

**PATTERSON LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
JULY14, 2022**

Present: M. Hegna (director), J. Johnson (president), J. Caruso (vice-president), S. Scriven (secretary), T. Roets (treasurer), M. Bivens, L. Dunn, D. Hamann, C. VandeVelde, S. Rudnicki, M. Rubin, J. Spann, P. Holt, B. Kittle, K. Cockram, K. Richmond

Absent: T. Bennett

Call to Order: The meeting was called to order at 7:00 PM by J. Johnson, president.

Introductions: Joe Spann was introduced as our newest trustee to serve the term 2022 to 2027. Jennifer Johnson as incoming president thanked Joan Caruso for her service as past president.

MAY MINUTES: The May minutes were accepted with one correction for filing. The correction is to add the word “motion” in the last sentence of UNFINISHED BUSINESS and should read: “The motion was seconded by J. Johnson and passed unanimously.”

LIBRARY DIRECTOR’S REPORT: See attached report. M. Hegna stated that the previous behavior issues in the children’s area are improving, probably due to other summer activities available in the area.

TREASURER’S REPORT: See attached report by T. Roets, treasurer. A question was raised as to why we have accounts in different banks. This question was referred to the finance committee to discuss and report at our next meeting. Our endowment is down 30% in general and 16% for the year as reflected by the economy. The book sale netted \$1150 which is shy of what we usually accomplish. The timing of the book sale was discussed and there was a general consensus that “reunion weekend” is most likely not the best weekend as our trustees are otherwise engaged. There was a brief discussion about the possibility of asking for more money from the school board as the \$11, 000 we receive from them has not been changed for decades. It was suggested that in the next “Five Year Plan”, that other funding possibilities be explored.

BUILDING AND GROUNDS REPORT: See attached report. The Hands were thanked again for helping the library save money by their volunteerism. S. Holt reported that Dan Riscili has volunteered to take over the care of the Pergola Garden.

PATTERSON SOCIETY REPORT: See attached report. K. Cockram and M. Hegna thanked Nadine Stacy for helping organize the book sale. There was a discussion about possibly raising the cost of a bag of books on the final day. This will be considered for our next sale. We plan to participate in the Cemetery Tour the third weekend of September with the YWCA and Lakeshore Center for the Arts as we have

done the past two year and is valued as a positive community outreach event. There was a lengthy discussion about the pros and cons of having an in person auction event in August. J. Caruso called the question and moved that we do have an in person auction in August. This was seconded by K. Cockram. A paper ballot was used to tally the votes. There were 3 votes in favor and 11 votes against. The motion failed. There was a discussion regarding the role of the Patterson Society in fundraising and K. Cockram emphasized that the Patterson Society has reorganized and is evolving and she invites anyone with suggestions to attend their regular meeting the first Monday of the month at 4:30 PM.

UNFINISHED BUSINESS: S. Rudnicki reported that the requests for proposal for the facility renovation plan are expected to be submitted by July 19 with possible interviews beginning around July 26.

NEW BUSINESS: J. Johnson suggested that we consider an exercise and possible request for proposal for a new branding and logo. M. Hegna advised that we need board approval for an upcoming construction grand which would continue waterproofing for our building. We have quotes totaling \$76,000, and our commitment would be \$19, 00. S. Scriven moved that we apply for the grant and the motion was seconded by K. Richmond. The motion was approved unanimously. D. Hamann asked that we ask B. Kittle, as president of the CCLS to review for us all that is available through CCLS at a later date. M. Hegna added that we can also ask the CCLS director to attend a meeting as well. There was a suggestion that we have a staff and trustee potluck on the same night that the auction would have been held. The consensus was that this is good idea. M. Hegna advised that a donor plaque from previous years is in disrepair. K. Cockram moved that the Hands look at options and report to us their suggestions at our next meeting. J. Caruso seconded the motion and it was passed unanimously.

ADJOURMENT: M. Rubin moved that the meeting be adjourned and the motion was seconded by K. Richmond. The meeting was adjourned by J. Johnson at 8:44 PM.

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on July 14, 2022

Updates from Previous Reports

Our **after-school behavior issues** seem to have evaporated with the arrival of summer. The reprieve has been a relief for the youth staff. We're constantly assessing, and aware that the behaviors may return when school is back in session.

Administrative News

After confirming with the Personnel Committee, I have hired **Julie Kowal as a Substitute Clerk**. J. Kowal came highly recommended from Ripley Library, and currently has a flexible schedule to fill in when we have staffing shortages.

I will be on vacation from Friday, July 29th through the first week of August, and returning Monday, Aug. 8th.

