

James Prendergast Library

Board of Trustees Meeting

December 15, 2022

Board members in attendance (in person or virtual):

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

Absent: Judy Long

Staff Present: Anne Greene, Jenn Champ

Public: Cindy Johnson, Matt Mancuso

Meeting Called to order at 5:18 PM by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
 - a. No changes or additions
 - b. Acceptance of minutes of the last meeting
 - i. Motion made by Joni Blackman *Y-8 N-0*
3. Directors Report - Anne Greene
 - a. Thanks to all of the community donations, we have been able to provide winter weather items to many of our patrons.
 - b. JHS English students visited the library last month again. This is an ongoing outreach program and we are excited to be working directly with more high school students. Staff are now planning their first visit to the high school, which will occur in January.
 - c. The library was awarded a \$4,000 grant from the Chautauqua Region Community Foundation to fund new furniture for our Conference Room on the second floor of the Library. This is why we are able to have the conference table for our meetings in the PCC.

- d. The Public Market Report is included in the Board Packet - we were the most popular site visited and had the most collaboration with promotion.

Increases:

Category	% Increased	November 2022	October 2022	Notes
Total Library Circulation	9.9%	144,568	131,513	
Total Database Usage	176.6%	935	338	
Total # of programs offered	0.00%	94	94	

Decreases:

Library Visits	-15.5%	7,370	8,725	
Total Computer Logins	-15.8%	1,068	1,268	
Total Reference Questions	-13.7%	8,484	9,834	
Total Program Attendance	-36.1%	1,037	1,375	

4. Treasurer's Report: Mike Corey

- a. We received the \$350,000 from the Jamestown Public School district.
- b. Overall, our finances look good.
- c. We invested conservatively so we have not lost too much in our Endowment this year.
- d. Motion made to approve Treasure's Report by Ned Lindstrom, second by Frank Corapi.
Y-8 N-0

5. Fundraising Committee Report: Cassie Blakeslee

- a. 2023 Fundraising Plan is similar to last year's plan and it was solid. It has a lot of potential. The plan will need to be approved.
- b. Recommendation from Fundraising Committee to approve 2023 plan. *Y-8 N-0*

6. Strategic Planning Committee Report: Anne Greene

- a. A draft was given to the committee and a full progress report will be available at the January Board meeting.

7. Lease Committee: Mike Corey

- a. Discussion with CCLS Lease Committee will occur after the first of the year.

8. Nominating Committee Report: Cassie Blakeslee

a. New Board Member Candidates:

- i. Cindy Johnson (to complete Elizabeth Margarito's uncompleted term from 1/22-12/24 - Liz Left 9/2022): 1/23-12/24
- ii. Matt Mancuso (to complete Abbey Soffel's uncompleted term from 1/22-12/24 - Abbey left 11/2022): 1/23-12/24
- iii. Nominating Committee recommends that both, Cindy Johnson and Matt Mancuso be voted on for membership. *Y-8 N-0*

b. Election of Trustees:

- i. Ned Lindstrom (third term)
- ii. Cassie Blakeslee (second term)
- iii. Mary Zdrojewski (second term)
- iv. Judy Long (Judy completed Maggie Scorse's term from 1/21-12/22): 1/23-12/25
- v. Election of Trustees *Y-8 N-0*

c. Election of Slate of Officers:

- i. President - Dan Hickman
- ii. Vice President - Ned Lindstrom
- iii. Treasurer - Michael A. Corey
- iv. Secretary - Cassie Blakeslee
- v. Motion made by Cindy Johnson, second by Frank Corapi. *Y-10 N-0*

d. Resolution for authorized check signers: Anne Greene

- i. The James Prendergast Library Association Board of Trustees approves the following resolution Regarding Authorized Signatures for Bank Accounts:

Effective January 1, 2023, only the following people will be allowed to sign checks for JPLA bank accounts at Northwest Bank:

1. Dan Hickman – President
2. Ned Lindstrom - Vice President
3. Michael A. Corey – Treasurer
4. Kathleen Blakeslee – Secretary
5. Anne Greene – Executive Director
6. Tracy Hewitt - Business Office Manager only allowed to sign checks from the Special Account.

ii. Motion made by Mike Corey, second by Matt Mancuso. *Y-10 N-0*

e. JPLA Board Committee Job Descriptions: Anne Greene

i. Board committee job descriptions that will all need approval:

- Building Committee
- Executive Committee
- Finance Committee
- Fundraising Committee
- Nominating Committee
- Strategic Planning Committee

ii. Motion made by Cindy Johnson, second by Frank Corapi to approve all committee job descriptions. *Y-10 N-0*

9. New Business:

a. Lost and Found Policy:

i. No changes made to this policy.

b. Draft Programming Policy:

i. This is a new policy due to the significant increase in programs and attendance.

c. Open Meetings Law Changes – Procedures and Changes:

i. We have established procedures (see Addendum A) and need to pass a resolution (see Addendum B) regarding this change in order to use videoconferencing.

d. Motion made to approve both policies, adopt procedures, and pass a resolution by Joni Blackman, second by Mike Corey. *Y-10 N-0*

10. Unfinished Business:

a. Amendments to Bylaws for approval - Amendment were given to the Board of Trustees at the November 17, 2022 Board of Trustees Meeting:

i. See Addendum C for amendments to the Bylaws – additions are highlighted in red.

b. Motion made to approve additions to the Bylaws by Frank Corapi, second by Mary Zdrojewski. *Y-10 N-0*

c. Building Committee Report on outdoor lights: Jennifer Champ

- i. Work is in progress to create landscaping around the light fixtures. The lights are part of the patio project that is grant funded - the lights are both economical and ecofriendly.

11. Next meeting is January 19, 2023.

12. Meeting called to a close at 6:15 pm by Joni Blackman. *Y-10 N-0*

Addendum A

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

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

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

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

videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

JAMES PRENDERGAST LIBRARY ASSOCIATION
BY-LAWS
AS AMENDED

I. Adoption and Amendments

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

II. Board of Trustees

a. Number

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

b. Nomination and Election

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

c. Vacancies

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

d. Mandated Trustee Education Requirements

All Board members are required to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner on the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library

trustee. Such trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the commissioner.

e. Resignations

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

f. Removal

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

III. Annual Meeting

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

IV. Officers

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

V. Duties of Officers

The President shall preside at all meetings of the Board of Trustees and act as the chief executive officer in the governance of the library. The Vice-President shall act in the absence or disability of the President. The Secretary shall keep an accurate record of the proceedings of the Association, shall be the custodian of its seal and all legal and other papers. Such records may be placed in the library building for permanent record. The Treasurer, or his or her designee, shall oversee receipt of all funds of the Association and deposit them in such banks as shall be designated by the trustees. The Secretary and the Treasurer shall, at stated intervals, make such reports to the President and Trustees, as they request or require. The Assistant Secretary-Treasurer, shall aid the Secretary and Treasurer and perform such other duties as prescribed by the trustees.

All checks and vouchers shall be signed by two of the officers or one officer of the Association

and a staff member as designated by the Board of Trustees.

VI. Meetings

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

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

a. Attendance

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

VII. Disbursements

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

VIII. Committees

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

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

IX. Director

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

The Director shall be considered an ex-officio officer of the Board and shall take part in their deliberations but shall have no vote. The Director shall attend all board meetings (except those at

which his/her appointment or salary is to be discussed). Should the Director be unable to attend a board meeting, his/her designee shall attend and take part in board deliberations.

X. Indemnification

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

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

XI. Amendments

Amendments to the above bylaws may be proposed at any regular meeting but shall become effective only after a favorable vote at a subsequent meeting.

Compiled: December, 1969

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



James Prendergast Library Board Members

Board Meetings and Important Dates

2023 Board Meetings:

January 19, 2023 5:15 PM

February 16, 2023 5:15 PM

March 16, 2023 5:15 PM

April 20, 2023 5:15 PM

May 18, 2023 5:15 PM

June 15, 2023 5:15 PM

****No board meeting in July and August****

September 21, 2023 5:15 PM

October 19, 2023 5:15 PM

November 16, 2023 5:15 PM

December 21, 2023 5:15 PM

2023 Important Dates/Events:

Jim Roselle Community Block Party, Saturday, June 24th, 2023 (full Board participation)

Board Retreat - TBD

Haunted Library, Saturday, October 21, 2023 (full Board participation)

DIRECTOR'S REPORT / December 2022

PROGRAMMING & SERVICES

Murray L. Bob Lecture

Despite frigid weather, the library's annual Murray L. Bob lecture went well, with 22 patrons in attendance to hear Field and Fork Network's Co-Founder and Executive Director, Lisa French, discuss food insecurity in New York State. Jamestown Public Market Director Linnea Haskin also spoke on the impact of Field and Fork locally. The lecture was complemented by a reception featuring locally grown foods, provided by the Public Market.

Greens Workshop

Forty-eight patrons had a blast at our first ever Greens Workshop, where they made a decorative holiday swag using fresh greens and decorations like bows, bells, and ornaments. We received a great deal of positive feedback from attendees, and they collaborated with each other to share their different crafting skills. We were very impressed by what participants created!

Gingerbread Program

Our annual Gingerbread Program was again a resounding success, with 30 adults and 62 children attending. The Makerspace was also open for drop-in play, to promote the space to more families, and 48 children and adults visited the Makerspace as well. We also provided 36 take-home Gingerbread kits for patrons unable to attend the programs, and they were all distributed to very excited patrons in just two days.

COLLECTION

Updates and Inventory in Adult Non-fiction

We are dedicating staff time to ongoing inventory of our collection, with a current priority being adult non-fiction. A librarian is working through these sections, evaluating what we have available and using this information to inform ordering of new non-fiction materials. This helps to ensure our collection remains current.

New Audiobook cases

Our implementation of items purchased with grant funds from the Hultquist Foundation continues, as we have new audiobook cases available to replace our heavily used cases. Our audiobooks are a popular resource, and the cases show wear and tear while the discs remain functional. Replacing the cases makes these items more appealing to patrons and better protects the discs.

New Microfilm boxes

Another project that is thanks to the Hultquist Foundation is our ongoing replacement of microfilm boxes. The microfilm collection is heavily browsed, and until now, microfilm reels have been stored in the boxes in which they are delivered. After so much use, the boxes are breaking down, and handwritten labels are becoming difficult to read. With grant funds, we purchased new, sturdy boxes into which staff are now putting the microfilm collection, and adding typed labels to the boxes. The new boxes are a huge improvement in terms of durability and appearance.

OUTREACH & PARTNERSHIPS

Partnership with Community Music Project

With funds from the Murray L. Bob Education Initiative, we are now partnering with Jamestown's Community Music Project to provide music classes for ages 6 and under. We'll have classes on an upcoming no school day in January, and a series of classes is proposed for this summer.

Drop-off Site for Local Shoe Drive

The library is working with New Hope Assistance Dogs as a drop-off site for their shoe drive fundraiser, which helps defray the cost of training service animals for people with disabilities. We have a collection box up front, and have received dozens of pairs of shoes in support of this project.

Recovery Options Made Easy Support Groups

Recovery Options Made Easy is a local organization that runs support groups to assist people in recovery from addiction and struggling with depression and anxiety. They have been using the library as a meeting space this year, and recently expanded to offer three support groups in the library, which we are now promoting on our monthly programming calendar.

LIBRARY NEWS

2022 Strategic Plan Report

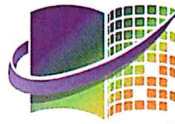
Library staff completed the 2022 Strategic Plan Report, and it is included in January's Board of Trustee's Packet. The report includes achievements, challenges, and notes on continuation for each goal outlined in the 2021-2024 Strategic Plan. We are happy to report on a number of achievements, supported by statistics and program evaluations. Over the next year, we will focus on the challenges and implement changes that help address them.

GRANT UPDATES

CCLS Outreach grant ordering complete

In October, the library was awarded a \$1,000 outreach grant from CCLS. This grant will fund outreach to ninth-grade students at Jamestown High School. This month, ordering was completed for this project, including supplies for collaborative Makerspace projects and printed book bags for students to use when borrowing books from the library.

