</b>	
<b>Employee Expenses</b>								
12 Payroll Exp: Admin	\$ 50,915	\$ 25,458	\$ 25,458	\$ 70,164	\$ 35,082	\$ 35,082	72.57%	
12 Payroll Exp: Staff	\$ 153,982	\$ 77,792	\$ 76,189	\$ 170,827	\$ 85,414	\$ 85,414	90.14%	
12 IRA	\$ 2,030	\$ 1,015	\$ 1,015	\$ 3,000	\$ 1,500	\$ 1,500	67.68%	
12 Payroll Taxes	\$ 15,675	\$ 7,878	\$ 7,796	\$ 19,000	\$ 9,500	\$ 9,500	82.50%	
12 Payroll Insurances	\$ 4,282	\$ 2,141	\$ 2,141	\$ 4,000	\$ 2,000	\$ 2,000	107.04%	
<b>Sub Total Employee Expenses</b>	<b>\$ 226,884</b>	<b>\$ 114,283</b>	<b>\$ 112,598</b>	<b>\$ 266,991</b>	<b>\$ 133,496</b>	<b>\$ 133,496</b>	<b>84.98%</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	\$ 556	\$ 278	\$ 278	\$ 200	\$ 100	\$ 100	277.93%	
12 Books/Serials/AV	\$ 36,482	\$ 17,425	\$ 19,057	\$ 42,000	\$ 21,000	\$ 21,000	86.86%	
12 Circulation Fees	\$ 13,222	\$ 5,097	\$ 8,125	\$ 15,500	\$ 6,045	\$ 9,455	85.30%	
12 Computers & Equipment	\$ 5,845	\$ 1,887	\$ 3,959	\$ 4,500	\$ 2,250	\$ 2,250	129.90%	
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Furniture	\$ 744	\$ -	\$ 744	\$ 1,000	\$ 500	\$ 500	74.38%	
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 750	\$ 375	\$ 375	0.00%	
12 Insurance	\$ 2,888	\$ 1,313	\$ 1,575	\$ 2,500	\$ 1,250	\$ 1,250	115.53%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%	
12 Memberships	\$ 680	\$ 340	\$ 340	\$ 1,200	\$ 600	\$ 600	56.71%	
12 Payroll Processing	\$ 4,253	\$ 2,126	\$ 2,126	\$ 5,500	\$ 2,750	\$ 2,750	77.32%	
12 Postage	\$ 254	\$ 114	\$ 140	\$ 250	\$ 100	\$ 150	101.79%	
12 Printer Contract	\$ 2,067	\$ 1,581	\$ 486	\$ 4,500	\$ 2,250	\$ 2,250	45.93%	
12 Programs	\$ 5,740	\$ 2,981	\$ 2,759	\$ 5,000	\$ 2,000	\$ 3,000	114.80%	
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	\$ 316	\$ 316	\$ -	\$ 400	\$ 400	\$ -	78.93%	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	\$ 6,606	\$ 3,261	\$ 3,345	\$ 4,000	\$ 1,600	\$ 2,400	165.15%	
12 Telephone	\$ 998	\$ 998	\$ -	\$ 1,200	\$ 1,200	\$ -	83.13%	Clark Only
12 Trash	\$ 257	\$ 257	\$ -	\$ 400	\$ 400	\$ -	64.16%	Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%	
12 Utilities	\$ 3,890	\$ 3,890	\$ -	\$ 5,500	\$ 5,500	\$ -	70.73%	Clark Only
<b>Sub Total Non-Employee Expenses</b>	<b>\$ 97,087</b>	<b>\$ 44,597</b>	<b>\$ 52,489</b>	<b>\$ 101,059</b>	<b>\$ 51,649</b>	<b>\$ 49,410</b>	<b>88.02%</b>	
<b>Total Expenses</b>	<b>\$ 323,970</b>	<b>\$ 158,881</b>	<b>\$ 165,087</b>	<b>\$ 368,050</b>	<b>\$ 185,145</b>	<b>\$ 182,906</b>	<b>88.02%</b>	
<b>Net Income/Loss</b>	<b>\$ 50,664</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	

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Round Lake Library  
**Balance Sheet**  
As of October 31, 2022

