

**James Prendergast Library
Board of Trustees Meeting
December 19, 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, Jenn Champ

Public Present: Jacob Brock

Monthly meeting of the Board of Trustees called to order 5:14 PM by President Dan Hickman

1. Public Comment: none
2. Consent Agenda:
 - a. Changes or additions to the agenda: Emily Drew not present, will attend next meeting
 - b. Approval of minutes of previous meeting
 - i. Correction to November's Board of Trustees Minutes (Director's report 4g): Sheldon Foundation provides 12.5% match toward our front entrance construction project.
 - ii. Motion made by Cindy Johnson to approve consent agenda. *Vote Yes 9 No 0*
3. New Staff Introductions: Candace Carlson, Library Associate I, and Justice Edens, Building Attendant. We're happy to have them both on staff!
4. Director's Report/Statistics: Tress Williams
 - a. 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.
 - b. 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.
 - c. 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 greets patrons upon arrival, monitors patron spaces to ensure the library is a safe and welcoming environment, tends to the building and grounds, sets 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!

- d. 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.
- e. 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.
- f. Stats Dashboard: Jenn Champ
 - i. The new dashboard provides data in quarterly timeframes. The year will be divided into seasonal frameworks for analysis and comparison – Dec-Feb, March-May, June-August, and Sept-Nov. Analyzing data/ library usage quarterly can show how a library's services and resources are utilized without measuring them against "spikes" or "tipping points." In our case, that would be the Block Party, Summer Reading, times we are closed or close early, or times of bad weather, etc.
 - ii. During 2025, we will use this data to develop outcomes and compile key performance. Month-to-month comparisons are not an accurate measurement of library usage, and this new process will allow us to see trends, issues, and successes strategically.
 - iii. An example of an outcome would be the "*Percentage of the community that is socially engaged with the library,*" – and indicators would be the Percentage of the community attending a bookclub, the Percent increase in loans of dual-language resources, the number of outreach activities delivered or number of new library memberships resulting from outreach activities, etc.

5. Treasurer's Report: Mike Corey

- a. School tax (\$350,000 has been received) as well as NYS construction grant funds (\$193,025) have been received.
- b. We are 92% through the year, and generally at or above this level for revenue, and at or below this level for expenses.
 - i. Motion made to approve Treasurer's report made by Melissa Spas, 2nd by Judy Long.
Vote Yes 9 No 0
- c. 2025 Revised Budget: Now at 5.93% endowment draw due to amending budget for increase in NYS minimum wage and 30 additional hours of staff coverage.
 - i. Motion made to approve 2025 Revised budget made by Judy Long, 2nd by Mary Zdrojewski.
Vote Yes 9 No 0

6. Nominating Committee Report: Cassie Blakeslee

- a. Jacob Brock: Nominating Committee interviewed Jacob Brock and recommends appointment of Brock to the Board. Brock is a Jamestown resident of 15 years and a frequent library user.

- i. Motion made by recommendation from Nominating Committee to appoint Jacob Brock to the Board of Trustees: *Vote Yes 9 No 0*
- b. Emily Drew: Rescheduled to January 2025 meeting
- 7. Lease Committee Report: Dan Hickman
 - a. Three-year lease with CCLS has been revised, approved and signed by both CCLS and JPLA Board Presidents; agreement includes 2% increases in payment by CCLS each year.
- 8. New Business: Anne Greene
 - a. Customer Service Policy: No changes to the policy other than adding a purpose statement.
 - b. Exam Proctoring Policy: A few minor changes to make the process more efficient for staff and patrons; we also added a purpose statement.
 - i. Motion to approve the Customer Service Policy and the Exam Proctoring Policy made by Mike Corey, 2nd by Mary Zdrojewski. *Vote Yes 9 No 0*
 - c. Board of Trustees 2025 Committees and Job Descriptions: Send selection of committee choices for the 2025 year to ED prior to January meeting.
- 9. Unfinished Business: None
- 10. Next Meeting is January 16, 2025
- 11. Adjournment 5:46 pm by President Dan Hickman.

DIRECTOR'S REPORT / December 2024

PROGRAMMING & SERVICES

Gingerbread House Workshops

Attendance was down slightly for our popular Gingerbread House workshop, but a lot of fun and bonding was had by our 83 attendees for the program, including the option to take a kit home. Used as an experimental program for future years, 4 adults tested non-edible craft items to create Gingerbread houses of their own. They took home their holiday décor, but a cardboard house is still displayed at the Circ desk.

Holiday Movie Series

Back by popular demand, we expanded our all-ages movie offerings to include a weekly Holiday movie targeting different age groups. We featured *It's a Wonderful Life*, *Elf*, and ended with a cocoa party for *Polar Express*. 29 patrons attended through the month of December.

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!

COLLECTION

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.

Collection review and updates

We are resuming inventory of several sections of our collection, which includes reviewing materials for relevance and identifying areas in need of updating. Per our rotation schedule, staff are focusing on adult fiction, children's picture books, and adult nonfiction including the 600s and 700s.

OUTREACH & PARTNERSHIPS

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.

Literacy Volunteers continue partnership

The Literacy Volunteers continue provide valuable literacy and English language instruction, with tutors using the library as a primary site for student meetings and planning. We are thrilled to have such a relevant community resource operating within the library.

LIBRARY UPDATES

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.

Special Winter Booksale

In December we held another special booksale in the front lobby. The sale featured winter-themed books and books ideal for holiday gifting. With the Half Off Booksale on 12/5 – 12/7, the Special Winter Booksale from 12/9 – 12/30, and regular daily booksale, sales totaled \$2,312.40 for December.

GRANT UPDATES

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.



James Prendergast Library Association

Cash Sources

December 2024

REVENUE REPORT	Receipts This Month Dec-24	Receipts YTD Beg - Dec 2024	Annual Budget Internal 2024	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	350,000.00	350,000.00	350,000.00	0.00	100.00%
. LIBRARY SERVICES, OTHER	0.00	2,200.00	2,000.00	-200.00	110.00%
. GRANTS, NON-GOVERNMENT	0.00	130,995.00	169,490.00	38,495.00	77.29%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	10,000.00	10,000.00	0.00	100.00%
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	193,025.00	196,530.00	0.00	-196,530.00	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	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%
LIBRARY FEES					
. FINES & FEES	1,247.50	17,668.52	17,000.00	-668.52	103.93%
. COPY MACHINE	179.60	3,136.20	3,000.00	-136.20	104.54%
CCLS					
. CCLS RENTAL INCOME	4,875.00	58,500.00	58,500.00	0.00	100.00%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,339.00	26,122.47	25,000.00	-1,122.47	104.49%
. FUNDRAISING	32,897.14	89,096.17	65,000.00	-24,096.17	137.07%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	612.53	18,061.70	3,000.00	-15,061.70	602.06%
OTHER					
. INTEREST EARNED	15.42	60.60	50.00	-10.60	121.20%
. REFUNDS	0.00	555.00	0.00	-555.00	0.00%
Total Income	585,191.19	1,443,195.87	1,229,682.00	-213,513.87	117.36%

