

April 17, 2025 Meeting Notes

Present: Dan Hickman, Mary Zdrojewski, Judy Long, Matt Mancuso, Cindy Johnson, Cassie Blakeslee, Melissa Spas, Jake Brock, Jess Carr,

Absent: Frank Corapi €, Emily Drew €, Ned Lindstrom (u)

Staff Present: Tress William

Public Present: One member of the public

Monthly meeting of the Board of Trustees called to order @ 5:20 by President Dan Hickman

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 Judy Long 2nd Matt Mancuso *Vote Yes 8 No 0*
3. Director's Report/Statistics: Tress Williams
 - a. Block Party Updates:

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! Interested organizations can still sign up to be on a waitlist.

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/>
 - b. 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.
 - c. New Staff Introductions:

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!
 - d. Indoor Farmer's Market and Community Fair

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.

On March 29th, JPLA staff participated in a Community Fair at the Reg Lenna, which focused on clubs available in our community. We used this event to promote our programs 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.

4. Treasurer's Report: Tress Williams

- i. In grants received, you'll see \$25,000 which is a donation from the McCrays, for new carpet in Children's and the front lobby, as part of the upcoming construction project.
- ii. Transfer endowment error was made by UBS has been corrected and will reflect next month's report.
- iii. Booksale and Fundraising are a bit down but we have not had any major events yet this year.
- iv. Utilities expenditures are a bit high, we look forward to these coming down as winter ends
- v. Building maintenance and repair is high due to HVAC repairs

Motion made by Jake Brock, 2nd by Melissa Brock to approve Treasurer's report
Vote Yes 8 No 0

5. New Business: Tress Williams

- a. 2024 Annual Report
 - i. Growth from 2023 to 2024 in key areas, reflects continuing increased usage of library items and space
 - 1. Library visits: 120,810 in 2023 – 125,016 in 2024
 - 2. Total physical collection use: 79,375 checkouts– 81,178 *The state has changed how we track digital collection use, so this only reflects physical usage. Nationally libraries are seeing decline in physical circ, so this is noteworthy.
 - 3. Wireless sessions: 11,464– 16,911
 - 4. Non-library sponsored room use: 805 - 943
 - ii. Motion made by Jess Carr, 2nd by Judy Long to approve Annual report *Vote Yes 8 No 0*

- b. Investment Policy Update: The Finance Committee met to discuss this policy, and our investment advisors will attend the May board meeting when we renew this policy. We do not foresee significant changes.

6. Unfinished Business: Tress Williams

- a. Internal Controls Policy: Thank you to the Finance Committee for updating this policy. Changes include a higher minimum for purchased needing multiple bids – that minimum was \$1,000 and is now \$5,000. Credit card limits for the Director and approved employees have been increased. We also updated information about payroll and Business Office processes.

Motion made by Cindy Johnson, 2nd by Judy Long to approve Internal Controls Policy *Vote Yes 8 No 0*

- b. Employee Handbook Revision: We have needed to update this several times recently as we transition to a new payroll service. This update was approved earlier this month over email and involved changing part-time vacation accrual to a pro-rated amount rather than quarterly accruals.

Motion to approve revisions and policy update made by Melissa Spas 2nd by Jacob Brock

Vote Yes 8 No 0

7. Next Meeting is May 15, 2025

8. Adjournment at 5:35

Motion made by Melissa Spas 2nd by Judy Long *Vote Yes 8 No 0*

DIRECTOR'S REPORT / April 2025

PROGRAMMING & SERVICES

Off-Site Storytimes

In preparation for possible construction, we moved programs off-site for the entire month of April. Holy Apostles Parish (St. Peter & Paul) provided programming and storage space and their Building Manager, Dan was a wonderful assistant and promoter of the program. Kids seemed to enjoy the change of location, going on a “field trip” as a “class” from the library to the church (or as the kids called it, “the other library”).

