

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
June 21, 2017
7:30 p.m.**

Call to Order

Period for Public Expression

Approval of Minutes of previous meeting

President's Report

Treasurer's Report & Approval of Warrants

Director's Report

Committee Reports:

Buildings and Grounds:

Personnel:

Investment:

Old Business:

New Business:

- Brookhaven Municipal Consolidation and Efficiency Competition grant
- New carpet-main reading room & mezzanine

Adjournment

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 17, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:35 PM by Orlando Maione, Vice-President. The following trustees of the Board, consisting of a quorum, were present: Carol Leister, Anthony Parlatore, Richard Russell, Suzanne Shane, and Deborah Blair, Treasurer. Excused were Fred Bryant, Christopher Fletcher and Linda Josephs. Also present was Ted Gutmann, Library Director.

I. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

II. MINUTES

Mr. Parlatore made a motion to accept the minutes of April 15, 2017, seconded by Mr. Russell, and passed unanimously.

III. PRESIDENT'S REPORT

A meet and Greet for the new trustee, David Douglas, will be held at the Stony Brook Yacht Club on Wednesday, May 24th at 5:30.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid, and we are in line with last year's budget at this time. Mrs. Leister made a motion to accept the Treasurer's report, seconded by Mr. Parlatore, and passed unanimously.

V. DIRECTOR'S REPORT
(See attached)

VI. COMMITTEE REPORTS

Building and Grounds: The committee met to identify projects which include:

1. Replacement of 25 ton H-Vac Unit which is 35 years old. The price from Soundview Electrical is \$15,390 and will be drawn from the capital fund. A motion was made to accept the project and associated cost by Mr. Russell, seconded by Mrs. Leister, and approved unanimously.

2. Bringing electric to center island to illuminate entrance/exit signs. A low bid of \$5,285 from Double R Contracting has been received. A motion was made to accept the project and associated cost to be drawn from the capital fund by Mr. Russell, seconded by Mrs. Blair, and

approved unanimously.

3. Replacement of carpet for main floor.
4. Sealing the parking lot.
5. Replacement of flat roof on the 1980's part of the building.

Personnel: The committee met to discuss a minimum wage issue which will have an impact on pages. The recommendation is to increase hourly rate proportionate to NYS requirements.

Investment: No meeting. No report. Mr. Maione will join the Investment Committee.

VII. OLD BUSINESS:

2018 Library Budget:

- Proposed 2018 budget has been adjusted to recalculate salaries for part time employees in reflect a .69% increase. A motion to approve was made by Mr. Parlatore, seconded by Mrs. Leister, and passed unanimously.
- Date of budget vote will be changed to September 27 due to a conflict with a holiday. A motion to approve was made by Mr. Parlatore, seconded by Mrs. Leister, and passed unanimously.

VIII. NEW BUSINESS

- Mr. Maione noted that October marks the 125th anniversary of the library.
- Gifts for retiring trustees Fred Bryant and Diane Murtha Fitzpatrick will be paid for through the Endowment Fund. Total cost is \$300. A motion was made by Mrs. Leister, seconded by Suzanne Shane, and passed unanimously.
- The annual contract with the Three Village Central School District for providing library services to the residents of the Three Village Central School District was explained by Mr. Gutmann. A motion to approve the contract was made by Mr. Parlatore, seconded by Mr. Russell, and passed unanimously.
- The board briefly discussed the potential of reduced federal funding for IMLS and the possible ramifications for libraries. No action taken.

IX. ADJOURNMENT

A motion to adjourn was made by Mr. Russell, seconded by Mrs. Leister, and passed unanimously at 8:12 PM.

Respectfully submitted,

Deborah Blair for Christopher Fletcher, Secretary

EMMA S. CLARK MEMORIAL LIBRARY
Director's Report – June 21, 2017 Board Meeting

GENERAL NEWS:

On May 26 we held the annual CPR/AED training/certification class.

Beginning on January 1, 2018, New York State's Paid Family Leave Act will become law. From the New York State Paid Family Leave website (<https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-how-it-works>):

Employees may take the maximum benefit length in any given 52-week period. The maximum benefit is eight weeks during the first year, 10 weeks during the second and third years, and 12 weeks the fourth and subsequent years. The 52-week clock starts on the first day the employee takes Paid Family Leave.

Paid Family Leave coverage will be included under the disability policy all employers must carry. The premium will be fully funded by employees through payroll deductions.

I have been consulting with Joseph Price, the library's insurance broker to ensure that our policies are in compliance and I will also be attending a Suffolk County library directors' meeting on June 16, where Kevin Verbesey, Director of SCLS will be providing more information on the topic.

I received an email communication from the Town of Brookhaven (attached with board packets) regarding a consolidation/efficiency grant that the Town is applying for. As part of the process, they are asking the Library Board to respond with a resolution that indicates the library's interest in participating in a selection of potential projects. It would seem that many of the items would not apply to the library, however, I would recommend that we indicate our interest in participating in the "Purchasing Portal" which would allow us to take advantage of Town contracts. A copy of the blank resolution is included for your review. As per Brookhaven's instructions, the resolution would have to be completed and signed by June 28 if we decide to participate.

The chain link fence that separates our back parking area from the school property has been fully repaired. Electricity has been brought out the center median area of the entrance/exit drive.

We have started looking at options for better ways to produce new library cards, rather than the completely manual process that we currently use.

On June 14, I attended a presentation at SCLS: "Open Government: Open Meetings Law and More." The informative presentation was given by Bob Freeman, Executive Director, NY Department of State-Committee on Open Government.

PERSONNEL:

New Hires:

Divisha Patel, Part-time Adult Reference Page, 6/5/2017

Rebekah Sorvillo, Part-time Children's Page, 6/6/2017

Jaqueline Raab, Part-time Children's Page, 6/6/2017

Resignations:

Erin Tiedmann, Part-time Children's Page, last day 8/21/2017

Nicole Supovitz, Part-time Circulation Clerk, last day 6/1/2017

Personnel Changes:

Rachel Sullivan, Part-time Adult Reference Page began working as a Part-time Circulation Clerk,
5/30/2017

