

James Prendergast Library
Board of Trustee Meeting Minutes
December 21, 2023

Board members present: Ned Lindstrom, Cindy Johnson, Frank Corapi, Cassie Blakeslee, Mary Zdrojewski, Judy Long, Matt Mancuso, Mike Corey

Board members absent: Dan Hickman (E), Jessica Carr (E)

Staff Present: Anne Greene, Jen Champ, Terry Strieder

Public Present: Melissa Spas, Chris Blakeslee {Post Journal}

Meeting called to order at 5:17 pm by Ned Lindstrom

1. Public comment – None
2. Consent Agenda – Ned Lindstrom
 - a. Changes or additions to the agenda – none
 - b. Approval of minutes of previous meeting
 - i. Motion made by Frank Corapi to approve consent agenda. Second by Judy Long.
Vote Yes 8 No 0
3. New Staff Introduction – Anne Greene
 - a. Terry Strieder, Library Associate I: public desks/collection.
4. Director's Reports/Statistics - Anne Greene
 - a. The staff continue to work in the collection, and there is much shifting of materials to use shelving space more effectively. The DVDs will also be moving to the shelving area.
 - b. The Children's fiction series are now shelved and labeled by series. This helps the children find the next book in a series and encourages independent browsing.
 - c. The teens painted adorable portraits of adoptable pets at the Chautauqua County Humane Society. We displayed them in the library and on social media to encourage adoption. Several of the animals have since been adopted!
 - d. The December staff member featured is Nancy King. Nancy has been with the library since 2014. She is currently working at the Circulation Desk and serving as a welcoming presence for patrons. She has had 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.

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

Increases:

Total Program Attendance	7.9%	971	900
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Decreases:

Category	% Increased	December 2023	November 2023
Library Visits	-6.8%	8,027	8,611
Total Library Circulation	-0.6%	11,037	11,487
Total Reference Questions	-8.1%	8,081	8,795
Total Database Usage	-0.7%	1,453	1,463
Total Computer Logins	-21.4%	1,024	1,302
Total # of programs offered	-11.8%	134	152

5. Treasurer’s Report – Mike Corey

- a. We received the Jamestown public school's tax check.
- b. We continue to stay on budget - staff do an amazing job with the budget.
- c. Investments have improved due to the improvement in the stock market.
 - i. Motion to approve Treasurer’s Report made by Judy Long. Second by Cindy Johnson. *Vote Yes & No 0*
- d. ERC Employee Retention Credit - Auditors will handle paperwork and file.

- i. Motion to apply for ERC tax credit made by Frank Corapi. Second by Judy Long.
Vote Yes 8 No 0

6. Nominating Committee Report – Cassie Blakeslee

a. Election of Trustees:

- i. Dan Hickman (second term)
 - 1. Motion made by Mike Corey to elect Dan Hickman for a second term.
Second by Mary Zdrojewski. *Vote Yes 8 No 0*
- ii. It is the recommendation of the Nominating Committee to elect the following trustees to the positions as followed.
 - 1. President – Dan Hickman
 - 2. Vice President – Ned Lindstrom
 - 3. Treasurer – Michael A. Corey
 - 4. Secretary – Cassie Blakeslee
 - 5. Assistant Secretary – Mary Zdrojewski in Cassie Blakeslee’s absence
 - 6. Motion to approve the slate of officers for the year 2024 made by Cindy Johnson. Second by Mike Corey. *Vote Yes 8 No 0*

7. Strategic Planning Committee Report: Frank Corapi

- a. The Final Strategic Plan Report will be ready for approval in January 2024.
- b. Trustees have been asked to complete the SOAR if it has not been done already.

8. New Business – Anne Greene

- a. Photography Policy – we needed to expand on video recording
 - i. Motion to approve Photography Policy made by Mary Zdrojewski. Second by Judy Long. *Vote Yes 8 No 0*
- b. Staff Fund – approval needed to close account. \$5.00 remaining will be used to purchase chips by staff.
 - i. Motion made to close staff account made by Mike Corey. Second by Cindy Johnson. *Vote Yes 8 No 0*
- c. Sustainability Plan Approval (plan was reviewed at last month’s meeting)
 - 1. Motion made to approve Sustainability Plan made by Mary Zdrojewski.
Second by Matt Mancuso. *Vote Yes 8 No 0*
- d. Board of Trustee 2024 Committees and Job Descriptions

- i. Trustees will review for January meeting and can change committees if desired
 - Let Annie know by January 15. Four members plus President (ex Officio) for all committees. President will assign if committees have fewer than 4 members.

9. Unfinished Business: None

10. Next meeting is January 18, 2024

11. Adjournment at 5:50pm made by Judy Long. Second by Cindy Johnson

DIRECTOR'S REPORT / December 2023

PROGRAMMING & SERVICES

Special December Programs

The library held several special December programs, including ornament design for adults, a special UV Resin workshop for teens, a robot building program for tweens, and the library's annual Gingerbread Workshop. The Gingerbread Workshop was busy as always, with 24 adults and 50 children in attendance. Attendees had a great time, commenting that "it is so wonderful you do this every year."

Winter Break Open Play

The library's Makerspace was a popular spot for families over winter break, with 22 adults and 56 children dropping in for morning open play, including the YMCA's day camp stopping in for a Makerspace visit.

COLLECTION

Literacy Collection Expanded

Thanks to an Adult Literacy Grant from CCLS, the library is expanding its adult literacy materials to include updated and more extensive resources to support adult learning. This collection is heavily used by BOCES high school equivalency students and the Literacy Volunteers of Chautauqua County. Both organizations use the library as a site for classes and tutoring.

World Languages Collections New Location

As the library works to expand its world languages collection to include more languages, the section has also been moved near the Literacy Center. This will make these resources more accessible to patrons using the Literacy Center.

New Language Database

After hearing feedback from patrons, the library has updated its language learning database, switching from Rosetta Stone to Mango Languages. Mango is very user-friendly, allows users to explore multiple languages, and offers a mobile app, which patrons have inquired about.

OUTREACH & PARTNERSHIPS

Library staff visit JHS students

Library staff visited several JHS English classes to promote the library's online resources. The students shared their library creatures and poem visual art projects that they've been working on, which are now on display in the library. A new group of students will begin visiting the library in January.

Storytime at Roger Tory Peterson Institute

Library staff visited the Roger Tory Peterson Institute for two storytimes on Saturdays in December, as part of the Institute's holiday event.

LIBRARY UPDATES

Half off Booksale

The library's quarterly half-off sale ran from December 7th through 9th and we earned a total of \$877.50. In total this year, the booksale has earned \$29,837.75 and in 2022 the booksale earned \$23,551.18, which is an increase of \$26.7% from 2022.

Staff Recognition Program

The January staff member featured is Oliver Chenard. Oliver has worked at the library since 2013. His help is valuable in several areas of the library, from compiling statistics and running programs, to helping in the booksale - he is always willing to lend a hand. Oliver is always positive and personable, whether he is working at a public desk, in the Makerspace, running Minecraft, or leading storytime. His dedication to patron engagement helps to make the library a welcoming place for all!

