

PALISADES FREE LIBRARY  
BOARD OF TRUSTEES

**AGENDA**

WEDNESDAY, SEPTEMBER 10, 2025, 7:00 PM  
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM JUNE 11 AND JULY 9, 2025 MEETINGS

LIBRARIAN'S REPORT

- Statistics
- Resignation of Youth Librarian Jennifer Rolenz
- New Youth Librarian Juliana Muñoz
- Update on NYS Library Construction Grant Application

FINANCIAL REPORT

- Operating Budget Report
- Restricted Funds
- Update on 2026 Request for Town Funding

BUILDING REPORT

- Renovation updates Bathroom and Storage
- Renovation updates Children's room expansion next year
- Painting the building

OLD BUSINESS

- Long Range Plan Updates

NEW BUSINESS

- Farm Day

DRAFT MINUTES

Present: Marjorie Galen, presiding; Kathryn Shattuck, Cathy Martin, Kris Haberman, Erica Lockwood, Maria Gagliard, recording.

Excused: Laurie Ferguson, Yvonna Kopacz

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

APPROVAL OF MINUTES FROM APRIL 7, 2025 MEETING: Erica moved and Kris seconded the approval of the minutes. All in favor.

LIBRARIAN'S REPORT

- Statistics are level with last month and last year

FINANCIAL REPORT

- Operating Budget Report: Maria reported that all budget lines are where they are expected to be.
- Restricted Funds: Maria reported on the status of the funds. It was requested that the deposit for the bathroom/storage project be deducted from Capital Expenses.
- 2026 Request for Town Funding – Kathryn moved and Cathy seconded a motion to ask the town for a 2% increase in funding in 2026. All in favor.

BUILDING REPORT

- Renovation updates Bathroom and Storage: We will receive the permit any day and construction could begin within 2 weeks of receiving the permit.
- Renovation updates Children's room expansion next year
  - Will need to have a special meeting to approve the grant application
  - The board discussed moving the children's room during the expansion construction
- Painting the building: Kris moved and Erica seconded to accept the quote from Miguel's Renovations to paint the exterior of the building. All in favor. The board selected the color Benjamin More China White, OC-141 and to paint the siding and the trim the same color. Maria will ask Mike Esmay to add this to the agenda of the HABR in July.

OLD BUSINESS

- Long Range Plan: The board reviewed the staff survey and the public survey

NEW BUSINESS: None

Kris moved and Cathy seconded a motion to adjourn at 8:14 pm. All in favor.

## **DRAFT MINUTES**

Present: Marjorie Galen, presiding; Laurie Ferguson, Cathy Martin, Kris Haberman, Kathryn Shattuck, Erica Lockwood, Maria Gagliardi, recording.

Excused: Yvonna Kopacz

Marjorie called the meeting to order at 7:04 pm

Kris moved we accept the proposal from Michael Esmay for the children's room addition and Erica seconded. All in favor.

Maria reviewed the budget and materials for 2025 Grant Application. Cathy moved to accept the budget and Laurie seconded. All in favor.

The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Palisades Free Library – Laurie moved and Kris seconded. All in favor.

Date for Farm Day Dinner – The board decided that the best date for the Farm Dinner would be Saturday, September 27, 2025. The daytime events will take place on Sunday, September 28.

Kathryn moved and Cathy seconded that the board adjourn at 7:53 pm. All in favor.