Respectfully submitted,
Ted Gutmann
Director

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
May 2017

	<u>May 17</u>	<u>May 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · REAL PROPERTY TAXES	278,909.43	253,013.40	25,896.03	10.24%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	0.00	783.44	-783.44	-100.0%
4110 · FINES AND FEES - Other	2,019.55	2,808.36	-788.81	-28.09%
Total 4110 · FINES AND FEES	<u>2,019.55</u>	<u>3,591.80</u>	<u>-1,572.25</u>	<u>-43.77%</u>
4130 · SALE OF BOOKS	189.50	441.09	-251.59	-57.04%
4140 · SALE OF HEADSETS AND POSTCARDS	184.00	0.00	184.00	100.0%
Total 4100 · LIBRARY CHARGES	<u>2,393.05</u>	<u>4,032.89</u>	<u>-1,639.84</u>	<u>-40.66%</u>
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	287.70	403.60	-115.90	-28.72%
Total 4200 · COPIER AND PRINTING CHARGES	<u>287.70</u>	<u>403.60</u>	<u>-115.90</u>	<u>-28.72%</u>
4211 · DONATIONS	400.00	0.00	400.00	100.0%
4212 · Bequests	0.00	600.00	-600.00	-100.0%
4400 · INTEREST - INVESTMENTS	1,209.96	269.79	940.17	348.48%
4455 · Insurance Dividend	0.00	3,825.23	-3,825.23	-100.0%
4700 · REFUND OF PRIOR YEARS EXPENSE	0.00	56.30	-56.30	-100.0%
Total Income	<u>283,200.14</u>	<u>262,201.21</u>	<u>20,998.93</u>	<u>8.01%</u>
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	151,340.24	98,081.44	53,258.80	54.3%
5102 · PROFESSIONAL - PART TIME	22,532.51	16,818.95	5,713.56	33.97%
5103 · NON PROFESSIONAL - FULL TIME	85,893.57	56,112.43	29,781.14	53.07%
5104 · NON PROFESSIONAL - PART TIME	54,747.57	38,019.34	16,728.23	44.0%
Total 5100 · SALARIES AND WAGES	<u>314,513.89</u>	<u>209,032.16</u>	<u>105,481.73</u>	<u>50.46%</u>
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	46,274.63	36,881.52	9,393.11	25.47%
5203 · SOCIAL SECURITY	21,819.67	15,503.41	6,316.26	40.74%
5205 · WORKERS' COMPENSATION	22,609.00	27,679.00	-5,070.00	-18.32%
Total 5200 · EMPLOYEE BENEFITS	<u>90,703.30</u>	<u>80,063.93</u>	<u>10,639.37</u>	<u>13.29%</u>
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	14,312.25	13,563.81	748.44	5.52%
5303 · PERIODICALS - SUBSCRIPTIONS	164.00	155.00	9.00	5.81%
5305 · REFERENCE BOOKS/DATABASES	4,428.39	1,513.70	2,914.69	192.55%
5306 · VIDEO/DVD'S	2,512.77	4,798.43	-2,285.66	-47.63%
5307 · AUDIOBOOKS	2,249.51	3,788.32	-1,538.81	-40.62%
5309 · BOOKS - JUVENILE	5,345.64	11,607.01	-6,261.37	-53.95%
5310 · COMPACT DISKS	1,628.54	1,763.29	-134.75	-7.64%
5311 · ON-LINE SERVICES	9,097.00	9,597.00	-500.00	-5.21%
5312 · Museum Passes	0.00	25.00	-25.00	-100.0%
5313 · Senior Bus	1,075.00	1,050.00	25.00	2.38%
5314 · Programs	4,460.73	5,157.39	-696.66	-13.51%
Total 5300 · LIBRARY MATERIALS	<u>45,273.83</u>	<u>53,018.95</u>	<u>-7,745.12</u>	<u>-14.61%</u>

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
May 2017

	<u>May 17</u>	<u>May 16</u>	<u>\$ Change</u>	<u>% Change</u>
5400 - LIBRARY OPERATIONS				
5401 - CIRC SYSTEM MAINTENANCE	4,569.88	4,898.00	-328.12	-6.7%
5402 - OFFICE SUPPLIES	1,619.49	900.88	718.61	79.77%
5403 - NEW EQUIPMENT/SOFTWARE	415.45	1,859.31	-1,443.86	-77.66%
5404 - EQUIPMENT/SOFTWARE MAINTENANCE	1,654.80	423.93	1,230.87	290.35%
5408 - COMPUTER SUPPLIES	0.00	540.73	-540.73	-100.0%
5409 - SCLS/LILRC FEES	62,792.00	63,715.00	-923.00	-1.45%
5410 - TELECOMMUNICATIONS	234.88	429.80	-194.92	-45.35%
5411 - PRINTING SUPPLIES	365.78	370.84	-5.06	-1.36%
5412 - Comm Outreach & Pub Relations	8,473.00	7,590.49	882.51	11.63%
5414 - Hosting	354.12	734.51	-380.39	-51.79%
Total 5400 - LIBRARY OPERATIONS	<u>80,479.40</u>	<u>81,463.49</u>	<u>-984.09</u>	<u>-1.21%</u>
5500 - BUILDING OPERATIONS				
5501 - UTILITIES	5,740.68	4,669.42	1,071.26	22.94%
5502 - TELEPHONE	487.62	484.83	2.79	0.58%
5503 - MAINTENANCE AND IMPROVEMENTS	4,763.28	1,678.45	3,084.83	183.79%
5506 - SERVICE CONTRACTS	6,108.39	7,387.43	-1,279.04	-17.31%
5507 - CUSTODIAL SUPPLIES	896.92	145.44	751.48	516.69%
Total 5500 - BUILDING OPERATIONS	<u>17,996.89</u>	<u>14,365.57</u>	<u>3,631.32</u>	<u>25.28%</u>
5600 - ADMINISTRATIVE EXPENSES				
5601 - STAFF DEVELOPMENT	1,653.03	237.00	1,416.03	597.48%
5602 - POSTAGE	334.76	0.00	334.76	100.0%
5605 - DATA PROCESSING	2,205.00	1,089.99	1,115.01	102.3%
5607 - MISCELLANEOUS	27.24	0.00	27.24	100.0%
5608 - BANK CHARGES	25.00	57.58	-32.58	-56.58%
5600 - ADMINISTRATIVE EXPENSES - Other	0.00	25.00	-25.00	-100.0%
Total 5600 - ADMINISTRATIVE EXPENSES	<u>4,245.03</u>	<u>1,409.57</u>	<u>2,835.46</u>	<u>201.16%</u>
5700 - DEBT SERVICE				
5701 - MAIN BUILDING - PRINCIPAL	255,000.00	245,000.00	10,000.00	4.08%
5702 - MAIN BUILDING - INTEREST	12,075.00	17,710.00	-5,635.00	-31.82%
Total 5700 - DEBT SERVICE	<u>267,075.00</u>	<u>262,710.00</u>	<u>4,365.00</u>	<u>1.66%</u>
5750 - CAPITAL PROJECTS	<u>2,642.50</u>	<u>5,550.00</u>	<u>-2,907.50</u>	<u>-52.39%</u>
Total Expense	<u>822,929.84</u>	<u>707,613.67</u>	<u>115,316.17</u>	<u>16.3%</u>
Net Income	<u>-539,729.70</u>	<u>-445,412.46</u>	<u>-94,317.24</u>	<u>-21.18%</u>

