

November 14, 2024 7:00 p.m.

# AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

SEPTEMBER 2024 MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

- Building & Grounds Committee
- Long Range Plan Committee
- Personnel Committee

UNFINISHED BUSINESS

- Jones Estate
- Branding Project
- Harter Room Storage

NEW BUSINESS

- Approval Votes
  - Budget
  - 2025 Dates and Closures
  - 2023 Annual Report to the Community
  - Personnel Resignation
- Policies for Vote
  - Emergency Planning
  - Programming
  - Records Retention
- CCHS Portrait Loan

PUBLIC EXPRESSION

ADJOURN

# Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on Nov. 14, 2024

## Administrative News

- Staff Development this year included **CPR, AED, first aid, and naloxone training** from Nancy Jopek.
- The **CCLS Annual Meeting** and training sessions were attended by myself, V. Thomas, N. N. Ensign, J. Johnson, C. Thomas, and M. Rubin.
- With the assistance of a CCLS Travel Grant I was able to attend the **NYLA conference** in Syracuse. Sessions attended included: Leading Sustainability through Coordinated Book Recycling, Creating An Effective Report to the Community, Unintended Barriers to Library Access, Trustee Handbook Book Club for Directors, Activating Trustee Leadership, Read to Recovery, and Documenting Institutional Knowledge.

## Facility News

- The wood floor in front of the elevators on the main level has been refinished and looks beautiful. **Carpeting** tiles have arrived, and the Hands have begun install. The Hands have also been shortening the book shelves (stacks) on the 2<sup>nd</sup> floor mezzanine level to allow for 36" of clearance for ADA accessibility.
- Patterson Library received official news that we have been awarded a **New York State Construction Grant for 2024 for Heating Upgrades**. The total cost for this project will be \$125,000. The library is responsible for 25% of the project at \$31,250. Our total award amount will be \$93,750.
- R.E. Kelley has not begun work on the planned cheekwall improvements and wall repointing for the **NYS Construction Grant for 2023**. This will most likely not occur until Spring. The Finance Committee approved the transfer of \$100,000 for this project to a CD for improved interest in the meantime.

## Programming News

Youth Services—V. Thomas

- **September programs** were on hiatus due to staffing changes.
- **Weekly Storytimes:** We kicked off our new weekly storytime and have had wonderful turnouts each week. One memorable session saw 57 attendees when we partnered with WACS UPK classes.
- Storytime Example: Our pumpkin-themed storytime was a hit, with kids carving pumpkins and enjoying a fun science experiment.

- **Pumpkin Carving Day:** Fifteen tweens and other community members joined us to carve pumpkins, which we proudly displayed on the library steps for Halloween. Special thanks to Timmerman's for generously donating the pumpkins!
- **Homeschool Group:** We launched our twice-monthly homeschool group, with over 25 participants at each session.
- **Halloween Party:** Our Halloween Party was a huge success, drawing around 71 attendees! We were grateful for generous donations from Schofield Farms & Tops. Schiedel's Little Red Wagon also donated beautiful gourds and pumpkins that added a festive touch to the entire library.
- **Device Use:** We saw over 220 device uses in the Children's area, including computers and gaming systems.
- **Author Reading:** We hosted an inspiring author reading of *She Will* by Amy Bedell, a story about how our differences make us stronger.
- **Outreach Storytimes:** Julie has begun hosting a homeschool storytime twice a month at MOPS (a mother's group), expanding our reach to more families.

## Adult Services—N. N. Ensign

- **Fiber Arts Classes:** Deb Puckhaber had 8 students for "Introduction to Knitting." "Advanced Knitting" was canceled due to lack of interest. Deb Sementilli Hoens taught "Abstract Quilting" for 11 students. Deb Penley taught "Felted Landscape" for 6 students.
- **Author visits** from Shubar Mather and Michael Oliva
- Mystery **Book Club** and Bestseller Book Group had meetings

### Octagon Gallery

- Audrey Dowling gave a gallery talk with 15 in attendance
- Abraham Ferraro installed his massive, colorful and fascinating "Directions" in 8 hours with the assistance of S. Rudnicki. I believe that we had an extra of at least 300 patrons walk through our doors for this fascinating exhibition. Many young people took many 'selfies' with the art. Abraham Ferraro had a closing reception in October instead of an opening reception. 40 in attendance.
- Cell phone photographer Lisa Schultz, of Dunkirk, presented "From Concrete to Curiosity" to about 30 patrons for her solo exhibition in the Octagon Gallery.

