

James Prendergast Library

Board of Trustee Minutes

January 18, 2024

Monthly meeting of the Board of Trustees called to order @5:20 by President Dan Hickman

Board Members Present: Judy Long, Dan Hickman, Cassie Blakeslee, Melissa Spas, Frank Corapi, Cindy Johnson, Jessica Carr, Mary Zdrojewski

Board Members Absent: Matt Mancuso{E}, Ned Lindstrom {E}, Mike Corey {E}

Staff Present: Anne Greene

Public Present: None

1. Public comment - None
2. Consent Agenda - Dan Hickman
 - a. Changes or additions to the agenda-None
 - b. Approval of minutes of previous meeting
 - i. Motion made by Cindy Johnson 2nd by Jessica Carr. *Vote Yes 7 No 0*
3. New staff Introduction: Anne Greene
 - a. Zachary Millward - evening shift Security Guard (unable to attend tonight's meeting).
4. Director's Reports/Statistics: Anne Greene
 - a. The library held several special December programs - the annual Gingerbread Workshop had a good attendance. Our patrons tell us that they enjoy this event every year.
 - b. We purchased a new Mango Languages Database, which is very user-friendly and allows users to explore multiple languages, and use it on their mobile device app.
 - c. The book sale earned \$29,837, in 2023 and \$23,551 in 2022, which is an increase of \$26.7%.
 - d. 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 book sale - 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 story time. His dedication to patron engagement helps to make the library a welcoming place for all!
 - e. 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.
 - f. In terms of our statistics, December is a bit slower due to holiday closures and colder weather.

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- sent in by Mike and read by Anne Greene

- a. JPLA completed 2023 with revenues of \$1,175,854 or 101.38% of the budgeted amount, even though we only withdrew 75% of budgeted amount from the Endowment Fund. Expenditures for 2023 came in at \$1,055,546 or 91.01% of budget. This gave us a net income of \$120,307 for the year. The balance sheet is strong, with \$416,728 in our cash accounts and \$7,640,111 in the Endowment Fund. Overall, this was a good year financially for the library.

- i. Motion to approve Treasurer’s Report made Judy Long 2nd by Jessica Carr. *Vote Yes 7 No 0*

6. Building Committee Report: Mary Zdrojewski

- a. We will be submitting a grant to expand the community gardens at the library with a focus on making the gardens and grounds a teaching garden, emphasizing literacy and community involvement. The gardens will expand around the library, including the raised stone beds on the corner of 5th and Washington. We are going to remove invasive plants and focus on native plants. In addition, the gardens will protect the library’s historic building, removing vegetation that causes damage to the sandstone structure and enhancing security measures by removing visual barriers around the building.

7. Fundraising Committee Report: Cassie Blakeslee

- a. 2024 Fundraising Event Dates:
 - i. The 3rd Annual Community Block Party will be held on June 29th from 11:00-2:00.
 - ii. The Haunted Library is scheduled for October 26th – times TBD. This year’s theme is “Journey Down the Library’s Yellow Brick Road.”
 - iii. We are sending out the 2024 Sponsorship letter this month to local businesses for support for these events.
- b. Community Block Party Updates:

- i. This year, we will welcome Artisan Vendors and nonprofit organizations. We will continue to have our basket drawing as well.

8. Strategic Planning Committee Report: Frank Corapi

- a. We will need approval for the Final 2023 Strategic Plan Report – it is complete with all the data from November and December.
 - i. Motion made by Jessica Carr 2nd by Mary Zdrojewski. *Vote Yes 7 no 0*
- b. All Board members were asked to complete their SOAR assessment by January 31st. We will hold our next Strategic Planning Committee once all the assessments are turned in.

