

Library Board of Trustees  
May Finance Committee Meeting Agenda  
Monday, May 12, 2025  
5:00 pm at the Stevens Memorial Community Library

- A. Update with Treasurer
- B. Insurance for Library – adding policy – referred to full board
- C. New Employees – 426 forms, etc.
- D. Computers – ordered?
- E. Any Buildings and Grounds Issues
  - a. Squirrel Update
  - b. Bird Feeders
  - c. Mowing Contract
  - d. RFP/Paving
- F. Discuss next date for Finance

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting June 9 @ 6:00 PM

Next Finance: TBD

Next Personnel: TBD

Library Board of Trustees  
May Regular Board Meeting Agenda  
Monday, May 12, 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 April 2025 – finance, regular and annual

**MOTION: to approve minutes**

VII. Approval of Expenditures- Treasurer Reports

**MOTION:**

VIII. . Director's Report (attached) - discuss

IX. Old Business

- A. Sexual Harassment Training to be June 9, 2025 at 6 PM for all board members (JMW to run training)
- B. Computer install - update
- C. Leah Robinson Memorial Update - Rocking Chair for Children's Room and Plaque
- D. EIN Issue Update
- E. RFP/Paving Update
- F. Insurance: Documenting Antiques and Artwork

Add other policy for director and board members?

If yes, **MOTION:**

X. New Business

- 1. Employee Ideas (2) - Laminating and Chocolate Bars for Sale
- 2. June Open House with Friends of the Library - discuss date, ideas, & overall update
- 3. # of Patrons Update - Quarterly vs. Monthly Comparisons Moving Forward (hours of operation discussion)
- 4. Budget Vote on May 20, 2025
- 5. Upcoming Fiscal year: discuss possible change to Board meeting dates so treasurer can attend Board meetings – review By-Laws (below) – *Date and Hour to be set by the Board*

## 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
  - IV. Disposition and approval of minutes of previous regular meeting and any intervening special meetings.
  - V. Treasurer's Report
  - VI. Director's report
  - VII. Committee Reports
  - VIII. Unfinished business (old)
  - IX. New business
  - X. Correspondence
  - XI. Other
  - XII. Adjournment

6. Schedule a May Personnel Meeting (our next Personnel meeting is currently scheduled for June 16th but may need to address items sooner)

## 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:**

## OPEN SESSION

- **MOTIONS** (if any):

## XII. Adjourn

**MOTION:**

Next Board Meeting June 9, 2025 @ 6:00 at the library

Next Finance: TBD

Next Personnel: June 16, 2025 at 6:00 PM at the library

# Minutes to Approve

**Stevens Memorial Community Library**  
**Minutes of the FINANCE Committee Meeting**  
**April 14, 2025**

A Finance Committee Meeting was held In Person at the Library, at 5:00 PM.

President Sandy Eck, called the meeting to order at 5:00 PM. Also present were:

Trustees: Jennifer Wilkinson, Barb Helak, Katie Kennedy.

Staff: Interim Director Diana Wyrwa present, treasurer Frank White, incoming Treasurer Lisa Neary, incoming director Palmer Perkins.

Public: Stewart Hempel was present.

**No Motions. Items on the agenda discussed.**

The next meeting(s) will be held on:

Finance Meeting May 12, 2025 at 5:00 at the Library.

Regular Board Meeting May 12, 2025 at 6:00 at the Library.

Personnel June 16, 2025 at 6:00 PM at in the Library.,

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

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**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**April 14, 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 6:01 PM. Also present were:

Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).

Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

We did pledge to the flag.

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

Public Comments were received.

**2 Motion:** Sandy Eck moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

**3 Motion:** Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Sandy Eck seconded, and the motion passed unanimously.

**4 Motion:** Jennifer Wilkinson moved to accept the letter to the school regarding candidates, as outlined below. Katie Kennedy seconded, and the motion passed unanimously.



146 Main Street • Attica, NY 14011 • (585) 591-2733

April 9, 2025

Christopher Day, President  
Board of Education  
Attica Central School District  
3338 East Main Street  
Attica, NY 14011

Dear Board President Christopher Day:

Stevens Memorial Community Library has two (2) Library Trustee positions that need to appear on  
The May 20, 2025 Attica Central School District ballot referendum.

