

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
May 15, 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

 - Trustee Search Ad hoc Committee

- VIII. Old Business:
 - Proposed retainer agreement from Kevin Seaman, Esq.

- IX. New Business:
 - Election of Trustees and Officers
 - Café quarterly report
 - Further proposed updates to Meeting Room Regulations
 - Authorization for Board President to sign annual contract with school district
 - Appropriation from Capital Fund for costs related to HVAC project
 - First draft of proposed 2025 budget

- X. Adjournment

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 17, 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 7:30 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

Mr. Parlatore made a motion to approve the minutes from the March 20, 2024 Regular Meeting of the Board of Trustees, seconded by Ms. Blair, and passed unanimously.

IV. President's Report

No report.

V. Treasurer's Report & Approval of Warrants

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

Ms. Leister made a motion to approve the warrant, seconded by Ms. Yeo-Judex and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

A New York State Law goes into effect on January 1, 2025, which will require a safety certificate of all boaters, regardless of age. Boaters can earn their certificate by taking a classroom course with certified New York State instructors or through approved online courses. Nanette Feder, the librarian who runs adult programs at the Library approached me to see if it might be possible for the Library to offer these courses—similar to what we currently offer for defensive driving courses—to our patrons beginning this year, as it

is expected there will be a lot of demand. Some libraries are already doing this. Since the courses would be fee-based, it would require an update to the Library's current Meeting Room Regulations.

The Children's Winter Reading Challenge was a huge success with 180 children reading 4,210 books. The number of confident readers more than doubled from two years ago.

Mr. Gutmann reported that he will be on vacation from May 21 – June 6.

Mr. Gutmann recommended a new hire, Marley Layden as a Part-time Teen Department Page, as was recommended to him by Emily Ostrander, Head of Teen Services. Mr. Parlatore made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Fletcher, and passed unanimously.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: No meeting, no report.

VIII. OLD BUSINESS

Nominating Committee - After consulting with candidates, Mr. Parlatore proposed a slate of officers for election at the May Regular Board of Trustees meeting: Mr. Douglas as President, Ms. Leister as Vice-President, Ms. Shane as Treasurer, and Ms. Yeo-Judex as Secretary. Mr. Parlatore made a motion to accept the slate as proposed, seconded by Ms. Blair, and passed unanimously.

Mr. Parlatore reported that Trustee Maione has indicated that he will not seek reelection to the Board after his term expires in May. Mr. Fletcher reported that he will be resigning his position on the Board, with the May meeting being his last meeting as trustee and president. Mr. Fletcher appointed Ms. Yeo-Judex, Mr. Douglas, and Ms. Josephs to serve on a Trustee Search Committee to solicit potential candidates for the two upcoming vacancies.

IX. NEW BUSINESS

Proposed update to Meeting Room Regulations – Ms. Josephs made a motion to update the Regulations which currently state that parties using the rooms may not charge fees (with an exception made for the Defensive Driving Courses) be revised with more general language to indicate that such exceptions may be made for parties authorized by the Library Board of Trustees; the motion was seconded by Ms. Yeo-Judex, and passed unanimously.

Proposed retainer agreement from Kevin Seaman, Esq. – this business item was tabled. The Board instructed Mr. Gutmann to report at the next meeting with a summary of costs incurred by the Library for Mr. Seaman's services over the past three years.

Budget Vote and Budget Hearing dates – Mr. Fletcher made a motion to approve September 18, 2024 as the budget vote date, with September 4, 2024 as the date for a public budget hearing; the motion was seconded by Ms. Josephs, and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 7:52 p.m., seconded by Ms. Josephs, and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson

EMMA S. CLARK MEMORIAL LIBRARY
Director's Report – May 15, 2024 Board Meeting

GENERAL NEWS:

Fourteen staff members completed CPR/AED training on May 10.

The HVAC installation project continues. Wiring and control board have been installed. Preparations for placement of the unit on the roof are in process. A section needs to be cut out and wood decking and rails to support the unit will be installed, followed by resealing the affected areas. We are using a Tremco-authorized roofing company to do the work to ensure that the work is done to Tremco's standards, and that our Tremco warranty remains valid.

While I am on vacation from May 21 – June 6, Brian Debus, Head of Children's Services will be the person-in-charge.

PERSONNEL CHANGES:

Proposed Hires

Richard Arena, Part-time Adult Services Librarian

Shadd Jamison, Part-time Adult Services Librarian

[Promotion] Emma Yohannan, from Part-time Adult Services Librarian to Full-time Adult Services Librarian to replace Carolyn Emerson who will be retiring at the end of June.

Resignations

Aaron Watkins-Lopez, Part-time Circulation Clerk, resigned 4/25/2024

Jake Verderber, Part-time Circulation Clerk, resigned 4/26/2024

Thomas Donlon, Part-time Adult Services Librarian, resigned 5/1/2024

Respectfully submitted,
Ted Gutmann
Director

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

	<u>Apr 24</u>	<u>Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · REAL PROPERTY TAXES	90,401.55	56,049.86	34,351.69	61.29%
4002 · NYS Aid	8,000.00	0.00	8,000.00	100.0%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	226.68	547.28	-320.60	-58.58%
4110 · FINES AND FEES - Other	318.82	432.39	-113.57	-26.27%
Total 4110 · FINES AND FEES	<u>545.50</u>	<u>979.67</u>	<u>-434.17</u>	<u>-44.32%</u>
4130 · SALE OF BOOKS	66.25	53.44	12.81	23.97%
4140 · SALE OF BAGS ETC	123.25	0.00	123.25	100.0%
4180 · Discount Tix Sales	2,283.00	1,779.54	503.46	28.29%
Total 4100 · LIBRARY CHARGES	<u>3,018.00</u>	<u>2,812.65</u>	<u>205.35</u>	<u>7.3%</u>
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	265.60	445.90	-180.30	-40.44%
Total 4200 · COPIER AND PRINTING CHARGES	<u>265.60</u>	<u>445.90</u>	<u>-180.30</u>	<u>-40.44%</u>
4400 · INTEREST - INVESTMENTS	153.66	149.35	4.31	2.89%
4455 · Insurance Dividend	11,243.85	10,928.10	315.75	2.89%
Total Income	<u>113,082.66</u>	<u>70,385.86</u>	<u>42,696.80</u>	<u>60.66%</u>
Gross Profit	113,082.66	70,385.86	42,696.80	60.66%
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	118,091.62	119,701.95	-1,610.33	-1.35%
5102 · PROFESSIONAL - PART TIME	21,219.06	16,904.51	4,314.55	25.52%
5103 · NON PROFESSIONAL - FULL TIME	51,753.46	44,846.10	6,907.36	15.4%
5104 · NON PROFESSIONAL - PART TIME	50,822.97	45,943.67	4,879.30	10.62%
Total 5100 · SALARIES AND WAGES	<u>241,887.11</u>	<u>227,396.23</u>	<u>14,490.88</u>	<u>6.37%</u>
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	48,559.77	42,016.24	6,543.53	15.57%
5203 · SOCIAL SECURITY	17,801.20	16,738.15	1,063.05	6.35%
Total 5200 · EMPLOYEE BENEFITS	<u>66,360.97</u>	<u>58,754.39</u>	<u>7,606.58</u>	<u>12.95%</u>
5300 · LIBRARY MATERIALS				