## Fundraising News

- 102 people enjoyed the **Westfield Cemetery Tours** on Sept. 20 & 21. Proceeds were \$2,750-- split between the library, the historical society, the cemetery, and LSCFTA, each group received around \$680.
- **Patterson Society Mailing** is in progress.



By the Numbers:

Selected Outputs:	September 2024	September 2023	September 2022
Adult Book Circulation	652	758	688
Children's Book Circulation	576	794	583
Downloadable/Streaming	427	422	378
Other Circulation	612	445	545
All Items Circulation	2267	2419	2194
Visits	2588	1408	1818
Reference Questions	113	70	58

Selected Outputs:	October 2024	October 2023	October 2022
Adult Book Circulation	638	789	755
Children's Book Circulation	670	865	672
Downloadable/Streaming	477	467	412
Other Circulation	846	536	526
All Items Circulation	2631	2657	2365
Visits	3419	1332	875
Reference Questions	71	97	59

## **Patterson Library Board of Trustees Meeting**

**September 12, 2024**

**Present:** Pres. J. Johnson, J. Caruso, C. Riedesel, J. Spann, C. VandeVelde, T. Roets, S. Rudnicki, B. Kittle, C. Thomas, P. Holt, M. Rubin, K. Richmond

Director, M. Hegna, guest, Valerie Thomas

Attending by Zoom: L. Schofield

**Absent:** L. Dunn

Pres. J. Johnson called the meeting to order at 6:55, welcoming Valerie Thomas to introduce herself to board as new hire for children's program. Valerie expressed her deep gratitude for the opportunity to work at Patterson, her love of the library, and her excitement to begin.

**Minutes:** T. Roets moved the minutes for July meeting be accepted as received, second by C. VandeVelde

**Treasurer report.** T. Roets reported in addition to the printout

- Decision to reduce draw from endowment to \$40,000
- Endowment is up about \$300,000
- Income from fundraising is higher
- Our portion for computer wiring will be \$6000

**Library Directors Report** M. Hegna report received plus additional information

- Very pleased with the addition of Valerie Thomas to staff, fitting in well
- Discussion of homeless population and protection of Patterson property
- Discussion of construction grant, we now qualify for 90/10
- Summer program outstanding participation and attendance
- Cemetery Tours - September 20 & 21
- Thank you to Book Sale and Auction Comm. members

## **Committee Reports**

**Fundraising Comm** J. Spann provided a synopsis of Auction/Chicken Dinner event. Discussion regarding what went well and suggestions on how we can be better.

**Building & Grounds** S. Rudnicki

1. Carpeting check to Pucci 9/13, should take another 4-6 weeks
2. Quote for sanding & refinishing about \$9000. Hoping to get a second bid.  
Other options
3. Elevator phone discussion, not resolved
4. R.E. Kelly still hasn't started but hoping to be here soon.

## **Unfinished Business**

### **Quick Books**

Kelly Dawson will be providing workshops on Quick Books for \$1800,

- other services available include grant writing.

**Branding/marketing-** we now have 4 proposals and they will be shared at the next meeting.

**Personnel approval** - moved by J. Caruso to approve the hiring of V. Thomas at \$17/hr for 35-40 hours per week, second by M. Rubin. Approved

### **New Business**

- 1. Local History Policy** J. Caruso proposed accepting local history policy as received, second by T. Roets, approved.
- 2. Harder Room** discussion of old newspapers, particularly Westfield Republicans, stored in the Harter room. M..Hegna looking for direction and permission from Board. C. Riedesel moved that anything newer than 2000 already stored on flash drives may be disposed of, and going forward after flash drive records are received. Second by J. Spann, approved.
- 3. J. Jones Estate** Motion by T. Roets to accept \$75,000, second by P. Holt, approved. J. Johnson proceeding after council from system attorney.

### **Assurances for State Aid for Library Construction Program (FY2024-2025)**

M. Hegna read aloud the terms of the new construction grant for Board acceptance.

### **Comments:**

S. Rudnicki shared that we have many visitors wandering into our library and he has given several tours. Suggested that this could be a perfect volunteer opportunity for a tour guide, or perhaps a self-guided, narrated tour developed by someone at the library.

J. Spann proposed that the thank-you video from the auction be posted to the library FB page.

Meeting was adjourned @ 8:45 PM.

