

**Round Lake Library Board of Trustees
Meeting Agenda
May 14, 2024 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants – March and April 2024
- 6) Challenge Grant Update
- 7) Staff Development Day – June 11
- 8) Annual Meeting – Monday, May 20th, 5-9pm – Fort William Henry Conference Center
- 9) Adjournment

April arrived with nice weather and many patrons eager to check out library programs. For the month of April circulation was up from the previous month and the library held 48 programs with 417 attendees. Patrons are also consistently using and asking about our digital platforms, Hoopla and Libby.

The big draw this month was the Solar Eclipse on April 8th. In addition to holding 2 programs the week before the eclipse the library also handed out eclipse glasses two weeks prior to the event. The 500 pairs of glasses were quickly depleted. Staff were receiving calls up to an hour before the eclipse to see if glasses were still available. After the eclipse, the library began collecting leftover glasses to send to a few organizations collecting them for other countries that have eclipses coming up. It is a great way to help out others and the planet, especially when the glasses were only used for less than 5 minutes.

The associate director and a senior staff member attended the PLA (Public Library Association) conference in Columbus, Ohio. They attended workshops, informational sessions, and visited with vendors. They have both agreed to discuss some of the information that was gained at PLA with our staff at staff development day.

The Round Lake Library was informed that we were awarded the 2024 SALS Construction Challenge Grant. The library will receive \$5,000 to help fund the hardwiring of library smoke/CO2 detectors and replacement of the security panel.

Jennifer Hurd, Director

Upcoming Dates:

May 20 – SALS Annual Meeting/Dinner

May 25-27- Closed - Memorial Day Weekend

June 21 – Summer Reading Starts

Statistics 2023		April		March		February	
ROUND LAKE LIBRARY		2024		2024		2024	
MALTA		2024		2024		2024	
Total Circulation	13,688	3,573	3,582	3,582	3,287	3,287	
Book	10,606	2,750	2,814	2,814	2,535	2,535	
Non-Book	3,082	823	768	768	752	752	
04/2023 total circ = 3329							
Cardholders New	77	16	28	28	15	15	
Cardholders Total	2,400	2,400	2,414	2,414	2,409	2,409	
Borrowers	2,280	587	590	590	558	558	
Programs**	99	36	28	28	24	24	8J,9F,6A,1V
Attendance	770	286	174	174	243	243	8J,9F,6A,1V
Take 'N Make Kits	376	164	100	100	32	32	68J,148F,21A,6V
CLARK HOUSE							
Total Circulation	6,267	1,773	1,576	1,576	1,430	1,430	
Book	4,727	1,370	1,177	1,177	1,055	1,055	
Non-Book	1,540	403	399	399	375	375	
04/2024 total circ = 1706							
Cardholders New	21	9	5	5	2	2	
Cardholders Total	2,443	2,443	2,203	2,203	2,148	2,148	
Borrowers	1,239	342	316	316	287	287	
Programs**	48	12	12	12	12	12	4J,8F
Attendance	380	131	102	102	90	90	4J,8F
Take 'N Make Kits	429	145	117	117	54	54	12J,78F
MALTA + CLARK HOUSE							
Programs	147	48	40	40	36	36	
Attendance	1,150	417	276	276	333	333	
Total Take 'N Make Kits	805	309	217	217	86	86	
Cardholders New	98	25	33	33	17	17	
Cardholders	4,843	4,843	4,617	4,617	4,557	4,557	
Borrowers	3,519	929	906	906	845	845	
Circulation	19,955	5,346	5,158	5,158	4,717	4,717	
2024 Total YTD Circulation	19,955	19,955	14,609	14,609	9,451	9,451	
YTD 2024/2023 Circulation *		-466	-777	-777	-138	-138	

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

*difference between 2023&2022

note see footnote page

January	December	November	October	Sep-23
2024	2023	2023	2023	2023
3,246	3,145	3,696	3,738	3,659
2,507	2,505	2,933	2,908	2,947
739	640	763	830	712
18	8	19	15	29
2,424	2,432	2,447	2,457	2,464
545	511	566	586	575
11 71,4A	13 4J,2F,3T,4A	15 8J,2F,3A,3VS	19 8J,2F,1T,8A	19 10J,1T,7A,1VS
67 48J,19A	145 30J,69F,23T,23A	113 74J,15F,16A,24VS	166 84J,25F,6T,51A	346 211J,68T,63A,4VS
80	95	70	105	180
1,488	1,470	1,501	1,672	1,592
1,125	1,093	1,117	1,223	1,216
363	377	384	449	376
5	2	7	2	2
2,088	2,043	2,007	1,996	1,971
294	276	272	277	290
12 8J, 4F	12 5J,7F,	14 5J,9F	16 5J,11F,	9 5J,3F,1A
57 42J, 15F	184 14J,170F	89 19J,70F	98 19J,79F	101 95J, 6F,
113	120	77	125	151
23	25	29	35	28
124	329	202	264	447
193	215	147	230	331
23	10	26	17	31
4,512	4,475	4,454	4,453	4,435
839	787	838	863	865
4,734	4,615	5,197	5,410	5,251
4,734	65,135	60,520	55,323	49,913
4	2,198	2,224	1,792	1,450

