

Library Board of Trustees
February Finance Committee Meeting Agenda
Monday, February 10, 2025
5:00 pm at the Stevens Memorial Community Library

- A. Budget – review draft
- B. Deputy Treasurer – update
- C. EIN Issue
- D. Computers
- E. Any Buildings and Grounds Issues
 - a. Flag
 - b. Trash

Refer to Full Board for any Motion(s)

Discuss next date for Finance

Library Board of Trustees
February Regular Board Meeting Agenda
Monday, February 10, 2025
6:00 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda

MOTION:

V. . Approval of Minutes from January 2025

- need to add in assistant treasurer name to January Minutes:

Katie Kennedy moved to appoint Ursula Bliss to the position of Treasurer Assistant, with a start date of 1/13/2025, at an hourly rate of \$15.50, for a maximum of 10 hours per week. Barb Helak seconded, and the motion passed unanimously.

MOTION: to approve minutes with the above change

VI. Approval of Expenditures- Treasurer Reports

MOTION:

VII. . Director's Report (attached)

VIII. Old Business

- A. Discuss PTO Letters
- B. Holiday pay new policy from January
- C. Staff number/safety
- D. Assistant to Frank /Treasurer update
- E. Memorial donations- Leah Robinson (update)
- F. EIN issue – work with Counsel – sent form to OWWL to keep process moving
- G. Computer update – discuss number and kind (laptop v. desk top)

IX. New Business

- A. New Director Search
- B. Maintenance Person Search
- C. Budget for 2025-2026
- D. Set Dates for next Finance and Personnel committee meetings
- E. Salting/Shoveling/Safety of entrances
- F. Discussion from last month: change in By-Laws to move Public Comment to start of meeting (limit 3 minutes per person, as suggested in recent trustee training session and new Open Meetings Policy) Redline and clean copies attached.

a. **MOTION:**

G. RESOLUTION – Exceed Tax Cap 2025-2026

- a. Whereas, the adoption of the 2025-2026 budget for the Stevens Memorial Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and
- b. Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it
- c. **MOTION:** Resolved, that the Board of Trustees of the Stevens Memorial Community Library voted and approved to exceed the tax levy limit for 2025-2026 by at least the sixty percent of the board of trustees as required by state law on February 11, 2025

X. Public Comments (will move to beginning (after approval of agenda) next month if the change in the by-laws is approved)

XI. Adjourn

MOTION:

Next Board Meeting March 10, 2025 @ 6:00

Next Finance:

Next Personnel: March 31, 2025 @ 5:00 PM

Minutes to Approve

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
January 13, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Sandy Eck, called the meeting to order at 6:03 PM. Also present were:

Trustees: Jennifer Wilkinson, Amanda Conlin, Frank White (treasurer), Barb Helak, , Katie Kennedy, and Sandy Eck. (Absent was, Lori Kubik, Mike Morse).

Staff: Rachel Beck, Joanne (Jane) Shreder-Robinson, Jacob Seiferth were present, as well as members of the Public.

We did pledge to the flag.

1 Motion: Katie Kennedy moved to approve the agenda. Amanda Conlin seconded, and the motion passed unanimously.

2 Motion: Sandy Eck moved to approve the minutes (2 sets) from December). Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Barb Helak moved to approve the expenditures and the Treasurer Reports. Amanda Conlin seconded, and the motion passed unanimously.

4 Motion: Amanda Conlin moved to have Treasurer renew CDs at best rate available. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to approve the policies as attached to the meeting packet with the “Option 2” for Emergency Closings, and corrected typo in Nepotism policy. Jennifer Wilkinson seconded, and the motion passed unanimously.

6 Motion: Katie Kennedy moved to create/fill/hire for the position of Treasurer Assistant, as of 1/13/2025, at minimum wage, 10 hours per week. Barb Helak seconded, and the motion passed unanimously.

7 Motion: Katie Kennedy moved to approve the expenditure of finishing cleaning up the EIN issue (with any funds available) and to approve Sandy Eck signing the ST-119.4 to authorize counsel to finish the project. Jennifer Wilkinson seconded, and the motion passed unanimously.

8 Motion: Amanda Conlin moved to create/fill/hire for the position of Director, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include basic information on the Attica area and that the director adhere to the existing approved policies), at a range of \$60-65,000.00, 40 hours per week. Sandy Eck seconded, and the motion passed unanimously.