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

	Apr 24	Apr 23	\$ Change	% Change
5301 · BOOKS - ADULT	11,590.13	15,004.17	-3,414.04	-22.75%
5303 · PERIODICALS - SUBSCRIPTIONS	120.00	100.00	20.00	20.0%
5304 · BOOKS - TEENS	514.61	0.00	514.61	100.0%
5305 · REFERENCE BOOKS/DATABASES	1,060.39	1,230.94	-170.55	-13.86%
5306 · VIDEO/DVD'S	1,293.76	1,588.64	-294.88	-18.56%
5307 · AUDIOBOOKS	1,149.52	1,224.69	-75.17	-6.14%
5309 · BOOKS - JUVENILE	4,971.90	2,633.72	2,338.18	88.78%
5310 · COMPACT DISKS	460.29	539.55	-79.26	-14.69%
5311 · ON-LINE SERVICES	1,540.14	7,205.06	-5,664.92	-78.62%
5312 · Museum Passes	3,245.00	500.00	2,745.00	549.0%
5313 · Senior Bus	606.00	1,112.00	-506.00	-45.5%
5314 · Programs - CHILDREN'S	4,880.48	7,200.68	-2,320.20	-32.22%
5315 · Discount Tix Purch	10,250.00	2,700.00	7,550.00	279.63%
5316 · GROIA ACCOUNT - PROGRAMS	500.00	0.00	500.00	100.0%
5320 · PROGRAMS -TEEN	1,242.60	0.00	1,242.60	100.0%
5321 · PROGRAMS - ADULT	3,321.47	0.00	3,321.47	100.0%
5323 · PROGRAMS - OTHER	316.61	0.00	316.61	100.0%
Total 5300 · LIBRARY MATERIALS	47,062.90	41,039.45	6,023.45	14.68%
5350 · Helen Shack Contest Winners	1,000.00	0.00	1,000.00	100.0%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	3,341.85	4,848.34	-1,506.49	-31.07%
5402* · OFFICE SUPPLIES	957.26	691.54	265.72	38.42%
5403 · NEW EQUIPMENT/SOFTWARE	60.90	7,354.93	-7,294.03	-99.17%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	2,646.85	2,170.91	475.94	21.92%
5409 · SCLS/LILRC FEES	0.00	66,706.00	-66,706.00	-100.0%
5410 · TELECOMMUNUCATIONS	291.29	0.00	291.29	100.0%
5411 · PRINTING SUPPLIES	917.00	442.26	474.74	107.34%
5412 · Comm Outreach & Pub Relations	6,078.61	4,385.30	1,693.31	38.61%
5414 · Hosting	264.70	257.00	7.70	3.0%
Total 5400 · LIBRARY OPERATIONS	14,558.46	86,856.28	-72,297.82	-83.24%
5500 · BUILDING OPERATIONS				
5501 · UTILITITES	8,056.00	6,743.73	1,312.27	19.46%

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

	<u>Apr 24</u>	<u>Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
5502 · TELEPHONE	646.41	614.72	31.69	5.16%
5503 · MAINTENANCE AND IMPROVEMENTS	2,242.68	5,848.49	-3,605.81	-61.65%
5506 · SERVICE CONTRACTS	8,895.23	10,177.95	-1,282.72	-12.6%
5507 · CUSTODIAL SUPPLIES	172.77	2,160.68	-1,987.91	-92.0%
Total 5500 · BUILDING OPERATIONS	<u>20,013.09</u>	<u>25,545.57</u>	<u>-5,532.48</u>	<u>-21.66%</u>
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	266.22	124.72	141.50	113.45%
5602 · POSTAGE	1,377.30	1,219.90	157.40	12.9%
5604 · PROFESSIONAL FEES	15,749.00	14,048.61	1,700.39	12.1%
5605 · DATA PROCESSING	2,491.01	1,605.95	885.06	55.11%
5607 · MISCELLANEOUS	0.00	583.23	-583.23	-100.0%
5608 · BANK CHARGES	0.00	4.00	-4.00	-100.0%
Total 5600 · ADMINISTRATIVE EXPENSES	<u>19,883.53</u>	<u>17,586.41</u>	<u>2,297.12</u>	<u>13.06%</u>
Total Expense	<u>410,766.06</u>	<u>457,178.33</u>	<u>-46,412.27</u>	<u>-10.15%</u>
Net Ordinary Income	<u>-297,683.40</u>	<u>-386,792.47</u>	<u>89,109.07</u>	<u>23.04%</u>
Other Income/Expense				
Other Income				
5318 · Edward Jones -Helen Shack Accou	0.00	400.00	-400.00	-100.0%
Total Other Income	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>	<u>-100.0%</u>
Other Expense				
2501 · State Family Leave Ins	-883.35	-1,021.21	137.86	13.5%
5317 · Summer/Winter Reading Prize	0.00	-86.04	86.04	100.0%
Total Other Expense	<u>-883.35</u>	<u>-1,107.25</u>	<u>223.90</u>	<u>20.22%</u>
Net Other Income	<u>883.35</u>	<u>1,507.25</u>	<u>-623.90</u>	<u>-41.39%</u>
Net Income	<u><u>-296,800.05</u></u>	<u><u>-385,285.22</u></u>	<u><u>88,485.17</u></u>	<u><u>22.97%</u></u>

