

James Prendergast Library Association

Board of Trustees

Minutes of the meeting held on February 17, 2022

President, Dan Hickman, called to order the Board of Trustee meeting at 5:14 pm

Present in person or virtual: Judy Long, Cassie Blakeslee, Mary Zdrojewski, Joni Blackman, Jessica Carr, Mike Corey, Dan Hickman, Liz Margarito, Frank Corapi

Absent: Ned Lindstrom, Abby Soffel

Staff present: Anne Greene, Tress Williams, Jen Champ

Public: Dennis Phillips

Agenda Topics:

1. Public Comment – No Comment

2. Consent Agenda

a. No changes or additions to agenda were made.

Motion made to approve by Frank Corapi. Second by Judy Long. Y-10 N-0

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

3. Director's Report – Anne Greene

a. Sensory Play: Due to the popularity of the Makerspace and feedback from patrons, we have opened the Makerspace on Saturday for sensory play aimed at preschool 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 and color and Mold and Dig. We are seeing older siblings attend as well, and have added additional STEM activities in these spaces.

b. 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 TASC Exam. The library promotes these classes on social media and in the monthly programming calendar.

c. 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 learning board keyboards, along with mice, keyboard covers, cleanable computer mice, mousepads, and new solid-state drives to replace slow hard drives in the public computer lab.

d. 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. We are using Catchafire for staff development opportunities.

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

4. Treasurer's Report – Mike Corey

a. Doing well and right on track with our budget.

b. Endowment down 4% of market value, still doing well.

Motion made to approve report by Judy Long. Second by Jessica Carr. Y-10 N-0

5. Building Committee Report – Mary Zdrojewski

a. A recommendation was made to begin HVAC upgrades.

Motion made by Mike Corey. Second by Liz Margarito. Y-10 N-0

b. Landscaping for the new sign is last component for 2019 NYS Construction Grant. Cost: \$2,100

Motion made by Judy Long. Second by Liz Margarito. Y-10 N-0

6. New Business

a. Mask requirement will be lifted from Rules of Conduct Policy.

b. Renewal of BloodBorne Pathogen Policy - No Changes made.

Motion to lift mask requirement and accept the Bloodborne Pathogen Policy, Jessica Carr.
Second by Judy Long. Y-10 N-0

7. No Unfinished Business.

8. Next Hybrid meeting is March 17, 2022.

9. A motion was made by Joni Blackman and second by Liz Margarito to end the meeting at 5:37pm.

DIRECTOR'S REPORT/ February 2022

PROGRAMS & SERVICES

Storytimes

On Tuesday and Wednesday mornings, staff plans fun and engaging storytimes for all ages. Attendance has been very good, with regulars attending every week, and we also see new faces. The staff plans storytimes around various themes, and we promote these on our website and social media accounts. For example, themes in February included babies, dinosaurs, numbers, and more. The staff leads the group in song and active play during each storytime.

Rebel Nature Journal Class

As part of the Murray Bob Educational Initiative, the Audubon held their Rebel Nature Journal Workshop at the library on February 10. Ten community members attended. A representative from the Audubon Nature Center helped patrons discover a new way to look at the natural world around them. Each participant received a copy of Audubon's Rebel Nature Journal.

Nature Discovery Station

As part of the Murray Bob Educational Initiative, the Audubon's Nature Discovery Station was at the library on Saturday, February 26. The 55 attendees had the opportunity to interact with fur pelts, animal skulls, and other natural materials while making animal tracks in kinetic sand and creating animal track bookmarks. After the program, the Audubon told us they had reached new audiences through their partnership with the library, and participants were very engaged.

COLLECTION

Storytime Collection

We have begun to sort through our Storytime collection to make more of these materials available for public use. We now have a collection of lift the flap and pop up books available for in-library use. These materials are highly engaging as they are more tactile than other picture books. These items are more easily damaged, so they are non-circulating to preserve their condition.

Topic Bins in Children's Room

We now have books available by topic in the Children's Room. These books are in bins that children can reach and browse independently, with the covers facing forward. This makes it easier for children to choose their books. This is a small collection of our picture books, organized by topics like Dinosaurs, Feelings, Nature, and the Outdoors.

New Large Print Materials

Our large print collection is expanding, as we recently concluded a grant involving Large Print materials for outreach programs. These materials are now being added to the library's collection for circulation. The titles are primarily high-interest, and bestsellers and are in like-new condition. We are excited to make these available for our patrons.

OUTREACH & PARTNERSHIPS

Snowflake Festival

The library participated in the Audubon's Snowflake Festival on Saturday, February 5. Staff set up Mobile Makerspace activities, free books, crafts, and library information. Over 200 people engaged with the materials and talked about library programs and services with the staff. We were a busy spot during the festival, and the Audubon staff was thrilled that we could join them for the event.

St. Susan's Center Program

We have partnered with St. Susan's Center to create a new program to bring our crafting classes and storytimes to the center. Their guests are very excited to participate in the program. We will offer three craft classes during the spring and summer and three storytime programs on Saturdays during the summer. The program allows us to reach new audiences who might not otherwise visit the library for programs. This unique collaboration offers the ability for families to share a meal and listen to stories, participate in literacy-building activities, get a library card and a free book to continue reading together at home.

