

Library Board of Trustees  
March Regular Board Meeting Agenda  
Monday, May 18, 2026  
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. Grant Status for Parking Lot and Upcoming Foundation Repair
2. Annual Report

X. New Business

1. Budget Vote Tuesday, May 19th at Attica High School
2. Insurance (quote attached)
3. Upcoming Policies/Policies for Review (none this month)

Anticipated Executive Session

**MOTION:**

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;

XII. Adjourn

**MOTION:**

Next Board Meeting June \_\_\_\_, 2026 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**  
**April 20, 2026**

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 6:00 PM. Also present were:  
Trustees:, Sandy Eck, Kim Harding, Jennifer Wilkinson, Lori Kubik (via phone), Stuart Hempel, Lisa Neary (treasurer), and Barb Helak.  
Staff: Director Palmer Perkins  
Public: Andrea Seeloff

We did pledge to the flag.

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

Public Comments were: Great Job!

**2 Motion:** Stuart Hempel moved to approve the minutes from last month. Kim Harding seconded, and the motion passed unanimously.

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

**4 Motion:** Jennifer Wilkinson moved to approve moved the Capital Asset Policy, Surplus Property and Scrap Metal Policy, and the Credit Card Policy. Katie Kennedy seconded, and the motion passed unanimously.

**5 Motion:** Kim Harding moves that the Stevens Memorial Community Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Director Palmer Perkins to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Jennifer Wilkinson seconds, and the motion passes unanimously.

**6 Motion:** Jennifer Wilkinson moved to approve the Fund Balance Policy, Fund Balance Resolution, the Building Reserve Fund Resolution and the Equipment Reserve Fund Resolution. Kim Harding seconded, and the motion passed unanimously.

**7 Motion:** Katie Kennedy moved to adjourn the meeting at 6:56 PM. Kim Harding seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meetings: **Tentative** May 20, 2026 at 5:00 PM at the Library, if necessary dependent on the budget vote.

Regular Board Meeting Monday, May 18, 2026 at 6:00 at the Library

Personnel Tuesday, TBA at in 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 7:00 PM.

President Katie Kennedy, called the meeting to order at 6:00 PM. Also present were:

Trustees:, Sandy Eck, Kim Harding, Jennifer Wilkinson, Lori Kubik (via phone), Stuart Hempel, Lisa Neary (treasurer), and Barb Helak.

Staff: Director Palmer Perkins

Public: Andrea Seeloff

**Director's Annual report** (online, attached to the agenda).

### **New Business,**

a. Election of Officers

Nominations were called and seconded, accepted, and carried.

President – Katie Kennedy

VP – Kim Harding

Secretary – Jennifer Wilkinson

Treasurer – Lisa Neary

- b. Board Member Petitions – filled out and submitted to the school for Sandy Eck, Andrea Seeloff is interested in the vacant position and will run as a write-in candidate

For Public Comments, no comments.

**1 Motion:** Kim Harding moved to adjourn the meeting at 7:03 PM. Katie Kennedy seconded, and the motion passed unanimously.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

# Director's Report

Director's Report April Board Meeting

April Attendance - 947 →

- Cameras counting and research
  
- Programming and numbers from last month
  
- Budget vote tomorrow and promotion
  - School and library hearings
  
- Annual Report
  
- NYSLRS Training
  
  
- Insurance quote
  
  
- Upcoming events - summer reading, book sale, ACWC grant
  
  
- General updates - pests, parking lot, foundation progress

April 26	947
March 26	1057
February 26	930
January 26	717
December 25	896
November 25	736
October 25	1000
September 25	1040
August 25	1050
July 25	1422
June 25	1009
May 25	954
April 25	1432

# Treasurer Report(s)

## ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library  
 Date of Audit: 4/15/2026 - 5/12/2026  
 Abstract # 4  
 No checks from Memorial  
 (does not include paychecks)

Total Paid Claims:	724.40
Operating:	724.40
Memorial:	0.00

Num	Date	Name	Account	Paid Amount
7107	04/28/2026	National Grid	A200-1 · Operating checking account	
77302-24108 0426	04/14/2026		483 · Electric	-244.46
TOTAL				-244.46
7108	05/02/2026	LEAF	A200-1 · Operating checking account	
20182308	04/25/2026		485 · Telephone	-174.73
TOTAL				-174.73
7109	05/09/2026	National Fuel	A200-1 · Operating checking account	
3281151 09 0426	04/23/2026		484 · Gas	-305.21
TOTAL				-305.21
<b>Total Paid Invoices</b>				724.40

## ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library	Total Claims:	25,955.08
Date of Audit: 4/15/2026-5/14/2026	Operating:	25,338.14
Abstract # 4	Memorial:	616.94
Trans #s 684 - 715		

Trans #	Date	Num	Due Date	Split	Amount
<b>Amazon Capital Services</b>					
698	04/25/2026	11H6-RLTM-YNTL	05/25/2026	411 · Library programs-supplies	71.93
699	04/27/2026	11YY-QG37-HPQ3	05/27/2026	430 · Library and office supplies 1	616.94
697	04/29/2026	1R6V-4KQ3-9T7J	05/29/2026	411 · Library programs-supplies	19.99
711	05/06/2026	17G7-PCNJ-Y33J	06/05/2026	430 · Library and office supplies	12.74
Total Amazon Capital Services					721.60
<b>Author's Note</b>					
684	04/14/2026	155916	04/24/2026	400 · Books	69.37
693	04/24/2026	156388	05/04/2026	400 · Books	143.08
712	05/04/2026	156863	05/14/2026	400 · Books	155.14
Total Author's Note					367.59
<b>Casella Waste Services</b>					
714	04/30/2026	315624	05/30/2026	436 · Trash removal	53.64
Total Casella Waste Services					53.64
<b>Ingram Library Services</b>					
694	04/27/2026	96158706	05/27/2026	400 · Books	11.40
Total Ingram Library Services					11.40
<b>Midwest Tape</b>					
685	04/13/2026	508713916	04/23/2026	402 · DVDs	45.03
686	04/17/2026	508733298	04/27/2026	402 · DVDs	80.82
Total Midwest Tape					125.85
<b>Robinson Paving, Inc.</b>					
715	05/01/2026	2026-006 Library	05/11/2026	200 · Large equipment	24,675.00
Total Robinson's Paving, Inc.					24,675.00
<b>TOTAL</b>					<b>25,955.08</b>

1 = Memorial Account

2 = "Friends" to reimburse (partial or whole)

