

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

Financial

The monthly financial statements are included in the board packets. Our latest payroll report was emailed by Tracy Palicki on November 18 and shows a projected ending balance of \$11,867.83. This figure is expected to decrease as we move closer to the end of the year, but shows that we are well within our salary budget for the year. We also received our “System Paid” expense analysis for our library as of September 30, 2025. At this time, the Clarence Public Library is projected to be within its 2025 “System Paid” budget, and is therefore not responsible to reimburse the System for any overages.

Account Balances:

CD	\$21,011.14 (matures 1/11/2026)
Savings	\$53,122.78
County Checking	\$8,255.71
Trustees Checking	\$28,665.06

Donations:

\$200.00	Ansel Wolf
\$33.32	National Fuel via Blackbaud (monthly recurring)

Claims Audit:

Please see claims audit abstracts

October 2025 Monthly Report Summary and Statistics

Circulation

- October 2025 Circulation: 18,443
- October 2024 Circulation: 19,708

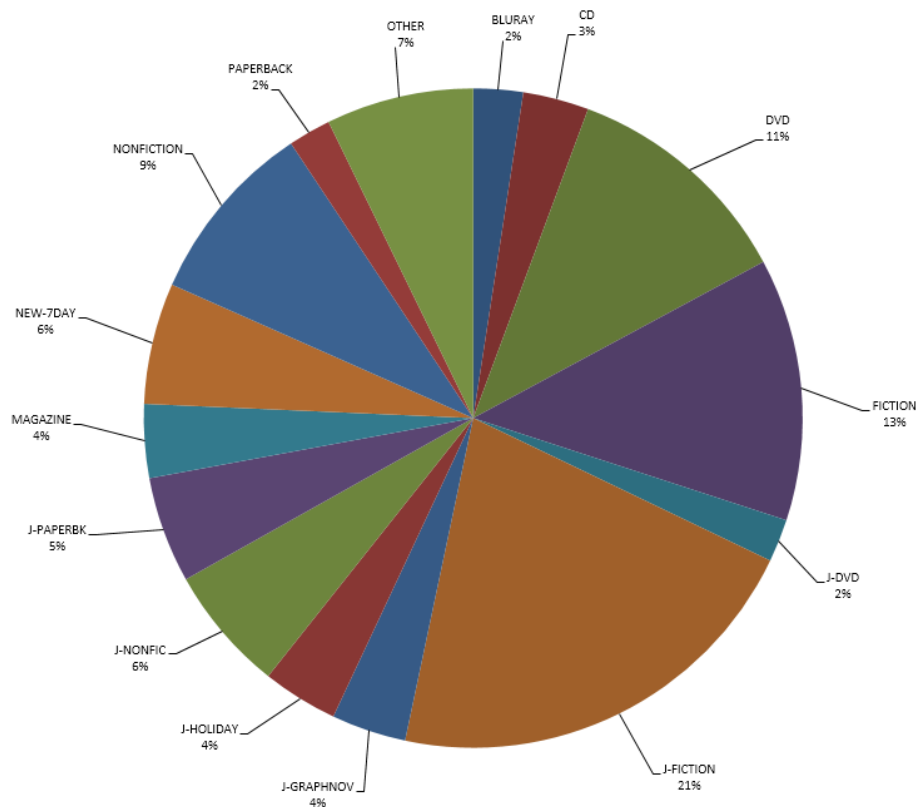
Change: -6.4%

- January – October 2025 Circulation: 192,524
- January – October 2024 Circulation: 222,698

Change: -13.5% (year to date)

- Maximum circulation in October 2025: 976 on October 2, 2025.
- Maximum circulation in 2025 was 1,410 on April 17th.
- Maximum circulation in 2024: 1,776 on July 3.
- Average circulation per day in October 2025 was 625.

