

**Round Lake Library Board of Trustees
Meeting Agenda
June 11, 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 Openings
- 7) Budget Prep Plan (won't actually work on it until July)
- 8) Adjournment

May was a fairly quiet month at the library. Circulation of physical items was down a bit but our digital circulation remains strong. Programming was also quiet this month as our primary children's programmer has been out on leave. But summer reading will begin in June and staff have planned a summer full of activities and events.

The yearly computer order for both locations was placed on May 9th. Per our computer replacement policy the library tries to replace 4-5 computers each year to keep the computers up to date and under warranty with JA. This year we are replacing 2 staff computers and 1 public in Malta, and 1 staff computer and the laptop for Round Lake. The staff computers being replaced will be reimaged and repurposed as our catalog computers. Our current catalog computers are old and will not support an upgrade to windows 11.

All employees, as well as the two newest trustees have completed the yearly NY State required Harassment training. Staff have also completed the latest cyber awareness training that is sent out through JA. These trainings highlight the importance of knowing and understanding the risk associated with phishing scams and how to recognize them. JA will also randomly send out test emails to SALS email users.

The library was awarded the CDLC 2024 Regional Collection Grant in the amount of \$5,000. This grant is given to help libraries and local historical societies digitize collections and content and raise awareness of these collections. This grant also helps add this content to platforms such as New York Heritage. Staff member Jennifer Finkle is heading this project in conjunction with the village office to begin indexing and digitizing historic items that the library and village have collected throughout Round Lake's history.

The library director, associate director, Nancy Thiessen, president of the board of trustees and trustees Jennifer Flannery, Lorrie Anthony and Barb Warn attended the SALS annual business meeting and dinner on May 20th. This year, Round Lake Library along with Mechanicville, Stillwater, Waterford and Clifton Park – Halfmoon libraries were awarded Honorable Mention for program of the year. During the summer of 2023 these 6 libraries worked together and created the Magnificent 6 challenge. This challenge encouraged patrons to visit different libraries in the area and see what we all had to offer.

Jennifer Hurd, Director

Upcoming Dates:

June 11 – CLOSED – Staff development Day
June 19 – CLOSED – Juneteenth Observance
June 21 – Summer Reading Starts
June 22-23 – Round Lake Antiques and Vintage Festival
August 10 -11 – Book Sale and Markets

Statistics 2023

ROUND LAKE LIBRARY

MALTA

	YTD Total	May	April	March
Total Circulation	16,933			
Book	12,782	3,245	3,573	3,582
Non-Book	4,151	2,176	2,750	2,814
05/2023 total circ = 3643		1,069	823	768
Cardholders New	87	10	16	28
Cardholders Total	2,387	2,387	2,400	2,414
Borrowers	2,824	544	587	590
Programs**	118	19	36	28
Attendance	873	103	1271,50F,54T,49A,6V	9J,12,F,3T,3A,1V
Take 'N Make Kits	406	30	17J, 25F, 20T,35A,6V	174 66J,63F,23T,15A,7V

CLARK HOUSE

Total Circulation	7,766	1,499	1,773	1,576
Book	5,796	1,069	1,370	1,177
Non-Book	1,970	430	403	399
05/2024 total circ = 1498				
Cardholders New	24	3	9	5
Cardholders Total	2,705	2,705	2,443	2,203
Borrowers	1,562	323	342	316
Programs**	57	9	12	12
Attendance	427	47	9J,3F	6J,6F
Take 'N Make Kits	499	70	27J,20F,	102 38J, 64F

MALTA + CLARK HOUSE

Programs	175	28	48	40
Attendance	1,300	150	417	276
Total Take 'N Make Kits	905	100	309	217
Cardholders New	111	13	25	33
Cardholders	5,092	5,092	4,843	4,617
Borrowers	4,386	867	929	906
Circulation	24,699	4,744	5,346	5,158
2024 Total YTD Circulation	24,699	24,299	19,955	14,609
YTD 2024/2023 Circulation *		-863	-466	-777