9. New Business: Anne Greene/ Dan Hickman

- a. Conflict of Interest Forms for 2024 - All Board members need to sign the form by Jan 31st 2024.
- b. CBA (CLSA) funds received for 2023 in 2023 were expended for Library materials on adult, juvenile, fiction, non-fiction, foreign language or reference materials in any format.
 - i. Motion of approval made by Mary Zdrojewski 2nd by Cindy Johnson. *Vote Yes 7 No 0*
- c. Staff Day will be Friday, May 3, 2024 for staff trainings.
 - i. Motion for approval of Staff Day made by Judy Long 2nd by Jessica Carr. *Vote Yes 7 No 0*
- d. Public Postings Policy updates.
 - i. Motion of approval of updates made by Judy Long 2nd by Melissa Spas. *Vote Yes 7 No 0*
- e. Annual Trustee Trainings – Dan Hickman
 - i. 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).
 - ii. All trustees have been given information on where they can access their trainings.

10. Unfinished Business: Dan Hickman

- a. 2024 Board Committees:
 - i. Executive Committee: Dan Hickman (CC), Ned Lindstrom, Mike Corey, Cassie Blakeslee
 - ii. Fundraising Committee: Cassie Blakeslee (CC), Jessica Carr, Judy Long, Melissa Spas
 - iii. Nominating Committee: Cassie Blakeslee (CC), Frank Corapi, Mike Corey, Cindy Johnson
 - iv. Building Committee: Mary Zdrojewski (CC), Judy Long, Matt Mancuso
 - v. Finance Committee: Mike Corey (CC), Dan Hickman, Cassie Blakeslee, Melissa Spas
 - vi. Strategic Planning Committee: Frank Corapi (CC), Ned Lindstrom, Matt Mancuso, Cindy Johnson
 - vii. Ad Hoc - Lease Committee: Dan Hickman, Mike Corey, Cassie Blakeslee

11. Next meeting is February 15, 2024 in the Fireplace Room

12. Adjournment @5:45pm

DIRECTOR'S REPORT / January 2024

PROGRAMMING & SERVICES

Memory Lab Promotion

Thanks to grant funding from the Holmberg Foundation, the library has new equipment for patrons to digitize photographs and film. Patrons can now make appointments to learn how to use this equipment with staff, and drop in to the library's Memory Lab on Friday afternoons.

Makerspace Open Play Popularity

The Makerspace was heavily used in January, as more families take advantage of open play hours. During 7 sessions of open play in January, 45 adults and 84 children visited the Makerspace. We have been offering extended open play hours on Saturday in response to patron feedback, and this has allowed usage to increase.

All Ages Movie Night

We are now offering a monthly all ages movie – families, teens, and adults are all welcome to drop in. In January, we saw increased attendance from previous months, with 10 patrons attending. Offering a movie once a month will allow for more focused promotion.

COLLECTION

Positive Circulation Data on New Books

Library staff held a collection meeting to determine goals for the new year. This included setting up a schedule to run reports on our new materials to see how well they are circulating. This helps to inform future ordering. Our current batch of new books are all circulating well.

Technology Items Circulating

The library is expanding its Library of Things, including cataloging and processing projectors that had been available to the public – these slide projectors, in addition to the library's new video projectors, have been circulating steadily. We are excited to continue expanding this collection.

Parent Packets Upgraded

Library staff have been working on repairing Parent Packets in the Children's Room. These packets include a book and themed learning activities. They have all been relabeled, put in new bags, and placed in a new, more prominent location. This effort has already paid off, with packets checking out at a dramatically increased rate in the past few weeks.

OUTREACH & PARTNERSHIPS

Mobile Makerspace Visit to Chautauqua Christian Academy

The library's mobile Makerspace is a great opportunity for staff to promote the Makerspace to new audiences. In January, staff visited the Chautauqua Christian Academy with the mobile Makerspace, bringing STEM activities for 25 2nd and 3rd grade students. Staff also brought flyers about upcoming programs and programming calendars.

Winter Items for Patrons

As in previous years, the library offers free hats, gloves, and similar winter items for patrons in need. This year, this project has been supported by community donations as well as donated items from Western New York Missing, an organization that supports local warming centers.

