

James Prendergast Library Association

Board of Trustees Meeting

Minutes September 15, 2022

Board Members in attendance (virtual or in person): Ned Lindstrom, Cassie Blakeslee, Michael Corey, Joni Blackman, Mary Zdrojewski, Judy Long, Jessica Carr, Abbey Soffel

Absent: frank Corapi, Dan Hickman, Elizabeth Margarito

Staff Present: Anne Greene, Jenn Champ

Community Present: Louann Bahgat

Meeting called to order at 5:20 pm by Ned Lindstrom

1. Public Comment - none
2. Consent Agenda - Motion to approve by Mike Corey Y-8 N-0
3. New Staff Introductions:
  - Emily Anderson – Library Associate I
  - Terry Hinman – Building Attendant

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4. Audit Report given by Louann Bahgat from Bahgat, Laurito-Bahgat.
  - a. Motion to approve Audit Report made by Mike Corey, second by Joni Blackman
5. Director's Report: Anne Greene
  - a. The library partnered with the Jamestown Public School's LEAP program again this year. Each site tracked their student's reading time, using a "Read for Beads". 363 children registered at LEAP and 303 children returned new library card applications. The LEAP campers read 765,960 minutes, and each site celebrated with a bead party at the end of camp. We had 363 children participate in the Summer Reading Program at the library, and they read 146,908 minutes. In total, all of the children read 912,868 minutes. We saw a 60% increase in teens participating in Summer Reading between 2021 and 2022.
  - b. 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 workshops. The drumming classes were supported by a grant from the Chautauqua Region Community Foundation.
  - c. The library's new books are very popular, changes were made to make sure that our patrons 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. These best sellers are in high demand – they fly off the shelves!

- d. The Mobile Market came every Wednesday, from June through the end of September and they set up a pop-up tent from 11:30-12:30 on the front lawn. This partnership has been highly successful.
- e. Once again, the Library partnered with the YMCA to provide lunches for children Monday-Friday from June-August. Library staff handed out 2,798 meals.
- f. Our 2022 sponsorship program raised \$3,925.00. Thank you to our sponsors; Stormer 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.
- g. We would also like to thank Dennis Webster and Media One. Dennis was here every Monday to give an on-air update on all the "happenings" at the library. He spoke with staff about programs, summer reading, services, and plans for the fall. Media One Radio Group sponsored the library by providing over \$6,000 in radio advertising during the summer.
- h. The library is grateful to have received a generous \$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.
- i. As part of the library's 2022 NYS Construction Grant, the Lenna Foundation is providing a generous match of \$37,165.00 to support the construction of HVAC upgrades and the new front patio area and walkway for the library.
- j. Statistics: Our programs exploded this year. Thank you to all of the staff – they have all worked extremely hard providing a plethora of services to our community.

6. Treasurer's Report: Mike Corey

- a. We received our CBA and CLD aid. Endowment has decreased, but it is relatively conservatively invested.
- b. CCLS Lease: The CCLS Board approved the lease price of \$58,500 at their meeting Wednesday August 10.
- c. Motion to approve and file Treasure's Report and CCLS Lease agreement made by Joni Blackman, second by Jessica Carr Y-8 N-0

7. Fundraising Committee Report: Cassie Blakeslee

- a. To date our Fundraising total so far this year is \$42,193
- b. The Fundraising Committee is excited about the library's new fundraiser and community event, "The Haunted Library," which will take place on Saturday, October 22, 2022, from 3-10. The committee is recommending the library be closed to the public that day so that board, staff, and volunteers can decorate the library for the event. This event will be accessible and fun for all ages, and we have had a lot of positive feedback from many community members who are excited about a family-friendly literacy-themed haunted library.
- c. Recently, we submitted a grant to CRCF to purchase supplies for the event, and we will receive information on whether the funding was approved next week. Details about the event and how you can participate were included in your board packet yesterday. We are asking for full board participation at this new and exciting fundraiser.
- d. Motion to accept Fundraising Committee's recommendation that we close the library Saturday, October 22 for set-up and to open at 10:00 instead of 9:00 for cleanup on Monday morning October 24th made by Joni Blackman, second by Judy long Y-8 N-0

8. Building Committee Report: Mary Zdrojewski

- a. Updates on Patio Construction Project: We are awaiting confirmation from the state on the approval of the 2021 construction grant. We anticipate this information any day. The 2021 construction grant includes the new patio and walkway in front of the library's Cherry Street doors and updates to the library's air handler.
- b. We recently received generous matching funds for this grant from The Sheldon Foundation and the Lenna Foundation. Once NYS approves the grant, construction of the new patio area will begin, with completion expected by early June 2023.
- c. 2023 New York State Construction Project: Since we are holding off on the Mezzanine Makespace Construction Project, we submitted a smaller project for 2023. This project will involve improving our current Makerspace and installing built-in storage. In the Makerspace, we plan to install new LED lighting, build a partition between the public area and staff area, and install acoustic panels for echo and noise reduction. This project will also involve the installation of built-in storage cabinets that would be constructed and attached to the walls of the library. The total project cost is \$46,725. The grant has been submitted to CCLS – the next step will be to the New York State Library. The Assurance form was sent out in the Board Packet and will need to be adopted by the Board of Trustees.
- d. Motion to adopt the assurance form made by Jessica Carr, Second Mike Corey Y-8 N-0

9. New Business:

- a. Employee Handbook:

- i. We have made some changes to our sick and Holiday benefits for clarity. We added language about floating holidays for clarification. 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. We also added Juneteenth to our list of closings since this is now a National Holiday. Chautauqua Cattaraugus Library System added this holiday to their holiday closings as well.
  - ii. Part time staff receive no pay for holidays. We added some language to clarify our part-time vacation time. 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.
  - iii. 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.
  - iv. 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.
  - v. Motion to approve Employee Handbook amendments and add Juneteenth as a holiday made by Mike Corey, second Judy Long Y-8 N-0
- b. Sexual Harassment Forms and Training: All employees, volunteers, and trustees must complete interactive sexual harassment training that meets the minimum standards annually. If you have interactive training from you place of employment you can sign a waiver. If you need the interactive training, Annie will send you the links and then you need to sign the acknowledgement forms that you completed the training.
  - c. Board Training: NYS has updated its requirements for all library trustees: Beginning January 1, 2023, each member, elected or appointed, of a public library board of trustees shall be required to complete a minimum of two hours of trustee education annually, per NYS Education Law 260-d. The Prendergast Library will be required to report on the Board of Trustee training in the 2023 annual report that we complete in February 2024. Education can be completed in person or online. The State Library has approved a number of educational providers. Over the next few months, we will create a database of training opportunities for board members.
  - d. Meeting Rooms Policy: approval needed for this policy to reflect two more rooms that can be used by the public: The Telehealth Pod and The Makerspace for STEM

programming.

