

**James Prendergast Library  
Board of Trustees Meeting  
November 21, 2024**

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

Absent: Ned Lindstrom {e}

Staff Present: Anne Greene, Tress Williams, Jenn Champ

Monthly meeting of the Board of Trustees called to order 5:15 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 Jessica Carr, 2<sup>nd</sup> by Judy Long to approve consent agenda. *Vote Yes 9 No 0*
3. New Staff Introductions: Emeric Taylor was hired as our Information Services Coordinator. Emeric has various IT skills that will be helpful with our day-to-day operations. When asked what he likes most about working at the library, he said that he enjoys helping people and is happy to be on staff!
4. Director's Report/Statistics: Anne Greene
  - a. Pumpkin Painting: The Pumpkin Painting Program on October had 70 children registered and over 140 people attended. Children painted a mini pumpkin to take home and it was a fun and busy event.
  - b. Inktober: The Library participated in "Inktober" -which is a month-long art challenge 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. We had several calendars in the lobby on display.
  - c. OverDrive and Libby Circulation Increases: eBook and eAudiobook circulation by Prendergast patrons continues to increase. 2024 circulation is on pace to increase 4% from 2023, with an overall increase of 9% from 2021.
  - d. 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.
  - e. Staff Recognition: November's featured library staff is Abby Henry. Abby can often be found leading Wednesday Makerspace activities, the occasional Saturday Family Crafting and many other programs!

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 her experience as a Library Science student to help patrons find their perfect book. Recently, Abby was appointed our "Library of Things" lead. Given that our Library of Things collection has expanded and circulation has exceeded both 2022 and 2023, our whole team is grateful to Abby for her leadership in managing this project.

- f. NYS Construction Grant: We were recently notified that we were awarded funding in the amount of \$214,473 for the front entrance construction project. This funding will cover 75% of the project costs. The project is scheduled to begin in January 2025.
- g. Sheldon Foundation: The Sheldon Foundation generously awarded the library \$35,745 which is 12% of the 25% matching grant funds for our NYS Construction Grant for the front entrance construction project. The Lenna foundation has awarded the other 12.5%. All funding for the project is now secured for a total of \$285,964.
- h. The new format for statistics reporting will start next month so you will be able to see 3 months of statistics at one time; trends will be noted as well for a more accurate assessment of library usage.

5. Treasurer's Report: Mike Corey

- a. We are waiting on the \$350,000 school tax which typically arrives the second week of December. We have withdrawn our budgeted amount from the endowment. The endowment is still growing. CCLS continues to pay rent. We are also staying under budget for expenses – credit can be given to E.D. and staff.
- b. E.D. reminded the Board that there will be an extra payroll in the 2024 calendar year due to changing the pay schedule to every two weeks (from twice a month).

- i. Motion made to approve Treasurer's report made by Frank Corapi, 2<sup>nd</sup> by Melissa Spas.  
*Vote Yes 9 No 0*

6. Building Committee Report: Annie Greene

- a. 2024 Construction Project Updates: The front entrance project is now scheduled to begin in January 2025. The Library will need to close for approximately two weeks while the front entrance is being reconstructed.

7. Fundraising Committee Report: Anne Greene

- a. Haunted Library Updates: We had 154 attendees and we made just over \$1,000. The event was very fun and the Post Journal published a nice article about the event. We have received positive feedback regarding the event.

8. Nominating Committee Report: Cassie Blakeslee/Dan Hickman

- a. Board Candidate Introduction: Jake Brock was interviewed by the committee and unable to attend the meeting. Plan to invite him to the next meeting and will vote in December - he will begin his term in January 2025 if vote approved.
- b. Election of Trustees for 2025:

Jessica Carr is completing her 1st term 1/22-12/24; Frank Corapi is completing his 2nd term 2/19-12/21, 1/22-12/24

- i. Motion made by recommendation from Nominating Committee to approve a second term for Jessica Carr and a third term for Frank Corapi. *Vote Yes 9 No 0*
  
