

**James Prendergast Library**

**Board of Trustees Meeting**

**October 19, 2023**

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

Staff present: Anne Greene

Public: Chris Blakeslee (Post Journal)

Monthly meeting of the Board of Trustees called to order at 5:17 PM

1. Public comment: None
2. Consent Agenda:
  - a. Changes or additions to the agenda
  - b. Approval of minutes
    - i. Motion made by Cindy Johnson to approve Consent Agenda. *Vote Yes 9 - No 0*
3. Director's Reports/Statistics:
  - a. The Literacy Volunteers of Chautauqua County have been working out of the library's Literacy Center since March. Continue to tutor many people. Patrons have been asking for literacy services and the staff can direct them to Literacy Volunteers.
  - b. Saturday Crafting – Thursday crafting has been popular. Saturday class is now being added.
  - c. Library staff are now going to Jamestown Public Schools' new "Innovation Center," where special education classes meet. Staff are reading stories and leading the students in activities.
  - d. 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.
  - e. We were awarded a generous \$18,000 grant in support of Makerspace programming in June, and we recently purchased 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 We now have a new, larger 3D printer for the Makerspace to replace our outdated 3D printer, and an additional 3D printer to handle more complex requests from adult patrons.
  - f. Summer Reading numbers skewed our statistics for this month so there are mostly decreases. We were also open fewer days.
  - g. The library was open for 25 days in September with 11,659 visits for the month. Year to date: 94,755 Library visits.

**Increases:**

<b>Category</b>	<b>% Increased</b>	<b>September 2023</b>	<b>August 2023</b>
Total Database Usage	89.5%	688	363

## Decreases:

Library Visits	-1.0%	11,659	11,776
Total Library Circulation	-11.1%	12,863	14,416
Total Reference Questions	-40.0%	9,550	15,910
Total Computer Logins	-0.8%	1,309	1,319
Total # of programs offered	-9.5%	143	158
Total Program Attendance	-49.5%	1,000	1,981

### 4. Treasurer's Report: Mike Corey

- a. Overall, the budget is doing very well.
- b. We expect to receive the school tax from JPS in December.
- c. The exceptional work done by the ED and staff has kept the expenses under budget.
  - i. Motion to approve Treasures Report by Jessica Carr, second by Ned Lindstrom. *Vote Yes 9 - No 0*

### 5. Finance Committee Report: Mike Corey

- a. 2024 Proposed Budget – presented to Board by committee
  - i. Included are the no fines for kids and teens
  - ii. Revenues expected from various grants along with other state and local support
  - iii. Expenses include investment in staff computers
    1. Motion to approve 2024 Proposed Budget made by Matt Mancuso, second by Mary Zdrojewski. *Vote Yes 9 - No 0*

### 6. Fundraising Committee Report: Cassie Blakeslee

- a. Haunted Library – Saturday October 23<sup>rd</sup>. Event times are selling out fast!
- b. The Fall annual appeal letter will be going out in November.
- c. 2024 fundraising plan reviewed.
  - i. Motion made by Frank Corapi to approve Fundraising Plan, second by Ned Lindstrom. *Vote Yes 9 - No 0*

### 7. Nominating Committee Report: Cassie Blakeslee

- a. Board candidate recommendation with term starting January 1, 2024: Melissa Spas
  - ii. Motion made by Nominating Committee to elect Melissa Spas to the Board of Trustees. *Vote Yes 9 - No 0*

### 9. New Business:

- a. Whistleblower Policy: There were no changes or additions to the policy.
  - i. Motion to approve Whistleblower Policy made by Frank Corapi, second by Jessica Carr. *Vote Yes 9 - No 0*

- b. We will begin a new Monthly Employee Recognition where all staff will be recognized for their work and they will be featured in the Director's Report and on Facebook.
- c. Rex and Micki McCray (Micki is a former Board member) are generously donating \$50,000 in 2025 to assist with upgrades to the Children's Room.

9. Unfinished Business: None

10. Next meeting is November 16, 2023 at 5:15 PM.

11. Adjournment 5:48 PM.

## DIRECTOR'S REPORT / October 2023

### PROGRAMMING & SERVICES

#### *Haunted Library*

We welcomed over 300 attendees to the library's second Haunted Library fundraiser, which was a great success. In addition to raising \$1,522, the event received positive publicity and feedback from participants.

#### *Costume Storytime*

Families enjoyed the library's Costume Storytime, with over 30 children and adults attending to hear stories, sing songs, and play in the Makerspace. This event is an effective way to promote the Makerspace to new families.

#### *Gingerbread Haunted House Program*

For teens this month, we held a special gingerbread building program. Eight teens attended to build a spooky house out of graham crackers and candy.

### COLLECTION

#### *Shifting Non-fiction Materials*

To make room for our growing Young Adult and Graphics collections, we are shifting our non-fiction materials that are upstairs. This also allows us to review the section's organization and inventory.

#### *Updated Parent Packets*

The library provides a collection of literacy packets that caregivers can borrow, with books and themed activities. This collection has been heavily used so we are working on updating the labels, containers, and activity contents.

