



Prendergast Library Association Board of Trustees Meeting
February 17, 2022, 5:15 PM
AGENDA

Topic	Presenter	Action
Monthly meeting of the Board of Trustees called to order	President	
1. Public comment (3-minute limit per person)	President	
2. Consent Agenda (3 minutes) Consent agenda items are considered to be routine and are acted on with one motion	President	Approval
a. Changes or additions to the agenda		
b. Approval of minutes of previous meeting		
3. Director's Report/Statistics	E.D.	Information
4. Treasurer's Report	Treasurer	Approval
5. Building Committee Report	Committee Chair	Information
a. HVAC Work	Committee Chair	Approval
b. Landscape Work	Committee Chair	Approval
6. New Business	President	
a. Rules of Conduct Policy	E.D.	Approval
b. Bloodborne Pathogens Policy	E.D.	Approval
7. Unfinished Business	President	
8. Next hybrid meeting is March 17, 2022	President	Information
9. Adjournment	President	Approval

James Prendergast Library Association

Board of Trustees

Minutes of the meeting held on January 20, 2022

President, Dan Hickman, called to order the Board of Trustee meeting at 5:15 pm

Present in person or virtual: Elizabeth Margarito, Joni Blackman, Ned Lindstrom, Mike Corey, Cassie Blakeslee, Frank Corapi, Jessica Carr, Abby Soffel, Mary Zdrojewski

Absent: Judy Long

Staff present: Anne Greene, Kristy Bemis, Jenn Champ

Public: None Present

Agenda Topics:

1. Public Comment – No Comment

2. Consent Agenda

a. No changes or additions to agenda were made.

Motion made to approve by Joni Blackman. Second by Frank Corapi. Y-0 N-0

b. Approval of previous minutes Y-10 N-0

3. Director's Report – Anne Greene

a. On December 2nd, the annual Murry L. Bob lecture was held. Sony Ton-Aime was the speaker. He is the director of Literary Arts at Chautauqua Institution. Thirty-eight people were in attendance. Afterwards, participants created poems with the Chautauqua Mobile Poetry Makerspace.

b. CBA spending for 2021 has been completed and additions include access to the Wall Street Journal online, and restoring three newspaper subscriptions that were cut due to budget constraints in previous years.

c. On December 27th, 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 7,000 pounds of food was distributed and 941 dogs and cats were served!

d. We delivered seven boxes of new Scholastic books from the 2021 Cummins literacy grant to the St. Susan center before the holidays. The books were distributed during the St. Susan holiday meal program.

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

f. We received a \$650.00 grant from the Chautauqua – Cattaraugus Library System to help fund our ongoing crafting club that meets on Thursday evenings.

g. Danielle Bertolini was appointed Assistant Library Manager as Jennifer Champ's new title is now Community Outreach and Programming Manager.

4. Treasurer's Report

- a. Endowment is up 14% compared to last year.
- b. We received the Jamestown City School district funding.

Motion made to approve the report by Frank Corapi. Second by Elizabeth Margarito. Y-10 N-0

5. Finance Committee Report – Treasure, Mike Corey

- a. Recommended we use Bahgat & Laurito –Bahgat for the annual Audit. Three agencies were considered.

Motion made by Frank Corapi to accept recommendation. Second by Mike Corry. Y-10 N-0

6. Fundraising Committee Report – Chair, Cassie Blakeslee

- a. 2022 Fundraising plan discussed noting events planned throughout the 2022 year. The board will support the plan in a variety of ways.

Motion to accept 2022 Fundraising plan, Joni Blackman. Second by Mary Zdrojewski. Y-10 N-0

7. Strategic Planning Committee – Anne Greene reviewed 2021 Progress Report

- a. Report is available on the website.

Motion to accept the report, Mike Corry. Second by Liz Margarito. Y-10 N-0

8. New Business

- a. Anne Greene brought forward the Conflict of Interest form that needs updated and approval by the board. All board members will sign the Conflict of Interest.

Motion to accept the updated Conflict of Interest form, Mike Corry. Second by Jessica Carr. Y-10 N-0

- b. Resolution that CBA funds from 2021, received in 2021, were expended for adult nonfiction and foreign language materials in print, non-print, and electronic formats.

