

James Prendergast Library Association

Board of Trustee Meeting

Minutes June 16, 2022

Board Members present {virtual or in person}: Dan Hickman, Cassie Blakeslee, Michael Corey, Frank Corapi, Abbey Soffel, Mary Zdrojewski, Judy Long, Liz Margarito

Absent: Jessica Carr, Joni Blackman, Ned Lindstrom

Staff present: Anne Greene

Community Present: None

Meeting called to order at 5:18 pm by President Dan Hickman

1. Public Comment – None
2. Consent Agenda – Motion to approve made by Mike Corey Y-7 N-0
3. Director's Report: Anne Greene
 - a. In May, our Crafting and Community had 30 attendees. This program is growing and becoming popular and was recently supported by a grant from the Chautauqua Region Community Foundation.
 - b. The Collection Development team continues to meet monthly to discuss all of our collection needs. Anne commended the team for their tremendous ongoing work in the collection to meet the needs of our community. The Early Reader collection in the Children's Room is now grouped by grade and reader level. We responded to parents who are looking for books for certain levels to match the reading ability of their children. This new shelving arrangement will make browsing by grade level easier.
 - c. Since March, two JHS 10th Grade English classes have visited the library to learn about library services and programs and check out books. All the students have used their library cards, and a majority of the students received their first library card. The teacher is already planning to bring her new English 10 classes to the library in the fall.
 - d. Since March, library staff have been a part of the planning meetings for the Summer LEAP Program. As a result, we were able to send information home on the Summer Reading Program and how to get a library card to all the children signing up for LEAP.
 - e. On May 5, 36 children from LOVE Elementary School UPK attended a storytime and Makerspace program with songs and games.
 - f. The library recently was awarded a grant request for \$5,000 from the Jessie Smith Darrah foundation to purchase eBooks. This will be used to enhance our Adult Fiction eBooks by focusing on best-sellers and diverse titles.

g. This year, we mailed letters to local businesses asking if they would like to sponsor a library program or event. We included information on different sponsorship opportunities, such as Summer Reading in the Parks and Community Days at Your Library. We are happy to report that as of May, we have received \$3,825 from the following local businesses: Rogers Land Surveying, Advanced Manufacturing Technology, Weber Knapp, Wegmans, Jamestown Area Community Federal Credit Union, The Chautauqua Center, Dots Gift Boutique, Chautauqua Patrons Insurance, PACE Promotional Solutions, Spectrum Eyecare, Abers Acres, Stormer Mechanical and Lane Women’s Health. We want to thank them for their generous support of the library.

h. Library Statistics:

Increases:

Category	% Increased	May 2022	April 2022	Notes
Library Visits	5.4%	7,987	7,576	
Total Library Circulation	22.5%	59,456	48,518	
Total Reference Questions	16.0%	8,867	7,641	
Total # of programs offered	2.3%	89	87	
Total Program Attendance	31.7%	1,780	1,352	The block party was a huge success

Decreases:

Category	% Decreased	May 2022	April 2022	Notes
Total Computer Logins	-12.8%	819	939	There was not any VITA programing this month and the kids were not on break this month.
Total Database Usage	-65.0%	966	1,564	NOVELny usage decreased significantly this month. These numbers fluctuate month to month though

4. Treasurer’s report: Mike Corry

- a. Report includes both April and May. We are well within the budget. Staff does a tremendous job being resourceful and uses the funding in ways that benefits the community.
- b. Motion to accept and file Treasure’s Report made by Frank Corapi, second by Judy Long Y-7 N-0

5. Fundraising Committee: Cassie Blakeslee

- a. Block Party: We are happy to report that the Block Party was a success. We had over 500 community members attend – all staff used clickers to track their program participations and interactions. In addition, we had a door tally of 866 people throughout the day which is significantly more than what we see on a Saturday. There were 36 community organizations at the event and we raised \$2,380 for our educational initiatives and outreach programs.
- b. Give Big: we raised \$1,920 for our summer reading program from 43 donors.

6. Building Committee: Mary Zdrojewski

- a. 2019 Construction Project: We have completed the 2019 Construction Grant project that includes the digital sign and landscaping. The new sign was installed last week and we are in the process of the final stages of the transmission installation. We will promote our programs and our community partners. This project was funded by a New York State construction grant with matching funds generously provided by The Lenna Foundation and The Carnahan-Jackson Foundation. After installing the base for the new sign, the Honey Locust tree on the library's property was examined by City Arborist, Dan Stone, to decide how best to trim and maintain it. Unfortunately, after careful inspection, he determined that the tree had signs of disease. Trimming the tree would accelerate the condition and lead to weakened branches that would present a safety hazard to library patrons and property. After careful deliberation, the library board decided to remove the tree and replace it with a new tree. In addition to the new tree, the library planted native flowering plants and grasses. The new plants will add to the library's expanding butterfly garden and support a healthy ecosystem.
- b. 2022 Construction Project: The patio construction project costs have increased due to a rise in material costs. There is an increase of almost 4% from the original quote we received last year. The 75% match that the New York State Construction grant provides for the project applies only to the original project quote. The Building Committee recommends that the library be responsible for the increase of \$8,007 as we do not want to increase the 25% match that we plan to seek from two local funders.
- c. 2023 Construction Project: The Library intends to apply for a 2023 New York State Construction project. The State is accepting intent to apply applications through the Chautauqua Cattaraugus Library System. We are in the process of developing the application which will include building a balcony to access the teen area making it ADA accessible and a Maker Studio for teens and adults.
- d. Motion to accept Building Committee's recommendation of Library to be responsible for 4% increase in the patio construction made by Judy Long Y-7 N-0

7. New Business: Dan Hickman

- a. The Board Assessment is available in your packets. We will be reviewing this at the upcoming board retreat. This will be held at the library on the 23 of July from 10 to 12.
8. Unfinished business: None
9. Next hybrid meeting is September 15, 2022
10. Adjournment at 5:39 motion made by Frank Corapi second by Abby Schofel



DIRECTOR'S REPORT/ Summer 2022

PROGRAMS & SERVICES

Summer Reading Highlights:

Collaboration with LEAP Program: The library partnered with the Jamestown Public School's LEAP program to ensure children enrolled would also be part of the summer reading program. Each site tracked their student's reading time, using a "Read for Beads" poster that library staff developed. In addition, each location included a library card application with the LEAP application packets. We are happy to report that of the 363 children registered at LEAP, 303 returned library card applications and received library cards this summer.