GRANT UPDATES

Holmberg ordering complete

Grant ordering for 2023's Homberg grant project has been completed. This grant contributed to our new Adult Makerspace programming, with new technology items available for patrons to check out, and new equipment available for digital preservation projects and 3D printing.

Carnahan - Jackson Foundation

The Carnahan-Jackson Foundation generously awarded our grant request for \$27,750 to upgrade the first-floor public restrooms. We will be installing automatic timed faucets and energy-efficient quick-drying hand dryers, and we will retrofit the existing toilets and urinals with a dual-flush automated system.

Library Usage Report - December 2023	
Library Visits	
Days Open	25
Library Visits	8,027
Average Daily Library Visits	321
Year to Date Library Visits (Cumulative)	120,810
Library Borrowers	
New Cards Issued	63
Total Registered resident borrowers	16,599
Total Registered non-resident borrowers	11,037
Materials Use	
Adult Materials	4,953
Adult eBooks & eAudio	1,853
Children's Materials	3,661
Children's eBooks & eAudio	129
Video Materials	1,283
Microform Viewed	70
Reference Questions & Services	
Single Service Point Reference Questions	6,422
Technology Questions	1,659
Faxes (# sent or received)	17
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,032
Emailed print jobs	219
Internet Use (# of sessions)	1,024
Internet Use (# of minutes)	83,333
Adult Computer logins	656
Teen Computer logins	173
Children's Computer logins	195
Computer Lab Sessions in PCC	160
Rosetta Stone Library Solution (# of minutes used)	54
Rosetta Stone Library Solution (cumulative # of users)	195
NY Times On-Site Sessions	1629
NY Times Off-Site Sessions	949
Wall Street Journal Logins	2
Wall Street Journal Page Views	29
Ancestry.com searches	480
Heritage Quest searches	212
ABC Mouse active users	3
NOVELny searches	35
Consumer Reports Visits	6
Consumer Reports Page Views	86
Programs	
Children's programs- # offered	39
Children's programs - attendance	545
Teen programs- # offered	12
Teen programs- attendance	59
Adult programs- # offered	15
Adult programs- attendance	119
Offsite programs - # offered	9
Offsite programs - attendance	96
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	2
1-On-1 Technology Device Instruction	2
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	36
Aspire Job Training - # offered	9
Aspire Job Training - attendance	31
Room Use	
Non-Library Sponsored Room Use - # of sessions	66
Non-Library Sponsored Room Use -attendance	529
Library Sponsored Room Use - # of sessions	130
Library Sponsored Room Use - attendance	929
Social media & Webpage views	
Facebook - Daily Total Reach	31,103
Prendergast Library Home Page Views	14,123
Facebook Followers	4,439
Twitter Followers	1,029
Instagram Followers	1,208

James Prendergast Library Association
Cash Sources
December 2023

REVENUE REPORT	Receipts	Receipts	Annual Budget Internal 2023	Balance	% Received
	This Month Dec-23	YTD Beg - Dec 2023			
LOCAL FUNDING					
JAMESTOWN CITY SCHOOL DIST	350,000.00	350,000.00	350,000.00	0.00	100.00%
JBC LIBRARY SERVICES	0.00	5,000.00	5,000.00	0.00	100.00%
JPS LIBRARY SERVICES	400.00	950.00	0.00	-950.00	0.00%
GRANTS, NON-GOVERNMENT	36,000.00	153,420.00	131,681.00	-21,739.00	116.51%
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	0.00	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	1,341.43	16,164.14	20,000.00	3,835.86	80.82%
COPY MACHINE	411.20	3,323.80	3,000.00	-323.80	110.79%
CCLS					
CCLS RENTAL INCOME	4,875.00	58,500.00	59,500.00	1,000.00	98.32%
FUNDRAISING/DONATIONS					
BOOKSALE	2,706.69	29,837.75	22,000.00	-7,837.75	135.63%
FUNDRAISING	38,649.53	95,381.20	65,000.00	-30,381.20	146.74%
ESTATES	0.00	7,000.00	0.00	-7,000.00	0.00%
MEMORIALS	25.00	2,640.00	3,000.00	360.00	88.00%
OTHER					
INTEREST EARNED	10.67	80.87	100.00	19.13	80.87%
REFUNDS	3,931.80	3,931.80	0.00	-3,931.80	0.00%
Total Income	438,351.32	1,175,853.51	1,159,850.00	-16,003.51	101.38%

James Prendergast Library Association
Expenses
December 2023

EXPENSE REPORT	Disbursed This Month Dec-23	Disbursed Year-To-Date Beg - Dec 2023	Total Budget Internal 2023	Balance	% Spent
· SALARIES - STAFF	47,157.45	567,216.71	620,520.00	53,303.29	91.41%
· SALARIES - MAINTENANCE	2,913.77	36,349.60	38,357.00	2,007.40	94.77%
· RETIREMENT BENEFITS	0.00	64,851.55	76,883.00	12,031.45	84.35%
· SOCIAL SECURITY BENEFITS	3,639.03	44,365.75	50,404.00	6,038.25	88.02%
· DISABILITY INSURANCE BENEFITS	276.10	1,120.20	1,163.00	42.80	96.32%
· INSURANCE - WORKER'S COMP	656.00	6,511.00	7,342.00	831.00	88.68%
· HEALTH BENEFITS	5,625.72	58,696.27	66,861.00	8,164.73	87.79%
· TRAINING & CONT ED	-195.00	344.91	2,471.00	2,126.09	13.96%
MATERIALS					
· MATERIALS	7,901.26	78,917.56	110,000.00	31,082.44	71.74%
BUILDING EXPENSES					
· UTILITIES	3,063.01	43,554.70	54,465.00	10,910.30	79.97%
· BLDG & CUSTODIAL SUPPLIES	896.82	4,668.94	5,000.00	331.06	93.38%
· BLDG MAINT & REPAIR	3,159.22	35,481.69	28,182.00	-7,299.69	125.90%
· INSURANCE - BLDG & LIABILITY	1,616.00	14,900.35	14,245.00	-655.35	104.60%
· PROGRAMS	1,411.42	5,612.19	8,500.00	2,887.81	66.03%
· MISC BUSINESS FEES	512.75	5,805.10	9,500.00	3,694.90	61.11%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,307.00	-138.00	110.56%
LIBRARY OPERATIONS					
· IT TECH	607.88	7,021.07	16,000.00	8,978.93	43.88%
· OFFICE & LIBRARY SUPPLIES	1,145.61	7,357.64	11,000.00	3,642.36	66.89%
· GRANTS PROGRAM EXPENSES	7,380.71	39,324.57	0.00	-39,324.57	0.00%
· FUNDRAISING	25.68	3,121.45	7,000.00	3,878.55	44.59%
· COPY MACHINE EXPENSE	655.79	4,853.39	4,500.00	-353.39	107.85%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	575.00	2,000.00	1,425.00	28.75%
· HR & PROFESSIONAL FEES	7,218.95	23,104.07	22,150.00	-954.07	104.31%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	92.22	347.50	1,500.00	1,152.50	23.17%
· EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
Total Expense	95,760.39	1,055,546.21	1,159,850.00	104,303.79	91.01%
NET PROFIT OR LOSS	\$ 342,590.93	\$ 120,307.30			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	57,288.31
1050 · JSB - MONEY MARKET	217,381.93
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	139,088.97
1090 · Unemployment Fund	2,668.70
Total Checking/Savings	<u>416,727.91</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	<u>50,492.00</u>
Total Current Assets	467,219.91
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	202,448.52
1550 · ACCUMULATED DEPRECIATION	-2,751,048.60
Total Fixed Assets	<u>2,350,569.15</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,043,652.26
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	1,435,864.96
Total 1555 · ENDOWMENT FUND	<u>7,640,110.84</u>
1560 · Snitger Gift Fund	44,690.99
Total Other Assets	<u>7,684,801.83</u>
TOTAL ASSETS	<u><u>10,502,590.89</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2020 · RETIREMENT	811.97
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	1,698.64
2040.02 · DENTAL FLEX	156.25
2040.03 · AFLAC	482.16
2040.04 · VSP	-7.74
Total 2040 · PREMIUMS - FLEX	<u>2,329.31</u>
2080 · NY DISB PFL	1.97
2110 · ACCRUED VACATION	33,126.54

