

**Round Lake Library Board of Trustees
Meeting Agenda
February 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) Election of Officers
- 7) Challenge Grant
- 8) Annual Report
- 9) Trustee Replacement
- 10) Adjournment

The new year has started out well. Circulation for January was 4,734. As a reminder this number does not include our digital circulation from Libby (Overdrive) and Hoopla. For January Libby circulation was 891 items borrowed. This includes both ebook, eaudio, and magazines. Our Hoopla circulation was 115. Due to the increased circulation of digital material and changes in the annual report to the state we have decided to breakdown the digital categories on our monthly statistical sheets to better show what material is being used.

The Global Foundries/Town of Malta grant was deposited and is being used to renew the museum passes. The library will also be adding a few new passes since the amount of the grant was higher this year. The museum passes continue to circulate well and are a great addition to our library services.

The library also received a Love Your library grant from NY State. This grant was distributed through SALS among all SALS libraries that participate in the summer reading program. This grant can be used for summer programming and supplies related to summer programming. This year we received \$545.04 (\$272.52 for each building).

All library staff have completed the latest JA security awareness training. Last year JA/SALS began contracting with KnowBe4 Training to train all SALS users on cyber security. Periodically through the year staff will receive short training videos and assignments to view and complete.

We would like to welcome our new library assistant Olivia DeRagon. Olivia stated on January 23, 2024 and will be working in both library locations.

Jennifer Hurd, Director

Upcoming Dates:

February 19, 2024: Open 10-3 President's Day

Statistics 2023
ROUND LAKE LIBRARY

YTD Total January

2024

December

2023

November

2023

October

2023

MALTA

Total Circulation	3,246	3,246	3,145	3,696	3,738
Book	2,507	2,507	2,505	2,933	2,908
Non-Book	739	739	640	763	830
01/2023 total circ = 3323	0				
Cardholders New	18	18	8	19	15
Cardholders Total	2,424	2,424	2,432	2,447	2,457
Borrowers	545	545	511	566	586
Programs**	11	11 7J,4A	13 4I,2F,3T,4A	15 8J,2F,3A,3VS	19
Attendance	67	67 48J,19A	145 30J,69F,23T,23A	113 74J,15F,16A,24VS	166
Take 'N Make Kits	80	80	95	70	105

CLARK HOUSE

Total Circulation	1,488	1,488	1,470	1,501	1,672
Book	1,125	1,125	1,093	1,117	1,223
Non-Book	363	363	377	384	449
01/2024 total circ = 1407	0				
Cardholders New	5	5	2	7	2
Cardholders Total	2,088	2,088	2,043	2,007	1,996
Borrowers	294	294	276	272	277
Programs**	12	12 8J, 4F	12 5J,7F,	14 5J,9F	16
Attendance	57	57 42J, 15F	184 14J,170F	89 19J,70F	98
Take 'N Make Kits	113	113	120	77	125
MALTA + CLARK HOUSE					
Programs	23	23	25	29	35
Attendance	124	124	329	202	264
Total Take 'N Make Kits	193	193	215	147	230
Cardholders New	23	23	10	26	17
Cardholders	4,512	4,512	4,475	4,454	4,453
Borrowers	839	839	787	838	863
Circulation	4,734	4,734	4,615	5,197	5,410
2024 Total YTD Circulation	4,734	4,734	65,135	60,520	55,323
YTD 2024/2023 Circulation *		4	2,198	2,224	1,792

*difference etween 2023&2022

note see footnote page

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

Month	Year	Value	Notes
May	2023	3,643	
		2,744	
		899	
		13	
		2,474	
		550	
		19	8I,9A,2VS
		169	11I,50A,8VS
		117	
		1,498	
		1,176	
		322	
April	2023	3,329	
		2,568	
		761	
		21	
		2,483	
		568	
		21	10I,2F,8A,1VS
		233	104I,56F,68A,5VS
		246	
		1,706	
		1,307	
		399	
March	2023	3,984	
		3,125	
		859	
		17	
		2,495	
		579	
		10	7I,1F,1A,1VS
		135	118I,7F,3A,7VS
		330	
		1,813	
		1,383	
		430	
February	2023	3,267	
		2,391	
		876	
		14	
		2,505	
		559	
		16	7I,5F,3A,1VS
		239	74I,145F,13A,7VS
		435	
		1,592	
		1,234	
		358	
January	2023	3,323	
		2,477	
		846	
		19	
		2,520	
		555	
		14	5I,3F,2T,3A,1VS
		106	47I,35F,1T,18A,5VS
		370	
		1,407	
		1,041	
		366	
Other		13	
		1,829	
		280	
		9	4I,5F
		107	49I,58F
		80	
		6	
		1,815	
		281	
		10	4I,5F,1A
		150	43I,101F,6A
		69	
8			
1,787			
308			
9	4I,5F,		
197	60I,137F		
160			
3			
1,752			
252			
12	6I,6F		
208	92I,116F		
116			
8			
1,711			
281			
9	7I,2F		
143	81I,62F		
247			
28			
332			
490			
25			
4,282			
887			
811			
4,859			
9,589			
74			
19			
447			
551			
17			
4,257			
811			
4,730			
4,730			
74			
31			
383			
315			
27			
4,298			
849			
5,035			
20,421			
470			
276			
197			
26			
4,303			
830			
5,141			
25,562			
799			

