

PATTERSON LIBRARY

Board of Trustees Meeting
July 9, 2026 6:00 p.m.

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PATTERSON LIBRARY

BOARD OF TRUSTEES MEETING

July 9, 2026 6:00pm

AGENDA

1. Call to Order
2. Endowment Report: Jeffrey McCormack of Manning & Napier
3. Public Expression
4. May 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
 - i. Discussion of Committee Structure and Proposed Bylaw Amendment
9. New Business
 - i. Approval of Summer Youth Page Appointment
 - ii. Approval of New York State Annual Report 2025
 - iii. Approval of Trustee Appointment: David Martin
10. Public Expression
11. Adjournment

PATTERSON LIBRARY
BOARD OF TRUSTEES MEETING
MAY 14, 2026

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

1. **Call to Order-** S. Rudnicki called the meeting to order at 6:00 pm
2. **Public Expression-** none
3. **Virtual Financial Review Presentation:** Michael McLanahan for Ed Bysiek, CPA
 - Clarification that this was a review and not an audit.
 - The financial position of the library remains strong. The library was issued a favorable, unqualified opinion.
4. **March 2026 Minutes-** approved and filed
5. **Library Director's Report**
 - Ralph C. Wilson, Jr Foundation Rural Library grant was awarded in the amount of \$56,817. It will be used for upgrades to public computers, connectivity, and flexible workspaces. The purchase of 10 public computers was also covered by this grant.
 - FY2025 NYS Construction Grant funds of \$55,915 have been received.
 - Summer youth page position has been approved and was previously approved in the 2026 budget.
 - Chautauqua Community Foundation funded a summer "Dinosaur Storytime in a Box." Ten kits will circulate regionally from CCLS on a rotating schedule.
 - JMI has completed some work on the heating upgrades. Scheduling issues have delayed continued work on the project.
 - New bike racks have been ordered.
 - New art exhibition space, "13 Walls" has been implemented.
 - Both Children's programming and Adult Services have been very well attended.

6. Treasurer's Report

- The operating fund has around \$69,500.
- The capital account is at \$92,000.
- The endowment is remaining relatively stable at \$5.2 million.
- A \$5,000 draw was taken from the Kappler account this year.

B.Kittle made a motion to amend 2026 budget to reflect changes in funds received and not received. C. Thomas seconded. All in favor.

7. Committee Reports

i. Finance Committee-

- Manning and Napier will be coming on June 2 to discuss endowment management.
- Estate Planning program for public on June 15

ii. Building & Grounds Committee

- Plexiglass doors for four shelves in the main reading room are almost done. Hinges and locks need to be purchased and installed.
- Landscaping was completed by the Hernandez brothers. Two boxwoods were removed due to illness.
- Still waiting for JMI to complete the thermostat and pump work for the heating system.
- Glass replacement in the addition entryway should be starting soon.
- Simpson Electric came in with the lowest quote regarding the electric shutoff switch and exit signage.
- An updated quote for the replacement globes for a chandelier came in from the Tacoma Museum of Glass. Cost of 100 would be around \$30,000.

iii. Fundraising Committee

- K. Richmond spoke about Patterson After Dark. ~\$12,100 was raised. Lots of positive feedback was given about the event.
- C. Thomas discussed auction plans and progress.

8. Unfinished Business

9. New Business

i. Archives Strategic Plan for approval

-M. Hegna discussed the strategic plan for archives.

ii. Proposed committees for formations: Archives Committee, Grants Committee, Public Vote Exploratory Committee

K. Richmond made a motion to approve the Archives Strategic plan. J. Spann seconded. All in favor.

10. Trustee Elections

Nominations for Steve, Tim, Linda, and Kathy to renew for another term. B. Kittle made a motion to approve. C. Thomas seconded. All in favor.

Approval of Joan's retirement from the board.

Proposal to approve Ariel Vilardo to join the board

11. Public Expression

12. Adjourn

S. Rudnicki adjourned the meeting at 7:35 pm

PATTERSON LIBRARY

DIRECTOR'S REPORT

MEGAN HEGNA
PATTERSON LIBRARY

Prepared for Board of Trustees Meeting on July 9, 2026

Director's Snapshot (Key Updates)

- ❖ Summer Reading 2026 is underway, with more than **120 children registered** prior to kickoff and approximately **211 attendees** at the opening program.
- ❖ **Patterson After Dark** generated **\$10,733.26 in net proceeds**. A total of **216 tickets** were sold, including **160 attendees** and **56 supporters** who purchased tickets but were unable to attend.
- ❖ Patterson Library's **Dinosaur Program Kits** have been completed and distributed through CCLS. Twenty-six libraries expressed interest in borrowing the grant-funded kits.
- ❖ Planning has begun for the **2026 New York State Library Construction Grant** cycle, with preliminary discussions focused on restroom accessibility improvements, HVAC upgrades, and other priorities identified in the Flynn Battaglia Building Conditions Study.
- ❖ Implementation of the **Ralph C. Wilson, Jr. Foundation Rural Library Grant** continues, including technology upgrades and flexible workspace improvements.

Administrative News

- The 2025 Annual Report to NYS has been approved by CCLS and submitted. Work continues on the **2025 Annual Report to the Community**. I anticipate presenting the completed report for Board approval at a future meeting.
- A new **Accessibility, Privacy & Communication Preferences** webpage has been added to the library website as part of our continuing efforts toward ADA website compliance. During this work, a significant backlog of spam comments was removed from the website.
- Automated phone notifications for overdue materials and holds are now operational for patrons who choose phone notifications rather than email notifications.

Staff & Organization Development

- Willa Seehausen joined the library as the 2026 Summer Youth Page. Orientation included employment paperwork, library policies, emergency procedures, and departmental training before beginning Summer Reading responsibilities.

- Valerie Thomas and I interviewed **eight applicants** for the Summer Youth Page position. While only one position was available, the interview process also provided local teens with valuable experience completing employment applications, participating in formal interviews, and developing workplace communication skills. Each applicant received a follow-up email thanking them for their initiative and encouraging them in future employment opportunities.
- Following annual staff performance reviews, several staff job descriptions were updated to better reflect current responsibilities. Proposed revisions have been forwarded to the Personnel Committee for review.

