

March 21, 2024

7:00 p.m.

# AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

JANUARY 2024 MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Building and Grounds

Executive

Fundraising

Nominating

UNFINISHED BUSINESS

NEW BUSINESS

- Policies for Vote: Volunteer, Vulnerable Adult, Sexual Abuse Prevention
- Grant Applications-- Discussion

PUBLIC EXPRESSION

ADJOURN

Patterson Library Draft Minutes 1/11/24

Called to order at 7:03

Present-Tim Roets, Steve Rudnicki, Mary Bivens, Carl VandeVelde, Joan Caruso, Jennifer Johnson, Joseph Spann, Linda Dunn, Diana Hamann, Megan Hegna (director)

Observing by Zoom-Kathryn Richmond, Pete Holt, Barbara Kittle, Mara Rubin,

Absent- Susan Scriven

Minutes. See attachment – accepted

Treasurer’s Report- see attachment- filed for audit

Committee Reports

Buildings and Grounds-see attachment, Steve Rudnicki addressed any questions

Patterson Society- no report, Joe Spann was available to answer any questions

Nominating Committee-Mary Bivens, Susan Scriven, and Diana Hamann will be stepping down from the Board.

By Laws- see attachment. Motion to Approve Joan Caruso, Seconded by Linda Dunn , approved

Emergency Procedures- see attachment

New Business- Recognition of Donors- discussed how to honor donors, no decision made

AEDs-they have arrived- Tim suggested where and how they might be installed. Thanks to JB and Linda Dunn for donating the money to purchase these.

Motion to Adjourn by Jennifer Johnson, Seconded by Joe Spann. Meeting adjourned at 8:28

Diana Hamann

# PATTERSON LIBRARY

## Treasurer's Report

### February 29, 2024

| OPERATING ACCOUNT | 2024         |             |             |             | 2023         |              |              |              | Change from          |
|-------------------|--------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|----------------------|
|                   | Beg Bal      | Receipts    | Expenses    | Ending Bal  | Beg Bal      | Receipts     | Expenses     | Ending Bal   | Prior Year           |
| January           | \$105,449.98 | \$9,419.00  | \$26,256.68 | \$88,612.30 | \$106,211.22 | \$2,341.03   | \$34,144.86  | \$74,407.39  | \$14,204.91          |
| February          | \$88,612.30  | \$25,021.40 | \$30,966.24 | \$82,667.46 | \$74,407.39  | \$11,886.65  | \$30,425.07  | \$55,868.97  | \$26,798.49          |
| March             | \$82,667.46  |             |             | \$82,667.46 | \$55,868.97  | \$14,759.16  | \$25,852.57  | \$44,775.56  | \$37,891.90          |
| April             | \$82,667.46  |             |             | \$82,667.46 | \$44,775.56  | \$80,408.45  | \$28,512.82  | \$96,671.19  | -\$14,003.73         |
| May               | \$82,667.46  |             |             | \$82,667.46 | \$96,671.19  | \$29,928.79  | \$39,268.48  | \$87,331.50  | -\$4,664.04          |
| June              | \$82,667.46  |             |             | \$82,667.46 | \$87,331.50  | \$11,417.64  | \$30,406.71  | \$68,342.43  | \$14,325.03          |
| July              | \$82,667.46  |             |             | \$82,667.46 | \$68,342.43  | \$4,188.33   | \$29,567.38  | \$42,963.38  | \$39,704.08          |
| August            | \$82,667.46  |             |             | \$82,667.46 | \$42,963.38  | \$41,971.08  | \$26,449.34  | \$58,485.12  | \$24,182.34          |
| September         | \$82,667.46  |             |             | \$82,667.46 | \$58,485.12  | \$4,165.54   | \$25,631.25  | \$37,019.41  | \$45,648.05          |
| October           | \$82,667.46  |             |             | \$82,667.46 | \$37,019.41  | \$38,758.50  | \$35,582.89  | \$40,195.02  | \$42,472.44          |
| November          | \$82,667.46  |             |             | \$82,667.46 | \$40,195.02  | \$113,663.26 | \$27,059.74  | \$126,798.54 | -\$44,131.08         |
| December          | \$82,667.46  |             |             | \$82,667.46 | \$126,798.54 | \$4,278.45   | \$25,627.01  | \$105,449.98 | -\$22,782.52         |
| <b>Totals</b>     |              | \$34,440.40 | \$57,222.92 |             |              | \$357,766.88 | \$358,528.12 |              | <b>-\$106,211.22</b> |

