

**Round Lake Library Board of Trustees
Meeting Agenda
Nov 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) Library Fliers
 - 7) Security System Update
 - 8) Review No Fines Policy
 - 9) Tax Return/Audit
 - 10) Director Evaluation
 - 11) Adjournment
-

October was much busier than the previous month. We had a lot of visitors to both libraries this month, increasing our door to count to 6,840. Circulation also increased as well as computer usage. While we had the same number of programs as October, attendance at library programs increased for the month of November.

Staff are busy preparing for upcoming holiday programs and looking towards the new year and new projects and programs.

The new security system and wired smoke detectors were installed at Clark House. New York Fire and Security was at the library Wednesday 10/17 and Thursday 10/18. They were able to install the new system without any interruption to library hours or services. There are now wired smoke detectors in each area of the library and 3 new alarm horn/strobe units. The security system was updated and wired into the the new fire panel.

Jennifer Hurd, Director

Upcoming Dates:

Wednesday, November 27th – Open 10 am – 3 pm

Thursday, November 28th – CLOSED Thanksgiving

December 24th-25th – CLOSED for Christmas

December 31st – Open 10 am – 3 pm

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5:29 PM
 11/07/24
 Cash Basis

Round Lake Library
Balance Sheet
 As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	851.28
Adirondack Trust Savings	230,819.46
Total Checking/Savings	<u>231,870.74</u>
Total Current Assets	231,870.74
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	25,380.26
Total Other Assets	<u>25,380.26</u>
TOTAL ASSETS	<u><u>258,241.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,238.50
Federal Taxes (941/944)	1,997.83
NYS Employment Taxes	-449.24
NYS Income Tax	1,082.34
Total Payroll Liabilities	<u>7,869.43</u>
Total Other Current Liabilities	<u>7,878.69</u>
Total Current Liabilities	<u>7,878.69</u>
Total Liabilities	7,878.69
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	24,902.95
Total Equity	<u>250,362.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>258,241.27</u></u>

5:26 PM
 11/07/24
 Cash Basis

**Round Lake Library
 Profit & Loss by Class
 January through October 2024**

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Local Library Services Aid	5,286.00	0.00	0.00	5,286.00
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	356,286.00	0.00	0.00	356,286.00
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	241.70	479.57	721.27
Book Shop	0.00	664.81	1,460.03	2,124.84
Book Sales	5,076.55	0.00	0.00	5,076.55
Copies / fax	0.00	993.30	1,203.30	2,196.60
Donations	1,250.00	293.04	393.42	1,936.46
Fines	0.00	214.60	408.40	623.00
Interest - Savings	0.00	45.76	45.75	91.51
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	6,491.55	2,453.21	3,990.47	12,935.23
Total Income	370,145.19	2,453.21	3,990.47	376,588.87
Gross Profit	370,145.19	2,453.21	3,990.47	376,588.87
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	13,323.39	14,204.83	27,528.22
Lost Books	0.00	39.75	68.97	108.72
Magazine/Newspaper	0.00	13.78	1,646.82	1,660.60
Books / Serials / AV - Other	0.00	5,045.32	5,813.97	10,859.29
Total Books / Serials / AV	0.00	18,422.24	21,734.59	40,156.83
Circulation Fees	0.00	5,676.62	8,893.62	14,570.24
Computers & Equipment	0.00	1,868.99	2,526.97	4,395.96
Grant Expenditures	0.00	1,741.59	1,426.84	3,168.43
Insurance				
Commercial	3,095.12	0.00	0.00	3,095.12
Disability	1,806.68	0.00	0.00	1,806.68
Workers Comp	130.00	0.00	0.00	130.00
Total Insurance	5,031.80	0.00	0.00	5,031.80
Memberships	0.00	283.54	283.54	567.08
Payroll Expenses				
3% Simple IRA	2,171.30	0.00	0.00	2,171.30
Taxes	17,668.88	0.00	0.00	17,668.88
Wages	230,965.21	0.00	0.00	230,965.21
Total Payroll Expenses	250,805.39	0.00	0.00	250,805.39
Payroll Processing	4,903.75	0.00	0.00	4,903.75
Postage	0.00	44.01	86.35	130.36
Printer Contract	0.00	1,575.21	1,575.27	3,150.48
Programs	0.00	3,010.35	3,203.29	6,213.64
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	205.32	0.00	205.32

