

James Prendergast Library Association
Board of Trustees Meeting
March 16, 2023, 5:15 PM
AGENDA

Topic	Presenter	Action
Monthly meeting of the Board of Trustees called to order	President	
1. Public comment (3-minute limit per person)	President	
2. Consent Agenda (3 minutes) Consent agenda items are considered to be routine and are acted on with one motion	President	Approval
a. Changes or additions to the agenda		
b. Approval of minutes of previous meeting		
3. New Staff Introductions	E.D.	Information
4. Director's Report/Statistics	E.D.	Information
5. Treasurer's Report	Treasurer	Approval
6. Fundraising Committee Report	Committee Chair	Information
7. New Business	President	
a. Employee Handbook Revised	E.D.	Approval
b. Food and Drink Policy Draft	E.D.	Approval
8. Unfinished Business	President	
9. Next meeting is April 20, 2023	President	Information
10. Adjournment	President	

James Prendergast Library
Board of Trustees Meeting
February 16, 2023

Board members in attendance: Dan Hickman (virtual), Cassie Blakeslee, Michael Corey (virtual), Jessica Carr (virtual), Frank Corapi, Mary Zdrojewski, Judy Long (virtual), Cindy Johnson, Matt Mancuso

Absent: Ned Lindstrom, Judy Long

Staff Present: Anne Greene, Dawn Seyler

Public: none

Meeting Called to order at 5:18 PM by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
 - a. No changes or additions to the agenda
 - b. Approval of minutes of the previous meeting
 - i. Motion to approve Consent Agenda made by Mike Corey *Y-9 N-0*
3. New Staff Introductions – Anne Greene
 - a. Dawn Seyler, Library Associate, started in December.
4. Director's Report – Anne Greene
 - a. We started offering a new Teen Game Night in January and we welcomed six teens at the first session – the teens said they loved it!
 - b. We reorganized our early readers so that they are arranged by reading level, notated with colored stickers, and the cover facing out. We have seen a significant increase in checkouts of these materials.
 - c. We welcomed Infinity Visual and Performing Arts and the Children's Music Studio to the library on a no school day, to provide free music-based programming for children. We had 23 children and 15 adults attend those programs that day.
 - d. Two of our staff members visited Jamestown High School to share information about our new teen programs and the library's online resources. The staff worked with 40 high schoolers from three different English classes.

- e. The new table, chairs, whiteboard, and storage, which were grant-funded by CRCF, have all been delivered and assembled. The updated space is much more visually appealing and the new whiteboard offers increased functionality for our patrons thanks to the generous grant from CRCF.

Increases:

Category	% Increased	January 2023	December 2022
Library Visits	12.7%	9,343	8,293
Total Reference Questions	22.0%	9,749	7,988
Total Computer Logins	1.7%	1,162	1,143
Total Database Usage	38.5%	680	491
Total # of programs offered	21.1%	109	90
Total Program Attendance	40.6%	1,236	879
Total Library Circulation	19.3%	13,408	11,237

Decreases: None

5. Treasurer's Report: Mike Corey

- a. Revenues are down slightly, but it is only January and it will even out as the year progresses. Expenses are within budget, and Endowment has improved since last year due to having a conservative portfolio.
 - i. Motion to accept the financial report made by Cindy Johnson, second by Matt Mancuso
Y-9 N-0

6. Fundraising Committee Report: Cassie Blakeslee

- a. Jim Roselle Dedication: On June 24th, 2023, we will host our 2nd Annual Jim Roselle Community Block Party. We will have a ribbon cutting and dedication for the new outdoor patio, walkway, and gardens before the block party starts. The dedication will be at 10:30, and the block party will run from 11:00 - 2:00.

7. Building Committee Report: Mary Zdrojewski

- a. We have updated our Facility Plan to prioritize our current construction projects. Our next New York State construction project application will involve updates to the loading dock to address safety and accessibility.
 - i. Motion to accept updated Facility Plan made by Mary Zdrojewski, second by Mike Corey
Y-9 N-0

8. CCLS Lease Committee Report: Dan Hickman

- a. The Lease Committee has been meeting to discuss the space that CCLS rents from Prendergast Library and how the space can be improved for future use. We discussed making alterations to the loading dock to address accessibility and safety concerns.