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

*difference between 2023&2022

note see footnote page

February	January	December	November	October
2024	2024	2023	2023	2023
3,287	3,246	3,145	3,696	3,738
2,535	2,507	2,505	2,933	2,908
752	739	640	763	830
15	18	8	19	15
2,409	2,424	2,432	2,447	2,457
558	545	511	566	586
24 8J,9F,6A,1V	11 7J,4A	13 4J,2F,3T,4A	15 8J,2F,3A,3VS	19 8J,2F,1T,8A
243 68J,148F,21A,6V	67 48J,19A	145 30J,69F,23T,23A	113 74J,15F,16A,24VS	166 84J,25F,6T,51A
32	80	95	70	105
1,430	1,488	1,470	1,501	1,672
1,055	1,125	1,093	1,117	1,223
375	363	377	384	449
2	5	2	7	2
2,148	2,088	2,043	2,007	1,996
287	294	276	272	277
12 4J,8F	12 8J, 4F	12 5J,7F,	14 5J,9F	16 5J,11F,
90 12J,78F	57 42J, 15F	184 14J,170F	89 19J,70F	98 19J,79F
54	113	120	77	125
36	23	25	29	35
333	124	329	202	264
86	193	215	147	230
17	23	10	26	17
4,557	4,512	4,475	4,454	4,453
845	839	787	838	863
4,717	4,734	4,615	5,197	5,410
9,451	4,734	65,135	60,520	55,323
-138	4	2,198	2,224	1,792

Sep-23	August	July	June	May
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	# Statistics
	Round Lake Library
	MALTA
3,329	Total Circulation
2,568	Book
761	Non-Book
21	Cardholders New
2,483	Cardholders Total
568	Borrowers
21 10J,2F,8A,1VS	Programs
233 104J,56F,68A,5VS	Attendance
246	Make 'N Take Kits
	CLARK HOUSE
1,706	Total Circulation
1,307	Book
399	Non-Book
6	Cardholders New
1,815	Cardholders Total
281	Borrowers
10 4J,5F,1A	Programs
150 43J,101F,6A	Attendance
69	Make 'N take Kits
	MALTA + CLARK HOUSE
31	Programs
383	Attendance
315	Total Make 'N Take
27	New Borrowers
4,298	Borrowers Total
849	Cardholders
5,035	Circulation
20,421	2023 YTD Circulation
470	YTD 2023/2022 Circulation

Statistics - page 2

	YTD Total	May 2024	April 2024	March 2024	February 2024	January 2024	December 2023
MALTA							
Door Count	22,389	3,596	4,502	5,383	4,808	4,100	4,223
Computer Use INT + OPAC	1,010	216	211	192	179	212	182
Reference Questions	1,031	192	290	178	197	174	151
Curbside	4	0	1	0	3	0	0
# items circulated	14,828	2,864	3,114	3,122	2,883	2,845	2,683
# Items Added to Collection	502	130	54	122	88	108	86
Total # items in Collection	20,190	20,190	20,113	20,082	20,663	20,871	21,103
Requests Placed	4,833	968	1,004	1,121	810	930	931
Requests Filled	4,410	831	962	882	771	964	781
Inter-Library Loan Requests							
CLARK HOUSE							
Door Count	4,336	850	1029	937	751	769	711
Computer Use INT + OPAC	458	105	124	102	66	61	29
Reference Questions	1,113	185	281	245	183	219	153
Curbside	16	2	1	3	2	8	6
# items circulated	7,130	1,370	1,612	1,442	1,333	1,373	1,264
Items Added to Collection	499	116	54	124	81	124	42
Total # items in Collection	18,952	18,952	18,817	18,853	19,058	19,360	19,395
Requests Placed	2,022	318	386	463	425	430	331
Requests Filled	1,787	299	336	410	360	382	286
Inter-Library Loan Requests							
MALTA + CLARK HOUSE							
Total Door Count	26,725	4446	5531	6320	5559	4869	4934
Total Computer Use INT + OPAC	1,468	321	335	294	245	273	211
Total Reference Questions	2,144	377	571	423	380	393	304
Total Curbside	20	2	2	3	5	8	6
# Items circulated	21,958	4,234	4,726	4,564	4,216	4,218	3,947
# Items Added to Collection	1,001	246	108	246	169	232	128
Total items in Collection	39,142	39,142	38,930	38,935	39,721	40,231	40,498
Total Requests Placed	6,855	1286	1390	1584	1235	1360	1262
Total Requests Filled	6,197	1,130	1,298	1,292	1,131	1,346	1,067
Early Literacy Programs	28	6	8	4	4	6	6
Early Literacy Attendance	293	27	156	37	37	36	27

