

**James Prendergast Library
Board of Trustees Meeting
September 21, 2023 at 5:15 PM**

Board Members Present: Dan Hickman, Mary Zdrojewski, Matt Mancuso, Frank Corapi, Cindy Johnson, Mike Corey, Jessica Carr, Ned Lindstrom, Cassie Blakeslee, Judy Long

Staff Present: Anne Greene

Public Present: Louann Bahgat, Christopher Blakeslee

Monthly meeting of the Board of Trustees called to order at 5:18 PM by President Dan Hickman

1. Public comment: None
2. Consent Agenda
 - a) Changes or additions to the agenda
 - b) Approval of minutes of previous meeting:
 - i) Motion made by Judy Long to approve Consent Agenda. *Vote Yes 10 No 0*
3. JPLA 2022 Audit - Louann Bahgat from Bahgat & Laurito-Bahgat CPA's:
 - a) 2022 Audit was presented by Louann Bahgat who indicated our Audit went well and no management letter was included as she did not have any recommendations to make.
 - i) Motion made by Mike Corey to approve the 2022 Audit, second by Jessica Carr. *Vote Yes 10 No 0*
4. June, July, August Director's Reports/Statistics: Anne Greene
 - a) Summer Reading was a big success again this year. We partnered with the Jamestown Public Schools' LEAP program, the Boys & Girls Club Day Camp, and the YMCA Day Camp. Our total Summer Reading participation for this summer was 661 children who read over 1,150,000 minutes. The adults and teen programs were also very popular.
 - b) Our Community Days and Outdoor Storytimes were also a great success. We partnered with several organizations to bring educational fun to our Wednesday's Storytime.
 - c) Our monthly Books & Brews Book Club continued to meet over the summer at Brazil Lounge. The book club is very popular with at least 14 people participating on a regular basis.
 - d) Our Murray L. Bob Education Initiative continued throughout the summer, with programs run by local organizations. Children's Music Studio held an eight-week series of Music Exploration classes for children ages 6 and under and Pearl City Clay House ran a popular eco-dyeing class.
 - e) The Block Party was fun - We had over 900 people attend the event. We will work on growing and improving this event each year.
 - f) CCLS continued with their road trip to encourage patrons to visit all of the 36 libraries in the Chautauqua Cattaraugus Library system – this has become very popular and many patrons are enjoying the experience.
 - g) Thank you to Dennis Webster and WJTN who broadcasted every Monday during the Summer from the Library's new patio. Dennis interviewed many library staff about the projects they are involved in, and encouraged the community to participate in Summer Reading.

- h) Our 2023 Sponsorship program raised a total of \$4,314. The Library would like to thank:
 - i) Price Abstract Company, Lind Funeral Home, Spectrum Eyecare and UBS for donating a total of \$850 for the Community Block Party.
 - ii) Bahgat, Laurito-Bahgat and Dot’s Gift Boutique for donating a total of \$200 for our Crafting Programs.
 - iii) Chautauqua Patrons Insurance Company, Jamestown Area Community Federal Credit Union, Stormer Mechanical, Fessenden, Laumer & DeAngelo, Raynor’s Liquor Store, the JHS Class of 1951, Colecraft Commercial Furnishings, and Moran’s Floor Store for donating a total of \$2,164 for the Summer Reading Celebration.
- i) We have been maintaining a special Booksale table in the front lobby, and sales are exceeding 2022 numbers.
- j) We were generously awarded a grant from the Holmberg Foundation for \$18,000 to expand our Makerspace offerings and we were also generously awarded a grant from the Lenna Foundation for \$20,170 to increase our library security measures.

Increases:

Category	% Increased	August 2023	July 2023
Library Visits	8.4%	11,776	10,866
Total Library Circulation	6.2%	14,416	13,619
Total Reference Questions	43.4%	15,674	10,931
Total Computer Logins	8.5%	1,319	1,216

Decreases:

Total Database Usage	-38.6%	363	591
Total Program Attendance	-2.4%	1,922	1,970

5. Treasurer’s Report: Mike Corey

- a) We received our 3rd Endowment withdraw and Endowment is improving.
- b) We are keeping expenses under control.
- c) Revenues are where they should be with the School Tax expected in early December.
 - i) Motion to approve Treasurer’s Report made by Cindy Johnson, second by Ned Lindstrom. *Vote Yes 10 No 0*

6. Finance Committee Report: Mike Corey

- a) Online Banking: We will need to get our statements via online now as they will be charging \$5.00 per statement and we receive 7 per month. Tracy Hewitt will be the administrator of the online banking. She would like to use the online system to pay the following invoices:
 - i) ADSERV – this is the 403(b) payment that is made on the same day as every payroll for employee contributions for their own investments

ii) Independent Health monthly premium

iii) VSP Vision Insurance monthly premium

(1) Motion to approve online banking with Tracy Hewitt as administrator made by Finance Committee.

