

# PATTERSON LIBRARY

## BOARD OF TRUSTEES MEETING

May 14, 2026 6:00pm

## AGENDA

1. Call to Order
2. Public Expression
3. Virtual Audit Presentation: Ed Bysiek, CPA
4. March 2026 Minutes
5. Library Director's Report
6. Treasurer's Report
7. Committee Reports
  - i. Finance Committee
  - ii. Building & Grounds Committee
  - iii. Fundraising Committee
8. Unfinished Business
9. New Business
  - i. Archives Strategic Plan for approval
  - ii. Proposed committees for formation: Archives Committee, Grants Committee, Public Vote Exploratory Committee
10. Trustee Elections
11. Public Expression
12. Adjourn

# PATTERSON LIBRARY

## Board of Trustees Meeting

March 12, 2026

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

**Present Via Zoom:** P. Holt, K. Richmond

**Absent:** L. Dunn

**1. Call to Order-** President S. Rudnicki called the meeting to order at 6:04 pm

**2. Public Expression-** Ariel Vilaro was present as a prospective Board member.

**3. January 2026 Minutes** approved and filed

#### **4. Library Director's Report-**

-Archives Strategic Planning Workshop was on January 19. An Archives Committee will be formed.

-Annual Report to NY State is significantly delayed due to software not being ready.

-April 7 panel discussion at SUNY Fredonia

-ADA compliance: By 2027, the library website needs to be ADA compliant. ADA compliance also includes potential new signage.

-Still waiting on grant money from the New York Construction Grant.

-Brian Millspaw requested a letter of support for an art grant proposal. He would create a bench that would be installed in the basement lobby outside the Octagon Gallery.

-S. Rudnicki and M. Hegna presented a funding request for the upcoming fiscal year at a village budget hearing on March 2.

-JMI has begun work on the heating upgrades funded through the NYS Construction Grant.

-Programming has been doing very well. New book club forming.

-New teen advisory board has formed.

#### **5. Treasurer's Report- T. Roets presented the treasurer's report**

-Operating fund is at \$34,000

-A \$90,000 draw from the endowment has been approved for capital projects, mainly the heater project.

-Endowment is slightly lower due to recent market fluctuations.

-Expenses are in line with previous years.

## **6. Committee Reports-**

**i. Building & Grounds Committee-** S. Rudnicki presented the buildings and grounds committee

- The Hands continued painting in the circulation area.
- Hands put in a movie screen in the storytime room
- plexiglass to protect shelves in the main reading room has come in.
- JMI installed cabinet heaters. Waiting on them to install thermostats and pumps.
- BECC electric met about main electric shut off and lit exit signs by all doors. Their quote came in at about double the grant. Will get another quote from Ahlstrom to make sure we're talking about the same work.

### **ii. Fundraising Committee-**

- Patterson After Dark- Logistics for setup and food are being worked out.
- Book sale is ahead of schedule.

### **iii. Nominating Committee-** K. Richmond presented

- the committee wats a document outlining the strengths, weaknesses, and motivations of potential new trustees.
- will vote for two people at the May BOT meeting to fill the current vacant positions.

## **7. Unfinished Business-** none

**8. New Business-** M. Hegna shared information about an appraisal service for fine arts. It was decided that if her services are needed, we will contact the appraisal service.

B. Kittle made a motion to eliminate the fee for faxing. J. Caruso seconded. All in favor. Motion passed.

## **9. Public Expression**

**10. Adjourned** at 8:10

# PATTERSON LIBRARY

## DIRECTOR'S REPORT

MEGAN HEGNA  
PATTERSON LIBRARY

Prepared for Board of Trustees Meeting on May 14, 2026

### Director's Snapshot (Key Updates)

- ❖ The library has received \$55,915 in **FY2025 NYS Construction Grant funds** for “Patterson Library Building Condition Phase 1.”
- ❖ Quick turnaround for the **Ralph C. Wilson Jr. Foundation Rural Library Grant**. The application was submitted in late March and notification of award arrived in late April. This \$56,817 grant award will support major upgrades to public computers, connectivity, and flexible workspaces.
- ❖ The **Archives Strategic Plan** is complete and moving forward for Board approval.
- ❖ Ticket sales for **Patterson After Dark** have been strong, with final preparations underway for this weekend's event.
- ❖ **Spring programming** has remained highly active, with strong participation across youth and adult services.

