

**Round Lake Library Board of Trustees
Meeting Agenda
September 9, 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) 2025 Budget Recap
- 7) Fall Workshops on Digital Literacy - Rob Faivre
- 8) Professional Development Bibliography - Rob Faivre
- 9) Library/WRLIS Records Storage
- 10) Adjournment

August was another busy month at the library. Our door count was steady at 7,126 for our two locations and our digital circulation reached the highest circulation that we have seen all year. The library also wrapped up our summer reading program at the end of August. This year, our summer reading program was bigger than ever. From weekly reading logs, story times, art programs, movies, drop-in activities, weekly raffles and workshops, there was always something going on at the library. All of the library staff deserve a huge thank you for all of their hard work. We would also like to thank Rebecca Selig for her very creative drop-in activities. The I Spy Board, Fishing Hole and Hopscotch activities were the some of the highlights of the summer. Below are some final statistics of the summer:

Participants in Weekly Reading Log: 313 children, 30 teens
Programs: 216 Children, 33 Family, 20 Teen, 29 Adult
Attendance: 4,473
Adult Raffle: 520 tickets

The library welcomed three new staff members, Avery Rogers, Chris Rice and Ammy Stomp.

The yearly computer order from SALS/JA arrived and four of the five computers have been installed. The last computer is being reimaged and software re-added.

Assemblywoman Carrie Woerner was a special guest this month at our Friday story time at Clark House. She helped us celebrate the art of author/illustrator Eric Carle. Assemblywoman Woerner visits us every summer to help share the love of reading. Thank you Assemblywoman Woerner for your continued support of our library and the Southern Adirondack Library System.

Jennifer Hurd, Director

Upcoming Dates:

October 13, 2025 – Clark House 10 am – 3 pm Malta Branch – Closed

October 14, 2025 – Library Trustee Meeting

October 31, 2025 – Halloween – 10 am – 3pm

Round Lake Library Statistics 2025					Aug-25	Jul-25	Jun-25
MALTA							
Programs*			204		43 28J,1F,7T,7A	73 49J,5F,8T,11A	21 11J,2F,2T,6A
Attendance			2,737		937 639J,2F,133T,163A	1,084 778J,31F,41T,234A	248 167J,4F,7T,70A
Take 'N Make Kits			991		120	75	165
Cardholders New			171		19	34	26
Cardholders Total			2,179		2,179	2,214	2,234
Borrowers			5,241		716	768	670
Circulating Books			23,298		3,015	3,939	2,941
Circulating Non-Book Items			3,432		478	416	470
Total Circulation			26,730		3,493	4,355	3,411
8/2024 Total Circ = 4229							
CLARK HOUSE							
Programs*			283		99 73J,14F,7T,5A	83 62J,9F,7T,5A	26 18J,5F,2T,1A
Attendance			3,601		1,477 948J,354F,51T,124A	975 564J,173F,57T,181A	438 218J,182F,22T,16A
Take 'N Make Kits			769		103	105	157
Cardholders New			43		11	8	4
Cardholders Total			3,169		3,169	3,148	3,106
Borrowers			3,034		420	420	376
Circulating Books			9,146		1,290	1,256	1,132
Circulating Non-Book Items			982		128	147	102
Total Circulation			10,128		1,418	1,403	1,234
8/2024 total circ = 1906							
MALTA + CLARK HOUSE							
Programs *			487		142	156	47
Attendance			6,338		2,414	2,059	686
Total Take 'N Make Kits			1,760		223	180	322
Cardholders New			214		30	42	30
Cardholders Total			5,348		5,348	5,362	5,340
Borrowers			8,275		1,136	1,188	1,046
Total Circulation			36,858		4,911	5,758	4,645
2025 Total YTD Circulation					36,858	31,947	26,189
YTD 2025/2024 Circulation**					-5,567	-4,343	-3,613
2024 Total YTD Circulation					42425	36290	29802

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

**difference between 2025&2024

note see footnote page

May-25	Apr-25	Mar-25	Feb-25	Jan
20 10J,10A 137 53J,84A 80 16 2,232 631 2,657 419 3,076	13 4J,5V,4A 82 17J,36V,29A 200 25 2,239 628 2,688 415 3,103	10 4J,4A,2V 51 17J,21A,13V 166 14 2,230 626 2,743 397 3,140	9 3J,2A,2V,1T,1F 80 24J,10A,13V,3T,30F 75 21 2,290 612 2,749 414 3,163	15 118 110 16 2,298 590 2,566 423 2,989
19 14J,5F 220 126J,94F 80 5 3,082 370 1,093 110 1,203	14 9J,5F 200 89J,111F 85 5 3,056 363 1,146 133 1,279	13 8J,5F 146 76J,70A 124 5 3,045 373 1,180 129 1,309	20 9J,11F 109 62J,47F 60 4 3,041 348 965 143 1,108	9 36 55 1 3,018 364 1,084 90 1,174
39 357 160 21 5,314 1,001 4,279	27 282 285 30 5,295 991 4,382	23 197 290 19 5,275 999 4,449	29 189 135 25 5,331 960 4,271	24 154 165 17 5,316 954 4,163
21,544 -3,155	17,265 -2,290	12,883 -1,726	8,434 -1,007	4,163 -571
24699	19555	14609	9451	4734