I have heard concerns from some patrons and trustees about the rise in national **book bannings**. I am happy to report that I have only received one material content complaint since my hire, and the patron approved of the compromise I proposed. We have a strong Collection Development Policy in place in case of any other requests for reconsideration, but I am open to having it reexamined by the Policy Committee if warranted.

Facility News

FY 2020 Grant:

- Our air conditioners are running! The final check for the work for this grant was sent out this week. I am now in the process of submitting final expenses and paperwork to the Dept. of Library Development and CCLS. Once the paperwork is completed and approved the state will release the final 10% of our award money.

FY 2021 Grant:

- Schindler Elevator agreed to match the price and service costs of Bison Elevator. I approved the quotes and they are in the process of ordering the parts needed. I will need to file a change of budget form with the DLD for the inflation price increases.

FY 2023 Grant:

- I am in the processing of submitting an 'Intent to Apply' application to CCLS for the next round of construction grants. I anticipate requesting assistance for our Facility Renovation Plan and waterproofing and repointing of the south side of the building. Presentations to the CCLS Board will occur at the end of July.

Programming News

Youth Service Notes from L. Abbott

- This first week of signups has been a pretty steady trickle of people coming in, not a lot, but we purposefully spread things out this year. We've gotten more online signups just this week than I think we had last year, which is exciting. The reception of our new teen reading program has been enthusiastic so far. We had to move the prize case for it into the maker space so the younger kids weren't too jealous! And the library looks fantastic! Our Teen Action Board has been great about coming in and helping put things up.
- We've had some great sponsors for Summer Reading this year. McDonald's gave us us 200 coupons for a free dessert, Full Strength Coffee is giving us coupons for our teens and adults (so make sure to grab a book bingo haha), and Megan got us sponsored by the Westfield Women's Organization and the Northern Chautauqua Community Foundation. Molly Brown at Cornell Cooperative Extension will be coming four times during the summer for various story times! We are still looking for sponsors for our teen program (to help pay for the big prize bundles) and for our book club set of Pawcasso books.
- We are pretty excited about our Pawcasso program! The book is a graphic novel about a dog that wanders town, including into the library for an art class. So we are having the NCCR come and bring some dogs into the library for people to draw, and then the author is going to do a virtual visit from Australia (sponsored by Westfield Women's) to talk about creating graphic novels and to do a little workshop with the kids. We ordered ten copies of the book to give people a chance to read the story before the program.
- There are too many things going on in July to highlight all of them, but teen fencing and our Circus for All performance by Benjamin Berry are two big events that will be a lot of fun. It's been great so far to have more people in the library!

Trustee Request

Would you be interested in buying a raffle prize for Summer Finale? We are also looking for companies to sponsor individual teen prize baskets. Contact M. Hegna to see what's available, or with questions!

Did you know? *Join the CCLS Road Trip*

CCLS is sponsoring a "Road Trip" program. Patrons can pick up passports at any system library. Get a stamp at each library and earn prizes along the way. If you visit other libraries and see something that you admire, please pass your ideas on to me!

Action Idea: *Check in with your committees.*

I encourage all chairs to check in with their committees and set some goals for the year.

PATTERSON LIBRARY
Treasurer's Report
June 30, 2022

OPERATING ACCOUNT	2022				2021				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$146,713.95	\$13,647.73	\$63,437.84	\$96,923.84	\$95,690.40	\$2,551.00	\$18,642.14	\$79,599.26	\$17,324.58
February	96,923.84	23,428.50	23,576.10	96,776.24	79,599.26	26,758.55	17,686.34	88,671.47	8,104.77
March	96,776.24	3,488.70	26,300.83	73,964.11	88,671.47	8,451.00	22,307.28	74,815.19	-851.08
April	73,964.11	2,201.74	25,739.61	50,426.24	74,815.19	43,615.36	21,480.52	96,950.03	-46,523.79
May	50,426.24	28,574.72	37,880.77	41,120.19	96,950.03	57,874.65	22,592.14	132,232.54	-91,112.35
June	41,120.19	72,265.28	23,798.49	89,586.98	132,232.54	64,766.05	25,953.40	171,045.19	-81,458.21
July	89,586.98			89,586.98	171,045.19	2,794.02	22,073.24	151,765.97	-62,178.99
August	89,586.98			89,586.98	151,765.97	15,084.11	22,737.03	144,113.05	-54,526.07
September	89,586.98			89,586.98	144,113.05	7,911.50	23,354.82	128,669.73	-39,082.75
October	89,586.98			89,586.98	128,669.73	16,707.63	51,782.86	93,594.50	-4,007.52
November	89,586.98			89,586.98	93,594.50	32,301.37	30,175.95	95,719.92	-6,132.94
December	89,586.98			89,586.98	95,719.92	71,677.00	21,547.40	145,849.52	-56,262.54
Totals	\$146,713.95	\$143,606.67	\$200,733.64	\$89,586.98	\$95,690.40	\$350,492.24	\$300,333.12	\$145,849.52	-\$56,262.54

