Round Lake Library Board of Trustees
Meeting Agenda
May 10, 2022
Round Lake Community Room – 7pm

1) Call to Order

2) Minutes

3) Director's Report

4) Statistics

5) Budget/Quarterly Reports/Warrant

6) SALS Annual Meeting

7) Honor and Remembrance Fund

8) Book Drop for Malta

9) Budget Sub Committee

10) Adjournment

Round Lake Library Director Report

April 2022

The library held more in person programs than it has since March of 2020. It is great to see our patrons coming back for programming events. Diane Dobbs was able to hold her Ukrainian Egg program this year and had 30 participants for the two sessions.

Usage of Overdrive continues to increase. This month 624 patrons downloaded eBooks and audiobook through Overdrive. The library's newest platform Hoopla, also saw an increase in usage this month. Wireless usage and public computer use also increased.

The new book drop for the Malta Branch was ordered at the end of the month and will be ready to ship the second week of May. The library director will speak with town maintenance about installation of the new book drop.

The Round Lake Library received 4 Science At home kits courtesy of the Children's Museum at Saratoga. The museum received a grant from Global Foundries for their Backpack Learning Program. The backpacks include science equipment and instructions for at home science experiments. The grant also included membership passes for both branches of the Round Lake Library. These passes will be circulated and available for checkout by our patrons when the Children's Museum reopens in their new location at the Lincoln Baths in July.

Jennifer Hurd, Director

Upcoming:

May 12th- Susan B Anthony Program with Paul Perreault

May 16th – SALS Annual Meeting (virtual @7pm)

May 28th & 30th – Library Closed for Memorial Day Weekend

June 7th – Library Closed – Staff Development Day

July 4th – Library Closed

Statistics 2022	YTD Total	April	March	February	January
ROUND LAKE LIBRARY		**2022**	2022	2022	2022
MALTA					
Total Circulation	**13,246**	**3,262**	3,783	3,042	3,159
Book	**9,799**	**2,381**	2,837	2,233	2,348
Non-Book	**3,447**	**881**	946	809	811
04/2021 total circ = 2910					
Cardholders New	**47**	**11**	2	20	14
Cardholders Total	**2,619**	**2,619**	2,638	2,648	2,639
Borrowers	**1,530**	**542**	518	516	496
Programs**	**22**	**11 6J, 2A, 3F**	3 2J, 1A	5 1J, 4A	3
Attendance	**315**	**231 54J, 17A, 160 F**	17 12J, 5, A	46 6J, 40A	21
CLARK HOUSE					
Total Circulation	**6,705**	**1,596**	1,896	1,716	1,497
Book	**5,350**	**1,254**	1,551	1,401	1,144
Non-Book	**1,355**	**342**	345	315	353
04/2021 total circ = 1898					
Cardholders New	**70**	**14**	39	17	0
Cardholders Total	**1,317**	**1,317**	1,265	1,157	1,128
Borrowers	**708**	**265**	250	246	212
Programs**	**14**	**6 5J, 1A**	4 4J	3 3J	1
Attendance	**128**	**60 47J, 13A**	36 36J	23 23J	9
MALTA + CLARK HOUSE					
Programs	**36**	**17**	7	8	4
Attendance	**443**	**291**	53	69	30
Cardholders New	**117**	**25**	41	37	14
Cardholders	**3,936**	**3936**	3903	3805	3767
Borrowers	**2,238**	**807**	768	762	708
Circulation		**4858**	5679	4758	4656
2022 Total YTD Circulation	**19,951**	**19,951**	15,093	**9,414**	4,656
YTD 2021/2020 Circulation *		**985**	935	475	475
		note 15	*note 15*	*note 15*	*note 14*