Proctoring Services Expand

The library has seen an increase in proctoring requests this spring. Patrons use this service for online academic exams, real estate exams, and certification tests. With the nearest proctoring site for many online programs being in Buffalo, NY, patrons have been very thankful for this service in Jamestown. As online and distance learning increases in popularity, we expect to see this usage continue.

Coloring Table

A few months ago we put out a table with a large coloring page, and patrons of all ages immediately got busy coloring it in. Since then, our patrons have completed multiple coloring posters which are on display in the library. This is such a fun, collaborative community project and we’re happy to see so many patrons stop to color for a moment or two.

COLLECTION

Easy Paperbacks Collection Refreshed

The easy paperback collection in the Children’s Room is undergoing a refresh. Damaged and worn out items are being replaced with new copies, and new titles are being added to reflect current popular and high interest characters and series. This is a great browsing collection for parents and young children.

New Manga Added

The number of magna (Japanese graphic novels) series being published has grown significantly in recent years. As a result, our collection development staff have put increased focus on growing this collection. In the past year, over half a dozen of newer series have been added. These new titles have been well received and circulating well.

OUTREACH & PARTNERSHIPS

Citizen’s Preparedness Class

The library held a Citizen’s Preparedness Class run by the Department of Homeland Security. This program was held at the Marvin House on April 15th and had 20 attendee, a great turnout. The presenters loved the location so much, they requested to have another event there in the fall. The presentation offered helpful information to attendees on how to prepare for and deal with emergencies and natural disasters.

YMCA Healthy Kids Day and JCLC Science Night

We were able to participate in two great yearly events again in April, the JCLC Science Night and the YMCA Healthy Kids Day. Between these two events we were able to reach almost 300 people, and share information about our programming and resources for kids. We brought the Mobile Makerspace to both events, which the kids thoroughly enjoyed, and we heard positive feedback from families in attendance.

LIBRARY UPDATES

Staff Recognition

Every month we recognize a member of our team for the valuable work they contribute to our mission. Hunter Johnson joined our Security staff in January of this year and quickly adapted to the needs to his job. Greeting patrons upon arrival, assisting with Circulation Check-outs as needed, monitoring library spaces both indoors and outdoors for facility issues or patrons in need of assistance, increasing patron awareness of our policies, addressing policy infractions, and de-escalating situations if they arise are all necessary processes for the library that easily get overlooked or overwhelming when security isn't present. Hunter's smiling face never fails to help our patrons and staff feel welcome, safe, and appreciated! We are very grateful for Hunter's presence, proactivity, and care; thank you Hunter, for all that you do!

GRANT UPDATES

NYS Construction Grant Update

Due to manufacturing delays and our desire to keep the library open during the summer, our construction project has now been postponed until Fall 2025. With a more concrete timeline in place, this will better allow our staff to prepare the necessary adjustments to the library's space and services during the construction project. Thank you for your patience and flexibility!

Cummins Grant Received

The library was awarded grant funding from the Cummins Foundation to update the tables in the Makerspace. We received \$1,500 in April in support of this project. We are going to be replacing the tables in the Makerspace with movable, collaborative tables that can be rearranged for different kinds of group work.

DIRECTOR'S REPORT / May 2025

PROGRAMMING & SERVICES

Fletcher Preschool Visit

Fletcher Preschool brought 4 classes for storytimes and Makerspace. We had 100 attendees, with a mix of children, parents and teachers. The kids enjoyed spending time in the Makerspace, listening to stories, singing and getting their wiggles out. It was a great opportunity for parents to see the resources available for children at the library.

1-on-1 Tech Help Appointments

1-on-1 Tech Help Appointments continue to be a popular resource. There have been 29 appointments completed this year, an average of slightly more than 1 a week. This is up from 2024, where we had 37 overall appointments, which averaged a little over 1 appointment every 2 weeks. Patrons can book 1-on-1 tech help with our staff, and choose from a wide variety of technology topics as well as crafting help.

COLLECTION

Two Years of Series Labeling

In April 2023 a staff member began labeling adult fiction series to help staff shelve them in series-order, and to make browsing easier for patrons. In the past two years, with the help of longtime volunteer Steve Seymour, we've labeled 484 series!