LIBRARY UPDATES

Post Journal Article about Makerspace Upgrades

An article about the library's NYS grant-funded Makerspace upgrades, including acoustic panels, new cabinets, and a new interior door, ran in the Jamestown Post Journal, and was then shared by the New York Library Association. This was exciting exposure for the library!

Staff Makerspace Training

Library staff held a Makerspace training session, where staff could explore newer Makerspace technology and try out different activities. This was especially beneficial to our new staff who are beginning to run Makerspace programs.

Staff Recognition Program

In February we are recognizing Shawnette Williamson who has worked at the Prendergast Library for two years. Shawnette is one of the Library's Security Guards, but due to her passion, creativity, and dedication, that role has expanded into so much more! Shawnette is often the first staff member patrons meet when entering the library, and with a smile, she assists them with directions and questions. She has built positive relationships with the children and teens who use the library, serving as a role model, and helping them navigate the library safely while having fun. She ensures the patrons feel safe and secure, takes pride in the historic building, and jumps into every job she works on with positive energy and enthusiasm.

GRANT UPDATES

Request for Proposals for Grant-funded Teaching Garden

As the first steps in a proposed grant-funded project to develop a teaching garden on the library's property, a request for proposals has been sent out for a consultant to provide professional landscape design services for this native plant teaching garden, which will build on the landscape work started in 2023.

Library Usage Report - January 2024

Library Visits	
Days Open	25
Library Visits	8,495
Average Daily Library Visits	340
Year to Date Library Visits (Cumulative)	8,495
Library Borrowers	
New Cards Issued	73
Total Registered resident borrowers	16,513
Total Registered non-resident borrowers	10,950
Materials Use	
Adult Materials	3,927
Adult eBooks & eAudio	2,223
Children's Materials	2,605
Children's eBooks & eAudio	133
Video Materials	1,264
Microform Viewed	148
Reference Questions & Services	
Single Service Point Reference Questions	7,385
Technology Questions	2,409
Faxes (# sent or received)	40
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,085
Emailed print jobs	236
Internet Use (# of sessions)	1,004
Internet Use (# of minutes)	73,815
Adult Computer logins	656
Teen Computer logins	222
Children's Computer logins	126
Computer Lab Sessions in PCC	236
Mango Languages (# of minutes used)	278
mango Languages (cumulative # of Sessions)	63
NY Times On-Site Sessions	1963
NY Times Off-Site Sessions	1009
Wall Street Journal Logins	3
Wall Street Journal Page Views	35
Ancestry.com searches	523
Heritage Quest searches	47
ABC Mouse active users	9
NOVELny searches	20
Consumer Reports Visits	23
Consumer Reports Page Views	211
Programs	
Children's programs- # offered	36
Children's programs - attendance	449
Teen programs- # offered	13
Teen programs- attendance	74
Adult programs- # offered	16
Adult programs- attendance	168
Offsite programs - # offered	9
Offsite programs - attendance	114
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	5
HSE/GED Classes - # offered	14
HSE/GED Classes - attendance	55
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	76
Non-Library Sponsored Room Use -attendance	472
Library Sponsored Room Use - # of sessions	119
Library Sponsored Room Use - attendance	932
Social media & Webpage views	
Facebook - Daily Total Reach	39,075
Prendergast Library Home Page Views	8,793
Facebook Followers	4,477
Twitter Followers	1,029
Instagram Followers	1,110

