

**James Prendergast Library Board of Trustees Meeting**  
**April 18, 2024**

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

Board Members Absent: Ned Lindstrom {e}, Matt Mancuso {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:15 pm

1. Public comment -none
2. Consent Agenda
  - a. Changes or additions to the agenda
  - b. Approval of minutes of previous meeting
    - Motion made by Jess Carr, 2nd by Judy Long. *Vote Yes 8 No 0*
3. New Staff Introductions – Anne Greene
  - a. Taylor Knight, Evening Security Guard
4. Director’s Report/Statistics – Anne Greene
  - a. As part of the Murray L. Bob Education Initiative, the library held the first of three concerts, featuring 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 saying that the “talent was amazing” and they wanted more of these events. Future programs are scheduled for April and May.
  - b. Library staff continue to work hard in the collection; now they are 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. We’re proud of the time and work the staff put into the collection.
  - c. The library continues to offer free access to Consumer Reports online, both in the library and remotely. It’s a very popular resource that our patrons use consistently.
  - d. Library staff have been providing Storytimes for Jamestown Public Schools students at the Innovation Center. This is a partnership agreement we have developed with the Jamestown Public schools. The staff provide two sessions once a week at the center.
  - e. This month, we are recognizing Dawn Seyler. 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. Dawn also spends time in the collection shelving, organizing, and promoting library materials. She creates many of our engaging social media posts. Dawn also 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.
  - f. We recently submitted three different grant requests. One to the Holmberg Foundation, requesting \$18,993.02 to update our Teen Lab, and to purchase additional program and collection items; the Dibert

Foundation, requesting \$2,968.97 to purchase updated furniture for the Literacy Center; the Jessie Smith Darrah Fund, requesting \$15,000 to purchase eBooks and E-Audiobooks.

Increases:

Category	% Increased	March 2024	February 2024	Notes
Library Visits	19.5%	11,018	9,219	
Total Library Circulation	7.9%	10,601	9,826	
Total Reference Questions	8.4%	12,806	11,819	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Computer Logins	5.7%	1,226	1,160	
Total # of programs offered	46.7%	176	120	
Total Program Attendance	11.8%	1,554	1,390	VITA saw increased usage and the first Fredonia Concert was well attended.

Decreases:

Category	% Increased	March 2024	February 2024	Notes
Total Database Usage	-11.8%	1,231	1,396	These numbers fluctuate month to month

5. Treasurer’s Report – Mike Corey

- a. The library continues to stay on budget. Our endowment at UBS had a positive month, and we continue to invest conservatively. Note that the school tax funding comes in at the end of the year.
  - Motion for approval of Treasurer’s Report made by Frank Corapi, 2nd by Judy Long.  
*Vote Yes 8 No 0*
- b. Discussion was held regarding the library’s fiscal year, which is January 1<sup>st</sup> through December 31<sup>st</sup>. The discussion centered around the library’s cash resources, most of which are typically received towards the end of the calendar year, which then balances the operating budget.

6. Fundraising Committee Report: Cassie Blakeslee

- a. Block Party updates:
  - Sponsor: Lind Funeral Home
  - Nonprofit Organizations: A total of 20 local nonprofits have signed up for the block party. There are 10 spots still available. Organizations have until May 15th to sign up. Applications are available online at [prendergastlibrary.org/block-party-community-partners](http://prendergastlibrary.org/block-party-community-partners)
  - Artisan Vendor Market: We received 28 applications, and were able to approve 25 vendors with 2 sets of vendors sharing spots due to limited space. The types of items that will be sold include crochet and other fiber arts, candles and skin care, bakery and other food items, jewelry, pottery, and upcycled vintage clothing and décor.
  - Basket Drawing: Tarp Skunks donated a season ticket package and a hat which were collected by Jess Carr. We are asking the artisan vendors if they would like to donate to the basket

drawing. We've talked to 4 vendors so far who have agreed to donate a basket or gift certificate, which are due by June 21.

- Food Vendors: Off the Stick Ice Cream Co and Best of Buffalo by Byron are the confirmed food trucks.

