

James Prendergast Library Association

Board of Trustee Meeting Minutes

November 16, 2022

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

Excused: Mike Corey

Staff Present: Anne Greene, Jen Champ, Abby Henry

Public Present: Melissa Spas

Monthly meeting of the Board of Trustees called to order at 5:21pm by President Dan Hickman

1. Public comment (3-minute limit per person) – None
2. Consent Agenda: Dan Hickman
 - a. Changes or additions to the agenda
 - i. Addition of committee job descriptions for upcoming year
 - b. Approval of minutes of previous meeting
 - i. Motion made by Frank Corapi. Second By Jess Carr
 - c. Introduction of Melissa Spas – New board member coming onto the board in January 2024
 - i. Motion made by Cindy Johnson to elect Melissa Spas to the Board of Trustees. Second by Judy Long. *Vote Yes 9 No 0*
3. New Staff: Anne Greene
 - a. Abigail Henry, Library Associate I
4. Director's Reports/Statistics: Anne Greene
 - a. We held a special gingerbread building program. Eight teens attended to build a spooky house out of graham crackers and candy. The teen programs are well attended.
 - b. We are still doing a lot of work in the collection and staff have been updated the parent packets that contain books and themed activities.
 - c. We are also working on expanding our collection to include more languages, especially those of recent immigrants to Jamestown.
 - d. Library staff passed out candy and free books at the City of Jamestown's Halloween event at the Riverwalk. Staff tell me that there were over 1,000 children at the event.
 - e. The November staff member featured is Sue Carlson. Sue has worked for the library since, 1987. She maintains the library facility, cleans, organizes, gardens, fixes furniture, helps staff set up for programs and events, and so much more. Sue is very dedicated to the library and is willing to help as needed with any building issues. She is very valuable to our team.

- f. 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.

Increases:

Category	% Increased	October 2023	September 2023
Total Reference Questions	15.8%	11,061	9,550
Total Database Usage	151.6%	1,731	688
Total Computer Logins	5.0%	1,374	1,309
Total # of programs offered	8.4%	155	143
Total Program Attendance	323.3%	4,323	1,000

Decreases:

Library Visits	-19.2%	9,417	11,659
Total Library Circulation	-5.6%	12,141	12,863

5. Treasurer's Report: Sent in by Mike Corey Read by Anne Greene

- a. Through October 31, 2023, 10 of 12 months of the fiscal year are complete (83.33%).
- b. Allocating 83.33% of School Tax, which we will receive soon, we are at 86.9% of budgeted income for the year; we are ahead of the game.
- c. All expense areas are within budget. Year to date expenditures is at 69.18% of the annual budgeted amount. Also, good!
- d. Our investment account was down in October due to a weak stock market but picked up considerably in the first two weeks of November.
 - i. Motion to approve Treasurer's Report made by Frank Corapi. Second by Judy Long. *Vote Yes 9 No 0*

6. Fundraising Committee Report: Cassie Blakeslee

- a. We welcomed over 300 attendees to the Haunted Library fundraiser, and we raised \$1,522. We had a lot of publicity and positive feedback from participants.
- b. End of year fundraising letter was mailed out last week.

7. New Business

- a. Collection Development Policy: We expanded our materials selection section, so our patrons understand why we select the materials that we select. We also expanded the policy to explain how we catalog our materials.

i. Motion to approve Collection Development Policy made by Mary Zdrojewski.
Second by Matt Mancuso. *Vote Yes 9 No 0*

b. Sustainability Plan: Jenn Champ: Covers 2023 –2033. Board members will take the month of November to review and vote at the December meeting to approve.

8. Unfinished Business - None
9. Next meeting is December 21, 2023
10. Adjournment at 5:48 pm by Dan Hickman

DIRECTOR'S REPORT / November 2023

PROGRAMMING & SERVICES

Saturday Crafting

Saturday Crafting was a blast this month, with kids, teens, and adults painting rocks in the library's front lobby. This fun, all-ages program allows patrons to enjoy programming on a Saturday rather than weekday evenings, which doesn't work for some patrons' schedules.

