

**Round Lake Library Board of Trustees
Meeting Agenda
Sept 10, 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) Approval of staff wage increases – separate from last month's budget vote
- 7) Approval of new library assistant
- 8) Schenectady County Public Library Update
- 9) 2025 Holiday Schedule
- 10) Malta Neighbors Article
- 11) Security System Update
- 12) Lance Spallholz – Memorial Service, Grant Received
- 13) Trustee Vacancy
- 14) Vice President Vacancy
- 15) Adjournment

Round Lake Library

Director Report

August 2024

The summer months are always busy at the library. August brought an end to summer reading. This year was by far the busiest summer since COVID and it was wonderful to have so many people participate in our summer reading program. Overall, 317 kids picked up the summer reading bags and began their summer reading challenge. This year we ran 3 separate raffles, one for kids, teens and adults. There were 1056 tickets turned in for kids, 199 for teens and 712 for adults.

Thank you to all our staff for their hard work this summer. Library staff provided over 75 summer programs, to all ages, and helped to make this a great summer.

Thank you to Nancy Theissen and all of the volunteers that helped with the book sale. Patrons have commented to library staff about how well organized the book sale was and that they love coming every year.

Assemblywoman Carrie Woerner was a special guest at two of our story times this month. It was a great time reading stories about the ocean and space. Thank you, Assemblywoman Woerner for your continued support of our Library and the Southern Adirondack Library System.

All new computers ordered in 2024 have arrived and are installed. In following our computer replacement plan, three new staff computers (1 RDL and 2 MAL) as well as 1 public (MAL) were purchased this year. Three of the old computers that were replaced were reimaged and reinstalled as catalog computers.

Jennifer Hurd, Director

Upcoming Dates:

Banned Books Week: September 22-28

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

Statistics 2024	YTD Total	July		June	
		2024	2024	2024	2024
ROUND LAKE LIBRARY					
MALTA					
Total Circulation	29,257	4,229	4,612	3,483	
Book	22,413	3,294	3,671	2,666	
Non-Book	6,844	935	941	817	
08/2023 total circ = 4882					
Cardholders New	136		28	21	
Cardholders Total	2,360	2,360	2,384	2,385	
Borrowers	4,876	713	737	602	
Programs**	194	34 J14,5F, 7T, 7A, 1V	25 12J,2F,6T,5A	17 3J,5F,5T,4A	
Attendance	2,540	868 382J,112F,123T,245A,6V	669 288J,52F,38T,291A	130 6J,88F,20T,16A	
Take 'N Make Kits	696	120	135	35	
CLARK HOUSE					
Total Circulation	13,168	1,906	1,876	1,620	
Book	9,682	1,391	1,297	1,198	
Non-Book	3,486	515	579	422	
08/2023 total circ = 2083					
Cardholders New	84	18	16	26	
Cardholders Total	2,928	2,928	2,910	2,863	
Borrowers	4,382	407	389	339	
Programs**	153	65 J29,F24,T6,A6	31 16J,11F,4A	17 12J,5F	
Attendance	5,592	1,169 J626,F318,T54,A171	513 277J,132F,104A	110 87J,23F	
Take 'N Make Kits	3,451	131	155	107	
MALTA + CLARK HOUSE					
Programs	364	99	56	34	
Attendance	4,759	2,037	1,182	240	
Total Take 'N Make Kits	1,588	251	290	142	
Cardholders New	220	18	44	47	
Cardholders	5,288	5,288	5,294	5,248	
Borrowers	7,573	1,120	1,126	941	
Circulation	42,425	6,135	6,488	5,103	
2024 Total YTD Circulation	42,425	42,425	36,290	29,802	
YTD 2024/2023 Circulation *		-2,237	-1,407	-1,736	

