

EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
November 20, 2024
7:00 p.m.
Vincent R. O’Leary Community Room

- I. Call to Order
 - Pledge of Allegiance

- II. Executive session

- III. Period for Public Expression

- IV. Approval of Minutes of previous meeting

- V. President’s Report

- VI. Treasurer’s Report & Approval of Warrants

- VII. Director’s Report

- VIII. Committee Reports:
 - Buildings and Grounds
 - Personnel
 - Investment

- IX. Old Business:
 - Makerspace

- X. New Business:
 - Check writing policy
 - Proposed SCLS Budget for 2025

- XI. Adjournment

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2024
7:30 p.m.
Vincent R. O'Leary Community Room

UNAPPROVED MINUTES

I. Call to order

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:31 p.m. by David Douglas, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Suzanne Shane, Treasurer; Angeline Yeo-Judex, Secretary; Anthony Parlatore; Deborah Blair; Linda Josephs; Christopher Cash; Stephen Ingulli.

Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

Pledge of Allegiance

The Pledge of Allegiance was recited.

II. Period for Public Expression

No one in attendance wished to speak.

III. Approval of Minutes of previous meeting

Mr. Parlatore made a motion to approve the minutes from the September 18, 2024 meeting, seconded by Ms. Josephs, and passed unanimously.

IV. President's Report

Mr. Douglas reported. He welcomed new trustees, Christopher Cash and Stephen Ingulli. He noted the positive results from the exterior trim work and painting project. Mr. Douglas presented a photo slideshow highlighting things he observed at a recent visit to Sachem Public Library including a makerspace area, café, and children's furniture.

V. Treasurer's Report & Approval of Warrants

Ms. Shane reported that all of our bills have been paid and everything is up to date. Mr. Douglas made a motion to approve the warrants seconded by Ms. Josephs and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

The outside woodwork repair and painting is mostly complete; we are waiting for exterior replacement window for the Quiet Study room. The rooftop HVAC replacement project has been completed.

The building emergency generator is being replaced. The old unit (25+ years old) failed and is obsolete; parts are no longer available to repair it.

The annual Three Village Holiday Parade is scheduled for Sunday, December 15 (rain date December 22). The Library will close early at 3 pm since Main Street will be closed to traffic after that time.

Mr. Gutmann recommended new hire: Ella Utano as a Part-time Adult Services Department Page, as was recommended to him by Rallyn Tucker, Adult Page Supervisor. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Parlatore, and passed unanimously.

Mr. Gutmann reported that Marketing Communications Manager Lisa DeVerna will move from part-time to full-time status.

VII. Committee Reports:

Buildings and Grounds: Mr. Parlatore reported that the committee met at the Library to discuss options for improving the appearance of the cafe seating area. The committee recommended that the services of a professional interior designer be used.

Personnel: Ms. Josephs informed trustees that they will be receiving an updated director's evaluation form.

Investment: Mr. Douglas reported that the committee has not met since September, but will meet again on December 11, 2024.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- Appropriation of funds from the Capital Fund for new furniture for Children's Library and building generator -
Ms. Yeo-Judex made a motion to appropriate \$27,722.29 from the Capital Fund for new furniture project for the Children's Library, seconded by Ms. Shane and passed unanimously.

Ms. Josephs made a motion to appropriate \$8,500.00 from the Capital fund to replace the building generator, seconded by Ms. Blair and passed unanimously.

- Appropriation of funds from the Endowment Fund for Staff Recognition Event - Ms. Shane made a motion to appropriate \$3,620.00 from the Endowment Fund for the Staff Recognition Event, seconded by Ms. Blair and passed unanimously.
- Proposal for 2024 audit and preparation of financial statements - Ms. Blair made a motion to approve the proposal from Baldessari & Coster, LLP for 2024 audit and preparation of financial statements, seconded by Mr. Ingulli and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:08 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson

EMMA S. CLARK MEMORIAL LIBRARY
Director's Report – November 20, 2024 Board Meeting

GENERAL NEWS:

The software company that currently hosts our museum pass system has announced that they will be ceasing operations as of December 31, 2024. We are in the process of migrating to a new system. Our shared online catalog system (hosted at SCLS) will be upgraded to a new, more modern and user-friendly interface called Vega. We are in the process of updating our search links and interfaces to the new system.

PERSONNEL CHANGES:

Due to personal issues, Part-time Teen Librarian Trainee Kiera Stamm-Walsh was forced to drop out of their MLS program. Kiera's status will change from Part-time Teen Librarian Trainee to Part-time Library Assistant. River Rodriguez, currently Part-time Teen Page will move into the vacant Part-time Teen Librarian Trainee position. River is currently enrolled in the MLS program at Queens College.

Proposed Hires

Emily Mills, Part-time Teen Page.

Joseph Gruosso, Part-time Custodian.

Respectfully submitted,
Ted Gutmann
Director

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
October 2024

	<u>Oct 24</u>	<u>Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	409.49	699.78	-290.29	-41.48%
4110 · FINES AND FEES - Other	301.12	474.76	-173.64	-36.57%
Total 4110 · FINES AND FEES	<u>710.61</u>	<u>1,174.54</u>	<u>-463.93</u>	<u>-39.5%</u>
4130 · SALE OF BOOKS	79.75	113.05	-33.30	-29.46%
4140 · SALE OF BAGS ETC	0.00	141.50	-141.50	-100.0%
4180 · Discount Tix Sales	1,251.00	1,289.50	-38.50	-2.99%
Total 4100 · LIBRARY CHARGES	<u>2,041.36</u>	<u>2,718.59</u>	<u>-677.23</u>	<u>-24.91%</u>
4171 · Fax Fees Collected	0.00	229.00	-229.00	-100.0%
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	380.06	322.65	57.41	17.79%
Total 4200 · COPIER AND PRINTING CHARGES	<u>380.06</u>	<u>322.65</u>	<u>57.41</u>	<u>17.79%</u>
4213 · Transfer Funds From/To Endowm	3,620.00	0.00	3,620.00	100.0%
4400 · INTEREST - INVESTMENTS	135.17	149.31	-14.14	-9.47%
4401 · CAFE RENTAL INCOME	400.00	0.00	400.00	100.0%
Total Income	<u>6,576.59</u>	<u>3,419.55</u>	<u>3,157.04</u>	<u>92.32%</u>
Gross Profit	<u>6,576.59</u>	<u>3,419.55</u>	<u>3,157.04</u>	<u>92.32%</u>
Expense				
4217 · Transfer Funds To/From Groia	-575.00	-300.00	-275.00	-91.67%
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	114,213.23	113,961.81	251.42	0.22%
5102 · PROFESSIONAL - PART TIME	27,255.73	18,543.05	8,712.68	46.99%
5103 · NON PROFESSIONAL - FULL TIME	49,225.82	48,154.90	1,070.92	2.22%
5104 · NON PROFESSIONAL - PART TIME	46,402.27	50,702.92	-4,300.65	-8.48%
Total 5100 · SALARIES AND WAGES	<u>237,097.05</u>	<u>231,362.68</u>	<u>5,734.37</u>	<u>2.48%</u>
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	48,303.73	44,356.02	3,947.71	8.9%
5203 · SOCIAL SECURITY	17,474.56	17,047.03	427.53	2.51%
5205 · WORKERS' COMPENSATION	0.00	7,852.00	-7,852.00	-100.0%