LEAP campers read 765,960 minutes, and each site celebrated with a bead party at the end of camp. Library staff visited each site, Lincoln, Ring, Fletcher, Love, and Bush, with beads and free books to hand out during the ceremony. The books were purchased with a grant from Cummins, Inc., and the beads were part of a larger grant from the Holmberg Foundation.

Read for Beads: As part of our Summer Reading "Read for Beads" Program, children and teens earned beads for their necklaces by reaching milestones on their reading logs and Bingo sheets. This summer, we had 363 children participate at the library, and they read 146,908 minutes. In total, the children received 1246 beads and 238 charms.

Waffle Party: To celebrate the end of the Summer Reading Program, we hosted a "Narwhal and Jelly" (a popular children's book) themed waffle party at the library on August 20. The event included Storytime, games, crafts, and a waffle bar. We also announced the Summer Reading Program winners and handed out prizes.

New Teen Programs: In June, nineteen teens and twelve family members attended our Teen Tie Dye and Pizza Summer Reading Kickoff. Most of the time-slots for our Teen Escape Room on July 27 filled up; participants were very enthusiastic, and several teens inquired whether we would do more escape rooms in the future. One teen who attended several programs this summer said they felt the library was "the only safe place in Jamestown."

Although teen participation is generally lower than that of children, we saw a 60% increase in teens participating in Summer Reading between 2021 and 2022.

Crafting & Community: Crafting & Community is a weekly program on Thursday from 5-7 in the library's front lobby. While all the Crafting and Community activities were a lot of fun for the participants, a few stand out. Painting bee houses allowed much creative interpretation as the patrons were provided with the bee houses, paint, and several one-stroke guides. Other than that, they ran with their creative interpretations, everything from a brick house to a skyscape complete with shooting stars. The beaded sun catchers were fun for everyone, allowing patrons to explore working with beads and wire in a no-stress environment. The patrons seemed to enjoy their time and the resulting artwork.

Wet felting pouches occurred outside to minimize the mess and maximize enjoyment. This activity was a rousing success as all the patrons involved could complete their pouches within the 2-hour class. This fantastic summer was filled with fun, laughter, and learning for all our Crafting and Community Program participants.

Community Days: Every Wednesday, from June 29-August 31, the library hosted "Community Day" on the front lawn. Thankfully, we had beautiful weather this summer for this outdoor program. We had special guests join us for Storytime, followed by crafts and games, summer lunches, and the Jamestown Mobile Market. Special guests included Audubon, the Jamestown Fire Department, Cornell Cooperative, Jamestown Police Department, and the Child Care Council.

Makerspace: The Makerspace was a busy place this summer! We introduced a new program called Monday Morning Makers in May, and that program continued to be popular throughout the summer. Sensory play on Saturday mornings continued all summer as well, with patrons appreciating the option to visit the space on a weekend. Thanks to a grant from the Holmberg Foundation, new materials received included a light table that has been a popular sensory option this summer.

The Makerspace was also open every weekday afternoon for drop-in play and staff-led activities. The space was booked most mornings, with LEAP camps, local day camps, and organizations using the Makerspace as a place to gather and play. We also brought out Makerspace activities to the front lawn each Wednesday following Storytime, with activities like fort building and water play.

A total of 1,741 visitors came to the Makerspace this summer.

Mobile Makerspace: We also work hard to ensure that kids who aren't coming into the library still get to experience the Makerspace. Our Mobile Makerspace allows us to bring a wide variety of STEM activities out to children at LEAP camps at the elementary and middle schools, day camps like the Boys and Girls Club, and outreach events such as the Audubon's Monarch Festival and Jamestown's Juneteenth celebration. Staff visited 19 sites, bringing the Mobile Makerspace to 1,491 children and adults throughout Jamestown.

A grand total of 3,232 Makerspace program attendees used our STEM activities this summer.

Infinity Performing Arts Drumming Workshop: Every other week during Summer Reading, Infinity led an all-ages drumming workshop on the library's front lawn. A total of 62 children and 30 adults attended the four workshops.

COLLECTION

Improving the availability of New Books: The library's new books are very popular, and we want to ensure that our visitors can find the books they're looking for. For popular titles with duplicate copies, one copy will be available at Prendergast, so patrons browsing in person can borrow it. Additional copies will be available to circulate to other CCLS libraries. Everyone wants to read these bestsellers – they fly off the shelves!

Improved labeling of Children's materials: We are making it easier for kids and parents to find books that are a good fit for their reading ability by adding labeling to identify heavily illustrated chapter books – these are a great bridge from Early Readers to chapter books. We want to make sure they are easy to identify.

Patrons enjoying new Early Reader setup: We have received positive feedback from patrons browsing our Early Readers, which are now organized by reading level, have updated labels, and many now face cover-out, making browsing more appealing.

