

November 9, 2023

7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

SEPTEMBER MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Branding Committee – J.J.
Building & Grounds – S.R.
Patterson Society – J.S.
Personnel Committee—M.B.

UNFINISHED BUSINESS

Preserve New York & Building Condition Survey

ByLaws for Discussion

NEW BUSINESS

2024 Budget Vote

2024 Schedule Vote

Policy Approval Votes

- Customer Service Policy
- Gallery Space Policy
- Gallery Loan Form
- Gallery Space Agreement
- Recording Policy

PUBLIC EXPRESSION

ADJOURN

Patterson Library Board Meeting Minutes September 14, 2023

Meeting was called to order by President Jennifer Johnson at 7:01 p.m.

Present- Joseph Spann, Steve Rudnicki, Carl VandeVelde, Joan Caruso, Sue Scriven, Jennifer Johnson, Mary Bivens, Barbara Kittle, Peter Holt, Tim Roets, Mara Rubin, Linda Dunn, Kathy Richmond, Diana Hamann

Also present- Megan Hegna, Director

Absent- none

Secretary's Report- see attached minutes. Moved to accept by Pete Holt; Seconded by Barbara Kittle; Approved.

Treasurer's Report-see attached, filed for audit.

Library Director's Report- see attached. Linda Dunn made a motion that a plaque in memory of David Correll be attached to the AEDs; Seconded by Kathy Richmond; Approved.

Committee Reports:

Branding- see attached report, no questions or comments

Buildings and Grounds- See attached report. Question was raised concerning donated chairs with name plaques that are in storage. Motion was made by Diana Hamann to contact the families of those named on the chairs to see if they wanted them; Seconded by Joe Spann; Approved.

Finance- Committee needs to meet on needs as per Tim Roets.

Patterson Society- no report.

Motion to adjourn at 8:20 by Carl VandeVelde; Seconded by Steve Rudnicki; Approved.

Personnel Committee Report 9/14/23

The Personnel Committee met on September 5, 2023 for a preliminary discussion on personnel costs for the 2024 budget. We are waiting for information on healthcare insurance costs and a meeting with the Finance Committee before making recommendations.

Submitted by Mary Bivens, Chair

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on November 9, 2023

Administrative News

Carolyn Hughesman from CCLS joined us for **Professional Development Day** on October 16th, focusing on training for our circulation and cataloging software.

Rebecca Snyder (clerk) and I attended the **CCLS Annual Meeting** in Ellicottville which included training for responses to censorship challenges and book bannings, first amendment “audits”, and a brief look at collection development policy writing.

On Sept. 14, the IRS announced that it is placing a moratorium on processing new **Employee Retention Tax Credit (ERTC)** claims until at least the start of 2024. Existing claims (like ours) received by the IRS before Sept. 14 will continue to be processed but at a slower pace. According to the IRS statement, the agency has experienced a surge in improper claims and needs to create safeguards to prevent future abuse. The moratorium on processing new claims and a longer processing time for existing claims allows the IRS time to address these concerns.

Facility News

Grant Statuses: FY 2024 -- in application process, FY 2023 – in progress, FY 2022 – in progress, FY 2021 – in progress

FY 2023 Grant: We received a check for the major portion of this award amounting to \$113,121. The Building Preservation 2023 NYS Construction Grant includes repointing and waterproofing the remaining bricks on the original building, repairing the chipped marble on the front upper cornice, fixing the front steps, and the kitchenette remodel.

FY 2024 Grant: CCLS submitted our application for a 2024 NYS Construction Grant to the Department of Library Development (DLD). The outdated heating system in the original library is unreliable and upgrades are needed for comfort and energy efficiency.

Technology News:

CCLS IT is coordinating with us to get updated wiring using **2024 E-Rate funding**. E-Rate funding would provide for 75% of the project costs. Numbers will be shared when available.

Two **overnight internet outages** were required by CCLS to upgrade our internet connection and firewall. Although the project was only going to originally cause a single outage, there were no problems from either instance.

Other system libraries and I have authorized renewal of our **DeepFreeze software** contract for three years to secure a 30% discount over a single year contract. DeepFreeze is the software that is installed on every public computer. This software allows patrons to change Windows, create files, delete things,

possibly even contract a virus, but with a reboot everything goes back to just how it was. This saves time cleaning spyware and viruses, and easily protects patron privacy.

Fundraising News

- **Cemetery Tours** final monetary numbers are complete. With 150 people in attendance, the event garnered \$3,763.54 with a \$750 sponsorship from Basil Chevrolet and a \$300 sponsorship from Johnson Estates Winery. Total expenses were \$904.70. Total net income was \$2,818.84--split four ways between Patterson Library, Lake Shore Center for the Arts, Chautauqua County Historical Society, and Westfield Cemetery Association. Each group earned \$704.71.

Did you know? *Scholastic Book Fairs in the News*

In national news, Scholastic, the children's book publisher, faced criticism for separating some books about race, gender, and sexuality at school book fairs, in response to recent laws restricting content in schools. The company designated 64 titles as optional for the book fairs, but this move was met with public backlash, with critics accusing Scholastic of accommodating censorship. These laws, primarily in conservative-led states, generally restrict discussions and books related to racism and LGBTQ identities. However, after acknowledging the separate catalog, Scholastic apologized for causing pain and pledged to work to combat the laws restricting children's access to books.

Action Idea *Hall of Trees at the Library*

Any help available for set up of Christmas decorations on Mon. Nov. 13 at 10am, or tear down on Mon. Jan. 8 at 10am would be welcome. Please invite friends or other organizations to participate by contacting the library and bringing decorated trees, or ornaments for our extra trees.

By the Numbers:

	September 2023	September 2022
Adult Book Circulation	758	688
Children's Book Circulation	794	583
Downloadable/Streaming	422	378
Other Circulation	445	545
All Items Circulation	2419	2194
Visits	1408	1818
Reference Questions	70	58

	October 2023	October 2022
Adult Book Circulation	789	755
Children's Book Circulation	865	672
Downloadable/Streaming	467	412
Other Circulation	536	526
All Items Circulation	2657	2365
Visits	1332	875
Reference Questions	97	59