9. New Business

- a. Circulation Policy: The Chautauqua Cattaraugus Library System increased interlibrary loan costs from \$2.00 to \$4.00. That is the only change in this policy.
- b. Reference Policy: This is a new policy that provides guidelines for our reference services.
 - i. Motion to approve Circulation Policy and Reference Policy made by Jessica Carr, second by Frank Corapi *Y-9 N-0*

10. Unfinished Business: None

11. Next meeting is March 16, 2023

12. Meeting called to a close at 5:41 by Jessica Carr *Y-9 N-0*

DIRECTOR'S REPORT / February 2023

PROGRAMMING & SERVICES

Midwinter Break Makerspace Success

We have been working to provide more opportunities for drop-in play in the Makerspace. Over Midwinter Break, we opened the Makerspace for open play from 11:00-3:30 each day. Over four days (we were closed on Monday), we welcomed 134 visitors to these drop-in sessions in the Makerspace. We also had 74 attendees at our staff-led afternoon Makerspace programming over the course of the break. We are thrilled to see the popularity of this all-ages educational space continue to expand.

Books and Brews Popularity

Patrons have frequently requested a book club for adults and we are excited to offer this program now. This fun monthly event meets at Brazil on the second Wednesday evening of each month. At our first meeting in February, we welcomed 17 attendees who had very positive responses to the new program.

New Saturday Crafting

We have heard requests from patrons for programming options on Saturdays to accommodate a wider range of schedules. We are now offering crafting for adults on Saturday afternoons. Our first Saturday session was in February, with eight attendees.

COLLECTION

Shelf Reading Progress

Our staff have been working hard in the collection to ensure the accuracy of our shelving. We have dedicated staff time to this on an ongoing basis, and have now shelf-read the entire collection in the course of 4 months. Every section has been checked for accuracy as recently as November.

Readers' Advisory Services

The library has always provided in-person readers' advisory for patrons seeking advice about new materials to read. Now we also offer an online form so patrons can request guidance from home or on the go; patrons fill out a survey about their interests, and a librarian will respond with recommended materials. This form is featured on the homepage of our website.

OUTREACH & PARTNERSHIPS

Materials for Mental Health Association and the St. Susan Center

We reached out to the MHA and St. Susan to offer materials to MHA and St. Susan as they have a new overnight shelter for people who are homeless. The library is providing free books and magazines for adults that can be kept at these facilities and provided to visitors.

Translation Services from Catchafire

Catchafire is a service provided to the library at no cost from the Sheldon Foundation, and it connects volunteers with non-profits to complete projects. This is the third year the Sheldon Foundation has generously granted us this service, and it has helped the library's operations and services improve tremendously. Recently, Catchafire added translation as

a service they provide, and the library has been connecting with volunteers to generate more documents in Spanish for our patrons.

Yearbooks Loaned for CHQ Hall of Fame Project

The library's collection of Jamestown High School yearbooks are typically available only for use in the library. We loaned them to the CHQ Hall of Fame this month for a project as they recognized JHS graduates from 2000-2004.

LIBRARY NEWS

New Staff

We have welcomed a new Building Attendant on our team. Aden Williams has been busy training with our current Building Attendant this past month.

New Crosswalk

The City of Jamestown Department of Development will be submitting a grant for support to design and install a creative/artistic sidewalk on 6th Street between the library and Dow Park. If awarded the grant funding, the new walkway will be a book themed crosswalk. We are very excited about this proposed project, which would have significant benefits in terms of safety and aesthetics.

GRANT UPDATES

Carnahan-Jackson Grant Application

We were awarded a generous grant of \$47,750 from the Carnahan-Jackson Foundation for various energy saving improvements to the library. The library received guidance from the New York State Energy Research and Development Authority and our building was the subject of a "Green Jobs, Green New York" Energy Study. The study was comprehensive and the final report outlined energy and cost saving measures which we are now able to implement thanks to the Carnahan-Jackson Foundation's support of this important project.

Grant Funded Midwinter Break Programs

With remaining funds from our 2022 Empowering Our Community grant from the Chautauqua Region Community Foundation, we were able to offer two special programs for kids and teens over the Jamestown Public Schools' Midwinter break. For kids, we offered a "Make a Doodlebot" program, where participants build a functioning robot that moves and draws with markers. For teens, we ran a "Make a Neon Sign," program, and teens had a blast designing their own custom neon signs. Both programs reached their registration capacity and participants (and staff) had lots of STEM-focused fun!