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

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · REAL PROPERTY TAXES	3,566,030.59	3,229,091.85	336,938.74	10.43%
4002 · NYS Aid	8,000.00	0.00	8,000.00	100.0%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	705.96	966.46	-260.50	-26.95%
4110 · FINES AND FEES - Other	1,607.47	1,493.87	113.60	7.6%
Total 4110 · FINES AND FEES	<u>2,313.43</u>	<u>2,460.33</u>	<u>-146.90</u>	<u>-5.97%</u>
4120 · Fax Fees Collected at Circ Dept	28.50	17.00	11.50	67.65%
4130 · SALE OF BOOKS	653.19	351.43	301.76	85.87%
4140 · SALE OF BAGS ETC	425.25	186.50	238.75	128.02%
4170 · COPIER FEES COLLECTED	510.00	1,176.20	-666.20	-56.64%
4180 · Discount Tix Sales	9,487.00	7,887.04	1,599.96	20.29%
Total 4100 · LIBRARY CHARGES	<u>13,417.37</u>	<u>12,078.50</u>	<u>1,338.87</u>	<u>11.09%</u>
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	1,196.75	1,541.95	-345.20	-22.39%
4220 · COLOR COPIER	181.00	0.00	181.00	100.0%
Total 4200 · COPIER AND PRINTING CHARGES	<u>1,377.75</u>	<u>1,541.95</u>	<u>-164.20</u>	<u>-10.65%</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	632.61	621.14	11.47	1.85%
4401 · CAFE RENTAL INCOME	800.00	0.00	800.00	100.0%
4455 · Insurance Dividend	11,243.85	10,928.10	315.75	2.89%
4600 · LOCAL LIBRARIES SERVICE AID	1,457.00	6,621.80	-5,164.80	-78.0%
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>3,613,432.67</u>	<u>3,272,475.35</u>	<u>340,957.32</u>	<u>10.42%</u>
Gross Profit	3,613,432.67	3,272,475.35	340,957.32	10.42%
Expense				
4217 · Transfer Funds To/From Groia	-970.00	-400.00	-570.00	-142.5%
5100 · SALARIES AND WAGES				

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

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
5101 · PROFESSIONAL - FULL TIME	530,126.25	523,808.69	6,317.56	1.21%
5102 · PROFESSIONAL - PART TIME	86,725.07	75,938.02	10,787.05	14.21%
5103 · NON PROFESSIONAL - FULL TIME	232,554.15	208,118.19	24,435.96	11.74%
5104 · NON PROFESSIONAL - PART TIME	232,295.96	216,973.20	15,322.76	7.06%
Total 5100 · SALARIES AND WAGES	1,081,701.43	1,024,838.10	56,863.33	5.55%
5200 · EMPLOYEE BENEFITS				
5202 · HEALTH INSURANCE	209,612.68	181,876.63	27,736.05	15.25%
5203 · SOCIAL SECURITY	79,925.95	75,797.34	4,128.61	5.45%
5206 · DISABILITY	8,347.17	5,044.26	3,302.91	65.48%
Total 5200 · EMPLOYEE BENEFITS	297,885.80	262,718.23	35,167.57	13.39%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	32,652.49	34,390.95	-1,738.46	-5.06%
5303 · PERIODICALS - SUBSCRIPTIONS	1,631.65	2,201.08	-569.43	-25.87%
5304 · BOOKS - TEENS	3,989.48	0.00	3,989.48	100.0%
5305 · REFERENCE BOOKS/DATABASES	28,691.80	5,830.79	22,861.01	392.07%
5306 · VIDEO/DVD'S	6,719.75	4,983.78	1,735.97	34.83%
5307 · AUDIOBOOKS	3,502.69	3,250.20	252.49	7.77%
5309 · BOOKS - JUVENILE	16,170.20	8,864.21	7,305.99	82.42%
5310 · COMPACT DISKS	2,099.31	2,531.73	-432.42	-17.08%
5311 · ON-LINE SERVICES	292,633.38	287,037.09	5,596.29	1.95%
5312 · Museum Passes	6,490.00	8,850.00	-2,360.00	-26.67%
5313 · Senior Bus	3,511.00	3,524.13	-13.13	-0.37%
5314 · Programs - CHILDREN'S	15,321.51	28,391.43	-13,069.92	-46.04%
5315 · Discount Tix Purch	16,650.00	8,500.00	8,150.00	95.88%
5316 · GROIA ACCOUNT - PROGRAMS	1,470.00	400.00	1,070.00	267.5%
5319 · VIDEO GAMES - TEEN	601.32	0.00	601.32	100.0%
5320 · PROGRAMS -TEEN	7,196.87	0.00	7,196.87	100.0%
5321 · PROGRAMS - ADULT	12,941.84	0.00	12,941.84	100.0%
5323 · PROGRAMS - OTHER	5,092.42	0.00	5,092.42	100.0%
Total 5300 · LIBRARY MATERIALS	457,365.71	398,755.39	58,610.32	14.7%
5350 · Helen Shack Contest Winners	1,000.00	0.00	1,000.00	100.0%
5400 · LIBRARY OPERATIONS				

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

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
5401 · CIRC SYSTEM MAINTENANCE	8,471.39	9,696.68	-1,225.29	-12.64%
5402* · OFFICE SUPPLIES	6,129.11	6,495.61	-366.50	-5.64%
5403 · NEW EQUIPMENT/SOFTWARE	2,357.33	13,675.06	-11,317.73	-82.76%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	12,391.69	6,556.04	5,835.65	89.01%
5409 · SCLS/LILRC FEES	0.00	66,706.00	-66,706.00	-100.0%
5410 · TELECOMMUNICATIONS	1,165.16	1,153.89	11.27	0.98%
5411 · PRINTING SUPPLIES	1,404.38	3,919.80	-2,515.42	-64.17%
5412 · Comm Outreach & Pub Relations	12,311.99	14,830.69	-2,518.70	-16.98%
5414 · Hosting	1,050.88	1,180.57	-129.69	-10.99%
Total 5400 · LIBRARY OPERATIONS	<u>45,281.93</u>	<u>124,214.34</u>	<u>-78,932.41</u>	<u>-63.55%</u>
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	36,773.77	32,296.46	4,477.31	13.86%
5502 · TELEPHONE	2,593.99	2,495.55	98.44	3.95%
5503 · MAINTENANCE AND IMPROVEMENTS	20,988.86	21,441.40	-452.54	-2.11%
5506 · SERVICE CONTRACTS	36,203.18	49,762.57	-13,559.39	-27.25%
5507 · CUSTODIAL SUPPLIES	1,961.68	3,287.48	-1,325.80	-40.33%
Total 5500 · BUILDING OPERATIONS	<u>98,521.48</u>	<u>109,283.46</u>	<u>-10,761.98</u>	<u>-9.85%</u>
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	3,619.60	1,173.07	2,446.53	208.56%
5602 · POSTAGE	5,682.50	2,912.95	2,769.55	95.08%
5604 · PROFESSIONAL FEES	21,068.50	16,778.61	4,289.89	25.57%
5605 · DATA PROCESSING	12,246.57	7,809.90	4,436.67	56.81%
5607 · MISCELLANEOUS	481.62	728.17	-246.55	-33.86%
5608 · BANK CHARGES	12.00	16.00	-4.00	-25.0%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67	63.50	39.17	61.69%
Total 5600 · ADMINISTRATIVE EXPENSES	<u>43,213.46</u>	<u>29,482.20</u>	<u>13,731.26</u>	<u>46.58%</u>
5725 · Furniture and Equipment	0.00	1,747.16	-1,747.16	-100.0%
5750 · CAPITAL PROJECTS	<u>109,800.00</u>	<u>298,913.00</u>	<u>-189,113.00</u>	<u>-63.27%</u>
Total Expense	<u>2,133,799.81</u>	<u>2,249,551.88</u>	<u>-115,752.07</u>	<u>-5.15%</u>
Net Ordinary Income	1,479,632.86	1,022,923.47	456,709.39	44.65%
Other Income/Expense				
Other Income				

