

PALISADES FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
WEDNESDAY, OCTOBER 14, 7:00 PM
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM SEPTEMBER 9, 2026 MEETING

DIRECTOR'S REPORT

- Statistics: Total circulation for September is down 3%

BUILDING REPORT

- Contract with Tom Acton of Galway Bay, Inc has been received. We are meeting with him on October 20 to review the project
- Designer Janice Davis visited the library and met with Maria and Jess. She is working on a new design that incorporates a country/city motif.

FINANCIAL REPORT

- Operating Budget Review
- Restricted Funds Review
- Approve 2025 Financial Review
- 259 Funding update

OLD BUSINESS

- RCLS Budget Proposal
- Farm Day Recap
- Personnel Handbook Review: New Policies

NEW BUSINESS

- Nominating Committee: Kathryn and Kris' terms end this year.

Draft Minutes

Present: Marjorie Galen, presiding; Kris Haberman, Yvonna Kopacz, Erica Lockwood, Cathy Martin,
Excused: Laurie Ferguson, Kathryn Shattuck

CALL TO ORDER: Marjorie called the meeting to order at 7:01 pm

APPROVAL OF MINUTES FROM JULY 8, 2026 MEETING: Cathy moved and Erica seconded.

DIRECTOR'S REPORT

- Statistics: Total circulation is down 10%
- Cyber Insurance quote: \$1,300 will vote on at a future meeting
- Personnel Handbook Review: New Policies: Maria will mark up what is new and resend

BUILDING REPORT

- New Laptop was purchased - \$1,600
- HVAC in meeting room – Bistate will provided another quote based on a different location of the exterior unit - \$8,500
- Bids for children's room addition were reviewed. Galway Bay Inc's bid was the lowest.
Cathy moved and Erica seconded the motion to award the bid to Galway Bay. All in favor.

FINANCIAL REPORT

- Operating Budget Review was reviewed by Maria
- Restricted Funds Review was reviewed by Maria

OLD BUSINESS

- Long Range Plan was presented again for any final edits. Seeing that none were made, the plan will be posted to the website.

NEW BUSINESS

- RCLS Budget Proposal – to be voted on in October
- Farm Day – logistics were discussed

ADJOURNMENT – Yvonna moved to adjourn at 8:25 pm. Kris seconded. All in favor.

PALISADES FREE LIBRARY
Operating Budget

	<u>Jan - Sep 26</u>	<u>Budget</u>	<u>Budget</u>
Ordinary Income/Expense			
Income			
South Orangetown 259 Income	0.00	0.00	120,000.00
Town of Orangetown Income	408,000.00	408,000.00	408,000.00
Total PUBLIC FUNDS	<u>408,000.00</u>	<u>408,000.00</u>	<u>528,000.00</u>
FUND BALANCE	0.00	0.00	12,809.00
Total GRANTS	25,843.00	2,000.00	2,000.00
INTEREST & DIVIDEND INCOME	6,377.86	4,500.00	6,000.00
Total LIBRARY CHARGES	1,231.06	1,045.00	1,400.00
GIFTS AND ENDOWMENTS			
Tappan Zee Thrift Shop	2,761.35	3,500.00	4,500.00
GIFTS AND ENDOWMENTS - Other	56,505.96		
Total GIFTS AND ENDOWMENTS	<u>59,267.31</u>	<u>3,500.00</u>	<u>4,500.00</u>
Total Income	<u>500,719.23</u>	<u>419,045.00</u>	<u>554,709.00</u>
Gross Profit	<u>500,719.23</u>	<u>419,045.00</u>	<u>554,709.00</u>
Expense			
PERSONNEL - SALARIES			
OTHER STAFF	13,728.01	13,840.00	18,684.00
CERTIFIED LIBRARIANS	130,765.02	140,050.00	189,250.00
DIRECTOR	86,063.59	86,155.00	112,000.00
Total PERSONNEL - SALARIES	<u>230,556.62</u>	<u>240,045.00</u>	<u>319,934.00</u>
Total EMPLOYEE BENEFITS	64,867.75	69,016.00	90,619.00
MATERIALS -			
Total BOOKS AND PRINT MATERIALS	17,125.92	17,750.01	22,800.00
Total ELECTRONIC MATERIALS	9,292.43	9,977.00	13,300.00
Total AUDIO/VISUAL AND OTHER	1,521.12	2,070.00	2,750.00
Total MATERIALS -	<u>27,939.47</u>	<u>29,797.01</u>	<u>38,850.00</u>
Total SUPPLIES	3,027.61	2,815.00	3,700.00
TELECOMMUNICATIONS	3,484.11	3,475.00	4,600.00
Total PROFESSIONAL FEES	29,957.46	28,663.00	36,140.00
REPAIRS	4,990.75	900.00	1,000.00
Total MAINTENANCE	33,733.04	37,357.00	47,000.00
EQUIPMENT	4,473.74	3,800.00	5,000.00
Total MISCELLANEOUS	5,808.02	7,425.00	9,900.00
RCLS - AUTOMATION	4,800.00	4,800.00	6,400.00
CAPITAL EXPENDITURES			
Capital Expenditures 1093	11,991.00		
CAPITAL EXPENDITURES - Other	3,376.92		
Total CAPITAL EXPENDITURES	<u>15,367.92</u>		
Total Expense	<u>429,006.49</u>	<u>428,093.01</u>	<u>563,143.00</u>
Net Ordinary Income	<u>71,712.74</u>	<u>-9,048.01</u>	<u>-8,434.00</u>
Net Income	<u><u>71,712.74</u></u>	<u><u>-9,048.01</u></u>	<u><u>-8,434.00</u></u>

