

Library Board of Trustees
Personnel Committee Meeting Agenda
Monday, December 15, 2025
5:00 pm at the Stevens Memorial Community Library

Finance Meeting Monday, December 15, 2025 5pm

1. Treasurer Check-in/Update
2. Parking Lot Update
3. Approval of Invoices Check-in
4. Review of Travel/Expense Policy – ready to refer to full board?
5. General Check-in/Update

Buildings and Grounds

1. Casella
2. General Update

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

Library Board of Trustees
Regular Board Meeting Agenda
Monday, December 15, 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 Last Month

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
3. Winterfest December 13 recap

X. New Business

1. 2026 Meeting Dates for review and approval
2. Security System - Quotes to discuss
3. Computer and Internet Use Policy – review for updates (to vote at next meeting)
4. Travel / Reimbursement Policy for review (to vote at next meeting)
5. Finance referral(s) (if any)
6. Minimum Wage Increase (likely executive session for discussion of employees)
MOTION: in/out of Exec Session (if needed)
MOTION: for increase
MOTION: for Palmer to do the DOL letters necessary that match the increases

XII. Adjourn

MOTION:

Next Board Meeting January ___, 2026 at 6 PM at the library

Next Finance: TBD @ at the library

Next Personnel: TBD @ at the library

Minutes from last
month

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
November 17, 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, Kim Harding (6:07), Jennifer Wilkinson, Stuart Hempel, Lisa Neary (treasurer) and Lori Kubik (6:07). (Absent Barb Helak).
Staff: Director Palmer Perkins

We did pledge to the flag.

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

Public Comments were : none.

2 Motion: Katie Kennedy moved to approve the October minutes. Stuart Hempel seconded, and the motion passed unanimously.

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

4 Motion: Jennifer Wilkinson moves to authorize the director to contract with Casella in an amount not to exceed \$720/year. Katie Kennedy seconded, and the motion passes unanimously.

5 Motion: Sandy Eck moved to adjourn the meeting at 7:022 PM. Katie Kennedy seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting Monday, December 15, 2025 at 5:00 PM at the Library.

Regular Board Meeting Monday, December 15, 2025 at 6:00 at the Library.

Personnel Tuesday, January 20, 2026 at 5:00 PM at in the Library (to be followed by the regular January Board Meeting which will be moved to Tuesday due to the MLK Holiday).

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Director's Report

Director's Report December Board Meeting

- November Attendance - 736 →
- Recaps - spirit week/Winterfest
- Programming and numbers from last month
 - New groups
- Security systems
- Working on budget
- B&T / books services update
- PTO for next year
- Upcoming items
- General updates
 - Book drop, space by tree

November	736
October	1000
September	1040
August	1050
July	1422
June	1009
May	954
April	1432
<u>Average</u>	<u>967</u>

Proposed Board Meeting Dates 2026 (Third Mondays)

***January 19th, 2026 (MLK Jr. Day)**

***February 16th, 2026 (President's Day - library open)**

March 16th, 2026

April 20th, 2026 + Annual Meeting

May 18th, 2026

June 15th, 2026

July 20th, 2026

August 17th, 2026

September 21st, 2026

October 19th, 2026

November 16th, 2026

December 21st, 2026

Treasurer Report(s)

6:15 PM
12/04/25
Accrual Basis

Stevens Memorial Community Library
Balance Sheet
As of November 30, 2025

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	172,309.09
A200-2 · Memorial checking account	166,583.25
A200-3 · Renovation checking account	14,866.57
A200-4 · Checking account	6,402.17
A201-1 · Operating CD	42,408.63
A201-2 · Renovation CD	92,859.69
A201-3 · CD	81,444.20
Total Checking/Savings	<u>576,873.60</u>
Total Current Assets	<u>576,873.60</u>
TOTAL ASSETS	<u><u>576,873.60</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,360.26
Total Accounts Payable	<u>10,360.26</u>
Other Current Liabilities	
A719 · Paid famiy leave	73.66
Total Other Current Liabilities	<u>73.66</u>
Total Current Liabilities	<u>10,433.92</u>
Total Liabilities	<u>10,433.92</u>
Equity	
30000 · Opening Balance Equity	502,599.48
32000 · Retained Earnings	-3,947.60
Net Income	67,787.80
Total Equity	<u>566,439.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>576,873.60</u></u>