#### *World Languages Collection*

We have done an inventory and reorganized the juvenile world languages collection, to include more face-out books and better labeling. We are also working on expanding our collection to include more languages, especially those of recent immigrants to Jamestown.

### OUTREACH & PARTNERSHIPS

#### *Jefferson Middle School Open House*

Library staff attended Jefferson's Open House this month, promoting the library's programs and resources for middle school students.

#### *Downtown Halloween Event*

Library staff passed out candy and free books at the City of Jamestown's Halloween event at the Riverwalk. We distributed 430 books, which children and families were very excited to receive.



## **VITA**

The library is preparing to welcome VITA (Volunteer Income Tax Assistance) again in 2024 to provide free tax assistance. We have met with the new VITA coordinator to discuss our setup and processes.

## **LIBRARY UPDATES**

### ***New staff***

We have welcomed a new Library Associate to our team. Abigail Henry has begun training and will be working at the library's public desks and in the collection.

### ***Staff Recognition Program***

The November staff member featured is Sue Carlson. Sue has worked for the library since, 1987, over 35 years! She maintains the library facility, cleans, organizes, gardens, fixes furniture, helps staff set up for programs and events, and so much more. Sue cares about the library, the people who work here, and the community we serve. Her careful attention to detail, bottomless energy, and willingness to try anything to solve a problem or find a solution makes her an important part of the library team. Thanks, Sue for all you do for the library!

## **GRANT UPDATES**

### ***Cummins***

We have continued to distribute books to local organizations, funded by a grant from Cummins. In October, we gave a total of 750 books to the Jamestown Community Learning Council, the Safe House, and the Boys and Girls Club.

### ***Holmberg Foundation***

With grant funding from the Holmberg Foundation, the library purchased new projectors and screens for patrons to check out, as we continue to expand our "Library of Things" to include technology in addition to board games and educational kits.

### ***Sheldon Foundation***

The Sheldon Foundation generously awarded our grant request of \$36,000 to create a LiDAR scan of the Library for future facility planning and construction projects. LiDAR technology creates digitally produced virtual models of a building. These models support the building's design and preservation and will significantly enhance future grant proposals, particularly NYS Construction Aid and federal infrastructure funding.

**Library Usage Report - October 2023**

Library Visits	
Days Open	24
Library Visits	9,417
Average Daily Library Visits	392
Year to Date Library Visits (Cumulative)	104,172
Library Borrowers	
New Cards Issued	77
Total Registered resident borrowers	16,644
Total Registered non-resident borrowers	11,133
Materials Use	
Adult Materials	4,428
Adult eBooks & eAudio	1,986
Children's Materials	2,905
Children's eBooks & eAudio	97
Video Materials	1,404
Microform Viewed	65
Reference Questions & Services	
Single Service Point Reference Questions	9,223
Technology Questions	1,838
Faxes (# sent or received)	41
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,515
Emailed print jobs	246
Internet Use (# of sessions)	1,374
Internet Use (# of minutes)	101,582
Adult Computer logins	731
Teen Computer logins	407
Children's Computer logins	236
Computer Lab Sessions in PCC	248
Rosetta Stone Library Solution (# of minutes used)	42
Rosetta Stone Library Solution (cumulative # of users)	391
NY Times On-Site Sessions	2048
NY Times Off-Site Sessions	1502
Wall Street Journal Logins	96
Wall Street Journal Page Views	2,949
Ancestry.com searches	360
Heritage Quest searches	736
ABC Mouse active users	9
NOVELny searches	33
Consumer Reports Visits	8
Consumer Reports Page Views	119
Programs	
Children's programs- # offered	38
Children's programs - attendance	687
Teen programs- # offered	18
Teen programs- attendance	133
Adult programs- # offered	16
Adult programs- attendance	116
Offsite programs - # offered	9
Offsite programs - attendance	98
Library Outreach tabling - # offered	2
Library Outreach tabling - attendance	3,105
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	3
HSE/GED Classes - # offered	13
HSE/GED Classes - attendance	49
Aspire Job Training - # offered	9
Aspire Job Training - attendance	32
Room Use	
Non-Library Sponsored Room Use - # of sessions	72
Non-Library Sponsored Room Use -attendance	460
Library Sponsored Room Use - # of sessions	156
Library Sponsored Room Use - attendance	1182
Social media & Webpage views	
Facebook - Daily Total Reach	48,157
Prendergast Library Home Page Views	10,769
Facebook Followers	4,382
Twitter Followers	1,029
Instagram Followers	1,109



