

# PATTERSON LIBRARY

Board of Trustees Meeting

March 12, 2026 6:00pm

## AGENDA

1. Call to Order
2. Public Expression
3. January 2026 Minutes
4. Library Director's Report
5. Treasurer's Report
6. Committee Reports
  - i. Finance Committee
  - ii. Building & Grounds Committee
  - iii. Fundraising Committee
  - iv. Nominating Committee
7. Unfinished Business
8. New Business
  - i. Appraiser Discussion
  - ii. Copier and Fax Fees Discussion
9. Public Expression
10. Adjourn

# PATTERSON TRUSTEE MEETING

## JANUARY 8, 2026

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

Absent: P. Holt, L. Dunn

Call to Order: President Steve Rudnicki called the meeting to order at 7:01pm.

Public Expression: Introduction of new page, Kim White

Minutes approval: November minutes approved and filed

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

Administrative News: Strategic planning workshop will be on Monday, January 19 from 10-4

CCLS will be ending out of system Interlibrary Loan Services effective this month

Facility News: NYS Construction Grant for 2025 has been approved. Grant was for electrical distribution and emergency lighting improvements, fire alarm system replacement, push button A.D.A bathroom access, and double pane glass storefront upgrade in the addition entrance

JMI plans to be here next week to work on cabinet heater replacements.

Staffing News: Mikaela Wilson resigned as the part-time youth page. Kim White has taken the position.

Programming News: Youth Services: Christmas in the Village drew about 600 people. Adult Services: CCHS is planning a lecture series collaboration with the Chautauqua County Historical Society

Fundraising News: Patterson Society mailing was sent to 93 households. We have had 49 donation responses totaling \$12,955. J. Spann suggested forming a small committee next year to identify new community members to send mailings to.

### Committee Reports:

1. Finance Committee: T. Roets reported

-Both the operating and money market funds are sufficient

-The money market fund has \$70,000 earmarked for heating upgrades

-\$358,000 was added to the Charles Schwab account

- \$75,000 was added to the Dieffenbach Kappler fund. Around \$5,000 a year can be utilized from that fund for children's program.

- Over \$300,000 in capital gifts were received

## 2. Building and Grounds: S. Rudnicki reported

- UV film was put on windows in north archive room, first and second floor stacks, Megan's office, and computer reference room. More film will be purchased to complete the main reading room and downstairs.

- The Hands will repair the Octagon Gallery walls and refinish the floor at the end of 2026. Need to find a way to keep the odor down, possibly a commercial air purifier

- T. Roets has almost finished replacing the can lights downstairs and in the addition entrance with new LED flush mount lights

- Contractors need to be hired for the entrance window and electrical work now that the grant has been approved

- No word on the NY Forward Grant

- A 12' artificial Christmas tree was donated.

- Need to find a contractor to install snow clips for the roof over the front steps.

**Unfinished Business:** Jones Estate Receipt and Release- money has been deposited after approval by the Executive Committee. K. Richmond made the motion to approve the signing of the receipt and release. J. Spann seconded. All in favor

**New Business:** Staff approval- K. Richmond made the motion to approve the resignation of Mikaela Wilson and the hiring of Kim White as the part-time youth page. C. Riedesel seconded. All in favor.

## Public Expression:

B. Kittle requested changing the meeting time from 7 pm to 6 pm. B. Kittle made the motion to change the time. T. Roets seconded. All in favor.

K. Richmond expressed concern about the lack of board member candidates. Discussion of ways in which to find people who would be interested in serving on the board.

Adjourned at 8:01 pm

# DIRECTOR'S REPORT

Megan Hegna

Patterson Library

Prepared for Board of Trustees Meeting on March 12, 2026

## Director's Snapshot (Key Updates)

- ❖ The library's **Archives Strategic Planning** process with DHPSNY continues, and we are reviewing the first draft of the strategic plan following our January workshop.
- ❖ Work has begun on **heating upgrades** funded through the New York State Construction Grant.
- ❖ A grant application was submitted to the **Chautauqua Region Community Foundation** for a new "Dinosaur Storytime in a Box" program in partnership with SUNY Fredonia and CCLS.
- ❖ The library has begun implementing elements of the new **Patterson Library brand** in communications such as the e-newsletter.
- ❖ **Winter programming** has remained active across both youth and adult departments, with strong participation in book clubs, workshops, and youth programs.

