

James Prendergast Library

Board of Trustees Meeting

Nov 17, 2022

Board members in attendance (in person or virtual):

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

Staff Present: Anne Greene

Meeting Called to order at 5:20 PM by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
 - a. No changes or additions
 - b. Acceptance of minutes of last meeting
 - i. Motion made by Jessica Carr Y-9 N-0
3. Director's Report - Anne Greene
 - a. Our October pumpkin painting program was popular again with 120 children and 60 adults in attendance. Pumpkins were generously donated by Aber's Acres and provided at a discount by Anderson Farms.
 - b. Thanks to a grant from the Hultquist Foundation, we have updated our magazine and newspaper storage. We have received many positive comments about these updates from patrons and visiting staff from other CCLS libraries.
 - c. The Jamestown Public Market ran a class on food dehydration basics as part of our Murray L. Bob Education Initiative. In November they will do a program on food preservation.

Increases:

Category	% Increased	October 2022	September 2022	Notes
Total Library Circulation	12.3%	131,513	117,142	
Library Visits	0.2%	8,725	8,704	
Total Computer Logins	3.7%	1,269	1,224	
Total # of programs offered	0.0%	94	94	

Decreases:

Category	% Decreased	October 2022	September 2022	Notes
Total Database Usage	-59.4%	338	833	
Total Reference Questions	-26.1%	9,834	13,315	Mobile Market visits have ended.
Total Program Attendance	-11.1%	1,375	1,546	Mobile Market visits have ended.

4. Treasurer's Report: Mike Corey

- a. Budget continues to do well.
- b. We will receive the money from the school tax in early December.
 - i. Motion to approve Treasurer's Report made by Judy Long, Second Mary Zdrojewski Y-9 N-0

5. Fundraising Committee Report: Cassie Blakeslee

- a. To date, our fundraising total is \$79,569.57 (this includes a generous gift from Mr. and Mrs. Battler for \$33,926.10). Our Haunted Library was a great success – thank you to all who volunteered to help with this event.
- b. The Fundraising Committee is planning to meet once more this year to finalize our 2023 Fundraising Plan, which will look a lot like the 2022 Plan.

6. Nominating Committee Report: Cassie Blakeslee

- a. The Nominating Committee has interviewed multiple applicants for the 2023 Board of Trustees. After meeting with the applicants, and then as a committee we are happy to announce the recommendation of Cindy Johnson and Noah Soto to the Board. Dan will be reaching out to invite them to the December meeting where the board will vote on these applicants. The committee would like to thank all of the applicants who applied.

7. New Business:

a. Photography Policy Review:

- i. There are no changes to the Policy at this time.

b. Meeting Room Policy:

- i. We have added the PCC as a meeting room.

c. Circulation Policy Draft:

- i. The new policy contains all of our circulation rules and borrowing information.

d. New Board of Trustee's Job Description.

- i. The description will be presented in December to all new board members who will also be meeting with the E.D. and Board President to help transition, provide orientation, and answer any questions they may have.

e. Motion to accept all of these policies and the Board of Trustees Job Description made by Mike Corey, second by Mary Zdrojewski Y-9 N-0

8. Unfinished Business:

- a. Mike would like to see if we have more options to make the lights outside look more aesthetically pleasing. Dan asked everyone to take a look at the lights in the daytime and evening and then bring suggestions to December Meeting.
- b. Sexual Harassment Training - Reminder that this needs to be completed every year and the appropriate acknowledgement form needs to be signed and filed in the Business Office every year.

9. Next meeting is December 15, 2022

10. Meeting called to a close at 5:50 PM by Frank Corapi



DIRECTOR'S REPORT/ November 2022

PROGRAMMING & SERVICES

Winter weather items available for patrons in need

Thanks to community donations, we have been able to provide 165 winter weather items including coats, hats, gloves, scarves, and blankets. These have been greatly appreciated by our patrons, and we have heard comments including:

"Now my hands won't be so cold!" – adult patron taking gloves

"We can just have this coat?" – teen patron with a small child, taking a donated child-sized coat

"That's just another one of the many great things this library does." –a patron commenting on the available items to her grandchild.

IT Upgrades in Teen Lab

The Teen Lab is heavily used on a daily basis, and our IT Librarian has been working to ensure the computers are all running as quickly as possible, implementing needed maintenance updates and integrating the Adult Lab printer to the Teen Lab, so teens can print directly to a public printer.