# James Prendergast Library Association

## Cash Sources

### October 2023

REVENUE REPORT	Receipts This Month Oct-23	Receipts YTD Beg - Oct 23	Annual Budget Internal 2023	Balance	% Received
<b>LOCAL FUNDING</b>					
. 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%
. JPS LIBRARY SERVICES	150.00	150.00	0.00	-150.00	0.00%
. GRANTS, NON-GOVERNMENT	0.00	117,420.00	131,681.00	14,261.00	89.17%
<b>COUNTY FUNDING</b>					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	10,000.00	10,000.00	0.00	100.00%
<b>STATE AID</b>					
. 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	0.00	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%
<b>ENDOWMENT</b>					
. TRANSFER FROM ENDOWMENT	0.00	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	1,106.51	4,731.40	2,500.00	-2,231.40	189.26%
. 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%
<b>LIBRARY FEES</b>					
. FINES & FEES	1,220.94	13,802.04	20,000.00	6,197.96	69.01%
. COPY MACHINE	230.55	2,672.45	3,000.00	327.55	89.08%
<b>CCLS</b>					
. CCLS RENTAL INCOME	4,875.00	48,750.00	59,500.00	10,750.00	81.93%
<b>FUNDRAISING/DONATIONS</b>					
. BOOKSALE	2,001.50	24,698.15	22,000.00	-2,698.15	112.26%
. FUNDRAISING	3,551.20	44,841.75	65,000.00	20,158.25	68.99%
. ESTATES	5,000.00	7,000.00	0.00	-7,000.00	0.00%
. MEMORIALS	130.00	2,420.00	3,000.00	580.00	80.67%
<b>OTHER</b>					
. INTEREST EARNED	5.16	66.77	100.00	33.23	66.77%
<b>Total Income</b>	<u>20,770.86</u>	<u>715,945.11</u>	<u>1,159,850.00</u>	<u>443,904.89</u>	<u>61.73%</u>



**James Prendergast Library Association**  
**Expenses**  
**October 2023**

EXPENSE REPORT	Disbursed This Month Oct-23	Disbursed Year-To-Date Beg - Oct 2023	Total Budget Internal 2023	Balance	% Spent
· SALARIES - STAFF	45,554.71	473,385.79	620,520.00	147,134.21	76.29%
· SALARIES - MAINTENANCE	2,891.72	30,544.11	38,357.00	7,812.89	79.63%
· RETIREMENT BENEFITS	0.00	0.00	76,883.00	76,883.00	0.00%
· SOCIAL SECURITY BENEFITS	3,555.93	37,085.20	50,404.00	13,318.80	73.58%
· DISABILITY INSURANCE BENEFITS	0.00	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	5,696.26	48,075.32	66,861.00	18,785.68	71.90%
· TRAINING & CONT ED	0.00	539.91	2,471.00	1,931.09	21.85%
<b>MATERIALS</b>					
· MATERIALS	3,062.38	50,070.15	110,000.00	59,929.85	45.52%
<b>BUILDING EXPENSES</b>					
· UTILITIES	2,618.95	38,095.48	54,465.00	16,369.52	69.94%
· BLDG & CUSTODIAL SUPPLIES	0.00	3,427.18	5,000.00	1,572.82	68.54%
· BLDG MAINT & REPAIR	2,159.00	27,937.78	28,182.00	244.22	99.13%
· INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
· PROGRAMS	1,210.00	4,040.71	8,500.00	4,459.29	47.54%
· MISC BUSINESS FEES	364.58	3,383.99	9,500.00	6,116.01	35.62%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
<b>LIBRARY OPERATIONS</b>					
· IT TECH	302.52	8,543.91	16,000.00	7,456.09	53.40%
· OFFICE & LIBRARY SUPPLIES	648.99	5,819.64	11,000.00	5,180.36	52.91%
· GRANTS PROGRAM EXPENSES	2,092.57	27,597.51	0.00	-27,597.51	0.00%
· FUNDRAISING	19.99	2,710.13	7,000.00	4,289.87	38.72%
· COPY MACHINE EXPENSE	481.46	3,811.73	4,500.00	688.27	84.71%
<b>MISCELLANEOUS</b>					
· LEGAL COUNSEL	245.00	575.00	2,000.00	1,425.00	28.75%
· HR & PROFESSIONAL FEES	916.62	15,127.37	22,150.00	7,022.63	68.30%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	0.00	232.76	1,500.00	1,267.24	15.52%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
<b>Total Expense</b>	<b>71,820.68</b>	<b>802,432.12</b>	<b>1,159,850.00</b>	<b>357,417.88</b>	<b>69.18%</b>
<b>NET PROFIT OR LOSS</b>	<b>\$ (51,049.82)</b>	<b>\$ (86,487.01)</b>			



**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · JSB - OPERATING FUND	54,569.52
1050 · JSB - MONEY MARKET	50,869.02
1060 · SPECIAL ACCOUNT - JSB	200.00
1070 · PETTY CASH	50.00
1075 · Staff Account	437.39
1080 · Jamestown Savings Bank - CARF	147,235.94
1090 · Unemployment Fund	2,668.66
<b>Total Checking/Savings</b>	<u>256,030.53</u>
<b>Other Current Assets</b>	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
<b>Total Other Current Assets</b>	<u>50,492.00</u>
<b>Total Current Assets</b>	<u>306,522.53</u>
<b>Fixed Assets</b>	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,811,514.07
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	160,805.52
1550 · ACCUMULATED DEPRECIATION	-2,751,048.60
<b>Total Fixed Assets</b>	<u>2,303,987.87</u>
<b>Other Assets</b>	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,384,830.61
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	1,295,174.89
<b>Total 1555 · ENDOWMENT FUND</b>	<u>6,840,599.12</u>
1560 · Snitger Gift Fund	39,310.13
<b>Total Other Assets</b>	<u>6,879,909.25</u>
<b>TOTAL ASSETS</b>	<u><u>9,490,419.65</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2140 · Held in Custody for Others	437.39
2020 · RETIREMENT	0.45
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,821.16
2040.02 · DENTAL FLEX	183.01
2040.04 · VSP	-4.35
<b>Total 2040 · PREMIUMS - FLEX</b>	<u>1,999.82</u>
2080 · NY DISB PFL	222.57