| CAPITAL ACCOUNT | 2024         |          |            |              | 2023         |              |             |              | Change from         |
|-----------------|--------------|----------|------------|--------------|--------------|--------------|-------------|--------------|---------------------|
|                 | Beg Bal      | Receipts | Expenses   | Ending Bal   | Beg Bal      | Receipts     | Expenses    | Ending Bal   | Prior Year          |
| January         | \$122,004.37 | \$21.65  | \$2,379.26 | \$119,646.76 | \$20,127.59  | \$37,224.69  | \$134.98    | \$57,217.30  | \$62,429.46         |
| February        | \$119,646.76 | \$18.76  | \$1,315.00 | \$118,350.52 | \$57,217.30  | \$8.68       | \$472.25    | \$56,753.73  | \$61,596.79         |
| March           | \$118,350.52 |          |            | \$118,350.52 | \$56,753.73  | \$9.58       | \$436.00    | \$56,327.31  | \$62,023.21         |
| April           | \$118,350.52 |          |            | \$118,350.52 | \$56,327.31  | \$7,008.48   | \$3,792.05  | \$59,543.74  | \$58,806.78         |
| May             | \$118,350.52 |          |            | \$118,350.52 | \$59,543.74  | \$10.54      | \$1,690.12  | \$57,864.16  | \$60,486.36         |
| June            | \$118,350.52 |          |            | \$118,350.52 | \$57,864.16  | \$1,079.56   | \$0.00      | \$58,943.72  | \$59,406.80         |
| July            | \$118,350.52 |          |            | \$118,350.52 | \$58,943.72  | \$9.88       | \$0.00      | \$58,953.60  | \$59,396.92         |
| August          | \$118,350.52 |          |            | \$118,350.52 | \$58,953.60  | \$17,073.43  | \$19,029.52 | \$56,997.51  | \$61,353.01         |
| September       | \$118,350.52 |          |            | \$118,350.52 | \$56,997.51  | \$8.98       | \$0.00      | \$57,006.49  | \$61,344.03         |
| October         | \$118,350.52 |          |            | \$118,350.52 | \$57,006.49  | \$113,144.16 | \$37,409.26 | \$132,741.39 | -\$14,390.87        |
| November        | \$118,350.52 |          |            | \$118,350.52 | \$132,741.39 | \$7,021.47   | \$13,433.82 | \$126,329.04 | -\$7,978.52         |
| December        | \$118,350.52 |          |            | \$118,350.52 | \$126,329.04 | \$19.71      | \$4,344.38  | \$122,004.37 | -\$3,653.85         |
| <b>Totals</b>   |              | \$40.41  | \$3,694.26 |              |              | \$182,619.16 | \$80,742.38 |              | <b>-\$20,127.59</b> |

**Comments:**

1. The cash balance in the Operating account is \$82,000. Funds from the Town, Village and WACS (\$22,250 total) in Feb We still await ERTC funds.
2. The cash balance in the Capital account is \$118,000.  
The Kitchenette remodel is near completion with only an oven and countertops to purchase.