Grants & Strategic Initiatives

- Work on the **Ralph C. Wilson, Jr. Foundation Rural Library Grant** continues. I participated in an implementation webinar focused on documenting community impact and project outcomes.
- The **Dinosaur Program Kits**, funded through the Blossom Fund and developed in partnership with SUNY Fredonia and CCLS, have been completed and distributed through CCLS. Twenty-six libraries requested participation, and the kits are now available for reservation by member libraries.
- The Board-approved **Archives Strategic Plan** is now moving into the implementation phase as recommendations are prioritized and organizational planning continues.

Facilities & Capital Projects

- Steve Rudnicki, Jennifer Johnson, and I met with architect Chris Cooke of Cassadaga to discuss potential projects for the 2026 New York State Library Construction Grant application. Preliminary discussions focused on restroom accessibility improvements, replacement of an aging air handler, and other priorities identified in the Flynn Battaglia Building Conditions Study.
- Staff coordinated between our current HVAC contractor and our previous service provider to obtain warranty documentation needed for ongoing maintenance of the air conditioning system.
- Planning continues for future capital improvements while current grant-funded projects move toward completion.

Finance & Operations

- I have been consulting with the library's CPA regarding sales tax requirements as we evaluate opportunities to offer branded Patterson Library merchandise, including book totes, while remaining compliant with New York State regulations.

Programming News – Youth Services, V. Thomas

The Children's Department concluded another successful spring season of storytimes before transitioning into Summer Reading programming.

Highlights include:

- Valerie represented Patterson Library at Westfield's First Friday event, registering nearly **60 children** for Summer Reading while interacting with more than **180 community members**.
- More than **120 children** registered for Summer Reading prior to the official kickoff.
- The Children's Department transformed the library into an immersive prehistoric environment for this year's "**Unearth a Story**" theme.
- Dr. Thomas Hegna's **Unearthing Fossils** kickoff program welcomed approximately **211 attendees**, providing an outstanding beginning to the 2026 Summer Reading Program.

Programming News – Adult Services, N. Ensign

Adult programming remained active throughout May and June with continued participation in book clubs, gallery exhibitions, workshops, lectures, and educational programs.

Highlights include:

- Weekly patron-led groups continue to thrive, including Cozy Crafters, Book Talk, Best Sellers, Mystery Book Club, Culinary Creations, and Embroidery Hour.
- Gallery programming remains active through both the Octagon Gallery and the 13 Walls exhibition space.
- Christine Zeitler's Beginning Tapestry Weaving workshop was well received and has already resulted in two fully enrolled September sessions.
- Randy Henderson's Chautauqua County Historical Society lecture attracted approximately **60 attendees**.
- Dr. Thomas Hegna's **History of Geology in Western New York** lecture drew more than **100 attendees**.
- Tom Tarpley's presentation with the Chautauqua County Sheriff's Office attracted approximately **131 attendees**, reflecting exceptional community interest.
- Classical concerts, author presentations, genealogy assistance, and local history research continue to provide diverse educational opportunities for patrons.

Fundraising and Development

- **Patterson After Dark** had another successful year for the library. A total of **216 tickets** were sold, with **160 attendees** participating in the event. An additional **56 supporters** purchased tickets but were unable to attend, demonstrating strong community support for the library. The

event generated **\$10,733.26 in net proceeds**. Special thanks to Kathy Richmond and the volunteers for their outstanding work organizing the event.

- **Give Big CHQ** raised **\$2,278** for Patterson Library. Thank you to Laura Schofield for coordinating another successful campaign.
- Planning continues for the **Annual Book Sale**. Patterson Society Pre-Sale invitations have been mailed, and Books Galore & More is scheduled to pick up remaining sale materials following the sale.
- Preparations continue for the **Annual Benefit Auction** under the leadership of Carolyn Thomas and Gwen Spann.

Board Awareness / Upcoming Decisions

- Summer Reading programming continues through August. Trustees are encouraged to stop by the Children's Department to see this year's decorations and programming in action.
- The Personnel Committee will review updated staff job descriptions.

By the Numbers

Selected Outputs:	May 2026	May 2025	May 2024	May 2023	May 2022
Adult Book Circulation	654	751	809	753	726
Children's Book Circulation	889	1019	1047	806	496
Downloadable/Streaming	621	554	468	435	395
Other Circulation	633	771	493	820	517
All Items Circulation	2797	3095	2817	2814	2134
Visits	3234	3085	3076	1461	2065
Reference Questions	385	255	97	40	45

Selected Outputs:	June 2026	June 2025	June 2024	June 2023	June 2022
Adult Book Circulation	801	814	769	797	779
Children's Book Circulation	974	1039	833	873	618
Downloadable/Streaming	568	495	494	460	442
Other Circulation	664	952	554	109	469
All Items Circulation	3007	3300	2650	2239	2308
Visits	3395	3217	2698	1379	1774
Reference Questions	342	344	156	44	58

Patterson Library

Balance Sheet

As of Jun 30, 2026

		TOTAL
Assets		
Current Assets		
Bank Accounts		
Cash on hand		154.00
Community Bank CD		0.00
Community Bank Operating Fund		87,231.46
Community Money Market		91,940.96
Lake Shore Bank Accounts		
		\$0.00
Total for Bank Accounts		\$179,326.42
Accounts Receivable		
Accounts Receivable		0.00
Total for Accounts Receivable		\$0.00
Other Current Assets		
Investment Accounts		
Charles Schwab Investment Acct		\$5,382,039.90
Offset		0.00
Total for Charles Schwab Investment Acct		\$5,382,039.90
Dieffenbach Kappler Fund		210,756.39
Total for Investment Accounts		\$5,592,796.29
Undeposited Funds		0.00
Total for Other Current Assets		\$5,592,796.29
Total for Current Assets		\$5,772,122.71
Fixed Assets		
		\$857,681.05
Other Assets		
		\$35,900.00
Total for Assets		\$6,665,703.76
Liabilities and Equity		\$6,665,703.76

