PATTERSON LIBRARY

BOARD OF TRUSTEES MEETING

November 12, 2026 6:00pm

AGENDA

1. Call to Order
2. Public Expression
3. September 2026 Minutes
4. Library Director's Report
5. Treasurer's Report
6. Committee Reports
    i. Finance Committee
    ii. Building & Grounds Committee
    iii. Fundraising Committee
7. Unfinished Business
8. New Business
    i. Approval of 2027 Budget
    ii. Financial Approvals: *Operating Draw, Kappler Draw, Poster Project Quote, Fire System Maintenance Quote, D&S Glass*
    iii. Finance Procedure Discussion: Deposit location for large gifts and bequests
    iv. Approval of 2027 Calendar
    v. Approval of Policies: *Artificial Intelligence Policy, Public Relations and Social Media Policy, Facilities Use Policy*
    vi. Trustee Resignation: A. Vilardo
    vii. Staff Approval: S. Mencer
9. Public Expression
10. Adjournment

PATTERSON LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 10, 2026

Attendance: S. Rudnicki, B. Kittle, L. Dunn, P. Holt, C. Thomas, M. Hegna, J. Spann, D. Martin, L. Schofield, C. Riedesel **Attending via Zoom**: J. Johnson, A. Vilardo **Absent:** T. Roets

1. Call to Order: S. Rudnicki called the meeting to order at 6:00 pm

2. Public Expression: none

3. July 2026 Minutes: filed and recorded

4. Library Director's Report: M. Hegna reported

-The library's current strategic plan is active through 2027. Initial preparation for the next round of strategic planning will begin soon.
-Summer reading program was well attended with 180 participants that logged 136,220 minutes of reading.
-The library will be transitioning to a new payroll processing company; from Paychex to ADP.
-Following a request from S. Rudnicki, M. Hegna contacted Chautauqua Opportunities to obtain a "Safe Place" sign for the building. Volunteers from Chautauqua Opportunities will visit the library to provide straightforward training and resources.
-J. Hogenboom and M. Hegna will meet with CCLS staff on Sept. 11 to discuss cataloging protocols.
-All Ralph C. Wilson, Jr. Foundation Rural Library Grant computers have been installed.
-Sandra Hurd and Joel Potash donated $20,000 toward the reprinting of Patterson Library's WW1 poster catalog and preservation of the collection. M. Hegna is obtaining quotes for re-matting and preservation work.
-CCLS 2026 NYS Library Construction funding request was not accepted due to an unusually high volume of competing requests.
-Some NYS Construction Grants are close to completion. An amendment request is being filed for cost changes with the Building Preservation/Kitchenette project.
-The heating upgrades project should be completed soon.

5. Treasurer's Report: P. Holt presented the report

-Operating Fund- received town and village payments in August
-Total assets is at $6.7 million.
-Fundraising revenue was projected at $20,000 but is currently at $40,387.49
-General expenses are in line with expectations

6. Committee Reports

i. Finance Committee- see Treasurer's Report

ii. Building & Grounds Committee: S. Rudnicki presented the report

1. The Hands began cleaning out the closet next to the Gallery. The closet is very damp, so all of the drywall and plaster was removed. A dehumidifier was put in to help with the humidity. The chairs poked a hole in the floor.

2. The Hands trimmed the bushes in front of the building, but ran into a bees nest.

3. JMI is set to begin the rest of the heating system work soon. Steve is hoping to see the owner on Friday.

4. D&H Glass should begin the glass work in the addition since school has started and they are more available.

5. Steve and Tim are meeting with Mark Puckhaber soon to go over what should be done with the electric panel shutoff.

iii. Fundraising Committee- C. Thomas presented

-BOT signed a thank you card for Gwen for all her help with the auction.

-Cemetery tours are scheduled for September 25 and 26.

-The library will have a live animal exhibit inside the library during the Grape and Wine Festival.

-The auction grossed $29,000 and netted $26,729.63

7. Unfinished Business-

-S. Rudnicki brought up the topic of recognizing donors for their gifts. The library does not currently have a written, formalized gift acceptance policy or donor recognition procedure. The Policy Committee will draft a gift acceptance policy, to be included in the January meeting agenda.

8. New Business

i. Approval of 2025 Report to the Community- K. Richmond made a motion to approve. J. Spann seconded. All in favor.

ii. Approval of Personnel Policy amendments- B. Kittle made a motion to approve. C. Thomas seconded. All in favor.

iii. Discussion of Imagination Library Program- B. Kittle made a motion to pursue the Dolly Parton Imagination Library. L. Dunn seconded. All in favor.

9. Public Expression

10. Adjournment - S. Rudnicki adjourned the meeting at 7:25 pm

DIRECTOR'S REPORT

MEGAN HEGNA
PATTERSON LIBRARY

Prepared for Board of Trustees Meeting on November 12, 2026

Director's Snapshot (Key Updates)

- Development of the **2027 operating and capital budgets** has been a major administrative focus, including discussions with the Personnel and Finance Committees.
- The **Westfield Cemetery Tour Through History** welcomed 163 attendees and generated $3,321 in net proceeds shared among four partners.
- Replacement of the **accessible entrance storefront and doors** is complete; the Building Preservation kitchenette Amendment to Scope has been submitted.
- The Library received $133,787 from the **DuChaine** estate and a $10,000 gift from the **Horst** estate.
- The Finance Committee will be reviewing questions concerning the **Jeanne Dieffenbach Kappler Fund** and possible legal guidance.

Administrative News

- The **Personnel Committee** met October 19 to review staff compensation and benefits for the 2027 budget; budget development continued with the **Finance Committee**.
- The transition to payroll at **ADP** is complete.
- The **Policy Committee** met October 9 to discuss proposed Artificial Intelligence and Public Relations and Social Media policies and to review the Facilities Use Policy.
- Trustee **Ariel Vilardo** resigned in October. Her resignation letter was previously shared with the Board.
- The proposed **Safe Place partnership** will not proceed because funding for the sponsoring organization has been discontinued.

Staff & Organizational Development

- **Staff Development Day** on October 19 focused on collection maintenance, inventory, weeding, materials assessment, and intellectual freedom. Collection Maintenance Procedures were updated.
- **Selah Mencer** joined as a temporary Youth Page during Kim White's maternity leave and to provide substitute coverage.

Grants & Strategic Initiatives

- **Ralph C. Wilson, Jr. Foundation Rural Library Grant:** All funded public computers are installed. AJ Grack Design visited October 8 to measure and review furniture options for flexible workspaces and seating.
- **Dolly Parton's Imagination Library:** An application for New York State assistance for ZIP code 14787 has been submitted; a decision is pending.
- **World War I Poster Collection**: A preservation quote was obtained following the $20,000 gift from Sandra Hurd and Joel Potash for poster preservation and catalog reprinting.
- **Jeanne Dieffenbach Kappler Fund**: Questions remain about donor restrictions and permissible uses. Attorney Stephanie Cole Adams provided a preliminary estimate for reviewing the gift documents and advising on the New York Prudent Management of Institutional Funds Act (NYPMIFA). The Finance Committee will meet with Manning & Napier on November 9 and may ask whether the firm has relevant legal resources before seeking outside counsel.

Facilities & Capital Projects

- **Accessible entrance**: D&S Glass completed replacement of the storefront and doors. Its October 27 invoice totals $29,648.55, compared with the original $21,840.51 quote—an increase of $7,808.04 requiring Board approval.
- **Book return:** The new storefront includes a panel for book drop hardware supplied separately. Board authorization of up to $5,000 is requested for book return hardware and a collection box; the book drop was described in the construction grant project, but the separate equipment cost was not included in the glass charges.
- **Building Preservation:** The kitchenette Amendment to Scope was submitted to the Division of Library Development; approval is pending.
- **Heating Upgrades**: Work continues on heating controls and pumps. The Finance Committee approved ordering replacement boiler control components, not to exceed $5,200, to replace proprietary Stark Tech controls.
- A **Village Code Officer** visit on October 5 addressed exit signage, emergency lighting, electrical panel clearances, and required inspections. An updated exit sign quote is still needed.
- **Helping Hands** volunteers are evaluating mortar repairs to the pergola garden fence.