CAPITAL ACCOUNT	2022				2021				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$92,449.33	35,019.51	1,988.72	\$125,480.12	\$30,420.96	5.58	0.00	\$30,426.54	\$95,053.58
February	125,480.12	18.46	2,844.40	122,654.18	30,426.54	291,000.73	55,000.00	266,427.27	-143,773.09
March	122,654.18	20.44	2,233.40	120,441.22	266,427.27	21.12	0.00	266,448.39	-146,007.17
April	120,441.22	19.06	0.00	120,460.28	266,448.39	42.84	0.00	266,491.23	-146,030.95
May	120,460.28	21.02	0.00	120,481.30	266,491.23	1,264.23	4,111.00	263,644.46	-143,163.16
June	120,481.30	17,021.80		137,503.10	263,644.46	7,542.66	3,992.00	267,195.12	-129,692.02
July	137,503.10			137,503.10	267,195.12	45.41	3,732.00	263,508.53	-126,005.43
August	137,503.10			137,503.10	263,508.53	652.39	0.00	264,160.92	-126,657.82
September	137,503.10			137,503.10	264,160.92	43.07	0.00	264,203.99	-126,700.89
October	137,503.10			137,503.10	264,203.99	17,402.62	201,664.00	79,942.61	57,560.49
November	137,503.10			137,503.10	79,942.61	4,014.69	1,022.45	82,934.85	54,568.25
December	137,503.10			137,503.10	82,934.85	9,514.49	0.00	92,449.34	45,053.76
Totals	\$92,449.33	\$52,120.29	\$7,066.52	\$137,503.10	\$30,420.96	\$331,549.83	\$269,521.45	\$92,449.34	\$45,053.76

Comments:

1. The cash balance in the Operating account at June 30, 2022 is \$81,458 lower than June 30, 2021. Even with \$70K endowment draw The cash balance should be \$35,000 higher when the loan to the capital account is repaid...Also we are no longer getting the benefit of PPP funds

2. The cash balance in the Capital account at June 30, 2022 \$137503.10. This includes a \$35,000 transfer from the operating account to meet capital expenses until reimbursement is received from NY State...Also a generous gift from Joan Caruso \$10,000 and \$7000 in endowment income

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Special Accounts

PATTERSON LIBRARY

Treasurer's Report

2022 Budget Summary - Through June 30, 2022

BUDGET SUMMARY	2022 Actual		2022 Budget		Income Analysis	
		YTD	TOTAL	REMAINING	% Collected	% to Collect
INCOME					33.3%	66.7%
Local Public Funding	\$54,500.00		\$98,000.00	\$43,500.00	55.6%	44.4%
State Funding	200.00		4,000.00	3,800.00	5.0%	95.0%
CCLS Funding	2,862.38		5,000.00	2,137.62	57.2%	42.8%
Endowment Draws-Operating	70,000.00		137,000.00	67,000.00	51.1%	48.9%
Gifts and Memorials	3,007.04		17,000.00	13,992.96	17.7%	82.3%
Private Funding	750.00		6,100.00	5,350.00	12.3%	87.7%
Book Sales and Fundraisers	7,417.74		19,100.00	11,682.26	38.8%	61.2%
Patterson Society	2,060.00		15,000.00	12,940.00	13.7%	86.3%
Earned Income	1,809.61		2,300.00	490.39	78.7%	21.3%
Prior Year Roll-Over	0.00		23,500.00	23,500.00	0.0%	100.0%
Operating Income	\$142,606.77		\$327,000.00	\$184,393.23	43.6%	56.4%
Endowment Draws-Capital	7,000.00		14,000.00	7,000.00	50.0%	50.0%
Capital Income	10,021.80		3,000.00	-7,021.80	3.34	-2.34
Capital Income	\$17,021.80		\$17,000.00	-\$21.80	100.1%	-0.1%
TOTAL INCOME	\$159,628.57		\$344,000.00	\$184,371.43		
EXPENSES					33.3%	66.7%
Personnel Costs	\$120,157.48		\$244,697.18	\$124,539.70	49.1%	50.9%
Library Materials	10,840.06		17,850.00	7,009.94	60.7%	39.3%
Supplies and Maintenance	30,401.35		52,152.82	21,751.47	58.3%	41.7%
Fundraising Expenses	970.59		2,600.00	1,629.41	37.3%	62.7%
Program Costs	2,377.17		9,700.00	7,322.83	24.5%	75.5%
Operating Expenses	\$164,746.65		\$327,000.00	\$162,253.35	50.4%	49.6%
Building	\$2,825.36		\$14,000.00	\$11,174.64	20.2%	79.8%
Equipment	5,228.15		3,000.00	-2,228.15	174.3%	-74.3%
Capital Expenses	\$8,053.51		\$17,000.00	\$8,946.49	47.4%	52.6%
TOTAL EXPENSES	\$172,800.16		\$344,000.00	\$171,199.84		

