

CROTON FREE LIBRARY

171 Cleveland Drive, Croton-on-Hudson, NY 10520

Phone: (914) 271-6612 | Fax: (914) 271-0931

www.crotonfreelibrary.org

November 10, 2025

NOVEMBER BOARD MEETING AGENDA

- **Call to order**
- **Approval of the Previous Minutes**
 - [Oct. 2025 Board Meeting](#)
- **Director's Report**
 - **Annual Fire Inspection Passed**
 - **Insurance Adjustments**
 - **QB Online Migration Complete**
 - **Statistics Spotlight**
 - Visitors
 - Reference Transactions
 - **New Circulation Staff Members**
 - Stephanie Chen
 - Jillian Leon
- **Treasurer's and Finance Committee Report**
 - [Review Financials](#)
 - [Audit Vote](#)
- **Committee Reports**
 - **Fundraising**
 - Annual Appeal - has anyone received theirs?
 - Report from Fall Book & Bake Sale
 - Motion to approve using fundraising account to purchase storage boxes as needed for book storage (no more Baker & Taylor)
 - **Long-Range Planning**
 - Vote to approve [Financial Policies And Controls](#) policy packet
 - Gifts, Donations and Naming Policy temporarily on hold
 - Long Range Plan (progress report)
 - **Arts**
 - Lauren Davis, Annual Appeal artist, currently on exhibit
 - Reception: Sunday, November 16, 2 - 4 pm
 - **Buildings and Grounds**
 - **Safety**
 - **New Trustee Selection and Training**
 - Board members with an end of term in 2026 should speak with New Trustee Selection and Training Chair, Marianne, prior to the December meeting to discuss their plans.

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<Committee Reports continued>

○ Ad-Hoc

▪ Google Drive clean-up continues

- Draft board minutes that were not in folders have been moved to respective folders
- Draft minutes that require board vote will be stored in the folder for the Board meeting at which they will be voted on so that all board materials for that meeting are in one folder. Example: October's draft board minutes will be stored in the Board Meeting Materials folder for the November board meeting. Once voted on an approved PDF version will be stored in the Meeting Minutes folder.
- A new folder within the Library Renovation Drive / Committees folder was created and labeled as "Working Sessions". All materials and minutes from those sessions will be stored in that folder. Working Session materials that have been stored in the Renovation Drive / Committees / Renovation Budget and Financing will be moved to the Work Sessions folder and renamed using a standard naming convention to provide better guidance on content.
- Renovation working session minutes will be stored in the Library Renovation Drive / Committees / Working Sessions folder. A shortcut will be provided in the Board Meeting Materials folder for the meeting at which they will be voted on so that all board materials for that meeting are in one folder.

• Old Business

- Review the Board Master Calendar for the coming month
- Review of action items from last meeting

• New Business

• *Public Comment

• Adjourn

*Members of the public may address the Board of Trustees only during the Public Comment portion of the board meeting and must identify themselves by name when they begin to speak. Comments are limited to no more than three minutes per person. The number of public comments per board meeting may be limited due to time constraints.

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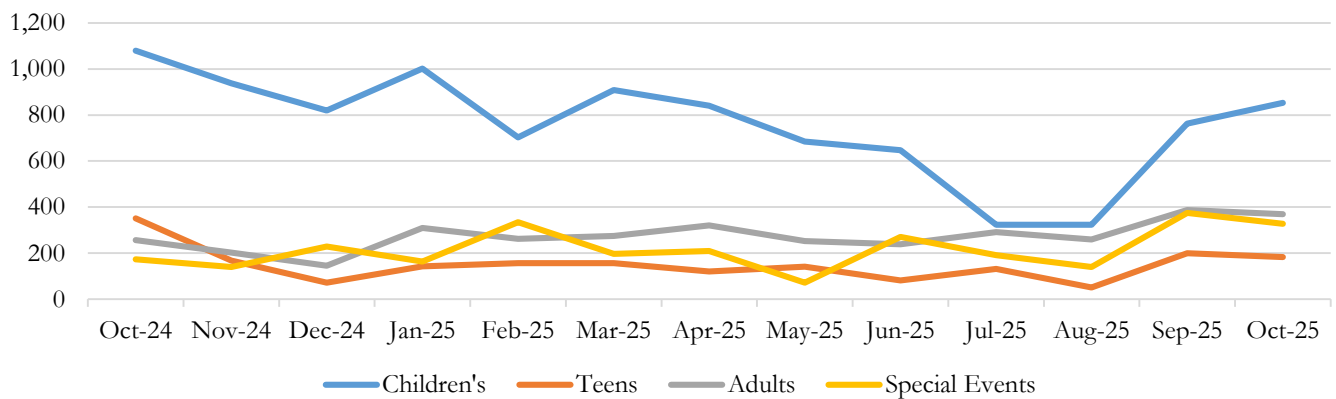
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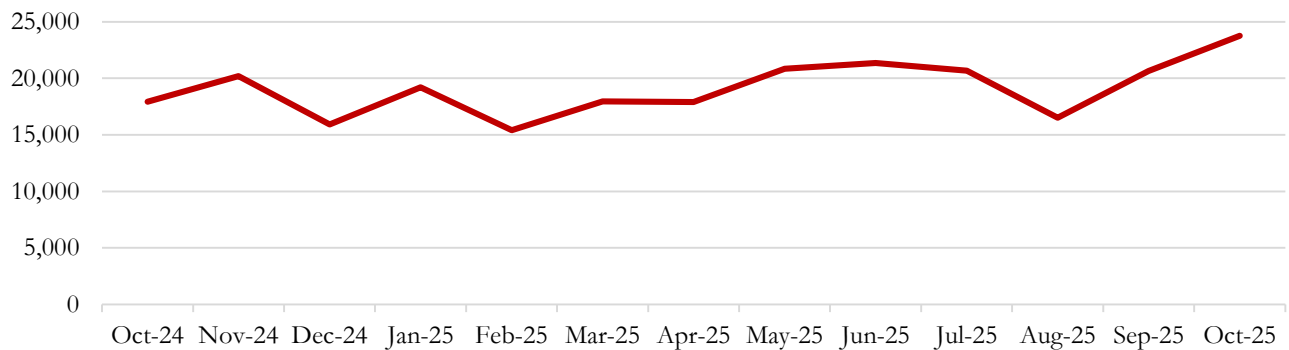
Patron Services – October 2025