### Administrative News

- The New York State Annual Report system has reopened, and the library is in the final stages of completing submission following statewide delays caused by the Baker & Taylor transition.
- The planned SUNY Fredonia panel discussion scheduled for April 7 was unfortunately canceled.
- Patterson Library will again serve as a Community Baby Shower drop-off location in partnership with United Way.
- A Youth Summer Page position was developed and approved by the Personnel Committee. The position was previously approved in the 2026 budget, and recruitment materials have been prepared.

### Grants and Strategic Initiatives

- The library was awarded a RCWJF Rural Library grant, which will support improvements to technology, connectivity, and workspace accessibility. These upgrades are designed to support remote workers, job seekers, and caregivers, responding to increased demand for flexible use of library space.
- This Rural Library Grant project includes: Replacement of aging public-use computers, installation of additional power outlets and improved connectivity, creation of semi-private workstations for remote work on the Mezzanine level, development of caregiver-friendly workspace in the main Computer Lab, and updated seating within the Children's Room.

- With approval from the Finance Committee, the library authorized the purchase of 10 public computers (using RCWJF funds,) ensuring compliance with the Windows 10 end-of-life deadline while controlling costs amid rising prices.
- The “Dinosaur Storytime in a Box” project was funded through the Blossom Fund at the Chautauqua County Community Foundation. Development is underway, with 26 libraries expressing interest. Ten kits will circulate regionally from CCLS on a rotating schedule once completed.

## Facilities & Capital Projects

- The library has received \$55,915 in FY2025 New York State Library Construction Grant funds.
- JMI have completed some work on heating upgrades funded through the NYS Construction Grant. Scheduling issues at JMI have delayed continued work on the project.
- Evaluation of the HVAC control system remains ongoing. The current system installed by Stark Tech is more complex than necessary and uses proprietary software. Alternatives are being explored that may reduce long-term maintenance costs.
- New bike racks were selected in consultation with the Board President and installed to improve accessibility and organization at library entrances.

## Finance & Operations

- Ed Bysiek, CPA, completed a financial review for the library and declared clean findings.
- The library continues to manage multiple active grant-funded projects while coordinating expenditures and compliance requirements.

## Programming News – Youth Services, V. Thomas

The Children’s Department has been highly active throughout March and April, with strong attendance across both regular and special programming.

Weekly storytimes continue to draw consistent participation, and special events have been especially well received. Highlights included a large-screen showing of Zootopia 2, a Beyblade tournament, leprechaun trap making, and a royal-themed party that welcomed over 60 attendees.

A unique storytime was held in the Octagon Gallery during the “Once Upon a Paper Cut” exhibit, where the artist shared insights into her work, providing an engaging cross-program experience.

Two Easter programs drew over 500 attendees across two days, reinforcing the library’s role as a central gathering place for families.

Anticipated childcare provided during Patterson After Dark should also be well attended. This service gains positive feedback from families annually.

## Programming News – Adult Services, N. Ensign

Adult programming has remained active and diverse, with continued participation across book clubs, workshops, and gallery programming.

Highlights include:

- Ongoing book clubs (Best Sellers, Mystery, and Book Talk) with steady participation.
- Continued growth of patron-led groups such as Return of Culinary Creations and Cozy Crafters.
- Expansion of arts programming through the Octagon Gallery and 13 Walls exhibition space.
- Strong attendance at gallery openings and related programming.
- Development of new workshops and continued collaboration with regional partners, including SUNY Fredonia and the Chautauqua County Historical Society.

Genealogical and local history research requests continue to be a consistent area of patron need.

## Fundraising and Development

- Fundraising efforts are currently focused on this weekend's Patterson After Dark event.
- Ticket sales have been strong, and Kathy Richmond has been leading final preparations to ensure a successful event.
- The library received a generous \$15,000 donation from Joan Caruso.
- Laura Schofield will lead the library's participation in Give Big CHQ, scheduled for June 11.

## Board Awareness / Upcoming Decisions

- The library will again participate in the CCLS Adventure Pass program, with expanded offerings this year including the Audubon Community Nature Center. We anticipate additional participation from the Chautauqua Institution, pending confirmation.
- Available passes include: Buffalo Museum of Science, Buffalo Zoo, Chautauqua Sports Hall of Fame, Erie Zoo, Fenton History Center, Griffis Sculpture Park, National Comedy Center, Lucy-Desi Museum, Robert H. Jackson Center, Roger Tory Peterson Institute, Seneca-Iroquois National Museum, Theodore Roosevelt Inaugural Site
- The Archives Strategic Planning Committee has completed a draft Archives Strategic Plan and is preparing it for full Board approval.