7. Building Committee Report- Mary Zdrojewski:

- a. The Building Committee is recommending we work with Dunn Art Conservator to move and clean the James Prendergast painting currently hanging in our lobby. The conservator gave us a quote for \$2,375 for the work we requested. She will need to take it to her shop to clean it and will also help us to hang the painting in a different area of the library when it returns after the construction project is completed.
  - Motion for approval made by Mike Corey, 2nd by Cindy Johnson. *Vote Yes & No 0*

8. Lease Committee - Dan Hickman

- a. CCLS Upgrades: The building committee has received all quote information for the upgrades of separate offices for CCLS staff, and it was determined that the work for this project would be too costly, and that there would also be very costly HVAC issues to address if we were to move forward with this project. CCLS understands that this project is not feasible.
- b. The committee is recommending that we move forward with improving lighting as well as painting in the CCLS staff bathrooms for \$1,450.00.
  - Motion for approval made by Mike Corey, 2nd by Melissa Spas. *Vote Yes & No 0*

9. New Business: Anne Greene

- a. Retiree Health Insurance: There is no additional costs to the library for a retiree to stay on the Vision or Dental Plan. The policy revision indicates that if costs begin to incur for the library that the retiree would no longer be eligible for the benefit.
  - Motion for approval made by Frank Corapi, 2nd by Jess Carr. *Vote Yes & No 0*

10. Unfinished Business: Dan Hickman reminded everyone to complete the mandatory trustee training. Annie will send out the links to the trainings again.

11. Next meeting is May 16, 2024

12. Adjournment at 5:50pm, motion made by Mike Corey

## **DIRECTOR'S REPORT / April 2024**

### **PROGRAMMING & SERVICES**

#### ***Special Eclipse Programs***

In April, library staff enjoyed developing creative eclipse-themed programs, and our patrons enjoyed these fun activities. Eclipse programming in April included making glow in the dark pouches for Saturday's family crafting program, and an "Eclipse" watch party, which was well-attended. The library continued to give out eclipse glasses in April, and had plenty available to meet demand. Patrons were very appreciative to be able to easily access free glasses.

#### ***Spring Break Programs***

The library strives to offer a variety of special programming when Jamestown Public Schools aren't in session. During Spring Break, we ran a special STEAM program where participants built functioning miniature Ferris wheels and carousels. Kids and their parents had a blast at this program! In addition to these special programs, we continued to offer all of our regular programs, including storytimes and afternoon Makerspace programming. This allowed us to offer multiple programs for kids every day during Spring Break.

#### ***Makerspace Usage***

The Makerspace was open for free play throughout Spring Break, and the space was heavily used. A total of 463 visitors used the Makerspace in April! Many families now make the Makerspace a part of their weekend routine – we have received many positive responses to expanding our Open Play hours on Saturdays. Since the space is open from 10:00 in the morning to 3:00 in the afternoon, it's easy and convenient for families to drop in.

### **COLLECTION**

#### ***Picture Book Collection Improvements***

The library has an extensive picture book collection that is heavily used by patrons in the library as well as patrons throughout Chautauqua and Cattaraugus counties who place books on hold. We have been working on shifting these materials to help the books fit better, and moving duplicate copies to the storytime collection, where they are still available for checkout.

#### ***700s Shifting***

The library's main floor shifting project continues, with all main floor non-fiction now moved. Only Adult Fiction needs to be shifted before this large-scale shifting project is complete. This shifting will create more shelf space at the front of the library. This project has allowed us to improve the layout of the 700s. The 700s includes the library's extensive collection of art books, which are very large. We are adjusting the shelf heights to better accommodate the differently sized materials.

#### ***Local History Materials Promotion***

The Western New York Library Council (WNYLRC) recently released updated flyers promoting local history materials including those at the Prendergast Library. The library's cemetery records and city directories are highlighted as local resources, and another flyer promotes the wide range of historic newspapers that patrons can access in the library.

### **OUTREACH & PARTNERSHIPS**

### ***YWCA Book Discussion***

The library was a location for the YWCA's 2024 CHQ Book Read, a countywide book read and discussion. Library staff, along with the YWCA, ran a discussion about this year's book, "Apple: Skin to Core" by Eric Gansworth. The program was well attended, with eight participants joining the discussion.

### ***JCLC Science Night and YMCA Healthy Kids Day***

The library's mobile makerspace was in demand in April, with library staff bringing STEAM activities for local families to explore, at the YMCA's Healthy Kids Day event and the Jamestown Community Learning Council's Science Night. Over 300 people were in attendance at these two events, and the mobile makerspace was a popular destination at both programs.