James Prendergast Library Association

Expenses

December 2024

EXPENSE REPORT	Disbursed This Month	Disbursed Year-To-Date	Annual Budget	Balance	% Spent
	Dec-24	Beg - Dec 2024	Internal 2024		
· SALARIES - STAFF	70,694.90	641,455.11	624,834.00	-16,621.11	102.66%
· SALARIES - MAINTENANCE	4,189.50	38,089.51	39,507.00	1,417.49	96.41%
· RETIREMENT BENEFITS	83,854.00	83,854.00	82,669.00	-1,185.00	101.43%
· SOCIAL SECURITY BENEFITS	5,460.61	49,542.50	50,822.00	1,279.50	97.48%
· DISABILITY INSURANCE BENEFITS	298.74	1,170.84	1,195.00	24.16	97.98%
· INSURANCE - WORKER'S COMP	611.00	6,586.00	8,223.00	1,637.00	80.09%
· HEALTH BENEFITS	5,623.25	63,914.99	76,535.00	12,620.01	83.51%
· H.S.A.	5,400.00	5,400.00	7,350.00	1,950.00	73.47%
· TRAINING & CONT ED	0.00	70.89	2,500.00	2,429.11	2.84%
MATERIALS					
· MATERIALS	19,626.38	102,508.82	110,857.00	8,348.18	92.47%
BUILDING EXPENSES					
· UTILITIES	3,930.42	46,161.31	55,000.00	8,838.69	83.93%
· BLDG & CUSTODIAL SUPPLIES	119.99	5,511.47	7,000.00	1,488.53	78.74%
· BLDG MAINT & REPAIR	582.00	27,642.30	41,000.00	13,357.70	67.42%
· INSURANCE - BLDG & LIABILITY	1,777.00	16,346.79	15,954.00	-392.79	102.46%
· PROGRAMS	1,282.19	5,492.92	8,500.00	3,007.08	64.62%
· MISC BUSINESS FEES	355.78	10,163.54	9,172.00	-991.54	110.81%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	545.59	7,149.30	16,000.00	8,850.70	44.68%
· OFFICE & LIBRARY SUPPLIES	2,029.04	10,014.16	12,600.00	2,585.84	79.48%
· GRANTS PROGRAM EXPENSES	0.00	19,913.74	0.00	-19,913.74	0.00%
· FUNDRAISING	0.00	3,456.91	7,000.00	3,543.09	49.38%
· COPY MACHINE EXPENSE	741.75	5,041.34	4,500.00	-541.34	112.03%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	1,295.00	2,000.00	705.00	64.75%
· HR & PROFESSIONAL FEES	177.95	23,095.02	23,000.00	-95.02	100.41%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	459.00	1,500.00	1,041.00	30.60%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	207,338.34	1,175,780.46	1,229,682.00	53,901.54	95.62%
NET PROFIT OR LOSS	\$ 377,852.85	\$ 267,415.41			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	49,897.78
1050 · JSB - MONEY MARKET	219,271.49
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	275,964.05
1090 · Unemployment Fund	2,668.94
Total Checking/Savings	548,102.26
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	64,852.00
Total Other Current Assets	64,852.00
Total Current Assets	612,954.26
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	6,251,381.48
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	1,505,427.77
Total 1555 · ENDOWMENT FUND	7,867,483.21
1560 · Snitger Gift Fund	55,843.18
Total Other Assets	7,923,326.39
TOTAL ASSETS	10,927,797.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,181.88
2040.02 · DENTAL FLEX	238.00
2040.03 · AFLAC	160.02
2040.04 · VSP	75.37
Total 2040 · PREMIUMS - FLEX	1,655.27
2110 · ACCRUED VACATION	29,442.01
Total Other Current Liabilities	31,097.28
Total Current Liabilities	31,097.28

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2024

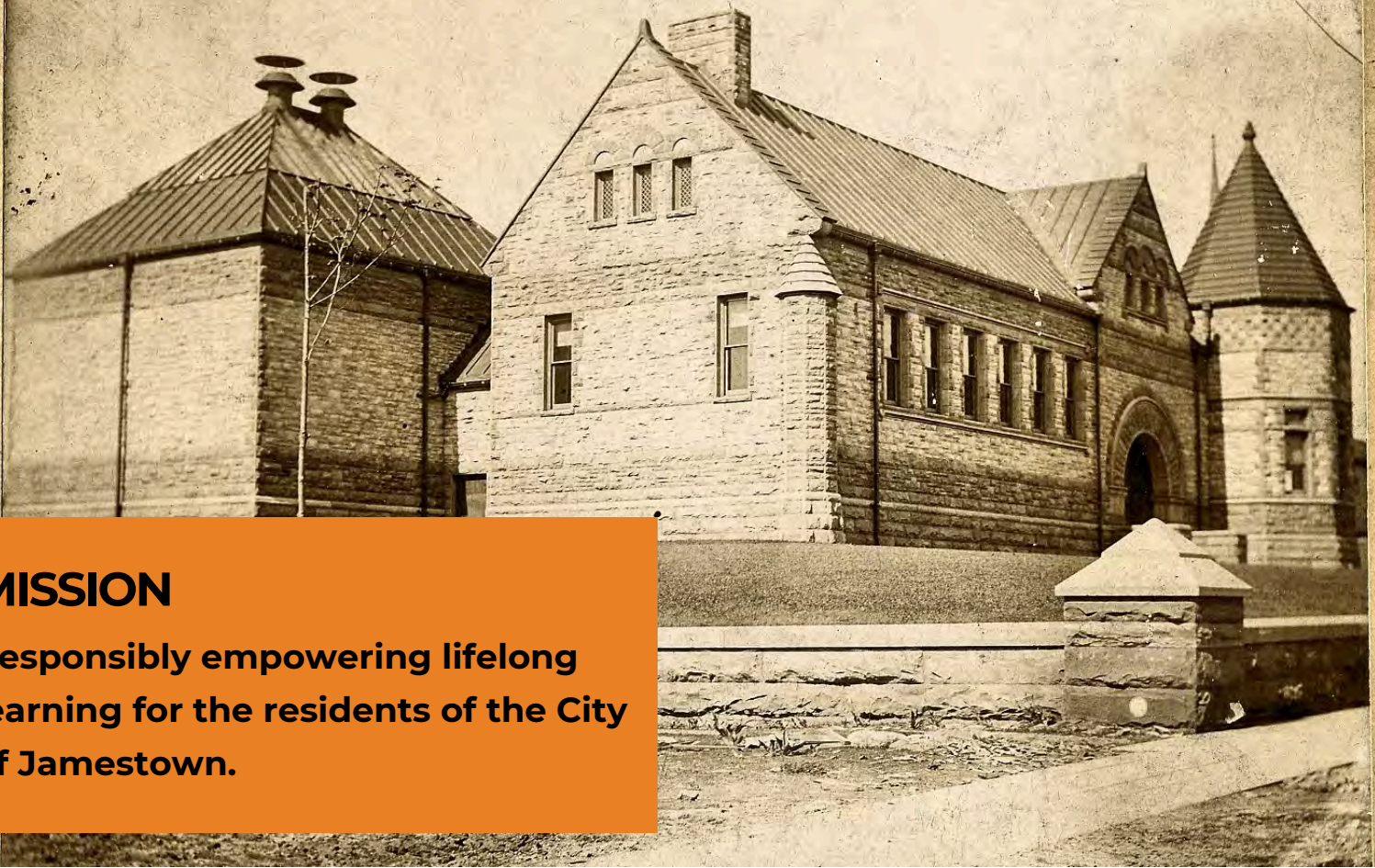
	<u>Dec 31, 24</u>
Total Liabilities	31,097.28
Equity	
3085 - With Donor Restrictions	193,345.00
3080 - Without Donor Restrictions	9,766,857.19
3070 - FUND BALANCE	402,362.71
Net Income	534,135.52
Total Equity	<u>10,896,700.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,927,797.70</u></u>

2021-2024 STRATEGIC PLAN REPORT



PrendergastLibrary
Focusing on Your Future.





MISSION

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

STRATEGIC FOCUSES



A Focused Mission

Align actions and resources to achieve our core mission of empowering life-long learning for the community.