Saturday Sensory Play

With colder weather approaching, more families have been enjoying the Makerspace on Saturday mornings, with 42 adults and children attending in November. Families have enjoyed the themed activities which this month included an obstacle course, Play-doh, and our always popular sand table.

COLLECTION

Increasing Ordering Efficiency

The Collection Development team met this month and discussed our current ordering process, which involves standing orders of popular authors. We are working on expanding this list to ensure that popular, in-demand titles are ordered automatically.

J Series Updates

We are working to make the collection more browsable as an ongoing priority for our materials. We have been relabeling series in the juvenile fiction section and moving them to our spinning racks, so they are grouped together and more easily found and browsed.

Board Books Organization

Thanks to a grant from the Hultquist Foundation, we have new materials to more effectively display our collection. This has included our board book collection, which is now forward facing for easier browsing.

OUTREACH & PARTNERSHIPS

Mobile Makerspace at Fletcher Elementary

Prendergast staff went to Fletcher Elementary for two sessions of Mobile Makerspace activity during Parent/Teacher conferences. This was a great opportunity to introduce our Makerspace to new families.

Community Flyer Distribution

Each month, library staff are now going out in the community to post flyers with an overview of upcoming and recurring programs at the library. These flyers can be easily seen by patrons walking downtown – they are posted at multiple locations in Jamestown including the downtown YMCA, the Jamestown Visitor Center, the Center Ice Laundromat. 12 locations received flyers to post last month.

JHS Students Touring the Library

JHS English students visited the library last month, to check out more materials and play Library Trivia. This is an ongoing outreach program and we are excited to be working directly with more high school students. Staff are now planning their first visit to the high school, which will occur in January,

LIBRARY NEWS

Giving Tuesday

The library participated in Giving Tuesday again this year, raising money for our crafting programs. We promoted this event on social media and our website, and raised a total of \$235.00.

Front Window Displays

One of the library's very talented staff put up winter-themed decorations on the front windows of the library's Children's Room and Teen Lab. The displays have generated great reactions from our patrons and bring a festive mood to the library's front entrances.

GRANT UPDATES

CRCF grant awarded

The library was awarded a \$4,000 grant from the Chautauqua Region Community Foundation. This grant will fund new collaborative furniture for the Conference Room on the second floor of the Library. The Conference Room is a popular meeting room space used by many patrons.

Carnahan-Jackson grant submitted

We recently submitted a grant request to the Carnahan-Jackson Foundation requesting \$35,300 to implement energy saving opportunities that were recommended by the New York State Energy Research and Development Authority. As a result of our "Green Jobs, Green New York" energy study, it is recommended that we replace interior and exterior lights with retrofit LED lights, Install Variable Frequency Drives to the hot water pumps, and implement building airflow reduction. Executing these recommended changes, if awarded the grant, will generate an estimated reduction of \$7,829 annually in gas and electric.

Library Usage Report - November 2022	
Library Visits	
Days Open	25
Library Visits	7,370
Average Daily Library Visits	295
Year to Date Library Visits (Cumulative)	92,857
Library Borrowers	
New Cards Issued	47
Total Registered resident borrowers	16,457
Total Registered non-resident borrowers	11,118
Materials Use	
Adult Materials	4,808
Adult eBooks & eAudio	1,825
Children's Materials	3,139
Children's eBooks & eAudio	100
Video Materials	1,855
Microform Viewed	19
Reference Questions & Services	
Single Service Point Reference Questions	6,510
Technology Questions	1,974
Faxes (# sent or received)	35
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	190
Emailed print jobs	184
Internet Use (# of sessions)	1,068
Internet Use (# of minutes)	115,051
Adult Computer logins	675
Teen Computer logins	314
Children's Computer logins	79
Computer Lab Sessions in PCC	44
Rosetta Stone Library Solution (# of minutes used)	38
Rosetta Stone Library Solution (cumulative # of users)	347
NY Times On-Site Sessions	1891
NY Times Off-Site Sessions	114
Wall Street Journal Logins	18
Wall Street Journal Page Views	450
Ancestry.com searches	216
Heritage Quest searches	116
ABC Mouse active users	6
NOVELny searches	530
Consumer Reports Visits	8
Consumer Reports Page Views	59
Programs	
Children's programs- # offered	39
Children's programs - attendance	418
Teen programs- # offered	16
Teen programs- attendance	120
Adult programs- # offered	12
Adult programs- attendance	100
Offsite programs - # offered	1
Offsite programs - attendance	88
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	1
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	18
Aspire Job Training - # offered	9
Aspire Job Training - attendance	27
Room Use	
Non-Library Sponsored Room Use - # of sessions	54
Non-Library Sponsored Room Use -attendance	295
Library Sponsored Room Use - # of sessions	101
Library Sponsored Room Use - attendance	742
Social media & Webpage views	
Facebook - Daily Total Reach	36,697
Prendergast Library Home Page Views	6,964
Facebook Followers	4,001
Twitter Followers	1,049
Instagram Followers	1,068