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Capital Income				
Capital Gifts_13.2		56,817.00	-56,817.00	
State Construction_13.4	55,915.00	119,987.00	-64,072.00	46.60 %
Total Capital Income	55,915.00	176,804.00	-120,889.00	31.63 %
Community Bank Income	135.70		135.70	
Operating Income				
CCLS Funding_11.8				
CCLS Grants_11.7	2,196.50	5,000.00	-2,803.50	43.93 %
State Aid (LLSA)_11.3	220.00	2,000.00	-1,780.00	11.00 %
Total CCLS Funding_11.8	2,416.50	7,000.00	-4,583.50	34.52 %
Earned Income				
Book & Equipment Sales_11.18	608.92	3,000.00	-2,391.08	20.30 %
Charges_11.17	1,586.23	3,200.00	-1,613.77	49.57 %
Fund Raisers_11.15				
Fundraisers_11.15	11,171.80	20,000.00	-8,828.20	55.86 %
Pat Society memberships_11.15	7,955.00	17,000.00	-9,045.00	46.79 %
Total Fund Raisers_11.15	19,126.80	37,000.00	-17,873.20	51.69 %
Merchandise Sales_11.18	6.50	400.00	-393.50	1.63 %
Total Earned Income	21,328.45	43,600.00	-22,271.55	48.92 %
Local Funding_11.2				
Town of Westfield_11.1	24,000.00	48,000.00	-24,000.00	50.00 %
Village of Westfield_11.1	20,500.00	37,500.00	-17,000.00	54.67 %
WACS_11.1		11,000.00	-11,000.00	
Total Local Funding_11.2	44,500.00	96,500.00	-52,000.00	46.11 %
Private Funding_11.14				
Art and Archives	1,000.00		1,000.00	
Program Funding				
Adult Grants and Gifts_11.14				
Autograph books program	3,000.00		3,000.00	
Total Adult Grants and Gifts_11.14	3,000.00		3,000.00	
Children's Grants & Gifts_11.14	425.00	400.00	25.00	106.25 %
Total Program Funding	3,425.00	400.00	3,025.00	856.25 %
Unrestricted				
General Gifts & Memorials_11.14	83,884.75	25,000.00	58,884.75	335.54 %
Greenway / Empire Energy_11.14	87.98		87.98	
Total General Gifts & Memorials_11.14	83,972.73	25,000.00	58,972.73	335.89 %
Reimbursements	510.00		510.00	
Total Unrestricted	84,482.73	25,000.00	59,482.73	337.93 %
Total Private Funding_11.14	88,907.73	25,400.00	63,507.73	350.03 %
Total Operating Income	157,152.68	172,500.00	-15,347.32	91.10 %

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Income	\$213,203.38	\$349,304.00	\$ -136,100.62	61.04 %
GROSS PROFIT	\$213,203.38	\$349,304.00	\$ -136,100.62	61.04 %
Expenses				
Capital Expenses				
Building and Equipment Expenses				
Incidental construction		5,000.00	-5,000.00	
Other building and equipment	21,163.98	56,817.00	-35,653.02	37.25 %
Total Building and Equipment Expenses	21,163.98	61,817.00	-40,653.02	34.24 %
Construction	13,512.69		13,512.69	
Equipment		0.00	0.00	
Total Construction	13,512.69	0.00	13,512.69	
Total Capital Expenses	34,676.67	61,817.00	-27,140.33	56.10 %
Operating Expenses_12.32				
Library Materials_12.9	59.99		59.99	
Audio tapes CDs Vid games_12.8	55.78	1,000.00	-944.22	5.58 %
Books_12.6	5,283.44	9,600.00	-4,316.56	55.04 %
Youth Books_12.6	5,243.93	14,400.00	-9,156.07	36.42 %
Total Books_12.6	10,527.37	24,000.00	-13,472.63	43.86 %
DVDs_12.8	1,055.28	2,000.00	-944.72	52.76 %
eBooks_12.7	2,701.65	5,500.00	-2,798.35	49.12 %
ILL_12.6	4.00		4.00	
Periodicals_12.6	1,964.34	2,300.00	-335.66	85.41 %
Total Library Materials_12.9	16,368.41	34,800.00	-18,431.59	47.04 %
Personnel Expenses_12.5				
Employee Benefits	32,167.07	60,465.00	-28,297.93	53.20 %
Salaries	120,702.14	251,465.00	-130,762.86	48.00 %
Total Personnel Expenses_12.5	152,869.21	311,930.00	-159,060.79	49.01 %
Programs				
Adult				
Adult special guests_12.21	439.95	2,500.00	-2,060.05	17.60 %
Adult supplies_12.23	118.40	1,500.00	-1,381.60	7.89 %
Autograph books program	2,655.95		2,655.95	
Total Adult	3,214.30	4,000.00	-785.70	80.36 %
Art and Archives				
Archives Supplies_12.23		200.00	-200.00	
Art Program Expenses_12.23	208.56		208.56	
Total Art and Archives	208.56	200.00	8.56	104.28 %
Child				
Child supplies_12.23	1,778.05	3,700.00	-1,921.95	48.06 %
2026 Dino kits	1,372.19		1,372.19	
Total Child supplies_12.23	3,150.24	3,700.00	-549.76	85.14 %

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Children's special guests_12.21	369.28	2,000.00	-1,630.72	18.46 %
Total Child	3,519.52	5,700.00	-2,180.48	61.75 %
Total Programs	6,942.38	9,900.00	-2,957.62	70.13 %
Supplies and Maintenance				
Building O&M_12.17	25,213.80	40,750.00	-15,536.20	61.87 %
Fund Raising				
Fundraising expenses_12.23	438.54	5,000.00	-4,561.46	8.77 %
Merchandise_12.23		600.00	-600.00	
Total Fund Raising	438.54	5,600.00	-5,161.46	7.83 %
Library Operations				
Equipment & Technology_12.22	389.39	2,500.00	-2,110.61	15.58 %
Equipment repairs_12.22	555.00		555.00	
Computer maintenance	52.95		52.95	
Total Equipment repairs_12.22	607.95		607.95	
Marketing and memberships_12.23	1,080.00	1,600.00	-520.00	67.50 %
Miscellaneous	557.98		557.98	
Office/Library Supplies_12.18	2,335.11	2,700.00	-364.89	86.49 %
Postage/Freight_12.23	156.00	700.00	-544.00	22.29 %
Professional & Consultant Fees_12.21	5,090.00	7,000.00	-1,910.00	72.71 %
Professional Development_12.23	760.77	2,500.00	-1,739.23	30.43 %
Software and Web Services_12.23	2,225.55	2,500.00	-274.45	89.02 %
Telephone/Internet_12.19	555.57	2,500.00	-1,944.43	22.22 %
Total Library Operations	13,758.32	22,000.00	-8,241.68	62.54 %
Printing	1,320.14	4,320.00	-2,999.86	30.56 %
Total Supplies and Maintenance	40,730.80	72,670.00	-31,939.20	56.05 %
Total Operating Expenses_12.32	216,910.80	429,300.00	-212,389.20	50.53 %
Retirement payable	0.00		0.00	
Total Expenses	\$251,587.47	\$491,117.00	\$ -239,529.53	51.23 %
NET OPERATING INCOME	\$ -38,384.09	\$ -141,813.00	\$103,428.91	27.07 %
Other Income				
Restricted Activity	192,943.72	183,000.00	9,943.72	105.43 %
Total Other Income	\$192,943.72	\$183,000.00	\$9,943.72	105.43 %
NET OTHER INCOME	\$192,943.72	\$183,000.00	\$9,943.72	105.43 %
NET INCOME	\$154,559.63	\$41,187.00	\$113,372.63	375.26 %