Statistics 2024
ROUND LAKE LIBRARY

MALTA

Total Circulation
Book
Non-Book
10/2023 total circ = 3738

Cardholders New
Cardholders Total
Borrowers
Programs**
Attendance
Take 'N Make Kits

YTD Total	October 2024	Septmeber 2024	August 2024
35,839	3,253	3,329	4,229
27,518	2,520	2,585	3,294
8,321	733	744	935
163	17	10	
2,316	2,316	2,322	2,360
6,027	583	568	713
237	21 9J,3F,8A,1V	22 9J,2T,10A,1V	34 J14,5F, 7T, 7A, 1V
2,803	144 79J,9F,50A,6V	119 51J,8T,53A,7V	868 382J,112F,123T,245A,6V
726	30		120

CLARK HOUSE

Total Circulation
Book
Non-Book
10/2023 total circ = 1672

Cardholders New
Cardholders Total
Borrowers
Programs**
Attendance
Take 'N Make Kits

16,593	1,776	1,649	1,906
12,204	1,309	1,213	1,391
4,389	467	436	515
105	3	18	18
2,967	2,967	2,952	2,928
5,100	352	366	407
192	20 11J,7F,2T	19 13J, 5F,1T,	65 J29,F24,T6,A6
5,999	231 80J,147F,4T	176 92J,77F,7T	1,169 J626,F318,T54,A171
3,481	30		131

MALTA + CLARK HOUSE

Programs
Attendance
Total Take 'N Make Kits
Cardholders New
Cardholders
Borrowers
Circulation

446	41	41	99
5,429	375	295	2,037
1,648	60	0	251
268	20	28	18
5,283	5,283	5,274	5,288
9,442	935	934	1,120
52,432	5,029	4,978	6,135
52,432	52,432	47,403	42,425
-2,891	-2,891	-2,510	-2,237

2024 Total YTD Circulation

YTD 2024/2023 Circulation *

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

* difference etween 2023&2022

note see footnote page

July	June	May	April	March
2024	2024	2024	2024	2024
4,612	3,483	3,245	3,573	3,582
3,671	2,666	2,176	2,750	2,814
941	817	1,069	823	768
28	21	10	16	28
2,384	2,385	2,387	2,400	2,414
737	602	544	587	590
25 12J,2F,6T,5A	17 3J,5F,5T,4A	19 5J,5F,3T,6A,1V	36 14J,10F,5T,6A,1V	28
669 288J,52F,38T,291A	130 6J,88F,20T,16A	103 17J, 25F, 20T,35A,6V	286 127J,50F,54T,49A,6V	174
135	35	30	164	100
1,876	1,620	1,499	1,773	1,576
1,297	1,198	1,069	1,370	1,177
579	422	430	403	399
16	26	3	9	5
2,910	2,863	2,705	2,443	2,203
389	339	323	342	316
31 16J,11F,4A	17 12J,5F	9 6J,3F	12 9J,3F	12
513 277J,132F,104A	110 87J,23F	47 27J,20F,	131 119J,12F	102
155	107	70	145	117
56	34	28	48	40
1,182	240	150	417	276
290	142	100	309	217
44	47	13	25	33
5,294	5,248	5,092	4,843	4,617
1,126	941	867	929	906
6,488	5,103	4,744	5,346	5,158
36,290	29,802	24,299	19,955	14,609
-1,407	-1,736	-863	-466	-777

