

**Round Lake Library Board of Trustees
Meeting Agenda
January 11, 2022
Round Lake Community Room – 7pm**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Trustee Terms Update
- 7) Doll House Update
- 8) Accountant Update
- 9) Staff Update
- 10) Staffing through COVID Surge
- 11) Library Minimum Standards
- 12) Adjournment

December 2021

December brought the end to another very challenging year. Our library staff has worked tirelessly to safely provide the best services to our patrons. 2021 total circulation was 60,939, an increase of 16,868 over 2020. In 2021 the library also saw the return of many patrons to our physical buildings and a continued increase in our digital material.

The library applied for and was granted the SALS Continuing Education Challenge grant in the amount of \$1,000. This will help to pay for the director and assistant director's attendance at the 2022 PLA Conference.

The annual gingerbread program was take n' make again this year. The library distributed 100 kits to family's in our service area.

The website redesign continues to move along. Many items have been added or updated to increase accessibility. It is a long process but the outcome will be worth it in the end.

The Trustee Book Club is back for 2022. There will be 6 session, once a month through June on a variety of topics for library trustees. Sara Dallas highly recommends attending as many as you can.

Library staff responsible for ordering material met in December to discuss the 2022 materials budget. Laura Sheehan will be taking over the non-fiction ordering after the retirement of Paul Lavin. The key staff responsible for ordering will also be attending a demo for Hoopla, an online platform from Midwest Tape that allows patrons to check out audio books, eBooks, movies and Tv series. This would be a supplement to Overdrive that is offered through our library system. During 2020 and 2021 the use of Overdrive increased and we are looking additional platforms to provide patrons with additional material. System wide there were 266,000 items downloaded through Overdrive in 2021, a 4% increase from 2020 and the wait time for material can be anywhere from 1- 3moths. Hoopla is used by several libraries in the SAL system and has helped to provide additional materials to patrons. More detailed information will be discussed at a later date, after gathering more information.

Jennifer Hurd, Director

Upcoming Dates:

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

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

PLA Conference: March 23-25

Statistics 2021	YTD Total	December 2021	November 2021	October 2021	September 2021	August 2021	July 2021
ROUND LAKE LIBRARY							
MALTA							
Total Circulation	38,788	3,311	3,308	3,411	3,266	3,860	3,994
Book	29,498	2,453	2,585	2,659	2,486	3,048	3,117
Non-Book	9,290	858	723	752	780	812	877
12/2020 total circ = 3115							
Cardholders New	144	8	16	16	16	20	15
Cardholders Total	2,638	2,638	2,650	2,653	2,662	2,683	2,684
Borrowers	5,616	498	486	495	493	586	584
Programs**	*	*	*	*	*	*	*
Attendance	*	*	*	*	*	*	*
CLARK HOUSE							
Total Circulation	22,151	1,725	1,922	2,072	1,936	1,881	1,842
Book	17,982	1,418	1,547	1,719	1,541	1,524	1,510
Non-Book	4,169	307	375	353	395	357	332
12/2020 total circ = 1723							
Cardholders New	61	6	6	5	10	7	4
Cardholders Total	1,137	1,137	1,140	1,137	1,139	1,137	1,142
Borrowers	2,716	229	235	256	239	242	268
Programs**	*	*	*	*	*	*	*
Attendance	*	*	*	*	*	*	*
MALTA + CLARK HOUSE							
Programs	*	*	*	*	*	*	*
Attendance	*	*	*	*	*	*	*
Cardholders New	205	14	22	21	26	27	19
Cardholders	3,775	3775	3790	3790	3801	3820	3826
Borrowers	8,332	727	721	751	732	828	852
Circulation	60,939	5036	5230	5483	5202	5741	5836
2021 Total YTD Circulation	60,939	60,939	55,903	50,673	45,190	39,988	34,247
YTD 2021/2020 Circulation *		16,868	16,670	15,665	14,759	14,103	12,555
**Juvenile, Teen, Adult, Family (For All Ages)							
		note 14	*note 14*	*note 14*	*note 14*	*note 14*	

