

**James Prendergast Library
Board of Trustee Meeting
February 15, 2024, 5:15 PM**

Monthly meeting of the Board of Trustees called to order at 5:15 pm by President Dan Hickman

Trustee Members Present: Dan Hickman, Cassie Blakeslee, Judy Long, Mary Zdrojewski, Melissa Spas, Frank Corapi, Matt Mancuso, Ned Lindstrom.

Board Members Absent: Mike Corey {e}, Cindy Johnson {e}, Jessica Carr {e}

Staff Present: Anne Greene

Public comment: None

Consent Agenda

- a. Changes or additions to the agenda
 - i. CCLS will change from upgrades to approval
 - ii. Mike Corey will send in Treasurer's reports and it will be read by Anne Greene during the months he is away. Mike will continue to manage the monthly budgets/expenses and be available for any questions or clarifications as needed.
- b. Approval of minutes of previous meeting
 - i. Motion to approve consent agenda made by Judy Long. *Vote Yes 8 No 0*

2. Director's Report/Statistics – Anne Greene

- a. The library has new equipment for patrons to digitize photographs and film thanks to generous grant funding from the Holmberg Foundation. 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.
- b. Library staff have been working hard on repairing Parent Packets in the Children's Room. They have all been relabeled, put in new bags, and placed in a new, more prominent location. These packets include a book and themed learning activities and are now checking out constantly.
- c. A recent article about the library's NYS grant-funded Makerspace upgrades, ran in the Jamestown Post Journal, and was then shared by the New York Library Association. This is exciting exposure for the library!
- d. 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.

- e. A request for proposals was sent out recently for consultants to provide an RFP for professional landscape design services for a native plant teaching garden, which will build on the landscape work started in 2023.

In terms of statistics, we are seeing some increases this month:

Increases:

Category	% Increased	January 2024	December 2023	Notes
Library Visits	5.8%	8,495	8,027	
Total Reference Questions	21.2%	9,794	8,081	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Database Usage	21.5%	1,766	1,453	These numbers fluctuate month to month

Decreases:

Category	% Increased	January 2024	December 2023	Notes
Total Library Circulation	-14.7%	10,152	11,037	
Total Computer Logins	-2.0%	1,004	1,024	
Total # of programs offered	-12.7%	117	134	We had increased programming in December due to the Winter school holidays
Total Program Attendance	-4.3%	929	971	We had increased programming in December due to the Winter school holidays

3. Treasurer’s Report – Sent in by Mike Corey and read by Anne Greene

- a. January revenues were well below budget, as is typical for this time of year. No county funding was yet received, and little endowment income was recognized. Expenditures for the month were somewhat above budgeted primarily because of three bi-weekly pay periods, and we prepaid our accountants for their work to apply for refundable federal tax credits. Our cash position was strong at the end of January, with over \$300,000 on hand. The Endowment Fund invested at UBS was down in January due to overall market weakness but was up significantly at this writing (February 12th). Liabilities were, as usual, very low.

Respectfully submitted,

Michael A. Corey, Treasurer

- i. Motion to approve Treasurer’s report made by Melissa Spas, second by Ned Lindstrom. *Vote Yes 8 No 0*

4. Building Committee Report: Mary Zdrojewski

- a. Progress of Construction Grant: Annie met with architect Chris Cooke and contractor Jim Alexander for a pre-construction walkthrough to go over the plans for the 2023-2024 Construction Grant. The grant includes the library’s main doors, vestibule, and circulation desk. During the meeting, we were advised

to take down the historic painting of James Prendergast during construction due to safety concerns. It was decided that we would reach out to Buffalo State College to get an estimate on the restoration and cleaning of the painting. We will provide an update on this once we have more information.

5. Fundraising Committee Report: Cassie Blakeslee

a. Sponsorships

i. We have had nine businesses sponsor us and so far and we have received \$1,475

Organization	Contact	Email	Sponsorship	Check received	TOTAL
Rodgers Land Surveying	Cindy Rodgers	office@rodgerssurveying.com	Summer Reading	\$ 500.00	\$1,475.00
Chautauqua Patrons Ins. Co.	Mark Prechtl	mprechtl@cpins.com	Summer Reading	\$ 100.00	
Shults Auto Group	Guy Ditanto	guyd@shultsauto.com	Summer Reading	\$ 200.00	
Bahgat & Laurito-Bahgat	Sheryl Mays	sheryl@blbcpas.com			
Price Abstract Company	Thomas Price		Fredonia Music Concert	\$ 100.00	
Lind Funeral Home	Cynthia Lind		Block Party	\$ 150.00	
Jamestown Area Community FCU	Vicky Burdich	vmatteso@jacfcu.org	Summer Reading	\$ 100.00	
Abers Acres	Sue Abers	info@abersacres.com	Community Gardens	\$ 25.00	
Stomer Mechanical	Eric Stomer	stormermechanicalservices@gmail.com	Summer Reading	\$ 300.00	

- ii. The 2024 Spring Annual Appeal letter will be mailed out in May once staff create it and it is approved by the Board
- iii. Block Party: Please sign up for a slot to assist at the Bock Party. Participation is mandatory.
 - We plan to have vendors, music by Infinity performing Arts students and staff, community organization partners, and three Food Trucks: Taste of Buffalo, Off the Stick Ice Cream, and Foodies Sweets and Eats.
 - We will also have our basket drawing again and we will be making phone calls to see if we can get donations from area businesses. Please let me know if you are interested in helping with making those calls or if you would like to donate a basket.

