

PATTERSON LIBRARY

BOARD OF TRUSTEES MEETING

September 10, 2026 6:00pm

AGENDA

1. Call to Order
2. Public Expression
3. July 2026 Minutes
4. Library Director's Report
5. Treasurer's Report
6. Committee Reports
 - i. Finance Committee
 - ii. Building & Grounds Committee
 - iii. Fundraising Committee
7. Unfinished Business
8. New Business
 - i. Approval of 2025 Report to the Community
 - ii. Approval of Personnel Policy amendments
 - iii. Discussion of Imagination Library program
9. Public Expression
10. Adjournment

PATTERSON LIBRARY BOARD OF TRUSTEES MEETING

July 9, 2026

Attendance: P. Holt, J. Johnson, B. Kittle, M. Hegna, S. Rudnicki, C. Thomas, J. Spann, L. Dunn, L. Schofield, K. Richmond

Absent: T. Roets, C. Riedesel, A. Vilaro

1. Call to Order: S. Rudnicki called the meeting to order at 6:00 pm

2. Endowment Report: Jeffrey McCormack of Manning & Napier presented the report.

3. Public Expression: none

4. May 2026 Minutes: The BOT would like to formally recognize the Bivens family for their annual \$2,000 donation to contribute to landscaping every spring. May minutes were approved and filed.

5. Library Director's Report: M. Hegna gave the report

- The 2025 Annual Report to NYS has been approved by CCLS and submitted.
- A new Accessibility, Privacy, and Communication Preferences webpage has been added to the library website as part of continuing work toward ADA website compliance.
- Willa Seehausen was hired as the 2026 Summer Youth Page.
- Ralph C. Wilson, Jr. Foundation Rural Library Grant is being worked on.
- The Archives Strategic Plan is moving into the implementation phase
- Chris Cooke met with S. Rudnicki, J. Johnson, and M. Hegna to discuss potential projects for the 2026 NYS Library Construction Grant application.

6. Treasurer's Report: P. Holt presented the report

Total income through June is \$213,000, which is 61% of the budgeted \$350,000 for the year.

7. Committee Reports:

- Finance Committee-** June 12 met with Manning and Napier to discuss a possible Endowment enhancement effort.

- It was decided that the Finance Committee should remain as is, without forming additional subcommittees with new people.

ii. Building & Grounds Committee- S. Rudnicki presented the report

- The Hands painted the front railing and the sculpture, which were sandblasted by Blast All from Jamestown. The sculpture is at the front NE corner of the building
- Bunting was put up for the July 4 holiday
- The doors were completed in the Main Reading Room to secure displays.
- New bike racks were installed at the front steps and also by the accessible entrance.
- Air conditioner maintenance was done. The one in the Main Reading Room is still not working. Company is checking on warranty and parts.

iii. Fundraising Committee

- Book Sale looks to be in good shape.
- Auction preparation is on schedule.

8. Unfinished Business

i. Discussion of Committee Structure and Proposed Bylaw Amendment-

S. Rudnicki presented

- The bylaws regarding committee structure will be kept as is.
- Finance committee will have 5 members

9. New Business

- i. Approval of Summer Youth Page Appointment-** A motion was made by J. Johnson to approve the hire of Willa Seehausen as the summer youth library page, all in favor.
- ii. Approval of New York State Annual Report 2025-** B. Kittle made a motion to approve the NYS Annual Report for 2025, K. Richmond seconded, all in favor.
- iii. Approval of Trustee Appointment: David Martin-** K. Richmond made a motion to approve David Martin as a Trustee, J. Johnson seconded. One abstained, all others in favor. Motion passed.

10. Public Expression

11. Adjournment- S. Rudnicki adjourned the meeting at 7:26

PATTERSON LIBRARY

DIRECTOR'S REPORT

MEGAN HEGNA
PATTERSON LIBRARY

Prepared for Board of Trustees Meeting on September 10, 2026

Director's Snapshot (Key Updates)

- The 2026 **"Unearth a Story" Summer Reading Program** concluded with 180 participants logging **136,220 minutes of reading**, a 36% increase in reading minutes over 2025.
- Sandra Hurd and Joel Potash donated **\$20,000** toward the reprinting of Patterson Library's World War I poster catalog and improved preservation of the poster collection.
- Preliminary **Annual Benefit Auction** gross income is \$24,899.24, approximately 11% above 2025.
- All computers funded through the **Ralph C. Wilson, Jr. Foundation Rural Library Grant** have been purchased and installed. Planning is now underway for the flexible furniture portion of the project.
- CCLS was unable to advance Patterson Library's **2026 NYS Library Construction Aid Intent to Apply** because requests exceeded available funding. The library was encouraged to apply again next year.