Additional Sign-in Station

Due to the popularity of the Teen Lab and Children's Lab, we installed an additional sign-in station in the Children's Room, which allows teens and children to log on to computers without staff assistance. This frees up staff to help other patrons and encourages our younger patrons to be independent in the library, which they appreciate.

COLLECTION

Ordering completed for 2023

Each year, the library's ordering process concludes shortly before the end of the calendar year, giving library staff time to plan and prepare for the upcoming year of materials selection, ordering, and processing. This time also allows library staff to evaluate and review the past year's purchases and budgets.

Non-fiction inventory and shifting

Library staff continue their work in the collection, with the 900s and the 700s as the current focus. We are evaluating the current collection and determining what needs to be updated, and also shifting materials to use shelving space more effectively.

Children's Series organization

Children's fiction series are now shelved and labeled by series, helping children find the next book in a series and encouraging independent browsing. We also now have spinning racks that hold popular series all in one spot.

OUTREACH & PARTNERSHIPS

Humane Society Pet Portraits

Our teen crafting program ran a special event where teens got to paint a portrait of an adoptable animal at the Chautauqua County Humane Society, which were then displayed in the library and posted on social media to encourage adoption. Several of the animals have since been adopted!

Literacy Volunteers at the Library

The Literacy Volunteers have been working out of the library since March of 2023 and their program is growing in popularity. They now have tutors in the library five days a week, with multiple tutors working with multiple students. We are excited to see this program grow.

Visit to Fletcher Elementary

Library staff visited Fletcher Elementary during the school's Parent-Teacher conferences. They talked with parents about the library's resources and programs for families, and distributed programming calendars.

LIBRARY UPDATES

New staff

We have welcomed two new staff members to our team. Terry Strieder has begun training as a Library Associate I and will be working at the library's public desks and in the collection. Zachary Millward is our new Security Guard who will be covering the evening security shifts.

Staff Recognition Program

The December staff member featured is Nancy King. Nancy has worked at the library since 2014, working at the Circulation Desk and serving as a welcoming presence for patrons as they arrive at the library. Nancy now works not only at the Circulation Desk, helping patrons check out and return books, but also at the Children's Desk and in the library's collection. Nancy has made a huge impact on the library's collection with her eye for detail and ideas for updating our labeling and organization of library materials, including the library's microfilm, magazine, and newspaper collections. Nancy is extremely dedicated, hardworking, and she is instrumental in keeping the library's collection in the spotless condition we strive for. Thank you, Nancy, for all that you do for the library and our patrons!

GRANT UPDATES

Cummins

Volunteers from Cummins came to the library to collect books purchased with grant funding for community distribution. They delivered new children's and teens' books to multiple locations, including the Anew Center, St. Susan Center, and local pediatricians' offices. We also distributed board books to the Chautauqua health Department – they use these books when visiting with new parents. We have now distributed over 4,000 books through this grant in 2023.

NYS Construction Grant

We recently completed installation of new cabinets in the Community Room, Makerspace, and Makerspace storage area, thanks to grant funding from New York State. These cabinets greatly increase our storage capacity, and will help us keep more of our supplies in an accessible location.