Listed below are two candidates who have submitted petitions with the required twenty-five (25) names  
of qualified voters residing in the Attica Central School District. Original petitions included as well.

To elect two (2) Library Trustee Members to the Stevens Memorial Community Library for a five-year  
term commencing July 1, 2025 and expiring June 30, 2030.

Candidates are:

Kimberly Harding

Stuart Hempel

**5 Motion:** Barb Helak motion to move to executive session. Jennifer Wilkinson 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*

**6 Motion:** Jennifer Wilkinson moved to leave executive session. Sandy Eck seconded, and the motion passed unanimously.

**7 Motion:** Motion by Jennifer Wilkinson for Palmer Perkins for the position of Director, with a state date of 5/12/2025 (with any time prior to that date to be paid Per Diem at a rate of \$30/hour), with the 5/12/25 start date salary of \$60,405.80, full time. Plus, a stipend of \$2,500/year for insurance. Sandy Eck seconded, and the motion passed unanimously.

**8 Motion:** With many Thanks to Frank White for his years of generous service, a Motion by Katie Kennedy for Lisa Neary for the position of Treasurer, with a state date of as soon as possible (for training), with the official start date of May 5, 2025 to be the Treasurer. With payment rate of minimum wage, up to 15 hours per week. Sandy Eck seconded, and the motion passed unanimously.

**9 Motion:** Jen Wilkinson moved to adjourn the meeting at 7:49 PM. Katie Kennedy seconded, and the motion passed unanimously.

### Upcoming Meetings:

Next Finance Meeting May 12, 2025 at 5:00 at the Library.

Next Regular Board Meeting May 12, 2025 at 6:00 at the Library.

Next Personnel Meeting: June 16, 2025 @ 5:00 PM at the library

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

## **ANNUAL MEETING MINUTES:**

The Annual meeting of the Board of Trustees was held In Person at the Library, at 7:50 PM.

President Sandy Eck, called the meeting to order at 7:50 PM. Also present were:

Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).

Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

### **Director's Annual report (online).**

#### **New Business,**

- a. Election of Officers  
Nominations were called and seconded, accepted, and carried.  
President – Katie Kennedy  
VP – Sandy Eck  
Secretary – Jennifer Wilkinson  
Treasurer – Lisa Neary
- b. Board Member Petition – filled out and submitted to the school

For Public Comments, no comments.

**1 Motion:** Barb Helak moved to adjourn the meeting at 7:52 PM. Katie Kennedy seconded, and the motion passed unanimously.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