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
 October 2024

	<u>Oct 24</u>	<u>Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
5206 · DISABILITY	4,376.31	0.00	4,376.31	100.0%
Total 5200 · EMPLOYEE BENEFITS	70,154.60	69,255.05	899.55	1.3%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	24,200.73	28,619.35	-4,418.62	-15.44%
5303 · PERIODICALS - SUBSCRIPTIONS	13,765.51	572.80	13,192.71	2,303.2%
5304 · BOOKS - TEENS	981.90	0.00	981.90	100.0%
5305 · REFERENCE BOOKS/DATABASES	4,401.48	2,199.99	2,201.49	100.07%
5306 · VIDEO/DVD'S	1,582.79	1,698.94	-116.15	-6.84%
5307 · AUDIOBOOKS	1,181.99	1,442.66	-260.67	-18.07%
5309 · BOOKS - JUVENILE	5,964.27	3,823.61	2,140.66	55.99%
5310 · COMPACT DISKS	765.96	389.90	376.06	96.45%
5311 · ON-LINE SERVICES	1,191.28	1,318.06	-126.78	-9.62%
5312 · Museum Passes	3,625.00	4,225.00	-600.00	-14.2%
5313 · Senior Bus	1,262.00	1,451.00	-189.00	-13.03%
5314 · Programs - CHILDREN'S	1,133.56	8,890.58	-7,757.02	-87.25%
5316 · GROIA ACCOUNT - PROGRAMS	575.00	300.00	275.00	91.67%
5319 · VIDEO GAMES - TEEN	124.66	0.00	124.66	100.0%
5320 · PROGRAMS -TEEN	3,729.23	0.00	3,729.23	100.0%
5321 · PROGRAMS - ADULT	3,482.90	0.00	3,482.90	100.0%
Total 5300 · LIBRARY MATERIALS	67,968.26	54,931.89	13,036.37	23.73%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	5,129.54	4,848.34	281.20	5.8%
5402* · OFFICE SUPPLIES	795.90	303.98	491.92	161.83%
5403 · NEW EQUIPMENT/SOFTWARE	5,080.93	9,423.97	-4,343.04	-46.09%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	115.14	1,216.54	-1,101.40	-90.54%
5409 · SCLS/LILRC FEES	0.00	835.00	-835.00	-100.0%
5410 · TELECOMMUNICATIONS	51.29	291.29	-240.00	-82.39%
5411 · PRINTING SUPPLIES	196.12	219.95	-23.83	-10.83%
5412 · Comm Outreach & Pub Relations	6,090.91	5,891.56	199.35	3.38%
5414 · Hosting	206.90	206.90	0.00	0.0%
Total 5400 · LIBRARY OPERATIONS	17,666.73	23,237.53	-5,570.80	-23.97%
5500 · BUILDING OPERATIONS				

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
 October 2024

	<u>Oct 24</u>	<u>Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
5501 · UTILITIES	7,208.95	6,300.55	908.40	14.42%
5502 · TELEPHONE	645.13	654.04	-8.91	-1.36%
5503 · MAINTENANCE AND IMPROVEMENTS	1,946.43	5,084.71	-3,138.28	-61.72%
5506 · SERVICE CONTRACTS	13,194.74	8,002.84	5,191.90	64.88%
5507 · CUSTODIAL SUPPLIES	1,096.70	524.72	571.98	109.01%
Total 5500 · BUILDING OPERATIONS	24,091.95	20,566.86	3,525.09	17.14%
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	1,425.30	243.18	1,182.12	486.11%
5602 · POSTAGE	173.38	157.50	15.88	10.08%
5604 · PROFESSIONAL FEES	487.41	0.00	487.41	100.0%
5605 · DATA PROCESSING	2,430.98	4,450.06	-2,019.08	-45.37%
5607 · MISCELLANEOUS	145.05	0.00	145.05	100.0%
5608 · BANK CHARGES	0.00	4.00	-4.00	-100.0%
Total 5600 · ADMINISTRATIVE EXPENSES	4,662.12	4,854.74	-192.62	-3.97%
5750 · CAPITAL PROJECTS	5,100.00	3,500.00	1,600.00	45.71%
Total Expense	426,165.71	407,408.75	18,756.96	4.6%
Net Ordinary Income	-419,589.12	-403,989.20	-15,599.92	-3.86%
Other Income/Expense				
Other Expense				
2501 · State Family Leave Ins	-713.06	-841.01	127.95	15.21%
Total Other Expense	-713.06	-841.01	127.95	15.21%
Net Other Income	713.06	841.01	-127.95	-15.21%
Net Income	<u>-418,876.06</u>	<u>-403,148.19</u>	<u>-15,727.87</u>	<u>-3.9%</u>

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
 January through October 2024

Ordinary Income/Expense	<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · REAL PROPERTY TAXES	5,726,931.66	5,375,872.87	351,058.79	6.53%
4002 · NYS Aid	8,000.00	0.00	8,000.00	100.0%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	1,598.32	2,460.26	-861.94	-35.04%
4110 · FINES AND FEES - Other	4,420.81	4,089.04	331.77	8.11%
Total 4110 · FINES AND FEES	6,019.13	6,549.30	-530.17	-8.1%
4120 · Fax Fees Collected at Circ Dept	34.50	170.50	-136.00	-79.77%
4130 · SALE OF BOOKS	1,511.30	974.88	536.42	55.02%
4140 · SALE OF BAGS ETC	858.50	644.75	213.75	33.15%
4170 · COPIER FEES COLLECTED	1,473.00	2,426.20	-953.20	-39.29%
4180 · Discount Tix Sales	47,564.21	23,864.44	23,699.77	99.31%
Total 4100 · LIBRARY CHARGES	57,460.64	34,630.07	22,830.57	65.93%
4171 · Fax Fees Collected	0.00	466.00	-466.00	-100.0%
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	3,215.62	3,054.75	160.87	5.27%
4220 · COLOR COPIER	181.00	0.00	181.00	100.0%
Total 4200 · COPIER AND PRINTING CHARGES	3,396.62	3,054.75	341.87	11.19%
4213 · Transfer Funds From/To Endowm	2,178.59	1,822.16	356.43	19.56%
4215 · GENERAL FUND TRANSFER TO ENDOWM	-400.00	0.00	-400.00	-100.0%
4216 · General fund transfer to Groia	0.00	850.00	-850.00	-100.0%
4300 · IDA PILOT	20,989.65	19,435.82	1,553.83	8.0%
4400 · INTEREST - INVESTMENTS	1,616.72	1,674.48	-57.76	-3.45%
4401 · CAFE RENTAL INCOME	2,000.00	0.00	2,000.00	100.0%
4450 · INTEREST - TAXES	4,214.10	2,545.92	1,668.18	65.52%
4455 · Insurance Dividend	12,501.85	10,928.10	1,573.75	14.4%
4600 · LOCAL LIBRARIES SERVICE AID	15,088.00	19,738.80	-4,650.80	-23.56%
4700 · REFUND OF PRIOR YEARS EXPENSE	0.00	51.94	-51.94	-100.0%
4701 · EXPENSE REFUND CURRENT YEAR	85.20	85.20	0.00	0.0%
4750 · NYSLRS Contribution Refund	0.00	0.00	0.00	0.0%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
Total Income	5,854,063.03	5,471,156.11	382,906.92	7.0%
Gross Profit	5,854,063.03	5,471,156.11	382,906.92	7.0%
Expense				
4217 · Transfer Funds To/From Groia	-4,700.00	-850.00	-3,850.00	-452.94%
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	1,309,529.23	1,297,399.64	12,129.59	0.94%
5102 · PROFESSIONAL - PART TIME	239,836.11	192,206.70	47,629.41	24.78%
5103 · NON PROFESSIONAL - FULL TIME	569,875.81	507,613.65	62,262.16	12.27%
5104 · NON PROFESSIONAL - PART TIME	546,261.57	543,975.03	2,286.54	0.42%
Total 5100 · SALARIES AND WAGES	2,665,502.72	2,541,195.02	124,307.70	4.89%
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	520,379.18	456,697.88	63,681.30	13.94%
5203 · SOCIAL SECURITY	196,991.70	187,934.57	9,057.13	4.82%
5205 · WORKERS' COMPENSATION	21,717.00	29,615.00	-7,898.00	-26.67%
5206 · DISABILITY	16,441.22	14,442.27	1,998.95	13.84%
Total 5200 · EMPLOYEE BENEFITS	755,529.10	688,689.72	66,839.38	9.71%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	115,868.10	128,628.32	-12,760.22	-9.92%
5302 · PERIODICALS - MICROFORM	1,721.13	1,372.88	348.25	25.37%
5303 · PERIODICALS - SUBSCRIPTIONS	17,725.14	19,537.36	-1,812.22	-9.28%
5304 · BOOKS - TEENS	10,197.03	0.00	10,197.03	100.0%
5305 · REFERENCE BOOKS/DATABASES	68,791.64	43,528.64	25,263.00	58.04%
5306 · VIDEO/DVD'S	14,477.28	18,876.04	-4,398.76	-23.3%
5307 · AUDIOBOOKS	9,117.47	11,525.64	-2,408.17	-20.89%
5309 · BOOKS - JUVENILE	39,968.88	38,840.57	1,128.31	2.91%
5310 · COMPACT DISKS	5,370.18	5,679.92	-309.74	-5.45%
5311 · ON-LINE SERVICES	316,688.92	304,836.57	11,852.35	3.89%
5312 · Museum Passes	11,640.00	13,692.00	-2,052.00	-14.99%
5313 · Senior Bus	10,232.66	10,584.40	-351.74	-3.32%
5314 · Programs - CHILDREN'S	45,566.80	97,629.41	-52,062.61	-53.33%
5315 · Discount Tix Purch	47,055.00	24,000.00	23,055.00	96.06%
5316 · GROIA ACCOUNT - PROGRAMS	2,700.00	2,050.00	650.00	31.71%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
January through October 2024