Increased Community Engagement

Collaborate with our community to address needs, build relationships, and achieve shared goals.



A Plan for A Sustainable Future

Consider environmental, social, and economic impacts when making operational decisions.



Goal 1: Quality and sustainable services and programming that support lifelong learning in the community.

Highlights

→ Books & Brews

Developed a monthly book club for adults hosted by library staff at a local restaurant.

→ Teen Game Night

Created a monthly program for Young Adults ages 14-18 to play board games, socialize, and have fun.

→ Tech Help

Offered personalized tech appointment service for patrons who need assistance with devices or software, such as laptops, tablets, or phones, or help using the library's e-resources.

→ Community Days

Introduced weekly summer Outdoor Storytimes with special guests from the community - children and families meet every Wednesday to play, socialize, and participate in summer reading.

→ Crafting & Community

Started a crafting night for adults to share knowledge, learn new skills, and socialize with others who love to craft.

→ Murray Bob Initiative

Developed an educational initiative that invests in community organizations and individuals who can teach classes and lead programs at the library.



Goal 2: A well-maintained and innovative library collection that meets the needs of our community.

Highlights

→ Library of Things

Established a circulating collection of board games, science kits, tech equipment, and educational toys.

→ Topic Bins

Organized a new shelving system that groups children's picture books by topic or theme for easy browsing and discoverability.

→ Graphic Novels

Expanded the graphic novel collection for Children and Young Adults to stimulate reading and encourage literacy development.

→ Bike Locks & Chargers

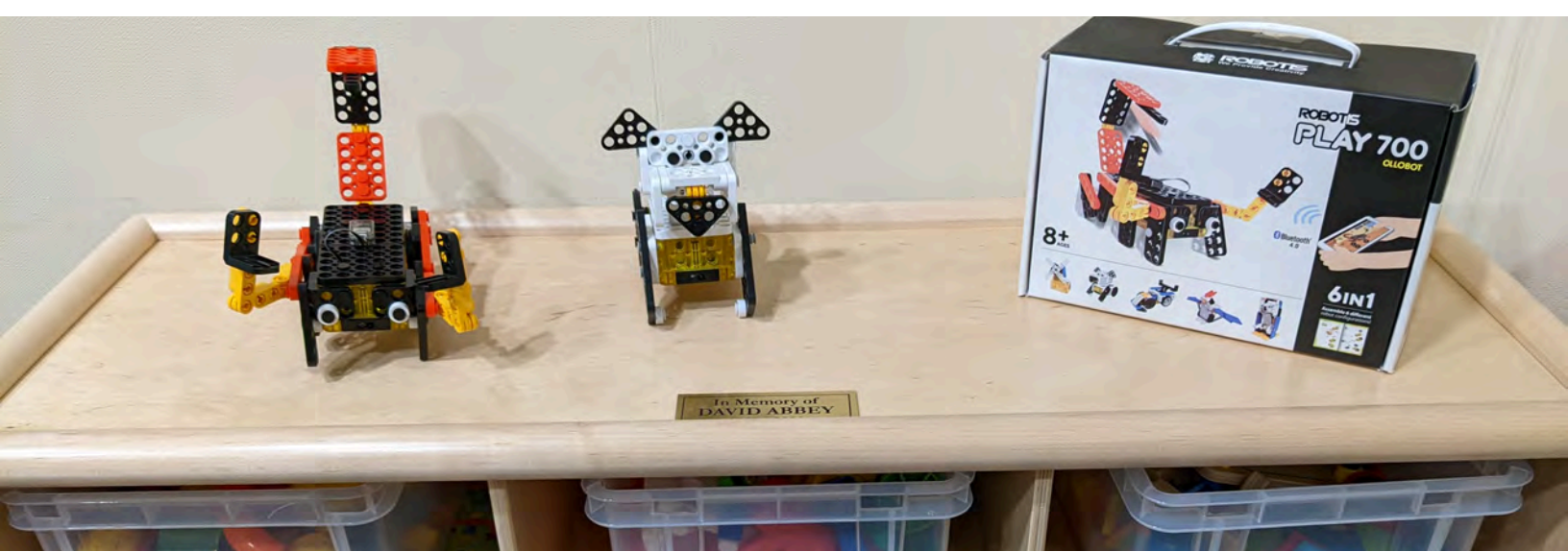
Purchased bike locks and phone/device chargers with a grant to meet the required needs of library users.

→ eBooks & eAudiobooks

Received grant funding to expand the eBooks and eAudiobook collection and purchase popular titles and series.

→ Storage & Display

Improved the storage and display of magazines, newspapers, and DVDs to enhance patron access.



Goal 3: A library responsive to technology advancement and community and staff technology needs.

Highlights

→ Updated Website

The website received a redesign and underwent an accessibility audit to improve functionality and usability for staff and patrons.

→ Robotics

Invested in robotics materials for the Makerspace to teach STEAM concepts in a fun group setting.

→ Public Printer

Received grant funding to purchase a new public printer with improved functionality and accessibility features.

→ Teen Lab

Upgraded equipment and improved the space with new tables and chairs to make a more inviting space for teens using the library.

→ Computer Upgrades

Patron and staff computers received hardware and software upgrades to improve speed and functionality, enhancing workflow and patron satisfaction.

→ Adult Makerspace

Received grant funding to add technology equipment to digitize slides, photos, and home videos.



Goal 4: A well-trained and efficient staff.

Highlights

→ Onboarding

Improved the onboarding process for efficiency, standardization, and accessibility.

→ Staff Recognition

Created a monthly staff recognition program highlighting each team member's accomplishments, creativity, and dedication.

→ Training

Increased opportunities for training on patron engagement, trauma-informed care, and collection development.

→ Coaching

Reworked the managerial coaching process to include more one-on-one sessions, staff feedback opportunities, and pathways for growth.

→ Staff Meetings

Regularly attempted to schedule two monthly staff meetings to ensure that staff were current on new processes, issues, and accomplishments.

→ Security

Invested in library security staff to help with patron issues, improve communication and safety between patrons and staff, and protect the building and grounds.



Goal 5: A well-connected library that reaches all community members with impactful library services.

Highlights

→ Mobile Market

Hosted the Jamestown Public Market Mobile Market - and were their most popular site!

→ YMCA Lunches

We partnered with the Jamestown YMCA to provide 16,328 children and families with grab-and-go lunches and breakfast.

→ Community Block Party

Created the Annual Community Block Party to unite the community and celebrate literacy, friendship, and music.

→ Outreach

Partnered with over 25 organizations to share services, provide educational programs, build relationships, and address community needs.

→ Partnerships

Worked with community organizations to offer literacy, ESL, and GED classes at the library.

→ Summer Reading

Developed new summer reading engagement tools for adults and teens, such as a bingo sheet and journal.



Goal 6: A community that understands the library's role, services, and importance.

Highlights

→ Social Media

Grew the library's Facebook page by over 1000 followers by providing daily updates and stories that informed the community about library services and programs.

→ JHS Classes

Worked with Jamestown High School English Teacher Betsy Rowe-Braher to bring English 9th and 10th grade classes to the library monthly for activities.

→ Surveys

Created three surveys: one to gather suggestions for a "library of things" collection, one for teens asking about interests and program ideas, and one for summer reading participants on favorite ways to use the library.

→ Staff Picks

Used social media posts to follow the current trend of peer-reviewed content.

→ Readers Advisory

Designed a reader's advisory service to help patrons find the books and other materials they want based on their character, pace, storyline, and genre preferences.

→ WJTN

Welcomed Dennis Webster from WJTN to the library for a weekly summer radio program on the library's patio to promote summer events, services, and programs.



