

**James Prendergast Library
Board of Trustees Meeting
May 16, 2024**

Board Members Present: Dan Hickman, Frank Corapi, Cindy Johnson, Judy Long, Mary Zdrojewski, Mike Corey, Ned Lindstrom, Matt Mancuso

Board Members Absent: Cassie Blakeslee {e}, Jessica Carr {e}, Melissa Spas {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:20 pm

1. Public comment - none
2. Consent Agenda
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
 - i. Motion made by Ned Lindstrom to approve Consent Agenda. *Vote Yes 8 No 0*
3. New Staff Introductions – Anne Greene
 - a. Danica Olson, Outreach and Programming Manager
4. Director's Report/Statistics – Anne Greene
 - a. The Makerspace was open for free play throughout Spring Break. A total of 463 visitors used the space. Patrons are very happy that we have expanded our Open Play hours on Saturdays.
 - b. The library's main floor shifting project continues, with all main floor non-fiction now moved; with Adult Fiction left to be shifted now. This project has allowed us to improve how the large art books are shelved since they are very large. Our goal is to begin moving the DVD's out of the middle of the library and into the shelves which will improve visibility for staff working the Information desk in the back of the library.
 - c. Library staff attended the Chautauqua Regional Genealogical Conference in April to promote our genealogy resources.
 - d. Volunteer Income Tax Assistance (VITA) concluded in April, and the program's coordinator expressed appreciation for the library providing meeting room space. VITA was here three days a week this tax season, an increase from previous years, and completed more tax returns than previous years as well. In total, over 1,100 people used VITA at the library this year.
 - e. This month we are recognizing Kassandra Kum, our Administrative Assistant. She is instrumental in many of the library's key services and programs, including overseeing the library's heavily used meeting rooms, assisting with fundraisers, donation drives, and special events like the library's recent concert series, and the upcoming Block Party. She has outstanding organizational skills and can see both the big picture and the little details. She's extremely creative and passionate about her work. Her artistic abilities have elevated the Library's Public Relations. She creates promotional materials and reports including the library's annual report to the community. Kas is dedicated, hardworking, and we appreciate all that she does for the library!

- f. LiDAR Scan Completed - The library's LiDAR Scan is Now Complete. This three-dimensional scan of the building will help significantly with planning future construction projects. We are working with our architect to determine CCLS's rental space square footage. We will attach maps to the lease that will have exact measurements so we will have an accurate assessment of their rental space.

Increases:

Category	% Increased	April 2024	March 2024	Notes
Total Library Circulation	11.0%	11,770	10,601	
Total Reference Questions	9.6%	14,035	12,806	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Database Usage	13.3%	1,395	1,231	These numbers fluctuate month to month
Total Computer Logins	0.7%	1,234	1,226	
Total # of programs offered	3.4%	182	176	
Total Program Attendance	18.3%	1,838	1,554	The second Fredonia Concert was well attended. We also had several offsite programs this month.

Decreases:

Category	% Increased		March 2024	Notes
Library Visits	-6.0%	10,355	11,018	

5. Treasurer's Report – Mike Corey

- Revenues are close to budget with 1/3 endowment and 1/3 school tax income calculations figured in; expenses are under budget.
- Market for endowment has been down and back up – we invest conservatively.
- Motion to approve Treasurer's report made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 8 No 0*

6. Finance Committee - Anne Greene

- The Finance Committee is recommending that new employees receive their Health Insurance benefits on date of hire and not wait until 30 days after hire date.
 - Vote Yes 8 No 0*

7. Fundraising Committee Report – Anne Greene

- Block Party updates:
 - Nonprofit Organizations: A total of 29 local nonprofits have signed up, with 1 spot available.
 - Artisan Vendor Market: We have 23 vendors attending.
 - Basket Drawing: The basket drawing will be available a few weeks before the block party. We have several themed baskets and there are still a few baskets that need donated items donated, which are due by May 31st.

