

James Prendergast Library

Board of Trustees Meeting

October 20, 2022

Board members in attendance (virtual or in person):

Dan Hickman, Ned Lindstrom, Cassie Blakeslee, Michael A. Corey, Joni Blackman, Jessica Carr, Frank Corapi, Judy Long, Abbey Soffel, Mary Zdrojewski

Absent: None

Staff Present: Anne Greene, Kassandra Kum

Public Present: None

Meeting Called to order at 5:17 pm by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
  - a. No changes or additions
  - b. Acceptance of minutes of last meeting
    - i. Motion made by Judy Long Y-10 N-0
3. Staff Introductions – Anne Greene
  - a. Kassandra Kum – Library Associate I
4. Directors Report - Anne Greene
  - a. The Blackout Meditation program, with Pearl City Clay House, was successful and every spot was booked. There were 19 patrons who attended this program. We are seeing our adult programming increase in both attendance and offerings. The program is part of our Murray L. Bob Education Initiative - it helps artists reach their creative place by taking old book pages and creating them into works of art.
  - b. Thanks to a grant from the Hultquist Foundation, we have upgraded our magazine storage. Back issues of magazines are now stored in new corner file cases, replacing cases that were over 60 years old. The collection looks inviting with these new upgrades and it is more accessible and aesthetically pleasing.
  - c. The Public Market's Mobile Market finished their 2022 season on Wednesday, September 28. This partnership has been enriching and a successful part of the library's popular outdoor summer programs. We will be receiving a program report from the

Mobile Market in a few months which will detail community participation statistics and public comments.

- d. Beginning in September, and continuing throughout the school year, three JHS 9th and 10th Grade English classes will visit the Library monthly to learn about services and programs and check out books. All the students received library cards. We will be working with the teacher so she can assist us with our student liaison for the Board of Trustees.
- e. The Sheldon Foundation generously awarded the Library \$37,165 in matching grant funds for the 2022 NYS Construction Grant for the new patio and walkway in the front of the library and update the HVAC system. We would like to thank the Sheldon Foundation for their support. As reported last month, the Lenna foundation also generously awarded the Library \$37,200 in matching grant funds for the same project. We are extremely grateful for these matching grants for this exciting project.
- f. The Chautauqua Region Community Foundation generously provided funding to support our upcoming Haunted Library fundraiser. This funding will help improve the fundraiser's profit margin.

**Increases:**

Category	% Increased	September 2022	August 2022	Notes
Total Library Circulation	16.0%	117,142	100,891	
Total Database Usage	15.5%	833	721	

**Decreases:** Decreases are due to summer reading ending

Category	% Decreased	September 2022	August 2022	Notes
Library Visits	-24.5%	8,704	11,533	Summer programming has ended and fewer kids are in due to school starting
Total Computer Logins	-3.2%	1,224	1,265	More kids are back in school and not on the computers regularly
Total Reference Questions	-11.2%	13,315	14,993	
Total # of programs offered	-33.3%	94	141	We no longer have the abundance of summer programs
Total Program Attendance	-64.1%	1,546	4,311	We no longer have the abundance of summer programs

5. Treasurer's Report: Mike Corey

- a. Budget is doing well and we are in good financial shape for this year. We expect the money from the school tax to come in soon.
  - i. Motion to approve Treasurer's Report Ned Lindstrom, second by Jessica Carr Y-10 N-0
- b. We received the final draft of the CCLS Lease between the Prendergast Library and Chautauqua Cattaraugus Library System. The Lease will be signed by both Board Presidents. The Lease was approved at the previous meeting.
- c. Change of Health Insurance Plan to Independent Health Passport Plan recommendation made by Finance Committee Y-10 N-0
- d. 2023 Proposed Budget - motion to approve 2023 budget made by Frank Corapi, second by Judy Long Y-10 N-0

6. Fundraising Committee Report: Cassie Blakeslee

- a. Haunted Library: We have sold out of all of the tickets - 240 slots! We are very excited about this inaugural event and we hope to see you all there.
- a. Fundraising Letter: Focuses on the new patio programming that the staff will be implementing next year. The letter will go out early November. We will need approval for the letter.
  - i. Motion made to approve Fundraising Letter made by Mike Corey, second Judy Long Y - 10 N - 0

7. Nominating Committee Report: Cassie Blakeslee

- a. The Nominating Committee met last week. We are working on a plan to recruit more board members in the near future.
  - i. Elizabeth Margarito resigned. We need to fill her 1<sup>st</sup> term vacancy which extends until Dec 2024.
  - ii. Joni Blackman will finish her last year of her three-term limit in December 2022.
  - iii. Currently there are 10 board members - 8 live in Jamestown. We meet the 2/3 majority residency requirement.

8. Building Committee Report: Mary Zdrojewski

- a. All of our funding for our Outdoor Patio Project and HVAC upgrades is secured. The New York State Library recently awarded us \$214,984 and the Lenna Foundation provided 12.5% matching funds of \$37,200 and the Sheldon Foundation provided the other 12.5% matching funds of \$37,165.
- b. The electrical work for the lighting has begun out front. We're all excited about this project and our fundraising letter will focus on our programming that will take place outdoors on the patio next year.

9. New Business: Anne Greene

- a. Makerspace Policy: This policy was up for review, and we revised it by adding just a couple of lines.
- b. Rules of Conduct Policy: We needed language in our policy so patrons do not block our entrances and aisles, etc.
- c. Motion to approve both policies made by Mary Zdrojewski, second by Judy Long Y- 10 N - 0
- d. Circulation Printer: The printer in the circulation room is no longer working. It was purchased in February of 2010 and is heavily used every day by all staff. It is no longer on a contract due to the age of the printer, and we are unable to get it repaired as parts are no longer available for it. Mike Jones, CCLS IT Manager, assisted us with quotes and the printer he recommends is: \$2,433.02. This was the best and most cost effective while meeting the needs of the library.
- e. Motion to approve made by Mary Zdrojewski, second by Mike Corey Y- 10 N - 0

10. Unfinished Business: Anne Greene

- a. Sexual Harassment Training - Reminder that this needs to be completed every year and the appropriate acknowledgement form needs to be signed and filed in the Business Office.

