March 20, 2025 Meeting Minutes

Present: Frank Corapi, Mary Zdrojewski, Judy Long, Matt Mancuso, Melissa Spas, Ned Lindstrom, Cindy Johnson, Jake Brock, Cassie Blakeslee

Absent: Dan Hickman € , Emily Drew € , Jess Carr €

Staff Present: Tress William, Danica Olson, Jenna Anderson

Monthly meeting of the Board of Trustees called to order @ 5:16 by VP Ned Lindstrom

1. Public Comment: none

2. Consent Agenda:

    a. Changes or additions to the agenda: none
    b. Approval of minutes of previous meeting

        i. Motion made by Frank Corapi, 2nd by Judy Long to approve consent agenda. *Vote Yes 8 No 0*

3. Programming Calendar: Danica Olson
    a. The library is slated to briefly close in April front entrance construction
        i. Programming will move off site; storytimes will be at St Peter & Paul Parish Hall, Makerspace will stay at the library until closure, and will be in the YWCA during closure. Teen programming will be at Wakeup Manor. All details will be in the April programming calendar.

4. New Staff Introductions: Jenna Anderson
    a. Jenna Anderson joined us as a Library Associate II in February. Jenna is an experienced archaeologist and she is currently completing her dissertation as she works toward a PHD in Anthropology. She has quickly picked up our processes at the public desks and is also working in the collection. Jenna is already doing excellent job working with patrons and we're excited to have her on our team!

5. Director's Report/Statistics: Tress Williams

    a. The library held had a special "Dino Bones" program featuring book, "That's what Dinosaurs Do," and one of the Chautauqua Cattaraugus Library System's hands-on activity kits. Children 0-6 enjoyed climbing through "cave" tunnels, five "dig sites" made of ball or block pits to excavate bones, assembling bones, and a final dig through our sand table for smaller bones. Kids 7-12 enjoyed a similar program in Makerspace which also included kinetic sand dino molds. Fun was had by dino-lovers of all ages!

    b. 2024 was the highest year of circulation for the eBook and eAudiobook collection with 144,526 across CCLS. This trend is continuing into 2025 with January being the highest month on record thus far with 13,048 checkouts for the month. Ordering for OverDrive and Libby continue to be a priority for our collection development staff and we hope to receive grant funds to allow us growth in this area.

    c. The library has been awarded a grant of $26,979.96 from the Carnahan Jackson Foundation for our Environmental Safety project. This project will focus on waste management and recycling, hygienic furniture for public use, and an updated design in the lobby's snack area.

6. Quarterly Stats Report: Tress Williams
   a. You all will have received a full statistics report in your board packet, so I'll just review a few highlights:
      i. Year to date visits are up from last year. We recorded 27, 228 visits from December 2024 through February 2025
      ii. Circulation of physical items is down slightly compared to last year, but digital circulation is holding steady and database usage increased
      iii. Wifi Use and Public computer use are both up compared to last year. Each month we see over 1000 computer use sessions as well as more than 1000 Wifi logins monthly.
      iv. Number of programs and program attendance are down slightly – this is primarily due to increased weekday holiday closures in December 2024 compared to December 2023.

7. Treasurer's Report: Frank Corapi
   a. Spending is where it's expected to be, some first year expenses are front-loaded.
      i. Motion made by Cindy Johnson, 2nd by Judy Long to approve Treasurer's report
      Vote Yes 8 No 0

8. Building Committee Report: Mary Zdrojewski
   a. Chiller update: Stormer Mechanical replaced the library's Chiller and Chilled Water System pump on Monday March 17. This replaces the library's 25-year old chiller and will result in utility savings. This installation was the final component to a 2022 New York State Construction project. This project was also supported with matching funds from the Sheldon Foundation and Lenna Foundation.

   b. Front entrance construction update: We are still waiting on a date that construction will begin. The library will be briefly closed, and then re-open with limited facilities as construction is completed. We look forward to these exciting updates to the library's lobby, which will include new front doors, new carpet, and a more spacious front atrium.

9. New Business: Tress Williams

   a. Sponsorship Policy: This is a new policy, as the library has recently begun to encourage the business community to support the Library by establishing sponsorships. This Sponsorship Policy outlines sponsorship rules, regulations, and best practices.

   b. Internal Controls Policy: This policy is intended to safeguard assets, ensure that information is recorded consistently, and to encourage efficiency and adherence to management policies, laws and regulations. The only is the addition of the local vendor policy, which was previously a separate policy.

   c. Employee Handbook: The handbook includes a list of holiday closures. Now that the library is a Code Blue warming center, the Executive Committee recommends that we stay open on these holidays: Columbus Day, New Year's Eve Day, Martin Luther King Jr Day, Presidents' Day. Instead of having a paid day off on that date, full-time staff would earn a floating holiday that they could take the day of the holiday, or use on a later date.
      i. Motion made by Melissa Spas, 2nd by Mary Zdrojewski to approve Employee Handbook and Sponsorship policies, revisit Internal Controls Policy
      Vote Yes 8 No 0

10. Next Meeting is April 17, 2025; location TBD

11. Adjournment at 5:41 - Motion made by Frank Corapi, 2nd by Judy Long *Vote Yes 8 No 0*

DIRECTOR'S REPORT / March 2025

PROGRAMMING & SERVICES

Spring 2025 JHS Classes

The Jamestown High School spring semester is underway and we are once again working with English 9 Honors classes to connect them to the library and its resources. For the first visit of the semester, staff went to JHS to introduce students to the library's website and online resources, hand out library cards and introduced a semester project. Students will be designing displays for the library to highlight the library's collection and resources.

