

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on December 16, 2021**

President, Dan Hickman called to order the Board of Trustees Meeting at 5:16PM.

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

Absent: Joni Blackman

Staff present: Annie Greene, Tress Williams and Jen Champ

1. Public present – (3) – 2 potential new Board members, Abbey Soffel and Judith Long, were in attendance and introduced themselves.
2. Consent Agenda – A motion was made (Dan Hickman/Maggie Scorse), passed and carried to accept the agenda as listed with the addition of 2 items under Unfinished Business and to approve the minutes of the previous meeting.
3. Director’s Report/Statistics – (November)

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 Open House held on November 11 which showcased the new collection items including science kits, board games (very popular) and literacy theme boxes; making good use of CBA funding, the library has added several new Spanish books and subscribed to the Wall Street Journal; over \$500 was raised during the Give Tuesday Campaign and the funds were used to purchase new furniture for the Teen Area; and the Library received a grant of \$5200 from the Hultquist Foundation to be used for the purchase of additional maintenance equipment.

4. Fundraising Committee Report –

ED Annie Greene reported that the JPL tee-shirt has been designed and are awaiting printing. They will go on sale in January of 2022. She noted that past donations from Cummins Engine have always gone towards sponsorship of the Literacy Run and had been considered a fund raiser contribution. Cummins has changed that to a grant – it is now listed under grants and is not reflected in the fundraising budget. The 2022 fundraising plan will be presented at the January meeting.

5. Nominating Committee Report –

- a) Chair Lynn Warner made a motion to accept the nomination of Abbey Soffel and Judith Long as new Board members. The motion was seconded by Dan Hickman and passed unanimously.
- b) Election of Trustees – A motion was made (Maggie Scorse/Lori Fabritius) passed and carried to accept the election of Michael Corey and Frank Corapi for second terms.
- c) Election of Officers – A motion was made (Lynn Warner/Frank Corapi), passed and carried to accept the following slate of officers for 2022 –

President – Dan Hickman

Vice President – Ned Lindstrom

Treasurer – Michael Corey
Secretary – Cassie Blakeslee

6. Treasurer's Report –

Treasurer Mike Corey presented the monthly financials for November. He noted that the income was down because as of November 30th, the City of Jamestown had not forwarded the payment owed (the Library received the funds this week and will the amount will be reflected in the December report). Otherwise all areas were within expected ranges. A motion was made (Cassie Blakeslee/Maggie Scorse), passed and carried to accept and file said report.

7. Strategic Plan Committee Report –

ED Annie Greene said that while no meeting had been held in November, significant progress had been made on the Plan. The 2021 Report will be presented at the January meeting.

8. New Business –

- a. Update check signer Resolution - A motion was made Mike Corey/Maggie Scorse), passed and carried to accept the updated Resolution as follows:

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2022, only the following people will be allowed to sign checks for JPLA bank accounts at Northwest Savings:

1. Dan Hickman – President
2. Ned Lindstrom – Vice President
3. Michael A Corey – Treasurer
4. Kathleen Blakeslee – Secretary
5. Annie Greene – Executive Director
6. Janet Mescall – Business Office Manager only allowed to sign checks from the Special Account

Resolution Regrading Authorized Signature for Bank Accounts

The James Prendergast Library Association Board of Trustees approves the following;

Effective January 1, 2022, the following people are no longer authorized to sign checks for JPLA bank accounts at Jamestown Savings Bank/Northwest Savings:

1. Micki McCray

- b. Proctoring Policy – A motion was made (Lori Fabritius/Mary Zdrojewski), passed and carried to accept the updated Proctoring Policy as presented by ED Annie Greene.

9. Unfinished Business –

- a. President Dan Hickman asked for the status of on the hybrid meeting technology and implementation. ED Annie Greene explained we've received the device but everyone is still learning how best to utilize it. It is expected to be up and functioning by the January meeting.
 - b. President Dan Hickman and ED Annie Greene both took the opportunity to thank the 4 outgoing board members – Micki McCray, Lynn Warner, Maggie Scorse and Lori Fabritius – for their contributions to the Board and JPL over the past several years and stated their experience and council will be missed.
10. Next meeting is January 20, 2022 at 5:15pm – place TBD
 11. A motion was made (Lynn Warner/Lori Fabritius), passed and carried to adjourn at 5:51pm.

Respectfully Submitted by
Micki McCray
Secretary

DIRECTOR'S REPORT/ December 2021

PROGRAMS & SERVICES

Murray L. Bob Lecture

On December 2, we hosted the annual Murray L. Bob Lecture at the Library. The lecturer was Sony Ton-Aime, Director of Literacy Arts at Chautauqua Institution. Sony's lecture focused on writing to bridge differences. We had 38 people attend. After the talk, participants enjoyed creating poems with Chautauqua Mobile Poetry Makerspace. The Poetry Makerspace is currently in the Library's front lobby through the end of January.

Gingerbread Workshop

The Gingerbread workshop was offered as either a take-and-make or in-person program. The in-person program was split into two sessions, and we used both the Community Room and the Fireplace Room to increase social distancing. We had 56 participants, and many families remarked that the take-and-make option is perfect for the busy holiday season.

Pop-it Party in the Makerspace

The Makerspace was busy all month, as we see new families visiting the space. On December 28, we had a Pop-it Party in the Makerspace. Children decorated Pop-its and participated in a Pop-it Lego challenge. In addition, we had several sensory play activities. This was a great opportunity to introduce the Makerspace to families who hadn't been here before.

COLLECTION

Materials on the Move

Staff moved the library's audiobooks, newspapers, and magazines to the front of the library to make them more accessible. This collection has expanded recently and this new location will help patrons notice the new titles.

CBA Funds

CBA spending for 2021 has been completed. Notable additions using CBA funds are access to the Wall Street Journal Online for the entire Chautauqua-Cattaraugus Library System and restoring three newspaper subscriptions that were cut due to budget constraints in previous years.

New Collection Items Circulation

New non-traditional items added to the collection (Theme Boxes, Science Kits, and Board Games) are circulating well. These 77 items have circulated 183 times. Most of the items have only been available since October.

Large Print Collection

Our Large Print collection circulation has rebounded to pre-pandemic numbers. In 2021, Large Print items circulated 3250 times compared to 3207 in 2019. This area was part of the focus of the 2021 CRCF grant. We added around 200 items to this collection in 2021.

OUTREACH & PARTNERSHIPS

Chautauqua County Humane Society

On December 27, the Library partnered with the Chautauqua County Humane Society to hold a free pet food distribution drive-up event in the Library's parking lot. Over 7000 pounds of food was distributed, and 941 dogs and cats were served!

St. Susan Center

We delivered seven boxes of new Scholastic books from the Cummins Literacy Grant to St. Susan's Center before the holidays. The books were distributed during St. Susan's holiday meal program. The books ranged from board books to middle grade novels, and included popular series like Magic Treehouse and A-Z Mysteries.

Keeping Each Other Warm

Once again, the Library has a Keeping Each Other Warm clothesline right by our front entrance doors. The clothesline is stocked with hats, gloves, socks, and scarves that community members can take for free if they need warm clothing. Several community members have donated items for the line, including the Jefferson Middle School Band students.

YMCA

The YMCA enjoyed using the library's Makerspace and playing Minecraft in the computer lab during Winter Break. The group visited the library twice during break. We always look forward to groups visiting the Makerspace.

LIBRARY NEWS

Cummins Grant

We received a grant from Cummins for the 2022 Summer Reading Program and Early Literacy Outreach. The \$6,652.06 is used to purchase books to give out at community events and during our Summer Reading program.

CCLS Adult Literacy Grant

We received a \$650.00 grant from the Chautauqua-Cattaraugus Library System to help fund our ongoing crafting club on Thursday evenings. A librarian provides instruction in crafting skills such as crocheting and knitting, and leads guided activities such as creating beeswax candles.