2023 Cummins Grant Application

Our grant application to provide free books for children and teens has moved to the next stage in consideration with the Cummins Foundation. We are now waiting to hear back on a final decision about this grant award.

Library Usage Report - February 2023	
Library Visits	
Days Open	23
Library Visits	8,866
Average Daily Library Visits	385
Year to Date Library Visits (Cumulative)	18,209
Library Borrowers	
New Cards Issued	106
Total Registered resident borrowers	16,525
Total Registered non-resident borrowers	11,138
Materials Use	
Adult Materials	4,253
Adult eBooks & eAudio	1,947
Children's Materials	3,468
Children's eBooks & eAudio	94
Video Materials	1,408
Microform Viewed	94
Reference Questions & Services	
Single Service Point Reference Questions	6,880
Technology Questions	2,386
Faxes (# sent or received)	41
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	195
Emailed print jobs	167
Internet Use (# of sessions)	955
Internet Use (# of minutes)	86,681
Adult Computer logins	661
Teen Computer logins	186
Children's Computer logins	108
Computer Lab Sessions in PCC	232
Rosetta Stone Library Solution (# of minutes used)	155
Rosetta Stone Library Solution (cumulative # of users)	358
NY Times On-Site Sessions	1984
NY Times Off-Site Sessions	764
Wall Street Journal Logins	6
Wall Street Journal Page Views	139
Ancestry.com searches	277
Heritage Quest searches	303
ABC Mouse active users	23
NOVELny searches	79
Consumer Reports Visits	3
Consumer Reports Page Views	26
Programs	
Children's programs- # offered	40
Children's programs - attendance	701
Teen programs- # offered	15
Teen programs- attendance	92
Adult programs- # offered	20
Adult programs- attendance	292
Offsite programs - # offered	4
Offsite programs - attendance	60
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	2
1-On-1 Technology Device Instruction	1
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	56
Aspire Job Training - # offered	14
Aspire Job Training - attendance	34
Room Use	
Non-Library Sponsored Room Use - # of sessions	65
Non-Library Sponsored Room Use -attendance	362
Library Sponsored Room Use - # of sessions	110
Library Sponsored Room Use - attendance	1150
Social media & Webpage views	
Facebook - Daily Total Reach	29,463
Prendergast Library Home Page Views	7,540
Facebook Followers	4,096
Twitter Followers	1,045
Instagram Followers	1,077

Food and Drink Policy



The James Prendergast Library strives to create a welcoming, clean and comfortable environment for all to enjoy. Consistent with this goal, food and drink are allowed in the Library on a limited basis and should be consumed in a considerate and responsible manner. Food and drink pose a potential risk to library collections, equipment, and furnishings. In order to protect our resources and facilities from damage, we ask that you act responsibly when consuming food and drink in the Library.

- Beverages are allowed if they are in a spill-proof cup, container with a secure lid, a can, or plastic bottle with a screw top. Glass or open containers are not allowed.
- No alcoholic beverages are allowed in the Library.
- If your food or beverage has strong odors or is otherwise disturbing others, you will be asked to move to a separate space or remove it from the Library.
- Certain areas of the Library are designated as “snack” zones.
- Food and drinks are not permitted while using library computers, printers, photocopiers, microfilm readers or other electrical equipment.
- Food and drinks are not permitted while using the Library’s local history materials.
- Food and drink are permissible for special functions in Library meeting rooms as authorized by library management. Rules for food and beverages are detailed under the Library’s Meeting Room Policy. Staff will assist with meeting room arrangements depending on availability of meeting room spaces.
- Library users must
 - Immediately report spills to staff.
 - Discard food and drink refuse in trash containers.
 - Leave all areas clean for use by others.
- Patrons violating this policy will be asked to remove their food and drink from the Library.
- Unattended food and drink openly displayed in public areas will be confiscated and discarded.
- Library users are liable for any damage to library materials or equipment.