	February		January		December		November		October	
	2024	2023	2024	2023	2023	2023	2023	2023	2023	2023
	3,287	3,145	3,246	3,145	3,145	3,696	3,738			
	2,535	2,505	2,507	2,505	2,505	2,933	2,908			
	752	640	739	640	640	763	830			
	15	8	18	8	8	19	15			
	2,409	2,432	2,424	2,432	2,432	2,447	2,457			
	558	511	545	511	511	566	586			
9J,12,F,3T,3A,1V	24	13	11	13	13	15	15			
66J,63F,23T,15A,7V	243	145	67	145	145	113	113			
	32	95	80	95	95	70	70			
	1,430	1,470	1,488	1,470	1,470	1,501	1,672			
	1,055	1,093	1,125	1,093	1,093	1,117	1,223			
	375	377	363	377	377	384	449			
	2	2	5	2	2	7	2			
	2,148	2,043	2,088	2,043	2,043	2,007	1,996			
	287	276	294	276	276	272	277			
6J,6F	12	12	12	12	12	14	16			
38J, 64F	90	184	57	184	184	89	98			
	54	120	113	120	120	77	125			
	36	25	23	25	25	29	35			
	333	329	124	329	329	202	264			
	86	215	193	215	215	147	230			
	17	10	23	10	10	26	17			
	4,557	4,475	4,512	4,475	4,475	4,454	4,453			
	845	787	839	787	787	838	863			
	4,717	4,615	4,734	4,615	4,615	5,197	5,410			
	9,451	65,135	4,734	65,135	65,135	60,520	55,323			
	-138	2,198	4	2,198	2,198	2,224	1,792			

	Sep-23	August	July	Statistics
	2023	2023	2023	Round Lake Library
	3,659	4,882	4,252	MALTA
	2,947	4,031	3,396	Total Circulation
	712	851	856	Book
				Non-Book
	29	33	42	Cardholders New
	2,464	2,473	2,478	Cardholders Total
	575	716	670	Borrowers
8J,2F,1T,8A	19 10J,1T,7A,1VS	27 10J,5A,2T,9F,1VS	24 1J,4A,3T,6F,1VS	Programs
84J,25F,6T,51A	346 211J,68T,63A,4VS	490 78J,26A,2T,380F,4VS	484 165J,22A,5T,292F,6VS	Attendance
	180	250	235	Make 'N Take Kits
				CLARK HOUSE
	1,592	2,083	1,907	Total Circulation
	1,216	1,635	1,369	Book
	376	448	538	Non-Book
	2	3	22	Cardholders New
	1,971	1,949	1,918	Cardholders Total
	290	315	306	Borrowers
5J,11F,	9 5J,3F,1A	15 8J,7F	17 11J,1T,5F	Programs
19J,79F	101 95J, 6F,	307 134J, 173F	310 256J,3T,51F	Attendance
	151	225	230	Make 'N take Kits
				MALTA + CLARK HOUSE
	28	42	41	Programs
	447	797	794	Attendance
	331	475	465	Total Make 'N Take
	31	36	64	New Borrowers
	4,435	4,422	4,396	Borrowers Total
	865	1,031	976	Cardholders
	5,251	6,965	6,159	Circulation
	49,913	44,662	37,697	2023 YTD Circulation
	1,450	1,606	1,005	YTD 2023/2022 Circulation