Your Impact: James Prendergast Library

To read our full report visit:
<https://bit.ly/JPMImpactReport2022>

Thank you for your dedication as a 2022 Jamestown Mobile Market site location!

Because of your commitment, we serviced over 500 individual customers this season, expanding food access for seniors, youth, families and community members Jamestown wide!

"What makes farmers markets such a special place is that you're actually creating community around food"



\$3,800+

43%

#1

Total Sales

The most across all six sites!

Customer Retention

The majority of customers returned to your site week to week!



Promotion

Your site led the pack in terms of collaborative promotion!

PROGRAMMING AND EVENTS: KIDS & TEENS

JANUARY 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Igloo Building Teen Crafting: 5:00-7:00 Decorate a Mini Tin	First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Teen Crafting: 5:00-7:00 Decorate a Mini Tin	Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Snap Circuits	Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Binary Code Necklaces	Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 One Cup Lego Challenge	Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 3-D printing	Sensory Play: 11:00-12:15 Play-doh Playtime
8	9	10	11	12	13	14
Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Paper Snowflakes	First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 DIY Bouncy Balls Teen Crafting: 5:00-7:00 Playing with Pastels	Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Green Screen	Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Straw Pan Flutes	Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00	Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 Robots Teen Movie: 4:30-6:00 Chronicle	Sensory Play: 11:00-12:15 Fort Building
15	16	17	18	19	20	21
LIBRARY CLOSED	First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Marble Runs Teen Crafting: 5:00-7:00 DIY Button Making	Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Robots	Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00	Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00	Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 3-D printing Family Movie: 4:30-6:15 Lightyear	Sensory Play: 11:00-12:15 Ramps, Tubes, and Balls
22	23	24	25	26	27	28
Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Perler Bead Picture Frame	First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Constellation Projectors Teen Crafting: 5:00-7:00 Paint a Wooden Coaster	Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Scratch Programming NEW! Teen Game Night: 4:30-6:30	Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Paper Chain Challenge	Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00	Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 Cubelets	Sensory Play: 11:00-12:15 Playing with Sand Jamestown Doors Open - Get a free book from the booksale!
29	30	31				
Make Music with Children's Music Studio: 11:00 and 1:00 sessions Makerspace Open Play: 10:30-3:00 Drum with Infinity 1:00 and 2:00 Minecraft Club: 3:30-4:30 - Survival Makerspace: 3:30-5:00 - Woven Coaster	First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Chain Reactions Teen Crafting: 5-7:00 DIY Bath Bombs	509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org	HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed			
Follow us on Facebook!  facebook.com/prendergastlibrary						

PROGRAMMING AND EVENTS: KIDS & TEENS

JANUARY 2023

Teen Programs

NEW! Teen Game Night: Wednesday 1/25 4:30-6:30

Join us for teen game night! Play tabletop RPGs like Dungeons and Dragons and more traditional board games like Spyfall and Munchkin.

Everything you need will be provided for you, plus some snacks!
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.

Teen Movie Night

Friday 1/13 at 4:30

"Chronicle" (PG-13)
Drop in to enjoy a movie and socialize with fellow teens.

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.



Make Music with us: Monday, January 30

Special programming on Jamestown Public Schools' no school day!

Join the Community Music Project's Children's Music Studio for family music classes at 11:00 and 1:00 - for ages 6 and under and their caregivers. Children will sing, dance, and explore basic instruments during this free class. Choose the time that works for you!