PATTERSON LIBRARY

Treasurer's Report

October 31, 2023

OPERATING ACCOUNT	2023				2022				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
January	\$106,211.22	\$2,341.03	\$34,144.86	\$74,407.39	\$146,713.95	\$13,647.73	\$63,437.84	\$96,923.84	-\$22,516.45
February	\$74,407.39	\$11,886.65	\$30,425.07	\$55,868.97	96,923.84	22,428.50	23,576.10	95,776.24	-\$39,907.27
March	\$55,868.97	\$14,759.16	\$25,869.88	\$44,758.25	95,776.24	3,488.70	26,300.83	72,964.11	-\$28,205.86
April	\$44,758.25	\$80,408.45	\$28,545.22	\$96,621.48	72,964.11	2,201.84	25,739.61	49,426.34	\$47,195.14
May	\$96,621.48	\$29,928.79	\$39,318.48	\$87,231.79	49,426.34	28,574.72	37,880.77	40,120.29	\$47,111.50
June	\$87,231.79	\$11,417.64	\$30,415.63	\$68,233.80	40,120.29	72,265.28	23,798.49	88,587.08	-\$20,353.28
July	\$68,233.80	\$4,188.33	\$29,567.38	\$42,854.75	88,587.08	2,928.23	30,760.25	60,755.06	-\$17,900.31
August	\$42,854.75	\$41,971.08	\$26,449.34	\$58,376.49	60,755.06	30,332.06	24,523.03	66,564.09	-\$8,187.60
September	\$58,376.49	\$4,165.54	\$25,695.40	\$36,846.63	66,564.09	6,642.80	23,860.28	49,346.61	-\$12,499.98
October	\$36,846.63	\$38,758.50	\$35,582.89	\$40,022.24	49,346.61	5,910.50	25,882.10	29,375.01	\$10,647.23
November	\$40,022.24			\$40,022.24	29,375.01	51,239.06	29,934.70	50,679.37	-\$10,657.13
December	\$40,022.24			\$40,022.24	50,679.37	111,604.22	56,072.37	106,211.22	-\$66,188.98
Totals		\$239,825.17	\$306,014.15		\$146,713.95	\$351,263.64	\$391,766.37	\$106,211.22	-\$39,638.30

CAPITAL ACCOUNT	2023				2022				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
January	\$20,127.59	\$37,224.69	\$134.98	\$57,217.30	\$92,449.33	35,019.51	1,988.72	\$125,480.12	-\$68,262.82
February	\$57,217.30	\$8.68	\$472.25	\$56,753.73	125,480.12	18.46	2,844.40	122,654.18	\$65,900.45
March	\$56,753.73	\$9.58	\$436.00	\$56,327.31	122,654.18	20.44	2,233.40	120,441.22	\$64,113.91
April	\$56,327.31	\$7,008.48	\$3,792.05	\$59,543.74	120,441.22	19.06	0.00	120,460.28	\$60,916.54
May	\$59,543.74	\$10.54	\$1,690.12	\$57,864.16	120,460.28	21.02	0.00	120,481.30	\$62,617.14
June	\$57,864.16	\$1,079.56	\$0.00	\$58,943.72	120,481.30	17,021.80	0.00	137,503.10	\$78,559.38
July	\$58,943.72	\$9.88	\$0.00	\$58,953.60	137,503.10	7.88	123,545.28	13,965.70	-\$44,987.90
August	\$58,953.60	\$17,073.43	\$19,029.52	\$56,997.51	13,965.70	2.32	849.82	13,118.20	-\$43,879.31
September	\$56,997.51	\$8.98	\$0.00	\$57,006.49	13,118.20	2.06	0.00	13,120.26	-\$43,886.23
October	\$57,006.49	\$113,144.16	\$37,409.26	\$132,741.39	13,120.26	2.12	0.00	13,122.38	-\$119,619.01
November	\$132,741.39			\$132,741.39	13,122.38	2.03	0.00	13,124.41	-\$119,616.98
December	\$132,741.39			\$132,741.39	13,124.41	7,003.18	0.00	20,127.59	-\$112,613.80
Totals		\$175,577.98	\$62,964.18		\$92,449.33	\$59,139.88	\$131,461.62	\$20,127.59	-\$72,321.75

Comments:

1. The cash balance in the Operating account is \$40,000. Funds from the Town and Village and our second annual draw in November will improve this number. We still await ERTC funds. Repayment from Capital Account of \$35,000 has occurred.
2. The cash balance in the Capital account at October 31, 2023 is nearly \$133,000. State Grant of \$113,000 received for Building Maintenance. The Capital account has repayed the Operating account \$35,000 from 1/2022

PATTERSON LIBRARY

Treasurer's Report

2023 Budget Summary - Through October 31, 2023

BUDGET SUMMARY	2023 Actual		2023 Budget		2022	
		YTD	TOTAL	REMAINING	Budget	Actual
INCOME						
Local Public Funding		\$65,500.00	\$98,000.00	\$32,500.00	\$98,000.00	\$109,000.00
State Funding		\$2,067.60	\$2,000.00	-\$67.60	4,000.00	2,057.50
CCLS Funding		\$3,615.25	\$5,000.00	\$1,384.75	5,000.00	8,324.76
Endowment Draws-Operating		\$71,000.00	\$142,000.00	\$71,000.00	137,000.00	140,000.00
Gifts and Memorials		\$19,812.89	\$17,000.00	-\$2,812.89	17,000.00	14,248.27
Decent Grant		\$2,350.00	\$1,000.00	-\$1,350.00	6,100.00	750.00
Fundraisers		\$26,400.54	\$15,000.00	-\$11,400.54	19,100.00	14,405.57
Patterson Society		\$3,390.00	\$15,000.00	\$11,610.00	15,000.00	22,205.00
Earned Income		\$5,412.69	\$6,600.00	\$1,187.31	2,300.00	5,204.54
Penny/Caruso Gift/Gifts/Art sale		\$5,276.20		-\$5,276.20	23,500.00	0.00
Operating Income		\$204,825.17	\$301,600.00	\$96,774.83	\$327,000.00	\$316,195.64
Endowment Draws-Capital		\$7,000.00	\$14,000.00	\$7,000.00	14,000.00	14,000.00
Capital Income		\$168,558.54	\$3,000.00	-\$165,558.54	3,000.00	44,363.74
Capital Income		\$175,558.54	\$17,000.00	-\$158,558.54	\$17,000.00	\$58,363.74
TOTAL INCOME		\$380,383.71	\$318,600.00		\$344,000.00	\$374,559.38
EXPENSES						
Personnel Costs		\$216,444.40	\$263,305.00	\$46,860.60	\$244,697.18	\$238,170.58
Library Materials		\$20,932.36	\$19,550.00	-\$1,382.36	17,850.00	20,618.97
Supplies and Maintenance		\$55,552.71	\$49,945.00	-\$5,607.71	52,152.82	49,423.40
Fundraising Expenses		\$5,677.02	\$2,600.00	-\$3,077.02	2,600.00	5,006.47
Program Costs		\$7,407.66	\$9,600.00	\$2,192.34	9,700.00	8,366.97
Operating Expenses		\$306,014.15	\$345,000.00	\$38,985.85	\$327,000.00	\$321,586.39
Building		\$27,950.18	\$25,899.00	-\$2,051.18	\$14,000.00	\$50,820.36
Equipment/Transfer			\$25,101.00	\$25,101.00	3,000.00	113,956.25
Capital Expenses		\$27,950.18	\$51,000.00	\$23,049.82	\$17,000.00	\$164,776.61
TOTAL EXPENSES		\$333,964.33	\$396,000.00		\$344,000.00	\$486,363.00

