

**Round Lake Library Board of Trustees
Meeting Agenda
April 12, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Emergency Library Closures /Staff Hours
- 7) Computer Order
- 8) Staff Development Day – June 7th
- 9) Book Drop for Malta
- 10) DVD Circulation period change
- 11) Adjournment

Statistics 2022	YTD Total	March 2022	February 2022	January 2022	December 2021	November 2021
ROUND LAKE LIBRARY						
MALTA						
Total Circulation	9,984	3,783	3,042	3,159	3,311	3,308
Book	7,418	2,837	2,233	2,348	2,453	2,585
Non-Book	2,566	946	809	811	858	723
03/2021 total circ = 3,471						
Cardholders New	36	2	20	14	8	16
Cardholders Total	2,638	2,638	2,648	2,639	2,638	2,650
Borrowers	1,530	518	516	496	498	486
Programs**	11	3 2J, 1A	5 1J, 4A	3 *		*
Attendance	84	17 12J, 5, A	46 6J, 40A	21 *		*
CLARK HOUSE						
Total Circulation	5,109	1,896	1,716	1,497	1,725	1,922
Book	4,096	1,551	1,401	1,144	1,418	1,547
Non-Book	1,013	345	315	353	307	375
03/2021 total circ = 1,975						
Cardholders New	56	39	17	0	6	6
Cardholders Total	1,265	1,265	1,157	1,128	1,137	1,140
Borrowers	708	250	246	212	229	235
Programs**	8	4 4J	3 3J	1 *		*
Attendance	68	36 36J	23 23J	9 *		*
MALTA + CLARK HOUSE						
Programs	19	7	8	4 *		*
Attendance	152	53	69	30 *		*
Cardholders New	92	41	37	14	14	22
Cardholders	3,903	3903	3805	3767	3775	3790
Borrowers	2,238	768	762	708	727	721
Circulation		5679	4758	4656	5036	5230
2022 Total YTD Circulation	15,093	15,093	9,414	4,656	60,939	55,903
YTD 2021/2020 Circulation *		935	475	475	16,868	16,670
**Juvenile, Teen, Adult, Family (For All Ages)						

note 15

note 15

note 14

note 14

note 14

note see footnote page

* see Virtual stats

October 2021	September 2021	August 2021	July 2021	June 2021	May 2021	April 2021	March 2021	Statistics
								Round Lake Library
								MALTA
3,411	3,266	3,860	3,994	3,167	2,672	2,910	3,471	Total Circulation
2,659	2,486	3,048	3,117	2,470	1,975	2,155	2,566	Book
752	780	812	877	697	697	755	905	Non-Book
16	16	20	15	15	11	7	8	Cardholders New
2,653	2,662	2,683	2,684	2,691	2,702	2,709	2,724	Cardholders Total
495	493	586	584	500	413	419	409	Borrowers
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
								CLARK HOUSE
2,072	1,936	1,881	1,842	1,926	1,680	1,898	1,975	Total Circulation
1,719	1,541	1,524	1,510	1,529	1,387	1,595	1,579	Book
353	395	357	332	397	293	303	396	Non-Book
5	10	7	4	9	7	2	0	Cardholders New
1,137	1,139	1,137	1,142	1,145	1,142	1,142	1,150	Cardholders Total
256	239	242	268	227	208	213	222	Borrowers
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
								MALTA + CLARK HOUSE
*	*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	*	Attendance
21	26	27	19	24	18	9	8	New Borrowers
3790	3801	3820	3826	3836	3844	3851	3874	Borrowers Total
751	732	828	852	727	621	632	631	
5483	5202	5741	5836	5093	4352	4808	5446	Circulation
50,673	45,190	39,988	34,247	28,411	23,318	18,966	14,158	2022 YTD Circulation
15,665	14,759	14,103	12,555	9,696	5,826	2,104	-2,128	YTD 2018/2017 Circulation
note 14	*note 14*	*note 14*		*note 13*	*note 12*	*note 11*	*note 11*	