Vote Yes 10 No 0

7. Fundraising Committee Report: Cassie Blakeslee

- a) The Fundraising Committee and staff have been planning the Haunted Library Fundraiser which will be held Saturday, October 21, from 4:00-10:00 pm. This guided tour will take you through the library, where you will meet characters and authors from classic storybooks, such as Alice in Wonderland, The Adams Family, Legend of Sleepy Hollow, Sleeping Beauty, Three Billy Goats Gruff, Sherlock Holmes and more. Tours will run on the hour from 4-9. Tours are 30-40 minutes; there will be two tours per hour. Tickets are \$3 per person, and can be purchased at the library's information desk. Tours are limited to 30 people per tour.
- b) We need one more actor who can play Ghost from the Graveyard, and we need two more tour guides to lead tours through the library, introduce characters and tell a few stories about the library's history. Scripts will be provided, and costumes encouraged. Shifts are: 3:45-6:45 and 6:30-10:00.
- c) Full Board participation is a must for this event to be successful.

8. Strategic Planning Committee Report: Frank Corapi

- a) We have begun planning for the 2025 – 2029 Strategic Plan, and have met twice so far. All goals from the Previous Plan have been met.
- b) We completed the SOAR assessment with the staff and we will plan to do the assessment with the full board. We will meet again once the Board SOAR assessment is completed.

9. Building Committee Report: Mary Zdrojewski

- a) 2023 Construction Grant Update Makerspace Storage: We were awarded funding for our 2023 New York State Library Construction grant titled "Spotlight on STEM" to install acoustic panels in our Makerspace, LED lighting, and several cabinets along the second-floor hallways of the library. The project also includes installing a secure door in the Makerspace area between the actual Makerspace and the makerspace storage area. We were awarded \$35,044 which is 75% of the project funding, so we are seeking assistance with funding for the remaining 25% of the project for \$11,681 from the Hultquist Foundation.
- b) 2024 Construction Grant Funding Update: We are in the process of applying for a 2024 New York State Construction grant to improve patron and staff safety and usability of the library by updating the front entrance doors, circulation area, and the circulation and children's room desks. The total project cost is \$285,964.
- c) Assurances: In order to move forward with the construction project, the Assurances Form needs to be adopted by the Board of Trustees.
 - i) Motion to approve Assurances form made by Judy Long, second by Mike Corey. *Vote Yes 10 No 0*

10. CCLS Lease Committee Report: Dan Hickman

- a) A meeting was held with the CCLS Lease Committee on 8/31/2023 where discussion took place regarding the rental space and the updates and upgrades that CCLS would like to have happen in the area that they lease. We are planning to submit a New York State Construction grant application in 2024 to improve loading dock access.

11. Nominating Committee Report: Anne Greene

- a) We are working on trying to recruit students to apply for the Board of Trustees Student position. So far there has been a small interest, but we have not seen any applications yet. We will need to update the Policy to reflect the term changes. There are no other changes to the Policy.
 - i) Motion to approve Student Liaison Policy made by Frank Corapi, second by Cindy Johnson. *Vote Yes 10 No 0*

12. New Business

- a) Lost and Found Policy amended to reflect 2 weeks to keep lost and found items.
 - i) Motion made by Mary Zdrojewski to approve Lost and Found Policy, second by Jessica Carr.
Vote Yes 10 No 0
- b) Floris Dunn left the Library \$2,000 dollars and it was her request to benefit the Literacy Program for adults, to be expended according to the Board of Trustees. Money will go into titles that will benefit the Literacy Program collection.
 - i) Motion made by Jessica Carr for the money to benefit the Literacy Program Collection, second by Matt Mancuso. *Vote Yes 10 No 0*

13. Unfinished Business: Dan Hickman

- a) Trustee Trainings will be held at the Board Retreat on October 7th. If all of trainings are completed, we will not hold the training session scheduled for Saturday, October 7th.
- b) There are other requirements that all Board members must have completed: Sexual Harassment Training, and Conflict of Interest. We have 3 more months for all of these requirements to be completed.

14. Next meeting is Thursday, October 19, 2023 at 5:15 PM.

15. Adjournment 6:05 PM.

DIRECTOR'S REPORT / September 2023

PROGRAMMING & SERVICES

Literacy Volunteers

The Literacy Volunteers of Chautauqua County have been working out of the library's Literacy Center since March. The program is very popular and multiple tutors use the library to meet with students, both in meeting rooms and at the library's study tables. We receive many inquiries from patrons looking for literacy assistance and directing them to the Literacy Volunteers has proven effective since they are now in-house.

Saturday Crafting

Due to the popularity of our Thursday night crafting, we expanded to offer Saturday crafting for adults and families. This monthly program has proven popular with all ages, and we are excited to be able to offer more Saturday programming to reach more patrons.

Cornell Cooperative Extension

With summer wrapping up, Cornell Cooperative Extension has resumed running a nutrition-focused table in the library's front lobby twice a month. This table is a patron-favorite, with free samples of nutritious and budget-friendly recipes available.