Staffing

Danielle Bertolini was promoted to Assistant Library Manager effective January 1, 2022.

| Library Usage Report - December 2021 | |
|--|-----------------|
| Library Visits | |
| Days Open | 24 |
| Library Visits | 6,016 |
| Average Daily Library Visits | 251 |
| Year to Date Library Visits (Cumulative) | 72,343 |
| Library Borrowers | |
| New Cards Issued | 30 |
| Total Registered resident borrowers | 16,090 |
| Total Registered non-resident borrowers | 11,056 |
| Materials Use | |
| Adult Materials | 4,213 |
| Adult eBooks & eAudio | 1,991 |
| Children's Materials | 2,757 |
| Children's eBooks & eAudio | 87 |
| Video Materials | 1,921 |
| Microform Viewed | 64 |
| Reference Questions & Services | |
| Single Service Point Reference Questions | 1,978 |
| Technology Questions | 912 |
| Faxes (# sent or received) | 43 |
| Technology & Virtual Services | |
| Wi-Fi Use (# of visitors) | 201 |
| Emailed print jobs | 202 |
| Internet Use (# of sessions) | 793 |
| Internet Use (# of minutes) | 77,458 |
| Adult Computer logins | 524 |
| Teen Computer logins | 209 |
| Children's Computer logins | 60 |
| Computer Lab Sessions in PCC | 70 |
| Rosetta Stone Library Solution (# of minutes used) | 13 |
| Rosetta Stone Library Solution (cumulative # of users) | 310 |
| NY Times On-Site Sessions | 1691 |
| NY Times Off-Site Sessions | 71 |
| Wall Street Journal On-Site Sessions | 2 |
| Wall Street Journal Off-Site Sessions | 33 |
| Ancestry.com searches | 638 |
| Heritage Quest searches | 244 |
| ABC Mouse active users | 13 |
| NOVELny searches | 526 |
| Consumer Reports - Visits | 7 |
| Consumer Reports - Page Views | 102 |
| Chilton's Vehicle Repair - searches | waiting on data |
| Programs | |
| Children's programs- # offered | 34 |
| Children's programs - attendance | 477 |
| Teen programs- # offered | 11 |
| Teen programs- attendance | 66 |
| Adult programs- # offered | 3 |
| Adult programs- attendance | 48 |
| Technology Classes - # offered | 1 |
| Technology Classes - attendance | 3 |
| 1-On-1 Technology Device Instruction | 1 |
| Library Outreach sessions - # offered | 1 |
| Library Outreach sessions - attendance | 208 |
| HSE/GED Classes - # offered | 5 |
| HSE/GED Classes - attendance | 6 |
| Aspire Job Training - # offered | 9 |
| Aspire Job Training - attendance | 27 |
| Room Use | |
| Non-Library Sponsored Room Use - # of sessions | 23 |
| Non-Library Sponsored Room Use -attendance | 143 |
| Library Sponsored Room Use - # of sessions | 69 |
| Library Sponsored Room Use - attendance | 760 |
| Social media & Webpage views | |
| Facebook - Daily Total Reach | 47,767 |
| Prendergast Library Home Page Views | 6,836 |
| Facebook Followers | 3,307 |
| Twitter Followers | 781 |
| Instagram Followers | 1,039 |

PROGRAMMING & EVENTS

FEB. 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|--|--|--|---|
| <p>Hours Monday-Friday 9:00-7:00 Saturday 10:00-4:00</p> | <p>1 First Years Storytime Theme: Groundhog Day 10:30-11:30 Makerspace: Robots 3:30-5:00 BOCES HSE/GED Class 4:00-7:00</p> | <p>2 Family Storytime Theme: Lunar New Year 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: Lego Mindstorms 3:30-5:00</p> | <p>3 Makerspace: Make a Birdfeeder 3:30-5:00 Minecraft Club Survival 3:30-4:30 Crafting Club: BYO 5:00-7:00</p> | <p>4 Coloring Creative All Day Makerspace: 3-D Printing 3:30-5:00</p> | <p>5 <i>Take Your Child to the Library Day!</i> Makerspace: Sensory Play Saturdays 11:00-11:45</p> | |
| <p>6 Closed</p> | <p>7 Minecraft Club Creative 3:30-4:30 Makerspace: Perler Beads 3:30-5:00 Class: Intro to Excel 5:30-6:30 BOCES HSE/GED class 4:00-7:00</p> | <p>8 First Years Storytime Theme: Numbers 10:30-11:30 Makerspace: Rigamajig 3:30-5:00 BOCES HSE/GED Class 4:00-7:00</p> | <p>9 Family Storytime Theme: Incredible Me 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: 3-D Printing 3:30-5:00</p> | <p>10 Makerspace: Nature Journal 3:30-5:00 Minecraft Club Creative 3:30-4:30 Audubon's Rebel Nature Journal Class 4:00-5:30 Crafting Club: Beeswax Candle Making 5:00-7:00</p> | <p>11 Coloring Creative All Day Makerspace: Video Shorts 3:30-5:00</p> | <p>12 Makerspace: Sensory Play Saturdays 11:00-11:45</p> |
| <p>13 Closed</p> | <p>14 Minecraft Club Survival 3:30-4:30 Makerspace: Woven Paper Hearts 3:30-5:00 BOCES HSE/GED class 4:00-7:00</p> | <p>15 First Years Storytime Theme: Love is Love 10:30-11:30 Makerspace: Lego Challenge 3:30-5:00 BOCES HSE/GED Class 4:00-7:00</p> | <p>16 Family Storytime Theme: Love is Everywhere 10:30-11:30 Creative Writing Group: 3:00 Makerspace: 3:30-5:00 Snap Circuits Genealogy Workshop 5:30-6:30</p> | <p>17 Makerspace: Clay Sculpting 3:30-5:00 Minecraft Club Survival 3:30-4:30 Crafting Club: BYO 5:00-7:00</p> | <p>18 Coloring Creative All Day Makerspace: 3-D Printing 3:30-5:00</p> | <p>19 Makerspace: Sensory Play Saturdays 11:00-11:45</p> |
| <p>20 Closed</p> | <p>21 Closed</p> | <p>22 First Years Storytime Theme: Babies 10:30-11:30 Makerspace: Cubelets 3:30-5:00 BOCES HSE/GED Class 4:00-7:00</p> | <p>23 Family Storytime Theme: Dinosaurs 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: 3-D Printing 3:30-5:00</p> | <p>24 Makerspace: Patterns and Point 3:30-5:30 Minecraft Club Creative 3:30-4:30 Crafting Club: Mason Jar Luminaries 5:00-7:00</p> | <p>25 Coloring Creative All Day Makerspace: Robots 3:30-5:00</p> | <p>26 Audubon's Nature Discovery Center at the Library 11-2 Makerspace: Sensory Play Saturdays 11:00-11:45 Take & Make: Paint a Winter Scene Kit</p> |
| <p>27</p> | <p>28 Minecraft Club Survival 3:30-4:30 Makerspace: Paper Plate Weaving 3:30-5:00 BOCES HSE/GED class 4:00-7:00</p> | | | | | |



PrendergastLibrary
 Focusing on Your Future.

James Prendergast Library
 509 Cherry Street
 Jamestown, NY 14701
 716-484-7135
www.prendergastlibrary.org

PRENDERGAST LIBRARY

PROGRAMMING & EVENTS: FEB. 2022

SENSORY PLAY SATURDAYS

11:00-11:45

IN THE MAKERSPACE

Ideal for toddlers through preschool. Join us every Saturday in the Makerspace for rotating stations that explore different components of sensory play. Children must be accompanied by an adult.

Stations include: Texture & Color, Mold & Dig, Scoop & Pour, Snap & Pop and more!

MINECRAFT

MONDAYS & THURSDAYS

3:30-4:30

Participate in a multiplayer game using Minecraft Creative or Survival Modes.

Registration recommended.

CRAFTING CLUB

THURSDAYS

5:00-7:00

Craft with the library! Participants are encouraged to bring their own projects and share skills. This month make a beeswax candle and mason jar luminary. Children under 12 need to be accompanied by an adult.

COLORING CREATIVE

FRIDAYS ALL DAY

MAKERSPACE MONDAY-FRIDAY 3:30-5:00

DROP-IN STATIONS

MONDAY ARTS & CRAFTS

Arts & Crafts focused activities every Monday in the Makerspace.

TUESDAY TIME TO TINKER

Tinker, explore, and build using traditional and new Makerspace concepts.