JHS English 10 Classes

We are excited to announce a new partnership with JHS. Each month, two classes of English 10 students will visit the library. They all will receive library cards, learn how to use the library, and participate in monthly programs, such as Blackout Poetry, Makerspace, and a library scavenger hunt. The partnership's goal is to get more teens to use the library, utilize our services, and attend programs.

LIBRARY NEWS

Cummins Books

We received the grant from Cummins for \$6,652 to purchase books for summer reading and outreach programs. We have ordered over 3,300 books and are excited to distribute them to the LEAP camps, during our summer reading programs, and at various outreach events throughout the year.

T-Shirts Fundraiser

We are excited to announce a new fundraiser initiative, library t-shirts! Local artist Ashley Ordines designed the t-shirts. The t-shirt says "Start Your Journey at the Public Library" and has a beautifully illustrated picture of an open book and a rising sunrise. The t-shirts are \$25 and are available for sale in the library and our website.

Staff

We have a new staff member, Tracy Hewitt, joining our team on March 16. She will be training to take the place of our long time Business Office Manager, Janet Mescall, as she will be retiring at the end of April this year.

Staff are using Catchafire for professional development opportunities to reach our strategic plan goal of: *a well-trained and efficient staff that delivers service in the most effective way*. Many staff are working on becoming library ambassadors by getting assistance with "pitching our services" effectively.

Additionally, a large project was recently completed by Cassandra Kum, Library Associate I, who worked with a Catchafire volunteer to create an eye-catching and informative slideshow presentation. The slideshow features photos of our current programs and descriptions of our community's services. We will use this slideshow at our outreach events and on our website.

Library Usage Report - February 2022	
Library Visits	
Days Open	23
Library Visits	6,354
Average Daily Library Visits	276
Year to Date Library Visits (Cumulative)	12,544
Library Borrowers	
New Cards Issued	37
Total Registered resident borrowers	16,087
Total Registered non-resident borrowers	11,067
Materials Use	
Adult Materials	4,224
Adult eBooks & eAudio	1,933
Children's Materials	2,969
Children's eBooks & eAudio	108
Video Materials	1,644
Microform Viewed	36
Reference Questions & Services	
Single Service Point Reference Questions	6,063
Technology Questions	1,432
Faxes (# sent or received)	27
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	185
Emailed print jobs	156
Internet Use (# of sessions)	748
Internet Use (# of minutes)	63,613
Adult Computer logins	549
Teen Computer logins	137
Children's Computer logins	62
Computer Lab Sessions in PCC	256
Rosetta Stone Library Solution (# of minutes used)	326
Rosetta Stone Library Solution (cumulative # of users)	319
NY Times On-Site Sessions	1318
NY Times Off-Site Sessions	80
Wall Street Journal On-Site Sessions	6
Wall Street Journal Off-Site Sessions	139
Ancestry.com searches	223
Heritage Quest searches	170
ABC Mouse active users	5
NOVELny searches	41
Consumer Reports - Visits	10
Consumer Reports - Page Views	114
Chilton's Vehicle Repair - searches	0
Programs	
Children's programs- # offered	33
Children's programs - attendance	523
Teen programs- # offered	9
Teen programs- attendance	56
Adult programs- # offered	20
Adult programs- attendance	195
Technology Classes - # offered	1
Technology Classes - attendance	5
1-On-1 Technology Device Instruction	1
Library Outreach sessions - # offered	1
Library Outreach sessions - attendance	200
HSE/GED Classes - # offered	8
HSE/GED Classes - attendance	14
Aspire Job Training - # offered	9
Aspire Job Training - attendance	21
Room Use	
Non-Library Sponsored Room Use - # of sessions	32
Non-Library Sponsored Room Use -attendance	194
Library Sponsored Room Use - # of sessions	87
Library Sponsored Room Use - attendance	862
Social media & Webpage views	
Facebook - Daily Total Reach	40,154
Prendergast Library Home Page Views	7,450
Facebook Followers	3,372
Twitter Followers	1,043
Instagram Followers	1,036

James Prendergast Library's Health & Safety Policy

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the James Prendergast Library to maintain a healthy and clean environment for all Library users and to protect the community's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish and some types of beetles
- Evidence that items on loan to a customer may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches.

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Customers or customer possessions with fleas or lice
- Customers with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the person in charge of the Library in which the incident occurred. Access to facilities and borrowing will be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated.

Public Postings and Displays Policy

The James Prendergast Library Association provides space for approved public postings to be displayed.

Organizations, events, and all other topics being promoted must be non-profit in nature. Items for posting may not be for personal or commercial advertisements. Prior to being displayed, materials for posting must be approved by a library manager.

Library staff will remove and discard outdated materials. Postings may be moved or removed on an ongoing basis as new postings are received.

