

**Round Lake Library Board of Trustees  
Meeting Agenda  
March 12, 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) Clark House Tree Damage Update
- 7) Challenge Grant Update
- 8) Trustee Replacement
- 9) Adjournment

The month of February proved to be a bit challenging with Clark House being closed for a total of 4 days. Overall, circulation was down only 17 items over last month and only 138 items down from February of 2023. Considering that Clark House was closed for four days that is not a significant drop in circulation and shows that our patrons utilize both buildings interchangeably.

Library Advocacy Day is held every year at the state capital to allow librarians and library supporters from across the state a chance to meet with their legislators and advocate for proper funding for libraries. Since COVID, SALS has held these meetings over Zoom. On February 9<sup>th</sup> the library director and other SALS directors met with Assemblywoman Carrie Woerner and a representative from Senator Tedisco's office to share how important library funding is to our communities.

The 2023 Annual Report was submitted to SALS on 2/16/24 and has been approved by SALS and will be submitted to the state.

The library director contacted 3 companies for quotes on replacing our existing alarm system and incorporating the smoke detectors into the monitoring system. Mahoney Alarms, New York Fire and Security and Doyle Security have all submitted their quotes.

As previously stated, Clark House was closed from 3pm on Tuesday, February 20<sup>th</sup> through 2:30pm on Friday, February 23<sup>rd</sup> and again on Thursday, February 29<sup>th</sup> due to two separate issues. All closures were communicated to staff by the director and to patrons through the website and social media. On February 20<sup>th</sup> library staff contacted Scott Rigney after smelling gas outside by the book drop and inside in the media room. Scott determined that National Grid should be called and upon inspection National Grid determined that the furnace was leaking gas in the exhaust. The furnace was subsequently turned off until repairs could be made. Scott worked diligently to get the furnace replaced as quickly as possible (replaced had previously been approved and slated for spring). The library reopened on Friday, February 23<sup>rd</sup> for the afternoon/evening hours. On Thursday, February 29<sup>th</sup> an early morning wind storm took down the large pine tree out in front of the library pulling the power, phone and cable lines off of the building. Access to the building was limited due to downed lines and tree debris. Again, Scott worked with the village and power company to clean up the tree and restore power to the library. The library reopened on Friday March 1<sup>st</sup> and phones were restored around 1 pm on Friday.

Despite unexpected closures, staff provided all library services at our Malta Branch and worked very hard to answer questions and concerns. Programs were shifted and rescheduled and the library functioned with minimal interruption.

Jennifer Hurd, Director

Upcoming Dates:

April 8, 2024: Eclipse – eclipse glasses will be available at both locations beginning 3/18

Statistics 2023 ROUND LAKE LIBRARY MALTA	YTD Total		February	January	December	November
	2023	2024	2024	2024	2023	2023
Total Circulation	6,533	3,287	3,246	3,145	3,696	3,696
Book	5,042	2,535	2,507	2,505	2,933	2,933
Non-Book	1,491	752	739	640	763	763
02/2023 total circ = 3267	0					
Cardholders New	33	15	18	8	19	19
Cardholders Total	2,409	2,409	2,424	2,432	2,447	2,447
Borrowers	1,103	558	545	511	566	566
Programs**	35	24	11	13	15	15
Attendance	310	243	67	145	113	113
Take 'N Make Kits	112	32	80	95	70	70
<b>CLARK HOUSE</b>						
Total Circulation	2,918	1,430	1,488	1,470	1,501	1,501
Book	2,180	1,055	1,125	1,093	1,117	1,117
Non-Book	738	375	363	377	384	384
02/2024 total circ = 1592	0					
Cardholders New	7	2	5	2	7	7
Cardholders Total	2,148	2,148	2,088	2,043	2,007	2,007
Borrowers	581	287	294	276	272	272
Programs**	24	12	12	12	14	14
Attendance	147	90	57	184	89	89
Take 'N Make Kits	167	54	113	120	77	77
<b>MALTA + CLARK HOUSE</b>						
Programs	59	36	23	25	29	29
Attendance	457	333	124	329	202	202
Total Take 'N Make Kits	193	86	193	215	147	147
Cardholders New	40	17	23	10	26	26
Cardholders	4,557	4,557	4,512	4,475	4,454	4,454
Borrowers	1,684	845	839	787	838	838
Circulation	9,451	4,717	4,734	4,615	5,197	5,197
<b>2024 Total YTD Circulation</b>	9,451	4,734	4,734	65,135	60,520	60,520
YTD 2024/2023 Circulation *	-138	4	4	2,198	2,224	2,224

