

**James Prendergast Library
Board of Trustees Meeting
January 16, 2025**

Present: Dan Hickman, Michael A. Corey, Frank Corapi, Judy Long, Matt Mancuso, Cassie Blakeslee, Melissa Spas, Jacob Brock

Absent: Cindy Johnson{e}, Mary Zdrojewski {e}

Staff Present: Tress Williams

Public present: Christopher Blakeslee, Emily Drew

Monthly meeting of the Board of Trustees called to order @ 5:20 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 to approve consent agenda. *Vote Yes 9 No 0*
3. Nominating Committee: Cassie Blakeslee
 - a. Nominating Committee recommends re-election of Cindy Johnson and Matt Mancuso to the Board of Trustees

Motion made by Ned Lindstrom to approve Nominating Committee's recommendation, 2nd by Jess Carr. *Vote Yes 8 No 0*
 - b. Emily Drew: Nominating Committee interviewed Emily Drew and recommends appointment of Drew to the Board. Drew is a native of Jamestown and experienced with non-profits.

Motion made by Jess Carr to approve Nominating Committee's recommendation, 2nd by Judy Long. *Vote Yes 8 No 0*
4. Director's Report/Statistics: Tress Williams
 - a. Winter Break Programs

As requested by patrons, we offered additional programming during the winter break which included Fiber Optic/Night Light building and our popular Pokemon workshops for kids, felt succulent and painted suncatcher programs for teens, and the aforementioned Gingerbread workshop for adults. 18 patrons attended these programs through the month of December. We also started a "Community Holiday Tree," encouraging patrons to use our crafting station to make green tassels and add them to the tree. Our tree continues to grow daily!

b. Nonfiction Updates

Thanks to a 2024 Hultquist Grant, we are in the process of updating various sections of our nonfiction collection. A few of the areas receiving attention include arts, sciences and geography. Materials ordered with this grant will help us to enhance our collection provided necessary titles to our patrons.

c. Zonta Care Packages

Zonta Club of Jamestown for generously donated winter care packages for our patrons, which included various supplies such as socks, gloves, hats, scarves, hand warmers, snacks, and more! A clothesline is placed beside our parking lot on the front lot and stocked during times when the temps are low and Code Blue isn't open, when temps reach teens, and when patrons ask for them. Patrons have noticed our line and have started adding their own winter care packages when the line is empty.

d. Staff Recognition

December's staff recognition goes to Anna Holthouse. Anna works with Sue Carlson, cleaning and maintaining the library facility. In particular, Anna cleans the well-loved toys and materials in the children's Room and Makerspace. Her dedication and willingness to jump into any task she is assigned is appreciated by all the staff and patrons. Thank you, Anna for helping us keep the library clean and safe.

e. Holmberg Grant Completed

The Holmberg Foundation granted the library \$19,000 in 2024 to support the library's programming, Library of Things, and Teen Lab improvements. That grant has been completed, with all items ordered and renovations to the Teen Lab completed. The lab now has fresh paint, new tables and chairs, and new tech equipment. New items added to the Library of Things include new games, gardening equipment, and projectors and projector screens. We also purchased new instruments for Storytime and new items for the Makerspace, including a play kitchen, pictured below.

5. Treasurer's Report: Frank Corapi

a. End of the year financials show 117.36% of budgeted revenue collected, and 95.62% of budgeted expenses disbursed.

b. December financials show the \$350,000 school tax has been received.

i. Motion made to approve Treasurer's report made by Melissa Spas, 2nd by Judy Long.

Vote Yes 9 No 0

c. Adjusted Salary: The Finance Committee recommends a salary adjustment for incoming director Tress Williams for the month of January, during the leadership transition.

i. Motion to approve Finance Committee's recommendation for salary adjustment *Vote Yes 9 No*

0

6. Building Committee Report: Tress Williams

a. Stormer is continuing work on the Chiller as part of the NYS Construction grant started in 2022. The new chiller is projected to arrive in February 2025, and we are hopeful that this grant will be completed by Spring. Once the Chiller is in, this grant project, which also included the patio and HVAC, will be

concluded and a final report submitted.

7. Strategic Plan Report: Tress Williams

- a. Thanks to the hard work of library staff, we made great strides in the past three years, achieving all of our strategic goals
- b. Highlights include new library programs such as our offsite book club and teen game nights, expansion of the library's collection to include a library of Things, more graphic novels, and more eBooks. Additionally, we continue to invest in new technology and upgrades, explore new ways to effectively onboard staff, and we have developed effective community partnerships with groups such as the Mobile Market.
- c. These are only a few of the examples that demonstrate how we have achieved our goals – all details are available in the report. This report is instrumental in providing our funders with concrete examples of the library's growth.

8. New Business: Tress Williams

- a. Conflict of Interest Forms 2025: All Board members need to sign the form for our records.
- b. We need a resolution that CBA (CLSA-Central Library Services Aid) funds received for 2024 in 2024 were expended for Library materials: adult, juvenile, fiction, non-fiction, foreign language or reference materials in any format. You have in your packet a list of all the CBA expenditures. We will need approval for this.
 - i. Motion to approve CBA expenditure resolution made by Judy Long, 2nd by Jacob Brock. *Vote Yes 9 No 0*
- c. Credit Card Policy: Updated to include new position of Assistant Director
- d. Rules of Conduct Policy: We added a purpose statement and reorganized the layout of this policy. Prohibited behaviors are now grouped by severity, and wording is simplified to encourage ease of use. We also updated the no smoking information to include details about related State Law.
 - i. Motion to approve the Rules of Conduct Policy and the Credit Card Policy made by Emily Drew, 2nd by Jess Carr. *Vote Yes 9 No 0*
- e. Staff Day – Friday, April 25, 2025 for staff trainings. We will need approval for this to close the library for the day.
 - i. Motion to approve the Staff Day closure made by Judy Long, 2nd by Matt Mancuso. *Vote Yes 9 No 0*
- f. Annual Trustee Trainings – Dan Hickman
 - i. Dan: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).
 - ii. Dan: All trustees have been given information on where they can access their trainings. We will hold trainings at the library on February 8 and February 15.
 - iii. Tress will resend the link for access to trainings.