Library Usage Report - December 2022	
Library Visits	
Days Open	25
Library Visits	8,293
Average Daily Library Visits	332
Year to Date Library Visits (Cumulative)	101,150
Library Borrowers	
New Cards Issued	46
Total Registered resident borrowers	16,469
Total Registered non-resident borrowers	11,121
Materials Use	
Adult Materials	3,791
Adult eBooks & eAudio	1,894
Children's Materials	2,100
Children's eBooks & eAudio	144
Video Materials	1,586
Microform Viewed	35
Reference Questions & Services	
Single Service Point Reference Questions	6,024
Technology Questions	1,964
Faxes (# sent or received)	35
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	193
Emailed print jobs	214
Internet Use (# of sessions)	1,143
Internet Use (# of minutes)	114,140
Adult Computer logins	705
Teen Computer logins	342
Children's Computer logins	96
Computer Lab Sessions in PCC	42
Rosetta Stone Library Solution (# of minutes used)	1
Rosetta Stone Library Solution (cumulative # of users)	348
NY Times On-Site Sessions	2162
NY Times Off-Site Sessions	112
Wall Street Journal Logins	14
Wall Street Journal Page Views	51
Ancestry.com searches	267
Heritage Quest searches	46
ABC Mouse active users	2
NOVELny searches	166
Consumer Reports Visits	2
Consumer Reports Page Views	8
Programs	
Children's programs- # offered	42
Children's programs - attendance	598
Teen programs- # offered	13
Teen programs- attendance	75
Adult programs- # offered	16
Adult programs- attendance	154
Offsite programs - # offered	0
Offsite programs - attendance	0
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	0
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	1
HSE/GED Classes - # offered	8
HSE/GED Classes - attendance	16
Aspire Job Training - # offered	10
Aspire Job Training - attendance	35
Room Use	
Non-Library Sponsored Room Use - # of sessions	48
Non-Library Sponsored Room Use -attendance	200
Library Sponsored Room Use - # of sessions	104
Library Sponsored Room Use - attendance	970
Social media & Webpage views	
Facebook - Daily Total Reach	17,819
Prendergast Library Home Page Views	6,814
Facebook Followers	4,018
Twitter Followers	1,048
Instagram Followers	1,070



PrendergastLibrary
Focusing on Your Future.

STRATEGIC PLAN REPORT

Results for the year 2022

This report reflects on year two of the Prendergast Library's 2021-2024 Strategic Plan. The report provides updates on plan goals and subsequent achievements, challenges, and continuation actions needed. In addition, library statistics from 2020 and 2021 provide context for data collected in the report.

James Prendergast Library 2022 Strategic Plan Report

Goal One: Quality and sustainable services and programming that supports lifelong learning in the community

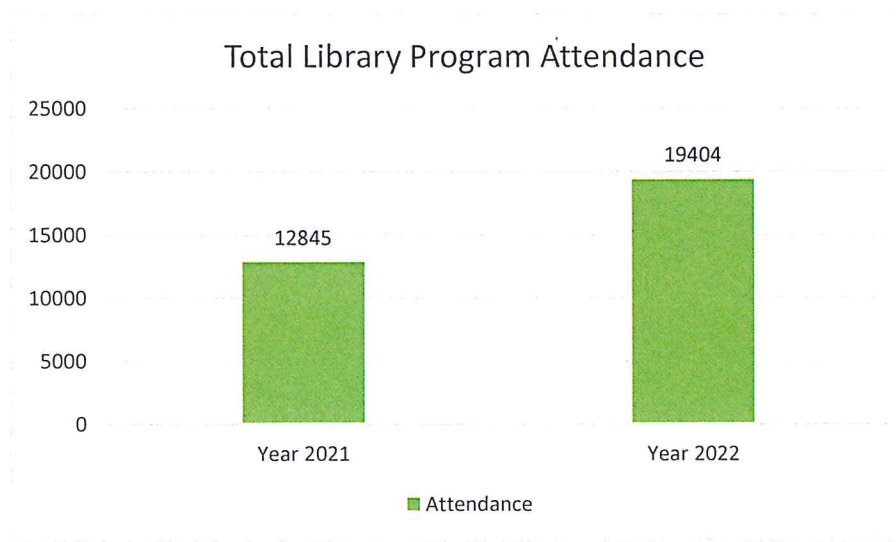
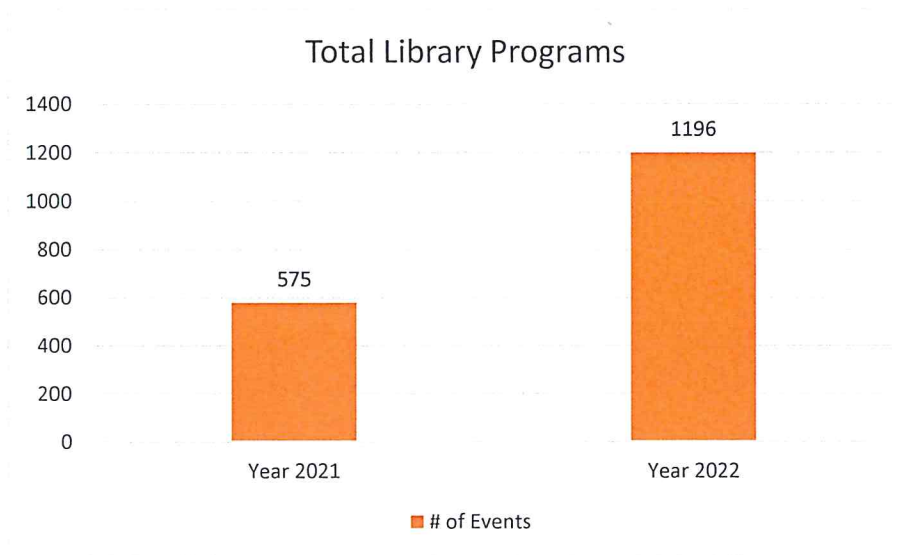
Indicators of success:

- Development of a new program plan that reaches teens 13-17
- Development of a new program plan that reaches seniors 65+
- Development of a new program plan that reaches educators (homeschool, public school, or daycare)
- Increased use of library services and resources by K-12 students
- Increase in the number of new cards issued to K-12 students
- Increased attendance at library programs
- Increased knowledge and awareness of library services to underserved populations: ESL Community, people with disabilities, and Veterans

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Developed a new program initiative – The Murray L. Bob Education Initiative • We re-established a partnership with BOCES to offer HSE classes at the library • Increased teen programming by offering a summer reading program and weekly crafting classes for teens • Created a new partnership with Jamestown High School English teacher Betsy Rowe-Baehr who brings her English 9 and 10 students to the library monthly for programs and library usage – all students received a library card • We worked with the Jamestown Public School's LEAP program to include a library card application in all LEAP 	<ul style="list-style-type: none"> • Managing structured involvement with Jamestown schools and finding the best channels of communication 	<ul style="list-style-type: none"> • We must focus on program development for seniors, ESL residents, veterans, and people with disabilities • In consideration, new Makerspace programs focused on using STEAM materials to create therapeutic activities for seniors, especially those with dementia or memory loss

James Prendergast Library 2022 Strategic Plan Report

<p>applications. As a result, we signed up over 300 elementary school students for library cards during the 2022 Summer Reading Program</p> <ul style="list-style-type: none">• 19,404 attendees at 1196 programs in 2022		
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James Prendergast Library 2022 Strategic Plan Report

Goal Two: A well-maintained and innovative library collection that meets the community's educational needs

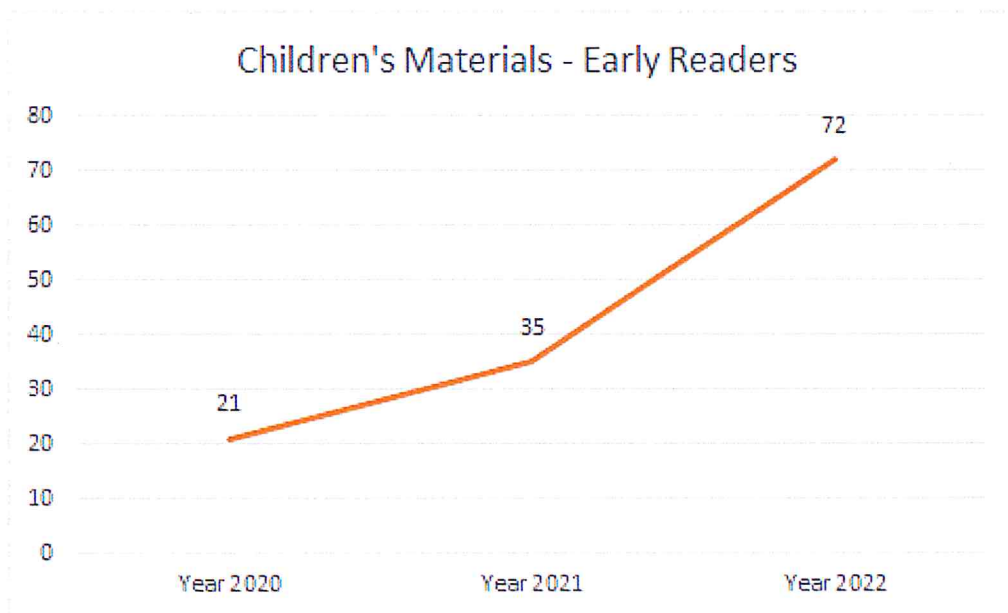
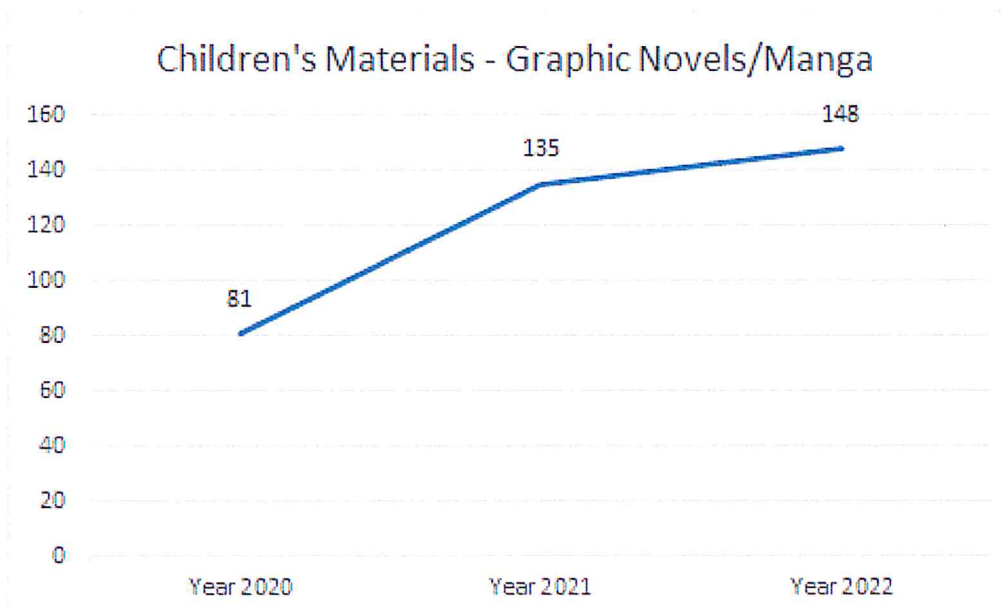
Indicators of success:

- Increase in collection maintenance initiatives
- Enhanced browsing experiences for adult and children patrons
- Increase in digital resources
- Increased commitment of staff to collection acquisitions to ensure diverse perspectives
- Access to non-traditional items for all ages
- Patron feedback and patron/community requests used to inform collection selections

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Added topic bins in the Children's Room • Added New Braille books • Expanded early reader Collection for children • Expanded Manga/Anime Collections • Revamped the early reader collection • Improved the availability of new books • Improved labeling of children's materials • Updated various non-fiction sections • Expanded adult literacy materials • Upgraded magazine storage • Expanded alternative collection to include bike locks and charging cords based on in-library needs 	<ul style="list-style-type: none"> • The rising cost of digital resources • Need for the longevity of digital resources to increase community awareness – requires a financial commitment over multiple years • Limited patron feedback; the need to ensure representative sampling • The ability to modify and improve collection setup is limited by physical space and shelving 	<ul style="list-style-type: none"> • A proposed grant for 2023 is in development to expand non-traditional item collection significantly • Continued evaluation of current digital resources' usage and cost, continued research into new digital options • Ongoing implementation of new collection equipment to improve browsability in the Children's Room (board books and paperback picture books) • The addition of a full-time librarian will allow for increased staff involved in ordering

James Prendergast Library 2022 Strategic Plan Report

Expanded our Graphic Novels and Early Readers collections:



James Prendergast Library 2022 Strategic Plan Report

Goal Three: A library responsive to technology advancement and community and staff technology needs

