

**Director's Report – Clarence Public Library
February 28, 2022**

Financial

The monthly financial statements are included in the board packets. Included in this month's financial report is the 2021 Return to system which is **\$4,345.22**. Please note the 2021 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. Keeping in mind that as a CHR (Centralized Human Resources) Library, the System is paying salaries and benefits that are supported in part by our locally collected operating revenues (fines, interest, etc.). Basically, the System pays this cost in advance and a large part of the Return to System payment is to reimburse the System for these expenses. These figures do not include "private" transactions (i.e. book sale proceeds/purchases, fundraising, etc.) but are reported from our 2021 Annual Operating Budget.

Account Balances (pre-transfer – as of 2/23/2022):

County Checking:	\$7,340.34
Trustees Checking:	\$9,373.59
Savings:	\$186,258.82

Request to Transfer from Savings to County Checking (operating budget):
(see Resolution to Transfer Funds):

Transfer **\$12,345.22** from Clarence Library savings account (\$4,345.22 for return to system + \$8,000.00 buffer for county checking to cover operating expenses in 2022)

January 2022 Monthly Report and Statistics

JANUARY 2022 MONTHLY REPORT

Circulation, Patron Count and Programming Summary

January 2022 Circulation:	10,206
January 2021 Circulation:	8,152
	25.2% percent change

Year-to-date is the same as above.

- Maximum circulation this month: 605 on January 3, 2022
- Maximum Circulation this year: 605 on January 3, 2021
- Maximum in 2021: 1,027 on 7/6/2021
- Average Circulation per day in January was 445.
- Clarence was ranked 7th in circulation overall for January 2022.
- Clarence was ranked 5th in circulation overall for January 2021.

2022 Circulation Pie Chart

Library Visits

January 2022 Visitor Count	4,670
January 2021 Visitor Count	2,342
	99.4% percent change

Year-to-date is the same as above

- Maximum Visitor Count: 271
 - Maximum in one day in January 2022: 271
 - Maximum recorded in 2021 was 164 on 1/29/2021
 - The average visits per day in January 2022 was 197.
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- Clarence was ranked 7th for Library Visits in January 2022.
 - Clarence was ranked 10th for Library Visits in January 2021.

Public Access Computer Sessions

January 2022	383
January 2021	161
	137.9%percent change

The Clarence Library provided an array of programs in January, including Family Puzzle Day, Paws for Love, Dungeons & Dragons (teens) and regular story times for children 5 and under. We also provided a virtual Zoom program featuring Bob Poczik discussing Afghanistan and an in-person author event with Isaiah Rashaad.

February 5 was Take Your Child to the Library Day and we celebrated with “Take and Make Craft” and other give-away items and prizes for children. A nice photo of a family visiting the library was featured in the *Clarence Bee*.

Carpet Project

We continue to prepare for the carpet replacement by weeding the collection and clearing space in the library. The Town is working with the contractor to prepare a project timeline. Much depends on factors out of anyone’s control including supply chain delays, material shortages, labor issues and costs. The project timeline will depend on how these factors come into play. It is estimated that much of the work can be completed in May; however, nothing is “set in stone,” as there are many moving pieces to the project during these challenging times. Most patrons have been understanding of the fact that we cannot accept donations at this time.

AARP Tax Aide Program

While we are not hosting the AARP Tax Aide program this year, we are working with the AARP to provide Tax Packet intake forms for people who have set up appointments. So far, we have given out approximately 400 packets.

KN-95 Masks and COVID Test Distribution

We had a small allotment of KN-95 masks that we received from the County in early January. These were distributed in matter of hours. In late January we received over 900 COVID test kits to distribute, which we were able to do in about a week.

Dorothy Schueler Memorial

We received over \$750 from the Garden Friends of Clarence to be spent mainly on Children’s materials or books for our gardening collection. With these funds, we were able to purchase some very popular children’s books with an audio component called Wonderbooks. They are so popular, in fact, that is rare to find them on the shelf, as they are always checked out!

STEM Kits

Additional materials for our very popular STEM Kits have been purchased with donated funds. We are in the process of putting them together and having them cataloged. We anticipate that they should be ready for circulation soon!

Respectfully Submitted,

Monica Mooney, Director – Clarence Public Library