# Palisades Free Library

## 2025 Statistics

ITEM DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	% Total Circ
<b>CIRCULATION</b>														
<b><u>BOOKS</u></b>														
Adult New Fiction	168	198	189	199	205	230	246	221					1,656	10.36%
Adult Fiction	193	128	107	162	158	159	216	163					1,286	8.04%
Adult New Nonfiction	90	77	83	89	91	96	77	71					674	4.22%
Adult Nonfiction	114	120	130	103	112	110	173	171					1,033	6.46%
Adult New Fiction LP	20	19	24	23	19	37	19	19					180	1.13%
YA New Fiction	-	1	2	6	5	11	3	3					31	0.19%
YA Fiction	16	15	23	24	23	24	41	31					197	1.23%
YA Nonfiction	2	4	-	1	3	3	1	-					14	0.09%
<b>ADULT TOTAL</b>	<b>603</b>	<b>562</b>	<b>558</b>	<b>607</b>	<b>616</b>	<b>670</b>	<b>776</b>	<b>679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,071</b>	<b>31.71%</b>
Juvenile Fiction	375	383	444	531	418	406	521	473					3,551	22.21%
Juvenile Spanish	9	7	11	5	10	6	9	8					65	0.41%
Juvenile Nonfiction	88	62	76	131	97	65	104	104					727	4.55%
<b>JUVENILE TOTAL</b>	<b>472</b>	<b>452</b>	<b>531</b>	<b>667</b>	<b>525</b>	<b>477</b>	<b>634</b>	<b>585</b>					<b>4,343</b>	<b>27.16%</b>
<b>BOOK TOTAL</b>	<b>1,075</b>	<b>1,014</b>	<b>1,089</b>	<b>1,274</b>	<b>1,141</b>	<b>1,147</b>	<b>1,410</b>	<b>1,264</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,414</b>	<b>58.87%</b>
<b><u>PERIODICALS</u></b>														
Adult/YA	91	69	96	92	121	105	104	67					745	4.66%
Juvenile	-	-	-	6	8	-	-	-					14	0.09%
<b>PERIODICAL TOTAL</b>	<b>91</b>	<b>69</b>	<b>96</b>	<b>98</b>	<b>129</b>	<b>105</b>	<b>104</b>	<b>67</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>759</b>	<b>4.75%</b>
<b><u>AUDIO-VISUAL</u></b>														
Books on Tape/CD YA/Adult New	5	2	3	1	3	12	4	7					37	0.23%
Books on Tape/CD YA/Adult	-	11	22	24	16	20	7	9					109	0.68%
Books on Tape/CD Juvenile	-	-	-	-	2	3	4	2					11	0.07%
CD's Adult/YA - music	-	-	1	3	-	-	-	-					4	0.03%
CD's Juvenile - music	-	-	-	1	-	-	-	-					1	0.01%
DVD's Adult/YA New	37	28	26	37	40	16	20	42					246	1.54%
DVD's Adult/YA	88	82	89	58	69	58	79	76					599	3.75%
DVD's Juvenile	17	26	13	30	24	25	2	9					146	0.91%
Museum Passes	1	1	7	3	3	1	3	7					26	0.16%
AWE Station Sessions	25	32	58	42	22	30	20	35					264	1.65%
Equipment (Nook/Flash Dr.)	-	-	1	-	2	1	1	1					6	0.04%
Puzzles	20	20	25	16	10	9	11	10					121	0.76%
Video Games (All Types)	-	-	-	-	-	-	-	-					-	0.00%
<b>AUDIO VISUAL TOTAL</b>	<b>193</b>	<b>202</b>	<b>245</b>	<b>215</b>	<b>191</b>	<b>175</b>	<b>151</b>	<b>198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,570</b>	<b>9.82%</b>
<b><u>DIGITAL</u></b>														
Overdrive - All Formats	401	362	397	438	368	402	432	421					3,221	20.14%
Hoopla - All Formats	101	94	106	82	100	95	94	83					755	4.72%
Kanopy	26	41	25	19	43	35	46	36					271	1.69%
<b>DIGITAL TOTAL</b>	<b>528</b>	<b>497</b>	<b>528</b>	<b>539</b>	<b>511</b>	<b>532</b>	<b>572</b>	<b>540</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,247</b>	<b>26.56%</b>
<b>TOTAL CIRCULATION</b>	<b>1,887</b>	<b>1,782</b>	<b>1,958</b>	<b>2,126</b>	<b>1,972</b>	<b>1,959</b>	<b>2,237</b>	<b>2,069</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,990</b>	<b>100.00%</b>
<b>MISCELLANEOUS</b>														
Total Patrons Served	987	1,029	1,393	1,579	1,195	1,214	1,247	1,338					9,982	% of Total Attendance 12.4%
In-Person On-Site Event Attendance	135	162	214	182	136	214	77	121					1,241	
Patron Event Attendance	198	316	335	358	214	246	126	157					1,950	
New Patrons Registered	2	2	12	10	5	6	3	7					47	
Patrons Deleted	-	-	-	-	-	-	-	-					-	
Reference Questions	154	128	159	217	158	172	197	210					1,395	
Fines Collected	\$ 47.74	\$ 70.82	\$ -	\$ 11.09	\$ 6.35	\$ -	\$ 18.09	\$ 30.00					\$ 184.09	
One-on-One Appointments	15	8	15	16	19	20	23	22					138	
<b>ILL</b>														
<b><u>TO OTHER LIBRARIES</u></b>														
RCLS	506	412	474	483	541	503	523	514					3,956	
Mid-Hudson, SENYLR	1	1	-	-	-	-	-	-					2	
Correctional Facilities, Schools, Out of Region	-	-	-	-	-	-	-	-					-	
OCLC	-	-	-	-	-	-	-	-					-	
<b>TOTAL</b>	<b>507</b>	<b>413</b>	<b>474</b>	<b>483</b>	<b>541</b>	<b>503</b>	<b>523</b>	<b>514</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,958</b>	
<b><u>BORROWED FROM OTHERS</u></b>														
RCLS	217	210	182	190	216	175	244	191					532945	
Mid-Hudson, SENYLR	1	1	1	2	-	1	1	-					7	
Correctional Facilities, Schools, Out of Region	-	-	-	-	-	-	-	-					-	
OCLC	3	1	1	-	2	2	-	-					9	
<b>TOTAL</b>	<b>221</b>	<b>212</b>	<b>184</b>	<b>192</b>	<b>218</b>	<b>178</b>	<b>245</b>	<b>191</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>532,961</b>	
<b>NEWSPAPER USE</b>														
Journal News	7	7	7	12	5	6	7	5					56	
New York Post	13	11	18	14	8	9	8	4					85	
New York Times	18	18	18	15	13	14	9	11					116	
Rockland County Times					1								1	
Wall Street Journal	11	16	15	11	8	6	6	10					83	
<b>TOTAL</b>	<b>49</b>	<b>52</b>	<b>58</b>	<b>52</b>	<b>35</b>	<b>35</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>341</b>	
<b>INTERNET USE</b>														
	47	49	64	70	59	58	59	55					461	