# Financial



Disbursements  
7/2024 - 6/2025



|   |             |             |             |             |             |             |             |             |             |             |        |        |              |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|--------|--------------|
| STEVENS MEMORIAL COMMUNITY LIBRARY      |             |             |             |             |             |             |             |             |             |             |        |        |              |
| Operating Fund                          | 2024        | 2024        | 2024        | 2024        | 2024        | 2024        | 2025        | 2025        | 2025        | 2025        | 2025   | 2025   |              |
| Disbursements                           | JULY        | AUG         | SEPT        | OCT         | NOV         | DEC         | JAN         | FEB         | MAR         | APR         | MAY    | JUNE   | Totals       |
| Personnel expense (B=163,750)           |             |             |             |             |             |             |             |             |             |             |        |        |              |
| Travel/Mileage                          |             | \$171.19    |             |             |             |             |             |             |             |             |        |        | \$171.19     |
| Salaries/Other Staff (B = 140,000)      | \$14,121.80 | \$15,603.07 | \$15,260.05 | \$16,777.48 | \$11,538.90 | \$9,329.79  | \$9,369.48  | \$9,731.77  | \$11,582.89 | \$9,971.78  |        |        | \$123,287.01 |
| DBL Paid Family Leave Ins.(B = 600)     | \$419.27    |             |             |             |             | \$249.66    | \$208.79    |             | \$221.78    |             |        |        | \$1,099.50   |
| NYS Retirement (B=12,000)               |             |             |             |             |             |             |             |             |             | \$3,540.63  |        |        | \$3,540.63   |
| Work.Comp.(B = 1,300)                   | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     | \$80.00     |        |        | \$800.00     |
| FICA (7.65%) (B = 9,850)                | \$1,080.32  | \$1,193.63  | \$1,167.39  | \$1,283.48  | \$882.73    | \$713.73    | \$716.76    | \$744.48    | \$886.09    | \$762.85    |        |        | \$9,431.46   |
| Total Personnel expense                 | \$15,701.39 | \$17,047.89 | \$16,507.44 | \$18,140.96 | \$12,501.63 | \$10,373.18 | \$10,375.03 | \$10,556.25 | \$12,770.76 | \$14,355.26 | \$0.00 | \$0.00 | \$49,256.72  |
| Book expense (B = 17,000)               |             |             |             |             |             |             |             |             |             |             |        |        |              |
| Books (16,000)                          | 2,126.64    | 2,770.91    | 1,598.85    | 569.27      | 1,102.33    | 72.18       | 177.46      | 177.57      | 139.96      | 1,101.74    |        |        | \$9,836.91   |
| DVDs                                    | 2,324.17    |             |             |             |             |             |             |             |             |             |        |        | \$2,324.17   |
| Audio Books (1,000)                     | 4,671.68    | 351.44      | 6,880.88    | 820.12      | 63.74       | 626.90      | 44.99       | 1,169.80    |             |             |        |        | \$14,629.55  |
| News Papers & Sucrptions (2,000)        | 1,511.58    |             |             |             | 332.77      |             |             |             | 331.00      |             |        |        | \$2,175.35   |
| Total Book expense                      | \$10,634.07 | \$3,122.35  | \$8,479.73  | \$1,389.39  | \$1,498.84  | \$699.08    | \$222.45    | \$1,347.37  | \$470.96    | \$1,101.74  | \$0.00 | \$0.00 | \$28,965.98  |
| Oper & Bldg Maint. expense (B = 40,990) |             |             |             |             |             |             |             |             |             |             |        |        |              |
| Repairs (B = 700)                       | \$415.00    |             | \$4,841.06  | \$49.99     | \$663.48    |             | \$426.00    |             | \$2,377.25  |             |        |        | \$8,772.78   |
| Natural Gas (B = 2,920)                 | \$26.99     | \$16.27     | \$13.75     | \$29.88     | \$225.73    |             | \$443.10    | \$462.51    | \$552.68    | \$382.20    |        |        | \$2,153.11   |
| Electricity National Grid (B = 4,190)   | \$773.69    | \$623.37    |             | \$820.12    | \$1,496.93  | \$144.13    | \$349.18    | \$423.25    |             | \$770.97    |        |        | \$5,401.64   |
| Membs/Subs/Misc. (B = 1,100)            | \$2,325.24  | \$40.00     | \$35.00     |             | \$109.50    |             |             |             |             | \$299.00    |        |        | \$2,808.74   |
| Insurance (B = 5,600)                   | \$1,571.27  | \$493.00    | \$493.00    | \$493.00    | \$493.00    | \$493.00    | \$493.00    | \$493.00    | \$493.00    | \$477.64    |        |        | \$5,992.91   |
| Bldg. Service Contr. (B = 8,975)        | \$986.52    | \$187.85    | \$237.20    | \$212.19    | \$889.82    |             | \$212.19    | \$1,612.19  | \$272.24    | \$443.93    |        |        | \$5,054.13   |
| Custodial Supplies (B = 2,000)          | \$1,337.37  | \$129.66    | \$239.36    | \$475.57    | \$4,682.74  | \$363.30    | \$29.97     | \$199.44    | \$90.92     | \$72.94     |        |        | \$7,621.27   |
| Library Supplies (B = 2,000)            | \$7,325.47  | \$1,200.62  | \$296.36    | \$413.85    | \$3,348.15  | \$749.39    |             | \$99.50     |             | \$113.22    |        |        | \$13,546.56  |
| Telecommun (B = 3,900)                  | \$174.73    | \$174.73    | \$174.73    | \$174.73    | \$349.48    |             | \$174.73    | \$174.73    | \$349.46    |             |        |        | \$1,747.32   |
| Contracts Lib. Sys.(B = 9,800)          | \$954.00    |             |             | \$6,598.25  | \$288.00    | \$51.50     |             | \$38.89     | \$366.80    |             |        |        | \$8,297.44   |