Expense Analysis	
% Spent	% to Spend
33.3%	66.7%

Comments:

- Operating revenue for 2022 is below budget for the first six months of the year.
The first draw from the endowment of \$70,000 in June has put revenue more in line with mid-year projections.
- Operating expenses for 2022 are on par with the budgeted amount.
- Capital expenses for building and equipment for the first six months of the year total \$8,053. area.
Expected to rise due to new flooring in downstairs break room and childrens area.

ENDOWMENT ACCOUNT SUMMARY	2022				2021	
	Ending Balance	MTM Change	YTD Change	12-Mo. Change	Ending Balance	YTD Change
January	\$3,944,325.43	-\$141,023.57	-\$141,023.57	\$222,437.18	\$3,721,888.25	-34,242.26
February	3,828,687.46	-115,637.97	-256,661.54	47,865.70	3,780,821.76	24,691.25
March	3,853,658.00	24,970.54	-231,691.00	5,927.00	3,847,731.00	91,600.49
April	3,669,739.24	-183,918.76	-415,609.76	-327,028.76	3,996,768.00	240,637.49
May	3,642,549.74	-27,189.50	-442,799.26	-373,703.97	4,016,253.71	260,123.20
June	3,425,509.10	-217,040.64	-659,839.90	-585,921.43	4,011,430.53	255,300.02
July		-3,425,509.10	-4,085,349.00	-4,052,600.15	4,052,600.15	296,469.64
August		0.00	-4,085,349.00	-4,083,913.54	4,083,913.54	327,783.03
September		0.00	-4,085,349.00	-3,978,423.67	3,978,423.67	222,293.16
October		0.00	-4,085,349.00	-4,091,070.15	4,091,070.15	334,939.64
November		0.00	-4,085,349.00	-3,976,322.00	3,976,322.00	220,191.49
December		0.00	-4,085,349.00	-4,085,349.00	4,085,349.00	329,218.49

Comments:

- For the first six months of the year the endowment is down over \$659,000 (-16% from 12/31/2021).

Other Comments:

- Thanks to Megan and Janice Hogenboom for her help in getting me the information necessary for this report.
- Thanks to Carl Vande Velde for handling the monthly bank reconciliations.

Special Accounts

Patterson Library Board Meeting 7/14/2022

Building and Grounds Committee

1. Two of the four firms that were sent the RFP visited the Library. Clark, Patterson, Lee (they bought Habiteria in Jamestown) and LaBella. The submission date for interested firms is July 19 with possible interviews around July 26.
2. The floor in the meeting room is done. The kitchen and Kid's room will be done in August when it becomes available. The cost of materials so far is around \$4,500 which includes the Luxury Vinyl Tile, base molding and glue. We may need a few hundred more for floor leveler to complete everything. The installation work was done by the hands.
3. Sandy Brown and the garden crew continues watering and weeding. Thank you to Mary Bivens for the annuals planted in the back.
4. The air conditioning work is complete.
5. Schindler has agreed to do the work on the elevator at Bison's price.

Patterson Society Report

Update on Fundraisers

- 1) The Patterson After Dark event went extremely well, thanks especially to the efforts of Kathy Richmond and her crew. Over \$6000 was raised.
- 2) The Book Sale was last weekend. As of this writing, the final sum is unknown, but we weren't quite on-par with last year as of Friday evening. It was decided to not have the "Books and Brews" event this year, but that was mistakenly understood to mean that there wouldn't be a preview sale for Patterson Society members. This will be rectified for next year. Thank you to Kristen Barber Afionis for all of her work coordinating and to Nancy Nixon Ensign who took over much of the set up when Kristen caught COVID. The terrific team of volunteers is also deeply appreciated.
- 3) The Auction has become a bit controversial. Some members of the board and library staff are opposed to having it this year. Some members of the board and staff are looking forward to it this year. A zoom meeting was held last week during which it was recommended that we wait another year before holding an in-person auction and a "no auction auction" was suggested instead. After that meeting, Karin met with Sandy Brown to go over what needs to happen earlier (for next year) and Sandy feels that we're right on track to hold the Auction this year. We have a site, an auctioneer, some volunteers (including a volunteer to organize the silent auction and Sandy Brown has offered to be there to assist with choosing live auction items as well as setting up the event, for example), and some donations already. According to Sandy, the annual meeting of the board in July is when volunteers and donations are usually recruited, so we're not behind on that aspect. This puts Patterson Society in a quandary.