Administrative News

- Patterson Library is in the process of transitioning payroll processing from **Paychex to ADP**.
- J. Hogenboom and I are scheduled to meet with CCLS staff on September 11 to discuss **cataloging protocols** and procedures.
- At S. Rudnicki's request, I contacted **Chautauqua Opportunities, Inc.** about Patterson Library becoming a Safe Place location. Their staff plans to meet with us in September to review the program requirements and annual agreement.

Grants & Strategic Initiatives

- All computers funded through the **Ralph C. Wilson, Jr. Foundation Rural Library Grant** have now been purchased and installed, completing the technology replacement portion of the project. V. Thomas and I met with AJ Grack Design at their Erie studio to review furniture options for the flexible workspace improvements. The next step will be an on-site visit from the design team.

- Sandra Hurd and Joel Potash donated **\$20,000** toward the long-discussed reprinting of Patterson Library's World War I poster catalog and improved preservation of the collection. I am currently obtaining quotes for re-matting and preservation work.

Facilities & Capital Projects

- CCLS notified us that Patterson Library's **2026 NYS Library Construction Aid Intent to Apply** was not selected to advance to a full application. Requests exceeded the funding available through CCLS this year, and we were encouraged to apply again during the next cycle. I asked that the proposed air handler be kept in consideration should additional funding become available.
- I have also been working on **closing out previous NYS Construction Grants**. For the Building Preservation/Kitchenette project, I am preparing a formal Amendment to Scope reflecting changes to the remaining kitchenette work.
- The **Heating Upgrades project** has remained open longer than anticipated. S. Rudnicki and I have continued to follow up with JMI, and they are scheduled to return the week of September 14 to continue work on the heating system controls and pumps.

Programming News – Youth Services, V. Thomas

- The 2026 Summer Reading Program, **“Unearth a Story,”** concluded August 12. This year, **180 children and teens participated and logged 136,220 minutes of reading**. 17 Summer Reading programs drew a combined attendance of **1,334**.
- Highlights included the Erie Zoo's **Living Dinosaurs**, attended by 224 children and adults, and Dr. Thomas Hegna's **Unearthing Fossils**, attended by 211. Other programs explored worms, forest management, conservation, fossils and local geology, the Sheriff's K-9 Unit, and social-emotional learning. Teen offerings included movie and paint nights, a video game tournament, and cookie decorating.
- Compared with 2025, reading increased from **100,515 to 136,220 minutes**, an increase of approximately 36%. Program attendance also increased from 1,277 to 1,334. Staff received positive feedback from families throughout the summer, particularly about the variety of programs, the welcoming atmosphere of the Children's Department, and efforts to make activities accessible to children with different needs.

Programming News – Adult Services, N. Ensign

- Adult programming continued throughout July and August with regular book clubs, Cozy Crafters, gallery exhibitions, and special programs. July offerings included an author talk with Thomas Herr, wellness workshops, and receptions for Jennalyn Speer and Sandra Maggio.
- August programs included Felted Vessels with Deb Penley, attended by 17 participants, and Botanical Cyanotypes, attended by 11. Cozy Crafters recorded 31 visits in July and 32 in August.

- The Octagon Gallery welcomed Joseph Grice’s “Revenance” in August, while Sandra Maggio’s *Nature Unfiltered* continued on 13 Walls. The CCHS Fireside Lecture Series resumes September 3.

Fundraising and Development

- Preliminary figures for the **Annual Benefit Auction & Chicken Dinner** show gross income of **\$24,899.24**, compared with \$22,477.04 in 2025. Final income and expenses are still being reconciled.
- The **Annual Book Sale** generated at least **\$1,440 in cash receipts**. The sale was held July 16–18, following the Patterson Society members’ pre-sale on July 15.

Community Partnerships & Outreach

- Planning continues for the **Westfield Cemetery Tour Through History**, scheduled for September 25 and 26. Tickets are now available through the library website. I have been coordinating with our partner organizations and will help promote the event in costume during the Grape & Wine Festival the preceding weekend.
- The Children’s Department will also participate in the **Grape & Wine Festival** with activities that weekend, including a Friday movie and live animals on Saturday.

Board Awareness / Upcoming Decisions

- The **November Board meeting** will include approval of the **2027 budget and library calendar**. The Finance Committee should anticipate additional meetings this fall as the proposed budget is developed. The Personnel Committee will also need to meet to review staff wages and benefits and make recommendations to the Finance Committee for budget planning.
- Patterson Library’s current **Strategic Plan covers 2022–2027**. This fall is an appropriate time for the Long Range Planning Committee to begin preliminary work toward the next planning cycle, including community fact-finding and identifying opportunities for public input.
- The **CCLS Annual Meeting** will be held October 13. A sign-up form will be available at the September meeting for trustees who would like to attend.
- I will distribute the library’s **annual trustee compliance materials** before the November meeting. Trustees will need to complete their annual training attestation and sexual harassment prevention training requirement. Materials may be returned in advance or completed at the November meeting.

