

Library Board of Trustees  
Finance Committee Meeting Agenda  
Monday July 21, 2025  
5:00 pm at the Stevens Memorial Community Library

Finance

1. Paving RFP
2. Construction Aid
3. New Fiscal Year

Building and Grounds

1. Reading Room Window
2. Air Conditioning Units
3. Parking Lot Lights/Poles

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting July 21 @ 6:00 PM

Next Finance: TBD

Next Personnel: TBD

Library Board of Trustees  
Regular Board Meeting Agenda  
Monday, July 21, 2025  
6:00 pm at the Stevens Memorial Community Library

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I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda  
**MOTION:**

V. Public Comments

VI. . Approval of Minutes from June 2025 – special and regular  
**MOTION: to approve minutes**

VII. Approval of Expenditures- Treasurer Reports  
**MOTION:**

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

IX. Old Business

- A. 1. EIN Issue Update
- B. 2. RFP/Paving
- C. MOTION: to approve RFP and put on website, advertise, etc.
- D. 3. Proposition #3 Passed (Letter to School)
- E. 4. Leah Robinson Memorial
- F. 5. Open House
- G. 6. Drinking Fountain/Water Bottle Refill Station

X. New Business

- 1. New Fiscal Year
- 2. Full Time/NYS Retirement (Palmer)  
Hours/Work Day for retirement

**MOTION:** to approve revised hours for FT clerk

- 3. Carnival - August 2025

- 4. Pike Fair SMCL Assignment - Thursday, August 14th (Volunteer Shifts: 12-3pm 3-6pm, 6-8pm)

XII. Adjourn

**MOTION:**

Next Board Meeting July 21, 2025 @ 6:00 at the library

Next Finance: July 21, 2025 @ 5:00 at the library

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

Minutes from last  
month

**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**June 9, 2025**

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

President Katie Kennedy, called the meeting to order at 6:04 PM. Also present were:  
Trustees: Jennifer Wilkinson, , Barb Helak, Sandy Eck, Lori Kubik, Stuart Hempel elected, starts 7/1 and Kim Harding, elected, starts 7/1. (Absent was, Lisa Neary (treasurer)). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).

Staff: Director Palmer Perkins.

We did pledge to the flag.

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

Public Comments (none).

**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. Barb Helak seconded, and the motion passed unanimously.

**4 Motion:** Jennifer Wilkinson moved to change the meeting dates for the new fiscal year to the 3<sup>rd</sup> Monday of the month. Katie Kennedy seconded, and the motion passed unanimously.

- i. Monday, July 21, 2025
- ii. Monday, August 18, 2025
- iii. Monday, September 15, 2025
- iv. Monday, October 20, 2025
- v. Monday, November 17, 2025
- vi. Monday, December 15, 2025
- vii. Monday, January 19, 2026 - MLK Jr. Day
- viii. Monday, February 16, 2026 - Presidents Day
- ix. Monday, March 16, 2026
- x. Monday, April 20, 2026
- xi. Monday, May 18, 2026
- xii. Monday, June 15, 2026

\*Can adjust dates that are holidays as the months approach

**5 Motion:** table RFP until July

**6 Motion:** Jennifer Wilkinson moved to approve the list of holidays suggested by the director in his report (attached at end of minutes). Sandy Eck seconded, and the motion passed unanimously.

**7 Motion:** Paid Family Leave sent to Personnel Committee for research and discussion.

**8 Motion:** Barb Helak motion to authorize treasurer to have the library join the chamber of commerce to benefit the library with advertising. Katie Kennedy seconded, and the motion passed unanimously.

- 9 Motion:** Katie Kennedy motion to authorize annual pre-pay Bill Payment Policy. Lori Kubik seconded, and the motion passed unanimously.
- 10 Motion:** Jen Wilkinson motion to authorize treasurer to purchase software (not to exceed \$500 without additional board permission). Barb Helak seconded, and the motion passed unanimously.
- 11 Motion:** Katie Kennedy moved to adjourn the meeting at 7:53 PM. Sandy Eck seconded, and the motion passed unanimously.

