

James Prendergast Library Association

Board of Trustees

Meeting Minutes March 17, 2022

President, Dan Hickman, called the meeting to order at 5:17pm

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

Absent: Abby Soffel, Frank Corapi

Staff Present: Anne Greene, Tress Williams, Brittany O., Tracy H.

Public: Dennis Phillips.

Agenda Topics:

1. Public Comment – No Comment
2. Consent Agenda
  - a. Changes or additions to the agenda
    - i. Dan Hickman made the motion to add addition C to the agenda regarding Jr Trustees
    - ii. Motion made to add addition C by Jessica Carr second by Joni Blackman Y-9 N-0
  - b. Motion made to approve minutes by Mike Corey, second by Judy Long Y-9 N-0
  - c. Per additional motion made {see section ii} there was a discussion of bringing on Junior trustees from the local high school to be a part of the board. Dan asked for volunteers to look into the by-laws and more details for the board to review further. Mary Zdrojewski, Joni Blackman, and Judy Long volunteered.
3. New Staff Introductions
  - a. Anne Greene introduced two new staff members
    - i. Brittany Olson, who will be working as a Library Associate I
    - ii. Tracy Hewitt, who will be working as the Business Office Manager
4. Directors Report – Anne Greene
  - a. Nature Discovery Station:
    - i. As part of the Murry L. Bob Education Initiative, the Audubon's Nature Discovery Station was at the library on Feb 26, 2022. 55 participants interacted with fur pets, animal skulls, and other natural materials. They also made animal tracks in kinetic sand and bookmarks. Everyone was very engaged.
  - b. Topic Bins in Children's Room:
    - i. The library is now offering topic bins in the children's room. These are in bins where the children can reach and browse books independently. It is a small collection of picture books organized by topic.
  - c. St. Susan's Center Program:
    - i. The library has partnered with the center to bring crafting and story time to the guests at St. Susan's. Craft classes will be offered in the spring and summer along with story time on Saturdays. This partnership allows us to reach those in the community who may not typically access the library.

- d. JHS English 10 Classes:
    - i. A new partnership with JHS has started. Each month, two classes from JHS English 10 will visit the library. They will receive library cards, learn how to use the library, and participate in monthly programs.
  - e. Cummins Books:
    - i. The library received a grant from Cummins for \$6,652 to purchase books for summer reading and outreach programs. In total 3,300 books were ordered and will be distributed to the LEAP camps during the summer reading programs and other events throughout the year.
5. Treasure's Report – Mike Corey
- a. Library is doing well with the budget.
  - b. Will not take distribution from endowment for first quarter of this year.
  - c. Motion to approve budget by Ned Lindstrom, second by Judy Long Y-9 N-0
6. Fundraising Committee Report
- a. The new t-shirts have arrived. They have been designed by a local artist. The cost of the shirts is \$25.00 and can be purchased online or at the library. We are encouraging the board to wear them to the Block Party in May.
  - b. May 21st will be the Block Party and Scavenger Hunt. We have over 30 organizations committed to coming as well. Boards members will be volunteering to help the staff make this event a success.
  - c. A sponsorship letter was recently mailed out to 500 local business. The letter allows for businesses to choose a specific event or program they would like to sponsor during the year.
7. New Business
- a. Two policies were updated and approved
    - i. Health and Safety Policy
    - ii. Public Postings Policy
  - b. Motion to approve these policies was made by Mike Corey, second by Mary Zdrojewski Y-9 N-0
8. Unfinished Business –None
9. Next hybrid meeting is scheduled for April 21, 2022
10. Adjournment motion made at 5:45 pm by Mike Corey, second by Judy Long



## **DIRECTOR'S REPORT/ March 2022**

### **PROGRAMS & SERVICES**

#### ***Sensory Play***

Our new Saturday program in the Makerspace is gaining popularity, with attendance increasing each week. Forty one visitors came to the program in March. We are excited to be able to offer a Makerspace program on Saturdays, as not all of our patrons can make it to the space during the week.

