

**Round Lake Library Board of Trustees
Meeting Agenda
Feb 11, 2025 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Sara Dallas – SALS Director
- 3) Minutes
- 4) Director's Report
- 5) Statistics
- 6) Budget/Quarterly Reports/ Warrants
- 7) Approval of Annual Report
- 8) Strategic Plan Update – Rob Faivre
- 9) Adjournment

January was a great start to the new year. While it is typically a slower month, library staff offered 21 programs this month and saw 4462 visitors to both branches of the library. Circulation was 4,163 items which is only 164 items lower than December, one of our busiest months of the year. Our electronic material usage continues to increase and the library has been very intentional on increasing the digital materials budget so that items are available in formats requested by our patrons.

The library director met with Steven Peterson, WLRIS new building and maintenance volunteer. Several small items that need repair were discussed as well as the routine seasonal maintenance that needs to be done.

Several key library staff and the director met to begin the process of reorganizing the children's nonfiction shelves. The goal is to rearrange how items are shelved and labeled to make it a more browsable collection for all ages. While the prep work for this project will take some time, we hope to have this completed in both branches by the fall.

Jennifer Hurd, Director

Upcoming Dates:

February 11, 2025 – Library Board of Trustees Meeting

February 17, 2025 – President's Day – RDL open 10-3, MAL Closed

March 11, 2025 - Library Board of Trustees Meeting

Round Lake Library 2025 Actual vs Budget

thru January 31, 2025

Round Lake Library 2025 Actual vs Budget								
thru January 31, 2025								
	Actual as of 1/31/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	8.33%
Funding Income:								
11 Town of Malta Tax	\$ 84,750	\$ -	\$ -	\$ 339,000	\$ -	\$ -	25.00%	
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%	
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	0.00%	
11 Grants / Awards	\$ 2,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	50.00%	
11 Rollover of Prior Funds	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%	
Subtotal Funding	\$ 86,750	\$ -	\$ -	\$ 390,000	\$ -	\$ -	22.24%	
Library Income:								
11 Book Replacements	\$ 130	\$ 45	\$ 85	\$ 600	\$ 300	\$ 300	21.67%	
11 Book Shop (Ongoing)	\$ 607	\$ 195	\$ 412	\$ 2,500	\$ 1,250	\$ 1,250	24.28%	
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%	
11 Copies/Faxes	\$ 403	\$ 209	\$ 194	\$ 2,400	\$ 1,400	\$ 1,000	16.79%	
11 Donations	\$ 602	\$ 430	\$ 172	\$ 1,000	\$ 500	\$ 500	60.21%	
11 Fines	\$ 141	\$ 32	\$ 109	\$ 700	\$ 350	\$ 350	20.17%	
11 Interest - Savings	\$ 6	\$ 3	\$ 3	\$ 100	\$ 50	\$ 50	6.43%	
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%	
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	\$ 450	\$ 225	\$ 225	0.00%	
11 Commencal Ins Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 1,890	\$ 915	\$ 975	\$ 12,950	\$ 6,675	\$ 6,275	14.59%	
Total Income	\$ 88,640	\$ 915	\$ 975	\$ 402,950	\$ 6,675	\$ 6,275	22.00%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 2,980	\$ 1,490	\$ 1,490	\$ 67,210	\$ 33,605	\$ 33,605	4.43%	
12 Payroll Exp: Staff	\$ 14,403	\$ 7,276	\$ 7,126	\$ 201,880	\$ 100,940	\$ 100,940	7.13%	
12 IRA	\$ 130	\$ 65	\$ 65	\$ 3,000	\$ 1,500	\$ 1,500	4.35%	
12 Payroll Taxes	\$ 1,330	\$ 668	\$ 661	\$ 20,585	\$ 10,293	\$ 10,292	6.46%	
12 Payroll Insurances	\$ 483	\$ 242	\$ 242	\$ 4,000	\$ 2,000	\$ 2,000	12.08%	
Sub Total Employee Expenses	\$ 19,327	\$ 9,742	\$ 9,585	\$ 296,675	\$ 148,338	\$ 148,337	6.51%	
Non-Employee Expenses								
12 Accounting	\$ -	\$ -	\$ -	\$ 900	\$ 450	\$ 450	0.00%	
12 Bank Fees	\$ -	\$ -	\$ -	\$ 50	\$ 25	\$ 25	0.00%	
12 Book Sales	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%	
12 Books/Serials/AV	\$ 3,075	\$ 1,346	\$ 1,729	\$ 42,000	\$ 21,000	\$ 21,000	7.32%	
12 Circulation Fees	\$ 2,641	\$ 1,011	\$ 1,629	\$ 16,570	\$ 6,462	\$ 10,108	15.94%	
12 Computers & Equipment	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%	
12 Furniture	\$ -	\$ -	\$ -	\$ 403	\$ 202	\$ 201	0.00%	
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	0.00%	
12 Insurance	\$ -	\$ -	\$ -	\$ 3,300	\$ 1,650	\$ 1,650	0.00%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Memberships	\$ -	\$ -	\$ -	\$ 1,200	\$ 600	\$ 600	0.00%	
12 Payroll Processing	\$ 821	\$ 410	\$ 410	\$ 6,000	\$ 3,000	\$ 3,000	13.68%	
12 Postage	\$ 14	\$ -	\$ 14	\$ 200	\$ 80	\$ 120	6.96%	
12 Printer Contract	\$ -	\$ -	\$ -	\$ 4,400	\$ 2,200	\$ 2,200	0.00%	
12 Programs	\$ 45	\$ 22	\$ 22	\$ 5,000	\$ 2,000	\$ 3,000	0.90%	
12 Public Relations	\$ 310	\$ 155	\$ 155	\$ 200	\$ 100	\$ 100	155.00%	
12 Rent	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	0.00%	Malta Only
12 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ 150	0.00%	
12 Sales Tax/Credit	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ 150	0.00%	
12 Security	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%	Clark Only
12 Software & Repairs	\$ -	\$ -	\$ -	\$ 1,500	\$ 750	\$ 750	0.00%	
12 Staff Development	\$ 79	\$ 40	\$ 40	\$ 1,200	\$ 600	\$ 600	6.58%	
12 Supplies	\$ 276	\$ 115	\$ 162	\$ 6,001	\$ 2,400	\$ 3,601	4.60%	
12 Telephone	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -	0.00%	Clark Only
12 Trash	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%	Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 150	\$ 75	\$ 75	0.00%	
12 Utilities	\$ 173	\$ 173	\$ -	\$ 5,500	\$ 5,500	\$ -	3.15%	Clark Only
Sub Total Non-Employee Expenses	\$ 7,433	\$ 3,272	\$ 4,161	\$ 106,275	\$ 53,944	\$ 52,331	6.64%	
Total Expenses	\$ 26,760	\$ 13,014	\$ 13,746	\$ 402,950	\$ 202,282	\$ 200,668	6.64%	
Net Income/Loss	\$ 61,879	\$ -	\$ -	\$ -	\$ -	\$ -	-	