Motion to accept, Joni Blackman. Second by Mike Corry. Y-10 N-0

- c. Staff Day will be held Friday May 6th - the library will be closed this day.

Motion to approve Staff Day, Jessica Carr. Second by Mike Corry. Y-10 N-0

9. No Unfinished Business.

10. Next Hybrid meeting is February 17, 2022.

11. A motion was made by Joni Blackman and second by Liz Margarito to end the meeting at 5:52 pm.

DIRECTOR'S REPORT/ January 2022

PROGRAMS & SERVICES

Sensory Play

Due to the popularity of the Makerspace and feedback from patrons, we have opened the Makerspace on Saturdays for sensory play aimed at preschoolers and toddlers. The program is popular, and children of all ages enjoy the different activities. Staff created rotating stations with various themes such as "Texture & Color" and "Mold & Dig." We are seeing older siblings attend as well, and have added additional STEM activities in the space.

Crafting Club

Crafting club attendance continues to grow. In January, patrons learned how to knit and crochet. The club is held every Thursday from 5:00-7:00, and community members are encouraged to drop in to work on their projects and meet other crafters.

Poetry Workshop for Teens

On January 12, from 4:00-5:00, the Library held a Poetry Mini Workshop for ages 12-17! Participants explored different kinds of poetry, including haiku, narrative, and free verse. Plans are underway to continue a creative writing series for teens in 2022.

COLLECTION

Craftsy

Craftsy is a worldwide craft community and online education platform for crafters of all genres. It provides online classes on quilting, knitting, sewing, crochet, cake decorating, art, and more! This new resource is available on a trial basis via the Chautauqua-Cattaraugus Library System. Patrons can access it through their Libby account.

New year, New ordering

The collection management team meets regularly and we are marching along with our strategic plan. A priority of the plan is a well-maintained and innovative library collection that meets the community's educational needs. This year, collection development focuses on our children's and graphic novel collections. Staff are also implementing improved collection displays and storage to enhance patrons' browsing experience.

New Graphic Novels display

New young adult graphic novels now have their own display, directly across from our graphic novels collection. This will draw more attention to these appealing new titles.

OUTREACH & PARTNERSHIPS

Murray L. Bob Educational Initiative

The Prendergast Library is excited to announce the creation of the Murray L. Bob Education Initiative. This new program is named in honor of Murray L. Bob, former longtime director of the Prendergast Library and the Chautauqua-Cattaraugus Library System. The new initiative brings community organizations to the Library to provide educational

classes and programs. In 2022, the Library's partners are Infinity Visual & Performing Arts and the Audubon Community Nature Center. These community partners offer exciting opportunities to learn about everything from monarch butterflies to blackout meditation.

BOCES HSE/GED Classes

The Library provides space for BOCES to hold weekly HSE/GED classes. High School Equivalency Preparation courses are designed to help participants prepare for the Test Assessing Secondary Completion (TASC) exam. Classes will also provide assistance in the following areas: math skills, reading and writing skills, and digital technology. In addition, the Library promotes the classes on social media and in our monthly programming calendar.

City of Jamestown COVID Test Distribution

On January 12, Library staff worked with city employees to distribute 100 free covid tests to community members. The tests were gone in less than ten minutes.

LIBRARY NEWS

Carnahan-Jackson Grant

We received a grant from the Carnahan-Jackson Foundation for \$10,800. The grant money will be used to purchase laptop computers for outreach programming, two children's education station computers with LearningBoard keyboards and mice, keyboard covers, cleanable computer mice and mousepads, and new solid-state drives to replace slow hard drives in the public computer lab.

Memorial Donation

The Prendergast Library is honored to receive a donation in memory of David A. Abbey Jr. To celebrate David's love of "tinkering," family and friends wanted to purchase materials for the Library's Makerspace. With their donation, we added two new robotic kits and a new storage unit to the Makerspace. In addition, the storage unit has a memorial plaque with David's name. The storage unit holds our materials for younger children, and makes it more clear which activities are designed for younger ages.

Staff Training

The Sheldon Foundation purchased another seat to Catchafire for the Prendergast Library. Catchafire is an organization that utilizes highly skilled professionals who volunteer their time to assist non-profits with various trainings and projects. Staff have been assigned various staff development trainings – this aligns with our strategic plan goal of a well-trained and efficient staff that delivers service in the most effective way.

