

Library Board of Trustees  
Personnel Committee Meeting Agenda  
Monday, November 17, 2025  
5:00 pm at the Stevens Memorial Community Library

1. Winter - Salting and Shoveling Plan with Staff
2. Potential Garbage Pickup/Maintenance Position Job Description (Attached)
3. Policies

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting Regular Meeting December 15, 2025 at 6 PM

Next Finance: TBD

Next Personnel: TBD

## **Maintenance Person**

**Description of Duties:** Along with the Library Director, reviews and organizes tasks related to the maintenance of the library building and equipment. Works under the general supervision of the Library Director. Does related work as required.

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### **Job Duty**

- Plans and implements library maintenance schedule for equipment;
- Perform regular maintenance and light repairs on the building and grounds of the library;
- Purchase and pick-up or arrange for delivery of maintenance-type materials;
- Paint and fill gaps in cracks and openings in and outside of the library;
- HVAC and Generator maintenance, lighting and air filtration maintenance, generator maintenance;
- Small equipment and appliance repairs as needed;
- Identify and Report the maintenance issues of Library property and recommends major or minor repairs, alterations, and any new construction;
- Serve on Building and Grounds Committee; keep director updated with maintenance and repairs, schedule, etc.
- Trash Removal and Recycling – taking the library trash and recycling to the Attica Village Dump on Tuesdays and/or Saturdays so as to ensure the debris is removed routinely and does not become an eyesore;
- Additional duties as assigned; emergency tasks as needed;

**Requirements:**

- Experience in small repairs and regular building and grounds maintenance
- Experience with common tools, small machines, electric equipment
- Occasionally lift heavy items
- Follow written instructions/manuals
- Basic understanding of electrical, plumbing, generator, HVAC
- Basic math skills
- Good communication skills
- Honest, well organized, detail-oriented problem solving skills
- High School Diploma or Equivalent
- Some knowledge of public libraries and patron privacy preferred

**Compensation and benefits:** Minimum wage, benefits as listed in employee handbook

Library Board of Trustees  
Regular Board Meeting Agenda  
Monday, November 17, 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 August

**MOTION: to approve minutes**

VII. Approval of Expenditures- Treasurer Reports

**MOTION:**

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

IX. Old Business

1. Leah Robinson Memorial
2. Parking Lot Project Update

X. New Business

1. Winterfest December 13
2. Garbage and Recycling Service Quotes
3. Winter Salting and Shoveling Plan
4. Personnel referral(s) (if any)

XII. Adjourn

**MOTION:**

Next Board Meeting December 15, 2025 at 6 PM at the library

Next Finance: TBD @ at the library

Next Personnel: TBD @ at the library

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Minutes from last  
month

**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**October 20, 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 6:02 PM. Also present were:  
Trustees:, Sandy Eck, Barb Helak, Stuart Hempel, Lisa Neary (treasurer) and Lori Kubik. (Absent Kim Harding, Jennifer Wilkinson).  
Staff: Director Palmer Perkins

We did pledge to the flag.

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

Public Comments were : none.

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

**4 Motion:** Barb Helak moved to approve the expenditures and the Treasurer Reports. Katie Kennedy seconded, and the motion passed unanimously.

**5 Motion:** Sandy Eck moves to renew the EAP Program with OWWL. Barb Helak seconded, and the motion passes unanimously.

**6 Motion:** Stuart Hempel moved to accept the offer to contract with Nutty's for snow plowing, and salting. Katie Kennedy seconded, and the motion passed unanimously.

**7 Motion:** Sandy Eck moved to adjourn the meeting at 7:06 PM. Barb Helak seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting Tuesday, November 18<sup>th</sup>, 2025 at 5:00 PM at the Library.

