

James Prendergast Library Association

Board of Trustees

Minutes of the meeting held on November 18, 2021

President, Dan Hickman, called to order the Board of Trustee meeting at 5:16 pm

Present: Maggie Scorse, Joni Blackman, Ned Lindstrom, Mike Corey, Cassie Blakeslee, and Frank Corapi

Absent: Micki McCray, Lori Fabritius, Lynn Warner, Mary Zdrojewski

Staff present: Anne Greene, Jen Champ

Public: (1) Elizabeth Margarito

Agenda Topics:

1. Public Comment – No Comment

2. Consent Agenda

a. Changes or additions to agenda. Motion for additions to agenda adding items f., mask policy and g., hybrid meeting option by Joni Blackman. Second by Maggie Scorse. Y-7 N-0

b. Approval of previous minutes Y-7 N-0

3. Directors Report – Anne Greene

a. Halloween party was held Oct 29, 2021. 141 children and parents were present. The event included story time, costume parade, and craft.

b. 1-1 tech help is now available. During October the staff assisted with 6 tech help requests.

c. CBA Funds provided by NYS Central Book Aid was used to purchase print subscriptions to the NY Times, USA Today, and Barron's.

d. The Chautauqua Community Region Foundation and the Holmberg Foundation provided grants that allowed for the purchase of circulating literacy theme boxes for ages 3 and up and science kits for ages 6 and up.

e. Tuesday, November 30th is Giving Tuesday. The funds donated on this day will go towards new furniture in the teen area.

f. The annual Murray L. Bob lecture will be held on Thursday, December 2, at 6:30 pm. The lecturer will be Sony Ton-Aime, the Michael I. Rudell Director of Literary Arts at the Chautauqua Institution.

4. Fundraising Committee Report – ED Anne Greene

a. Donation letter has gone out.

b. T-shirt Fundraiser. Local artist will be designing - should have sample draft by the end of the month.

5. Nominating Committee Report – Cassie Blakeslee

a. Board members leaving at the end of the year: Lori Fabritius, Micki McCray, Maggie Scorse, Lynn Warner.

b. The committee recommended two community members for the board beginning Jan 1, 2022. Elizabeth Margarito and Jessica Carr.

Motion to nominate the two community members for the board made by Maggie Scorse. Second by Frank Corapi Y-7 N-0

6. Treasurer's Report – Mike Corey

a. Financials are stable and Endowment is doing well. The board has been very conservative.

b. Still waiting on the funding from Jamestown Public Schools.

Motion to accept and file Treasurer's Report by Joni Blackman. Second by Ned Lindstrom Y-7 N-0

7. Building Committee - Anne Greene [Mary Zdrojewski unable to attend]

a. The facility plan is a three-year plan. Several improvements will be made (depending on grant funding) over this time to include:

1. Old elevator – replaced
2. HVAC Update
3. Energy Audit is being conducted

Motion to accept facility plan by the building committee made by Ned Lindstrom. Second by Maggie Scorse Y-7 N-0

b. The committee worked with Chris Cooke to come up with the universal plan and felt it was more than sufficient at this time.

8. New Business – Anne Greene

a. In order to be able to offer Hybrid meetings the library needs to upgrade the technical portion. Annie suggested we purchase the Owl product that works directly with GoToMeeting.

Motion to purchase Owl product made by Mike Corey. Second by Joni Blackman Y-7 N-0

b. Policy review and updates per NYS Library rules and regulations the following policies were reviewed:

1. Internal Controls
2. Retiree Health Insurance
3. Credit Card
4. Local Vendor
5. Document Retention and Destruction

Motion to approve policies made by Ned Lindstrom. Second by Maggie Scorse Y-7 N-0

c. Mask policy - proposal to require masks be worn in the library regardless of vaccine status based on the recent increase in Covid cases in the county.

