

**James Prendergast Library
Board of Trustees Meeting
June 20, 2024**

Board Members Present: Dan Hickman, Frank Corapi, Judy Long, Mary Zdrojewski, Mike Corey, Jessica Carr

Board Members Absent: Cassie Blakeslee {e}, Melissa Spas {e}, Cindy Johnson {e}, Matt Mancuso {e}, Ned Lindstrom {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:20 PM by President Dan Hickman

1. Public comment - none
2. Consent Agenda
 - a. Changes or additions to the agenda
 - i. 8c. Change "Bylaws" to "Food and Drink Policy"
 - b. Approval of minutes of previous meeting
 - i. Motion made by Judy Long to approve consent agenda. *Vote Yes 6 No 0*
3. Director's Report/Statistics – Anne Greene
 - a. ***Fredonia Guitar Quartet*** The library held its final Spring concert in partnership with SUNY Fredonia on May 8th. The responses we have received about these concert series have been overwhelmingly positive. 100% of surveyed attendees across the three concerts said they plan to attend Prendergast Library programs in the future.
 - b. ***DVD Collection in New Location*** The library's DVD collection has been moved to its new home. DVDs are now located at the front of the library, making them more accessible to patrons and more visible to staff. Moving the DVD collection into the stacks also provides more floor space on the main floor. Tables in the front half of the library are now spaced out to better align with accessibility standards.
 - c. ***Staff Appreciation*** This month, we are recognizing Karen Golden. Karen has been a welcoming presence at the library for decades, as she works at the Circulation Desk each morning, providing top-notch customer service while also checking in items and answering the always-ringing phone. Many regular patrons come into the library in the mornings, excited to have a chance to talk with Karen. Behind the scenes, Karen is always hard at work in the library's collection, as well as processing new materials, keeping records updated, and helping patrons with their accounts. Karen is a supportive and friendly co-worker to all, and we are lucky to have her on our team!
 - d. ***Holmberg Grant*** The library's grant application to the Holmberg Foundation was approved, generously granting the library \$19,000 in funding to support the Makerspace and Children's Room, the Library of Things collection, and upgrades to the Teen Lab. We are very excited to start implementing this grant, just in time for summer programming!
 - e. ***Jessie Smith Darrah Grant*** The library's grant application to the Jessie Smith Darrah Fund was approved for \$15,000 to support eBook and eAudiobook purchases. We are grateful for this generous funding as electronic material costs have increased.

- f. **CRCF Teaching Gardens Grant** The library was generously awarded a \$14,000 grant we submitted to the Chautauqua Region Community Foundation to expand the library's native plant gardens around the library. The grant includes adding a native grass hill and butterfly gardens, and a redesign of the historic 5th Street entrance doors with gardens that will protect the building and encourage people to explore and learn about how native plants and pollinators benefit our ecosystem. We have contracted with Royal Fern Nursery, who will design and install the new gardens.
- g. **CCLS Marketing Mini-Grant** In May, we applied for and were awarded a \$500 CCLS grant to purchase a branded tent for library programming and outreach. The tent features the library logo and name and will make us recognizable at the several outreach events we attend during the summer. We are excited to use this amazing new tent!
- h. **CCLS Summer Reading Mini-Grant** We applied for and were awarded a \$500 grant from the Chautauqua-Cattaraugus Library system to supplement our 2024 Summer Reading Celebration funding. Our grant budget includes Summer Reading prizes for kids, teens, and adults; "treasure chest" reading incentives for kids and teens; notebooks for our teen journals; and materials for the End of Summer Reading Ice Cream Party in August.

Increases:

Category	% Increased	May 2024	April 2024	Notes
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Decreases:

Category	% Increased	May 2024	April 2024	Notes
Library Visits	-3.9%	9,953	10,355	
Total Library Circulation	-16.2%	9,858	11,770	
Total Reference Questions	-29.2%	9,936	14,035	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Database Usage	-82.4%	245	1,395	These numbers fluctuate month to month
Total Computer Logins	-2.4%	1,204	1,234	
Total # of programs offered	-12.6%	159	182	Not having any VITA programs really made a difference in terms of our numbers
Total Program Attendance	-35.3%	1,189	1,838	

4. Treasurer's Report – Mike Corey

- a. Revenues are as expected and will come in later in the year. We took our quarterly endowment withdrawal. Expenses are below budget for this time of the year.
 - i. Motion to approve Treasurer's report made by Jessica Carr, 2nd by Judy Long. *Vote Yes 6 No 0*

5. Building Committee Report: Annie Greene

- a. 2025 Construction Project: The Building Committee is recommending we move forward with our 2025 Construction Grant Project which entails enclosure and updates to the Loading Dock and the passenger elevator replacement. The project cost is estimated at \$500,000 – this is a high estimate. New York State Construction

grant will cover 75% of the project and JPLA will be responsible for the remaining 25%. We plan to ask for assistance from local funders to assist with the remaining 25%.

- i. Motion to approve the 2025 construction project made by Mike Corey, 2nd by Jessica Carr.

Vote Yes 6 No 0

- b. CRCF Garden Grant: We received our garden grant from the Chautauqua Region Community Foundation and were awarded \$14,000 (\$20,000 was the request). The stairs at the 5th entrance near the road were not included in the grant award. There are shrubs next to the stairs that are dead and some are overgrown and collect garbage. They also camouflage people who are sitting on the stairs. Royal Fern Nursery will remove all of the shrubs for \$1,200 and they will plant native plants in that area at no cost.

- i. Motion to approve Royal Fern Nursery shrub removal made by Frank Corapi, 2nd by Judy Long.

Vote Yes 6 No 0

6. Fundraising Committee Report: Anne Greene

a. Block Party updates:

- i. 11 baskets have been put together and are on display in the main lobby. Patrons can buy tickets for them now and at the Block Party. Winners will be drawn and contacted the week of July 1st. Another basket filled with small items donated by artisan vendors will be added to the fundraising table at the Block Party. A total of \$237 has been raised from 6/11-18/24 for the basket drawing.
- ii. We will be sending thank you letters to all businesses/organizations that donated items to the baskets. If any of the items you collected were donations from businesses, please let us know.
- iii. The Block Party schedule is completed and will be sent out to all Board members.

b. Give Big:

- i. A total of 34 donors donated \$1,645 and we received \$204.81 from the 716 Stretch Pool Award.

7. Lease Committee: Dan Hickman

- a. We have started the process for the new CCLS lease which will expire on December 31, 2024. The committee will be meeting again soon to finalize rental space and space costs.

8. New Business: Anne Greene

- a. Makerspace Policy: The only change made was deleting the agreement of this policy. We are treating the Makerspace reservation as a room use so patrons will now sign the meeting room application. This streamlines the Makerspace reservation.
- b. Credit Card Policy: This needed updated with the new staff titles.
- c. Food and Drink Policy: This policy needed clarification as only water bottles will be allowed in all areas of the library. Snacks and drinks will only be permitted in one area of the library – tables in that area are clearly marked with signage.

- i. Motion to approve all three policies made by Mike Corey, 2nd by Jessica Carr. *Vote Yes 6 No 0*

9. Unfinished Business – Dan Hickman

- a. Trustee Training and Sexual Harassment Training: Please complete your two-hour mandatory Trustee trainings and the Sexual Harassment training before the September Board meeting. If there are still trainings that need to be completed at that time, we will schedule a 3-hour Saturday morning session for September 28th, with the requisite training videos.

