

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
December 10, 2025
7:00 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:
- VIII. Old Business:
- IX. New Business:
- X. Executive session
- XI. Adjournment

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
November 19, 2025
7:00 p.m.
Vincent R. O'Leary Community Room**

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 7:00 p.m. by Anthony Parlatore, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Suzanne Shane, Treasurer; Angeline Yeo-Judex, Secretary; Deborah Blair; Linda Josephs; Stephen Ingulli; Christopher Cash. Also present was Timothy Austin, a candidate for the Board of Trustees; Brian Debus, Interim Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

II. Period for public expression

No one from the public wished to speak

III. Approval of Minutes of previous meeting

Ms. Leister made a motion to approve the minutes from the October 15, 2025 meeting, seconded by Ms. Blair, and passed unanimously

IV. President's Report

Mr. Parlatore provided a brief report expressing his sincere gratitude to the board and staff for the success of the Staff Recognition Event held on November 14th. He conveyed overwhelming appreciation for the effort put into making the event memorable

V. Treasurer's Report & Approval of Warrants

Ms. Shane reported that all of our bills have been paid and everything is up to date. Ms. Josephs made a motion to approve the treasurer's report and warrants, post meeting, seconded by Ms. Shane, and passed unanimously

VI. Director's Report

Interim Director, Brian Debus, gave a brief report

VII. Committee reports:

Buildings and Grounds: no meeting, no report

Personnel: no meeting, no report

Investment: No meeting, no report

VIII. OLD BUSINESS

- Honoring past board president, Dave Douglas
On behalf of the board, Ms. Blair provided a brief speech expressing appreciation for Mr. Douglas's eight years of service on the board, including his recent role as board president. She highlighted his dedication, passion, and outstanding contributions to the institution. Ms. Blair presented Mr. Douglas with a painting of the library

IX. NEW BUSINESS

- Proposed SCLS Budget for 2026
Mr. Parlatore made a motion to approve the Proposed SCLS Budget for 2026 as presented, seconded by Ms. Blair and passed unanimously

- COLA Approval
Ms. Josephs made a motion to approve the COLA rate at 3% for 2026, seconded by Mr. Ingulli and passed unanimously
- Appointment of New Trustee
Mr. Parlatore made a motion to appoint Timothy Austin as the new trustee for the library board, seconded by Ms. Josephs, and passed unanimously

X. EXECUTIVE SESSION

At 7:12 p.m., Mr. Parlatore made a motion to enter executive session, seconded by Mr. Cash, and passed unanimously

At 7:29 p.m., Ms. Blair made a motion to exit executive session and return to open session, seconded by Mr. Cash, and passed unanimously

Ms. Blair made a motion to hire Ms. Theresa Liguori for the library director position, contingent upon the successful completion of a background check, seconded by Mr. Austin and passed unanimously. The start date for Ms. Liguori will be determined and subsequently announced

Mr. Parlatore expressed his gratitude to everyone for their time and effort dedicated to the search for the ideal candidate for the library director position

Ms. Josephs made a motion to establish a Full Time Library Assistant position to be filled at a later date, seconded by Ms. Yeo-Judex, and passed unanimously

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:35 p.m., seconded by Ms. Leister, and passed unanimously

Respectfully submitted,
Angeline Yeo-Judex, Secretary
Recorded by: Robert Johnson

Emma S. Clark Memorial Library
Director's Report – December 10, 2025 Board Meeting

General News:

- Attended a meeting at SCLS with members of LightPath Telecommunications. We will be under contract for 300Mbps, at the same price for 200 Mbps.

Personnel:

Proposed Hire: Kiera Stamm-Walsh, Full Time Teen & Tween Services Department
Library Assistant

Respectfully submitted,

Brian Debus
Interim Director
Head of Children's Services

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
November 2025

	Nov 25	Nov 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES	473.37	363.62	109.75	30.18%
4130 · SALE OF BOOKS	337.13	200.38	136.75	68.25%
4140 · SALE OF BAGS ETC	33.25	0.00	33.25	100.0%
4180 · Discount Tix Sales	1,034.00	1,273.00	-239.00	-18.78%
Total 4100 · LIBRARY CHARGES	1,877.75	1,837.00	40.75	2.22%
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	240.92	257.55	-16.63	-6.46%
Total 4200 · COPIER AND PRINTING CHARGES	240.92	257.55	-16.63	-6.46%
4213 · Transfer Funds From/To Endowm	1,496.62	0.00	1,496.62	100.0%
4214 · Driving Acct Transfer to Endowm	-820.54	-42.74	-777.80	-1,819.84%
4400 · INTEREST - INVESTMENTS	99.23	105.89	-6.66	-6.29%
4401 · CAFE RENTAL INCOME	200.00	200.00	0.00	0.0%
4750 · NYSLRS Contribution Refund	-1,052.50	0.00	-1,052.50	-100.0%
Total Income	2,041.48	2,357.70	-316.22	-13.41%
Gross Profit	2,041.48	2,357.70	-316.22	-13.41%
Expense				
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	110,583.28	112,163.63	-1,580.35	-1.41%
5102 · PROFESSIONAL - PART TIME	24,110.81	23,371.93	738.88	3.16%
5103 · NON PROFESSIONAL - FULL TIME	55,289.08	50,213.56	5,075.52	10.11%
5104 · NON PROFESSIONAL - PART TIME	52,632.42	48,733.00	3,899.42	8.0%
Total 5100 · SALARIES AND WAGES	242,615.59	234,482.12	8,133.47	3.47%
5200 · EMPLOYEE BENEFITS				
5201 · NYS RETIREMENT SYSTEM	455,748.00	420,995.00	34,753.00	8.26%
5202 · HEALTH INSURANCE	55,348.39	57,168.27	-1,819.88	-3.18%
5203 · SOCIAL SECURITY	18,038.98	16,741.31	1,297.67	7.75%
Total 5200 · EMPLOYEE BENEFITS	529,135.37	494,904.58	34,230.79	6.92%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	6,267.12	13,564.22	-7,297.10	-53.8%

