

James Prendergast Library Association
Board of Trustee Meeting
March 21, 2024

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

Board Members present: Dan Hickman, Ned Lindstrom, Frank Corapi, Cindy Johnson, Jess Carr, Judy Long, Cassie Blakeslee, Matt Mancuso, Mary Zejewski, Melissa Spas

Board Members absent: Mike Corey {e}

Staff Present: Anne Greene

1. Public comment: none

2. Consent Agenda
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
 - i. Motion for approval of consent agenda made by Ned Lindstrom, 2nd by Judy Long.
Vote Yes 10 No 0

3. Director's Report/Statistics
 - a. The library is offering computer classes again as well as one-on-one technology help by appointment. Last month, we offered a new class on 3D printing technology called TinkerCAD.

 - b. We continue to work extensively in the collection evaluating and inventorying to help us determine our collection needs and upcoming materials purchases.

 - c. The library continues to have a partnership with VITA (Volunteer Income Tax Assistance) which is run by the United Way. This year VITA increased the number of days they are providing this service to our community.

 - d. In March 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!

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

4. Treasurer's Report – Sent in by Mike Corey and read by Anne Greene

- a. February revenues were well below budget, as is typical. No county funding was yet received, and no endowment income was recognized. We have received unexpectedly large memorials in the first two months of the year, \$13,160 against \$3,000 budgeted for all of 2024. Good news! Expenditures for the month were very close to budgeted amounts.

Our cash position was strong at the end of February, with about \$235,000 on hand. The Endowment Fund invested at UBS was up in February due to overall market strength. There has been little change from the end of February to March 20th. Liabilities were, as usual, very low.

Respectfully submitted,

Michael A. Corey, Treasurer

- i. Motion to approve Treasurer's report made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 10 No 0*

5. Fundraising Committee Report: Cassie Blakeslee

- a. Block Party updates:
 - i. We are still working on getting baskets donated – Members from the committee are calling local businesses.

- ii. At this time, we have 15 community organizations signed up for community tables out of 30 tables available, and 13 artisan vendor applications out of 20 tables available.

6. Building Committee Report – Anne Greene

- a. Construction Grant Update – Recommendation made by Building Committee to not pursue extra construction funding that could possibly be available for the current New York State Construction Project that was submitted last fall. It is not a guarantee that the funds would be there if we apply for them and if the application is submitted, JPLA would be responsible for the requested increase in addition to the 25% JPLA is already responsible for.
 - i. Vote to stay with original plan. *Vote Yes 10 No 0*

7. Lease Committee - Dan Hickman

- a. CCLS Upgrades: Colecraft has indicated that they are not able to assist with a solution to create private offices for the CCLS rental space. It was also noted that the HVAC would be a concern for heating and cooling those separate office spaces since it was built to service an open area. We are waiting for the second quote for the same project.

8. Strategic Planning Committee Report – Frank Corapi

- a. SOAR Analysis
 - i. We will be building on the strengths of our organization
 - ii. We will begin framing our goals for the 2025 - 2030 Strategic Plan

9. New Business: Anne Greene

- a. Eclipse on Monday, April 8: Some libraries in our system are closing and some are closing early. All of the schools are closed the day of the eclipse.
 - i. Motion to close library at 12pm made by Ned Lindstrom, 2nd by Judy Long. *Vote Yes 10 No 0*
- b. Internet and Computer Lab Policy – The policy is up for review - No changes have been made.
 - i. Motion to approve policy made by Frank Corapi, 2nd by Jess Carr. *Vote Yes 10 No 0*
- c. 2023 Annual Report
 - i. Highlights:
 1. Electronic Books: 22,380; last year 21,152
 2. Library visits: 120,810; last year 101,150
 3. Total collection use: 139,114; last year 133,047
 4. Wireless sessions: 11,464; last year 2,293
 5. Grand total library holdings are 154, 509
 - a. Motion to approve 2023 Annual Report made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 10 No 0*

10. Unfinished Business: Reminder by Dan Hickman to complete annual Trustee Training

11. Next meeting is April 18, 2024

12. Adjournment at 5:40 pm

DIRECTOR'S REPORT / March 2024

PROGRAMMING & SERVICES

Meeting demand for eclipse glasses

With the solar eclipse on April 8th, 2024, the library distributed, free of charge from Chautauqua County, over 3,500 glasses to community members.