WEDNESDAY TECH

Staff-led activities focused on technology concepts. Every 2nd and 4th Wednesday is 3-D printing day.

ROTATING STAFF-LED ACTIVITIES

THURSDAY TIME TO TINKER

Tinker, explore, and build using traditional and new Makerspace concepts.

FRIDAY TECH

Staff-led activities focused on technology concepts. Every 1st and 3rd Friday is 3-D printing day.

CLASSES

GENEALOGY WORKSHOP

3RD WEDNESDAY OF THE MONTH

5:30-6:30

Drop in to learn more about genealogy research and library resources. Work on your own projects and network with other genealogists.

INTRO TO EXCEL

MONDAY, FEBRUARY 7

5:30-6:30

Learn the fundamental skills necessary to create and manipulate a Microsoft Excel spreadsheet. Topics include the ribbon, entering data and formulas, moving and copying data & formatting cells.

STORYTIMES

STORIES, SONGS & STEAM

TUESDAYS AT 10:30:

FIRST YEARS, AGES 0-3

WEDNESDAYS AT 10:30:

FAMILY STORYTIME, ALL AGES

Enjoy picture books, poems, and songs, as well as active play and exploration of early STEAM concepts. All ages welcome!

Every week is a different theme. This month's themes include Babies, Incredible Me, Dinosaurs, and Numbers.

MURRAY L. BOB COMMUNITY

EDUCATION INITIATIVE

Join the Audubon for
Rebel Nature Journal Workshop

Feb. 10th 4:00-5:30

Registration Required.

Call 716-484-7135, ext. 226

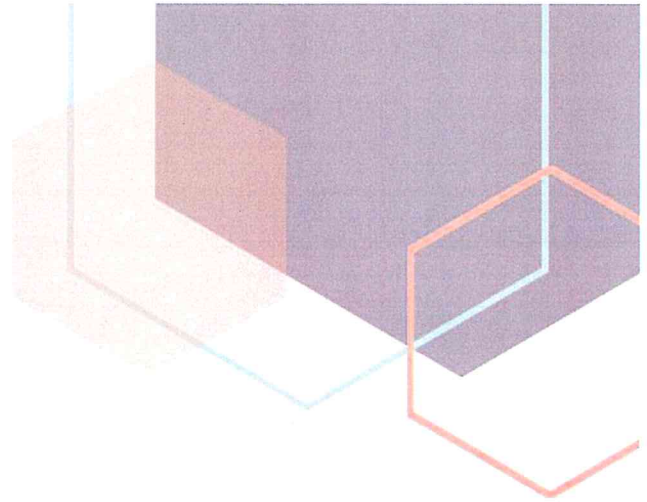
Using Audubon's staff-written Rebel Nature Journal, educators will lead teens and adults through some of the exercises that combine nature observation with journaling. All participants receive a journal to keep.

Audubon's Nature Discovery Station

Feb. 26 11:00-2:00

Explore and interact with natural materials at this discovery opportunity for families presented by the Audubon Nature Center.





Strategic Plan Report

Results for the year 2021

This report reflects on year one of the Prendergast Library's 2021-2024 Strategic Plan. The report provides updates on plan goals and subsequent achievements, challenges, and continuation actions needed. In addition, library statistics from 2020 and 2021 provide context for the data collected in the report.

James Prendergast Library 2021 Strategic Plan Report

Goal One: Quality and sustainable services and programming that supports life-long learning in the community

Indicators of success:

- Development of a new program plan that reaches teens 13-17
- Development of a new program plan that reaches seniors 65+
- Development of a new program plan that reaches educators (homeschool, public school, or daycare)
- Increased use of library services and resources by K-12 students
- Increase in the number of new cards issued to K-12 students
- Increased attendance at library programs
- Increased knowledge and awareness of library services to underserved populations: ESL Community, people with disabilities, and Veterans

| Achievements | Challenges | Notes on Continuation |
|---|---|---|
| <ul style="list-style-type: none"> • In 2021, attendance at library programs reached record levels, with some programs having over 100 people. • We offered more programming throughout the week; for example, we added a second Minecraft Club and a third Storytime. • We developed a new program, "DIY Crafting," to reach new audiences. • We added new collection items, such as Science Kits, Literary Theme Boxes, and Board Games, ideal for classroom and daycare use. | <ul style="list-style-type: none"> • The pandemic has created roadblocks for seniors in care centers to use the library or library staff to visit nursing homes or assisted living facilities. • As teachers and students returned to a full-day school in the fall of 2021, they were overwhelmed with new procedures, and significant time was needed to help children who fell behind during the pandemic. It is not the right time to introduce new programming to schools. | <ul style="list-style-type: none"> • In consideration, new Makerspace programs focused on using STEAM materials to create therapeutic activities for seniors, especially those with dementia or memory loss. |

James Prendergast Library 2021 Strategic Plan Report

Goal Two: A well-maintained and innovative library collection that meets the community's educational needs

Indicators of success:

- Staff met regularly to discuss the collection
- Increase in digital resources
- Patron feedback used to inform collection selections
- Provided access to non-traditional items for all ages
- Book and media selections reflect community programs

| Achievements | Challenges | Notes on Continuation |
|--|---|--|
| <ul style="list-style-type: none"> • Added new databases, such as Consumer Reports and Chilton. • Invested more funds into eBooks and eAudiobooks. • Created three patron surveys, one of which was "library of things," with over 50 responses. • Developed a new alternative collection, including theme boxes, science kits, and board games. | <ul style="list-style-type: none"> • Loss of eMagazines. • Need to develop a system to evaluate which community programs are a priority for material selection. • Diversity audits take a significant amount of time. Therefore, it will take staff time to complete this process. | <ul style="list-style-type: none"> • Purchase related materials with enough lead to be available when programs occur. |

James Prendergast Library 2021 Strategic Plan Report

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

Indicators of Success:

- Streamlined access to digital resources
- Quicker response by staff to technology issues
- Updated hardware to improve performance and reliability
- Increase participation in technology-based STEAM programming
- Reduced patron complaints regarding computer labs and printing
- Improved audio and presentation quality in meeting rooms and community spaces
- Utilize technology during outreach events

| Achievements | Challenges | Notes on Continuation |
|---|--|---|
| <ul style="list-style-type: none"> • Updated the website to create a better user experience, highlight library resources and databases, and improve accessibility. • Added links to library digital resources on the desktop to all public computers. • Created an IT Librarian staff position. • Purchased new servers, printers, and copiers. • Purchased new laptops to use in the Makerspace for STEAM Programming. • Purchased new audio equipment for Fireplace Room. • Installed new computer management system CASSIE. • Updated software and drivers on all public computers. • Purchased and installed a new public lab printer. | <ul style="list-style-type: none"> • Need new tablets to run STEAM programming and outreach efficiently. • Wireless printing is not available to patrons. • Adult computer labs need SDD to improve computer performance. • Develop a system to register patrons for library cards and check out books at outreach events. | <ul style="list-style-type: none"> • Reevaluate laptop setup in Fireplace Room and add more audio equipment into Community Room. |

James Prendergast Library 2021 Strategic Plan Report

Goal Four: A well-trained and efficient staff that delivers service most effectively

Indicators of Success:

- Decreased amount of incident reports
- HR processes updated and improved
- Increased professional development opportunities for staff
- Increased patron satisfaction
- Increased staff communication
- Created and involved staff in various committees

| Achievements | Challenges | Notes on Continuation |
|---|--|--|
| <ul style="list-style-type: none"> • Created Building Attendant positions and patron incident reports have significantly decreased. • Streamlined the staff onboarding process • All staff training is documented. • Management has seen a decrease in documented and verbal patron complaints and an increase in written and verbal complimentary reports regarding services from staff. • Increased staff meetings from once a month to twice monthly • Developed collections, grants, and programming committees which all meet regularly. | <ul style="list-style-type: none"> • Due to COVID, there appears to be an increase in challenging patron behaviors. | <ul style="list-style-type: none"> • Increase staffing levels to meet growth in services, programs and community needs. |

James Prendergast Library 2021 Strategic Plan Report

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

Indicators of Success:

- Increased the number of community collaborators
- Developed a new volunteer program
- Recruited new volunteers
- Created new outreach programs
- Tracked how many patrons used library services via outreach, for example color-coded library card applications
- Participated in various community events throughout the year
- Staff spoke at community programs/meetings

| Achievements | Challenges | Notes on Continuation |
|--|--|--|
| <ul style="list-style-type: none"> • Worked with several community organization during the Summer Reading Program, including CCHS, Jamestown Police and Fire Depts., Infinity, and CCE • Had booths at the Jamestown Public Market and Audubon's Monarch Festival • Hosted the Jamestown Mobile Market at the library every Wednesday from June through October. • Served YMCA Grab-&-Go meals at the library. • Created a new outreach page on the website to update the community on programs we offer. | <ul style="list-style-type: none"> • Staffing needs limit the amount of outreach we can do monthly. • COVID impacted how many in-person outreach events were offered in 2021. • Need to find an easy and effective way to reach teachers in the Jamestown Public Schools. | <ul style="list-style-type: none"> • More targeted outreach to groups underserved by the library. • Need to develop a plan for signing people up for a library card when at outreach programs. |

James Prendergast Library 2021 Strategic Plan Report

Goal Six: A community that understands the role, services, and importance of the library

Indicators of Success:

- Increased community awareness of library materials, programs, and services
- Increased use of library materials, programs, and services
- Appropriate public relations platforms and content utilized to meet community interests
- Increased level of engagement with library social media accounts
- Strengthened partnerships with community organizations through cross-promotion of programs and events
- Representation of library staff, volunteers, and patrons in public relations materials

| Achievements | Challenges | Notes on Continuation |
|---|--|---|
| <ul style="list-style-type: none"> • Increase in social media followers. • Recurring social media initiatives to highlight collection, staff, and more on a weekly or monthly basis. • Increased social media engagement with library posts shared by other organizations. | <ul style="list-style-type: none"> • Limitations on physical library space due to COVID include program restrictions and decreased physical checkouts. • PR appearing in external media (newspapers, radio, etc.) is dependent upon an outside organization. • Maintaining consistency and branding as multiple staff contribute to PR. | <ul style="list-style-type: none"> • Consider new social media platforms and evaluate platform suitability for different types of content. • Improve patron representation in PR and include patron voices. |

James Prendergast Library 2021 Strategic Plan Report

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

Indicators of Success:

- Upgraded collection storage and display materials
- Redesigned library front lawn to increase outdoor programming and library usage.
- Increased number of outdoor programs
- Improved facility plans that outlined priority projects for Public Library Construction grants
- Redesigned library technology areas that improve accessibility and connection
- Upgraded library maintenance equipment
- Improved the natural landscape that includes native species and pollinator plants

| Achievements | Challenges | Notes on Continuation |
|---|--|--|
| <ul style="list-style-type: none"> • Submitted a NY State Construction Grant to create a library patio and walkway on the front lawn. • Held nine weeks of Wednesday outdoor programming that reached over 1000 people. • Planted a butterfly garden. • Created a new 3-year facility plan. | <ul style="list-style-type: none"> • Need to work with a professional designer to determine the best way to redesign the library space and display materials. | <ul style="list-style-type: none"> • Work with local nurseries and garden clubs to enhance the butterfly garden and create a new edible garden. |

James Prendergast Library 2021 Strategic Plan Report

Goal Eight: A library that is sustainable for generations to come

Indicators of Success:

- Reduced reliance on the endowment to fund yearly operations
- Improved Booksale processes to increase annual sales
- Created new fundraisers that drew new audiences and increased profits
- Reduced heating and cooling costs by investing in energy-efficient alternatives
- Provided new opportunities for volunteers to assist with fundraising activities
- Created new sponsorship opportunities
- Reorganized the library's grant plan to focus on long-term capital projects

| Achievements | Challenges | Notes on Continuation |
|---|--|--|
| <ul style="list-style-type: none"> • Reduced endowment withdraw by 3% for 2022. • Managed the 2021 fiscal year without needing to withdraw quarterly endowment income. • Created Booksale stamp cards and gift box sets to draw attention to the Booksale. • Held a new fundraiser; The Jim Roselle Community Scavenger Hunt. There were 22 participants, many of who haven't participated in past events. • Create a new volunteer program that focuses on events and outreach opportunities. • Applied for NYS Construction Grant to complete step one of a long-term facility plan. • Completed energy audit of the building. | <ul style="list-style-type: none"> • COVID impacted the budget in 2020, especially in terms of Booksale sales and other income from printing and fees. • New fundraisers often take a few years to build an audience. • Cummins Engine donated \$5,000 towards the Run for Literacy as a sponsor. They changed how they distribute their money and now require grant submissions. The \$5,000 we used to get for sponsorship can no longer show up in fundraising. It is now showing up in the Grants line, which significantly reduced our fundraising line. | <ul style="list-style-type: none"> • Need to create a sponsorship packet to generate new sponsors and retain those who have previously supported the library. |



2022 Prendergast Library Fundraising Plan

| Month | Fundraising Activity | Budget | Projected Profit | Details | Goals |
|---------------|---|---------|------------------|---|--|
| All Year 2022 | Bags & T-Shirts: Bags have Library logo; T-Shirts have original artwork from local artist, Ashley Ordines | \$2,300 | \$3,250 | Order bags and t-shirts to sell in the library and online. Cost \$4 per bag and \$25 adult t-shirts. | <ol style="list-style-type: none"> 1. Support a local artist. 2. Celebrate public libraries. 3. Promote the library. |
| All Year 2022 | Amazon Smile | \$00.0 | \$750 | The Library has an Amazon Smile account set up – this allows people to donate a small percentage of their spending on Amazon to the Library. | <ol style="list-style-type: none"> 4. Increase Promotion. 5. Train Staff. |
| May 21, 2022 | Jim Roselle Community Scavenger Hunt & Community Block Party | \$500 | \$1,000 | Block Party involves community organizations who have tables with information about their programs and services. Library will staff lawn games, food table (donated), storytimes, makerspace activities and crafts. Scavenger Hunt tent staffed by board members and volunteers. Scavenger Hunt: \$10 for Adults (children are free). | <ol style="list-style-type: none"> 1. Foster community partnerships. 2. Increase community outreach and engagement. 3. Celebrate the public library as a community anchor for revitalization and relationship building. 4. Gain new library supporters. 5. Create a yearly event that provides fun educational opportunities for the community. 6. Board members commit to selling 10 tickets each. 7. Goal is to sell 200 tickets total. |
| June 2022 | Give Big CHQ: Campaign Theme: Give Big for Summer Reading in the Parks | \$0.00 | \$3,000 | Create an online campaign informing the community about the new 2022 <i>Summer Reading in the Parks Program</i> which will take place every Thursday from June 30 - August 25 rotating between four area parks; Allen, Jackson-Taylor, Lillian Dixon and Bergman. | <ol style="list-style-type: none"> 1. Raise funds to support the new "Summer Reading in the Parks Program." 2. Publicize the new program. |

| | | | | | |
|---------------|---|----------------|-----------------|--|--|
| June 2022 | Fundraising Letter: Campaign theme, <i>Dreams Do Come True</i> | \$1,600 | \$33,000 | Spring Annual Appeal Letter. | <ol style="list-style-type: none"> 1. Let the community know about the 2021-2023 Library Construction Grant Request. 2. Inform the community how we intend to use the new outdoor space. 3. Ask for support for the new programs that will take place in this space. 4. Increase the number of community members who receive the Annual Appeal Letter. |
| Oct. 22, 2022 | Haunted Library | \$1000 | \$1,000 | New fundraiser that features a haunted tour through the library. Volunteers and board members will help with set-up, lead tours and act, and sell tickets. Tickets: \$5 for children, \$10 for adults. Investment this year will be in supplies that can be used in following years. Invest in promotional materials to raise awareness about the event and the Library. | <ol style="list-style-type: none"> 1. Create a new event that is family-friendly and affordable. 2. Celebrate the history of the library in a fun and unique way. 3. Recruit new volunteers, in particular high school students. 4. Board members commit to selling 10 tickets each. 5. Goal is to sell 200 tickets total. |
| Nov. 2022 | End of Year Fundraising Letter: Campaign Theme, <i>Celebrating a Year of Firsts</i> | \$1,600 | \$33,000 | Fall Annual Appeal Letter. Giving Tuesday will be combined with this Annual Appeal Letter. | <ol style="list-style-type: none"> 1. Communicate a year of firsts – including outdoor programming, parks program, Murray L. Bob Educational Initiative, new staff, new library sign, patio, etc. 2. Ask for support for the new programs, services, and initiatives for 2023. |
| Total | | \$7,000 | \$75,000 | | Total 2022 Fundraising Goal: \$75,000 |