Goal 7: A library facility that is well maintained and provides appropriate access to relevant services.

Highlights

→ Gardens

Installed native plant community gardens around the library.

→ Patio

Received an NYS Construction Grant to create an outdoor patio with benches for public programs and events.

→ Storage

Received an NYS Construction Grant to construct built-in cabinets to store library program supplies and materials.

→ Facility Plan

Created a three-year facility plan to guide grant funding and investments.

→ Bathroom Updates

Improved the cleanliness of public restrooms by installing energy and waste-efficient toilets, faucet sensors, and hand dryers.

→ Sightlines

Removed several sightline barriers from the library's main floor to improve the safety and security of all library users and staff.



Goal 8: A library that is sustainable for generations to come.

Highlights

→ Sustainability Plan

Created a ten-year sustainability plan focusing on environmental, social, and economic goals for building and ground improvements and upgrades.

→ Energy-Updates

Installed energy-efficient lighting throughout the library and installed HVAC upgrades to improve functionality and output.

→ Haunted Library

Hosted a new yearly fundraiser - The Haunted Library, which is affordable, fun and introduces people to the magic of books!

→ Booksale

Added a special Booksale table to the front of the library to sell new books, and included a one-day Booksale during the Community Block Party.

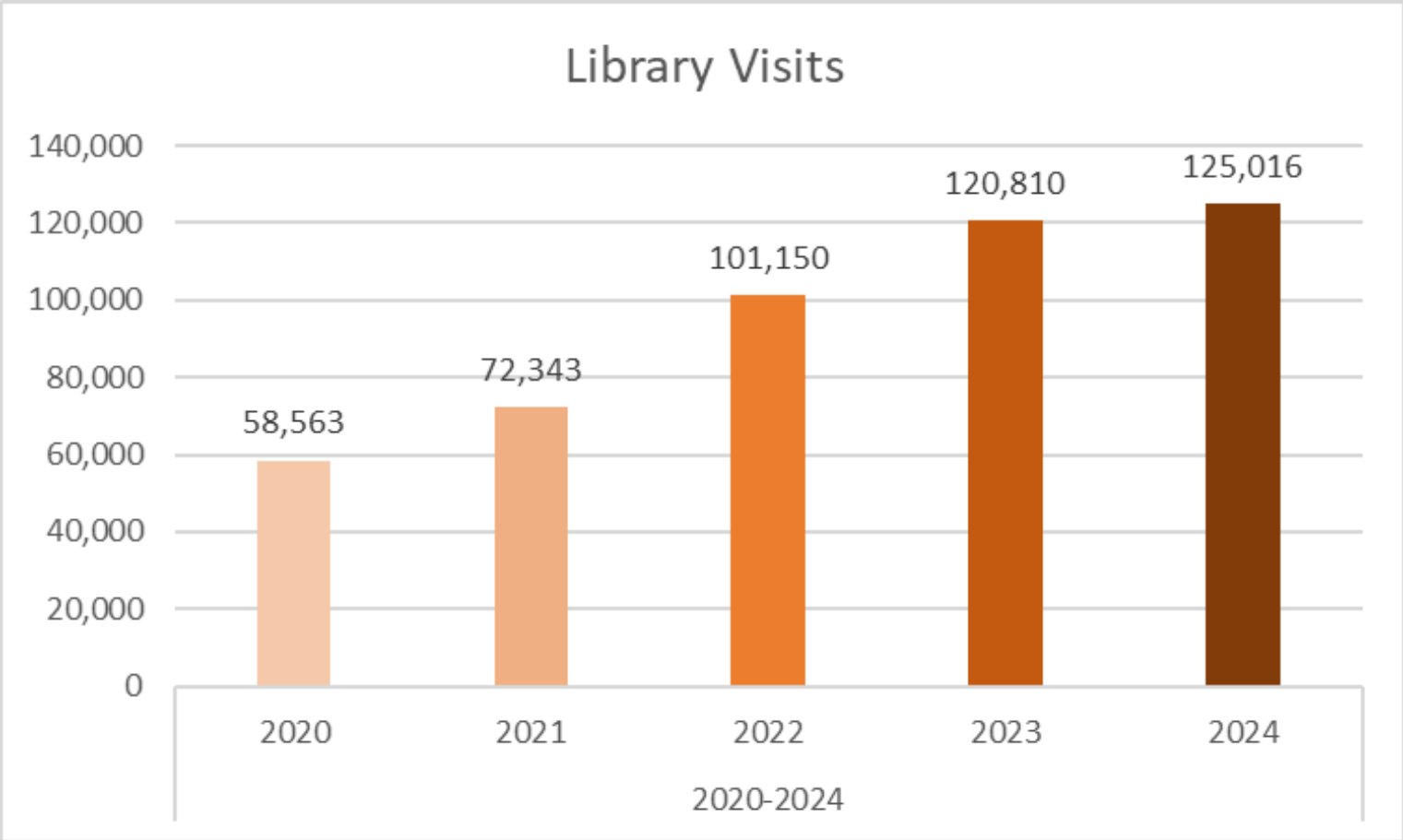
→ Grant Reports

Included new one-page reports with grant applications and final reports using photos and graphics to highlight accomplishments and goals.