|                                       |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               |                     |
|---------------------------------------|----------------------|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|---------------|---------------------|
| Postage (B=600)                       |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               | \$0.00              |
| Total Oper & Bldg Maintenance expense | \$15,890.28          | \$2,865.50           | \$6,330.46          | \$9,267.58           | \$12,546.83         | \$1,801.32          | \$2,128.17          | \$3,503.51           | \$4,502.35           | \$2,559.90           | \$0.00        | \$0.00        | \$61,395.90         |
| Pub.&Print (B = 1,700)                |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               | \$0.00              |
| Accounting (B = 500)                  | \$266.83             | \$294.93             | \$283.26            | \$286.66             | \$499.83            | \$278.63            | \$262.89            | \$267.42             | \$302.84             | \$275.22             |               |               | \$3,018.51          |
| Adult & Childrens Programs            | \$7,507.86           | \$150.00             | \$125.99            |                      | \$200.00            | \$85.00             |                     |                      |                      |                      |               |               | \$8,068.85          |
| Other Misc. (B = 100)                 |                      |                      |                     | \$92.74              |                     | \$592.81            |                     |                      | \$1,350.00           | \$672.04             |               |               | \$2,707.59          |
| <b>TOTAL EXPENSES (B=227,540)</b>     | <b>50,000.43</b>     | <b>23,480.67</b>     | <b>409.25</b>       | <b>29,177.33</b>     | <b>27,247.13</b>    | <b>13,830.02</b>    | <b>12,988.54</b>    | <b>15,674.55</b>     | <b>19,396.91</b>     | <b>18,964.16</b>     | <b>0.00</b>   | <b>0.00</b>   | <b>\$211,168.99</b> |
|                                       |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               |                     |
| <b>Income</b>                         |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               |                     |
| Attica CSD (B = 188,547)              |                      |                      |                     |                      | \$100,000.00        | \$97,852.05         |                     |                      |                      |                      |               |               | \$197,852.05        |
| Town of Darien (B = 3100)             |                      |                      |                     |                      |                     |                     |                     |                      |                      | \$3,000.00           |               |               | \$3,000.00          |
| Village of Alexander (B = 650)        |                      |                      |                     |                      |                     |                     |                     |                      |                      | \$650.00             |               |               | \$650.00            |
| LLSA - NYS aid (B = 2,837)            |                      |                      |                     |                      |                     | \$359.00            | \$20,000.00         |                      |                      |                      |               |               | \$20,359.00         |
| Fines (B = 2,000)                     |                      | \$5.00               | \$0.00              |                      | \$3.00              | \$149.60            | \$3.00              |                      | \$3.00               |                      |               |               | \$163.60            |
| Lost Materials (B = 400)              |                      |                      | \$0.00              | \$13.25              |                     |                     | \$16.00             |                      |                      |                      |               |               | \$29.25             |
| Out Of System (B = 400)               |                      |                      | \$0.00              |                      |                     | \$100.00            |                     |                      |                      | \$20.00              |               |               | \$120.00            |
| Copier & Fax (B = 2,400)              | \$225.36             | \$268.35             | \$300.00            | \$207.65             | \$120.75            |                     | \$256.75            | \$232.75             | \$294.50             | \$204.25             |               |               | \$2,110.36          |