The library's display case is available to the public when not otherwise in use by the library. The purpose of the display case is to provide education and enrichment to patrons and the community at large.

Displays can include, but are not limited to, promotion of an organization's services, educational topics, and community events. The display case can be reserved for a period of up to 4 weeks dependent on availability and the below conditions.

Posting or distribution of materials by the Library does not indicate endorsement of the posted content.

James Prendergast Library Association
Cash Sources
February 28, 2022

REVENUE REPORT	Receipts This Month Feb-22	Receipts YTD Beg - Feb 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	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	6,652.00	6,652.00	145,000.00	138,348.00	4.59%
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	0.00	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	0.00	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	944.18	2,097.43	20,000.00	17,902.57	10.49%
. COPY MACHINE	9.45	87.80	500.00	412.20	17.56%
CCLS					
. CCLS RENTAL INCOME	4,666.67	9,333.30	56,000.00	46,666.70	16.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,229.75	2,403.25	22,000.00	19,596.75	10.92%
. FUNDRAISING	687.65	3,718.79	75,000.00	71,281.21	4.96%
. MEMORIALS	85.00	1,708.93	3,000.00	1,291.07	56.96%
OTHER					
. INTEREST EARNED	7.53	21.02	300.00	278.98	7.01%
Total Income	<u>14,282.23</u>	<u>121,749.50</u>	<u>1,063,773.00</u>	<u>942,023.50</u>	<u>11.45%</u>

James Prendergast Library Association
Expenses
February 28, 2022

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Feb-22	Beg - Feb 2022	2022		
· SALARIES - STAFF	45,542.53	87,164.42	562,158.00	474,993.58	15.51%
· SALARIES - MAINTENANCE	2,878.50	5,316.00	38,025.00	32,709.00	13.98%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,597.86	6,862.04	45,914.00	39,051.96	14.95%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	950.00	950.00	0.00%
· INSURANCE - WORKER'S COMP	0.00	5,864.59	8,056.00	2,191.41	72.80%
· HEALTH BENEFITS	4,528.37	12,931.19	53,887.00	40,955.81	24.00%
· EAP	87.50	87.50	350.00	262.50	25.00%
· TRAINING & CONT ED	0.00	0.00	2,000.00	2,000.00	0.00%
MATERIALS					
· MATERIALS	2,813.32	7,100.30	110,000.00	102,899.70	6.45%
BUILDING EXPENSES					
· UTILITIES	4,920.61	9,392.86	52,000.00	42,607.14	18.06%
· BLDG & CUSTODIAL SUPPLIES	34.99	1,029.19	5,000.00	3,970.81	20.58%
· BLDG MAINT & REPAIR	1,987.52	3,499.52	27,749.00	24,249.48	12.61%
· INSURANCE - BLDG & LIABILITY	0.00	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	254.46	591.69	11,000.00	10,408.31	5.38%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	274.74	562.97	19,000.00	18,437.03	2.96%
· OFFICE & LIBRARY SUPPLIES	316.20	960.90	10,000.00	9,039.10	9.61%
· GRANT EXPENSES	1,783.66	5,260.69	0.00	-5,260.69	0.00%
· FUNDRAISING	0.00	2,355.00	7,000.00	4,645.00	33.64%
· COPY MACHINE EXPENSE	0.00	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	454.78	717.65	15,000.00	14,282.35	4.78%
· OUTREACH	25.00	50.00	500.00	450.00	10.00%
· PUBLICITY	0.00	22.67	1,505.00	1,482.33	1.51%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	69,500.04	163,682.04	1,063,773.00	900,090.96	15.39%

Net Loss \$55,217.81

James Prendergast Library Association

Balance Sheet

February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	63,578.96
1050 · JSB - MONEY MARKET	61,259.07
1060 · SPECIAL ACCOUNT - JSB	114.54
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.19
1080 · Jamestown Savings Bank - CARF	91,400.17
1090 · Unemployment Fund	2,668.26
Total Checking/Savings	<u>220,803.19</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	52,851.00
Total Other Current Assets	<u>52,851.00</u>
Total Current Assets	<u>273,654.19</u>
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	<u>2,040,338.92</u>
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	<u>8,126,321.23</u>
1560 · Snitger Gift Fund	41,165.25
Total Other Assets	<u>8,167,486.48</u>
TOTAL ASSETS	<u><u>10,481,479.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.19
2020 · RETIREMENT	-19.85
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	-638.20
2040.02 · DENTAL FLEX	159.55
2040.03 · AFLAC	16.00

James Prendergast Library Association

Balance Sheet

February 28, 2022

2040.04 · VSP	19.34
Total 2040 · PREMIUMS - FLEX	<u>-443.31</u>
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	472.55
2110 · ACCRUED VACATION	26,725.36
2135 · SALES TAX	<u>1,519.81</u>
Total Other Current Liabilities	<u>32,748.13</u>
Total Current Liabilities	<u>32,748.13</u>
Total Liabilities	32,748.13
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	<u>-402,029.49</u>
Total Equity	<u>10,448,731.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,481,479.59</u></u>