August	July	June	May	April	#
2023	2023	2023	2023	2023	
4,882	4,252	4,233	3,643	3,329	
4,031	3,396	3,139	2,744	2,568	
851	856	1,094	899	761	
33	42	27	13	21	
2,473	2,478	2,478	2,474	2,483	
716	670	611	550	568	
27 10J,5A,2T,9F,1VS	24 1J,4A,3T,6F,1VS	15 7J,4A,1T,7F,2VS	19 8J,9A,2VS	21 10J,2F,8A,1VS	
490 78J,26A,2T,380F,4VS	484 165J,22A,5T,292F,6VS	129 84J,20A,5T,7F,13VS	169 11J,50A,8VS	233 104J,56F,68A,5VS	
250	235	226	117	246	
2,083	1,907	1,743	1,498	1,706	
1,635	1,369	1,371	1,176	1,307	
448	538	372	322	399	
3	22	1	13	6	
1,949	1,918	1,864	1,829	1,815	
315	306	292	280	281	
15 8J,7F	17 11J,1T,5F	7 4J,3F	9 4J,5F	10 4J,5F,1A	
307 134J, 173F	310 256J,3T,51F	86 44J,42F	107 49J,58F	150 43J,101F,6A	
225	230	130	80	69	
42	41	22	28	31	
797	794	215	276	383	
475	465	356	197	315	
36	64	28	26	27	
4,422	4,396	4,342	4,303	4,298	
1,031	976	903	830	849	
6,965	6,159	5,976	5,141	5,035	
44,662	37,697	31,538	25,562	20,421	
1,606	1,005	1,345	799	470	

Statistics

Round Lake Library

MALTA

Total Circulation

Book

Non-Book

Cardholders New

Cardholders Total

Borrowers

Programs

Attendance

Make 'N Take Kits

CLARK HOUSE

Total Circulation

Book

Non-Book

Cardholders New

Cardholders Total

Borrowers

Programs

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 April 30, 2024							
	Actual as of 4/30/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget
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	\$ 2,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	59.19%
Subtotal Funding	\$ 171,868	\$ -	\$ -	\$ 357,500	\$ -	\$ -	48.07%
Library Income:							
11 Book Replacements	\$ 231	\$ 88	\$ 143	\$ 600	\$ 300	\$ 300	38.47%
11 Book Shop (Ongoing)	\$ 964	\$ 239	\$ 725	\$ 2,500	\$ 1,250	\$ 1,250	38.55%
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%
11 Copies/Faxes	\$ 736	\$ 314	\$ 422	\$ 2,400	\$ 1,400	\$ 1,000	30.69%
11 Donations	\$ 116	\$ 49	\$ 67	\$ 1,500	\$ 750	\$ 750	7.75%
11 Fines	\$ 183	\$ 68	\$ 115	\$ 700	\$ 350	\$ 350	26.11%
11 Interest - Savings	\$ 33	\$ 16	\$ 16	\$ 200	\$ 100	\$ 100	16.37%
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. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subtotal Library	\$ 2,263	\$ 775	\$ 1,488	\$ 13,550	\$ 6,750	\$ 6,800	16.70%
Total Income	\$ 174,130	\$ 775	\$ 1,488	\$ 371,050	\$ 6,750	\$ 6,800	46.93%
Employee Expenses:							
12 Payroll Exp: Admin	\$ 19,598	\$ 9,799	\$ 9,799	\$ 67,831	\$ 33,916	\$ 33,916	28.89%
12 Payroll Exp: Staff	\$ 66,217	\$ 33,453	\$ 32,764	\$ 178,632	\$ 89,316	\$ 89,316	37.07%
12 IRA	\$ 813	\$ 407	\$ 407	\$ 3,000	\$ 1,500	\$ 1,500	27.10%
12 Payroll Taxes	\$ 6,565	\$ 3,299	\$ 3,265	\$ 18,855	\$ 9,427	\$ 9,427	34.82%
12 Payroll Insurances	\$ 1,059	\$ 529	\$ 529	\$ 4,000	\$ 2,000	\$ 2,000	26.47%
Sub Total Employee Expenses	\$ 94,251	\$ 47,487	\$ 46,763	\$ 272,318	\$ 136,159	\$ 136,159	34.61%
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	\$ 22,536	\$ 10,232	\$ 12,304	\$ 42,000	\$ 21,000	\$ 21,000	53.66%
12 Circulation Fees	\$ 6,648	\$ 2,642	\$ 4,006	\$ 13,300	\$ 5,187	\$ 8,113	49.98%
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	\$ 2,190	\$ 1,095	\$ 1,095	\$ 5,500	\$ 2,750	\$ 2,750	39.81%
12 Postage	\$ 65	\$ 13	\$ 52	\$ 600	\$ 240	\$ 360	10.78%
12 Printer Contract	\$ 1,214	\$ 607	\$ 607	\$ 3,600	\$ 1,800	\$ 1,800	33.74%
12 Programs	\$ 1,442	\$ 791	\$ 651	\$ 5,000	\$ 2,000	\$ 3,000	28.83%
12 Public Relations	\$ 25	\$ 13	\$ 13	\$ 200	\$ 100	\$ 100	12.50%
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00% Malta Only
12 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%
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	\$ 3,698	\$ 1,849	\$ 1,849	\$ 1,860	\$ 930	\$ 930	198.82%
12 Supplies	\$ 3,040	\$ 1,231	\$ 1,809	\$ 6,221	\$ 2,488	\$ 3,733	48.87%
12 Telephone	\$ 300	\$ 300	\$ -	\$ 1,200	\$ 1,200	\$ -	25.04% Clark Only
12 Trash	\$ 212	\$ 212	\$ -	\$ 400	\$ 400	\$ -	52.96% Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%
12 Utilities	\$ 1,276	\$ 1,276	\$ -	\$ 5,000	\$ 5,000	\$ -	25.52% Clark Only
Sub Total Non-Employee Expenses	\$ 46,004	\$ 22,359	\$ 23,645	\$ 98,732	\$ 50,220	\$ 48,512	37.80%
Total Expenses	\$ 140,256	\$ 69,847	\$ 70,408	\$ 371,050	\$ 186,379	\$ 184,671	37.80%
Net Income/Loss	\$ 33,875	\$ -	\$ -	\$ -	\$ -	\$ -	33.33%