SUNY Fredonia Concert series

The library held the first of three concerts at the library, featuring SUNY Fredonia students performing on violin and piano. The event was very well-received and patrons commented on how excited they were to see a concert at the library, and saying that the “talent was amazing” and “let’s have more!” Future programs are scheduled for April and May.

Special Teen programs

In March the library held several special programs for teens, including a Retro Game night and an Animanga night. Our regular teen programs, including our Dungeons & Dragons club and weekly crafting, also continue to be well attended. We have seen an increase in teens using the library in general, and we are excited to be able to offer fun and varied programs for this age group.

COLLECTION

Storytime Collection

Library staff recently reorganized the library’s Storytime collection, which is a collection of books particularly well-suited for storytimes, including interactive books such as lift-the-flap and pop-up picture books. These materials are now sorted by theme, and more of the books are now available in the library’s circulating collection.

Main Floor Collection shifting

Library staff have been hard at work shifting the library’s main floor collection to make room for our expanding Adult Fiction collection. This includes shelf reading materials to ensure accurate shelving, pulling books that need repair, and adjusting shelves to better accommodate varying sizes of books in the non-fiction collections.

Consumer Reports sees steady usage

The library offers free access to Consumer Reports online, both in the library and remotely for patrons with library cards from Prendergast. This resource is being used consistently by our patrons and we also continue to promote our extensive collection of free online resources to new patrons when they sign up for library cards.

OUTREACH & PARTNERSHIPS

Outreach with Jamestown High School students continues

A new group of JHS students are beginning this semester’s outreach project with the library, involving library visits and visits at the high school with library staff. This outreach project is a semester-long program and gives JHS students a chance to get more familiar with the resources and programs available at the library.

Storytimes at JPS continue

Library staff provide storytimes for Jamestown Public Schools students at the Innovation Center. These students have a variety of support needs and they have been enjoying listening to stories and songs with our staff. The staff provide two sessions once a week at the center.

LIBRARY UPDATES

Staff Recognition Program

This month, we are recognizing Dawn Seyler, one of Prendergast's wonderful Library Associates! Dawn can often be found answering technology questions at the reference desk, helping patrons find and check out books, and assisting patrons in the library's weekly genealogy workshop and memory lab. When not on desk or completing other projects, Dawn spends time in the collection shelving, organizing, and promoting library materials to patrons. She also creates many of our engaging social media posts about the library's programs and collections!

Additionally, Dawn serves as the library liaison for the Literacy Volunteers of Chautauqua County, through which she orients new volunteers to the space, our resources and coordinates meeting room use. Dawn's can-do attitude and library knowledge shine through in all her interactions. Thank you, Dawn, for your valuable contributions to the library team!

GRANT UPDATES

Submitted grant request to the Holmberg Foundation

We submitted a grant request to the Holmberg Foundation, requesting \$18,993.02 to update our Teen Lab, purchase additional storytime supplies for our larger summer storytime programs, and buy more board games for our Library of Things.

Submitted grant request to the Dibert Foundation

We submitted a grant request to the Dibert Foundation, requesting \$2,968.97 to purchase updated furniture for the Literacy Center. This space is used on a daily basis by the Literacy Volunteers of Chautauqua County and BOCES, so we are requesting funds for a new table and chairs, as well as a whiteboard, to improve students' learning experiences at the library.

Submitted grant request to the Jessie Smith Darrah Fund

We submitted a grant request to the Jessie Smith Darrah Fund, requesting \$15,000 to purchase eBooks and eAudiobooks, and if awarded, will allow the Library to expand the collection's diversity and provide for additional copies of highly popular titles.