2021 CBA Spending

| | Invoice/Title | # of Volumes | Date | Cost |
|-------------------------------|--|--------------|-----------|----------|
| Continuations | J.K. Lasser's Your Income Tax 2021 | 1 | 1/6/2021 | \$30.91 |
| | Proquest Statistical Abstract of the US 2021 | 1 | 1/19/2021 | \$238.74 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 4/13/2021 | \$154.96 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 4/21/2021 | \$154.92 |
| | The Official ACT Prep Guide, 2021-2022 | 2 | 4/28/2021 | \$75.04 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 6/14/2021 | \$154.96 |
| | Barron's SAT Study Guide 2021-22 | 1 | 6/28/2021 | \$41.08 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 8/11/2021 | \$154.99 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 9/3/2021 | \$154.99 |
| | Guinness World Records 2022 | 1 | 9/10/2021 | \$34.64 |
| | Kovel's Antiques & Collectibles Price Guide | 1 | 9/21/2021 | \$30.29 |
| | Scott Standard Postage Stamp Catalogue 2022 | 2 | 9/22/2021 | \$147.80 |
| | Current Medical Diagnosis and Treatment 2022 | 1 | 10/7/2021 | \$95.05 |
| | | | | |
| Nonfiction Print Books | BT 2035807624 | 4 | 3/15/2021 | \$71.62 |
| | BT 2035807625 | 24 | 3/15/2021 | \$432.72 |
| | BT 2035779581 | | 5/4/2021 | \$617.42 |
| | BT 2035799574 | 5 | 5/18/2021 | \$80.83 |
| | BT 2035928960 | 1 | 5/15/2021 | \$17.22 |
| | BT 2035928961 | 8 | 5/15/2021 | \$143.27 |
| | BT 2035928962 | 5 | 5/15/2021 | \$87.92 |
| | BT 2035837253 | 1 | 5/26/2021 | \$17.74 |
| | BT 2035837254 | 16 | 5/26/2021 | \$291.12 |
| | BT 2035829945 | 1 | 5/27/2021 | \$17.22 |
| | BT 2035829946 | 8 | 5/27/2021 | \$138.46 |
| | BT 2035858830 | 1 | 6/1/2021 | \$17.77 |
| | BT 2035879230 | 8 | 6/5/2021 | \$132.95 |
| | BT 2035858831 | 12 | 6/1/2021 | \$217.14 |
| | BT 2035858832 | 4 | 6/1/2021 | \$71.65 |
| | BT 2035879229 | 2 | 6/5/2021 | \$34.44 |
| | BT 2035907983 | 1 | 6/7/2021 | \$17.77 |
| | BT 2035907984 | 6 | 6/7/2021 | \$122.74 |
| | BT 2035904440 | 4 | 6/8/2021 | \$97.07 |
| | BT 2035904441 | 12 | 6/8/2021 | \$244.12 |
| | BT 2035952253 | 1 | 6/10/2021 | \$11.73 |
| | BT 2035952254 | 9 | 6/10/2021 | \$177.98 |
| | BT 2035971154 | 2 | 7/2/2021 | \$36.21 |
| | BT 2035971155 | 5 | 7/2/2021 | \$82.84 |
| | BT 2035971156 | 2 | 7/2/2021 | \$56.39 |
| | BT 2035976959 | 4 | 7/8/2021 | \$87.64 |
| | BT 2035989388 | 8 | 7/13/2021 | \$142.53 |
| | BT 2035989389 | 5 | 7/13/2021 | \$99.46 |
| | BT 2035973665 | 1 | 7/15/2021 | \$20.27 |
| | BT 2035973666 | 18 | 7/15/2021 | \$319.24 |

| | | | | |
|--|---------------|----|------------|----------|
| | BT 2036027470 | 3 | 7/16/2021 | \$54.43 |
| | BT 2036027471 | 1 | 7/16/2021 | \$12.54 |
| | BT 2036027472 | 4 | 7/16/2021 | \$246.48 |
| | BT 2036075613 | 3 | 7/27/2021 | \$50.60 |
| | BT 2036075614 | 4 | 7/27/2021 | \$81.19 |
| | BT 2036009777 | 5 | 8/2/2021 | \$122.01 |
| | BT 2036009778 | 5 | 8/2/2021 | \$113.64 |
| | BT 2036009779 | 1 | 8/2/2021 | \$21.66 |
| | BT 2036109160 | 4 | 8/4/2021 | \$62.25 |
| | BT 2036109161 | 1 | 8/4/2021 | \$17.42 |
| | BT 2036044840 | 2 | 8/12/2021 | \$32.39 |
| | BT 2036044841 | 4 | 8/12/2021 | \$61.05 |
| | BT 2036044842 | 22 | 8/12/2021 | \$371.37 |
| | BT 2036060601 | 1 | 8/12/2021 | \$19.65 |
| | BT 2036060602 | 7 | 8/12/2021 | \$123.37 |
| | BT 2036060603 | 1 | 8/12/2021 | \$17.98 |
| | BT 2036060604 | 5 | 8/12/2021 | \$87.67 |
| | BT 2036127452 | 1 | 8/12/2021 | \$14.72 |
| | BT 2036127453 | 3 | 8/12/2021 | \$51.99 |
| | BT 2036127454 | 2 | 8/12/2021 | \$33.13 |
| | BT 2036127455 | 2 | 8/12/2021 | \$35.37 |
| | BT 2036092821 | 7 | 8/25/2021 | \$118.10 |
| | BT 2036092822 | 2 | 8/25/2021 | \$34.85 |
| | BT 2036092823 | 2 | 8/25/2021 | \$46.11 |
| | BT 2036092824 | 5 | 8/25/2021 | \$86.51 |
| | BT 2036146563 | 1 | 8/30/2021 | \$16.63 |
| | BT 2036146564 | 2 | 8/30/2021 | \$37.56 |
| | BT 2036146565 | 1 | 8/30/2021 | \$17.39 |
| | BT 2036166335 | 1 | 9/7/2021 | \$18.42 |
| | BT 2036166336 | 8 | 9/7/2021 | \$147.19 |
| | BT 2036172034 | 1 | 9/11/2021 | \$16.85 |
| | BT 2036172035 | 14 | 9/11/2021 | \$238.04 |
| | BT 2036186384 | 3 | 9/16/2021 | \$52.02 |
| | BT 2036186385 | 3 | 9/16/2021 | \$64.30 |
| | BT 2036186386 | 9 | 9/16/2021 | \$141.13 |
| | BT 2036202878 | 3 | 9/22/2021 | \$53.07 |
| | BT 2036202879 | 2 | 9/22/2021 | \$37.06 |
| | BT 2036202880 | 1 | 9/22/2021 | \$17.42 |
| | BT 2036223122 | 6 | 10/1/2021 | \$104.77 |
| | BT 2036223123 | 4 | 10/1/2021 | \$69.52 |
| | BT 2036223124 | 1 | 10/1/2021 | \$17.42 |
| | BT 2036239805 | 1 | 10/12/2021 | \$21.37 |
| | BT 2036239806 | 4 | 10/12/2021 | \$65.50 |
| | BT 2036239807 | 4 | 10/12/2021 | \$72.22 |
| | BT 2036239808 | 2 | 10/12/2021 | \$34.26 |
| | BT 2036239809 | 19 | 10/12/2021 | \$328.09 |
| | BT 2036242355 | 1 | 10/14/2021 | \$17.42 |