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through May 2017

	<u>Jan - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income	0.00				0.00			
Expense								
5100 · SALARIES AND WAGES								
5101 · PROFESSIONAL - FULL TIME	553,352.97	1,314,083.00	-760,730.03	42.11%	489,866.08	1,280,212.00	-790,345.92	38.26%
5102 · PROFESSIONAL - PART TIME	80,535.26	222,348.00	-141,812.74	36.22%	76,083.35	217,000.00	-140,916.65	35.06%
5103 · NON PROFESSIONAL - FULL TIME	316,464.03	746,396.00	-429,931.97	42.4%	281,063.15	729,852.00	-448,788.85	38.51%
5104 · NON PROFESSIONAL - PART TIME	197,226.10	537,868.00	-340,641.90	36.67%	186,816.01	547,081.00	-360,264.99	34.15%
Total 5100 · SALARIES AND WAGES	1,147,578.36	2,820,695.00	-1,673,116.64	40.68%	1,033,828.59	2,774,145.00	-1,740,316.41	37.27%
5200 · EMPLOYEE BENEFITS								
5201 · NYS RETIREMENT SYSTEM	0.00	485,000.00	-485,000.00	0.0%	0.00	520,000.00	-520,000.00	0.0%
5202 · HEALTH INSURANCE	206,867.97	425,000.00	-218,132.03	48.68%	182,558.18	440,000.00	-257,441.82	41.49%
5203 · SOCIAL SECURITY	74,683.42	208,731.00	-134,047.58	35.78%	76,869.62	205,287.00	-128,417.38	37.45%
5204 · UNEMPLOYMENT	0.00	2,000.00	-2,000.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
5205 · WORKERS' COMPENSATION	22,609.00	27,700.00	-5,091.00	81.62%	27,679.00	17,000.00	10,679.00	162.82%
5206 · DISABILITY	3,085.70	6,000.00	-2,914.30	51.43%	1,551.70	7,500.00	-5,948.30	20.69%
5210 · MTA Tax	0.00	0.00	0.00	0.0%	0.00	9,432.00	-9,432.00	0.0%
Total 5200 · EMPLOYEE BENEFITS	307,246.09	1,154,431.00	-847,184.91	26.62%	288,658.50	1,201,219.00	-912,560.50	24.03%
5300 · LIBRARY MATERIALS								
5301 · BOOKS - ADULT	52,580.07	187,000.00	-134,419.93	28.12%	56,476.24	200,000.00	-143,523.76	28.24%
5302 · PERIODICALS - MICROFORM	867.38	1,000.00	-132.62	86.74%	873.82	1,000.00	-126.18	87.38%
5303 · PERIODICALS - SUBSCRIPTIONS	1,483.88	23,000.00	-21,516.12	6.45%	1,417.48	23,500.00	-22,082.52	6.03%
5305 · REFERENCE BOOKS/DATABASES	26,347.89	85,000.00	-58,652.11	31.0%	25,163.97	85,000.00	-59,836.03	29.61%
5306 · VIDEO/DVD'S	21,188.43	65,000.00	-43,811.57	32.6%	22,083.26	75,000.00	-52,916.74	29.44%
5307 · AUDIOBOOKS	12,877.49	44,000.00	-31,122.51	29.27%	19,388.05	44,000.00	-24,611.95	44.06%
5308 · CD ROMS	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5309 · BOOKS - JUVENILE	19,141.50	75,000.00	-55,858.50	25.52%	22,518.44	68,000.00	-45,481.56	33.12%
5310 · COMPACT DISKS	8,074.38	17,000.00	-8,925.62	47.5%	6,768.89	16,000.00	-9,231.11	42.31%
5311 · ON-LINE SERVICES	98,603.04	95,000.00	3,603.04	103.79%	81,359.00	85,000.00	-3,641.00	95.72%
5312 · Museum Passes	100.00	10,000.00	-9,900.00	1.0%	25.00	10,000.00	-9,975.00	0.25%
5313 · Senior Bus	4,843.85	12,300.00	-7,456.15	39.38%	5,100.00	12,000.00	-6,900.00	42.5%
5314 · Programs	22,450.03	80,000.00	-57,549.97	28.06%	19,945.74	80,000.00	-60,054.26	24.93%
Total 5300 · LIBRARY MATERIALS	268,557.94	694,300.00	-425,742.06	38.68%	261,119.89	699,500.00	-438,380.11	37.33%
5400 · LIBRARY OPERATIONS								
5401 · CIRC SYSTEM MAINTENANCE	9,139.76	21,000.00	-11,860.24	43.52%	9,721.00	20,000.00	-10,279.00	48.61%
5402 · OFFICE SUPPLIES	6,725.62	20,000.00	-13,274.38	33.63%	9,012.43	20,000.00	-10,987.57	45.06%
5403 · NEW EQUIPMENT/SOFTWARE	3,439.39	30,000.00	-26,560.61	11.47%	9,140.91	30,000.00	-20,859.09	30.47%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	4,267.59	13,000.00	-8,732.41	32.83%	1,153.38	8,500.00	-7,346.62	13.57%
5408 · COMPUTER SUPPLIES	618.51	7,000.00	-6,381.49	8.84%	1,329.89	8,000.00	-6,670.11	16.62%
5409 · SCLS/LILRC FEES	62,792.00	73,000.00	-10,208.00	86.02%	63,715.00	78,000.00	-14,285.00	81.69%
5410 · TELECOMMUNICATIONS	1,174.40	14,000.00	-12,825.60	8.39%	1,074.50	14,500.00	-13,425.50	7.41%
5411 · PRINTING SUPPLIES	1,021.72	6,000.00	-4,978.28	17.03%	2,489.51	6,000.00	-3,510.49	41.49%

