

**James Prendergast Library
Board of Trustees Meeting
September 19, 2024**

Present: Dan Hickman, Ned Lindstrom, Michael A. Corey, Jessica Carr, Frank Corapi, Judy Long, Matt Mancuso,
Mary Zdrojewski,

Absent: Cassie Blakeslee {e}, Melissa Spas {e}, Cindy Johnson {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:16 PM by President Dan Hickman

1. Public Comment:

- a. Mike Bobseine spoke and said he is visiting all public libraries in our assembly region and appreciates the important work that libraries do.

2. Consent Agenda:

- a. Changes or additions to the agenda: none
- b. Approval of minutes of previous meeting
 - i. Motion made by Jessica Carr to approve consent agenda. *Vote Yes 8 No 0*

3. 2023 Audit and 990: Bahgat & Laurito-Bahgat, CPAs

- a. Luann Laurito-Bahgat presented the James Prendergast Library Association 2023 Audit and noted that the Library is in compliance with all generally accepted accounting principles.
 - i. Motion made by Mike Corey to approve the 2023 Audit, 2nd by Frank Corapi. *Vote Yes 8 No 0*

4. Director's Report/Statistics: Anne Greene

Summer Reading Celebration Highlights:

- a. Read for Beads: The library had 181 children read 82,814 minutes and complete 624 learning activities. They earned 1,776. One bead equaled one hour read or one activity completed.
- b. Teen Journals: Teens used journals to track books that they read; 36 teens participated and read 315 books. The journals were a hit this year!
- c. Wednesday Storytimes: Our Wednesday storytimes had an average of 50 children in attendance each week. We had many special guests this year. We were lucky and had beautiful weather every Wednesday throughout the summer!
- d. Summer Reading Programming: In addition to our nearly 300 recurring library and co-sponsored programs we featured 16 additional special programs such as, making compass bracelets, doodle bots, and two sessions of Pokémon swaps. Teens enjoyed a pizza party and creating neon signs. Adults enjoyed making 3D printed game pieces, and a trivia night. All programs were well-attended!
- e. LEAP Camps and Summer Reading: The library has continued to partner with the Jamestown Public Schools LEAP Camps. This year, LEAP campers read 852,980 minutes.

- f. **YMCA Summer Lunch Program:** We were again a site for the YMCA Summer Lunch program. This year, the YMCA provided staff to hand out the lunches. Lunches were served to over an average of 50 children a day.
- g. **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. People have grown to expect the low cost produce every Wednesday at the library during the summer months.
- h. **New Staff Hiring:** We have three new staff members who have joined our team: Lisa Schillace, Library Associate I; Alivia Roehrig, Library Associate I; Shane Donaldson, Librarian I
- i. **Promotion:** Kristie Bemis was promoted to our Library Operations Coordinator on our leadership team. She's doing a wonderful job in her new role. She 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.
- j. **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.
- k. **Lenna Foundation:** We were awarded our grant request from the Lenna Foundation for \$35,745 for 12.5% of our 25% match funds for our New York State Library Front Entrance Construction Grant Project. We have applied for the other 12.5% to the Sheldon Foundation and expect to learn the funding status this fall.

5. **Treasurer's Report: Mike Corey**

- a. Revenues are as expected with the \$350,000 school tax levy to be paid to JPLA in December. Expenses are slightly under what would be expected for this time of year.
 - i. Motion to approve Treasurer's Report made by Judy Long, 2nd by Matt Mancuso. *Vote Yes 8 No 0*

6. **Building Committee Report: Annie Greene**

- a. **2025 Construction Assurances:** Our New York State construction project for 2025, the Loading dock and elevator project needs us to certify that we are conducting our project in accordance with all Federal, State and local laws and that we are using the funds for the appropriate purposes. The assurances form is in the packet for review and will need to be approved and signed by the Board President.
 - i. Motion to approve the New York State Construction Assurances Form made by Mary Zdrojewski, 2nd by Jessica Carr. *Vote Yes 8 No 0*
- b. **2024 Construction Project Updates:** We will soon begin our Front Entrance Construction project. Alexander Construction has been here and we have begun the discussion of the process. At some point we will need to close the library when they begin work on the front door area for safety reasons.
- c. **Library Gardens:** The gardens on the 5th street side of the building have been planted and they look beautiful. We are receiving many compliments on the flowers. Many of them bloomed this year and we expect them to fill in and be even more beautiful next year.