James Prendergast Library Association

Cash Sources

January 2024

REVENUE REPORT	Receipts This Month Jan-24	Receipts YTD Beg - Dec 2024	Annual Budget Internal 2024	Balance	% Received
LOCAL FUNDING					
. JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
. LIBRARY SERVICES, OTHER	300.00	300.00	2,000.00	1,700.00	15.00%
. GRANTS, NON-GOVERNMENT	0.00	0.00	169,490.00	169,490.00	0.00%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	0.00	0.00	10,000.00	10,000.00	0.00%
STATE AID					
. CCLS - CLSA - CBA	0.00	0.00	30,650.00	30,650.00	0.00%
. CCLS - CLSA - CENTRAL LIB DEV	0.00	0.00	67,478.00	67,478.00	0.00%
. CCLS CASH GRANT	0.00	0.00	300.00	300.00	0.00%
. OUTREACH GRANT	0.00	0.00	0.00	0.00	0.00%
. ADULT LITERACY GRANT	0.00	0.00	0.00	0.00	0.00%
. GRANTS, OTHER GOV'T	0.00	0.00	0.00	0.00	0.00%
. NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	0.00	8,800.00	8,800.00	0.00%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	0.00	0.00	399,835.00	399,835.00	0.00%
. AXEL W CARLSON	0.00	0.00	1,599.00	1,599.00	0.00%
. GUSTAFSON-LANPHERE FUND	1,106.51	1,106.51	2,500.00	1,393.49	44.26%
. SALLY J NALBONE MEM FUND	0.00	0.00	432.00	432.00	0.00%
. KATHERINE GANZ FUND	0.00	0.00	13,623.00	13,623.00	0.00%
. KOHL FAMILY FUND	0.00	0.00	900.00	900.00	0.00%
. FRED L & VANNE D COHEN FUND	0.00	0.00	200.00	200.00	0.00%
. JUDITH J ANDERSON FAMILY FUND	0.00	0.00	0.00	0.00	0.00%
. ROBERT S & JE'ANNE BARGAR	0.00	0.00	325.00	325.00	0.00%
LIBRARY FEES					
. FINES & FEES	1,251.34	1,251.34	17,000.00	15,748.66	7.36%
. COPY MACHINE	252.36	252.36	3,000.00	2,747.64	8.41%
CCLS					
. CCLS RENTAL INCOME	4,875.00	4,875.00	58,500.00	53,625.00	8.33%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,105.10	2,105.10	25,000.00	22,894.90	8.42%
. FUNDRAISING	3,928.52	3,928.52	65,000.00	61,071.48	6.04%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	6,695.00	6,695.00	3,000.00	-3,695.00	223.17%
OTHER					
. INTEREST EARNED	13.64	13.64	50.00	36.36	27.28%
Total Income	<u>20,527.47</u>	<u>20,527.47</u>	<u>1,229,682.00</u>	<u>1,209,154.53</u>	<u>1.67%</u>

