Library Board of Trustees
Personnel Committee Meeting Agenda
Monday, September 21, 2026
5:00 pm at the Stevens Memorial Community Library

Finance:
1. CD update
2. Hiring Update/Potential Motion for Board Meeting
3. Policies (if any)

Buildings and Grounds
1. Tree Trimming
2. Foundation
3. Winterizing (AC units, etc.)

Refer to Full Board for any Motion(s)

Next Meetings:
Next Board Meeting Regular Meeting October 19, 2026 at 6 PM
Next Finance: TBD
Next Personnel: TBD

Library Board of Trustees
Regular Board Meeting Agenda
Monday, September 21, 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: for a-c:
- **a.** Abstract #8 Audited – Paid (attached) in the amount of $3467.77 is approved for payment today.
- **b.** Abstract #8 Audited - Unpaid (attached) in the amount of $13977.68 is approved for payment today.
- **c.** Reports, Journal entries and Bank Statements reviewed and approved.

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

IX. Old Business
1. Closing out the fiscal year – discussion/update
2. Grant Status
3. Buildings and Grounds

X. New Business
1. **MOTION** to approve Policy
    a. Cyber Security
    b. Gifts and Donations
2. Motions From Finance (if any)
3. Upcoming Events

XII. Adjourn
MOTION:

Next Board Meeting Regular Meeting October 19, 2026 at 6 PM
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
August 17, 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, , Stuart Hempel, Lisa Neary (treasurer), Jennifer Wilkinson, Kim Harding, and Barb Helak.
Absent: Andrea Seeloff, Director Palmer Perkins
Staff: n/a
Public: n/a

We did pledge to the flag.

1 Motion: Kim Harding moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were: n/a.

2 Motion: Sandy Eck moved to approve the minutes from last month. Barb Helak seconded, and the motion passed unanimously.

3 Motion: Katie Kennedy moved to approve (a-d in the agenda) the expenditures and the Treasurer Reports and Abstracts.

- **a.** Abstract #7 Audited – Paid (attached) in the amount of $1520.16 is approved for payment today.
- **b.** Abstract #7 Audited - Unpaid (attached) in the amount of $3137.63 is approved for payment today.
- **c.** Reports, Journal entries and Bank Statements reviewed and approved.

Kim Harding seconded, and the motion passed unanimously.

4 Motion: Jen Wilkinson moves to approve budget amendment Resolution as outline in the attachment to the agenda. Katie Kennedy Eck seconds, and the motion passed unanimously.

5 Motion: Sandy Eck moved to approve revised purchase manual as attached to agenda. Kim Harding seconds, and the motion passes unanimously.

6 Motion: Kim Harding moved to hire Linda Fix at minimum wage, with 17 hours of PTO allocated for the rest of 2026, with a start date of 8/18/2026. Katie Kennedy seconds, and the motion passes unanimously.

7 Motion: Barb Helak moved to split the renewing CD into 2 portions: 63,113.14 into what will now be CD#1, for 6 months to 1year (director authorized to select the best rate) and $122,100 into a Reserves CD. Sandy Eck seconds, and the motion passes unanimously.

8 Motion: Kim Harding moved to have president sign assurances form for state aid. Katie Kennedy seconds, and the motion passes unanimously.

9 Motion: Jen Wilkinson moved to adjourn the meeting at 6:46 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meetings: 9/21 at 5 PM at the library.

Regular Board Meeting Monday, 8/17/26 at 6:00 at the Library
Personnel TBD at the Library

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Treasurer Report(s)

ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library
Date of Audit: 8 /19/2026 - 9/19/2026
Abstract # 8
No checks from Memorial
(does not include paychecks)