More Staff Assisting with Ordering

The library has added more staff to our collection development team. These staff members will provide new perspectives on the collection, and we are excited to distribute the work of research and book selection across more staff members. This will allow our collection to continue to grow and serve as a vibrant resource for our community.

OUTREACH & PARTNERSHIPS

CHQ Office of the Aging Expo

Staff attended the Chautauqua County Office of the Aging, *CHQ Aging Expo & Conference* in May. The conference, held at SUNY Fredonia, was popular, with hundreds of older adults attending to learn about community resources and participate in classes and lectures. Prendergast staff led a class on digital literacy and smartphone basics, which filled up fast, with thirty people preregistering for the session. In addition, the library had a resource table with information about library resources, including eBooks, audiobooks, and summer reading.

Salamanca School Visit

On May 29, a class from Salamanca City Central School visited the Prendergast Library to learn about the library's collection, services and history. The students enjoyed learning about how the library came to be built and the history of the Prendergast family, as well as exploring our collection. They capped off their visit with time in our Makerspace.

LIBRARY UPDATES

Staff Recognition

Every month we recognize a member of our team for the valuable work they contribute to our mission. Hunter Johnson joined our Security staff in January of this year and quickly adapted to the needs to his job. Greeting patrons upon arrival, assisting with Circulation Check-outs as needed, monitoring library spaces both indoors and outdoors for facility issues or patrons in need of assistance, increasing patron awareness of our policies, addressing policy infractions, and de-escalating situations if they arise are all necessary processes for the library that easily get overlooked or overwhelming when security isn't present. Hunter's smiling face never fails to help our patrons and staff feel welcome, safe, and appreciated! We are very grateful for Hunter's presence, proactivity, and care; thank you Hunter, for all that you do!

GRANT UPDATES

Holmberg Foundation grant awarded

The library received \$19,000 in grant funding from the Holmberg Foundation in support of Makerspace programming, children's non-fiction collection development, books for community distribution, and new items for our Library of Things. We are so appreciative of the Holmberg Foundation's ongoing support of our programming, as they have supported our Makerspace through grant funding since its establishment in 2017.

Darrah Foundation grant awarded

The library was awarded \$18,000 in grant funding from the Jessie Smith Darrah Fund, in support of eBooks purchasing. The Darrah Foundation has supported our collection, especially our eBooks, as prices increase and use increases as well. Thanks to this grant support, we can continue to help fund a wide range of eBooks for patrons of the entire Chautauqua-Cattaraugus Library System to enjoy.

CCLS Summer Reading grant awarded

The library received \$500 in grant funding from CCLS, in support of Summer Reading – this will help fund our programs and our Summer Reading Finale. This grant helps keep Summer Reading a low-cost program for the library.

Chautauqua Region Community Foundation grant awarded

The library was awarded \$3,885.08 from the Karl Peterson Unrestricted Fund and Francis E. Jenkins and Phyllis D. Jenkins Community Fund, to purchase outdoor tables and chairs, and a shed for storage. These items will make it much more efficient for staff to set up and clean up our many outdoor programs. We appreciate the grant support of this project!

