

January 11, 2024

7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

NOVEMBER 2023 MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Building & Grounds – S.R.

UNFINISHED BUSINESS

NEW BUSINESS

- Bylaws for Vote
- Emergency & Active Shooter Procedures for discussion
- Discussion on guidelines and consistency for donor recognition

PUBLIC EXPRESSION

ADJOURN

Meeting called to order by Pres. J. Johnson at 7:01.

Present: L. Dunn, M. Bivens, J. Caruso, J. Spann, S. Scriven, T. Roets, K. Richmond, S. Rudnicki, C. VandeVelde, and Director, M. Hegna

Also present: representatives of Flynn Battaglia Architects, Chris Less and Megan Brooks

Absent: M. Rubin, B. Kittle, P. Holt, D. Hamann

Preserve New York and Building Condition Survey

Prior to business meeting, representatives from Flynn Battaglia Architects were introduced, followed by an overview and slide presentation of priority areas of the library that they identified as requiring attention for repair, updating, improvements, and/or preservation. These recommendations include safety, efficiency, code compliance and aesthetic improvements. The report also included cost estimates. The report will be placed on file for further examination and discussion.

September Minutes were approved as received.

Treasurer's Report: presented by T. Roets, discussion and clarification as needed.

Report accepted as received and presented, placed on file.

Director's Report: M. Hegna elaborated on items in report and answered questions.

Report accepted as received and presented, placed on file.

Committee Reports

Branding Committee J. Johnson and M. Hegna

Request for Proposals were sent to several agencies. Only one agency, Front Porch, has responded so far. Committee not ready to make decisions at this time.

Building & Grounds - S. Rudnicki

Report submitted for filing. Steve elaborated on a few items covered in Building Condition Survey.

Patterson Society - J. Spann

Rough draft of 2024 Membership letter is ready, final letters should be ready for mail before Thanksgiving.

Dates for 2024 fundraising events were set as follows:

May 11 - Patterson After Dark

July 17-20 - Annual Book Sale

August 14 - Auction & Chicken Dinner

Discussion and suggestions for improving auction efficiency and reducing number of items that do not really generate revenue will be continued in committee.

J. Johnson also suggested adding a funding raising event, possibly tied to Veterans Day.

Personnel - M. Bivens

Committee met several times regarding salaries, benefits, and staffing. M. Bivens read and submitted their committee report with their recommendations, placed on file.

Unfinished Business

Bylaws for discussion - J. Caruso

Committee met to finalize changes from previous meeting, however, additional changes were recommended. Due to the required 20 day notice of proposed changes, vote on Bylaws was deferred to January meeting.

New Business

Policy Approval Votes - J. Caruso

Customer Service Policy

Motion to accept by J. Caruso, Second by S. Scriven, Approved

Recording Policy

Motion to accept by J. Caruso, Second by L. Dunn

Discussion and suggestion by J. Spann to add specific language for music copyrighted materials. "Audio/video recording of copyrighted materials at musical performances are strictly forbidden." Approved with addition.

Gallery Use Policy, Gallery Loan Form, Gallery Space Agreement

Motions to accept all gallery items by J. Caruso

Second by J. Spann. Approved

2024 Budget Vote - T Roets presented budget for 2024.

Question regarding line item under Capital Expenses, "Carpeting" for \$24,000, discussion, recommended change of line label to "Flooring"

Motion to accept Budget with change by T. Roets

Second by J. Spann. Approved

2024 Schedule Vote - schedule was received,

Additions include:

May 11 for Patterson After Dark

July 17-20 for Annual Book Sale

August 14 for Auction/Chicken Dinner

Corrections include:

Endowment draw: April 1 & October 1, 2024- \$73,500 to operating

Motion to accept schedule with additions & corrections by T. Roets

Second by S. Rudnicki

Approved

Reminder from M. Hegna to please sign and submit forms for Conflict of Interest, Sexual Harassment Education, and Trustee Training. Folders in Director's office.

Trustee Christmas gathering and dinner was discussed. Without a consensus among attending members, the item was tabled.

Motion to adjourn by S. Scriven @ 9:25

Building and Grounds Report 11/09/23

1. LED light installations are complete sceptor for emergency lighting. We have decided not to replace the fluorescent bulbs in the can lights downstairs since the electric supplier cannot come up with a non ballast replacement. There are about 50 bulbs that this affects.
2. The Hands have started polyurethaning the cabinets for the kitchenette. On a related note we also tested the fire alarm system. It works well.
3. The Hands have started leaf raking and garden clean up. The leaf blower we bought has come in handy and Scott uses it to clean the walks after mowing and from the leaves.
4. The Draft Building Condition Report has been sent in by Flynn Battaglia. No real surprises. If all of recommended work is done, the estimated cost would be \$2.2 M in 2024 dollars. They used a 6% increase for every year work is delayed. One of their higher priorities is the cleaning, repointing and sealing of the exterior which is scheduled for next spring. If grant money is used for all of the repairs, our total cost is 25% or \$550,000. Some work is to upgrade to code but most is for general maintenance.
There are some items that could be done by the Hands.

Personnel Committee Report 11/9/23

The Personnel Committee met on September 5, 2023 for a preliminary discussion of personnel costs; later Jennifer and I met with the Finance Committee. Over the last months we have had about salaries and benefits. After many conversations and communications, we are making the following recommendations on salaries and benefits. The suggested salary increase is a 3% COLA for employees not covered by the NYS minimum wage increase; those employees will get a 7% raise. In addition, Rebecca's increase will be 6% to overcome compression at the lower end of the salary scale. We hope in the future, with Megan's input, to award some salary increases based on performance.