Programming News – Youth Services, V. Thomas

- September offerings included guest-reader storytimes, live animals and games at the **Grape & Wine Festival** (38 attendees), and a Super Mario Galaxy film showing (10).
- The October Harry Potter **Halloween Party** drew 97 attendees for wand making, potions, and other activities; Harry Potter film showings drew 28.

- Eight teens and tweens participated in **pumpkin carving**, with additional pumpkins decorating the front steps. **Halloween Storytime** included books, songs, crafts, a trick-or-treat parade, and refreshments.

Programming News – Adult Services, N. Ensign

- Regular book clubs and Cozy Crafters continued. Beginning **Bead Weaving** drew nine participants in September; Beginning **Basket Weaving** drew 11 in October.
- **The Octagon Gallery** opened SUNY Fredonia Visual Arts and New Media's "Works with and on Paper" on September 25, with 25 attendees.
- **13 Walls** featured Patrick Stokes's "Faces of Ukraine," followed by Myriam Mayshark's exhibition, whose opening drew 15 attendees; three paintings sold.
- Ekstasis 2.0 **Music Concert** with SUNY Fredonia students on October 15 included seven students and an audience of 22. An October 27 **panel on artificial intelligence and the arts** drew 22.
- **Archives volunteers** continued organizing gallery records, surname files, and information on historic structures.

Fundraising & Development

- The Library received $133,787 from the **DuChaine estate**, deposited in the endowment, and a $10,000 gift from **Jack and Kathie Horst.**
- Preparation will begin soon for the Patterson Society **annual membership mailing**.

Community Partnerships & Outreach

- **Westfield Cemetery Tour Through History**, September 25–26: 163 attendees, compared with 145 in 2025. There were gross receipts of $4,291, expenses of $970, and net proceeds of $3,321. Patterson Library's share was $830. Partner organizations were Lake Shore Center for the Arts, Chautauqua County Historical Society, and Westfield Cemetery Association.
- An invitation email was extended to public officials and community partners to subscribe to the Library's **email newsletter**.
- A letter advocating increased New York State library operating and construction aid was prepared for **Governor Hochul**.
- A **legislative meeting** with Assemblymember Andrew Molitor is scheduled for November 19 at Dunkirk Public Library. Trustees are encouraged to attend and promote libraries in the CCLS System.

Board Awareness

- The current **Strategic Plan** covers 2022–2027. As we approach its final year, this would be a good time for the Long Range Planning Committee to begin considering the next planning cycle, including opportunities for community input.
- Trustees are reminded of **annual training** and applicable compliance requirements.

By the Numbers

Selected Outputs:	**Sept. 2026**	**Sept. 2025**	**Sept. 2024**	**Sept. 2023**	**Sept. 2022**
Adult Book Circulation	702	787	652	758	688
Children's Book Circulation	889	1027	576	794	583
Downloadable/Streaming	564	496	427	422	378
Other Circulation	620	725	612	445	545
All Items Circulation	2775	3035	2267	2419	2194
Visits	2865	3430	2588	1408	1818
Reference Questions	320	286	113	70	58

Selected Outputs:	**Oct. 2026**	**Oct. 2025**	**Oct. 2024**	**Oct. 2023**	**Oct. 2022**
Adult Book Circulation	784	736	638	789	755
Children's Book Circulation	1037	1098	670	865	672
Downloadable/Streaming	519	533	477	467	412
Other Circulation	841	736	846	536	526
All Items Circulation	3181	3103	2631	2657	2365
Visits	3363	3055	3419	1332	875
Reference Questions	299	261	71	97	59

PATTERSON LIBRARY | 2027 BUDGET IN BRIEF DRAFT

Board of Trustees • November 12, 2026 • DRAFT for board approval

Operating Income

Category	2026 Approved	2027 Proposed
Public Funding	$96,500	$96,500
State & System Aid	$7,000	$7,000
Private Gifts & Grants	$25,400	$25,400
Fundraising & Patterson Society	$37,000	$40,000
Endowment Support	$183,000	$205,000
Fees, Sales & Other	$6,600	$6,200
TOTAL OPERATING INCOME	**$355,500**	**$380,100**

Operating Expenses

Category	2026 Approved	2027 Proposed
Personnel	$312,830	$335,336
Library Materials	$34,800	$36,800
Building Operations	$40,750	$41,550
Library Operations	$31,920	$35,120
Library Programs	$9,900	$11,500
TOTAL OPERATING EXPENSES	**$430,200**	**$460,306**
OPERATING SURPLUS / (DEFICIT)	**($74,700)**	**($80,206)**

Capital Budget — Separate Project Funding

Category	2026 Approved	2027 Proposed
Capital Income	$685,987	$57,670
Capital Expenses	$713,474	$172,147
Receipts Less Expenses	($27,487)	($114,477)

Notes: 2027 figures are proposed and rounded to whole dollars. Operating Income "Endowment Support" includes a restricted Kappler Fund draw. Capital receipts exclude unconfirmed funding; the capital difference does not account for prior-year grant advances or reserves. The 2025 adjusted historical comparison is omitted from this one-page presentation.

FSC SYSTEMS, LLC
FIRE SECURITY COMMUNICATIONS

Fire & Security Alarm Service Agreement

Quotation # : 03262603 Date:3/26/26

Offered by: **FSC Systems LLC**
33 Institute Street
Jamestown NY 14701

For: Patterson Library
40 S. Portage St.
Westfield NY 14787

Scope of Compliance

(Excerpts from the International Fire Code 2024 and NFPA 72 National Fire Alarm & Signaling Code - 2022)
In accordance with the Laws set forth under the International Fire Code 2024 adopted, December 31, 2025, Chapter 9, Section 901.

901.6.1 **Standards.** "Fire protection systems shall be inspected, tested and maintained in accordance with the reference standards listed in Table 901.6.1" (National Fire Alarm & Signaling Code, 2022 Edition).

NFPA 72 - Chapter 14 - Inspection, Testing, and Maintenance

14.1.1 The inspection, testing, and maintenance of systems, their initiating devices, and notification appliances shall comply with the requirements of this chapter.

14.2.3.1 The property or building or system owner or the owner's designated representative shall be responsible for inspection, testing, and maintenance of the system and for alterations or additions to this system.

14.2.3.3 Inspection, testing, or maintenance shall be permitted to be done by the building or system owner or a person or organization other than the building or system owner if conducted under a written contract.

14.2.3.6 Service personnel shall be qualified and experienced in accordance with the requirements of 10.5.3.

10.5.3.4 Qualified personnel shall include, but not be limited to, one or more of the following:

1) Personnel who are factory trained and certified for specific type and brand of system being serviced
2) Personnel who are certified by a nationally recognized certification organization acceptable to the authority having jurisdiction (National Institute for Certification in Engineering Technologies (NICET level II or higher) fire alarm systems certified)
3) Personnel who are registered, licensed, or certified by a state or local authority to perform service on systems addressed within the scope of this Code, either individually or through their affiliation with an organization
4) Personnel who are employed and qualified by an organization listed by a nationally recognized testing laboratory for the servicing of systems within the scope of this Code

(FSC Systems LLC, personnel are Certified by the National Institute for Certification in Engineering Technologies (NICET) Fire Alarm Systems level II thru levels IV, Certified by New York State, Department of State as Journeyman Fire Alarm Mechanics and meet or exceed all requirements of the International Fire Code 2024 and the requirements of the National Fire Protection Association's (NFPA-72-22).

14.4.3 Test Methods:

14.4.3.2 Systems and associated equipment shall be tested according to Table 14.4.3.2.

14.4.4 Testing Frequency. Unless otherwise permitted by other sections of this Code, testing shall be performed in accordance with the schedules in Table 14.4.3.2 or more often if required by the authority having jurisdiction.

14.6 Records

14.6.1 Permanent Records. After successful completion of acceptance tests approved by the authority having jurisdiction, the requirements in 14.6.1.1 through 14.6.1.3 shall apply.

14.6.1.1 A set of reproducible as-built installation drawings, operation and maintenance manuals, and a written sequence of operation shall be provided to the building owner or the owner's designated representative.

