

Dec. 8, 2026 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

NOVEMBER 2025 MINUTES

LIBRARY DIRECTOR'S REPORT

TREASURER'S REPORT

COMMITTEE REPORTS

- Finance Committee
- Building & Grounds Committee

UNFINISHED BUSINESS

- Jones Estate Receipt and Release

NEW BUSINESS

- Staff Approval

PUBLIC EXPRESSION

ADJOURN

Patterson Trustee Meeting

November 13, 2025

Attendance: J. Caruso, T. Roets, J. Spann, K. Richmond, L. Dunn, C. Thomas, S. Rudnicki, M. Hegna, L. Schofield, P. Holt, C. Riedesel, J. Johnson, P. Holt

Absent: J. Spann, B. Kittle

Call to Order: President Steve Rudnicki called the meeting to order at 7 pm.

Minutes approval: September minutes approved and filed

Library Director's Report: M. Hegna reviewed her report

-New York Forward Update: The library's request is \$550,000 and includes new storm windows and window restoration, an exterior masonry sign, portico soffit ceiling restoration, and front step repair and restoration. Other state grants should be available if the project is not selected.

-Jeff McCormack will be replacing Laura Dealy from Manning & Napier

-Staff Development Day was held- included cataloging and circulation training and a webinar on de-escalation tactics.

- CCLS Annual meeting- attended by M. Hegna, S. Rudnicki, and T. Roets and included a session about budgeting.

-Archives Planning Committee met virtually with Barbara Paxton, the DHPSNY coordinator. The committee is reviewing a draft survey.

-Branding Project- Templates for stationary have been received. Stephanie Bussman is developing templates for flyers and marketing materials.

-Megan met with Jason Sample, Board President of the Chautauqua County Historical Society and discussed the archives planning process.

-New copier was installed on October 29

-Fire and security system installed and working well

-HVAC- awaiting RFP responses

Youth Programs: Halloween Party had a nice turnout. Grape and Wine

Festival activities were well attended.

Adult Programs: Book clubs are still going well. Most recent gallery opening had a large attendance.

Collection & Technology Updates: Baker and Taylor will close by the end of year. In the meantime we are purchasing through Brodart and Amazon.

Fundraising News: Patterson Society meet and greet went well. J. Spann is drafting the annual Patterson Society request letter to be mailed by the end of November.

Upcoming event- Christmas in the Village- November 21-22. The library will host a movie night as well as other activities for kids and teens, and will be participating in the Hot Toddy Crawl.

Discussion of sculpture donation- Joel Potash and Sandy Hurd are donating a sculpture. Possible locations for placement were discussed. P. Holt moves to accept Potash and Hurd. T. Roets seconded. All in favor.

Committee Reports:

1. Finance Committee: T. Roets reported

- Operating Account looks flush
- Endowment is up about \$100,000
- Kapler account shows a large increase due to a final distribution of \$75,000
- One quarter of ERTC money is still outstanding
- Branding payments are complete

2. Building and Grounds: S. Rudnicki reported

- The Hands painted the columns
- The NY Forward grant has been submitted along with other locally supported grant requests
- UV window film will be installed by the hands
- Sandra Herr will repair the sculpture that's being donated.
- JMI delivered the new heating units. Installation should begin soon.
- Steve talked to someone at the Museum of Glass in Tacoma, Washington regarding reproduction of the globes from upstairs chandelier. Would cost around \$10,000. Could possibly receive a grant for this. Cost estimate does not include brass rings or chains. Grant money could be pursued to cover the costs.
- an elevator key was given to the fire department

3. Personnel Committee- C. Thomas reported

-Annual review with Megan was very good. Have developed some goals and objectives

Unfinished Business:

-Branding Guide- Examples of thank you cards and envelopes were shown. A recommendation to change the library website to ThePatt.org

New Business: S. Rudnicki motioned to move to Executive Session for 15 minutes C. Seymour seconded. All in favor

P. Holt moves to align Megan's Salary to NYS Requirements. K. Richmond seconds. All in favor.

Staff Approval-

K. Richmond moved to approve Mikaela Wilson as Library Page. C. Riedesel seconded. All in favor.

-Staff Paid Holidays- M. Hegna discussed Proposed 2026 Dates
Open July 3

Half day on Christmas Eve

Closed December 26

Fundraiser dates were reviewed for next year.

C. Riedesel motioned to approve. L. Dunn seconded. All in favor

2026 Budget for Vote

K. Richmond motions to approve proposed budget. J. Johnson seconded. All in favor

Policies for vote

-Disposition of Surplus Goods- anything valued at \$500 or more will be approved by board

- Patron Complaint Policy- Complaint form will be created

- Security Systems Access- Megan is in charge of security video footage. Will follow NYS Privacy Laws. Recordings would be released

only if requested by law enforcement or under a FOIL request.

P. Holt moved to approve policies. C. Thomas seconded. All in favor.

Public Expression

C. Riedesel turned in \$106 from his book sales.

T. Roets talked to J. Melquist at WACS regarding more funding from school. Would need to be a separate proposition on the school vote. Would need proposed number by January 1.