| | | | | | |
|------------------------------|------------------|--|----|------------|----------|
| | BT 2036242356 | | 16 | 10/14/2021 | \$287.86 |
| | BT 2036246320 | | 1 | 10/18/2021 | \$31.95 |
| | BT 2036246321 | | 1 | 10/18/2021 | \$17.42 |
| | BT 2036246322 | | 1 | 10/18/2021 | \$17.17 |
| | BT 2036246323 | | 3 | 10/18/2021 | \$71.33 |
| | BT 2036265204 | | 2 | 10/25/2021 | \$39.74 |
| | BT 2036265205 | | 9 | 10/25/2021 | \$169.90 |
| | BT 2036265206 | | 3 | 10/25/2021 | \$65.39 |
| | BT 2036265207 | | 4 | 10/25/2021 | \$79.40 |
| | BT 2036265208 | | 5 | 10/25/2021 | \$82.19 |
| | BT 2036265209 | | 1 | 10/25/2021 | \$14.70 |
| | BT 2036288178 | | 2 | 11/3/2021 | \$26.19 |
| | BT 2036288179 | | 2 | 11/3/2021 | \$49.35 |
| | BT 2036288180 | | 1 | 11/3/2021 | \$16.87 |
| | BT 2036288181 | | 6 | 11/3/2021 | \$116.50 |
| | BT 2036288182 | | 8 | 11/3/2021 | \$150.26 |
| | BRO B6314110 | | 4 | 11/10/2021 | \$68.90 |
| | BT 2036308832 | | 2 | 11/12/2021 | \$41.83 |
| | BT 2036308833 | | 2 | 11/12/2021 | \$36.28 |
| | BT 2036308834 | | 9 | 11/12/2021 | \$177.46 |
| | BT 2036308835 | | 7 | 11/12/2021 | \$123.61 |
| | BT 2036308836 | | 1 | 11/12/2021 | \$55.40 |
| | BT 2036333107 | | 3 | 11/24/2021 | \$43.49 |
| | BT 2036333108 | | 1 | 11/24/2021 | \$14.95 |
| | BT 2036333109 | | 7 | 11/24/2021 | \$163.49 |
| | BT 2036333110 | | 6 | 11/24/2021 | \$129.06 |
| | BRO B6323569 | | 9 | 11/30/2021 | \$220.61 |
| | BT 2036355738 | | 1 | 12/8/2021 | \$14.98 |
| | BT 2036355739 | | 3 | 12/8/2021 | \$55.93 |
| | BT 2036355740 | | 3 | 12/8/2021 | \$65.91 |
| | | | | | |
| Nonfiction Audiobooks | Blackstone Audio | | 18 | 12/14/2021 | \$825.49 |
| | | | | | |
| Nonfiction eBooks | OverDrive eBooks | | 3 | 6/28/2021 | \$179.99 |
| | OverDrive eBooks | | 3 | 7/27/2021 | \$175.00 |
| | OverDrive eBooks | | 4 | 7/28/2021 | \$217.17 |
| | OverDrive eBooks | | 19 | 9/27/2021 | \$900.03 |
| | | | | | |
| Nonfiction eAudio | OverDrive eAudio | | 2 | 5/10/2021 | \$144.98 |
| | OverDrive eAudio | | 4 | 5/11/2021 | \$205.00 |
| | OverDrive eAudio | | 3 | 6/22/2021 | \$156.49 |
| | OverDrive eAudio | | 4 | 6/23/2021 | \$152.13 |
| | OverDrive eAudio | | 3 | 6/24/2021 | \$151.83 |
| | OverDrive eAudio | | 7 | 6/25/2021 | \$322.00 |
| | OverDrive eAudio | | 15 | 11/22/2021 | \$481.38 |
| | | | | | |
| Newspapers | Post-Journal | | 1 | 11/15/2021 | \$273.00 |

| | | | | |
|------------------------|-----------------------------|----|-------------|--------------------|
| | Buffalo News | 1 | 7/16/2021 | \$624.00 |
| | EBSCO Newspapers | 3 | 11/3/2021 | \$2,181.25 |
| | | | | |
| Magazines | EBSCO Magazines | 77 | 11/3/2021 | \$3,240.26 |
| | | | | |
| Nonfiction DVDs | MT 501099188 | 1 | 10/8/2021 | \$80.44 |
| | MT 501128003 | 4 | 10/14/2021 | \$161.76 |
| | MT 501166536 | 5 | 10/22/2021 | \$143.45 |
| | MT 501198923 | 9 | 10/29/2021 | \$210.46 |
| | MT 501301013 | 2 | 11/19/2021 | \$74.57 |
| | MT 501327383 | 1 | 11/24/2021 | \$22.94 |
| | | | | |
| Database | New York Times Online | 1 | 2/18/2021 | \$2,002.00 |
| | New York Times Online | | 3/21/2021 | \$1,371.38 |
| | Wall Street Journal Online | 1 | 12/8/2021 | \$5,000.00 |
| | | | | |
| | Total CBA Spent: | | | \$30,623.10 |
| | | | | |
| | Starting CBA Amount: | | \$30,028.25 | |

BAHGAT
&
LAURITO-BAHGAT
Certified Public Accountants & Consultants
Providing the Tools For Financial Success!

November 30, 2021

Ms. Anne Greene, Executive Director
James Prendergast Library Association
509 Cherry Street
Jamestown, NY 14701

Dear Anne:

We truly appreciate the opportunity to provide a proposal to continue providing auditing services to the James Prendergast Library Association. Unfortunately, we cannot guarantee that we will be able to meet your requested deadline of June 1st, due to the fact that the last few years the tax filing deadline has been extended to May 15th or later as a result of the pandemic. If the IRS deadline is extended to May 15th or later we would not complete your audit by June 1st but would make every effort to complete the audit no later than July 1st. The proposal encompasses the preparation of audited financial statements for the James Prendergast Library Association. and preparation of the IRS Form 990. We consider our firm to be independent with respect to the James Prendergast Library Association and have no relationship with any of the board members or staff of the Library. Since we will prepare the IRS Form 990 and we will prepare the financial statements and notes that accompany the audit opinion, you will be required to have someone with suitable skills to review the work we perform including any adjusting entries we propose, in order for us to maintain our independence. Based on our inquiry, you currently employ an experienced bookkeeper that we would consider suitable to review our work.

We at Bahgat & Laurito-Bahgat take all of our clients' engagements very seriously, whether we are performing an audit, preparing a tax return, setting up a computer system, or simply providing everyday financial advice. "Client Satisfaction is Our Obsession" is not just a cliché to us, it is the essence of our mission statement - the way we do business. For example, when we perform an audit there are certain guidelines and requirements by which all CPAs must abide. These requirements have been established by various agencies (such as the AICPA) in order to ensure the accuracy and consistency by which financial presentations are made. Of course we strictly abide by these guidelines, but we also go the extra mile to assure that our client understands the financial report, that our time with the client during the engagement has been helpful and pleasant, and that all concerns and questions have been answered to the client's satisfaction. We go to great lengths to provide Management Letter Comments that are

relevant, practical, insightful, and beneficial. Our Management Letter Comments consist of personalized and original recommendations, not merely standard verbiage. Each client is treated as if he/she is our only client because we are well aware that we are in the business of serving people, not simply producing financial statements and tax returns. We pride ourselves in providing our clients with only experienced auditors. Our firm policy is to train our personnel for a minimum of two years prior to allowing them to independently conduct audit field work without direct on-site supervision. As such you can be assured that you will not be exposed to training our staff.

If chosen as your auditor for 2021-2023, we will audit the Library's financial statements for the purpose of expressing an opinion on them. The proper recording of transactions, safeguarding of assets, and the financial statements are the responsibility of the organization's management and our responsibility will be to express an opinion on the financial statements.

AUDIT EXPECTATIONS

We will conduct the audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence that supports the amounts and disclosures included in the financial statements. It also includes assessing the accounting principles used and estimates made by management, as well as evaluating the overall financial statement presentation.

If for any reason, we are unable to express an unqualified opinion on the financial statements, we will discuss the alternatives with you in order to arrive at an acceptable solution.

An audit is subject to the risk that material errors and irregularities, including fraud and defalcations, if they exist, will not be detected. We will inform you of irregularities that come to our attention, unless they are inconsequential.

We will ask that assistance be supplied by your personnel, including the preparation of schedules and analyses of accounts in order for us to perform an efficient and effective audit. We anticipate that fieldwork will take no longer than one week and will result in minimal disruption to your daily routine.

