

**Director's Report – Clarence Public Library**  
**January 26, 2026**

**Financial**

The monthly financial statements are included in the board packets. We have not yet received the Clarence Public Library's "Return to system" based on our 2025 financial statements. Our latest payroll report was emailed on 12/3/25 and included personnel budget expensed through pay period 24 (through 11/30/25). At that time, we had a projected ending balance of \$10,969.98.

**Certificate of Deposit**

Our fixed rate CD matured on 1/11/2026. We renewed it for 12 months at a fixed rate of 3.210% with an annual percentage rate of 3.25%.

**Account Balances:**

CD	\$21,218.06
County Checking	\$14,371.48
Trustees Checking	\$32,619.45
Savings	\$45,606.69

**Donations:**

December 2	\$5.00 (Robert Heiss)
December 5	\$600.00 (Patricia Beris)
December 11	\$100.00 (Susan Black)
December 12	\$33.32 (National Fuel via Blackbaud)
December 16	\$98.85 (Donation Box)
January 2	\$5.00 (Robert Heiss)
January 2	\$220.00 (Women of Waterford)
January 12	\$110.00 (Joan Ollendorf)
January 12	\$33.32 (National Fuel via Blackbaud)

**Claims Audit**

Please see claims audit abstracts

**November 2025 Monthly Report Summary and Statistics**

**Circulation**

- November 2025 Circulation:17,079
- November 2024 Circulation:17,315

**Change: -1.4%**

- January – November 2025 Circulation: 209,603

January – November 2024 Circulation: 240,013 **Change:-12.7%** YTD

- Maximum circulation in November 2025: 1,159 on 26 November 2025.
- Maximum circulation in 2025 was 1,410 on April 17<sup>th</sup>.
- Maximum circulation in 2024: 1,776 on July 3.
- Average circulation per day in November 2025 was 647.
- Clarence ranked 10<sup>th</sup> in circulation for November 2025.
- Clarence ranked 10<sup>th</sup> in circulation for November 2024

### **Library Visits**

- November 2025 Visitor Count: 5,361
- November 2024 Visitor Count: 5,411

**Change: -0.9%**

- January - November 2025 Visits counted: 72,710
- January - November 2024 Visits counted: 75,730

**Change: -4.0%** YTD

- Maximum Visitor Count was 322 on 6 November, 2025.
- The average number of visits per day in November 2025 was 235.

### **Rankings:**

- Clarence ranked 11<sup>th</sup> in library visits for November 2025.
- Clarence ranked 11<sup>th</sup> in library visits for November 2024.

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### **Public Access Computer Sessions**

- November 2025: 265 sessions
- November 2024: 351 sessions

**Change: -24.5%**

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## Wi-Fi Usage

- November 2025: 1,471connections
- November 2024: 1,277connections

Change: 15.2%

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## Programming Summary

Clarence Public Library Programming

### November 2025

#### In Library programs:

#### Programs

#### Attendance

For children 5 & under	4	53
For children 6-12	2	13
For teens	1	7
Intergenerational	2	23
For Adults	9	92

#### In Library One-on-One Programs:

#### Programs

#### Attendance

For children 5 & under		
For children 6-12	9	9
For teens	12	12
Intergenerational		
For Adults		

Meeting Room Use: 17

Craft Table: 50

Seed Library: 25

## Clarence Public Library Programming

### November 2024

#### In Library programs:

#### Programs

#### Attendance

For children 5 & under	5	80
For children 6-12	3	49

For teens	2	10
Intergenerational	2	15
For Adults	6	67

**In Library One-on-One Programs:**                      Programs                      Attendance

For children 5 & under		
For children 6-12	5	5
For teens	6	6
Intergenerational		
For Adults		

**Meeting Room Use: 13**

**Seed Library: 6**

### **Groups/Organizations using the Meeting Room in November 2025**

- Senior Center Card Players
- Boy Scouts Troop #93
- Clarence Contemporary Club
- Clarence Concert Association
- Growing with Others Neurodivergent Teen Social Group
- Clarence Central School District
- Clarence Concert Association
- Alzheimer's Association
- Happy Bookers Book Club
- Bookmarks Book Club
- WNY Armenian Community
- Eight O'Clock Book Club
- Clarence Town Engineering (Plumbing Exam)
- United Health Care
- Women of Waterford

### **December 2025 Monthly Report Summary and Statistics**

#### **Circulation**

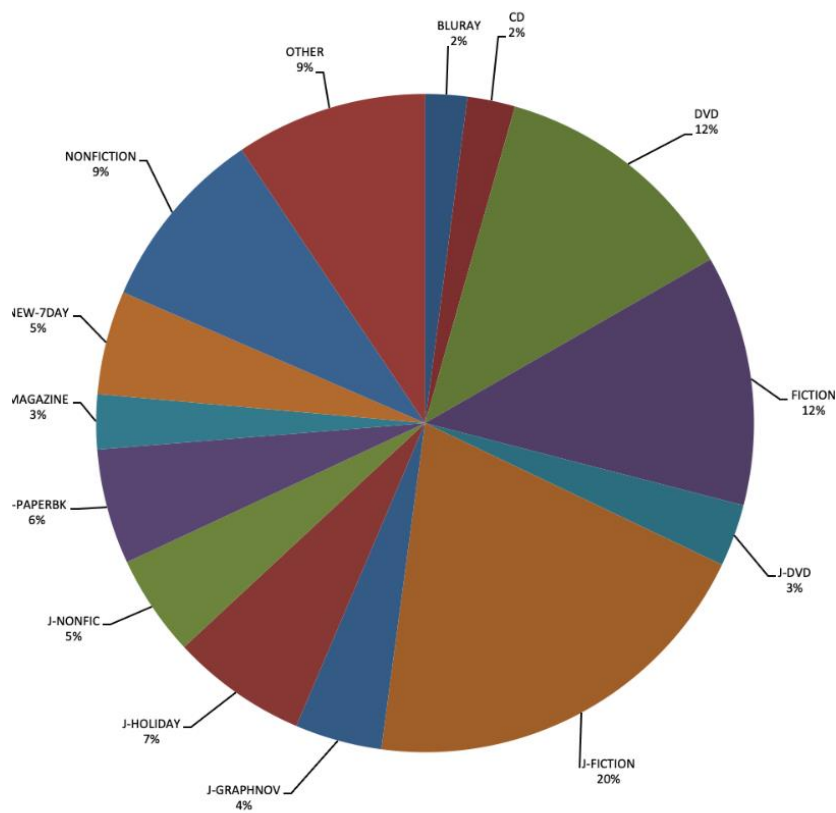
- December 2025 Circulation: 16,376
- December 2024 Circulation: 17,700