## Administrative News

- Our **Archives Strategic Planning Workshop** took place on January 19 with DHPSNY coordinators Barbara Paxton and Amanda Murray. Due to severe weather conditions, the facilitators joined us virtually. I have since received a draft of the Archives Strategic Plan and met with Barbara to review and revise. I will be sharing it with the Archives Planning Committee in the next couple weeks.
- The library's **Annual Report to New York State process is significantly delayed** this year. Baker & Taylor, the book jobber that recently went out of business, controlled the reporting software used by New York libraries. A new reporting system is being developed, but preparation and training have pushed the normal submission timeline back statewide.
- I have been invited by SUNY Fredonia to participate in a **panel discussion at Reed Library** on April 7 following a screening of the documentary *The Librarians*. The event will focus on issues facing libraries and information access.

- Valerie Thomas, Nancy Ensign, and I met with LJ Martin from CCLS to evaluate the library's **website for ADA accessibility improvements**. These updates will help ensure compliance with new accessibility standards that will take effect in 2027.
- Steve Rudnicki and I presented our funding request for the upcoming fiscal year at a **village budget hearing** on March 2.

## Grants and Strategic Initiatives

- I submitted a grant proposal to the **Chautauqua Region Community Foundation** for the project "Dinosaur Storytime in a Box," developed in partnership with Derek Healy of SUNY Fredonia. The project would create a portable educational program kits that could be shared among libraries in the region.
- **Artist Brian Millspaw** requested a letter of support for an art grant proposal. His project would create a bench constructed from locally sourced wood that would be installed in the basement lobby outside the Octagon Gallery and Children's Room. The bench would serve as both a functional piece of furniture and a piece of public art accessible to visitors attending gallery events or waiting outside the Children's Library.
- The library is still awaiting **award funds** from the most recent New York Construction Grant cycle, which funded the recently completed security system project.

## Facilities & Capital Projects

- JMI has begun work on the **heating upgrades** funded through the NYS Construction Grant.
- While on site, we are evaluating the possibility of installing a simpler **HVAC control panel**. The system installed by Stark Tech is more complex than our facility requires and uses proprietary software. Stark Tech previously charged approximately \$7,000 annually for maintenance. The Building and Grounds Committee approved switching to a more local company for seasonal HVAC maintenance without a service contract. If Stark Tech continues to service the control panel only, annual costs would be approximately \$2,000. Installing a simpler control panel with another contractor could eliminate the need for a service contract entirely.
- I met with Kristie from Chautauqua Signs, along with S. Rudnicki and Tim Roets, to review signage needs throughout the building. Many **ADA-required signs** are currently missing. I will be meeting with the Code Officer to determine which signs are legally required. We also discussed interior directories, exterior signage, signage for the Children's Room and Octagon Gallery, art labeling, and the possibility of a donor recognition wall.

## Finance & Operations

- The Finance Committee approved a **four-year agreement with Ed Bysiek** to perform financial reviews for three years followed by a full audit in the fourth year. Reviews are less extensive than audits, which helps keep costs down while still providing strong financial oversight.

## Programming News – Youth Services, V. Thomas

The Children’s Department has had an exciting and well attended start to the year. Two Tween and Teen “Hide and Seek After Dark” events were a major success, with participants thoroughly enjoying the experience.

The Patterson Tween and Teen Advisory Board has also launched and has already met several times. Members are actively contributing ideas for future programming, including a new book club.

A Maple Syrup educational program presented by Cornell Cooperative Extension drew a great turnout, combining an educational presentation with pancakes and a craft activity.

Friday Storytimes, outreach storytimes, and other regular programs continue to provide vibrant opportunities for families to engage with the library.

## Programming News – Adult Services, N. Ensign

Adult programming continues to include the library’s regular book clubs and patron-led groups such as Return of Culinary Creations.

Highlights from January and February include:

- Book Talk and Mystery Book Club meetings with consistent participation.
- Development of a potential new book club for “younger” readers (20s-30s.)
- Installation and exhibition of artwork in the Octagon Gallery, including the exhibition of Elizabeth Book’s cyanotype work.
- Installation of Nancy Wehr’s work in Art in the Stacks, to be renamed Thirteen Walls.
- Planning for upcoming workshops and concerts, including collaborations with SUNY Fredonia music students.

Genealogical and local history research assistance continues to be requested regularly by patrons.

## Fundraising and Development

To date, Patterson Society memberships for 2026 total \$16,205.