note see footnote page

* see Virtual stats

June 2021	May 2021	April 2021	March 2021	February 2021	January 2021	December 2020	Statistics
							Round Lake Library
							MALTA
3,167	2,672	2,910	3,471	2,988	2,430	3,115	Total Circulation
2,470	1,975	2,155	2,566	2,239	1,745	2,338	Book
697	697	755	905	749	685	777	Non-Book
15	11	7	8	11	1	4	Cardholders New
2,691	2,702	2,709	2,724	2,729	2,736	2,750	Cardholders Total
500	413	419	409	390	343	383	Borrowers
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
							CLARK HOUSE
1,926	1,680	1,898	1,975	1,543	1,751	1,723	Total Circulation
1,529	1,387	1,595	1,579	1,226	1,407	1,237	Book
397	293	303	396	317	344	486	Non-Book
9	7	2	0	2	3	1	Cardholders New
1,145	1,142	1,142	1,150	1,159	1,164	1,169	Cardholders Total
227	208	213	222	194	183	196	Borrowers
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
							MALTA + CLARK HOUSE
*	*	*	*	*	*	*	Programs
*	*	*	*	*	*	*	Attendance
24	18	9	8	13	4	5	New Borrowers
3836	3844	3851	3874	3888	3900	3919	Borrowers Total
727	621	632	631	584	526	579	
5093	4352	4808	5446	4531	4181	4838	Circulation
28,411	23,318	18,966	14,158	8,712	4,181	44,071	2020 YTD Circulation
9,696	5,826	2,104	-2,128	-3,179	-1,833	-36,898	YTD 2018/2017 Circulation

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Statistics - page 2	YTD Total	*December 2021	*November 2021	*October 2021	*September 2021	*August 2021	*July 2021
MALTA							
Door Count **	17,993	3451	3599	2651	2726	1930	920
Computer Use INT + OPAC	988	119	150	135	99	150	93
Reference Questions	*738	231	247	260	*	*	*
# items circulated	33,544	2,760	2,770	2,867	2,846	3,430	3,438
# Items Added to Collection	1,559	165	105	157	117	102	114
Total # items in Collection	21,484	21,484	21,344	21,418	21,205	21,244	21,825
Requests Placed*	11,547	696	818	1,077	790	983	1,004
Requests Filled*	10,688	722	830	885	759	938	903
Inter-Library Loan Requests*							
CLARK HOUSE							
Door Count **	6,922	743	732	701	677	764	804
Computer Use INT + OPAC	392	54	58	45	44	31	45
Reference Questions	*630	195	209	226	*	*	*
# items circulated	20,011	1,481	1,760	1,805	1,763	1,736	1,696
Items Added to Collection	1,161	104	49	122	81	95	100
Total # items in Collection	19,052	19,052	19,255	20,106	19,343	19,253	20,551
Requests Placed*	7,180	388	519	600	558	531	542
Requests Filled*	6,870	386	485	518	552	488	486
Inter-Library Loan Requests*							
MALTA + CLARK HOUSE							
Total Door Count **	24,915	4194	4331	3352	3403	2694	1724
Total Computer Use INT + OPAC	1,380	173	208	180	143	181	138
Total Reference Questions	1,368	426	456	486	*	*	*
# Items circulated	53,555	4,241	4,530	4,672	4,609	5,166	5,134
# Items Added to Collection	2,720	269	154	279	198	197	214
Total items in Collection	40,536	40,536	40,599	41,524	40,548	40,497	42,376
Total Requests Placed*	18,727	1084	1337	1677	1348	1514	1546
Total Requests Filled*	17,558	1108	1315	1403	1311	1426	1389
Early Literacy Programs	0	0	0	0	0	0	0
Early Literacy Attendance	0	0	0	0	0	0	0
note see footnote page		*note 14*	*note 14*	*note 14*	*note 14*	*note 14*	
* see Virtual stats							