Motion made by Ned Lindstrom. Second by Frank Corapi to add, please "wear a Mask," to the Rules of Conduct Policy. Y-7 N-0

9. Unfinished Business – None

10. Next meeting is December 16, 2021 location TBD

11. Meeting Adjournment motion made by Mike Corry second by Maggie Scorse.

DIRECTOR'S REPORT/ NOVEMBER 2021

PROGRAMS & SERVICES

New Collection Items Open House

On November 11, the Library hosted an open house to showcase all the new collection items added to the collection thanks to grants from CRCF and the Holmberg Foundation. We had 15 people attend, and many checked out materials such as science kits, board games, and literacy theme boxes to use at home.

Storytimes

The staff has been busy planning Storytimes, incorporating new collection items and Makerspace materials into each program. For example, balances, scales, bean bag games, and sensory boxes are regularly used. In addition, the activities incorporated literacy-building tips and STEM components.

Makerspace

The Makerspace was busy all month. We offered 21 sessions with a total of 165 attendees for the month of November. In particular, patrons enjoyed the diverse activities offered each week. Popular activities included button making and 3-D printing.

Computer Class

November's class was Introduction to Microsoft Word, and five patrons attended. The small class size allows for social distancing and more one-on-one help. Patrons are also invited to sign up for one-on-one tech appointments following the class, to provide more specific assistance, if needed. These appointments have been popular among our patrons since we re-introduced this program in the fall.

COLLECTION

Board Games, Science Kits, and Theme Boxes

The Library started circulating board games for all ages. The board games were purchased with a grant from the Holmberg Foundation. The games are a popular item! The board games are the final component of the library's new non-traditional items collection funded by the Holmberg Foundation. Our introductory science kits and literacy theme boxes continue to circulate steadily. We also have several kits available out in the Children's Room for in-library use.

Busy Board House

We purchased a new Makerspace toy that encourages children to develop manual skills, concentration, and coordination. The new addition to the Makerspace was purchased with a grant from the Holmberg Foundation.

New Spanish Books

The Library purchased several new Spanish books using CBA funds, including new cookbooks and crafting books. These are popular subjects and we now have a wider variety of titles in Spanish for patrons to browse and borrow.

OUTREACH & PARTNERSHIPS

Promoting Wall Street Journal access

Using CBA funds, the library recently subscribed to digital access to the Wall Street Journal. This is available for all libraries in the Chautauqua Cattaraugus Library System and we have been promoting this new resource to those libraries as well as our patrons. This new resource is in addition to system-wide access to the New York Times online.

Zonta

The Library is participating in Zonta's Say No Violence Against Woman campaign. We have a display in the front of the Library with related books to check out along with informational materials about local community resources.

Cornell Cooperative

Cornell Cooperative Extension resumed its Nutrition Class at the Library in November. They teach healthy eating tips and tricks, including budgeting ideas and meal planning. The classes run every other week on Wednesdays at 11:00 AM.

LIBRARY NEWS

Giving Tuesday

The Library raised over \$500 during the Give Tuesday campaign. As a result, we are purchasing new furniture for the Teen Area. In addition, staff created and distributed a survey to teens who use the space to generate ideas and see what types of furniture teens would like to see in the area.

Bullet Aid

The Library received NYS Bullet Aid grant funds for \$3,571. This money will purchase new furniture for the Children's computer lab. New tables will be purchased that are designed for computer usage, so cords will be stowed away. The seats for the lab will be more comfortable than our current seats, which have been heavily used. Additionally, this funding will allow us to purchase a dedicated preschool-parent computer station, to encourage digital literacy among our younger learners.

Hultquist Foundation

The library was awarded a grant from the Hultquist Foundation for \$5,200, to purchase additional equipment. The library needs various pieces of maintenance equipment to help keep the library clean and safe for patron use.

