

**Round Lake Library Board of Trustees
Meeting Agenda
January 9, 2024
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants
- 6) Staff Hiring Update
- 7) Trustee Terms (Nancy Theissen, Stacey Thayer, Angela DeMeritt)
- 8) Election of Officers
- 9) Trustee Training
- 10) Director Evaluation

Round Lake Library
December 2023

Director Report

As 2023 comes to close we can reflect on what the library has accomplished this year.

Circulation increased 2,198 over 2022 for a total of 65,135 items circulated. This does not include our digital platforms which circulated a total of 9,104 items. Libby (Overdrive) and Hoopla usage continues to increase as more and more patrons begin to use digital material.

One of biggest programs of the year is our gingerbread houses and we had 162 patrons participate at both locations. In 2023 the library offered 351 programs with a total attendance of 4,735. In addition to our regular story times and book clubs the library offered several local author talks, presentations from the Malta Town Historian as well as the Round Lake Historian, and added a very successful writer's workshop. The library has also continued the Take N' Make kits and distributed 4,389 kits throughout 2023. It was great having all of our programs back and we are looking forward to 2024.

The library received the Global Foundries Town of Malta Foundation grant in the amount of \$1,800. This will be used to continue our museum pass program for 2024. The museum pass program was very successful in 2023 and the library will be renewing all passes and adding 3-4 more for 2024.

Our website redesign was completed in 2023. This redesign incorporated accessibility functions as a key element. SALS received funding to hire a company to design accessible website templates that can be customized for individual libraries. Libraries are for everyone and our websites should reflect this as well. We also added a new events calendar platform from Springshare.

We are looking forward to 2024 and working to provide our patrons with exceptional library service.

Jennifer Hurd, Director

Upcoming Dates:

January 15 2024: Open 10-3 – Martin Luther King Jr Day

Statistics 2023 ROUND LAKE LIBRARY MALTA	YTD Total	December 2023		November 2023		October 2023	
Total Circulation	45,151	3,145	3,696	3,738	15	2,457	586
Book	35,164	2,505	2,933	2,908	19	8,2F,1T,8A	166
Non-Book	9,987	640	763	830	113	74J,15F,16A,24VS	105
12/2022 total circ = 3266					70		
Cardholders New	257	8	19	15	15	8J,2F,3A,3VS	166
Cardholders Total	2,432	2,432	2,447	2,457	113	74J,15F,16A,24VS	105
Borrowers	7,046	511	566	586	70		
Programs**	212	13	14	15	15	8J,2F,3A,3VS	166
Attendance	2,755	145	30J,69F,23T,23A	113	74J,15F,16A,24VS	105	
Take 'N Make Kits	2,659	95					

CLARK HOUSE

Total Circulation	19,984	1,470	1,501	1,672	2	1,996	277
Book	15,165	1,093	1,117	1,223	7	2,007	16
Non-Book	4,819	377	384	449	14	5J,9F	98
12/2022 total circ = 1375					89	19J,70F	125
Cardholders New	77	2	7	2	29		35
Cardholders Total	2,043	2,043	2,007	1,996	202		264
Borrowers	3,154	276	272	277	147		230
Programs**	661	12	14	16	26		17
Attendance	1,733	184	14J,170F	16	4,454		4,453
Take 'N Make Kits	1,806	120	77	98	863		863

MALTA + CLARK HOUSE

Programs	351	25	29	35	29		35
Attendance	4,735	329	202	264	202		264
Total Take 'N Make Kits	4,389	215	147	230	147		230
Cardholders New	334	10	26	17	26		17
Cardholders	4,475	4,475	4,454	4,453	4,454		4,453
Borrowers	9,638	787	838	863	838		863
Circulation	65,135	4,615	5,197	5,410	5,197		5,410
2023 Total YTD Circulation		65,135	60,520	55,323	60,520		55,323
YTD 2023/2022 Circulation *		2,198	2,224	1,792	2,224		1,792

