

**Round Lake Library Board of Trustees
Meeting Agenda
March 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) Copier Lease
- 7) Staffing Update
- 8) Adjournment

Statistics 2022	YTD Total	February 2022	January 2022	December 2021	November 2021	October 2021	September 2021
ROUND LAKE LIBRARY							
MALTA							
Total Circulation	6,201	3,042	3,159	3,311	3,308	3,411	3,266
Book	4,581	2,233	2,348	2,453	2,585	2,659	2,486
Non-Book	1,620	809	811	858	723	752	780
02/2021 total circ = 2,988	0						
	0						
Cardholders New	34	20	14	8	16	16	16
Cardholders Total	2,648	2,648	2,639	2,638	2,650	2,653	2,662
Borrowers	1,012	516	496	498	486	495	493
Programs**	3	5 1J, 4A	3 *		*	*	*
Attendance	21	46 6J, 40A	21 *		*	*	*
CLARK HOUSE							
Total Circulation	3,213	1,716	1,497	1,725	1,922	2,072	1,936
Book	2,545	1,401	1,144	1,418	1,547	1,719	1,541
Non-Book	668	315	353	307	375	353	395
02/2021 total circ = 1543							
Cardholders New	17	17	0	6	6	5	10
Cardholders Total	1,157	1,157	1,128	1,137	1,140	1,137	1,139
Borrowers	458	246	212	229	235	256	239
Programs**	1	3 3J	1 *		*	*	*
Attendance	9	23 23J	9 *		*	*	*
MALTA + CLARK HOUSE							
Programs	4	8	4 *		*	*	*
Attendance	30	69	30 *		*	*	*
Cardholders New	14	37	14	14	22	21	26
Cardholders	3,767	3805	3767	3775	3790	3790	3801
Borrowers	708	762	708	727	721	751	732
Circulation	4,656	4758	4656	5036	5230	5483	5202
2021 Total YTD Circulation	4,656	4,758	4,656	60,939	55,903	50,673	45,190
YTD 2021/2020 Circulation *		475	475	16,868	16,670	15,665	14,759

**Juvenile, Teen, Adult, Family (For All Ages)

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* see Virtual stats

August 2021	July 2021	June 2021	May 2021	April 2021	March 2021	February 2021	January 2021	Statistics
								Round Lake Library
								MALTA
3,860	3,994	3,167	2,672	2,910	3,471	2,988	2,430	Total Circulation
3,048	3,117	2,470	1,975	2,155	2,566	2,239	1,745	Book
812	877	697	697	755	905	749	685	Non-Book
20	15	15	11	7	8	11	1	Cardholders New
2,683	2,684	2,691	2,702	2,709	2,724	2,729	2,736	Cardholders Total
586	584	500	413	419	409	390	343	Borrowers
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
								CLARK HOUSE
1,881	1,842	1,926	1,680	1,898	1,975	1,543	1,751	Total Circulation
1,524	1,510	1,529	1,387	1,595	1,579	1,226	1,407	Book
357	332	397	293	303	396	317	344	Non-Book
7	4	9	7	2	0	2	3	Cardholders New
1,137	1,142	1,145	1,142	1,142	1,150	1,159	1,164	Cardholders Total
242	268	227	208	213	222	194	183	Borrowers
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
								MALTA + CLARK HOUSE
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
27	19	24	18	9	8	13	4	New Borrowers
3820	3826	3836	3844	3851	3874	3888	3900	Borrowers Total
828	852	727	621	632	631	584	526	
5741	5836	5093	4352	4808	5446	4531	4181	Circulation
39,988	34,247	28,411	23,318	18,966	14,158	8,712	4,181	2020 YTD Circulation
14,103	12,555	9,696	5,826	2,104	-2,128	-3,179	-1,833	YTD 2018/2017 Circulation