#### ***Minecraft Club Expansion***

Minecraft Club has been consistently popular since in-person programming resumed. We added an additional session on Thursdays in January, in order to offer the program twice a week. In March, we purchased 4 additional licenses in order to allow up to 12 participants per session. Our IT Librarian and programming staff have been providing information to the Chautauqua Cattaraugus Library System about our program, in order to help other local libraries start up their own Minecraft Clubs.

#### ***Bookbinding with Infinity Arts***

We have continued with our programming offered through the Murray L. Bob Education Initiative. In March, the library offered a class on bookbinding run by Deb Eck of Infinity Arts. The program garnered a great deal of interest, with 17 people in attendance.

#### ***Computer Lab Improvements***

The library's adult computer lab is one of our most heavily used spaces, and thanks to a grant from the Carnahan Jackson Foundation, we are in the process of upgrading the space. We have replaced all the keyboards in the adult lab, as well as the keyboard at our catalog computers and computer classroom stations, and added protective coverings to the keyboard. These coverings make it easier for staff to clean the keyboard which improves the hygiene as well as the longevity of the keyboards by reducing wear and tear.

### **COLLECTION**

#### ***New Braille Books***

We have added additional books in Braille to our collection in the Children's Room, including well-known titles such as "My Side of the Mountain" and "Charlotte's Web." These books have also been moved to a more accessible location in the Children's Room. The library's Braille books are available to be placed on hold, so any patron in the Chautauqua Cattaraugus Library System has access to these materials. These books have garnered a lot of attention!

#### ***Early Reader Collection Updates***

We have reviewed our Early Reader collection, which bridges the gap between picture books and chapter books. This is a popular resource among caregivers encouraging developing readers to expand their independent reading skills and grow their confidence. We are ordering updated titles with a focus on high-interest subjects and characters.

#### ***Expanded Manga/Anime Collections***

Collection development staff are working on filling in series in our Manga/Anime collections, ordering items that have been marked as missing or lost, adding to series we already have, as well as obtaining some new series that look to be promising. This is a genre that has been growing in popularity so we are working to meet patron demand.

## **OUTREACH & PARTNERSHIPS**

### ***SNAP-Ed Nutrition classes and Storytime visits***

The library has been partnering with SNAP-Ed, which provides educational programming about healthy and affordable nutrition options through Cornell Cooperative Extension. The organization is in the library every other Wednesday, and now has a table in the front lobby to increase visibility and participation. This move to the front of the library has greatly increased patron engagement, as patrons can stop by the table to sample nutritious snacks, or take the time to learn how to prepare a recipe. SNAP-Ed also visits the library's storytimes approximately once a month to read a themed story and engage the children with a fun, easy recipe for hands-on learning.

### ***VITA at the Library***

The Volunteer Income Tax Assistance (VITA) program run by United Way uses the library's space every year. Due to the program's popularity and the library's central location, the program has expanded its sessions at the library to include a Monday morning session in addition to Tuesday evenings and Saturdays. This program brings many patrons through our doors each year and we are pleased to be able to provide an effective space for the group.

### ***Local Organizations Using the Makerspace***

When our staff are not running programs in the space, the Makerspace is available for use by the public, including local organizations. This month, Head Start and BOCES both used the space, and additional visits have been scheduled by the Jamestown Community Learning Council, Jamestown High School, and Love Elementary's after school program. We are excited that word continues to spread about the availability of this educational space.

## **LIBRARY NEWS**

### ***Half-Off Booksale***

The library's quarterly half-off booksale brought in many patrons to the library, and raised \$905.75. Patrons also purchased 6 book bags over the course of the sale.

### ***Local Businesses Support Library***

The library's fundraising initiative to receive sponsorships from local businesses in support of our programs has begun to bring in funds. So far we have received donations from seven local businesses, totaling \$2,050. Businesses can sponsor library programs such as our Summer Reading Challenge and our weekly Crafting and Community program.

### ***Queequeg Memorial Funds Received***

The library receives \$500 annually from the Queequeg Foundations; these funds were received last month and used to purchase new materials for the Children's collection.