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

* difference between 2023&2022

note see footnote page

	August	July	June	May
Sep-23				
2023	2023	2023	2023	2023
3,659	4,882	4,252	4,233	3,643
2,947	4,031	3,396	3,139	2,744
712	851	856	1,094	899
29	33	42	27	13
2,464	2,473	2,478	2,478	2,474
575	716	670	611	550
19 10J,1T,7A,1VS	27 10J,5A,2T,9F,1VS	24 1J,4A,3T,6F,1VS	15 7J,4A,1T,7F,2VS	19 8J,9A,2VS
346 211J,68T,63A,4VS	490 78J,26A,2T,380F,4VS	484 165J,22A,5T,292F,6VS	129 84J,20A,5T,7F,13VS	169 11J,50A,8VS
180	250	235	226	117
1,592	2,083	1,907	1,743	1,498
1,216	1,635	1,369	1,371	1,176
376	448	538	372	322
2	3	22	1	13
1,971	1,949	1,918	1,864	1,829
290	315	306	292	280
9 5J,3F,1A	15 8J,7F	17 11J,1T,5F	7 4J,3F	9 4J,5F
101 95J, 6F,	307 134J, 173F	310 256J,3T,51F	86 44J,42F	107 49J,58F
151	225	230	130	80
28	42	41	22	28
447	797	794	215	276
331	475	465	356	197
31	36	64	28	26
4,435	4,422	4,396	4,342	4,303
865	1,031	976	903	830
5,251	6,965	6,159	5,976	5,141
49,913	44,662	37,697	31,538	25,562
1,450	1,606	1,005	1,345	799

April 2023	March 2023	February 2023	January 2023	December 2022
3,329	3,984	3,267	3,323	3,266
2,568	3,125	2,391	2,477	2,431
761	859	876	846	835
21	17	14	19	14
2,483	2,495	2,505	2,520	2,522
568	579	559	555	529
21 10J,2F,8A,1VS	10 7I,1F,1A,1VS	16 7I,5F,3A,1VS	14 5J,3F,2T,3A,1VS	11 3J,5F,1T,2A
233 104J,56F,68A,5VS	135 118J,7F,3A,7VS	239 74J,145F,13A,7VS	106 47J,35F,1T,18A,5VS	146 15J,122F,0T,9A
246	330	435	370	
1,706	1,813	1,592	1,407	1,375
1,307	1,383	1,234	1,041	972
399	430	358	366	403
6	8	3	8	2
1,815	1,787	1,752	1,711	1,683
281	308	252	281	250
10 4J,5F,1A	9 4J, 5F,	12 6J,6F	9 7J,2F,	11 8J, 2F, 1A
150 43J,101F,6A	197 60J,137F	208 92J,116F	143 81J,62F	165 107J,51F,7A
69	160	116	247	
31	19	28	23	22
383	332	447	249	311
315	490	551	617	
27	25	17	27	16
4,298	4,282	4,257	4,231	4,205
849	887	811	836	779
5,035	5,797	4,859	4,730	4,641
20,421	15,386	9,589	4,730	62,937
470	74	74	74	

note 15

note 15

note 15

note 15

note 15

November	Statistics
2022	Round Lake Library
	MALTA
3,395	Total Circulation
2,736	Book
659	Non-Book
21	Cardholders New
2,526	Cardholders Total
550	Borrowers
14 5J, 4F, 5A	Programs
233 63J, 128F, 42A	Attendance
	Make 'N Take Kits
	CLARK HOUSE
1,370	Total Circulation
1,063	Book
307	Non-Book
4	Cardholders New
1,664	Cardholders Total
247	Borrowers
7 5J, 2F	Programs
74 67J, 7F	Attendance
	Make 'N take Kits
	MALTA + CLARK HOUSE
21	Programs
307	Attendance
	Total Make 'N Take
25	New Borrowers
4,190	Borrowers Total
797	Cardholders
4,765	Circulation
58,296	2022 YTD Circulation
2,858	YTD 2022/2021 Circulation