6. Lease Committee Report – Dan Hickman

a. CCLS Upgrades:

- i. The Lease committee met and is making the recommendation of seeking further exploration of the cost involved for the addition of a handicapped access {library has one currently}, renovations for various CCLS upgrades, and removeable office walls.
- ii. Motion to explore costs made by Matt Mancuso, second by Frank Corapi. *Vote Yes 8 No 0*

7. New Business: Anne Greene

a. Child Safety Policy – No changes have been made to the policy.

- i. Motion for approval made by Mary Zdrojewski, second by Judy Long. *Vote Yes 8 No 0*

b. We need a resolution to adopt the resolutions as presented in the documents provided by UBS.

- i. Motion for approval made by Judy Long, second by Matt Mancuso. *Vote Yes 8 No 0*

8. Unfinished Business – none

9. Next meeting is March 21, 2024

10. Adjournment at 5:34 pm

DIRECTOR'S REPORT / February 2024

PROGRAMMING & SERVICES

Monthly Computer Classes

The library offers computer classes every month, in addition to one-on-one technology instruction by appointment. In February, we offered a new class on TinkerCAD (3D printing technology), as a part of our Adult Makerspace programming.

Midwinter Break programming

Over Midwinter break we offered extended Makerspace hours in addition to some special programs. This included our Cardboard Skatepark program for tweens and teens, which was well-attended. All participants designed a skatepark and got to take home a mini-skateboard as well.

New Saturday programming

We have received positive community feedback regarding our expanded Saturday programming. We now offer crafting on the first Saturday of the month and a storytime on the second Saturday. In addition, the Makerspace is open for extended hours every Saturday. We are pleased to see more families coming into the library to attend these programs.

COLLECTION

Braille Collection

The library recently invested in new and more varied titles in Braille. These items are now on display in the Children's Room as they have a new permanent location near the World Languages collections.

Collection Inventory and Updating

We have updated our ongoing collection inventory plan to reflect that library staff are now on their third pass-through of the collection since beginning to conduct evaluation and inventory several years prior. Inventorying the collection helps to inform us of collection needs and upcoming materials purchases.

New ASL Database

The library's new language-learning database, Mango Languages, also offers ASL, a video-based educational resource to help patrons who want to learn American Sign Language. We are excited to be able to offer online resources for instruction in this additional language.

OUTREACH & PARTNERSHIPS

Library Participates in Doors Open

The library once again participated in Jamestown's annual Doors Open event, which celebrates local businesses and organizations. Several visitors commented that this was their first time at the library and library staff issued multiple new library cards.

VITA Offers Increased Services

The library continues to maintain an effective partnership with VITA (Volunteer Income Tax Assistance, run by the United Way). This year, VITA is using the library as a site for tax preparation three days a week, an increase from previous years.

Safe House Tabling

We work with Chautauqua Opportunities' Safe House to provide a safe, relaxing space for teens to spend time – the Safe House recently tabled in the library's Teen Area to promote awareness of their organization's resources.

LIBRARY UPDATES

Staff Recognition Program

This month we are recognizing Christine Zeitler, one of Prendergast's friendly and knowledgeable librarians! As one of the librarians on staff, Christine works to maintain and expand the library's collection, making selections of new materials and evaluating what we have available.

When she is not at work in the library stacks, Christine is busy planning and running the library's multiple weekly crafting programs – arts and crafts in the Makerspace on Mondays, teen crafting on Tuesdays and crafting for adults every Thursday.

Both staff and patrons are consistently impressed by Christine's creative craft ideas and skills. The community has also greatly enjoyed creating collaborative art using a loom, with instruction from Christine – we now have several community-created rugs on display in the library.

You can also find Christine working at the library's public desks, where she is always ready to help our patrons. She is also an excellent team member, and she is always ready to help out her coworkers. Thank you, Christine, for all you do for the library!

GRANT UPDATES

Submitted report on 2023 Holmberg grant project

The Holmberg Foundation has been a generous supporter of the library's Makerspace since its inception in 2017. Their support in 2023 allowed the library to expand to offer Makerspace programming for adults as well, and expand our Library of Things. In February we submitted a report to the Holmberg Foundation for the completed project of the grant awarded to us in 2023 for Makerspace upgrades. The report included an update on our new programming and the ongoing popularity of the Makerspace in 2023.

Submitted report on 2023 Lenna grant project

The library updated its security cameras and access points in 2023, and submitted a grant report on this project to the Lenna Foundation this month. The Lenna Foundation provided funding for this completed project, which included securing staff entrances, adding additional security cameras, and purchasing a new security desk.