The health insurance, health care reimbursement, dental reimbursement and vision insurance benefits are used by three of our employees. In an attempt to simplify these benefits we discussed wrapping the amount of the reimbursements (\$600 and \$200, respectively) into these employees' salaries. We decided that these are benefits that are valued by our employees and left them as "visible" benefits rather than burying them in a salary increase.

Finally, we considered the percentage of the health insurance premium that would be covered by the Library. The 2024 insurance premium is \$528.74, a 10.94% increase over 2023. We recommend that the Library continues to pay 95% of the premium and the employee pays 5%. Here is our reasoning. With the increase in the premium, a 90%/10% match for the employee would be an additional \$400 per year over their 5% match in 2023. That would effectively bring their 3% COLA raise down to 2%, not a very generous amount in this time of inflation.

Last Thursday, November 2, the committee met with Megan and Lauren to discuss staffing for downstairs. I think we were all impressed with Lauren's presentation and with the complexity of providing services to children and young adult patrons. In addition to planning, preparing and presenting programs, there are demands on Lauren's time to instruct patrons in the use of computers, toys and games, etc. Austin's job description is now a library page not a program assistant for children and teen services. He does cover the desk downstairs as part of his duties and aids Lauren in other ways. The position of Children's Programming Assistant is filled by Julie for 5 hours/week. Although Lauren has reliable volunteers for some programs, she clearly feels that she has too few resources to do the job as she envisions it.

After discussions between Jennifer and Megan, we propose increasing Julie's hours from 5 per week to 15.

For 2024, the total personnel costs (salary and benefits) are \$282,792.63 an increase of 7.4% over 2023.

In 2018, the library had 205 hours/week of staffing plus an outside company that did building maintenance. At that time, we also had many volunteers who manned the desks and performed other duties. Currently we have 185 hours of staffing/week plus 20 hours of building maintenance from Scott. So our staffing is actually down. The current services and programs to children and teens may be more ambitious than the services in the past. The Personnel Committee will look at the data on programs, attendance and budgets for the last 10 years to make a more accurate comparison with what we offer now.

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on January 11, 2024

Administrative News

Annual Reports were conducted with staff in December. All staff performance is satisfactory, and I individually discussed goals and areas for growth with each employee.

Our **Employee Retention Tax Credit (ERTC)** is still being reviewed by the IRS.

Two bequests were received since our last meeting including the remainder of the Jean Webster MacFarlane Trust, and a significant gift from the Estate of Jeffrey DuChaine. Both gifts were deposited into the Endowment Fund.

Facility News

Grant Statuses: FY 2024 -- in application process, FY 2023 – in progress, FY 2022 – in progress, FY 2021 – in progress

FY 2024 Grant: Our application for a **2024 NYS Construction Grant** was approved by the Department of Library Development (DLD), and is moving on for DASNY approval (Dormitory Authority of the State of New York). The outdated heating system in the original library is unreliable and upgrades are needed for comfort and energy efficiency.

We have received the final **Existing Conditions Report** from Flynn Battaglia, for which we received funding from Preserve New York to help complete.

Recalibration on our Door Counters was performed on Nov. 20th. (Visual count of patrons for storytime with Santa on 11/18 at 11am was 65, but the door counters counted 79 visitors for the entire day.)

Last year's December visits were 1,462 and this year's December visits were 2,171 which is a +39% increase. Official door count numbers for the year are 19,278, but *if we assume the calibration was off by 30% for the first 10 months of 2023 our total would be 23,948.*

Fundraising News

Two mailings were sent to solicit **Patterson Society Memberships for 2024**. One was sent to households who had someone receive a new library card this year, and the other was for current members. We are currently at 57 members and have raised \$17,165.

Programming News

Christmas in the Village & Hall of Trees included 150 visits for pygmy goats in the storytime room, and 65 in attendance for storytime with Mr. and Mrs. Claus. The library participated in the Chamber of Commerce's Hot Toddy Crawl

Volunteer Reception was a memorable event with pies and 19 volunteers in attendance.

We had 126 visitors the day of the Chamber of Commerce Cookie Walk on Sat. Dec. 16th

Plans are underway for a large program with Cornell Cooperative Extension in the week leading up to the **Solar Eclipse** in April. There will be a science presentation about a NASA affiliated program Eclipse Soundscapes, and the device we will be using to collect data (<https://eclipsesoundscapes.org>).

Altogether we will have six tables with different activities for all ages. At this time, the plan is to hand out eclipse glasses at the event, and whatever remains can be given to patrons in the days leading up to the event. We currently have about 1,000 glasses available.

Adult Program Stats

November

- Author Talk Joan Wahl, debut novel, "Love in Music City", spoke to 15 patrons
- Best Sellers- "Trust by Hernan Diaz", 7 patrons
- Mystery Book Club- "I have some questions for you" by Rebecca Makkai, 4 patrons
- 2 concerts from Ekstasis 2.0 Concert, approximately 8 students and 10 patrons
- North Shore Arts Alliance Annual Meeting - 40 artists

December

- Octagon Gallery Art Reception- artist Christine French, (North East, PA) 45 patrons
- Author Trenton Lutes, 2nd book "The Terra-Healer series", spoke to 2 patrons
- Best Sellers- "Vaster Wilds" by Lauren Groff, 7 patrons
- Mystery Book Club- "The Mystery of Mrs. Christie" by Claire Benedict, 4 patrons
- Travel Log with Karin Cockram in Kenya, PowerPoint, and discussion, 10 patrons

By the Numbers:

	November 2023	November 2022
Adult Book Circulation	630	594
Children's Book Circulation	977	539
Downloadable/Streaming	436	375
Other Circulation	612	450
All Items Circulation	2655	1958
Visits	1541	1394
Reference Questions	49	35

	December 2023	December 2022
Adult Book Circulation	683	625
Children's Book Circulation	591	522
Downloadable/Streaming	417	384
Other Circulation	561	590
All Items Circulation	2252	2121
Visits	2171	1462
Reference Questions	36	43