James Prendergast Library Association

Cash Sources

April 2025

REVENUE REPORT	Receipts This Month Apr-24	Receipts YTD Beg - Apr 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	1,500.00	62,245.00	171,894.00	109,649.00	36.21%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	5,000.00	10,000.00	5,000.00	50.00%
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	-99,958.87	108,200.50	432,802.00	324,601.50	25.00%
. AXEL W CARLSON	2,071.00	2,071.00	1,599.00	-472.00	129.52%
. GUSTAFSON-LANPHERE FUND	0.00	0.00	2,500.00	2,500.00	0.00%
. SALLY J NALBONE MEM FUND	560.00	560.00	432.00	-128.00	129.63%
. KATHERINE GANZ FUND	17,768.00	17,768.00	13,623.00	-4,145.00	130.43%
. KOHL FAMILY FUND	1,623.88	1,623.88	900.00	-723.88	180.43%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. ROBERT S & JE'ANNE BARGAR	422.70	422.70	325.00	-97.70	130.06%
LIBRARY FEES					
. FINES & FEES	1,430.96	5,503.59	17,045.00	11,541.41	32.29%
. COPY MACHINE	247.75	762.75	3,000.00	2,237.25	25.43%
CCLS					
. CCLS RENTAL INCOME	4,972.50	19,890.00	60,255.00	40,365.00	33.01%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,926.50	5,805.87	26,000.00	20,194.13	22.33%
. FUNDRAISING	3,006.29	12,551.92	65,000.00	52,448.08	19.31%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	500.00	930.00	3,000.00	2,070.00	31.00%
OTHER					
. INTEREST EARNED	3.34	28.48	50.00	21.52	56.96%
Total Income	-61,425.95	244,522.79	1,271,859.00	1,027,336.21	19.23%

James Prendergast Library Association

Expenses

April 2025

EXPENSE REPORT	Disbursed This Month Apr-24	Disbursed Year-To-Date Beg - Apr 2025	Annual Budget Internal 2025	Balance	% Spent
• SALARIES - STAFF	48,427.00	197,847.20	676,605.00	478,757.80	29.24%
• SALARIES - MAINTENANCE	2,902.51	11,553.76	37,730.00	26,176.24	30.62%
• RETIREMENT BENEFITS	0.00	0.00	99,168.00	99,168.00	0.00%
• SOCIAL SECURITY BENEFITS	3,687.37	15,255.46	54,647.00	39,391.54	27.92%
• DISABILITY INSURANCE BENEFITS	-307.22	306.10	1,310.00	1,003.90	23.37%
• INSURANCE - WORKER'S COMP	0.00	4,536.00	8,223.00	3,687.00	55.16%
• HEALTH BENEFITS	6,332.20	20,564.15	71,107.00	50,542.85	28.92%
• 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	10,051.46	32,412.17	110,000.00	77,587.83	29.47%
BUILDING EXPENSES					
• UTILITIES	5,957.17	23,384.83	50,450.00	27,065.17	46.35%
• BLDG & CUSTODIAL SUPPLIES	510.74	1,323.99	8,000.00	6,676.01	16.55%
• BLDG MAINT & REPAIR	1,807.22	18,339.96	45,000.00	26,660.04	40.76%
• INSURANCE - BLDG & LIABILITY	0.00	15,981.28	17,154.00	1,172.72	93.16%
• PROGRAMS	635.11	2,407.82	8,500.00	6,092.18	28.33%
• MISC BUSINESS FEES	449.71	1,575.22	10,001.00	8,425.78	15.75%
• INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
• IT TECH	688.74	1,811.91	16,000.00	14,188.09	11.32%
• OFFICE & LIBRARY SUPPLIES	579.46	3,207.38	10,000.00	6,792.62	32.07%
• GRANTS PROGRAM EXPENSES	0.00	169.40	0.00	-169.40	0.00%
• FUNDRAISING	110.30	1,744.76	7,000.00	5,255.24	24.93%
• COPY MACHINE EXPENSE	782.53	1,698.38	4,500.00	2,801.62	37.74%
MISCELLANEOUS					
• LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
• HR & PROFESSIONAL FEES	768.51	3,751.46	23,000.00	19,248.54	16.31%
• OUTREACH	0.00	20.00	500.00	480.00	4.00%
• PUBLICITY	38.25	153.00	1,000.00	847.00	15.30%
• EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	83,421.06	359,489.23	1,271,859.00	912,369.77	28.26%
NET PROFIT OR LOSS	<u>\$ (144,847.01)</u>	<u>\$ (114,966.44)</u>			