Statistics - page 2

	YTD Total	March 2022	February 2022	January 2022	*December 2021	*November 2021	*October 2021
MALTA							
Door Count **	10,921	5,141	3,048	2,732	3451	3599	2651
Computer Use INT + OPAC	401	149	134	118	119	150	135
Reference Questions	728	255	207	266	231	247	260
# items circulated	8,678	3,231	2,691	2,756	2,760	2,770	2,867
# Items Added to Collection	457	182	178	97	165	105	157
Total # items in Collection	21,597	21,597	21,498	21,394	21,484	21,344	21,418
Requests Placed*	2,571	907	735	929	696	818	1,077
Requests Filled*	2,376	860	722	794	722	830	885
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	2,172	864	744	564	743	732	701
Computer Use INT + OPAC	154	54	61	39	54	58	45
Reference Questions	634	222	223	189	195	209	226
# items circulated	4,695	1,703	1,607	1,385	1,481	1,760	1,805
Items Added to Collection	306	96	174	36	104	49	122
Total # items in Collection	19,244	19,244	19,208	19,008	19,052	19,255	20,106
Requests Placed*	1,414	469	458	487	388	519	600
Requests Filled*	1,358	470	410	478	386	485	518
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	13,093	6005	3792	3296	4194	4331	3352
Total Computer Use INT + OPAC	555	203	195	157	173	208	180
Total Reference Questions	1,362	477	430	455	426	456	486
# Items circulated	13,373	4,934	4,298	4,141	4,241	4,530	4,672
# Items Added to Collection	763	278	352	133	269	154	279
Total items in Collection	40,841	40,841	40,706	40,402	40,536	40,599	41,524
Total Requests Placed*	3,985	1376	1193	1416	1084	1337	1677
Total Requests Filled*	3,734	1330	1132	1272	1108	1315	1403
Early Literacy Programs	11	6	3	2	0	0	0
Early Literacy Attendance	89	48	29	12	0	0	0

note see footnote page

note 15

note 15

note 14

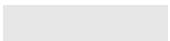
note 14

note 14

note 14

* see Virtual stats

*September 2021	*August 2021	*July 2021	*June 2021	*May 2021	*April 2021	*March 2021	statistics - continued
							MALTA
2726	1930	920	777	494	554	590	Door Count
99	150	93	106	55	52	28	Computer Use INT + OPAC
*	*	*	*	*	*	*	Reference Questions
2,846	3,430	3,438	2,782	2,432	2,584	2,937	# items circulated
117	102	114	146	106	109	120	# Items Added to Collection
21,205	21,244	21,825	21,198	21,051	20,981	20,942	Total # items in Collection
790	983	1,004	930	905	844	1,127	Requests Placed*
759	938	903	840	810	742	1,191	Requests Filled*
							Inter-Library Loan*
							CLARK HOUSE
677	764	804	701	477	545	510	Door Count
44	31	45	39	38	21	16	Computer Use INT + OPAC
*	*	*	*	*	*	*	Reference Questions
1,763	1,736	1,696	1,690	1,580	1,758	1,743	# items circulated
81	95	100	92	106	94	125	Items Added to Collection
19,343	19,253	20,551	19,328	19,260	19,390	19,303	Total items in Collection
558	531	542	569	490	737	731	Requests Placed*
552	488	486	644	468	685	692	Requests Filled*
							Inter-Library Loan*
							MALTA + CLARK HOUSE
3403	2694	1724	1478	971	1099	1100	Total Door Count
143	181	138	145	93	73	44	Total Computer Use INT + OPAC
*	*	*	*	*	*	*	Total Reference Questions
4,609	5,166	5,134	4,472	4,012	4,342	4,680	# Items circulated
198	197	214	238	212	203	245	# Items Added to Collection
40,548	40,497	42,376	40,526	40,311	40,371	40,245	Total items in Collection
1348	1514	1546	1499	1395	1581	1858	Total Requests Placed*
1311	1426	1389	1484	1278	1427	1883	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 13*	*note 12*	*note 11 *	*note 11 *	