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Capital Income				
State Construction_13.4	1,930.00		1,930.00	
Total Capital Income	1,930.00		1,930.00	
Community Bank Income	1,708.41		1,708.41	
Lake Shore Savings Income (deleted)				
Lake Shore Savings Interest (deleted)	56.97		56.97	
Total Lake Shore Savings Income (deleted)	56.97		56.97	
Operating Income				
CCLS Funding_11.8				
CCLS Grants_11.7	2,998.50		2,998.50	
State Aid (LLSA)_11.3	215.10		215.10	
Total CCLS Funding_11.8	3,213.60		3,213.60	
Earned Income				
Book & Equipment Sales_11.18	317.21		317.21	
Charges_11.17	2,228.03		2,228.03	
Fund Raisers_11.15				
Fundraisers_11.15	10,664.48		10,664.48	
Pat Society memberships_11.15	16,590.00		16,590.00	
Total Fund Raisers_11.15	27,254.48		27,254.48	
ILL_11.18	4.00		4.00	
Merchandise Sales_11.18	55.00		55.00	
Total Earned Income	29,858.72		29,858.72	
Local Funding_11.2				
Town of Westfield_11.1	24,000.00		24,000.00	
Village of Westfield_11.1	20,000.00		20,000.00	
Total Local Funding_11.2	44,000.00		44,000.00	
Other Federal Aid_11.12	48,222.04		48,222.04	
Private Funding_11.14				
Art and Archives	65.00		65.00	
Unrestricted				
General Gifts & Memorials_11.14	49,762.47		49,762.47	
Greenway / Empire Energy_11.14	88.17		88.17	
Total General Gifts & Memorials_11.14	49,850.64		49,850.64	
Refunds	2,581.37		2,581.37	
Total Unrestricted	52,432.01		52,432.01	
Total Private Funding_11.14	52,497.01		52,497.01	
Total Operating Income	177,791.37		177,791.37	
Total Income	\$181,486.75	\$0.00	\$181,486.75	0.00%
GROSS PROFIT	\$181,486.75	\$0.00	\$181,486.75	0.00%
Expenses				

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Capital Expenses				
Building and Equipment Expenses				
Other building and equipment	7,907.14		7,907.14	
Total Building and Equipment Expenses	7,907.14		7,907.14	
Construction				
Building	97,664.00		97,664.00	
Total Construction	97,664.00		97,664.00	
Total Capital Expenses	105,571.14		105,571.14	
Operating Expenses_12.32				
Library Materials_12.9	20,559.25		20,559.25	
Personnel Expenses_12.5				
Employee Benefits	27,156.85		27,156.85	
Salaries	115,488.49		115,488.49	
Total Personnel Expenses_12.5	142,645.34		142,645.34	
Programs				
Adult	1,050.04		1,050.04	
Art and Archives	117.92		117.92	
Child	752.60		752.60	
Total Programs	1,920.56		1,920.56	
Supplies and Maintenance				
Building O&M_12.17	537.50		537.50	
Capital Equipment_12.11	944.45		944.45	
Custodial supplies_12.16	589.08		589.08	
Electric_12.16	984.33		984.33	
Elevator service agreemnt_12.16	1,386.08		1,386.08	
Gas_12.16	5,829.91		5,829.91	
Insurance_12.16	16,667.31		16,667.31	
Landscaping_12.16	1,425.00		1,425.00	
Repairs_12.14	770.36		770.36	
Security Service Agreemnt_12.16	155.70		155.70	
Water_12.16	537.60		537.60	
Total Building O&M_12.17	29,827.32		29,827.32	
Fund Raising				
Fundraising expenses_12.23	354.52		354.52	
Total Fund Raising	354.52		354.52	
Library Operations				
Equipment & Technology_12.22	2,344.99		2,344.99	
Marketing and memberships_12.23	1,125.12		1,125.12	
Miscellaneous	253.00		253.00	
Office/Library Supplies_12.18	1,487.80		1,487.80	
Postage/Freight_12.23	421.00		421.00	
Professional & Consultant Fees_12.21	5,280.00		5,280.00	

Patterson Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - June, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Professional Development_12.23	343.64		343.64	
Software and Web Services_12.23	1,720.17		1,720.17	
Telephone/Internet_12.19	1,563.21		1,563.21	
Total Library Operations	14,538.93		14,538.93	
Printing	2,823.99		2,823.99	
Total Supplies and Maintenance	47,544.76		47,544.76	
Total Operating Expenses_12.32	212,669.91		212,669.91	
Retirement payable	0.00		0.00	
Transfers	0.00		0.00	
Total Expenses	\$318,241.05	\$0.00	\$318,241.05	0.00%
NET OPERATING INCOME	\$ -136,754.30	\$0.00	\$ -136,754.30	0.00%
Other Income				
Restricted Activity	256,055.59		256,055.59	
Total Other Income	\$256,055.59	\$0.00	\$256,055.59	0.00%
NET OTHER INCOME	\$256,055.59	\$0.00	\$256,055.59	0.00%
NET INCOME	\$119,301.29	\$0.00	\$119,301.29	0.00%

PATTERSON LIBRARY
Board Memorandum

To: Board of Trustees
From: Megan Hegna, Director
Date: July 9, 2026
Subject: Acceptance of 2025 New York State Annual Report

Action Requested

Approve the following resolution:

Resolved, that the Board of Trustees of Patterson Library has reviewed and accepts the 2025 New York State Annual Report for Public and Association Libraries and authorizes the Director to certify and submit the report to the New York State Library.

