

**Round Lake Library Board of Trustees
Meeting Agenda
April 9, 2024 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Welcome New Trustee – Rachel Garrison
- 3) Minutes
- 4) Director's Report
- 5) Statistics
- 6) Budget/Quarterly Reports/ Warrants
- 7) JA/Schenectady Withdrawal
- 8) Challenge Grant Update
- 9) Harassment Training
- 10) Annual Meeting – Monday, May 20th, 5-9pm – Fort William Henry Conference Center
- 11) Adjournment

March was a busy month in both branches. Circulation increased in both buildings as well as the door count. We also had a significant increase in new patron cards. Several of the new patrons who registered for cards this month said that they read the article in Malta Neighbors magazine. This was the first time that we had heard any feedback from patrons regarding the the Malta Neighbors magazine. The next article will highlight our summer reading program.

Directors were informed that the Schenectady County Public Library has given their 6-month (as per JA agreement) intention to withdraw from the Joint Automation Project (JA). SALS/JA has been communicating with directors and relevant staff as new information and plans are put into place. At this time, implications for Round Lake Library and our patrons has yet to be clarified.

The SALS Annual Meeting/Dinner will be held on Monday, May 20th at the Fort William Henry Conference Center. This is a great opportunity to meet with other library trustees and staff and celebrate all the wonderful things libraries do for our communities.

Jennifer Hurd, Director

Upcoming Dates:

April 8,2024: Eclipse

May 20 – SALS Annual Meeting/Dinner

May 25-27- Closed Memorial Day Weekend

June 21 – Summer Reading Starts

Statistics 2023 ROUND LAKE LIBRARY	YTD Total			February		January		December	
	2024	March	2024	2024	2024	2024	2024	2023	2023
MALTA									
Total Circulation	10,115		3,582	3,287	3,246	3,145	3,145	8	2,432
Book	7,856		2,814	2,535	2,507	2,505	2,505	511	511
Non-Book	2,259		768	752	739	640	640	13	145
03/2023 total circ = 3984	0							145	95
Cardholders New	61		28	15	18				
Cardholders Total	2,414		2,414	2,409	2,424				
Borrowers	1,693		590	558	545				
Programs**	63		28 9J,12,F,3T,3A,1V	24 8J,9F,6A,1V	11 7J,4A				
Attendance	484		174 66J,63F,23T,15A,7V	243 68J,148F,21A,6V	67 48J,19A				
Take 'N Make Kits	212		100	32	80				
CLARK HOUSE									
Total Circulation	4,494		1,576	1,430	1,488	1,470	1,470		
Book	3,357		1,177	1,055	1,125	1,093	1,093		
Non-Book	1,137		399	375	363	377	377		
03/2024 total circ = 1813	0								
Cardholders New	12		5	2	5	2	2		
Cardholders Total	2,203		2,203	2,148	2,088	2,043	2,043		
Borrowers	897		316	287	294	276	276		
Programs**	36		12 6J,6F	12 4J,8F	12 8J, 4F	12	12		
Attendance	249		102 38J, 64F	90 12J,78F	57 42J, 15F	184	184		
Take 'N Make Kits	284		117	54	113	120	120		
MALTA + CLARK HOUSE									
Programs	99		40	36	23	25	25		
Attendance	733		276	333	124	329	329		
Total Take 'N Make Kits	496		217	86	193	215	215		
Cardholders New	73		33	17	23	10	10		
Cardholders	4,617		4,617	4,557	4,512	4,475	4,475		
Borrowers	2,590		906	845	839	787	787		
Circulation	14,609		5,158	4,717	4,734	4,615	4,615		
2024 Total YTD Circulation			14,609	9,451	4,734	65,135	65,135		
YTD 2024/2023 Circulation *				-138	4	2,198	2,198		

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

* difference etween 2023&2022

note see footnote page

	November 2023	October 2023	Sep-23 2023	August 2023
	3,696	3,738	3,659	4,882
	2,933	2,908	2,947	4,031
	763	830	712	851
	19	15	29	33
	2,447	2,457	2,464	2,473
	566	586	575	716
4J,2F,3T,4A	15 8J,2F,3A,3VS	19 8J,2F,1T,8A	19 10J,1T,7A,1VS	27 10J,5A,2T,9F,1VS
30J,69F,23T,23A	113 74J,15F,16A,2AVS	166 84J,25F,6T,51A	346 211J,68T,63A,4VS	490 78J,26A,2T,380F,4VS
	70	105	180	250
	1,501	1,672	1,592	2,083
	1,117	1,223	1,216	1,635
	384	449	376	448
	7	2	2	3
	2,007	1,996	1,971	1,949
	272	277	290	315
5J,7F,	14 5J,9F	16 5J,11F,	9 5J,3F,1A	15 8J,7F
14J,170F	89 19J,70F	98 19J,79F	101 95J, 6F,	307 134J, 173F
	77	125	151	225
	29	35	28	42
	202	264	447	797
	147	230	331	475
	26	17	31	36
	4,454	4,453	4,435	4,422
	838	863	865	1,031
	5,197	5,410	5,251	6,965
	60,520	55,323	49,913	44,662
	2,224	1,792	1,450	1,606

