

**James Prendergast Library
Board of Trustees Meeting
October 17, 2024**

Present: Dan Hickman, Michael A. Corey, Frank Corapi, Judy Long, Matt Mancuso, Mary Zdrojewski, Cassie Blakeslee, Melissa Spas, Cindy Johnson

Absent: Ned Lindstrom {e}, Jessica Carr {e}

Staff Present: Anne Greene, Tress Williams

Monthly meeting of the Board of Trustees called to order at 5:19 PM by President Dan Hickman

1. Public Comment: none
2. Consent Agenda:
 - a. Changes or additions to the agenda: none
 - b. Approval of minutes of previous meeting
 - i. Motion made by Melissa Spas, 2nd by Judy Long to approve consent agenda. *Vote Yes 8 No 0*
3. Director's Report/Statistics: Anne Greene
 - a. **Minecraft Club**: Minecraft Club continues to be popular with 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.
 - b. **1-on-1 Tech Help and Memory Lab Usage**: 1-on-1 Tech Help appointments continue to be popular with patrons. 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.
 - c. **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 $\frac{3}{4}$ mark of 2024, the Library of Things items have nearly reached the circulation totals of 2023.
 - d. **Juvenile Nonfiction Updates**: Juvenile nonfiction continues to be updated to replace outdated and overly worn materials.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.
 - e. **Staff Recognition**: 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!

- f. **Statistics:** Starting next month, statistics will be reported on a quarterly basis to reveal trends and provide a more realistic picture. The first quarterly report will be presented in December.

4. Treasurer's Report: Mike Corey

- a. Overall, the budget is on track. We are $\frac{3}{4}$ of the way into the year and we are at 65% spent – we are staying within our budget. We will receive the \$350,000 school tax in December. Endowment is invested conservatively.
 - i. Motion made to approve Treasurer's report made by Frank Corapi, 2nd by Judy Long. *Vote Yes 8 No 0*
- b. 2025 proposed Budget: The 2025 proposed budget includes an increase of 2.03%.
 - i. Motion made to approve the 2025 proposed budget by Cindy Johnson, 2nd by Melissa Spas. *Vote Yes 8 No 0*
- c. Auditor's Contract: Bahgat & Laurito-Bahgat submitted their audit proposal for audit years 2024-2026. The fee schedule consists of a \$500.00 increase each year.
 - i. Motion to approve Bahgat & Laurito-Bahgat audit proposal made by Mary Zdrojewski, 2nd by Frank Corapi. *Vote Yes 8 No 0*

5. Building Committee Report: Annie Greene

- a. 2024 Construction Project Updates: We were awarded our construction funding from New York State for our Front Entrance Construction project in the amount of \$214,473. We will receive 90% up front and when the project is complete, we will receive the remaining 10%. At some point, we will need to close the library when they begin work on the front door area for safety reasons. 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.

6. Fundraising Committee: Anne Greene

- a. Haunted Library updates: The Haunted Library is next Saturday, 10/26. As of 10/15, we have sold 46 tickets, totaling \$230. In comparison to last year, at the board meeting two days before the event we reported that 165 of 360 tickets had sold. Due to last minute and day-of sales, we ended up selling out of tickets by the end of the event.

Tickets are \$5 each and available for purchase at the front desk prior to Saturday, October 26th. Tickets will still be sold during the event based on availability. Tours start at 2pm and run every half hour, with the last tour starting at 7:30pm. There is a limit of 25 people per tour.

This year's theme is the Wizard of Oz, and is based on the original book. The casting is as follows: Christine as Aunt Em, Kristie as Dorothy, Oliver as the Scarecrow, Andy as the Tin Man, Terry as the Cowardly Lion, Cassie as the Wicked Witch, Danica as Glinda, and Dan as the Wizard of Oz. Tress, Abby, Dawn, and Chris will take turns as tour guides.