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
November 2025

	Nov 25	Nov 24	\$ Change	% Change
5303 · PERIODICALS - SUBSCRIPTIONS	2,398.33	824.84	1,573.49	190.76%
5304 · BOOKS - TEENS	16.49	806.45	-789.96	-97.96%
5305 · REFERENCE BOOKS/DATABASES	8,621.80	8,358.71	263.09	3.15%
5306 · VIDEO/DVD'S	776.40	1,450.80	-674.40	-46.49%
5307 · AUDIOBOOKS	200.95	743.54	-542.59	-72.97%
5309 · BOOKS - JUVENILE	2,376.40	3,668.42	-1,292.02	-35.22%
5310 · COMPACT DISKS	407.67	404.90	2.77	0.68%
5311 · ON-LINE SERVICES	2,665.11	3,225.09	-559.98	-17.36%
5312 · Museum Passes	2,420.00	3,655.00	-1,235.00	-33.79%
5313 · Senior Bus	1,428.04	720.00	708.04	98.34%
5314 · Programs - CHILDREN'S	736.09	1,006.75	-270.66	-26.89%
5315 · Discount Tix Purch	0.00	5,300.00	-5,300.00	-100.0%
5320 · PROGRAMS -TEEN	1,686.48	2,282.97	-596.49	-26.13%
5321 · PROGRAMS - ADULT	4,495.68	3,043.68	1,452.00	47.71%
5322 · PROGRAMS - TECHNOLOGY	551.37	0.00	551.37	100.0%
5323 · PROGRAMS - OTHER	16.99	0.00	16.99	100.0%
Total 5300 · LIBRARY MATERIALS	35,064.92	49,055.37	-13,990.45	-28.52%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	-5,314.16	0.00	-5,314.16	-100.0%
5402* · OFFICE SUPPLIES	477.97	524.75	-46.78	-8.92%
5403 · NEW EQUIPMENT/SOFTWARE	978.95	1,837.60	-858.65	-46.73%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	1,720.68	1,164.11	556.57	47.81%
5409 · SCLS/LILRC FEES	865.00	0.00	865.00	100.0%
5410 · TELECOMMUNICATIONS	291.31	291.29	0.02	0.01%
5411 · PRINTING SUPPLIES	18.99	403.10	-384.11	-95.29%
5412 · Comm Outreach & Pub Relations	324.75	131.09	193.66	147.73%
5414 · Hosting	59.11	206.90	-147.79	-71.43%
Total 5400 · LIBRARY OPERATIONS	-577.40	4,558.84	-5,136.24	-112.67%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	7,142.86	773.79	6,369.07	823.1%
5502 · TELEPHONE	722.67	662.53	60.14	9.08%
5503 · MAINTENANCE AND IMPROVEMENTS	4,165.12	5,000.69	-835.57	-16.71%

EMMA S. CLARK MEMORIAL LIBRARY
Monthly Two year Comparison
November 2025

	Nov 25	Nov 24	\$ Change	% Change
5506 · SERVICE CONTRACTS	11,463.30	12,243.61	-780.31	-6.37%
5507 · CUSTODIAL SUPPLIES	1,047.30	1,058.97	-11.67	-1.1%
Total 5500 · BUILDING OPERATIONS	24,541.25	19,739.59	4,801.66	24.33%
5600 · ADMINISTRATIVE EXPENSES				
5601 · STAFF DEVELOPMENT	138.32	154.55	-16.23	-10.5%
5604 · PROFESSIONAL FEES	1,566.95	0.00	1,566.95	100.0%
5605 · DATA PROCESSING	2,500.39	2,996.16	-495.77	-16.55%
5607 · MISCELLANEOUS	3,079.47	1,543.98	1,535.49	99.45%
5608 · BANK CHARGES	0.00	4.00	-4.00	-100.0%
5600 · ADMINISTRATIVE EXPENSES - Other	30.00	0.00	30.00	100.0%
Total 5600 · ADMINISTRATIVE EXPENSES	7,315.13	4,698.69	2,616.44	55.68%
9600 · Square Credit Card Fees	35.47	0.00	35.47	100.0%
Total Expense	838,130.33	807,439.19	30,691.14	3.8%
Net Ordinary Income	-836,088.85	-805,081.49	-31,007.36	-3.85%
Other Income/Expense				
Other Expense				
2501 · State Family Leave Ins	-714.61	-629.41	-85.20	-13.54%
Total Other Expense	-714.61	-629.41	-85.20	-13.54%
Net Other Income	714.61	629.41	85.20	13.54%
Net Income	-835,374.24	-804,452.08	-30,922.16	-3.84%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
January through November 2025

	<u>Jan - Nov 25</u>	<u>Jan - Nov 24</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · REAL PROPERTY TAXES	5,734,912.86	5,726,931.66	7,981.20	0.14%
4002 · NYS Aid	0.00	8,000.00	-8,000.00	-100.0%
4100 · LIBRARY CHARGES				
4110 · FINES AND FEES				
4111 · E Commerce	2,327.96	1,582.32	745.64	47.12%
4110 · FINES AND FEES - Other	5,020.03	4,797.43	222.60	4.64%
Total 4110 · FINES AND FEES	7,347.99	6,379.75	968.24	15.18%
4120 · Fax Fees Collected at Circ Dept	41.10	34.50	6.60	19.13%
4130 · SALE OF BOOKS	1,706.70	1,711.68	-4.98	-0.29%
4140 · SALE OF BAGS ETC	856.52	858.50	-1.98	-0.23%
4170 · COPIER FEES COLLECTED	1,638.00	1,473.00	165.00	11.2%
4180 · Discount Tix Sales	52,051.95	48,837.21	3,214.74	6.58%
4100 · LIBRARY CHARGES - Other	60.00	0.00	60.00	100.0%
Total 4100 · LIBRARY CHARGES	63,702.26	59,294.64	4,407.62	7.43%
4171 · Fax Fees Collected	581.00	0.00	581.00	100.0%
4200 · COPIER AND PRINTING CHARGES				
4210 · INTERNET PRINTING	3,874.24	3,473.17	401.07	11.55%
4220 · COLOR COPIER	0.00	181.00	-181.00	-100.0%
Total 4200 · COPIER AND PRINTING CHARGES	3,874.24	3,654.17	220.07	6.02%
4213 · Transfer Funds From/To Endowm	9,179.75	2,178.59	7,001.16	321.36%
4214 · Driving Acct Transfer to Endowm	-820.54	-42.74	-777.80	-1,819.84%
4215 · GENERAL FUND TRANSFER TO ENDOWM	0.00	-400.00	400.00	100.0%
4300 · IDA PILOT	22,011.92	20,989.65	1,022.27	4.87%
4400 · INTEREST - INVESTMENTS	1,658.23	1,722.61	-64.38	-3.74%
4401 · CAFE RENTAL INCOME	2,200.00	2,200.00	0.00	0.0%
4450 · INTEREST - TAXES	3,569.60	4,214.10	-644.50	-15.29%
4455 · Insurance Dividend	11,752.05	12,501.85	-749.80	-6.0%
4600 · LOCAL LIBRARIES SERVICE AID	13,956.30	15,088.00	-1,131.70	-7.5%
4700 · REFUND OF PRIOR YEARS EXPENSE	5,167.80	0.00	5,167.80	100.0%
4701 · EXPENSE REFUND CURRENT YEAR	4,704.21	85.20	4,619.01	5,421.37%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
January through November 2025