Statistics - page 2

	YTD Total	October 2024	September 2024	August 2024	July 2024	June 2024	May 2024
MALTA							
Door Count	47,044	5,859	4,159	5,582	5,368	3,687	3,596
Computer Use INT + OPAC	2,071	232	210	231	200	188	216
Reference Questions	1,866	157	156	197	164	161	192
Curbside	4	0	0	0	0	0	0
# items circulated	31,176	2,794	2,966	3,590	3,890	3,108	2,864
# Items Added to Collection	1,052	119	97	97	118	119	130
Total # items in Collection	21,021	21,021	20,049	19,966	20,063	20,217	20,190
Requests Placed	9,654	870	946	886	1,068	1,051	968
Requests Filled	8,667	765	791	805	990	906	831
Inter-Library Loan Requests							
CLARK HOUSE							
Door Count	9,554	981	894	1,254	1,126	963	850
Computer Use INT + OPAC	986	99	92	101	143	93	105
Reference Questions	1,966	223	152	150	176	152	185
Curbside	28	4	1	1	3	3	2
# items circulated	15,244	1,601	1,533	1,757	1,732	1,491	1,370
Items Added to Collection	847	60	71	108	79	30	116
Total # items in Collection	18,906	18,906	18,909	18,857	18,829	19,031	18,952
Requests Placed	3,781	321	358	376	347	357	318
Requests Filled	3,445	336	371	313	343	295	299
Inter-Library Loan Requests							
MALTA + CLARK HOUSE							
Total Door Count	56,598	6840	5053	6836	6494	4650	4446
Total Computer Use INT + OPAC	3,057	331	302	332	343	281	321
Total Reference Questions	3,832	380	308	347	340	313	377
Total Curbside	32	4	1	1	3	3	2
# Items circulated	46,420	4,395	4,499	5,347	5,622	4,599	4,234
# Items Added to Collection	1,899	179	168	205	197	149	246
Total items in Collection	39,927	39,927	38,958	38,823	38,892	39,248	39,142
Total Requests Placed	13,435	1191	1304	1262	1415	1408	1286
Total Requests Filled	12,112	1,101	1,162	1,118	1,333	1,201	1,130
Early Literacy Programs	72	11	8	7	11	7	6
Early Literacy Attendance	838	99	60	89	228	69	27

note see footnote page

* see Virtual stats

		statistics - continued				
April 2024	March 2024	February 2024	January 2024	December 2023	November 2023	October 2023
4,502	5,383	4,808	4,100	4,223	4,268	4,394
211	192	179	212	182	209	196
290	178	197	174	151	200	219
1	0	3	0	0		0
3,114	3,122	2,883	2,845	2,683	3,120	2,994
54	122	88	108	86	106	128
20,113	20,082	20,663	20,871	21,103	21,156	21,203
1,004	1,121	810	930	931	946	900
962	882	771	964	781	872	820
CLARK HOUSE						
Inter-Library Loan						
1029	937	751	769	711	707	810
124	102	66	61	29	44	27
281	245	183	219	153	157	194
1	3	2	8	6	7	6
1,612	1,442	1,333	1,373	1,264	1,398	1,371
54	124	81	124	42	119	54
18,817	18,853	19,058	19,360	19,395	20,403	19,399
386	463	425	430	331	423	417
336	410	360	382	286	340	387
MALTA + CLARK HOUSE						
Inter-Library Loan						
5531	6320	5559	4869	4934	4975	5204
335	294	245	273	211	253	223
571	423	380	393	304	357	413
2	3	5	8	6	7	6
4,726	4,564	4,216	4,218	3,947	4,518	4,365
108	246	169	232	128	225	182
38,930	38,935	39,721	40,231	40,498	41,559	40,602
1390	1584	1235	1360	1262	1369	1317
1,298	1,292	1,131	1,346	1,067	1,212	1,207
8	4	4	6	6	6	14
156	37	37	36	27	66	75

	YTD Totals 2023	October 2024	Septmeber 2024	August 2024	July 2024	June 2024	May 2024
OVERDRIVE							
(EBooks, EAudiobooks)							
# downloads total	9,860	1065	1102	1042	1064	926	976
eBooks	4,065	382	390	461	436	385	414
eAudio	3,314	387	392	372	379	302	324
Magazine	2,481	296	320	209	249	239	238
# WIRELESS USES							
Malta	1,906	218	172	172	168	166	194
Round Lake	713	67	67	81	76	78	72
Malta + Round Lake	2,109	285	239	253	244		
DATABASES:							
Hoopla (added 3/23/22)							
# downloads total	1,323	151	157	139	149	121	122
eBook	380	39	45	43	40	30	22
eAudio	712	88	88	66	87	71	72
Movie/TV	131	15	16	14	10	8	20
other	100	9	8	16	12	12	8
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