- b. Spring Annual Appeal Letter
 - i. This year the letter has been formatted to feature a perforated section at the bottom. This replaces the donor cards from previous letters. A return envelope will still be included in the letters.
 - 1. Motion to approve Fundraising Letter made by Judy Long, 2nd by Mike Corey. *Vote Yes 8 No 0*

- c. Give Big

- i. The library's page on the Give Big site has been updated and this year we are fundraising for summer reading.
 - ii. Melissa Spas is looking into ways to update our page to encourage more donations.
 - iii. The link to our page can be shared when Give Big goes live on Thursday, June 13th.

- 8. Strategic Planning Committee Report - Frank Corapi

- a. Met to discuss plan for next 5 years
 - b. Overall goals reviewed
 - c. Identified areas of growth

- 9. New Business - Anne Greene

- a. 3D Printer Policy: There are no changes in the policy's procedure.
 - i. Motion to approve 3D Printer Policy made by Mike Corey, 2nd by Judy Long. *Vote Yes 8 No 0*

- 10. Unfinished Business- Dan Hickman

- a. Dan reminded everyone to complete the 2 hour mandatory trustee trainings.

- 11. Next meeting is June 20th 2024 at 5:15 pm

- 12. Adjournment at 5:45 PM

DIRECTOR'S REPORT / May 2024

PROGRAMMING & SERVICES

Pokémon Program

The library held two Pokémon-themed programs for kids on May 24th, a no-school day for Jamestown Public Schools. At these well-attended programs, children traded Pokémon cards, did crafts, answered Pokémon trivia, and socialized. One parent commented, "this is the most I've seen my kid talk to anyone else, ever."

Pearl City Clay House

Our registration and waitlist were full a week prior to Pearl City Clay House's paint-a-plate workshop on May 9th. Surveyed participants at this Murray Bob program said they enjoyed the "creative freedom," "learning from others," and "the instructor's supportive and welcoming attitude."

SUNY Fredonia Guitar Quartet

The library held its final Spring concert in partnership with SUNY Fredonia on May 8th. The reception to this series of concerts has been overwhelmingly positive, with several attendees asking for more concerts to be scheduled. 100% of surveyed attendees across the three concerts said they plan to attend Prendergast Library programs in the future.

COLLECTION

DVD Collection in New Location

The library's DVD collection has been moved to its new home. DVDs are now located at the front of the library, making them more accessible to patrons and more visible to staff. Moving the DVD collection into the stacks also provides more floor space on the main floor. Tables in the front half of the library are now spaced out to better align with accessibility standards.

OUTREACH & PARTNERSHIPS

New BOCES Class

A new BOCES HSE class is scheduled to start meeting at the library in July. This class will be held every Monday through Thursday morning. This will be in addition to the current BOCES HSE class, which meets Monday through Wednesday evenings in the library's Literacy Center.

Block Party Vendors

We have twenty-three artisan vendors registered for the Block Party on June 29th. The vendors will sell various items, such as crochet and knitted materials, baked goods, vintage upcycled goods, photography, watercolored paintings, jewelry, pottery, candles, and skincare products.

LIBRARY UPDATES

Staff Appreciation

This month, we are recognizing Karen Golden. Karen has been a welcoming presence at the library for decades, as she works at the Circulation Desk each morning, providing top-notch customer service while also checking in items and answering the always-ringing phone. Many regular patrons come into the library in the mornings, excited to have a

chance to talk with Karen. Behind the scenes, Karen is always hard at work in the library's collection, as well as processing new materials, keeping records updated, and helping patrons with their accounts. Karen is a supportive and friendly co-worker to all, and we are lucky to have her on our team.

Minecraft Training Provided to Member Libraries

As a co-central library, our staff periodically provides training to other Chautauqua-Cattaraugus Library System member libraries. This month, we held a training course that taught member library staff how to establish and run a Minecraft Club. This training was well attended and well received. As a result, several other libraries are seeking to add a Minecraft Club to their programming.

School Class Tours

We had groups from Jamestown Public Schools and Salamanca bring students into the library for tours and Makerspace. Tours were led by staff who taught the classes how libraries work and what they offer to the community, and then the students had an opportunity to explore our Makerspace. We welcomed preschoolers, and their guardians from Love Elementary, middle school students from Washington Middle School, and students from Salamanca Central School.