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	2025 Proposed	Change	Notes
<b>Operating Income</b>			
Town of Westfield	\$ 47,000.00	\$ -	
Village of Westfield	\$ 40,000.00	\$ (1,000.00)	Back to 2023 funding level
WAC School	\$ 11,000.00	\$ -	
State Funding	\$ 9,000.00	\$ -	
Private Gifts & Grants	\$ 23,800.00	\$ (1,200.00)	Not expecting Arts Grant (ASI)
Fundraisers	\$ 16,500.00	\$ 1,500.00	
Patterson Society	\$ 17,000.00	\$ -	
Endowment Draw	\$ 158,000.00	\$ 10,000.00	
Charges, Fees and Sales	\$ 5,400.00	\$ 300.00	
Kappler Fund	\$ 4,000.00	\$ 4,000.00	First estimated draw (books for ages 0-6)
<b>Total Operating Income</b>	<b>\$ 331,700.00</b>	<b>\$ 13,600.00</b>	<i>(Potential for added ERC monies \$60,000+)</i>
		\$ -	
<b>Capital Income</b>		\$ -	
Capital Gifts & Grants	\$ 1,000.00		
State Construction Grants	\$ 90,806.00		FY2021 Final Award \$6,431; FY2025 \$84,375
Endowment Draw	\$ 16,000.00		
<b>Total Capital Income</b>	<b>\$ 107,806.00</b>		<i>(If not deposited before 12/31/24 added NYS CG FY2024 \$83,678)</i>

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<b>Operating Expenses</b>			
Wages	\$ 237,116.00	\$ 14,156.00	Minimum Wage Hike to \$15.50, general COL +3.3%
Benefits	\$ 59,110.00	\$ 3,360.00	
Library Materials	\$ 32,250.00	\$ 10,075.00	Print books have been underbudgeted
Building Operations	\$ 35,920.00	\$ 2,420.00	
Library Operations	\$ 33,200.00	\$ 1,810.00	
<b>Total Operating Expenses</b>	<b>\$ 397,596.00</b>	<b>\$ 31,821.00</b>	
<b>Capital Expenses</b>			
State Construction Grant Costs	\$ 292,589.00		FY2023 \$167,589; FY2024 \$125,000
General Construction	\$ 4,000.00		
Construction Supplies	\$ 4,000.00		
Computers	\$ 4,000.00		
<b>Total Capital Expenses</b>	<b>\$ 304,589.00</b>		

\*note \$113,123 previously awarded and in reserved funds; see *Capital Income* above \$83,678 in awards expected



**2025 Closures**

Wed. Jan. 1 New Year  
Mon. Feb. 17 Presidents Day  
Sat. May 10 Patterson After Dark  
Mon. May 26 Memorial Day  
Thurs. June 19 Juneteenth  
Fri. July 4 Independence Day  
(Sat. July 5?)  
Mon. Sept. 1 Labor Day  
Mon. Oct. 20 Staff Development Day  
Thurs. Nov. 27 Thanksgiving  
Fri. Nov. 28 Thanksgiving  
Wed. Dec. 24 Christmas Eve  
Thurs. Dec. 25 Christmas Day  
Wed. Dec. 31 New Year's Eve  
Thurs. Jan. 1 New Year's Day

**Fundraisers**

Patterson After Dark  
Sat. May 10  
  
Book Sale  
Presale Wed. July 16  
Thurs./Fri./Sat. 17-19  
  
Auction  
Wed. Aug. 20

**Board of Trustees Meetings**

Jan. 9  
Mar. 13  
May 8  
July 10  
Sept. 11  
Nov. 13

# Annual Report

2023 In Review



Thank you to all of our trustees, staff, volunteers, donors, and patrons. You are what make Patterson Library a continued legacy for Westfield.  
Library Director- Megan Hegna, M.L.I.S.