	<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
5319 · VIDEO GAMES - TEEN	790.30	0.00	790.30	100.0%
5320 · PROGRAMS -TEEN	29,027.43	0.00	29,027.43	100.0%
5321 · PROGRAMS - ADULT	33,990.78	0.00	33,990.78	100.0%
5323 · PROGRAMS - OTHER	5,148.41	0.00	5,148.41	100.0%
Total 5300 · LIBRARY MATERIALS	786,077.15	720,781.75	65,295.40	9.06%
5350 · Helen Shack Contest Winners	1,000.00	0.00	1,000.00	100.0%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	23,860.01	22,637.86	1,222.15	5.4%
5402* · OFFICE SUPPLIES	15,144.27	12,485.50	2,658.77	21.3%
5403 · NEW EQUIPMENT/SOFTWARE	12,652.75	30,152.38	-17,499.63	-58.04%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	21,453.34	16,563.30	4,890.04	29.52%
5408 · COMPUTER SUPPLIES	0.00	2,338.20	-2,338.20	-100.0%
5409 · SCLS/LILRC FEES	66,752.00	67,541.00	-789.00	-1.17%
5410 · TELECOMMUNICATIONS	12,864.19	13,155.95	-291.76	-2.22%
5411 · PRINTING SUPPLIES	7,781.72	6,814.42	967.30	14.2%
5412 · Comm Outreach & Pub Relations	30,853.96	32,593.75	-1,739.79	-5.34%
5414 · Hosting	2,824.72	3,213.82	-389.10	-12.11%
Total 5400 · LIBRARY OPERATIONS	194,186.96	207,496.18	-13,309.22	-6.41%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	95,157.29	84,653.92	10,503.37	12.41%
5502 · TELEPHONE	6,459.19	6,244.30	214.89	3.44%
5503 · MAINTENANCE AND IMPROVEMENTS	40,926.60	65,380.39	-24,453.79	-37.4%
5505 · BUILDING INSURANCE	92,326.23	81,614.90	10,711.33	13.12%
5506 · SERVICE CONTRACTS	108,012.38	103,691.16	4,321.22	4.17%
5507 · CUSTODIAL SUPPLIES	7,365.34	8,804.80	-1,439.46	-16.35%
Total 5500 · BUILDING OPERATIONS	350,247.03	350,389.47	-142.44	-0.04%
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	8,042.12	7,164.15	877.97	12.26%
5602 · POSTAGE	11,118.37	11,258.97	-140.60	-1.25%
5604 · PROFESSIONAL FEES	32,136.67	19,709.61	12,427.06	63.05%
5605 · DATA PROCESSING	29,694.94	23,373.53	6,321.41	27.05%
5606 · BUDGET VOTE	9,530.32	7,521.30	2,009.02	26.71%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
5607 · MISCELLANEOUS	1,828.98	765.68	1,063.30	138.87%
5608 · BANK CHARGES	111.00	115.00	-4.00	-3.48%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67	63.50	39.17	61.69%
Total 5600 · ADMINISTRATIVE EXPENSES	<u>92,565.07</u>	<u>69,971.74</u>	<u>22,593.33</u>	<u>32.29%</u>
5725 · Furniture and Equipment	0.00	1,747.16	-1,747.16	-100.0%
5750 · CAPITAL PROJECTS	420,052.00	397,758.00	22,294.00	5.61%
9000 · TRANSFER TO OTHER FUNDS	60,000.00	0.00	60,000.00	100.0%
Total Expense	<u>5,320,460.03</u>	<u>4,977,179.04</u>	<u>343,280.99</u>	<u>6.9%</u>
Net Ordinary Income	533,603.00	493,977.07	39,625.93	8.02%
Other Income/Expense				
Other Income				
5318 · Edward Jones -Helen Shack Accou	1,000.00	400.00	600.00	150.0%
Total Other Income	<u>1,000.00</u>	<u>400.00</u>	<u>600.00</u>	<u>150.0%</u>
Other Expense				
2501 · State Family Leave Ins	-9,269.46	-10,864.18	1,594.72	14.68%
5317 · Summer/Winter Reading Prize	0.00	-86.04	86.04	100.0%
Total Other Expense	<u>-9,269.46</u>	<u>-10,950.22</u>	<u>1,680.76</u>	<u>15.35%</u>
Net Other Income	<u>10,269.46</u>	<u>11,350.22</u>	<u>-1,080.76</u>	<u>-9.52%</u>
Net Income	<u><u>543,872.46</u></u>	<u><u>505,327.29</u></u>	<u><u>38,545.17</u></u>	<u><u>7.63%</u></u>