	Sep-23 2023	August 2023	July 2023	June 2023
84J,25F,6T,51A	346	490	484	129
8J,2F,1T,8A	19	27	24	15
	10J,1T,7A,1VS	10J,5A,2T,9F,1VS	1J,4A,3T,6F,1VS	7J,4A,1T,7F,2VS
	211J,68T,63A,4VS	78J,26A,2T,380F,4VS	165J,22A,5T,292F,6VS	84J,20A,5T,7F,13VS
	180	250	235	226
	29	33	42	27
	2,464	2,473	2,478	2,478
	575	716	670	611
	1,592	2,083	1,907	1,743
	1,216	1,635	1,369	1,371
	376	448	538	372
	2	3	22	1
	1,971	1,949	1,918	1,864
	290	315	306	292
5J,11F, 19J,79F	9	15	17	7
	5J,3F,1A	8J,7F	11J,1T,5F	4J,3F
	101	307	310	86
	95J, 6F,	134J, 173F	256J,3T,51F	44J,42F
	151	225	230	130
	28	42	41	22
	447	797	794	215
	331	475	465	356
	31	36	64	28
	4,435	4,422	4,396	4,342
	865	1,031	976	903
	5,251	6,965	6,159	5,976
	49,913	44,662	37,697	31,538
	1,450	1,606	1,005	1,345

Statistics - page 2	YTD Total	January 2024	December 2023	November 2023	October 2023	September 2023	August 2023
MALTA							
Door Count	4,100	4,100	4,223	4,268	4,394	3,771	4,605
Computer Use INT + OPAC	212	212	182	209	196	214	223
Reference Questions	174	174	151	200	219	171	239
Curbside	0	0	0	0	0	0	0
# items circulated	2,845	2,845	2,683	3,120	2,994	3,236	4,118
# Items Added to Collection	108	108	86	106	128	93	115
Total # items in Collection	20,871	20,871	21,103	21,156	21,203	21,669	21,470
Requests Placed	930	930	931	946	900	1,135	1,114
Requests Filled	964	964	781	872	820	958	1,053
Inter-Library Loan Requests							
CLARK HOUSE							
Door Count	769	769	711	707	810	1058	1604
Computer Use INT + OPAC	61	61	29	44	27	59	97
Reference Questions	219	219	153	157	194	187	341
Curbside	8	8	6	7	6	5	7
# items circulated	1,373	1,373	1,264	1,398	1,371	1,470	1,582
Items Added to Collection	124	124	42	119	54	67	62
Total # items in Collection	19,360	19,360	19,395	20,403	19,399	20,129	19,430
Requests Placed	430	430	331	423	417	425	381
Requests Filled	382	382	286	340	387	329	383
Inter-Library Loan Requests							
MALTA + CLARK HOUSE							
Total Door Count	4,869	4,869	4,934	4,975	5,204	4,829	6,209
Total Computer Use INT + OPAC	273	273	211	253	223	273	320
Total Reference Questions	393	393	304	357	413	358	580
Total Curbside	8	8	6	7	6	5	7
# Items circulated	4,218	4,218	3,947	4,518	4,365	4,706	5,700
# Items Added to Collection	232	232	128	225	182	160	177
Total items in Collection	40,231	40,231	40,498	41,559	40,602	41,798	40,900
Total Requests Placed	1,360	1,360	1,262	1,369	1,317	1,560	1,495
Total Requests Filled	1,346	1,346	1,067	1,212	1,207	1,287	1,436
Early Literacy Programs	6	6	6	6	14	7	8
Early Literacy Attendance	36	36	27	66	75	92	140

