

James Prendergast Library

Board of Trustees Meeting

March 16, 2023

Board members in attendance (none virtual): Ned Lindstrom, Cassie Blakeslee, Frank Corapi, Mary Zdrojewski, Judy Long, Cindy Johnson, Matt Mancuso

Absent: Dan Hickman, Jessica Carr, Mike Corey

Staff Present: Anne Greene

Public: none

Meeting Called to order at 5:16 pm by Vice President, Ned Lindstrom

1. Public comment: None
2. Consent Agenda:
 - a. No changes or additions
 - b. Approval of minutes of the last meeting
 - i. Motion made by Judy Long, second by Cindy Johnson *Yes 7 No 0*
3. New Staff Introductions:
 - a. Aden Williams started as a Building attendant. Aden is unable to attend a Board Meeting due to a prior commitment.
4. Directors Report:
 - a. Patrons are enjoying the new book club “Books and Brews.” They are meeting monthly at Brazil on 4th Street. The first meeting had 17 attendees who all had very positive responses to the new program.
 - b. The library has always provided in-person readers’ advisory for patrons wanting new materials to read. We are now offering an online version located on our website. Patrons will fill out a survey about their interests, and a librarian will respond with recommended titles.
 - c. We are now using Catchafire for translation services. Catchafire is a service provided to the library at no cost from the Sheldon Foundation. It is an online platform that connects volunteers with non-profits to complete projects. We have undertaken 19 projects so far – many of the projects have assisted us with improving library operations.

- d. The City of Jamestown Department of Development will be submitting a grant for support to design and install a creative/artistic book themed cross walk on 6th Street between the library and Dow Park. We are very excited about this proposed project!
- e. We were awarded a generous grant of \$47,750 from the Carnahan-Jackson Foundation for various energy saving improvements to the library. The library received guidance from the New York State Energy Research and Development Authority and our building was the subject of a “Green Jobs, Green New York” Energy Study. The study was comprehensive and the final report outlined energy and cost saving measures which we are now able to implement thanks to the Carnahan-Jackson Foundation’s support of this important project.

Increases:

Category	% Increased	February 2023	January 2023
Total Database Usage	4.6%	711	680
Total Program Attendance	0.2%	1,238	1,236

Decreases:

Library Visits	-5.1%	8,866	9,343
Total Reference Questions	-5.0%	9,266	9,749
Total Computer Logins	-17.8%	955	1,162
Total # of programs offered	-1.8%	107	109
Total Library Circulation	-7.8%	12,367	13,408

5. Treasurer’s Report - Mike Corey:

- a. Receipts were slow coming in during February. We received the annual \$5,000 payment from Jamestown Business College as well as the monthly rent from CCLS.
- b. Expenditures were all near budgeted levels.
- c. Bank balances at 2/28/23 totaled \$384,067. The Endowment was down about 3% in February due to a weak stock market.

- i. Motion to approve Treasurer's Report made by Frank Corapi, second by Judy Long *Yes 7 No 0*

6. Fundraising Committee Report - Cassie Blakeslee:

- a. We sent out the sponsorship letter to 300 businesses. As of today, we have received 5 responses and we would like to thank all of the businesses who have responded so far: Rodger's Land Surveying; Price Abstract Company; Bahgat, Laurito-Bahgat; Lind Funeral Home; Spectrum Eyecare
- b. We are getting ready for the Community Block party on June 24th. Stay tuned for details on how you will be able to help.

7. New Business - Ned Lindstrom:

- a. Employee Handbook Revised
 - i. Pg. 20: This section was updated to reflect new legalization laws and added behavior altering substances in the language.
 - ii. Pg. 27: This page reflects our new pay schedule which is now every other week.
 - iii. Pg. 29: Added language for a floating holiday since we are now open on Veteran's day.
 - iv. Pg. 37: This page has been updated from the "Flexible Spending Account" to our current HSA benefit.
 - v. Motion to approve revised Employee Handbook made by Cindy Johnson, second Mary Zdrojewski, *Yes 7 No 0*

8. Food and Drink Policy Draft

- a. This is a new policy - we have seen an increase in patrons eating in the library and we need to better manage this behavior.
 - i. Motion to approve Food and Drink made by Mary Zdrojewski, second by Matt Mancuso *Yes 7 No 0*

9. Unfinished Business: None

10. Next meeting is April 20, 2023 at 5:15 pm

11. Adjournment at 5:44 pm - motion made by Judy Long, second by Mary Zdrojewski *Yes 7 No 0*

DIRECTOR'S REPORT / March 2023

PROGRAMMING & SERVICES

Winter Items Donations

Throughout the winter months, we provided free winter items such as gloves, hats, and winter coats, for free for anyone in need. These items were all donated by community members. In total, we received and distributed 272 items to our patrons, and many expressed appreciation for this resource.