- e. Motion made for approval of Meeting Room Policy by Mary Zdrojewski, second Mike Corey Y-8 N-0

10. Unfinished Business:

- a. Board Retreat: JPLA Board Retreat will be held on Saturday, October 1, 2022 from 10:00– 12:00
- b. Student Liaison: We are working with Jamestown High School English Teacher Betsy Rowe-Baehr. She will bring three English 10 classes to the library every month beginning in September. The classes will get library cards and tours and participate in activities such as library trivia and Makerspace. In addition, the students will receive information about the new Student Liaison position on the Library's Board of Trustees and how to apply.

11. Next meeting will be held on Thursday October 20, 2022

12. Adjournment at 6;15 pm motion made by Judy Long, second by Mike Corey

## DIRECTOR'S REPORT/ September 2022

### PROGRAMMING & SERVICES

#### *New accessible computer station in PCC Lab*

Thanks to funding from the American Rescue Plan Act (ARPA) via the Chautauqua Cattaraugus Library System, the library received and installed accessibility equipment at one of our computer stations. This computer was outfitted with a 27" monitor, a high-contrast keyboard, and an ergonomic mouse. We recently heard feedback from a patron with low vision who said that these stations made a huge difference and the staff was very helpful in getting him set up on the accessible stations.

#### *Community Puzzle Table*

Due to popular demand, we have brought back our community puzzle table. Patrons have already completed several puzzles and we see many patrons sitting together at the table.

#### *Blackout Meditation*

The library's Blackout Meditation program with Pearl City Clayhouse was hugely successful, with every spot booked. Nineteen patrons attended this program. We are thrilled to see our adult programming increase in both attendance and offerings.

#### *Teen Crafting Attendance*

Teens have been greatly enjoying our weekly crafting program, with steady weekly attendance. The program is in our teen area, and other patrons have noticed the crafting program and commented on how nice it is to see teens enjoying library programs.

### COLLECTION

#### *Updated Non-fiction Sections*

Library staff reviewed the 000s and 100s sections of the non-fiction collection, taking inventory and ordering new materials to supplement popular topics and update outdated titles.

#### *New Adult Literacy Materials*

Thanks to an adult literacy grant from the Chautauqua-Cattaraugus Library System, the library purchased multiple copies of GED test prep books and a collection of high-interest/low-reading level texts for teens and young adults who are developing their literacy skills.

#### *Upgraded magazine storage*

Thanks to a grant from the Hultquist Foundation, we have upgraded our magazine storage. Back issues of magazines are now stored in new corner file cases, replacing cases that were 60 years old. We also have our current magazines displayed vertically, so the covers are visible to patrons as they browse. This makes the collection more accessible and aesthetically pleasing.

### OUTREACH & PARTNERSHIPS

#### *Mobile Market*

The Jamestown Public Market's Mobile Market finished their 2022 season on Wednesday, September 28. The Mobile Market visited the library every Wednesday from June-October. This partnership has been enriching, providing community members with fresh and local fruits and vegetables at discount prices within the context of the library's

popular outdoor programs. In addition, staff from Cornell Cooperative Extension demonstrated various recipes using the Mobile Market's products and gave free samples to guests. We will receive a program report from the Mobile Market detailing community participation statistics and public comments within the next few months.

### ***Jamestown High School***

Beginning in September, and continuing throughout the school year, three JHS 9<sup>th</sup> and 10<sup>th</sup> Grade English classes will visit the library monthly to learn about services and programs and check out books. All the students received library cards with a majority of the of the students receiving their first library card through this partnership program. The teacher is excited to bring her students, who will also spend time in the Makerspace.

### ***Jefferson Middle School Open House***

Library staff attended Jefferson Middle School's Open House to promote library programs and our upcoming Haunted Library event. We spoke with several hundred parents, caregivers, and children, and students who had a blast playing with the library's mobile makerspace materials.

## **LIBRARY NEWS**

### ***Fundraising Update***

We are excited about the upcoming Haunted Library on Saturday, October 22. To date, we have sold out of most tours. We have had an incredible community response to this event and plan to expand it next year. Thank you to all the volunteers, board members, and staff who have signed up to help during the event.

### ***WNYLRC Speech***

On September 27<sup>th</sup>, Anne Greene gave the keynote speech at the Western New York Library Resource Council's Annual Meeting. Annie's speech was titled, Libraries and Workplace Culture: A View Through a Social Work Lens. The event was attended by member libraries from all over Western NY. It was an honor for the library to be a part of this event.

## **GRANT UPDATES**

### ***Sheldon Foundation construction match funds***

The Sheldon Foundation generously awarded the library \$37,165 in matching grant funds for the 2022 NYS Construction Grant. The library applied for a NYS library construction grant to install a new patio and walkway in the front of the library and update the HVAC system. We would like to thank the Sheldon Foundation for their support. The "patio project" will begin this fall with expected completion in Spring 2023.

### ***Cummins volunteer delivery***

The library and Cummins have worked together to distribute free books throughout Jamestown. Thanks to funding from Cummins, the library purchased these books and we have been distributing them throughout the year. This month, volunteers from Cummins delivered free books purchased to local organizations such as the Jamestown Community Learning Council, the Resource Center, and TEAM. In 2022, we provided over 4,000 free books to local organizations including Head Start, St. Susan's, and United Way, as well as directly to families at library programs.

### ***CRCF Haunted Library Support***

The Chautauqua Region Community Foundation generously provided funding to support our upcoming Haunted Library fundraiser. This funding will help improve the fundraiser's profit margin.

<b>Library Usage Report - September 2022</b>	
<b>Library Visits</b>	
Days Open	25
Library Visits	8,704
Average Daily Library Visits	348
Year to Date Library Visits (Cumulative)	76,762
<b>Library Borrowers</b>	
New Cards Issued	102
Total Registered resident borrowers	16,447
Total Registered non-resident borrowers	11,125
<b>Materials Use</b>	
Adult Materials	6,032
Adult eBooks & eAudio	1,866
Children's Materials	4,180
Children's eBooks & eAudio	83
Video Materials	1,911
Microform Viewed	38
<b>Reference Questions &amp; Services</b>	
Single Service Point Reference Questions	11,102
Technology Questions	2,213
Faxes (# sent or received)	30
<b>Technology &amp; Virtual Services</b>	
Wi-Fi Use (# of visitors)	149
Emailed print jobs	235
Internet Use (# of sessions)	1,224
Internet Use (# of minutes)	107,172
Adult Computer logins	826
Teen Computer logins	310
Children's Computer logins	88
Computer Lab Sessions in PCC	68
Rosetta Stone Library Solution (# of minutes used)	450
Rosetta Stone Library Solution (cumulative # of users)	341
NY Times On-Site Sessions	2283
NY Times Off-Site Sessions	106
Wall Street Journal Logins	12
Wall Street Journal Page Views	142
Ancestry.com searches	285
Heritage Quest searches	413
ABC Mouse active users	7
NOVELny searches	91
Consumer Reports Visits	4
Consumer Reports Page Views	33
<b>Programs</b>	
Children's programs- # offered	38
Children's programs - attendance	527
Offsite programs - # offered	1
Offsite programs - attendance	250
Teen programs- # offered	15
Teen programs- attendance	145
Adult programs- # offered	19
Adult programs- attendance	574
Offsite programs - # offered	2
Offsite programs - attendance	257
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	7
HSE/GED Classes - attendance	18
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
<b>Room Use</b>	
Non-Library Sponsored Room Use - # of sessions	62
Non-Library Sponsored Room Use -attendance	281
Library Sponsored Room Use - # of sessions	95
Library Sponsored Room Use - attendance	1297
<b>Social media &amp; Webpage views</b>	
Facebook - Daily Total Reach	30,497
Prendergast Library Home Page Views	6,861
Facebook Followers	4,047
Twitter Followers	1,061
Instagram Followers	1,051