Library Usage Report - March 2024	
Library Visits	
Days Open	26
Library Visits	11,018
Average Daily Library Visits	424
Year to Date Library Visits (Cumulative)	28,732
Library Borrowers	
New Cards Issued	63
Total Registered resident borrowers	16,523
Total Registered non-resident borrowers	10,977
Materials Use	
Adult Materials	4,295
Adult eBooks & eAudio	2,055
Children's Materials	2,633
Children's eBooks & eAudio	119
Video Materials	1,499
Microform Viewed	18
Reference Questions & Services	
Single Service Point Reference Questions	10,149
Technology Questions	2,657
Faxes (# sent or received)	28
Technology & Virtual Services	
Wi-Fi Use (# of visitors)	1,343
Emailed print jobs	229
Internet Use (# of sessions)	1,226
Internet Use (# of minutes)	92,098
Adult Computer logins	821
Teen Computer logins	271
Children's Computer logins	134
Computer Lab Sessions in PCC	581
Mango Languages (# of minutes used)	108
Mango Languages (cumulative # of Sessions)	110
NY Times On-Site Sessions	2607
NY Times Off-Site Sessions	697
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	471
Heritage Quest searches	220
ABC Mouse active users	5
NOVELny searches	24
Consumer Reports Visits	12
Consumer Reports Page Views	196
Programs	
Children's programs- # offered	38
Children's programs - attendance	426
Teen programs- # offered	18
Teen programs- attendance	105
Adult programs- # offered	27
Adult programs- attendance	681
Offsite programs - # offered	12
Offsite programs - attendance	143
Library Outreach tabling - # offered	0
Library Outreach tabling - attendance	0
Technology Classes - # offered	0
Technology Classes - attendance	0
1-On-1 Technology Device Instruction	3
HSE/GED Classes - # offered	12
HSE/GED Classes - attendance	39
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
Room Use	
Non-Library Sponsored Room Use - # of sessions	85
Non-Library Sponsored Room Use -attendance	510
Library Sponsored Room Use - # of sessions	168
Library Sponsored Room Use - attendance	1415
Social media & Webpage views	
Facebook - Daily Total Reach	62,868
Prendergast Library Home Page Views	8,466
Facebook Followers	4,537
Twitter Followers	1,029
Instagram Followers	1,114

James Prendergast Library Association
Cash Sources
March 2024

REVENUE REPORT	Receipts This Month Mar-24	Receipts YTD Beg - Mar 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	800.00	2,000.00	1,200.00	40.00%
. GRANTS, NON-GOVERNMENT	0.00	0.00	169,490.00	169,490.00	0.00%
COUNTY FUNDING					
. CCLS - MATERIALS (BOOK) PLAN	2,500.00	2,500.00	10,000.00	7,500.00	25.00%
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	1,115.63	8,800.00	7,684.37	12.68%
ENDOWMENT					
. TRANSFER FROM ENDOWMENT	99,958.87	99,958.87	399,835.00	299,876.13	25.00%
. 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	1,780.34	4,770.90	17,000.00	12,229.10	28.06%
. COPY MACHINE	313.05	995.86	3,000.00	2,004.14	33.20%
CCLS					
. CCLS RENTAL INCOME	4,875.00	14,625.00	58,500.00	43,875.00	25.00%
FUNDRAISING/DONATIONS					
. BOOKSALE	2,544.05	6,832.85	25,000.00	18,167.15	27.33%
. FUNDRAISING	2,091.49	9,432.80	65,000.00	55,567.20	14.51%
. ESTATES	0.00	0.00	0.00	0.00	0.00%
. MEMORIALS	155.00	13,315.00	3,000.00	-10,315.00	443.83%
OTHER					
. INTEREST EARNED	2.91	21.05	50.00	28.95	42.10%
Total Income	<u>114,520.71</u>	<u>155,474.47</u>	<u>1,229,682.00</u>	<u>1,074,207.53</u>	<u>12.64%</u>