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense								
Expense								
4217 · Transfer Funds To/From Groia	-4,700.00				-850.00			
5100 · SALARIES AND WAGES								
5101 · PROFESSIONAL - FULL TIME	1,309,529.23	1,532,624.00	-223,094.77	85.44%	1,297,399.64	1,532,199.00	-234,799.36	84.68%
5102 · PROFESSIONAL - PART TIME	239,836.11	253,593.00	-13,756.89	94.58%	192,206.70	246,222.00	-54,015.30	78.06%
5103 · NON PROFESSIONAL - FULL TIME	569,875.81	668,661.00	-98,785.19	85.23%	507,613.65	624,179.00	-116,565.35	81.33%
5104 · NON PROFESSIONAL - PART TIME	546,261.57	778,252.00	-231,990.43	70.19%	543,975.03	764,398.00	-220,422.97	71.16%
Total 5100 · SALARIES AND WAGES	2,665,502.72	3,233,130.00	-567,627.28	82.44%	2,541,195.02	3,166,998.00	-625,802.98	80.24%
5200 · EMPLOYEE BENEFITS								
5201 · NYS RETIREMENT SYSTEM	0.00	418,000.00	-418,000.00	0.0%	0.00	410,000.00	-410,000.00	0.0%
5202 · HEALTH INSURANCE	520,379.18	520,000.00	379.18	100.07%	456,697.88	510,000.00	-53,302.12	89.55%
5203 · SOCIAL SECURITY	196,991.70	239,252.00	-42,260.30	82.34%	187,934.57	234,358.00	-46,423.43	80.19%
5204 · UNEMPLOYMENT	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
5205 · WORKERS' COMPENSATION	21,717.00	24,000.00	-2,283.00	90.49%	29,615.00	24,000.00	5,615.00	123.4%
5206 · DISABILITY	16,441.22	6,000.00	10,441.22	274.02%	14,442.27	9,500.00	4,942.27	152.02%
Total 5200 · EMPLOYEE BENEFITS	755,529.10	1,208,252.00	-452,722.90	62.53%	688,689.72	1,188,858.00	-500,168.28	57.93%
5300 · LIBRARY MATERIALS								
5301 · BOOKS - ADULT	115,868.10	145,000.00	-29,131.90	79.91%	128,628.32	180,000.00	-51,371.68	71.46%
5302 · PERIODICALS - MICROFORM	1,721.13	1,000.00	721.13	172.11%	1,372.88	1,000.00	372.88	137.29%
5303 · PERIODICALS - SUBSCRIPTIONS	17,725.14	23,000.00	-5,274.86	77.07%	19,537.36	23,000.00	-3,462.64	84.95%
5304 · BOOKS - TEENS	10,197.03	30,000.00	-19,802.97	33.99%	43,528.64	75,000.00	-31,471.36	58.04%
5305 · REFERENCE BOOKS/DATABASES	68,791.64	75,000.00	-6,208.36	91.72%	18,876.04	45,000.00	-26,123.96	41.95%
5306 · VIDEO/DVD'S	14,477.28	35,000.00	-20,522.72	41.36%	11,525.64	30,000.00	-18,474.36	38.42%
5307 · AUDIOBOOKS	9,117.47	25,000.00	-15,882.53	36.47%	38,840.57	70,000.00	-31,159.43	55.49%
5309 · BOOKS - JUVENILE	39,968.88	61,000.00	-21,031.12	65.52%	5,679.92	15,000.00	-9,320.08	37.87%
5310 · COMPACT DISKS	5,370.18	10,000.00	-4,629.82	53.7%	304,836.57	310,000.00	-5,163.43	98.33%
5311 · ON-LINE SERVICES	316,688.92	328,000.00	-11,311.08	96.55%	13,692.00	15,000.00	-1,308.00	91.28%
5312 · Museum Passes	11,640.00	18,000.00	-6,360.00	64.67%	10,584.40	16,000.00	-5,415.60	66.15%
5313 · Senior Bus	10,232.66	16,000.00	-5,767.34	63.95%	97,629.41	110,000.00	-12,370.59	88.75%
5314 · Programs - CHILDREN'S	45,566.80	50,000.00	-4,433.20	91.13%	24,000.00			
5315 · Discount Tix Purch	47,055.00				2,050.00			
5316 · GROIA ACCOUNT - PROGRAMS	2,700.00							
5319 · VIDEO GAMES - TEEN	790.30	5,000.00	-4,209.70	15.81%				
5320 · PROGRAMS -TEEN	29,027.43	27,000.00	2,027.43	107.51%				
5321 · PROGRAMS - ADULT	33,990.78	40,000.00	-6,009.22	84.98%				
5322 · PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%				
5323 · PROGRAMS - OTHER	5,148.41	8,000.00	-2,851.59	64.36%				
Total 5300 · LIBRARY MATERIALS	786,077.15	897,000.00	-110,922.85	87.63%	720,781.75	890,000.00	-169,218.25	80.99%
5350 · Helen Shack Contest Winners	1,000.00							
5400 · LIBRARY OPERATIONS								
5401 · CIRC SYSTEM MAINTENANCE	23,860.01	20,000.00	3,860.01	119.3%	22,637.86	22,000.00	637.86	102.9%
5402* · OFFICE SUPPLIES	15,144.27	13,000.00	2,144.27	116.49%	12,485.50	16,000.00	-3,514.50	78.03%
5403 · NEW EQUIPMENT/SOFTWARE	12,652.75	30,000.00	-17,347.25	42.18%	30,152.38	35,000.00	-4,847.62	86.15%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	21,453.34	15,000.00	6,453.34	143.02%	16,563.30	15,000.00	1,563.30	110.42%
5408 · COMPUTER SUPPLIES	0.00	1,000.00	-1,000.00	0.0%	2,338.20	1,000.00	1,338.20	233.82%
5409 · SCLS/LILRC FEES	66,752.00	68,000.00	-1,248.00	98.17%	67,541.00	68,000.00	-459.00	99.33%
5410 · TELECOMMUNICATIONS	12,864.19	14,000.00	-1,135.81	91.89%	13,155.95	14,000.00	-844.05	93.97%
5411 · PRINTING SUPPLIES	7,781.72	7,000.00	781.72	111.17%	6,814.42	4,500.00	2,314.42	151.43%
5412 · Comm Outreach & Pub Relations	30,853.96	35,000.00	-4,146.04	88.15%	32,593.75	30,000.00	2,593.75	108.65%
5414 · Hosting	2,824.72	3,000.00	-175.28	94.16%	3,213.82	3,000.00	213.82	107.13%

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5400 · LIBRARY OPERATIONS	194,186.96	206,000.00	-11,813.04	94.27%	207,495.18	208,500.00	-1,003.82	99.52%
5500 · BUILDING OPERATIONS								
5501 · UTILITIES	95,157.29	115,000.00	-19,842.71	82.75%	84,653.92	110,000.00	-25,346.08	76.96%
5502 · TELEPHONE	6,459.19	7,500.00	-1,040.81	86.12%	6,244.30	7,500.00	-1,255.70	83.26%
5503 · MAINTENANCE AND IMPROVEMENTS	40,926.60	69,000.00	-28,073.40	59.31%	65,380.39	60,000.00	5,380.39	108.97%
5505 · BUILDING INSURANCE	92,326.23	85,000.00	7,326.23	108.62%	81,614.90	80,000.00	1,614.90	102.02%
5506 · SERVICE CONTRACTS	108,012.38	120,000.00	-11,987.62	90.01%	103,691.16	120,000.00	-16,308.84	86.41%
5507 · CUSTODIAL SUPPLIES	7,365.34	10,000.00	-2,634.66	73.65%	8,804.80	10,000.00	-1,195.20	88.05%
Total 5500 · BUILDING OPERATIONS	350,247.03	406,500.00	-56,252.97	86.16%	350,389.47	387,500.00	-37,110.53	90.42%
5600 · ADMINISTRATIVE EXPENSES								
5601 · STAFF DEVELOPMENT	8,042.12	10,000.00	-1,957.88	80.42%	7,164.15	10,000.00	-2,835.85	71.64%
5602 · POSTAGE	11,118.37	18,000.00	-6,881.63	61.77%	11,258.97	10,000.00	1,258.97	112.59%
5604 · PROFESSIONAL FEES	32,136.67	17,000.00	15,136.67	189.04%	19,709.61	19,000.00	709.61	103.74%
5605 · DATA PROCESSING	29,694.94	30,000.00	-305.06	98.98%	23,373.53	30,000.00	-6,626.47	77.91%
5606 · BUDGET VOTE	9,530.32	7,500.00	2,030.32	127.07%	7,521.30	9,000.00	-1,478.70	83.57%
5607 · MISCELLANEOUS	1,828.98	1,000.00	828.98	182.9%	765.68	1,000.00	-234.32	76.57%
5608 · BANK CHARGES	111.00	200.00	-89.00	55.5%	115.00	200.00	-85.00	57.5%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67				63.50			
Total 5600 · ADMINISTRATIVE EXPENSES	92,565.07	83,700.00	8,865.07	110.59%	69,971.74	79,200.00	-9,228.26	88.35%
5725 Furniture and Equipment					1,747.16			
5750 · CAPITAL PROJECTS	420,052.00	60,000.00	360,052.00	700.09%	397,758.00			
9000 · TRANSFER TO OTHER FUNDS	60,000.00				4,977,179.04	5,921,056.00	-943,876.96	84.06%
Total Expense	<u>5,320,460.03</u>	<u>6,094,582.00</u>	<u>-774,121.97</u>	<u>87.3%</u>	<u>-4,977,179.04</u>	<u>-5,921,056.00</u>	<u>943,876.96</u>	<u>84.06%</u>
Net Ordinary Income	-5,320,460.03	-6,094,582.00	774,121.97	87.3%				
Other Income/Expense								
Other Expense								
2501 · State Family Leave Ins	-9,269.46				-10,864.18			
5317 · Summer/Winter Reading Prize	0.00				-86.04			
Total Other Expense	<u>-9,269.46</u>				<u>-10,950.22</u>			
Net Other Income	9,269.46				10,950.22			
Net Income	<u><u>-5,311,190.57</u></u>	<u><u>-6,094,582.00</u></u>	<u><u>783,391.43</u></u>	<u><u>87.15%</u></u>	<u><u>-4,966,228.82</u></u>	<u><u>-5,921,056.00</u></u>	<u><u>954,827.18</u></u>	<u><u>83.87%</u></u>