Upcoming Meetings:

Finance Meeting Monday July 2, 20251 at 5:00 at the Library.  
Regular Board Meeting Monday July 21, 2025 at 6:00 at the Library.  
Personnel Monday, June 16, 2025 at 6:00 PM at in the Library.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

Proposed Holidays (Library Closures) for Remainder of 2025:

Friday, July 4th (Independence Day)

Monday, September 1st (Labor Day)

Monday, October 13th (Columbus/Indigenous Peoples Day)

Tuesday, November 11th (Veteran's Day)

Thursday, November 27th (Thanksgiving Day)

Friday, November 28th (Day after Thanksgiving)

Wednesday, December 24th (Christmas Eve)

Thursday, December 25th (Christmas Day)

[Thursday, January 1st, 2026 (New Year's Day)]

Proposed Holidays (Library Closures) for 2026:

Thursday, January 1st (New Year's Day)

Monday, January 19th (MLK Jr. Day)

Monday, May 25th (Memorial Day)

\*Saturday, July 4th (Independence Day) - how does this work?

Monday, September 7th (Labor Day)

Monday, October 12th (Columbus/Indigenous Peoples Day)

Wednesday, November 11th (Veteran's Day)

Thursday, November 26th (Thanksgiving Day)

Friday, November 27th (Day after Thanksgiving)

Thursday, December 24th (Christmas Eve)

Friday, December 25th (Christmas Day)

[Friday, January 1st, 2027 (New Year's Day)]

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**Stevens Memorial Community Library**  
**Minutes of the Special Meeting**  
**June 30, 2025**

A Special Meeting was held In Person at the Library, at 5:15 PM.

President Katie Kennedy, called the meeting to order at 5:16 PM. Also present were:  
Trustees: Jennifer Wilkinson, Sandy Eck, Barb Helak, Lori Kubik. (Absent was, Mike Morse). Newly elected  
Stuart Hemple was also present.  
Staff: Interim Director Diana Wyrwa present.

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

**2 Motion:** Jennifer Wilkinson motion to approve the four consent items from the Personnel Committee meeting:  
1) Motion to approve Personnel Policy & Employee Handbook Update

2) Motion to Approve Paid Family Leave to be deducted from employee wages as outlined in New York State Law  
3) Motion to approve the Full Time Clerk and Part Time Clerk Job Descriptions that were revised and updated

4) Motion to:

- a. Hire Rachel Beck to fill the position of Full Time Clerk at \$16.80/hour, up to 40 hours per week. 2025 PTO pro-rated for the full-time position as outlined in the handbook/*PTO* policy.
- b. Maintain the other part-time clerks in the position (with the revised job description).
- c. Move Abigail Wilkinson to Clerk, per-diem (with the revised part-time clerk job description).

*MOTION: APPROVE ALL 4 CONSENT ITEMS:* Jennifer Wilkinson moved, Sandy Eck seconded, and the motion passed unanimously.

**3 Motion:** Jennifer Wilkinson moved to adjourn the meeting at 5:20 PM. Katie Kennedy seconded, and the motion passed unanimously.

Open House followed the meeting.

Next Board Meeting July 21, 2025 @ 6:00 at the library  
Next Finance: July 21, 2025 @ 5:00 at the library  
Next Personnel: TBD

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

# Director's Report

## Director's Report July Board Meeting

- June Attendance - 1009
- Programs and attendance numbers
- Summer Reading - 140 registrants so far
- New payroll company
- Staff meeting last month
- Library Construction Grant
  - AC unit
  - Assurances
- New clerk structure and scheduling going well so far
- Organizing keys
- Looking into town circulation data