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>
Total Other Current Liabilities	36,269.79
Total Current Liabilities	<u>36,269.79</u>
Total Liabilities	36,269.79
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>719,734.71</u>
Total Equity	10,466,321.10
TOTAL LIABILITIES & EQUITY	<u><u>10,502,590.89</u></u>



PrendergastLibrary
Focusing on Your Future.

STRATEGIC PLAN REPORT

Results for the year 2023

This report reflects on year three of the Prendergast Library's 2021-2024 Strategic Plan. The report provides updates on plan goals and subsequent achievements, challenges, and continuation actions needed. In addition, library statistics from 2021 and 2022 provide context for data collected in the report.

James Prendergast Library 2023 Strategic Plan Report

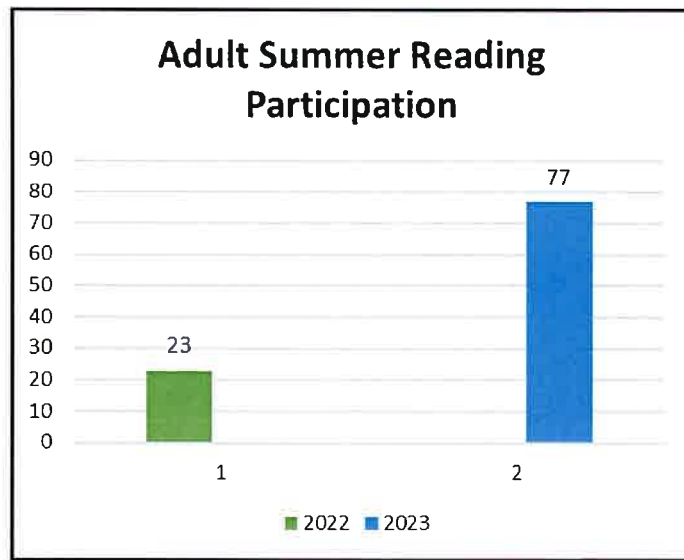
Goal One: Quality and sustainable services and programming that supports lifelong learning in the community

Indicators of success:

- Development of a new program plan that reaches teens 13-17
- Development of a new program plan that reaches seniors 65+
- Development of a new program plan that reaches educators (homeschool, public school, or daycare)
- Increased use of library services and resources by K-12 students
- Increase in the number of new cards issued to K-12 students
- Increased attendance at library programs
- Increased knowledge and awareness of library services to underserved populations: ESL Community, people with disabilities, and Veterans

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Started a teen game night, which with teen input developed in to a DD • Introduced new Adult Summer Reading Bingo Sheets, which increased adult participation in the summer reading program • Started a new book club for adults at an offsite local bar/coffee shop, and it is very popular with attendance of 12-15 adults per meeting • Expanded our partnership with Jamestown High School English teacher Betsy Rowe-Baehr who brings her English 9 and 10 students to the library monthly for programs and library usage – all students received a library card • Began providing weekly storytimes for JPS's Innovation Center 	<ul style="list-style-type: none"> • Managing structured involvement with Jamestown schools and finding the best channels of communication to reach educators • Developing programs for seniors who are not mobile has been challenging following the Covid-19 pandemic • Developing programs or activities for at-risk populations who use the library as a site of refuge and safety • Demand for programs is high, so careful consideration is needed before introducing new programs due to staffing and budget considerations 	<ul style="list-style-type: none"> • Focusing on programs for at-risk community members who would benefit from increased involvement and engagement with library services • Consider how best to market the Makerspace as a center for adults and teen learning and enrichment activities

James Prendergast Library 2023 Strategic Plan Report



Goal Two: A well-maintained and innovative library collection that meets the community's educational needs

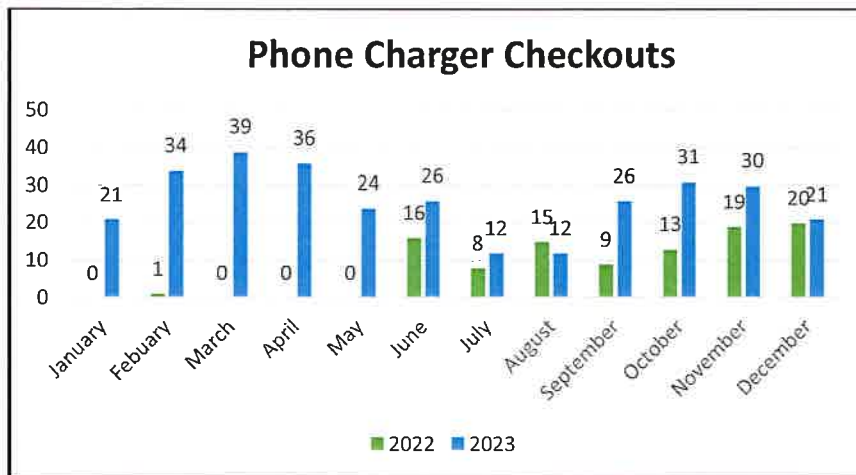
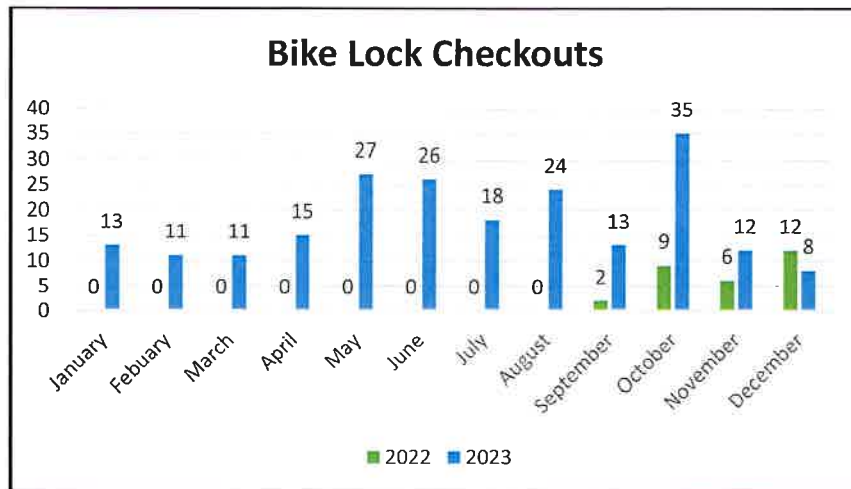
Indicators of success:

- Increase in collection maintenance initiatives
- Enhanced browsing experiences for adult and children patrons
- Increase in digital resources
- Increased commitment of staff to collection acquisitions to ensure diverse perspectives
- Access to non-traditional items for all ages
- Patron feedback and patron/community requests used to inform collection selections

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Expanded nontraditional items to include technology resources such as projectors and screens • Based on continued demand, we've increased availability of chargers and bike locks and improved our checkout process • Used grant funding to purchase more high interest/low reading 	<ul style="list-style-type: none"> • The rising cost of digital resources • Potential loss of federally-funded databases (NovelNY) is significant • Need for the longevity of digital resources to increase community awareness – requires a financial commitment over multiple years • The ability to modify and improve collection setup is limited by 	<ul style="list-style-type: none"> • Continued evaluation of current digital resources' usage and cost and continued research into new digital options • Shifting projects will continue in 2024 with the goal of moving DVDs into the collection – this will improve our collection setup and physical arrangement of the library space

James Prendergast Library 2023 Strategic Plan Report

<p>levels materials for adult learners</p> <ul style="list-style-type: none"> • Changed board books to forward facing to improve visibility and browsability • Inventory and updates of the library's non-fiction and fiction collections is ongoing • Significant shifting of materials has improved the visual appeal of the library's collection upstairs 	<p>physical space and shelving</p> <ul style="list-style-type: none"> • Significant ongoing staff time is required for consistent collection upkeep 	<ul style="list-style-type: none"> • The Adult Literacy collection remains a focus for ordering and reorganizing to improve usage. • We will have an improved language learning resource in 2024, as well as a new digital resource to learn ASL
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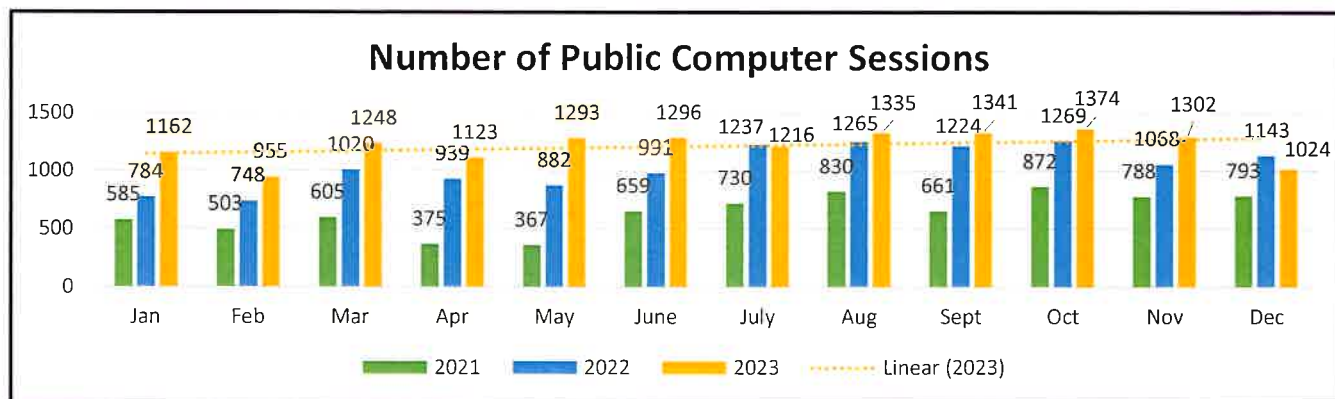
James Prendergast Library 2023 Strategic Plan Report

Goal Three: A library responsive to technology advancement and community and staff technology needs

Indicators of Success:

- Updated hardware to improve performance and reliability
- Increased participation in technology-based STEAM programming
- Reduced patron complaints regarding computer labs and printing
- Improved audio and presentation quality in meeting rooms and community spaces
- Utilized technology during outreach events
- Updated staff software and hardware to improve performance
- Improved ease of cleaning shared technology hardware
- Enhanced computer use accessibility
- Increased mobile technology options for staff and patrons
- Increased staff training
- Improved technology available for patron checkouts
- Expanded 3D printing technology and training to better serve patron needs
- Improved storage for staff and borrowable technology

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Purchased three new 3D printers • Purchased two new projectors and screens for Library of Things • Purchased a technology cabinet that includes charging • Purchased items to begin an Adult Memory Lab including a VHS convertor and film digitizer 	<ul style="list-style-type: none"> • Reaching targeted population who would benefit from our library of things and Adult Memory Lab 	<ul style="list-style-type: none"> • Computer hardware will need to be upgraded or replaced in the coming years • There is a need to improve equipment and cord management in the Teen Computer Lab



James Prendergast Library 2023 Strategic Plan Report

Goal Four: A well-trained and efficient staff that delivers service most effectively

Indicators of Success:

- HR processes updated and improved
- Increased professional development opportunities for staff
- Increased patron satisfaction
- Increased staff communication
- Increased staff involvement in various new and established committees

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Increased pre-emptive engagement with patrons has decreased incidents such as conflicts among teens and children • Incidents that have increased include primarily sleeping patrons – not impacting public safety • The revamped onboarding process has improved the efficiency of the hiring process • New training lists and increased training time for new staff have improved staff readiness and knowledge of all procedures • Focused training for staff, such as active shooting and de-escalation, has increased staff confidence • Patrons regularly voice their appreciation to the staff and note the growth of the library in recent years • Increased staff meetings to Bi-monthly • Focused manager performance development to empower new managers to leverage staff strengths 	<ul style="list-style-type: none"> • The increase in patrons using the library as a warming center has led to an increase in patrons sleeping in the library • HR processes such as onboarding and training are constantly evolving and, therefore, never "complete" 	<ul style="list-style-type: none"> • Staff training lists are an ongoing project as new processes and services require continuous updates to training • Continued prioritization of customer service and communication among staff