## Community Partnerships & Outreach

- Outreach discussions have been underway with several potential program partners including local authors, the Center for Elder Law and Justice, and regional artists.
- Planning continues for collaborative lectures and workshops with community partners, including N. Ensign’s initiative to partner for a lecture series with the Chautauqua County Historical Society.

## Board Awareness / Upcoming Decisions

- The summer fundraising season will soon be upon us. Patterson After Dark tickets will be distributed at the meeting.

## Looking Ahead

- Continued work on the Archives Strategic Plan with DHPSNY.
- Expansion of branding roll-outs.
- Implementation of ADA website accessibility improvements.
- New York State Report requirements (when finally available)
- Spring lectures, workshops, and concerts with regional partners including SUNY Fredonia.

## By the Numbers

	January 2026	January 2025	January 2024	January 2023
Adult Book Circulation	684	862	805	822
Children’s Book Circulation	1007	960	906	649
Downloadable/Streaming	593	520	473	474
Other Circulation	663	643	650	715
All Items Circulation	2947	2465	2834	2660
Visits	2300	2708	2244	1597
Reference Questions	214	111	94	78

	February 2026	February 2025	February 2024	February 2023
Adult Book Circulation	764	813	813	625

Children's Book Circulation	937	954	980	522
Downloadable/Streaming		439	452	421
Other Circulation	727	711	664	729
All Items Circulation		2478	2909	2705
Visits	3144	2626	2241	1362
Reference Questions	255	178	92	65

# Profit and Loss - Jan-Feb 26

## Patterson Library

January 1-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Income</b>	
Community Bank Income	44.47
<b>Operating Income</b>	
Earned Income	
Book & Equipment Sales_11.18	398.67
Charges_11.17	
Copier Charges_11.17	487.32
Fines_11.17	24.30
<b>Total for Charges_11.17</b>	<b>\$511.62</b>
Fund Raisers_11.15	
Pat Society memberships_11.15	7,805.00
<b>Total for Fund Raisers_11.15</b>	<b>\$7,805.00</b>
Merchandise Sales_11.18	
	5.00
<b>Total for Earned Income</b>	<b>\$8,720.29</b>
Local Funding_11.2	
Town of Westfield_11.1	12,000.00
Village of Westfield_11.1	10,250.00
<b>Total for Local Funding_11.2</b>	<b>\$22,250.00</b>
Private Funding_11.14	
Program Funding	
Adult Grants and Gifts_11.14	
Autograph books program	1,000.00
<b>Total for Adult Grants and Gifts_11.14</b>	<b>\$1,000.00</b>
<b>Total for Program Funding</b>	<b>\$1,000.00</b>
Unrestricted	
General Gifts & Memorials_11.14	3,049.83
<b>Total for Unrestricted</b>	<b>\$3,049.83</b>
<b>Total for Private Funding_11.14</b>	<b>\$4,049.83</b>
<b>Total for Operating Income</b>	<b>\$35,020.12</b>
<b>Total for Income</b>	<b>\$35,064.59</b>
<b>Gross Profit</b>	<b>\$35,064.59</b>
<b>Expenses</b>	
Capital Expenses	
Construction	13,512.69
<b>Total for Capital Expenses</b>	<b>\$13,512.69</b>
Operating Expenses_12.32	
Library Materials_12.9	
Books_12.6	\$750.86
Youth Books_12.6	1,888.93
<b>Total for Books_12.6</b>	<b>\$2,639.79</b>
DVDs_12.8	281.06
eBooks_12.7	868.33
ILL_12.6	4.00