| Gifts/Reimb (B = 4,000)               | \$25.00              | \$94.00              | \$220.00            | \$1,825.00           | \$550.00            | \$155.00            | \$1,245.00          | \$240.00             | \$35.00              |                      |               |               | \$4,389.00          |
| Book Sales                            | \$55.50              | \$88.71              | \$55.00             | \$19.00              | \$31.00             | \$13.50             | \$8.50              | \$44.00              | \$13.00              | \$8.50               |               |               | \$336.71            |
| Misc. - grants (B = 4,050)            |                      | \$65.00              | \$9.75              |                      |                     |                     | \$105.00            | \$5.00               | \$10.75              | \$30.25              |               |               | \$225.75            |
| Interest (B = 100)                    | \$9.32               | \$8.83               | \$6.62              | \$6.58               | \$8.78              | \$8.80              | \$12.86             | \$10.62              | \$22.97              | \$10.27              |               |               | \$105.65            |
| <b>Total Income (B = 200,200)</b>     | <b>\$315.18</b>      | <b>\$529.89</b>      | <b>\$591.37</b>     | <b>\$2,071.48</b>    | <b>\$100,713.53</b> | <b>\$98,637.95</b>  | <b>\$21,647.11</b>  | <b>\$532.37</b>      | <b>\$379.22</b>      | <b>\$3,923.27</b>    | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$229,341.37</b> |
| <b>Profit / (Loss)</b>                | <b>(\$49,685.25)</b> | <b>(\$22,950.78)</b> | <b>\$182.12</b>     | <b>(\$27,105.85)</b> | <b>\$73,466.40</b>  | <b>\$84,807.93</b>  | <b>\$8,658.57</b>   | <b>(\$15,142.18)</b> | <b>(\$19,017.69)</b> | <b>(\$15,040.89)</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$18,172.38</b>  |
| <b>Accounts/CDs</b>                   |                      |                      |                     |                      |                     |                     |                     |                      |                      |                      |               |               |                     |
| Operating Checking Account            | \$53,876.94          | \$26,285.14          | \$29,416.32         | \$14,447.57          | \$87,213.74         | \$172,955.28        | \$176,913.05        | \$161,647.29         | \$145,963.36         | \$127,453.34         |               |               |                     |
| Memorial Account                      | \$206,924.61         | \$200,058.38         | \$169,437.40        | \$163,863.31         | \$163,918.68        | \$163,954.07        | \$165,240.03        | \$165,615.10         | \$165,715.37         | \$165,720.82         |               |               |                     |
| Renovation Checking Account           | \$15,645.71          | \$15,645.99          | \$15,646.23         | \$15,646.50          | \$15,646.76         | \$15,647.02         | \$15,647.30         | \$15,647.54          | \$15,647.79          | \$15,648.05          |               |               |                     |
| Fundraising Account                   | \$6,400.46           | \$6,400.58           | \$6,400.68          | \$6,400.79           | \$6,400.90          | \$6,401.00          | \$6,401.12          | \$6,401.22           | \$6,401.32           | \$6,401.42           |               |               |                     |
| General Fund CD                       | \$40,572.85          | \$40,572.85          | \$40,572.85         | \$40,572.85          | \$40,572.85         | \$40,572.85         | \$42,408.63         | \$42,408.63          | \$42,408.63          | \$42,408.63          |               |               |                     |
| Trustees CD [Fundraising CD]          | \$77,918.65          | \$77,918.65          | \$77,918.65         | \$79,189.65          | \$77,918.65         | \$77,918.65         | \$81,444.20         | \$81,444.20          | \$81,444.20          | \$81,444.20          |               |               |                     |
| Renovation CD                         | \$88,839.99          | \$88,839.99          | \$88,839.99         | \$88,839.99          | \$88,839.99         | \$88,839.99         | \$92,859.69         | \$92,859.69          | \$92,859.69          | \$92,859.69          |               |               |                     |
| <b>Total Cash at 4/30/2025</b>        | <b>\$490,179.21</b>  | <b>\$455,721.58</b>  | <b>\$428,232.12</b> | <b>\$408,960.66</b>  | <b>\$480,511.57</b> | <b>\$566,288.86</b> | <b>\$580,914.02</b> | <b>\$566,023.67</b>  | <b>\$550,440.36</b>  | <b>\$531,936.15</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>       |