James Prendergast Library 2023 Strategic Plan Report

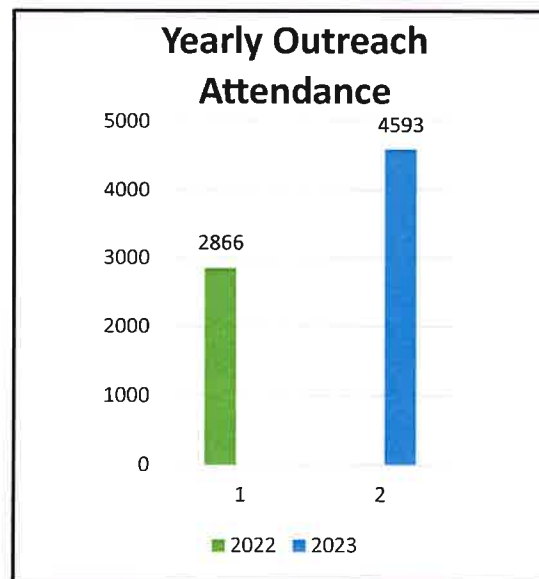
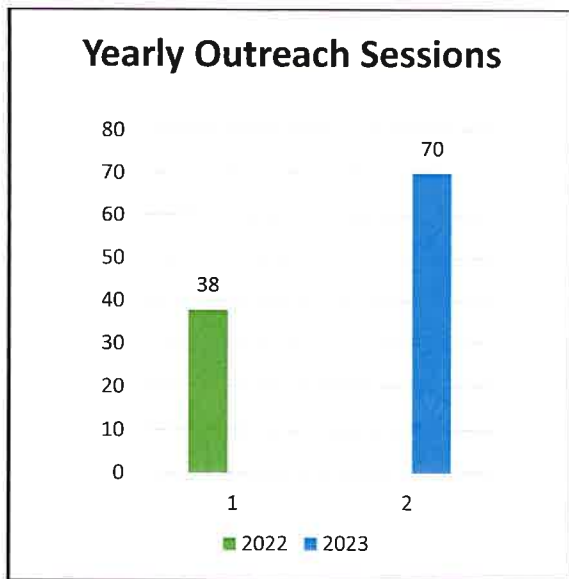
Goal Five: A well-connected library that reaches all community members with impactful library services

Indicators of Success:

- Increased the number of community collaborators
- Develop a new volunteer program
- Recruited new volunteers
- Created new outreach programs
- Tracked how many patrons used library services via outreach
- Participated in various community events throughout the year
- Staff present/attend community programs/meetings

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Participated in several community events, including the Jamestown Community Learning Council’s Science Night, Jamestown Housing Authority’s Resource Fair, the City of Jamestown’s Halloween event, YMCA Healthy Kids Day, Jamestown Community College’s Off Campus Adventure Fair, and several public-school family nights and open houses • Hosted the second Library Community Block Party to celebrate partnerships and raise funds for programs. • Attend Jamestown Chamber of Commerce Events Coalition meetings • Recruited 6 new volunteers for the Haunted Library and Block Party fundraisers 	<ul style="list-style-type: none"> • Prioritizing what events to attend is difficult as there are many options and limited staff time • Connecting with volunteers after the pandemic has been challenging 	<ul style="list-style-type: none"> • Seek partnerships with organizations that can reach new audiences, such as the Hispanic community, seniors, and veterans • Ensure the volunteers have rewarding and meaningful roles to play within the organization

James Prendergast Library 2023 Strategic Plan Report



Goal Six: A community that understands the role, services, and importance of the library

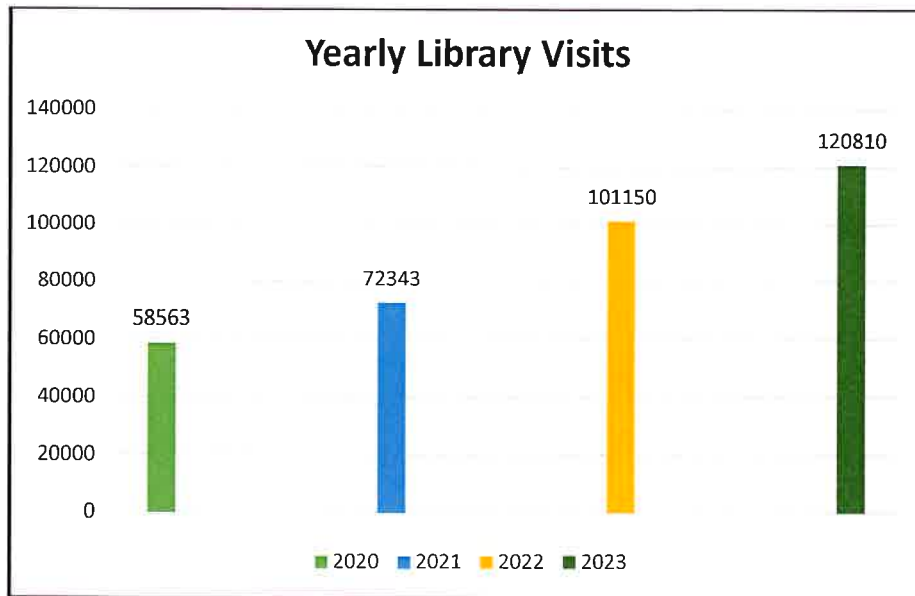
Indicators of Success:

- Increased community awareness of library materials, programs, and services
- Increased use of library materials, programs, and services
- Appropriate public relations platforms and content utilized to meet community interests
- Increased level of engagement with library social media accounts
- Strengthened partnerships with community organizations through the cross-promotion of programs and events
- Representation of library staff, volunteers, and patrons in public relations materials

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Increased library visits. In 2022, there were 101,150 library visits. There have been 104,172 visits YTD for 2023. • Increase in Facebook and Instagram followers • Recurring social media posts highlighting library collection, services, and programs • Of Murray Bob Initiative survey respondents, 61% had attended JPLA 	<ul style="list-style-type: none"> • Circulation of physical materials is still below pre-COVID levels 70,345 (Juvenile + Book) books circulated in 2019, and 53,208 circulated YTD in 2023 (Koha Report 441) • PR appearing in external media (newspapers, radio, etc.) depends on an outside organization • Maintaining consistency and branding as 	<ul style="list-style-type: none"> • Improve patron representation in PR and include patron voices • Exploration and expansion of information channels, such as distributing flyers to JPS and community organizations, increased radio programming, recurring PR in local papers, and informational outreach

James Prendergast Library 2023 Strategic Plan Report

<p>programs in the past, and 95% planned to attend future JPLA programs. 45% had attended partner organization programs in the past, and 89% planned to in the future</p> <ul style="list-style-type: none"> • Staff Picks posts highlighting the collection • Recurring radio programming with WJTN to promote library programs during the 2023 Summer Reading Celebration 	<p>multiple staff contributes to PR</p>	<p>at community programs and clubs</p>
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Goal Seven: A library facility that is well maintained and provides appropriate access to relevant services

Indicators of Success:

- Upgraded collection storage and display materials
- Redesigned library front lawn to increase outdoor programming and library usage.
- Increased number of outdoor programs