OUTREACH & PARTNERSHIPS

Audubon: The Audubon was a 2022 Murray L. Bob Educational Initiative community partner. We expanded their programming at the library using a grant from the Chautauqua Region Community Foundation (CRCF). As a result, Audubon staff held several programs and workshops at the library this summer, including Nature of Your Neighborhood, Amazing Monarch Butterflies, Gardening for Urban Wildlife, Nature Discovery Stations, and Fairy Creatures Workshop.

Chautauqua Watershed Conservancy (CWC): Thanks to a grant for CRCF, CWC presented three classes at the library this summer, Lakescapes, Urban Wildlife of the Chadakoin River, and Living Shorelines.

St. Susan Center: Also supported by CRCF was a monthly crafting class and Storytime program at St. Susan Center. Six programs were held between June and August, and although attendance was low, staff at the Center were very supportive of the program, and the guests who participated enjoyed the program.

Jamestown Public Market's Mobile Market: Every Wednesday, from June through the end of September, the Mobile Market is at the library! They set up a pop-up market tent from 11:30-12:30 on the front lawn. This partnership has been highly successful.

YMCA Summer Lunches: The Prendergast Library partnered with the YMCA to provide lunches for children Monday-Friday from June-August. Shawnette Williamson, the library's new security guard, managed the program this year. Working as a team, library staff handed out 2,798 meals. In addition, we provided outdoor seating for children to enjoy their lunches at the library. Shawnette contributed the following quote about her experience this summer:

"I was that kid from a neighborhood where times were hard, and food was a budget struggle, so I'd go to the park every day and eat there. It was that one place where I never felt judged or looked at any different than the kids sitting next to me. Fast forward to today in time, while being on the other side of the table, I got to witness that same kind of comfort and joy from every child with each bag I passed out."

LIBRARY NEWS

Feedback from patrons on library programs and services:

A patron told staff in the Children's Room that our "Read for Beads" program motivated her daughter to read this summer. "She never wanted to read before," the mother said, but now she is interested in reading thanks to the bead program.

"This place is amazing!" – LEAP camper arriving at the Makerspace

"We love bringing the kids here, and they stay so busy." – LEAP staff

"You have so many dinosaur books!" – Young patron seeing our juvenile non-fiction area

"You guys are just so creative." – Parent commenting on Outdoor Storytime activities

Bequeath: Thank you to the Estate of John E. Anderson for the generous gift to the library in the amount of \$80,195. Mr. Anderson was a lifetime supporter of the Prendergast Library and served on the Library's Board of Trustees for nine years.

Jamestown High School: The library received a generous \$3,500 donation from the Jamestown High School class of 1970.

Spring Annual Appeal: The Spring Annual Appeal was mailed in June, and as of September 8, 2022, we have raised \$23,770. Thank you to all of our supporters!

2022 Summer Program Sponsors: Our 2022 sponsorship program raised \$3,925.00. Thank you to our sponsors; Stomer Mechanical, Spectrum Eyecare, Lane Women's Health, Pace Promotional Solutions, Abers Acres, Weber Knapp, Rodgers Land Surveying, The Chautauqua Center, Jamestown Area Community Federal Credit Union, Dots Gift Boutique, Wegmans, Chautauqua Patron's Insurance, and Advanced Manufacturing Technology.

Media One Radio Group Sponsorship and Dennis Webster Weekly Program: Thank you to Dennis Webster! He visited us every Monday to give an on-air update on all the "happenings" at the library. Dennis spoke with staff about programs, summer reading, services, and plans for the fall. In addition, Media One Radio Group sponsored the library by providing over \$6,000 in radio advertising during the summer.

WNYLRC: Director, Anne Greene, will be the guest speaker at the WNYLRC 56th Annual Meeting on September 27th 2022. The meeting will take place at Shea's Seneca in Buffalo.

GRANT UPDATES

CCLS: The library received a \$501 grant from CCLS to fund the library's Summer Reading prizes, including a 3D printing pen, Magnatiles, and wireless earbuds. This grant also funded our Summer Reading Finale waffle party event.

CCLS: The library also received a \$1000 Adult Literacy grant from CCLS. These funds are being used to purchase HSE/GED study materials and High-interest/Low-level books for older emerging readers. Staff worked with BOCES to select relevant materials.

Cummins: The library continued to implement our grant project with Cummins this summer, who provided the library with \$6,652 to purchase 4300 books to distribute to children in Jamestown. We distributed over 2600 books this summer to children participating in Summer Reading, at library programs, outreach events such as the Jamestown Farmer's Market and Jamestown's Juneteenth festival, and community organizations like United Way and St. Susan's. We have 1700 books that are scheduled to be distributed to local organizations, including Head Start, Creche, and the Resource Center, this fall, which will complete our book distribution for 2022.

Holmberg Foundation: The library is grateful to have received a \$18,000 grant from the Holmberg Foundation in June 2022 to purchase new STEM materials for outreach and the Makerspace, including our new mobile magnet wall and new furniture for the library, including new seating for the teen area.

Hultquist Foundation: The library is grateful to have received a \$15,564 grant from the Hultquist Foundation in June 2022 to purchase new collection equipment, such as magazine storage boxes, microfilm boxes, and new supplies, including section markers, to make browsing the collection more accessible.

Lenna Foundation: As part of the library's 2022 NYS Construction Grant, the Lenna Foundation is providing a match fund amount of \$37,165.00 to support the construction of HVAC upgrades and a new front patio area and walkway for the library.

Sheldon Foundation: The library has also applied to the Sheldon Foundation for matching funds of \$37,165.00 for the 2022 NYS Construction Grant.

