

**Round Lake Library Board of Trustees
Meeting Agenda
November 11, 2025 – 7pm
Round Lake Library – Clark House**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/ Warrants
- 6) Memorial Tree for Lance Spallholz Update – Rob
- 7) Strategic Plan Review - Lorrie
- 8) Insurance Review - Molly
- 9) Farm to Library Grant - Jennifer
- 10) Adjournment
- 11) The Librarians Documentary - Stacey

October was a steady month at both library locations, with consistent circulation of both physical and electronic materials. We also welcomed 24 new patron registrations during the month.

On Saturday, October 4, 2025, the Malta Community Center held its annual Malta Cultural Arts Festival. Each year, the library participates by creating book displays and offering family-friendly activities. This year, approximately 40 people visited the library during the festival to take part in our activities.

The Round Lake Library is currently participating in the Big Read through the Southern Adirondack Library System. This year's selected book is *Fuzz: When Nature Breaks the Law* by Mary Roach. To kick off the Big Read, the system hosted a live interview with the author. Patrons were able to register to view the event live or watch the recording later. Over the past few weeks, nearly 50 of our patrons have viewed the recorded interview. In the spring, we will host additional programs related to the Big Read selection.

Additionally, JA has upgraded all public computers to Windows 11, ensuring that all systems are now fully updated and current.

Jennifer Hurd, Director

November 11, 2025 –Library Closed: Veteran's Day

November 11, 2025 - Library Trustee Meeting

November 26, 2025 – Both buildings 10 am -3 pm

November 27, 2025 – Closed: Thanksgiving

November 28 & 29th – Malta Branch Closed, Clark House open normal hours

December 9, 2025 – Library Trustee Meeting

Round Lake Library Statistics 2025				Aug-25	
				8/1/2025	
				Sep-25	
				Oct-25	
MALTA					
Programs*				23 7I,1V,4F,2T,9A	27 15J,2T,10A
Attendance				120 45J,14V,8F,3T,50A	291 234J,2T,55A
Take 'N Make Kits				165	161
Cardholders New				22	12
Cardholders Total				2,157	2,154
Borrowers				614	590
Circulating Books				2,566	2,578
Circulating Non-Book Items				462	372
Total Circulation				3,028	2,950
10/2024 Total Circ = 3253					
CLARK HOUSE					
Programs*				42 16J,1V,17F,4T,4A	29 14J,5F,5T,5A
Attendance				214 69J,2V,102F,19T,22A	397 202J,136F,31T,28A
Take 'N Make Kits				120	102
Cardholders New				2	5
Cardholders Total				3,209	3,179
Borrowers				3,787	3,169
Circulating Books				11,149	420
Circulating Non-Book Items				1,197	1,290
Total Circulation				12,346	128
10/2024 total circ = 1776					1,418
MALTA + CLARK HOUSE					
Programs *				65	142
Attendance				334	2,414
Total Take 'N Make Kits				285	223
Cardholders New				24	30
Cardholders Total				5,366	5,348
Borrowers				10,232	1,136
Total Circulation				45,054	4,911
2025 Total YTD Circulation				45,054	36,858
YTD 2025/2024 Circulation**				-7,378	-5,567
2024 Total YTD Circulation					
*Juvenile, Teen, Adult, Family (All Ages), Virtual Synchronous, Virtual Asynchronous					
**difference between 2025&2024					
note see footnote page					

Jul-25	Jun-25	May-25	Apr-25	
73 49J,5F,8T,11A	21 11J,2F,2T,6A	20 10J,10A	13 4J,5V,4A	10
1,084 778J,31F,41T,234A	248 167J,4F,7T,70A	137 53J,84A	82 17J,36V,29A	51
75	165	80	200	166
34	26	16	25	14
2,214	2,234	2,232	2,239	2,230
768	670	631	628	626
3,939	2,941	2,657	2,688	2,743
416	470	419	415	397
4,355	3,411	3,076	3,103	3,140
83 62J,9F,7T,5A	26 18J,5F,2T,1A	19 14J,5F	14 9J,5F	13
975 564J,173F,57T,181A	438 218J,182F,22T,16A	220 126J,94F	200 89J,111F	146
105	157	80	85	124
8	4	5	5	5
3,148	3,106	3,082	3,056	3,045
420	376	370	363	373
1,256	1,132	1,093	1,146	1,180
147	102	110	133	129
1,403	1,234	1,203	1,279	1,309
156	47	39	27	23
2,059	686	357	282	197
180	322	160	285	290
42	30	21	30	19
5,362	5,340	5,314	5,295	5,275
1,188	1,046	1,001	991	999
5,758	4,645	4,279	4,382	4,449
31,947	26,189	21,544	17,265	12,883
-4,343	-3,613	-3,155	-2,290	-1,726
36290	29802	24699	19555	14609

Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct
4J,4A,2V 17J,21A,13V	9 3J,2A,2V,1T,1F 80 24J,10A,13V,3T,30F 75 21 2,290 612 2,749 414 3,163	15 7J,6A,2V 118 75J,29A,14V 110 16 2,298 590 2,566 423 2,989	27 21J,4A,2F 314 273J,21A,20F 35 11 2,299 519 2,196 720 2,916	11 6J,2A,2T,1V 96 61J,11A,17T,7V 15 2,301 560 2,481 751 3,232	21 144 30 17 2,316 583 2,520 733 3,253
8J,5F 76J,70A	20 9J,11F 109 62J,47F 60 4 3,041 348 965 143 1,108	9 8J,1F 36 28J,8F 55 1 3,018 364 1,084 90 1,174	47 30J,15F,2A 778 193J,580F,5A 168 3 2,985 335 929 482 1,411	19 14J,5F 254 146J,108F 91 5 2,978 369 1,002 472 1,474	20 231 30 3 2,967 352 1,309 467 1,776
	29 189 135 25 5,331 960 4,271	24 154 165 17 5,316 954 4,163	74 1,092 203 14 5,284 854 4,327	30 350 91 20 5,279 929 4,706	41 375 60 20 5,283 935 5,029
	8,434 -1,007 9451	4,163 -571 4734	61,465	57,138	52,432

9J,3F,8A,1V
79J,9F,50A,6V

11J,7F,2T
80J,147F,4T

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Round Lake Library 2025 Actual vs Budget