7. 8. Fundraising Committee: Anne Greene

- a. Block Party updates: The library raised a total of \$2,441 at the Community Block Party, with over 1,100 people attending.
- b. Haunted Library Updates: This year's theme is the Wizard of Oz and will be featuring characters such as Aunt Em, Dorothy, the Scarecrow, the Tin Man, the Cowardly Lion, the Wicked Witch, Glinda, and the Wizard of Oz. Instead of doing two separate tours running simultaneously, there will be one tour of 25 people every half hour starting at 2pm. The last tour will start at 7:30pm. Tickets will go on sale on Monday, September 23rd for \$5 each. With a total of 300 tickets to sell, the library could see \$1,500 fundraising revenue if the event sells out. Refreshments, such as apple cider and doughnuts will also be sold during the event.
- c. Fundraising Total to date: \$37,604.12

8. Lease Committee: Dan Hickman

- a. The Lease Committee has worked with our attorney to develop the new CCLS Lease and it is ready to be sent to CCLS for consideration. This new lease is a four-year term and includes a 3% increase every year.
 - i. Motion to approve CCLS Lease made by Mike Corey, 2nd by Judy Long. *Vote Yes 8 No 0*

9. New Business: Anne Greene

- a. Child Safety Policy: This policy needed to be updated.
 - i. Motion to approve Child Safety Policy made by Ned Lindstrom, 2nd by Matt Mancuso
- b. Board Treasurer Position (Dan Hickman): The Board Treasurer position will be open beginning January 1, 2025. Any Board member interested in the position should let the Board President know.
- c. By-Laws: Verbiage has been added that will allow the Board of Trustees to vote via email on urgent matters as long as all Board members participate, and it is documented in the minutes at the following meeting. The vote for this By-Law amendment will occur at the October 17, 2025 Board of Trustees Meeting.

10. Executive Session: Dan Hickman

- a. Motion to enter into Executive Session to discuss a personnel issue made by Jessica Carr, 2nd by Ned Lindstrom at 5:58 pm. *Vote Yes 8 No 0*
- b. Motion to exit Executive Session made by Mike Corey, 2nd by Frank Corapi at 6:04 pm. *Vote Yes 8 No 0*
- c. Personnel plan:
 - i. Motion made to accept the personnel plan with leadership changes made by Judy Long, 2nd by Ned Lindstrom. *Vote Yes 8 No 0*
 - ii. Motion made by Jessica Carr to promote Jennifer Champ to the position of Assistant Director of James Prendergast Library, assuming duties as of 1/1/2025, 2nd by Judy Long. *Vote Yes 8 No 0*
 - iii. Motion made by Judy Long to promote Tress Williams to the position of Executive Director of James Prendergast Library, assuming duties as of 2/2/2025, 2nd by Mike Corey. *Vote Yes 8 No 0*

d. Unfinished Business: Dan Hickman

i. Trustee Training: All Board of Trustees must have their required trainings completed by the next Board of Trustees Meeting on October 17, 2025.

11. Next Meeting is October 17, 2024

12. Adjournment at 6:09 pm.

DIRECTOR'S REPORT / September 2024

PROGRAMMING & SERVICES

Minecraft Club

Minecraft Club continues to be popular with our afterschool, school-age crowd. The program has continued to see consistent attendance, averaging 7-8 participants per session. One of our regular attendees also requested to have a Minecraft Club session as part of their birthday party that was held at the library.

1-on-1 Tech Help and Memory Lab Usage

1-on-1 Tech Help appointments continue to be popular with patrons. September was our second highest month of requests of 2024, with April seeing the most. In addition to usual tech help requests, this fall has seen an uptick in interest in our Memory Lab, especially the VHS to digital conversion equipment.