note see footnote page
* see Virtual stats

	July 2023	June 2023	May 2023	April 2023	March 2023	February 2023	January 2023	
statistics - continued								
MALTA								
Door Count	4,398	3,801	4,413	4,777	6,279	3,934	3,519	
Computer Use INT + OPAC	227	196	199	224	262	230	234	
Reference Questions	195	194	185	210	261	225	256	
Curbside	0	0	0	0	1	1	0	
# items circulated	3,591	3,603	2,980	2,903	3,445	3,267	1,311	
# Items Added to Collection	99	113	80	131	146	119	68	
Total # items in Collection	21,596	21,488	21,493	21,471	21,397	21,392	21,380	
Requests Placed	1,064	1,227	1,063	813	846	778	1,002	
Requests Filled	987	1,155	925	695	863	683	839	
Inter-Library Loan								
CLARK HOUSE								
Door Count	1390	987	934	1050	1035	834	757	
Computer Use INT + OPAC	81	85	86	72	79	57	64	
Reference Questions	244	227	250	245	221	237	203	
Curbside	5	2	6	2	6	4	9	
# items circulated	1,639	1,597	1,374	1,590	1,639	1,592	2,871	
Items Added to Collection	75	95	62	113	150	97	58	
Total Items in Collection	19,333	19,328	19,316	19,336	19,270	19,260	19,101	
Requests Placed	419	469	427	434	388	373	378	
Requests Filled	424	431	360	347	412	301	365	
Inter-Library Loan								
MALTA + CLARK HOUSE								
Total Door Count	5788	4788	5347	5827	7314	4768	4276	
Total Computer Use INT + OPAC	308	281	285	296	341	287	298	
Total Reference Questions	439	421	435	455	482	462	459	
Total Curbside	5	2	6	2	7	5	9	
# Items circulated	5,230	5,200	4,354	4,493	5,084	4,859	4,182	
# Items Added to Collection	174	208	142	244	296	216	126	
Total Items in Collection	40,929	40,816	40,809	40,807	40,667	40,652	40,481	
Total Requests Placed	1483	1696	1490	1247	1234	1151	1380	
Total Requests Filled	1,411	1,586	1285	1042	1275	984	1204	
Early Literacy Programs	7	6	8	9	6	8	6	
Early Literacy Attendance	114	72	100	113	86	77	70	

	YTD Totals 2023	January 2024	December 2023	November 2023	October 2023	Septmeber 2023	Aug 2023
OVERDRIVE							
(EBooks, EAudiobooks)							
# downloads total	891	891	759	830	749	659	721
eBooks							
eAudio							
Magazine							
# WIRELESS USES							
Malta	184	184	167	235	198	181	201
Round Lake	77	77	74	94	86	70	117
Malta + Round Lake	261	261	241	329	284	251	318
DATABASES:							
Hoopla (added 3/23/22)							
# downloads total	115	115	99	117	105	96	102
eBook		41					
eAudio		53					
Movie/TV		10					
other		11					
MAGAZINE CIRCULATION							
Malta	0	0	0	0	0	0	4
Round Lake	0	0	0	0	0	0	0
Malta + Round Lake	0	0	0	0	0	0	4

note see footnote page

Month	2023	2023	2023	2023	2023	2023	2023
July	147	140	154	158	154	175	155
June	104	78	84	85	89	85	62
May	251	218	238	243	243	260	217
April	675	645	510	589	621	596	679
March	675	645	510	589	621	596	679
February	675	645	510	589	621	596	679
January	675	645	510	589	621	596	679
	108	98	93	51	64	66	72
	0	0	0	0	0	2	1
	0	0	0	3	1	1	5
	0	0	0	3	1	3	6

