

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
March 20, 2024
7:30 p.m.
Vincent R. O'Leary Community Room**

- I. Call to Order
 - Pledge of Allegiance
- II. Period for Public Expression
- III. Approval of Minutes of previous meeting
- IV. President's Report
- V. Treasurer's Report & Approval of Warrants
- VI. Director's Report
- VII. Committee Reports:
 - Buildings and Grounds
 - Personnel
 - Investment
- VIII. Old Business:
- IX. New Business:
 - Nominating Committee
 - Approval of 2023 NYS Annual Report for Public and Association Libraries
- X. Adjournment

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 21, 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 Christopher Fletcher, President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; David Douglas, Treasurer; Suzanne Shane, Secretary; Deborah Blair; Linda Josephs; Angeline Yeo-Judex; Anthony Parlatore. Absent with excuse: Orlando Maione. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

II. Period for Public Expression

No one wished to speak.

III. Approval of Minutes of previous meetings

Ms. Blair made a motion to approve the minutes from the January 17, 2024 Regular Meeting of the Board of Trustees, seconded by Mr. Parlatore, and passed unanimously.

IV. President's Report

Mr. Fletcher reported that the Library should expect to see increased costs in the "Professional Services" line item due to the services of the Library's attorney that will be required as a result of the newly-implemented staff union.

V. Treasurer's Report & Approval of Warrants

Mr. Douglas reported that all of our bills are paid and everything is up to date.

Mr. Fletcher made a motion to approve the warrant, seconded by Ms. Leister and passed unanimously.

VI. Director's Report

Mr. Gutmann reported that work has begun on the installation of the new HVAC unit which was approved as a capital project in August 2023. Ductwork is being done after hours. Refinishing of some of the woodwork in the lobby which over time has become faded due to sun exposure is also underway.

Mr. Gutmann reported that he is in the process of completing the NYS 2023 Annual Report for Public and Association Libraries.

Mr. Gutmann reported that the Library's new online calendar and new Library of Things are up and running. He also reported that the new "seed library" will be unveiled on March 19, the first day of spring.

Mr. Gutmann reported that the Library participated in the "Library Changed My Life" online marketing program organized by SCLS. Each participating library was asked to create a short video interviewing a library patron who wished to share their experience about the importance of their public library, and how it made a big difference in their life. Marketing & Communications Manager, Lisa DeVerna interviewed local patron Jenny Chen for our contribution. The video was posted on the Library's social media accounts and timed to coincide with the lead up to Library Advocacy Day which took place in Albany on February 7.

Mr. Gutmann noted that a new income line item for rent income from the café will be appearing on the monthly financial reports.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: No meeting, no report, the Committee will meet again on March 13.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Approval of the Annual Report to the Community – Mr. Fletcher made a motion to approve the proposed Annual Report to the Community, seconded by Mr. Parlatore and passed unanimously.

Appropriation from Endowment Fund for the Helen Stein Shack Picture Book Contest winners – Ms. Shane made a motion to appropriate \$1,000 from the Endowment Fund for the prize money for winners of the 2024 Helen Stein Shack Picture Book Contest, seconded by Ms. Josephs and passed unanimously.

Mr. Douglas reported on his positive experience at two Library programs he recently attended.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:53 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson

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

GENERAL NEWS:

Most of the preliminary duct work has been completed for the new HVAC system. We are working with Thermal Solutions, Inc. (the HVAC vendor) and Tremco (our flat roof manufacturer) to find a date to remove the existing rooftop unit and install the new unit.

The local paper ran a nice article about the Library highlighting some of the new services we're looking forward to making available this year. A copy is included in the board packet.

The teen winners of the 10th annual picture book contest will be honored at an event on April 8 at 7:00 p.m. All trustees and their guests are invited to attend.

Our library has been asked to host the June 21, 2024 quarterly SCLS Directors' meeting where directors from all of the 50+ libraries in Suffolk County will be invited to attend and listen to presentations by SCLS staff on current library-related matters. It will be a nice opportunity to show off our beautiful library.

PERSONNEL CHANGES:

Resignations

Leslie Downey, Part-time Adult Services Librarian, resigned 1/24/2024

Proposed Promotion

Kiera Stamm-Walsh: from Part-time Teen Services Page to Part-time Teen Services Librarian-trainee

Respectfully submitted,
Ted Gutmann
Director

EMMA S. CLARK MEMORIAL LIBRARY

Monthly Two year Comparison

February 2024

	Feb 24	Feb 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REAL PROPERTY TAXES	542,409.30	458,908.30	83,501.00	18.2%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES	362.46	349.46	13.00	3.72%
4120 · Fax Fees Collected at Circ Dept	26.50	17.00	9.50	55.88%
4130 · SALE OF BOOKS	344.14	86.85	257.29	296.25%
4140 · SALE OF BAGS ETC	127.00	0.00	127.00	100.0%
4170 · COPIER FEES COLLECTED	0.00	685.20	-685.20	-100.0%
4180 · Discount Tix Sales	3,230.00	2,902.00	328.00	11.3%
Total 4100 · LIBRARY CHARGES	4,090.10	4,040.51	49.59	1.23%
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	218.55	333.00	-114.45	-34.37%
4220 · COLOR COPIER	181.00	0.00	181.00	100.0%
Total 4200 · COPIER AND PRINTING CHARGES	399.55	333.00	66.55	19.99%
4300 · IDA PILOT	10,473.50	9,717.91	755.59	7.78%
4400 · INTEREST - INVESTMENTS	176.38	167.67	8.71	5.2%
4401 · CAFE RENTAL INCOME	200.00	0.00	200.00	100.0%
4600 · LOCAL LIBRARIES SERVICE AID	0.00	1,454.00	-1,454.00	-100.0%
4750 · NYSLRS Contribution Refund	0.00	-180.07	180.07	100.0%
Total Income	557,748.83	474,441.32	83,307.51	17.56%
Gross Profit	557,748.83	474,441.32	83,307.51	17.56%
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	118,169.81	117,216.28	953.53	0.81%
5102 · PROFESSIONAL - PART TIME	19,303.04	16,383.76	2,919.28	17.82%
5103 · NON PROFESSIONAL - FULL TIME	52,030.89	47,590.02	4,440.87	9.33%
5104 · NON PROFESSIONAL - PART TIME	51,589.72	49,560.68	2,029.04	4.09%
Total 5100 · SALARIES AND WAGES	241,093.46	230,750.74	10,342.72	4.48%
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	48,559.77	43,356.62	5,203.15	12.0%
5203 · SOCIAL SECURITY	17,740.49	17,007.14	733.35	4.31%