- b. Library Closure: We will need to close the library the day of the event on Saturday 10/26/2024.
 - i. Motion made to close the Library on Saturday October 26, 2024 for the Haunted Library Fundraiser made by Judy Long, 2nd by Matt Mancuso. *Vote Yes 8 No 0*

7. Strategic Planning Committee: Frank Corapi

- a. The 2025-2029 Strategic Plan's values, 5 strategic focus areas and 2-4 goals for each of the 5 strategic focus areas have been developed. We will develop our investments each year – this will allow adjustments to be made as needed.
 - i. Motion made by recommendation from the Strategic Planning Committee to approve the 2025-2029 Strategic Plan. *Vote Yes 8 No 0*

8. Nominating Committee Report: Cassie Blakeslee

- a. We will have two Board vacancies in January 2025 to increase # to 12 Board members. The committee felt we should continue to promote openings on the Board and Library staff will post on social media.

Our residency requirement is currently met. We have 11 board members - 9 live in Jamestown. In January there will be a total of 10 board members with one who does not live in the city limits. We could have two more individuals join the Board and not need to live in the city limits.

Re-elections: Jessica Carr is completing her 1st term 1/22-12/24, and Frank Corapi is completing his 2nd term 2/19-12/21, 1/22-12/24.

Slate of current officers:

President - Dan Hickman

Vice President - Ned Lindstrom

Treasurer - Michael A. Corey (last term)

Secretary - Cassie Blakeslee

Will need to fill the Treasurer's position in January 2025 since Mike Corey will be finished at the end of this year.

9. Lease Committee: Cassie Blakeslee

- a. The CCLS lease was submitted to CCLS. Cassie attended the CCLS Business Meeting and the CCLS Board Meeting in October. The discussion was very positive. CCLS has formed their committee. Will meet with CCLS in the future with the goal to have the Lease finalized by the end of November.

10. New Business: Anne Greene

- a. Food and Drink Policy: Food and drink in the library has been very difficult to manage, especially over the summer. We felt the entire policy needed to be revised and much more straight forward.
- b. Confidentiality Policy: No changes to the policy since it is the law, other than adding a purpose statement.
 - i. Motion made by Mary Zdrojewski to approve the Food and Drink Policy and the Confidentiality Policy, 2nd by Cindy Johnson. *Vote Yes 8 No 0*

11. Unfinished Business: Dan Hickman

- a. By-Laws: We have added verbiage that will allow us to vote via email as long as all Board members participate and it is documented in the minutes at the following meeting. The By-Laws vote may take place due to the 30-day notice of the amendment that was given last month at the Board of Trustees meeting.
 - i. Motion made by Mike Corey to approve the Bylaws with the amendment of email voting, 2nd by Judy Long. *Vote Yes 8 No 0*

12. Next Meeting is November 21, 2024

13. Adjournment at 5:59 pm.

DIRECTOR'S REPORT / October 2024

PROGRAMMING & SERVICES

Crafting and Community

Our Crafting and Community program for adults continues to be well received by patrons. Attendees have taken skills learned from these crafting sessions and used them to create artwork, teach classes, and create small businesses. The program's community aspect also allows patrons with limited social circles or skills to connect outside their homes. In October, crafters learned needle felting and darning.

Pumpkin Painting

The Pumpkin Painting Program on October 19 was a hit, with over 70 children registered and 140 people attending. Children painted a mini pumpkin to take home. This program is a fun opportunity for the Library to offer a seasonal, family-friendly activity that all ages can enjoy together.

Costume Storytime and Parade

Families enjoyed the Library's Costume Storytime and parade. Seventeen children and adults attended to hear stories and sing songs. The group paraded through the Library after the story, and patrons were thrilled to see all the happy faces and costumes.

Inktober

The Library participated in "Inktober" - a month-long art challenge, created by artist Jake Parker, focused on improving skills and developing positive drawing habits. Every day in October, anyone participating in the Inktober challenge created an ink drawing and posted it online. Patrons picked up a calendar of prompts at the Library and were encouraged to return their creations to the Library for public display. Currently, we have several calendars in the lobby.