Round Lake Library 2024 Actual vs Budget

thru January 31, 2024							
	Actual as of 1/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget
Funding Income:							
11 Town of Malta Tax	\$ -	\$ -	\$ -	339,000	\$ -	\$ -	0.00%
11 WRLIS	\$ -	\$ -	\$ -	12,000	\$ -	\$ -	0.00%
11 Local Library Services Aid	\$ -	\$ -	\$ -	2,500	\$ -	\$ -	0.00%
11 Grants / Awards	\$ 2,368	\$ -	\$ -	4,000	\$ -	\$ -	59.19%
Subtotal Funding	\$ 2,368	\$ -	\$ -	357,500	\$ -	\$ -	0.66%
Library Income:							
11 Book Replacements	\$ 52	\$ 18	\$ 34	600	\$ 300	\$ 300	8.66%
11 Book Shop (Ongoing)	\$ 176	\$ 34	\$ 142	2,500	\$ 1,250	\$ 1,250	7.03%
11 Book Sales (Annual)	\$ -	\$ -	\$ -	5,000	\$ 2,500	\$ 2,500	0.00%
11 Copies/Faxes	\$ 133	\$ 67	\$ 66	2,400	\$ 1,400	\$ 1,000	5.55%
11 Donations	\$ 19	\$ 10	\$ 9	1,500	\$ 750	\$ 750	1.29%
11 Fines	\$ 46	\$ 17	\$ 28	700	\$ 350	\$ 350	6.55%
11 Interest - Savings	\$ 8	\$ 4	\$ 4	200	\$ 100	\$ 100	3.96%
11 Fundraisers	\$ -	\$ -	\$ -	200	\$ 100	\$ 100	0.00%
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	450	\$ -	\$ 450	0.00%
11 Employee Retention Credit	\$ -	\$ -	\$ -	-	\$ -	\$ -	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%
Subtotal Library	\$ 434	\$ 150	\$ 284	13,550	\$ 6,750	\$ 6,800	3.20%
Total Income	\$ 2,802	\$ 150	\$ 284	371,050	\$ 6,750	\$ 6,800	0.76%
Employee Expenses							
12 Payroll Exp: Admin	\$ 4,775	\$ 2,388	\$ 2,388	67,831	\$ 33,916	\$ 33,916	7.04%
12 Payroll Exp: Staff	\$ 13,795	\$ 6,969	\$ 6,826	178,632	\$ 89,316	\$ 89,316	7.72%
12 IRA	\$ 192	\$ 96	\$ 96	3,000	\$ 1,500	\$ 1,500	6.40%
12 Payroll Taxes	\$ 1,421	\$ 714	\$ 707	18,855	\$ 9,427	\$ 9,427	7.53%
12 Payroll Insurances	\$ 507	\$ 254	\$ 254	4,000	\$ 2,000	\$ 2,000	12.68%
Sub Total Employee Expenses	\$ 20,690	\$ 10,421	\$ 10,269	272,318	\$ 136,159	\$ 136,159	7.60%
Non-Employee Expenses							
12 Accounting	\$ -	\$ -	\$ -	1,000	\$ 500	\$ 500	0.00%
12 Bank Fees	\$ -	\$ -	\$ -	50	\$ 25	\$ 25	0.00%
12 Book Sales	\$ -	\$ -	\$ -	100	\$ 50	\$ 50	0.00%
12 Books/Serials/AV	\$ 8,401	\$ 3,698	\$ 4,703	42,000	\$ 21,000	\$ 21,000	20.00%
12 Circulation Fees	\$ 2,687	\$ 1,125	\$ 1,562	13,300	\$ 5,187	\$ 8,113	20.20%
12 Computers & Equipment	\$ -	\$ -	\$ -	5,000	\$ 2,500	\$ 2,500	0.00%
12 Fundraising	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.00%
12 Furniture	\$ -	\$ -	\$ -	500	\$ 250	\$ 250	0.00%
12 Grant Expenditures	\$ 1,014	\$ 507	\$ 507	500	\$ 250	\$ 250	202.80%
12 Insurance	\$ -	\$ -	\$ -	2,500	\$ 1,250	\$ 1,250	0.00%
12 Investment Management Fee	\$ -	\$ -	\$ -	200	\$ 100	\$ 100	0.00%
12 Memberships	\$ -	\$ -	\$ -	1,600	\$ 800	\$ 800	0.00%
12 Payroll Processing	\$ 743	\$ 371	\$ 371	5,500	\$ 2,750	\$ 2,750	13.50%
12 Postage	\$ 4	\$ -	\$ 4	600	\$ 240	\$ 360	0.62%
12 Printer Contract	\$ 301	\$ 150	\$ 150	3,600	\$ 1,800	\$ 1,800	8.35%
12 Programs	\$ 392	\$ 193	\$ 199	5,000	\$ 2,000	\$ 3,000	7.83%
12 Public Relations	\$ -	\$ -	\$ -	200	\$ 100	\$ 100	0.00%
12 Rent	\$ -	\$ -	\$ -	1	\$ -	\$ 1	0.00% Malta Only
12 Repairs & Maintenance	\$ -	\$ -	\$ -	500	\$ 250	\$ 250	0.00%
12 Sales Tax/Credit	\$ -	\$ -	\$ -	300	\$ 150	\$ 150	0.00%
12 Security	\$ 32	\$ 32	\$ -	400	\$ 400	\$ -	7.89% Clark Only
12 Software & Repairs	\$ -	\$ -	\$ -	1,000	\$ 500	\$ 500	0.00%
12 Staff Development	\$ 99	\$ 50	\$ 50	1,860	\$ 930	\$ 930	5.32%
12 Supplies	\$ 1,343	\$ 638	\$ 705	6,221	\$ 2,488	\$ 3,733	21.59%
12 Telephone	\$ -	\$ -	\$ -	1,200	\$ 1,200	\$ -	0.00% Clark Only
12 Trash	\$ 106	\$ 106	\$ -	400	\$ 400	\$ -	26.48% Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	200	\$ 100	\$ 100	0.00%
12 Utilities	\$ 463	\$ 463	\$ -	5,000	\$ 5,000	\$ -	9.27% Clark Only
Sub Total Non-Employee Expenses	\$ 15,583	\$ 7,333	\$ 8,251	98,732	\$ 50,220	\$ 48,512	9.78%
Total Expenses	\$ 36,274	\$ 17,753	\$ 18,520	371,050	\$ 186,379	\$ 184,671	9.78%
Net Income/Loss	\$ (33,472)	\$ -	\$ -	-	\$ -	\$ -	-