14.6.1.3 The system owner shall be responsible for maintaining these records for the life of the system for examination by any authority having jurisdiction. Paper or electronic media shall be permitted.

14.6.2 Maintenance, Inspection, and Testing Records:

14.6.2.1 Records shall be retained until the next test and for 1 year thereafter.

FSC SYSTEMS, LLC
FIRE SECURITY COMMUNICATIONS

Fire & Security Alarm Service Agreement

Quotation # : 03262603 Date:3/26/26

Type of Service: Full Coverage to include the following:

1. TEST AND INSPECTION SERVICES:

- One (1) 100% Annual System Test and Inspection to include:
  Certified Fire Alarm technicians will test 100% of all listed peripheral devices (smoke detectors, heat detectors, manual pull stations, door holders, notification appliances etc.) at the prescheduled inspection. (100% of all devices to be tested by FSC Systems LLC personnel once during the contract period). Complete panel and control equipment functional / diagnostic test.

- *FUNCTIONAL TESTING*: In accordance with The International Fire Code 2024 and the reference standards of NFPA 72 2022, all accessible peripheral devices will be functionally tested. Smoke Detectors will be functionally tested using standard methods approved by the National Fire Protection Association (NFPA) and the fire alarm industry.

2. DOCUMENTATION:

All accessible components and devices will be listed on the test report for:
- Exact location
- Test results / applicable voltage readings
- Any discrepancies noted, recommendations for correction, and any corrections made on site.

Complete customer documentation will be presented to the customer upon completion of the testing. Copies will be kept on file by FSC Systems LLC, Jamestown Branch for two years in accordance with the recommendations of the NFPA and the Authorities having Jurisdiction.

Equipment cut sheets, wiring diagrams and AUTO CAD drawings supplied by FSC Systems LLC that are required for systems / equipment that was not sold or supplied by FSC Systems LLC in order to meet the intent of the laws in the performance of this agreement shall remain the sole property of FSC Systems LLC, and are protected under the copyright laws of the State of New York. Drawings and floor plans may not be copied, photographed or reproduced by use of any medium, by the customer, it's employees or agents, and are to be surrendered to FSC Systems LLC upon termination of this agreement.

3. EMERGENCY SERVICE:

This agreement includes emergency service calls at no additional cost during normal working hours (Mon. – Fri, 7:30 a.m. – 4 p.m., excluding holidays). This provision includes Service Labor, Travel, and Service Charges for repairs associated with normal equipment failures. (See Emergency Service Exclusions, listed under General Service Agreement Terms and Conditions attached). Emergency Service covers all time and travel to troubleshoot and diagnose system problems, the labor to replace failed control equipment components and peripheral equipment. This provision also provides for the reprogramming of the system upon completion of repairs and all components associated with the control panel, annunciators, and remote power supplies.

4. EMERGENCY SERVICE AFTER NORMAL WORKING HOURS:

Emergency service after normal working hours is available from FSC Systems LLC, 24 hours a day 365 days a year. However, all service requests for emergency service outside our normal working hours (other than holidays) will be invoiced at Time Material and Expense at our discounted service agreement rate of $101.00 per hour. Emergency Service requests during Holidays will be invoiced at $151.50 per hour. All after hour service rates are calculated at a minimum of 4 hours.

5. SERVICES NOT INCLUDED:

- Replacement of faulty wiring is not covered. This includes troubleshooting of ground faults on systems.
- Replacement of control panels, component parts of the control panels.
- Replacement of peripheral devices. (Peripheral devices include smoke/heat detectors, manual pull stations, alarm signals, audio/visual appliances and visual only devices, etc.).

(Replacement of peripheral devices and/or defective control panel components if approved in advance by the customer will be invoiced at additional cost.)

- Replacement of batteries.
- Rental lifts required to access peripherals.

6. DETECTOR CLEANING:

- **Is available at an additional cost if approved by the customer.** This additional service helps to minimize false alarms. If elected, accessible smoke detection devices will be cleaned utilizing manufacturer's recommended procedures. Devices will be dismantled to expose the smoke chamber (where applicable) and cleaned using soft cloth, lint brush, air, or non-electrostatic vacuum. If elected, devices will be cleaned during the contract period.

7. SENSITIVITY TESTING: *Required under NFPA 72 Section 14.4.3

***Note:** Sensitivity testing **is not required if tested automatically by Listed control equipment** arranged for the purpose. Frequency of sensitivity testing varies in accordance with requirements set forth in NFPA 72, 14.4.4.3.1 through 14.4.4.3.6. Sensitivity testing is required 1 year after installation, then every alternate year thereafter unless otherwise permitted by compliance with 14.4.4.3.3.

8. EFFECTIVE DATES OF AGREEMENT:

- This agreement shall commence on the first day of the month following the customers, authorized, dated signature on this agreement and shall remain in effect for twelve consecutive months. This agreement will automatically renew for a full Twelve-month period in accordance with the provisions listed under the attached General Service Agreement Terms and Conditions.

FSC SYSTEMS, LLC
FIRE SECURITY COMMUNICATIONS

Fire & Security Alarm Service Agreement

Quotation # : 03262603 Date:3/26/26

EQUIPMENT

LOCATION	EQUIPMENT PART #	MANUFACTURER	DESCRIPTION	QUANTITY
	VISTA128FBPT	RESIDEO	FA/SEC PANEL	1
	LTEM-PXV	RESIDEO	COMMUNICATOR	1
	AL400ULXR	ALTRONIX	POWER SUPPLY	1
	6160RF	RESIDEO	KEYPAD/RECEIVER	1
	6160CR-2	RESIDEO	FIRE KEYPAD	1
	4209U	RESIDEO	GROUP ZONING MODULE	1
	5881ENH	RESIDEO	WIRELESS RECEIVER	1
	5800RP	RESIDEO	REPEATER	1
	5802WXT	RESIDEO	WIRELESS PANIC	3
	SK-PSDA	HONEYWELL	PULL STATION	4
	2W-B	SYSTEM SENSOR	SMOKE DETECTOR	27
	5193SD	RESIDEO	ADDRESSABLE SMOKE DETECTOR	5
	4101SN	RESIDEO	RELAY MODULE	3
	D2	SYSTEM SENSOR	DUCT DETECTOR	1
	5603	SYSTEM SENSOR	HEAT DETECTOR	1
	P2RLED	SYSTEM SENSOR	HORN / STROBE	8
	SRLED	SYSTEM SENSOR	STROBE	3
	5800PIR-RES	RESIDEO	MOTION DETECTOR	9
	DC	OTHER	MAN DOORS	7
	LT	OTHER	LOW TEMP ALARM	1

NOTE: Actual equipment and counts may be required to be altered after completion of 100% testing and inspection by FSC Systems LLC. Changes to the equipment listed above may require pricing adjustments to this agreement. Pricing adjustments shall only become effective with the issuance and acceptance of a new service agreement between the listed customer and FSC Systems LLC.

FSC SYSTEMS, LLC
FIRE SECURITY COMMUNICATIONS

Fire & Security Alarm Service Agreement

Quotation # : 03262603 Date:3/26/26

THIS FIRE ALARM SERVICE AGREEMENT SHALL TAKE EFFECT ON:

THE FIRST DAY OF _____

AND

END ON THE LAST DAY OF _____

BASE PREVENTATIVE MAINTENANCE AND TESTING
COST FOR THE LISTED EQUIPMENT _____ $ 679.00

ADDER # 1
If elected by customer:
SMOKE DETECTOR CLEANING, add ---------- $ 119.00
☐ **Elected** ☐ **Declined**

Prices shown do not include any applicable taxes.

Offered By: **FSC Systems LLC** 33 Institute Street Jamestown New York 14701	Accepted By: Company: _____ Purchase Order #: _____
Tel: (716) 664 – 5336	Signature: _____
Representative: Shawn Gorgan	Title: _____ Date: _____

FSC SYSTEMS, LLC
FIRE SECURITY COMMUNICATIONS

Fire & Security Alarm Service Agreement

Quotation # : 03262603 Date:3/26/26

GENERAL TERMS AND CONDITIONS OF AGREEMENT

No terms, conditions, deletions, modifications, or other understandings, oral or written, in any way purporting to vary these terms and conditions. Whether contained in Purchaser's form or elsewhere, shall be binding upon FSC Systems LLC unless approved in writing and signed by the CEO of FSC Systems LLC.