GRANT UPDATES

Holmberg Grant

The library's grant application to the Holmberg Foundation was approved, generously granting the library \$19,000 in funding to support the Makerspace and Children's Room, the Library of Things collection, and upgrades to the Teen Lab. We are very excited to start implementing this grant, just in time for summer programming!

Jessie Smith Darrah Grant

The library's grant application to the Jessie Smith Darrah Fund was approved for \$15,000 to support eBook and eAudiobook purchases. We are grateful for this generous funding as electronic material costs have increased.

CCLS Marketing Mini-Grant

In May, we applied for and were awarded a \$500 CCLS grant to purchase a branded tent for library programming and outreach. The tent features the library logo and name and will make us recognizable at the several outreach events we attend during the summer. We are excited to use this amazing new tent!

CRCF Teaching Gardens Grant

The library was generously awarded a \$14,000 grant we submitted to the Chautauqua Region Community Foundation to expand the library's native plant gardens around the library. The grant includes adding a native grass hill and butterfly gardens, and a redesign of the historic 5th Street entrance doors with gardens that will protect the building and encourage people to explore and learn about how native plants and pollinators benefit our ecosystem. We have contracted with Royal Fern Nursery, who will design and install the new gardens.

CCLS Summer Reading Mini-Grant

We applied for and were awarded a \$500 grant from the Chautauqua-Cattaraugus Library system to supplement our 2024 Summer Reading Celebration funding. Our grant budget includes Summer Reading prizes for kids, teens, and adults; "treasure chest" reading incentives for kids and teens; notebooks for our teen journals; and materials for the End of Summer Reading Ice Cream Party in August.

Library Usage Report - May 2024

Library Visits

Days Open	25
Library Visits	9,953
Average Daily Library Visits	398
Year to Date Library Visits (Cumulative)	49,040

Library Borrowers

New Cards Issued	67
Total Registered resident borrowers	16,576
Total Registered non-resident borrowers	10,909

Materials Use

Adult Materials	4,135
Adult eBooks & eAudio	1,931
Children's Materials	2,224
Children's eBooks & eAudio	124
Video Materials	1,444
Microform Viewed	47

Reference Questions & Services

Single Service Point Reference Questions	7,794
Technology Questions	2,142
Faxes (# sent or received)	36

Technology & Virtual Services

Wi-Fi Use (# of visitors)	1,350
Emailed print jobs	286
Internet Use (# of sessions)	1,204
Internet Use (# of minutes)	91,873
Adult Computer logins	735
Teen Computer logins	312
Children's Computer logins	157
Computer Lab Sessions in PCC	138
Mango Languages (# of minutes used)	126
Mango Languages (cumulative # of Sessions)	160
NY Times On-Site Sessions	2287
NY Times Off-Site Sessions	1130
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	80
Heritage Quest searches	10
ABC Mouse active users	13
NOVELny searches	21
Consumer Reports Visits	5
Consumer Reports Page Views	28

Programs

Children's programs- # offered	43
Children's programs - attendance	639
Teen programs- # offered	17
Teen programs- attendance	103
Adult programs- # offered	12
Adult programs- attendance	168
Offsite programs - # offered	7
Offsite programs - attendance	75
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	11
HSE/GED Classes - attendance	44
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0

Room Use

Non-Library Sponsored Room Use - # of sessions	84
Non-Library Sponsored Room Use -attendance	734
Library Sponsored Room Use - # of sessions	152
Library Sponsored Room Use - attendance	1201

Social media & Webpage views

Facebook - Daily Total Reach	24,251
Prendergast Library Home Page Views	7,582
Facebook Followers	4,591
Twitter Followers	0
Instagram Followers	1,126