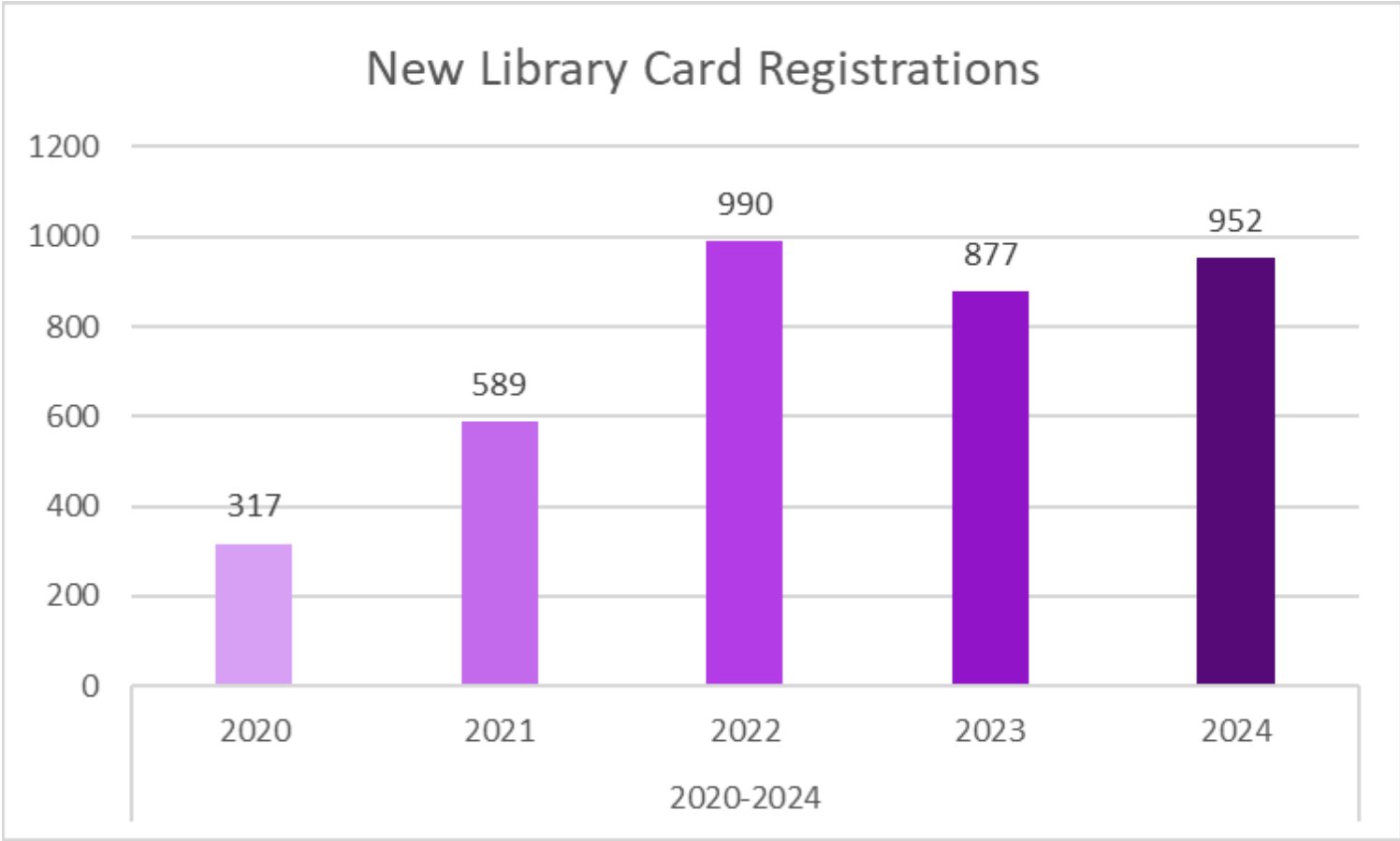
→ Sponsorships

Increased sponsorship opportunities and sent a yearly sponsorship packet to over 100 businesses.