AC

	YTD Totals 2020	March 2022	February 2022	January 2022	December 2021	November 2021	October 2021	Septmeber 2021
OVERDRIVE								
(EBooks, EAudiobooks)								
# downloads	1,717	563	572	582	493	460	425	532
# WIRELESS USES								
Malta	335	118	109	108	107	109	92	91
Round Lake	166	71	47	48	52	51	74	51
Malta + Round Lake	501	189	0 156	156	159	160	166	142
DATABASES:								
FREEGAL (Music)								
# downloads	72	28	24	20	33	33	98	33
# unique download patrons	19	5	9	5	6	3	7	3
# songs streamed	209	77	81	51	70	193	146	109
# unique streaming users	15	8	3	4	5	4	6	4
FREADING (EBooks)								
# downloads	8	4	2	2	0	0	2	4
# unique users	6	3	1	2	0	0	1	1
# tokens used	22	12	2	8	0	0	6	18
Hoopla (added 3/23/22)								
# downloads	12	12						
MAGAZINE CIRCULATION								
Malta	22	14	2	6	1	8	5	3
Round Lake	9	6	2	1	5	8	11	4
Malta + Round Lake	31	20	4	7	6	0 16	0 16	0 7 0

note see footnote page

note 15

note 15

note 14

note 14

note 14

note 14

note 14

August 2021	July 2021	June 2021	May 2021	April 2021	March 2021
----------------	--------------	--------------	-------------	---------------	---------------

532	508	433	509	517	553
-----	-----	-----	-----	-----	-----

110	114	91	109	74	67
58	56	49	41	48	44
168	170	140	150	122	111

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

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

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

note 14

note 13

note 12

note 11

note 11

Modified Progrma Stats		March 2022		February 2022		January 2022		December 2021
Programs								
	Virtual Live	1	1A	1	1A	1	4	1A
	Virtual Recorded							
	In person	moved to	regular sheet	moved to	regular sheet	4	2J, 2A	7J, 4A
Virtual Program Attendance		5	5A	6	6A	30	12J, 18A	74
Kids Craft Bags/activity Bags								
	Program Related							
	DYI	800	5 weeks of family kis	600	4 weeks of family kis	349		593
Reference Email				moved to	regular sheet	moved to	regular sheet	21
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		1		1		0
	RDL	4		11		5		6
note see footnote page		*note 15*		*note 15*		*note 14*		*note 14*

	November 2021			October 2021			September 2021			August 2021			July 2021		
	4	1A		7	1A		7	1A		32	3A, 16J, 13F		6		
		6J, 2A			8	4J,1T,3A		2A					0		
59J, 15A		48	41J,7A		61	7J,8T,46A		15	15A		500	18A, 409J, 73F		284	31A, 253J
5 weeks of family kits		800	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
		18			16			26			18			21	
to stat		moved to regular stat sheet			moved to regular stat sheet			184			275			139	
								212			221			209	
		0			1			2			2			6	
		9			12			7			6			7	
		note 14			*note 14*			*note 14*			*note 14*				

June 2021		May 2021		April 2021		March 2021	
3		2		3	3A	2	2A
2		2				4	4J
36	16A, 20J	40	14A, 26J	20	20A	41	14A, 27J
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
16		25		18		16	
131		93		128		121	
209		133		116		164	
4		12		10		62	
8		15		21		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 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

March 2022

March was a much busier month than February. Both door counts and circulation numbers increased for the month. With the increased door counts and returning programs it is starting to feel a bit more normal.

On February 23, 2022 SALS/JA implemented a new self-registration. This allows patrons to register for a library card online and receive a digital barcode that is good for 60 days; which can then be exchanged at the library for a physical library card. Since turning this feature on the Round Lake Library has 6 online registrations and 1 exchange for a physical card.

The library did a soft launch of Hoopla (digital platform) on March 23, 2022. In the eight days it was active for March there were 9 patron logins and 12 circulations. The library is planning on doing a full launch and marketing campaign starting in May 2022.

The library director and assistant director attended the Public Library Association Conference in Portland, Oregon. This 3 day conference is held every 2 years and offers many opportunities to attend programs on library related issues, network with colleagues and speak with vendors about library supplies and various material.

Albany Fire Extinguisher preformed their annual inspection of the fire extinguishers at Clark House. Two of the four extinguishers are no longer serviceable and expired. They have ordered two new ones and will install when they are delivered.

The Malta Community Center has a new Acting Director, Kristan Gottman. She has been in to meet some of the library staff and we look forward to working with her.

In the Malta Branch, the town maintenance crew are working to switch over the exhibiting light bulbs to LED bulbs. Bulbs were ordered over a month ago and have arrived and are being switched over the next week. The maintenance crew is also working to repair a spot in the wall located in the back workroom where a leak occurred a few months prior. The town is also looking into replacing the existing phone system at the community center, which would include the library. We were notified by the Town Comptroller that this is being discussed but the process could take a while to be implemented.