***note* see footnote page**

*** see Virtual stats**

November 2023	October 2023	September 2023	August 2023	July 2023	June 2023	May 2023	April 2023	March 2023	February 2023
4,268	4,394	3,771	4,605	4,398	3,801	4,413	4,777	6,279	3,934
209	196	214	223	227	196	199	224	262	230
200	219	171	239	195	194	185	210	261	225
3,120	2,994	3,236	4,118	3,591	3,603	2,980	2,903	3,445	3,267
106	128	93	115	99	113	80	131	146	119
21,156	21,203	21,669	21,470	21,596	21,488	21,493	21,471	21,397	21,392
946	900	1,135	1,114	1,064	1,227	1,063	813	846	778
872	820	958	1,053	987	1,155	925	695	863	683
707	810	1058	1604	1390	987	934	1050	1035	834
44	27	59	97	81	85	86	72	79	57
157	194	187	341	244	227	250	245	221	237
7	6	5	7	5	2	6	2	6	4
1,398	1,371	1,470	1,582	1,639	1,597	1,374	1,590	1,639	1,592
119	54	67	62	75	95	62	113	150	97
20,403	19,399	20,129	19,430	19,333	19,328	19,316	19,336	19,270	19,260
423	417	425	381	419	469	427	434	388	373
340	387	329	383	424	431	360	347	412	301
4975	5204	4829	6209	5788	4788	5347	5827	7314	4768
253	223	273	320	308	281	285	296	341	287
357	413	358	580	439	421	435	455	482	462
7	6	5	7	5	2	6	2	7	5
4,518	4,365	4,706	5,700	5,230	5,200	4,354	4,493	5,084	4,859
225	182	160	177	174	208	142	244	296	216
41,559	40,602	41,798	40,900	40,929	40,816	40,809	40,807	40,667	40,652
1369	1317	1560	1495	1483	1696	1490	1247	1234	1151
1,212	1,207	1,287	1,436	1,411	1,586	1,285	1042	1275	984
6	14	7	8	7	6	8	9	6	8
66	75	92	140	114	72	100	113	86	77

January statistics - continued

2023

MALTA

3,519 Door Count
 234 Computer Use INT + OPAC
 256 Reference Questions
 0 Curbside
 1,311 # Items circulated
 68 # Items Added to Collection
 21,380 Total # items in Collection
 1,002 Requests Placed
 839 Requests Filled

Inter-Library Loan

CLARK HOUSE

757 Door Count
 64 Computer Use INT + OPAC
 203 Reference Questions
 9 Curbside
 2,871 # items circulated
 58 Items Added to Collection
 19,101 Total items in Collection
 378 Requests Placed
 365 Requests Filled

Inter-Library Loan

MALTA + CLARK HOUSE

4276 Total Door Count
 298 Total Computer Use INT + OPAC
 459 Total Reference Questions
 9 Total Curbside
 4,182 # Items circulated
 126 # Items Added to Collection
 40,481 Total items in Collection
 1380 Total Requests Placed
 1204 Total Requests Filled
 6 Early Literacy Programs
 70 Early Literacy Attendance

	YTD Totals 2023	May 2024	April 2024	March 2024	February 2024	January 2024	December 2023
OVERDRIVE							
(EBooks, EAudiobooks)							
# downloads total	4,661	976	893	929	972	891	759
eBooks	2,011	414	395	440	386	376	
eAudio	1,482	324	299	290	310	259	
Magazine	1,168	238	199	199	276	256	
# WIRELESS USES							
Malta	1,010	194	227	229	176	184	167
Round Lake	344	72	67	64	64	77	74
Malta + Round Lake	1,088	294	294	293	240	261	241
DATABASES:							
Hoopla (added 3/23/22)							
# downloads total	606	122	135	121	113	115	99
eBook	183	22	42	40	38	41	
eAudio	312	72	73	61	53	53	
Movie/TV	68	20	12	12	14	10	
other	43	8	8	8	8	11	
MAGAZINE CIRCULATION							
Malta	0	0	0	0	0	0	0
Round Lake	0	0	0	0	0	0	0
Malta + Round Lake	0	0	0	0	0	0	0

note see footnote page

November 2023	October 2023	Septmeber 2023	Aug 2023	July 2023	June 2023	May 2023	April 2023
830	749	659	721	675	645	510	589
235	198	181	201	147	140	154	158
94	86	70	117	104	78	84	85
329	284	251	318	251	218	238	243
117	105	96	102	108	98	93	51
0	0	0	4	0	0	0	0
0	0	0	0	0	0	0	3
0	0	0	4	0	0	0	3