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

	Feb 24	Feb 23	\$ Change	% Change
Total 5200 · EMPLOYEE BENEFITS	66,300.26	60,363.76	5,936.50	9.84%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	9,750.56	8,222.22	1,528.34	18.59%
5303 · PERIODICALS - SUBSCRIPTIONS	821.35	105.00	716.35	682.24%
5304 · BOOKS - TEENS	1,679.37	0.00	1,679.37	100.0%
5305 · REFERENCE BOOKS/DATABASES	5,634.46	1,274.07	4,360.39	342.24%
5306 · VIDEO/DVD'S	2,067.70	1,459.97	607.73	41.63%
5307 · AUDIOBOOKS	1,340.86	1,184.71	156.15	13.18%
5309 · BOOKS - JUVENILE	3,189.76	1,397.78	1,791.98	128.2%
5310 · COMPACT DISKS	672.68	657.20	15.48	2.36%
5311 · ON-LINE SERVICES	286,600.91	278,302.43	8,298.48	2.98%
5312 · Museum Passes	1,525.00	1,500.00	25.00	1.67%
5313 · Senior Bus	731.00	1,073.00	-342.00	-31.87%
5314 · Programs - CHILDREN'S	3,567.65	4,572.09	-1,004.44	-21.97%
5315 · Discount Tix Purch	2,700.00	2,400.00	300.00	12.5%
5316 · GROIA ACCOUNT - PROGRAMS	0.00	0.00	0.00	0.0%
5320 · PROGRAMS -TEEN	2,178.23	0.00	2,178.23	100.0%
5321 · PROGRAMS - ADULT	3,332.52	0.00	3,332.52	100.0%
5323 · PROGRAMS - OTHER	2,717.69	0.00	2,717.69	100.0%
Total 5300 · LIBRARY MATERIALS	328,509.74	302,148.47	26,361.27	8.73%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	5,129.54	0.00	5,129.54	100.0%
5402* · OFFICE SUPPLIES	340.01	1,290.34	-950.33	-73.65%
5403 · NEW EQUIPMENT/SOFTWARE	577.33	0.00	577.33	100.0%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	8,150.64	2,798.60	5,352.04	191.24%
5410 · TELECOMMUNUCATIONS	291.29	234.88	56.41	24.02%
5411 · PRINTING SUPPLIES	0.00	2,207.74	-2,207.74	-100.0%
5412 · Comm Outreach & Pub Relations	6,086.54	10,374.52	-4,287.98	-41.33%
5414 · Hosting	223.69	722.57	-498.88	-69.04%
Total 5400 · LIBRARY OPERATIONS	20,799.04	17,628.65	3,170.39	17.98%
5500 · BUILDING OPERATIONS				
5501 · UTILITITES	9,835.51	7,985.84	1,849.67	23.16%

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

	Feb 24	Feb 23	\$ Change	% Change
5502 • TELEPHONE	653.68	630.57	23.11	3.67%
5503 • MAINTENANCE AND IMPROVEMENTS	10,590.84	6,515.40	4,075.44	62.55%
5506 • SERVICE CONTRACTS	15,809.83	12,212.61	3,597.22	29.46%
5507 • CUSTODIAL SUPPLIES	708.78	305.98	402.80	131.64%
Total 5500 • BUILDING OPERATIONS	37,598.64	27,650.40	9,948.24	35.98%
5600 • ADMINISTRATIVE EXPENSES				
5601 • STAFF DEVELOPMENT	144.88	248.82	-103.94	-41.77%
5602 • POSTAGE	-899.80	0.00	-899.80	-100.0%
5604 • PROFESSIONAL FEES	609.50	0.00	609.50	100.0%
5605 • DATA PROCESSING	1,289.78	3,920.52	-2,630.74	-67.1%
5608 • BANK CHARGES	0.00	4.00	-4.00	-100.0%
5600 • ADMINISTRATIVE EXPENSES - Other	0.00	63.50	-63.50	-100.0%
Total 5600 • ADMINISTRATIVE EXPENSES	1,144.36	4,236.84	-3,092.48	-72.99%
5750 • CAPITAL PROJECTS	109,800.00	0.00	109,800.00	100.0%
Total Expense	805,245.50	642,778.86	162,466.64	25.28%
Net Ordinary Income	-247,496.67	-168,337.54	-79,159.13	-47.02%
Other Income/Expense				
Other Expense				
2501 • State Family Leave Ins	-884.37	-1,037.19	152.82	14.73%
Total Other Expense	-884.37	-1,037.19	152.82	14.73%
Net Other Income	884.37	1,037.19	-152.82	-14.73%
Net Income	-246,612.30	-167,300.35	-79,311.95	-47.41%

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

	<u>Jan - Feb 24</u>	<u>Jan - Feb 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · REAL PROPERTY TAXES	3,385,227.49	3,099,476.54	285,750.95	9.22%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	479.28	419.18	60.10	14.34%
4110 · FINES AND FEES - Other	738.36	764.19	-25.83	-3.38%
Total 4110 · FINES AND FEES	<u>1,217.64</u>	<u>1,183.37</u>	<u>34.27</u>	<u>2.9%</u>
4120 · Fax Fees Collected at Circ Dept	28.50	17.00	11.50	67.65%
4130 · SALE OF BOOKS	452.59	198.74	253.85	127.73%
4140 · SALE OF BAGS ETC	127.00	0.00	127.00	100.0%
4170 · COPIER FEES COLLECTED	510.00	1,176.20	-666.20	-56.64%
4180 · Discount Tix Sales	4,509.00	4,482.50	26.50	0.59%
Total 4100 · LIBRARY CHARGES	<u>6,844.73</u>	<u>7,057.81</u>	<u>-213.08</u>	<u>-3.02%</u>
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	478.05	677.20	-199.15	-29.41%
4220 · COLOR COPIER	181.00	0.00	181.00	100.0%
Total 4200 · COPIER AND PRINTING CHARGES	<u>659.05</u>	<u>677.20</u>	<u>-18.15</u>	<u>-2.68%</u>
4213 · Transfer Funds From/To Endowm	0.00	1,822.16	-1,822.16	-100.0%
4300 · IDA PILOT	10,473.50	9,717.91	755.59	7.78%
4400 · INTEREST - INVESTMENTS	304.92	293.67	11.25	3.83%
4401 · CAFE RENTAL INCOME	400.00	0.00	400.00	100.0%
4600 · LOCAL LIBRARIES SERVICE AID	0.00	1,454.00	-1,454.00	-100.0%
4700 · REFUND OF PRIOR YEARS EXPENSE	0.00	51.94	-51.94	-100.0%
4750 · NYSLRS Contribution Refund	0.00	0.00	0.00	0.0%
Total Income	<u>3,403,909.69</u>	<u>3,120,551.23</u>	<u>283,358.46</u>	<u>9.08%</u>
Gross Profit	<u>3,403,909.69</u>	<u>3,120,551.23</u>	<u>283,358.46</u>	<u>9.08%</u>
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	293,801.87	229,850.31	63,951.56	27.82%
5102 · PROFESSIONAL - PART TIME	44,994.45	31,442.61	13,551.84	43.1%
5103 · NON PROFESSIONAL - FULL TIME	128,810.48	94,199.12	34,611.36	36.74%