9 Motion: Barb Helak moved to create/fill/hire for the position of Maintenance Person, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include estimated number of hours per week), at minimum wage, Less than 15 hours per week. Katie Kennedy seconded, and the motion passed unanimously.

10 Motion: Katie Kennedy moved to approve dates of the 2025 meetings. Barb Helak seconded, and the motion passed unanimously.

11 Motion: Amanda Conlin moved to appoint Katie Kennedy to work on the computer update project with OWWL. Sandy Eck seconded, and the motion passed unanimously.

12 Motion: Sandy Eck moved to instruct the interim director that programming shall be limited to when the library is open at this time, that there will not be “new” programming while we search for the new director, and that she review the schedule and timesheets. Amanda Conlin seconded, and the motion passed unanimously.

13 Motion: Katie Kennedy moved to authorize the Board Secretary to have limited permissions for the SMCL website so as to be able to post meeting minutes and agendas. Barb Helak seconded, and the motion passed unanimously.

Public Comments were accepted.

14 Motion: Jennifer Wilkinson moved to adjourn the meeting at 7:27 PM. Barb Helak seconded, and the motion passed unanimously.

The next meeting will be held on:

February 10, 2025 5:00 pm for Finance, 6:00 for the Board meeting, both at the Library.

And March 31, 2025 at 5:00 PM for Personnel at in the Library.,

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Financial

Cash

Register

Receipts



Jan. 2025 receipts	1 FINES	2 OOSP	3-LOST & DAMAGED	4-MEM& GIFTS	5-BAGS & GIFTS	6-FRIENDS MEMB.	7 VIDEOS	8 RENO	9-BOOK SALES	10-COPIER & FAX	11 OTHER	12- FR RAFFLE	DAILY TOTALS
	1	2	3-LOST & DAMAGED	4-MEM& GIFTS	5-BAGS & GIFTS	6-FRIENDS MEMB.	7 VIDEOS	8 RENO	9-BOOK SALES	10-COPIER & FAX	11 OTHER	12- FR RAFFLE	DAILY TOTALS
	1	Holiday OFF	From	Work									\$ -
	2			\$410.00					\$3.50	\$9.50			\$ 423.00
	3			\$70.00						\$17.50			\$ 87.50
	4									\$0.75			\$ 0.75
	5												\$ -
	6			\$20.00					\$1.00	\$17.25			\$ 38.25
	7			\$70.00					\$1.00	\$10.00			\$ 81.00
	8			\$50.00						\$0.25			\$ 50.25
	9									\$1.75			\$ 1.75
	10			\$55.00						\$11.50			\$ 66.50
	11									\$3.00			\$ 3.00
	12												\$ -
	13			\$150.00						\$25.25			\$ 175.25
	14			\$125.00						\$20.75			\$ 145.75
	15			\$50.00						\$18.50			\$ 68.50
	16									\$13.25			\$ 13.25
	17			\$100.00						\$15.75			\$ 115.75
	18			\$30.00						\$4.50			\$ 34.50
	19												\$ -
	20	Holiday off	from	Work									\$ -
	21			\$95.00						\$2.50			\$ 97.50
	22								\$2.00	\$2.25			\$ 4.25
	23									\$14.25	\$103.00		\$ 117.25
	24								\$1.00				\$ 1.00
	25									\$2.00			\$ 2.00
	26	\$3.00								\$40.00	\$5.00		\$ 48.00
	27									\$6.00			\$ 6.00
	28									\$10.00			\$ 10.00
	29		\$16.00							\$10.00			\$ 26.00
	30			\$20.00						\$0.25			\$ 20.25
	31												\$ -
TOTAL	\$3.00	\$0.00	\$16.00	\$1,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.50	\$256.75	\$108.00	\$0.00	\$1,637.25
	1	2	3	4	5	6	7	8	9	10	11	12	TOTALS
													\$110.25
													\$1,637.25

STEVENS MEMORIAL COMMUNITY LIBRARY, Attica NY
 VOUCHER ABSTRACT JANUARY 2025

Invoices have been reviewed by Asst Library Director & Treasurer
 and are available for examination at the Library.