Total Paid Claims:	3,467.77
Operating:	3,467.77
Memorial:	0

Num	Date	Name	Account	Paid Amount
7174	**08/19/2026**	**Casella Waste Services**	**A200-1 · Operating checking account**	
335418	07/31/2026		486 · Trash removal	-52.37
TOTAL				-52.37
7175	**08/19/2026**	**Toshiba Financial Services**	**A200-1 · Operating checking account**	
588500306	08/08/2026		452 · Leases - printer	-232.29
			452 · Leases - printer	-10.25
			452 · Leases - printer	-174.47
TOTAL				-417.01
7176	**08/19/2026**	**Utica National Insurance Group**	**A200-1 · Operating checking account**	
107765505 0826	08/12/2026		453 · Insurance	-624.00
TOTAL				-624.00
7177	**08/25/2026**	**National Grid**	**A200-1 · Operating checking account**	
77302-24108 0826	08/17/2026		483 · Electric	-614.08
TOTAL				-614.08
7178	**09/09/2026**	**National Fuel**	**A200-1 · Operating checking account**	
3281151 09 0626	06/29/2026	National Fuel	A600 · Accounts Payable	0.00
3281151 09 0726	07/27/2026		484 · Gas	-7.89
TOTAL				-7.89
7179	**09/09/2026**	**Casella Waste Services**	**A200-1 · Operating checking account**	
341205	08/31/2026		486 · Trash removal	-52.40
TOTAL				-52.40
7180	**09/09/2026**	**LEAF**	**A200-1 · Operating checking account**	
20815893	08/26/2026		485 · Telephone	-174.73
TOTAL				-174.73

7181	**09/09/2026**	**Village of Attica**	**A200-1 · Operating checking account**	
B09883 0826	08/31/2026		482 · Water and sewer	-62.00
TOTAL				-62.00
7182	**09/19/2026**	**Toshiba Financial Services**	**A200-1 · Operating checking account**	
590757126	09/07/2026		452 · Leases - printer	-232.29
TOTAL				-232.29
7183	**09/19/2026**	**Utica National Insurance Group**	**A200-1 · Operating checking account**	
100765505 0926	09/14/2026		453 · Insurance	-1,231.00
TOTAL				-1,231.00

Total Paid Invoices

3,467.77

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library
Date of Audit: 8/12/2026 - 9/19/2026
Abstract # 8
Trans #s 946 - 1,007

Total Claims:	13,977.68
Operating:	11,877.68
Memorial:	2,100.00

Trans #	Date	Num	Due Date	Split	Amount
Amazon Capital Servces					
946	08/11/2026	11YJ-QKKF-4LKK	09/10/2026	411 · Library programs-supplies	13.58
947	08/13/2026	1J3P-HCGN-VYR6	09/12/2026	430 · Library and office supplies	38.98
948	08/18/2026	11FQ-DQYL-3G1G	09/17/2026	431 · Custodial supplies	42.43
954	08/20/2026	1CWN-NMW4-1Y7D	09/19/2026	411 · Library programs-supplies	62.97
961	08/21/2026	11TW-69NR-W4L1	09/20/2026	430 · Library and office supplies	58.36
988	09/05/2026	1DFY-99N4-XL1P	10/05/2026	431 · Custodial supplies	57.49
1,001	09/10/2026	1N3J-FK4P-FRXL	10/10/2026	431 · Custodial supplies	43.65
Total Amazon Capital Servces					317.46
Author's Note					
949	08/11/2026	161277	08/21/2026	400 · Books/Audio Books	35.17
950	08/12/2026	161330	08/22/2026	400 · Books/Audio Books	103.44
955	08/18/2026	161629	08/28/2026	400 · Books/Audio Books	151.85
968	08/25/2026	161976	09/04/2026	400 · Books/Audio Books	102.27
984	09/03/2026	162380	09/13/2026	400 · Books/Audio Books	104.19
1,004	09/14/2026	162854	09/24/2026	400 · Books/Audio Books	25.30
Total Author's Note					522.22
Center Point Large Print					
986	08/25/2026	2273170	09/04/2026	400 · Books/Audio Books	95.88
Total Center Point Large Print					95.88
Demco					
1,000	08/27/2026	7847926	09/26/2026	430 · Library and office supplies	10.95
999	09/04/2026	7852041	10/04/2026	430 · Library and office supplies	78.87
Total Demco					89.82
Homestead Pest Control					
983	08/28/2026	14142	09/07/2026	480 · Building maintenance and repair	80.00
Total Homestead Pest Control					80.00
Lakeview Books					
1,003	09/16/2026	ARP2503541	09/26/2026	400 · Books/Audio Books	112.96
Total Lakeview Books					112.96
Midwest Tape					
963	08/18/2026	509298265	08/28/2026	402 · DVDs	80.22
964	08/21/2026	509309395	08/31/2026	402 · DVDs	50.98
1,006	09/15/2026	509425219	09/25/2026	402 · DVDs	8.49
Total Midwest Tape					139.69
OWWL Library Systems					
997	09/10/2026	0009319	09/20/2026	450 · OWWL - computer/technology/serv	9,974.00
Total OWWL Library Systems					9,974.00

