

**Round Lake Library Board of Trustees
Meeting Agenda
Oct 8, 2024 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Welcome New Trustee – Molly Stammel
- 3) SALS report – Sara Dallas
- 4) Minutes (Aug & Sept)
- 5) Director’s Report
- 6) Statistics
- 7) Budget/Quarterly Reports/ Warrants (Aug & Sept)
- 8) Approval of staff wage increases – separate from last month’s budget vote
- 9) Approval of new library assistant
- 10) 2025 Holiday Schedule approval
- 11) Security System Update
- 12) Director Evaluation
- 13) Vice President Position
- 14) Adjournment

September 2024

September is always a slower month as patrons go back to a routine schedule of school, work and activities. While door counts and overall circulation were down, it is a yearly occurrence and will increase again in the coming months. Circulation of our digital material is steady and has increased significantly over the last six months. Libby (Overdrive) magazines have been very popular the last several months with usage peaking at 320 circulations this month. Attendance at programs is also steady with 41 programs this month with an attendance of 295.

Malta Community Day was held on Saturday, September 7th at Shenantaha Creek Park. Thank you to Nancy Theissen and Jennifer Flannery for coming and manning the table for the second half of the day. It is always great to connect with our patrons outside of the library.

The library director met with staff involved with ordering material to discuss the 2025 materials budget and how best to use the funds.

The library is also offering a six-week series on American Sign Language for children. This six-week series is for children ages 3-8 with a parent or care giver. It will teach the basics of communicating with American Sign Language. This six-week series is being offered in memory of Round Lake resident Linda Connors.

Jennifer Hurd, Director

Upcoming Dates:

Indigenous People's Day – Monday October 14 Open 10 am-3 pm

****Malta Branch will be CLOSED Saturday and Monday 10/12 & 10/14****

Halloween- Open 10 am – 3 pm

Round Lake Library 2024 Actual vs Budget

thru September 30, 2024								
	Actual as of 9/30/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget	75.00%
Funding Income:								
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%	
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%	
11 Local Library Services Aid	\$ 5,286	\$ -	\$ -	\$ 2,500	\$ -	\$ -	211.44%	
11 Grants / Awards	\$ 7,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	184.19%	
Subtotal Funding	\$ 351,654	\$ -	\$ -	\$ 357,500	\$ -	\$ -	98.36%	
Library Income:								
11 Book Replacements	\$ 662	\$ 242	\$ 421	\$ 600	\$ 300	\$ 300	110.40%	
11 Book Shop (Ongoing)	\$ 1,967	\$ 623	\$ 1,344	\$ 2,500	\$ 1,250	\$ 1,250	78.69%	
11 Book Sales (Annual)	\$ 5,077	\$ 2,538	\$ 2,538	\$ 5,000	\$ 2,500	\$ 2,500	101.53%	
11 Copies/Faxes	\$ 2,075	\$ 941	\$ 1,134	\$ 2,400	\$ 1,400	\$ 1,000	86.47%	
11 Donations	\$ 1,767	\$ 769	\$ 998	\$ 1,500	\$ 750	\$ 750	117.81%	
11 Fines	\$ 595	\$ 208	\$ 387	\$ 700	\$ 350	\$ 350	84.98%	
11 Interest - Savings	\$ 81	\$ 41	\$ 41	\$ 200	\$ 100	\$ 100	40.61%	
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ 450	0.00%	
11 Commercial 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	\$ 12,380	\$ 5,444	\$ 6,946	\$ 13,550	\$ 6,750	\$ 6,800	91.44%	
Total Income	\$ 364,043	\$ 5,444	\$ 6,946	\$ 371,050	\$ 6,750	\$ 6,800	98.11%	
Employee Expenses:								
12 Payroll Exp: Admin	\$ 45,514	\$ 22,757	\$ 22,757	\$ 67,831	\$ 33,916	\$ 33,916	67.10%	
12 Payroll Exp: Staff	\$ 153,862	\$ 77,731	\$ 76,130	\$ 178,632	\$ 89,316	\$ 89,316	86.13%	
12 IRA	\$ 1,893	\$ 946	\$ 946	\$ 3,000	\$ 1,500	\$ 1,500	63.09%	
12 Payroll Taxes	\$ 15,252	\$ 7,666	\$ 7,586	\$ 18,855	\$ 9,427	\$ 9,427	80.89%	
12 Payroll Insurances	\$ 1,524	\$ 762	\$ 762	\$ 4,000	\$ 2,000	\$ 2,000	38.09%	
Sub Total Employee Expenses	\$ 218,045	\$ 109,862	\$ 108,180	\$ 272,318	\$ 136,159	\$ 136,159	80.07%	
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	\$ 37,473	\$ 17,222	\$ 20,251	\$ 42,000	\$ 21,000	\$ 21,000	89.22%	
12 Circulation Fees	\$ 13,250	\$ 5,171	\$ 8,079	\$ 13,300	\$ 5,187	\$ 8,113	99.62%	
12 Computers & Equipment	\$ 4,396	\$ 1,869	\$ 2,527	\$ 5,000	\$ 2,500	\$ 2,500	87.92%	
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Furniture	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%	
12 Grant Expenditures	\$ 2,468	\$ 1,592	\$ 877	\$ 500	\$ 250	\$ 250	493.69%	
12 Insurance	\$ 3,095	\$ 1,407	\$ 1,688	\$ 2,500	\$ 1,250	\$ 1,250	123.80%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
12 Memberships	\$ 567	\$ 284	\$ 284	\$ 1,600	\$ 800	\$ 800	35.44%	
12 Payroll Processing	\$ 4,335	\$ 2,167	\$ 2,167	\$ 5,500	\$ 2,750	\$ 2,750	78.81%	
12 Postage	\$ 130	\$ 34	\$ 96	\$ 600	\$ 240	\$ 360	21.73%	
12 Printer Contract	\$ 2,818	\$ 1,409	\$ 1,409	\$ 3,600	\$ 1,800	\$ 1,800	78.27%	
12 Programs	\$ 5,268	\$ 2,812	\$ 2,455	\$ 5,000	\$ 2,000	\$ 3,000	105.35%	
12 Public Relations	\$ 25	\$ 13	\$ 13	\$ 200	\$ 100	\$ 100	12.50%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only
12 Repairs & Maintenance	\$ 172	\$ 172	\$ -	\$ 500	\$ 250	\$ 250	34.49%	
12 Sales Tax/Credit	\$ 167	\$ 83	\$ 83	\$ 300	\$ 150	\$ 150	55.62%	
12 Security	\$ 253	\$ 253	\$ -	\$ 400	\$ 400	\$ -	63.14%	Clark Only
12 Software & Repairs	\$ 2,314	\$ 1,065	\$ 801	\$ 1,000	\$ 500	\$ 500	231.42%	
12 Staff Development	\$ 4,169	\$ 2,084	\$ 2,084	\$ 1,860	\$ 930	\$ 930	224.12%	
12 Supplies	\$ 5,721	\$ 2,622	\$ 3,098	\$ 6,221	\$ 2,488	\$ 3,733	91.95%	
12 Telephone	\$ 802	\$ 802	\$ -	\$ 1,200	\$ 1,200	\$ -	66.86%	Clark Only
12 Trash	\$ 318	\$ 318	\$ -	\$ 400	\$ 400	\$ -	79.43%	Clark Only
12 Trustee Development	\$ 35	\$ 17	\$ 17	\$ 200	\$ 100	\$ 100	17.28%	
12 Utilities	\$ 2,761	\$ 2,761	\$ -	\$ 5,000	\$ 5,000	\$ -	55.23%	Clark Only
Sub Total Non-Employee Expenses	\$ 90,572	\$ 44,175	\$ 45,949	\$ 98,732	\$ 50,220	\$ 48,512	83.17%	
Total Expenses	\$ 308,617	\$ 154,037	\$ 154,130	\$ 371,050	\$ 186,379	\$ 184,671	83.17%	
Net Income/Loss	\$ 55,427	\$ -	\$ -	\$ -	\$ -	\$ -	-	