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	YTD Total	February 2022	January 2022	*December 2021	*November 2021	*October 2021	*September 2021
MALTA							
Door Count **	5,780	3,048	2,732	3451	3599	2651	2726
Computer Use INT + OPAC	252	134	118	119	150	135	99
Reference Questions	473	207	266	231	247	260	*
# items circulated	5,447	2,691	2,756	2,760	2,770	2,867	2,846
# Items Added to Collection	275	178	97	165	105	157	117
Total # items in Collection	21,498	21,498	21,394	21,484	21,344	21,418	21,205
Requests Placed*	1,664	735	929	696	818	1,077	790
Requests Filled*	1,516	722	794	722	830	885	759
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	1,308	744	564	743	732	701	677
Computer Use INT + OPAC	100	61	39	54	58	45	44
Reference Questions	412	223	189	195	209	226	*
# items circulated	2,992	1,607	1,385	1,481	1,760	1,805	1,763
Items Added to Collection	210	174	36	104	49	122	81
Total # items in Collection	19,008	19,208	19,008	19,052	19,255	20,106	19,343
Requests Placed*	945	458	487	388	519	600	558
Requests Filled*	888	410	478	386	485	518	552
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	7,088	3792	3296	4194	4331	3352	3403
Total Computer Use INT + OPAC	352	195	157	173	208	180	143
Total Reference Questions	885	430	455	426	456	486	*
# Items circulated	8,439	4,298	4,141	4,241	4,530	4,672	4,609
# Items Added to Collection	485	352	133	269	154	279	198
Total items in Collection	40,706	40,706	40,402	40,536	40,599	41,524	40,548
Total Requests Placed*	2,609	1193	1416	1084	1337	1677	1348
Total Requests Filled*	2,404	1132	1272	1108	1315	1403	1311
Early Literacy Programs	5	3	2	0	0	0	0
Early Literacy Attendance	41	29	12	0	0	0	0

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* see Virtual stats

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*August 2021	*July 2021	*June 2021	*May 2021	*April 2021	*March 2021	*February 2021	*January 2021	statistics - con
MALTA								
1930	920	777	494	554	590	246	55	Door Count
150	93	106	55	52	28	0	1	Computer Use
*	*	*	*	*	*	*	*	Reference Que
3,430	3,438	2,782	2,432	2,584	2,937	2,572	2,126	# items circulat
102	114	146	106	109	120	105	213	# Items Added
21,244	21,825	21,198	21,051	20,981	20,942	20,894	20,775	Total # items ir
983	1,004	930	905	844	1,127	1,153	1,220	Requests Place
938	903	840	810	742	1,191	1,043	1,025	Requests Filled
Inter-Library Loar								
CLARK HOUSE								
764	804	701	477	545	510	208	60	Door Count
31	45	39	38	21	16	0	1	Computer Use
*	*	*	*	*	*	*	*	Reference Que
1,736	1,696	1,690	1,580	1,758	1,743	1,470	1,529	# items circulat
95	100	92	106	94	125	90	103	Items Added tc
19,253	20,551	19,328	19,260	19,390	19,303	19,189	19,356	Total items in C
531	542	569	490	737	731	590	925	Requests Place
488	486	644	468	685	692	587	879	Requests Filled
Inter-Library Loar								
MALTA + CLAR								
2694	1724	1478	971	1099	1100	454	115	Total Door Cou
181	138	145	93	73	44	0	2	Total Compute
*	*	*	*	*	*	*	*	Total Referenc
5,166	5,134	4,472	4,012	4,342	4,680	4,042	3,655	# Items circulat
197	214	238	212	203	245	195	316	# Items Added
40,497	42,376	40,526	40,311	40,371	40,245	40,083	40,131	Total items in C
1514	1546	1499	1395	1581	1858	1743	2145	Total Requests
1426	1389	1484	1278	1427	1883	1630	1904	Total Requests
0	0	0	0	0	0	0	0	Early Literacy P
0	0	0	0	0	0	0	0	Early Literacy A
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r Use INT + OPAC