Library Usage Report - February 2024

Library Visits	
Days Open	24
Library Visits	9,219
Average Daily Library Visits	384
Year to Date Library Visits (Cumulative)	17,714
Library Borrowers	
New Cards Issued	82
Total Registered resident borrowers	16,520
Total Registered non-resident borrowers	10,926
Materials Use	
Adult Materials	3,951
Adult eBooks & eAudio	2,130
Children's Materials	2,238
Children's eBooks & eAudio	104
Video Materials	1,403
Microform Viewed	31
Reference Questions & Services	
Single Service Point Reference Questions	11,819
Technology Questions	2,908
Faxes (# sent or received)	27
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,215
Emailed print jobs	293
Internet Use (# of sessions)	1,160
Internet Use (# of minutes)	81,946
Adult Computer logins	689
Teen Computer logins	321
Children's Computer logins	150
Computer Lab Sessions in PCC	
Mango Languages (# of minutes used)	21
Mango Languages (cumulative # of Sessions)	84
NY Times On-Site Sessions	2448
NY Times Off-Site Sessions	914
Wall Street Journal Logins	
Wall Street Journal Page Views	
Ancestry.com searches	354
Heritage Quest searches	286
ABC Mouse active users	7
NOVELny searches	82
Consumer Reports Visits	11
Consumer Reports Page Views	379
Programs	
Children's programs- # offered	93
Children's programs - attendance	611
Teen programs- # offered	13
Teen programs- attendance	79
Adult programs- # offered	25
Adult programs- attendance	491
Offsite programs - # offered	8
Offsite programs - attendance	104
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	1
Technology Classes - attendance	6
1-On-1 Technology Device Instruction	2
HSE/GED Classes - # offered	10
HSE/GED Classes - attendance	37
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	65
Non-Library Sponsored Room Use -attendance	437
Library Sponsored Room Use - # of sessions	183
Library Sponsored Room Use - attendance	1773
Social media & Webpage views	
Facebook - Daily Total Reach	56,783
Prendergast Library Home Page Views	8,515
Facebook Followers	4,518
Twitter Followers	0
Instagram Followers	1,109

James Prendergast Library Association

Cash Sources

February 2024

REVENUE REPORT	Receipts This Month Feb-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	200.00	500.00	2,000.00	1,500.00	25.00%
. 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)	1,115.63	1,115.63	8,800.00	7,684.37	12.68%
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	0.00	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	1,739.22	2,990.56	17,000.00	14,009.44	17.59%
. COPY MACHINE	430.45	682.81	3,000.00	2,317.19	22.76%
CCLS					
. CCLS RENTAL INCOME	4,875.00	9,750.00	58,500.00	48,750.00	16.67%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,183.70	4,288.80	25,000.00	20,711.20	17.16%
. FUNDRAISING	3,412.79	7,341.31	65,000.00	57,658.69	11.29%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	6,465.00	13,160.00	3,000.00	-10,160.00	438.67%
OTHER					
. INTEREST EARNED	4.50	18.14	50.00	31.86	36.28%
Total Income	<u>20,426.29</u>	<u>40,953.76</u>	<u>1,229,682.00</u>	<u>1,188,728.24</u>	<u>3.33%</u>

James Prendergast Library Association

Expenses

February 2024

EXPENSE REPORT	Disbursed	Disbursed	Annual	Balance	% Spent
	This Month	Year-To-Date	Budget		
	Feb-24	Beg - Dec 2024	Internal 2024		
· SALARIES - STAFF	46,714.17	116,770.21	624,834.00	508,063.79	18.69%
· SALARIES - MAINTENANCE	2,838.00	7,167.76	39,507.00	32,339.24	18.14%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,598.53	9,000.73	50,822.00	41,821.27	17.71%
· DISABILITY INSURANCE BENEFITS	0.00	0.00	1,195.00	1,195.00	0.00%
· INSURANCE - WORKER'S COMP	0.00	5,908.00	8,223.00	2,315.00	71.85%
· HEALTH BENEFITS	5,464.87	10,875.14	76,535.00	65,659.86	14.21%
· 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	8,653.78	16,479.78	110,857.00	94,377.22	14.87%
BUILDING EXPENSES					
· UTILITIES	4,401.85	8,440.38	55,000.00	46,559.62	15.35%
· BLDG & CUSTODIAL SUPPLIES	1,426.33	1,426.33	7,000.00	5,573.67	20.38%
· BLDG MAINT & REPAIR	4,336.20	5,791.74	41,000.00	35,208.26	14.13%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	672.80	1,177.29	8,500.00	7,322.71	13.85%
· MISC BUSINESS FEES	261.59	598.11	9,172.00	8,573.89	6.52%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	897.59	1,250.59	16,000.00	14,749.41	7.82%
· OFFICE & LIBRARY SUPPLIES	534.86	1,345.10	12,600.00	11,254.90	10.68%
· GRANTS PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
· FUNDRAISING	1,121.98	1,207.77	7,000.00	5,792.23	17.25%
· COPY MACHINE EXPENSE	461.65	747.83	4,500.00	3,752.17	16.62%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	816.21	7,717.34	23,000.00	15,282.66	33.55%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	76.50	1,500.00	1,423.50	5.10%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	82,238.66	211,969.39	1,229,682.00	1,017,712.61	17.24%
NET PROFIT OR LOSS	\$ (61,812.37)	\$ (171,015.63)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	51,306.75
1050 · JSB - MONEY MARKET	52,399.11
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	128,179.21
1090 · Unemployment Fund	2,668.74
Total Checking/Savings	234,853.81
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	50,492.00
Total Current Assets	285,345.81
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	213,360.52
1550 · ACCUMULATED DEPRECIATION	-2,751,048.60
Total Fixed Assets	2,361,481.15
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,209,147.70
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	1,462,613.36
Total 1555 · ENDOWMENT FUND	7,782,435.02
1560 · Snitger Gift Fund	44,690.99
Total Other Assets	7,827,126.01
TOTAL ASSETS	10,473,952.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	2,188.75
2040.02 · DENTAL FLEX	236.13
2040.04 · VSP	28.60
Total 2040 · PREMIUMS - FLEX	2,453.48
2080 · NY DISB PFL	464.29
2110 · ACCRUED VACATION	33,126.54
Total Other Current Liabilities	36,044.31
Total Current Liabilities	36,044.31

