

September 12, 2024 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

JULY 2024 MINUTES

TREASURER'S REPORT

Finance Committee Report

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Building and Grounds -S.R.

UNFINISHED BUSINESS

- Branding and marketing for discussion -J.J.
- Quick Books training -J.J.
- Personnel approval -M.H.

NEW BUSINESS

- Local History Policy for vote
- Discussion on Harter Room storage and physical copies of *Westfield Republican*
- Jones Estate for discussion

PUBLIC EXPRESSION

ADJOURN

Patterson Trustee Meeting July 11, 2024

Present: Pres. J. Johnson, J. Caruso, T. Roets, L. Dunn, C. Thomas,
S. Rudnicki, C. Riedesel, L. Schofield, J. Spann, C. VandeVelde, P. Holt,
K. Richmond, M. Hegna, library director
Also attending: Lauren Abbott, Youth Services Coordinator
Absent: B. Kittle, M. Rubin

Call to Order by Pres. J. Johnson at 7:00 PM

Public Expression

L. Abbott addressed and announced to the board that she was tendering her resignation and that her last day would be July 19, 2024. She expressed her appreciation for the experience and support from the Board. Board members also expressed their thanks for her service and sincere regrets.

May 2024 minutes - K. Richmond, minutes approved as received and filed.

Treasurer's Report - T. Roets reported on operating expenses and reviewed report received. Discussion and questions regarding Kappler fund and additional donation. T. Roets will ask Manning & Napier for additional information regarding restricted funds within endowment. Financial report placed on file.

Library Director's Report – M. Hegna elaborated on her written report received. Gabby Zarpentine is working part-time to fill the advertised part-time position. "Give Big CHQ" netted \$420 in donations. R.E. Kelly hoping to be here by first week of August to begin work on front steps and repointing. Report placed on file.

Committee Reports

Building and Grounds – S. Rudnicki elaborated on items from his report. Placed on file.

1. Update on carpet removal
2. New carpet squares available for opinion, please vote on preference
3. Pergola garden all good
4. 10 Year Facility Plan received by email for discussion, questions, remarks. Motion to accept 10 year plan as a guide by P. Holt, second by L. Dunn. Approved.

Finance Committee - J. Johnson reported the process is still under consideration as committee continues to meet and review.

Fundraising Committee - J. Spann

Booksale preparations are underway, still in need of a few workers for sale hours.

Auction – C. Thomas is chairing and working with Gwen Spann to streamline processes for silent auction, live auction, recording, and check-out. Tickets will be ready soon and new sign for village park is on order soon. Ticket price \$15

Unfinished Business

Branding and marketing, poster project, and donor recognition discussions were tabled due to time restraints.

New business

M. Hegna asked for board approval for the hiring of Gabby Zarpentine as new library page. Moved to accept recommendation to hire G. Zarpentine by P. Holt, second by J. Caruso. Approved

Motion by T. Roets to accept resignation of Lauren Abbott as Youth Services Coordinator with regrets, second by S. Rudnicki. Approved

Personnel Committee will meet to prepare job description and salary to post.

NYS Construction Grant FY2025 will be submitted July 12 for several projects.

J. Caruso reminded all that there will be an ongoing welcoming of those wishing to attend a celebration of life for Alan Koch at the library July 13, from 11-2PM.