2:58 PM
02/10/25
Cash Basis

Round Lake Library
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	226.34
Adirondack Trust Savings	222,419.25
Total Checking/Savings	<u>222,845.59</u>
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	<u>47.08</u>
Total Current Assets	222,892.67
Fixed Assets	
Furniture and Equipment	990.27
Total Fixed Assets	<u>990.27</u>
Other Assets	
Marketable Securities	25,261.30
Total Other Assets	<u>25,261.30</u>
TOTAL ASSETS	<u>249,144.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,421.38
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	485.13
Total Payroll Liabilities	<u>5,658.54</u>
Total Other Current Liabilities	<u>5,667.80</u>
Total Current Liabilities	<u>5,667.80</u>
Total Liabilities	5,667.80
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,591.29
Net Income	61,879.38
Total Equity	<u>243,476.44</u>
TOTAL LIABILITIES & EQUITY	<u>249,144.24</u>

2:57 PM
 02/10/25
 Cash Basis

Round Lake Library Profit & Loss by Class January 2025

	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	2,000.00	0.00	0.00	2,000.00
Total Grant/Awards Income	2,000.00	0.00	0.00	2,000.00
Library Income				
Book Replacements	0.00	45.00	84.99	129.99
Book Shop	0.00	195.49	411.50	606.99
Copies / fax	0.00	209.40	193.54	402.94
Donations	0.00	429.64	172.42	602.06
Fines	0.00	32.00	109.20	141.20
Interest - Savings	0.00	3.22	3.21	6.43
Total Library Income	0.00	914.75	974.86	1,889.61
Total Income	86,750.00	914.75	974.86	88,639.61
Gross Profit	86,750.00	914.75	974.86	88,639.61
Expense				
Books / Serials / AV				
Books	0.00	1,329.87	1,539.71	2,869.58
Lost Books	0.00	16.00	50.00	66.00
Books / Serials / AV - Other	0.00	0.00	139.08	139.08
Total Books / Serials / AV	0.00	1,345.87	1,728.79	3,074.66
Circulation Fees	0.00	1,011.44	1,629.32	2,640.76
Insurance				
Disability	483.37	0.00	0.00	483.37
Total Insurance	483.37	0.00	0.00	483.37
Payroll Expenses				
3% Simple IRA	130.35	0.00	0.00	130.35
Taxes	1,329.84	0.00	0.00	1,329.84
Wages	17,383.48	0.00	0.00	17,383.48
Total Payroll Expenses	18,843.67	0.00	0.00	18,843.67
Payroll Processing	820.50	0.00	0.00	820.50
Postage	0.00	0.00	13.91	13.91
Programs	0.00	22.40	22.40	44.80
Public Relations	0.00	155.00	155.00	310.00
Staff Development	0.00	39.50	39.50	79.00
Supplies	0.00	114.60	161.67	276.27
Utilities	0.00	173.29	0.00	173.29
Total Expense	20,147.54	2,862.10	3,750.59	26,760.23
Net Ordinary Income	66,602.46	-1,947.35	-2,775.73	61,879.38
Net Income	66,602.46	-1,947.35	-2,775.73	61,879.38