**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of October 31, 2023

	<u>Oct 31, 23</u>
2110 · ACCRUED VACATION	33,126.54
Total Other Current Liabilities	<u>35,786.77</u>
Total Current Liabilities	<u>35,786.77</u>
Total Liabilities	35,786.77
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>-291,953.51</u>
Total Equity	<u>9,454,632.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>9,490,419.65</u></u></b>

## **Collection Development Policy**

Responsibility for collection development rests with the Prendergast Library Director, who works under the authority of the Board of Trustees. The Director delegates responsibility for selection and maintenance of the library's collection to the Library Manager, who in turn works with librarians who order new materials and evaluate the current collection.

### **Materials Selection**

Library staff employ their professional judgment when making decisions regarding the library's collection. When choosing titles and quantities to purchase, librarians consider anticipated demand, community interests, current strengths and weaknesses of the collection, availability of materials at other system libraries, and the library's materials budget. When possible, materials are purchased in multiple formats, including print and large print, audiovisual, and electronic formats. Materials with the broadest appeal are given highest priority when making purchasing decisions.

Criteria considered when purchasing materials include, but are not limited to:

- Content
  - Accuracy
  - Comprehensiveness
  - Enduring significance
  - Purpose
  - Quality
  - Representation of diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Local interest
- Relation to the existing collection
- Timeliness

The Library strives to include a highly varied spectrum of materials and topics in the collection. The inclusion of an item in the collection does not imply the Library's endorsement of the author, publisher, or subject matter.

The Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library material lies with his or her parents or guardian. Selection of library materials will not be restricted by the possibility that materials could come into a child's possession.

## **Collection Evaluation and Maintenance**

To be certain that the Library is fulfilling its mission to provide current, accurate, and reliable materials to the public, librarians must continuously evaluate the collection. Along with the criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Circulation statistics – frequency of use and last date used
- Historical significance
- Inaccurate or out-of-date content
- Physical condition

## **Classification and Location of Materials**

Catalog records for library materials are created and managed by the Chautauqua-Cattaraugus Library System. Catalog records comply with current relevant standards as set by the library and information management profession.

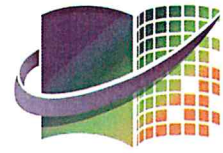
Several factors determine the placement of material at the Library. The Dewey Decimal Classification system and the Library of Congress subject headings are used to determine the classification and location of non-fiction materials. Fictional materials are classified under broad headings, such as “Adult Fiction,” “Young Adult Fiction” and “Juvenile Fiction.”

## **Donation of Materials**

Materials offered to the library as gifts will be accepted on the basis that the library is free to keep or discard these materials.

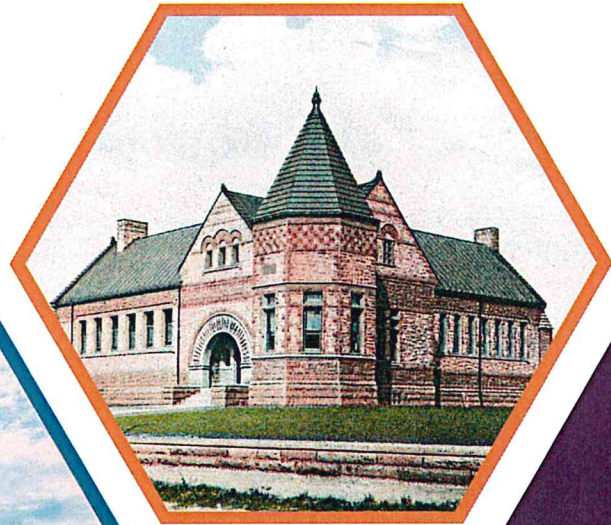
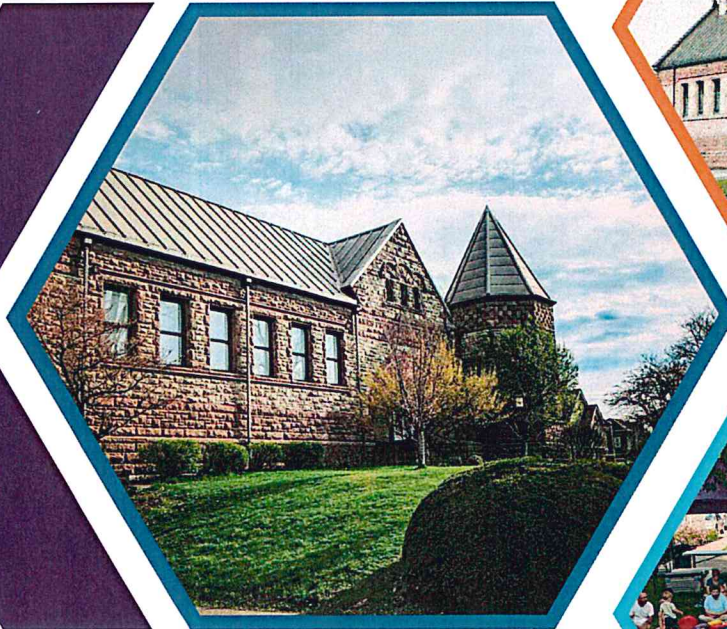
If these materials are duplicates of what is in the library's collection, or do not meet the criteria for materials outlined above, they will be discarded or sold at the Library's booksale. In the case of memorial gifts, the library staff will assist the donor in selecting material suitable as a gift and a memorial.