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

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
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	-3,955.96	-4,608.17	652.21	14.15%
5317 · Summer/Winter Reading Prize	0.00	-86.04	86.04	100.0%
Total Other Expense	<u>-3,955.96</u>	<u>-4,694.21</u>	<u>738.25</u>	<u>15.73%</u>
Net Other Income	<u>4,955.96</u>	<u>5,094.21</u>	<u>-138.25</u>	<u>-2.71%</u>
Net Income	<u><u>1,484,588.82</u></u>	<u><u>1,028,017.68</u></u>	<u><u>456,571.14</u></u>	<u><u>44.41%</u></u>

EMMA S. CLARK MEMORIAL LIBRARY

Cumulative Budget Expense Two Year Comparison

January through April 2024

Ordinary Income/Expense	Jan - Apr 24	Budget	\$ Over Budget	% of Budget	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Expense								
4217 · Transfer Funds To/From Groia	-970.00				-400.00			
5100 · SALARIES AND WAGES								
5101 · PROFESSIONAL - FULL TIME	530,126.25	1,532,624.00	-1,002,497.75	34.59%	523,808.69	1,532,199.00	-1,008,390.31	34.19%
5102 · PROFESSIONAL - PART TIME	86,725.07	253,593.00	-166,867.93	34.2%	75,938.02	246,222.00	-170,283.98	30.84%
5103 · NON PROFESSIONAL - FULL TIME	232,554.15	668,661.00	-436,106.85	34.78%	208,118.19	624,179.00	-416,060.81	33.34%
5104 · NON PROFESSIONAL - PART TIME	232,295.96	778,252.00	-545,956.04	29.85%	216,973.20	764,398.00	-547,424.80	28.39%
Total 5100 · SALARIES AND WAGES	1,081,701.43	3,233,130.00	-2,151,428.57	33.46%	1,024,838.10	3,166,998.00	-2,142,159.90	32.36%
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	209,612.68	520,000.00	-310,387.32	40.31%	181,876.63	510,000.00	-328,123.37	35.66%
5203 · SOCIAL SECURITY	79,925.95	239,252.00	-159,326.05	33.41%	75,797.34	234,358.00	-158,560.66	32.34%
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	8,347.17	6,000.00	2,347.17	139.12%	5,044.26	9,500.00	-4,455.74	53.1%
Total 5200 · EMPLOYEE BENEFITS	297,885.80	1,208,252.00	-910,366.20	24.65%	262,718.23	1,188,858.00	-926,139.77	22.1%
5300 · LIBRARY MATERIALS								
5301 · BOOKS - ADULT	32,652.49	145,000.00	-112,347.51	22.52%	34,390.95	180,000.00	-145,609.05	19.11%
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	1,631.65	23,000.00	-21,368.35	7.09%	2,201.08	23,000.00	-20,798.92	9.57%
5304 · BOOKS - TEENS	3,989.48	30,000.00	-26,010.52	13.3%				
5305 · REFERENCE BOOKS/DATABASES	28,691.80	75,000.00	-46,308.20	38.26%	5,830.79	75,000.00	-69,169.21	7.77%
5306 · VIDEO/DVD'S	6,719.75	35,000.00	-28,280.25	19.2%	4,983.78	45,000.00	-40,016.22	11.08%
5307 · AUDIOBOOKS	3,502.69	25,000.00	-21,497.31	14.01%	3,250.20	30,000.00	-26,749.80	10.83%
5309 · BOOKS - JUVENILE	16,170.20	61,000.00	-44,829.80	26.51%	8,864.21	70,000.00	-61,135.79	12.66%
5310 · COMPACT DISKS	2,099.31	10,000.00	-7,900.69	20.99%	2,531.73	15,000.00	-12,468.27	16.88%
5311 · ON-LINE SERVICES	292,633.38	328,000.00	-35,366.62	89.22%	287,037.09	310,000.00	-22,962.91	92.59%
5312 · Museum Passes	6,490.00	18,000.00	-11,510.00	36.06%	8,850.00	15,000.00	-6,150.00	59.0%
5313 · Senior Bus	3,511.00	16,000.00	-12,489.00	21.94%	3,524.13	16,000.00	-12,475.87	22.03%
5314 · Programs - CHILDREN'S	15,321.51	50,000.00	-34,678.49	30.64%	28,391.43	110,000.00	-81,608.57	25.81%
5315 · Discount Tix Purch	16,650.00				8,500.00			
5316 · GROIA ACCOUNT - PROGRAMS	1,470.00				400.00			
5319 · VIDEO GAMES - TEEN	601.32	5,000.00	-4,398.68	12.03%				
5320 · PROGRAMS -TEEN	7,196.87	27,000.00	-19,803.13	26.66%				
5321 · PROGRAMS - ADULT	12,941.84	40,000.00	-27,058.16	32.36%				
5322 · PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%				
5323 · PROGRAMS - OTHER	5,092.42	8,000.00	-2,907.58	63.66%				
Total 5300 · LIBRARY MATERIALS	457,365.71	897,000.00	-439,634.29	50.99%	398,755.39	890,000.00	-491,244.61	44.8%
5350 · Helen Shack Contest Winners	1,000.00							
5400 · LIBRARY OPERATIONS								
5401 · CIRC SYSTEM MAINTENANCE	8,471.39	20,000.00	-11,528.61	42.36%	9,696.68	22,000.00	-12,303.32	44.08%
5402* · OFFICE SUPPLIES	6,129.11	13,000.00	-6,870.89	47.15%	6,495.61	16,000.00	-9,504.39	40.6%