STEVENS MEMORIAL COMMUNITY LIBRARY, Attica NY

VOUCHER ABSTRACT April 2025

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

| PAYEE                                | AMOUNT       | CATEGORY  | NOTES           |
|--------------------------------------|--------------|---|-----------------|
| AMAZON CAPITAL SERVICES              |              | DVDS  |                 |
| AMAZON CAPITAL SERVICES              |              | BOOKS   |                 |
| BLACKSTONE PUBLISHING                | \$361.76     | BOOKS   | 6902            |
| PLAYAWAY PRODUCTS LLC                |              | AUDIO BOOKS INV.# 490066,490066, 487372, 486138           |                 |
| BAKER & TAYLOR                       | \$39.98      | BOOKS   | 6896, 6906      |
| TOTAL BOOKS + DVDs                   | \$401.74     |   |                 |
| NATIONAL GRID                        | \$770.97     | ELECTRIC (FOR 2 MONTHS)                                   | 6905            |
| NATIONAL FUEL                        | \$382.20     | NATURAL GAS   | 6897            |
| LEAF                                 | \$0.00       | TELECOMMUNICATION March and April                         |                 |
| UTICA NATIONAL INSURANCE CO.         | \$0.00       | INSURANCE (Workers Comp)                                  |                 |
| UTICA NATIONAL INSURANCE CO.         | \$557.64     | INSURANCE (Multiple/Basic)                                | 6903            |
| THE HARFORD                          | \$0.00       | PFL   |                 |
| THE HARFORD                          | \$0.00       | DISABILLITY   |                 |
| TOSHIBA SERVICE ASSOCIATES           | \$443.93     | BUILDING SERVICE CONTRACT                                 | 6900            |
| NUTTY'S LANDSCAPING AND PLOWING, LLC | \$0.00       | SNOW PLOWING ANG SALTING (FOR Feb.)                       |                 |
| VILLAGE OF ATTICA                    | \$0.00       | WATER AND SEWER   |                 |
| JEFFERY A. NAPIERALSKI               | \$0.00       | Annual Reports Public & Finanancial/Association Libraries |                 |
| DELL MARKETING LP                    | \$672.04     | COMPUTER LAPTOP   | 6894            |
| AMHERST ALARM, INC                   | \$0.00       | CUSTODIAL SUPPLIES/ REPAIR EQUIPMENT                      |                 |
| NYS RETIREMENT SYSTEM                | \$3,540.63   | ANNUAL RETIREMENT PAYMENT                                 | 6892            |
| ATTICA ACE HARDWARE                  | \$72.94      | CUSTODIAL SUPPLIES AND KEYS                               | 6899,6891, 6885 |
| CARDMEMBER SERVICE                   | \$813.22     | AMAZON PURCHASE OF BOOKS AND OFFICE SUPPLIES              | 6901            |
| OWWL LIBRARY SYSTEM                  | \$0.00       | OWWL (electronic resources)                               |                 |
| THE BUFFALO NEWS                     | \$299.00     | 26 WEEK SUBSCRIPTION                                      | 6904            |
| OWWL LIBRARY SYSTEM                  | \$0.00       | OWWL (PERIODICALS)  |                 |
| PAYROLL                              | \$9,971.78   | EMPLOYEES (4/01/2025 - 4/30/2025)                         |                 |
| HEARTLAND PAYROLL SERVICES           | \$275.22     | PAYROLE Acconunting                                       |                 |
| FICA                                 | \$762.85     |   |                 |
| TOTAL OPERATING                      | \$18,562.42  |   |                 |
| TOTAL TO BE PAID                     | \$ 18,964.16 |   |                 |



