

**Round Lake Library Board of Trustees
Meeting Agenda
Jan 14, 2025 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants
- 6) Election of Officers
- 7) Discussion of 5-year Strategic Plan
- 8) Adjournment

December is traditionally one of the busiest times at the library. Every year, staff offer many different programs centered around the holidays. This December the library offered 74 programs that brought in 1,092 participants. Programs this month included holiday ornament making, snowman lanterns, sugar cane Christmas trees, miniature painting, PJ movie night, "Noon" Year's Eve Party and the yearly favorite Gingerbread Houses.

This month the library received a grant from Global Foundries Town of Malta Foundation in the amount of \$2,000. This money will be used to purchase a collection of Wonderbooks and 4 launchpads for our children's collection. Wonderbooks are made by Playaway and are an all in one audio book and hardcover illustrated children's book. Launchpads are interactive tablets preloaded with learning apps, games, stories and more. With launchpads there is no need for internet access and the tablets can be circulated like regular library material. Thank you to Global Foundries and the Town of Malta Foundation for providing these grants to local organizations and giving us the opportunity to increase our services to our patrons.

At the end of December, the library also takes a look at year end statistical data to see how the year went, where we are headed and set goals for 2025. So here is a little peek into the 2024 statistics; a fuller version will be available in February when the annual report is compiled.

2024 Stats

Circulation: 61,465

Digital Platform Use (Overdrive/Libby, Hoopla): 12,249

Library Visits: 65,937

Computer Use: 3,654

Wi-Fi Use: 3220

Programs/Attendance: 550/6,871

Take 'N Make Kits: 1,942

The Library director would like to acknowledge the hard work and excellent patron services provided by all of our library staff this year and especially during the month of December. A special thank you also needs to be given to Associate Director Marybeth Max for her leadership this past month while the director was out on an unexpected leave. Our library staff do an excellent job providing for our patrons all year long.

Jennifer Hurd, Director

Upcoming Dates:

January 20, 2025 – Martin Luther King Day – RDL open 10-3, MAL Closed

February 11, 2025 – Library Board of Trustees Meeting

February 17, 2025 – President's Day – RDL open 10-3, MAL Closed

Statistics 2024
ROUND LAKE LIBRARY
MALTA

	YTD Total	December 2024	November 2024	October 2024
Total Circulation	41,987	2,916	3,232	3,253
Book	32,195	2,196	2,481	2,520
Non-Book	9,792	720	751	733
12/2023 total circ = 3145				
Cardholders New	189	11	15	17
Cardholders Total	2,299	2,299	2,301	2,316
Borrowers	7,106	519	560	583
Programs**	275	27 21J,4A,2F	11 6J,2A,2T,1V	21 9J,3F,8A,1V
Attendance	3,213	314 273J,21A,20F	96 61J,11A,17T,7V	144 79J,9F,50A,6V
Take 'N Make Kits	761	35		30

CLARK HOUSE

Total Circulation	19,478	1,411	1,474	1,776
Book	14,135	929	1,002	1,309
Non-Book	5,343	482	472	467
12/2023 total circ = 1470				
Cardholders New	113	3	5	3
Cardholders Total	2,985	2,985	2,978	2,967
Borrowers	4,119	335	369	352
Programs**	275	47 30J,15F,2A	19 14J,5F	20 11J,7F,2T
Attendance	3,658	778 193J,580F,5A	254 146J,108F	231 80J,147F,4T
Take 'N Make Kits	1,181	168	91	30

MALTA + CLARK HOUSE

Programs	550	74	30	41
Attendance	6,871	1,092	350	375
Total Take 'N Make Kits	1,942	203	91	60
Cardholders New	302	14	20	20
Cardholders	5,284	5,284	5,279	5,283
Borrowers	10,371	854	929	935
Circulation	61,465	4,327	4,706	5,029
YTD 2024/2023 Circulation *	61,465	61,465	57,138	52,432
** Juvenile, Teen, Adult, Family (For All Ages), Virtual Synchronous, Virtual Asynchronous	-3,670	-3,670	-3,382	-2,891