	2025	2024	Change
Visitors	23,758	17,928	33%
Reference Transactions	804	822	-2%
Cards Issued	40	33	21%
Programs			
Children's Attendance	853	1,080	-21%
Teen Attendance	183	351	-48%
Adult Attendance	369	257	44%
Special Event Attendance	327	173	89%

Program Attendance



Visitors



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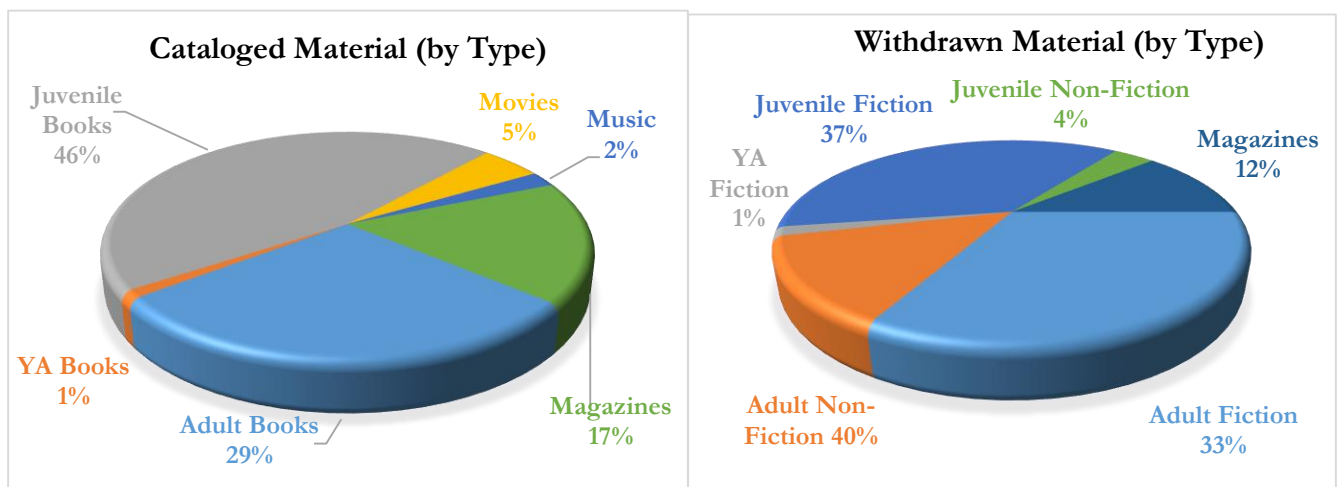
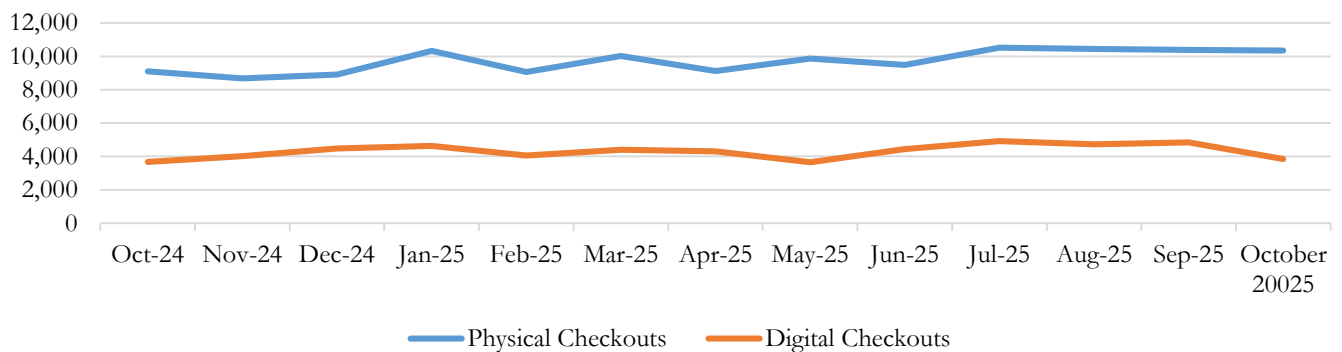
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Collection Statistics – October 2025

	2025	2024	Change %
Physical Checkouts	10,350	9,109	14%
Digital Checkouts* (no Hoopla)	3,845	3,674	5%
Cataloged Material	368	362	2%
Withdrawn Material	269	650	-59%

Circulation



Cataloged Material