STEM Wars

The library provided Makerspace programming at the Elementary Mini-Makers STEM Wars fair, with students attending from across Chautauqua County. Staff engaged with 120 students and 18 adults at this event, providing tech-based programming with Makerspace items like our Cubelets, which teach basic programming skills through hands-on play.

Teen Game Night

As we expand our teen programming, one of our newest programs for teens is Teen Game Night, where teens can gather monthly to play board games and role-playing games including Dungeons & Dragons. Word is spreading about this program, which began in December, and we welcomed 13 teens to our March game night.

COLLECTION

Expanded Standing Orders

We are always working to improve the efficiency of our processes, and we recently implemented an expanded list of authors whose new releases are ordered automatically – these are highly popular authors such as James Patterson, Danielle Steele, and more. These are titles that we know our patrons will seek out, and this new process ensures that they are available for checkout as soon as possible.

Updating our Health and Medicine Collection

Library staff are currently inventorying and evaluating the 600s in the library's non-fiction collection – this section includes resources on health, medicine, and parenting. We are focusing our ordering on this area to ensure we have up to date and highly varied materials on these important subjects.

DVD Inventory

Our DVD collection is extensive, and we recently have been able to commit the needed staff time to begin inventorying the collection and updating records as needed. This project has been much-needed and it is giving staff opportunity to improve labeling on the DVDs and recategorize titles as needed.

OUTREACH & PARTNERSHIPS

Turn the River Green – Mobile Makerspace

The library brought the mobile Makerspace to the “Turn the River Green” event in downtown Jamestown. It was a cold but very busy event. We engaged with 50 adults and 75 children at this event. This event also included a downtown scavenger hunt, which directed families to the library's Makerspace. The Makerspace was open for extended hours and 19 adults and 26 children came to the space as part of the scavenger hunt.

CASAC Poster Dropoff

Each year, the library serves as a drop off location for the Prevention Works poster contest – children who create posters promoting a drug-free lifestyle can drop their works off at the library. We received dozens of posters this year.

Storytime at Boys and Girls Club

Library staff visited the Jamestown Boys and Girls Club to run an offsite storytime. 13 children and four adults attended two storytimes. The Club's staff were very appreciative and inquired about further outreach sessions, and our staff promoted the library's programs and resources to the children at the storytimes.

LIBRARY NEWS

Student Board of Trustee Liaison

In March, library staff sent out information to 20 educators at Jamestown High School regarding the new student liaison position. Included in the information was a new flyer for posting at the school and sharing with students and teachers. At this time, we are awaiting feedback from educators, and anticipate interest to grow as the information is distributed.

Energy Efficient Measures

The library received a grant from the Carnahan-Jackson Foundation for energy updates. These updates began in March, with the replacement of 200 lights in the library with energy-efficient LED bulbs and new ballasts. Replacing fluorescent and incandescent lighting with LED lighting typically reduces energy use by half, per the NYSERDA. In addition, we will install variable frequency drives (VFDs) to Hot Water Pumps and the Chiller Water Pump. Using VFDs allows pumps to reduce their speed in response to lower use, rather than running at a consistent and unneeded higher rate.

GRANT UPDATES

2023 Cummins Grant Approval

The library's application for grant funding through the Cummins Foundation was approved, with \$10,000 being granted to the library to purchase books to give away to children in our community. These books will be available in the library as prizes for participation in the Summer Reading Challenge, as well as at library programs and outreach events. We will be able to continue partnering with local non-profits such as the Jamestown Community Learning Council, the Resource Center, United Way, and Head Start, to provide free books that they can distribute directly to local families.

Holmberg Foundation Grant Submission

We recently submitted a grant to the Holmberg Foundation titled "Expanding our Makerspace to Reach Adults" asking for \$18,123.32 to offer increased and more sophisticated technology-based programming geared for teens and adults. This grant includes a new 3D printer to replace our heavily-used 3D printer that is now out of date, as well as a more sophisticated 3D printer that can print using more types of filament – this would be used to accommodate requests from adult patrons that we currently cannot print.

Jessie Smith Darrah Grant Submission

We recently submitted a grant to the Darrah Foundation requesting \$17,000 in support of the library's eBook and eAudiobook collection. This is a resource that is heavily in demand, and usage continues to increase. This grant would allow us to expand our collection and purchase multiple copies of titles that have long waitlists.

