

## Patterson Library

### Minutes of the Board of Trustees, May 10, 2023

**Present:** J. Johnson (President), J. Caruso (Vice President), T. Roets (Treasurer), S. Scriven (Secretary), M. Bivens, J. Spann, D. Hamann, S. Rudnicki, B. Kittle, C. VandeVelde, K. Richmond, L. Dunn, P. Holt, M. Rubin (by Zoom), M. Hegna (Director)

**Guests:** Laura Dealy, Manning and Napier and Michael McClanahan, Bysiek CPA , LLC

**Endowment Report:** Laura Dealy reviewed and explained her written report from Manning and Napier. (See attached report.) She reminded us that our fees are discounted 25% from the standard fee as per the negotiated agreement years ago. She shared graphs of past economic history that indicate that we are likely headed into a recession. It is uncertain when or how long it will be. Inflation has decreased from 9% to 4.9%, although the Fed's goal is 2%. We are now in a "pause". Since 2017, only two years have had a negative performance for the Library's Endowment- 2018 and 2022. Manning's recent goal has been to sell stocks and invest more in bonds. Our bonds have decreased less than the bond market despite the fact that last year was the worst bond market in history. Our fixed income funds did a good job. Since 2003, approximately \$1.5 million was invested, \$1.8 million has been withdrawn, and the account has generated about \$3.7 million. The current market value of the Library's endowment is \$3,432,520.00. She emphasized that our cash flow looks good for their current strategy (although it might be prudent, should we go into a recession, to minimize withdrawals as a safety net).

**Auditor's Report:** Michael McClanahan reviewed Bysiek CPA's Audit Report. (See attached report.) In their opinion the audit evidence obtained was sufficient and appropriate to provide a basis for an unmodified audit opinion, which is the gold standard. He stated that the majority of the increase of our recent costs is due to an increase in salary and wages with recent hires. The Library's net loss in 2022 is due to the market decline. There were no recommendations for procedural changes.

**March Minutes:** Under the Building and Grounds Report, "CCLC" should read "CCLS". With this correction, the minutes were accepted for filing.

**Library Director's Report:** (See attached report.). M. Hegna announced that the library will be offering a cloud-based print service called EPrintIt. Library patrons will be able submit files or emails from their personal devices for printing. Items printed can be picked up and paid for at the library. This will provide more security and privacy for both patrons and staff. There will be no net change to the budget since this service is replacing a cancelled software program for donor/gift management. The elevator phone project continues to be a work in progress. The problem with unstable heating in the reading room was resolved at no expense to us. Mike Jones from CCLS has been helping to establish where data ports might be needed during electrical updates. E-Rate telecommunications funding covers 85% upgrades for libraries and schools. We received an increase of \$1,000 in financial support from the Village of Westfield (the requested increase was \$3,000). The total support from the Village is \$41,000, and the increase is appreciated very much. Spring break numbers in the library rivaled summer numbers and she highlighted the Baby Animal Petting Zoo program with live animals that was quite popular during Easter break. The Zoom Room program, an early morning program for "under 3s" that emphasizes age appropriate socialization and play, continues to be popular. In an effort to increase story time participants (decreasing numbers found in all libraries), they are pairing story time with adult activities in a nearby room for what will be called Read and Relax Storytime. Volunteers have been helpful with this. They are preparing for the summer reading program. This year the library will be framing the program with the "Oceans of Possibilities" collaborative theme that many CCLS libraries used last year. CCLS provides access to these themes every year which are created by the Collaborative Summer Library Program (CSLP). The CSLP themes provide graphics, program ideas, and resources, but the bulk of the planning and programming for each library is done by their own staff. The Wanderlust Book Club has been discontinued and a new club may be initiated in

the fall. The Literary Circle book group is on hiatus. A “Neighborhood Discovery Night” will be held May 18 at the Patterson with about 20 local organizations attending. Staff are enthusiastic about a new presentation, “Art Appreciation in the Stacks”, funded with an ASI Art Grant. The Library is submitting an IEEP rebate request for \$1000 for the \$3000 spent on new LED bulbs. Megan is checking with other libraries to see if they can use our obsolete fixtures from the upgrade.

**Treasurer’s Report:** See attached report. T. Roets stated that the Library has a healthy operating account. The first of two endowment draws for their year was made in April (\$71,000 for Operating Account and \$7,000 for the Capital Account). April spending was up due to LED light bulb purchases, kitchen cabinets and a new microwave and refrigerator. The Library should receive confirmation of two applications not yet reflected in the budget: \$65,000 from Employee Retention Credits (\$65,000) and Preserve NY (\$14,000-18,000). The \$30,000 that was borrowed from the Operating Account for the Capital Account has yet to be paid back.

