

**Round Lake Library Board of Trustees
Meeting Agenda
June 10, 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) Strategic Plan Update
- 7) Staff Change
- 8) July 4th hours
- 9) Budget Subcommittee
- 10) Adjournment

Round Lake Library
May 2025

Director Report

May was a busy month at both locations of the library. Door counts increased during the month of May and staff registered 21 new card holders. Physical material circulation remained relatively the same as the month of April but our digital material circulation increased for the fifth month in a row.

On May 1st the Malta Branch hosted authors Kat Fitzpatrick and Karen Kaiser to mark the 50th anniversary of the end of the Vietnam War. Kat and Karen discussed their real-life experiences in Saigon during the years leading up to the Fall of Saigon. The program was very well received with almost 30 people in attendance. Kat also moderates our writer's workshop program series that has been very popular with our patrons.

In keeping with our computer replacement plan, new computers were ordered through JA for both Round Lake and the Malta Branch. In total three staff computers and three public computers were ordered. JA has secured 5-year warranties for this round of computers allow libraries to extend the usage.

The children's non-fiction reorganization is moving along and we are now at the stage where we can begin to change item records and spine labels. All staff have been informed about the change in the process to complete the project. A more in-depth discussion will be held at our June 4th staff development day.

Jennifer Hurd, Director

Upcoming Dates:

June 10, 2025 – Library Trustee Meeting

June 20, 2025 – Summer Reading Begins

July 4, 2025 – CLOSED 4th of July

July 5, 2025 – Malta CLOSED – Community Center Closed

July 8, 2025- Library Trustee Meeting

Round Lake Library Statistics 2025				May-25	Apr-25	Mar-25
MALTA						
Programs*	67			20 10J,10A	13 4J,5V,4A	10 4J,4A,2V
Attendance	468			137 53J,84A	82 17J,36V,29A	51 17J,21A,13V
Take 'N Make Kits	631			80	200	166
Cardholders New	92			16	25	14
Cardholders Total	2,232			2,232	2,239	2,230
Borrowers	3,087			631	628	626
Circulating Books	13,403			2,657	2,688	2,743
Circulating Non-Book Items	2,068			419	415	397
Total Circulation	15,471			3,076	3,103	3,140
5/2024 Total Circ = 3245						
CLARK HOUSE						
Programs*	75			19 14J,5F	14 9J,5F	13 8J,5F
Attendance	711			220 126J,94F	200 89J,111F	146 76J,70A
Take 'N Make Kits	404			80	85	124
Cardholders New	20			5	5	5
Cardholders Total	3,082			3,082	3,056	3,045
Borrowers	1,818			370	363	373
Circulating Books	5,468			1,093	1,146	1,180
Circulating Non-Book Items	605			110	133	129
Total Circulation	6,073			1,203	1,279	1,309
5/2024 total circ = 1499						
MALTA + CLARK HOUSE						
Programs *	142			39	27	23
Attendance	1,179			357	282	197
Total Take 'N Make Kits	1,035			160	285	290
Cardholders New	112			21	30	19
Cardholders Total	5,314			5,314	5,295	5,275
Borrowers	4,905			1,001	991	999
Total Circulation	21,544			4,279	4,382	4,449
2025 Total YTD Circulation				21,544	17,265	12,883
YTD 2025/2024 Circulation**				-3,155	-2,290	-1,726
2024 Total YTD Circulation				24699	19555	14609

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

**difference between 2025&2024

note see footnote page

Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
9 3J,2A,2V,1T,1F	15 7J,6A,2V	27 21J,4A,2F	11 6J,2A,2T,1V	21 9J,3F,8A,1V
80 24J,10A,13V,3T,30F	118 75J,29A,14V	314 273J,21A,20F	96 61J,11A,17T,7V	144 79J,9F,50A,6V
75	110	35		30
21	16	11	15	17
2,290	2,298	2,299	2,301	2,316
612	590	519	560	583
2,749	2,566	2,196	2,481	2,520
414	423	720	751	733
3,163	2,989	2,916	3,232	3,253
20 9J,11F	9 8J,1F	47 30J,15F,2A	19 14J,5F	20 11J,7F,2T
109 62J,47F	36 28J,8F	778 193J,580F,5A	254 146J,108F	231 80J,147F,4T
60	55	168	91	30
4	1	3	5	3
3,041	3,018	2,985	2,978	2,967
348	364	335	369	352
965	1,084	929	1,002	1,309
143	90	482	472	467
1,108	1,174	1,411	1,474	1,776
29	24	74	30	41
189	154	1,092	350	375
135	165	203	91	60
25	17	14	20	20
5,331	5,316	5,284	5,279	5,283
960	954	854	929	935
4,271	4,163	4,327	4,706	5,029
8,434	4,163	61,465	57,138	52,432
-1,007	-571			
9451	4734			