PAYEE	AMOUNT	CATEGORY	NOTES
BAKER & TAYLOR	\$177.46	BOOKS	CK # 6854, 6851, 6851
PLAYAWAY PRODUCTS	\$44.99	AUDIO BOOKS	CK # 6845
AMAZON (Chase)		BOOKS	
TOTAL BOOKS + DVDS	\$222.45		
NATIONAL GRID		ELECTRIC	CK # 68
NATIONAL FUEL	\$443.10	NATURAL GAS	CK # 6844
LEAF	\$174.73	TELECOMMUNICATION (VOICE OVER IP)	CK # 6848
THE HARTFORD	\$208.79	DISABILITY & PFL INSURANCE	CK # 6849
UTICA NATIONAL INSURANCE CO.	\$573.00	INSURANCE (COMMERCIAL Basic & Workers Comp)	CK # 6855
TOSHIBA FINACIAL SERVICES	\$212.19	BUILDING SERVICE CONTRACT	CK # 6856
VILLAGE OF ATTICA		BUILDING SERVICE CONTRACT (WATER & SEWER)	CK # 68
AMAZON CAPITAL SERVICES		LIBRARY & OFFICE SUPPLIES	CK # 68
RIANNON BECK	\$683.00	REEMBURSE FOR LOST CK # 20563 (Can 20563)	CK # 6853
SALOME HEATING	\$426.00	REPAIR HEATING SYSTEM	CK # 6851
ATTICA ACE HARDWARE	\$29.97	CUSTODIAL SUPPLIES (SALT/ICE MELT)	CK # 6847
PAYROLL	\$9,369.45	EMPLOYEES	
HEARTLAND PAYROLL SERVICES	\$262.88	ACCOUNTING Payroll Billing	
FICA	\$716.76		
TOTAL OPERATING	\$13,322.32		
TOTAL TO BE PAID	\$ 13,322.32		

MOTION TO APPROVE FOR PAYMENT _____
 MOTION SECONDED BY _____
 DATE OF BOARD MEETING: FEBRUARY 10, 2025



Stevens Memorial Community **Library**

1/12/2025 - 1/25/2025	Emplottee	HOURLY	TOTAL	
EMPLOYEE	Number	RATE	HOURS	GROSS PAY
Wyrwa, Diana	41	\$38.00	56.00	\$2,128.00
Beck, Rachel	25	\$16.80	71.50	\$1,201.20
PTO		\$16.80	0.0	\$0.00
White, Frank	23	\$15.50	0.0	\$0.00
Bliss, Ursala	42	\$15.50	2.0	\$31.00
Beck, Riannon	33	\$15.50	59.5	\$922.25
Shreder-Robinson, Joanne	29	\$15.50	82.5	\$1,278.75
Holiday		\$15.50	0.0	\$0.00
VanDerBeck, Keira	35	\$15.50	34.0	\$527.00
Wheeler, Cloe	36	\$15.50	72.0	\$1,116.00
Holiday		15.5		\$15.50
Seiferth, Jacob	40	\$15.50	43.5	\$674.25
Eustice, Alexis	39	\$17.50	79.0	\$1,382.50
Holiday		\$17.50	0.0	\$0.00
Holiday		\$17.50	0.0	\$0.00
Wilkinson, Abby	31	\$15.50	6.0	\$93.00
TOTALS			506.0	9369.45

Director Report

Director's Report

February 11, 2025

Annual Report –

Sections 1-10 completed. Financials being completed by Jeffrey Napieralski, CPA Will be fully submitted to Owwl by February 12.

Budget and Trustee Vote Preparation

- Tax Cap – resolution to exceed.
Tax cap form needs to be submitted online before March 1

- Budget vote and trustee election

Final budget approval including any increase to be voted on by the public presented to the Board in March

Proposed budget amount to school by March 25

Candidate names for Board trustee to school no later than April 14

Trustee election-names of candidates needed in March.

Other items

- Maintenance position
4 applicants to date. Final day to submit is Friday, February 7
Interviews will take place on Tuesday, February 12.
Approval for immediate start.

Library Director Position

Posted on NYLA, OWWL Library System, WNYLRC, RRLC

RESOLUTION – Exceed Tax Cap 2025-2026

Whereas, the adoption of the 2025-2026 budget for the Stevens Memorial Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Stevens Memorial Community Library voted and approved to exceed the tax levy limit for 2025-2026 by at least the sixty percent of the board of trustees as required by state law on February 11, 2025

REDLINED



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BYLAWS – last revised ~~December, 2022~~ and approved ~~January 2023~~ February 2025

Preamble

The Board of Trustees (“the Board”) of the Stevens Memorial Community Library (“the Library”), created under an absolute charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated April 20, 2010, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following bylaws.