Comments:

1. Operating revenue for Jan-October 2023 is below expenses. Payback from capital account of \$35,000 has occurred. Larger expenses to building and maintenance (ERTC fee), library materials and fundraising expenses than expected
2. Operating expenses for Jan-Oct 2023 are higher than budgeted.
3. We await receipt of projected Employee Retention Tax Credit will be \$65,876.39
4. Capital expenses for building and equipment are low with only kitchen remodel and Condition report planned thus far

ENDOWMENT ACCOUNT SUMMARY	2023				2022	
	Ending Balance	MTM Change	YTD Change	12-Mo. Change	Ending Balance	YTD Change
January	\$3,430,747.28	\$166,708.48	\$166,708.48	-\$513,578.15	\$3,944,325.43	-\$141,023.57
February	\$3,313,005.48	-\$117,741.80	\$48,966.68	-\$515,681.98	3,828,687.46	-\$256,661.54
March	\$3,432,338.73	\$119,333.25	\$168,299.93	-\$421,319.27	3,853,658.00	-\$231,691.00
April	\$3,416,700.12	-\$15,638.61	\$152,661.32	-\$253,039.12	3,669,739.24	-\$415,609.76
May	\$4,139,948.48	\$723,248.36	\$875,909.68	497,398.74	3,642,549.74	-\$442,799.26
June	\$4,208,638.10	\$68,689.62	\$944,599.30	783,129.00	3,425,509.10	-\$659,839.90
July	\$4,256,304.83	\$47,666.73	\$992,266.03	685,406.89	3,570,897.94	-\$514,451.06
August	\$4,179,784.87	-\$76,519.96	\$915,746.07	751,419.75	3,428,365.12	-\$656,983.88
September	\$4,032,929.40	-\$146,855.47	\$768,890.60	824,763.53	3,208,165.87	-\$877,183.13
October	\$3,967,638.92	-\$65,290.48	\$703,600.12	700,584.78	3,267,054.14	-\$818,294.86
November					3,334,905.27	-\$750,443.73
December					3,264,038.80	-\$821,310.20

Comments:

1. For the calendar year 2023 the endowment is up \$700,000 from end of 2022.
2. Expect another addition to endowment around \$160,000 in next few months

Other Comments:

1. Thanks to Megan and Janice Hogenboom for her help in getting me the information necessary for this report.
2. Thanks to Pete Holt for handling the monthly bank reconciliations.

PATTERSON LIBRARY

Endowment Analysis

1999 - 2025

Year	Endowment Balance at 12/31	Endowment Balance at 9/30	Total 9 Prior years and Current Year	Previous 10-year Avg. Market Value	5% Avg. Year End Value*	Annual Change	Amount of Draw	Additional Draw	Total Draw	Draw Above/Below	Cumulative Over/Under
1999	\$2,187,041			2,146,083	\$107,304	\$0	\$116,500	\$0	\$116,500	9,196	9,196
2000	2,306,851			2,146,083	107,304	0	68,867	0	68,867	-38,437	-29,241
2001	2,210,352			2,146,083	107,304	0	92,000	32,000	124,000	16,696	-12,545
2002	1,728,255			2,146,083	107,304	0	90,000	0	90,000	-17,304	-29,850
2003	1,876,582			2,146,083	107,304	0	90,000	0	90,000	-17,304	-47,154
2004	1,996,808			2,146,083	107,304	0	90,000	0	90,000	-17,304	-64,458
2005	2,116,035			2,146,083	107,304	0	90,000	0	90,000	-17,304	-81,762
2006	2,389,735			2,146,083	107,304	0	100,000	0	100,000	-7,304	-89,066
2007	2,503,084			2,412,379	120,619	13,315	75,000	0	75,000	-45,619	-134,685
2008	1,750,650		21,065,393	2,106,539	120,619	0	113,000	0	113,000	-7,619	-142,304
2009	2,091,820		20,970,172	2,097,017	105,327	-15,292	85,000	0	85,000	-20,327	-162,631
2010	2,230,435		20,893,756	2,089,376	104,851	-476	100,000	0	100,000	-4,851	-167,482
2011	2,046,867		20,730,271	2,073,027	104,469	-382	82,500	0	82,500	-21,969	-189,451
2012	2,399,074		21,401,090	2,140,109	103,651	-817	95,000	0	95,000	-8,651	-198,102
2013	2,718,703		22,243,211	2,224,321	107,005	3,354	95,000	0	95,000	-12,005	-210,108
2014	2,980,000		23,226,403	2,322,640	111,216	4,211	95,000	0	95,000	-16,216	-226,324
2015	2,772,109		23,882,477	2,388,248	116,132	4,916	95,000	0	95,000	-21,132	-247,456
2016	2,721,757		24,214,499	2,421,450	119,412	3,280	105,000	0	105,000	-14,412	-261,868
2017	3,049,974		24,761,389	2,476,139	121,072	1,660	109,000	0	109,000	-12,072	-273,940
2018	2,891,589		25,902,328	2,590,233	123,807	2,734	115,000	0	115,000	-8,807	-282,747
2019	3,272,145		27,082,653	2,708,265	129,512	5,705	115,000	14,000	129,000	-512	-283,259
2020*	3,526,829		28,379,047	2,837,905	135,413	5,902	134,000	0	134,000	-1,413	-284,672
2021	4,085,349		26,332,180	2,633,218	141,895	6,482	141,800		141,800	-95	-284,768
2022	3,264,039		28,018,455	2,801,845	131,661	-10,234	151,500		151,500	19,839	-264,928
2023	as of September 30	4,032,929	32,596,720	3,259,672	140,092	8,431	156,000		156,000	15,908	-249,021
2024			25,583,791		162,984	22,891	163,000			-162,984	-412,004
2025			22,811,682		0	-162,984				0	-412,004

* The calculated amount of the 2024 endowment draw is the average of the sum of the prior 9 year end balances (2014 - 2022) and the 9/30/2023 balance times 5%.
The 2023 draw is based on the average of the sum (9 years at 12/31 and the current year at 9/30/2022) (\$31,181,845/10 = \$3,181,845 x .05 = \$159,092)

Projected Draw for 2024 is \$163,000.