- c. Election of Slate of Officers for 2025:  
President - Dan Hickman  
Vice President - Ned Lindstrom  
Treasurer – Frank Corapi  
Secretary - Cassie Blakeslee  
Assistant Secretary - Mary Zdrojewski in Cassie Blakeslee’s absence
  - i. Motion made by Mike Corey to approve the slate of officers for 2025, 2<sup>nd</sup> by Judy Long. *Vote Yes 9 No 0*
  
- d. Resolutions for authorized check signers:

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:

Dan Hickman – President  
Ned Lindstrom – Vice President  
Frank Corapi – Treasurer  
Cassie (Kathleen) Blakeslee – Secretary  
Anne Greene – Executive Director  
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:

Dan Hickman – President  
Ned Lindstrom – Vice President  
Frank Corapi – Treasurer  
Cassie (Kathleen) Blakeslee – Secretary  
Tress Williams – Executive Director  
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:

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:

Anne Greene

- i. Motion made to approve the resolutions regarding updating authorized signatures for bank accounts made by Judy Long, 2<sup>nd</sup> by Cindy Johnson. *Vote Yes 9 No 0*

9. Lease Committee Report: Dan Hickman

- a. We have met with CCLS Lease Committee and still negotiating. We provided two options for CCLS:

Option #1

3% increase for 2025

2% increase for 2026

2% increase for 2027

3 parking spaces in JPLA parking lot with additional spaces (2) in the back lot along the grassy hill (which is already used by CCLS). CCLS rents only the four spaces where the trucks park in the back lot, but we would continue to let them use those spaces by the grassy hill.

Option #2

2% increase for 2025

2% increase for 2026

2% increase for 2027

2 parking spaces in JPLA parking lot with additional spaces (2) in the back lot along the grassy hill (which is already used by CCLS). CCLS rents only the four spaces where the trucks park in the back lot, but we would continue to let them use those spaces by the grassy hill.

Early Termination Clause:

Early Termination will have to be by agreement of both parties, with no less than a 45-day notice. The early Termination clause will kick in at the start of year 2.

Plan is to meet with CCLS on Monday, November 25<sup>th</sup> at 5:30 PM virtually, via GoToMeeting, to discuss and finalize the lease agreement.

10. New Business: Anne Greene

- a. Donation Policy: No changes to the policy other than adding a purpose statement.
  - i. Motion to approve the Donation Policy made by Jessica Carr, 2<sup>nd</sup> by Judy Long. *Vote Yes 9 No 0*

b. Facility Use Policy:

- Meeting room use has increased by 40% since 2021.
- Due to the increase in the number of different organizations, individuals, and groups using the rooms and their various purposes and needs for using the rooms, we have updated the policy.
- We changed the name to Facility Use Policy to be more comprehensive.
- We now have three types of room use:
  - Standard public forum meeting rooms: free for all community members to use as long as the meeting or program is open to the public and free of charge)
  - Study Rooms: some group or individual use for educational purposes – checked out with library card
  - Special Event Rental: Rental of Fireplace or Community Room for a special event, such as a birthday party, graduation party, class reunion, or private event – will we charge a donation fee based on the timespan of rental – i.e., two hours, four hours, six hours

- We have also added a cleaning fee for groups that want to use a caterer or share food – this fee is based on the number of people eating food. We are proactively managing food waste and cleaning associated with food in a public building.
- We have updated regulations and rules related to room use, for example, when you can start and end reservations and when you must be 18 and older to reserve a meeting room or submit a special event rental application. Study rooms may be checked out to YA 14+ plus with approval by library management.

i. Motion to approve the Facility Use Policy made by Mike Corey, 2<sup>nd</sup> by Judy Long. *Vote Yes 9 No 0*

c. Rescind Meeting Room Policy: The Meeting Room Policy is no longer needed and needs to be rescinded now that the new Facility Use Policy is approved - it supersedes this policy.

i. Motion to approve rescinding of the Meeting Room Policy made by Melissa Spas, 2<sup>nd</sup> by Cindy Johnson. *Vote Yes 9 No 0*

11. Unfinished Business: Dan Hickman

a. Thank you to all Board members for completing all required Board Trainings for 2024.