Name of Organization

The name of the organization shall be Stevens Memorial Community Library.

Purpose

The purpose of the organization is to provide public library programs and service to the residents of the Attica Central School District, Village of Attica, County of Wyoming, and State of New York.

Fiscal

The fiscal year of the Library shall be July 1 – June 30.

Funding

Local public funding of the Library is determined by the voters of the Attica Central School District in a public vote that sets an annual tax levy on the taxable real property within the Attica Central School District.

Board of Trustees

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of seven (7) Trustees, each elected for terms of five (5) years by voters of the Attica Central School District. Newly elected Trustees will take office at the first meeting of the fiscal year. A quorum is four (4) Trustees.
- b. The term of each shall be five (5) years. No trustee shall hold office consecutively for more than two full five-year terms.
- c. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
- d. Absence from three consecutive meetings without notice shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Trustee in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Trustee in writing the conditions of this deferral.
- e. If a Trustee resigns or is dismissed, the Board will appoint a replacement Trustee to carry out the remainder of the former Trustee’s term. The Board may fill any vacancy for Trustee by

appointment for the unexpired term, however, that appointment will only be until the next annual election of trustees. The office of any trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. If any trustee fails to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of trustee continuing for more than one year, or any vacancy reducing the number of trustees to less than two-thirds of the full number may be filled by the regents.

- f. Each Trustee shall have one vote, regardless of office held.
- g. A Trustee must be present, in person or virtually, at a meeting to have their vote counted, unless an emergency vote is decided by the President in which a vote may be counted by another means such as by phone or e-mail.
- h. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

Officers

The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer. The President, Vice-President, and Secretary are elected and the Treasurer appointed by the Board at the Annual Meeting. These officers shall serve for a period of one year or until their successors have been duly elected or appointed. The duties of such officers shall be as follows:

- a. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting Trustee of all committees, and generally perform all duties associated with that office.
- b. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- c. The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
- d. The Treasurer shall not be a Trustee but shall serve as an ex-officio non-voting Trustee of the Board. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other Trustees of the Board as the Board may designate until a new appointment is made.

Director

The Board shall appoint a Director who shall be the Executive Officer of the policies of Board and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the building(s) and equipment; for the appointment, direction, and all personnel operations of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

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- a. Committees for specific purposes may be appointed by the President.
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Meetings

- a. Board meetings shall be held each month, the date and hour to be set by the Board.
- b. A special meeting by the Board may be called at any time by the President, or upon the request of three Trustees, for a specific purpose. No business may be transacted at such special meetings except the stated business.
- c. The Annual Meeting shall be held in April of each year.
- d. The internal operating and financial reports for the previous fiscal year shall be presented at the regular meeting in April.
- e. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent Trustee(s) of this specially called meeting.
- f. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, unless circumstances make an altered order more efficient:
 - I. Roll call of Trustees
 - II. Approval of agenda
 - III. Public Comments
 - ~~III-IV.~~ Disposition and approval of minutes of previous regular meeting and any intervening special meetings.
 - ~~IV-V.~~ Treasurer's Report
 - ~~V-VI.~~ Director's report
 - ~~VI-VII.~~ Committee Reports
 - ~~VII-VIII.~~ Unfinished business (old)
 - ~~VIII-IX.~~ New business
 - ~~IX-X.~~ Correspondence
 - ~~X.~~ Public comments
 - XI. Other
 - XII. Adjournment

Amendments

These bylaws may be amended, repealed, or added to, at a regular meeting of the Board by a simple majority vote of the Trustees present, but only after the substance of the proposed change has been submitted in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, with such suspension, to be valid, may be taken only at a meeting at which two-thirds of the Trustees of the Board shall be present and two-thirds of those present shall so approve.

Procedure

All procedures not specified herein shall be in accord with current Robert's Rule of Order.

Adopted by the Board of Trustees: ~~January 9, 2023~~ February 10, 2025

Clean copy



BYLAWS – last revised and approved February 2025

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- c. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
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refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. If any trustee fails to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of trustee continuing for more than one year, or any vacancy reducing the number of trustees to less than two-thirds of the full number may be filled by the regents.