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through May 2017

	<u>Jan - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5412 · Comm Outreach & Pub Relations	16,930.62	30,000.00	-13,069.38	56.44%	13,045.08	30,000.00	-16,954.92	43.48%
5414 · Hosting	1,779.17	5,000.00	-3,220.83	35.58%	1,825.48	5,000.00	-3,174.52	36.51%
Total 5400 · LIBRARY OPERATIONS	107,888.78	219,000.00	-111,111.22	49.26%	112,507.18	220,000.00	-107,492.82	51.14%
5500 · BUILDING OPERATIONS								
5501 · UTILITIES	35,836.36	120,000.00	-84,163.64	29.86%	33,824.15	120,000.00	-86,175.85	28.19%
5502 · TELEPHONE	2,413.84	6,500.00	-4,086.16	37.14%	2,443.11	7,000.00	-4,556.89	34.9%
5503 · MAINTENANCE AND IMPROVEMENTS	10,955.46	40,000.00	-29,044.54	27.39%	10,771.62	40,000.00	-29,228.38	26.93%
5505 · BUILDING INSURANCE	0.00	68,000.00	-68,000.00	0.0%	0.00	66,000.00	-66,000.00	0.0%
5506 · SERVICE CONTRACTS	45,615.55	103,000.00	-57,384.45	44.29%	35,470.22	98,000.00	-62,529.78	36.19%
5507 · CUSTODIAL SUPPLIES	3,955.26	9,000.00	-5,044.74	43.95%	3,589.63	9,000.00	-5,410.37	39.89%
Total 5500 · BUILDING OPERATIONS	98,776.47	346,500.00	-247,723.53	28.51%	86,098.73	340,000.00	-253,901.27	25.32%
5600 · ADMINISTRATIVE EXPENSES								
5601 · STAFF DEVELOPMENT	4,516.64	8,000.00	-3,483.36	56.46%	1,132.04	7,000.00	-5,867.96	16.17%
5602 · POSTAGE	4,191.88	15,000.00	-10,808.12	27.95%	4,010.80	16,000.00	-11,989.20	25.07%
5604 · PROFESSIONAL FEES	11,696.00	15,000.00	-3,304.00	77.97%	14,584.60	15,000.00	-415.40	97.23%
5605 · DATA PROCESSING	9,496.83	19,000.00	-9,503.17	49.98%	7,377.56	19,000.00	-11,622.44	38.83%
5606 · BUDGET VOTE	0.00	7,000.00	-7,000.00	0.0%	0.00	7,000.00	-7,000.00	0.0%
5607 · MISCELLANEOUS	258.53	3,000.00	-2,741.47	8.62%	232.97	3,000.00	-2,767.03	7.77%
5608 · BANK CHARGES	53.00	400.00	-347.00	13.25%	98.58	500.00	-401.42	19.72%
Total 5600 · ADMINISTRATIVE EXPENSES	30,212.88	67,400.00	-37,187.12	44.83%	27,436.55	67,500.00	-40,063.45	40.65%
5700 · DEBT SERVICE								
5701 · MAIN BUILDING - PRINCIPAL	255,000.00	267,075.00	-12,075.00	95.48%	245,000.00	262,710.00	-17,710.00	93.26%
5702 · MAIN BUILDING - INTEREST	12,075.00	6,210.00	5,865.00	194.44%	17,710.00	12,075.00	5,635.00	146.67%
5706 · BOND ADMIN FEES	0.00	2,500.00	-2,500.00	0.0%	0.00	2,500.00	-2,500.00	0.0%
Total 5700 · DEBT SERVICE	267,075.00	275,785.00	-8,710.00	96.84%	262,710.00	277,285.00	-14,575.00	94.74%
5750 · CAPITAL PROJECTS	2,642.50				5,550.00			
Total Expense	2,229,978.02	5,578,111.00	-3,348,132.98	39.98%	2,077,909.44	5,579,649.00	-3,501,739.56	37.24%
Net Income	-2,229,978.02	-5,578,111.00	3,348,132.98	39.98%	-2,077,909.44	-5,579,649.00	3,501,739.56	37.24%

EMMA S. CLARK MEM LIB - CAPITAL FUND

Balance Sheet

As of May 31, 2017

May 31, 17

ASSETS

Current Assets

Checking/Savings

1111 - Beacon Trust 115.43

1160 - CAPITAL SAVINGS 981,379.90

Total Checking/Savings 981,495.33

Other Current Assets

1700 - Due to-(from) other funds 51,499.54

Total Other Current Assets 51,499.54

Total Current Assets 1,032,994.87

TOTAL ASSETS 1,032,994.87

LIABILITIES & EQUITY

Equity

3900 - UNAPPROPRIATED FUND BALANCE 1,031,645.68

Net Income 1,349.19

Total Equity 1,032,994.87

TOTAL LIABILITIES & EQUITY 1,032,994.87

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Cash Flows
January through May 2017

	<u>Jan - May 17</u>
OPERATING ACTIVITIES	
Net Income	1,308,362.23
Adjustments to reconcile Net Income to net cash provided by operations:	
1500 - OTHER RECEIVABLES	21.14
2500 - AFLAC	404.41
2550 - NYS Arrears/Loan	135.17
2570 - NYSRS	355.66
2700 - Payroll Outstanding Checks	-10,704.12
Net cash provided by Operating Activities	<u>1,298,574.49</u>
Net cash increase for period	1,298,574.49
Cash at beginning of period	1,842,200.66
Cash at end of period	<u><u>3,140,775.15</u></u>

THREE YEAR COMPARISON
MONTHLY EXPENDITURES

		<u>2015</u>	<u>2016</u>	<u>2017</u>
JANUARY	\$	310,365.62	\$ 309,261.17	\$ 309,510.92
FEBRUARY	\$	404,558.65	\$ 407,241.03	\$ 348,319.70 *
MARCH	\$	372,643.76	\$ 311,707.30	\$ 417,995.66 *
APRIL	\$	358,819.87	\$ 342,087.70	\$ 331,843.90
MAY	\$	424,630.83	\$ 707,531.09 **	\$ 822,929.84 * * *
JUNE	\$	335,756.96	\$ 448,909.19	
JULY	\$	483,410.88	\$ 379,946.72	
AUGUST	\$	349,593.56	\$ 366,897.60	
SEPTEMBER	\$	409,114.90	\$ 407,593.80 **	
OCTOBER	\$	372,522.00	\$ 328,169.80	
NOVEMBER	\$	362,733.47	\$ 736,982.57 ** *	
DECEMBER	\$	929,665.45	\$ 485,400.89 **	

		<u>2015</u>	<u>2016</u>	<u>2017</u>
BUDGET FOR YEAR	\$	5,300,272.00	\$ 5,304,864.00	\$ 5,304,826.00
1/12 OF BUDGET	\$	441,689.33	\$ 442,072.00	\$ 442,068.83
CUMULATIVE EXPENDITURE	\$	1,446,387.90	\$ 1,370,297.20	\$ 1,407,670.18
% EXPENDED		27%	26%	27%

* NYSRS PD IN NOV-2016

**CAPITAL PROJECTS

*SCLS OVERDRIVE FEES

*CAPITAL PROJECTS

*SCLS MEMBER SUPPORT 2017

*BANK OF NY BOND PRINCIPAL
& INTEREST PAID

		<u>2017</u>		<u>INVESTED FUNDS</u>		
CAPITAL SAVINGS				SCNB		\$981,379.90
third party collateral - transfer account				SCNB SAVINGS ACCOUNT		\$ 2,922,492.54
				ENDOWMENT ACCOUNTS		
MONEY MARKET				CAPITAL ONE		\$ 4,697.51
PHILIP GROIA MEMORIAL				CAPITAL ONE		\$ 47,953.63
HELEN SHACK MEMORIAL -PERSHING, LLC				Previous month		\$ 21,053.22
				Current month		\$ 21,506.36
JEFFERSON RESOURCES				Previous month		\$ 1,313,597.68
Bal as of Jan 1, 2012 \$819,759.65				Current month		\$ 1,324,232.67
6/5/2017						

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
JAN	64,024	64,487	65,746	67,580	66,313	69,255	69,486	62,217	61,749	58,316	53,319
FEB	58,789	61,197	61,837	64,679	62,782	68,311	62,662	60,481	58,218	55,776	50,328
MAR	64,517	67,456	69,974	71,631	68,889	70,494	69,696	65,624	61,186	56,077	58,822
APR	59,488	59,241	61,953	62,350	64,282	65,403	61,719	59,704	54,411	55,575	52,286
MAY	56,459	61,020	63,255	60,055	60,715	63,333	61,285	58,607	53,571	53,658	51,471
JUNE	62,806	63,598	69,276	67,660	67,862	70,665	69,647	60,594	59,068	57,611	
JULY	73,366	80,528	80,644	80,340	79,495	82,783	82,372	76,548	67,952	67,256	
AUG	66,683	64,025	73,035	75,023	77,952	73,948	72,434	67,154	59,362	62,215	
SEP	58,117	62,982	62,829	63,160	65,632	63,063	60,512	59,145	54,422	54,537	
OCT	60,749	61,080	64,080	63,257	67,373	58,993	60,662	59,957	53,519	55,219	
NOV	60,348	59,570	63,163	60,071	62,413	59,622	59,979	57,968	59,707	51,082	
DEC	55,475	55,559	58,520	57,067	63,510	62,536	60,344	56,549	53,564	50,889	
TOTAL	740,821	760,743	794,312	792,873	807,218	808,406	790,798	744,548	696,729	678,211	
% CHG.		2.7%	4.4%	-0.2%	1.8%	0.1%	-2.2%	-5.8%	-6.4%	-2.7%	

