

**Round Lake Library Board of Trustees
Meeting Agenda
February 8, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Accountant Update
- 7) Staffing Update
- 8) Adjournment

January 2022

Happy New Year! The new year started out quietly at both library locations. While door counts were down slightly from December, more patrons are asking about programming again and showing an interest in the few programs that are currently being held. Staff are working on adding more in person programming this spring as long as COVID numbers continue to drop.

For the first time since the library reopened after the 3 month initial shutdown at the start of the pandemic, the director had to close one building due to staff illness. Two staff members were out with COVID and a third was in quarantine. The decision was made to close Clark House for the evening shift on Thursday, January 27th and the morning shift on Friday, January 28th. The Malta branch remained opened the full hours and staff were shifted around to cover both shifts. The decision to close Clark House was based on available staff and that more traffic was likely in Malta during those times due to programs at the community center.

Library staff responsible for ordering material attended a virtual demo of Hoopla. Based on patron requests for the service and feedback from other libraries that offer Hoopla, Round Lake Library will be moving forward to add Hoopla digital services to our digital platform. Patrons will be able to access Ebooks, E- audio books, movies, TV series and graphic novels through a link on our website. We anticipate that Hoopla will be fully available to all Round Lake Library and Malta branch patrons beginning in March.

The library director and a senior staff member participated in an information gathering with SALS and the company that SALS has hired (through a grant) to help redesign and create new WordPress templates for SALS library websites. This is part of our website redesign to offer better accessibility and mobile device compatibility.

The annual report link was opened on January 28th and will be due to SALS no later than March 1, 2022.

Jennifer Hurd, Director

January 17, 2022: Open 10 am – 3 pm Martin Luther King Jr. Day

February 21, 2022: Open 10 am – 3 pm President's Day

Library Advocacy Day: March 2, 2022 - Virtual

PLA Conference: March 23-25

Statistics 2022	YTD Total	January 2022	December 2021	November 2021	October 2021	September 2021	August 2021
ROUND LAKE LIBRARY							
MALTA							
Total Circulation	3,159	3,159	3,311	3,308	3,411	3,266	3,860
Book	2,348	2,348	2,453	2,585	2,659	2,486	3,048
Non-Book	811	811	858	723	752	780	812
01/2021 total circ = 2,430	0						
	0						
Cardholders New	14	14	8	16	16	16	20
Cardholders Total	2,639	2,639	2,638	2,650	2,653	2,662	2,683
Borrowers	496	496	498	486	495	493	586
Programs**	3	3	*	*	*	*	*
Attendance	21	21	*	*	*	*	*
CLARK HOUSE							
	0						
Total Circulation	1,497	1,497	1,725	1,922	2,072	1,936	1,881
Book	1,144	1,144	1,418	1,547	1,719	1,541	1,524
Non-Book	353	353	307	375	353	395	357
01/2021 total circ = 1751							
Cardholders New	0	0	6	6	5	10	7
Cardholders Total	1,128	1,128	1,137	1,140	1,137	1,139	1,137
Borrowers	212	212	229	235	256	239	242
Programs**	1	1	*	*	*	*	*
Attendance	9	9	*	*	*	*	*
MALTA + CLARK HOUSE							
Programs	4	4	*	*	*	*	*
Attendance	30	30	*	*	*	*	*
Cardholders New	14	14	14	22	21	26	27
Cardholders	3,767	3,767	3,775	3,790	3,790	3,801	3,820
Borrowers	708	708	727	721	751	732	828
Circulation	4,656	4,656	5,036	5,230	5,483	5,202	5,741
2021 Total YTD Circulation	4,656	4,656	60,939	55,903	50,673	45,190	39,988
YTD 2021/2020 Circulation *		475	16,868	16,670	15,665	14,759	14,103
**Juvenile, Teen, Adult, Family (For All Ages)							
		note 14	*note 14*	*note 14*	*note 14*	*note 14*	*note 14*