EMMA S. CLARK MEMORIAL LIBRARY

Cumulative Budget Expense Two Year Comparison

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
5403 · NEW EQUIPMENT/SOFTWARE	2,357.33	30,000.00	-27,642.67	7.86%	13,675.06	35,000.00	-21,324.94	39.07%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	12,391.69	15,000.00	-2,608.31	82.61%	6,556.04	15,000.00	-8,443.96	43.71%
5408 · COMPUTER SUPPLIES	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
5409 · SCLS/LILRC FEES	0.00	68,000.00	-68,000.00	0.0%	66,706.00	68,000.00	-1,294.00	98.1%
5410 · TELECOMMUNICATIONS	1,165.16	14,000.00	-12,834.84	8.32%	1,153.89	14,000.00	-12,846.11	8.24%
5411 · PRINTING SUPPLIES	1,404.38	7,000.00	-5,595.62	20.06%	3,919.80	4,500.00	-580.20	87.11%
5412 · Comm Outreach & Pub Relations	12,311.99	35,000.00	-22,688.01	35.18%	14,830.69	30,000.00	-15,169.31	49.44%
5414 · Hosting	1,050.88	3,000.00	-1,949.12	35.03%	1,180.57	3,000.00	-1,819.43	39.35%
Total 5400 · LIBRARY OPERATIONS	45,281.93	206,000.00	-160,718.07	21.98%	124,214.34	208,500.00	-84,285.66	59.58%
5500 · BUILDING OPERATIONS								
5501 · UTILITIES	36,773.77	115,000.00	-78,226.23	31.98%	32,296.46	110,000.00	-77,703.54	29.36%
5502 · TELEPHONE	2,593.99	7,500.00	-4,906.01	34.59%	2,495.55	7,500.00	-5,004.45	33.27%
5503 · MAINTENANCE AND IMPROVEMENTS	20,988.86	69,000.00	-48,011.14	30.42%	21,441.40	60,000.00	-38,558.60	35.74%
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	36,203.18	120,000.00	-83,796.82	30.17%	49,762.57	120,000.00	-70,237.43	41.47%
5507 · CUSTODIAL SUPPLIES	1,961.68	10,000.00	-8,038.32	19.62%	3,287.48	10,000.00	-6,712.52	32.88%
Total 5500 · BUILDING OPERATIONS	98,521.48	406,500.00	-307,978.52	24.24%	109,283.46	387,500.00	-278,216.54	28.2%
5600 · ADMINISTRATIVE EXPENSES								
5601 · STAFF DEVELOPMENT	3,619.60	10,000.00	-6,380.40	36.2%	1,173.07	10,000.00	-8,826.93	11.73%
5602 · POSTAGE	5,682.50	18,000.00	-12,317.50	31.57%	2,912.95	10,000.00	-7,087.05	29.13%
5604 · PROFESSIONAL FEES	21,068.50	17,000.00	4,068.50	123.93%	16,778.61	19,000.00	-2,221.39	88.31%
5605 · DATA PROCESSING	12,246.57	30,000.00	-17,753.43	40.82%	7,809.90	30,000.00	-22,190.10	26.03%
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%	728.17	1,000.00	-271.83	72.82%
5608 · BANK CHARGES	12.00	200.00	-188.00	6.0%	16.00	200.00	-184.00	8.0%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67				63.50			
Total 5600 · ADMINISTRATIVE EXPENSES	43,213.46	83,700.00	-40,486.54	51.63%	29,482.20	79,200.00	-49,717.80	37.23%
5725 Furniture and Equipment					1,747.16			
5750 · CAPITAL PROJECTS	109,800.00	60,000.00	49,800.00	183.0%	298,913.00			
Total Expense	2,133,799.81	6,094,582.00	-3,960,782.19	35.01%	2,249,551.88	5,921,056.00	-367,504.12	37.99%
Net Ordinary Income	-2,133,799.81	-6,094,582.00	3,960,782.19	35.01%	-2,249,551.88	-5,921,056.00	367,504.12	37.99%
Other Income/Expense								
Other Expense								
2501 · State Family Leave Ins	-3,955.96				-4,608.17			
5317 Summer/Winter Reading					-86.04			
Total Other Expense	-3,955.96				-4,694.21			
Net Other Income	3,955.96				-4,694.21			
Net Income	-2,129,843.85	-6,094,582.00	3,964,738.15	34.95%	-2,244,857.67	-5,921,056.00	3,676,198.33	37.91%

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

Ordinary Income/Expense	Jan - Apr 24 Expense	Budget Jan-Apr 24	\$ Over Budget	% of Budget
Expense				
4217 · Transfer Funds To/From Groia	-970.00			
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	530,126.25	531,054.22	-927.97	99.83%
5102 · PROFESSIONAL - PART TIME	86,725.07	87,869.97	-1,144.90	98.7%
5103 · NON PROFESSIONAL - FULL TIME	232,554.15	231,691.04	863.11	100.37%
5104 · NON PROFESSIONAL - PART TIME	232,295.96	269,664.32	-37,368.36	86.14%
Total 5100 · SALARIES AND WAGES	1,081,701.43	1,120,279.55	-38,578.12	96.56%
5200 · EMPLOYEE BENEFITS				
5201 · NYS RETIREMENT SYSTEM	0.00	0.00	0.00	0.0%
5202 · HEALTH INSURANCE	209,612.68	171,600.00	38,012.68	122.15%
5203 · SOCIAL SECURITY	79,925.95	82,900.82	-2,974.87	96.41%
5204 · UNEMPLOYMENT	0.00	330.00	-330.00	0.0%
5205 · WORKERS' COMPENSATION	0.00	7,920.00	-7,920.00	0.0%
5206 · DISABILITY	8,347.17	6,000.00	2,347.17	139.12%
Total 5200 · EMPLOYEE BENEFITS	297,885.80	268,750.82	29,134.98	110.84%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	32,652.49	43,500.00	-10,847.51	75.06%
5302 · PERIODICALS - MICROFORM	0.00	950.00	-950.00	0.0%
5303 · PERIODICALS - SUBSCRIPTIONS	1,631.65	1,380.00	251.65	118.24%
5304 · BOOKS - TEENS	3,989.48	9,000.00	-5,010.52	44.33%
5305 · REFERENCE BOOKS/DATABASES	28,691.80	18,750.00	9,941.80	153.02%
5306 · VIDEO/DVD'S	6,719.75	8,750.00	-2,030.25	76.8%
5307 · AUDIOBOOKS	3,502.69	6,250.00	-2,747.31	56.04%
5309 · BOOKS - JUVENILE	16,170.20	15,250.00	920.20	106.03%
5310 · COMPACT DISKS	2,099.31	3,300.00	-1,200.69	63.62%
5311 · ON-LINE SERVICES	292,633.38	295,200.00	-2,566.62	99.13%
5312 · Museum Passes	6,490.00	9,000.00	-2,510.00	72.11%
5313 · Senior Bus	3,511.00	5,280.00	-1,769.00	66.5%
5314 · Programs - CHILDREN'S	15,321.51	13,000.00	2,321.51	117.86%
5315 · Discount Tix Purch	16,650.00	0.00	16,650.00	100.0%
5316 · GROIA ACCOUNT - PROGRAMS	1,470.00	0.00	1,470.00	100.0%
5319 · VIDEO GAMES - TEEN	601.32	0.00	601.32	100.0%
5320 · PROGRAMS -TEEN	7,196.87	5,940.00	1,256.87	121.16%
5321 · PROGRAMS - ADULT	12,941.84	13,200.00	-258.16	98.04%
5322 · PROGRAMS - TECHNOLOGY	0.00	0.00	0.00	0.0%
5323 · PROGRAMS - OTHER	5,092.42	4,664.00	428.42	109.19%
Total 5300 · LIBRARY MATERIALS	457,365.71	453,414.00	3,951.71	100.87%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	8,471.39	13,400.00	-4,928.61	63.22%
5402* · OFFICE SUPPLIES	6,129.11	5,200.00	929.11	117.87%
5403 · NEW EQUIPMENT/SOFTWARE	2,357.33	9,900.00	-7,542.67	23.81%