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

	<u>Jan - Feb 24</u>	<u>Jan - Feb 23</u>	<u>\$ Change</u>	<u>% Change</u>
5104 • NON PROFESSIONAL - PART TIME	124,700.70	98,697.94	26,002.76	26.35%
Total 5100 • SALARIES AND WAGES	592,307.50	454,189.98	138,117.52	30.41%
5200 • EMPLOYEE BENEFITS				
5202 • HEALTH INSURANCE	101,007.88	89,721.83	11,286.05	12.58%
5203 • SOCIAL SECURITY	43,553.61	33,477.60	10,076.01	30.1%
5206 • DISABILITY	3,764.16	0.00	3,764.16	100.0%
Total 5200 • EMPLOYEE BENEFITS	148,325.65	123,199.43	25,126.22	20.4%
5300 • LIBRARY MATERIALS				
5301 • BOOKS - ADULT	10,238.00	8,968.70	1,269.30	14.15%
5303 • PERIODICALS - SUBSCRIPTIONS	1,174.35	1,535.48	-361.13	-23.52%
5304 • BOOKS - TEENS	2,073.23	0.00	2,073.23	100.0%
5305 • REFERENCE BOOKS/DATABASES	23,875.46	3,123.07	20,752.39	664.49%
5306 • VIDEO/DVD'S	4,053.75	1,809.13	2,244.62	124.07%
5307 • AUDIOBOOKS	1,649.79	1,184.71	465.08	39.26%
5309 • BOOKS - JUVENILE	4,352.86	1,730.68	2,622.18	151.51%
5310 • COMPACT DISKS	1,052.78	816.18	236.60	28.99%
5311 • ON-LINE SERVICES	289,410.65	278,781.83	10,628.82	3.81%
5312 • Museum Passes	1,925.00	3,850.00	-1,925.00	-50.0%
5313 • Senior Bus	1,337.00	1,298.00	39.00	3.01%
5314 • Programs - CHILDREN'S	7,546.43	12,247.48	-4,701.05	-38.38%
5315 • Discount Tix Purch	3,700.00	2,400.00	1,300.00	54.17%
5316 • GROIA ACCOUNT - PROGRAMS	0.00	0.00	0.00	0.0%
5319 • VIDEO GAMES - TEEN	601.32	0.00	601.32	100.0%
5320 • PROGRAMS -TEEN	4,652.09	0.00	4,652.09	100.0%
5321 • PROGRAMS - ADULT	5,844.38	0.00	5,844.38	100.0%
5323 • PROGRAMS - OTHER	4,719.82	0.00	4,719.82	100.0%
Total 5300 • LIBRARY MATERIALS	368,206.91	317,745.26	50,461.65	15.88%
5400 • LIBRARY OPERATIONS				
5401 • CIRC SYSTEM MAINTENANCE	5,129.54	4,848.34	281.20	5.8%
5402* • OFFICE SUPPLIES	1,766.49	3,238.57	-1,472.08	-45.46%
5403 • NEW EQUIPMENT/SOFTWARE	1,973.95	3,102.38	-1,128.43	-36.37%
5404 • EQUIPMENT/SOFTWARE MAINTENANCE	9,449.78	2,798.60	6,651.18	237.66%

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

	<u>Jan - Feb 24</u>	<u>Jan - Feb 23</u>	<u>\$ Change</u>	<u>% Change</u>
5410 • TELECOMMUNUCATIONS	582.58	469.76	112.82	24.02%
5411 • PRINTING SUPPLIES	351.92	3,477.54	-3,125.62	-89.88%
5412 • Comm Outreach & Pub Relations	6,213.38	10,374.52	-4,161.14	-40.11%
5414 • Hosting	430.59	722.57	-291.98	-40.41%
Total 5400 • LIBRARY OPERATIONS	<u>25,898.23</u>	<u>29,032.28</u>	<u>-3,134.05</u>	<u>-10.8%</u>
5500 • BUILDING OPERATIONS				
5501 • UTILITIES	19,294.38	17,980.11	1,314.27	7.31%
5502 • TELEPHONE	1,297.76	1,251.62	46.14	3.69%
5503 • MAINTENANCE AND IMPROVEMENTS	15,843.88	10,077.56	5,766.32	57.22%
5506 • SERVICE CONTRACTS	20,338.76	30,892.42	-10,553.66	-34.16%
5507 • CUSTODIAL SUPPLIES	1,080.38	767.76	312.62	40.72%
Total 5500 • BUILDING OPERATIONS	<u>57,855.16</u>	<u>60,969.47</u>	<u>-3,114.31</u>	<u>-5.11%</u>
5600 • ADMINISTRATIVE EXPENSES				
5601 • STAFF DEVELOPMENT	3,223.13	293.63	2,929.50	997.68%
5602 • POSTAGE	4,257.70	290.00	3,967.70	1,368.17%
5604 • PROFESSIONAL FEES	2,876.50	0.00	2,876.50	100.0%
5605 • DATA PROCESSING	6,343.77	3,920.52	2,423.25	61.81%
5607 • MISCELLANEOUS	481.62	122.00	359.62	294.77%
5608 • BANK CHARGES	4.00	8.00	-4.00	-50.0%
5600 • ADMINISTRATIVE EXPENSES - Other	0.00	63.50	-63.50	-100.0%
Total 5600 • ADMINISTRATIVE EXPENSES	<u>17,186.72</u>	<u>4,697.65</u>	<u>12,489.07</u>	<u>265.86%</u>
5725 • Furniture and Equipment	0.00	1,747.16	-1,747.16	-100.0%
5750 • CAPITAL PROJECTS	109,800.00	104,781.00	5,019.00	4.79%
Total Expense	<u>1,319,580.17</u>	<u>1,096,362.23</u>	<u>223,217.94</u>	<u>20.36%</u>
Net Ordinary Income	<u>2,084,329.52</u>	<u>2,024,189.00</u>	<u>60,140.52</u>	<u>2.97%</u>
Other Income/Expense				
Other Expense				
2501 • State Family Leave Ins	-2,170.38	-2,043.50	-126.88	-6.21%
Total Other Expense	<u>-2,170.38</u>	<u>-2,043.50</u>	<u>-126.88</u>	<u>-6.21%</u>
Net Other Income	<u>2,170.38</u>	<u>2,043.50</u>	<u>126.88</u>	<u>6.21%</u>
Net Income	<u><u>2,086,499.90</u></u>	<u><u>2,026,232.50</u></u>	<u><u>60,267.40</u></u>	<u><u>2.97%</u></u>