Saturday Crafting

The library offers once-monthly crafting in the library's front lobby. Patrons have been enjoying this casual, all ages program each month. It's a great way to promote the library's ongoing programs, and also accommodate community requests for more Saturday programs. March's Saturday Crafting program was Button Making, and patrons enjoyed using our two button makers to design custom items.

Books and Brews

Books & Brews is one of our more popular ongoing programs and regularly sees 12 or more participants. Books are voted on by participants from a list curated by library staff. Library staff help to facilitate discussion of the selected titles, which has led to spirited and insightful conversation amongst attendees. This program could not be done without the support of our community and Labyrinth Press Company.

Block Party

In March, we opened sign-ups for community organizations to table at the block party. We sent an email out to previous participants and other community contacts, had a QR code sign-up at the Reg Lenna Community Fair, and had a post on the front page of our website. We filled all 25 spots, and added 3 more spots within 2 weeks! Comparatively, last year we opened registration in February and didn't fill all the spots until May. Interested organizations can still sign up to be on a waitlist. https://www.prendergastlibrary.org/community-partner-application/

We have also opened the application for the Artisan Market. We have 20 spots available, and so far we've received 11 applications. We are accepting applications until May 16th, and we will be contacting accepted applications the following week. https://www.prendergastlibrary.org/artisan-market/

We are still looking for food vendors for the Block Party. So far, we have confirmed Fizz Fix which is a specialty mixed soda truck. We've created an application for local food vendors to apply on our website and shared that to social media. At minimum, we can have two food trucks, at maximum, 2 food trucks and 4 pop-up tents on the patio. We are accepting applications until spots are filled. https://www.prendergastlibrary.org/food-vendor-form/

COLLECTION

Library of Things

The Library of Things collection continues to grow thanks to grant funding from the Holmberg Foundation. Added items and promotion by staff has led to increased circulation. Circulation is up 22% for the first quarter of 2025 compared to the first quarter of 2024. We anticipate use of this collection to keep growing, especially as summer approaches and families seek out educational activities. The Library of Things includes board games, themed kits for classrooms, household and tech items like tools and projectors, and a wide variety of toys.

World Language Collection

The library has received requests for books in additional languages to be added to the collection, including French, Arabic and Swahili. In response, collection development staff are expanding the Spanish collection into a World Languages collection. Books in the additionally requested languages have already been added to the OverDrive collection, and are working to add books into our physical collection as well. Literacy Volunteers tutor students from many different countries and backgrounds, and we hope by adding additional languages, this will help both tutors and students.

OUTREACH & PARTNERSHIPS

Indoor Market

The Jamestown Farmer's Market has been holding an indoor mobile market in the library's front lobby on Wednesdays from 3-5pm. Continuing through the end of April, the market is offering local WNY and NYS produce, homemade baked goods, local maple syrup and honey, and local meat. The market staff have said all of the responses to the market has been positive.

Reg Lenna Community Fair

On March 29th, JPLA staff participated in a Community Fair at the Reg Lenna, which focused on "clubs and communities" that our residents are encouraged to join. We featured our innovative April programming calendar with the off-site programming, discussed our upcoming construction in order to make our building more accessible, and highlighted partnering organizations that host recurring programs at the library. We also connected with all of the participating organizations to invite them to our own Community Block Party in June.

LIBRARY UPDATES

Welcome New Staff

We are excited to welcome Alizé Scott-Nowell to our team as a Library Associate II. Alizé will be working at the public desks, as well as in the library's collection and on related projects. Alizé has degrees in Communication and Sociology and a Masters in American Studies from UB. She has worked as the YWCA as the Director of Social Justice and Racial Equity, and she is also an adjunct Professor at JCC. We are excited to welcome Alizé and her many skills to our team!

Staff Recognition

Every month we recognize a member of our team for the valuable work they contribute to our mission. Justice Edens joined our Library staff as a Building Attendant in October, 2024, though her work includes a variety of tasks both inside and outside the building. Justice is on scene well before we open, vacuuming one of our many rooms, preparing spaces

for upcoming programming, and helping Sue with building maintenance for the day. Once we open, Justice works to beautify the property, clearing any visible trash and reporting items that need further attending. After offering every public desk staff member a break, she helps with check-ins, shelving and other administrative tasks like preparing library card applications. She can also be found finishing off her day with her own circulation desk shift. We are very grateful for Justice's versatility, initiative, and care; thank you Justice, for all that you do!