### ***Chautauqua Regional Genealogical Conference***

Library staff attended the Chautauqua Regional Genealogical Conference in April. This event was a great opportunity to share information about the library's resources for genealogical research, including our wide variety of online resources such as Ancestry, and our new Memory Lab equipment.

### ***VITA Tax Preparation Concludes***

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!

## **LIBRARY UPDATES**

### ***Staff Appreciation***

This month we are recognizing Cassandra Kum, the library's Administrative Assistant. Kas 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 also assists the Business Office Manager and the Director with various projects and clerical tasks. She has outstanding organizational skills, can see both the big picture and the little details, and is creative and passionate about her work. Her artistic abilities elevate the library's PR to the next level! She creates promotional materials and reports including the library's vibrant annual report to the community. Kas is dedicated, hardworking, and we appreciate all that she does for the library!

## **GRANT UPDATES**

### ***Library Provides Free Books to Community Baby Shower***

The library provided free board books and early readers, purchased with grant funding from Cummins in 2023, to the United Way's Community Baby Shower. These books go to expectant mothers in need in Chautauqua County, via the United Way's annual event. The United Way appreciated the donation and shared about our contribution on their Facebook page.

### ***LiDAR Scan Completed***

The library received grant funding from the Sheldon Foundation to conduct a LiDAR scan of the building, which was completed in April. This three-dimensional scan of the building will help significantly with planning future construction projects.

Library Usage Report - April 2024	
<b>Library Visits</b>	
Days Open	26
Library Visits	10,355
Average Daily Library Visits	398
Year to Date Library Visits (Cumulative)	39,087
<b>Library Borrowers</b>	
New Cards Issued	72
Total Registered resident borrowers	16,542
Total Registered non-resident borrowers	10,905
<b>Materials Use</b>	
Adult Materials	4,631
Adult eBooks & eAudio	2,155
Children's Materials	3,177
Children's eBooks & eAudio	152
Video Materials	1,655
Microform Viewed	139
<b>Reference Questions &amp; Services</b>	
Single Service Point Reference Questions	10,388
Technology Questions	3,647
Faxes (# sent or received)	49
<b>Technology &amp; Virtual Services</b>	
Wi-Fi Use (# of visitors)	1,260
Emailed print jobs	259
Internet Use (# of sessions)	1,234
Internet Use (# of minutes)	97,918
Adult Computer logins	778
Teen Computer logins	321
Children's Computer logins	135
Computer Lab Sessions in PCC	315
Mango Languages (# of minutes used)	125
Mango Languages (cumulative # of Sessions)	127
NY Times On-Site Sessions	2583
NY Times Off-Site Sessions	990
Wall Street Journal Logins	0
Wall Street Journal Page Views	0
Ancestry.com searches	664
Heritage Quest searches	118
ABC Mouse active users	22
NOVELny searches	24
Consumer Reports Visits	9
Consumer Reports Page Views	178
<b>Programs</b>	
Children's programs- # offered	44
Children's programs - attendance	661
Teen programs- # offered	19
Teen programs- attendance	115
Adult programs- # offered	19
Adult programs- attendance	360
Offsite programs - # offered	9
Offsite programs - attendance	411
Library Outreach tabling - # offered	1
Library Outreach tabling - attendance	75
Technology Classes - # offered	1
Technology Classes - attendance	3
1-On-1 Technology Device Instruction	8
HSE/GED Classes - # offered	14
HSE/GED Classes - attendance	47
Aspire Job Training - # offered	0
Aspire Job Training - attendance	0
<b>Room Use</b>	
Non-Library Sponsored Room Use - # of sessions	95
Non-Library Sponsored Room Use -attendance	579
Library Sponsored Room Use - # of sessions	192
Library Sponsored Room Use - attendance	1297
<b>Social media &amp; Webpage views</b>	
Facebook - Daily Total Reach	38,915
Prendergast Library Home Page Views	8,372
Facebook Followers	4,558
Twitter Followers	1,029
Instagram Followers	1,115