### ***Staff***

A new staff member, Shawnette Williamson, joined our team in March. Shawnette is working as a building attendant and is a familiar face to many of our patrons.

<b>Library Usage Report - March 2022</b>	
<b>Library Visits</b>	
Days Open	27
Library Visits	8,334
Average Daily Library Visits	309
Year to Date Library Visits (Cumulative)	20,878
<b>Library Borrowers</b>	
New Cards Issued	119
Total Registered resident borrowers	16,142
Total Registered non-resident borrowers	11,072
<b>Materials Use</b>	
Adult Materials	4,172
Adult eBooks & eAudio	2,018
Children's Materials	3,012
Children's eBooks & eAudio	104
Video Materials	2,106
Microform Viewed	79
<b>Reference Questions &amp; Services</b>	
Single Service Point Reference Questions	6,213
Technology Questions	1,759
Faxes (# sent or received)	35
<b>Technology &amp; Virtual Services</b>	
Wi-Fi Use (# of visitors)	176
Emailed print jobs	244
Internet Use (# of sessions)	1,020
Internet Use (# of minutes)	82,161
Adult Computer logins	739
Teen Computer logins	217
Children's Computer logins	64
Computer Lab Sessions in PCC	304
Rosetta Stone Library Solution (# of minutes used)	200
Rosetta Stone Library Solution (cumulative # of users)	321
NY Times On-Site Sessions	2075
NY Times Off-Site Sessions	100
Wall Street Journal On-Site Sessions	8
Wall Street Journal Off-Site Sessions	264
Ancestry.com searches	305
Heritage Quest searches	384
ABC Mouse active users	24
NOVELny searches	756
Consumer Reports - Visits	7
Consumer Reports - Page Views	64
Chilton's Vehicle Repair - searches	4
<b>Programs</b>	
Children's programs - # offered	37
Children's programs - attendance	562
Teen programs - # offered	10
Teen programs - attendance	87
Adult programs - # offered	25
Adult programs - attendance	306
Technology Classes - # offered	1
Technology Classes - attendance	1
1-On-1 Technology Device Instruction	10
Library Outreach sessions - # offered	0
Library Outreach sessions - attendance	0
HSE/GED Classes - # offered	8
HSE/GED Classes - attendance	16
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
<b>Room Use</b>	
Non-Library Sponsored Room Use - # of sessions	38
Non-Library Sponsored Room Use - attendance	169
Library Sponsored Room Use - # of sessions	110
Library Sponsored Room Use - attendance	999
<b>Social media &amp; Webpage views</b>	
Facebook - Daily Total Reach	39,035
Prendergast Library Home Page Views	9,065
Facebook Followers	3,386
Twitter Followers	1,044
Instagram Followers	1,039

## **Pest Control Prevention and Response Policy**

The Library recognizes that ongoing monitoring, prompt reporting of all sightings, and immediate destruction of pests are necessary to mitigate the presence of infestations in our environment. The Library has created a protocol and related procedures for infestation prevention and response.

The Library strives to prevent and contain the presence of pest infestations in library facilities or on library materials by ensuring that library staff is aware of the prevention protocol and related procedures, and by regularly reviewing best practices to update and improve the protocol and procedures.

The Library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response
- Proactive measures are taken to reduce the risk to staff and customers
- Qualified pest control companies are contracted to work in our facilities
- Procedures and protocols are reviewed regularly to ensure they remain current and consistent with best practices
- Staff are kept informed of best practices for pest prevention and response and are actively engaged in reducing the risk of infestation

The sections below outline the Library's Prevention Policy for situations when Library staff or customers find or suspect pests in the Library environment.

### **Staff Protocol – Library Facilities:**

Staff will routinely inspect all areas of the Library including furniture, stacks and carpeted areas for signs of infestation. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to the Library administration for further inspection and response.

Any localized areas identified during ongoing monitoring will be treated individually; methods of treatment will be determined based on the size and nature of the area affected.

### **Staff Protocol – Library Materials:**

Staff will also routinely inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library delivery, for signs of any pest presence.

