

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on October 21, 2021**

President, Dan Hickman called to order the Board of Trustees Meeting at 5:17PM.

Present: Micki McCray, Maggie Scorse, Lori Fabritius, Lynn Warner, Mary Zdrojewski, Joni Blackman, Ned Lindstrom, Mike Corey, Cassie Blakeslee and Frank Corapi

Absent: None

Staff present: Annie Greene, Tress Williams and Jen Champ

1. Public present – 2 – No comment
2. Consent Agenda – A motion was made (Joni Blackman/Maggie Scorse), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. 2020 Audit Report –

Louann Laurito-Bahgat, CPA, of Bahgat & Laurito-Bahgat Certified Public Accountants & Advisors presented the completed 2020 Audit report. There were no negative outstanding issues. Ms. Laurito-Bahgat stated this was an excellent audit and the Library was headed in an excellent fiscal direction. A motion was made (Lynn Warner/Cassie Blakeslee), passed and carried to accept the 2020 Audit as presented.
4. Director’s Report/Statistics – (September)

Annie Greene (ED) noted that the report had been sent to all Board members prior to the meeting and asked if there were any questions. She noted highlights included the reopening of our Makerspace (there have been 20 sessions so far with 157 total attendees); the telehealth “pod” has been installed and the opening date will be announced soon; our parking lot has been repaved and restriped and looks amazing; we have submitted grants to both the Carnahan Jackson Foundation (\$10,854/technology supplies) and the Hultquist Foundation (\$5198/building maintenance equipment) and our NYS Library Construction Grant (\$286,645/HVAC upgrades/reimagining outdoor programs) has been submitted (we will not hear if awarded until spring of 2022).
5. Fundraising Committee Report –

ED Annie Greene reported that the committee had met and contracted for JPL tee-shirts to designed and made. These should be available for purchase by December. The Committee also drafted the 2021 fundraising appeal letter to be sent out within the next few weeks. A motion was made (Ned Lindstrom/Joni Blackman), passed and carried to accept the letter as presented.
6. Nominating Committee Report –

Chair Lynn Warner reported that the committee had met 3 times in the past month. They have been working on using our social media to promote the Library and post our need for new board members. Currently there are 3

applicants for the 4 open positions. Interviews will be held with each and more information will be presented at the November meeting.

7. Treasurer's Report –

Treasurer Mike Corey presented the monthly financials for September. He indicated that all areas were within expected ranges. A motion was made (Maggie Scorse/Lori Fabritius), passed and carried to accept and file said report.

8. Finance Committee Report –

- a. Health Insurance – The Committee presented their recommendation to accept the proposal from Blue Cross/Blue Shield for health care coverage for 2022. A motion was made (Joni Blackman/Mike Corey), passed and carried to accept the proposal as presented.
- b. Easter Holiday - A motion was made (Maggie Scorse/Joni Blackman), passed and carried to accept the revised Time Off/Leave of Absence policy as presented by the Committee.
- c. Murray L. Bob Fund – Upon discussion with Mrs. Bob, the Committee proposed using funds from the Murray L. Bob Fund to support expanding the educational programming in 2022 and to pay for Sony Ton-Aime to speak at the Murray L. Bob Lecture on December 2 at 6pm. A motion was made (Joni Blackman/Cassie Blakeslee), passed and carried to accept the recommendation of funds usage as presented.
- d. 2022 Proposed Budget – Treasurer Mike Corey presented the proposed 2022 Budget. He noted that the draw from the Endowment will be 4% - this is down from the past several years. He was very pleased with this budget as it will allow us to continue improving the Library while being fiscally responsible. A motion was made (Joni Blackman/Lynn Warner), passed and carried to accept the 2022 Budget as presented.

9. New Business –

- a. Donation Policy/Volunteer Policy – ED, Annie Greene presented both policies and noted that while nothing has changed, by NYS Library Law, all policies must be reviewed every 5 years. A motion was made (Mike Corey/Mary Zdrojewski), passed and carried to accept both policies as written.
- b. Confidentiality Policy – ED, Annie Greene explained that the Library will follow the NYS law regarding confidentiality and presented the new policy. A motion was made (Mary Zdrojewski/Mike Corey), passed and carried to accept the new policy as presented.

10. Unfinished Business - None

11. Next meeting is November 18, 2021 in the Fireplace Room at 5:15pm.

12. A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn at 6:05pm.

Respectfully Submitted by
Micki McCray
Secretary

DIRECTOR'S REPORT/ NOVEMBER 2021

PROGRAMS & SERVICES

Halloween Party

On October 29, a total of 141 children and parents joined us at the library for an all-ages Halloween storytime, costume parade, and Halloween-themed crafts. It was a fun filled family night!