James Prendergast Library

Balance Sheet

As of April 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 JSB - OPERATING FUND	60,692.87
1050 JSB - MONEY MARKET	31,998.44
1060 SPECIAL ACCOUNT - JSB	214.70
1070 PETTY CASH	50.00
1080 Jamestown Savings Bank - CARF	240,838.17
1090 Unemployment Fund	2,669.02
Total Bank Accounts	\$ 336,463.20
Other Current Assets	
1300 PREPAID CONTRIBUTION TO RETIRE	83,854.00
Total Other Current Assets	\$ 83,854.00
Total Current Assets	\$ 420,317.20
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	244,092.25
1550 ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	\$ 2,487,397.30
Other Assets	
1555 ENDOWMENT FUND	
1555.01 INVESTMENT FUND - ENDOW	6,158,359.91
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	1,496,937.99
Total 1555 ENDOWMENT FUND	\$ 7,714,914.91
1560 Snitger Gift Fund	54,172.09
Total Other Assets	\$ 7,769,087.00
TOTAL ASSETS	\$ 10,676,801.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 PREMIUMS - FLEX	
2040.01 HEALTH INS FLEX	523.66
2040.02 DENTAL FLEX	68.03
2040.03 AFLAC	-29.58
2040.04 VSP	96.58
Total 2040 PREMIUMS - FLEX	\$ 658.69

2080 NY DISB PFL	194.84
2110 ACCRUED VACATION	29,442.01
Total Other Current Liabilities	\$ 30,295.54
Total Current Liabilities	\$ 30,295.54
Total Liabilities	\$ 30,295.54
Equity	
3070 FUND BALANCE	950,399.75
3080 Without Donor Restrictions	9,766,857.19
3085 With Donor Restrictions	193,345.00
Net Income	-264,095.98
Total Equity	\$ 10,646,505.96
TOTAL LIABILITIES AND EQUITY	\$ 10,676,801.50

James Prendergast Library Association

Cash Sources

May 2025

REVENUE REPORT	Receipts This Month May-24	Receipts YTD Beg - May 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	0.00	62,245.00	171,894.00	109,649.00	36.21%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	5,000.00	10,000.00	5,000.00	50.00%
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	108,200.50	216,401.00	432,802.00	216,401.00	50.00%
. AXEL W CARLSON	0.00	2,071.00	1,599.00	-472.00	129.52%
. GUSTAFSON-LANPHERE FUND	1,244.68	1,244.68	2,500.00	1,255.32	49.79%
. SALLY J NALBONE MEM FUND	0.00	560.00	432.00	-128.00	129.63%
. KATHERINE GANZ FUND	0.00	17,768.00	13,623.00	-4,145.00	130.43%
. KOHL FAMILY FUND	0.00	1,623.88	900.00	-723.88	180.43%
. FRED L & VANNIE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	422.70	325.00	-97.70	130.06%
LIBRARY FEES					
. FINES & FEES	1,495.77	6,999.36	17,045.00	10,045.64	41.06%
. COPY MACHINE	434.60	1,197.35	3,000.00	1,802.65	39.91%
CCLS					
. CCLS RENTAL INCOME	4,972.50	24,862.50	60,255.00	35,392.50	41.26%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,508.15	7,314.02	26,000.00	18,685.98	28.13%
. FUNDRAISING	3,689.21	16,241.13	65,000.00	48,758.87	24.99%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	80.00	1,010.00	3,000.00	1,990.00	33.67%
OTHER					
. INTEREST EARNED	2.80	31.28	50.00	18.72	62.56%
Total Income	121,628.21	366,151.00	1,271,859.00	905,708.00	28.79%