**PATTERSON LIBRARY**

**Treasurer's Report**

**2024 Budget Summary - Through February 29, 2024**

| BUDGET SUMMARY               | 2024 Actual        |                    | 2024                |                     | 2023                |                     |
|------------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
|                              |                    | YTD                | Budget              | Remaining           | Budget              | Actual              |
| <b>INCOME</b>                |                    |                    |                     |                     |                     |                     |
| Local Public Funding         |                    | \$22,250.00        | \$99,000.00         | \$76,750.00         | \$98,000.00         | \$98,500.00         |
| State Funding                |                    | \$206.90           | \$2,000.00          | \$1,793.10          | \$2,000.00          | \$2,067.60          |
| CCLS Funding                 |                    |                    | \$7,000.00          | \$7,000.00          | \$5,000.00          | \$4,737.00          |
| Endowment Draws-Operating    |                    |                    | \$148,000.00        | \$148,000.00        | \$142,000.00        | \$142,000.00        |
| Gifts and Memorials          | \$3,117.91         |                    | \$18,000.00         | \$14,882.09         | \$17,000.00         | \$21,543.39         |
| Fundraisers                  |                    |                    | \$15,000.00         | \$15,000.00         | \$15,000.00         | \$26,400.54         |
| ERTC                         |                    |                    | \$60,000.00         | \$60,000.00         |                     | \$2,350.00          |
| Patterson Society            | \$7,925.00         |                    | \$17,000.00         | \$9,075.00          | \$15,000.00         | \$13,730.00         |
| Earned Income                | \$940.59           |                    | \$5,100.00          | \$4,159.41          | \$6,600.00          | \$6,151.15          |
| Prior year roll over         |                    |                    | \$47,900.00         | \$47,900.00         |                     | \$35,000.00         |
| Penny/Caruso Gift/Grants/Art |                    |                    | \$7,000.00          | \$7,000.00          |                     | \$5,287.20          |
| <b>Operating Income</b>      |                    | <b>\$34,440.40</b> | <b>\$426,000.00</b> | <b>\$391,559.60</b> | <b>\$300,600.00</b> | <b>\$357,766.88</b> |
| Endowment Draws-Capital      |                    |                    | \$16,000.00         | \$16,000.00         | \$14,000.00         | \$14,000.00         |
| Interest                     | \$40.41            |                    |                     |                     |                     |                     |
| Capital Income Grants        |                    |                    | \$86,304.00         | \$86,304.00         | \$3,000.00          | \$168,599.72        |
| Capital Grants and Gifts     |                    |                    | \$1,000.00          | \$1,000.00          |                     |                     |
| Prior year roll over         |                    |                    | \$96,696.00         | \$96,696.00         |                     |                     |
| <b>Capital Income</b>        |                    | <b>\$40.41</b>     | <b>\$200,000.00</b> | <b>\$200,000.00</b> | <b>\$17,000.00</b>  | <b>\$182,599.72</b> |
| <b>TOTAL INCOME</b>          |                    | <b>\$34,480.81</b> | <b>\$626,000.00</b> |                     | <b>\$317,600.00</b> | <b>\$540,366.60</b> |
| <b>EXPENSES</b>              |                    |                    |                     |                     |                     |                     |
| Personnel Costs              | \$41,678.97        |                    | \$278,710.00        | \$237,031.03        | \$263,305.00        | \$257,596.66        |
| Library Materials            | \$5,682.49         |                    | \$22,175.00         | \$16,492.51         | \$19,550.00         | \$23,370.72         |
| Supplies and Maintenance     | \$8,555.56         |                    | \$52,615.00         | \$44,059.44         | \$49,945.00         | \$61,993.21         |
| Fundraising Expenses         |                    |                    | \$2,600.00          | \$2,600.00          | \$2,600.00          | \$6,517.02          |
| Program Costs                | \$1,305.90         |                    | \$9,900.00          | \$8,594.10          | \$9,600.00          | \$9,223.29          |
| <b>Operating Expenses</b>    | <b>\$57,222.92</b> |                    | <b>\$366,000.00</b> | <b>\$308,777.08</b> | <b>\$345,000.00</b> | <b>\$358,700.90</b> |
| Building                     | \$3,694.26         |                    | \$28,000.00         | \$24,305.74         | \$25,899.00         | \$41,384.00         |
| Special projects             |                    |                    | \$172,000.00        |                     |                     |                     |
| Equipment/Transfer           |                    |                    |                     | \$0.00              | \$25,101.00         | \$35,000.00         |
| <b>Capital Expenses</b>      | <b>\$3,694.26</b>  |                    | <b>\$200,000.00</b> | <b>\$24,305.74</b>  | <b>\$51,000.00</b>  | <b>\$76,384.00</b>  |
| <b>TOTAL EXPENSES</b>        | <b>\$60,917.18</b> |                    | <b>\$566,000.00</b> |                     | <b>\$396,000.00</b> | <b>\$435,084.90</b> |

**Comments:**

1. Operating revenue is as expected
2. Off to a great start for Patterson Society
3. Operating expenses for Jan-Feb are as expected
3. We await receipt of projected Employee Retention Tax Credit will be \$65,876.39
4. Capital expenses for building will be sizeable in 2024 with work being done but state grant received already.