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

\*difference etween 2023&2022

\*note\* see footnote page

	October	Sep-23	August	July
	2023	2023	2023	2023
	3,738	3,659	4,882	4,252
	2,908	2,947	4,031	3,396
	830	712	851	856
	15	29	33	42
	2,457	2,464	2,473	2,478
	586	575	716	670
8J,2F,3A,3VS	19 8J,2F,1T,8A	19 10J,1T,7A,1VS	27 10J,5A,2T,9F,1VS	24 1J,4A,3T,6F,1VS
74J,15F,16A,24VS	166 84J,25F,6T,51A	346 211J,68T,63A,4VS	490 78J,26A,2T,380F,4VS	484 165J,22A,5T,292F,6VS
	105	180	250	235
	1,672	1,592	2,083	1,907
	1,223	1,216	1,635	1,369
	449	376	448	538
	2	2	3	22
	1,996	1,971	1,949	1,918
	277	290	315	306
5J,9F	16 5J,11F,	9 5J,3F,1A	15 8J,7F	17 11J,1T,5F
19J,70F	98 19J,79F	101 95J, 6F,	307 134J, 173F	310 256J,3T,51F
	125	151	225	230
	35	28	42	41
	264	447	797	794
	230	331	475	465
	17	31	36	64
	4,453	4,435	4,422	4,396
	863	865	1,031	976
	5,410	5,251	6,965	6,159
	55,323	49,913	44,662	37,697
	1,792	1,450	1,606	1,005

June	May	April	March	February
2023	2023	2023	2023	2023
4,233	3,643	3,329	3,984	3,267
3,139	2,744	2,568	3,125	2,391
1,094	899	761	859	876
27	13	21	17	14
2,478	2,474	2,483	2,495	2,505
611	550	568	579	559
15 7J,4A,1T,7F,2VS	19 8J,9A,2VS	21 10J,2F,8A,1VS	10 7J,1F,1A,1VS	16 7J,5F,3A,1VS
129 84J,20A,5T,7F,13VS	169 11J,50A,8VS	233 104J,56F,68A,5VS	135 118J,7F,3A,7VS	239 74J,145F,13A,7VS
226	117	246	330	435
1,743	1,498	1,706	1,813	1,592
1,371	1,176	1,307	1,383	1,234
372	322	399	430	358
1	13	6	8	3
1,864	1,829	1,815	1,787	1,752
292	280	281	308	252
7 4J,3F	9 4J,5F	10 4J,5F,1A	9 4J, 5F,	12 6J,6F
86 44J,42F	107 49J,58F	150 43J,101F,6A	197 60J,137F	208 92J,116F
130	80	69	160	116
22	28	31	19	28
215	276	383	332	447
356	197	315	490	551
28	26	27	25	17
4,342	4,303	4,298	4,282	4,257
903	830	849	887	811
5,976	5,141	5,035	5,797	4,859
31,538	25,562	20,421	15,386	9,589
1,345	799	470	74	74

January 2023	Statistics Round Lake Library
	<b>MALTA</b>
3,323	Total Circulation
2,477	Book
846	Non-Book
19	Cardholders New
2,520	Cardholders Total
555	Borrowers
14 5J,3F,2T,3A,1VS	Programs
106 47J,35F,1T,18A,5VS	Attendance
370	Make 'N Take Kits
	<b>CLARK HOUSE</b>
1,407	Total Circulation
1,041	Book
366	Non-Book
8	Cardholders New
1,711	Cardholders Total
281	Borrowers
9 7J,2F,	Programs
143 81J,62F	Attendance
247	Make 'N take Kits
	<b>MALTA + CLARK HOUSE</b>
23	Programs
249	Attendance
617	Total Make 'N Take
27	New Borrowers
4,231	Borrowers Total
836	Cardholders
4,730	Circulation
4,730	<b>2023 YTD Circulation</b>
74	YTD 2023/2022 Circulation