Storytimes

Although Storytime attendance has dropped with the beginning of school, we have developed a group of regular patrons who have said, on two separate occasions, that we offer the best storytimes they have participated in. Our Wednesday storytime is attended by children (and an adult) with different learning abilities and Danica works to differentiate content and activities to best serve the population in attendance. New activities provided by the Holmberg grant, such as a wooden garage with vehicles and buildings, have been so popular after storytime that the children rarely want to leave on time.

COLLECTION

Library of Things

Thanks to the generosity of the Holmberg Foundation, our Library of Things continues to expand. New technology and household items are being added to better serve our patrons. At the ¾ mark of 2024, the Library of Things items have nearly reached the circulation totals of 2023. Currently, 2024 checkouts are on pace to be higher than our previous record year in 2022.

Juvenile Nonfiction Updates

Juvenile nonfiction continues to be updated to replace outdated and overly worn materials. Current focuses include biographies, history, and geography. It is important that our collection is kept relevant and up-to-date, especially as new and updated information becomes available.

OUTREACH & PARTNERSHIPS

JHS English Classes

Elizabeth Rowe-Beahr's English classes from JHS are once again visiting the library. These classes include English 9, Creative Writing, and JCC Public Speaking. The first semester visit occurred in September where the students were introduced to the library and received library cards. This continued partnership is important in helping the library connect to the younger generations of our community.

LIBRARY UPDATES

Staff Recognition

Each month, we recognize one of staff members for their amazing work! October's featured library staff is Terry Strieder.

Terry can often be found leading Minecraft Club on Mondays and Thursdays, leading Makerspace on Fridays, spending time in the collection shelving returned books, and offering great customer service at the Reference or Children's desks. Having been with JPLA for just under a year, Terry came from Maine with plenty of library experience. After completing cross-training on all the desk, Terry began asking to take on additional tasks, and now maintains our entire Makerspace collection, regularly sorting items back into the correct location and ensuring our technological elements are charged and ready for their next use. Being the only person on staff with knowledge of preserving a bioactive aquarium, Terry was appointed caregiver of our Children's Room Fish Tank as well, something for which both our staff and youngest library patrons are grateful to see being nurtured!

Half-Off Booksale

The quarterly half-off sale was held on September 5-7. Booksale sales totaled \$892.65

Haunted Library Update

Tickets for the Haunted Library have been on sale for 3 weeks, with a total of \$185 raised as of 10/9/24. Last year we saw most of our ticket sales within the last 2 weeks before the event.

GRANT UPDATES

NYS Construction Grant

Funding for the Front Entrance Construction Project has been approved by NYS Education Department/NYS Library. The approved amount is \$214,473. We are planning to start construction this fall after the Haunted Library. We expect the library to be closed to the public temporarily during parts of the construction with plans to offer curbside pickup or other options for checkouts.

Sheldon Foundation

We recently applied for a grant to the Sheldon Foundation asking for support of \$35,745 for our front entrance construction project. This request is 12% of the 25% match funding needed to complete the 2024 NYS Aid for Library Construction Grant.

Carnahan-Jackson Foundation

We recently applied for a grant asking the Carnahan-Jackson Foundation for support in the amount of \$26,979.96. The grant request includes improvements to our waste management and recycling, as well as hygienic furniture, which would provide a healthy and clean environment for all users.