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Expense								
5100 - SALARIES AND WAGES								
5101 - PROFESSIONAL - FULL TIME	293,801.87	1,532,624.00	-1,238,822.13	19.17%	229,850.31	1,532,199.00	-1,302,348.69	15.0%
5102 - PROFESSIONAL - PART TIME	44,994.45	253,593.00	-208,598.55	17.74%	31,442.61	246,222.00	-214,779.39	12.77%
5103 - NON PROFESSIONAL - FULL TIME	128,810.48	668,661.00	-539,850.52	19.26%	94,199.12	624,179.00	-529,979.88	15.09%
5104 - NON PROFESSIONAL - PART TIME	124,700.70	778,252.00	-653,551.30	16.02%	98,697.94	764,398.00	-665,700.06	12.91%
Total 5100 - SALARIES AND WAGES	592,307.50	3,233,130.00	-2,640,822.50	18.32%	454,189.98	3,166,998.00	-2,712,808.02	14.34%
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	101,007.88	520,000.00	-418,992.12	19.43%	89,721.83	510,000.00	-420,278.17	17.59%
5203 - SOCIAL SECURITY	43,553.61	239,252.00	-195,698.39	18.2%	33,477.60	234,358.00	-200,880.40	14.29%
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	0.00	24,000.00	-24,000.00	0.0%	0.00	24,000.00	-24,000.00	0.0%
5206 - DISABILITY	3,764.16	6,000.00	-2,235.84	62.74%	0.00	9,500.00	-9,500.00	0.0%
Total 5200 - EMPLOYEE BENEFITS	148,325.65	1,208,252.00	-1,059,926.35	12.28%	123,199.43	1,188,858.00	-1,065,658.57	10.36%
5300 - LIBRARY MATERIALS								
5301 - BOOKS - ADULT	10,238.00	145,000.00	-134,762.00	7.06%	8,968.70	180,000.00	-171,031.30	4.98%
5302 - PERIODICALS - MICROFORM	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
5303 - PERIODICALS - SUBSCRIPTIONS	1,174.35	23,000.00	-21,825.65	5.11%	1,535.48	23,000.00	-21,464.52	6.68%
5304 - BOOKS - TEENS	2,073.23	30,000.00	-27,926.77	6.91%	0.00	0.00	0.00	0.0%
5305 - REFERENCE BOOKS/DATABASES	23,875.46	75,000.00	-51,124.54	31.83%	3,123.07	75,000.00	-71,876.93	4.16%
5306 - VIDEO/DVD'S	4,053.75	35,000.00	-30,946.25	11.58%	1,809.13	45,000.00	-43,190.87	4.02%
5307 - AUDIOBOOKS	1,649.79	25,000.00	-23,350.21	6.6%	1,184.71	30,000.00	-28,815.29	3.95%
5309 - BOOKS - JUVENILE	4,352.86	61,000.00	-56,647.14	7.14%	1,730.68	70,000.00	-68,269.32	2.47%
5310 - COMPACT DISKS	1,052.78	10,000.00	-8,947.22	10.53%	816.18	15,000.00	-14,183.82	5.44%
5311 - ON-LINE SERVICES	289,410.65	328,000.00	-38,589.35	88.24%	278,781.83	310,000.00	-31,218.17	89.93%
5312 - Museum Passes	1,925.00	18,000.00	-16,075.00	10.69%	3,850.00	15,000.00	-11,150.00	25.67%
5313 - Senior Bus	1,337.00	16,000.00	-14,663.00	8.36%	1,298.00	16,000.00	-14,702.00	8.11%
5314 - Programs - CHILDREN'S	7,546.43	50,000.00	-42,453.57	15.09%	12,247.48	110,000.00	-97,752.52	11.13%
5315 - Discount Tix Purch	3,700.00				2,400.00	0.00	2,400.00	100.0%
5316 Groia Account - Programs					0.00	0.00	0.00	0.0%
5319 - VIDEO GAMES - TEEN	601.32	5,000.00	-4,398.68	12.03%	0.00	0.00	0.00	0.0%
5320 - PROGRAMS -TEEN	4,652.09	27,000.00	-22,347.91	17.23%	0.00	0.00	0.00	0.0%
5321 - PROGRAMS - ADULT	5,844.38	40,000.00	-34,155.62	14.61%	0.00	0.00	0.00	0.0%
5322 - PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5323 - PROGRAMS - OTHER	4,719.62	8,000.00	-3,280.38	59.0%	0.00	0.00	0.00	0.0%
Total 5300 - LIBRARY MATERIALS	368,206.91	897,000.00	-528,793.09	41.05%	317,745.26	890,000.00	-572,254.74	35.7%
5400 - LIBRARY OPERATIONS								
5401 - CIRC SYSTEM MAINTENANCE	5,129.54	20,000.00	-14,870.46	25.65%	4,848.34	22,000.00	-17,151.66	22.04%
5402* - OFFICE SUPPLIES	1,766.49	13,000.00	-11,233.51	13.59%	3,238.57	16,000.00	-12,761.43	20.24%
5403 - NEW EQUIPMENTS/SOFTWARE	1,973.95	30,000.00	-28,026.05	6.58%	3,102.38	35,000.00	-31,897.62	8.86%
5404 - EQUIPMENTS/SOFTWARE MAINTENANCE	9,449.78	15,000.00	-5,550.22	63.0%	2,798.60	15,000.00	-12,201.40	18.66%
5406 - COMPUTER SUPPLIES	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
5409 - SCLS/LIRC FEES	0.00	68,000.00	-68,000.00	0.0%	0.00	68,000.00	-68,000.00	0.0%
5410 - TELECOMMUNICATIONS	582.58	14,000.00	-13,417.42	4.16%	469.76	14,000.00	-13,530.24	3.36%
5411 - PRINTING SUPPLIES	351.92	7,000.00	-6,648.08	5.03%	3,477.54	4,500.00	-1,022.46	77.28%
5412 - Com m Outreach & Pub Relations	6,213.38	35,000.00	-28,786.62	17.75%	10,374.52	30,000.00	-19,625.48	34.58%
5414 - Hosting	430.59	3,000.00	-2,569.41	14.35%	722.57	3,000.00	-2,277.43	24.09%
Total 5400 - LIBRARY OPERATIONS	25,898.23	206,000.00	-180,101.77	12.57%	29,032.28	208,500.00	-179,467.72	13.92%
5500 - BUILDING OPERATIONS								
5501 - UTILITIES	19,294.38	115,000.00	-95,705.62	16.78%	17,980.11	110,000.00	-92,019.89	16.35%
5502 - TELEPHONE	1,297.76	7,500.00	-6,202.24	17.3%	1,251.62	7,500.00	-6,248.38	16.69%