# *Lease Agreement*

This Lease Agreement is made and entered into this \_\_\_th day of October, 2022, by and between

***JAMES PRENDERGAST LIBRARY ASSOCIATION*** 509 Cherry Street, Jamestown, New York 14701 (hereinafter referred to as the *Lessor*), and

***CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM,*** 106 West 5<sup>th</sup> Street, Jamestown , New York 14701 (hereinafter referred to as the *Lessee*).

The Lessor is the owner of real property located between 5<sup>th</sup> and 6<sup>th</sup> streets, and between Washington and Cherry streets, in the City of Jamestown, New York, upon which there has previously been constructed a building, parking lots, a loading dock and other improvements designed for the operation of an operating library and a central library office.

The Lessor and Lessee each conduct their library operations in a common building. Certain portions of the building have been separated for exclusive use by the Lessor and Lessee, and certain portions are shared.

The Lessor and Lessee were parties to a prior written lease agreement which expired in September of 2018, and the terms of which have been extended by mutual agreement pending a replacement Lease Agreement.

**Now, Therefore,** in consideration of the foregoing and the mutual covenants hereinafter contained, the parties agree as follows:

**1. PREMISES.** The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor the Premises known as 106 West 5<sup>th</sup> Street, Jamestown, New York, consisting of 8350 square feet of space for exclusive use (the “exclusive space”) by the Lessee, plus common use of the loading dock, stairways, elevator and hallway, the “common elements.” This Lease includes real property, buildings, and fixtures which exist at the commencement of the lease, and such building and fixture improvements that may be added during the lease term at the expense of the Lessee.

**2. TERM.** The Lease shall commence on January 1, 2023, and shall continue for a period of three (3) years.

3. **RENT.**

(a) **RENTAL.** The Lessee agrees to pay to the Lessor, and the Lessor agrees to accept from the Lessee, as base rent, the sum of Fifty-Eight Thousand Five Hundred Dollars (\$58,500) per year, payable monthly on the 1st day of each and every month during the lease term.

(b) **INSURANCE.** Each Party shall be responsible for the cost of its insurance policy as required in Section "5" below.

(c) **MAINTENANCE EXPENSES.** The Lessor shall be responsible for the maintenance of the Lessor's exclusive space, all common areas, including parking lots and sidewalks, snow removal, elevator maintenance and inspections, the Lessee's exclusive space and cleaning supplies at its sole cost and expense.

(d) **UTILITIES.** The Lessor shall be responsible for all ordinary utility expenses, including Electric, Heat, Water, Sewer and Sanitation (garbage) and security system expenses with no additional contribution from the Lessee.

4. **USE OF PREMISES.** The Lessee shall use and occupy the Premises for office purposes. The Lessor represents that the Premises may lawfully be used for such purpose. The Lessee agrees that throughout the term of this Lease it will promptly comply with all statutes, codes, laws, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permit conditions, licenses, and other directions and requirements of all federal, state, county, and municipal or other governmental departments or subdivisions.

5. **INSURANCE.** At all times throughout the term of this Lease, the Parties shall maintain, at their sole cost, the following insurance:

***Insurance Provided by Lessor:***

(a) Insurance protecting the interests of the Lessor, the Lessee, and any mortgagee of the Premises against loss or damage to improvements on the Premises by fire, lightning, or other casualties commonly insured against by similar business in Western New York in an amount not less than \$500,000.

(b) Insurance on the contents owned by the Lessor in an amount to be determined by the Lessor.

(c) Insurance protecting the Lessor against loss or losses from liabilities arising from personal injury, death, or damage to property of others caused by an accident or occurrence related to the Premises with limits of not less than \$1 million per accident or occurrence on account of personal injury, including death resulting therefrom, and \$100,000 per accident or occurrence on account of damage to property of

others.

***Insurance provided by Lessee:***

(a) Insurance on the contents owned by the Lessee in an amount to be determined by the Lessee.

(c) Insurance protecting the Lessee against loss or losses from liabilities arising from personal injury, death, or damage to property of others caused by an accident or occurrence related to the Premises with limits of not less than \$1 million per accident or occurrence on account of personal injury, including death resulting therefrom, and \$100,000 per accident or occurrence on account of damage to property of others.

***Obligations of both Parties:***

Each party shall name the other as an additional insured on all required certificates of insurance. Each Party shall deliver to the other Party, upon request, certificates confirming the continuation of all policies in full force and effect, together with a statement of the insurer or insurers that no policy written by the insurer shall be terminated without giving thirty (30) days written notice of termination to the other Party.

All insurance policies shall be written by insurers acceptable to the other Party and issued by a company licensed to do business in the State of New York. All casualty loss policies shall be written for replacement cost amounts without coinsurance.

6. **INDEMNIFICATION OBLIGATION OF THE LESSEE.** The Lessee shall at all times protect, defend, and hold the Lessor harmless of, from, and against any and all liabilities for losses, damages, and injuries arising during the term of this Lease Agreement upon, about, resulting from or arising out of the Lessee's operations upon the Premises, including environmental damages caused by the Lessee, related penalties, or clean-up costs resulting from operations on or about the Premises by the Lessee.

7. **DAMAGE OR DESTRUCTION OF THE PREMISES.** In the event that any of the improvements on the Premises shall be damaged or destroyed in whole or in part at any time during the term of this Lease, the rights and obligations of the parties shall be as follows:

(a) The Lessor shall have the right (but not the obligation) to repair, replace, or rebuild (*restore*) the affected improvements.

(b) There shall be no abatement or reduction in the basic rent or in any other amounts payable by the Lessee to the Lessor pursuant to this Lease Agreement.