James Prendergast Library Association

Expenses

May 2025

EXPENSE REPORT	Disbursed This Month May-24	Disbursed Year-To-Date Beg - May 2025	Annual Budget Internal 2025	Balance	% Spent
• SALARIES - STAFF	46,684.32	244,531.52	676,605.00	432,073.48	36.14%
• SALARIES - MAINTENANCE	2,902.51	14,456.27	37,730.00	23,273.73	38.32%
• RETIREMENT BENEFITS	0.00	0.00	99,168.00	99,168.00	0.00%
• SOCIAL SECURITY BENEFITS	3,725.35	18,980.81	54,647.00	35,666.19	34.73%
• DISABILITY INSURANCE BENEFITS	0.00	306.10	1,310.00	1,003.90	23.37%
• INSURANCE - WORKER'S COMP	0.00	4,536.00	8,223.00	3,687.00	55.16%
• HEALTH BENEFITS	5,317.86	25,882.01	71,107.00	45,224.99	36.40%
• 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	7,374.05	39,786.22	110,000.00	70,213.78	36.17%
BUILDING EXPENSES					
• UTILITIES	4,801.40	28,186.23	50,450.00	22,263.77	55.87%
• BLDG & CUSTODIAL SUPPLIES	1,487.25	2,811.24	8,000.00	5,188.76	35.14%
• BLDG MAINT & REPAIR	297.68	18,637.64	45,000.00	26,362.36	41.42%
• INSURANCE - BLDG & LIABILITY	0.00	15,981.28	17,154.00	1,172.72	93.16%
• PROGRAMS	212.49	2,620.31	8,500.00	5,879.69	30.83%
• MISC BUSINESS FEES	2,257.21	3,832.43	10,001.00	6,168.57	38.32%
• INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
• IT TECH	122.58	1,934.49	16,000.00	14,065.51	12.09%
• OFFICE & LIBRARY SUPPLIES	719.00	3,926.38	10,000.00	6,073.62	39.26%
• GRANTS PROGRAM EXPENSES	2,596.88	2,766.28	0.00	-2,766.28	0.00%
• FUNDRAISING	1,077.42	2,822.18	7,000.00	4,177.82	40.32%
• COPY MACHINE EXPENSE	397.51	2,095.89	4,500.00	2,404.11	46.58%
MISCELLANEOUS					
• LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
• HR & PROFESSIONAL FEES	508.77	4,260.23	23,000.00	18,739.77	18.52%
• OUTREACH	0.00	20.00	500.00	480.00	4.00%
• PUBLICITY	38.25	191.25	1,000.00	808.75	19.13%
• EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	80,520.53	440,009.76	1,271,859.00	831,849.24	34.60%
NET PROFIT OR LOSS	\$ 41,107.68	\$ (73,858.76)			

James Prendergast Library

Balance Sheet

As of May 31, 2025

















	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 JSB - OPERATING FUND	43,956.60
1050 JSB - MONEY MARKET	90,201.26
1060 SPECIAL ACCOUNT - JSB	250.00
1070 PETTY CASH	50.00
1080 Jamestown Savings Bank - CARF	226,420.02
1090 Unemployment Fund	2,669.04
Total Bank Accounts	<u>\$ 363,546.92</u>
Other Current Assets	
1300 PREPAID CONTRIBUTION TO RETIRE	83,854.00
Total Other Current Assets	<u>\$ 83,854.00</u>
Total Current Assets	<u>\$ 447,400.92</u>
Fixed Assets	
1400 Art Collection	35,300.00
1510 Building & Equipment	5,014,042.12
1520 Computer Software	40,500.00
1530 Construction in Progress - R	179,477.45
1550 ACCUMULATED DEPRECIATION	-2,877,231.73
Total Fixed Assets	<u>\$ 2,392,087.84</u>
Other Assets	
1555 ENDOWMENT FUND	
1555.01 INVESTMENT FUND - ENDOW	6,211,477.49
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	1,535,113.05
Total 1555 ENDOWMENT FUND	<u>\$ 7,806,207.55</u>
1560 Snitger Gift Fund	54,172.09
Total Other Assets	<u>\$ 7,860,379.64</u>
TOTAL ASSETS	<u>\$ 10,699,868.40</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 PREMIUMS - FLEX	
2040.01 HEALTH INS FLEX	394.93
2040.02 DENTAL FLEX	331.95
2040.04 VSP	129.22
Total 2040 PREMIUMS - FLEX	<u>\$ 856.10</u>
2080 NY DISB PFL	391.62