Staffing

Two new staff members have joined our team. Brittney Olson, Library Associate I, and Anna Holthouse, Custodian, both started the first week of February.

Library Usage Report - January 2022	
Library Visits	
Days Open	24
Library Visits	6,190
Average Daily Library Visits	258
Year to Date Library Visits (Cumulative)	6,190
Library Borrowers	
New Cards Issued	60
Total Registered resident borrowers	16,104
Total Registered non-resident borrowers	11,052
Materials Use	
Adult Materials	3,366
Adult eBooks & eAudio	2,137
Children's Materials	1,874
Children's eBooks & eAudio	88
Video Materials	2,002
Microform Viewed	26
Reference Questions & Services	
Single Service Point Reference Questions	3,637
Technology Questions	1,351
Faxes (# sent or received)	38
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	204
Emailed print jobs	232
Internet Use (# of sessions)	784
Internet Use (# of minutes)	71,567
Adult Computer logins	547
Teen Computer logins	177
Children's Computer logins	60
Computer Lab Sessions in PCC	64
Rosetta Stone Library Solution (# of minutes used)	525
Rosetta Stone Library Solution (cumulative # of users)	314
NY Times On-Site Sessions	1539
NY Times Off-Site Sessions	88
Wall Street Journal On-Site Sessions	4
Wall Street Journal Off-Site Sessions	36
Ancestry.com searches	89
Heritage Quest searches	84
ABC Mouse active users	8
NOVELny searches	129
Consumer Reports - Visits	8
Consumer Reports - Page Views	126
Chilton's Vehicle Repair - searches	3
Programs	
Children's programs- # offered	34
Children's programs - attendance	370
Teen programs- # offered	9
Teen programs- attendance	47
Adult programs- # offered	5
Adult programs- attendance	29
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	5
Library Outreach sessions - # offered	0
Library Outreach sessions - attendance	0
HSE/GED Classes - # offered	5
HSE/GED Classes - attendance	9
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
Room Use	
Non-Library Sponsored Room Use - # of sessions	31
Non-Library Sponsored Room Use -attendance	154
Library Sponsored Room Use - # of sessions	77
Library Sponsored Room Use - attendance	526
Social media & Webpage views	
Facebook - Daily Total Reach	40,863
Prendergast Library Home Page Views	7,707
Facebook Followers	3,340
Twitter Followers	1,042
Instagram Followers	1,038