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
5503 - MAINTENANCE AND IMPROVEMENTS	15,843.88	69,000.00	-53,156.12	22.96%	10,077.56	60,000.00	-49,922.44	16.8%
5505 - BUILDING INSURANCE	0.00	85,000.00	-85,000.00	0.0%	0.00	80,000.00	-80,000.00	0.0%
5506 - SERVICE CONTRACTS	20,338.76	120,000.00	-99,661.24	16.95%	30,892.42	120,000.00	-89,107.58	25.74%
5507 - CUSTODIAL SUPPLIES	1,080.38	10,000.00	-8,919.62	10.8%	767.76	10,000.00	-9,232.24	7.68%
Total 5500 - BUILDING OPERATIONS	57,855.16	406,500.00	-348,644.84	14.23%	60,969.47	387,500.00	-326,530.53	15.73%
5600 - ADMINISTRATIVE EXPENSES								
5601 - STAFF DEVELOPMENT	3,223.13	10,000.00	-6,776.87	32.23%	293.63	10,000.00	-9,706.37	2.94%
5602 - POSTAGE	4,257.70	18,000.00	-13,742.30	23.65%	290.00	10,000.00	-9,710.00	2.9%
5604 - PROFESSIONAL FEES	2,876.50	17,000.00	-14,123.50	16.92%	0.00	19,000.00	-19,000.00	0.0%
5605 - DATA PROCESSING	6,343.77	30,000.00	-23,656.23	21.15%	3,920.52	30,000.00	-26,079.48	13.07%
5606 - BUDGET VOTE	0.00	7,500.00	-7,500.00	0.0%	0.00	9,000.00	-9,000.00	0.0%
5607 - MISCELLANEOUS	481.62	1,000.00	-518.38	48.16%	122.00	1,000.00	-878.00	12.2%
5608 - BANK CHARGES	4.00	200.00	-196.00	2.0%	8.00	200.00	-192.00	4.0%
5600 Administrative Expenses - Other					63.50			
Total 5600 - ADMINISTRATIVE EXPENSES	17,186.72	83,700.00	-66,513.28	20.53%	4,697.65	79,200.00	-74,502.35	5.93%
5725 Furniture and Equipment					1,747.16			
5750 - CAPITAL PROJECTS	109,800.00	60,000.00	49,800.00	183.0%	104,781.00			
Total Expense	1,319,580.17	6,094,582.00	-4,775,001.83	21.65%	1,096,362.23	5,921,056.00	-4,824,693.77	18.52%
Net Ordinary Income	-1,319,580.17	-6,094,582.00	4,775,001.83	21.65%	-1,096,362.23	-5,921,056.00	4,824,693.77	18.52%
Other Income/Expense								
Other Expense								
2501 - State Family Leave Ins	-2,170.38				-2,043.50			
Total Other Expense	-2,170.38				-2,043.50			
Net Other Income	2,170.38				2,043.50			
Net Income	-1,317,409.79	-6,094,582.00	4,777,172.21	21.62%	-1,094,318.73	-5,921,056.00	4,826,737.27	18.48%

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

	Jan - Feb 24 Expense	Jan - Feb Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	293,801.87	295,030.12	-1,228.25	99.58%
5102 · PROFESSIONAL - PART TIME	44,994.45	48,816.65	-3,822.20	92.17%
5103 · NON PROFESSIONAL - FULL TIME	128,810.48	128,717.24	93.24	100.07%
5104 · NON PROFESSIONAL - PART TIME	124,700.70	149,813.51	-25,112.81	83.24%
Total 5100 · SALARIES AND WAGES	592,307.50	622,377.53	-30,070.03	95.17%
5200 · EMPLOYEE BENEFITS				
5201 · NYS RETIREMENT SYSTEM	0.00	0.00	0.00	0.0%
5202 · HEALTH INSURANCE	101,007.88	86,840.00	14,167.88	116.32%
5203 · SOCIAL SECURITY	43,553.61	46,056.01	-2,502.40	94.57%
5204 · UNEMPLOYMENT	0.00	167.00	-167.00	0.0%
5205 · WORKERS' COMPENSATION	0.00	4,008.00	-4,008.00	0.0%
5206 · DISABILITY	3,764.16	3,000.00	764.16	125.47%
Total 5200 · EMPLOYEE BENEFITS	148,325.65	140,071.01	8,254.64	105.89%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	10,238.00	21,750.00	-11,512.00	47.07%
5302 · PERIODICALS - MICROFORM	0.00	900.00	-900.00	0.0%
5303 · PERIODICALS - SUBSCRIPTIONS	1,174.35	1,150.00	24.35	102.12%
5304 · BOOKS - TEENS	2,073.23	4,500.00	-2,426.77	46.07%
5305 · REFERENCE BOOKS/DATABASES	23,875.46	12,525.00	11,350.46	190.62%
5306 · VIDEO/DVD'S	4,053.75	3,850.00	203.75	105.29%
5307 · AUDIOBOOKS	1,649.79	3,750.00	-2,100.21	43.99%
5309 · BOOKS - JUVENILE	4,352.86	6,100.00	-1,747.14	71.36%
5310 · COMPACT DISKS	1,052.78	1,600.00	-547.22	65.8%
5311 · ON-LINE SERVICES	289,410.65	295,200.00	-5,789.35	98.04%
5312 · Museum Passes	1,925.00	3,600.00	-1,675.00	53.47%
5313 · Senior Bus	1,337.00	2,672.00	-1,335.00	50.04%
5314 · Programs - CHILDREN'S	7,546.43	6,000.00	1,546.43	125.77%
5315 · Discount Tix Purch	3,700.00	0.00	3,700.00	100.0%
5319 · VIDEO GAMES - TEEN	601.32	600.00	1.32	100.22%
5320 · PROGRAMS -TEEN	4,652.09	0.00	4,652.09	100.0%
5321 · PROGRAMS - ADULT	5,844.38	8,800.00	-2,955.62	66.41%
5322 · PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%
5323 · PROGRAMS - OTHER	4,719.82	1,600.00	3,119.82	294.99%
Total 5300 · LIBRARY MATERIALS	368,206.91	374,597.00	-6,390.09	98.29%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	5,129.54	4,400.00	729.54	116.58%
5402* · OFFICE SUPPLIES	1,766.49	2,171.00	-404.51	81.37%
5403 · NEW EQUIPMENT/SOFTWARE	1,973.95	5,010.00	-3,036.05	39.4%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	9,449.78	6,750.00	2,699.78	140.0%
5408 · COMPUTER SUPPLIES	0.00	10.00	-10.00	0.0%

EMMA S. CLARK MEMORIAL LIBRARY

YTD Expense vs. YTD Budget

January through February 2024

	Jan - Feb 24 Expense	Jan - Feb Budget	\$ Over Budget	% of Budget
5409 · SCLS/LILRC FEES	0.00	0.00	0.00	0.0%
5410 · TELECOMMUNICATIONS	582.58	1,190.00	-607.42	48.96%
5411 · PRINTING SUPPLIES	351.92	700.00	-348.08	50.27%
5412 · Comm Outreach & Pub Relations	6,213.38	11,550.00	-5,336.62	53.8%
5414 · Hosting	430.59	0.00	430.59	100.0%
Total 5400 · LIBRARY OPERATIONS	25,898.23	31,781.00	-5,882.77	81.49%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	19,294.38	19,205.00	89.38	100.47%
5502 · TELEPHONE	1,297.76	1,252.50	45.26	103.61%
5503 · MAINTENANCE AND IMPROVEMENTS	15,843.88	11,523.00	4,320.88	137.5%
5505 · BUILDING INSURANCE	0.00	0.00	0.00	0.0%
5506 · SERVICE CONTRACTS	20,338.76	20,040.00	298.76	101.49%
5507 · CUSTODIAL SUPPLIES	1,080.38	1,670.00	-589.62	64.69%
Total 5500 · BUILDING OPERATIONS	57,855.16	0.00	57,855.16	100.0%
5600 · ADMINISTRATIVE EXPENSES		0.00		
5601 · STAFF DEVELOPMENT	3,223.13	1,670.00	1,553.13	193.0%
5602 · POSTAGE	4,257.70	16,200.00	-11,942.30	26.28%
5604 · PROFESSIONAL FEES	2,876.50	2,040.00	836.50	141.01%
5605 · DATA PROCESSING	6,343.77	5,010.00	1,333.77	126.62%
5606 · BUDGET VOTE	0.00	0.00	0.00	0.0%
5607 · MISCELLANEOUS	481.62	167.00	314.62	288.4%
5608 · BANK CHARGES	4.00	33.40	-29.40	11.98%
5600 Administrative Expenses - Other		0.00	0.00	0.0%
Total 5600 · ADMINISTRATIVE EXPENSES	17,186.72	78,810.90	-61,624.18	21.81%
5725 Furniture and Equipment		0.00		
Total Expense	1,209,780.17	1,247,637.44	-37,857.27	96.97%