2110 ACCRUED VACATION	20,079.87
Total Other Current Liabilities	<u>\$ 21,327.59</u>
Total Current Liabilities	<u>\$ 21,327.59</u>
Total Liabilities	<u>\$ 21,327.59</u>
Equity	
3070 FUND BALANCE	850,032.23
3080 Without Donor Restrictions	9,766,857.19
3085 With Donor Restrictions	193,345.00
Net Income	-131,693.61
Total Equity	<u>\$ 10,678,540.81</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 10,699,868.40</u>



JPLA Data Dashboard displays information the library tracks related to the collections, services, and programs. For each measurement, monthly totals and a year-to-date (YTD) total are provided for the current calendar quarter, along with data from the previous period for comparison. There are also YTD totals for the current year and the prior year. Also included is a section with data analyzed within a three-year framework; these metrics may change as we focus on different goals and trends. **Quarterly and YTD trends are represented by a green arrow (up), a red minus symbol (down), or a blue equal symbol (no change).**







The green arrow is an increase of $\geq 3.0\%$, the red minus symbol is a decrease of $\leq -3.0\%$, the blue equal symbol is a change between -2.9 and $+2.9\%$

Measurement	March	April	May	Quarterly Trend	2025 YTD	2024 YTD	YTD Trend
Library Visits Number of library visits	10860	10237	9672		49732	49040	
New Cardholders Number of new library card signups	84	83	70		408	357	
Circulation of Physical Items Circulation of physical items: books, magazines, science kits, games, DVDs, audiobooks, etc.	6436	6543	6362		32851	33186	
Digital Circulation Circulation of digital items: eBooks and audiobooks	2233	2260	2284		11344	11126	
Database Use Database usage: Ancestry, New York Times, Mango Languages, etc.	4581	4629	4017		22024	20737	
WIFI Use Number of public WIFI logins	1332	1236	1402		6474	6253	
Public Computer Use Number of public computer sessions	1191	1309	1137		6055	7612	
Reference Questions & Services Number of reference questions or services provided to library users	8370	7846	7140		40523	56444	



James Prendergast Library Data Dashboard

March - May 2025

Measurement	March	April	May	Quarterly Trend	2025 YTD	2024 YTD	YTD Trend
Program Attendance Number of people participating in library programs	1293	1377	806		5630	5846	
Program Sessions Number of programs provided by the library	116	99	82		518	464	
Room Use Number of meeting or study room reservations	129	120	113		576	365	

Social Media Policy

Purpose Statement: Social media provides a timely and efficient way for the James Prendergast Library Association (JPLA) to disseminate information about and promote library news, events, resources, and services. It also inspires conversation and expands the Library's connection with the community. This policy defines appropriate usage and the library's role in monitoring user-contributed content.

Policy: JPLA welcomes the community's comments, posts, and messages and recognizes and respects differences in opinion. However, all comments, posts, and messages are reviewed, and JPLA reserves the right to remove any comment, post, or message that it deems inappropriate or off-topic. JPLA is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should not expect privacy when posting on library-sponsored social media sites. Using such sites, you consent to JPLA's right to access, monitor, and read any postings. JPLA reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the post's original intent.

Content or posts containing any of the following will be removed immediately from any James Prendergast Library Association social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

JPLA reserves the right to ban or block users who have posted in violation of this policy. Any threatening comments or messages may be forwarded to local authorities. In addition, users must abide by the terms and conditions set by third-party social media platforms and follow appropriate Federal and State Laws.

Video Surveillance Policy

Purpose statement: The James Prendergast Library strives to maintain a safe and secure environment for its users, staff, and property while protecting individual privacy rights. In order to discourage criminal activity and potential violations of library policy, security cameras which will record video images have been installed in certain areas of the Library. Cameras are situated to monitor selected entrances and exits, service areas, and areas of the building that are out of the line of vision of Prendergast Library staff.