PROGRAMMING & EVENTS

MARCH 2022

SUNDAY **MONDAY** **TUESDAY** **WEDNESDAY** **THURSDAY** **FRIDAY** **SATURDAY**

Hours

Monday-Friday

9:00-7:00

Saturday

10:00-4:00

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

Half-Off Booksale

6 Closed	7 Minecraft Club Creative 3:30-4:30 Makerspace: Perler Beads 3:30-5:00 Class: Intro to Email 5:30-6:30 BOCES HSE/GED class 4:00-7:00	8 First Years Storytime Theme: Movement 10:30-11:30 Makerspace: Forts 3:30-5:00 BOCES HSE/GED Class 4:00-7:00 Bookbinding Class 5:30-7:00	9 Family Storytime Theme: Moon & Stars 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: 3-D Printing 3:30-5:00	10 Makerspace: Origami 3:30-5:00 Minecraft Club Creative 3:30-4:30 Crafting Club: Busy Quilt Squares 5:00-7:00	11 Coloring Creative: All Day Makerspace: Snap Circuits 3:30-5:00	12 Makerspace: Sensory Play Saturdays 11:00-12:15
13 Closed	14 Minecraft Club Survival 3:30-4:30 Makerspace: Playing with Pastels 3:30-5:00 BOCES HSE/GED class 4:00-7:00	15 First Years Storytime Theme: Emotions 10:30-11:30 Makerspace: Magna Tile Castles 3:30-5:00 BOCES HSE/GED Class 4:00-7:00	16 Family Storytime Theme: Hello, Goodbye 10:30-11:30 Creative Writing Group: 3:00 Makerspace: NEW Ollobot Robots 3:30-5:00 Genealogy Workshop 5:30-6:30	17 Makerspace: Rig A Majig 3:30-5:00 Minecraft Club Survival 3:30-4:30 Crafting Club 5:00-7:00	18 Coloring Creative: All Day Makerspace: 3-D Printing 3:30-5:00	19 Makerspace: Sensory Play Saturdays 11:00-12:15
20 Closed	21 Minecraft Club Creative 3:30-4:30 Makerspace: Beaded Bracelets 3:30-5:00 BOCES HSE/GED class 4:00-7:00	22 First Years Storytime Theme: Opposites 10:30-11:30 Makerspace: Contraptions 3:30-5:00 BOCES HSE/GED Class 4:00-7:00 Bookbinding Class 5:30-7:00	23 Family Storytime Theme: Bunnies 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: 3-D Printing 3:30-5:00	24 Makerspace: Beebots 3:30-5:30 Minecraft Club Creative 3:30-4:30 Crafting Club: Knitting 5:00-7:00	25 Coloring Creative: All Day Makerspace: Boxels 3:30-5:00	26 Makerspace: Sensory Play Saturdays 11:00-11:45 Take & Make: Rainbow Lacing Craft
27 Closed	28 Minecraft Club Survival 3:30-4:30 Makerspace: Pom Pom Pals 3:30-5:00 BOCES HSE/GED class 4:00-7:00	29 First Years Storytime Theme: Acceptance 10:30-11:30 Makerspace: Chain Reactions 3:30-5:00 BOCES HSE/GED Class 4:00-7:00	30 Family Storytime Theme: Hibernation 10:30-11:30 Creative Writing Group 3:00-4:00 Makerspace: Power Tiles 3:30-5:00	31 Makerspace: Turning Tumbles 3:30-5:30 Minecraft Club Survival 3:30-4:30 Crafting Club: 5:00-7:00		



Prendergast Library

Focusing on Your Future.

PRENDERGAST LIBRARY

PROGRAMMING & EVENTS: MARCH 2022

SENSORY PLAY SATURDAYS

11:00-12:15

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.

Makerspace open for all ages.

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 busy square quilt & knit a dishcloth.

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 EMAIL

MONDAY, MARCH 7

5:30-6:30

Learn how email works, sign up for a free email account, and learn about sending, replying to, forwarding messages, and attachments. Registration recommended.

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.

Every week is a different theme. This month's themes include Moon & Stars, Acceptance, Bunnies, and more.

MURRAY L. BOB COMMUNITY

EDUCATION INITIATIVE

Join Deb Eck, Infinity's Pearl City Clay House Program Director and Teaching Artist to learn the art of bookbinding.

March 8 & March 22 5:30-7:00

In order to complete the project you must register for both sessions. Call

716-484-7135, ext. 226.

LEARN LONG STITCH BOOKBINDING

CREATE A HAND-BOUND BLANK JOURNAL

GAIN THE SKILLS TO MAKE YOUR OWN BOOKS

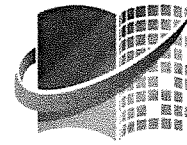
HALF-OFF BOOK SALE

MARCH 3, 4, & 5

DURING REGULAR LIBRARY HOURS

FILL A BAG OF BOOKS FOR \$10





PrendergastLibrary
Focusing on Your Future

Rules of Conduct Policy

Please Enjoy the Library and Respect its Use by Others

The Board of Trustees at the James Prendergast Library has established rules of behavior that customers must adhere to when in a library branch or on library property. These rules serve to: make the library a welcoming and safe place for customers, maintain a safe workplace for staff, preserve and protect the library's materials, facilities and property. Please help us by adhering to the following:

Rules of Conduct While Using the James Prendergast Library:

Please:

- Remain only in areas of the library that are open to serve the public.
- Follow the rules for library computer use as outlined in the Internet Use Agreement.
- Wear shoes and shirts.
- Keep food and beverages in designated areas.