Patterson Library Budget 2024 DRAFT V3

Operating Income		Vs. 2023
Town of Westfield	\$47,000	
Village of Westfield	\$41,000	+ \$1,000
WAC School	\$11,000	
State Funding	\$9,000	+ \$1,000
ERTC	\$60,000	
Private Gifts & Grants	\$25,000	+ \$2,000
Fundraisers	\$15,000	
Patterson Society	\$17,000	+ \$2,000
Endowment Draw	\$148,000	+ \$6,000
Charges, Fees, and Sales	\$5,100	- \$1,500
Prior Year Roll-Over	\$47,900 (Estimated \$104,108)	
Total Operating Income	\$426,000	+\$21,000

(Operating Expenses \$366,000 + ERTC \$60,000 = \$426,000)

Capital Income	
Capital Gifts & Grants	\$1,000
State Construction Grants	\$86,304
Endowment Draw	\$16,000
Prior Year Roll-Over	\$96,696 (Estimated \$121,718)
Total Capital Income	\$200,000

Operating Expenses		Vs. 2023
Personnel	\$278,666	+ \$15,360
Library Materials	\$22,175	+ \$2,625
Building Operations	\$33,500	+ \$1,470
Library Operations	\$21,759	+ \$975
Programs	\$9,900	+ \$300
Total Operating Expenses	\$366,000	+\$21,000

Capital Expenses	
State Construction Grant Costs	\$170,589
Other Building & Equipment	\$1,411
Carpet	\$24,000
Computers (Director & 3 Patron)	\$4,000
Total Capital Expenses	\$200,000

2024 Closures

Mon. Jan. 1	New Year
Tues. Jan. 2	New Year
Mon. Feb. 19	Presidents Day
Sat.	Patterson After Dark
Mon. May 27	Memorial Day
Wed. June 19	Juneteenth
Thur. July 4	Independence Day
Mon. Sept. 2	Labor Day
Mon. Oct. 21	Staff Development Day
Thurs. Nov. 28	Thanksgiving
Fri. Nov. 29	Thanksgiving
Tues. Dec. 24	Christmas Eve
Wed. Dec. 25	Christmas Day
Tues. Dec. 31	New Year's Eve
Wed. Jan. 1	New Year's Day

2024 Endowment Draws

April 1, 2024	\$8,000 to capital
	\$74,000 to operating
	\$5,000 to operating
	<i>(Penny/Caruso draw 2 of 5)</i>
Oct. 1, 2024	\$8,000 to capital
	\$74,000 to operating

Board of Trustees Meetings

Jan. 11

Mar. 14

May 9

July 11

Sept. 12

Nov. 14

Fundraisers

Patterson After Dark

Book Sale

Auction

Patterson Library

By-Laws

Adopted--July 9, 1944

Amended--July 8, 1979; July 11, 1981; July 8, 1989; July 11, 1992; July 14, 2001; July 12, 2003; July 10, 2004; July 14, 2007; July 9, 2011; July 13, 2013; July 8, 2017; July 14, 2018

Last Amended--November 15, 2018 DRAFT 2023

ARTICLE I--PURPOSE

The Purpose of the Patterson Library is to provide free open public access to the services of a library to the community of, and areas surrounding, the Town of Westfield, Chautauqua County, New York. The Patterson Library is a nonprofit corporation organized and operated in accordance with Section 501(c) (3) of the Internal Revenue Code.

ARTICLE II--REGISTERED OFFICE

The registered office of the Corporation shall be at the Patterson Library in the Village of Westfield, Chautauqua County, New York.

ARTICLE III--GOVERNANCE

Section 1. Legal Status: The Patterson Library has legal being as a Corporation under the provisions of the Laws of the State of New York. The Patterson Library was originally incorporated August 27, 1895 under the provisions of Chapter 315 of the Laws of 1875 of the State of New York, entitled "An act for the incorporation of Library Societies."

The Patterson Library, authorized by the March 19, 1896 Charter by the University of the State of New York, incorporated George W. Patterson, Frances D. Patterson, Frank W. Crandall, Catherine L. Crandall, George W. Patterson, Jr., Hannah W. Forbes, Francis T. Faust, William H. Faust, Margaret G. McNeill, Merib R. Patterson, and Harry F. Forbes and their successors under the corporate name of the Patterson Library with all powers, privileges, and duties, and subject to all the limitations and restrictions prescribed for such corporations by law or by the ordinances of the University of the State of New York. The first trustees of said corporation shall be the seven incorporators first above named and their successors shall be elected by the Corporation. **Amendment of Charter was granted on October 18, 2011 and February 11, 2020.**

Section 2. The Board of Trustees shall be responsible for the development and maintenance of governing policies for all aspects of the Corporation's operations. In addition, it shall be responsible for executive evaluation, financial and asset stewardship, fund development, strategic direction of the Corporation, **and guardianship of the historic building.**

Section 3. The Board of Trustees shall appoint a Director of the Library. The Director is charged with the day-to-day management of the Library and Staff. Acting within the bounds of the approved annual budget, funding plans, and operating plans of the Library, the Director has responsibility to manage the Library's expenditures and negotiate any normal operating or maintenance contracts. The Director is responsible to manage day-to-day employee issues and to prepare and maintain the various employee policies as required by local, state and federal authorities. The Director also has responsibility to seek out and apply for funding by public and private sources to support operational, project and endowment needs of the Library. The Director will be involved, in some capacity, with all fundraising events throughout the year, in concert with trustees and volunteers.

ARTICLE IV--MISSION

The mission of the Patterson Library is to advance the quality of life in the community of Westfield by providing unrestricted access to information and by offering materials geared to user wants and needs. The library provides collections, services and programs that support the development of an individual's full potential and assists users of all ages in the pursuit of knowledge and cultural experiences. Patterson Library is committed to maintaining the historical integrity and beauty of the building while adapting it to evolving needs.

ARTICLE V--BOARD OF TRUSTEES

Section 1. The Board of Trustees shall be fourteen in number including the president of the Patterson Society who will serve during his/her term of office. The Trustees to be elected each year, as hereinafter provided, shall be nominated by the Nominating Committee. Trustees shall hold their offices until successors are respectively elected. Any trustee who does not attend three meetings either in person, by phone, or other active conference media without just cause shall be presumed to have resigned and shall cease to be a trustee as of the date of the next annual meeting. All Trustees will serve voluntarily without financial compensation.

Section 2. Trustees shall be elected to hold office for a term of five years. The Trustees are not restricted in the number of terms to which each may be elected.

Section 3. The Trustees shall hold meetings at such place within the State of New York as shall be specified in the notice of the meeting. This meeting information will be publicly posted. Meetings of the Trustees may be called at any time either by the President or Vice President or by any two Trustees. Written notice of the time and place of all such meetings shall be sent to each member of the Board of Trustees by mail or electronic transmission at least twenty days prior to the date of the meeting at the last address of each Trustee, as the same appears on record on the books of the Corporation. A majority of the Trustees, two of whom must be officers, shall constitute a quorum, and

must be present in person, ~~by phone or other active conference media~~ for the transaction of any business. *(Unless following **Procedures for Member Videoconferencing** pursuant Public Officers Law § 103-a.)*

Section 4. The Board of Trustees, at its annual organizational meeting, to be held in May, shall elect a President, a Vice President, a Secretary, a Treasurer, and other officers or agents as the Board of Trustees may, in its discretion, from time to time determine.

