

July 10, 2025 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

AUDIT REPORT Michael McLanahan; Bysiek CPA, PLLC

MAY 2025 MINUTES

LIBRARY DIRECTOR'S REPORT

TREASURER'S REPORT

COMMITTEE REPORTS

- Finance Committee
- Building & Grounds Committee
- Fundraising Committee
- Long Range Planning Committee
- Policy Committee

UNFINISHED BUSINESS

- Vacant Trustee Seats: Discussion
- Jones Estate

NEW BUSINESS

- Potential Grape Festival Hours (Sept. 20, 2025)
- NYS Construction Grant FY2026 Assurances
- NY Forward Westfield Grant Projects
- DYPSNY Archives Strategic Planning Grant Application
- 2024 Report to the Community: For Vote
- Fire System Upgrades: For Vote

PUBLIC EXPRESSION

ADJOURN

Patterson Trustee Meeting

May 8, 2025

Attendance: Pres. J. Johnson, J. Caruso, T. Roets, B. Kittle, K. Richmond, L. Dunn, P. Holt, C. Thomas, S. Rudnicki, C. Riedesl, L. Schofeld, J. Spann, C. VandeVelde, Director, M. Hegna
Absent: M. Rubin

Guests: Laura Dealy, Robert Papelian

Call to Order: Pres. J. Johnson called meeting to order @ 7:06.

Presentation:

L. Dealy & R. Papelian, representing Manning & Napier gave an update and overview of the endowment for the past year. Looking forward, the word is 'volatility'. We are in good shape now and will stay the course taking advantages in the market as they come. Annual report placed on file.

Committee Reports:

1. **March Minutes** were approved with one correction. There is no new trustee being elected at this meeting. Placed on file.
2. **Library Director's Report** - M. Hegna elaborated on report received and filed.
 - a. Update on Branding - May 20 workshop
 - b. Village shared funding intent through 2026-27
 - c. Audit should be completed next week
 - d. Tariffs could affect new book purchases
 - e. Carpet installation completed and fantastic! While installing carpet the Hands shortened the book shelves and saved the library up to \$50,000.
 - f. R.E. Kelly is here! Library will stay open but handicap entrance may need workaround at times.
3. **Treasurer's Report/ Finance** - P. Holt elaborated on recent budget report. We appear to be on track as we hit the $\frac{1}{3}$ mark of the year.
 - a. J. Johnson - discussion regarding investigation and comparison of insurance providers. Motion to purchase insurance from Betts Insurance Agency for building and D&O insurance. Second by C. Thomas. Approved
 - b. Discussion regarding Review vs. Audit
4. **Building /Grounds Committee**
 - a. Carpet is finished, 6-7 boxes of carpet squares are left
 - b. T. Roets replaced basement drinking fountain
 - c. 4,000,000 NY Grant received by Village will be dispersed and library should apply for funds for windows
 - d. Glass table top cover in reading room was shattered some time after closing on May 6. Estimate for glass and installation \$45

5. Fundraising Committee

- Patterson After Dark updates: K. Richmond Everything is moving along, please turn in ticket money, over \$3,000 handed in to Janice so far.
- Auction – C. Thomas clarified plan for baskets, not everyone donating must donate a basket. Would like at least 6-8 baskets to be on display during the book sale in July and left on display, with tickets on sale at the library until auction date.
- Book sale - J. Spann reported that we will need a person to replace M. Rubin and line up others. Joe also reported on a book donated to the library from Mildred Simpson, a first edition of Mark Twain's first book. Discussion of best venue to sell or auction, will continue to work with C. Riedesel regarding value, etc.

6. Nominating Committee - K. Richmond

- Presented the slate of officers to serve for the next 3 years. Second by J. Caruso. Approved
 - President- Steve Rudnicki
 - V. President- Pete Holt
 - Treasurer– Tim Roets
 - Secretary- Laura Schofield
- C. VandeVelde motioned to accept resignations from board of trustees of M. Rubin and C. VandeVelde with regrets. Second by J. Caruso. Approved
- **Policy Committee-** J. Caruso proposed a Bylaws addition to V. President description of duties as such: *“Further, the Vice President shall chair the Policy Committee. As such, they will work in concert with the Director to review, develop, excise or revise library policies as needed or as required by the New York State Commissioner of Education.”* Motion seconded and approved.

Unfinished Business

1. Jones Estate - P. Holt reported that the house will be placed on market within the next 2 weeks, and the car has sold.