Join Infinity Visual and Performing Arts for introductory drumming classes at 1:00 and 2:00 - for ages 6 and up.

The Makerspace will be open from 10:30-5:00 for drop-in open play.



Family Movie Night

Friday 1/20 at 4:30: "Lightyear" (PG)

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

Minecraft Club

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

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

Makerspace Activities

Sensory Play

Saturdays: 11:00-12:15

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

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

Open Play: Mondays 10:30-1:30

Open Play and Staff-led Activities:

Monday-Friday: 3:30-5:00



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

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

PROGRAMMING AND EVENTS: ADULTS

JANUARY 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addition and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	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, or bring your own craft	Coloring Creative in front lobby: All day Movie night for adults: 4:30-6:30 The Glass Castle	
8	9	10	11	12	13	14
	BOCES HSE/GED Class 4:00-7:00* Computer Class: 5:30-6:30 Computer Basics	8 Dimensions of Wellness Support Group: 9-10:00* Addition and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class 4:00-7:00*	Crafting & Community: 5:00-7:00 Paint Wooden Coasters	Coloring Creative in front lobby: All day	
15	16	17	18	19	20	21
	LIBRARY CLOSED	8 Dimensions of Wellness Support Group: 9-10:00* Addition and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class 4:00-7:00* Genealogy Workshop 5:30-6:30	Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	Coloring Creative in front lobby: All day	
22	23	24	25	26	27	28
	BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addition and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class 4:00-7:00*	Crafting & Community: 5:00-7:00 DIY Bath Bombs	Coloring Creative in front lobby: All day	Jamestown Doors Open - Get a free book from the booksale!
29	30	31				
	BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addition and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	 Prendergast Library Focusing on Your Future.	509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org	HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed	Follow us on Facebook!  facebook.com/prendergastlibrary

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

PROGRAMMING AND EVENTS: ADULTS

JANUARY 2023

Crafting & Community

Thursdays 5:00-7:00

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

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.

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

CCE Nutrition Program

DATES TBD 10:00-12:00

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

Free online @

prendergastlibrary.org

Your library card gives you free access to resources including

New York Times,

Wall Street Journal,

Consumer Reports,

and Rosetta Stone

These can all be accessed from home or on your mobile device! Get started at prendergastlibrary.org

Computer Basics

Monday 12/2 5:30

Learn how to use a computer starting with the basics like operating a keyboard and mouse. The class goes over basic computer terms, learning how to navigate the computer, and some practice time.

Beginners welcome!

Optional registration; drop-ins welcome.

One on One Tech Help

Library staff can provide 1-on-1 tech help by appointment. We can help with navigating your smartphone or tablet, working on a resume, Microsoft programs, genealogy help, and more.

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

Genealogy Workshop

Wednesday 1/18 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. We also have physical records including city directories, cemetery records, and archived newspapers on microfilm.

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

First Fridays Movie Night

Friday 1/19 4:30-6:30

On the first Friday of each month, we'll screen a movie for adults in the Fireplace Room. Selected films will feature a variety of genres.

This month's film is "The Glass Castle."

Support Groups

with Recovery Options Made Easy

Meet for discussion in a supportive group environment in these groups run by Recovery Options Made Easy:

Tuesdays at 9:00: 8 Dimensions of Wellness

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

Tuesdays at 1:00: Addiction and Recovery.

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

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

2023 Fundraising Plan Goal \$65,000

Month	Fundraising Activity	Staff hours/Volunteers needed	Estimated Costs	Expenses for 2022	Fudraising Income for 2022	Expenses for 2023	Income for 2023	Over/ Under 2023	Notes	Goals for 2023
All Year	Bags/ T-shirts		\$1,000.00	\$2,341.78	\$1,704.00					\$2,000.00
June	Community Block Party, Booksale, Raffles		\$100.00	\$93.54	\$670.00				Possible Grant/Donations	\$2,000.00
June	Give Big CHQ		\$0.00	\$0.00	\$1,855.00					\$2,500.00
June	Fundraising Letter - June		\$2,000.00	\$1,313.00	\$27,405.00					\$25,000.00
October	Haunted Library		\$500.00	\$500.00	\$756.25				Solicit Donations	\$2,500.00
November	Fundraising Letter - Nov		\$2,000.00	\$1,313.00	\$7,989.00				2022 Income is NOT final amount	\$25,000.00
November	Giving Tuesday		\$0.00	\$0.00	\$185.00					\$1,000.00
December	Sponsorship Letter		\$1,400.00	\$1,065.00	\$3,925.00					\$5,000.00
All Year	Misc. Donations		\$0.00	\$0.00	\$46,316.59				Mr. and Mrs. Battler's \$33,962 donation is included in the misc. donations	n/a
Totals			\$7,000.00	\$6,626.32	\$90,805.84	\$0.00	\$0.00	\$0.00		\$65,000.00