note see footnote page

* see Virtual stats

July 2021	June 2021	May 2021	April 2021	March 2021	February 2021	January 2021	Statistics
							Round Lake Library
							MALTA
3,994	3,167	2,672	2,910	3,471	2,988	2,430	Total Circulation
3,117	2,470	1,975	2,155	2,566	2,239	1,745	Book
877	697	697	755	905	749	685	Non-Book
15	15	11	7	8	11	1	Cardholders New
2,684	2,691	2,702	2,709	2,724	2,729	2,736	Cardholders Total
584	500	413	419	409	390	343	Borrowers
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
							CLARK HOUSE
1,842	1,926	1,680	1,898	1,975	1,543	1,751	Total Circulation
1,510	1,529	1,387	1,595	1,579	1,226	1,407	Book
332	397	293	303	396	317	344	Non-Book
4	9	7	2	0	2	3	Cardholders New
1,142	1,145	1,142	1,142	1,150	1,159	1,164	Cardholders Total
268	227	208	213	222	194	183	Borrowers
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
							MALTA + CLARK HOUSE
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
19	24	18	9	8	13	4	New Borrowers
3826	3836	3844	3851	3874	3888	3900	Borrowers Total
852	727	621	632	631	584	526	
5836	5093	4352	4808	5446	4531	4181	Circulation
34,247	28,411	23,318	18,966	14,158	8,712	4,181	2020 YTD Circulation
12,555	9,696	5,826	2,104	-2,128	-3,179	-1,833	YTD 2018/2017 Circulation
	note 13	*note 12*	*note 11*	*note 11*	*note 10*	*note 9*	

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	YTD Total	January 2022	*December 2021	*November 2021	*October 2021	*September 2021	*August 2021
MALTA							
Door Count **	2,732	2,732	3451	3599	2651	2726	1930
Computer Use INT + OPAC	118	118	119	150	135	99	150
Reference Questions	266	266	231	247	260	*	*
# items circulated	2,756	2,756	2,760	2,770	2,867	2,846	3,430
# Items Added to Collection	97	97	165	105	157	117	102
Total # items in Collection	21,394	21,394	21,484	21,344	21,418	21,205	21,244
Requests Placed*	929	929	696	818	1,077	790	983
Requests Filled*	794	794	722	830	885	759	938
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	564	564	743	732	701	677	764
Computer Use INT + OPAC	39	39	54	58	45	44	31
Reference Questions	189	189	195	209	226	*	*
# items circulated	1,385	1,385	1,481	1,760	1,805	1,763	1,736
Items Added to Collection	36	36	104	49	122	81	95
Total # items in Collection	19,008	19,008	19,052	19,255	20,106	19,343	19,253
Requests Placed*	487	487	388	519	600	558	531
Requests Filled*	478	478	386	485	518	552	488
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	3,296	3296	4194	4331	3352	3403	2694
Total Computer Use INT + OPAC	157	157	173	208	180	143	181
Total Reference Questions	455	455	426	456	486	*	*
# Items circulated	4,141	4,141	4,241	4,530	4,672	4,609	5,166
# Items Added to Collection	133	133	269	154	279	198	197
Total items in Collection	40,402	40,402	40,536	40,599	41,524	40,548	40,497
Total Requests Placed*	1,416	1416	1084	1337	1677	1348	1514
Total Requests Filled*	1,272	1272	1108	1315	1403	1311	1426
Early Literacy Programs	2	2	0	0	0	0	0
Early Literacy Attendance	12	12	0	0	0	0	0