[illegible]

Aug-24

J14,5F, 7T, 7A, 1V
382J,112F,123T,245A,6V

J29,F24,T6,A6
J626,F318,T54,A171

Round Lake Library 2025 Actual vs Budget

	thru August 31, 2025								
	Actual as of 8/31/2025	Actual Clark House	Actual Malta	2025 Budget	Clark House Budget	Malta Budget	% of Budget	66.67%	
Funding Income:									
11 Town of Malta Tax	\$ 254,250	\$ -	\$ -	\$ 339,000	\$ -	\$ -	75.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
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	\$ 261,120	\$ -	\$ -	\$ 390,000	\$ -	\$ -	66.95%		
Library Income:									
11 Book Replacements	\$ 390	\$ 136	\$ 255	\$ 600	\$ 300	\$ 300	65.06%		
11 Book Shop (Ongoing)	\$ 2,376	\$ 782	\$ 1,594	\$ 2,500	\$ 1,250	\$ 1,250	95.04%		
11 Book Sales (Annual)	\$ 5,728	\$ 2,864	\$ 2,864	\$ 5,000	\$ 2,500	\$ 2,500	114.56%		
11 Copies/Faxes	\$ 1,882	\$ 852	\$ 1,031	\$ 2,400	\$ 1,400	\$ 1,000	78.43%		
11 Donations	\$ 952	\$ 622	\$ 330	\$ 1,000	\$ 500	\$ 500	95.21%		
11 Fines	\$ 514	\$ 158	\$ 356	\$ 700	\$ 350	\$ 350	73.49%		
11 Interest - Savings	\$ 53	\$ 26	\$ 26	\$ 100	\$ 50	\$ 50	52.72%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
11 Workers Comp Ins Refund	\$ 381	\$ 191	\$ 191	\$ 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	\$ 12,277	\$ 5,632	\$ 6,646	\$ 12,950	\$ 6,675	\$ 6,275	94.81%		
Total Income	\$ 273,397	\$ 5,632	\$ 6,646	\$ 402,950	\$ 6,675	\$ 6,275	67.85%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 39,589	\$ 19,794	\$ 19,794	\$ 67,210	\$ 33,605	\$ 33,605	58.90%		
12 Payroll Exp: Staff	\$ 142,313	\$ 71,896	\$ 70,415	\$ 201,880	\$ 100,940	\$ 100,940	70.49%		
12 IRA	\$ 1,639	\$ 820	\$ 820	\$ 3,000	\$ 1,500	\$ 1,500	54.63%		
12 Payroll Taxes	\$ 15,222	\$ 7,651	\$ 7,571	\$ 20,585	\$ 10,293	\$ 10,292	73.95%		
12 Payroll Insurances	\$ 1,949	\$ 975	\$ 975	\$ 4,000	\$ 2,000	\$ 2,000	48.73%		
Sub Total Employee Expenses	\$ 200,712	\$ 101,136	\$ 99,574	\$ 296,675	\$ 148,338	\$ 148,337	67.65%		
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	\$ 30,680	\$ 14,279	\$ 16,400	\$ 42,000	\$ 21,000	\$ 21,000	73.05%		
12 Circulation Fees	\$ 17,671	\$ 7,173	\$ 10,498	\$ 16,570	\$ 6,462	\$ 10,108	106.64%		
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	\$ 4,613	\$ 2,307	\$ 2,307	\$ 6,000	\$ 3,000	\$ 3,000	76.89%		
12 Postage	\$ 41	\$ 8	\$ 32	\$ 200	\$ 80	\$ 120	20.38%		
12 Printer Contract	\$ 2,272	\$ 1,136	\$ 1,136	\$ 4,400	\$ 2,200	\$ 2,200	51.64%		
12 Programs	\$ 5,286	\$ 2,288	\$ 2,999	\$ 5,000	\$ 2,000	\$ 3,000	105.73%		
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	\$ 5,693	\$ 2,823	\$ 2,870	\$ 6,001	\$ 2,400	\$ 3,601	94.86%		
12 Telephone	\$ 810	\$ 810	\$ -	\$ 1,200	\$ 1,200	\$ -	67.54%	Clark Only	
12 Trash	\$ 345	\$ 345	\$ -	\$ 400	\$ 400	\$ -	86.18%	Clark Only	
12 Trustee Development	\$ 180	\$ 90	\$ 90	\$ 150	\$ 75	\$ 75	120.00%		
12 Utilities	\$ 3,340	\$ 3,340	\$ -	\$ 5,500	\$ 5,500	\$ -	60.73%	Clark Only	
Sub Total Non-Employee Expenses	\$ 75,065	\$ 36,768	\$ 38,297	\$ 106,275	\$ 53,944	\$ 52,331			
Total Expenses	\$ 275,777	\$ 137,904	\$ 137,872	\$ 402,950	\$ 202,282	\$ 200,668	68.44%		
Net Income/Loss	\$ (2,380)		\$ -						