Prendergast Library Building Committee

Overview: The role of the building committee will be to review recommendations for repairs, maintenance, additions, and/or improvements to the building and/or property.

To accomplish this, the committee will:

- Select a committee chair
- Discuss major building and property repair and improvement needs, and review cost estimates
- Receive updates on construction projects
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings



Prendergast Library Executive Committee

Overview: The role of the executive committee is to facilitate decision making between board meetings if needed or in urgent and crisis circumstances. The executive committee cannot replace the full board; it reports to and is accountable to the full board.

- Committee chair is Board of Trustees President
- Committee consists of the Board of Trustees' officers: President, Vice President, Treasurer, and Secretary
- Accountable to the full Board of Trustees at all times
- Can act on an important issue that does not meet any other committee's domain or task list
- The committee will meet as needed and will be on-call and available to work with the executive director on urgent or time-sensitive issues

Prendergast Library Finance Committee

Overview: The role of the finance committee is primarily to provide financial oversight for the organization. This includes budgeting, financial planning, financial reporting, and the creation and monitoring of internal controls and accounting policies.

To accomplish this, the committee will:

- Select a committee chair
- Develop an annual operating budget with staff assistance
- Approve the budget within the finance committee
- Monitor adherence to the budget and report to the Board of Trustees any financial irregularities, concerns or opportunities
- Set long-range financial goals along with funding strategies to achieve them
- Present all financial goals, proposals, and annual budget to the Board for approval
- Work with staff to design financial reports and ensure that reports are accurate and timely
- Recommend selection of the independent auditor or auditing firm (auditor), who must be a licensed Certified Public Accountant(s) in New York State
- Review the draft audit and IRS Form 990 as presented by the auditor
- Present the audit report to the full Board (if the auditor does not do this)
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned
- Advise the executive director and other appropriate staff on financial issues and priorities
- Monitor the endowment fund and all other short and long-term investments
- Review the investment policy annually, update as necessary, and ensure provisions of the policy are followed
- Meet with and evaluate the investment managers/advisors annually
- Meet at least two times per year either in person or via videoconferencing
- Have committee chair report to the full Board at regular Board meetings

Prendergast Library Fundraising Committee

Overview: The role of the fundraising committee is to oversee the organization's overall fundraising efforts. It is one of the major responsibilities of the Board of Trustees. The board's role in fundraising is to provide leadership, financial support, event support, and connection to donors and potential donors.

To accomplish this, the committee will:

- Select a committee chair
- Work with staff to set a fundraising goal
- Review all previous year fundraising activities and make recommendations for improvements for new year
- Work with staff to establish a fundraising plan that incorporates a series of fundraising events throughout the year
- Take the lead in the various fundraisers that are planned for the library throughout the year
- Work with fundraising staff as required to plan and execute fundraising events
- Involve of all board members in fundraising, such as having board members make telephone calls to ask for support, or volunteer their time at fundraising events
- meet at least three times per year either in person or via videoconferencing
- Will have the committee chair report back to full board during board meetings

Prendergast Library Nominating Committee

Overview: The role of the nominating committee is to help recruit board members and take the lead in the election of officers, board training, and succession planning.

To accomplish this, the committee will:

- Select a committee chair
- Identify board member term expirations
- Solicit prospect for board vacancies, research their backgrounds, and interview candidates for possible board service
- Attempt to fill positions taking the board's current skill sets into account, along with the skill sets they will need in the near future
- Provide mentorship for new board members
- Assist with board orientation with assistance from the ED
- Develop or refine board position and committee descriptions
- Promote diversity on the board
- Be responsible for ongoing education of the board
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings

Prendergast Library Strategic Planning Committee

Overview: The role of the strategic planning committee will be to provide oversight for the development and progress of the Strategic Plan.