COLLECTION

Children's Board Books

Families with young children continue using the Library, especially for storytelling and reading books. In 2023, the shelving of the board books changed to forward-facing, perfect for children and adults to find the perfect story. Children often select books based on the picture on the cover, and this display change made board books more accessible for all ages. Since implementing the new display method, the circulation of board books increased significantly. With two months left in the year, overall board book circulation is already up 40% from 2023.

OverDrive and Libby Circulation Increases

eBook and eAudiobook circulation by Prendergast patrons continues to increase. Average monthly checkouts have steadily risen since 2021 and have begun to surpass 2020 numbers, which saw a temporary spike in usage due to the pandemic. 2024 circulation is on pace to increase 4% from 2023, with an overall increase of 9% from 2021.

OUTREACH & PARTNERSHIPS

Judith's Reading Room

The Prendergast Library is one of the fifteen libraries chosen for the Judith's Reading Room 15th Anniversary Celebration in 2025. Judith's Reading Room, founded in memory of Judith Krug, a librarian who championed freedom of speech in her work with the American Library Association, set up libraries for nonprofit organizations worldwide. As part of the celebration, the Library will be receiving a donation of graphic novels from Judith's Reading Room to enhance the Library's current juvenile and young adult graphic novel collections.

LIBRARY UPDATES

Staff Recognition

Each month, we recognize one staff member for their amazing work! November's featured library staff is Abby Henry.

Abby can often be found leading Wednesday Makerspace activities, the occasional Saturday Family Crafting, and is a welcome addition to our program leadership, stepping in to assist with Pumpkin Painting, Teen Neon Sign Program and more! Abby offers every patron a big smile and great service at Children's Desk and Circulation Desk, acts as a dedicated set of eyes on our shelf-reading team, and uses experience as a Library Science student to help patrons find their perfect book. Recently, Abby was appointed our "Library of Things" lead, meticulously ensuring every piece of our various "things" is returned complete and missing parts sourced for the item to return to circulation for the next excited patron to use. Given that our Library of Things collection has expanded (thanks to the generosity of the Holmberg Foundation) and circulation has exceeded both 2022 and 2023, our whole team is grateful to Abby for her leadership in managing this project.

Haunted Library

We welcomed over 160 people to the 3rd Annual Haunted Library on October 26. This year's theme was The Wizard of Oz, and because most people are more familiar with the film than the book, we threw a few book surprises into the tour. Everyone enjoyed the event and complimented the volunteers and staff on their performances, costumes, and set design. Next year, we will shake things up and host a unique "dinner party."

GRANT UPDATES

NYS Construction Grant

The library applied for a NYS library construction grant in 2023 to update and expand the front entrance of the Library. We were recently notified that we were awarded funding in the amount of \$214,473 for this exciting project. This funding will cover 75% of the project costs. The project is scheduled to begin in January 2024

Carnahan-Jackson Foundation

The 2024 Carnahan-Jackson Foundation grant focusing on upgrading the public bathrooms finished in early October. The 2024 grant updated the public restrooms to improve energy efficiency and waste management, emphasizing health and safety and removing the use of over 48,000 feet of paper towel waste a year!

Sheldon Foundation

The Sheldon Foundation generously awarded the library \$35,745 in matching grant funds (12.5%) for the 2024 NYS Construction Grant. The library applied for a NYS library construction grant to update and expand the front entrance of the Library. We would like to thank the Sheldon Foundation for their support. The project will begin in January with expected completion in Spring 2025.

James Prendergast Library Association
Cash Sources
October 2024

REVENUE REPORT	Receipts This Month Oct-24	Receipts YTD Beg - Oct 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	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	0.00	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	1,195.02	4,691.57	2,500.00	-2,191.57	187.66%
. 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	956.92	15,239.84	17,000.00	1,760.16	89.65%
. COPY MACHINE	204.91	2,788.84	3,000.00	211.16	92.96%
. CCLS					
. CCLS RENTAL INCOME	4,875.00	48,750.00	58,500.00	9,750.00	83.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,798.75	22,241.67	25,000.00	2,758.33	88.97%
. FUNDRAISING	2,309.69	40,682.91	65,000.00	24,317.09	62.59%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	479.56	17,318.16	3,000.00	-14,318.16	577.27%
OTHER					
. INTEREST EARNED	1.80	40.40	50.00	9.60	80.80%
. REFUNDS	210.00	456.00	0.00	-456.00	0.00%
Total Income	12,031.65	712,029.28	1,229,682.00	517,652.72	57.90%

