

PALISADES FREE LIBRARY
BOARD OF TRUSTEES

AGENDA

WEDNESDAY, OCTOBER 8, 2025, 7:00 PM
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM SEPTEMBER 10, 2025 MEETING

LIBRARIAN'S REPORT

- Statistics compared to YTD 2024
 - All book borrowing is up about 10%
 - New Audiobooks are down by 50% but older Audiobooks doubled
 - New DVDs are flat with older DVDs up slightly
 - Puzzle circulation doubled
 - Ebooks are up slightly
 - Overall attendance is down 10% and Event attendance is up 30%
- Update on NYS Library Construction Grant Application
- Personnel Policy Updates – to give part time employees 4 hours of sick pay at the beginning of each year for parity with full time staff.

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
- Farm Day

NEW BUSINESS

- RCLS Budget Vote

DRAFT MINUTES

Present: Marjorie Galen, presiding; Yvonna Kopacz, Erica Lockwood, Cathy Martin, Kathryn Shattuck, Maria Gagliardi, recording.

Excused: Laurie Ferguson, Kris Haberman

CALL TO ORDER: Marjorie called the meeting to order at 7:00 pm

APPROVAL OF MINUTES FROM JUNE 11 AND JULY 9, 2025 MEETINGS: Cathy moved and Kathryn seconded. All in favor.

LIBRARIAN'S REPORT

Maria reported that statistics for August look good, not a lot of change from previous month or 2024. Youth Librarian Jennifer Rolenz resigned to take a position at the Nyack Middle School. Maria hired the new Youth Librarian, Juliana Muñoz. Maria submitted the NYS Library Construction Grant Application and made the changes recommended by RCLS reviewers.

FINANCIAL REPORT

- Operating Budget Report – we are on schedule. There will be some savings in personnel benefits with the change in staffing.
- Restricted Funds – we have the funding to complete our renovation, but we will not have a lot left over after the job is done.
- Update on 2026 Request for Town Funding – Marjorie presented our request for 2% increase. There were no questions or comments from the town board.

BUILDING REPORT

- Renovation updates Bathroom and Storage – storage is nearly complete, as is the lighting. The lighting in the reference area needs attention because the new lights are not as bright as the previous fixtures, and at the same time, are too bright to look at. Mike Esmay will give us some ideas on how to proceed.
- Renovation updates Children's room expansion next year – moving slowly through the permit process.

OLD BUSINESS

- Long Range Plan Updates - Maria met with the part time staff to discuss the surveys and get their ideas for the library.

NEW BUSINESS

- Farm Day - the logistics were reviewed

Adjournment: Yvonna moved and Erica seconded. All in favor. Meeting adjourned at 7:51 pm.