Library Usage Report - September 2024	
Library Visits	
Days Open	24
Library Visits	9,777
Average Daily Library Visits	407
Year to Date Library Visits (Cumulative)	96,079
Library Borrowers	
New Cards Issued	77
Total Registered resident borrowers	16,745
Total Registered non-resident borrowers	10,940
Materials Use	
Adult Materials	4,324
Adult eBooks & eAudio	1,874
Children's Materials	1,761
Children's eBooks & eAudio	78
Video Materials	1,147
Microform Viewed	50
Reference Questions & Services	
Single Service Point Reference Questions	7,855
Technology Questions	2,354
Faxes (# sent or received)	40
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,473
Emailed print jobs	234
Internet Use (# of sessions)	1,335
Internet Use (# of minutes)	90,593
Adult Computer logins	1,010
Teen Computer logins	122
Children's Computer logins	203
Computer Lab Sessions in PCC	290
Mango Languages (# of minutes used)	202
Mango Languages (cumulative # of Sessions)	241
NY Times On-Site Sessions	2164
NY Times Off-Site Sessions	1431
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	534
Heritage Quest searches	28
ABC Mouse active users	5
NOVELny searches	15
Consumer Reports Visits	7
Consumer Reports Page Views	57
Programs	
Children's programs- # offered	38
Children's programs - attendance	428
Teen programs- # offered	16
Teen programs- attendance	118
Adult programs- # offered	17
Adult programs- attendance	512
Offsite programs - # offered	1
Offsite programs - attendance	4
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	0
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	52
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	88
Non-Library Sponsored Room Use -attendance	990
Library Sponsored Room Use - # of sessions	159
Library Sponsored Room Use - attendance	1277
Social media & Webpage views	
Facebook - Daily Total Reach	17,890
Prendergast Library Home Page Views	6,937
Facebook Followers	4,690
Twitter Followers	0
Instagram Followers	1,142

James Prendergast Library Association
Cash Sources
September 2024

REVENUE REPORT	Receipts This Month Sep-24	Receipts YTD Beg - Sep 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	35,745.00	110,995.00	169,490.00	58,495.00	65.49%
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	99,958.87	299,876.11	399,835.00	99,958.89	75.00%
. 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	1,604.59	14,282.92	17,000.00	2,717.08	84.02%
. COPY MACHINE	281.40	2,583.93	3,000.00	416.07	86.13%
CCLS					
. CCLS RENTAL INCOME	4,875.00	43,875.00	58,500.00	14,625.00	75.00%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,073.85	20,442.92	25,000.00	4,557.08	81.77%
. FUNDRAISING	1,548.61	38,373.22	65,000.00	26,626.78	59.04%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	1,051.52	16,838.60	3,000.00	-13,838.60	561.29%
OTHER					
. INTEREST EARNED	3.78	38.60	50.00	11.40	77.20%
. REFUNDS	0.00	246.00	0.00	-246.00	0.00%
Total Income	<u>147,142.62</u>	<u>699,997.63</u>	<u>1,229,682.00</u>	<u>529,684.37</u>	<u>56.93%</u>

James Prendergast Library Association
Expenses
September 2024

EXPENSE REPORT	Disbursed	Disbursed	Annual	Balance	% Spent
	This Month	Year-To-Date	Budget		
	Sep-24	Beg - Sep 2024	Internal 2024		
· SALARIES - STAFF	44,351.67	476,569.65	624,834.00	148,264.35	76.27%
· SALARIES - MAINTENANCE	2,748.00	28,317.76	39,507.00	11,189.24	71.68%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,448.09	36,757.87	50,822.00	14,064.13	72.33%
· DISABILITY INSURANCE BENEFITS	313.00	872.10	1,195.00	322.90	72.98%
· INSURANCE - WORKER'S COMP	0.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	4,458.72	48,859.12	76,535.00	27,675.88	63.84%
· 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	17,538.18	65,783.42	110,857.00	45,073.58	59.34%
BUILDING EXPENSES					
· UTILITIES	3,499.51	35,986.89	55,000.00	19,013.11	65.43%
· BLDG & CUSTODIAL SUPPLIES	387.80	3,451.10	7,000.00	3,548.90	49.30%
· BLDG MAINT & REPAIR	1,769.79	21,074.77	41,000.00	19,925.23	51.40%
· INSURANCE - BLDG & LIABILITY	26.00	14,569.79	15,954.00	1,384.21	91.32%
· PROGRAMS	1,319.89	3,966.76	8,500.00	4,533.24	46.67%
· MISC BUSINESS FEES	1,323.91	8,873.69	9,172.00	298.31	96.75%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	375.59	5,020.23	16,000.00	10,979.77	31.38%
· OFFICE & LIBRARY SUPPLIES	1,104.60	6,693.92	12,600.00	5,906.08	53.13%
· GRANTS PROGRAM EXPENSES	-8,607.29	8,664.02	0.00	-8,664.02	0.00%
· FUNDRAISING	249.07	2,655.78	7,000.00	4,344.22	37.94%
· COPY MACHINE EXPENSE	298.86	3,486.54	4,500.00	1,013.46	77.48%
MISCELLANEOUS					
· LEGAL COUNSEL	945.00	1,295.00	2,000.00	705.00	64.75%
· HR & PROFESSIONAL FEES	11,364.79	21,579.92	23,000.00	1,420.08	93.83%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	344.25	1,500.00	1,155.75	22.95%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	86,953.43	802,242.58	1,229,682.00	427,439.42	65.24%
NET PROFIT OR LOSS	\$ 60,189.19	\$ (102,244.95)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	38,681.53
1050 · JSB - MONEY MARKET	53,292.51
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	131,185.78
1090 · Unemployment Fund	2,668.88
Total Checking/Savings	<u>226,128.70</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>290,980.70</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	99,962.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	<u>2,343,267.05</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,513,459.06
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	1,542,941.99
Total 1555 · ENDOWMENT FUND	<u>8,167,075.01</u>
1560 · Snitger Gift Fund	54,622.31
Total Other Assets	<u>8,221,697.32</u>
TOTAL ASSETS	<u><u>10,855,945.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	809.32
2040.02 · DENTAL FLEX	198.89
2040.03 · AFLAC	19.20
2040.04 · VSP	66.45
Total 2040 · PREMIUMS - FLEX	<u>1,093.86</u>
2080 · NY DISB PFL	1.54
2110 · ACCRUED VACATION	29,442.01
Total Other Current Liabilities	<u>30,537.41</u>