James Prendergast Library 2023 Strategic Plan Report

- Improved facility plans that outlined priority projects for Public Library Construction grants
- Redesigned library technology areas that improve accessibility and connection
- Upgraded library maintenance equipment
- Upgraded Library's HVAC
- Replaced old Lights with new LED lights throughout the building; documented cost savings
- Improved the natural landscape to include native species and pollinator plants

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Installed new outdoor patio, walkway and community gardens to create an outdoor public space for library programs and patron enjoyment • Removed invasive species from library's front gardens and planted a native plant garden that certifies the library as a National Wildlife Federation's Garden for Wildlife • Hosted a dedication for the new patio and gardens during the community block party in June • Continued to expand outdoor programs for adults, teens and children, including offering new Murray L. Bob Educational Initiative art classes on patio • Created a 10-year Sustainability Plan to support library operations and future investments in building construction, planning and design • Installed new library storage cabinets in upstairs community 	<ul style="list-style-type: none"> • The library building is 130 + years old, therefore upkeep and repairs will always be a priority • Due to the nature of the historic building, repairs tend to be costly 	<ul style="list-style-type: none"> • Continue to improve the library's sustainability plans, aligning goals with NYS construction grant opportunities and donor fund drives • Explore creative ways to improve the library's computer areas, without significant construction costs

James Prendergast Library 2023 Strategic Plan Report

<p>room, makerspace and hallway to improve organization and eliminate clutter in walkways and public areas</p> <ul style="list-style-type: none"> Seal-coated and restriped the Library parking lot 		
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Certified Wildlife Habitat[®]
 Creating a welcoming space for local wildlife is an important part of sustaining a thriving ecosystem.



Steps we have taken



Provided food
 Native Plants
 Nectar
 Butterfly Host plants
 Bird Feeder



Provided water
 Birdbath



Provided shelter
 Ground cover
 Roosting box



Provided places to raise young
 Mature Trees
 Nesting Box



Sustainable practices
 Soaker hose
 Removed non-native plants
 Introduce native plants
 Reduce lawn area
 Eliminate chemical pesticide



James Prendergast Library 2023 Strategic Plan Report

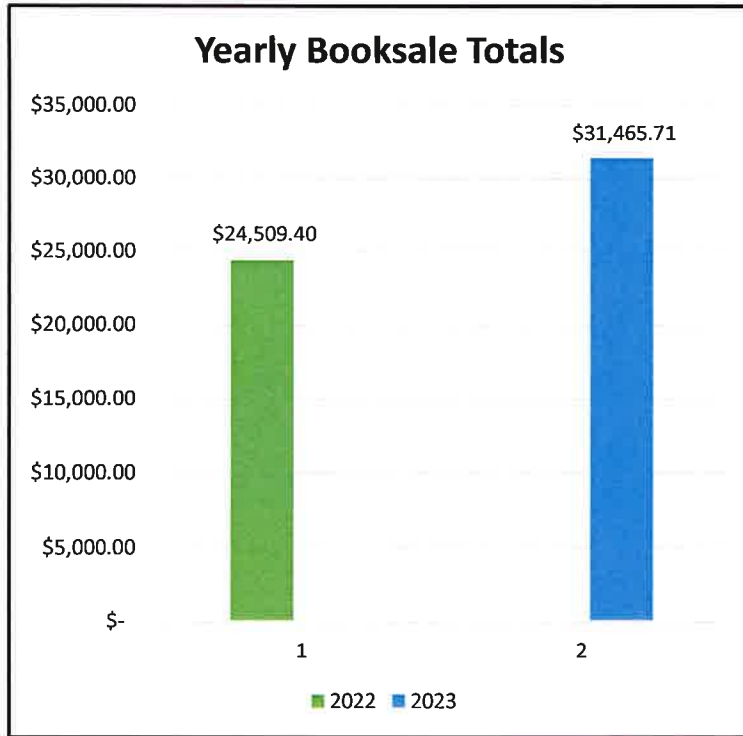
Goal Eight: A library that is sustainable for generations to come

Indicators of Success:

- Reduced reliance on the endowment to fund yearly operations
- Improved Booksale processes to increase annual sales
- Created new fundraisers that drew new audiences and increased profits
- Reduced heating and cooling costs by investing in energy-efficient alternatives
- Provided new opportunities for volunteers to assist with fundraising activities
- Created new sponsorship opportunities
- Reorganized the library's grant plan to focus on long-term capital projects

Achievements	Challenges	Notes on Continuation
<ul style="list-style-type: none"> • Improved the library's Booksale profits by 26.7% by having a special Booksale table in the front of the library, and select special sales throughout the year • Continued the library's new fundraisers, the Community Block Party and Haunted Library, increasing participation and revenue • Installed new LED lights in the library, improving energy efficiency and saving money on the library's monthly electrical bill • Improved the grant reporting process by providing reports with visual metrics and data, photos, and personal testimony • Improved communication with donors – including a new campaign that allowed donors to honor a loved one in a message on the library's website 	<ul style="list-style-type: none"> • As the library witnesses a significant increase in people using the library and attending programs, more investment in staff and programs is needed, making it difficult to further reduce endowment allocations • A majority of a donor population is over the age of 65, making it imperative that we expand the donor base and reach new audiences 	<ul style="list-style-type: none"> • Focus on reducing the number of grants written and prioritizing larger capital project grants • Create unique opportunities for one-on-one meetings with sponsors, grantors and donors • Focus on donor development and retention

James Prendergast Library 2023 Strategic Plan Report





JAMES PRENDERGAST LIBRARY ASSOCIATION
509 Cherry Street
Jamestown, New York 14701

Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Association recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of the Library's goals. The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Library trustees and employees.

The James Prendergast Library Association Board of Trustees is also committed to avoiding any situation in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the Library. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part.

2. Confidential Information: No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

3. Representation Before the Board: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Association Board of Trustees.

4. Representation Before the Board for a Contingent Fee: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the James Prendergast Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

*Approved by the James Prendergast Library Board of Trustees on June 16, 2011
Revised January 20, 2022*

5. Disclosure of Interest in Matters before the Board: Any trustee or employee, whether paid or unpaid who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee.

6. Disclosure of Interests in Contracts: To the extent known, any trustee or employee of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Director as soon as he or she has knowledge of such actual or prospective interest.

7. Investments in Conflict with Official Duties: No trustee or employee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No trustee or employee of the Library who has an interest in any property, either individually or as a trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

9. Prohibited Conflicts of Interest: No trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a director or employee if that Library trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee or employee who has any of the powers or duties set forth above. No chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of Library funds of which he or she is a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by the library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his or her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected if possible.

11. Private Employment: No trustee or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property: No trustee or employee shall use or permit the use of property,

owned or leased to the library, for anything other than official purposes or for activities not otherwise officially approved by the Library's Board of Trustees.

13. Duty to Disqualify: It is incumbent upon any trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists.

14. Duty to Report Conflicts of Interest: In the event that any trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library's Board of Trustees.