Winifred Crawford Dibert Foundation Grant Submission

We recently submitted a grant to the Dibert Foundation asking for \$8,400 in support of our book distribution project. If awarded, these funds would allow us to expand our program which provides new, free books for children and teens to local community non-profits. This project allows us to expand our reach even further to more children and teens in our community.

Library Usage Report - March 2023	
Library Visits	
Days Open	27
Library Visits	11,040
Average Daily Library Visits	409
Year to Date Library Visits (Cumulative)	29,249
Library Borrowers	
New Cards Issued	69
Total Registered resident borrowers	16,536
Total Registered non-resident borrowers	11,150
Materials Use	
Adult Materials	4,300
Adult eBooks & eAudio	2,091
Children's Materials	2,788
Children's eBooks & eAudio	120
Video Materials	1,971
Microform Viewed	29
Reference Questions & Services	
Single Service Point Reference Questions	8,521
Technology Questions	2,969
Faxes (# sent or received)	51
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	163
Emailed print jobs	263
Internet Use (# of sessions)	1,248
Internet Use (# of minutes)	103,111
Adult Computer logins	835
Teen Computer logins	267
Children's Computer logins	146
Computer Lab Sessions in PCC	219
Rosetta Stone Library Solution (# of minutes used)	6
Rosetta Stone Library Solution (cumulative # of users)	363
NY Times On-Site Sessions	2340
NY Times Off-Site Sessions	2959
Wall Street Journal Logins	8
Wall Street Journal Page Views	321
Ancestry.com searches	207
Heritage Quest searches	133
ABC Mouse active users	15
NOVELny searches	38
Consumer Reports Visits	5
Consumer Reports Page Views	56
Programs	
Children's programs- # offered	43
Children's programs - attendance	675
Teen programs- # offered	26
Teen programs- attendance	202
Adult programs- # offered	24
Adult programs- attendance	294
Offsite programs - # offered	6
Offsite programs - attendance	314
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	5
1-On-1 Technology Device Instruction	3
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	31
Aspire Job Training - # offered	9
Aspire Job Training - attendance	31
Room Use	
Non-Library Sponsored Room Use - # of sessions	65
Non-Library Sponsored Room Use -attendance	274
Library Sponsored Room Use - # of sessions	120
Library Sponsored Room Use - attendance	1158
Social media & Webpage views	
Facebook - Daily Total Reach	17,691
Prendergast Library Home Page Views	8,578
Facebook Followers	4,119
Twitter Followers	1,041
Instagram Followers	1,088

Video Surveillance Policy

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

Privacy and Confidentiality

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

Public Notice

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

Data Storage and Access

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

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

In situations involving trespassing/banned patrons, stored still images may be shared with staff. Shared images may be posted in restricted staff areas and will be maintained as long as considered necessary by the Library Director. Circumstances under which designated Prendergast Library staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for purposes

of safety and security. Access to real time or recorded imagery is also authorized to designated Prendergast Library staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

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

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

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

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

Disclaimer

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

James Prendergast Library Association
Cash Sources
March 2023

REVENUE REPORT	Receipts This Month Mar-23	Receipts YTD Beg - Mar 23	Annual Budget Internal 2023	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
. GRANTS, NON-GOVERNMENT	4,000.00	4,500.00	131,681.00	127,181.00	3.42%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	2,500.00	10,000.00	7,500.00	25.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	30,650.00	30,650.00	0.00%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	67,478.00	67,478.00	0.00%
. CCLS CASH GRANT	0.00	0.00	250.00	250.00	0.00%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	0.00	0.00	0.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	0.00	8,800.00	8,800.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	363,812.00	363,812.00	0.00%
. AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	0.00	1,411.87	2,500.00	1,088.13	56.47%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	0.00	325.00	325.00	0.00%
LIBRARY FEES					
. FINES & FEES	1,646.92	4,139.46	20,000.00	15,860.54	20.70%
. COPY MACHINE	0.00	519.90	3,000.00	2,480.10	17.33%
CCLS					
. CCLS RENTAL INCOME	4,875.00	14,625.00	59,500.00	44,875.00	24.58%
FUNDRAISING/DONATIONS					
. BOOKSALE	1,028.58	4,273.14	22,000.00	17,726.86	19.42%
. FUNDRAISING	1,779.39	14,538.76	65,000.00	50,461.24	22.37%
. MEMORIALS	25.00	820.00	3,000.00	2,180.00	27.33%
OTHER					
. INTEREST EARNED	6.01	30.63	100.00	69.37	30.63%
Total Income	<u>15,860.90</u>	<u>52,358.76</u>	<u>1,159,850.00</u>	<u>1,107,491.24</u>	<u>4.51%</u>