Stevens Memorial Community Library

Balance Sheet

As of April 30, 2026

Apr 30, 26

ASSETS

Current Assets

Checking/Savings

A200-1 · Operating checking account	69,118.48
A200-2 · Memorial checking account	144,167.92
A201-1 · Operating CD #1	43,254.48
A201-4 · Operating CD #2	62,027.66
A231-20 · Building improvement reserve	100,000.00
A231-21 · Equipment reserve	20,000.00

Total Checking/Savings 438,568.54

Total Current Assets 438,568.54

TOTAL ASSETS 438,568.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

A600 · Accounts Payable 1,592.14

Total Accounts Payable 1,592.14

Other Current Liabilities

A719 · Paid famiy leave 51.09

Total Other Current Liabilities 51.09

Total Current Liabilities 1,643.23

Total Liabilities 1,643.23

Equity

A917 · Unassigned fund balance 500,832.72

Net Income -63,907.41

Total Equity 436,925.31

TOTAL LIABILITIES & EQUITY 438,568.54

**Stevens** Memorial Community Library

April	1	2	3-LOST & DAMAGED	4-MEM& GIFTS	5-BAGS & GIFTS	6-FRIENDS MEMB.	7 VIDEOS	8 DONATIONS	9-BOOK SALES	10-COPIER & FAX	11 OTHER	DAILY TOTALS
2026 receipts	FINES Λ2082	OOSP A2082	DAMAGED Λ2082	GIFTS Λ2705	& GIFTS A2655	MEMB.		Λ2705	A2655	A 2082		
1									\$0.25	\$15.00		\$ 15.25
2										\$17.50		\$ 17.50
3										\$2.50		\$ 2.50
4										\$8.00		\$ 8.00
5 Sunday												\$ -
6										\$9.25		\$ 9.25
7										\$6.50		\$ 6.50
8									\$0.75	\$17.60		\$ 18.35
9									\$2.00	\$8.25		\$ 10.25
10										\$1.50		\$ 1.50
11										\$2.50		\$ 2.50
12 Sunday												\$ -
13								\$1.00		\$17.50		\$ 18.50
14									\$0.25	\$25.75		\$ 26.00
15									\$3.00	\$24.50		\$ 27.50
16										\$22.25		\$ 22.25
17										\$3.00		\$ 3.00
18									\$2.25	\$2.75		\$ 5.00
19 Sunday												\$ -
20										\$4.00		\$ 4.00
21									\$2.00	\$3.25		\$ 5.25
22									\$0.50	\$8.75		\$ 9.25
23									\$1.00			\$ 1.00
24								\$10.00		\$21.25		\$ 31.25
25										\$0.00		\$ -
26 Sunday												\$ -
27 \$5.00				\$50.00						\$9.50		\$ 67.50
28									\$3.00	\$5.25		\$ 5.25
29												\$ -
30				\$30.00					\$0.50	\$15.20		\$ 45.70
Zeffy										\$12.50		\$ 12.50
TOTAL	\$5.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$11.00	\$15.50	\$264.05	\$0.00	\$375.55
	1	2	3	4	5	6	7	8	9	10	11	TOTALS

Stevens Memorial Community Library

**Profit & Loss by Class**

July 2025 through April 2026

	<u>Memorial</u>	<u>TOTAL</u>
<b>Income</b>		
2401 · Interest and earnings	53.03	53.03
2705 · Gifts and donations	4,110.00	4,110.00
<b>Total Income</b>	<u>4,163.03</u>	<u>4,163.03</u>
<b>Expense</b>		
<b>2 · Equipment</b>		
201 · Small equipment	23,018.70	23,018.70
<b>Total 2 · Equipment</b>	<u>23,018.70</u>	<u>23,018.70</u>
<b>4 · Contract services</b>		
400 · Books	31.96	31.96
410 · Library programs-services	80.00	80.00
411 · Library programs-supplies	3,121.35	3,121.35
430 · Library and office supplies	616.94	616.94
<b>Total 4 · Contract services</b>	<u>3,850.25</u>	<u>3,850.25</u>
<b>Total Expense</b>	<u>26,868.95</u>	<u>26,868.95</u>
<b>Net Income</b>	<u><u>-22,705.92</u></u>	<u><u>-22,705.92</u></u>

## Stevens Memorial Community Library Profit & Loss Budget vs. Actual July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
1001 · Real property taxes	199,254.66	209,368.00	-10,113.34	95.17%
2082 · Library charges	2,619.94	2,600.00	19.94	100.77%
2360 · Library services-other govts	3,650.00	3,650.00	0.00	100.0%
2401 · Interest and earnings	4,666.64	1,400.00	3,266.64	333.33%
2655 · Sales, other	398.03	0.00	398.03	100.0%
2701 · Reimbursement of prior year exp	746.71	0.00	746.71	100.0%
2705 · Gifts and donations	5,151.86	4,000.00	1,151.86	128.8%
2770 · Unclassified revenue	46.10	300.00	-253.90	15.37%
3840 · State aid for libraries	3,676.00	3,400.00	276.00	108.12%
A910 · Appropriated Fund Balance	0.00	38,000.00	-38,000.00	0.0%
<b>Total Income</b>	<b>220,209.94</b>	<b>262,718.00</b>	<b>-42,508.06</b>	<b>83.82%</b>
<b>Expense</b>				
<b>1 · Salary</b>				
100 · Salaries	153,811.27	178,330.00	-24,518.73	86.25%
<b>Total 1 · Salary</b>	<b>153,811.27</b>	<b>178,330.00</b>	<b>-24,518.73</b>	<b>86.25%</b>
<b>2 · Equipment</b>				
200 · Large equipment	7,590.00	0.00	7,590.00	100.0%
201 · Small equipment	38,537.80	0.00	38,537.80	100.0%
<b>Total 2 · Equipment</b>	<b>46,127.80</b>	<b>0.00</b>	<b>46,127.80</b>	<b>100.0%</b>
<b>4 · Contract services</b>				
400 · Books	7,386.97	15,000.00	-7,613.03	49.25%
401 · Electronic books	1,032.48	2,326.00	-1,293.52	44.39%
402 · DVDs	703.39	2,500.00	-1,796.61	28.14%
403 · Periodicals	2,600.29	2,000.00	600.29	130.02%
410 · Library programs-services	272.95	50.00	222.95	545.9%
411 · Library programs-supplies	5,751.22	450.00	5,301.22	1,278.05%
430 · Library and office supplies	2,366.59	2,000.00	366.59	118.33%
431 · Custodial supplies	1,321.33	2,000.00	-678.67	66.07%
432 · Computer supplies	0.00	2,000.00	-2,000.00	0.0%
433 · Memberships	234.00	700.00	-466.00	33.43%
434 · Travel	509.04	0.00	509.04	100.0%
435 · Training	108.22	0.00	108.22	100.0%
436 · Postage	171.60	0.00	171.60	100.0%
450 · Computer/Tech serv. & sup.-OWWL	12,219.31	8,420.00	3,799.31	145.12%
451 · Financial (CPA & software)	3,109.59	3,200.00	-90.41	97.18%
452 · Printer lease	2,306.73	2,500.00	-193.27	92.27%
453 · Liability insurance	4,525.24	5,000.00	-474.76	90.51%
454 · Auto insurance	166.00	0.00	166.00	100.0%
455 · Workers Comp insurance	756.00	0.00	756.00	100.0%
456 · Commercial umbrella	561.00	0.00	561.00	100.0%
457 · Disability insurance	225.16	0.00	225.16	100.0%
480 · Building maintenance and repair	3,687.02	4,500.00	-812.98	81.93%
481 · Grounds maintenance	4,084.98	0.00	4,084.98	100.0%