# Treasurer Report(s)

STEVENS MEMORIAL COMMUNITY LIBRARY, Attica NY

VOUCHER ABSTRACT June 2025

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

| PAYEE                                | AMOUNT            | CATEGORY                                                            | NOTES                  |
|--------------------------------------|-------------------|---------------------------------------------------------------------|------------------------|
| Amazon Capital Services              | \$59.38           | Programing                                                          | 6941                   |
| Brodart Co.                          | \$6.12            | Books                                                               | 6940                   |
| EBSCO                                | \$1,529.76        | Periodicals                                                         |                        |
| Playaway Products                    | \$346.43          | Audio books                                                         |                        |
| Baker & Taylor                       | \$927.10          | Books                                                               | 6921, 6928, 6939, 6942 |
| <b>TOTAL BOOKS + DVDs</b>            | <b>\$2,868.79</b> |                                                                     |                        |
| National Grid                        | \$341.21          | Electric (credit applied from February \$1,347.65 will see in July) | 6937                   |
| National Fuel                        | \$187.21          | Natural Gas                                                         | 6926                   |
| LEAF                                 | \$174.73          | Telephone system                                                    | 6922                   |
| Village of Attica                    | \$62.00           | Water and Sewer                                                     | 6923                   |
| Utica National Insurance Co.         | \$76.00           | Workers Compensation Policy                                         | 6932                   |
| Utica National Insurance Co.         | \$528.00          | Commercial \$440, Auto \$17, Commercial Umbrella \$63, fee \$8      | 6932                   |
| Toshiba Financial Services           | \$212.19          | Building Service Contract (copier)                                  | 6930                   |
| Sallome Heating                      | \$782.10          | Air conditioning repair                                             | 6935                   |
|                                      |                   |                                                                     |                        |
| Collaborative Summer Library Program | \$295.52          | Program supplies                                                    | 6934                   |
| Modern Marketing                     | \$1,339.58        | Other Misc - coloring books and totes                               | 6919 & 6920            |
| Attica Area Chamber of Commerce      | \$65.00           | Annual membership                                                   | 6925                   |
| Amherst Alarm                        | \$288.00          | Building maintenance                                                | 6933                   |
| Attica Ace Hardware                  | \$347.66          | Custodial supplies                                                  | 6927, 6936             |
| Elan Financial Services              | \$131.08          | Office supplies and custodial supplies                              | 6924                   |
| Kieffer's Fire Ext Services          | \$140.00          | Building maintenance                                                | 6929                   |
|                                      |                   |                                                                     |                        |
| <b>Attica Ace Hardware</b>           | <b>\$8.64</b>     | <b>custodial supplies</b>                                           | <b>6943</b>            |
| <b>LEAF</b>                          | <b>\$174.73</b>   | <b>telephone system (due 7/20)</b>                                  | <b>6944</b>            |
| <b>National Fuel</b>                 | <b>\$10.01</b>    | <b>Natural gas</b>                                                  | <b>6945</b>            |
| <b>The Hartford</b>                  | <b>\$225.16</b>   | <b>Disability \$93.78 and PFL \$131.38</b>                          | <b>6946</b>            |
|                                      |                   |                                                                     |                        |
| OWWL Library System                  | \$1,965.00        | July overdrive funding commitment                                   |                        |

|                            |                     |                                                                     |      |
|----------------------------|---------------------|---------------------------------------------------------------------|------|
| Amazon Capital Services    | \$95.27             |                                                                     |      |
| Watson Label Products      | \$212.80            | September 2024 invoice not paid in full - for CPI code labels       |      |
| Elan Credit Card           | \$924.77            | amazon for bldg maintenance, prigram supplies & custodial sup       |      |
| Baker & Taylor             | \$68.85             | DVDs                                                                |      |
| Attica Ace Hardware        | \$33.57             | Batteries and building maintenance                                  |      |
|                            |                     |                                                                     |      |
|                            |                     |                                                                     |      |
| Payroll                    | \$20,053.96         | Salaries (6/5/25 \$6,529.92; 6/18/25 \$6,456.90; 7/3/25 \$7,067.14) |      |
| NYS Retirement Services    | \$261.37            | Retirement Contributions (see note below)                           | 6938 |
| Heartland Payroll Services | \$421.19            | Accounting (6/5/25 \$145.97; 6/18/25 \$137.61; 7/3/25 \$137.61      |      |
| FICA                       | \$1,534.13          | Employer Taxes (6/5/25 \$499.52; 6/18/25 \$493.95; 7/3/25 \$540.66) |      |
| <b>TOTAL OPERATING</b>     | <b>\$30,959.73</b>  |                                                                     |      |
| <b>TOTAL TO BE PAID</b>    | <b>\$ 33,828.52</b> | Note: Ck #6931 - voided                                             |      |

MOTION TO APPROVE FOR PAYMENT \_\_\_\_\_

MOTION SECONDED BY \_\_\_\_\_

DATE OF BOARD MEETING: July 21, 2025

Note: After paying NYS Retirement Services on June 25, when reconciling the June bank statement, it was found that NYSLRS automatically withdrew payment from the Library for employee contributions. Will follow up to get this payment returned.