EMMA S. CLARK MEMORIAL LIBRARY
YTD Expense vs. YTD Budget
 January through October 2024

	<u>Jan - Oct 24 Expense</u>	<u>Budget Jan-Oct</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
4217 · Transfer Funds To/From Groia	-4,700.00			
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	1,309,529.23	1,356,372.24	-46,843.01	96.55%
5102 · PROFESSIONAL - PART TIME	239,836.11	224,429.81	15,406.31	106.87%
5103 · NON PROFESSIONAL - FULL TIME	569,875.81	591,764.99	-21,889.18	96.3%
5104 · NON PROFESSIONAL - PART TIME	546,261.57	688,753.02	-142,491.45	79.31%
Total 5100 · SALARIES AND WAGES	<u>2,665,502.72</u>	<u>2,861,320.05</u>	<u>-195,817.33</u>	<u>93.16%</u>
5200 · EMPLOYEE BENEFITS				
5201 · NYS RETIREMENT SYSTEM	0.00	0.00	0.00	0.0%
5202 · HEALTH INSURANCE	520,379.18	433,160.00	87,219.18	120.14%
5203 · SOCIAL SECURITY	196,991.70	199,296.92	-2,305.22	98.84%
5204 · UNEMPLOYMENT	0.00	833.00	-833.00	0.0%
5205 · WORKERS' COMPENSATION	21,717.00	20,400.00	1,317.00	106.46%
5206 · DISABILITY	16,441.22	6,000.00	10,441.22	274.02%
Total 5200 · EMPLOYEE BENEFITS	<u>755,529.10</u>	<u>659,689.92</u>	<u>95,839.18</u>	<u>114.53%</u>
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	115,868.10	116,000.00	-131.90	99.89%
5302 · PERIODICALS - MICROFORM	1,721.13	980.00	741.13	175.63%
5303 · PERIODICALS - SUBSCRIPTIONS	17,725.14	21,850.00	-4,124.86	81.12%
5304 · BOOKS - TEENS	10,197.03	24,000.00	-13,802.97	42.49%
5305 · REFERENCE BOOKS/DATABASES	68,791.64	62,475.00	6,316.64	110.11%
5306 · VIDEO/DVD'S	14,477.28	28,000.00	-13,522.72	51.71%
5307 · AUDIOBOOKS	9,117.47	20,000.00	-10,882.53	45.59%
5309 · BOOKS - JUVENILE	39,968.88	42,700.00	-2,731.12	93.6%
5310 · COMPACT DISKS	5,370.18	8,330.00	-2,959.82	64.47%
5311 · ON-LINE SERVICES	316,688.92	328,000.00	-11,311.08	96.55%
5312 · Museum Passes	11,640.00	18,000.00	-6,360.00	64.67%
5313 · Senior Bus	10,232.66	13,328.00	-3,095.34	76.78%
5314 · Programs - CHILDREN'S	45,566.80	41,650.00	3,916.80	109.4%
5315 · Discount Tix Purch	47,055.00	0.00	47,055.00	100.0%
5316 · GROIA ACCOUNT - PROGRAMS	2,700.00	0.00	2,700.00	100.0%
5319 · VIDEO GAMES - TEEN	790.30	4,165.00	-3,374.70	18.98%
5320 · PROGRAMS -TEEN	29,027.43	22,491.00	6,536.43	129.06%
5321 · PROGRAMS - ADULT	33,990.78	26,800.00	7,190.78	126.83%
5322 · PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%
5323 · PROGRAMS - OTHER	5,148.41	6,664.00	-1,515.59	77.26%
Total 5300 · LIBRARY MATERIALS	<u>786,077.15</u>	<u>785,433.00</u>	<u>644.15</u>	<u>100.08%</u>
5400 · LIBRARY OPERATIONS				

EMMA S. CLARK MEMORIAL LIBRARY
YTD Expense vs. YTD Budget
 January through October 2024

	<u>Jan - Oct 24 Expense</u>	<u>Budget Jan-Oct</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5401 · CIRC SYSTEM MAINTENANCE	23,860.01	20,000.00	3,860.01	119.3%
5402* · OFFICE SUPPLIES	15,144.27	11,440.00	3,704.27	132.38%
5403 · NEW EQUIPMENT/SOFTWARE	12,652.75	24,990.00	-12,337.25	50.63%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	21,453.34	12,495.00	8,958.34	171.7%
5408 · COMPUTER SUPPLIES	0.00	833.00	-833.00	0.0%
5409 · SCLS/LILRC FEES	66,752.00	68,000.00	-1,248.00	98.17%
5410 · TELECOMMUNICATIONS	12,864.19	13,300.00	-435.81	96.72%
5411 · PRINTING SUPPLIES	7,781.72	6,650.00	1,131.72	117.02%
5412 · Comm Outreach & Pub Relations	30,853.96	29,155.00	1,698.96	105.83%
5414 · Hosting	2,824.72	2,700.00	124.72	104.62%
Total 5400 · LIBRARY OPERATIONS	194,186.96	189,563.00	4,623.96	102.44%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	95,157.29	92,000.00	3,157.29	103.43%
5502 · TELEPHONE	6,459.19	6,000.00	459.19	107.65%
5503 · MAINTENANCE AND IMPROVEMENTS	40,926.60	57,477.00	-16,550.40	71.21%
5505 · BUILDING INSURANCE	92,326.23	85,000.00	7,326.23	108.62%
5506 · SERVICE CONTRACTS	108,012.38	99,960.00	8,052.38	108.06%
5507 · CUSTODIAL SUPPLIES	7,365.34	8,330.00	-964.66	88.42%
Total 5500 · BUILDING OPERATIONS	350,247.03	348,767.00	1,480.03	100.42%
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	8,042.12	9,000.00	-957.88	89.36%
5602 · POSTAGE	11,118.37	18,000.00	-6,881.63	61.77%
5604 · PROFESSIONAL FEES	32,136.67	15,810.00	16,326.67	203.27%
5605 · DATA PROCESSING	29,694.94	24,990.00	4,704.94	118.83%
5606 · BUDGET VOTE	9,530.32	7,500.00	2,030.32	127.07%
5607 · MISCELLANEOUS	1,828.98	833.00	995.98	219.57%
5608 · BANK CHARGES	111.00	166.60	-55.60	66.63%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67	0.00	102.67	100.0%
Total 5600 · ADMINISTRATIVE EXPENSES	92,565.07	76,299.60	16,265.47	121.32%
Total Expense	4,839,408.03	4,921,072.57	-81,664.54	98.34%

EMMA S. CLARK MEMORIAL LIBRARY

Statement of Cash Flows

January through October 2024

Jan - Oct 24

OPERATING ACTIVITIES

Net Income 543,872.46

Adjustments to reconcile Net Income

to net cash provided by operations:

2000 - ACCOUNTS PAYABLE 17,527.42

2500 - AFLAC 17.52

2502 - MetLife Group Benefits 448.95

2550 - NYS Arrears/Loan -17.52

2580 - Wage Garnishment 122.73

2700 - Payroll Outstanding Checks -748.61

Net cash provided by Operating Activities 561,222.95

INVESTING ACTIVITIES

1705 - Due FROM/TO Capital Fund 422,377.00

Net cash provided by Investing Activities 422,377.00

Net cash increase for period 983,599.95

Cash at beginning of period 2,429,771.12

Cash at end of period 3,413,371.07

THREE YEAR COMPARISON
MONTHLY EXPENDITURES

	<u>2022</u>	<u>2023</u>	<u>2024</u>
JANUARY	\$ 335,017.30	\$452,573.06	\$387,970.50
FEBRUARY	\$ 376,323.89	\$642,587.67	\$804,361.13
MARCH	\$ 727,824.42	\$694,463.86	\$397,044.35
APRIL	\$ 500,351.69	\$456,396.89	\$409,882.71
MAY	\$ 405,044.40	\$470,568.21	\$503,838.67
JUNE	\$ 370,405.82	\$425,629.33	\$593,838.67
JULY	\$ 403,453.98	\$433,295.72	\$439,577.39
AUGUST	\$ 503,080.64	\$575,850.32	\$526,232.44
SEPTEMBER	\$ 468,859.88	\$397,911.20	\$499,635.64
OCTOBER	\$ 376,425.93	\$348,671.95	\$425,452.65
NOVEMBER	\$ 859,716.69	\$760,052.17	
DECEMBER	\$ 424,177.93	\$405,451.85	

	<u>2022</u>	<u>2023</u>	<u>2024</u>
BUDGET FOR YEAR	\$ 5,598,410.00	\$ 5,638,056.00	\$ 5,726,582.00
1/12 OF BUDGET	\$ 466,534.17	\$ 469,838.00	\$ 477,215.17
CUMULATIVE EXPENDITURE	\$ 4,466,787.95	\$4,897,948.21	\$4,987,834.15
% EXPENDED	80%	87%	87%

- *SCLS OVERDRIVE FEES
- *CAPITAL PROJECTS
- * SCLS MEMBER SUPPORT
- *NYSRS PD NOV
- *Building Insurance

- *CAPITAL PROJECTS
- *SCLS OVERDRIVE FEES
- * Building Insurance
- * SCLS Member Support
- *NYSRS PD NOV

- *CAPITAL PROJECTS
- *SCLS OVERDRIVE FEES
- * Building Insurance
- * SCLS Member Support
- *NYSRS PD NOV
- Worker's Comp - Utica
- E-Resources 2023 SCLS

2024 Invested Funds

<p>CAPITAL ACCOUNT third party collateral - transfer account</p>	<p><u>SAVINGS ACCOUNTS</u> PEOPLE'S BANK \$270,498.83 PEOPLE'S BANK \$3,048,352.06</p>	
<p>BUSINESS SAVINGS PHILIP GROIA MEMORIAL</p>	<p><u>ENDOWMENT ACCOUNTS</u> PEOPLE'S BANK \$26,376.30 PEOPLE'S BANK \$27,185.66</p>	
<p>HELEN SHACK MEMORIAL - Edward Jones BAL AS OF JAN 2022 \$36,773.13</p>	<p><u>INVESTMENT ACCOUNTS</u> Previous Month \$37,032.08 Main Account- 3291 \$36,779.66 TOTAL</p>	<hr/>
<p>ENDOWMENT - EDWARD JONES BAL AS OF JAN 2022 - \$2,184,866.94</p>	<p>Previous Month \$2,524,302.50 Main Account - 3292 \$2,145,894.55 Cash Holdings - 2728 \$367,153.70 TOTAL \$2,513,048.25</p>	<hr/>
<p>JEFFERSON RESOURCES Bal as of Jan 1, 2012 \$819,759.65</p>	<p>Previous Month</p>	<p>Total Portfolio Value \$2,528,262.13</p>
	<p>Current Month</p>	<p>Total Portfolio Value <hr/>\$2,549,827.91<hr/></p>

9:25 AM
11/01/24
Accrual Basis

EMMA S. CLARK MEMORIAL LIBRARY

Account QuickReport

October 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5750 · CAPITAL PROJECTS						
	Check	10/23/2024	3287	PowerPro Service Co., Inc.	Invoice #56910	5,100.00
Total 5750 · CAPITAL PROJECTS						<u>5,100.00</u>
TOTAL						<u>5,100.00</u>

**EMMA S. CLARK MEMORIAL LIBRARY
CIRCULATION STATISTICS COMPARISON DATA**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
JAN	62,217	61,749	58,316	53,319	53,367	61,897	61,884	56,456	51,296	52,098	55,542
FEB	60,481	58,218	55,776	50,328	49,545	57,494	59,806	49,164	49,110	48,482	52,634
MAR	65,624	61,186	56,077	58,822	55,403	64,167	35,213	56,263	51,199	54,000	55,071
APR	59,704	54,411	55,575	52,286	47,990	60,284	15,765	51,575	50,422	50,642	53,504
MAY	58,607	53,571	53,658	51,471	48,963	59,933	17,080	50,497	49,178	49,750	52,863
JUNE	60,594	59,068	57,611	55,566	56,233	60,182	20,345	50,464	51,867	52,014	52,916
JULY	76,548	67,952	67,256	63,871	74,448	71,809	39,383	57,147	57,340	58,234	60,074
AUG	67,154	59,362	62,215	61,124	71,238	68,252	51,151	57,533	58,655	58,624	75,729
SEP	59,145	54,422	54,537	51,977	62,290	61,434	54,115	51,043	52,072	54,819	68,070
OCT	59,957	53,519	55,219	51,904	63,199	63,364	53,261	51,324	53,719	56,242	67,192
NOV	57,968	59,707	51,082	50,044	59,110	60,001	51,416	49,567	49,923	53,691	
DEC	56,549	53,564	50,889	49,459	57,095	58,504	52,915	50,389	49,607	54,768	
TOTAL	744,548	696,729	678,211	650,171	698,881	747,321	512,334	631,422	624,388	643,364	593,595
% CHG.	0.0%	-6.4%	-2.7%	-4.1%	7.5%	6.9%	-31.4%	23.2%	-1.1%	3.0%	

New Patron Registrations:

Oct. 2023

Juvenile	43
Adult	158

Oct. 2024

Juvenile	22
Adult	162

EMMA S CLARK MEMORIAL LIBRARY CIRCULATION STATISTICS 2024																	
MATERIALS	HOLDINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	% CIRC	%COLL	YR/TOTAL	MATERIALS
A FICTION	21,931	3,877	3,694	3,669	3,686	3,867	3,846	4,765	6,820	6,011	5,806	0	0	11.42%	9.48%	46,041	A FICTION
A LARGE PRINT	3,549	690	585	673	665	680	667	796	1,573	1,089	1,278	0	0	2.16%	1.53%	8,696	A LARGE PRINT
MYSTERIES	7,201	1,060	998	1,051	1,026	1,029	1,017	1,148	2,236	1,696	1,609	0	0	3.19%	3.11%	12,870	MYSTERIES
PAPERBACK	1,668	1,107	978	981	986	1,025	1,042	1,286	2,061	1,359	1,187	0	0	2.98%	0.72%	12,012	PAPERBACK
SCIENCE FICTION	1,643	159	176	179	208	192	210	229	320	291	333	0	0	0.57%	0.71%	2,297	SCIENCE FICTION
SHORT STORIES	906	110	97	93	69	95	90	102	143	106	120	0	0	0.25%	0.39%	1,025	SHORT STORIES
BOOK CLUB	387	113	73	107	92	84	95	113	176	151	180	0	0	0.29%	0.17%	1,184	BOOK CLUB
GRAPHIC NOVELS	649	116	105	108	94	105	85	102	253	146	126	0	0	0.31%	0.28%	1,240	GRAPHIC NOVELS
CLASSICS	598	103	103	107	102	121	141	154	197	152	152	0	0	0.33%	0.26%	1,332	CLASSICS
LOCAL FOCUS	236	5	6	3	3	5	4	6	5	8	7	0	0	0.01%	0.10%	52	LOCAL FOCUS
CHINESE LANGUAGE	858	49	62	76	69	84	91	76	120	108	54	0	0	0.20%	0.37%	789	CHINESE LANGUAGE
PAMPHLETS/VF	63	9	9	7	3	8	9	6	4	6	2	0	0	0.02%	0.03%	63	PAMPHLETS/VF
ADLT MAGAZINES	1,434	442	436	495	476	351	392	462	779	651	676	0	0	1.28%	0.62%	5,160	ADLT MAGAZINES
ADLT NON FICTION	55,633	4,755	4,604	5,103	4,911	4,531	4,501	4,733	6,678	5,976	5,722	0	0	12.77%	24.05%	51,514	ADLT NON FICTION
ADLT BIOGRAPHIES	4,278	500	451	492	454	460	437	485	601	528	662	0	0	1.26%	1.85%	5,070	ADLT BIOGRAPHIES
TEST	673	151	109	121	172	167	166	204	253	268	240	0	0	0.46%	0.29%	1,851	TEST
LANGUAGE LRNING	600	78	80	61	76	90	70	72	87	101	70	0	0	0.19%	0.26%	785	LANGUAGE LRNING
LITERACY	234	25	28	23	37	24	18	20	20	19	34	0	0	0.06%	0.10%	248	LITERACY
NOTES	510	15	13	17	19	15	7	12	17	8	34	0	0	0.04%	0.22%	157	NOTES
LI COLLECTION	1,790	3	4	0	0	0	0	0	1	1	0	0	0	0.00%	0.77%	9	LI COLLECTION
OVERSIZE BOOKS	653	21	16	26	15	11	12	17	38	34	30	0	0	0.05%	0.28%	220	OVERSIZE BOOKS
REFERENCE	674	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.29%	0	REFERENCE
REFERENCE OFFICE	11	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	REFERENCE OFFICE
NON FICTION DVDS	6,359	360	302	377	371	289	236	247	501	449	349	0	0	0.86%	2.75%	3,481	NON FICTION DVDS
NON FIC BLUE RAY	75	1	3	1	2	6	2	2	2	3	2	0	0	0.01%	0.03%	24	NON FIC BLUE RAY
ADULT VHS	15	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.01%	0	ADULT VHS
ADULT DVD	9,901	2,699	2,456	2,579	2,290	2,315	2,129	2,433	3,607	3,179	3,347	0	0	6.70%	4.28%	27,034	ADULT DVD
TV SERIES DVD	2,766	832	757	799	842	818	674	732	999	891	925	0	0	2.05%	1.20%	8,264	TV SERIES DVD
BLUE RAY	1,172	471	455	464	414	421	398	452	613	523	521	0	0	1.17%	0.51%	4,732	BLUE RAY
LITERACY BK CD	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	LITERACY BK CD
BOOK ON DISC	8,316	440	440	438	435	409	428	440	451	632	679	0	0	1.19%	3.60%	4,792	BOOK ON DISC
eREADERS/NOOKS	3	0	0	0	0	0	0	1	0	0	0	0	0	0.00%	0.00%	1	eREADERS/NOOKS
YA FICTION	3,010	267	254	261	295	259	323	366	555	385	336	0	0	0.82%	0.82%	3,301	YA FICTION
YA NON FIC	438	42	36	44	44	47	36	45	64	43	73	0	0	0.00%	0.60%	474	YA NON FIC
TEEN GRAPHIC	824	166	161	158	182	189	227	253	352	223	252	0	0	0.54%	0.36%	2,163	TEEN GRAPHIC
TEEN PAPERBACK	2,332	378	365	381	403	457	504	687	807	576	530	0	0	1.26%	1.01%	5,088	TEEN PAPERBACK
TEEN MAGAZINE	8	0	0	0	0	4	2	0	0	0	1	0	0	0.00%	0.00%	7	TEEN MAGAZINE
TEEN VIDEO GAMES	342	71	73	86	85	92	71	86	103	85	86	0	0	0.21%	0.15%	838	TEEN VIDEO GAMES
MUSIC CDS	14,669	1,094	1,121	1,363	1,187	1,220	1,052	1,019	1,321	1,271	1,373	0	0	2.98%	6.34%	12,021	MUSIC CDS
ART PRINTS	11	0	0	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%	1	ART PRINTS
J FICTION	6,632	1,964	1,942	2,016	2,058	1,975	2,115	2,506	3,937	3,168	2,846	0	0	6.08%	2.87%	24,527	J FICTION
J PAPER BACK	2,847	668	623	660	674	707	795	1,043	1,463	1,226	1,091	0	0	2.22%	1.23%	8,950	J PAPER BACK
J LARGE PRINT	74	21	10	12	12	16	15	24	16	14	14	0	0	0.04%	0.03%	154	J LARGE PRINT
J GRAPHIC NOVELS	2,698	1,323	1,222	1,399	1,508	1,262	1,400	1,798	2,613	2,239	2,096	0	0	4.18%	1.17%	16,860	J GRAPHIC NOVELS
J PICTURE BOOKS	7,826	2,687	2,677	2,663	2,856	2,683	2,617	3,164	4,917	4,387	3,514	0	0	7.98%	3.38%	32,165	J PICTURE BOOKS
J ADV PICTURE BOOK	943	48	45	65	67	46	78	90	133	70	59	0	0	0.17%	0.41%	701	J ADV PICTURE BOOK
J BEGINNING RDR	2,966	1,537	1,451	1,413	1,408	1,292	1,593	2,105	3,231	2,521	2,242	0	0	4.66%	1.28%	18,793	J BEGINNING RDR
J BOARD BOOKS	532	412	375	441	389	406	387	404	666	647	469	0	0	1.14%	0.23%	4,596	J BOARD BOOKS
J SHORT STORIES	209	26	20	17	12	13	24	20	17	20	18	0	0	0.05%	0.09%	187	J SHORT STORIES
J MYSTERY	2,698	325	276	301	337	348	385	447	641	555	534	0	0	1.03%	1.17%	4,149	J MYSTERY
J SCIENCE FICTION	916	130	94	110	120	101	118	171	263	241	177	0	0	0.38%	0.40%	1,525	J SCIENCE FICTION
J ABC/123	248	132	108	104	104	89	87	86	160	165	109	0	0	0.28%	0.11%	1,144	J ABC/123
J BATTLE OF BOOKS	144	18	19	17	14	14	20	23	28	30	29	0	0	0.05%	0.06%	212	J BATTLE OF BOOKS
J HOLIDAY	2,371	487	415	521	250	97	53	108	459	731	1,469	0	0	1.14%	1.03%	4,590	J HOLIDAY
J LOCAL FOCUS	93	2	0	2	0	4	3	3	19	10	4	0	0	0.01%	0.04%	2	J LOCAL FOCUS
J NON FICTION	22,179	1,961	1,879	2,089	2,117	1,848	1,791	1,991	2,712	2,307	2,434	0	0	5.24%	9.59%	21,129	J NON FICTION
J BOY SCOUT	234	1	4	0	5	0	0	0	0	0	9	0	0	0.00%	0.10%	19	J BOY SCOUT
J BIOGRAPHIES	3,961	327	288	253	201	237	199	257	332	383	295	0	0	0.69%	1.71%	2,772	J BIOGRAPHIES
J EASY NON FICTION	9,264	981	952	1,021	1,157	1,066	1,040	1,141	1,488	1,414	1,371	0	0	2.88%	4.01%	11,631	J EASY NON FICTION
J LONG ISLAND COLL	170	5	8	4	2	1	1	2	2	11	7	0	0	0.01%	0.07%	43	J LONG ISLAND COLL
J REFERENCE	724	0	0	1	0	1	0	0	3	0	0	0	0	0.00%	0.31%	5	J REFERENCE
J PARENTING	938	109	113	115	110	111	82	119	200	129	100	0	0	0.29%	0.41%	1,188	J PARENTING