EMMA S. CLARK MEM LIB - CAPITAL FUND
Balance Sheet
As of February 29, 2024

ASSETS

Current Assets

Checking/Savings

1160 · CAPITAL SAVINGS 479,009.19

Total Checking/Savings 479,009.19

Other Current Assets

1700 · Due to-(from) other funds -555,687.85

Total Other Current Assets -555,687.85

Total Current Assets -76,678.66

TOTAL ASSETS -76,678.66

LIABILITIES & EQUITY

Equity

3900 · UNAPPROPRIATED FUND BALANCE 35,402.15

Net Income -112,080.81

Total Equity -76,678.66

TOTAL LIABILITIES & EQUITY -76,678.66

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Cash Flows
January through February 2024
Jan - Feb 24

OPERATING ACTIVITIES	
Net Income	2,086,499.90
Adjustments to reconcile Net Income to net cash provided by operations:	
2000 - ACCOUNTS PAYABLE	-213.00
2500 - AFLAC	213.15
2502 - MetLife Group Benefits	646.49
2550 - NYS Arrears/Loan	1,317.00
2560 - TIAA-CREF	0.08
2570 - NYSRS	3,467.57
2700 - Payroll Outstanding Checks	-748.61
Net cash provided by Operating Activities	2,091,182.58
INVESTING ACTIVITIES	
1705 - Due FROM/TO Capital Fund	112,125.00
Net cash provided by Investing Activities	112,125.00
Net cash increase for period	2,203,307.58
Cash at beginning of period	2,429,441.32
Cash at end of period	<u><u>4,632,748.90</u></u>

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	
APRIL	\$ 500,351.69	\$456,396.89	
MAY	\$ 405,044.40	\$470,568.21	
JUNE	\$ 370,405.82	\$425,629.33	
JULY	\$ 403,453.98	\$433,295.72	
AUGUST	\$ 503,080.64	\$575,850.32	
SEPTEMBER	\$ 468,859.88	\$397,911.20	
OCTOBER	\$ 376,425.93	\$348,671.95	
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	\$ 711,341.19	\$1,095,160.73	\$1,192,331.63
% EXPENDED	13%	19%	21%

*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

CAPITAL ACCOUNT third party collateral - transfer account	<u>SAVINGS ACCOUNTS</u>		
	PEOPLE'S BANK	\$479,009.19	Transferred \$600,000.00 8-19-22
	PEOPLE'S BANK	\$4,260,628.93	
BUSINESS SAVINGS PHILIP GROIA MEMORIAL	<u>ENDOWMENT ACCOUNTS</u>		
	PEOPLE'S BANK	\$31,601.15	
	PEOPLE'S BANK	\$30,745.63	
ELEN SHACK MEMORIAL - Edward Jones BAL AS OF JAN 2022 \$36,773.13	<u>INVESTMENT ACCOUNTS</u>		
	Previous Month	\$34,271.38	
	Main Account- 3291	\$35,067.06	
	TOTAL	\$35,067.06	
ENDOWMENT - EDWARD JONES BAL AS OF JAN 2022 - \$2,184,866.94	Previous Month	\$2,281,182.45	
	Main Account - 3292	\$1,985,056.49	
	Cash Holdings - 2728	\$349,106.50	
	TOTAL	\$2,334,162.99	
JEFFERSON RESOURCES Bal as of Jan 1, 2012 \$819,759.65	Previous Month	Total Portfolio Value \$2,315,453.83	
	Current Month	Total Portfolio Value \$2,369,230.05	

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	
APR	59,704	54,411	55,575	52,286	47,990	60,284	15,765	51,575	50,422	50,642	
MAY	58,607	53,571	53,658	51,471	48,963	59,933	17,080	50,497	49,178	49,750	
JUNE	60,594	59,068	57,611	55,566	56,233	60,182	20,345	50,464	51,867	52,014	
JULY	76,548	67,952	67,256	63,871	74,448	71,809	39,383	57,147	57,340	58,234	
AUG	67,154	59,362	62,215	61,124	71,238	68,252	51,151	57,533	58,655	58,624	
SEP	59,145	54,422	54,537	51,977	62,290	61,434	54,115	51,043	52,072	54,819	
OCT	59,957	53,519	55,219	51,904	63,199	63,364	53,261	51,324	53,719	56,242	
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	108,176
% CHG.	0.0%	-6.4%	-2.7%	-4.1%	7.5%	6.9%	-31.4%	23.2%	-1.1%	3.0%	