12. Next Meeting is December 19, 2024

13. Adjournment at 6:05 PM

## DIRECTOR'S REPORT / November 2024

### PROGRAMMING & SERVICES

#### *Pearl City Clay House Coiled Bowls*

As part of the Murray L. Bob Educational Initiative, Pearl City Clay House (PCCH) taught a Coiled Bowl class at the library. Twenty participants explored the ancient art of building a bowl using coils and making a small berry, ice cream, or cereal bowl. Each piece will be as unique as its maker! These bowls were then returned to PCCH to be fired and glazed.

#### *Diamond Dot Painting*

We once again offered the Diamond Dot Painting program for our adult patrons. Diamond Dot Painting is a paint-by-numbers activity using diamond-like plastic gems. Multiple program attendees remarked on how they enjoyed the meditative aspect of the project.

#### *Socks, Gloves and Hats Available for Patrons*

Through the generous donations made by community members during Socktober, a program hosted by the Northern Chautauqua Community Foundation, the library has socks, hats and gloves available for needy patrons. The library still accepts donations of winter weather items to hand out throughout the winter. The winter item bins are located at the Circulation Desk.

### COLLECTION

#### *End of Year Ordering*

Final orders for the collection have been submitted for the 2024 fiscal year. Ordering is completed before the end of the year to allow materials time to come and be processed before the end of the year. Staff will now evaluate the past year's purchases and begin planning for 2025.

#### *2024 CBA Funds*

Ordering for 2024 Central Library Aid, previously known as Central Book Aid, has been completed. These funds were used to purchase databases, magazines, and nonfiction and fiction materials. The increase in CBA funds received for 2024 allowed us to increase the number of titles purchased for our print and OverDrive collections.

### OUTREACH & PARTNERSHIPS

#### *Local Awareness with Community Partners*

In November, we partnered with multiple local entities to promote awareness of domestic and gender-based violence. JPD provided their Silent Witness display, while YWCA conducted their Clothesline Project in the library. We also united with other local libraries to create an FB post and book display for Zonta's "16 Days of Activism."

#### *Connecting to Our Community*

Danica Olson represented the library at a YMCA Stakeholders meeting to discuss future partnerships and the library's role within the community. Additionally, the library hosted Jamestown Community Learning Council and WBFO/WNED PBS kids for a parent feedback and informational session, continued to share event information with the Chamber of

Commerce, and sent staff to Jamestown High School to promote our online databases and finished a "Cardboard Creature" project with the students.

### ***Upcoming Partnership Programs***

In planning for the future, we liaised with Fredonia University for a Holiday Concert in December, we began finalizing plans for VITA to return during the tax season in 2025, and we met with YWCA's "Girls Choosing Action" group to plan storytimes in collaboration with our December Gingerbread Program.

## **LIBRARY UPDATES**

### ***Staff Recognition***

Each month, we recognize one staff member for their fantastic work! December's featured library staff is our Security Guard, Taylor Knight. Although Taylor has only been with the library since March, he has quickly become a valuable member of our team and always has a smile on his face. Taylor can be seen greeting patrons upon arrival, monitoring patron spaces to ensure the library is a safe and welcoming environment, tending to the building and grounds, setting up for indoor and outdoor programs, and has even started training on the Circulation Desk so that he can step in to help during busy times. Occasionally, you can see Taylor working at other public desks to provide our staff with breaks during the evening. Taylor is a "Jack of all trades," and the library is happy he is on our team! Thank you, Taylor!

### ***Teen Space Upgrades Complete***

The Teen Lab changed into a Teen Space where teens aged 14-17 can use computers, hang out and do homework. Thanks to the Holmberg Foundation, there are now new computer tables and chairs, monitors, keyboards, and mice. This area now provides a centralized location for teens to enjoy their time in the library.

### ***New Library Stats Dashboard***

This month, we started using the new ***Stats Dashboard***. JPLA Data Dashboard displays information the library tracks related to the collections, services, and programs. For each measurement, monthly totals and a year-to-date (YTD) total are provided for the current calendar quarter, along with data from the previous period for comparison. This new dashboard will help us track stats over three months and visualize trends. We will use this information to inform library services and program development.