#### **Committee Reports:**

**Building and Grounds:** See attached report. B. Kittle advised that NYS Construction Grants can help with the cost of a generator for backup power. M. Hegna advised that we are a “heating/cooling” center for the community when open.

**Patterson Society:** K. Richmond and J. Spann reported that all seems ready to go for our fundraising event “Patterson After Dark” on 5-13-2023 and they continue to solicit food and monetary donations. The event will have live music and several beverage options, as well as beef on weck, shrimp, and tapas type plates and desserts. There will be a drawing for a floral arrangement.

**Unfinished Business:** T. Roets advised that K. Bronstein will help us obtain two AEDs (defibrillators) at a discounted price from AHN Westfield Hospital. We may need to solicit donations to help defray the cost, but the consensus is that it will be well worth the cost to have this necessary equipment, one on each floor.

#### **New Business:**

**Policy Approval Votes:** J. Caruso presented the following policy updates that the Policy Committee and M. Hegna have been working on. (See attached policies.)

1. **Plaque Policy:** J. Caruso moved that we accept the Plaque Policy as presented. It was noted that name signs for artwork are not considered plaques. K. Richmond seconded the motion. The motion passed unanimously.
2. **Display Policy:** J. Caruso moved that we accept the Display Policy as presented. J. Johnson seconded the motion. The motion passed unanimously.
3. **Open Meeting Resolution:** J. Caruso moved that we accept the Open Meeting Resolution as presented. T. Roets seconded the motion and it passed unanimously.
4. **Financial Controls Policy:** J. Caruso moved that we accept the Financial Controls Policy as presented. M. Bivens seconded the motion. After discussion the policy was amended to include Sherwin Williams as a vendor. The amended motion passed unanimously.

**Annual Report to the Community Approval Vote:** See attached report. Per M. Hegna, New York State requires an annual report to the community which she plans to post to our website. Once it has been presented to the community as required by law, she will work to update a section of donors and volunteers that will be available by our next meeting. J. Caruso moved to accept the Annual Report to be posted on our website and this was seconded by J. Johnson. The motion passed 8-3.

**NYLA Webinar – Trustee Training Credits:** J. Johnson reminded the trustees of the resource that NYLA makes available to trustees for continuing education. Last month there was an excellent webinar on director/board relations. The next presentation will be on June 20 covering finances and budgeting.

**Adjournment:** The meeting was adjourned at 9:11PM.

Respectively submitted,  
Susan Scriven, Secretary

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# Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on May 11, 2023

## Administrative News

The **Village of Westfield** approved \$41,000 in funding for the Library in their budget (a \$1,000 increase.)

I've been working with EPrintit, a **cloud-based mobile printing service**. We have daily requests from patrons wanting to print from their phones. These patrons frequently cannot get to their email on our computers because they have their password saved on their phones (and they no longer remember it). I'm hopeful this will be an elegant solution.

## Facility News

*Grant Statuses: FY 2023 --- application submitted, FY 2022 – in progress, FY 2021 – in progress*

FY 2021 Grant: S. Rudnicki and T. Roets ran wiring for the **ADA elevator phone**, but when the Schindler technician came to install it he wouldn't because it wasn't live. This will hopefully be resolved soon.

FY 2022 Grant: Lights have been ordered and have arrived. Our Hands are removing the ballasts from the fixtures and **installing the new lights**. Progress continues!

HVAC Update: Heaters in the Reading Room were continuing to run, even when it was warm outside.

**U&S Stark Tech** sent a technician to evaluate. He discovered that the recent short power outages had forced the boilers to a factory reset, which left the hot water setting higher than needed. This was fixed, and a new thermostat was installed in the Reading Room. At this time, all seems to be in good working order.

### Potential Projects:

I've been in discussions with M. Jones (CCLS IT) about our continued interest in **switching our standard POTS phone lines to internet-based VOIP lines**. This involves not just the phones, but everything that runs off of them including: fax machine, security/fire monitoring, and (if it was operational) elevator phone/monitoring. There will be costs incurred for retrofitting our current equipment, but our monthly costs for phone would change from \$120/mo. to ~\$45/mo. An additional consideration is that more phone companies are abandoning their standard copper POTS lines.

M. Jones also walked around the building with myself and S. Rudnicki to evaluate areas for potential wiring upgrades. Libraries and schools are eligible for **E-Rate telecommunications funding**, which covers 85% of related costs. M. Jones has already assisted multiple libraries with similar upgrades, has electricians on board, and could get us moving with this project yet this year.