* difference between 2024&2023
 note see footnote page

September

2024

3,329
2,585
744
10
2,322
568
22 9J,2T,10A,1V
119 5J,8T,53A,7V

August

2024

4,229
3,294
935
2,360
713
34 1J,4,5F, 7T, 7A, 1V
868 382J,112F,123T,245A,6V
120

July

2024

4,612
3,671
941
28
2,384
737
25 12J,2F,6T,5A
669 288J,52F,38T,291A
135

June

2024

3,483
2,666
817
21
2,385
602
17 3J,5F,5T,4A
130 6J,88F,20T,16A
35

May

2024

3,245
2,176
1,069
10
2,387
544
19
103
30

September

2024

1,649
1,213
436
18
2,952
366
19 13J, 5F, 1T,
176 92J,77F,7T

August

2024

1,906
1,391
515
18
2,928
407
65 129,F24,T6,A6
1,169 1626,F318,T54,A171
131

July

2024

1,876
1,297
579
16
2,910
389
31 16J,11F,4A
513 277J,132F,104A
155

June

2024

1,620
1,198
422
26
2,863
339
17 12J,5F
110 87J,23F
107

May

2024

1,499
1,069
430
3
2,705
323
9
47
70

September

2024

41
295
0
28
5,274
934
4,978
47,403
-2,510

August

2024

99
2,037
251
18
5,288
1,120
6,135
42,425
-2,237

July

2024

56
1,182
290
44
5,294
1,126
6,488
36,290
-1,407

June

2024

34
240
142
47
5,248
941
5,103
29,802
-1,736

May

2024

28
150
100
13
5,092
867
4,744
24,299
-863

	April		March		February		January		December	
	2024		2024		2024		2024		2023	
	3,573		3,582		3,287		3,246		3,145	
	2,750		2,814		2,535		2,507		2,505	
	823		768		752		739		640	
	16		28		15		18		8	
	2,400		2,414		2,409		2,424		2,432	
	587		590		558		545		511	
5J,5F,3T,6A,1V	36	14J,10F,5T,6A,1V	28	9J,12,F,3T,3A,1V	24	8J,9F,6A,1V	11	7J,4A	13	
17J,25F,20T,35A,6V	286	127J,50F,54T,49A,6V	174	66J,63F,23T,15A,7V	243	68J,148F,21A,6V	67	48J,19A	145	
	164		100		32		80		95	
	1,773		1,576		1,430		1,488		1,470	
	1,370		1,177		1,055		1,125		1,093	
	403		399		375		363		377	
	9		5		2		5		2	
	2,443		2,203		2,148		2,088		2,043	
	342		316		287		294		276	
6J,3F	12	9J,3F	12	6J,6F	12	4J,8F	12	8J,4F	12	
27J,20F,	131	119J,12F	102	38J,64F	90	12J,78F	57	42J,15F	184	
	145		117		54		113		120	
	48		40		36		23		25	
	417		276		333		124		329	
	309		217		86		193		215	
	25		33		17		23		10	
	4,843		4,617		4,557		4,512		4,475	
	929		906		845		839		787	
	5,346		5,158		4,717		4,734		4,615	
	19,955		14,609		9,451		4,734		65,135	
	-466		-777		-138		4		2,198	

	November 2023	October 2023	Sep-23 2023	August 2023
4J,2F,3T,4A 30J,69F,23T,23A	15 113 70	19 166 105	19 346 180	27 490 250
	8J,2F,3A,3VS 74J,15F,16A,24VS	8J,2F,1T,8A 84J,25F,6T,51A	10J,1T,7A,1VS 211J,68T,63A,4VS	10J,5A,2T,9F,1VS 78J,26A,2T,380F,4VS
	19 2,447 566	15 2,457 586	29 2,464 575	33 2,473 716
	3,696 2,933 763	3,738 2,908 830	3,659 2,947 712	4,882 4,031 851
	1,501 1,117 384	1,672 1,223 449	1,592 1,216 376	2,083 1,635 448
	7 2,007 272	2 1,996 277	2 1,971 290	3 1,949 315
5J,7F, 14J,170F	14 89 77	16 98 125	9 101 151	15 307 225
	5J,9F 19J,70F	5J,11F, 19J,79F	5J,3F,1A 95J, 6F, 173F	8J,7F 134J, 173F
	29 202 147 26 4,454 838 5,197 60,520 2,224	35 264 230 17 4,453 863 5,410 55,323 1,792	28 447 331 31 4,435 865 5,251 49,913 1,450	42 797 475 36 4,422 1,031 6,965 44,662 1,606