By the Numbers

Selected Outputs:	July 2026	July 2025	July 2024	July 2023	July 2022
Adult Book Circulation	809	948	900	854	722
Children's Book Circulation	1543	1649	1546	1066	964
Downloadable/Streaming	607	495	507	414	445
Other Circulation	831	604	750	733	525
All Items Circulation	3790	4036	3703	3067	2656
Visits	4932	5613	4860	2083	2478
Reference Questions	352	400	114	81	70

Selected Outputs:	August 2026	August 2025	August 2024	August 2023	August 2022
Adult Book Circulation	730	851	827	874	805
Children's Book Circulation	1123	1158	1018	937	730
Downloadable/Streaming		498	532	464	420
Other Circulation	966	510	808	874	623
All Items Circulation	(2819)	3127	3185	3149	2578
Visits	3906	4204	3671	2034	1975
Reference Questions	346	246	116	89	63

Patterson Library

Balance Sheet
As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Cash on hand	154.00
Community Bank CD	0.00
Community Bank Operating Fund	84,951.28
Community Money Market	79,015.76
Lake Shore Bank Accounts	<u>\$0.00</u>
Total for Bank Accounts	<u>\$164,121.04</u>
Accounts Receivable	\$0.00
Other Current Assets	
Investment Accounts	
Charles Schwab Investment Acct	\$5,478,862.13
Offset	0.00
Total for Charles Schwab Investment Acct	\$5,478,862.13
Dieffenbach Kappler Fund	207,940.04
Total for Investment Accounts	\$5,686,802.17
Undeposited Funds	9,123.64
Total for Other Current Assets	\$5,695,925.81
Total for Current Assets	\$5,860,046.85
Fixed Assets	<u>\$857,681.05</u>
Other Assets	<u>\$35,900.00</u>
Total for Assets	\$6,753,627.90
Liabilities and Equity	\$6,753,627.90

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - August, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Capital Income			
Capital Gifts_13.2		56,817.00	
State Construction_13.4	55,915.00	119,987.00	46.60 %
Total Capital Income	55,915.00	176,804.00	31.63 %
Channel sales			
Square sales	9,373.20		
Total Channel sales	9,373.20		
Community Bank Income	190.50		
Operating Income			
CCLS Funding_11.8			
CCLS Grants_11.7	3,444.75	5,000.00	68.90 %
State Aid (LLSA)_11.3	220.00	2,000.00	11.00 %
Total CCLS Funding_11.8	3,664.75	7,000.00	52.35 %
Earned Income			
Book & Equipment Sales_11.18	3,072.70	3,000.00	102.42 %
Charges_11.17			
Copier Charges_11.17	2,274.96	3,000.00	75.83 %
Fines_11.17	319.46	200.00	159.73 %
Total Charges_11.17	2,594.42	3,200.00	81.08 %
Fund Raisers_11.15			
Fundraisers_11.15	40,387.49	20,000.00	201.94 %
Pat Society memberships_11.15	7,980.00	17,000.00	46.94 %
Total Fund Raisers_11.15	48,367.49	37,000.00	130.72 %
Merchandise Sales_11.18	7.00	400.00	1.75 %
Total Earned Income	54,041.61	43,600.00	123.95 %
Local Funding_11.2			
Town of Westfield_11.1	36,000.00	48,000.00	75.00 %
Village of Westfield_11.1	28,000.00	37,500.00	74.67 %
WACS_11.1		11,000.00	
Total Local Funding_11.2	64,000.00	96,500.00	66.32 %
Private Funding_11.14			
Art and Archives	1,000.00		
Program Funding			
Adult Grants and Gifts_11.14			
Autograph books program	3,000.00		
Total Adult Grants and Gifts_11.14	3,000.00		
Children's Grants & Gifts_11.14	475.00	400.00	118.75 %
Total Program Funding	3,475.00	400.00	868.75 %
Unrestricted			
General Gifts & Memorials_11.14	104,891.56	25,000.00	419.57 %
Greenway / Empire Energy_11.14	169.13		