PATTERSON LIBRARY

Treasurer's Report

December 31, 2023

OPERATING ACCOUNT	2023				2022				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
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	\$25,852.57	\$44,775.56	95,776.24	3,488.70	26,300.83	72,964.11	-\$28,188.55
April	\$44,775.56	\$80,408.45	\$28,512.82	\$96,671.19	72,964.11	2,201.84	25,739.61	49,426.34	\$47,244.85
May	\$96,671.19	\$29,928.79	\$39,268.48	\$87,331.50	49,426.34	28,574.72	37,880.77	40,120.29	\$47,211.21
June	\$87,331.50	\$11,417.64	\$30,406.71	\$68,342.43	40,120.29	72,265.28	23,798.49	88,587.08	-\$20,244.65
July	\$68,342.43	\$4,188.33	\$29,567.38	\$42,963.38	88,587.08	2,928.23	30,760.25	60,755.06	-\$17,791.68
August	\$42,963.38	\$41,971.08	\$26,449.34	\$58,485.12	60,755.06	30,332.06	24,523.03	66,564.09	-\$8,078.97
September	\$58,485.12	\$4,165.54	\$25,631.25	\$37,019.41	66,564.09	6,642.80	23,860.28	49,346.61	-\$12,327.20
October	\$37,019.41	\$38,758.50	\$35,582.89	\$40,195.02	49,346.61	5,910.50	25,882.10	29,375.01	\$10,820.01
November	\$40,195.02	\$113,663.26	\$27,059.74	\$126,798.54	29,375.01	51,239.06	29,934.70	50,679.37	\$76,119.17
December	\$126,798.54	\$4,278.45	\$25,627.01	\$105,449.98	50,679.37	111,604.22	56,072.37	106,211.22	-\$761.24
Totals		\$357,766.88	\$358,528.12		\$146,713.95	\$351,263.64	\$391,766.37	\$106,211.22	-\$39,638.30

CAPITAL ACCOUNT	2023				2022				Change from
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	Prior Year
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	\$10.54	\$1,690.12	\$57,864.16	120,460.28	21.02	0.00	120,481.30	-\$62,617.14
June	\$57,864.16	\$1,079.56	\$0.00	\$58,943.72	120,481.30	17,021.80	0.00	137,503.10	-\$78,559.38
July	\$58,943.72	\$9.88	\$0.00	\$58,953.60	137,503.10	7.88	123,545.28	13,965.70	\$44,987.90
August	\$58,953.60	\$17,073.43	\$19,029.52	\$56,997.51	13,965.70	2.32	849.82	13,118.20	\$43,879.31
September	\$56,997.51	\$8.98	\$0.00	\$57,006.49	13,118.20	2.06	0.00	13,120.26	\$43,886.23
October	\$57,006.49	\$113,144.16	\$37,409.26	\$132,741.39	13,120.26	2.12	0.00	13,122.38	\$119,619.01
November	\$132,741.39	\$7,021.47	\$13,433.82	\$126,329.04	13,122.38	2.03	0.00	13,124.41	\$113,204.63
December	\$126,329.04	\$19.71	\$4,344.38	\$122,004.37	13,124.41	7,003.18	0.00	20,127.59	\$101,876.78
Totals		\$182,619.16	\$80,742.38		\$92,449.33	\$59,139.88	\$131,461.62	\$20,127.59	-\$72,321.75

Comments:

1. The cash balance in the Operating account is \$105,000. Funds from the Town, Village and WACS (\$33,000 total) our second annual draw (\$71,000) have occurred. We still await ERTC funds.
2. The cash balance in the Capital account is \$122,000. \$7000 endowment draw received in November. Lighting project is complete The Kitchenette remodel is near completion with only an oven and countertops to purchase.

PATTERSON LIBRARY

Treasurer's Report

2023 Budget Summary - Through December 31, 2023

BUDGET SUMMARY	2023 Actual		2023 Budget		2022	
		YTD	TOTAL	REMAINING	Budget	Actual
INCOME						
Local Public Funding		\$98,500.00	\$98,000.00	-\$500.00	\$98,000.00	\$109,000.00
State Funding		\$2,067.60	\$2,000.00	-\$67.60	4,000.00	2,057.50
CCLS Funding		\$4,737.00	\$5,000.00	\$263.00	5,000.00	8,324.76
Endowment Draws-Operating		\$142,000.00	\$142,000.00	\$0.00	137,000.00	140,000.00
Gifts and Memorials		\$21,543.39	\$17,000.00	-\$4,543.39	17,000.00	14,248.27
Decent Grant		\$2,350.00	\$1,000.00	-\$1,350.00	6,100.00	750.00
Fundraisers		\$26,400.54	\$15,000.00	-\$11,400.54	19,100.00	14,405.57
Patterson Society		\$13,730.00	\$15,000.00	\$1,270.00	15,000.00	22,205.00
Earned Income		\$6,151.15	\$6,600.00	\$448.85	2,300.00	5,204.54
Penny/Caruso Gift/Gifts/Art sale		\$5,287.20		-\$5,287.20	23,500.00	0.00
Transfer from Capital		\$35,000.00				
Operating Income		\$357,766.88	\$301,600.00	-\$21,166.88	\$327,000.00	\$316,195.64
Endowment Draws-Capital		\$14,000.00	\$14,000.00	\$0.00	14,000.00	14,000.00
Capital Income		\$168,599.72	\$3,000.00	-\$165,599.72	3,000.00	44,363.74
Capital Income		\$182,599.72	\$17,000.00	-\$165,599.72	\$17,000.00	\$58,363.74
TOTAL INCOME		\$540,366.60	\$318,600.00		\$344,000.00	\$374,559.38
EXPENSES						
Personnel Costs		\$257,596.66	\$263,305.00	\$5,708.34	\$244,697.18	\$238,170.58
Library Materials		\$23,370.72	\$19,550.00	-\$3,820.72	17,850.00	20,618.97
Supplies and Maintenance		\$61,993.21	\$49,945.00	-\$12,048.21	52,152.82	49,423.40
Fundraising Expenses		\$6,517.02	\$2,600.00	-\$3,917.02	2,600.00	5,006.47
Program Costs		\$9,223.29	\$9,600.00	\$376.71	9,700.00	8,366.97
Operating Expenses		\$358,700.90	\$345,000.00	-\$13,700.90	\$327,000.00	\$321,586.39
Building		\$41,384.00	\$25,899.00	-\$15,485.00	\$4,000.00	\$50,820.36
Equipment/Transfer		\$35,000.00	\$25,101.00	-\$9,899.00	3,000.00	113,956.25
Capital Expenses		\$76,384.00	\$51,000.00	-\$25,384.00	\$17,000.00	\$164,776.61
TOTAL EXPENSES		\$435,084.90	\$396,000.00		\$344,000.00	\$486,363.00