10. Next meeting is September 19, 2024

11. Adjournment at 5:45 PM

DIRECTOR'S REPORT / June, July and August 2024

PROGRAMMING & SERVICES

Summer Reading Celebration Highlights:

Community Block Party

This year, the Community Block Party featured 30 community organizations, 20 local artisan vendors with food provided by The Best of Buffalo By Byron and Conduit Ministries. Despite the weather, we had a turnout of over 1,100 people. The library raised a total of \$2,441, which more than doubled the total fundraising amount from last year of \$1,102.

Read for Beads

Due to its success last year, we continued the Read for Beads program in 2024. Children earned beads on a necklace for every hour of reading or activity completed. This year, children earned 1,776 beads for reading, attending makerspace, and going on adventures to zoos and museums. The library had 181 children read 82,814 minutes and complete 624 learning activities.

Teen Journals

To better serve our community's teens and encourage participation in summer reading, we introduced a new program – Teen Journals! Instead of bingo sheets, teens completed journal prompts. These prompts were a mixture of writing and drawing. Teens also used the journals to track books that they read. This year, 36 teens participated. They read 315 books and completed 299 journal prompts. The journals were a hit and increased teen participation and reading during the Summer Reading Celebration.

Oak Tree Birthday Party

On August 1st, we celebrated the beloved library's Oak Tree in the front lawn of the library with a birthday party and naming ceremony. During June and July, community members submitted names at the Children's Desk and we collected over 200 suggestions. We selected the most popular submission, "Wishtree." During the birthday party, City Arborist and Park's Department Director, Dan Stone, spoke about "Wishtree" and other historic trees in Jamestown. We learned that "Wishtree" is over eighty years old and is a Pin Oak Tree.

Wednesday Storytimes

Our Outdoor Storytimes on Wednesdays were a success, with between 37 and 50 children in attendance each week. Special guests such as Sukanya Burman Dance Company, Chautauqua Humane Society, Jamestown Fire Department, and other community partners enjoyed presenting to our patrons. These community partners are already inquiring about returning next summer. Outdoor activities, relating to the theme of the storytime guests, remained outside until 1:00 PM and clean-up was often met with resistance from children excitedly wishing to continue playtime.

Summer Reading Programming

In addition to our nearly 300 recurring library and co-sponsored programs for kids, teens, and adults, our Summer Reading Program featured 16 additional special programs. Kids' programs featured making compass bracelets, doodle bots, and two sessions of Pokémon swaps. Teens enjoyed a Pizza and Bubble party, making Boba Tea, and creating neon signs. Adults enjoyed making 3D printed game pieces, diamond painting, and a trivia night. We also featured special

programs for all ages including our previously mentioned Oak Tree Birthday Party, an all-day Book Swap, our summer reading finale Ice Cream Party, and 4 different days of outdoor games. All programs were well-attended!

COLLECTION

CCLS Manga Binder

In collaboration with library staff throughout the CCLS system, including Librarian Hannah Dewey from Prendergast, CCLS created a binder highlighting magna series owned by various libraries. The binder is divided into three age groups – Juvenile, Young Adult, and Adult. We split our binder into two: a Juvenile binder located in the Children's Room and a YA/Adult binder, which can be found in the Graphic Novel collection. The goal of the binder is to educate patrons on manga and what series are available to place on hold within our system of libraries.

OUTREACH & PARTNERSHIPS

LEAP Camps and Summer Reading

The library has continued to partner with the Jamestown Public Schools LEAP Camps as part of our Summer Reading Celebration. As part of the campers' participation in LEAP, we counted their attendance toward minutes read in our Summer Reading Celebration. This year, LEAP campers read 852,980 minutes. In addition, we invited the LEAP campers to design banners to hang in the library and participate in a coloring contest. The contest winners have their entries displayed in the Children's Room.

YMCA Summer Lunch Program

Once again, the Prendergast Library was a site for the YMCA Summer Lunch program. This year, the YMCA provided staff to hand out the lunches. Library staff contributed by setting up a tent, tables, and chairs for those who preferred to eat their lunches on-site. Lunches were served to over an average of 50 children a day.

Infinity Drumming

Infinity Fine and Performing Arts returned for another summer of drumming at the library. Advertised for all ages, patrons rose to the occasion with participants ranging from birth to late 80s! Each week, between 30 and 60 patrons joined to drum or listen throughout the weekly musical hour. Infinity also chose to host their “End of Summer Bash” at the library (as a substitute for performing at Community Block Party). It brought over 150 patrons, 3 hours of live music, and a live art installation that made our front walk look like an alligator pit (pictured below). They loved the location/setup and hope to partner for this event again next year.



Jamestown Mobile Market

Jamestown Mobile Market has been a staple on Wednesdays at the library in the summer and fall, and this year was no exception. The Mobile Market expanded their services to include weekly produce boxes (provided by the Cornell Cooperative Extension). Patrons began lining up each week about 20 minutes before the market opened in anticipation of the 75 free boxes and the opportunity to purchase low-cost produce every week.

BOCES Use of Meeting Room Spaces

The BOCES HSE morning classes started meeting at the library in mid-August. These classes meet in the PCC Lab and are offered Monday through Thursday from 9:00 AM to 1:00 PM. In addition, evening classes continue to be offered in the Literacy Center Monday through Wednesday from 4:00 PM to 7:00 PM. For the summer, the BOCES ESL classes met in the Fireplace Room on Tuesday and Thursdays while renovations were being completed in their facility.

LIBRARY UPDATES

New Staff Hiring

We have three new staff members who have joined our team during the summer months:

- Lisa Schillace, Library Associate I
- Alivia Roehrig, Library Associate I
- Shane Donaldson, Librarian I

Promotion

Kristie Bemis was promoted to our Library Operations Coordinator on our leadership team. Kristie brings years of experience to this position as she has been instrumental on our team with extensive knowledge and proficiency in our collection development and circulation procedures, as well as program development, and IT management and troubleshooting.

Program Sponsors

We would like to thank Lind Funeral Home for sponsoring the Community Block Party, as well as the many sponsors we had for our Summer Reading Celebration which include Dot's Gift Boutique, Rodger's Land Surveying, Chautauqua Patrons Insurance Company, Shults Auto Group, Jamestown Area Federal Credit Union, Stormer Mechanical, and Fessensen Laumer & DeAngelo PLLC.

James Prendergast Painting

The historic painting of James Prendergast is on vacation! The library contracted with a conservator to clean and restore the painting. James will return to the library this fall and be relocated to a new location above the new books section.

GRANT UPDATES

Lenna Foundation

The library applied to the Lenna Foundation for 12% of the 25% match funding needed to complete the 2024 NYS Aid for Library Construction Grant. We are happy to report that the foundation awarded the library \$35,745 towards the 25% match for the Front Door Construction Project. We applied for the other 12.5% to the Sheldon Foundation and expect to learn the funding status early this fall.

Holmberg Grant

The library applied for and was awarded a \$19,000 grant from the Holmberg Foundation, in support of the library's Makerspace and youth programming. This generous grant helped to fund elements of our Summer Reading Celebration, including free books for children and teens, new dramatic play and STEM items for the Children's Room and Makerspace, as well as new items for Storytime programs, including new handheld instruments for toddlers. Additionally, this grant includes funds for new furniture and technology hardware for the teen lab, which is in the process of being ordered.

CCLS Summer Reading Grant

We received \$500 from CCLS to support the Summer Reading Celebration. The grant purchased prizes and program materials.