## By the Numbers

	March 2026	March 2025	March 2024	March 2023	March 2022
Adult Book Circulation	829	815	803	819	678
Children's Book Circulation	956	1088	1125	757	649
Downloadable/Streaming	598	453	400	405	445
Other Circulation	651	769	659	932	458
All Items Circulation	3034	3125	2987	2913	2230
Visits	3448	3216	2583	1426	1185*
Reference Questions	317	155	85	57	50

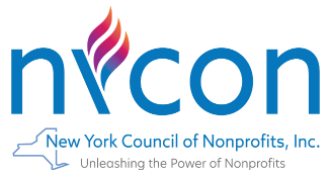
*\*Number is an estimate. Door counters installed in mid-March 2022.*

	April 2026	April 2025	April 2024	April 2023	April 2022
Adult Book Circulation	766	808	817	692	717
Children's Book Circulation	1022	1267	1059	805	505
Downloadable/Streaming	563	496	455	435	405
Other Circulation		1063	718	960	496
All Items Circulation		3634	3049	2892	2120
Visits	3622	3671	3032	1484	2200
Reference Questions	317	234	143	~50	35



# PATTERSON LIBRARY ARCHIVES COLLECTION

## Draft Strategic Plan 2026-2028



Prepared by:  
Amanda Murray  
DHPSNY

Barbara Paxton  
NYCON

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## Organization

Patterson Library was founded through a bequest by philanthropist Hannah Whiting Patterson in memory of her parents, George and Hannah Patterson. Chartered by the State of New York in 1896 and opened to the public in 1897, it has continuously served the Village and Town of Westfield and surrounding rural areas for over 125 years. The current library building, completed in 1908, is a celebrated example of Academic Revival architecture and a cornerstone of the Westfield Historic District. The library's mission is to advance the quality of life in the community by providing unrestricted access to information and by offering materials and programs that support individual growth and lifelong learning. Patterson Library remains a welcoming cultural hub, offering collections, educational programs, and art exhibitions for users of all ages.

Patterson Library's historical collections support its mission by preserving and providing access to materials that reflect the heritage, stories, and development of Westfield and Chautauqua County. Its holdings include genealogical materials, Civil War records, Holland Land Company documents, and rare local newspapers. It also houses notable photographic collections, early resident diaries, business and club ledgers, and a unique collection of original World War I and II posters preserved by early library staff. These materials are used by researchers, genealogists and students. The historical collections reflect its dedication to supporting the pursuit of knowledge and lifelong learning through community heritage.

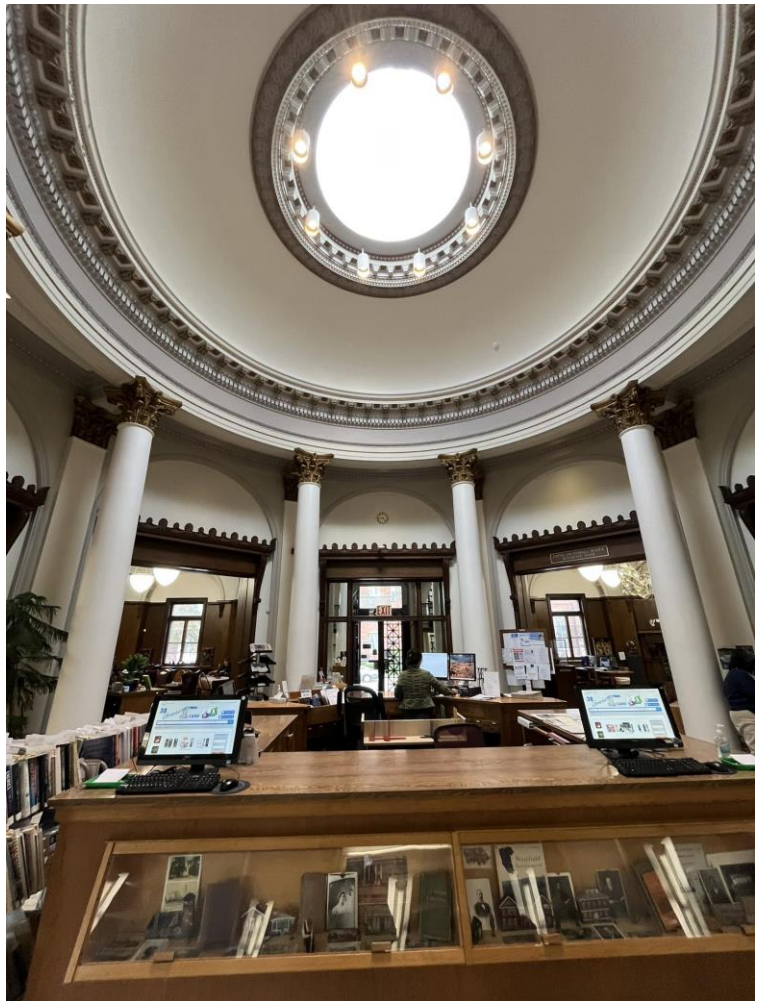
Our local history and archival holdings include paper-based materials such as local manuscript files, ledgers, meeting minutes, maps, WWI and WWII propaganda posters, local yearbooks, and reference files. Formats include photographs, glass plate negatives, library blueprints, microfilm, CDs, DVDs, VHS, and ephemera. The genealogical and history rooms house rare books, census records, cemetery indices, obituary files, surname histories, and local and regional maps. An estimation of our current archival collections would be over 300 linear feet of material, with approximately 50,000 items in the local history reference and vertical files.