Background

Each year, public and association libraries in New York State are required to complete and certify the Annual Report for Public and Association Libraries. The report provides statistical, financial, governance, and operational information to the New York State Library and serves as the official annual reporting document required for registered libraries.

The online certification requires the date on which the Annual Report was reviewed and accepted by the Board of Trustees. Approval at this meeting will provide the official date entered in the certification.

Board acceptance documents the trustees' review of the report and authorizes the Director to complete the certification process on behalf of the Library.

This action is separate from the Library's **Annual Report to the Community**, which is a board-approved public communication required under New York State Minimum Library Standards. That document summarizes the Library's progress toward its mission, goals, and objectives for the benefit of the community and will be presented separately.

Recommendation

Staff recommends approval of the resolution and authorization for the Director to complete certification of the 2025 New York State Annual Report.

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	1200067030
1.2Library Name	PATTERSON LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Westfield
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

1.14Street Address	40 SOUTH PORTAGE STREET
1.15City	WESTFIELD
1.16Zip Code	14787
1.17Mailing Address	40 SOUTH PORTAGE STREET
1.18City	WESTFIELD
1.19Zip Code	14787
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	7163262154
1.21E-Mail Address (enter M (Missing) if no E-Mail)	director@pattersonlib.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	https://www.pattersonlib.org
1.23Population Chartered to Serve (per 2020 Census)	4,553
1.24Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	03/19/1896
1.29Date the library was last registered	10/17/1907
1.30Federal Employer Identification Number	160743114
1.31County	CHAUTAUQUA
1.32School District	Westfield
1.33Town/City	Westfield
1.34Library System	Chautauqua-Cattaraugus Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36First Name of Library Director/Manager	Megan
1.37Last Name of Library Director/Manager	Hegna
1.38NYS Public Librarian Certification Number	H7HSMQZ
1.39What is the highest education level of the library manager/director?	Master's Degree
1.40If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42E-mail Address of the Director/Manager	director@pattersonlib.org
1.43Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):

-

This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
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Contractual Agreements

1.46Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided
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Unusual Circumstances

1.47For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	11,233
2.2Adult Non-fiction Books	10,144
2.3Total Adult Books (Total questions 2.1 & 2.2)	21,377
2.4Children's Fiction Books	9,379
2.5Children's Non-fiction Books ¹	3,198
2.6Total Children's Books (Total questions 2.4 & 2.5)	12,577
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	33,954

Other Print Materials

2.8Total Uncataloged Books	0
2.9Total Print Serials ²	668
2.10All Other Print Materials ³	5
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	673
2.12Total Print Materials (Total questions 2.7 and 2.11)	34,627

ALL OTHER MATERIALS

2.13Audio - Physical Units	1,465
2.14Video - Physical Units	3,774
2.15Other Circulating Physical Items	343
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	5,582

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	40,209
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	2,015
2.19All Other Print Materials ⁴	29
2.20All Other Materials	265
2.21Total Additions (Total questions 2.18 through 2.20)	2,309

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	40,625
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	3,766
3.3Registered non-resident borrowers	1,892

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N
3.12Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13Does the library have large print books?	Y
3.14Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	
refreshable Braille commonly referred to as a refreshable Braille display	
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	
3.16Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	90
3.17bAttendance at Sessions Targeted at Children Ages 0-5	1,989
3.18aNumber of Sessions Targeted at Children Ages 6-11 ⁵	47
3.18bAttendance at Sessions Targeted at Children Ages 6-11 ⁶	1,934
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18 ⁷	107
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18 ⁸	757
3.20aNumber of Sessions Targeted at Adults Age 19 or Older ⁹	141
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older ¹⁰	2,464
3.21aNumber of General Interest Program Sessions	37
3.21bAttendance at General InterestProgram Sessions	1,452
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) ¹¹	422
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) ¹²	8,596

Live Programs Categorized by Venue

3.24aTotal Live Onsite Program Sessions ¹³	391
3.24bTotal Live Onsite Program Attendance ¹⁴	7,889
3.25aTotal Live Offsite Program Sessions ¹⁵	31
3.25bTotal Live Offsite Program Attendance ¹⁶	707
3.26aTotal Live Virtual Program Sessions	0
3.26bTotal Live Virtual Program Attendance	0
3.27Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	422
3.28Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	8,596

Prerecorded and One-on-One Programs

3.29Total Number of Prerecorded Program Presentations	0
3.30Total Views of Prerecorded Program Presentations within 30 Days	0
3.31One-on-One Program Sessions ¹⁷	1,328
3.32Attendance at One-on-One Program Sessions ¹⁸	1,328

Teen-Led Promotions

3.33Did your library offer teen-led activities during the 2025 calendar year?	N
3.34aDo library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34bDoes your library use Facebook for promotion?	Yes
3.34cDoes your library use Instagram for promotion?	Yes
3.34dDoes your library use Twitter/X for promotion?	No
3.34eDoes your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	242
3.38Young adults registered for the library's summer reading program	23
3.39Adults registered for the library's summer reading program	0
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	265
3.41aChildren's program sessions - Summer 2025	12
3.41bChildren's program attendance - Summer 2025	1,424
3.42aYoung adult program sessions - Summer 2025	2
3.42bYoung adult program attendance - Summer 2025	25
3.43aAdult program sessions - Summer 2025	15
3.43bAdult program attendance - Summer 2025	162
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	29
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	1,611
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES	1
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	0
3.52Municipality/Municipalities	1
3.53Literacy provider(s)	0
3.54Other (describe using the State note) ¹⁹	1
3.55Total Collaborators (total 3.48 through 3.54)	3

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions ²⁰	86
3.57bFocus on birth - school entry (kindergarten) attendance	1,944
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	0
3.59bCombined audience attendance	0
3.60Total Sessions	86
3.61Total Attendance	1,944

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s) ²¹	Yes
3.62b.Public School District(s) and/or BOCES	Yes
3.62c.Non-Public School(s)	No
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note) ²²	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	6,725
4.2Adult Non-fiction Books	2,709
4.3Total Adult Books (Total questions 4.1 & 4.2)	9,434
4.4Children's Fiction Books	11,160
4.5Children's Non-fiction Books	1,839
4.6Total Children's Books (Total questions 4.4 & 4.5)	12,999
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	22,433

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	3,391
4.8bCirculation of Adult Other Materials - Audio/Visual	4,503
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	449
4.9bCirculation of Children's Other Materials - Audio/Visual	1,184
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	3,840
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	31,960
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	No