COLLECTION

Improving Audiobook Collection

The library's books on CD are heavily used and the cases show wear and tear. Staff have been working on replacing damaged cases with new ones and updating the items' labels so the audiobooks have new covers and library labels and barcodes. New cases were funded with a generous grant from the Hultquist Foundation.

Shifting Adult Non-fiction

Staff have been working hard to shift the collection upstairs, which will make more room for the growing graphics collection and young adult fiction. Both of these areas need more space as they are heavily used collections and new items are purchased frequently.

Updating Fiction Labels

To make browsing easier for patrons, staff are updating our fiction books that are part of a series, with spine labels noting the name of the series and the numerical order. This will also make it more efficient for our staff when they shelve these items.

OUTREACH & PARTNERSHIPS

Storytime at Innovation Center

Library staff are going to Jamestown Public Schools' new "Innovation Center," where special education classes meet. Staff are reading stories and leading the students in activities. The students are enjoying the extended storytimes with library staff.

Open House at Washington

Library staff attended Washington Middle School's open house, promoting the library's programs and resources. We distributed free books at this event. We have a wider range of options for middle school students thanks to generous grant funding from Cummins to purchase books for community distribution.

Outreach at Cummins

Library staff tabled at Cummins Jamestown Engine Plant's Annual Community Day, to promote the library's services to their employees. This was a good opportunity to engage with a wide range of community members.

LIBRARY NEWS

Donation from JHS Class of 1963

A donation of \$100 was made by Jackie L. Jackson on behalf of the JHS Class of 1963. The group meets here regularly to plan their class reunion and appreciated being able to use the space.

Half-Off Booksale

The bargain booksale was busy this month during the quarterly half-off and bag sale. The library made a total of \$3,482.00 for the entire month of September in the booksale. Patrons continue to enjoy browsing the new booksale table at the front of the library – the table will continue to be updated with new select books on an ongoing basis.

GRANT UPDATES

Hultquist Foundation

We recently submitted a grant to the Hultquist Foundation asking for \$29,371 to support the ongoing renovation and storage of the Library's collections. We are seeking assistance with new shelving for our magazines and newspapers. In addition, we asked for support for our 25% match for our New York State Construction project titled, "Spotlight on STEM." The construction grant includes upgrades to the Makerspace such as: acoustic panels, LED Lighting, storage cabinets, and a secure door to replace the partitions currently serving as a door between the Makerspace and materials storage area.

Sheldon Foundation

We recently submitted a grant to the Sheldon Foundation seeking \$36,000 to support the creation of a LiDAR scan of our intricate and complex Library facility for future planning and construction projects. LiDAR technology creates digitally produced virtual models of a building and a 3D model with floor plans and exterior elevations.

Holmberg Grant Purchasing

We were awarded a generous \$18,000 grant in support of Makerspace programming in June, and in September we used some of these funds to purchase new 3D printers. We now have a new, larger 3D printer for the Makerspace to replace our outdated 3D printer, and an additional 3D printer to handle more complex requests from adult patrons. We are excited to begin running more programming for adults interested in 3D printing.

Cummins Grant Purchasing

Earlier this year, the library received \$10,000 in grant funding to purchase new, free books for children and teens locally. This month, we have begun purchasing these books for distribution in the community to local nonprofits, as well as distribution at library programs and events.

Library Usage Report - September 2023

Library Visits	
Days Open	25
Library Visits	11,659
Average Daily Library Visits	466
Year to Date Library Visits (Cumulative)	94,755
Library Borrowers	
New Cards Issued	75
Total Registered resident borrowers	16,609
Total Registered non-resident borrowers	11,134
Materials Use	
Adult Materials	4,377
Adult eBooks & eAudio	1,865
Children's Materials	2,591
Children's eBooks & eAudio	129
Video Materials	1,617
Microform Viewed	32
Reference Questions & Services	
Single Service Point Reference Questions	7,290
Technology Questions	2,310
Faxes (# sent or received)	45
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,556
Emailed print jobs	292
Internet Use (# of sessions)	1,341
Internet Use (# of minutes)	108,583
Adult Computer logins	794
Teen Computer logins	275
Children's Computer logins	240
Computer Lab Sessions in PCC	115
Rosetta Stone Library Solution (# of minutes used)	13
Rosetta Stone Library Solution (cumulative # of users)	385
NY Times On-Site Sessions	2100
NY Times Off-Site Sessions	1318
Wall Street Journal Logins	67
Wall Street Journal Page Views	2,096
Ancestry.com searches	494
Heritage Quest searches	77
ABC Mouse active users	6
NOVELny searches	21
Consumer Reports Visits	8
Consumer Reports Page Views	82
Programs	
Children's programs- # offered	36
Children's programs - attendance	336
Teen programs- # offered	14
Teen programs- attendance	107
Adult programs- # offered	26
Adult programs- attendance	290
Offsite programs - # offered	5
Offsite programs - attendance	50
Library Outreach tabling - # offered	2
Library Outreach tabling - attendance	127
Technology Classes - # offered	1
Technology Classes - attendance	4
1-On-1 Technology Device Instruction	2
HSE/GED Classes - # offered	10
HSE/GED Classes - attendance	27
Aspire Job Training - # offered	8
Aspire Job Training - attendance	28
Room Use	
Non-Library Sponsored Room Use - # of sessions	77
Non-Library Sponsored Room Use -attendance	413
Library Sponsored Room Use - # of sessions	141
Library Sponsored Room Use - attendance	95
Social media & Webpage views	
Facebook - Daily Total Reach	24,870
Prendergast Library Home Page Views	10,051
Facebook Followers	4,347
Twitter Followers	1,029
Instagram Followers	1,102