15. Duty to Report Violations of this Policy: Any trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

Distribution of the James Prendergast Library Association Trustee and Employee Code of Ethics and Conflict of Interest Policy

The James Prendergast Library Board of Trustees shall provide a copy of the Trustee and Employee Code of Ethics and Conflict of Interest policy to be distributed to every Trustee and employee. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Penalties

A Library trustee or employee who shall knowingly and intentionally violate any of the provision of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including suspension and/or dismissal.

This policy was approved by the James Prendergast Library Association Board of Trustees at their meeting of June 16, 2011.

Acknowledgment

The standards of behavior of the James Prendergast Library Association is that all Trustees and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the James Prendergast Library Association on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the James Prendergast Library Association's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library trustees and employees both paid and unpaid.

Upon or before election, hiring, or appointment, I will make a full, written disclosure of any and all interests, relationships and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question or issue.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

2023 CBA Spending

Invoice/Title	# of Items	Invoice Date	Cost
Continuations			
Statistical Abstract of the United States 2023	1	3/1/2023	\$256.25
Occupational Outlook Handbook 2021-2031	1	3/15/2023	\$64.40
Scott Standard Postage Stamp Catalog 2024	2	4/15/2023	\$172.21
Official ACT Prep Guide 2023-2024	2	5/3/2023	\$82.34
Scott Standard Postage Stamp Catalog 2024	2	5/15/2023	\$172.16
Scott Standard Postage Stamp Catalog 2024	2	6/12/2023	\$172.06
Scott Standard Postage Stamp Catalog 2024	2	7/21/2023	\$172.06
Digital SAT Study Guide Premium 2024	1	7/28/2023	\$48.20
Scott Standard Postage Stamp Catalog 2024	2	8/15/2023	\$172.21
Guinness World Records 2024	1	9/1/2023	\$43.15
Current Medical Diagnosis & Treatment 2024	1	9/15/2023	\$107.25
Scott Standard Postage Stamp Catalog 2024	2	10/15/2023	\$172.40
Polk City Directory	1	11/15/2023	\$255.00
NF Print Books			
BT 2037215967	1	1/4/2023	\$27.35
BT 2037212875	1	1/13/2023	\$32.63
BT 2037212876	1	1/13/2023	\$31.40
BT 2037229643	1	1/17/2023	\$11.40
BT 2037229641	1	1/17/2023	\$17.42
BT 2037229642	1	1/17/2023	\$22.29
BT 2037246896	1	1/24/2023	\$22.01
BT 2037246897	1	1/24/2023	\$11.94
BT 2037253268	1	1/27/2023	\$12.01
BT 2037286344	1	2/6/2023	\$19.28
BT 2037323003	41	2/17/2023	\$709.60
BT 2037333398	2	2/23/2023	\$33.95
BT 2037333399	7	2/23/2023	\$123.11
BT 2037348213	2	3/1/2023	\$35.40
BT 2037348214	22	3/1/2023	\$458.14
BT 2037370146	2	3/14/2023	\$37.37
BT 2037370147	1	3/14/2023	\$19.00
BT 2037370148	1	3/14/2023	\$10.53
BT 2037370149	30	3/14/2023	\$567.18
BT 2037379849	6	3/18/2023	\$118.63
BT 2037379850	4	3/18/2023	\$80.93
BT 2037404639	7	3/30/2023	\$156.03
BT 2037404640	4	3/30/2023	\$93.13
BT 2037426090	1	4/17/2023	\$37.46
BT 2037426091	5	4/17/2023	\$136.36
BT 2037426092	1	4/17/2023	\$20.19
BT 2037426093	43	4/17/2023	\$814.24
BT 2037452716	4	4/20/2023	\$79.68
BT 2037432792	1	4/18/2023	\$20.52
BT 2037432793	1	4/18/2023	\$16.06
BT 2037432794	16	4/18/2023	\$323.21
BT 2037465699	1	4/25/2023	\$29.17
BT 2037465700	1	4/25/2023	\$11.88
BT 2037465701	6	4/25/2023	\$138.31

BT 2037476400	21	4/26/2023	\$438.45
BT 2037483554	1	5/2/2023	\$19.28
BT 2037483555	1	5/2/2023	\$13.20
BT 2037483556	5	5/2/2023	\$100.20
BT 2037483557	2	5/2/2023	\$49.93
BT 2037507379	11	5/11/2023	\$199.13
BT 2037507380	3	5/11/2023	\$57.86
BT 2037536915	1	6/6/2023	\$17.98
BT 2037536916	9	6/6/2023	\$193.17
BT 2037562851	1	6/12/2023	\$16.55
BT 2037562852	3	6/12/2023	\$56.63
BT 2037580436	1	6/16/2023	\$20.49
BT 2037580437	5	6/16/2023	\$86.30
BT 2037574306	2	6/23/2023	\$37.26
BT 2037574307	1	6/23/2023	\$17.46
BT 2037574308	34	6/23/2023	\$673.36
BT 2037598869	1	7/3/2023	\$22.31
BT 2037598870	6	7/3/2023	\$107.29
BT 2037598871	2	7/3/2023	\$50.24
BT 2037622053	6	7/13/2023	\$105.51
BT 2037622054	3	7/13/2023	\$59.79
BT 2037644258	1	7/28/2023	\$49.37
BT 2037644259	2	7/28/2023	\$45.87
BT 2037650586	1	7/31/2023	\$33.43
BT 2037650587	1	7/31/2023	\$31.70
BT 2037650588	36	7/31/2023	\$694.42
BT 2037669350	1	8/7/2023	\$14.43
BT 2037669351	1	8/7/2023	\$18.50
BT 2037669352	5	8/7/2023	\$87.80
BT 2037669353	12	8/7/2023	\$235.48
BT 2037686949	7	8/9/2023	\$185.85
BT 2037686950	2	8/9/2023	\$27.65
BT 2037705146	1	8/15/2023	\$35.45
BT 2037705147	27	8/15/2023	\$588.33
BT 2037728411	8	8/24/2023	\$138.39
BT 2037728412	1	8/24/2023	\$19.13
BT 2037710676	1	8/25/2023	\$17.46
BT 2037710677	5	8/25/2023	\$98.36
BT 2037766894	3	9/1/2023	\$96.88
BT 2037766895	11	9/1/2023	\$207.40
BT 2037753455	1	9/9/2023	\$21.10
BT 2037753456	9	9/9/2023	\$240.97
BT 2037753457	2	9/9/2023	\$29.47
BT 2037791142	1	9/15/2023	\$46.27
BT 2037791143	17	9/15/2023	\$333.83
BT 2037819425	1	10/9/2023	\$7.14
BT 2037819426	14	10/9/2023	\$280.49
BT 2037845781	4	10/9/2023	\$62.24
BT 2037872562	2	10/20/2023	\$37.08
BT 2037883488	2	10/23/2023	\$37.92
BT 2037883489	7	10/23/2023	\$905.20
BT 2037921766	2	11/9/2023	\$34.29