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

Personnel Monday, November 17, 2025 at 5:00 PM at in the Library.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

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# Director's Report

## Director's Report November Board Meeting

- October Attendance - 1000
- Recaps - Boo Bash/Attica Police, Halloween
- Programming and numbers from last month
  - Chess club gaining traction
- Memorial ideas
- Security systems
- Upcoming events - winterfest 12/13 and spirit week leadup
  - Winterfest pennysaver?
- B&T / books services update
- PTO for next year
- NYLA conference recap



# Treasurer Report(s)

**Stevens Memorial Community Library**  
**Profit & Loss**  
**October 2025**

Stevens Memorial Library  
Financial Report  
October, 2025

	Oct 25	Jul - Oct 25	25-26 Budget	Budget vs. Actual	% of Budget
<b>Income</b>					
1001 · Real property taxes	126,752.67	126,752.67	209,368.00	82,615.33	39%
2082 · Library charges	245.80	1,085.65	2,600.00	1,514.35	58%
2360 · Library services-other governments	0.00	0.00	3,650.00	3,650.00	100%
2401 · Interest and earnings	0.12	22.50	1,400.00	1,377.50	98%
2655 · Sales, other	39.25	228.50		-228.50	0%
2701 · Reimbursement of prior year exp	0.00	739.36		-739.36	0%
2705 · Gifts and donations	1,655.00	1,968.11	4,000.00	2,031.89	51%
2770 · Unclassified revenue	0.00	16.10	300.00	283.90	95%
3840 · State aid for libraries	0.00	3,308.00	3,400.00	92.00	3%
901 · Appropriated fund balance (budget only)	0.00	0.00	38,000.00	38,000.00	0%
<b>Total Income</b>	<b>128,692.84</b>	<b>134,120.89</b>	<b>262,718.00</b>	<b>128,597.11</b>	
<b>Expense</b>					
1 · Salary					
100 · Salaries	13,558.10	62,258.35	178,330.00	116,071.65	65%
<b>Total 1 · Salary</b>	<b>13,558.10</b>	<b>62,258.35</b>	<b>178,330.00</b>	<b>116,071.65</b>	
2 · Equipment					
200 · Large equipment	0.00	7,590.00	0.00	-7,590.00	0%
<b>Total 2 · Equipment</b>	<b>0.00</b>	<b>7,590.00</b>	<b>0.00</b>	<b>-7,590.00</b>	
4 · Contract services					
400 · Books	1,075.22	2,302.49	15,000.00	12,697.51	85%
401 · Electronic books, audit	0.00	568.40	2,326.00	1,757.60	76%
402 · DVDs	26.21	94.91	2,500.00	2,405.09	96%
403 · Periodicals	0.00	1,868.75	2,000.00	131.25	7%
410 · Library programs-services	0.00	122.95	50.00	(72.95)	-146%
411 · Library programs-supplies	2,447.81	3,855.64	450.00	(3,405.64)	-757%
430 · Library and office supplies	829.14	1,371.66	2,000.00	628.34	31%
431 · Custodial supplies	94.83	1,008.11	2,000.00	991.89	50%
432 · Computer supplies	0.00	0.00	2,000.00	2,000.00	100%
433 · Memberships	0.00	40.00	700.00	660.00	94%
434 · Travel	0.00	189.14		(189.14)	0%
435 · Training	0.00	400.00		(400.00)	0%
450 · Computer/Tech serv. & sup.-OWWL	7,487.44	9,737.39	8,420.00	(1,317.39)	-16%
451 · Financial (CPA & software)	285.44	1,427.04	3,200.00	1,772.96	55%
452 · Printer lease	220.61	874.02	2,500.00	1,625.98	65%
453 · Liability insurance	448.00	1,792.00	5,000.00	3,208.00	64%
454 · Auto insurance	17.00	68.00		(68.00)	0%
455 · Workers Comp insurance	76.00	304.00		(304.00)	0%
456 · Commercial umbrella	63.00	252.00		(252.00)	0%
480 · Building maintenance and repair	808.07	1,996.19	4,500.00	2,503.81	56%
482 · Water and sewer	0.00	62.00	9,600.00	9,538.00	99%

# Stevens Memorial Community Library

## Profit & Loss

October 2025

	Oct 25	Jul - Oct 25	25-26 Budget	Budget vs. Actual	% of Budget
483 · Electric	460.07	2,175.56		(2,175.56)	0%
484 · Gas	154.79	433.40		(433.40)	0%
485 · Telephone	0.00	698.92	0.00	-698.92	0%
Total 4 · Contract services	14,493.63	31,642.57	62,246.00	30,603.43	
8 · Employee benefits					
800 · Social Security	1,037.20	4,759.32	13,642.00	8,882.68	65%
801 · Health insurance	192.30	865.45	2,500.00	1,634.55	65%
802 · Retirement	0.00	0.00	6,000.00	6,000.00	100%
803 · Short term disability	0.00	246.02	0.00	-246.02	0%
Total 8 · Employee benefits	1,229.50	5,870.79	22,142.00	16,271.21	
Total Expense	29,281.23	107,361.71	262,718.00	155,356.29	
Net Income	99,411.61	26,759.18	0.00		