Items identified by Library staff will be promptly sealed in a zip locked bag with a white sheet of paper then placed in a plastic container. Items that are significantly infested or damaged will be destroyed; items with

Approved by the James Prendergast Library Board of Trustees 2/15/2118; Revised 4/21/2022

minor or suspected signs only will be promptly sealed in plastic, dated, and will then be placed in a heat treatment procedure, after which they will be re-inspected. All Library items determined or suspected to be impacted will be reported and logged for monitoring and collection replacement purposes.

Items returned to the Library with newly detected infestation will be treated as damaged items under the Library Circulation Protocol.

Public Information Protocol:

Library patrons will be asked to suspend checkout of Library materials if they are experiencing an infestation in their home. Items returned to the Library with newly detected infestation will be treated as damaged items under the Library Circulation Protocol.

If a patron finds a pest in library materials, the patron will be asked to immediately place the library material(s) in a plastic bag with a white sheet of paper and seal it as tightly as possible. Re-sealable “Ziploc” type bags are recommended and patrons are asked to seal the bag opening with tape to ensure secure closure.

The patron will be asked to return the material to the Library in the sealed bag and to notify staff of the problem when the material is returned. Patrons are asked not to use book drops or other automated check in terminals for materials with live pests.

Materials will either be treated or discarded at the Library’s discretion.

Public Donations Protocol:

Donors are kindly asked to inspect materials prior to donating them to the library and to deliver them in sealed bags or containers. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present pest activity.



## **Customer Service Policy**

### **Purpose**

The purpose of this policy is to establish the customer service philosophy and standards of the James Prendergast Library. Library staff members serve as the link between customers and the Library's resources and services. The Library's goal is to provide excellent library service which includes helpful and knowledgeable staff, access to relevant informational resources, and quality facilities. In the fulfillment of the Library's Strategic Plan, the following objectives have been adopted:

### **Definitions**

1. Ensure that Library customers consistently receive a high level of service.
2. Select, acquire, and organize sources of information and materials to meet the needs of Library patrons.
3. Be knowledgeable about Library resources, policies and procedures and be able to explain the resources, policies and procedures to patrons.
4. Identify and promote the services that meet the needs of patrons and potential patrons in the community.
5. Refrain from value judgments or opinions regarding the importance of a request or question.
6. Value the diverse community we serve by providing patron assistance without discrimination. We define diversity to include, but not be limited to, persons of varying educational levels, literacy levels, abilities, gender, religion, race, age, national origin, marital or familial status, sexual orientation, income level, and occupation.
7. Maintain the confidentiality of our patrons' transactions and records.
8. Cooperate with community agencies and organizations in an effort to serve the community.

The Board of Library Trustees authorizes the Library Director to establish procedures to administer this policy, and to delegate any and all responsibilities herein to other staff through such procedures.



## **Board of Trustees Student Liaison Policy**

The Library's Board of Trustees encourages youth to apply to serve as a Board of Trustees Student Liaison to improve library services, policies, and collections for youth who use the library. The opportunity also encourages young people to consider librarianship as a career; encourages use of library services by teens; and provides practical experience for teens in the operations of local government.

### **General Information and Application:**

General information about the Library Board and applications will be available to the students at the library, online, and at the Jamestown High School Guidance Office.

### **Requirements:**

Any high school student (preferably sophomore or junior) who lives within the boundaries of the Jamestown Public School District or attends Jamestown High School may apply to be a Board of Trustee Student Liaison of the James Prendergast Library Board.

### **Completed Applications:**

Completed applications are to be returned to the library director. The director will acknowledge receipt of the applications, and keep the applications on file.

### **Choosing a Student Trustee:**

The President of the Library Board will appoint an ad hoc committee to review the applications and choose candidates to interview.

### **Appointment:**

The ad hoc committee will recommend a qualified applicant to the Library Board which will vote to approve or not approve the recommendation.

### **Term:**

The selection process for the Student Trustee position will begin in the spring of each academic year and shall be completed no later than May 31. The term of the Student Trustee will run from September 1 – May 31.