Juvenile, **Teen, **A**dult, **F**amily (For All Ages)

note see footnote page

* see Virtual stats

December 2021	November 2021	October 2021	September 2021	August 2021	July 2021	June 2021	May 2021	April 2021	**Statistics Round Lake Lib**
									MALTA
3,311	3,308	3,411	3,266	3,860	3,994	3,167	2,672	2,910	Total Circulatio
2,453	2,585	2,659	2,486	3,048	3,117	2,470	1,975	2,155	Book
858	723	752	780	812	877	697	697	755	Non-Book
8	16	16	16	20	15	15	11	7	Cardholders Ne
2,638	2,650	2,653	2,662	2,683	2,684	2,691	2,702	2,709	Cardholders To
498	486	495	493	586	584	500	413	419	Borrowers
*	*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	*	Attendance
									CLARK HOUSE
1,725	1,922	2,072	1,936	1,881	1,842	1,926	1,680	1,898	Total Circulatio
1,418	1,547	1,719	1,541	1,524	1,510	1,529	1,387	1,595	Book
307	375	353	395	357	332	397	293	303	Non-Book
6	6	5	10	7	4	9	7	2	Cardholders Ne
1,137	1,140	1,137	1,139	1,137	1,142	1,145	1,142	1,142	Cardholders To
229	235	256	239	242	268	227	208	213	Borrowers
*	*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	*	Attendance
									MALTA + CLAR
*	*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	*	Attendance
14	22	21	26	27	19	24	18	9	New Borrower
3775	3790	3790	3801	3820	3826	3836	3844	3851	Borrowers Tota
727	721	751	732	828	852	727	621	632	
5036	5230	5483	5202	5741	5836	5093	4352	4808	Circulation
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	**2022 YTD Circu**
16,868	16,670	15,665	14,759	14,103	12,555	9,696	5,826	2,104	YTD 2018/2017
note 14	*note 14*	*note 14*	*note 14*	*note 14*		*note 13*	*note 12*	*note 11*	

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7 Circulation

Statistics - page 2	**YTD Total**	**April 2022**	March 2022	February 2022	January 2022	*December 2021	*November 2021
MALTA							
Door Count **	**14,331**	**3,410**	5,141	3,048	2,732	3451	3599
Computer Use INT + OPAC	**582**	**181**	149	134	118	119	150
Reference Questions	**941**	**213**	255	207	266	231	247
# items circulated	**11,550**	**2,872**	3,231	2,691	2,756	2,760	2,770
# Items Added to Collection	**590**	**133**	182	178	97	165	105
Total # items in Collection	**21,770**	**21,770**	21,597	21,498	21,394	21,484	21,344
Requests Placed*	**3,491**	**920**	907	735	929	696	818
Requests Filled*	**3,193**	**817**	860	722	794	722	830
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	**3,003**	**831**	864	744	564	743	732
Computer Use INT + OPAC	**213**	**59**	54	61	39	54	58
Reference Questions	**859**	**225**	222	223	189	195	209
# items circulated	**6,187**	**1,492**	1,703	1,607	1,385	1,481	1,760
Items Added to Collection	**399**	**93**	96	174	36	104	49
Total # items in Collection	**19,269**	**19,269**	19,244	19,208	19,008	19,052	19,255
Requests Placed*	**1,748**	**334**	469	458	487	388	519
Requests Filled*	**1,656**	**298**	470	410	478	386	485
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	**17,334**	**4241**	6005	3792	3296	4194	4331
Total Computer Use INT + OPAC	**795**	**240**	203	195	157	173	208
Total Reference Questions	**1,800**	**438**	477	430	455	426	**456**
# Items circulated	**17,737**	**4,364**	4,934	4,298	4,141	4,241	4,530
# Items Added to Collection	**989**	**226**	278	352	133	269	154
Total items in Collection	**41,039**	**41,039**	40,841	40,706	40,402	40,536	40,599
Total Requests Placed*	**3,985**	**1254**	1376	1193	1416	1084	1337
Total Requests Filled*	**4,849**	**1115**	1330	1132	1272	1108	1315
Early Literacy Programs	**22**	**11**	6	3	2	0	0
Early Literacy Attendance	**190**	**101**	48	29	12	0	0
***note* see footnote page**		***note 15***	*note 15*	*note 15*	*note 14*	*note 14*	*note 14*