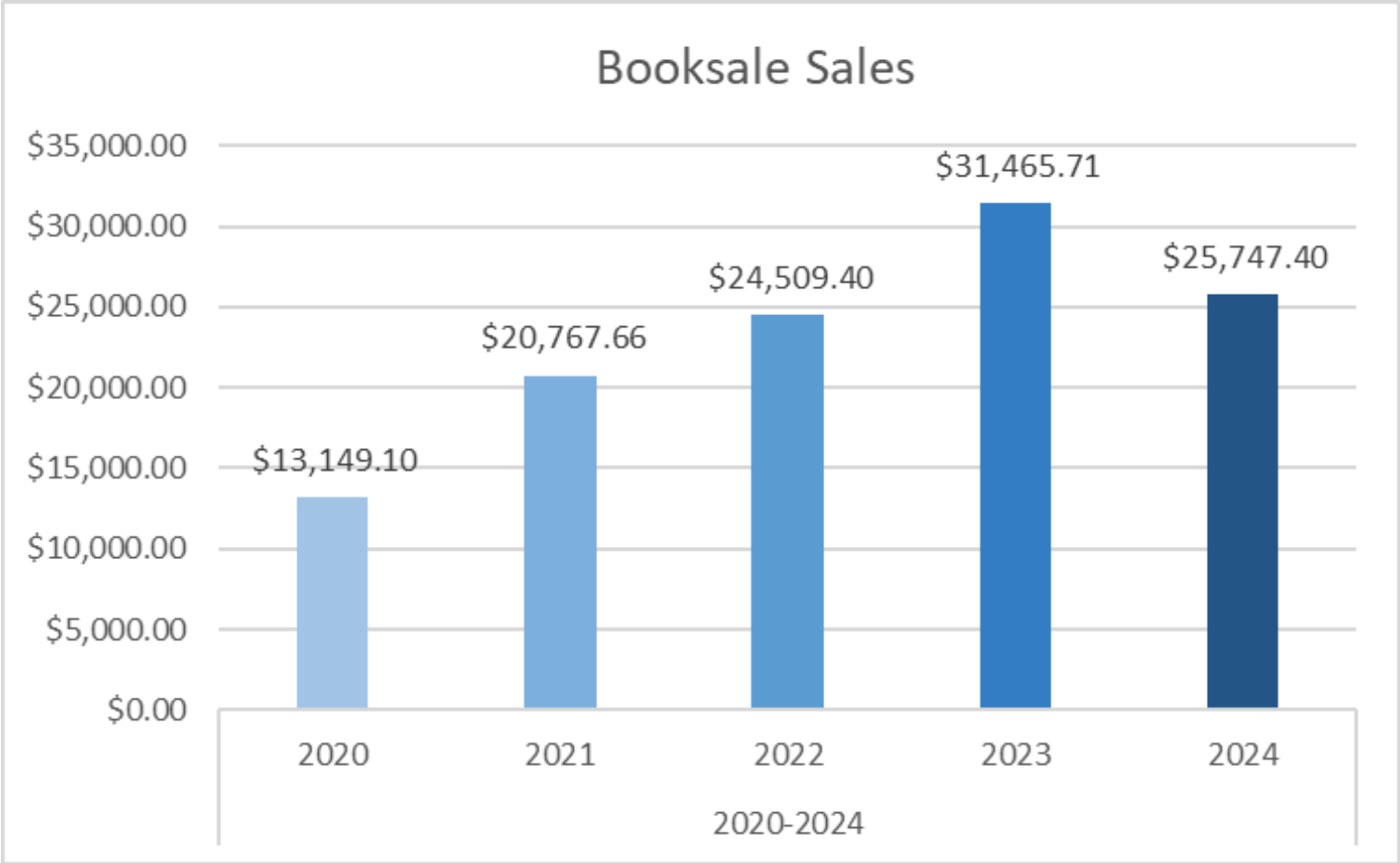
STATS SPOTLIGHT: ENGAGEMENT



STATS SPOTLIGHT: ACCESS

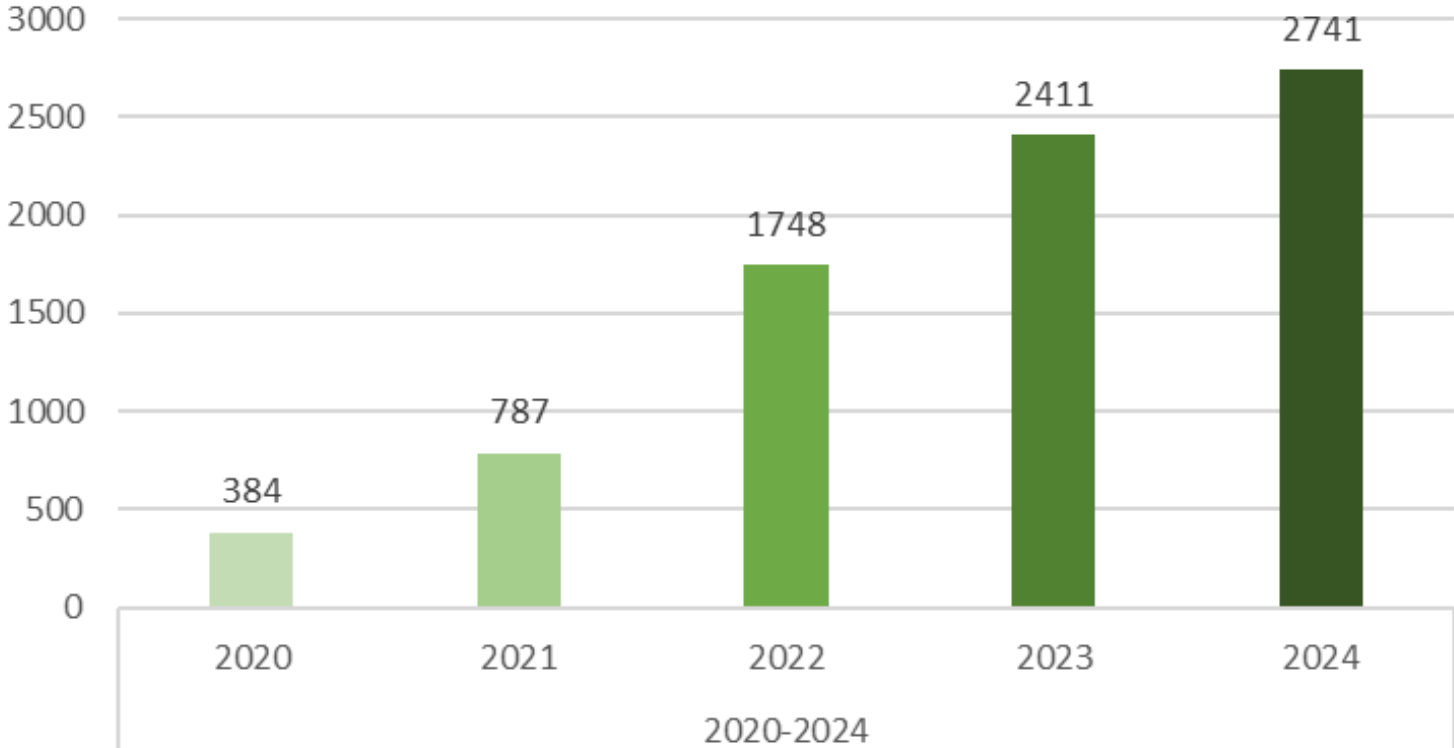


STATS SPOTLIGHT: FUNDRAISING

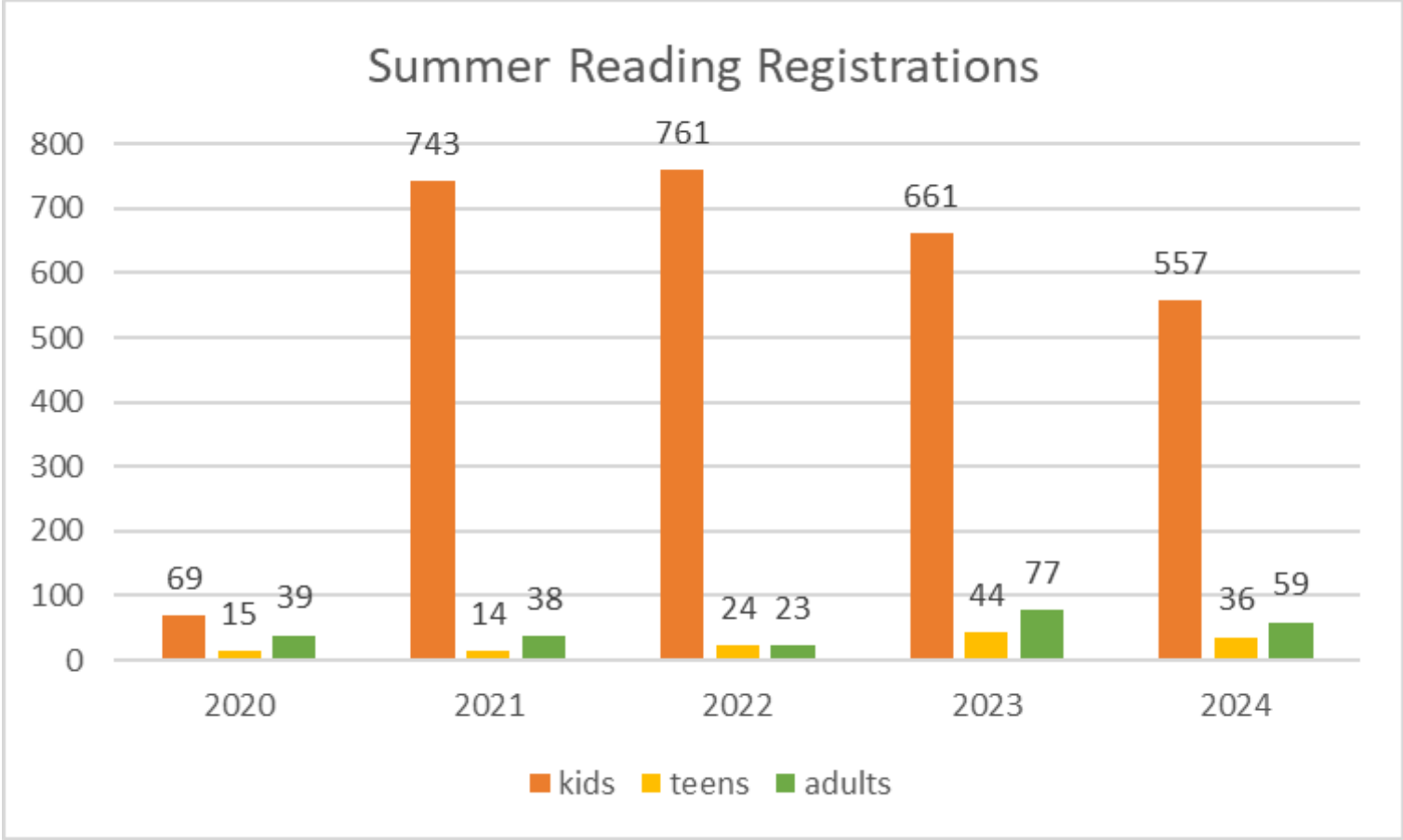


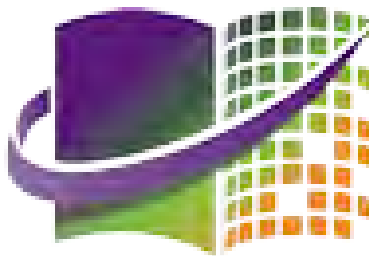
STATS SPOTLIGHT: FACILITY

Meeting Room Sessions



STATS SPOTLIGHT: PROGRAMS





PrendergastLibrary
Focusing on Your Future.



JAMES PRENDERGAST LIBRARY ASSOCIATION
509 Cherry Street
Jamestown, New York 14701

Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Association recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of the Library's goals. The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Library trustees and employees.

The James Prendergast Library Association Board of Trustees is also committed to avoiding any situation in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the Library. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part.

2. Confidential Information: No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

3. Representation Before the Board: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Association Board of Trustees.

4. Representation Before the Board for a Contingent Fee: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

5. Disclosure of Interest in Matters before the Board: Any trustee or employee, whether paid or unpaid who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee.

6. Disclosure of Interests in Contracts: To the extent known, any trustee or employee of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Director as soon as he or she has knowledge of such actual or prospective interest.

7. Investments in Conflict with Official Duties: No trustee or employee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No trustee or employee of the Library who has an interest in any property, either individually or as a trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

9. Prohibited Conflicts of Interest: No trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a director or employee if that Library trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee or employee who has any of the powers or duties set forth above. No chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of Library funds of which he or she is a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by the library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his or her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected if possible.

11. Private Employment: No trustee or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property: No trustee or employee shall use or permit the use of property,

owned or leased to the library, for anything other than official purposes or for activities not otherwise officially approved by the Library's Board of Trustees.

13. Duty to Disqualify: It is incumbent upon any trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists.

14. Duty to Report Conflicts of Interest: In the event that any trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library's Board of Trustees.

15. Duty to Report Violations of this Policy: Any trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

Distribution of the James Prendergast Library Association Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Board of Trustees shall provide a copy of the Trustee and Employee Code of Ethics and Conflict of Interest policy to be distributed to every Trustee and employee. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Penalties

A Library trustee or employee who shall knowingly and intentionally violate any of the provision of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including suspension and/or dismissal.