### **Expectations:**

Board members are encouraged to apply for a library card if they do not already have one. In addition, they are expected to arrive a few minutes early to meetings so meetings can start on time; expected to bring all materials in either electronic or written formats; and expected to have read materials ahead of time in order to better understand the discussions. If unable to attend, Board members should contact either the Library Director, or the Library Board President at least 48 hours in advance of a meeting.

The James Prendergast Library Board of Trustees reserves the right to review the appointment after two absences or inappropriate conduct.

## Prendergast Library Board of Trustees Student Liaison Job Description

**Overview:** The James Prendergast Library seeks to add a student liaison to its Board of Trustees. The intention of this position is to gain insight from a population of our community that is not currently represented on our board of trustees. In addition, we feel the experience of participating on a volunteer governing board will provide an educational experience that will encourage students to be more engaged and enlightened adults.

The purpose of this Student Liaison is:

- To serve as a non-voting advisory member of the Board of Trustees, on the existing governing body of the James Prendergast Library
- To provide insight to and support of topics of interest to the governing body of the James Prendergast Library
- To serve as a liaison between the public library and the local school district it serves
- To provide more diverse input in the development and direction of the James Prendergast Library
- To advocate for the James Prendergast Library
- To gain experience as to the duties and responsibilities of serving on a volunteer board

The term of office for this Student Liaison will be:

- The representative will be chosen from students of the Jamestown High School District and/or homeschooled within the district – preferably a sophomore or junior
- The representative will remain in the position until the one-year term is complete or no longer resides in the library's service district
- Any vacancy will be filled with a newly recruited student who fits the criteria and qualifications for this position

The qualifications for this Student Liaison will be:

- The student must have an interest in the process of governing by a board of trustees as well as an interest and willingness to actively participate in the decision-making process along with the other trustees
- The student must be willing to convey opinions to the Board of Trustees
- The student must have a willingness and ability to attend one meeting per month (10 meetings total per year – the Board of Trustees does not meet in July or August)

The Student Liaison will:

- Adhere to all the rules and regulations pertaining to Board members
- Notify the library director, or Board of Trustees President, if unable to attend a scheduled meeting
- Attend special meetings or study sessions if requested, excluding Executive Sessions
- Review the Board of Trustees board packet and reading materials prior to all regular Board of Trustees meetings
- Participate in discussion at regular open meetings of the Board when applicable, however, the student representative may not make any motions or vote
- Report Board deliberations and actions to Jamestown High School Student Council

**Application for Board of Trustees Student Liaison****James Prendergast Library Board of Trustees****Deadline May 31st**

Students in grades 10 and 11 who attend Jamestown High School or reside in the district are invited to apply to be a Board of Trustees Student Liaison (SL) on the James Prendergast Library Board. This position is a non-voting position, but the SL is encouraged to participate in discussions. The SL position will run from September 1 – May 31.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Library Card # if applicable: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Attending (or Homeschool): \_\_\_\_\_

Activities and Hobbies: \_\_\_\_\_

Community Service Interests and Projects: \_\_\_\_\_

What do you feel is a strong program or service that the library currently offers? \_\_\_\_\_

What do you feel you can contribute to the library board? \_\_\_\_\_

Please provide one reference from a teacher or a non-related community member:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number or Email Address: \_\_\_\_\_

The James Prendergast Library Board of Trustees reserves the right to terminate the position due to more than two unexcused absences. Please email your application to [director@prendergastlibrary.org](mailto:director@prendergastlibrary.org) or turn in your application to the Circulation Desk at the Prendergast Library.

I understand the terms of the position. I am not related to any James Prendergast Library employee or Board of Trustees member.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JAMES PRENDERGAST LIBRARY ASSOCIATION  
BY-LAWS  
AS AMENDED

**I. Adoption and Amendments**

These by-laws, adopted by the Board of Trustees September 10, 1952, are in accordance with the Charter of the James Prendergast Library Association. They may be amended or changed only by a 2/3rds vote of all of the members of the Board. The proposed changes will be presented and reviewed at one meeting and voted on at the next scheduled or special meeting. All amendments or changes of such by-laws must be in accordance with the charter, as amended, of said Association.

