

James Prendergast Library
Board of Trustees Meeting
May 18, 2023

Board members in attendance (none virtual):

Dan Hickman
Ned Lindstrom
Mary Zdrojewski
Cindy Johnson
Jessica Carr
Mike Corey
Cassie Blakeslee
Matt Mancuso

Board members absent:

Judy Long (excused)
Frank Corapi (excused)

Staff Present: Anne Greene

Public Present: Nikole Knobloch – Board Chair of Busti Library

Meeting called to order at 5:20 pm by President Dan Hickman

1. Public comment:

- a. Nikole Knobloch – Board Chair for the Hazeltine Busti Library. Nikole came to the meeting tonight to observe another board meeting. The board welcomed Ms. Knobloch to the meeting.

2. Consent Agenda

- a. Changes or additions to the agenda (none)
- b. Approval of minutes of previous meeting
 - i. Motion made by Mike Corey. *Vote Yes 8 No 0*

3. Director's Report/Statistics: Annie Greene

- a. The Literacy Volunteers are using the Literacy Center in the library to offer tutoring and literacy services to our community and they have begun working with students this month.
- b. We have changed our board books collection from alphabetical organization to topic based. The books are now displayed with their covers facing out, to encourage children to browse their interests independently
- c. Library staff have been hard at work preparing for this year's summer reading program, and they are again working with Jamestown Public Schools' LEAP Camps. All LEAP campers receive free books and beads to make a necklace reflecting their minutes read over the summer.
- d. Cummins approved our grant request for \$10,000 to purchase new books for children and teens. So far, we have purchased over 3,500 books in our first round of ordering.
- e. We received a \$4,000 grant from CRCF to purchase supplies for a community garden on the library's front lawn which will complement the new patio area.

Increases:

Category	% Increased	April 2023	March 2023
Total Database Usage	5.3%	479	455

Decreases:

Library Visits	-7.0%	10,268	11,040
Total Library Circulation	-14.6%	11,353	13,294
Total Reference Questions	-35.5%	7,415	11,490
Total Computer Logins	-10.0%	1,123	1,248
Total # of programs offered	-11.3%	102	113
Total Program Attendance	-16.4%	1,217	1,454

*Jessica Carr asked for the email regarding the training required by the board be sent out again.

*Mike Corey asked for clarification on the number of hours of training needed. Board members need 2 hours per year. If one online training is 1.5 hours, you would need to take two trainings to satisfy the requirement.

4. Treasurer's Report: Mike Corey

- a. Mike updated us on the budget and that the incoming cash sources typically reflect higher towards the end of the year, and that this is a result of when we receive funding from different outside agencies. With the tremendous job the director and staff have done with the budget, we have again been able to defer money from the endowment fund. Expenses have been very conservative with only 26.67% spent at this point in the year. The endowment fund continues to grow.
 - i. Motion to accept Treasurer's Report made by Ned Lindstrom, second by Matt Mancuso.
Vote 8 Yes 0 No

5. Fundraising Committee Report: Cassie Blakeslee

- a. Spring Annual Appeal Letter: The letter is included in the packet, and will go out next week if it is approved.
 - i. Motion to approve fundraising letter made by Jess Carr, second By Mary Zdrojewski.
Vote 8 Yes 0 No
- b. Block Party Volunteer Shifts/Gift Baskets: We hope you all attend. Please sign up to volunteer that day, and help us spread the word. Those who will be attending are: County Executive P.J. Wendall, Mayor Sundquist, several City Council members, some of the Foundation Directors, and some of Jim Roselle's family. The dedication begins at 10:30 and the Block Party begins at 11:00. We are also looking for donations for our baskets and gift cards are always appreciated. Annie would like any donation of gift baskets before the event.
- c. Give Big: We will be participating again this year and it will be held on June 8. We'll be raising money for the Summer Reading Program. Stay tuned for ways that you can help.