Jennifer Hurd, Director

Round Lake Library 2022 Actual vs Budget

thru March 31, 2022									
	Actual as of 3/31/2022	Actual Clark House	Actual Malta	2022 Budget	Clark House Budget	Malta Budget	% of Budget	25.00%	
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	\$ 153	\$ 73	\$ 80	\$ 250	\$ 125	\$ 125	0.00%		
11 Book Shop (Ongoing)	\$ 515	\$ 95	\$ 420	\$ 2,500	\$ 1,250	\$ 1,250	20.61%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,750	\$ 1,750	0.00%		
11 Copies/Faxes	\$ 492	\$ 215	\$ 277	\$ 3,200	\$ 1,400	\$ 1,800	15.38%		
11 Donations	\$ 123	\$ 65	\$ 59	\$ 1,000	\$ 500	\$ 500	12.33%		
11 Fines	\$ 140	\$ 48	\$ 92	\$ 2,500	\$ 1,250	\$ 1,250	5.62%		
11 Interest - Savings	\$ 31	\$ 16	\$ 16	\$ 200	\$ 100	\$ 100	15.71%		
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	\$ 1,455	\$ 511	\$ 944	\$ 13,350	\$ 6,475	\$ 6,875	10.90%		
Total Income	\$ 93,485	\$ 511	\$ 944	\$ 368,050	\$ 6,475	\$ 6,875	25.40%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 15,019	\$ 7,510	\$ 7,510	\$ 70,164	\$ 35,082	\$ 35,082	21.41%		
12 Payroll Exp: Staff	\$ 42,249	\$ 21,344	\$ 20,904	\$ 170,827	\$ 85,414	\$ 85,414	24.73%		
12 IRA	\$ 596	\$ 298	\$ 298	\$ 3,000	\$ 1,500	\$ 1,500	19.88%		
12 Payroll Taxes	\$ 4,381	\$ 2,202	\$ 2,179	\$ 19,000	\$ 9,500	\$ 9,500	23.06%		
12 Payroll Insurances	\$ 2,697	\$ 1,349	\$ 1,349	\$ 4,000	\$ 2,000	\$ 2,000	67.43%		
Sub Total Employee Expenses	\$ 64,943	\$ 32,702	\$ 32,240	\$ 266,991	\$ 133,496	\$ 133,496	24.32%		
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	\$ 17,532	\$ 8,232	\$ 9,300	\$ 42,000	\$ 21,000	\$ 21,000	41.74%		
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	\$ 1,395	\$ 697	\$ 697	\$ 5,500	\$ 2,750	\$ 2,750	25.35%		
12 Postage	\$ 4	\$ -	\$ 4	\$ 250	\$ 100	\$ 150	1.45%		
12 Printer Contract	\$ 1,095	\$ 547	\$ 547	\$ 4,500	\$ 2,250	\$ 2,250	24.33%		
12 Programs	\$ 1,420	\$ 753	\$ 667	\$ 5,000	\$ 2,000	\$ 3,000	28.40%		
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	\$ 95	\$ 95	\$ -	\$ 400	\$ 400	\$ -	23.68%	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	\$ 1,934	\$ 858	\$ 1,076	\$ 4,000	\$ 1,600	\$ 2,400	48.35%		
12 Telephone	\$ 299	\$ 299	\$ -	\$ 1,200	\$ 1,200	\$ -	24.91%	Clark Only	
12 Trash	\$ 54	\$ 54	\$ -	\$ 400	\$ 400	\$ -	13.50%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 308	\$ 154	\$ 154	0.00%		
12 Utilities	\$ 765	\$ 765	\$ -	\$ 5,500	\$ 5,500	\$ -	13.91%	Clark Only	
Sub Total Non-Employee Expenses	\$ 30,430	\$ 14,875	\$ 15,555	\$ 101,059	\$ 51,649	\$ 49,410	25.91%		
Total Expenses	\$ 95,372	\$ 47,577	\$ 47,794	\$ 368,050	\$ 185,145	\$ 182,906	25.91%		
Net Income/Loss	\$ (1,887)		\$ -						