Please do not:

- Use personal electronic equipment, or talk, either on the phone or in person, in a volume that causes a significant disturbance to others.
- For the adult computer lab, no more than one person at a computer terminal at a time.
- Block entrances, exits, aisles or any other space designed for customers to access the library's collections or services.
- Run, push, jump or climb.
- Leave children under age 8 unattended. The library is not responsible for unattended children. Children under age 8 must be accompanied and directly supervised by an adult, at all times, in all areas of the library and on its grounds.
- Use bicycles, skateboards, roller skates, or other sports equipment in the building or on library grounds.
- Damage library equipment and materials.
- Bring pets inside the library (with the exception of service animals), except as allowed by library-approved events.
- Smoke or use alcohol on library property. Smoking is defined as: "The combustion of any cigar, cigarette, tobacco or any similar article or any other combustible substance in any manner or in any form or the heating or ignition of an e-cigarette which creates a vapor."
- Act in ways that disrespect or threaten other library users or library staff.
- Solicit, petition or distribute material inside or outside of the library that has not been approved by the library.
- Sleep in the library or on library property.
- Commit or attempt to commit any action that is a violation of federal, state or local laws.

Bloodborne Pathogens Policy

PURPOSE

Though normal library operations are not likely to expose employees to bloodborne pathogens, there is the possibility of a patron or staff member being injured at the library and blood and/or bodily fluids being present. It is recommended that, in the presence of blood, staff provide appropriate first aid materials and that paramedics are called in all but minor injuries involving blood.

POLICY

Exposure Determination: No particular job classification of the Library has occupational exposure (meaning "reasonable anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called up on to respond with assistance. In addition, emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

The library will provide employees with gloves and other protective gear to use in an incident. Hand washing facilities are available and employees are to wash their hands and any other potentially contaminated skin area with water and soap immediately after an incident.

Immediately following an incident involving blood or other potentially infectious bodily fluids, of an injured or ill patron or staff member, the assisting staff member must fill out an incident report and give it to administration where the circumstances of the incident will be reviewed by the Director and the report will be kept on file.

If, while on duty, a staff person assists in the provision of first aid and blood or other potentially infectious bodily fluids are present, the staff person will be offered a confidential medical evaluation, paid for by the library.

RESPONSIBILITY

Responsibility for adherence to this policy falls to each employee.

James Prendergast Library Association
Cash Sources
January 31, 2022

REVENUE REPORT	Receipts This Month Jan-22	Receipts YTD Beg - Jan 22	Total Budget 2022	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	5,000.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	0.00	0.00	145,000.00	145,000.00	0.00%
COUNTY FUNDING					
. CCLS - BOOK PLAN	0.00	0.00	13,400.00	13,400.00	0.00%
STATE AID					
. CBA	0.00	0.00	29,599.00	29,599.00	0.00%
. CCLS - CENTRAL LIB DEV	0.00	0.00	64,499.00	64,499.00	0.00%
. CASH GRANT	0.00	0.00	250.00	250.00	0.00%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	0.00	0.00	0.00	0.00%
. NYS LOCAL SPONSOR INCENTIVE	0.00	0.00	8,800.00	8,800.00	0.00%
Federal Funding					
. PPP GRANT REVENUE	89,413.00	89,413.00	0.00	-89,413.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	250,846.00	250,846.00	0.00%
. AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	1,313.98	1,313.98	2,500.00	1,186.02	52.56%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	0.00	325.00	325.00	0.00%
LIBRARY FEES					
. FINES & FEES	1,153.25	1,153.25	20,000.00	18,846.75	5.77%
. COPY MACHINE	78.35	78.35	500.00	421.65	15.67%
CCLS					
. CCLS RENTAL INCOME	4,666.63	4,666.63	56,000.00	51,333.37	8.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,173.50	1,173.50	22,000.00	20,826.50	5.33%
. FUNDRAISING	3,031.14	3,031.14	75,000.00	71,968.86	4.04%
. MEMORIALS	1,623.93	1,623.93	3,000.00	1,376.07	54.13%
OTHER					
. INTEREST EARNED	13.49	13.49	300.00	286.51	4.50%
Total Income	<u>107,467.27</u>	<u>107,467.27</u>	<u>1,063,773.00</u>	<u>956,305.73</u>	<u>10.10%</u>