6. CCLS Lease Committee: Dan Hickman

- a. The 2023 Construction Project recommendation will be to focus on only the Cherry St. (front) entrance part of the project (not both the front entrance and the loading dock entrance). The CCLS lease is up at the end of 2024. We plan to address the safety aspect of the back loading dock in 2024 by either writing a local grant to secure that area or a 2024 construction grant. In the future, with cooperation from the CCLS Board, we will create a plan to address the handicapped accessibility. A part of this plan would be a new lease with CCLS that would include an extended rental lease. The lease committee has attempted to reach out to the CCLS board and president with no response. If this changes in the future, the Lease Committee will let the Board know. We feel that once the full Board approves the project, then the Building Committee would be involved in the construction project moving forward.
 - i. Motion to approve front entrance construction project made by Cindy Johnson, second by Mike Corey. *Vote 8 yes 0 No*

*Ned Lindstrom did ask if Dan Hickman (President) had contacted the CCLS President which he had emailed and still had not gotten any response.

7. Building Committee: Mary Zdrojewski

- a. Parking lot sealing/restriping: We feel that the parking lot should be sealed and restriped to maintain the new blacktop due to our climate. It was done in 2021 so we feel it should be done this year. Annie received 4 quotes and the Building Committee is recommending that we go with Lakeshore Paving for the amount of \$2,145.00.
 - i. Motion to have Lakeshore Paving seal and restripe the parking lot made by Matt Mancuso, second by Mike Corey. *Vote 8 Yes 0 No*

8. New Business:

- a. Rules of Conduct Policy: This policy has been updated to be proactive and have tools in place for staff since summer reading is around the corner.
 - i. Motion to approve Rules of Conduct Policy made by Mary Zdrojewski, second by Ned Lindstrom. *Vote 8 yes 0 No*
- b. Cross Walk: The City of Jamestown submitted a grant to the Chautauqua County Partnership for Economic Growth (CCPEG) to create a new crosswalk at 6th Street and Cherry Street connecting the Library to Dow Park. The library supplied a letter of support for the project. The city was awarded \$4,310 for the "Jamestown Creative Crosswalk Project" – which will be a visually impactful creative crosswalk installed at Sixth Street and Cherry Street intersecting at the Prendergast Library. Included will also be new reflective signs – possibly with lights. At this time, we don't know the start date.
- c. Update on Chiller: The chiller has been needing a lot of updates - a new part needed to be ordered. We are still waiting to hear when the new chiller (which is part of our NYS 2022 Construction Project) can be ordered - 10 months out at the earliest. The quote was \$87,200 in 2021 and \$5,000 - \$10,000 is approximate increase. Hold-ups and increase are due to COVID.

9. Unfinished Business

- a. Dan Hickman made a reminder for all the board members to finish the required trustee trainings.

10. Next meeting is June 15, 2023

11. Adjournment at 5:49 pm. Motion made by Cindy Johnson.

DIRECTOR'S REPORT / May 2023

PROGRAMMING & SERVICES

Genealogy Workshop on Ellis Island Records

On Friday, May 19, the library offered a special genealogy class on how to use the online Ellis Island Records Database. IT Librarian Kristie Bemis guided participants through creating a free online account and using the database to search for family members or research interests. The Ellis Island Passenger database is home to 65 million records of passengers arriving at the Port of New York from 1820 to 1957.

Saturday Crafting

The monthly Saturday Crafting class is popular, especially for people who aren't able to attend the classes during the week. In addition, the Saturday class welcomes adults with children. In May, fourteen people attended to learn how to make clay pinch pots. The crafting classes bring new people into the library monthly, allowing people to socialize and learn creative skills.

COLLECTION

Adult Nonfiction Updates

Library staff continue to inventory and evaluate our adult nonfiction collection. A large area of focus currently is updating the 300s, which includes items such as civil service test books, navigating relationships, and financial information. It is essential that we have up-to-date materials covering a wide range of topics.