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

	Jan - Apr 24 Expense	Budget Jan-Apr 24	\$ Over Budget	% of Budget
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	12,391.69	7,500.00	4,891.69	165.22%
5408 · COMPUTER SUPPLIES	0.00	330.00	-330.00	0.0%
5409 · SCLS/LILRC FEES	0.00	0.00	0.00	0.0%
5410 · TELECOMMUNICATIONS	1,165.16	1,680.00	-514.84	69.36%
5411 · PRINTING SUPPLIES	1,404.38	5,250.00	-3,845.62	26.75%
5412 · Comm Outreach & Pub Relations	12,311.99	11,550.00	761.99	106.6%
5414 · Hosting	1,050.88	0.00	1,050.88	100.0%
Total 5400 · LIBRARY OPERATIONS	45,281.93	54,810.00	-9,528.07	82.62%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	36,773.77	37,950.00	-1,176.23	96.9%
5502 · TELEPHONE	2,593.99	2,250.00	343.99	115.29%
5503 · MAINTENANCE AND IMPROVEMENTS	20,988.86	22,770.00	-1,781.14	92.18%
5505 · BUILDING INSURANCE	0.00	0.00	0.00	0.0%
5506 · SERVICE CONTRACTS	36,203.18	39,600.00	-3,396.82	91.42%
5507 · CUSTODIAL SUPPLIES	1,961.68	3,300.00	-1,338.32	59.45%
Total 5500 · BUILDING OPERATIONS	98,521.48	105,870.00	-7,348.52	93.06%
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	3,619.60	3,300.00	319.60	109.69%
5602 · POSTAGE	5,682.50	16,200.00	-10,517.50	35.08%
5604 · PROFESSIONAL FEES	21,068.50	12,750.00	8,318.50	165.24%
5605 · DATA PROCESSING	12,246.57	9,900.00	2,346.57	123.7%
5606 · BUDGET VOTE	0.00	0.00	0.00	0.0%
5607 · MISCELLANEOUS	481.62	330.00	151.62	145.95%
5608 · BANK CHARGES	12.00	66.00	-54.00	18.18%
5600 · ADMINISTRATIVE EXPENSES - Other	102.67	0.00	102.67	100.0%
Total 5600 · ADMINISTRATIVE EXPENSES	43,213.46	0.00	43,213.46	100.0%
Total Expense	2,022,999.81	2,003,124.36	19,875.45	100.99%

EMMA S. CLARK MEM LIB - CAPITAL FUND

Balance Sheet

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

1160 · CAPITAL SAVINGS 479,029.53

Total Checking/Savings 479,029.53

Other Current Assets

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

Total Other Current Assets -555,687.85

Total Current Assets -76,658.32

TOTAL ASSETS -76,658.32

LIABILITIES & EQUITY

Equity

3900 · UNAPPROPRIATED FUND BALANCE 35,402.15

Net Income -112,060.47

Total Equity -76,658.32

TOTAL LIABILITIES & EQUITY -76,658.32

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Cash Flows

April 2024

Apr 24

OPERATING ACTIVITIES	
Net Income	-332,065.14
Adjustments to reconcile Net Income to net cash provided by operations:	
2000 - ACCOUNTS PAYABLE	9,119.23
2550 - NYS Arrears/Loan	-444.92
2570 - NYSRS	-1,059.21
2700 - Payroll Outstanding Checks	-3,008.00
Net cash provided by Operating Activities	<u>-327,458.04</u>
Net cash increase for period	-327,458.04
Cash at beginning of period	4,318,715.94
Cash at end of period	<u><u>3,991,257.90</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	\$397,044.35
APRIL	\$ 500,351.69	\$456,396.89	\$409,882.71
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	\$ 1,939,517.30	\$2,246,021.48	\$1,999,258.69
% EXPENDED	35%	40%	35%

- *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

	<u>SAVINGS ACCOUNTS</u>	
CAPITAL ACCOUNT	PEOPLE'S BANK	\$479,029.53
third party collateral - transfer account	PEOPLE'S BANK	\$3,621,606.06
	<u>ENDOWMENT ACCOUNTS</u>	
BUSINESS SAVINGS	PEOPLE'S BANK	\$31,676.69
PHILIP GROIA MEMORIAL	PEOPLE'S BANK	\$29,093.93
	<u>INVESTMENT ACCOUNTS</u>	
HELEN SHACK MEMORIAL - Edward Jon BAL AS OF JAN 2022 \$36,773.13	Previous Month	\$34,715.65
	Main Account- 3291	\$33,841.32
	TOTAL	\$33,841.32
ENDOWMENT - EDWARD JONES BAL AS OF JAN 2022 - \$2,184,866.94	Previous Month	\$2,334,162.99
	Main Account - 3292	\$1,979,109.66
	Cash Holdings - 2721	\$352,029.6
	TOTAL	\$2,331,139.31
JEFFERSON RESOURCES Bal as of Jan 1, 2012 \$819,759.65	Previous Month	Total Portfolio Value \$2,419,173.23
	Current Month	Total Portfolio Value \$2,364,980.63

**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	
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	216,751
% 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	141	JUV	33
ADULT	38	ADULT	129