Chautauqua Region Community Foundation

We received a \$14,000 grant from the Community Foundation to expand the community gardens around the library. We replaced invasive and overgrown trees and shrubs that were damaging the historic building and creating sightline barriers for staff. We hired Royal Fern Nursey out of Fredonia, NY, to plan and install the new gardens. The flowers bloom at different times of the season, and the community loves the gardens. Staff receive compliments daily from patrons using the library.

Library Usage Report - June 2024	
Library Visits	
Days Open	24
Library Visits	10,598
Average Daily Library Visits	442
Year to Date Library Visits (Cumulative)	59,638
Library Borrowers	
New Cards Issued	83
Total Registered resident borrowers	16,606
Total Registered non-resident borrowers	10,920
Materials Use	
Adult Materials	3,986
Adult eBooks & eAudio	1,999
Children's Materials	2,744
Children's eBooks & eAudio	114
Video Materials	1,373
Microform Viewed	21
Reference Questions & Services	
Single Service Point Reference Questions	9,367
Technology Questions	1,774
Faxes (# sent or received)	43
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,493
Emailed print jobs	279
Internet Use (# of sessions)	1,106
Internet Use (# of minutes)	95,629
Adult Computer logins	709
Teen Computer logins	222
Children's Computer logins	175
Computer Lab Sessions in PCC	137
Mango Languages (# of minutes used)	297
Mango Languages (cumulative # of Sessions)	183
NY Times On-Site Sessions	2251
NY Times Off-Site Sessions	1089
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	69
Heritage Quest searches	139
ABC Mouse active users	18
NOVELny searches	10
Consumer Reports Visits	9
Consumer Reports Page Views	66
Programs	
Children's programs- # offered	73
Children's programs - attendance	767
Teen programs- # offered	14
Teen programs- attendance	123
Adult programs- # offered	12
Adult programs- attendance	1233
Offsite programs - # offered	9
Offsite programs - attendance	101
Library Outreach tabling - # offered	1
Library Outreach tabling - attendance	161
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	2
HSE/GED Classes - # offered	10
HSE/GED Classes - attendance	21
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	66
Non-Library Sponsored Room Use -attendance	602
Library Sponsored Room Use - # of sessions	156
Library Sponsored Room Use - attendance	2305
Social media & Webpage views	
Facebook - Daily Total Reach	56,908
Prendergast Library Home Page Views	7,983
Facebook Followers	4,615
Twitter Followers	0
Instagram Followers	1,130

Library Usage Report - July 2024	
Library Visits	
Days Open	26
Library Visits	13,420
Average Daily Library Visits	516
Year to Date Library Visits (Cumulative)	73,058
Library Borrowers	
New Cards Issued	116
Total Registered resident borrowers	16,672
Total Registered non-resident borrowers	10,936
Materials Use	
Adult Materials	5,072
Adult eBooks & eAudio	2,051
Children's Materials	3,766
Children's eBooks & eAudio	92
Video Materials	1,483
Microform Viewed	20
Reference Questions & Services	
Single Service Point Reference Questions	13,799
Technology Questions	3,174
Faxes (# sent or received)	27
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,653
Emailed print jobs	284
Internet Use (# of sessions)	1,437
Internet Use (# of minutes)	123,065
Adult Computer logins	959
Teen Computer logins	248
Children's Computer logins	230
Computer Lab Sessions in PCC	135
Mango Languages (# of minutes used)	45
Mango Languages (cumulative # of Sessions)	198
NY Times On-Site Sessions	2825
NY Times Off-Site Sessions	1529
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	264
Heritage Quest searches	237
ABC Mouse active users	12
NOVELny searches	40
Consumer Reports Visits	6
Consumer Reports Page Views	72
Programs	
Children's programs- # offered	77
Children's programs - attendance	4,708
Teen programs- # offered	16
Teen programs- attendance	120
Adult programs- # offered	15
Adult programs- attendance	328
Offsite programs - # offered	9
Offsite programs - attendance	143
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	1
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	43
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	87
Non-Library Sponsored Room Use -attendance	715
Library Sponsored Room Use - # of sessions	200
Library Sponsored Room Use - attendance	5564
Social media & Webpage views	
Facebook - Daily Total Reach	31,519
Prendergast Library Home Page Views	8,273
Facebook Followers	4,644
Twitter Followers	0
Instagram Followers	1,134

Library Usage Report - August 2024	
Library Visits	
Days Open	27
Library Visits	13,244
Average Daily Library Visits	491
Year to Date Library Visits (Cumulative)	86,302
Library Borrowers	
New Cards Issued	97
Total Registered resident borrowers	16,724
Total Registered non-resident borrowers	10,948
Materials Use	
Adult Materials	4,628
Adult eBooks & eAudio	2,086
Children's Materials	3,039
Children's eBooks & eAudio	126
Video Materials	1,519
Microform Viewed	53
Reference Questions & Services	
Single Service Point Reference Questions	16,003
Technology Questions	2,394
Faxes (# sent or received)	41
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,810
Emailed print jobs	305
Internet Use (# of sessions)	1,510
Internet Use (# of minutes)	123,916
Adult Computer logins	1,091
Teen Computer logins	202
Children's Computer logins	217
Computer Lab Sessions in PCC	141
Mango Languages (# of minutes used)	99
Mango Languages (cumulative # of Sessions)	233
NY Times On-Site Sessions	
NY Times Off-Site Sessions	
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	168
Heritage Quest searches	214
ABC Mouse active users	23
NOVELny searches	191
Consumer Reports Visits	6
Consumer Reports Page Views	54
Programs	
Children's programs- # offered	78
Children's programs - attendance	4,804
Teen programs- # offered	15
Teen programs- attendance	106
Adult programs- # offered	21
Adult programs- attendance	516
Offsite programs - # offered	2
Offsite programs - attendance	29
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	0
HSE/GED Classes - # offered	11
HSE/GED Classes - attendance	45
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	78
Non-Library Sponsored Room Use -attendance	804
Library Sponsored Room Use - # of sessions	198
Library Sponsored Room Use - attendance	6044
Social media & Webpage views	
Facebook - Daily Total Reach	20,509
Prendergast Library Home Page Views	9,733
Facebook Followers	4,672
Twitter Followers	0
Instagram Followers	1,142

James Prendergast Library Association
Cash Sources
June 2024

REVENUE REPORT	Receipts This Month Jun-24	Receipts YTD Beg - Jun 2024	Annual Budget Internal 2024	Balance	% Received
LOCAL FUNDING					
JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
LIBRARY SERVICES, OTHER	300.00	1,800.00	2,000.00	200.00	90.00%
GRANTS, NON-GOVERNMENT	15,000.00	29,000.00	169,490.00	140,490.00	17.11%
COUNTY FUNDING					
CCLS - MATERIALS (BOOK) PLAN	0.00	5,000.00	10,000.00	5,000.00	50.00%
STATE AID					
CCLS - CLSA - CBA	0.00	0.00	30,650.00	30,650.00	0.00%
CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	67,478.00	67,478.00	0.00%
CCLS CASH GRANT	500.00	1,000.00	300.00	-700.00	333.33%
OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
GRANTS, OTHER GOV'T	0.00	3,505.00	0.00	-3,505.00	0.00%
NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	1,115.60	8,800.00	7,684.40	12.68%
ENDOWMENT					
TRANSFER FROM ENDOWMENT	0.00	199,917.24	399,835.00	199,917.76	50.00%
AXEL W CARLSON	0.00	1,998.00	1,599.00	-399.00	124.95%
GUSTAFSON-LANPHERE FUND	0.00	2,301.53	2,500.00	198.47	92.06%
SALLY J NALBONE MEM FUND	0.00	540.00	432.00	-108.00	125.00%
KATHERINE GANZ FUND	0.00	17,114.00	13,623.00	-3,491.00	125.63%
KOHL FAMILY FUND	0.00	1,544.63	900.00	-644.63	171.63%
FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
ROBERT S & JE'ANNE BARGAR	0.00	407.55	325.00	-82.55	125.40%
LIBRARY FEES					
FINES & FEES	1,273.23	8,872.94	17,000.00	8,127.06	52.19%
COPY MACHINE	392.16	1,845.67	3,000.00	1,154.33	61.52%
CCLS					
CCLS RENTAL INCOME	4,875.00	29,250.00	58,500.00	29,250.00	50.00%
FUNDRAISING/DONATIONS					
BOOKSALE	1,963.95	11,846.10	25,000.00	13,153.90	47.38%
FUNDRAISING	18,187.77	30,144.23	65,000.00	34,855.77	46.38%
ESTATES	0.00	0.00	0.00	0.00	0.00%
MEMORIALS	536.52	13,976.52	3,000.00	-10,976.52	465.88%
OTHER					
INTEREST EARNED	2.70	30.90	50.00	19.10	61.80%
Total Income	43,031.33	361,209.91	1,229,682.00	868,472.09	29.37%