PROGRAMMING AND EVENTS: ADULTS

APRIL 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
<p>HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed</p>	<p>509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org</p>	 <p>PrendergastLibrary Focusing on Your Future.</p>	<p>Follow us on Facebook!  facebook.com/prendergastlibrary</p>			<p>Saturday Crafting: 1:30-3:30 Spindle Spinning Yarn</p>
2	3	4	5	6	7	8
<p>Recovery through Creativity Support Group: 11-12:00*</p> <p>BOCES HSE/GED Class: 4:00-7:00*</p> <p>Online Privacy and Security Computer Class: 5:30-6:30</p>	<p>8 Dimensions of Wellness Support Group: 9-10:00*</p> <p>Addiction and Recovery Support Group: 1:00-2:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>CCE Nutrition Table: 11-12:00*</p> <p>Depression and Anxiety Support Group: 11-12:00*</p> <p>SNAP Info Table: 1-3:00</p> <p>Creative Writing Group: 3-4:30*</p> <p>BOCES HSE/GED Class: 4-7*</p> <p>CCE Nutrition Table: 12</p>	<p>Crafting & Community: 5:00-7:00</p> <p>Drop in for knitting and crocheting, or bring your own craft</p>	<p>Coloring Creative in front lobby: All day</p> <p>Genealogy Workshop: 2:00-4:00</p> <p>Movie Night for adults: 4:30-6:15 O Brother, Where Art Thou?</p>		
9	10	11	12	13	14	15
<p>Recovery through Creativity Support Group: 11-12:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>8 Dimensions of Wellness Support Group: 9-10:00*</p> <p>Addiction and Recovery Support Group: 1:00-2:00*</p> <p>BOCES HSE/GED 4:00-7:00*</p>	<p>CCE Nutrition Table: 11-12:00*</p> <p>Depression and Anxiety Support Group: 11-12:00*</p> <p>Creative Writing Group: 3-4:30*</p> <p>BOCES HSE/GED Class: 4-7*</p> <p>Books and Brews</p> <p>Book Club 5:30-6:30</p>	<p>Crafting & Community: 5:00-7:00</p> <p>Clay Pinch Pots</p>	<p>Coloring Creative in front lobby: All day</p> <p>Genealogy Workshop: 2:00-4:00</p>		
16	17	18	19	20	21	22
<p>Recovery through Creativity Support Group: 11-12:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>8 Dimensions of Wellness Support Group: 9-10:00*</p> <p>Addiction and Recovery Support Group: 1:00-2:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>Depression and Anxiety Support Group: 11-12:00*</p> <p>SNAP Info Table: 1-3:00</p> <p>Creative Writing Group: 3:00-4:30*</p> <p>BOCES HSE/GED Class: 4-7*</p> <p>4:00-7:00*</p>	<p>Crafting & Community: 5:00-7:00</p> <p>Drop in for knitting and crocheting, or bring your own craft</p> <p>CHQ Book Read: Book Discussion 5:00-7:00</p>	<p>Coloring Creative in front lobby: All day</p> <p>Genealogy Workshop: 2:00-4:00</p>		
23/	24/31	25	26	27	28	29
<p>Recovery through Creativity Support Group: 11-12:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>8 Dimensions of Wellness Support Group: 9-10:00*</p> <p>Addiction and Recovery Support Group: 1:00-2:00*</p> <p>BOCES HSE/GED Class 4:00-7:00*</p>	<p>Depression and Anxiety Support Group: 11-12:00*</p> <p>Creative Writing Group: 3:00-4:30*</p> <p>BOCES HSE/GED Class: 4:00-7:00*</p>	<p>Crafting & Community: 5:00-7:00</p> <p>Beaded Ear Cuff</p>	<p>Coloring Creative in front lobby: All day</p> <p>Genealogy Workshop: 2:00-4:00</p>		
30						

*Signifies programs that are developed and run by external community organizations or individuals

PROGRAMMING AND EVENTS: ADULTS

APRIL 2023

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! Please note: due to limited supplies, this program is for adult participants only.

On the 2nd and 4th Thursday, and the 1st Saturday each month, our staff will lead a guided craft, with all supplies provided.

On the 1st and 3rd Thursdays each month, drop in for knitting, crocheting, or bring your own project to work on.

Saturday Crafting Saturday 4/1 1:30-3:30

On the first Saturday of each month, drop in for casual crafting! This program is for adults, teens, and families - recommended for ages 8 and up.

Support Groups with

Recovery Options Made Easy

Meet for discussion in a supportive group setting in these programs run by Recovery Options Made Easy:

Mondays at 11:00: Recovery Through Creativity.

This group explores recovery with creative activities including meditation and a drum circle.

Tuesdays at 9:00: 8 Dimensions of Wellness

This group discusses emotional, physical, occupational, financial, social wellness, and more.