	thru October 31, 2025							
	Actual as of 10/31/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	83.33%
Funding Income:								
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%	
11 WRLIS	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -	100.00%	
11 Local Library Services Aid	\$ 4,870	\$ -	\$ -	\$ 5,000	\$ -	\$ -	97.40%	
11 Grants / Awards	\$ 2,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	50.00%	
11 Rollover of Prior Funds	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%	
Subtotal Funding	\$ 357,870	\$ -	\$ -	\$ 390,000	\$ -	\$ -	91.76%	
Library Income:								
11 Book Replacements	\$ 476	\$ 211	\$ 265	\$ 600	\$ 300	\$ 300	79.36%	
11 Book Shop (Ongoing)	\$ 2,647	\$ 819	\$ 1,828	\$ 2,500	\$ 1,250	\$ 1,250	105.90%	
11 Book Sales (Annual)	\$ 5,728	\$ 2,864	\$ 2,864	\$ 5,000	\$ 2,500	\$ 2,500	114.56%	
11 Copies/Faxes	\$ 2,328	\$ 987	\$ 1,341	\$ 2,400	\$ 1,400	\$ 1,000	96.99%	
11 Donations	\$ 1,007	\$ 661	\$ 346	\$ 1,000	\$ 500	\$ 500	100.68%	
11 Fines	\$ 602	\$ 166	\$ 435	\$ 700	\$ 350	\$ 350	85.96%	
11 Interest - Savings	\$ 63	\$ 32	\$ 32	\$ 100	\$ 50	\$ 50	63.46%	
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	\$ 13,233	\$ 5,931	\$ 7,302	\$ 12,950	\$ 6,675	\$ 6,275	102.18%	
Total Income	\$ 371,103	\$ 5,931	\$ 7,302	\$ 402,950	\$ 6,675	\$ 6,275	92.10%	
Employee Expenses								
12 Payroll Exp: Admin	\$ 51,128	\$ 25,564	\$ 25,564	\$ 67,210	\$ 33,605	\$ 33,605	76.07%	
12 Payroll Exp: Staff	\$ 186,027	\$ 93,981	\$ 92,045	\$ 201,880	\$ 100,940	\$ 100,940	92.15%	
12 IRA	\$ 2,109	\$ 1,054	\$ 1,054	\$ 3,000	\$ 1,500	\$ 1,500	70.29%	
12 Payroll Taxes	\$ 17,828	\$ 8,960	\$ 8,867	\$ 20,585	\$ 10,293	\$ 10,292	86.60%	
12 Payroll Insurances	\$ 3,034	\$ 1,517	\$ 1,517	\$ 4,000	\$ 2,000	\$ 2,000	75.85%	
Sub Total Employee Expenses	\$ 260,126	\$ 131,077	\$ 129,047	\$ 296,675	\$ 148,338	\$ 148,337	87.68%	
Non-Employee Expenses								
12 Accounting	\$ -	\$ -	\$ -	\$ 900	\$ 450	\$ 450	0.00%	
12 Bank Fees	\$ 70	\$ 35	\$ 35	\$ 50	\$ 25	\$ 25	140.00%	
12 Book Sales	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%	
12 Books/Serials/AV	\$ 38,061	\$ 17,659	\$ 20,402	\$ 42,000	\$ 21,000	\$ 21,000	90.62%	
12 Circulation Fees	\$ 16,432	\$ 6,211	\$ 10,221	\$ 16,570	\$ 6,462	\$ 10,108	99.17%	
12 Computers & Equipment	\$ 5,758	\$ 2,795	\$ 2,963	\$ 5,000	\$ 2,500	\$ 2,500	115.15%	
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	\$ 3,309	\$ 1,504	\$ 1,805	\$ 3,300	\$ 1,650	\$ 1,650	100.28%	
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
12 Memberships	\$ 564	\$ 282	\$ 282	\$ 1,200	\$ 600	\$ 600	47.00%	
12 Payroll Processing	\$ 5,753	\$ 2,877	\$ 2,877	\$ 6,000	\$ 3,000	\$ 3,000	95.89%	
12 Postage	\$ 59	\$ 8	\$ 51	\$ 200	\$ 80	\$ 120	29.67%	
12 Printer Contract	\$ 2,923	\$ 1,462	\$ 1,462	\$ 4,400	\$ 2,200	\$ 2,200	66.43%	
12 Programs	\$ 6,625	\$ 2,975	\$ 3,650	\$ 5,000	\$ 2,000	\$ 3,000	132.50%	
12 Public Relations	\$ 335	\$ 168	\$ 168	\$ 200	\$ 100	\$ 100	167.50%	
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only
12 Repairs & Maintenance	\$ 171	\$ 163	\$ 9	\$ 300	\$ 150	\$ 150	57.07%	
12 Sales Tax/Credit	\$ 187	\$ 94	\$ 94	\$ 300	\$ 150	\$ 150	62.38%	
12 Security	\$ 359	\$ 359	\$ -	\$ 400	\$ 400	\$ -	89.85%	Clark Only
12 Software & Repairs	\$ 1,192	\$ 628	\$ 564	\$ 1,500	\$ 750	\$ 750	79.49%	
12 Staff Development	\$ 800	\$ 400	\$ 400	\$ 1,200	\$ 600	\$ 600	66.67%	
12 Supplies	\$ 6,769	\$ 3,308	\$ 3,461	\$ 6,001	\$ 2,400	\$ 3,601	112.80%	
12 Telephone	\$ 1,015	\$ 1,015	\$ -	\$ 1,200	\$ 1,200	\$ -	84.57%	Clark Only
12 Trash	\$ 460	\$ 460	\$ -	\$ 400	\$ 400	\$ -	114.91%	Clark Only
12 Trustee Development	\$ 180	\$ 90	\$ 90	\$ 150	\$ 75	\$ 75	120.00%	
12 Utilities	\$ 4,439	\$ 4,439	\$ -	\$ 5,500	\$ 5,500	\$ -	80.72%	Clark Only
Sub Total Non-Employee Expenses	\$ 96,290	\$ 47,265	\$ 49,025	\$ 106,275	\$ 53,944	\$ 52,331		
Total Expenses	\$ 356,416	\$ 178,342	\$ 178,071	\$ 402,950	\$ 202,282	\$ 200,668	88.45%	
Net Income/Loss	\$ 14,687	\$ -	\$ -	\$ -	\$ -	\$ -		