The terms and conditions of this Agreement and any attached pages are an important part of this Agreement and are hereby incorporated by reference and accepted by the CUSTOMER. This writing is intended by FSC Systems LLC and the CUSTOMER as a final expression of their Agreement and as a complete and exclusive statement of the terms and conditions therof. This Agreement supersedes all prior representations, understandings or agreements between FSC Systems LLC and the CUSTOMER, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on FSC Systems LLC unless made in writing and signed by an officer of FSC Systems LLC.

All work to be performed by FSC Systems LLC will be performed during normal working hours (8:00 a.m. to 5:00 p.m. local time) of normal working days (Monday through Friday, excluding FSC Systems LLC holidays), as defined by FSC Systems LLC, unless additional times are specifically described in a special provision attachment to this Agreement.

FSC Systems LLC will service all system(s) components including hardware and or software as descried in the "list of equipment" attachment.

The CUSTOMER shall promptly notify FSC Systems LLC of any malfunction of the equipment listed under this agreement as it comes to the CUSTOMER's attention.

This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, FSC Systems LLC determines that repairs are necessary, repair charges will be submitted for approval prior to any work. Should these changes be declined, all items which are not repaired will be eliminated from the Agreement and the Agreement price adjusted accordingly.

Repair, replacement, and emergency response obligations, if any, apply only to the covered system(s) components. Repair or replacement of non-maintainable parts of the Covered System(s) including, but not limited to, unit cabinets, insulating material, electrical wiring, structural supports, and all other non-electronic parts, are not included under this Agreement.

Reloading computer software, making repairs or replacement necessitated by reason of negligence or misuse of the equipment by others, or caused by lightning, electrical storms, or other violent weather, or by any other cause beyond FSC Systems LLC control, except ordinary wear and tear, is expressly excluded from this agreement unless added by an attachment of Special Provisions signed by an officer of FSC Systems LLC and the CUSTOMER.

If Emergency Services are included, the Agreement price does not include travel expenses, parts and labor charges required as a result of accident, fire, storm, water, negligence, misuse, vandalism, power failure, current fluctuations, lighting strikes, failure due to non - FSC Systems LLC installations, parts, service, attachments, or devices, or any other cause external to the Covered System(s).

If in FSC Systems LLC sole judgment, any peripheral device which is attached to the Covered System(s), whether supplied / manufactured by FSC Systems LLC or a third party, interferes with the proper operation of the covered system(s), the CUSTOMER shall remove or replace such device upon notice from FSC Systems LLC. Failure of the CUSTOMER to remove the device shall constitute a material breach of this Agreement. If the CUSTOMER adds any third party device or equipment to the Covered System(s), FSC Systems LLC shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

CUSTOMER RESPONSIBILITIES

CUSTOMER further agrees to:

- Provide FSC Systems LLC access to the Covered System(s) to be serviced.
- Provide ladders, lifts, and any other equipment necessary for FSC Systems LLC personnel to access the Covered System(s) to be serviced.
- Supply suitable electrical service.
- Provide a safe work environment.
- In the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death and property damage. Such measures shall continue until the Covered System(s) are operational. Owner shall notify FSC Systems LLC as soon as practical under the circumstances.
- To make payments as provided in this Agreement.

HAZARDOUS MATERIALS

The CUSTOMER represents that, except to the extent that FSC Systems LLC has been given written notice of the following hazards prior to the execution of this Agreement to the best of the CUSTOMERS knowledge there is no:

- "permit confined space", as defined by OSHA.
- Risk of infectious disease.
- Need for air monitoring, respiratory protection, or other medical risk.
- Asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "hazardous conditions".

FSC Systems LLC shall have the right to rely on the representations listed above. If hazardous conditions are encountered by FSC Systems LLC during the course of FSC Systems LLC work, the discovery of such materials shall constitute an event beyond FSC Systems LLC control and FSC Systems LLC shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by the CUSTOMER, and payment of disruption expenses as determined by FSC Systems LLC.

The CUSTOMER shall indemnify and hold FSC Systems LLC harmless for any damages resulting from the exposure of workers to hazardous conditions, including damages for bodily injury and/or property damage, any consequential or indirect damages, and any attorney's fees and expert costs incurred in connection with any such event, whether or not the CUSTOMER pre-notifies FSC Systems LLC of the existence of said hazardous conditions.

This Agreement does not provide for the cost of disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered Systems(s) and or during performance of the Services, which shall at all times remain the property of the CUSTOMER. FSC Systems LLC shall not be responsible for removal and disposal of such hazardous materials.

FSC SYSTEMS LLC RESPONSIBILITIES

FSC Systems LLC shall perform Service(s) in accordance with the level of service specified in this Agreement and as listed on any attached special provisions. This includes, where applicable, the repair, adjustment, or replacement, at FSC Systems LLC sole option, of the Covered System(s).

PAYMENTS

Payment is due upon receipt of invoice. All payments for Service(s) shall be made in advance of the period during which Services are to be performed unless specifically described in a special provision to this Agreement.

CUSTOMER agrees to pay all taxes, permits, and other charges including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

Charges for work outside the scope of this Agreement shall be billed at the applicable FSC Systems LLC rates for labor, materials and travel. CUSTOMER shall make payment within 10 days of receipt of an invoice for such work.

If CUSTOMER fails to make any payment due, FSC Systems LLC shall have the right, at FSC Systems LLC sole discretion, to stop performing any services until the account is current. CUSTOMER's failure to make payment when due is a material breach of this Agreement.

TERM OF AGREEMENT

This Agreement will begin on the Agreement Date indicated within this agreement and continue for an initial term of one (1) year, and continue thereafter from year to year unless terminated. The CUSTOMER may terminate this Agreement at any time by giving Thirty (30) days written notice. FSC Systems LLC may terminate this agreement at any time upon thirty (30) days written notice to the CUSTOMER. Upon termination by the Customer or FSC Systems LLC, FSC Systems LLC shall return any prepaid but unearned payments.

WARRANTY DISCLAIMER

EXCEPT AS EXPRESSLY SET FORTH HEREIN, FSC SYSTEMS DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT SUPPORTED HEREUNDER. FSC SYSTEMS LLC MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT FSC SYSTEMS LLC PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.

LIMITATION OF LIABILITY

It is understood and agreed by the CUSTOMER that FSC Systems LLC shall maintain personal injury and property damage insurance in the amount of Five Million Dollars and that FSC Systems LLC is being paid for the services and/or maintenance of the Covered System(s) in accordance with the requirements of the Fire Code of New York State. FSC Systems LLC is not guaranteeing that no loss will occur; and CUSTOMER agrees that FSC Systems LLC is not responsible for any losses which may occur due to the performance or failure of any device or products supplied or maintained by FSC Systems LLC on the Covered System(s).

LIQUIDATED DAMAGES LIMITATIONS OF REMEDY

FSC Systems LLC and CUSTOMER agree that, in no event shall FSC Systems LLC be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, or movements of the covered system(s) or any of its component parts by the CUSTOMER OR ANY THIRD PARTY. FSC Systems shall not be responsible for indirect, incidental or consequential damages of any kind including but not limited to damages arising from the use, loss of the use, performance, or failure of the covered systems(s) to perform.

INSURANCE

FSC Systems LLC, shall maintain a Five-Million-Dollar General liability, umbrella policy, a blanket additional insured policy and a blanket waiver of subrogation policy in effect at all times. Providing the CUSTOMER requires to be listed as an additional insurer or listed as a primary and non-contributory on any or all of FSC Systems LLC's policies, costs for the additional insurance requirements shall require this contract to be re-quoted and shall reflect the additional costs of the Customers insurance requirements. The additional insurance requirements and the costs shall be then added and indicated as an additional line item on this contract.

IDEMNITY

CUSTOMER agrees to indemnify, hold harmless and defend FSC Systems LLC against any and all losses, damages, costs and expenses including reasonable defense costs, arising from any claim for any acts or omissions of CUSTOMER CAUSED personal injury, property damage or economic loss. FSC Systems LLC reserves the right to be represented in any such action by its own counsel at its own expense. FSC Systems LLC agrees to indemnify, hold harmless and defend the Customer against any and all losses, damages, costs and expenses including reasonable defense costs, arising from any claim for any acts or omissions of FSC Systems LLC CAUSED personal injury, property damage or economic loss. The Customer reserves the right to be represented in any such action by its own counsel at its own expense.