Library Usage Report - June 2022	
Library Visits	
Days Open	26
Library Visits	9,062
Average Daily Library Visits	349
Year to Date Library Visits (Cumulative)	45,503
Library Borrowers	
New Cards Issued	81
Total Registered resident borrowers	16,216
Total Registered non-resident borrowers	11,099
Materials Use	
Adult Materials	4,421
Adult eBooks & eAudio	1,876
Children's Materials	2,753
Children's eBooks & eAudio	80
Video Materials	2,028
Microform Viewed	79
Reference Questions & Services	
Single Service Point Reference Questions	6,426
Technology Questions	1,592
Faxes (# sent or received)	28
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	237
Emailed print jobs	265
Internet Use (# of sessions)	991
Internet Use (# of minutes)	90,585
Adult Computer logins	726
Teen Computer logins	181
Children's Computer logins	84
Computer Lab Sessions in PCC	71
Rosetta Stone Library Solution (# of minutes used)	134
Rosetta Stone Library Solution (cumulative # of users)	333
NY Times On-Site Sessions	2052
NY Times Off-Site Sessions	109
Wall Street Journal Logins	12
Wall Street Journal Page Views	254
Ancestry.com searches	108
Heritage Quest searches	181
ABC Mouse active users	11
NOVELny searches	42
Consumer Reports - Visits	4
Consumer Reports - Page Views	54
Programs	
Children's programs - # offered	53
Children's programs - attendance	917
Offsite programs - # offered	7
Offsite programs - attendance	436
Teen programs- # offered	18
Teen programs- attendance	140
Adult programs- # offered	13
Adult programs- attendance	169
Technology Classes - # offered	1
Technology Classes - attendance	1
1-On-1 Technology Device Instruction	3
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
HSE/GED Classes - # offered	8
HSE/GED Classes - attendance	19
Aspire Job Training - # offered	8
Aspire Job Training - attendance	24
Room Use	
Non-Library Sponsored Room Use - # of sessions	45
Non-Library Sponsored Room Use -attendance	282
Library Sponsored Room Use - # of sessions	106
Library Sponsored Room Use - attendance	1171
Social media & Webpage views	
Facebook - Daily Total Reach	54,479
Prendergast Library Home Page Views	7,779
Facebook Followers	3,480
Twitter Followers	1,219
Instagram Followers	1,050

Library Usage Report - July 2022	
Library Visits	
Days Open	25
Library Visits	11,022
Average Daily Library Visits	441
Year to Date Library Visits (Cumulative)	56,525
Library Borrowers	
New Cards Issued	234
Total Registered resident borrowers	16,348
Total Registered non-resident borrowers	11,107
Materials Use	
Adult Materials	4,503
Adult eBooks & eAudio	2,084
Children's Materials	2,913
Children's eBooks & eAudio	67
Video Materials	2,314
Microform Viewed	17
Reference Questions & Services	
Single Service Point Reference Questions	10,360
Technology Questions	1,995
Faxes (# sent or received)	24
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	190
Emailed print jobs	196
Internet Use (# of sessions)	1,237
Internet Use (# of minutes)	103,552
Adult Computer logins	743
Teen Computer logins	322
Children's Computer logins	172
Computer Lab Sessions in PCC	99
Rosetta Stone Library Solution (# of minutes used)	273
Rosetta Stone Library Solution (cumulative # of users)	338
NY Times On-Site Sessions	2082
NY Times Off-Site Sessions	101
Wall Street Journal Logins	15
Wall Street Journal Page Views	76
Ancestry.com searches	367
Heritage Quest searches	223
ABC Mouse active users	21
NOVELny searches	26
Consumer Reports - Visits	11
Consumer Reports - Page Views	169
Programs	
Children's programs- # offered	77
Children's programs - attendance	2,408
Offsite programs - # offered	12
Offsite programs - attendance	440
Teen programs- # offered	15
Teen programs- attendance	62
Adult programs- # offered	12
Adult programs- attendance	440
Technology Classes - # offered	0
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	2
Library Outreach sessions - # offered	0
Library Outreach sessions - attendance	0
HSE/GED Classes - # offered	5
HSE/GED Classes - attendance	8
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
Room Use	
Non-Library Sponsored Room Use - # of sessions	45
Non-Library Sponsored Room Use -attendance	178
Library Sponsored Room Use - # of sessions	120
Library Sponsored Room Use - attendance	2297
Social media & Webpage views	
Facebook - Daily Total Reach	41,032
Prendergast Library Home Page Views	7,761
Facebook Followers	3,540
Twitter Followers	1,219
Instagram Followers	1,051

Library Usage Report - August 2022	
Library Visits	
Days Open	27
Library Visits	11,533
Average Daily Library Visits	427
Year to Date Library Visits (Cumulative)	68,058
Library Borrowers	
New Cards Issued	95
Total Registered resident borrowers	16,397
Total Registered non-resident borrowers	11,125
Materials Use	
Adult Materials	5,678
Adult eBooks & eAudio	2,084
Children's Materials	4,063
Children's eBooks & eAudio	96
Video Materials	2,380
Microform Viewed	35
Reference Questions & Services	
Single Service Point Reference Questions	12,979
Technology Questions	2,014
Faxes (# sent or received)	35
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	188
Emailed print jobs	271
Internet Use (# of sessions)	1,265
Internet Use (# of minutes)	119,482
Adult Computer logins	813
Teen Computer logins	330
Children's Computer logins	122
Computer Lab Sessions in PCC	99
Rosetta Stone Library Solution (# of minutes used)	6
Rosetta Stone Library Solution (cumulative # of users)	339
NY Times On-Site Sessions	2308
NY Times Off-Site Sessions	107
Wall Street Journal Logins	16
Wall Street Journal Page Views	131
Ancestry.com searches	96
Heritage Quest searches	496
ABC Mouse active users	13
NOVELny searches	53
Consumer Reports Visits	5
Consumer Reports Page Views	58
Programs	
Children's programs- # offered	79
Children's programs - attendance	2,756
Offsite programs - # offered	9
Offsite programs - attendance	979
Teen programs- # offered	15
Teen programs- attendance	71
Adult programs- # offered	16
Adult programs- attendance	455
Technology Classes - # offered	2
Technology Classes - attendance	10
1-On-1 Technology Device Instruction	3
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
HSE/GED Classes - # offered	8
HSE/GED Classes - attendance	70
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
Room Use	
Non-Library Sponsored Room Use - # of sessions	41
Non-Library Sponsored Room Use -attendance	226
Library Sponsored Room Use - # of sessions	132
Library Sponsored Room Use - attendance	3333
Social media & Webpage views	
Facebook - Daily Total Reach	22,819
Prendergast Library Home Page Views	7,452
Facebook Followers	3,570
Twitter Followers	1,060
Instagram Followers	1,053