## **GRANT UPDATES**

### ***Hultquist Nonfiction Collection Grant***

The library was generously awarded a \$20,000 grant from the Hultquist Foundation to support updates to the library's nonfiction collection. These funds will help improve areas within our collection, such as science, art, technology, and parenting. As a co-central library, the library must have a vibrant and up-to-date collection.



JPLA Data Dashboard displays information the library tracks related to the collections, services, and programs. For each measurement, monthly totals and a year-to-date (YTD) total are provided for the current calendar quarter, along with data from the previous period for comparison. There are also YTD totals for the current year and the prior year. Also included is a section with data analyzed within a three-year framework; these metrics may change as we focus on different goals and trends. **Quarterly and YTD trends are represented by a green arrow (up), a red minus symbol (down), or a blue equal symbol (no change).**

*The green arrow is an increase of  $\geq 3.0\%$ , the red minus symbol is a decrease of  $\leq -3.0\%$ , the blue equal symbol is a change between  $-2.9$  and  $+2.9\%$*

Measurement	September	October	November	Quarterly Trend	2024 YTD	2023 YTD	YTD Trend
<b>Library Visits</b> Number of library visits	9777	10801	9871	⊞	116,751	83,096	↑
<b>New Cardholders</b> Number of new library card signups	77	60	89	↑	879	610	↑
<b>Circulation of Physical Items</b> Circulation of physical items: books, magazines, science kits, games, DVDs, audiobooks, etc.	5959	6578	6328	↑	60,449	85,273	⊞
<b>Digital Circulation</b> Circulation of digital items: eBooks and audiobooks	1952	2138	2060	⊞	17,486	16,964	↑
<b>Database Use</b> Database usage: Ancestry, New York Times, Mango Languages, etc.	4251	5603	9706	↑	53,684	6025	↑
<b>WIFI Use</b> Number of public WIFI logins	1473	1549	1406	⊞	15,637	6055	↑
<b>Public Computer Use</b> Number of public computer sessions	1625	1158	1227	⊞	16,088	9612	↑
<b>Reference Questions &amp; Services</b> Number of reference questions or services provided to library users	10457	12327	10390	⊞	142,203	84,427	↑





Measurement	September	October	November	Quarterly Trend	2024 YTD	2023 YTD	YTD Trend
<b>Program Attendance</b> Number of people participating in library programs	1279	1204	1254		23,746	12,741	
<b>Program Sessions</b> Number of programs provided by the library	159	141	160		1,802	1,005	
<b>Room Use</b> Number of meeting or study room reservations	97	114	97		944	509	

Three-Year Measurement	2019-2021	2022-2024	Three-Year Trend	What and Why	Trend Analysis
<b>Active Cardholders:</b> Number of people with active library cards: Any card used in the last three (3) is active based on state and national data standards.	7,751	12,849		This metric is one way to understand if the community views the library as welcoming and regularly uses its services.	The number of people using their library cards dropped significantly during 2020. However, active cardholders increased after the pandemic. Many patrons returned to the library seeking reconnection and socialization opportunities.
<b>Active Overdrive Users:</b> Number of library cardholders who use their library card to access Overdrive/Libby for eBooks and audiobooks.	1,861	1,773		This metric tells us how many library cardholders use Overdrive and gives us an idea of how vital digital materials are to library users.	In 2020, the only way to access library materials when libraries were closed during the pandemic was through Overdrive. The number of cardholders using Overdrive increased significantly during 2020 and dropped slightly after 2021.