James Prendergast Library Association

Expenses

January 2024

EXPENSE REPORT	Disbursed	Disbursed	Annual	Balance	% Spent
	This Month	Year-To-Date	Budget		
	Jan-24	Beg - Dec 2024	Internal 2024		
· SALARIES - STAFF	70,056.04	70,056.04	624,834.00	554,777.96	11.21%
· SALARIES - MAINTENANCE	4,329.76	4,329.76	39,507.00	35,177.24	10.96%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	5,402.20	5,402.20	50,822.00	45,419.80	10.63%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	1,195.00	1,195.00	0.00%
· INSURANCE - WORKER'S COMP	5,908.00	5,908.00	8,223.00	2,315.00	71.85%
· HEALTH BENEFITS	5,410.27	5,410.27	76,535.00	71,124.73	7.07%
· H.S.A.	0.00	0.00	7,350.00	7,350.00	0.00%
· TRAINING & CONT ED	0.00	0.00	2,500.00	2,500.00	0.00%
MATERIALS					
· MATERIALS	7,826.00	7,826.00	110,857.00	103,031.00	7.06%
BUILDING EXPENSES					
· UTILITIES	4,038.53	4,038.53	55,000.00	50,961.47	7.34%
· BLDG & CUSTODIAL SUPPLIES	0.00	0.00	7,000.00	7,000.00	0.00%
· BLDG MAINT & REPAIR	1,455.54	1,455.54	41,000.00	39,544.46	3.55%
· INSURANCE - BLDG & LIABILITY	14,543.79	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	504.49	504.49	8,500.00	7,995.51	5.94%
· MISC BUSINESS FEES	336.52	336.52	9,172.00	8,835.48	3.67%
· INSURANCE - DIRECTORS & OFFICERS	1,445.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	353.00	353.00	16,000.00	15,647.00	2.21%
· OFFICE & LIBRARY SUPPLIES	810.24	810.24	12,600.00	11,789.76	6.43%
· GRANTS PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
· FUNDRAISING	85.79	85.79	7,000.00	6,914.21	1.23%
· COPY MACHINE EXPENSE	286.18	286.18	4,500.00	4,213.82	6.36%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	6,901.13	6,901.13	23,000.00	16,098.87	30.00%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	38.25	1,500.00	1,461.75	2.55%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	<u>129,730.73</u>	<u>129,730.73</u>	<u>1,229,682.00</u>	<u>1,099,951.27</u>	<u>10.55%</u>
NET PROFIT OR LOSS	<u>\$ (109,203.26)</u>	<u>\$ (109,203.26)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	51,872.07
1050 · JSB - MONEY MARKET	113,393.85
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	139,090.15
1090 · Unemployment Fund	2,668.72
Total Checking/Savings	307,324.79
Accounts Receivable	
1200 · Accounts Receivable	200.00
Total Accounts Receivable	200.00
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	50,492.00
Total Current Assets	358,016.79
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	2,350,569.15
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,062,327.06
1555.02 · JOHNSON ESTATE	65,891.12
1555.03 · MURRAY L BOB LECT FUND - ENDOW	44,782.84
1555.04 · SALE OF DONATED ASSETS - EF	1,428,633.77
Total 1555 · ENDOWMENT FUND	7,601,634.79
1560 · Snitger Gift Fund	44,690.99
Total Other Assets	7,646,325.78
TOTAL ASSETS	10,354,911.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	2,311.24
2040.02 · DENTAL FLEX	256.11
2040.04 · VSP	19.85
Total 2040 · PREMIUMS - FLEX	2,587.20
2080 · NY DISB PFL	279.46

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of January 31, 2024

	<u>Jan 31, 24</u>
2110 - ACCRUED VACATION	33,126.54
Total Other Current Liabilities	<u>35,993.20</u>
Total Current Liabilities	<u>35,993.20</u>
Total Liabilities	35,993.20
Equity	
3085 - With Donor Restrictions	287,101.84
3080 - Without Donor Restrictions	9,673,100.35
3070 - FUND BALANCE	503,513.97
Net Income	-144,797.64
Total Equity	<u>10,318,918.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,354,911.72</u></u>

Child Safety Policy

The Prendergast Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior **of children of any age while the child is using the library or on library property.**
- Children 8 years old or under **and** not yet in second grade must be directly supervised by a parent, guardian or caregiver while in the library. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.
- A caregiver must:
 - be at least 14 years of age;
 - provide direct supervision of the child in their care;
 - not be using the Children's Room computers during the time they are supervising the child.
- Parents, guardians or caregivers who do not attend a Children's Room program with their child must remain in the Library if the child is 8 years old or under **and** not yet in second grade, in case the child needs to leave the program.
- Children 8 years old or older and in second grade or higher may use the Library unattended for an amount of time appropriate to their age and maturity. All children must have the telephone number of someone who can assist them in an emergency.
- **The Library is not responsible if children leave Library property unattended.**
- Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be asked to move to another area of the Library if need be.

Inappropriate behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use or abuse of library property; and other behaviors as per the Library's Rules of Conduct Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

At Library Closing Time:

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Jamestown Police Department. Two staff members will wait with the child until the Jamestown Police Department arrives. An incident report describing the situation will be filed the next day. After closing time, Library staff will leave a note on the Library door stating "*Unattended child is in the custody of the Jamestown Police, 201 East 2nd Street, Jamestown, NY 14701; Phone no. 483- 7537*" once the child is in the care of the police. The child's name will not be listed on the sign.

Check here if this document applies to multiple accounts.