J. Johnson moved to adjourn @ 8:46

Respectfully submitted,

Kathryn Richmond, secretary

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on July 11, 2024

Administrative News

- J. Johnson approached the company, Customized Management Strategies, to assist us with **Quickbooks skills education** in hopes of streamlining our finance processes. Janice Hogenboom, T. Roets, and myself will be working with former auditor Kelly Dawson. These expenses were approved by the Board of Trustees via email.
- The open **Youth Services Coordinator position** was posted on our website, Facebook, indeed.com, multiple local library listservs, and NYLA.org. Four candidates were interviewed. I recommend Valerie Thomas for formal board approval. Valerie has a B.A. in Biology from SUNY Fredonia and was a pharmacy technician for many years. She owned and operated her own in-home childcare business locally for many years, and has most recently been teaching preschool at Apple Seed. Her strong community roots and knowledge will be a great asset for us.
- There have been a couple **incidences of trespassing** by unhoused people sleeping/camping on library property. Staff have found leftover trash and a needle in the Pergola Garden. Julie Kowal casually inquired of officers what measures we could take. They advised the addition of a gate to the entrance to the garden. A gate or signage would allow them to prosecute trespassers as a misdemeanor.
- Megan Disbro (CCLS Consultant) came to discuss options for our **microfilm and archives collections**.

Facility News

- Through a blind vote the Board approved the colorway "Natural" for new **carpeting**. A final quote was approved by the Building and Grounds Committee after one last walk-through of the facility with the Pucchi's representative. The initial down payment is being processed.
- Patterson Library was approved to apply for \$83,637 for our proposed **Construction Grant for FY2025**. This is 90% of the project total of \$92,931. The library will be responsible for 10% of the project which totals \$9,293. We qualified for a 90/10 match according to state criteria and there were enough available funds that the CCLS Board was able to increase the amount from the 75/25 match we originally requested.

Programming News

Youth Services

- **262 youth participated in Summer Reading** which includes 101 aged 0-5, 142 aged 6-11, and 19 aged 12+
- Total documented reading time for Patterson Library youth was **49,390 minutes**
- **52 youth finished** the Summer Reading program and 20 of them went above and beyond to become Super Readers
- Programs with over 100 people in attendance were Dino Dig with Dr. Tom Hegna and the Audubon Center live animal program. Programs with over 50 people included a visit from the Fire Dept., Adventures in Animal Communication, multiple storytimes, and the Live Reptile Summer Reading Finale

Adult Services

- On July 13, 90 people attended a Celebration of Life for Alan Koch
- **Fiber Arts Classes** included: Miles Hilton with Intro to Weaving with 12 attending; Christine French with Random Weave Basketmaking with 8 attending; Melissa Meyers with Intro to Silk Painting with 12 attending, and Adv. Silk Painting with 12 students
- Author visits from Wayne Carlson & Jonathan Courtis and Douglas Miller
- Mystery Book Club and Bestseller Book Group had meetings
- 8 patrons participated in **Adult Summer Reading**

Octagon Gallery

- Deanna Weinholtz with 40 in attendance at opening
- Audrey Kay Dowling with 50 in attendance at artist talk

Fundraising News

- **Cemetery Tours** will be happening again this year Sept. 20 & 21. Tickets are available on our website. Proceeds will be split between the library, the historical society, the cemetery, and LSCFTA.
- With thanks to M. Rubin, C. Riedesel and everyone who helped with the **Book Sale**, we raised \$3,022 up from \$1,332 last year. A representative of company Books Galore and More came and picked up our extra books.

Visits from 2024 Book Sale (Door/Person Count)

Previous Thursday	139	Book Sale Thursday	376
Previous Friday	147	Book Sale Friday	261
Previous Saturday	234	Book Sale Saturday	277

- C. Thomas, Gwen Spann, and J. Spann, spearheaded a memorable and successful **Auction**. Total earned was over \$15,000.

By the Numbers:

Selected Outputs:	July 2024	July 2023	July 2022
Adult Book Circulation	900	854	722
Children's Book Circulation	1546	1066	964
Downloadable/Streaming	507	414	445
Other Circulation	750	733	525
All Items Circulation	3703	3067	2656
Visits	4860	2083	2478
Reference Questions	114	81	70

Selected Outputs:	August 2024	August 2023	August 2022
Adult Book Circulation	827	874	805
Children's Book Circulation	1018	937	730
Downloadable/Streaming	532	464	420
Other Circulation	808	874	623
All Items Circulation	3185	3149	2578
Visits	3671	2034	1975
Reference Questions	116	89	63