Sep-24	Aug-24	Jul-24	Jun-24	Mi:
22 9J,2T,10A,1V	34 J14,5F, 7T, 7A, 1V	25 12J,2F,6T,5A	17 3J,5F,5T,4A	19
119 51J,8T,53A,7V	868 382J,112F,123T,245A,6V	669 288J,52F,38T,291A	130 6J,88F,20T,16A	103
10	120	135	35	30
2,322	2,360	28	21	10
568	713	2,384	2,385	2,387
2,585	3,294	737	602	544
744	935	3,671	2,666	2,176
3,329	4,229	941	817	1,069
		4,612	3,483	3,245
19 13J, 5F,1T,	65 J29,F24,T6,A6	31 16J,11F,4A	17 12J,5F	9
176 92J,77F,7T	1,169 J626,F318,T54,A171	513 277J,132F,104A	110 87J,23F	47
18	131	155	107	70
2,952	18	16	26	3
366	2,928	2,910	2,863	2,705
1,213	407	389	339	323
436	1,391	1,297	1,198	1,069
1,649	515	579	422	430
	1,906	1,876	1,620	1,499
41	99	56	34	28
295	2,037	1,182	240	150
0	251	290	142	100
28	18	44	47	13
5,274	5,288	5,294	5,248	5,092
934	1,120	1,126	941	867
4,978	6,135	6,488	5,103	4,744
47,403	42,425	36,290	29,802	24,699

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5J,5F,3T,6A,1V
17I, 25F, 20T,35A,6V

6J,3F
27J,20F

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Round Lake Library Statistics 2025		YTD Total	May-25	Apr-25	Mar-25
MALTA					
Programs*		67	20 10J,10A	13 4J,5V,4A	10 4J,4A,2V
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6J,3F
27J,20F

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Round Lake Library 2025 Actual vs Budget

thru May 31, 2025									
	Actual as of 5/31/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	41.67%	
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	\$ 179	\$ 66	\$ 113	\$ 600	\$ 300	\$ 300	29.83%		
11 Book Shop (Ongoing)	\$ 1,696	\$ 541	\$ 1,156	\$ 2,500	\$ 1,250	\$ 1,250	67.86%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%		
11 Copies/Faxes	\$ 1,174	\$ 535	\$ 639	\$ 2,400	\$ 1,400	\$ 1,000	48.93%		
11 Donations	\$ 731	\$ 479	\$ 253	\$ 1,000	\$ 500	\$ 500	73.12%		
11 Fines	\$ 342	\$ 105	\$ 237	\$ 700	\$ 350	\$ 350	48.82%		
11 Interest - Savings	\$ 33	\$ 17	\$ 17	\$ 100	\$ 50	\$ 50	33.17%		
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	\$ 4,537	\$ 1,933	\$ 2,604	\$ 12,950	\$ 6,675	\$ 6,275	35.04%		
Total Income	\$ 176,037	\$ 1,933	\$ 2,604	\$ 402,950	\$ 6,675	\$ 6,275	43.69%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 25,058	\$ 12,529	\$ 12,529	\$ 67,210	\$ 33,605	\$ 33,605	37.28%		
12 Payroll Exp: Staff	\$ 91,290	\$ 46,120	\$ 45,169	\$ 201,880	\$ 100,940	\$ 100,940	45.22%		
12 IRA	\$ 1,046	\$ 523	\$ 523	\$ 3,000	\$ 1,500	\$ 1,500	34.88%		
12 Payroll Taxes	\$ 8,671	\$ 4,358	\$ 4,312	\$ 20,585	\$ 10,293	\$ 10,292	42.12%		
12 Payroll Insurances	\$ 1,132	\$ 566	\$ 566	\$ 4,000	\$ 2,000	\$ 2,000	28.31%		
Sub Total Employee Expenses	\$ 127,198	\$ 64,096	\$ 63,100	\$ 296,675	\$ 148,338	\$ 148,337	42.87%		
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	\$ 20,374	\$ 9,483	\$ 10,892	\$ 42,000	\$ 21,000	\$ 21,000	48.51%		
12 Circulation Fees	\$ 13,529	\$ 5,616	\$ 7,913	\$ 16,570	\$ 6,462	\$ 10,108	81.65%		
12 Computers & Equipment	\$ 75	\$ 38	\$ 38	\$ 5,000	\$ 2,500	\$ 2,500	1.50%		
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	\$ 307	\$ 154	\$ 154	\$ 1,200	\$ 600	\$ 600	25.58%		
12 Payroll Processing	\$ 2,949	\$ 1,475	\$ 1,475	\$ 6,000	\$ 3,000	\$ 3,000	49.16%		
12 Postage	\$ 24	\$ -	\$ 24	\$ 200	\$ 80	\$ 120	12.01%		
12 Printer Contract	\$ 1,296	\$ 648	\$ 648	\$ 4,400	\$ 2,200	\$ 2,200	29.46%		
12 Programs	\$ 2,659	\$ 974	\$ 1,685	\$ 5,000	\$ 2,000	\$ 3,000	53.18%		
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	\$ 252	\$ 126	\$ 126	\$ 1,500	\$ 750	\$ 750	16.80%		
12 Staff Development	\$ 571	\$ 286	\$ 286	\$ 1,200	\$ 600	\$ 600	47.59%		
12 Supplies	\$ 3,267	\$ 1,538	\$ 1,729	\$ 6,001	\$ 2,400	\$ 3,601	54.44%		
12 Telephone	\$ 506	\$ 506	\$ -	\$ 1,200	\$ 1,200	\$ -	42.20%	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	\$ 1,894	\$ 1,894	\$ -	\$ 5,500	\$ 5,500	\$ -	34.43%	Clark Only	
Sub Total Non-Employee Expenses	\$ 49,577	\$ 23,748	\$ 25,830	\$ 106,275	\$ 53,944	\$ 52,331	43.87%		
Total Expenses	\$ 176,775	\$ 87,844	\$ 88,930	\$ 402,950	\$ 202,282	\$ 200,668			
Net Income/Loss	\$ (738)		\$ -						