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09/08/25
Cash Basis

Round Lake Library
Balance Sheet
As of August 31, 2025

	<u>Aug 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
Adirondack Trust	1,621.96
Adirondack Trust Savings	160,044.79
Total Checking/Savings	161,866.75
Other Current Assets	
Supplies Inventory	47.08
Total Other Current Assets	47.08
Total Current Assets	161,913.83
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	188,165.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NYS Sales Tax	9.26
Payroll Liabilities	
AFLAC	632.44
NY PFL	5,956.68
Federal Taxes (941/944)	2,219.27
NYS Employment Taxes	-449.24
NYS Income Tax	504.26
Total Payroll Liabilities	8,863.41
Total Other Current Liabilities	8,872.67
Total Current Liabilities	8,872.67
Total Liabilities	8,872.67
Equity	
Unreal. Appre. of Investments	-32,487.27
Opening Bal Equity	12,493.04
Unrestricted Net Assets	201,667.11
Net Income	-2,380.15
Total Equity	179,292.73
TOTAL LIABILITIES & EQUITY	188,165.40

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09/08/25

Cash Basis

Round Lake Library
Profit & Loss by Class
January through August 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	254,250.00	0.00	0.00	254,250.00
Total Funding Income	259,119.90	0.00	0.00	259,119.90
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	135.70	254.67	390.37
Book Shop	0.00	782.49	1,593.50	2,375.99
Book Sales	5,728.00	0.00	0.00	5,728.00
Copies / fax	0.00	851.75	1,030.62	1,882.37
Donations	0.00	622.37	329.68	952.05
Fines	0.00	158.39	356.05	514.44
Interest - Savings	0.00	26.37	26.35	52.72
Workers Comp Ins Refund	381.35	0.00	0.00	381.35
Total Library Income	6,109.35	2,577.07	3,590.87	12,277.29
Total Income	267,229.25	2,577.07	3,590.87	273,397.19
Gross Profit	267,229.25	2,577.07	3,590.87	273,397.19
Expense				
Bank Fees	0.00	17.50	17.50	35.00
Books / Serials / AV				
AV	0.00	285.64	368.10	653.74
Books	0.00	11,410.36	11,328.99	22,739.35
Lost Books	0.00	16.00	55.99	71.99
Magazine/Newspaper	0.00	351.00	1,640.74	1,991.74
Books / Serials / AV - Other	0.00	2,216.26	3,006.56	5,222.82
Total Books / Serials / AV	0.00	14,279.26	16,400.38	30,679.64
Circulation Fees	0.00	7,173.16	10,497.83	17,670.99
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	719.55	0.00	0.00	719.55
Total Insurance	1,632.86	0.00	0.00	1,632.86
Memberships	0.00	223.50	223.50	447.00
Payroll Expenses				
3% Simple IRA	1,639.00	0.00	0.00	1,639.00
Insurance	316.22	0.00	0.00	316.22
Taxes				
Misc Payroll Tax	1,574.56	0.00	0.00	1,574.56
Taxes - Other	13,647.78	0.00	0.00	13,647.78
Total Taxes	15,222.34	0.00	0.00	15,222.34
Wages	181,901.52	0.00	0.00	181,901.52
Total Payroll Expenses	199,079.08	0.00	0.00	199,079.08
Payroll Processing	4,613.20	0.00	0.00	4,613.20
Postage	0.00	8.38	32.38	40.76
Printer Contract	0.00	1,136.14	1,136.15	2,272.29
Programs	0.00	2,287.63	2,998.80	5,286.43
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
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	2,822.87	2,869.84	5,692.71
Telephone	0.00	810.49	0.00	810.49
Trash	0.00	344.73	0.00	344.73
Trustee Development	0.00	90.00	90.00	180.00
Utilities	0.00	3,340.35	0.00	3,340.35
Total Expense	205,512.27	34,367.88	35,897.19	275,777.34
Net Ordinary Income	61,716.98	-31,790.81	-32,306.32	-2,380.15
Net Income	61,716.98	-31,790.81	-32,306.32	-2,380.15