(c) Within sixty (60) days of the occurrence of any damage to or destruction of improvements on the Premises, the Lessor shall notify the Lessee of the election of the Lessor to either restore or not to restore the damaged or destroyed improvements. In the event the Lessor elects to restore the damaged or destroyed improvements, all insurance proceeds received shall be applied first to pay for those repairs or replacements undertaken by the Lessor and any remaining proceeds shall be applied to the repair or replacement of damaged or destroyed leasehold improvements or the replacement of other property belonging to the Lessee. In the event the Lessor elects not to restore any damaged or destroyed improvements on the Premises, the Lessor shall retain all insurance proceeds up to the fair market value of the building and the Lessor-constructed improvements damaged or destroyed, the Lessor shall pay any surplus proceeds to the Lessee up to an amount equal to the unamortized cost (book value) of the Lessee's leasehold improvements and lost property, and any surplus thereafter remaining shall be retained by the Lessor. In the event that the Lessor elects to restore damaged or destroyed improvements on the Premises, the Lessee shall also be obligated to undertake the repair or replacement of the portions thereof which were the Lessee's responsibility as leasehold improvements.

8. **DISCHARGE OF LIENS AND ENCUMBRANCES.** The Lessee shall at no time during the term of this Lease cause, create, suffer, or permit the creation of any lien upon the Premises by reason of any labor, services, or materials rendered or supplied or claimed to be rendered or supplied with respect to the Premises or the occurrence of any event, action, or transaction which gives rise to a lien for encumbrance of the Premises as a result of the application of any law or regulation, except as may be specifically consented to in writing by the Lessor.

9. **ASSIGNMENTS AND SUBLEASING.** The interests of the parties to this Lease Agreement, or any portion thereof, may not be assigned to any third party.

10. **EVENTS OF DEFAULT AND REMEDIES.** In the event that the Lessee fails to make payment of any installment of basic rent on the date that the same shall be due, or in the event that the Lessee fails to comply with any other covenant or obligation of the Lessee pursuant to the terms of this Lease within ten (10) days of the receipt of notice to the Lessee of the existence of such failure, the Lessor may declare the Lessee to be in default under the terms of this Lease, and the Lessor may thereafter take, except to the extent otherwise prohibited by law, any one or more of the following remedial measures:

(a) The Lessor may declare this Lease to be in default and immediately terminate the Lessee's

right to possession and occupancy under the Lease and may immediately cause the Lessee to vacate the Premises or to be evicted from the Premises, in which event all the Lessee's right, title, and interest in and to the Premises, the remainder of the Lease term, and any improvements on the Premises shall terminate and be surrendered to the Lessor. The Lessor's rights to recover from the Lessee basic rent payments for all periods up to the date the Lessee shall actually vacate the Premises, to receive payment of or reimbursement for other expenses of the Lessor for Lessee obligations under this Lease or otherwise incurred because of the Lessee's default, and to recover from the Lessee damages for any failure of the Lessee to maintain the Premises as required by this Lease shall all survive such termination.

(b) The Lessor may rent the Premises to third parties for the remainder of the original Lease term and recover as additional damages from the Lessee any loss incurred by reason of a reduction in the total rent recovered by the Lessor for the remainder of the term.

(c) The Lessor may remedy the failure of performance by the Lessee and may recover from the Lessee the actual costs incurred by the Lessor and may recover from the Lessee the Lessor's costs thereof, together with interest thereon at the rate of 12 percent per annum.

(d) The Lessor may pursue any additional or alternate remedy permitted by law.

**11. CONDEMNATION.** In the event of the condemnation of all or any portion of the Premises by any entity duly exercising power of eminent domain, the Lessee may seek only an award for the value of the unamortized portion of any leasehold improvement costs expended by it, and the balance of any final award, judgment, or settlement made by or on behalf of the condemning entity shall be paid to the Lessor. The Lessor is hereby granted sole authority to pursue negotiations for settlement with the condemning authority on behalf of the Lessor and the Lessee. In the event that a court action is necessary to recover reasonable compensation from the condemning entity, the Lessor shall have no obligation to pursue any claim on behalf of the Lessee. If the portion of the Premises condemned is sufficiently large to substantially restrict the Lessee's ability to operate its business on the remaining portion of the Premises, the Lessee may, upon sixty (60) days written notice to the Lessor and tender of all payments due through the date of termination, cancel this Lease; provided, however, that the date of cancellation shall not be a date earlier than the date on which occupancy or possession of the condemned portion of the Premises is taken by the condemning entity.

**12. NOTICES.** All notices or other communications permitted or required to be given pursuant to this Lease shall be deemed to have been given when delivered personally or sent by regular or certified mail, postage prepaid, addressed to the parties as follows:

*If to the Lessor:*            **JAMES PRENDERGAST LIBRARY ASSOCIATION**  
509 Cherry Street,  
Jamestown, New York 14701

*If to the Lessee:*            **CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM.,**  
106 West 5<sup>th</sup> Street,  
Jamestown , New York 14701

or at such other address as may from time to time be designated in writing.

**13. BINDING EFFECT.** This Lease Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective successors, heirs, and assigns.

**14. SEVERABILITY.** In the event any provision of this Lease Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

**15. NO WAIVER.** The failure of either party to insist on strict performance of any covenant or condition hereof or to exercise any option herein contained shall not be construed as a waiver of such covenant, condition, or option in any other instance. This Lease cannot be changed or terminated orally.

**16. APPLICABLE LAW AND VENUE.** This Lease Agreement shall be governed exclusively by the applicable laws of the State of New York, and any action brought for interpretation or enforcement of any provision hereof shall be brought exclusively in a court of competent jurisdiction in Chautauqua County, New York.

**17. SURRENDER AT END OF TERM.** The Lessee agrees to quit and surrender said Premises to the Lessor at the end of the lease term in a condition comparable to the condition at the beginning of the term, reasonable wear and tear excepted.

Signatures appear on next page.