PATRON REGISTRATIONS

2016
 JUV 50
 ADULT 161

MAY

2017
 JUV 35
 ADULT 163

TOTAL BORROWERS: 25,866

EMMA S CLARK MEMORIAL LIBRARY MONTHLY STATISTICS 2017																	
MATERIALS	HOLDINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	% CIRC	%COLL	YR/TOTAL	MATERIALS
A FICTION	21,420	3,644	3,268	3,724	3,475	3,685	0	0	0	0	0	0	0	7.68%	8.50%	17,796	A FICTION
A LARGE PRINT	3,770	629	618	710	640	702	0	0	0	0	0	0	0	1.42%	1.50%	3,299	A LARGE PRINT
MYSTERIES	7,564	1,395	1,318	1,471	1,381	1,545	0	0	0	0	0	0	0	3.07%	3.00%	7,110	MYSTERIES
PAPERBACK	1,734	984	943	984	942	975	0	0	0	0	0	0	0	2.08%	0.69%	4,828	PAPERBACK
SCIENCE FICTION	1,711	219	178	215	219	194	0	0	0	0	0	0	0	0.44%	0.68%	1,025	SCIENCE FICTION
SHORT STORIES	824	99	68	86	77	91	0	0	0	0	0	0	0	0.18%	0.33%	421	SHORT STORIES
BOOK CLUB	332	101	60	77	56	82	0	0	0	0	0	0	0	0.16%	0.13%	376	BOOK CLUB
GRAPHIC NOVELS	405	67	43	45	59	92	0	0	0	0	0	0	0	0.13%	0.16%	306	GRAPHIC NOVELS
CLASSICS	568	91	93	89	93	102	0	0	0	0	0	0	0	0.20%	0.23%	468	CLASSICS
LOCAL AUTHOR	116	3	1	2	3	6	0	0	0	0	0	0	0	0.01%	0.05%	15	LOCAL AUTHOR
CHINESE LANGUAGE	996	72	59	46	56	48	0	0	0	0	0	0	0	0.12%	0.40%	281	CHINESE LANGUAGE
PAMPHLETS/VF	69	5	9	9	5	6	0	0	0	0	0	0	0	0.01%	0.03%	34	PAMPHLETS/VF
ADLT MAGAZINES	1,934	553	493	574	492	494	0	0	0	0	0	0	0	1.13%	0.77%	2,606	ADLT MAGAZINES
ADLT NON FICTION	62,491	5,897	5,402	6,248	5,662	5,722	0	0	0	0	0	0	0	12.49%	24.79%	28,931	ADLT NON FICTION
ADLT BIOGRAPHIES	4,782	453	414	463	447	482	0	0	0	0	0	0	0	0.98%	1.90%	2,259	ADLT BIOGRAPHIES
LAW COLLECTION	382	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.15%	0	LAW COLLECTION
TEST	1,022	219	179	219	274	289	0	0	0	0	0	0	0	0.51%	0.41%	1,180	TEST
LANGUAGE LRNING	615	94	95	112	85	97	0	0	0	0	0	0	0	0.21%	0.24%	483	LANGUAGE LRNING
LITERACY	245	20	20	16	23	23	0	0	0	0	0	0	0	0.04%	0.10%	102	LITERACY
NOTES	530	4	8	11	20	6	0	0	0	0	0	0	0	0.02%	0.21%	49	NOTES
LI COLLECTION	1,706	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.68%	0	LI COLLECTION
OVERSIZE BOOKS	1,137	44	33	53	34	32	0	0	0	0	0	0	0	0.08%	0.45%	196	OVERSIZE BOOKS
REFERENCE	4,231	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1.68%	0	REFERENCE
REFERENCE OFFICE	19	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.01%	0	REFERENCE OFFICE
NON FICTION DVDS	6,340	1,116	944	1,084	925	956	0	0	0	0	0	0	0	2.17%	2.51%	5,025	NON FICTION DVDS
NON FIC BLUE RAY	33	7	10	4	1	7	0	0	0	0	0	0	0	0.01%	0.01%	29	NON FIC BLUE RAY
ADULT VHS	41	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.02%	0	ADULT VHS
ADULT EVID	12,099	8,411	8,074	9,429	7,810	7,963	0	0	0	0	0	0	0	18.00%	4.80%	41,687	ADULT EVID
TV SERIES DVD	2,232	1,801	1,617	1,800	1,396	1,505	0	0	0	0	0	0	0	3.51%	0.89%	8,119	TV SERIES DVD
BLUE RAY	1,034	878	836	971	773	694	0	0	0	0	0	0	0	1.79%	0.41%	4,152	BLUE RAY
CD ROMS	134	12	9	9	10	13	0	0	0	0	0	0	0	0.02%	0.05%	53	CD ROMS
BOOK ON TAPE	130	2	0	1	1	0	0	0	0	0	0	0	0	0.00%	0.05%	4	BOOK ON TAPE
BOOK ON DISC	8,578	1,636	1,433	1,596	1,509	1,552	0	0	0	0	0	0	0	3.34%	3.40%	7,726	BOOK ON DISC
eREADERS/NOOKS	4	5	6	12	5	3	0	0	0	0	0	0	0	0.01%	0.00%	31	eREADERS/NOOKS
YA FICTION	3,314	458	459	520	477	412	0	0	0	0	0	0	0	1.00%	1.31%	2,326	YA FICTION
TEEN GRAPHIC	391	44	90	84	94	72	0	0	0	0	0	0	0	0.17%	0.16%	384	TEEN GRAPHIC
TEEN PAPERBACK	2,865	406	400	403	367	398	0	0	0	0	0	0	0	0.85%	1.14%	1,974	TEEN PAPERBACK
TEEN MAGAZINE	50	6	6	1	3	3	0	0	0	0	0	0	0	0.01%	0.02%	19	TEEN MAGAZINE
TEEN VIDEO GAMES	117	35	56	48	41	48	0	0	0	0	0	0	0	0.10%	0.05%	228	TEEN VIDEO GAMES
MUSIC CDS	15,705	2,203	1,800	2,349	2,117	2,082	0	0	0	0	0	0	0	4.56%	6.23%	10,551	MUSIC CDS
ART PRINTS	12	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	ART PRINTS
J FICTION	7,461	1,634	1,707	2,196	1,841	1,790	0	0	0	0	0	0	0	3.96%	2.96%	9,168	J FICTION
J PAPER BACK	2,849	597	642	788	792	677	0	0	0	0	0	0	0	1.51%	1.13%	3,496	J PAPER BACK
J LARGE PRINT	104	12	18	15	14	10	0	0	0	0	0	0	0	0.03%	0.04%	69	J LARGE PRINT
J GRAPHIC NOVELS	1,154	582	612	733	675	776	0	0	0	0	0	0	0	1.46%	0.46%	0	J GRAPHIC NOVELS
J ADV PICTURE BOOK	8,930	2,821	2,870	3,401	3,050	2,776	0	0	0	0	0	0	0	6.44%	3.54%	14,918	J ADV PICTURE BOOK
J BEGINNING RDR	2,785	1,024	1,151	1,396	1,206	973	0	0	0	0	0	0	0	2.48%	1.10%	5,750	J BEGINNING RDR
J BOARD BOOKS	405	178	175	269	223	199	0	0	0	0	0	0	0	0.45%	0.16%	1,044	J BOARD BOOKS
J SHORT STORIES	194	14	21	16	14	17	0	0	0	0	0	0	0	0.04%	0.08%	82	J SHORT STORIES
J MYSTERY	3,003	412	412	506	559	546	0	0	0	0	0	0	0	1.05%	1.19%	2,435	J MYSTERY
J SCIENCE FICTION	790	147	160	153	196	176	0	0	0	0	0	0	0	0.36%	0.31%	832	J SCIENCE FICTION
J ABC/123	220	47	52	82	28	56	0	0	0	0	0	0	0	0.11%	0.09%	265	J ABC/123
J BATTLE OF BOOKS	265	37	31	37	32	34	0	0	0	0	0	0	0	0.07%	0.11%	171	J BATTLE OF BOOKS
J HOLIDAY	2,037	230	277	269	160	43	0	0	0	0	0	0	0	0.42%	0.81%	979	J HOLIDAY
J LOCAL AUTHOR	31	1	0	1	0	4	0	0	0	0	0	0	0	0.00%	0.01%	2	J LOCAL AUTHOR
J NON FICTION	24,352	1,799	1,735	1,994	1,618	1,443	0	0	0	0	0	0	0	3.71%	9.66%	8,589	J NON FICTION
JBOY SCOUT	238	0	0	1	8	9	0	0	0	0	0	0	0	0.01%	0.09%	18	JBOY SCOUT
J BIOGRAPHIES	4,714	302	315	341	232	191	0	0	0	0	0	0	0	0.60%	1.87%	1,381	J BIOGRAPHIES
J EASY NON FICTION	8,251	962	881	1,195	942	1,047	0	0	0	0	0	0	0	2.17%	3.27%	5,027	J EASY NON FICTION
J LONG ISLAND COLL	204	4	1	7	10	8	0	0	0	0	0	0	0	0.01%	0.08%	30	J LONG ISLAND COLL
J REFERENCE	1,789	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.71%	0	J REFERENCE
J PROFESSIONAL	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	J PROFESSIONAL
J PARENTING	1,258	163	164	196	122	169	0	0	0	0	0	0	0	0.35%	0.50%	814	J PARENTING
J MAGAZINES	329	18	26	53	31	20	0	0	0	0	0	0	0	0.06%	0.13%	148	J MAGAZINES
J CD ROMS	739	43	49	55	59	62	0	0	0	0	0	0	0	0.12%	0.29%	268	J CD ROMS
J INSTRUCTIONAL CD	32	0	2	3	4	3	0	0	0	0	0	0	0	0.01%	0.01%	12	J INSTRUCTIONAL CD
J NON FICTION DVD	880	62	53	92	46	32	0	0	0	0	0	0	0	0.12%	0.35%	285	J NON FICTION DVD
J LANGUAGE AUDIO	32	12	4	5	2	4	0	0	0	0	0	0	0	0.01%	0.01%	27	J LANGUAGE AUDIO
J AUDIOBOOK KITS	57	12	23	26	34	18	0	0	0	0	0	0	0	0.05%	0.02%	113	J AUDIOBOOK KITS
J EVID	4,408	2,842	2,842	3,431	3,054	2,659	0	0	0	0	0	0	0	6.40%	1.75%	14828	J EVID
J BLUE RAY	331	97	131	186	188	157	0	0	0	0	0	0	0	0.33%	0.13%	759	J BLUE RAY
J VIDEO GAMES	95	110	106	116	110	84	0	0	0	0	0	0	0	0.23%	0.04%	526	J VIDEO GAMES
J LAUNCH PAD	35	40	41	39	16	30	0	0	0	0	0	0	0	0.07%	0.01%	166	J LAUNCH PAD