**PrendergastLibrary**  
Focusing on Your Future.

# 2023-2033 Sustainability Plan



Prepared by  
James Prendergast Library  
Board of Trustees



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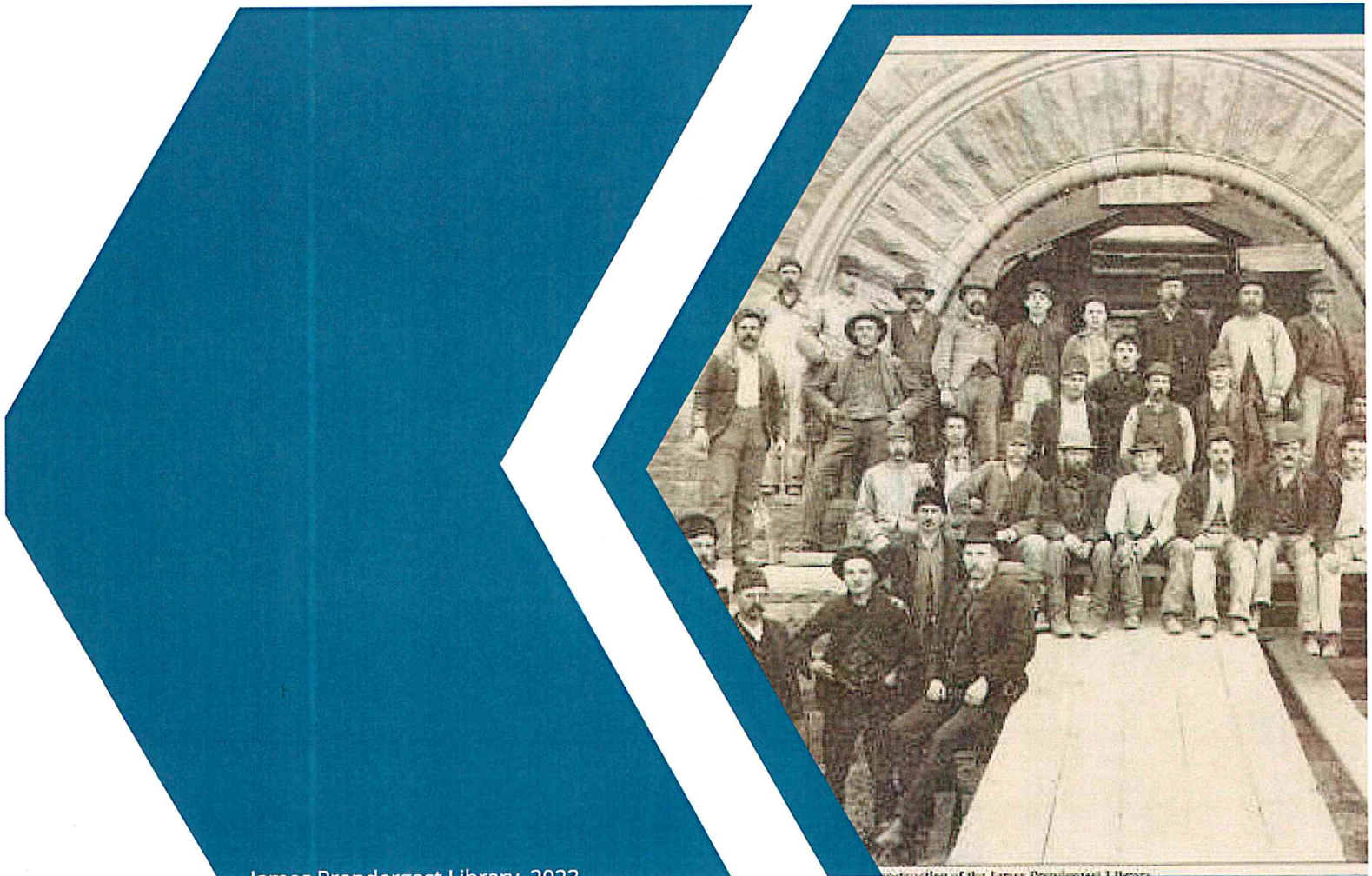




# Executive Summary

The James Prendergast Library is committed to exploring and implementing short- and long-term sustainability practices. Our plan outlines the steps for assessing, planning and implementing collaborative efforts across operations and programming. The Library strives to meet today's and tomorrow's needs through information sharing and stewardship.