# Round Lake Library 2024 Actual vs Budget

thru February 28, 2024							
	Actual as of 2/29/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget
<b>Funding Incomes:</b>							
11 Town of Malta Tax	\$ 84,750	\$ -	\$ -	\$ 339,000	\$ -	\$ -	25.00%
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	0.00%
11 Grants / Awards	\$ 2,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	59.19%
<b>Subtotal Funding</b>	<b>\$ 87,118</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 357,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>24.37%</b>
<b>Library Incomes:</b>							
11 Book Replacements	\$ 159	\$ 58	\$ 101	\$ 600	\$ 300	\$ 300	26.55%
11 Book Shop (Ongoing)	\$ 429	\$ 94	\$ 335	\$ 2,500	\$ 1,250	\$ 1,250	17.15%
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%
11 Copies/Faxes	\$ 364	\$ 170	\$ 194	\$ 2,400	\$ 1,400	\$ 1,000	15.17%
11 Donations	\$ 52	\$ 29	\$ 24	\$ 1,500	\$ 750	\$ 750	3.49%
11 Fines	\$ 98	\$ 25	\$ 73	\$ 700	\$ 350	\$ 350	13.97%
11 Interest - Savings	\$ 15	\$ 7	\$ 7	\$ 200	\$ 100	\$ 100	7.38%
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. Fun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Subtotal Library</b>	<b>\$ 1,117</b>	<b>\$ 383</b>	<b>\$ 734</b>	<b>\$ 13,550</b>	<b>\$ 6,750</b>	<b>\$ 6,800</b>	<b>8.25%</b>
<b>Total Income</b>	<b>\$ 88,235</b>	<b>\$ 383</b>	<b>\$ 734</b>	<b>\$ 371,050</b>	<b>\$ 6,750</b>	<b>\$ 6,800</b>	<b>23.78%</b>
<b>Employee Expenses:</b>							
12 Payroll Exp: Admin	\$ 9,606	\$ 4,803	\$ 4,803	\$ 67,831	\$ 33,916	\$ 33,916	14.16%
12 Payroll Exp: Staff	\$ 31,458	\$ 15,892	\$ 15,565	\$ 178,632	\$ 89,316	\$ 89,316	17.61%
12 IRA	\$ 392	\$ 196	\$ 196	\$ 3,000	\$ 1,500	\$ 1,500	13.07%
12 Payroll Taxes	\$ 3,141	\$ 1,579	\$ 1,562	\$ 18,855	\$ 9,427	\$ 9,427	16.66%
12 Payroll Insurances	\$ 507	\$ 254	\$ 254	\$ 4,000	\$ 2,000	\$ 2,000	12.68%
<b>Sub Total Employee Expenses</b>	<b>\$ 45,104</b>	<b>\$ 22,724</b>	<b>\$ 22,380</b>	<b>\$ 272,318</b>	<b>\$ 136,159</b>	<b>\$ 136,159</b>	<b>16.56%</b>
<b>Non-Employee Expenses:</b>							
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	\$ 15,965	\$ 7,330	\$ 8,634	\$ 42,000	\$ 21,000	\$ 21,000	38.01%
12 Circulation Fees	\$ 4,007	\$ 1,631	\$ 2,376	\$ 13,300	\$ 5,187	\$ 8,113	30.13%
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	\$ 1,167	\$ 583	\$ 583	\$ 5,500	\$ 2,750	\$ 2,750	21.21%
12 Postage	\$ 4	\$ -	\$ 4	\$ 600	\$ 240	\$ 360	0.62%
12 Printer Contract	\$ 902	\$ 451	\$ 451	\$ 3,600	\$ 1,800	\$ 1,800	25.06%
12 Programs	\$ 972	\$ 552	\$ 421	\$ 5,000	\$ 2,000	\$ 3,000	19.44%
12 Public Relations	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00% Malta Only
12 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%
12 Sales Tax/Credit	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ 150	0.00%
12 Security	\$ 63	\$ 63	\$ -	\$ 400	\$ 400	\$ -	15.79% Clark Only
12 Software & Repairs	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%
12 Staff Development	\$ 173	\$ 87	\$ 87	\$ 1,860	\$ 930	\$ 930	9.30%
12 Supplies	\$ 1,931	\$ 906	\$ 1,025	\$ 6,221	\$ 2,488	\$ 3,733	31.04%
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	\$ 721	\$ 721	\$ -	\$ 5,000	\$ 5,000	\$ -	14.43% Clark Only
<b>Sub Total Non-Employee Expenses</b>	<b>\$ 27,061</b>	<b>\$ 12,954</b>	<b>\$ 14,106</b>	<b>\$ 98,732</b>	<b>\$ 50,220</b>	<b>\$ 48,512</b>	<b>19.45%</b>
<b>Total Expenses</b>	<b>\$ 72,165</b>	<b>\$ 35,678</b>	<b>\$ 36,486</b>	<b>\$ 371,050</b>	<b>\$ 186,379</b>	<b>\$ 184,671</b>	<b>19.45%</b>
<b>Net Income/Loss</b>	<b>\$ 16,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