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- h. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

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 - V. Treasurer's Report
 - VI. Director's report
 - VII. Committee Reports
 - VIII. Unfinished business (old)
 - IX. New business
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 - XI. Other
 - XII. Adjournment

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Procedure

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Adopted by the Board of Trustees: February 10, 2025

ANNUAL REPORT

Stevens Memorial Community Library Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	6400670320
1.2	Library Name	STEVENS MEMORIAL COMMUNITY LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Attica
1.6	Beginning Fiscal Reporting Year	07/01/2023
1.7	Ending Fiscal Reporting Year	06/30/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2023
1.12	Ending <u>Local</u> Fiscal Year	06/30/2024

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	146 MAIN STREET
1.15	City	ATTICA
1.16	Zip Code	14011
1.17	Mailing Address	146 MAIN STREET
1.18	City	ATTICA
1.19	Zip Code	14011
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(585) 591-2733
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(585) 591-3855
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	AtticaLibraryDirector@owwl.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	https://attica.owwl.org/
1.24	Population Chartered to Serve (per 2020 Census)	11,634
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	04/20/2010
1.30	Date the library was last registered	10/13/2009

1.31	Federal Employer Identification Number	331057765
1.32	County	WYOMING
1.33	School District	Attica Central
1.34	Town/City	Attica
1.35	Library System	OWWL Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	n/a
1.36b	President/CEO Phone Number	n/a
1.36c	President/CEO Email	n/a

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Diana
1.38	Last Name of Library Director/Manager	Wyrwa
1.39	NYS Public Librarian Certification Number	11475
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A
1.43	E-mail Address of the Director/Manager	AtticaLibraryDirector@owwl.org
1.44	Fax Number of the Director/Manager	(585) 591-3855
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the vote was held (mm/dd/2024) N/A

4. Was the vote successful? Y/N N/A

5. What type of public vote was it? N/A

6a. Most recent prior year approved appropriation from a public vote: N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Attica Central School District
2. Indicate the type of municipality or district holding the public vote School District
3. Date the last successful vote was held (mm/dd/yyyy) 05/16/2023
4. What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? \$204,939

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district Town of Darien
2. Is this a written contractual agreement? N
3. Population of the geographic area served by this contract 3010
4. Dollar amount of contract 3000
5. Enter the appropriate code for range of services provided (select one): Full
1. Name of contracting municipality or district Village of Alexander
2. Is this a written contractual agreement? N
3. Population of the geographic area served by this contract 518
4. Dollar amount of contract \$650

5. Enter the appropriate code for range of services provided (select one): Full

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	9,978
2.2	Adult Non-fiction Books	5,127
2.3	Total Adult Books (Total questions 2.1 & 2.2)	15,105
2.4	Children's Fiction Books	5,635
2.5	Children's Non-fiction Books	2,735
2.6	Total Children's Books (Total questions 2.4 & 2.5)	8,370
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	23,475

Other Print Materials

2.8	Total Uncataloged Books	187
2.9	Total Print Serials	207
2.10	All Other Print Materials	76
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	470
2.12	Total Print Materials (Total questions 2.7 and 2.11)	23,945

ALL OTHER MATERIALS

2.13	Audio - Physical Units	1,429
2.14	Video - Physical Units	3,030
2.15	Other Circulating Physical Items	41
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	4,500

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS	28,445
	(Total questions 2.12 and 2.16)	

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	1,619
2.19	All Other Print Materials	103
2.20	All Other Materials	385
2.21	Total Additions (Total questions 2.18 through 2.20)	2,107

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	41,000
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	1,517
3.3	Registered non-resident borrowers	214

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? N

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext

electronic scanning and reading software, such as OpenBook

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 90
Children Ages 0-5

3.17b Attendance at Sessions Targeted 973
at Children Ages 0-5

3.18a Number of Sessions Targeted at 3
Children Ages 6-11

3.18b Attendance at Sessions Targeted 32
at Children Ages 6-11

3.19a Number of Sessions Targeted at 13
Young Adults Ages 12-18

3.19b Attendance at Sessions Targeted 89
at Young Adults Ages 12-18

3.20a Number of Sessions Targeted at 19
Adults Age 19 or Older

3.20b Attendance at Sessions Targeted 260
at Adults Age 19 or Older

3.21a Number of General Interest 1
Program Sessions

3.21b Attendance at General Interest 35
Program Sessions

3.22 Total Sessions of Live Programs 126
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 1,389
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a Total Live Onsite Program 126
Sessions