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - August, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total General Gifts & Memorials_11.14	105,060.69	25,000.00	420.24 %
Refunds	81.98		
Reimbursements	510.00		
Total Unrestricted	105,652.67	25,000.00	422.61 %
Total Private Funding_11.14	110,127.67	25,400.00	433.57 %
Total Operating Income	231,834.03	172,500.00	134.40 %
Total Income	\$297,312.73	\$349,304.00	85.12 %
Cost of Goods Sold			
Channel selling fees			
Square fees	249.56		
Total Channel selling fees	249.56		
Total Cost of Goods Sold	\$249.56	\$0.00	0.00%
GROSS PROFIT	\$297,063.17	\$349,304.00	85.04 %
Expenses			
Capital Expenses			
Building and Equipment Expenses			
Incidental construction		5,000.00	
Other building and equipment	34,143.98	56,817.00	60.09 %
Total Building and Equipment Expenses	34,143.98	61,817.00	55.23 %
Construction	13,512.69		
Equipment		0.00	
Total Construction	13,512.69	0.00	
Total Capital Expenses	47,656.67	61,817.00	77.09 %
Operating Expenses_12.32			
Library Materials_12.9	21,358.08	34,800.00	61.37 %
Personnel Expenses_12.5			
Employee Benefits	43,521.41	60,465.00	71.98 %
Salaries	168,960.12	251,465.00	67.19 %
Total Personnel Expenses_12.5	212,481.53	311,930.00	68.12 %
Programs			
Adult			
Adult special guests_12.21	1,582.13	2,500.00	63.29 %
Adult supplies_12.23	220.45	1,500.00	14.70 %
Autograph books program	2,655.95		
Total Adult	4,458.53	4,000.00	111.46 %
Art and Archives	468.65	200.00	234.33 %
Child			
Child supplies_12.23	2,358.37	3,700.00	63.74 %
2026 Dino kits	1,372.19		
Total Child supplies_12.23	3,730.56	3,700.00	100.83 %
Children's special guests_12.21	1,510.28	2,000.00	75.51 %

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - August, 2026

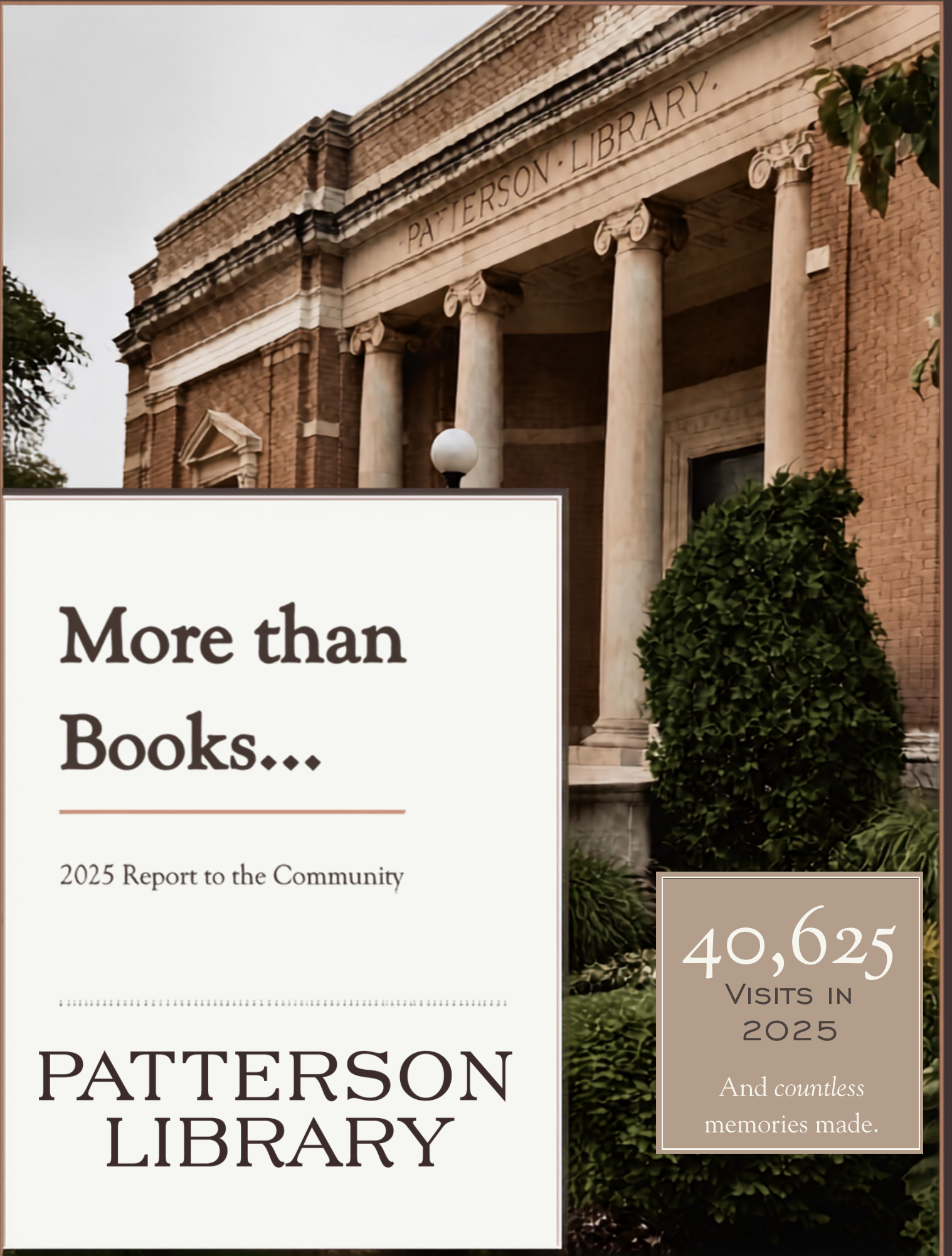
	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total Child	5,240.84	5,700.00	91.94 %
Total Programs	10,168.02	9,900.00	102.71 %
Supplies and Maintenance			
Building O&M_12.17			
Capital Equipment_12.11	1,204.70	1,200.00	100.39 %
Custodial supplies_12.16	633.36	1,300.00	48.72 %
Electric_12.16	1,490.14	2,000.00	74.51 %
Elevator service agreemnt_12.16	1,480.27	1,700.00	87.07 %
Gas_12.16	6,813.06	7,350.00	92.69 %
HVAC Service Agreement_12.16		10,000.00	
Insurance_12.16	11,835.64	11,300.00	104.74 %
Landscaping_12.16	1,471.01	2,100.00	70.05 %
Repairs_12.14	451.80	2,300.00	19.64 %
Security Service Agreemnt_12.16		400.00	
Water_12.16	657.40	1,100.00	59.76 %
Total Building O&M_12.17	26,037.38	40,750.00	63.90 %
Fund Raising	2,843.91	5,600.00	50.78 %
Library Operations			
Equipment & Technology_12.22	1,263.83	2,500.00	50.55 %
Equipment repairs_12.22	3,507.77		
Marketing and memberships_12.23	1,160.00	1,600.00	72.50 %
Miscellaneous	635.17		
Office/Library Supplies_12.18	3,369.50	2,700.00	124.80 %
Postage/Freight_12.23	156.00	700.00	22.29 %
Professional & Consultant Fees_12.21	5,090.00	7,000.00	72.71 %
Professional Development_12.23	777.76	2,500.00	31.11 %
Software and Web Services_12.23	3,044.58	2,500.00	121.78 %
Telephone/Internet_12.19	887.92	2,500.00	35.52 %
Total Library Operations	19,892.53	22,000.00	90.42 %
Printing			
Copier Lease and Service_12.22	1,642.76	4,000.00	41.07 %
Copier Supplies_12.18	252.89	320.00	79.03 %
Total Printing	1,895.65	4,320.00	43.88 %
Total Supplies and Maintenance	50,669.47	72,670.00	69.73 %
Total Operating Expenses_12.32	294,677.10	429,300.00	68.64 %
Retirement payable	-804.77		
Total Expenses	\$341,529.00	\$491,117.00	69.54 %
NET OPERATING INCOME	\$ -44,465.83	\$ -141,813.00	31.36 %
Other Income			
Restricted Activity	286,949.60	183,000.00	156.80 %
Total Other Income	\$286,949.60	\$183,000.00	156.80 %