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of September 30, 2024

	<u>Sep 30, 24</u>
Total Current Liabilities	<u>30,537.41</u>
Total Liabilities	30,537.41
Equity	
3085 · With Donor Restrictions	193,345.00
3080 · Without Donor Restrictions	9,766,857.19
3070 · FUND BALANCE	402,362.71
Net Income	462,842.76
Total Equity	<u>10,825,407.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,855,945.07</u></u>



2025 DRAFT BUDGET		2025	2025	2025
2025 REVENUES:	2025 EXPENDITURES:	5.701363%	\$ Chg.	% Chg.
4300 · School District	6303 · Salaries - Staff	\$ 350,000	25,901	3.98%
4301 · NYS - Central Book Aid (CLSA)	6304 · Salaries - Maintenance	31,063	-1,889	-5.02%
4302 · CCLS Materials Plan	6305 · Retirement Benefits	10,000	13,187	13.76%
4303 · NYS - Central Lib Dev Aid (CLSA)	6306 · Social Security Benefits	70,280	1,837	3.49%
4304 · CCLS - Cash Grant	6307 · Disability Insurance Benefits	300	115	8.81%
4311 · NYS Local Library Services Aid	6308 · Health Benefits	11,591	-5,428	-7.63%
4312 · Grants, Other Government	6901 · HSA	-	-1,350	-22.50%
4315 · Transfer From Endowment	6315 · Training & Cont Ed	416,115	0	0.00%
4316 · Axel W Carlson	6321 · Materials	1,599	-857	-0.78%
4317 · Sally J Nalbone Mem Fund	6329 · Utilities	432	10,000	15.38%
4318 · Katherine Ganz Fund	6335 · Bldg & Custodial Supplies	13,623	1,000	12.50%
4319 · Kohl Family Fund	6340 · Bldg Maint & Repair	900	4,000	8.89%
4323 · Gustafson Lanphere	6345 · Programming	2,500	0	0.00%
4321 · Robert S. & Je'Anne Bargar	6350 · Miscellaneous Business Fees**	325	828	8.28%
4324 · Fred L. & Vanne D. Cohen Fund	6311 · Insurance - Worker's Comp	200	0	0.00%
4330 · Fines & Fees	6355 · Insurance - Bldg & Liability	17,000	1,200	7.00%
4340 · Copy Machine	6356 · Insurance - Directors & Officers	3,000	0	0.00%
4346 · CCLS Rent	6365 · IT	60,255	0	0.00%
4360 · Booksale	6430 · Office & Library Supplies	26,000	-2,600	-26.00%
4370 · Fundraising	6670 · Fundraising	65,000	0	0.00%
4380 · Memorials	6700 · Legal Counsel	3,000	0	0.00%
4390 · Grants, Local Foundations	6800 · HR & Professional Fees	171,894	0	0.00%
4250 · Interest Earned	6750 · Outreach	50	0	0.00%
Library Services, Other	7000 · Publicity		-500	-50.00%
	6850 · Copy Machine Expense		0	0.00%
Total Revenues	Total Expenditures	\$ 1,255,127	25,445	2.03%
	Deficit/Surplus		0	0.00%
			1,255,127	(0)