2,400 hours  
open to the public

19,278  
visitors to the library



registered summer  
readers  
236



36,444  
books on the shelves



- 16 public computers
- 3,229 computer uses
- 2,332 wi-fi sessions



**2023 Operating Income**

Town/Village/School	\$98,500
NY State	\$6,975
Gifts & Memorials	\$29,010
Fundraisers	\$40,403
Other	\$5,880
Endowment Draw	\$142,000
<b>TOTAL</b>	<b>\$322,768</b>

**2023 Operating Expenses**

Collections	-\$23,315
Building Operations/Maintenance	-\$37,871
Supplies and Programs	-\$39,747
Wages	-\$207,235
Benefits	-\$50,361
<b>TOTAL</b>	<b>-\$358,529</b>

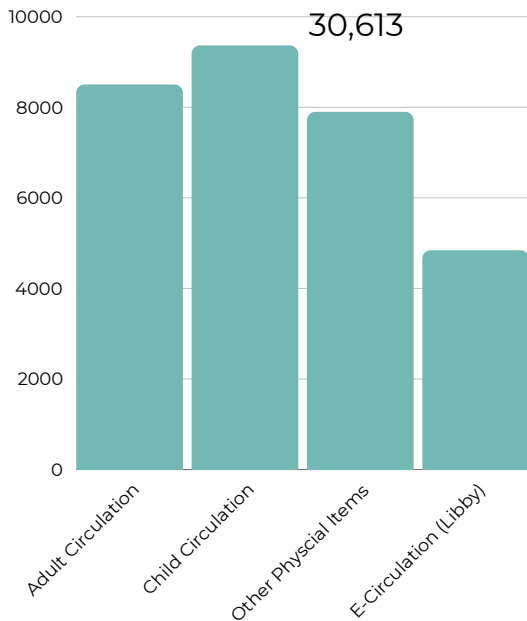
**2023 Capital Income**

Preserve NY Grant	\$16,000
NY State Construction Grant	\$118,005
Other	\$2,238
Endowment Draw	\$14,000
<b>TOTAL</b>	<b>\$150,288</b>

**2023 Capital Expenses**

Building Condition Survey	-\$18,468
Elevator Upgrades	-\$15,668
Equipment	-\$2,174
Other Construction	-\$9,420
<b>TOTAL</b>	<b>-\$45,743</b>

**2022 TOTAL CIRCULATION**



**Board of Trustees**

- Jennifer Johnson, President
- Joan Caruso, Vice President
- Tim Roets, Treasurer
- Diana Hamann, Secretary
- Mary Bivens
- Linda C. Dunn
- George (Pete) Holt
- Barbara Kittle
- Kathryn Richmond
- Mara Rubin
- Steven Rudnicki
- Susan Scriven
- Joseph Spann
- Carl VandeVelde



Patterson Library is a proud member of the Chautauqua-Cattaraugus Library Association, New York Library Association, and American Library Association

## Emergency Preparedness Policy Draft

In the interest of protecting all patrons and employees during a security, medical or weather-related emergency, the Patterson library offers a procedural guide to ensure that such events are dealt with in a safe and effective manner. Said events are to be reported to the appropriate personnel within the library as well as to the proper authorities outside the building. In all cases, human safety is more important than that of objects or property, and decisions in complying with procedures should be made accordingly.

The Emergency Procedure Manual will be created and updated by the Director of the Patterson Library with input from their staff and volunteers (“The Hands”) as well as in consultation with area police, fire, and emergency departments. Further, advice and input from our insurance carrier is advised.

At a minimum, the manual is to be reviewed annually to determine any necessary changes or additions. All employees are to be refreshed on the manual once a year. New employees are to be acquainted with the manual within one week of beginning their employment with the Library.

Acknowledgements:

*Hamburg, NY Public Library; Massachusetts Library System*

## Programming Policy Draft

Responsibility for library program development is vested in the Library Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with outside groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Patterson Society, or a partnership including the Library.

Library programs support the Patterson Library mission and Long-Range Plan. They are planned in advance to meet staffing and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, performer limitations or other requirements pertaining to safety.

Library programs are funded in part by the operating budget with additional support from Patterson Society fundraising activities, grants, endowments, and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music.) Patterson Library requires a contract to be executed by program presenters.

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

### *Acknowledgement:*

Kent District Library <https://kdl.org> Accessed Sept. 2024

<https://kdl.org/wp-content/uploads/sites/88/2024/08/KDL-Policy-Manual.pdf>

# Records Retention Policy Draft

The Director and the staff of Patterson Library are committed to maintaining documents and paperwork essential to the business and history of the Library and those required by law. Record Retention and disposal will be guided as follows:

This policy applies to all records regardless of form (i.e. electronic, email, physical, etc.)

Patterson Library is required to keep library records confidential according to **Civil Practice Laws and Rules, Section 4509**. As an Association Library, Patterson Library is not bound to **Retention and Disposition Schedule for New York Local Government Records (LGS-1)** but will make all attempts to comply.