**In Witness Whereof**, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

***JAMES PRENDERGAST LIBRARY  
ASSOCIATION***

By \_\_\_\_\_

Dan Hickman, Board President

***CHAUTAUQUA-CATTARAUGUS LIBRARY  
SYSTEM***

By \_\_\_\_\_

Barbara Kittle, Board President

	Current	Renewal	Option 1	Option 2
<b>Prendergast Library</b>	BlueCross BlueShield of Western New York	Highmark BCBSWNY	Independent Health	Independent Health
Plan Name	Gold POS 7100 EX 4Q21	Gold POS 7100 EX 4Q22	iDirect Gold Copay HSAQ 4Q22	Passport Plan Local Gold 4Q22
Metal Tier	Gold	Gold	Gold	Gold
Rates Effective	4th Quarter 2021	4th Quarter 2022	4th Quarter 2022	4th Quarter 2022
<b>Premiums</b>				
Single	\$558.95	\$606.56	\$536.20	\$534.90
Employee + Spouse	\$1,117.90	\$1,213.12	\$1,072.40	\$1,069.80
Employee + Child(ren)	\$950.22	\$1,031.15	\$911.54	\$909.33
Family	\$1,593.01	\$1,728.70	\$1,528.17	\$1,524.47
<b>Provider Network</b>				
Local Network	Local 200 Series BCBS Network	Local 200 Series BCBS Network	Independent Health	Independent Health
National Network	National BCBS Network	National BCBS Network	N/A	First Health
<b>In-Network Deductible</b>				
Annual Deductible (Single/Family)	\$1,400/\$2,800	\$1,400/\$2,800	\$1,400/\$2,800	\$1,400/\$2,800
Family Deductible Administration	True Family	True Family	True Family	True Family
Coinsurance	N/A	N/A	N/A	20%
Out-of-Pocket Maximum (Single/Family)	\$3,900/\$7,800	\$3,900/\$7,800	\$4,500/\$9,000	\$6,750/\$13,500
Deductible included in OOP Max	Included	Included	Included	Included
<b>Out of Network Deductible</b>				
Annual Deductible	\$5,000/\$10,000	\$5,000/\$10,000	\$5,000/\$10,000	\$5,000/\$10,000
Family Deductible Administration	True Family	True Family	True Family	True Family
In/Out-of-Network Deductible combined	Not Combined	Not Combined	Not Combined	Not Combined
Coinsurance	50% after ded.	50% after ded.	50%	50%
Out-of-Pocket Maximum (Single/Family)	\$10,000/\$20,000	\$10,000/\$20,000	\$10,000/\$20,000	\$10,000/\$20,000
Includes Deductible	Yes	Yes	Yes	Yes
<b>Prescription Drugs</b>				
Retail	\$5/\$30/50% after deductible	\$5/\$30/50% after deductible	\$10/\$40/50% after ded.	20%/20%/50% after ded.
Mail Order	2.5/90 day supply	2.5/90 day supply	2.5/90 day supply	2.5/90 day supply
<b>Medical Services</b>				
Office Visits - PCP	\$20 after deductible	\$20 after deductible	\$20 after deductible	20% after deductible
Pediatric PCP Visits (sick visits)	\$20 after deductible	\$20 after deductible	\$20 after deductible	20% after deductible
Specialist Visits	\$40 after deductible	\$40 after deductible	\$50 after deductible	20% after deductible
Diagnostic X-Rays	\$40 after deductible	\$40 after deductible	Routine: \$50 after ded. Advanced: \$85 after ded.	20% after deductible
Laboratory Testing	\$40 after deductible	\$40 after deductible	\$20 after deductible	20% after deductible
<b>Maternity Services</b>				
Routine pre-natal office visit	\$20 after deductible	\$20 after deductible	Covered in full	Covered in full
Diagnostic pre-natal testing	Refer to Medical Services above	Refer to Medical Services above	Refer to Medical Services above	Refer to Medical Services above
Delivery of child(ren)	\$500 after deductible	\$500 after deductible	<b>*\$750 after deductible</b>	20% after deductible
<b>Hospital Care</b>				
Inpatient Stay (semi-private room)	\$500 after deductible	\$500 after deductible	<b>*\$750 after deductible</b>	20% after deductible
Outpatient Surgery Facility	\$150 after deductible	\$150 after deductible	\$75 after deductible	20% after deductible
ER visit (waived if admitted)	\$200 after deductible	\$200 after deductible	\$100 after deductible	20% after deductible
Emergency Ambulance	\$200 after deductible	\$200 after deductible	\$100 after deductible	20% after deductible
After Hours/Urgent Care	\$50 after deductible	\$50 after deductible	\$75 after deductible	20% after deductible
<b>Wellness Benefit</b>				
Included Wellness Benefit	\$250 Wellness Debit Card	\$250 Wellness Debit Card	Choice of: Nutrition Benefit or Health Extras	Choice of: Nutrition Benefit or Health Extras
<b>Other Services</b>				
Diabetic Supplies & Equipment	\$20 after deductible	\$20 after deductible	\$20 after deductible	20% after deductible
Durable Medical Equipment	50% after deductible	50% after deductible	50% after deductible	50% after deductible
Prosthetics	50% after deductible	50% after deductible	50% after deductible	50% after deductible
<b>Pediatric Dental</b>				
Preventative	\$20 copay per visit	*\$25 copay per visit	100% after \$65 ded.	100% after \$65 ded.
Routine	50% coinsurance	50% coinsurance	50% after \$65 ded. 50% major	50% after \$65 ded. 50% major
Major & Orthodontia	50% coinsurance	50% coinsurance	Ortho 50% med. Nec. After ded	Ortho 50% med. Nec. After ded
Premium	\$19.42 per child	\$19.42 per child	\$15.43 per child up to \$46.29	\$15.43 per child up to \$46.29
<b>Pediatric Vision</b>				
Routine Vision Exam	Covered in full	Covered in full	\$20 copay	\$20 copay
Eyewear	20% after deductible	20% after deductible	30% coinsurance	30% coinsurance
<b>Unique Benefits</b>				
Additional Benefit	HSA Qualified	HSA Qualified	HSA Qualified	HSA Qualified





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<b>2023 DRAFT BUDGET</b>	<b>2023</b>		<b>2023</b>
<b>2023 REVENUES:</b>	<b>5.4 % draw</b>	<b>2023 EXPENDITURES:</b>	
4300 . School District	\$ 350,000	6303 · Salaries - Staff	\$ 620,520
4301 . NYS - Central Book Aid (CLSA)	30,650	6304 · Salaries - Maintenance	38,357
4302 . CCLS Materials Plan	10,000	6305 · Retirement Benefits	76,883
4303 . NYS - Central Lib Dev Aid (CLSA)	67,478	6306 · Social Security Benefits	50,404
4304 . CCLS - Cash Grant	250	6307 · Disability Insurance Benefits	1,163
4311 . NYS Local Library Services Aid	8,800	6308 · Health Benefits	66,861
4312 . Grants, Other Government	-	6900 . Equipment	-
4315 · Transfer From Endowment	363,812	6315 . Training & Cont Ed	2,471
4316 · Axel W Carlson	1,599	6321 Materials	110,000
4317 . Sally J Nalbone Mem Fund	432	6329 · Utilities	54,465
4318 . Katherine Ganz Fund	13,623	6335 · Bldg & Custodial Supplies	5,000
4319 . Kohl Family Fund	900	6340 · Bldg Maint & Repair	28,182
4323 . Gustafson Lanphere	2,500	6345 · Programming	8,500
4320 . Jeanette & Lyman Buck III	-	6350 · Miscellaneous Business Fees**	9,500
4321 . Robert S. & Je'Anne Bargar	325	6311 · Insurance - Worker's Comp	7,342
4324 . Fred L. & Vanne D. Cohen Fund	200	6355 · Insurance - Bldg & Liability	14,245
4330 · Fines & Fees	20,000	6356 . Insurance - Directors & Officers	1,307
4340 · Copy Machine	3,000	6365 . IT	16,000
4345 . Library Services, Other	5,000	6430 · Office & Library Supplies	11,000
4346 . Bldg Expense Reimb CCLS	59,500	6670 · Fundraising	7,000
4360 · Booksale	22,000	6700 . Legal Counsel	2,000
4370 . Fundraising	65,000	6800 · HR & Professional Fees	22,150
4380 · Memorials	3,000	6750 . Outreach	500
4390 · Grants, Local Foundations	131,681	7000 . Publicity	1,500
4250 · Interest Earned	100	6850 · Copy Machine Expense	4,500
<b>Total Revenues</b>	<b>\$1,159,850</b>	<b>Total Expenditures</b>	<b>\$1,159,850</b>
		<b>Deficit/Surplus</b>	<b>\$ 0</b>