Prendergast Library Summer Programming 2022 vs 2021

Increases:

Category	% Increased	Summer 2022	Summer 2021	Notes
Library visits	43.5%	31,617	22,029	Increased programs, outreach efforts, and marketing and publicity
Makerspace attendance	752.7%	3232	379	As above; we added two new weekly programs in 2022, and the Makerspace did not have staff led programs in summer 2021.
Off-site programs attendance	458.7%	1855	332	As above
Teen program attendance	914.8%	274	27	As above
Adult program attendance	575%	837	124	As above
Storytime attendance	10%	759	690	

Decreases:

Category	% Decreased	Summer 2022	Summer 2021	Notes



Haunted Library Fundraiser Information
Saturday, October 22, 2022
3:00-10:00 pm

The Fundraising Committee and staff have been planning the Haunted Library Fundraiser. Below is what has been planned so far and what volunteer opportunities are needed to make the event successful.

Enjoy an evening of family-friendly haunted fun. This guided tour will take you through the library, where you will meet characters and authors from classic storybooks, such as Dracula, Dr. Frankenstein, The Raven, and Hansel and Gretel. You will also learn some fascinating history about your library.

The library will be decorated, and refreshments such as apple cider, popcorn, and baked goods will be available for purchase.

Tours will run on the hour at 3, 4, and 5 with a break from 6-7, resuming at 7, 8, and 9. Tours are 45 minutes; there will be two tours per hour.

Tickets are \$1 per person. Tickets can be purchased at the library's information desk. Tours are limited to 20 people per tour, so please purchase your tickets in advance as there will be limited tickets available at the door.

Volunteer Opportunities:

Actors:

Give a short (3-5 minute skit to tour groups). Costumes & scripts are provided but creatively encouraged! Time: 2:30-10:00 with an hour break from 5:45-6:45, as well as several 15-minute breaks throughout.

Edgar Allen Poe

Tour Guides

Lead tours through the library, introduce characters and tell a few stories about the library's history. Scripts provided, and costumes encouraged!

Shifts:

2:30-6:00

6:30-10:00

Set-up

Help the staff decorate the library for the event.

Shifts:

9:30-12:30

1:00-4:00

Concession

Sell refreshments and library t-shirts and bags.

Shifts:

2:30-6:30

6:15-10:00

Ticket booth

Take tickets at the door and sell tickets to open spots on tours.

Shifts:

2:30-6:30

6:15-9:15

Greeters

Greet guests as they arrive and organize tour groups.

Shifts:

2:30-6:30

6:15-9:15

ASSURANCES
State Aid for Library Construction Program (FY 2022-2023)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer's warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

_____ Library at a legal meeting

on _____ 2022.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

Danny Hickman

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Travel Policy.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

TIME OFF/LEAVES OF ABSENCE

Holiday Pay

The Library recognizes and closes for the following holidays each year. Full time staff receive paid holidays. Should a holiday fall on a Saturday or Sunday, when staff normally wouldn't work, full time staff receive a floating holiday most of which must be used by the end of the year. This floating holiday is at their discretion, with supervisor approval. **Floating Holidays that may carry over into the following year and must be used within three months are: Christmas Eve Day, Christmas Day, and New Year's Eve Day.**

Part time staff receive no pay for holidays.

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday: Library is open - full time staff get credit as a floating holiday
- Easter Holiday: Library is closed - full time staff get credit as a floating holiday
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day

- Christmas Eve Day
- Christmas Day

Vacation

Vacation accrual begins on the first day of full or part-time employment. Vacation can be used only after it is earned. Employees may not take vacation while on probation. Vacation leave will not be earned during an unpaid leave of absence. Both full and part-time employees are eligible for vacation leave benefits.

Part-time employees earn vacation on a quarterly basis. Part-time employees who work 260 hours (the equivalent of 20 hours per week) or more per quarter will receive vacation credit equal to $\frac{1}{4}$ of the average number of hours worked each week during the quarter. Working 20 to 29 hours per week will earn vacation on a prorated basis. **Part-time employees may not carry over any vacation time into the following year. Vacation time must be used in the year in which it is earned.**

Full-time professional employees and full-time non-professional employees with 10 years of service receive 20 days of vacation per year. Full-time non-professional employees with less than 10 years of service receive 15 days of vacation per year. These accrued hours do not include any vacation days that may have been carried over from the previous year.

Full-time employees may carry over a maximum of 22 days of vacation at the end of the year. **Part-time employees may not carry over vacation time; the accrued time must be used within the same calendar year.**

To schedule vacation time, employees should submit a completed leave form to their supervisor at 1 - 2 days working days before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including operating and staffing requirements. If the request for vacation leave is denied, the supervisor should provide an appropriate reason to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

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

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.

