

Library Board of Trustees  
March Regular Board Meeting Agenda  
Monday, March 17, 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. Public Comments**

VI. . Approval of Minutes from February 2025 – Regular and Special

**MOTION: to approve minutes**

VII. Approval of Expenditures- Treasurer Reports

**MOTION:**

VIII. . Director's Report (attached)

A. Resolution to accept the Annual Report 2024

**MOTION:**

B: Resolution to approve the proposed 2025-2026 budget

**MOTION:**

C: Resolution to approve proposition for May budget vote

**MOTION**

IX. Old Business

A. Memorial donations- Leah Robinson (update)

B. 2 hours training for Board Members CLEs to Jen – new year for 2025

C. Friends of the Library – update

D. EIN issue – work with Counsel – update

E. Computer issue- update Katie Kennedy

F. PTO – have letters been distributed and signed- update

G. Director Search Update

X. New Business

A. Set Date for next Finance committee.

B. Fund Balance

C. Community survey

D. School collection date of library money

XI. Move to Executive Session:

*Discuss: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;*

**MOTION IN:**

**MOTION OUT:**

XII. Adjourn

**MOTION:**

Next Board Meeting April 14, 2025 @ 6:00 at the library

ANNUAL MEETING April 14, 2025 @ 7:00 PM at the library

Next Finance:

Next Personnel: March 31, 2025 @ 5:00 PM at the library

Minutes

To

Approve

**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**February 10, 2025**

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

This followed the Finance Committee Meeting at 5 PM wherein there are no minutes as there were no motions.

President Sandy Eck, called the meeting to order at 6:04 PM. Also present were:

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

Staff: Interim Director Diana Wyrwa present, as well as members of the Public.

We did pledge to the flag.

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

**2 Motion:** Jennifer Wilkinson moved to approve the minutes with the change to add the name of Ursula Bliss to the minutes for the position of Assistant Treasurer, with the hourly rate of minimum wage/\$15.50. Amanda Conlin seconded, and the motion passed unanimously.

**3 Motion:** Barb Helak moved to approve the expenditures and the Treasurer Reports. Lori Kubik seconded, and the motion passed unanimously.

**4 Motion:** Jennifer Wilkinson moved to allow the interim director to hire provisionally a maintenance person as soon as possible, with a start date of ASAP, at minimum wage/ hourly rate of \$15.50, for a maximum of 20 hours per week. Sandy Eck seconded, and the motion passed unanimously.

**5 Motion:** Amanda Conlin moved to approve the change to the by-laws (as discussed at the January Meeting) to move the Public Comments from the end of the meeting to after the approval of the agenda. Sandy Eck seconded, and the motion passed unanimously.

**6 Motion:** Jen Wilkinson moved to approve the Resolution prepared by the interim director to exceed the tax cap for the 2025-2026 budget. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were accepted.

**7 Motion:** Barb Helak moved to adjourn the meeting at 7:20 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

March 3, 2025 5:00 pm for Finance, at the Library.

Regular Board Meeting March 10, 2025 at 6:00 at the Library.

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

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

**Stevens Memorial Community Library**  
**Minutes of the Special Meeting**  
**February 26, 2025**

A Special Meeting was held In Person at the Library, at 5:30 PM.

President Sandy Eck, called the meeting to order at 5:30 PM. Also present were:

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

Staff: Interim Director Diana Wyrwa present.

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

**2 Motion:** Jennifer Wilkinson motion to move to executive session. Amanda Conlin seconded, and the motion passed unanimously. *Discuss: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation*

**3 Motion:** Barb Helak moved to leave executive session. Katie Kennedy seconded, and the motion passed unanimously.

**4 Motion:** Barb Helak moved to adjourn the meeting at 6:40 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Regular Board Meeting March 17, 2025 at 6:00 at the Library.

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

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

Financial  
Documents  
To be provided  
hard copy at  
meeting

# Director Report

Director's Report

March 17, 2025

Annual Report – Financials completed and report fully submitted

Full report attached

Board resolution necessary

Budget 2025-2026 – final review for Board Approval

Resolution to approve proposed budget

Proposition for May Budget Vote

Tax Cap – All filings are current; 2026 filing changes

Personnel-New maintenance person scheduled hours

Children's coordinator – new hours

Next steps for Interim Director

Funding letter requests to Darien and Alexander

Trustee Election – names needed by April Board meeting



# 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)	<a href="https://attica.owwl.org/">https://attica.owwl.org/</a>
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	<b>GRAND TOTAL HOLDINGS</b>	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](mailto: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	<a href="https://attica.owwl.org/">https://attica.owwl.org/</a>
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 <b>outlet</b> 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](mailto: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	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$0
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$0
11.21	<b>BUDGET LOANS</b>	\$0

**Transfers / Grand Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	<b>BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024</b> (Same as Question 12.39 of previous year if fiscal year has not changed)	\$84,377
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (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	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (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	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$0

**Contracts / Debt Service / Transfers / Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$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	<b>Total</b> (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	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0
13.12	<b>BALANCE IN CAPITAL FUND</b> - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$9,675
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$9,675

## 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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
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14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
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14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
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14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
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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!

Draft Budget

To be provided  
hard copy at  
meeting

# Form for signatures



**Petition for Nomination of Candidate as Member of the Board of Trustees of Stevens Memorial Community Library**

**To the Clerk:**        *We, the undersigned, do hereby state we are duly qualified voters of the Attica Central School District, and we hereby nominate the following named person as candidate for the Board of Trustees of the Stevens Memorial Community Library, Attica NY.*

Candidate's Name: \_\_\_\_\_  
 Residence: \_\_\_\_\_

Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

Signature	Print Name	Residence	Date
1.			
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Signature	Print Name	Residence	Date
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**STATEMENT OF WITNESS**

I, \_\_\_\_\_ state: I am a duly qualified voter in the State of New York and now reside in the (City, Town or Village) of \_\_\_\_\_ in New York State, at (Address) \_\_\_\_\_ therein. I was last registered for the general election in the year \_\_\_\_\_ from \_\_\_\_\_, the County of \_\_\_\_\_ in New York State. The said residence was then in the \_\_\_\_\_ (Election District) in the \_\_\_\_\_ (Town or outside the City). I know each of the voters whose names are subscribed to this petition sheet containing \_\_\_\_\_ signatures, and each of them subscribed the same in my presence and upon so subscribing declared to me that the forgoing statement, made and subscribed by each was true.

Date \_\_\_\_\_ Signature of Witness \_\_\_\_\_

**PLEASE RETURN COMPLETED PETITION FORM with SIGNATURES to Stevens Memorial Community Library no later than, APRIL 9, at 3 p.m.**