5:21 PM
06/10/25
Cash Basis

Round Lake Library
Balance Sheet
As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	3,894.73
Adirondack Trust Savings	159,477.34
Total Checking/Savings	163,572.07
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	47.08
Total Current Assets	163,619.15
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	189,870.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,735.98
Federal Taxes (941/944)	2,071.16
NYS Employment Taxes	-449.24
NYS Income Tax	1,369.15
Simple IRA Withholdings	199.06
Total Payroll Liabilities	8,926.11
Total Other Current Liabilities	8,935.37
Total Current Liabilities	8,935.37
Total Liabilities	8,935.37
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,667.11
Net Income	-737.53
Total Equity	180,935.35
TOTAL LIABILITIES & EQUITY	189,870.72

5:21 PM
06/10/25
Cash Basis

Round Lake Library **Profit & Loss by Class** **January through May 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	65.99	112.99	178.98
Book Shop	0.00	540.99	1,155.50	1,696.49
Copies / fax	0.00	535.45	638.82	1,174.27
Donations	0.00	478.56	252.63	731.19
Fines	0.00	104.94	236.80	341.74
Interest - Savings	0.00	16.59	16.58	33.17
Workers Comp Ins Refund	381.35	0.00	0.00	381.35
Total Library Income	381.35	1,742.52	2,413.32	4,537.19
Total Income	171,881.35	1,742.52	2,413.32	176,037.19
Gross Profit	171,881.35	1,742.52	2,413.32	176,037.19
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	7,050.53	6,910.01	13,960.54
Lost Books	0.00	16.00	55.99	71.99
Magazine/Newspaper	0.00	336.00	1,251.84	1,587.84
Books / Serials / AV - Other	0.00	1,910.25	2,417.84	4,328.09
Total Books / Serials / AV	0.00	9,482.59	10,891.70	20,374.29
Circulation Fees	0.00	5,616.16	7,913.18	13,529.34
Computers & Equipment	0.00	37.50	37.50	75.00
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	153.50	153.50	307.00
Payroll Expenses				
3% Simple IRA	1,046.33	0.00	0.00	1,046.33
Taxes	8,670.70	0.00	0.00	8,670.70
Wages	116,348.28	0.00	0.00	116,348.28
Total Payroll Expenses	126,065.31	0.00	0.00	126,065.31
Payroll Processing	2,949.30	0.00	0.00	2,949.30
Postage	0.00	0.00	24.01	24.01
Printer Contract	0.00	648.04	648.08	1,296.12
Programs	0.00	974.36	1,684.87	2,659.23
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

5:21 PM
06/10/25
Cash Basis

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

	Administrative	Clark House	Malta	TOTAL
Sales Tax	187.13	0.00	0.00	187.13
Software / Repairs	0.00	126.00	126.00	252.00
Staff Development	0.00	285.55	285.55	571.10
Supplies	0.00	1,537.59	1,729.17	3,266.76
Telephone	0.00	506.34	0.00	506.34
Trash	0.00	229.82	0.00	229.82
Trustee Development	0.00	90.00	90.00	180.00
Utilities	0.00	1,893.92	0.00	1,893.92
Total Expense	130,334.05	22,179.33	24,261.34	176,774.72
Net Ordinary Income	41,547.30	-20,436.81	-21,848.02	-737.53
Net Income	41,547.30	-20,436.81	-21,848.02	-737.53