Comments:

- Operating revenue for Jan-Dec 2023 is above expenses.
Larger expenses to building and maintenance (ERTC fee), library materials and fundraising expenses than expected
- Operating expenses for Jan-Dec 2023 are higher than budgeted.
- We await receipt of projected Employee Retention Tax Credit will be \$65,876.39
- Capital expenses for building will be sizeable in 2024 with work being done but state grant received already.

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	\$4,139,948.48	\$723,248.36	\$875,909.68	497,398.74	3,642,549.74	-\$442,799.26
June	\$4,208,638.10	\$68,689.62	\$944,599.30	783,129.00	3,425,509.10	-\$659,839.90
July	\$4,256,304.83	\$47,666.73	\$992,266.03	685,406.89	3,570,897.94	-\$514,451.06
August	\$4,179,784.87	-\$76,519.96	\$915,746.07	751,419.75	3,428,365.12	-\$656,983.88
September	\$4,032,929.40	-\$146,855.47	\$768,890.60	824,763.53	3,208,165.87	-\$877,183.13
October	\$3,967,638.92	-\$65,290.48	\$703,600.12	700,584.78	3,267,054.14	-\$818,294.86
November	\$4,128,310.17	\$160,671.25	\$864,271.37	793,404.90	3,334,905.27	-\$750,443.73
December	\$4,473,645.81	\$345,335.64	\$1,209,607.01	1,209,607.01	3,264,038.80	-\$821,310.20

Comments:

- For the calendar year 2023 the endowment is up \$1,200,000 from end of 2022.
- Duchaine Estate endowment deposit of \$157,000 occurred in December adding to gains for that month.
- We had around \$900,000 this year in bequethments.
- November and December were incredible months for the endowment. Up over \$230,000 in November and \$345,000 in December.

Other Comments:

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

PATTERSON LIBRARY

Endowment Analysis

1999 - 2025

Year	Endowment Balance at 12/31	Endowment Balance at 9/30	Total 9 Prior years and Current Year	Previous 10-year Avg. Market Value	5% Avg. Year End Value*	Annual Change	Amount of Draw	Additional Draw	Total Draw	Draw Above/Below	Cumulative Over/Under
1999	\$2,187,041			2,146,083	\$107,304	\$0	\$116,500	\$0	\$116,500	9,196	9,196
2000	2,306,851			2,146,083	107,304	0	68,867	0	68,867	-38,437	-29,241
2001	2,210,352			2,146,083	107,304	0	92,000	32,000	124,000	16,696	-12,545
2002	1,728,255			2,146,083	107,304	0	90,000	0	90,000	-17,304	-29,850
2003	1,876,582			2,146,083	107,304	0	90,000	0	90,000	-17,304	-47,154
2004	1,996,808			2,146,083	107,304	0	90,000	0	90,000	-17,304	-64,458
2005	2,116,035			2,146,083	107,304	0	90,000	0	90,000	-17,304	-81,762
2006	2,389,735			2,146,083	107,304	0	100,000	0	100,000	-7,304	-89,066
2007	2,503,084			2,412,379	120,619	13,315	75,000	0	75,000	-45,619	-134,685
2008	1,750,650		21,065,393	2,106,539	120,619	0	113,000	0	113,000	-7,619	-142,304
2009	2,091,820		20,970,172	2,097,017	105,327	-15,292	85,000	0	85,000	-20,327	-162,631
2010	2,230,435		20,893,756	2,089,376	104,851	-476	100,000	0	100,000	-4,851	-167,482
2011	2,046,867		20,730,271	2,073,027	104,469	-382	82,500	0	82,500	-21,969	-189,451
2012	2,399,074		21,401,090	2,140,109	103,651	-817	95,000	0	95,000	-8,651	-198,102
2013	2,718,703		22,243,211	2,224,321	107,005	3,354	95,000	0	95,000	-12,005	-210,108
2014	2,980,000		23,226,403	2,322,640	111,216	4,211	95,000	0	95,000	-16,216	-226,324
2015	2,772,109		23,882,477	2,388,248	116,132	4,916	95,000	0	95,000	-21,132	-247,456
2016	2,721,757		24,214,499	2,421,450	119,412	3,280	105,000	0	105,000	-14,412	-261,868
2017	3,049,974		24,761,389	2,476,139	121,072	1,660	109,000	0	109,000	-12,072	-273,940
2018	2,891,589		25,902,328	2,590,233	123,807	2,734	115,000	0	115,000	-8,807	-282,747
2019	3,272,145		27,082,653	2,708,265	129,512	5,705	115,000	14,000	129,000	-512	-283,259
2020*	3,526,829		28,379,047	2,837,905	135,413	5,902	134,000	0	134,000	-1,413	-284,672
2021	4,085,349		26,332,180	2,633,218	141,895	6,482	141,800		141,800	-95	-284,768
2022	3,264,039		28,018,455	2,801,845	131,661	-10,234	151,500		151,500	19,839	-264,928
2023	4,473,646		28,563,791	2,856,379	140,092	8,431	156,000		156,000	15,908	-249,021
2024			30,057,437		142,819	2,727	163,000		163,000	20,181	-228,840
2025			27,285,328		0	-142,819				0	-228,840