*June 2021	*May 2021	*April 2021	*March 2021	*February 2021	*January 2021	*December 2020	statistics - continued
							MALTA
777	494	554	590	246	55	514	Door Count
106	55	52	28	0	1	39	Computer Use INT + OPAC
*	*	*	*	*	*	*	Reference Questions
2,782	2,432	2,584	2,937	2,572	2,126	2,648	# items circulated
146	106	109	120	105	213	126	# Items Added to Collection
21,198	21,051	20,981	20,942	20,894	20,775	21,776	Total # items in Collection
930	905	844	1,127	1,153	1,220	951	Requests Placed*
840	810	742	1,191	1,043	1,025	952	Requests Filled*
							Inter-Library Loan*
							CLARK HOUSE
701	477	545	510	208	60	499	Door Count
39	38	21	16	0	1	31	Computer Use INT + OPAC
*	*	*	*	*	*	*	Reference Questions
1,690	1,580	1,758	1,743	1,470	1,529	1,511	# items circulated
92	106	94	125	90	103	62	Items Added to Collection
19,328	19,260	19,390	19,303	19,189	19,356	20,343	Total items in Collection
569	490	737	731	590	925	611	Requests Placed*
644	468	685	692	587	879	637	Requests Filled*
							Inter-Library Loan*
							MALTA + CLARK HOUSE
1478	971	1099	1100	454	115	1013	Total Door Count
145	93	73	44	0	2	70	Total Computer Use INT + OPAC
*	*	*	*	*	*	*	Total Reference Questions
4,472	4,012	4,342	4,680	4,042	3,655	4,159	# Items circulated
238	212	203	245	195	316	188	# Items Added to Collection
40,526	40,311	40,371	40,245	40,083	40,131	42,119	Total items in Collection
1499	1395	1581	1858	1743	2145	1562	Total Requests Placed*
1484	1278	1427	1883	1630	1904	1589	Total Requests Filled*
0	0	0	0	0	0	0	Early Literacy Programs
0	0	0	0	0	0	0	Early Literacy Attendance
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	YTD Totals 2020	December 2021	November 2021	October 2021	Septmeber 2021	August 2021	July 2021	June 2021
OVERDRIVE								
(EBooks, EAudiobooks)								
# downloads	6,112	493	460	425	532	532	508	433
# WIRELESS USES								
Malta	1,051	107	109	92	91	110	114	91
Round Lake	606	52	51	74	51	58	56	49
Malta + Round Lake	1,657	159	160	166	142	168	170	140
DATABASES:								
FREEGAL (Music)								
# downloads	398	33	33	98	33	38	24	15
# unique download patrons	46	6	3	7	3	4	3	3
# songs streamed	1,317	70	193	146	109	118	47	125
# unique streaming users	66	5	4	6	4	8	4	12
FREADING (EBooks)								
# downloads	13	0	0	2	4	0	0	0
# unique users	5	0	0	1	1	0	0	0
# tokens used	37	0	0	6	18	0	0	0
MAGAZINE CIRCULATION								
Malta	47	1	8	5	3	8	5	10
Round Lake	90	5	8	11	4	4	7	23
Malta + Round Lake	137	6	0 16	0 16	0 7	0 12	0 12	33

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May 2021	April 2021	March 2021	February 2021	January 2021	December 2020
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509	517	553	567	583	500
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109	74	67	37	50	67
41	48	44	49	33	44
150	122	111	86	83	111

22	18	27	30	27	23
4	3	3	4	3	4
54	33	66	116	240	163
6	3	3	6	5	6

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

	3	4	0	0	4
4	8	6	10	0	2
4	11	10	10	0	6

note 12	*note 11*	*note 11*	*note 10*	*note 9*	*note 8*
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Virtual Stats		December 2021		November 2021		October 2021		September 2021
Programs								
	Virtual Live	1A	4	1A	7	1A	7	1A
	Virtual Recorded							
	In person	7J, 4A		6J, 2A		8	4J,1T,3A	2A
Program Attendance		74	59J, 15A	48	41J,7A	61	7J,8T,46A	15
Kids Craft Bags/activity Bags								
	Program Related							
	DYI	593	5 weeks of family kits	800	5 weeks of family kits	755	5 weeks of family kits	678
Reference Email		21		18		16		26
Reference Phone	MAL	moved to regular stat sheet		moved to regular stat sheet		moved to regular stat sheet		184
	RDL							212
Curbside Pick-up Stared 6/22/2020								
	MAL	0		0		1		2
	RDL	6		9		12		7
note see footnote page		*note 14*		*note 14*		*note 14*		*note 14*