Public Expression

none

Meeting adjourned at 9:05 pm.

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on July 10, 2025

Administrative News

- For easier record-keeping and administration, the Finance Committee approved the closure of our Lakeshore money market account and the opening of a money market account at **Community Bank**. Our operating account currently functions out of Community Bank as well.
- After approval at the May Board of Trustees Meeting our building insurance plan was moved to **Betts Insurance** with better coverage and price as well as the directors and operators (D&O) and employment practices liability insurance (EPLI) insurance plans.
- We received notice that we will be receiving a final distribution from the estate of **Sally Jeanne Kappler**, amounting to \$76,900 (to add to the previously donated \$85,000). These funds are intended for the Jeanne Diffenbach Kappler fund which Ms. Kappler established in 2017 as a perpetual fund whose earning should be used to purchase children's books.
- I participated in the initial meeting of a **CCLS Library Card Application Committee**. The goal is to have one application for all CCLS libraries with consistency in practice throughout the two-county area.

Facility News

- Our **elevator was out of service** for approximately a week while we waited for Schindler Elevator to find the problem and fix it. Ultimately a switch needed to be replaced that was causing a false low oil reading.
- I've authorized Mike Jones (CCLS IT) to transfer our **phone lines from Spectrum to DFT**. The cost per line will be 40% less than we are currently paying. While the DFT tech is here, M. Jones will have him pull a new line to our elevator for the emergency phone.
- **RE Kelley completed work** on our New York State Construction Grant funded project. Broken marble stones on the staircase, the front cheekwalls, and the upper parapet were patched and stabilized. The south and north of the building were repointed and coated in a water repellent. The front steps and cheekwall had all caulking removed and replaced.
- **The NYS Construction Grant for heating upgrades** is scheduled to begin work mid-July with J.M.I.
- Recently we had some **water backup** from one of the new split a/c units close to the Main Desk. The units are only a couple years old but the pump on one of them burned out already. As of 7/7/2025 we are still waiting on Stark Tech. to receive the part and come to install.
- Building and Grounds Committee have been evaluating **HVAC service contracts**.

Fundraising News

- **Patterson After Dark** raised \$11,000 (up from \$7,270 in 2024.)
- Our **Book Sale** begins set up in the Reading Room on Monday July 14th. All volunteers are appreciated. A Patterson Society Pre-Sale will be held Wed. from 6-8pm. The Book Sale will be held Thursday the 17th through Saturday the 19th during open hours. Help will also be needed for clean up on Monday July 21st. All books need to be boxed for removal by the company Books Galore and More that afternoon.
- Plans are under way for the **Auction** to be held Aug. 20 in Eason Hall. J. Spann is in charge of facility set-up and chicken dinners. C. Thomas is chair in partnership with Gwen Spann. This year a "basket raffle" will replace the silent auction.
- Online community fundraiser **Give Big CHQ** run by L. Schofield brought in \$1,793 (up from \$420 in 2024.)

Correction to Previous Report

- Our book delivery delays had no relation to tariffs and foreign shipping. Books are educational products and not subject to tariffs. Our delays are specific to our current book jobber Baker & Taylor.

Programming News

Youth Services

- Our **Summer Reading Program: Color Our World!** runs from **July 2nd through August 11th**. V. Thomas and J. Kowal have transformed the children's area into a colorful wonderland. Patrons are very receptive to the reading program and have been registering to read since May.
- The summer kick-off program featuring "Rocks with Tom Hegna" had 200 people in attendance. Stations consisted of a touch and feel table, rock structures under a microscope, marshmallow and pretzel "crystal structures", sand art, and fluorescent rocks under black light.
- In an effort to increase WACS participation and make prize award distribution easier, V. Thomas has started a separate check-in process for WACS teachers with a dedicated volunteer as their contact point.
- The summer reading program is open to all ages birth-18 with weekly minute-based reading goals. Families can begin the program anytime through August 8th, and there is a special abbreviated program available for summer visitors.