FORCE MAJEURE

FSC Systems LLC shall not be responsible for failure to render services due to causes beyond its control including but not limited to work stoppages, fires, civil disobedience, riots, rebellions, acts of God, or any other cause beyond the control of FSC Systems LLC.

WAIVER OF SUBROGATION

Customer does hereby for itself and all others claiming for it under this agreement, release and discharge FSC Systems LLC from and against all hazards covered by CUSTOMER's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against FSC Systems LLC.

ONE-YEAR LIMITATION ON ACTIONS;
CHOICE OF LAW

It is agreed that no suit, cause of action or arbitration shall be brought against either party more than one (1) year after the accrual of the cause of action and or claim arises, whether known or unknown when the claim arises or whether based on tort, contract or any other legal theory. For purposes of this section, an arbitration has not been brought until the demanding party has complied with the applicable demand and filing requirements of the American Arbitration Association. The laws of New York shall govern the validity, enforceability and interpretation of the Agreement, included in any arbitration brought hereunder.

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D & S GLASS PRODUCTS
333 FLUVANNA AVE.
JAMESTOWN NY 14701
(716)665-9106 Fax:(716)484-3168
Tax# 16-1275349

Invoice: 2-57260
Date: 10/27/2026

Sold To:

PATTERSON LIBRARY
40 SOUTH PORTAGE ST
WESTFIELD NY 14787

Ph:(716)326-2154

Csr: TRACEY Tech: PO Terms: NET 30

Acct:1011917 Job:FRONT EXTERIOR Tax ID:EX-118147

Qty	Part / Description
1	**UPDATED PRICE 4/24/25** WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWING: (1) TUBELITE IT14000 SERIES ALUMINUM FRAMED STOREFRONT, 2" X 4 1/2", CENTER PLANE GLASS, SINGLE THERMAL, INCLUDING (6) WINDOWS TO APPROX. 68" HIGH, EACH WITH 1 HORIZONTAL RAIL; (1) FRONT LOWER SECTION TO HAVE 1" INFILL PANEL FOR BOOK DROP HARDWARE PROVIDED BY OTHERS (INSTALLED BY D & S) (1) TUBELITE E4500 SERIES 1 3/4" X 4 1/2" DOOR FRAME, 75-1/2" X 85-3/4" 3/4", WITH (1) PAIR TUBELITE INC. WIDE STILE DOORS, 6'- 0" X 7'-0" - TOP RAIL: 5", MID RAIL: 4", STILES: 5", BOTTOM RAIL: 6-1/2" INCLUDES THE FOLLOWING HARDWARE: - 3 BUTT HINGES PER LEAF - STD EXTERIOR PULL - STD INTERIOR PUSH BAR - CVR EXIT DEVICE - HAGER 5100 CLOSER - DROP PLATE - DOOR SWEEP - THRESHOLD FINISH: (C2) CLASS II CLEAR ANODIZED INFILL: 1" INSULATED ALUMINUM TO MATCH GLASS: 1" INSULATED (1/4" LOW-E TEMP - 1/2"A.S. - 1/4" CLEAR TEMP)

Continued...

D & S GLASS PRODUCTS
333 FLUVANNA AVE.
JAMESTOWN NY 14701
(716)665-9106 Fax:(716)484-3168
Tax# 16-1275349

Invoice: 2-57260
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40 SOUTH PORTAGE ST
WESTFIELD NY 14787

Ph:(716)326-2154

Csr: TRACEY Tech: PO Terms: NET 30

Qty	Part / Description
2	39-1/4" X 47-11/16" ITT LOW-E - ENERGY ADVANTAGE 1" (1/4" T LOW-E - 1/2 AS - 1/4" T CLR)
2	39-1/4" X 21-9/16" ITT LOW-E - ENERGY ADVANTAGE 1" (1/4" T LOW-E - 1/2 AS - 1/4" T CLR)
2	38" X 21-9/16" ITT LOW-E - ENERGY ADVANTAGE 1" 1/4 T LOW-E - 1/2 AS - 1/4" T CLR)
4	38" X 47-11/16" ITT LOW-E - ENERGY ADVANTAGE 1" 1/4" T LOW-E - 1/2 AS - 1/4" T CLR)
2	24-13/16" X 27-1/8" ITT LOW-E - ENERGY ADVANTAGE 1" (1/4" T LOW-E - 1/2 AS - 1/4" T CLR)
2	24-13/16" X 39-9/16" ITT LOW-E - ENERGY ADVANTAGE 1" (1/4 T-LOW-E - 1/2 AS - 1/4" T CLR)

Job Site: CONTACT: TIM ROETS, T: 716-474-5936
tbroets@fairpoint.net

We appreciate your Business!
PLEASE PAY FROM THIS INVOICE.
Thank you.

Signature _____

Tax	Total	Payments	Balance
0.00	29,648.55	0.00	29,648.55

Surroundings
79 East Main Street
Westfield, NY 14787

- DISASSEMBLE - OUT OF CURRENT FRAMES - PAPER TAPE OFF PULL NAILS OR POINTS
- LAY OUT & HAND CUT MATS - OUTSIDE DIMENSIONS & WINDOW
- LAY OUT & HAND CUT FOAM CORE BACKING
- MOUNT ARTWORK
- CLEAN PLEXI
- GLUE & RE-JOIN ANY FRAMES REQUIRING
- FITTING - BACK INTO FRAMES & SECURE WITH POINTS
- FINISHING - BACKING / HANGERS & WIRE

$5,500.00 <TAX EXEMPT>

(31) "STANDARD" SIZE
(17) "OVER SIZE"
+ (2) "EXTRA" OVERSIZE
(50) TOTAL

THANK YOU

2027 PROPOSED CLOSURES AND EVENTS

Closures

Fri. Jan. 1	New Year's Day
Mon. Feb. 15	Presidents Day
Sat. May 8	Patterson After Dark prep
Mon. May 31	Memorial Day
Mon. July 5	Independence Day observed
Mon. Sept. 6	Labor Day
Mon. Oct. 18	Staff Development
Thurs. Nov. 25	Thanksgiving
Fri. Nov. 26	Thanksgiving
Fri. Dec. 24	Christmas Eve
Sat. Dec. 25	Christmas Day
Fri. Dec. 31	New Year's Eve
Sat. Jan. 1, 2028	New Year's Day

Board Meetings

January 14
March 11
May 13
July 8
September 9
November 11

Fundraisers

Patterson After Dark	Saturday, May 8
Book Sale	Thursday–Saturday, July 15–17
Auction	Wednesday, August 18

ARTIFICIAL INTELLIGENCE (AI) POLICY (DRAFT V2)

I. Purpose

Patterson Library recognizes that artificial intelligence (AI) technologies are becoming increasingly integrated into library operations, administrative work, communications, and public services. When used responsibly, AI can improve efficiency, expand staff capacity, and enhance service to the community. The purpose of this policy is to establish principles for the ethical, secure, and responsible use of artificial intelligence by Patterson Library while protecting patron privacy, supporting intellectual freedom, maintaining public trust, and ensuring human accountability.

This policy applies to members of the Board of Trustees, employees, and volunteers acting on behalf of Patterson Library.

II. Guiding Principles

The use of artificial intelligence at Patterson Library shall be guided by the following principles:

A. Human Responsibility

Artificial intelligence is a tool to assist, not replace, human judgment.

Individuals using AI remain fully responsible for the accuracy, appropriateness, legality, and quality of all work produced on behalf of the Library.

B. Mission Alignment

Artificial intelligence shall be used in ways that support the Library's mission of providing equitable access to information, promoting lifelong learning, preserving intellectual freedom, and serving the community with professionalism and integrity.

C. Privacy and Confidentiality

The Library is committed to protecting the confidentiality of patron records and other sensitive information.

Artificial intelligence tools shall not be used in any manner that compromises patron privacy or violates applicable federal, state, or local laws, including New York State library confidentiality requirements.