| ENDOWMENT ACCOUNT SUMMARY | 2024           |                 |                 |                 | 2023           |                |
|---------------------------|----------------|-----------------|-----------------|-----------------|----------------|----------------|
|                           | Ending Balance | MTM Change      | YTD Change      | 12-Mo. Change   | Ending Balance | YTD Change     |
| January                   | \$4,483,409.16 | \$9,763.35      | \$9,763.35      | \$1,052,661.88  | \$3,430,747.28 | \$166,708.48   |
| February                  | \$4,495,484.86 | \$12,075.70     | \$21,839.05     | \$1,182,479.38  | \$3,313,005.48 | \$48,966.68    |
| March                     |                | -\$4,495,484.86 | -\$4,473,645.81 | -\$3,432,338.73 | \$3,432,338.73 | \$168,299.93   |
| April                     |                | \$0.00          | -\$4,473,645.81 | -\$3,416,700.12 | \$3,416,700.12 | \$152,661.32   |
| May                       |                | \$0.00          | -\$4,473,645.81 | -\$4,139,948.48 | \$4,139,948.48 | \$875,909.68   |
| June                      |                | \$0.00          | -\$4,473,645.81 | -\$4,208,638.10 | \$4,208,638.10 | \$944,599.30   |
| July                      |                | \$0.00          | -\$4,473,645.81 | -\$4,256,304.83 | \$4,256,304.83 | \$992,266.03   |
| August                    |                | \$0.00          | -\$4,473,645.81 | -\$4,179,784.87 | \$4,179,784.87 | \$915,746.07   |
| September                 |                | \$0.00          | -\$4,473,645.81 | -\$4,032,929.40 | \$4,032,929.40 | \$768,890.60   |
| October                   |                | \$0.00          | -\$4,473,645.81 | -\$3,967,638.92 | \$3,967,638.92 | \$703,600.12   |
| November                  |                | \$0.00          | -\$4,473,645.81 | -\$4,128,310.17 | \$4,128,310.17 | \$864,271.37   |
| December                  |                | \$0.00          | -\$4,473,645.81 | -\$4,473,645.81 | \$4,473,645.81 | \$1,209,607.01 |

**Comments:**

1. For the calendar year 2024 the endowment is up \$22,000 from beginning of 2024.

**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.

# Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on March 21, 2024

## Administrative News

- **Annual Report** was submitted for to CCLS for review. CCLS staff have made appropriate changes and will send on the report to NYS.
- The Library will begin distribution of free **eclipse glasses** beginning on April 2<sup>nd</sup> for the April 8<sup>th</sup> annular eclipse with a limit of two per person. CCLS submitted a press release which was published and only explains that we have glasses, not any details. We currently have 1,000 pairs. Another 1,000 glasses were requested from CCLS and the county, but arrival date is uncertain.
- Approximately \$8,800 in checks were received from the **NYS unclaimed funds** office. Those funds were earmarked for the "Patterson Library Endowment", and directly deposited into that account.
- A grant application was submitted to the **Hultquist Foundation** requesting \$23,000 to upgrade the framing materials on the Poster Collection for conservation purposes, and to reprint the 1976 Poster Catalog.
- A Letter of Intent to apply for a **Preservation Opportunity Fund** Grant to the Preservation League of NYS was also submitted. This project is the plaster repair and restoration of our entry's portico. This project is quoted at \$23,900.

## Facility News

- The Executive Committee corresponded this week and after consulting with Building and Grounds they approved a quote for **data infrastructure and cabling upgrades**. The project total is roughly \$40,000, but since it's e-Rate eligible the cost to us will be under \$7,000. CCLS is contracted for this year's e-Rate work with Advent who are scheduled to begin work on April 2nd.
- Alongside this project I approved the purchase of a **WAP (Wireless Access Point)** for the front of building to push our wi-fi signal farther out from the building. This will be at E-Rate prices and only cost us \$150 for \$1,000 worth of product.
- I received a patron complaint about the lack of a diaper **changing table** in the men's restroom. S. Rudnicki and T. Roets installed the table for us.
- **Carpet quotes** were requested from Pucchi's in Fredonia, Home Base in Fredonia, and H.C.H. in Jamestown. Rough quotes have arrived from these companies, but samples have yet to be ordered.

## Fundraising News

- **Patterson Society Memberships** with donations for 2024 currently consist of 64 members and \$18,565 in funds.
- Solicitations for grocery stores for **Patterson After Dark** (May 11, 2024) were submitted. To date we have received a \$100 gift card from Wegmans.

