

**Round Lake Library Board of Trustees
Meeting Agenda
July 8, 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) Staff Updates
- 7) Budget Subcommittee- set meeting date
- 8) Sign ups for Book Sale
- 9) Honor and Remembrance Fund
- 10) Adjournment

June started out as a quiet month but quickly became very busy as school let out and summer reading began. Both the total door count, programs and attendance increased for the month of June. Overall, 47 programs were held, which included scheduled in-person, drop in, and take-home activities.

Summer reading began on June 20th. The theme this year is Color Our World. All ages are encouraged to participate. In addition to many summer programs, the library is running raffles for children, teens and adults. Every day that children read or are read to they can fill in their daily reading log and bring it into the library for a raffle ticket. Adults earn raffle tickets when they return a book they have read. In addition to reading, raffle tickets can be earned by attending programs at the library. As of June 30th, the library has given out 110 summer reading bags to children at both locations.

At the May 13, 2025 board meeting, library trustees approved the 2025-2030 Strategic Plan. The library director has sent a copy to SALS for their files and updated the plan on the library website.

Two library assistants will be leaving the library in early July. A hiring notice has been posted and applications are being received. The library director and Associate director plan to hold interviews in the next few weeks.

On June 4, 2025, the library was closed for staff development day. This a time that all the staff can gather together, discuss issues, go over procedures and learn new things. This year the staff meet with Jill Ryder from SALS and were able to ask questions about anything related to Polaris/LEAP. Staff also got to see how the new Children's Non-fiction will work and how the committee broke down the process to categorize the books. Discussions were also held on making changes to certain workflows to make processes easier.

Jennifer Hurd, Director

Upcoming Dates:

July 8, 2025- Library Trustee Meeting

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

2025	YTD Totals	Jun-25	May-25	Apr-25	Mar-25	Feb-25
<u>OVERDRIVE(Ebooks, Eaudiobooks)</u>						
Ebook	2,552	405	428	446	431	394
Eaudio	2,647	483	454	453	428	377
Magazine	2,470	397	466	368	405	391
<i># downloads total</i>	7,669	1285	1348	1267	1264	1162
<u>DATABASES: Hoopla (added 3/23/22)</u>						
Ebook	325	54	65	63	52	49
Eaudio	787	150	142	137	120	115
Movie/TV	132	15	33	20	26	24
other	85	9	13	19	15	11
<i># downloads total</i>	1,329	228	253	239	213	199
<u># WIRELESS USES</u>						
Malta	1,306	201	224	220	242	217
Round Lake	456	96	69	73	76	73
<i>Malta + Round Lake</i>	1,762	297	293	293	318	290
<u>MAGAZINE CIRCULATION</u>						
Malta	34	13	16	0	0	0
Round Lake	1	0	0	0	0	0
<i>Malta + Round Lake</i>	35	13	16	0	0	0

note see footnote page

Jan-25	Dec-24	Nov-24	Oct-24	Sep-24	Aug-24	Jul-24	Jun-24	May-24
448	380	408	382	390	461	436	385	414
452	351	382	387	392	372	379	302	324
443	413	455	296	320	209	249	239	238
1343	1144	1245	1065	1102	1042	1064	926	976
42	61	29	39	45	43	40	30	22
123	100	103	88	88	66	87	71	72
14	10	6	15	16	14	10	8	20
18	13	17	9	8	16	12	12	8
197	184	155	151	157	139	149	121	122
202	226	221	218	172	172	168	166	194
69	78	76	67	67	81	76	78	72
271	304	297	285	239	253	244	244	266
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	0