**II Board of Trustees**

a. Number

The number of trustees shall not be less than seven nor more than fifteen. The trustee's term of office shall be for three years. At the expiration of his/her term of office a trustee shall be eligible for re-election. No trustee may serve more than nine successive years. The board shall maintain two thirds or more of its members to be residents of the Jamestown School District. If the number of board members is not divisible by three then the board shall maintain over two thirds of its members be residents of the Jamestown City School District. **There shall also be one non-voting high school student liaison trustee member who will be chosen annually for a one-year term by the Library Board from applications received.**

b. Nomination and Election

The Board Governance Committee shall present a slate of trustee members for election to the Board at the annual meeting. The newly elected trustees shall take office at the first meeting following the annual meeting. The Board Governance Committee shall review the two thirds residential requirement when replacing board members or board vacancies to ensure the two thirds residency requirement is in compliance.

c. Vacancies

Any vacancy occurring in the Board of Trustees and any position to be filled by reason of an increase in the number of Trustees may be filled upon recommendation of a qualified candidate by the Board Governance Committee by the affirmative vote of the majority of the Board. A Trustee elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

d. Resignations

A Trustee may resign at any time by filing a written resignation with the President of the

Board.

e. Removal

Any Trustee may be removed from office with (or without cause) by a two-thirds (2/3) vote of all Trustees then in office (or present at meeting), at any regular or special meeting of the Board, if the meeting notice includes such purpose. The Trustee shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

### **III. Annual Meeting**

The annual meeting of the trustees shall be held in December of each year, at which time trustees and officers shall be elected or appointed according to these by-laws and the Charter of the Association. At least five days written notice shall be given to all trustees as to the time and place of the annual meeting.

### **IV. Officers**

The officers of the Association shall be a President, a Vice-President, a Secretary a Treasurer and an Assistant Secretary-Treasurer elected or appointed according to the requirements of the Charter. All officers shall be elected from the membership of the Board of Trustees. The term of office of said officers shall be established by resolution of the trustees, and said trustees holding such offices shall not receive any compensation for their services,

### **V. Duties of Officers**

The President shall preside at all meetings of the Board of Trustees and act as the chief executive officer in the governance of the library. The Vice-President shall act in the absence or disability of the President. The Secretary shall keep an accurate record of the proceedings of the Association, shall be the custodian of its seal and all legal and other papers. Such records may be placed in the library building for permanent record. The Treasurer, or his or her designee, shall oversee receipt of all funds of the Association and deposit them in such banks as shall be designated by the trustees. The Secretary and the Treasurer shall, at stated intervals, make such reports to the President and Trustees, as they request or require. The Assistant Secretary-Treasurer, shall aid the Secretary and Treasurer and perform such other duties as prescribed by the trustees.

All checks and vouchers shall be signed by two of the officers or one officer of the Association and a staff member as designated by the Board of Trustees.

### **VI. Meetings**

There shall be no less than ten meetings a year of the trustees on such date as the trustees may establish. A quorum shall consist of a simple majority of the elected trustees. If a quorum is not present, a less number can adjourn the meeting to a date named, or without date.

Special meetings may be called by the President, or by a majority of the Trustees.

#### **VII. Disbursements**

Before payment, all bills approved by the trustees, except that salaries established by the trustees may be paid, and except that bills for regular utility services may be paid to save discounts.

#### **VIII. Committees**

The President may at any time appoint committees or task forces to perform such duties as he/she may assign.

#### **IX. Director**

The Director of the Library shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the Library's services to the public; for the operation of the Library under the financial conditions set forth in the annual budget.

The Director shall be considered an ex-officio officer of the Board and shall take part in their deliberations but shall have no vote. The Director shall attend all board meetings (except those at which his/her appointment or salary is to be discussed). Should the Director be unable to attend a board meeting, his/her designee shall attend and take part in board deliberations.