James Prendergast Library Association
Cash Sources
June 2022

REVENUE REPORT	Receipts	Receipts	Total Budget 2022	Balance	% Received
	This Month Jun-22	YTD Beg - June 22			
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	39,404.00	56,056.00	145,000.00	88,944.00	38.66%
COUNTY FUNDING					
. CCLS - BOOK PLAN	0.00	5,325.12	13,400.00	8,074.88	39.74%
STATE AID					
. CBA	0.00	0.00	29,599.00	29,599.00	0.00%
. CCLS - CENTRAL LIB DEV	0.00	0.00	64,499.00	64,499.00	0.00%
. CCLS CASH GRANT	500.00	500.00	250.00	-250.00	200.00%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	0.00	0.00	0.00	0.00%
. NYS LOCAL SPONSOR INCENTIVE	0.00	1,072.90	8,800.00	7,727.10	12.19%
Federal Funding					
. PPP GRANT REVENUE	-89,413.00	0.00	0.00	0.00	0.00
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	167,230.66	250,846.00	83,615.34	66.67%
. AXEL W CARLSON	0.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	0.00	2,725.85	2,500.00	-225.85	109.03%
. 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%
LIBRARY FEES					
. FINES & FEES	1,300.63	8,466.16	20,000.00	11,533.84	42.33%
. COPY MACHINE	195.45	1,456.30	500.00	-956.30	291.26%
CCLS					
. CCLS RENTAL INCOME	4,666.67	27,999.98	56,000.00	28,000.02	50.00%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,347.85	9,776.78	22,000.00	12,223.22	44.44%
. FUNDRAISING	2,813.36	14,841.07	75,000.00	60,158.93	19.79%
. MEMORIALS	45.00	2,323.93	3,000.00	676.07	77.46%
OTHER					
. INTEREST EARNED	3.81	31.20	300.00	268.80	10.40%
Total Income	-38,136.23	323,747.70	1,063,773.00	740,025.30	30.43%

James Prendergast Library Association
Expenses
June 2022

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Jun-22	Beg -June 2022	2022		
· SALARIES - STAFF	46,565.90	284,063.16	562,158.00	278,094.84	50.53%
· SALARIES - MAINTENANCE	3,025.50	17,292.00	38,025.00	20,733.00	45.48%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,681.86	22,322.22	45,914.00	23,591.78	48.62%
· DISABILITY INSURANCE BENEFITS	272.60	597.90	950.00	352.10	62.94%
· INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
· HEALTH BENEFITS	9,088.33	28,946.14	53,887.00	24,940.86	53.72%
· EAP	0.00	175.00	350.00	175.00	50.00%
· TRAINING & CONT ED	0.00	465.59	2,000.00	1,534.41	23.28%
MATERIALS					
· MATERIALS	9,964.08	39,614.88	110,000.00	70,385.12	36.01%
BUILDING EXPENSES					
· UTILITIES	3,949.69	27,408.66	52,000.00	24,591.34	52.71%
· BLDG & CUSTODIAL SUPPLIES	98.08	1,756.66	5,000.00	3,243.34	35.13%
· BLDG MAINT & REPAIR	2,615.57	13,090.76	27,749.00	14,658.24	47.18%
· INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	385.00	1,168.40	7,000.00	5,831.60	16.69%
· MISC BUSINESS FEES	193.55	1,381.85	11,000.00	9,618.15	12.56%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	259.98	5,371.45	19,000.00	13,628.55	28.27%
· OFFICE & LIBRARY SUPPLIES	759.76	4,887.22	10,000.00	5,112.78	48.87%
· GRANT EXPENSES	2,981.31	20,304.30	0.00	-20,304.30	0.00%
· FUNDRAISING	133.01	4,386.35	7,000.00	2,613.65	62.66%
· COPY MACHINE EXPENSE	0.00	517.70	4,500.00	3,982.30	11.50%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· PROFESSIONAL FEES	170.00	2,780.99	15,000.00	12,219.01	18.54%
· OUTREACH	30.74	268.93	500.00	231.07	53.79%
· PUBLICITY	82.07	179.26	1,505.00	1,325.74	11.91%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	84,257.03	495,749.70	1,063,773.00	568,023.30	46.60%
NET PROFIT OR LOSS	\$ (122,393.26)	\$ (172,002.00)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	75,730.50
1050 · JSB - MONEY MARKET	4,098.34
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.25
1080 · Jamestown Savings Bank - CARF	48,821.84
1090 · Unemployment Fund	2,668.34
Total Checking/Savings	<u>133,331.29</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
Total Other Current Assets	<u>56,194.00</u>
Total Current Assets	189,525.29
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,594,636.14
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	42,581.00
1550 · ACCUMULATED DEPRECIATION	-2,669,450.16
Total Fixed Assets	<u>2,050,483.86</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,587,753.11
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	1,215,279.93
Total 1555 · ENDOWMENT FUND	<u>7,027,266.54</u>
1560 · Snitger Gift Fund	33,174.92
Total Other Assets	<u>7,060,441.46</u>
TOTAL ASSETS	<u><u>9,300,450.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.25
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	-637.96
2040.02 · DENTAL FLEX	199.40
2040.04 · VSP	32.92
Total 2040 · PREMIUMS - FLEX	<u>-405.64</u>
2050 · VARIABLE FLEX	3,361.38

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of June 30, 2022

	<u>Jun 30, 22</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	-0.83
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>35,613.75</u>
Total Current Liabilities	<u>35,613.75</u>
Total Liabilities	35,613.75
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
Net Income	<u>-1,639,124.21</u>
Total Equity	<u>9,264,836.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,300,450.61</u></u>