Round Lake Library 2024 Actual vs Budget

thru May 31, 2024								
	Actual as of 5/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget	41.67%
Funding Income:								
11 Town of Malta Tax	\$ 169,500	\$ -	\$ -	\$ 339,000	\$ -	\$ -	50.00%	
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%	
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	0.00%	
11 Grants / Awards	\$ 7,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	184.19%	
Subtotal Funding	\$ 176,868	\$ -	\$ -	\$ 357,500	\$ -	\$ -	49.47%	
Library Income:								
11 Book Replacements	\$ 321	\$ 88	\$ 233	\$ 600	\$ 300	\$ 300	53.47%	
11 Book Shop (Ongoing)	\$ 1,180	\$ 344	\$ 836	\$ 2,500	\$ 1,250	\$ 1,250	47.18%	
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%	
11 Copies/Faxes	\$ 1,106	\$ 502	\$ 604	\$ 2,400	\$ 1,400	\$ 1,000	46.07%	
11 Donations	\$ 144	\$ 69	\$ 75	\$ 1,500	\$ 750	\$ 750	9.62%	
11 Fines	\$ 284	\$ 152	\$ 132	\$ 700	\$ 350	\$ 350	40.57%	
11 Interest - Savings	\$ 42	\$ 21	\$ 21	\$ 200	\$ 100	\$ 100	21.04%	
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ 450	0.00%	
11 Commerial 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	\$ 3,241	\$ 1,258	\$ 1,983	\$ 13,550	\$ 6,750	\$ 6,800	23.92%	
Total Income	\$ 180,109	\$ 1,258	\$ 1,983	\$ 371,050	\$ 6,750	\$ 6,800	48.54%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 26,934	\$ 13,467	\$ 13,467	\$ 67,831	\$ 33,916	\$ 33,916	39.71%	
12 Payroll Exp: Staff	\$ 91,826	\$ 46,391	\$ 45,435	\$ 178,632	\$ 89,316	\$ 89,316	51.41%	
12 IRA	\$ 1,124	\$ 562	\$ 562	\$ 3,000	\$ 1,500	\$ 1,500	37.46%	
12 Payroll Taxes	\$ 9,085	\$ 4,566	\$ 4,519	\$ 18,855	\$ 9,427	\$ 9,427	48.18%	
12 Payroll Insurances	\$ 1,059	\$ 529	\$ 529	\$ 4,000	\$ 2,000	\$ 2,000	26.47%	
Sub Total Employee Expenses	\$ 130,028	\$ 65,515	\$ 64,511	\$ 272,318	\$ 136,159	\$ 136,159	47.75%	
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	\$ 25,556	\$ 11,605	\$ 13,951	\$ 42,000	\$ 21,000	\$ 21,000	60.85%	
12 Circulation Fees	\$ 7,968	\$ 3,148	\$ 4,820	\$ 13,300	\$ 5,187	\$ 8,113	59.91%	
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	\$ 1,959	\$ 1,337	\$ 622	\$ 500	\$ 250	\$ 250	391.75%	
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	\$ 2,594	\$ 1,297	\$ 1,297	\$ 5,500	\$ 2,750	\$ 2,750	47.16%	
12 Postage	\$ 65	\$ 13	\$ 52	\$ 600	\$ 240	\$ 360	10.78%	
12 Printer Contract	\$ 1,839	\$ 920	\$ 920	\$ 3,600	\$ 1,800	\$ 1,800	51.09%	
12 Programs	\$ 2,218	\$ 1,178	\$ 1,040	\$ 5,000	\$ 2,000	\$ 3,000	44.36%	
12 Public Relations	\$ 25	\$ 13	\$ 13	\$ 200	\$ 100	\$ 100	12.50%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only
12 Repairs & Maintenance	\$ 160	\$ 160	\$ -	\$ 500	\$ 250	\$ 250	31.99%	
12 Sales Tax/Credit	\$ 167	\$ 83	\$ 83	\$ 300	\$ 150	\$ 150	55.62%	
12 Security	\$ 126	\$ 126	\$ -	\$ 400	\$ 400	\$ -	31.57%	Clark Only
12 Software & Repairs	\$ 1,070	\$ 535	\$ 535	\$ 1,000	\$ 500	\$ 500	107.00%	
12 Staff Development	\$ 4,009	\$ 2,005	\$ 2,005	\$ 1,860	\$ 930	\$ 930	215.54%	
12 Supplies	\$ 3,040	\$ 1,231	\$ 1,809	\$ 6,221	\$ 2,488	\$ 3,733	48.87%	
12 Telephone	\$ 400	\$ 400	\$ -	\$ 1,200	\$ 1,200	\$ -	33.34%	Clark Only
12 Trash	\$ 212	\$ 212	\$ -	\$ 400	\$ 400	\$ -	52.96%	Clark Only
12 Trustee Development	\$ 35	\$ 17	\$ 17	\$ 200	\$ 100	\$ 100	17.28%	
12 Utilities	\$ 1,664	\$ 1,664	\$ -	\$ 5,000	\$ 5,000	\$ -	33.28%	Clark Only
Sub Total Non-Employee Expenses	\$ 53,142	\$ 25,960	\$ 27,182	\$ 98,732	\$ 50,220	\$ 48,512	49.37%	
Total Expenses	\$ 183,170	\$ 91,475	\$ 91,694	\$ 371,050	\$ 186,379	\$ 184,671	49.37%	
Net Income/Loss	\$ (3,061)	\$ -	\$ -	\$ -	\$ -	\$ -	-	