D. Transparency

The Library supports transparency in the responsible use of emerging technologies. Artificial intelligence may assist in developing ideas, drafts, summaries, or analyses; however, final decisions and official communications remain the responsibility of authorized Library personnel. When AI is used to generate all or substantially all of a document, image, or other published content, a clear notice identifying the content as AI-generated must appear on or alongside it.

E. Equity and Fairness

Library personnel should recognize that AI-generated content may reflect inaccuracies, incomplete information, or unintended bias.

AI-generated material should be reviewed carefully to ensure it supports the Library's commitment to equitable, inclusive, and respectful service.

III. Appropriate Uses

Artificial intelligence may be used to support Library operations, including but not limited to:

- drafting correspondence and reports;
- developing grant applications and fundraising materials;
- brainstorming programs, services, and outreach initiatives;
- summarizing non-confidential documents;
- assisting with research;
- improving administrative efficiency;
- developing educational or promotional materials; and
- supporting other operational functions approved by the Library Director.

Use of AI should enhance, not diminish, the professional expertise and judgment of Library personnel.

IV. Prohibited Uses

Artificial intelligence shall not be used to:

- disclose or process confidential patron information;
- disclose personnel records or confidential employment matters;
- disclose privileged legal communications;
- disclose confidential financial or security information;
- make personnel, legal, financial, or governance decisions without appropriate human review;

- generate official Library records or public communications without review and approval by authorized personnel; or
- engage in activities inconsistent with applicable law or Library policy.

V. Data Protection

Before entering information into an artificial intelligence system, users shall consider whether the information is confidential, personally identifiable, proprietary, or otherwise sensitive.

Unless expressly authorized by the Library Director, confidential information shall not be entered into publicly available AI systems.

The Library Director may establish additional administrative procedures governing approved AI platforms and acceptable data handling practices.

VI. Oversight

The Library Director shall be responsible for implementing this policy through administrative procedures, staff guidance, training, and approved technology practices.

The Board of Trustees retains responsibility for policy oversight and shall periodically review this policy to ensure it remains consistent with the Library's mission, legal obligations, and evolving best practices.

VII. Relationship to Other Policies

This policy shall be interpreted consistently with all applicable Library policies, including those governing:

- patron confidentiality;
- records management;
- information technology;
- personnel;
- collection development;
- intellectual freedom; and
- ethics;
- public relations & social media.

Where a conflict exists, applicable law and Board policy shall control.

VIII. Review

Because artificial intelligence technologies continue to evolve, this policy shall be reviewed periodically by the Board of Trustees and revised as necessary to reflect changes in technology, law, professional standards, and Library operations.

PATTERSON LIBRARY PUBLIC RELATIONS & SOCIAL MEDIA POLICY DRAFT V2 2026

1. Purpose

Patterson Library uses social media and other communication channels to share information about services, programs, collections, and community resources. This policy establishes responsibilities for creating, approving, and maintaining official public communications to ensure accuracy, consistency, and alignment with library values, brand standards, and patron privacy protections.

This policy applies to all official library communication platforms, including but not limited to the library's website, Facebook page, Instagram account, and any additional platforms established by the library.

Personal social media use by staff is governed by the Personnel Policy. Trustees maintain responsibility for their personal online conduct under the Board's Ethics Guidelines as stated in the By-Laws.

2. Authorized Use of Official Library Accounts

The Director, or a designated staff member, may create and post content on official library social media accounts and on the library's website.

Staff may be assigned posting responsibilities as part of their role. All authorized posters must follow this policy and the library's brand standards.

No other staff, volunteers, or trustees may post directly to official library accounts

3. Content Review and Approval

To support accuracy and consistency:

- All posts must be reviewed by at least one additional staff member before publishing.
- The reviewer does not need to be the Director, unless content falls into a category listed under "Sensitive or Crisis Communications."
- Routine posts: such as program reminders, gallery notices, or service updates-- may be drafted and posted by authorized staff after peer review.

Nothing may be posted without a second set of eyes reviewing it.

4. Content Standards

All communication should reflect the library's mission, community focus, and brand standards. Content must be accurate, timely, neutral in tone, respectful of privacy, and consistent with established branding guidelines.

Prohibited Content

Official library accounts may not include:

- Political advocacy, endorsements, or opposition
- Religious advocacy or proselytizing
- Personal opinions of staff or trustees
- Confidential patron information
- Identifiable images of patrons that violate the Recording Policy
- Safety, security, or disciplinary incidents unless approved under crisis procedures
- HR matters or internal staff concerns
- Any content that could reasonably be interpreted as representing a personal view rather than the library's position
- Any content that would violate library patron protections

Fundraising appeals, grant announcements, and capital project updates should be posted only after approval by the Director.

5. Photo and Video Permissions

The use of photos, videos, or recordings must comply with the library's **Recording Policy**, including:

- Restrictions on photographing minors
- Patron and staff privacy
- Security
- Disruption of regular library operations or use

6. Comment Moderation

Public comments on library social media pages may be monitored for appropriateness. Library staff may hide or remove comments that contain:

- Harassment, threats, or hate speech
- Obscenity or graphic content
- Personal attacks on individuals or groups
- Confidential or identifying patron information
- Spam, commercial solicitations, or scams

- Content that violates any law or library policy

Users who repeatedly violate guidelines may be blocked, at the Director's discretion.

Staff should not engage in arguments or debates. Concerns raised in comments should be referred to the Director for follow-up.

7. Sensitive or Crisis Communications

If a situation involves safety, legal concerns, banned patrons, emergency closures, policy controversies, or any matter that could attract media attention:

- Any contact from newspapers, television, or other media organizations will be handled solely by the Director, who serves as the library's spokesperson during sensitive or crisis situations under consultation from the Board President.
- Staff must not post information on social media or the website.
- All public messaging will be drafted by the Director.
- For significant incidents, the Director may consult with the Board President before issuing a statement.
- Only the Director posts crisis or sensitive communications.

Staff or trustees should immediately notify the Director if they believe a situation requires this oversight.

8. Trustees and Social Media

Trustees are not authorized to post on official library social media accounts unless specifically designated by the Director.

Trustees may share or promote library posts through their personal accounts but must avoid representing personal opinions as library opinions. Trustees should keep in mind the guidance also given to staff:

"Personal accounts or postings on the internet should be handled with caution (even during non-working hours). Staff should clearly state that their opinion is personal, and not necessarily Patterson Library's opinion if: it is clear they are an employee of Patterson Library, mention Patterson Library, or it is reasonably clear the employee is referring to Patterson Library or a position taken by Patterson Library. Violations may be subject to disciplinary action."

Although trustees are not subject to the Personnel Policy, they should follow the same spirit of caution and clarity.

9. Record Retention

Content posted on official library webpages and social media is considered public communication. Posts may be retained, archived, or deleted according to operational needs and applicable laws. The Director oversees these practices.

PATTERSON LIBRARY FACILITIES USE POLICY

Facilities may be used for informative, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's Library Bill of Rights which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

A meeting room application is required. You may complete an application at the Library's Front Circulation Desk, or download the form and submit it by email to director@pattersonlib.org. The library reserves the right to determine which room will best accommodate each group's needs, and assign rooms accordingly. All use of library meeting rooms must be approved by the Library Director. The applicant is responsible for making sure the space is clean and left in the condition in which it was found.

The Library currently has 4 available rooms:

1. The Reading Room
2. The Archives Meeting Room
3. The Octagon Gallery
4. The Storytime Room

For-profit groups and those arranging social functions are asked to provide a donation of at least $50.00 for the use of each room. Donations may be made by cash, credit card, or check made payable to Patterson Library. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation for room use. With library approval, educational entities may charge nominal material costs for their meetings, but the public may not be denied entry to the meeting because of failure to pay.

SEE THE BACK SIDE OF THIS PAGE FOR MEETING ROOM REGULATIONS

MEETING ROOM REGULATIONS

1. The public will be welcome to all meetings during library operating hours.

2. All meeting attendees must abide by the Patterson Library Code of Conduct.

3. Children's and youth groups may use the facility, if they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.

4. Light refreshments may be served if requested in the application. If the kitchenette is used (when available,) it must be left in order.