Minecraft Club

One of the more popular programs at the library is Minecraft Club in the Public Computer Center. In October, 24 children attended, with registration full for each session. Due to the program's popularity, we will begin offering a second class during the week in December.

Loom Weaving Activity

A spinning loom was set up at the front of the library so that patrons could learn how to use it. In addition, we made two collaborative rugs. We had over 100 patrons participate in this activity over the month of October.

1-on-1 Tech Help

During a Tech Help appointment, staff members aid patrons with navigating the internet, troubleshooting their phone or tablet, making an online appointment, and more. In October, staff assisted patrons with six tech help requests.

New Makerspace Activities

We have enjoyed welcoming visitors back to the library's Makerspace, which is again open Monday-Friday, 3:30-5:00. Thanks to community donations, we have several new activities including a popular wooden fort building set. In October, we conducted 20 Makerspace sessions with a total of 237 attendees.

COLLECTION

Theme Boxes and Science kits

The library started circulating literacy theme boxes for ages 3 and up, and science kits for ages 6 and up. The boxes were purchased with a grant from the Holmberg Foundation and supplement our more advanced science kits purchased with a grant from the Chautauqua Community Region Foundation. These kits can be checked out and used at home, and include detailed activity guides.

NY Times, USA Today, Barron's

We now have print subscriptions to the NY Times, including the Sunday edition per patron request, USA Today, and Barron's purchased with CBA funds provided by NYS Central Book Aid.

OUTREACH & PARTNERSHIPS

Audubon Nature Center

Library staff participated in the Audubon Nature Center's Halloween event on October 29. The event sold out, and 150 children and their caregivers attended. Library staff gave out free books and pencils and information on library programs and services during the event. The event was a fundraiser for the Chautauqua Region Community Foundation.

Cornell Cooperative

Cornell Cooperative Extension will resume its Nutrition Class at the library in November. They teach healthy eating tips and tricks.

LIBRARY NEWS

130th Anniversary

The library is celebrating its 130th anniversary with a display in the atrium that includes items on loan from the Fenton History Center.

Silent Witness Display

The library is once again a display site for the Silent Witness Display. This display is sponsored by the Chautauqua Coalition Against Domestic Violence & Sexual Assault to raise awareness throughout our community, and was installed at the library by Jamestown Police Department's Project Crossroads

Giving Tuesday

The library is fundraising on Giving Tuesday, November 30, and is hoping to use funds to purchase new furniture for the Teen Area. Staff created and distributed a survey to teens who use the space to generate ideas and to see what types of furniture teens would like to see in the space.

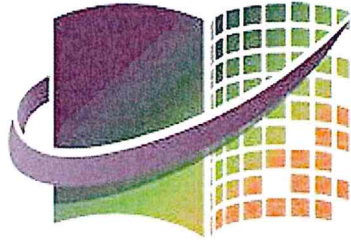
Annual Murray L. Bob Lecture

Sony Ton-Aime, the Michael I. Rudell director of Literary Arts at Chautauqua Institution, will deliver the 17th annual Murray L. Bob Memorial Lecture at 6:30pm on Thursday, December 2nd in the Prendergast Library's Fireplace Room. Chautauqua Institution's Poetry Makerspace will be available for attendees to explore following the lecture.

Telehealth

The library is now offering telehealth services through the use of our Wellness Pod funded through WNYLRC. It is now fully equipped with a laptop, computer mouse, lights, and technology relevant to telehealth needs. A Digital Health Navigator is available to assist with technology needs and help locate medical and community resources for patrons to ensure a successful telehealth experience.