Stevens Memorial Community Library  
**Balance Sheet**  
As of October 31, 2025

	<u>Oct 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	122,766.41
A200-2 · Memorial checking account	166,804.06
A200-3 · Renovation checking account	15,649.36
A200-4 · Checking account	6,402.08
A201-1 · Operating CD	42,408.63
A201-2 · Renovation CD	92,859.69
A201-3 · CD	81,444.20
Total Checking/Savings	<u>528,334.43</u>
Total Current Assets	<u>528,334.43</u>
<b>TOTAL ASSETS</b>	<u><b>528,334.43</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>3,393.37</u>
Total Accounts Payable	3,393.37
Other Current Liabilities	
A719 · Paid famiy leave	<u>24.51</u>
Total Other Current Liabilities	<u>24.51</u>
Total Current Liabilities	<u>3,417.88</u>
Total Liabilities	3,417.88
Equity	
30000 · Opening Balance Equity	502,599.48
32000 · Retained Earnings	-3,947.60
Net Income	<u>26,264.67</u>
Total Equity	<u>524,916.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>528,334.43</b></u>



Oct.	1	2	3-LOST &	4-MEM&	5-BAGS & GIFTS	6-FRIENDS	7	8	9-BOOK	10-COPIER & FAX	11	12- FR	DAILY
2025	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER	RAFFLE	TOTALS
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		A2770	
1				\$25.00						\$10.30			\$ 35.30
2				\$20.00						\$15.00			\$ 35.00
3									\$0.50	\$3.50			\$ 4.00
4	\$10.00			\$75.00					\$2.00	\$7.50			\$ 94.50 \$ 168.80
5													\$ -
6				\$30.00					\$1.00	\$48.50			\$ 79.50
7										\$0.50			\$ 0.50 \$ 80.00
8									\$2.00	\$29.50			\$ 31.50
9									\$3.00	\$8.00			\$ 11.00
10									\$3.00	\$4.75			\$ 7.75
11									\$3.00	\$1.50			\$ 4.50
12													\$ -
13	COLUMBUS DAY												
14									\$7.00	\$6.00			\$ 13.00
15				\$50.00						\$28.00			\$ 78.00 \$ 145.75
16				\$100.00					\$0.25	\$10.25			\$ 110.50
17				\$255.00					\$1.00	\$0.50			\$ 256.50
18									\$2.00	\$2.00			\$ 4.00
19										\$6.75			\$ 6.75
20													\$ -
21				\$775.00					\$2.25	\$7.00			\$ 784.25
22									\$0.50	\$3.50			\$ 4.00 \$ 1,166.00
23									\$2.00	\$1.25			\$ 3.25
24										\$7.75			\$ 7.75
25									\$1.00	\$9.90			\$ 10.90
26													\$ -
27				\$75.00						\$4.50			\$ 79.50
28				\$370.00					\$3.00	\$9.25			\$ 382.25
29				\$25.00					\$1.00	\$12.50			\$ 38.50
30				\$100.00						\$10.75			\$ 110.75
31										\$2.25			\$ 2.25 \$ 635.15
Zeffy/Other										\$7.00			\$ 7.00
TOTAL	\$10.00	\$0.00	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34.50	\$258.20	\$0.00	\$0.00	\$2,202.70
	1	2	3	4	5	6	7	8	9	10	11	12	TOTALS \$ 2,202.70

## ABSTRACT OF AUDITED VOUCHERS

Stevens Memorial Community Library	Total Claims:	8,022.65
Date of Audit:	Operating:	6,328.88
Abstract # 10	Memorial:	1,171.97
Trans #s 244 - 294	Renovation:	521.80