EMMA S CLARK MEMORIAL LIBRARY MONTHLY STATISTICS 2017																	
MATERIALS	HOLDINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	% CIRC	%COLL	YTD/TOTAL	MATERIALS
YA FIC PRINT	6,620	914	955	1,008	941	885	0	0	0	0	0	0	0	0.00%	2.63%	4,703	YA FIC PRINT
A FIC PRINT	41,455	7,862	7,151	8,032	7,498	8,022	0	0	0	0	0	0	0	0.00%	16.44%	38,565	A FIC PRINT
A NON FIC PRINT	83,533	7,854	7,105	8,210	7,471	7,614	0	0	0	0	0	0	0	0.00%	33.14%	38,254	A NON FIC PRINT
A VIDEO/DVD	15,523	11,125	10,583	12,248	10,020	10,210	0	0	0	0	0	0	0	0.00%	6.16%	54,186	A VIDEO/DVD
AUDIO	24,551	3,858	3,248	3,967	3,642	3,650	0	0	0	0	0	0	0	0.00%	9.74%	18,365	A AUDIO
OTHER/OCLC	0	23	18	60	11	14	0	0	0	0	0	0	0	0.00%	0.00%	126	OTHER
ADULT TOTAL	171,682	31,636	29,060	33,525	29,583	30,395	0	0	0	0	0	0	0	0.00%	68.10%	154,199	ADULT TOTAL
J FIC PRINT	30,228	7,736	8,128	9,862	8,790	8,077	0	0	0	0	0	0	0	0.00%	11.99%	42,593	J FIC PRINT
J NON FIC PRINT	41,136	3,248	3,122	3,787	2,963	2,887	0	0	0	0	0	0	0	0.00%	16.32%	16,007	J NON FIC PRINT
J VIDEO/DVD	5,714	3,111	3,132	3,825	3,398	2,932	0	0	0	0	0	0	0	0.00%	2.27%	16,398	J VIDEO/DVD
J AUDIO	2,591	427	376	516	417	374	0	0	0	0	0	0	0	0.00%	1.03%	2,110	J AUDIO
J CD ROMS	739	43	49	55	59	62	0	0	0	0	0	0	0	0.00%	0.29%	268	J CD ROMS
JUV TOTAL	80,408	14,565	14,807	18,045	15,627	14,332	0	0	0	0	0	0	0	0.00%	31.90%	77,376	JUV TOTAL
INNOVATIVE TTL	252,090	46,201	43,867	51,570	45,210	44,727	0	0	0	0	0	0	0	0.00%	100.00%	231,575	INNOVATIVE TTL
OVERDRIVE	0	5,491	5,176	5,818	5,818	5,498	0	0	0	0	0	0	0			27,801	OVERDRIVE
POOL BOOKS	0	0	0	0	0	0	0	0	0	0	0	0	0			0	POOL BOOKS
TUMBLE BOOKS	0	139	122	136	7	3	0	0	0	0	0	0	0			407	JUV TUMBLE BKS
KINDLES FOR KIDS	0	0	0	0	0	0	0	0	0	0	0	0	0			0	KINDLES FOR KIDS
FREEGAL	0	1,011	758	759	755	826	0	0	0	0	0	0	0			4,109	FREEGAL
MUSEUM PASSES	0	68	89	76	107	85	0	0	0	0	0	0	0			425	MUSEUM PASSES
ZINIO	0	409	316	463	389	332	0	0	0	0	0	0	0			1,909	ZINIO
TOTAL CIRCS	0	53,319	50,328	58,822	52,286	51,471	0	0	0	0	0	0	0			266,226	TOTAL CIRCS
TOTAL CIRCULATION INCLUDES: SIERRA, OVERDRIVE, SCLS POOL BOOKS, JUV TUMBLE BOOKS, KINDLES FOR KIDS, FREEGAL, ZINIO AND MUSEUM PASSES																	