Library Usage Report - October 2021	
Library Visits	
Days Open	25
Library Visits	6,648
Average Daily Library Visits	266
Year to Date Library Visits (Cumulative)	60,203
Library Borrowers	
New Cards Issued	66
Total Registered resident borrowers	16,085
Total Registered non-resident borrowers	11,039
Materials Use	
Adult Materials	3,686
Adult eBooks & eAudio	1,946
Children's Materials	2,316
Children's eBooks & eAudio	158
Video Materials	1,624
Microform Viewed	74
Reference Questions & Services	
Single Service Point Reference Questions	2,238
Technology Questions	1,155
Faxes (# sent or received)	35
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	waiting on data
Emailed print jobs	151
Internet Use (# of sessions)	872
Internet Use (# of minutes)	70,627
Adult Computer logins	606
Teen Computer logins	207
Children's Computer logins	59
Computer Lab Sessions in PCC	47
Rosetta Stone Library Solution (# of minutes used)	146
Rosetta Stone Library Solution (cumulative # of users)	309
NY Times On-Site Sessions	1754
NY Times Off-Site Sessions	58
Wall Street Journal On-Site Sessions	available starting 11/8/21
Wall Street Journal Off-Site Sessions	available starting 11/8/21
Ancestry.com searches	213
Heritage Quest searches	163
ABC Mouse active users	2
NOVELny searches	76
Consumer Reports - Visits	6
Consumer Reports - Page Views	72
Chilton's Vehicle Repair - searches	13
Programs	
Children's programs- # offered	35
Children's programs- attendance	683
Teen programs- # offered	3
Teen programs- attendance	24
Adult programs- # offered	6
Adult programs- attendance	24
Technology Classes - # offered	1
Technology Classes - attendance	4
1-On-1 Technology Device Instruction	6
Library Outreach sessions - # offered	1
Library Outreach sessions - attendance	450
HSE/GED Classes - # offered	6
HSE/GED Classes - attendance	9
Aspire Job Training - # offered	7
Aspire Job Training - attendance	21
Room Use	
Non-Library Sponsored Room Use - # of sessions	20
Non-Library Sponsored Room Use -attendance	93
Library Sponsored Room Use - # of sessions	67
Library Sponsored Room Use - attendance	595
Social media & Webpage views	
Facebook - Daily Total Reach	38,828
Prendergast Library Home Page Views	7,683
Facebook Followers	3,278
Twitter Followers	779
Instagram Followers	1,032



PrendergastLibrary

Focusing on Your Future.

James Prendergast Library Facility Plan

Derived From: 2021- 2026 Strategic Plan

Adopted by the James Prendergast Library Board of Trustees November 18, 2021

INTRODUCTION

The James Prendergast Library Association is experiencing reinvention and significant progress. As a result, the Library Board of Trustees faces the challenge of enhancing and expanding services to meet the increasing demand for library services in our community.

Building on the momentum of new administrative leadership, a new strategic plan, and expanded relationships with the community, JPLA began developing this facility plan as an extension of the Library's new 2021-2024 Strategic Plan, which set forth the strategy and priorities for the future for the library facility.

The Strategic Plan has three *strategic focus* areas, and the focus area that includes the facility plan is:

- A plan for a sustainable future.

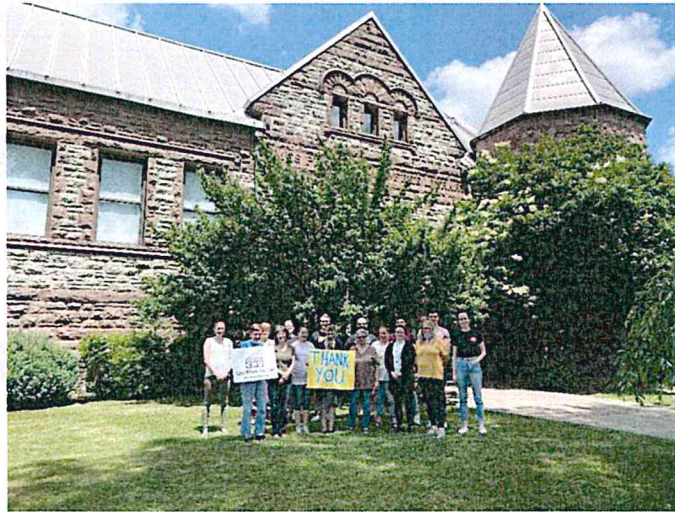
The goal for a sustainable future is:

- A library facility that is well maintained and provides appropriate access to relevant services.

The Library's investment is:

- To improve the Library's physical space to enhance technology use and ensure the inclusiveness of services.

This plan results from weeks of research and discussions to determine the best course of action for the Library to maximize impact and exposure while being realistic about the funding and operational challenges that expanding services means to JPLA and our community. We owe many thanks to our community for supporting the Library and its continued progress.



HISTORY OF THE LIBRARY

The James Prendergast Library was a gift from Alexander Prendergast, the city founder's son, and Mary Prendergast. They commissioned the building in memory of their son, James Prendergast, who died in 1879 at 31. The Library's construction cost \$60,000. It opened December 1, 1891, and contained 8,666 volumes.