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

*difference etween 2023&2022

note see footnote page

May	April	March	February	January
2024	2024	2024	2024	2024
3,245	3,573	3,582	3,287	3,246
2,176	2,750	2,814	2,535	2,507
1,069	823	768	752	739
10	16	28	15	18
2,387	2,400	2,414	2,409	2,424
544	587	590	558	545
19 5J,5F,3T,6A,1V	36 14J,10F,5T,6A,1V	28 9J,12,F,3T,3A,1V	24 8J,9F,6A,1V	11 7J,4A
103 17J, 25F, 20T,35A,6V	286 127J,50F,54T,49A,6V	174 66J,63F,23T,15A,7V	243 68J,148F,21A,6V	67 48J,19A
30	164	100	32	80
1,499	1,773	1,576	1,430	1,488
1,069	1,370	1,177	1,055	1,125
430	403	399	375	363
3	9	5	2	5
2,705	2,443	2,203	2,148	2,088
323	342	316	287	294
9 6J,3F	12 9J,3F	12 6J,6F	12 4J,8F	12 8J, 4F
47 27J,20F,	131 119J,12F	102 38J, 64F	90 12J,78F	57 42J, 15F
70	145	117	54	113
28	48	40	36	23
150	417	276	333	124
100	309	217	86	193
13	25	33	17	23
5,092	4,843	4,617	4,557	4,512
867	929	906	845	839
4,744	5,346	5,158	4,717	4,734
24,299	19,955	14,609	9,451	4,734
-863	-466	-777	-138	4

December 2023	November 2023	October 2023	Sep-23 2023	August 2023
3,145	3,696	3,738	3,659	4,882
2,505	2,933	2,908	2,947	4,031
640	763	830	712	851
8	19	15	29	33
2,432	2,447	2,457	2,464	2,473
511	566	586	575	716
13 4J,2F,3T,4A	15 8J,2F,3A,3VS	19 8J,2F,1T,8A	19 10J,1T,7A,1VS	27
145 30J,69F,23T,23A	113 74J,15F,16A,24VS	166 84J,25F,6T,51A	346 211J,68T,63A,4VS	490
95	70	105	180	250
1,470	1,501	1,672	1,592	2,083
1,093	1,117	1,223	1,216	1,635
377	384	449	376	448
2	7	2	2	3
2,043	2,007	1,996	1,971	1,949
276	272	277	290	315
12 5I,7F,	14 5J,9F	16 5J,11F,	9 5J,3F,1A	15
184 14J,170F	89 19J,70F	98 19J,79F	101 95J, 6F,	307
120	77	125	151	225
25	29	35	28	42
329	202	264	447	797
215	147	230	331	475
10	26	17	31	36
4,475	4,454	4,453	4,435	4,422
787	838	863	865	1,031
4,615	5,197	5,410	5,251	6,965
65,135	60,520	55,323	49,913	44,662
2,198	2,224	1,792	1,450	1,606