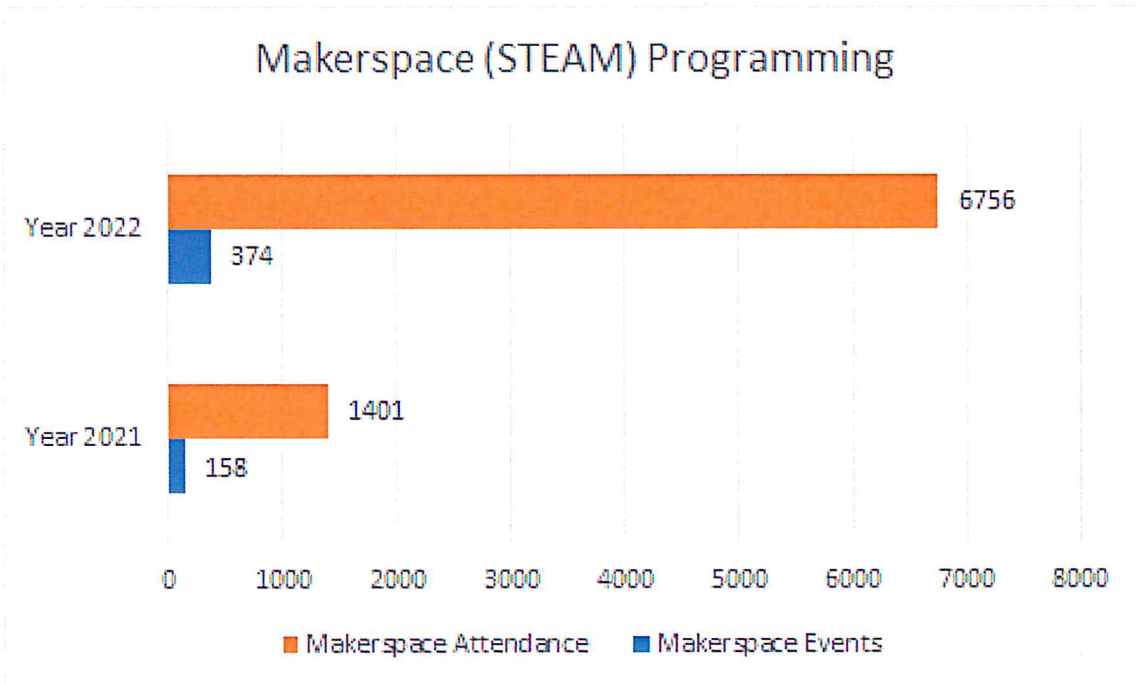
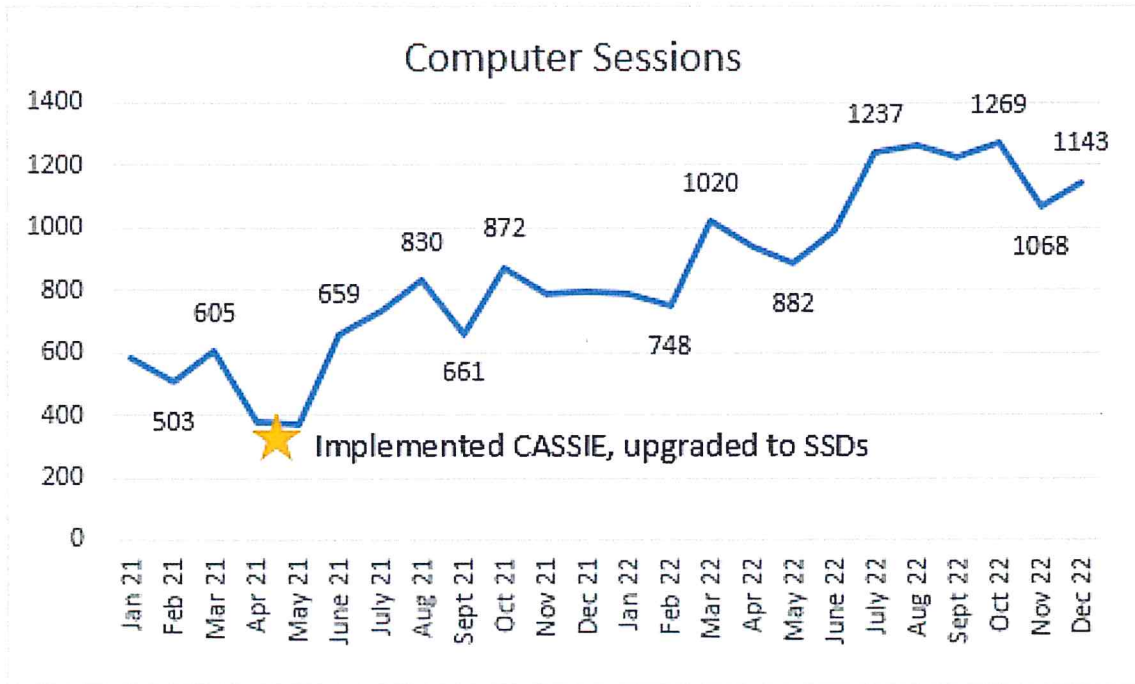
Indicators of Success:

- Streamlined communication with CCLS IT Manager
- Streamlined access to digital resources
- Quicker response by staff to technology issues
- Updated hardware to improve performance and reliability
- Increased participation in technology-based STEAM programming
- Reduced patron complaints regarding computer labs and printing
- Improved audio and presentation quality in meeting rooms and community spaces
- Utilized technology during outreach events
- Updated staff software and hardware to improve performance
- Improved ease of cleaning shared technology hardware
- Enhanced computer use accessibility
- Increased mobile technology options for staff and patrons
- Increased staff training

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Purchased new solid-state drives to increase public and staff computers' speed and memory • Purchased two new Children's Education Stations with LearningBoard keyboards and mice • We purchased keyboard covers for all public and staff computers • Purchased new laptops for outreach programming • Purchased a new printer and copier for the Business Office • Reinstated several adult computer classes (i.e., Working with Excel) • Added a large screen monitor, large print keyboard, and an 	<ul style="list-style-type: none"> • Need improved storage for staff and in-library use technology • Improve tracking of borrowable and in-library use technology 	<ul style="list-style-type: none"> • Computer hardware will need to be upgraded or replaced in the coming years • A redesign of the library's adult computer area and PCC lab should be a priority for future library construction grants

James Prendergast Library 2022 Strategic Plan Report

ergonomic mouse for public use		
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James Prendergast Library 2022 Strategic Plan Report

Goal Four: A well-trained and efficient staff that delivers service most effectively

Indicators of Success:

- HR processes updated and improved
- Increased professional development opportunities for staff
- Increased patron satisfaction
- Increased staff communication
- Created and involved staff in various committees

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Increased pre-emptive engagement with patrons has decreased incidents such as conflicts among teens and children • Incidents that have increased include primarily sleeping patrons – not impacting public safety • The revamped onboarding process has improved the efficiency of the hiring process • New training lists and increased training time for new staff have improved staff readiness and knowledge of all procedures • Focused training for staff, such as active shooting and de-escalation, has increased staff confidence • Patrons regularly voice their appreciation to the staff and note the growth of the library in recent years 	<ul style="list-style-type: none"> • The increase in patrons using the library as a warming center has led to an increase in patrons sleeping in the library • HR processes such as onboarding and training are constantly evolving and, therefore, never "complete." 	<ul style="list-style-type: none"> • Staff training lists are an ongoing project as new processes and services require continuous updates to training • Continued prioritization of customer service and communication among staff

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Goal Five: A well-connected library that reaches all community members with impactful library services

Indicators of Success:

- Increased the number of community collaborators
- Develop a new volunteer program
- Recruited new volunteers
- Created new outreach programs
- Tracked how many patrons used library services via outreach.
- Participated in various community events throughout the year
- Staff present/attend community programs/meetings

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Hosted the first Library Community Block Party to celebrate partnerships and raise awareness about nonprofits' collaborative work in Jamestown and the surrounding area • We created a new volunteer application • Participated in several community events, including the Garden Fair, the Jamestown Public Market, Snowflake Festival, Monarch Festival, YMCA Health Kids Day, and several public-school family nights and open houses • A management team member joined the Chautauqua County Department of Economic Growth's Placemaking Committee 	<ul style="list-style-type: none"> • Prioritizing what events to attend is difficult as there are many options and insufficient staff time • Connecting with volunteers after the pandemic has been challenging 	<ul style="list-style-type: none"> • Seek partnerships with organizations that can reach new audiences, such as the Hispanic community, seniors, and veterans • Ensure the volunteers have rewarding and meaningful roles to play within the organization

James Prendergast Library 2022 Strategic Plan Report

Goal Six: A community that understands the role, services, and importance of the library

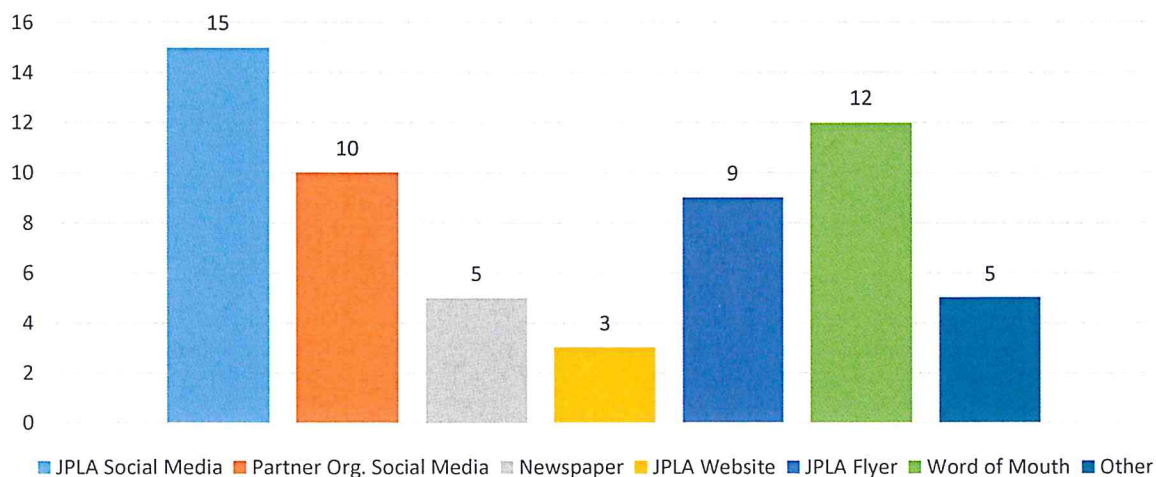
Indicators of Success:

- Increased community awareness of library materials, programs, and services
- Increased use of library materials, programs, and services
- Appropriate public relations platforms and content utilized to meet community interests
- Increased level of engagement with library social media accounts
- Strengthened partnerships with community organizations through the cross-promotion of programs and events
- Representation of library staff, volunteers, and patrons in public relations materials

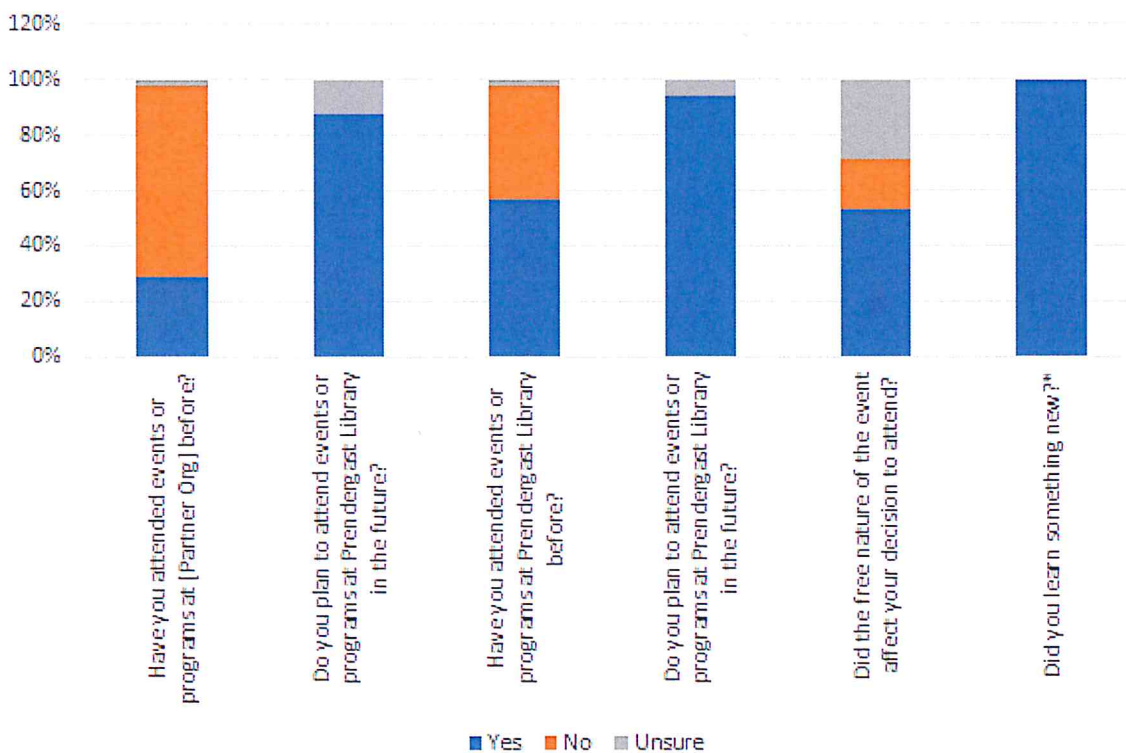
Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Recurring social media posts highlighting library collection and digital resources • Juvenile Books are circulating at pre-COVID levels. 20,995 in 2019 and 20,089 (so far) in 2022. (Koha Report 441) • Of Murray Bob Initiative survey respondents, 57% had attended JPLA programs in the past, and 94% planned to attend future JPLA programs. 29% had attended partner organization programs in the past, and 88% planned to in the future • Staff Picks posts highlighting the collection • Created recurring radio programming with WJTN to promote library programs during the 2022 Summer Reading Challenge 	<ul style="list-style-type: none"> • Circulation of physical materials is still below pre-COVID levels 70,345 (Juvenile + Book) books circulated in 2019, and 57,297 circulated in 2022 (Koha Report 441) • PR appearing in external media (newspapers, radio, etc.) depends on an outside organization • Maintaining consistency and branding as multiple staff contributes to PR 	<ul style="list-style-type: none"> • Improve patron representation in PR and include patron voices • Exploration and expansion of information channels, such as distributing flyers to JPS and community organizations, increased radio programming, recurring PR in local papers, and informational outreach at community programs and clubs

James Prendergast Library 2022 Strategic Plan Report

How did you learn about the Murray L. Bob Educational Initiative program?