Anne Greene, Executive Director - 509 Cherry Street, Jamestown, NY 14701-5098 - Phone 716-484-7135 - Fax 716-487-1148 - [www.prendergastlibrary.org](http://www.prendergastlibrary.org)

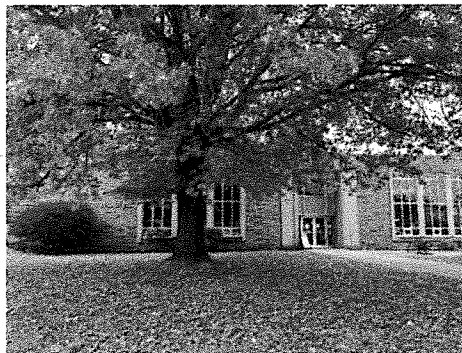
October,

Dear

You might have noticed some activity outside of the Prendergast Library recently. Things are a bit muddy! This fall we received State Aid for a Library Construction grant to install a new patio and walkway in front of the library, and work has begun. The project is supported by matching grants from the Lenna and Sheldon Foundations.

The new outdoor space is expected to be completed in the spring, just in time for a new season of outdoor programming. A robust public library is an essential part of a healthy community fostering learning opportunities, personal interactions, and a sense of belonging. Creating a new outdoor space at Prendergast is part of a larger goal of building a strong social fabric in Jamestown where no one falls through the gaps. How can a patio help do this? It is so much more than a beautifully landscaped place; it is an extension of the library – a place where everyone is welcomed. People value a place where they have friends and feel a sense of inclusion and belonging.

Inspired by our community, the library has created programs and services that reach new audiences and strengthen connections between people. With your support, we can continue to expand what we offer. Imagine yourself here next spring, on the patio, participating in a workshop or book club, listening to a concert or presenter, bringing family or friends to Storytimes or Community Days or reading a book under the beautiful oak tree.



Your donation is an investment in what makes us part of a strong community. Things might be a bit muddy right now, but in a few months, the trees will be in bloom, and we will be setting up for new programs and services supported by you.

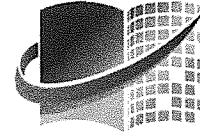
**The library staff are inspired by the community's support and we work hard to create an environment that positively impacts all library users.** Thank you for your generous support!

You may use the enclosed postage-paid envelope to make a tax-deductible contribution or visit our website at [www.prendergastlibrary.org/support](http://www.prendergastlibrary.org/support) to donate using your credit card or PayPal account. Thank you.

Sincerely,

Danny Hickman  
President, Board of Trustees

Anne Greene  
Executive Director



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## **James Prendergast Library Makerspace Policy**

The James Prendergast Library Association provides a Makerspace to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of our community.

Please enjoy the Makerspace while following our guidelines and our Rules of Conduct policy.

### **Please do not:**

- Remove any items from the Makerspace
- Enter areas identified as staff areas
- Violate the library's 3D Printer Policy
- Modify the Makerspace's hardware or software, or install new programs onto the Makerspace computers or devices.

### **Procedure:**

- Makerspace users need to reserve the room by calling the library during open hours at 484-7135 ext. 253.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- All patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Please notify library staff if you notice supplies are gone or running low. This will enable the library to replenish as needed.
- Some equipment requires training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Once a patron is trained in how to use Makerspace equipment, he/she may use it independently.
- Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.
- Makerspace equipment may not be left unattended while it is in use; a patron aged 13 or older must stay with it at all times.
- The Makerspace will be closed and locked 10 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.

- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

**Guidelines:**

- Follow all safety guidelines and exercise caution with all Makerspace equipment.
- The Library is not responsible for any injuries caused by improper use of equipment.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- The Library is not responsible for any damage to a patron’s materials or files, or for any manufacturing defects.
- When using the materials that the Library has provided, use only as much as you need, and leave the remainder in a condition that other people may use.
- Be respectful of other patrons, and do not disrupt someone’s work. Be sure to clean your work area and all equipment before leaving.

**Makerspace Agreement**

The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace policy, Rules of Conduct policy or for any other misuse of the space, as determined by Library staff.

By signing this policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it.

\_\_\_\_\_  
Patron’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

Parent or Legal Guardian’s Signature (if under 18)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## **Rules of Conduct Policy**

### **Please Enjoy the Library and Respect its Use by Others**

The Board of Trustees at the James Prendergast Library has established rules of behavior that customers must adhere to when in a library branch or on library property. These rules serve to: make the library a welcoming and safe place for customers, maintain a safe workplace for staff, preserve and protect the library's materials, facilities and property. Please help us by adhering to the following:

### **Rules of Conduct While Using the James Prendergast Library:**

#### **Please:**

- Remain only in areas of the library that are open to serve the public.
- Follow the rules for library computer use as outlined in the Internet Use Agreement.
- Wear shoes and shirts.
- Keep food and beverages in designated areas.

#### **Please do not:**

- Use personal electronic equipment, or talk, either on the phone or in person, in a volume that causes a significant disturbance to others.
- Block entrances, exits, aisles or any other space designed for customers to access the library's collections or services.
- Run, push, jump or climb.
- Loiter or congregate in entrances, walkways, restrooms, or outdoor spaces not intended for public use.
- Use bicycles, skateboards, roller skates, or other sports equipment in the building or on library grounds.
- Damage library equipment and materials.
- Move library furniture without permission from library staff.
- Leave children under age 8 unattended. The library is not responsible for unattended children. Children under age 8 must be accompanied and directly supervised by an adult, at all times, in all areas of the library and on its grounds.
- Enter or loiter for any period of time near areas designated for children unless accompanied by a child or specifically utilizing children's materials.
- Bring pets inside the library (with the exception of service animals), except as allowed by library-approved events.
- Smoke or use alcohol on library property. Smoking is defined as: "The combustion of any cigar, cigarette, tobacco or any similar article or any other combustible substance in any manner or in any form or the heating or ignition of an e-cigarette which creates a vapor."
- Solicit, petition or distribute material inside or outside of the library that has not been approved by the library.
- For the adult computer lab, no more than one person at a computer terminal at a time.
- Sleep in the library or on library property.
- Act in ways that disrespect or threaten other library users or library staff.
- Commit or attempt to commit any action that is a violation of federal, state or local laws.

# PROGRAMMING AND EVENTS: KIDS & TEENS

# NOVEMBER 2022

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

**SUN**

**MON**

**TUE**

**WED**

**THU**

**FRI**

**SAT**

**HOURS**

Monday - Friday

9:00 a.m. - 7:00 p.m.