Stevens Memorial Community Library

Profit & Loss

November 2025

			Budget		
	Nov 25	Jul - Nov 25	25-26 Budget	vs. Actual	% of Budget
Income					
1001 · Real property taxes	72,501.99	199,254.66	209,368.00	10,113.34	5%
2082 · Library charges	359.70	1,445.35	2,600.00	1,154.65	44%
2360 · Library services-other govts	650.00	650.00	3,650.00	3,000.00	82%
2401 · Interest and earnings	21.17	43.67	1,400.00	1,356.33	97%
2655 · Sales, other	32.93	261.43	0.00	(261.43)	0%
2701 · Reimbursement of prior year exp	0.00	739.36	0.00	(739.36)	0%
2705 · Gifts and donations	740.00	2,708.11	4,000.00	1,291.89	32%
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%
A910 · Appropriated Fund Balance	0.00	0.00	38,000.00	38,000.00	0%
Total Income	74,305.79	208,426.68	262,718.00	54,291.32	
Expense					
1 · Salary					
100 · Salaries	14,089.21	76,347.56	178,330.00	101,982.44	57%
Total 1 · Salary	14,089.21	76,347.56	178,330.00	101,982.44	
2 · Equipment					
200 · Large equipment	0.00	7,590.00	0.00	(7,590.00)	0%
201 · Small equipment	7,152.00	7,152.00	0.00	(7,152.00)	0%
Total 2 · Equipment	7,152.00	14,742.00	0.00	(14,742.00)	
4 · Contract services					
400 · Books	1,160.64	3,636.46	15,000.00	11,363.54	76%
401 · Electronic books, audit	185.96	777.14	2,326.00	1,548.86	67%
402 · DVDs	0.00	90.91	2,500.00	2,409.09	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	518.31	4,670.95	450.00	(4,220.95)	-938%
430 · Library and office supplies	0.00	1,371.66	2,000.00	628.34	31%
431 · Custodial supplies	32.16	1,040.27	2,000.00	959.73	48%
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	435.40	624.54	0.00	(624.54)	0%
435 · Training	0.00	400.00	0.00	(400.00)	0%
450 · Computer/Tech serv. & sup.-OWWL	54.00	9,791.39	8,420.00	(1,371.39)	-43%
451 · Financial (CPA & software)	207.80	1,634.84	3,200.00	1,565.16	63%
452 · Printer lease	315.62	1,189.64	2,500.00	1,310.36	26%
453 · Liability insurance	511.00	2,303.00	5,000.00	2,697.00	0%
454 · Auto insurance	17.00	85.00	0.00	(85.00)	0%
455 · Workers Comp insurance	76.00	380.00	0.00	(380.00)	0%
456 · Commercial umbrella	0.00	252.00	0.00	(252.00)	0%
480 · Building maintenance and repair	8.54	2,004.73	4,500.00	2,495.27	0%
481 · Grounds maintenance	884.98	884.98	0.00	(884.98)	0%
482 · Water and sewer	0.00	62.00	9,600.00	9,538.00	99%
483 · Electric	347.22	2,522.78	0.00	(2,522.78)	0%