July

Statistics
Round Lake Library

2023

MALTA

Total Circulation

4,252

Book

3,396

Non-Book

856

Cardholders New

42

Cardholders Total

2,478

Borrowers

670

Programs

24 1J,4A,3T,6F,1VS

Attendance

484 165J,22A,5T,292F,6VS

Make 'N Take Kits

235

10J,5A,2T,9F,1VS

78J,26A,2T,380F,4VS

CLARK HOUSE

Total Circulation

1,907

Book

1,369

Non-Book

538

Cardholders New

22

Cardholders Total

1,918

Borrowers

306

Programs

17 11J,1T,5F

Attendance

310 256J,3T,51F

Make 'N take Kits

230

8J,7F

134J, 173F

MALTA + CLARK HOUSE

Programs

41

Attendance

794

Total Make 'N Take

465

New Borrowers

64

Borrowers Total

4,396

Cardholders

976

Circulation

6,159

2023 YTD Circulation

37,697

YTD 2023/2022 Circulation

1,005

Round Lake Library 2024 Actual vs Budget

thru August 31, 2024									
	Actual as of 8/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	%	of Budget	66.67%
Funding Income:									
11 Town of Malta Tax	\$ 254,250	\$ -	\$ -	\$ 339,000	\$ -	\$ -	75.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ 5,286	\$ -	\$ -	\$ 2,500	\$ -	\$ -	211.44%		
11 Grants / Awards	\$ 7,358	\$ -	\$ -	\$ 4,000	\$ -	\$ -	184.19%		
Subtotal Funding	\$ 266,904	\$ -	\$ -	\$ 357,500	\$ -	\$ -	74.66%		
Library Income:									
11 Book Replacements	\$ 535	\$ 191	\$ 345	\$ 600	\$ 300	\$ 300	89.23%		
11 Book Shop (Ongoing)	\$ 1,492	\$ 490	\$ 1,002	\$ 2,500	\$ 1,250	\$ 1,250	59.67%		
11 Book Sales (Annual)	\$ 5,077	\$ 2,538	\$ 2,538	\$ 5,000	\$ 2,500	\$ 2,500	101.53%		
11 Copies/Faxes	\$ 1,428	\$ 641	\$ 787	\$ 2,400	\$ 1,400	\$ 1,000	59.52%		
11 Donations	\$ 1,375	\$ 576	\$ 799	\$ 1,500	\$ 750	\$ 750	91.70%		
11 Fines	\$ 453	\$ 170	\$ 283	\$ 700	\$ 350	\$ 350	64.64%		
11 Interest - Savings	\$ 71	\$ 36	\$ 36	\$ 200	\$ 100	\$ 100	35.68%		
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. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
Subtotal Library	\$ 10,596	\$ 4,725	\$ 5,872	\$ 13,550	\$ 6,750	\$ 6,800	78.20%		
Total Income	\$ 277,500	\$ 4,725	\$ 5,872	\$ 371,050	\$ 6,750	\$ 6,800	74.79%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 41,024	\$ 20,512	\$ 20,512	\$ 67,831	\$ 33,916	\$ 33,916	60.48%		
12 Payroll Exp: Staff	\$ 138,738	\$ 70,090	\$ 68,646	\$ 178,632	\$ 89,316	\$ 89,316	77.67%		
12 IRA	\$ 1,712	\$ 856	\$ 856	\$ 3,000	\$ 1,500	\$ 1,500	57.05%		
12 Payroll Taxes	\$ 13,752	\$ 6,912	\$ 6,839	\$ 18,855	\$ 9,427	\$ 9,427	72.93%		
12 Payroll Insurances	\$ 1,524	\$ 762	\$ 762	\$ 4,000	\$ 2,000	\$ 2,000	38.09%		
Sub Total Employee Expenses	\$ 196,749	\$ 99,132	\$ 97,615	\$ 272,318	\$ 136,159	\$ 136,159	72.25%		
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	\$ 33,878	\$ 15,625	\$ 18,252	\$ 42,000	\$ 21,000	\$ 21,000	80.66%		
12 Circulation Fees	\$ 11,929	\$ 4,665	\$ 7,264	\$ 13,300	\$ 5,187	\$ 8,113	89.70%		
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	\$ 3,901	\$ 1,950	\$ 1,950	\$ 5,500	\$ 2,750	\$ 2,750	70.92%		
12 Postage	\$ 126	\$ 34	\$ 88	\$ 600	\$ 240	\$ 360	20.99%		
12 Printer Contract	\$ 2,505	\$ 1,096	\$ 1,096	\$ 3,600	\$ 1,800	\$ 1,800	69.59%		
12 Programs	\$ 4,770	\$ 2,335	\$ 2,058	\$ 5,000	\$ 2,000	\$ 3,000	95.39%		
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	\$ 221	\$ 221	\$ -	\$ 400	\$ 400	\$ -	55.25%	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	\$ 5,629	\$ 2,622	\$ 3,007	\$ 6,221	\$ 2,488	\$ 3,733	90.48%		
12 Telephone	\$ 700	\$ 700	\$ -	\$ 1,200	\$ 1,200	\$ -	58.34%	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	\$ 84,182	\$ 40,932	\$ 42,108	\$ 98,732	\$ 50,220	\$ 48,512			
Total Expenses	\$ 280,931	\$ 140,063	\$ 139,724	\$ 371,050	\$ 186,379	\$ 184,671	75.71%		
Net Income/Loss	\$ (3,431)		\$ -						

**Round Lake Library
 Balance Sheet
 As of August 31, 2024**

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-3,460.53
Adirondack Trust Savings	205,499.30
Total Checking/Savings	<u>202,238.77</u>
Total Current Assets	202,238.77
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>227,359.30</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,084.08
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	485.13
Total Payroll Liabilities	<u>5,321.24</u>
Total Other Current Liabilities	<u>5,330.50</u>
Total Current Liabilities	<u>5,330.50</u>
Total Liabilities	5,330.50
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-3,430.83
Total Equity	<u>222,028.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>227,359.30</u></u>