Tuesdays at 1:00: Addiction and Recovery.

Participants can share their experiences, progress, challenges, and goals related to addiction and the path of recovery.

Wednesdays at 11:00: Depression and Anxiety.

Discuss challenges and techniques to overcome challenges with depression and anxiety.

Books and Brews:

Library book club @ Brazil Wednesday 4/12 5:30-6:30

The library is excited to offer a monthly book club for adults. This library program will meet at Brazil (10 E. 4th St, Jamestown).

Each month we'll read a novel and then gather to talk about the book in a fun, casual atmosphere, with discussion led by library staff. April's book is "There, There" (Tommy Orange)

Computer Class:

Online Privacy and Security

Monday 4/3 5:30-6:30

Learn about common scams online and how to avoid them, and tips to be proactive about managing your security online.

Beginners welcome!

Optional registration; drop-ins welcome.

One on One Tech Help

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

SNAP Info with FeedMore WNY

Wednesday 4/5 and 4/19 1:00-3:00

Stop by the front lobby to learn about SNAP benefits and eligibility in New York. FeedMore WNY can help with signing up for benefits and help you recertify your benefits.

CHQ Book Read: "Under the Skin"

Thursday 4/20 5:00-7:00

The library will hold a book discussion in partnership with the YWCA of Jamestown and Chautauqua Institution. This county-wide Chautauqua County Book Read features "Under the Skin: The Hidden Toll of Racism on American Lives and on the Health of Our Nation" by Linda Villarosa. This title is available to check out at the library.

Learn more at

<https://www.ywcajamestown.com/chqbookread>

Genealogy Workshop:

Fridays 2:00-4:00

****New day and time****

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

First Fridays Movie Night

Friday 4/7 4:30-6:15

"O Brother, Where Art Thou?" (PG-13)

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.

CCE Nutrition Program

Wednesday 4/5 and 4/12 11:00-12:00



Stop by the front lobby to explore tasty, healthy recipes at this drop-in program with Cornell Cooperative Extension. Learn about budget-savvy cooking tips and ideas for healthy cooking at home.

509 Cherry St, Jamestown NY - (716) 484-7135 - prendergastlibrary.org

PROGRAMMING AND EVENTS: KIDS & TEENS

APRIL 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
	<p>HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed</p> <p>509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org</p>	 <p>PrendergastLibrary Focusing on Your Future</p>	<p>Follow us on Facebook!  facebook.com/prendergastlibrary</p>	<p>Check out our Spring Break activities! 4/3 - 4/7</p>		
2	<p>3 Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Clay Flowers</p>	<p>4 First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Perler Beads</p> <p>Teen Crafting: 5:00-7:00 Painting Day</p>	<p>5 Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Green Screen</p> <p>Makerspace: 5:00-7:00 Teen Takeover</p>	<p>6 Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Watercolors</p>	<p>7 Makerspace: 3:30-5:00 3-D printing</p>	<p>8 Sensory Play: 11:00-12:15 Ball pit, hoop and balls</p> <p>Makerspace Open Play: 12:15-3:00</p>
MAKERSPACE OPEN 11:00 to 5:00 - Open play 11-3:30, staff-led activity 3:30-5:00						
9	<p>10 Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Chenille Stem Flowers</p>	<p>11 First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Fizzy Beads</p> <p>Teen Crafting: 5:00-7:00 Fold a Flower Pot</p>	<p>12 Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Stop Motion</p>	<p>13 Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Concoction Station</p>	<p>14 Makerspace: 3:30-5:00 Turing Tumblers</p> <p>Teen Movie: 4:30-6:00 Teen Titans Go! To the Movies</p>	<p>15 Sensory Play: 11:00-12:15 Drawing with Paint Pens</p> <p>Makerspace Open Play: 12:15-3:00</p>
16	<p>17 Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Sharpie Tie-Dye Flowers</p>	<p>18 First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Pan Flutes</p> <p>Teen Crafting: 5:00-7:00 Clay Pinch Pot</p>	<p>19 Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Robots</p>	<p>20 Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Play-Doh</p>	<p>21 Makerspace: 3:30-5:00 3-D printing</p> <p>Family Movie: 4:30-6:00 Curious George</p>	<p>22 Sensory Play: 11:00-12:15 Explore our Busy Board House</p> <p>Makerspace Open Play: 12:15-3:00</p>
23/30	<p>24/31 Makerspace Open Play: 10:30-1:30 (24th and 31st)</p> <p>Minecraft Club: 3:30-4:30 Survival Mode (24th) / Creative Mode (31st)</p> <p>Makerspace: 3:30-5:00 DIY Buttons</p>	<p>25 First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Oragami</p> <p>Teen Crafting: 5:00-7:00 DIY Buttons</p>	<p>26 Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Coding</p> <p>Teen Game Night: 4:30-6:30</p>	<p>27 Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Marble Runs</p>	<p>28 Makerspace: 3:30-5:00 Cubelets</p>	<p>29 Sensory Play: 11:00-12:15 Magnatiles</p> <p>Makerspace Open Play: 12:15-3:00</p>