May

- We are so thrilled that the ladies of "Return of Culinary Creations" are taking their cooking seriously. The patron led group has about 6 seasoned members. The "Best Sellers" book group of 6 members met and are taking the summer months off to read on their own.
- "Cozy Crafters" group meet every Tuesday at 1pm. This group of 8-10 gals work in crochet, knitting, quilting and embroidery and continue to enjoy each other's company as they create their own pieces. Author, Marcy Obrien of Warren, PA, presented her newest book "Rounding Third", a collection of stories and articles to a small group of interested writers of 4. "Cooking with Chef Jim" continues to be a big hit with our patrons. Each month Jim brought ingredients and recipes to demonstrate the ease of creating great food. This was a large group of 22 patrons. The "Cozy Crafters" spoke up about a monthly workshop to assist them with various complicated techniques. Deb Puckhaber helped 5 fiber artists work through their challenges. The "Mystery Book Club" ebbs and flows with nice weather. I lead the "Mystery Book Club" of 6-8 gals with a thorough background of the author and book for a great discussion. This month's Octagon gallery installation "Justamere" with Diane Martonis was an incredibly interesting and whimsical experience. Colorado art professor Diane gave a wonderful presentation to 45 fascinated patrons. This exhibition ran from May 30 - July 6.
- We had scheduled the SUNY Fredonia musicians to play but they cancelled due to some personal issues.

June

- "Return of Culinary Creations"-6
- "Cozy Crafters" every tuesday-10
- Oil City photographer Sheryl Sabo contacted me months ago about an art exhibition in the Octagon Gallery. However, I'm booking for the year 2028 for the gallery and Sheryl wanted to display her work instead in the "Art in the Stacks" in the main floor. Sheryl's photography was inspired by her time in Charlestown.
- "Secular Selection Music"-Julie Kowal organized this concert of 8 musicians and 40 patrons were in attendance. This concert is very well received and patrons have asked for another concert to enjoy.
- "Mystery Book Club" of 5 patrons met and discussed another great book and the possibility of another book club of "GREAT REVIEWS".

Save the Date

Volunteers are still needed for the **Summer Reading Program Closing Bash on August 11th**.
Special need for hot dog grillers!

By the Numbers:

Selected Outputs:	May 2025	May 2024	May 2023	May 2022
Adult Book Circulation	751	809	753	726
Children's Book Circulation	1019	1047	806	496
Downloadable/Streaming	554	468	435	395
Other Circulation	771	493	820	517
All Items Circulation	3095	2817	2814	2134
Visits	3085	3076	1461	2065
Reference Questions	255	97	40	45

Selected Outputs:	June 2025	June 2024	June 2023	June 2022
Adult Book Circulation	814	769	797	779
Children's Book Circulation	1039	833	873	618
Downloadable/Streaming	495	494	460	442
Other Circulation	952	554	109	469
All Items Circulation	3300	2650	2239	2308
Visits	3217	2698	1379	1774
Reference Questions	344	156	44	58

Patterson Library Profit & Loss Budget vs. Actual January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
Ordinary Income/Expense				
Income				
Community Bank Income	1,708.41			CD interest
Lake Shore Savings Income				
Lake Shore Savings Interest	56.97			
Total Lake Shore Savings Income	<u>56.97</u>			
Operating Income				
Local Funding_11.2				
Town of Westfield_11.1	24,000.00	47,000.00	-23,000.00	Next payment Aug
Village of Westfield_11.1	20,000.00	40,000.00	-20,000.00	Next payment Aug
WACS_11.1	0.00	11,000.00	-11,000.00	
Total Local Funding_11.2	<u>44,000.00</u>	<u>98,000.00</u>	<u>-54,000.00</u>	
CCLS Funding_11.8				
State Aid (LLSA)_11.3	215.10	2,000.00	-1,784.90	
CCLS Grants_11.7	2,998.50	7,000.00	-4,001.50	
Total CCLS Funding_11.8	<u>3,213.60</u>	<u>9,000.00</u>	<u>-5,786.40</u>	
Other Federal Aid_11.12	48,222.04			
Private Funding_11.14				
Unrestricted				
General Gifts & Memorials_11.14	49,715.64	23,000.00	26,715.64	Jones IRA, Caruso and Heard/Potash gifts
Refunds	2,581.37			Prorated amount for changing insurance
Total Unrestricted	<u>52,297.01</u>	<u>23,000.00</u>	<u>29,297.01</u>	
Art and Archives	65.00			
Program Funding	0.00	800.00	-800.00	
Total Private Funding_11.14	<u>52,362.01</u>	<u>23,800.00</u>	<u>28,562.01</u>	
Earned Income				
ILL_11.18	4.00			
Merchandise Sales_11.18	55.00	400.00	-345.00	
Book & Equipment Sales_11.18	317.21	2,000.00	-1,682.79	
Fund Raisers_11.15				
Fundraisers_11.15	10,664.48	16,500.00	-5,835.52	Book sale and Auction to come
Pat Society memberships_11.15	16,590.00	17,000.00	-410.00	End of year mailing provided early 2025 influx