Library Usage Report - November 2023	
Library Visits	
Days Open	25
Library Visits	8,611
Average Daily Library Visits	344
Year to Date Library Visits (Cumulative)	112,783
Library Borrowers	
New Cards Issued	25
Total Registered resident borrowers	16,634
Total Registered non-resident borrowers	11,105
Materials Use	
Adult Materials	3,904
Adult eBooks & eAudio	1,859
Children's Materials	2,395
Children's eBooks & eAudio	128
Video Materials	1,406
Microform Viewed	138
Reference Questions & Services	
Single Service Point Reference Questions	6,510
Technology Questions	2,285
Faxes (# sent or received)	24
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,306
Emailed print jobs	221
Internet Use (# of sessions)	1,302
Internet Use (# of minutes)	108,441
Adult Computer logins	738
Teen Computer logins	369
Children's Computer logins	195
Computer Lab Sessions in PCC	178
Rosetta Stone Library Solution (# of minutes used)	28
Rosetta Stone Library Solution (cumulative # of users)	393
NY Times On-Site Sessions	2262
NY Times Off-Site Sessions	982
Wall Street Journal Logins	34
Wall Street Journal Page Views	402
Ancestry.com searches	369
Heritage Quest searches	303
ABC Mouse active users	4
NOVELny searches	26
Consumer Reports Visits	7
Consumer Reports Page Views	79
Programs	
Children's programs- # offered	39
Children's programs - attendance	385
Teen programs- # offered	13
Teen programs- attendance	81
Adult programs- # offered	11
Adult programs- attendance	127
Offsite programs - # offered	9
Offsite programs - attendance	103
Library Outreach tabling - # offered	2
Library Outreach tabling - attendance	42
Technology Classes - # offered	1
Technology Classes - attendance	2
1-On-1 Technology Device Instruction	3
HSE/GED Classes - # offered	11
HSE/GED Classes - attendance	21
Aspire Job Training - # offered	8
Aspire Job Training - attendance	28
Room Use	
Non-Library Sponsored Room Use - # of sessions	81
Non-Library Sponsored Room Use -attendance	553
Library Sponsored Room Use - # of sessions	150
Library Sponsored Room Use - attendance	828
Social media & Webpage views	
Facebook - Daily Total Reach	42,270
Prendergast Library Home Page Views	7,449
Facebook Followers	4,416
Twitter Followers	1,029
Instagram Followers	1,107

Photography Policy

In order to promote the library's programs and services, the James Prendergast Library sometimes uses photos of patrons in its publications, press releases, and social media. Any library user can decline being photographed. The Library will post this policy and if a library user notices a photo of himself or herself that they would like removed from library publicity, staff will do so upon notification.

Photographing Adults

When photographing one adult or a small group (3 or less), staff will obtain verbal consent if their faces are visible. Written consent will only be required if person's name is to be published.

Photographing Children Under Age 18

When photographing one child or a small group (3 or less), staff will get verbal consent from the child's guardian prior to taking the photo, if the children's faces are visible. Written consent will only be required if child's name is to be published.

Photographing Groups of Adults/Children

No permission is needed to take photos of crowds during events at the library.

Photographing Library Events

At the beginning of library events, staff will announce, "library staff will take photographs which may be used for library promotional purposes. Please notify staff if you do not want to be photographed."

The following sign will be posted in the library to further notify patrons their picture may be taken:

"Your attendance at library programs may be digitally recorded through photographs or video recordings. These images or videos may be posted on our website, on social media outlets, or local publications. If you do not wish your image to be published, please notify library staff before or immediately after the program. No individual identification will be used unless the library has a written photo release form."

Liability

The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the James Prendergast Library. Any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged. Further, the photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

Rights of the Library

The Library reserves the right to enforce all above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the James Prendergast Library, and as such, has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the James Prendergast Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.

Photography and Recordings by Library Patrons

While the Library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff, or be inconsistent with the Library's mission.

Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. There are locations and/or areas where the taking of photographs or videos is restricted or prohibited.

Taking photographs or videos of, or in, restrooms and areas reserved for staff-use-only is prohibited. Additionally, persons taking photographs and videos shall not:

- (i) compromise a patron or staff member's right to privacy,
- (ii) harass, intimidate, or threaten a patron or staff member, or
- (iii) block library aisles, walkways, stairwells, doors, or exits.

The Library has these basic guidelines for photographers, whether professional or amateur:

- (i) Filming, photography, or use of other recording devices may not interfere with the provision of services or anyone's enjoyment of the Library.
- (ii) The photographer will honor the requests by anyone in the Library who does not wish to be photographed or recorded.
- (iii) Minors may not be photographed or recorded without the consent of a parent or guardian, except by Library staff during Library-sponsored programs and except incidentally in group or crowd photos.
- (iv) The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the permission of the Library director. Requests must be made at least 24 hours in advance.



James Prendergast Library

Board of Trustees Job Description

The James Prendergast Library Board of Trustees is composed of community residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission.

The James Prendergast Library's mission is: Responsibly empowering lifelong learning for the residents of the City of Jamestown.

The Board of Trustees job is a volunteer position. Board members must understand that all authority rests with the entire Board and its designees, not individual members.