	Jan - Nov 25	Jan - Nov 24	\$ Change	% Change
4750 · NYSLRS Contribution Refund	0.00	0.00	0.00	0.0%
9700 · Square Transfers	5.21	0.00	5.21	100.0%
Total Income	5,876,454.89	5,856,417.73	20,037.16	0.34%
Gross Profit	5,876,454.89	5,856,417.73	20,037.16	0.34%
Expense				
4217 · Transfer Funds To/From Groia	-975.00	-4,700.00	3,725.00	79.26%
5100 · SALARIES AND WAGES				
5101 · PROFESSIONAL - FULL TIME	1,346,562.50	1,421,692.86	-75,130.36	-5.29%
5102 · PROFESSIONAL - PART TIME	275,244.93	263,208.04	12,036.89	4.57%
5103 · NON PROFESSIONAL - FULL TIME	596,324.59	620,089.37	-23,764.78	-3.83%
5104 · NON PROFESSIONAL - PART TIME	610,276.23	594,994.57	15,281.66	2.57%
Total 5100 · SALARIES AND WAGES	2,828,408.25	2,899,984.84	-71,576.59	-2.47%
5200 · EMPLOYEE BENEFITS				
5201 · NYS RETIREMENT SYSTEM	455,748.00	420,995.00	34,753.00	8.26%
5202 · HEALTH INSURANCE	576,893.37	577,547.45	-654.08	-0.11%
5203 · SOCIAL SECURITY	210,265.91	213,733.01	-3,467.10	-1.62%
5204 · UNEMPLOYMENT	2,641.67	0.00	2,641.67	100.0%
5205 · WORKERS' COMPENSATION	19,330.00	21,717.00	-2,387.00	-10.99%
5206 · DISABILITY	13,305.93	16,441.22	-3,135.29	-19.07%
Total 5200 · EMPLOYEE BENEFITS	1,278,184.88	1,250,433.68	27,751.20	2.22%
5300 · LIBRARY MATERIALS				
5301 · BOOKS - ADULT	89,837.71	129,739.21	-39,901.50	-30.76%
5302 · PERIODICALS - MICROFORM	3,830.66	1,721.13	2,109.53	122.57%
5303 · PERIODICALS - SUBSCRIPTIONS	19,858.14	18,549.98	1,308.16	7.05%
5304 · BOOKS - TEENS	7,732.88	10,696.59	-2,963.71	-27.71%
5305 · REFERENCE BOOKS/DATABASES	68,896.34	77,150.35	-8,254.01	-10.7%
5306 · VIDEO/DVD'S	14,829.54	15,928.08	-1,098.54	-6.9%
5307 · AUDIOBOOKS	4,301.72	9,861.01	-5,559.29	-56.38%
5309 · BOOKS - JUVENILE	41,368.92	43,637.30	-2,268.38	-5.2%
5310 · COMPACT DISKS	6,433.88	5,775.08	658.80	11.41%
5311 · ON-LINE SERVICES	353,476.06	319,914.01	33,562.05	10.49%
5312 · Museum Passes	14,187.50	14,620.00	-432.50	-2.96%

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
January through November 2025

	Jan - Nov 25	Jan - Nov 24	\$ Change	% Change
5313 · Senior Bus	14,612.04	10,952.66	3,659.38	33.41%
5314 · Programs - CHILDREN'S	45,411.12	46,573.55	-1,162.43	-2.5%
5315 · Discount Tix Purch	58,470.00	52,355.00	6,115.00	11.68%
5316 · GROIA ACCOUNT - PROGRAMS	975.00	2,700.00	-1,725.00	-63.89%
5319 · VIDEO GAMES - TEEN	3,155.11	790.30	2,364.81	299.23%
5320 · PROGRAMS -TEEN	33,935.24	31,310.40	2,624.84	8.38%
5321 · PROGRAMS - ADULT	44,325.59	37,034.46	7,291.13	19.69%
5322 · PROGRAMS - TECHNOLOGY	4,700.08	0.00	4,700.08	100.0%
5323 · PROGRAMS - OTHER	3,266.09	5,148.41	-1,882.32	-36.56%
Total 5300 · LIBRARY MATERIALS	833,603.62	834,457.52	-853.90	-0.1%
5350 · Helen Shack Contest Winners	1,000.00	1,000.00	0.00	0.0%
5400 · LIBRARY OPERATIONS				
5401 · CIRC SYSTEM MAINTENANCE	19,384.59	23,860.01	-4,475.42	-18.76%
5402* · OFFICE SUPPLIES	19,061.97	15,669.02	3,392.95	21.65%
5403 · NEW EQUIPMENT/SOFTWARE	36,985.34	14,490.35	22,494.99	155.24%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	19,464.02	22,617.45	-3,153.43	-13.94%
5408 · COMPUTER SUPPLIES	291.00	0.00	291.00	100.0%
5409 · SCLS/LILRC FEES	70,967.00	66,752.00	4,215.00	6.31%
5410 · TELECOMMUNUCATIONS	13,104.37	13,155.48	-51.11	-0.39%
5411 · PRINTING SUPPLIES	3,885.41	8,184.82	-4,299.41	-52.53%
5412 · Comm Outreach & Pub Relations	44,318.47	30,985.05	13,333.42	43.03%
5414 · Hosting	3,277.94	3,031.62	246.32	8.13%
Total 5400 · LIBRARY OPERATIONS	230,740.11	198,745.80	31,994.31	16.1%
5500 · BUILDING OPERATIONS				
5501 · UTILITIES	108,898.01	95,931.08	12,966.93	13.52%
5502 · TELEPHONE	7,916.83	7,121.72	795.11	11.17%
5503 · MAINTENANCE AND IMPROVEMENTS	72,374.28	45,927.29	26,446.99	57.58%
5505 · BUILDING INSURANCE	95,834.99	92,326.23	3,508.76	3.8%
5506 · SERVICE CONTRACTS	127,115.69	120,255.99	6,859.70	5.7%
5507 · CUSTODIAL SUPPLIES	10,107.56	8,424.31	1,683.25	19.98%
Total 5500 · BUILDING OPERATIONS	422,247.36	369,986.62	52,260.74	14.13%
5600 · ADMINISTRATIVE EXPENSES				

EMMA S. CLARK MEMORIAL LIBRARY
Statement of Financial Income & Expense Two Year Comparison
January through November 2025