Palisades Free Library

2025 Statistics

ITEM DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	% Total Circ
CIRCULATION														
<u>BOOKS</u>														
Adult New Fiction	168	198	189	199	205	230	246	221	234				1,890	10.52%
Adult Fiction	193	128	107	162	158	159	216	163	137				1,423	7.92%
Adult New Nonfiction	90	77	83	89	91	96	77	71	80				754	4.20%
Adult Nonfiction	114	120	130	103	112	110	173	171	103				1,136	6.32%
Adult New Fiction LP	20	19	24	23	19	37	19	19	19				199	1.11%
YA New Fiction	-	1	2	6	5	11	3	3	4				35	0.19%
YA Fiction	16	15	23	24	23	24	41	31	22				219	1.22%
YA Nonfiction	2	4	-	1	3	3	1	-	2				16	0.09%
ADULT TOTAL	603	562	558	607	616	670	776	679	601	-	-	-	5,672	31.58%
Juvenile Fiction	375	383	444	531	418	406	521	473	416				3,967	22.08%
Juvenile Spanish	9	7	11	5	10	6	9	8	10				75	0.42%
Juvenile Nonfiction	88	62	76	131	97	65	104	104	81				808	4.50%
JUVENILE TOTAL	472	452	531	667	525	477	634	585	507	-	-	-	4,850	27.00%
BOOK TOTAL	1,075	1,014	1,089	1,274	1,141	1,147	1,410	1,264	1,108	-	-	-	10,522	58.58%
<u>PERIODICALS</u>														
Adult/YA	91	69	96	92	121	105	104	67	119				864	4.81%
Juvenile	-	-	-	6	8	-	-	-	6				20	0.11%
PERIODICAL TOTAL	91	69	96	98	129	105	104	67	125	-	-	-	884	4.92%
<u>AUDIO-VISUAL</u>														
Books on Tape/CD YA/Adult New	5	2	3	1	3	12	4	7	5				42	0.23%
Books on Tape/CD YA/Adult	-	11	22	24	16	20	7	9	12				121	0.67%
Books on Tape/CD Juvenile	-	-	-	-	2	3	4	2	-				11	0.06%
CD's Adult/YA - music	-	-	1	3	-	-	-	-	-				4	0.02%
CD's Juvenile - music	-	-	-	1	-	-	-	-	-				1	0.01%
DVD's Adult/YA New	37	28	26	37	40	16	20	42	18				264	1.47%
DVD's Adult/YA	88	82	89	58	69	58	79	76	60				659	3.67%
DVD's Juvenile	17	26	13	30	24	25	2	9	19				165	0.92%
Museum Passes	1	1	7	3	3	1	3	7	7				33	0.18%
AWE Station Sessions	25	32	58	42	22	30	20	35	48				312	1.74%
Equipment (Nook/Flash Dr.)	-	-	1	-	2	1	1	1	-				6	0.03%
Puzzles	20	20	25	16	10	9	11	10	16				137	0.76%
Video Games (All Types)	-	-	-	-	-	-	-	-	-				-	0.00%
AUDIO VISUAL TOTAL	193	202	245	215	191	175	151	198	185	-	-	-	1,755	9.77%
<u>DIGITAL</u>														
Overdrive - All Formats	401	362	397	438	368	402	432	421	421				3,642	20.28%
Hoopla - All Formats	101	94	106	82	100	95	94	83	106				861	4.79%
Kanopy	26	41	25	19	43	35	46	36	28				299	1.66%
DIGITAL TOTAL	528	497	528	539	511	532	572	540	555	-	-	-	4,802	26.73%
TOTAL CIRCULATION	1,887	1,782	1,958	2,126	1,972	1,959	2,237	2,069	1,973	-	-	-	17,963	100.00%
MISCELLANEOUS														
Total Patrons Served	987	1,029	1,393	1,579	1,195	1,214	1,247	1,338	1,195				11,177	% of Total Attendance 11.9%
In-Person On-Site Event Attendance	135	162	214	182	136	214	77	121	88				1,329	
Patron Event Attendance	198	316	335	358	214	246	126	157	413				2,363	
New Patrons Registered	2	2	12	10	5	6	3	7	2				49	
Patrons Deleted	-	-	-	-	-	-	-	-	-				-	
Reference Questions	154	128	159	217	158	172	197	210	141				1,536	
Fines Collected	\$ 47.74	\$ 70.82	\$ -	\$ 11.09	\$ 6.35	\$ -	\$ 18.09	\$ 30.00	\$ 23.00				\$ 207.09	
One-on-One Appointments	15	8	15	16	19	20	23	22	12				150	
ILL														
<u>TO OTHER LIBRARIES</u>														
RCLS	506	412	474	483	541	503	523	514	543				4,499	
Mid-Hudson, SENYLR														
Correctional Facilities,	1	1	-	-	-	-	-	-	-				2	
Schools, Out of Region														
OCLC	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	507	413	474	483	541	503	523	514	543	-	-	-	4,501	
<u>BORROWED FROM OTHERS</u>														
RCLS	217	210	182	190	216	175	244	191	158				532945	
Mid-Hudson, SENYLR														
Correctional Facilities,	1	1	1	2	-	1	1	-	-				7	
Schools, Out of Region														
OCLC	3	1	1	-	2	2	-	-	2				11	
TOTAL	221	212	184	192	218	178	245	191	160	-	-	-	532,963	
NEWSPAPER USE														
Journal News	7	7	7	12	5	6	7	5	9				65	
New York Post	13	11	18	14	8	9	8	4	15				100	
New York Times	18	18	18	15	13	14	9	11	16				132	
Rockland County Times					1								1	
Wall Street Journal	11	16	15	11	8	6	6	10	13				96	
TOTAL	49	52	58	52	35	35	30	30	53	-	-	-	394	
INTERNET USE														
	47	49	64	70	59	58	59	55	67				528	