July	2023	June	2023	May	2023	April	2023	March	2023
	4,252	4,233	3,643	3,643	3,329	3,984			
	3,396	3,139	2,744	2,744	2,568	3,125			
	856	1,094	899	899	761	859			
	42	27	13	13	21	17			
	2,478	2,478	2,474	2,474	2,483	2,495			
	670	611	550	550	568	579			
	24 1J,4A,3T,6F,1VS	15 7J,4A,1T,7F,2VS	19 8J,9A,2VS	19 8J,9A,2VS	21 10J,2F,8A,1VS	10 7J,1F,1A,1VS			
	484 165J,22A,5T,292F,6VS	129 84J,20A,5T,7F,13VS	169 11J,50A,8VS	169 11J,50A,8VS	233 104J,56F,68A,5VS	135 118J,7F,3A,7VS			
	235	226	117	117	246	330			
	1,907	1,743	1,498	1,498	1,706	1,813			
	1,369	1,371	1,176	1,176	1,307	1,383			
	538	372	322	322	399	430			
	22	1	13	13	6	8			
	1,918	1,864	1,829	1,829	1,815	1,787			
	306	292	280	280	281	308			
	17 11J,1T,5F	7 4J,3F	9 4J,5F	9 4J,5F	10 4J,5F,1A	9 4J, 5F,			
	310 256J,3T,51F	86 44J,42F	107 49J,58F	107 49J,58F	150 43J,101F,6A	197 60J,137F			
	230	130	80	80	69	160			
	41	22	28	28	31	19			
	794	215	276	276	383	332			
	465	356	197	197	315	490			
	64	28	26	26	27	25			
	4,396	4,342	4,303	4,303	4,298	4,282			
	976	903	830	830	849	887			
	6,159	5,976	5,141	5,141	5,035	5,797			
	37,697	31,538	25,562	25,562	20,421	15,386			
	1,005	1,345	799	799	470	74			