	Jan - Nov 25	Jan - Nov 24	\$ Change	% Change
5601 · STAFF DEVELOPMENT	12,121.95	8,190.77	3,931.18	48.0%
5602 · POSTAGE	17,438.28	11,118.37	6,319.91	56.84%
5604 · PROFESSIONAL FEES	16,383.80	32,136.67	-15,752.87	-49.02%
5605 · DATA PROCESSING	32,850.69	33,234.57	-383.88	-1.16%
5606 · BUDGET VOTE	0.00	9,530.32	-9,530.32	-100.0%
5607 · MISCELLANEOUS	6,048.70	3,372.96	2,675.74	79.33%
5608 · BANK CHARGES	78.25	119.00	-40.75	-34.24%
5600 · ADMINISTRATIVE EXPENSES - Other	30.00	102.67	-72.67	-70.78%
Total 5600 · ADMINISTRATIVE EXPENSES	84,951.67	97,805.33	-12,853.66	-13.14%
5609 · M&T Card	0.00	0.00	0.00	0.0%
5750 · CAPITAL PROJECTS	163,400.28	420,052.00	-256,651.72	-61.1%
66900 · Reconciliation Discrepancies	-7,462.15	0.00	-7,462.15	-100.0%
9000 · TRANSFER TO OTHER FUNDS	0.00	60,000.00	-60,000.00	-100.0%
9600 · Square Credit Card Fees	665.43	0.00	665.43	100.0%
Total Expense	5,834,764.45	6,127,765.79	-293,001.34	-4.78%
Net Ordinary Income	41,690.44	-271,348.06	313,038.50	115.36%
Other Income/Expense				
Other Income				
4900 · Long Island Library Resources	3,000.00	0.00	3,000.00	100.0%
5318 · Edward Jones -Helen Shack Accou	1,000.00	1,000.00	0.00	0.0%
Total Other Income	4,000.00	1,000.00	3,000.00	300.0%
Other Expense				
2501 · State Family Leave Ins	-10,285.66	-9,898.87	-386.79	-3.91%
5317 · Summer/Winter Reading Prize	0.00	0.00	0.00	0.0%
Total Other Expense	-10,285.66	-9,898.87	-386.79	-3.91%
Net Other Income	14,285.66	10,898.87	3,386.79	31.08%
Net Income	55,976.10	-260,449.19	316,425.29	121.49%

EMMA S. CLARK MEMORIAL LIBRARY

Statement of Cash Flows

January through November 2025

Jan - Nov 25

OPERATING ACTIVITIES	
Net Income	55,976.10
Adjustments to reconcile Net Income to net cash provided by operations:	
2000 · ACCOUNTS PAYABLE	-481.92
2500 · AFLAC	-213.15
2502 · MetLife	-111.80
2503 · GUARDIAN iNSURANCE	-587.99
2550 · NYS Arrears/Loan	-509.91
2570 · NYSRS	-1,512.34
2700 · Payroll Outstanding Checks	177.59
Net cash provided by Operating Activities	52,736.58
INVESTING ACTIVITIES	
1705 · Due FROM/TO Capital Fund	164,250.28
Net cash provided by Investing Activities	164,250.28
Net cash increase for period	216,986.86
Cash at beginning of period	2,194,906.89
Cash at end of period	<u><u>2,411,893.75</u></u>

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Expense								
4217 · Transfer Funds To/From Groia	-975.00				-4,700.00			
5100 · SALARIES AND WAGES								
5101 · PROFESSIONAL - FULL TIME	1,346,562.50	1,604,782.00	-258,219.50	83.91%	1,421,692.86	1,532,624.00	-110,931.14	92.76%
5102 · PROFESSIONAL - PART TIME	275,244.93	320,663.00	-45,418.07	85.84%	263,208.04	253,593.00	9,615.04	103.79%
5103 · NON PROFESSIONAL - FULL TIME	596,324.59	707,017.00	-110,692.41	84.34%	620,089.37	668,661.00	-48,571.63	92.74%
5104 · NON PROFESSIONAL - PART TIME	610,276.23	758,905.00	-148,628.77	80.42%	594,994.57	778,252.00	-183,257.43	76.45%
Total 5100 · SALARIES AND WAGES	2,828,408.25	3,391,367.00	-562,958.75	83.4%	2,899,984.84	3,233,130.00	-333,145.16	89.7%
5200 · EMPLOYEE BENEFITS								
5201 · NYS RETIREMENT SYSTEM	455,748.00	450,000.00	5,748.00	101.28%	420,995.00	418,000.00	2,995.00	100.72%
5202 · HEALTH INSURANCE	576,893.37	550,000.00	26,893.37	104.89%	577,547.45	520,000.00	57,547.45	111.07%
5203 · SOCIAL SECURITY	210,265.91	250,961.00	-40,695.09	83.78%	213,733.01	239,252.00	-25,518.99	89.33%
5204 · UNEMPLOYMENT	2,641.67	1,000.00	1,641.67	264.17%	0.00	1,000.00	-1,000.00	0.0%
5205 · WORKERS' COMPENSATION	19,330.00	24,000.00	-4,670.00	80.54%	21,717.00	24,000.00	-2,283.00	90.49%
5206 · DISABILITY	13,305.93	7,000.00	6,305.93	190.09%	16,441.22	6,000.00	10,441.22	274.02%
Total 5200 · EMPLOYEE BENEFITS	1,278,184.88	1,282,961.00	-4,776.12	99.63%	1,250,433.68	1,208,252.00	42,181.68	103.49%
5300 · LIBRARY MATERIALS								
5301 · BOOKS - ADULT	89,837.71	145,000.00	-55,162.29	61.96%	129,739.21	145,000.00	-15,260.79	89.48%
5302 · PERIODICALS - MICROFORM	3,830.66	1,000.00	2,830.66	383.07%	1,721.13	1,000.00	721.13	172.11%
5303 · PERIODICALS - SUBSCRIPTIONS	19,858.14	23,000.00	-3,141.86	86.34%	18,549.98	23,000.00	-4,450.02	80.65%
5304 · BOOKS - TEENS	7,732.88	20,000.00	-12,267.12	38.66%	10,696.59	30,000.00	-19,303.41	35.66%
5305 · REFERENCE BOOKS/DATABASES	68,896.34	73,000.00	-4,103.66	94.38%	77,150.35	75,000.00	2,150.35	102.87%
5306 · VIDEO/DVD'S	14,829.54	30,000.00	-15,170.46	49.43%	15,928.08	35,000.00	-19,071.92	45.51%
5307 · AUDIOBOOKS	4,301.72	20,000.00	-15,698.28	21.51%	9,861.01	25,000.00	-15,138.99	39.44%
5309 · BOOKS - JUVENILE	41,368.92	61,000.00	-19,631.08	67.82%	43,637.30	61,000.00	-17,362.70	71.54%
5310 · COMPACT DISKS	6,433.88	10,000.00	-3,566.12	64.34%	5,775.08	10,000.00	-4,224.92	57.75%
5311 · ON-LINE SERVICES	353,476.06	328,000.00	25,476.06	107.77%	319,914.01	328,000.00	-8,085.99	97.54%
5312 · Museum Passes	14,187.50	22,000.00	-7,812.50	64.49%	14,620.00	18,000.00	-3,380.00	81.22%
5313 · Senior Bus	14,612.04	18,200.00	-3,587.96	80.29%	10,952.66	16,000.00	-5,047.34	68.45%
5314 · Programs - CHILDREN'S	45,411.12	50,000.00	-4,588.88	90.82%	46,573.55	50,000.00	-3,426.45	93.15%
5315 · Discount Tix Purch	58,470.00				52,355.00			
5316 · GROIA ACCOUNT - PROGRAMS	975.00				2,700.00			
5319 · VIDEO GAMES - TEEN	3,155.11	3,000.00	155.11	105.17%	790.30	5,000.00	-4,209.70	15.81%
5320 · PROGRAMS -TEEN	33,935.24	30,000.00	3,935.24	113.12%	31,310.40	27,000.00	4,310.40	115.96%
5321 · PROGRAMS - ADULT	44,325.59	44,000.00	325.59	100.74%	37,034.46	40,000.00	-2,965.54	92.59%
5322 · PROGRAMS - TECHNOLOGY	4,700.08	4,000.00	700.08	117.5%	0.00	0.00	0.00	0.0%
5323 · PROGRAMS - OTHER	3,266.09	8,000.00	-4,733.91	40.83%	5,148.41	8,000.00	-2,851.59	64.36%
Total 5300 · LIBRARY MATERIALS	833,603.62	890,200.00	-56,596.38	93.64%	834,457.52	897,000.00	-62,542.48	93.03%
5350 · Helen Shack Contest Winners	1,000.00				1,000.00			
5400 · LIBRARY OPERATIONS								
5401 · CIRC SYSTEM MAINTENANCE	19,384.59	21,000.00	-1,615.41	92.31%	23,860.01	20,000.00	3,860.01	119.3%
5402* · OFFICE SUPPLIES	19,061.97	15,000.00	4,061.97	127.08%	15,669.02	13,000.00	2,669.02	120.53%