5:54 PM  
03/11/24  
Cash Basis

# Round Lake Library Balance Sheet As of February 29, 2024

	<u>Feb 29, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-743.89
Adirondack Trust Savings	222,047.46
<b>Total Checking/Savings</b>	<u>221,503.57</u>
<b>Total Current Assets</b>	221,503.57
<b>Fixed Assets</b>	
Furniture and Equipment	990.27
<b>Total Fixed Assets</b>	<u>990.27</u>
<b>Other Assets</b>	
Marketable Securities	24,130.26
<b>Total Other Assets</b>	<u>24,130.26</u>
<b>TOTAL ASSETS</b>	<u><u>246,624.10</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,650.56
Federal Taxes (941/944)	201.27
NYS Income Tax	35.89
Simple IRA Withholdings	197.30
<b>Total Payroll Liabilities</b>	<u>5,085.02</u>
<b>Total Other Current Liabilities</b>	<u>5,094.28</u>
<b>Total Current Liabilities</b>	<u>5,094.28</u>
<b>Total Liabilities</b>	5,094.28
<b>Equity</b>	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	16,070.19
<b>Total Equity</b>	<u>241,529.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>246,624.10</u></u>



6:02 PM  
 03/11/24  
 Cash Basis

## Round Lake Library Profit & Loss by Class January through February 2024

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Town of Malta	84,750.00	0.00	0.00	84,750.00
Total Funding Income	84,750.00	0.00	0.00	84,750.00
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	57.97	101.35	159.32
Book Shop	0.00	94.26	334.60	428.86
Copies / fax	0.00	170.30	193.75	364.05
Donations	0.00	28.57	23.85	52.42
Fines	0.00	24.70	73.10	97.80
Interest - Savings	0.00	7.38	7.38	14.76
Total Library Income	0.00	383.18	734.03	1,117.21
Total Income	87,117.64	383.18	734.03	88,234.85
Gross Profit	87,117.64	383.18	734.03	88,234.85
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	4,588.67	4,925.44	9,514.11
Magazine/Newspaper	0.00	0.00	691.10	691.10
Books / Serials / AV - Other	0.00	2,741.46	3,017.89	5,759.35
Total Books / Serials / AV	0.00	7,330.13	8,634.43	15,964.56
Circulation Fees	0.00	1,630.86	2,376.34	4,007.20
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	392.13	0.00	0.00	392.13
Taxes	3,141.37	0.00	0.00	3,141.37
Wages	41,063.32	0.00	0.00	41,063.32
Total Payroll Expenses	44,596.82	0.00	0.00	44,596.82
Payroll Processing	1,166.75	0.00	0.00	1,166.75
Postage	0.00	0.00	3.72	3.72
Printer Contract	0.00	451.00	451.01	902.01
Programs	0.00	551.52	420.70	972.22
Rent	0.00	0.00	1.00	1.00
Security	0.00	63.14	0.00	63.14
Staff Development	0.00	86.51	86.51	173.02
Supplies	0.00	905.94	1,024.83	1,930.77
Trash	0.00	105.91	0.00	105.91
Utilities	0.00	721.34	0.00	721.34
Total Expense	46,270.77	12,370.85	13,523.04	72,164.66
Net Ordinary Income	40,846.87	-11,987.67	-12,789.01	16,070.19
Net Income	<b>40,846.87</b>	<b>-11,987.67</b>	<b>-12,789.01</b>	<b>16,070.19</b>