Murray Bob Program Survey



James Prendergast Library 2022 Strategic Plan Report

Goal Seven: A library facility that is well maintained and provides appropriate access to relevant services

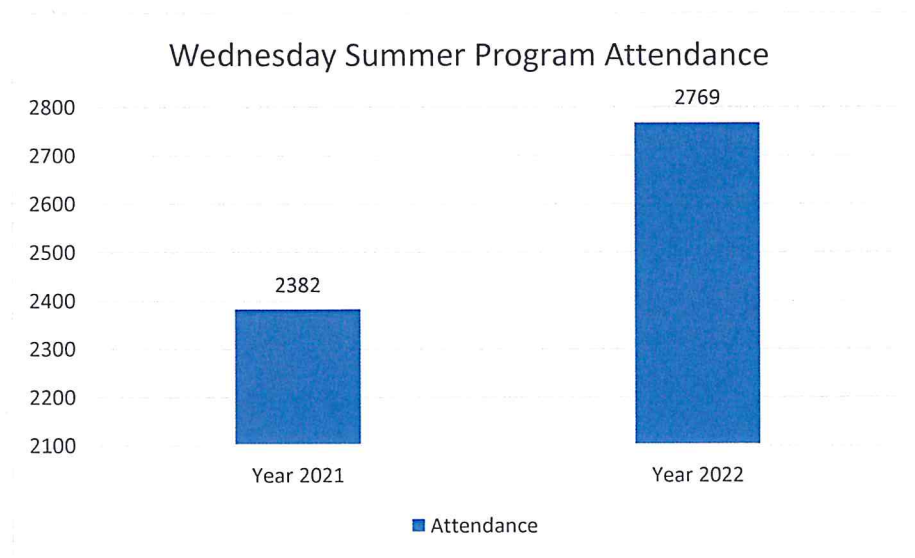
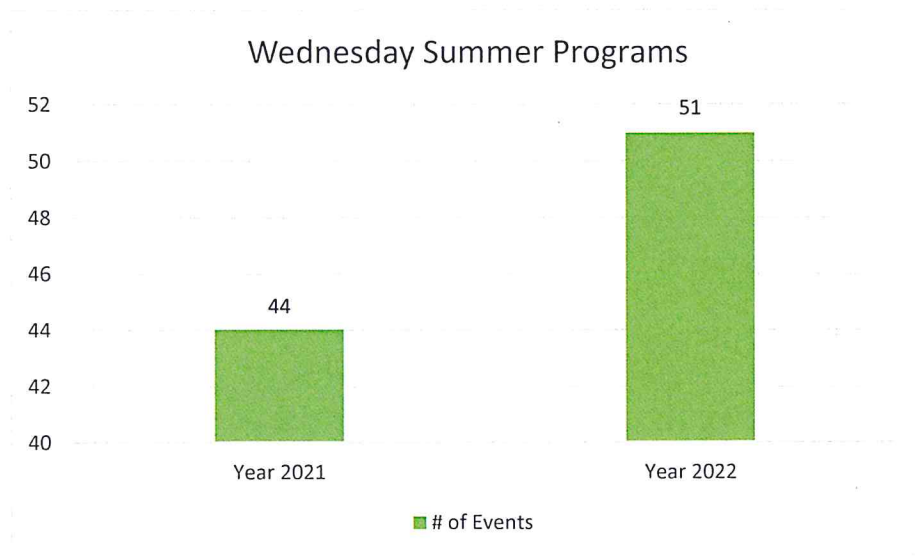
Indicators of Success:

- Upgraded collection storage and display materials
- Redesigned library front lawn to increase outdoor programming and library usage.
- Increased number of outdoor programs
- Improved facility plans that outlined priority projects for Public Library Construction grants
- Redesigned library technology areas that improve accessibility and connection
- Upgraded library maintenance equipment
- Improved the natural landscape to include native species and pollinator plants

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Awarded an NYS Library Construction Grant for a new outdoor patio and walkway in front of the library, and HVAC upgrades • Hosted outdoor drumming workshop on Thursdays • Staff ran the YMCA lunch program outside M-F from June-August • Continued offering the "Wednesdays at the Library" program with outdoor storytelling, games, and activities during Summer Reading • Created a Library Facility Plan that was approved by the board and will be updated yearly • We planted several pollinator plants out in the front of the library, including Milkweed and Black-Eyed Susan • Applied for and awarded a grant to update the library's maintenance equipment, including a 	<ul style="list-style-type: none"> • The library building is 130 years old, therefore upkeep and repairs will always be a priority • Demand for programs is high, so careful consideration is needed before introducing new programs due to staff and budget needs 	<ul style="list-style-type: none"> • Updating the library's DVD shelving area will improve collection accessibility and usage, as well as improve the layout of the library's main floor • Two 2023 grants will address needs for outdoor program and landscaping – seating and native plant gardens

James Prendergast Library 2022 Strategic Plan Report

<p>washer and dryer, vacuum cleaner, and power washer</p> <ul style="list-style-type: none"> Received a \$15,000 grant to update collection storage, including magazines, children's books, and microfilm 		
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James Prendergast Library 2022 Strategic Plan Report

Goal Eight: A library that is sustainable for generations to come

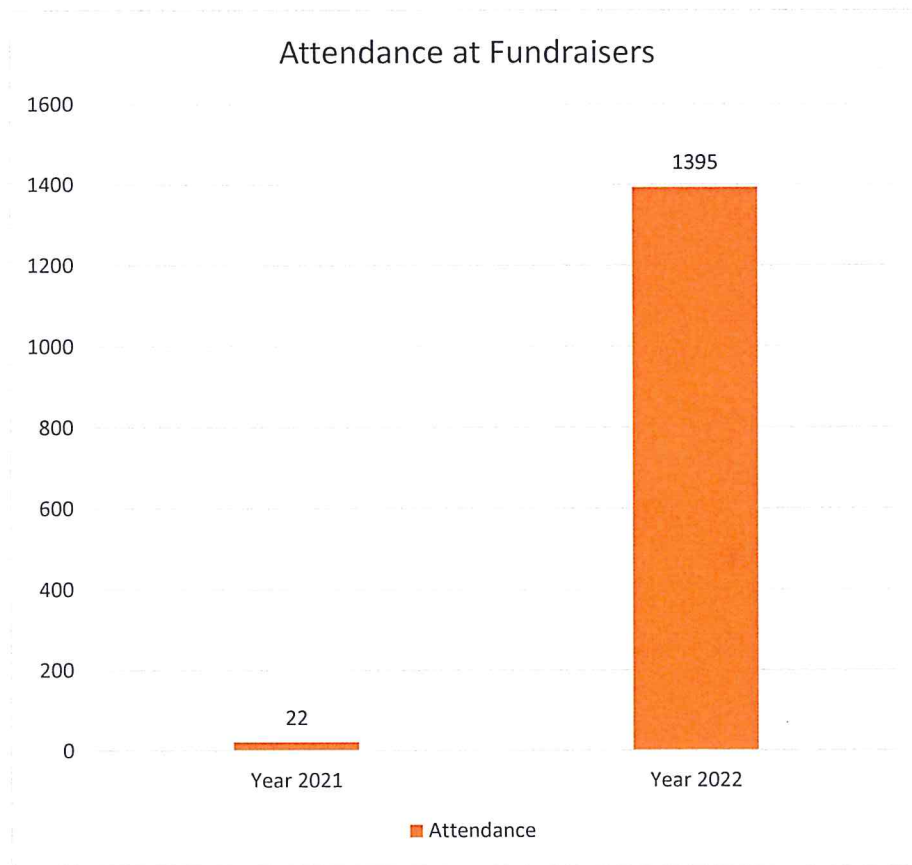
Indicators of Success:

- Reduced reliance on the endowment to fund yearly operations
- Improved Booksale processes to increase annual sales
- Created new fundraisers that drew new audiences and increased profits
- Reduced heating and cooling costs by investing in energy-efficient alternatives
- Provided new opportunities for volunteers to assist with fundraising activities
- Created new sponsorship opportunities
- Reorganized the library's grant plan to focus on long-term capital projects

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Introduced a Booksale stamp card that encourages patrons to make a purchase, get a stamp and after five stamps get a free book • Improved Booksale area for easy browsing – new children's bins, outward facing books and displays, and areas with book series, bestsellers and vintage/special books • Created two new fundraisers – the Community Block Party and the Haunted Library – both of which had excellent attendance • Received a NYS construction grant to replace the air handler and update the HVAC system to improve energy efficiency • Welcomed new volunteers at both the Community Block Party and Haunted Library • Created a new sponsorship packet that list events and programs that 	<ul style="list-style-type: none"> • As the library witnesses a significant increase in people using the library and attending programs, more investment in staff and programs is needed, making it difficult to further reduce endowment allocations • Limited space and staff time for the Booksale makes it challenging to keep up with donations 	<ul style="list-style-type: none"> • Focus on reducing the number of grants written and prioritizing larger capital project grants • Implement a new donor database system, track donors/major gifts more effectively to increase annual fund contributions • Focus on donor development and retention • Reintroduce volunteers to the Booksale, to decrease staff time and keep up with cleaning, stocking and donations

James Prendergast Library 2022 Strategic Plan Report

<p>businesses can sponsors – packet was sent out in early 2022 with a return of over \$3000</p> <ul style="list-style-type: none"> • Prioritized grant planning and reporting by developing a Grants Implementation Team • Improved communication with donors. For example, personal thank you notes and phone calls 		
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JAMES PRENDERGAST LIBRARY ASSOCIATION
509 Cherry Street
Jamestown, New York 14701

Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Association recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of the Library's goals. The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Library trustees and employees.

The James Prendergast Library Association Board of Trustees is also committed to avoiding any situation in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the Library. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part.

2. Confidential Information: No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

3. Representation Before the Board: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Association Board of Trustees.

4. Representation Before the Board for a Contingent Fee: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

5. Disclosure of Interest in Matters before the Board: Any trustee or employee, whether paid or unpaid who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee.

6. Disclosure of Interests in Contracts: To the extent known, any trustee or employee of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Director as soon as he or she has knowledge of such actual or prospective interest.

7. Investments in Conflict with Official Duties: No trustee or employee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No trustee or employee of the Library who has an interest in any property, either individually or as a trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

9. Prohibited Conflicts of Interest: No trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a director or employee if that Library trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee or employee who has any of the powers or duties set forth above. No chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of Library funds of which he or she is a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by the library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his or her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected if possible.

11. Private Employment: No trustee or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property: No trustee or employee shall use or permit the use of property,

*Approved by the James Prendergast Library Board of Trustees on June 16, 2011
Revised January 20, 2022*

owned or leased to the library, for anything other than official purposes or for activities not otherwise officially approved by the Library's Board of Trustees.

13. Duty to Disqualify: It is incumbent upon any trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists.

14. Duty to Report Conflicts of Interest: In the event that any trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library's Board of Trustees.

15. Duty to Report Violations of this Policy: Any trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

Distribution of the James Prendergast Library Association Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Board of Trustees shall provide a copy of the Trustee and Employee Code of Ethics and Conflict of Interest policy to be distributed to every Trustee and employee. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Penalties

A Library trustee or employee who shall knowingly and intentionally violate any of the provision of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including suspension and/or dismissal.

This policy was approved by the James Prendergast Library Association Board of Trustees at their meeting of June 16, 2011.

Acknowledgment

The standards of behavior of the James Prendergast Library Association is that all Trustees and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the James Prendergast Library Association on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the James Prendergast Library Association's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library trustees and employees both paid and unpaid.