Patterson Library Profit & Loss Budget vs. Actual January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Fund Raisers_11.15	27,254.48	33,500.00	-6,245.52
Charges_11.17	2,228.03	3,000.00	-771.97
Total Earned Income	<u>29,858.72</u>	<u>38,900.00</u>	<u>-9,041.28</u>
Total Operating Income	177,656.37	169,700.00	7,956.37
Capital Income			
State Construction_13.4	1,930.00	90,806.00	-88,876.00
Capital Gifts_13.2	0.00	1,000.00	-1,000.00
Total Capital Income	<u>1,930.00</u>	<u>91,806.00</u>	<u>-89,876.00</u>
Total Income	<u>181,351.75</u>	<u>261,506.00</u>	<u>-80,154.25</u>
Gross Profit	181,351.75	261,506.00	-80,154.25
Expense			
Operating Expenses_12.32			
Personnel Expenses_12.5	142,645.34	295,102.00	-152,456.66
Library Materials_12.9	20,559.25	32,250.00	-11,690.75
Supplies and Maintenance	47,544.76	67,200.00	-19,655.24
Programs	1,920.56	9,900.00	-7,979.44
Total Operating Expenses_12.32	<u>212,669.91</u>	<u>404,452.00</u>	<u>-191,782.09</u>
Capital Expenses	105,571.14	260,589.00	-155,017.86
Total Expense	<u>318,241.05</u>	<u>665,041.00</u>	<u>-346,799.95</u>
Net Ordinary Income	-136,889.30	-403,535.00	266,645.70
Other Income/Expense	379,247.29	178,000.00	201,247.29
Net Income	<u><u>242,357.99</u></u>	<u><u>-225,535.00</u></u>	<u><u>467,892.99</u></u>

Books are expensive
 Front loaded gas bill for colder winter/slightly higher insurance costs

Patterson Library Cash & Endowments

As of June 30, 2025 Jun 30, 25

ASSETS

Current Assets

Checking/Savings

Community Bank Operating Fund	46,529.17
Community Money Market	90,976.66
Cash on hand	154.00

Total Checking/Savings 137,659.83

Other Current Assets

Investment Accounts

Charles Schwab Investment Acct	4,884,289.06
Dieffenbach Kappler Fund	94,302.39

Total Investment Accounts 4,978,591.45

Total Other Current Assets 4,978,591.45

Total Current Assets 5,116,251.28

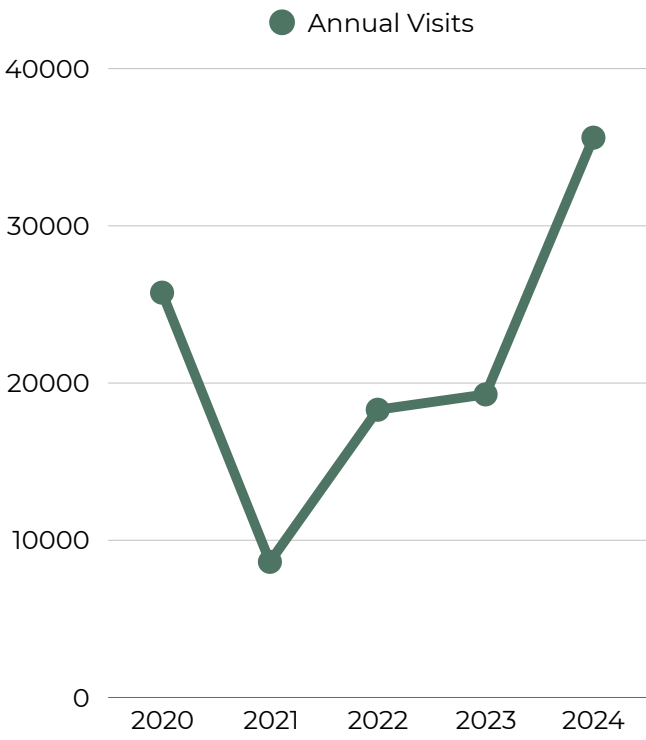
TOTAL ASSETS 5,116,251.28

LIABILITIES & EQUITY 0.00

PATTERSON LIBRARY

ANNUAL COMMUNITY REPORT 2024

ANNUAL VISITS



My favorite thing is the animal programs. -Cecilia S.

