

**Round Lake Library Board of Trustees
Meeting Agenda
March 11, 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 Survey
- 7) Adjournment

February was a busy month at both libraries. Despite having to close on 2/6/25 due to weather, our circulation, program attendance and door count all increased this month. Our digital material also continues to see high volume usage and staff have worked with many patrons this month to teach them how to access all of our digital resources.

The annual report was submitted to SALS and accepted. SALS will now submit all of the reports to the state library.

The library director met with staff to discuss summer reading plans. The theme for this year is Color Our World. Round Lake's summer program will begin on June 20th and run through August 23rd.

The director and several staff members have also been meeting to work on the the children's nonfiction reorganization project. The group has met 3 times now and has created a category list for the shelf reorganization and is now working on adding sub categories before moving on to relabeling and new signage. To help with shelf space issue in Malta, staff also switched the location of the JP Fiction picture books and the children's nonfiction collection. This switch gives the picture book collection a bit more room fro browsing and re-shelving.

The director would also like to thank Marybeth Max and Rebecca Selig for helping to clean out and reorganized the supply room at Clark House. Everything was removed for the shelves and cabinets, sorted and placed into containers and bins to help contain the craft items. Everything was labeled before being put back on the shelves. The supply closet in Malta will receive the same treatment in March.

Jennifer Hurd, Director

Upcoming Dates:

March 11, 2025 - Library Board of Trustees Meeting
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

2025

	YTD Totals	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
<u>Overdrive(Ebooks, Eaudiobooks)</u>						
Ebook	842	394	448	380	408	382
Eaudio	829	377	452	351	382	387
Magazine	834	391	443	413	455	296
# downloads total	2,505	1162	1343	1144	1245	1065
<u>DATABASES: Hoopla (added 3/23/22)</u>						
Ebook	91	49	42	61	29	39
Eaudio	238	115	123	100	103	88
Movie/TV	38	24	14	10	6	15
other	29	11	18	13	17	9
# downloads total	396	199	197	184	155	151
<u># WIRELESS USES</u>						
Malta	419	217	202	226	221	218
Round Lake	142	73	69	78	76	67
Malta + Round Lake	561	290	271	304	297	285
<u>MAGAZINE CIRCULATION</u>						
Malta	5	0	5	2	0	0
Round Lake	1	0	1	0	0	0
Malta + Round Lake	6	0	6	2	0	0

note see footnote page

Sep-24	Aug-24	Jul-24	Jun-24	May-24	Apr-24	Mar-24	Feb-24
390	461	436	385	414	395	440	386
392	372	379	302	324	299	290	310
320	209	249	239	238	199	199	276
1102	1042	1064	926	976	893	929	972
45	43	40	30	22	42	40	38
88	66	87	71	72	73	61	53
16	14	10	8	20	12	12	14
8	16	12	12	8	8	8	8
157	139	149	121	122	135	121	113
172	172	168	166	194	227	229	176
67	81	76	78	72	67	64	64
239	253	244	244	266	294	293	240
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

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0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