James Prendergast Library Association

Cash Sources

September 2023

REVENUE REPORT	Receipts This Month Sep-23	Receipts YTD Beg - Sep 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	20,170.00	117,420.00	131,681.00	14,261.00	89.17%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	7,500.00	10,000.00	2,500.00	75.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	29,877.81	30,650.00	772.19	97.48%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	67,627.20	67,478.00	-149.20	100.22%
. CCLS CASH GRANT	0.00	750.00	250.00	-500.00	300.00%
. 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	31,539.00	31,539.00	0.00	-31,539.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	10,038.40	8,800.00	-1,238.40	114.07%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	90,953.00	272,859.00	363,812.00	90,953.00	75.00%
. AXEL W CARLSON	0.00	1,985.00	1,599.00	-386.00	124.14%
. GUSTAFSON-LANPHERE FUND	0.00	3,624.89	2,500.00	-1,124.89	145.00%
. 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	1,556.12	12,581.10	20,000.00	7,418.90	62.91%
. COPY MACHINE	292.30	2,441.90	3,000.00	558.10	81.40%
CCLS					
. CCLS RENTAL INCOME	4,875.00	43,875.00	59,500.00	15,625.00	73.74%
FUNDRAISING/DONATIONS					
. BOOKSALE	3,432.60	22,696.65	22,000.00	-696.65	103.17%
. FUNDRAISING	2,297.16	41,290.55	65,000.00	23,709.45	63.52%
. ESTATES	0.00	2,000.00	0.00	-2,000.00	0.00%
. MEMORIALS	200.00	2,290.00	3,000.00	710.00	76.33%
OTHER					
. INTEREST EARNED	5.37	61.61	100.00	38.39	61.61%
Total Income	<u>155,320.55</u>	<u>695,174.25</u>	<u>1,159,850.00</u>	<u>464,675.75</u>	<u>59.94%</u>

James Prendergast Library Association
Expenses
September 2023

EXPENSE REPORT	Disbursed This Month Sep-23	Disbursed Year-To-Date Beg - Sep 2023	Total Budget Internal 2023	Balance	% Spent
. SALARIES - STAFF	44,718.97	427,831.08	620,520.00	192,688.92	68.95%
. SALARIES - MAINTENANCE	2,862.31	27,652.39	38,357.00	10,704.61	72.09%
. RETIREMENT BENEFITS	0.00	0.00	76,883.00	76,883.00	0.00%
. SOCIAL SECURITY BENEFITS	3,486.84	33,529.27	50,404.00	16,874.73	66.52%
. DISABILITY INSURANCE BENEFITS	278.80	844.10	1,163.00	318.90	72.58%
. INSURANCE - WORKER'S COMP	0.00	5,855.00	7,342.00	1,487.00	79.75%
. HEALTH BENEFITS	5,210.39	42,379.06	66,861.00	24,481.94	63.38%
. TRAINING & CONT ED	275.00	539.91	2,471.00	1,931.09	21.85%
MATERIALS					
. MATERIALS	5,547.67	47,007.77	110,000.00	62,992.23	42.73%
BUILDING EXPENSES					
. UTILITIES	2,820.63	35,476.53	54,465.00	18,988.47	65.14%
. BLDG & CUSTODIAL SUPPLIES	1,235.44	3,427.18	5,000.00	1,572.82	68.54%
. BLDG MAINT & REPAIR	3,528.40	25,778.78	28,182.00	2,403.22	91.47%
. INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
. PROGRAMS	692.72	2,830.71	8,500.00	5,669.29	33.30%
. MISC BUSINESS FEES	382.17	3,019.41	9,500.00	6,480.59	31.78%
. INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
. IT TECH	155.00	8,241.39	16,000.00	7,758.61	51.51%
. OFFICE & LIBRARY SUPPLIES	372.18	5,170.65	11,000.00	5,829.35	47.01%
. GRANTS PROGRAM EXPENSES	2,297.00	25,504.94	0.00	-25,504.94	0.00%
. FUNDRAISING	266.04	2,690.14	7,000.00	4,309.86	38.43%
. COPY MACHINE EXPENSE	452.06	3,330.27	4,500.00	1,169.73	74.01%
MISCELLANEOUS					
. LEGAL COUNSEL	0.00	330.00	2,000.00	1,670.00	16.50%
. HR & PROFESSIONAL FEES	10,717.38	14,210.75	22,150.00	7,939.25	64.16%
. OUTREACH	0.00	0.00	500.00	500.00	0.00%
. PUBLICITY	22.52	232.76	1,500.00	1,267.24	15.52%
. EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	85,321.52	730,611.44	1,159,850.00	429,238.56	62.99%
NET PROFIT OR LOSS	\$ 69,999.03	\$ (35,437.19)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	37,121.49
1050 · JSB - MONEY MARKET	118,864.37
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1075 · Staff Account	537.39
1080 · Jamestown Savings Bank - CARF	193,904.44
1090 · Unemployment Fund	2,668.64
Total Checking/Savings	<u>353,396.33</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	<u>50,492.00</u>
Total Current Assets	403,888.33
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,811,014.25
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	114,135.52
1550 · ACCUMULATED DEPRECIATION	<u>-2,751,048.60</u>
Total Fixed Assets	2,256,818.05
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,547,303.48
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	1,329,870.66
Total 1555 · ENDOWMENT FUND	<u>7,037,767.76</u>
1560 · Snitger Gift Fund	39,310.13
Total Other Assets	<u>7,077,077.89</u>
TOTAL ASSETS	<u><u>9,737,784.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	537.39
2020 · RETIREMENT	0.45
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,081.31
2040.02 · DENTAL FLEX	189.79
2040.04 · VSP	-3.22
Total 2040 · PREMIUMS - FLEX	<u>1,267.88</u>
2080 · NY DISB PFL	2.19