Stevens Memorial Community Library  
**Profit & Loss Budget vs. Actual**  
 July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
482 · Water and sewer	204.30	9,600.00	-9,395.70	2.13%
483 · Electric	4,596.37	0.00	4,596.37	100.0%
484 · Gas	3,846.67	0.00	3,846.67	100.0%
485 · Telephone	1,922.03	0.00	1,922.03	100.0%
486 · Trash removal	307.37	0.00	307.37	100.0%
<b>Total 4 · Contract services</b>	<b>64,975.85</b>	<b>62,246.00</b>	<b>2,729.85</b>	<b>104.39%</b>
<b>8 · Employee benefits</b>				
800 · Social Security	11,766.71	13,642.00	-1,875.29	86.25%
801 · Health insurance	2,115.40	2,500.00	-384.60	84.62%
802 · Retirement	4,762.00	6,000.00	-1,238.00	79.37%
803 · Short term disability	483.66	0.00	483.66	100.0%
804 · Employee team building	74.66	0.00	74.66	100.0%
<b>Total 8 · Employee benefits</b>	<b>19,202.43</b>	<b>22,142.00</b>	<b>-2,939.57</b>	<b>86.72%</b>
<b>Total Expense</b>	<b>284,117.35</b>	<b>262,718.00</b>	<b>21,399.35</b>	<b>108.15%</b>
<b>Net Income</b>	<b>-63,907.41</b>	<b>0.00</b>	<b>-63,907.41</b>	<b>100.0%</b>

Quote

## INSURANCE PROPOSAL

**PREPARED ON:** 05/11/2026

**PREPARED FOR:** Stevens Memorial Community Library  
146 Main St, Attica, NY, 14011-1243

<b>EFFECTIVE:</b>	PREMIER PACKAGE	06/01/2026 to 06/01/2027
	COMMERCIAL AUTOMOBILE	06/01/2026 to 06/01/2026
	UMBRELLA LIABILITY	06/01/2026 to 06/01/2026
	WORKERS' COMPENSATION	06/01/2026 to 06/01/2026

**SUBMITTED BY:** Bob Owen Regional Representative  
716.336.1538  
3000 Schuster Lane, Merrill, WI, USA, 54452

**PREPARED BY:** LNichols@churchmutual.com  
(715) 536-5577, Extension [Click here to enter extension.](#)

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## WHY CHURCH MUTUAL?

For over a century, our purpose has remained clear — support our customers, keep them safe and help them continue to serve others. This purpose will drive us for generations to come.

Our commitment to Protecting the Greater Good<sup>®</sup> has helped us become the country's leading insurer of religious organizations and a premier provider for other organizations that inspire and serve others.

We proudly protect:

- Houses of Worship.
- Nonprofits and human services.
- Schools, colleges and universities.
- Camps and conference centers.
- Senior living communities.

Church Mutual is rated "A (Excellent)" by A.M. Best Company. Additional financial stability is gained through partnerships with well-respected reinsurance organizations. Information concerning A.M. Best ratings can be found at [ambest.com](http://ambest.com).

Visit our Web site at [www.churchmutual.com](http://www.churchmutual.com).

## Service You May Expect from Your Representative

- A comprehensive survey of your property, which becomes the foundation of a professional, tailor-made program for your organization.
- Help in establishing accurate values on your properties - based on today's building costs.
- A step-by-step explanation of insurance coverages and cost for you and your board of directors.
- Risk management recommendations which could reduce theft and vandalism losses, fires, and other property damage, or reduce your exposure to lawsuits.
- Updates of your coverages and information about new coverages as they are developed.
- Insurance cost estimates for proposed construction projects or purchases.
- Initiation of fast, fair claims processing.

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual<sup>®</sup>. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## Church Mutual Premier® Policy Proposal

### Premier Property

#### Commercial Property

Our Premier Policy covers owned buildings. Building coverage includes windows, air conditioners (even window units), furnaces and other permanently installed fixtures.

Coverage for rented buildings is available, depending on your obligations to the owner.

#### Causes of Loss Options

##### Special Covered Causes of Loss

All basic and broad causes of loss plus any other cause that is not specifically excluded or limited.

Common Exclusions:

- Nuclear hazard
- Governmental action
- Utility services
- War
- Fungus, wet rot, dry rot, and bacteria

Inflation Guard: true, true,

This optional coverage is coverage for the effects of inflation that automatically increases the limit of insurance by the percentage of annual increase shown in the declarations page at the time of a loss.