James Prendergast Library Association
Expenses
March 2024

EXPENSE REPORT	Disbursed This Month Mar-24	Disbursed Year-To-Date Beg - Mar 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	46,529.14	163,299.35	624,834.00	461,534.65	26.13%
· SALARIES - MAINTENANCE	2,928.00	10,095.76	39,507.00	29,411.24	25.55%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,591.26	12,591.99	50,822.00	38,230.01	24.78%
· DISABILITY INSURANCE BENEFITS	273.40	273.40	1,195.00	921.60	22.88%
· INSURANCE - WORKER'S COMP	67.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	5,644.17	16,519.31	76,535.00	60,015.69	21.58%
· 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	6,565.61	23,045.39	110,857.00	87,811.61	20.79%
BUILDING EXPENSES					
· UTILITIES	5,241.71	13,682.09	55,000.00	41,317.91	24.88%
· BLDG & CUSTODIAL SUPPLIES	116.70	1,543.03	7,000.00	5,456.97	22.04%
· BLDG MAINT & REPAIR	1,804.00	7,595.74	41,000.00	33,404.26	18.53%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	26.23	1,203.52	8,500.00	7,296.48	14.16%
· MISC BUSINESS FEES	2,502.76	3,100.87	9,172.00	6,071.13	33.81%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	990.09	2,240.68	16,000.00	13,759.32	14.00%
· OFFICE & LIBRARY SUPPLIES	480.81	1,825.91	12,600.00	10,774.09	14.49%
· GRANTS PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
· FUNDRAISING	320.00	1,527.77	7,000.00	5,472.23	21.83%
· COPY MACHINE EXPENSE	261.39	1,009.22	4,500.00	3,490.78	22.43%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	168.66	7,886.00	23,000.00	15,114.00	34.29%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	114.75	1,500.00	1,385.25	7.65%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	<u>77,549.18</u>	<u>289,518.57</u>	<u>1,229,682.00</u>	<u>940,163.43</u>	<u>23.54%</u>
NET PROFIT OR LOSS	<u>\$ 36,971.53</u>	<u>\$ (134,044.10)</u>			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	48,720.90
1050 · JSB - MONEY MARKET	91,360.45
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	114,680.28
1090 · Unemployment Fund	2,668.76
Total Checking/Savings	<u>257,730.39</u>
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	<u>50,492.00</u>
Total Current Assets	<u>308,222.39</u>
Fixed Assets	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	36,537.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	<u>2,279,842.05</u>
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,245,310.53
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	1,494,116.84
Total 1555 · ENDOWMENT FUND	<u>7,850,101.33</u>
1560 · Snitger Gift Fund	49,353.54
Total Other Assets	<u>7,899,454.87</u>
TOTAL ASSETS	<u><u>10,487,519.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	821.39
2040.02 · DENTAL FLEX	216.15
2040.04 · VSP	37.35
Total 2040 · PREMIUMS - FLEX	<u>1,074.89</u>
2080 · NY DISB PFL	2.00
2110 · ACCRUED VACATION	33,126.54
Total Other Current Liabilities	<u>34,203.43</u>
Total Current Liabilities	<u>34,203.43</u>

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
Total Liabilities	34,203.43
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	410,735.34
Net Income	<u>82,378.35</u>
Total Equity	<u>10,453,315.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,487,519.31</u></u>



Retiree Health Insurance Policy

Full-time employees who are 55 years of age with a minimum of three years of service and will retire and collect a NYS Retirement System pension are allowed to remain on the Prendergast Library's health insurance coverage at their own expense until they are eligible for Medicare. Said employees must go directly from active to retiree coverage.

In addition, employees who opt to remain on the Library's vision plan (VSP) and/or dental plan (Delta Dental) at retirement may do so at their own expense, unless costs begin to incur for the Library in doing so.