Responsibilities:

1. Determine the Library's mission and adopt written policies consistent with that mission to govern the operation of the Library.
2. Engage in a strategic planning process for the Library.
3. Secure adequate funds to carry out the Library's plans and participate in the annual budgeting process for the Library.
4. Adopt the annual budget.
5. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
6. Advocate for legislation favorable to libraries on the local, state, and national levels.
7. Seek opportunities to learn more about the James Prendergast Library and the general library community.
8. Hire and provide regular periodic evaluations of the Executive Director.
9. Regularly self-evaluate personal performance on the Board and determine areas where improvement is needed.
10. Complete two hours of New York State Mandated Library Board of Trustees trainings.

10. Agree to participate in the Library's Culture of Philanthropy.
11. Act as an advocate for the Library in the community and government, and stay informed on issues that impact public libraries.
12. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.

Additional Responsibilities:

1. Review monthly Board meeting materials before each meeting.
2. Attend a minimum of eight of the ten monthly Board Meetings.
3. Participate in/serve as chair of one committee based on your interests/professional background.
4. Participate in Board strategic plan objectives/tactics, such as the annual Board of Trustees retreat.
5. Participate in 'thank you' and donation request' calls as needed.
6. Volunteer at a minimum of one Library fundraiser event a year.
7. Assist with identifying new Board members that will benefit the organization.

Minimum Qualifications:

- Be available to attend monthly Board meetings.
- Have an understanding of and commitment to the Library's mission and vision.
- Be a library user and/or advocate.

Preferred Qualifications:

- Professional experience/working knowledge of financial and nonprofit management.
- Fundraising experience.
- Previous experience serving as a volunteer/Board member.
- Experience working with (whether paid or volunteer) a nonprofit organization.



Prendergast Library Building Committee

Overview: The role of the building committee will be to review recommendations for repairs, maintenance, additions, and/or improvements to the building and/or property.

To accomplish this, the committee will:

- Select a committee chair
- Discuss major building and property repair and improvement needs, and review cost estimates
- Receive updates on construction projects
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings



Prendergast Library Executive Committee

Overview: The role of the executive committee is to facilitate decision making between board meetings if needed or in urgent and crisis circumstances. The executive committee cannot replace the full board; it reports to and is accountable to the full board.

- Committee chair is Board of Trustees President
- Committee consists of the Board of Trustees' officers: President, Vice President, Treasurer, and Secretary
- Accountable to the full Board of Trustees at all times
- Can act on an important issue that does not meet any other committee's domain or task list
- The committee will meet as needed and will be on-call and available to work with the executive director on urgent or time-sensitive issues

Prendergast Library Finance Committee

Overview: The role of the finance committee is primarily to provide financial oversight for the organization. This includes budgeting, financial planning, financial reporting, and the creation and monitoring of internal controls and accounting policies.

To accomplish this, the committee will:

- Select a committee chair
- Develop an annual operating budget with staff assistance
- Approve the budget within the finance committee
- Monitor adherence to the budget and report to the Board of Trustees any financial irregularities, concerns or opportunities
- Set long-range financial goals along with funding strategies to achieve them
- Present all financial goals, proposals, and annual budget to the Board for approval
- Work with staff to design financial reports and ensure that reports are accurate and timely
- Recommend selection of the independent auditor or auditing firm (auditor), who must be a licensed Certified Public Accountant(s) in New York State
- Review the draft audit and IRS Form 990 as presented by the auditor
- Present the audit report to the full Board (if the auditor does not do this)
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned
- Advise the executive director and other appropriate staff on financial issues and priorities
- Monitor the endowment fund and all other short and long-term investments
- Review the investment policy annually, update as necessary, and ensure provisions of the policy are followed
- Meet with and evaluate the investment managers/advisors annually
- Meet at least two times per year either in person or via videoconferencing
- Have committee chair report to the full Board at regular Board meetings



Prendergast Library Fundraising Committee

Overview: The role of the fundraising committee is to oversee the organization's overall fundraising efforts. It is one of the major responsibilities of the Board of Trustees. The board's role in fundraising is to provide leadership, financial support, event support, and connection to donors and potential donors.