### Amazon Capital Services

244	10/14/2025	1CK9-XYDK-DCT6	11/13/2025	411 · Library programs-supplies	12.72
245	10/16/2025	1YCR-GLFG-3THR	11/15/2025	411 · Library programs-supplies	13.93
246	10/16/2025	1CV7-LVNM-1W7V	11/15/2025	431 · Custodial supplies	22.44
247	10/16/2025	1YCR-GLFG-GK19	11/15/2025	430 · Library and office supplies	59.99
248	10/19/2025	1QRV-J7D3-4N67	11/18/2025	411 · Library programs-supplies	46.75
249	10/24/2025	1HG1-V4GK-PRC7	11/23/2025	411 · Library programs-supplies	39.19
250	10/24/2025	14WK-934R-RNJ7	11/23/2025	411 · Library programs-supplies	89.62
251	10/25/2025	14TR-RFVV-4NRT	11/24/2025	411 · Library programs-supplies	9.99
252	10/27/2025	1FJ1-GX3F-WKYH	11/26/2025	400 · Books	26.98
259	10/27/2025	1ML6-MGT6-7QV4	11/26/2025	480 · Building maintenance and repair	261.27
260	10/27/2025	1NQ7-GH39-71FD	11/26/2025	480 · Building maintenance and repair 2	521.80
261	10/27/2025	1NQ7-GH39-71FD (b)	11/26/2025	431 · Custodial supplies	45.37
281	10/31/2025	1KN3-6PRQ-NN9P	11/30/2025	401 · Electronic books, audit	22.78
292	11/04/2025	11ML-FNQP-CL1T	12/04/2025	-SPLIT-	19.70
293	11/04/2025	177X-Q997-3WFQ	12/04/2025	481 · Grounds maintenance	149.98

Total Amazon Capital Services

1,342.51

### Brodart Co.

253	10/20/2025	B7083543	11/19/2025	-SPLIT-	22.21
254	10/20/2025	B7083505	11/19/2025	400 · Books	10.25
255	10/20/2025	B7083504	11/19/2025	400 · Books	109.93
256	10/20/2025	B7083546	11/19/2025	400 · Books	13.08
286	10/28/2025	B7090329	11/27/2025	400 · Books	55.93
287	10/28/2025	B7090330	11/27/2025	400 · Books	41.84
288	10/28/2025	B7090331	11/27/2025	400 · Books	75.56

Total Brodart Co.

328.80

### Center Point Large Print

257	10/09/2025	2206482	10/19/2025	400 · Books	24.57
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Total Center Point Large Print

24.57

### Demco

265	10/13/2025	7710939	11/12/2025	430 · Library and office supplies	154.54
264	10/15/2025	7712397	11/14/2025	430 · Library and office supplies	163.26

Total Demco

317.80

### Frederick, Michael

258	10/09/2025	173711	11/08/2025	400 · Books	50.00
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Total Frederick, Michael

50.00

### Modern Marketing

263	10/14/2025	MMI165402	11/13/2025	411 · Library programs-supplies	503.72
262	10/15/2025	MMI165436	11/14/2025	411 · Library programs-supplies	668.25

Total Modern Marketing

1,171.97

NYS Retirement System					
294	11/12/2025	51403 ERS 2026 Invoi	12/15/2025	802 · Retirement	4,762.00
Total NYS Retirement System					4,762.00
Wyoming County Treasurer					
266	10/13/2025	Bldg inspection	10/23/2025	480 · Building maintenance and repair	25.00
Total Wyoming County Treasurer					25.00
TOTAL					8,022.65

1 = Memorial Account  
2 = Renovation Account

# ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library  
 Date of Audit:  
 Abstract # 10  
 Check #s 7012 - 7015 and 50007

Total Paid Claims:	1,630.01
Operating:	1,630.01
Memorial:	-
Renovation:	-

Num	Date	Name	Account	Paid Amount
7012	10/28/2025	National Grid	A200-1 · Operating checking account	
77302-24108 1025	10/27/2025		483 · Electric	-460.07
TOTAL				-460.07
7013	10/30/2025	National Fuel	A200-1 · Operating checking account	
3281151 09 1025	10/30/2025		484 · Gas	-103.79
TOTAL				-103.79
7014	11/03/2025	Elan Financial Services	A200-1 · Operating checking account	
6222 1025	10/27/2025		411 · Library programs-supplies	-199.05
			411 · Library programs-supplies	-97.95
TOTAL				-297.00
7015	11/03/2025	LEAF	A200-1 · Operating checking account	
19239718	10/26/2025		485 · Telephone	-174.73
TOTAL				-174.73
50007	11/06/2025	Joanne Shreder-Robinson	A200-1 · Operating checking account	
			100 · Salaries	-594.42
TOTAL				-594.42
Total Paid Invoices				1,630.01