3.24b Total Live Onsite Program 1,389
Attendance

3.25a Total Live Offsite Program 0
Sessions

3.25b Total Live Offsite Program 0
Attendance

3.26a Total Live Virtual Program 0
Sessions

3.26b Total Live Virtual Program 0
Attendance

3.27 Total Sessions of Live Programs 126
Categorized by Venue (sum of 3.24a,
3.25a, 3.26a)

3.28 Total Attendance at Live 1,389
Programs Categorized by Venue (sum of
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded 0
Program Presentations

3.30 Total Views of Prerecorded 0
Program Presentations within 30 Days

3.31 One-on-One Program Sessions 1

3.32 Attendance at One-on-One 1
Program Sessions

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? N
- 3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? Yes
- 3.34d Does your library use Twitter/X for promotion? No
- 3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

- 3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.36 Library outlets offering the summer reading program 1
- 3.37 Children registered for the library's summer reading program 47
- 3.38 Young adults registered for the library's summer reading program 21
- 3.39 Adults registered for the library's summer reading program 49
- 3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 117
- 3.41a Children's program sessions - Summer 2024 8

3.41b Children's program attendance - 216
Summer 2024

3.42a Young adult program sessions - 5
Summer 2024

3.42b Young adult program attendance 45
- Summer 2024

3.43a Adult program sessions - 12
Summer 2024

3.43b Adult program attendance - 99
Summer 2024

3.44 Total program sessions - 25
Summer 2024 (total 3.41a + 3.42a +
3.43a)

3.45 Total program attendance - 360
Summer 2024 (total 3.41b + 3.42b +
3.43b)

3.46 Did the library use the Summer Y
Reading at New York Libraries name
and/or logo?

3.47 Did the library use the Y
Collaborative Summer Library Program
(CSLP) Manual, provided through the
New York State Library?

COLLABORATORS

3.48 Public school district(s) and/or 1
BOCES

3.49 Non-public school(s) 0

3.50 Childcare center(s) 0

3.51 Summer camp(s) 0

3.52 Municipality/Municipalities 1

3.53 Literacy provider(s) 0

3.54 Other (describe using the State 0
note)

3.55 Total Collaborators (total 3.48 2
through 3.54)

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	90
3.57b	Focus on birth - school entry (kindergarten) attendance	973
3.58a	Focus on parents & caregivers sessions	1
3.58b	Focus on parents & caregivers attendance	25
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	91
3.61	Total Attendance	998
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	
b.	Public School District(s) and/or BOCES	
c.	Non-Public School(s)	
d.	Health care providers/agencies	
e.	Other (describe using the State note)	

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.64a Total group program sessions 3

3.64b Total group program attendance 15

3.65a Total one-on-one program sessions 1

3.65b Total one-on-one program attendance 1

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America)

b. Public School District(s) and/or BOCES

c. Non-Public Schools

d. Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

- 3.68a Children's program sessions
- 3.68b Children's program attendance
- 3.69a Young adult program sessions
- 3.69b Young adult program attendance
- 3.70a Adult program sessions
- 3.70b Adult program attendance
- 3.71 Total program sessions (total 0
3.68a + 3.69a + 3.70a)
- 3.72 Total program attendance (total 0
3.68b + 3.69b + 3.70b)
- 3.73a One-on-one program sessions
- 3.73b One-on-one program attendance
- 3.74 - Collaborators (check all that apply):
 - a. Literacy NY (Literacy Volunteers of America)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Other (describe using the Note)

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

- 3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.76a Total group program sessions 3
- 3.76b Total group program attendance 15
- 3.77a Total one-on-one program sessions 1
- 3.77b Total one-on-one program attendance 1

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	8,598
4.2	Adult Non-fiction Books	2,877
4.3	Total Adult Books (Total questions 4.1 & 4.2)	11,475
4.4	Children's Fiction Books	8,720
4.5	Children's Non-fiction Books	2,222
4.6	Total Children's Books (Total questions 4.4 & 4.5)	10,942
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	22,417

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	5,403
4.9	Circulation of Children's Other Materials	1,665
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	7,068
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	29,485
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

- | | | |
|-------|---|---|
| 4.14 | Total Reference Transactions | 657 |
| 4.14a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |
| 4.15 | Does the library offer virtual reference? | N |

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- | | | |
|------|--------------------------|-------|
| 4.16 | TOTAL MATERIALS RECEIVED | 4,767 |
|------|--------------------------|-------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- | | | |
|------|--------------------------|-------|
| 4.17 | TOTAL MATERIALS PROVIDED | 5,571 |
|------|--------------------------|-------|

E-RATE

- | | | |
|------|--|---------------------|
| 4.18 | Does the library file for E-rate benefits? | Y |
| 4.19 | Is the library part of a consortium for E-rate benefits? | Y |
| 4.20 | If yes, in which consortium are you participating? | OWWL Library System |

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to No
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York
State Library at no or minimal cost to
the library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to No
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to No
research databases purchased solely by
the library?