	YTD Totals 2020	February 2022	January 2022	December 2021	November 2021	October 2021	Septmeber 2021	
OVERDRIVE (EBooks, EAudiobooks)								
# downloads	1,154	572	582	493	460	425	532	
# WIRELESS USES								
Malta	217	109	108	107	109	92	91	
Round Lake	95	47	48	52	51	74	51	
Malta + Round Lake	312	156	156	159	160	166	142	
DATABASES:								
FREGAL (Music)								
# downloads	44	24	20	33	33	98	33	
# unique download patrons	14	9	5	6	3	7	3	
# songs streamed	132	81	51	70	193	146	109	
# unique streaming users	7	3	4	5	4	6	4	
FREADING (EBooks)								
# downloads	4	2	2	0	0	2	4	
# unique users	3	1	2	0	0	1	1	
# tokens used	10	2	8	0	0	6	18	
MAGAZINE CIRCULATION								
Malta	8	2	6	1	8	5	3	
Round Lake	3	2	1	5	8	11	4	
Malta + Round Lake	11	4	7	6	0 16	0 16	0 7	0

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August 2021	July 2021	June 2021	May 2021	April 2021	March 2021	February 2021	January 2021
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532	508	433	509	517	553	567	583
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110	114	91	109	74	67	37	50
58	56	49	41	48	44	49	33
168	170	140	150	122	111	86	83

38	24	15	22	18	27	30	27
4	3	3	4	3	3	4	3
118	47	125	54	33	66	116	240
8	4	12	6	3	3	6	5

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

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

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Modified Progrma Stats

Programs

Virtual Live
Virtual Recorded
In person

**January
2022**

January
2022

December
2021

November
2021

1	1A	1	4	1A	4	1A
moved to	regular sheet	4	2J, 2A	7J, 4A	6J, 2A	

Virtual Program Attendance

6	6A	30	12J, 18A	74	59J, 15A	48
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Kids Craft Bags/activity Bags

Program Related

DYI	600	4 weeks of family kis	349	593	5 weeks of family kits	800
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Reference Email

moved to	regular sheet	moved to	regular sheet	21	18
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Reference Phone

MAL	moved to	moved to	moved to	moved to	moved
RDL	regular stat	regular stat	regular stat	regular stat	regular
	sheet	sheet	sheet	sheet	sheet

**Curbside Pick-up Stared
6/22/2020**

MAL	1	1	0	0
RDL	11	5	6	9

***note* see footnote page**

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	October 2021		September 2021		August 2021		July 2021		June 2021	
	7	1A	7	1A	32	3A, 16J, 13F	6		3	
		8	4J,1T,3A	2A			0		2	
41J,7A	61	7J,8T,46A	15	15A	500	18A, 409J, 73F	284	31A, 253J	36	16A, 20J
5 weeks of family kits	755	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
	16		26		18		21		16	
to stat		moved to regular stat sheet	184		275		139		131	
			212		221		209		209	
	1		2		2		6		4	
	12		7		6		7		8	
	note 14		*note 14*		*note 14*				*note 13*	