Section 5. Any vacancy occurring in the Board of Trustees, whether due to death, resignation, or otherwise shall be filled or left vacant for the unexpired term by vote of the majority of the remaining members of the Board of Trustees.

Section 6. The Board of Trustees is charged with setting the policies of the Library (including, but not limited to, the mission, the objectives, and a formal written long range plan of service); overseeing the operating conditions of the Library (including expenditures; borrowing money; budgeting and compliance with the budget; endowment funds or assets; management, including purchase, sale, or lease, of the Library's real and personal property; maintenance; and development and expansions); supporting the financial success of the Library. The Board of Trustees will receive and review, amend, and approve an annual operating and expenditure plan to be executed by the Director of the Library.

Section 7. The Board of Trustees is charged with evaluating and selecting an independent financial adviser to manage the endowment, based on the recommendation of the Finance Committee.

Section 8. The Board of Trustees is charged to support solicitations for and contributions to the operating needs and endowment needs of the Library.

ARTICLE VI--OFFICERS OF THE BOARD OF TRUSTEES

Section 1. The Officers shall consist of a President, a Vice-president, a Secretary, a Treasurer, and such other subordinate officers and agents, as the Board of Trustees may deem necessary and elect. They shall perform the duties hereinafter respectively prescribed for each. Unless sooner removed by the Board of Trustees, all such officers shall hold office for the period from their election until the next annual meeting of the Trustees and until their successors shall have been elected. All vacancies in office shall be filled by the Board of Trustees and the Board of Trustees shall have power to define the duties of all officers and agents and remove any officer or agent.

Section 2. President: The President shall preside at all meetings of the Board of Trustees at which **they are** present. **They** shall be a voting member of all standing committees. **They** shall perform all the usual duties incident to the office of the President of a Board of Trustees.

Section 3. Vice President: In the event of absence or disability of the President, **their** duties shall be performed by the Vice President.

Section 4. Secretary: The Secretary of the Board of Trustees shall attend the meetings of the Board of Trustees and keep minutes thereof in suitable books. ~~(S)He shall send out notices of all meetings as required by law or these by laws.~~ They shall have custody of all other documents and records of the Board of Trustees, ~~as well as being keeper of the Corporate Seal.~~ They shall perform all the usual duties incident to the office of the Secretary of a Board of Trustees. The Secretary shall maintain a duplicate set of records in a secure location off site of the registered office of the Corporation.

Section 5. Treasurer: The Treasurer shall cause to be kept accurate accounts of all monies received by the Library and all payments made. They shall assure and monitor the deposit and disbursement of all Library funds, in the name and to the credit of the Library, in such bank or other place or places of deposit as the Board of Trustees shall designate (*See Financial Controls Policy for more details*). ~~As directed by the President or Board of Trustees, they shall disburse the money of the Library or cause the same to be disbursed by check or vouchers.~~ The Treasurer shall be the primary signatory on the checking and cash accounts of the Library. Other officers of the Board of Trustees shall be alternate signatories and their signatures shall be duly recorded with the financial institution servicing the associated accounts. The Treasurer shall prepare and report bi-monthly to the Board of Trustees on the operating budget and expenditures of the Library. The Treasurer shall assure that any necessary filings to maintain tax-exempt status of the Library are completed on an annual basis. They shall perform all the usual duties incident to the office of Treasurer of this Board of Trustees, including serving as chair of the Finance Committee.

Section 6. No person may hold more than one position as an officer of the Board of Trustees concurrently.

Section 7. A Trustee may hold the same office on the Board of Trustees for up to three consecutive years.

Article VII—Standing Committees

Section 1. The President, at the annual meeting of the Board of Trustees, or as soon thereafter as is practical, shall appoint the following standing committees: Buildings & Grounds, Executive, Finance, Forward Planning, Fundraising, Nominating, Personnel, and Policy. All shall consist of not fewer than three trustees. The terms of office for members of said committees shall extend from the date of appointment to the next annual meeting of the trustees and until successors have been appointed and have qualified.

Section 2. Building and Grounds: This committee shall monitor the condition of the real property, recommending appropriate maintenance and upgrading in consultation with the Director of the Library. They shall create a list of projects to be included in the library's Five Year Plan and make regular reports to the Board of Trustees and the Director of the Library.

Section 3. Executive: This committee shall have and exercise all the authority of the

Board of Trustees in the management of the business of the Corporation between meetings of the Board. A majority of the members of the Executive Committee shall constitute a quorum and shall have power to act. All actions shall be reported to the Board of Trustees at their next meeting. Any vacancy occurring in said committee shall be filled by presidential appointment.

Section 4. Finance: These trustees shall oversee the expenditures of the current operating budget and work with the Director of the Library to prepare each successive year's operating budget for presentation to the entire board. They also will review financial operations and recommend corporate finance policy. They will oversee budget preparation and monitor the financing of any capital projects for the library. They must be ever cognizant of the need to enrich, protect and preserve the Patterson endowment. A majority of the members of this committee shall constitute a quorum and shall recommend actions to the full board at their next meeting.

Section 5. Forward Planning: This committee is responsible for establishing and defining goals and objectives for the strategic Long Range Plan. This committee shall meet at least once per year with the Library Director to assess and adapt the Long Range Plan.

Section 6. Fundraising: The members, which shall include the Patterson Society President and Library Director, shall plan and execute all fundraising events, which supplement income outside of grants, the endowment and municipal funding.

Section 7. Nominating: Throughout the year, this committee will be aware of possible future trustees and of Board members who may serve as officers. They will meet midyear to discuss progress and before the Annual Meeting in May to nominate persons eligible for open trustee or officer positions. At the time of the Annual Meeting, nominations may also be received from the floor.

Section 8. Personnel: This committee annually shall be responsible for recommending Library Director candidates to the board. Initially, the committee shall evaluate the director for permanent appointment, and thereafter, shall establish annual goals with and for the Library Director. Further, they shall work with the Library Director to develop personnel policies, including the Personnel Policy.

Section 9. Policy: This committee shall review and revise general library policies when needed. They will formulate new policies as necessitated by state law or at the direction of the board.

Article VIII — Trustee Code of Ethics

- In accordance with the official statement from United for Libraries, a division of ALA, and HANDBOOK FOR LIBRARY TRUSTEES OF NEW YORK STATE, 2018 Edition, Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to faithfully carry out their duties

and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree with or oppose a viewpoint different from theirs.
- Trustees shall comply with all laws, rules and regulations that apply to them and their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' right to privacy in the use of library resources.
- Trustees must distinguish clearly, in their actions and statements, between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information Law and Open Meetings Law. As an Association Library we are not bound to comply but will strive for transparency.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information for either themselves or others.
- A Trustee shall immediately recuse themselves whenever the appearance of a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees must commit to securing adequate funding for maintaining a facility and program which meet their community's needs.