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	0	0	0	0	0	0	0	0	10.69%	9.48%	14,926	A FICTION
A LARGE PRINT	3,549	690	585	673	665	0	0	0	0	0	0	0	0	1.87%	1.53%	2,613	A LARGE PRINT
MYSTERIES	7,201	1,060	998	1,051	1,026	0	0	0	0	0	0	0	0	2.96%	3.11%	4,135	MYSTERIES
PAPERBACK	1,668	1,107	978	981	986	0	0	0	0	0	0	0	0	2.90%	0.72%	4,052	PAPERBACK
SCIENCE FICTION	1,643	159	176	179	208	0	0	0	0	0	0	0	0	0.52%	0.71%	722	SCIENCE FICTION
SHORT STORIES	906	110	97	93	69	0	0	0	0	0	0	0	0	0.26%	0.39%	369	SHORT STORIES
BOOK CLUB	387	113	73	107	92	0	0	0	0	0	0	0	0	0.28%	0.17%	385	BOOK CLUB
GRAPHIC NOVELS	649	116	105	108	94	0	0	0	0	0	0	0	0	0.30%	0.28%	423	GRAPHIC NOVELS
CLASSICS	598	103	103	107	102	0	0	0	0	0	0	0	0	0.30%	0.26%	415	CLASSICS
LOCAL FOCUS	236	5	6	3	3	0	0	0	0	0	0	0	0	0.01%	0.10%	17	LOCAL FOCUS
CHINESE LANGUAGE	858	49	62	76	69	0	0	0	0	0	0	0	0	0.18%	0.37%	256	CHINESE LANGUAGE
PAMPHLETS/VF	63	9	9	7	3	0	0	0	0	0	0	0	0	0.02%	0.03%	28	PAMPHLETS/VF
ADLT MAGAZINES	1,434	442	436	495	476	0	0	0	0	0	0	0	0	1.32%	0.62%	1,849	ADLT MAGAZINES
ADLT NON FICTION	55,633	4,755	4,604	5,103	4,911	0	0	0	0	0	0	0	0	13.87%	24.05%	19,373	ADLT NON FICTION
ADLT BIOGRAPHIES	4,278	500	451	492	454	0	0	0	0	0	0	0	0	1.36%	1.85%	1,897	ADLT BIOGRAPHIES
TEST	673	151	109	121	172	0	0	0	0	0	0	0	0	0.40%	0.29%	553	TEST
LANGUAGE LRNING	600	78	80	61	76	0	0	0	0	0	0	0	0	0.21%	0.26%	295	LANGUAGE LRNING
LITERACY	234	25	28	23	37	0	0	0	0	0	0	0	0	0.08%	0.10%	113	LITERACY
NOTES	510	15	13	17	19	0	0	0	0	0	0	0	0	0.05%	0.22%	64	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	26	15	0	0	0	0	0	0	0	0	0.06%	0.28%	78	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	0	0	0	0	0	0	0	0	1.01%	2.75%	1,410	NON FICTION DVDS
NON FIC BLUE RAY	75	1	3	1	2	0	0	0	0	0	0	0	0	0.01%	0.03%	7	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	2,579	2,290	0	0	0	0	0	0	0	0	7.18%	4.28%	10,024	ADULT EVID
TV SERIES DVD	2,766	832	757	794	842	0	0	0	0	0	0	0	0	2.31%	1.20%	3,225	TV SERIES DVD
BLUE RAY	1,172	471	455	464	414	0	0	0	0	0	0	0	0	1.29%	0.51%	1,804	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	0	0	0	0	0	0	0	0	1.25%	3.60%	1,753	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	261	295	0	0	0	0	0	0	0	0	0.77%	0.78%	1,077	YA FICTION
YA NON FIC	438	42	36	44	44	0	0	0	0	0	0	0	0	0.00%	0.55%	166	YA NON FIC
TEEN GRAPHIC	824	166	161	158	182	0	0	0	0	0	0	0	0	0.48%	0.36%	667	TEEN GRAPHIC
TEEN PAPERBACK	2,332	378	365	381	403	0	0	0	0	0	0	0	0	1.09%	1.01%	1,527	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	86	85	0	0	0	0	0	0	0	0	0.23%	0.15%	315	TEEN VIDEO GAMES
MUSIC CDS	14,669	1,094	1,121	1,363	1,187	0	0	0	0	0	0	0	0	3.41%	6.34%	4,765	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	0	0	0	0	0	0	0	0	5.71%	2.87%	7,980	J FICTION
J PAPER BACK	2,847	668	623	660	674	0	0	0	0	0	0	0	0	1.88%	1.23%	2,625	J PAPER BACK
J LARGE PRINT	74	21	10	12	12	0	0	0	0	0	0	0	0	0.04%	0.03%	55	J LARGE PRINT
J GRAPHIC NOVELS	2,698	1,323	1,222	1,399	1,508	0	0	0	0	0	0	0	0	3.90%	1.17%	5,452	J GRAPHIC NOVELS
J PICTURE BOOKS	7,826	2,687	2,677	2,663	2,856	0	0	0	0	0	0	0	0	7.79%	3.38%	10,883	J PICTURE BOOKS
J ADV PICTURE BOOK	943	48	45	65	67	0	0	0	0	0	0	0	0	0.16%	0.41%	225	J ADV PICTURE BOOK
J BEGINNING RDR	2,966	1,537	1,451	1,413	1,408	0	0	0	0	0	0	0	0	4.16%	1.28%	5,809	J BEGINNING RDR
J BOARD BOOKS	532	412	375	441	389	0	0	0	0	0	0	0	0	1.16%	0.23%	1,617	J BOARD BOOKS
J SHORT STORIES	209	26	20	17	12	0	0	0	0	0	0	0	0	0.05%	0.09%	75	J SHORT STORIES
J MYSTERY	2,698	325	276	301	337	0	0	0	0	0	0	0	0	0.89%	1.17%	1,239	J MYSTERY
J SCIENCE FICTION	916	130	94	110	120	0	0	0	0	0	0	0	0	0.33%	0.40%	454	J SCIENCE FICTION
J ABC/123	248	132	108	104	104	0	0	0	0	0	0	0	0	0.32%	0.11%	448	J ABC/123
J BATTLE OF BOOKS	144	18	19	17	14	0	0	0	0	0	0	0	0	0.05%	0.06%	68	J BATTLE OF BOOKS
J HOLIDAY	2,371	487	415	521	250	0	0	0	0	0	0	0	0	1.20%	1.03%	1,673	J HOLIDAY
J LOCAL FOCUS	93	2	0	2	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	2,089	2,117	0	0	0	0	0	0	0	0	5.76%	9.59%	8,046	J NON FICTION
JBOY SCOUT	234	1	4	0	5	0	0	0	0	0	0	0	0	0.01%	0.10%	10	JBOY SCOUT
JBIOGRAPHIES	3,961	327	288	253	201	0	0	0	0	0	0	0	0	0.77%	1.71%	1,069	JBIOGRAPHIES
J EASY NON FICTION	9,264	981	952	1,021	1,157	0	0	0	0	0	0	0	0	2.94%	4.01%	4,111	J EASY NON FICTION
J LONG ISLAND COLL	170	5	8	4	2	0	0	0	0	0	0	0	0	0.01%	0.07%	19	J LONG ISLAND COLL
J REFERENCE	724	0	0	1	0	0	0	0	0	0	0	0	0	0.00%	0.31%	1	J REFERENCE
J PARENTING	938	109	113	115	110	0	0	0	0	0	0	0	0	0.32%	0.41%	447	J PARENTING
J MAGAZINES	185	14	10	10	38	0	0	0	0	0	0	0	0	0.05%	0.08%	72	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	651	733	0	0	0	0	0	0	0	0	1.92%	0.16%	2687	J INS CDS/WNDER BK
J NON FICTION DVD	268	18	12	18	12	0	0	0	0	0	0	0	0	0.04%	0.12%	60	J NON FICTION DVD
J LANGUAGE AUDIO	17	4	3	3	2	0	0	0	0	0	0	0	0	0.01%	0.01%	12	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	890	748	0	0	0	0	0	0	0	0	2.31%	1.55%	3220	J EVID
J BLUE RAY	219	22	27	28	19	0	0	0	0	0	0	0	0	0.07%	0.09%	96	J BLUE RAY
J VIDEO GAMES	290	178	159	184	201	0	0	0	0	0	0	0	0	0.52%	0.13%	722	J VIDEO GAMES