* The calculated amount of the 2024 endowment draw is the average of the sum of the prior 9 year end balances (2014 - 2022) and the 9/30/2023 balance times 5%.
The 2024 draw is based on the average of the sum (9 years at 12/31 and the current year at 9/30/2023) (\$32,596,720/10 = \$3,259,672 x .05 = \$162,983.60)

PATTERSON LIBRARY BYLAWS

Adopted--July 9, 1944

Amended--July 8, 1979; July 11, 1981; July 8, 1989; July 11, 1992; July 14, 2001; July 12, 2003; July 10, 2004; July 14, 2007; July 9, 2011; July 13, 2013; July 8, 2017; July 14, 2018; November 15, 2018; DRAFT 2023

ARTICLE I--PURPOSE

The Purpose of the Patterson Library is to provide free open public access to the services of a library to the community of, and areas surrounding, the Town of Westfield, Chautauqua County, New York. The Patterson Library is a nonprofit corporation organized and operated in accordance with Section 501(c) (3) of the Internal Revenue Code.

ARTICLE II--REGISTERED OFFICE

The registered office of the Corporation shall be at the Patterson Library in the Village of Westfield, Chautauqua County, New York.

ARTICLE III--GOVERNANCE

Section 1. Legal Status: The Patterson Library has legal being as a Corporation under the provisions of the Laws of the State of New York. The Patterson Library was originally incorporated August 27, 1895 under the provisions of Chapter 315 of the Laws of 1875 of the State of New York, entitled "An act for the incorporation of Library Societies."

The Patterson Library, authorized by the March 19, 1896 Charter by the University of the State of New York, incorporated George W. Patterson, Frances D. Patterson, Frank W. Crandall, Catherine L. Crandall, George W. Patterson, Jr., Hannah W. Forbes, Francis T. Faust, William H. Faust, Margaret G. McNeill, Merib R. Patterson, and Harry F. Forbes and their successors under the corporate name of the Patterson Library with all powers, privileges, and duties, and subject to all the limitations and restrictions prescribed for such corporations by law or by the ordinances of the University of the State of New York. The first trustees of said corporation shall be the seven incorporators first above named and their successors shall be elected by the Corporation. Amendment of Charter was granted on October 18, 2011 and February 11, 2020.

Section 2. The Board of Trustees shall be responsible for the development and maintenance of governing policies for all aspects of the Corporation's operations. In addition, it shall be responsible for executive evaluation, financial and asset stewardship, fund development, strategic direction of the Corporation, and guardianship of the historic building.

Section 3. The Board of Trustees shall appoint a Director of the Library. The Director is charged with the day-to-day management of the Library and Staff. Acting within the bounds of the approved annual budget, funding plans, and operating plans of the Library, the Director has responsibility to manage the Library's expenditures and negotiate any normal operating or maintenance contracts. The Director is responsible to manage day-to-day employee issues and to prepare and maintain the various employee policies as required by local, state and federal authorities. The Director also has responsibility to seek out and apply for funding by public and private sources to support operational, project and endowment needs of the Library. The Director will be involved, in some capacity, with all fundraising events throughout the year, in concert with trustees and volunteers.

ARTICLE IV--MISSION

The mission of the Patterson Library is to advance the quality of life in the community of Westfield by providing unrestricted access to information and by offering materials geared to user wants and needs. The library provides collections, services and programs that support the development of an individual's full potential and assists users of all ages in the pursuit of knowledge and cultural experiences. Patterson Library is committed to maintaining the historical integrity and beauty of the building while adapting it to evolving needs.

ARTICLE V--BOARD OF TRUSTEES

Section 1. The Board of Trustees shall be fourteen in number. The Trustees to be elected each year, as hereinafter provided, shall be nominated by the Nominating Committee. Any trustee who does not attend three meetings either in person, by phone, or other active conference media without just cause shall be presumed to have resigned and shall cease to be a trustee as of the date of the next annual meeting. All Trustees will serve voluntarily without financial compensation.

Section 2. Trustees shall be elected to hold office for a term of five years. The Trustees are not restricted in the number of terms to which each may be elected.

Section 3. The Trustees shall hold meetings at such place within the State of New York as shall be specified in the notice of the meeting. This meeting information will be publicly posted. Meetings of the Trustees may be called at any time either by the President or Vice President or by any two Trustees. Written notice of the time and place of all such meetings shall be sent to each member of the Board of Trustees by mail or electronic transmission. A majority of the Trustees, two of whom must be officers, shall constitute a quorum, and must be present in person for the transaction of any business. (Unless following ***Procedures for Member Videoconferencing*** pursuant Public Officers Law § 103-a.)

Section 4. The Board of Trustees, at its annual organizational meeting, to be held in May, shall elect a President, a Vice President, a Secretary, a Treasurer, and other officers or agents as the Board of Trustees may, in its discretion, from time to time determine.

Section 5. Any vacancy occurring in the Board of Trustees, whether due to death, resignation, or otherwise shall be filled or left vacant for the unexpired term by vote of the majority of the remaining members of the Board of Trustees.