Statistics 2025		YTD Total		January 2025		December 2024		November 2024		October 2024	
ROUND LAKE LIBRARY											
MALTA											
Total Circulation	2,989	2,989	2,916	3,232	3,253						
Book	2,566	2,566	2,196	2,481	2,520						
Non-Book	423	423	720	751	733						
1/2024 total circ = 3246											
Cardholders New	16	16	11	15	17						
Cardholders Total	2,298	2,298	2,299	2,301	2,316						
Borrowers	590	590	519	560	583						
Programs**	12	12	27 21J,4A,2F	11 6J,2A,2T,1V	21 9J,3F,8A,1V						
Attendance	99	99	314 273J,21A,20F	96 61J,11A,17T,7V	144 79J,9F,50A,6V						
Take 'N Make Kits	110	110	35		30						
CLARK HOUSE											
Total Circulation	1,174	1,174	1,411	1,474	1,776						
Book	1,084	1,084	929	1,002	1,309						
Non-Book	90	90	482	472	467						
1/2024 total circ = 1488											
Cardholders New	1	1	3	5	3						
Cardholders Total	3,018	3,018	2,985	2,978	2,967						
Borrowers	364	364	335	369	352						
Programs**	9	9	47 30J,15F,2A	19 14J,5F	20 11J,7F,2T						
Attendance	36	36	778 193J,580F,5A	254 146J,108F	231 80J,147F,4T						
Take 'N Make Kits	55	55	168	91	30						
MALTA + CLARK HOUSE											
Programs	21	21	74	30	41						
Attendance	135	135	1,092	350	375						
Total Take 'N Make Kits	165	165	203	91	60						
Cardholders New	17	17	14	20	20						
Cardholders	5,316	5,316	5,284	5,279	5,283						
Borrowers	954	954	854	929	935						
Circulation	4,163	4,163	4,327	4,706	5,029						
2025 Total YTD Circulation	4,163	4,163	61,465	57,138	52,432						
YTD 2025/2024 Circulation *		-571	-3,670	-3,382	-2,891						

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

* difference between 2024&2023

* note* see footnote page

Septmeber	August		July		June		May	
	2024	2024	2024	2024	2024	2024	2024	2024
3,329	4,229	4,612	4,612	3,483	3,245	3,245	3,245	3,245
2,585	3,294	3,671	3,671	2,666	2,176	2,176	2,176	2,176
744	935	941	941	817	1,069	1,069	1,069	1,069
10		28	28	21	10	10	10	10
2,322	2,360	2,384	2,384	2,385	2,387	2,387	2,387	2,387
568	713	737	737	602	544	544	544	544
22 9J,2T,10A,1V	34 J14,5F,7T,7A,1V	25 12J,2F,6T,5A	17 3J,5F,5T,4A	19 5J,5F,3T,6A,1V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V
119 51J,8T,53A,7V	868 382J,112F,123T,245A,6V	669 288J,52F,38T,291A	130 6J,88F,20T,16A	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V	103 17J,25F,20T,35A,6V
	120	135	35	30	30	30	30	30
1,649	1,906	1,876	1,876	1,620	1,499	1,499	1,499	1,499
1,213	1,391	1,297	1,297	1,198	1,069	1,069	1,069	1,069
436	515	579	579	422	430	430	430	430
18	18	16	16	26	3	3	3	3
2,952	2,928	2,910	2,910	2,863	2,705	2,705	2,705	2,705
366	407	389	389	339	323	323	323	323
19 13J,5F,1T,	65 J29,F24,T6,A6	31 16J,11F,4A	17 12J,5F	9 6J,3F	9 6J,3F	9 6J,3F	9 6J,3F	9 6J,3F
176 92J,77F,7T	1,169 J626,F318,T54,A171	513 277J,132F,104A	110 87J,23F	47 27J,20F,	47 27J,20F,	47 27J,20F,	47 27J,20F,	47 27J,20F,
	131	155	107	70	70	70	70	70
41	99	56	56	34	28	28	28	28
295	2,037	1,182	1,182	240	150	150	150	150
0	251	290	290	142	100	100	100	100
28	18	44	44	47	13	13	13	13
5,274	5,288	5,294	5,294	5,248	5,092	5,092	5,092	5,092
934	1,120	1,126	1,126	941	867	867	867	867
4,978	6,135	6,488	6,488	5,103	4,744	4,744	4,744	4,744
47,403	42,425	36,290	36,290	29,802	24,299	24,299	24,299	24,299
-2,510	-2,237	-1,407	-1,407	-1,736	-863	-863	-863	-863

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