S. Rudnicki discussed a 414 vs a ED 259. Will send a copy to the BOT to look over.

Adjourned at 8:59 pm

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on Jan. 8, 2026

Administrative News

- An **Archives Strategic Planning Workshop** is scheduled for Jan. 16 from 10am-4pm with DHPSNY coordinators Barbara Paxton and Amanda Murray.
- A **Technology Instruction Interest Survey** was sent with the Patterson Society mailing. Surveys will also be distributed in the library and on social media.
- We were informed that CCLS will be ending out of system **Interlibrary Loan Services (ILL)** effective this month.

Facility News

- **New York State Construction Grant for 2025** "Patterson Library Building Condition Phase 1" was approved. Award funds have not yet been delivered. This grant was approved at a 10% match, with the library's responsibility at \$6,903 for \$62,031 in projects. Projects include: electrical distribution and emergency lighting improvements, fire alarm system replacement (completed), push button A.D.A. bathroom access, and double pane glass storefront upgrade in the addition entrance.

Staffing News

- **Mikaela Wilson** has resigned as part-time youth page.
- **Kimberly White** has been invited to join the Youth Department as a page, pending full board approval. Kim is originally from Sherman and has worked previously as a receptionist at Key Bank, Westfield Family Practice, Lakeview Shock, and SUNY Fredonia.

Programming News

Youth Services—V. Thomas

We are delighted to share that the library experienced a truly wonderful holiday season, filled with joy, creativity, and strong community engagement. Patrons consistently shared enthusiastic compliments about how magical the children's area and the library as a whole felt, as well as praise for our department's wide variety of programs and ongoing activities for children. Our Christmas in the Village celebration was a great

success, with a Friday night showing of *The Grinch* welcoming nearly 100 attendees, followed by Saturday festivities that brought in over 300 participants for cookie decorating, crafts, and other holiday fun. In addition, we distributed approximately 300 holiday-themed Take & Make kits with Christmas gifts for children. The season was beautifully capped off with a special storytime with Mrs. Claus, featuring lovely live music led by Julie. We are grateful for the board’s continued support in helping us create such meaningful experiences for our community.

Adult Services

- **Return of Culinary Creations** finished off the year with a holiday cooking class.
- **Book Clubs continue including:** Best Sellers, Mystery Book Club, and Book Talk
- **Wreathmaking Workshop** with Kristin Brazil
- **Art & Gallery Exhibits:** Victor Mathews: *Art in the Stacks*; NSAA Members Exhibition. Next reception: Heather Olson on Jan. 16 from 5-7pm.
- **Upcoming Lecture Series:** Plans are forthcoming for a lecture series collaboration with the Chautauqua County Historical Society (CCHS) to begin in March.

Fundraising News

- **The Patterson Society Mailing** was sent to 93 households. As of 1/6/2026 we have had 38 donation responses totaling \$11,400.

By the Numbers:

Selected Outputs:	November 2025	November 2024	November 2023	November 2022
Adult Book Circulation	642	631	630	594
Children's Book Circulation	808	841	977	539
Downloadable/Streaming	478	485	436	375
Other Circulation	646	764	612	450
All Items Circulation	2574	2721	2655	1958
Visits	3410	3172	1541	1394
Reference Questions	188	57	49	35

Selected Outputs:	December 2025	December 2024	December 2023	December 2022
Adult Book Circulation	613	687	683	625
Children's Book Circulation	771	630	591	522
Downloadable/Streaming		450	417	384
Other Circulation	572	507	561	590
All Items Circulation		2274	2252	2121
Visits	2390	2025	2171	1462
Reference Questions	167	44	97	59