This policy was approved by the James Prendergast Library Association Board of Trustees at their meeting of June 16, 2011.

Acknowledgment

The standards of behavior of the James Prendergast Library Association is that all Trustees and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the James Prendergast Library Association on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the James Prendergast Library Association's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library trustees and employees both paid and unpaid.

Upon or before election, hiring, or appointment, I will make a full, written disclosure of any and all interests, relationships and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question or issue.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

2024 CBA Expenditures

Invoice/Title	# of Items	Invoice Date	Date Paid	Cost
Continuations				
Peterson's Master the SAT, 21st ed	1	1/4/2024	2/15/2024	\$43.62
Statistical Abstract of the United States 2024	1	2/1/2024	3/15/2024	\$268.09
County Map Book	2	2/12/2024	3/15/2024	\$128.00
Occupational Outlook Handbook 2022-32	1	2/15/2024	3/15/2024	\$67.74
Scott Standard Postage Stamp Catalogue 2025	2	4/10/2024	5/15/2024	\$178.66
Official ACT Prep Guide 2024-2025	2	5/6/2024	6/14/2024	\$83.97
Scott Standard Postage	2	6/3/2024	6/14/2024	\$178.61
Scott Standard Postage	2	7/15/2024	8/15/2024	\$178.66
Peterson's Master the GRE General Test	1	7/15/2024	8/15/2024	\$23.06
Scott Standard Postage Stamp Catalogue 2025	2	7/15/2024	8/15/2024	\$178.61
Barron's Digital SAT Study Guide Premium 2025	1	7/15/2024	8/15/2024	\$23.68
Current Medical Diagonosis and Treatment 2025	1	9/5/2024	10/15/2024	\$93.70
Guinness World Records 2025	1	9/15/2024	10/15/2024	\$26.38
NF Print Books				
BT 2038063617	37	1/30/2024	2/15/2024	\$717.14
BT 2038067017	4	1/31/2024	2/15/2024	\$77.11
BT 2038067018	1	1/31/2024	2/15/2024	\$17.42
BT 2038067019	17	1/31/2024	2/15/2024	\$312.84
BT 2038063668	42	1/31/2024	2/15/2024	\$797.09
BT 2038088532	3	2/8/2024	2/29/2024	\$59.21
BT 2038088533	8	2/8/2024	2/29/2024	\$169.02
BT 2038107147	2	2/20/2024	2/29/2024	\$53.49
BT 2038107148	37	2/20/2024	2/29/2024	\$687.66
BT 2038109795	1	2/20/2024	2/29/2024	\$17.98
BT 2038109796	6	2/20/2024	2/29/2024	\$103.99
BT 2038109797	2	2/20/2024	2/29/2024	\$36.51
BT 2038130493	2	2/28/2024	3/15/2024	\$40.76
BT 2038130494	3	2/28/2024	3/15/2024	\$58.93
BT 2038130495	3	2/28/2024	3/15/2024	\$52.81
BT 2038152526	1	3/11/2024	3/29/2024	\$19.25
BT 2038152527	3	3/11/2024	3/29/2024	\$56.02
BT 2038152528	8	3/11/2024	3/19/2024	\$145.48
BT 2038174554	1	3/22/2024	4/26/2024	\$29.25
BT 2038200023	14	4/2/2024	4/26/2024	\$262.41
BT 2038200024	17	4/2/2024	4/26/2024	\$321.60
BT 2038180314	29	3/27/2024	4/26/2024	\$546.29
BT 2038218715	3	4/12/2024	4/26/2024	\$53.45
BT 2038218716	1	4/12/2024	4/26/2024	\$17.74
BT 2038249546	1	4/29/2024	5/15/2024	\$177.85
BT 2038249547	2	4/29/2024	5/15/2024	\$40.31
BT 2038249548	1	4/29/2024	5/15/2024	\$22.97
BT 2038258029	31	4/30/2024	5/15/2024	\$571.28

BT 2038262038	2	5/2/2024	5/15/2024	\$36.81
BT 2038262039	12	5/2/2024	5/15/2024	\$260.85
BT 2038280371	1	5/14/2024	5/31/2024	\$19.65
BT 2038280372	6	5/14/2024	5/31/2024	\$106.45
BT 2038306510	1	5/28/2024	6/14/2024	\$18.53
BT 2038306511	5	5/28/2024	6/14/2024	\$105.71
BT 2038306512	1	5/28/2024	6/14/2024	\$20.76
BT 2038310547	1	5/30/2024	6/14/2024	\$18.53
BT 2038310548	18	5/30/2024	6/14/2024	\$358.81
BT 2038335612	3	6/6/2024	6/14/2024	\$56.68
BT 2038335613	14	6/6/2024	6/14/2024	\$256.04
BT 2038360585	1	7/2/2024	7/15/2024	\$17.42
BT 2038360586	12	7/2/2024	7/15/2024	\$227.69
BT 2038380489	4	7/8/2024	7/31/2024	\$80.52
BT 2038380490	1	7/8/2024	7/31/2024	\$39.49
BT 2038371048	15	7/8/2024	7/31/2024	\$286.04
BT 2038371049	8	7/8/2024	7/31/2024	\$155.36
BT 2038402422	2	7/12/2024	7/31/2024	\$35.15
BT 2038402423	17	7/12/2024	7/31/2024	\$322.59
BT 2038402424	1	7/12/2024	7/31/2024	\$19.26
BT 2038419286	9	7/19/2024	7/31/2024	\$167.83
BT 2038419287	1	7/19/2024	7/31/2024	\$19.25
BT 2038430676	1	7/22/2024	8/15/2024	\$20.19
BT 2038430677	31	7/22/2024	8/15/2024	\$688.39
BT 2038442642	1	8/2/2024	8/30/2024	\$22.92
BT 2038442643	2	8/2/2024	8/30/2024	\$37.65
BT 2038442644	2	8/2/2024	8/30/2024	\$35.95
BT 2038470369	1	8/12/2024	8/30/2024	\$92.55
BT 2038470370	1	8/12/2024	8/30/2024	\$18.53
BT 2038470371	1	8/12/2024	8/30/2024	\$17.74
BT 2038470372	1	8/12/2024	8/30/2024	\$39.64
BT 2038470373	1	8/12/2024	8/30/2024	\$19.40
BT 2038470374	8	8/12/2024	8/30/2024	\$153.64
BT 2038490907	1	8/22/2024	9/13/2024	\$50.55
BT 2038490906	1	8/22/2024	9/13/2024	\$19.67
BT 2038503833	17	8/26/2024	9/15/2024	\$340.59
BT 2038511065	3	8/29/2024	9/13/2024	\$56.96
BT 2038511066	1	8/29/2024	9/13/2024	\$18.70
BT 2038511067	1	8/29/2024	9/13/2024	\$17.89
BT 2038511068	5	8/29/2024	9/13/2024	\$104.57
BT 2038529590	2	9/5/2024	9/30/2024	\$36.84
BT 2038529591	9	9/5/2024	9/30/2024	\$181.78
BT 2038529592	1	9/5/2024	9/30/2024	\$19.42
BT 2038557596	1	9/18/2024	9/30/2024	\$16.71
BT 2038557597	11	9/18/2024	9/30/2024	\$222.71
BT 2038557598	2	9/18/2024	9/30/2024	\$37.72
BT 2038583276	1	9/30/2024	10/15/2024	\$21.27