July

2023

Statistics

Round Lake Library

MALTA

4,252
3,396
856

Total Circulation
Book
Non-Book

42

2,478

670

24 1J,4A,3T,6F,1VS

484 165J,22A,5T,29ZF,6VS

235

Cardholders New

Cardholders Total

Borrowers

Programs

Attendance

Make 'N Take Kits

CLARK HOUSE

Total Circulation

Book

Non-Book

1,907

1,369

538

22

1,918

306

17 11J,1T,5F

310 256J,3T,51F

230

Cardholders New

Cardholders Total

Borrowers

Programs

Attendance

Make 'N take Kits

MALTA + CLARK HOUSE

Programs

Attendance

Total Make 'N Take

New Borrowers

Borrowers Total

Cardholders

Circulation

2023 YTD Circulation

YTD 2023/2022 Circulation

41

794

465

64

4,396

976

6,159

37,697

1,005

Round Lake Library 2024 Actual vs Budget

thru December 31, 2024									
	Actual as of 12/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget	100.00%	
Funding Income:									
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%		
11 WRLIS	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -	100.00%		
11 Local Library Services Aid	\$ 5,286	\$ -	\$ -	\$ 2,500	\$ -	\$ -	211.44%		
11 Grants / Awards	\$ 7,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	184.19%		
Subtotal Funding	\$ 363,654	\$ -	\$ -	\$ 357,500	\$ -	\$ -	101.72%		
Library Income:									
11 Book Replacements	\$ 754	\$ 272	\$ 482	\$ 600	\$ 300	\$ 300	125.66%		
11 Book Shop (Ongoing)	\$ 2,388	\$ 734	\$ 1,654	\$ 2,500	\$ 1,250	\$ 1,250	95.53%		
11 Book Sales (Annual)	\$ 5,077	\$ 2,538	\$ 2,538	\$ 5,000	\$ 2,500	\$ 2,500	101.53%		
11 Copies/Faxes	\$ 2,420	\$ 1,080	\$ 1,340	\$ 2,400	\$ 1,400	\$ 1,000	100.84%		
11 Donations	\$ 2,044	\$ 392	\$ 402	\$ 1,500	\$ 750	\$ 750	136.26%		
11 Fines	\$ 664	\$ 233	\$ 431	\$ 700	\$ 350	\$ 350	94.84%		
11 Interest - Savings	\$ 108	\$ 50	\$ 50	\$ 200	\$ 100	\$ 100	53.94%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
11 Workers Comp Ins Refund	\$ 127	\$ 64	\$ 64	\$ 450	\$ -	\$ 450	0.00%		
11 Commerical Ins Refund	\$ 165	\$ 82.50	\$ 82.50	\$ -	\$ -	\$ -	0.00%		
11 Employee Retention Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 13,747	\$ 5,446	\$ 7,043	\$ 13,550	\$ 6,750	\$ 6,800	101.45%		
Total Income	\$ 377,400	\$ 5,446	\$ 7,043	\$ 371,050	\$ 6,750	\$ 6,800	101.71%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 61,965	\$ 30,982	\$ 30,982	\$ 67,831	\$ 33,916	\$ 33,916	91.35%		
12 Payroll Exp: Staff	\$ 211,626	\$ 106,914	\$ 104,711	\$ 178,632	\$ 89,316	\$ 89,316	118.47%		
12 IRA	\$ 2,549	\$ 1,274	\$ 1,274	\$ 3,000	\$ 1,500	\$ 1,500	84.96%		