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>
Total Liabilities	36,044.31
Equity	
3085 - With Donor Restrictions	287,101.84
3080 - Without Donor Restrictions	9,673,100.35
3070 - FUND BALANCE	503,513.97
Net Income	-25,807.50
Total Equity	<u>10,437,908.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,473,952.97</u></u>



Internet & Computer Lab Policy

James Prendergast Library provides computers and Internet access in support of the library's mission to provide services emphasizing general information and information literacy. The library's Internet access is intended primarily as an informational and educational resource. As a recipient of federal funds through the government's E-Rate program, James Prendergast Library's computers are filtered in accordance with the [Children's Internet Protection Act \(CIPA\)](#). The library cannot guarantee that the filtering software will work 100% of the time nor that it will deny access to sites that parents may find objectionable.

The Public Library does not serve in the role of a parent or guardian. Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. As with private usage of all other Library materials, monitoring a child's access to the Internet is the responsibility of the parent or guardian. Parents and children are encouraged to read information on [Internet Safety](#) published by the National Center for Missing and Exploited Children.

Patrons using the computers are expected to follow all local, state, or federal ordinances, regulations, or laws. Included in this list are the policies of James Prendergast Library and the Children's Internet Protection Act (CIPA), which bans the display, printing, sending, or dissemination of obscene or pornographic material. Users engaged in illegal activities involving library computers may be subject to prosecution.

The James Prendergast Library assumes no responsibility for any damages, direct or indirect, or loss of privacy, arising from use of its Internet workstations. The library is also not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the library's public computer services, including the Internet and electronic mail use. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding the user's activities.

- 1.) The Internet and computer workstations are available on a first come, first served basis and must be used within the confines of currently installed software and hardware.
- 2.) For the adult computer lab, no more than one person at a computer terminal at a time.
- 3.) In order to use the Internet workstations, all users must present their current James Prendergast Library card and agree to the James Prendergast Internet and Computer Access Policy. If you do not have a library card, guest cards are available on a temporary basis.
- 4.) Food and drink are not allowed in the computer lab.
- 5.) The Library staff has the authority to remove those who do not follow the laws/policies. Violations of procedures may result in loss of any library privileges up to a permanent banning from the library. Patrons will also be required to make restitution of any damages to any computer components, hardware, and/or software.
- 6.) Staff may provide LIMITED assistance, as knowledge and time allow. Staff take no responsibility in assisting patrons on any site.
- 7.) Patrons are responsible for all items printed from the computer they use during their scheduled time.

The library reserves the right to modify these policies at any time.

James Prendergast Library Association Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|------|---|--|
| 1.1 | Library ID Number | 1200063260 |
| 1.2 | Library Name | JAMES PRENDERGAST LIBRARY
ASSOCIATION |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Jamestown * |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2023 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2023 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.11 | Beginning <u>Local</u> Fiscal Year | 01/01/2023 |
| 1.12 | Ending <u>Local</u> Fiscal Year | 12/31/2023 |
| 1.13 | Address Status | 00 (for no change from previous year) |
| 1.14 | Street Address | 509 CHERRY STREET |
| 1.15 | City | JAMESTOWN |

1.16	Zip Code	14701
1.17	Mailing Address	509 CHERRY STREET
1.18	City	JAMESTOWN
1.19	Zip Code	14701
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 484-7135
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 487-1148
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@prendergastlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.prendergastlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,712
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/17/2011
1.30	Date the library was last registered	10/17/1907

- 1.31 Federal Employer Identification Number 160840340
- 1.32 County CHAUTAUQUA
- 1.33 School District City Of Jamestown
- 1.34 Town/City Ellicott
- 1.35 Library System Chautauqua-Cattaraugus Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number
- 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Anne
- 1.38 Last Name of Library Director/Manager Greene
- 1.39 NYS Public Librarian Certification Number 25119
- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? Y
If No, list the name and e-mail address of each staff member without an active certificate in a Note.
- 1.43 E-mail Address of the Director/Manager director@prendergastlibrary.org
- 1.44 Fax Number of the Director/Manager (716) 487-1148

- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y
- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|-----|--|-----|
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | N/A |
| 3. | Date the vote was held (mm/dd/2023) | N/A |
| 4. | Was the vote successful? Y/N | N/A |
| 5. | What type of public vote was it? | N/A |
| 6a. | Most recent prior year approved appropriation from a public vote: | N/A |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | N/A |
| 6c. | Total proposed appropriation (manually sum of 6a and 6b): | N/A |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|----|---|--|
| 1. | Name of municipality or district holding the public vote | Jamestown Public School District |
| 2. | Indicate the type of municipality or district holding the public vote | School District |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | 06/09/2020 |
| 4. | What type of public vote was it? | school district ballot proposition (Ed. Law Â§259(1)(a)) |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | \$350,000 |

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? **N**
 If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch. **PRINT MATERIALS Cataloged Books**

- | | | |
|-----|-------------------------|--------|
| 2.1 | Adult Fiction Books | 37,518 |
| 2.2 | Adult Non-fiction Books | 46,890 |

2.3	Total Adult Books (Total questions 2.1 & 2.2)	84,408
2.4	Children's Fiction Books	18,624
2.5	Children's Non-fiction Books	8,621
2.6	Total Children's Books (Total questions 2.4 & 2.5)	27,245
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	111,653

Other Print Materials

2.8	Total Uncataloged Books	552
2.9	Total Print Serials	875
2.10	All Other Print Materials	725
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,152
2.12	Total Print Materials (Total questions 2.7 and 2.11)	113,805

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	22,380
2.14	Local Electronic Collections	10
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25
2.17	Audio - Downloadable Units	8,683
2.18	Video - Downloadable Units	1,596
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	32,684

Non-Electronic Materials

2.21	Audio - Physical Units	3,508
2.22	Video - Physical Units	3,949
2.23	Other Circulating Physical Items	563
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	8,020

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	154,509
------	---	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	3,281
2.27	All Other Print Materials	252
2.28	Electronic Materials	5,949
2.29	All Other Materials	438
2.30	Total Additions (Total questions 2.26 through 2.29)	9,920

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section. Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. **LIBRARY USE**

3.1	Library visits (total annual attendance)	120,810
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count	
3.2	Registered resident borrowers	16,468
3.3	Registered non-resident borrowers	10,925

Please report information on WRITTEN POLICIES as of 12/31/23. **WRITTEN POLICIES (Answer Y for Yes, N for No)** Answers are prefilled with the prior year's answers. If a change is made, please add a note of explanation.

- 3.4 Does the library have an open meeting policy? Y
- 3.5 Does the library have a policy protecting the confidentiality of library records? Y
- 3.6 Does the library have an Internet use policy? Y
- 3.7 Does the library have a disaster plan? Y
- 3.8 Does the library have a board-approved conflict of interest policy? Y
- 3.9 Does the library have a board-approved whistle blower policy? Y
- 3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/23. **ACCESSIBILITY**
(Answer Y for Yes, N for No)

- 3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
- 3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y
- 3.13 Does the library have large print books? Y
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? Y
- 3.15 - If so, what do you have? If no, go to next question
screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE Live Program Sessions. A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions. For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions. Live Programs Categorized by Age

3.17a Number of Sessions
Targeted at Children Ages 0- 355
5

3.17b Attendance at Sessions
Targeted at Children Ages 0- 5,572
5

3.18a Number of Sessions
Targeted at Children Ages 6- 150
11

3.18b Attendance at Sessions
Targeted at Children Ages 6- 2,685
11

3.19a Number of Sessions
Targeted at Young Adults 304
Ages 12-18

3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	2,984
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	754
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	4,263
3.21a	Number of General Interest Program Sessions	2
3.21b	Attendance at General Interest Program Sessions	1,167
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,565
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	16,671

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	1,514
3.24b	Total Live Onsite Program Attendance	15,529
3.25a	Total Live Offsite Program Sessions	51
3.25b	Total Live Offsite Program Attendance	1,142
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,565
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	16,671

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	171
3.32	Attendance at One-on-One Program Sessions	171

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen- led activities during the 2023 N calendar year?	
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year **SUMMER READING PROGRAM**

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	661
3.38	Young adults registered for the library's summer reading program	44

3.39	Adults registered for the library's summer reading program	77
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	782
3.41a	Children's program sessions - Summer 2023	150
3.41b	Children's program attendance - Summer 2023	3,789
3.42a	Young adult program sessions - Summer 2023	31
3.42b	Young adult program attendance - Summer 2023	137
3.43a	Adult program sessions - Summer 2023	35
3.43b	Adult program attendance - Summer 2023	737
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	216
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	4,663
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	2
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0

3.54	Other (describe using the State note)	6
3.55	Total Collaborators (total 3.48 through 3.54)	10

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year. **EARLY LITERACY PROGRAMS**

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.	
3.57a	Focus on birth - school entry (kindergarten) sessions	0
3.57b	Focus on birth - school entry (kindergarten) attendance	0
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	166
3.59b	Combined audience attendance	2,655
3.60	Total Sessions	166
3.61	Total Attendance	2,655
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year. **ADULT LITERACY**