GRANT UPDATES

Darrah Grant Submitted

The 2025 Jessie Smith Darrah grant application has been submitted for $17,000 to aid in purchasing of materials for our collection of eBooks and eAudiobooks. The focus will be on purchasing highly requested titles to meet increased demand, and to help expand our collection's diversity to better reflect our community's demographics.

James Prendergast Library Association
Cash Sources
March 2025

REVENUE REPORT	Receipts This Month Mar-24	Receipts YTD Beg - Mar 2025	Annual Budget Internal 2025	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. LIBRARY SERVICES, OTHER	0.00	0.00	0.00	0.00	0.00%
· GRANTS, NON-GOVERNMENT	25,000.00	60,745.00	171,894.00	111,149.00	35.34%
COUNTY FUNDING					
· CCLS - MATERIALS (BOOK) PLAN	2,500.00	2,500.00	10,000.00	7,500.00	25.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	31,063.00	31,063.00	0.00%
· CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	70,280.00	70,280.00	0.00%
. CCLS CASH GRANT	0.00	0.00	300.00	300.00	0.00%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
· GRANTS, OTHER GOV'T	0.00	0.00	0.00	0.00	0.00%
· NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	1,159.10	11,591.00	10,431.90	10.00%
ENDOWMENT					
· TRANSFER FROM ENDOWMENT	208,159.37	208,159.37	432,802.00	224,642.63	48.10%
· AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	0.00	0.00	2,500.00	2,500.00	0.00%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	0.00	325.00	325.00	0.00%
LIBRARY FEES					
· FINES & FEES	1,394.37	4,072.63	17,045.00	12,972.37	23.89%
· COPY MACHINE	147.00	515.00	3,000.00	2,485.00	17.17%
CCLS					
. CCLS RENTAL INCOME	4,972.50	14,917.50	60,255.00	45,337.50	24.76%
FUNDRAISING/DONATIONS					
· BOOKSALE	618.08	3,879.37	26,000.00	22,120.63	14.92%
. FUNDRAISING	1,770.29	9,545.63	65,000.00	55,454.37	14.69%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
· MEMORIALS	0.00	430.00	3,000.00	2,570.00	14.33%
OTHER					
· INTEREST EARNED	5.31	25.14	50.00	24.86	50.28%
Total Income	244,566.92	305,948.74	1,271,859.00	965,910.26	24.06%

James Prendergast Library Association
Expenses
March 2025

EXPENSE REPORT	Disbursed This Month Mar-24	Disbursed Year-To-Date Beg - Mar 2025	Annual Budget Internal 2025	Balance	% Spent
· SALARIES - STAFF	48,462.16	149,420.20	676,605.00	527,184.80	22.08%
· SALARIES - MAINTENANCE	2,902.50	8,651.25	37,730.00	29,078.75	22.93%
· RETIREMENT BENEFITS	0.00	0.00	99,168.00	99,168.00	0.00%
· SOCIAL SECURITY BENEFITS	3,775.36	11,568.09	54,647.00	43,078.91	21.17%
· DISABILITY INSURANCE BENEFITS	613.32	613.32	1,310.00	696.68	46.82%
· INSURANCE - WORKER'S COMP	-847.00	4,536.00	8,223.00	3,687.00	55.16%
· HEALTH BENEFITS	3,792.70	14,231.95	71,107.00	56,875.05	20.01%
· H.S.A.	0.00	0.00	6,000.00	6,000.00	0.00%
. TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
. MATERIALS	9,279.40	22,360.71	110,000.00	87,639.29	20.33%
BUILDING EXPENSES					
· UTILITIES	6,865.96	17,427.66	50,450.00	33,022.34	34.54%
· BLDG & CUSTODIAL SUPPLIES	321.77	813.25	8,000.00	7,186.75	10.17%
· BLDG MAINT & REPAIR	4,949.36	16,532.74	45,000.00	28,467.26	36.74%
· INSURANCE - BLDG & LIABILITY	0.00	15,981.28	17,154.00	1,172.72	93.16%
· PROGRAMS	206.37	1,772.71	8,500.00	6,727.29	20.86%
. MISC BUSINESS FEES	681.42	1,125.51	10,001.00	8,875.49	11.25%
. INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
. IT TECH	648.58	1,123.17	16,000.00	14,876.83	7.02%
· OFFICE & LIBRARY SUPPLIES	1,279.81	2,627.92	10,000.00	7,372.08	26.28%
. GRANTS PROGRAM EXPENSES	0.00	169.40	0.00	-169.40	0.00%
· FUNDRAISING	0.00	1,634.46	7,000.00	5,365.54	23.35%
· COPY MACHINE EXPENSE	392.27	915.85	4,500.00	3,584.15	20.35%
MISCELLANEOUS					
. LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	263.80	2,982.95	23,000.00	20,017.05	12.97%
. OUTREACH	20.00	20.00	500.00	480.00	4.00%
. PUBLICITY	76.50	114.75	1,000.00	885.25	11.48%
. EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	83,684.28	276,068.17	1,271,859.00	995,790.83	21.71%

