

**Round Lake Library Board of Trustees
Meeting Agenda
Aug 13, 2024 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants
- 6) Staff Update
- 7) Book Sale
- 8) Malta Community Day
- 9) Budget
- 10) Lance Spallholz
- 11) Adjournment

July 2024

July was a very active month at both locations of the Round Lake Library. Overall, circulation and program attendance increased. For July circulation was 6,488, an increase of 1,385 and our digital material increased as well. Overdrive (Libby) saw an increase from 926 in June to 1064 for July. Hoopla also saw an increase from 121 to 149. The library has been actively increasing awareness of these platforms and the increase in usage shows that we are reaching our patrons.

Summer reading is in full swing and the library held 56 programs this month which included our weekly kid, teen and adult raffles. By July 31, there are 275 kids and 23 teens participating in the summer reading challenge. In addition to our weekly story times and regular programs, the library is running a weekly series for the Malta campers at the community center.

The library received the LLSA (local library service aid) at the end of July in the amount of \$5285.00.

Some repairs will be needed at Clark House after the heavy rain storms this month. Staff reported to the director that water was leaking from one of the pot lights in the media room during these heavy rains. The basement also took on some water during these storms. Scott Rigney has been informed and is working to fix the problems.

Jennifer Hurd, Director

Upcoming Dates:

August 31 – September 2 – CLOSED Labor Day Weekend

September 7, 2024 – 10 am – 3 pm Shenantaha Creek Park

Statistics 2024

ROUND LAKE LIBRARY

YTD Total

July

2024

June

2024

May

2024

MALTA

Total Circulation

Book

Non-Book

07/2023 total circ = 3396

Cardholders New

Cardholders Total

Borrowers

Programs**

Attendance

Take 'N Make Kits

CLARK HOUSE

Total Circulation

Book

Non-Book

07/2024 total circ = 1907

Cardholders New

Cardholders Total

Borrowers

Programs**

Attendance

Take 'N Make Kits

MALTA + CLARK HOUSE

Programs

Attendance

Total Take 'N Make Kits

Cardholders New

Cardholders

Borrowers

Circulation

2024 Total YTD Circulation

YTD 2024/2023 Circulation *

	25,028	4,612		3,483		3,245
	19,119	3,671		2,666		2,176
	5,909	941		817		1,069
	136	28		21		10
	2,384	2,384		2,385		2,387
	4,163	737		602		544
	160	25	121,2F,6T,5A	17	31,5F,5T,4A	19
	1,672	669	288J,52F,38T,291A	130	6J,88F,20T,16A	103
	576	135		35		30
	11,262	1,876		1,620		1,499
	8,291	1,297		1,198		1,069
	2,971	579		422		430
	66	16		26		3
	2,910	2,910		2,863		2,705
	3,586	389		339		323
	105	31	16J,11F,4A	17	12J,5F	9
	4,423	513	277J,132F,104A	110	87J,23F	47
	3,320	155		107		70
	265	56		34		28
	2,722	1,182		240		150
	1,337	290		142		100
	202	44		47		13
	5,294	5,294		5,248		5,092
	6,453	1,126		941		867
	36,290	6,488		5,103		4,744
	36,290	36,290		29,802		24,299
	-1,407	-1,407		-1,736		-863