James Prendergast Library Association
Expenses
October 2024

EXPENSE REPORT	Disbursed This Month Oct-24	Disbursed Year-To-Date Beg - Oct 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	46,408.25	522,977.90	624,834.00	101,856.10	83.70%
· SALARIES - MAINTENANCE	2,703.00	31,020.76	39,507.00	8,486.24	78.52%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,601.98	40,359.85	50,822.00	10,462.15	79.41%
· DISABILITY INSURANCE BENEFITS	0.00	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	4,689.01	53,548.13	76,535.00	22,986.87	69.97%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	70.89	70.89	2,500.00	2,429.11	2.84%
MATERIALS					
· MATERIALS	6,576.31	72,359.73	110,857.00	38,497.27	65.27%
BUILDING EXPENSES					
· UTILITIES	3,260.42	39,247.31	55,000.00	15,752.69	71.36%
· BLDG & CUSTODIAL SUPPLIES	597.00	4,048.10	7,000.00	2,951.90	57.83%
· BLDG MAINT & REPAIR	3,341.57	24,416.34	41,000.00	16,583.66	59.55%
· INSURANCE - BLDG & LIABILITY	0.00	14,569.79	15,954.00	1,384.21	91.32%
· PROGRAMS	80.98	4,047.74	8,500.00	4,452.26	47.62%
· MISC BUSINESS FEES	470.09	9,343.78	9,172.00	-171.78	101.87%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	231.11	5,251.34	16,000.00	10,748.66	32.82%
· OFFICE & LIBRARY SUPPLIES	390.46	7,084.38	12,600.00	5,515.62	56.23%
· GRANTS PROGRAM EXPENSES	11,249.72	19,913.74	0.00	-19,913.74	0.00%
· FUNDRAISING	98.29	2,754.07	7,000.00	4,245.93	39.34%
· COPY MACHINE EXPENSE	560.51	4,047.05	4,500.00	452.95	89.93%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	1,295.00	2,000.00	705.00	64.75%
· HR & PROFESSIONAL FEES	186.02	21,765.94	23,000.00	1,234.06	94.63%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	382.50	1,500.00	1,117.50	25.50%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	84,553.86	886,796.44	1,229,682.00	342,885.56	72.12%
NET PROFIT OR LOSS	<u>\$ (72,522.21)</u>	<u>\$ (174,767.16)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	46,265.76
1050 · JSB - MONEY MARKET	48,293.85
1060 · SPECIAL ACCOUNT - JSB	210.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	56,186.68
1090 · Unemployment Fund	2,668.90
Total Checking/Savings	<u>153,675.19</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>218,527.19</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	<u>-2,773,845.07</u>
Total Fixed Assets	<u>2,343,267.05</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,352,301.68
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	1,505,644.35
Total 1555 · ENDOWMENT FUND	<u>7,968,619.99</u>
1560 · Snitger Gift Fund	54,622.31
Total Other Assets	<u>8,023,242.30</u>
TOTAL ASSETS	<u><u>10,585,036.54</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	709.88
2040.02 · DENTAL FLEX	185.83
2040.03 · AFLAC	19.20
2040.04 · VSP	63.53
Total 2040 · PREMIUMS - FLEX	<u>978.44</u>
2080 · NY DISB PFL	184.74
2110 · ACCRUED VACATION	29,442.01
Total Other Current Liabilities	<u>30,605.19</u>

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of October 31, 2024

	<u>Oct 31, 24</u>
Total Current Liabilities	30,605.19
Total Liabilities	<u>30,605.19</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	191,866.45
Total Equity	<u>10,554,431.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,585,036.54</u></u>

Resolution Regarding Authorized Signatures for Bank Accounts

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2025, only the following people will be authorized to sign checks for JPLA bank accounts at Northwest Bank:

1. *Dan Hickman – President*
2. *Ned Lindstrom – Vice President*
3. *Frank Corapi – Treasurer*
4. *Cassie (Kathleen) Blakeslee – Secretary*
5. *Anne Greene – Executive Director*
6. *Tracy Hewitt – Business Office Manager - only authorized to sign checks from the Special Account*

The James Prendergast Library Association Board of Trustees approves the following:

Effective February 3, 2025, only the following people will be authorized to sign checks for JPLA bank accounts at Northwest Bank:

7. *Dan Hickman – President*
8. *Ned Lindstrom – Vice President*
9. *Frank Corapi – Treasurer*
10. *Cassie (Kathleen) Blakeslee – Secretary*
11. *Tress Williams – Executive Director*
12. *Tracy Hewitt – Business Office Manager - only authorized to sign checks from the Special Account*

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2025, the following people are no longer authorized to sign checks for JPLA bank accounts at Northwest Bank:

1. *Michael Corey*

The James Prendergast Library Association Board of Trustees approves the following:

Effective February 3, 2025, the following people are no longer authorized to sign checks for JPLA bank accounts at Northwest Bank:

1. *Anne Greene*

Donation Policy – All Gifts

Purpose:

The James Prendergast Library Association (JPLA) welcomes donations of many kinds, including bequests, endowments, memorials, in-kind donations, and materials. The donation policy guides the donation and gift process and assures compliance with laws and regulations.

Policy

JPLA reserves the right to accept, refuse or discard any donations. A donation will be assessed based on its suitability to the purposes and needs of the Library, the laws and regulations that govern its ownership, the Library's ability to cover insurance and maintenance costs associated with it, whether it is in acceptable physical condition and can be used in accordance with the wishes of the donor. Any donation which will cause the Library to incur annual or periodic maintenance costs must be separately endowed by the donor to the satisfaction of the Library.

Approved donations will be used, loaned, displayed, donated, traded, sold or otherwise disposed of at the sole discretion of the Library. Donated items will not be returned to the donor, and the Library will not accept anything that is not an outright donation.

Every effort will be made to abide by agreements made with respect to donations. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence and changing Library needs, no guarantee is made that any donation will be permanently displayed or kept by JPLA.

Receipt given by the Library to donor is limited to a general acknowledgment of donation(s) received. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library does not appraise materials for donors, nor endorse appraisals provided by donors. It is recommended that the donor make a list of any item(s) donated. The Library, when requested, will furnish to the donor a statement for tax purposes for all donations of cash, but will not specify or estimate the financial value of any non-cash donation.

JPLA accepts monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, as authorized by the Board of Trustees, within the limits of the law. Proposed restrictions on gifts of monies or materials must be submitted in writing and approved by the Board of Trustees.

Facility Use Policy

Purpose:

The James Prendergast Library Association (JPLA) provides meeting room space, study rooms, and facility event rentals for individuals, community groups, associations, and agencies. The Facility Use Policy describes the different types of room use provided by the library and the rules and regulations that apply to the community's use of those rooms.

JPLA welcomes the public use of its facilities and meeting rooms in keeping with the library's mission of "empowering lifelong learning." Permission granted to use the library facilities in no way constitutes endorsement by JPLA of the policies or beliefs of any group, individual, or organization.

General Rules and Regulations:

Below are general rules and guidelines that apply to all room reservations.

1. Use of JPLA's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
2. JPLA's policies apply to all people on library property. JPLA may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Facility Use Policy, Rules of Conduct Policy, or any other library policy. JPLA policies are available on the [website](#) or at the public service desks.
3. Groups and individuals who use meeting rooms or study rooms are library guests, and their use of the space should reflect that understanding. Areas designated as staff-only areas are for JPLA staff and volunteers only.
4. JPLA's name and address may not be used as the address or headquarters of a group, organization, or individual making a reservation.
5. JPLA cannot create or display wayfinding signage for room reservations, hand out flyers, provide printed information about room reservations at public desks, or promote programs or events in Library marketing materials.
6. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
7. JPLA will charge a cleaning fee for a reservation if they request to serve shared food and drinks during a room reservation.
8. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 6:45 pm Monday-Friday and 4:15 pm Saturdays to give staff sufficient time to open and close the building.