9. Unfinished Business: Dan Hickman

- a. 2025 Board Committees:

- i. Executive Committee: Dan Hickman (CC), Ned Lindstrom, Cassie Blakeslee, Frank Corapi
- ii. Fundraising Committee: Cassie Blakeslee (CC), Jessica Carr, Judy Long, Melissa Spas
- iii. Nominating Committee: Cassie Blakeslee (CC), Frank Corapi, Cindy Johnson, Jake Brock
- iv. Building Committee: Mary Zdrojewski (CC), Judy Long, Matt Mancuso, Jake Brock
- v. Finance Committee: Frank Corapi (CC), Cassie Blakeslee, Melissa Spas, Emily Drew
- vi. Strategic Planning Committee (CC TBD): Matt Mancuso, Cindy Johnson, Jessica Carr, Emily Drew

10. Next Meeting is February 20, 2025

11. Adjournment 5:45 pm by President Dan Hickman.

DIRECTOR'S REPORT / January 2025

PROGRAMMING & SERVICES

Passive programs in front lobby

We are working to provide more downtime activities for patrons in the front lobby – including our popular puzzle table, large coloring sheets, and our ongoing Seasonal Tree that patrons can help decorate. These passive programs are a fun, casual way for patrons to engage in library activities.

New 2025 programs for adults

2025 brought about added and modified programs for adults which include: a new monthly passive program called “Novel Experiences” for people to make art OR engage with reading in a new way, a monthly “Giveback” program where our Crafting Community helps give back to the JPLA community by assisting with program preparation, and a weekly “Friday Flashes in Time” program on Fridays where patrons can Flash Forward by creating Bullet Journal spreads for the upcoming month, Flash Back by learning about their ancestry, Flash In to share during our No Pressure Book Club, and Surprise Flash for a wild card program. The 5th Friday in January featured a “Remember When” discussion about JPLA throughout time.

Black Light Fun

Upon announcement of CCLS’s new kit, JPLA checked out two “Black Light kits” with UV lamps, neon paint, face paint, washi tape, and glow sticks. These kits proved to be “fun for all ages” as we hosted a teen party in the unlit Makerspace, a storytime exploration (with modified age-appropriate kits) for 0-5, and another for 6-12 during the Lunar New Year day off from JPS, and a surprise program change for the adult crafting community. We look forward to hosting similar events in the future.

COLLECTION

Annual Report shows increased circulation

Circulation of adult fiction and non-fiction materials increased in 2024, as well as children’s fiction. Increased circulation of physical materials, which is challenging to achieve given digital options today, indicates that our purchasing is reflective of community demands. This year, we are focusing on updating our children’s non-fiction collection to hopefully increase circulation.

Dramatic increase in Parent Packet circulation

In the fall of 2023, a staff member suggested updating our Parent Packets and moving them to a more visible location. These packets include books and related learning activities for ages newborn up through Kindergarten. The bags these packets were stored in were old and unappealing – we purchased new mesh bags, updated packets that needed new materials, and relocated the Parent Packets to the middle of the Children’s Room. This has resulted in an over 300% increase in checkouts of these items, from 2023 to 2024.

OUTREACH & PARTNERSHIPS

Donation of winter gear from Christ First United Methodist Church

Christ First United Methodist Church provided the library with hats, gloves, snack bars, and socks to make an additional 100 winter care packages for patrons in need. Recipients of these items have expressed gratitude, especially during recent extreme winter weather and they have been a vital part of building rapport between recipients and staff members.

Ring Winter Wonderland and Love School Tours and Monthly Check-Outs

School outreach is in full swing with JPLA partnering with Ring Elementary for their Winter Wonderland. We helped reach over 250 people with Mobile Makerspace and we ran out of programming calendars and card applications! A 4th grade teacher from Love Elementary has also planned a monthly visit to the library to use Makerspace and check-out books, having encouraged her whole class to sign up for cards. More teachers are expected to set up similar partnerships in the future.

Doors Open Jamestown

We joined the Chamber of Commerce's "Doors Open Jamestown" on January 25th by giving to their basket raffle, participating in their Scavenger Hunt, launching our "Winter Bingo" reading program for adults, and setting up a "LEGO Challenge" table. This partnership helped us reach new patrons and provided excellent advertising opportunities.

LIBRARY UPDATES

Welcome New Staff

We have hired two security guards and we are excited to welcome them on staff. Hunter Johnson will primarily be here in the evenings, and Stephanie Crick will be working during the day. Both Hunter and Stephanie are already doing a great job as they get to know our patrons!

Staff Recognition

Every month we recognize a member of our team for the valuable work they contribute to our mission. Emeric Taylor hit the ground running as a transfer from the CCLS staff to JPLA, welcoming in a wealth of knowledge pertaining to IT, KOHA, and workflow efficiency. Emeric can often be seen studying coding screens to improve our website, securing our networks, or developing marketing materials. Emeric was also a vital part of setting up our new combined Teen Lab/Area and Study Lounge (formerly the Teen Area). Emeric is also responsible for helping to maintain our collection, covering desk services, and helping keep the public informed about our programming. Thank you, Emeric, for all of your hard work!

GRANT UPDATES

Hultquist titles purchased

At the end of last year, the library received \$20,000 in grant funds from the Hultquist Foundation, to purchase adult non-fiction titles. These funds have been used to purchase new titles related to arts and sciences. These titles have begun to arrive, and our New Books section has been overflowing! We also have a display up front to highlight these new titles, and we've needed to restock the display many times.

