

Director's Report – Clarence Public Library
March 24, 2025

Financial

The financial statements are included in the board packets. The most recent payroll report from the Business Office shows us with a projected ending balance of \$21,891.25. This figure will decrease as the year progresses, but is an indicator of what we have spent on payroll so far and how much we have remaining.

We received the 2024 Return to System calculation and invoice the Clarence Public Library which is based upon the 2024 Annual Operating Financial Statement. For 2024, this figure is **\$3,676.00**. The 2024 Return to System calculation summarizes the total incoming revenues (including any funds our library received during the year from the System) and the total direct expenditures for our library. Our Return to System is the difference between our total incoming revenues and total direct expenditures. (*Note – The Library System is directly paying salaries and benefits, as well as other operational expenses that are supported in part by our locally collected operating revenues. Basically, the System pays this cost in advance and the Return to System payment is to reimburse the System for these expenses).

NYS Sales Tax – I completed the New York State sales tax web file, which for the year 2024 was \$0.00. (Note – all book sale and candy bar proceeds go to the Friends of the Clarence Public Library which is accounted for in their sales tax filing.

Claims Audit:

See abstracts for county checking and Trustees Memorial Account.

Account Balances (as of 3/21/2024):

County Checking:	\$14,339.42
Savings:	\$50,905.76
CD:	\$20,402.42
Trustees Checking:	\$31,315.85

Donations:

February 19 – NYS Grants in Aid (aka “Bullet” aid) - \$20,000.00

February 24 – Clarence Contemporary Club - \$200.00

March 1 – Diana Storm – \$60.00

February 2025 Monthly Statistics:

February 2025 Monthly Report Summary

Circulation

- **February 2025 Circulation:** 17,539
- **February 2024 Circulation:** 19,548

Change: -10.3%

- **January – February 2025 Circulation:** 35,559
- **January – February 2024 Circulation:** 38,282

Change: -7.1%

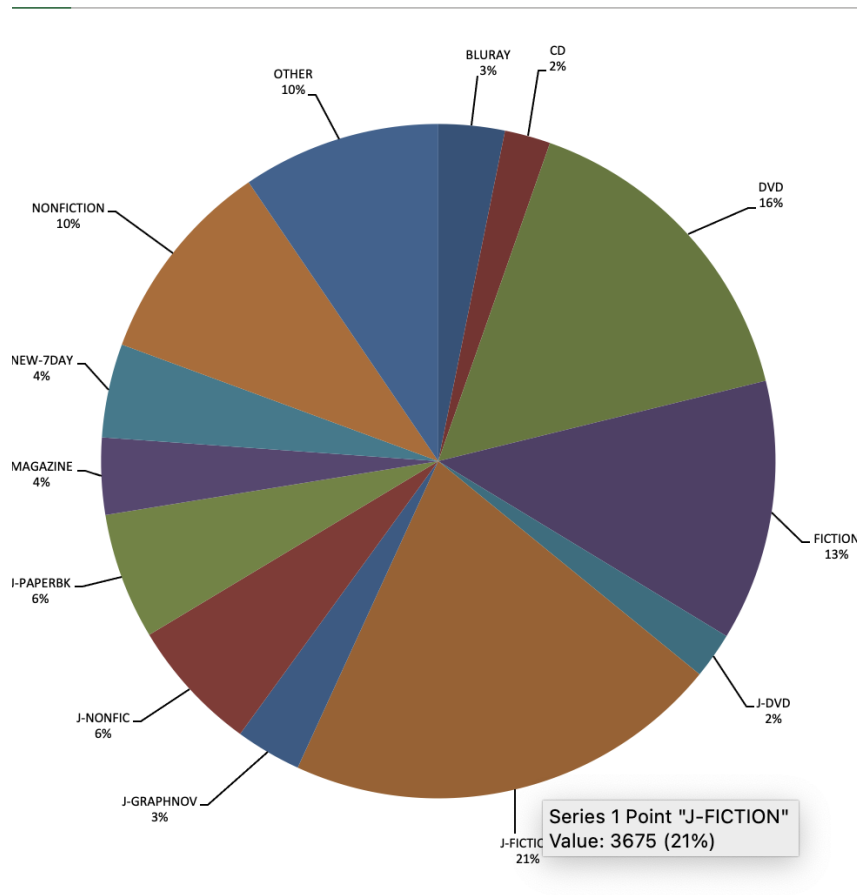
- Maximum circulation in February 2025: 994 on February 18.
- Maximum circulation in 2025: 1,027 on January 2.
- Maximum circulation in 2024: 1,776 on July 3.
- Average circulation per day in February 2025: 615.

Rankings:

- Clarence ranked 8th in circulation for February 2025.
- Clarence ranked 9th in circulation for February 2024.

Top Branches by Circulation in February 2025:

1. Audubon	32,034
2. Clearfield	24,160
3. Kenmore	22,530
4. Orchard Park	21,760
5. Julia Boyer Reinstein	20,234
6. Lancaster	19,226
7. West Seneca	17,849
8. Clarence	17,539



Circulation by Item Type – j-Fiction comprises 21% of our total circulation.