| April    | 1      | 2       | 3-LOST & | 4-MEM& | 5-BAGS  | 6-FRIENDS | 7      | 8      | 9-BOOK | 10-COPIER | 11      | 12- FR | DAILY    |          |
|----------|--------|---------|----------|--------|---------|-----------|--------|--------|--------|-----------|---------|--------|----------|----------|
| 2025     | FINES  | OOSP    | DAMAGED  | GIFTS  | & GIFTS | MEMB.     | VIDEOS | RENO   | SALES  | & FAX     | OTHER   | RAFFLE | TOTALS   |          |
| receipts |        |         |          |        |         |           |        |        |        |           |         |        | \$ 5.25  |          |
| 1        |        | \$20.00 |          |        |         |           |        |        | \$1.00 | \$18.25   |         |        | \$ 39.25 |          |
| 2        |        |         |          |        |         |           |        |        |        | \$3.25    |         |        | \$ 3.25  |          |
| 3        |        |         |          |        |         |           |        |        | \$0.50 | \$3.00    |         |        | \$ 3.50  |          |
| 4        |        |         |          |        |         |           |        |        |        | \$2.50    |         |        | \$ 2.50  |          |
| 5        |        |         |          |        |         |           |        |        |        | \$6.75    |         |        | \$ 6.75  |          |
| 6        |        |         |          |        |         |           |        |        |        |           |         |        | \$ -     | \$ 60.50 |
| 7        |        |         |          |        |         |           |        |        | \$1.00 | \$30.50   |         |        | \$ 31.50 |          |
| 8        |        |         |          |        |         |           |        |        |        | \$4.00    |         |        | \$ 4.00  |          |
| 9        |        |         |          |        |         |           |        |        |        | \$30.00   | \$0.25  |        | \$ 30.25 |          |
| 10       |        |         |          |        |         |           |        |        | \$1.00 | \$26.00   |         |        | \$ 27.00 |          |
| 11       |        |         |          |        |         |           |        |        | \$0.50 |           |         |        | \$ 0.50  |          |
| 12       |        |         |          |        |         |           |        |        | \$2.00 | \$2.50    |         |        | \$ 4.50  |          |
| 13       |        |         |          |        |         |           |        |        |        |           |         |        | \$ -     | \$ 97.75 |
| 14       |        |         |          |        |         |           |        |        |        | \$1.75    |         |        | \$ 1.75  |          |
| 15       |        |         |          |        |         |           |        |        |        | \$24.00   |         |        | \$ 24.00 |          |
| 16       |        |         |          |        |         |           |        |        |        | \$8.00    |         |        | \$ 8.00  |          |
| 17       |        |         |          |        |         |           |        |        |        | \$10.25   |         |        | \$ 10.25 |          |
| 18       |        |         |          |        |         |           |        |        |        | \$1.00    |         |        | \$ 1.00  |          |
| 19       |        |         |          |        |         |           |        |        |        |           | \$20.00 |        | \$ 20.00 |          |
| 20       |        |         |          |        |         |           |        |        |        |           |         |        | \$ -     | \$ 65.00 |
| 21       |        |         |          |        |         |           |        |        |        | \$7.00    |         |        | \$ 7.00  |          |
| 22       |        |         |          |        |         |           |        |        |        | \$2.00    |         |        | \$ 2.00  |          |
| 23       |        |         |          |        |         |           |        |        |        | \$4.00    |         |        | \$ 4.00  |          |
| 24       |        |         |          |        |         |           |        |        |        | \$12.75   |         |        | \$ 12.75 |          |
| 25       |        |         |          |        |         |           |        |        |        |           |         |        | \$ -     |          |
| 26       |        |         |          |        |         |           |        |        |        | \$1.00    | \$10.00 |        | \$ 11.00 |          |
| 27       |        |         |          |        |         |           |        |        |        |           |         |        | \$ -     | \$ 36.75 |
| 28       |        |         |          |        |         |           |        |        | \$2.50 | \$3.00    |         |        | \$ 5.50  |          |
| 29       |        |         |          |        |         |           |        |        |        | \$1.25    |         |        | \$ 1.25  |          |
| 30       |        |         |          |        |         |           |        |        |        | \$1.50    |         |        | \$ 1.50  | \$ 8.25  |
| TOTAL    | \$0.00 | \$20.00 | \$0.00   | \$0.00 | \$0.00  | \$0.00    | \$0.00 | \$0.00 | \$8.50 | \$204.25  | \$30.25 | \$0.00 | \$263.00 |          |
|          | 1      | 2       | 3        | 4      | 5       | 6         | 7      | 8      | 9      | 10        | 11      | 12     | TOTALS   |          |

# Director Report

## Director's Report

May 12, 2025

- Welcome to Palmer Perkins, new Library Director, on his official first day!!!
- Vote and budget information available to the public (Attached)
- Attendance for April 2025 1432

- Review of Library Personnel Changes budgeted for 2025-2026

To begin with new fiscal year in July

- 1 FT Library Director
- 1 FT Library Clerk
- PT Library Clerks covering 40 hours per week – 3 suggested but could vary
- 1 PT Children's Coordinator
- 1 PT Maintenance



**Vote: May 20, 2025**

**Location: Attica High School Auditorium Lobby**

**Time: 8:00AM to 9:00PM**

## Tax Proposal 2025-2026

The Stevens Memorial Community Library Board of Trustees passed a resolution on March 17, 2025 to respectfully request the following resolution be placed on the May 20, 2025 Attica Central School District ballot referendum

Shall the Board of Education of the Attica Central School District be authorized to raise by tax \$4,429 to increase the annual appropriation from \$204,939 to \$209,368 for the benefit of the Stevens Memorial Community Library?