	August 2021		July 2021		June 2021		May 2021		April 2021	
	32	3A, 16J, 13F	60		32		22		3	3A
15A	500	18A, 409J, 73F	284	31A, 253J	36	16A, 20J	40	14A, 26J	20	20A
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	639	2 weekly seed and 4 weeks of kids kits
	18		21		16		25		18	
	275 221		139 209		131 209		93 133		128 116	
	2 6		6 7		4 8		12 15		10 21	
	note 14				*note 13*		*note 12*		*note 11*	

March 2021		February 2021		January 2021		December 2020	
2	2A	2	2A	2	2A	2A	
4	4J	4	4J	6	3J, 1F	0	
41	14A, 27J	58	16A, 42J	77	15A, 49J, 13F	18	18A
792	4 weekly kits and seed starter kits	720	5 weekly kits/2 special kits	752		753	17 different kits
16		21		34		22	
121		185		184		108	
164		173		169		143	
62		163		300		27	
35		121		195		23	
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 2021 Actual vs Budget

thru December 31, 2021									
	Actual as of 12/31/2021	Actual Clark House	Actual Malta	2021 Budget	Clark House Budget	Malta Budget	% of Budget	100.00%	
Funding Income:									
11 Town of Malta Tax	\$ 339,000	\$ -	\$ -	\$ 339,000	\$ -	\$ -	100.00%		
11 WRLIS	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	0.00%		
11 Local Library Services Aid	\$ 5,401	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Grants / Awards	\$ 1,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -	50.00%		
Subtotal Funding	\$ 345,401	\$ -	\$ -	\$ 353,000	\$ -	\$ -	97.85%		
Library Income:									
11 Book Replacements	\$ 523	\$ 339	\$ 185	\$ 250	\$ 125	\$ 125	0.00%		
11 Book Shop (Ongoing)	\$ 407	\$ 94	\$ 313	\$ 2,000	\$ 1,000	\$ 1,000	20.35%		
11 Book Sales (Annual)	\$ -	\$ -	\$ -	\$ 3,000	\$ 1,500	\$ 1,500	0.00%		
11 Copies/Faxes	\$ 1,875	\$ 716	\$ 1,159	\$ 3,200	\$ 1,400	\$ 1,800	58.59%		
11 Donations*	\$ 578	\$ 129	\$ 169	\$ 1,000	\$ 700	\$ 300	57.82%	*Note: \$280 is under Admin	
11 Fines	\$ 631	\$ 293	\$ 338	\$ 5,000	\$ 1,900	\$ 3,100	12.62%		
11 Interest - Savings	\$ 183	\$ 91	\$ 91	\$ 200	\$ 100	\$ 100	91.27%		
11 Fundraisers	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ 50	0.00%		
11 Workers Comp Ins Refund	\$ 407	\$ 204	\$ 204	\$ 175	\$ 87	\$ 88	232.67%		
11 Misc: Overpayment & Over/Short	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Interest and Dividend Income/Rem. Fur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
11 Unrealized Appreciation/Rem. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
Subtotal Library	\$ 4,621	\$ 1,866	\$ 2,458	\$ 14,925	\$ 6,862	\$ 8,063	30.96%		
Total Income	\$ 350,022	\$ 1,866	\$ 2,458	\$ 367,925	\$ 6,862	\$ 8,063	95.13%		
Employee Expenses									
12 Payroll Exp: Admin	\$ 64,431	\$ 32,215	\$ 32,215	\$ 72,658	\$ 36,329	\$ 36,329	88.68%		
12 Payroll Exp: Staff	\$ 175,684	\$ 88,756	\$ 86,927	\$ 166,899	\$ 85,118	\$ 81,781	105.26%		