To accomplish this, the committee will:

- Select a committee chair
- Ensure management has established an effective strategic planning process, including development of a three to five-year strategic plan with measurable goals and time targets.
- Ensure that activities are kept within the parameters of the agreed strategic goals and objectives
- Ensure that activities are consistent with the organization's vision, mission, and values
- Meet as needed each year to discuss progress or concerns either in person or via videoconferencing
- Meet more frequently during planning years either in person or via videoconferencing
- Have committee chair report back to full board during board meetings

Lost and Found Policy

The library is not responsible for the security of personal items brought into any library facility. The library is not responsible for theft or damage to vehicles, bicycles or personal property while on the premises.

Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food, baby bottles, beverage containers and personal care items will be disposed of immediately.
- Lost and Found items will be dated and stored for a period of 31 days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items.
- Items not claimed within 31 days become Library property. Unclaimed items will then become property of the Prendergast Library and may be donated to charity or discarded.
- Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Jamestown Police.
- Flash drives left in the library will be held for 31 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 31 days, flash drives will be disposed of.
- Documents left in library copy machines and scanners will be kept for 7 days then shredded.
- Non-library items that are dropped off with returned library items are presumed to be donations for the booksale.
 - Due to volume of non-library items that are dropped off, staff cannot attempt to determine ownership. Patrons inquiring about mistakenly dropped off items are welcome to check the sale for their items and reclaim them.

Library Programming Policy

The Prendergast Library schedules, develops, and presents a wide variety of programs that provide opportunities for access to information, lifelong learning, and collaboration. Programs are intended to further the mission of the library and are consistent with the library's core values and Strategic Plan. Programs should enhance, support and fulfill the library's strategic goals and objectives.

Programs offer opportunities to highlight library materials, resources, and services and to share information and expertise. They are effective vehicles for outreach, allowing the library to forge partnerships with external groups. Programs support the library's role as a civic gathering place, increase public awareness of the library, and attract regular and new users of all ages and backgrounds.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director delegates the authority for program development and management to appropriate staff.

Library staff use the following criteria in making decisions about program topics, presenters, and related materials and resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited.

The library presents programs for various age groups. Programs may be available for a general audience of all ages, or be tailored to an age-specific audience. For age-specific programs, registration and participation may be restricted to the targeted age group to ensure availability, patron safety, and the ability to achieve the goals of the program.

For programs with children ages 8 and under, a parent, guardian, or caregiver above the age of 14 must be present and actively supervising young children to ensure children's safety and appropriate behavior in the library. Children over the age of 8 who cannot adhere to the library's Rules of Conduct must also be directly supervised by a parent, guardian, or caregiver, regardless of their age.

Library staff are responsible for running programs, providing instruction, and maintaining the program space; library staff cannot directly supervise young children, ensure safety, or provide behavior

intervention. Per the Library's Child Safety Policy, parents, guardians, or caregivers are responsible for the care, safety, and behavior of children at the library.

The Library actively partners with community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business.

Professional performers and presenters that reflect specialized expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views. No program shall be permitted that endangers patrons, staff, Library facilities, or otherwise interferes with Library operations.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

The Library's meeting rooms are available to the public for non-sponsored events. Use of a meeting room does not constitute a Library program and does not constitute Library endorsement of said event. Non-sponsored programs and events do not fall under the Library Programming Policy and are instead subject to the Library's Meeting Rooms Policy.

The Library welcomes the public's opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff via info@prendergastlibrary.org.

The Library's philosophy of open access to information and ideas extends to Library programming. Library sponsorship of a program does not constitute an endorsement of opinions expressed by participants or speakers.

James Prendergast Library
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the James Prendergast Library, following a public hearing, authorized by resolution on December 15, 2022 the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. James Prendergast Library members shall be physically present at any meeting of the James Prendergast Library unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Board of Trustees President no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the James Prendergast Library shall update its notice as soon as practicable to include that information. If it is not practicable for the Board of Trustees to update its notice, the James Prendergast Library may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the James Prendergast Library may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the James Prendergast Library but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the James Prendergast Library shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

Adopted by the James Prendergast Library December 15, 2022

**James Prendergast Library
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a**

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The James Prendergast Library shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the James Prendergast Library website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the James Prendergast Library are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the James Prendergast Library shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The James Prendergast Library shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the James Prendergast Library conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the James Prendergast Library determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the James Prendergast Library to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the James Prendergast Library website.