Round Lake Library
Balance Sheet
 As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	0.01
Adirondack Trust Savings	261,309.16
Total Checking/Savings	261,509.17
Total Current Assets	261,509.17
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	990.27
Other Assets	
Marketable Securities	24,130.26
Total Other Assets	24,130.26
TOTAL ASSETS	286,629.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,142.34
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	839.90
Total Payroll Liabilities	5,734.27
Total Other Current Liabilities	5,743.53
Total Current Liabilities	5,743.53
Total Liabilities	5,743.53
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	55,426.54
Total Equity	280,886.17
TOTAL LIABILITIES & EQUITY	286,629.70

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 Cash Basis

Round Lake Library Profit & Loss by Class January through September 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
Total Funding Income	344,286.00	0.00	0.00	344,286.00
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	420.69	662.39
Book Shop	0.00	623.31	1,344.03	1,967.34
Book Sales	5,076.55	0.00	0.00	5,076.55
Copies / fax	0.00	941.00	1,134.20	2,075.20
Donations	1,250.00	143.84	373.32	1,767.16
Fines	0.00	207.60	387.25	594.85
Interest - Savings	0.00	40.61	40.60	81.21
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	6,491.55	2,198.06	3,700.09	12,389.70
Total Income	358,145.19	2,198.06	3,700.09	364,043.34
Gross Profit	358,145.19	2,198.06	3,700.09	364,043.34
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	12,287.30	13,059.32	25,346.62
Lost Books	0.00	39.75	68.97	108.72
Magazine/Newspaper	0.00	13.78	1,577.28	1,591.06
Books / Serials / AV - Other	0.00	4,880.86	5,545.49	10,426.35
Total Books / Serials / AV	0.00	17,221.69	20,251.06	37,472.75
Circulation Fees	0.00	5,170.90	8,078.96	13,249.86
Computers & Equipment	0.00	1,868.99	2,526.97	4,395.96
Grant Expenditures	0.00	1,591.59	876.84	2,468.43
Insurance				
Commercial	3,095.12	0.00	0.00	3,095.12
Disability	1,393.64	0.00	0.00	1,393.64
Workers Comp	130.00	0.00	0.00	130.00
Total Insurance	4,618.76	0.00	0.00	4,618.76
Memberships	0.00	283.54	283.54	567.08
Payroll Expenses				
3% Simple IRA	1,892.72	0.00	0.00	1,892.72
Taxes	15,252.32	0.00	0.00	15,252.32
Wages	199,376.39	0.00	0.00	199,376.39
Total Payroll Expenses	216,521.43	0.00	0.00	216,521.43
Payroll Processing	4,334.75	0.00	0.00	4,334.75
Postage	0.00	34.01	96.35	130.36
Printer Contract	0.00	1,408.77	1,408.82	2,817.59
Programs	0.00	2,812.40	2,455.29	5,267.69
Public Relations	0.00	12.50	12.50	25.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	172.47	0.00	172.47

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 10/03/24
 Cash Basis

Round Lake Library
Profit & Loss by Class
 January through September 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	252.56	0.00	252.56
Software / Repairs	0.00	1,177.26	1,136.95	2,314.21
Staff Development	0.00	2,084.33	2,084.34	4,168.67
Supplies	0.00	2,622.09	3,098.43	5,720.52
Telephone	0.00	802.27	0.00	802.27
Trash	0.00	317.73	0.00	317.73
Trustee Development	0.00	17.28	17.28	34.56
Utilities	0.00	2,761.30	0.00	2,761.30
Total Expense	<u>225,641.79</u>	<u>40,629.18</u>	<u>42,345.83</u>	<u>308,616.80</u>
Net Ordinary Income	<u>132,503.40</u>	<u>-38,431.12</u>	<u>-38,645.74</u>	<u>55,426.54</u>
Net Income	<u><u>132,503.40</u></u>	<u><u>-38,431.12</u></u>	<u><u>-38,645.74</u></u>	<u><u>55,426.54</u></u>