**Juvenile, Teen, Adult, Family (For All Ages), Virtual Synchronous, Virtual Asynchronous

*difference etween 2023&2022

note see footnote page

Month	Year	Value	Notes
November	2023	1,501	
		1,117	
		384	
		7	
		2,007	
		272	
		14 5J,9F	
		89 19J,70F	
		77	
		29	
October	2023	1,672	
		1,223	
		449	
		2	
		1,996	
		277	
		16 5J,11F,	
		98 19J,79F	
		125	
		35	
Sep-23	2023	1,592	
		1,216	
		376	
		2	
		1,971	
		290	
		9 5J,3F,1A	
		101 95J, 6F,	
		151	
		28	
August	2023	2,083	
		1,635	
		448	
		3	
		1,949	
		315	
		15 8J,7F	
		307 134J, 173F	
		225	
		42	
July	2023	1,907	
		1,369	
		538	
		22	
		1,918	
		306	
		17 11J,11,5F	
		310 256J,3T,51F	
		230	
		41	
November	2023	3,696	
		2,933	
		763	
		19	
		2,447	
		566	
		15 8J,2F,3A,3VS	
		113 74J,15F,16A,24VS	
		70	
		15	
October	2023	3,738	
		2,908	
		830	
		15	
		2,457	
		586	
		19 8J,2F,1T,8A	
		166 84J,25F,6T,51A	
		105	
		29	
Sep-23	2023	3,659	
		2,947	
		712	
		29	
		2,464	
		575	
		19 10J,1T,7A,1VS	
		346 211J,68T,63A,4VS	
		180	
		33	
August	2023	4,882	
		4,031	
		851	
		33	
		2,473	
		716	
		27 10J,5A,2T,9F,1VS	
		490 78J,26A,2T,380F,4VS	
		250	
		42	
July	2023	4,252	
		3,396	
		856	
		42	
		2,478	
		670	
		24 1J,4A,3T,6F,1VS	
		484 165J,22A,5T,292F,6VS	
		235	
		41	
November	2023	60,520	
		55,323	
		1,792	
		2,224	
		2,007	
		272	
		14 5J,9F	
		89 19J,70F	
		77	
		29	
October	2023	60,520	
		55,323	
		1,792	
		2,224	
		2,007	
		272	
		14 5J,9F	
		89 19J,70F	
		77	
		29	
Sep-23	2023	60,520	
		55,323	
		1,792	
		2,224	
		2,007	
		272	
		14 5J,9F	
		89 19J,70F	
		77	
		29	
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		55,323	
		1,792	
		2,224	
		2,007	
		272	
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		89 19J,70F	
		77	
		29	
July	2023	60,520	
		55,323	
		1,792	
		2,224	
		2,007	
		272	
		14 5J,9F	
		89 19J,70F	
		77	
		29	