PALISADES FREE LIBRARY

Operating Budget

Palisades Free Library Operating Budget

September 30, 2025

	Jan - Dec 25	Projected	Budget
Ordinary Income/Expense			
Income			
PUBLIC FUNDS			
South Orangetown 259 Income		118,000.00	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>526,000.00</u>	<u>528,000.00</u>
LIBRARY CHARGES			
Copier Charges	705.13	900.00	1,000.00
Fines	193.69	200.00	400.00
Total LIBRARY CHARGES	<u>898.82</u>	<u>1,100.00</u>	<u>1,400.00</u>
GRANTS	149.00	2,000.00	2,000.00
GIFTS AND ENDOWMENTS			
Tappan Zee Thrift Shop	3,812.34		0.00
GIFTS AND ENDOWMENTS - Other	<u>5,160.00</u>		<u>0.00</u>
Total GIFTS AND ENDOWMENTS	<u>8,972.34</u>	<u>0.00</u>	<u>0.00</u>
INTEREST & DIVIDEND INCOME	13,978.51	20,000.00	4,000.00
Total Income	<u>431,998.67</u>	<u>549,100.00</u>	<u>535,400.00</u>
Gross Profit	<u>431,998.67</u>	<u>549,100.00</u>	<u>535,400.00</u>
Expense			
PERSONNEL - SALARIES			
Total PERSONNEL - SALARIES	244,165.46	312,000.00	319,000.00
Total EMPLOYEE BENEFITS	71,047.56	90,000.00	98,150.00
MATERIALS -			
Total BOOKS AND PRINT MATERIALS	20,060.51	22,000.00	21,600.00
Total AUDIO/VISUAL AND OTHER	<u>2,395.02</u>	<u>2,700.00</u>	<u>3,200.00</u>
Total MATERIALS -	<u>31,666.00</u>	<u>33,910.47</u>	<u>35,100.00</u>
Total MAINTENANCE & REPAIRS	33,872.50	42,000.00	41,300.00
Total SUPPLIES	2,432.51	3,500.00	3,500.00
TELECOMMUNICATIONS	3,380.08	4,600.00	4,600.00
Total PROFESSIONAL FEES	20,391.10	29,000.00	27,000.00
EQUIPMENT	2,977.71	5,000.00	5,000.00
RCLS - Automation	5,175.00	7,000.00	7,000.00
RCLS - Fees	1,600.00	1,600.00	1,600.00
Reconciliation Discrepancies	<u>116.00</u>	<u>116.00</u>	
Total Expense	<u>424,662.91</u>	<u>536,565.46</u>	<u>553,900.00</u>
Net Ordinary Income	<u>7,335.76</u>	<u>12,534.54</u>	<u>-18,500.00</u>
Other Income/Expense			
Other Income			
Unrealized gain (loss)	0.00	0.00	0.00
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>7,335.76</u></u>	<u><u>12,534.54</u></u>	<u><u>-18,500.00</u></u>

PALISADES FREE LIBRARY FUNDS AND CAPITAL PROJECTS

As of September 30, 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	\$	13,600
Historic Committee	\$	3,700
Unallocated	\$	5,000
Total	\$	147,300

Capital Funds **\$ 290,000**

Capital Projects 2025

BATHROOM AND STORAGE RENOVATION

Bathroom and Storage Project	\$	66,600
Temporary Bathroom Rentals	\$	8,000
Lighting on Top Floor	\$	8,400
NYS Grant Secured	\$	(26,000)
Spent	\$	(18,000)
Total	\$	39,000

Capital Projects 2026-2030

CHILDREN'S ROOM ADDITION & SECURITY UPGRADES

Major Construction of the Children's Room Rear Addition	\$	180,000
Architectural Fees	\$	10,000
Moving and Storage Fees	\$	16,000
Lighting in Children's Room	\$	10,000
Custom Shelving in Children's Room	\$	18,000
Security Cameras	\$	7,800
Security System Upgrade	\$	1,400
Smoke Detector Replacement	\$	1,500
HVAC Ductwork and Vents	\$	6,000
Insulation in HVAC Attic	\$	2,800
Painting	\$	20,000
NYS Grant Requested But Not Secured	\$	(99,500)
TOTAL	\$	213,000

Grand Total 2025 & 2026 Capital Projects **\$ 252,000**

Capital Fund Balance after 2030 **\$ 38,000**