## Programming News

### Youth Services—



- We had a staggering turn-out for our "Baby Animal Petting Zoo!" 235 people came to hold baby chicks, ducklings and rabbits, as well as pet a kid goat and lamb.



- "Paws and Pages" with Carly Davis of CHQ Dogs was also a hit with 22 people in attendance to learn about dog training and watch some service dog tricks.

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*About Zoom Room for 0-3s and their families- "You have a wonderful program that our Family Educators through our Early Head Start/Head Start program love visiting with their families." Sandra Sheridan, Chautauqua Opportunities Inc.*

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- L. Abbott asked Julie Kowal (substitute clerk) to speak to her MOPS parenting group about the library. J. Kowal got some wonderful feedback for us to guide our future programming and collection goals.

- Storytime numbers have been irregular despite efforts to change days and times to accommodate requests. After brainstorming and bouncing ideas off of parents, L. Abbott is trying "Read and Relax." At this program, after a traditional storytime, the parents have their own activity while their littles have a snack and do a craft with volunteers. This seems to be a great fit for our retiree volunteers who want to work with children, and for our parents who crave socialization, while still doing what we do best for early literacy!
- Summer Reading plans are progressing. All major programs and performers are scheduled. Our first big promotional push will be included in the mailing for Welch Field's Summer Program.

### Adult Services -N. Ensign

- ASI Art Classes with Melissa Meyers (Gelli Plate Printing) 13 attending two sessions
- ASI Art Class with Ronnie Lafferty (Watercolor) with 13 attending
- Ekstasis 2.0 Concert: March with 10 attending, April with 20 attending
- Author Visit with Dr. Karla Hankes, with 5 attending

#### March/April Book Groups

- Best Sellers – On hiatus
- Literary Circle- March, Poetry; April, In the Garden of Beasts. *Literary Circle will be dissolving.*
- Mystery Group- March, Magpie Murders with 4 attending; April, The Woman in the Library with 4 attending
- Wanderlust -March Red Island House with 3 attending; April, Children of Blood and Bone no attendance. *Wanderlust will be dissolving.*
- N. Ensign and myself may be starting a new Book Group in the fall.

#### Octagon Gallery

- March 24 -Toni Kelly- Naturally Inspired oil paintings, with a reception with 30 patrons
- April 28 - Susan Gutierrez- Paintings and gallery talk with 50 patrons

#### Faculty at the Fireside

- March 28 – Amanda Shepp "Witches, Wives, and Women" with 5 attending
- April 25—Diane Everett "Yoga is for Everyone" no attendance

## Coming Up! *Neighborhood Discovery Night*

Local organizations, businesses, and non-profits will be joining us on Thursday May 18 from 6-8pm for Neighborhood Discovery Night (formerly New Neighbor Night). Please invite anyone you know who is new or returning to town, or simply interested in learning more about Westfield.

## Did you know? *Art Appreciation in the Stacks*

N. Ensign's ASI Art Grant included "Art in the Stacks." Throughout the summer we will be putting examples of the artists' and students' work on the back wall of the first floor and mezzanine. The hope is that people will be inspired as they find art in unexpected places. The artists will be giving "pop-up presentations" at different times to discuss their work, processes, and mediums.

## By the Numbers:

Selected Outputs:	March 2023	March 2022
Children's Book Circulation	757	649
Adult Book Circulation	819	678
Downloadable/Streaming	405	445
Other Circulation	932	458
All Items Circulation	2913	2230
Visits	1426	1185*
Reference Questions	57	50

Selected Outputs:	April 2023	April 2022
Children's Book Circulation	805	502
Adult Book Circulation	692	717
Downloadable/Streaming	N/A	405
Other Circulation	960	496
All Items Circulation	N/A	2120
Visits	1484	2200
Reference Questions	~50	35