note 15

Round Lake Library 2023 Actual vs Budget

thru December 31, 2023

thru December 31, 2023									
	Actual as of 12/31/2023	Actual Clark House	Actual Malta	2023 Budget	Clark House Budget	Malta Budget	% of Budget	100.00%	
<u>Funding Income:</u>									
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%		
11 WRLIS	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -	100.00%		
11 Local Library Services Aid	\$ 5,087	\$ -	\$ -	\$ 1,500	\$ -	\$ -	339.13%		
11 Grants / Awards	\$ 1,200	\$ -	\$ -	\$ 5,000	\$ -	\$ -	24.00%		
Subtotal Funding	\$ 357,287	\$ -	\$ -	\$ 357,500	\$ -	\$ -	99.94%		
<u>Library Income:</u>									
11 Book Replacements	\$ 592	\$ 166	\$ 426	\$ 400	\$ 200	\$ 200	148.09%		
11 Book Shop (Ongoing)	\$ 2,433	\$ 855	\$ 1,578	\$ 2,500	\$ 1,250	\$ 1,250	97.32%		
11 Book Sales (Annual)	\$ 4,967	\$ 2,483	\$ 2,483	\$ 4,500	\$ 2,250	\$ 2,250	110.38%		
11 Copies/Faxes	\$ 2,362	\$ 1,050	\$ 1,312	\$ 3,500	\$ 1,400	\$ 2,100	67.48%		
11 Donations	\$ 1,115	\$ 835	\$ 280	\$ 1,500	\$ 750	\$ 750	74.35%		
11 Fines	\$ 629	\$ 191	\$ 438	\$ 700	\$ 350	\$ 350	89.91%		
11 Interest - Savings	\$ 107	\$ 54	\$ 54	\$ 200	\$ 100	\$ 100	53.53%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
11 Workers Comp Ins Refund	\$ 456	\$ 228	\$ 228	\$ -	\$ -	\$ -	0.00%		
11 Employee Retention Credit	\$ 9,689	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Misc: Overpayment & Over/Short	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Interest and Dividend Income/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
Subtotal Library	\$ 22,351	\$ 5,862	\$ 6,800	\$ 13,500	\$ 6,400	\$ 7,100	165.56%		
Total Income	\$ 379,638	\$ 5,862	\$ 6,800	\$ 371,000	\$ 6,400	\$ 7,100	102.33%		
<u>Employee Expenses</u>									
12 Payroll Exp: Admin	\$ 63,486	\$ 31,743	\$ 31,743	\$ 68,394	\$ 34,197	\$ 34,197	92.82%		
12 Payroll Exp: Staff	\$ 206,844	\$ 104,498	\$ 102,344	\$ 179,529	\$ 89,764	\$ 89,764	115.21%		
12 IRA	\$ 2,576	\$ 1,288	\$ 1,288	\$ 3,000	\$ 1,500	\$ 1,500	85.87%		
12 Payroll Taxes	\$ 20,680	\$ 10,394	\$ 10,285	\$ 18,966	\$ 9,483	\$ 9,483	109.04%		
12 Payroll Insurances	\$ 4,202	\$ 2,101	\$ 2,101	\$ 4,000	\$ 2,000	\$ 2,000	105.04%		
Sub Total Employee Expenses	\$ 297,788	\$ 150,024	\$ 147,762	\$ 273,889	\$ 136,944	\$ 136,944	108.73%		