Teen Programs

**Teen Game Nights: Last Wednesday of each month
4/26 4:30-6:30, for ages 12-18**

Join us for teen game night! Play tabletop RPGs like Dungeons & Dragons and more traditional board games like Spyfall and Munchkin. Everything you need will be provided for you, plus some snacks!

Teen Crafting: Tuesdays 5-7:00

Drop in to craft and socialize!
No crafting skills required.
This program runs weekly on
Tuesdays. For ages 12 -18.

Teen Movie Night Friday 4/14 at 4:30

"Teen Titans Go! To the
Movies" (PG)
Drop in to enjoy a movie and
socialize with fellow teens.

****Special Spring Break Event** Teen Takeover in the Makerspace Wednesday 4/5 5:00-7:00**

The Makerspace will be open just for teens
(ages 12-18) as we break out some of our
more high-tech equipment to explore.

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.



Family Movie Night

Friday 4/21 at 4:30:
"Curious George" (G)

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

Minecraft Club

Mondays & Thursdays: 3:30-4:30

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.

Enjoy the Makerspace during Spring Break!

The Makerspace will be open for drop-in play on DATE - DATE from 11:00-3:30,
followed by staff-led activities from 3:30-5:00.

Note: Children ages 8 and under must be supervised by a parent or guardian.



Makerspace Activities

Saturday Activities

**Sensory Play: 11:00-12:15
Open Play: 12:15-3:00**

Explore sensory activities in the
Makerspace, such as water and sand
play, pretend food, ramps
and balls, and play-doh. For ages 6 and
under and their caregivers.
Older siblings welcome.

After Sensory Play, the Makerspace
stays open until 3:00 for Open Play.

Open Play: Mondays 10:30-1:30

Staff-led Activities & Open Play: Mon-Fri 3:30-5

Drop in for learning-based play - enjoy staff-led
activities in the afternoon, or explore the space independently.
We have activities for all ages!

Ongoing activities include our Lego table and Lego wall, art
and crafts stations, magnetiles, marble runs, magnetic ramp
wall, light tables, and fort building. See the front of the
calendar for details on staff-led activities.

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

The Makerspace is grant-funded by the Holmberg Foundation.

James Prendergast Library Association
Cash Sources
February 2023

REVENUE REPORT	Receipts This Month Feb-23	Receipts YTD Beg - Feb 23	Annual Budget Internal 2023	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	5,000.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	0.00	500.00	131,681.00	131,181.00	0.38%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	0.00	10,000.00	10,000.00	0.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	30,650.00	30,650.00	0.00%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	67,478.00	67,478.00	0.00%
. CCLS 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 LLSA (LOCAL SPONSOR INCENTIVE)	0.00	0.00	8,800.00	8,800.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	363,812.00	363,812.00	0.00%
. AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	0.00	1,411.87	2,500.00	1,088.13	56.47%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	0.00	325.00	325.00	0.00%
LIBRARY FEES					
. FINES & FEES	1,252.42	2,492.54	20,000.00	17,507.46	12.46%
. COPY MACHINE	230.50	519.90	3,000.00	2,480.10	17.33%
CCLS					
. CCLS RENTAL INCOME	4,875.00	9,750.00	59,500.00	49,750.00	16.39%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,630.25	3,244.56	22,000.00	18,755.44	14.75%
. FUNDRAISING	1,487.10	12,759.37	65,000.00	52,240.63	19.63%
. MEMORIALS	320.00	795.00	3,000.00	2,205.00	26.50%
OTHER					
. INTEREST EARNED	9.14	24.62	100.00	75.38	24.62%
Total Income	14,804.41	36,497.86	1,159,850.00	1,123,352.14	3.15%