PATTERSON LIBRARY

Treasurer's Report

August 31, 2024

OPERATING ACCOUNT	2024				2023				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
January	\$105,449.98	\$9,419.00	\$26,256.68	\$88,612.30	\$106,211.22	\$2,341.03	\$34,144.86	\$74,407.39	\$14,204.91
February	\$88,612.30	\$25,021.40	\$30,966.24	\$82,667.46	\$74,407.39	\$11,886.65	\$30,425.07	\$55,868.97	\$26,798.49
March	\$82,667.46	\$2,483.11	\$26,772.00	\$58,378.57	\$55,868.97	\$14,759.16	\$25,852.57	\$44,775.56	\$13,603.01
April	\$58,378.57	\$1,793.00	\$40,909.13	\$19,262.44	\$44,775.56	\$80,408.45	\$28,512.82	\$96,671.19	-\$77,408.75
May	\$19,262.44	\$122,516.35	\$30,022.73	\$111,756.06	\$96,671.19	\$29,928.79	\$39,268.48	\$87,331.50	\$24,424.56
June	\$111,756.06	\$1,420.07	\$26,853.52	\$86,322.61	\$87,331.50	\$11,417.64	\$30,406.71	\$68,342.43	\$17,980.18
July	\$86,322.61	\$8,276.64	\$33,765.74	\$60,833.51	\$68,342.43	\$4,188.33	\$29,567.38	\$42,963.38	\$17,870.13
August	\$60,833.51	\$39,087.36	\$26,074.98	\$73,845.89	\$42,963.38	\$41,971.08	\$26,449.34	\$58,485.12	\$15,360.77
September	\$73,845.89			\$73,845.89	\$58,485.12	\$4,165.54	\$25,631.25	\$37,019.41	\$36,826.48
October	\$73,845.89			\$73,845.89	\$37,019.41	\$38,758.50	\$35,582.89	\$40,195.02	\$33,650.87
November	\$73,845.89			\$73,845.89	\$40,195.02	\$113,663.26	\$27,059.74	\$126,798.54	-\$52,952.65
December	\$73,845.89			\$73,845.89	\$126,798.54	\$4,278.45	\$25,627.01	\$105,449.98	-\$31,604.09
Totals		\$210,016.93	\$241,621.02			\$357,766.88	\$358,528.12		-\$106,211.22

CAPITAL ACCOUNT	2024				2023				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
January	\$122,004.37	\$21.65	\$2,379.26	\$119,646.76	\$20,127.59	\$37,224.69	\$134.98	\$57,217.30	\$62,429.46
February	\$119,646.76	\$18.76	\$1,315.00	\$118,350.52	\$57,217.30	\$8.68	\$472.25	\$56,753.73	\$61,596.79
March	\$118,350.52	\$18.65	\$0.00	\$118,369.17	\$56,753.73	\$9.58	\$436.00	\$56,327.31	\$62,041.86
April	\$118,369.17	\$20.59	\$0.00	\$118,389.76	\$56,327.31	\$7,008.48	\$3,792.05	\$59,543.74	\$58,846.02
May	\$118,389.76	\$20,021.46	\$0.00	\$138,411.22	\$59,543.74	\$10.54	\$1,690.12	\$57,864.16	\$80,547.06
June	\$138,411.22	\$21.08	\$104.25	\$138,328.05	\$57,864.16	\$1,079.56	\$0.00	\$58,943.72	\$79,384.33
July	\$138,328.05	\$24.76	\$737.87	\$137,614.94	\$58,943.72	\$9.88	\$0.00	\$58,953.60	\$78,661.34
August	\$137,614.94	\$21.67	\$6,037.56	\$131,599.05	\$58,953.60	\$17,073.43	\$19,029.52	\$56,997.51	\$74,601.54
September	\$131,599.05			\$131,599.05	\$56,997.51	\$8.98	\$0.00	\$57,006.49	\$74,592.56
October	\$131,599.05			\$131,599.05	\$57,006.49	\$113,144.16	\$37,409.26	\$132,741.39	-\$1,142.34
November	\$131,599.05			\$131,599.05	\$132,741.39	\$7,021.47	\$13,433.82	\$126,329.04	\$5,270.01
December	\$131,599.05			\$131,599.05	\$126,329.04	\$19.71	\$4,344.38	\$122,004.37	\$9,594.68
Totals		\$20,168.62	\$10,573.94			\$182,619.16	\$80,742.38		-\$20,127.59