11. Next meeting is Nov 17, 2022

12. Meeting called to a close at 6:10 pm by Judy Long

## DIRECTOR'S REPORT/ October 2022

### PROGRAMMING & SERVICES

#### *Pumpkin Painting program*

Families had a blast at our October pumpkin painting program, which was attended by 120 children and 60 adults. Pumpkins were generously donated and provided at a discount by Abers Acres and Anderson Farms. This program also introduced new families to the Makerspace, as we had the space open for the day.

#### *Bengala Mud Dyeing*

We have heard feedback from patrons who are interested but unable to attend our weekly crafting program on Thursday evenings. In response, we are working to provide occasional Saturday crafting programs as well. Staff ran a Bengala Mud Dyeing class on a Saturday afternoon, and received great feedback from patrons. We welcomed seventeen participants to the workshop.

### COLLECTION

#### *Updated magazine and periodical storage*

Thanks to a grant from the Hultquist Foundation, we have updated our magazine and newspaper storage. Previously, current issues were stacked on top of each other, making them difficult to navigate and hard to keep tidy. Now, they are stored upright in clear acrylic boxes, with the current issue displayed in a front panel. The magazine back issue storage boxes have been updated as well. The previous holders were over 60 years old! We have received many positive comments about these updates from patrons and visiting staff from other CCLS libraries.

Magazine Back Issues Before



Magazine Back Issues Now



New Magazines Before



New Magazines Now



#### *Focus on increased browsability*

Staff work hard in the collection and have recently been working to improve patrons' experiences when they browse the library collection. We have begun using book stands, purchased with grant funds from the Hultquist Foundation, to display more books with their covers facing out on the ends of our shelves. We are seeing many empty book stands at the end of each day, suggesting that patrons are selecting these books after seeing their covers.

## **OUTREACH & PARTNERSHIPS**

### ***Persell Open House***

Library staff attended Persell Middle School's Open House to promote library programs and our upcoming Haunted Library event. Staff spoke with several dozen families at this event.

### ***Food Dehydration 101 with Jamestown Public Market***

We welcomed the Jamestown Public Market to run a class on food dehydration basics, as part of our Murray L. Bob Education Initiative. Fourteen patrons attended this program, a great turnout for an adult program. We are looking forward to another program run by the Market in November on food preservation.

### ***Socktober with Northern Chautauqua Community Foundation***

"Socktober" is an annual collection for socks to provide for people in need, run by the Northern Chautauqua Community Foundation. The library served as a drop-off site for donated socks in October and received donations from library patrons.

## **LIBRARY NEWS**

### ***Haunted Library a Scary Success***

The Haunted Library Fundraiser was a huge success, with all tours selling out. Visitors had a blast on the tour, and were impressed by the acting and the decorations. We are excited to continue and expand this fundraiser event in future years, as we received a great community response, and demand outpaced the available tickets. A patron won the 50/50 raffle and donated his winnings back to the library.

### ***Teen Area Upgrade Complete***

As more teens visit the library, we have worked to improve the Teen Area to provide more comfortable seating and additional activities for teens. Thanks to grant funding from the Holmberg Foundation, we now have a wipe-clean couch, beanbag chairs, and rocker chairs. We also have a fun interactive sticker-art project that was purchased with funds from CRCF. Additionally, we've added board games (donated by the community) that are available to play, and crafting supplies. All of this sees heavy use, and we are excited to welcome more teens to the library. The teens are definitely enjoying the new space and telling their friends to come along!

## **GRANT UPDATES**

### ***CCLS Youth Outreach grant awarded***

The library was awarded a \$1,000 outreach grant from CCLS. This grant will fund outreach to ninth-grade students at Jamestown High School; students will come to the library to get a tour of our resources, and explore the Makerspace, where we'll have a collaborative and fun cardboard construction project for the classes.

### ***Construction on Outdoor Space begins***

Thanks to grant funds from New York State Construction aid and matching funds from the Lenna Foundation and the Sheldon Foundation, the library will soon have an upgraded HVAC system and an updated outdoor front area with lighting, seating, and programming space. Construction has begun this month, with rapid progress being made. Patrons have been interested in these exciting developments, and all staff are well-informed about communicating the funding sources for this project.

<b>Library Usage Report - October 2022</b>	
<b>Library Visits</b>	
Days Open	24
Library Visits	8,725
Average Daily Library Visits	364
Year to Date Library Visits (Cumulative)	85,487
<b>Library Borrowers</b>	
New Cards Issued	50
Total Registered resident borrowers	16,453
Total Registered non-resident borrowers	11,131
<b>Materials Use</b>	
Adult Materials	5,159
Adult eBooks & eAudio	1,936
Children's Materials	3,532
Children's eBooks & eAudio	86
Video Materials	2,061
Microform Viewed	42
<b>Reference Questions &amp; Services</b>	
Single Service Point Reference Questions	7,738
Technology Questions	2,096
Faxes (# sent or received)	37
<b>Technology &amp; Virtual Services</b>	
Wi-Fi Use (# of visitors)	185
Emailed print jobs	216
Internet Use (# of sessions)	1,269
Internet Use (# of minutes)	112,766
Adult Computer logins	675
Teen Computer logins	460
Children's Computer logins	134
Computer Lab Sessions in PCC	50
Rosetta Stone Library Solution (# of minutes used)	60
Rosetta Stone Library Solution (cumulative # of users)	344
NY Times On-Site Sessions	2018
NY Times Off-Site Sessions	100
Wall Street Journal Logins	21
Wall Street Journal Page Views	389
Ancestry.com searches	40
Heritage Quest searches	180
ABC Mouse active users	20
NOVELny searches	11
Consumer Reports Visits	8
Consumer Reports Page Views	79
<b>Programs</b>	
Children's programs- # offered	38
Children's programs - attendance	993
Teen programs- # offered	19
Teen programs- attendance	154
Adult programs- # offered	12
Adult programs- attendance	126
Offsite programs - # offered	0
Offsite programs - attendance	0
Library Outreach tabling - # offered	1
Library Outreach tabling - attendance	50
Technology Classes - # offered	1
Technology Classes - attendance	1
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	10
HSE/GED Classes - attendance	22
Aspire Job Training - # offered	8
Aspire Job Training - attendance	24
<b>Room Use</b>	
Non-Library Sponsored Room Use - # of sessions	43
Non-Library Sponsored Room Use -attendance	236
Library Sponsored Room Use - # of sessions	98
Library Sponsored Room Use - attendance	1386
<b>Social media &amp; Webpage views</b>	
Facebook - Daily Total Reach	32,802
Prendergast Library Home Page Views	7,492
Facebook Followers	4,096
Twitter Followers	1,060
Instagram Followers	1,060