The original building occupied an entire city block and was constructed by architect A.J. Warner of Rochester. The rounded arches, Medina sandstone exterior, the turret on the SE corner, and a general air of ruggedness label it as Richardsonian Romanesque. Following Mary Prendergast's instructions, the stone steps leading to the building from Fifth Street were cut from a single stone "...to eliminate the havoc that frost works with masonry in this climate."

As library services and use increased, extensive alterations and additions were planned. These were completed in 1960, and the original building now houses offices and meeting rooms. The former Reading Room contains the original oak fittings and red tile fireplace.

In 1960, the Library joined and became the primary central library of the two-county regional Chautauqua-Cattaraugus Library System. In 1964, the Library's public services were moved to a new addition, whose entrance is on Cherry Street. Other major building additions were completed in 1968 and 1978.

FUNDING

JPLA has faced many funding challenges in the last several decades. Since 1988 the Library had received \$350,000 in taxpayer support each year from the City of Jamestown. Unfortunately, in 2017 the City of Jamestown was forced to cut library support to \$100,000, and in 2018 and 2019 funding was cut to \$50,000.

When the City of Jamestown cut the Prendergast Library's tax funding by more than 5% in two consecutive years, this evoked the New York State Public Library Maintenance of Effort Law. The Library was no longer in compliance with the Maintenance of Effort law; therefore, New York State cut the Library's annual state aid of \$111,000. As a result of the state aid cut, the Chautauqua Cattaraugus Library system revoked Prendergast's co-central library status with Olean Public Library in our two-county library system.

Without the \$350,000 in tax funding and the loss of state aid, the Prendergast Library was trying to operate with a 42% reduction in operating funds. The Library had to significantly reduce staff, collection budgets, programs, and overall operating expenses, prioritizing a decrease in facility upkeep and improvements. The Library was in danger of closing its doors within 5-7 years.

To save the Library, the board voted to place a 259 referendum on the Jamestown Public School ballot in 2020. The total amount of money requested per year was \$350,000, and it cannot increase without another public vote. On June 16, 2020, the Jamestown School District voters passed the \$350,000 referendum. Due to the successful passing of the 259 referendum, the Library regained co-central library status in January 2021 and the Library's state aid was reinstated.

The current tax levy of \$350,000 is 35.4% of the Library's budget. But most importantly, the Library has experienced considerable growth and reinvention over the last year due to tax support and community involvement. As a result, we aspire to make long-overdue facility investments that will serve our entire community for the foreseeable future.

THE ROLE OF OUR PUBLIC LIBRARY

Public libraries are anchors in their communities, serving a broad constituency with traditional, modern, and innovative services that reflect the changing needs of their diverse populations. JPLA is moving

quickly to streamline the Library while holding fast to the traditions and values of a public library and continuing to find ways to deliver them in new, modern ways.



Joanna's Storytimes draw large crowds to the Prendergast Library

RECOMMENDATIONS

The recommendations detailed in this report are supportive of the following vital directives:

1. Enhance the Library's outdoor space to increase public health and well-being.
2. Improve the Library's technological infrastructure to meet public demand.
3. Invest in cost-saving energy efficiency projects.
4. Update the Library's public spaces to ensure inclusivity and equity.
5. Expand access to library services for low-income and socially vulnerable communities.

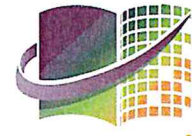
Capitalizing on strategic community partnerships will help reduce capital and operating costs, which will help to sustain our library for generations to come. Therefore, we suggest a modest, conservative approach in making the following recommendations to increase the Library's footprint in Jamestown.

The recommended developments for the facility are listed below by order of priority and include funding opportunities through the New York State Library System. There is a significant amount in capital funds for public library construction in the FY2021-2022 State Budget. These funds can provide up to 75 percent of approved broadband installation costs and/or approved costs for the acquisition, construction, renovation, or rehabilitation of public libraries or public library system headquarters. The projects below would require a 25% match from other funding sources.

It is strongly recommended by the Chautauqua Cattaraugus Library System and the New York State Library to apply yearly for capital funding. If the Prendergast Library does not apply, the funds allocated for the Chautauqua Cattaraugus Library System will be redirected to other parts of the state.