To accomplish this, the committee will:

- Select a committee chair
- Work with staff to set a fundraising goal
- Review all previous year fundraising activities and make recommendations for improvements for new year
- Work with staff to establish a fundraising plan that incorporates a series of fundraising events throughout the year
- Take the lead in the various fundraisers that are planned for the library throughout the year
- Work with fundraising staff as required to plan and execute fundraising events
- Involve of all board members in fundraising, such as having board members make telephone calls to ask for support, or volunteer their time at fundraising events
- meet at least three times per year either in person or via videoconferencing
- Will have the committee chair report back to full board during board meetings



Prendergast Library Nominating Committee

Overview: The role of the nominating committee is to help recruit board members and take the lead in the election of officers, board training, and succession planning.

To accomplish this, the committee will:

- Select a committee chair
- Identify board member term expirations
- Solicit prospect for board vacancies, research their backgrounds, and interview candidates for possible board service
- Attempt to fill positions taking the board's current skill sets into account, along with the skill sets they will need in the near future
- Provide mentorship for new board members
- Assist with board orientation with assistance from the ED
- Develop or refine board position and committee descriptions
- Promote diversity on the board
- Be responsible for ongoing education of the board
- Meet at least two times per year either in person or via videoconferencing
- Have the committee chair report back to full board during board meetings



Prendergast Library Strategic Planning Committee

Overview: The role of the strategic planning committee will be to provide oversight for the development and progress of the Strategic Plan.

To accomplish this, the committee will:

- Select a committee chair
- Ensure management has established an effective strategic planning process, including development of a three to five-year strategic plan with measurable goals and time targets.
- Ensure that activities are kept within the parameters of the agreed strategic goals and objectives
- Ensure that activities are consistent with the organization's vision, mission, and values
- Meet as needed each year to discuss progress or concerns either in person or via videoconferencing
- Meet more frequently during planning years either in person or via videoconferencing
- Have committee chair report back to full board during board meetings

2023 JPLA Board of Trustees Committees:

Executive Committee: Dan Hickman, Ned Lindstrom, Mike Corey, Cassie Blakeslee

Fundraising Committee: Jessica Carr, Cassie Blakeslee, Judy Long

Nominating Committee: Cassie Blakeslee, Frank Corapi, Mike Corey, Cindy Johnson

Building Committee: Mary Zdrojewski, Cassie Blakeslee, Judy Long, Matt Mancuso

Finance Committee: Dan Hickman, Mike Corey

Strategic Planning Committee: Ned Lindstrom, Frank Corapi, Matt Mancuso, Cindy Johnson

Note: The JPLA Board of Trustees President is an Ex Officio member of all committees.

James Prendergast Library Association
Cash Sources
November 2023

REVENUE REPORT	Receipts This Month Nov-23	Receipts YTD Beg - Nov 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%
. JPS LIBRARY SERVICES	400.00	550.00	0.00	-550.00	0.00%
. GRANTS, NON-GOVERNMENT	0.00	117,420.00	131,681.00	14,261.00	89.17%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	10,000.00	10,000.00	0.00	100.00%
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	500.00	1,250.00	250.00	-1,000.00	500.00%
. 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%
ENDOWMENT					
. 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	0.00	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%
LIBRARY FEES					
. FINES & FEES	1,020.67	14,822.71	20,000.00	5,177.29	74.11%
. COPY MACHINE	240.15	2,912.60	3,000.00	87.40	97.09%
CCLS					
. CCLS RENTAL INCOME	4,875.00	53,625.00	59,500.00	5,875.00	90.13%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,432.91	27,131.06	22,000.00	-5,131.06	123.32%
. FUNDRAISING	11,889.92	56,731.67	65,000.00	8,268.33	87.28%
. ESTATES	0.00	7,000.00	0.00	-7,000.00	0.00%
. MEMORIALS	195.00	2,615.00	3,000.00	385.00	87.17%
OTHER					
. INTEREST EARNED	3.43	70.20	100.00	29.80	70.20%
Total Income	21,557.08	737,502.19	1,159,850.00	422,347.81	63.59%