James Prendergast Library Association
Expenses
June 2024

EXPENSE REPORT	Disbursed This Month Jun-24	Disbursed Year-To-Date Beg - Jun 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	53,410.13	312,332.53	624,834.00	312,501.47	49.99%
· SALARIES - MAINTENANCE	2,793.00	18,587.26	39,507.00	20,919.74	47.05%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	4,083.79	24,038.24	50,822.00	26,783.76	47.30%
· DISABILITY INSURANCE BENEFITS	285.70	559.10	1,195.00	635.90	46.79%
· INSURANCE - WORKER'S COMP	0.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	5,670.79	33,065.24	76,535.00	43,469.76	43.20%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
· MATERIALS	-1,041.62	36,223.24	110,857.00	74,633.76	32.68%
BUILDING EXPENSES					
· UTILITIES	3,575.04	26,121.54	55,000.00	28,878.46	47.49%
· BLDG & CUSTODIAL SUPPLIES	8.98	2,147.67	7,000.00	4,852.33	30.68%
· BLDG MAINT & REPAIR	1,749.03	14,005.90	41,000.00	26,994.10	34.16%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	97.87	2,421.21	8,500.00	6,078.79	28.48%
· MISC BUSINESS FEES	220.39	4,942.30	9,172.00	4,229.70	53.88%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	375.59	4,511.46	16,000.00	11,488.54	28.20%
· OFFICE & LIBRARY SUPPLIES	473.32	4,457.68	12,600.00	8,142.32	35.38%
· GRANTS PROGRAM EXPENSES	9,713.37	9,713.37	0.00	-9,713.37	0.00%
· FUNDRAISING	200.99	2,239.67	7,000.00	4,760.33	32.00%
· COPY MACHINE EXPENSE	704.93	2,298.94	4,500.00	2,201.06	51.09%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	221.23	8,959.77	23,000.00	14,040.23	38.96%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	229.50	1,500.00	1,270.50	15.30%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	<u>82,580.78</u>	<u>528,818.41</u>	<u>1,229,682.00</u>	<u>700,863.59</u>	<u>43.00%</u>
NET PROFIT OR LOSS	<u>\$ (39,549.45)</u>	<u>\$ (167,608.50)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	55,548.30
1050 · JSB - MONEY MARKET	33,327.36
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	102,487.95
1090 · Unemployment Fund	2,668.82
Total Checking/Savings	<u>194,332.43</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	64,852.00
Total Other Current Assets	<u>64,852.00</u>
Total Current Assets	<u>259,184.43</u>
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	66,237.00
1550 · ACCUMULATED DEPRECIATION	<u>-2,773,845.07</u>
Total Fixed Assets	<u>2,309,542.05</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,172,612.23
1555.02 · JOHNSON ESTATE	65,891.12
1555.03 · MURRAY L BOB LECT FUND - ENDOW	44,782.84
1555.04 · SALE OF DONATED ASSETS - EF	1,440,929.57
Total 1555 · ENDOWMENT FUND	<u>7,724,215.76</u>
1560 · Snitger Gift Fund	51,194.28
Total Other Assets	<u>7,775,410.04</u>
TOTAL ASSETS	<u><u>10,344,136.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2020 · RETIREMENT	104.86
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	616.67
2040.02 · DENTAL FLEX	153.14
2040.03 · AFLAC	19.20
2040.04 · VSP	44.70
Total 2040 · PREMIUMS - FLEX	<u>833.71</u>
2080 · NY DISB PFL	2.00
2110 · ACCRUED VACATION	29,442.01

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 24</u>
Total Other Current Liabilities	30,382.58
Total Current Liabilities	<u>30,382.58</u>
Total Liabilities	30,382.58
Equity	
3085 · With Donor Restrictions	193,345.00
3080 · Without Donor Restrictions	9,766,857.19
3070 · FUND BALANCE	402,362.71
Net Income	-48,810.96
Total Equity	<u>10,313,753.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,344,136.52</u></u>

James Prendergast Library Association
Cash Sources
July 2024

REVENUE REPORT	Receipts This Month Jul-24	Receipts YTD Beg - Jul 2024	Annual Budget Internal 2024	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. LIBRARY SERVICES, OTHER	400.00	2,200.00	2,000.00	-200.00	110.00%
. GRANTS, NON-GOVERNMENT	46,250.00	75,250.00	169,490.00	94,240.00	44.40%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	7,500.00	10,000.00	2,500.00	75.00%
STATE AID					
. CCLS - CLSA - CBA	31,062.50	31,062.50	30,650.00	-412.50	101.35%
. CCLS - CLSA - CENTRAL LIB DEV	70,279.60	70,279.60	67,478.00	-2,801.60	104.15%
. CCLS CASH GRANT	250.00	1,250.00	300.00	-950.00	416.67%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	3,505.00	0.00	-3,505.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	10,431.90	11,547.50	8,800.00	-2,747.50	131.22%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	199,917.24	399,835.00	199,917.76	50.00%
. AXEL W CARLSON	0.00	1,998.00	1,599.00	-399.00	124.95%
. GUSTAFSON-LANPHERE FUND	1,195.02	3,496.55	2,500.00	-996.55	139.86%
. SALLY J NALBONE MEM FUND	0.00	540.00	432.00	-108.00	125.00%
. KATHERINE GANZ FUND	0.00	17,114.00	13,623.00	-3,491.00	125.63%
. KOHL FAMILY FUND	0.00	1,544.63	900.00	-644.63	171.63%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	407.55	325.00	-82.55	125.40%
LIBRARY FEES					
. FINES & FEES	2,016.59	10,889.53	17,000.00	6,110.47	64.06%
. COPY MACHINE	187.36	2,033.03	3,000.00	966.97	67.77%
CCLS					
. CCLS RENTAL INCOME	4,875.00	34,125.00	58,500.00	24,375.00	58.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	4,018.54	15,864.64	25,000.00	9,135.36	63.46%
. FUNDRAISING	5,003.14	35,147.37	65,000.00	29,852.63	54.07%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	753.04	14,729.56	3,000.00	-11,729.56	490.99%
OTHER					
. INTEREST EARNED	1.26	32.16	50.00	17.84	64.32%
. REFUNDS	246.00	246.00	0.00	-246.00	0.00%
Total Income	179,469.95	540,679.86	1,229,682.00	689,002.14	43.97%