001 & 001 & Library

Location Address = 146 Main St, Attica, Wyoming, NY, 14011-1243

Coverage: **\$1,553,449 covered at 100% Replacement.**

Cause of Loss: Special Form Including Theft

Insureds Personal Property: **\$500,000 at Replacement Cost 100 %**

Deductible: \$2,500 Each Occurrence

Wind /Hail Deductible = \$10,000

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## Premier Policy - Property Enhancements - Choice

<b>Covered Property</b>	
Premises - Expanded Area for Building or Structures	1,000 feet
Premises - Expanded Area for Business Personal Property	1,000 feet
Premises - Expanded Area for Personal Property of Others	1,000 feet
Antennas Attached to Building	Included

<b>Additional Coverages</b>	
Debris Removal - Percent of Deductible Plus Loss	30%
Debris Removal - Each Location	\$10,000
Debris Removal - Additional Each Location Per Occurrence	\$50,000
Preservation of Property - Increased Days	90 days
Fire Department Service Charge - Increased Limit	\$25,000
Pollutant Clean-up and Removal - Increased Limit	\$50,000
Increased Cost of Construction - Post Loss Promulgation	Included
Ordinance or Law Coverage A: Undamaged Portion	Building Limit
Ordinance or Law Coverages B & C: Combined Limit Per Occurrence	\$1,500,000
Electronic Data	\$25,000
Preservation of Property Expense	\$10,000
Lost Key/Security Card Expense	\$15,000
Proof of Loss Expense	\$25,000
Contract Penalty Expense	\$25,000
Recharge of Fire Extinguishers Equipment	Actual Expenses
Rewards Payment in Any One Occurrence	\$25,000
Expediting Cost Coverage	\$2,500
Unintentional Property Errors	\$250,000
Emergency Vacating Expense	\$10,000
Emergency Vacating Expense Deductible	\$1,000
Temporary Meeting Space	\$10,000
Professional Extermination Fees & Expenses in Any One Occurrence	\$5,000
Professional Extermination Fees & Expenses Aggregate Per Policy Period	\$20,000
Professional Extermination Fees & Expenses Deductible	\$1,000

**Note:** This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

<b>Coverage Extensions</b>	
Premises - Expanded Area	1,000 feet
Newly Acquired or Constructed Property - Building	\$1,000,000
Newly Acquired or Constructed Property - Your Business Personal Property	\$1,000,000
Newly Acquired or Constructed Property - Period of Coverage	180 Days
Personal Effects and Property of Others	\$25,000
Business Personal Property Off Premises	\$100,000
Outdoor Property - Any One Tree, Shrub, Lawn, or Plant	\$500
Outdoor Property - In Any One Occurrence	\$2,500
Nonowned Detached Trailers	\$10,000
Business Personal Property Temporarily in Portage Storage Units - Expanded Area	1,000 feet
Business Personal Property Temporarily in Portage Storage Units - In Any One Occurrence	\$25,000
Undamaged Leasehold Improvements	\$5,000
Tenant Building Glass Coverage - Per Pane, Unit, or Panel	\$1,000
Tenant Building Glass Coverage - In Any One Occurrence	\$5,000
Unscheduled Buildings or Structures	\$10,000
Off Premises Utility Failure	\$25,000
Underground Pipes, Flues, or Drains	\$5,000
Outdoor Signs - In Any One Occurrence	\$5,000

<b>Cause of Loss - Special Form</b>	
Asbestos Presence, Release, Discharge, or Dispersal	\$25,000
Premises - Expanded Area	1,000 feet
Furs	\$5,000
Jewelry & Precious Metals	\$5,000
Limited Coverage for Fungus, Wet Rot, Dry Rot, and Bacteria	\$50,000
Property in Transit - Expanded Area	1,000 feet
Spoilage	\$50,000
Interior Water Damage	\$10,000
Backup of Sewers or Drains	\$50,000

<b>Business Income (And Extra Expense)</b>	
Interruption of Computer Operations	\$5,000
Civil Authority (Including Ingress & Egress)	Included
Newly Acquired Locations	\$250,000
Off Premises Utility Failure	\$25,000

**Note:** This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup> Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## **Crime**

**(Other than theft of property.)**

Loss Sustained Form

### **Employee Theft**

Limit: \$10,000

Deductible: \$1,000

### **Forgery or Alteration**

Limit: \$5,000

Deductible: \$500

### **Inside the Premises - Theft of Money & Securities**

Limit: \$1,000

Deductible: \$500

### **Inside the Premises - Robbery or Safe Burglary of Other Property**

Limit: \$ [Click here to enter amount.](#)

Deductible: \$ [Click here to enter amount.](#)

### **Outside the Premises**

Limit: \$25,000

Deductible: \$1,000

\*Crime enhancement applies.

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## Premier General Liability

### General Liability

The following coverages are available to you under the General Liability portion of the Premier Policy. This insures your organization, members, board members, employees, volunteers, sponsored activities (on or off premises), operations, products (including food preparation), construction, athletics, and the use of non-owned watercraft.

\$1,000,000 Each Occurrence (bodily injury and property damage)

\$2,000,000 General Annual Aggregate

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Products and Completed Operations Annual Aggregate

\$100,000 Property Damage Legal Liability (any one loss)

General Liability Deductible Option for Premises Operations: [Click to enter text.](#)

General Liability Deductible Option for Products and Completed Operations: [Click to enter text.](#)

\*General Liability enhancement endorsement applies.

### Medical Payments

Your members, guests, and volunteers are covered if they are injured on your premises or while they are participating in your sponsored activities on or off premises. Additional coverage is available for athletic activities. Coverage for medical expenses for most operations of the insured is provided on a primary basis.

\$5,000 per person, subject to each occurrence and general aggregate limits shown above.

### Sexual Misconduct

Getting coverage in this area is a wise financial decision. You shouldn't think of it negatively or assume that it reflects badly on your organization. Remember, this insurance does not apply to those who commit the offense, and it in no way condones these acts. Rather, you are acknowledging that the problem is real, and despite having precautions in place, it can happen.

This important coverage protects your organization, innocent employees, volunteers, members, officers, and board members, while acting in the scope of their duties. This coverage can be provided on an occurrence or claims-made basis.

Each Claim:	\$300,000 Each Claim
Annual Aggregate:	\$300,000 Aggregate Limit
Deductible Option:	\$300,000
Innocent Party Defense Expense Aggregate Limit:	\$ <a href="#">Click here to enter amount.</a>
Public Image Restoration Expense Aggregate Limit:	\$ <a href="#">Click here to enter amount.</a>

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## Management Liability

### Management Liability

Defense costs are within the professional liability limit of insurance. Provides for damages that the management liability become legally obligated to pay because of their wrongful acts.

Annual Aggregate:

### Self-Insured Retention

### Retroactive Date

05/11/2026 & 05/11/2026

## Inland Marine

Commercial Fine Arts = \$7,590

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## *Other Important Coverages to Supplement Your Protection*

Church Mutual offers a full line of property and liability coverages. Beyond the foundation provided by the multi-peril policy, we offer these and other valuable insurance coverage:

### **Workers' Compensation**

Most property, liability, health and accident insurance policies exclude work-related accidents and injuries, so it is important that you provide workers' compensation insurance for your employees. In most states, it is required. (Not available from Church Mutual in North Dakota, Ohio, Washington, and Wyoming.)