## **Photography Policy**

In order to promote the library's programs and services, the James Prendergast Library sometimes uses photos of patrons in its publications, press releases, and social media. Any library user can decline being photographed. The Library will post this policy and if a library user notices a photo of himself or herself that they would like removed from library publicity, staff will do so upon notification.

### **Photographing Adults**

When photographing one adult or a small group (3 or less), staff will obtain verbal consent if their faces are visible. Written consent will only be required if person's name is to be published.

### **Photographing Children Under Age 18**

When photographing one child or a small group (3 or less), staff will get verbal consent from the child's guardian prior to taking the photo, if the children's faces are visible. Written consent will only be required if child's name is to be published.

### **Photographing Library Events**

At the beginning of library events, staff will announce, "library staff will take photographs which may be used for library promotional purposes. Please notify staff if you do not want to be photographed."

The following sign will be posted in the library to further notify patrons their picture may be taken:

"Your attendance at library programs may be digitally recorded through photographs or video recordings. These images or videos may be posted on our website, on social media outlets, or local publications. If you do not wish your image to be published, please notify library staff before or immediately after the program. No individual identification will be used unless the library has a written photo release form."

### **Photographing Groups of Adults/Children**

No permission is needed to take photos of crowds during events at the library.

### **Liability**

The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the James Prendergast Library. Any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged. Further, the photographer or



videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

### **Rights of the Library**

The Library reserves the right to enforce all above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the James Prendergast Library, and as such, has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the James Prendergast Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.

## **Meeting Rooms Policy**

Meeting rooms are available when the Library is open. They are to be used for general information, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

A meeting room application is required. You may complete an application by stopping at the Information Desk, or download the form, complete it and bring it in to the Library's Information Desk. The Library reserves the right to determine which room will best accommodate each group's needs, and assign rooms accordingly. All use of Library meeting rooms must be approved by a Library manager.

Currently, the Library has 6 available rooms:

- 1.) The Conference Room, maximum capacity of 15
- 2.) The Literacy Center, maximum capacity of 15
- 3.) The Telehealth Pod, maximum capacity of 2
- 4.) The Fireplace Room, maximum capacity of 95
- 5.) The Johnson Community Room, maximum capacity of 95
- 6.) The Public Computer Classroom, which has 15 computers available.

For-profit groups and party-type functions are asked to provide a suggested donation of at least \$50.00 for each use of a room. Donations may be made by cash, credit card, or check made payable to James Prendergast Library. With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

## **Meeting Room Regulations**

1. All library visitors are expected to comply with the library's current Rules of Conduct.
2. Groups cannot use the library's name, address or telephone number as their official address or contact information.

3. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library's meeting rooms must state that the event is not a program of, nor sponsored by the Prendergast Library. The Library may ask to see such notices prior to the public release.
4. When making a booking, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished. Additional tables and chairs are available upon request.
5. The Library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
6. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
7. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.
8. Light refreshments may be served if requested in the application and if the kitchenette (where available) is left in an orderly condition.
9. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

## **Circulation Policy**

The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights as a James Prendergast Library Association (JPLA) cardholder.

### **Account Registration**

Registering for a library card must be done in person, or online registration is permitted for a temporary account. Library cards obtained through online registration will give cardholders 3 weeks of access to all JPLA digital resources and allow individuals to place holds on physical library materials. After 3 weeks, temporary patrons must visit the library in person and provide identification to continue access to materials.

Applicants must supply photo identification and proof of address, and complete and sign the Library's card application. By signing the registration card, applicants certify that the information they provided is true and correct to the best of their knowledge and that they agree to obey all policies of the James Prendergast Library.

Cardholders are only allowed one library card in their name. JPLA is a member of the Chautauqua-Cattaraugus Library System (CCLS). The library card you receive from JPLA can be used at any CCLS member library. Upon application for a library card, the Library will verify that the applicant does not already have a card within the Chautauqua Cattaraugus Library System.

If the Library finds that an applicant has a pre-existing account, the applicant will instead update the information on the existing account. If a patron is found to have multiple JPLA accounts, those accounts, along with all fines, items, and holds associated with them, will be merged to the most recent record.

The Library reserves the right to withdraw borrowing privileges from any patron providing the Library with false registration information.

Registering for a JPLA library card is free for all New York State residents. Out-of-state residents will be required to pay an annual \$10 fee to maintain a JPLA library account.

### ***Juvenile and Young Adult Registrations***

A parent or guardian may obtain a library card for their child by providing a valid form of identification and signing the card application. Upon signing, the parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The parent/guardian is the account guarantor and the child is the account guarantee. The child must be present at the time of registration.