12 Payroll Taxes	\$ 20,930	\$ 10,519	\$ 10,409	\$ 18,855	\$ 9,427	\$ 9,427	111.00%		
12 Payroll Insurances	\$ 3,868	\$ 1,934	\$ 1,934	\$ 4,000	\$ 2,000	\$ 2,000	96.69%		
Sub Total Employee Expenses	\$ 300,937	\$ 151,624	\$ 149,311	\$ 272,318	\$ 136,159	\$ 136,159	110.51%		
Non-Employee Expenses									
12 Accounting	\$ 900	\$ 450	\$ 450	\$ 1,000	\$ 500	\$ 500	90.00%		
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 50	\$ 25	\$ 25	70.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
12 Books/Serials/AV	\$ 48,948	\$ 22,351	\$ 26,598	\$ 42,000	\$ 21,000	\$ 21,000	116.54%		
12 Circulation Fees	\$ 15,891	\$ 6,182	\$ 9,708	\$ 13,300	\$ 5,187	\$ 8,113	119.48%		
12 Computers & Equipment	\$ 4,396	\$ 1,869	\$ 2,527	\$ 5,000	\$ 2,500	\$ 2,500	87.92%		
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Furniture	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%		
12 Grant Expenditures	\$ 8,168	\$ 6,742	\$ 1,427	\$ 500	\$ 250	\$ 250	1633.69%		
12 Insurance	\$ 3,095	\$ 1,407	\$ 1,688	\$ 2,500	\$ 1,250	\$ 1,250	123.80%		
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Memberships	\$ 567	\$ 284	\$ 284	\$ 1,600	\$ 800	\$ 800	35.44%		
12 Payroll Processing	\$ 5,813	\$ 2,906	\$ 2,906	\$ 5,500	\$ 2,750	\$ 2,750	105.69%		
12 Postage	\$ 145	\$ 44	\$ 101	\$ 600	\$ 240	\$ 360	24.16%		
12 Printer Contract	\$ 4,129	\$ 2,064	\$ 2,064	\$ 3,600	\$ 1,800	\$ 1,800	114.69%		
12 Programs	\$ 7,474	\$ 3,682	\$ 3,792	\$ 5,000	\$ 2,000	\$ 3,000	149.49%		
12 Public Relations	\$ 25	\$ 13	\$ 13	\$ 200	\$ 100	\$ 100	12.50%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ 1,702	\$ 1,702	\$ -	\$ 500	\$ 250	\$ 250	340.46%		
12 Sales Tax/Credit	\$ 167	\$ 83	\$ 83	\$ 300	\$ 150	\$ 150	55.62%		
12 Security	\$ 654	\$ 654	\$ -	\$ 400	\$ 400	\$ -	163.43%	Clark Only	
12 Software & Repairs	\$ 2,314	\$ 1,177	\$ 1,137	\$ 1,000	\$ 500	\$ 500	231.42%		
12 Staff Development	\$ 4,446	\$ 2,223	\$ 2,223	\$ 1,860	\$ 930	\$ 930	239.04%		
12 Supplies	\$ 7,654	\$ 3,382	\$ 4,272	\$ 6,221	\$ 2,488	\$ 3,733	123.03%		
12 Telephone	\$ 1,103	\$ 1,103	\$ -	\$ 1,200	\$ 1,200	\$ -	91.96%	Clark Only	
12 Trash	\$ 424	\$ 424	\$ -	\$ 400	\$ 400	\$ -	105.91%	Clark Only	
12 Trustee Development	\$ 35	\$ 17	\$ 17	\$ 200	\$ 100	\$ 100	17.28%		
12 Utilities	\$ 3,441	\$ 3,441	\$ -	\$ 5,000	\$ 5,000	\$ -	68.82%	Clark Only	
Sub Total Non-Employee Expenses	\$ 121,527	\$ 62,217	\$ 59,310	\$ 98,732	\$ 50,220	\$ 48,512	113.86%		
Total Expenses	\$ 422,464	\$ 213,841	\$ 208,620	\$ 371,050	\$ 186,379	\$ 184,671	113.86%		
Net Income/Loss	\$ (45,064)			\$ -					