Bolded payments were paid in July



| June     | 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 | DONATIONS | SALES   | & FAX     | OTHER  | RAFFLE | TOTALS   |           |
| receipts |        |        |          |         |         |           |        |           |         |           |        |        |          |           |
| 1        |        |        |          |         |         |           |        |           |         |           |        |        | \$ -     |           |
| 2        |        |        |          |         |         |           |        |           | \$0.75  | \$6.75    |        |        | \$ 7.50  |           |
| 3        |        |        |          |         |         |           |        |           |         | \$3.50    |        |        | \$ 3.50  |           |
| 4        |        |        |          |         |         |           |        |           |         | \$5.00    |        |        | \$ 5.00  |           |
| 5        |        |        |          |         |         |           |        |           | \$2.00  | \$4.25    |        |        | \$ 6.25  |           |
| 6        |        |        |          |         |         |           |        |           |         | \$10.75   |        |        | \$ 10.75 |           |
| 7        |        |        |          |         |         |           |        |           | \$2.50  | \$1.50    |        |        | \$ 4.00  |           |
| 8        |        |        |          |         |         |           |        |           |         |           |        |        | \$ -     |           |
| 9        |        |        |          |         |         |           |        |           |         | \$4.00    |        |        | \$ 4.00  |           |
| 10       |        |        |          |         |         |           |        |           | \$1.00  | \$3.25    |        |        | \$ 4.25  |           |
| 11       |        |        |          |         |         |           |        |           |         | \$1.25    |        |        | \$ 1.25  |           |
| 12       |        |        |          |         |         |           |        |           |         | \$2.75    |        |        | \$ 2.75  |           |
| 13       |        |        |          |         |         |           |        |           |         | \$0.25    |        |        | \$ 0.25  |           |
| 14       |        |        |          | \$50.00 |         |           |        |           | \$7.00  | \$1.75    | \$5.00 |        | \$ 63.75 |           |
| 15       |        |        |          |         |         |           |        |           |         |           |        |        | \$ -     |           |
| 16       |        |        |          |         |         |           |        |           |         | \$1.50    |        |        | \$ 1.50  | \$ 114.75 |
| 17       |        |        |          |         |         |           |        |           | \$4.00  | \$0.50    |        |        | \$ 4.50  |           |
| 18       |        |        |          |         |         |           |        |           |         | \$0.00    |        |        | \$ -     |           |
| 19       | \$3.00 |        |          |         |         |           |        |           |         | \$3.00    |        |        | \$ 6.00  |           |
| 20       |        |        |          |         |         |           |        |           |         | \$5.75    |        |        | \$ 5.75  | \$ 16.25  |
| 21       |        |        |          |         |         |           |        |           | \$1.25  | \$1.00    |        |        | \$ 2.25  |           |
| 22       |        |        |          |         |         |           |        |           |         |           |        |        | \$ -     |           |
| 23       |        |        |          |         |         |           |        |           | \$6.00  | \$4.75    |        |        | \$ 10.75 |           |
| 24       |        |        |          |         |         |           |        |           | \$0.50  | \$2.00    |        |        | \$ 2.50  |           |
| 25       |        |        |          |         |         |           |        |           | \$4.00  | \$0.75    |        |        | \$ 4.75  | \$ 20.25  |
| 26       |        |        |          |         |         |           |        |           | \$15.00 | \$20.00   |        |        | \$ 35.00 |           |
| 27       | \$3.00 |        |          |         |         |           |        |           | \$2.50  | \$9.75    |        |        | \$ 15.25 |           |
| 28       |        |        |          |         |         |           |        |           | \$5.50  | \$1.50    | \$0.50 |        | \$ 7.50  |           |
| 29       |        |        |          |         |         |           |        | \$3.00    | \$2.00  | \$12.00   |        |        | \$ 17.00 | \$ 74.75  |
| 30       |        |        |          |         |         |           |        |           |         |           |        |        | \$ -     |           |
| TOTAL    | \$6.00 | \$0.00 | \$0.00   | \$50.00 | \$0.00  | \$0.00    | \$0.00 | \$3.00    | \$54.00 | \$107.50  | \$5.50 | \$0.00 | \$226.00 |           |
|          | 1      | 2      | 3        | 4       | 5       | 6         | 7      | 8         | 9       | 10        | 11     | 12     | TOTALS   | \$ 226.00 |