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* see Virtual stats

	YTD Totals 2020	January 2022	December 2021	November 2021	October 2021	Septmeber 2021	August 2021
OVERDRIVE							
(EBooks, EAudiobooks)							
# downloads	582	582	493	460	425	532	532
# WIRELESS USES							
Malta	108	108	107	109	92	91	110
Round Lake	48	48	52	51	74	51	58
Malta + Round Lake	156	156	159	160	166	142	168
DATABASES:							
FREEGAL (Music)							
# downloads	20	20	33	33	98	33	38
# unique download patrons	5	5	6	3	7	3	4
# songs streamed	51	51	70	193	146	109	118
# unique streaming users	4	4	5	4	6	4	8
FREADING (EBooks)							
# downloads	2	2	0	0	2	4	0
# unique users	2	2	0	0	1	1	0
# tokens used	8	8	0	0	6	18	0
	0						
MAGAZINE CIRCULATION							
Malta	6	6	1	8	5	3	8
Round Lake	1	1	5	8	11	4	4
Malta + Round Lake	7 0	7	6	0 16	0 16	0 7	0 12 0

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July 2021	June 2021	May 2021	April 2021	March 2021	February 2021	January 2021
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508	433	509	517	553	567	583
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114	91	109	74	67	37	50
56	49	41	48	44	49	33
170	140	150	122	111	86	83

24	15	22	18	27	30	27
3	3	4	3	3	4	3
47	125	54	33	66	116	240
4	12	6	3	3	6	5

0	0	2	0	0	0	5
0	0	1	0	0	0	2
0	0	5	0	0	0	8

5	10		3	4	0	0
7	23	4	8	6	10	0
12	33	4	11	10	10	0

note 13	*note 12*	*note 11*	*note 11*	*note 10*	*note 9*
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Modified Progrma Stats		January 2022		December 2021		November 2021		October 2021	
Programs									
	Virtual Live	1		4	1A	4	1A	7	1A
	Virtual Recorded								
	In person	4	2J, 2A		7J, 4A		6J, 2A		8
Program Attendance		30	12J, 18A		74	59J, 15A	48	41J,7A	61
Kids Craft Bags/activity Bags									
	Program Related								
	DYI	349			593	5 weeks of family kits	800	5 weeks of family kits	755
Reference Email		moved to	regular sheet		21		18		16
Reference Phone									
	MAL		moved to		moved to		moved to		moved
	RDL		regular stat sheet		regular stat sheet		regular stat sheet		regular sheet
Curbside Pick-up Stared 6/22/2020									
	MAL	1			0		0		1
	RDL	5			6		9		12
note see footnote page		*note 14*		*note 14*		*note 14*		*note 14*	

	September 2021		August 2021		July 2021	June 2021		May 2021		
7 4J,1T,3A	1A		32	3A, 16J, 13F	6 0	3 2		2 2		
	2A									
7J,8T,46A	15	15A	500	18A, 409J, 73F	284	31A, 253J	36	16A, 20J	40	14A, 26J
5 weeks of family kits	678	5 weeks of family kits	865	5 weeks of kits	650	4 weeks of family kits	720	5 weeks of family kits	684	4 weeks of family kits
	26		18		21		16		25	
to stat	184 212		275 221		139 209		131 209		93 133	
	2 7		2 6		6 7		4 8		12 15	
	note 14		*note 14*			*note 13*		*note 12*		

April 2021		March 2021		February 2021		January 2021		December 2020	
3	3A	2 4	2A 4J	2 4	2A 4J	2 6	2A 3J, 1F	2A 0	
20	20A	41	14A, 27J	58	16A, 42J	77	15A, 49J, 13F	18	18A
639	2 weekly seed and 4 weeks of kids kits	792	4 weekly kits and seed starter kits	720	5 weekly kits/2 special kits	752		753	17 different kits
18		16		21		34		22	
128		121		185		184		108	
116		164		173		169		143	
10		62		163		300		27	
21		35		121		195		23	
note 11		*note 11*		*note 10*		*note 9*		*note 8*	