The Library's ten-year vision aligns with New York State's goals for emission reduction by 2040. We are inspired by the workers who built our beautiful Library over 130 years ago and the generations who have used it since. As we look to the future, we are excited about what lies ahead.





# Vision & Mission

## Vision

The Library Board of Trustees and Administration will ensure the Library's sustainability, prioritizing decision-making that balances the triple bottom line of environmental concerns, social equity, and economic feasibility.

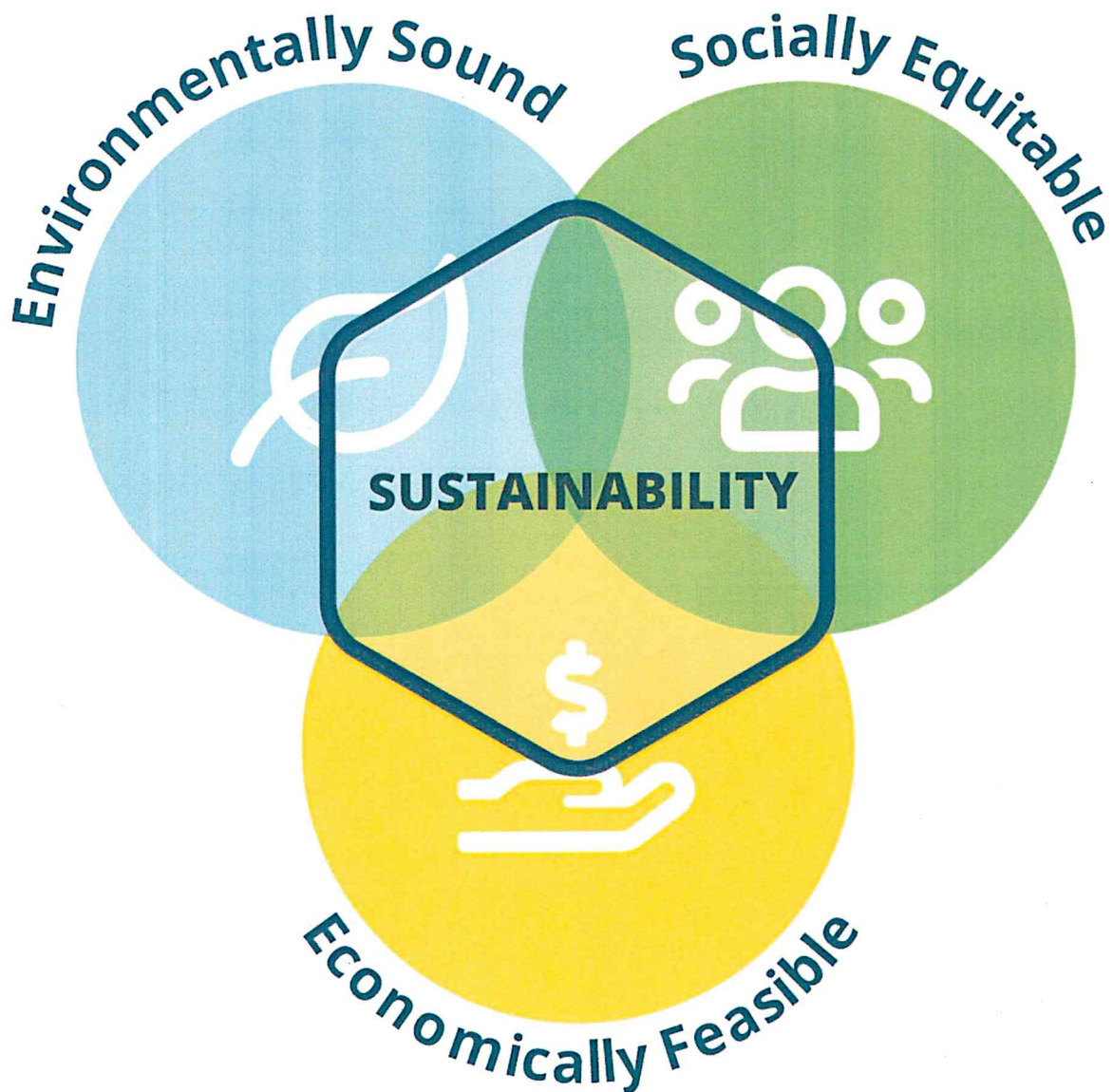
## Mission

Responsibly empowering lifelong learning for the residents of the City of Jamestown.



# Triple Bottom Line

To be truly sustainable, an organization or community must embody environmentally sound, economically feasible, AND socially equitable practices.



# Criteria

Before creating the goals and strategies of the plan, the library established a set of criteria to serve as standards for the plan's goals.