EMMA S CLARK MEMORIAL LIBRARY MONTHLY STATISTICS 2024																	
MATERIALS	HOLDINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	% CIRC	%COLL	YTD/TOTAL	MATERIALS
YA FIC PRINT	6,612	853	816	844	924	956	1,092	1,351	1,778	1,227	1,192	0	0	0.00%	2.86%	11,033	YA FIC PRINT
A FIC PRINT	41,134	7,840	7,322	7,550	7,479	7,646	7,689	9,245	14,687	11,774	11,530	0	0	0.00%	17.78%	92,762	A FIC PRINT
A NON FIC PRINT	71,490	5,909	5,610	6,221	6,057	5,593	5,449	5,792	5,875	7,387	7,143	0	0	0.00%	30.91%	61,036	A NON FIC PRINT
A VIDEO/DVD	14,196	4,073	3,741	3,923	3,631	3,646	3,272	3,703	5,322	4,678	4,879	0	0	0.00%	6.14%	40,868	A VIDEO/DVD
AUDIO	22,989	1,534	1,561	1,801	1,622	1,629	1,480	1,460	1,772	1,903	2,052	0	0	0.00%	9.94%	16,814	A AUDIO
OTHER/OCLC	0	3	9	9	4	3	9	4	4	1	0	0	0	0.00%	0.00%	46	OTHER
LIBRARY OF THINGS	44	40	61	58	38	56	54	72	112	98	89	0	0	0.00%	0.00%	678	LIBRARY OF THINGS
HOTSPOTS/CHGRS	15	20	27	32	26	26	27	29	49	45	63	0	0	0.00%	0.00%	344	HOTSPOTS/CHGRS
EMPIRE PASS	10	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	EMPIRE PASS
BLOOD PRESSURE KIT	13	3	6	5	7	3	2	2	5	4	2	0	0	0.00%	0.00%	39	
ADULT TOTAL	156,503	20,275	19,153	20,443	19,788	19,558	19,074	21,658	29,604	27,117	26,950	0	0	0.00%	67.63%	223,620	ADULT TOTAL
J FIC PRINT	31,197	9,780	9,277	9,741	9,809	9,053	9,690	11,992	18,563	16,024	14,671	0	0	0.00%	13.49%	118,600	J FIC PRINT
J NON FIC PRINT	37,655	3,398	3,254	3,493	3,630	3,296	3,169	3,547	4,782	4,285	4,296	0	0	0.00%	16.28%	37,150	J NON FIC PRINT
J VIDEO/DVD	4,372	1,034	964	1,120	980	854	959	1,177	1,784	1,172	1,258	0	0	0.00%	1.89%	11,302	J VIDEO/DVD
J AUDIO	1,553	895	839	863	946	886	922	1,085	1,524	1,198	1,163	0	0	0.00%	0.67%	10,321	J AUDIO
J CD ROMS	8	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	J CD ROMS
JUV TOTAL	74,785	15,107	14,334	15,217	15,365	14,089	14,740	17,801	26,653	22,679	21,388	0	0	0.00%	32.33%	177,373	JUV TOTAL
INNOVATIVE TTL	231,288	35,382	33,487	35,660	35,153	33,647	33,814	39,459	56,257	49,796	48,338	0	0	0.00%	100.0%	400,993	INNOVATIVE TTL
LENDING KEY LOT	14	0	37	13	13	17	12	19	22	12	17	0	0				
OVERDRIVE ADV	0	18,633	17,316	17,769	16,951	17,635	17,566	18,887	17,734	17,192	17,588	0	0			177,271	OVERDRIVE
TUMBLE BOOKS	0	31	31	5	5	2	37	10	0	9	48	0	0			178	JUV TUMBLE BKS
KANOPY	0	648	673	627	455	453	348	434	445	359	401	0	0			4,843	KANOPY
MUSEUM PASSES	0	123	170	220	261	227	260	303	359	158	210	0	0			2,291	MUSEUM PASSES
NATURAL HISTORY	0	16	26	27	26	1	30	25	41	1	19	0	0			212	NATURAL HISTORY
LI AQUARIUM	0	36	108	88	80	61	96	121	159	39	24	0	0			812	LI AQUARIUM
FLIPSTER	0	189	271	200	204	159	177	170	214	144	163	0	0			1,891	FLIPSTER
HOOPLA/MIDWEST	0	475	515	462	356	390	388	439	414	348	371	0	0			4,158	HOOPLA/MIDWEST
ADVENTURELAND	0	0	0	0	0	256	148	191	59	0	0	0	0			654	
ADVENTURE PARK	0	0	0	0	0	15	40	16	25	12	13	0	0				
TOTAL CIRCS	0	55,533	52,634	55,071	53,504	52,863	52,916	60,074	75,729	68,070	67,192	0	0			593,586	TOTAL CIRCS
TOTAL CIRCULATION STATISTICS INCLUDE : SIERRA, OVERDRIVE, SCLS POOL BOOKS, JUV TUMBLE BOOKS, KANOPY, HOOPLA, FLIPSTER, MUSEUM PASSES AND MUSEUM DISCOUNT TICKETS																	
EFFECTIVE FEBRUARY 2024-EMPIRE PASSES NOW CIRCULATE IN TIXKEEPER AND STATISTICS APPEAR IN MUSEUM PASSES																	
3 DAY LIBRARY OF TH INGS STATISTICS APPEAR IN LENDING KEY																	
** PLEASE NOTE FLIPSTER STATISTICS ARE UPDATED TO REFLECT ACTUAL MONTH'S STATISTICS WHEN THEY BECOME AVAILABLE. THESE CHANGES ARE ALSO REFLECTED IN THE COMPREHENSIVE STATISTICS																	
ALL STATISTICS INCLUDE CHECKOUTS AND RENEWALS																	

GATE COUNT TOTALS

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
January	21,753	21,092	19,992	18,839	18,767	18,513	8,550	9,961	13,573	15,290
February	19,910	20,579	19,089	18,394	18,329	18,608	7,348	8,523	12,591	15,000
March	23,412	23,354	22,993	19,837	20,316	8,174	9,477	9,981	14,147	15,801
April	22,095	23,627	20,208	19,206	18,593	0	8,220	10,678	13,094	17,305
May	22,251	22,546	21,206	19,020	18,434	0	8,436	11,497	13,258	15,437
June	23,751	24,141	22,772	21,338	19,554	1,022	10,231	13,259	14,749	15,884
July	29,928	35,586	24,069	23,820	24,616	7,213	12,464	15,930	17,392	19,785
August	24,622	28,703	25,033	22,461	21,713	8,547	12,397	15,741	17,505	18,510
September	22,316	20,036	21,293	18,217	18,827	8,314	10,910	13,089	13,986	16,072
October	23,015	22,411	21,020	19,279	19,210	8,783	10,813	13,170	14,392	15,624
November	21,357	17,649	18,895	17,234	17,544	7,649	10,679	12,403	13,625	
December	20,182	18,413	19,664	16,558	16,189	7,884	10,200	10,976	13,284	
Total	274,592	278,137	256,234	234,203	232,092	94,707	119,725	145,208	171,596	

**Emma S. Clark Memorial Library
Websites Statistics: 2019 - 2023**

Library Website (No. of Visits)

	2019	2020	2021	2022	2023	2024
JANUARY	19,722	19,171	17,015	15,631	16,055	19,351
FEBRUARY	18,855	18,400	16,792	15,680	16,000	19,857
MARCH	19,502	15,193	17,379	16,617	15,311	18,049
APRIL	17,538	11,165	16,897	16,727	16,761	19,189
MAY	17,331	11,345	14,931	15,687	15,438	17,725
JUNE	19,116	18,514	18,325	20,627	19,585	21,739
JULY	23,957	20,261	18,365	20,404	18,419	20,419
AUGUST	20,828	16,674	16,859	20,165	20,067	17,022
SEPTEMBER	18,181	16,225	14,977	17,224	16,790	17,718
OCTOBER	18,436	16,166	15,536	16,332	16,993	16,543
NOVEMBER	17,267	15,140	13,585	13,481	14,362	
DECEMBER	17,197	15,077	13,309	12,768	16,937	
Total	227,930	193,331	193,970	201,343	202,718	