Comments:

1. The cash balance in the Operating account is \$73,845. Town and Village money of \$22,000 total added in August, along with \$14,000 plus from fundraisers We still await ERC funds.
2. The cash balance in the Capital account is \$131,500. Our share of the Computer wiring was paid out \$6037.56 The Kitchenette remodel is near completion with only an oven and countertops to purchase.

PATTERSON LIBRARY

Treasurer's Report

2024 Budget Summary - Through June 30, 2024

BUDGET SUMMARY	2024 Actual		2024		2023	
		YTD	Budget	Remaining	Budget	Actual
Funding Sources						
Local Public Funding	\$66,500.00		\$99,000.00	\$32,500.00	\$98,000.00	\$98,500.00
State Funding	\$2,142.80		\$2,000.00	-\$142.80	\$2,000.00	\$2,067.60
CCLS Funding	\$3,909.25		\$7,000.00	\$3,090.75	\$5,000.00	\$4,737.00
Endowment Draws-Operating	\$74,900.00		\$148,000.00	\$73,100.00	\$142,000.00	\$142,000.00
Gifts and Memorials	\$20,726.98		\$18,000.00	-\$2,726.98	\$17,000.00	\$21,543.39
Fundraisers	\$21,412.41		\$15,000.00	-\$6,412.41	\$15,000.00	\$26,400.54
ERTC			\$60,000.00	\$60,000.00		\$2,350.00
Patterson Society	\$9,185.00		\$17,000.00	\$7,815.00	\$15,000.00	\$13,730.00
Earned Income includes Book sale proceeds	\$8,240.49		\$5,100.00	-\$3,140.49	\$6,600.00	\$6,151.15
Prior year roll over			\$47,900.00	#VALUE!		\$35,000.00
Grants	\$3,000.00		\$7,000.00	\$4,000.00		\$5,287.20
Operating Fund	\$210,016.93		\$426,000.00	#VALUE!	\$300,600.00	\$357,766.88
Endowment Draws-Capital	\$8,000.00		\$16,000.00	\$8,000.00	\$14,000.00	\$14,000.00
Interest	\$146.95					
Capital Gifts	\$12,000.00		\$86,304.00	\$74,304.00	\$3,000.00	\$168,599.72
Prior year roll over	\$96,696.00		\$96,696.00	\$0.00		
Capital Fund	\$20,146.95		\$199,000.00	\$82,304.00	\$17,000.00	\$182,599.72
TOTAL FUNDS	\$230,163.88		\$625,000.00		\$317,600.00	\$540,366.60
EXPENSES						
Personnel Costs	\$172,944.61		\$278,710.00	\$105,765.39	\$263,305.00	\$257,596.66
Library Materials	\$19,670.59		\$22,175.00	\$2,504.41	\$19,550.00	\$23,370.72
Supplies and Maintenance	\$40,434.10		\$52,615.00	\$12,180.90	\$49,945.00	\$61,993.21
Fundraising Expenses	\$2,072.12		\$2,600.00	\$527.88	\$2,600.00	\$6,517.02
Program Costs	\$6,499.60		\$9,900.00	\$3,400.40	\$9,600.00	\$9,223.29
Operating Expenses	\$241,621.02		\$366,000.00	\$124,378.98	\$345,000.00	\$358,700.90
Building	\$4,536.38		\$28,000.00	\$23,463.62	\$25,899.00	\$41,384.00
Special projects	\$6,037.56		\$172,000.00			
Equipment/Transfer				\$0.00	\$25,101.00	\$35,000.00
Capital Expenses	\$10,573.94		\$200,000.00	\$23,463.62	\$51,000.00	\$76,384.00
TOTAL EXPENSES	\$252,194.96		\$566,000.00		\$396,000.00	\$435,084.90