*** see Virtual stats**

*October 2021	*September 2021	*August 2021	*July 2021	*June 2021	*May 2021	*April 2021	statistics - continued
							MALTA
2651	2726	1930	920	777	494	554	Door Count
135	99	150	93	106	55	52	Computer Use INT + OPAC
260	*	*	*	*	*	*	Reference Questions
2,867	2,846	3,430	3,438	2,782	2,432	2,584	# items circulated
157	117	102	114	146	106	109	# Items Added to Collection
21,418	21,205	21,244	21,825	21,198	21,051	20,981	Total # items in Collection
1,077	790	983	1,004	930	905	844	Requests Placed*
885	759	938	903	840	810	742	Requests Filled*
							Inter-Library Loan*
							CLARK HOUSE
701	677	764	804	701	477	545	Door Count
45	44	31	45	39	38	21	Computer Use INT + OPAC
226	*	*	*	*	*	*	Reference Questions
1,805	1,763	1,736	1,696	1,690	1,580	1,758	# items circulated
122	81	95	100	92	106	94	Items Added to Collection
20,106	19,343	19,253	20,551	19,328	19,260	19,390	Total items in Collection
600	558	531	542	569	490	737	Requests Placed*
518	552	488	486	644	468	685	Requests Filled*
							Inter-Library Loan*
							MALTA + CLARK HOUSE
3352	3403	2694	1724	1478	971	1099	Total Door Count
180	143	181	138	145	93	73	Total Computer Use INT + OPA
486	*	*	*	*	*	*	Total Reference Questions
4,672	4,609	5,166	5,134	4,472	4,012	4,342	# Items circulated
279	198	197	214	238	212	203	# Items Added to Collection
41,524	40,548	40,497	42,376	40,526	40,311	40,371	Total items in Collection
1677	1348	1514	1546	1499	1395	1581	Total Requests Placed*
1403	1311	1426	1389	1484	1278	1427	Total Requests Filled*
0	0	0	0	0	0	0	Early Literacy Programs
0	0	0	0	0	0	0	Early Literacy Attendance
note 14	*note 14*	*note 14*		*note 13*	*note 12*	*note 11 *	

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	YTD Totals 2020	April 2022	March 2022	February 2022	January 2022	December 2021	November 2021	October 2021
OVERDRIVE								
(EBooks, EAudiobooks)								
# downloads	**2,341**	**624**	563	572	582	493	460	425
# WIRELESS USES								
Malta	**476**	**141**	118	109	108	107	109	92
Round Lake	**232**	**66**	71	47	48	52	51	74
Malta + Round Lake	**708**	**207**	189	156	156	159	160	166
DATABASES:								
FREEGAL (Music)								
# downloads	**85**	**13**	28	24	20	33	33	98
# unique download patrons	**21**	**2**	5	9	5	6	3	7
# songs streamed	**282**	**73**	77	81	51	70	193	146
# unique streaming users	**21**	**6**	8	3	4	5	4	6
FREADING (EBooks)								
# downloads	**9**	**1**	4	2	2	0	0	2
# unique users	**7**	**1**	3	1	2	0	0	1
# tokens used	**27**	**5**	12	2	8	0	0	6
Hoopla (added 3/23/22)								
# downloads	**40**	**28**	12					
MAGAZINE CIRCULATION	**0**							
Malta	**22**	**0**	14	2	6	1	8	5
Round Lake	**14**	**5**	6	2	1	5	8	11
Malta + Round Lake	**36**	**5**	20	4	7	6 0	16 0	16 0
***note* see footnote page**		***note 15***	*note 15*	*note 15*	*note 14*	*note 14*	*note 14*	*note 14*