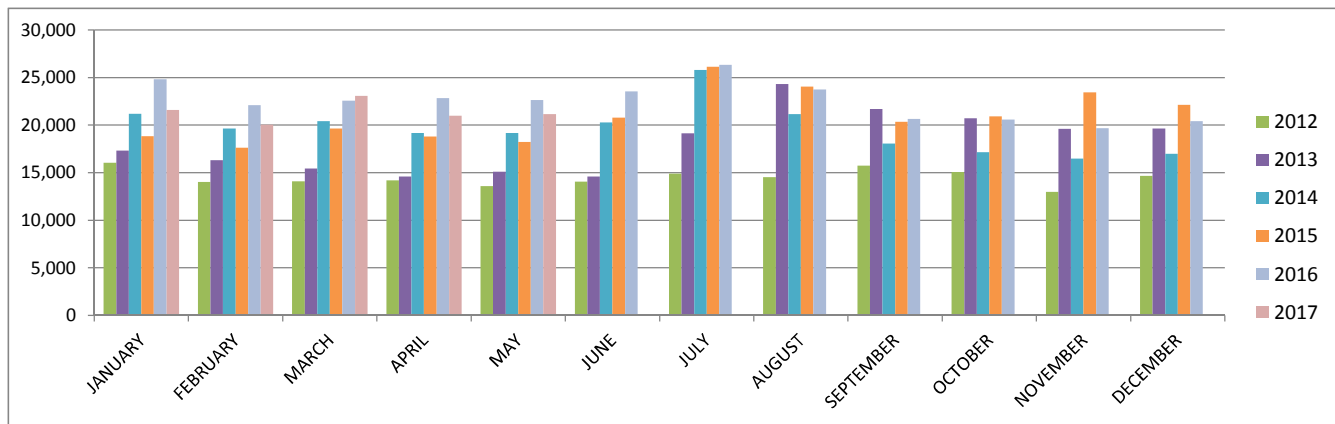
GATE COUNT TOTALS

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	28,760	28,371	28,949	31,543	31,529	28,399	29,760	27,028	26,563	26,552	21,610	21,753	21,092	19,992
February	30,313	28,874	27,604	26,442	28,038	27,464	27,062	26,818	27,170	22,047	19,544	19,910	20,579	19,089
March	34,588	32,174	31,998	32,493	31,892	31,975	31,855	30,405	28,400	26,509	26,998	23,412	23,354	22,993
April	31,217	31,116	29,802	28,685	29,599	32,264	29,126	27,232	27,317	25,156	23,976	22,095	23,627	20,208
May	30,334	29,051	29,636	28,385	29,865	29,504	28,487	26,078	25,718	25,257	24,662	22,251	22,546	21,206
June	33,047	31,603	31,946	31,985	30,072	31,803	31,653	30,861	29,818	28,597	24,426	23,751	24,141	
July	40,506	36,034	28,282	36,229	39,491	39,842	38,453	35,699	29,595	34,056	33,931	29,928	35,586	
August	35,173	33,979	38,843	33,194	32,510	32,563	37,109	33,130	31,368	31,713	30,103	24,622	28,703	
September	29,241	27,707	28,134	28,460	32,172	30,049	29,609	28,115	25,786	24,364	25,576	22,316	20,036	
October	31,534	30,785	29,821	30,026	29,737	29,873	29,942	27,856	23,211	25,553	23,312	23,015	22,411	
November	29,406	27,701	27,752	28,568	27,713	26,800	27,621	25,860	23,298	23,840	21,882	21,357	17,649	
December	26,021	25,942	24,919	25,443	26,214	26,122	24,469	24,862	23,001	21,294	21,978	20,182	18,413	
Total	380,140	363,336	359,692	361,453	368,832	366,658	365,146	343,944	321,245	314,938	297,998	274,592	278,137	

Emma S. Clark Memorial Library
 Websites Statistics: 2012 - 2017

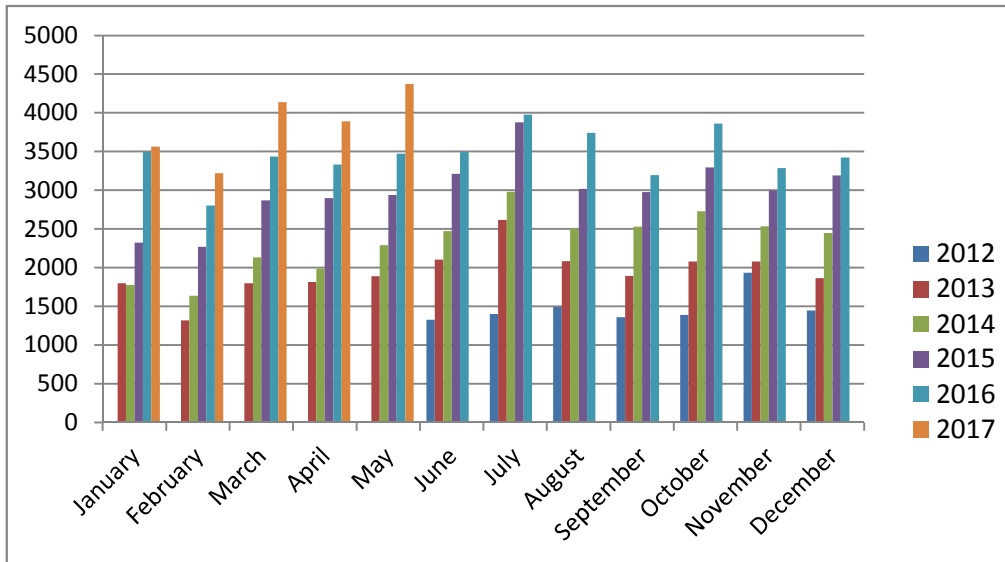
Library Website (No. of Visits)