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	2,825
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	3,675
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	3,289
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	Chautauqua-Cattaraugus Library System

5. ELECTRONIC USE**Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1Did the library provide access to e-books purchased solely by the library?	Yes
5.2Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4Did the library provide access to e-serials purchased solely by the library?	No
5.5Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	2,428
5.20The total circulation of e-serials during the reporting period. ²³	0
5.21The total circulation of e-audio during the reporting period	3,610
5.22The total circulation of e-videos during the reporting period.	90

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40.00
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2Library Director (certified)	1.00
6.3Vacant Library Director (certified)	
6.4Library Manager (not certified)	
6.5Vacant Library Manager (not certified)	
6.6Librarian	0.88
6.7Vacant Librarian	
6.8Library Specialist/Paraprofessional	
6.9Vacant Library Specialist/Paraprofessional	
6.10Other Staff	4.00
6.11Vacant Other Staff	
6.12TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	5.88
6.13VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14FTE - Library Director(certified)	1.00
6.15Salary - Library Director (certified)	\$56,289
6.16FTE - Library Manager (not certified)	
6.17Salary - Library Manager (notcertified)	
6.18FTE - Librarian	1.00
6.19Salary - Librarian	\$38,475

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1Main Library ²⁴	1
8.2Branches ²⁵	0
8.3Bookmobiles ²⁶	0
8.4Other Outlets	0
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6Minimum Weekly Total Hours - Main Library	48.00
8.7Minimum Weekly Total Hours - Branch Libraries	0.00
8.8Minimum Weekly Total Hours - Bookmobiles	0.00
8.9Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	48.00
8.10Annual Total Hours - Main Library ²⁷	2,392.00
8.11Annual Total Hours - Branch Libraries	0.00
8.12Annual Total Hours - Bookmobiles	0.00
8.13Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,392.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
PATTERSON LIBRARY		PATTERSON LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
PATTERSON LIBRARY		40 SOUTH PORTAGE STREET	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
PATTERSON LIBRARY		WESTFIELD	14787	(716) 326-2154

Contact

Location		8. E-mail Address	9. Outlet URL
PATTERSON LIBRARY		director@pattersonlib.org	https://www.pattersonlib.org/

-

Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
PATTERSON LIBRARY		CHAUTAUQUA	Westfield	Chautauqua-Cattaraugus Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
PATTERSON LIBRARY		2,392	52	4	4	78	N

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
PATTERSON LIBRARY		LO	Library Board	Library Board	1908	2025

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
PATTERSON LIBRARY		17,000	16	²⁸ 3,948	Annual Count

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
PATTERSON LIBRARY		Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
PATTERSON LIBRARY		Spectrum/Time Warner Cable	No restrictions to access	²⁹ 3,663	Annual Count

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
PATTERSON LIBRARY		Y	N	Y

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
PATTERSON LIBRARY		1200067030	NY0063	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	6
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 25
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	14
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10.7a Status	10.7b First Name of Board Member	10.7c Last Name of Board Member	10.7d Mailing Address	10.7e City	10.7f Zip Code (5 digits only)	10.7g E-mail address	10.7h Office Held or Trustee	10.7i Term Begins - Month	10.7j Term Begins - Year	10.7k Term Expires	10.7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10.7n The date the Oath of Office (mm/dd/yyyy) was taken	10.7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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													Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex pired previous trustee? s term. Exempl e: Trustee is filli	county clerk (m m/dd/yy yy)	
Filled	Steven	Rudnicki	7306 East Lake Road	Westfield	14787	lilrud61@ gmail.co m	President	May	2021	April	2026	Yes	N/A	N/A	³⁰ N
³⁰ Filled	³⁰ George (Pete)	³⁰ Holt	³⁰ 100 S. Portage St.	³⁰ Westfield	³⁰ 14787	³⁰ gholt@ho wardhann a.com	³⁰ Vice President	³⁰ May	³⁰ 2024	³⁰ April	³⁰ 2029	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N

³⁰ Filled	³⁰ Joseph	³⁰ Spann	³⁰ 167 E. Main St.	³⁰ Westfield	³⁰ 14787	³⁰ jspann@roadrunner.com	³⁰ Trustee	³⁰ May	³⁰ 2022	³⁰ April	³⁰ 2027	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Jennifer	³⁰ Johnson	³⁰ 8415 Route 20	³⁰ Westfield	³⁰ 14787	³⁰ fsj2@msn.com	³⁰ Trustee	³⁰ May	³⁰ 2024	³⁰ April	³⁰ 2029	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Laura	³⁰	³⁰ 227 W. Schofield	³⁰ Main St. Westfield	³⁰ 14787	³⁰ lpschof@gmail.com	³⁰ Secretary	³⁰ May	³⁰ 2024	³⁰ April	³⁰ 2029	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Timothy	³⁰ Roets	³⁰ 7550 Martin Wright Rd.	³⁰ Westfield	³⁰ 14787	³⁰ tbroets@financialpoint.net	³⁰ Financial Officer	³⁰ May	³⁰ 2021	³⁰ April	³⁰ 2026	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Joan	³⁰ Caruso	³⁰ 22 Watson Ave.	³⁰ Westfield	³⁰ 14787	³⁰ carpen22@hotmail.com	³⁰ Trustee	³⁰ May	³⁰ 2021	³⁰ April	³⁰ 2026	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Linda	³⁰ Dunn	³⁰ 49 Union St.	³⁰ Westfield	³⁰ 14787	³⁰ jbzip4787@gmail.com	³⁰ Trustee	³⁰ May	³⁰ 2021	³⁰ April	³⁰ 2026	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Barbara	³⁰ Kittle	³⁰ 5711 Parker Rd.	³⁰ Ripley	³⁰ 14775	³⁰ kittle@financialpoint.net	³⁰ Trustee	³⁰ May	³⁰ 2022	³⁰ April	³⁰ 2027	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Kathy	³⁰	³⁰ 105 S. Richmond	³⁰ Portage St. Westfield	³⁰ 14787	³⁰ krichmond105@gmail.com	³⁰ Trustee	³⁰ May	³⁰ 2021	³⁰ April	³⁰ 2026	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰ Chris	³⁰	³⁰ 23 Riedesel	³⁰ Kent St. Westfield	³⁰ 14787	³⁰ cjriedesel@yahoo.com	³⁰ Trustee	³⁰ May	³⁰ 2024	³⁰ April	³⁰ 2029	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N
³⁰ Filled	³⁰	³⁰	³⁰ 120 E.	³⁰	³⁰ 14787	³⁰	³⁰ Trustee	³⁰ May	³⁰ 2024	³⁰ April	³⁰ 2029	³⁰ Yes	³⁰ N/A	³⁰ N/A	³⁰ N