## **INCLUSIVE**

ensures equitable access for all people



## **MISSION**

aligned with the mission of the James Prendergast Library



## **CITY PLANNING**

aligned with the City of Jamestown's sustainability plans



## **EDUCATION**

increase the community's knowledge



## **FEASIBLE**

affordable and implementable in the next ten years



## **IMPACT**

reduces greenhouse gas emissions and improves the community's resilience to climate change



## **CLEAR ROLES**

clear leadership roles that provide opportunities for community members to get involved

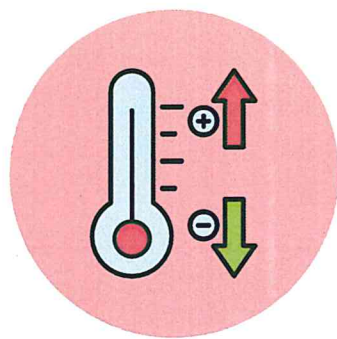


# Completed Projects

## 2018-2023

### ENERGY STUDY

In 2021, the library completed an NYS Energy Research and Development Authority Energy Study. We worked with L & S Energy Services, who provided a detailed report on how our facility uses energy and identified ways to reduce energy use and operating expenses.



### TEMPERATURE CONTROL & HVAC

In 2022-2023, the library received grants to update the pneumatic control system on the HVAC to implement a deeper setback for temperature control, repair cracks and fissures to ensure proper insulation around doors, windows, and duct and pipe penetrations, install a new smart building management system that monitors temperature control, update HVAC with a dual filtration system that includes MERV-13 filters, and replace old chiller with a modern high-efficiency chiller.

### LIGHTING & WINDOWS

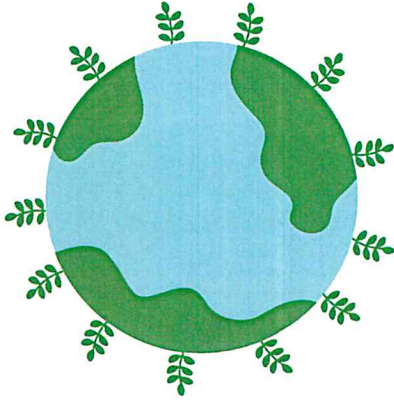
In 2019, the library received an NYS construction grant to remove first-floor windows dating from the 1960s, abating asbestos surrounding them, and installing 36 replacement windows to stop drafts and leaks, reduce energy consumption, and lower utility costs. In 2023 the library will retrofit 250 interior fluorescent fixtures and replace fixtures with LED Energy Star lights.



### LAND USE & WATER

In 2023 the library received a grant to expand our native plant garden and replace invasive plants around the library with native pollinator plants. In addition, we will install a drip irrigation system and work with the National Wildlife Federation to ensure the gardens are a Certified Wildlife Habitat®.

# Goals

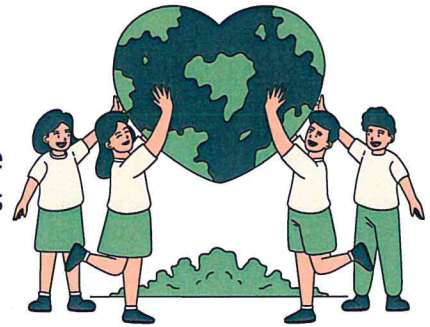


## **GHG REDUCTION**

According to NYS guidelines, the library will implement a plan for its building to be carbon-neutral by 2040. The library purchases electricity and is on the city's district heating system. As a customer of district heat, we will work with the BPU to utilize new technologies as they evolve and replace the current gas turbine.

## **PROGRAMMING**

The library will prioritize staffing and funding to provide hands-on sustainability learning opportunities for patrons with diverse platforms for engagement.

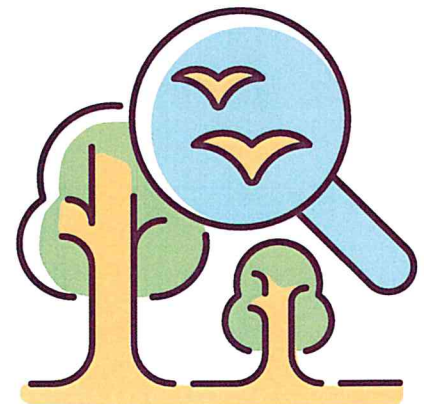


## **NATURAL RESOURCES**

The library's landscape and grounds will serve as a community gathering place and a natural classroom that demonstrates resilience and positive change for the community.

## **EDUCATIONAL RESOURCES**

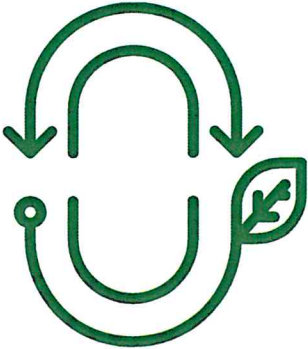
The library will ensure we are a community hub for sustainability information and action-orientated resources.