Bodily Injury by Accident: \$500,000

Bodily Injury by Disease Each Employee: \$500,000

Bodily Injury by Disease Policy Limit: \$500,000

### **Umbrella**

1 million Umbrella extended coverage

### **Commercial Auto**

Hired, Non-owned Auto coverage = \$1,000,000 Liability

## **YOUR PREMIUM SUMMARY**

### **Premium Quotation**

**Premier Package** \$3,758.03

<b>Policy Type</b>	<b>Effective Date</b>	<b>Annual Premium</b>
Workers' Compensation	06/01/2026	\$742
Umbrella	06/01/2026	\$1,000
Hired, N-Owned Auto	06/01/2026	\$399

Total Premium all lines =

**\$5,899**

**Note:** This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

## Payment Options

This is an estimated quote customized for your organization. It is contingent upon an underwriting review, which could include a property inspection, a review of your operations, and more.

### **Annual Payment Plan**

A single payment for the annual premium is due on the effective date of the annual policy period.

### **Two-Pay Plan: Policies With an Annual Premium of \$100 or More**

- 50% of the annual premium is due on the first day of the annual policy period.
- The remaining 50% is due five months after the beginning of the policy period.
- Remember: There is a \$3 charge for each payment.

### **Four-Pay Plan: Policies With an Annual Premium of \$200 or More**

- 25% of the annual premium is due on the first day of the annual policy period.
- The remaining 75% is due in three equal installments, two, five, and eight months after the beginning of the annual policy period.
- Remember: There is a \$3 charge for each payment.

### **Monthly Pay Plan: Policies With an Annual Premium of \$1,000 or More**

- 8.3% of the annual premium is due on the first day of the annual policy period.
- The remaining 91.7% is due one, two, three, four, five, six, seven, eight, nine, ten, and eleven months after the beginning of the policy period.
- Remember: There is a \$3 charge for each payment.

## How to Pay

Church Mutual offers multiple ways to pay your premium. Choose the option that works best for you!

- **Pay online with ePay** - view billing statements and pay history, pay bills from computer or mobile device and set up recurring payments
- **Pay by phone** - (800) 554-2642 (select Option 3, then Option 1)
- **Pay by mail:**

Church Mutual  
P.O. Box 2912  
Milwaukee, WI 53201-2912

**Note:** This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

05/11/2026

Stevens Memorial Community Library  
146 Main Street  
Attica, Ny 14011

Thank you for giving Church Mutual Insurance Company, S.I., the opportunity to provide insurance protection. According to the insurance proposal, the following coverages will be put in force on June 1, 2026.

- Multi-Peril Property and Casualty
- Crime
- Limited Flood
- Business Income
- Inland Marine
- Directors, Officers and Trustees
- Commercial Automobile
- Workers' Compensation
- Umbrella Liability

---

Stevens Memorial Community Library Representative

Date

Note: This proposal contains only a general description of insurance coverages and does not include all terms, conditions, and limitations found in Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> ("Church Mutual") policies. The insurance policy, not any general descriptions of coverage that may be found in this material, will form the contract between the insured and Church Mutual®. Neither Church Mutual nor its employees, representatives, or agents shall be liable to any party for the use of any information of statements made or contained herein. NAIC # 18767; CA Company ID #2867-0

<sup>1</sup>Church Mutual is a stock insurer whose policyholders are members of the parent mutual holding company formed on 1/1/2020. S.I. = a stock insurer.

# Annual Report

**Annual Report For Public And Association Libraries**

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

## Stevens Memorial Community Library 2025

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	6400670320
1.2Library Name	STEVENS MEMORIAL COMMUNITY LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Attica
1.6Beginning Fiscal Reporting Year	07/01/2024
1.7Ending Fiscal Reporting Year	06/30/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	07/01/2024
1.12Ending Local Fiscal Year	06/30/2025
1.13Address Status	no change from the prior year
1.14Street Address	146 MAIN STREET
1.15City	ATTICA
1.16Zip Code	14011
1.17Mailing Address	146 MAIN STREET
1.18City	ATTICA
1.19Zip Code	14011
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	5855912733
1.21E-Mail Address (enter M (Missing) if no E-Mail)	atticalibrarydirector@owwl.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	https://attica.owwl.org/
1.23Population Chartered to Serve (per 2020 Census)	11,634

**Stevens Memorial Community Library 2025**

1.24Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	04/20/2010
1.29Date the library was last registered	10/13/2009
1.30Federal Employer Identification Number	331057765
1.31County	WYOMING
1.32School District	Attica Central
1.33Town/City	Attica
1.34Library System	OWWL Library System

-  
THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

**Stevens Memorial Community Library 2025**

-  
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Palmer
1.37 Last Name of Library Director/Manager	Perkins
1.38 NYS Public Librarian Certification Number	AY2QYAD
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	atticalibrarydirector@owwl.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	Y

**Public Votes / Contracts**

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	Y
--	---

-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025 )	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
Attica Central	School District	05/20/2025	Yes	school district	\$204,939	\$4,429	\$209,368

**Stevens Memorial Community Library 2025**

School District	ballot proposition (Ed. Law §259(1)(a))
-----------------	---

-  
This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
---	---

-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
--	---	---	--	---

**Contractual Agreements**

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
--	---

-  
Please Note: last year's answers for repeating groups cannot be displayed.

--

**Stevens Memorial Community Library 2025**

---

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided (select one):
--	--	---	---------------------------------	---

**Unusual Circumstances**

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
--	---

**2. LIBRARY COLLECTION**

**Physical Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

**PRINT MATERIALS**

**Cataloged Books**

2.1Adult Fiction Books	9,910
2.2Adult Non-fiction Books	4,991
2.3Total Adult Books (Total questions 2.1 & 2.2)	14,901
2.4Children's Fiction Books	4,894
2.5Children's Non-fiction Books	2,059
2.6Total Children's Books (Total questions 2.4 & 2.5)	6,953
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	21,854

**Stevens Memorial Community Library 2025**

---

**Other Print Materials**

2.8Total Uncataloged Books	187
2.9Total Print Serials	249
2.10All Other Print Materials	76
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	512
2.12Total Print Materials (Total questions 2.7 and 2.11)	22,366

**ALL OTHER MATERIALS**

2.13Audio - Physical Units	1,129
2.14Video - Physical Units	3,008
2.15Other Circulating Physical Items	38
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	4,175