# James Prendergast Library Association

## Cash Sources

### November 2024

REVENUE REPORT	Receipts This Month Nov-24	Receipts YTD Beg - Nov 2024	Annual Budget Internal 2024	Balance	% Received
<b>LOCAL FUNDING</b>					
. 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	20,000.00	130,995.00	169,490.00	38,495.00	77.29%
<b>COUNTY FUNDING</b>					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	10,000.00	10,000.00	0.00	100.00%
<b>STATE AID</b>					
. 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%
<b>ENDOWMENT</b>					
. TRANSFER FROM ENDOWMENT	99,958.75	399,834.86	399,835.00	0.14	100.00%
. AXEL W CARLSON	0.00	1,998.00	1,599.00	-399.00	124.95%
. GUSTAFSON-LANPHERE FUND	0.00	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%
<b>LIBRARY FEES</b>					
. FINES & FEES	1,181.18	16,421.02	17,000.00	578.98	96.59%
. COPY MACHINE	167.76	2,956.60	3,000.00	43.40	98.55%
<b>CCLS</b>					
. CCLS RENTAL INCOME	4,875.00	53,625.00	58,500.00	4,875.00	91.67%
<b>FUNDRAISING/DONATIONS</b>					
. BOOKSALE	1,541.80	23,783.47	25,000.00	1,216.53	95.13%
. FUNDRAISING	15,516.12	56,199.03	65,000.00	8,800.97	86.46%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	131.01	17,449.17	3,000.00	-14,449.17	581.64%
<b>OTHER</b>					
. INTEREST EARNED	4.78	45.18	50.00	4.82	90.36%
. REFUNDS	99.00	555.00	0.00	-555.00	0.00%
<b>Total Income</b>	<b>145,975.40</b>	<b>858,004.68</b>	<b>1,229,682.00</b>	<b>371,677.32</b>	<b>69.77%</b>

**James Prendergast Library Association**  
**Expenses**  
**November 2024**

EXPENSE REPORT	Disbursed This Month Nov-24	Disbursed Year-To-Date Beg - Nov 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	47,782.31	570,760.21	624,834.00	54,073.79	91.35%
· SALARIES - MAINTENANCE	2,879.25	33,900.01	39,507.00	5,606.99	85.81%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,722.04	44,081.89	50,822.00	6,740.11	86.74%
· 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	4,743.61	58,291.74	76,535.00	18,243.26	76.16%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	0.00	70.89	2,500.00	2,429.11	2.84%
<b>MATERIALS</b>					
· MATERIALS	10,522.71	82,882.44	110,857.00	27,974.56	74.77%
<b>BUILDING EXPENSES</b>					
· UTILITIES	2,983.58	42,230.89	55,000.00	12,769.11	76.78%
· BLDG & CUSTODIAL SUPPLIES	1,343.38	5,391.48	7,000.00	1,608.52	77.02%
· BLDG MAINT & REPAIR	2,643.96	27,060.30	41,000.00	13,939.70	66.00%
· INSURANCE - BLDG & LIABILITY	0.00	14,569.79	15,954.00	1,384.21	91.32%
· PROGRAMS	162.99	4,210.73	8,500.00	4,289.27	49.54%
· MISC BUSINESS FEES	463.98	9,807.76	9,172.00	-635.76	106.93%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
<b>LIBRARY OPERATIONS</b>					
· IT TECH	1,352.37	6,603.71	16,000.00	9,396.29	41.27%
· OFFICE & LIBRARY SUPPLIES	900.74	7,985.12	12,600.00	4,614.88	63.37%
· GRANTS PROGRAM EXPENSES	0.00	19,913.74	0.00	-19,913.74	0.00%
· FUNDRAISING	702.84	3,456.91	7,000.00	3,543.09	49.38%
· COPY MACHINE EXPENSE	252.54	4,299.59	4,500.00	200.41	95.55%
<b>MISCELLANEOUS</b>					
· LEGAL COUNSEL	0.00	1,295.00	2,000.00	705.00	64.75%
· HR & PROFESSIONAL FEES	1,151.13	22,917.07	23,000.00	82.93	99.64%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	420.75	1,500.00	1,079.25	28.05%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
<b>Total Expense</b>	<b>81,645.68</b>	<b>968,442.12</b>	<b>1,229,682.00</b>	<b>261,239.88</b>	<b>78.76%</b>
<b>NET PROFIT OR LOSS</b>	<b>\$ 64,329.72</b>	<b>\$ (110,437.44)</b>			