Saturday:

10:00 a.m. - 4:00 p.m.

Sunday:

Closed

**6** Monday Morning Makers: 7

10:30-11:30

Minecraft Club: 3-30-5:00

Survival Mode

Makerspace: 3:30-5:00

Pastel Landscapes

Mindfulness for Teens:

4:30-6:00

**13**

Monday Morning Makers:

10:30-11:30

Minecraft Club 3:30-5:00

Creative Mode

Makerspace: 3:30-5:00

Paper Pie Slice

Mason Jar Pencil Holder

**20**

Monday Morning Makers:

10:30-11:30

Minecraft Club: 3:30-5:00

Survival Mode

Makerspace: 3:30-5:00

Beading

Monday Morning Makers:

10:30-11:30

Minecraft Club: 3:30-5:00

Creative Mode

Makerspace: 3:30-5:00

Paper Forest

Monday Morning Makers:

10:30-11:30

Minecraft Club: 3:30-5:00

Survival Mode

Makerspace: 3:30-5:00

**1**

First Years Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Magnetite Marble Run

Teen Crafting: 5:00-7:00

Beaded Bracelets

**8**

First Years Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Chain Reactions

Teen Crafting: 5:00-7:00

Origami

**15**

First Years Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Ramps and Balls

Teen Crafting: 5:00-7:00

Mason Jar Pencil Holder

**22**

First Years Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Fort Building

Teen Crafting: 5:00-7:00

Clay Day

**29**

First Years Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Perler Beads

Teen Crafting: 5:00-7:00

Paper Collage

**2**

Early Learning Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Robots

**9**

Early Learning Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Snap Circuits

**16**

Early Learning Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Marble Runs

**23**

Early Learning Storytime:

10:30-11:30

Makerspace: 3:30-5:00

Cubelets

**30**

Early Learning Storytime:

10:30-11:30

Makerspace: 3:30-5

Bloxels

**3**

Minecraft Club: 3:30-5:00

Creative Mode

Makerspace: 3:30-5:00

Bridge Building

**10**

Minecraft Club: 3:30-5:00

Survival Mode

Makerspace: 3:30-5:00

DIY Robot Hand

**17**

Minecraft Club: 3:30-5:00

Creative Mode

Makerspace: 3:30-5:00

Toilet Paper Turkeys

**24**

LIBRARY

CLOSED

**4**

Coloring Creative in front

lobby: All day

Makerspace: 3:30-5:00

3-D printing

**11**

Coloring Creative in front

lobby: All day

Makerspace: 3:30-5:00

Cubelets

**18**

Coloring Creative in front

lobby: All day

Makerspace: 3:30-5:00

3-D printing

**25**

Coloring Creative in front

lobby: All day

Makerspace: 3:30-5:00

Marble Runs

**26**

Coloring Creative in front

lobby: All day

Makerspace: 3:30-5:00

Marble Runs



**PrendergastLibrary**

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509 Cherry St

Jamestown NY

(716) 484-7135

[prendergastlibrary.org](http://prendergastlibrary.org)

## Teen Programs

Mindfulness for Teens  
Monday 11/7 4:30-6:00  
Wellness is important but where do you start? At this teen-only program, learn about how to start your wellness journey.

For ages 12 -18.

Teen Crafting:

Tuesdays 5:00-7:00

Drop in to craft and socialize! No crafting skills required.

For ages 12 -18.

## Storytimes

### Tuesdays & Wednesdays

10:30-11:30

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

Wednesdays: Early Learning Storytime  
Stories, songs, and playtime for preschoolers.  
Younger and older siblings welcome!

## Minecraft Club

Have a blast playing Minecraft in a fun group setting!

For ages 6 and up.

Players need basic knowledge of Minecraft.

Caregivers are welcome to accompany their child.

Registration is recommended.

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

## Sensory Play

Saturdays

11:00-12:15

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

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

## Makerspace Open Play

Monday-Friday

3:30-5:00

Drop in for learning-based play every weekday afternoon.

Enjoy staff-led activities or explore the space independently.

We have activities for infants, toddlers, children, and teens!

## Monday Morning Makers

Mondays

10:30-11:30

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

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

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

# PROGRAMMING AND EVENTS: ADULTS NOVEMBER 2022

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

SUN	MON	TUE	WED	THU	FRI	SAT
6	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	CCE Nutrition Program: 10:00-12:00 Creative Writing Group: 3:00-4:30 BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting	Coloring Creative in front lobby: All day	
7	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00 English paper piecing	Coloring Creative in front lobby: All day	12
8	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	11
9	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	10
10	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	9
11	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	8
12	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	7
13	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	6
14	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	5
15	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	4
16	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	3
17	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	2
18	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	1
19	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
20	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
21	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
22	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
23	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
24	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
25	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
26	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
27	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
28	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
29	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
30	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	
31	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	BOCES HSE/GED Class 4:00-7:00	Crafting & Community: 5:00-7:00	Coloring Creative in front lobby: All day	



Prendergast Library  
Focusing on Your Future.

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



# PROGRAMMING AND EVENTS: ADULTS

# NOVEMBER 2022

## Crafting & Community

### Thursdays 5:00-7:00

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

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

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

## Food Dehydration 101

### Tuesday 11/8 5:00-7:00

The Jamestown Public Market will share food preservation tips at this program. Learn how a food dehydrator works and how to dry various foods. Enjoy free samples and recipes to take home.

This class is funded by a grant from the Chautauqua Region Community Foundation.

## DIY Recycled Desk Organizer

### Tuesday 11/15 5:00-7:00

Join Deb Eck with Pearl City Clayhouse for this fun up-cycling project. Make and take home a desk organizer made from recycled materials.

Limited supplies; registration required.

This program is funded by the Murray L. Bob Education Initiative.

## Genealogy Workshop

### Wednesday 11/16 5:30

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

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

If you want advice on an ongoing project, if you're looking for more resources to expand your search, or if you aren't sure how to get started, this is the workshop for you!

## Nutrition Program

### 11/9 & 11/30 10:00-12:00

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

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

## Online Resources @

### prendergastlibrary.org

Visit our website for FREE online access to the New York Times, Wall Street Journal, Rosetta Stone, Consumer Reports, and more.

All of these resources can be accessed from home and on your mobile device!

Need help getting started? Stop by the Information Desk or call (716) 484-7135 ext. 226.

## Computer Classes and Tech Help

We offer a computer class each month, with topics such as social media, Microsoft programs, and basic computer use. Drop-ins welcome!

We also provide 1-on-1 tech help by appointment.

Stop by the Information Desk or call (716) 484-7135 ext. 226 to make an appointment.