Note: #8 was changed from RENO to Donations



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  | \$10,901.12 | \$12,986.82 | \$147,174.95 |
| 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     | \$76.00     | \$76.00     | \$952.00     |
| 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    | \$833.95    | \$993.47    | \$11,258.88  |
| 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 | \$11,811.07 | \$14,056.29 | \$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    | 82.98       | 933.22      | \$10,853.11  |
| 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 & Sucriptions (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  | \$82.98     | \$933.22    | \$29,982.18  |
| Oper & Bldg Maint. expense (B = 40,990) |             |             |             |             |             |             |             |             |             |             |             |             |              |
| Repairs (B = 700)                       | \$415.00    |             | \$4,841.06  | \$49.99     | \$663.48    |             | \$426.00    |             | \$2,377.25  |             |             | \$782.10    | \$9,554.88   |
| Natural Gas (B = 2,920)                 | \$26.99     | \$16.27     | \$13.75     | \$29.88     | \$225.73    |             | \$443.10    | \$462.51    | \$552.68    | \$382.20    | \$349.14    | \$187.21    | \$2,689.46   |
| Electricity National Grid (B = 4,190)   | \$773.69    | \$623.37    |             | \$820.12    | \$1,496.93  | \$144.13    | \$349.18    | \$423.25    |             | \$770.97    | \$236.77    | \$341.21    | \$5,979.62   |
| Membs/Subs/Misc. (B = 1,100)            | \$2,325.24  | \$40.00     | \$35.00     |             | \$109.50    |             |             |             |             | \$299.00    |             | \$65.00     | \$2,873.74   |
| 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    | \$520.00    | \$528.00    | \$7,040.91   |
| 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    | \$10.63     | \$702.19    | \$5,766.95   |
| 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     | \$103.92    | \$430.75    | \$8,155.94   |
| Library Supplies (B = 2,000)            | \$7,325.47  | \$1,200.62  | \$296.36    | \$413.85    | \$3,348.15  | \$749.39    |             | \$99.50     |             | \$113.22    |             | \$1,387.57  | \$14,934.13  |
| Telecommun (B = 3,900)                  | \$174.73    | \$174.73    | \$174.73    | \$174.73    | \$349.48    |             | \$174.73    | \$174.73    | \$349.46    |             | \$174.73    | \$174.73    | \$2,096.78   |
| Contracts Lib. Sys.(B = 9,800)          | \$954.00    |             |             | \$6,598.25  | \$288.00    | \$51.50     |             | \$38.89     | \$366.80    |             |             |             | \$8,297.44   |

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        |
| Postage (B=600)                       |               |               |             |               |              |              |              |               |               |               | \$6,068.04    |               | \$6,068.04    |
| 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    | \$7,463.23    | \$4,598.76    | \$73,457.89   |
| 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      | \$295.52      | \$283.58      | \$3,597.61    |
| Adult & Childrens Programs            | \$7,507.86    | \$150.00      | \$125.99    |               | \$200.00     | \$85.00      |              |               |               |               | \$263.50      | \$354.90      | \$8,687.25    |
| Other Misc. (B = 100)                 |               |               |             | \$92.74       |              | \$592.81     |              |               | \$1,350.00    | \$672.04      |               | \$261.37      | \$2,968.96    |
| TOTAL EXPENSES (B=227,540)            | 50,000.43     | 23,480.67     | 409.25      | 29,177.33     | 27,247.13    | 13,830.02    | 12,988.54    | 15,674.55     | 19,396.91     | 18,964.16     | 19,916.30     | 20,488.12     | \$251,573.41  |
|                                       |               |               |             |               |              |              |              |               |               |               |               |               |               |
| Income                                |               |               |             |               |              |              |              |               |               |               |               |               |               |
| Attica CSD (B = 204,846)              |               |               |             |               | \$100,000.00 | \$97,852.05  |              |               |               |               | \$6,993.87    |               | \$204,845.92  |
| 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        |               |               | \$6.00        | \$169.60      |
| 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      | \$212.70      | \$186.25      | \$2,509.31    |
| 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       |               | \$25.00       | \$53.00       | \$4,467.00    |
| Book Sales                            | \$55.50       | \$88.71       | \$55.00     | \$19.00       | \$31.00      | \$13.50      | \$8.50       | \$44.00       | \$13.00       | \$8.50        | \$10.00       | \$231.50      | \$578.21      |
| Misc. - grants (B = 4,050)            |               | \$65.00       | \$9.75      |               |              |              | \$105.00     | \$5.00        | \$10.75       | \$30.25       |               | \$613.71      | \$839.46      |
| Interest (B = 100)                    | \$9.32        | \$8.83        | \$6.62      | \$6.58        | \$8.78       | \$8.80       | \$12.86      | \$10.62       | \$22.97       | \$10.27       |               | \$7.18        | \$112.83      |
| Total Income (B = 200,200)            | \$315.18      | \$529.89      | \$591.37    | \$2,071.48    | \$100,713.53 | \$98,637.95  | \$21,647.11  | \$532.37      | \$379.22      | \$3,923.27    | \$7,241.57    | \$1,097.64    | \$237,680.58  |
| Profit / (Loss)                       | (\$49,685.25) | (\$22,950.78) | \$182.12    | (\$27,105.85) | \$73,466.40  | \$84,807.93  | \$8,658.57   | (\$15,142.18) | (\$19,017.69) | (\$15,040.89) | (\$12,674.73) | (\$19,390.48) | (\$13,892.83) |
| Accounts/CDs                          |               |               |             |               |              |              |              |               |               |               |               |               |               |
| 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  | \$113,419.21  | \$19,629.85   |               |