**Change: -7.5%**

- January – December 2025 Circulation: 225,979
- January – December 2024 Circulation: 257,713

**Change:-12.3% YTD**

- Maximum circulation in December 2025: 853 on 31 December 2025.
  - Maximum circulation in 2025 was 1,410 on April 17<sup>th</sup>.
  - Maximum circulation in 2024: 1,776 on July 3.
  - Average circulation per day in December 2025 was 541.
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- Clarence ranked 7th in circulation for December 2025.
  - Clarence ranked 7th in circulation for December 2024



### Library Visits

- December 2025 Visitor Count: 4,898
- December 2024 Visitor Count: 4,834

Change: 1.3%

- January - December 2025 Visits counted: 77,608
- January - December 2024 Visits counted: 80,564

**Change:-3.7%**

- Maximum Visitor Count in December 2025: 285 on 18 December 2025.
- The average number of visits per day in December 2025 was 195.

#### Rankings:

- Clarence ranked 9<sup>th</sup> in library visits for December 2025.
- Clarence ranked 11<sup>th</sup> in library visits for December 2024.

#### Public Access Computer Sessions

- December 2025: 309 sessions
- December 2024: 332 sessions

**Change: -6.9%**

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#### Wi-Fi Usage

- December 2025: 1,456 connections
- December 2024: 1,254 connections

**Change: 16.1%**

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#### Programming Summary

Clarence Public Library Programming

#### December 2025

##### In Library programs:

	Programs	Attendance
For children 5 & under	8	92
For children 6-12	4	92 *
For teens		
Intergenerational	2	21
For Adults	6	100

\*Calculated twice on calculator.

**In Library One-on-One Programs:****Programs****Attendance**

For children 5 & under	3	3
For children 6-12	5	5
For teens	12	12
Intergenerational		
For Adults		

**Meeting Room Use: 6****Craft Table: 25****Groups/Organizations using the Meeting Room in December 2025**

- Senior Center Card Players
- WNY Armenian Community
- CCSD Family Support Center Advisory Task Force
- Riegle Northwoods HOA
- Jane Austen Society (JASNA)
- Family Support Center Meetup
- WNY Office for People with Developmental Disabilities
- AARP Tax Prep

**Comments**

Both circulation and patron visits were down in November and December compared to 2024; we did rank 7<sup>th</sup> for circulation in December. Program numbers remained steady in November and December. Our most attended programs were Tale Craft for Preschoolers, Read & Play and Chair Yoga for Seniors. We also host the Clarence School District's Family Support Center Advisory Task for Meeting which had an attendance of 35 on December 8. On December 15, despite the snow, we hosted Thomas Geelan for a presentation on the history of Canalside and we had an attendance of 23. The weather played a factor in several "no shows" and cancellations, including the "FasciNature" program with Mark Carra which has been rescheduled for February.

**Building and Grounds**

- We are still waiting for the part to repair VAV #13
- January 5, January 6 and January 8 – very loud banging noises came from above the ceiling in the staff work area and possibly mechanical room; the exact cause of these banging noises is unknown, but were reported to Tim Lavocat by Monica.
- January 9 – Issues with the software system for the HVAC – U&S was call and adjusted the software settings in-house on January 12.
- January 5 - The Town took down the flags on Town buildings during a high wind event and replaced them on January 16..

- As of now, we are still waiting for Nalco to replace the leaky pot feeder in the mechanical room. The pot feeder is used to flush specific chemicals through the pipes of the HVAC to keep it running properly.

### **Grants**

We were notified on December 18 that we received funding from the Community Foundation for Greater Buffalo – Daniel C. and Beatrice M. Fisher Fund that our grant proposal for the Clarence Library Literacy Hub was accepted. This grant is in the amount of \$3,000.00 toward materials and programming. We were also notified on December 23 that our grant application was accepted and we will be awarded \$49,161.00 for the boiler and AC compressor.

### **Staff:**

- Page Molly Merlo resigned effective December 16.
- Senior page Meredith Baron resigned effective December 30 to accept a full time librarian position in West Virginia.
- New Hires –
  - Katelyn Jones – page – starting January 28.
  - Daniel Quagliana – senior page – starting February 21
- Librarian Sarah McLean-Plunkett has been accepted to the NYLA Leadership Council program and will begin this program on February 2 in Albany. (Most of the classes are virtual except for the first and last classes). Sarah will also be representing the Library System at the PLA (Public Library Association) conference which will take place in Minneapolis April 1-April 3. Congratulations Sarah!

Respectfully Submitted,

Monica Mooney  
Director – Clarence Public Library