Carolyn		Thomas	Main St.	Westfield	thomasct al@hotmail.com											
30	Vacant	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
30	Vacant	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
Town	Westfield	\$48,000	N	Y
Village	Westfield	\$40,500	N	N
School District	Westfield Academy and Central School	\$11,000	N	N

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2TOTAL LOCAL PUBLIC FUNDS ³¹	\$99,500
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3Local Library Services Aid (LLSA)	\$2,195
11.4Record all Central Library Services Aid monies received from system headquarters	\$0
11.5Additional State Aid received from the System	\$0
11.6Federal Aid received from the System	\$0
11.7Other Cash Grants ³²	\$6,961
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$9,156

OTHER STATE AID

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid ³³	\$48,222
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$48,222
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14 Gifts and Endowments ³⁴	\$144,157
11.15 Fund Raising ³⁵	\$63,141
11.16 Income from Investments ³⁶	\$85,667
11.17 Library Charges ³⁷	\$4,252
11.18 Other ³⁸	\$4,192
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$301,409
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$458,287
11.21 BUDGET LOANS	

Transfers / Grand Total**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8)	
11.23 From Other Funds	
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$81,543
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$539,830

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1Certified Librarians ³⁹	\$94,710
12.2Other Staff ⁴⁰	\$142,061
12.3Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$236,771
12.4Employee Benefits Expenditures ⁴¹	\$47,824
12.5Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$284,595

COLLECTION EXPENDITURES

12.6Print Materials Expenditures ⁴²	\$24,333
12.7Electronic Materials Expenditures ⁴³	\$5,310
12.8Other Materials Expenditures ⁴⁴	\$2,124
12.9Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$31,767

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10From Local Public Funds (71PF)	\$0
12.11From Other Funds (71OF) ⁴⁵	\$2,303
12.12Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$2,303

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$0
12.14From Other Funds (72OF) ⁴⁶	\$2,033
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$2,033
12.16Other Disbursements for Operation & Maintenance of Buildings ⁴⁷	\$33,134
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$35,167

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies ⁴⁸	\$3,018
12.19Telecommunications	\$2,529
12.21Professional & Consultant Fees ⁴⁹	\$18,990
12.22Equipment ⁵⁰	\$8,943
12.23Other Miscellaneous ⁵¹	\$22,142
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$55,622

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$409,454

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds ⁵²	\$72,900
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$72,900
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$482,354
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$57,476
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$539,830

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	05/07/2026
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FISCAL AUDIT

12.42Last audit performed (mm/dd/yyyy)	03/09/2026
12.43Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2025-12/31/2025
12.44Indicate type of audit (select one): ⁵³	Private Accounting Firm

CAPITAL FUND

12.45Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1Revenues from Local Government Sources	\$0
13.2All Other Revenues from Local Sources ⁵⁴	\$361,264
13.3Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$361,264

STATE AID FOR CAPITAL PROJECTS

13.4State Aid Received for Construction	\$1,930
13.5Other State Aid	\$0
13.6Total State Aid (Add Questions 13.4 and 13.5)	\$1,930

FEDERAL AID FOR CAPITAL PROJECTS

13.7TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8Transfer from Operating Fund(Same as Question 12.35)	\$0
13.9TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$363,194
13.10NON-REVENUE RECEIPTS ⁵⁵	\$65,000
13.11TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$428,194
13.12BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$192,187
13.13TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$620,381

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1Construction ⁵⁶	\$182,422
14.2Incidental Construction ⁵⁷	\$9,233

Other Disbursements

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$191,655
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES ⁵⁸	\$358,646
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$550,301
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$70,080
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$620,381

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	1.88
16.2Total Librarians	1.88
16.3All Other Paid Staff	4.00
16.4Total Paid Employees	5.88
16.5State Government Revenue	\$2,195
16.6Federal Government Revenue ⁵⁹	\$48,222
16.7Other Operating Revenue	\$308,370
16.8Total Operating Revenue	\$458,287
16.9Other Operating Expenditures	\$90,789
16.10Total Operating Expenditures	\$407,151
16.11Total Capital Expenditures	\$552,604
16.12Print Materials	34,622
16.12aTotal Physical Items in Collection	38,744
16.13Circulation of Children's Physical Material	14,632
16.14Total Registered Borrowers	5,658
16.15Other Capital Revenue and Receipts ⁶⁰	65,000
16.16Number of Internet Computers Used by General Public	16
16.17Total Uses (sessions) of Public Internet Computers Per Year	3,948
16.18Wireless Sessions	3,663
16.19Total Capital Revenue ⁶¹	\$428,194

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	1200067030
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Non-profit Association or Agency
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0063
17.8SED CODE	062901700009
17.9INSTITUTION ID	800000054146
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	PATTERSON LIBRARY
Library System:	Chautauqua-Cattaraugus Library System
Name of Person Completing Form:	
Phone Number:	
I am satisfied that this resource (LibPAS) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (LibPAS) will help improve library services to the public:	No
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

¹, 2.5 We weeded a lot of outdated Children's Non-fiction Books last year.(0-2026-04-21)

², 2.9 102 microform(0-2026-04-21)

³, 2.10 5 pamphlets(0-2026-04-21)

⁴, 2.19 5 pamphlets + 1 yearbook +(0-2026-05-15)

⁵, 3.18a Increased outreach(0-2026-04-10)

⁶, 3.18b Increased outreach(0-2026-04-10)

⁷, 3.19a Daily after school gamer's club(0-2026-04-10)

⁸, 3.19b Daily after school gamer's club(0-2026-04-10)

⁹, 3.20a Addition of a weekly craft program(0-2026-05-04)

¹⁰, 3.20b Addition of a weekly craft program led to attendance gains(0-2026-05-04)

¹¹, 3.22 Increased outreach(0-2026-04-17)

¹², 3.23 Increased outreach(0-2026-04-17)

¹³, 3.24a Daily after school gamer's club(0-2026-04-10)

¹⁴, 3.24b Daily after school gamer's club(0-2026-04-10)

¹⁵, 3.25a Increased outreach(0-2026-04-10)