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 |
| 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 | \$165,751.63 | \$166,206.90 |        |
| 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  | \$15,648.32  | \$15,648.57  |        |
| 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   | \$6,401.54   | \$6,401.64   |        |
| 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  | \$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  | \$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  | \$92,859.69  | \$92,859.69  |        |
| Total Cash at 5/31/2025            | \$490,179.21 | \$455,721.58 | \$428,232.12 | \$408,960.66 | \$480,511.57 | \$566,288.86 | \$580,914.02 | \$566,023.67 | \$550,440.36 | \$531,936.15 | \$517,933.22 | \$424,599.48 | \$0.00 |

RFP

Stevens Memorial Community Library

## REQUEST FOR PROPOSALS

# Library Parking Lot

PROPOSAL DUE DATE: August 15, 2025 by 5:00 PM

**CONTACT:** Palmer Perkins,pperkins@owwl.org

Date of Award: Monday, August 18, 2025 at 6:00 PM at the library  
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## SUMMARY

The Stevens Memorial Community Library (“SMCL” or “Library”) is issuing this Request for Proposal to engage a contractor to provide labor and material for the repair and/or maintenance of the Library Parking Lot, including layout and lining for parking spaces. The scope of services is further outlined below and generally includes whatever work is needed in the parking lot improvement and providing labor, materials, tools, supervision and other services necessary. The library would like the project completed in the Fall of 2025.

Proposals may not be submitted via fax, and Proposals received after the August 15, 2025 by 5:00 PM deadline will not be eligible for consideration.

Completed proposals will be reviewed and evaluated by the Library in anticipation of the awarding of a contract.

SMCL reserves the right to reject and or waive any and all proposals and to waive any irregularities in procedure.

Any questions regarding this Request for Proposal should be submitted in writing (via email) to the SMCL, Attention **Palmer Perkins, pperkins@owwl.org** by **August 12, 2025**. All questions and responses will be posted as an addendum by August 13, 2025.

## INSTRUCTIONS TO PROPOSERS

### A. SITE VISIT REQUIRED

**Site visit and meeting mandatory** (schedule with **Palmer Perkins, pperkins@owwl.org**). The SMCL does not assume responsibility for errors or misinterpretations resulting from the use of incomplete measurements or sets of the documents which make up this request.

### B. GENERAL INFORMATION

An RFP defines the situation for which the services are required, how they are expected to be used and/or problems that they are expected to address. Proposers are invited to submit solutions which will result in the satisfaction of the SMCL’s objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may, but may not always be the primary consideration.

Formal requests for clarification or questions regarding this Request for Proposal should be submitted via email to the SMCL at **pperkins@owwl.org** (e-mail), by **August 15, 2025 by 5:00 PM**. Any information given to a Proposer in response to a formal request will be furnished to all Proposers as an amendment to this solicitation if such information is deemed necessary for the preparation of uniform proposals. Only such amendments when issued by the SMCL will be considered as being binding on the Library. Verbal explanations or instructions given by a library

employee, consultant, etc., to a Proposer regarding this solicitation shall not be binding on the SMCL, and shall be considered informal unless confirmed in writing by the Director of Facilities PLEASE NOTE THAT THE SMCL WILL POST RESULTS IN ITS SMCL BOARD MEETING MINUTES TO THE LIBRARY WEB-SITE ONCE OPENED AND A SELECTION IS VOTED ON AND MADE PUBLIC.