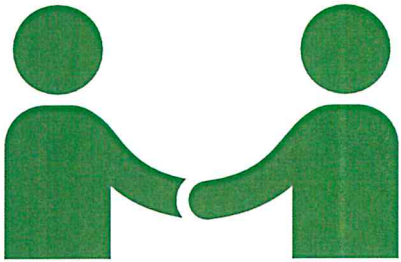
# Strategies

## PLANNING FOR NET ZERO



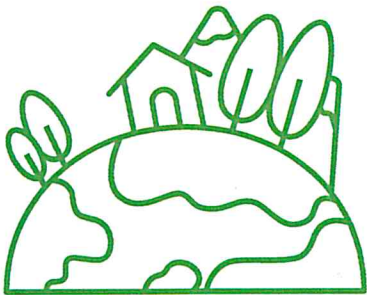
- Develop a net-zero plan for the building that explores renewable energy.
- Develop sustainable building principles for upgrades to the building.
- Collaborate with the city to create a sustainable operation and maintenance guide for city residents.
- Work with the BPU to implement any changes to the district heating system.
- Utilize the library's roof for solar energy, gardens, and public space.

## EVENTS & PARTNERSHIPS



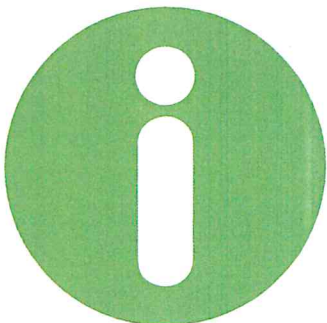
- Host events on climate change, sustainability, and resilience for youth and adults.
- Partner with organizations on awareness programming and be an event space for city partners.
- Develop a dedicated space and resources for community members to contribute information and tools on sustainability.

## BIODIVERSITY



- Inventory current resilient landscaping practices.
- Implement sustainable landscape design infrastructure and practices that support water conservation and composting.
- Increase native biodiversity on library grounds.
- Work with the Jamestown City Parks Department to connect Dow Park and the library via programming, gardens walk, and streetscape design.

## INFORMATION CENTER



- Share information about sustainable building practices in the community, using the "living laboratory" principles as a framework.
- Create an interactive dashboard with available sustainability data and the City of Jamestown updates, grants, and programs.
- Offer investigative programs in the library's Makerspace, gardens, and grounds to learn about sustainability and scientific discovery.

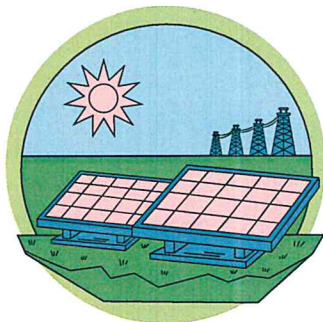
# Ten-Year Timeline

The ten-year timeline maps critical project milestones, developments, and goals over the next decade. This tool is subject to change as new opportunities, products, and partnerships arise.



**2025**

Increase biodiversity on library grounds and connect library to adjunct Dow Park through sustainable landscape and safe street design.

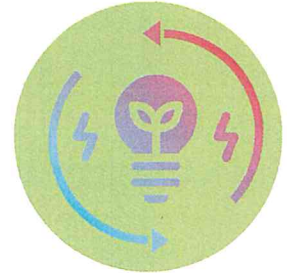


**2027**

Explore the potential use of solar panels on the library's southside roof.

**2024**

Install wireless occupancy and daylight sensors for lighting energy savings



**2026**

Assist community partners and city governance in building an interactive dashboard with available sustainability information and resources for Jamestown city residents.



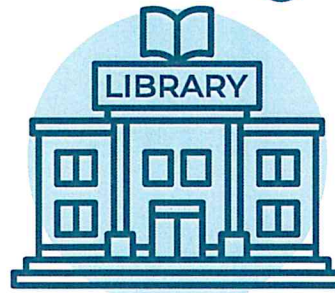




**2029**

Invest in landscape design infrastructure and practices that support water conservation - rainwater harvesting.

**2028**



Develop sustainable building principals and plans for upgrades to building - i.e. district heating changes and renewable energy infrastructure.



**2031**

Create an adult Makerstudio that can be used for collaboration, project development, and equitable creative, cross-disciplinary learning.

**2030**



Examine the potential for rooftop gardens and/or public space on the library's East Side Roof.



**2033**

Implement a minimal waste plan for library operations.

**2032**



Inventory current resilient sustainability practices and outline expectations and qualifications for a Sustainability Coordinator position.



# Implementation

The JPLA Sustainability Plan was developed to provide a comprehensive roadmap to sustainability with the community and Library users in mind. Many goals and strategies outline opportunities for the Library to explore and assess how best to address its environmental impact.

Partnerships will be critical to the successful implementation of the plan. This plan will rely on community support and engagement from start to finish. The library's Board of Trustee's building committee will oversee the plan's implementation. In addition to building and maintaining long-term partnerships, this working group will ensure the plan incorporates all new technology and innovation opportunities and document the plan's implementation.





# Funding

Funding new sustainability projects, updates, and programs incorporates a mix of operational, grant, and donor support.

New York State provides capital funds for public library construction in the state budget. Funds can cover up to 75 percent of the costs associated with broadband installation and construction, renovation, or rehabilitation of public libraries.

Sustainable building construction is a priority over the next ten years, focusing on how to prepare and maintain public library buildings for future generations.







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