	BT 2038583277	2	9/30/2024	10/15/2024	\$36.84
	BT 2038583278	1	9/30/2024	10/15/2024	\$18.86
	BT 2038591844	26	10/2/2024	10/15/2024	\$631.12
	BT 2038621385	1	10/10/2024	10/15/2024	\$19.21
	BT 2038621386	1	10/10/2024	10/31/2024	\$18.70
	BT 2038621387	2	10/10/2024	10/31/2024	\$44.45
	BT 2038621388	3	10/10/2024	10/31/2024	\$169.16
	BT 2038621389	2	10/10/2024	10/31/2024	\$38.84
	BT 2038650031	3	10/25/2024	11/15/2024	\$67.02
	BT 2038650030	1	10/25/2024	11/15/2024	\$25.58
	BT 2038657611	16	10/29/2024	11/15/2024	\$352.66
	BT 2038681722	9	11/7/2024	12/13/2024	\$224.44
	BT 2038703454	1	11/19/2024	12/13/2024	\$18.24
	BT 2038703455	2	11/19/2024	12/13/2024	\$36.80
	BT 2038703456	7	11/19/2024	12/13/2024	\$150.43
	BT 2038719552	2	11/25/2024	12/13/2024	\$48.22
	BT 2038719553	1	11/25/2024	12/13/2024	\$19.14
	BT 2038719554	15	11/25/2024	12/13/2024	\$383.30
	BT 2038736467	2	12/6/2024	12/13/2024	\$51.65
	BT 2038736466	1	12/6/2024	12/13/2024	\$18.02
	BT 2038750476	24	12/12/2024	12/30/2024	\$540.02
NF & Fiction DVDs					
	MT 506353773	3	11/18/2024	12/13/2024	\$191.89
	MT 506378703	10	11/23/2024	12/13/2024	\$141.76
Fiction Print Books					
	BT 2038700835	4	11/18/2024	12/13/2024	\$77.11
	BT 2038736076	2	12/5/2024	12/13/2024	\$43.88
eBooks					
	OverDrive Nonfiction	16	8/30/2024	9/15/2024	\$923.28
	OverDrive Nonfiction	10	11/30/2024	12/13/2024	\$441.74
	OverDrive Fiction & Nonfiction	11	12/4/2024	12/30/2024	\$515.47
	OverDrive Fiction & Nonfiction	22	12/9/2024	12/30/2024	\$342.33
	OverDrive Fiction & Nonfiction	11	12/5/2024	12/30/2024	\$600.13
eAudio					
	OverDrive Audio	1	1/24/2024	1/31/2024	\$12.99
	OverDrive Audio	9	12/4/2024	12/30/2024	\$535.24
	OverDrive Audio	8	12/9/2024	12/30/2024	\$151.89
Newspapers					
	Buffalo News	1	6/12/2024	7/31/2024	\$857.99
	Post-Journal	1	11/5/2024	12/27/2024	\$286.00
	USA Today	1	11/1/2024	11/15/2024	\$433.32
	Barrons	1	11/1/2024	11/15/2024	\$179.00
	New York Times	1	11/1/2024	11/15/2024	\$1,314.07
Magazines					
	EBSCO	54	11/1/2024	11/15/2024	\$3,458.31
Database					
	Kanopy		1/2/2024	2/15/2024	\$68.98

Kanopy		2/1/2024	3/15/2024	\$76.57
Craftsy & Great Courses		2/27/2024	2/29/2024	\$113.62
Craftsy & Great Courses		2/29/2024	3/29/2024	\$71.76
Kanopy		3/31/2024	4/12/2024	\$94.15
Craftsy & Great Courses		3/31/2024	4/30/2024	\$80.73
Craftsy & Great Courses	28	4/30/2024	5/15/2024	\$83.72
Kanopy		4/30/2024	5/15/2024	\$100.00
Kanopy		5/31/2024	6/14/2024	\$70.88
Craftsy & Great Courses		5/31/2024	6/14/2024	\$53.82
Kanopy		6/28/2024	7/31/2024	\$68.97
Kanopy		7/1/2024	8/15/2024	\$46.65
Kanopy		8/30/2024	9/13/2024	\$66.60
Kanopy		9/20/2024	10/15/2024	\$45.23
Kanopy		10/31/2024	11/15/2024	\$45.70
Kanopy		11/30/2024	12/13/2024	\$47.48
New York Times Online		12/8/2024	12/13/2024	\$4,700.80

Total **\$31,114.80**

Starting Amount: \$31,062.50
Left to Spend: **(\$52.30)**

Rules of Conduct Policy

Purpose: This policy establishes a code of conduct for patrons of the James Prendergast Library, in order to maintain a peaceful environment where the public can access information resources and services without disruption.

Zero-Tolerance Violations: Any action that violates the law, creates a volatile situation, and/or is dangerous to self or others.

- **Harassment:** Engaging in behaviors that disrespect or threaten other library users or staff
- **Violence:** Committing verbal, physical, or written (including electronic) violent, threatening, harassing, or abusive behavior toward library users and staff.
- **Possession of deadly weapon:** The library is defined as a sensitive location per New York State Penal Law 255.01-e, and therefore, firearms, knives, swords, etc., are not permitted on library property unless the person carrying the weapon is a law enforcement officer.
- **Drug Use:** Possessing, selling, and/or distributing 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 pornography or obscene images in the library
- **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:** Smoking or vaping on library property. Per Section 1399-o of New York's Public Health Law, it is forbidden to smoke within 100 feet of library property.
- **Open Flame:** Using candles, matches, and lighters or otherwise generating an open 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, substance, or odor posing a health hazard to patrons and employees is prohibited.
- **Rearranging:** Moving library furniture or equipment without permission from library staff.
- **Solicitation:** Solicit, petition, or distribute materials inside or outside the library that the library has not approved.
- **Repetition:** Repeated violation of 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:** Keep food and beverage in designated areas; food should be limited to snack-type items. All beverages must have a lid; alcohol cannot be consumed on library property.
- **Inappropriate Attire:** Entering the library or library property barefoot or without a shirt; wearing masks or other items with the effect of obscuring identity while in the library
- **Loitering:** Loitering or congregating in areas not intended for public use, and/or blocking entrances, walkways, restrooms, access to library collection, services, or outdoor spaces
- **Loitering in Children's Room:** Entering or loitering for any period of time near areas or programs designated for children unless accompanied by a child or specifically utilizing children's materials.
- **PDA:** Engaging in excessive public displays of affection.
- **Pets:** Pets are not permitted in the library, except as allowed by library-approved events. Service dogs are welcome in the library.
- **Sleeping:** Sleeping or laying down in the library or on library property.
- **Unattended or Large Items:** Leaving bags unattended in the library; attempting to bring bicycles, foot scooters, or larger possessions inside the library. 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 above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff may be asked to provide identification and/or to leave library property and/or may have their library privileges restricted.

Credit Card Policy

Purpose: To establish terms of use for bank credit cards in the name of James Prendergast Library Association.

Bank credit cards will be established in the name of the James Prendergast Library Association and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library Business Office.

Bank credit cards will be issued to the following (and **other staff as deemed appropriate by the Executive Director and approved by the Board of Trustees**):

- Executive Director with a credit limit of \$2,000
- Assistant Director with a credit limit of \$2,000
- Public Services Manager with a credit limit of \$2,000
- Library Operations Coordinator with a credit limit of \$2,000
- Business Office Manager with a credit limit of \$2,000

Prior to initial receipt of any credit card, each individual must agree to and sign a Credit Card Responsibility and Use Procedures Form.

Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.

The bank credit card may not be used for personal expenses.

The bank credit card does not replace requisitions and purchase orders.

Staff will be responsible for any unauthorized purchases, except reported loss or theft.

Any loss or theft of credit card must be immediately reported to the issuing company and James Prendergast Library Association Business office.

Credit cards will be kept in the safe in the Business Office.