While it is the Library's express intention to issue a fair and competitive document, the Library reserves the right to waive specific requirements of this solicitation when such waiver is deemed to be in the Library's best interest. This Request for Proposal does not commit SMCL to award a contract or pay any costs incurred by a Proposer in the preparation of a proposal. Any Proposer who submits a proposal in response to this solicitation does so at their own expense including attendance at subsequent meetings to discuss their proposal.

**C. EVALUATION – AWARD**

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. After determining that a proposal satisfies the requirements stated in the RFP, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria will be made using subjective judgement. The award of a contract shall be based on the best proposal received in accordance with the evaluation criteria described below, and whose offer is judged to be the most advantageous to the Library. If needed, additional information, and/or interviews may be requested.

Proposal will be evaluated based on the following criteria:

**D. QUALIFICATIONS**

Each Proposer must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation. The Library reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any Proposer to complete the requirements of this solicitation. A review may include but not be limited to inspection of the Proposer's facilities and equipment, references or previous contract performance with the Library or others.

**PROJECT DELIVERY**

Contractor will be required to field measure the parking and order appropriate material for the proposed project of replacement/repair/maintenance of the parking lot. During the Construction Phase, the Contractor will be required to provide all labor, materials, supervision and other services as may be necessary to complete the Project. Due to lead time associated with the parking lot work/curing/etc., the SMCL anticipates that the parking lot work will take place while Library business is in session.

The Contractor will be required to coordinate all work with the Director the Library, and shall be responsible for erecting safety barricades as necessary to ensure Library work force and patrons are separated from the work areas.

**Form of Contract**

Upon selection of RFP a contract will be issued.

**Contractor's Compensation**

As will be more fully described in the Form of Contract, this will be a Lump Sum type contract. Offerors will be required to submit with their proposal a Lump Sum Price for the work. The Lump Sum Price should include sufficient funding to cover all of the costs necessary to complete the Project, including, but not limited to, profit, home and field office overhead, supervision, labor, materials, equipment, bonds, insurance and other services as may be required to obtain the necessary permits, and construct the work. The Lump Sum Price should also include sufficient funding to fund items that are not specifically identified on the Drawing and Specifications RFP but which are reasonably inferable from therefrom as well as the performance criteria outline in Section B of this RFP.

**Selection Criteria**

**Proposals will be evaluated in accordance with Part D of this RFP. The following evaluation criteria will be used:**

- **Experience & References (35 points)**
- **Management Plan & Schedule (15 points)**
- **Cost (35 points)**
- **Warranty (15 points)**

**Procurement Schedule**

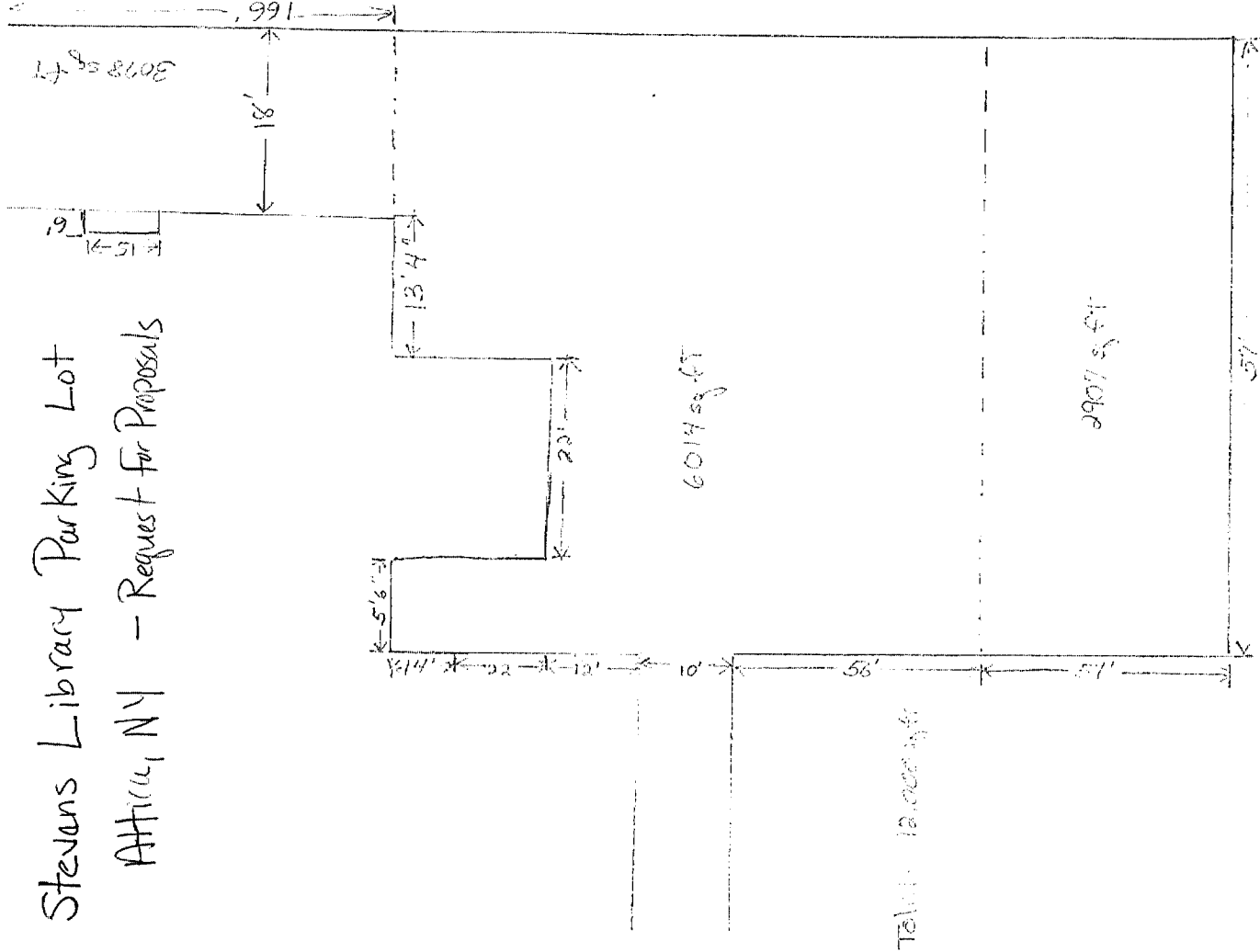
The schedule for this procurement is as follows:

- |                                                |                                                                                 |
|------------------------------------------------|---------------------------------------------------------------------------------|
| • <b>Issue RFP</b>                             | Approve at 7/21/2025 Board Meeting, publish RFP and circulate through 7/31/2025 |
| • <b>Site Visit Available via appointment</b>  | through August 13, 2025                                                         |
| • <b>Last Day for Questions/Clarifications</b> | August 13, 2025                                                                 |
| • <b>Proposals Due</b>                         | August 15, 2025 by 5:00 PM                                                      |
| • <b>Notice of Award</b>                       | August 18, 2025 at 6:00 PM at the Library                                       |

SECTION B      SCOPE OF WORK

SCOPE OF WORK

Stevens Library Parking Lot  
Attica, NY - Request for Proposals



CONTACT : [Palmer Perkins, pperkins@owwl.org](mailto:Palmer_Perkins_pperkins@owwl.org)

**Performance Criteria**

The Contractor shall be required to install/repair/maintain the Library Parking Lot in a first-class, workman-like, neat, safe and professional manner.

**Preconstruction Phase**

The Library will require an approximate project timeline and what the plan is for the parking lot closure. The parking lot “work zone” shall be kept in a neat and orderly manner at all times

**Construction Phase**

During the Construction Phase, the selected constructor shall carry out such activities as are necessary to complete the construction/ installation/repair/maintenance.

**Evaluation and Award**

**Criteria Experience & References (35 points)**

The SMCL desires to engage a Contractor with the experience necessary to realize the objectives set forth in Section A of this RFP. Offerors will be evaluated based on their demonstrated experience in:

- Commercial parking lot repair/maintenance/paving and how long have they been in business
- Please submit 2 or 3 references from other municipalities or similar commercial projects

**Management Plan & Schedule (15 points)**

Offerors are required to submit a Management Plan and Schedule. The Project Management Plan should clearly explain how the Contractor intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should:

- identify the key personnel and their specific roles and responsibilities managing the Project; including contact information
- identify the key milestone dates and provide a narrative explanation of how these dates will be achieved;

The SMCL will also consider the experience that the Contractor and its team members have working together on similar projects. This element of the evaluation is worth 15 points

**Cost (35 points)**

Offerors will be required to bid a Lump Sum Price for the Project work as well as a schedule of unit rates a. This element of the evaluation is worth thirty-five (35) points.

**Warranty ( 15 points)**

**CONTACT :** *Palmer Perkins, pperkins@owwl.org*