OUTREACH & PARTNERSHIPS

Storytime with Chautauqua County Humane Society and Rotary

The Chautauqua County Humane Society and Jamestown Rotary partnered with the library to offer a special storytime to celebrate National Pet Month. CCHS brought a kitten to storytime on Tuesday, May 23, and members from the Jamestown Rotary read books to the children about animals and how to be a loving pet owner. We had fifteen adults and thirteen children attend; everyone loved meeting the kitten. We will welcome the CCHS back this summer for an outdoor storytime on Wednesday, August 9.

Cooking with Fresh Herbs Class with Jamestown Public Market

On May 16, the Jamestown Public Market staff offered a free class at the library on how to cook with fresh herbs. This class was made possible by a Chautauqua Region Community Foundation grant and through our Murray L. Bob Educational Initiative. Eight participants learned how to grow, identify, and incorporate herbs into easy and delicious meals during the course. Participations could taste various herbs and were provided recipes and samples to take home.

Cell Phone Photography Class with Infinity

Cathy Panebianco, an Infinity and Pearl City Clayhouse instructor, presented a free class at the library on how to get better photos with your smartphone. Participants learned settings, techniques, lighting and exposure, and composition tricks. They also learned how to use the free app Snapseed to edit their photos. It was a popular class that filled up quickly. This class was part of the 2023 Murray L. Bob Educational Initiative.

LIBRARY NEWS

Update on the Library's Monthly Electronic Newsletter

Every month the library sends a Newsletter to 1,390 email subscribers. The library's newsletter has expanded its audience over the years. Since June 2022, the number of subscribers has increased by 17%. Since 2020, the number of subscribers has increased by 66%.

Prendergast in the News

The library's upcoming Block Party and Patio Dedication have been featured in the Post-Journal, and on WRFA and WJTN radio programs. The reporters highlighted participating organizations and previewed the activities available at the event. They also talked about Jim Roselle and his love of the Prendergast Library. Jim was a long-time radio personality with WJTN. WJTN has donated radio ads to the library which highlight the event on June 24.

GRANT UPDATES

CCLS Summer Reading Grant

We applied for a \$500 Summer Reading mini-grant from CCLS to cover incentives, prizes, and programming supplies. Our grant budget includes pins, stickers, and more for our teen treasure chest; supplies for our Summer Reading Finale waffle bar as well as finale prizes for all attendees; and our grand prizes, such as a razor scooter for a child, wireless speaker for a teen, and local business gift cards for adults.

Darrah Grant for eBooks

We were recently awarded a generous grant of \$17,000 from the Jessie Smith Darrah Fund to purchase eBooks to expand our eBook collection. This funding is very appreciated by our staff and community members as our eBook collection continues to grow in popularity.

Library Usage Report - May 2023	
Library Visits	
Days Open	25
Library Visits	9,639
Average Daily Library Visits	386
Year to Date Library Visits (Cumulative)	94,156
Library Borrowers	
New Cards Issued	48
Total Registered resident borrowers	16,575
Total Registered non-resident borrowers	11,135
Materials Use	
Adult Materials	4,002
Adult eBooks & eAudio	1,965
Children's Materials	1,169
Children's eBooks & eAudio	69
Video Materials	1,184
Microform Viewed	37
Reference Questions & Services	
Single Service Point Reference Questions	6,501
Technology Questions	1,522
Faxes (# sent or received)	44
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	638
Emailed print jobs	223
Internet Use (# of sessions)	1,293
Internet Use (# of minutes)	110,884
Adult Computer logins	792
Teen Computer logins	343
Children's Computer logins	158
Computer Lab Sessions in PCC	71
Rosetta Stone Library Solution (# of minutes used)	159
Rosetta Stone Library Solution (cumulative # of users)	372
NY Times On-Site Sessions	2110
NY Times Off-Site Sessions	1124
Wall Street Journal Logins	8
Wall Street Journal Page Views	321
Ancestry.com searches	162
Heritage Quest searches	68
ABC Mouse active users	9
NOVELny searches	92
Consumer Reports Visits	3
Consumer Reports Page Views	43
Programs	
Children's programs- # offered	49
Children's programs - attendance	786
Teen programs- # offered	15
Teen programs- attendance	98
Adult programs- # offered	13
Adult programs- attendance	128
Offsite programs - # offered	5
Offsite programs - attendance	176
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	2
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	23
Aspire Job Training - # offered	8
Aspire Job Training - attendance	29
Room Use	
Non-Library Sponsored Room Use - # of sessions	57
Non-Library Sponsored Room Use -attendance	336
Library Sponsored Room Use - # of sessions	135
Library Sponsored Room Use - attendance	1177
Social media & Webpage views	
Facebook - Daily Total Reach	36,110
Prendergast Library Home Page Views	8,218
Facebook Followers	4,214
Twitter Followers	1,037
Instagram Followers	1,110



