

**Round Lake Library Board of Trustees
Meeting Agenda
Dec 10, 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) Library Fliers – update
- 7) Associate Trustees terms
- 8) Grant Final Report
- 9) Director Evaluation (executive session)
- 10) Adjournment

Round Lake Library
November 2024

Director's Report

November's statistical numbers were very similar to October. Our door counts were steady and programs and attendance were strong. Our digital material usage continues to increase. Both Overdrive and hoopla have seen increased circulation over the last several months. In our materials budget meeting with staff, we have increased our contribution to Overdrive for 2025. As a shared resource with all of SALS, there is often a wait period for newer titles. We are also replacing Rocket Languages with Mango Language. This new platform will allow for mobile device usage and also offers a more robust catalog of language learning tools.

Earlier in November, the lock on the main library doors in Malta broke. Town maintenance was informed and the lock was fixed over the Thanksgiving holiday.

During the month of November, the Round Lake Library and Malta Branch hosted the traveling exhibit *The Memory Project: Messages from Survivors*. This traveling exhibit is the vision of Memory Project Productions Inc and has been brought to our area by Assemblywoman Carrie Woerner and the Southern Adirondack Library System. The exhibit is built on 40 years of filming a family of Holocaust survivors in the Bronx, Miami and a bungalow colony in the Catskills between 1962 and 2016. In the exhibit, six short videos introduce the Holocaust through powerful personal stories of a family of Holocaust survivors. Six exhibit panels researched using the US Holocaust Memorial Museum's resources provide historical context for the video footage. The exhibit covers the family's experiences from 1938 through the 21st century. Many patrons have already viewed the exhibit and have been very moved. It has started many great conversations with both patrons and staff. The exhibit will be at both locations through the second week of December.

Jennifer Hurd, Director

Upcoming Dates:

December 7th – Gingerbread House Program – 10:30 am -2 pm Village Hall

December 11th – Gingerbread House Program – 3 pm = 7 pm Malta Branch

December 24th-25th – CLOSED for Christmas

December 31st – Open 10 am – 3 pm

January 1st 2025 – CLOSED New Year's Day

Statistics 2024		YTD Total	November 2024	October 2024	September 2024
ROUND LAKE LIBRARY					
MALTA					
Total Circulation		39,071	3,232	3,253	3,329
Book		29,999	2,481	2,520	2,585
Non-Book		9,072	751	733	744
11/2023 total circ = 3696					
Cardholders New		178	15	17	10
Cardholders Total		2,301	2,301	2,316	2,322
Borrowers		6,587	560	583	568
Programs**		248	11 6J,2A,2T,1V	21 9J,3F,8A,1V	22 9J,2T,10A,1V
Attendance		2,899	96 6L,11A,17T,7V	144 79J,9F,50A,6V	119 51J,8T,53A,7V
Take 'N Make Kits		726		30	
CLARK HOUSE					
Total Circulation		18,067	1,474	1,776	1,649
Book		13,206	1,002	1,309	1,213
Non-Book		4,861	472	467	436
11/2023 total circ = 1501					
Cardholders New		110	5	3	18
Cardholders Total		2,978	2,978	2,967	2,952
Borrowers		3,784	369	352	366
Programs**		228	19 14J,5F	20 11J,7F,2T	19 13J,5F,1T,
Attendance		2,880	254 146J,108F	231 80J,147F,4T	176 92J,77F,7T
Take 'N Make Kits		1,013	91	30	
MALTA + CLARK HOUSE					
Programs		476	30	41	41
Attendance		5,779	350	375	295
Total Take 'N Make Kits		1,739	91	60	0
Cardholders New		288	20	20	28
Cardholders		5,279	5,279	5,283	5,274
Borrowers		10,371	929	935	934
Circulation		57,138	4,706	5,029	4,978
2024 Total YTD Circulation		57,138	57,138	52,432	47,403
YTD 2024/2023 Circulation *			-3,382	-2,891	-2,510

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

*difference between 2024&2023

*note** see footnote page

Month	Year	Day	Event	Value
August	2024	34	J14,SF, 7T, 7A, 1V	4,229
		868	382J,112F,123T,245A,6V	3,294
		120		935
		2,360		
		713		
		1,906		
		1,391		
		515		
		18		
		2,928		
		407		
		65	J29,F24,T6,A6	1,169
1,169	J626,F318,T54,A171	131		
131				
99				
2,037				
251				
18				
5,288				
1,120				
6,135				
42,425				
-2,237				
July	2024	25	12J,2F,6T,5A	4,612
		669	288J,52F,38T,291A	3,671
		135		941
		28		
		2,384		
		1,876		
		1,297		
		579		
		16		
		2,910		
		389		
		31	16J,11F,4A	513
513	277J,132F,104A	155		
155				
56				
1,182				
290				
44				
5,294				
1,126				
6,488				
36,290				
-1,407				
June	2024	17	3J,5F,5T,4A	3,483
		130	6J,88F,20T,16A	2,666
		35		817
		21		
		2,385		
		1,620		
		1,198		
		422		
		26		
		2,863		
		339		
		17	12J,SF	110
110	87J,23F	107		
107				
34				
240				
142				
47				
5,248				
941				
5,103				
29,802				
-1,736				
May	2024	19	5J,5F,3T,6A,1V	3,245
		103	17J, 25F, 20T,35A,6V	2,176
		30		1,069
		10		
		2,387		
		1,499		
		1,069		
		430		
		3		
		2,705		
		323		
		9	6J,3F	47
47	27J,20F,	70		
70				
28				
150				
100				
13				
5,092				
867				
4,744				
24,299				
-863				
April	2024	19		3,573
		286		2,750
		164		823
		16		
		2,400		
		1,773		
		1,370		
		403		
		9		
		2,443		
		342		
		12		
131				
131				
145				
48				
417				
309				
25				
4,843				
929				
5,346				
19,955				
-466				