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
2110 - ACCRUED VACATION	33,126.54
Total Other Current Liabilities	<u>34,934.45</u>
Total Current Liabilities	<u>34,934.45</u>
Total Liabilities	34,934.45
Equity	
3085 - With Donor Restrictions	287,101.84
3080 - Without Donor Restrictions	9,673,100.35
3070 - FUND BALANCE	-213,615.80
Net Income	<u>-43,736.57</u>
Total Equity	<u>9,702,849.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,737,784.27</u></u>



PrendergastLibrary
Focusing on Your Future.

2024 DRAFT BUDGET	2024		2024
2024 REVENUES:	5.75% draw	2024 EXPENDITURES:	
4300 . School District	\$ 350,000	6303 . Salaries - Staff	\$ 624,834
4301 . NYS - Central Book Aid (CLSA)	30,650	6304 . Salaries - Maintenance	39,507
4302 . CCLS Materials Plan	10,000	6305 . Retirement Benefits	82,669
4303 . NYS - Central Lib Dev Aid (CLSA)	67,478	6306 . Social Security Benefits	50,822
4304 . CCLS - Cash Grant	300	6307 . Disability Insurance Benefits	1,195
4311 . NYS Local Library Services Aid	8,800	6308 . Health Benefits	76,535
4312 . Grants, Other Government	-	6901 . HSA	7,350
4315 . Transfer From Endowment	399,835	6315 . Training & Cont Ed	2,500
4316 . Axel W Carlson	1,599	6321 Materials	110,857
4317 . Sally J Nalbone Mem Fund	432	6329 . Utilities	55,000
4318 . Katherine Ganz Fund	13,623	6335 . Bldg & Custodial Supplies	7,000
4319 . Kohl Family Fund	900	6340 . Bldg Maint & Repair	41,000
4323 . Gustafson Lanphere	2,500	6345 . Programming	8,500
4320 . Jeanette & Lyman Buck III	-	6350 . Miscellaneous Business Fees**	9,171
4321 . Robert S. & Je'Anne Bargar	325	6311 . Insurance - Worker's Comp	8,223
4324 . Fred L. & Vanne D. Cohen Fund	200	6355 . Insurance - Bldg & Liability	15,954
4330 . Fines & Fees	17,000	6356 . Insurance - Directors & Officers	1,464
4340 . Copy Machine	3,000	6365 . IT	16,000
4345 . Library Services, Other	2,000	6430 . Office & Library Supplies	12,600
4346 . CCLS Rent	58,500	6670 . Fundraising	7,000
4360 . Booksale	25,000	6700 . Legal Counsel	2,000
4370 . Fundraising	65,000	6800 . HR & Professional Fees	23,000
4380 . Memorials	3,000	6750 . Outreach	500
4390 . Grants, Local Foundations	169,490	7000 . Publicity	1,500
4250 . Interest Earned	50	6850 . Copy Machine Expense	4,500
		6551 . Computer Equipment	20,000
Total Revenues	\$ 1,229,682	Total Expenditures	1,229,682
		Deficit/Surplus	0

October 19, 2023

First Last Name
Street Address
City, State ZIP

Dear Name,



This summer, our new patio, walkway, and community gardens were installed just in time for our Annual Block Party. While the block party is a fundraiser for the library's programming, it is also a celebration of the community we serve. We dedicated our new outdoor space in memory of Jim Roselle, an esteemed radio personality who not only loved the library, but loved and advocated for his community. The dedication ceremony and block party drew over 900 members of the community in celebration of the library, Jim, and one another.