Article IX - Board Meeting Order of Business

The Board is scheduled to meet on the second Thursday of January, March, May, July, September and November. The May meeting is designated the Annual Meeting. Between those meetings, the Director will keep the Board informed with regular updates. The fiscal year runs from January 1st through December 31st, with the budget's passage scheduled for the November meeting.

Agendas will be posted on our website, with a reminder to the public that meetings are open to their attendance and two time periods in the agenda will be designated for public expression.

A typical agenda for board meetings should include:

- Call to Order

- Minutes of the previous meeting
- Period for public expression
- Treasurer's report
- Director's report
- Committee reports
- Ongoing business
- New business
- Period for public expression
- Executive session if needed
- Adjournment

Article X – Trustee Obligations

Trustees are mandated to attest annually to:

- 1) Conflicts of Interest per the Not-for-Profit Corporation Law §715-a (*See Conflict of Interest Policy*).
- 2) Sexual Harassment Prevention Training pursuant to Labor Law §201-g (*See Sexual Harassment Prevention Policy*)
- 3) Trustee Education pursuant to Education Law §260-d (*See Trustee Education Policy*)

Recognizing the value of continuing education and fulfilling the requirement of the NY State Education Department, beginning January 1, 2023, all trustees will complete a minimum of two hours of trustee education annually. Trustees have a responsibility to encourage continuing education for the Director and staff as well. In addition to the annual Staff Training and Development Day, which falls on the third Monday of each October, other learning opportunities should be encouraged. The Handbook for Library Trustees of NY (2018) recommends investing at least 1% of the library's operating budget in the education of trustees and staff. "A good library never stops learning."

Article XI--Corporate Seal

The corporate seal shall consist of an outer circle within which shall be inscribed the words, "Patterson Library, Westfield, N.Y."

Article XII--Amendments

These by-laws may be altered or amended, in whole, or in part, at any meeting of the Board of Trustees by a two-thirds majority of the Board of Trustees. A written notice of the proposed change or amendment must be sent to each Trustee at least twenty days prior to the meeting at which the action is to be taken.

Article XIII—Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of this association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of Patterson Library, these bylaws, any special rules of order the association may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

CUSTOMER SERVICE POLICY

Policy Statement

Patterson Library is dedicated to advancing the quality of life in the community of Westfield and embraces the principles outlined in the American Library Association's (ALA) Library Bill of Rights and Freedom to Read and Freedom to View statements. Providing excellent customer service is a fundamental component of our Library's mission, ensuring unrestricted access to information while upholding the principles of intellectual freedom.

Regulation

1. **Respect and Courtesy:** Patterson Library recognizes the importance of treating all patrons with respect and courtesy. When engaging with library staff, patrons can anticipate receiving appropriate acknowledgment and courteous, considerate treatment.
2. **Value and Inclusion:** All patrons will be valued for their input, and they will receive the same excellent quality of service without discrimination, ensuring that the library is inclusive and welcoming to all, regardless of race, class, gender, or any other personal distinctions.
3. **Knowledge and Professionalism:** Customers will receive knowledgeable service and professionalism from all staff members who are well-trained in library policies, procedures, and services, supporting the library's mission of assisting users in the pursuit of knowledge.
4. **Timely Service:** Customers can expect to receive timely service, complementing commitment to supporting the development of an individual's full potential.
5. **Access to Resources:** Patrons have open access to traditional and innovative resources and instruction in their use, ensuring that the Library remains a valuable source of information and education.
6. **Privacy and Confidentiality:** The Library respects the privacy and confidentiality of its patrons. Library records, which include but are not limited to patron registration records, circulation records, attendance records for Library-sponsored programs, records of computer use or reference services, or any other data linking a particular patron to specific Library services or materials, shall be kept confidential.
 - **Library Records Confidentiality:** No information from Library records will be released to any person, agency, or organization, except in response to a valid court order or subpoena properly presented to the Library Director or the Director's representatives. This strict confidentiality adheres to New York State Civil Practice Law and Rules 4509.
 - **Patron Access:** Patrons control their Library cards. Presentation of a valid Library card allows the patron whose name appears on the card (or the parent/legal guardian in the case of a minor child) access to information about the current circulation record of that patron. A person presenting the Library card of a friend

or family member may check out items on that card with authorization from the cardholder. However, no information from that Library record may be given by Library staff to a third party.

- **Staff Use:** Nothing in this policy shall prevent Library staff from using Library records in the administration of their regular duties. When no longer needed for administrative purposes, records will be expunged.

Please note that "Library Staff" includes anyone associated with library operations, including volunteers and trustees.

Intellectual Freedom and ALA Statements

Patterson Library fully endorses the ALA's Library Bill of Rights and Freedom to Read and Freedom to View statements, acknowledging that libraries are forums for information and ideas. We emphasize the following principles in accordance with these statements:

- Materials provided by the Library are for the interest, information, and enlightenment of all people.
- Materials and information provided by the Library will present a range of viewpoints on current and historical issues.
- Cooperation from the Library will be given to all individuals and groups concerned with resisting censorship.
- Exhibit spaces and meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Training and Development

The Library endorses these principles by providing regular employee training, leadership development, and opportunities for customer input. Staff members are expected to engage in continuous learning and professional development to ensure they deliver excellent customer service in line with the Library's mission and commitment to intellectual freedom.

RECORDING POLICY FOR PATTERSON LIBRARY

Introduction: Patterson Library, as a public institution, upholds the principles outlined in the First Amendment of the Constitution, as well as relevant federal and state laws. The Library is committed to maintaining a balance between the protection of free speech and the safeguarding of the rights and privacy of its users. To that end, the Library operates as a "limited public forum" where expressive activities, including recording, are permitted within reasonable boundaries. This policy outlines the guidelines and restrictions governing the recording of audio and visual materials on Library premises.

Guidelines for photography, videography, and other recordings:

User and Library Records Privacy: The Library acknowledges the importance of safeguarding user privacy and confidentiality, as outlined in the NYLA and ALA Code of Ethics, as well as New York State Education Law § 4509. Therefore, recording must not infringe upon the privacy and confidentiality of Library users, including the content they access or the resources they consult.

Stable Work Environment for Employees: Recording activities should not disrupt the Library's daily operations, causing discomfort or interference for Library staff. Employees should be able to perform their duties in a stable and undisturbed work environment.

Security: Patterson Library must maintain a secure environment for all patrons. Unauthorized recording activities that compromise the safety and security of the Library are prohibited.

No Disruption to Patrons: Library patrons have the right to utilize Library resources and services without undue disruption. Recording activities should not hinder the use of the Library by others.