James Prendergast Library Association

Cash Sources

May 2024

REVENUE REPORT	Receipts This Month May-24	Receipts YTD Beg - May 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	1,500.00	2,000.00	500.00	75.00%
GRANTS, NON-GOVERNMENT	14,000.00	14,000.00	169,490.00	155,490.00	8.26%
COUNTY FUNDING					
CCLS - MATERIALS (BOOK) PLAN	0.00	5,000.00	10,000.00	5,000.00	50.00%
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	500.00	500.00	300.00	-200.00	166.67%
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	3,505.00	0.00	-3,505.00	0.00%
NYS LLSA (LOCAL SPONSOR INCENTIVE)	0.00	1,115.60	8,800.00	7,684.40	12.68%
ENDOWMENT					
TRANSFER FROM ENDOWMENT	99,958.37	199,917.24	399,835.00	199,917.76	50.00%
AXEL W CARLSON	0.00	1,998.00	1,599.00	-399.00	124.95%
GUSTAFSON-LANPHERE FUND	0.00	2,301.53	2,500.00	198.47	92.06%
SALLY J NALBONE MEM FUND	0.00	540.00	432.00	-108.00	125.00%
KATHERINE GANZ FUND	0.00	17,114.00	13,623.00	-3,491.00	125.63%
KOHL FAMILY FUND	0.00	1,544.63	900.00	-644.63	171.63%
FRED L & VANNIE 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	407.55	325.00	-82.55	125.40%
LIBRARY FEES					
FINES & FEES	1,333.09	7,599.71	17,000.00	9,400.29	44.70%
COPY MACHINE	118.00	1,453.51	3,000.00	1,546.49	48.45%
CCLS					
CCLS RENTAL INCOME	4,875.00	24,375.00	58,500.00	34,125.00	41.67%
FUNDRAISING/DONATIONS					
BOOKSALE	1,671.45	9,882.15	25,000.00	15,117.85	39.53%
FUNDRAISING	1,056.74	11,956.46	65,000.00	53,043.54	18.39%
ESTATES	0.00	0.00	0.00	0.00	0.00%
MEMORIALS	25.00	13,440.00	3,000.00	-10,440.00	448.00%
OTHER					
INTEREST EARNED	2.72	28.20	50.00	21.80	56.40%
Total Income	123,840.37	318,178.58	1,229,682.00	911,503.42	25.87%

James Prendergast Library Association

Expenses

May 2024

EXPENSE REPORT	Disbursed This Month May-24	Disbursed Year-To-Date Beg - May 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	48,123.83	258,922.40	624,834.00	365,911.60	41.44%
· SALARIES - MAINTENANCE	2,905.50	15,794.26	39,507.00	23,712.74	39.98%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,707.30	19,954.45	50,822.00	30,867.55	39.26%
· DISABILITY INSURANCE BENEFITS	0.00	273.40	1,195.00	921.60	22.88%
· INSURANCE - WORKER'S COMP	0.00	5,975.00	8,223.00	2,248.00	72.66%
· HEALTH BENEFITS	5,464.87	27,394.45	76,535.00	49,140.55	35.79%
· 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	8,225.18	37,264.86	110,857.00	73,592.14	33.62%
BUILDING EXPENSES					
· UTILITIES	4,504.88	22,546.50	55,000.00	32,453.50	40.99%
· BLDG & CUSTODIAL SUPPLIES	595.66	2,138.69	7,000.00	4,861.31	30.55%
· BLDG MAINT & REPAIR	329.00	12,256.87	41,000.00	28,743.13	29.89%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	1,010.88	2,323.34	8,500.00	6,176.66	27.33%
· MISC BUSINESS FEES	1,094.84	4,721.91	9,172.00	4,450.09	51.48%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
LIBRARY OPERATIONS					
· IT TECH	1,621.83	4,135.87	16,000.00	11,864.13	25.85%
· OFFICE & LIBRARY SUPPLIES	1,363.87	3,984.36	12,600.00	8,615.64	31.62%
· GRANTS PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
· FUNDRAISING	174.72	2,038.68	7,000.00	4,961.32	29.12%
· COPY MACHINE EXPENSE	233.29	1,594.01	4,500.00	2,905.99	35.42%
MISCELLANEOUS					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	416.49	8,738.54	23,000.00	14,261.46	37.99%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	191.25	1,500.00	1,308.75	12.75%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	79,810.39	446,237.63	1,229,682.00	783,444.37	36.29%
NET PROFIT OR LOSS	\$ 44,029.98	\$ (128,059.05)			