Recommendations Prioritized:

Priority	Project Title	Project Description/Justification	Est Project Cost	Funding Source	Risk Factor	Budget Cycle
1	HVAC Updates	Update HVAC Computer Control System and HVAC upgrades. Replace old Chiller that is 30+ years (one compressor does not currently run).	\$156,645.00	NYS Library Construction Grant 75% and in need of 25% match	Very High	FY 2022
2	Energy Audit	Complete an energy assessment to explore solar and other energy efficiency initiatives.	\$250.00	JPLA	Very High	FY 2021
3	Revamp and Create Front Walkways and Patio	Revamp the front walk to create a patio area and walkways for outdoor programs, events, and allow patrons to enjoy the natural environment while having access to library amenities. The new patio and walkway will include outdoor lighting, secure benches, secure garbage can and a new bike rack.	\$130,00.00	NYS Library Construction Grant 75% and in need of 25% match	Very High	FY 2022
4	Technology Upgrades	Redesign Fireplace Room and Community Room with up-to-date sound and projector system, smart classroom podium, acoustic panels, and an expansion of broadband capabilities.	TBD	TBD	Very High	TBD
5	Makerspace Updates	Update Makerspace with a cohesive design to improve user experience, this includes integrating the following components that increase user engagement; 1. Color: Providing enough visual stimulation around the room using color on walls, floors and furniture, 2. Choice: Quality furniture including interesting and ergonomic tables and chairs. Furniture should support a sense of ownership, 3. Complexity: Providing novel surroundings and attention-grabbing décor in balance with orderliness, 4. Flexibility: The ability of a room to accommodate students without crowding them. The ability to rearrange furniture for a variety of activities and teaching approaches, and 5. Light: Quality and quantity of light, and degree of control of the level of lighting.	\$150,000.00	TBD	High	TBD
6	Install Balcony	Install balcony to connect teen reading area to teen computer area so computer area is accessible with a wheelchair. Currently the teen computer area is accessible only by stairs. There is no wheelchair access. This update would make the space accessible to all. It would also help avoid the bottleneck that frequently forms as many groups of kids and teens go up the stairs together to the space.	\$250,000.00	TBD	High	TBD
7	Elevator Replacement	The main reading room elevator is dated; if a balcony to access the teen computer area is installed, there would likely be an increase in the elevator's usage.	\$150,000.00	TBD	High	TBD
8	Increase Security at Loading Dock	Increase security at the 5th Street loading dock. There have been many issues with individuals loitering on the loading dock, going through the trash, including sleeping on the dock and illegal activity. Donations are frequently stolen as well.	\$45,000.00	TBD	High	TBD
9	Collection Accessibility and Storage	Replace outdated library collection shelving and storage to assure accessibility and inclusion. Our current setup is not accessible to wheelchair users or users who may have trouble reaching up high or down to the ground. The collection storage currently does not keep books effectively organized, as the bookends are weakened from years of use. Books frequently fall over, creating more work for library staff. The Children's Room collection is particularly cramped and ineffective for children's independent browsing.	TBD	TBD	High	TBD
10	Install Handicap Entrance	Add a handicapped accessible entrance to the 5th Street door. Currently there are only stairs leading to the entrance.	TBD	TBD	Med High	TBD



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Internal Controls

General Principles: Internal Controls are designed to safeguard assets, ensure that information is recorded in a consistent manner, encourage efficiency and adherence to management policies and funding source requirements, and comply with laws and regulations.

Segregation of duties to the extent possible: No employee should be placed in a position to commit fraud, or be accused of committing fraud, while performing normal financial duties. No employee should have both access to assets and the responsibility to record and report on those assets.

Accounting Method: The James Prendergast Library Association (JPLA) uses the Accrual Accounting Method

Fiscal Year: The JPLA fiscal year shall be January 1st to December 31st.

Audit: Files and finances will be audited annually by a qualified Certified Public Accountant (CPA)

Classification of income and expenses: Income and Expenses will be recorded only on approved budget lines. Questions as to how income and expenses should be classified will be referred to the Director or Treasurer.

Budget preparation, reconciliation and approval: The Director and Treasurer will complete a draft budget for the subsequent year to present to the Board of Trustees for approval. The Treasurer will report expense and revenue lines to the Board of Trustees at each Board Meeting. The budget may be amended if needed.

Procedures for ordering and paying bills: The Director must approve a claim form, prepared by the Business Office, for each bill before it is paid. A Bills Paid report will be generated and presented to the Treasurer. Checks are signed by two people: The Director and the Treasurer or an authorized Trustee. The report shall not delay the issuance of checks.

Purchasing limits: All unbudgeted purchases under \$1,000 are at the discretion of the Director. Unbudgeted purchases of \$1,000 or more should be approved by the Board.