**Grand Total / Additions to Holdings**

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	26,541
--	--------

**ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18Cataloged Books	377
2.19All Other Print Materials	116
2.20All Other Materials	83
2.21Total Additions (Total questions 2.18 through 2.20)	576

## Stevens Memorial Community Library 2025

---

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

#### LIBRARY USE

3.1Library visits (total annual attendance) <sup>1</sup>	12,246
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	1,693
3.3Registered non-resident borrowers	236

#### WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

**Stevens Memorial Community Library 2025**

---

**ACCESSIBILITY (Answer Y for Yes, N for No)**

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	N

**3.15 - If so, what do you have? If no, go to next question**

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	N
electronic scanning and reading software, such as OpenBook	N
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

**Library Sponsored Programs**

**Stevens Memorial Community Library 2025**

---

**LIVE PROGRAM SESSIONS and ATTENDANCE**

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

**IMPORTANT:** If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

**NOTE:** Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	70
3.17bAttendance at Sessions Targeted at Children Ages 0-5 <sup>2</sup>	248
3.18aNumber of Sessions Targeted at Children Ages 6-11 <sup>3</sup>	98
3.18bAttendance at Sessions Targeted at Children Ages 6-11 <sup>4</sup>	307
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	45
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	299
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	40
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	120
3.21aNumber of General Interest Program Sessions <sup>5</sup>	35
3.21bAttendance at General InterestProgram Sessions	301
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	288
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	1,275

## Stevens Memorial Community Library 2025

---

### Live Programs Categorized by Venue

3.24aTotal Live Onsite Program Sessions <sup>6</sup>	287
3.24bTotal Live Onsite Program Attendance	873
3.25aTotal Live Offsite Program Sessions <sup>7</sup>	1
3.25bTotal Live Offsite Program Attendance <sup>8</sup>	402
3.26aTotal Live Virtual Program Sessions <sup>9</sup>	0
3.26bTotal Live Virtual Program Attendance	0
3.27Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	288
3.28Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	1,275

### Prerecorded and One-on-One Programs

3.29Total Number of Prerecorded Program Presentations	0
3.30Total Views of Prerecorded Program Presentations within 30 Days	0
3.31One-on-One Program Sessions	0
3.32Attendance at One-on-One Program Sessions	0

### Teen-Led Promotions

3.33Did your library offer teen-led activities during the 2025 calendar year?	N
3.34aDo library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34bDoes your library use Facebook for promotion?	Yes
3.34cDoes your library use Instagram for promotion?	Yes
3.34dDoes your library use Twitter/X for promotion?	No
3.34eDoes your library use TikTok for promotion?	No

## Stevens Memorial Community Library 2025

### SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	80
3.38Young adults registered for the library's summer reading program	23
3.39Adults registered for the library's summer reading program	55
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	158
3.41aChildren's program sessions - Summer 2025	15
3.41bChildren's program attendance - Summer 2025	101
3.42aYoung adult program sessions - Summer 2025	5
3.42bYoung adult program attendance - Summer 2025	11
3.43aAdult program sessions - Summer 2025	6
3.43bAdult program attendance - Summer 2025	35
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	26
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	147
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

### COLLABORATORS

3.48Public school district(s) and/or BOCES	0
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	0
3.52Municipality/Municipalities	0
3.53Literacy provider(s)	0
3.54Other (describe using the State note)	0
3.55Total Collaborators (total 3.48 through 3.54)	0

## Stevens Memorial Community Library 2025

---

### Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
---	---

### EARLY LITERACY PROGRAMS

3.57a Focus on birth - school entry (kindergarten) sessions	51
3.57b Focus on birth - school entry (kindergarten) attendance	66
3.58a Focus on parents & caregivers sessions	2
3.58b Focus on parents & caregivers attendance	5
3.59a Combined audience sessions	0
3.59b Combined audience attendance	0
3.60 Total Sessions	53
3.61 Total Attendance	71

### 3.62 - Collaborators (check all that apply):

3.62a. Childcare center(s)	No
3.62b. Public School District(s) and/or BOCES	No
3.62c. Non-Public School(s)	Yes
3.62d. Health care providers/agencies	No
3.62e. Other (describe using the State note)	No

### Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

### ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
---	---

**ESOL / Digital Literacy**

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
---	---

**DIGITAL LITERACY**

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
---	---

**4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

**Circulation / Reference Transactions**

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit ( e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

**CATALOGED BOOK CIRCULATION**

4.1Adult Fiction Books	8,172
4.2Adult Non-fiction Books	2,760
4.3Total Adult Books (Total questions 4.1 & 4.2)	10,932
4.4Children's Fiction Books	8,262
4.5Children's Non-fiction Books	2,013
4.6Total Children's Books (Total questions 4.4 & 4.5)	10,275
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	21,207

**CIRCULATION OF OTHER MATERIALS**

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	1,020
4.8bCirculation of Adult Other Materials - Audio/Visual	3,888
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	22
4.9bCirculation of Children's Other Materials - Audio/Visual	1,117
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	1,042
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	27,254
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

**REFERENCE TRANSACTIONS**

4.14Total Reference Transactions <sup>10</sup>	2,392
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
4.15Does the library offer virtual reference?	N

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16TOTAL MATERIALS RECEIVED	4,490
------------------------------	-------

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.17TOTAL MATERIALS PROVIDED	4,758
------------------------------	-------

**E-RATE**

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	OWWL Library System



**5. ELECTRONIC USE**

**Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

**Electronic Books**

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library?	No
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Serials**

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library?	No
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

## Stevens Memorial Community Library 2025

---

### Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	No
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

### Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

### Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

**Online Learning**

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

**E-Material Circulation**

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	2,371
5.20The total circulation of e-serials during the reporting period.	753
5.21The total circulation of e-audio during the reporting period	3,999
5.22The total circulation of e-videos during the reporting period.	84

## Stevens Memorial Community Library 2025

---

### 6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

#### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40.00
--	-------

#### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	
6.4 Library Manager (not certified)	
6.5 Vacant Library Manager (not certified)	
6.6 Librarian	
6.7 Vacant Librarian	
6.8 Library Specialist/Paraprofessional	
6.9 Vacant Library Specialist/Paraprofessional	
6.10 Other Staff	3.00
6.11 Vacant Other Staff	
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.00
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

**SALARY INFORMATION**

6.14FTE - Library Director(certified)	1.00
6.15Salary - Library Director (certified)	\$60,405
6.16FTE - Library Manager (not certified)	
6.17Salary - Library Manager (notcertified)	
6.18FTE - Librarian	
6.19Salary - Librarian	