James Prendergast Library Association

Cash Sources

January 2025

REVENUE REPORT	Receipts This Month Jan-25	Receipts YTD Beg - Dec 2025	Annual Budget Internal 2025	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	0.00	0.00	0.00	0.00%
. GRANTS, NON-GOVERNMENT	35,745.00	35,745.00	171,894.00	136,149.00	20.79%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	0.00	10,000.00	10,000.00	0.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	31,063.00	31,063.00	0.00%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	70,280.00	70,280.00	0.00%
. CCLS CASH GRANT	0.00	0.00	300.00	300.00	0.00%
. 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	0.00	0.00	0.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	0.00	11,591.00	11,591.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	432,802.00	432,802.00	0.00%
. AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	0.00	0.00	2,500.00	2,500.00	0.00%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. 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	0.00	325.00	325.00	0.00%
LIBRARY FEES					
. FINES & FEES	1,213.16	1,213.16	17,045.00	15,831.84	7.12%
. COPY MACHINE	179.65	179.65	3,000.00	2,820.35	5.99%
CCLS					
. CCLS RENTAL INCOME	4,972.50	4,972.50	60,255.00	55,282.50	8.25%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,511.18	1,511.18	26,000.00	24,488.82	5.81%
. FUNDRAISING	7,177.93	7,177.93	65,000.00	57,822.07	11.04%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	25.00	25.00	3,000.00	2,975.00	0.83%
OTHER					
. INTEREST EARNED	14.11	14.11	50.00	35.89	28.22%
Total Income	<u>50,838.53</u>	<u>50,838.53</u>	<u>1,271,859.00</u>	<u>1,221,020.47</u>	<u>4.00%</u>

James Prendergast Library Association

Expenses

January 2025

EXPENSE REPORT	Disbursed	Disbursed	Annual	Balance	% Spent
	This Month	Year-To-Date	Budget		
	Jan-25	Beg - Dec 2025	Internal 2025		
· SALARIES - STAFF	50,738.49	50,738.49	676,605.00	625,866.51	7.50%
· SALARIES - MAINTENANCE	2,846.25	2,846.25	37,730.00	34,883.75	7.54%
· RETIREMENT BENEFITS	0.00	0.00	99,168.00	99,168.00	0.00%
· SOCIAL SECURITY BENEFITS	3,903.71	3,903.71	54,647.00	50,743.29	7.14%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	1,310.00	1,310.00	0.00%
· INSURANCE - WORKER'S COMP	5,383.00	5,383.00	8,223.00	2,840.00	65.46%
· HEALTH BENEFITS	10,416.50	10,416.50	71,107.00	60,690.50	14.65%
· H.S.A.	0.00	0.00	6,000.00	6,000.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
· MATERIALS	9,329.95	9,329.95	110,000.00	100,670.05	8.48%
BUILDING EXPENSES					
· UTILITIES	5,109.82	5,109.82	50,450.00	45,340.18	10.13%
· BLDG & CUSTODIAL SUPPLIES	491.48	491.48	8,000.00	7,508.52	6.14%
· BLDG MAINT & REPAIR	4,828.00	4,828.00	45,000.00	40,172.00	10.73%
· INSURANCE - BLDG & LIABILITY	15,981.28	15,981.28	17,154.00	1,172.72	93.16%
· PROGRAMS	1,566.34	1,566.34	8,500.00	6,933.66	18.43%
· MISC BUSINESS FEES	282.10	282.10	10,001.00	9,718.90	2.82%
· INSURANCE - DIRECTORS & OFFICERS	0.00	0.00	1,464.00	1,464.00	0.00%
LIBRARY OPERATIONS					
· IT TECH	474.59	474.59	16,000.00	15,525.41	2.97%
· OFFICE & LIBRARY SUPPLIES	799.91	799.91	10,000.00	9,200.09	8.00%
· GRANTS PROGRAM EXPENSES	169.40	169.40	0.00	-169.40	0.00%
· FUNDRAISING	264.46	264.46	7,000.00	6,735.54	3.78%
· COPY MACHINE EXPENSE	430.06	430.06	4,500.00	4,069.94	9.56%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	1,487.16	1,487.16	23,000.00	21,512.84	6.47%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	38.25	1,000.00	961.75	3.83%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	114,540.75	114,540.75	1,271,859.00	1,157,318.25	9.01%
NET PROFIT OR LOSS	\$ (63,702.22)	\$ (63,702.22)			

James Prendergast Library
Balance Sheet
As of January 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 JSB - OPERATING FUND	26,646.58
1050 JSB - MONEY MARKET	142,285.12
1060 SPECIAL ACCOUNT - JSB	250.00
1070 PETTY CASH	50.00
1080 Jamestown Savings Bank - CARF	311,711.44
1090 Unemployment Fund	2,668.96
Total Bank Accounts	\$ 483,612.10
Other Current Assets	
1300 PREPAID CONTRIBUTION TO RETIRE	64,852.00
Total Other Current Assets	\$ 64,852.00
Total Current Assets	\$ 548,464.10
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	148,212.00
1550 ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	\$ 2,391,517.05
Other Assets	
1555 ENDOWMENT FUND	
1555.01 INVESTMENT FUND - ENDOW	6,450,715.01
1555.02 JOHNSON ESTATE	18,144.07
1555.03 MURRAY L BOB LECT FUND - ENDOW	41,472.94
1555.04 SALE OF DONATED ASSETS - EF	1,540,514.29
Total 1555 ENDOWMENT FUND	\$ 8,050,846.31
1560 Snitger Gift Fund	55,843.18
Total Other Assets	\$ 8,106,689.49
TOTAL ASSETS	\$ 11,046,670.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2020 RETIREMENT	915.34
2026 NYER LOAN	78.00
2040 PREMIUMS - FLEX	
2040.01 HEALTH INS FLEX	-563.13
2040.02 DENTAL FLEX	224.94
2040.03 AFLAC	-29.58

2040.04 VSP		31.47
Total 2040 PREMIUMS - FLEX	-\$	336.30
2080 NY DISB PFL		207.88
2110 ACCRUED VACATION		29,442.01
Total Other Current Liabilities	\$	30,306.93
Total Current Liabilities	\$	30,306.93
Total Liabilities	\$	30,306.93
Equity		
3070 FUND BALANCE		930,238.65
3080 Without Donor Restrictions		9,766,857.19
3085 With Donor Restrictions		193,345.00
Net Income		125,922.87
Total Equity	\$	11,016,363.71
TOTAL LIABILITIES AND EQUITY	\$	11,046,670.64

STRATEGIC PLAN 2025-2030



PrendergastLibrary
Focusing on Your Future.