Stevens Memorial Community Library

Profit & Loss

November 2025

			Budget		
	Nov 25	Jul - Nov 25	25-26 Budget	vs. Actual	% of Budget
484 · Gas	410.65	844.05	0.00	(844.05)	0%
485 · Telephone	174.73	1,048.38	0.00	(1,048.38)	0%
Total 4 · Contract services	5,340.01	37,646.42	62,246.00	24,599.58	
8 · Employee benefits					
800 · Social Security	1,077.81	5,837.13	13,642.00	7,804.87	57%
801 · Health insurance	192.30	1,057.75	2,500.00	1,442.25	58%
802 · Retirement	4,762.00	4,762.00	6,000.00	1,238.00	21%
803 · Short term disability	0.00	246.02	0.00	(246.02)	0%
Total 8 · Employee benefits	6,032.11	11,902.90	22,142.00	10,239.10	
Total Expense	32,613.33	140,638.88	262,718.00	122,079.12	
Net Income	<u>41,692.46</u>	<u>67,787.80</u>			

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library	Total Claims:	11,088.20
Date of Audit: 12/10/2025 - 12/15/2025	Operating:	3,936.20
Abstract # 11	Memorial:	7,152.00
Trans #s 318 - 355	Renovation:	0.00

Trans #	Date	Num	Due Date	Split	Amount
Amazon Capital Services					
319	11/13/2025	1DNJ-K396-3F1X	12/13/2025	411 · Library programs-supplies	37.96
325	11/19/2025	1P1X-VMWQ-Z11R	12/19/2025	411 · Library programs-supplies	19.99
329	11/25/2025	13LC-VGL6-HPF4	12/25/2025	411 · Library programs-supplies	3186.06
330	11/28/2025	19XY-NC7W-PWPM	12/28/2025	431 · Custodial supplies	21.00
352	12/04/2025	17PQ-RRJK-GLQD	01/03/2026	430 · Library and office supplies	13.97
353	12/04/2025	1MLF-VL9Q-K6VQ	01/03/2026	411 · Library programs-supplies	359.46
Total Amazon Capital Services					338.44
Anderson, Aaron					
328	11/26/2025	11-26-25	12/06/2025	481 · Grounds maintenance	735.00
Total Anderson, Aaron					735.00
Brodart Co.					
320	11/07/2025	B7098352	12/07/2025	400 · Books	106.96
321	11/07/2025	315639	12/07/2025	-SPLIT-	97.46
331	11/24/2025	315639 7109828-833	12/24/2025	-SPLIT-	418.52
354	12/02/2025	B7113100 - B7113102	01/01/2026	-SPLIT-	87.99
Total Brodart Co.					710.93
Center Point Large Print					
351	11/03/2025	2210595	11/13/2025	400 · Books	25.17
Total Center Point Large Print					25.17
Children's Plus DBA LIBRARIA					
327	11/25/2025	269087	12/25/2025	400 · Books	512.53
Total Children's Plus DBA LIBRARIA					512.53
Demco					
322	11/12/2025	7725751	12/12/2025	201 · Small equipment	17,152.00
Total Demco					7,152.00
Elan Financial Services					
355	12/02/2025	6222 1125	12/12/2025	-SPLIT-	486.22
Total Elan Financial Services					486.22
Modern Marketing					
326	11/17/2025	MMI165918	12/17/2025	411 · Library programs-supplies	372.25
Total Modern Marketing					372.25
OWWL Library Systems					
323	11/13/2025	0009063	11/23/2025	450 · Computer/Tech serv. & sup.-OWWL	54.00
Total OWWL Library Systems					54.00
Palmer Perkins					
318	11/20/2025	11-18-25	11/30/2025	434 · Travel	435.40
Total Palmer Perkins					435.40

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library	Total Claims:	11,088.20
Date of Audit: 12/10/2025 - 12/15/2025	Operating:	3,936.20
Abstract # 11	Memorial:	7,152.00
Trans #s 318 - 355	Renovation:	0.00

Trans #	Date	Num	Due Date	Split	Amount
Playaway Products					
324	11/11/2025	517360	12/11/2025	401 · Electronic books, audit	185.96
Total Playaway Products					185.96
Village of Attica					
349	12/03/2025	9/1/25-11/30/25	12/13/2025	482 · Water and sewer	80.30
Total Village of Attica					80.30
TOTAL					11,088.20