5:50 PM
 09/06/24
 Cash Basis

Round Lake Library Profit & Loss by Class January through August 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	254,250.00	0.00	0.00	254,250.00
Total Funding Income	259,536.00	0.00	0.00	259,536.00
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	190.86	344.51	535.37
Book Shop	0.00	490.01	1,001.73	1,491.74
Book Sales	5,076.55	0.00	0.00	5,076.55
Copies / fax	0.00	641.25	787.15	1,428.40
Donations	1,000.00	76.23	299.22	1,375.45
Fines	0.00	169.90	282.60	452.50
Interest - Savings	0.00	35.68	35.67	71.35
Commercial Insurance Refund	165.00	0.00	0.00	165.00
Total Library Income	6,241.55	1,603.93	2,750.88	10,596.36
Total Income	273,145.19	1,603.93	2,750.88	277,500.00
Gross Profit	273,145.19	1,603.93	2,750.88	277,500.00
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	11,528.92	12,089.06	23,617.98
Lost Books	0.00	39.75	68.97	108.72
Magazine/Newspaper	0.00	13.78	1,450.13	1,463.91
Books / Serials / AV - Other	0.00	4,042.63	4,644.28	8,686.91
Total Books / Serials / AV	0.00	15,625.08	18,252.44	33,877.52
Circulation Fees	0.00	4,665.18	7,264.30	11,929.48
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	1,711.62	0.00	0.00	1,711.62
Taxes	13,751.83	0.00	0.00	13,751.83
Wages	179,761.99	0.00	0.00	179,761.99
Total Payroll Expenses	195,225.44	0.00	0.00	195,225.44
Payroll Processing	3,900.75	0.00	0.00	3,900.75
Postage	0.00	34.01	91.95	125.96
Printer Contract	0.00	1,252.55	1,252.59	2,505.14
Programs	0.00	2,563.40	2,206.29	4,769.69
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

5:50 PM
09/06/24
Cash Basis

Round Lake Library
Profit & Loss by Class
January through August 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	220.99	0.00	220.99
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	3,006.70	5,628.79
Telephone	0.00	700.05	0.00	700.05
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>203,911.80</u>	<u>37,987.84</u>	<u>39,031.19</u>	<u>280,930.83</u>
Net Ordinary Income	<u>69,233.39</u>	<u>-36,383.91</u>	<u>-36,280.31</u>	<u>-3,430.83</u>
Net Income	<u>69,233.39</u>	<u>-36,383.91</u>	<u>-36,280.31</u>	<u>-3,430.83</u>

Round Lake Library

2025 Holiday Closings

New Year's Day	Wednesday, January 1, 2025	CLOSED
Martin Luther King Jr Day	Monday, January 20, 2025	MAL CLOSED RDL – 10 am – 3 pm
President's Day	Monday, February 17, 2025	MAL CLOSED RDL – 10 am – 3 pm
Memorial Day Weekend	Saturday & Monday May 24-26, 2025	CLOSED
Juneteenth	Thursday, June 19, 2025	MAL CLOSED RDL – 10 am – 3 pm
Independence Day	Friday, July 4, 2025	CLOSED
Labor Day Weekend	Saturday, August 30 & Monday, September 1, 2025	CLOSED
Indigenous People's Day	Monday, October 13, 2025	MAL CLOSED RDL – 10 am – 3 pm
Halloween	Friday, October 31, 2025	10 am – 3 pm (both buildings)
Veteran's Day	Tuesday, November 11, 2025	CLOSED
Thanksgiving Eve	Wednesday, November 26, 2025	10 am -3pm (both buildings)
Thanksgiving	Thursday, November 27, 2025	CLOSED
Christmas Eve	Wednesday, December 24, 2025	CLOSED
Christmas Day	Thursday, December 25, 2025	CLOSED
New Year's Eve	Wednesday, December 31, 2025	10 am -3pm (both buildings)