## Programming News

Adult Program News-- N. Nixon Ensign

### January

- **Book Clubs-**
  - 1/1 The *Best Sellers Book Club* did not meet in January. This is a patron-led group.
  - 1/17 The *Mystery Book Club* read In the Bleak of Midwinter by Julia Spencer-Fleming. There were five in attendance. The book was so much enjoyed that two of the members went on to read her other books. Nancy led the book discussion.
- 1/9 *What's Your Word* with Carolyn S. Thomas- This was a patron-led program with 5 people in attendance. It was also, a part two from last year's workshop. The patrons lived their 365 days with their selected words. For example, my word last year was "curate".
- 1/11 Author Ruth Correll discussed her book Watching God Woo the World. This guidebook features more than seventy selected Bible stories of the all-encompassing human male and female linkages in the family of origin, sexual encounter(s), and other functional affiliations in the wider community. The author also brought "food from the bible" to a group of 12 patrons.
- 1/12 The Women of NPAA in the Octagon Gallery. 23 artists submitted their works. 35 artists and patrons in attendance with this gorgeous exhibition of textiles, painting, and digital artistry. The attendance was surprisingly high considering the horrible weather that evening.
- 1/26 Leigh Chapman, a Buffalo Art Teacher, installed her artwork along with her mother's into the walls of the stacks. Leigh had a small reception on Saturday from 11-1 pm with 6 people in attendance.

### February

- **Book Clubs-**
  - 2/6 The *Best Sellers Book Club* read The Bookbinder by Pip Williams. This group is reconsidering its mission and interest in maintaining the book discussions.
  - 2/21 The *Mystery Book Club* read The Last Devil to Die by Richard Osman. There were four in attendance. This was his fourth book and we made a group decision to read more debut novels instead of a series. I have asked our group to select a book that meets our mission with great professional reviews, more than three in the CCLS, and a stand-alone novel.
- 2/13 Margaret Lisa, a holistic instructor, taught *Soul Writing* to 4 patrons in the meeting room upstairs. *Soul Writing* is an informal process of writing that involves guided meditation with deep reflective questioning and will help you to access new levels of understanding, awareness, wisdom and answers from the super-conscious part of your mind.
- 2/16 Melissa Meyers "A Retrospective" in the Octagon Gallery. 35 people were in attendance for this retrospective solo exhibition of works from 1994- present day.
- 2/21 Open Mic Program with Teens and Adults. This program was joined by Lauren's teens in hopes of increased attendance and participation. Microphones and stands from LSCFA were on loan for this event. Although it was a perfect setup and venue, only 10 patrons were in attendance.

- 2/28 Carl Williams dropped off a small collection of African American prints for "Art in the Stacks" for African American History Month. These 8 works are from famous artists and are a lovely example of African American works spanning four decades from realism to abstract expressionism.

## Youth Program News-- L. Abbott

### January

- This month we had four twelve and thirteen-year olds come in – one was a regular with a friend I’d seen before, and two were new. When the two new kids saw that we had computers, video games, and a regular Dungeons and Dragons program, he said “This place is paradise!” A good thumbs up from a hard-to-please audience.
- We have offered Summer Reading t-shirts to our Children’s Area volunteers (Nancy’s idea) and everyone loved it! I’m so glad we could help them feel appreciated.
- After two years of volunteering here at the library, my husband, Taylor Abbott is turning over the Dungeons and Dragons program to our new volunteer, Eric. This program continues to be one of our most successful programs, and it involves hours of prep work and runs for 3-4 hours every time. Our volunteers are amazing!

| Program Date | Event Type              | Event SubType     | Name of Program             | Age Group | Total Attendance |
|--------------|-------------------------|-------------------|-----------------------------|-----------|------------------|
| 1/6          | Dungeons and Pattersons |                   | Dungeons and Pattersons     | 13-18     | 8                |
| 1/17         | Zoom Room               |                   | Zoom Room                   | 0-2       | 12               |
| 1/18         | Story Time              | Appleseed         | Mittens                     | 3-6       | 17               |
| 1/19         | Story Time              | Read and Relax    | Mittens                     | 3-6       | 50               |
| 1/23         | Story Time              | Family Story Time | Snow Tracks, 3D diamond art | 3-6       | 9                |
| 1/24         | Zoom Room               |                   | Zoom Room                   | 0-2       | 25               |
| 1/26/24      | PTAB                    |                   | PTAB Kickoff Party          | 13-18     | 0                |
| 1/26/2024    | Story Time              | Read and Relax    | Elephants, memory books     | 3-6       | 22               |

### February

- Craft activities and launchpads (simple tablets with educational games) were well received
- Sunny weather means less story time attendance, but we’ve had enough to run story time every week, which is a big deal! We also had two caregivers who really enjoyed doing blackout poetry as the adult activity. They’ve picked out some future activities, which is so nice for planning purposes. They want to start a little book club.
- Megan gave a great rundown of library skills for our home school book club. The parents had requested that, so it was great to provide that service!
- We’ve rearranged and organized extensively, and the children’s area is looking great! SO grateful for the Hands’ help – thank you!!