Section 6. The Board of Trustees is charged with setting the policies of the Library (including, but not limited to, the mission, the objectives, and a formal written long range plan of service); overseeing the operating conditions of the Library (including expenditures; borrowing money; budgeting and compliance with the budget; endowment funds or assets; management, including purchase, sale, or lease, of the Library's real and personal property; maintenance; and development and expansions); supporting the financial success of the Library. The Board of Trustees will receive and review, amend, and approve an annual operating and expenditure plan to be executed by the Director of the Library.

Section 7. The Board of Trustees is charged with evaluating and selecting an independent financial adviser to manage the endowment, based on the recommendation of the Finance Committee.

Section 8. The Board of Trustees is charged to support solicitations for and contributions to the operating needs and endowment needs of the Library.

ARTICLE VI--OFFICERS OF THE BOARD OF TRUSTEES

Section 1. The Officers shall consist of a President, a Vice-president, a Secretary, a Treasurer, and such other subordinate officers and agents, as the Board of Trustees may deem necessary and elect. They shall perform the duties hereinafter respectively prescribed for each. Unless sooner removed by the Board of Trustees, all such officers shall hold office for the period from their election until the next annual meeting of the Trustees and until their successors shall have been elected. All vacancies in office shall be filled by the Board of Trustees and the Board of Trustees shall have power to define the duties of all officers and agents and remove any officer or agent.

Section 2. President: The President shall preside at all meetings of the Board of Trustees at which they are present. They shall be a voting member of all standing committees. They shall perform all the usual duties incident to the office of the President of a Board of Trustees.

Section 3. Vice President: In the event of absence or disability of the President, their duties shall be performed by the Vice President.

Section 4. Secretary: The Secretary of the Board of Trustees shall attend the meetings of the Board of Trustees and keep minutes thereof in suitable books. They shall have custody of all other documents and records of the Board of Trustees. They shall perform all the usual duties incident to the office of the Secretary of a Board of Trustees. The Secretary shall maintain a duplicate set of records in a secure location off site of the registered office of the Corporation.

Section 5. Treasurer: The Treasurer shall cause to be kept accurate accounts of all monies received by the Library and all payments made. They shall assure and monitor the deposit and disbursement of all Library funds, in the name and to the credit of the Library, in such bank or other place or places of deposit as the Board of Trustees shall designate (See ***Financial Controls Policy*** for more details). The Treasurer shall prepare and report bi-monthly to the Board of Trustees on the operating budget and expenditures of the Library. The Treasurer shall assure that any necessary filings to maintain tax-exempt status of the Library are completed on an annual basis. They shall perform all the usual duties incident to the office of Treasurer of this Board of Trustees, including serving as chair of the Finance Committee.

Section 6. No person may hold more than one position as an officer of the Board of Trustees concurrently.

Section 7. A Trustee may hold the same office on the Board of Trustees for up to three consecutive years.

Article VII—Standing Committees

Section 1. The President, at the annual meeting of the Board of Trustees, or as soon

thereafter as is practical, shall appoint the following standing committees: Buildings & Grounds, Executive, Finance, Forward Planning, Fundraising, Nominating, Personnel, and Policy. All shall consist of not fewer than three trustees. The terms of office for members of said committees shall extend from the date of appointment to the next annual meeting of the trustees and until successors have been appointed and have qualified.

Section 2. Building and Grounds: This committee shall monitor the condition of the real property, recommending appropriate maintenance and upgrading in consultation with the Director of the Library. They shall create a list of projects to be included in the library's Long Range Plan and make regular reports to the Board of Trustees and the Director of the Library.

Section 3. Executive: This committee shall have and exercise all the authority of the Board of Trustees in the management of the business of the Corporation between meetings of the Board. A majority of the members of the Executive Committee shall constitute a quorum and shall have power to act. All actions shall be reported to the Board of Trustees at their next meeting. Any vacancy occurring in said committee shall be filled by presidential appointment.

Section 4. Finance: These trustees shall oversee the expenditures of the current operating budget and work with the Director of the Library to prepare each successive year's operating budget for presentation to the entire board. They also will review financial operations and recommend corporate finance policy. They will oversee budget preparation and monitor the financing of any capital projects for the library. They must be ever cognizant of the need to enrich, protect and preserve the Patterson endowment. A majority of the members of this committee shall constitute a quorum and shall recommend actions to the full board at their next meeting.

Section 5. Forward Planning: This committee is responsible for establishing and defining goals and objectives for the strategic Long Range Plan. This committee shall meet at least once per year with the Library Director to assess and adapt the Long Range Plan.

Section 6. Fundraising: The members, which shall include the Patterson Society President and Library Director, shall plan and execute all fundraising events, which supplement income outside of grants, the endowment and municipal funding.

Section 7. Nominating: Throughout the year, this committee will be aware of possible future trustees and of Board members who may serve as officers. They will meet midyear to discuss progress and before the Annual Meeting in May to nominate persons eligible for open trustee or officer positions. At the time of the Annual Meeting, nominations may also be received from the floor.

Section 8. Personnel: This committee annually shall be responsible for recommending Library Director candidates to the board. Initially, the committee shall evaluate the director for permanent appointment, and thereafter, shall establish annual goals with and for the Library Director. Further, they shall work with the Library Director to develop the Personnel Policy.

Section 9. Policy: This committee shall review and revise general library policies when needed. They will formulate new policies as necessitated by state law or at the direction of the board.

Article VIII — Trustee Code of Ethics

In accordance with the official statement from United for Libraries, a division of ALA, and HANDBOOK FOR LIBRARY TRUSTEES OF NEW YORK STATE, 2018 Edition, Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree with or oppose a viewpoint different from theirs.
- Trustees shall comply with all laws, rules and regulations that apply to them and their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' right to privacy in the use of library resources.
- Trustees must distinguish clearly, in their actions and statements, between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information Law and Open Meetings Law. As an Association Library we are not bound to comply but will strive for transparency.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information for either themselves or others.
- A Trustee shall immediately recuse themselves whenever the appearance of a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees must commit to securing adequate funding for maintaining a facility and program which meet their community's needs.