Patterson Library

Budget vs. Actuals: FY_2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Capital Income				
Capital Gifts_13.2	358,646.02	1,000.00	357,646.02	35,864.60 %
State Construction_13.4	1,930.00	90,806.00	-88,876.00	2.13 %
Total Capital Income	360,576.02	91,806.00	268,770.02	392.76 %
Community Bank Income	1,895.90		1,895.90	
Lake Shore Savings Income	56.97		56.97	
Operating Income				
CCLS Funding_11.8	1,099.25		1,099.25	
CCLS Grants_11.7	5,861.75	7,000.00	-1,138.25	83.74 %
State Aid (LLSA)_11.3	2,195.10	2,000.00	195.10	109.76 %
Total CCLS Funding_11.8	9,156.10	9,000.00	156.10	101.73 %
Earned Income				
Book & Equipment Sales_11.18	3,845.33	2,000.00	1,845.33	192.27 %
Charges_11.17	4,252.17	3,000.00	1,252.17	141.74 %
Fund Raisers_11.15				
Fundraisers_11.15	37,581.45	16,500.00	21,081.45	227.77 %
Pat Society memberships_11.15	25,560.00	17,000.00	8,560.00	150.35 %
Total Fund Raisers_11.15	63,141.45	33,500.00	29,641.45	188.48 %
ILL_11.18	4.00		4.00	
Merchandise Sales_11.18	195.16	400.00	-204.84	48.79 %
Total Earned Income	71,438.11	38,900.00	32,538.11	183.65 %
Local Funding_11.2				
Town of Westfield_11.1	48,000.00	47,000.00	1,000.00	102.13 %
Village of Westfield_11.1	40,500.00	40,000.00	500.00	101.25 %
WACS_11.1	11,000.00	11,000.00	0.00	100.00 %
Total Local Funding_11.2	99,500.00	98,000.00	1,500.00	101.53 %
Other Federal Aid_11.12	48,222.04		48,222.04	
Private Funding_11.14				
Art and Archives	10,162.00		10,162.00	
Program Funding				
Adult Grants and Gifts_11.14		400.00	-400.00	
Children's Grants & Gifts_11.14	76,954.43	400.00	76,554.43	19,238.61 %
Total Program Funding	76,954.43	800.00	76,154.43	9,619.30 %
Unrestricted				
General Gifts & Memorials_11.14	58,100.13	23,000.00	35,100.13	252.61 %
Refunds	2,776.31		2,776.31	
Total Unrestricted	60,876.44	23,000.00	37,876.44	264.68 %
Total Private Funding_11.14	147,992.87	23,800.00	124,192.87	621.82 %
Total Operating Income	376,309.12	169,700.00	206,609.12	221.75 %
Total Income	\$738,838.01	\$261,506.00	\$477,332.01	282.53 %

Patterson Library

Budget vs. Actuals: FY_2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
GROSS PROFIT	\$738,838.01	\$261,506.00	\$477,332.01	282.53 %
Expenses				
Capital Expenses				
Building and Equipment Expenses	32,329.42	8,000.00	24,329.42	404.12 %
Construction	160,553.00	252,589.00	-92,036.00	63.56 %
Total Capital Expenses	192,882.42	260,589.00	-67,706.58	74.02 %
Operating Expenses_12.32				
Library Materials_12.9	31,818.45	32,250.00	-431.55	98.66 %
Personnel Expenses_12.5				
Employee Benefits	55,730.06	59,026.00	-3,295.94	94.42 %
Salaries	228,864.84	236,076.00	-7,211.16	96.95 %
Total Personnel Expenses_12.5	284,594.90	295,102.00	-10,507.10	96.44 %
Programs				
Adult	2,874.53	4,000.00	-1,125.47	71.86 %
Art and Archives	248.87	200.00	48.87	124.44 %
Child	5,026.19	5,700.00	-673.81	88.18 %
Total Programs	8,149.59	9,900.00	-1,750.41	82.32 %
Supplies and Maintenance				
Building O&M_12.17	36,772.80	37,300.00	-527.20	98.59 %
Fund Raising				
Fundraising expenses_12.23	6,101.73	2,200.00	3,901.73	277.35 %
Merchandise_12.23		600.00	-600.00	
Total Fund Raising	6,101.73	2,800.00	3,301.73	217.92 %
Library Operations	33,728.58	23,600.00	10,128.58	142.92 %
Printing	5,057.14	3,500.00	1,557.14	144.49 %
Total Supplies and Maintenance	81,660.25	67,200.00	14,460.25	121.52 %
Total Operating Expenses_12.32	406,223.19	404,452.00	1,771.19	100.44 %
Retirement payable	0.00		0.00	
Transfers	72,900.00		72,900.00	
Uncategorized Expense	25.00		25.00	
Total Expenses	\$672,030.61	\$665,041.00	\$6,989.61	101.05 %
NET OPERATING INCOME	\$66,807.40	\$ -403,535.00	\$470,342.40	-16.56 %
Other Income				
Restricted Activity				
Dieffenbach Kappler Fund Activi	83,993.62	4,000.00	79,993.62	2,099.84 %
Endowment Activity	456,378.89	174,000.00	282,378.89	262.29 %
Total Restricted Activity	540,372.51	178,000.00	362,372.51	303.58 %
Total Other Income	\$540,372.51	\$178,000.00	\$362,372.51	303.58 %
NET OTHER INCOME	\$540,372.51	\$178,000.00	\$362,372.51	303.58 %
NET INCOME	\$607,179.91	\$ -225,535.00	\$832,714.91	-269.22 %

Patterson Library

Balance Sheet

As of December 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	154.00
Community Bank Operating Fund	57,476.07
Community Money Market	70,080.44
Total Bank Accounts	\$127,710.51
Accounts Receivable	\$0.00
Other Current Assets	
Investment Accounts	
Charles Schwab Investment Acct	5,306,122.96
Dieffenbach Kappler Fund	175,422.59
Total Investment Accounts	5,481,545.55
Undeposited Funds	0.00
Total Other Current Assets	\$5,481,545.55
Total Current Assets	\$5,609,256.06
Fixed Assets	\$857,681.05
Other Assets	\$35,900.00
TOTAL ASSETS	\$6,502,837.11
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LIABILITIES AND EQUITY	\$6,502,837.11