Round Lake Library
Balance Sheet
 As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	10,722.60
Adirondack Trust Savings	228,818.13
Total Checking/Savings	<u>239,740.73</u>
Total Current Assets	239,740.73
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>264,861.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,790.32
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	975.22
Total Payroll Liabilities	<u>5,517.57</u>
Total Other Current Liabilities	<u>5,526.83</u>
Total Current Liabilities	<u>5,526.83</u>
Total Liabilities	5,526.83
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	33,874.80
Total Equity	<u>259,334.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>264,861.26</u></u>

5:22 PM
 05/06/24
 Cash Basis

Round Lake Library Profit & Loss by Class January through April 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	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	87.97	142.84	230.81
Book Shop	0.00	238.76	725.10	963.86
Copies / fax	0.00	314.45	422.02	736.47
Donations	0.00	49.47	66.75	116.22
Fines	0.00	68.10	114.65	182.75
Interest - Savings	0.00	16.36	16.37	32.73
Total Library Income	0.00	775.11	1,487.73	2,262.84
Total Income	171,867.64	775.11	1,487.73	174,130.48
Gross Profit	171,867.64	775.11	1,487.73	174,130.48
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	6,861.67	7,355.91	14,217.58
Lost Books	0.00	0.00	27.99	27.99
Magazine/Newspaper	0.00	0.00	1,043.90	1,043.90
Books / Serials / AV - Other	0.00	3,370.51	3,876.47	7,246.98
Total Books / Serials / AV	0.00	10,232.18	12,304.27	22,536.45
Circulation Fees	0.00	2,642.30	4,005.66	6,647.96
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	813.00	0.00	0.00	813.00
Taxes	6,564.83	0.00	0.00	6,564.83
Wages	85,814.80	0.00	0.00	85,814.80
Total Payroll Expenses	93,192.63	0.00	0.00	93,192.63
Payroll Processing	2,189.75	0.00	0.00	2,189.75
Postage	0.00	12.50	52.18	64.68
Printer Contract	0.00	607.22	607.24	1,214.46
Programs	0.00	790.52	651.13	1,441.65
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
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	1,848.98	1,848.98	3,697.96
Supplies	0.00	1,231.29	1,809.00	3,040.29
Telephone	0.00	300.42	0.00	300.42
Trash	0.00	211.82	0.00	211.82
Utilities	0.00	1,275.88	0.00	1,275.88
Total Expense	96,608.08	21,181.14	22,466.46	140,255.68
Net Ordinary Income	75,259.56	-20,406.03	-20,978.73	33,874.80
Net Income	<u>75,259.56</u>	<u>-20,406.03</u>	<u>-20,978.73</u>	<u>33,874.80</u>