May 2021	April 2021		March 2021		February 2021		January 2021		December 2020		
2 2	3	3A	2 4	2A 4J	2 4	2A 4J	2 6	2A 3J, 1F	2A 0		
40	14A, 26J	20	20A	41	14A, 27J	58	16A, 42J	77	15A, 49J, 13F	18	18A
684	4 weeks of family kits	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
25		18		16		21		34		22	
93 133		128 116		121 164		185 173		184 169		108 143	
12 15		10 21		62 35		163 121		300 195		27 23	
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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
#15	2/22/2022	Masks are no longer reired	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 February 28, 2022									
	Actual as of 2/28/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	%	16.67%	
							of Budget		
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	\$ 7,280	\$ -	\$ -	\$ 2,500	\$ -	\$ -	291.20%		
Subtotal Funding	\$ 92,030	\$ -	\$ -	\$ 354,700	\$ -	\$ -	25.95%		
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	\$ 21	\$ 10	\$ 10	\$ 200	\$ 100	\$ 100	10.49%		
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	\$ 606	\$ 239	\$ 367	\$ 13,350	\$ 6,475	\$ 6,875	4.54%		
Total Income	\$ 92,636	\$ 239	\$ 367	\$ 368,050	\$ 6,475	\$ 6,875	25.17%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 10,078	\$ 5,039	\$ 5,039	\$ 70,164	\$ 35,082	\$ 35,082	14.36%		
12 Payroll Exp: Staff	\$ 27,742	\$ 14,015	\$ 13,727	\$ 170,827	\$ 85,414	\$ 85,414	16.24%		
12 IRA	\$ 402	\$ 201	\$ 201	\$ 3,000	\$ 1,500	\$ 1,500	13.41%		
12 Payroll Taxes	\$ 2,893	\$ 1,454	\$ 1,439	\$ 19,000	\$ 9,500	\$ 9,500	15.23%		
12 Payroll Insurances	\$ 2,697	\$ 1,349	\$ 1,349	\$ 4,000	\$ 2,000	\$ 2,000	67.43%		
Sub Total Employee Expenses	\$ 43,813	\$ 22,059	\$ 21,755	\$ 266,991	\$ 133,496	\$ 133,496	16.41%		
Non-Employee Expenses									
12 Accounting	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	0.00%		
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 100	\$ 50	\$ 50	35.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ 200	\$ 100	\$ 100	0.00%		
12 Books/Serials/AV	\$ 12,195	\$ 5,616	\$ 6,579	\$ 42,000	\$ 21,000	\$ 21,000	29.03%		
12 Circulation Fees	\$ 3,756	\$ 1,448	\$ 2,308	\$ 15,500	\$ 6,045	\$ 9,455	24.23%		
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	\$ 1,016	\$ 508	\$ 508	\$ 5,500	\$ 2,750	\$ 2,750	18.46%		
12 Postage	\$ -	\$ -	\$ -	\$ 250	\$ 100	\$ 150	0.00%		
12 Printer Contract	\$ -	\$ -	\$ -	\$ 4,500	\$ 2,250	\$ 2,250	0.00%		
12 Programs	\$ 468	\$ 215	\$ 252	\$ 5,000	\$ 2,000	\$ 3,000	9.35%		
12 Public Relations	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 600	\$ 300	\$ 300	0.00%		
12 Sales Tax/Credit	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ 150	0.00%		
12 Security	\$ 63	\$ 63	\$ -	\$ 400	\$ 400	\$ -	15.79%	Clark Only	
12 Software & Repairs	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 500	0.00%		
12 Staff Development	\$ 1,922	\$ 1,004	\$ 919	\$ 2,000	\$ 1,000	\$ 1,000	96.11%		
12 Supplies	\$ 1,588	\$ 603	\$ 985	\$ 4,000	\$ 1,600	\$ 2,400	39.69%		
12 Telephone	\$ 199	\$ 199	\$ -	\$ 1,200	\$ 1,200	\$ -	16.56%	Clark Only	
12 Trash	\$ 54	\$ 54	\$ -	\$ 400	\$ 400	\$ -	13.50%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%		
12 Utilities	\$ 503	\$ 503	\$ -	\$ 5,500	\$ 5,500	\$ -	9.14%	Clark Only	
Sub Total Non-Employee Expenses	\$ 21,798	\$ 10,229	\$ 11,568	\$ 101,059	\$ 51,649	\$ 49,410	17.83%		
Total Expenses	\$ 65,611	\$ 32,288	\$ 33,323	\$ 368,050	\$ 185,145	\$ 182,906	17.83%		
Net Income/Loss	\$ 27,025		\$ -						