Article IX - Board Meeting Order of Business

The Board is scheduled to meet on the second Thursday of January, March, May, July, September and November. The May meeting is designated the Annual Meeting. Between those meetings, the Director will keep the Board informed with regular updates. The fiscal year runs from January 1st through December 31st, with the budget's passage scheduled for the November meeting.

Agendas will be posted on our website, with a reminder to the public that meetings are open to their attendance and two time periods in the agenda will be designated for public expression.

A typical agenda for board meetings should include:

- Call to Order
- Minutes of the previous meeting
- Period for public expression
- Treasurer's report
- Director's report
- Committee reports
- Ongoing business
- New business
- Period for public expression
- Executive session if needed
- Adjournment

Article X – Trustee Obligations

Trustees are mandated to attest annually to:

- 1) Conflicts of Interest per the Not-for-Profit Corporation Law §715-a (*See **Conflict of Interest Policy***).
- 2) Sexual Harassment Prevention Training pursuant to Labor Law §201-g (*See **Sexual Harassment Prevention Policy***)
- 3) Trustee Education pursuant to Education Law §260-d (*See **Trustee Education Policy***)

Recognizing the value of continuing education and fulfilling the requirement of the NY State Education Department, beginning January 1, 2023, all trustees will complete a minimum of two hours of trustee education annually. Trustees have a responsibility to encourage continuing education for the Director and staff as well. In addition to the annual Staff Training and Development Day, which falls on the third Monday of each October, other learning

opportunities should be encouraged. The Handbook for Library Trustees of NY (2018) recommends investing at least 1% of the library's operating budget in the education of trustees and staff. "A good library never stops learning."

Article XI--Corporate Seal

The corporate seal shall consist of an outer circle within which shall be inscribed the words, "Patterson Library, Westfield, N.Y."

Article XII--Amendments

These by-laws may be altered or amended, in whole, or in part, at any meeting of the Board of Trustees by a two-thirds majority of the Board of Trustees. A written notice of the proposed change or amendment must be sent to each Trustee at least twenty days prior to the meeting at which the action is to be taken.

Article XIII—Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the proceedings of this association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of Patterson Library, these bylaws, any special rules of order the association may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

Patterson Library

Emergency Procedures

(Draft, 01/10/24)

These procedures outline steps staff members and volunteers should take in case of an emergency affecting the collection and/or facility. Copies will be available near staff telephones and at the circulation desk. **All incidents must be recorded in the INCIDENT BOOK located in the office.**

WHEN THE LIBRARY IS OPEN:

FIRE:

1. The library is equipped with both smoke and heat detectors which are monitored by DFT Security, 40 Temple St., P.O. Box 209, Fredonia, NY 14063, (716) 847-0400. Our code is **Hannah22**. Should a fire be detected, a high-pitched bell tone will sound. DFT will attempt to call the library. If they are unable to contact the library, they will notify the fire department, using the library's telephone line.
2. Library staff and volunteers present at the time should assist in the evacuation of the building when the alarm sounds, using the designated exits closest to their area.
3. If the fire is minor and the alarm has not yet activated, use one of the emergency pull boxes
4. to sound the alarm. Evacuate the building. Then, if the fire appears manageable, use a fire extinguisher to douse it.
5. If it seems that the alarm is false, the most senior staff member may do a physical sweep of the building to determine such. If so, they may silence the fire alarm at the keypad using **40402**. If the alarm will not reset the affected sensors may need to be cleaned/cleared with canned air. DFT can be called for assistance.
6. Staff and patrons may return to the building under the direction of the fire department or upon the direction of the most senior staff member in the case of a false alarm.

EVACUATION:

1. **MAIN LEVEL:** If the staff is not in immediate danger, direct annex room patrons to use stairs to main floor marked exits. Then check all rooms for patrons, feeling any closed doors for heat before opening. Note which rooms have not been searched and report to appropriate emergency personnel.

2. LOWER LEVEL: If the staff is not in immediate danger, check all rooms for patrons, feeling any closed doors for heat before opening. Check should include the Teen Loft, Octagon Gallery and restrooms. Determining the safest route, use the stairs or the Pergola Garden doors to exit. Note which rooms have not been checked and report to appropriate emergency personnel.
3. MEETING POINT: All staff and patrons should meet on the opposite side of S. Portage St. in Moore Park. There, an accounting will be taken to assure that all building inhabitants have exited to safety.

WATER:

1. If leaking from ABOVE:
 - a) Cover stacks and/or furniture with plastic sheeting located in the Staff Room.
 - b) Move any library materials away from leak, using book carts if necessary.
 - c) Transport materials to a dry location.
2. If rising from FLOOR LEVEL:
 - a) Move library materials to higher shelves.
 - b) Transport library materials from shelves to a dry location, using book trucks.
3. If PLUMBING is leaking:
 - a) Shut off the water main. This is located in the downstairs Custodial Closet at the foot of the stairway. If it is locked, use key #26 on the board in the Office.
 - b) The water main is on the left side of the closet and is labelled. Turn the lever clockwise to shut off water.
 - c) If the water main is off for more than 30 minutes, the library should be closed. The staff member in charge of the building should contact the Library Director, or their designee to confirm.

ELECTRICAL:

1. If an extended power failure occurs, report the outage to Westfield Electric Plant at 716-326-2145.
2. If the electricity is off longer than 30 minutes, the library should be closed. The staff member in charge of the building should contact the Library Director or their designee to confirm.