Round Lake Library
Balance Sheet
 As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-863.62
Adirondack Trust Savings	172,693.32
Total Checking/Savings	<u>172,029.70</u>
Total Current Assets	172,029.70
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>197,150.23</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,580.32
Federal Taxes (941/944)	201.27
NYS Income Tax	371.83
Total Payroll Liabilities	<u>5,153.42</u>
Total Other Current Liabilities	<u>5,162.68</u>
Total Current Liabilities	<u>5,162.68</u>
Total Liabilities	5,162.68
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-33,472.08
Total Equity	<u>191,987.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>197,150.23</u></u>

5:53 PM
 02/08/24
 Cash Basis

Round Lake Library Profit & Loss by Class January 2024

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Grant/Awards Income				
Global Foundaries	1,800.00	0.00	0.00	1,800.00
Grant/Awards Income - Other	567.64	0.00	0.00	567.64
Total Grant/Awards Income	2,367.64	0.00	0.00	2,367.64
Library Income				
Book Replacements	0.00	17.99	33.95	51.94
Book Shop	0.00	33.50	142.20	175.70
Copies / fax	0.00	67.00	66.15	133.15
Donations	0.00	10.35	9.05	19.40
Fines	0.00	17.40	28.45	45.85
Interest - Savings	0.00	3.96	3.96	7.92
Total Library Income	0.00	150.20	283.76	433.96
Total Income	2,367.64	150.20	283.76	2,801.60
Gross Profit	2,367.64	150.20	283.76	2,801.60
Expense				
Books / Serials / AV				
Books	0.00	3,355.07	3,797.00	7,152.07
Magazine/Newspaper	0.00	0.00	514.55	514.55
Books / Serials / AV - Other	0.00	342.92	391.17	734.09
Total Books / Serials / AV	0.00	3,697.99	4,702.72	8,400.71
Circulation Fees	0.00	1,125.14	1,561.68	2,686.82
Grant Expenditures	0.00	507.00	507.00	1,014.00
Insurance				
Disability	507.20	0.00	0.00	507.20
Total Insurance	507.20	0.00	0.00	507.20
Payroll Expenses				
3% Simple IRA	192.06	0.00	0.00	192.06
Taxes	1,420.65	0.00	0.00	1,420.65
Wages	18,570.33	0.00	0.00	18,570.33
Total Payroll Expenses	20,183.04	0.00	0.00	20,183.04
Payroll Processing	742.75	0.00	0.00	742.75
Postage	0.00	0.00	3.72	3.72
Printer Contract	0.00	150.33	150.34	300.67
Programs	0.00	192.57	199.04	391.61
Security	0.00	31.57	0.00	31.57
Staff Development	0.00	49.50	49.50	99.00
Supplies	0.00	637.89	705.45	1,343.34
Trash	0.00	105.91	0.00	105.91
Utilities	0.00	463.34	0.00	463.34
Total Expense	21,432.99	6,961.24	7,879.45	36,273.68
Net Ordinary Income	-19,065.35	-6,811.04	-7,595.69	-33,472.08
Net Income	-19,065.35	-6,811.04	-7,595.69	-33,472.08