**PALISADES FREE LIBRARY**  
**Operating Budget**

	<b>TOTAL</b>	
	<b>Jan - Aug 25</b>	<b>Annual Budget</b>
<b>Income</b>		
<b>PUBLIC FUNDS</b>		
South Orangetown 259 Income	0.00	120,000.00
Town of Orangetown Income	408,000.00	408,000.00
<b>Total PUBLIC FUNDS</b>	<u>408,000.00</u>	<u>528,000.00</u>
<b>Total LIBRARY CHARGES</b>	707.38	1,400.00
<b>GRANTS</b>	149.00	2,000.00
<b>Total GIFTS AND ENDOWMENTS</b>	8,947.34	0.00
<b>INTEREST &amp; DIVIDEND INCOME</b>	<u>13,978.51</u>	<u>4,000.00</u>
<b>Total Income</b>	<u><u>431,782.23</u></u>	<u><u>535,400.00</u></u>
<b>Expense</b>		
<b>PERSONNEL - SALARIES</b>		
OTHER STAFF	81,333.93	86,000.00
CERTIFIED LIBRARIANS	62,952.16	124,000.00
DIRECTOR	<u>75,395.36</u>	<u>109,000.00</u>
<b>Total PERSONNEL - SALARIES</b>	<u>219,681.45</u>	<u>319,000.00</u>
<b>Total EMPLOYEE BENEFITS</b>	67,658.16	98,150.00
<b>Total MATERIALS -</b>	29,330.42	35,100.00
<b>Total CAPITAL EXPENDITURES</b>	7,992.00	
<b>Total MAINTENANCE &amp; REPAIRS</b>	33,096.34	41,300.00
<b>Total SUPPLIES</b>	2,122.35	3,500.00
<b>TELECOMMUNICATIONS</b>	3,276.02	4,600.00
<b>Total PROFESSIONAL FEES</b>	17,651.10	27,000.00
<b>EQUIPMENT</b>	2,672.71	5,000.00
<b>Total MISCELLANEOUS</b>	7,747.40	11,650.00
<b>RCLS - Automation</b>	5,175.00	7,000.00
<b>RCLS - Fees</b>	1,556.00	1,600.00
<b>Reconciliation Discrepancies</b>	<u>116.00</u>	
<b>Total Expense</b>	<u><u>398,074.95</u></u>	<u><u>553,900.00</u></u>
<b>Net Income</b>	<u><u><b>33,707.28</b></u></u>	<u><u><b>-18,500.00</b></u></u>

## PALISADES FREE LIBRARY FUND BALANCE

As of July 31, 2025

### BOARD DESIGNATED FUNDS

Operating Cash Flow (to bridge until town issues funds in February)	\$	70,000
Unemployment Reserve (library is self-insured)	\$	20,000
Emergency Repair Funds (unanticipated repairs or improvements)	\$	35,000
Friends	\$	15,030
Historic Committee	\$	3,949
Unallocated	\$	2,592
<b>Total</b>	<b>\$</b>	<b>146,571</b>

<b>Capital Funds</b>	<b>\$</b>	<b>284,463</b>
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### Capital Projects 2025

#### BATHROOM AND STORAGE RENOVATION

Bathroom and Storage Project	\$	66,600
Temporary Bathroom Rentals	\$	7,663
Lighting on Top Floor	\$	8,400
NYS Grant Secured	\$	(26,000)
<b>Total</b>	<b>\$</b>	<b>56,663</b>

### Capital Projects 2026-2030

#### CHILDREN'S ROOM ADDITION & SECURITY UPGRADES

Major Construction of the Children's Room Rear Addition	\$	181,956
Architectural Fees	\$	10,000
Moving and Storage Fees	\$	15,935
Lighting in Children's Room	\$	8,400
Security Cameras	\$	7,817
Security System Upgrade	\$	1,253
Smoke Detector Replacement	\$	1,493
AV Upgrade in Community Room	\$	11,333
HVAC Ductwork and Vents	\$	6,000
Insulation in HVAC Attic	\$	2,800
<b>TOTAL</b>	<b>\$</b>	<b>246,987</b>

<b>Grand Total 2025 &amp; 2026 Capital Projects</b>	<b>\$</b>	<b>303,650.00</b>
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