I love that we can be ourselves at the library. We don't have to worry that we're being too loud. -Cecilia's Mom

2024 VISITS 35,609

Visitors to Patterson Library enjoyed and used:



Printer, Copier, Scanner, and Fax Machine



Nintendo Switch, Mario Kart Live, PS4, STEM kits, Craft Supplies, Legos, Train Table, Play Kitchen, Dollhouse



Portable CD/DVD Drive, Vision Impaired Computer, Newspapers, Puzzle Swap, Silhouette Cutting Machine, Digitization tools for film and video, Local history information

PATTERSON LIBRARY

40 S. Portage St. Westfield, NY 14787
www.pattersonlib.org 716-326-2154



MORE TO EXPLORE

AVAILABLE TO BORROW:

- DVDs
- Video Games
- Nintendo Switch, PS4, and more*

- Board Games
- Adventure Passes

Free and discounted admission to museums and zoos

- Launchpads: Pre-K Educational Tablets
- Knitting Needles

DIGITAL RESOURCES AVAILABLE:

- Ancestry Library Edition,
- Booklist e-Magazine,
- Comics Plus,
- Craftsy Tutorials,
- Family Search Genealogy,
- The Great Courses Online,
- Kanopy e-Videos,
- The New York Times e-Edition
- NovelNY Databases,
- Tech Talk Tutorials

TOTAL CATALOGUED BOOKS 35,681

WHO HAS A LIBRARY CARD?

Population of Westfield **4,553**



Westfield Residents with Library Cards **3,668**



Non-Resident Library Cards **1,797**



COMPUTER USE

Public Computers **16**

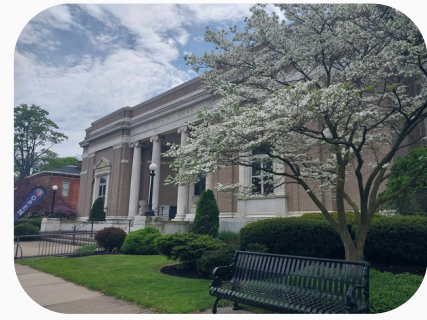
Computer Sessions **3,039**

PATTERSON LIBRARY

40 S. Portage St. Westfield, NY 14787
www.pattersonlib.org 716-326-2154

THE VALUE OF A LIBRARY

Library Materials & Services	2024 Usage	Value of Our Use
Adult Books Borrowed	9,165	\$155,805
Children's Books Borrowed	11,328	\$192,576
Audiobooks Borrowed	183	\$1,821
Interlibrary Loan Requests	16	\$400
eBooks Downloaded	20,493	\$307,395
Magazines Read	30	\$150
Newspapers Read	894	\$8,493
Movies Borrowed	4,004	\$16,016
CDs Borrowed	189	\$1,881
Meeting Room Use (per hour)	56	\$1,400
Adult Program Attendance	667	\$10,005
Young Adult Program Attendance	44	\$528
Childrens' Program Attendance	1419	\$9,933
Museum Passes Borrowed	20	\$400
Computer Use (per hour)	3039	\$36,468
Reference Assistance	1,265	\$8,855