- 3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) Y
If entering no, proceed to the next section.
- 3.64a Total group program sessions 236
- 3.64b Total group program attendance 743
- 3.65a Total one-on-one program sessions 268
- 3.65b Total one-on-one program attendance 268
- 3.66 - Collaborators (check all that apply)
- a. Literacy NY (Literacy Volunteers of America) Yes
- b. Public School District(s) and/or BOCES Yes
- c. Non-Public Schools No
- d. Other (see instructions and describe using Note) Yes

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year. **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

- 3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) Y
If entering no, proceed to the next section.
- 3.68a Children's program sessions 0
- 3.68b Children's program attendance 0
- 3.69a Young adult program sessions 0

3.69b	Young adult program attendance	0
3.70a	Adult program sessions	268
3.70b	Adult program attendance	268
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	268
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	268
3.73a	One-on-one program sessions	268
3.73b	One-on-one program attendance	268
3.74 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year. **DIGITAL LITERACY**

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) Y
If entering no, proceed to the next section.

3.76a	Total group program sessions	9
3.76b	Total group program attendance	29
3.77a	Total one-on-one program sessions	29
3.77b	Total one-on-one program attendance	29

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	26,547
4.2	Adult Non-fiction Books	9,759
4.3	Total Adult Books (Total questions 4.1 & 4.2)	36,306
4.4	Children's Fiction Books	17,419
4.5	Children's Non-fiction Books	3,390
4.6	Total Children's Books (Total questions 4.4 & 4.5)	20,809
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	57,115

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	21,317
4.9	Circulation of Children's Other Materials	943
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	22,260
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	79,375

ELECTRONIC USE

4.12	Use of Electronic Material	25,325
4.13	Successful Retrieval of Electronic Information	34,414
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	59,739
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	104,700
4.16	Total Collection Use (Total questions 4.13 & 4.15)	139,114
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	21,752
4.18	As of the end of the reporting period, does the	Yes

library charge overdue fines to any users when they fail to return physical print materials by the date due?

REFERENCE TRANSACTIONS

- | | | |
|-------|---|---|
| 4.19 | Total Reference Transactions | 121,914 |
| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |
| 4.20 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- | | | |
|------|--------------------------|-------|
| 4.21 | TOTAL MATERIALS RECEIVED | 5,527 |
|------|--------------------------|-------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- | | | |
|------|--------------------------|-------|
| 4.22 | TOTAL MATERIALS PROVIDED | 6,938 |
|------|--------------------------|-------|

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023. SYSTEMS AND SERVICES

- | | | |
|-----|---|---------|
| 5.1 | Automated circulation system? | Y |
| 5.2 | Online public access catalog (OPAC)? | Y |
| 5.3 | Electronic access to the OPAC from outside the library? | Y |
| 5.4 | Annual number of visits to the library's web site | 234,696 |
| 5.5 | Does the library use Internet filtering software on any computer? | Y |
| 5.6 | Does your library use social media? | Y |
| 5.7 | Does the library file for E-rate benefits? | N |

- 5.8 Is the library part of a consortium for E-rate benefits? Y
- 5.9 If yes, in which consortium are you participating? Chautauqua-Cattaraugus Library System
- 5.10 Name of the person responsible for the library's Information Technology (IT) services Michael Jones
- 5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (716) 664-6675
- 5.12 IT contact's email address mjones@cclsny.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

- 6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

- 6.2 Library Director (certified) 1
- 6.3 Vacant Library Director (certified) 0
- 6.4 Library Manager (not certified) 0
- 6.5 Vacant Library Manager (not certified) 0
- 6.6 Librarian 5
- 6.7 Vacant Librarian 0
- 6.8 Library Specialist/Paraprofessional 0
- 6.9 Vacant Library Specialist/Paraprofessional 0

6.10	Other Staff	11.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 17.50 6.8 & 6.10)	
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 0.00 6.5, 6.7, 6.9 & 6.11)	

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$80,000
6.16	FTE - Library Manager (not certified)	N/A
6.17	Salary - Library Manager (not certified)	N/A
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$33,150

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's Y

- progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
 5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
 6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y
 - 8b. lighting Y
 - 8c. shelving Y
 - 8d. seating Y
 - 8e. power infrastructure Y
 - 8f. data infrastructure Y
 - 8g. public restroom Y
 9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
 10. Provides

- | | | |
|------|---|---|
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	56.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	56.00
8.10	Annual Total Hours - Main Library	2,862.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,862.00

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed. Outlets should be arranged in alphabetical order if possible. Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating. NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile. If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by

clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1. Outlet Name James Prendergast Library Association
2. Outlet Name Status 00 (for no change)
3. Street Address 509 Cherry Street
4. Outlet Street Address Status 00 (for no change)
5. City Jamestown
6. Zip Code 14701
7. Phone (enter 10 digits only) (716) 484-7135
8. Fax Number (enter 10 digits only) (716) 487-1148
9. E-mail Address director@prendergastlibrary.org
10. Outlet URL www.prendergastlibrary.org
11. County Chautauqua
12. School District Jamestown
13. Library System Chautauqua Cattaraugus Library System
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 2,862
16. Number of Weeks This Outlet is Open 52
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? Y
19. Total number of non-library sponsored programs, meetings and/or events at this outlet 805
20. Enter the appropriate outlet code (select one): LO
21. Who owns this outlet building? Library Board