EMMA S. CLARK MEMORIAL LIBRARY
Cumulative Budget Expense Two Year Comparison
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
5403 · NEW EQUIPMENT/SOFTWARE	36,985.34	30,000.00	6,985.34	123.28%	14,490.35	30,000.00	-15,509.65	48.3%
5404 · EQUIPMENT/SOFTWARE MAINTENANCE	19,464.02	17,000.00	2,464.02	114.49%	22,617.45	15,000.00	7,617.45	150.78%
5408 · COMPUTER SUPPLIES	291.00	1,000.00	-709.00	29.1%	0.00	1,000.00	-1,000.00	0.0%
5409 · SCLS/LILRC FEES	70,967.00	68,000.00	2,967.00	104.36%	66,752.00	68,000.00	-1,248.00	98.17%
5410 · TELECOMMUNUCATIONS	13,104.37	14,000.00	-895.63	93.6%	13,155.48	14,000.00	-844.52	93.97%
5411 · PRINTING SUPPLIES	3,885.41	8,000.00	-4,114.59	48.57%	8,184.82	7,000.00	1,184.82	116.93%
5412 · Comm Outreach & Pub Relations	44,318.47	40,000.00	4,318.47	110.8%	30,985.05	35,000.00	-4,014.95	88.53%
5414 · Hosting	3,277.94	3,000.00	277.94	109.27%	3,031.62	3,000.00	31.62	101.05%
Total 5400 · LIBRARY OPERATIONS	230,740.11	217,000.00	13,740.11	106.33%	198,745.80	206,000.00	-7,254.20	96.48%
5500 · BUILDING OPERATIONS								
5501 · UTILITIES	108,898.01	105,000.00	3,898.01	103.71%	95,931.08	115,000.00	-19,068.92	83.42%
5502 · TELEPHONE	7,916.83	7,500.00	416.83	105.56%	7,121.72	7,500.00	-378.28	94.96%
5503 · MAINTENANCE AND IMPROVEMENTS	72,374.28	69,000.00	3,374.28	104.89%	45,927.29	69,000.00	-23,072.71	66.56%
5505 · BUILDING INSURANCE	95,834.99	85,000.00	10,834.99	112.75%	92,326.23	85,000.00	7,326.23	108.62%
5506 · SERVICE CONTRACTS	127,115.69	130,000.00	-2,884.31	97.78%	120,255.99	120,000.00	255.99	100.21%
5507 · CUSTODIAL SUPPLIES	10,107.56	10,000.00	107.56	101.08%	8,424.31	10,000.00	-1,575.69	84.24%
Total 5500 · BUILDING OPERATIONS	422,247.36	406,500.00	15,747.36	103.87%	369,986.62	406,500.00	-36,513.38	91.02%
5600 · ADMINISTRATIVE EXPENSES								
5601 · STAFF DEVELOPMENT	12,121.95	10,000.00	2,121.95	121.22%	8,190.77	10,000.00	-1,809.23	81.91%
5602 · POSTAGE	17,438.28	18,000.00	-561.72	96.88%	11,118.37	18,000.00	-6,881.63	61.77%
5604 · PROFESSIONAL FEES	16,383.80	34,000.00	-17,616.20	48.19%	32,136.67	17,000.00	15,136.67	189.04%
5605 · DATA PROCESSING	32,850.69	38,000.00	-5,149.31	86.45%	33,234.57	30,000.00	3,234.57	110.78%
5606 · BUDGET VOTE	0.00	7,500.00	-7,500.00	0.0%	9,530.32	7,500.00	2,030.32	127.07%
5607 · MISCELLANEOUS	6,048.70	1,000.00	5,048.70	604.87%	3,372.96	1,000.00	2,372.96	337.3%
5608 · BANK CHARGES	78.25	200.00	-121.75	39.13%	119.00	200.00	-81.00	59.5%
5600 · ADMINISTRATIVE EXPENSES - Other	30.00				102.67			
Total 5600 · ADMINISTRATIVE EXPENSES	84,951.67	108,700.00	-23,748.33	78.15%	97,805.33	83,700.00	14,105.33	116.85%
5609 · M&T Card	0.00							
5750 · CAPITAL PROJECTS								
5475 · TRANSFER TO CAPITAL FUND	0.00	10,000.00	-10,000.00	0.0%	60,000.00			
5750 · CAPITAL PROJECTS - Other	163,400.28				420,052.00	60,000.00	360,052.00	700.09%
Total 5750 · CAPITAL PROJECTS	163,400.28	10,000.00	153,400.28	1,634.0%	420,052.00			
66900 · Reconciliation Discrepancies	-7,462.15							
9600 · Square Credit Card Fees	665.43							
Total Expense	5,834,764.45	6,306,728.00	-471,963.55	92.52%	6,127,765.79	6,034,582.00	93,183.79	101.54%
Net Ordinary Income	-5,834,764.45	-6,306,728.00	471,963.55	92.52%	-6,127,765.79	-6,034,582.00	-93,183.79	101.54%
Other Income/Expense								
Other Expense								
2501 · State Family Leave Ins	-10,285.66				-9,898.87			
5317 · Summer/Winter Reading Prize	0.00				0.00			
Total Other Expense	-10,285.66				-9,898.87			
Net Other Income	10,285.66				9,898.87			
Net Income	-5,824,478.79	-6,306,728.00	482,249.21	92.35%	6,117,866.92	-6,034,582.00	-23,284.92	100.38%