Apr-24

395
299
199
893

42
73
12
8
135

227
67
294

0
0
0

Round Lake Library 2025 Actual vs Budget

	thru June 30, 2025						
	Actual as of 6/30/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget
50.00%							
Funding Income:							
11 Town of Malta Tax	\$ 169,500	\$ -	\$ -	\$ 339,000	\$ -	\$ -	50.00%
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	\$ 171,500	\$ -	\$ -	\$ 390,000	\$ -	\$ -	43.97%
Library Income:							
11 Book Replacements	\$ 207	\$ 84	\$ 123	\$ 600	\$ 300	\$ 300	34.50%
11 Book Shop (Ongoing)	\$ 1,898	\$ 609	\$ 1,289	\$ 2,500	\$ 1,250	\$ 1,250	75.94%
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%
11 Copies/Faxes	\$ 1,384	\$ 627	\$ 758	\$ 2,400	\$ 1,400	\$ 1,000	57.68%
11 Donations	\$ 775	\$ 496	\$ 279	\$ 1,000	\$ 500	\$ 500	77.52%
11 Fines	\$ 378	\$ 117	\$ 261	\$ 700	\$ 350	\$ 350	54.08%
11 Interest - Savings	\$ 39	\$ 20	\$ 20	\$ 100	\$ 50	\$ 50	39.15%
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%
11 Workers Comp Ins Refund	\$ 381	\$ 191	\$ 191	\$ 450	\$ 225	\$ 225	0.00%
11 Commercial 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	\$ 5,064	\$ 2,144	\$ 2,920	\$ 12,950	\$ 6,675	\$ 6,275	39.10%
Total Income	\$ 176,564	\$ 2,144	\$ 2,920	\$ 402,950	\$ 6,675	\$ 6,275	43.82%
Employee Expenses:							
12 Payroll Exp: Admin	\$ 30,180	\$ 15,090	\$ 15,090	\$ 67,210	\$ 33,605	\$ 33,605	44.90%
12 Payroll Exp: Staff	\$ 108,899	\$ 55,016	\$ 53,882	\$ 201,880	\$ 100,940	\$ 100,940	53.94%
12 IRA	\$ 1,249	\$ 624	\$ 624	\$ 3,000	\$ 1,500	\$ 1,500	41.62%
12 Payroll Taxes	\$ 10,410	\$ 5,232	\$ 5,177	\$ 20,585	\$ 10,293	\$ 10,292	50.57%
12 Payroll Insurances	\$ 1,132	\$ 566	\$ 566	\$ 4,000	\$ 2,000	\$ 2,000	28.31%
Sub Total Employee Expenses	\$ 151,870	\$ 76,528	\$ 75,340	\$ 296,675	\$ 148,338	\$ 148,337	51.19%
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	\$ 22,690	\$ 10,512	\$ 12,178	\$ 42,000	\$ 21,000	\$ 21,000	54.02%
12 Circulation Fees	\$ 14,910	\$ 6,135	\$ 8,775	\$ 16,570	\$ 6,462	\$ 10,108	89.98%
12 Computers & Equipment	\$ 238	\$ 201	\$ 38	\$ 5,000	\$ 2,500	\$ 2,500	4.76%
12 Furniture	\$ 157	\$ -	\$ 157	\$ 403	\$ 202	\$ 201	39.03%
12 Grant Expenditures	\$ 669	\$ 335	\$ 335	\$ 4,000	\$ 2,000	\$ 2,000	16.73%
12 Insurance	\$ -	\$ -	\$ -	\$ 3,300	\$ 1,650	\$ 1,650	0.00%
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
12 Memberships	\$ 447	\$ 224	\$ 224	\$ 1,200	\$ 600	\$ 600	37.25%
12 Payroll Processing	\$ 3,478	\$ 1,739	\$ 1,739	\$ 6,000	\$ 3,000	\$ 3,000	57.97%
12 Postage	\$ 41	\$ 8	\$ 32	\$ 200	\$ 80	\$ 120	20.38%
12 Printer Contract	\$ 1,622	\$ 811	\$ 811	\$ 4,400	\$ 2,200	\$ 2,200	36.85%
12 Programs	\$ 4,038	\$ 1,584	\$ 2,454	\$ 5,000	\$ 2,000	\$ 3,000	80.76%
12 Public Relations	\$ 335	\$ 168	\$ 168	\$ 200	\$ 100	\$ 100	167.50%
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00% Malta Only
12 Repairs & Maintenance	\$ 192	\$ 183	\$ 9	\$ 300	\$ 150	\$ 150	63.97%
12 Sales Tax/Credit	\$ 187	\$ 94	\$ 94	\$ 300	\$ 150	\$ 150	62.38%
12 Security	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00% Clark Only
12 Software & Repairs	\$ 1,072	\$ 548	\$ 524	\$ 1,500	\$ 750	\$ 750	71.49%
12 Staff Development	\$ 800	\$ 400	\$ 400	\$ 1,200	\$ 600	\$ 600	66.67%
12 Supplies	\$ 4,324	\$ 2,166	\$ 2,158	\$ 6,001	\$ 2,400	\$ 3,601	72.05%
12 Telephone	\$ 607	\$ 607	\$ -	\$ 1,200	\$ 1,200	\$ -	50.62% Clark Only
12 Trash	\$ 230	\$ 230	\$ -	\$ 400	\$ 400	\$ -	57.46% Clark Only
12 Trustee Development	\$ 180	\$ 90	\$ 90	\$ 150	\$ 75	\$ 75	120.00%
12 Utilities	\$ 2,363	\$ 2,363	\$ -	\$ 5,500	\$ 5,500	\$ -	42.96% Clark Only
Sub Total Non-Employee Expenses	\$ 58,615	\$ 28,413	\$ 30,202	\$ 106,275	\$ 53,944	\$ 52,331	
Total Expenses	\$ 210,485	\$ 104,942	\$ 105,542	\$ 402,950	\$ 202,282	\$ 200,668	52.24%
Net Income/Loss	\$ (33,921)		\$ -				