PALISADES FREE LIBRARY
CAPITAL AND RESERVE FUNDS

October 2026

RESERVE FUNDS

Historic Committee	\$	3,884
Operating Cash Flow (to bridge to February)	\$	70,000
Unemployment Reserve (library is self-insured)	\$	20,000
Total Reserve Funds	\$	93,884

Capital Fund

Community Gift Fund Raised Through Donations	\$	219,124
NYS Grant for Children's Addition (pending approval)	\$	99,449
NYS Grant for Children's Additional Items (pending approval)	\$	25,950
Total Capital Funds	\$	344,523

CAPITAL PROJECTS IN PROGRESS

2026 CAPITAL PROJECT

Children's Addition	\$	182,000
Children's additional items	\$	52,000
Children's design elements	\$	40,000
Total	\$	274,000

3-5 YEAR CAPITAL PROJECTS

Lighting Repairs Parkinglot	\$	10,000
Parkinglot Resurfacing	\$	10,000
Painting Exterior	\$	20,000
Community Room Upgrade AV	\$	5,000
Community Room Tables and Chairs	\$	10,000
Painting Interior	\$	15,000
Carpeting Throughout Building	\$	30,000
Window repairs/replacement	\$	10,000
3-5 Year Total	\$	110,000
Grand Total Capital Projects	\$	384,000

259 Funding for School Year 2027/2028**October 14, 2026****30% Increase**

Current Allocation 2025 Vote	2024	2025	Increase
Blauvelt	\$ 174,000	\$ 208,000	\$ 34,000
Orangeburg	\$ 100,000	\$ 120,000	\$ 20,000
Palisades	\$ 82,000	\$ 120,000	\$ 38,000
Piermont	\$ 90,000	\$ 101,240	\$ 11,240
Tappan	\$ 154,000	\$ 200,760	\$ 46,760
Total	\$ 600,000	\$ 750,000	\$ 150,000

2027 PROPOSAL	2025	2027	Increase
Blauvelt	\$ 208,000	\$ 263,250	\$ 55,250
Orangeburg	\$ 120,000	\$ 165,750	\$ 45,750
Palisades	\$ 120,000	\$ 146,250	\$ 26,250
Piermont	\$ 101,240	\$ 136,500	\$ 35,260
Tappan	\$ 200,760	\$ 263,250	\$ 62,490
	\$ 750,000	\$ 975,000	\$ 225,000

Percentage of Total
28%
16%
16%
13%
27%
25%

Percentage of Total
27%
17%
15%
14%
27%
30%