NET PROFIT OR LOSS $ 160,882.64 $ 29,880.57

James Prendergast Library
Balance Sheet
As of March 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 JSB - OPERATING FUND	50,024.18
1050 JSB - MONEY MARKET	187,954.53
1060 SPECIAL ACCOUNT - JSB	78.95
1070 PETTY CASH	50.00
1080 Jamestown Savings Bank - CARF	258,046.95
1090 Unemployment Fund	2,669.00
Total Bank Accounts	**$ 498,823.61**
Other Current Assets	
1300 PREPAID CONTRIBUTION TO RETIRE	83,854.00
Total Other Current Assets	**$ 83,854.00**
Total Current Assets	**$ 582,677.61**
Fixed Assets	
1400 Art Collection	35,300.00
1510 Building & Equipment	4,971,007.12
1520 Computer Software	10,843.00
1530 Construction in Progress - R	226,881.42
1550 ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	**$ 2,470,186.47**
Other Assets	
1555 ENDOWMENT FUND	
1555.01 INVESTMENT FUND - ENDOW	6,101,599.53
1555.02 JOHNSON ESTATE	18,144.07
1555.03 MURRAY L BOB LECT FUND - ENDOW	41,472.94
1555.04 SALE OF DONATED ASSETS - EF	1,507,160.01
Total 1555 ENDOWMENT FUND	**$ 7,668,376.55**
1560 Snitger Gift Fund	54,172.09
Total Other Assets	**$ 7,722,548.64**
TOTAL ASSETS	**$ 10,775,412.72**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 PREMIUMS - FLEX	
2040.01 HEALTH INS FLEX	617.06
2040.02 DENTAL FLEX	164.19
2040.03 AFLAC	-29.58
2040.04 VSP	99.27
Total 2040 PREMIUMS - FLEX	**$ 850.94**

2080 NY DISB PFL		307.21
2110 ACCRUED VACATION		29,442.01
Total Other Current Liabilities	**$**	**30,600.16**
Total Current Liabilities	**$**	**30,600.16**
Total Liabilities	**$**	**30,600.16**
Equity		
3070 FUND BALANCE		950,399.75
3080 Without Donor Restrictions		9,766,857.19
3085 With Donor Restrictions		193,345.00
Net Income		-165,789.38
Total Equity	**$**	**10,744,812.56**
TOTAL LIABILITIES AND EQUITY	**$**	**10,775,412.72**

James Prendergast Library Association
Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	1200063260
1.2	Library Name	JAMES PRENDERGAST LIBRARY ASSOCIATION
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Jamestown *
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	509 CHERRY STREET
1.15	City	JAMESTOWN
1.16	Zip Code	14701
1.17	Mailing Address	509 CHERRY STREET
1.18	City	JAMESTOWN
1.19	Zip Code	14701
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 484-7135
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 487-1148
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	director@prendergastlibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	http://www.prendergastlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,712
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/17/2011
1.30	Date the library was last registered	10/17/1907

1.31	Federal Employer Identification Number	160840340
1.32	County	CHAUTAUQUA
1.33	School District	City Of Jamestown
1.34	Town/City	Ellicott
1.35	Library System	Chautauqua-Cattaraugus Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Tress
1.38	Last Name of Library Director/Manager	Williams
1.39	NYS Public Librarian Certification Number	4UXTJZA
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	director@prendergastlibrary.org
1.44	Fax Number of the Director/Manager	(716) 487-1148
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y

Public Votes / Contracts

1.46   Was all or part of the library's   N
funding subject to a public vote(s) held
during Calendar Year 2024? (Please
respond even if the vote was
unsuccessful). Enter Y for Yes, N for
No. If Yes, complete one record for the
public vote from each funding source. If
no, go to question 1.47.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of municipality or district N/A
holding the public vote

2.   Indicate the type of municipality N/A
or district holding the public vote

3.   Date the vote was held   N/A
(mm/dd/2024)

4.   Was the vote successful? Y/N   N/A

5.   What type of public vote was it? N/A

6a.   Most recent prior year approved   N/A
appropriation from a public vote:

6b.   Proposed increase in   N/A
appropriation as a result of the vote held
on the date reported in question number
3:

6c.   Total proposed appropriation   N/A
(manually sum of 6a and 6b):

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47   Did the library receive funding   Y
from an appropriation which was
approved by public vote in a prior year?
(Prior to Calendar Year 2024) Enter Y
for Yes, N for No. If Yes, complete one
record for the vote from each funding
source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of municipality or district Jamestown City School District
holding the public vote

2.   Indicate the type of municipality School District
or district holding the public vote

3.   Date the last successful vote was 06/09/2020
held (mm/dd/yyyy)

4.   What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))

5.   What was the total dollar $350,000
amount of the appropriation from tax
dollars resulting from the last successful
vote?