James Prendergast Library Association
Expenses
February 2023

EXPENSE REPORT	Disbursed This Month Feb-23	Disbursed Year-To-Date Beg - Feb 2023	Total Budget Internal 2023	Balance	% Spent
· SALARIES - STAFF	45,836.15	92,427.33	620,520.00	528,092.67	14.90%
· SALARIES - MAINTENANCE	2,564.90	5,582.60	38,357.00	32,774.40	14.55%
· RETIREMENT BENEFITS	0.00	0.00	76,883.00	76,883.00	0.00%
· SOCIAL SECURITY BENEFITS	3,605.57	7,281.95	50,404.00	43,122.05	14.45%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	1,163.00	1,163.00	0.00%
· INSURANCE - WORKER'S COMP	0.00	5,909.00	7,342.00	1,433.00	80.48%
· HEALTH BENEFITS	4,730.53	8,966.27	66,861.00	57,894.73	13.41%
· TRAINING & CONT ED	0.00	0.00	2,471.00	2,471.00	0.00%
MATERIALS					
· MATERIALS	3,674.63	9,083.34	110,000.00	100,916.66	8.26%
BUILDING EXPENSES					
· UTILITIES	5,475.32	9,419.29	54,465.00	45,045.71	17.29%
· BLDG & CUSTODIAL SUPPLIES	847.26	850.35	5,000.00	4,149.65	17.01%
· BLDG MAINT & REPAIR	1,698.94	7,814.36	28,182.00	20,367.64	27.73%
· INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
· PROGRAMS	100.00	146.75	8,500.00	8,353.25	1.73%
· MISC BUSINESS FEES	404.51	596.94	9,500.00	8,903.06	6.28%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
· IT TECH	1,034.16	4,542.37	16,000.00	11,457.63	28.39%
· OFFICE & LIBRARY SUPPLIES	653.48	1,231.46	11,000.00	9,768.54	11.20%
· GRANT EXPENSES	192.25	891.96	0.00	-891.96	0.00%
· FUNDRAISING	290.00	290.00	7,000.00	6,710.00	4.14%
· COPY MACHINE EXPENSE	75.55	75.55	4,500.00	4,424.45	1.68%
MISCELLANEOUS					
· LEGAL COUNSEL	210.00	210.00	2,000.00	1,790.00	10.50%
· HR & PROFESSIONAL FEES	294.83	1,579.75	22,150.00	20,570.25	7.13%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	22.52	45.04	1,500.00	1,454.96	3.00%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	71,710.60	171,673.66	1,159,850.00	988,176.34	14.80%
NET PROFIT OR LOSS	<u>\$ (56,906.19)</u>	<u>\$ (135,175.80)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	62,507.56
1050 · JSB - MONEY MARKET	105,971.82
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,632.33
1080 · Jamestown Savings Bank - CARF	211,006.76
1090 · Unemployment Fund	2,668.50
Total Checking/Savings	<u>384,066.99</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
Total Other Current Assets	<u>56,194.00</u>
Total Current Assets	<u>440,260.99</u>
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,590,797.74
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	192,950.48
1550 · ACCUMULATED DEPRECIATION	-2,669,450.16
Total Fixed Assets	<u>2,197,014.94</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,808,184.10
1555.02 · JOHNSON ESTATE	111,692.85
1555.03 · MURRAY L BOB LECT FUND - ENDOW	48,900.77
1555.04 · SALE OF DONATED ASSETS - EF	1,274,587.91
Total 1555 · ENDOWMENT FUND	<u>7,243,365.63</u>
1560 · Snitger Gift Fund	34,778.47
Total Other Assets	<u>7,278,144.10</u>
TOTAL ASSETS	<u><u>9,915,420.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,632.33
2018 · TSA	500.00
2020 · RETIREMENT	429.64
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,494.84
2040.02 · DENTAL FLEX	140.64
2040.04 · VSP	-8.57

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of February 28, 2023

	<u>Feb 28, 23</u>
Total 2040 · PREMIUMS - FLEX	1,626.91
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	449.87
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>38,926.72</u>
Total Current Liabilities	<u>38,926.72</u>
Total Liabilities	<u>38,926.72</u>
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	-141,288.16
Net Income	57,579.28
Total Equity	<u>9,876,493.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,915,420.03</u></u>