BAHGAT
&
LAURITO-BAHGAT
Certified Public Accountants & Consultants
 Providing the Tools For Financial Success!

September 19, 2024

Ms. Anne Greene, Executive Director
 James Prendergast Library Association
 509 Cherry Street
 Jamestown, NY 14701

Dear Anne:

We truly appreciate the opportunity to provide a proposal to continue providing auditing services to the James Prendergast Library Association. The proposal encompasses the preparation of audited financial statements for the James Prendergast Library Association and preparation of the IRS Form 990. We consider our firm to be independent with respect to the James Prendergast Library Association and have no relationship with any of the board members or staff of the Library. Since we will prepare the IRS Form 990 and we will prepare the financial statements and notes that accompany the audit opinion, you will be required to have someone with suitable skills to review the work we perform including any adjusting entries we propose, in order for us to maintain our independence. Based on our inquiry, you currently employ an experienced bookkeeper that we would consider suitable to review our work.

FEES

December 31,		Audit fee	Preparation of 990	Total Annual Fee	Approximate Budgeted hours
2024		\$11,000	\$500	\$11,500	90-110
2025		\$11,500	\$500	\$12,000	90-110
2026		\$12,000	\$500	\$12,500	90-110

Our fee is all inclusive of any out of pocket expense. As previously mentioned, in order for us to perform the audit, you must have someone with suitable skills to oversight the accounting and tax work performed or we will not be considered independent and would need to withdraw from the engagement. At the conclusion of the engagement we will ask that you sign a representation letter indicating that you have assigned suitable staff to oversight our non-audit work. Our proposal is based on information obtained in your request and from your personnel. It is further understood that we will meet your time deadlines as specified in your request. Should this information substantially change at the time of audit we will inform you of any potential changes in the fee prior to performing the work. We encourage conversation throughout the year and welcome questions on recording various entries as they arise. We do not charge for inquiries of this nature. We would inform you in advance if the question you are asking would require research and would require us to charge you before we performed any work. If

additional services are requested we would bill those services at our hourly rate of \$175 per hour.

Thank you for giving us the opportunity to provide you with this proposal. I look forward to working with you in the future. If you should have any questions regarding this proposal please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Louann Laurito-Bahgat". The signature is written in a cursive style with a large initial 'L'.

Louann Laurito-Bahgat, CPA
Vice President



Anne Greene, Executive Director - 509 Cherry Street, Jamestown, NY 14701-5098 - Phone 716-484-7135 - Fax 716-487-1148 - www.prendergastlibrary.org

October 17, 2024

Dear

This fall at the Library, we are hard at work expanding our collections, digital literacy classes, programming, and more to better serve patrons of all ages. The Library's mission is to be the first place that community members turn when looking for books to read, up-to-date informational resources, skill-building opportunities, and dynamic educational programming and technology.

If you have visited the Library recently, we're sure you have met some of our outstanding staff. **They are a dedicated and dynamic team that works hard to ensure we have the materials you need and provide top-notch services to our community.** Library staff assist patrons at public desks, run programs, and work behind the scenes to make the library magic happen.

You may know Karen Golden, who has worked for the Prendergast Library since 1985. Karen's thoughtful attention to detail and positive attitude is apparent in her work. She knows many patrons by their first names, learns about what is happening in their lives, and, most importantly, when the book they want will be available! Because of Karen and all the staff, the Library can provide the resources and services the community needs. A library collection or program is only as good as those who care for it, and the staff at the Library genuinely care.