12 IRA	\$ 2,753	\$ 1,376	\$ 1,376	\$ 4,000	\$ 2,000	\$ 2,000	68.82%		
12 Payroll Taxes	\$ 18,369	\$ 9,232	\$ 9,136	\$ 18,500	\$ 9,805	\$ 8,695	99.29%		
12 Payroll Insurances	\$ 4,161	\$ 2,081	\$ 2,081	\$ 4,000	\$ 2,000	\$ 2,000	104.04%		
Sub Total Employee Expenses	\$ 265,398	\$ 133,661	\$ 131,735	\$ 266,057	\$ 135,252	\$ 130,805	99.75%		
Non-Employee Expenses									
12 Accounting	\$ 900	\$ 450	\$ 450	\$ 2,500	\$ 1,250	\$ 1,250	36.00%		
12 Bank Fees	\$ 35	\$ 18	\$ 18	\$ 100	\$ 50	\$ 50	35.00%		
12 Book Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Books/Serials/AV	\$ 42,874	\$ 19,758	\$ 23,116	\$ 40,000	\$ 20,000	\$ 20,000	107.19%		
12 Circulation Fees	\$ 17,623	\$ 7,039	\$ 10,585	\$ 16,000	\$ 6,240	\$ 9,760	110.15%		
12 Computers & Equipment	\$ 5,455	\$ 1,847	\$ 3,608	\$ 4,500	\$ 2,250	\$ 2,250	121.21%		
12 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
12 Furniture	\$ 1,863	\$ -	\$ 1,863	\$ 1,167	\$ 584	\$ 583	159.60%		
12 Grant Expenditures	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%		
12 Insurance	\$ 2,230	\$ 1,014	\$ 1,217	\$ 2,500	\$ 1,250	\$ 1,250	89.21%		
12 Investment Management Fee	\$ -	\$ -	\$ -	\$ 250	\$ 125	\$ 125	0.00%		
12 Memberships	\$ 502	\$ 251	\$ 251	\$ 1,200	\$ 600	\$ 600	41.87%		
12 Payroll Processing	\$ 4,861	\$ 2,430	\$ 2,430	\$ 5,100	\$ 2,550	\$ 2,550	95.30%		
12 Postage	\$ 179	\$ -	\$ 179	\$ 200	\$ 50	\$ 150	89.75%		
12 Printer Contract	\$ 4,756	\$ 2,378	\$ 2,378	\$ 4,500	\$ 2,250	\$ 2,250	105.68%		
12 Programs	\$ 6,369	\$ 3,339	\$ 3,029	\$ 5,000	\$ 2,000	\$ 3,000	127.37%		
12 Public Relations	\$ 376	\$ 176	\$ 201	\$ 750	\$ 375	\$ 375	50.15%		
12 Rent	\$ 1	\$ -	\$ 1	\$ 1	\$ -	\$ 1	100.00%	Malta Only	
12 Repairs & Maintenance	\$ 17,452	\$ 57	\$ 17,395	\$ 600	\$ 300	\$ 300	2908.65%		
12 Sales Tax/Credit	\$ 13	\$ 7	\$ 7	\$ 500	\$ 250	\$ 250	2.66%		
12 Security	\$ 350	\$ 350	\$ -	\$ 400	\$ 400	\$ -	87.49%	Clark Only	
12 Software & Repairs	\$ 1,819	\$ 883	\$ 936	\$ 1,500	\$ 750	\$ 750	121.25%		
12 Staff Development	\$ 1,127	\$ 546	\$ 581	\$ 2,500	\$ 1,250	\$ 1,250	45.09%		
12 Supplies	\$ 7,893	\$ 3,529	\$ 4,364	\$ 5,000	\$ 2,000	\$ 3,000	157.85%		
12 Telephone	\$ 1,286	\$ 1,286	\$ -	\$ 1,200	\$ 1,200	\$ -	107.19%	Clark Only	
12 Trash	\$ 108	\$ 108	\$ -	\$ 400	\$ 400	\$ -	27.00%	Clark Only	
12 Trustee Development	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ 250	0.00%		
12 Utilities	\$ 3,197	\$ 3,197	\$ -	\$ 5,000	\$ 5,000	\$ -	63.94%	Clark Only	
Sub Total Non-Employee Expenses	\$ 121,269	\$ 48,662	\$ 72,607	\$ 101,868	\$ 51,624	\$ 50,244	105.09%		
Total Expenses	\$ 386,667	\$ 182,322	\$ 204,342	\$ 367,925	\$ 186,876	\$ 181,049	105.09%		
Net Income/Loss	\$ (36,645)		\$ -						