"Thank you for the outstanding job you did with the dedication for my Dad. The family was thrilled to be part of such a wonderful event."

— Julie D'Angelo, Jim Roselle's daughter

In October, we held our Haunted Library Tour. This fundraiser brings books to life with an interactive experience. Library staff and board members portray classic and contemporary literary characters to tell their tales to attendees. It is also an opportunity for learning local history, as our tour guides talk about the history of the library, the Prendergast Family, and Jamestown along the way.

"Loved it!! You guys did an amazing job and we will definitely be back next time!!"

—Patron comment via Facebook



Your donation allows us to create these fun community events and other popular educational programs. Our recent program expansions are a direct result of our supportive community. This winter we are planning a new event that will celebrate music and further our goal of providing the community with fun educational events. Thank you for your generous support!

You may use the enclosed postage-paid envelope to make a tax-deductible contribution or visit our website at www.prendergastlibrary.org/support to donate using your credit card or PayPal account. Thank you.

Sincerely,



Dan Hickman
President, Board of Trustees



Anne Greene
Executive Director

2024 Fundraising Plan Budget

Goal \$65,000

Month	Fundraising Activity	Estimated Costs	Notes
All Year	Bags	\$500.00	
March or April	Music Concert with refreshments and snacks	\$1,000.00	New Fundraiser! - we would like to target for 18 years and older. We will close the Library on a Saturday Night
June	Community Block Party, Booksale, Raffles	\$500.00	Possible Grant/Donations
June	Give Big CHQ	\$0.00	
June	Fundraising Letter - June	\$2,000.00	
October	Haunted Library	\$500.00	Solicit Donations
November	Fundraising Letter - Nov	\$2,000.00	
November	Giving Tuesday	\$0.00	
December	Sponsorship Letter	\$500.00	
Totals		\$7,000.00	

Whistleblower Policy

The James Prendergast Library Association requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the James Prendergast Library Association must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

Reporting Procedures and Corrective Action for Employees

Employees should first discuss their concern, in confidence, with their immediate supervisor. If after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern, no further action is required by the employee.

However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation, the employee should write a formal complaint to the Library's Director who will investigate the matter promptly.

If the employee's supervisor is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the Library's Director and then write a formal complaint. It is the responsibility of the Director to investigate promptly the circumstances of the complaint.

In extraordinary circumstances and after due consideration, an employee who suspects or believes that the Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the Library's Board of Trustees.

Reporting Procedures and Corrective Action for Individuals Not Employed By The Library

Individuals who are not employees of the Library should submit their concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should be directed to the Vice-President of the Board of Trustees.

The President or Vice-President shall be responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

The President or Vice-President shall inform the originator of the receipt of the written complaint. All trustees of the Library shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.

The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.

No Retaliation

No trustee, employee or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, in good faith, within the James Prendergast Library Association prior to seeking resolution outside the Library.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

The act of making allegations which prove to be unsubstantiated and to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

MONTH:

STAFF MEMBER:



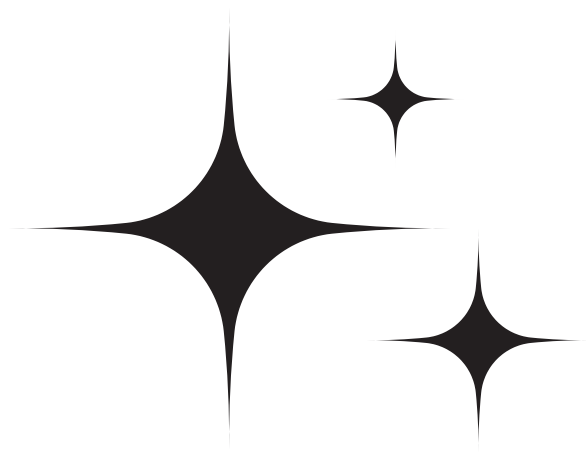
PrendergastLibrary
Focusing on Your Future.

YOU'RE A LIBRARY STAR

You have been selected as this month's Library Star! Each month, we'll choose a different staff member to be recognized. All staff do a great job so everyone will get a month. Please fill out this form so we know how to celebrate you!

**Choose a treat to share
with your coworkers!**

- Chips & Dip
- Salsa & Torillas
- Brownies
- Fruit Bowl
- Donuts
- Cookies
- Cupcakes
- Cheese & Crackers
- Veggie Tray
- Ice Cream Bars

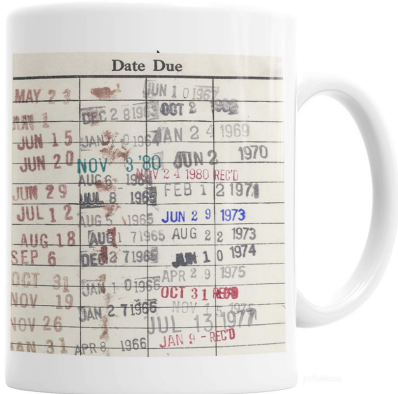


We want to feature you in our newsletter and on Facebook. Are you ok with having your picture taken? We will include you in the monthly Directors Report.