At the conclusion of the audit we will provide you with a management letter consisting of comments and recommendations that may assist you in the management of the Library.

EXPERIENCE & QUALIFICATIONS

The owners of Bahgat & Laurito-Bahgat, CPAs, P.C. are Certified Public Accountants, licensed by the state of New York. They are members of the American Institute of Certified Public Accountants and of the New York State Society of Certified Public Accountants. The firm's accounting and auditing experience includes non-profit organizations, private foundations, and governmental agencies including school districts, as well as for profit organizations.

Our firm participates in the Peer Review Program, a program sponsored by the American Institute of Certified Public Accountants that provides quality control standards for an accounting and auditing practice. As such we are reviewed by an independent accounting firm that determines that we have complied with the quality control standards established by the Peer Review Board of the AICPA. We have successfully completed our reviews with an unmodified reviewer's opinion every year since our firm's inception. A copy of the opinion is included with this proposal.

While our client base is quite diversified, approximately 90% of our audit and accounting practice is comprised of non-profit and governmental agencies.

Our firm also provides application support for QuickBooks. We have performed over 100 system set-ups for both non-profit and for profit companies on QuickBooks and provide excellent on-site and telephone support to our clients.

WHY WE ARE DIFFERENT

The longevity of our employees sets us apart from other firms. Our firm has 16 employees 10 of which have been with the firm more than ten years. When we perform our audits we do not expect our client's to train our staff. If a new staff member is used to perform fieldwork they are always accompanied by an experienced Certified Public Accountant.

REFERENCES

Linda Swanson, Executive Director – Ralph C. Sheldon Foundation 716-664-9890
Kenneth Macdonald, Director of Operations – Chautauqua County Health Network 716-338-0010
Pam Frangione, Senior VP Northwest Bank – Chautauqua County School Districts
Medical Benefits Health Plan 716-487-4767

FEES

| December 31, | | Audit fee | Preparation of 990 | Total Annual Fee | Approximate Budgeted hours |
|--------------|--|-----------|--------------------|------------------|----------------------------|
| 2021 | | \$9,500 | \$500 | \$10,000 | 90-110 |
| 2022 | | \$10,000 | \$500 | \$10,500 | 90-110 |
| 2023 | | \$10,500 | \$500 | \$11,000 | 90-110 |

Our fee is all inclusive of any out of pocket expense. As previously mentioned, in order for us to perform the audit, you must have someone with suitable skills to oversight the accounting and tax work performed or we will not be considered independent and would need to withdraw from the engagement. At the conclusion of the engagement we will ask that you sign a representation letter indicating that you have assigned suitable staff to oversight our non-audit work. Our proposal is based on information obtained in your request and from your personnel. It is further understood that we will meet your time deadlines as specified in your request. Should this information substantially change at the time of audit we will inform you of any potential changes in the fee prior to performing the work. We encourage conversation throughout the year, and welcome questions on recording various entries as they arise. We do not charge for inquiries of this nature. We would inform you in advance if the question you are asking would require research and would require us to charge you before we performed any work. If additional services are requested we would bill those services at our hourly rate of \$145 per hour.

Thank you for giving us the opportunity to provide you with this proposal. I look forward to working with you in the future. If you should have any questions regarding this proposal please do not hesitate to contact me.

Sincerely,



Louann Laurito-Bahgat, CPA
Vice President

Your professional service team will include the following individuals:

Louann Laurito-Bahgat, CPA – Audit/Fieldwork Partner
Laura Napoli, CPA – Audit Director
Ashley Pitchford, CPA - Accountant

The following is a brief resume of your service team:

Louann Laurito-Bahgat, CPA, CFE

EDUCATION:

STATE UNIVERSITY OF NEW YORK, College at Fredonia.
Bachelor of Science degree, May 1988.

Major: Accounting

40 credit hours annually of Continuing Professional Education

WORK

EXPERIENCE:

- Twenty eight years of Accounting Experience including training with one of the largest accounting firms in the world, BDO Seidman.
- Lecturer at SUNY Fredonia since 2007 for various accounting courses including Advanced auditing, Intermediate Accounting, Principles of Accounting and Managerial Accounting, Taxation for Business Entities.
- Recipient of the SUNY Chancellors Award for Excellence in Adjunct teaching
- Provided seminar/training on School District Accounting both live and via webinar for NYSASBO

VOLUNTEER ACTIVITIES

- Treasurer – Fredonia State University of New York College Foundation
- Treasurer – Erie 2- Chautauqua-Cattaraugus BOCES Foundation

MEMBERSHIPS:

- American Institute of Certified Public Accountants
- New York Society of Certified Public Accountants
- Institute of Internal Auditors
- Association of Certified Fraud Examiners

Laura Napoli, CPA

EDUCATION:

STATE UNIVERSITY OF NEW YORK, College at Fredonia.
Bachelor of Science degree, May 1992.

Major: Accounting

40 credit hours annually of Continuing Professional Education

WORK

EXPERIENCE:

- Twenty four years of Accounting Experience. Including experience with a fortune five hundred company. Twelve years of experience auditing school districts in Chautauqua County. Eleven years attending the NYSASBO School district "Financial Management, Accounting & Auditing" conference.
- Lecturer at SUNY Fredonia for various accounting courses
- Provided training on School District Accounting both live and via webinar for NYASBO

VOLUNTEER ACTIVITIES:

- Treasurer for Habitat for Humanity
- Volunteer for Empty bowls Annual Fund Raiser

MEMBERSHIPS:

- American Institute of Certified Public Accountants
- New York Society of Certified Public Accountants

Ashley Pitchford, CPA

EDUCATION: STATE UNIVERSITY OF NEW YORK, College at Fredonia.
Bachelor of Science degree, May 2020.
Major: Public Accountancy

**WORK
EXPERIENCE:**

Began career as an intern at Bahgat & Laurito-Bahgat, CPA's in January 2020, and joined the firm as a full-time accountant in May 2020. Successfully completed the Certified Public Accountancy exam and became licensed in 2021.

VOLUNTEER ACTIVITIES:

- Volunteer Income Tax Assistance (VITA) February 2019 – April 2019

MEMBERSHIPS:

- American Institute of Certified Public Accountants
- New York Society of Certified Public Accountants



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,

*Approved by the James Prendergast Library Board of Trustees on June 16, 2011
Revised January 20, 2022*

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: _____

James Prendergast Library Association
Cash Sources
December 31, 2021

| REVENUE REPORT | Receipts This Month Dec-21 | Receipts YTD Beg - Dec 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 | 350,000.00 | 350,000.00 | 350,000.00 | 0.00 | 0.00% |
| . JBC LIBRARY SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| . GRANTS, NON-GOVERNMENT | 0.00 | 64,700.00 | 73,550.00 | 8,850.00 | 87.97% |
| COUNTY FUNDING | | | | | |
| . CCLS - BOOK PLAN | 0.00 | 10,771.89 | 13,400.00 | 2,628.11 | 80.39% |
| STATE AID | | | | | |
| . CBA | -21.31 | 30,006.94 | 18,678.00 | -11,328.94 | 0.00% |
| . CCLS - CENTRAL LIB DEV | 0.00 | 64,498.67 | 50,308.00 | -14,190.67 | 0.00% |
| . CASH GRANT | 447.00 | 1,747.00 | 250.00 | -1,497.00 | 698.80% |
| . OUTREACH GRANT | 0.00 | 470.00 | 0.00 | -470.00 | 0.00% |
| . ADULT LITERACY GRANT | 650.00 | 1,086.00 | 0.00 | -1,086.00 | 0.00% |
| . GRANTS, OTHER GOV'T | 3,571.43 | 3,571.43 | 0.00 | -3,571.43 | 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 | 1,420.16 | 17,284.17 | 13,000.00 | -4,284.17 | 132.96% |
| . COPY MACHINE | 452.65 | 1,382.95 | 1,000.00 | -382.95 | 138.30% |
| CCLS | | | | | |
| . CCLS RENTAL INCOME | 4,666.67 | 56,000.00 | 56,000.00 | 0.00 | 100.00% |
| FUNDRAISING/DONATIONS | | | | | |
| . BOOKSALE | 2,388.75 | 20,437.25 | 20,000.00 | -437.25 | 102.19% |
| . FUNDRAISING | 9,564.21 | 60,436.02 | 75,000.00 | 14,563.98 | 80.58% |
| . ESTATES | 0.00 | 6,000.00 | 0.00 | -6,000.00 | 0.00% |
| . MEMORIALS | 425.00 | 3,325.00 | 2,000.00 | -1,325.00 | 166.25% |
| OTHER | | | | | |
| . INTEREST EARNED | 9.62 | 154.08 | 1,000.00 | 845.92 | 15.41% |
| . REFUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Income | 373,574.18 | 835,909.85 | 987,440.00 | 151,530.15 | 84.65% |