	2012	2013	2014	2015	2016	2017
JANUARY	16,057	17,320	21,190	18,837	24,808	21,587
FEBRUARY	14,008	16,297	19,649	17,607	22,087	20,054
MARCH	14,092	15,423	20,419	19,637	22,579	23,087
APRIL	14,186	14,609	19,157	18,791	22,832	20,975
MAY	13,569	15,089	19,178	18,227	22,629	21,147
JUNE	14,048	14,580	20,294	20,777	23,531	
JULY	14,911	19,125	25,809	26,121	26,322	
AUGUST	14,533	24,316	21,170	24,046	23,739	
SEPTEMBER	15,753	21,682	18,060	20,339	20,649	
OCTOBER	15,071	20,711	17,152	20,911	20,593	
NOVEMBER	12,984	19,618	16,470	23,427	19,686	
DECEMBER	14,678	19,640	16,998	22,116	20,410	
Total	173,892	218,410	235,546	250,836	269,865	



Public WiFi Usage (# of sessions)

	2012	2013	2014	2015	2016	2017
January		1797	1776	2323	3493	3562
February		1316	1635	2267	2801	3218
March		1799	2134	2867	3435	4140
April		1813	1986	2897	3333	3888
May		1890	2290	2939	3473	4375
June	1327	2102	2470	3212	3492	
July	1401	2616	2982	3876	3976	
August	1491	2083	2505	3016	3743	
September	1359	1893	2530	2978	3195	
October	1390	2077	2726	3294	3859	
November	1932	2079	2532	2997	3285	
December	1448	1864	2446	3192	3423	
	10348	23329	28012	35858	41508	19183



Community Room Total Usage for May 2017

AARP Smart Driver

Boy Scouts

Civic Association of Setauket & Stony Brook

Game Day

Long Island Storytelling Network

Myasthenia Gravis

PIPA

Poquott Civic Association

Princess Ronkonkoma

Seaport Hadassah

-Suffolk Orchid Society

Suffolk Toastmaster

Three Village Historical Society Rhodes Committee

Travel Presentation Club

Virginia Fuller Book Group

-Willow Wood

Library Programs - May 2017

Adult Programs

<u>Date</u>	<u>Program</u>	<u>No. of Sessions</u>	<u>Attendance</u>
5/24/17	Bk. Disc. My Brilliant Friend	1	13
5/5/17	Game Day	1	13
5/19/17	Game Day	1	11
5/5/17	Friday Matinee	1	2
5/19/17	Friday Matinee	1	4
5/10/17	AARP Driver Safety	2	42
5/23/17	AARP Driver Safety	2	70
5/3/17	The Orchestra: Its history, instrumental families, and their function	1	12
5/4/17	Drawing, Sketching or Painting your Pets or Animals	2	23
5/6/17	Make the Cut: Floral growing, cutting, and arranging made easy!	1	27
5/8/17	Medicare" The Basics	1	12
5/10/17	The Symphony: How to understand, listen to and enjoy.	1	16
5/11/17	From Back Row to Back Stage ~ My Love Affair with Broadway!	1	32
5/15/17	Community Heart Saver	1	12
5/18/17	Brain Training for Everyone	1	30
5/20/16	Pet Fair	1	130
5/22/17	Philosophy of Yoga	1	21
5/9/17	James Baldwin's America #2	1	22
5/23/17	james Baldwin's America #3	1	18
5/28/17	Concert Stony Brook Roots Ensemble	1	57

Senior Programs

<u>Date</u>	<u>Program</u>	<u>No. of Sessions</u>	<u>Attendance</u>
5/3/2017	Fred Astaire and Ginger Rogers	1	49
5/17/2017	Senior Film	1	18

Teen Programs

<u>Date</u>	<u>Program</u>	<u>No. of Sessions</u>	<u>Attendance</u>
5/2/2017	Teen Tech Clinic	1	5
5/12/2017	Parent Teen Paint	1	19
5/15/2017	TeenConnect Dog Biscuits	1	18
5/15/2017	Teen Tech Clinic	1	2

Technology Programs

<u>Date</u>	<u>Program</u>	<u>No. of Sessions</u>	<u>Attendance</u>
5/10/17	MICROSOFT EXCEL	3	28

Children's Programs

<u>Date</u>	<u>Program</u>	<u>No. of Sessions</u>	<u>Attendance</u>
5/1/17	Pre-School Storytime	1	6
5/1/17	Tot Story Time	1	20
5/1/17	AfterSchool Storytime	1	9
5/2/17	Tot Story Time	1	20

5/2/17	Pre-School Storytime	1	17
5/3/17	PTW	1	32
5/3/17	PTW	1	30
5/3/17	Movement and Literacy	1	4
5/3/17	BARK	1	3
5/4/17	PTW	1	32
5/4/17	PTW	1	30
5/4/17	Pre-School Storytime	1	8
5/4/17	Facts & Fiction Storytime	1	8
5/5/17	Time for Baby	1	17
5/5/17	Time for Baby	1	18
5/8/17	Pre-School Storytime	1	6
5/8/17	Tot Story Time	1	26
5/8/17	AfterSchool Storytime	1	12
5/9/17	Tot Story Time	1	18
5/9/17	Pre-School Storytime	1	15
5/10/17	PTW	1	34
5/10/17	PTW	1	26
5/10/17	Movement and Literacy	1	6
5/10/17	BARK	1	2
5/11/17	PTW	1	28
5/11/17	PTW	1	26
5/11/17	Pre-School Storytime	1	7
5/11/17	Facts & Fiction Storytime	1	11
5/12/17	Tot's Day Out-Mother's Day	1	9
5/12/17	Mother's Day Flower	1	17
5/13/17	Kidnastics	1	27
5/13/17	Crafternoon	1	29
5/15/17	Pre-School Storytime	1	7
5/15/17	Tot Story Time	1	22
5/15/17	AfterSchool Storytime	1	10
5/16/17	Tot Story Time	1	28
5/16/17	Pre-School Storytime	1	13
5/17/17	PTW	1	28
5/17/17	PTW	1	16
5/17/17	Movement and Literacy	1	3
5/17/17	BARK	1	3
5/18/17	PTW	1	26
5/18/17	PTW	1	25
5/18/17	Pre-School Storytime	1	5
5/19/17	Time for Baby	1	22
5/19/17	Time for Baby	1	19
5/20/17	Dinoman-Dinosaurs	1	0
5/20/17	Play Groups School - Story Time	1	9
5/21/17	Books Bring History Alive & Families Together!	1	16
5/24/17	BARK	1	3
5/26/17	Lego Club	1	10
5/31/17	BARK	1	3

Valerie G. Rankow
238 Old Town Road
East Setauket, NY 11733

May 7, 2017

Dear Ms. West,

Thank you so much for going beyond the required procedures to help me to renew my library card. I am always appreciative when someone is especially helpful - and when that occurs within my profession, it's extra-rewarding. I've been a professional librarian for nearly 50 years (now retired) - though I do work from home in my Professional Information Services business, my access to library resources online is invaluable!

Thank you, again,
Valerie Rankow