#### **X. Indemnification**

Each trustee and officer of the Association shall be indemnified by the Association against any and all claims and liabilities to which he may become subject to, or for acts alleged to have been committed, omitted, or neglected by him in his capacity as a trustee or officer; and the Association shall reimburse each trustee or officer for all legal expenses reasonably incurred in connection with the defense of claims or liabilities, provided, that no trustee or officer shall be indemnified against, nor reimbursed for, expenses incurred in connection with claims or liabilities arising out of willful misconduct or gross negligence.

This right of indemnification shall not be exclusive of any rights to which a trustee or officer of the Association may otherwise be entitled by law.

Compiled: December, 1969

Amended: November 20, 1986  
December 15, 1994  
October 22, 1998  
January 19, 2012  
June 21, 2012  
October 15, 2020  
December 17, 2020

**James Prendergast Library Association**  
**Cash Sources**  
**March 31, 2022**

REVENUE REPORT	Receipts This Month Mar-22	Receipts YTD Beg - Mar 22	Total Budget 2022	Balance	% Received
<b>LOCAL FUNDING</b>					
. 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	0.00	6,652.00	145,000.00	138,348.00	4.59%
<b>COUNTY FUNDING</b>					
. CCLS - BOOK PLAN	2,662.56	2,662.56	13,400.00	10,737.44	19.87%
<b>STATE AID</b>					
. 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	1,072.90	1,072.90	8,800.00	7,727.10	12.19%
<b>Federal Funding</b>					
. PPP GRANT REVENUE	0.00	89,413.00	0.00	-89,413.00	0.00%
<b>ENDOWMENT</b>					
. TRANSFER FROM ENDOWMENT	0.00	0.00	250,846.00	250,846.00	0.00%
. AXEL W CARLSON	1,920.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	0.00	1,313.98	2,500.00	1,186.02	52.56%
. SALLY J NALBONE MEM FUND	519.00	519.00	432.00	-87.00	120.14%
. KATHERINE GANZ FUND	16,381.00	16,381.00	13,623.00	-2,758.00	120.25%
. KOHL FAMILY FUND	1,309.35	1,309.35	900.00	-409.35	145.48%
. FRED L & VANNE D COHEN FUND	289.85	289.85	200.00	-89.85	144.93%
. JUDITH J ANDERSON FAMILY FUND	132.50	132.50	0.00	-132.50	0.00%
. ROBERT S & JE'ANNE BARGAR	390.05	390.05	325.00	-65.05	120.02%
<b>LIBRARY FEES</b>					
. FINES & FEES	2,333.63	4,431.06	20,000.00	15,568.94	22.16%
. COPY MACHINE	447.00	534.80	500.00	-34.80	106.96%
<b>CCLS</b>					
. CCLS RENTAL INCOME	4,666.67	13,999.97	56,000.00	42,000.03	25.00%
<b>FUNDRAISING/DONATIONS</b>					
. BOOKSALE	2,059.83	4,463.08	22,000.00	17,536.92	20.29%
. FUNDRAISING	3,114.36	6,833.15	75,000.00	68,166.85	9.11%
. ESTATES		0.00	0.00	0.00	0.00%
. MEMORIALS	0.00	1,708.93	3,000.00	1,291.07	56.96%
<b>OTHER</b>					
. INTEREST EARNED	3.73	24.75	300.00	275.25	8.25%
. REFUNDS		0.00	0.00	0.00	0.00%
<b>Total Income</b>	<b>37,302.43</b>	<b>159,051.93</b>	<b>1,063,773.00</b>	<b>904,721.07</b>	<b>14.95%</b>