Library Usage Report - November 2021	
Library Visits	
Days Open	25
Library Visits	6,125
Average Daily Library Visits	245
Year to Date Library Visits (Cumulative)	66,327
Library Borrowers	
New Cards Issued	44
Total Registered resident borrowers	16,091
Total Registered non-resident borrowers	11,053
Materials Use	
Adult Materials	3,567
Adult eBooks & eAudio	1,972
Children's Materials	2,090
Children's eBooks & eAudio	108
Video Materials	1,879
Microform Viewed	200
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)	264
Emailed print jobs	159
Internet Use (# of sessions)	788
Internet Use (# of minutes)	72,153
Adult Computer logins	612
Teen Computer logins	132
Children's Computer logins	44
Computer Lab Sessions in PCC	63
Rosetta Stone Library Solution (# of minutes used)	273
Rosetta Stone Library Solution (cumulative # of users)	309
NY Times On-Site Sessions	1596
NY Times Off-Site Sessions	69
Wall Street Journal On-Site Sessions	4
Wall Street Journal Off-Site Sessions	74
Ancestry.com searches	183
Heritage Quest searches	187
ABC Mouse active users	3
NOVELny searches	456
Consumer Reports - Visits	15
Consumer Reports - Page Views	153
Chilton's Vehicle Repair - searches	5
Programs	
Children's programs- # offered	33
Children's programs - attendance	278
Teen programs- # offered	5
Teen programs- attendance	35
Adult programs- # offered	8
Adult programs- attendance	32
Technology Classes - # offered	1
Technology Classes - attendance	5
1-On-1 Technology Device Instruction	6
Library Outreach sessions - # offered	0
Library Outreach sessions - attendance	450
HSE/GED Classes - # offered	6
HSE/GED Classes - attendance	8
Aspire Job Training - # offered	10
Aspire Job Training - attendance	30
Room Use	
Non-Library Sponsored Room Use - # of sessions	25
Non-Library Sponsored Room Use - attendance	161
Library Sponsored Room Use - # of sessions	74
Library Sponsored Room Use - attendance	426
Social media & Webpage views	
Facebook - Daily Total Reach	37,294
Prendergast Library Home Page Views	7,626
Facebook Followers	3,294
Twitter Followers	781
Instagram Followers	1,038



PrendergastLibrary

Focusing on Your Future

Exam Proctoring Policy

The Library may proctor exams for registered library card holders in good standing, subject to availability of staff. A minimum of one week advance notice is required before any exam will be proctored. In addition, all exam taking requirements and forms must be received from the issuing institution before any tests are taken. Those who would like the Library to proctor an exam should contact the Library at 716-484-7135 Ext. 253. The Library charges \$50.00 per hour for this service but no more than \$75.00 per exam. Payment must be made before the exam is taken. The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the James Prendergast Library:

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

James Prendergast Library Association
Cash Sources
November 30, 2021

REVENUE REPORT	Receipts This Month Nov-21	Receipts YTD Beg - Nov 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	5,200.00	64,700.00	73,550.00	8,850.00	87.97%
COUNTY FUNDING					
. CCLS - BOOK PLAN	2,692.95	10,771.89	13,400.00	2,628.11	80.39%
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	0.00	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	1,192.05	15,864.01	13,000.00	-2,864.01	122.03%
. COPY MACHINE	0.00	930.30	1,000.00	69.70	93.03%
CCLS					
. CCLS RENTAL INCOME	4,666.67	51,333.33	56,000.00	4,666.67	91.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,224.50	18,048.50	20,000.00	1,951.50	90.24%
. FUNDRAISING	6,246.29	50,871.81	75,000.00	24,128.19	67.83%
. ESTATES	0.00	6,000.00	0.00	-6,000.00	0.00%
. MEMORIALS	250.00	2,900.00	2,000.00	-900.00	145.00%
OTHER					
. INTEREST EARNED	1.55	144.46	1,000.00	855.54	14.45%
. REFUNDS	0.00	0.00	0.00	0.00	0.00%
Total Income	21,474.01	462,335.67	987,440.00	525,104.33	46.82%