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - August, 2026

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
NET OTHER INCOME	\$286,949.60	\$183,000.00	156.80 %
NET INCOME	\$242,483.77	\$41,187.00	588.74 %



More than Books...

2025 Report to the Community

.....

PATTERSON LIBRARY

40,625

VISITS IN
2025

*And countless
memories made.*

... it's community and connection.

3,948

COMPUTER USES

3,663

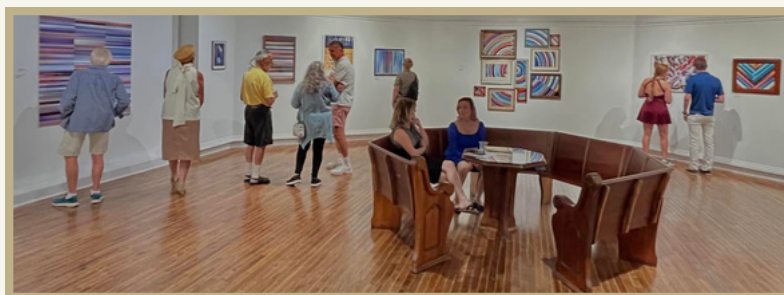
WI-FI SESSIONS

2,825

QUESTIONS ANSWERED

16

PUBLIC COMPUTERS



38,088

ITEMS BORROWED



SUMMER READING
PARTICIPANTS

265

MINUTES READ

100,715

SUMMER READING EVENT
ATTENDEES

1,449

Summer Reading brings children and families together.

... it's preserving what matters.



In 2025, our volunteer Helping Hands saved the library tens of thousands of dollars by installing new carpet and shortening the mezzanine bookshelves to improve ADA access.