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WHAT CAN YOU DO WITH A LIBRARY CARD?

Get a library card in 2025!

Anyone is eligible for a library card. We have options for you!

What can you do with your card?

- Borrow books, audiobooks, DVDs, and CDs
- Use Libby to check out eBooks and eAudiobooks.
- Explore the new Library of Things, which includes board games, science kits, toys, gardening tools, and more!
- Check out a Study Room.
- Learn a language with Mango Languages.
- Access Consumer Reports and Heritage Quest online.
- Enjoy free or discounted visits to cultural institutions around the region with Adventure Passes.
- Stream independent and educational films and documentaries via Kanopy.

If you already have a library card, we want you to use it often and spread the word! You can encourage a friend, family member, or co-worker to get one.

Visit the library, browse the daily Booksale, participate in a program or event, access microfilm and local history resources, or read the newspaper. We are here for you.

ABOUT JAMES PRENDERGAST LIBRARY

On December 1, 1891, the James Prendergast Library opened for a celebration at 7:30 p.m. The opening event featured music and speeches from community leaders, and over 150 people attended, anxious to see the inside of the beautiful new building.

Since that day, generations of community members have used the Library. So much has happened within these walls. Children started their reading journey with us, visiting the children's room in the "tower" with a collection of 125 books and card games. Now, children browse a collection of over 27,000 books and play with hundreds of different educational toys and games.

In the 1940s and 1950s, Library staff taught classes on how to use a typewriter. Now, we offer 3-D Printing, Cellphone Photography, and Virtual Reality programs. Can you imagine what the Library will provide in another 100 years?

Libraries are an anchor amid a rapidly shifting landscape. We embrace change while remaining true to our mission: to be a place where the community can learn, grow, and connect.

More than a century ago, the dream was to have a public library in Jamestown; today, our vision is to expand services and reach even more people. Thank you for continuing on this journey with us. We can do great things together.



MISSION AND VISION



MISSION

Responsibly empowering lifelong learning for the residents of the City of Jamestown.

VISION

The James Prendergast Library is proud to serve the Jamestown and Chautauqua County communities in their pursuit of lifelong learning. We provide free learning resources and programming for all ages.

Libraries exist to provide a safe space for all. Everyone is welcome in our library.



STRATEGIC FOCUSES



ACCESS

ENSURE THAT SPACES AND RESOURCES ARE ACCESSIBLE TO ALL LIBRARY USERS.



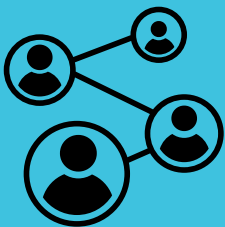
LITERACY

SUPPORT THE VARIETY OF LITERACIES NECESSARY FOR LIFELONG LEARNING, SUCCESS, AND WELL-BEING.



SUSTAINABILITY

PRIORITIZE PRACTICES THAT ARE ENVIRONMENTALLY SOUND, ECONOMICALLY FEASIBLE, AND SOCIALLY EQUITABLE



CONNECTING

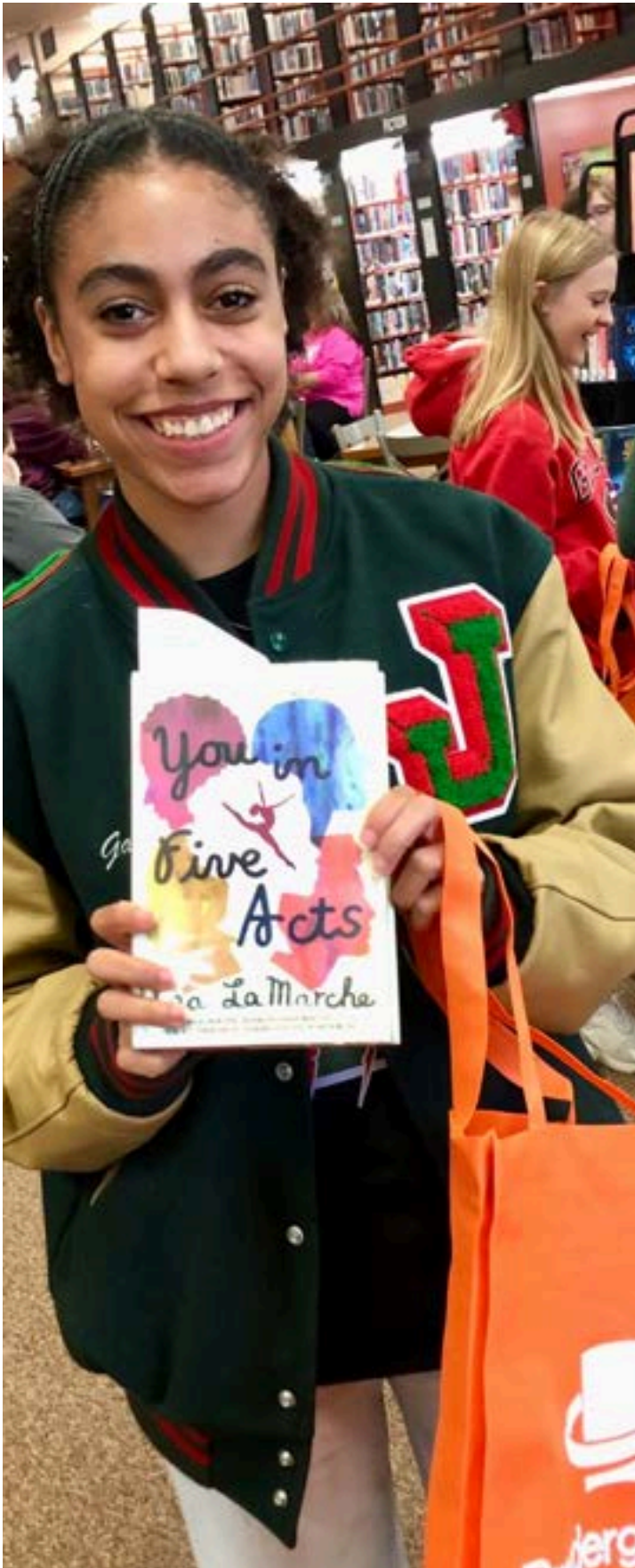
CREATE OPPORTUNITIES FOR SOCIAL CONNECTION AND BELONGING.