	<u>Oct 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	546.68
Adirondack Trust Savings	286,298.85
<b>Total Checking/Savings</b>	<u>287,045.53</u>
<b>Total Current Assets</b>	287,045.53
<b>Fixed Assets</b>	
Furniture and Equipment	990.27
<b>Total Fixed Assets</b>	<u>990.27</u>
<b>Other Assets</b>	
Marketable Securities	24,202.90
<b>Total Other Assets</b>	<u>24,202.90</u>
<b>TOTAL ASSETS</b>	<u><u>312,238.70</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	3,243.82
Federal Taxes (941/944)	201.27
NYS Income Tax	418.92
<b>Total Payroll Liabilities</b>	<u>3,864.01</u>
<b>Total Other Current Liabilities</b>	<u>3,873.27</u>
<b>Total Current Liabilities</b>	<u>3,873.27</u>
<b>Total Liabilities</b>	3,873.27
<b>Equity</b>	
Unreal. Appre. of Investments	-24,866.85
Opening Bal Equity	12,493.04
Unrestricted Net Assets	270,074.78
Net Income	50,664.46
<b>Total Equity</b>	<u>308,365.43</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>312,238.70</u></u>



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## Round Lake Library Profit & Loss by Class January through October 2022

	Administrative	Clark House	Malta	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Funding Income</b>				
Local Library Services Aid	5,076.00	0.00	0.00	5,076.00
Town of Malta	339,000.00	0.00	0.00	339,000.00
WRLIS	12,000.00	0.00	0.00	12,000.00
<b>Total Funding Income</b>	356,076.00	0.00	0.00	356,076.00
<b>Grant/Awards Income</b>	7,280.00	0.00	0.00	7,280.00
<b>Library Income</b>				
Book Replacements	0.00	188.80	277.95	466.75
Book Shop	0.00	546.39	1,139.90	1,686.29
Book Sales	5,223.77	0.00	0.00	5,223.77
Copies / fax	0.00	844.50	946.20	1,790.70
Donations	600.00	188.20	183.67	971.87
Fines	0.00	159.55	466.68	626.23
Interest - Savings	0.00	53.66	53.70	107.36
Workers Comp Ins Refund	405.83	0.00	0.00	405.83
<b>Total Library Income</b>	6,229.60	1,981.10	3,068.10	11,278.80
<b>Total Income</b>	369,585.60	1,981.10	3,068.10	374,634.80
<b>Gross Profit</b>	369,585.60	1,981.10	3,068.10	374,634.80
<b>Expense</b>				
Bank Fees	0.00	17.50	17.50	35.00
Book Sale Expense	0.00	277.94	277.92	555.86
<b>Books / Serials / AV</b>				
AV	0.00	10.69	0.00	10.69
Books	0.00	13,612.14	13,908.16	27,520.30
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	2,267.68	2,469.56	4,737.24
<b>Total Books / Serials / AV</b>	0.00	17,425.31	19,056.64	36,481.95
Circulation Fees	0.00	5,096.66	8,125.00	13,221.66
Computers & Equipment	0.00	1,886.76	3,958.63	5,845.39
Furniture Expense	0.00	0.00	743.75	743.75
<b>Insurance</b>				
Commercial	2,655.15	11.50	221.50	2,888.15
Disability	2,051.58	0.00	0.00	2,051.58
Workers Comp	2,230.00	0.00	0.00	2,230.00
<b>Total Insurance</b>	6,936.73	11.50	221.50	7,169.73
Memberships	0.00	340.24	340.24	680.48
<b>Payroll Expenses</b>				
3% Simple IRA	2,030.30	0.00	0.00	2,030.30
Taxes	15,674.65	0.00	0.00	15,674.65
Wages	204,897.17	0.00	0.00	204,897.17
<b>Total Payroll Expenses</b>	222,602.12	0.00	0.00	222,602.12
Payroll Processing	4,252.50	0.00	0.00	4,252.50
Postage	0.00	114.08	140.40	254.48
<b>Printer Contract</b>				
Printer/Copier Lease Buy Out	0.00	0.00	-1,094.83	-1,094.83
Printer Contract - Other	0.00	1,580.85	1,580.83	3,161.68
<b>Total Printer Contract</b>	0.00	1,580.85	486.00	2,066.85
Programs	0.00	2,980.69	2,759.07	5,739.76
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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**Round Lake Library  
 Profit & Loss by Class  
 January through October 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	315.70	0.00	315.70
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	3,260.59	3,345.30	6,605.89
Telephone	0.00	997.54	0.00	997.54
Trash	0.00	264.00	-7.36	256.64
Utilities	0.00	3,889.95	0.00	3,889.95
<b>Total Expense</b>	<u>233,828.46</u>	<u>41,158.80</u>	<u>48,983.08</u>	<u>323,970.34</u>
<b>Net Ordinary Income</b>	<u>135,757.14</u>	<u>-39,177.70</u>	<u>-45,914.98</u>	<u>50,664.46</u>
<b>Net Income</b>	<u><u>135,757.14</u></u>	<u><u>-39,177.70</u></u>	<u><u>-45,914.98</u></u>	<u><u>50,664.46</u></u>