James Prendergast Library Association
Expenses
March 2023

EXPENSE REPORT	Disbursed This Month Mar-23	Disbursed Year-To-Date Beg - Mar 2023	Total Budget Internal 2023	Balance	% Spent
· SALARIES - STAFF	46,352.06	138,779.39	620,520.00	481,740.61	22.37%
· SALARIES - MAINTENANCE	3,218.54	8,801.14	38,357.00	29,555.86	22.95%
· RETIREMENT BENEFITS	0.00	0.00	76,883.00	76,883.00	0.00%
· SOCIAL SECURITY BENEFITS	3,651.77	10,933.72	50,404.00	39,470.28	21.69%
· DISABILITY INSURANCE BENEFITS	286.50	286.50	1,163.00	876.50	24.63%
· INSURANCE - WORKER'S COMP	0.00	5,909.00	7,342.00	1,433.00	80.48%
· HEALTH BENEFITS	7,955.48	16,921.75	66,861.00	49,939.25	25.31%
· TRAINING & CONT ED	0.00	0.00	2,471.00	2,471.00	0.00%
MATERIALS					
· MATERIALS	5,717.73	14,801.07	110,000.00	95,198.93	13.46%
BUILDING EXPENSES					
· UTILITIES	4,734.31	14,153.60	54,465.00	40,311.40	25.99%
· BLDG & CUSTODIAL SUPPLIES	44.55	894.90	5,000.00	4,105.10	17.90%
· BLDG MAINT & REPAIR	4,146.21	11,960.57	28,182.00	16,221.43	42.44%
· INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
· PROGRAMS	404.82	551.57	8,500.00	7,948.43	6.49%
· MISC BUSINESS FEES	178.09	775.03	9,500.00	8,724.97	8.16%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
· IT TECH	2,210.46	6,752.83	16,000.00	9,247.17	42.21%
· OFFICE & LIBRARY SUPPLIES	524.81	1,756.27	11,000.00	9,243.73	15.97%
· GRANT EXPENSES	323.64	1,215.60	0.00	-1,215.60	0.00%
· FUNDRAISING	1,385.00	1,675.00	7,000.00	5,325.00	23.93%
· COPY MACHINE EXPENSE	615.67	691.22	4,500.00	3,808.78	15.36%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	210.00	2,000.00	1,790.00	10.50%
· HR & PROFESSIONAL FEES	674.61	2,254.36	22,150.00	19,895.64	10.18%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	22.52	67.56	1,500.00	1,432.44	4.50%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	<u>82,446.77</u>	<u>254,120.43</u>	<u>1,159,850.00</u>	<u>905,729.57</u>	<u>21.91%</u>
NET PROFIT OR LOSS	<u>\$ (66,585.87)</u>	<u>\$ (201,761.67)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

1000 · JSB - OPERATING FUND	42,834.15
1050 · JSB - MONEY MARKET	55,977.32
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,632.34
1080 · Jamestown Savings Bank - CARF	207,736.14
1090 · Unemployment Fund	2,668.52

Total Checking/Savings 311,128.49

Other Current Assets

1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
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Total Other Current Assets 56,194.00

Total Current Assets 367,322.49

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	193,785.48
1550 · ACCUMULATED DEPRECIATION	-2,669,450.16

Total Fixed Assets 2,197,849.94

Other Assets

1555 · ENDOWMENT FUND

1555.01 · INVESTMENT FUND - ENDOW	5,866,245.72
1555.02 · JOHNSON ESTATE	111,692.85
1555.03 · MURRAY L BOB LECT FUND - ENDOW	48,900.77
1555.04 · SALE OF DONATED ASSETS - EF	1,286,986.85

Total 1555 · ENDOWMENT FUND 7,313,826.19

1560 · Snitger Gift Fund 36,989.35

Total Other Assets 7,350,815.54

TOTAL ASSETS 9,915,987.97

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2140 · Held in Custody for Others	1,632.34
2020 · RETIREMENT	0.45
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	-697.96
2040.02 · DENTAL FLEX	135.87
2040.04 · VSP	-9.70

Total 2040 · PREMIUMS - FLEX -571.79

2050 · VARIABLE FLEX 3,361.38

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	2.59
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	1,519.81
Total Other Current Liabilities	<u>35,351.56</u>
Total Current Liabilities	<u>35,351.56</u>
Total Liabilities	<u>35,351.56</u>
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	-140,795.03
Net Income	61,229.25
Total Equity	<u>9,880,636.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,915,987.97</u></u>