MEDICAL:

If a staff member, volunteer or patron is seriously hurt or loses consciousness while in the facility or on library grounds:

1. **Call 911** for medical assistance, clearly stating, *Patterson Library, 40 South Portage St. Westfield, NY*. Then, describe the problem.
2. Do not move the person and wait with them until medical personnel arrive.
3. An **AED (Automatic Electric Defibrillator)** is available on each floor of the library.
4. In the case of a **suspected drug overdose**: Narcan is located in the Medical Cabinet in the Office.
5. While waiting for emergency personnel, try to determine and record the person's name, address, phone number and number of emergency contact. If possible, try to get a description of how the mishap occurred, detailing what injuries there seem to be. This information is very important and should be given to the Library Director or their designee as soon as practical.

Other Medical Events:

- In cases of **minor problems**, First Aid Kits are located in the Medical Cabinet in the Office or at the Children's Desk.
- **Bodily fluids**: Disposable gloves, spill absorbent powder and disposable trays are located in the Custodial Closet.
- **Blood**: Always use gloves when in contact with another person's blood. Biohazard waste kits can be found in the Custodial Closet.
- **Sleeping**: Always awaken a sleeper to determine if they might be experiencing a medical event such as a seizure or a diabetic coma.

VANDALISM OR CRIMINAL BEHAVIOR:

1. Call 911 or the non-emergency police line 716-326-3375. Clearly state *Patterson Library, 40 South Portage St.* and the problem.
2. If someone leaves the building by an emergency exit in the basement level while the library is open, the burglary alarm may sound. It is a high-pitched bell tone. Deactivate the alarm by entering **40402**. Try to locate the person who left the building to inform them of their error in using the emergency exit. If it is suspected that a theft has occurred, call 911 as in Step #1.

LOCKDOWN/SHELTER IN PLACE:

See "Active Shooter Procedure"

TORNADO:

Though infrequent, tornadoes have been known to touch down in our area. If the National Weather Service issues a Tornado Warning, all patrons should move to secure locations. The preferred area is the Octagon Gallery. All should remain in place until the warning officially has been lifted.

WHEN THE LIBRARY IS CLOSED:

Should a disaster occur when the library is closed, it is anticipated that DFT Security will notify:

1. Maintenance Technician
2. Administrative Librarian
3. Library Director

(To change call order or update information the Library Director should contact DFT security monitoring at (716) 847-0400.)

INCIDENT REPORTS:

ALL incidents, including thefts, destruction of property, embarrassing or compromising behaviors, building emergencies, medical emergencies, fires or on-the-job accidents must be recorded in the INCIDENT BOOK located in the Office.

PRESS CONTACT: The Library Director is the designated press contact. If any press affiliate requests information regarding a library incident no staff member, volunteer or trustee should provide comment.

Patterson Library

ACTIVE SHOOTER PROCEDURE

(Draft, 01/10/2024)

These recommendations are designed to guide response to an active shooter event, hoping to maximize survivability. It is vital to determine the most reasonable path to protect your life and the lives of others.

Lockdown: The purpose of this step is to provide protection to library employees and/or patrons if a situation involving an active shooter, dangerous intruder or possibly harmful incident arises, threatening harm to persons inside or outside the building. These actions are taken when the facility is notified by the police department to go into lockdown or when an active shooter or threat is observed in the vicinity of the library.

1. Call 911 and lock all doors which allow outside access to the building.
2. Stay away from all windows, so as not to be seen from the outside.
3. Once secured, do NOT open the doors for anyone until the "all clear" has been given by the police.

Active shooter on premises: These steps should be taken if an active shooter or other harmful individual is within the building and escape is possible.

1. If there is an accessible escape route, attempt to exit the building, doing so whether or not others agree to follow. Be aware of possible escape routes and plans before such an event occurs.
2. Leave your belongings behind and get as far away from the building or area as possible.
3. Prevent other individuals from entering the danger area.
4. Keep your hands in the air to make clear to authorities that you have no weapon.
5. Follow all instructions of police officers.
6. Do not attempt to move wounded people. Provide first aid only in safe areas.
7. If authorities are not already on the scene, call 911 when you are in a safe area.
8. Meet at **EASON HALL** for an accounting of employees and patrons who were in the building at the time of intrusion.

These steps should be taken when an active shooter is within the building and evacuation is not feasible.

1. Find a place* where an active shooter is least likely to find you.
2. If inside a room, lock the door and position yourself so as not to be seen from any entry point or window.
3. Try to find an area which will protect you if shots are fired. If unable to lock yourself in a room, hide behind large items such as cabinets or desks.
4. Avoid areas which will restrict your options for movement or eventual escape.
5. Silence your cellphone.
6. If possible, turn off any noise sources such as radios, background music or computers.

**Because our beautiful building is configured with so much open and visible space, finding a place which is not visible might be a challenge. Suggested areas would be: staff bathroom, director's office storage closet, basement work area, library roof.*

Last resort: These steps should be taken only if your life is in imminent danger.

Attempt to disrupt or incapacitate the active shooter.

1. Act as aggressively as possible against them.
2. Throw items and improvise weapons.
3. Work as a team with other staff to communicate your actions.

All clear: Officers will search the building before this designation can be given.

1. If you are hiding in a locked room, you may ask for a person's identification before opening the door to them.
2. You may call 911 to ask if the building has been cleared.

Responsible party: This person shall be the Library Director or the most senior employee on premises that day. That individual should have the following information.

- Access to video surveillance, if any
- Utility shutoff locations

- Persons within the building and their likely locations
- Rooms which lock
- Master keys

Media liaison: The Library Director should consult with the Village Administrator (or designee). They will designate the media contact person.

Employee training: While unnerving to consider such an event for our building, it is necessary to recognize such a possibility and to be as prepared as we can.

1. This plan should be reviewed at least once a year.
2. Training can be facilitated by the Westfield Police Department.
3. Staff should conduct an annual building walk-through to discuss active shooter protected areas.