Privacy and Confidentiality: Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, including restrooms. Cameras are not positioned to identify a person's reading, viewing or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential, to the extent permissible by law, and under the confidentiality and privacy policies of the Library.

Public Notice: The Library will post signs at all public entrances alerting users to the presence of security cameras for monitoring and recording on Library property, both inside and outside. Because security cameras are not routinely monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The James Prendergast Library is not responsible for loss of property or personal injury and no assurances of safety are being provided as a result of the use of video cameras.

Data Storage and Access: Cameras will record activities in real time, 24 hours a day and images will be saved to the camera server's hard drive. Current software deletes images automatically as the capacity of the hard drive is reached; which is one month. Reception and recording equipment is stored in a limited-access, secure staff area. Only the Director and Library Management are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Rules of Conduct. The Library Director holds the authority to designate Library staff members who may access real time or recorded footage.

Digital images will not be maintained after one month, provided no criminal activity or policy violation has occurred or is being investigated. Digital records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library's Rules of Conduct Behavior Policy and will be maintained as long as considered necessary by the Library Director.

In situations involving trespassing/banned patrons, stored still images may be shared with staff. Shared images may be posted in restricted staff areas and will be maintained as long as considered necessary by the Library Director. Circumstances under which designated Prendergast Library staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for purposes of safety and security. Access to real time or recorded imagery is also authorized to designated Prendergast Library staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Patrons who experience a crime such as theft of personal possessions while at the library must submit a report to law enforcement; the library will not allow patrons to view surveillance footage.

All requests for security camera footage or still photographs by law enforcement will be referred to the Library Director or staff designated by the Director. Digital still images or video from Library cameras are shared with law enforcement under the following conditions:

- When pursuant to a subpoena, court order, or when otherwise required by state or federal law.
- When needed as evidence of policy violation or criminal activity taking place in the Library building or on Library property.

The Library and the Board of Trustees reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

Disclaimer

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Exam Proctoring Policy

Purpose:

The James Prendergast Library Association (JPLA) encourages the library's mission of "empowering lifelong learning" by providing proctoring services for written and online exams.

Policy:

JPLA may proctor exams, subject to availability of staff. A minimum of one week advance notice is required before any exam will be proctored. In addition, all exam taking requirements and forms must be received from the issuing institution before any tests are taken. Those who would like the Library to proctor an exam should contact the Library at 716-484-7135 Ext. 240. The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the James Prendergast Library:

- JPLA will proctor mailed, e-mailed, or faxed exams.
- Any costs for printing will be charged at the current rate of .15 per page
- JPLA charges \$50.00 per hour for this service but no more than \$75.00 per exam. Payment is due upon completion of services.
- For recurring proctoring sessions or sessions for a non-profit organization, JPLA may offer a reduced rate.
- It is the test-taker's responsibility to coordinate the transfer of the exam from the testing institution to JPLA and to verify that the exam has been received by the library.
- The test-taker will allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams must be taken during library open hours and must be completed 30 minutes prior to library closing time.
- Prior to taking the exam, the test-taker is required to present a photo I.D. and to come prepared with the necessary supplies to take the exam. Personal items such as cell phones must not be present while taking an exam.
- JPLA cannot guarantee that the proctoring area will be quiet at all times.
- Proctors will enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.
- JPLA cannot provide a locked or secure place for the exam.
- At the conclusion of the exam, JPLA will return it to the testing institution either via email (the test will be scanned) or the U.S. Postal Service at the next regularly scheduled postal pick-up at the library. The test-taker is responsible for postage costs. The library can also fax a copy of a completed exam to the testing institution at the cost of \$3.00.
- JPLA will hold an uncompleted exam for 90 days or until the testing institution's deadline, whichever is first. Uncompleted exams will be returned to the testing institution if postage is provided. If not, the exam will be destroyed.
- The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- It is the test-taker's responsibility to ensure that the testing institution is satisfied with JPLA's proctoring policy.
- JPLA will not be responsible for any delayed exam, nor any completed exams once they leave the Library's possession.