## The Proposed Increase Supports:

- Adequate staffing
- Updated print and media collections
- Updated technology for patron and staff use
- Continued cooperation with OWWL Library System for e-materials & inter-library loan
- Maintenance of the Library building and grounds

## Trustee Election

The Stevens Memorial Community Library Board of Trustees passed the following resolution on April 9, 2025

To elect two (2) Library Trustee Members to the Stevens Memorial Community Library for a five year term commencing July 1, 2025 and expiring June 30, 2030

The following candidates will appear on the ballot:

Kimberly Harding  
Stuart Hempel

## Who Can Vote?

Attica Central School District Residents 18 years of age and older who are registered to vote may vote on the Stevens Memorial Community Library tax levy. Find information on registering to vote in NYS here:

<https://elections.ny.gov/voter-registration-process>

## Why Does the Library Tax Appear on the School Vote Ballot and Tax Bill?

The Stevens Memorial Community Library and Attica Central School District are two distinct entities; each with their own board, budget, administration and staff. Although the votes appear on the same ballot, the Library and school budgets and trustees are independent of one another. Holding the Library vote together with the school budget vote on a shared ballot saves time and money. Shared voting resources make the Library vote more accessible to the community and more efficient for the Library. For the same cost savings and efficiency reasons, the school district collects the approved library tax levy funding and distributes it to the Library. The Library tax and expenses are never part of the school district budget.

## Contact

For more information regarding the Library vote, please visit the Library or contact the Library Director.

Email: [atticalibrarydirector@owwl.org](mailto:atticalibrarydirector@owwl.org)

Phone Number: 585-591-2733

# Stevens Memorial Community Library Proposed Budget 2025-2026

|  |                  |
|--|------------------|
| <b>Operating Income</b>                                  | <b>2025-2026</b> |
| Local Public Funds - Vote-Attica School District         | 209368           |
| Town of Darien   | 3000             |
| Village of Alexander                                     | 650              |
|  |                  |
| New York State Library Aid                               | 3400             |
|  |                  |
| Library Generated Income                                 |                  |
| Interest of Investments                                  | 1400             |
| Fax/Printing/Lost Items                                  | 2600             |
| Gifts/Memorials  | 4000             |
| Fundraising  | 300              |
| Appropriated Fund Balance                                | 38000            |
|  |                  |
| <b>Total</b>   | <b>\$262,718</b> |
|  |                  |
| <b>Operating Expenditures</b>                            |                  |
| Library Materials - Books                                | 15000            |
| Electronic books, audio                                  | 2326             |
| Media  | 2500             |
| Periodicals  | 2000             |
|  |                  |
| Supplies-Library & Office Supplies                       | 2000             |
| Custodial Supplies                                       | 2000             |
| Computer Supplies  | 2000             |
|  |                  |
| Purchased Services                                       |                  |
| Computer/Technology Services & Support (OWWL)            | 8420             |
| Insurance  | 5000             |
| Building & Grounds (mowing, plowing, fire, hvac,repairs) | 4500             |
| Financial (CPA, software support)                        | 3200             |
| Leases (Toshiba printer)                                 | 2500             |
| Library Programs (performers, instructors)               | 500              |
| Other Services (memberships, postage, travel)            | 700              |
|  |                  |
| Utilities  | 9600             |
|  |                  |
| Salaries   | 178330           |
| Employee Benefits - Social Security                      | 13642            |
| Health Insurance   | 2500             |
| Retirement   | 6000             |
|  |                  |
| <b>Total</b>   | <b>\$262,718</b> |