Footnotes	Date of Change	Change	Services Available	Hours
#1		Normal Operating Hours and Services	Normal Operating Hours and Services	10 am - 8 pm
#2	3/14/2020	cancelled in person programming	In-person broasing, in-person pickup	10 am - 8 pm
	3/17/2020	closed to the public - no in-person services, staff report for shorter shifts	virtual programs, digital material	staff in house - 9:30 am - 2:30 pm
	3/20/2020	100% closure due to NY Pause executive order	virtual programs, digital material	staff working form home
#3		100% Closed -	virtual programs, digital material	staff working form home
#4	6/8/2020	staff return to prep library for curbside service		staff only 10am -1 pm & 1:30 pm - 4:30 pm
	6/22/2020	curbside service begins	curbside pickup, virtual programs, digital material	10 am - 6 pm
#5	7/21/2020	in-person pickup	pickup at circ des, curbside service virtual prgrams, digital material	10 am - 6 pm
#6	8/12/2020	In-person Browsing allowed	browsing, pickup at circ des, curbside service virtual prgrams, digital material	10 am - 6 pm
#7	11/2/2020	Public computers opened for 1 hour time limit, limited computers	browsing, pickup at circ des, curbside service virtual prgrams, digital material, public computers	10 am - 6 pm
#8	12/30/2020	closed public computers	browsing, pickup at circ des, curbside service virtual prgrams, digital material	10 am - 6 pm
#9	1/6/2021	move back to curbside service only	curbside pickup, virtual programs, digital material	10 am - 6 pm
#10	2/10/2021	In-person browsing allowed	browsing, pickup at circ des, curbside service virtual prgrams, digital material	10 am - 6 pm
#11	3/10/2021	Public computers opened for 1 hour time limit, limited computers	browsing, pickup at circ des, curbside service virtual prgrams, digital material, public computers	10 am - 6 pm
#12	5/10/2021	Library hours extend to normal M-F 10 am - 8 pm	browsing, pickup at circ des, curbside service virtual prgrams, digital material, public computers	10 am - 8 pm
#13	6/5/2021	Saturday hours begin 10 am - 3 pm	browsing, pickup at circ des, curbside service virtual prgrams, digital material, public computers	10 am - 3 pm
#14	8/2/2021	Masks required for all, regardless of vaccination status	browsing, pickup at circ des, curbside service, virtual prgrams, digital material, some in person programs, public computers	M-F 10 am - 8 pm Sat. 10 am - 3 pm