Round Lake Library 2025 Actual vs Budget

thru February 28, 2025

	Actual as of 2/28/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	16.67%
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)	\$ 855	\$ 309	\$ 546	\$ 2,500	\$ 1,250	\$ 1,250	34.20%	
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ 2,500	0.00%	
11 Copies/Faxes	\$ 547	\$ 260	\$ 288	\$ 2,400	\$ 1,400	\$ 1,000	22.80%	
11 Donations	\$ 643	\$ 439	\$ 205	\$ 1,000	\$ 500	\$ 500	64.32%	
11 Fines	\$ 155	\$ 39	\$ 116	\$ 700	\$ 350	\$ 350	22.17%	
11 Interest - Savings	\$ 14	\$ 7	\$ 7	\$ 100	\$ 50	\$ 50	14.11%	
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	\$ 2,361	\$ 1,115	\$ 1,246	\$ 12,950	\$ 6,675	\$ 6,275	18.23%	
Total Income	\$ 89,111	\$ 1,115	\$ 1,246	\$ 402,950	\$ 6,675	\$ 6,275	22.11%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 7,957	\$ 3,978	\$ 3,978	\$ 67,210	\$ 33,605	\$ 33,605	11.84%	
12 Payroll Exp: Staff	\$ 30,614	\$ 15,466	\$ 15,147	\$ 201,880	\$ 100,940	\$ 100,940	15.16%	
12 IRA	\$ 329	\$ 165	\$ 165	\$ 3,000	\$ 1,500	\$ 1,500	10.97%	
12 Payroll Taxes	\$ 2,951	\$ 1,483	\$ 1,467	\$ 20,585	\$ 10,293	\$ 10,292	14.33%	
12 Payroll Insurances	\$ 483	\$ 242	\$ 242	\$ 4,000	\$ 2,000	\$ 2,000	12.08%	
Sub Total Employee Expenses	\$ 42,334	\$ 21,334	\$ 20,999	\$ 296,675	\$ 148,338	\$ 148,337	14.27%	
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/Sericals/AV	\$ 11,061	\$ 5,312	\$ 5,750	\$ 42,000	\$ 21,000	\$ 21,000	26.33%	
12 Circulation Fees	\$ 8,007	\$ 3,540	\$ 4,467	\$ 16,570	\$ 6,462	\$ 10,108	48.32%	
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	\$ 1,281	\$ 640	\$ 640	\$ 6,000	\$ 3,000	\$ 3,000	21.34%	
12 Postage	\$ 14	\$ -	\$ 14	\$ 200	\$ 80	\$ 120	6.96%	
12 Printer Contract	\$ 312	\$ 156	\$ 156	\$ 4,400	\$ 2,200	\$ 2,200	7.10%	
12 Programs	\$ 320	\$ 160	\$ 160	\$ 5,000	\$ 2,000	\$ 3,000	6.40%	
12 Public Relations	\$ 310	\$ 155	\$ 155	\$ 200	\$ 100	\$ 100	155.00%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	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	\$ 1,171	\$ 518	\$ 653	\$ 6,001	\$ 2,400	\$ 3,601	19.51%	
12 Telephone	\$ 205	\$ 205	\$ -	\$ 1,200	\$ 1,200	\$ -	17.05%	Clark Only
12 Trash	\$ 115	\$ 115	\$ -	\$ 400	\$ 400	\$ -	28.73%	Clark Only
12 Trustee Development	\$ -	\$ -	\$ -	\$ 150	\$ 75	\$ 75	0.00%	
12 Utilities	\$ 847	\$ 847	\$ -	\$ 5,500	\$ 5,500	\$ -	15.41%	Clark Only
Sub Total Non-Employee Expenses	\$ 23,757	\$ 11,705	\$ 12,053	\$ 106,275	\$ 53,944	\$ 52,331		
Total Expenses	\$ 66,091	\$ 33,039	\$ 33,052	\$ 402,950	\$ 202,282	\$ 200,668	16.40%	
Net Income/Loss	\$ 23,020		\$ -					

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03/10/25
Cash Basis

Round Lake Library
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	-1,073.76
Adirondack Trust Savings	184,926.93
Total Checking/Savings	184,053.17
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	47.08
Total Current Assets	184,100.25
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	210,351.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
NY PFL	5,488.28
Federal Taxes (941/944)	201.27
NYS Employment Taxes	-449.24
NYS Income Tax	485.13
Total Payroll Liabilities	5,725.44
Total Other Current Liabilities	5,734.70
Total Current Liabilities	5,734.70
Total Liabilities	5,734.70
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,591.29
Net Income	23,020.06
Total Equity	204,617.12
TOTAL LIABILITIES & EQUITY	210,351.82

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03/10/25

Cash Basis

Round Lake Library
Profit & Loss by Class
January through February 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	308.99	546.00	854.99
Copies / fax	0.00	259.70	287.59	547.29
Donations	0.00	438.65	204.52	643.17
Fines	0.00	39.40	115.80	155.20
Interest - Savings	0.00	7.06	7.05	14.11
Total Library Income	0.00	1,114.79	1,245.95	2,360.74
Total Income	86,750.00	1,114.79	1,245.95	89,110.74
Gross Profit	86,750.00	1,114.79	1,245.95	89,110.74
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	4,451.78	4,625.76	9,077.54
Lost Books	0.00	16.00	50.00	66.00
Magazine/Newspaper	0.00	336.00	327.15	663.15
Books / Serials / AV - Other	0.00	338.41	489.70	828.11
Total Books / Serials / AV	0.00	5,312.00	5,748.63	11,060.63
Circulation Fees	0.00	3,540.16	4,466.98	8,007.14
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	329.11	0.00	0.00	329.11
Taxes	2,950.62	0.00	0.00	2,950.62
Wages	38,570.49	0.00	0.00	38,570.49
Total Payroll Expenses	41,850.22	0.00	0.00	41,850.22
Payroll Processing	1,280.50	0.00	0.00	1,280.50
Postage	0.00	0.00	13.91	13.91
Printer Contract	0.00	156.22	156.23	312.45
Programs	0.00	160.04	160.04	320.08
Public Relations	0.00	155.00	155.00	310.00
Rent	0.00	0.00	1.00	1.00
Staff Development	0.00	39.50	39.50	79.00
Supplies	0.00	517.63	652.91	1,170.54
Telephone	0.00	204.61	0.00	204.61
Trash	0.00	114.91	0.00	114.91
Utilities	0.00	847.32	0.00	847.32
Total Expense	43,614.09	11,064.89	11,411.70	66,090.68
Net Ordinary Income	43,135.91	-9,950.10	-10,165.75	23,020.06
Net Income	43,135.91	-9,950.10	-10,165.75	23,020.06