| Date      | Program                 | Details                             | Age focus | Attendance |
|-----------|-------------------------|-------------------------------------|-----------|------------|
| 2/2       | Story Time              | Snow Tracks                         | 3-6       | 28         |
| 2/3       | Dungeons and Pattersons |                                     | 13-18     | 5          |
| 2/6       | Book Club               | Information literacy                | 7-12      | 7          |
| 2/7       | Zoom Room               | Zoom Room                           | 0-2       | 17         |
| 2/9/24    | Story Time              | Airplanes                           | 3-6       | 4          |
| 2/13/24   | Story Time              | Afternoon Story time: Love          |           | 3          |
| 2/14      | Zoom Room               | Zoom Room                           | 0-2       | 22         |
| 2/16/2024 | Story Time              | Love, blackout poetry               | 3-6       | 10         |
| 2/21/24   | Performance             | Open Mic Night                      | 13-18     | 8          |
| 2/21/2024 | Zoom Room               | Zoom Room                           | 0-2       | 20         |
| 2/22/2024 | Movie Viewing           | Paw Patrol: The Mighty Movie (2023) | 3-6       | 11         |
| 2/23/24   | Story Time              | Big & Little, activity planning     | 3-6       | 7          |

### By the Numbers:

|                             | January 2024 | January 2023 |
|-----------------------------|--------------|--------------|
| Adult Book Circulation      | 805          | 822          |
| Children's Book Circulation | 906          | 649          |
| Downloadable/Streaming      | 473          | 474          |
| Other Circulation           | 650          | 715          |
| All Items Circulation       | 2834         | 2660         |
| Visits                      | 2244         | 1597         |
| Reference Questions         | 94           | 78           |

|                             | February 2024 | February 2023 |
|-----------------------------|---------------|---------------|
| Adult Book Circulation      | 813           | 625           |
| Children's Book Circulation | 980           | 522           |
| Downloadable/Streaming      | 452           | 421           |
| Other Circulation           | 664           | 729           |
| All Items Circulation       | 2909          | 2705          |
| Visits                      | 2241          | 1362          |
| Reference Questions         | 92            | 65            |



# Sexual Abuse Prevention Policy Draft 2024

**Introduction:** The Patterson Library is committed to providing a safe and secure environment for all patrons, particularly minor children and vulnerable adults. As part of our commitment to safety, this Abuse Prevention Policy is designed to prevent sexual grooming by staff and volunteers, thereby safeguarding the well-being and dignity of all individuals who utilize our services.

**Scope:** This policy applies to all staff members, volunteers, and individuals associated with the Patterson Library who interact with minor children and vulnerable adults as part of their duties or responsibilities.

## Policy Statement:

- Zero Tolerance for Sexual Grooming:** The Patterson Library has zero tolerance for any form of sexual grooming by staff members or volunteers. Sexual grooming is defined as any behavior or conduct, whether intentional or unintentional, that seeks to establish an emotional connection with a minor child or vulnerable adult for the purpose of sexual exploitation or abuse.
- Clear Boundaries:** All staff members and volunteers must maintain clear and appropriate boundaries in their interactions with minor children and vulnerable adults. Any behavior that blurs the lines of professional boundaries or creates ambiguity in the relationship between staff/volunteers and patrons is strictly prohibited.
- Prohibited Behaviors:** The following behaviors are strictly prohibited and will result in disciplinary action, up to and including termination of employment or dismissal of volunteer status:
  - Engaging in any form of physical, emotional, or psychological manipulation aimed at building trust or exerting control over a minor child or vulnerable adult.
  - Using gifts, favors, or special privileges to manipulate or exploit the trust of a minor child or vulnerable adult.
  - Initiating or maintaining secret or private communication channels with a minor child or vulnerable adult without the knowledge or consent of their parent or guardian.
  - Engaging in inappropriate or sexually suggestive conversations, jokes, or gestures with a minor child or vulnerable adult.
  - Spending excessive amounts of time alone with a minor child or vulnerable adult outside of library-sanctioned activities or programs.
- Training and Awareness:** The Patterson Library will annually review this policy with staff members and volunteers to educate them about the signs and consequences of sexual grooming. Training will also include guidance on maintaining appropriate

boundaries and responding to situations where grooming behavior is suspected or observed.