James Prendergast Library Association
Cash Sources
July 2022

REVENUE REPORT	Receipts This Month Jul-22	Receipts YTD Beg - July 22	Total Budget 2022	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	0.00	56,056.00	145,000.00	88,944.00	38.66%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,662.56	7,987.68	13,400.00	5,412.32	59.61%
STATE AID					
. CBA	0.00	0.00	29,599.00	29,599.00	0.00%
. CCLS - CENTRAL LIB DEV	0.00	0.00	64,499.00	64,499.00	0.00%
. CCLS CASH GRANT	1,250.00	1,750.00	250.00	-1,500.00	700.00%
. 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)	10,015.00	11,087.90	8,800.00	-2,287.90	126.00%
Federal Funding					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	167,230.66	250,846.00	83,615.34	66.67%
. AXEL W CARLSON	0.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	1,411.87	4,137.72	2,500.00	-1,637.72	165.51%
. 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%
LIBRARY FEES					
. FINES & FEES	1,605.44	10,071.60	20,000.00	9,928.40	50.36%
. COPY MACHINE	217.55	1,673.85	500.00	-1,173.85	334.77%
CCLS					
. CCLS RENTAL INCOME	4,666.67	32,666.65	56,000.00	23,333.35	58.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,756.25	11,533.03	22,000.00	10,466.97	52.42%
. FUNDRAISING	14,080.21	28,920.59	75,000.00	46,079.41	38.56%
. MEMORIALS	175.00	2,498.93	3,000.00	501.07	83.30%
OTHER					
. INTEREST EARNED	0.60	31.80	300.00	268.20	10.60%
Total Income	37,841.15	361,588.16	1,063,773.00	702,184.84	33.99%

James Prendergast Library Association
Expenses
July 2022

EXPENSE REPORT	Disbursed This Month Jul-22	Disbursed Year-To-Date Beg -July 2022	Total Budget Internal 2022	Balance	% Spent
· SALARIES - STAFF	44,995.80	329,017.28	562,158.00	233,140.72	58.53%
· SALARIES - MAINTENANCE	2,941.50	20,233.50	38,025.00	17,791.50	53.21%
· RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
· SOCIAL SECURITY BENEFITS	3,651.45	25,969.04	45,914.00	19,944.96	56.56%
· DISABILITY INSURANCE BENEFITS	0.00	597.90	950.00	352.10	62.94%
· INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
· HEALTH BENEFITS	3,928.24	32,874.38	53,887.00	21,012.62	61.01%
· EAP	0.00	175.00	350.00	175.00	50.00%
· TRAINING & CONT ED	0.00	465.59	2,000.00	1,534.41	23.28%
MATERIALS					
· MATERIALS	8,233.86	47,848.74	110,000.00	62,151.26	43.50%
BUILDING EXPENSES					
· UTILITIES	3,553.93	30,962.59	52,000.00	21,037.41	59.54%
· BLDG & CUSTODIAL SUPPLIES	362.98	2,119.64	5,000.00	2,880.36	42.39%
· BLDG MAINT & REPAIR	1,127.00	14,217.76	27,749.00	13,531.24	51.24%
· INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	53.89	1,222.29	7,000.00	5,777.71	17.46%
· MISC BUSINESS FEES	357.11	2,311.30	11,000.00	8,688.70	21.01%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	34.95	5,406.40	19,000.00	13,593.60	28.45%
· OFFICE & LIBRARY SUPPLIES	1,471.20	5,786.08	10,000.00	4,213.92	57.86%
· GRANT EXPENSES	12,053.12	32,357.42	0.00	-32,357.42	0.00%
· FUNDRAISING	0.00	4,386.35	7,000.00	2,613.65	62.66%
· COPY MACHINE EXPENSE	327.78	845.48	4,500.00	3,654.52	18.79%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· PROFESSIONAL FEES	176.23	2,957.22	15,000.00	12,042.78	19.71%
· OUTREACH	38.75	307.68	500.00	192.32	61.54%
· PUBLICITY	82.07	261.33	1,505.00	1,243.67	17.36%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	83,389.86	579,093.25	1,063,773.00	484,679.75	54.44%
NET PROFIT OR LOSS	\$ (45,548.71)	\$ (217,505.09)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of July 31, 2022

	<u>Jul 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	30,496.83
1050 · JSB - MONEY MARKET	4,098.37
1060 · SPECIAL ACCOUNT - JSB	130.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.26
1080 · Jamestown Savings Bank - CARF	67,219.34
1090 · Unemployment Fund	2,668.36
Total Checking/Savings	<u>106,395.18</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>162,589.18</u>
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,594,636.14
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	42,581.00
1550 · ACCUMULATED DEPRECIATION	-2,669,450.16
Total Fixed Assets	<u>2,050,483.86</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,914,997.75
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	1,284,532.05
Total 1555 · ENDOWMENT FUND	<u>7,423,763.30</u>
1560 · Snitger Gift Fund	33,174.92
Total Other Assets	<u>7,456,938.22</u>
TOTAL ASSETS	<u><u>9,670,011.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.26
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	-637.90
2040.02 · DENTAL FLEX	159.60
2040.04 · VSP	36.80
Total 2040 · PREMIUMS - FLEX	<u>-441.50</u>
2050 · VARIABLE FLEX	3,361.38

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of July 31, 2022

	<u>Jul 31, 22</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	250.10
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>35,828.83</u>
Total Current Liabilities	<u>35,828.83</u>
Total Liabilities	<u>35,828.83</u>
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
Net Income	<u>-1,269,778.64</u>
Total Equity	<u>9,634,182.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,670,011.26</u></u>

