

**Round Lake Library Board of Trustees
Meeting Agenda
Aug 12, 2025 – 7pm
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants
- 6) Book Sale
- 7) Proposed 2026 Library Budget Presentation and Vote
- 8) New SALS Director Announcement
- 9) Staff Updates
- 10) Malta Community Day
- 11) New Town of Malta Emergency Response Procedures
- 12) Lease Agreement with Town of Malta
- 13) Adjournment

It has been a wonderfully busy month at the library. We had over 7,000 visitors this month between our two locations. Each day saw new patrons, excited children and plenty of activity. The library registered 42 new patrons this month and saw an increase in both physical item circulation and electronic material circulation.

Summer reading was in full swing this month. The library offered 111 children's programs, 14 family programs, 15 teen and 16 adult programs this month. With our drop-in programs, art programs, book clubs, movies and story times there was a total attendance of 2,059. This includes all of our summer reading participation raffle tickets, passive programs (vote for your favorite) and drop-in programs. Our staff have been working really hard this summer to prepare and execute some great library programs.

The library has also been hosting the Malta Campers once a week this summer. During their library time, staff have put together activities and games for the campers along with teaching them how to use the library to find books and material that interests them.

We said goodbye to library assistants Anna Burgholzer and Annika Nerf. We wish them well in their new adventures.

The library was graciously gifted two copies of *Auto Touring America's National Parks: The Photography of H.A. Spallholz*, by Julian Spallholz, Lance Spallholz and Arthur Vaughan. The late Lance Spallholz was a former Round Lake Library Trustee and Round Lake Village Historian. The library is honored to display this book in memory of Lance. An article will be published in our September newsletter highlighting this new addition to our collection.

Jennifer Hurd, Director

Upcoming Dates:

August 8-10 – Library Book Sale and Markets
August 12, 2025 – Library Trustee Meeting
August 30th – September 1, 2025 – Library Closed – Labor Day Weekend
September 6, 2025 – Malta Community Day
September 9, 2025 – Library Trustee Meeting

	2025	YTD Totals	Jul-25	Jun-25	May-25	Apr-25	Mar-25
OVERDRIVE(Ebooks, Audiobooks)							
Ebook	3,027	475	405	428	446	431	
Eaudio	3,121	474	483	454	453	428	
Magazine	2,864	394	397	466	368	405	
# downloads total	9,012	1343	1285	1348	1267	1264	

DATABASES: Hoopla (added 3/23/22)

Ebook	376	51	54	65	63	52
Eaudio	932	145	150	142	137	120
Movie/TV	154	22	15	33	20	26
other	102	17	9	13	19	15
# downloads total	1,564	235	228	253	239	213

WIRELESS USES

Malta	1,522	216	201	224	220	242
Round Lake	558	102	96	69	73	76
Malta + Round Lake	2,080	318	297	293	293	318

MAGAZINE CIRCULATION

Malta	39	5	13	16	0	0
Round Lake	1	0	0	0	0	0
Malta + Round Lake	40	5	13	16	0	0

note see footnote page

Feb-25	Jan-25	Dec-24	Nov-24	Oct-24	Sep-24	Aug-24	Jul-24	Jun-24
394	448	380	408	382	390	461	436	385
377	452	351	382	387	392	372	379	302
391	443	413	455	296	320	209	249	239
1162	1343	1144	1245	1065	1102	1042	1064	926
49	42	61	29	39	45	43	40	30
115	123	100	103	88	88	66	87	71
24	14	10	6	15	16	14	10	8
11	18	13	17	9	8	16	12	12
199	197	184	155	151	157	139	149	121
217	202	226	221	218	172	172	168	166
73	69	78	76	67	67	81	76	78
290	271	304	297	285	239	253	244	244
0	5	2	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	6	2	0	0	0	0	0	0