Unusual Circumstances

1.48   Does the reporting library have   N
a contractual agreement with a
municipality or district to provide
library services to residents of an area
not served by a chartered library? Enter
Y for Yes, N for No. If yes, please
complete one record for *each* contract.
If no, go to question 1.49.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting   N/A
municipality or district

2.   Is this a written contractual   N/A
agreement?

3.   Population of the geographic   N/A
area served by this contract

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for   N/A
range of services provided (select one):

1.49   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.   N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	37,827
2.2	Adult Non-fiction Books	46,974
2.3	Total Adult Books (Total questions 2.1 & 2.2)	84,801
2.4	Children's Fiction Books	18,308
2.5	Children's Non-fiction Books	8,704
2.6	Total Children's Books (Total questions 2.4 & 2.5)	27,012
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	111,813

Other Print Materials

2.8	Total Uncataloged Books	552

2.9	Total Print Serials	867
2.10	All Other Print Materials	725
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,144
2.12	Total Print Materials (Total questions 2.7 and 2.11)	113,957

ALL OTHER MATERIALS

2.13	Audio - Physical Units	3,351
2.14	Video - Physical Units	4,056
2.15	Other Circulating Physical Items	588
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	7,995

Grand Total / Additions to Holdings

2.17	**GRAND TOTAL HOLDINGS** (Total questions 2.12 and 2.16)	121,952

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.18	Cataloged Books	3,191
2.19	All Other Print Materials	244
2.20	All Other Materials	406
2.21	Total Additions (Total questions 2.18 through 2.20)	3,841

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1   Library visits (total annual   125,016
attendance)

3.1a   Regarding the number of   CT - Annual Count
Library Visits entered, is this an annual
count or an annual estimate based on a
typical week or weeks?

3.2   Registered resident borrowers   16,855

3.3   Registered non-resident   10,969
borrowers

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4   Does the library have an open   Y
meeting policy?

3.5   Does the library have a policy   Y
protecting the confidentiality of library
records?

3.6   Does the library have an Internet   Y
use policy?

3.7   Does the library have a disaster   Y
plan?

3.8   Does the library have a board-   Y
approved conflict of interest policy?

3.9   Does the library have a board-   Y
approved whistle blower policy?

3.10   Does the library have a board-   Y
approved sexual harassment prevention
policy?

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service   Y
to persons who cannot visit the library
(homebound persons, persons in nursing
homes, persons in jail, etc.)?

3.12   Does the library have assistive   Y
devices for persons who are deaf and
hearing impaired (TTY/TDD)?

3.13   Does the library have large print   Y
books?

3.14   Does the library have assistive   Y
technology for people who are visually
impaired or blind?

3.15 - If so, what do you have? If no, go to next question

      screen reader, such as JAWS,   Yes
Windoweyes or NVDA

      refreshable Braille commonly
referred to as a refreshable Braille
display

      screen magnification software,   Yes
such as Zoomtext

      electronic scanning and reading
software, such as OpenBook

3.16   Is the library registered for   Y
services from either the New York State
Talking Book and Braille Library (New
York State Library, Albany) or the
Andrew Heiskell Braille and Talking
Book Library (The New York Public
Library, New York)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a	Number of Sessions Targeted at Children Ages 0-5	296
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	6,505
3.18a	Number of Sessions Targeted at Children Ages 6-11	239
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	5,901
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	239
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	4,162
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	435
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	4,375
3.21a	Number of General Interest Program Sessions	32
3.21b	Attendance at General Interest Program Sessions	2,173

3.22   Total Sessions of Live Programs 1,241
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23   Total Attendance at Live   23,116
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a   Total Live Onsite Program   1,172
Sessions

3.24b   Total Live Onsite Program   21,795
Attendance

3.25a   Total Live Offsite Program   69
Sessions

3.25b   Total Live Offsite Program   1,321
Attendance

3.26a   Total Live Virtual Program   0
Sessions

3.26b   Total Live Virtual Program   0
Attendance

3.27   Total Sessions of Live Programs 1,241
Categorized by Venue (sum of 3.24a,
3.25a, 3.26a)

3.28   Total Attendance at Live   23,116
Programs Categorized by Venue (sum of
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29   Total Number of Prerecorded   0
Program Presentations

3.30   Total Views of Prerecorded   0
Program Presentations within 30 Days

3.31   One-on-One Program Sessions   596

3.32   Attendance at One-on-One   596
Program Sessions

Teen-Led / Promotion / Summer Reading

3.33   Did your library offer teen-led   N
activities during the 2024 calendar year?

3.34a   Do library staff, trustees and/or   Yes
volunteers reach outside of the library to
promote library programs and services
through group presentations,
information tables and/or other similar
educational activities sponsored by the
Library?

3.34b   Does your library use Facebook   Yes
for promotion?

3.34c   Does your library use Instagram   Yes
for promotion?

3.34d   Does your library use Twitter/X   No
for promotion?

3.34e   Does your library use TikTok   No
for promotion?

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are
a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35   Did the library offer a summer   Y
reading program in 2024? (Enter Y for
Yes, N for No) If entering no, proceed
to the next section.