5. Groups cannot use the library's name, address or telephone number as their official address or contact information.

6. Permission to use a meeting room does not constitute an endorsement by Patterson Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the library's meeting rooms must state that the event is not a program of, nor sponsored by Patterson Library. The library may ask to see such notices prior to the public release.

7. When booking a room, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users then replaced to a standard arrangement when finished. Additional tables and chairs are available upon request.

8. The library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.

9. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.

10. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

Patterson Library
Balance Sheet
As of Oct 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Cash on hand	154.00
Community Bank CD	0.00
Community Bank Operating Fund	51,167.26
Community Money Market	78,580.59
Lake Shore Bank Accounts	**$0.00**
Total Bank Accounts	**$129,901.85**
Accounts Receivable	**$0.00**
Other Current Assets	
Investment Accounts	
Charles Schwab Investment Acct	**$5,347,271.35**
Dieffenbach Kappler Fund	214,276.82
Total for Investment Accounts	**$5,561,548.17**
Undeposited Funds	0.00
Total Other Current Assets	**$5,561,548.17**
Total Current Assets	**$5,691,450.02**
Fixed Assets	**$857,681.05**
Other Assets	**$35,900.00**
Total Assets	**$6,585,031.07**
Liabilities and Equity	**$6,585,031.07**

Patterson Library

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

January - October, 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	243.24		243.24	
Operating Income				
CCLS Funding_11.8				
CCLS Grants_11.7	3,444.75	5,000.00	-1,555.25	68.90 %
State Aid (LLSA)_11.3	2,203.00	2,000.00	203.00	110.15 %
Total CCLS Funding_11.8	**5,647.75**	**7,000.00**	**-1,352.25**	**80.68 %**
Earned Income				
Book & Equipment Sales_11.18	3,413.34	3,000.00	413.34	113.78 %
Charges_11.17	**3,211.22**	**3,200.00**	**11.22**	**100.35 %**
Fund Raisers_11.15				
Fundraisers_11.15	44,627.49	20,000.00	24,627.49	223.14 %
Pat Society memberships_11.15	8,020.00	17,000.00	-8,980.00	47.18 %
Total Fund Raisers_11.15	**52,647.49**	**37,000.00**	**15,647.49**	**142.29 %**
Merchandise Sales_11.18	7.25	400.00	-392.75	1.81 %
Total Earned Income	**59,279.30**	**43,600.00**	**15,679.30**	**135.96 %**
Local Funding_11.2				
Town of Westfield_11.1	36,000.00	48,000.00	-12,000.00	75.00 %
Village of Westfield_11.1	28,000.00	37,500.00	-9,500.00	74.67 %
WACS_11.1	11,000.00	11,000.00	0.00	100.00 %
Total Local Funding_11.2	**75,000.00**	**96,500.00**	**-21,500.00**	**77.72 %**
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	475.00	400.00	75.00	118.75 %
Total Program Funding	**3,475.00**	**400.00**	**3,075.00**	**868.75 %**
Unrestricted				
General Gifts & Memorials_11.14	115,777.38	25,000.00	90,777.38	463.11 %
Greenway / Empire Energy_11.14	269.54		269.54	
Total General Gifts & Memorials_11.14	**116,046.92**	**25,000.00**	**91,046.92**	**464.19 %**
Refunds	2,750.26		2,750.26	
Reimbursements	510.00		510.00	
Total Unrestricted	**119,307.18**	**25,000.00**	**94,307.18**	**477.23 %**
Total Private Funding_11.14	**123,782.18**	**25,400.00**	**98,382.18**	**487.33 %**

Patterson Library

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

January - October, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Operating Income	**263,709.23**	**172,500.00**	**91,209.23**	**152.87 %**
Total Income	**$319,867.47**	**$349,304.00**	**$ -29,436.53**	**91.57 %**
GROSS PROFIT	**$319,867.47**	**$349,304.00**	**$ -29,436.53**	**91.57 %**
Expenses				
Capital Expenses				
Building and Equipment Expenses				
Incidental construction		5,000.00	-5,000.00	
Other building and equipment	34,631.89	56,817.00	-22,185.11	60.95 %
Total Building and Equipment Expenses	**34,631.89**	**61,817.00**	**-27,185.11**	**56.02 %**
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	**48,144.58**	**61,817.00**	**-13,672.42**	**77.88 %**
Operating Expenses_12.32				
Library Materials_12.9	59.99		59.99	
Audio tapes CDs Vid games_12.8	**161.28**	**1,000.00**	**-838.72**	**16.13 %**
Books_12.6	**16,777.64**	**24,000.00**	**-7,222.36**	**69.91 %**
DVDs_12.8	1,561.24	2,000.00	-438.76	78.06 %
eBooks_12.7	4,534.97	5,500.00	-965.03	82.45 %
ILL_12.6	4.00		4.00	
Periodicals_12.6	1,964.34	2,300.00	-335.66	85.41 %
Reference_12.6	86.35		86.35	
Total Library Materials_12.9	**25,149.81**	**34,800.00**	**-9,650.19**	**72.27 %**
Personnel Expenses_12.5				
Employee Benefits	**53,618.97**	**60,465.00**	**-6,846.03**	**88.68 %**
Salaries	**206,247.52**	**251,465.00**	**-45,217.48**	**82.02 %**
Total Personnel Expenses_12.5	**259,866.49**	**311,930.00**	**-52,063.51**	**83.31 %**
Programs				
Adult				
Adult special guests_12.21	2,216.09	2,500.00	-283.91	88.64 %
Adult supplies_12.23	267.04	1,500.00	-1,232.96	17.80 %
Autograph books program	2,655.95		2,655.95	
Total Adult	**5,139.08**	**4,000.00**	**1,139.08**	**128.48 %**
Art and Archives	**476.64**	**200.00**	**276.64**	**238.32 %**
Child				
Child supplies_12.23	2,832.64	3,700.00	-867.36	76.56 %
2026 Dino kits	1,372.19		1,372.19	
Total Child supplies_12.23	**4,204.83**	**3,700.00**	**504.83**	**113.64 %**
Children’s special guests_12.21	1,810.28	2,000.00	-189.72	90.51 %
Total Child	**6,015.11**	**5,700.00**	**315.11**	**105.53 %**
Total Programs	**11,630.83**	**9,900.00**	**1,730.83**	**117.48 %**

Patterson Library

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

January - October, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Supplies and Maintenance	**59,391.39**	**72,670.00**	**-13,278.61**	**81.73 %**
Total Operating Expenses_12.32	**356,038.52**	**429,300.00**	**-73,261.48**	**82.93 %**
Payroll Expenses	2,668.26		2,668.26	
Retirement payable	824.77		824.77	
Total Expenses	**$407,676.13**	**$491,117.00**	**$ -83,440.87**	**83.01 %**
NET OPERATING INCOME	**$ -87,808.66**	**$ -141,813.00**	**$54,004.34**	**61.92 %**
Other Income				
Restricted Activity				
Dieffenbach Kappler Fund Activi	**30,547.21**	**5,000.00**	**25,547.21**	**610.94 %**
Endowment Activity				
Endowment Draw_11.16, 13.2	90,000.00	178,000.00	-88,000.00	50.56 %
Endowment Gains/Losses	168,516.36		168,516.36	
Endowment Income	98,911.21		98,911.21	
Endowment Unrealized Gain/Loss	-184,841.23		-184,841.23	
Investment Expenses	-41,437.95		-41,437.95	
Total Endowment Activity	**131,148.39**	**178,000.00**	**-46,851.61**	**73.68 %**
Total Restricted Activity	**161,695.60**	**183,000.00**	**-21,304.40**	**88.36 %**
Total Other Income	**$161,695.60**	**$183,000.00**	**$ -21,304.40**	**88.36 %**
NET OTHER INCOME	**$161,695.60**	**$183,000.00**	**$ -21,304.40**	**88.36 %**
NET INCOME	**$73,886.94**	**$41,187.00**	**$32,699.94**	**179.39 %**

FINANCIAL APPROVALS – NOVEMBER 12, 2026

Kappler Fund Draw – $5,000
Approval is requested for a $5,000 distribution from the Jeanne Dieffenbach Kappler Fund, as included in the approved 2026 operating budget. These funds support eligible children's materials purchases in accordance with the donor's restrictions.