Septmeber 2021	August 2021	July 2021	June 2021	May 2021	April 2021
532	532	508	433	509	517
91	110	114	91	109	74
51	58	56	49	41	48
142	168	170	140	150	122
33	38	24	15	22	18
3	4	3	3	4	3
109	118	47	125	54	33
4	8	4	12	6	3
4	0	0	0	2	0
1	0	0	0	1	0
18	0	0	0	5	0
3	8	5	10		3
4	4	7	23	4	8
7	12	12	33	4	11
note 14	*note 14*		*note 13*	*note 12*	*note 11*

Modified Progrma Stats		**YTD Totals 2022**	**April 2022**		March 2022		February 2022	
Programs								
	Virtual Live	**4**	**1**	**1A**	1	1A	1	1A
	Virtual Recorded							
	In person		**moved to**	**regular sheet**	moved to	regular sheet	moved to	regular sheet
Virtual Program Attendance		**46**	**5**		5	5A	6	6A
Kids Craft Bags/activity Bags								
	Program Related							
	DYI	**2468**	**719**	**5 weeks of family kis**	800	5 weeks of family kis	600	4 weeks of family kis
Reference Email			moved to	regular sheet			moved to	regular sheet
Reference Phone	MAL		**moved**	**to**	moved	to	moved	to
	RDL		**regular**	**stat**	regular	stat	regular	stat
			sheet		sheet		sheet	
Curbside Pick-up Stared 6/22/2020	MAL	**4**	**1**		1		1	
	RDL	**23**	**3**		4		11	
***note* see footnote page**			***note 15***		*note 15*		*note 15*	

January 2022		December 2021		November 2021		October 2021		September 2021		August 2021
1	4	1A	4	1A	7	1A	7	1A		32
4	2J, 2A	7J, 4A		6J, 2A		8	4J,1T,3A	2A		
30	12J, 18A	74	59J, 15A	48	41J,7A	61	7J,8T,46A	15	15A	500
349		593	5 weeks of family kits	800	5 weeks of family kits	755	5 weeks of family kits	678	5 weeks of family kits	865
moved to	regular sheet	21		18		16		26		18
moved regular sheet	to stat	moved regular sheet	to stat	moved regular sheet	to stat	moved regular sheet	to stat	184 212		275 221
1 5		0 6		0 9		1 12		2 7		2 6
note 14		*note 14*		*note 14*		*note 14*		*note 14*		*note 14*

	July 2021		June 2021		May 2021		April 2021		March 2021	
3A, 16J, 13F	6 0		3 2		2 2		3	3A	2 4	2A 4J
18A, 409J, 73F	284	31A, 253J	36	16A, 20J	40	14A, 26J	20	20A	41	14A, 27J
5 weeks of kits	650	4 weeks of family kits	720	5 weeks of family kits	684	4 weeks of family kits	639	2 weekly seed and 4 weeks of kids kits	792	4 weekly kits and seed starter kits
	21		16		25		18		16	
	139 209		131 209		93 133		128 116		121 164	
	6 7		4 8		12 15		10 21		62 35	
			note 13		*note 12*		*note 11*		*note 11*	

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 reuired	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 April 30, 2022