¹⁶, 3.25b Increased outreach(0-2026-04-10)

¹⁷, 3.31 Take and Make Crafts(0-2026-04-10)

¹⁸, 3.32 Take and Make Crafts(0-2026-04-10)

¹⁹, 3.54 Cornell Cooperative Extension(0-2026-04-10)

²⁰, 3.57a Additon of Pre-K programs outside of the library(0-2026-05-04)

²¹, 3.62a. Appleseed Preschool(0-2026-04-13)

²², 3.62e. MOMCO (mother's group)(0-2026-04-13)

²³, 5.20 0 is correct.(0-2026-04-17)

²⁴, 8.1 This is correct.(0-2026-04-27)

²⁵, 8.2 There are no branches.(0-2026-04-27)

²⁶, 8.3 We have no bookmobile.(0-2026-04-27)

²⁷, 8.10 Open 299 days. $299 \times 8 = 2392$ (0-2026-04-10)

²⁸, 27a New Program: After School Gamers Club for teens(0-2026-04-13)

²⁹, 33a More patrons bring their own devices and use the library's wireless access than previous years.(0-2026-04-27)

³⁰, 10.7p Formerly Mara Rubin: Term May 2021- April 2026(0-2026-05-01)

³¹, 11.2 2024 total public funds were \$99,500 (\$55,500 is an incorrect carryover)(0-2026-04-16)

³², 11.7 LLSA 2195 Cash Grants 6161 2024 NYLA grant 800(0-2026-05-11)

³³, 11.11 ERC Funds(0-2026-04-13)

³⁴, 11.14 Juliana Jones IRA \$29,023; Joan Caruso \$10,000 General Gifts & Memorials \$19,077; Estate of Sally J. Kappler (Children's Books) \$72,954; Hurd Potash Gallery \$10,000; Art Gifts \$142; Archives & Research Gifts \$20; Greenway/Empire Energy \$165; Refunds \$2,776(0-2026-04-16)

³⁵, 11.15 Membership Drive \$25,560; Fundraising Events \$37,581(0-2026-04-17)

³⁶, 11.16 Endowment Draw \$80,000; Kappler Draw \$4000; CD Interest \$1,667(0-2026-04-16)

³⁷, 11.17 Copier/Printer Fees \$3,798; Fines \$454(0-2026-05-11)

³⁸, 11.18 Book & Equipment Sales \$3,845; Merchandise Sales \$195; ILL Fees \$4; Replacement Check \$148(0-2026-04-16)

³⁹, 12.1 Director \$56,289; Administrative Librarian \$35,461(0-2026-04-13)

⁴⁰, 12.2 Clerk \$31,565; Youth Coordinator \$33,737; Curator/Sr. Programmer \$25,969; Maintenance \$16,708; Assistant Youth Programmer \$17,838; Page \$8,620(0-2026-04-13)

⁴¹, 12.4 Social Security \$14,680; Medicare \$3,433; Workers Comp \$1,944; Health Insurance \$13,259; Disability/PFL \$349; Retirement \$12,062; Life Insurance \$72; Other Health \$800; Bonuses \$1,225(0-2026-04-13)

⁴², 12.6 Books \$22,801; Periodicals \$1,532(0-2026-04-13)

⁴³, 12.7 eBooks \$5310(0-2026-04-13)

⁴⁴, 12.8 Games and CDs \$341; DVDs \$1,783(0-2026-04-16)

⁴⁵, 12.11 Masonry \$97,664; Square credit card equipment \$323; Sandwich board \$179; Switch TV docks \$43; Chairs \$235; Furniture and equipment (locker, wagon, magnifier, slide viewer) \$391; Coffee machine \$205; Lumber for newspaper shelving \$213; Lighting \$723(0-2026-04-16)

⁴⁶, 12.14 Glass replacement \$450; Electrical/safety systems (smoke detector) \$420; Painting supplies \$375; General building repairs and materials (lumber, concrete, hardware) \$258, UV Window film \$530(0-2026-05-11)

⁴⁷, 12.16 Gas \$7,220; Electric \$1,923; Water \$1,103; Insurance \$16,667; Elevator service \$2,746; Custodial supplies \$1,137; Landscaping \$2,044; Security monitoring \$234; Maintenance equipment (bulb changer) \$60(0-2026-04-15)

⁴⁸, 12.18 General office supplies and purchases \$1,873; Library processing supplies \$576; Printing and promotional materials \$353; Office and administrative supplies \$92; Program and miscellaneous supplies \$124(0-2026-04-15)

⁴⁹, 12.21 Branding and graphic design services (Customized Management Strategies) \$7,920; Auditor/Accounting services (Edward J. Bysiek, CPA) \$7,500; Program presenters and performers (adult and children's programs) \$3,570(0-2026-04-15)

⁵⁰, 12.22 Copier lease & service \$4,501; Technology equipment (PlayStation, TV, projector, screen, printer, Wi-Fi access points) \$2,365; Facility and building equipment (piano bench, safety mirrors, ladder, pump) \$1,646; Audio/visual equipment (voice amplifier and related items) \$431(0-2026-04-15)

⁵¹, 12.23 2025 includes: Software \$3,295; Memberships and marketing \$1,240; Professional development \$2,681; Fundraising expenses \$6,102; Program supplies \$4,466(0-2026-05-14)

⁵², 12.36 Kappler Endowment \$72,900(0-2026-04-17)

⁵³, 12.44 Independent CPA Professional Review(0-2026-04-15)

⁵⁴, 13.2 Interest Income \$1,953; Jones Estate \$358,646; Misc. \$665(0-2026-05-01)

⁵⁵, 13.10 endowment draw \$65,000(0-2026-04-17)

⁵⁶, 14.1 Fire Alarm System \$14,945; Security System \$3,131; Door Repair \$3,793; Masonry \$62,889 and \$97,664(0-2026-05-01)

⁵⁷, 14.2 Computers \$3,441; Carpet \$4,185; Drinking Fountain \$1,323; Wire transfer fee \$25; AED equipment \$259(0-2026-05-01)

⁵⁸, 14.9 Jones Estate Transfer to Endowment \$358,646(0-2026-04-17)

⁵⁹, 16.6 ERC Funds(0-2026-06-10)

⁶⁰, 16.15 endowment draw \$65,000(0-2026-06-10)

⁶¹, 16.19 endowment draw \$65,000(0-2026-06-10)