<u>Non-Employee Expenses</u>									
12 Accounting	\$ 900	\$ 450	\$ 450	\$ 1,500	\$ 750	\$ 750	60.00%		
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 50	\$ 25	\$ 25	70.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
12 Books/Serials/AV	\$ 33,130	\$ 15,685	\$ 17,444	\$ 40,000	\$ 20,000	\$ 20,000	82.82%		
12 Circulation Fees	\$ 14,617	\$ 6,082	\$ 8,536	\$ 16,200	\$ 6,318	\$ 9,882	90.23%		
12 Computers & Equipment	\$ 4,501	\$ 1,255	\$ 3,246	\$ 5,000	\$ 2,500	\$ 2,500	90.02%		
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Furniture	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%		
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%		
12 Insurance	\$ 2,986	\$ 1,357	\$ 1,629	\$ 2,500	\$ 1,250	\$ 1,250	119.44%		
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Memberships	\$ 2,116	\$ 935	\$ 935	\$ 1,000	\$ 500	\$ 500	211.60%		
12 Payroll Processing	\$ 5,416	\$ 2,708	\$ 2,708	\$ 5,500	\$ 2,750	\$ 2,750	98.47%		
12 Postage	\$ 486	\$ 218	\$ 268	\$ 300	\$ 120	\$ 180	162.01%		
12 Printer Contract	\$ 3,325	\$ 1,662	\$ 1,662	\$ 3,300	\$ 1,650	\$ 1,650	100.75%		
12 Programs	\$ 5,098	\$ 2,376	\$ 2,722	\$ 4,500	\$ 1,800	\$ 2,700	113.28%		
12 Public Relations	\$ 310	\$ 168	\$ 143	\$ 100	\$ 50	\$ 50	310.00%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ 761	\$ 425	\$ 335	\$ 500	\$ 250	\$ 250	152.10%		
12 Sales Tax/Credit	\$ 157	\$ 78	\$ 78	\$ 300	\$ 150	\$ 150	52.25%		
12 Security	\$ 379	\$ 379	\$ -	\$ 400	\$ 400	\$ -	94.71%	Clark Only	
12 Software & Repairs	\$ 940	\$ 288	\$ 651	\$ 1,000	\$ 500	\$ 500	93.97%		
12 Staff Development	\$ 2,929	\$ 1,464	\$ 1,464	\$ 1,860	\$ 930	\$ 930	157.46%		
12 Supplies	\$ 6,499	\$ 3,108	\$ 3,390	\$ 5,000	\$ 2,000	\$ 3,000	129.97%		
12 Telephone	\$ 1,294	\$ 1,294	\$ -	\$ 1,200	\$ 1,200	\$ -	107.80%	Clark Only	
12 Trash	\$ 374	\$ 374	\$ -	\$ 400	\$ 400	\$ -	93.43%	Clark Only	
12 Trustee Development	\$ 137	\$ 60	\$ 77	\$ 200	\$ 100	\$ 100	68.64%		
12 Utilities	\$ 4,520	\$ 4,520	\$ -	\$ 5,000	\$ 5,000	\$ -	90.40%	Clark Only	
Sub Total Non-Employee Expenses	\$ 90,908	\$ 44,904	\$ 45,757	\$ 97,111	\$ 49,293	\$ 47,818	104.77%		
Total Expenses	\$ 388,696	\$ 194,928	\$ 193,518	\$ 371,000	\$ 186,237	\$ 184,762	104.77%		
Net Income/Loss	\$ (9,058)	\$ -	\$ -	\$ -	\$ -	\$ -			