Corporate Resolutions

Corporation Name

James Prendergast Library Assoc/Investment Fund

WHEREAS, The Corporation seeks to benefit from opening and maintaining one or more securities, loan and/or guarantee accounts at UBS Financial Services Inc., ("UBS").

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Corporation is authorized to establish with UBS one or more accounts for the purchase and sale of securities, money, stocks, options, bonds, notes, futures contracts, commodities, commercial paper, certificates of deposit and other obligations, contracts, all other property usually and customarily dealt in by brokerage firms, the establishment of credit and/or the guarantee of another person's or entity's obligations (the "Account"). UBS is designated an agent of the Corporation for property of any nature and is authorized to receive, hold and deliver any funds, securities or other property within or without the United States, registered in or transferred into the name of UBS or its nominee(s) or the name of one or more custodians or nominees thereof. UBS may either directly or through custodians retain unregistered securities or deposit the certificates representing such securities, in bulk with a central certificate depository, so that transfer of ownership of such securities may be made by bookkeeping entry on the books of such depository.
- 2) The Corporation is authorized to use the Account(s) and services offered by UBS to (a) sell short, (b) trade on margin, (c) borrow and/or obtain credit (including all manner of credits and/or letters of credit) from time to time from UBS and guarantee obligations of others to UBS in United States dollars or any foreign currency, (d) effect UBS Card transactions, (e) contract for any and all investment management and advisory services that UBS now or hereafter provides and delegate discretion to UBS or to a subadvisor in connection with such services, and (f) pledge, mortgage, assign or subject to a security interest or lien any property of any sort of the Corporation as security for any liability of the Corporation.
- 3) Each of the corporate officers or authorized representatives named in the spaces below (each, together with persons designated under resolution number 4 below, hereinafter called an "Authorized Person") are authorized individually, without counter signature or co-signature, to act on behalf of the Corporation and UBS is authorized, but not obligated, to deal with each Authorized Person, individually, in connection with all aspects of the Account(s) to (a) open the Account(s) and, with respect to the Account(s), to execute on behalf of the Corporation any and all relevant documents, and to deal with UBS, with no limits as to amount, (b) obtain all such services as UBS shall offer, including but not limited to the services set forth under resolutions number 2 and 5 and to purchase and sell and enter into any transaction whatsoever in connection with the Account(s) and the property therein, and (c) bind the Corporation in respect of any agreements entered into pursuant to clause (a) or (b) of this third resolution, and (d) the said Authorized Persons acting as above specified are authorized for the current taxable year and all future taxable years until this resolution is revoked or modified or the Account(s) is/are closed to execute and deliver to UBS on behalf of the Corporation any and all tax forms and other tax-related documents related to an Account of this Corporation (including without limitation U.S. Internal Revenue Service Forms W-8 and W-9, as applicable, and any documents relating thereto) and to make any certifications or representations under penalty of perjury on behalf of the Corporation that are required by such forms or documents. These resolutions supersede any previous resolutions of the Corporation presented to UBS Financial Services Inc. regarding the Account(s).
- 4) The Authorized Persons acting as above specified are authorized to appoint one or more attorneys-in-fact or agents to act on behalf of the Corporation in the same capacity as set forth above, and are authorized to execute and deliver to UBS any powers of attorney or other documents to effect or evidence such appointment.
- 5) UBS is authorized, but not obligated, to deal with each Authorized Person individually, as follows, subject to the Corporation having completed documentation relating to the relevant products and services and subject to UBS policy and practice as in effect from time to time:
 - a) to accept all orders for purchases and sales and all instructions of any nature whatsoever in connection with the Account(s) which UBS Financial Services Inc. believes in good faith to have been originated by an Authorized Person, whether given verbally, in writing, or via electronic or other communications as the action of the Corporation without limit or further inquiry;
 - b) to receive any funds, securities or other property for the Account(s) of the Corporation; to receive drafts, checks or other funds or property delivered to it for deposit for the Account(s) of the Corporation, whether or not endorsed