Young adults aged 14-17 unaccompanied by a parent/guardian may obtain a library card by presenting appropriate identification. Library staff retain the right to modify the registration process for youths in situations where the above policy does not apply.

DVDs and non-traditional items (such as science kits and literacy theme boxes) may not be checked out on juvenile or young adult accounts.

### ***Lost cards and Replacements***

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the Library immediately to avoid unnecessary charges.

Replacement cards can be issued; a wallet-sized card costs \$1.00 to replace and a keychain card can be provided at no cost. No more than 3 free replacement cards will be provided annually.

Approved by the James Prendergast Library Board of Trustees 11/17/2022

## **Patron Accounts**

So that the Library can maintain accurate contact information of our patrons, JPLA library cards are set to expire one year from the date of initial registration or the date of a card renewal.

When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently in the account, the patron's record will be updated. The Library reserves the right to request that a patron complete a new registration form.

### ***Authorized Users***

Patrons are allowed to grant authorized users access to portions of their account information. Permissions include the ability to check out items on the account and place and pick up holds on the account. The Library also considers access to and payment of a patron's fines as authorized permissions. Authorized users can be added or removed at any time.

### ***Online Account***

All JPLA system cardholders have access to an online account. Accounts can be accessed at [prendergastlibrary.org](http://prendergastlibrary.org). To sign in, users must have their library card number or username, and PIN. Patrons can use their account to view checkouts and holds, place holds, renew items, pay fines, and set preferences for their account.

A PIN is needed for patrons to access their JPLA online accounts as well as our digital materials. Patrons may reset their PINs via the phone by providing their library card number, or their name with one additional identifier matching the information on their account (i.e. address, phone number, email, date of birth).

### ***Confidentiality of Patron Accounts***

The Library complies with New York State law regarding the confidentiality of patron records. The law states: "Records related to the circulation of library materials which contain names or other personally identifying details... shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

Library staff members will not discuss a patron's record of loans, holds, renewals, or fines with anyone other than the patron, their authorized users, or library staff members to the extent necessary for efficient and effective service to the public.

## **Borrowing Privileges & Responsibilities**

Patrons are required to present their JPLA library card or photo ID when borrowing materials. All cardholders reserve the right to have a receipt printed that lists the due dates for their items. Item due dates may also be accessed via the patron's email, online JPLA account, or by calling the Library.

Borrowing privileges may be limited or rescinded if the cardholder or cardholder's guaranties have long-overdue items (over 30 days past the due date), damaged items, unpaid fines or fees exceeding \$9.99, or if the cardholder has violated the Library's Rules of Conduct Policy.

Loan periods and number of renewals are determined according to demand for the material and value of the material. [see Loan Periods and Fee Schedule Appendix].

Patrons may apply for extended education checkouts which will be noted on their account; this permits a loan period of 6 weeks for books, audiobooks, and periodicals. Extended education accounts cannot be used for extended loan periods on DVDs or non-traditional items.

### ***Returning and Renewing Items***

The Library maintains an outdoor bookdrop for our patrons' convenience. Items returned via the bookdrop when the Library is closed will be backdated to the last day the Library was open. Returns made while the Library is open are treated as being returned during that day.

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. An item can be renewed within three days of the due date.

Patrons may not return an item and then immediately check it out again, but may request to have their loan period extended for special circumstances at the discretion of Library staff.

JPLA provides patrons with overdue notices indicating that they have not returned an item: the first notice is given at one week overdue and the second notice at two weeks overdue. If an item is not returned 30 days past the due date, the patron will receive notification that they are being billed for the cost of the item. Notices are sent via email, text message or automated phone call. If an item presumed lost is returned to the library, the cost of that item will be removed from the patron's account.

Digital materials are returned automatically after three weeks and cannot incur late fees.

### ***Holds and Interlibrary Loans***

Patrons of JPLA have access to the collections of the other libraries in the Chautauqua Cattaraugus Library System. Patrons may request in person, by telephone, or online, that materials from other CCLS libraries be delivered to their library of choice. Items will be held for no more than two weeks after the patron has been notified of the availability of the item.

Patrons may request materials not available in the JPLA catalog, or at CCLS libraries, through the interlibrary loan (ILL) system. Patrons will be charged \$2.00 for an ILL request; patron is only charged when they pick up an item. Loan periods and renewals for ILL materials are determined by the owning library.

### ***Fines***

The current rates for overdue fines are listed on the fee schedule [see Loan Periods and Fee Schedule Appendix]. All patrons are responsible for any fines related to damaged or lost materials. When materials become 45 days or more overdue, they are automatically billed to collections. To compensate for collections costs to the library, a \$10 collection charge will be added to the patron's account.

Cardholders reserve the right to receive a copy of a receipt for all payments or reductions in fines. Cardholders are responsible for requesting a copy of a receipt at the time of the transaction.

Payments received for lost items or damaged materials are transferred to the owning Library. All other fees or fine payments made at JPLA are retained by JPLA.

### ***Contesting Fines***

Patrons wishing to contest fines on their library accounts must do so in person at the Library. Ultimate discretion for the voiding of fines falls to the Library Manager or his or her designee.

Fines for damaged or lost items owned by another library must be contested at the owning library. JPLA can provide patrons with the name and contact information for the owning library of an item.

### ***Replacement Copies***

In the case of loss or irreparable damage to JPLA materials, the cardholder will automatically be charged the original price of the item.

Patrons who lose or damage items originally owned by a CCLS library besides JPLA must contact the owning Library to discuss any replacement or payment that is different from the automatically charged fee.

### ***Claimed Returns***

In such instances where a cardholder notices an item still on their record that they believe was returned, they should contact a Library staff member. JPLA or the owning library will look for the item on their shelves. If the item is located, all fines on the patron's record associated with that particular item and loan period will be voided.

If the item is not located within the library system, discretion for whether the fine should be voided or upheld falls to the owning library. Instances in which a claimed returned item cannot be located and no fine was assessed will be noted on the patron's record.