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



Library Visits

- October 2025 Visitor Count: 7,085
- October 2024 Visitor Count: 6,911

Change: 2.5%

- January - October 2025 Visits counted: 67,349
- January - October 2024 Visits counted: 70,319

Change:-4.2% (year to date)

- Maximum Visitor Count in October 2025 458 was on October 23, 2025.
- The average number of visits per day in October 2025 was 263.

Rankings:

- Clarence ranked 10th in library visits for October 2025.
- Clarence ranked 10th in library visits for October 2024.

Public Access Computer Sessions

- October 2025: 361 sessions
- October 2024: 418 sessions

Change: -13.6%

Wi-Fi Usage

- October 2025: 1,736connections
- October 2024: 1,621connections

Change: 7.1%

Clarence Public Library Programming

October 2025

In Library programs:

Programs

Attendance

For children 5 & under	4	48
For children 6-12	4	117
For teens	1	5
Intergenerational	8	202
For Adults	7	114

In Library One-on-One Programs:

Programs

Attendance

For children 5 & under		
For children 6-12	9	9
For teens	21	21
Intergenerational	35	35
For Adults		

Meeting Room Use: 12

Seed Library: 21

Take and Make (Craft Table): 35

Outreach: 175 (Halloween in the Park; Story Time on the Farm; Clarence High School WE Service at Clarence Nature Center; Headlamp Hike at Clarence Nature Center)

Groups/Organizations Using the Meeting Room in October:

Clarence Senior Center Card Players
WNY Armenian Community
Clarence Ski Club
Field Hockey Officials Training
Happy Bookers Book Club
Summit Advisory Services (free Medicare workshop)
Women of Waterford
Toastmasters International
Clarence Contemporary Club
Growing with Others Neurodivergent Teen Social Group
Buffalo Urban League (table in library for outreach)
Clarence Concert Association
Jane Austen Society (JASNA)

Building and Grounds:

October 7 – Sent list to Jason Holden (Parks) of items that need refreshing/repair in the public restrooms (see below)
October 23 - D.V. Brown was in to look at the settings on the new boiler (called in by Town)
October 28 – Town was here to look at VAV #13 which was shut off due to mechanical issues; Town will repair once money is available for the library in the 2026 budget
October 29 – sent quote to Jason Holden for duct cleaning – if approved, would need to be done in 2026
October 30 – Aqua-Systems turned off outdoor sprinkler system for the season
Nov 1 & November 3 – Eagle Scout project in the Children's Reading Garden (new bench constructed, new pollinator sign constructed, existing wooden signs were stained)

List of possible public restroom upgrades/updates/refresh:

Men's/Women's Restrooms:

New sinks (some are cracked)
New cabinets (current ones are falling apart)
New faucets (sensor-automated, if possible)
Remove original metal soap dispensers from the wall and re-tile around the sinks (these soap dispensers are no longer used)
New coat of paint
New partitions, if possible, especially in the men's room
New diaper changers
Check all handicap rails for durability /rusting

Women's Room:

Remove current feminine hygiene dispenser and replace with new one where products are free.

2026-2030 Library Construction Needs Assessment:

I met with Tim Lavocat on November 20 to go over some construction needs as requested by Andrew Wiede for updating the NYS Library Construction Grant Construction Needs Database for the NYS Division of Library Development for the next five years (2026-2030). We came up with a list of priorities for the Clarence Public Library:

- 1) Backup power - Fire Suppression System
- 2) Outdoor security cameras
- 3) Updated security system
- 4) Backup generator for the building
- 5) Site Lighting (to increase safety, security, visibility)
- 6) Improve outdoor lighting

Construction Grant Update:

As of this writing, there is still no word on NYS Construction Grant awardees.

Daniel C. and Beatrice M. Fisher Fund Grant

As of the writing, there is no word on which organizations in Clarence have been awarded fund through the grant.

Upcoming – Lions Club “Everyone’s Playground” Display:

I am working with our Town Board Liaison Bob Altieri to coordinate a display for the Lions Club “Everyone’s Playground” that will go up in the library sometime in December.

Respectfully Submitted,

Monica Mooney
Director – Clarence Public Library