NEW PATRON REGISTRATIONS

2023		2024	
JUV	50	JUV	29
ADULT	160	ADULT	157

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	0	0	0	0	0	0	0	0	0	0	10.99%	9.48%	7,571	A FICTION
A LARGE PRINT	3,549	690	585	0	0	0	0	0	0	0	0	0	0	1.85%	1.53%	1,275	A LARGE PRINT
MYSTERIES	7,201	1,060	998	0	0	0	0	0	0	0	0	0	0	2.99%	3.11%	2,058	MYSTERIES
PAPERBACK	1,668	1,107	978	0	0	0	0	0	0	0	0	0	0	3.03%	0.72%	2,085	PAPERBACK
SCIENCE FICTION	1,643	159	176	0	0	0	0	0	0	0	0	0	0	0.49%	0.71%	335	SCIENCE FICTION
SHORT STORIES	906	110	97	0	0	0	0	0	0	0	0	0	0	0.30%	0.39%	207	SHORT STORIES
BOOK CLUB	387	113	73	0	0	0	0	0	0	0	0	0	0	0.27%	0.17%	186	BOOK CLUB
GRAPHIC NOVELS	649	116	105	0	0	0	0	0	0	0	0	0	0	0.32%	0.28%	221	GRAPHIC NOVELS
CLASSICS	598	103	103	0	0	0	0	0	0	0	0	0	0	0.30%	0.26%	206	CLASSICS
LOCAL FOCUS	236	5	6	0	0	0	0	0	0	0	0	0	0	0.02%	0.10%	11	LOCAL FOCUS
CHINESE LANGUAGE	858	49	62	0	0	0	0	0	0	0	0	0	0	0.16%	0.37%	111	CHINESE LANGUAGE
PAMPHLETS/VF	63	9	9	0	0	0	0	0	0	0	0	0	0	0.03%	0.03%	18	PAMPHLETS/VF
ADLT MAGAZINES	1,434	442	436	0	0	0	0	0	0	0	0	0	0	1.27%	0.62%	878	ADLT MAGAZINES
ADLT NON FICTION	55,633	4,755	4,604	0	0	0	0	0	0	0	0	0	0	13.59%	24.05%	9,359	ADLT NON FICTION
ADLT BIOGRAPHIES	4,278	500	451	0	0	0	0	0	0	0	0	0	0	1.38%	1.85%	951	ADLT BIOGRAPHIES
TEST	673	151	109	0	0	0	0	0	0	0	0	0	0	0.38%	0.29%	260	TEST
LANGUAGE LRNING	600	78	80	0	0	0	0	0	0	0	0	0	0	0.23%	0.26%	158	LANGUAGE LRNING
LITERACY	234	25	28	0	0	0	0	0	0	0	0	0	0	0.08%	0.10%	53	LITERACY
NOTES	510	15	13	0	0	0	0	0	0	0	0	0	0	0.04%	0.22%	28	NOTES
LI COLLECTION	1,790	3	4	0	0	0	0	0	0	0	0	0	0	0.01%	0.77%	7	LI COLLECTION
OVERSIZE BOOKS	653	21	16	0	0	0	0	0	0	0	0	0	0	0.05%	0.28%	37	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	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%	1	REFERENCE OFFICE
NON FICTION DVDS	6,359	360	302	0	0	0	0	0	0	0	0	0	0	0.96%	2.75%	662	NON FICTION DVDS
NON FIC BLUE RAY	75	1	3	0	0	0	0	0	0	0	0	0	0	0.01%	0.03%	4	NON FIC BLUE RAY
ADULT VHS	15	0	0	0	0	0	0	0	0	1	0	0	0	0.00%	0.01%	1	ADULT VHS
ADULT EVID	9,901	2,699	2,456	0	0	0	0	0	0	0	0	0	0	7.48%	4.28%	5,155	ADULT EVID
TV SERIES DVD	2,766	832	757	0	0	0	0	0	0	0	0	0	0	2.31%	1.20%	1,589	TV SERIES DVD
BLUE RAY	1,172	471	455	0	0	0	0	0	0	0	0	0	0	1.34%	0.51%	926	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	0	0	0	0	0	0	0	0	0	0	1.28%	3.60%	880	BOOK ON DISC
eREADERS/NOOKS	3	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	eREADERS/NOOKS
YA FICTION	3,010	267	254	0	0	0	0	0	0	0	0	0	0	0.76%	0.76%	521	YA FICTION
YA NON FIC	438	42	36	0	0	0	0	0	0	0	0	0	0	0.00%	0.49%	78	YA NON FIC
TEEN GRAPHIC	824	166	161	0	0	0	0	0	0	0	0	0	0	0.47%	0.36%	327	TEEN GRAPHIC
TEEN PAPERBACK	2,332	378	365	0	0	0	0	0	0	0	0	0	0	1.08%	1.01%	743	TEEN PAPERBACK
TEEN MAGAZINE	8	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	TEEN MAGAZINE
TEEN VIDEO GAMES	342	71	73	0	0	0	0	0	0	0	0	0	0	0.21%	0.15%	144	TEEN VIDEO GAMES
MUSIC CDS	14,669	1,094	1,121	0	0	0	0	0	0	0	0	0	0	3.22%	6.34%	2,215	MUSIC CDS
ART PRINTS	11	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	ART PRINTS
J FICTION	6,632	1,964	1,942	0	0	0	0	0	0	0	0	0	0	5.67%	2.87%	3,906	J FICTION
J PAPER BACK	2,847	668	623	0	0	0	0	0	0	0	0	0	0	1.87%	1.23%	1,291	J PAPER BACK
J LARGE PRINT	74	21	10	0	0	0	0	0	0	0	0	0	0	0.05%	0.03%	31	J LARGE PRINT
J GRAPHIC NOVELS	2,698	1,323	1,222	0	0	0	0	0	0	0	0	0	0	3.69%	1.17%	2,545	J GRAPHIC NOVELS
J PICTURE BOOKS	7,826	2,687	2,677	0	0	0	0	0	0	0	0	0	0	7.79%	3.38%	5,364	J PICTURE BOOKS
J ADV PICTURE BOOK	943	48	45	0	0	0	0	0	0	0	0	0	0	0.14%	0.41%	93	J ADV PICTURE BOOK
J BEGINNING RDR	2,966	1,537	1,451	0	0	0	0	0	0	0	0	0	0	4.34%	1.28%	2,988	J BEGINNING RDR
J BOARD BOOKS	532	412	375	0	0	0	0	0	0	0	0	0	0	1.14%	0.23%	787	J BOARD BOOKS
J SHORT STORIES	209	26	20	0	0	0	0	0	0	0	0	0	0	0.07%	0.09%	46	J SHORT STORIES
J MYSTERY	2,698	325	276	0	0	0	0	0	0	0	0	0	0	0.87%	1.17%	601	J MYSTERY
J SCIENCE FICTION	916	130	94	0	0	0	0	0	0	0	0	0	0	0.33%	0.40%	224	J SCIENCE FICTION
J ABC/123	248	132	108	0	0	0	0	0	0	0	0	0	0	0.35%	0.11%	240	J ABC/123
J BATTLE OF BOOKS	144	18	19	0	0	0	0	0	0	0	0	0	0	0.05%	0.06%	37	J BATTLE OF BOOKS
J HOLIDAY	2,371	487	415	0	0	0	0	0	0	0	0	0	0	1.31%	1.03%	902	J HOLIDAY
J LOCAL FOCUS	93	2	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.04%	2	J LOCAL FOCUS
J NON FICTION	22,179	1,961	1,879	0	0	0	0	0	0	0	0	0	0	5.58%	9.59%	3,840	J NON FICTION
JBOY SCOUT	234	1	4	0	0	0	0	0	0	0	0	0	0	0.01%	0.10%	5	JBOY SCOUT
JBIOGRAPHIES	3,961	327	288	0	0	0	0	0	0	0	0	0	0	0.89%	1.71%	615	JBIOGRAPHIES
J EASY NON FICTION	9,264	981	952	0	0	0	0	0	0	0	0	0	0	2.81%	4.01%	1,933	J EASY NON FICTION
J LONG ISLAND COLL	170	5	8	0	0	0	0	0	0	0	0	0	0	0.02%	0.07%	13	J LONG ISLAND COLL
J REFERENCE	724	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.31%	0	J REFERENCE
J PARENTING	938	109	113	0	0	0	0	0	0	0	0	0	0	0.32%	0.41%	222	J PARENTING
J MAGAZINES	185	14	10	0	0	0	0	0	0	0	0	0	0	0.03%	0.08%	24	J MAGAZINES
J CD ROMS	8	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	J CD ROMS
J INS CDS/WNDER BK	367	676	627	0	0	0	0	0	0	0	0	0	0	1.89%	0.16%	1303	J INS CDS/WNDER BK
J NON FICTION DVD	268	18	12	0	0	0	0	0	0	0	0	0	0	0.04%	0.12%	30	J NON FICTION DVD
J LANGUAGE AUDIO	17	4	3	0	0	0	0	0	0	0	0	0	0	0.01%	0.01%	7	J LANGUAGE AUDIO
J AUDIOBOOK KITS	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	J AUDIOBOOK KITS
J EVID	3,595	816	766	0	0	0	0	0	0	0	0	0	0	2.30%	1.55%	1582	J EVID
J BLUE RAY	219	22	27	0	0	0	0	0	0	0	0	0	0	0.07%	0.09%	49	J BLUE RAY
J VIDEO GAMES	290	178	159	0	0	0	0	0	0	0	0	0	0	0.49%	0.13%	337	J VIDEO GAMES