1 = Memorial Account
2 = Renovation Account
3 = "Friends" to reimburse

ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library
 Date of Audit: 12/9-12/15/2025
 Abstract # 11
 Check #s 7023-7027 (does not include paychecks)

Total Paid Claims:	1,852.22
Operating:	1,852.22
Memorial:	0.00
Renovation:	0.00

Num	Date	Name	Account	Paid Amount
7023	11/20/2025	National Grid	A200-1 · Operating checking account	
77302-24108 Oct-Nov	11/07/2025		483 · Electric	-347.22
TOTAL				-347.22
7024	11/20/2025	Toshiba Financial Services	A200-1 · Operating checking account	
568437644	11/07/2025		452 · Printer lease	-220.61
			452 · Printer lease	-95.01
TOTAL				-315.62
7025	11/20/2025	Utica National Insurance Group	A200-1 · Operating checking account	
100765505 1125	11/11/2025		453 · Liability insurance	-440.00
			454 · Auto insurance	-17.00
			455 · Workers Comp insurance	-76.00
			453 · Liability insurance	-63.00
			453 · Liability insurance	-8.00
TOTAL				-604.00
7026	11/24/2025	LEAF	A200-1 · Operating checking account	
19395061	11/24/2025		485 · Telephone	-174.73
TOTAL				-174.73
7027	11/24/2025	National Fuel	A200-1 · Operating checking account	
3281151 09 1125	11/24/2025		484 · Gas	-410.65
TOTAL				-410.65
Total Paid Invoices				1,852.22

Stevens Memorial Community Library

Nov.	1	2	3-LOST &	4-MEM&	5-BAGS	6-FRIENDS	7	8	9-BOOK	10-COPIER	11	DAILY
2025	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER	TOTALS
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		
1									\$1.75	\$0.50		\$ 2.25
2												\$ -
3			\$22.00	\$100.00						\$22.50		\$ 144.50
4									\$0.25	\$8.50		\$ 8.75
5										\$4.50		\$ 4.50
6										\$2.50	\$72,501.99	\$ 72,504.49
7				\$30.00					\$2.00	\$21.00		\$ 53.00
8										\$1.75		\$ 1.75
9												\$ -
10										\$5.30	\$97.95	\$ 103.25
11	VETERAN'S DAY											\$ -
12									\$1.25	\$7.25		\$ 8.50
13									\$9.25	\$12.75		\$ 22.00
14									\$1.75	\$80.50		\$ 82.25
15										\$1.50		\$ 1.50
16												\$ -
17									\$2.50	\$10.75		\$ 13.25
18									\$0.25	\$5.75		\$ 6.00
19									\$0.25	\$47.25		\$ 47.50
20									\$2.00	\$12.00		\$ 14.00
21										\$14.75		\$ 14.75
22									\$1.50	\$8.75	\$650.00	\$ 660.25
23												\$ -
24				\$40.00					\$3.18	\$2.50		\$ 45.68
25								\$4.00		\$3.75		\$ 7.75
26										\$3.80		\$ 3.80
27	Thanksgiving Holiday											\$ -
28	Thanksgiving Holiday											\$ -
29										\$1.50		\$ 1.50
30												\$ -
Other										\$4.25		\$ 4.25
TOTAL	\$0.00	\$0.00	\$22.00	\$170.00	\$0.00	\$0.00	\$0.00	\$4.00	\$25.93	\$283.60	\$73,249.94	\$73,755.47
	1	2	3	4	5	6	7	8	9	10	11	TOTALS
												\$ 73,755.47

* \$72,501.99 Attica Central October 2025 collections, \$97.95 Reimbursement of Halloween Candy (Friends) and \$650.00 Village of Alexander - Library Funding