Round Lake Library 2024 Actual vs Budget

	thru July 31, 2024							
	Actual as of 7/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget	58.33%
Funding Income:								
11 Town of Malta Tax	\$ 254,250	\$ -	\$ -	\$ 339,000	\$ -	\$ -	75.00%	
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%	
11 Local Library Services Aid	\$ 5,286	\$ -	\$ -	\$ 2,500	\$ -	\$ -	211.44%	
11 Grants / Awards	\$ 7,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	184.19%	
Subtotal Funding	\$ 266,904	\$ -	\$ -	\$ 357,500	\$ -	\$ -	74.66%	
Library Income:								
11 Book Replacements	\$ 535	\$ 191	\$ 345	\$ 600	\$ 300	\$ 300	89.23%	
11 Book Shop (Ongoing)	\$ 1,492	\$ 490	\$ 1,002	\$ 2,500	\$ 1,250	\$ 1,250	59.67%	
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%	
11 Copies/Faxes	\$ 1,428	\$ 641	\$ 787	\$ 2,400	\$ 1,400	\$ 1,000	59.52%	
11 Donations	\$ 375	\$ 76	\$ 299	\$ 1,500	\$ 750	\$ 750	25.03%	
11 Fines	\$ 453	\$ 170	\$ 283	\$ 700	\$ 350	\$ 350	64.64%	
11 Interest - Savings	\$ 62	\$ 31	\$ 31	\$ 200	\$ 100	\$ 100	31.10%	
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ 450	0.00%	
11 Commercial 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	\$ 4,511	\$ 1,682	\$ 2,829	\$ 13,850	\$ 6,750	\$ 6,800	33.29%	
Total Income	\$ 271,414	\$ 1,682	\$ 2,829	\$ 371,050	\$ 6,750	\$ 6,800	73.15%	
Employee Expenses:								
12 Payroll Exp: Admin	\$ 36,214	\$ 18,107	\$ 18,107	\$ 67,831	\$ 33,916	\$ 33,916	53.39%	
12 Payroll Exp: Staff	\$ 121,807	\$ 61,537	\$ 60,269	\$ 178,632	\$ 89,316	\$ 89,316	68.19%	
12 IRA	\$ 1,512	\$ 756	\$ 756	\$ 3,000	\$ 1,500	\$ 1,500	50.41%	
12 Payroll Taxes	\$ 12,089	\$ 6,076	\$ 6,012	\$ 18,855	\$ 9,427	\$ 9,427	64.11%	
12 Payroll Insurances	\$ 1,524	\$ 762	\$ 762	\$ 4,000	\$ 2,000	\$ 2,000	38.09%	
Sub Total Employee Expenses	\$ 173,146	\$ 87,238	\$ 85,906	\$ 272,318	\$ 136,159	\$ 136,159	63.58%	
Non-Employee Expenses:								
12 Accounting	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%	
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 50	\$ 25	\$ 25	70.00%	
12 Book Sales	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%	
12 Books/Serials/AV	\$ 32,050	\$ 14,775	\$ 17,274	\$ 42,000	\$ 21,000	\$ 21,000	76.31%	
12 Circulation Fees	\$ 10,609	\$ 4,159	\$ 6,450	\$ 13,300	\$ 5,187	\$ 8,113	79.77%	
12 Computers & Equipment	\$ 785	\$ 785	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	15.70%	
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Furniture	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%	
12 Grant Expenditures	\$ 2,168	\$ 1,442	\$ 727	\$ 500	\$ 250	\$ 250	433.69%	
12 Insurance	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,250	\$ 1,250	0.00%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
12 Memberships	\$ 567	\$ 284	\$ 284	\$ 1,600	\$ 800	\$ 800	35.44%	
12 Payroll Processing	\$ 3,482	\$ 1,741	\$ 1,741	\$ 5,500	\$ 2,750	\$ 2,750	63.30%	
12 Postage	\$ 122	\$ 34	\$ 88	\$ 600	\$ 240	\$ 360	20.26%	
12 Printer Contract	\$ 2,193	\$ 1,096	\$ 1,096	\$ 3,600	\$ 1,800	\$ 1,800	60.91%	
12 Programs	\$ 4,393	\$ 2,335	\$ 2,058	\$ 5,000	\$ 2,000	\$ 3,000	87.86%	
12 Public Relations	\$ 25	\$ 13	\$ 13	\$ 200	\$ 100	\$ 100	12.50%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only
12 Repairs & Maintenance	\$ 172	\$ 172	\$ -	\$ 500	\$ 250	\$ 250	34.49%	
12 Sales Tax/Credit	\$ 167	\$ 83	\$ 83	\$ 300	\$ 150	\$ 150	55.62%	
12 Security	\$ 189	\$ 189	\$ -	\$ 400	\$ 400	\$ -	47.36%	Clark Only
12 Software & Repairs	\$ 1,866	\$ 1,065	\$ 801	\$ 1,000	\$ 500	\$ 500	186.62%	
12 Staff Development	\$ 4,169	\$ 2,084	\$ 2,084	\$ 1,860	\$ 930	\$ 930	224.12%	
12 Supplies	\$ 5,155	\$ 2,265	\$ 2,890	\$ 6,221	\$ 2,488	\$ 3,733	82.87%	
12 Telephone	\$ 600	\$ 600	\$ -	\$ 1,200	\$ 1,200	\$ -	50.02%	Clark Only
12 Trash	\$ 318	\$ 318	\$ -	\$ 400	\$ 400	\$ -	79.43%	Clark Only
12 Trustee Development	\$ 35	\$ 17	\$ 17	\$ 200	\$ 100	\$ 100	17.28%	
12 Utilities	\$ 2,297	\$ 2,297	\$ -	\$ 5,000	\$ 5,000	\$ -	45.94%	Clark Only
Sub Total Non-Employee Expenses	\$ 71,398	\$ 35,774	\$ 35,624	\$ 98,732	\$ 50,220	\$ 48,512	65.91%	
Total Expenses	\$ 244,543	\$ 123,011	\$ 121,530	\$ 371,050	\$ 186,379	\$ 184,671	65.91%	
Net Income/Loss	\$ 26,871	\$ -	\$ -	\$ -	\$ -	\$ -	-	