# JAMES PRENDERGAST LIBRARY

## Balance Sheet

As of November 30, 2024

	<u>Nov 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · JSB - OPERATING FUND	50,725.28
1050 · JSB - MONEY MARKET	108,256.97
1060 · SPECIAL ACCOUNT - JSB	200.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	10,047.04
1090 · Unemployment Fund	2,668.92
<b>Total Checking/Savings</b>	<u>171,948.21</u>
<b>Other Current Assets</b>	
1300 · PREPAID CONTRIBUTION TO RETIRE	64,852.00
<b>Total Other Current Assets</b>	<u>64,852.00</u>
<b>Total Current Assets</b>	236,800.21
<b>Fixed Assets</b>	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	146,102.00
1550 · ACCUMULATED DEPRECIATION	<u>-2,773,845.07</u>
<b>Total Fixed Assets</b>	2,389,407.05
<b>Other Assets</b>	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,466,025.06
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	1,555,104.05
<b>Total 1555 · ENDOWMENT FUND</b>	<u>8,131,803.07</u>
1560 · Snitger Gift Fund	54,622.31
<b>Total Other Assets</b>	<u>8,186,425.38</u>
<b>TOTAL ASSETS</b>	<u><u>10,812,632.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2020 · RETIREMENT	28.49
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	610.44
2040.02 · DENTAL FLEX	172.77
2040.04 · VSP	60.61
<b>Total 2040 · PREMIUMS - FLEX</b>	<u>843.82</u>
2080 · NY DISB PFL	373.79
2110 · ACCRUED VACATION	29,442.01
<b>Total Other Current Liabilities</b>	<u>30,688.11</u>

**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of November 30, 2024

	<u>Nov 30, 24</u>
Total Current Liabilities	30,688.11
Total Liabilities	30,688.11
Equity	
3085 - With Donor Restrictions	193,345.00
3080 - Without Donor Restrictions	9,766,857.19
3070 - FUND BALANCE	402,362.71
Net Income	419,379.63
Total Equity	10,781,944.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>10,812,632.64</u></u></b>



<b>2025 DRAFT BUDGET</b>	<b>2025</b>		<b>2025</b>	2025	2025
<b>2025 REVENUES:</b>	<b>5.93%</b>	<b>2025 EXPENDITURES:</b>		\$ Chg.	% Chg.
4300 . School District	\$ 350,000	6303 · Salaries - Staff	\$ 676,605	51,771	7.65%
4301 . NYS - Central Book Aid (CLSA)	31,063	6304 · Salaries - Maintenance	37,730	-1,777	-4.71%
4302 . CCLS Materials Plan	10,000	6305 · Retirement Benefits	99,168	16,499	16.64%
4303 . NYS - Central Lib Dev Aid (CLSA)	70,280	6306 · Social Security Benefits	54,647	3,825	7.00%
4304 . CCLS - Cash Grant	300	6307 · Disability Insurance Benefits	1,310	115	8.81%
4311 . NYS Local Library Services Aid	11,591	6308 · Health Benefits	71,107	-5,428	-7.63%
4312 . Grants, Other Government	-	6901 . HSA	6,000	-1,350	-22.50%
4315 · Transfer From Endowment	432,802	6315 . Training & Cont Ed	2,500	0	0.00%
4316 · Axel W Carlson	1,599	6321 Materials	110,000	-857	-0.78%
4317 . Sally J Nalbone Mem Fund	432	6329 · Utilities	50,450	-4,550	-9.02%
4318 . Katherine Ganz Fund	13,623	6335 · Bldg & Custodial Supplies	8,000	1,000	12.50%
4319 . Kohl Family Fund	900	6340 · Bldg Maint & Repair	45,000	4,000	8.89%
4323 . Gustafson Lanphere	2,500	6345 · Programming	8,500	0	0.00%
4321 . Robert S. & Je'Anne Bargar	325	6350 · Miscellaneous Business Fees**	10,000	828	8.28%
4324 . Fred L. & Vanne D. Cohen Fund	200	6311 · Insurance - Worker's Comp	8,223	0	0.00%
4330 · Fines & Fees	17,045	6355 · Insurance - Bldg & Liability	17,154	1,200	7.00%
4340 · Copy Machine	3,000	6356 · Insurance - Directors & Officers	1,464	0	0.00%
4346 . CCLS Rent	60,255	6365 . IT	16,000	0	0.00%
4360 · Booksale	26,000	6430 · Office & Library Supplies	10,000	-2,600	-26.00%
4370 . Fundraising	65,000	6670 · Fundraising	7,000	0	0.00%
4380 · Memorials	3,000	6700 . Legal Counsel	2,000	0	0.00%
4390 · Grants, Local Foundations	171,894	6800 · HR & Professional Fees	23,000	0	0.00%
4250 · Interest Earned	50	6750 . Outreach	500	0	0.00%
		7000 . Publicity	1,000	-500	-50.00%
Library Services, Other		6850 · Copy Machine Expense	4,500	0	0.00%
<b>Total Revenues</b>	<b>\$ 1,271,859</b>	<b>Total Expenditures</b>	<b>1,271,859</b>	<b>42,177</b>	<b>3.32%</b>
		<b>Deficit/Surplus</b>	<b>0</b>		