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07/07/25
Cash Basis

Round Lake Library
Balance Sheet
As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-2,706.46
Adirondack Trust Savings	129,783.32
Total Checking/Savings	<u>127,276.86</u>
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	<u>47.08</u>
Total Current Assets	127,323.94
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>153,575.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,807.18
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	255.17
Total Payroll Liabilities	<u>5,814.38</u>
Total Other Current Liabilities	<u>5,823.64</u>
Total Current Liabilities	<u>5,823.64</u>
Total Liabilities	5,823.64
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,667.11
Net Income	-33,921.01
Total Equity	<u>147,751.87</u>
TOTAL LIABILITIES & EQUITY	<u>153,575.51</u>

5:40 PM
07/07/25
Cash Basis

Round Lake Library
Profit & Loss by Class
January through June 2025

	Administrative	Clark House	Malta	TOTAL
Sales Tax	187.13	0.00	0.00	187.13
Software / Repairs	0.00	547.86	524.43	1,072.29
Staff Development	0.00	400.01	400.01	800.02
Supplies	0.00	2,165.95	2,157.65	4,323.60
Telephone	0.00	607.45	0.00	607.45
Trash	0.00	229.82	0.00	229.82
Trustee Development	0.00	90.00	90.00	180.00
Utilities	0.00	2,362.64	0.00	2,362.64
Total Expense	155,534.74	26,580.83	28,369.30	210,484.87
Net Ordinary Income	16,346.61	-24,627.53	-25,640.09	-33,921.01
Net Income	16,346.61	-24,627.53	-25,640.09	-33,921.01

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Cash Basis

Round Lake Library **Profit & Loss by Class** **January through June 2025**

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Town of Malta	169,500.00	0.00	0.00	169,500.00
Total Funding Income	169,500.00	0.00	0.00	169,500.00
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	83.98	122.99	206.97
Book Shop	0.00	609.49	1,289.00	1,898.49
Copies / fax	0.00	626.65	757.62	1,384.27
Donations	0.00	496.46	278.78	775.24
Fines	0.00	117.14	261.25	378.39
Interest - Savings	0.00	19.58	19.57	39.15
Workers Comp Ins Refund	381.35	0.00	0.00	381.35
Total Library Income	381.35	1,953.30	2,729.21	5,063.86
Total Income	171,881.35	1,953.30	2,729.21	176,563.86
Gross Profit	171,881.35	1,953.30	2,729.21	176,563.86
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	7,974.69	7,901.23	15,875.92
Lost Books	0.00	16.00	55.99	71.99
Magazine/Newspaper	0.00	351.00	1,251.84	1,602.84
Books / Serials / AV - Other	0.00	2,000.13	2,713.32	4,713.45
Total Books / Serials / AV	0.00	10,511.63	12,178.40	22,690.03
Circulation Fees	0.00	6,135.16	8,774.73	14,909.89
Computers & Equipment	0.00	200.68	37.50	238.18
Furniture Expense	0.00	0.00	157.28	157.28
Grant Expenditures	0.00	334.50	334.50	669.00
Insurance				
Disability	913.31	0.00	0.00	913.31
Workers Comp	219.00	0.00	0.00	219.00
Total Insurance	1,132.31	0.00	0.00	1,132.31
Memberships	0.00	223.50	223.50	447.00
Payroll Expenses				
3% Simple IRA	1,248.58	0.00	0.00	1,248.58
Taxes	10,409.58	0.00	0.00	10,409.58
Wages	139,079.04	0.00	0.00	139,079.04
Total Payroll Expenses	150,737.20	0.00	0.00	150,737.20
Payroll Processing	3,478.10	0.00	0.00	3,478.10
Postage	0.00	8.38	32.38	40.76
Printer Contract	0.00	810.74	810.77	1,621.51
Programs	0.00	1,584.19	2,453.56	4,037.75
Public Relations	0.00	167.50	167.50	335.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	183.32	8.59	191.91