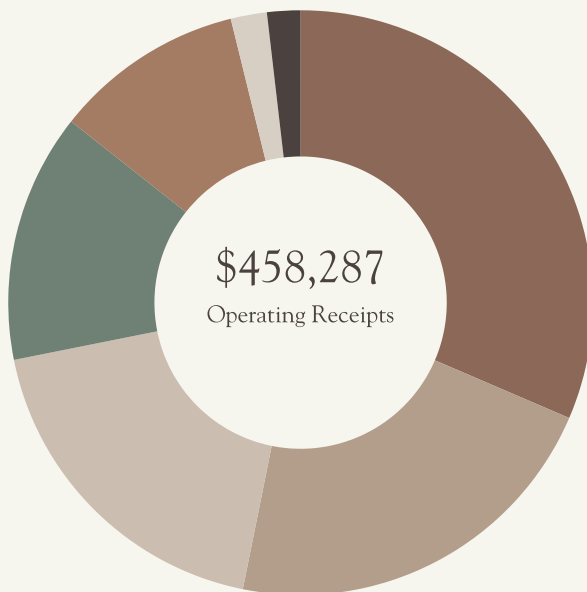
CAPITAL IMPROVEMENTS INCLUDED:

\$160,000 in masonry work

\$15,000 for a new fire safety system

Both projects received 75% or more in New York State Library Construction Grant Funding.

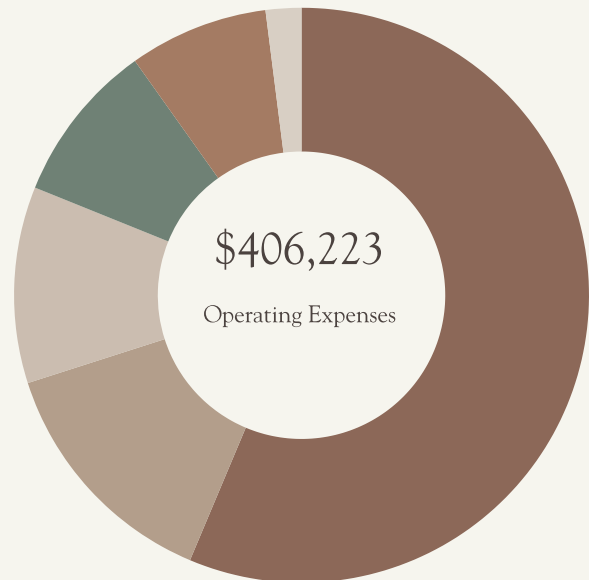
WHERE OUR SUPPORT CAME FROM



● Gifts & Endowments	31.5%
● Local Public Funding	21.7%
● Endowment Support	18.7%
● Fundraising	13.8%
● Employee Retention Credit*	10.5%
● Library System Grants	2.0%
● Library Charges & Other	1.8%

* Employee Retention Credit reflects one-time federal funds received in 2025.

WHERE THE MONEY WENT



● Salaries	56.3%
● Employee Benefits	13.7%
● Library Operations	11.0%
● Building & Utilities	9.1%
● Library Materials	7.8%
● Programs	2.0%

Patterson Library is supported through a combination of public funding, private generosity, fundraising, endowment support, grants, and library-generated revenue.

... it's what we make possible together.

Thank you to our patrons, volunteers, donors, community partners, trustees, and staff for being part of that story in 2025.



2025 Board of Trustees

Joan Caruso

Barbara Kittle

Laura Schofield

Chris Riedesel

Linda Dunn

Jennifer Johnson

Joseph Spann

Tim Roets

Pete Holt

Kathy Richmond

Carolyn Thomas

Steve Rudnicki

To be continued...

Patterson Library's story continues every time someone walks through our doors, borrows a book, attends a program, asks for help, discovers something new, or chooses to support us.

Thank you for being part of what comes next.

PATTERSON LIBRARY

40 SOUTH PORTAGE STREET · WESTFIELD, NY

716-326-2154 • THEPATT.ORG

MEMORANDUM

To: Patterson Library Board of Trustees

From: Megan Hegna, Library Director

Date: September 10, 2026

Subject: Proposed Personnel Policy Amendments – Vacation and New York State Leave Requirements

Summary

The Personnel Committee recommends several updates to the Personnel Policy. Some changes are needed to keep the policy current with New York State leave requirements. One additional change would increase the maximum vacation available to part-time employees who regularly work 30 or more hours per week.

The proposed changes address:

- Vacation for employees working 30 or more hours per week;
- Paid Prenatal Leave;
- Paid Family Leave; and
- Sick Leave.

Action Requested

The Board of Trustees is asked to approve the proposed Personnel Policy amendments as presented, effective September 10, 2026.