EMMA S. CLARK MEM LIB - CAPITAL FUND

Balance Sheet

As of November 30, 2025

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1160 · CAPITAL SAVINGS	252,419.11
Total Checking/Savings	252,419.11
Other Current Assets	
1700 · Due to-(from) other funds	-555,687.85
Total Other Current Assets	-555,687.85
Total Current Assets	-303,268.74
TOTAL ASSETS	-303,268.74
LIABILITIES & EQUITY	
Equity	
3900 · UNAPPROPRIATED FUND BALANCE	-172,659.02
Net Income	-130,609.72
Total Equity	-303,268.74
TOTAL LIABILITIES & EQUITY	-303,268.74

THREE YEAR COMPARISON
MONTHLY EXPENDITURES

	<u>2023</u>		<u>2024</u>	
JANUARY	\$452,573.06		\$387,970.50	*
FEBRUARY	\$642,587.67		\$804,361.13	*
MARCH	\$694,463.86	*	\$397,044.35	*
APRIL	\$456,396.89	* *	\$409,882.71	*
MAY	\$470,568.21	* *	\$503,838.67	*
JUNE	\$425,629.33	*	\$593,838.67	*
JULY	\$433,295.72		\$439,577.39	
AUGUST	\$575,850.32	*	\$526,232.44	*
SEPTEMBER	\$397,911.20	*	\$499,635.64	
OCTOBER	\$348,671.95		\$425,452.65	*
NOVEMBER	\$760,052.17	* *	\$806,319.05	*
DECEMBER	\$405,451.85	*	\$540,611.08	*

	<u>2023</u>	<u>2024</u>
BUDGET FOR YEAR	\$ 5,638,056.00	\$ 5,726,582.00
1/12 OF BUDGET	\$ 469,838.00	\$ 477,215.17
CUMULATIVE EXPENDITURE	\$5,658,000.38	\$5,794,153.20
% EXPENDED	100%	101%

*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

2025

\$456,242.16	*	
\$787,346.31	*	*
\$413,450.52		
\$431,990.51		
\$396,752.93		
\$543,914.04	*	
\$466,646.57	*	
\$437,170.63		
\$490,118.07	*	*
\$433,916.58	*	
\$882,514.16	*	

2025

\$ 5,863,228.00
\$ 488,602.33
\$5,740,062.48
98%

*CAPITAL PROJECTS	
*SCLS OVERDRIVE FEES	
* Building Insurance	
* SCLS Member Support	
*NYSRS PD NOV	
Worker's Comp - Utica	
E-Resources 2025	SCLS

2025 Invested Funds					
	<u>SAVINGS ACCOUNTS</u>				
CAPITAL ACCOUNT	M&T Bank	\$252,419.11	Transferred \$600,000.00 8-19-22	Transferred \$60,000.00 9/19/2024	Transferred \$10,000.00 7-3-2025
third party collateral - transfer account	M&T Bank	\$1,999,865.64			
	<u>ENDOWMENT ACCOUNTS</u>				
BUSINESS SAVINGS	M&T Bank	\$23,725.96			
PHILIP GROIA MEMORIAL	M&T Bank	\$24,948.76			
	<u>INVESTMENT ACCOUNTS</u>				
HELEN SHACK MEMORIAL - EDWARD JONES	Previous Month	\$39,777.97			
BAL AS OF JAN 2022 \$36,773.13					
	Main Account- 3291	\$40,037.87			
	TOTAL				
ENDOWMENT - EDWARD JONES	Previous Month	\$2,768,947.97			
BAL AS OF JAN 2022 - \$2,184,866.94					
	Main Account - 3292	\$2,398,026.32			
	Cash Holdings - 2728	\$384,427.38			
JEFFERSON RESOURCES	TOTAL	\$2,782,453.70			
Bal as of Jan 1, 2012 \$819,759.65					
	Previous Month	Total Portfolio Value			
		\$2,808,725.94			
	Current Month	Total Portfolio Value			
		\$2,822,491.57			

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

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JAN	61,749	58,316	53,319	53,367	61,897	61,884	56,456	51,296	52,098	55,542	69,355
FEB	58,218	55,776	50,328	49,545	57,494	59,806	49,164	49,110	48,482	52,634	63,231
MAR	61,186	56,077	58,822	55,403	64,167	35,213	56,263	51,199	54,000	55,071	70,581
APR	54,411	55,575	52,286	47,990	60,284	15,765	51,575	50,422	50,642	53,504	66,648
MAY	53,571	53,658	51,471	48,963	59,933	17,080	50,497	49,178	49,750	52,863	46,790
JUNE	59,068	57,611	55,566	56,233	60,182	20,345	50,464	51,867	52,014	52,916	62,749
JULY	67,952	67,256	63,871	74,448	71,809	39,383	57,147	57,340	58,234	60,074	75,501
AUG	59,362	62,215	61,124	71,238	68,252	51,151	57,533	58,655	58,624	75,729	76,345
SEP	54,422	54,537	51,977	62,290	61,434	54,115	51,043	52,072	54,819	68,070	65,188
OCT	53,519	55,219	51,904	63,199	63,364	53,261	51,324	53,719	56,242	67,192	66,833
NOV	59,707	51,082	50,044	59,110	60,001	51,416	49,567	49,923	53,691	68,576	65,745
DEC	53,564	50,889	49,459	57,095	58,504	52,915	50,389	49,607	54,768	66,865	
TOTAL	696,729	678,211	650,171	698,881	747,321	512,334	631,422	624,388	643,364	729,036	728,966
% CHG.	0.0%	-2.7%	-4.1%	7.5%	6.9%	-31.4%	23.2%	-1.1%	3.0%	13.3%	0.0%

New Patron Registrations:

Nov-24		Nov-25	
Juvenile	28	Juvenile	27
Adult	115	Adult	99

EMMA S CLARK MEMORIAL LIBRARY CIRCULATION STATISTICS 2025																	
ICODE 1- MATERIALS	HOLDINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	% CIRC	%COLL	YR/TOTAL	MATERIALS
120 A FICTION	21,708	5,556	5,180	5,600	5,379	3,712	5,330	6,838	6,606	5,741	5,407	5,069	0	12.06%	9.68%	60,418	120 A FICTION
126 A LARGE PRINT	3,926	1,066	999	1,130	1,050	671	1,044	1,170	1,225	1,119	1,202	1,047	0	2.34%	1.75%	11,723	126 A LARGE PRINT
131 MYSTERIES	6,861	1,542	901	1,458	1,407	914	1,415	1,789	1,583	1,501	1,375	1,314	0	3.03%	3.06%	15,199	131 MYSTERIES
125 PAPERBACK	1,250	1,175	1,288	1,261	1,213	779	1,166	1,572	1,578	1,301	1,251	1,186	0	2.75%	0.56%	13,770	125 PAPERBACK
132 SCIENCE FICTION	1,668	298	258	316	280	176	255	297	305	265	238	221	0	0.58%	0.74%	2,909	132 SCIENCE FICTION
135 SHORT STORIES	927	126	143	130	124	77	80	106	109	102	111	94	0	0.24%	0.41%	1,202	135 SHORT STORIES
174 BOOK CLUB	391	176	167	203	141	105	137	134	181	264	279	294	0	0.42%	0.17%	2,081	174 BOOK CLUB
124 GRAPHIC NOVELS	617	116	134	160	149	124	151	140	149	138	149	144	0	0.31%	0.28%	1,554	124 GRAPHIC NOVELS
236 CLASSICS	585	161	152	163	177	130	189	210	253	209	195	169	0	0.40%	0.26%	2,008	236 CLASSICS
187 LOCAL FOCUS	250	5	5	4	8	9	11	9	5	7	4	7	0	0.01%	0.11%	74	187 LOCAL FOCUS
454 CHINESE LANGUAGE	892	73	122	87	100	69	52	63	102	62	83	49	0	0.17%	0.40%	862	454 CHINESE LANGUAGE
100 MISC & VERTICAL FILE	63	6	12	5	3	2	6	7	4	5	8	6	0	0.01%	0.03%	64	100 MISC & VERTICAL FILE
110 ADLT MAGAZINES	2,139	593	522	670	649	532	715	686	776	588	776	728	0	1.44%	0.95%	7,235	110 ADLT MAGAZINES
121 ADLT NON FICTION	55,483	6,702	5,907	6,419	6,055	4,202	5,486	5,977	5,926	5,474	5,507	5,185	0	12.54%	24.74%	62,840	121 ADLT NON FICTION
122 ADLT BIOGRAPHIES	4,504	692	599	650	567	354	478	605	675	531	587	462	0	1.24%	2.01%	6,200	122 ADLT BIOGRAPHIES
142 TEST	685	172	150	185	216	163	175	189	205	195	130	168	0	0.39%	0.31%	1,948	142 TEST
188 LANGUAGE LRNING	606	87	69	78	105	66	72	57	64	70	92	88	0	0.17%	0.27%	848	188 LANGUAGE LRNING
143 LITERACY	239	15	27	42	31	7	5	12	4	7	9	14	0	0.03%	0.11%	173	143 LITERACY
241 NOTES	511	20	13	7	15	6	2	10	12	8	11	7	0	0.02%	0.23%	111	241 NOTES
171 LI COLLECTION	1,804	0	2	0	0	0	4	1	2	0	2	5	0	0.00%	0.80%	16	171 LI COLLECTION
127 OVERSIZE BOOKS	654	36	20	33	21	14	14	34	47	18	35	19	0	0.06%	0.29%	291	127 OVERSIZE BOOKS
128 REFERENCE	678	0	1	0	0	0	0	0	0	0	0	0	0	0.00%	0.30%	1	128 REFERENCE
129 REFERENCE OFFICE	5	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	129 REFERENCE OFFICE
153 NON FICTION DVDS	6,476	472	394	347	305	166	244	313	383	355	302	308	0	0.72%	2.89%	3,589	153 NON FICTION DVDS
185 NON FIC BLU-RAY	75	0	1	2	3	5	2	2	1	6	8	2	0	0.01%	0.03%	32	185 NON FIC BLU-RAY
101 ADULT VHS	15	0	1	0	0	0	0	0	0	1	0	0	0	0.00%	0.01%	2	101 ADULT VHS
106 ADULT DVD	10,119	3,522	3,679	3,951	3,216	1,834	3,086	3,597	3,632	2,196	3,697	3,557	0	7.18%	4.51%	35,967	106 ADULT DVD
183 TV SERIES DVD	2,851	907	896	966	854	547	775	845	879	841	871	895	0	1.85%	1.27%	9,276	183 TV SERIES DVD
184 BLU-RAY	1,244	626	624	624	521	350	544	607	687	561	570	562	0	1.25%	0.55%	6,276	184 BLU-RAY
151 BOOK ON DISC	6,022	421	558	563	496	312	457	540	540	559	559	545	0	1.11%	2.69%	5,550	151 BOOK ON DISC
220 YA FICTION	2,366	250	214	223	350	251	510	510	557	347	278	289	0	0.75%	1.06%	3,779	220 YA FICTION
221 YA NON FIC	470	77	82	91	72	75	66	85	80	77	44	71	0	0.16%	0.21%	820	221 YA NON FIC
224 TEEN GRAPHIC	776	218	196	123	177	164	308	387	312	208	206	309	0	0.52%	0.35%	2,608	224 TEEN GRAPHIC
225 TEEN PAPERBACK	2,111	485	504	429	383	324	788	770	769	541	518	466	0	1.19%	0.94%	5,977	225 TEEN PAPERBACK
256 TEEN VIDEO GAMES	315	160	151	126	127	77	154	164	185	133	125	135	0	0.31%	0.14%	1,537	256 TEEN VIDEO GAMES
102 MUSIC CDS	14,428	1,358	1,228	1,284	1,210	676	1,106	1,611	1,590	1,271	1,230	1,338	0	2.77%	6.43%	13,902	102 MUSIC CDS
320 J FICTION	6,882	2,445	2,546	2,524	2,790	1,276	2,511	3,575	3,565	2,528	2,516	2,586	0	5.76%	3.07%	28,862	320 J FICTION
325 J PAPER BACK	2,816	965	881	1,221	998	474	873	1,172	1,129	918	1,005	1,002	0	2.12%	1.26%	10,638	325 J PAPER BACK
326 J LARGE PRINT	75	10	15	7	24	12	10	16	13	14	20	14	0	0.03%	0.03%	155	326 J LARGE PRINT
324 J GRAPHIC NOVELS	2,872	1,912	1,831	2,326	2,134	905	2,122	3,097	3,086	2,268	2,235	2,506	0	4.87%	1.28%	24,422	324 J GRAPHIC NOVELS
330 J PICTURE BOOKS	7,590	4,283	2,711	4,654	4,363	1,700	3,411	4,486	4,619	3,796	3,480	3,393	0	8.16%	3.38%	40,896	330 J PICTURE BOOKS
305 J ADV PICTURE BOOK	951	171	129	112	83	45	88	64	70	116	112	109	0	0.22%	0.42%	1,099	305 J ADV PICTURE BOOK
332 J BEGINNING RDR	3,166	2,334	1,879	2,187	1,985	782	1,961	2,734	2,421	2,048	1,987	2,093	0	4.47%	1.41%	22,411	332 J BEGINNING RDR
331 J BOARD BOOKS	517	481	457	479	496	252	530	708	643	634	461	631	0	1.18%	0.23%	5,772	331 J BOARD BOOKS
335 J SHORT STORIES	125	19	21	19	20	10	29	28	22	27	34	23	0	0.29%	0.06%	252	335 J SHORT STORIES
336 J MYSTERY	2,347	487	440	436	385	173	362	591	469	364	378	355	0	0.89%	1.05%	4,440	336 J MYSTERY
341 J SCIENCE FICTION	826	186	126	118	124	60	116	183	185	103	123	112	0	0.29%	0.37%	1,436	341 J SCIENCE FICTION
374 J ABC/123	240	111	108	138	155	59	129	164	172	168	146	148	0	0.30%	0.11%	1,498	374 J ABC/123
378 J HOLIDAY	2,228	742	819	593	593	204	123	224	450	643	1,616	1,556	0	1.51%	0.99%	7,563	378 J HOLIDAY
387 J LOCAL FOCUS	106	4	6	0	2	2	0	12	3	2	4	5	0	0.01%	0.05%	40	387 J LOCAL FOCUS
321 J NON FICTION	19,984	2,277	2,565	2,809	2,504	1,050	1,818	2,058	2,790	2,408	2,360	2,308	0	4.98%	8.91%	24,947	321 J NON FICTION
345 J BOY SCOUT	233	8	1	3	3	0	1	0	1	1	4	1	0	0.00%	0.10%	23	345 J BOY SCOUT
322 J BIOGRAPHIES	3,769	468	551	466	297	113	149	293	331	333	324	251	0	0.71%	1.68%	3,576	322 J BIOGRAPHIES
372 J EASY NON FICTION	9,033	1,239	1,286	1,503	1,376	603	923	1,658	1,675	1,279	1,194	1,183	0	2.78%	4.03%	13,919	372 J EASY NON FICTION
317 J LONG ISLAND COLL	168	0	8	22	10	2	0	25	16	26	4	12	0	0.02%	0.07%	125	317 J LONG ISLAND COLL