Upon or before election, hiring, or appointment, I will make a full, written disclosure of any and all interests, relationships and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question or issue.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

2022 CBA Expenditures

	Invoice/Title	# of Items	Invoice Date	Date Paid	Cost
Continuations	Proquest Statistical Abstract of the US 2022	1	3/14/2022	4/15/2022	\$240.42
	ASVAB Study Guide	1	4/25/2022	5/31/2022	\$35.23
	Polk City Directory	1	4/30/2022	5/31/2022	\$245.00
	Official ACT Prep Guide 2022-23	2	5/5/2022	6/15/2022	\$72.60
	Scott Standard Postage Stamp Catalogue 2023	2	5/5/2022	6/15/2022	\$156.34
	Scott Standard Postage Stamp Catalogue 2023	2	6/6/2022	7/15/2022	\$167.37
	Scott Standard Postage Stamp Catalogue 2023	2	6/25/2022	7/15/2022	\$167.35
	Scott Standard Postage Stamp Catalogue 2023	2	7/20/2022	8/31/2022	\$167.41
	Scott Standard Postage Stamp Catalogue 2023	2	8/20/2022	9/15/2022	\$167.22
	Guinness Book of World Records	1	9/7/2022	10/14/2022	\$37.39
	Scott Standard Postage Stamp Catalogue 2023	2	9/19/2022	10/14/2022	\$156.40
	Kovel's Antiques and Collectibles Price Guide 2023	1	9/19/2022	10/14/2022	\$28.90
	Current Medical Diagnosis & Treatment 2023	1	9/19/2022	10/14/2022	\$87.16
	Barron's SAT Premium Study Guide 2023	1	10/3/2022	11/15/2022	\$43.16
	World Almanac and Book of Facts 2023	1	12/5/2022		\$42.50
	J.K. Lasser's Your Income Tax 2023	1	12/20/2022		\$35.67
NF Print Books	BT 2036399170	3	1/6/2022	1/14/2022	\$65.09
	BT 2036399171	1	1/6/2022	1/14/2022	\$17.42
	BT 2036399172	1	1/6/2022	1/14/2022	\$12.97
	BT 2036443782	1	1/14/2022	1/31/2022	\$14.97
	BT 2036443783	2	1/14/2022	1/31/2022	\$27.67
	BT 2036443784	1	1/14/2022	1/31/2022	\$108.43
	BT 2036428315	1	1/27/2022	2/15/2022	\$23.29
	BT 2036500471	37	2/4/2022	2/15/2022	\$762.13
	BT 2036508833	7	2/7/2022	2/15/2022	\$134.12
	BT 2036510489	4	2/7/2022	2/28/2022	\$107.58
	BT 2036510490	1	2/7/2022	2/28/2022	\$17.98
	BT 2036512978	1	2/11/2022	3/15/2022	\$22.32
	BT 2036532386	2	2/18/2022	3/15/2022	\$47.15
	BT 2036532385	6	2/18/2022	3/15/2022	\$111.03
	BT 2036532604	3	2/18/2022	3/15/2022	\$51.93
	BT 2036497470	30	2/4/2022	3/15/2022	\$562.47
	BT 2036541438	1	2/22/2022	3/15/2022	\$28.38
	BT 2036541439	1	2/22/2022	3/15/2022	\$53.83
	BT 2036554533	1	3/3/2022	3/15/2022	\$25.82
	BT 2036566357	1	3/4/2022	3/15/2022	\$38.01
	BT 2036566358	3	3/4/2022	3/15/2022	\$57.90
	BT 2036585142	2	3/10/2022	3/31/2022	\$38.18
	BT 2036602972	1	3/22/2022	3/31/2022	\$19.65
	BT 2036612872	1	3/22/2022	3/31/2022	\$17.98
	BT 2036612873	4	3/22/2022	3/31/2022	\$71.36
	BT 2036609766	1	3/23/2022	3/31/2022	\$17.98

BT 2036609767	21	3/23/2022	3/31/2022	\$391.49
BT 2036622097	1	3/29/2022	4/15/2022	\$31.41
BT 2036622098	1	3/29/2022	4/15/2022	\$68.73
BT 2036628761	1	4/1/2022	4/15/2022	\$17.42
BT 2036639649	5	4/7/2022	4/29/2022	\$91.44
BT 2036639650	4	4/7/2022	4/29/2022	\$66.93
BT 2036653041	1	4/13/2022	4/29/2022	\$15.04
BT 2036646303	5	4/12/2022	4/29/2022	\$88.23
BT 2036646304	19	4/12/2022	4/29/2022	\$419.75
BT 2036673701	10	4/25/2022	5/31/2022	\$183.31
BT 2036673702	3	4/25/2022	5/31/2022	\$52.82
BT 2036673703	6	4/25/2022	5/31/2022	\$201.50
BT 2036697729	2	4/25/2022	5/31/2022	\$34.61
BT 2036697730	2	4/25/2022	5/31/2022	\$36.50
BT 2036715999	4	5/9/2022	5/31/2022	\$65.98
BT 2036716001	23	5/9/2022	5/31/2022	\$407.94
BT 2036730982	1	5/16/2022	5/31/2022	\$47.35
BT 2036730983	7	5/16/2022	5/31/2022	\$124.72
BT 2036730984	9	5/16/2022	5/31/2022	\$169.40
BT 2036753390	1	5/24/2022	6/15/2022	\$75.85
BT 2036753391	9	5/24/2022	6/16/2022	\$160.43
BT 2036753392	1	5/24/2022	6/16/2022	\$17.47
BT 2036777489	8	6/4/2022	6/30/2022	\$278.97
BT 2036777490	7	6/4/2022	6/30/2022	\$149.50
BT 2036800513	1	6/14/2022	6/30/2022	\$24.12
BT 2036800514	1	6/14/2022	6/30/2022	\$17.98
BT 2036800515	10	6/14/2022	6/30/2022	\$189.22
BT 2036815918	1	6/15/2022	6/30/2022	\$18.52
BT 2036815919	3	6/15/2022	6/30/2022	\$35.07
BT 2036813356	8	6/20/2022	6/30/2022	\$143.52
BT 2036813357	25	6/20/2022	6/30/2022	\$523.25
BT 2036838134	5	6/28/2022	7/15/2022	\$89.09
BT 2036838135	8	6/28/2022	7/15/2022	\$174.06
BT 2036838136	1	6/28/2022	7/15/2022	\$10.28
BT 2036834173	1	6/27/2022	7/15/2022	\$43.28
BT 2036825895	1	6/22/2022	7/15/2022	\$55.36
BT 2036851088	1	7/7/2022	7/15/2022	\$26.40
BT 2036841089	1	7/7/2022	7/15/2022	\$19.29
BT 2036858768	1	7/12/2022	7/29/2022	\$15.64
BT 2036858769	1	7/12/2022	7/29/2022	\$17.42
BT 2036858770	10	7/12/2022	7/29/2022	\$184.76
BT 2036877381	1	7/15/2022	7/29/2022	\$24.05
BT 2036877382	1	7/15/2022	7/29/2022	\$86.96
BT 2036877383	1	7/15/2022	7/29/2022	\$14.70
BT 2036877384	1	7/15/2022	7/29/2022	\$14.70
BT 2036877385	2	7/15/2022	7/29/2022	\$40.68
BT 2036900065	1	7/29/2022	8/15/2022	\$12.98

BT 2036900066	7	7/29/2022	8/15/2022	\$137.41
BT 2036900067	8	7/29/2022	8/15/2022	\$135.17
BT 2036921813	18	8/8/2022	8/31/2022	\$308.49
BT 2036921812	1	8/8/2022	8/31/2022	\$14.43
BT 2036944370	1	8/18/2022	9/15/2022	\$11.64
BT 2036944371	5	8/18/2022	9/15/2022	\$87.60
BT 2036970257	1	9/13/2022	9/30/2022	\$15.14
BT 2036970258	5	9/13/2022	9/30/2022	\$76.27
BT 2037003814	27	9/16/2022	9/30/2022	\$688.73
BT 2037005189	29	9/17/2022	9/30/2022	\$606.65
BT 2037005188	2	9/17/2022	9/30/2022	\$41.34
BT 2037018582	7	9/21/2022	10/14/2022	\$124.92
BT 2037019153	2	9/21/2022	10/14/2022	\$39.85
BT 2037027097	9	9/26/2022	10/14/2022	\$211.50
BT 2037033112	2	9/29/2022	10/14/2022	\$43.67
BT 2037046188	1	10/3/2022	10/14/2022	\$52.67
BT 2037056805	2	10/4/2022	10/31/2022	\$41.56
BT 2037066578	3	10/12/2022	10/31/2022	\$52.99
BT 2037083824	1	10/19/2022	10/31/2022	\$11.40
BT 2037083825	1	10/19/2022	10/31/2022	\$18.27
BT 2037087733	25	10/21/2022	10/31/2022	\$468.42
BT 2037092253	4	10/21/2022	10/31/2022	\$87.89
BT 2037092128	1	10/24/2022	10/31/2022	\$18.53
BT 2037092129	1	10/24/2022	10/31/2022	\$18.53
BT 2037118921	1	11/8/2022	11/30/2022	\$32.93
BT 2037118922	6	11/8/2022	11/30/2022	\$123.18
BT 2037118923	1	11/8/2022	11/30/2022	\$19.03
BT 2037118924	1	11/8/2022	11/30/2022	\$21.31
BT 2037118925	12	11/8/2022	11/30/2022	\$225.12
BT 2037142988		11/15/2022		\$29.36
BT 2037142989		11/15/2022		\$254.50
BT 2037142990		11/15/2022		\$19.28
BT 2037142991		11/15/2022		\$135.84
BT 2037166117	1	12/14/2022		\$20.52
BT 2037166118	4	12/14/2022		\$62.92
BT 2037202127	1	12/16/2022		\$23.54

NF Audiobooks

NF eBooks

OverDrive CBA eBooks	14	5/6/2022	5/31/2022	\$576.09
OverDrive CBA eBooks	11	4/29/2022	4/29/2022	\$383.91

NF eAudio

OverDrive CBA eAudiobooks	4	5/6/2022	5/31/2022	\$245.31
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Newspapers

Buffalo News	1	7/15/2022	11/4/2022	\$805.99
USA Today (EBSCO Invoice)	1	11/2/2022	11/15/2022	\$408.00
Barrons (EBSCO Invoice)	1	11/2/2022	11/15/2022	\$240.84
New York Times (EBSCO Invoice)	1	11/2/2022	11/15/2022	\$1,642.25
Post-Journal		11/1/2022	11/4/2022	\$280.80

Magazines

EBSCO Magazines	67	11/2/2022	11/15/2022	\$3,306.65
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Database

OverDrive - Craftsy		4/30/2022	5/31/2022	\$20.93
OverDrive - Craftsy		9/30/2022	10/14/2022	\$23.92
NYT Online		11/17/2022	11/30/2022	\$4,264.00
WSJ Online		12/19/2022		\$5,000.00

Total **\$30,763.17**

Starting Amount: \$30,650.35
Left to Spend: **(\$112.82)**

EMERGENCY MANUAL & DISASTER PLAN 2023

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Fire Extinguisher and Fire Pulls (maps)	Attachment B at end of Document

In all emergency and disaster situations staff will use best judgement to ensure the safety of patrons and staff, and alert police and/or fire personnel as soon as possible.

Jamestown Police Department: Call: 911 Non-emergency: 716-483-7536	Jamestown Fire Department: Call: 911 Non-emergency 716-483-7599
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FIRST AID/MEDICAL EMERGENCIES

In the case of a minor injury, first aid kits are available to staff and patrons. Family may be contacted at the discretion of the injured party. An incident report will be prepared and given to the Library Director.

Medical Emergency

- 1.) Call 911
- 2.) Direct responding personnel through the main library entrance to the location of the injured individual (s). If possible, a member of library staff will stay with the injured individual(s) until help arrives.
- 3.) File an incident report with the Library Director.

FIRE EMERGENCY

Staff members may use a fire extinguisher on small fires if an extinguisher is readily available after sounding the alarm. The fire department must be notified when any fire is discovered, even if it is extinguished by a staff member. If the fire alarm system sounds, fire dispatch will automatically be notified. However, staff should also call 911 if the fire alarms are sounding.

- 1.) Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 2.) Help disabled patrons down the stairs or to the top of the emergency stairwell.
- 3.) The person in charge will communicate with responding emergency personnel and inform them of any disabled persons in the stairwell. If a fire is detected and the fire alarm system does not sound:
 - a. Pull the closest fire alarm and call 911.
 - b. Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 4.) Help disabled patrons down the stairs or to the top of the emergency stairwell.
- 5.) If possible, contain the fire by closing the door to the area involved.
- 6.) If possible, check all areas (bathrooms, etc.) to ensure all persons have evacuated the building.
- 7.) The person in charge will communicate with responding emergency personnel and inform them of any disabled persons in the stairwell.

GAS LEAK

Inspect by smell only. DO NOT USE OPEN FLAME such as candles or matches.

- 1.) Call 911.
- 2.) Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 3.) Avoid turning on or off any lights or electrical equipment.
- 4.) Help disabled patrons down the stairs or to the top of the emergency stairwell.
- 5.) Notify National Fuel @ 1-800-444-3130
- 6.) The person in charge will communicate with responding emergency personnel and inform them of any disabled persons in the stairwell.