James Prendergast Library Association
Expenses
November 2023

EXPENSE REPORT	Disbursed This Month	Disbursed Year-To-Date	Total Budget Internal	Balance	% Spent
	Nov-23	Beg - Nov 2023	2023		
· SALARIES - STAFF	46,673.47	520,059.26	620,520.00	100,460.74	83.81%
· SALARIES - MAINTENANCE	2,891.72	33,435.83	38,357.00	4,921.17	87.17%
· RETIREMENT BENEFITS	64,851.55	64,851.55	76,883.00	12,031.45	84.35%
· SOCIAL SECURITY BENEFITS	3,641.52	40,726.72	50,404.00	9,677.28	80.80%
· 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	4,995.23	53,070.55	66,861.00	13,790.45	79.37%
· TRAINING & CONT ED	0.00	539.91	2,471.00	1,931.09	21.85%
MATERIALS					
· MATERIALS	20,946.15	71,016.30	110,000.00	38,983.70	64.56%
BUILDING EXPENSES					
· UTILITIES	2,396.21	40,491.69	54,465.00	13,973.31	74.34%
· BLDG & CUSTODIAL SUPPLIES	344.94	3,772.12	5,000.00	1,227.88	75.44%
· BLDG MAINT & REPAIR	4,384.69	32,322.47	28,182.00	-4,140.47	114.69%
· INSURANCE - BLDG & LIABILITY	0.00	13,284.35	14,245.00	960.65	93.26%
· PROGRAMS	160.06	4,200.77	8,500.00	4,299.23	49.42%
· MISC BUSINESS FEES	1,908.36	5,292.35	9,500.00	4,207.65	55.71%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
· IT TECH	-2,130.72	6,413.19	16,000.00	9,586.81	40.08%
· OFFICE & LIBRARY SUPPLIES	392.39	6,212.03	11,000.00	4,787.97	56.47%
· GRANTS PROGRAM EXPENSES	4,346.35	31,943.86	0.00	-31,943.86	0.00%
· FUNDRAISING	385.64	3,095.77	7,000.00	3,904.23	44.23%
· COPY MACHINE EXPENSE	385.87	4,197.60	4,500.00	302.40	93.28%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	575.00	2,000.00	1,425.00	28.75%
· HR & PROFESSIONAL FEES	757.75	15,885.12	22,150.00	6,264.88	71.72%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	22.52	255.28	1,500.00	1,244.72	17.02%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	157,353.70	959,785.82	1,159,850.00	200,064.18	82.75%
NET PROFIT OR LOSS	\$ (135,796.62)	\$ (222,283.63)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of November 30, 2023

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	65,098.84
1050 · JSB - MONEY MARKET	13,871.88
1060 · SPECIAL ACCOUNT - JSB	150.00
1070 · PETTY CASH	50.00
1075 · Staff Account	5.00
1080 · Jamestown Savings Bank - CARF	7,168.53
1090 · Unemployment Fund	2,668.68
Total Checking/Savings	<u>89,012.93</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	<u>50,492.00</u>
Total Current Assets	<u>139,504.93</u>
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,816,452.35
1520 · Computer Software	47,416.88
1530 · Construction in Progress - R	186,873.52
1550 · ACCUMULATED DEPRECIATION	<u>-2,751,048.60</u>
Total Fixed Assets	<u>2,334,994.15</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,740,620.26
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	1,371,153.06
Total 1555 · ENDOWMENT FUND	<u>7,272,366.94</u>
1560 · Snitger Gift Fund	39,310.13
Total Other Assets	<u>7,311,677.07</u>
TOTAL ASSETS	<u><u>9,786,176.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2140 · Held in Custody for Others	5.00
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,821.16
2040.02 · DENTAL FLEX	176.23
2040.04 · VSP	-5.48
Total 2040 · PREMIUMS - FLEX	<u>1,991.91</u>
2080 · NY DISB PFL	448.01
2110 · ACCRUED VACATION	33,126.54

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As of November 30, 2023

	<u>Nov 30, 23</u>
Total Other Current Liabilities	35,571.46
Total Current Liabilities	<u>35,571.46</u>
Total Liabilities	35,571.46
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	-213,615.80
Net Income	4,018.30
Total Equity	<u>9,750,604.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,786,176.15</u></u>