**James Prendergast Library Association**  
**Cash Sources**  
**April 2024**

REVENUE REPORT	Receipts This Month Apr-24	Receipts YTD Beg - Apr 2024	Annual Budget Internal 2024	Balance	% Received
<b>LOCAL FUNDING</b>					
JAMESTOWN CITY SCHOOL DIST	0.00	0.00	350,000.00	350,000.00	0.00%
LIBRARY SERVICES, OTHER	400.00	1,200.00	2,000.00	800.00	60.00%
GRANTS, NON-GOVERNMENT	0.00	0.00	169,490.00	169,490.00	0.00%
<b>COUNTY FUNDING</b>					
CCLS - MATERIALS (BOOK) PLAN	2,500.00	5,000.00	10,000.00	5,000.00	50.00%
<b>STATE AID</b>					
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	3,505.00	3,505.00	0.00	-3,505.00	0.00%
NYS LLSA (LOCAL SPONSOR INCENTIVE)	-0.03	1,115.60	8,800.00	7,684.40	12.68%
<b>ENDOWMENT</b>					
TRANSFER FROM ENDOWMENT	0.00	99,958.87	399,835.00	299,876.13	25.00%
AXEL W CARLSON	1,998.00	1,998.00	1,599.00	-399.00	124.95%
GUSTAFSON-LANPHERE FUND	1,195.02	2,301.53	2,500.00	198.47	92.06%
SALLY J NALBONE MEM FUND	540.00	540.00	432.00	-108.00	125.00%
KATHERINE GANZ FUND	17,114.00	17,114.00	13,623.00	-3,491.00	125.63%
KOHL FAMILY FUND	1,544.63	1,544.63	900.00	-644.63	171.63%
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	407.55	407.55	325.00	-82.55	125.40%
<b>LIBRARY FEES</b>					
FINES & FEES	1,495.72	6,266.62	17,000.00	10,733.38	36.86%
COPY MACHINE	339.65	1,335.51	3,000.00	1,664.49	44.52%
<b>CCLS</b>					
CCLS RENTAL INCOME	4,875.00	19,500.00	58,500.00	39,000.00	33.33%
<b>FUNDRAISING/DONATIONS</b>					
BOOKSALE	1,377.85	8,210.70	25,000.00	16,789.30	32.84%
FUNDRAISING	1,466.92	10,899.72	65,000.00	54,100.28	16.77%
ESTATES	0.00	0.00	0.00	0.00	0.00%
MEMORIALS	100.00	13,415.00	3,000.00	-10,415.00	447.17%
<b>OTHER</b>					
INTEREST EARNED	4.43	25.48	50.00	24.52	50.96%
<b>Total Income</b>	<b>38,863.74</b>	<b>194,338.21</b>	<b>1,229,682.00</b>	<b>1,035,343.79</b>	<b>15.80%</b>

**James Prendergast Library Association**  
**Expenses**  
**April 2024**

EXPENSE REPORT	Disbursed This Month Apr-24	Disbursed Year-To-Date Beg - Apr 2024	Annual Budget Internal 2024	Balance	% Spent
· SALARIES - STAFF	47,499.22	210,798.57	624,834.00	414,035.43	33.74%
· SALARIES - MAINTENANCE	2,793.00	12,888.76	39,507.00	26,618.24	32.62%
· RETIREMENT BENEFITS	0.00	0.00	82,669.00	82,669.00	0.00%
· SOCIAL SECURITY BENEFITS	3,655.16	16,247.15	50,822.00	34,574.85	31.97%
· 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	5,410.27	21,929.58	76,535.00	54,605.42	28.65%
· 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%
<b>MATERIALS</b>					
· MATERIALS	5,994.29	29,039.68	110,857.00	81,817.32	26.20%
<b>BUILDING EXPENSES</b>					
· UTILITIES	4,359.53	18,041.62	55,000.00	36,958.38	32.80%
· BLDG & CUSTODIAL SUPPLIES	0.00	1,543.03	7,000.00	-5,456.97	22.04%
· BLDG MAINT & REPAIR	4,332.13	11,927.87	41,000.00	29,072.13	29.09%
· INSURANCE - BLDG & LIABILITY	0.00	14,543.79	15,954.00	1,410.21	91.16%
· PROGRAMS	108.94	1,312.46	8,500.00	7,187.54	15.44%
· MISC BUSINESS FEES	526.20	3,627.07	9,172.00	5,544.93	39.55%
· INSURANCE - DIRECTORS & OFFICERS	0.00	1,445.00	1,464.00	19.00	98.70%
<b>LIBRARY OPERATIONS</b>					
· IT TECH	273.36	2,514.04	16,000.00	13,485.96	15.71%
· OFFICE & LIBRARY SUPPLIES	794.58	2,620.49	12,600.00	9,979.51	20.80%
· GRANTS PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
· FUNDRAISING	336.19	1,863.96	7,000.00	5,136.04	26.63%
· COPY MACHINE EXPENSE	351.50	1,360.72	4,500.00	3,139.28	30.24%
<b>MISCELLANEOUS</b>					
· LEGAL COUNSEL	0.00	0.00	2,000.00	2,000.00	0.00%
· HR & PROFESSIONAL FEES	436.05	8,322.05	23,000.00	14,677.95	36.18%
· OUTREACH	0.00	0.00	500.00	500.00	0.00%
· PUBLICITY	38.25	153.00	1,500.00	1,347.00	10.20%
· EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense	<u>76,908.67</u>	<u>366,427.24</u>	<u>1,229,682.00</u>	<u>863,254.76</u>	<u>29.80%</u>
<b>NET PROFIT OR LOSS</b>	<b><u>\$ (38,044.93)</u></b>	<b><u>\$ (172,089.03)</u></b>			