1:30 PM
08/08/24
Cash Basis

Round Lake Library
Balance Sheet
As of July 31, 2024

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	309.56
Adirondack Trust Savings	231,513.59
Total Checking/Savings	<u>232,023.15</u>
Total Current Assets	232,023.15
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	24,130.26
Total Other Assets	<u>24,130.26</u>
TOTAL ASSETS	<u><u>257,143.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,016.94
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-1,289.38
NYS Income Tax	875.12
Total Payroll Liabilities	<u>4,803.95</u>
Total Other Current Liabilities	<u>4,813.21</u>
Total Current Liabilities	<u>4,813.21</u>
Total Liabilities	4,813.21
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	26,870.84
Total Equity	<u>252,330.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>257,143.68</u></u>

1:30 PM
08/08/24
Cash Basis

Round Lake Library Profit & Loss by Class January through July 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	254,250.00	0.00	0.00	254,250.00
Total Funding Income	259,536.00	0.00	0.00	259,536.00
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	190.86	344.51	535.37
Book Shop	0.00	490.01	1,001.73	1,491.74
Copies / fax	0.00	641.25	787.15	1,428.40
Donations	0.00	76.23	299.22	375.45
Fines	0.00	169.90	282.60	452.50
Interest - Savings	0.00	31.10	31.09	62.19
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	165.00	1,599.35	2,746.30	4,510.65
Total Income	267,068.64	1,599.35	2,746.30	271,414.29
Gross Profit	267,068.64	1,599.35	2,746.30	271,414.29
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	10,760.54	11,271.40	22,031.94
Lost Books	0.00	39.75	68.97	108.72
Magazine/Newspaper	0.00	0.00	1,339.05	1,339.05
Books / Serials / AV - Other	0.00	3,975.16	4,594.80	8,569.96
Total Books / Serials / AV	0.00	14,775.45	17,274.22	32,049.67
Circulation Fees	0.00	4,159.46	6,449.64	10,609.10
Computers & Equipment	0.00	784.99	0.00	784.99
Grant Expenditures	0.00	1,441.59	726.84	2,168.43
Insurance				
Disability	1,393.64	0.00	0.00	1,393.64
Workers Comp	130.00	0.00	0.00	130.00
Total Insurance	1,523.64	0.00	0.00	1,523.64
Memberships	0.00	283.54	283.54	567.08
Payroll Expenses				
3% Simple IRA	1,512.29	0.00	0.00	1,512.29
Taxes	12,088.62	0.00	0.00	12,088.62
Wages	158,021.17	0.00	0.00	158,021.17
Total Payroll Expenses	171,622.08	0.00	0.00	171,622.08
Payroll Processing	3,481.75	0.00	0.00	3,481.75
Postage	0.00	34.01	87.55	121.56
Printer Contract	0.00	1,096.33	1,096.36	2,192.69
Programs	0.00	2,334.95	2,058.01	4,392.96
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	172.47	0.00	172.47

1:30 PM
 08/08/24
 Cash Basis

**Round Lake Library
 Profit & Loss by Class
 January through July 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	189.42	0.00	189.42
Software / Repairs	0.00	1,065.26	800.95	1,866.21
Staff Development	0.00	2,084.33	2,084.34	4,168.67
Supplies	0.00	2,265.20	2,890.16	5,155.36
Telephone	0.00	600.19	0.00	600.19
Trash	0.00	317.73	0.00	317.73
Trustee Development	0.00	17.28	17.28	34.56
Utilities	0.00	2,297.04	0.00	2,297.04
Total Expense	<u>176,794.32</u>	<u>33,949.24</u>	<u>33,799.89</u>	<u>244,543.45</u>
Net Ordinary Income	<u>90,274.32</u>	<u>-32,349.89</u>	<u>-31,053.59</u>	<u>26,870.84</u>
Net Income	<u><u>90,274.32</u></u>	<u><u>-32,349.89</u></u>	<u><u>-31,053.59</u></u>	<u><u>26,870.84</u></u>