Playaway Products						
985	09/01/2026	547159	10/01/2026	400 · Books/Audio Books		447.67
1,007	09/16/2026	549468	10/16/2026	401 · Electronic books		60.74
Total Playaway Products						508.41
RAC Engineering						
989	09/03/2026	19726	09/13/2026	480 · Building maintenance and repair	1	2,100.00
Total RAC Engineering						2,100.00
Seiferth, Jacob						
962	08/22/2026	8222026	09/01/2026	434 · Travel/Mileage		37.24
Total Seiferth, Jacob						37.24
TOTAL						**13,977.68**

1 = Memorial Account

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

Stevens Memorial Community Library
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	14,882.81
A200-2 · Memorial checking account	140,469.71
A201-1 · Operating CD #1	63,104.22
A231-20 · Building improvement reserve	101,735.62
A231-21 · Equipment reserve	20,347.12
Total Checking/Savings	340,539.48
Other Current Assets	
12000 · Undeposited Funds	300.00
Total Other Current Assets	300.00
Total Current Assets	340,839.48
TOTAL ASSETS	**340,839.48**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · Accounts Payable	1,261.34
Total Accounts Payable	1,261.34
Other Current Liabilities	
A719 · Paid famiy leave	105.44
Total Other Current Liabilities	105.44
Total Current Liabilities	1,366.78
Total Liabilities	1,366.78
Equity	
A917 · Unassigned fund balance	377,317.90
Net Income	-37,845.20
Total Equity	339,472.70
TOTAL LIABILITIES & EQUITY	**340,839.48**

Stevens Memorial Community Library

August	1	2	3-LOST &	4-MEM&	5-BAGS	6-FRIENDS	7	8	9-BOOK	10-COPIER	11	DAILY	
2026	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER	TOTALS	
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082			
1									$1.00	$1.25		$ 2.25	
2	Sunday											$ -	
3								$50.00		$4.50		$ 54.50	
4	$10.00									$6.50		$ 16.50	$ 73.25
5									$2.00	$11.25		$ 13.25	
6				$25.00					$0.75	$9.00		$ 34.75	
7										$6.00		$ 6.00	
8										$0.50		$ 0.50	
9	Sunday											$ -	
10										$5.25		$ 5.25	$ 59.75
11				$40.00					$1.00	$3.50		$ 44.50	
12									$2.00	$23.00		$ 25.00	
13									$0.25	$17.55		$ 17.80	
14				$60.00					$2.50	$5.25		$ 67.75	
15									$0.50	$7.25		$ 7.75	
16	Sunday											$ -	
17									$0.50	$6.00		$ 6.50	
18									$1.00	$2.50	$29.94	$ 33.44	
19									$4.50	$5.75		$ 10.25	$ 212.99
20									$0.25	$11.75		$ 12.00	
21									$2.00	$4.00		$ 6.00	
22									$30.75	$3.00	$144.75	$ 178.50	
23	Sunday											$ -	
24									$2.00	$8.00		$ 10.00	
25									$5.25	$0.50		$ 5.75	$ 212.25
26								$0.25	$2.00	$31.25		$ 33.50	
27									$1.00	$25.00		$ 26.00	
28				$25.00					$7.00	$2.25	$300.00	$ 334.25	
29									$1.50	$6.75		$ 8.25	
30	Sunday											$ -	
31								$15.50	$6.50	$30.25		$ 52.25	$ 454.25
Zeffy												$ -	
TOTAL	$10.00	$0.00	$0.00	$150.00	$0.00	$0.00	$0.00	$65.75	$74.25	$237.80	$474.69	$1,012.49	
	1	2	3	4	5	6	7	8	9	10	11	TOTALS	$ 1,012.49

* $29.94 EBSCO refund, $144.75 Book Sale; $300.00 Dragonly Studio deposit return

Stevens Memorial Community Library
Profit & Loss by Class
July through August 2026