	March		February		January		December		November	
	2024		2024		2024		2023		2023	
14J,10F,5T,6A,1V	28	9J,12,F,3T,3A,1V	15	24	18	8	13	4J,2F,3T,4A	19	
127J,50F,54T,49A,6V	2,414	174 66J,63F,23T,15A,7V	2,409	243 68J,148F,21A,6V	2,424	2,432	145 30J,69F,23T,23A	2,447	2,447	
	590	100	558	32	545	511	95	566	566	
	3,582		3,287		3,246	3,145	3,145	3,696	3,696	
	2,814		2,535		2,507	2,505	2,505	2,933	2,933	
	768		752		739	640	640	763	763	
	1,576		1,430		1,488	1,470	1,470	1,501	1,501	
	1,177		1,055		1,125	1,093	1,093	1,117	1,117	
	399		375		363	377	377	384	384	
	5		2		5	2	2	7	7	
	2,203		2,148		2,088	2,043	2,043	2,007	2,007	
	316		287		294	276	276	272	272	
9J,3F	12	12 6J,6F	12	12 4J,8F	12	12 8J,4F	12	12 5J,7F	14	
119J,12F	102	102 38J, 64F	90	90 12J,78F	57	42J, 15F	184	14J,170F	89	
	117		54		113	120	120	77	77	
	40		36		23	25	25	29	29	
	276		333		124	329	329	202	202	
	217		86		193	215	215	147	147	
	33		17		23	10	10	26	26	
	4,617		4,557		4,512	4,475	4,475	4,454	4,454	
	906		845		839	787	787	838	838	
	5,158		4,717		4,734	4,615	4,615	5,197	5,197	
	14,609		9,451		4,734	65,135	65,135	60,520	60,520	
	-777		-138		4	2,198	2,198	2,224	2,224	

Statistics
Round Lake Library

MALTA
Total Circulation
Book
Non-Book

81,216,343VS
741,151,164,24VS
Attendance
Make 'N Take Kits

CLARK HOUSE
Total Circulation
Book
Non-Book

51,916
191,701
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

Round Lake Library 2024 Actual vs Budget

thru November 30, 2024

	Actual as of 11/30/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget	
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%	91.67%
Library Income:								
11 Book Replacements	\$ 754	\$ 272	\$ 482	\$ 600	\$ 300	\$ 300	125.66%	
11 Book Shop (Ongoing)	\$ 2,368	\$ 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	138.26%	
11 Fines	\$ 664	\$ 233	\$ 431	\$ 700	\$ 350	\$ 350	94.84%	
11 Interest - Savings	\$ 100	\$ 50	\$ 50	\$ 200	\$ 100	\$ 100	50.11%	
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	\$ 13,612	\$ 5,382	\$ 6,980	\$ 13,550	\$ 6,750	\$ 6,800	100.46%	
Total Income	\$ 377,266	\$ 5,382	\$ 6,980	\$ 371,050	\$ 6,750	\$ 6,800	101.68%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 57,375	\$ 28,887	\$ 28,887	\$ 67,831	\$ 33,916	\$ 33,916	84.59%	
12 Payroll Exp: Staff	\$ 194,390	\$ 98,206	\$ 96,182	\$ 178,632	\$ 89,316	\$ 89,316	108.62%	
12 IRA	\$ 2,362	\$ 1,181	\$ 1,181	\$ 3,000	\$ 1,500	\$ 1,500	78.74%	
12 Payroll Taxes	\$ 19,260	\$ 9,680	\$ 9,579	\$ 18,855	\$ 9,427	\$ 9,427	102.15%	
12 Payroll Insurances	\$ 1,937	\$ 968	\$ 968	\$ 4,000	\$ 2,000	\$ 2,000	48.42%	
Sub Total Employee Expenses	\$ 275,323	\$ 138,723	\$ 136,598	\$ 272,318	\$ 136,159	\$ 136,159	101.10%	
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	\$ 43,744	\$ 19,983	\$ 23,761	\$ 42,000	\$ 21,000	\$ 21,000	104.15%	
12 Circulation Fees	\$ 14,570	\$ 5,677	\$ 8,894	\$ 13,300	\$ 5,187	\$ 8,113	109.55%	
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	\$ 1,800	\$ 800	\$ 800	35.44%	
12 Payroll Processing	\$ 5,353	\$ 2,676	\$ 2,676	\$ 5,500	\$ 2,750	\$ 2,750	97.32%	
12 Postage	\$ 130	\$ 34	\$ 96	\$ 600	\$ 240	\$ 360	21.73%	
12 Printer Contract	\$ 3,483	\$ 1,742	\$ 1,742	\$ 3,600	\$ 1,800	\$ 1,800	96.76%	
12 Programs	\$ 6,722	\$ 3,324	\$ 3,397	\$ 5,000	\$ 2,000	\$ 3,000	134.43%	
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	\$ 4,276	\$ 2,138	\$ 2,138	\$ 1,860	\$ 930	\$ 930	229.90%	
12 Supplies	\$ 7,263	\$ 3,251	\$ 4,012	\$ 6,221	\$ 2,488	\$ 3,733	116.75%	
12 Telephone	\$ 1,003	\$ 1,003	\$ -	\$ 1,200	\$ 1,200	\$ -	83.58%	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	\$ 3,250	\$ 3,250	\$ -	\$ 5,000	\$ 5,000	\$ -	64.99%	Clark Only
Sub Total Non-Employee Expenses	\$ 111,377	\$ 57,466	\$ 53,911	\$ 98,732	\$ 50,220	\$ 48,512	104.22%	
Total Expenses	\$ 386,701	\$ 196,189	\$ 190,509	\$ 371,050	\$ 186,379	\$ 184,671	104.22%	
Net Income/Loss	\$ (9,435)	\$ -	\$ -	\$ -	\$ -	\$ -		