James Prendergast Library Association

Cash Sources

August 2022

REVENUE REPORT	Receipts This Month Aug-22	Receipts YTD Beg - Aug 22	Total Budget 2022	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	10,800.07	66,856.07	145,000.00	78,143.93	46.11%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	7,987.68	13,400.00	5,412.32	59.61%
STATE AID					
. CBA	30,650.35	30,650.35	29,599.00	-1,051.35	103.55%
. CCLS - CENTRAL LIB DEV	67,478.40	67,478.40	64,499.00	-2,979.40	104.62%
. CCLS CASH GRANT	85.00	1,835.00	250.00	-1,585.00	734.00%
. 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	11,087.90	8,800.00	-2,287.90	126.00%
Federal Funding					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	83,615.33	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	0.00	4,137.72	2,500.00	-1,637.72	165.51%
. 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%
LIBRARY FEES					
. FINES & FEES	1,727.34	11,798.94	20,000.00	8,201.06	58.99%
. COPY MACHINE	351.35	2,025.20	500.00	-1,525.20	405.04%
CCLS					
. CCLS RENTAL INCOME	4,666.67	37,333.32	56,000.00	18,666.68	66.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,130.65	13,663.68	22,000.00	8,336.32	62.11%
. FUNDRAISING	9,890.84	38,811.43	75,000.00	36,188.57	51.75%
. MEMORIALS	0.00	2,498.93	3,000.00	501.07	83.30%
. BEQUEST	80,195.44	80,195.44	0.00	-80,195.44	0.00%
OTHER					
. INTEREST EARNED	5.05	36.85	300.00	263.15	12.28%
Total Income	291,596.49	653,184.65	1,063,773.00	410,588.35	61.40%

James Prendergast Library Association
Expenses
August 2022

EXPENSE REPORT	Disbursed This Month Aug-22	Disbursed Year-To-Date Beg -Aug 2022	Total Budget Internal 2022	Balance	% Spent
. SALARIES - STAFF	47,210.04	376,227.32	562,158.00	185,930.68	66.93%
. SALARIES - MAINTENANCE	3,025.50	23,259.00	38,025.00	14,766.00	61.17%
. RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
. SOCIAL SECURITY BENEFITS	3,737.63	29,706.67	45,914.00	16,207.33	64.70%
. DISABILITY INSURANCE BENEFITS	0.00	597.90	950.00	352.10	62.94%
. INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
. HEALTH BENEFITS	132.97	33,007.35	53,887.00	20,879.65	61.25%
. EAP	87.50	262.50	350.00	87.50	75.00%
. TRAINING & CONT ED	0.00	465.59	2,000.00	1,534.41	23.28%
MATERIALS					
. MATERIALS	5,943.25	53,791.99	110,000.00	56,208.01	48.90%
BUILDING EXPENSES					
. UTILITIES	3,286.95	34,249.54	52,000.00	17,750.46	65.86%
. BLDG & CUSTODIAL SUPPLIES	0.00	2,119.64	5,000.00	2,880.36	42.39%
. BLDG MAINT & REPAIR	453.25	14,671.01	27,749.00	13,077.99	52.87%
. INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
. PROGRAMS	898.00	2,120.29	7,000.00	4,879.71	30.29%
. MISC BUSINESS FEES	111.18	2,422.48	11,000.00	8,577.52	22.02%
. INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
. IT TECH	-29.49	5,376.91	19,000.00	13,623.09	28.30%
. OFFICE & LIBRARY SUPPLIES	700.85	6,486.93	10,000.00	3,513.07	64.87%
. GRANT EXPENSES	6,532.85	38,890.27	0.00	-38,890.27	0.00%
. FUNDRAISING	0.00	4,386.35	7,000.00	2,613.65	62.66%
. COPY MACHINE EXPENSE	80.95	926.43	4,500.00	3,573.57	20.59%
MISCELLANEOUS					
. LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
. PROFESSIONAL FEES	10,187.65	13,144.87	15,000.00	1,855.13	87.63%
. OUTREACH	0.00	307.68	500.00	192.32	61.54%
. PUBLICITY	-114.46	146.87	1,505.00	1,358.13	9.76%
. EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	82,244.62	661,337.87	1,063,773.00	402,435.13	62.17%
NET PROFIT OR LOSS	\$ 209,351.87	\$ (8,153.22)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	126,680.60
1050 · JSB - MONEY MARKET	117,913.64
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.27
1080 · Jamestown Savings Bank - CARF	61,705.43
1090 · Unemployment Fund	<u>2,668.38</u>
Total Checking/Savings	310,980.34
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	<u>56,194.00</u>
Total Other Current Assets	<u>56,194.00</u>
Total Current Assets	367,174.34
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,594,636.14
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	74,395.48
1550 · ACCUMULATED DEPRECIATION	<u>-2,669,450.16</u>
Total Fixed Assets	2,082,298.34
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,621,367.08
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>1,248,265.83</u>
Total 1555 · ENDOWMENT FUND	7,093,866.41
1560 · Snitger Gift Fund	<u>33,174.92</u>
Total Other Assets	<u>7,127,041.33</u>
TOTAL ASSETS	<u>9,576,514.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	<u>-756.59</u>
Total Accounts Payable	-756.59
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.27
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	429.76
2040.02 · DENTAL FLEX	159.61

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>
2040.04 · VSP	106.68
Total 2040 · PREMIUMS - FLEX	<u>696.05</u>
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00
2080 · NY DISB PFL	506.78
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>37,223.07</u>
Total Current Liabilities	<u>36,466.48</u>
Total Liabilities	36,466.48
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
Net Income	<u>-1,363,913.54</u>
Total Equity	<u>9,540,047.53</u>
TOTAL LIABILITIES & EQUITY	<u>9,576,514.01</u>