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · JSB - OPERATING FUND	64,544.53
1050 · JSB - MONEY MARKET	78,325.13
1060 · SPECIAL ACCOUNT - JSB	107.66
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	95,687.09
1090 · Unemployment Fund	2,668.80
Total Checking/Savings	241,383.21
Other Current Assets	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
Total Other Current Assets	50,492.00
Total Current Assets	291,875.21
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	59,037.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07
Total Fixed Assets	2,302,342.05
Other Assets	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	6,050,088.45
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	1,472,071.20
Total 1555 · ENDOWMENT FUND	7,632,833.61
1560 · Snitger Gift Fund	49,353.54
Total Other Assets	7,682,187.15
TOTAL ASSETS	10,276,404.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	630.66
2040.02 · DENTAL FLEX	176.19
2040.04 · VSP	56.01
Total 2040 · PREMIUMS - FLEX	862.86
2080 · NY DISB PFL	379.92
2110 · ACCRUED VACATION	33,126.54
Total Other Current Liabilities	34,369.32
Total Current Liabilities	34,369.32

JAMES PRENDERGAST LIBRARY

Balance Sheet

As of May 31, 2024

	May 31, 24
Total Liabilities	<u>34,369.32</u>
Equity	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	384,318.18
Net Income	<u>-102,485.28</u>
Total Equity	<u>10,242,035.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,276,404.41</u></u>

James Prendergast Library Makerspace Policy

The James Prendergast Library Association provides a Makerspace to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of our community.

Please enjoy the Makerspace while following our guidelines and our Rules of Conduct policy.

Please do not:

- Remove any items from the Makerspace
- Enter areas identified as staff areas
- Violate the library's 3D Printer Policy
- Modify the Makerspace's hardware or software, or install new programs onto the Makerspace computers or devices.

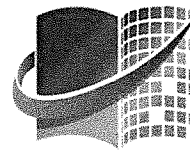
Procedure:

- Makerspace users need to reserve the room by filling out a meeting room application.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made available on a first-come, first-served basis.
- All patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Please notify library staff if you notice supplies are gone or running low. This will enable the library to replenish as needed.
- Some equipment requires training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Once a patron is trained in how to use Makerspace equipment, they may use it independently.
- Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.
- Makerspace equipment may not be left unattended while it is in use; a patron aged 13 or older must stay with it at all times.
- The Makerspace will be closed and locked 10 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.

- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

Guidelines:

- Follow all safety guidelines and exercise caution with all Makerspace equipment.
- The Library is not responsible for any injuries caused by improper use of equipment.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- The Library is not responsible for any damage to a patron's materials or files, or for any manufacturing defects.
- When using the materials that the Library has provided, use only as much as you need, and leave the remainder in a condition that other people may use.
- Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and all equipment before leaving.



Prendergast Library
Focusing on Your Future

Credit Card Policy

Bank credit cards will be established in the name of the James Prendergast Library Association and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library Business Office.

Bank credit cards will be issued to the following (and **other staff as deemed appropriate by the Executive Director and approved by the Board of Trustees**):

- Executive Director with a credit limit of \$2,000
- Special Projects and Facility Manager with a credit limit of \$2,000
- Outreach and Programming Manager with a credit limit of \$2,000
- Library Operations Coordinator with a credit limit of \$2,000
- Business Office Manager with a credit limit of \$2,000

Prior to initial receipt of any credit card, each individual must agree to and sign a Credit Card Responsibility and Use Procedures Form.

Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.

The bank credit card may not be used for personal expenses.

The bank credit card does not replace requisitions and purchase orders.

Staff will be responsible for any unauthorized purchases, except reported loss or theft.

Any loss or theft of credit card must be immediately reported to the issuing company and James Prendergast Library Association Business office.

Credit cards will be kept in the safe in the Business Office.