POWER OUTAGE

In the case of a power outage, emergency lights will turn on throughout the library near exits and stairwells and there are flashlights located throughout the library in the following areas:

Room	Location
Boiler Room	By the light switch near the entrance door
Maintenance Storage Room - near circulation office	By the light switch near the door to the staff office
Children's Room	Attached under the staff desk
Front Desk	On the wall by the alarm panel box
Library Manager/Assistant Manager's Office	Back corner of sink counter
JPLA Business Office	In upper cabinet over office desk
Director's Office	On desk
Air Handler #2 Room in Community Room	By light switch (not easily accessible to staff – for maintenance purposes)

- 2.) Contact BPU to assess the situation and expected outage time
 - a. BPU during business hours: 661-1660
 - b. BPU after business hours and weekends 661-1640
- 3.) Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 4.) Staff will be stationed at top and bottom of stairs and at the exits with flashlights to help guide patrons.
- 5.) Turn off electrical equipment, especially computers, to reduce power load and protect equipment.
- 6.) If outage is expected to last more than an hour, the person in charge will contact the Director for a decision to close the library.
- 7.) If closing, staff will follow the emergency closing procedures.

BOMB THREAT

If staff become aware of a suspicious package, alert the person in charge and work together to assess the situation. If you are concerned, cannot find the owner of the package, or the package has a threat on it:

- 1.) Call 911.
- 2.) Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 3.) Help disabled patrons down the stairs or to the top of the stairwell.
- 4.) The person in charge will communicate with responding emergency personnel and inform them of any disabled persons in the stairwell.

If staff receive a threat via phone, email, social media, or other communication, alert the person in charge and:

- 1.) Call 911.
- 2.) Instruct all persons to exit the building in as orderly a manner as possible using the closest available exit. DO NOT USE THE ELEVATOR.
- 3.) Help disabled patrons down the stairs or to the top of the stairwell.

- 4.) The person in charge will communicate with responding emergency personnel and inform them of any disabled persons in the stairwell.

BIOHAZARD SAFETY

Though normal library operations are not likely to expose employees to bloodborne pathogens, there is the possibility of exposure to blood and other types of bodily fluids, such as vomit, saliva, and urine. Staff shall take all necessary precautions when dealing with bodily fluids. Protective equipment including rubber gloves, soap, antiseptic, and closable plastic bags will be available to staff dealing with contaminated material (kits are located in the Circulation Office by the sink and staff communication station). Guidelines for safe handling of injured persons and body fluids include the following:

- 1.) Put on rubber gloves before applying bandages, when cleaning up after accidents, and when handling bags with contaminated materials.
- 2.) Dispose of gloves in an appropriate disposable plastic bag.
- 3.) Wash hands and any other potentially contaminated skin area with water and soap immediately after an incident.
- 4.) After exposure to blood or other body fluids, review the Prendergast Library's Bloodborne Pathogens Policy and file an incident report with the Library Director.

EXTREME WEATHER

A severe weather WATCH means that conditions are such that emergencies may occur. A severe weather WARNING means that the event is either actually occurring or has a very strong probability of occurring. Be prepared to respond if needed.

Tornado/Severe Weather

- 1.) Monitor local weather and stay informed any time a tornado watch/warning is in effect.
- 2.) If necessary, move people to inner wall area or the basement. DO NOT USE THE ELEVATOR.
- 3.) Keep away from windows, electrical equipment, and water sources.
- 4.) Carry flashlights in case of power outage.

Blizzard

- 1.) Since there is usually plenty of warning before severe snowstorms in our local area and we are used to this type of weather, monitor local weather and stay informed any time a winter weather watch or warning is in effect.
- 2.) The person in charge, should speak with the director for closing decisions in severe weather.
- 3.) If caught in a blizzard or other extreme conditions, staff should allow patrons caught in the storm to take shelter in the library.

Earthquake

- 1.) Direct anyone in your immediate vicinity to drop, cover, and hold on.
 - a. Drop onto your hands and knees.
 - b. Take cover in a safe place like under a sturdy table or desk. If no shelter is nearby, crawl next to an interior wall away from windows and tall furniture that could fall on you. Cover your head and neck with both arms and hands.

- c. Hold on until the shaking stops.
- 2.) After the shaking stops, check for injuries.
- 3.) Call 911 for help if needed – keep in mind this service will likely be inundated.
- 4.) Be ready for aftershocks.
- 5.) Move carefully and watch out for fallen debris, fires, and other hazards. DO NOT USE THE ELEVATOR.
- 6.) DO NOT USE OPEN FLAME such as candles or matches due to possible gas leaks.
- 7.) After the earthquake, there may be power outages. Sprinkler systems and fire alarms may go off.
- 8.) Monitor the weather radio and local stations for latest information.

Flood

- 1.) DO NOT USE THE ELEVATOR. DO NOT ENTER FLOODED AREA TO AVOID ELECTROCUTION.
- 2.) Monitor local weather and stay informed any time a flood watch or warning is in effect.
- 3.) Know where to go to reach higher ground quickly and on foot.
- 4.) Locate flashlights, batteries, and first aid supplies.
- 5.) If a flood warning is issued, move immediately to higher ground or stay on high ground.
- 6.) Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.
- 7.) If it is determined to be safer to close the building, evacuate the building according to the emergency closing procedures.
- 8.) If it is determined to be safer to keep people in the building, staff shall allow people to take shelter in the library.
- 9.) Avoid walking or driving through flood waters.

VIOLENCE IN THE WORKPLACE

Staff should never attempt to intercede during an incident, nor place themselves in peril. Threats of violence, suspicious individuals or activities should be reported as soon as possible to the person in charge. The police will be contacted if the person in charge determines police response is necessary. In cases of actual violence or escalating situations:

- 1.) Use best judgement to keep yourself and those around you safe.
- 2.) Remain calm and seek coworker support for decision making assistance.
- 3.) Call 911 if determined necessary.
- 4.) If necessary, evacuate the area.
- 5.) Complete an Incident Report (refer to Incident Report Procedure if needed).

ELEVATOR STOPPAGE

- 1.) Notify the person in charge who will then notify the Director.
- 2.) If a patron is stuck in the elevator, call 911 if needed.
- 3.) Talk with patron in the elevator, if able, to try to keep the patron calm.
- 4.) An "Out of Order" sign should be posted (Remove "Out of Order" sign when the elevator is working again).

- 5.) In the event of a power failure, the elevator will stop wherever the car was when the power went off.
- 6.) In the event of a fire alarm, the elevator will go to the floor furthest away from the alarm, the doors will open and then the elevator will shut down. The doors will remain open.

LAW PROCEDURES

Law Enforcement Inquiries

- 1.) The staff member should immediately contact the director or person in charge.
- 2.) No staff member is allowed to provide any information in regards to users' records, in accordance with New York State's Public Library Confidentiality Law:
 - a. Section 4509: Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.
- 3.) A law enforcement officer cannot be given any information without a subpoena or a warrant.
 - a. Information can be given to an officer if it relates to a crime on library property or missing persons.
- 4.) Camera footage of incidents.
 - a. Only the police, the Library Director and Library Manager are authorized to view camera footage. Patrons need to report any incident to the police before camera footage will be reviewed.

Law Enforcement Officer has a Subpoena

- 1.) The staff member should immediately contact the person in charge who will then contact the director.
- 2.) Legal counsel should be called once the subpoena has been served. (There is generally a one-week period of time to respond to a subpoena).
- 3.) No staff member is allowed to provide any information in regards to user's records, in accordance with the New York State's Public Library Confidentiality Law (see Law Section 4509 above).

Law Enforcement Officer has a Search Warrant

- 1.) The staff member should immediately contact the person in charge who will then contact the director.
- 2.) Once the warrant has been served the law enforcement officer may begin to search the library records.

- 3.) Inquire if library counsel can be present before the search begins in order to allow counsel to examine the search warrant and to assure the search conforms to the terms of the search warrant.
- 4.) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user's records are viewed or scanned.

LOST OR UNATTENDED CHILD

Lost Child in the Library

- 1.) The staff person who the parent reported to should get a clear description of the missing child.
- 2.) The staff member should alert other staff, and help search the library for the child.
- 3.) Notify the person in charge.
- 4.) If possible, one staff member should check the entire outdoor perimeter of the building.
- 5.) The Jamestown Police Department should be notified by calling 911.
- 6.) If the child is found before the police arrive, the police station should be notified.
- 7.) Complete an incident report with as much detail as possible if the child is not found.

Person Calling for Information about a Lost Child (or Person)

- 1.) Do not give information out over the phone regarding any child or patron.
- 2.) Explain to the caller our policy that patron information is confidential, but that anyone is free to come to the library to look for the lost person.
- 3.) Explain to the caller (if you know who the caller is asking about) that you will give a message to the patron they are inquiring about if you see him or her.
- 4.) Encourage the caller to contact the police if they need assistance.
 - a. In missing person's case, we may give information to police

Child Remaining at Library at Closing Time (refer to Child Safety Policy)

- 1.) Unattended children at library closing time will be asked to contact their parent, guardian or caregiver 30 minutes before the library closes.
- 2.) If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Jamestown Police Department.
- 3.) Call Jamestown Police Department non-emergency number: 716-483-7536
- 4.) After closing time, Library staff will leave a note on the Library door stating, "Unattended child is in the custody of the Jamestown Police, 201 East 2nd Street, Jamestown, NY 14701; Phone no. 716-483-7536" once the child is in the care of the police. The child's name will not be listed on the sign.
- 5.) Under no circumstances should the child be taken out of the building or given a ride by a staff member.

EVACUATION PROCEDURES

- 1.) Automatically evacuate the building when a fire alarm goes off.

- 2.) In certain instances, you may need to evacuate when asked to by the Director, Library Manager or person in charge of the building.
- 3.) Staff should assist public in leaving the building by the nearest exit as quickly as possible.
- 4.) Assist handicapped individuals.
- 5.) Do not use elevators.
- 6.) Stay at least 100 feet from building, meeting at a designated place* outside – staff should meet at the parking ramp on 5th Street.
- 7.) Wait to re-enter the building until authorized to do so.
 - a. Person in charge of building:
 - i. Make sure all Prendergast Staff and CCLS staff are notified to evacuate;
 - ii. Check restrooms and other public areas.
 - iii. Report refusals to leave to police/fire officials immediately.
 - iv. Meet with staff at designated area outside the building at the parking ramp on 5th Street.
 - v. Notify the Director if she is out of the building.

PANDEMIC

See attached Pandemic Policy approved By James Prendergast Library Board of Trustees on November 19, 2020 (Policy is at end of document).

EMERGENCY CLOSING PROCEDURES

- 1.) Get approval from the Library Director.
- 2.) If unable to contact the Library Director, contact the Library Manager. If the situation does not allow sufficient time to do so, the person in charge will determine if an emergency closing is warranted. An emergency closing is appropriate if the situation poses a risk to health and/or safety or if the situation will affect the staff's ability to perform essential operations for an extended period of time.
- 3.) Inform staff and patrons in the building of the closing.
- 4.) Post signs at the entrance and on the website.
- 5.) If the situation permits, stay with any patron who cannot leave due to lack of transportation. Help them contact transportation.
- 6.) Use the phone list to notify all staff of the closing, and when the library is expected to open again.

STAFF MEMBER IN CHARGE

The highest staff person present in the building from the following list is the person in charge. The person in charge is expected to use his or her best judgment in all emergency situations.

Executive Director
 Library Manager
 Special Projects and Facility Manager
 Assistant Library Manager
 Team Leader

FACILITY AND EMERGENCY CONTACTS

Attachment A:



Pandemic Policy

Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library are maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Definitions

Pandemic Plan - A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic - A pandemic is the worldwide spread of a new disease (World Health Organization <https://www.who.int>).

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level as determined by the Library Director or his/her designee, or the maximum level of staffing permitted by governmental authorities, whichever is fewer.

Library Closure

Public Health Mandate: James Prendergast Library will close due to a pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes: At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing or appropriate facility sanitation for health and safety. In the event of closure or reduction in operating hours, the Library Director or his/her designee will maintain communication with staff, Library Board of Trustees, and the community.

School Closure Due to Pandemic: In the event that the Jamestown Public Schools close due to pandemic illness, the James Prendergast Library may remain open, but may reduce hours and services, unless one of the aforementioned requirements for closing is also met. All library programs, special events, and meeting room reservations may be canceled. Hours may be reduced and services may be restricted on any day in which Jamestown Public Schools is closed due to pandemic-related illness.