James Prendergast Library Association

Expenses

December 31, 2021

| EXPENSE REPORT | Disbursed | Disbursed | Total Budget | Balance | % Spent |
|------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| | This Month | Year-To-Date | Internal | | |
| | Dec-21 | Beg - Dec 2021 | 2021 | | |
| · SALARIES - STAFF | 45,128.03 | 494,719.62 | 508,850.00 | 14,130.38 | 97.22% |
| · SALARIES - MAINTENANCE | 2,279.24 | 27,350.88 | 32,951.00 | 5,600.12 | 83.00% |
| · RETIREMENT BENEFITS | 0.00 | 56,194.00 | 58,790.00 | 2,596.00 | 95.58% |
| · SOCIAL SECURITY BENEFITS | 3,528.96 | 38,581.43 | 41,448.00 | 2,866.57 | 93.08% |
| · DISABILITY INSURANCE BENEFITS | 222.60 | 900.80 | 1,126.00 | 225.20 | 80.00% |
| · INSURANCE - WORKER'S COMP | 651.60 | 5,825.60 | 8,056.00 | 2,230.40 | 72.31% |
| · HEALTH BENEFITS | 2,531.44 | 43,444.48 | 42,916.00 | -528.48 | 101.23% |
| · EAP | 0.00 | 350.00 | 350.00 | 0.00 | 100.00% |
| · TRAINING & CONT ED | 0.00 | 960.56 | 4,500.00 | 3,539.44 | 21.35% |
| MATERIALS | | | | | |
| · MATERIALS | 18,095.43 | 86,147.20 | 110,000.00 | 23,852.80 | 78.32% |
| BUILDING EXPENSES | | | | | |
| · UTILITIES | 3,309.17 | 47,025.00 | 51,184.00 | 4,159.00 | 91.87% |
| · BLDG & CUSTODIAL SUPPLIES | 186.02 | 4,118.40 | 6,000.00 | 1,881.60 | 68.64% |
| · BLDG MAINT & REPAIR | 52.00 | 20,456.61 | 24,634.00 | 4,177.39 | 83.04% |
| · INSURANCE - BLDG & LIABILITY | 1,276.65 | 12,078.65 | 11,735.00 | -343.65 | 102.93% |
| · PROGRAMS | 1,004.79 | 3,792.71 | 5,000.00 | 1,207.29 | 75.85% |
| · MISC BUSINESS FEES | 1,158.27 | 7,158.88 | 13,000.00 | 5,841.12 | 55.07% |
| · INSURANCE - DIRECTORS & OFFICERS | 0.00 | 1,445.00 | 1,445.00 | 0.00 | 100.00% |
| LIBRARY OPERATIONS | | | | | |
| · IT TECH | 1,537.22 | 17,083.42 | 19,405.00 | 2,321.58 | 88.04% |
| · OFFICE & LIBRARY SUPPLIES | 877.13 | 8,014.02 | 11,000.00 | 2,985.98 | 72.85% |
| · GRANT EXPENSES | 12,503.97 | 71,511.13 | 0.00 | -71,511.13 | 0.00% |
| · FUNDRAISING | 0.00 | 3,949.58 | 7,000.00 | 3,050.42 | 56.42% |
| · COPY MACHINE EXPENSE | 309.60 | 3,688.55 | 4,400.00 | 711.45 | 83.83% |
| MISCELLANEOUS | | | | | |
| · LEGAL COUNSEL | 0.00 | 122.50 | 3,000.00 | 2,877.50 | 4.08% |
| · PROFESSIONAL FEES | 5,111.84 | 17,625.85 | 15,000.00 | -2,625.85 | 117.51% |
| · OUTREACH | 0.00 | 194.49 | 500.00 | 305.51 | 38.90% |
| · PUBLICITY | 502.67 | 1,465.37 | 1,600.00 | 134.63 | 91.59% |
| · EQUIPMENT | 0.00 | 1,000.00 | 3,550.00 | 2,550.00 | 0.00% |
| Total Expense | 100,266.63 | 975,204.73 | 987,440.00 | 12,235.27 | 98.76% |

James Prendergast Library Association

Balance Sheet

December 31, 2021

Dec 31, 21

ASSETS

Current Assets

Checking/Savings

| | |
|--------------------------------------|------------|
| 1000 · JSB - OPERATING FUND | 59,698.64 |
| 1050 · JSB - MONEY MARKET | 201,238.94 |
| 1060 · SPECIAL ACCOUNT - JSB | 199.53 |
| 1070 · PETTY CASH | 50.00 |
| 1075 · Staff Account | 1,732.19 |
| 1080 · Jamestown Savings Bank - CARF | 117,698.55 |
| 1090 · Unemployment Fund | 2,668.22 |

Total Checking/Savings 383,286.07

Other Current Assets

| | |
|---------------------------------------|-----------|
| 1300 · PREPAID CONTRIBUTION TO RETIRE | 52,851.00 |
|---------------------------------------|-----------|

Total Other Current Assets 52,851.00

Total Current Assets 436,137.07

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 | 77,523.50 |
| 1550 · ACCUMULATED DEPRECIATION | <u>-2,592,240.67</u> |

Total Fixed Assets 2,040,338.92

Other Assets

1555 · ENDOWMENT FUND

| | |
|--|---------------------|
| 1555.01 · INVESTMENT FUND - ENDOW | 6,757,987.98 |
| 1555.02 · JOHNSON ESTATE | 172,609.73 |
| 1555.03 · MURRAY L BOB LECT FUND - ENDOW | 51,818.06 |
| 1555.04 · SALE OF DONATED ASSETS - EF | <u>1,477,623.15</u> |

Total 1555 · ENDOWMENT FUND 8,460,038.92

| | |
|--------------------------|------------------|
| 1560 · Snitger Gift Fund | <u>41,165.25</u> |
|--------------------------|------------------|

Total Other Assets 8,501,204.17

TOTAL ASSETS 10,977,680.16

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|-------------------------|-----------------|
| 2001 · Accounts Payable | <u>2,545.06</u> |
|-------------------------|-----------------|

Total Accounts Payable 2,545.06

Other Current Liabilities

| | |
|-----------------------------------|-----------|
| 2140 · Held in Custody for Others | 1,732.19 |
| 2012 · REFUNDABLE ADVANCE - PPP | 89,413.00 |
| 2018 · TSA | 900.00 |
| 2020 · RETIREMENT | 671.08 |

James Prendergast Library Association

Balance Sheet

December 31, 2021

| | |
|-----------------------------------|-----------------------------|
| 2040 · PREMIUMS - FLEX | |
| 2040.01 · HEALTH INS FLEX | 429.28 |
| 2040.02 · DENTAL FLEX | 159.53 |
| 2040.03 · AFLAC | 16.00 |
| 2040.04 · VSP | 46.52 |
| Total 2040 · PREMIUMS - FLEX | <u>651.33</u> |
| 2050 · VARIABLE FLEX | 3,361.38 |
| 2051 · HSA | -600.00 |
| 2110 · ACCRUED VACATION | 26,725.36 |
| 2135 · SALES TAX | 1,519.81 |
| Total Other Current Liabilities | <u>124,374.15</u> |
| Total Current Liabilities | <u>126,919.21</u> |
| Total Liabilities | 126,919.21 |
| Equity | |
| 3085 · With Donor Restrictions | 355,017.44 |
| 3080 · Without Donor Restrictions | 8,913,161.97 |
| 3070 · FUND BALANCE | 692,022.78 |
| Net Income | 890,558.76 |
| Total Equity | <u>10,850,760.95</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>10,977,680.16</u></u> |