May-24

Apr-24

414	395
324	299
238	199
976	893

22	42
72	73
20	12
8	8
122	135

194	227
72	67
266	294

0	0
0	0
0	0

	2026 Planning			
	2025 Total	Budget	Clark House Budget	Malta Budget
Funding Income:				
Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ -
WRLIS	\$ 12,000	\$ -	\$ -	\$ -
Local Library Services Aid	\$ 3,000	\$ -	\$ -	\$ -
Grants / Awards	\$ 4,000	\$ -	\$ -	\$ -
Transfer from Savings	\$ 55,000	\$ -	\$ -	\$ -
Subtotal Funding	\$ 413,000	\$ -	\$ -	\$ -
Library Income:				
Book Replacements	\$ 500	\$ 250	\$ 250	\$ 250
Book Shop (Ongoing)	\$ 3,500	\$ 1,750	\$ 1,750	\$ 1,750
Book Sales (Annual)	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500
Copies/Faxes	\$ 3,000	\$ 1,500	\$ 1,500	\$ 1,500
Donations	\$ 1,500	\$ 750	\$ 750	\$ 750
Fines	\$ 700	\$ 350	\$ 350	\$ 350
Interest - Savings	\$ 100	\$ 50	\$ 50	\$ 50
Fundraisers	\$ 200	\$ 100	\$ 100	\$ 100
Workers Comp Ins Refund	\$ 400	\$ 200	\$ 200	\$ 200
Subtotal Library	\$ 14,900	\$ 7,450	\$ 7,450	\$ 7,450
Total Income	\$ 427,900			
Employee Expenses				
Payroll Exp: Admin	\$ 68,031	\$ 34,015	\$ 34,016	\$ 34,016
PPP Payroll Exp: Admin	\$ -	\$ -	\$ -	\$ -
Payroll Exp: Staff	\$ 218,753	\$ 109,377	\$ 109,376	\$ 109,376
PPP Payroll Exp: Staff	\$ -	\$ -	\$ -	\$ -
IRA	\$ 3,000	\$ 1,500	\$ 1,500	\$ 1,500
Payroll Taxes	\$ 21,939	\$ 10,969	\$ 10,970.00	\$ 10,970.00
Payroll Insurances	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
Sub Total Employee Expenses	\$ 315,723	\$ 157,861	\$ 157,862	\$ 157,862
Non-Employee Expenses				
Accounting	\$ 900	\$ 450	\$ 450	\$ 450
Bank Fees	\$ 36	\$ 18	\$ 18	\$ 18
Book Sales	\$ 100	\$ 50	\$ 50	\$ 50
Books/Serials/AV	\$ 44,131	\$ 22,066	\$ 22,065	\$ 22,065
Circulation Fees	\$ 16,069	\$ 6,124	\$ 9,945	\$ 9,945
Computers & Equipment	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500
Fundraising	\$ -	\$ -	\$ -	\$ -
Furniture	\$ 200	\$ 100	\$ 100	\$ 100
Grant Expenditures	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
Insurance	\$ 3,500	\$ 1,750	\$ 1,750	\$ 1,750
Investment Management Fee	\$ -	\$ -	\$ -	\$ -
Memberships	\$ 600	\$ 300	\$ 300	\$ 300
Payroll Processing	\$ 7,000	\$ 3,500	\$ 3,500	\$ 3,500
Postage	\$ 100	\$ 80	\$ 80	\$ 80
Printer Contract	\$ 3,650	\$ 1,825	\$ 1,825	\$ 1,825
Programs	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000
Public Relations	\$ 140	\$ 70	\$ 70	\$ 70
Rent	\$ 1	\$ -	\$ -	\$ 1
Repairs & Maintenance	\$ 300	\$ 150	\$ 150	\$ 150
Sales Tax/Credit	\$ 300	\$ 150	\$ 150	\$ 150
Security	\$ 400	\$ 400	\$ -	\$ -
Software & Repairs	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000
Staff Development	\$ 2,500	\$ 1,250	\$ 1,250	\$ 1,250
Supplies	\$ 8,000	\$ 4,000	\$ 4,000	\$ 4,000
Telephone	\$ 1,200	\$ 1,200	\$ -	\$ -
Trash	\$ 450	\$ 450	\$ -	\$ -
Trustee Development	\$ 100	\$ 50	\$ 50	\$ 50
Utilities	\$ 5,500	\$ 5,500	\$ -	\$ -
PPP Utilities (Including Telephone)	\$ -	\$ -	\$ -	\$ -
Sub Total Non-Employee Expenses	\$ 112,177	\$ 57,983	\$ 54,194	\$ 54,194
Total Expenses	\$ 427,900	\$ 202,282	\$ 200,668	\$ 200,668
Net Income/Loss	\$ 0			