## **Customer Service Policy**

### **Purpose:**

To establish the customer service philosophy and standards of the James Prendergast Library Association (JPLA). JPLA staff members serve as the link between customers and the JPLA's resources and services. JPLA's goal is to provide excellent library service which includes helpful and knowledgeable staff, access to relevant informational resources, and quality facilities. In the fulfillment of the JPLA's Strategic Plan, the following objectives have been adopted.

### **Policy:**

1. Ensure that Library customers consistently receive a high level of service.
2. Select, acquire, and organize sources of information and materials to meet the needs of Library patrons.
3. Be knowledgeable about Library resources, policies and procedures and be able to explain the resources, policies and procedures to patrons.
4. Identify and promote the services that meet the needs of patrons and potential patrons in the community.
5. Refrain from value judgments or opinions regarding the importance of a request or question.
6. Value the diverse community we serve by providing patron assistance without discrimination. We define diversity to include, but not be limited to, persons of varying educational levels, literacy levels, abilities, gender, religion, race, age, national origin, marital or familial status, sexual orientation, income level, and occupation.
7. Maintain the confidentiality of our patrons' transactions and records.
8. Cooperate with community agencies and organizations in an effort to serve the community.

The Board of Library Trustees authorizes the Library Director to establish procedures to administer this policy, and to delegate any and all responsibilities herein to other staff through such procedures.

## **Exam Proctoring Policy**

### **Purpose:**

The James Prendergast Library Association (JPLA) encourages the library's mission of "empowering lifelong learning" by providing proctoring services for written and online exams.

### **Policy:**

JPLA may proctor exams, subject to availability of staff. A minimum of one week advance notice is required before any exam will be proctored. In addition, all exam taking requirements and forms must be received from the issuing institution before any tests are taken. Those who would like the Library to proctor an exam should contact the Library at 716-484-7135 Ext. 240. JPLA charges \$50.00 per hour for this service but no more than \$75.00 per exam. Payment is due upon completion of services. The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the James Prendergast Library:

- JPLA will proctor mailed, e-mailed, or faxed exams.
- Any costs for printing will be charged at the current rate of .15 per page
- It is the test-taker's responsibility to coordinate the transfer of the exam from the testing institution to JPLA and to verify that the exam has been received by the library.
- The test-taker will allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams must be taken during library open hours and must be completed 30 minutes prior to library closing time.
- Prior to taking the exam, the test-taker is required to present a photo I.D. and to come prepared with the necessary supplies to take the exam. Personal items such as cell phones must not be present while taking an exam.
- JPLA cannot guarantee that the proctoring area will be quiet at all times.
- Proctors will enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.
- JPLA cannot provide a locked or secure place for the exam.
- At the conclusion of the exam, JPLA will return it to the testing institution either via email (the test will be scanned) or the U.S. Postal Service at the next regularly scheduled postal pick-up at the library. The test-taker is responsible for postage costs. The library can also fax a copy of a completed exam to the testing institution at the cost of \$3.00.
- JPLA will hold an uncompleted exam for 90 days or until the testing institution's deadline, whichever is first. Uncompleted exams will be returned to the testing institution if postage is provided. If not, the exam will be destroyed.
- The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- It is the test-taker's responsibility to ensure that the testing institution is satisfied with JPLA's proctoring policy.
- JPLA will not be responsible for any delayed exam, nor any completed exams once they leave the Library's possession.





## **Prendergast Library Building Committee**

**Overview:** The role of the building committee will be to review recommendations for repairs, maintenance, additions, and/or improvements to the building and/or property.