[illegible]

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	
April	22,095	23,627	20,208	19,206	18,593	0	8,220	10,678	13,094	
May	22,251	22,546	21,206	19,020	18,434	0	8,436	11,497	13,258	
June	23,751	24,141	22,772	21,338	19,554	1,022	10,231	13,259	14,749	
July	29,928	35,586	24,069	23,820	24,616	7,213	12,464	15,930	17,392	
August	24,622	28,703	25,033	22,461	21,713	8,547	12,397	15,741	17,505	
September	22,316	20,036	21,293	18,217	18,827	8,314	10,910	13,089	13,986	
October	23,015	22,411	21,020	19,279	19,210	8,783	10,813	13,170	14,392	
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	
APRIL	17,538	11,165	16,897	16,727	16,761	
MAY	17,331	11,345	14,931	15,687	15,438	
JUNE	19,116	18,514	18,325	20,627	19,585	
JULY	23,957	20,261	18,365	20,404	18,419	
AUGUST	20,828	16,674	16,859	20,165	20,067	
SEPTEMBER	18,181	16,225	14,977	17,224	16,790	
OCTOBER	18,436	16,166	15,536	16,332	16,993	
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	

Public WiFi Usage (# of sessions)

	2019	2020	2021	2022	2023	2024
January	3044	2761	589	1045	3583	3693
February	2569	3247	439	1029	3289	3385
March	2339	1329	705	884	3141	
April	2067	34	706	815	2388	
May	3094	34	696	1160	2741	
June	3305	308	1173	1278	2965	
July	5122	607	1373	2717	3026	
August	3913	502	1826	3359	3615	
September	3603	674	1489	2842	3168	
October	3693	908	1485	2993	3089	
November	3921	713	2095	2025	2567	
December	3698	619	1232	4341	3791	
	40368	11736	13808	24488	37363	

Renovations and innovations at Emma Clark Memorial Library

BY SERENA CARPINO
DESK@TBRNEWSMEDIA.COM

Recently, Emma Clark Memorial Library has made many changes. From their new café to their outdoor patio, the library has undergone

COMMUNITY

several renovations in the past few years. Combined with the creation of new programs, these additions reflect efforts to incorporate modern technology into Emma Clark.

The library originally decided to add the outdoor patio space after the pandemic. The patio, which is fully wheelchair accessible, has added 800 square feet for patrons to sit and enjoy reading books in nice weather. The architect in charge was John Cunniffe, a Stony Brook resident who has done many projects for the Three Village Historical Society, Frank Melville Memorial Park, The Long Island Museums, and various other local organizations.

In addition to the outdoor patio, the library also installed a new café, which is run by Level Up Kitchen. The kitchen is owned and operated by Chelsea Gomez, a local chef. In her cooking, Gomez prioritizes sustainability, using high quality ingredients, and working with Long Island farmers.

According to Lisa DeVerna, a spokesperson from Emma Clark, the café has been successful so far. "We've been very pleased with how the café is going so far. We've seen people of all ages, from senior citizens to teens, utilizing the café, an extended service of the library."

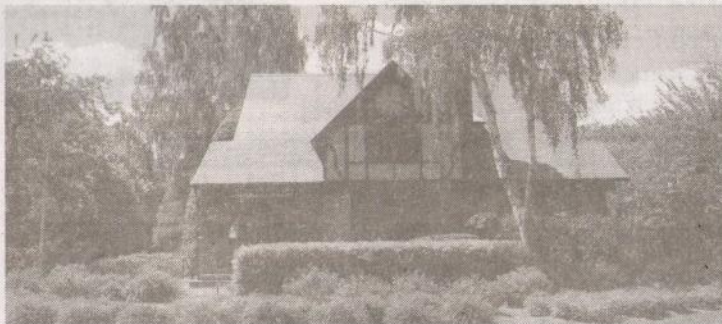
Other changes include adding a Main Reading Room, where the café is located. This section is now separated by glass doors to allow more social activities in the front, while the back is reserved for reading and quiet activities.

The library is also planning on adding an environmentally friendly HVAC unit in the near future. It will be energy efficient and not use fossil fuels.

Aside from construction, Emma Clark has also continued to add new programs and projects for visitors. This March, the library is offering Seed Library and Seed Swap Box to celebrate the first day of spring. This addition goes along with the gardening classes, which have been very popular both in-person and online.

The library is also working to expand programming opportunities for teens. "Since the establishment of Teen Services as a new and separate department just last year, programming has more than doubled," DeVerna said. "We hope to continue to grow this department."

To do this, the library plans on providing more



Emma S. Clark Memorial Library. Photo courtesy Elyse Sutton

programming opportunities both in and outside of the library. For example, they have been offering more technology classes, including a course on advanced Excel, the first non-beginner course at Emma Clark. Also, they have placed a greater emphasis on the Cricut machine. While it may seem that most of the improvements have been for teens and adults, the children's library is continuing to see changes as well. "In our Children's Library, we have added new imaginative play toys, and looking ahead, we're hoping to continue rearranging the flow and usage of that area to make it a more welcoming space," DeVerna explained.

The recent years have seen many technological updates for Emma Clark. While some may worry

that such additions can distort the original intent of a library, DeVerna clarified the benefits of these changes. "As the world has evolved, libraries have evolved with it." She explained that the library offers printed, eBooks, and audiobooks in order to cater to all of their patrons' needs.

In addition, they supply both movies and music and have databases for people to "learn anything from history to finance to genealogy to how to fix your car."

"We recognize that technology now plays a large part in obtaining information, so we help people learn how to use their computers and mobile devices through computer classes, tech clinics [where adults learn from teen volunteers], and even one-on-one appointments with a tech-savvy librarian," DeVerna said. "We have classes and events for all ages. The library connects people and is a community and information center, both in our building and beyond its walls."