Round Lake Library Board of Trustees
Meeting Agenda
April 8, 2025 – 7pm
Round Lake Village Community Room

1) Call to Order
2) Brandon Golden – Affleck Insurance
3) Minutes
4) Director's Report
5) Statistics
6) Budget/Quarterly Reports/ Warrants
7) IMLS (Institute of Museum and Library Services) Update - Jennifer
8) Strategic Plan Survey
9) SALS Annual Meeting/Dinner – May 19
10) Adjournment

Round Lake Library
March 2025

Director Report

March saw an increase in the number of visitors to each library location. Circulation of both physical and digital items also increased. For March our physical item circulation was 4,449 and our digital circulation was 1,477 for a total of 5,926 in circulation. Our programs are also well attended and patrons have been asking for more. Our staff are working on adding more adult programming to the library calendar as well as more children's programming in Malta.

The library museum pass program is going well and as of March 25, 2025 all museum passes have been renewed. And as part of the Global Foundries Grant the library has also ordered 15 Wonderbooks and 4 Launch Pads to be split between the two library buildings. These items were ordered through PlayAway and will be arriving mid to late April.

The library survey is out and responses have been coming in. The library sent the survey out through an email, linked it on our website, added it to our newsletter and is handing out bookmarks with the QR code link at the circulation desks. The survey will be available through April 18th.

Thank you to Steve Peterson for jumping right into the Clark House maintenance position. The leak in the roof was repaired and the IT equipment shelf has been updated.

Jennifer Hurd, Director

April 8, 2025 – Library Board of Trustees Meeting
May 13, 2025 – Library Board of Trustees Meeting
May 24-26, 2025 – CLOSED for Memorial Day Weekend
June 4, 2025 – CLOSED – Staff Development Day

Round Lake Library 2025 Actual vs Budget

thru March 31, 2025

	Actual as of 3/31/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	25.00%
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	$ 146	$ 61	$ 85	$ 600	$ 300	$ 300	24.33%	
11 Book Shop (Ongoing)	$ 1,145	$ 362	$ 783	$ 2,500	$ 1,250	$ 1,250	45.80%	
11 Book Sales (Annual)	$ -	$ -	$ -	$ 5,000	$ 2,500	$ 2,500	0.00%	
11 Copies/Faxes	$ 741	$ 337	$ 403	$ 2,400	$ 1,400	$ 1,000	30.87%	
11 Donations	$ 657	$ 447	$ 210	$ 1,000	$ 500	$ 500	65.66%	
11 Fines	$ 218	$ 56	$ 162	$ 700	$ 350	$ 350	31.14%	
11 Interest - Savings	$ 21	$ 11	$ 11	$ 100	$ 50	$ 50	21.04%	
11 Fundraisers	$ -	$ -	$ -	$ 200	$ 100	$ 100	0.00%	
11 Workers Comp Ins Refund	$ -	$ -	$ -	$ 450	$ 225	$ 225	0.00%	
11 Commerical Ins Refund	$ -	$ -	$ -	$ -	$ -	$ -	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	**$ 2,927**	**$ 1,273**	**$ 1,654**	**$ 12,950**	**$ 6,675**	**$ 6,275**	22.61%	
Total Income	**$ 89,677**	**$ 1,273**	**$ 1,654**	**$ 402,950**	**$ 6,675**	**$ 6,275**	22.26%	
Employee Expenses								
12 Payroll Exp: Admin	$ 12,892	$ 6,446	$ 6,446	$ 67,210	$ 33,605	$ 33,605	19.18%	
12 Payroll Exp: Staff	$ 47,816	$ 24,157	$ 23,659	$ 201,880	$ 100,940	$ 100,940	23.69%	
12 IRA	$ 535	$ 267	$ 267	$ 3,000	$ 1,500	$ 1,500	17.83%	
12 Payroll Taxes	$ 4,644	$ 2,334	$ 2,310	$ 20,585	$ 10,293	$ 10,292	22.56%	
12 Payroll Insurances	$ 702	$ 351	$ 351	$ 4,000	$ 2,000	$ 2,000	17.56%	
Sub Total Employee Expenses	**$ 66,589**	**$ 33,555**	**$ 33,033**	**$ 296,675**	**$ 148,338**	**$ 148,337**	22.45%	
Non-Employee Expenses		$ -	$ -					
12 Accounting	$ -	$ -	$ -	$ 900	$ 450	$ 450	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	$ 14,662	$ 7,017	$ 7,646	$ 42,000	$ 21,000	$ 21,000	34.91%	
12 Circulation Fees	$ 10,768	$ 4,578	$ 6,190	$ 16,570	$ 6,462	$ 10,108	64.99%	
12 Computers & Equipment	$ -	$ -	$ -	$ 5,000	$ 2,500	$ 2,500	0.00%	
12 Furniture	$ -	$ -	$ -	$ 403	$ 202	$ 201	0.00%	
12 Grant Expenditures	$ 619	$ 310	$ 310	$ 4,000	$ 2,000	$ 2,000	15.48%	
12 Insurance	$ -	$ -	$ -	$ 3,300	$ 1,650	$ 1,650	0.00%	
12 Investment Management Fee	$ -	$ -	$ -	$ -	$ -	$ -	0.00%	
12 Memberships	$ 100	$ 50	$ 50	$ 1,200	$ 600	$ 600	8.33%	
12 Payroll Processing	$ 1,741	$ 870	$ 870	$ 6,000	$ 3,000	$ 3,000	29.01%	
12 Postage	$ 24	$ -	$ 24	$ 200	$ 80	$ 120	12.01%	
12 Printer Contract	$ 971	$ 485	$ 485	$ 4,400	$ 2,200	$ 2,200	22.06%	
12 Programs	$ 1,254	$ 493	$ 761	$ 5,000	$ 2,000	$ 3,000	25.08%	
12 Public Relations	$ 335	$ 168	$ 168	$ 200	$ 100	$ 100	167.50%	
12 Rent	$ 1	$ -	$ 1	$ 1	$ -	$ 1	100.00%	Malta Only
12 Repairs & Maintenance	$ 78	$ 78	$ -	$ 300	$ 150	$ 150	26.15%	
12 Sales Tax/Credit	$ 187	$ 94	$ 94	$ 300	$ 150	$ 150	62.38%	
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	$ 1,906	$ 916	$ 991	$ 6,001	$ 2,400	$ 3,601	31.76%	
12 Telephone	$ 305	$ 305	$ -	$ 1,200	$ 1,200	$ -	25.43%	Clark Only
12 Trash	$ 115	$ 115	$ -	$ 400	$ 400	$ -	28.73%	Clark Only
12 Trustee Development	$ -	$ -	$ -	$ 150	$ 75	$ 75	0.00%	
12 Utilities	$ 1,302	$ 1,302	$ -	$ 5,500	$ 5,500	$ -	23.67%	Clark Only
Sub Total Non-Employee Expenses	**$ 34,483**	**$ 16,837**	**$ 17,646**	**$ 106,275**	**$ 53,944**	**$ 52,331**		
Total Expenses	**$ 101,072**	**$ 50,392**	**$ 50,679**	**$ 402,950**	**$ 202,282**	**$ 200,668**	25.08%	
Net Income/Loss	**$ (11,395)**			**$ -**				