*\*Numbers are estimates. Door counters installed in mid-March 2022.*

# PATTERSON LIBRARY

## Treasurer's Report

April 30, 2023

OPERATING ACCOUNT	2023				2022				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$106,211.22	\$2,341.03	\$34,144.86	\$74,407.39	\$146,713.95	\$13,647.73	\$63,437.84	\$96,923.84	-\$22,516.45
February	\$74,407.39	\$11,886.65	\$30,425.07	\$55,868.97	96,923.84	22,428.50	23,576.10	95,776.24	-\$39,907.27
March	\$55,868.97	\$14,759.16	\$25,869.88	\$44,758.25	95,776.24	3,488.70	26,300.83	72,964.11	-\$28,205.86
April	\$44,758.25	\$80,408.45	\$28,545.22	\$96,621.48	72,964.11	2,201.84	25,739.61	49,426.34	\$47,195.14
May	\$96,621.48			\$96,621.48	49,426.34	28,574.72	37,880.77	40,120.29	\$56,501.19
June	\$96,621.48			\$96,621.48	40,120.29	72,265.28	23,798.49	88,587.08	\$8,034.40
July	\$96,621.48			\$96,621.48	88,587.08	2,928.23	30,760.25	60,755.06	\$35,866.42
August	\$96,621.48			\$96,621.48	60,755.06	30,332.06	24,523.03	66,564.09	\$30,057.39
September	\$96,621.48			\$96,621.48	66,564.09	6,642.80	23,860.28	49,346.61	\$47,274.87
October	\$96,621.48			\$96,621.48	49,346.61	5,910.50	25,882.10	29,375.01	\$67,246.47
November	\$96,621.48			\$96,621.48	29,375.01	51,239.06	29,934.70	50,679.37	\$45,942.11
December	\$96,621.48			\$96,621.48	50,679.37	111,604.22	56,072.37	106,211.22	-\$9,589.74
<b>Totals</b>		\$109,395.29	\$118,985.03		<b>\$146,713.95</b>	<b>\$351,263.64</b>	<b>\$391,766.37</b>	<b>\$106,211.22</b>	<b>-\$39,638.30</b>

CAPITAL ACCOUNT	2023				2022				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$20,127.59	\$37,224.69	\$134.98	\$57,217.30	\$92,449.33	35,019.51	1,988.72	\$125,480.12	-\$68,262.82
February	\$57,217.30	\$8.68	\$472.25	\$56,753.73	125,480.12	18.46	2,844.40	122,654.18	\$65,900.45
March	\$56,753.73	\$9.58	\$436.00	\$56,327.31	122,654.18	20.44	2,233.40	120,441.22	\$64,113.91
April	\$56,327.31	\$7,008.48	\$3,792.05	\$59,543.74	120,441.22	19.06	0.00	120,460.28	\$60,916.54
May	\$59,543.74			\$59,543.74	120,460.28	21.02	0.00	120,481.30	\$60,937.56
June	\$59,543.74			\$59,543.74	120,481.30	17,021.80	0.00	137,503.10	\$77,959.36
July	\$59,543.74			\$59,543.74	137,503.10	7.88	123,545.28	13,965.70	-\$45,578.04
August	\$59,543.74			\$59,543.74	13,965.70	2.32	849.82	13,118.20	-\$46,425.54
September	\$59,543.74			\$59,543.74	13,118.20	2.06	0.00	13,120.26	-\$46,423.48
October	\$59,543.74			\$59,543.74	13,120.26	2.12	0.00	13,122.38	-\$46,421.36
November	\$59,543.74			\$59,543.74	13,122.38	2.03	0.00	13,124.41	-\$46,419.33
December	\$59,543.74			\$59,543.74	13,124.41	7,003.18	0.00	20,127.59	-\$39,416.15
<b>Totals</b>		\$44,251.43	\$4,835.28		<b>\$92,449.33</b>	<b>\$59,139.88</b>	<b>\$131,461.62</b>	<b>\$20,127.59</b>	<b>-\$72,321.75</b>

**Comments:**

1. The cash balance in the Operating account at April 30, 2023 is healthy at over \$96,000. The Operating account should improve as well once the Capital account repays the "loan" from January 2022 of \$30,000 as well as funds from the ERTC credit when received
2. The cash balance in the Capital account at April 30, 2023 is nearly \$60,000. We still have payments for Elevator repair once the phone installation is completed and Lighting upgrades this year. The Capital account should repay the Operating account \$30,000 from 1/2022