Pros:

- 1) The Auction is typically the largest fundraiser that we have (aside from the membership drive), usually raising \$10,000+
- 2) Many aspects are already in place (mentioned above)
- 3) Karin has proposed having more "event/activity" based items than "stuff" this year and has donations already for "brunch on the beach," a "concert in the barn" (pending), a pizza crawl, a progressive dinner (some local restaurants), and another progressive dinner (people's houses), and a pet photography session (some prints included). There is also someone considering a "personal assistant for a day" as a donation.
- 4) It is, in addition to a fund raiser, a social event that many people look forward to, although it hasn't been held since 2019.

Cons:

- 1) It takes a lot of volunteers. 12 are needed for the day of (currently, we have 5) and 10 for set up (currently, we have 6 tentative).
- 2) Income isn't guaranteed.
- 3) COVID is still a possible concern. (Although no more so than for the other fundraisers and all other library programs)
- 4) Staff is nearly all new and doesn't know the processes (?) nor what is asked of it.*
- 5) Chiavetta's is not available this year to provide the chicken BBQ.

*To clarify "Con #4" -

The only thing that the library director is asked to do is to complete the final list of donations, with numbers, on the day of the auction. This has been asked of the director in previous years because the form is on the director's computer. If the form is shared someone else could complete it. The other thing that the library director has done in the past is write a

letter for donation solicitors (the Board members, mostly) to give to donors if needed. Karin has already written a letter which could be used. If we do go ahead with the auction, having Megan co-sign it would be nice.

The only thing that the staff is asked to do is to accept donations made during open library hours, ensure that the donation forms are filled out by the donor, and label the donation with the corresponding number. It's nice if the staff arranges the display of items, but a Patterson Society member can do that if needed. (Rebecca and Nancy did a great job last year with this!). Often, in the past, the staff has wanted to be more involved and has offered to help with set up and at the auction, but this has never been requested or required.

The Board has been asked to solicit donations in the past. Sandy said that Ann Gembala took it as her donation to canvas the community businesses. It would be nice if each Board member could obtain 5 donations and local businesses would seem to be a good place to start. If this happens, Karin suggests that a master list be kept so that no business is asked twice. That could be done today (on paper), by email, or with a google drive document. (Requests are already in order for Grace & Abe's, Parkview, Lena's, Brazill's, CJ's, The Bark Grill, and Jack's Barcelona Cafe). However, this is not required, either.

At this point, perhaps the Board needs to decide whether or not to hold the Auction this year.

Social Event Updates

- 1) Open House - due to illness, the June open house was not held. The July open house was held during Alumni Weekend (July 8th) but in spite of the cookies, nobody attended. Karin and Megan were there to host. There are 2 more open houses planned (First Fridays in August and September), but they will need to be publicized more and, perhaps, a special event needs to be planned. Hyla is no longer able to co-ordinate due to family health issues.
- 2) Ice Cream Social - we're still hoping to hold this in August or September, but if COVID is a concern, perhaps we'll need to hold off. It was intended to be an outdoor event for members, but maybe we should consider it as part of an Open House instead?
- 3) Wine and Cheese Reception - also still on the books, but not scheduled. Also hoping it will be an outdoor event for members.

Other Updates

- 1) Annual Membership meeting to be held in October.
- 2) Kristen has asked to resign from the board as her understanding of the responsibilities (when Tom recruited her) did not include all of the fundraising. Karin has asked Kristen to stay on until October as most of the fundraising is over and the other events are social ones, which Kristen has a gift for.
- 3) Apology. Karin did not realize that each fundraiser had to be approved by the Board prior to its planning and implementation. She will be sure to bring a more formal proposal each year in the future (or will make sure that the new Patterson Society president is aware).
- 4) The current executive board of Patterson Society has reviewed the constitution and bylaws and approved updates and re-wording of some sections. This can be presented to the Library Board prior to the annual meeting if requested. At the annual meeting, the revised constitution and bylaws will be voted on by the attending members.

Respectfully submitted,

Karin S. Cockram, acting president