Approved by the James Prendergast Library Board of Trustees 11/17/2022



Loan Periods and Fee Schedule Appendix

<b>Books, audiobooks, magazines, CDs</b>		
<u>Loan Period</u>	<u>Renewals</u>	<u>Late fees</u>
3 weeks	Up to four times	15 cents per item per day. Maximum late fees are \$5 for each adult item and \$1 for each children's item.
<b>DVDs</b>		
DVDs can only be checked out to adults. Up to 25 DVDs may be checked out on an account.		
<u>Loan Period</u>	<u>Renewals</u>	<u>Late fees</u>
1 week	Up to two times	50 cents per item per day.

NY CPLR § 4509 (2014).

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## **James Prendergast Library Board of Trustees Job Description**

The James Prendergast Library Board of Trustees is composed of community residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission.

The James Prendergast Library's mission is: Responsibly empowering lifelong learning for the residents of the City of Jamestown.

The Board of Trustees job is a volunteer position. Board members must understand that all authority rests with the entire Board and its designees, not individual members.

### **Responsibilities:**

1. Determine the Library's mission and adopt written policies consistent with that mission to govern the operation of the Library.
2. Engage in a strategic planning process for the Library.
3. Secure adequate funds to carry out the Library's plans and participate in the annual budgeting process for the Library.
4. Adopt the annual budget.
5. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
6. Advocate for legislation favorable to libraries on the local, state, and national levels.
7. Seek opportunities to learn more about the James Prendergast Library and the general library community.
8. Hire and provide regular periodic evaluations of the Executive Director.
9. Regularly self-evaluate personal performance on the Board and determine areas where improvement is needed.
10. Complete two hours of New York State Mandated Library Board of Trustees trainings.

10. Agree to participate in the Library's Culture of Philanthropy.

11. Act as an advocate for the Library in the community and government, and stay informed on issues that impact public libraries.

12. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.

**Additional Responsibilities:**

1. Review monthly Board meeting materials before each meeting.
2. Attend a minimum of eight of the ten monthly Board Meetings.
3. Participate in/serve as chair of one committee based on your interests/professional background.
4. Participate in Board strategic plan objectives/tactics, such as the annual Board of Trustees retreat.
5. Participate in 'thank you' and donation request' calls as needed.
6. Volunteer at a minimum of one Library fundraiser event a year.
7. Assist with identifying new Board members that will benefit the organization.

**Minimum Qualifications:**

- Be available to attend monthly Board meetings.
- Have an understanding of and commitment to the Library's mission and vision.
- Be a library user and/or advocate.

**Preferred Qualifications:**

- Professional experience/working knowledge of financial and nonprofit management.
- Fundraising experience.
- Previous experience serving as a volunteer/Board member.
- Experience working with (whether paid or volunteer) a nonprofit organization.

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. Mandated Trustee Education Requirements

New York State Board of Trustees Continuing Education Law reads as follows:

“Beginning January first, two thousand twenty-three, each member, elected or appointed, of a board of trustees of a public, free association or Indian library shall be required to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner on the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Such trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the commissioner.”

e. **Resignations**

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

f. **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.

### **a. Attendance**

Any Board member who misses three unexcused meetings will receive a letter from the Board President reminding the Board member that regular attendance is a responsibility of all Trustees and that those unable to attend regularly should consider resigning from the Board. In the event of illness or other extenuating circumstance, exceptions to this provision may be made by the Executive Committee.

## **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. All Board members must serve on one or more committees. In addition to any Committees created by the Board from time to time, there shall be the following Committees:

- a. Executive Committee
- b. Finance Committee
- c. Fundraising Committee
- d. Building Committee
- e. Strategic Planning Committee

## **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  
May 15, 2022  
December 15, 2022

NY CPLR § 260-D (2021).

**James Prendergast Library Association**  
**Cash Sources**  
**October 2022**

REVENUE REPORT	Receipts This Month Oct-22	Receipts YTD Beg - Oct 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	38,197.00	142,753.07	145,000.00	2,246.93	98.45%
<b>COUNTY FUNDING</b>					
. CCLS - MATERIALS (BOOK) PLAN	0.00	7,987.68	13,400.00	5,412.32	59.61%
<b>STATE AID</b>					
. CBA	0.00	30,650.35	29,599.00	-1,051.35	103.55%
. CCLS - CENTRAL LIB DEV	0.00	67,478.40	64,499.00	-2,979.40	104.62%
. CCLS CASH GRANT	0.00	1,835.00	250.00	-1,585.00	734.00%
. OUTREACH GRANT	1,500.00	1,500.00	0.00	-1,500.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	18,397.00	0.00	-18,397.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	11,087.90	8,800.00	-2,287.90	126.00%
<b>Federal Funding</b>					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00%
<b>ENDOWMENT</b>					
. TRANSFER FROM ENDOWMENT	0.00	250,845.99	250,846.00	0.01	100.00%
. AXEL W CARLSON	0.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	1,411.87	5,549.59	2,500.00	-3,049.59	221.98%
. SALLY J NALBONE MEM FUND	0.00	519.00	432.00	-87.00	120.14%
. KATHERINE GANZ FUND	0.00	16,381.00	13,623.00	-2,758.00	120.25%
. KOHL FAMILY FUND	0.00	1,309.35	900.00	-409.35	145.48%
. FRED L & VANNE D COHEN FUND	0.00	289.85	200.00	-89.85	144.93%
. JUDITH J ANDERSON FAMILY FUND	0.00	132.50	0.00	-132.50	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	390.05	325.00	-65.05	120.02%
<b>LIBRARY FEES</b>					
. FINES & FEES	1,295.14	14,439.74	20,000.00	5,560.26	72.20%
. COPY MACHINE	199.90	2,610.36	500.00	-2,110.36	522.07%
<b>CCLS</b>					
. CCLS RENTAL INCOME	4,666.67	46,666.66	56,000.00	9,333.34	83.33%
<b>FUNDRAISING/DONATIONS</b>					
. BOOKSALE	2,276.74	19,082.92	22,000.00	2,917.08	86.74%
. FUNDRAISING	36,674.16	79,507.17	75,000.00	-4,507.17	106.01%
. MEMORIALS	730.00	3,398.93	3,000.00	-398.93	113.30%
. BEQUEST	0.00	80,195.44	0.00	-80,195.44	0.00%
. DONATED SERVICES	16,000.00	16,000.00	0.00	-16,000.00	0.00%
<b>OTHER</b>					
. INTEREST EARNED	3.43	58.67	300.00	241.33	19.56%
<b>Total Income</b>	<b>102,954.91</b>	<b>825,986.62</b>	<b>1,063,773.00</b>	<b>237,786.38</b>	<b>77.65%</b>