YES or NO

Select your special Gift (Circle One)!

Coffee Cup



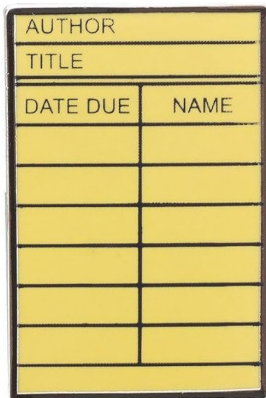
Key Chain



Tote Bag



Pin Set



Book Mark Set



Travel Mug



Notecard Set





Notebook: Chose Color



PROGRAMMING AND EVENTS: KIDS & TEENS

NOVEMBER 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
<p>509 Cherry St Jamestown NY</p> <p>(716) 484-7135</p> <p>prendergastlibrary.org</p>	<p>HOURS</p> <p>Monday - Friday 9:00 a.m. - 7:00 p.m.</p> <p>Saturday: 10:00 a.m. - 4:00 p.m.</p> <p>Sunday: Closed</p>	<p>1</p> <p>Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Coding with Scratch</p>	<p>2</p> <p>Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Marble Runs</p>	<p>3</p> <p>Makerspace: 3:30-5:00 3-D Printing</p>	<p>4</p> <p>Sensory Play: 11:00-12:15 Fun with Pretend Food</p> <p>Saturday Crafting: 1:30-3:30 All Ages Painting Rocks</p>	
<p>5</p> <p>Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Crayon Leaf Impressions</p>	<p>6</p> <p>First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Marble Runs</p> <p>Teen Crafting: 5:00-7:00 Paint Humane Society Pet Portraits</p>	<p>7</p> <p>Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 3D Pens</p>	<p>8</p> <p>Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Play-Doh</p>	<p>9</p> <p>Makerspace: 3:30-5:00 Cubelets</p> <p>Teen Movie: 4:30-6:15 Pride and Prejudice and Zombies</p>	<p>10</p> <p>Sensory Play: 11:00-12:15 Playing with Sand</p>	
<p>12</p> <p>Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Color a Winter Hat</p>	<p>13</p> <p>First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Magnatiles</p> <p>Teen Crafting: 5:00-7:00 Rock Painting</p>	<p>14</p> <p>Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Robots</p> <p>Teen Creative Writing Workshop: 4:30-6:30</p>	<p>15</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Coding with Scratch</p>	<p>16</p> <p>Makerspace: 3:30-5:00 3-D printing</p> <p>Family Movie: 4:30-6:00 Hotel Transylvania</p>	<p>17</p> <p>Sensory Play: 11:00-12:15 Play with Play Doh</p>	
<p>19</p> <p>Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Creative Mode</p> <p>Makerspace: 3:30-5:00 Paper Door Hanger</p>	<p>20</p> <p>First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Cubelets</p> <p>Teen Crafting: 5:00-7:00 Paper Door Hanger</p>	<p>21</p> <p>Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Snap Circuits</p>	<p>22</p> <p>LIBRARY CLOSED</p>	<p>23</p> <p>BOGO Booksale!</p> <p>Makerspace: 3:30-5:00 Marble Runs</p>	<p>24</p> <p>SALE</p> <p>Sensory Play: 11:00-12:15 Balls and Hoops</p>	
<p>26</p> <p>Makerspace Open Play: 10:30-1:30</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 Pop-Up Penguins</p>	<p>27</p> <p>First Years Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Snap Circuits</p> <p>Teen Crafting: 5:00-7:00 Play with Clay</p>	<p>28</p> <p>Early Learning Storytime: 10:30-11:30</p> <p>Makerspace: 3:30-5:00 Little Bits</p> <p>Teen D&D Night: 4:30-6:30</p>	<p>29</p> <p>Minecraft Club: 3:30-4:30 Survival Mode</p> <p>Makerspace: 3:30-5:00 DIY Bookmarks</p>	<p>30</p> <p> PrendergastLibrary Focusing on Your Future.</p>	<p>Follow us on Facebook!</p> <p> facebook.com/ prendergastlibrary</p>	

PROGRAMMING AND EVENTS: KIDS & TEENS

NOVEMBER 2023

Teen Programs

**Teen D&D Nights: Last Wednesday of each month
11/29 4:30-6:30**

Join us for teen D&D night! Play Dungeons & Dragons with other teens. Everything you need will be provided for you, plus some snacks! For ages 12-18. Registration is recommended, as spots are limited.

**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 11/10 at 4:30**

Pride and Prejudice and Zombies (PG-13)
Drop in to enjoy a movie and socialize with fellow teens.

Teen Creative Writing Workshop: Wednesday 11/15 4:30-6:30 PM

Join us for a fun night of exploring our creativity with writing prompts, exercises, and feedback from other teens! Bring something you've already written or write something while you're here!
For ages 12-18. No registration required.

**Storytimes on 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.

**First Saturday Craft
1:30-3:30**

On the first Saturday of every month, our staff will lead a guided craft, with all supplies provided.