James Prendergast Library Association
Expenses
July 2024

EXPENSE REPORT	Disbursed	Disbursed	Annual	Balance	% Spent
	This Month	Year-To-Date	Budget		
	Jul-24	Beg - Jul 2024	Internal 2024		
· SALARIES - STAFF	74,404.20	386,736.73	624,834.00	238,097.27	61.89%
· SALARIES - MAINTENANCE	4,189.50	22,776.76	39,507.00	16,730.24	57.65%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	5,735.47	29,773.71	50,822.00	21,048.29	58.58%
· DISABILITY INSURANCE BENEFITS	0.00	559.10	1,195.00	635.90	46.79%
· INSURANCE - WORKER'S COMP	0.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	6,121.39	39,186.63	76,535.00	37,348.37	51.20%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
· MATERIALS	7,036.49	43,259.73	110,857.00	67,597.27	39.02%
BUILDING EXPENSES					
· UTILITIES	3,107.74	29,229.28	55,000.00	25,770.72	53.14%
· BLDG & CUSTODIAL SUPPLIES	773.64	2,921.31	7,000.00	4,078.69	41.73%
· BLDG MAINT & REPAIR	3,899.08	17,904.98	41,000.00	23,095.02	43.67%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	119.91	2,541.12	8,500.00	5,958.88	29.90%
· MISC BUSINESS FEES	2,302.51	7,244.81	9,172.00	1,927.19	78.99%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	66.59	4,578.05	16,000.00	11,421.95	28.61%
· OFFICE & LIBRARY SUPPLIES	611.91	5,069.59	12,600.00	7,530.41	40.23%
· GRANTS PROGRAM EXPENSES	5,367.60	15,080.97	0.00	-15,080.97	0.00%
· FUNDRAISING	167.04	2,406.71	7,000.00	4,593.29	34.38%
· COPY MACHINE EXPENSE	481.76	2,780.70	4,500.00	1,719.30	61.79%
MISCELLANEOUS					
· LEGAL COUNSEL	350.00	350.00	2,000.00	1,650.00	17.50%
· HR & PROFESSIONAL FEES	641.54	9,601.31	23,000.00	13,398.69	41.74%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	267.75	1,500.00	1,232.25	17.85%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	115,414.62	644,233.03	1,229,682.00	585,448.97	52.39%
NET PROFIT OR LOSS	\$ 64,055.33	\$ (103,553.17)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	104,081.85
1050 · JSB - MONEY MARKET	22,328.10
1060 · SPECIAL ACCOUNT - JSB	200.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	128,338.82
1090 · Unemployment Fund	2,668.84
Total Checking/Savings	257,667.61
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	64,852.00
Total Other Current Assets	64,852.00
Total Current Assets	322,519.61
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	67,637.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	2,310,942.05
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,375,249.71
1555.02 · JOHNSON ESTATE	65,891.12
1555.03 · MURRAY L BOB LECT FUND - ENDOW	44,782.84
1555.04 · SALE OF DONATED ASSETS - EF	1,487,827.19
Total 1555 · ENDOWMENT FUND	7,973,750.86
1560 · Snitger Gift Fund	51,194.28
Total Other Assets	8,024,945.14
TOTAL ASSETS	10,658,406.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,008.20
2040.02 · DENTAL FLEX	225.01
2040.03 · AFLAC	19.20
2040.04 · VSP	72.29
Total 2040 · PREMIUMS - FLEX	1,324.70
2080 · NY DISB PFL	294.83
2110 · ACCRUED VACATION	29,442.01
Total Other Current Liabilities	31,061.54

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>
Total Current Liabilities	31,061.54
Total Liabilities	<u>31,061.54</u>
Equity	
3085 · With Donor Restrictions	193,345.00
3080 · Without Donor Restrictions	9,766,857.19
3070 · FUND BALANCE	402,362.71
Net Income	264,780.36
Total Equity	<u>10,627,345.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,658,406.80</u></u>

James Prendergast Library Association
Cash Sources
August 2024

REVENUE REPORT	Receipts This Month Aug-24	Receipts YTD Beg - Aug 2024	Annual Budget Internal 2024	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. LIBRARY SERVICES, OTHER	0.00	2,200.00	2,000.00	-200.00	110.00%
. GRANTS, NON-GOVERNMENT	0.00	75,250.00	169,490.00	94,240.00	44.40%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	7,500.00	10,000.00	2,500.00	75.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	31,062.50	30,650.00	-412.50	101.35%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	70,279.60	67,478.00	-2,801.60	104.15%
. CCLS CASH GRANT	0.00	1,250.00	300.00	-950.00	416.67%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	3,505.00	0.00	-3,505.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	11,547.50	8,800.00	-2,747.50	131.22%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	199,917.24	399,835.00	199,917.76	50.00%
. AXEL W CARLSON	0.00	1,998.00	1,599.00	-399.00	124.95%
. GUSTAFSON-LANPHERE FUND	0.00	3,496.55	2,500.00	-996.55	139.86%
. SALLY J NALBONE MEM FUND	0.00	540.00	432.00	-108.00	125.00%
. KATHERINE GANZ FUND	0.00	17,114.00	13,623.00	-3,491.00	125.63%
. KOHL FAMILY FUND	0.00	1,544.63	900.00	-644.63	171.63%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	407.55	325.00	-82.55	125.40%
LIBRARY FEES					
. FINES & FEES	1,788.80	12,678.33	17,000.00	4,321.67	74.58%
. COPY MACHINE	269.50	2,302.53	3,000.00	697.47	76.75%
CCLS					
. CCLS RENTAL INCOME	4,875.00	39,000.00	58,500.00	19,500.00	66.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,504.43	18,369.07	25,000.00	6,630.93	73.48%
. FUNDRAISING	1,677.24	36,824.61	65,000.00	28,175.39	56.65%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	1,057.52	15,787.08	3,000.00	-12,787.08	526.24%
OTHER					
. INTEREST EARNED	2.66	34.82	50.00	15.18	69.64%
. REFUNDS	0.00	246.00	0.00	-246.00	0.00%
Total Income	12,175.15	552,855.01	1,229,682.00	676,826.99	44.96%

James Prendergast Library Association
Expenses
August 2024

EXPENSE REPORT	Disbursed This Month Aug-24	Disbursed Year-To-Date Beg - Aug 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	45,481.25	432,217.98	624,834.00	192,616.02	69.17%
· SALARIES - MAINTENANCE	2,793.00	25,569.76	39,507.00	13,937.24	64.72%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,536.07	33,309.78	50,822.00	17,512.22	65.54%
· DISABILITY INSURANCE BENEFITS	0.00	559.10	1,195.00	635.90	46.79%
· INSURANCE - WORKER'S COMP	0.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	5,213.77	44,400.40	76,535.00	32,134.60	58.01%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
· MATERIALS	4,985.51	48,245.24	110,857.00	62,611.76	43.52%
BUILDING EXPENSES					
· UTILITIES	3,258.10	32,487.38	55,000.00	22,512.62	59.07%
· BLDG & CUSTODIAL SUPPLIES	141.99	3,063.30	7,000.00	3,936.70	43.76%
· BLDG MAINT & REPAIR	1,400.00	19,304.98	41,000.00	21,695.02	47.09%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	105.75	2,646.87	8,500.00	5,853.13	31.14%
· MISC BUSINESS FEES	304.97	7,549.78	9,172.00	1,622.22	82.31%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	66.59	4,644.64	16,000.00	11,355.36	29.03%
· OFFICE & LIBRARY SUPPLIES	519.73	5,589.32	12,600.00	7,010.68	44.36%
· GRANTS PROGRAM EXPENSES	2,190.34	17,271.31	0.00	-17,271.31	0.00%
· FUNDRAISING	0.00	2,406.71	7,000.00	4,593.29	34.38%
· COPY MACHINE EXPENSE	406.98	3,187.68	4,500.00	1,312.32	70.84%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	350.00	2,000.00	1,650.00	17.50%
· HR & PROFESSIONAL FEES	613.82	10,215.13	23,000.00	12,784.87	44.41%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	306.00	1,500.00	1,194.00	20.40%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	<u>71,056.12</u>	<u>715,289.15</u>	<u>1,229,682.00</u>	<u>514,392.85</u>	<u>58.17%</u>
NET PROFIT OR LOSS	<u>\$ (58,880.97)</u>	<u>\$ (162,434.14)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of August 31, 2024