- | | | |
|-----|---|---|
| 22. | Who owns the land on which this outlet is built? | Library Board |
| 23. | Indicate the year this outlet was initially constructed | 1891 |
| 24. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2023 |
| 25. | Square footage of the outlet | 41,810 |
| 26. | Number of Internet Computers Used by General Public | 58 |
| 27. | Number of uses (sessions) of public Internet computers per year | 14,653 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 28. | Type of connection on the outlet's public Internet computers | Fiber |
| 29. | Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps |
| 30. | Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps |
| 31. | Internet Provider | Spectrum/Time Warner Cable |
| 32. | WiFi Access | No restrictions to access |
| 33. | Wireless Sessions | 11,464 |
| 33a | Reporting Method for Wireless Sessions | CT - Annual Count |
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | Y |
| 36. | Does your outlet have a Makerspace? | Y |
| 37. | <i>LIBID</i> | 1200063260 |

- | | | |
|-----|--|---------------------------------------|
| 38. | <i>FSCSID</i> | NY0054 |
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0 |
| 40. | <i>Outlet Structure Status</i> | 00 (for no change from previous year) |

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

- | | | |
|------|---|----|
| 10.1 | Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023) | 10 |
|------|---|----|

NUMBER OF TRUSTEES AND TERMS



- | | | |
|------|---|---------|
| 10.2 | If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. | 7-12 |
| 10.3 | If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. | 12 |
| 10.4 | If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. | N/A |
| 10.5 | What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note. | 3 years |
| 10.6 | I attest that all trustees participated in trustee education in the last calendar | Y |

year (2023). If entering No, provide explanation in a Note.

BOARD MEMBER SELECTION

10.7 Enter Board Member EA - board members are elected by the library
Selection Code (select one): association membership

Please Note: last year's answers for repeating groups cannot be displayed. Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|--|--|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Cassie |
| 3. | Last Name of Board Member | Blakeslee |
| 4. | Mailing Address |  |
| 5. | City | Jamestown |
| 6. | Zip Code (5 digits only) | 14701 |
| 7. | E-mail address |  |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |

- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee? N




- 1. Status Filled
- 2. First Name of Board Member Jessica
- 3. Last Name of Board Member Carr
- 4. Mailing Address [REDACTED]
- 5. City Jamestown
- 6. Zip Code (5 digits only) 14701
- 7. E-mail address [REDACTED]
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2022
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2024

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Frank
3. Last Name of Board Member Corapi
4. Mailing Address [REDACTED]
5. City Jamestown
6. Zip Code (5 digits only) 14701
7. E-mail address [REDACTED]
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Michael
3. Last Name of Board Member Corey
4. Mailing Address [REDACTED]
5. City Jamestown



- | | | |
|-----|--|--|
| 6. | Zip Code (5 digits only) | 14701 |
| 7. | E-mail address |  |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Cindy |
| 3. | Last Name of Board Member | Johnson |
| 4. | Mailing Address |  |
| 5. | City | Jamestown |
| 6. | Zip Code (5 digits only) | 14701 |
| 7. | E-mail address |  |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | December |

12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Ned
3. Last Name of Board Member Lindstrom
4. Mailing Address [REDACTED]
5. City Jamestown
6. Zip Code (5 digits only) 14701
7. E-mail address [REDACTED]
8. Office Held or Trustee Vice President
9. Term Begins - Month January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify Yes

the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Judy
- 3. Last Name of Board Member Long
- 4. Mailing Address 
- 5. City Jamestown
- 6. Zip Code (5 digits only) 14701
- 7. E-mail address 
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2023
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2025

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Matthew
- 3. Last Name of Board Member Mancuso
- 4. Mailing Address [REDACTED]
- 5. City Jamestown
- 6. Zip Code (5 digits only) 14701
- 7. E-mail address [REDACTED]
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2023
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2024

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No

- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Mary
3. Last Name of Board Member Zdrojewski
4. Mailing Address [REDACTED]
5. City Jamestown
6. Zip Code (5 digits only) 14701
7. E-mail address [REDACTED]
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Melissa
3. Last Name of Board Member Spas
4. Mailing Address [REDACTED]
5. City Jamestown

- 6. Zip Code (5 digits only) 14701
 - 7. E-mail address [REDACTED]
 - 8. Office Held or Trustee Trustee
 - 9. Term Begins - Month January
 - 10. Term Begins - Year (year) 2024
 - 11. Term Expires December
 - 12. Term Expires - Year (yyyy) 2026
 - 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
 - 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
 - 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
 - 16. Is this a brand new trustee? Y
-
- 1. Status Filled
 - 2. First Name of Board Member Danny
 - 3. Last Name of Board Member Hickman
 - 4. Mailing Address [REDACTED]
 - 5. City Jamestown
 - 6. Zip Code (5 digits only) 14701
 - 7. E-mail address [REDACTED]
 - 8. Office Held or Trustee President
 - 9. Term Begins - Month January
 - 10. Term Begins - Year (year) 2024
 - 11. Term Expires December