Approved by the James Prendergast Library Board of Trustees: November 19, 2020

Staffing: Minimum staffing level for a temporary period of time is defined as three healthy employees available to be present at the library during all open hours with a maximum 7.5-hour workday and 37.5-hour work week per full-time employee, and no more than 35-hour work week per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

The following actions may be taken at the discretion of the Library Director or his/her designee in order to provide service safely:

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.)
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas
- Reduction of open hours
- Cancellation of some or all programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours and implement increased health and safety measures for staff and public.
- Closure of the library

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours in all approved schedules. If the closure extends beyond all of the approved staff schedules (maximum two weeks), part-time hours will be determined by the availability of work-at-home tasks. Full-time staff will work from home to continue providing library services as prioritized by Library Director or his/her designee.

If the Library is closed, or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours per Director's discretion. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or his/her designee for work-at-home assignments.

Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on Facebook, and the library website.

Prioritization of Services

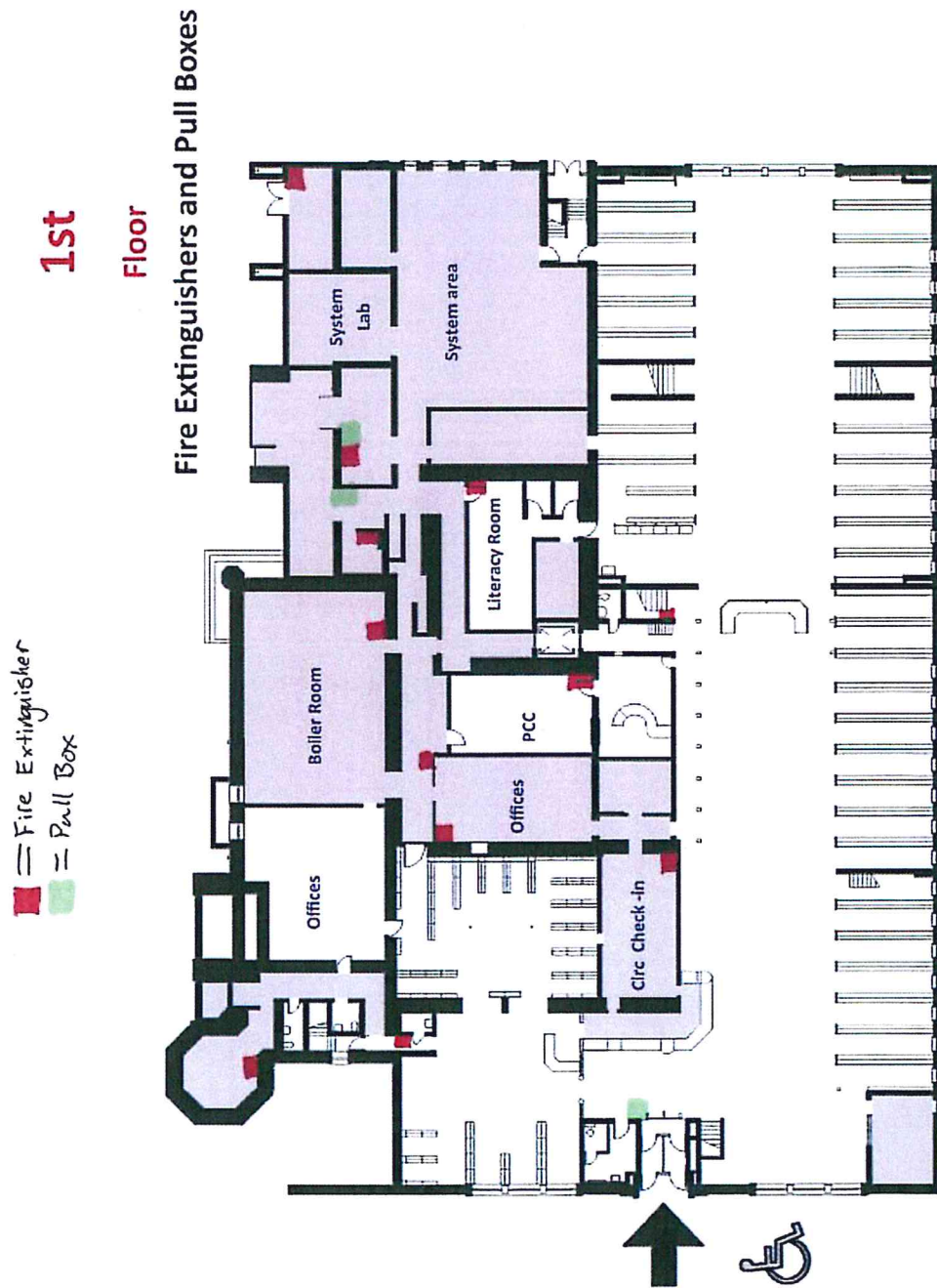
Priority will be given to the following essential services:

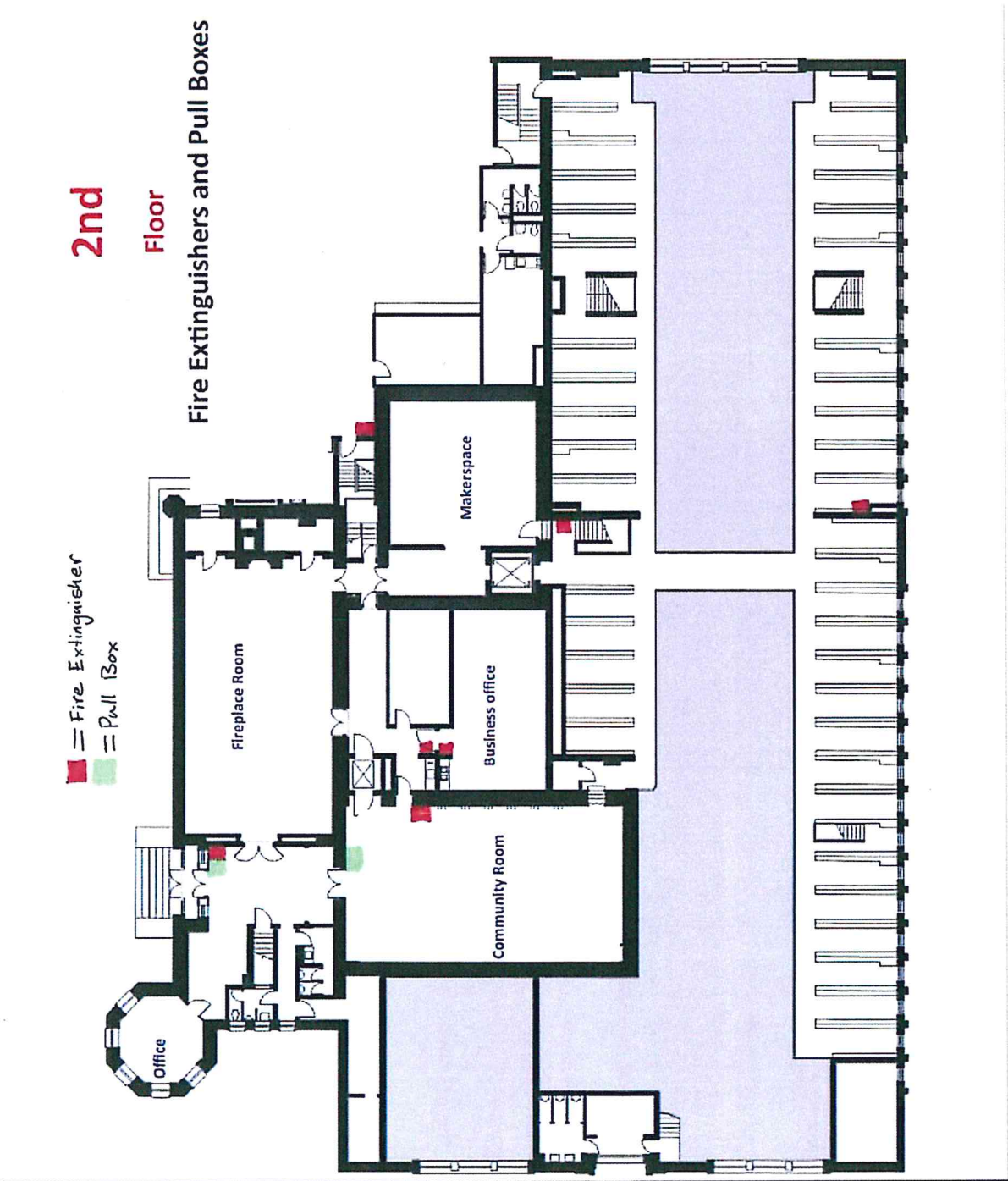
- Information services for the public, both in-person and online
- Payroll
- Accounts Payable
- Facility Maintenance

In the case of reduced staffing or reduced hours of operation, the Library Director or his/her designee will prioritize service-related tasks and assign the daily work plan to staff.

Approved by the James Prendergast Library Board of Trustees: November 19, 2020

Attachment B:





James Prendergast Library

Board of Trustees Meeting

Nov 17, 2022

Board members in attendance (in person or virtual):

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

Staff Present: Anne Greene

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

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

Increases:

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

Decreases:

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

4. Treasurer's Report: Mike Corey

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

5. Fundraising Committee Report: Cassie Blakeslee

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

6. Nominating Committee Report: Cassie Blakeslee

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

7. New Business:

a. Photography Policy Review:

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

b. Meeting Room Policy:

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

c. Circulation Policy Draft:

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

d. New Board of Trustee's Job Description.

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

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

8. Unfinished Business:

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



9. Next meeting is December 15, 2022

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

PROGRAMMING AND EVENTS: KIDS & TEENS

FEBRUARY 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
		New! New program for teens: Game Night! Last Wednesday of each month @ 4:30	1 Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Coding	2 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Play-doh	3 Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 3-D printing	4 Sensory Play: 11:00-12:15 Obstacle Course
5	Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Sculpt with Foam	7 First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Button Making Teen Crafting: 5:00-7:00 Needle Felt a Coaster	8 Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Happy Atoms	9 Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Coding with Perler Beads	10 Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 Robots Teen Movie: 4:30-6:00 Spider-Man: Into the Spider-Verse	11 Sensory Play: 11:00-12:15 Playing with Sand
12	Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Bead a Bracelet	14 First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Paper Airplanes Teen Crafting: 5:00-7:00 Decorate a Pencil Pouch	15 Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Cubelets	16 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Magnatiles	17 Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 3-D printing Family Movie: 4:30-6:15 Sonic the Hedgehog	18 Sensory Play: 11:00-12:15 Fun with (Pretend) Food
19	Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Bead a Bracelet	21 First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Perler Beads Teen Crafting: 5:00-7:00 Candle Rolling	22 Early Learning Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Snap Circuits Teen Game Night: 4:30-6:30	23 Minecraft Club: 3:30-4:30 Creative Mode Makerspace: 3:30-5:00 Fingerprinting	24 Coloring Creative in front lobby: All day Makerspace: 3:30-5:00 Marble Runs	25 Sensory Play: 11:00-12:15 Explore our Busy Board House
	LIBRARY CLOSED	MAKERSPACE OPEN 11:00 to 5:00 - Open play 11-3:30, staff-led activity 3:30-5:00				
26	Makerspace Open Play: 10:30-1:30 Minecraft Club: 3:30-4:30 Survival Mode Makerspace: 3:30-5:00 Finger Crochet a Necklace	28 First Years Storytime: 10:30-11:30 Makerspace: 3:30-5:00 Balloon Straw Rockets Teen Crafting: 5:00-7:00 Hand Sew a Zippered Pouch	 Prendergast Library Focusing on Your Future.	509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org	HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed	Follow us on Facebook!  facebook.com/prendergastlibrary

Teen Programs

**NEW! Teen Game Nights: Last Wednesday of each month
2/22 4:30-6:30**

Join us for teen game night! Play tabletop RPGs like Dungeons & Dragons and more traditional board games like Spyfall and Munchkin. Everything you need will be provided for you, plus some snacks! For ages 12-18.

**Teen Crafting:
Tuesdays 5:00-7:00**
Drop in to craft and socialize!
No crafting skills required.
For ages 12 -18.

**Teen Movie Night
Friday 2/10 at 4:30**
"Spider-Man: Into the Spider-Verse" (PG)
Drop in to enjoy a movie and
socialize with fellow teens.

Storytimes

**Tuesdays & Wednesdays
10:30-11:30**

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

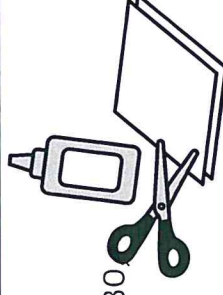
Wednesdays: Early Learning Storytime
Stories, songs, and playtime
for preschoolers. Younger and older
siblings welcome.



Enjoy the Makerspace during Mid-Winter Break!

The Makerspace will be open for drop-in play on Tuesday 2/21 -Friday 2/24 from 11:00-3:30 followed by staff-led activities from 3:30-5:00.

Note: Children ages 8 and under must be supervised by a parent or guardian.