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

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

REVENUE REPORT	Receipts This Month Sep-22	Receipts YTD Beg - Sep 22	Total Budget 2022	Balance	% Received
<b>LOCAL FUNDING</b>					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	37,700.00	104,556.07	145,000.00	40,443.93	72.11%
<b>COUNTY FUNDING</b>					
. CCLS - MATERIALS (BOOK) PLAN	0.00	7,987.68	13,400.00	5,412.32	59.61%
<b>STATE AID</b>					
. CBA	0.00	30,650.35	29,599.00	-1,051.35	103.55%
. CCLS - CENTRAL LIB DEV	0.00	67,478.40	64,499.00	-2,979.40	104.62%
. CCLS CASH GRANT	0.00	1,835.00	250.00	-1,585.00	734.00%
. OUTREACH GRANT	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	18,397.00	0.00	-18,397.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	11,087.90	8,800.00	-2,287.90	126.00%
<b>Federal Funding</b>					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00%
<b>ENDOWMENT</b>					
. TRANSFER FROM ENDOWMENT	0.00	250,845.99	250,846.00	0.01	100.00%
. AXEL W CARLSON	0.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	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%
<b>LIBRARY FEES</b>					
. FINES & FEES	1,345.66	13,144.60	20,000.00	6,855.40	65.72%
. COPY MACHINE	385.26	2,410.46	500.00	-1,910.46	482.09%
<b>CCLS</b>					
. CCLS RENTAL INCOME	4,666.67	41,999.99	56,000.00	14,000.01	75.00%
<b>FUNDRAISING/DONATIONS</b>					
. BOOKSALE	3,142.50	16,806.18	22,000.00	5,193.82	76.39%
. FUNDRAISING	4,021.58	42,833.01	75,000.00	32,166.99	57.11%
. MEMORIALS	170.00	2,668.93	3,000.00	331.07	88.96%
. BEQUEST	0.00	80,195.44	0.00	-80,195.44	0.00%
<b>OTHER</b>					
. INTEREST EARNED	18.39	55.24	300.00	244.76	18.41%
<b>Total Income</b>	<u>51,450.06</u>	<u>723,031.71</u>	<u>1,063,773.00</u>	<u>340,741.29</u>	<u>67.97%</u>

**James Prendergast Library Association**  
**Expenses**  
**September 2022**

EXPENSE REPORT	Disbursed This Month Sep-22	Disbursed Year-To-Date Beg - Sep 2022	Total Budget Internal 2022	Balance	% Spent
. SALARIES - STAFF	45,991.79	422,219.11	562,158.00	139,938.89	75.11%
. SALARIES - MAINTENANCE	2,983.50	26,242.50	38,025.00	11,782.50	69.01%
. RETIREMENT BENEFITS	0.00	0.00	66,530.00	66,530.00	0.00%
. SOCIAL SECURITY BENEFITS	3,641.17	33,347.84	45,914.00	12,566.16	72.63%
. DISABILITY INSURANCE BENEFITS	272.60	870.50	950.00	79.50	91.63%
. INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
. HEALTH BENEFITS	4,086.65	37,094.00	53,887.00	16,793.00	68.84%
. EAP	0.00	262.50	350.00	87.50	75.00%
. TRAINING & CONT ED	96.25	561.84	2,000.00	1,438.16	28.09%
<b>MATERIALS</b>					
. MATERIALS	5,549.26	59,341.25	110,000.00	50,658.75	53.95%
<b>BUILDING EXPENSES</b>					
. UTILITIES	3,247.77	37,497.31	52,000.00	14,502.69	72.11%
. BLDG & CUSTODIAL SUPPLIES	563.16	2,682.80	5,000.00	2,317.20	53.66%
. BLDG MAINT & REPAIR	977.00	15,648.01	27,749.00	12,100.99	56.39%
. INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
. PROGRAMS	0.00	2,120.29	7,000.00	4,879.71	30.29%
. MISC BUSINESS FEES	26.68	2,449.16	11,000.00	8,550.84	22.27%
. INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
<b>LIBRARY OPERATIONS</b>					
. IT TECH	257.98	5,634.89	19,000.00	13,365.11	29.66%
. OFFICE & LIBRARY SUPPLIES	971.95	7,458.88	10,000.00	2,541.12	74.59%
. GRANT EXPENSES	12,706.54	51,596.81	0.00	-51,596.81	0.00%
. FUNDRAISING	60.97	4,447.32	7,000.00	2,552.68	63.53%
. COPY MACHINE EXPENSE	110.70	1,037.13	4,500.00	3,462.87	23.05%
<b>MISCELLANEOUS</b>					
. LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
. PROFESSIONAL FEES	545.65	13,690.52	15,000.00	1,309.48	91.27%
. OUTREACH	0.00	307.68	500.00	192.32	61.54%
. PUBLICITY	44.39	191.26	1,505.00	1,313.74	12.71%
. EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	<u>82,134.01</u>	<u>743,471.88</u>	<u>1,063,773.00</u>	<u>320,301.12</u>	<u>69.89%</u>
<b>NET PROFIT OR LOSS</b>	<b><u>\$ (30,683.95)</u></b>	<b><u>\$ (20,440.17)</u></b>			

## JAMES PRENDERGAST LIBRARY

## Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · JSB - OPERATING FUND	45,052.88
1050 · JSB - MONEY MARKET	131,925.35
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.28
1080 · Jamestown Savings Bank - CARF	98,906.13
1090 · Unemployment Fund	2,668.40
<b>Total Checking/Savings</b>	<u>280,565.06</u>
<b>Other Current Assets</b>	
1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
<b>Total Other Current Assets</b>	<u>56,194.00</u>
<b>Total Current Assets</b>	336,759.06
<b>Fixed Assets</b>	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,594,636.14
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	74,395.48
1550 · ACCUMULATED DEPRECIATION	<u>-2,669,450.16</u>
<b>Total Fixed Assets</b>	2,082,298.34
<b>Other Assets</b>	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,199,290.39
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>1,158,399.32</u>
<b>Total 1555 · ENDOWMENT FUND</b>	6,581,923.21
1560 · Snitger Gift Fund	31,269.58
<b>Total Other Assets</b>	<u>6,613,192.79</u>
<b>TOTAL ASSETS</b>	<u><u>9,032,250.19</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2140 · Held in Custody for Others	1,732.28
2020 · RETIREMENT	56.44
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	429.82
2040.02 · DENTAL FLEX	159.62
2040.04 · VSP	71.74
<b>Total 2040 · PREMIUMS - FLEX</b>	<u>661.18</u>
2050 · VARIABLE FLEX	3,361.38

**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of September 30, 2022

	<u>Sep 30, 22</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	2.80
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	<u>1,519.81</u>
<b>Total Other Current Liabilities</b>	<u>36,740.67</u>
<b>Total Current Liabilities</b>	<u>36,740.67</u>
<b>Total Liabilities</b>	36,740.67
<b>Equity</b>	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
<b>Net Income</b>	<u>-1,908,451.55</u>
<b>Total Equity</b>	<u>8,995,509.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,032,250.19</u></u>