5:42 PM
11/06/25
Cash Basis

Round Lake Library
Balance Sheet
As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	3,291.53
Adirondack Trust Savings	175,005.53
Total Checking/Savings	<u>178,497.06</u>
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	<u>47.08</u>
Total Current Assets	178,544.14
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>204,795.71</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
AFLAC	1,422.99
NY PFL	6,153.39
Federal Taxes (941/944)	893.80
NYS Employment Taxes	-449.24
NYS Income Tax	485.13
Total Payroll Liabilities	<u>8,506.07</u>
Total Other Current Liabilities	<u>8,515.33</u>
Total Current Liabilities	<u>8,515.33</u>
Total Liabilities	8,515.33
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,667.11
Net Income	14,607.50
Total Equity	<u>196,280.38</u>
TOTAL LIABILITIES & EQUITY	<u>204,795.71</u>

6:13 PM
11/10/25
Cash Basis

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

	Administrative	Clark House	Malta	TOTAL
Ordinary Income/Expense				
Income				
Funding Income				
Local Library Services Aid	4,869.90	0.00	0.00	4,869.90
Town of Malta	339,000.00	0.00	0.00	339,000.00
WRLIS	12,000.00	0.00	0.00	12,000.00
Total Funding Income	355,869.90	0.00	0.00	355,869.90
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	210.67	265.47	476.14
Book Shop	0.00	819.49	1,828.00	2,647.49
Book Sales	5,728.00	0.00	0.00	5,728.00
Copies / fax	0.00	987.15	1,340.57	2,327.72
Donations	0.00	660.87	345.90	1,006.77
Fines	0.00	166.24	435.48	601.72
Interest - Savings	0.00	31.74	31.72	63.46
Workers Comp Ins Refund	381.35	0.00	0.00	381.35
Total Library Income	6,109.35	2,876.16	4,247.14	13,232.65
Total Income	363,979.25	2,876.16	4,247.14	371,102.55
Gross Profit	363,979.25	2,876.16	4,247.14	371,102.55
Expense				
Bank Fees	0.00	35.00	35.00	70.00
Books / Serials / AV				
AV	0.00	331.37	426.57	757.94
Books	0.00	12,574.02	12,491.75	25,065.77
Lost Books	0.00	31.99	55.99	87.98
Magazine/Newspaper	0.00	351.00	2,222.94	2,573.94
Books / Serials / AV - Other	0.00	4,370.70	5,205.05	9,575.75
Total Books / Serials / AV	0.00	17,659.08	20,402.30	38,061.38
Circulation Fees	0.00	6,211.16	10,220.93	16,432.09
Computers & Equipment	0.00	2,795.05	2,962.65	5,757.70
Furniture Expense	0.00	0.00	157.28	157.28
Grant Expenditures	0.00	334.50	334.50	669.00
Insurance				
Commercial	3,309.28	0.00	0.00	3,309.28
Disability	913.31	0.00	0.00	913.31
Workers Comp	1,172.08	0.00	0.00	1,172.08
Total Insurance	5,394.67	0.00	0.00	5,394.67
Memberships	0.00	282.00	282.00	564.00
Payroll Expenses				
3% Simple IRA	2,108.62	0.00	0.00	2,108.62
Insurance	948.66	0.00	0.00	948.66
Taxes	17,827.54	0.00	0.00	17,827.54
Wages	237,155.73	0.00	0.00	237,155.73
Total Payroll Expenses	258,040.55	0.00	0.00	258,040.55
Payroll Processing	5,753.20	0.00	0.00	5,753.20
Postage	0.00	8.38	50.95	59.33
Printer Contract	0.00	1,461.54	1,461.53	2,923.07
Programs	0.00	2,975.33	3,649.51	6,624.84
Public Relations	0.00	167.50	167.50	335.00
Rent	0.00	0.00	1.00	1.00
Repairs/Maintenance	0.00	162.61	8.59	171.20

6:13 PM
11/10/25
Cash Basis

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

	Administrative	Clark House	Malta	TOTAL
Sales Tax	187.13	0.00	0.00	187.13
Security	0.00	359.40	0.00	359.40
Software / Repairs	0.00	627.86	564.43	1,192.29
Staff Development	0.00	400.01	400.01	800.02
Supplies	0.00	3,307.57	3,461.40	6,768.97
Telephone	0.00	1,014.80	0.00	1,014.80
Trash	0.00	459.64	0.00	459.64
Trustee Development	0.00	90.00	90.00	180.00
Utilities	0.00	4,439.36	0.00	4,439.36
Total Expense	269,375.55	42,790.79	44,249.58	356,415.92
Net Ordinary Income	94,603.70	-39,914.63	-40,002.44	14,686.63
Net Income	94,603.70	-39,914.63	-40,002.44	14,686.63