DISTRIBUTION ACCOUNT	TOTAL
Periodicals_12.6	1,521.99
<b>Total for Library Materials_12.9</b>	<b>\$5,315.17</b>
Personnel Expenses_12.5	
Employee Benefits	
Disability_12.4	-201.70
Health Insurance_12.4	3,361.77
Hourly sick pay	307.92
Hourly vacation pay	846.40
Life Insurance_12.4	17.93
Medicare_12.4	549.55
Retirement_12.4	2,148.45
Social Security_12.4	2,349.92
Worker's Compensation_12.4	436.00
<b>Total for Employee Benefits</b>	<b>\$9,816.24</b>
Salaries	
Administrative Librarian_12.1	5,951.82
Curator_12.2	4,093.88
Director_12.1	9,592.80
Library Clerk_12.2	5,428.48
Library Page_12.2	1,037.00
Maintenance Technician_12.2	2,631.68
Youth coordinator_12.2	4,881.92
Youth Services Assistant_12.2	3,129.92
<b>Total for Salaries</b>	<b>\$36,747.50</b>
<b>Total for Personnel Expenses_12.5</b>	<b>\$46,563.74</b>
Programs	
Adult	
Autograph books program	250.00
<b>Total for Adult</b>	<b>\$250.00</b>
Art and Archives	
Art Program Expenses_12.23	64.64
<b>Total for Art and Archives</b>	<b>\$64.64</b>
Child	
Children's special guests_12.21	60.00
Child supplies_12.23	145.45
<b>Total for Child</b>	<b>\$205.45</b>
<b>Total for Programs</b>	<b>\$520.09</b>
Supplies and Maintenance	
Building O&M_12.17	
Custodial supplies_12.16	36.33
Electric_12.16	318.87
Gas_12.16	2,513.14
Repairs_12.14	169.83
Water_12.16	142.40
<b>Total for Building O&amp;M_12.17</b>	<b>\$3,180.57</b>
Library Operations	
Computer software_12.23	646.72
Equipment_12.22	381.41
Marketing and memberships_12.23	190.00
Miscellaneous	22.00
Office/Library Supplies_12.18	413.02

DISTRIBUTION ACCOUNT	TOTAL
Postage/Freight_12.23	156.00
Professional Development_12.23	574.47
Professional Fees_12.21	90.00
Telephone/Internet_12.19	116.37
<b>Total for Library Operations</b>	<b>\$2,589.99</b>
Printing	
Copier Lease and Service_12.22	259.22
<b>Total for Printing</b>	<b>\$259.22</b>
<b>Total for Supplies and Maintenance</b>	<b>\$6,029.78</b>
<b>Total for Operating Expenses_12.32</b>	<b>\$58,428.78</b>
Retirement payable	0.00
<b>Total for Expenses</b>	<b>\$71,941.47</b>
<b>Net Operating Income</b>	<b>-\$36,876.88</b>
Other Income	
Restricted Activity	
Endowment Activity	
Endowment Gains/Losses	65,063.13
Endowment Income	13,974.03
Endowment Unrealized Gain/Loss	-111,892.50
Investment Expenses	-20,168.83
<b>Total for Endowment Activity</b>	<b>-\$53,024.17</b>
<b>Total for Restricted Activity</b>	<b>-\$53,024.17</b>
<b>Total for Other Income</b>	<b>-\$53,024.17</b>
<b>Net Other Income</b>	<b>-\$53,024.17</b>
<b>Net Income</b>	<b>-\$89,901.05</b>

# Balance Sheet - assets

Patterson Library

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
Cash on hand	154.00
Community Bank Operating Fund	34,067.41
Community Money Market	56,612.22
<b>Total for Bank Accounts</b>	<b>\$90,833.63</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Investment Accounts	
Charles Schwab Investment Acct	\$5,253,098.79
Offset	0.00
<b>Total for Charles Schwab Investment Acct</b>	<b>\$5,253,098.79</b>
Dieffenbach Kappler Fund	175,422.59
<b>Total for Investment Accounts</b>	<b>\$5,428,521.38</b>
Undeposited Funds	0.00
<b>Total for Other Current Assets</b>	<b>\$5,428,521.38</b>
<b>Total for Current Assets</b>	<b>\$5,519,355.01</b>
Fixed Assets	
Accumulated depreciation	-990,096.20
Building improvements	1,839,110.42
Furniture and Equipment	8,666.83
<b>Total for Fixed Assets</b>	<b>\$857,681.05</b>
Other Assets	
Stamp collection	35,900.00
<b>Total for Other Assets</b>	<b>\$35,900.00</b>
<b>Total for Assets</b>	<b>\$6,412,936.06</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll clearing	0.00
Payroll Liabilities	0.00
<b>Total for Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total for Current Liabilities</b>	<b>\$0.00</b>
<b>Total for Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	0.00
Temp. Restricted Net Assets	118,005.00
Unrestricted Net Assets	6,384,832.11
Net Income	-89,901.05

DISTRIBUTION ACCOUNT	TOTAL
<b>Total for Equity</b>	<b>\$6,412,936.06</b>
<b>Total for Liabilities and Equity</b>	<b>\$6,412,936.06</b>