PrendergastLibrary
Focusing on Your Future

Credit Card Policy

Bank credit cards will be established in the name of the James Prendergast Library Association and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library Business Office.

Bank credit cards will be issued to the following (and **other staff as deemed appropriate by the Executive Director and approved by the Board of Trustees**):

- Executive Director with a credit limit of \$2,000
- Library Manager with a credit limit of \$2,000
- Assistant Library Manager with a credit limit of \$2,000
- Special Projects and Facility Manager with a credit limit of \$2,000
- Business Office Manager with a credit limit of \$2,000

Prior to initial receipt of any credit card, each individual must agree to and sign a Credit Card Responsibility and Use Procedures Form.

Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.

The bank credit card may not be used for personal expenses.

The bank credit card does not replace requisitions and purchase orders.

Staff will be responsible for any unauthorized purchases, except reported loss or theft.

Any loss or theft of credit card must be immediately reported to the issuing company and James Prendergast Library Association Business office.

Credit cards will be kept in the safe in the Business Office.

James Prendergast Library Association
Cash Sources
May 2023

REVENUE REPORT	Receipts This Month May-23	Receipts YTD Beg - May 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	74,750.00	79,250.00	131,681.00	52,431.00	60.18%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	5,000.00	10,000.00	5,000.00	50.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	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	90,953.00	90,953.00	363,812.00	272,859.00	25.00%
. AXEL W CARLSON	0.00	1,985.00	1,599.00	-386.00	124.14%
. GUSTAFSON-LANPHERE FUND	0.00	2,518.38	2,500.00	-18.38	100.74%
. SALLY J NALBONE MEM FUND	0.00	536.00	432.00	-104.00	124.07%
. KATHERINE GANZ FUND	0.00	16,966.00	13,623.00	-3,343.00	124.54%
. KOHL FAMILY FUND	0.00	1,508.49	900.00	-608.49	167.61%
. FRED L & VANNE D COHEN FUND	0.00	301.40	200.00	-101.40	150.70%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	404.25	325.00	-79.25	124.38%
LIBRARY FEES					
. FINES & FEES	1,634.14	6,724.85	20,000.00	13,275.15	33.62%
. COPY MACHINE	406.55	1,403.55	3,000.00	1,596.45	46.79%
CCLS					
. CCLS RENTAL INCOME	4,875.00	24,375.00	59,500.00	35,125.00	40.97%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,887.26	9,040.39	22,000.00	12,959.61	41.09%
. FUNDRAISING	2,565.61	19,253.81	65,000.00	45,746.19	29.62%
. MEMORIALS	630.00	1,450.00	3,000.00	1,550.00	48.33%
OTHER					
. INTEREST EARNED	4.60	38.30	100.00	61.70	38.30%
Total Income	<u>181,206.16</u>	<u>266,708.42</u>	<u>1,159,850.00</u>	<u>893,141.58</u>	<u>23.00%</u>