Purchase Orders, Securing Bids: A purchase order number or other appropriate documentation is required for all purchases, excepting Petty Cash purchases. Expenditures above \$1,000 should follow these guidelines: a concerted effort to obtain three written bids should be made; bids should be selected based on quality, cost, and availability; bids over \$10,000 should be approved by a vote of the Board of Trustees.

Authorized signers: The JPLA Director and Members of the JPLA Board of Trustees are eligible to be authorized signers for JPLA-owned accounts. Signing authorization should be approved at a meeting of the Board of Trustees.

Credit cards: Credit Card use is limited to the JPLA employees approved by the Board. Credit Cards are kept in a safe when not in use. Credit Cards will have a limit of \$2,000, excepting the Director who will have a limit of \$2,000. Credit Card receipts must be submitted to the Business Office promptly.

Handling of checks, cash receipts, donations and deposits: Checks are recorded in a spreadsheet by an employee not in the business office and then in JPLA's accounting software by the Business Office Manager. Checks stubs are saved where applicable. Direct Deposits will show on bank statements and will be recorded in JPLA's accounting software.

Petty Cash: No more than \$50 will be kept in a petty cash fund for small purchases. Purchases made through Petty Cash should be recorded and charged to the appropriate budget line.

Payroll: Payroll is prepared by the business office on a twice monthly basis.

Depreciation: New assets will be added to the Depreciation schedule yearly, and the schedule will be updated yearly. Depreciation schedules will follow General Accepted Accounting Principles.

Bank Reconciliation: Monthly reconciliation of checks will be done by the Business Office Manager or a member of the Board of Trustees who is not the Treasurer.

Balance Sheet: The Director will provide the Board of Trustees at each regular Board Meeting an updated balance sheet for all JPLA-owned accounts.



Document Retention and Destruction Policy

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the James Prendergast Library (JPLA) as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Trustees, JPLA staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

Administration

The Business Office Manager shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

Privacy

It shall be the responsibility of the Administrator to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

Electronic Documents and Record

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

JPLA records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping JPLA operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The Administrator is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Unauthorized removal or modification of records from JPLA is not permitted. Destruction or disposition of records not in accordance with the Schedule below is prohibited.

Items not required by law to be kept intact *may* be scanned and kept electronically in a secure location.

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable Ledger and Schedules	7 years
Accounts Receivable Ledger and Schedules	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Cash Disbursements	7 years
Cash Receipts	7 years
Canceled Checks – special, such as loan repayment	Permanent
Chart of Accounts	Permanent
Check Copies/Stubs	7 years
Claim Sheets (Vouchers) and supporting bills	7 years
Depreciation Schedules	Permanent
General Journal	Permanent
General Ledger	Permanent
Invoices to Customers	7 years
Payroll records (NYS Retirement Recommendation)	55 years
Employee time and absence records	7 years
Credit Card Receipts	3 years
Contributions/Gifts/Grants	
Contribution Records	Permanent
Grant Records	7 years after end of grant period
Corporate and Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Charter	Permanent
Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
Correspondence and Internal Memoranda	
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review

Employment, Personnel and Retirement

Employment Applications	3 years
Employee Benefit Plans	Permanent
Personnel Records (NYS Retirement Recommendation)	Permanent
Retirement/Pension records (NYS Retirement)	Permanent

Insurance

Accident Reports and Insurance Claims Records	7 years
Property, D&O, Workers' Compensation and General Liability Insurance Policies	7 years

Grants Received and Disbursed

Grant Applications, Proposal Agreement, Narrative, Evaluation, and Annual Report for Approved Grants	7 years after close of grant
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Legal and Contracts

Contracts, related correspondence and other Supporting documentation (expired)	7 years after termination
Contracts, related correspondence and other Supporting documentation (still in effect)	Permanent
Legal correspondence	Permanent

Management and Miscellaneous

Strategic Plans	7 years after expiration
Policies and Procedures Manual history	Current version with revision

Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination

Tax

Tax exemption documents & correspondance	Permanent
IRS Rulings	Permanent
Annual information returns – federal & state	Permanent
Tax returns	Permanent



Local Vendor Policy

The James Prendergast Library Board has traditionally emphasized placing library business with local firms which help support our local economy. The potential advantages of local suppliers in terms of service, delivery and dedication are clear and will be weighed carefully against regional and national vendors' potential pricing advantages and supply source diversification. The overall balance between these variables (and others) will be considered in the context of long term impact and advantage to the library.