5. **Reporting Procedures:** All staff members and volunteers have a duty to report any concerns or suspicions of sexual grooming to the Library Director or designated authorities immediately. Reports will be treated with confidentiality and sensitivity, and appropriate action will be taken to address the situation in accordance with established policies and procedures.
6. **Background Checks:** All prospective staff members and volunteers who will have direct contact with minor children or vulnerable adults must undergo background checks, or sign an affidavit confirming that the individual has not been accused or convicted of any crimes.

*Library staff and volunteers are NYS voluntary reporters (not mandated reporters) and have the right to contact the State Central Registry (SCR) or any other agency concerning the abuse or maltreatment of children or vulnerable adults.*

#### **Minor Services**

State Central Registry (SCR) 800-342-3720. <https://ocfs.ny.gov/programs/cps/>

#### **Adult Services**

Chautauqua County (APS) 716-753-4447. <https://ocfs.ny.gov/programs/adult-svcs/aps/>

**Conclusion:** The Patterson Library is committed to fostering a culture of safety, trust, and respect for all individuals, especially those who may be vulnerable to abuse or exploitation. By adhering to the principles outlined in this Abuse Prevention Policy, we strive to create an environment where everyone feels valued, protected, and empowered to thrive.

This policy is subject to periodic review and updates to ensure compliance with evolving best practices and legal requirements related to abuse prevention and child protection.

# Volunteer Policy Draft 2024

## 1. Introduction

Patterson Library values the contributions of volunteers who generously donate their time and skills to support our mission and enhance the services we provide to our community. Volunteers' time, energy and goodwill are invaluable assets to our library and the community. This Volunteer Policy outlines the guidelines and expectations for individuals interested in volunteering at the library.

Volunteers may assist with library tasks, special projects, events or programs. Sometimes they may perform tasks which free a staff member to assist a patron or to tend to a pressing issue. Library staff or more experienced volunteers will oversee and direct new recruits. Further, the library staff looks forward to mining the talents, experience and creativity of volunteers to enrich and expand our programs, displays and organization.

## 2. Volunteer Eligibility

- Prospective volunteers must complete a **Volunteer Application** provided by the library.
- All volunteers are subject to a screening process, which may include background checks, as deemed necessary by the library.
- Volunteers who are minors must have a parent or guardian fill out a **Guardian Permission to Volunteer** form.
- Volunteers will be accepted based on the library's needs. Completion of an application does not guarantee an immediate placement.

## 3. Volunteer Opportunities

- Volunteer opportunities at Patterson Library may include but are not limited to:
  - Shelving and organizing library materials
  - Assisting with library programs and events
  - Providing technology assistance to patrons
  - Helping with administrative tasks
  - Supporting outreach, community engagement initiatives, or fundraisers

## 4. Volunteer Expectations

- Volunteers are expected to adhere to the library's policies and procedures, including confidentiality guidelines.
- Volunteers must maintain a professional and respectful attitude towards library staff, patrons, and fellow volunteers.

- Volunteers are responsible for fulfilling their assigned duties and adhering to agreed-upon schedules. If unable to fulfill their commitment, volunteers are expected to provide advance notice whenever possible.
- Volunteers must dress appropriately for the tasks assigned and conduct themselves in a manner that reflects positively on the library.
- Volunteers should log their service time and activities regularly.

## 5. Volunteer Training and Orientation

- All volunteers will receive appropriate training and orientation sessions to familiarize themselves with library procedures, safety protocols, and their specific roles and responsibilities.
- Training sessions may cover topics such as customer service, shelving techniques, library technology, and emergency procedures.

## 6. Supervision and Support

- Volunteers will be assigned a supervisor or point of contact who will provide guidance, support, and feedback throughout their volunteer experience.
- Volunteers are encouraged to raise any concerns, questions, or suggestions with their supervisor or the Library Director.
- Volunteers are expected to adhere to safety guidelines and report any accidents, injuries, or incidents to their supervisor immediately.

## 7. Termination of Volunteer Service

- Volunteer service may be ended at any time, by decision of the volunteer, their guardian or the Library Director.
- Examples of reasons the library might end a volunteer's service include (but are not limited to) individuals who violate library policies, engage in misconduct, or fail to fulfill their commitments.
- Volunteers may also choose to resign from their positions by providing notice to the Library Director or designated supervisor.