Round Lake Library 2022 Actual vs Budget

thru January 31, 2022									
	Actual as of 1/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	8.33%	
Funding Income:									
11 Town of Malta Tax	\$ 84,750	\$ -	\$ -	\$ 339,000	\$ -	\$ -	25.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	0.00%		
11 Grants / Awards	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	0.00%		
Subtotal Funding	\$ 84,750	\$ -	\$ -	\$ 354,700	\$ -	\$ -	23.89%		
Library Income:									
11 Book Replacements	\$ 85	\$ 66	\$ 19	\$ 250	\$ 125	\$ 125	0.00%		
11 Book Shop (Ongoing)	\$ 151	\$ 30	\$ 122	\$ 2,500	\$ 1,250	\$ 1,250	6.04%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,750	\$ 1,750	0.00%		
11 Copies/Faxes	\$ 223	\$ 82	\$ 141	\$ 3,200	\$ 1,400	\$ 1,800	6.98%		
11 Donations	\$ 74	\$ 36	\$ 38	\$ 1,000	\$ 500	\$ 500	7.43%		
11 Fines	\$ 52	\$ 15	\$ 37	\$ 2,500	\$ 1,250	\$ 1,250	2.08%		
11 Interest - Savings	\$ 10	\$ 5	\$ 5	\$ 200	\$ 100	\$ 100	5.17%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
11 Workers Comp Ins Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Misc: Overpayment & Over/Short	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Interest and Dividend Income/Rem. Fur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
Subtotal Library	\$ 596	\$ 234	\$ 362	\$ 13,350	\$ 6,475	\$ 6,875	4.46%		
Total Income	\$ 85,346	\$ 234	\$ 362	\$ 368,050	\$ 6,475	\$ 6,875	23.19%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 5,047	\$ 2,524	\$ 2,524	\$ 70,164	\$ 35,082	\$ 35,082	7.19%		
12 Payroll Exp: Staff	\$ 13,661	\$ 6,902	\$ 6,759	\$ 170,827	\$ 85,414	\$ 85,414	8.00%		
12 IRA	\$ 201	\$ 100	\$ 100	\$ 3,000	\$ 1,500	\$ 1,500	6.69%		
12 Payroll Taxes	\$ 1,431	\$ 719	\$ 712	\$ 19,000	\$ 9,500	\$ 9,500	7.53%		
12 Payroll Insurances	\$ 2,697	\$ 1,349	\$ 1,349	\$ 4,000	\$ 2,000	\$ 2,000	67.43%		
Sub Total Employee Expenses	\$ 23,037	\$ 11,593	\$ 11,444	\$ 266,991	\$ 133,496	\$ 133,496	8.63%		
Non-Employee Expenses									
12 Accounting	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	0.00%		
12 Bank Fees	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Books/Serials/AV	\$ 2,705	\$ 1,043	\$ 1,662	\$ 42,000	\$ 21,000	\$ 21,000	6.44%		
12 Circulation Fees	\$ 1,286	\$ 496	\$ 790	\$ 15,500	\$ 6,045	\$ 9,455	8.30%		
12 Computers & Equipment	\$ -	\$ -	\$ -	\$ 4,500	\$ 2,250	\$ 2,250	0.00%		
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Furniture	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%		
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 750	\$ 375	\$ 375	0.00%		
12 Insurance	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,250	\$ 1,250	0.00%		
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%		
12 Memberships	\$ -	\$ -	\$ -	\$ 1,200	\$ 600	\$ 600	0.00%		
12 Payroll Processing	\$ 647	\$ 323	\$ 323	\$ 5,500	\$ 2,750	\$ 2,750	11.75%		
12 Postage	\$ -	\$ -	\$ -	\$ 250	\$ 100	\$ 150	0.00%		
12 Printer Contract	\$ -	\$ -	\$ -	\$ 4,500	\$ 2,250	\$ 2,250	0.00%		
12 Programs	\$ 325	\$ 153	\$ 172	\$ 5,000	\$ 2,000	\$ 3,000	6.50%		
12 Public Relations	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
12 Rent	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	0.00%	Malta Only	
12 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 600	\$ 300	\$ 300	0.00%		
12 Sales Tax/Credit	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ 150	0.00%		
12 Security	\$ 32	\$ 32	\$ -	\$ 400	\$ 400	\$ -	7.89%	Clark Only	
12 Software & Repairs	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%		
12 Staff Development	\$ 690	\$ 388	\$ 303	\$ 2,000	\$ 1,000	\$ 1,000	34.50%		
12 Supplies	\$ 643	\$ 238	\$ 406	\$ 4,000	\$ 1,600	\$ 2,400	16.08%		
12 Telephone	\$ 100	\$ 100	\$ -	\$ 1,200	\$ 1,200	\$ -	8.32%	Clark Only	
12 Trash	\$ 54	\$ 54	\$ -	\$ 400	\$ 400	\$ -	13.50%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%		
12 Utilities	\$ 381	\$ 381	\$ -	\$ 5,500	\$ 5,500	\$ -	6.92%	Clark Only	
Sub Total Non-Employee Expenses	\$ 6,862	\$ 3,206	\$ 3,655	\$ 101,059	\$ 51,649	\$ 49,410	8.12%		
Total Expenses	\$ 29,899	\$ 14,800	\$ 15,099	\$ 368,050	\$ 185,145	\$ 182,906	8.12%		
Net Income/Loss	\$ 55,447		\$ -						