Round Lake Library
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	1,577.20
Adirondack Trust Savings	205,785.40
Total Checking/Savings	<u>207,562.60</u>
Total Current Assets	207,562.60
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	24,173.20
Total Other Assets	<u>24,173.20</u>
TOTAL ASSETS	<u><u>232,726.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,520.86
Federal Taxes (941/944)	2,069.71
NYS Income Tax	623.67
Total Payroll Liabilities	<u>7,214.24</u>
Total Other Current Liabilities	<u>7,223.50</u>
Total Current Liabilities	<u>7,223.50</u>
Total Liabilities	7,223.50
Equity	
Unreal. Appre. of Investments	-15,672.88
Opening Bal Equity	12,493.04
Unrestricted Net Assets	237,740.47
Net Income	-9,058.06
Total Equity	<u>225,502.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>232,726.07</u></u>

5:36 PM

01/08/24

Cash Basis

Round Lake Library
Profit & Loss by Class
 January through December 2023

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Local Library Services Aid	5,087.00	0.00	0.00	5,087.00
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	356,087.00	0.00	0.00	356,087.00
Grant/Awards Income				
Global Foundaries	0.00	0.00	1,200.00	1,200.00
Total Grant/Awards Income	0.00	0.00	1,200.00	1,200.00
Library Income				
Book Replacements	0.00	165.86	426.48	592.34
Book Shop	0.00	855.00	1,577.99	2,432.99
Book Sales	4,826.45	0.00	140.50	4,966.95
Copies / fax	0.00	1,049.90	1,311.95	2,361.85
Donations	0.00	835.15	280.05	1,115.20
Fines	0.00	191.15	438.22	629.37
Interest - Savings	0.00	53.53	53.52	107.05
Employee Retention Credit	9,689.46	0.00	0.00	9,689.46
Workers Comp Ins Refund	0.00	228.00	228.00	456.00
Total Library Income	14,515.91	3,378.59	4,456.71	22,351.21
Total Income	370,602.91	3,378.59	5,656.71	379,638.21
Gross Profit	370,602.91	3,378.59	5,656.71	379,638.21
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	11,850.67	12,211.51	24,062.18
Lost Books	0.00	15.32	149.69	165.01
Magazine/Newspaper	0.00	0.00	1,284.66	1,284.66
Books / Serials / AV - Other	0.00	3,819.16	3,798.53	7,617.69
Total Books / Serials / AV	0.00	15,685.15	17,444.39	33,129.54
Circulation Fees	0.00	6,081.82	8,535.54	14,617.36
Computers & Equipment	0.00	1,255.29	3,245.50	4,500.79
Insurance				
Notary Insurance	0.00	87.50	87.50	175.00
Commercial	2,811.00	0.00	0.00	2,811.00
Disability	2,000.78	0.00	0.00	2,000.78
Workers Comp	2,201.00	0.00	0.00	2,201.00
Total Insurance	7,012.78	87.50	87.50	7,187.78
Memberships	0.00	1,058.00	1,058.00	2,116.00
Payroll Expenses				
3% Simple IRA	2,576.03	0.00	0.00	2,576.03
Taxes	20,680.28	0.00	0.00	20,680.28
Wages	270,330.22	0.00	0.00	270,330.22
Total Payroll Expenses	293,586.53	0.00	0.00	293,586.53
Payroll Processing	5,416.00	0.00	0.00	5,416.00
Postage	0.00	218.06	267.98	486.04
Printer Contract	0.00	1,662.28	1,662.33	3,324.61
Programs	0.00	2,376.01	2,721.56	5,097.57
Public Relations	0.00	167.50	142.50	310.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	425.19	335.32	760.51

5:36 PM
01/08/24
Cash Basis

Round Lake Library
Profit & Loss by Class
January through December 2023

	<u>Administrative</u>	<u>Clark House</u>	<u>Malta</u>	<u>TOTAL</u>
Sales Tax	156.74	0.00	0.00	156.74
Security	0.00	378.84	0.00	378.84
Software / Repairs	0.00	288.41	651.33	939.74
Staff Development	0.00	1,464.33	1,464.35	2,928.68
Supplies	0.00	3,108.34	3,390.33	6,498.67
Telephone	0.00	1,293.64	0.00	1,293.64
Trash	0.00	373.72	0.00	373.72
Trustee Development	0.00	60.00	77.28	137.28
Utilities	0.00	4,520.23	0.00	4,520.23
Total Expense	<u>307,072.05</u>	<u>40,521.81</u>	<u>41,102.41</u>	<u>388,696.27</u>
Net Ordinary Income	<u>63,530.86</u>	<u>-37,143.22</u>	<u>-35,445.70</u>	<u>-9,058.06</u>
Net Income	<u>63,530.86</u>	<u>-37,143.22</u>	<u>-35,445.70</u>	<u>-9,058.06</u>