## 8. Compensation

- Volunteers will not be used to replace current staff.
- Volunteers will not receive any form of payment, medical or health benefits, accident or worker's compensation.
- Patterson Library values the contributions of its volunteers and will endeavor to recognize their efforts through various means, such as volunteer appreciation events and letters of appreciation.

- Volunteers may also receive acknowledgment of their service on the library's website or in promotional materials, with their consent.
- Volunteers who provide 10 or more service hours during the course of a year are considered Patterson Society Members.

## 9. Confidentiality

- Volunteers are required to maintain the confidentiality of patron information and library records, in accordance with library policies and state regulations.

## 10. Policy Acknowledgment

- All volunteers are required to read, understand, and acknowledge their acceptance of this Volunteer Policy before commencing their service at Patterson Library.

## Conclusion

Patterson Library is grateful for the dedication and commitment of its volunteers, whose contributions enrich the library experience for patrons and staff alike. By adhering to the principles outlined in this Volunteer Policy, we aim to create a positive and rewarding volunteer experience while fulfilling our mission of serving the community.

# Vulnerable Adult Policy Draft

Patterson Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults\* in and around the Library. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

**Standards and Procedures:** It is up to the discretion of the library staff to determine if vulnerable adults are capable or incapable to be left unattended in the Library. The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

**Capable Vulnerable Adults:** Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcome to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Library's Patron Code of Conduct Policy. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency. Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's: health or safety is in doubt, behavior disturbs other Library users, actions violate any of the Library's policies.

**Incappable Vulnerable Adults:** Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times. Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate adult if necessary. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police.

**Library staff reserve the right to contact the Chautauqua County Health Department for concerns involving the safety and well-being of vulnerable adults or the elderly at 716-363-4447.**

*\* A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for their personal needs and manage their behavior without assistance.*

# Volunteer Application



PATTERSON  
LIBRARY

## YOUR CONTACT INFORMATION

First Name  Last Name

Address

City/State  Zipcode

Phone  Email

Preferred Pronouns

Preferred Contact Method

Phone Call

Email

Text Message

## AVAILABILITY

Please note when you could begin and any scheduling needs.

Regularly

Periodically

Single Event Only

## VOLUNTEER INTEREST

Would you be interested in any of these tasks?

Shelf organizer

Helping Hands (Facility Maintenance)

Children's program assistance

Fundraising Events

Computer coach

Archives assistance

Gardening

Others, \_\_\_\_\_

Are you comfortable using a computer?  No  Yes

As you envision being a volunteer, what service do you hope to provide?

Do you have any special interests or skills, or duties you do not wish to perform?

**Flip page to continue.**

**EMERGENCY CONTACT**

|            |                      |              |                      |
|------------|----------------------|--------------|----------------------|
| First Name | <input type="text"/> | Last Name    | <input type="text"/> |
| Address    | <input type="text"/> |              |                      |
| City/State | <input type="text"/> | Zipcode      | <input type="text"/> |
| Phone      | <input type="text"/> | Relationship | <input type="text"/> |

**IN SIGNING THIS FORM,** you indicate that you have read and agree to the Patterson Library Volunteer Policy, understand that this would be an unpaid position and that submission of this application does not guarantee placement. A volunteer’s service may be ended at any time by the volunteer or the Library Director.

Applicant’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Please add any extra comments here:



# Guardian Permission to Volunteer



PATTERSON  
LIBRARY

*For minors (under age 18) seeking to volunteer regularly or for service hour credit.*

Minor Volunteer's Name \_\_\_\_\_

Guardian's Name \_\_\_\_\_

I understand:

- my child wishes to become a volunteer at Patterson Library
- that in such a role, they will not be compensated financially or in any other manner for their volunteer time
- they are not an employee, so not entitled to any benefits provided to paid staff
- should they apply for any future job openings, the Patterson Library is under no obligation to hire them
- my child's volunteer service can be terminated at any time and for any reason by myself, my child or the Library Director, with or without notice
- as a volunteer, my child agrees to follow the Patterson Library Code of Conduct and any library policies relating to this role
- my child's obligation of confidentiality to the library's patrons and staff
- they are forbidden to remove or make copies of any records, reports or documents for any use
- my child is under no obligation to perform duties they feel may be outside the scope of their physical abilities or which they consider hazardous to their health or well-being

**My child, as a volunteer at Patterson Library, agrees to perform their duties in a professional manner, acting in the best interests of the library both in the building and in the community.**

Minor Volunteer's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Legal Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_