**Stevens Memorial Community Library 2025**

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nysllibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re–approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standardnumber of public service hours for population	Y

**Stevens Memorial Community Library 2025**

---

served. (see instructions)

**7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:**

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

-

7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
---	---

**7.10. Provides**

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

**Stevens Memorial Community Library 2025**

---

-

7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

## Stevens Memorial Community Library 2025

---

### 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1
8.2 Branches	0
8.3 Bookmobiles	0
8.4 Other Outlets	0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

### PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	40.00
8.7 Minimum Weekly Total Hours - Branch Libraries	
8.8 Minimum Weekly Total Hours - Bookmobiles	
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	40.00
8.10 Annual Total Hours - Main Library	2,080.00
8.11 Annual Total Hours - Branch Libraries	
8.12 Annual Total Hours - Bookmobiles	
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,080.00

**9. SERVICE OUTLET INFORMATION**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com) and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

**Name**

Location		1. Outlet Name	2. Outlet Name Status
STEVENS MEMORIAL COMMUNITY LIBRARY		STEVENS MEMORIAL COMMUNITY LIBRARY	no change from the prior year

**Address**

Location		3. Street Address	4. Outlet Street Address Status
STEVENS MEMORIAL COMMUNITY LIBRARY		146 MAIN STREET	no change from the prior year

**Stevens Memorial Community Library 2025**

---

**Address / Phone**

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
STEVENS MEMORIAL COMMUNITY LIBRARY		ATTICA	14011	(585) 591-2733

**Contact**

Location		8. E-mail Address	9. Outlet URL
STEVENS MEMORIAL COMMUNITY LIBRARY		atticalibrarydirector@owwl.org	https://attica.owwl.org/

-

Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
STEVENS MEMORIAL COMMUNITY LIBRARY		WYOMING	Attica Central School District	OWWL Library System	Central Library

**Hours / Meetings**

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
STEVENS MEMORIAL COMMUNITY LIBRARY		2,080	52	1	1	51	N

**Stevens Memorial Community Library 2025**

**Building**

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
STEVENS MEMORIAL COMMUNITY LIBRARY		LO	Library Board	Library Board	1823	

**Space / Use**

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
STEVENS MEMORIAL COMMUNITY LIBRARY		5,136	4	1,365	Annual Count

**Internet Connection**

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
STEVENS MEMORIAL COMMUNITY LIBRARY		Cable	11 Greater than or equal to 100 mbps and less than 1 gbps	9 Greater than or equal to 25 mbps and less than 50 mbps

**Internet / WiFi**

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
STEVENS MEMORIAL COMMUNITY LIBRARY		Spectrum/Time Warner Cable	No restrictions to access	1,527	Annual Count

**Stevens Memorial Community Library 2025**

---

**Accessibility / Makerspace**

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
STEVENS MEMORIAL COMMUNITY LIBRARY		Y	Y	N

**ID**

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
STEVENS MEMORIAL COMMUNITY LIBRARY		6400670320	NY0554	0	no change

**Stevens Memorial Community Library 2025**

---

**10. OFFICERS AND TRUSTEES**

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

**Trustees and Terms / Trustee Names**

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

**BOARD MEETINGS**

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	13
--	----

**NUMBER OF TRUSTEES AND TERMS**

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 15
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	7
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

**BOARD MEMBER SELECTION**

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
--	---

-  
List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com).

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex	10 .7n The date the Oath of Office ( mm/dd/y was taken	10 .7o The date the Oath of Office was filed with town or county clerk (m m/dd/yy	10.7p Is this a brand new trustee?
---------------------	---	--	---------------------------------	----------------	---	---------------------------------	---	-------------------------------------	------------------------------------	---------------------------	---	--	---	--	--

Stevens Memorial Community Library 2025

												pired previous trustee? s term. Exempl e: Trustee is filli			
Filled	Stuart	Hempel	1335 Werner Road	Warsaw	14569	stuart.he mpel@g mail.com	Trustee	July	2025	June	2030	Yes	2025-06- 09	2025-06- 19	Y
Filled	Kimberly	Harding	2708 Almeter Road	Varysbur g	14167	kkharding @gmail.c om	Trustee	July	2025	June	2030	Yes	2025-06- 09	2025-06- 19	Y
Filled	Sandy	Eck	80 High Street	Attica	14011	sneck28 @yahoo. com	Vice President	July	2021	June	2026	Yes	06/12/202 3	07/06/202 3	N
Filled	Jennifer	Wilkinson	1222 Halls Corner Road	Attica	14011	jwilkinson @wyomin g.co.net	Secretary	July	2022	June	2027	Yes	01/30/202 3	01/31/202 3	N
Filled	Barbara	Helak	74 Georges Drive	Attica	14011	tycki51@ yahoo.co m	Trustee	July	2023	June	2028	Yes	06/12/202 3	07/06/202 3	N
Filled	Lori	Kubik	885 Werner Road	Attica	14011	kubikle@ hotmail.c om	Trustee	July	2021	June	2026	Yes	06/12/202 3	07/06/202 3	N
Filled	Katie	Kennedy	140 Main Street	Attica	14011	katieward 19@gmai l.com	President	July	2024	June	2029	Yes	07/08/202 4	07/09/202 4	N

**Stevens Memorial Community Library 2025**

---

**11. OPERATING FUNDS RECEIPTS**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
--	---

-

11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
School District	Attica Central School District	\$204,846	Y	N
Village	Alexander	\$650	N	N
Town	Darien Center	\$3,000	N	N

-

Please Note: last year's answers for repeating groups cannot be displayed.

11.2 TOTAL LOCAL PUBLIC FUNDS	\$208,496
-------------------------------	-----------

**Stevens Memorial Community Library 2025**

---

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3Local Library Services Aid (LLSA)	\$3,590
11.4Record all Central Library Services Aid monies received from system headquarters	
11.5Additional State Aid received from the System <sup>11</sup>	\$20,000
11.6Federal Aid received from the System	
11.7Other Cash Grants	
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$23,590

**OTHER STATE AID**

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	
---	--

**FEDERAL AID FOR LIBRARY OPERATION**

11.10LSTA	
11.11Other Federal Aid	
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	

**Stevens Memorial Community Library 2025**

---

**OTHER RECEIPTS**

11.14 Gifts and Endowments	\$6,419
11.15 Fund Raising	
11.16 Income from Investments <sup>12</sup>	\$9,490
11.17 Library Charges	\$3,333
11.18 Other <sup>13</sup>	\$175
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$19,417
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$251,503
11.21 BUDGET LOANS	