James Prendergast Library Association
Expenses
January 31, 2022

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Jan-22	Beg - Jan 2022	2022		
· SALARIES - STAFF	41,621.89	41,621.89	562,158.00	520,536.11	7.40%
· SALARIES - MAINTENANCE	2,437.50	2,437.50	38,025.00	35,587.50	6.41%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,264.18	3,264.18	45,914.00	42,649.82	7.11%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	950.00	950.00	0.00%
· INSURANCE - WORKER'S COMP	5,864.59	5,864.59	8,056.00	2,191.41	72.80%
· HEALTH BENEFITS	8,402.82	8,402.82	53,887.00	45,484.18	15.59%
· EAP	0.00	0.00	350.00	350.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,000.00	2,000.00	0.00%
MATERIALS					
· MATERIALS	4,286.98	4,286.98	110,000.00	105,713.02	3.90%
BUILDING EXPENSES					
· UTILITIES	4,472.25	4,472.25	52,000.00	47,527.75	8.60%
· BLDG & CUSTODIAL SUPPLIES	994.20	994.20	5,000.00	4,005.80	19.88%
· BLDG MAINT & REPAIR	1,512.00	1,512.00	27,749.00	26,237.00	5.45%
· INSURANCE - BLDG & LIABILITY	12,290.69	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	0.00	0.00	7,000.00	7,000.00	0.00%
· MISC BUSINESS FEES	337.23	337.23	11,000.00	10,662.77	3.07%
· INSURANCE - DIRECTORS & OFFICERS	1,445.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	288.23	288.23	19,000.00	18,711.77	1.52%
· OFFICE & LIBRARY SUPPLIES	644.70	644.70	10,000.00	9,355.30	6.45%
· GRANT EXPENSES	3,477.03	3,477.03	0.00	-3,477.03	0.00%
· FUNDRAISING	2,380.00	2,380.00	7,000.00	4,620.00	34.00%
· COPY MACHINE EXPENSE	177.17	177.17	4,500.00	4,322.83	3.94%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· PROFESSIONAL FEES	262.87	262.87	15,000.00	14,737.13	1.75%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	22.67	22.67	1,505.00	1,482.33	1.51%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	94,182.00	94,182.00	1,063,773.00	969,591.00	8.85%

James Prendergast Library Association

Balance Sheet

January 31, 2022

Jan 31, 22

ASSETS

Current Assets

Checking/Savings

1000 · JSB - OPERATING FUND	28,572.94
1050 · JSB - MONEY MARKET	151,251.96
1060 · SPECIAL ACCOUNT - JSB	174.53
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.19
1080 · Jamestown Savings Bank - CARF	91,399.47
1090 · Unemployment Fund	2,668.24

Total Checking/Savings 275,849.33

Accounts Receivable

1240 · DUE FROM CCLS -0.04

Total Accounts Receivable -0.04

Other Current Assets

1300 · PREPAID CONTRIBUTION TO RETIRE 52,851.00

Total Other Current Assets 52,851.00

Total Current Assets 328,700.29

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	-2,592,240.67

Total Fixed Assets 2,040,338.92

Other Assets

1555 · ENDOWMENT FUND

1555.01 · INVESTMENT FUND - ENDOW 6,482,557.43

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 1,419,336.01

Total 1555 · ENDOWMENT FUND 8,126,321.23

1560 · Snitger Gift Fund 41,165.25

Total Other Assets 8,167,486.48

TOTAL ASSETS 10,536,525.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2140 · Held in Custody for Others 1,732.19

2020 · RETIREMENT -24.26

2040 · PREMIUMS - FLEX

2040.01 · HEALTH INS FLEX -638.26

James Prendergast Library Association

Balance Sheet

January 31, 2022

2040.02 · DENTAL FLEX	159.54
2040.03 · AFLAC	16.00
2040.04 · VSP	19.34
Total 2040 · PREMIUMS - FLEX	-443.38
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	225.12
2110 · ACCRUED VACATION	26,725.36
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	32,496.22
Total Current Liabilities	32,496.22
Total Liabilities	32,496.22
Equity	
3085 · With Donor Restrictions	355,017.44
3080 · Without Donor Restrictions	8,913,161.97
3070 · FUND BALANCE	1,582,581.54
Net Income	-346,731.48
Total Equity	10,504,029.47
TOTAL LIABILITIES & EQUITY	<u>10,536,525.69</u>