6:08 PM
 06/06/24
 Cash Basis

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

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Town of Malta	169,500.00	0.00	0.00	169,500.00
Total Funding Income	169,500.00	0.00	0.00	169,500.00
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	87.97	232.83	320.80
Book Shop	0.00	343.51	836.10	1,179.61
Copies / fax	0.00	501.95	603.67	1,105.62
Donations	0.00	68.98	75.31	144.29
Fines	0.00	152.10	131.90	284.00
Interest - Savings	0.00	21.04	21.04	42.08
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	165.00	1,175.55	1,900.85	3,241.40
Total Income	177,032.64	1,175.55	1,900.85	180,109.04
Gross Profit	177,032.64	1,175.55	1,900.85	180,109.04
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	8,155.03	8,699.95	16,854.98
Lost Books	0.00	11.76	49.98	61.74
Magazine/Newspaper	0.00	0.00	1,211.90	1,211.90
Books / Serials / AV - Other	0.00	3,437.97	3,988.92	7,426.89
Total Books / Serials / AV	0.00	11,604.76	13,950.75	25,555.51
Circulation Fees	0.00	3,148.02	4,820.32	7,968.34
Grant Expenditures	0.00	1,336.75	622.00	1,958.75
Insurance				
Disability	928.85	0.00	0.00	928.85
Workers Comp	130.00	0.00	0.00	130.00
Total Insurance	1,058.85	0.00	0.00	1,058.85
Payroll Expenses				
3% Simple IRA	1,123.72	0.00	0.00	1,123.72
Taxes	9,085.17	0.00	0.00	9,085.17
Wages	118,759.97	0.00	0.00	118,759.97
Total Payroll Expenses	128,968.86	0.00	0.00	128,968.86
Payroll Processing	2,593.75	0.00	0.00	2,593.75
Postage	0.00	12.50	52.18	64.68
Printer Contract	0.00	919.67	919.69	1,839.36
Programs	0.00	1,177.93	1,040.27	2,218.20
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	159.97	0.00	159.97

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 06/06/24
 Cash Basis

Round Lake Library
Profit & Loss by Class
 January through May 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	126.28	0.00	126.28
Software / Repairs	0.00	535.00	535.00	1,070.00
Staff Development	0.00	2,004.50	2,004.50	4,009.00
Supplies	0.00	1,231.29	1,809.00	3,040.29
Telephone	0.00	400.11	0.00	400.11
Trash	0.00	211.82	0.00	211.82
Trustee Development	0.00	17.28	17.28	34.56
Utilities	0.00	1,663.75	0.00	1,663.75
Total Expense	<u>132,788.31</u>	<u>24,579.63</u>	<u>25,801.99</u>	<u>183,169.93</u>
Net Ordinary Income	<u>44,244.33</u>	<u>-23,404.08</u>	<u>-23,901.14</u>	<u>-3,060.89</u>
Net Income	<u><u>44,244.33</u></u>	<u><u>-23,404.08</u></u>	<u><u>-23,901.14</u></u>	<u><u>-3,060.89</u></u>

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06/06/24
Cash Basis

Round Lake Library
Balance Sheet
As of May 31, 2024

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	4,422.77
Adirondack Trust Savings	200,257.48
Total Checking/Savings	<u>204,880.25</u>
Total Current Assets	204,880.25
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>230,000.78</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,892.93
Federal Taxes (941/944)	2,214.96
NYS Employment Taxes	-449.24
NYS Income Tax	934.13
Total Payroll Liabilities	<u>7,592.78</u>
Total Other Current Liabilities	<u>7,602.04</u>
Total Current Liabilities	<u>7,602.04</u>
Total Liabilities	7,602.04
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-3,060.89
Total Equity	<u>222,398.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>230,000.78</u></u>