3.36   Library outlets offering the   1
summer reading program

3.37   Children registered for the   557
library's summer reading program

3.38   Young adults registered for the   36
library's summer reading program

3.39   Adults registered for the   59
library's summer reading program

3.40   Total number registered for the   652
library's summer reading program (total
3.37 + 3.38 + 3.39)

3.41a   Children's program sessions -   144
Summer 2024

3.41b	Children's program attendance - Summer 2024	8,898
3.42a	Young adult program sessions - Summer 2024	28
3.42b	Young adult program attendance - Summer 2024	185
3.43a	Adult program sessions - Summer 2024	34
3.43b	Adult program attendance - Summer 2024	1,860
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	206
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	10,943
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	
3.50	Childcare center(s)	2
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	
3.53	Literacy provider(s)	
3.54	Other (describe using the State note)	7
3.55	Total Collaborators (total 3.48 through 3.54)	11

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56   Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   Y

3.57a   Focus on birth - school entry (kindergarten) sessions   148

3.57b   Focus on birth - school entry (kindergarten) attendance   2,416

3.58a   Focus on parents & caregivers sessions   0

3.58b   Focus on parents & caregivers attendance   0

3.59a   Combined audience sessions   0

3.59b   Combined audience attendance   0

3.60   Total Sessions   148

3.61   Total Attendance   2,416

3.62 - Collaborators (check all that apply):

a.   Childcare center(s)

b.   Public School District(s) and/or BOCES

c.   Non-Public School(s)

d.   Health care providers/agencies

e.   Other (describe using the State note)

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   Y

3.64a	Total group program sessions	219
3.64b	Total group program attendance	953
3.65a	Total one-on-one program sessions	245
3.65b	Total one-on-one program attendance	245

3.66 - Collaborators (check all that apply)

a.   Literacy NY (Literacy Volunteers of America)   Yes

b.   Public School District(s) and/or BOCES   Yes

c.   Non-Public Schools

d.   Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   Y

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	299
3.70b	Adult program attendance	399
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	299
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	399
3.73a	One-on-one program sessions	244
3.73b	One-on-one program attendance	244

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	
d.	Other (describe using the Note)	

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

| 3.75 | Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | Y |

3.76a	Total group program sessions	52
3.76b	Total group program attendance	277
3.77a	Total one-on-one program sessions	37
3.77b	Total one-on-one program attendance	37

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	28,513
4.2	Adult Non-fiction Books	10,108
4.3	Total Adult Books (Total questions 4.1 & 4.2)	38,621
4.4	Children's Fiction Books	18,744
4.5	Children's Non-fiction Books	2,921
4.6	Total Children's Books (Total questions 4.4 & 4.5)	21,665
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	60,286

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	19,926
4.9	Circulation of Children's Other Materials	966
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	20,892
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	81,178
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	No

REFERENCE TRANSACTIONS

4.14   Total Reference Transactions   151,203

4.14a   Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?   ES - Annual Estimate Based on Typical Week(s)

4.15   Does the library offer virtual reference?   Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16   TOTAL MATERIALS RECEIVED   5,720

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17   TOTAL MATERIALS PROVIDED   6,536

E-RATE

4.18   Does the library file for E-rate benefits?   N

4.19   Is the library part of a consortium for E-rate benefits?   Y

4.20   If yes, in which consortium are you participating?   Chautauqua-Cattaraugus Library System

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1   Did the library provide access to Yes
e-books purchased solely by the library?

5.2   Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3   Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4   Did the library provide access to Yes
e-serials purchased solely by the
library?

5.5   Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6   Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7   Did the library provide access to Yes
e-audio purchased solely by the library?

5.8   Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9   Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10   Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11   Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12   Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13   Did the library provide access to Yes
research databases purchased solely by
the library?

5.14   Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15   Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education,
lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test
preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library
provided access to a platform even if the platform itself is not owned by the library (e.g., paying for
access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering
the following questions. Answer Yes/No/Missing (Unknown)

5.16   Did the library provide access to Yes
online learning platforms purchased
solely by the library?

5.17   Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18   Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic
materials include e-books, e-serials, e-audio, and e-video. Only count items that require user
authentication and have a limited period of use. Count all checkouts, including renewals.

5.19   The total circulation of e-books   14,015
during the reporting period

5.20   The total circulation of e-serials   49,076
during the reporting period.

5.21   The total circulation of e-audio   11,624
during the reporting period

5.22   The total circulation of e-videos   697
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part–time hours to full–time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full–time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	5
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	9.3
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	15.30
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$85,000

6.16	FTE - Library Manager (not certified)	N/A
6.17	Salary - Library Manager (not certified)	N/A
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$34,145

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re–approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y

7. Is open the minimum standard   Y
number of public service hours for
population served. (see instructions)

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of
service, including adequate:

8a. space   Y

8b. lighting   Y

8c. shelving   Y

8d. seating   Y

8e. power infrastructure   Y

8f. data infrastructure   Y

8g. public restroom   Y

9. Provides programming to   Y
address community needs, as outlined in
the library's long-range plan of service.

10. Provides

10a. a circulation system that   Y
facilitates access to the local library
collection and other library catalogs

10b. equipment, technology, and   Y
internet connectivity to address
community needs and facilitate access
to information.

11. Provides access to current   Y
library information in print and online,
facilitating the understanding of library
services, operations and governance;
information provided online shall
include the standards referenced in
numbers (1) through (5) above.