Please join us in acknowledging the staff this year. Your support means a lot to each team member. Karen speaks for all of us when she says, "I have had the pleasure of getting to know many of you in the community, and I am thankful for your support. I believe that the James Prendergast Library is a true community jewel, and I am proud to work here."

The community's support inspires the library staff, and we hope we inspire you. Your gift to the Annual Appeal enables Prendergast Library to meet the community's ever-changing needs by providing innovative programs and services and access to high-quality library materials. Thank you for your generous support!

You may use the enclosed postage-paid envelope to make a tax-deductible contribution or visit our website at www.prendergastlibrary.org/support to donate using your credit card or PayPal account.

Sincerely,

Danny Hickman
President, Board of Trustees

Anne Greene
Executive Director



Strategic Focus	Goals	Values
Accessibility	<ul style="list-style-type: none"> • Create signage and utilize new technologies to improve the user experience. • Improve communication with users to identify their needs and preferences. • Provide staff with the tools and training to meet the community's educational needs. 	Diversity & Inclusiveness
Literacy	<ul style="list-style-type: none"> • Promote reading for pleasure by increasing readers' advisory resources and services. • Maintain diverse collections curated through community needs, demographics, and programs. • Provide Programs and resources to encourage intergenerational approaches to literacy. • Implement creative ways to bridge the digital divide in the community. 	Community & Learning
Partnerships	<ul style="list-style-type: none"> • Reach out to new community partners to build relationships that foster collaborative approaches to community needs. • Strengthen our partnership with the Jamestown Public School District. 	Engagement & Collaboration
Sustainability	<ul style="list-style-type: none"> • Develop a plan for the library building to move towards carbon neutrality. • Create material management policies and procedures that focus on minimal-waste principles. • Center the library as a community hub for sustainability resources. • Provide hands-on learning opportunities for library users on sustainability. 	Imagination & Innovation
Connection	<ul style="list-style-type: none"> • Invest in spaces that support collaboration and human connection. • Foster a learning culture for patrons and staff. • Embrace technology to empower people and promote healthy social connections. • Build partnerships with organizations to support people experiencing loneliness and social isolation. 	Wellbeing & Belonging

Food and Drink Policy

PURPOSE:

The James Prendergast Library Association (JPLA) is an educational and cultural center for our community. To maintain a welcoming, clean, and comfortable environment, and as a designated warming and cooling center in Chautauqua County, we have established the following Food and Drink Policy.

We appreciate your cooperation in maintaining our shared space.

POLICY:

For your convenience, eating food or consuming beverages in JPLA is permitted in the designated 'Snack Area.' This area, located in the front of the library's main floor, has chairs and several tables with signs that say 'snack table' for easy identification.

To maintain a clean and comfortable environment for JPLA users and staff, food eaten needs to be of the "snack" variety. Light snacks include:

- Vending machine-type foods, such as candy, granola bars, small bags of chips, nuts, and dried fruit
- Similar items in single-serving amounts, packaged and brought from home, such as items included in a bag lunch

Please note: Hot foods, carry-out or delivered meals (including fast food), and food that requires preparation in the library (for example, use of condiments and sauces) are not permitted.

Drinking non-alcoholic beverages from spill-proof cups, cans, or screw-top containers is allowed in the 'Snack Area;' open containers are not. Water in containers with lids is permitted in all areas of the library.

The snack area has garbage cans to use. All JPLA users are requested to dispose of their trash responsibly. Please report spills and stains to JPLA staff as soon as possible.

For safety purposes, JPLA staff will discard unattended food and drink.



PrendergastLibrary
Focusing on Your Future

Confidentiality Policy

PURPOSE:

The James Prendergast Library Association (JPLA) confidentiality policy protects the privacy of JPLA users and their information. Following the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

POLICY:

JPLA follows New York State Law with regards to confidentiality.

New York State Confidentiality Law reads as follows:

"Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records pertaining to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audiovisual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute."

NY CPLR § 4509 (2014).

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