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04/03/25
Cash Basis

Round Lake Library
Profit & Loss by Class
January through March 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	60.99	84.99	145.98
Book Shop	0.00	361.99	783.00	1,144.99
Copies / fax	0.00	337.30	403.47	740.77
Donations	0.00	446.66	209.94	656.60
Fines	0.00	55.99	162.00	217.99
Interest - Savings	0.00	10.52	10.52	21.04
Total Library Income	0.00	1,273.45	1,653.92	2,927.37
Total Income	86,750.00	1,273.45	1,653.92	89,677.37
Gross Profit	86,750.00	1,273.45	1,653.92	89,677.37
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
AV	0.00	169.81	256.02	425.83
Books	0.00	5,447.84	5,226.41	10,674.25
Lost Books	0.00	16.00	50.00	66.00
Magazine/Newspaper	0.00	336.00	910.54	1,246.54
Books / Serials / AV - Other	0.00	1,047.10	1,202.70	2,249.80
Total Books / Serials / AV	0.00	7,016.75	7,645.67	14,662.42
Circulation Fees	0.00	4,578.16	6,190.08	10,768.24
Grant Expenditures	0.00	309.50	309.50	619.00
Insurance				
Disability	483.37	0.00	0.00	483.37
Workers Comp	219.00	0.00	0.00	219.00
Total Insurance	702.37	0.00	0.00	702.37
Memberships	0.00	50.00	50.00	100.00
Payroll Expenses				
3% Simple IRA	534.80	0.00	0.00	534.80
Taxes	4,644.16	0.00	0.00	4,644.16
Wages	60,707.84	0.00	0.00	60,707.84
Total Payroll Expenses	65,886.80	0.00	0.00	65,886.80
Payroll Processing	1,740.50	0.00	0.00	1,740.50
Postage	0.00	0.00	24.01	24.01
Printer Contract	0.00	485.35	485.38	970.73
Programs	0.00	492.87	761.35	1,254.22
Public Relations	0.00	167.50	167.50	335.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	78.46	0.00	78.46
Sales Tax	187.13	0.00	0.00	187.13
Staff Development	0.00	39.50	39.50	79.00
Supplies	0.00	915.65	990.54	1,906.19
Telephone	0.00	305.13	0.00	305.13
Trash	0.00	114.91	0.00	114.91
Utilities	0.00	1,301.78	0.00	1,301.78
Total Expense	68,516.80	15,873.06	16,682.03	101,071.89
Net Ordinary Income	18,233.20	-14,599.61	-15,028.11	-11,394.52
Net Income	**18,233.20**	**-14,599.61**	**-15,028.11**	**-11,394.52**

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04/03/25

Cash Basis

Round Lake Library
Balance Sheet
As of March 31, 2025

	Mar 31, 25	
ASSETS		
Current Assets		
Checking/Savings		
Petty Cash		200.00
Adirondack Trust		18,276.33
Adirondack Trust Savings		131,233.86
Total Checking/Savings		149,710.19
Other Current Assets		
Supplies Inventory		47.08
Total Other Current Assets		47.08
Total Current Assets		149,757.27
Fixed Assets		
Furniture and Equipment		990.27
Total Fixed Assets		990.27
Other Assets		
Marketable Securities		25,261.30
Total Other Assets		25,261.30
TOTAL ASSETS		**176,008.84**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
NYS Sales Tax		9.26
Payroll Liabilities		
NY PFL	5,559.88	
Federal Taxes (941/944)	201.27	
NYS Employment Taxes	-449.24	
NYS Income Tax	485.13	
Total Payroll Liabilities		5,797.04
Total Other Current Liabilities		5,806.30
Total Current Liabilities		5,806.30
Total Liabilities		5,806.30
Equity		
Unreal. Appre. of Investments		-32,487.27
Opening Bal Equity		12,493.04
Unrestricted Net Assets		201,591.29
Net Income		-11,394.52
Total Equity		170,202.54
TOTAL LIABILITIES & EQUITY		**176,008.84**