**James Prendergast Library
Board Member Videoconferencing Resolution
Pursuant to Public Officers Law § 103-a**

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the James Prendergast Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the James Prendergast Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the James Prendergast Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the James Prendergast Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the James Prendergast Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

JAMES PRENDERGAST LIBRARY ASSOCIATION
BY-LAWS
AS AMENDED

I. Adoption and Amendments

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

II. Board of Trustees

a. Number

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

b. Nomination and Election

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

c. Vacancies

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

d. Mandated Trustee Education Requirements

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

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

e. Resignations

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

f. Removal

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

III. Annual Meeting

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

IV. Officers

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

V. Duties of Officers

The President shall preside at all meetings of the Board of Trustees and act as the chief executive officer in the governance of the library. The Vice-President shall act in the absence or disability of the President. The Secretary shall keep an accurate record of the proceedings of the Association, shall be the custodian of its seal and all legal and other papers. Such records may be placed in the library building for permanent record. The Treasurer, or his or her designee, shall oversee receipt

of all funds of the Association and deposit them in such banks as shall be designated by the trustees. The Secretary and the Treasurer shall, at stated intervals, make such reports to the President and Trustees, as they request or require. The Assistant Secretary-Treasurer, shall aid the Secretary and Treasurer and perform such other duties as prescribed by the trustees.

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

VI. Meetings

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

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

a. Attendance

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

VII. Disbursements

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

VIII. Committees

The President may at any time appoint committees or task forces to perform such duties as he/she may assign. All Board members must serve on one or more committees. In addition to any Committees created by the Board from time to time, there shall be the following Committees:

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

IX. Director

The Director of the Library shall be considered the executive officer of the Library and shall have

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

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

X. Indemnification

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

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

Compiled: December, 1969

Amended: November 20, 1986
December 15, 1994
October 22, 1998
January 19, 2012
June 21, 2012
October 15, 2020
December 17, 2020
May 15, 2022
December 15, 2022

NY CPLR § 260-D (2021).

James Prendergast Library Association
Cash Sources
November 2022

REVENUE REPORT	Receipts This Month Nov-22	Receipts YTD Beg - Nov 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	6,000.00	148,753.07	145,000.00	-3,753.07	102.59%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,662.54	10,650.22	13,400.00	2,749.78	79.48%
STATE AID					
. 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	1,500.00	0.00	-1,500.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	18,397.00	0.00	-18,397.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	11,087.90	8,800.00	-2,287.90	126.00%
Federal Funding					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00%
ENDOWMENT					
. 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	5,549.59	2,500.00	-3,049.59	221.98%
. SALLY J NALBONE MEM FUND	0.00	519.00	432.00	-87.00	120.14%
. KATHERINE GANZ FUND	0.00	16,381.00	13,623.00	-2,758.00	120.25%
. KOHL FAMILY FUND	0.00	1,309.35	900.00	-409.35	145.48%
. FRED L & VANNE D COHEN FUND	0.00	289.85	200.00	-89.85	144.93%
. JUDITH J ANDERSON FAMILY FUND	0.00	132.50	0.00	-132.50	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	390.05	325.00	-65.05	120.02%
LIBRARY FEES					
. FINES & FEES	1,278.95	15,718.69	20,000.00	4,281.31	78.59%
. COPY MACHINE	0.00	2,610.36	500.00	-2,110.36	522.07%
CCLS					
. CCLS RENTAL INCOME	4,666.67	51,333.33	56,000.00	4,666.67	91.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,997.10	21,080.02	22,000.00	919.98	95.82%
. FUNDRAISING	5,067.78	84,574.95	75,000.00	-9,574.95	112.77%
. MEMORIALS	350.00	3,748.93	3,000.00	-748.93	124.96%
. BEQUEST	0.00	80,195.44	0.00	-80,195.44	0.00%
OTHER					
. INTEREST EARNED	2.95	61.62	300.00	238.38	20.54%
Total Income	<u>22,025.99</u>	<u>832,012.61</u>	<u>1,063,773.00</u>	<u>231,760.39</u>	<u>78.21%</u>