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 2,290

5.20 The total circulation of e-serials during the reporting period. 802

5.21 The total circulation of e-audio during the reporting period 3,572

5.22 The total circulation of e-videos during the reporting period. 41

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 40

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	0
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	3.00
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$58,500

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	0
6.19	Salary - Librarian	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

- | | | |
|---|---|---|
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. Provides programming to address community needs, as outlined in the library's long-range plan of service. | | |
| 10. Provides | | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | | |
| 12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | | |
| 13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | | |

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 40.00
Main Library

8.7 Minimum Weekly Total Hours - 0.00
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00
Bookmobiles

8.9 Minimum Weekly Total Hours - 40.00
Total Hours Open (Total questions 8.6 - 8.8)

8.10 Annual Total Hours - Main Library 2,080.00

8.11 Annual Total Hours - Branch Libraries 0.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total 2,080.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	STEVENS MEMORIAL COMMUNITY LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	146 MAIN STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	ATTICA
6.	Zip Code	14011
7.	Phone (enter 10 digits only)	(585) 591-2733
8.	Fax Number (enter 10 digits only)	(585) 591-3855
9.	E-mail Address	atticalibrarydirector@owwl.org
10.	Outlet URL	https://attica.owwl.org/
11.	County	WYOMING

12.	School District	Attica Central School District
13.	Library System	OWWL Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,080
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	72
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1823
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2017
25.	Square footage of the outlet	5,136
26.	Number of Internet Computers Used by General Public	4
27.	Number of uses (sessions) of public Internet computers per year	1,165
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	819
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	6400670320
38.	<i>FSCSID</i>	NY0554
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 12

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-15

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|----|----------------------------|-------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Amanda |
| 3. | Last Name of Board Member | Conlin |
| 4. | Mailing Address | 62 Jackson Street |
| 5. | City | Attica |
| 6. | Zip Code (5 digits only) | 14011 |
| 7. | E-mail address | amandabconlin@gmail.com |

- | | | |
|-----|---|----------------------|
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2029 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/08/2024 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/09/2024 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Michael |
| 3. | Last Name of Board Member | Morse |
| 4. | Mailing Address | 303 Main Street |
| 5. | City | Attica |
| 6. | Zip Code (5 digits only) | 14011 |
| 7. | E-mail address | keukaadew2@yahoo.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2025 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/13/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/14/2020

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Sandy

3. Last Name of Board Member Eck

4. Mailing Address 80 High Street

5. City Attica

6. Zip Code (5 digits only) 14011

7. E-mail address sneck28@yahoo.com

8. Office Held or Trustee President

9. Term Begins - Month July

10. Term Begins - Year (year) 2021

11. Term Expires June

12. Term Expires - Year (yyyy) 2026

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 06/12/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/06/2023
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Jennifer
3. Last Name of Board Member Wilkinson
4. Mailing Address 1222 Halls Corner Road
5. City Attica
6. Zip Code (5 digits only) 14011
7. E-mail address jwilkinson@wyoming.co.net
8. Office Held or Trustee Secretary
9. Term Begins - Month July
10. Term Begins - Year (year) 2022
11. Term Expires June
12. Term Expires - Year (yyyy) 2027
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/30/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2023
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Barbara

- | | | |
|-----|---|---------------------|
| 3. | Last Name of Board Member | Helak |
| 4. | Mailing Address | 74 Georges Drive |
| 5. | City | Attica |
| 6. | Zip Code (5 digits only) | 14011 |
| 7. | E-mail address | tycki51@yahoo.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2028 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 06/12/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/06/2023 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Lori |
| 3. | Last Name of Board Member | Kubik |
| 4. | Mailing Address | 885 Werner Road |
| 5. | City | Attica |
| 6. | Zip Code (5 digits only) | 14011 |
| 7. | E-mail address | kubikle@hotmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |

- | | | |
|-----|---|-----------------------|
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 06/12/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/06/2023 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Katie |
| 3. | Last Name of Board Member | Kennedy |
| 4. | Mailing Address | 140 Main Street |
| 5. | City | Attica |
| 6. | Zip Code (5 digits only) | 14011 |
| 7. | E-mail address | katieward19@gmail.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2029 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2024
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/09/2024
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds N/A
2. Name of funding County, Municipality or School District N/A
3. Amount N/A
4. Subject to public vote held in reporting year or in a previous reporting year(s). N/A
5. Written Contractual Agreement N/A

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$0

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$0

11.4 Record all Central Library Services Aid monies received from system headquarters \$0

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$0

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$0

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants \$0

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) \$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$0

11.15 Fund Raising \$0

11.16	Income from Investments	\$0
11.17	Library Charges	\$0
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$0
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$0
11.21	BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$84,377
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$84,377

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$0

12.2 Other Staff \$0

12.3 **Total Salaries & Wages** \$0

Expenditures (Add Questions 12.1 and 12.2)

12.4 **Employee Benefits** \$0
Expenditures

12.5 **Total Staff Expenditures** (Add \$0
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$0

12.7 Electronic Materials \$0
Expenditures

12.8 Other Materials Expenditures \$0

12.9 **Total Collection Expenditures** \$0
(Add Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds \$0
(71PF)

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** \$0
(Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds \$0
(72PF)

12.14 From Other Funds (72OF) \$0

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$0
12.19	Telecommunications	\$0
12.21	Professional & Consultant Fees	\$0
12.22	Equipment	\$0
12.23	Other Miscellaneous	\$0
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$0

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0
Other Loans		
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$0

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$0

12.39 **BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2024 \$0

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$0

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.42 Last audit performed
(mm/dd/yyyy)

12.43 Time period covered by this
audit (mm/dd/yyyy) - (mm/dd/yyyy)

12.44 Indicate type of audit (select
one):

CAPITAL FUND

12.45 Does the library have a separate
Capital Fund? Enter Y for Yes, N for
No. If No, stop here. If Yes, complete
the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS	\$0
	(Add Questions 13.9 and 13.10)	
13.12	BALANCE IN CAPITAL	\$9,675
	FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	
13.13	TOTAL CASH RECEIPTS AND BALANCE	\$9,675
	(Add Questions 13.11 and 13.12; same as Question 14.12)	

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES	\$0
	(Add Questions 14.1, 14.2 and 14.6)	

14.8	TRANSFER TO OPERATING FUND	\$0
	(Same as Question 11.22)	

14.9	NON-PROJECT EXPENDITURES	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS	\$0
	(Add Questions 14.7, 14.8 and 14.9)	

14.11 **BALANCE IN CAPITAL** \$0
FUND - Ending Balance for the Fiscal
Year Ending 2024

14.12 **TOTAL CASH** \$0
DISBURSEMENTS AND BALANCE
(Add Questions 14.10 and 14.11; same
as Question 13.13)

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO
SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.00
16.2	Total Librarians	1.00
16.3	All Other Paid Staff	3.00
16.4	Total Paid Employees	4.00
16.5	State Government Revenue	\$0
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$0
16.8	Total Operating Revenue	\$0
16.9	Other Operating Expenditures	\$0
16.10	Total Operating Expenditures	\$0
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	23,869
16.12a	Total Physical Items in Collection	28,369
16.13	Circulation of Children's Physical Material	12,607
16.14	Total Registered Borrowers	1,731
16.15	Other Capital Revenue and Receipts	\$0

16.16	Number of Internet Computers Used by General Public	4
16.17	Total Uses (sessions) of Public Internet Computers Per Year	1,165
16.18	Wireless Sessions	819
16.19	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	6400670320
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	SD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SU1
17.7	<i>FSCS ID</i>	NY0554
17.8	<i>SED CODE</i>	670201700123
17.9	<i>INSTITUTION ID</i>	800000034545

SUGGESTED IMPROVEMENTS

Library Name: STEVENS MEMORIAL COMMUNITY LIBRARY

Library System: OWWL Library System

Name of Person Completing
Form:

Phone Number:

I am satisfied that this resource
(Collect) is meeting library needs:

Applying this resource (Collect)
will help improve library services to the
public:

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!