328 J REFERENCE	734	0	0	4	2	0	4	2	0	0	6	0	0	0.00%	0.33%	18	328 J REFERENCE
333 J PARENTING	666	128	83	118	92	73	97	153	131	151	136	120	0	0.26%	0.30%	1,282	333 J PARENTING
310 J MAGAZINES	223	44	12	17	17	7	20	60	40	38	44	39	0	0.07%	0.10%	338	310 J MAGAZINES
303 J INS CDS/WNDER BK	423	917	918	1,005	1,020	477	961	1,232	1,247	1,028	1,108	1,065	0	2.19%	0.19%	10978	303 J INS CDS/WNDER BK
352 J NON FICTION DVD	198	8	4	6	3	1	0	2	2	0	6	3	0	0.01%	0.09%	35	352 J NON FICTION DVD
343 J LANGUAGE AUDIO	14	1	1	0	0	0	0	2	4	6	0	0	0	0.00%	0.01%	14	343 J LANGUAGE AUDIO
306 J VIDEO	2,809	1,181	1,007	907	799	304	582	847	797	695	820	794	0	1.74%	1.25%	8733	306 J VIDEO
384 J BLU-RAY	219	80	58	38	42	22	30	70	29	35	35	61	0	0.10%	0.10%	500	384 J BLU-RAY
356 J VIDEO GAMES	290	263	305	296	294	132	293	330	336	239	220	272	0	0.59%	0.13%	2980	356 J VIDEO GAMES
382 J LAUNCH PAD	81	40	42	42	41	7	42	66	66	93	82	60	0	0.12%	0.04%	581	382 J LAUNCH PAD
351 J AUDIO BOOKS	249	24	30	34	33	21	38	41	54	25	40	64	0	0.08%	0.11%	404	351 J AUDIO BOOKS
302 J MUSIC	614	123	111	149	133	79	113	111	116	73	110	92	0	0.24%	0.27%	1210	302 J MUSIC
115 OCLC INTERLOAN	0	5	4	0	5	1	0	1	4	1	2	2	0	0.00%	0.00%	25	115 OCLC INTERLOAN
700 LIBRARY OF THINGS	56	60	47	71	77	53	73	118	128	101	61	84	0	0.17%	0.02%	873	700 LIBRARY OF THINGS
703 HOTSPOTS	15	29	14	19	21	25	24	27	21	19	25	21	0	0.05%	0.01%	245	703 HOTSPOTS
713 BLOOD PRESSURE KIT	13	3	4	2	1	3	6	2	0	6	4	2	0	0.01%	0.01%	33	713 BLOOD PRESSURE KIT
INNOVATIVE TOTAL	224,246	48,161	44,219	49,655	46,326	25,820	42,266	53,489	54,061	44,887	46,561	45,720	0	100.00%	100.00%	501,165	INNOVATIVE TOTAL

Emma S. Clark Memorial Library
Websites Statistics: 2020 - 2025

Library Website (No. of Visits)

	2020	2021	2022	2023	2024	2025
JANUARY	19,171	17,015	15,631	16,055	19,351	16,778
FEBRUARY	18,400	16,792	15,680	16,000	19,857	17,494
MARCH	15,193	17,379	16,617	15,311	18,049	20,217
APRIL	11,165	16,897	16,727	16,761	19,189	17,694
MAY	11,345	14,931	15,687	15,438	17,725	29,032
JUNE	18,514	18,325	20,627	19,585	21,739	23,126
JULY	20,261	18,365	20,404	18,419	20,419	22,014
AUGUST	16,674	16,859	20,165	20,067	17,022	20,934
SEPTEMBER	16,225	14,977	17,224	16,790	17,718	19,761
OCTOBER	16,166	15,536	16,332	16,993	16,543	19,359
NOVEMBER	15,140	13,585	13,481	14,362	14,550	18,435
DECEMBER	15,077	13,309	12,768	16,937	14,907	
Total	193,331	193,970	201,343	202,718	217,069	

GATE COUNT TOTALS

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	21,092	19,992	18,839	18,767	18,513	8,550	9,961	13,573	15,290	15,544
February	20,579	19,089	18,394	18,329	18,608	7,348	8,523	12,591	15,000	14,719
March	23,354	22,993	19,837	20,316	8,174	9,477	9,981	14,147	15,801	17,307
April	23,627	20,208	19,206	18,593	0	8,220	10,678	13,094	17,305	16,051
May	22,546	21,206	19,020	18,434	0	8,436	11,497	13,258	15,437	195
June	24,141	22,772	21,338	19,554	1,022	10,231	13,259	14,749	15,884	11,683
July	35,586	24,069	23,820	24,616	7,213	12,464	15,930	17,392	19,785	19,625
August	28,703	25,033	22,461	21,713	8,547	12,397	15,741	17,505	18,510	18,488
September	20,036	21,293	18,217	18,827	8,314	10,910	13,089	13,986	16,072	16,488
October	22,411	21,020	19,279	19,210	8,783	10,813	13,170	14,392	15,624	15,350
November	17,649	18,895	17,234	17,544	7,649	10,679	12,403	13,625	14,898	15,020
December	18,413	19,664	16,558	16,189	7,884	10,200	10,976	13,284	13,840	
Total	278,137	256,234	234,203	232,092	94,707	119,725	145,208	171,596	193,446	

November 28, 2025

To: Brian

From: Tara

Re: Personnel Changes

The following personnel changes took place in November 2025:

New Hire

N/A

Resignations

N/A

Personnel Changes

Jesse Liardi was promoted to FT Technical Services Clerk on November 3, 2025.

Katharine Boren, PT Children's Page took a leave of absence starting October 3, 2025.
She will return late November.