Current LGS-1 specific to libraries is attached below.

## Archives:

Prior to purging, all records of the Library are appraised for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Records retained permanently due to historic or research value are designated as "Archives."

## General Guidelines:

Association Library Charter, bylaws, Annual Reports	Permanent
All records made available per the Open Meetings Law	Permanent
Employee-Related	7 years after termination of employee
Fiscal & Financial	7 years, unless the relevant fiscal policy, document or transaction it is related to requires longer.

## Disposal:

At the end of the retention period, physical copies are purged via shredding as their retention period expires.

At the end of the retention period, electronic records are routinely disposed of by a process approved by CCLS Information Technology.

## Library/Library System

Title	Major Revision	Previous Schedules	Schedule Item
▼ Incorporation, chartering and registration records:		CO2 340; MU1 304; ED1 165; MI1 254	591
<p><b>RETENTION:</b> PERMANENT</p>			
▼ Accession records:		CO2 341; MU1 305; ED1 158; MI1 255	592
<p><b>RETENTION:</b> 1 year after accessioning procedure becomes obsolete  <b>NOTES:</b> Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.</p>			
▼ Informational copies of records prepared by and received from public library system,		CO2 342; ED1 166; MI1 256	593
<p>including but not limited to directories, minutes, budgets and reports:  <b>RETENTION:</b> 0 after superseded or obsolete</p>			
▼ Borrowing or loaning records:	2020 (♦)	CO2 343; MU1 307; ED1 159; MI1 257	596
<p><b>RETENTION:</b> 0 after no longer needed</p>			
▼ Catalog of holdings		CO2 344; MU1 308; ED1 160; MI1 258	598
<p>a: Manuscript or published catalog:                      RETENTION: PERMANENT</p> <p>b: Continuously updated catalog:                      RETENTION: 0 after superseded or obsolete</p>			

▼ Individual title purchase requisition		CO2 345; MU1 309; ED1 161; MI1 259	599
which has been filled or found to be unfillable: <b>RETENTION:</b> 1 year			
▼ Records documenting selection of books		CO2 346; MU1 310; ED1 162; MI1 260	600
and other library materials: <b>RETENTION:</b> 0 after no longer needed			
▼ Library material censorship and complaint records,		CO2 347; MU1 311; ED1 163; MI1 261	601
including evaluations by staff, patrons' complaints and record of final decision: <b>RETENTION:</b> 6 years after last entry <b>NOTES:</b> Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.			
▼ Patron's registration		CO2 348; MU1 312; ED1 164; MI1 262	602
for use of rare, valuable or restricted non-circulating materials: <b>RETENTION:</b> 6 years			
▼ Directory of public library system		MU1 306	594
and member libraries, prepared by public library system (member library's copy): <b>RETENTION:</b> 0 after superseded or obsolete			



▼ Interlibrary loan records,	2020 (♦)		597
<p>including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records</p> <p>a: When no copies of original materials are requested: RETENTION: 0 after no longer needed</p> <p>b: When copies of original materials are requested: RETENTION: 5 years after order is completed</p>			
▼ Library card application records:	2020 (♦)		595
<p><b>RETENTION:</b> 3 years after card expires or is inactive</p>			
▼ Program and exhibit file	2020 (♦)		603
<p>documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms:</p> <p>a: Parental consent records: RETENTION: 6 years, or 3 years after child attains age 18, whichever is longer NOTES: Photo release records are covered under item no. 68 in General Administration section.</p> <p>b: Attendance sheets and registration forms, when no fee is charged: RETENTION: 0 after no longer needed</p> <p>c: All other records: RETENTION: 6 years after exhibit closed or program ended NOTES: Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.</p>			

“Library/Library System.” *New York State Archives*, 2020, [www.archives.nysed.gov/records/local-government-record-schedule/librarylibrary-system](http://www.archives.nysed.gov/records/local-government-record-schedule/librarylibrary-system). Accessed 16 Oct. 2024.

**Acknowledgement:**

Adams, Stephanie. “Retention Period for Employee Records | WNYLRC - Western New York Library Resources Council.” *Wnylrc.org*, 26 July 2022, [wnylrc.org/raq/retention-period-employee-records](http://wnylrc.org/raq/retention-period-employee-records). Accessed 16 Oct. 2024.