12. Employs a paid director in   Y
accordance with the provisions of
Commissioner's Regulation 90.8.

13. Provides library staff with   Y
annual technology training, appropriate
to their position, to address community
needs, as outlined in the library's long-
range plan of service.

| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	56.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	56.00
8.10	Annual Total Hours - Main Library	2,862.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen or Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	JAMES PRENDERGAST LIBRARY ASSOCIATION
2.	Outlet Name Status	00 (for no change)
3.	Street Address	509 CHERRY STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	JAMESTOWN
6.	Zip Code	14701
7.	Phone (enter 10 digits only)	(716) 484-7135
8.	Fax Number (enter 10 digits only)	(716) 487-1148
9.	E-mail Address	director@prendergastlibrary.org
10.	Outlet URL	www.prendergastlibrary.org
11.	County	CHAUTAUQUA

12.	School District	Jamestown
13.	Library System	Chautauqua-Cattaraugus Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,862
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	943
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1891
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2023
25.	Square footage of the outlet	41,810
26.	Number of Internet Computers Used by General Public	59
27.	Number of uses (sessions) of public Internet computers per year	17,108
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	16,911
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	1200063260
38.	*FSCSID*	NY0054
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1   Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)   10

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	7-12
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	12
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A
10.5	What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.	3 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Cassie
3.	Last Name of Board Member	Blakeslee
4.	Mailing Address	20 Chestnut Street
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	chriscassie2002@yahoo.com

8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jessica
3.	Last Name of Board Member	Carr
4.	Mailing Address	243 Fairmount Avenue
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	joyfulgirl1980@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2025
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken   N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   N/A

16. Is this a brand new trustee?   N

1. Status   Filled

2. First Name of Board Member   Frank

3. Last Name of Board Member   Corapi

4. Mailing Address   12 Dunn Avenue

5. City   Jamestown

6. Zip Code (5 digits only)   14701

7. E-mail address   fjcorapi@aol.com

8. Office Held or Trustee   Financial Officer

9. Term Begins - Month   January

10. Term Begins - Year (year)   2025

11. Term Expires   December

12. Term Expires - Year (yyyy)   2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jacob
3.	Last Name of Board Member	Brock
4.	Mailing Address	54 S Allegheny Ave
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	jrbrock82@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2025
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Cindy

3.	Last Name of Board Member	Johnson
4.	Mailing Address	2650 Christy Lane
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	cjohnson6116@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2025
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Ned
3.	Last Name of Board Member	Lindstrom
4.	Mailing Address	405 E. Fourth Street
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	emton55@hotmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January

10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Judy
3.	Last Name of Board Member	Long
4.	Mailing Address	423 Baker street
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	jlong2962@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025

13.   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14.   The date the Oath of Office (mm/dd/yyyy) was taken   N/A

15.   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   N/A

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name of Board Member   Matthew

3.   Last Name of Board Member   Mancuso

4.   Mailing Address   32 Benson Street

5.   City   Jamestown

6.   Zip Code (5 digits only)   14701

7.   E-mail address   mattm1045@aol.com

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2025

11.   Term Expires   December

12.   Term Expires - Year (yyyy)   2027

13.   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Mary
3.	Last Name of Board Member	Zdrojewski
4.	Mailing Address	75 Widrig Avenue
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	mary.zdrojewski@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Melissa

3.	Last Name of Board Member	Spas
4.	Mailing Address	61 Parkdale Drive
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	melissaspas@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Danny
3.	Last Name of Board Member	Hickman
4.	Mailing Address	545 South Main St.
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	dlh2208@twc.com
8.	Office Held or Trustee	President
9.	Term Begins - Month	January

No.	Field	Value
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Emily
3.	Last Name of Board Member	Drew
4.	Mailing Address	21 Chestnut St
5.	City	Jamestown
6.	Zip Code (5 digits only)	14701
7.	E-mail address	ead360@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2025
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken   N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   N/A

16. Is this a brand new trustee?   Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.   Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds   School District

2. Name of funding County, Municipality or School District   Jamestown

3. Amount $350,000

4. Subject to public vote held in reporting year or in a previous reporting year(s).   Y

5. Written Contractual Agreement   N/A

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$350,000

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$11,548
11.4	Record all Central Library Services Aid monies received from system headquarters	$101,342
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$11,250
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$124,140

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0

11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$58,500

OTHER RECEIPTS

11.14	Gifts and Endowments	$129,928
11.15	Fund Raising	$54,511

11.16	Income from Investments	$399,896
11.17	Library Charges	$22,515
11.18	Other	$27,491
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$634,341
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$1,166,981
11.21	**BUDGET LOANS**	$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	$274,435
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$1,441,416

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$243,360
12.2	Other Staff	$436,185
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$679,545
12.4	**Employee Benefits Expenditures**	$207,336
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$886,881

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$59,417
12.7	Electronic Materials Expenditures	$33,935
12.8	Other Materials Expenditures	$9,397
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$102,749

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	0
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$16,313