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with the name of the Corporation by rubber stamp, facsimile, mechanical, manual or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of the Corporation, or otherwise endorsed, or unendorsed, provided that if any such item shall bear, or be accompanied by directions (by whomsoever made) for deposit to a specific account, then such deposit shall be to such specific account; and to honor written instructions from each Authorized Person to deliver either in bearer form, in street certificates, in any names or in any other manner any funds, securities or other property held for the Account(s) of the Corporation;

- c) to honor instructions from each Authorized Person to write checks, drafts, instruments, instructions or orders for the payment or withdrawal of funds drawn on the Account(s) or payable to the order of the Corporation ("Payments") without limit as to amount, without inquiry including Payments to the order of or in favor of any person who authorized the Payment or any other officer authorized representative or agent of the Corporation and UBS, its subsidiaries and affiliates shall not be liable for any disposition which any such officer or authorized representative or agent shall make of all or any part of any Payment notwithstanding that such Payment may be for the personal account or benefit or in payment of the individual obligation of any such officer or authorized representative or agent to UBS, or otherwise;
 - d) to open deposit accounts in foreign currencies with any depository to purchase, sell, transfer, or dispose of for present or future delivery foreign moneys, credits or exchange on deposit or otherwise and all manner of instruments representative thereof by endorsement or otherwise, and to execute and deliver any agreements or instruments relating to any such transactions.
- 6) Any and all actions previously taken with respect to matters provided for by these resolutions are hereby ratified, confirmed and approved.
 - 7) UBS, its subsidiaries and affiliates are authorized to rely upon the authority conferred by these resolutions and upon any certification given in accordance with these resolutions unless and until UBS receives written notice of an amendment modification or revocation of these resolutions. In the event that UBS for any reason, is uncertain as to the continuing effectiveness of the authority conferred by these resolutions or any other resolutions of the Corporation or the authority to any Authorized Person, UBS may refrain from taking any action with respect to the Account(s) until such time as it is satisfied as to its authority.
 - 8) In consideration of UBS and any of its subsidiaries or affiliates acting in reliance upon these resolutions or any certification


by the Secretary or Assistant Secretary they shall be fully protected in so acting and the Corporation agrees to indemnify and save harmless UBS and any of its subsidiaries or affiliates from and against any and all loss, damage, liability, claims and expenses including legal fees arising out of their so acting or its refraining from taking any action.

- 9) The Secretary or an Assistant Secretary of the Corporation is authorized and directed to certify to UBS and any of its subsidiaries or affiliates:
 - a) that these resolutions have been duly adopted, are in full force and effect and are in accordance with provisions of applicable law, the charter and by-laws of the Corporation;
 - b) the identities and specimen signatures of the Corporation's Authorized Persons and, from time to time hereafter, such changes as may occur in the identities of such Authorized Persons as such changes are made.

ATTENTION TRANSFER AGENT

- 10) Any Authorized Person is fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidence of indebtedness, or other securities now or hereafter standing in the name of or owned by the Corporation, and to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.
- 11) Whenever there shall be annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, a certificate of the Secretary or an Assistant Secretary of the Corporation in office at the date of such certificate and such certificate shall set forth these resolutions and shall state that these resolutions are in full force and effect, and shall also set forth the names of the persons who are then officers or authorized representatives of the Corporation, then all persons to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate, to assume and to act in reliance upon the assumption that the shares of stock or other securities named in such instrument were theretofore duly and properly transferred, endorsed, sold, assigned, set over and delivered by the Corporation, and that with respect to such securities the authority of these resolutions and of such officers or authorized representatives is still in full force and effect.

NOTE: ALL OFFICERS/AUTHORIZED REPRESENTATIVES MUST COMPLETE THE ADDITIONAL INFORMATION SECTION AND SIGN BELOW


Anne
Greene
Signature :
Date :

Officer First Name
Last Name
Control Person
 No
 Yes

Executive Director
Title

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