# JAMES PRENDERGAST LIBRARY

## Balance Sheet

As of April 30, 2024

	Apr 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · JSB - OPERATING FUND	53,220.92
1050 · JSB - MONEY MARKET	45,364.40
1060 · SPECIAL ACCOUNT - JSB	250.00
1070 · PETTY CASH	50.00
1080 · Jamestown Savings Bank - CARF	102,686.22
1090 · Unemployment Fund	2,668.78
<b>Total Checking/Savings</b>	204,240.32
<b>Other Current Assets</b>	
1300 · PREPAID CONTRIBUTION TO RETIRE	50,492.00
<b>Total Other Current Assets</b>	50,492.00
<b>Total Current Assets</b>	254,732.32
<b>Fixed Assets</b>	
1400 · Art Collection	35,300.00
1510 · Building & Equipment	4,971,007.12
1520 · Computer Software	10,843.00
1530 · Construction in Progress - R	52,037.00
1550 · ACCUMULATED DEPRECIATION	-2,773,845.07
<b>Total Fixed Assets</b>	2,295,342.05
<b>Other Assets</b>	
1555 · ENDOWMENT FUND	
1555.01 · INVESTMENT FUND - ENDOW	5,998,611.71
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	1,437,021.82
<b>Total 1555 · ENDOWMENT FUND</b>	7,546,307.49
1560 · Snitger Gift Fund	49,353.54
<b>Total Other Assets</b>	7,595,661.03
<b>TOTAL ASSETS</b>	<b>10,145,735.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2040 · PREMIUMS - FLEX	
2040.01 · HEALTH INS FLEX	698.90
2040.02 · DENTAL FLEX	196.17
2040.04 · VSP	46.10
<b>Total 2040 · PREMIUMS - FLEX</b>	941.17
2080 · NY DISB PFL	189.59
2110 · ACCRUED VACATION	33,126.54
<b>Total Other Current Liabilities</b>	34,257.30
<b>Total Current Liabilities</b>	34,257.30

**JAMES PRENDERGAST LIBRARY**

**Balance Sheet**

As of April 30, 2024

	<u>Apr 30, 24</u>
<b>Total Liabilities</b>	34,257.30
<b>Equity</b>	
3085 · With Donor Restrictions	287,101.84
3080 · Without Donor Restrictions	9,673,100.35
3070 · FUND BALANCE	384,318.18
Net Income	-233,042.27
<b>Total Equity</b>	<u>10,111,478.10</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>10,145,735.40</u></u>

Employees will not be penalized for tardiness due to extreme storms as such conditions occur without warning or notice and are beyond the control of employees. It is the policy of the Library that employees who do not report for work during such storms when the office is open will use vacation or may take the day without pay.

## Continuing Education

The Library encourages employees to attend meetings and training that will increase employee development. Time to attend meetings and educational opportunities may be compensable depending on the Library's schedules, travel funds and the nature of the request and potential benefit to the organization. Employees should discuss these opportunities with their supervisor.

## BENEFITS

For more information regarding benefits programs, please refer to the organization Summary Plan Descriptions, which were provided to employees upon hire, or contact the Director.

### Medical and Dental Insurance

The organization currently offers regular full-time employees regularly scheduled to work a minimum of 37 ½ hours per week enrollment in medical and dental insurance coverage options **effective on their date of hire.**

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Director to determine if a family status change qualifies under the Plan document and IRS regulations. At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year. The Business Office is available to answer benefits plan questions and assist in enrollment as needed.