SHARING

COLLABORATE WITH COMMUNITY PARTNERS TO LEARN FROM EACH OTHER AND SHARE RESOURCES.

1. ACCESS



GOALS

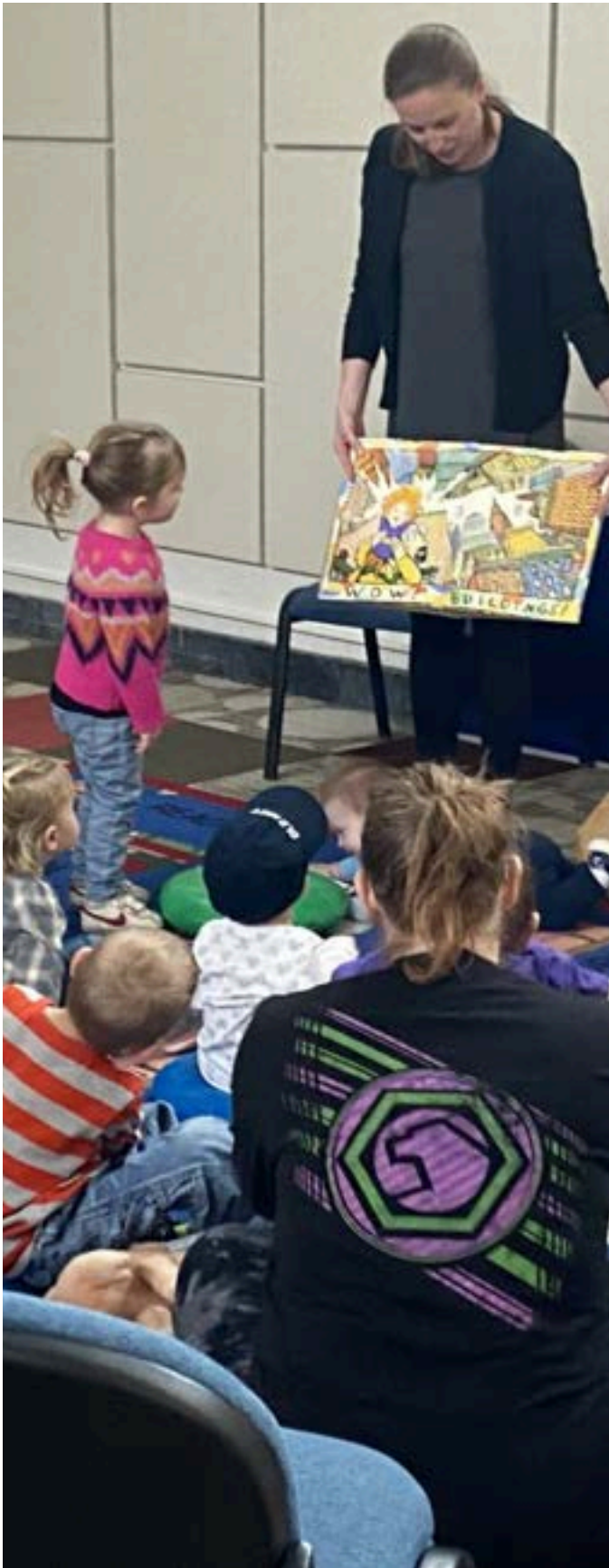
> PEOPLE CAN FIND WHAT THEY NEED AND WANT AT THE LIBRARY

> PEOPLE UNDERSTAND WHAT THE LIBRARY OFFERS AND HOW TO USE ITS SERVICES AND RESOURCES.

> STAFF HAVE THE TOOLS, TRAINING, AND SUPPORT THEY NEED TO THRIVE.

> THE LIBRARY IS A WELCOMING AND SAFE SPACE FOR ALL PEOPLE.

2. LITERACY



GOALS



PEOPLE KNOW THE LIBRARY WILL SUPPORT THEIR LOVE OF LEARNING



WE CONTINUE TO PRIORTIZE THE DEVELOP OF A DIVERSE COLLECTION.



WE PROVIDE OPPORTUNITIES FOR MULTI-GENERATIONAL LEARNING.



WE HAVE DIGITAL RESOURCES AND TOOLS EVERYONE CAN ACCESS AND USE.

3. SUSTAINABILITY



GOALS

> **WE INVEST
THOUGHTFULLY IN
THE BUILDINGS
AND GROUNDS.**

> **WE KNOW WHAT
OUR CARBON
FOOTPRINT IS AND
WORK TO IMPROVE
IT.**

> **WE PROVIDE
SUSTAINABILITY
RESOURCES AND
PROGRAMS FOR THE
COMMUNITY.**

> **WE USE OUR
PHYSICAL SPACES
EFFECTIVELY AND
EFFICIENTLY.**

4. CONNECTING



GOALS



WE PRIORITIZE PROGRAMS THAT SUPPORT SOCIAL-EMOTIONAL CONNECTIONS.