February
2023

3,267
2,391
876
14
2,505
559
16 7J,5F,3A,1VS
239 74J,145F,13A,7VS
435

January
2023

3,323
2,477
846
19
2,520
555
14 5J,3F,2T,3A,1VS
106 47J,35F,1T,18A,5VS
370

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

1,592
1,234
358
3
1,752
252
12 6J,6F
208 92J,116F
116
28
447
551
17
4,257
811
4,859
9,589
74

1,407
1,041
366
8
1,711
281
9 7J,2F,
143 81J,62F
247
23
249
617
27
4,231
836
4,730
4,730
74

Round Lake Library 2024 Actual vs Budget

	thru March 31, 2024								
	Actual as of 3/31/2024	Actual Clark House	Actual Malta	2024 Budget	Clark House Budget	Malta Budget	% of Budget		25.00%
Funding Income:									
11 Town of Malta Tax	\$ 84,750	\$ -	\$ -	\$ 339,000	\$ -	\$ -	25.00%		
11 WRJLS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	0.00%		
11 Grants / Awards	\$ 2,368	\$ -	\$ -	\$ 4,000	\$ -	\$ -	59.19%		
Subtotal Funding	\$ 87,118	\$ -	\$ -	\$ 357,500	\$ -	\$ -	24.37%		
Library Income:									
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	\$ 23	\$ 12	\$ 12	\$ 200	\$ 100	\$ 100	11.66%		
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	\$ 1,126	\$ 387	\$ 738	\$ 13,550	\$ 6,750	\$ 6,800	8.31%		
Total Income	\$ 88,243	\$ 387	\$ 738	\$ 371,050	\$ 6,750	\$ 6,800	23.78%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 14,386	\$ 7,193	\$ 7,193	\$ 67,831	\$ 33,916	\$ 33,916	21.21%		
12 Payroll Exp: Staff	\$ 48,686	\$ 24,596	\$ 24,089	\$ 178,632	\$ 89,316	\$ 89,316	27.26%		
12 IRA	\$ 596	\$ 298	\$ 298	\$ 3,000	\$ 1,500	\$ 1,500	19.85%		
12 Payroll Taxes	\$ 4,825	\$ 2,425	\$ 2,400	\$ 18,855	\$ 9,427	\$ 9,427	25.59%		
12 Payroll Insurances	\$ 507	\$ 254	\$ 254	\$ 4,000	\$ 2,000	\$ 2,000	12.68%		
Sub Total Employee Expenses	\$ 69,000	\$ 34,766	\$ 34,234	\$ 272,318	\$ 136,159	\$ 136,159	25.34%		
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	\$ 21,730	\$ 9,961	\$ 11,769	\$ 42,000	\$ 21,000	\$ 21,000	51.74%		
12 Circulation Fees	\$ 5,328	\$ 2,137	\$ 3,191	\$ 13,300	\$ 5,187	\$ 8,113	40.06%		
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	\$ 1,586	\$ 793	\$ 793	\$ 5,500	\$ 2,750	\$ 2,750	28.83%		
12 Postage	\$ 24	\$ -	\$ 24	\$ 600	\$ 240	\$ 360	3.95%		
12 Printer Contract	\$ 902	\$ 451	\$ 451	\$ 3,600	\$ 1,800	\$ 1,800	25.06%		
12 Programs	\$ 1,344	\$ 742	\$ 602	\$ 5,000	\$ 2,000	\$ 3,000	26.89%		
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	\$ 95	\$ 95	\$ -	\$ 400	\$ 400	\$ -	23.68%	Clark Only	
12 Software & Repairs	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%		
12 Staff Development	\$ 886	\$ 443	\$ 443	\$ 1,860	\$ 930	\$ 930	47.62%		
12 Supplies	\$ 2,358	\$ 1,019	\$ 1,339	\$ 6,221	\$ 2,488	\$ 3,733	37.90%		
12 Telephone	\$ 201	\$ 201	\$ -	\$ 1,200	\$ 1,200	\$ -	16.78%	Clark Only	
12 Trash	\$ 106	\$ 106	\$ -	\$ 400	\$ 400	\$ -	26.48%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Utilities	\$ 1,015	\$ 1,015	\$ -	\$ 5,000	\$ 5,000	\$ -	20.30%	Clark Only	
Sub Total Non-Employee Expenses	\$ 36,816	\$ 17,562	\$ 19,234	\$ 96,732	\$ 50,220	\$ 46,512	28.52%		
Total Expenses	\$ 105,816	\$ 52,348	\$ 53,468	\$ 371,050	\$ 186,379	\$ 184,671	28.52%		
Net Income/Loss	\$ (17,573)	\$ -	\$ -	\$ -	\$ -	\$ -	-		

5:37 PM
04/08/24
Cash Basis

Round Lake Library
Balance Sheet
As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-876.61
Adirondack Trust Savings	188,858.71
Total Checking/Savings	<u>188,182.10</u>
Total Current Assets	188,182.10
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>213,302.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	4,719.92
Federal Taxes (941/944)	201.27
NYS Income Tax	485.13
Total Payroll Liabilities	<u>5,406.32</u>
Total Other Current Liabilities	<u>5,415.58</u>
Total Current Liabilities	<u>5,415.58</u>
Total Liabilities	5,415.58
Equity	
Unreal. Appre. of Investments	-23,455.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	236,421.86
Net Income	-17,572.58
Total Equity	<u>207,887.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>213,302.63</u></u>

5:36 PM
 04/08/24
 Cash Basis

Round Lake Library Profit & Loss by Class January through March 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	11.65	11.66	23.31
Total Library Income	0.00	387.45	738.31	1,125.76
Total Income	87,117.64	387.45	738.31	88,243.40
Gross Profit	87,117.64	387.45	738.31	88,243.40
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
Books	0.00	6,632.40	7,134.82	13,767.22
Lost Books	0.00	0.00	12.00	12.00
Magazine/Newspaper	0.00	0.00	859.10	859.10
Books / Serials / AV - Other	0.00	3,328.22	3,763.41	7,091.63
Total Books / Serials / AV	0.00	9,960.62	11,769.33	21,729.95
Circulation Fees	0.00	2,136.58	3,191.00	5,327.58
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	595.54	0.00	0.00	595.54
Taxes	4,825.03	0.00	0.00	4,825.03
Wages	63,072.46	0.00	0.00	63,072.46
Total Payroll Expenses	68,493.03	0.00	0.00	68,493.03
Payroll Processing	1,585.75	0.00	0.00	1,585.75
Postage	0.00	0.00	23.72	23.72
Printer Contract	0.00	451.00	451.01	902.01
Programs	0.00	741.86	602.46	1,344.32
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	94.71	0.00	94.71
Staff Development	0.00	442.86	442.86	885.72
Supplies	0.00	1,018.89	1,339.18	2,358.07
Telephone	0.00	201.40	0.00	201.40
Trash	0.00	105.91	0.00	105.91
Utilities	0.00	1,014.76	0.00	1,014.76
Total Expense	70,752.83	16,705.59	18,357.56	105,815.98
Net Ordinary Income	16,364.81	-16,318.14	-17,619.25	-17,572.58
Net Income	16,364.81	-16,318.14	-17,619.25	-17,572.58