BT 2037921767	8	11/9/2023	\$154.22
BT 2037921765	10	11/9/2023	\$194.56
BT 2037902747	1	11/22/2023	\$20.19
BT 2037902748	2	11/22/2023	\$38.20
BT 2037902749	4	11/22/2023	\$76.34
BT 2037902750	2	11/22/2023	\$42.96
BT 2037962481	17	12/4/2023	\$323.92
BT 2037962482	14	12/4/2023	\$259.64
BT 2037946576	1	12/7/2023	\$14.77
BT 2037946577	11	12/7/2023	\$187.98
BT 2037946578	3	12/7/2023	\$54.47
BT 2037979340	2	12/14/2023	\$35.06
BT 2037979341	6	12/14/2023	\$96.13
DnD Books			\$187.99
eBooks			
OverDrive eBooks	2	10/26/2023	\$124.98
OverDrive eBooks	40	11/8/2023	\$974.33
OverDrive eBooks	27	11/14/2023	\$693.25
OverDrive eBooks	7	11/9/2023	\$367.97
OverDrive eBooks	15	11/8/2023	\$553.94
eAudio			
OverDrive Audiobooks	3	10/26/2023	\$177.98
OverDrive Audiobooks	7	11/14/2023	\$307.70
OverDrive Audiobooks	2	11/9/2023	\$254.39
OverDrive Audiobooks	6	11/8/2023	\$455.45
Newspapers			
Buffalo News	1	7/12/2023	\$805.99
Post-Journal	1	10/26/2023	\$280.80
Barrons	1	11/3/2023	\$223.00
USA Today	1	11/3/2023	\$408.00
New York Times	1	11/3/2023	\$1,314.07
Magazines			
EBSCO	59	11/3/2023	\$3,250.52
EBSCO Credit		11/15/2023	-\$32.00
Database			
Craftsy	1	8/31/2023	\$26.91
Kanopy	1	10/15/2023	\$26.70
NY Times Online	1	11/2/2023	\$4,477.20
Kanopy	1	12/4/2023	\$45.23
Kanopy	1	11/30/2023	\$20.53
Craftsy	1	12/4/2023	\$50.83
Booklist	1	12/13/2023	\$310.00
Kanopy	1	12/21/2023	\$45.23
Total			\$30,021.22
Starting Amount:		\$29,877.81	
Left to Spend:		(\$143.41)	

Public Postings and Displays Policy

The James Prendergast Library Association provides space for approved public postings to be displayed.

Organizations, events, and all other topics being promoted must be non-profit in nature. Items for posting may not be for personal or commercial advertisements. Prior to being displayed, materials for posting must be approved by a library manager. Library staff will post materials for the public.

Library staff will remove and discard outdated materials. Postings may be moved or removed on an ongoing basis as new postings are received.

The library's display case is available to the public when not otherwise in use by the library. The purpose of the display case is to provide education and enrichment to patrons and the community at large.

Displays can include, but are not limited to, promotion of an organization's services, educational topics, and community events. The display case can be reserved for a period of up to 4 weeks dependent on availability and the above conditions.

Organizations and groups using the Library's meeting rooms may request directional signs be posted by library staff. Directional signage will be generated and posted by library staff.

Posting or distribution of materials by the Library does not indicate endorsement of the posted content

New York State Library

Trustee Education Requirements

Sample Reporting Form: [Self-Assurance Form \(PDF\)](#)

Frequently Asked Questions

Q: Why are continuing education requirements for public library trustees important?

A: Public library trustees in New York State oversee an estimated \$1.6 billion of the public's money—a responsibility that must be undertaken by informed, thoughtful, prudent, and trustworthy library boards. Requiring trustee education will foster an understanding of complex governance processes so that this responsibility is met.

Furthermore, to provide effective oversight, board members must appreciate their mandated duties and responsibilities. An effective way of providing this appreciation is to offer the training necessary to be good financial stewards.

The *Handbook for Library Trustees of New York State* states that “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

Q: What are the trustee education requirements?

A: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. ([Education Law 260-d](#) added by [Chapter 468 of the Laws of 2021](#)).

Per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Libraries should consult with their public library system about acceptable trustee education topics, formats and activities.

Q: Who is affected by the new trustee education law?

A: All boards of trustees of chartered (incorporated) and registered (licensed) public libraries, association libraries and Indian Libraries.

Q: Who approves the trustee education activities (topics and formats) and providers?

A: At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Q: Which trustee education providers are pre-approved at the State level?

A: The State Library has pre-approved the following trustee education providers:

- [New York State Library/Division of Library Development](#)
- [Public Library Systems](#)
- [WebJunction](#)
- [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
- [Reference and Research Library Resources Councils](#)
- [Empire State Library Network \(formerly New York 3Rs Association\)](#)
- PULISDO (Public Library System Directors Organization)
- [ALA](#) including United for Libraries and other Divisions

Other providers may be approved by the public library systems. Libraries should contact the public library system to request approval of a provider.

Q: What types of trustee education formats are acceptable?

A: Trustee education may be delivered online or in person. Trustee education formats may include lectures, workshops, live webinars, recorded webinars, or online courses. Trustee education formats may also include educational programs held at in-person or virtual regional, state or national library association conferences. Libraries may contact the public library system if they have a question as to whether a trustee education format is acceptable.

Q: How do trustees demonstrate compliance with the education requirements?

A: Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

- Certificates of completion issued by the approved provider
- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Q: How is trustee education compliance tracked by the Library?

A: The Library Board of Trustees should establish a written policy and procedures related to trustee education and compliance.

- Public Library Systems are available to Library Boards to assist with the development of library policies that comply with the trustee education law.
- The library should track trustee education compliance. This sample form, provided by the State Library, can assist library boards in maintaining a record of trustee education activities.

Q: How is trustee education compliance tracked by the State Library?

A: Compliance is tracked through questions on the *Annual Report for Public and Association Libraries*.

Q: What happens if a trustee fails to meet the trustee education requirements?

A: The State Library recommends that a Library Board address this topic in its Board-approved trustee education policy and procedures. In addition, the Library Board may wish to amend the library's by-laws to specifically address trustee education requirements and compliance. For assistance and for sample policies and bylaws, please contact your Public Library System.

Q: Can the costs for complying with the trustee education requirements be charged to the library?

A: Yes. Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements may be charged to the library if there is board approved policy. All such costs must be approved by the board of trustees. The State Library recommends that the library's trustee education policy and procedures provide information on this topic. The Trustee Handbook recommends that 1% of the library's budget should be dedicated to continuing education.

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The New York State Library is part of the [Office of Cultural Education](#), within the [New York State Education Department](#)

2024 JPLA Board of Trustees Committees:

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

Fundraising Committee: Cassie Blakeslee (CC), Jessica Carr, Judy Long, Melissa Spas

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

Building Committee: Mary Zdrojewski (CC), Judy Long, Matt Mancuso

Finance Committee: Mike Corey (CC), Dan Hickman, Cassie Blakeslee, Melissa Spas

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

(Ad Hoc - Lease Committee: Dan Hickman, Mike Corey, Cassie Blakeslee)

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

CC = Committee Chair