WE EMBRACE HEALTHY AND INNOVATIVE TECHNOLOGY USE.



WE SUPPORT PEOPLE EXPERIENCING LONELINESS AND SOCIAL ISOLATION.



WE ARE A VALUABLE COMMUNITY RESOURCES AND A STRONG COMMUNITY PARTNER.

5. SHARING



GOALS

> WE LISTEN TO AND LEARN FROM OUR COMMUNITY.

> WE SUPPORT AND INVEST IN EDUCATORS.

> WE COLLABORATE WITH ORGANIZATIONS ADDRESSING COMMUNITY NEEDS.

> WE BUILD NEW RELATIONSHIP WITH ORGANIZATIONS AND GROUPS IN THE COMMUNITY.

2025 INVESTMENTS

ACCESS

- Complete the 2025 Front Lobby & Children's Room Construction Grant
- Host Library Tours
- Update Employee Handbook & Library Code of Conduct

LITERACY

- Reinvigorate Reader's Advisory Services
- Update Children's Nonfiction Collection
- Expand Memory Lab & Adult Makerspace Programming

CONNECTING

- Invest in Virtual Reality Equipment for All-Ages Programming
- Participate in new Outreach Opportunities
- Expand Murray L. Bob Educational Initiative

SUSTAINABILITY

- Complete a Carbon Footprint Assessment
- Launch Upcycle and Skill Share Program
- Update the Ten Year Sustainability Plan

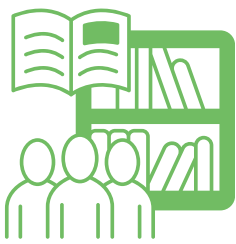
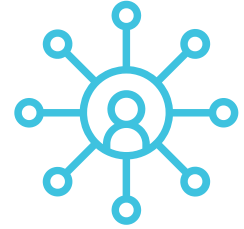
SHARING

- Improve the Library Card Application Process
- Promote Makerspace Opportunities to Educators
- Join Chautauqua County Homeless Coalition

VALUE STATEMENTS

Social Connector

We create a stronger community by meeting people where and how they need us and connecting them with resources in the library and beyond.



Trusted Source

We prioritize our identity as a trusted information source and embrace the diversity of our community to meet various educational and recreational interests and needs.

Learning Together

Learning never stops at the library because we provide materials, programming, and events open to all, with options for all ages.



Community Space

We are a safe, free, and welcoming educational and social space where people can learn, play, gather, or be.

Engaged Staff

We provide an inclusive culture for employees by listening and learning together and prioritizing stewardship and well-being.






VISIT & STAY IN TOUCH

 www.prendergastlibrary.org

 info@prendergastlibrary.org

 716-484-7135

 509 Cherry St. Jamestown, NY 14701

Circulation Policy

The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights as a James Prendergast Library Association (JPLA) cardholder.

Registration

Registering for a library card must be done in person, or online registration is permitted for a temporary account; temporary patrons must come in person to provide identification. Library cards obtained through online registration will give cardholders 3 weeks of access to all JPLA digital resources and allow individuals to place holds on physical library materials. Registering for a JPLA library card is free for all New York State residents. Out-of-state residents will be required to pay an annual \$10 fee to maintain a JPLA library account.

Applicants must supply photo identification and proof of address, and complete and sign the Library's card application. Please see the attached Appendix A for details on accepted forms of identification.

By signing the card application and receiving a library card, applicants certify that the information they provided is true and correct to the best of their knowledge and that they agree to obey all policies of the James Prendergast Library.

Cardholders are only allowed one JPLA card in their name. Upon application for a library card, the Library will verify that the applicant does not already have a card within the Chautauqua Cattaraugus Library System. If the Library finds that an applicant has a pre-existing account, the applicant will instead update the information on the existing account. If any patron is found to have multiple JPLA accounts, those accounts, along with all fines, items, and holds associated with them, will be merged to the most recent record.

The Library reserves the right to withdraw borrowing privileges from any patron providing the Library with false registration information.

Juvenile and Young Adult Registrations

A parent or guardian may obtain a library card for their child by providing a valid form of identification and signing the card application. Upon signing, the parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The parent/guardian is the account guarantor and the child is the account guarantee. The child must be present at the time of registration.

Young adults aged 14-17 unaccompanied by a parent/guardian may obtain a library card by presenting appropriate identification. Library staff retain the right to modify the registration process for youths in situations where the above policy does not apply.

Juvenile and young adult patrons are not permitted to check out DVDs or non-traditional items (science kits, literacy boxes, board games).

Lost cards and Replacements

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the Library immediately to avoid unnecessary charges.

Replacement cards can be issued; a wallet-sized card costs \$1.00 to replace and a keychain card can be provided at no cost. Children's replacement cards are free. No more than 3 free replacement cards will be provided annually.

Patron Accounts

So that the Library can maintain accurate contact information of our patrons, JPLA library cards are set to expire one year from the date of initial registration or the date of a card renewal. To renew the card in person, a patron must present their library card; to renew over the phone, a patron must relay their library card number.

When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently in the account, the patron's record will be updated. The Library reserves the right to request that a patron complete a new registration form.

Authorized Users

Patrons are allowed to grant authorized users access to portions of their account information. Permissions include the ability to check out items on the account; place and pick up holds on the account; and view borrowing history. The Library also considers access to and payment of a patron's fines as authorized permissions. Computer access is not an authorized permission. Authorized users can be added or removed at any time by the cardholder.

Online Account

All JPLA system cardholders have access to an online account. Accounts can be accessed at prendergastlibrary.org. To sign in, users must have their library card number or username, and password. Patrons can use their account to view checkouts and holds, place holds, renew items, and set preferences for their account.

A password is needed for patrons to access their JPLA online account as well as our digital materials. Patrons may reset their password in person, online via prendergastlibrary.org, or via the phone by providing their library card number, or their name with one additional identifier matching the information on their account (i.e. address, phone number, email, date of birth).