Credit Card Policy

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
- Library Manager with a credit limit of \$2,000
- Assistant Library Manager with a credit limit of \$2,000
- Community Outreach and Programming Manager 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.



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Retiree Health Insurance Policy

Full-time employees who are 55 years of age with a minimum of three years of service and will retire and collect a NYS Retirement System pension are allowed to remain on the Prendergast Library's health insurance coverage at their own expense until they are eligible for Medicare. Said employees must go directly from active to retiree coverage.

James Prendergast Library Association
Cash Sources
October 31, 2021

REVENUE REPORT	Receipts This Month Oct-21	Receipts YTD Beg - Oct 21	Total Budget 2021	Balance	% Received
LOCAL FUNDING					
. CITY OF JAMESTOWN	0.00	0.00	0.00	0.00	0.00%
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	0.00	0.00	0.00	0.00%
. GRANTS, NON-GOVERNMENT	0.00	59,500.00	73,550.00	14,050.00	80.90%
COUNTY FUNDING					
. CCLS - BOOK PLAN	0.00	8,078.94	13,400.00	5,321.06	60.29%
STATE AID					
. CBA	0.00	30,028.25	18,678.00	-11,350.25	0.00%
. CCLS - CENTRAL LIB DEV	0.00	64,498.67	50,308.00	-14,190.67	0.00%
. CASH GRANT	0.00	1,770.00	250.00	-1,520.00	708.00%
. ADULT LITERACY GRANT	0.00	436.00	0.00	-436.00	0.00%
. NYS LOCAL SPONSOR INCENTIVE	0.00	12,660.40	8,800.00	-3,860.40	143.87%
Federal Funding					
. PPP GRANT REVENUE	0.00	107,760.00	0.00	-107,760.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	285,227.00	285,227.00	0.00%
. AXEL W CARLSON	0.00	1,700.00	1,599.00	-101.00	106.32%
. GUSTAFSON-LANPHERE FUND	1,313.98	5,255.92	2,500.00	-2,755.92	210.24%
. SALLY J NALBONE MEM FUND	0.00	459.00	432.00	-27.00	106.25%
. KATHERINE GANZ FUND	0.00	14,478.00	13,623.00	-855.00	106.28%
. KOHL FAMILY FUND	0.00	1,017.98	570.00	-447.98	178.59%
. FRED L & VANNE D COHEN FUND	0.00	243.10	191.00	-52.10	127.28%
. JUDITH J ANDERSON FAMILY FUND	0.00	120.25	0.00	-120.25	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	343.80	312.00	-31.80	110.19%
LIBRARY FEES					
. FINES & FEES	932.72	14,671.96	13,000.00	-1,671.96	112.86%
. COPY MACHINE	241.00	930.30	1,000.00	69.70	93.03%
CCLS					
. CCLS RENTAL INCOME	4,666.67	46,666.66	56,000.00	9,333.34	83.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,332.75	16,824.00	20,000.00	3,176.00	84.12%
. FUNDRAISING	1,294.67	44,625.52	75,000.00	30,374.48	59.50%
. ESTATES	0.00	6,000.00	0.00	-6,000.00	0.00%
. MEMORIALS	150.00	2,650.00	2,000.00	-650.00	132.50%
OTHER					
. INTEREST EARNED	3.89	142.91	1,000.00	857.09	14.29%
. REFUNDS	0.00	0.00	0.00	0.00	0.00%
Total Income	<u>9,935.68</u>	<u>440,861.66</u>	<u>987,440.00</u>	<u>546,578.34</u>	<u>44.65%</u>