	Memorial	TOTAL
Income		
2401 · Interest and earnings	9.92	9.92
2705 · Gifts and donations	300.00	300.00
Total Income	309.92	309.92
Expense		
4 · Contract services		
400 · Books/Audio Books	14.87	14.87
410 · Library programs-servces		
410-261 · ACWC Cultural grant 2026	3,000.00	3,000.00
Total 410 · Library programs-servces	3,000.00	3,000.00
Total 4 · Contract services	3,014.87	3,014.87
Total Expense	3,014.87	3,014.87
Net Income	**-2,704.95**	**-2,704.95**

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July through August 2026

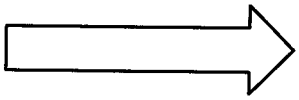
	Jul - Aug 26	Budget	$ Over Budget	% of Budget
Income				
1001 · Real property taxes	0.00	248,711.00	-248,711.00	0.0%
2082 · Library charges	354.10	3,000.00	-2,645.90	11.8%
2360 · Library services-other govts	0.00	3,650.00	-3,650.00	0.0%
2401 · Interest and earnings	851.04	7,000.00	-6,148.96	12.16%
2655 · Sales, other	221.50	0.00	221.50	100.0%
2701 · Reimbursement of prior year exp	793.66	0.00	793.66	100.0%
2705 · Gifts and donations				
261 · ACWC Cultural grant	4,500.00	4,500.00	0.00	100.0%
2705 · Gifts and donations - Other	52.00	500.00	-448.00	10.4%
Total 2705 · Gifts and donations	4,552.00	5,000.00	-448.00	91.04%
3840 · State aid for libraries	0.00	3,675.00	-3,675.00	0.0%
A910 · Appropriated Fund Balance	0.00	0.00	0.00	0.0%
Total Income	6,772.30	271,036.00	-264,263.70	2.5%
Expense				
1 · Salary				
100 · Salaries	24,112.17	181,571.00	-157,458.83	13.28%
Total 1 · Salary	24,112.17	181,571.00	-157,458.83	13.28%
2 · Equipment				
200 · Large equipment	0.00	0.00	0.00	0.0%
201 · Small equipment	0.00	0.00	0.00	0.0%
Total 2 · Equipment	0.00	0.00	0.00	0.0%
4 · Contract services				
400 · Books/Audio Books	2,653.02	12,000.00	-9,346.98	22.11%
401 · Electronic books	0.00	0.00	0.00	0.0%
402 · DVDs	131.20	1,500.00	-1,368.80	8.75%
403 · Periodicals	1,578.89	2,000.00	-421.11	78.95%
410 · Library programs-servces				
410-261 · ACWC Cultural grant 2026	4,594.00	4,500.00	94.00	102.09%
410 · Library programs-servces - Other	0.00	0.00	0.00	0.0%
Total 410 · Library programs-servces	4,594.00	4,500.00	94.00	102.09%
411 · Library programs-supplies	510.29	3,000.00	-2,489.71	17.01%
430 · Library and office supplies	416.45	1,750.00	-1,333.55	23.8%
431 · Custodial supplies	67.66	1,750.00	-1,682.34	3.87%
432 · Computer supplies	0.00	0.00	0.00	0.0%
433 · Memberships	0.00	65.00	-65.00	0.0%
434 · Travel/Mileage	37.24	250.00	-212.76	14.9%
435 · Training/Conferences	0.00	250.00	-250.00	0.0%
436 · Postage	78.00	100.00	-22.00	78.0%
450 · OWWL - computer/technology/serv	0.00	11,225.00	-11,225.00	0.0%
451 · Financial fees and software	372.46	1,380.00	-1,007.54	26.99%
452 · Leases - printer	639.62	2,500.00	-1,860.38	25.59%
453 · Insurance	1,248.00	7,250.00	-6,002.00	17.21%
457 · Disability insurance	0.00	0.00	0.00	0.0%

