

PALISADES FREE LIBRARY
BOARD OF TRUSTEES

AGENDA

WEDNESDAY, APRIL 10, 7:00 PM
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM FEBRUARY 7, 2024 MEETING

LIBRARIAN'S REPORT

- New ILS change over in August. Will be closed one day for staff training on July 10.

BUILDING REPORT

- Michael Esmay filed the paperwork for the permit on March 20. The cost to file the permit was \$4,222. It's unlikely we will go before the zoning board before mid-May.
- Noel Smith outfitted reading room bookcases with wheels.

FINANCIAL REPORT

- **Motion to rescind the resolution to hold a 259 referendum in the spring of 2024.**
- **Motion to remove Marty Nealon as a signer at Webster Bank and Royal Bank of Canada and to add Laurie Ferguson and Kris Haberman as signers on those accounts.**
- 2024 YTD Operating Budget Report

OLD BUSINESS

- Building Projects: Children's Room, Water Solutions, Historic Storage, Bathroom
- Goods and Services Auction

NEW BUSINESS

- **Motion to approve the Annual Report to NYS as presented**
- **Motion to approve 2023 Report to the Community**

MEETING MINUTES DRAFT

CALL TO ORDER Marjorie called the meeting to order at 7:05 pm

APPROVAL OF MINUTES FROM DECEMBER 12, 2023 MEETING

Kris moved and Kathryn seconded. All in favor.

LIBRARIAN'S REPORT

- Personnel Update: Joette Yore has resigned as a part time circulation clerk. Gilda McKenna will return as part time circulation clerk.
- 2023 Statistics are not dissimilar to 2022. DVD circulation continues to fall and electronic materials circulation continues to increase.

NEW BUSINESS

- Election of board officers:
 - Marty moved to elect Marjorie as president, Kris seconded. All in favor.
 - Marjorie moved to elect Kris as vice president, Erica seconded. All in favor.
 - Marjorie moved to elect Kathryn as secretary, Marty seconded. All in favor.
 - Marjorie moved to elect Laurie as treasurer, Kris seconded. All in favor.
- Members appointed to committees: Marjorie made the following appointments to committees:
 - Finance: Marjorie and Laurie
 - Building: Marjorie, Kris, Marty, Erica
 - Nominating: Marjorie, Kathryn
 - Sustainability: Marty, Kathryn, Erica, Yvonna
 - Fundraising: All board members
- Resolution to adopt an amendment to the 401K Plan moved by Marjorie and seconded by Kris, All in favor.
 - **RESOLVED, the Amendment to Implement Hardship Distribution Provisions of the The Bipartisan Budget Bill of 2018 to the 401(k) Profit-Sharing Plan for the Employees of the Palisades Free Library (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution.**

BUILDING REPORT

- Back in December during a big storm the library lost power for several hours. The backup sump pump worked great. Instead of electrical power, it uses pressure from municipal water to pump out water. The water bill for December jumped from the usual \$21 to \$129. We used 13,000 gallons of water.

FINANCIAL REPORT

- **Marty moved and Marjorie seconded the resolution add \$21,566 to the Community Gift Fund from the following budget lines: \$11,855 from donations; \$3,865 from Friends and \$5,846 from the Tappan Zee Thrift Shop. All in favor.**

- Kris moved and Kathryn seconded a resolution to accept the Town of Orangetown funding agreement for 2024:
 - **To Authorize the execution of the contract for library services between the Town of Orangetown and the Palisades Free Library for the term of January 1, 2024 to December 31, 2024. All in favor.**
- 2023 Budget Report
- **Kathryn moved and Erica seconded a resolution to hold 259 School District Referendum in the spring and double the funding from \$82,000 to \$164,000 for the Palisades Free Library. All in favor.**

OLD BUSINESS

- **Kris moved and Marty seconded a resolution to adopt the 2024 budget as presented.**
- Building Projects: Michael Esmay has completed drawings to apply for a permit from the town to renovate the bathroom and add on to the Children's Room
- Progress on the Long Range Plan was reviewed and the board discussed extending the term of the current plan by one year. **Long Range Plan: Kris moved and Marjorie seconded the resolution to extend the Long Range Plan by one year to 2025. All in favor.**
- Goods and Services Auction: Marjorie will send an email to find a date for the Fund Raising Committee to meet during the week of February 12.

ADJOURNMENT

Meeting adjourned at 8:32 pm.