**James Prendergast Library Association**  
**Expenses**  
**March 31, 2022**

EXPENSE REPORT	Disbursed This Month Mar-22	Disbursed Year-To-Date Beg - Mar 2022	Total Budget Internal 2022	Balance	% Spent
· SALARIES - STAFF	47,920.65	135,085.07	562,158.00	427,072.93	24.03%
· SALARIES - MAINTENANCE	3,025.50	8,341.50	38,025.00	29,683.50	21.94%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,790.88	10,652.92	45,914.00	35,261.08	23.20%
· DISABILITY INSURANCE BENEFITS	325.30	325.30	950.00	624.70	34.24%
· INSURANCE - WORKER'S COMP	-830.00	5,034.59	8,056.00	3,021.41	62.49%
· HEALTH BENEFITS	-865.16	12,066.03	53,887.00	41,820.97	22.39%
· EAP	0.00	87.50	350.00	262.50	25.00%
· TRAINING & CONT ED	200.00	200.00	2,000.00	1,800.00	10.00%
<b>MATERIALS</b>					
· MATERIALS	7,374.49	15,036.41	110,000.00	94,963.59	13.67%
<b>BUILDING EXPENSES</b>					
· UTILITIES	5,084.99	14,477.85	52,000.00	37,522.15	27.84%
· BLDG & CUSTODIAL SUPPLIES	13.78	1,042.97	5,000.00	3,957.03	20.86%
· BLDG MAINT & REPAIR	2,151.21	5,650.73	27,749.00	22,098.27	20.36%
· INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	524.84	741.42	7,000.00	6,258.58	10.59%
· MISC BUSINESS FEES	673.74	1,265.43	11,000.00	9,734.57	11.50%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
<b>LIBRARY OPERATIONS</b>					
· IT TECH	2,806.76	3,445.95	19,000.00	15,554.05	18.14%
· OFFICE & LIBRARY SUPPLIES	477.70	1,819.88	10,000.00	8,180.12	18.20%
· GRANT EXPENSES	4,569.55	11,036.88	0.00	-11,036.88	0.00%
· FUNDRAISING	192.81	3,073.59	7,000.00	3,926.41	43.91%
· COPY MACHINE EXPENSE	0.00	177.17	4,500.00	4,322.83	3.94%
<b>MISCELLANEOUS</b>					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· PROFESSIONAL FEES	508.03	1,856.60	15,000.00	13,143.40	12.38%
· OUTREACH	37.80	238.19	500.00	261.81	47.64%
· PUBLICITY	0.00	47.51	1,505.00	1,457.49	3.16%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
<b>Total Expense</b>	<b>77,982.87</b>	<b>245,439.18</b>	<b>1,063,773.00</b>	<b>818,333.82</b>	<b>23.07%</b>
<b>NET PROFIT OR LOSS</b>	<b><u><u>-40,680.44</u></u></b>				

# James Prendergast Library Association

## Balance Sheet

March 31, 2022

Mar 31, 22

### ASSETS

#### Current Assets

##### Checking/Savings

1000 · JSB - OPERATING FUND	49,765.90
1050 · JSB - MONEY MARKET	31,262.34
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.19
1080 · Jamestown Savings Bank - CARF	75,249.95
1090 · Unemployment Fund	2,668.28

Total Checking/Savings 160,958.68

##### Other Current Assets

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

Total Current Assets 213,809.68

##### 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	93,674.50
1550 · ACCUMULATED DEPRECIATION	-2,592,240.67

Total Fixed Assets 2,056,489.92

##### Other Assets

##### 1555 · ENDOWMENT FUND

1555.01 · INVESTMENT FUND - ENDOW	6,525,875.54
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	1,428,503.07

Total 1555 · ENDOWMENT FUND 8,178,806.40

1560 · Snitger Gift Fund 39,234.44

Total Other Assets 8,218,040.84

TOTAL ASSETS 10,488,340.44

### 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	429.46
2040.02 · DENTAL FLEX	199.37
2040.03 · AFLAC	32.00
2040.04 · VSP	48.46

# James Prendergast Library Association

## Balance Sheet

March 31, 2022

Total 2040 · PREMIUMS - FLEX	709.29
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	-0.57
2110 · ACCRUED VACATION	26,725.36
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>33,427.61</u>
Total Current Liabilities	<u>33,427.61</u>
Total Liabilities	33,427.61
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>-395,848.12</u>
Total Equity	<u>10,454,912.83</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>10,488,340.44</u></b>