**PATTERSON LIBRARY**

**Treasurer's Report**

**2023 Budget Summary - Through April 30, 2023**

BUDGET SUMMARY	2023 Actual		2023 Budget		Income Analysis	
		YTD	TOTAL	REMAINING	% Collected	% to Collect
<b>INCOME</b>					<b>33.3%</b>	<b>66.7%</b>
Local Public Funding	\$21,750.00		\$98,000.00	\$76,250.00	22.2%	111.2%
State Funding	\$206.50		\$2,000.00	\$1,793.50	5.2%	94.8%
CCLS Funding	\$1,121.75		\$5,000.00	\$3,878.25	22.4%	77.6%
Endowment Draws-Operating	\$71,000.00		\$142,000.00	\$71,000.00	51.8%	48.2%
Gifts and Memorials	\$7,986.70		\$17,000.00	\$9,013.30	47.0%	53.0%
Decent Grant	\$2,350.00		\$1,000.00	-\$1,350.00	38.5%	61.5%
Fundraisers	\$1,620.00		\$19,100.00	\$17,480.00	8.5%	91.5%
Patterson Society	\$1,880.00		\$15,000.00	\$13,120.00	12.5%	87.5%
Earned Income	\$1,480.34		\$2,500.00	\$1,019.66	64.4%	35.6%
				\$0.00	0.0%	100.0%
<b>Operating Income</b>	<b>\$109,395.29</b>		<b>\$301,600.00</b>		<b>33.5%</b>	<b>66.5%</b>
Endowment Draws-Capital	\$7,000.00		\$14,000.00	\$7,000.00	50.0%	50.0%
Capital Income	\$37,251.43		\$3,000.00	-\$34,251.43	12.42	-11.42
<b>Capital Income</b>	<b>\$44,251.43</b>		<b>\$17,000.00</b>		<b>260.3%</b>	<b>-160.3%</b>
<b>TOTAL INCOME</b>	<b>\$153,646.72</b>		<b>\$318,600.00</b>			
					<b>Expense Analysis</b>	
					<b>% Spent</b>	<b>% to Spend</b>
<b>EXPENSES</b>					<b>33.3%</b>	<b>66.7%</b>
Personnel Costs	\$80,259.14		\$263,305.00	\$183,045.86	32.8%	67.2%
Library Materials	\$8,796.88		\$19,550.00	\$10,753.12	49.3%	50.7%
Supplies and Maintenance	\$28,626.08		\$49,945.00	\$21,318.92	54.9%	45.1%
Fundraising Expenses	\$394.40		\$2,600.00	\$2,205.60	15.2%	84.8%
Program Costs	\$908.53		\$9,600.00	\$8,691.47	9.4%	90.6%
<b>Operating Expenses</b>	<b>\$118,985.03</b>		<b>\$345,000.00</b>		<b>36.4%</b>	<b>63.6%</b>
Building	\$4,821.28		\$25,899.00	\$21,077.72	34.4%	65.6%
Equipment	\$0.00		\$25,101.00	\$25,101.00	0.0%	100.0%
<b>Capital Expenses</b>	<b>\$4,821.28</b>		<b>\$51,000.00</b>		<b>28.4%</b>	<b>71.6%</b>
<b>TOTAL EXPENSES</b>	<b>\$123,806.31</b>		<b>\$396,000.00</b>			

**Comments:**

1. Operating revenue for Jan-April 2023 is below expenses. Should consider payback from capital account of \$30,000 soon.
2. Operating expenses for Jan-April 2023 are inline with budget aside from higher Supply/Maintenance - this includes \$6300 fee for ERTC credit
3. We await receipt of projected Employee Retention Tax Credit will be \$65,876.39
4. Capital expenses for building and equipment are low with only Elevator, lighting, kitchen remodel and Condition report planned thus far

ENDOWMENT ACCOUNT SUMMARY	2023				2022	
	Ending Balance	MTM Change	YTD Change	12-Mo. Change	Ending Balance	YTD Change
January	\$3,430,747.28	\$166,708.48	\$166,708.48	-\$513,578.15	\$3,944,325.43	-\$141,023.57
February	\$3,313,005.48	-\$117,741.80	\$48,966.68	-\$515,681.98	3,828,687.46	-\$256,661.54
March	\$3,432,338.73	\$119,333.25	\$168,299.93	-\$421,319.27	3,853,658.00	-\$231,691.00
April	\$3,416,700.12	-\$15,638.61	\$152,661.32	-\$253,039.12	3,669,739.24	-\$415,609.76
May					3,642,549.74	-\$442,799.26
June					3,425,509.10	-\$659,839.90
July					3,570,897.94	-\$514,451.06
August					3,428,365.12	-\$656,983.88
September					3,208,165.87	-\$877,183.13
October					3,267,054.14	-\$818,294.86
November					3,334,905.27	-\$750,443.73
December					3,264,038.80	-\$821,310.20

**Comments:**

1. For the calendar year 2023 the endowment is up \$150,000 from end of 2022.
2. Per our vote at the last meeting we executed our first draw in April 2023 of \$78,000. Two months early.

**Other Comments:**

1. Thanks to Megan and Janice Hogenboom for her help in getting me the information necessary for this report.
2. Thanks to Pete Holt for handling the monthly bank reconciliations.