Aug 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · JSB - OPERATING FUND	45,670.79
1050 · JSB - MONEY MARKET	22,330.31
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	110,409.81
1090 · Unemployment Fund	2,668.86

Total Checking/Savings 181,379.77

Other Current Assets

1300 · PREPAID CONTRIBUTION TO RETIRE	64,852.00
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Total Other Current Assets 64,852.00

Total Current Assets 246,231.77

Fixed Assets

1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	84,992.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07

Total Fixed Assets 2,328,297.05

Other Assets

1555 · ENDOWMENT FUND

1555.01 · INVESTMENT FUND - ENDOW	6,498,944.81
1555.02 · JOHNSON ESTATE	65,891.12
1555.03 · MURRAY L BOB LECT FUND - ENDOW	44,782.84
1555.04 · SALE OF DONATED ASSETS - EF	1,516,448.78

Total 1555 · ENDOWMENT FUND 8,126,067.55

1560 · Snitger Gift Fund 51,194.28

Total Other Assets 8,177,261.83

TOTAL ASSETS 10,751,790.65

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2040 · PREMIUMS - FLEX

2040.01 · HEALTH INS FLEX	791.22
2040.02 · DENTAL FLEX	211.95
2040.03 · AFLAC	19.20
2040.04 · VSP	69.37

Total 2040 · PREMIUMS - FLEX 1,091.74

2080 · NY DISB PFL 474.91

2110 · ACCRUED VACATION 29,442.01

Total Other Current Liabilities 31,008.66

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of August 31, 2024

	<u>Aug 31, 24</u>
Total Current Liabilities	31,008.66
Total Liabilities	<u>31,008.66</u>
Equity	
3085 · With Donor Restrictions	193,345.00
3080 · Without Donor Restrictions	9,766,857.19
3070 · FUND BALANCE	402,362.71
Net Income	358,217.09
Total Equity	<u>10,720,781.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,751,790.65</u></u>

ASSURANCES

State Aid for Library Construction Program (FY 2024-2025)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraiser in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer's warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

James Prendergast Library Library at a legal meeting
on September 19, 2024.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

Lease Agreement

This Lease Agreement is made and entered into this ___ day of December, 2024, by and between

JAMES PRENDERGAST LIBRARY ASSOCIATION 509 Cherry Street, Jamestown, New York 14701 (hereinafter referred to as the *Lessor*), and

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM., 106 West 5th Street, Jamestown , New York 14701 (hereinafter referred to as the *Lessee*).

The Lessor is the owner of real property located between 5th and 6th streets, and between Washington and Cherry streets, in the City of Jamestown, New York, upon which there has previously been constructed a building, parking lots, a loading dock and other improvements designed for the operation of an operating library and a central library office.

The Lessor and Lessee (hereinafter sometimes referred to as the “Parties”) each conduct their library operations in a common building. Certain portions of the building and parking lot have been separated for exclusive use by the Lessor and Lessee, and certain portions are shared.

The Lessor and Lessee were parties to a prior written lease agreement which expires On December 31, 2024. The Parties desire to continue their relationship under the terms contained herein.

Now, Therefore, in consideration of the foregoing and the mutual covenants hereinafter contained, the parties agree as follows:

1. **PREMISES.** The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor the Premises known as 106 West 5th Street, Jamestown, New York, consisting of 7,206 square feet of space for exclusive use (the “exclusive space”) by the Lessee, plus common use of the loading dock, stairways, elevator and hallway, and common parking lots, the “common elements.” This Lease includes real property, buildings, and fixtures which exist at the commencement of the lease, and such building and fixture improvements that may be added during the lease term at the expense of the Lessee.

2. **TERM.** The Lease shall commence on January 1, 2025, and shall continue for a period of four (4) years.

3. **RENT.**

(a) **RENTAL.** The Lessee agrees to pay to the Lessor, and the Lessor agrees to accept from the Lessee, as base rent, the sum of Sixty Thousand Two Hundred Fifty-five Dollars (\$60,255) for the 2025 calendar year, Sixty-Two Thousand Sixty-Two and 65/100 Dollars (\$62,062.65) for the 2026 calendar year, Sixty-Three Thousand Nine Hundred Twenty-Four Dollars (\$63,924.00) for the 2027 calendar and Sixty-Five Thousand Eight Hundred Forty-Two Dollars (\$65,841.72) for the 2028 calendar year payable in equal monthly installments on the 1st day of each and every month during the lease term.

(b) **INSURANCE.** Each Party shall be responsible for the cost of its insurance policy as required in Section "5" below.

(c) **MAINTENANCE EXPENSES.** The Lessor shall be responsible for the maintenance of the Lessor's exclusive space, all common areas, including parking lots and sidewalks, snow removal, elevator maintenance and inspections, the Lessee's exclusive space and cleaning supplies at its sole cost and expense. Any expenses beyond routine cleaning and maintenance shall be subject to negotiation.

(d) **UTILITIES.** The Lessor shall be responsible for all ordinary utility expenses, including Electric, Heat, Water, Sewer and Sanitation (garbage) and security system expenses with no additional contribution from the Lessee.

4. **USE OF PREMISES.** The Lessee shall use and occupy the Premises for office purposes. The Lessor represents that the Premises may lawfully be used for such purpose. The Lessee agrees that throughout the term of this Lease it will promptly comply with all statutes, codes, laws, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permit conditions, licenses, and other directions and requirements of all federal, state, county, and municipal or other governmental departments or subdivisions.

5. **INSURANCE.** At all times throughout the term of this Lease, the Parties shall maintain, at their sole cost, the following insurance:

Insurance Provided by Lessor:

(a) Insurance protecting the interests of the Lessor, the Lessee, and any mortgagee of the Premises against loss or damage to improvements on the Premises by fire, lightning, or other casualties commonly insured against by similar business in Western New York in an amount not less than \$500,000.

(b) Insurance on the contents owned by the Lessor in an amount to be determined by the Lessor.

(c) Insurance protecting the Lessor against loss or losses from liabilities arising from personal

injury, death, or damage to property of others caused by an accident or occurrence related to the Premises with limits of not less than \$1 million per accident or occurrence on account of personal injury, including death resulting therefrom, and \$100,000 per accident or occurrence on account of damage to property of others.

Insurance provided by Lessee:

(a) Insurance on the contents owned by the Lessee in an amount to be determined by the Lessee.

(c) Insurance protecting the Lessee against loss or losses from liabilities arising from personal injury, death, or damage to property of others caused by an accident or occurrence related to the Premises with limits of not less than \$1 million per accident or occurrence on account of personal injury, including death resulting therefrom, and \$100,000 per accident or occurrence on account of damage to property of others.