Library Visits

- **February 2025 Visitor Count: 5,793**
- **February 2024 Visitor Count: 7,182**

Change: -19.0%

- **January - February 2025 Visits: 11,588**
- **January - February 2024 Visits: 16,664**

Change: -8.5%

Rankings:

- Clarence ranked 11th for library visits in February 2025.
- Clarence ranked 11th for library visits in February 2024.

Top Branches by Library Visits in February 2025:

1. Central	27,618
2. Audubon	11,307
3. Orchard Park	10,630
4. Clearfield	9,007
5. West Seneca	8,759
6. Kenmore	8,589
7. Julia Boyer Reinstein	7,888
8. Hamburg	7,452
9. Lancaster	7,047
10. Merriweather	6,267
11. Clarence	5,793

Public Access Computer Sessions

- **February 2025:** 370 sessions
- **February 2024:** 439 sessions

Change: -15.7%

Wi-Fi Usage

- **February 2025:** 1,275 connections
- **February 2024:** 1,505 connections

Change: -15.35%

Programming Summary

Clarence Public Library Programming

February 2025

In Library programs:

Programs

Attendance

	Programs	Attendance
For children 5 & under	8	194
For children 6-12	3	49
For teens	1	5
Intergenerational	5	55
For Adults	14	167

In Library One-on-One Programs:

Programs

Attendance

	Programs	Attendance
For children 5 & under	14	14
For children 6-12	15	15
For teens	0	0
Intergenerational	0	0
For Adults	0	0

Meeting Room Use (non-library sponsored): 18

Seed Library: 762

Passive Programming: 32 (Take Your Child to the Library Day – February 8)

Groups/Organizations using the meeting room in February:

Senior Center Card Players
Clarence Contemporary Club
Clarence Concert Association
Homeschool Board Game Group
Garden Friends of Clarence
Clarence Reunion Committee
Happy Bookers Book Club
Jane Austen Society (JASNA)
Fireworks in the Park Committee
WNY Armenian Community
American Red Cross

Items of Note:

- February statistics were down for circulation, patron visits, WiFi and Public Access Computer usage. This trend was system-wide as almost every library in the system saw a significant decrease in February. Part of this decrease could be attributed to the bitter cold and snowy weather which kept many people home.
- The VAV fan unit in meeting room #1 was repaired by the Town Parks Department on 3/3.
- We hosted some great programs in February including a presentation by John Fagant on Dealey Plaza and the JFK Assassination (February 7). Sarah's preschool programs did well in February despite the cold weather and each program had between 20 and 30 people in attendance. Her afterschool craft program in February (Mardi Gras Makery) also continued to be popular and

well-attended with over 25 people attending. We also hosted a Red Cross Blood Drive on February 25 which, according to the blood drive coordinator, we had a successful drive.

- A new Homeschool Board Game group began meeting here in February and they will continue to meet on a regular basis at the library.
- The Clarence Library hosted a Public Radio/TV advocacy table on March 6 to support public media.
- Other programs in February included A Study in Sherlock (10); Neurodivergent Teen Social Group (5); Into to Canva (5); Kidding Around Yoga (9); Hooked on Crochet (8); Mindfulness and Meditation (8) and Baby Prom (24).
- The Garden Friends of Clarence continue to meet weekly to prep seed packets for the seed library. We will be receiving 100 more packets from High Mowing Organic Seeds as part of a donation program the company is currently sponsoring.
- Monica and Sarah participated in the International Day of Sharing as part of our outreach. We represented Ireland that day and had over 80 visitors to our table. We provided an Irish craft and gave out small items such as stickers and shamrock pencils. (Statistics for this event will be included in the March report).
- Equipment & Technology Funding Grant update – I was informed that unfortunately we would not receive any funding from the System for this grant. There was \$100,000.00 in grant funding available and the System received over \$200,000.00 in requests. While we did not get the funding, I was told that another grant opportunity might be available next year.
- Decodables update – As of this report, we have spent approximately \$634.00 on decodable books and have also purchased the shelving units for our literacy hub. Promotional bookmarks have been made and signage will also be created in the coming weeks. I have been asked by Marion Waldman from *Teach My Kid ToRead* to participate in a panel at the annual NYLA conference in early November in Saratoga Springs. The topic of the presentation/panel is “Supporting All Readers at Your Library.”
- Citizen Science Kit update – most of the materials have been purchased for the Citizen Science Kits which total \$944.00. These kits are funded by a donation from Patricia Beris and support from the Friends of the Clarence Public Library. We hope to have at least most of the kits ready by April 22 (Earth Day). April is also National Citizen Science Awareness Month.
- Staff News – Our part-time clerk Donna Fairlie resigned effective April 17th because she was able to find a position with more hours than we are able to provide. Our page Tessa Davidson has been promoted to Donna’s position and will start the week of April 17th. To fill the page vacancy we posted for a page position through the Library System. Sarah and I will be conducting page interviews over the next couple weeks.

Respectfully Submitted,

Monica Mooney
Director – Clarence Public Library