To accomplish this, the committee will:

- Select a committee chair
- Discuss major building and property repair and improvement needs, and review cost estimates
- Receive updates on construction projects
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings

## **Prendergast Library Executive Committee**

**Overview:** The role of the executive committee is to facilitate decision making between board meetings if needed or in urgent and crisis circumstances. The executive committee cannot replace the full board; it reports to and is accountable to the full board.

- Committee chair is Board of Trustees President
- Committee consists of the Board of Trustees' officers: President, Vice President, Treasurer, and Secretary
- Accountable to the full Board of Trustees at all times
- Can act on an important issue that does not meet any other committee's domain or task list
- The committee will meet as needed and will be on-call and available to work with the executive director on urgent or time-sensitive issues

## Prendergast Library Finance Committee

**Overview:** The role of the finance committee is primarily to provide financial oversight for the organization. This includes budgeting, financial planning, financial reporting, and the creation and monitoring of internal controls and accounting policies.

To accomplish this, the committee will:

- Select a committee chair
- Develop an annual operating budget with staff assistance
- Approve the budget within the finance committee
- Monitor adherence to the budget and report to the Board of Trustees any financial irregularities, concerns or opportunities
- Set long-range financial goals along with funding strategies to achieve them
- Present all financial goals, proposals, and annual budget to the Board for approval
- Work with staff to design financial reports and ensure that reports are accurate and timely
- Recommend selection of the independent auditor or auditing firm (auditor), who must be a licensed Certified Public Accountant(s) in New York State
- Review the draft audit and IRS Form 990 as presented by the auditor
- Present the audit report to the full Board (if the auditor does not do this)
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned
- Advise the executive director and other appropriate staff on financial issues and priorities
- Monitor the endowment fund and all other short and long-term investments
- Review the investment policy annually, update as necessary, and ensure provisions of the policy are followed
- Meet with and evaluate the investment managers/advisors annually
- Meet at least two times per year either in person or via videoconferencing
- Have committee chair report to the full Board at regular Board meetings

## **Prendergast Library Fundraising Committee**

**Overview:** The role of the fundraising committee is to oversee the organization's overall fundraising efforts. It is one of the major responsibilities of the Board of Trustees. The board's role in fundraising is to provide leadership, financial support, event support, and connection to donors and potential donors.

To accomplish this, the committee will:

- Select a committee chair
- Work with staff to set a fundraising goal
- Review all previous year fundraising activities and make recommendations for improvements for new year
- Work with staff to establish a fundraising plan that incorporates a series of fundraising events throughout the year
- Take the lead in the various fundraisers that are planned for the library throughout the year
- Work with fundraising staff as required to plan and execute fundraising events
- Involve of all board members in fundraising, such as having board members make telephone calls to ask for support, or volunteer their time at fundraising events
- meet at least three times per year either in person or via videoconferencing
- Will have the committee chair report back to full board during board meetings

## Prendergast Library Nominating Committee

**Overview:** The role of the nominating committee is to help recruit board members and take the lead in the election of officers, board training, and succession planning.

To accomplish this, the committee will:

- Select a committee chair
- Identify board member term expirations
- Solicit prospect for board vacancies, research their backgrounds, and interview candidates for possible board service
- Attempt to fill positions taking the board's current skill sets into account, along with the skill sets they will need in the near future
- Provide mentorship for new board members
- Assist with board orientation with assistance from the ED
- Develop or refine board position and committee descriptions
- Promote diversity on the board
- Be responsible for ongoing education of the board
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings

## **Prendergast Library Strategic Planning Committee**

**Overview:** The role of the strategic planning committee will be to provide oversight for the development and progress of the Strategic Plan.

To accomplish this, the committee will:

- Select a committee chair
- Ensure management has established an effective strategic planning process, including development of a three to five-year strategic plan with measurable goals and time targets.
- Ensure that activities are kept within the parameters of the agreed strategic goals and objectives
- Ensure that activities are consistent with the organization's vision, mission, and values
- Meet as needed each year to discuss progress or concerns either in person or via videoconferencing
- Meet more frequently during planning years either in person or via videoconferencing
- Have committee chair report back to full board during board meetings