Obligations of both Parties:

Each party shall name the other as an additional insured on all required certificates of insurance. Each Party shall deliver to the other Party, upon request, certificates confirming the continuation of all policies in full force and effect, together with a statement of the insurer or insurers that no policy written by the insurer shall be terminated without giving thirty (30) days written notice of termination to the other Party.

All insurance policies shall be written by insurers acceptable to the other Party and issued by a company licensed to do business in the State of New York.

6. **INDEMNIFICATION OBLIGATION OF THE LESSEE.** The Lessee shall at all times protect, defend, and hold the Lessor harmless of, from, and against any and all liabilities for losses, damages, and injuries arising during the term of this Lease Agreement upon, about, resulting from or arising out of the Lessee's operations upon the Premises, including environmental damages caused by the Lessee, related penalties, or clean-up costs resulting from operations on or about the Premises by the Lessee.

7. **DAMAGE OR DESTRUCTION OF THE PREMISES.** In the event that any of the improvements on the Premises shall be damaged or destroyed in whole or in part at any time during the term of this Lease, the rights and obligations of the parties shall be as follows:

(a) The Lessor shall have the right (but not the obligation) to repair, replace, or rebuild (*restore*) the affected improvements.

(b) There shall be no abatement or reduction in the basic rent or in any other amounts payable by the Lessee to the Lessor pursuant to this Lease Agreement.

(c) Within sixty (60) days of the occurrence of any damage to or destruction of improvements on the Premises, the Lessor shall notify the Lessee of the election of the Lessor to either restore or not to restore the damaged or destroyed improvements. In the event the Lessor elects to restore the damaged or destroyed improvements, all insurance proceeds received shall be applied first to pay for those repairs or replacements undertaken by the Lessor and any remaining proceeds shall be applied to the repair or replacement of damaged or destroyed leasehold improvements or the replacement of other property belonging to the Lessee. In the event the Lessor elects not to restore any damaged or destroyed improvements on the Premises, the Lessor shall retain all insurance proceeds up to the fair market value of the building and the Lessor-constructed improvements damaged or destroyed, the Lessor shall pay any surplus proceeds to the Lessee up to an amount equal to the unamortized cost (book value) of the Lessee's leasehold improvements and lost property, and any surplus thereafter remaining shall be retained by the Lessor. In the event that the Lessor elects to restore damaged or destroyed improvements on the Premises, the Lessee shall also be obligated to undertake the repair or replacement of the portions thereof which were the Lessee's responsibility as leasehold improvements.

8. **DISCHARGE OF LIENS AND ENCUMBRANCES.** The Lessee shall at no time during the term of this Lease cause, create, suffer, or permit the creation of any lien upon the Premises by reason of any labor, services, or materials rendered or supplied or claimed to be rendered or supplied with respect to the Premises or the occurrence of any event, action, or transaction which gives rise to a lien for encumbrance of the Premises as a result of the application of any law or regulation, except as may be specifically consented to in writing by the Lessor.

9. **ASSIGNMENTS AND SUBLEASING.** The interests of the parties to this Lease Agreement, or any portion thereof, may not be assigned to any third party.

10. **EVENTS OF DEFAULT AND REMEDIES.** In the event that the Lessee fails to make payment of any installment of basic rent on the date that the same shall be due, or in the event that the Lessee fails to comply with any other covenant or obligation of the Lessee pursuant to the terms of this Lease within ten (10) days of the receipt of notice to the Lessee of the existence of such failure, the Lessor may declare the Lessee to be in default under the terms of this Lease, and the Lessor may thereafter take,

except to the extent otherwise prohibited by law, any one or more of the following remedial measures:

(a) The Lessor may declare this Lease to be in default and immediately terminate the Lessee's right to possession and occupancy under the Lease and may immediately cause the Lessee to vacate the Premises or to be evicted from the Premises, in which event all the Lessee's right, title, and interest in and to the Premises, the remainder of the Lease term, and any improvements on the Premises shall terminate and be surrendered to the Lessor. The Lessor's rights to recover from the Lessee basic rent payments for all periods up to the date the Lessee shall actually vacate the Premises, to receive payment of or reimbursement for other expenses of the Lessor for Lessee obligations under this Lease or otherwise incurred because of the Lessee's default, and to recover from the Lessee damages for any failure of the Lessee to maintain the Premises as required by this Lease shall all survive such termination.

(b) The Lessor may rent the Premises to third parties for the remainder of the original Lease term and recover as additional damages from the Lessee any loss incurred by reason of a reduction in the total rent recovered by the Lessor for the remainder of the term.

(c) The Lessor may remedy the failure of performance by the Lessee and may recover from the Lessee the actual costs incurred by the Lessor and may recover from the Lessee the Lessor's costs thereof, together with interest thereon at the rate of 12 percent per annum.

(d) The Lessor may pursue any additional or alternate remedy permitted by law.

11. **CONDEMNATION.** In the event of the condemnation of all or any portion of the Premises by any entity duly exercising power of eminent domain, the Lessee may seek only an award for the value of the unamortized portion of any leasehold improvement costs expended by it, and the balance of any final award, judgment, or settlement made by or on behalf of the condemning entity shall be paid to the Lessor. The Lessor is hereby granted sole authority to pursue negotiations for settlement with the condemning authority on behalf of the Lessor and the Lessee. In the event that a court action is necessary to recover reasonable compensation from the condemning entity, the Lessor shall have no obligation to pursue any claim on behalf of the Lessee. If the portion of the Premises condemned is sufficiently large to substantially restrict the Lessee's ability to operate its business on the remaining portion of the Premises, the Lessee may, upon sixty (60) days written notice to the Lessor and tender of all payments due through the date of termination, cancel this Lease; provided, however, that the date of cancellation shall not be a date earlier than the date on which occupancy or possession of the condemned portion of the Premises is

taken by the condemning entity.

12. NOTICES. All notices or other communications permitted or required to be given pursuant to this Lease shall be deemed to have been given when delivered personally or sent by regular or certified mail, postage prepaid, addressed to the parties as follows:

If to the Lessor: **JAMES PRENDERGAST LIBRARY ASSOCIATION**
509 Cherry Street,
Jamestown, New York 14701

If to the Lessee: **CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM,**
106 West 5th Street,
Jamestown, New York 14701

or at such other address as may from time to time be designated in writing.

13. BINDING EFFECT. This Lease Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective successors, heirs, and assigns.

14. SEVERABILITY. In the event any provision of this Lease Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

15. NO WAIVER. The failure of either party to insist on strict performance of any covenant or condition hereof or to exercise any option herein contained shall not be construed as a waiver of such covenant, condition, or option in any other instance. This Lease cannot be changed or terminated orally.

16. APPLICABLE LAW AND VENUE. This Lease Agreement shall be governed exclusively by the applicable laws of the State of New York, and any action brought for interpretation or enforcement of any provision hereof shall be brought exclusively in a court of competent jurisdiction in Chautauqua County, New York.

17. SURRENDER AT END OF TERM. The Lessee agrees to quit and surrender said Premises to the Lessor at the end of the lease term in a condition comparable to the condition at the beginning of the term, reasonable wear and tear excepted.