Families are welcome; young children must be supervised by an adult.

Buy One Get One Booksale!

On Friday, November 24th from 9:00AM to 7:00PM, all books in our regular booksale will be buy one get one free!

sale does not include DVDs, CDs, or items from the booksale tables at the front of the library

Family Movie Night

Friday 11/17 at 4:30: Hotel
Transylvania (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

**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.

**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.*****

PROGRAMMING AND EVENTS: ADULTS

NOVEMBER 2023

Visit us online @ prendergastlibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
<p>509 Cherry St Jamestown NY (716) 484-7135 prendergastlibrary.org</p>	<p>HOURS Monday - Friday 9:00 a.m. - 7:00 p.m. Saturday: 10:00 a.m. - 4:00 p.m. Sunday: Closed</p>	<p>1 Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00-7:00*</p>	<p>2 Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft</p>	<p>3 Coloring Creative: All day Genealogy Workshop: 2:00-4:00 Movie Night for adults: Three Thousand Years of Longing 4:30-6:00</p>	<p>4 Saturday Crafting: 1:30-3:30 All Ages Painting Rocks</p>	
<p>5 Recovery through Creativity Support Group: 11-12:00* BOCES HSE/GED Class 4:00-7:00* Computer Class: 5:30-6:30 eBooks & eAudiobooks</p>	<p>6 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*</p>	<p>7 Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4-7:00* Books and Brews Book Club 5:30-6:30</p>	<p>8 Crafting & Community: 5:00-7:00 Rock Painting</p>	<p>9 Coloring Creative in front lobby: All day Genealogy Workshop: 2:00-4:00</p>		
<p>12 Recovery through Creativity Support Group: 11-12:00* BOCES HSE/GED Class 4:00-7:00*</p>	<p>13 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* Book Binding with Pearl City Clay House 5:00-7:00</p>	<p>14 Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00 -7:00*</p>	<p>15 Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft</p>	<p>16 Coloring Creative in front lobby: All day Genealogy Workshop: 2:00-4:00</p>		
<p>19 Recovery through Creativity Support Group: 11-12:00* CCE Nutrition Table: 11-12:00* BOCES HSE/GED Class 4:00-7:00*</p>	<p>20 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*</p>	<p>21 Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00-7:00*</p>	<p>22 LIBRARY CLOSED</p>	<p>23 BOGO Booksale!</p>	<p>24 SALE Coloring Creative in front lobby: All day Genealogy Workshop: 2:00-4:00</p>	<p>25</p>
<p>26 Recovery through Creativity Support Group: 11-12:00* BOCES HSE/GED Class 4:00-7:00*</p>	<p>27 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*</p>	<p>28 Depression and Anxiety Support Group: 11-12:00* Creative Writing Group: 3:00-4:30* BOCES HSE/GED Class: 4:00-7:00*</p>	<p>29 CCE Nutrition Table: 11-12:00* Crafting & Community: 5:00-7:00 Drop in for knitting and crocheting, or bring your own craft</p>	<p>30  PrendergastLibrary Focusing on Your Future.</p>	<p>Follow us on Facebook!  facebook.com/prendergastlibrary</p>	

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

PROGRAMMING AND EVENTS: ADULTS

NOVEMBER 2023

Crafting & Community Thursdays 5:00-7:00

Join us each Thursday evening 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 Thursdays 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.

First Saturday Craft 1:30-3:30

On the first Saturday of every month, our staff will lead a guided craft, with all supplies provided.

Families are welcome; young children must be supervised by an adult.

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.

Books and Brews:

Library book club @ Brazil Wednesday 11/8 5:30-6:30

The library is excited to offer a monthly book club for adults. This library program meets 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. This month's book is *The City We Became* by N.K. Jemisin

Computer Class: Getting Started with eBooks and eAudiobooks Monday 11/6 5:30-6:30

Learn how to access the library's collection of free eBooks & eAudiobooks, available on your computer or mobile device. We'll show you how to download the Libby app, how to find titles, and how to read and listen to materials on your device.

Optional registration; drop-ins welcome. To register or if you have questions, stop in or call the Information Desk at 716-484-7135 ext. 226

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.

Book Binding

With Pearl City Clay House
Tuesday 11/14 5:00-7:00

Learn the process and art of book binding at the program led by Deb Eck as part of the Murray L. Bob Community Education Initiative.

Registration is required. Visit the library's information desk or call 716-484-7135 x 226

Genealogy Workshop: Fridays 2:00-4:00

This monthly workshop is for genealogy newbies all the way to experts! Learn how to navigate databases like Ancestry.com and Heritage Quest.

First Fridays Movie Night Friday 11/3 4:30-6:30 "Three Thousand Years of Longing" (R)

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.

Buy One Get One Booksale!

On Friday, November 24th from 9:00AM to 7:00PM, all books in our regular booksale will be buy one get one free!

sale does not include DVDs, CDs, or items from the booksale tables at the front of the library

CCE Nutrition Program

Monday 11/20 and Thursday 11/30
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.