Comments:

1. Operating revenue is as expected with several plus side Gifts, Fundraisers, Earned income (book sale)
2. Off to a great start for Patterson Society - need our annual mailing to increase responses?
3. Operating expenses are below 75% with 3/4 of the year complete
3. We await receipt of projected Employee Retention Tax Credit of \$65,876.39
4. Special projects \$6000 is our share of Computer wiring, \$5900 HVAC contract - should consider rebidding at end of this contract
4. Capital expenses for building will be sizeable in 2024 with work being done but state grant received already. Not sure why it hasn't started yet

ENDOWMENT ACCOUNT SUMMARY	2024				2023	
	Ending Balance	MTM Change	YTD Change	12-Mo. Change	Ending Balance	YTD Change
January	\$4,483,409.16	\$9,763.35	\$9,763.35	\$1,052,661.88	\$3,430,747.28	\$166,708.48
February	\$4,495,484.86	\$12,075.70	\$21,839.05	\$1,182,479.38	\$3,313,005.48	\$48,966.68
March	\$4,570,702.83	\$75,217.97	\$97,057.02	\$1,138,364.10	\$3,432,338.73	\$168,299.93
April	\$4,452,053.62	-\$118,649.21	-\$21,592.19	\$1,035,353.50	\$3,416,700.12	\$152,661.32
May	\$4,484,774.31	\$32,720.69	\$11,128.50	344,825.83	\$4,139,948.48	\$875,909.68
June	\$4,575,131.86	\$90,357.55	\$101,486.05	366,493.76	\$4,208,638.10	\$944,599.30
July	\$4,690,503.67	\$115,371.81	\$216,857.86	434,198.84	\$4,256,304.83	\$992,266.03
August	\$4,791,070.46	\$100,566.79	\$317,424.65	611,285.59	\$4,179,784.87	\$915,746.07
September		-\$4,791,070.46	-\$4,473,645.81	-4,032,929.40	\$4,032,929.40	\$768,890.60
October		\$0.00	-\$4,473,645.81	-3,967,638.92	\$3,967,638.92	\$703,600.12
November		\$0.00	-\$4,473,645.81	-4,128,310.17	\$4,128,310.17	\$864,271.37
December		\$0.00	-\$4,473,645.81	-4,473,645.81	\$4,473,645.81	\$1,209,607.01

Comments:

1. For the calendar year 2024 the endowment is up \$317,000 from beginning of 2024.
2. Our 2025 endowment calculation will take place at the end of September.

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 Finance Committee meeting

9/5/2024

Attended by: Megan Hegna, Steve Rudnicki, Pete Holt, Jennifer Johnson, Carl Vandavelde and Tim Roets. Absent: Chris Riedesel

Agenda:

1. Confirm purchase of new carpet squares from Pucci's

All present voted yes to authorize the purchase.

2. Review Current Budget and Account balances.

As the operating account has \$73,000 with anticipated income from town/village of \$22,000 yet this year and an expected need for \$120,000 through the remaining quarter the committee agreed to reduce the November endowment draw for operating to \$40,000 from the \$74,000 calculated. It was also agreed upon that we would not make a November Capital draw as there are sufficient funds at the present.

It was noted that the deposit from the Village was short \$250 as compared to the previous 2 deposits. Megan will reach out and determine why and see if it can be corrected at the next deposit.

Megan will send out the request to Manning and Napier sometime in mid-October requesting a total of \$40,000 for endowment draw.