Recording Restrictions: To address the operational concerns mentioned above, the Library imposes the following restrictions on recording activities:

- **User Privacy:** Recording of individuals using Library services, including personal information, browsing history, and resource usage, is strictly prohibited. This extends to any other personally identifiable information.
- **Employee Privacy:** Recording of Library staff without their explicit consent or in restricted staff areas is not allowed.
- **Security:** Recording of security infrastructure, personnel, or activities, including emergency exits, alarm systems, or surveillance equipment, is prohibited.
- **Disruption to Patrons:** Any recording that disrupts the peaceful use of the Library by others, including excessive noise or harassment, is not permitted.

Recording Minors: Recording minors (individuals under the age of 18) within the Library premises requires the permission of their guardian or legal parent. The Library recognizes the importance of protecting the privacy and safety of minors and will not permit their recording without proper consent.

Copyright and Fair Use: Library users are reminded to adhere to Patterson Library's "Copyright Policy". The Library complies with federal copyright law (Title 17, U.S. Code), and users are encouraged to respect the rights of copyright owners when recording any copyrighted materials.

Violations: Patterson Library is committed to resolving issues related to non-violent recording violations without calling law enforcement. Library staff are encouraged to address these violations through alternatives such as issuing warnings, providing information on library policies, and employing mediation. Violations may result in suspension of Library privileges per the "Patron Code of Conduct" and/or legal action.

Policy Review and Updates: This recording policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. Amendments may be made as needed to better serve the Library's users and uphold their rights.

Conclusion: Patterson Library is dedicated to providing an inclusive, welcoming, and secure environment for all Library users while respecting the principles of the First Amendment and the concept of a limited public forum. This Recording Policy outlines the guidelines and restrictions to balance these objectives effectively.



GALLERY SPACE AGREEMENT

Show Type: ____ Solo ____ Group/Organization

Group/Organization Name

Artist/Primary Contact Name (Last, first, middle initial)

Phone number

Street address, City, ST, ZIP Code

Email address

Exhibition Title

Artist Website

Medium(s)

Social Media Accounts and Usernames for Publicity (i.e. Facebook, pattersonlib)

Artist Responsibilities:

By signing below, I agree to:

Installation Date: _____ Removal Date: _____

- Artist(s) should bring their artwork to the Patterson Library Octagon Gallery and remove their artwork from the Library at the above agreed upon dates. No artwork may be stored at the Library before or after the show.
- Artist(s) agree to provide the library with current contact information. Failure to respond to the Library's communications within a reasonable amount of time may result in a loss of the reserved exhibit slot.
- Artist(s) agree to notify the Library at least three months in advance of the installation if the exhibit will contain any 3D pieces. All 2D hanging pieces should be in a quality frame, dry-mounted on foam board, or stretched/wrapped canvas with sufficient wire and hardware. (Sawtooth hardware is not permitted).
- Artist(s) agree to share an Artist Statement and graphics for promotions to the Library two months in advance of the exhibit. If the artist(s) would like the Library to provide Gallery Tags for the show, the full inventory of artwork should be sent to the Gallery Curator ten business days before the Installation Date listed above.

The Octagon Gallery at Patterson Library

40 S. Portage St.
Westfield, NY 14787



- Patterson Library does not sell artwork or handle any money or checks. Artist(s) are encouraged to provide their cards, flyers, etc. so that interested parties may contact them about purchasing artwork.
- Patterson Library reserves the right to refuse display of any artwork provided for a show.
- Changes to the exhibit after opening are discouraged, and only allowed with the permission of the Gallery Curator.
- Copyright Permission: The artist(s) grants to Patterson Library the right to use images (photos) of the displayed artwork in materials relating to the exhibition of the artwork in the Octagon Gallery. This agreement also allows promotion in all media, including the internet, as long as these images are not used for commercial purposes. This permission is granted indefinitely.
- Artist(s) will provide a signed "Fine Arts Loan Agreement and Insurance Provision Form" at the time of installation.

I have read and understand the "Octagon Gallery Exhibit Policy." Initial_____

If any issues arise with the timeline, or you have any questions, contact the Gallery Curator at (716) 326-2154 or curator@pattersonlib.org.

Artist Signature

Date

Gallery Curator Signature

Date

Date _____

Definitions

***Declared Value** is the value stated by the artist. Please be aware that declared values must represent the current market value (established by current sales and/or appraisals), for such object(s) at the time the object(s) is/are insured under the Octagon Gallery at Patterson Library's insurance policy.

If any object is destroyed or damaged, insurers may request documentation proving the artist's declared value and the insurer may elect to negotiate a fair market value**.

****Fair Market Value** means the valuation of an object loaned and mutually agreed upon by the owner (lender) and the Octagon Gallery at Patterson Library's insurance underwriters as representing the amount for which such object could have been sold immediately prior to the physical loss or damage to the object, reducing its value to the owner (lender) and resulting in a claim for loss.

Industrially Fabricated Work and Value

If the work is industrially fabricated (ex. Photographs), and can be replaced to the artist's specifications, the insurance claim amount shall be limited to the cost of such replacement.

Loans from Museums/Collections of Fine Arts from Museums and Art Galleries

Museum or gallery valuation will be accepted where the valuation has been established to the satisfaction of knowledgeable museum/gallery officials from the lending institution.

Loans from Private Collections or Individuals

Unless valuation is indicated to be on an *agreed value basis* (the value of the object(s) loaned to the Octagon Gallery at Patterson Library is documented by a recent qualified appraisal and accepted by the Octagon Gallery at Patterson Library), objects will be assessed at the lowest value between the Declared Value and the Fair Market Value at the time of loss.

Conditions

Unless the lender expressly elects to maintain his/her own insurance, the Octagon Gallery at Patterson Library will insure the work while in our possession under the terms and conditions stated above and in the amount stated in the "Item Information" section, against all risks of physical loss or damage from any external cause while on location during the period of this loan.

Valuation as Stated by Insurer

- a. The value of each object that is individually listed and described above is the applicable Limit of Insurance shown in the declaration for that item.
- b. The value of all property will be the least of the following amounts:
 - i. The actual cash value; OR
 - ii. The cost of reasonable restoration of the object to its condition immediately before loss or damage; OR
 - iii. The cost of replacing that property with substantially identical property.
- c. In the event of loss or damage, the value of the object will be determined as of the time of loss or damage.

Octagon Gallery at Patterson Library Statement on Valuation in the Event of Loss or Damage

Regardless of the method of valuation used, in no event shall the Octagon Gallery at Patterson Library, its officers, agents, alumni associations, or employees have any liability to Lender or Lender's heirs, for objects(s) in excess of the value in US dollars stated for such objects(s) in the Inventory Listing as described above.

Gratuities

The Octagon Gallery at Patterson Library does not require any fees for showing at the gallery. Additionally, 100% of any sales go directly to the artists; however, any monetary or object donations made to Patterson Library would be greatly appreciated, subject to the **Gift Acceptance Policy**.