5:22 PM
 01/06/25
 Cash Basis

Round Lake Library Profit & Loss by Class January through December 2024

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Local Library Services Aid	5,286.00	0.00	0.00	5,286.00
Town of Malta	339,000.00	0.00	0.00	339,000.00
WRLIS	12,000.00	0.00	0.00	12,000.00
Total Funding Income	356,286.00	0.00	0.00	356,286.00
Grant/Awards Income				
Global Foundaries	1,800.00	0.00	0.00	1,800.00
Grant/Awards Income - Other	5,567.64	0.00	0.00	5,567.64
Total Grant/Awards Income	7,367.64	0.00	0.00	7,367.64
Library Income				
Book Replacements	0.00	272.40	481.57	753.97
Book Shop	0.00	734.31	1,654.03	2,388.34
Book Sales	5,076.55	0.00	0.00	5,076.55
Copies / fax	0.00	1,080.20	1,339.90	2,420.10
Donations	1,250.00	391.91	402.02	2,043.93
Fines	0.00	232.60	431.25	663.85
Interest - Savings	0.00	53.94	53.93	107.87
Workers Comp Ins Refund	127.00	0.00	0.00	127.00
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	6,618.55	2,765.36	4,362.70	13,746.61
Total Income	370,272.19	2,765.36	4,362.70	377,400.25
Gross Profit	370,272.19	2,765.36	4,362.70	377,400.25
Expense				
Accounting	900.00	0.00	0.00	900.00
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	15,379.57	16,624.34	32,003.91
Lost Books	0.00	65.74	93.92	159.66
Magazine/Newspaper	0.00	13.78	1,948.92	1,962.70
Books / Serials / AV - Other	0.00	6,891.43	7,930.40	14,821.83
Total Books / Serials / AV	0.00	22,350.52	26,597.58	48,948.10
Circulation Fees	0.00	6,182.34	9,708.28	15,890.62
Computers & Equipment	0.00	1,868.99	2,526.97	4,395.96
Grant Expenditures	0.00	6,741.59	1,426.84	8,168.43
Insurance				
Commercial	3,095.12	0.00	0.00	3,095.12
Disability	1,806.68	0.00	0.00	1,806.68
Workers Comp	2,061.00	0.00	0.00	2,061.00
Total Insurance	6,962.80	0.00	0.00	6,962.80
Memberships	0.00	283.54	283.54	567.08
Payroll Expenses				
3% Simple IRA	2,548.89	0.00	0.00	2,548.89
Taxes	20,929.72	0.00	0.00	20,929.72
Wages	273,591.00	0.00	0.00	273,591.00
Total Payroll Expenses	297,069.61	0.00	0.00	297,069.61
Payroll Processing	5,812.75	0.00	0.00	5,812.75
Postage	0.00	44.01	100.97	144.98
Printer Contract	0.00	2,064.32	2,064.39	4,128.71
Programs	0.00	3,682.13	3,792.20	7,474.33
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	1,702.32	0.00	1,702.32

5:22 PM
01/06/25
Cash Basis

Round Lake Library
Profit & Loss by Class
January through December 2024

	<u>Administrative</u>	<u>Clark House</u>	<u>Malta</u>	<u>TOTAL</u>
Sales Tax	166.85	0.00	0.00	166.85
Security	0.00	653.72	0.00	653.72
Software / Repairs	0.00	1,177.26	1,136.95	2,314.21
Staff Development	0.00	2,223.08	2,223.09	4,446.17
Supplies	0.00	3,381.50	4,272.24	7,653.74
Telephone	0.00	1,103.46	0.00	1,103.46
Trash	0.00	423.64	0.00	423.64
Trustee Development	0.00	17.28	17.28	34.56
Utilities	0.00	3,441.20	0.00	3,441.20
Total Expense	<u>310,912.01</u>	<u>57,370.90</u>	<u>54,181.33</u>	<u>422,464.24</u>
Net Ordinary Income	<u>59,360.18</u>	<u>-54,605.54</u>	<u>-49,818.63</u>	<u>-45,063.99</u>
Net Income	<u>59,360.18</u>	<u>-54,605.54</u>	<u>-49,818.63</u>	<u>-45,063.99</u>

Round Lake Library
Balance Sheet
 As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-914.52
Adirondack Trust Savings	160,962.82
Total Checking/Savings	160,248.30
Total Current Assets	160,248.30
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	990.27
Other Assets	
Marketable Securities	25,380.26
Total Other Assets	25,380.26
TOTAL ASSETS	186,618.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,367.45
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	1,094.45
Total Payroll Liabilities	6,213.93
Total Other Current Liabilities	6,223.19
Total Current Liabilities	6,223.19
Total Liabilities	6,223.19
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-45,063.99
Total Equity	180,395.64
TOTAL LIABILITIES & EQUITY	186,618.83