1. Vacation – 30+ Hour Part-Time Employees

WHAT IS CHANGING: Employees who regularly work 30 or more hours per week would be able to earn up to three weeks of vacation instead of the current two-week maximum.

The way vacation is earned would not change. These employees would continue to receive one additional Work Day of vacation each year after their first five calendar years until they reach the new three-week maximum. (Work Days are defined earlier in the policy reflecting an employee's weekly hours divided by five.)

2. Paid Prenatal Leave

WHY THIS IS BEING ADDED: New York State began requiring Paid Prenatal Leave on January 1, 2025. Because the Library's current Personnel Policy predates this requirement, Paid Prenatal Leave is not currently addressed in the policy.

3. Paid Family Leave

WHAT IS CHANGING: The Library already has a Paid Family Leave section. The proposed amendment simplifies it and removes specific benefit amounts and eligibility details that are set by New York State and may change over time.

4. Sick Leave

WHAT IS CHANGING: The Sick Leave section would be clarified to better describe when sick leave may be used and to make clear that Sick Leave, Paid Family Leave, and Paid Prenatal Leave are separate benefits.

The Library's existing sick leave accrual structure, including the maximum accumulation of 60 Work Days, would remain unchanged.

Recommendation

The Personnel Committee recommends approval of these amendments. Three of the changes update or clarify the Personnel Policy to reflect current New York State leave requirements. The vacation amendment is a separate benefit change that would allow employees regularly working 30 or more hours per week to earn up to three weeks of vacation.

Suggested Motion

Motion to approve the amendments to the Patterson Library Personnel Policy regarding Vacation, Paid Prenatal Leave, Paid Family Leave, and Sick Leave as presented, effective September 10, 2026.

References for Trustee Review

- * New York State Department of Labor – Paid Prenatal Leave
- * New York State Department of Labor – Paid Sick Leave
- * New York State Workers' Compensation Board – Paid Family Leave

PATTERSON LIBRARY

PERSONNEL POLICY – PROPOSED AMENDMENTS

For Board Consideration: September 10, 2026

1. VACATION – PART-TIME STAFF

CURRENT LANGUAGE

Part-Time Staff (work 20+ hours a week)

Full Calendar Years 1-5: One week vacation

Every calendar year after, part-time staff will be given 1 additional day of vacation until a maximum of 2 weeks is reached. Vacation for part-time employees is paid out at their standard rate of pay for the normal amount of weekly scheduled hours.

PROPOSED LANGUAGE

Part-Time Staff (work 20+ hours a week)

Full Calendar Years 1-5: One week vacation.

Every calendar year after, part-time staff will be given one additional Work Day of vacation until a maximum of two weeks is reached. **Part-time employees regularly scheduled to work 30 or more hours per week will continue to accrue one additional Work Day of vacation each calendar year until a maximum of three weeks is reached.**

Vacation for part-time employees is paid out at their standard rate of pay for the normal amount of weekly scheduled hours.

2. PAID PRENATAL LEAVE

CURRENT LANGUAGE

No Paid Prenatal Leave section currently appears in the Personnel Policy.

PROPOSED LANGUAGE – NEW SECTION

Paid Prenatal Leave

Patterson Library complies with New York State Labor Law § 196-b regarding Paid Prenatal Leave. Employees are entitled to up to 20 hours of Paid Prenatal Leave during a 52-week period for qualifying pregnancy-related health care services.

Paid Prenatal Leave is available in addition to Paid Sick Leave, Paid Family Leave, vacation leave, and other available leave benefits and will be administered in accordance with applicable New York State law.

3. PAID FAMILY LEAVE

CURRENT LANGUAGE

Paid Family Leave

Patterson Library follows the guidelines set forth by the NYS Paid Family Leave Act. Employees are guaranteed wage replacement for the following: maternity/paternity leave, family caregiving, or to relieve family pressure when someone is called to active military service.

An employee receives job protection and continuation of health insurance during the time off. An employee must have a regular work schedule of 20+ hours a week for eligibility to begin at week 26. Employees who work less than 20 hours a week are eligible after 175 days worked.

The employee is allowed up to 12 weeks available, with a max percentage of 67% of employee average weekly wage, and a cap percentage of 67% of State average weekly wage.

PROPOSED LANGUAGE

Paid Family Leave

Patterson Library complies with the New York State Paid Family Leave Law.

Eligible employees may take Paid Family Leave for qualifying reasons permitted under New York State law, including bonding with a newly born, adopted, or foster child; caring for a family member with a serious health condition; or assisting with qualifying family needs arising from a family member's active military service.

Eligible employees are entitled to job protection and continuation of health insurance during approved Paid Family Leave, as required by law.