Family Movie Night

Friday 2/17 at 4:30:

"Sonic the Hedgehog" (PG)

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

Minecraft Club

Mondays & Thursdays: 3:30-4:30

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

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

Makerspace Activities

Open Play: Mondays 10:30-1:30

Staff-led Activities & Open Play: Mon-Fri 3:30-5

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

Ongoing activities include our Lego table and Lego wall, art
and crafts stations, magnetiles, marble runs, magnetic ramp
wall, light tables, and fort building. See the front of the
calendar for details on staff-led activities.

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

The Makerspace is grant-funded by the Holmberg Foundation.

**Sensory Play
Saturdays: 11:00-12:15**

Explore sensory activities in the
Makerspace, such as water and
sand play, pretend food, ramps
and balls, and play-doh.

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

PROGRAMMING AND EVENTS: ADULTS

FEBRUARY 2023

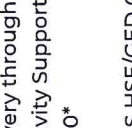
Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class 4:00-7:00*	Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	Coloring Creative in front lobby: All day Movie night for adults: 4:30-6:30 Knives Out	Saturday Crafting: 1:30-3:30 Kumihimo Style Disc Braiding
			8	9	10	11
			Depression and Anxiety Support Group: 11-12:00* CCE Nutrition Table: 11-12:00* Creative Writing Group: 3-4:30* BOCES HSE/GED Class: 4-7:00* Books and Brews Book Club 5:30-6:30	Crafting & Community: 5:00-7:00 Kumihimo Style Disc Braiding	Coloring Creative in front lobby: All day	
			15	16	17	18
			Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED: 4-7:00* Genealogy Workshop on City Directories: 5:30-6:30	Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	Coloring Creative in front lobby: All day	
			22	23	24	25
			Depression and Anxiety Support Group: 11-12:00* CCE Nutrition Table: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00-7:00*	Crafting & Community: 5:00-7:00 DIY Bath Bombs	Coloring Creative in front lobby: All day	
			29	30		
			Depression and Anxiety Support Group: 11-12:00* CCE Nutrition Table: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00-7:00*			
			6	7	8	9
			8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Coloring Creative in front lobby: All day	
			13	14	15	16
			8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Coloring Creative in front lobby: All day	
			20	21	22	23
			8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	Coloring Creative in front lobby: All day	
			27	28		
			8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*	8 Dimensions of Wellness Support Group: 9-10:00* Addiction and Recovery Support Group: 1:00-2:00* BOCES HSE/GED Class 4:00-7:00*		
			4	5	6	7
			Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class 4:00-7:00*	Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft	Coloring Creative in front lobby: All day Movie night for adults: 4:30-6:30 Knives Out	Saturday Crafting: 1:30-3:30 Kumihimo Style Disc Braiding

New!
New monthly book club for adults: Books and Brews meets at Brazil on 4th St, Wednesday 2/8 @ 5:30

New!

New!



Prendergast Library
Focusing on Your Future.
509 Cherry St
Jamestown NY
(716) 484-7135
prendergastlibrary.org

HOURS
Monday - Friday
9:00 a.m. - 7:00 p.m.
Saturday:
10:00 a.m. - 4:00 p.m.
Sunday:
Closed

Follow us on Facebook! 
[facebook.com/prendergastlibrary](https://www.facebook.com/prendergastlibrary)

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

PROGRAMMING AND EVENTS: ADULTS

FEBRUARY 2023

Crafting & Community

Thursdays 5:00-7:00

NEW! First Saturday 1:30-3:30

Join us each Thursday evening, and on the first Saturday of the month, for crafting in a fun social environment for adults of all skill levels! Please note: due to limited supplies, this program is for adult participants only.

On the 2nd and 4th Thursday, and the 1st Saturday each month, our staff will lead a guided craft, with all supplies provided. See our calendar for details on each month's projects.

On the 1st and 3rd Thursdays each month, drop in for knitting, crocheting, or bring your own project to work on.

Support Groups with

Recovery Options Made Easy

Meet for discussion in a supportive group setting in these programs run by Recovery Options Made Easy:

Mondays at 11:00: Recovery Through Creativity.

This group explores recovery with creative activities including meditation and a drum circle. Meets in the Fireplace Room.

Tuesdays at 9:00: 8 Dimensions of Wellness

This group discusses emotional, physical, occupational, financial, social wellness, and more. Meets in the Conference Room.

Tuesdays at 1:00: Addiction and Recovery.

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

Wednesdays at 11:00: Depression and Anxiety.

Discuss challenges and techniques to overcome challenges with depression and anxiety. Meets in the Conference Room.

NEW! Books and Brews:

Library book club @ Brazil

Wednesday 2/8 5:30-6:30

The library is excited to offer a monthly book club for adults. This library program will meet at Brazil (10 E. 4th St, Jamestown).

Each month we'll read a novel and then gather to talk about the book in a fun, casual atmosphere, with discussion led by library staff. February's book is

"Project Hail Mary" by Andy Weir

Computer Class: Intro to Word

Monday 2/6 5:30-6:30

Learn the basics of this essential Microsoft program, including navigating the menu bar, typing up text, and formatting and saving a document.

Beginners welcome!

Optional registration; drop-ins welcome.

One on One Tech Help

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

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

Genealogy Workshop:

City Directories

Wednesday 2/15 5:30-6:30

This month's genealogy workshop will focus on a special topic: the library's collection of City Directories, which date back as far as 1875.

Learn about what information is included in these books, how to find what information you're searching for, and how you can use these resources in your genealogy projects.

First Fridays Movie Night

Friday 2/3 4:30-6:30 "Knives Out"

On the first Friday of each month, we'll screen a movie for adults in the Fireplace Room. Selected films will feature a variety of genres. This month's film is "Knives Out" (PG-13).

CCE Nutrition Program

Wednesday 2/8 and 2/22 11:00-12:00

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

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

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

James Prendergast Library Association
Cash Sources
December 2022

REVENUE REPORT	Receipts This Month Dec-22	Receipts YTD Beg - Dec 22	Total Budget 2022	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	350,000.00	350,000.00	350,000.00	0.00	100.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	-3,250.00	145,503.07	145,000.00	-503.07	100.35%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	10,650.22	13,400.00	2,749.78	79.48%
STATE AID					
. CBA	0.00	30,650.35	29,599.00	-1,051.35	103.55%
. CCLS - CENTRAL LIB DEV	0.00	67,478.40	64,499.00	-2,979.40	104.62%
. CCLS CASH GRANT	0.00	1,835.00	250.00	-1,585.00	734.00%
. OUTREACH GRANT	0.00	1,500.00	0.00	-1,500.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	193,485.00	211,882.00	0.00	-211,882.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	1,113.00	12,200.90	8,800.00	-3,400.90	138.65%
Federal Funding					
. PPP GRANT REVENUE	0.00	0.00	0.00	0.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	250,845.99	250,846.00	0.01	100.00%
. AXEL W CARLSON	0.00	1,920.00	1,599.00	-321.00	120.08%
. GUSTAFSON-LANPHERE FUND	0.00	5,549.59	2,500.00	-3,049.59	221.98%
. SALLY J NALBONE MEM FUND	0.00	519.00	432.00	-87.00	120.14%
. KATHERINE GANZ FUND	0.00	16,381.00	13,623.00	-2,758.00	120.25%
. KOHL FAMILY FUND	0.00	1,309.35	900.00	-409.35	145.48%
. FRED L & VANNE D COHEN FUND	0.00	289.85	200.00	-89.85	144.93%
. JUDITH J ANDERSON FAMILY FUND	0.00	132.50	0.00	-132.50	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	390.05	325.00	-65.05	120.02%
LIBRARY FEES					
. FINES & FEES	1,555.87	17,274.56	20,000.00	2,725.44	86.37%
. COPY MACHINE	253.25	2,863.61	500.00	-2,363.61	572.72%
CCLS					
. CCLS RENTAL INCOME	4,666.67	56,000.00	56,000.00	0.00	100.00%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,471.16	23,551.18	22,000.00	-1,551.18	107.05%
. FUNDRAISING	18,318.00	102,892.95	75,000.00	-27,892.95	137.19%
. MEMORIALS	1,530.00	5,278.93	3,000.00	-2,278.93	175.96%
. BEQUEST	0.00	80,195.44	0.00	-80,195.44	0.00%
OTHER					
. INTEREST EARNED	11.91	73.53	300.00	226.47	24.51%
Total Income	<u>570,154.86</u>	<u>1,402,167.47</u>	<u>1,063,773.00</u>	<u>-338,394.47</u>	<u>131.81%</u>

James Prendergast Library Association
Expenses
December 2022

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	Dec-22	Beg - Dec 2022	2022		
· SALARIES - STAFF	46,129.42	560,325.20	562,158.00	1,832.80	99.67%
· SALARIES - MAINTENANCE	2,941.50	35,151.00	38,025.00	2,874.00	92.44%
· RETIREMENT BENEFITS	0.00	50,492.00	66,530.00	16,038.00	75.89%
· SOCIAL SECURITY BENEFITS	3,646.11	44,275.81	45,914.00	1,638.19	96.43%
· DISABILITY INSURANCE BENEFITS	268.80	1,139.30	950.00	-189.30	119.93%
· INSURANCE - WORKER'S COMP	657.00	5,691.59	8,056.00	2,364.41	70.65%
· HEALTH BENEFITS	4,362.78	49,309.38	53,887.00	4,577.62	91.51%
· EAP	0.00	350.00	350.00	0.00	100.00%
· TRAINING & CONT ED	89.00	1,538.04	2,000.00	461.96	76.90%
MATERIALS					
· MATERIALS	21,329.20	105,315.41	110,000.00	4,684.59	95.74%
BUILDING EXPENSES					
· UTILITIES	3,574.39	46,316.68	52,000.00	5,683.32	89.07%
· BLDG & CUSTODIAL SUPPLIES	133.02	3,328.42	5,000.00	1,671.58	66.57%
· BLDG MAINT & REPAIR	2,386.27	25,966.02	27,749.00	1,782.98	93.57%
· INSURANCE - BLDG & LIABILITY	1,478.00	13,768.69	12,204.00	-1,564.69	112.82%
· PROGRAMS	0.00	3,560.29	7,000.00	3,439.71	50.86%
· MISC BUSINESS FEES	6,673.83	11,375.20	11,000.00	-375.20	103.41%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,445.00	0.00	100.00%
LIBRARY OPERATIONS					
· IT TECH	-3,526.08	6,160.27	19,000.00	12,839.73	32.42%
· OFFICE & LIBRARY SUPPLIES	1,224.79	9,876.07	10,000.00	123.93	98.76%
· GRANT EXPENSES	7,915.40	73,927.54	0.00	-73,927.54	0.00%
· FUNDRAISING	425.00	5,566.97	7,000.00	1,433.03	79.53%
· COPY MACHINE EXPENSE	586.01	1,623.14	4,500.00	2,876.86	36.07%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	109.13	2,000.00	1,890.87	5.46%
· PROFESSIONAL FEES	89.58	14,242.59	15,000.00	757.41	94.95%
· OUTREACH	0.00	307.68	500.00	192.32	61.54%
· PUBLICITY	39.10	249.91	1,505.00	1,255.09	16.61%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	100,423.12	1,071,411.33	1,063,773.00	-7,638.33	100.72%
NET PROFIT OR LOSS	\$ 469,731.74	\$ 330,756.14			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	65,790.96
1050 · JSB - MONEY MARKET	235,948.29
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,732.31
1080 · Jamestown Savings Bank - CARF	242,483.16
1090 · Unemployment Fund	<u>2,668.46</u>
Total Checking/Savings	548,903.20
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	<u>56,194.00</u>
Total Other Current Assets	<u>56,194.00</u>
Total Current Assets	605,097.20
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,590,797.74
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	161,470.48
1550 · ACCUMULATED DEPRECIATION	<u>-2,669,450.16</u>
Total Fixed Assets	2,165,534.94
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,593,161.78
1555.02 · JOHNSON ESTATE	172,609.73
1555.03 · MURRAY L BOB LECT FUND - ENDOW	51,623.77
1555.04 · SALE OF DONATED ASSETS - EF	<u>1,242,260.49</u>
Total 1555 · ENDOWMENT FUND	7,059,655.77
1560 · Snitger Gift Fund	<u>34,778.47</u>
Total Other Assets	<u>7,094,434.24</u>
TOTAL ASSETS	<u><u>9,865,066.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,732.31
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	946.90
2040.02 · DENTAL FLEX	150.18
2040.04 · VSP	<u>-9.34</u>
Total 2040 · PREMIUMS - FLEX	1,087.74
2050 · VARIABLE FLEX	3,361.38
2051 · HSA	-600.00

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
2080 · NY DISB PFL	2.75
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	<u>1,519.81</u>
Total Other Current Liabilities	<u>37,110.77</u>
Total Current Liabilities	<u>37,110.77</u>
Total Liabilities	37,110.77
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	943,758.88
Net Income	<u>-1,076,005.46</u>
Total Equity	<u>9,827,955.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,865,066.38</u></u>