James Prendergast Library Association
Expenses
November 30, 2021

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Nov-21	Beg - Nov 2021	2021		
· SALARIES - STAFF	42,123.04	449,591.59	508,850.00	59,258.41	88.35%
· SALARIES - MAINTENANCE	2,279.24	25,071.64	32,951.00	7,879.36	76.09%
· RETIREMENT BENEFITS	56,194.00	56,194.00	58,790.00	2,596.00	95.58%
· SOCIAL SECURITY BENEFITS	3,301.44	35,052.47	41,448.00	6,395.53	84.57%
· 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	4,035.12	40,913.04	42,916.00	2,002.96	95.33%
· EAP	87.50	350.00	350.00	0.00	100.00%
· TRAINING & CONT ED	234.00	960.56	4,500.00	3,539.44	21.35%
MATERIALS					
· MATERIALS	14,670.87	68,051.77	110,000.00	41,948.23	61.87%
BUILDING EXPENSES					
· UTILITIES	3,358.76	43,715.83	51,184.00	7,468.17	85.41%
· BLDG & CUSTODIAL SUPPLIES	623.26	3,932.38	6,000.00	2,067.62	65.54%
· BLDG MAINT & REPAIR	396.00	20,404.61	24,634.00	4,229.39	82.83%
· INSURANCE - BLDG & LIABILITY	0.00	10,802.00	11,735.00	933.00	92.05%
· PROGRAMS	282.47	2,787.92	5,000.00	2,212.08	55.76%
· MISC BUSINESS FEES	982.76	6,000.61	13,000.00	6,999.39	46.16%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	57.23	15,546.20	19,405.00	3,858.80	80.11%
· OFFICE & LIBRARY SUPPLIES	518.15	7,136.89	11,000.00	3,863.11	64.88%
· GRANT EXPENSES	3,849.23	59,007.16	0.00	-59,007.16	0.00%
· FUNDRAISING	445.25	3,949.58	7,000.00	3,050.42	56.42%
· COPY MACHINE EXPENSE	484.71	3,378.95	4,400.00	1,021.05	76.79%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	122.50	3,000.00	2,877.50	4.08%
· PROFESSIONAL FEES	161.84	12,514.01	15,000.00	2,485.99	83.43%
· OUTREACH	5.40	194.49	500.00	305.51	38.90%
· PUBLICITY	22.67	962.70	1,600.00	637.30	60.17%
· EQUIPMENT	0.00	1,000.00	3,550.00	2,550.00	0.00%
Total Expense	134,112.94	874,938.10	987,440.00	112,501.90	88.61%

James Prendergast Library Association

Balance Sheet

November 30, 2021

Nov 30, 21

ASSETS

Current Assets

Checking/Savings

1000 · JSB - OPERATING FUND	32,763.26
1050 · JSB - MONEY MARKET	1,230.56
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.07
1080 · Jamestown Savings Bank - CARF	68,579.77
1090 · Unemployment Fund	2,668.20

Total Checking/Savings 107,253.88

Accounts Receivable

1240 · DUE FROM CCLS	10.39
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Total Accounts Receivable 10.39

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 160,115.27

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	6,531,271.06
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	1,432,790.04

Total 1555 · ENDOWMENT FUND 8,189,193.78

1560 · Snitger Gift Fund 37,768.07

Total Other Assets 8,226,961.85

TOTAL ASSETS 10,425,933.94

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	72.69
2040 · PREMIUMS - FLEX	

James Prendergast Library Association

Balance Sheet

November 30, 2021

2040.01 · HEALTH INS FLEX	429.22
2040.02 · DENTAL FLEX	159.52
2040.03 · AFLAC	16.00
2040.04 · VSP	46.68
Total 2040 · PREMIUMS - FLEX	<u>651.42</u>
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	448.03
2110 · ACCRUED VACATION	26,725.36
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>123,323.76</u>
Total Current Liabilities	<u>123,323.76</u>
Total Liabilities	123,323.76
Equity	
3085 · With Donor Restrictions	355,017.44
3080 · Without Donor Restrictions	8,913,161.97
3070 · FUND BALANCE	692,022.78
Net Income	342,407.99
Total Equity	<u>10,302,610.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,425,933.94</u></u>