--Signatures appear on next page--

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

***JAMES PRENDERGAST LIBRARY
ASSOCIATION***

By _____
Annie Greene, Executive Director

***CHAUTAUQUA-CATTARAUGUS LIBRARY
SYSTEM***

By _____



Child Safety Policy

The Prendergast Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior **of children of any age while the child is using the library or on library property.**
- Children 8 years old or under **and** not yet in second grade must be directly supervised by a parent, guardian or caregiver while in the library. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.
- A caregiver must:
 - be at least 14 years of age;
 - provide direct supervision of the child in their care;
 - not be using the Children's Room computers during the time they are supervising the child.
- Parents, guardians or caregivers who do not attend a Children's Room program with their child must remain in the Library if the child is 8 years old or under **and** not yet in second grade, in case the child needs to leave the program.
- Children 8 years old or older and in second grade or higher may use the Library unattended for an amount of time appropriate to their age and maturity. All children must have the telephone number of someone who can assist them in an emergency.
- **The Library is not responsible if children leave Library property unattended or are asked to leave due to violation of our Rules of Conduct Policy.**
- Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be asked to move to another area of the Library if need be.

Inappropriate behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes, but is not limited to, not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use or abuse of library property; and other behaviors as per the Library's Rules of Conduct Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

At Library Closing Time:

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Jamestown Police Department. Two staff members will wait with the child until the Jamestown Police Department arrives. An incident report describing the situation will be filed the next day. After closing time, Library staff will leave a note on the Library door stating "*Unattended child is in the custody of the Jamestown Police, 201 East 2nd Street, Jamestown, NY 14701; Phone no. 483- 7537*" once the child is in the care of the police. The child's name will not be listed on the sign.

JAMES PRENDERGAST LIBRARY ASSOCIATION
BY-LAWS
AS AMENDED

I. Adoption and Amendments

These by-laws, adopted by the Board of Trustees September 10, 1952, are in accordance with the Charter of the James Prendergast Library Association. They may be amended or changed only by a 2/3rds vote of all of the members of the Board. The proposed changes will be presented and reviewed at one meeting and voted on at the next scheduled or special meeting. All amendments or changes of such by-laws must be in accordance with the charter, as amended, of said Association.

II. Board of Trustees

a. Number

The number of trustees shall not be less than seven nor more than fifteen. The trustee's term of office shall be for three years. At the expiration of his/her term of office a trustee shall be eligible for re-election. No trustee may serve more than nine successive years. The board shall maintain two thirds or more of its members to be residents of the Jamestown School District. If the number of board members is not divisible by three then the board shall maintain over two thirds of its members be residents of the Jamestown City School District. There shall also be one non-voting high school student liaison trustee member who will be chosen annually for a one-year term by the Library Board from applications received.

b. Nomination and Election

The Board Governance Committee shall present a slate of trustee members for election to the Board at the annual meeting. The newly elected trustees shall take office at the first meeting following the annual meeting. The Board Governance Committee shall review the two thirds residential requirement when replacing board members or board vacancies to ensure the two thirds residency requirement is in compliance.

c. Vacancies

Any vacancy occurring in the Board of Trustees and any position to be filled by reason of an increase in the number of Trustees may be filled upon recommendation of a qualified candidate by the Board Governance Committee by the affirmative vote of the majority of the Board. A Trustee elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

d. Mandated Trustee Education Requirements

All Board members are required to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner on the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library

trustee. Such trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the commissioner.

e. Resignations

A Trustee may resign at any time by filing a written resignation with the President of the Board.

f. Removal

Any Trustee may be removed from office with (or without cause) by a two-thirds (2/3) vote of all Trustees then in office (or present at meeting), at any regular or special meeting of the Board, if the meeting notice includes such purpose. The Trustee shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

g. Consent of Voting Members Without Meeting

Any action required or permitted to be taken by the Voting Membership or a committee thereof may be taken without a meeting if all Voting Members of the Voting Membership or committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the Voting Members of the Voting Membership or committee shall be filed with the minutes of the proceedings of the Voting Membership or committee.

III. Annual Meeting

The annual meeting of the trustees shall be held in December of each year, at which time trustees and officers shall be elected or appointed according to these by-laws and the Charter of the Association. At least five days written notice shall be given to all trustees as to the time and place of the annual meeting.

IV. Officers

The officers of the Association shall be a President, a Vice-President, a Secretary a Treasurer and an Assistant Secretary-Treasurer elected or appointed according to the requirements of the Charter. All officers shall be elected from the membership of the Board of Trustees. The term of office of said officers shall be established by resolution of the trustees, and said trustees holding such offices shall not receive any compensation for their services,

V. Duties of Officers

The President shall preside at all meetings of the Board of Trustees and act as the chief executive

officer in the governance of the library. The Vice-President shall act in the absence or disability of the President. The Secretary shall keep an accurate record of the proceedings of the Association, shall be the custodian of its seal and all legal and other papers. Such records may be placed in the library building for permanent record. The Treasurer, or his or her designee, shall oversee receipt of all funds of the Association and deposit them in such banks as shall be designated by the trustees. The Secretary and the Treasurer shall, at stated intervals, make such reports to the President and Trustees, as they request or require. The Assistant Secretary-Treasurer, shall aid the Secretary and Treasurer and perform such other duties as prescribed by the trustees.

All checks and vouchers shall be signed by two of the officers or one officer of the Association and a staff member as designated by the Board of Trustees.

VI. Meetings

There shall be no less than ten meetings a year of the trustees on such date as the trustees may establish. A quorum shall consist of a simple majority of the elected trustees. If a quorum is not present, a less number can adjourn the meeting to a date named, or without date.

Special meetings may be called by the President, or by a majority of the Trustees.

a. Attendance

Any member who misses three unexcused meetings will receive a letter from the Board President reminding the Board member that regular attendance is a responsibility of all Trustees and that those unable to attend regularly should consider resigning from the Board. In the event of illness or other extenuating circumstance, exceptions to this provision may be made by the Executive Committee.

VII. Disbursements

Before payment, all bills approved by the trustees, except that salaries established by the trustees may be paid, and except that bills for regular utility services may be paid to save discounts.

VIII. Committees

The President may at any time appoint committees or task forces to perform such duties as he/she may assign. All Board members must serve on one or more committees. In addition to any Committees created by the Board from time to time, there shall be the following Committees:

- a. Executive Committee
- b. Finance Committee
- c. Fundraising Committee
- d. Building Committee
- e. Strategic Planning Committee

IX. Director

The Director of the Library shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the Library's services to the public; for the operation of the Library under the financial conditions set forth in the annual budget.

The Director shall be considered an ex-officio officer of the Board and shall take part in their deliberations but shall have no vote. The Director shall attend all board meetings (except those at which his/her appointment or salary is to be discussed). Should the Director be unable to attend a board meeting, his/her designee shall attend and take part in board deliberations.

X. Indemnification

Each trustee and officer of the Association shall be indemnified by the Association against any and all claims and liabilities to which he may become subject to, or for acts alleged to have been committed, omitted, or neglected by him in his capacity as a trustee or officer; and the Association shall reimburse each trustee or officer for all legal expenses reasonably incurred in connection with the defense of claims or liabilities, provided, that no trustee or officer shall be indemnified against, nor reimbursed for, expenses incurred in connection with claims or liabilities arising out of willful misconduct or gross negligence.

This right of indemnification shall not be exclusive of any rights to which a trustee or officer of the Association may otherwise be entitled by law.

XI. Amendments

Amendments to the above bylaws may be proposed at any regular meeting but shall become effective only after a favorable vote at a subsequent meeting.

Compiled: December, 1969

Amended: November 20, 1986
December 15, 1994
October 22, 1998
January 19, 2012
June 21, 2012
October 15, 2020

December 17, 2020
May 15, 2022
December 15, 2022
October 17, 2024