## Overview of the Planning Process

In the winter of 2025, The Patterson Library embarked upon a strategic planning process to lay the groundwork for the archive's future. A strategic planning committee was established, made up of board and staff members.

The planning process included input from board members, staff, and volunteers through an online survey. Participants were asked to reflect upon the organization's mission and values, to develop a vision for the organization, to undertake an assessment of the organization's internal strengths and weaknesses and its external opportunities and threats, and to begin to identify action items to fulfill its mission and accomplish its vision.

The full survey report was shared with members of the board prior to a retreat session for key staff and stakeholders held on January 19, 2026, led by Barbara Paxton of NYCON and Amanda Murray of DHPSNY. This session provided participants with the opportunity to identify priorities and set NCHS's course for the next three to five years.



## Key Strategic Issues, Suggested Goals & Strategies

In furtherance of our mission, the Patterson Library will:

### Goal 1: Define the Scope and Mission of the Archives

*The Patterson Library will define the scope of its archive collections, their accessibility, and create a mission for the collection*

- In collaboration with Archives Committee and staff, set a more defined collection development policy.
- Formalize existing collaboration with CCHS

### Goal 2: Collection Stewardship:

*The Patterson Library will preserve and make accessible, for appropriate use, their unique collection by providing consistent care and management of the collections*

- Ensure collections are stored in spaces that are environmentally stable and secure.
- Document and describe the collections.

### Goal 3: Access and Outreach

*The Patterson Library will ensure that Local History and Archives physical and digital collections are appropriately accessible to the public and will continue to share collection highlights and information through communication channels and exhibition opportunities.*

- Enable access to collections
- Continue to digitize priority collections

### Goal 4: Sustainable Support

*The Patterson Library will identify additional support to sustain the archives into the future*

- Establish a Local History and Archives Committee within the Board to provide guidance and support for collections decisions
- Continue to support a robust volunteer program
- Ensure dedicated funding is available or found for needed archival management and preservation projects.

## Current Mission

The Patterson Library's mission is to advance the quality of life in the community by providing unrestricted access to information and by offering materials and programs that support individual growth and lifelong learning. Patterson Library is committed to maintaining the historical integrity and beauty of the building while adapting it to evolving needs.

Goal – As part of its strategic plan, Patterson Library will create a mission for the archives/collections.

## Environmental Analysis (S.W.O.T.)

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>● Strong, passionate staff</li> <li>● Involved Board of Trustees</li> <li>● Good volunteer participation</li> <li>● Historic Building</li> <li>● Endowment</li> </ul>	<ul style="list-style-type: none"> <li>● Holdings have limited physical space</li> <li>● Not consistently accessible</li> <li>● Archives not stored in a secure space</li> <li>● Access limited; one room is also meeting space</li> <li>● No accession/deaccessioning policy</li> </ul>

<b>External Opportunities</b>	<b>External Threats or Challenges</b>
<ul style="list-style-type: none"> <li>● Funding/Planned giving opportunities</li> <li>● Partnership with Chautauqua County Historical Society</li> </ul>	<ul style="list-style-type: none"> <li>● Funding/Financial Support</li> <li>● Filling Trustee seats</li> <li>● Retirement of long-term staff</li> </ul>

## Strategic Goals

Goal 1: Scope and Mission						
The Patterson Library will define the scope of its archive collections, their accessibility, and create a mission for the collection						
Strategy	Action	Responsibility	Timeline			Resources
			2026	2027	2028	
1.1 In collaboration with Archives Committee and staff, set a more defined collection development policy	Clearly outline collection as it presently stands, what will be accepted in the future (Patterson family historical materials, Library history materials) and what will not accept (unrelated artworks and furniture).	Committee, Archivist, Director	4Q			Nancy
	Involve the Archives Committee in process and ensure the policy is approved by the full board.	Board, Committee		1Q		
1.2 Formalize existing collaboration with CCHS	Document the current collaborative efforts with understanding of ownership of Patterson Collection materials, stewardship responsibilities, and potential for continuation/growth	Director		1Q		Collaborate with CCHS