PALISADES FREE LIBRARY
Operating Budget New

| | Jan - Mar 24 | Budget |
|--|---------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| TOWN OF ORANGETOWN | 397,191.00 | 397,191.00 |
| SOUTH ORANGETOWN SCHOOL | 0.00 | 0.00 |
| FINES | 152.30 | 47.00 |
| COPIER CHARGES | 285.90 | 375.00 |
| GRANTS | 146.00 | 500.00 |
| DONATIONS | -8,384.17 | |
| TAPPAN ZEE THRIFT | -4,023.76 | 1,625.00 |
| INTEREST & DIVIDEND INCOME | 518.33 | 3,000.00 |
| Total Income | 385,885.60 | 402,738.00 |
| Expense | | |
| Bank Service Charges | 4.49 | |
| PERSONNEL - SALARIES | | |
| CERTIFIED LIBRARIANS | 21,880.54 | 21,807.72 |
| OTHER STAFF | 33,498.01 | 33,653.86 |
| DIRECTOR | 28,480.00 | 28,538.48 |
| Total PERSONNEL - SALARIES | 83,858.55 | 84,000.06 |
| Total EMPLOYEE BENEFITS | 24,767.23 | 25,541.44 |
| Total PROFESSIONAL FEES/CONTRACTS | 7,967.04 | 10,396.00 |
| MATERIALS - | | |
| Total ELECTRONIC DATABASES | 2,512.35 | 2,350.00 |
| Total BOOKS | 3,713.89 | 4,400.00 |
| BOOKS - Processing | 193.04 | 250.00 |
| PERIODICALS | 2,297.72 | 875.00 |
| Total AUDIO/VISUAL | 594.18 | 937.50 |
| Total MATERIALS - | 9,311.18 | 8,812.50 |
| EQUIPMENT | 0.00 | 250.00 |
| MAINTENANCE & REPAIRS | 6,376.55 | 5,891.25 |
| Total SUPPLIES | 665.94 | 1,425.00 |
| INSURANCE | 0.00 | 1,775.00 |
| TELECOMMUNICATIONS | 1,141.34 | 1,707.75 |
| UTILITIES - Light, Heat & Water | 3,637.41 | 2,250.00 |
| Total MISCELLANEOUS | 1,485.73 | 1,398.75 |
| Total Expense | 139,215.46 | 143,447.75 |
| | | |
| Net Ordinary Income | 246,670.14 | 259,290.25 |
| Unrealized gain (loss) | 1,678.40 | |
| Net Income | 248,348.54 | 259,290.25 |

PALISADES FREE LIBRARY FUND BALANCE

March 31, 2024

RESERVE FUNDS

| | | |
|---|----|---------|
| Operating Cash Flow (to bridge until town issues funds in February) | \$ | 70,000 |
| Unemployment Reserve (library is self-insured) | \$ | 20,000 |
| Urgent Capital Funds (unanticipated repairs or improvements) | \$ | 50,000 |
| Capital Fund | \$ | 136,482 |

RESTRICTED FUNDS

| | | |
|--|----|--------|
| Community Gift Fund Raised Through Donations | \$ | 51,582 |
| Friends | \$ | 11,536 |
| Historic Committee | \$ | 3,937 |

UNRESTRICTED FUNDS

\$ 2,369

YEAR IN REVIEW

2023



13,098
VISITS TO THE
LIBRARY

2,109

Reference
Questions



154
Documents
Notarized

54,250



219
PROGRAMS
OFFERED



3,065
PROGRAM
ATTENDANCE



21,429
ITEMS
CHECKED OUT



865
PUBLIC COMPUTER
SESSIONS



\$17,701
DONATIONS



5,175
E-BOOKS
CHECKED OUT



954
CARDHOLDERS



58
NEW CARDHOLDERS



18,211
WEBSITE VISITS



Palisades Free Library

19 Closter Rd
Palisades, New York 10964 | (845) 359-0136
www.palisadeslibrary.org

2023 Finances

Income

| | | |
|---------------------|-----------|----------------|
| Town of Orangetown | \$ | 389,403 |
| 259 Referendum | \$ | 81,904 |
| Interest | \$ | 4,325 |
| Donations | \$ | 17,701 |
| Grants/Misc | \$ | 1,434 |
| Fines/Fees | \$ | 1,671 |
| Total Income | \$ | 496,438 |

Expenses

| | | |
|-----------------------------------|-----------|----------------|
| Salaries/Benefits | \$ | 360,670 |
| Library Materials | \$ | 34,629 |
| Building Expenses | \$ | 59,328 |
| Equipment | \$ | 3,616 |
| Professional Fees | \$ | 37,178 |
| Supplies, Shipping, Telecom, Misc | \$ | 12,107 |
| Insurance | \$ | 7,120 |
| Total Expenses | \$ | 514,648 |

Net Income

\$ (18,210)