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	
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	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	
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	

MEETING ROOM REGULATIONS: The Library Director may grant the privilege of using the Meeting Room to community organizations for public gatherings of a civic, cultural or educational nature subject to the following conditions.

1. Notwithstanding any of the provisions within these regulations, the Library will not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Article 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under Article 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) and on this basis utilization of the Library's Meeting Room will not be permitted for any purpose pertaining to a "political" activity involving the attempt to "carry on propaganda, or otherwise attempting to influence legislation." Further, the Library will not permit its Meeting Room to be utilized for the purpose of a political campaign on behalf of any candidate for public office.
2. Library sponsored programs and activities shall have precedence in the assignment of the Meeting Room. Requests by community groups must be made by submitting this form at least two weeks prior to the date requested. The request must be submitted by a representative of the group who holds a valid Emma S. Clark borrower's card and assumes full responsibility for any liability incurred by the group. The Library reserves the prerogative of requiring that insurance coverage protecting the interests of the Library be provided by the community group proposing use of the Meeting Room.
3. Cancellations must be made at least forty-eight hours in advance of the request date. Failure to notify the library of a canceled use will result in suspension of the group's Meeting Room use privileges for a one-year period.
4. All reservations must be confined to the library's standard working hours. The Library recommends that groups plan to end their meetings 15-30 minutes before closing to allow the entire group time to vacate the building.
5. No group may use the room more often than once a month on a regular basis. Exceptions will be made only for library programs, groups with long histories of more frequent use or where barrier-free access is required by a group's membership and otherwise unavailable.
6. The room may not be used by any individual or organization for religious purposes; including, but not limited to utilization for religious prayer, the proselytization of a specific religion, study pertaining to a particular religion or any similar activity which, in any manner, possesses a religious purpose.
7. The room may not be used for commercial purposes. All meetings must be open to the general public. Organizations using the room may not charge admission, request donations, raise funds, sell goods or services during the course of, or in connection with a meeting held on library premises. (exceptions may be made for parties authorized by the Library Board of Trustees.)
8. Organizations are responsible for supervising their own activities. Groups of minors will not be admitted to the room until the adult supervisor is present. Damage to Library property and/or violation of these rules by any member of the group may result in cancellation of Meeting Room privileges.
9. Light refreshments may be served with advance approval. Alcoholic beverages may not be brought to or consumed on Library premises.
10. Decorations, scenery or signs are not permitted. For safety reasons, no electrical equipment other than standard audio-visual presentation equipment may be used in the room. The Library is not responsible for supplies, equipment or other items owned by the organization booking the Meeting Room and used by them in the Library.
11. Neither the name nor the address of the Emma S. Clark Library may be used as the official address or headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of materials publicizing a program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the Emma S. Clark Memorial Library. Any unwarranted implication that a program is sponsored by the Emma S. Clark Memorial Library will constitute sufficient grounds for immediate cancellation of meeting room privileges. All publicity in regard to meetings of outside groups shall be the responsibility of the group and not the Library. The failure of the organization to comply with all applicable federal, state and/or local statutes as well as the rules of the Library will result in the cancellation of Meeting Room privileges.
12. By submitting this form, the applicant certifies that all supplied information is accurate and without omission. Failure to clarify any information requested on this form such that may affect judgement of said application is grounds for rejection of this application, and potentially any future application made by the offending group or individual. No application is considered confirmed until it has been reviewed and signed by the Director and the applicant has received express confirmation of said approval from the library.
13. The Library reserves the right to cancel any meeting room booking because of adverse weather conditions or for other reasons of an emergency nature.
14. The Library Board reserves the right to make any further rules that it may deem proper pertaining to the use of the room. This policy is also subject to revision without notice.

AGREEMENT

This AGREEMENT made this 2nd day of July, 2024, by and between the BOARD OF EDUCATION OF THE THREE VILLAGE CENTRAL SCHOOL DISTRICT of the Towns of Brookhaven and Smithtown, Suffolk County, New York, party of the first part, and EMMA S. CLARK MEMORIAL LIBRARY, a free association library located at Main Street, Setauket, New York, herein designated as party of the second part.

WITNESSTH:

WHEREAS, the parties, pursuant to Section 256 of the Education Law wish to provide for a continuing relationship in order that library services may be furnished to residents of the Three Village Central School District, and

WHEREAS, the party of the second part agrees to provide for reasonable rules and regulations pertaining to the providing of free library services to the residents of the Three Village Central School District.

NOW, THEREFORE, pursuant to authority granted by the Board of Education, the President of the Board of Education of the Three Village Central School District hereby executes this Agreement, which provides for the providing of library services to the residents of the Three Village Central School District. The President of the Emma S. Clark Memorial Library, pursuant to authority granted by the Trustees of the Library Board, herein also executes this Agreement providing for the contractual relationship, under the terms of Education Law Section 256, between the party of the first part and the party of the second part. This Agreement shall be for the period August 1, 2024 through July 31, 2025, and may be renewed via a successor agreement duly executed by the parties pursuant to the terms of Education Law Section 256.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the day and year first above mentioned.

ATTEST:

Board of Education of the
Three Village Central Schools

By:

President, Three Village CSD
Board of Education

ATTEST:

Emma S. Clark Memorial Library

By:

President, Emma S. Clark Memorial
Library Board of Trustees