<b>Goal 2: Collection Stewardship</b>						
The Patterson Library will preserve and make accessible, for appropriate use, their unique collection by providing consistent care and management of the collections						
<b>Strategy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>			<b>Resources</b>
			2026	2027	2028	
2.1 Ensure collections are stored in spaces that are environmentally stable and secure.	Monitor collections spaces for temperature and relative humidity; log this data to enable future decision making about storage spaces.	Director	xx			Megan to log in data Explore potential for grants
	Explore the combining of storage rooms into one space dedicated to storage and one dedicated to holding meetings and providing access to archival materials.	Staff		xx		
	Continue to house collections in acid-free enclosures and update housings as needed to provide additional support.	Archivist				Ongoing
2.2 Document and describe the collections.	Ensure existing accessioning documentation is maintained and accessible to relevant staff; ensure a Deed of Gift form is used to transfer any new materials into the collection.	Archivist, Director	xx			Formalize procedures and documentation with staff
	Using spreadsheet data, create basic collection descriptions for discrete collections (i.e. the WWI posters) to provide general information about the collection to researchers, and make available online.	Archivist	xx			Megan & Nancy/volunteer
	Explore the viability of acquiring a collections management system (such as PastPerfect) in the future, should that benefit collection goals.	Director			xx	CCHS

<b>Goal 3: Access and Outreach</b>						
The Patterson Library will ensure that Local History and Archives physical and digital collections are appropriately accessible to the public and will continue to share collection highlights and information through communication channels and exhibition opportunities.						
<b>Strategy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>			<b>Resources</b>
			2026	2027	2028	
3.1 Enable access to collections	Train library staff on access procedures, and contents of collection as well as local history directory so that they can accurately funnel requests from circulation desk to appropriate party.	Archivist, Director		xx		
	In collaboration with CCHS, determine clear path for passing research requests over to CCHS to expedite access for folks in person at Library.	Archivist, Director		xx		
	Establish procedures for ensuring that archives are safe. Develop policies for handling research/visit requests.	Committee, Archivist, Director	xx			
3.2 Continue to digitize priority collections	Identify priority collections for future digitization. Prioritize those that receive many requests for access, have preservation concerns, or are otherwise fragile or inaccessible in their current format.	Committee		4Q		Nancy – determine high volume requests <ul style="list-style-type: none"> <li>• Westfield Republican</li> <li>• Obituary Files</li> </ul>
	Set digitization guidelines in writing (can be pulled from projects that have already been accomplished) and ensure future projects comply with file format and size standards.	Archivist, Director			1Q	

	Ensure there is an active plan for digital preservation of digitized content and that backups are stored off-site.	Archivist, Director		xx		
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<b>Goal 4: Sustainable Support</b>						
The Patterson Library will identify additional support to sustain the archives into the future						
<b>Strategy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>			<b>Resources</b>
			2026	2027	2028	
4.1 Establish a Local History and Archives Committee to provide guidance and support for collections decisions.	Recruit board members with interest in this area to be a part; strive to have member/s with archives and local history expertise (CCHS member, if possible)	Board	2Q			Description-Barb & Chris (Annual meeting)
	Familiarize committee members with archives - share policies/procedures, take on tour of collection (ensure up to speed on all things archives and do periodically as new members or refresher needed).	Director, Archivist				Ongoing
	Incorporate committee into approval process for accession/deaccession decisions, approval of archival policies.	Director				Ongoing
4.2 Continue to support robust volunteer program	Identify discrete collection projects that can be matched with volunteer interest/skills.	Archivist				Nancy/Ongoing
	Provide training to volunteers working with collections	Archivist				Nancy/Ongoing
	Explore collaborations with local colleges and universities	Director				Ongoing
4.3 Ensure dedicated funding is available or found for needed archival management and preservation projects.	Identify discrete projects for dedicated fundraising efforts	Committee, Director		xx		
	Seek grant opportunities and identify discrete projects that would be a good fit for support.	Director, Archivist	xx			
	Continue to dedicate annual funding to archives and grow this amount sustainably over time based on regular annual needs. (First step: Identify what is needed annually for collection)	Board, Committee, Director				Advised by Archivist