Octagon Gallery Exhibit Policy & Procedures

Policy

In keeping with the American Library Association's "Library Bill of Rights", Article VI, the exhibit spaces are available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The Patterson Library's Octagon Gallery spaces are available for exhibits by individuals and groups. In an effort to introduce local and regional artists to the public, the Library will endeavor to present a wide variety of art styles and forms.

The exhibit of any given materials does not constitute an endorsement by the Patterson Library.

Procedures

I. Gallery and Exhibit Specifications

OCTAGON ART GALLERY FLOOR PLAN

SPECS

13
REGULATION, WHITE-PAINTED
PLYWOOD WALLS

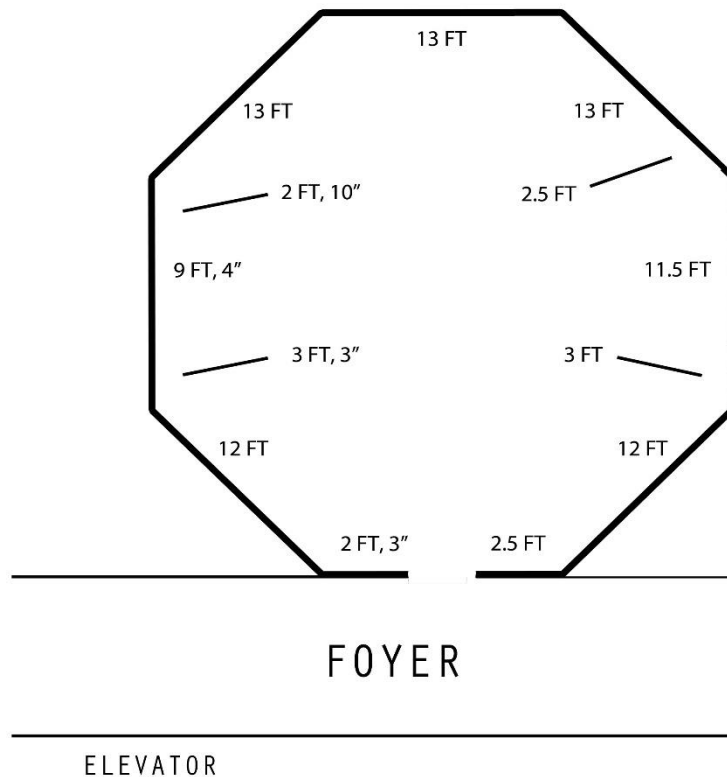
47
LIGHTS

105
LINEAR FEET
35.5 FT
FLOOR LENGTH

32 FT
FLOOR WIDTH

7 FT, 9 INCHES
INSTALLATION HEIGHT

12 FT, 9 INCHES
OVERALL HEIGHT



II. Reservations

A. How are reservations for Octagon Gallery Space made?

Reservations for the use of the Gallery may be submitted to the Gallery Curator. Anyone who wishes to have a gallery show must comply with all policies, rules, regulations, and conditions regarding use of the Gallery and the Library (**Gallery Space Agreement Form**).

Reservations will be booked on a first-come, first-served basis. No reservation is final until the Library receives written confirmation from the artist, and the artist from Gallery Curator via email.

B. Who approves the gallery shows?

All exhibit requests will be reviewed and approved by the Library's Gallery Curator, working under the direction of the Library Director. Exhibitors must submit photographs of their art work and a current resume or Artist's Statement.

If the Gallery Curator approves the exhibition, the exhibitor will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit.

C. Who can make exhibit requests?

Exhibit requests must be made by an individual at least twenty-one (21) years of age.

D. When can exhibit requests be made?

All requests for use of the exhibition space must be made through the Library during the Library's hours of operation by emailing the Gallery Curator at curator@pattersonlib.org or calling (716) 326-2154.

E. How long may an exhibition last?

Gallery exhibitions will be changed on a basis determined by the Gallery Curator.

III. Eligibility for Use of Exhibition Space

A. Is there an age restriction for use of the exhibition space?

Groups or individuals under the age of twenty-one (21) must have an adult or organizational sponsor for their exhibition.

B. Who is eligible to use exhibition space?

Any individual, organization or group, may use the Library's exhibition space, subject to this policy. The Library reserves the right to refuse a reservation to any individual, organization or group who has failed to comply with the rules and regulations of the Patterson Library—including the "Patron Code of Conduct."

Granting permission to use Library exhibition space does not constitute endorsement by the Library.

IV. Purposes for Which Exhibition Space May Be Used

The Exhibition Space may be used for the following purposes:

- To exhibit the work of local & regional artists;

- To allow local guilds and crafting organizations to exhibit works;
- To showcase the work of service organizations;
- To publicize Library events, materials, and services.

VI. Cancellations

The Library should be notified immediately if an exhibition must be canceled. Notice of cancellation must be provided to the Gallery Curator in writing, via email.

VII. General Guidelines

1. The Library requires a complete inventory of each item in an exhibit, including title, medium, dimensions, and description via the "Fine Arts Loan Agreement and Insurance Provision" Form.
2. Transportation and delivery of artwork to and from the Library is the responsibility of the exhibitor.
3. Unless special arrangements are made with the Library, exhibits are installed on the Tuesday before exhibit opening and removed on the last Friday of the exhibition.
4. All artwork must be ready for display at the time of installation per the specifications in the "Gallery Space Agreement."
5. The Library reserves the right to final approval of the design and appearance of the exhibit.
6. Wall labels, gallery list, simple guest book, signs, or posters can be provided by the Library at the exhibitor's request, if the timelines specified in the "Gallery Space Agreement" are adhered to.
7. An Opening or Closing Reception may be hosted by the Library. Standard timing is Friday evening from 5-7pm. Alternative times must be during regular library operating hours and at the discretion of the Gallery Curator. *Wine has been generously donated by Johnson Estates Winery. Particular types of wine are not guaranteed. The library will provide disposable glasses and a carafe of water.* Any other foods, drinks, or supplies should be provided by the exhibitor.
8. The Library, in cooperation with the exhibitor, may distribute publicity announcements and articles regarding the exhibit to local and regional media, Library events calendars, the Library website, and other information outlets. Basic biographical and professional data will be required from the exhibitor in preparing such public relations information.
9. The Library is not a sales conduit. Any sales of artwork should be handled by the artist or their designee. Sold items should remain on display throughout the exhibition, except under the discretion of the Gallery Curator. The transfer or shipping of any sold items is the responsibility of the exhibitor.
10. The exhibitor does not have exclusive rights to the Octagon Gallery while under exhibition. The Octagon Gallery is a public meeting space with regular library sponsored and non-library sponsored events.
11. The Patterson Library Board of Trustees reserves the right to alter this policy without prior notice.