		Actual as of 4/30/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	33.33%
	Funding Income:								
11	Town of Malta Tax	$ 169,500	$ -	$ -	$ 339,000	$ -	$ -	50.00%	
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	**$ 176,780**	**$ -**	**$ -**	**$ 354,700**	$ -	$ -	49.84%	
	Library Income:								
11	Book Replacements	$ 196	$ 93	$ 103	$ 250	$ 125	$ 125	0.00%	
11	Book Shop (Ongoing)	$ 668	$ 144	$ 525	$ 2,500	$ 1,250	$ 1,250	26.73%	
11	Book Sales (Annual)	$ -	$ -	$ -	$ 3,500	$ 1,750	$ 1,750	0.00%	
11	Copies/Faxes	$ 781	$ 309	$ 472	$ 3,200	$ 1,400	$ 1,800	24.41%	
11	Donations	$ 150	$ 65	$ 85	$ 1,000	$ 500	$ 500	14.97%	
11	Fines	$ 322	$ 82	$ 240	$ 2,500	$ 1,250	$ 1,250	12.88%	
11	Interest - Savings	$ 43	$ 21	$ 21	$ 200	$ 100	$ 100	21.25%	
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	**$ 2,159**	**$ 713**	**$ 1,447**	**$ 13,350**	**$ 6,475**	**$ 6,875**	16.18%	
	Total Income	**$ 178,939**	**$ 713**	**$ 1,447**	**$ 368,050**	**$ 6,475**	**$ 6,875**	48.62%	
	Employee Expenses								
12	Payroll Exp: Admin	$ 20,032	$ 10,016	$ 10,016	$ 70,164	$ 35,082	$ 35,082	28.55%	
12	Payroll Exp: Staff	$ 58,369	$ 29,488	$ 28,880	$ 170,827	$ 85,414	$ 85,414	34.17%	
12	IRA	$ 790	$ 395	$ 395	$ 3,000	$ 1,500	$ 1,500	26.33%	
12	Payroll Taxes	$ 5,998	$ 3,014	$ 2,983	$ 19,000	$ 9,500	$ 9,500	31.57%	
12	Payroll Insurances	$ 3,269	$ 1,635	$ 1,635	$ 4,000	$ 2,000	$ 2,000	81.73%	
	Sub Total Employee Expenses	**$ 88,458**	**$ 44,548**	**$ 43,909**	**$ 266,991**	**$ 133,496**	**$ 133,496**	33.13%	
	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	$ 21,795	$ 10,379	$ 11,415	$ 42,000	$ 21,000	$ 21,000	51.89%	
12	Circulation Fees	$ 6,122	$ 2,360	$ 3,762	$ 15,500	$ 6,045	$ 9,455	39.50%	
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	$ 1,814	$ 907	$ 907	$ 5,500	$ 2,750	$ 2,750	32.97%	
12	Postage	$ 238	$ 114	$ 124	$ 250	$ 100	$ 150	95.38%	
12	Printer Contract	$ 1,441	$ 720	$ 720	$ 4,500	$ 2,250	$ 2,250	32.02%	
12	Programs	$ 2,299	$ 1,193	$ 1,106	$ 5,000	$ 2,000	$ 3,000	45.99%	
12	Public Relations	$ 25	$ 25	$ -	$ 100	$ 50	$ 50	25.00%	
12	Rent	$ 1	$ -	$ 1	$ 1	$ -	$ 1	100.00%	Malta Only
12	Repairs & Maintenance	$ 62	$ 62	$ -	$ 600	$ 300	$ 300	10.34%	
12	Sales Tax/Credit	$ 37	$ 19	$ 19	$ 300	$ 150	$ 150	12.37%	
12	Security	$ 126	$ 126	$ -	$ 400	$ 400	$ -	31.57%	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	$ 2,973	$ 1,446	$ 1,527	$ 4,000	$ 1,600	$ 2,400	74.31%	
12	Telephone	$ 500	$ 500	$ -	$ 1,200	$ 1,200	$ -	41.69%	Clark Only
12	Trash	$ 108	$ 108	$ -	$ 400	$ 400	$ -	27.00%	Clark Only
12	Trustee Development	$ -	$ -	$ -	$ 308	$ 154	$ 154	0.00%	
12	Utilities	$ 1,099	$ 1,099	$ -	$ 5,500	$ 5,500	$ -	19.97%	Clark Only
	Sub Total Non-Employee Expenses	**$ 40,597**	**$ 20,079**	**$ 20,518**	**$ 101,059**	**$ 51,649**	**$ 49,410**		
	Total Expenses	**$ 129,055**	**$ 64,628**	**$ 64,427**	**$ 368,050**	**$ 185,145**	**$ 182,906**	35.06%	
	Net Income/Loss	**$ 49,884**			**$ -**				