## Health Savings Account (HSA):

Full-time employees enrolled in the organization's high deductible health plan will be set up with an employer-funded Health Savings Account. The HSA is funded every December 1<sup>st</sup> with an employer contribution of \$600.00. Should enrollees wish to contribute as well (up to the yearly IRS maximum), they may do so with pre-tax payroll deductions. Any remaining funds will continuously roll (100%) from year-to-year. The HSA is a privately owned bank account, and any balances will remain available to the employee even after separation from the organization. HSA funds may be used to pay for medical, dental, vision, and pharmacy expenses, as well as over-the-counter health items. A set (2) of debit cards is provided to access the HSA funds, and distributions may be requested to be sent via check or direct deposit.

## Group Life Insurance

**The organization offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy.** Each policy generally pays a death benefit equal to the lesser of their "Life Salary" (as defined in the Plan document) or \$50,000.

## 403(b) Plan

The organization offers a voluntary pre-tax salary reduction plan in which regular full-time and regular part-time employees, who are 21 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment. Further details about the Plan may be obtained from the Business Office and the Plan document.

## Workers' Compensation Benefits

The organization is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

May 16, 2024

Name  
Street  
City Zip

Dear Name,

Public libraries are vital for healthy communities. **They provide space where people can find educational resources, connection, and belonging.** At the Prendergast Library, we witness this daily, whether it is a group of children at storytime, tutors working with students learning English, friends gathering for crafting classes, or community groups meeting for socializing and learning.

**In 2023, we had an increase of 20,000 people using the library!** This increase tells us that people want public places where they can find positive social connections and enjoy a sense of ownership and inclusion.

Last year, the U.S. Surgeon General released a report on the health effects of loneliness and isolation. **Social isolation and loneliness are at the heart of many of our physical and mental health conditions.** The report highlighted the importance of investing in social infrastructure, such as public parks, libraries, and playgrounds. When communities invest in public spaces, everyone benefits.

The Prendergast Library is proud to offer services and educational programs, as well as a beautiful building and gardens that unite people in small and big ways. **Many of our most vulnerable community members use the library daily for social connection.** Children come to the library to meet friends and participate in programs, but they also know the library is a safe space where they feel welcome and seen. People living alone visit the library to see a friendly face; someone they know will check in and ask them how their day is going. People experiencing crises use the library to access essential resources, such as computers, Wifi, educational classes, and information.

Our promise to the community is that we will remain a place of social connection; after all, loneliness isn't about being alone; it's about feeling alone. **Your support sustains this promise, ensuring we aren't alone in our mission.** Thank you for making our work possible.

Sincerely,



Dan Hickman,  
President, Board of Trustees



Anne Greene,  
Executive Director



- Please fill out and tear off this section and include it with your check in the provided return envelope -

Yes! I want to help provide vital library services that inform, educate, and connect our community.

All gift amounts are gratefully appreciated.

Enclosed is my check, made payable to the James Prendergast Library Association.

\$50 \$100 \$200 \$500 Other: \_\_\_\_\_

All contributions and bequests are tax-deductible to the extent federal and state law allows. The James Prendergast Library is a 501(c)(3) non-profit organization. Tax ID is 16-0840340.

Please email my gift acknowledgment

I want to sign up for the library's eNewsletter, which features information about programs, services, online donations, and fundraising events.

Email address: \_\_\_\_\_.



To make a secure gift online, scan the code or visit [prendergastlibrary.org](http://prendergastlibrary.org)



## 3D Printer Policy

3D printers are being used for educational, workshop, and programming purposes to make three-dimensional objects in a synthetic material from a computer-aided design exported file.

The Library's 3D printers may be used only for lawful purposes. Users will not be permitted to use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- Obscene or otherwise inappropriate for the Library environment.

Please Note:

- The Library reserves the right to refuse any 3D print request.
- Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library.
- Items must be picked up by the individual who printed, or requested them to be printed.
- Only designated Library staff, or trained individuals will have hands-on access to the 3D printer. Please inquire about training sessions.
- Education, assistance and supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement of, any unapparent or inappropriate final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
- There will be a charge per gram for the finished product.

By signing this liability waiver I, \_\_\_\_\_, acknowledge that I have read and agree to the 3D Printer Policy above and the 3D printer product cost listed below.

\_\_\_\_\_  
3D Printer Product Cost

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date