WESTFIELD'S TOTAL LIBRARY VALUE
\$752,125

LIBRARY OPERATING EXPENSES 2024
\$364,155

2024 LIBRARY SAVINGS
\$387,970





FIRE SECURITY COMMUNICATIONS

33 INSTITUTE STREET · JAMESTOWN, NY 14701

(716) 664-5336

QUOTATION

Number: 12087A

Name / Address	Project:	Date: 7/10/2024
	Patterson Library - FA/SEC	

Item	Description	Qty
V128FBPT	VISTA Control Panel Fire/Burg Commercial Turbo	1
AL400ULXR	Single Output Power Supply/Charger, 12VDC @ 4 Amp / 24VDC @ 3 Amp, Red Enclosure, UL1481 & UL294, AC & Low Battery Fail Supervision	1
FS1270	7AH, 12V Battery - F1 Terminals - L5.94xW2.56xH3.7	3
LTEM-PXV	LTE Cat M1 Cellular & Ethernet Communicator for Vista Panels - ECP Bus (Verizon)	1
PROWIFI	ProSeries WiFi Communications Module	1
6160CR-2	Commercial Fire Alpha Keypad, Red (For use with Vista Rev 9 Panels)	1
5881ENH	Receiver for up to 128 Wireless Zones - Supports all 5800 Series Wireless Devices	2
4101SN	VPLEX Single Output Relay Module, Form C Relay at 2Amps 24VDC/VAC	2
4209U	Vplex Group Zoning Module	1
5800RP	Wireless Repeater, Extends the Range of 5800 Series Wireless Devices	1
300-07753	9VAC 15VA Plug In Transformer - For use with 5800RP	1
5816WMWH	Wireless Door / Window Transmitter, White with Magnet (5899). 3-1/16" H x 1-9/16" W x 1-3/16" D, Two zone transmitter with both built-in magnetic reed switches and wired closed circuit contact loop.	8
5800PIR-COM	Wireless Commercial PIR, Range 60' X 80'	8
5802WXT	Wireless Single Button Personal Panic	3
SK-PSDA	Pull Station, Dual Action	6
SSU00595	Pull Station Relocator	3
4193SN	V-Plex Addressable Dual Zone Expander Module - (Can be configured as 1 supervised zone (NO or NC) and 1 unsupervised zone, or 2 unsupervised zones (NC only))	6
2W-B	i3 Series Photo Detector, 2 Wire with Base, 12-24VDC	23
OSI-R-SS	System Sensor Reflected Type Beam Smoke Detector 4 Wire, Single Ended, 8" Reflector	1
6500-MMK	Multi Mount Kit for Beam Detector	1
PROSIXGB	ProSeries Six Two-Way Glass Break Sensor	1
5809SS	Wireless Heat Detector, 135 Degree, Rate of Rise	2
P2WLED-BP10	LED Horn/Strobe, FIRE, 12/24 VDC, Multi CD, WM - White - Pack of 10	0.8
SWLED-BP10	LED Strobe, FIRE, Multi CD, WM - White - Pack of 10	0.3
MDL3R	SpectraAlert Advance Sync-Circuit Module 12/24V, Red	1
D2	System Sensor 2 Wire Photoelectric Duct Detector	1
RTS151KEY	Key-Activated Remote Test Station	1
DST5	5' Sampling Tube for IDP or InnovairFlex Duct Detectors	1
5800COV	Wireless Carbon Monoxide Detector with Sounder	3
Miscellaneous Parts	Miscellaneous Job Parts - To include Smoke Detectors and Relays for Elevator Recall	

We Appreciate Your Business!		Subtotal
Signature:	PO #	Sales Tax (0.0%)
The total price shown reflects our most competitive price that includes cash payment method. If a different form of payment is chosen price will increase.		Total



FIRE SECURITY COMMUNICATIONS

33 INSTITUTE STREET · JAMESTOWN, NY 14701
 (716) 664-5336

QUOTATION

Number: 12087A

Name / Address	Project:	Date: 7/10/2024
	Patterson Library - FA/SEC	

Item	Description	Qty
Installation Labor ANet Smart Security C... Service Charge Shipping and Handling	<p>Installation Labor - Included UL Listed, AlarmNet Central Station Monitoring - Included in price shown for the first year. Monitoring will automatically renew @ \$360.00 per year. Includes Radio Alarm Transport, Daily Supervision, Advanced Protection Logic, Total Connect Services</p> <p>Service Charge - Included Shipping and Handling</p> <p>Scope of Work: FSC to change out the existing fire/security system with new. Add IP Communication to enable removing the phone lines from the system to use IP/Cell communicate to our MRC for monitoring moving forward. Adding Heat Detection to the Boiler and Mechanical Rooms. The notification appliances will have LED strobes for less current draw. Complete all programming, setup, test/certification and training.</p>	
Terms	Prices Subject to Change - Prices Based on Total Purchase - Minimum 20% Restocking Fee with Original Packaging. Quote Expires 30 Days from Date of Issuance.	
Applicable Taxes	*Applicable taxes to be added to order*	

We Appreciate Your Business!		Subtotal	\$14,590.00
Signature:	PO #	Sales Tax (0.0%)	\$0.00
The total price shown reflects our most competitive price that includes cash payment method. If a different form of payment is chosen price will increase.		Total	\$14,590.00

NY State License Number 12000048424, Federal Tax ID 14-1850447