Endowment Draw – $60,000
Approval is requested for a $60,000 distribution from the Library's endowment to support operating expenses. This draw provides funding for regular library operations as anticipated in the operating budget.

Fire System Service Agreement-- $670 Annual
The Building & Grounds Committee previously tabled consideration of the proposed fire system service agreement pending further assessment. During a recent visit, the Village Code Officer confirmed that the Library is required to have annual fire system inspections. The proposed agreement would establish a regular inspection and maintenance schedule, helping ensure that inspections are completed on time and the Library remains compliant.

D&S Glass – Additional $7,848
The Board previously approved replacement of the single-pane glass at the Library's accessible entrance with double-pane glass, based on an original estimate of $21,841. During project coordination, D&S Glass provided a revised quote of $29,689.

The installation is now complete, and approval is requested for the additional $7,848. The work remained within the originally approved project scope, so an Amendment to Scope is not required by the Department of Library Development. The completed installation and final expenses will be documented in the NYS Library Construction Grant Final Report.

Book Return Hardware and Collection Box— not to exceed $5,000
Request Board approval of an expenditure not to exceed $5,000 for book return hardware and a collection box. These items are part of the NYS Library Construction Grant project but were not included in the D&S Glass charges or separately budgeted in the original grant application.

Poster Project -- $5,500
Acid-free matting and backing for the WWI poster collection. Funding will come from a $20,000 restricted gift made by Sandra Hurd and Joel Potash.

POLICY APPROVAL NOTE—NOVEMBER 12, 2026

Summary of Facilities Use Policy Changes

The Facilities Use Policy was reviewed and updated to clarify language and reflect current library practices. The list of available meeting rooms was revised to add the Storytime Room and replace "Annex Room" with "Archives Meeting Room," making the space easier for patrons to identify. Maximum occupancy figures were removed because accurate capacities have not been established. The application instructions were also simplified to clarify how requests may be submitted. Additional wording was streamlined for clarity, while the existing meeting room regulations remain substantively unchanged.

Proposed Additional Amendment 11/11/2026

After-Hours Memorial Gatherings

Patterson Library recognizes the meaningful role the Library plays in the lives of community members and is grateful to those who have supported its mission through service, generosity, and friendship. In recognition of these relationships, the Library may permit after-hours memorial services and gatherings honoring deceased individuals, with special consideration for former trustees, volunteers, donors, and those whose families designate Patterson Library for memorial contributions. A prior relationship with the Library is not required.

After-hours use by outside individuals or groups is limited to memorial gatherings and is subject to the Library Director's approval and the following conditions:

1. **Staffing**: An authorized Library keyholder must be present throughout the event, including setup and cleanup. Approval is contingent upon staffing availability.
2. **Costs**: The reserving party must reimburse the Library for staffing at a special-event rate of 1.5 times the employee's regular hourly rate. The Library also requests a minimum $50 donation for use of the space.
3. **Responsibilities:** The reserving party is responsible for setup, refreshments, cleanup, and returning the space to its original condition.
4. **Compliance:** All gatherings must comply with the Facilities Use Policy, Meeting Room Regulations, and Code of Patron Conduct. The Director may establish reasonable limits on attendance, duration, and facilities used.

Approved memorial gatherings may be limited to invited attendees. This exception does not restrict Library-sponsored after-hours activities.

GOALS AND OBJECTIVES FOR THE DIRECTOR 2027

Board Recommendations and Proposed Actions

BOARD RECOMMENDATION: Continue to optimize participation in public-facing/community-facing events.

PROPOSED ACTION: I would like to organize a Paws to Read readathon in partnership with Northern Chautauqua Canine Rescue and Westfield Stray Cat Rescue.

BOARD RECOMMENDATION: Continue to manage time efficiency; update BOT on needs, efforts.

PROPOSED ACTION: I will work with trustees to improve communication about committee schedules and responsibilities, with the goal of making planning and coordination easier for everyone.

BOARD RECOMMENDATION: Future planning for Janice & Nancy's positions upon their retirements.

PROPOSED ACTION: I will work with the Personnel Committee to better communicate plans for anticipated staff retirements, including identifying responsibilities and institutional knowledge that will need to be transferred.

BOARD RECOMMENDATION: Continue to increase competency in Finance. Strive for more communication with Finance.

PROPOSED ACTION: I will pursue professional development in nonprofit financial management and seek guidance from the Budget Committee on specific areas where additional knowledge would be helpful.

BOARD RECOMMENDATION: Increase reporting to BOT on professional events; as simple as highlighting attendance at external library meetings/event/functions in weekly update.
BOARD RECOMMENDATION: Recommend tracking public-facing activities/events/community meetings on a separate, ongoing list. (Participation is often noted in Weekly Updates).

PROPOSED ACTION: I will make my participation in professional meetings, library events, and community activities more visible in my regular Board communications. I will also maintain a simple running list of these activities to make them easier to reference when preparing Director's Reports and annual evaluations.

ADDITIONAL PERSONAL GOAL

I will continue researching options for more sustainable public funding and share my findings with the Board to support future discussions.

A Hybrid Investment Approach

Prepared for the Patterson Library Board | November 2026

The Board's primary goal for the Endowment is to provide a reliable annual contribution to library operations while preserving its purchasing power over time. This brief outlines a proposal to move from a fully active strategy to a 50/50 blend of active management and low-cost passive index investments, why we believe it serves the Endowment's best interest, and the steps the Board would take.

Why Consider a Change

To have the opportunity to outperform, an active strategy must hold positions that differ from its benchmark, which creates periods when results trail the market. This deviation is measured as tracking error. Recent results have shown how wide tracking error can become, as much of the recent market's gain has come from a small group of very large companies. These swings can make it hard to judge whether the Endowment is on track and whether the correct objective has been established.

How a 50/50 Hybrid Helps

- **Smoother results relative to the market.** Tracking error declines roughly in step with the share held passively, so a 50/50 mix is expected to deviate meaningfully less than a fully active allocation versus the benchmark.
- **Active management where it matters.** Half of the portfolio continues to benefit from Manning & Napier's active security selection and risk management.
- **Lower overall cost.** Low-cost passive index funds reduce total expenses, leaving more available to support library operations.

Consideration	Fully Active (Current)	50/50 Hybrid (Proposed)	Fully Passive
Opportunity to outperform the benchmark	Full	**Meaningful**	None (seeks to match the index)
Active risk management in down markets	Full portfolio	**Half of the portfolio**	None
Deviation from benchmark (tracking error)	Highest	**Reduced, roughly in proportion to the passive share**	Minimal
Total investment cost	Highest	**Lower**	Lowest
Permitted under the current IPS	Yes	**Requires IPS update**	Requires IPS update

Required Update to the Investment Policy Statement

The hybrid approach works within the Investment Policy Statement's (IPS) existing 25%–75% equity and fixed income ranges. However, Article VII of the current IPS (amended September 9, 2021) approves stock mutual funds but does not name exchange-traded funds (ETFs). Before implementation, the Board would amend Article VII to add ETFs as an approved investment and clarify their treatment under the diversification guidelines. Under Article X, this requires advance written notice to all Trustees and a majority vote at a meeting with a quorum.

Considerations

A hybrid approach does not eliminate risk. The passive portion will fully reflect market declines and the concentration of its indexes, the active portion may still trail its benchmark.

Recommended Next Steps

1. Finance Committee reviews this proposal and the draft IPS amendment (Article VI).
2. Trustees vote on the Article VII amendment, following the Article X notice requirement.
3. The Board provides written direction updating the investment objective; Manning & Napier repositions the portfolio and continues monthly reporting (Article VIII).

This material is for informational purposes only and is not intended as investment advice. Past performance is not indicative of future results. All investments involve risk, including the possible loss of principal. Passive strategies seek to track an index and do not attempt to outperform it; actively managed strategies may underperform their benchmarks. A blended approach does not guarantee a profit or protect against loss. Manning & Napier Advisors, LLC provides investment advisory services to mutual funds, separately managed accounts, and collective investment trusts. www.manning-napier.com