James Prendergast Library Association
Expenses
October 31, 2021

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Oct-21	Beg - Oct 2021	2021		
· SALARIES - STAFF	41,005.90	407,468.55	508,850.00	101,381.45	80.08%
· SALARIES - MAINTENANCE	2,279.24	22,792.40	32,951.00	10,158.60	69.17%
· RETIREMENT BENEFITS	0.00	0.00	58,790.00	58,790.00	0.00%
· SOCIAL SECURITY BENEFITS	3,184.26	31,751.03	41,448.00	9,696.97	76.60%
· DISABILITY INSURANCE BENEFITS	0.00	678.20	1,126.00	447.80	60.23%
· INSURANCE - WORKER'S COMP	0.00	5,174.00	8,056.00	2,882.00	64.23%
· HEALTH BENEFITS	4,597.78	36,877.92	42,916.00	6,038.08	85.93%
· EAP	0.00	262.50	350.00	87.50	75.00%
· TRAINING & CONT ED	447.00	726.56	4,500.00	3,773.44	16.15%
MATERIALS					
· MATERIALS	2,542.02	53,380.90	110,000.00	56,619.10	48.53%
BUILDING EXPENSES					
· UTILITIES	3,327.64	40,357.07	51,184.00	10,826.93	78.85%
· BLDG & CUSTODIAL SUPPLIES	213.82	3,309.12	6,000.00	2,690.88	55.15%
· BLDG MAINT & REPAIR	2,368.00	20,008.61	24,634.00	4,625.39	81.22%
· INSURANCE - BLDG & LIABILITY	0.00	10,802.00	11,735.00	933.00	92.05%
· PROGRAMS	199.95	2,505.45	5,000.00	2,494.55	50.11%
· MISC BUSINESS FEES	2,127.28	5,017.85	13,000.00	7,982.15	38.60%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	528.73	15,488.97	19,405.00	3,916.03	79.82%
· OFFICE & LIBRARY SUPPLIES	449.93	6,618.74	11,000.00	4,381.26	60.17%
· GRANT EXPENSES	6,757.43	55,157.93	0.00	-55,157.93	0.00%
· FUNDRAISING	0.00	3,504.33	7,000.00	3,495.67	50.06%
· COPY MACHINE EXPENSE	0.00	2,894.24	4,400.00	1,505.76	65.78%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	122.50	3,000.00	2,877.50	4.08%
· PROFESSIONAL FEES	9,161.84	12,352.17	15,000.00	2,647.83	82.35%
· OUTREACH	22.67	301.77	500.00	198.23	60.35%
· PUBLICITY	0.00	827.35	1,600.00	772.65	51.71%
· EQUIPMENT	0.00	1,000.00	3,550.00	2,550.00	0.00%
Total Expense	79,213.49	740,825.16	987,440.00	246,614.84	75.02%

James Prendergast Library Association

Balance Sheet

October 31, 2021

Oct 31, 21

ASSETS

Current Assets

Checking/Savings

1000 · JSB - OPERATING FUND	39,623.43
1050 · JSB - MONEY MARKET	52,229.75
1060 · SPECIAL ACCOUNT - JSB	114.86
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.07
1080 · Jamestown Savings Bank - CARF	121,089.63
1090 · Unemployment Fund	2,668.18

Total Checking/Savings 217,507.92

Accounts Receivable

1240 · DUE FROM CCLS	4,666.67
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Total Accounts Receivable 4,666.67

Other Current Assets

1300 · PREPAID CONTRIBUTION TO RETIRE	52,851.00
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Total Other Current Assets 52,851.00

Total Current Assets 275,025.59

Fixed Assets

1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,476,839.21
1520 · Computer Software	42,916.88
1530 · Construction in Progress - R	76,041.40
1550 · ACCUMULATED DEPRECIATION	-2,592,240.67

Total Fixed Assets 2,038,856.82

Other Assets

1555 · ENDOWMENT FUND

1555.01 · INVESTMENT FUND - ENDOW	6,646,896.52
1555.02 · JOHNSON ESTATE	172,609.73
1555.03 · MURRAY L BOB LECT FUND - ENDOW	52,522.95
1555.04 · SALE OF DONATED ASSETS - EF	1,457,657.25

Total 1555 · ENDOWMENT FUND 8,329,686.45

1560 · Snitger Gift Fund	37,768.07
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Total Other Assets 8,367,454.52

TOTAL ASSETS 10,681,336.93

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2140 · Held in Custody for Others	1,732.07
2012 · REFUNDABLE ADVANCE - PPP	89,413.00
2020 · RETIREMENT	60.96

James Prendergast Library Association

Balance Sheet

October 31, 2021

2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	429.22
2040.02 · DENTAL FLEX	159.51
2040.03 · AFLAC	16.00
2040.04 · VSP	46.84
Total 2040 · PREMIUMS - FLEX	<u>651.57</u>
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	221.16
2110 · ACCRUED VACATION	26,725.36
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>123,085.31</u>
Total Current Liabilities	<u>123,085.31</u>
Total Liabilities	123,085.31
Equity	
3085 · With Donor Restrictions	355,017.44
3080 · Without Donor Restrictions	8,913,161.97
3070 · FUND BALANCE	692,022.78
Net Income	598,049.43
Total Equity	<u>10,558,251.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,681,336.93</u></u>