Eligibility requirements, duration of leave, employee contributions, wage replacement, and benefit limits shall be administered in accordance with applicable New York State law and may change as required by statute or regulation.

4. SICK LEAVE

CURRENT LANGUAGE – RELEVANT PORTIONS

Sick leave is intended to preserve the normal employment relationship during brief periods of disability based on the assumption that the employee will return to work when the disability ceases.

The duration of the coverage is determined by the number of days accrued by the full-time or part-time employee at the time of disablement. Salaried employees as well as full-time and part-time employees may accrue up to a total of 60 Work Days. Sick leave will be accrued as follows per NYS law: 1 hour of sick leave for every 30 hours work.

Absences under emergency conditions resulting from illness in the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, father- and mother-in-law and others living in the employee's home) which require the employee's attendance at home may be covered. Long term caregiving will be covered under the NYS Paid Family Act.

PROPOSED LANGUAGE

Sick leave may be used for the employee's own mental or physical illness, injury, health condition, medical diagnosis, treatment, or preventive care, or to care for a qualifying family member under New York State Paid Sick Leave law.

Salaried employees as well as full-time and part-time employees may accrue up to a total of 60 Work Days. Sick leave will be accrued as follows per NYS law: one hour of sick leave for every 30 hours worked.

Paid Sick Leave is separate from Paid Family Leave and Paid Prenatal Leave. Sick leave will be administered in accordance with applicable New York State law and the provisions of this Personnel Policy.

Proposed Effective Date: September 10, 2026, upon approval by the Patterson Library Board of Trustees.

MEMORANDUM

To: Patterson Library Board of Trustees

From: Megan Hegna, Director

Date: September 10, 2026

Subject: Dolly Parton's Imagination Library – Preliminary Program Information

Purpose

This memo provides preliminary information regarding possible Patterson Library participation in Dolly Parton's Imagination Library for Board discussion.

Program Overview

Dolly Parton's Imagination Library provides enrolled children with one age-appropriate book each month from birth through age five, regardless of family income.

Books are selected, purchased, processed, and mailed directly to participating children through the Imagination Library program. A local sponsoring organization does not purchase or mail individual books.

Local responsibilities include promoting the program, enrolling eligible families, maintaining registration information, and securing the funding necessary to support local participation.

Potential Service Population

Based on U.S. Census Bureau American Community Survey data reviewed in August, ZIP Code 14787 is estimated to include approximately 135 children ages 0–5.

The geographic area Patterson Library would serve through the program has not yet been determined. One question for consideration is whether participation would be based on the 14787 ZIP Code or another defined service area.

Estimated Cost

Current Imagination Library information estimates a cost of approximately \$2.60 per enrolled child per month.

At a maximum enrollment of 135 children:

Estimated Cost	
Monthly cost at full enrollment	\$351
Annual cost at full enrollment	\$4,212

Actual initial costs may be lower because enrollment generally builds over time.

New York State Grant Opportunity

New York State currently has a competitive grant opportunity available to libraries and other nonprofit organizations participating in Dolly Parton’s Imagination Library.

The grant may fund up to 50% of book and mailing costs, with the participating local organization responsible for the remaining share.

At full enrollment of 135 children and the current estimated program cost:

Estimated Annual Cost	
Total program cost	\$4,212
Potential 50% state share	\$2,106
Potential local share	\$2,106

The current grant application deadline is September 28, 2026. Grant funding is competitive and is not guaranteed to continue in future years.

Jeanne Dieffenbach Kappler Fund

During preliminary Board discussion, the question was raised whether the Jeanne Dieffenbach Kappler Fund could be used toward the local cost of Imagination Library.

The original 2017 gift letter states that only interest is to be used so that the principal remains intact and that funds are:

“to be spent solely for materials (print and non-print) which are appropriate for children from infants through age 6.”

The letter provides limited exceptions for professional selection materials and guides for parents using books with children and states:

“It is not to be used for programs or other similar activities.”

The original gift was described as establishing a perpetual fund for the purchase of library materials for young children.

The retained principal of the Kappler Fund is currently \$161,900, with a current market value of \$221,083. The 2026 library budget includes a \$5,000 withdrawal from the fund, which has not yet been taken.

Because Imagination Library books would be mailed directly to participating children rather than purchased as materials for the Patterson Library collection, the applicability of the Kappler Fund restriction to this expense has not been determined.

Items for Board Discussion

The Board may wish to consider:

- Whether Patterson Library wishes to pursue participation in Dolly Parton's Imagination Library.
- What geographic service area would be appropriate.
- Whether to apply for the current New York State grant before the September 28 deadline.
- How Patterson Library would fund the required local share and any future costs if state support were reduced or discontinued.
- Whether additional clarification is needed regarding permissible use of the Jeanne Dieffenbach Kappler Fund before considering it as a funding source.