9. Room reservations are only permitted during the Library's open hours.
10. An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting or event ends.
11. JPLA will not assume responsibility for the security of items in the room during a reservation or provide storage of materials or equipment for a reservation using the room.
12. Alcohol and tobacco use are not prohibited on library grounds. The *New York State Clean Indoor Air Act (CIAA)* prohibits smoking and vaping within 100 feet of entrances, exits, or outdoor areas of public libraries.
13. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
14. Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify JPLA of a cancellation may jeopardize future reservations.
15. At the library management's discretion, JPLA programs and events may be exempt from some of the above regulations.

Meeting Room Use:

The James Prendergast Library Association (JPLA) provides and maintains two public meeting rooms: **The Fireplace and the Community Room**. The library upholds the *American Library Association's Library Bill of Rights*, including the statement, "Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." JPLA's meeting rooms are available on equal terms to all nonprofit groups and organizations subject to the Meeting Room regulations below:

1. Any individual or group that reserves a meeting space must assume legal responsibility for all related event activities in the library.
2. All meetings in designated Meeting Rooms must be free and open to the public, and no fees, dues, or donations may be charged or solicited for any program.
3. Meeting rooms may not be used for commercial and for-profit purposes.
4. Meeting rooms are free to reserve with the understanding the meetings, programs, and events will be open to the public.
5. Meeting Room reservations are treated as **limited public forums**; therefore, any individual who wants to attend the program may do so. Children thirteen (13) or under must be supervised by an adult caregiver while attending a meeting room program.
6. If an organization holds a program requiring registration, the registration must be free and open to the public (i.e., workshops or seminars).

7. If an organization has held free and open-to-the-public registration, they may limit attendance based on registration status.
8. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
9. Nonprofit agencies holding meetings closed to the public may be approved to reserve a room through JPLA's event rental application.
10. All users must comply with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format when requested.
11. JPLA's *Food and Drink Policy* applies to all meeting room use. Library staff must give special permission if a group wants to serve shared food and drinks. A cleaning fee is required for shared food and drink use in a meeting room. Please see the cleaning fee information on the Meeting Room Application.

Study Room Use

JPLA has five (5) study room spaces for library users: the Conference Room, Computer Lab, Study Pod, Makerspace, and Literacy Center. All study room use is subject to the regulations below:

1. Study rooms are available on a first-come, first-served basis.
2. Study rooms are for individual and small-group educational use only and may not be used for public forums or events.
3. JPLA reserves the right to limit time in a study room by two-hour (2-hour) increments based on demand.
4. Study Rooms may be reserved up to two (2) weeks in advance. Library Management may approve ongoing reservations for individuals or groups.
5. Individuals or organizations must use a library card to reserve and use the study rooms. If a library card is unavailable, the organization or individual may reserve the study room using a "guest library card." Please see the information on using a "guest library card" on the Study Room Reservation Form.
6. JPLA's *Food and Drink Policy* applies to all study room use. Library staff must give special permission if a group would like to serve shared refreshments. Please see the cleaning fee information on the Study Room Reservation Form.
7. Study rooms may not be used for commercial and for-profit purposes.
8. JPLA reserves the right to change or cancel any study room reservation due to library programming or building needs or may reassign rooms based on the group size or need.
9. JPLA does not guarantee staff assistance during study room use to modify the room arrangement or assist in setting up personal equipment or technology. Individuals or groups should not move study room furniture. If special room setup needs are required, prior

permission is needed from Library Management.

Special Event Rentals

JPLA or community nonprofit organizations primarily use Library spaces for public programming. We are pleased to offer the public the opportunity to rent spaces for private events when available. The Library may rent out the Community Room and Fireplace Room for special events to individuals or organizations for a set donation fee. A private social event includes, but is not limited to, parties, showers, receptions, other celebrations, and any event closed to the public.