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) $16,313

12.16 Other Disbursements for Operation & Maintenance of Buildings $82,100

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $98,413

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies $4,017

12.19 Telecommunications $2,621

12.21 Professional & Consultant Fees $26,527

12.22 Equipment $17,130

12.23 Other Miscellaneous $30,940

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) $81,235

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) $0

12.27 From Other Funds (73OF) $0

12.28 **Total** (Add Questions 12.26 and 12.27) $0

Other Loans

12.29 Budget Loans (Principal and Interest) $0

12.30 Short-Term Loans $0

| 12.31 | **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) | $0 |
| 12.32 | **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) | $1,169,278 |

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$1,169,278
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	$272,138
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$1,441,416

ASSURANCE

| 12.41 | The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). | 04/17/2025 |

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	06/26/2024

12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2023-12/31/2023

12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45	Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0

13.2	All Other Revenues from Local Sources	$77,007

13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$77,007

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$196,530

13.5	Other State Aid	$0

13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$196,530

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0

13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$273,537

13.10   **NON-REVENUE RECEIPTS** $0

13.11   **TOTAL CASH RECEIPTS** $273,537
(Add Questions 13.9 and 13.10)

13.12   BALANCE IN CAPITAL $139,089
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13   **TOTAL CASH RECEIPTS** $412,626
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1   Construction $67,825

14.2   Incidental Construction $68,837

Other Disbursements

14.3   Purchase of Buildings $0

14.4   Interest $0

14.5   Collection Expenditures $0

14.6   Total Other Disbursements (Add $0
Questions 14.3, 14.4 and 14.5)

14.7   **TOTAL PROJECT** $136,662
EXPENDITURES (Add Questions
14.1, 14.2 and 14.6)

14.8   **TRANSFER TO** $0
OPERATING FUND (Same as
Question 11.22)

14.9   **NON-PROJECT** $0
EXPENDITURES

14.10   **TOTAL CASH** $136,662
DISBURSEMENTS AND
TRANSFERS (Add Questions 14.7,
14.8 and 14.9)

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2024	$275,964

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $412,626

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: Education Law § 273(1)(b)
Commissioners Regulations 90.4
Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Library expenditures from Central Library Services Aid may only be used for adult non–fiction and foreign language library materials, including electronic content. Record the central/co–central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2023. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE)	1.26
15.1.2 Total Expenditure for Professional Salaries	$51,838

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE)	0
15.1.4 Total Expenditures for Other Staff Salaries	$0

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). $18,442

15.1.6 **Purchased Services**: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.   N

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

15.1.7 Total Expenditure - Purchased Services $0

15.1.8 **Supplies and Materials**: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.   Y

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials

2.	Expenditure	$23,668
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	$4,701
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	$1,542
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	$817
1.	Expenditure Category	Non-print resources (excluding electronic content)
2.	Expenditure	$334

15.1.9 Total Expenditure - Supplies and Materials $31,062

15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.   N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |

15.1.11 Total Expenditures - Travel $0

15.1.12 Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.   N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A

| 4. | Expenditure | N/A |

15.1.13 Total Expenditure - Equipment and Furnishings $0

15.1.14 Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13) $101,342

15.1.15 Cash Balance at the Opening of the Fiscal Year $0
NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 Total Allocation received from the system: $101,342

15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15) $0

15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

As co-central library for CCLS, the James Prendergast Library serves as a major reference source for libraries across Chautauqua and Cattaraugus counties. CLSA funds allocated in 2024 were used to fund 63% of the salary and benefits of two reference librarian staff (CLDA). These librarians selected and ordered reference and other materials for the public. The librarians also teach classes for member libraries on technology and subjects such as genealogy, reader's advisory, Makerspace, and reference. The central library also hosts workshop sand serves on system-wide committees. The Prendergast Library also purchased fiction eBooks as well as non-fiction adult, and reference materials in book, eBook and audio formats (CBA).

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	5.63
16.2	Total Librarians	5.63
16.3	All Other Paid Staff	8.72
16.4	Total Paid Employees	14.35
16.5	State Government Revenue	$112,890
16.6	Federal Government Revenue	$0

16.7	Other Operating Revenue	$704,091
16.8	Total Operating Revenue	$1,166,981
16.9	Other Operating Expenditures	$179,648
16.10	Total Operating Expenditures	$1,169,278
16.11	Total Capital Expenditures	$136,662
16.12	Print Materials	113,232
16.12a	Total Physical Items in Collection	121,227
16.13	Circulation of Children's Physical Material	22,631
16.14	Total Registered Borrowers	27,824
16.15	Other Capital Revenue and Receipts	$77,007
16.16	Number of Internet Computers Used by General Public	59
16.17	Total Uses (sessions) of Public Internet Computers Per Year	17,108
16.18	Wireless Sessions	16,911
16.19	Total Capital Revenue	$273,537

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	1200063260
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	PL1
17.7	*FSCS ID*	NY0054
17.8	*SED CODE*	061700700057
17.9	*INSTITUTION ID*	800000054212

SUGGESTED IMPROVEMENTS

Library Name:	JAMES PRENDERGAST LIBRARY ASSOCIATION
Library System:	Chautauqua-Cattaraugus Library System
Name of Person Completing Form:	Tress Williams
Phone Number:	(716) 484-7135
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	