James Prendergast Library Association
Expenses
November 2022

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Nov-22	Beg - Nov 2022	2022		
· SALARIES - STAFF	45,800.40	514,195.78	562,158.00	47,962.22	91.47%
· SALARIES - MAINTENANCE	2,983.50	32,209.50	38,025.00	5,815.50	84.71%
· RETIREMENT BENEFITS	50,492.00	50,492.00	66,530.00	16,038.00	75.89%
· SOCIAL SECURITY BENEFITS	3,626.56	40,629.70	45,914.00	5,284.30	88.49%
· DISABILITY INSURANCE BENEFITS	0.00	870.50	950.00	79.50	91.63%
· INSURANCE - WORKER'S COMP	0.00	5,034.59	8,056.00	3,021.41	62.49%
· HEALTH BENEFITS	3,924.36	44,946.60	53,887.00	8,940.40	83.41%
· EAP	87.50	350.00	350.00	0.00	100.00%
· TRAINING & CONT ED	791.20	1,449.04	2,000.00	550.96	72.45%
MATERIALS					
· MATERIALS	16,320.92	83,986.21	110,000.00	26,013.79	76.35%
BUILDING EXPENSES					
· UTILITIES	2,479.96	42,742.29	52,000.00	9,257.71	82.20%
· BLDG & CUSTODIAL SUPPLIES	430.53	3,195.40	5,000.00	1,804.60	63.91%
· BLDG MAINT & REPAIR	6,904.74	23,579.75	27,749.00	4,169.25	84.98%
· INSURANCE - BLDG & LIABILITY	0.00	12,290.69	12,204.00	-86.69	100.71%
· PROGRAMS	1,440.00	3,560.29	7,000.00	3,439.71	50.86%
· MISC BUSINESS FEES	1,767.99	4,701.37	11,000.00	6,298.63	42.74%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	4,051.46	9,686.35	19,000.00	9,313.65	50.98%
· OFFICE & LIBRARY SUPPLIES	482.56	8,651.28	10,000.00	1,348.72	86.51%
· GRANT EXPENSES	1,647.79	66,012.14	0.00	-66,012.14	0.00%
· FUNDRAISING	536.44	5,141.97	7,000.00	1,858.03	73.46%
· COPY MACHINE EXPENSE	0.00	1,037.13	4,500.00	3,462.87	23.05%
MISCELLANEOUS					
· LEGAL COUNSEL	109.13	109.13	2,000.00	1,890.87	5.46%
· PROFESSIONAL FEES	186.21	14,153.01	15,000.00	846.99	94.35%
· OUTREACH	0.00	307.68	500.00	192.32	61.54%
· PUBLICITY	19.55	210.81	1,505.00	1,294.19	14.01%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	144,082.80	970,988.21	1,063,773.00	92,784.79	91.28%
NET PROFIT OR LOSS	\$ (122,056.81)	\$ (138,975.60)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	19,628.02
1050 · JSB - MONEY MARKET	5,936.93
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.30
1080 · Jamestown Savings Bank - CARF	48,997.53
1090 · Unemployment Fund	2,668.44
Total Checking/Savings	<u>79,243.24</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
Total Other Current Assets	<u>56,194.00</u>
Total Current Assets	135,437.24
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,590,797.74
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	161,470.48
1550 · ACCUMULATED DEPRECIATION	-2,669,450.16
Total Fixed Assets	<u>2,165,534.94</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,763,643.61
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	1,278,558.65
Total 1555 · ENDOWMENT FUND	<u>7,266,435.76</u>
1560 · Snitger Gift Fund	31,269.58
Total Other Assets	<u>7,297,705.34</u>
TOTAL ASSETS	<u><u>9,598,677.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.30
2020 · RETIREMENT	-5.53
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	429.94
2040.02 · DENTAL FLEX	159.64
2040.04 · VSP	75.62
Total 2040 · PREMIUMS - FLEX	<u>665.20</u>
2050 · VARIABLE FLEX	3,361.38

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	503.26
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>37,183.20</u>
Total Current Liabilities	<u>37,183.20</u>
Total Liabilities	<u>37,183.20</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>-1,342,466.75</u>
Total Equity	<u>9,561,494.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,598,677.52</u></u>