**James Prendergast Library Association**  
**Expenses**  
**October 2022**

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Oct-22	Beg - Oct 2022	2022		
· SALARIES - STAFF	46,176.27	468,395.38	562,158.00	93,762.62	83.32%
· SALARIES - MAINTENANCE	2,983.50	29,226.00	38,025.00	8,799.00	76.86%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,655.30	37,003.14	45,914.00	8,910.86	80.59%
· DISABILITY INSURANCE BENEFITS	0.00	870.50	950.00	79.50	91.63%
· INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
· HEALTH BENEFITS	3,928.24	41,022.24	53,887.00	12,864.76	76.13%
· EAP	0.00	262.50	350.00	87.50	75.00%
· TRAINING & CONT ED	96.00	657.84	2,000.00	1,342.16	32.89%
<b>MATERIALS</b>					
· MATERIALS	8,324.04	67,665.29	110,000.00	42,334.71	61.51%
<b>BUILDING EXPENSES</b>					
· UTILITIES	2,765.02	40,262.33	52,000.00	11,737.67	77.43%
· BLDG & CUSTODIAL SUPPLIES	82.07	2,764.87	5,000.00	2,235.13	55.30%
· BLDG MAINT & REPAIR	1,027.00	16,675.01	27,749.00	11,073.99	60.09%
· INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	0.00	2,120.29	7,000.00	4,879.71	30.29%
· MISC BUSINESS FEES	484.22	2,933.38	11,000.00	8,066.62	26.67%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
<b>LIBRARY OPERATIONS</b>					
· IT TECH	0.00	5,634.89	19,000.00	13,365.11	29.66%
· OFFICE & LIBRARY SUPPLIES	709.84	8,168.72	10,000.00	1,831.28	81.69%
· GRANT EXPENSES	12,767.54	64,364.35	0.00	-64,364.35	0.00%
· FUNDRAISING	158.21	4,605.53	7,000.00	2,394.47	65.79%
· COPY MACHINE EXPENSE	0.00	1,037.13	4,500.00	3,462.87	23.05%
<b>MISCELLANEOUS</b>					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· PROFESSIONAL FEES	276.28	13,966.80	15,000.00	1,033.20	93.11%
· OUTREACH	0.00	307.68	500.00	192.32	61.54%
· PUBLICITY	0.00	191.26	1,505.00	1,313.74	12.71%
· DONATED SERVICES EXPENSE	16,000.00	16,000.00	0.00	-16,000.00	0.00%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
<b>Total Expense</b>	<b>99,433.53</b>	<b>842,905.41</b>	<b>1,063,773.00</b>	<b>220,867.59</b>	<b>79.24%</b>
<b>NET PROFIT OR LOSS</b>	<b>\$ 3,521.38</b>	<b>\$ (16,918.79)</b>			

## JAMES PRENDERGAST LIBRARY

## Balance Sheet

As of October 31, 2022

	<u>Oct 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · JSB - OPERATING FUND	57,599.48
1050 · JSB - MONEY MARKET	85,934.54
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.29
1080 · Jamestown Savings Bank - CARF	74,876.28
1090 · Unemployment Fund	<u>2,668.42</u>
<b>Total Checking/Savings</b>	223,091.03
<b>Other Current Assets</b>	
1300 · PREPAID CONTRIBUTION TO RETIRE	<u>56,194.00</u>
<b>Total Other Current Assets</b>	<u>56,194.00</u>
<b>Total Current Assets</b>	279,285.03
<b>Fixed Assets</b>	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,594,636.14
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	135,591.23
1550 · ACCUMULATED DEPRECIATION	<u>-2,669,450.16</u>
<b>Total Fixed Assets</b>	2,143,494.09
<b>Other Assets</b>	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,450,909.84
1555.02 · JOHNSON ESTATE	172,609.73
1555.03 · MURRAY L BOB LECT FUND - ENDOW	51,623.77
1555.04 · SALE OF DONATED ASSETS - EF	<u>1,211,972.90</u>
<b>Total 1555 · ENDOWMENT FUND</b>	6,887,116.24
1560 · Snitger Gift Fund	<u>31,269.58</u>
<b>Total Other Assets</b>	<u>6,918,385.82</u>
<b>TOTAL ASSETS</b>	<u><u>9,341,164.94</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2140 · Held in Custody for Others	1,732.29
2020 · RETIREMENT	-5.53
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	429.88
2040.02 · DENTAL FLEX	159.63
2040.04 · VSP	<u>75.62</u>
<b>Total 2040 · PREMIUMS - FLEX</b>	665.13
2050 · VARIABLE FLEX	3,361.38

**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of October 31, 2022

	<u>Oct 31, 22</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	253.99
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
<b>Total Other Current Liabilities</b>	<u>36,933.85</u>
<b>Total Current Liabilities</b>	<u>36,933.85</u>
<b>Total Liabilities</b>	36,933.85
<b>Equity</b>	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
Net Income	-1,599,729.98
<b>Total Equity</b>	<u>9,304,231.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,341,164.94</u></u>