3. Hardwood refinishing quote. Tim was able to have a wood refinisher give a quote to refinish the upstairs elevator area as well as the Octagon Gallery and the area outside the gallery and adjacent to the elevator which is also hardwood currently covered by carpet. This quote will be provided to Barb Kittle to be considered for 90/10 grant.
4. Chris Riedesel inquired on behalf of the Presbyterian Session for 2023 payment for snow removal/salting. The board agreed to pay a share of this cost. It is unknown if the church paid a flat fee or paid per plowing. As such Megan/Janice are inquiring as such so that our share payment is a true reflection of the total cost.
5. Tim recommended that we once again reach out to Westfield Academy and Central School (WACS) for an increase in the monies provided on a yearly basis. Currently on the School budget is an \$11,000 payment to Patterson Library. This represents 2.5% of our budgeted revenue. It is understood that this is the same amount given for 40 plus years. Joan Caruso spearheaded an attempt 2-3 years ago and was not successful.

In running the numbers – if in fact we received \$11,000 during the 1978-1979 fiscal year of WACS the budget that year was \$2,583,313. The payment represents 0.43% of the budget.

In 2024-2025 that same \$11,000 represents 0.06% of the current budget of \$18,592,079. If they had kept the same percentage year over year it would mean a \$78086.73 payment. We are not advocating for this kind of increase, but the point is made, there is room for an increased of some sort as we provide a tremendous amount of support to the school especially during the summer session.

Tim proposes a meeting with Mike Cipolla, superintendent and Joshua Melquist, School Business executive to discuss an increase during the 2025-2026 budget year. He will discuss with Joan prior to have as much knowledge on the subject as possible and will request that Carl Vandeveld be present at that meeting.

6. Begin 2025-2026 budget talks so that we can vote on a budget at the November Board meeting.

Megan will begin her reviews and make recommendations as will the finance committee. It would be helpful to know if there will be any changes to the Personnel costs for the upcoming year.

Local History and Archives Policy Draft

Scope:

Patterson Library, as a registered historic building, strives to blend historic preservation with current NYS public library standards for service. In an effort to properly protect local historic material, and allow fair access to those materials Patterson Library prioritizes the care and keeping of all materials relating to the Patterson Family and its branches, or any materials related to the actual library building and land.

Crandall Room Access:

The Patterson Library maintains among its collection print material, photographs and artifacts representing the history of the residents of Westfield, NY and Chautauqua County. These unique and irreplaceable materials are available to all of our patrons for research, photographing, scanning and copying. Checkout of items is at the discretion of our archivist or their designee.

The archivist is available by appointment for research assistance and can aid in the copying or scanning of materials at the rate required for use of the scanner/copier.

All original files may only be used under the direct supervision of the archivist or their designee.

Photocopies of these documents should be available to patrons whenever possible, and clearly labeled as such. Supervision is not necessary for the access of these photocopies.

Technology necessary for access to non-print materials should be available if possible.

It is expected that researchers will handle these materials with the care they require and deserve so that they may be available to future patrons as well.

Harter Room Access:

Materials in the Harter Room are available for limited circulation to the public and records are maintained in the Library's computer/online cataloging system. These materials will include, but are not limited to: WACS Yearbooks, local biographies, local history and genealogy, *Timelines*, and *Chautauqua Genealogy* newsletters.

The "Patterson Library Collection" Access:

In 2018, a variety of materials not related to Patterson Library or its mission was gifted to the Chautauqua County Historical Society in a partnership effort that seeks to give these items proper preservation and storage for posterity. These historic files are available to the public as "The Patterson Library Collection." A list of these files and their contents is available at the library.

Local Government Documents Access:

Patterson Library does not maintain any collections of town or village government documents. These documents are located at Eason Hall.

Ongoing Collection/Retention:

Patterson Library limits its acceptance of historic materials to the Scope outlined in this policy. With the exception of WACS yearbooks-- any materials related to Westfield surnames, history manuscripts, or local history will only be accepted with the permission of the Archivist. All other materials will be directed to the Chautauqua County Historical Society.