Confidentiality of Patron Accounts

The Library complies with New York State law regarding the confidentiality of patron records. The law states: "Records related to the circulation of library materials which contain names or other personally identifying details... 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."

Library staff members will not discuss a patron's record of loans, holds, renewals, or fines with anyone other than the patron, their authorized users, or with other library staff members, except to the extent necessary for efficient and effective service to the public.

Patron Account Retention

JPLA library cards are marked inactive after a period of three years from the current expiration date of the card. All information associated with an account will be retained for three years after the card has been marked inactive.

If an account has not been renewed after those three years of being marked inactive, the record and all associated information will be expunged completely from our system. An account with overdue fines or fees cannot be marked inactive.

Borrowing Privileges & Responsibilities

Patrons are required to present their JPLA library card or photo ID when borrowing materials. All cardholders reserve the right to have a receipt printed that lists the due dates for their items. Item due dates may also be accessed via the patron's email, online JPLA account, or by calling the Library.

Borrowing privileges may be limited or rescinded if the cardholder or cardholder's guarantees have lost or damaged items, or unpaid fines or fees exceeding \$10.00.

Loan periods and number of renewals are determined according to demand for the material and value of the material. [see Appendix B].

Patrons may apply for extended education checkouts which will be noted on their account; this permits a loan period of 6 weeks for books, audiobooks, and periodicals. Extended education accounts cannot be used for extended loan periods on DVDs or non-traditional items.

Returning and Renewing Items

The Library maintains an outdoor bookdrop for our patrons' convenience. Items returned via the bookdrop when the Library is closed will be backdated to the last day the Library was open. Returns made while the Library is open are treated as being returned during that day. The bookdrop is not checked on Sundays or on holidays.

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. An item can be renewed within three days of the due date. Patrons are prohibited from returning an item and then immediately checking it out again, but may request to have their loan period extended for special circumstances at the discretion of Library staff.

JPLA provides patrons with overdue notices indicating that they have not returned an item: the first at 7 days overdue and the second at 14 days overdue.

An item is deemed lost at six weeks past the item's due date. The patron is billed for the item's price and a processing fee of \$2.00. The patron receives a letter notification about this bill. If the item is returned to the library, the bill will be voided and only overdue fees will be owed.

Digital materials are returned automatically after three weeks and cannot incur late fees.

Holds and Interlibrary Loan

Patrons of JPLA have access to the collections of the other 25 libraries in the Chautauqua Cattaraugus Library System. Patrons may request in person, by telephone, or online, that materials from other CCLS libraries be delivered to their library of choice. Items will be held one week after the patron has been notified of the availability of the item.

Patrons may request materials not available in the JPLA catalog, or at CCLS libraries, through the interlibrary loan (ILL) system. Patrons will be charged \$4.00 for an ILL request upon checkout. Loan periods and renewals for ILL materials are determined by the owning library.

Fines

The current rates for fines and other charges are listed on the fee schedule [see Loan Periods and Fee Schedule Appendix].

Juvenile and Young Adult accounts do not accrue overdue fees.

All patrons are responsible for any fines related to damaged or lost materials.

Cardholders reserve the right to receive a copy of a receipt for all payments or reductions in fines. Cardholders are responsible for requesting a copy of a receipt at the time of the transaction.

Payments received for lost items or damaged materials are transferred to the owning Library. All other fees or fine payments made at JPLA are retained by JPLA.

Contesting Fines

Patrons wishing to contest fines on their library accounts must do so in person at the Library. Ultimate discretion for the voiding of fines falls to the Library Manager or his or her designee.

Patrons contesting fines on the grounds of hospitalization, theft, or any other event outside of the control of the patron or the Library will be asked to provide documentation of the event, including but not limited to a copy of a police report, hospital bill, or doctor's note that verifies the date of absence.

Fines for damaged or lost items owned by another library must be contested at the owning library. JPLA can provide patrons with the name and contact information for the owning library of an item.

Replacement Copies

In the case of loss or irreparable damage to JPLA materials, the cardholder will automatically be charged the original price of the item. Patrons should contact JPLA to discuss any replacement or payment that is different from the automatically charged fee.

Patrons who lose or damage items originally owned by a CCLS library besides JPLA must contact the owning Library to discuss any replacement or payment that is different from the automatically charged fee.

Claimed Returns

In such instances where a cardholder notices an item still on their record that they believe was returned, they should contact a Library staff member. JPLA or the owning library will look for the item on their shelves. If the item is located, all fines on the patron's record associated with that particular item and loan period will be voided.

If the item is not located within the library system, discretion for whether the fine should be voided or upheld falls to the owning library. Instances in which a claimed returned item cannot be located and no fine was assessed will be noted on the patron's record.

Appendix A : Accepted forms of identification

You must have photo identification and proof of address to register for a card. Persons age 14 and older applying for a library card are required to present valid photo identification.

The following items will be accepted by Library staff as valid forms of identification. This list is not exhaustive; a photo ID is defined as an item containing a photo of the applicant, with first and last name of applicant.

Valid Driver's License	Passport
State Identification Card	Child Safety Card
Military Identification Card	Student Identification Card

Appendix B: Loan Periods and Fee Schedule

Books, audiobooks, magazines, CDs		
<u>Loan Period</u>	<u>Renewals</u>	<u>Late fees</u>
3 weeks	Up to four times	15 cents per item per day. Maximum late fees are \$5 for each.
DVDs		
<u>Loan Period</u>	<u>Renewals</u>	<u>Late fees</u>
1 week	Up to two times	50 cents per item per day. <i>DVDs can only be checked out to adults. Up to 25 DVDs may be checked out on an account.</i>

Pandemic Policy

Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library are maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Definitions

Pandemic Plan - A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic - A pandemic is the worldwide spread of a new disease (World Health Organization <https://www.who.int>).