Round Lake Library
Balance Sheet
 As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	1,376.55
Adirondack Trust Savings	195,628.16
Total Checking/Savings	<u>197,204.71</u>
Total Current Assets	197,204.71
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	25,380.26
Total Other Assets	<u>25,380.26</u>
TOTAL ASSETS	<u>223,575.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,300.80
Federal Taxes (941/944)	2,019.03
NYS Employment Taxes	-449.24
NYS Income Tax	670.73
Total Payroll Liabilities	<u>7,541.32</u>
Total Other Current Liabilities	<u>7,550.58</u>
Total Current Liabilities	<u>7,550.58</u>
Total Liabilities	7,550.58
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-9,434.97
Total Equity	<u>216,024.66</u>
TOTAL LIABILITIES & EQUITY	<u>223,575.24</u>

4:18 PM
 12/06/24
 Cash Basis

**Round Lake Library
 Profit & Loss by Class
 January through November 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	50.11	50.10	100.21
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	6,491.55	2,761.53	4,358.87	13,611.95
Total Income	370,145.19	2,761.53	4,358.87	377,265.59
Gross Profit	370,145.19	2,761.53	4,358.87	377,265.59
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	14,532.61	15,408.12	29,940.73
Lost Books	0.00	65.74	93.92	159.66
Magazine/Newspaper	0.00	13.78	1,773.97	1,787.75
Books / Serials / AV - Other	0.00	5,371.13	6,484.72	11,855.85
Total Books / Serials / AV	0.00	19,983.26	23,760.73	43,743.99
Circulation Fees	0.00	5,676.62	8,893.62	14,570.24
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	130.00	0.00	0.00	130.00
Total Insurance	5,031.80	0.00	0.00	5,031.80
Memberships	0.00	283.54	283.54	567.08
Payroll Expenses				
3% Simple IRA	2,362.14	0.00	0.00	2,362.14
Taxes	19,259.97	0.00	0.00	19,259.97
Wages	251,764.51	0.00	0.00	251,764.51
Total Payroll Expenses	273,386.62	0.00	0.00	273,386.62
Payroll Processing	5,352.75	0.00	0.00	5,352.75
Postage	0.00	44.01	86.35	130.36
Printer Contract	0.00	1,741.66	1,741.72	3,483.38
Programs	0.00	3,324.38	3,397.36	6,721.74
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

4:18 PM
12/06/24
Cash Basis

Round Lake Library
Profit & Loss by Class
January through November 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	2,138.03	2,138.04	4,276.07
Supplies	0.00	3,250.88	4,012.34	7,263.22
Telephone	0.00	1,002.93	0.00	1,002.93
Trash	0.00	423.64	0.00	423.64
Trustee Development	0.00	17.28	17.28	34.56
Utilities	0.00	3,249.69	0.00	3,249.69
Total Expense	<u>283,938.02</u>	<u>53,309.80</u>	<u>49,452.74</u>	<u>386,700.56</u>
Net Ordinary Income	<u>86,207.17</u>	<u>-50,548.27</u>	<u>-45,093.87</u>	<u>-9,434.97</u>
Net Income	<u>86,207.17</u>	<u>-50,548.27</u>	<u>-45,093.87</u>	<u>-9,434.97</u>