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July through August 2026

	Jul - Aug 26	Budget	$ Over Budget	% of Budget
480 · Building maintenance and repair	1,096.89	1,750.00	-653.11	62.68%
481 · Grounds (plowing, mowing, fire)	0.00	3,440.00	-3,440.00	0.0%
482 · Water and sewer	62.00	300.00	-238.00	20.67%
483 · Electric	1,282.43	5,600.00	-4,317.57	22.9%
484 · Gas	44.11	2,600.00	-2,555.89	1.7%
485 · Telephone	524.19	2,100.00	-1,575.81	24.96%
486 · Trash removal	157.85	600.00	-442.15	26.31%
Total 4 · Contract services	15,494.30	65,910.00	-50,415.70	23.51%
8 · Employee benefits				
800 · Social Security	1,844.56	13,890.00	-12,045.44	13.28%
801 · Health insurance	461.52	3,000.00	-2,538.48	15.38%
802 · Retirement	0.00	6,165.00	-6,165.00	0.0%
803 · Short term disability	0.00	500.00	-500.00	0.0%
804 · Employee team building	0.00	0.00	0.00	0.0%
Total 8 · Employee benefits	2,306.08	23,555.00	-21,248.92	9.79%
Total Expense	41,912.55	271,036.00	-229,123.45	15.46%
Net Income	**-35,140.25**	**0.00**	**-35,140.25**	**100.0%**

Director's Report

Director's Report September Board Meeting

- Numbers 

Month	Patrons		Programs	Attendees
Aug 26	1493		21	85
July 26	1500		24	100
June 26	1389		20	130
May 26	1275		16	138
April 26	947		14	68
March 26	1057		17	49
Feb 26	930		21	78
Jan 26	717		19	77
Dec 25	896		23	395*
Nov 25	736		17	85
Oct 25	1000		19	455*
Sep 25	1040		20	104
Aug 25	1050		10	92

- Foundation update
- Roofing quote
    - Memorial account
- Summer Reading summary
- Maintenance
- Upcoming events
    - Hallway of Treats 10/23
    - Rob Thompson 10/24
    - Halloween week/APD/AFD 10/26-10/31
- General updates - parking lot aid, patron question, data security/MFA, ceiling

Policies

Stevens Memorial Community Library
146 Main Street • Attica, NY 14011 • (585) 591-2733

Cybersecurity Policy

This policy defines the circumstances under which the Stevens Memorial Community Library ("the Library") shall provide notice regarding a security breach that results in unauthorized access to confidential Library information. This policy applies to information stored by the Library. Suspected or confirmed information breaches must be reported immediately to the Library Director.

Upon notification of a suspected information breach, the Library will:

- Investigate the breach and report it to the appropriate internal and/or external officials and parties (such as administrative members of the OWWL Library System);

- Block, mitigate, or de-escalate the breach, if possible;

- Implement processes and procedures to prevent similar breaches from occurring in the future.

1. Internal Notification: The employee who discovers the breach will report it to the Library Director, who will establish an appropriate response strategy. If it is determined that criminal activity has taken place, the Library Director will notify law enforcement, the President of the SMCL Board of Trustees, and the OWWL Library System.

2. External Notification: The Executive Director will determine if external notification is required. External notification is required if any of the following conditions are met:

- Access has been gained to private information as that term is defined in New York State Technology Law § 208(1)(a);

- A physical device that contains private information has been lost or stolen;

- There is evidence that private information has been copied or removed from a physical device containing sensitive information.

External notifications will go to anyone affected by the breach, or whose data may have been compromised, as well as to government officials, as required by law.

Adopted by the SMCL Board of Trustees _____

Gifts and Donations Policy

The Stevens Memorial Community Library ("the Library") will accept all gifts and donations ("gifts") if the following provisions are agreeable to the donor:

1. Unrestricted monetary gifts may be used for Library purchases including but not limited to: books, audiobooks, DVDs, equipment, and furniture. Restricted gifts may be accepted or refused by the Library, and the final decision of material selection and consideration is that of the Library's as fits the needs and collection policies of the Library.

2. Non-monetary gifts will be evaluated on the basis of their usefulness. The Library reserves the right to accept or reject such gifts, and to dispose of such gifts as seen fit when they are worn out, when new items become available, or when they are no longer useful.

> 2a. The library director will evaluate donated materials. Useful additions may be added to the Library collection. Others may be considered for donation to the Attica Historical Society Museum or may be added to the book sale. Items which are not in salable condition may be disposed of.

3. The Library may dispose of any gifts as it sees fit for the benefit of the library and its patrons.

4. Gifts to the Stevens Memorial Community Library are tax deductible as charitable contributions; however, it is the donor's responsibility to secure appraisals to support deductions. The Library assumes no responsibility to appraise donations for tax purposes.

5. Gifts and other support must protect the principle of intellectual freedom and ensure the confidentiality of library users.

Adopted by the SMCL Board of Trustees _____