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level as determined by the Library Director or his/her designee, or the maximum level of staffing permitted by governmental authorities, whichever is fewer.

Library Closure

Public Health Mandate: James Prendergast Library will close due to a pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes: At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing or appropriate facility sanitation for health and safety. In the event of closure or reduction in operating hours, the Library Director or his/her designee will maintain communication with staff, Library Board of Trustees, and the community.

School Closure Due to Pandemic: In the event that the Jamestown Public Schools close due to pandemic illness, the James Prendergast Library may remain open, but may reduce hours and services, unless one of the aforementioned requirements for closing is also met. All library programs, special events, and meeting room reservations may be canceled. Hours may be reduced and services may be restricted on any day in which Jamestown Public Schools is closed due to pandemic-related illness.

Staffing: Minimum staffing level for a temporary period of time is defined as three healthy employees available to be present at the library during all open hours with a maximum 7.5-hour workday and 37.5-hour work week per full-time employee, and no more than 35-hour work week per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

The following actions may be taken at the discretion of the Library Director or his/her designee in order to provide service safely:

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.)
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas
- Reduction of open hours
- Cancellation of some or all programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours and implement increased health and safety measures for staff and public.
- Closure of the library

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours in all approved schedules. If the closure extends beyond all of the approved staff schedules (maximum two weeks), part-time hours will be determined by the availability of work-at-home tasks. Full-time staff will work from home to continue providing library services as prioritized by Library Director or his/her designee.

If the Library is closed, or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours per Director's discretion. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or his/her designee for work-at-home assignments.

Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on Facebook, and the library website.

Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online
- Payroll
- Accounts Payable
- Facility Maintenance

In the case of reduced staffing or reduced hours of operation, the Library Director or his/her designee will prioritize service-related tasks and assign the daily work plan to staff.

Rules of Conduct Policy

Purpose: This policy establishes a non-exhaustive list of prohibited behaviors for patrons of the James Prendergast Library, in order to maintain a safe, respectful, and welcoming environment where the public can access information resources and services without disruption. For additional specifications regarding rules, please see visual guide.

Zero-Tolerance Violations: Any action that violates the law, creates a volatile situation, and/or is dangerous to self or others, which will result in a long-term ban of patron from library property.

- **Harassment:** Engaging in repeated behaviors that disrespect or threaten other library users or staff.
- **Violence:** Committing verbal, physical, written, or digital behavior that is violent, threatening, or abusive toward library users and staff.
- **Possession of deadly weapon:** Per New York State Penal Law 225.01-2, the library is defined as a sensitive location and therefore, weapons are prohibited from library property (unless carried by a law enforcement officer).
- **Drug or Alcohol Use:** Possessing, selling, and/or distributing illegal drugs or drug paraphernalia on library property.
- **Equipment Misuse:** Theft, and intentional defacement or damage of library materials or property.
- **Sexual Misconduct:** Transmitting or displaying pornographic or obscene images.
- **Hate Speech:** Communication that carries no meaning other than expressing hatred for a group of people and may provoke violence. It includes any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons.
- **Illegal Activity:** Committing or attempting to violate local, state, or federal law.

Disruptive Behaviors: Any action that restricts the ability of others to use the library or interferes with the regular operation of the library, which may result in a suspension of library privileges.

- **Volume:** Electronic or speaking volume that significantly disturbs others.
- **Smoking:** Per Section 1399-o of New York's Public Health Law, smoking or vaping is forbidden within 100 feet of library property.
- **Open Flame:** Using candles, matches, and lighters or other intentional generation of flame.
- **Parkour:** Running, jumping, pushing, climbing, riding (bikes, skateboards, roller skates, etc.) in the building or on library grounds.
- **Public Safety:** Per the library's Health and Safety Policy, any activity, personal item(s), substance, or odor posing a health or hygiene hazard to patrons and employees is prohibited.
- **Rearranging:** Moving library furniture or equipment without permission from library staff.
- **Solicitation:** Soliciting, petitioning, or distributing materials on library property without staff approval.
- **Repetition:** Repeatedly violating library policies.

Minor Behaviors: Any action that is not permitted because it interferes with the regular operation of the library, which may result in a removal for the remainder of the day.

- **Food and Drink:** Per the library's Food and Drink Policy, consuming snacks or beverages outside the designated snack area is prohibited and consumables must be stowed when not in use. Patrons must leave snack area clean upon exit. Only water is permitted outside the snack area.
- **Inappropriate Attire:** Entering library property barefoot or without a shirt. Wearing masks or other items with the effect of obscuring identity while in the library is not permitted.
- **Loitering:** Loitering or congregating in areas not intended for public use, and/or blocking entrances or access to walkways, restrooms, library collection, services, or outdoor spaces.
- **Loitering in Children's Room:** Loitering for any period of time near areas or programs designated for children, unless accompanied by a child, or specifically utilizing children's materials without permission from library staff.
- **PDA:** Engaging in excessive public displays of affection.
- **Pets:** Bringing pets into the library, except when invited by library staff.
Please Note: Service dogs are welcome in the library.
- **Recreational Drugs:** Visibly displaying recreational drugs on library property.
- **Sleeping:** Sleeping or laying down in the library or on library property.
- **Unattended Possessions:** Leaving personal items in area separate to the owner. Any unattended items are subject to immediate confiscation and disposal.
- **Large Items:** Attempting to bring bicycles, foot scooters, strollers, wagons, or carts inside the library unless approved by staff. Skateboards and small scooters can be carried in the library.
- **Unsupervised Children:** **Per the library's Child Safety Policy**, children ages 8 years old or under and not yet in second grade **must** be directly supervised by a parent, guardian or caregiver while in the library.

Any patron who disregards the library's prohibited behaviors **or** engages in other conduct that disrupts library operations or inhibits library use may be asked to provide identification and/or to leave library property and/or have their library privileges restricted.