# PROGRAMMING AND EVENTS: ADULTS

# DECEMBER 2022

Visit us online @ [prendergastlibrary.org](http://prendergastlibrary.org)

SUN	MON	TUE	WED	THU	FRI	SAT
	<b>HOURS</b> Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed	509 Cherry St Jamestown NY (716) 484-7135 <a href="http://prendergastlibrary.org">prendergastlibrary.org</a>	 <b>Prendergast Library</b> Focusing on Your Future.	<b>1</b> Crafting & Community: 5:00-7:00 - Drop-in Murray Bob Lecture 6-8:00 p.m.	<b>2</b> Coloring Creative in front lobby: All day Movie night: 4:30-6:30 The Tomorrow War	<b>3</b>
<b>4</b>	<b>5</b> BOCES HSE/GED Class 4:00-7:00 Computer Class: 5:30-6:30 Learn a Language with Rosetta Stone	<b>6</b> BOCES HSE/GED Class 4:00-7:00	<b>7</b> CCE Nutrition Program: 10:00-12:00 Creative Writing Group: 3:00-4:30 BOCES HSE/GED Class 4:00-7:00	<b>8</b> Crafting & Community: 5:00-7:00 Decorate a Canvas Pouch with Fabric Markers	<b>9</b> Coloring Creative in front lobby: All day	<b>10</b> Greens Workshop: 1:00pm and 2:00pm Make a Decorative Swag ** Registration Required**
<b>11</b>	<b>12</b> BOCES HSE/GED Class 4:00-7:00	<b>13</b> BOCES HSE/GED Class 4:00-7:00	<b>14</b> CCE Nutrition Program: 10:00-12:00 Creative Writing Group: 3:00-4:30 BOCES HSE/GED Class 4:00-7:00	<b>15</b> Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	<b>16</b> Coloring Creative in front lobby: All day	<b>17</b>
<b>18</b>	<b>19</b> BOCES HSE/GED Class 4:00-7:00	<b>20</b> BOCES HSE/GED Class 4:00-7:00	<b>21</b> Creative Writing Group: 3:00-4:30 BOCES HSE/GED Class 4:00-7:00	<b>22</b> Crafting & Community: 5:00-7:00 Felt Evergreen Tree	<b>23</b> Coloring Creative in front lobby: All day	<b>24</b> LIBRARY CLOSED
<b>25</b>	<b>26</b> BOCES HSE/GED Class 4:00-7:00	<b>27</b> BOCES HSE/GED Class 4:00-7:00	<b>28</b> Creative writing group: 3:00-4:30 BOCES HSE/GED Class 4:00-7:00	<b>29</b> Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	<b>30</b> Coloring Creative in front lobby: All day	<b>31</b> LIBRARY CLOSED



## Half-off Booksale! Thurs - Sat



# PROGRAMMING AND EVENTS: ADULTS

# DECEMBER 2022

## Crafting & Community Thursdays 5:00-7:00

Join us each Thursday evening for crafting in a fun social environment for adults of all skill levels!

On the 2nd and 4th Thursday each month, our staff will lead a guided craft, with all supplies provided. See our calendar for details on each month's projects.

On the 1st and 3rd Thursdays each month, drop in for knitting, crocheting, or bring your own project for feedback from the group and our staff.

## CCE Nutrition Program

### 12/7 and 12/14 10:00-12:00

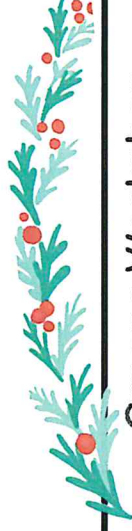
Stop by the front lobby to explore tasty, healthy recipes at this drop-in program with Cornell Cooperative Extension.

Learn about budget-savvy cooking at tips and ideas for healthy cooking at home.

Past recipes have included salsa, watermelon salad, and other mouth-watering dishes. We'll have plenty of free samples - YUM!

509 Cherry St, Jamestown NY -

(716) 484-7135 - prendergastlibrary.org



## Greens Workshop Make a Decorative Swag Saturday 12/10 Sessions at 1:00 and 2:00

Select your materials and assemble a custom swag to decorate your door during the winter months.  
\*\*\*Registration required.\*\*\*

## First Fridays Movie Night Friday 12/4 4:30-6:30

On the first Friday of each month, we'll screen a movie for adults in the Fireplace Room. Selected films will feature a variety of genres. This month's film is "The Tomorrow War."

## Murray Bob Lecture:

### Thursday 12/1 6:00-8:00 p.m.

This year's Murray Bob Lecture will be given by Field and Fork Network's Co-Founder and Executive Director, Lisa French. She will discuss food insecurity in New York State.

Joining Lisa will be Jamestown Public Market Director Linnea Haskin, who will speak on the impact that Field and Fork programs have had on the Jamestown community.

Reception with refreshments to follow.

## Genealogy Workshop Wednesday 12/21 5:30

This monthly workshop is for genealogy newbies all the way to experts! Learn how to navigate databases like Ancestry.com and Heritage Quest.

Drop in to work on your genealogy projects in a group setting, with expert advice from one of our librarians.

## HALF-OFF BOOKSALE! 12/1 - 12/3

All books are \$1 or less!  
Fill a bag of books  
for \$10.


## Computer Classes & Tech Help

This month's class covers Rosetta Stone - learn how to use this FREE language learning software that the library has available. Drop-ins welcome!

We also provide 1-on-1 tech help by appointment. Stop by the Information Desk or call (716) 484-7135 ext. 226 to make an appointment.