James Prendergast Library Association
Expenses
May 2023

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Balance	% Spent
	This Month	Year-To-Date	Internal		
	May-23	Beg - May 2023	2023		
· SALARIES - STAFF	46,924.97	231,912.19	620,520.00	388,607.81	37.37%
· SALARIES - MAINTENANCE	2,928.46	14,621.31	38,357.00	23,735.69	38.12%
· RETIREMENT BENEFITS	0.00	0.00	76,883.00	76,883.00	0.00%
· SOCIAL SECURITY BENEFITS	3,660.66	18,233.65	50,404.00	32,170.35	36.18%
· DISABILITY INSURANCE BENEFITS	0.00	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	4,995.23	22,006.64	66,861.00	44,854.36	32.91%
· TRAINING & CONT ED	79.91	79.91	2,471.00	2,391.09	3.23%
MATERIALS					
· MATERIALS	9,746.17	30,100.05	110,000.00	79,899.95	27.36%
BUILDING EXPENSES					
· UTILITIES	4,971.79	23,442.79	54,465.00	31,022.21	43.04%
· BLDG & CUSTODIAL SUPPLIES	646.89	1,541.79	5,000.00	3,458.21	30.84%
· BLDG MAINT & REPAIR	929.00	15,343.57	28,182.00	12,838.43	54.44%
· INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
· PROGRAMS	372.13	1,344.70	8,500.00	7,155.30	15.82%
· MISC BUSINESS FEES	500.28	1,673.84	9,500.00	7,826.16	17.62%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
· IT TECH	131.38	7,309.11	16,000.00	8,690.89	45.68%
· OFFICE & LIBRARY SUPPLIES	1,046.44	3,121.72	11,000.00	7,878.28	28.38%
· GRANT EXPENSES	6,319.17	7,534.77	0.00	-7,534.77	0.00%
· FUNDRAISING	398.16	2,073.16	7,000.00	4,926.84	29.62%
· COPY MACHINE EXPENSE	7.24	723.13	4,500.00	3,776.87	16.07%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	210.00	2,000.00	1,790.00	10.50%
· HR & PROFESSIONAL FEES	248.49	2,627.21	22,150.00	19,522.79	11.86%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	142.64	210.20	1,500.00	1,289.80	14.01%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	<u>84,049.01</u>	<u>405,034.59</u>	<u>1,159,850.00</u>	<u>754,815.41</u>	<u>34.92%</u>
NET PROFIT OR LOSS	<u>\$ 97,157.15</u>	<u>\$ (138,326.17)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	66,078.07
1050 · JSB - MONEY MARKET	49,937.05
1060 · SPECIAL ACCOUNT - JSB	230.02
1070 · PETTY CASH	50.00
1075 · Staff Account	1,107.36
1080 · Jamestown Savings Bank - CARF	255,489.75
1090 · Unemployment Fund	2,668.56
Total Checking/Savings	375,560.81
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	56,194.00
Total Other Current Assets	56,194.00
Total Current Assets	431,754.81
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	5,666,873.25
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	1,263,834.10
Total 1555 · ENDOWMENT FUND	7,091,300.97
1560 · Snitger Gift Fund	36,989.35
Total Other Assets	7,128,290.32
TOTAL ASSETS	9,757,895.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	1,107.36
2020 · RETIREMENT	0.45
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	385.52
2040.02 · DENTAL FLEX	122.73
2040.04 · VSP	-11.96
Total 2040 · PREMIUMS - FLEX	496.29
2050 · VARIABLE FLEX	3,361.38

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
2051 · HSA	-600.00
2080 · NY DISB PFL	452.66
2110 · ACCRUED VACATION	30,006.78
2135 · SALES TAX	<u>1,519.81</u>
Total Other Current Liabilities	<u>36,344.73</u>
Total Current Liabilities	<u>36,344.73</u>
Total Liabilities	36,344.73
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	-140,795.03
Net Income	<u>-97,856.82</u>
Total Equity	<u>9,721,550.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,757,895.07</u></u>