**Transfers / Grand Total**

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8)	
11.23 From Other Funds	
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed) <sup>14</sup>	\$423,238
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$674,741

## Stevens Memorial Community Library 2025

---

### 12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

#### STAFF EXPENDITURES

##### Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$39,262
12.2 Other Staff	\$109,548
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$148,810
12.4 Employee Benefits Expenditures	\$16,805
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$165,615

#### COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	\$17,349
12.7 Electronic Materials Expenditures <sup>15</sup>	\$10,857
12.8 Other Materials Expenditures <sup>16</sup>	\$5,370
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$33,576

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	
12.11 From Other Funds (71OF)	
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

#### OPERATION AND MAINTENANCE OF BUILDINGS

**Stevens Memorial Community Library 2025**

---

**Repairs to Building & Building Equipment**

12.13From Local Public Funds (72PF) <sup>17</sup>	\$2,842
12.14From Other Funds (72OF)	
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$2,842
12.16Other Disbursements for Operation & Maintenance of Buildings	\$23,008
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$25,850

**MISCELLANEOUS EXPENSES**

12.18Office and Library Supplies <sup>18</sup>	\$13,911
12.19Telecommunications	\$2,154
12.21Professional & Consultant Fees	\$5,997
12.22Equipment <sup>19</sup>	\$9,911
12.23Other Miscellaneous	\$21,418
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$53,391

-

12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$6,179
--	---------

**DEBT SERVICE**

**Stevens Memorial Community Library 2025**

---

**Capital Purposes Loans (Principal and Interest)**

12.26From Local Public Funds (73PF)	
12.27From Other Funds (73OF)	
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	
12.30Short-Term Loans	
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$284,611

**Transfers to Capital Fund**

12.33From Local Public Funds (76PF)	
12.34From Other Funds (76OF)	
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$284,611
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$390,130
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$674,741

**ASSURANCE**

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	05/18/2026
---	------------

**Stevens Memorial Community Library 2025**

---

**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy)	
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	
12.44 Indicate type of audit (select one):	N/A

**CAPITAL FUND**

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
---	---

**Stevens Memorial Community Library 2025**

---

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources	
13.2 All Other Revenues from Local Sources	\$4,023
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$4,023

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction	
13.5 Other State Aid	
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 TOTAL FEDERAL AID	
------------------------	--

**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.35)	
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$4,023
13.10 NON-REVENUE RECEIPTS	
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$4,023
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$104,485
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$108,508

**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1 Construction	
14.2 Incidental Construction	

**Other Disbursements**

14.3 Purchase of Buildings	
14.4 Interest	
14.5 Collection Expenditures	
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22)	
14.9 NON-PROJECT EXPENDITURES	
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$108,508
14.12 TOTAL CASH DISBURSEMENTS AND BALANCE	\$108,508



## Stevens Memorial Community Library 2025

---

### 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	1.00
16.2Total Librarians	1.00
16.3All Other Paid Staff	3.00
16.4Total Paid Employees	4.00
16.5State Government Revenue <sup>20</sup>	\$23,590
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$19,417
16.8Total Operating Revenue	\$251,503
16.9Other Operating Expenditures	\$85,420
16.10Total Operating Expenditures	\$284,611
16.11Total Capital Expenditures	\$0
16.12Print Materials	22,290
16.12aTotal Physical Items in Collection	25,412
16.13Circulation of Children's Physical Material	11,414
16.14Total Registered Borrowers	1,929
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	4
16.17Total Uses (sessions) of Public Internet Computers Per Year	1,365
16.18Wireless Sessions	1,527
16.19Total Capital Revenue	\$4,023

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	6400670320
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	School District
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	School District - Unified, entirety
17.7FSCS ID	NY0554
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

**SUGGESTED IMPROVEMENTS**

Library Name:	STEVENS MEMORIAL COMMUNITY LIBRARY
Library System:	OWWL Library System
Name of Person Completing Form:	Palmer Perkins
Phone Number:	(585) 591-2733
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

- <sup>1</sup>, 3.1 we were not tracking attendance at all last year and only used a vague estimate. this newer number is much closer to being correct(0-2026-04-06)
- <sup>2</sup>, 3.17b we did a better job this year of distinguishing between programs for children ages 0-5 and programs for children ages 6-11(0-2026-04-06)
- <sup>3</sup>, 3.18a we did a better job this year of distinguishing between programs for children ages 0-5 and programs for children ages 6-11(0-2026-04-06)
- <sup>4</sup>, 3.18b we did a better job this year of distinguishing between programs for children ages 0-5 and programs for children ages 6-11(0-2026-04-06)
- <sup>5</sup>, 3.21a we had more all ages programming this year than previously, or at least we branded it better as such(0-2026-04-06)
- <sup>6</sup>, 3.24a programming resumed en masse in May with the arrival of a new director. was halted before(0-2026-03-31)
- <sup>7</sup>, 3.25a halloween hallway of treats at elementary school(0-2026-03-31)
- <sup>8</sup>, 3.25b halloween hallway of treats at elementary school(0-2026-03-31)
- <sup>9</sup>, 3.26a 0(0-2026-03-31)
- <sup>10</sup>, 4.14 explaining to clerical staff what could be considered a reference transaction helped us come up with a more accurate estimate(0-2026-04-06)

## Stevens Memorial Community Library 2025

---

<sup>11</sup>, 11.5 Assembly Aid(0-2026-04-22)

<sup>12</sup>, 11.16 Interest earned on CD's(0-2026-04-23)

<sup>13</sup>, 11.18 Received an ALA Grant in 2024 not 2025(0-2026-04-22)

<sup>14</sup>, 11.25 There was an error reporting last years ending balance of Operating Funds.(0-2026-04-22)

<sup>15</sup>, 12.7 Audio books \$9,543, Kohoo 360, Overdrive \$954(0-2026-04-23)

<sup>16</sup>, 12.8 Playaways \$5053 and DVD's \$317 there was an increase in purchases in 2025(0-2026-04-23)

<sup>17</sup>, 12.13 Electrical repairs, furnace repairs, A/C repairs, Alarm System repairs, door repairs, and appliance repairs.(0-2026-04-23)

<sup>18</sup>, 12.18 Art supplies, library supplies, office supplies(0-2026-04-23)

<sup>19</sup>, 12.22 In 2024 a circulation desk was purchased(0-2026-04-22)

<sup>20</sup>, 16.5 received NYS Assembly aid 2024 in the amount of 20,000(0-2026-04-08)