Library programs and public meeting room reservations take priority over all rental use. Individuals or organizations may only rent the Community and Fireplace Rooms for special events. All event fees support the library’s services and programs.

1. Meeting rooms and study rooms are free to reserve, with the understanding that the meeting will be open to the public. If a group or individual wants to hold a special event not open to the public, a fee is required based on the following time blocks:

Rental Time Block	Fee Per Room
Two (2) Hours	\$50.00
Four (4) Hours	\$75.00
Six (6) Hours	\$100.00
Hourly	\$30.00
Nonprofit Fee	\$20.00

2. If an individual or group wants to serve shared food and drink during the event rental, a cleaning fee will be added to the total cost. Please see the cleaning fee information on the Special Event Rental Application.
3. Fees will be quoted upon request and provided before the Special Event Agreement is signed.
4. Nonprofit organizations are charged \$20.00 for events that are closed to the public. Library management may waive fees for nonprofit organizations.
5. Once the reservation has been approved, a non-refundable deposit of \$30.00 is required for private social events reserved by an individual or business. The deposit will be applied to the total fee due.
6. All persons attending a special event rental at the Library shall follow the Library's Policies, including the [Rules of Conduct Policy](#). Rental status does not subvert library policies, and

individuals or groups may be asked to leave the Library if they do not follow policy rules and guidelines.

Room Setup

Requests and arrangements for specific room furniture layouts are subject to availability and must be made at the time of the reservation. The room reservation forms offer five (5) choices for room layouts, and groups may choose one (1) option. The tables and chairs will be in the room, and groups must set up the room based on their selected layout.

If a special request is not made, JPLA will apply a "standard room layout." A "standard room layout" is four (4) 6-ft tables and thirty (30) chairs. The library staff will not be responsible for setting up the room or rearranging furniture or equipment. Organizations, groups, and individuals will be responsible for setting up the room and must return it to its original arrangement upon meeting or event completion.

Shared Food and Drink Cleaning Fees

When submitting a room reservation, the applicant should indicate whether shared food or drinks will be served during the reservation. A cleaning fee will be applied to the reservation if shared refreshments are served. Shared food or drink is a "catering style" setup provided by a catering business or the organization/individual reserving the room. Please see the "shared food and drink" information in the reservation applications and forms.

The shared food and drink fees are as follows:

- \$10.00 for groups of fifteen (15) or fewer people
- \$25.00 for groups of ten (10) to forty (40) people
- \$50.00 for groups of forty (40 to 95) people

JPLA does not provide catering services. Groups desiring to serve food must comply with all health laws and regulations. On the reservation application, the applicant must indicate whether a caterer or individual will use electricity, kerosene, or canned heat during the reservation. Library management will approve such use at its discretion.

Shared Facility Use Agreements

Nonprofit organizations with which JPLA collaborates on shared programming or services may enter and adhere to a Shared Facility Use Agreement. James Prendergast Library initiated these agreements through collaborative programming and services.

Audio-Visual Equipment Use

Audio-visual equipment requests must be made when the room is reserved. The types of equipment available vary based on availability. Groups and individuals should verify what is available when the room is reserved. When available, trained JPLA staff will provide basic assistance with library-owned equipment. If staff are not available, the Library will give simple written instructions for equipment use. Copyright laws protect DVDs and videos; unless designated as public domain material or accompanied by Public Performance Rights, they cannot be shown in any library meeting room.

Event Promotions/Invitations

Groups reserving JPLA's facilities must not use advertising and publicity that implies their programs or

events are sponsored, co-sponsored, endorsed, or approved by the James Prendergast Library Association. Any publicity created by an organization, individual, or group that reserves a library meeting room must include this statement in all publicity materials:

Cancellation of Room Reservations

Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify the library of a cancellation may jeopardize future reservations. JPLA reserves the right to cancel a room reservation in special circumstances.

All cancellations must be made using the cancellation procedure method provided in reservation applications and forms. JPLA will issue a full refund for special event rentals if the library needs to cancel the reservation due to an event or closure. Refunds will not be issued if JPLA cancels the event due to violating library policies.