12. Term Expires - Year (yyyy) 2026

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

16. Is this a brand new trustee? N

1. Status Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee

9. Term Begins - Month

10. Term Begins - Year (year)

11. Term Expires

12. Term Expires - Year (yyyy)

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify

the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each Y taxing authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds School District
2. Name of funding County,
Municipality or School Jamestown
District
3. Amount \$350,000
4. Subject to public vote held
in reporting year or in a Y
previous reporting year(s).
5. Written Contractual
Agreement N/A

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$350,000

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$10,038

11.4 Record all Central Library Services Aid monies received from system headquarters \$97,505

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$11,250

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$118,793

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants \$0

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) \$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$58,500

OTHER RECEIPTS

11.14 Gifts and Endowments \$122,828

11.15 Fund Raising \$57,779

11.16 Income from Investments \$272,940

11.17 Library Charges \$20,572

11.18 Other \$39,720

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$513,839
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,041,132
11.21	BUDGET LOANS	\$0
Transfers / Grant Total		
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$302,019
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,343,151

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.STAFF EXPENDITURESSalaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$255,896
12.2	Other Staff	\$347,670

12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$603,566
12.4	Employee Benefits Expenditures	\$181,437
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$785,003

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$66,527
12.7	Electronic Materials Expenditures	\$29,782
12.8	Other Materials Expenditures	\$15,103
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$111,412

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$20,911
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$20,911
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$84,262
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$105,173

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$3,357
-------	-----------------------------	---------

12.19	Telecommunications	\$2,612
12.21	Professional & Consultant Fees	\$17,322
12.22	Equipment	\$20,288
12.23	Other Miscellaneous	\$23,549
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$67,128

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,068,716
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TRANSFER Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$0

12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,068,716
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$274,435
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,343,151

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/2024
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	07/11/2023
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2022-12/31/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section. **REVENUES FROM LOCAL SOURCES**

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$103,938
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$103,938

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$31,539
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$31,539

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$135,477

13.10	NON-REVENUE RECEIPTS	\$0
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13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$135,477
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$242,483
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$377,960
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14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section. **PROJECT EXPENDITURES**

14.1	Construction	\$190,146
14.2	Incidental Construction	\$48,725

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$238,871
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$238,871
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$139,089
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$377,960

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b) Commissioners

Reference: Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at

<http://www.nysl.nysed.gov/libdev/clda/index.html>

for more information. Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2022. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) 1.42

15.1.2 Total Expenditure for Professional Salaries \$50,864

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE) 0

15.1.4 Total Expenditures for Other Staff Salaries \$0

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$16,764

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

15.1.7 Total Expenditure - Purchased Services \$0

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$20,673

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$4,477

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$4,727 |

15.1.9 **Total Expenditure - Supplies and Materials** \$29,877

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? N
Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

- | | | |
|----|----------------|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |

15.1.11 **Total Expenditures - Travel** \$0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

- | | | |
|----|--------------|-----|
| 1. | Type of item | N/A |
| 2. | Quantity | N/A |
| 3. | Unit cost | N/A |
| 4. | Expenditure | N/A |

15.1.13 **Total Expenditure - Equipment and Furnishings** \$0

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5,** \$97,505

**15.1.7, 15.1.9, 15.1.11 and
15.1.13)**

**15.1.15 Cash Balance at the
Opening of the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 Total Allocation received from the system: \$97,505

15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15) \$0

15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. As co-central library for CCLS, the James Prendergast Library serves as a major reference source for libraries across Chautauqua and Cattaraugus counties. CLSA funds allocated in 2023 were used to fund 71% of the salary and benefits of two reference librarian staff (CLDA). These librarians selected and ordered reference and other materials for the public. The librarians also teach classes for member libraries on technology and subjects such as genealogy, reader's advisory, Makerspace, and reference. The central library also hosts workshops and serves on system-wide committees. The Prendergast Library also purchased fiction eBooks as well as non-fiction adult, and reference materials in book, eBook and audio formats (CBA).

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields. *Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	5.63
16.2	Total Librarians	5.63
16.3	All Other Paid Staff	10.78
16.4	Total Paid Employees	16.41
16.5	State Government Revenue	\$107,543
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$583,589
16.8	Total Operating Revenue	\$1,041,132

16.9	Other Operating Expenditures	\$172,301
16.10	Total Operating Expenditures	\$1,068,716
16.11	Total Capital Expenditures	\$238,871
16.12	Print Materials	113,080
16.12a	Total Physical Items in Collection	121,100
16.13	Total Registered Borrowers	27,393
16.14	Other Capital Revenue and Receipts	\$103,938
16.15	Number of Internet Computers Used by General Public	58
16.16	Total Uses (sessions) of Public Internet Computers Per Year	14,653
16.17	Wireless Sessions	11,464
16.18	Total Capital Revenue	\$135,477

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	1200063260
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	NP
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	PL1
17.7	<i>FSCS ID</i>	NY0054
17.8	<i>SED CODE</i>	061700700057
17.9	<i>INSTITUTION ID</i>	800000054212

SUGGESTED IMPROVEMENTS

Library Name: JAMES PRENDERGAST LIBRARY ASSOCIATION

Library System: Chautauqua-Cattaraugus Library System

Name of Person Completing Form: Anne Greene

Phone Number: (716) 484-7135

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!