# PROGRAMMING AND EVENTS: KIDS & TEENS DECEMBER 2022

Visit us online @ [prendergastlibrary.org](http://prendergastlibrary.org)

SUN	MON	TUE	WED	THU	FRI	SAT
 <p><b>Prendergast Library</b> Focusing on Your Future.</p>						
<b>HOURS</b> Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed	509 Cherry St Jamestown NY (716) 484-7135 <a href="http://prendergastlibrary.org">prendergastlibrary.org</a>	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Make a Stop Motion Movie	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Snap Circuits	<b>Minecraft Club: 3:30-4:30</b> Creative Mode <b>Makerspace: 3:30-5:00</b> DIY Sled Race Ramps	<b>Makerspace: 3:30-5:00</b> 3-D printing <b>Family Movie: 4:30-6:00</b> Clifford the Big Red Dog	<b>Sensory Play: 11:00-12:15</b> Playing with Sand
<b>Monday Morning Makers:</b> 10:30-11:30 <b>Minecraft Club: 3:30-4:30</b> Survival Mode <b>Makerspace: 3:30-5:00</b> Perler Beads	<b>First Years Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Origami Bookmarks Teen Crafting: 5:00-7:00 Playing with Yarn	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Snap Circuits	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> 3D Snowflakes	<b>Minecraft Club: 3:30-4:30</b> Creative Mode <b>Makerspace: 3:30-5:00</b> Marble Runs	<b>Makerspace: 3:30-5:00</b> 3-D printing <b>Family Movie: 4:30-6:00</b> Clifford the Big Red Dog	<b>Sensory Play: 11:00-12:15</b> Play-doh Playtime
<b>Monday Morning Makers:</b> 10:30-11:30 <b>Minecraft Club: 3:30-4:30</b> Creative Mode <b>Makerspace: 3:30-5:00</b> Paper Snowflakes	<b>First Years Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Boondoggle Teen Crafting: 5:00-7:00 Free Expression Art	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> 3D Snowflakes	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> 3D Snowflakes	<b>Minecraft Club: 3:30-4:30</b> Creative Mode <b>Makerspace: 3:30-5:00</b> Paper Icicles	<b>Makerspace: 3:30-5:00</b> 3-D printing <b>Family Movie: 4:30-6:00</b> Clifford the Big Red Dog	<b>Sensory Play: 11:00-12:15</b> Play-doh Playtime
<b>Monday Morning Makers:</b> 10:30-11:30 <b>Minecraft Club: 3:30-4:30</b> Survival Mode <b>Makerspace: 3:30-5:00</b> Pipe Cleaner Candy Cane	<b>First Years Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Paper Spinners Teen Crafting: 5:00-7:00 Free Crafting	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Building Challenge Teen Book Club: 5:30 Book: "Me(Moth)" **Free copies available**	<b>Early Learning Storytime:</b> 10:30-11:30 <b>Makerspace: 3:30-5:00</b> Building Challenge Teen Book Club: 5:30 Book: "Me(Moth)" **Free copies available**	<b>Minecraft Club: 3:30-4:30</b> Creative Mode <b>Makerspace: 3:30-5:00</b> Lego Challenge	<b>Makerspace: 3:30-5:00</b> 3-D printing <b>Family Movie: 4:30-6:00</b> Clifford the Big Red Dog	<b>Sensory Play: 11:00-12:15</b> Play-doh Playtime



**Half-off Booksale! Thurs - Sat**



## Teen Programs

Teen Crafting: Tuesdays 5:00-7:00  
Drop in to craft and socialize! No crafting skills required.  
For ages 12 -18.

NEW! Teen Movie Night: 12/9 at 4:30-6:30  
Drop in to enjoy a movie  
and socialize with fellow teens. For ages 12-18.

Teen Book Club: 12/28 @ 5:30  
Drop in to discuss "Me (Moth)."  
Free copies of the book are available at the library.  
For ages 12-18.

## Storytimes

### Tuesdays & Wednesdays

10:30-11:30

Tuesdays: First Years Storytime  
Stories, songs, and playtime  
for infants and toddlers.  
Older siblings welcome.

Wednesdays: Early Learning  
Storytime

Stories, songs, and playtime  
for preschoolers. Younger and older  
siblings welcome!

## NEW! Family Movie Night

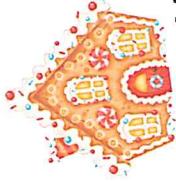
12/16 at 4:30-6:00

Enjoy a family-friendly movie  
together. Children ages 8 and under  
must be supervised by a parent or  
guardian.

## Minecraft Club

For ages 6 and up. Players need  
basic knowledge of Minecraft.

Registration is recommended. Sign  
up at the Children's Desk  
or call 716-484-7135 ext 234.



## Our annual Gingerbread Program is back!

Kids and teens are invited to build a candy and graham cracker creation.

Saturday 12/17: Sessions available at 10:30 am. and 1:30 p.m.

**Limited supplies: registration required. This program is for children and teens.**

HALF-OFF

BOOKSALE!

12/1 - 12/3

All books are \$1 or less!  
Fill a bag of books  
for \$10.

## Sensory Play

**Saturdays: 11:00-12:15**

Explore sensory activities in the  
Makerspace, such as water and sand  
play, pretend food, fort building,  
light tables, and play-doh.

For ages 6 and under  
and their caregivers.  
Older siblings welcome.

## Makerspace Open Play

**Monday-Friday: 3:30-5:00**

Drop in for learning-based play every  
weekday afternoon. Enjoy staff-led  
activities or explore the space  
independently. We have activities for all  
ages, from infants to teens!

Children ages 8 and under should be  
accompanied by a parent or guardian.

## Monday Morning Makers

**Mondays: 10:30-11:30**

Listen to a story and then play in  
the Makerspace. We'll learn about  
concepts like opposites,  
making messes, and building.

For ages 6 and under  
and their caregivers.  
Older siblings welcome.

*\*\*\*Did you know? The Makerspace is 100% grant-funded by the Holmberg Foundation.\*\*\**

509 Cherry St, Jamestown NY - (716) 484-7135 - [prendergastlibrary.org](http://prendergastlibrary.org)